

T-cens SP Instruction for

UTokyo Global Unit Courses 2023 (UTokyo GUC)

Complete All Necessary Steps by March 13, 2023 at 4:00pm (JST) *JST: Japanese Standard Time

Step 1: Create your T-cens SP account	Page 2
Step 2: Register “Personal Information”	Page 5
Step 3: Register “Program Selection”	Page 8

Step 1: Create your T-cens SP account

https://t-cens-sp.adm.u-tokyo.ac.jp/t-cens_sp/login.php?prg=7c56479122ddfd702034da54c373a0f598d148f3



UTokyo Global Unit Courses 2021
Application Period : 2021/02/01 00:00 ~ 2021/03/08 16:00

UTokyo Short-term Programs

Welcome to T-cens-SP, the online application system for Short-term Programs offered by UTokyo.

[Click here to learn about computer environments that work smoothly with T-cens.](#)

Login

ID :

Password :

[Forgot your ID and/or password ?](#)

Create a New Account

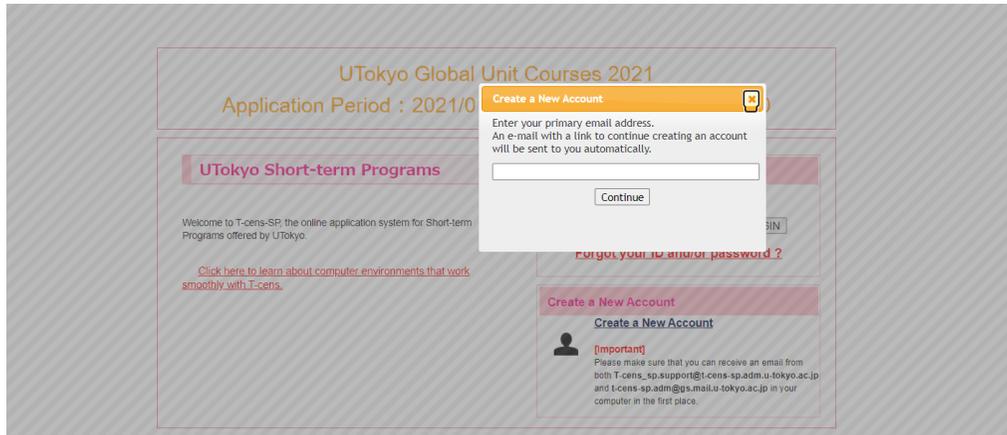
[Important]
Please make sure that you can receive an email from both T-cens_sp.support@t-cens-sp.adm.u-tokyo.ac.jp and t-cens-sp.adm@gs.mail.u-tokyo.ac.jp in your computer in the first place.

1

[About UTokyo](#) | [System Requirements](#) | [Privacy](#) | [Contact](#) | [Security](#) |
All rights reserved© The University of Tokyo

2

- 1) First, please make sure to read the “System Requirements” and confirm your Internet environment.
* **NOTE:** The system cannot be used with some particular devices such as **tablets or smart phones**.
- 2) Click on the “Create a New Account” button to obtain your personal account.
* If you forget your login ID or password, it can be changed and reissued by clicking “Forgot your ID and/or password?”.



Enter your main email address which will be used for your application as well as during and after the GUC period.

Click “Continue” button.

(UTokyo) Your account with T-cens SP has been created.

Dear Applicant:

Thank you for your interest in a short-term program at the University of Tokyo (UTokyo).

You have successfully created your account at T-cens SP, the UTokyo Online Application System for Short-term Programs.

Please complete your registration for T-cens through the following website and start your online application:
<https://t-cens->

Please do not reply to this e-mail as this message has been sent to you by an automated e-mail system.

If you are uncertain as to why you received this e-mail and / or have any technical enquiries, please contact the following address:
t-cens-sp.adm@gs.mail.u-tokyo.ac.jp

With regards,

T-cens SP Support Team

International Exchange Group
Education and Student Support Department
The University of Tokyo
e-mail: t-cens-sp.adm@gs.mail.u-tokyo.ac.jp

The guidance email will be sent to your registered email address.

To complete your T-cens SP registration, please log into the highlighted link in the email.

ID and Password Creation for Tcens SP

1. E-MAIL	Provide an e-mail address that can be used for periods including the time before you come to Japan, your stay in Japan, and the period after you complete your master or doctoral course. yoshiko.takahira*2@gmail.com
2. LEGAL NAME	Enter your name as it appears on your passport. If there is no family name printed on your passport, please enter the word "nil" instead due to the system requirements. FAMILY (LAST/SURNAME) name Middle Name First (Given) Name
3. GENDER	<input type="radio"/> Male <input type="radio"/> Female
4. DATE OF BIRTH	(dd / mm / yyyy)
5. Reissue your password	Please choose one confirmation question below and provide answers that you will be able to remember easily. We will ask you this confirmation question if you request us to reissue your password.

Continue

Complete Q1 to Q5 and then click “Continue”.

※Please write your secret question and the answer down somewhere and keep it safe. You will need it in case you forget your ID and password and need to retrieve them.

* The secret answer is case-sensitive.

e.g. If you type “Tokyo2023GUC” as an answer for your secret question, “tokyo2023guc” will be a wrong answer.

Please make sure you copy and/or save your ID and password shown on the screen immediately.

You will not be notified of the ID and password by email.

[Your Account]
Login ID: BtleU3
Password: WqKVJV

[Go to login](#)

IMPORTANT !!

Copy and save your ID and Password to your “desktop” immediately and login using the copy and paste method. Do not type in the ID and password as quite a few people have been known to mistake “I (capital i)”, “l (small L)”, and “1 (one)” which may be part of the password. Space(s) should not be included in your ID or password.

Please note that IDs and/or Passwords will NOT be sent to you via email.

Step 2: Register “Personal Information”

The screenshot shows a web application interface. At the top is a "Message Board" section with a table containing one message: "Welcome to the T-cens SP" dated 05/03/2018. A green callout box points to this message with the text "Check messages from program officers or T-cens SP Support Team." Below the message board is a section titled "[Important] Online Application Procedures" with a blue arrow labeled "1" pointing to it. This section contains a list of five instructions and a "Notes" section with two additional instructions. At the bottom of the screenshot is a registration step labeled "#1 Personal Information" with a blue arrow labeled "2" pointing to it. This step includes a "Personal Information" button and a text box with the instruction: "Enter your Personal Information (contact info, academic background, etc.) and upload your ID photograph (.jpg) and copy of your passport (.jpg or .pdf)". A green checkmark icon is visible below the registration step.

New	File	Date	Subject
		05/03/2018	Welcome to the T-cens SP

[Important] Online Application Procedures

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 upload 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.

#1 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)

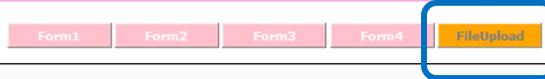
Please prepare following items.

- A color ID photo with a plain background
 - A photocopy of your identification (passport or student ID card)
- * Items above must be saved as a JPG file and be smaller than 2MB.**

You can save your online registration temporarily and continue registering your details later.

- 1) Make sure to read the “Online Application Procedures” first.
 - 2) Click on “Personal Information” and complete Registration Forms 1 through 4 and File Upload.
- * Fields with asterisks (*) must be completed.**

Personal Information



[Procedures]

1. 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.
2. For review the file, click on the new designated file name of the upload.
3. A file will be automatically overwritten by another upload if you click on the same button "Browse/参照" followed by the "Upload".
4. 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.
5. 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]

1. The maximum size allowable for each file is 2MB.
2. File types that may be uploaded are: .doc, .docx, .xls, .xlsx, .pdf and .jpg.
3. 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.



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
<p>Photo.jpg *</p> <p>Your ID photo or digital image must be:</p> <ul style="list-style-type: none">- In color and taken within the last 6 months.- Taken in front of a plain white or off-white background.- Taken in full-face view directly facing the camera with eyes open.	<p>参照... ファイルが選択されていま <input type="button" value="UPLOAD"/></p>	<p>2015/12/03 10:37:09</p>
<p>Passport *</p> <ul style="list-style-type: none">- The page with your photo, name, passport number and expiration date printed clearly.- Saved as a .jpg or .pdf file.- Those who do not yet have a passport, an alternative ID card such as student ID card showing your name and photo is acceptable temporarily in order to process your application.	<p>参照... ファイルが選択されていま <input type="button" value="UPLOAD"/></p>	<p>2016-01-22 10:20:04</p>

For "FileUpload" Section:

- 1) Upload files with the same extension as indicated in the list.
e.g. Photo.jpg
- 2) The photocopy of your passport or student ID card should be uploaded as a .jpg or a .pdf file.
- 3) If you see the message saying "Registration of personal information is now complete.", you have completed Step2. Please go to the "Program Selection" section by clicking the button.
- 4) If you see a message saying "Required items have not been entered.", you have missed filling in some information. Click on the message in red and confirm which field you need to complete or amend.

Step 3: Register “Program Selection”

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.

Programs	Deadlines (DD/MM/YYYY Japan Standard Time) and Status
UTokyo Global Unit Courses 2021 UTokyo Global Unit Courses (GUC) offers a variety of courses with cutting-edge contents, taught by faculty members of the University of Tokyo providing a great opportunity for students around the world to gain what it is like to study at one of the world's leading universities in East Asia. All the courses for the year 2021 will be offered in Online/On-Demand format. Program Website : https://www.u-tokyo.ac.jp/en/prospective-students/GUC.html	DEADLINE : 08/03/2021 16:00 <input type="button" value="1.Apply"/> <input type="button" value="Withdrawal"/>

[About UTokyo](#) | [System Requirements](#) | [Privacy](#) | [Security](#) | All rights reserved© The University of Tokyo

From the page, select “UTokyo Global Unit Courses 2023”.

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.

Form 2 Saved

FORM1. Program Selection

Program Selection

Select the name of Faculty/Graduate School/Institute where the supervisor you wish to work under belongs to or the program of your choice is offered. Follow the instruction of each program. 1

Only if you select “Other”, please specify the name of your Graduate School / Research Institute.

Select the name of a potential supervisor you wish to work under during the program. If not applicable, select “N/A”. Follow the instruction of each program. * 2

Fill in or select the name of the laboratory, supervisor or course title you wish to apply for. Make sure to follow the instructions of each program as they may differ. 3

- 21S101L_Media in Japan and the World
- 21S102L_Law in Transnational East Asia
- 21S103D_Writings About Japan: Analyzing Cultural Representations, From Orientalism to Artificial Intelligence.
- 21S201L_Group Theory and Its Applications – Introduction to beautiful modern mathematics
- 21S301L_Early language acquisition - how human infants learn language within their social environment.
- 21S401L_Basic Japanese for Beginners_1
- 21S402L_Survival Japanese for Beginners_2
- 21S403L_Step up Japanese for Upper Beginners
- 21S404L_Introduction to Academic Presentation in Japanese (Intermediate Level)
- 21S405L_Tips on Reading Japanese Kanji for Krnji background students (Intermediate to Advanced Level)

Intended Period of Study 4

[About UTokyo](#) | [System Requirements](#) | [Privacy](#) | [Security](#) | All rights reserved© The University of Tokyo

For FORM1. Program Selection:

- 1) For the ‘Faculty/Graduate School/Institute’ section: Please leave it blank.
- 2) For the ‘Potential supervisor you wish to work under during the program’ section: Please select “N/A”
- 3) In the ‘Name of Course/Laboratory you wish to apply for’ section: Tick the box of the course(s) that you wish to apply for.
* Note: The Japanese Language Courses are open only to the students who register for at least one of other courses.
- 4) For the “Intended Period of Study” section: Please leave it blank.

Program Selection (STAGE 1)

You are applying for GUCテスト2 交換_制限なし

Form1 Form2 ReUpload >>> Submit Page SAVE

[Procedures]

Fill in text fields if applicable. If not, you can skip this form.

[Note]

1. Instructions to what should be entered in the text fields can be found on the application information page of the website for the particular program you are going to apply for.
2. 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.
3. 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

FORM2. Additional Comments

Comments

Comment 1

Comment 2

Comment 3

Comment 4

IMPORTANT !!

For Form2. Additional Comments Section:

< Students other than UTokyo >

Please do not fill in any comments in this section.

< UTokyo Students Only >

Comment 1: Please fill in your Student ID number(学籍番号) at UTokyo

Comment 2: Please fill in your Common ID number(共通ID) at UTokyo

Program Selection (STAGE 1)

You are applying for UTokyo Global Unit Courses 2021

Form 1 Form 2 **FileUpload** >>> Submit Page

[Procedures]

1. 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" followed by "Upload" buttons. The file name will change to a designated name automatically once uploading has been completed.
2. For review the file, click on the new designated file name of the upload.
3. A file will be automatically overwritten by another upload if you click on the same button "Browse" followed by the "Upload".
4. 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.
5. 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]

1. The maximum size allowable for each file is 2MB.
2. File types that may be uploaded are: .doc, .docx, .xls, .xlsx, .pdf and .jpg.
3. 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.

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

GUC_Consent_Form.pdf



Files to Upload	Upload	Last Updated
Transcript.pdf *	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
Grading_Scale.pdf	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	2021-01-22 08:24:39
GUC_Consent_Form.pdf *	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	2021-01-22 08:24:53
21S101_L_Media_in_Japan_and_the_World.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	2021-01-20 15:53:40
21S102_L_Law_in_Transitional_East_Asia.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
21S103D_Writings_About_Japan.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
21S201_L_Group_Theory_and_Its_Application.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	2021-01-20 15:53:57
21S301_L_Early_Language_Acquisition.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
21S401_L_Survival_Japanese_for_Beginners-A.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	2021-01-20 15:54:05
21S402_L_Survival_Japanese_for_Beginners-B.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
21S403_L_Step_up_Japanese_for_Upper_Beginners.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
21S404_L_Introduction_to_Academic_Presentation_in_Japanese.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No
21S405_L_Tips_on_Reading_Japanese_Kanji.xlsx	参照... ファイルが...ません。 <input type="button" value="UPLOAD"/>	No

Form 1 Form 2 **FileUpload** >>> Submit Page

For the FileUpload Section:

Please prepare files as follows:

- OFFICIAL Academic Transcript(s)
- Consent Form
 - * The document is available from this section or program website. Download, read carefully and sign it.
- Statement of Purpose(s)*
 - * Applicants are required to download the format from the program website T-cens SP, fill out and upload for each course.

UTokyo GUC Website:

<https://www.u-tokyo.ac.jp/en/prospective-students/guc.html>

Upload each file to the designated slot in the list with the same extension, e.g.: '.pdf', '.xlsx', etc.

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.

[Procedures]

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](#).

I declare that

the information in my application and the documents supporting my application is correct and complete and that any personal statements 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

[About UTokyo](#) | [System Requirements](#) | [Privacy](#) | [Security](#) |
All rights reserved© The University of Tokyo

On the Submit Page:

- 1) Make sure to read the "Final Confirmation for Application to the Program".
- 2) Click the icon of "Application Form for review" (pdf) and confirm your application.
- 3) If necessary, use the "Edit" button to modify the information already entered.
- 4) Tick the boxes to confirm the declaration and click on "Submit Page".

Final Confirmation for Application to the Program

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

[Procedures]

1. Review your application form by clicking the "Application Form for review" button 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.
5. You can withdraw your application at any stage.

Application Form for review

Are you sure you want to complete the registration?

OK キャンセル

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

Click "OK" when the pop-up appears.

If any messages appear, please follow the instructions.

mail.

n

[Important] Online Application Procedures

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 upload 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.

[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.

Programs	Deadlines (DD/MM/YYYY Japan Standard Time) and Status
UTokyo Global Unit Courses 2021 UTokyo Global Unit Courses (GUC) offers a variety of courses with cutting-edge contents, taught by faculty members of the University of Tokyo providing a great opportunity for students around the world to gain what it is like to study at one of the world's leading universities in East Asia. All the courses for the year 2021 will be offered in Online/On-Demand format. Program Website : https://www.u-tokyo.ac.jp/en/prospective-students/GUC.html	DEADLINE : 08/03/2021 16:00 3.Submitted

Go back to the Home page.
Your online application has been successfully completed if "3. Submitted" appears in the status section.

Thank you for your application!