

## How to upload a letter of recommendation

Please follow these instructions to prepare and submit your letter of recommendation.

1. First, contact your supervisor to request a letter of recommendation. Once they have agreed, register your supervisor on T-cens and click on “SEND to Referee 1”. This program requires only one recommendation letter, so applicants may leave “Referee 2” blank.
2. A request e-mail will be sent to your supervisor automatically through the T-cens system.
3. 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 is 24:00 December 20, 2018 (JST).
- ※ 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 e-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 IJEP secretariat [india@oice.t.u-tokyo.ac.jp](mailto:india@oice.t.u-tokyo.ac.jp) before the due date.