

How to Obtain a Letter of Provisional Acceptance (LPA) – Embassy Recommendation

Before starting your application, you must:

1. Possess the **First Screening Pass Notification**
2. Have **read and understood the [MEXT Application Guidelines](#)**

*Any failure to comply with the guidelines may result in your application being rejected.

Applicants who do not meet both prerequisites will not be considered for a LPA.

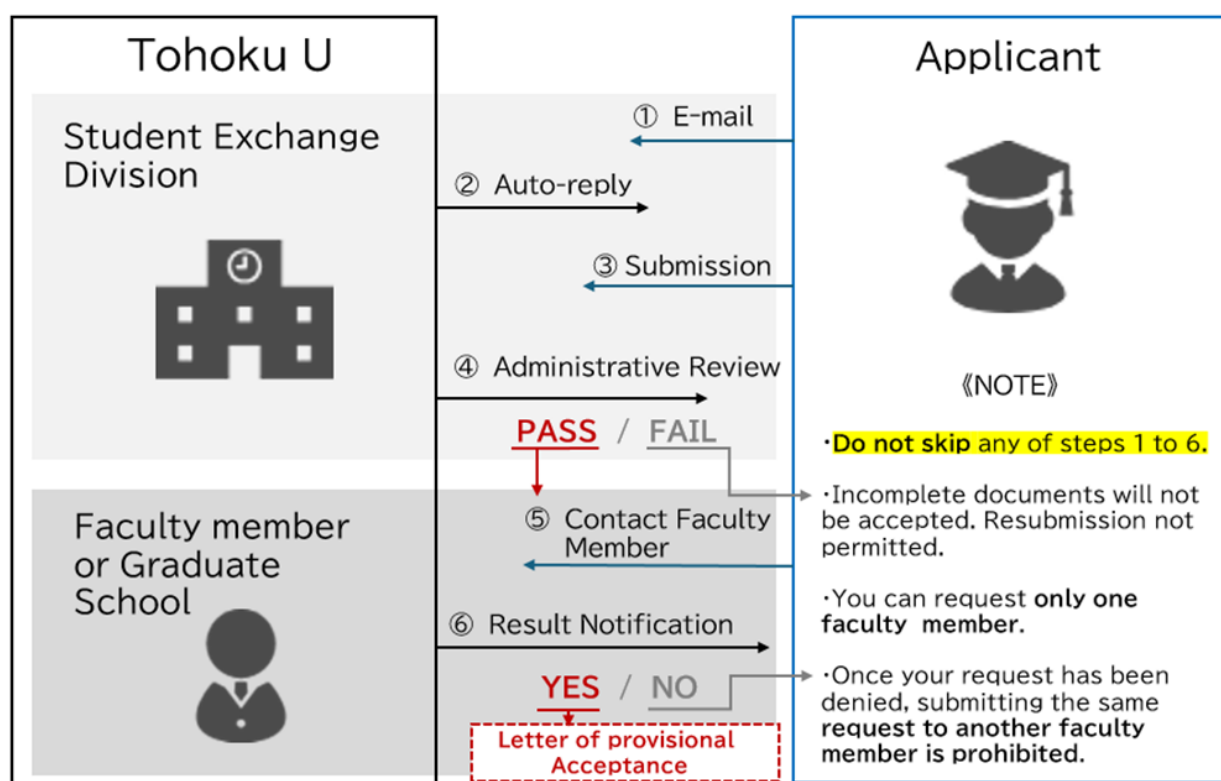
*Make sure you have the following documents before starting the procedure. If any of the following documents are missing, please contact the Japanese diplomatic mission and start the application procedure after all the documents are in order.

- 1) Copy of a Passing Certificate of the First Screening issued by the Japanese diplomatic mission
- 2) A set of copies of the following documents submitted to the Japanese diplomatic mission that have been **stamped** by the Japanese diplomatic mission and returned to the applicants.
 1. Application Form
 2. Field of Study and Research Plan
 3. Academic transcript for all academic year of university attended
 4. Certificate of graduation or degree certificate of the university attended
 5. Recommendation letter from the president/dean or the academic advisor at the current or last university attended
 6. Medical Certificate
 7. Abstracts of theses (*Only if submitted to the Japanese diplomatic mission)
 8. Certificate of language proficiency (*Only if submitted to the Japanese diplomatic mission)
 9. Recommendation letter from the present employer (*Only if submitted to the Japanese diplomatic mission)

Key Notes

- **Deadlines are strict:** Late applications will not be accepted under any circumstances.
- **Processing time:** The issuance of a Letter of Provisional Acceptance (LPA) may take **3–4 weeks**. Applicants are strongly advised to submit their request well in advance of the deadline to ensure sufficient processing time.
- **Follow all instructions:** If you fail to follow the rules and instructions stated in the MEXT application guidelines, if any false declarations are confirmed, or if you do not comply with instructions from the university, a Letter of Provisional Acceptance may not be issued, even during the screening process.
- **LPA does not guarantee admission:** Admission to a degree program requires passing the entrance examination.
- **No phone inquiries:** Only email communication is accepted.

Request Procedure



STEP 1 – Contact Tohoku University

Send an email to the contact address provided by your Japanese Embassy or Consulate.

✓ Verify the correct contact address with your embassy before sending.

✗ Do **not** contact faculty members directly before receiving instructions.

STEP 2 – Receive Auto-Reply

An automatic email response will provide detailed instructions on document submission.

**If you do not receive an immediate auto-reply, please check your spam folder.*

STEP 3 – Submit Required Documents

Submit all documents exactly as instructed.

STEP 4 – Administrative Review & Notification

The university office will review your documents and notify you whether they have been accepted.

STEP 5 – Contact Faculty Member

Follow instructions from the university to contact a prospective supervisor.

STEP 6 – Receive Result

The faculty member or university office will notify you of acceptance or rejection.

✗ Once an initial request is rejected, **no further requests can be accepted**.