

# Application Instructions for University-wide Student Exchange Program (USTEP)



## Application Deadline Autumn Admission: **28 February**

- ✓ Access T-cens using the link provided by UTokyo.
- ✓ Click on “Create a New Account” to register.
- ✓ All required fields, marked with \* (asterisk) must be completed in order for you to be able to submit the form.
- ✓ The result of your application will be available around December (for Spring Admission) or May (for Autumn Admission).

**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**

[Create a New Account](#)

**[Important]**  
Please make sure you copy and save your ID and password shown on the screen immediately. You will not be notified of the ID and password by email.

1) Check Systems Requirements. Make sure your e-mail settings to allow emails 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.

2) Create an account and obtain ID and password.

3) Login with your ID and password.

[About UTokyo](#) | [System Requirements](#) | [Privacy](#) | [Contact](#) | [Security](#)  
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This is a SAMPLE. The layout is subject to change without notice.

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 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)

#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 the "Online Application Procedures" carefully.

2)  
Click here to go to the "Personal Information" page.

**Personal Information**

Applicant ID: 0000000000

Family name  
First name  
E-mail address

Change personal information  
Personal Information  
Change password  
CHANGE PASSWORD

**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

Form1 Form2 Form3 Form4 FileUpload SAVE

Form1 Form2 Form3 Form4 FileUpload SAVE

“Personal Information”  
- Form1: Contact Information

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

2)  
Complete 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”



写真

Applicant ID: 0000000000

Family name

First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

### 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 will be 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.

**Form 1 Saved**

Required items have not been entered.

FORM2. Academic Status

Home Institution

<p>Country / Name *</p>	<p>Country:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Name:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<p>If you cannot find the name of your university / institute in the list above, please specify its name.</p>	<p>Country:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div> <p>Name:</p> <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>

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)  
Complete each section of Forms 2, 3 and 4.  
All fields with asterisks (\*) must be filled in.

2)  
Click here and complete Form 2,3 and 4.



Applicant ID: 00000000002

Family name	
First name	
E-mail	niwa akiko@mail.u-tokyo.ac.jp

Form1 Form2 Form3 Form4 FileUpload SAVE

**Personal Information**

[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.

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**Language Proficiency**

Japanese

Japanese Language Proficiency \*

- I have JLPT N1 (Attach official certificate.)
- I am a native speaker.
- Good (able to follow classes conducted in Japanese)
- Poor (less than above)
- Have not studied Japanese in the past

English

English Language Proficiency \*

- I am a native speaker.
- I have TOEFL(iBT) 90 or above / IELTS(overall band score of 6.5) or above. (Attach official certificate.)
- TOEFL Score
- IELTS Score
- Non-native speaker but attending a university where the lectures/lessons are in English only. (Except for Foreign Language Lessons.)
- Good (able to follow classes conducted in English.)
- Poor (less than above)

**Financial Arrangements**

Please indicate all sources of financial towards your study at UTokyo by completing any one or combination of #1, #2, #3 and/or #4. Due to system requirements, a zero total cannot be processed. Further information of financial sources for #2, 3 and/or 4 should be filled in the subsequent sections. Please do not use separators (, or .) with numbers as they cannot be processed.

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)  
Complete each section of Forms 2, 3 and 4.  
All fields with asterisks (\*) must be filled in.

【Note: Form 4 - Financial Arrangements】  
You will need at least 120,000 JPY per month to live in Tokyo.

2)  
Click here to go to the “File Upload” section



Applicant ID: 000000000002

Family name	
First name	
E-mail	niwa.akiko@mail.u-to

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 will be 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.

Please start with the last and most recent higher education.

Education 1

Education level	<input type="text"/>
Name of school	<input type="text"/>
Address of school (City or Town, State or Province, Country) (e.g. Hongo, Tokyo, Japan)	<input type="text"/>
Period of study (MM/YYYY)	From <input type="text"/> To <input type="text"/>
Actual duration of study	<input type="text"/> (automatically entered)
Required years of schooling	<input type="text"/> years
Studying	<input type="text"/>
Major subject	<input type="text"/>

Add forms

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)  
Click here to add forms.

“Personal Information”  
- 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]

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 of 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

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

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

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

3)  
Once you have successfully submitted all the “Personal Information” including any uploading of files, then you will be able to move to the next phase: “Program Selection”.

4)  
Message below will appear. Click to go to the “Program Selection” page.

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



Applicant ID: 0000000000

Family name

First name

E-mail address

Change personal information

 Personal Information

Change password

CHANGE PASSWORD

### 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

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

- 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.
- 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 and Status
<p><b>USTEP TYPE U 2016-09</b></p> <p>The University of Tokyo (UTokyo) accepts exchange students from partner universities with which the University has entered into a Memorandum of Understanding concerning student exchange. Exchange students are allowed to choose between the TYPE G or TYPE U program depending on their purpose of participation and/or their proficiency in the English and/or Japanese language. The TYPE U program offers an opportunity for overseas undergraduate students to take various courses at UTokyo given in English and/or Japanese in the various Faculties in accordance with their English and/or Japanese language proficiency.</p> <p>URL : <a href="http://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html">http://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html</a></p>	<p>DEADLINE: 29/02/2016 00:00</p> <p><input type="button" value="1 .Apply"/> <input type="button" value="withdrawal"/></p>
<p><b>Summer Program 2016 School of Engineering, UTokyo</b></p> <p>The School of Engineering, the University of Tokyo provides a summer program for undergraduates and graduates from its partner universities with the opportunity to undertake scientific research projects at our world's leading laboratories. In addition to working full-time in the laboratory for 3-5 weeks, the program provides an opportunity to experience Japanese culture and language seminars.</p> <p>URL : <a href="http://oice.t.u-tokyo.ac.jp/exchange/Summerprogram.html">http://oice.t.u-tokyo.ac.jp/exchange/Summerprogram.html</a></p>	<p>DEADLINE: 20/01/2016 15:00</p> <p><input type="button" value="1 .Apply"/></p>

## "Program Selection"

1)  
Click here to apply for USTEP. Please confirm you are applying for the intended program.

Note:  
Other programs will also appear in the program list. You will not be able to apply for another program until you have completed the application for USTEP.



Applicant ID: 0000000000

Family name

First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

**Program Selection ( STAGE 1 )**

**You are applying for USTEP Type U April 2021 Admission**

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 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.

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. \*

Fill in the name of Course/Laboratory you wish to apply for, if necessary. Follow the instruction of each program.

Intended Period of Study

Form1 Form2 FileUpload >>> Submit Page SAVE

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

2) Select “N/A” for the name of a potential supervisor you wish to work under during the program. You do NOT need to fill in other fields in Form 1.

3) You do NOT need to fill in Form 2. Move to FileUpload and/or Submit Page according to the program instructions.



Applicant ID: 00000000002

Family name	
First name	
E-mail address	

Change personal information

 Personal Information

Change password

CHANGE PASSWORD

Program Selection ( STAGE 1 )

You are applying for USTEP TYPE U 2016-09

Form1 Form2 **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/参照" followed by "Upload" buttons. The file name will change to a designated name automatically once uploading has been completed.
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[Notes]

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Form 2 Saved

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
No documents Setting.		

Form1 Form2 **FileUpload** >>> Submit Page

**【List of Documents You MUST Upload】**  
Download and complete the forms, then upload.  
[Type U]  
- [Application Form](#)  
- [Consent Form](#) with the signature and date  
- Proof of Language Proficiency  
[Type G]  
- [Application Form](#)  
- [Consent Form](#) with the signature and date  
- Documents required by the Graduate School you wish to enroll in (See [Prerequisites for USTEP Type G Applicants](#) for more information).

**[The coordinator at your home university]**  
UTokyo will receive the Reference Letter ([Type G](#), [Type U](#)) and official academic transcript from the coordinator at your home university.

“Program Selection”  
- File Upload

Program Selection ( STAGE 1 )

You are applying for USTEP TYPE U 2016-09

Form1 Form2 **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/参照” followed by “Upload” buttons. The file name will change to a designated name automatically once uploading has been completed.
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1. The maximum size allowable for each file is 2MB.
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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 2 Saved

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
No documents Setting.		

Form1 Form2 **FileUpload** >>> Submit Page

**【Note for Type G applicants】**  
Submit the acknowledgement of acceptance letter/email via File Upload if supervisor’s advanced approval is required.  
[How to get supervisor’s pre-approval](#)  
\*See [Prerequisites for USTEP Type G Applicants.](#)



Applicant ID: 00000000002

Family name

First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

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 the instructions carefully.

2)  
If the application information needs to  
be modified, click on the "Edit" button  
and revise your entries.

3)  
If the application information is correct  
and ready to be submitted, check the  
boxes to activate the "Submit" button  
after reading statements of the  
declaration.

4)  
Click "Submit".

5)  
Click here and back to Home



Applicant ID: 0000000000

Family name

First name

E-mail address

Change personal information

**Personal Information**

Change password

CHANGE PASSWORD

### Message Board

New	File	Date	Subject
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1)  
If "3. Submitted" is displayed, you have submitted the application successfully.

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



Should you have any questions, please contact to [exchange.in.adm@gs.mail.u-tokyo.ac.jp](mailto:exchange.in.adm@gs.mail.u-tokyo.ac.jp)