

## Application Procedure for GLP-GEfIL Recruitment for 2023

2023.4.12

Center for the Development of Global Leadership Education

**\*Application Documents acceptance period ends on Thursday, 31<sup>st</sup> August, 2023.**

**\*Only WEB Online Application is acceptable**

Overview of Application Procedure is as follows:



<Remarks >

### 1. Online Registration

Please visit the following URL to proceed online registration. You will receive an email to your registered email address as completion of online registration.

<https://www.e-space.ne.jp/glp.u-tokyo.ac.jp/form/entry.asp?no=BSsWvHE>

### 2. WEB Online Application

Please click on the URL given in the email to proceed into the online application form. You can save and edit documents until you have entered all the required information. Please submit it through online by Thursday, 31<sup>st</sup> August 2023. **The URL given in the email is for your application only, thus please keep it safe until the end of the selection process.**

1. Application documents must be written in English, unless otherwise stated\*(\*eg. Name, Address, Course, which do not apply to PEAK students, and pull-down



7. Word count, not character count, is the basis for answers to Q1-Q4. It is suggested to draft first on word-processing software, such as MS-word, in order to confirm word count, and then copy and paste the text to the WEB Application form.
8. You can update information on the following items after 31<sup>st</sup> August, 2023, and GLP Office will let you know when you can do it. However, in order to complete and submit your Online Application, you need to fill in items iii and iv with the information you currently hold.
  - i. Faculty (進学予定学部)
  - ii. Department (学科)
  - iii. English/Foreign Language Proficiency
  - iv. GLP Designated Course

### 3. Completion of Online Application

Grade Report (a copy of UTAS\*) up to 2S Semester and TOEFL/IELTS\*\* Score Report must be uploaded by Thursday, 31<sup>st</sup> August, 2023. The application will be screened only when **the documents of WEB Online Application and certificates have been confirmed to be matched by GLP Office.**

**\*Please be aware that the Grade Report can be printed from UTAS from 21<sup>st</sup> August (Mon.) onwards. Please get your Grade Report, then highlight with color mark on the GLP Designated Courses you register in your WEB application, and then upload it.**

**\*\*English proficiency test result from the test conducted by Thursday, 31<sup>st</sup> August 2023 will be applicable. If you do not have a score report by 31<sup>st</sup> August, 2023, please upload the examination card instead. You need to upload a score report when it is available. And if this is the case, please input "1" into all the score field either of TOEFL or IELTS.**

### 4. Result of the Document Assessment

You will receive notification of the result of the document assessment latest by Friday, 29<sup>th</sup> September to your registered email address.

### 5. Completion of Final Application

Before the booking of an interview, if GLP Office contact you individually, please update the information for the following items of your application form which you have submitted on or before 31<sup>st</sup> August. In case you update item iii, please upload a new

certificate into the system.

- i. Faculty (進学予定学部)
- ii. Department (学科)
- iii. English/Foreign Language Proficiency
- iv. GLP Designated Course

**※Please note that you must fill in all items in your application form, otherwise you cannot book your interview.**

#### 6. Interview Booking

Please visit the URL provided in the email to your registered email address in order to proceed to the booking of an interview appointment. Bookings are first-come, first-served basis. You can change your booking date/time until 5 days prior to your interview date. If unavoidable circumstances force you to change your interview date after the deadline, please contact GLP Office.

#### 7. Result of Interview

You will receive a notification of the interview result by end of November to your registered e-mail address.

If you have any questions, please contact GLP Office.

Email: [glp-gefil.adm@gs.mail.u-tokyo.ac.jp](mailto:glp-gefil.adm@gs.mail.u-tokyo.ac.jp)

Phone: 03-5841-2925

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