How to upload a recommendation letter

1. Request your supervisor to write a recommendation letter for you.

2. Register the necessary information about yourself and your recommender in the form below. Any registrations made **after 3:00 PM on January 15, 2026 (JST) will be invalid.**
   https://webform.t.u-tokyo.ac.jp/forms/1PLk3mZYRsy8KOmqykmhaQ/

3. The URL for uploading a recommendation letter will be sent to your recommender's email address.

4. Once your recommender uploads the letter, a confirmation email will be sent to both you and your recommender.

※If your supervisor is not able to upload a recommendation letter, please contact us as soon as possible. We will not accept any documents submitted after the deadline.
   seutpro.t@gs.mail.u-tokyo.ac.jp

To recommenders,

　Recommendation letters will be accepted in either our suggested format or any other format. If using other format, please use one with your university's letterhead. The signature is required.

The deadline for recommendation letter: January 20th, 2026, 3:00PM (Japan time)

【Contact】
Office of International Cooperation and Exchange (OICE)
School of Engineering, The University of Tokyo
E-mail: seutpro.t@gs.mail.u-tokyo.ac.jp