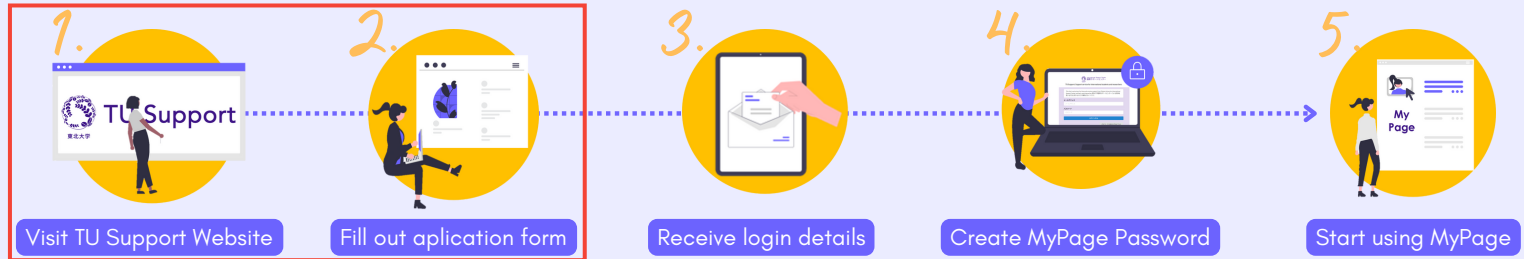


# How to Apply for Support Services

in 5 easy steps

Steps 1 and 2 will be processed together by FGL office.



## Step 1. Visit TU Support Web Page

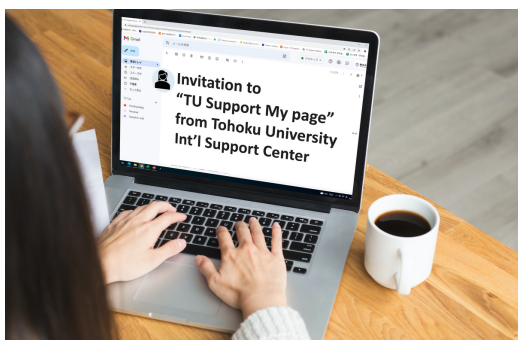
- Visit the TU Support website  
<https://sup.bureau.tohoku.ac.jp/en/>
- Scroll down to "**How to Apply for Support Services**" section, and click the "**Apply Now**" button.
- Choose either "**Student**" or "**Researcher**" depending on your status at Tohoku University.

No need for Step 1 and 2 to be conducted.

## Step 2. Fill out Application Form

- Click the "**Support Services Application Form**" button. You will be redirected to support service online application form.
- **Agree to the terms and conditions.** Proceed to fill out all the required information in the application form, and select the support required.
- Click "**Confirm**" to submit the application. You will receive an automated confirmation e-mail after submission. *If you do not receive a confirmation e-mail, you may have keyed in the wrong e-mail address.*

For applications received from **International Researchers themselves**, our center may contact the respective host departments in order to verify application details.



## Step 3.Receive MyPage Login Details

- After your application is confirmed, you will receive an automated e-mail titled **"Invitation to "TU Support My page" from Tohoku University Int'l Support Center"**.
- Follow the direction of the e-mail to access TU Support My page website.



## Step 4. Create MyPage Password

- **Key in your e-mail address and set the new password** of your TU Support My Page account, and click the Log in button to log into your account.



## Step 5. Start Using My Page

- You can start using your TU Support My Page account!
- You can use your My Page account to:
  - Check the status of your application.
  - Communicate with International Support Center.
  - Make additions / amendments to your application.
  - Arrange schedule, meet up location with the support team after your arrival in Sendai.