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#### 1.Login

1.1.Account registration (First time)

Login URL:https://oiaa-m-utone.adm.u-tokyo.ac.jp/login?ec=302&startURL=%2Fs%2F

Register an account from "Sign Up" at the login screen.

**%**If you already have an account, please refer to "Account Login".



Fill in the registration form and press "Sign Up" at bottom of the screen. \*Please make sure your email address can receive the verification code.

first		
John		
name		
Smith		
email		
JohnSmith@hotn	ail.com	
mobile phone numbe	r	
japan (+81)		~
08023231111		

Check your mailbox for the verification code.

L

Enter the verification code and press "verification" to proceed.



# VALIDATE ID

to verify your new account, enter the verification code sent to nihaoxinxinai+11@hotmail.com.							
resubmit verification code							
600108							
cancel	verification						

#### The OIAA home screen is displayed, and the account registration is complete.



#### WELCOME TO THE OIAA APPLICATION PORTAL

This web portal is intended for University of Tokyo graduate students seeking scholarships and for medical students from other universities who are applying for clinical electives at our hospital. Only students from our partner universities, and those who have been approved by the OIAA, may apply for a clinical elective.

Please select the proper tab above to begin the application process.

Office of International Academic Affairs | Graduate School and Faculty of Medicine

1.2.Account Login (From the second time onwards)

If you already have an account, enter your email address from the login screen. Press "Log in".



YOU MUST BE LOGGED IN TO OIAA TO ACCESS	THIS PAGE.
JohnSmith@hotmail.com	
Log in to the sandbox	
	sign up

Enter the verification code sent to the registration email and press "verify" to proceed.



## Verify Your Identity

You're trying to <b>Log In to OIAA</b> . To make sure your OIAA account is secure, we have to verify your identity.
Enter the verification code we emailed to ni*********@****il.com.
Verification Code
Verify
Resend Code

The OIAA home screen is displayed, log in is complete.



WELCOME TO THE OIAA APPLICATION PORTAL

This web portal is intended for University of Tokyo graduate students seeking scholarships and for medical students from other universities who are applying for clinical electives at our hospital. Only students from our partner universities, and those who have been approved by the OIAA, may apply for a clinical elective.

Please select the proper tab above to begin the application process.

Office of International Academic Affairs | Graduate School and Faculty of Medicine

- 2 . Registration of Private Scholarship Application Form
- 2.1. Creation of Private Scholarship Application Form

Press "SCHOLARSHIPS" in the OIAA home screen to apply scholarships.

A. <u>Select the SCHOLARSHIPS tab.</u>

and the second s			
SCHO	LARSHIPS FOR INTERNATIONAL STUDENTS	AT THE UNIVERSITY OF TOKY	D
On this page you can re	gister your Application Form for Scholarships from	Private Foundations and apply fo	r scholarships
requiring a university re-	commendation. The email address you provide wh	en applying will be used to identify	you until you
graduate, so please be	sure to note it and use the same email address wh	enever you log in to the system.	
Todai Fellowship applica	ants are not required to register an Application For	m for Scholarships from Private Fo	oundations and
may apply for the fellow	ship directly.		
Registering your Appli	ication Form for Scholarships from Private Fou	ndations	
Registering your Apple • Registration Page Currently Available Scho	ication Form for Scholarships from Private Fou	ndations	
Registering your Appli • Registration Page Currently Available Scho Currently available scho	ication Form for Scholarships from Private Fou Iarships	ndations	
Registering your Appli • Registration Page Currently Available Scho Currently available Scho Currently available Scho Currently available for apply	ication Form for Scholarships from Private Fou Iarships vlarships are shown below.	ndations	
Registering your Appli • Registration Page Currently Available Scho Currently available scho Currently available scho	ication Form for Scholarships from Private Fou larships	ndations	
Registering your Appli         • Registration Page         • Registration Page         Currently Available Scho         Currently available scho         Currently available for apply         Scholarships         Available for apply         Vitems • Sorted Vscholarship Name • Inferseconds ago	Itarships Itarships Itarships are shown below.	ndations Q. Search this list. 알	<b></b>

- B. <u>Press "Registration Page" to create a new application.</u>
- C. <u>Press "New" to create a new application.</u>

Applicatio	on Form for Scholarships from Pr	ivate Foundations
Instructions		
(1) Click on New below, enter the re	quested information on the application form,	and click Save.
(2) Click File Upload to upload your	application documents on the details page, cli	ck Update on the File Upload page to conf
your files, and then click Finish after	you have uploaded all your files.	
(3) When you are certain that your a	application is complete, click Registration to re	gister your application.
NOTE: If you have already begun an	application and want to make changes or uplo	oad files, click on the arrowhead next to
"Available for applying" and select "	Recently Viewed" from the pull-down menu. L	Do not create a new application.
Application Forms		
My Applications		

D. Please fill in the items below.

	New Appl	ication Form
		* = Required Information
Information		
Application Form Number		Registration Status
		New
*Last Name		* Date of UTokyo Enrollment (year/month)
Todai		2024/04
* First Name		*Supervisor Name
Ichiro		野口秀
* Email Address		* Supervisor Email Address
Todai@gmail.com		noguchi@gmail.com
• Phone		Receipt of Scholarship in Previous Year
012536254566		
Birthday		Name of Scholarship Received
2000/04/01		
*Nationality		
Afghanistan	*	
Student Number		
東大一郎		
* Academic Year		
1	•	

Please note that the "\*" item is a required item.

If not entered, an error message will display as below.



E. <u>Press "Save" to proceed.</u>

#### F. After pressing "Save", this screen will be displayed.

AF-000237			+ Follow	Edit	File Upload	Registration	1
Registration Status	Email Address		Last Name		FirstName		
New	todai@gmail.com		Todal		Ichiro		
Application Form Number			Regist	ration Stat	us		
AF-000237			New				
Last Name			Date o	rf UTokyo B	inrollment (year/m	onth)	
Todai		1	2024	04			1
First Name			Super	visor Name			
Ichiro		1	野口券	5			1
Email Address			Super	visor Email	Address		
todal@gmail.com		1	nogue	hi@gmall.	com		1
Phone			Receip	t of Schola	rship in Previous Y	ear	
012536254566		1					1
Birthday			Name	of Scholars	hip Received		
2000/04/01		1					1
Nationality							
Afghanistan		1					
Student Number							
東大一郎		1					
Academic Year							
1		1					
Course							
Master's Program		1					
Major							
Molecular and Cellular B	Siology	1					
✓ Management I	nformation						
Registration Date			Regist	ration Year			
Expiration Date			Regist	ration Terr	n		
✓ System Inform	ation						
Created By			Last M	lodified By			
Suzuki Yoko, 2025/04/15 14:08			-	Currented West		904	

#### Instructions

(1) Click *File Upload* to upload your application documents on the details page, click *Update* on the File Upload page to confirm your files, and then click *Finish* after you have uploaded all your files.

(2) When you are certain that your application is complete, click *Registration* to register your application.
(3)To delete this record, click on the arrowhead and request us to delete the information.

#### 2.2. Uploading required documents

#### A. <u>Press "File Upload" to upload required documents.</u>

Last Name Todal		/	Date of UTs 2024/04	ikyo Erval	Invent (year/inv	ordh)	,	application is complete, click
Application Form Number AF-000237			Registration	n Status				page to confirm your files, and then clici <i>Finish</i> after you have uploaded all your files. (2) When you are certain that your
Registration Status New	Email Address todai@pnail.com	5	ant Hame Todal		First Name Ichino			application documents on the details page, click Update on the File Upload
Application Form AF-000237		+ 6	ofow Ed	R i	The Upload	Reglstration	٠	Instructions (1) Click File Upload to upload your

#### B. <u>Please upload the files one by one.</u>

Note: Please check the file name before uploading.

#### Note: Uploaded files cannot be deleted or edited.

m	Inst	ructions
Email A	File Upload	Jpload ocumer
Email A todal@	Notice :         Uploaded files cannot be deleted. Please carefully check the file contents before uploading.         UTokyo Grading Coefficient Table         ① Upload Files       Or drip files         Only for international student with academic records at UTokyo.         Private Scholarship Application form         ① Upload Files       Or drip files         Private Scholarship Application form         ① Upload Files       Or drip files         Please name the file "your name, App form".         Copy of Residence Card (both sines)         ① Upload Files       Or drip files         Or pload Files       Or drip files         Copies of academic transcripts       Or drip files	√date or m your bu have are cer comple o regis his rec nd requ
	Opload Files     Or dr o files For all degree programs. Please name the file "your name, [Bachelor, Master or Doctor]". Others	
	Upload Files Or drup files Please upload only the documents specifically designated by OIAA.	
Biology Informatic	Note: To see the list of uploaded files, click the "Update" button.	<u>ן</u>
nation	Last Modified By	Finish

- C. <u>Click Update on the File Upload page to confirm your files, and then</u> <u>click Finish after you have uploaded all your files.</u>
- D. <u>When all documents are attached, click "Finish" to close the pop-up.</u>



E. Uploaded file list is automatically displayed on the transition destination screen.

OME SC	HOLARSHIPS	ECTIVE	s										
Uplo	aded File List	~	Extensio	1		~	Size	~	Last M	odified Date	~	Owner	~
1 Copy	of Academic Transcript	t_To	pdf				133 KB		2025/4	04/15 14:45		Suzuki Yoko	
2 Copy	of Residence Card_Tod	dai	pdf				132 KB		2025/	04/15 14:45		Suzuki Yoko	
3 Priva	te Scholarship Applicat	tion	xlsx				8 KB		2025/	04/15 14:45		Suzuki Yoko	
4 UTok	yo Grading Coefficient	Tabl	xlsx				8 KB		2025/	04/15 14:41		Suzuki Yoko	
Application AF-000237	Form Number				Registr New	ration Sta	itus			Finish aft files. (2) When	ter you n you ar	have uploaded	all your
Last Name Todai				/	Date of 2024/	f UTakyo 04	Enrollment (year/m	onth)	/	application	on is co	mplete, click	
First Name Ichiro				/	Superv 野口秀	isor Nam	e		/	(3)To del	ete this	register your ap s record, click o	plication. In the
Email Addre todai@gma	ss il.com			,	Superv	risor Ema hl@gmal	il Address I.com		/	arrowhea	ad and on.	request us to d	elete the
Phone 012536254	4566			,	Receip	t of Schol	larship in Previous Y	ear	,				
Birthday 2000/04/0	1			,	Name	of Schola	rship Received		/				
Nationality				~									
Afghanicta				F									
Afghanista Student Nur	nber												

Academic Year

#### 2.3. Registration of Private Scholarship Application Form

After completing the form and uploading the required documents, submit by clicking the "Registration" button.

Note: The registration cannot be canceled. Once you click " Registration ", you will not be able to modify or attach additional documents , so please be sure to check carefully before registering.

# A. Press the "Registration" button.

Uploaded File List				
Title V Extension	✓ Size	✓ Last Modified Date	$\sim$	Owner
Takigawa_Hideki_Bachelor xls	0 KB	2022/03/28 20:18		Takigawa Hideki
Takigawa_Hideki_Copy of Alien xls	0 KB	2022/03/28 20:18		Takigawa Hideki
Takigawa_Hideki_AppForm xls	0 KB	2022/03/28 20:18		Takigawa Hideki
Takigawa_Hideki_AppCard xls	0 KB	2022/03/28 20:17		Takigawa Hideki
Takigawa_Hideki_GradingCoeffic xls	0 KB	2022/03/28 19:47		Takigawa Hideki
Application Form			Edit	File Unioa Registratio
AF-000025			cure	The opion
gistration Status Email Address	Last Name	First Name Expiration Date		
	Takigawa	Hidaki		
ew precimantest+001@gman.co	om Takigawa	Hideki		
ew preclimantest-toox@gman.co	om Takigawa	Hideki		
w brechmantest.com@mante	om Takigawa	Hideki		
preclimates to genatication Form Number	om Takigawa	Hideki Registration Status		
precumances (FOOL)ggman.co	om Takigawa	Hideki Registration Status New		
precumantsscr00/aggination pplication Form Number F-000025 ast Name	om Takigawa	Hideki Registration Status New Enrollment Year of Todailyear - month)		
ev precumantescroot gegination pplication Form Number F-000025 ast Name akigawa	Takigawa	Hideki Registration Status New Enrollment Year of Todai(year + month) 202201		
plication Form Number F-00025 ast Name kidgawa	om Takigawa	Hideki Registration Status New Enrollment Year of Todai(year - month) 202201 Supervisor Name		
pplication Form Number F-000025 ast Name akigawa lideki	om Takigawa	Hideki Registration Status New Enrollment Year of Todai(year - month) 202201 Supervisor Name 西川山和天		
ev precumantoscroozigginanco splication Form Number 4000025 ast Name akigawa irst Name Iideki mai Address	om Takigawa	Hideki Registration Status New Enrollment Year of Todailyear + month) 202201 Supervisor Name 西川敏夫 Supervisor Temail Address		
perication Form Number def Voto 25 at Name dideki mail Address technalitest+001@gmail.com	om Takigawa	Hideki Registration Status New Enrollment Year of Todailyear - month) 202201 Supervisor Name 西川 歌夫 Supervisor Email Address toshionishikawa@example.ne.jp		
vv precumantestrootiggmatico polication Form Number 4F-000025 ast Name kidgeva irst Name kidgeki mail Address techmailtest+001@gmail.com bees	om Takigawa	Hideki Registration Status New Enrollment Year of Todai(year + month) 202201 Supervisor Name 面川 敏夫 Supervisor Fmail Address toshionishikawa@example.ne.jp Denoist of Exhipship Impirer Nore		
vv precumantescrootiggmento polication Form Number F-000025 ast Name Akigawa iris Name Iideki mail Address technailtest+001@gmail.com hone is.000317933	om Takigawa	Hideki Registration Status New Enrollment Year of Todailyear - month) 20201 Supervisor Name. 西川家大 Supervisor Email Address toshionishikawa@example.ne.jp Receipt of Scholarship Previous Year		
preclimantsstro01gginalco pelication Form Number 4000025 ast Name akigawa irst Name Mail Address technalitest+001@gmail.com frone 3-0031-7933	m Takigawa	Hideki Registration Status New Enrollment Year of Todailyear - month) 202201 Supervisor Name 즈 JI 歌夫 Supervisor Email Address toshionishikawa@example.ne.jp Receipt of Scholarship Previous Year		
plication Form Number F-000025 ast Name kidgewa irst Name lideki mail Address techmailtest+001@gmail.com bone 3-0031-7993 tutern Number	m Takigawa	Hideki Registration Status New Enrollment Year of Todai(year + month) 202201 Supervisor Name 面川 較夫 Supervisor Email Address toshlonishikawa@example.ne.jp Receipt of Scholarship Previous Year		
pplication Form Number F-00025 ast Name Akigawa itst Name lideki mail Address techmalites+001@gmail.com hone 	m Takigawa	Hideki Registration Status New Enrollment Year of Todai(year + month) 20201 Supervisor Name Elill Br;# Supervisor Tamai Address tobhonishikawa@example.ne.jp Recipt of Scholarship Previous Year Name of Scholarship Sor International studer Special scholarships for International studer	nts	
w preclimantestrootiggniaatoo pplication Form Number F-000025 ast Name akigawa arst Name lideki mail Address technailtest+001@gmail.com hone 3-00317993 tudent Number 11366708 cademic Year	m Takigawa	Hideki Registration Status New Enrollment Year of Todailyear - month) 202201 Supervisor Name 酉川 歌夫 Supervisor Email Address toshionishikawa@example.ne.jp Receipt of Scholarship Previous Year Name of Scholarship Scholarship studer Special scholarships for international studer	nts	
pplication Form Number f-000025 aklgawa irst Name lideki mail Address technalitest+001@gmail.com hone 3-0031-7933 tudent Number 111366708 cademic Year	m Takigawa	Hideki Registration Status New Enrollment Year of Todai(year + month) 202011 Supervisor Name 面川 歌夫 Supervisor Email Address toshionishikawa@example.ne.jp Receipt of Scholarship Previous Year 	ıts	
w pedication Form Number f-000025 ast Name kkgawa irst Name ktdekk mail Address techmalitest+001@gmail.com hone 13-0031-7933 tudent Number 111366708 ccademic Year	m Takigawa	Hideki Registration Status New Enrollment Year of Todailyear + month) 20201 Supervisor Name 西川 欽夫 Supervisor Email Address tobhlonishikawa@example.ne.jp Received Special scholarship Received Special scholarships for international studer	าเร	

B. Send automatic request email to your supervisor

Please check the mark if you want to send request email to your supervisor.



C. Press "Next".

	×	Edit
ail Addr chmail	Registration	
	Automatically send a request to your supervisor(西川 敏夫 email address:toshionishikawa@example.ne.jp) for creating 'supervisor comment' document. Please uncheck if you want to request it yourself.	
	Complete the registration for the application form.	
	Next	
	Receipt of Scholarship Previous Year	

#### D. The submission was successful. And the status becomes "Registered".

IOME SCHOLARSH	PS ELECTIVE	S						
Uploaded File	e List							
Title	~	Extension	∽ Size	~	Last Modified Date	$\sim$	Owner	
1 Takigawa_Hideki	Bachelor	xls	0 KB		2022/03/28 20:18		Takigawa Hidel	ci
2 Takigawa_Hideki	Copy of Allen	xls	0 KB		2022/03/28 20:18		Takigawa Hidel	d
3 Takigawa_Hideki	AppForm	xls	0 KB		2022/03/28 20:18		Takigawa Hidel	d
	AppCard	xls	0 KB		2022/03/28 20:17		Takigawa Hidel	d
4 Takigawa_Hideki_								
Application For Application For AF-000025	GradingCoeffic	xls	0 KB	First Name	2022/03/28 19:47	Edit	Takigawa Hidel File Upload	ci Registrati
4 lakigawa_Hideki, 5 Takigawa_Hideki, 6 Application For AF-000025 Registration Status	GradingCoeffic m Email Addre	xls	0 KB	First Name	2022/03/28 19:47 Expiration Date	Edit	Takigawa Hidel File Upload	d Registrati
A iakigawa_Hideki,     Takigawa_Hideki,     Application For     AF-00002!     Registration Status     Registered	GradingCoeffic m Email Addri ptechmailt	xds ===s ==st+001@gmail.com	0 KB Last Name Takigawa	First Name Hideki	2022/03/28 19:47 Expiration Date 2022/07/31	Edit	Takigawa Hidel File Upload	d Registrati
A Iakgawa,Hideki,     Takigawa,Hideki,     Application For     AF-000025 Registration Status Registred	GradingCoeffic m Email Addrr ptechmailt	xds 255 est+001@gmail.com	0 KB Last Name Takigawa	First Name Hideki	2022/03/28 19:47 Expiration Date 2022/07/31	Edit	Takigawa Hidel	d Registrati
A iakigawa,Hideki,     Takigawa,Hideki,     Application For     AF-000025	GradingCoeffic m Email Addr ptechmailt	xls ==== ===============================	0 KB Last Name Takigawa	First Name Hideki Registration Statu Registered	2022/03/28 19:47 Expiration Date 2022/07/31	Edit	Takigawa Hidel	d Registrati
A Takigawa,Hideki,     Takigawa,Hideki,     Application For     AF-000025     Last Name	GradingCoeffic m Email Addr ptechmailt	xls ==== ===============================	0 KB Last Name Takigawa	First Name Hideki Registration Statu Registered Enroliment Year ol	2022/03/28 19:47 Expiration Date 2022/07/31 s	Edit	Takigawa Hidel	d
A Takigawa,Hideki,     Takigawa,Hideki,     Application For     AF-000025     Last Name     Takigawa	GradingCoeffic	xls 255 est+001@gmail.com	0 KB Last Name Takigawa	First Name Hideki Registration Statu Registered Errolliment Year of 202201	2022/03/28 19:47 Expiration Date 2022/07/31 s	Edit	Takigawa Hidel	d
A Takigawa,Hideki, 5 Takigawa,Hideki, 5 Takigawa,Hideki, AF-000025 Carlon Form Numbe AF-000025 Last Name Takigawa First Name Hideki	GradingCoeffic m Email Addr ptechmailt	xls 255 est+001@gmail.com	0 KB Last Name Takigawa	First Name Hideki Registration Statu Registered Enroliment Year of 202201 Supervisor Name Ball Mis-	2022/03/28 19:47 Expiration Date 2022/07/31 s	Edit	Takigawa Hidel	d
A iakigawa,Hideki,     Application For     Application For     Application For     Application For     Application Form Numbe     Application Form Numbe     Application Form Numbe     AF-000025     Last Name     Takigawa     First Name     Hideki     Email Address	GradingCoeffic	xls 255 est+001@gmail.com	0 KB Last Name Takigawa	First Name Hideki Registration Statu Registered Enroliment Year of 202201 Supervisor Name 酉川 歌文 Supervisor Famil /	2022/03/28 19:47 Expiration Date 2022/07/31 s (Todai(year - month)) ddress	Edit	Takigawa Hidel	d

#### 2.4. Receiving registration completion email

After registration, you will receive a registration completion email to the registered email address.

Sandbox: [AF-000022] Notification of registration completion Index ×

Chiba Miho <u>via</u> h6hy27dhqfopa2.1m-8l26eaa.cs117.bnc.sandbox.salesforce.com to me ▼ Dear chiba miho: Your OIAA registration is now complete. • Application Form Number : AF-000022 • Name(family name • first name) : chiba miho • Student Number : 111111 • Enrollment year of Todai(year • month) : 202201 • Course : Doctoral Program of Medicine • Academic year : 1

- Name of Major : Molecular Cell Biology
- Name of your supervisor : Tanizawa Kazuhiro
- Email Address of your supervisor : <u>tanizawa105@example.com</u>

==== Office of International Academic Affairs Faculty and Graduate School of Medicine The University of Tokyo

Note: After registration, please contact the Office of International Academic Affairs by e-mail regarding any incomplete materials.

#### 2.5.Confirmation of the registration status

Please check the status of registration as below.

A. <u>Select "SCHOLARSHIPS" tab.</u>

◆ 東京大学 InstUseugariver Exco					
HOM SCHOLARSHIPS ELECTIVE	s		_		
	SCHOLARSHIPS	FOR THE INTERN	ATIONAL STUDENT	S	
Graduate School of Medicine and faculty of Me their academic lives and promoting the accepta	dicine, the University of Tokyo pr ance of students from abroad.	rovides the outstanding privatel	ly financed international students w	vith scholarships for the objectives of supp	orting
AVAILABLE FOR APPLYING Scholarship Name			Recruitment End Date		
AAA奨学金			2022/03/31		
BBB奨学金			2022/03/31		
Test Super Global University scholarship			2022/03/30		
テストその他			2022/03/31		
テスト国費大学推薦(SATREPS枠)			2022/03/31		
View All Application Form for Scholarships for	m Private Foundations				
Application Forms My Application Forms 🔻	Ŧ				New
1 item • Sorted by Application Form Number • Filt	ered by My application forms			Q Search this list	尊 •
Application Form Number $\uparrow$ $\checkmark$	Last Name 🗸	First Name 🗸	Registration Status 🗸 🗸	Created Date 🗸	
1 AF-000025	Takigawa	Hideki	Registered	2022/03/28 19:08	

#### B. Select the Application Form Number you would like to check.

Graduate School of Medicine and faculty of Medicine, the University of Tokyo provides the outstanding privately financed international students with scholarships for the objectives of supporting their academic lives and promoting the acceptance of students from abroad.

AVAILABLE FOR APPLIING	
Scholarship Name	Recruitment End Date
AAA英学会	2022/03/31
BBB乘学金	2022/03/31
Test Super Global University scholarship	2022/03/30
テストその他	2022/03/31
テスト国費大学推薦(SATREPSIA)	2022/03/31
View All	

Application Form for Scholarships form Private Foundations

ø	Application Forms My Application I	orms 🗸	Ŧ								New
1 item •	Sorted by Application Form	Number • Filt	ered by My applicatio	n forms					Q. Search this list		愈 *
	Application Form Nu	mber 1 🗸	Last Name	~	First Name	~	Registration Status	~	Created Date	~	
1	AF-000025		Takigawa		Hideki		Registered		2022/03/28 19:08		•

#### C. Click to enter the detailed screen.

<b>東京大学</b> Thi Usevijstivo Taxeo					+ 0	
HOME SCHOLARSHI	PS ELECTIVES					
Uploaded File	List					
Title	✓ Extension	✓ Size	✓ Last Modified Date	$\sim$	Owner	~
1 Takigawa_Hideki_	Bachelor xls	0 KB	2022/03/28 20:18		Takigawa Hideki	
2 Takigawa_Hideki_	Copy of Alien xls	0 KB	2022/03/28 20:18		Takigawa Hideki	
3 Takigawa_Hideki_	AppForm xls	0 KB	2022/03/28 20:18		Takigawa Hideki	
4 Takigawa_Hideki_	AppCard xls	0 KB	2022/03/28 20:17		Takigawa Hideki	
5 Takigawa_Hideki_	GradingCoeffic xls	0 KB	2022/03/28 19:47		Takigawa Hideki	
Registration Status Registered	Email Address ptechmailtest+001@gma	Last Name il.com Takigawa	First Name Expiration Date Hideki 2022/07/31			
Application Form Number AF-000025			Registration Status Registered			
Last Name Takigawa			Enrollment Year of Todai(year • month) 202201			
First Name Hideki			Supervisor Name 西川 敏夫			
Email Address	- 11		Supervisor Email Address			
Phone	an.com		Receipt of Scholarship Previous Year			
03-0031-7933						
Student Number			Name of Scholarship Received			
9111366708			Special scholarships for international stu	dents		

## 3 Application for scholarships

- 3.1. Opening the scholarship list
  - A. <u>Select "SCHOLARSHIPS" tab.</u>

#### B. Select the Scholarship Name you wish to apply from the AVAILABLE FOR APPLYING

list.

HOME	SCHOLARSHIPS ELECTIVES			
	SCHOLARSHIPS FOR I	NTERNATIONAL STUDENT	S AT THE UNIVERSITY	OF TOKYO
On thi requiri gradua	is page you can register your Applica ring a university recommendation. Th iate, so please be sure to note it and	tion Form for Scholarships fro e email address you provide v use the same email address v	m Private Foundations a vhen applying will be use vhenever you log in to th	nd apply for scholarships ed to identify you until you e system.
Todai may a	Fellowship applicants are not require	d to register an Application Fo	orm for Scholarships fron	n Private Foundations and
Regis	stering your Application Form for S	cholarships from Private Fe	oundations	
Regis • <mark>R</mark> Currer	stering your Application Form for S Registration Page ntly Available Scholarships	cholarships from Private Fe	oundations	
Regis • R Currer	stering your Application Form for S Registration Page ntly Available Scholarships ntly available scholarships are showr	cholarships from Private Fo	oundations	
Regis • R Currer Currer	stering your Application Form for S Registration Page ntly Available Scholarships ntly available scholarships are showr Scholarships Available for applying v 👔	cholarships from Private Fo	oundations	
Regis • R Currer Currer Currer A 2 items + S 5 minutes	stering your Application Form for S Registration Page ntly Available Scholarships ntly available scholarships are shown Scholarships Available for applying V T	cholarships from Private Fo below.	ed Q. Search this list	\$• II • C & Y
Regis • R Currer Currer Currer 2 ltems + 5 S minutes	stering your Application Form for S Registration Page ntly Available Scholarships ntly available scholarships are showr Scholarships Available for applying V I Sorted by Scholarship Name + Filtered by All scholarships - App Scholarship Name †	cholarships from Private Fo below. lication Start Date, Application Deadline + Update	Q. Search this list Application Deadline	\$•.
Regis Regis R Currer Currer S A S S M S A S S S M S S S S S S	stering your Application Form for S Registration Page ntly Available Scholarships ntly available scholarships are shown Scholarships Available for applying V I Sorted by Scholarship Name + Filtered by All scholarships - App Scholarship Name * JEES Scholarship (Priority Countries) 2025	cholarships from Private Fo below. lication Start Date, Application Deadline + Update	ed Q. Search this list Application Deadline 2025/04/30	\$* \_ C \$

Scholarship Application Number	Scholarship	Application Form	Application Status
SA-000138	JEES Scholarship (Priority Countries)	AF-000195	Applied
SA-000141	2024 The University of Tokyo Shien Kikin/東京大学外国人		New
SA-000152	Mitsubishi Gas Chemical Memorial Foundation (2024Fall	AF-000198	New

C. <u>The scholarship is selected.</u>

Scholarship Number	Type SGU	Recruitment Start Date 2020/02/01	Recruitment End Date 2022/03/30	
Scholarship Name Test Super Global Unive	rsity scholarship			
Scholarship Number			Amount 月10万円	
Deadline 2022/03/30 12:00			Apply to OIAA	
Type SGU			Details	
structions ) To apply for a sch iter the requested ) To upload files for structions on the n	olarship, click information, a · a scholarship ew page.	<i>New</i> below. In the pop-up nd click <i>Save</i> . application, click on the r	window, select the scholarship Type for your scholarship (as : elevant Scholarship Application Number, which appears below	hown above), w, and follow the

#### 3.2. Creating a scholarship application

#### A. <u>Press the "New" button.</u>

Scholarship Name			
	holarchia		
Scholarship Number	norarsnip	Amount 月10万円	
Deadline 2022/03/30 12:00		Apply to OIAA	
Type SGU		Details	
<b>nstructions</b> 1) To apply for a scholar: enter the requested info	ship, click <i>New</i> below. In the rmation, and click <i>Save</i> .	pop-up window, select the scholarship Type for your scholarship (as sh	hown above),

Office of International Academic Affairs | Graduate School and Faculty of Medicine

B. <u>Select the item you would like to apply.</u>

	月10万円	
	Apply to	
	New Scholarship Application	
plications	Select a record type Foundation Other SGU Todai Fellowship	
	<ul> <li>University Recommendation</li> <li>University Recommendation SATREPS</li> <li>University Recommendation e-ASIA</li> </ul>	
	Cancel Next	

C. Press "Next".

		月10万円	
		Apply to X	
	New Sch	nolarship Application	
	Select a record type		
	۲	Foundation	
		Other	
		SGU	
plications		Todai Fellowship	
		University Recommendation	
		University Recommendation SATREPS	
		University Recommendation e-ASIA	
		Cancel	

D. <u>Please fill in the items below.</u>

SGU 2020/02/01	2022/03/30
New Scho	larship Application: Foundation
Information	
mornation	• • • • •
Scholarship Application Number	- Scholarship
* LastName	Application Form
Takigawa	Search Application Forms Q
* FirstName	
Hideki	
• Email Address	
ptechmailtest+001@gmail.com	
* Phone	
Student Number	
System Information	
	Owner Takigawa Hideki
	Cancel Save & New Save

#### E. <u>Make sure the Scholarship item is selected correctly.</u>

	SGU	2020/02/01	2022/03/30	×
o Name • Global U		New Scho	olarship Application: Foundation	
o Number	Information			
30 12:00	Scholarship Application	Number	* Scholarship	_
			Test Super Global University scholarship	K
	*LastName		* Application Form 🕕	
	Takigawa		Search Application Forms	Q
	<ul> <li>FirstName</li> </ul>			

#### F. <u>Select your Application Form Number.</u>

<u>Select the AF (Application Form, Minkanshogakukin Shinsei Chosho) with the</u> <u>most up-to-date information among the registered AF. If it is not displayed, please</u> create an AF.

	LastName	Application Form	
	Takigawa	Search Application Forms Q	
	* FirstName	AF-00025	
	Hideki		
1 I I. I	•Email Address	+ New Application Form	
nolarshi	ptechmailtest+001@gmail.com		
	• Phone		
	Student Number		

#### G. Press "Save".

New Schola	arship Application: Foundation	
Information		
Scholarship Application Number	* Scholarship	
	Test Super Global University schola	arship ×
*LastName	Application Form	
Takigawa	AF-000025	×
* FirstName		
Hideki		
* Email Address		
ptechmailtest+001@gmail.com		
* Phone		
03-0031-7933		
Student Number		
9111366708		
System Information		
System mornation		
	Owner Takigawa Hideki	

H. The scholarship application is registered. SA-xxxxxx

ME SCHOLARSHIPS	ELECTIVES			
Scholarship Test Super G	lobal Unive	rsity scholarship		
holarship Number	Type SGU	Recruitment Start Date 2020/02/01	Recruitment End Date 2022/03/30	
icholarship Name Fest Super Global Universi icholarship Number	ty scholarship		Amount	
Deadline			月10万円 Apply to	
7ype 6GU			OIAA Details	

(2) To upload files for a scholarship application, click on the relevant Scholarship Application Number, which appears below, and follow the instructions on the new page.

Scholarship Applications (1)			New
Scholarship Application Number	Application Status	Created Date	
SA-000018	New	2022/03/28 21:19	
			View All

#### 3.3. Uploading designated documents

A. <u>Press the Scholarship Application Number which you want to upload documents.</u>

▲ テスト東大フ:	IU-			
Scholarship Number	Type Todai Fellowship	Recruitment Start Date 2022/02/01	Recruitment End Date 2022/03/31	
Scholarship Name テスト東大フェロー				
Scholarship Number			Amount	
Deadline			Apply to	
Type Todai Fellowship			Details	
Type Todal Fellowship In tructions To apply for a scl atter the requested To upload files for structions on the	holarship, click <i>Ne</i> l information, and or a scholarship ap new page.	ewbelow. In the pop-up I click <i>Save</i> . oplication, click on the r	elevant Scholarship Application Number, which ap	larship (as shown abov pears below, and follo
Type Todal Fellowship <b>Instructions</b> ) To apply for a scillator there the requested ) To upload files for structions on the Scholarship A	holarship, click Ne I information, and or a scholarship ap new page. Applications (1)	ew below. In the pop-up I click <i>Save</i> . oplication, click on the r	elevant Scholarship Application Number, which ap	larship (as shown abov pears below, and follo
Type Todal Fellowship <b>Istructions</b> ) To apply for a sch iter the requested ) To upload files for structions on the Scholarship Application	holarship, click <i>Ne</i> I information, and or a scholarship ap new page. Applications (1) Number	ew below. In the pop-up I click <i>Save</i> . oplication, click on the p Application Status	peterilis o window, select the scholarship Type for your scho relevant Scholarship Application Number, which ap Created Date	larship (as shown abov pears below, and follo

OIAA - Office of International Academic Affairs | Graduate School of Medicine And Faculty of Medicine

#### B. Press "File Upload".

🕒 Upload	ed File List							
Scholars	ship Application					Edit	File Upload	Apply
LastName Takigawa	FirstName Hideki	Email Address ptechmailtest+001@gmail.com	Scho 77	olarship スト東大フェロー	Application Form AF-000025			
Scholarship App SA-000020	lication Number			Status New				
LastName Takigawa				Scholarship テスト東大フェロー				
FirstName <b>Hideki</b>				Application Form  AF-000025				
Email Address ptechmailtest+	001@gmail.com							
Phone 0300317933								
Student Number 9111366708	-							
✓ System	Information							
Created By           Takigawa	Hideki , 2022/03/28 21:	27		Last Modified By           Takigawa Hideki	i, 2022/03/28 21:27			
				Owner 🔼 Takigawa Hideki				

#### C. Upload the files one by one.

#### Note: You can upload as many times as you like.

#### Note: Uploaded files cannot be deleted or edited.

		File Upload		
Notice :				
Uploaded files canno	t be deleted. Please o	arefully check the file cor	itents before uploa	ading.
Other Application Doc	uments			
1 Upload Files	Dr drop files			
·				
Note: To see the list of unlo	aded files click the "	Indate" button		
to see the list of up o	aded mes, check the	opulate button.		
🕒 Uploade	ed File List			Update

D. <u>After uploading a file, a confirmation message will be displayed and click "Done" after</u> the green check shows.

Up up	ploaded files cannot be deleted. Please check the contents of the file carefully before loading.	×	
	Upload Files		
XLS	Takigawa_Hideki_ResumeCV.xls	0	
1 of 1	file uploaded	Done	

E. To see the list of uploaded files, click the "Update" button.

ELECT	IVES	×
	File Upload	
ion	Notice: Uploaded files cannot be deleted. Please carefully check the file contents before uploading.	e do Uplo
ime	Other Application Documents           ① Upload Files         Or drop files	ading and t w.
	Note: To see the list of uploaded files, click the "Update" button.	ir app y but
	Uploaded File List	b win his re nd ree
	Finish	

F. Uploaded files are displayed.

						1
Notice Upload	: led files cannot be d	eleted. Please care	fully check the	file contents before up	loading.	
Other A	Application Document	ts				
Ť	Upload Files O	r drop files				
Note: To see	the list of uploaded	files, click the "Upd	late" button.			
6	Uploaded Fi	le List			Update	e
ţ,	Uploaded Fi	le List Extension ∨	Size	✓ Last Mod ✓	Update Owner V	
1	Uploaded Fi Title v B06医学部	le List Extension V pdf	Size 281 KB	<ul> <li>✓ Last Mod ✓</li> <li>2025/04/23</li> </ul>	Update Owner V Suzuki Yoko	
1	Uploaded Fi Title ✓ B06医学部	le List Extension ~ pdf pdf	Size 281 KB 397 KB	<ul> <li>✓ Last Mod ✓</li> <li>2025/04/23</li> <li>2025/04/23</li> </ul>	Update Owner  V Suzuki Yoko Suzuki Yoko	
1 2 3	Uploaded Fi           Title            B06医学部            B06医学部            B06医学部	le List Extension V pdf pdf pdf	Size 281 KB 397 KB 282 KB	<ul> <li>Last Mod ~</li> <li>2025/04/23</li> <li>2025/04/23</li> <li>2025/04/23</li> </ul>	Update Owner V Suzuki Yoko Suzuki Yoko Suzuki Yoko	
1 2 3	Uploaded Fi           Title         >           B 0 6 医学部         B 0 6 医学部           B 0 6 医学部         B 0 6 医学部	le List Extension ~ pdf pdf pdf	Size 281 KB 397 KB 282 KB	<ul> <li>✓ Last Mod ✓</li> <li>2025/04/23</li> <li>2025/04/23</li> <li>2025/04/23</li> </ul>	Update Owmer V Suzuki Yoko Suzuki Yoko Suzuki Yoko	

G. <u>When all documents are uploaded, click "Finish" to close the pop-up.</u>



#### H. Uploaded file list is automatically displayed on the transition destination screen.

HOME SCHOL	ARSHIPS ELECTIV	ES								
Uploade	d File List									
Title	~	Extension	~	Size	$\sim$	Last M	odified Date	~	Owner	
1 B06医 <sup>9</sup>	学部・医学系研究科座	pdf		281 KB		2025/0	04/23 16:02		Suzuki Yoko	
2 B06医钙	学部・医学系研究科座	pdf		397 KB		2025/0	04/23 15:50		Suzuki Yoko	
3 B06医钙	学部・医学系研究科座	pdf		282 KB		2025/0	04/23 15:50		Suzuki Yoko	
Last Name Suzuki	First Name Yoko	Email Address		Scholarship JEES Scholarship (Prior	ity Count		click the <i>File</i> (2) After uplo	Up) adii	<i>load</i> button. ng all your docume	er
SA-00	0181		+ Follow	Edit File Opioad	Арріу	•	(1) If you hav click the <i>File</i>	e d Upi	ocuments to uploa load button.	зd
							click Update	anc ow.	then Finish on th	e
Scholarship Appli SA-000181	cation Number		Status New				(3) When you click the App	ura <i>ly</i> b	pplication is comp outton and then Fin	le nis
Last Name			Scholarship				on the pop-u	p w	indow.	
Suzuki			JEES Scholar:	ship (Priority Countries) 2	025	/	(4)To delete t	his	record, click on th	ie
First Name Yoko		1	Application For AF-000239	rmO		/	arrowhead ar	nd r	equest us to delet	e
Email Address							information.			

## 3.4. Application for scholarships

### A. <u>Press the "Apply" button.</u>

HOME SCH	OLARSHIPS ELECTIVI	ES				
🚺 Upload	ded File List					
Title	~	Extension	✓ Size	~	Last Modified Date	V Owner
1 B06	医学部・医学系研究科座	pdf	281 KB		2025/04/23 16:02	Suzuki Yoko
2 B06	医学部・医学系研究科座	pdf	397 KB		2025/04/23 15:50	Suzuki Yoko
3 B06	医学部・医学系研究科座	pdf	282 KB		2025/04/23 15:50	Suzuki Yoko
Last Name	First Name	Email Address	Scholarship		(2) After uplo	ading all your document
SA-0	00181		+ Follow Edit File Upload	Apply	<ul> <li>(1) If you hav</li> </ul>	e documents to upload,
Suzuki	Yoko	Liner Address	JEES Scholarship (Priorit	y Count	(2) After uplo click Update	ading all your document and then <i>Finish</i> on the
					pop-up windo	W.
Scholarship Ap	plication Number		Status		(3) When you	ir application is complete
SA-000181			New		click the Appl	ly button and then Finish
Last Name			Scholarship		on the pop-ur	o window.
Suzuki		1	JEES Scholarship (Priority Countries) 20	25	(4)To delete t	his record, click on the
First Name			Application Form		arrowboad ar	ad request us to delete th
Yoko		/	AF-000239		anowneau ar	iu request us to delete ti
					Information	

#### B. <u>Press the "Apply" button.</u>

e	Email Address	Scholarship JEES Scholarship (Priority Count	click the <i>File Upload</i> (2) After uploading a click <i>Upd</i> and the
		Apply	r applic y butto
	Complete the scholarship appl	ication.	his recu d requ
			Apply

#### C. <u>Press the "Finish" button.</u>

me	Email Address	Scholarship JEES Scholarship (Priority Count	(2) After uploading a click <i>Upd</i>
		Apply	r applic y butto
	Completed the scholarship a Please check the notification	pplication. email has been sent to your email address.	) windo his reco id requ
			Finish
	/		

#### E. Your application was successful.

JEES Scholarship (Priority Countries) 2025							
Scholarship Number 2504	Type Foundation	Application Start Date 2025/04/22	Application Deadline 2025/04/30				
Scholarship Name JEES Scholarship (Priority	y Countries) 2025		Amount of Grant ¥ 50,000/m 2025/4-2027-3				
Scholarship Number 2504			Where to Submit OIAA				
Deadline 2025/04/30 13:00			Required Documents				
Type Foundation			Notes				

#### Instructions

(1) To apply for a scholarship, click *New* below. In the pop-up window, select the scholarship Type for your scholarship (as shown above), enter the requested information, and click *Save*.

(2) To upload files for a scholarship application, click on the relevant Scholarship Application Number, which appears below, and follow the instructions on the new page.

Scholarship Applications (1)			New
Scholarship Application Number	Application S	tatus Created Date	
SA-000181	Applied	2025/04/23 15:40	
			View All

#### 3.5. Receiving a registration completion email

You will receive a registration completion email to the registered email address.

Sandbox: [SA-000020] Notification of scholarship application registration Intervention

-	Takigawa Hideki <u>via</u> 8p31c0kcilqve6.1m-8l26eaa.cs117.bnc.sandbox.salesforce.com to ptechmailtest+001@gmail.com ▼						
	ズ <sub>A</sub> English -→ Japanese - Translate message						
	Dear Takigawa Hideki:						
	We have received notice of your intention to apply for the テスト東大フェロー.						
	・Application Number : SA-000020 ・Name(family name • first name) : Takigawa Hideki ・Email : <u>ptechmailtest+001@gmail.com</u> ・Phone : 0300317933 ・Student Number : 9111366708 ・scholarship : テスト東大フェロー ・Application Form Number : AF-000025						
	==== Office of International Academic Affairs Faculty and Graduate School of Medicine The University of Tokyo						

Note: After applying, please contact the Office of International Academic Affairs by e-mail regarding any incomplete materials.

## 3.6. Confirming the status of scholarship applications

#### A. <u>Select "SCHOLARSHIPS" tab.</u>

	SCHOLARSHIPS FOR INTERNATIONAL STUDENTS	S AT THE UNIVERSITY OF TOKYO	
On this requirin gradua	s page you can register your Application Form for Scholarships from ng a university recommendation. The email address you provide w tte, so please be sure to note it and use the same email address w	n Private Foundations and apply for scholarship hen applying will be used to identify you until you henever you log in to the system.	us U
Todai F may ap	Fellowship applicants are not required to register an Application Fo oply for the fellowship directly.	rm for Scholarships from Private Foundations ar	nd
Regist	tering your Application Form for Scholarships from Private Fo	undations	
Registe • <mark>Re</mark> Current	ering your Application Form for Scholarships from Private Fo egistration Page tly Available Scholarships	undations	
Regista • Re Current Current	tering your Application Form for Scholarships from Private Fo agistration Page tly Available Scholarships tly available scholarships are shown below.	undations	
Regist • Re Current Current	ering your Application Form for Scholarships from Private Fo egistration Page tly Available Scholarships tly available scholarships are shown below.	undations	
Regista • Re Current Current Current 2 items • So a minute ago	tering your Application Form for Scholarships from Private Fo agistration Page tly Available Scholarships tly available scholarships are shown below. holarships vailable for applying v () orted by Scholarship Name + Filtered by Allscholarships - Application Start Date, Application Deadline + Updates	undations	C

#### B. <u>Select the Scholarship Name you would like to confirm.</u>

HOME SCHOLARSHIPS ELECTIVES									
SCHOLARSHIPS FOR INTERNATIONAL STUDENTS	AT THE UNIVERSITY OF T	окус							
In this page you can register your Application Form for Scholarships from Private Foundations and apply for scholarships equiring a university recommendation. The email address you provide when applying will be used to identify you until you raduate, so please be sure to note it and use the same email address whenever you log in to the system.									
Fodai Fellowship applicants are not required to register an Application Form for Scholarships from Private Foundations and nay apply for the fellowship directly.									
Registering your Application Form for Scholarships from Private Fou • <mark>Registration Page</mark>	Indations								
Currently Available Scholarships									
Currently available scholarships are shown below.									
Scholarships Available for applying									
: items • Sorted by Scholarship Name • Filtered by All scholarships - Application Start Date, Application Deadline • Updated minute ago	Q, Search this list	\$ *		C	6	Ŧ			
Scholarship Name † V	Application Deadline			~	/				
1 JEES Scholarship (Priority Countries) 2025	2025/04/30								
2 KANSAI • OSAKA 21st Century Association	2025/04/23				Ŧ				

#### C. Select the Scholarship Application Number you would like to confirm.

Scholarship JEES Scholar	ship (Priority C	Countries) 2025		+ Follow
Scholarship Number 2504	Type Foundation	Application Start Date 2025/04/22	Application Deadline 2025/04/30	
Scholarship Name JEES Scholarship (Priority	Countries) 2025		Amount of Grant ¥ 50,000/m 2025/4-2027-3	
Scholarship Number 2504			Where to Submit OIAA	
Deadline 2025/04/30 13:00			Required Documents	
Type Foundation			Notes	

#### Instructions

(1) To apply for a scholarship, click *New* below. In the pop-up window, select the scholarship Type for your scholarship (as shown above), enter the requested information, and click *Save*.

(2) To upload files for a scholarship application, click on the relevant Scholarship Application Number, which appears below, and follow the instructions on the new page.

Scholarship Applications (1)			New
Scholarship Application Number	Application Status	Created Date	
SA-000181	Applied	2025/04/23 15:40	V
			View All

#### D. Click to enter the detailed screen.

ome schoi	ARSHIPS ELECTIVI	ES						
Uploade	ed File List							
Title	~	Extension	~	Size	$\sim$	Last M	odified Date 🗸 🗸	Owner V
1 B06医	学部・医学系研究科座	pdf		281 KB		2025/0	04/23 16:02	Suzuki Yoko
2 B06医	学部・医学系研究科座	pdf		397 KB		2025/0	04/23 15:50	Suzuki Yoko
3 B06医	学部・医学系研究科座	pdf		282 KB		2025/0	04/23 15:50	Suzuki Yoko
Last Name Suzuki	First Name Yoko	Email Address	Scholarship JEES Scholarship (Priority Count) (2) After uploading all your docume click <i>Lindate</i> and then <i>Finish</i> on the			ing all your documents,		
	FetNess	Erreil Address		Cabalanabia			click the File Up	bload button.
							pop-up window.	
Scholarship Application Number SA-000181		Status New		(3) When your application is complete click the Apply button and then Finish				
Last Name Suzuki		1	Scholarship JEES Scholars	hip (Priority Countries)	2025	,	on the pop-up v	vindow. s record, click on the
First Name Yoko		Application Form® AF-000239				arrowhead and request us to delete the		
Email Address						<i>p</i>	information.	