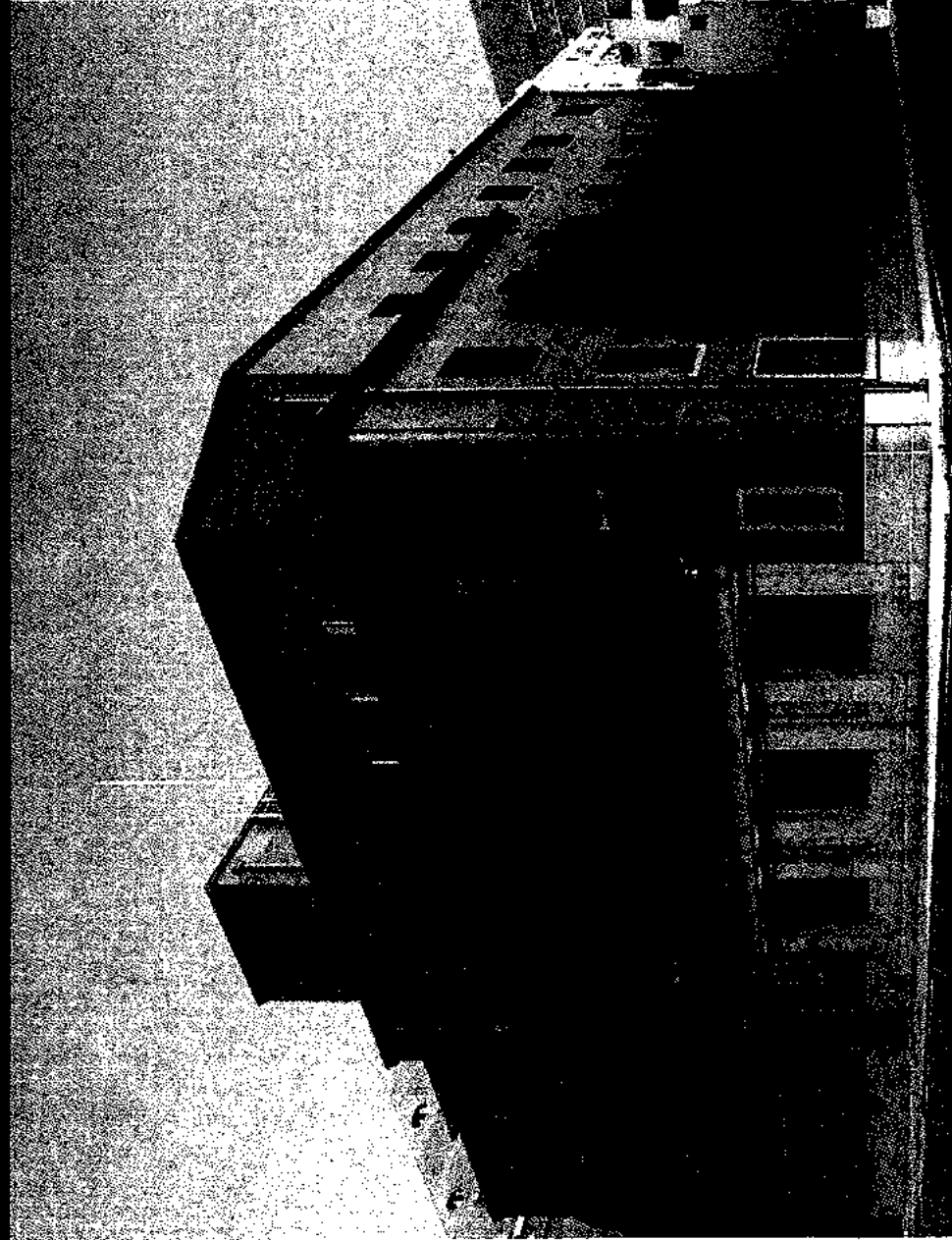


Website Application System for TSF Fellowship Operating Manual for Applicant



公益財団法人
武田科学振興財団
Takeda Science Foundation

Takeda Science Foundation Fellowship Program



ID

Password



Applicant

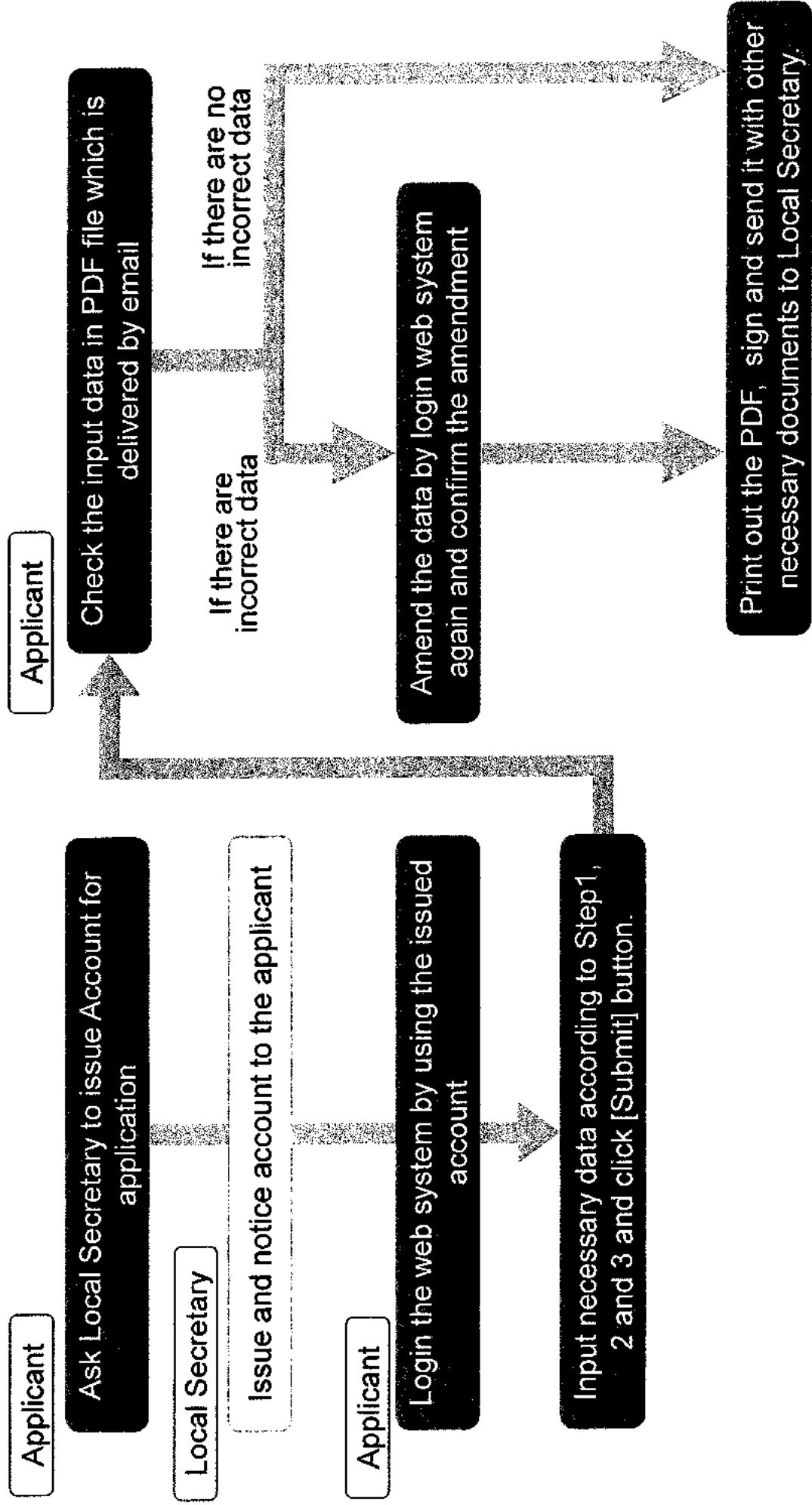


Mentor



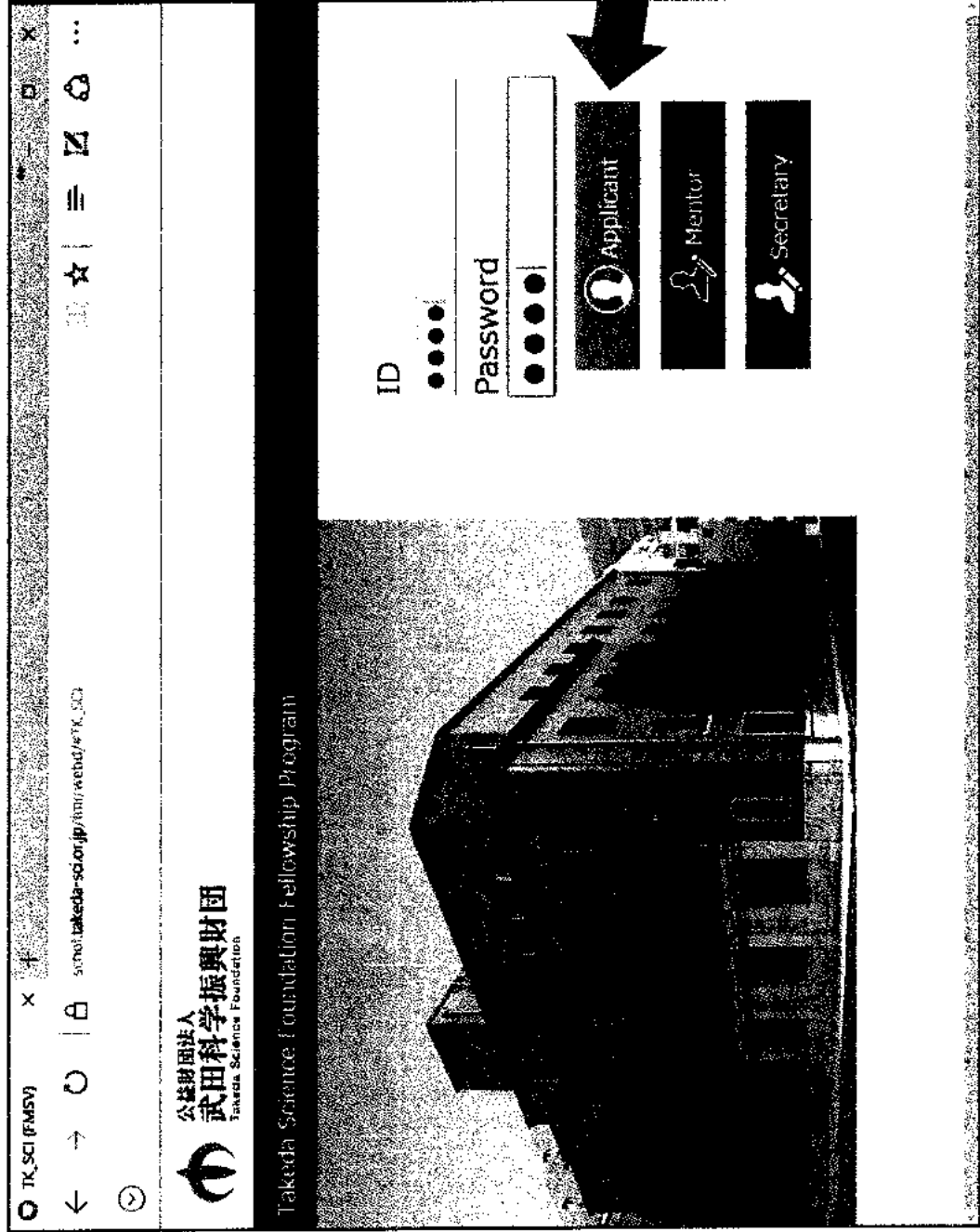
Secretary

1. Operation Flow



Applicant

2. Log in Website Application System



Available Browser:

Chrome 48 or higher
Internet Explorer 11.x
Microsoft Edge 25 or higher
Safari 9.x



Access URL:

https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI

①

By using the available browser in PC,
access to the above URL.

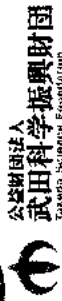
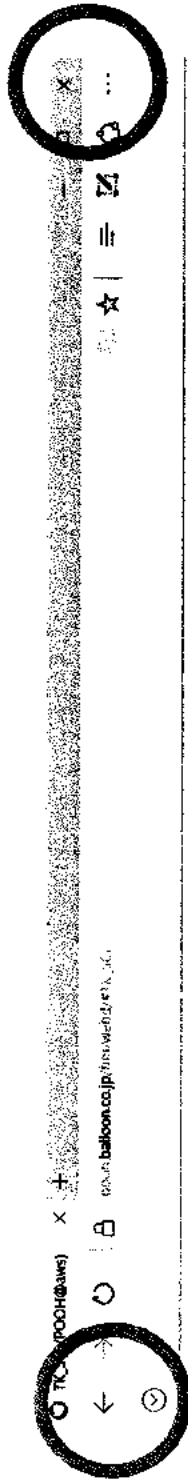
※Smartphone is not available.

②

Log in by clicking [Applicant] button after
input of ID and Password which are
informed from Local Secretary.

Applicant

3. Log out from Website Application System



Application For Fellowship

Welcome to the application page for Takeda Science Foundation fellowship!

- Please enter the necessary information at Step1~3
- Once you submit all the information, the system will send you an email with a PDF file.
- Please print it out and sign it, then send our office all the document required.
- You could log in to continue this submission even if you logged out before submission.
- You could move around between Step1~3 by clicking Tabs above.

First Name	IndeXt	Place of birth
Last Name	check	Sex
Middle Name	Date of birth
Nationality	Age
Home Address	Occupation
	Office Name
	Department
	Position
Phone No.	Office address
Fax No.	Street, Apartment, etc.
E-mail	Town, City, etc.
	Prefecture, State, etc.
	Zipcode

Out time of Study in Japan
Research Institute in Japan
Institute name
Faculty

There are 3 methods for log out:

- ① Click [log out] button, which is the most recommended way.
- ② Click [X] button on top right corner of the browser to close it.
- ③ Click [←] button on top left corner of the browser, which does not go back to previous page but log out.
Watch it if you want to continue your input.

4. Input Data of Applicant

By clicking [Change Password] button, your Password can be changed.
In the case, don't forget the new Password.

Click [OK] after input of new password.

English and numeric one byte characters, " _ " and "!" can only be available for Password.

There are Step 1, 2 and 3 for input of your data for application.

To go to next Step, click [Next] after filling each column in each Step.

※ Scroll down to the bottom and be careful not to leave column open.

Application For Fellowship Step1

Welcome to the application page for Takeda Science Foundation Fellowship!

Please enter the necessary information at Step1~3.
-Once you submit all the information, the system will send you an email with a PDF file.
-Please print it out and sign it, then send our office all the document required.
-You could log in to continue this submission even if you logged out before submission.
-You could move around between Step1~3 by clicking Tabs above.

First Name Last Name Middle Name Nationality Home Address Phone No. Fax No. E-mail

Place of birth Sex Date of birth Age Occupation Office Department Posting Office

Institution Faculty Department

Our line of Study in Japan

5. Note for input of your data

How to input Gender:

Place of birth *****

Sex

Date of birth

Age

Occupation

M
F

Error

"sex" is defined to contain only specific values. You must enter a valid value.

Revert

OK

Click the column and select "M" or "F".
Gender cannot be input directly.
Input of the other alphabetical character would be error.

How to input Date:

Sex M

Date of birth

Age

Occupation

Office Name	5	6	8	9	10	11	
Department	12	13	14	15	16	17	18
Position	19	20	21	22	23	24	25
Office address	26	27	28	29	30	31	1
	2	3	4	5	6	7	8

March 2017

Date of birth

Error

The value of this field must be a valid date in the range of years 1 to 4000 and should look like "2013/12/25". You must enter a valid value.

Revert

OK

Click calendar mark icon and select proper date in the calendar appeared by the click.
Or double click the column of date and input proper date directly without calendar.
But if the format is incorrect, "Error" message will be appeared as shown in the left.

※Example of proper input: 2017/01/01

How to attach ID Photo:

Step 3: Curriculum Vitae

ID Photo

Please drag and drop your ID photo to the left field.

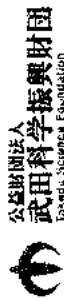
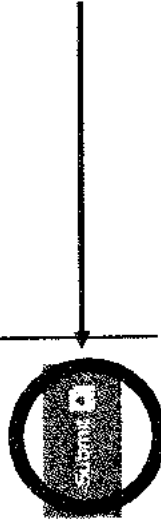
Drag and drop your ID photo (PNG or JPEG file) from desktop view to square space of "Photo" by using mouse as shown in the left.
If you want to change the photo, drag and drop a new photo on the first one.

6. Examine Input Data and Submit Application

Application For Fellowship



Before you submit your application form,
you could check all the information filled in
by clicking [STEP 6] button above.



Application For Fellowship

Your application form (PDF) has been sent to:
*****@*****.com

The followings are included in the PDF
1. Application form
2. Health Report
3. Written Pledge
Please make sure all the information is correct
and sign the documents.

If you found any typos or mistakes,
please fix them at STEP 1-3 and click "Submit" button at Step 3.
A PDF will be resent to you by email attachment.
If you had timed out while you were checking PDF,
Please log-in again.

Input data in columns in Step 1, Step 2 and Step 3.
If you want to go back to previous Step, click the tab
you want.

After filling all necessary columns, examine input
data from Step 1 to Step 3 again before submission.

Amend if there are incorrect data, in case of no
incorrect data, click [Submit] button in the bottom of
Step 3.

If [Submit] button is clicked, view of "Confirmation" is
appeared.
If email address where PDF file will be sent is correct
in the view, click "OK" button.
PDF file of application will be sent to the email
address.

Examine the PDF and if there are incorrect data or
oversight, login the web system, amend and
submit again.
If there are no incorrect data, click "OK" button to
log out.

Finally, Print out the PDF file, sign and send it with
other necessary documents to Local Secretary.

If the PDF should not be sent to you, click "Error"
button and send an email noticing the error to
Japan Secretary.

If there is no problem in the PDF,
please press "OK" to log-off.



If the PDF should not be sent to you,
please press

