

How to Use T-cens SP

Updated: Jan. 2016



Message Board

New	File	Date	Subject
NEW		12/11/2015	Welcome to the T-cens system

Online Application Procedures

[Important] Application Procedures for Short-term Programs

1. First, please check and make sure of the application procedures for the program you are going to apply for on its particular website. Save any materials necessary to be uploaded onto your computer accordingly.
2. Click on the "Personal Information" button and start filling in the forms and uploading files. You can save any entries made on the input forms using the "Save" button.
3. After you have successfully completed submitted the "Personal Information", you will be able to select the program you wish to apply for. Please note that you cannot select a program until you complete the "Personal Information" section.
4. You may apply for more than one program, but you must first complete the application to the program which you selected first.
5. You will be notified of the admission decision by email sent to the address which you registered in the "Personal Information" section in a timely manner.

[Notes]

1. If you fail to complete submitting the "Personal Information" and "Program Selection" sections within the specified application periods, your application will be automatically rejected and no longer be available for completion.
2. Do not use the browser's BACK button. Use the Home button on the top right hand section of the top banner, use the Personal Information on the top page or the FORM buttons at the top to switch pages.

Personal Information
Enter your Personal Information (contact info, academic background, etc.) and upload your ID photograph (.jpg) and copy of your passport (.jpg or .pdf)

#2 Program Selection
After completing #1 Personal Information section, select the program(s) you wish to apply for. Refer to the application guidelines for the particular program of your choice for documents you need upload with your application.

#3 Admission Decision
You can check the outcome of your application online. The information will also be e-mailed to you from program office.

Home → Enter your "Personal Information"

1)
Read "Online Application Procedures" carefully.

2)
Click here and move to "Personal Information" page.

Personal Information

Form1 Form2 Form3 Form4 FileUpload SAVE

[Procedures]

1. Complete filling out the forms and uploading the files respectively.
2. It is not necessary complete the forms or upload the files in a particular order.
3. Click on the "SAVE" button to save any entries you have already made, especially when you are stepping away from your computer for any length of time.
4. Fields with asterisks (*) must be completed.

[Note]

1. You will only be able to select the programs you wish to apply for after you have successfully submitted all the "Personal Information" section including any uploading of files.
2. Do not use the browser's BACK button. Use the Home button on the top right hand section of the top banner. Use the Personal Information on the top page or the FORM buttons at the top to switch pages.

Required items have not been entered.

FORM1. Contact Information

Legal Name

Family (Last/Surname) name *
(as it appears on your passport)

Middle name
(as it appears on your passport)

First (Given) name *
(as it appears on your passport)

Name kanji

Gender *
 Male
 Female

Date of Birth

Date of birth *

Telephone *
(+Country Code -XXX-XXX-XXXX)

E-mail *

Form1 Form2 Form3 Form4 FileUpload SAVE


“Personal Information”
- Form1: Contact Information

1)
Read “Procedures” and “Note” carefully.

2)
Fill out each section.
All fields with asterisks (*) must be filled in.

3)
Click on the “SAVE” button to save any entries you have already made, especially when you are stepping away from your computer for any length of time.

4)
Click here and move to “Form 2”


 Applicant ID: 00000000000

Form1 Form2 **Form3** Form4 FileUpload SAVE

Personal Information

[Procedures]

- Complete filling out the forms and uploading the files respectively.
- It is not necessary complete the forms or upload the files in a particular order.
- Click on the "SAVE" button to save any entries you have already made, especially when you are stepping away from your computer for any length of time.
- Fields with asterisks (*) must be completed.

[Note]

- You will only be able to select the programs you wish to apply for after you have successfully submitted all the "Personal Information" section including any uploading of files.
- Do not use the browser's BACK button. Use the Home button on the top right hand section of the top banner. Use the Personal Information on the top page or the FORM buttons at the top to switch pages.

Form 1 Saved
Required items have not been entered.

FORM2. Academic Status

Home Institution

<p>Country / Name *</p>	<p>Country: <input type="text"/></p> <p>Name: <input type="text"/></p>
<p>If you cannot find the name of your university / institute in the list above, please specify its name.</p>	<p>Country: <input type="text"/></p> <p>Name: <input type="text"/></p>

3. Do you have any food or drug allergies? *

Yes.
 No.

If yes, please describe in detail.

Form1 Form2 Form3 **Form4** FileUpload SAVE


“Personal Information”

- Form 2: Academic Status
- Form 3: Academic Background
- Form 4: Language Proficiency/Financial Information/Health Condition

1)
Fill out each section.

All fields with asterisks (*) must be filled in.

2)
Click here and move to “File Upload”



Applicant ID: 00000000000

Family name

First name

E-mail address

Change personal information

Personal information

Change password

CHANGE PASSWORD

Personal Information

Form1 Form2 Form3 Form4 FileUpload

[Procedures]

- Download and save file(s) to your computer (if applicable). After you have completed filling in the files, upload the files by clicking on the "Browse/参照" followed by "Upload" buttons. The file name will change to a designated name automatically once uploading has been completed.
- For review the file, click on the new designated file name of the upload.
- A file will be automatically overwritten by another upload if you click on the same button "Browse/参照" followed by the "Upload".
- A file cannot be deleted once it is uploaded. To clear the file making it unavailable, upload a blank file to overwrite the original file already uploaded.
- Once you have successfully submitted all the "Personal Information" including any uploading of files, only then will you be able to select the program(s) which you wish to apply for.

[Notes]

- The maximum size allowable for each file is 2MB.
- File types that may be uploaded are: .doc, .docx, .xls, .xlsx, .pdf and .jpg.
- Do not use the browser's BACK button. Use the Home button on the top right hand section of the top banner. Use the Personal Information on the top page or the FORM buttons at the top to switch pages.

Form 4 Saved
Required items have not been entered.

File Upload

Please check the number of files which are required to be uploaded from the application information page of the program you are applying for.

Download File Name		
No documents Setting.		

⇓

Files to Upload	Upload	Last Updated
Photo.jpg *	参照... <input type="button" value="UPLOAD"/>	No
Passport.jpg	参照... <input type="button" value="UPLOAD"/>	No

"Personal Information" - File Upload

1) Read "Procedures" and "Notes" carefully.


2) Upload your ID photo and a passport page with your photo, name, passport number and expiration date appear.
The maximum size allowable for each file is 2MB.

3) Once you have successfully submitted all the "Personal Information" including any uploading of files, only then will you be able to select the program(s) which you wish to apply for.

4) Message below appears. Click and move to "Program Selection" page.

Registration of personal information is now complete.
Please select the program you wish to apply for.

Program selection



Applicant ID: 0000000000

Family name

First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

Message Board

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2. Click on the "Personal Information" button and start filling in the forms and uploading files. You can save any entries made on the input forms using the "Save" button.
3. After you have successfully completed submitted the "Personal Information", you will be able to select the program you want to apply for. Please note that you cannot select a program until you complete the "Personal Information" section.
4. You may apply for more than one program, but you must first complete the application to the program which you selected first.
5. You will be notified of the admission decision by email sent to the address which you registered in the "Personal Information" section in a timely manner.

[Notes]

1. If you fail to complete submitting the "Personal Information" and "Program Selection" sections within the specified application periods, your application will be automatically rejected and no longer be available for completion.
2. Do not use the browser's BACK button. Use the Home button on the top right hand section of the top banner. Use the Personal Information on the top page or the FORM buttons at the top of each page.

Programs	Deadlines and Status
<p>IJEP Internship Program 2018</p> <p>The IJEP Internship Program, organized by the School of Engineering and the School of Information Science and Technology, provides research internships for students from IIT Kanpur, IIT Kharagpur, IIT Hyderabad, IIT Delhi, IIT Madras and Indian Institute of Management Bangalore in the fields of railway technology, social infrastructure systems, innovation, technology management, and information science.</p> <p>URL: http://www.ijep.t.u-tokyo.ac.jp/internship.html</p>	<p>DEADLINE: 18/12/2015 00:00</p> <p><input type="button" value="1. Apply"/></p>

"Program Selection"

1)
Programs you can apply for are listed here.

2)
Click here and apply for a program.

You may apply for more than one program, but you must first complete the application to the program which you selected first.

Program Selection (STEP 1)

You are applying for IJEP Internship Program 2016

Form1 Form2 FileUpload >>> Submit Page SAVE

[Procedures]

1. Complete filling out the forms and uploading the files respectively.
2. It is not necessary complete the forms or upload the files in a particular order.
3. Click on the "SAVE" button to save any entries you have already made, especially when you are will be stepping away from your computer for any length of time.
4. Fields with asterisks (*) must be completed.
5. Once you have finished entering data and uploading any files needed as specified in the applications instruction of the program you are applying for, please press the "Submit Page" button to complete the online application.

[Note]

1. If you are not sure which "Graduate School/Research Institute" the program which you are going to apply for belongs to, you will be able to find it on the application information page of the website for the particular program.
2. Do not use the browser's BACK button. Use the Home button on the top right hand section of the top banner. Use the Personal Information on the top page or the FORM buttons at the top to switch pages.

FORM1. Program / Course / Lab you wish to apply

Program selection

Graduate School / Research Institute	<input type="text"/>
Only if you select "Other", please specify the name of your Graduate School / Research Institute.	<input type="text"/>
Course / Lab name you wish to apply	<input type="text"/>
Intended Period of Study	<input type="text"/> ~ <input type="text"/>

Form1 Form2 FileUpload >>> Submit Page SAVE

“Program Selection”
- Form1: Program/Course/Lab you wish to apply

1)
Make sure the program name you are applying for.

2)
These are nuts and bolts information of your application. Please carefully fill in each section while referring to the application information page of the program website you wish to apply for.

3)
Complete “Form 2” and/or “File Upload” if necessary. Follow the application instructions of the program you are applying for.

4)
Click here and move to “Submit Page”

Program Selection (STEP 1)

Final Confirmation for Application to the Program

Form1 Form2 FileUpload >>> Submit Page

Final Confirmation for Application to the Program

Follow the steps below to successfully complete the UTokyo online application process.

Before submission:

1. Review your application form by clicking the "Application form for review" button and make sure that the information is correct and complete.
2. You can revise your data by pressing the "Edit" button.
3. When you finish reviewing your application, press the "Submit" button.
4. You will be notified of your application completion by the Program Office.
5. You can withdraw your application at any stage during the period indicated in the [Program List](#).

After submission:

1. In the event that there are any information missing, your program coordinator will notify you by email.
2. Edit your previously submitted application data following the instructions provided by the Program Office.
3. After the Program Office's review and approval, press "Submit" once again to finalize your resubmission.
4. After resubmission, you will no longer be able to access your application information.



Application Form for review

I declare that

- the information supplied in my application and the documents supporting my application is correct and complete and that any personal statements or additionally required items are my own work.
- the information I have provided on the application forms is correct and complete and that I have saved a copy for my records.

I have carefully reviewed all my application documents and agreed to the statements above by clicking each box.

I hereby submit my online application.

Edit

Submit

Form1 Form2 FileUpload >>> Submit Page

“Program Selection”
- Final Confirmation for Application to the Program

1)
Read instructions carefully.


2)
Click here and review your application form.

3)
If application information needs to be modified, press “Edit” button and revise your entries.

4)
If application information is correct and ready to be submitted, tick boxes to activate a button of “Submit” after reading statements of the declaration.

5)
Click “Submit page” button.

6)
Click here and back to Home



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First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

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1)
If "3. Submitted" appears, you have submitted the application successfully.

2)
You will be notified of your application completion also by email titled "(UTokyo) Submission of Online Application".

