

Application Instructions for Applicants – 2025 Spring Enrolment

This site provides instructions for applicants who have been nominated by our partner universities for the exchange programs.
 (Last Update: September 26th, 2024)

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IMPORTANT

- COLABS Prior Consent
 COLABS applicants are required to obtain prior consent from their prospective academic advisor before the application.
 The deadline for the COLABS prior consent application is **November 1st, 2024 at 23:59 (JST)**, please be advised that you cannot access the application system for the COLABS prior consent after the deadline.
 This includes students who are to re-apply for COLABS.
 For further details of COLABS Prior Consent, please refer to its [website](#).

- How to search for a JYPE/DEEP supervisor at TOHOKU University
 Please use these websites.

- [School/Faculty and Department \(JYPE\)](#)
- [Tohoku University Researchers](#)
- [Tohoku University Research Profiles \(SEEDS\)](#)

Important Information

Carefully read this section BEFORE starting your application

Application Schedule

- **Application System Open** : October 1, 2024 [9:00AM](JST)
- **Application System Close** : November 15, 2024 [3:00PM](JST)*

***You must complete your application by the deadline, November 15th, 2024 [3:00pm](JST), including the STEP 2 (by your recommender) and STEP 3 (by your exchange coordinator).**

Application Steps

Your application has **3 steps** to be completed by you, your recommender, and the exchange coordinator:

- STEP 1:** Application Form (Your part)
- STEP 2:** Recommendation Form (Your recommender at your home university (Academic Advisor)'s part)
- STEP 3:** Endorsement Form (Your exchange coordinator at your home university's part)

- **After completing all of the above 3 steps**, finally, you can press the **"Complete my application"** to complete your application from the designated application system (TAO).

- Cooperate with your recommender(Academic Advisor) and your exchange coordinator closely to complete your application **before the deadline** since the late application is unacceptable regardless of its reason.

Online Application System

The Admissions Office("TAO")
 Account Registration link: https://admissions-office.net/en/applicant/sign_up

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

IMPORTANT:

- We do **NOT** accept any application materials by post or email.
- No modifications are allowed after the completion of the application, so review all information to be filled out and uploaded documents required before completing the application.

Preparation for Your Application

Prepare the following materials:

- Copy of the Applicant's **Official Academic Transcript**
- Copy of **Certificate of Language Proficiency**
- Copy of **Passport Identification Page (or Photo ID Card, if passport is not available)**

Our Exchange Program Information:

Refer to our website before the application:
<https://www.insc.tohoku.ac.jp/english/exchange/>

- You can find our exchange program information from the above link.
- Make sure to go through the information of the program you are applying for to fully understand its eligibility etc.

IMPORTANT:

- Start your application by our designated application system (TAO) **only after considering and selecting which program you are going to apply for with your exchange coordinator**, since you cannot change the program after completing the application.
- You (Applicant) must be enrolled in your home university as a regular student during the registration period at Tohoku University.

[Registration Period at Tohoku University]

- **Spring semester:** April 1 – September 30
- **Fall semester:** October 1 - March 31

Steps

- [1] Your [coordinator](#) will send an account registration link of **"The Admissions Office (hereinafter: TAO)"** along with the link to the **"Application instruction"**(this website) to you (applicant) who has been officially nominated by your home university.
- [2] You ([applicant](#)) start an application via TAO (**STEP 1: Application form**)
- [3] Your [recommender](#) (i.e. academic advisor at your home university) will receive the request message for making a **recommendation** from TAO
- [4] Your [recommender](#) will complete the letter of recommendation via TAO (**STEP 2: Request form for letter of recommendation**)
- [5] Your [Coordinator](#) at your home university will receive the request message for **endorsement** from TAO
- [6] Your [Coordinator](#) will complete the endorsement for your application along with the completed **Certificate of Enrollment** via TAO (**STEP 3: Request form for endorsement**)
- [7] Finally, [you \(applicant\)](#) can complete the application via TAO

STEP 1: Application Form

IMPORTANT: "STEP 1" needs to be completed by you (applicant) at the applicants' home university

The Admissions Office: Account Registration link:
https://admissions-office.net/en/applicant/sign_up

Step-by-step instruction:
 Refer to the [instruction PDF](#)

List of departments applicable for exchange students*
***Only applicable to JYPE/DEEP/COLABS applicants**
 You can find candidate host researchers and departments/study fields at the following websites.

- [JYPE](#)
- [DEEP](#)
- [COLABS](#)

STEP 2: Request Form for Letter of Recommendation

IMPORTANT: "STEP 2" needs to be completed by your recommender (academic advisor) at the applicants' home university
 After you (applicant) have completed your parts (step 1: Application Form), your recommender (academic advisor) will receive a notice from TAO asking for the completion of the recommendation procedure.

Notification **your recommender** will receive:
 - **From:** no-reply@admissions-office.net
 - **Subjects:** [The Admissions Office] Request for Recommendation Form

- [Procedure] (completed by a recommender)**
 For your information, the followings are the steps your recommender will follow:
 [1] Create a new account to access TAO to check the request form by visiting the link in the message
 [2] Complete account registration after receiving an email from TAO
 [3] After checking the applicant's name, check the documents applicants submitted to TAO
 [4] After checking the documents, fill out all the required fields, upload the completed "Letter of Recommendation", then submit the form to complete.

STEP 3: Request Form for Endorsement

IMPORTANT: "STEP 3" needs to be completed by an exchange coordinator at the applicants' home university
 After you (applicant) have completed your parts (step 1: Application Form and your recommender (academic advisor) has completed submitting a letter of recommendation via TAO (step 2: Recommendation Form), then, your coordinator will receive a request message for endorsement from TAO. (step 3: Endorsement Form)

Notification **your coordinator** will receive:
 - **From:** no-reply@admissions-office.net
 - **Subjects:** [The Admissions Office] Request for Endorsement Form

- [Procedure] (completed by your exchange coordinator)**
 For your information, the followings are the steps your coordinator will follow:
 [1] Create a new account to access TAO to check the request form by visiting the link in the message
 [2] Complete account registration after receiving an email from TAO
 [3] After checking the applicant's name, check the documents applicants submitted to TAO
 [4] After checking the documents, fill out all the required fields, upload the completed "Certificate of Enrolment (CoE)", then submit the form to complete.

Follow-ups

Screening Schedule

- **Screening:** November - Early February
- **Screening Result Announcement:** within February

First Screening Result* (Unsuccessful Applicants Only):

Spring Enrollment – December
 Fall Enrollment – March
 *Successful applicants of the 1st screening will not receive any message.

Final Screening Result:

Spring Enrollment – February
 Fall Enrollment - May

[How to check your Screening Result]

You will be announced your screening result by email.

IMPORTANT

- Successful applicants will be guided to the information for further procedure.
- Only successful applicants will be admitted.

Important Note

Enrollment procedure

Successful applicants will be given important instructions ("Certificate of Eligibility" and dorm application etc.) after the final screening result is announced.

Support for those who have Health and 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.

Privacy Policy *New!

[Basic policy on personal information protection at National University Corporation Tohoku University \(Privacy Policy\)](#)

[Privacy policy based on the EU General Data Protection Regulation \(GDPR\) at National University Corporation Tohoku University](#)

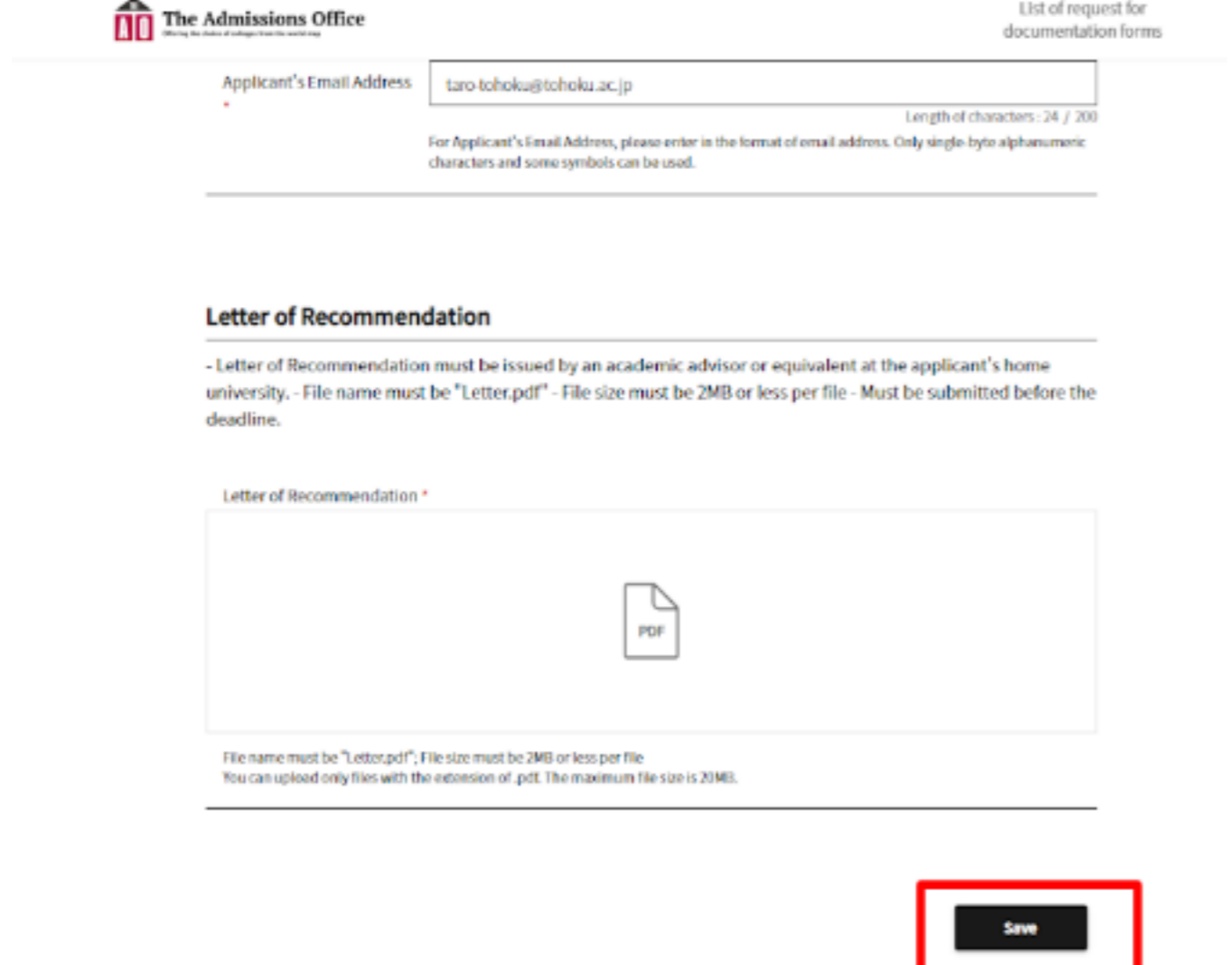
FAQ

Q1: In the recommendation Form, my recommender (Academic Advisor in my home university) has uploaded the Letter of Recommendation. However, the completion status is still 'Not responded', also I do not receive any notification email from TAO. What should I do?

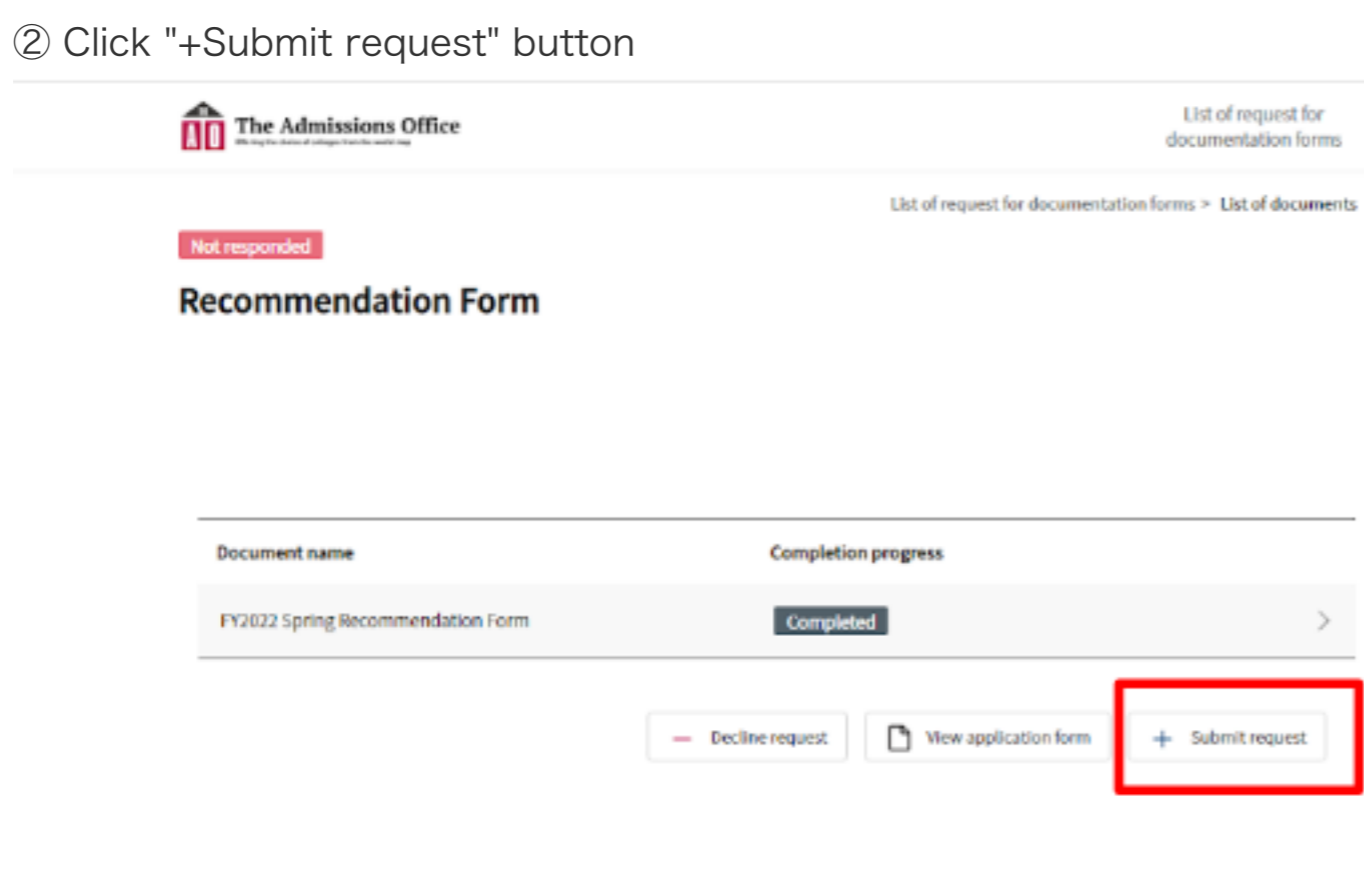
A1:

Your recommender seems not to be complete on her/his side, please ask your recommender whether or not your recommender has clicked "+Submit request" button after uploading a letter of recommendation and clicking "Save" button. Without this process, the recommendation form will not be completed, then, you will not be able to receive any notification email from TAO to go through the next step (complete your application).

①Click "Save" button



② Click "+Submit request" button



Contact

Any questions, please contact us via the contact form below:
[Contact Form](#)