

for 2020 Fall enrollment



XNecessary instructions will be informed to all successful applicants

Oct.2020

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.





## Get a nomination URL from the "T-cens

1. Visit the following:

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.





### **Nominate Applicant(s)**

- 3. You will receive an automated email from the system. From: <u>T-cens.support@applicant.insc.tohoku.ac.jp</u> 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.

■ To 自分 ■		
A 英語▼	> 日本語▼ メッセージを翻訳	
Dear Partne	r,	
	ings from Tohoku University! s to invite you to the "T-cens" Online Application System for	Tohoku University exchange programs.
Please visit	the following nomination URL and fill out all the required fie	lds to nominate your applicant
	//applicant.insc.tohoku.ac.jp/t-cens_tohoku_ex_trial/new_us auch ORE is valid only one time.	er_regist.php?userid=SxP1geKV8ilh
Thank you f	or your cooperation in advance.	
Best regard	s,	
	versity Student Exchange Division	
Mail: studya	<u>b@grp.tohoku.ac.jp</u>	
Mail: <u>studya</u>	b@grp.tohoku.ac.jp	
Mail: studya	b@grp.tohoku.ac.jp Tohoku University Exchange Programs Online Application for 2018 Enro	liment.
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#### Get login ID(s) and Password(s)

7. You will receive an automated email from the system. From: <u>T-cens.support@applicant.insc.tohoku.ac.jp</u> Subject: [Tohoku University T-cens] Nomination completed

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

#### **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.



# **Screening and Follow-up**

# **Screening Results**

1<sup>st</sup> screening result will be delivered only to unsuccessful applicants around the end of March and final screening results will be announced by early May 2020 on the T-cens.

All applicants must go through the screening process.

Only successful applicants will be admitted.





# **Screening and Follow-up**

## Others

### **Enrollment Procedure**

We will announce application procedures ("Certificate of Eligibility" and dormitory application etc.) 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: <a href="mailto:studyab@grp.tohoku.ac.jp">studyab@grp.tohoku.ac.jp</a>. (following info needed: Applicant ID and Student's name)



## 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 the current account from T-cens (see image below) and create a new account referring to the page 4, "STEP 1-1:Nomination".





# 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.