

International Christian University English Language Based Admissions 2024

Manual for Applicants on Requesting Letters of Recommendation

Submission of the letters of recommendation, part of the required documents for the application, is completed after the recommenders upload the letter and designated form to the Letter of Recommendation Submission Website.

Read the instructions below carefully and follow the procedures so that the submission of letters of recommendation and forms are completed by the Application Period Deadline.

Recommenders are able to upload the letter of recommendation to the Letter of Recommendation Submission Website even before the application period for admissions starts. Make sure you complete the procedures below ahead of the deadline.

Overview of Procedures

The procedures will be as follows. Note that STEPs 2–4 must be performed for each of the two recommenders.

STEP 1 **Applicant** The applicant creates an account on the Online Application System.

STEP 2 **Applicant** The applicant requests the recommender to create an account on the Letter of Recommendation Submission Website.

Recommender



After creating an account, the recommender informs the applicant of the Login ID and email address for the account.

STEP 3 **Applicant** The applicant registers the recommender's Login ID and email address on the Online Application System.

Recommender



The recommender uploads the letter of recommendation and designated form to the Letter of Recommendation Submission Website.

STEP 4 **Applicant** The applicant confirms the upload status of the letter of recommendation and form.

STEP 1 Creating an account on the Online Application System

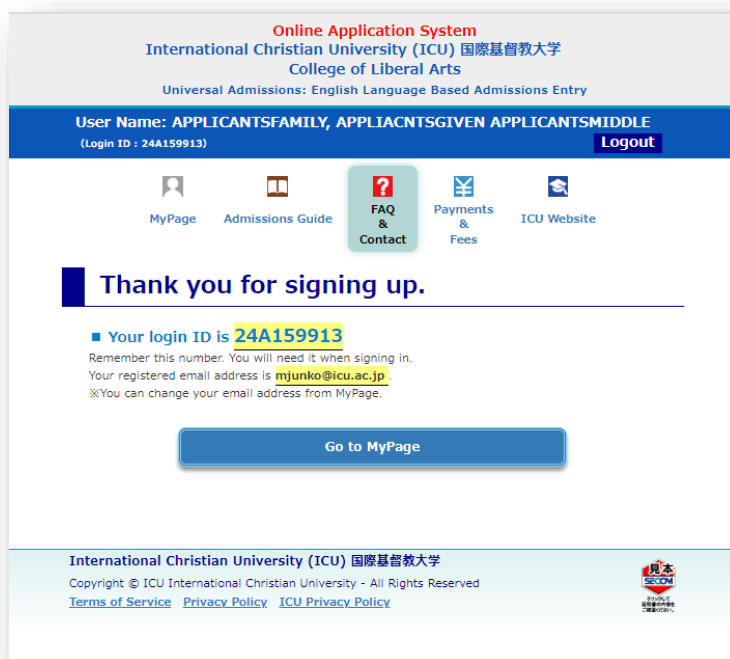
Applicant

Access the Online Application System website to create an account. The account you create will be used from application submission to the notification of decision.

Online Application System:

<https://www.eraku-p.jp/erp/icu-uads/>

When your user registration has been completed, you will be issued a Login ID. Remember this ID as it will be used throughout the application process.



STEP 2 Requesting Recommenders to Create an Account

Applicant

① Request recommenders to create an account by email

- Email two recommenders from your email account.
- Attach the message in the blue box below to request the recommender to create an account and upload a letter of recommendation and a designated form. Select the appropriate form and application period indicated in red before sending the email.
- The criteria for recommenders and necessary form differ according to the student category (Regular / Transfer / One-Year Regular / *Kenkyusei*) you apply for. Confirm [the Admissions Guide](#) for details. Forms can be downloaded [here](#) for your reference.

Message to be attached to the email

(Message begins)

1. Please access the Letter of Recommendation Submission Website to create an account.
<https://www.eraku-p.jp/erp/icu-uads/Lor>
2. After you create an account, please inform me of your Login ID and registered email address.
3. After I register your Login ID and email address on the Online Application System, you will receive an email asking you to upload a letter of recommendation and a designated form.

The form that I would like you to upload: (**FORM I, FORM II, or FORM III**)

4. Please follow the instructions in that email to upload the letter and form to the Letter of Recommendation Submission Website before the deadline below.

Application Period Deadline

[Japan Standard Time]

April 2024 Entry: 23:59 on October 17, 2023,

September 2024 Entry, 1st Application period: 23:59 on January 22, 2024, or

September 2024 Entry, 2nd Application period: 23:59 on March 4, 2024

You can download the designated form and the manual for uploading the letter and form from the website below.

<https://www.icu.ac.jp/en/admissions/undergraduate/engdoc/recommender/>

(End of message)

Recommender 1

Recommender 2

After receiving the above request, each of the two recommenders will:

1. access the Letter of Recommendation Submission Website to create an account; and
2. inform their Login ID and email address to you by email.

STEP 3 Registering Login ID and email address of the two recommenders on the Online Application System

Applicant

① Login to MyPage

After the recommender informs you of their Login ID and email address, access the Online Application System and log in to MyPage. Click the “Register and Send Request” button to proceed to the next page.

Online Application System
International Christian University (ICU) 国際基督教大学
College of Liberal Arts
Universal Admissions: English Language Based Admissions Entry

User Name: APPLICANTSFAMILY, APPLIACNTSGIVEN APPLICANTSMIDDLE
(Login ID : 24A159913) Logout

Website TOP

Admissions Guide

FAQ & Contact

Payments & Fees

ICU Website

MyPage

Online Inquiry Form

Click here to change email address

Eligibility Check

If you are not sure whether you are eligible to apply, fill out the check form(.xlsx) below and send it to the Admissions Center at admissions-center@icu.ac.jp.
<https://www.icu.ac.jp/en/admissions/undergraduate/docs/EligibilityCheckForm.xlsx>

Upload Requests for Recommendations

- Two letters of recommendation must be submitted with designated [forms](#).
For details, refer to [the Admissions Guide](#).
- Check the "[Manual for Applicants on Requesting Letters of Recommendation](#)" for information on how to make requests to your recommenders and follow the instructions.

Recommender 1 (Register your recommender's ID and send a request)
Not requested yet

Register and Send Request

Recommender 2 (Register your recommender's ID and send a request)
Not requested yet

Register and Send Request

NEXT

Applicant

② Requesting the two recommenders to upload a Letter of Recommendation

Enter the recommender's Login ID and email address. Select the appropriate application period and form type, and then enter a message. When completed, click the "Send Request" button.

<Items to enter>

- Recommender's Login ID
- Recommender's Email
- Application Period:
Select the appropriate period.
- Form Type:
Select the appropriate form type.
- Send Message:
Enter message.

Online Application System
International Christian University (ICU) 国際基督教大学
College of Liberal Arts
Universal Admissions: English Language Based Admissions Entry

User Name: APPLICANTSFAMILY, APPLICANTSGIVEN APPLICANTSMIDDLE
(Login ID : 24A159913) Logout

MyPage Admissions Guide FAQ & Contact Payments & Fees ICU Website

Register and Send Request

Recommender 1 (Register your recommender's ID and send a request)

Enter the recommender's information, indicate the type of form (i.e. FORM I/FORM II/FORM III) which the recommender should attach to their letter of recommendation, and write a message to them.

Recommender's Login ID:

Recommender's Email:

Application Period:

Form Type:

Send Mail Message:

Cancel Send Request

Send Request

Recommender 1

Recommender 2

When the request to upload a letter of recommendation and form has been completed, each recommender automatically receives an email with the request.

③ Confirming status of request for Letter of Recommendation

After you complete the request for a letter of recommendation and form, confirm the status of your request on MyPage. The status should change to "Requested" with the recommender's name, Login ID and email address displayed.

Letters of Recommendation Upload Request

- Two letters of recommendation must be submitted with designated [forms](#).
For details, refer to [the Admissions Guide](#).
- Check the "[Letter of Recommendation Request Manual for Applicants](#)" for information on how to make requests to your recommenders and follow the instructions.

Recommender 1 (Requested)

Name : RECOMMENDERFAMILY, RECOMMENDERGIVEN RECOMMENDERMIDDLE
RecomID : 23A123456
Email : recommender@example.com

Recommender 2 (Register your recommender's ID and send a request)

Not requested yet

Register and Send Request

Recommender 1

Recommender 2

After receiving the request via the Online Application System, each recommender will:

1. access the Letter of Recommendation Submission Website and login to MyPage; and

2. upload a letter of recommendation and designated form as requested.



STEP 4 Confirming the Letter of Recommendation Upload Status

Applicant

When the recommender uploads the letter of recommendation and form, you will automatically receive an email notifying you that the upload has been completed. The status indicated in MyPage of the Online Application System should change from "Requested" to "Upload Completed."

Upload Requests for Recommendations

- Two letters of recommendation must be submitted with designated [forms](#).
For details, refer to [the Admissions Guide](#).
- Check the "[Letter of Recommendation Request Manual for Applicants](#)" for information on how to make requests to your recommenders and follow the instructions.

Recommender 1 (Upload Completed)

Name : RECOMMENDERFAMILY, RECOMMENDERGIVEN RECOMMENDERMIDDLE

RecomID : 23A123456

Email : recommender@example.com

Recommender 2 (Requested)

Name : OTHERRECOMFAMILY, OTHERRECOMGIVEN OTHERRECOMMIDDLE

RecomID : 23A987654

Email : otherrecom@example.com

If the status of the recommender does not change to "Upload Completed" when approaching the Application Period Deadline, contact the recommender and ask them to upload the necessary documents immediately.

Application Period Deadline:

April 2024 Entry		23:59 on October 17, 2023
September 2024 Entry	1st Period	23:59 on January 22, 2024
	2nd Period	23:59 on March 4, 2024



After you have completed the data entry for your application and payment of the application fee, ICU will confirm the uploaded documents and change the status to "Received and Confirmed." Note that it may take a week or more for ICU to confirm the documents.

Recommender 1 (Received and Confirmed)

Name : RECOMMENDERFAMILY, RECOMMENDERGIVEN RECOMMENDERMIDDLE

RecomID : 23A123456

Email : recommender@example.com

Recommender 2 (Received and Confirmed)

Name : OTHERRECOMFAMILY, OTHERRECOMGIVEN OTHERRECOMMIDDLE

RecomID : 23A987654

Email : otherrecom@example.com

The submission of the letters of recommendation has been completed.

Request for Letter of Recommendation FAQ

I designated the same person for Recommender 1 and 2 by mistake when I sent requests for a letter of recommendation.

Contact ICU using the Online Inquiry Form on MyPage of the Online Application System. After ICU confirms and cancels one of the requests for a letter of recommendation, contact another recommender to make the request. Inform the situation to the recommender you designated as both Recommender 1 and 2, and ask them to upload one letter of recommendation and designated form.

I designated the wrong form when making the request for a letter of recommendation.

Contact ICU using the Online Inquiry Form on MyPage of the Online Application System. ICU will confirm and cancel the request you sent to the recommender. Re-register the recommender and request them to upload the letter of recommendation and form again.

The recommender does not have an email address with the school domain.

Send the letter of recommendation and the designated form in a sealed school's envelope stamped or signed across the seal by the recommender or a school official by postal mail to the following address. Make sure that the documents arrive at ICU by the Application Period Deadline. The documents may be sent by the applicant or directly from the recommender.

Admissions Center, International Christian University
3-10-2, Osawa, Mitaka, 181-8585, Tokyo Japan

The recommender uploaded a letter of recommendation and form by the Application Period Deadline, but the status has not changed to "Received and Confirmed" yet.

It may take more than a week to confirm an uploaded letter and form since ICU processes all application documents including the letters of recommendation in the order they arrive. The status will be changed as soon as the documents are confirmed. Please refrain from inquiring unless an extended period has passed. Your patience will be appreciated.

If you have any questions before you create an account on the Online Application System, contact us at the email address below.

After you create an account, use the Online Inquiry Form in MyPage to contact ICU for any inquiries until the date of the Notification of Decisions.

Contact Information:

Admissions Center
International Christian University
admissions-center@icu.ac.jp