

◆How to download the file of Data Coding Sheet◆

①Please log in TWINS for WEB.

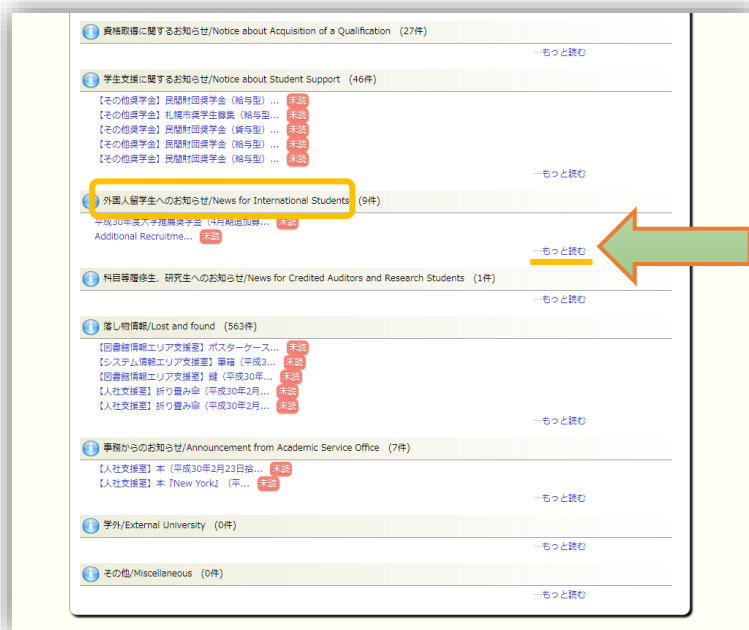
https://twins.tsukuba.ac.jp/campusweb/campusportal.do?locale=en_US

The screenshot shows the login page for TWINS for WEB at the University of Tsukuba. The page features a header with the university logo and name. Below the header, there are input fields for 'user name' and 'password', followed by a 'Login' button. A red circle highlights the 'Login' button, with a red arrow pointing to it and the text 'Click here to log in'. A blue box labeled 'Your Student ID' points to the 'user name' field, and another blue box labeled 'Unified Authentication System password' points to the 'password' field. The page also contains several information panels on the left, including 'Information for Current Students', 'Class cancellation Information', and 'Responsibility Display/ Display Information'.

②Please go to the Bulletin Board.

The screenshot shows the main page of TWINS for WEB. The page features a header with the university logo and name, and a navigation menu with icons for HOME, Schedule, and Bulletin Board. A red box highlights the 'Bulletin Board' icon, with a red arrow pointing to it and the text 'Click the "Bulletin Board(掲示)".'. Below the navigation menu, there are several information panels, including 'What's New', 'My Schedule', and 'Information'. The 'Information' panel contains a notice about the temporary out-of-service status of the TIPS system.

③ Please find “外国人留学生へのお知らせ/News for International Students.”



Click here.
“もっと読む(Read more)”

④ Please find the “Submission of Data Coding Sheet/データコーディングシートの提出”.



Click here.

⑤ Please follow the guidance, and submit the Data Coding Sheet.

Bulletin Board

Submission of Data Coding Sheet/データコーディングシートの提出 [外国人留学生へのお知らせ/News for International Students]

Please download the attached excel file, "Data Coding Sheet(For Short-term Exchange Student)."

Here are the things you need to do.

- TYPE your information, and print it out (two-sided printing).
- Submit it to the Division of Student Exchange office (9P 210) with the copy of your passport and residence card.

(Reference: How to make a copy of your passport and residence card)

We do not accept the submission via email.
The deadline is written in the Important Notice which is provided at the arrival orientation.

Please be sure to submit these documents by the deadline.

添付ファイルの「Data Coding Sheet(For Short-term Exchange Student)」をダウンロードしてください。

以下の指示に従ってください。

- ・あなたの情報を入力し、両面印刷してください。
- ・パスポートと在留カードのコピーと一緒に、学生交流課に提出してください。

(参照：How to make a copy of your passport and residence card)

メールでの提出は受け付けていません。
しめきりは、到着オリエンテーションで配布したImportant Noticeに記載しています。

しめきりまでに、必ず提出してください。

Division of Student Exchange./Short-term exchange program
Posted on./2018/3/2 14:34:34

Attached Files
[Data Coding Sheet\(For Short-term Exchange Student\).xlsx](#)
[How to make a copy of your passport and residence card.pdf](#)

Target
Faculty/Department all student
Target Student Exchange Student (Tokubetsu Chokogakusei) , Exchange Research Student (Tokubetsu Kenkyugakusei)
Type



Please visit the Bulletin Board at least once a day, and check "News for International Students."

