

〈How to upload a letter of recommendation〉

To applicants:

1. First, contact your supervisor to request a letter of recommendation well in advance, and notify your supervisor of an E-mail they will receive from the T-cens system (ensure it does not go to their junk mail folder).
2. Once they have agreed, send them the “Suggested Format” and suggestions for the recommender (the following page 2 and 3) and register your supervisor on T-cens, then click on “SEND to Referee 1”.
This program requires only one recommendation letter, so applicants may leave “Referee 2” blank.
3. A request E-mail will be sent to your supervisor automatically through the T-cens system.
4. Once your supervisor has finished uploading your letter of recommendation, you will receive an E-mail that says “Letter of Recommendation has been uploaded.”

Note:

- ※ In the T-cens system, “supervisor” is indicated with the word “referee.”
- ※ Due date and time : (ESEP-INDIA) 15:00 December 18, 2020(Japan time)
(ESEP-G) 15:00 January 8, 2021 (Japan time)
- ※ Make sure your supervisor is able to receive E-mails from the domain “@t-cens.iapply.t.u-tokyo.ac.jp ” to avoid the request E-mail going to your supervisor’s junk mail folder.
- ※ If your supervisor does not receive the E-mail from T-cens system or is not able to upload your letter of recommendation, please contact seutpro.t@gs.mail.u-tokyo.ac.jp before the due date.

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To recommenders:

Regarding the Writing of the Recommendation

This is ESEP-G office from School of Engineering at the University of Tokyo in Japan.
We would appreciate your cooperation in this matter.
Please refer to the following when writing your letter.

You may use the suggested format attached, called “Letter of Recommendation”,
but you are also free to use your own format.

If you do not use the suggested format, please start with your university’s or other
professional letterhead and end with your signature, and please attempt to digitally
sign the letter, if you can. We won’t accept any letters that do not include either a
letterhead or a signature.

When the applicant registers your name on T-cens SP, you will receive the following
message from our system.

So please set your E-mail account so that you can receive an E-mail from the domain
“@t-cens.iapply.t.u-tokyo.ac.jp ” to avoid the request E-mail going to your junk mail
folder.

-----Sample E-mail from System-----

Dear Mr. Referee

You are receiving this email concerning a request for a recommendation letter for
applicant

Through UTokyo Online Application System for Short-term Programs (T-cens SP).

If you are not Mr. AA, please disregard this email.

[The Applicant]

Name:

Course applied to :

T-cens Application Number:

Email:

[Login Info]

Please log in to T-cens SP by using the following ID and password.

Login ID:

Password:

https://t-cens.iapply.t.u-tokyo.ac.jp/t-cens_sp/login_rec.php

(Omitted below)

After completing the letter, upload it via PDF file **by 3:00 pm on (due date of the program)** (Japan Time).

If you have any problems, please feel free to contact us.

Sincerely,

Eiko Ichikawa, Yuki Yamada
Office of International Cooperation and Exchange
School of Engineering
The University of Tokyo
7-3-1 Hongo Bunkyo-ku, Tokyo, Japan 113-8656
TEL: +81-3-5841-7791
FAX: +81-3-5841-6053
E-mail: seutpro.t@gs.mail.u-tokyo.ac.jp