

Counselors/Recommenders Manual

Dear Counselors/Recommenders:

Upon a request from your student, please upload the document(s) to the Document Submission Portal. This makes an indispensable component for the student's application to ICU for the 2026 (April/September) entry. It would be appreciated if you could provide valuable insights into the student by submitting the requested document(s) **by the Application Period Deadline**. **The Submission Portal accepts your document(s) even before the application period starts. Documents arrived after the deadline will NOT be accepted for any reason. Thank you for your understanding.**

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)

➤ Items for school counselors:

- ☐ Official Transcript
- ☐ Certificate of (Expected) Graduation
- ☐ School Report or Enrollment Certificate (in [ICU's designated form](#))
- ☐ Other documents (a diploma, completion exam result etc.)

➤ Item for recommenders:

- ☐ Letter of Recommendation

[Notes]

- When sending you a request via the Online Application System (OAS), applicants authorize all requested information and records to be released to ICU.
- They also agree to waive the right to review confidential documents such as the completed "School Report" form and letters of recommendation.
- Provided information will be used solely for admissions purposes. ICU maintains strict confidentiality requirements in compliance with laws and regulations.

◆ Overview of Procedures

STEP 1

Counselor / Recommender

Sign up for the Submission Portal and inform the applicant of your account info. Then, wait for the request message sent by the applicant.

**Create one account only. Provide the account information to each applicant when you receive multiple requests.*



Applicant

The applicant registers you on OAS and send you a document upload request.

STEP 2

Counselor / Recommender

Upload the requested documents to the Submission Portal.

STEP 1 Create an Account on Submission Portal

Counselor / Recommender

1. Click the link below and sign up for the Submission Portal. **Create one account only.*
<https://www.eraku-p.jp/erp/icu-uads/Lor/>
2. Inform the applicant of your Login ID and registered email address.
**Provide the account information to each applicant when you receive multiple requests. Since each user is authenticated with the one-time password, security concerns are negligible.*

User Registration Completed

■ Your login ID is **26R123456**
Remember your login ID as you will need it to log in to MyPage.
Your registered email address is *******@icu.ac.jp**.
※You can change your email address from MyPage.

■ Please provide this Login ID and your registered email address to your student(s).
The student(s) will register your account on the Online Application System and send you a request (via the system) to upload documents for them.

[Go to MyPage](#)

Applicant

The applicant registers your Login ID and email address on OAS and sends you a request to upload the documents.

Counselor / Recommender

3. You will receive a request message to your registered email address.

STEP 2 Upload the Requested Documents

Counselor / Recommender

1. Check your MyPage and find the "List of Upload Requests".
2. Choose the applicant for whom you will upload the requested documents.
3. Click the "Input" button.

List of Upload Requests					
Request date	Requested as	Applicant Name / email	Application Period	Input Information	Uploaded files
August 17 11:50 2025 (JST)	Recommender	3. KOKUSAI, Motoko Christian 5. xxxxxxxxxxxx@icu.ac.jp	April 2026 Entry	Input	Upload

4. Provide the information on applicant.

For counselors: If you are not asked to write a letter of recommendation for the student but to upload other requested documents alone, please tick the box below and click the "Save & Back to MyPage" button.

☐ I will not upload a letter of recommendation for the applicant.

For recommenders: Please complete the form below to provide the necessary information about your student (applicant).

1. How long have you known the applicant in what capacity?

e.g., I have known this student for four years, as her biology teacher.

2. Compared to other students in the class, how do you rate this student in terms of:

	No basis	Below average	Average	Good (above ave.)	Very Good (well above ave.)	Excellent (top 10%)	Outstanding (top 5%)
Academic achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal qualities and characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Our school policy does not allow me to answer this question.

3. Do you recommend this student for admissions to International Christian University?

☐ No ☐ With reservations ☐ Fairly strongly ☒ Strongly ☐ Enthusiastically

☐ Our school policy does not allow me to answer this question.

5. Save the information and go back to MyPage.

You cannot edit the contents again once you click "Save & Back to MyPage".

You can view your entry by clicking "View" shown in the List of Upload Requests.

If you want to rectify the contents, contact the ICU Admissions Center via the Online Inquiry Form.

6. Click the "Upload" button under the List of Upload Requests and upload the document(s).

Applicant Information

Applicant Name

KOKUSAI, Motoko Christian

Applicant Email

xxxxxxxxxxxxx@icu.ac.jp

Requested Documents:

☐ Letter of Recommendation

☒ Official Transcript

☒ School Report (a designated form)

☐ Predicted Grade Report (IB/GCE A ifvel)

☒ Others

Certificate of Expected Grad

Document Type:

(Select one from the pull-down list) ▼

(Select one from the pull-down list)

Official Transcript

School Report (a designated form)

Other Documents

Select the document type from the list, then click "Choose file". Once you choose file, click "Upload" button.

Choose file

7. Duplicate the process (see 7.) and add all files to the list.

Official Transcript 6.Trs_academic transcript sample.pdf (upd:07/22 16:45) -Remarks- [Delete] Special Remarks: This transcript covers the most recent grades for the applicant, including the first semester of Grade 12.	
School Report (a designated form) 6.Sch Repo_SchoolReport.pdf (upd:07/22 16:46) [Delete]	
Other Documents 6.Othr_senior_high_school_diploma_sample.pdf (upd:07/22 16:47) -Remarks- [Delete]	

Document Type: (Select one from the pull-down list) ▼	NOTES: <ul style="list-style-type: none">• Click the file name to review the uploaded document.• Click the “Delete” to delete the file from the list. Files cannot be deleted once received and confirmed by ICU.
Upload File (Limit 20MB): <div></div> <div>Choose file</div>	
Special Remarks: <div></div>	

	<ul style="list-style-type: none">• If multiple documents under the same file name have been uploaded, ICU refers to the most recently uploaded one.• Special remarks will not be displayed to students.
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8. Please double check the uploaded documents and return to MyPage. ICU may send you a message via the Online Inquiry Form regarding the uploaded documents. Thank you for your cooperation!

Frequently Asked Questions

Q1. I have informed the applicant of my account info, but the applicant's name does not show on the List of Upload Requests on MyPage.

The applicant's name is not indicated presumably because the applicant has not registered your Login ID and email address on the Online Application System (OAS) yet. Please inform the applicant to register your account info on OAS.

Q2. Can I use an account created for the April entry for the September entry?

You can use the same account for both the April entry and September entry.

Q3. I have encountered technical difficulties in using the Submission.

Submit the documents via email or the postal mail service as instructed below.

- ✓ A letter of recommendation must be attached with a completed [Information Sheet](#).
- ✓ Make sure to use an email account with a school domain to verify the sender's identity. If Gmail, yahoo, Hotmail etc. is used, sender's additional verification might be required.
- ✓ When mailing the confidential documents such as letters of recommendation and School Report, they must be enclosed in a sealed envelope signed or stamped across the flap by the recommender/counselor.

[Mailing and email address to send the documents to ICU]

Admissions Center, International Christian University
3-10-2 Osawa, Mitaka-shi Tokyo 181-8585, JAPAN
Tel: +81-422-33-3700
E-mail: admissions-center@icu.ac.jp

Documents arrived after the deadline will NOT be accepted for any reason.

End.