

Online Application for the Short-Term Exchange Students



Read the Application Guide carefully before you start the procedures.

[Exchange Coordinator or International Office]

① Visit our website.

(<http://www.tsukuba.ac.jp/en/study-tsukuba/exchange-students/programs>)

② Contact us by the e-mail address which is written on the website.

③ After we confirm the e-mail, the URL and the login code will be sent.



① Visit the website,
and contact us by e-mail.



Partner university's exchange coordinator or international office



② Send us an e-mail.



③ Obtain a Login code.



University of Tsukuba

Online Application for the Short-Term Exchange Students

[Exchange Coordinator or International Office]

④ Access the URL, and login by using the code.

⑤ Register your information.

(university's name, your name, e-mail address, password, etc.)

*Image is for suggestion only.

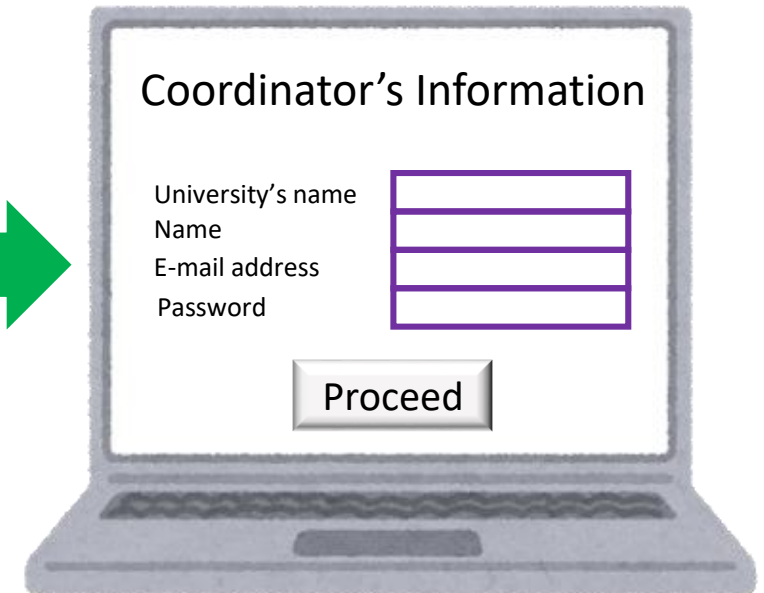
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④ Access the URL.



⑤



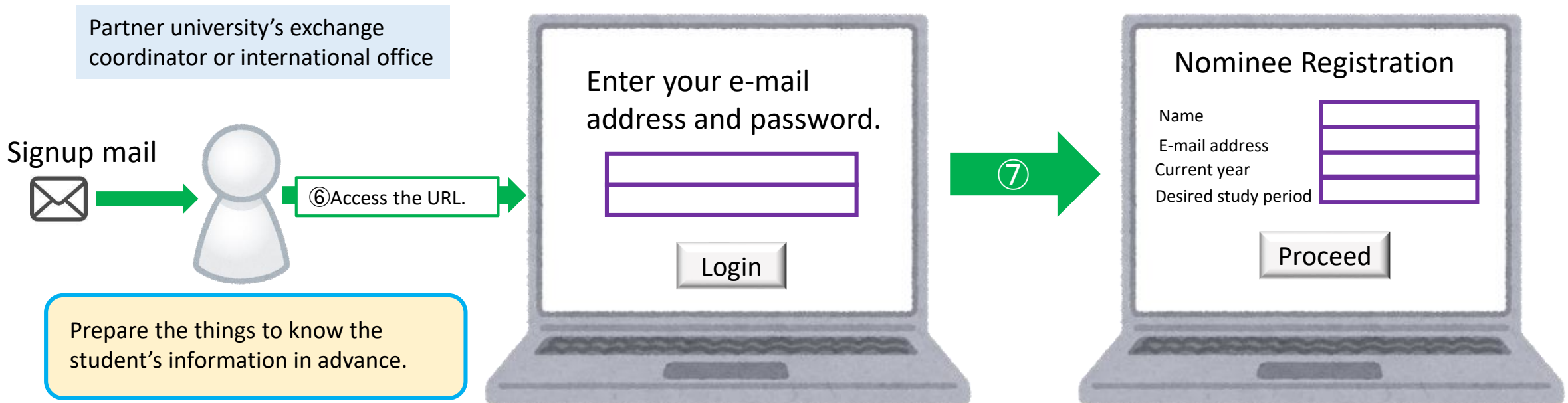
Online Application for the Short-Term Exchange Students

[Exchange Coordinator or International Office]

▪ After the signup is done, the signup mail will be sent.

⑥ Access the Activation URL,

⑦ Register the students' basic information. (Students' name, e-mail address, study period, and etc.)



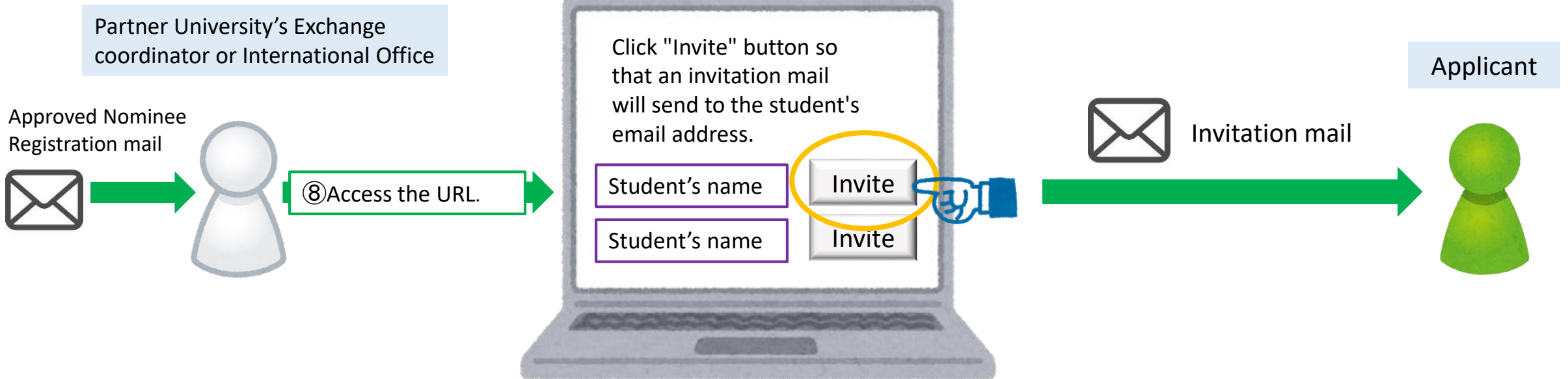
You can save the data, and add the student's information here.

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▪ After the nomination is confirmed by the University of Tsukuba, you will see the “Invite” button in the screen.

⑧ After you click “Invite,” the invitation mail will be sent to the student.



If the student's e-mail address is incorrect, you can revise it here.

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[Applicants]

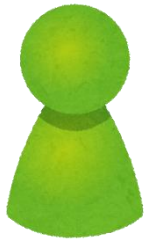
⑨ After you received an “Invitation mail,” access our Application system and login with the provided password. (The e-mail contains the URL and password.)

⑩ Fill out the form by following the instruction.



Read the Application Guide carefully before you start the procedures.
Students should complete the Online Application during the Online Application period.

Applicant



⑨ Access the URL.

Enter your e-mail address and password.

Login

⑩

Applicant's Information

Your research plan

Desired course/
college to join

Desired courses to
take

Save & Quit

Proceed

Things to prepare:

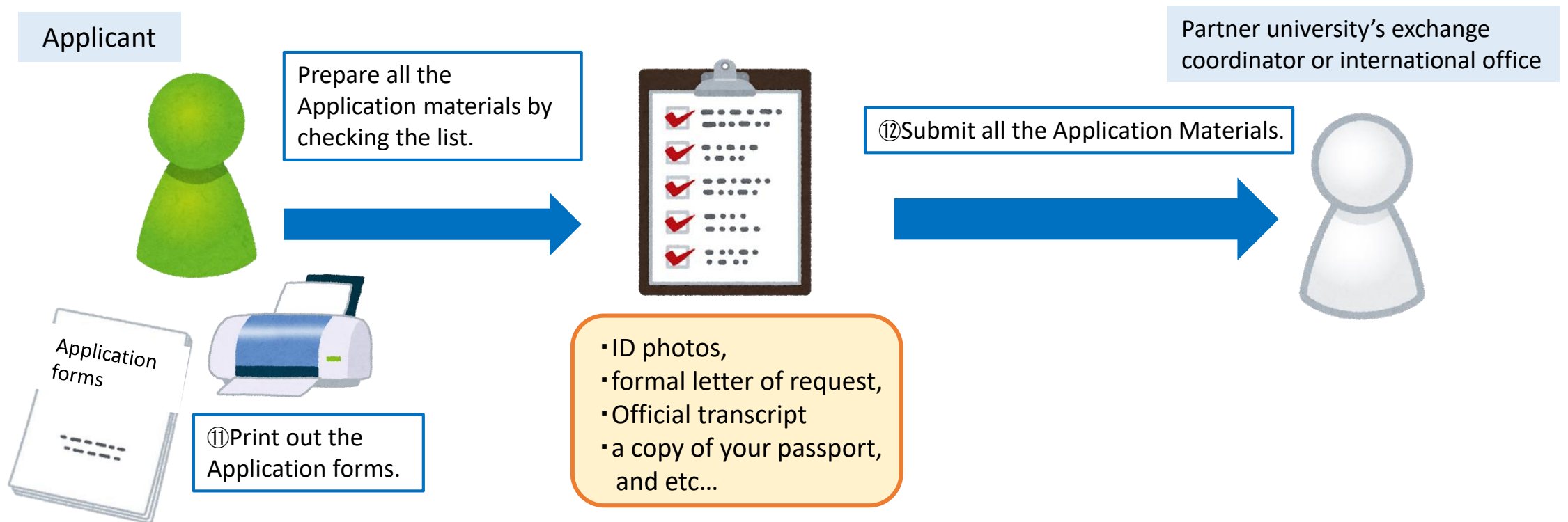
- ID photo data
- Information to know your desired courses to take
- Academic record of the previous year, etc.

You can save, and revise the data before clicking proceed button.

Online Application for the Short-Term Exchange Students

[Applicants]

- ① After you complete your application form, print it out.
- ② Submit the printed documents to the Exchange Coordinator or International Office with other Application Materials.



Online Application for the Short-Term Exchange Students

[Exchange Coordinator or International Office]

⑬ Submit all the application materials by post, and excel data by e-mail.

▪ All materials must be arrived at the University of Tsukuba by the deadline.



Partner university's exchange coordinator or international office



Send us the Application materials by post.



Send us the excel data(Application for Certificate of Eligibility) by e-mail.



✘ Both should be arrived by deadline.



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