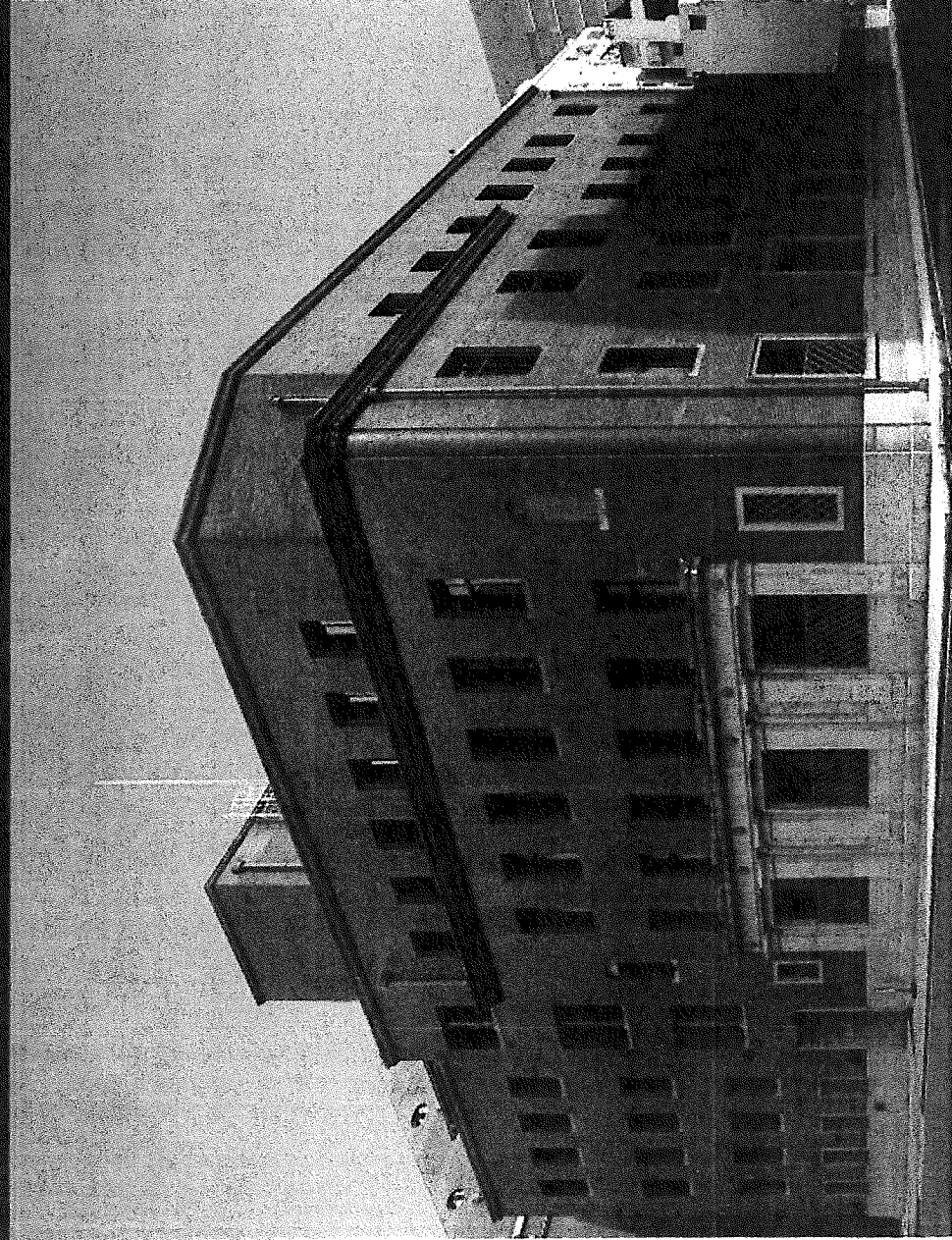


# Website Application System for TSF Fellowship Operating Manual for Applicant



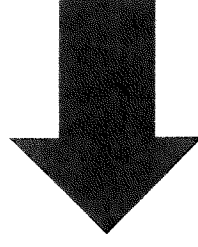
公益財団法人  
武田科学振興財団  
Takeda Science Foundation

Takeda Science Foundation Fellowship Program



ID

Password



Applicant

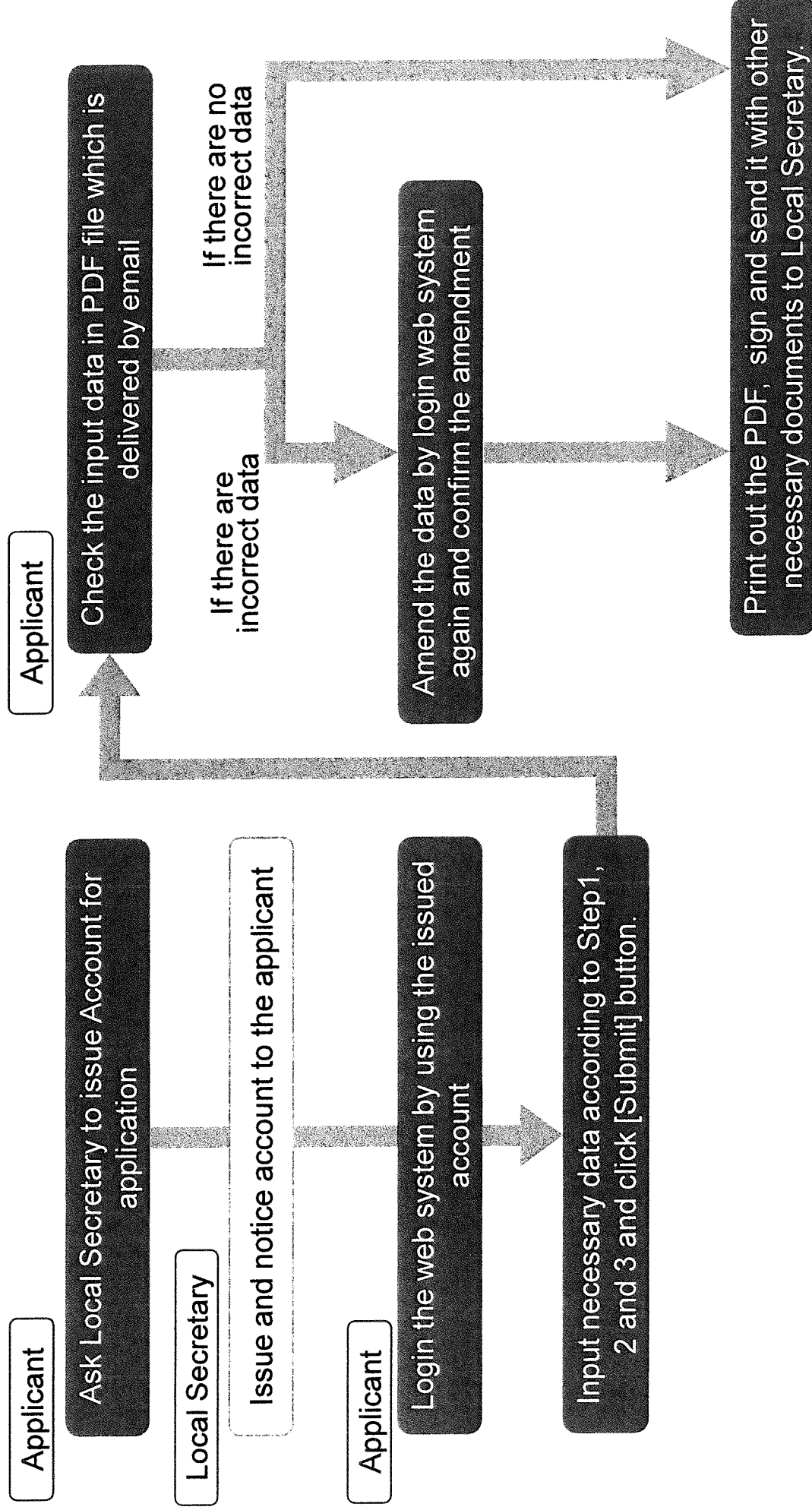


Mentor



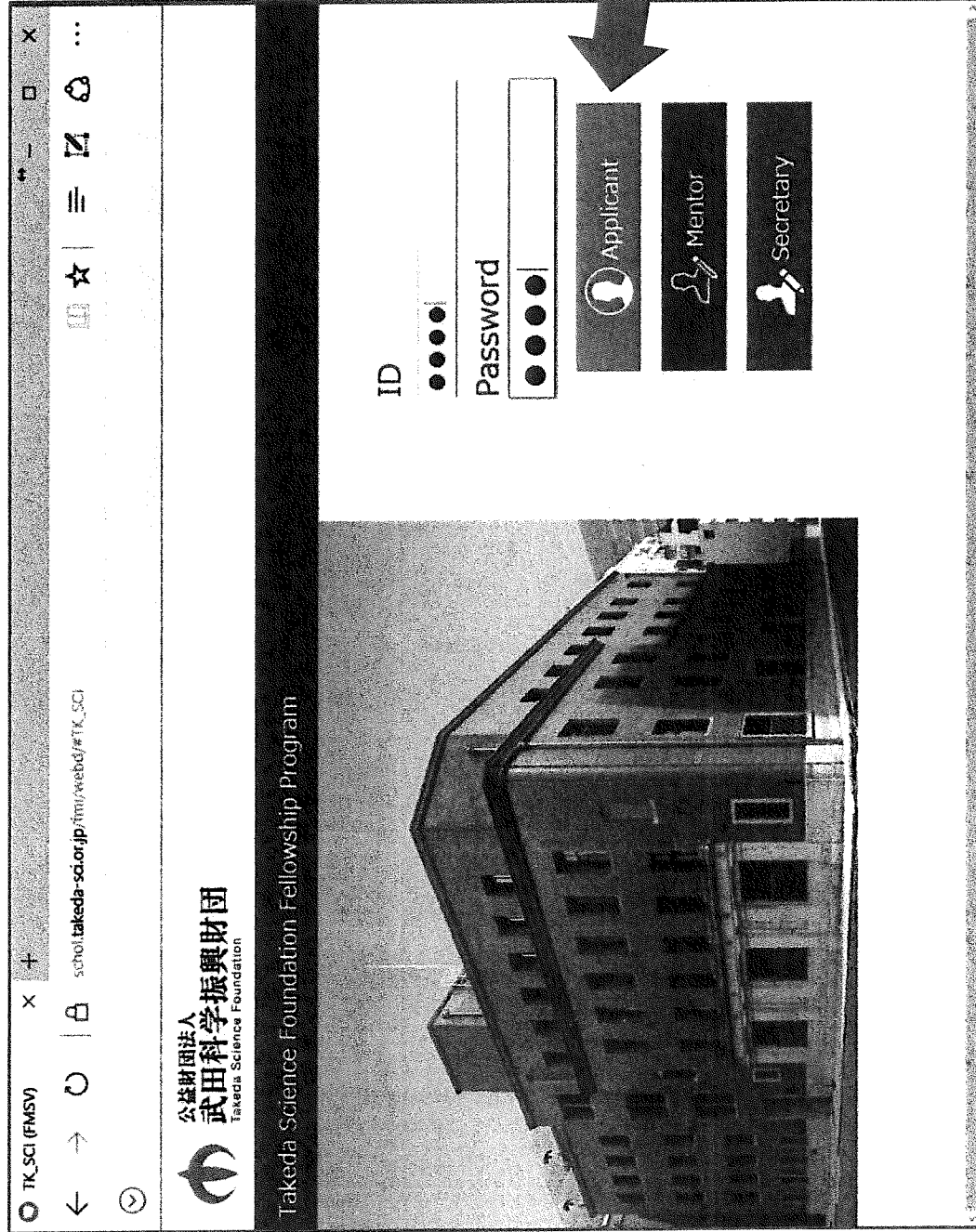
Secretary

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

①

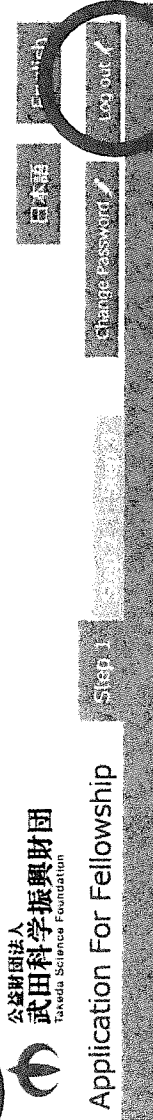
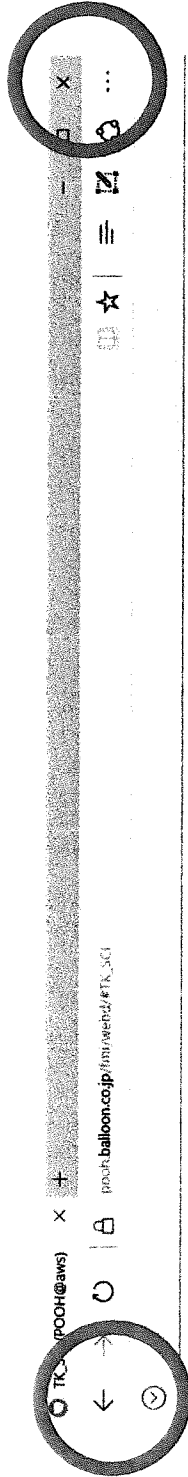
By using the available browser in PC, access to the above URL.

※Smartphone is not available.

②

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

## 3. Log out from Website Application System



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	indtest	Place of birth	
Last Name	check	Sex	<input type="checkbox"/>
Middle Name		Date of birth	
Nationality		Age	
Home Address	Street, Room No., etc. Town, City, etc.	Occupation	
	Prefecture, State, etc. Zipcode	Office Name	
		Department	
Phone No.		Position	
Fax No.		Office address	Street, Room No., etc. Town, City, etc.
E-mail			Prefecture, State, etc. Zipcode

Out line of Study in Japan

Research Institute in Japan

Institute name

Faculty

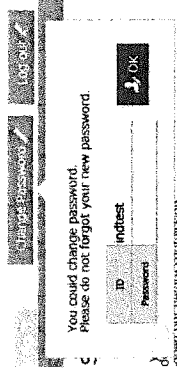
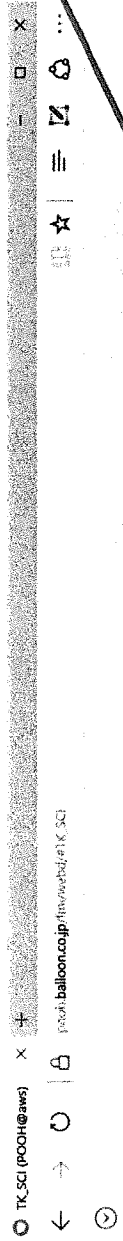
There are 3 methods for log out:

- 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.



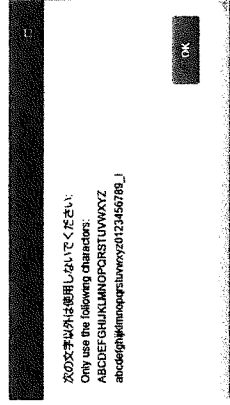
## 4. Input Data of Applicant

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.

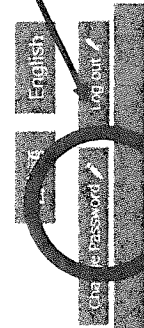
English and numeric one byte characters, “\_” and “!” can only be available for Password.



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 Step 1

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	indtest	Place of birth	
Last Name	check	Sex	
Middle Name		Date of birth	1990/01/01
Nationality		Age	21
Home Address		Occup	
		Office	
		Depart	
		Position	
Phone No.		Office	
Fax No.			
E-mail			

First Name	indtest	Date of Birth	1990/01/01
Last Name	check	Address	
Middle Name			
Occupation			
First Name	indtest	Date of Birth	1990/01/01
Last Name	check	Address	
Middle Name			
Occupation			

Resear

Institu

Facult

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.

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

Department

Position

Office address

**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.

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:

photo.PNG

ID Photo

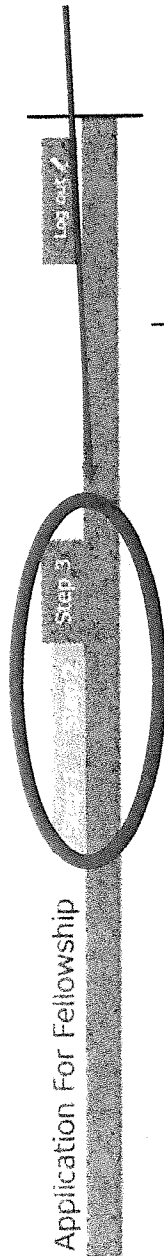
Photo

•Step 3: Curriculum Vitae

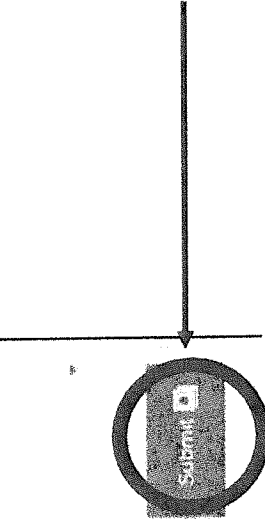
<< << Please drag and drop your ID photo to the left field.

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.

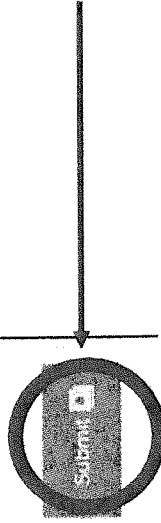
## 6. Examine Input Data and Submit Application



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.

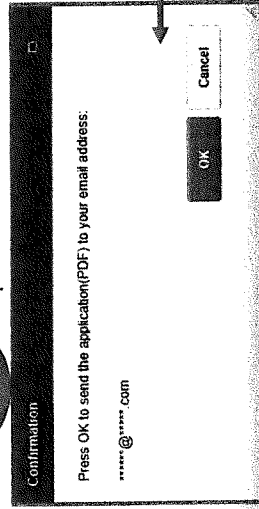


After filling all necessary columns, examine input data from Step 1 to Step 3 again before submission.



Before you submit your application form, you could check all the information filed in by clicking STEP1~3 button above

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.

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.

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.

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



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, please press



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