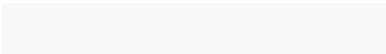


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1.Login

1.1.Account registration (First time)

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



YOU MUST BE LOGGED IN TO OIAA TO ACCESS THIS PAGE.

phone or email

Log in to the sandbox

sign up

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

name

email

mobile phone number

japan (+81)

sign up

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.

phone or email

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 **Log In to OIAA**. To make sure your OIAA account is secure, we have to verify your identity.

Enter the verification code we emailed to
nj*****@***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. Select the SCHOLARSHIPS tab.

東京大学
The University of Tokyo

HOME **SCHOLARSHIPS** ELECTIVES

SCHOLARSHIPS FOR INTERNATIONAL STUDENTS AT THE UNIVERSITY OF TOKYO

On this page you can register your Application Form for Scholarships from Private Foundations and apply for scholarships requiring a university recommendation. The email address you provide when applying will be used to identify you until you graduate, so please be sure to note it and use the same email address whenever you log in to the system.

Todai Fellowship applicants are not required to register an Application Form for Scholarships from Private Foundations and may apply for the fellowship directly.

Registering your Application Form for Scholarships from Private Foundations

- **Registration Page**

Currently Available Scholarships

Currently available scholarships are shown below.

Scholarships
Available for applying

0 items • Sorted by Scholarship Name • Filtered by All scholarships - Application Start Date, Application Deadline • Updated a few seconds ago

Search this list...

Scholarship Name	Application Deadline
------------------	----------------------

B. Press "Registration Page" to create a new application.

C. Press "New" to create a new application.

東京大学
The University of Tokyo

HOME SCHOLARSHIPS ELECTIVES

Application Form for Scholarships from Private Foundations

Instructions

- (1) Click on *New* below, enter the requested information on the application form, and click *Save*.
- (2) 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.
- (3) When you are certain that your application is complete, click *Registration* to register your application.

NOTE: If you have already begun an application and want to make changes or upload files, click on the arrowhead next to "Available for applying" and select "Recently Viewed" from the pull-down menu. Do not create a new application.

Application Forms
My Applications

0 items • Sorted by Application Form Number • Filtered by My application forms - Expiration Date • Updated a few seconds ago

Search this list...

A...	Registration St...	Expiration Date	Last Name	First Name	Student Number	Registration D...	Created Date
------	--------------------	-----------------	-----------	------------	----------------	-------------------	--------------

New

D. Please fill in the items below.

New Application Form

* - Required Information

Information

Application Form Number

Registration Status
New

* Last Name
Today

* First Name
Ichiro

* Email Address
Today@gmail.com

* Phone
012536254566

* Birthday
2000/04/01

* Nationality
Afghanistan

* Student Number
東大一部

* Academic Year
1

* Date of UTokyo Enrollment (year/month)
2024/04

* Supervisor Name
野口秀

* Supervisor Email Address
noguchi@gmail.com

Receipt of Scholarship in Previous Year

Name of Scholarship Received

Cancel Save & New Save

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

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

Review the errors on this page.

These required fields must be completed: First Desired Department

E. **Press "Save" to proceed.**

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

Application Form
AF-000237

+ Follow
Edit
File Upload
Registration ▼

Registration Status New	Email Address total@gmail.com	Last Name Total	First Name Ichiro
-----------------------------------	---	---------------------------	-----------------------------

Application Form Number
AF-000237

Last Name
Total ✎

First Name
Ichiro ✎

Email Address
total@gmail.com ✎

Phone
012536254566 ✎

Birth Day
2000/04/01 ✎

Nationality
Afghanistan ✎

Student Number
東大一郎 ✎

Academic Year
1 ✎

Course
Master's Program ✎

Major
Molecular and Cellular Biology ✎

Management Information

Registration Date

Expiration Date

System Information

Created By
 Suzuki Yoko, 2025/04/15 14:08

Registration Status
New

Date of UTokyo Enrollment (year/month)
2024/04 ✎

Supervisor Name
野口秀 ✎

Supervisor Email Address
noguchi@gmail.com ✎

Receipt of Scholarship in Previous Year
 ✎

Name of Scholarship Received

Registration Year

Registration Term

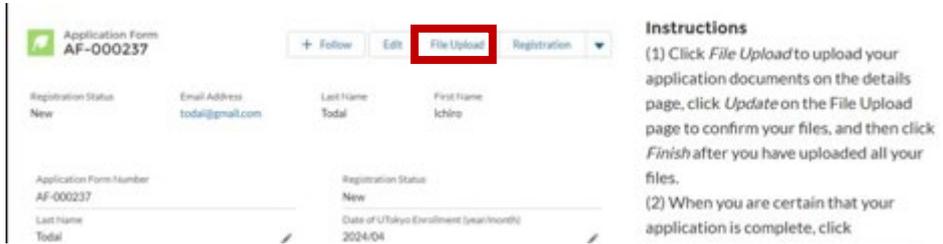
Last Modified By
 Suzuki Yoko, 2025/04/15 14:08

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. Press "File Upload" to upload required documents.



The screenshot shows the 'Application Form AF-000237' page. At the top, there are buttons for '+ Follow', 'Edit', and 'File Upload' (highlighted with a red box), and a 'Registration' dropdown menu. Below this, there are fields for 'Registration Status' (New), 'Email Address' (total@gmail.com), 'Last Name' (Total), and 'First Name' (Ichiro). Further down, there are fields for 'Application Form Number' (AF-000237), 'Registration Status' (New), 'Last Name' (Total), and 'Date of UTokyo Enrollment (year/month)' (2024/04). On the right side, there are 'Instructions' for file upload.

Instructions

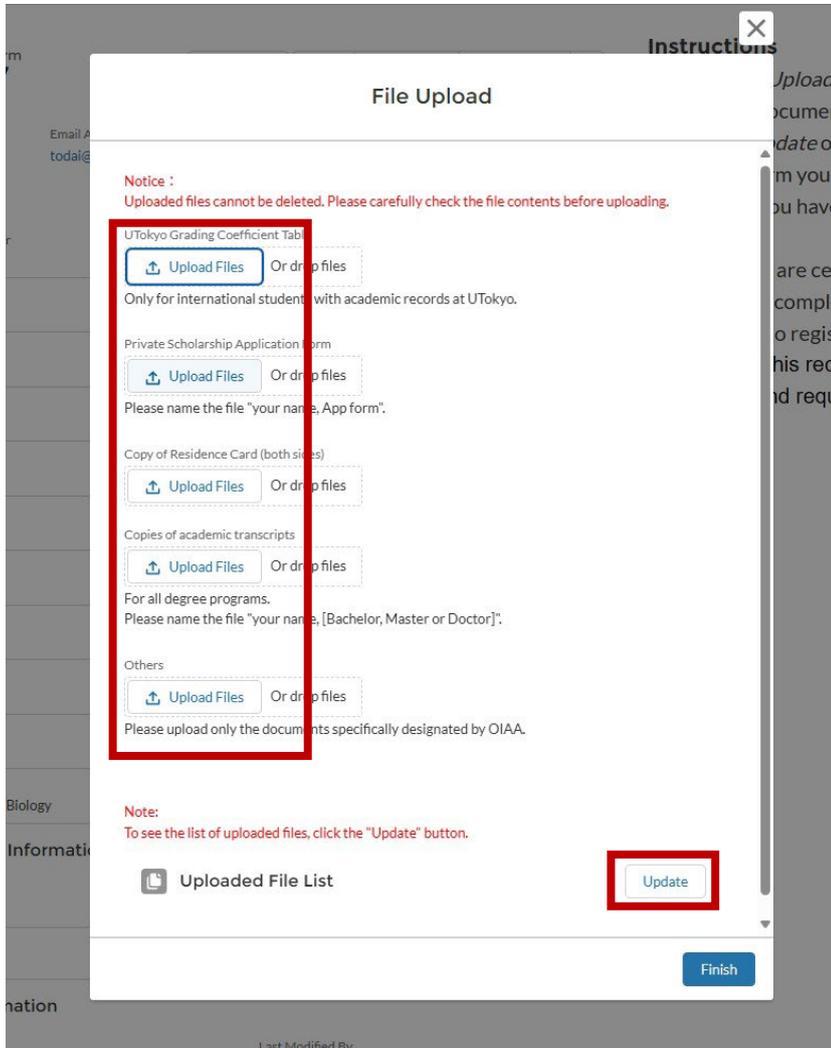
(1) Click *File Upload* to upload your application documents on the details page, click *Update* on the File Upload page to confirm your files, and then click *Finish* after you have uploaded all your files.

(2) When you are certain that your application is complete, click

B. Please upload the files one by one.

Note: Please check the file name before uploading.

Note: Uploaded files cannot be deleted or edited.



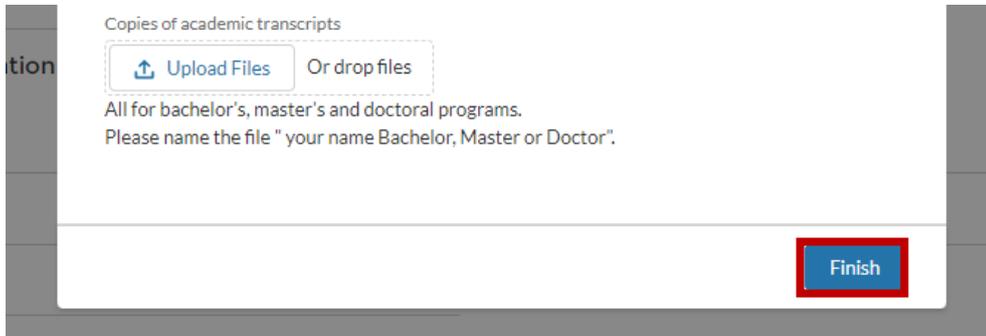
The screenshot shows the 'File Upload' dialog box. At the top, there is a 'Notice' stating: 'Uploaded files cannot be deleted. Please carefully check the file contents before uploading.' Below this, there is a list of documents to be uploaded, each with an 'Upload Files' button and 'Or drop files' text:

- UTokyo Grading Coefficient Table
- Private Scholarship Application Form
- Copy of Residence Card (both sides)
- Copies of academic transcripts
- Others

Below the list, there is a 'Note' stating: 'To see the list of uploaded files, click the "Update" button.' At the bottom right of the dialog box, there is an 'Update' button (highlighted with a red box) and a 'Finish' button.

C. Click **Update** on the File Upload page to confirm your files, and then click **Finish** after you have uploaded all your files.

D. When all documents are attached, click "Finish" to close the pop-up.



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

東京大学
THE UNIVERSITY OF TOKYO

SUZUKI YO...

HOME
SCHOLARSHIPS
ELECTIVES

Uploaded File List

Title	Extension	Size	Last Modified Date	Owner
1 Copy of Academic Transcript_To...	pdf	133 KB	2025/04/15 14:45	Suzuki Yoko
2 Copy of Residence Card_Todal	pdf	132 KB	2025/04/15 14:45	Suzuki Yoko
3 Private Scholarship Application...	xlsx	8 KB	2025/04/15 14:45	Suzuki Yoko
4 UTokyo Grading Coefficient Tabl...	xlsx	8 KB	2025/04/15 14:41	Suzuki Yoko

Application Form
AF-000237

+ Follow
Edit
File Upload
Registration ▼

Registration Status	Email Address	Last Name	First Name
New	todal@gmail.com	Todal	Ichiro

Application Form Number

AF-000237

Last Name

Todal

First Name

Ichiro

Email Address

todal@gmail.com

Phone

012536254566

Birthday

2000/04/01

Nationality

Afghanistan

Student Number

東大一郎

Academic Year

Registration Status

New

Date of UTokyo Enrollment (year/month)

2024/04

Supervisor Name

野口秀

Supervisor Email Address

noguchi@gmail.com

Receipt of Scholarship in Previous Year

Name of Scholarship Received

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.

12

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.

The screenshot shows the University of Tokyo portal interface. At the top, there is a navigation bar with the university logo and the text '東京大学 The University of Tokyo'. Below the navigation bar, there are tabs for 'HOME', 'SCHOLARSHIPS', and 'ELECTIVES'. The main content area is titled 'Uploaded File List' and contains a table with the following data:

Title	Extension	Size	Last Modified Date	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_GradingCoeffc...	xls	0 KB	2022/03/28 19:47	Takigawa Hideki

Below the table, there is a section for 'Application Form AF-000025'. This section includes a table with the following data:

Registration Status	Email Address	Last Name	First Name	Expiration Date
New	ptechmailtest+001@gmail.com	Takigawa	Hideki	

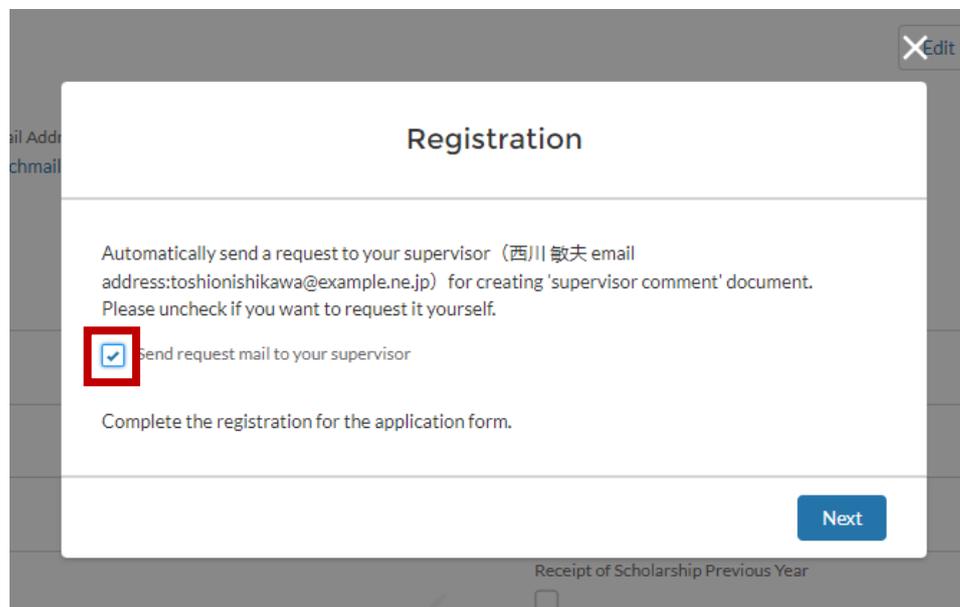
Below the table, there are several input fields for the application form, including:

- Application Form Number: AF-000025
- Last Name: Takigawa
- First Name: Hideki
- Email Address: ptechmailtest+001@gmail.com
- Phone: 03-0031-7933
- Student Number: 9111366708
- Academic Year: 1
- Course: Doctoral Program of Medicine
- Name of Major: [Blank]
- Registration Status: New
- Enrollment Year of Today(year - month): 202201
- Supervisor Name: 西川 敬夫
- Supervisor Email Address: toshionishikawa@example.ne.jp
- Receipt of Scholarship Previous Year:
- Name of Scholarship Received: Special scholarships for international students

The 'Registration' button is highlighted with a red box.

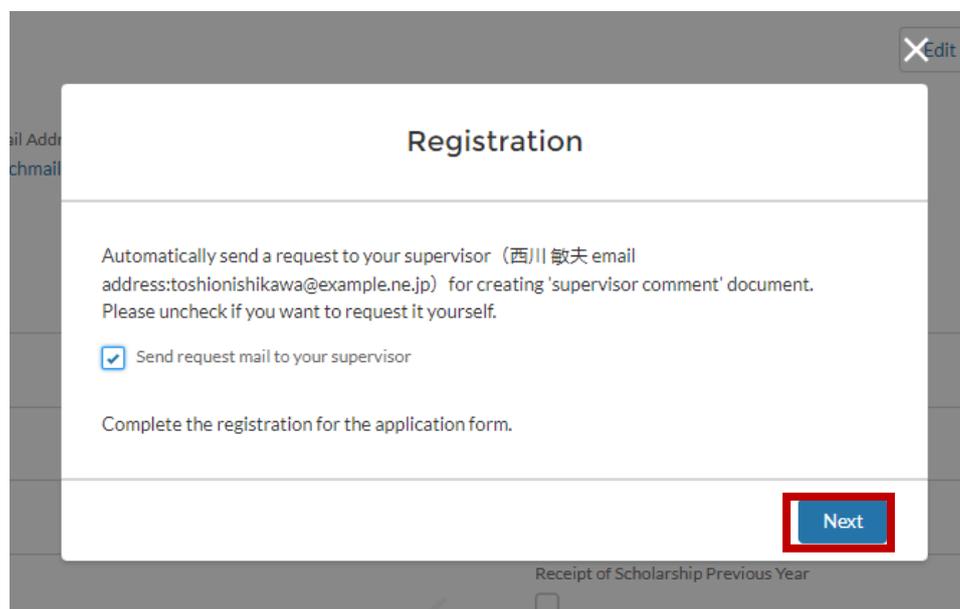
B. Send automatic request email to your supervisor

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



The screenshot shows a web form titled "Registration". At the top right, there is an "Edit" button with a close icon. The main content area contains the following text: "Automatically send a request to your supervisor (西川 敬夫 email address:toshionishikawa@example.ne.jp) for creating 'supervisor comment' document. Please uncheck if you want to request it yourself." Below this text is a checkbox labeled "Send request mail to your supervisor", which is checked and highlighted with a red square. Underneath the checkbox, it says "Complete the registration for the application form." At the bottom right of the form, there is a blue "Next" button. At the very bottom of the page, there is a section for "Receipt of Scholarship Previous Year" with an unchecked checkbox.

C. Press "Next".



This screenshot is identical to the one above, showing the "Registration" form. In this step, the checkbox "Send request mail to your supervisor" remains checked. The "Next" button at the bottom right is now highlighted with a red square, indicating it should be pressed.

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

東京大学
THE UNIVERSITY OF TOKYO

EXTERNAL...

HOME
SCHOLARSHIPS
ELECTIVES

📁
Uploaded File List

	Title	Extension	Size	Last Modified Date	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_GradingCoeffc...	xls	0 KB	2022/03/28 19:47	Takigawa Hideki

📄
Application Form
AF-000025

Edit

File Upload

Registration

Registration Status	Email Address	Last Name	First Name	Expiration Date
Registered	ptechnaltest+001@gmail.com	Takigawa	Hideki	2022/07/31

Application Form Number
AF-000025

Last Name
Takigawa

First Name
Hideki

Email Address
ptechnaltest+001@gmail.com

Phone
03-0031-7933

Student Number
9111366708

Registration Status
Registered

Enrollment Year of Today(year - month)
202201

Supervisor Name
西川 敬夫

Supervisor Email Address
toshionishikawa@example.ne.jp

Receipt of Scholarship Previous Year

Name of Scholarship Received
Special scholarships for international students

15

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 Inbox x



Chiba Miho via 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 : 1111111
- 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 : tanizawa105@example.com

====

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

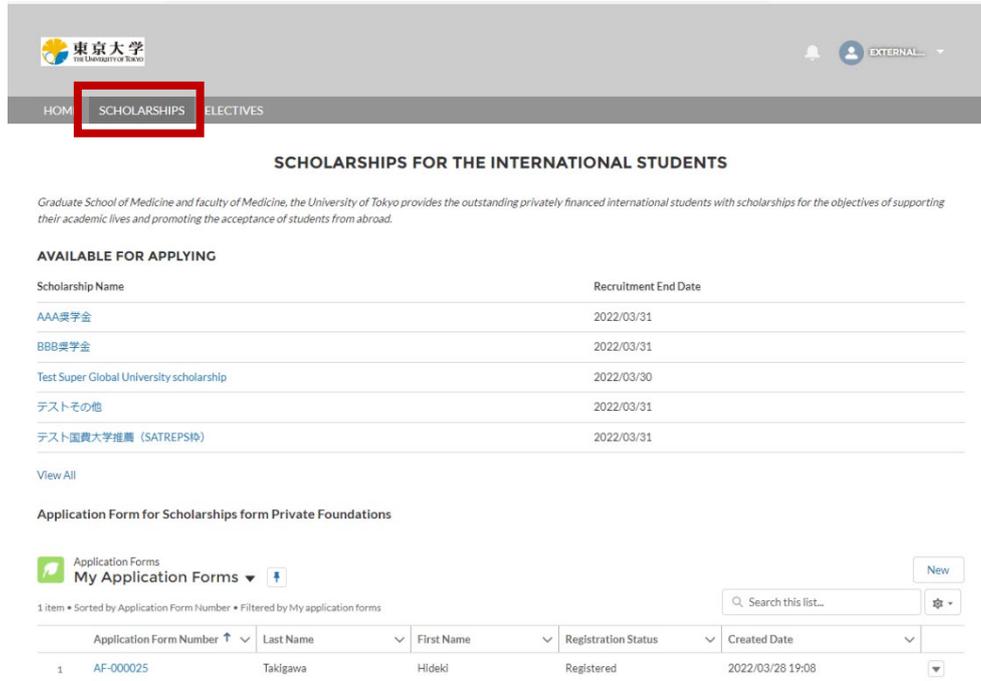
...

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. Select "SCHOLARSHIPS" tab.

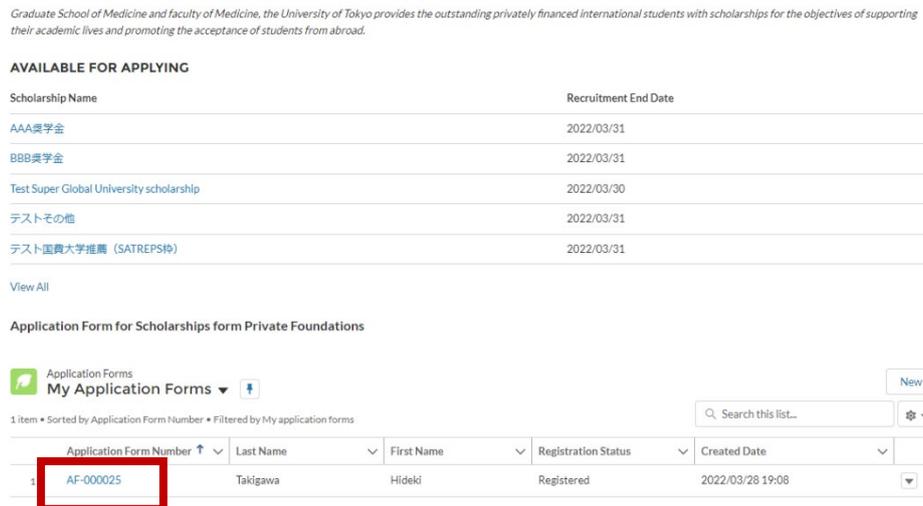


The screenshot shows the top navigation bar of the University of Tokyo website. The 'SCHOLARSHIPS' tab is highlighted with a red box. Below the navigation bar, the page title is 'SCHOLARSHIPS FOR THE INTERNATIONAL STUDENTS'. A brief description follows: 'Graduate School of Medicine and faculty of Medicine, 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.' The section 'AVAILABLE FOR APPLYING' lists several scholarship types with their recruitment end dates. Below this, there is a section for 'Application Form for Scholarships form Private Foundations' which includes a table of application forms. The table has columns for Application Form Number, Last Name, First Name, Registration Status, and Created Date. The first entry is AF-000025, Tagigawa, Hideki, Registered, and 2022/03/28 19:08.

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

Application Form Number	Last Name	First Name	Registration Status	Created Date
1 AF-000025	Tagigawa	Hideki	Registered	2022/03/28 19:08

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



This screenshot is identical to the one above, but with a red box highlighting the 'AF-000025' application form number in the table under 'Application Form for Scholarships form Private Foundations'.

Application Form Number	Last Name	First Name	Registration Status	Created Date
1 AF-000025	Tagigawa	Hideki	Registered	2022/03/28 19:08

C. Click to enter the detailed screen.


EXTERNAL...

HOME
SCHOLARSHIPS
ELECTIVES

Uploaded File List

#	Title	Extension	Size	Last Modified Date	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_GradingCoeffc...	xls	0 KB	2022/03/28 19:47	Takigawa Hideki

Application Form
AF-000025

[Edit](#)
[File Upload](#)
[Registration](#)

Registration Status	Email Address	Last Name	First Name	Expiration Date
Registered	ptechnaltest+001@gmail.com	Takigawa	Hideki	2022/07/31

<p>Application Form Number AF-000025</p> <p>Last Name Takigawa</p> <p>First Name Hideki</p> <p>Email Address ptechnaltest+001@gmail.com</p> <p>Phone 03-0031-7933</p> <p>Student Number 9111366708</p>	<p>Registration Status Registered</p> <p>Enrollment Year of Today(year - month) 202201</p> <p>Supervisor Name 西川 敬夫</p> <p>Supervisor Email Address toshionishikawa@example.ne.jp</p> <p>Receipt of Scholarship Previous Year <input type="checkbox"/></p> <p>Name of Scholarship Received Special scholarships for international students</p>
--	--

3 Application for scholarships

3.1. Opening the scholarship list

- A. **Select "SCHOLARSHIPS" tab.**
- B. **Select the Scholarship Name you wish to apply from the AVAILABLE FOR APPLYING list.**

The screenshot shows the website interface for 'SCHOLARSHIPS FOR INTERNATIONAL STUDENTS AT THE UNIVERSITY OF TOKYO'. The navigation menu at the top includes 'HOME', 'SCHOLARSHIPS' (highlighted with a red box), and 'ELECTIVES'. Below the header, there is a section titled 'SCHOLARSHIPS FOR INTERNATIONAL STUDENTS AT THE UNIVERSITY OF TOKYO' with introductory text. A section titled 'Registering your Application Form for Scholarships from Private Foundations' includes a link for 'Registration Page'. The 'Currently Available Scholarships' section shows a list of two scholarships:

Scholarship Name ↑	Application Deadline
1 JEEs Scholarship (Priority Countries) 2025	2025/04/30
2 KANSAI - OSAKA 21st Century Association	2025/04/23

MY APPLICATIONS

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 Kikoin/東京大学外国人...		New
SA-000152	Mitsubishi Gas Chemical Memorial Foundation (2024Fall...	AF-000198	New

[View All](#)

C. The scholarship is selected.

HOME SCHOLARSHIPS ELECTIVES

Scholarship
Test Super Global University scholarship

Scholarship Number	Type	Recruitment Start Date	Recruitment End Date
	SGU	2020/02/01	2022/03/30

Scholarship Name
Test Super Global University scholarship

Scholarship Number	Amount 月10万円
Deadline 2022/03/30 12:00	Apply to OIAA
Type SGU	Details

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 (0) New

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

3.2. Creating a scholarship application

A. Press the "New" button.

HOME SCHOLARSHIPS ELECTIVES

Scholarship
Test Super Global University scholarship

Scholarship Number	Type	Recruitment Start Date	Recruitment End Date
	SGU	2020/02/01	2022/03/30

Scholarship Name
Test Super Global University scholarship

Scholarship Number	Amount 月10万円
Deadline 2022/03/30 12:00	Apply to OIAA
Type SGU	Details

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 (0) New

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

B. Select the item you would like to apply.

A screenshot of a web application window titled "New Scholarship Application". The window has a title bar with "Amount 月10万円" and "Apply to" on the left, and a close button "X" on the right. The main content area contains the text "Select a record type" followed by a list of radio button options: "Foundation", "Other", "SGU", "Todai Fellowship", "University Recommendation", "University Recommendation SATREPS", and "University Recommendation e-ASIA". The "Foundation" option is selected, and its radio button is highlighted with a red square. At the bottom right of the dialog, there are two buttons: "Cancel" and "Next".

C. Press "Next".

A screenshot of the same "New Scholarship Application" dialog box. The "Foundation" option is now selected with a blue dot. The "Next" button at the bottom right is highlighted with a red square, indicating it should be pressed.

D. Please fill in the items below.

The screenshot shows a web form titled "New Scholarship Application: Foundation". The form is divided into two main sections: "Information" and "System Information". The "Information" section contains several input fields: "Scholarship Application Number", "Scholarship" (a dropdown menu with "Test Super Global University scholarship" selected), "Application Form" (a search field with "Search Application Forms..." text), "LastName" (containing "Takigawa"), "FirstName" (containing "Hideki"), "Email Address" (containing "ptechmalltest+001@gmail.com"), "Phone", and "Student Number". The "System Information" section shows "Owner" as "Takigawa Hideki". At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". A red rectangular box highlights the "Information" section, including the "Scholarship" dropdown and the name and email fields.

E. Make sure the Scholarship item is selected correctly.

This screenshot is identical to the one above, showing the "New Scholarship Application: Foundation" form. However, a red rectangular box is drawn around the "Scholarship" dropdown menu, which currently displays "Test Super Global University scholarship". This highlights the selection process for the scholarship type.

F. Select your Application Form Number.

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

The screenshot shows a form with the following fields: Last Name (Takigawa), First Name (Hideki), Email Address (ptechmailtest+001@gmail.com), Phone, and Student Number. To the right, there is a dropdown menu titled "Application Form" with a search bar "Search Application Forms...". The dropdown list shows "AF-000025" highlighted with a red box, and a "+ New Application Form" option below it.

G. Press "Save".

The screenshot shows a window titled "New Scholarship Application: Foundation". It contains the following information:

- Information**
 - Scholarship Application Number
 - Scholarship: Test Super Global University scholarship
 - Last Name: Takigawa
 - First Name: Hideki
 - Email Address: ptechmailtest+001@gmail.com
 - Phone: 03-0031-7933
 - Student Number: 9111366708
- System Information**
 - Owner: Takigawa Hideki

At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". The "Save" button is highlighted with a red box.

H. The scholarship application is registered. SA-xxxxxx

東京大学 THE UNIVERSITY OF TOKYO

Scholarship Application SA-000018 was created.

EXTERNAL...

HOME SCHOLARSHIPS ELECTIVES

Scholarship Test Super Global University scholarship

Scholarship Number	Type	Recruitment Start Date	Recruitment End Date
	SGU	2020/02/01	2022/03/30

Scholarship Name
Test Super Global University scholarship

Scholarship Number

Amount
月10万円

Deadline
2022/03/30 12:00

Apply to
OIAA

Type
SGU

Details

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)

Scholarship Application Number	Application Status	Created Date
SA-000018	New	2022/03/28 21:19

View All

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

3.3. Uploading designated documents

A. Press the Scholarship Application Number which you want to upload documents.

HOME SCHOLARSHIPS ELECTIVES

Scholarship テスト東大フェロー

Scholarship Number	Type	Recruitment Start Date	Recruitment End Date
	Todal Fellowship	2022/02/01	2022/03/31

Scholarship Name
テスト東大フェロー

Scholarship Number

Amount

Deadline

Apply to

Type
Todal Fellowship

Details

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)

Scholarship Application Number	Application Status	Created Date
SA-000018	New	2022/03/28 21:19

View All

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

B. Press "File Upload".

HOME SCHOLARSHIPS ELECTIVES

Uploaded File List

Scholarship Application SA-000020 [Edit] **File Upload** [Apply]

LastName	FirstName	Email Address	Scholarship	Application Form
Takigawa	Hideki	ptechnmailtest+001@gmail.com	テスト東大フェロー	AF-000025

Scholarship Application Number: SA-000020
Status: New

Last Name: Takigawa
Scholarship: テスト東大フェロー

First Name: Hideki
Application Form: AF-000025

Email Address: ptechnmailtest+001@gmail.com

Phone: 0300317933

Student Number: 9111366708

System Information

Created By: Takigawa Hideki, 2022/03/28 21:27
Last Modified By: Takigawa Hideki, 2022/03/28 21:27
Owner: Takigawa Hideki

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

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.

ELECTIVES

File Upload

Notice :
Uploaded files cannot be deleted. Please carefully check the file contents before uploading.

Other Application Documents

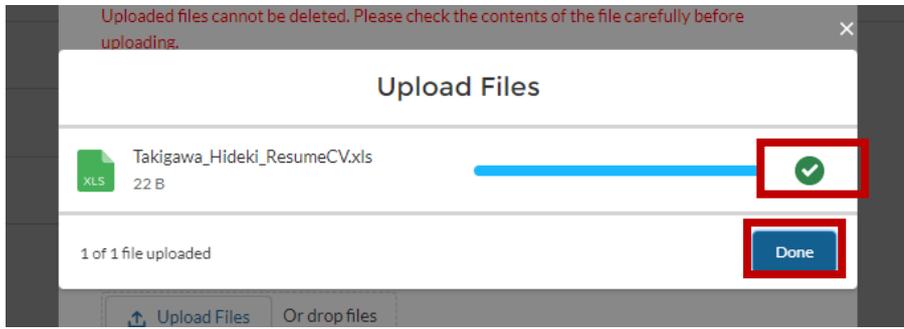
Upload Files Or drop files

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

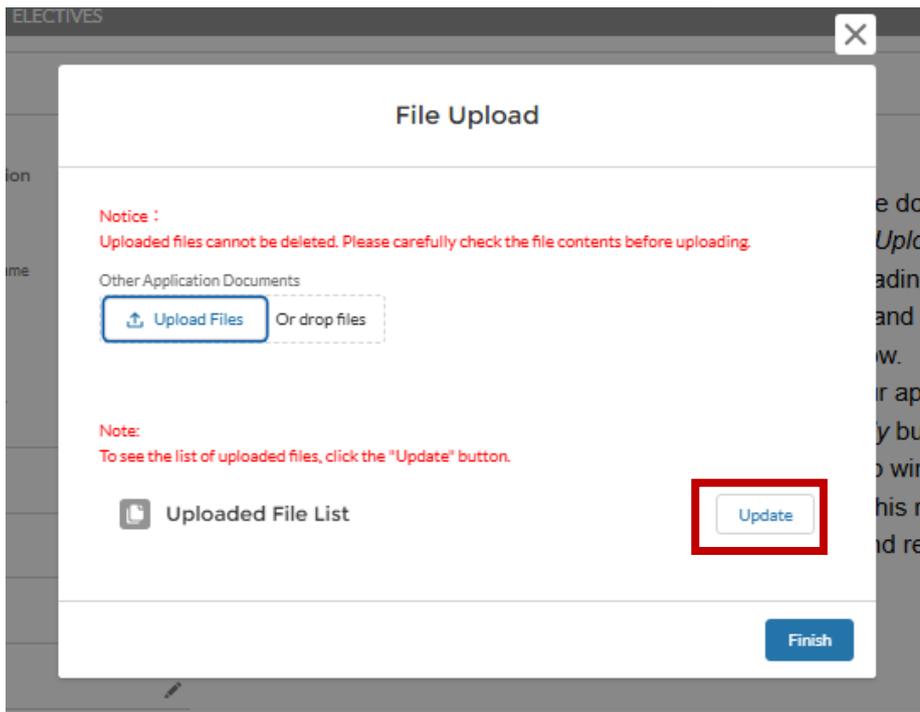
Uploaded File List [Update]

[Finish]

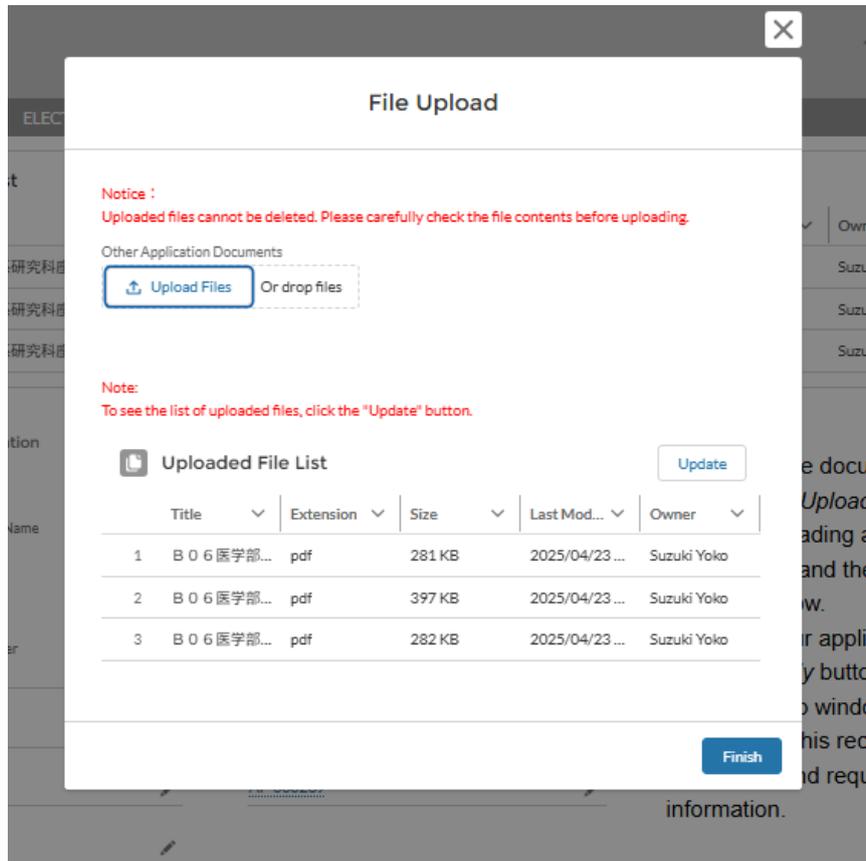
- D. After uploading a file, a confirmation message will be displayed and click "Done" after the green check shows.



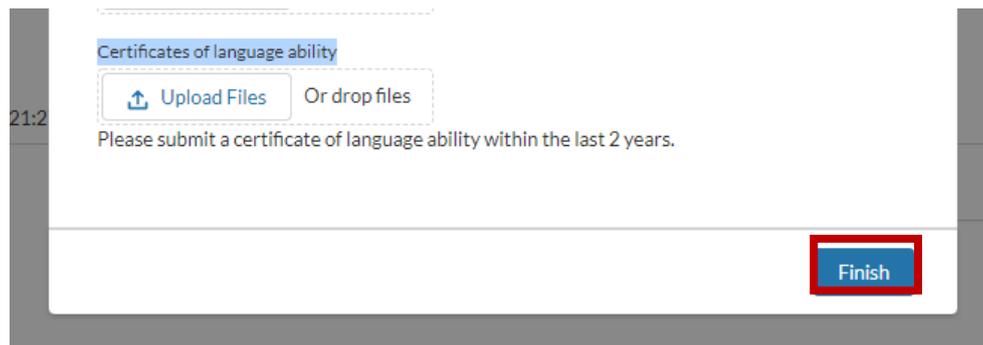
- E. To see the list of uploaded files, click the "Update" button.



F. Uploaded files are displayed.



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



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

HOME SCHOLARSHIPS ELECTIVES

Uploaded File List

	Title	Extension	Size	Last Modified Date	Owner
1	B 0 6 医学部・医学系研究科産...	pdf	281 KB	2025/04/23 16:02	Suzuki Yoko
2	B 0 6 医学部・医学系研究科産...	pdf	397 KB	2025/04/23 15:50	Suzuki Yoko
3	B 0 6 医学部・医学系研究科産...	pdf	282 KB	2025/04/23 15:50	Suzuki Yoko

Scholarship Application SA-000181 + Follow Edit File Upload Apply

Last Name Suzuki	First Name Yoko	Email Address	Scholarship JES Scholarship (Priority Count...
Scholarship Application Number SA-000181	Status New		
Last Name Suzuki	Scholarship JES Scholarship (Priority Countries) 2025		
First Name Yoko	Application Form		
Email Address	AF-000239		

Instructions

(1) If you have documents to upload, click the *File Upload* button.

(2) After uploading all your documents, click *Update* and then *Finish* on the pop-up window.

(3) When your application is complete, click the *Apply* button and then *Finish* on the pop-up window.

(4) To delete this record, click on the arrowhead and request us to delete the information.

3.4. Application for scholarships

A. Press the "Apply" button.

HOME SCHOLARSHIPS ELECTIVES

Uploaded File List					
	Title	Extension	Size	Last Modified Date	Owner
1	B 0 6 医学部・医学系研究科産...	pdf	281 KB	2025/04/23 16:02	Suzuki Yoko
2	B 0 6 医学部・医学系研究科産...	pdf	397 KB	2025/04/23 15:50	Suzuki Yoko
3	B 0 6 医学部・医学系研究科産...	pdf	282 KB	2025/04/23 15:50	Suzuki Yoko

Scholarship Application SA-000181

+ Follow Edit File Upload **Apply**

Last Name	First Name	Email Address	Scholarship
Suzuki	Yoko		JEES Scholarship (Priority Count...

Scholarship Application Number SA-000181

Last Name Suzuki

First Name Yoko

Email Address

Status New

Scholarship JEES Scholarship (Priority Countries) 2025

Application Form AF-000239

Instructions

- (1) If you have documents to upload, click the *File Upload* button.
- (2) After uploading all your documents, click *Update* and then *Finish* on the pop-up window.
- (3) When your application is complete, click the *Apply* button and then *Finish* on the pop-up window.
- (4) To delete this record, click on the arrowhead and request us to delete the information.

B. Press the "Apply" button.

Email Address [Redacted] Scholarship JEES Scholarship (Priority Count...

Apply

Complete the scholarship application.

Apply

click the *File Upload* button.
(2) After uploading all your documents, click *Update* and then *Finish* on the pop-up window.

C. Press the "Finish" button.

Email Address [Redacted] Scholarship JEES Scholarship (Priority Count...

Apply

Completed the scholarship application.
Please check the notification email has been sent to your email address.

Finish

click the *File Upload* button.
(2) After uploading all your documents, click *Update* and then *Finish* on the pop-up window.

E. Your application was successful.

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

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	▼
			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 [Inbox x](#)



Takigawa Hideki [via](#) 8p31c0kclqve6.1m-8l26eaa.cs117.bnc.sandbox.salesforce.com
to ptechmailtest+001@gmail.com

🗣️ 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 : ptechmailtest+001@gmail.com
- 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. Select "SCHOLARSHIPS" tab.

HOME **SCHOLARSHIPS** ELECTIVES

SCHOLARSHIPS FOR INTERNATIONAL STUDENTS AT THE UNIVERSITY OF TOKYO

On this page you can register your Application Form for Scholarships from Private Foundations and apply for scholarships requiring a university recommendation. The email address you provide when applying will be used to identify you until you graduate, so please be sure to note it and use the same email address whenever you log in to the system.

Todai Fellowship applicants are not required to register an Application Form for Scholarships from Private Foundations and may apply for the fellowship directly.

Registering your Application Form for Scholarships from Private Foundations

- [Registration Page](#)

Currently Available Scholarships

Currently available scholarships are shown below.

Scholarships
Available for applying

2 items • Sorted by Scholarship Name • Filtered by All scholarships - Application Start Date, Application Deadline • Updated a minute ago

Q Search this list...

Scholarship Name ↑	Application Deadline
1 JEES Scholarship (Priority Countries) 2025	2025/04/30
2 KANSAI · OSAKA 21st Century Association	2025/04/23

B. Select the Scholarship Name you would like to confirm.

HOME **SCHOLARSHIPS** ELECTIVES

SCHOLARSHIPS FOR INTERNATIONAL STUDENTS AT THE UNIVERSITY OF TOKYO

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Registering your Application Form for Scholarships from Private Foundations

- [Registration Page](#)

Currently Available Scholarships

Currently available scholarships are shown below.

Scholarships
Available for applying

2 items • Sorted by Scholarship Name • Filtered by All scholarships - Application Start Date, Application Deadline • Updated a minute ago

Q Search this list...

Scholarship Name ↑	Application Deadline
1 JEES Scholarship (Priority Countries) 2025	2025/04/30
2 KANSAI · OSAKA 21st Century Association	2025/04/23

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

Scholarship
JEES Scholarship (Priority Countries) 2025

[+ Follow](#)

Scholarship Number	Type	Application Start Date	Application Deadline
2504	Foundation	2025/04/22	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

[View All](#)

D. Click to enter the detailed screen.

HOME
SCHOLARSHIPS
ELECTIVES

Uploaded File List

#	Title	Extension	Size	Last Modified Date	Owner
1	B 0 6 医学部・医学系研究科産...	pdf	281 KB	2025/04/23 16:02	Suzuki Yoko
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3	B 0 6 医学部・医学系研究科産...	pdf	282 KB	2025/04/23 15:50	Suzuki Yoko

Scholarship Application
SA-000181

+ Follow
Edit
File Upload
Apply ▼

Last Name Suzuki	First Name Yoko	Email Address	Scholarship JEES Scholarship (Priority Count...
Scholarship Application Number SA-000181		Status New	
Last Name Suzuki		Scholarship JEES Scholarship (Priority Countries) 2025	
First Name Yoko		Application Form	AF-000239
Email Address			

Instructions

(1) If you have documents to upload, click the *File Upload* button.

(2) After uploading all your documents, click *Update* and then *Finish* on the pop-up window.

(3) When your application is complete, click the *Apply* button and then *Finish* on the pop-up window.

(4) To delete this record, click on the arrowhead and request us to delete the information.