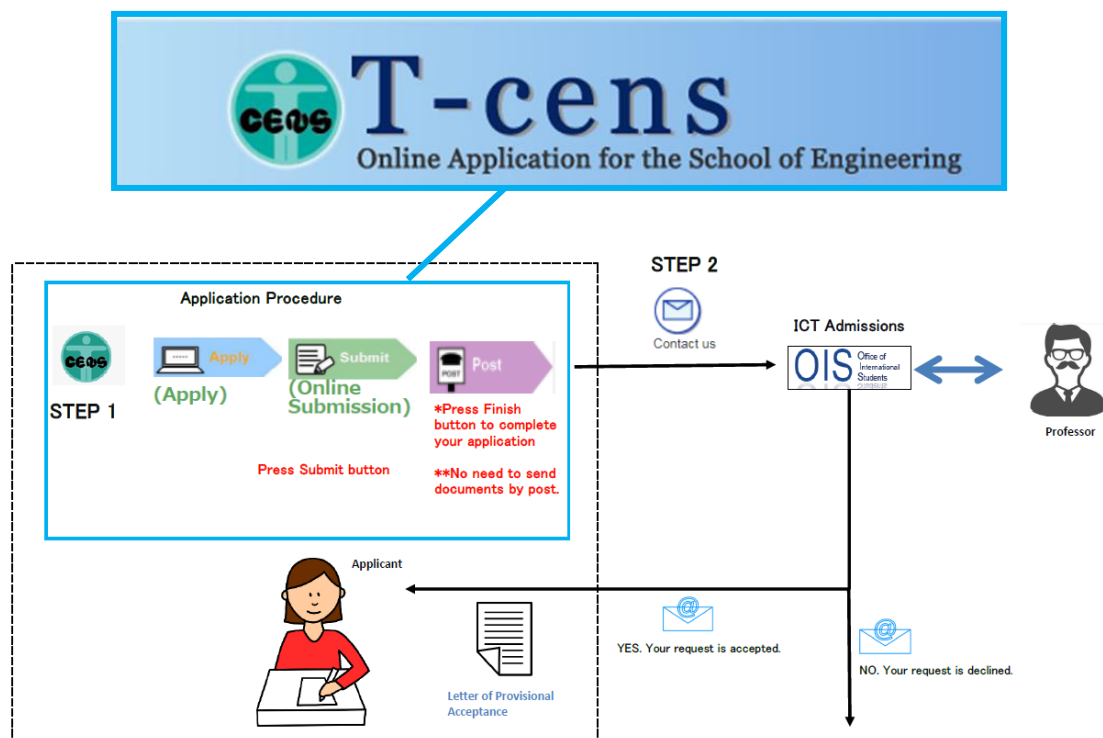# Acceptance evaluation for MEXT Scholarship students
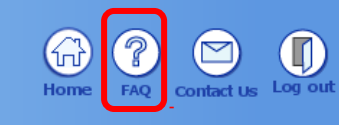
Requesting the Letter of Provisional Acceptance through T-cens

Students passed primary selection at the embassy can contact Graduate School of Engineering, The University of Tokyo, and request the Letter of Provisional Acceptance. Applicants should apply through the online application system, T-cens, and pass evaluation.

① Application Process Flowchart

② Application Tips

Guidance Information for RESEARCH STUDENTS	This **Guidance Information** provides general application information throughout your entire application period.
Course Summary	Click the **Course Summary** button under your photograph on the left side of your T-cens home page. You can then find further application information, such as application schedule, required documents, course's guidelines, etc.
Home FAQ Contact Us Log out	Click the **FAQs** button located in the top right side FIRST. You may be able to find the answer to your enquiries here.
T-cens Application Number	To ensure quick and smoother identification, when making enquiries through your ICT Admissions Desk, please always state your **T-cens Application Number**, which is located under your photograph on the left side of your T-cens home page.
International Coordination Team (ICT Admissions Desk)	You can find the contact information on the Course Summary page. i.e.) *Office of International Students* tcens_embassy.t@gs.mail.u-tokyo.ac.jp We support you throughout entire application period.
Web forms	▫ Fill in the forms in English except any fields requiring Japanese characters (Kanji) to be used (to write your name, if applicable). ▫ Type using alphanumeric characters (letters and numbers) only. Special characters including umlaut, acute accents and so on (~ * & ^ # $ % @ / ¥ : ; etc.) should not be entered. These characters may be replaced with unreadable text.

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	▫ Before you switch to a different page, save the entries by pressing the **SAVE** button. Information entered into the system is not retained until this button is pressed.
Head-and-Shoulders Photo	▫ Your photo should have been taken **within three (3) months** prior to the application. ▫ The file size must be **no more than 500 kB**. ▫ **Frame the subject showing their full face, frontal view, with eyes open.** ▫ Photograph the subject against **a plain white or off-white background** (preferably). ▫ Use the '**.jpg**' file extension.
Files	▫ File Downroad 　・Click the **FileUpload** tab, you will find formats posted on T-cens. 　・Download the necessary formats and save them on your own computer before you start working. ▫ File Upload 　・Download the necessary formats as listed on the page. 　・Fill in each file and save it on your computer. 　・Click the **Upload** tab. Choose the type of file to upload and specify your file. By pressing the **UPLOAD** button, you can submit the files online. ▫ File Names and File Extensions 　・Type the file name using alphanumeric characters (letters and numbers) only. Special characters including umlaut, acute accents and so on (~ * & ^ # $ % @ / ¥ : ; etc.) should not be entered. These characters may be replaced with unreadable text.

	・It is not necessary to add file extensions to your file names as T-cens automatically adds the extension if needed. [Example] Suppose T-cens specifies the name of your academic transcript file as ACADEMIC_TRANSCRIPT.pdf. i. Confirm the name of the file to upload. ii. Convert your academic transcript into PDF format and save it as ACADEMIC_TRANSCRIPT. iii. Go to the **FileUpload** page and specify the file type from the pull-down menu. Click the "参照" button and select ACADEMIC_TRANSCRIPT on your computer. ▫ File size limit: 2 MB ▫ File replacement 　・You can simply upload new files to replace old ones. 　・Note that you will not be able to upload new files once you click the **Submit** button. Please contact your ICT Admissions Desk if you want to replace your files after pressing the **Submit** button.
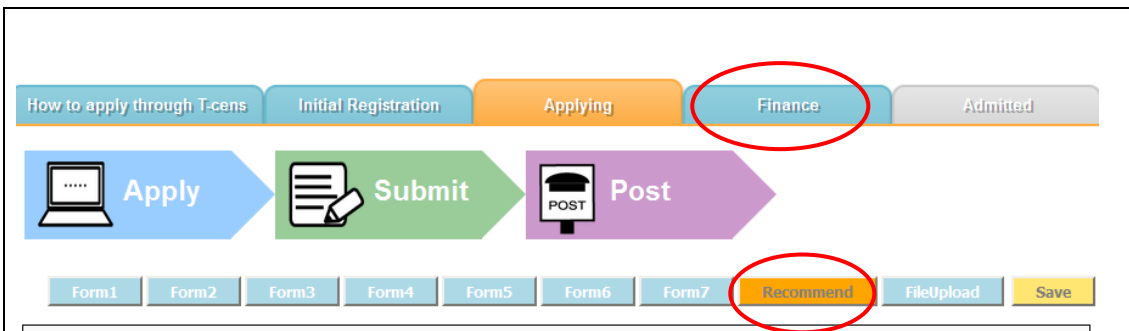
You do not have to click *Finance* menu and *Recommend* button in *Applying* menu.
These are the requirement for NON-MEXT students.

You do not have to write your signiture on "AF1" in *Submit* menu.
(You do not need to send application materials by post.)