Tohoku University Exchange Programs
Application Overview
for 2021 Spring enrollment

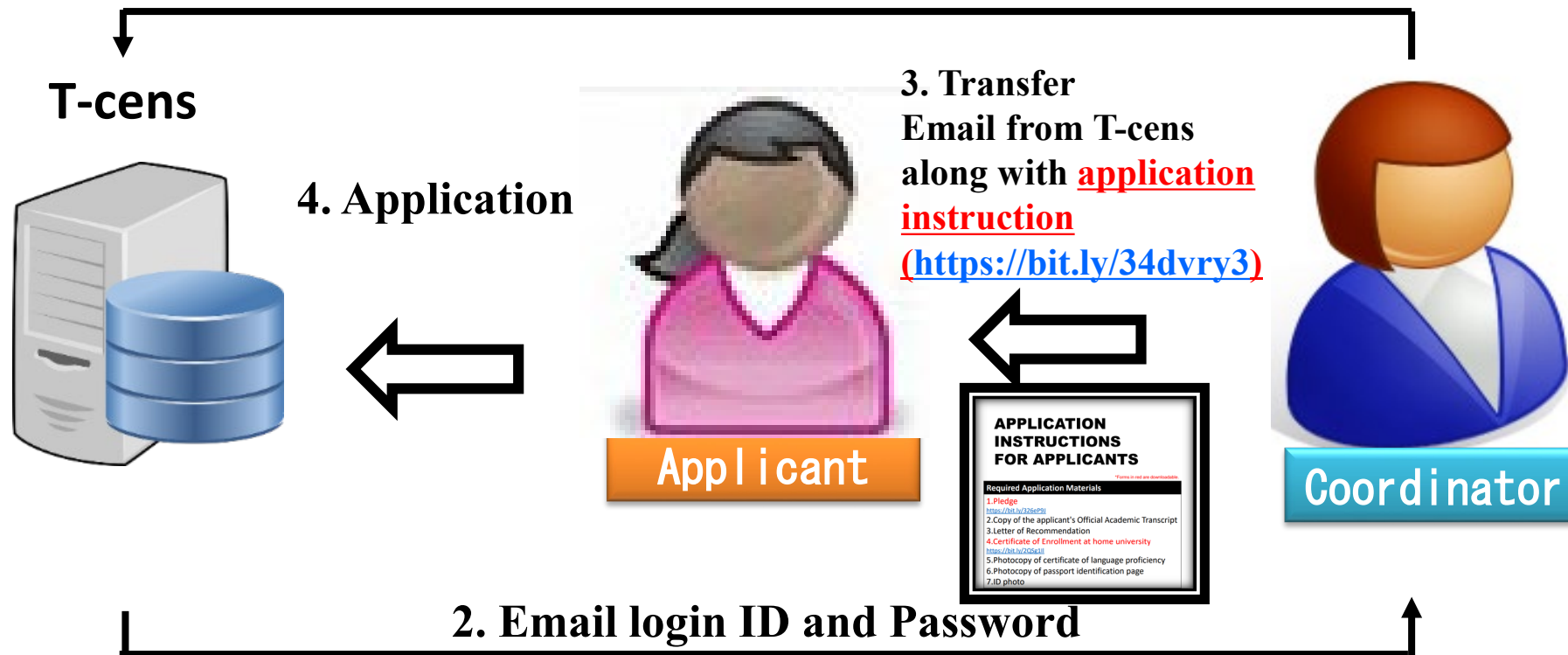|		
Oct.2020 Nov.2020	**APPLICATION**	• Apply via "T-cens" Online Application System • Oct.1, 9:00 AM – Nov. 15, 3:00 PM (Japan Standard Time)
Feb.2021		•Screening result is open on "T-cens" Online Application System
April.2021	**ENROLLMENT PROCEDURE**	• Apply for "Certificate of Eligibility" (followed by visa procedure) • Apply for TU dormitory Successful applicants will be guided to our online application form for each procedure.

Welcome to Tohoku University!

Application Procedure

1. Nominate the applicant via T-cens(online application system)

2. Send ID and Password issued by T-cens along with log-in URL to the applicant

3. Applicant makes an application

1. Nomination

T-cens

4. Application

3. Transfer Email from T-cens along with application instruction (https://bit.ly/34dvry3)

Applicant

Coordinator

APPLICATION INSTRUCTIONS FOR APPLICANTS

Required Application Materials
1.Pledge
https://bit.ly/326eP9J
2.Copy of the applicant's Official Academic Transcript
3.Letter of Recommendation
4.Certificate of Enrollment at home university
https://bit.ly/2OSp3t
5.Photocopy of certificate of language proficiency
6.Photocopy of passport identification page
7.ID photo

2. Email login ID and Password

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.

Nomination
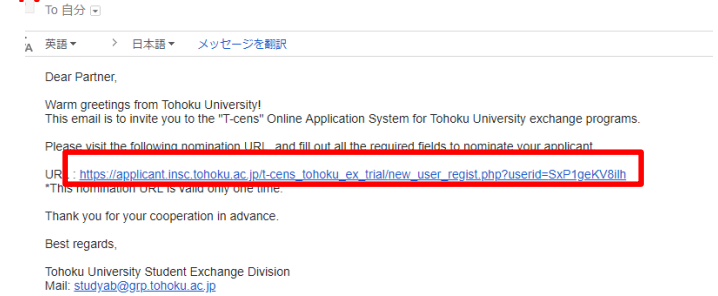
Nominate applicant(s)

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", "ẽ" etc. are not accepted.

6. Press the "NOMINATE" button to complete the nomination.

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

8.Transfer the email to the applicant **along with Application Instruction(https://bit.ly/2loJgac).**

BE SURE TO SEND APPLICATION INSTRUCTION TO APPLICANTS.
No excuses would be accepted in case the application meets refusal due to inaccuracies caused by failing to follow the guideline.

*If you have more than one applicant, you are required to go through nomination process from the beginning (P3) and get other login ID(s) and password(s).

The nomination URL is valid only one time.
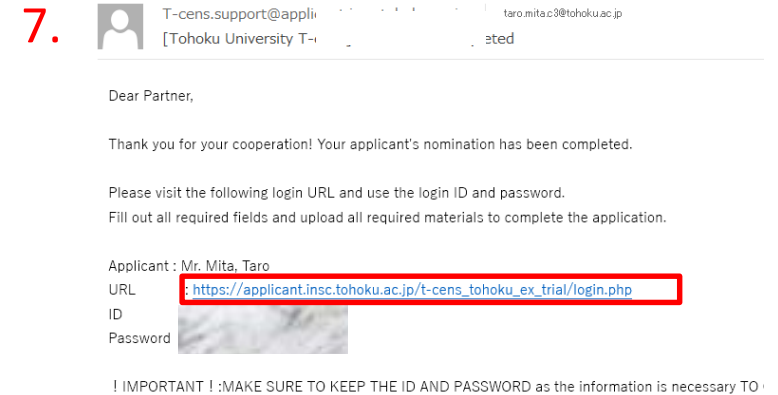
7.

Dear Partner,

Thank you for your cooperation! Your applicant's nomination has been completed.

Please visit the following login URL and use the login ID and password.
Fill out all required fields and upload all required materials to complete the application.

Applicant : Mr. Mita, Taro
URL　　: https://applicant.insc.tohoku.ac.jp/t-cens_tohoku_ex_trial/login.php
ID
Password

! IMPORTANT ! :MAKE SURE TO KEEP THE ID AND PASSWORD as the information is necessary TO

8.

APPLICATION INSTRUCTIONS FOR APPLICANTS

*Forms in red are downloadable.

Required Application Materials
1.Pledge
https://bit.ly/326eP9J
2.Copy of the applicant's Official Academic Transcript
3.Letter of Recommendation
4.Certificate of Enrollment at home university
https://bit.ly/2QSg1Il
5.Photocopy of certificate of language proficiency
6.Photocopy of passport identification page
7.ID photo

Screening and Follow-up

Screening results

1st screening result will be delivered only to those who failed around the end of December 2020 and final screening results will be open by the beginning of Feb 2021 on the T-cens.

All applicants must go through the screening process.

Only applicants who pass the screening will be admitted.

Screening and Follow-up

Others

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.

Support for those who have Health & Medical concerns

Tohoku University provides support and advice such as counseling, consultations, and referrals for students who consider themselves to have health and medical issues.

After passing the screening, please let us know of the requests and about the service, if applicable.

However if you have anything you wish to clarify on this matter at the application stage, please do not hesitate to contact us.

Student Exchange Division: studyab@grp.tohoku.ac.jp.

Application：FAQ

Q1 I cannot receive Nomination URL email from T-cens.(General)

Please check junk box of your email software. Sometimes the email server at your university recognizes the email from T-cens as a spam email.

Q2 I accidentally nominated the student for the program he/she does not desire. (General)

We need you to delete current account from T-cens (see image below) and create a new account referring to the page 4 STEP 1-1:Nomination.
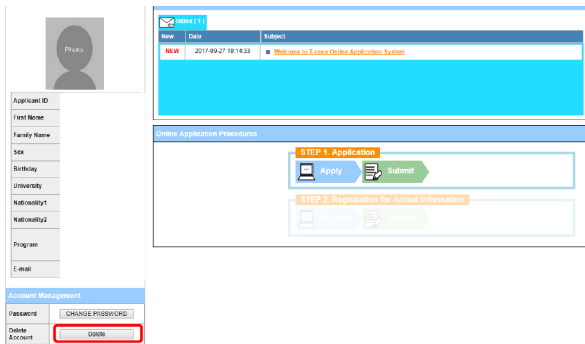
Application：FAQ

Q3 How can I get T-cens ID and Password for another applicant.(General)

Get another login ID(s) and password(s) by going through nomination process again from the beginning (P3) .
You are not allowed to create 2 or more accounts at a time.
The nomination URL is valid only one time.