東京大学・生命科学技術国際卓越大学院プログラム
＜AY2024 Application Instruction＞

World-leading Innovative Graduate Study Program for Life Science and Technology

(WINGS-LST)

➢ WINGS-LST HP：http://square.umin.ac.jp/wings-lf/index.html

【Application Guidance / Application Form】
Please download the necessary documents and files from the WINGS-LST website.

【Application Period】 strict deadline

① Pre-registration of Applicant Information	: Monday, November 6 - Monday, November 27, 5:00 pm (JST)	
	Personal details, Affiliation, Scholarships and other information, Tentative title of the research project	
② Submission of letter of opinion by the applicant's supervisor	: Monday, November 6 - Friday, December 1, 5:00 pm (JST)	
	Letter of opinion ☆ ・ Applicant ID ☆☆	
③ Online application - Submission of application forms for the program -	: Monday, November 27 - Friday, December 1, 5:00 pm (JST)	
	Certificate photo, Research project title, Research proposal☆, Reference materials (optional), Consent form☆, Applicant ID☆☆	

☆: Please complete the form as specified.

☆☆: Applicant ID will be sent to you by e-mail in response to "① Pre-registration of applicant Information".

※ Increasing internet traffic might cause communication failure in the evening of the last day. We recommend completing the procedures well in advance. Complete all the following procedures within the application period. Applications cannot be accepted after the deadline.

【Notes on eligibility】

・ Every student has the right to apply for the WINGS-LST program **just once**. Concurrent applications to other WINGS and/or WISE programs in UT with review periods* overlapping with this application are prohibited.
  * review periods: from the application deadline to the announcement date of results.
・ The eligibility criteria for the application for the next year and beyond are currently under discussion and may be subject to some changes.

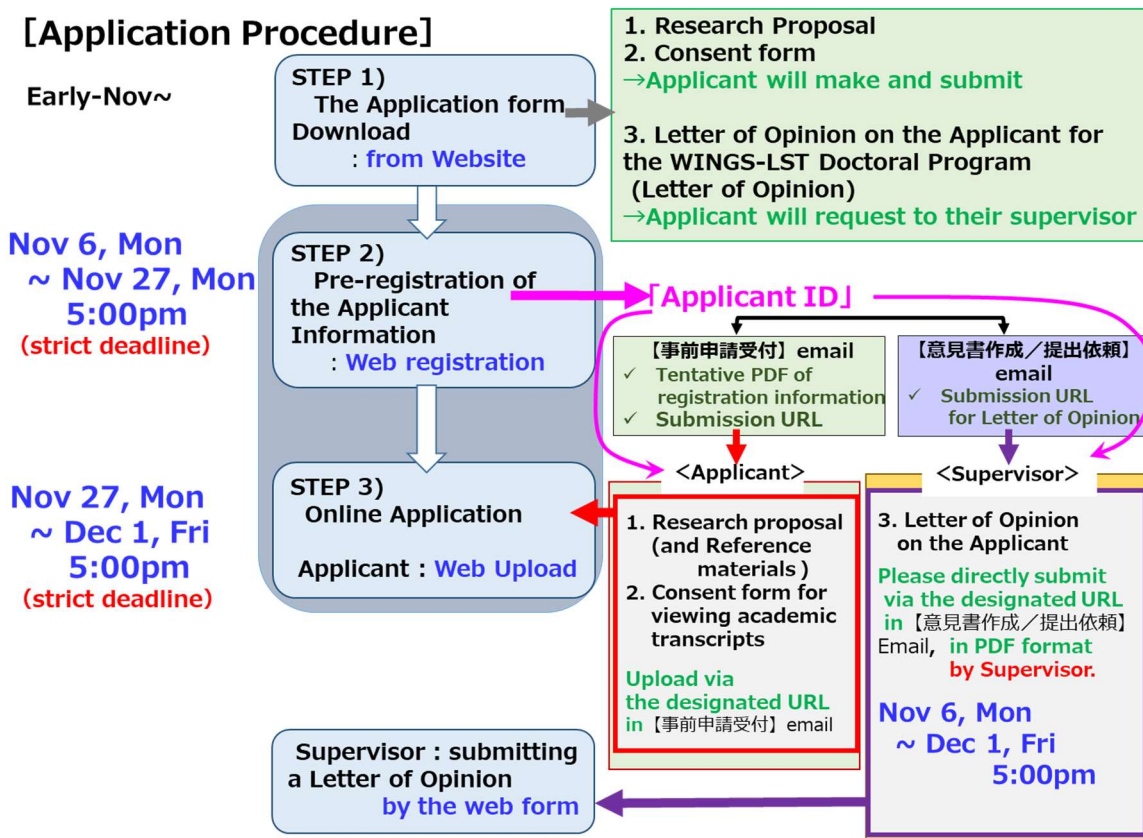【Notes on application】

I. Contact Information

If you have any questions, first, refer to the "Frequently Asked Questions" on the WINGS-LST website: 「よくある質問」. If there are no answers in the Q&A for your questions specific to your department or discipline, please contact your supervisor (Supervisor or supervisor-to-be at UT) or program instructors of your graduate school listed on the FY2023 Application Guidelines and Contact information. You can also contact the WINGS-Office via email because we are currently working from home. The email subject line should start with "inquiry about the WINGS application".

✧ WINGS-LST office

(Room No. S115 on the 1st floor of Faculty of Medicine Building #1.)

Email; wings-life@m.u-tokyo.ac.jp

Phone: 03-5841-0246 (Extension 20246)

II. Application Procedure

STEP 1) Application Form： Web Download

Download the Application Forms from the WINGS-LST website＞For Students＞Application.
- ➤ 募集要項 / Application Guide
- ➤ 履修申請ガイド / Application Instruction
- ➤ 研究計画書 / Research Proposal
- ➤ 成績等閲覧同意書 / Consent Form
- ➤ 国際卓越大学院応募者に対する意見書 / Opinion Letter

STEP2) Pre-registration of Applicant Information： Web Registration

Register the applicant information on the designated website. The registration includes **information on the applicant (name, contact details, affiliation, grade, academic/professional background, etc.), the affiliation as of December, 2023, scholarships and other information, tentative title of the research project, and confirmation of eligibility to apply**. A certificate photo isn't required for this step, and the title of your research project can be replaced in STEP 3, so please register it well in advance.

【Registration period】 From Monday, November 6 through

Monday, November 27, 5:00pm (strict deadline)

【Registration URL】
WINGS-LST website＞For Students＞Application 応募者情報登録

※ Within 30 minutes of registration on the web form, you and your supervisor should receive an email titled【事前申請受付】informing the completion of your Web registration. The email will also provide an "Applicant ID", a PDF of the registration information without a photo, and the URL where the application can be submitted. If you have not received a reply email within an hour, please contact the WINGS-LST office.

※ On the other hand, your supervisor should also receive an email titled【意見書作成/提出依頼】providing your "Applicant ID" and "the URL where the letter of opinion can be submitted". Please make sure that you register an email

address that your supervisor will be able to receive. You should check your supervisor's email receipt (See "Submission of letter of opinion"). Regarding the "Letter of Opinion on the Applicant for the WINGS-LST Doctoral Program", the applicant should download the form from the WINGS-LST website and send it to the supervisor, asking the supervisor to fill the form and submit it directly via the web. You may send the form to your supervisor and ask him/her to prepare it for you, prior to registration.

※　**In principle, you can resister only once.** Please check your information before sending it to ensure that there are no errors or omissions. If you register more than once, your supervisor will receive multiple emails in reply, multiple applicant IDs will be issued, and that will cause confusion when submitting subsequent procedures. If there are multiple registrations, there is no guarantee that the correct information is used for the evaluation.

※　**If you have to correct an error after you have registered,** please send an email to the WINGS-LST Office stating your Applicant ID, affiliation and name, and the correction. However, no revision requests will be accepted after 5:00 pm on 27 November.

※　Increasing internet traffic might cause communication failure in the evening of the last day. We recommend completing the procedures well in advance.

STEP3)　Online application：　Web Upload

Please prepare a **Certificate photo** as an image data, **Research project title, Research proposal, Reference materials (optional), and Consent form** in PDF format and upload them to the designated URL. The title of your research project registered in STEP 2 can be replaced. Applicant ID is required for submission.

【Upload period】　From **Monday ,November 27** through
Friday, December 1, 5:00pm (strict deadline)

【Submission of Application Form URL】
The URL notified by an email titled【事前申請受付】
informing the completion of your pre-registration.

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※ Within 30 minutes of uploading the files, you should receive an email titled 【履修申請受付】, notifying that the upload is completed. The email will also provide PDFs of the final version of registration information with a photo, Research proposal, and Consent form. PDFs of Reference materials will not be sent back. If you have not received a reply email within an hour, please contact the WINGS-LST office.

※ Before submitting, make sure to recheck carefully for mistakes or omissions, and upload all the documents together. After submitting your application, you will still be able to replace your application files from the URL in the reply email during the application period. However, if there are multiple uploads, there is no guarantee that the correct version is used for the evaluation. Regarding the registration information, it cannot be revised after 5pm on 27 November, the deadline for pre-registration.

※ Increasing internet traffic might cause communication failure in the evening of the last day. We recommend completing the procedure well in advance. In particular, please refrain from replacing files just before the deadline. It may not be accepted with or without a reply email. Applications or consultations cannot be accepted after the deadline, for any reason, including failure to register due to internet traffic congestion. In case you are unable to send the file, please contact the WINGS-LST office by email before the deadline.

Submission of letter of opinion： Web Upload by the applicant's supervisor

Regarding the "Letter of Opinion on the Applicant for the WINGS-LST Doctoral Program", the applicant should download the form, put the name of the applicant in the file name, and send it to the supervisor, asking the supervisor to fill the form and submit it directly via the web. After pre-registration, your supervisor should receive an email titled 【意見書作成/提出依頼】, providing your "Applicant ID" and the URL where the letter of opinion can be submitted. Please check your supervisor's email receipt.

In order to guarantee that the approval is made by your supervisor, please ask your supervisor to submit the Letter of opinion from the designated form directly.

To the applicant's supervisor,

- Please seal or sign the Letter of opinion, save as a scanned PDF file, and submit it via the designated URL for submission provided in the email. We would appreciate it if you could include the applicant's name in the file name (e.g., Student_Name_Opinion.pdf).
- An 'Applicant ID' for each student is required for submission.
- Please send one form for each student, even if submitting documents for several students.

【Submission period】
　　　　From Monday, November 6 through
　　　　　　Friday, December 1, 5:00pm (strict deadline)

【Letter of opinion Submission form】Direct submission from the supervisor
　　　　The URL for submission is
　　　　provided in an email titled【意見書作成/提出依頼】
　　　　and also **written on the Letter of opinion format**.

※ If there are any questions about how to submit the Letter of opinion, please contact the WINGS-LST office.

※ An 'Applicant ID' for each student is required for submission. Applicant IDs will be issued after pre-registration and will be sent to the applicant's supervisor by email. Please note that depending on the timing of the student's registration, it may be necessary to wait for the issuance of the Applicant ID before submitting the Letter of opinion.

※ Considering the possibility of internet communication failure, we recommend completing the application procedure early on to give yourself adequate time.

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