How to apply for the Doctoral Program

STEP 1	STEP 2	STEP 3	STEP 4

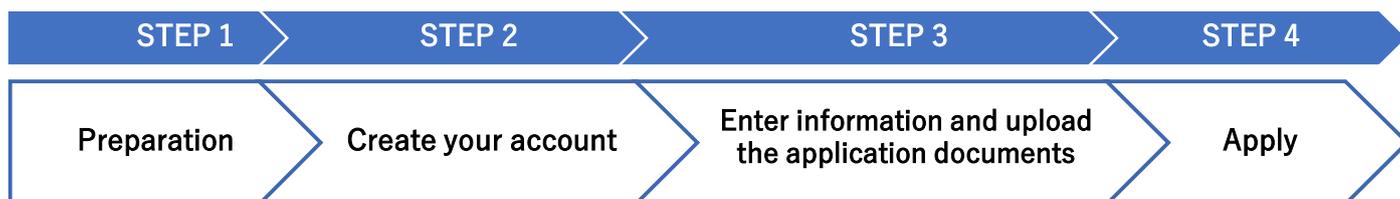| Preparation	Create your account	Enter information and upload the application documents	Apply

Note: Instructions on the Web Application System are written in both Japanese and English. Please refer to the English version.

【STEP 1】 Preparation

- Download the Application Guidelines and Forms from the URL below.
  https://www.pp.u-tokyo.ac.jp/admissions/doctoral-course-graduate-research-students-program/
- Prepare the application documents according to the application guidelines.
- Request that your referees prepare and upload their letters of reference well in advance.
  ※Note: Applicants cannot submit or complete their applications until the referees have uploaded or submitted the letter of reference through the Web Application System.
- Important Make sure to check your e-mail settings to allow e-mails from prodesk@ag.pp.u-tokyo.ac.jp.
  ➡This is to avoid missing notifications from the Web Application System or having them classified as spam.

【STEP 2】 Access the Web Application System（Create Your Account）

Web Application System: https://pdcentry.pp.u-tokyo.ac.jp/

- Access the above URL, select "Doctoral Program", and create your account and My page for the application.
- Account registration will be available from 10:00 a.m. Monday, March 16th, 2026 (JST).

【STEP 3】 Enter Information on the Web Application System（My page）

Enter all the application information and upload necessary documents well in advance to be fully prepared for the application. Make sure to check the instructions on each page carefully before entering the information. After entering and uploading all the information and necessary documents," Submit to Apply" button will appear on the last page after the application period starts.

基本情報	推薦者情報	研究分野・指導教員等	奨学金等	学歴・職歴	書類アップロード	データ送信	提出書類
Basic Information	Referee Information	Research Information / Supervisor	Scholarships	Educational Background / Professional Background	Documents Upload	Submission	Required Documents

1. Basic Information

- An ID photo in the following format is required for submission.
  ① File size less than 2MB, ②Aspect ratio 4:3 with JPG file, ③The ID photo must have been taken within the last three months, without hats or other head coverings.

2.　Referee Information

- Before entering referee's information, receive a permission from the referee to enter his/her information. Also, contact your referees to whitelist the domain "ag.pp.u-tokyo.ac.jp" to receive an e-mail from the Web Application System to upload the letter of reference.
- Enter two referee's information and send request e-mail to the referees through the Web Application System. You will be able to proceed to the next page once the referee's information and the sending of the request email to the referee are completed.
- How to submit the letter of reference will be notified to the referees through the request e-mail. Once the referee uploaded the letter of reference, applicants will receive an e-mail. If the applicant changed the referee after sending the request e-mail, the previous request e-mail will become invalid.
- Please note that applicants cannot submit/complete their applications until the referees have completed the submission of the letter of reference.

3.　Research Information and Preference on Supervisor

- Refer to the "List of supervisors" in the Zip file provided on the URL below.
  https://www.pp.u-tokyo.ac.jp/en/admissions/doctoral-course-graduate-research-students-program/

4.　Scholarships

- Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the application fee, the admission fee, and the annual tuition fee. Such applicants who are not currently studying/conducting research at the University of Tokyo must submit a certificate of proof of MEXT scholarship status.

5.　Educational Background / Professional Background

- Enter all the educational background and professional background information.
- If a single education program includes multiple educational backgrounds and there are not enough input fields, please enter them in the 'Other Educational Background' section within the input area for each education program.

6.　Documents Upload

- Application documents must be uploaded in PDF format unless otherwise instructed. TOEFL score report must be uploaded in JPG format.
  Note: If you take the TOEFL iBT on or after January 21, 2026, the test will use the new score scale. Please submit a score report that includes both the previous and new score scales.
- Only one file can be uploaded per section. If you have multiple documents for each section, combine them into a single PDF and upload.
- After paying the application fee, upload the receipt or appropriate documents based on the instructions.

7.　Submission and Required Documents

- After entering all the application information and uploading the necessary documents, "Submit to Apply" button will appear on the "Application Submission" page.
- Applicants for those who have been passed and accepted to enroll in GraSPP PhD program must submit all the application documents in their original forms indicated on the Checklist by the enrollment date.

【STEP 4】 Application Submission （To be completed within the following period）

> **Application Period: From Monday April 6, 2026, to Friday May 8, 2026, 5:00 p.m. (JST)**

1. Click the "Submit to Apply" button to complete your application through the Web Application System.

   - <mark>Important</mark> Once the online application is submitted through the Web Application System, the entered information cannot be modified.
     - ➡ Please check all entered information before clicking the "Submit to Apply" button.

   - <mark>Important</mark> The online application can only be submitted once.
     - ➡ If you find any mistakes in the submitted data, inform the PhD desk at the University of Tokyo by e-mail at "ppin.j@gs.mail.u-tokyo.ac.jp".

2. After completing the submission, confirm receipt of the confirmation e-mail.
   - Note: The confirmation e-mail may be stored into your spam folder.

3. Immediately after clicking the "Submit to Apply" button, download the application form from the "Documents to Print" page for reference.

   - <mark>Important</mark> Applicants will not be able to log in to the "Documents to Print" page once the application period has ended.

Regarding the Notification of Application Number

- Applicants who complete the application process will receive their application number via e-mail once they have completed the submission through the Web Application System.
- Applications will not be accepted if the information or required documents are incomplete by the submission deadline or contain errors.
- If you do not receive this notification, please contact the PhD Desk at the University of Tokyo by e-mail by Tuesday 12, May 2026 (JST). Inquiries after this period will not be accepted.