

# Website Application System for TSF Fellowship Operating Manual for Applicant



Takeda Science Foundation Fellowship Program




ID

Password

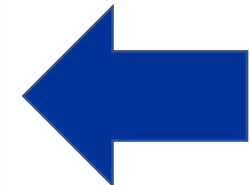
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 Applicant

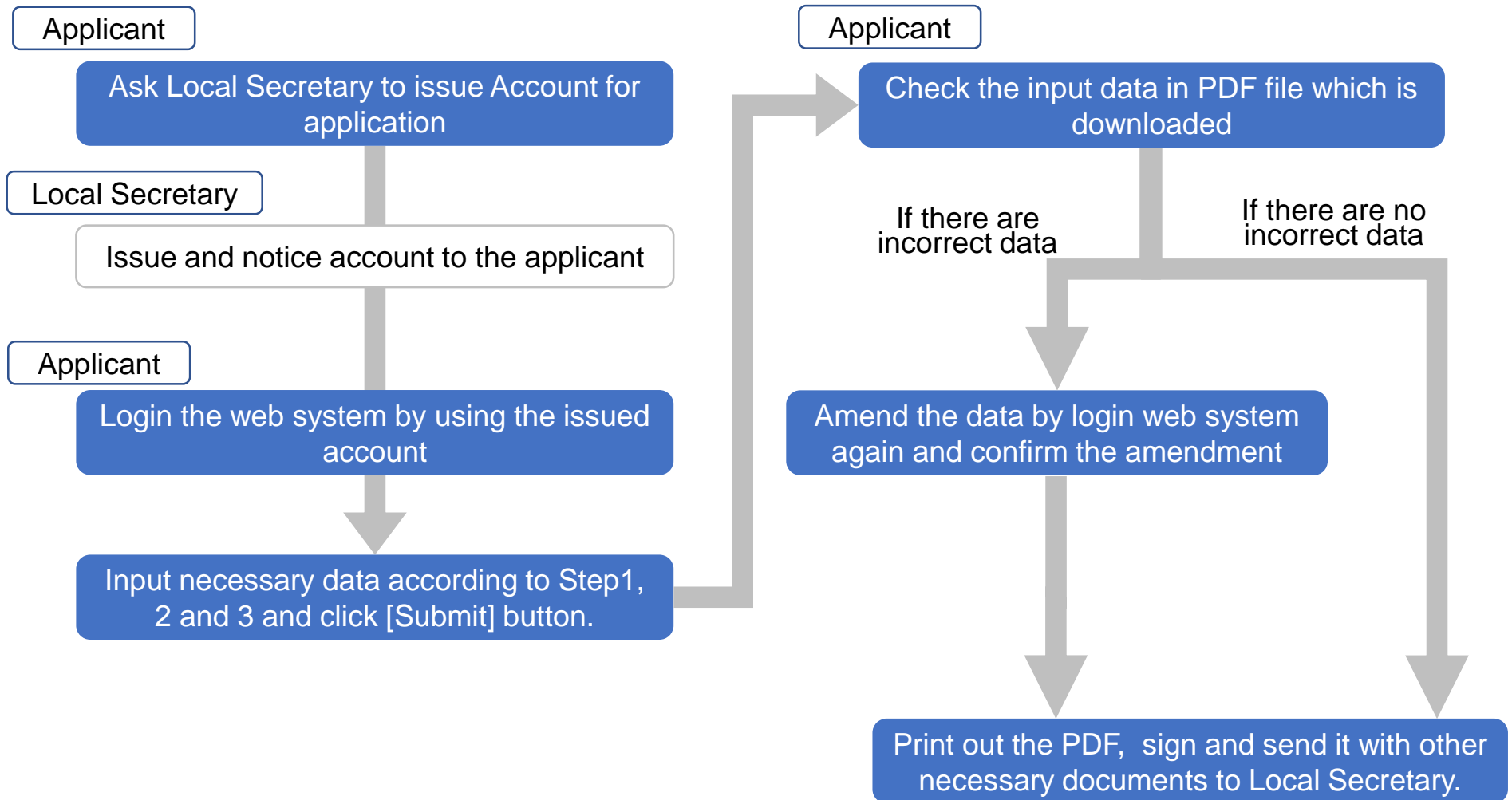
 Mentor

 Secretary

 TSF Fellow



## 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](https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI)

ID

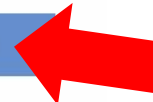
Password

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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.

③

If you cannot Log in, try again after a while.

## 3. Log out from Website Application System

The screenshot shows a web browser window with the URL `schol.takeda-sci.or.jp/fmi/webd/TK_SCI`. The page title is "Application For Fellowship" and it is on "Step 1". The "Log out" button is circled in red. The page content includes a welcome message and instructions for the application process. Below the instructions is a form with various input fields for personal and contact information.

Application For Fellowship Step 1 Step 2 Step 3 Step 4 Change Password Log out

Welcome to the application page for Takeda Science Foundation fellowship!

- Please enter the necessary information at Step1~4.
- Once you submit all the information, a PDF will be sent to you by email attachment.
- Please print and sign it, then send it with all the required document to our office.
- You could log in to continue this submission even if you logged out before submission.
- You could move around between Step1~4 by clicking Tabs above.

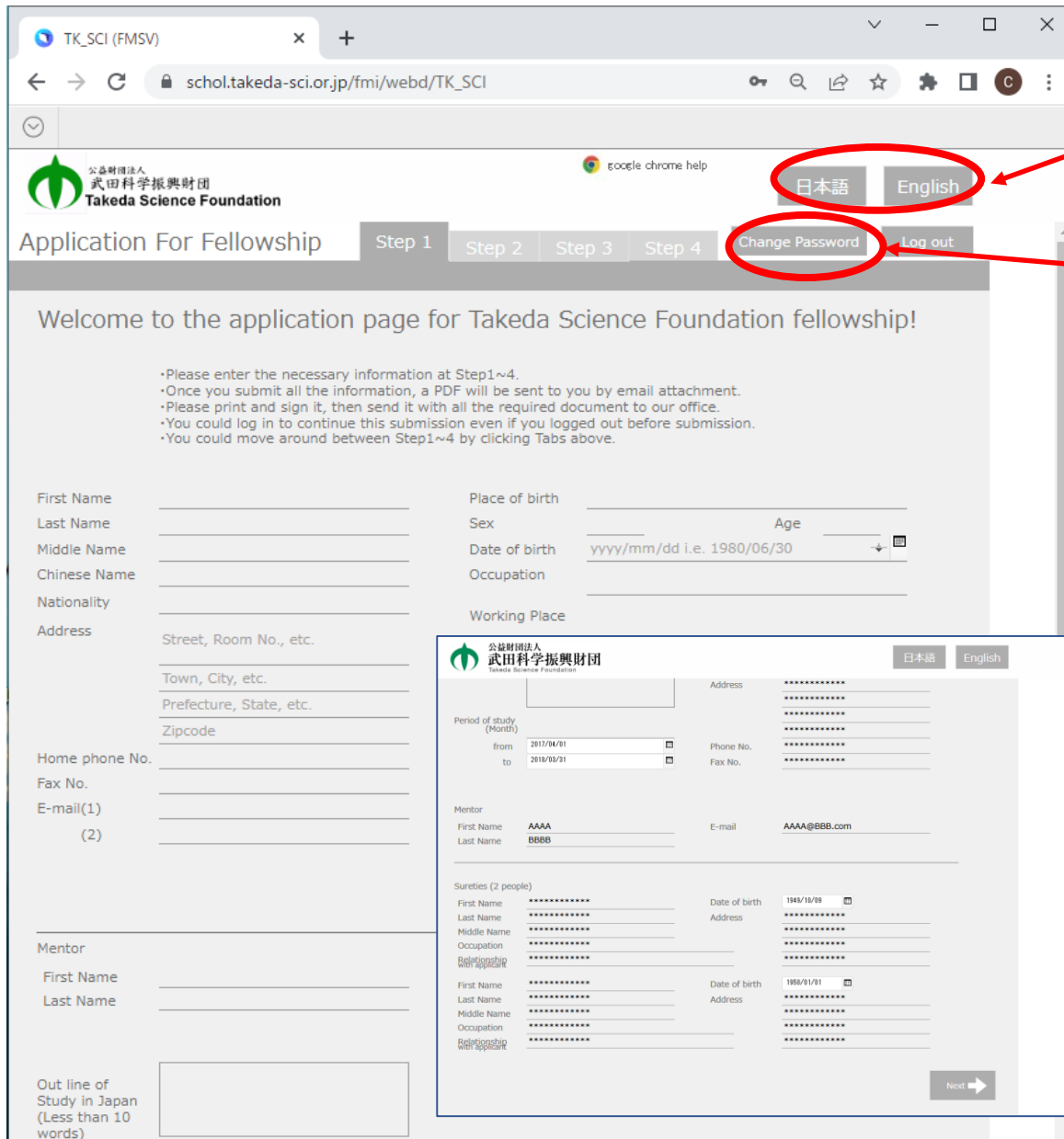
First Name \_\_\_\_\_ Place of birth \_\_\_\_\_  
Last Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_  
Middle Name \_\_\_\_\_ Date of birth yyyy/mm/dd i.e. 1980/06/30  
Chinese Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Nationality \_\_\_\_\_ Working Place \_\_\_\_\_  
Address Street, Room No., etc. \_\_\_\_\_  
Town, City, etc. \_\_\_\_\_ Section \_\_\_\_\_  
Prefecture, State, etc. \_\_\_\_\_ Position \_\_\_\_\_  
Zipcode \_\_\_\_\_ Office address Street, Room No., etc. \_\_\_\_\_  
Home phone No. \_\_\_\_\_ Town, City, etc. \_\_\_\_\_  
Fax No. \_\_\_\_\_ Prefecture, State, etc. \_\_\_\_\_  
E-mail(1) \_\_\_\_\_ Zipcode \_\_\_\_\_  
(2) \_\_\_\_\_ Country \_\_\_\_\_  
Office phone No. \_\_\_\_\_

Mentor  
First Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Last Name \_\_\_\_\_

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



[日本語] (Japanese) and [English] forms are available for input of your data and English, Japanese and Chinese can be used in both forms.

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, 3 and 4 for input of your data for application.

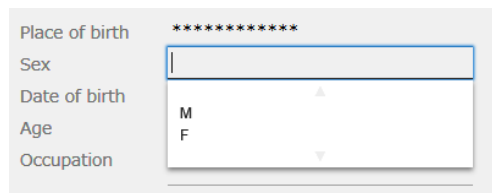
To go to next Step, click [Next] after filling each column in each Step.

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

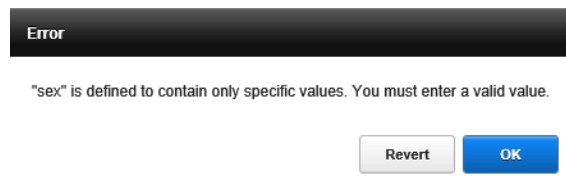
# Applicant

## 5. Note for Input of Your Data

How to input Gender:

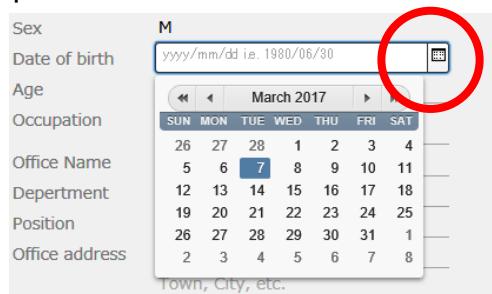


Place of birth \*\*\*\*\*  
Sex [M] (dropdown menu)  
Date of birth  
Age  
Occupation

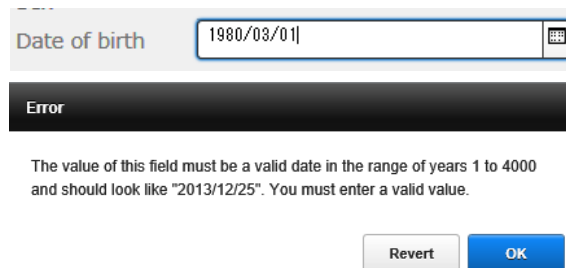


Click the column and select "M" or "F".  
Gender cannot be input directly.  
Input of the other alphabetical character would be error.

How to input Date:



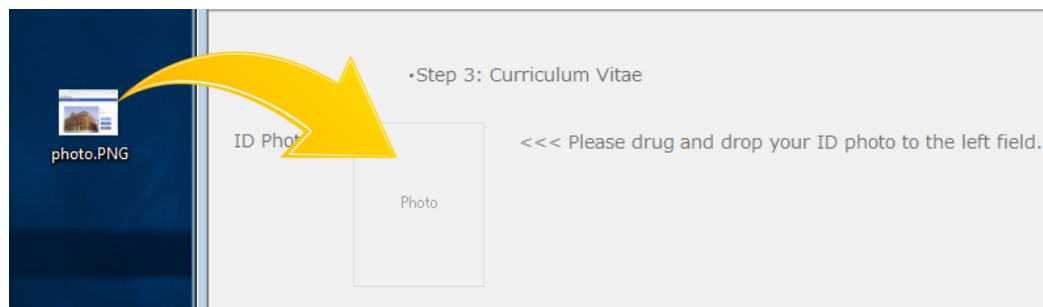
Sex M  
Date of birth yyyy/mm/dd ie. 1980/06/30 [calendar icon]  
Age  
Occupation  
Office Name  
Department  
Position  
Office address  
Town, City, etc.



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:



Drug 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, drug and drop a new photo on the first one.

# Applicant

## 6. How to Upload Necessary Files

Occupational History (Including Research Activity)

From	To	Institution's Name	Place (City)	Position
yyyy m	yyyy m			

Visit to Japan in the past

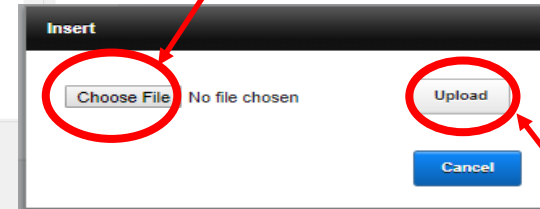
From	To	Main City Visited	Main Purpose
vvvy/mm	vvvy/mm		

Document

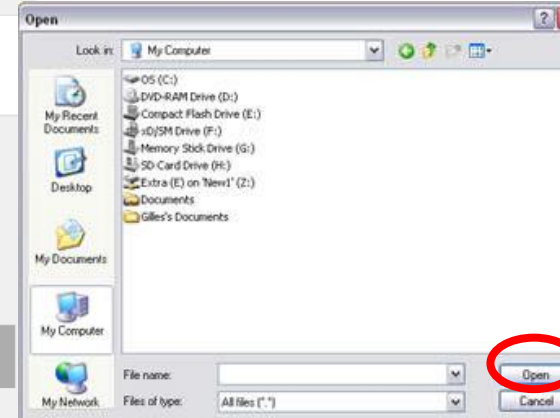
Document name

After checking all the Information filled in by clicking Step 1~3 tab above, Please press "Submit"

Click "Upload" bottom and click "Choose File" in the following view.



After open a folder, select a file to be attached and click "Open".



Then, click "Upload".

If you want to upload more, repeat the procedure above.

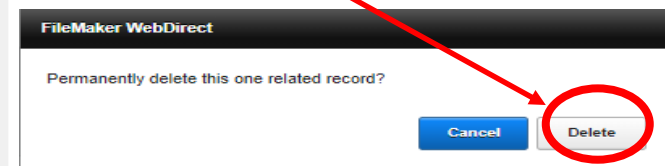
Document

Document name

	PDF.pdf	<input type="button" value="Delete"/>	<input type="button" value="Upload"/>
	WORD.docx	<input type="button" value="Delete"/>	<input type="button" value="Upload"/>

After checking all the Information filled in by clicking Step 1~3 tab above, Please press "Submit"

A file can be deleted by clicking trash bottom and clicking "Delete" in "Confirmation" view.



# Applicant

## 7. How to Download Necessary Files

Occupational History (Including Research Activity)

From	To	Institution's Name	Place (City)	Position
yyyy	m	yyyy	m	

Visit to Japan in the past

From	To	Main City Visited	Main Purpose
yyyy/mm	yyyy/mm		

Document

Upload

Document name

PDF pdf

WORD docx

After checking all the Information filled in by clicking Step 1~3 tab above, Please press "Submit"

Submit

Click "Download" bottom and click "OK" in the following view.

Export Field to File

Specify a filename to export.

Save As: PDF.pdf

Cancel OK

Click the button of a file to open it.

Download Files

Your files are ready for download. Please click the button to download each file:

PDF.pdf

Close

Then, click "Close".



## 8. Examine Input Data and Submit Application



Input data in columns in Step1, Step2, Step3 and Step4.

If you want to go back to previous Step, click the tab you want.

After filling all necessary columns, examine input data from Step1 to Step4 again and amend if there are incorrect data before submission.

In case of no incorrect data, click [Submit] button in the bottom of Step4.

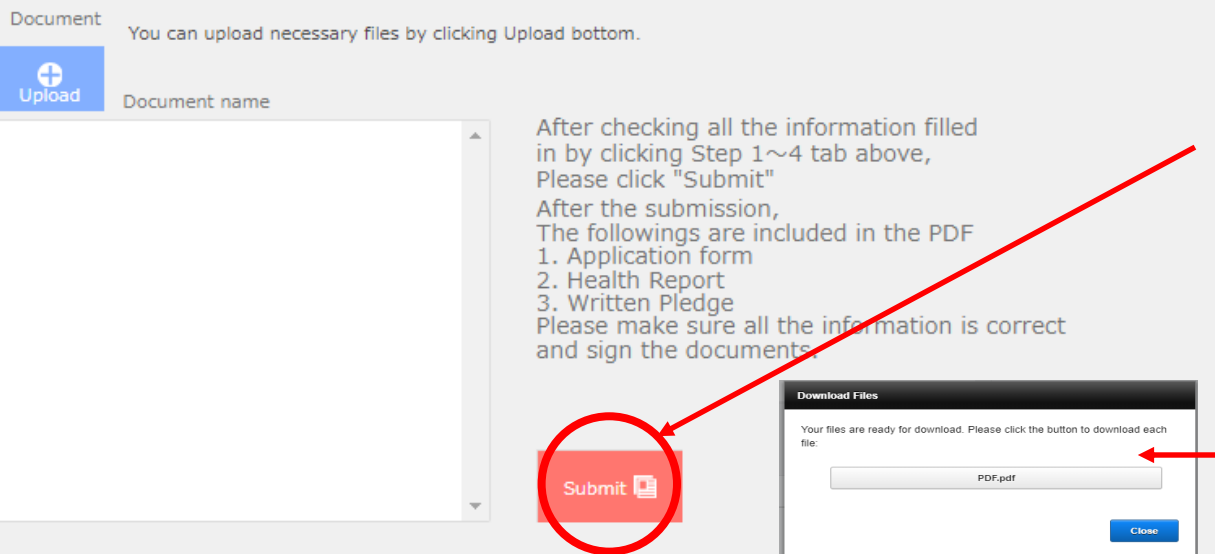
If [Submit] button is clicked, view of “Download Files” is appeared.

Click the button of PDF file of application to download.

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.



Document

You can upload necessary files by clicking Upload bottom.

Upload

Document name

After checking all the information filled in by clicking Step 1~4 tab above, Please click "Submit"

After the submission, 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.

Submit

Download Files

Your files are ready for download. Please click the button to download each file.

PDF.pdf

Close

If PDF is not downloaded after clicking “Submit”, please check and allow pop-ups.  
In case of Google Chrome, please refer the followings:



If you find typos or mistakes, please fix them at Step 1~4 and click "Submit" button at Step 4 again.  
If you are timed out while you are checking PDF, please log-in again.

If there is no problem in the PDF please click "OK" to log-off

