



## 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 :

LOGIN

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

### Create a New Account

[Create a New Account](#)



**[Important]**

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

Click here

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### Create a New Account



Enter your primary email address.  
An e-mail with a link to continue creating an account will be sent to you automatically.

Continue



ID and Password Creation for T-cens SP

1.E-MAIL	<p>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.</p> <input type="text"/>
2.LEGAL NAME	<p>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.</p> <p>FAMILY (LAST/SURNAME) <input type="text"/> name</p> <p>Middle Name <input type="text"/></p> <p>First (Given) Name <input type="text"/></p>
3.GENDER	<p><input type="radio"/> Male <input type="radio"/> Female</p>
4.DATE OF BIRTH	<input type="text"/> ( dd / mm / yyyy )
5.Reissue your password	<p>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.</p> <div><input type="text"/></div> <div><input type="text"/></div>

[Important]

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

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

Register

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	<input type="text"/>
Password	<input type="password"/>

[Go to login](#)



Click here



東京大学  
THE UNIVERSITY OF TOKYO



T-cens SP

UTokyo Online Application System for Short-term Programs

Log in with your account  
ID and password

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#### [Create a New Account](#)



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Application No. 000000007928

Family name	UTOKYO
First name	IRCN
E-mail address	okada.chiharu@mail.u-tokyo.ac.jp

Change personal information



Change password

CHANGE PASSWORD

## Message Board

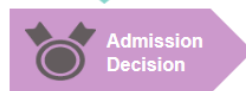
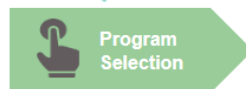
New	File (deleted from a message in 90 days)	Date (DD/MM/YYYY)	Subject
NEW		05/10/2018	<a href="#">Welcome to the T-cens SP</a>

## [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.



### #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.

# How to Use T-cens SP

Updated: Jan. 2016



Message Board

New	File	Date	Subject
NEW		12/11/2015	Welcome to the T-cens system

Applicant ID: 0000000000

Family name

First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

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 uploaded 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 to use the Personal Information on the top page or the FORM buttons at the top to switch pages.

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 "Online Application Procedures" carefully.

2)  
Click here and move to "Personal Information" page.

**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 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.

Required items have not been entered.

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

Applicant ID: 00000000000

Family name

First name

E-mail address

Change personal information

Personal Information

Change password

CHANGE PASSWORD

## "Personal Information" - Form1: Contact Information


1)  
Read "Procedures" and "Note" carefully.

2)  
Fill out 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"






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
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 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

Country / Name \*

Country:

Name:

If you cannot find the name of your university / institute in the list above, please specify its name.

Country:

Name:

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)

Fill out each section.

All fields with asterisks (\*) must be filled in.

2)

Click here and move to "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]**

- 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.
- For review the file, click on the new designated file name of the upload.
- A file will be automatically overwritten by another upload if you click on the same button "Browse参照" followed by the "Upload".
- 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.
- 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]**

- The maximum size allowable for each file is 2MB.
- File types that may be uploaded are: .doc, .docx, .xls, .xlsx, .pdf and .jpg .
- 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 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... UPLOAD	No
Passport.jpg	参照... UPLOAD	No

## "Personal Information" - File Upload

- 1) Read "Procedures" and "Notes" carefully.
- 2) Upload your ID photo and a passport page with your photo, name, passport number and expiration date appear.  
The maximum size allowable for each file is 2MB.
- 3) 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.
- 4) Message below appears. Click and move to "Program Selection" page.

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

Program selection




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

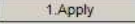
Online Application Procedures

[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.
- 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.
- After you have successfully completed submitted the "Personal Information", you will be able to select the program you want 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 of each page.

Programs	Deadlines and Status
<p>IJEP Internship Program 2016</p> <p>The IJEP Internship Program, organized by the School of Engineering and the School of Information Science and Technology, provides research internships for students from IIT Kanpur, IIT Kharagpur, IIT Hyderabad, IIT Delhi, IIT Madras and Indian Institute of Management Bangalore in the fields of railway technology, social infrastructure systems, innovation, technology management, and information science.</p> <p>URL: <a href="http://ijep.t.u-tokyo.ac.jp/internship.html">http://ijep.t.u-tokyo.ac.jp/internship.html</a></p>	<p>DEADLINE: 10/12/2015 00:00</p> <p></p>

## "Program Selection"

1)  
Programs you can apply for are listed here.

2)  
Click here and apply for a program.

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

Program Selection ( STEP 1 )

You are applying for IJEP Internship Program 2016

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 / Course / Lab you wish to apply

Program selection

Graduate School / Research Institute	<input type="text"/>
Only if you select "Other", please specify the name of your Graduate School / Research Institute.	<input type="text"/>
Course / Lab name you wish to apply	<input type="text"/>
Intended Period of Study	<input type="text"/> ~ <input type="text"/>

Form1 Form2 FileUpload >>> Submit Page SAVE

"Program Selection"

- Form1: Program/Course/Lab you wish to apply

1)

Make sure the program name you are applying for.

2)

These are nuts and bolts information of your application. Please carefully fill in each section while referring to the application information page of the program website you wish to apply for.

3)

Complete "Form 2" and/or "File Upload" if necessary. Follow the application instructions of the program you are applying for.

4)

Click here and move to "Submit Page"



Program Selection ( STEP 1 )

Final Confirmation for Application to the Program



Applicant ID: 00000000000

Family name

First name

E-mail address

Change personal information



Personal Information

Change password

CHANGE PASSWORD

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.

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 instructions carefully.


2)  
Click here and review your application  
form.

3)  
If application information needs to be  
modified, press "Edit" button and revise  
your entries.

4)  
If application information is correct and  
ready to be submitted, tick boxes to  
activate a button of "Submit" after  
reading statements of the declaration.

5)  
Click "Submit page" button.

6)  
Click here and back to Home




Applicant ID: 0000000000

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Change personal information

 Personal Information

Change password

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### Message Board

New	File	Date	Subject
NEW		12/11/2015	<a href="#">Welcome to the T-cens system</a>

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1)  
If "3. Submitted" appears, you have submitted the application successfully.

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

Thank you for  
your application!