

How to request document submission for School counselor and Recommenders via OAS

For Applicants: Some of the application documents must be submitted by your school officials and recommenders as the [Admissions Guide 2026](#) specifies.

Follow the step-by-step instructions below and let your counselor and recommenders upload the necessary documents onto the “Document Submission Portal for Counselors and Recommenders (hereafter referred to as ‘Submission Portal’)” by the Application Period Deadline.

The submission portal accepts documents even before the application period starts. Documents arrived after the deadline will NOT be accepted for any reason.

Application Period Deadline :

April 2026 Entry		October 9, 2025
September 2026 Entry	1st	January 14, 2026
	2nd	February 26, 2026

All times are in Japan Standard Time(JST)

◆ Process Overview:

STEP 1 **Applicant** Create an account (MyPage) on the Online Application System (OAS).

STEP 2 **Applicant** Ask your counselor/recommenders to create an account for the Submission Portal. **If they already have an account, they can use it.*

Counselor / Recommender

They inform you of the Login ID and email address they have registered for the Submission Portal.

STEP 3 **Applicant** Register your counselor/recommenders on your MyPage, and send them a document submission request via OAS.

Counselor / Recommender

They upload the requested documents to the Submission Portal.

STEP 4 **Applicant** Check your MyPage if all the requested documents have been uploaded.

**STEPS 2 to 4 must be done for each counselor/recommender.*

STEP 1 Create an Account (MyPage) on Online Application System (OAS)

Applicant

1. Access the Online Application System (OAS) and create an account (MyPage).

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

NOTE: Register an email address that is not likely to be changed until you enter ICU and that you easily check on a daily basis. Important notices from the university will be delivered to this email address.

2. Your Login ID will be shown on the screen and sent via an email. Remember this ID as it will be used throughout the application process.

Thank you for signing up.

■ Your login ID is **25A435183**
Remember this number. You will need it when signing in.
Your registered email address is *******@icu.ac.jp**.
※You can change your email address from MyPage.

Go to MyPage

Click "Go to MyPage" and let's get started.

STEP 2 Request Counselor/Recommenders to Create an Account for Submission Portal

Applicant

1. Ask your counselor/recommenders to create an account on the Submission Portal. *You may use the message template below (if necessary).

Here is the link for the Document Submission Portal. Please create an account and provide me your Login ID and registered email address.

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

I will register your account on the Online Application System (OAS) for applicants. When you receive a document submission request via the OAS, please upload the requested documents by the Application Period Deadline.

[Application Period Deadline] (In Japan Standard Time)

- April 2026 Entry: 23:59 on October 9, 2025,
- Sept. 2026 Entry, 1st Application period: 23:59 on January 14, 2026, or
- Sept. 2026 Entry, 2nd Application period: 23:59 on February 26, 2026

Further details can be found on the linked webpage below, which leads you to the "Counselors/Recommenders Manual" and the downloadable forms.

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

- 2. Wait for the counselor/recommenders to:
 - a. Access the Submission Portal to create an account, and
 - b. Inform you of their Login ID and registered email address.
- 3. Receive the counselor/recommenders' Login ID and registered email address.

STEP 3 Register the counselor/recommenders on MyPage & Send them a document submission request via OAS

Applicant

- 1. Log in to MyPage on OAS (<https://www.eraku-p.jp/erp/icu-uads/>).
- 2. Select the person you would like to request a document. Then, click the “Register and Send Request” button to proceed.

Counselor (Register your counselor's ID and send a request)
Not requested yet

Register and Send Request

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

- 3. Register your counselor/recommender’s account information (Login ID and email address) and choose only one application period.
- 4. Tick the documents that you need the counselor/recommender to upload*.

Requested Documents:

☒ Letter of Recommendation

☒ Official Transcript

☒ Predicted Grade Report (IB / GCE A Level)

☐ Others

☒ School Report

*Refer to the Admissions Guide 2026 for what documents should be selected.

- 5. Enter the message (if any) to the counselor/recommenders.
- 6. Click the “Send Request” button to complete and go back to MyPage.

Cancel

Send Request

7. You will find the status as “Requested” for the person you sent a request. Make sure to register and send a request to both Counselor and Recommenders. You need to duplicate the step 3-2~6 for each person.

The screenshot displays a web interface with three sections. The top section, titled 'Counselor (Requested)', shows details for 'ICU, COUNSELOR ONE' with a 'RecomID : 25R302373' and an email 'xxxxxxxx@icu.ac.jp'. A red box with an arrow points to this section with the text 'Your request has been sent to the person when you see “Requested”.' Below this are two identical sections for 'Recommender 1' and 'Recommender 2', both labeled 'Not requested yet' and featuring a blue 'Register and Send Request' button.

8. Wait for the counselor/recommenders to:

- Access the Submission Portal; and
- Upload the requested documents.

STEP 4 Check the Status for Each Request

Applicant

1. Once the counselor/recommender has uploaded the requested documents, the status on MyPage will change from "Requested" to “Uploaded.”

The screenshot shows the same interface as before, but the top section is now titled 'Counselor (Uploaded)'. The details for 'ICU, COUNSELOR ONE' remain the same. A red box with an arrow points to this section with the text 'The documents has been uploaded from the person when you see “Uploaded”.' The recommender sections remain unchanged.

NOTE: If the status remain “Requested” as the Application Period Deadline approaches, remind your counselor/recommender to upload all requested documents within the period.

2. (After the Application Period starts) Once you complete the required data entry and application fee payment, ICU will review all uploaded documents for your application and change the status to "Received and Confirmed."

**It usually takes several weeks for the university to review all documents.*

**The submission of the necessary documents
by the counselor/recommenders is complete.
Thank you for your cooperation!**

Frequently Asked Questions:

Q1. I mistakenly registered the same person for Recommenders 1 and 2 when sending a request via OAS to upload a letter of recommendation.

A1. Contact ICU through the Online Inquiry Form in MyPage of the Online Application System (OAS) so that ICU can cancel one of the requests for your letter of recommendation. Then, contact another recommender to redo the request. Inform the first recommender that one of the two requests has been canceled, but the other remains.

Q2. The counselor/recommender has technical difficulties in using the Submission Portal and it appears they cannot solve it by any means.

A2. ICU may accept the documents via email attachments from school officials or the postal mail service. Please note that when mailing/emailing a letter of recommendation, a completed [Information Sheet](#) must be attached.

When emailing the file(s), please direct them to admissions-center@icu.ac.jp. Make sure that an official email account (with a school domain) is used so ICU can verify the sender's identity. If a private free email service such as Gmail is used, ICU may ask the sender's affiliated institution to confirm their identity.

The following is the address to send the documents by postal mail. Confidential documents such as letters of recommendation and completed "School Report" forms must be enclosed in a sealed envelope signed or stamped across the flap by the counselor/recommender or other school official.

Admissions Center, International Christian University
3-10-2 Osawa, Mitaka-shi Tokyo 181-8585, JAPAN
Tel: +81-422-33-3700

Note that arrival after the deadline will NOT be accepted for any reason.

***ICU will accept the documents via email/mail even before the application period starts.**

Q3. I went to two or more high schools and want to register several school counselors for my previous school(s).

A3. Only one slot is available for counselor so please register the graduating (or graduated) school's counselor onto OAS. Then, inform other school's counselor to send the requested documents via email attachment at admissions-center@icu.ac.jp with using the school's official email account.

Q4. The counselor/recommender has uploaded the required documents by the Application Period Deadline, but the upload status indicated on MyPage has not changed to "Received and Confirmed" yet.

A4. It may take several weeks for the uploaded documents to be fully reviewed. The upload status will be changed as soon as the documents are confirmed. Your patience will be appreciated.

If you have any questions before signing up for the Online Application System (OAS), contact us at the email address below.

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