



TOHOKU
UNIVERSITY

Tohoku University Exchange Programs

Application Overview

for 2017 Fall
enrollment

Jan. 2017

APPLICATION

- Apply through “T-cens” Online Application System
- Jan. 10, 9:00 AM – Feb. 20, 3:00 PM (Japan Standard Time)

Feb. 2017

May 2017

SCREENING
RESULTS

- Receive screening results via email
- Announce the results to your applicants

ENROLLMENT
PROCEDURE

- Apply for “Certificate of Eligibility” (followed by visa procedure)
- Apply for TU dormitory

Successful applicants will be guided to our online application form for each procedure.

Sept. 2017

Welcome to Tohoku University!



TOHOKU
UNIVERSITY

Tohoku University Exchange Programs

Application Procedure

for 2017 Fall
enrollment

**Jan. 10,
2017
9:00 AM
(JST)**

Before
Nomination

- Send “Applicant Information Sheet” to applicant(s) and have them enter their information.
- Collect “Applicant Information Sheet” completed by each applicant.

STEP 1
Nomination

- Get a nomination URL from the “T-cens” Online Application System.
- Refer to the “Applicant Information Sheet” completed by the applicant(s), and nominate applicant(s).
- Get login ID(s) and password(s) from the system.

STEP 2
Application

- Refer to the “Applicant Information Sheet”, and enter applicant information into “Form 1-5”.
- Upload application materials on the “File Upload” page.

STEP 3
Submission

- Confirm the applicant information.
- Press the “COMPLETE” button to submit the application.

**Feb. 20,
2017
3:00 PM
(JST)**

Completed!



TOHOKU
UNIVERSITY

STEP 1: Nomination

Get a nomination URL from the “T-cens” Online Application System

1. Visit the following webpage.

https://applicant.insc.tohoku.ac.jp/t-cens_tohoku_ex/new_user.php

System requirements

- Google Chrome (latest ver.)
- Mozilla Firefox (latest ver.)
- Microsoft Internet Explorer 9, 10 or 11
- *PC only (mobile platforms are not supported)

2. Enter your (coordinator’s) email address into the field.



TOHOKU
UNIVERSITY

STEP 1: Nomination

Nominate applicant(s)

3. You will receive an automated email from the system.

From: T-cens.support@applicant.insc.tohoku.ac.jp

Subject: [Tohoku University T-cens] Nomination URL

4. Visit the nomination URL provided in the email above.

5. Fill out all the required fields.

***Only standard English alphabetic characters and numbers are supported. Accented characters like "á", "ç", "ë" etc. are not accepted.**

6. Press the “NOMINATE” button to complete the nomination.



TOHOKU
UNIVERSITY

STEP 1: Nomination

Get login ID(s) and password(s) from the system

7. You will receive an automated email from the system.

From: T-cens.support@applicant.insc.tohoku.ac.jp

Subject: [Tohoku University T-cens] Nomination completed

***If you have more than one applicant, follow STEP 1 from the start to get other login ID(s) and password(s). The nomination URL is valid only one time.**



TOHOKU
UNIVERSITY

STEP 2: Application

Fill in the application information and upload the application materials to the system

1. Visit the login URL provided in the email and use the login ID and password.

2. Fill out all required fields.

***Be especially careful when entering dates or numbers.**

3. Upload all required materials.

***Be sure to name each file as indicated by the system.**



TOHOKU
UNIVERSITY

STEP 2: Application

Supplemental application materials

*Forms in red are downloadable.

- 1.* **Statement of Purpose / Study Plan**
2. Copy of the applicant's Official Academic Transcript
(Include an explanation in English of the grading scale.)
3. Letter of Recommendation by academic adviser at home university
4. Certificate of Enrollment at home university
5. Photocopy of certificate of language proficiency
6. Photocopy of passport identification page
(Page with applicant's photo and name)
7. ID photo (JPEG file, the aspect ratio must be 3:4.)
- 8.* **Application form for JASSO scholarship (only qualified applicants)**



TOHOKU
UNIVERSITY

STEP 3: Submission

Confirm the application information

Press the “COMPLETE” button to submit the application

*Applications must be submitted by 3:00 PM on February 20, 2017 (Japan Standard Time).

*If you fail to press the “COMPLETE” button by the deadline, the application will NOT be submitted and processed even if you have filled out all application items.

*We do NOT accept any application materials by post or email.



TOHOKU
UNIVERSITY

Screening and Follow-up

Screening results

Screening results will be announced via email by the beginning of May 2017.

All applicants must go through the screening process. Only those who pass the screening will be admitted.

Enrollment procedure

We will announce application procedures for the “Certificate of Eligibility” and TU dormitory rooms to successful applicants after we announce the screening results.