

Important Notice from the ITASIA Admissions Office, GSII, The University of Tokyo

Thank you for applying to the ITASIA Program. Please review the following essential application details carefully.

- **Required Documents (excluding application forms)**
Consult the [Admissions Guidelines 2026](#) linked from the Admissions page. You are responsible for verifying which documents are compulsory for your application.
- **Application Acceptance Conditions**
Your application will be invalid unless ALL 5 steps detailed in the “[Online Application Procedures](#)” are completed by the deadline [11:59 AM (JST), December 3 (Wed), 2025] and the application fee is paid (excluding fee-exempt applicants).

The 5 Online Application Steps:

1. Submission of Application Form (Basic)
2. Login to My Page
3. Upload All Required Documents
4. Register Two Referees
5. Submission of Application Form (Detailed)

Please review the instructions for each step and make corrections as follows:

- **Application Form (Basic):** Unlimited corrections are possible via My Page before the deadline. Please note that no confirmation email will be sent after submission or correction.
- **Upload All Required Documents:** Please note that each upload item can accept only one file. Re-uploading is possible unlimitedly via My Page before the deadline, which will replace the previous file.
- **Application Form (Detailed):** No correction is possible after submission. However, a complete and accurate re-submission before the deadline is accepted, which will replace the previous submission(s). Please note that no confirmation email will be sent after (re-)submission. It is recommended to take and save screenshots before clicking “Submit” at the bottom to keep a record, and to confirm your actual successful submission after clicking “Submit”.

■ **Fee Payment**

The payment link is located in the [Admissions Guidelines 2026](#) under Application Documents > (11) Proof of Application Fee payment (PDF). Proceed with payment from this link.

■ **Register Two Referees**

Please note the following key requirements from the Admissions Guidelines and Online Application Procedures:

[Admissions Guidelines 2026](#): “Applicants must arrange for two evaluations to be submitted before the deadline as part of the online application.” (Referees’ institutional email and URL are required for the request.)

[Online Application Procedures](#): Applicants must “Contact your referees in advance to confirm their willingness to cooperate.” A confirmation email is sent to the applicant once the evaluation is submitted. If you have not received the submission confirmation email for a registered Referee, it is highly recommended that you contact your Referee immediately. Please explicitly request their renewed cooperation to ensure the evaluation is submitted by the deadline.

■ Application Review Checklist

Please re-examine the checklist below and implement any necessary corrections before the application deadline.

Application Form (Basic)

1. Full name in English: Use only Roman letters for all entries.
2. Address: Include the Zip Code/Postal Code.
3. University attended: Select 'Other' if you are not currently enrolled at, or have not graduated from, the University of Tokyo."
4. Personal history > Education: If the university listed under "Entered" is the same as the one you graduated/expect to graduate from, ensure this information is also provided under "Graduated/Expect to graduate." University details must match the submitted certificate.
5. Personal history > Professional: Ensure the period/duration is included for details entered in the "Professional" section.
6. Educational stage details (Mandatory for education outside Japan): If you studied outside Japan, provide full details and state the language of instruction. University details must match the submitted certificate.
7. Type of financial support: Check 'MEXT Scholarship' ONLY if officially selected. Do not check if you are currently being screened. (This status will be verified against your Japanese Government Scholarship Certificate.)

Required documents to be uploaded

8. Submission of Degree-Related Certificates: Review the [Guidelines](#) linked from the Admissions page to determine your mandatory document requirements.
9. M.A.S. Applicants' Optional Master's Documents: Applicants for the M.A.S. Program possessing the following may submit them to "Any additional documents (Optional)". Combine all documents into a single PDF for upload.
 - a. Official proof of graduation and degree (Master) (PDF)
 - b. Certified transcript/academic records (Master) (PDF)
10. Non-Degree Documents: Documents not serving as degree conferral proof (e.g., exchange program records) can be uploaded to the "Any additional documents (Optional)" section.

Application Form (Detailed)

11. The Research Proposal must elaborate on the "Title of proposed research" entered in the Application Form (Basic).
12. Provide your IELTS (TRF numbers) / TOEFL (Appointment numbers) in the Application Form (Detailed).

Thank you for your attention and cooperation.

ITASIA Admissions Office

Academic Affairs Division/Gakumu Team

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