

Website Application System for TSF Fellowship Operating Manual for Applicant



Takeda Science Foundation Fellowship Program



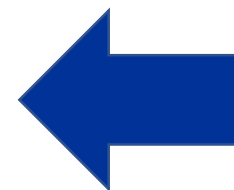
ID

Password

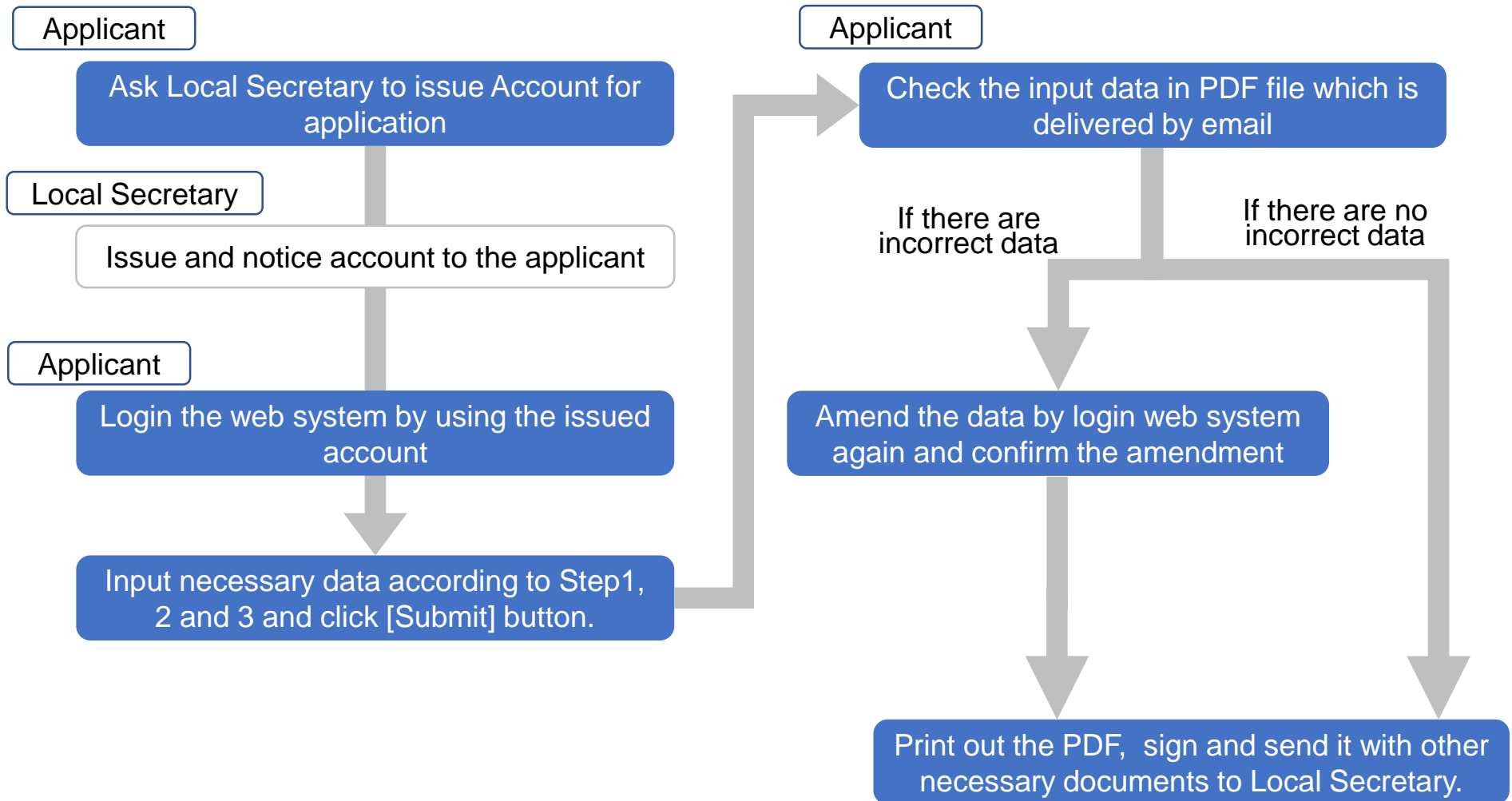
 Applicant

 Mentor

 Secretary

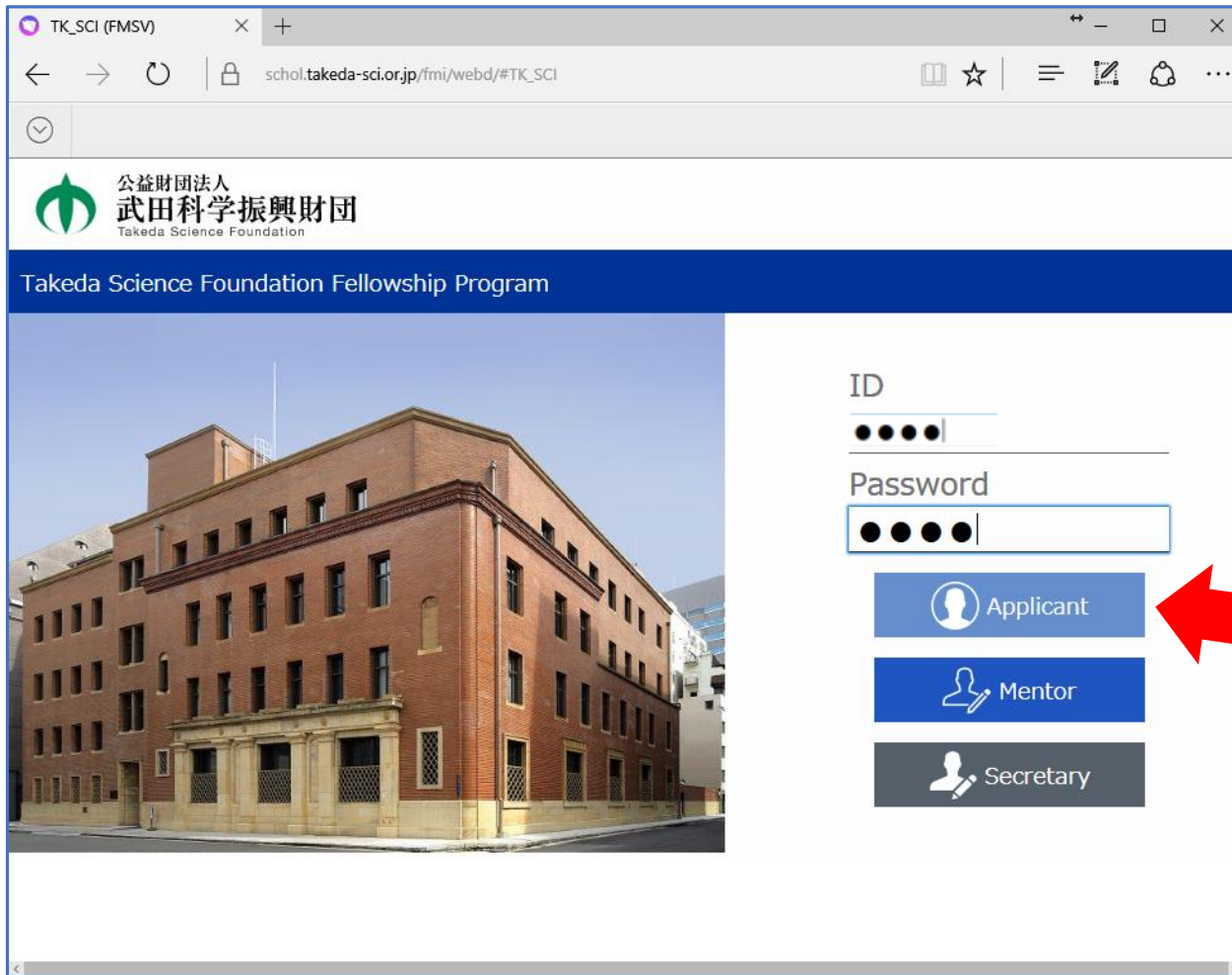


1. Operation Flow



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

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.

Applicant

3. Log out from Website Application System

TK (POOH@aws) × +

pooh.balloon.co.jp/fmi/webd/#TK_SCI

日本語 English

Application For Fellowship Step 1 Step 2 Step 3 Change Password Log out

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
Last Name check
Middle Name
Nationality
Home Address Street, Room No., etc.
Town, City, etc.
Prefecture, State, etc.
Zipcode
Phone No.
Fax No.
E-mail

Place of birth
Sex
Date of birth yyyy/mm/dd i.e. 1980/06/30
Age
Occupation
Office Name
Department
Position
Office address Street, Room No., etc.
Town, City, etc.
Prefecture, State, etc.
Zipcode

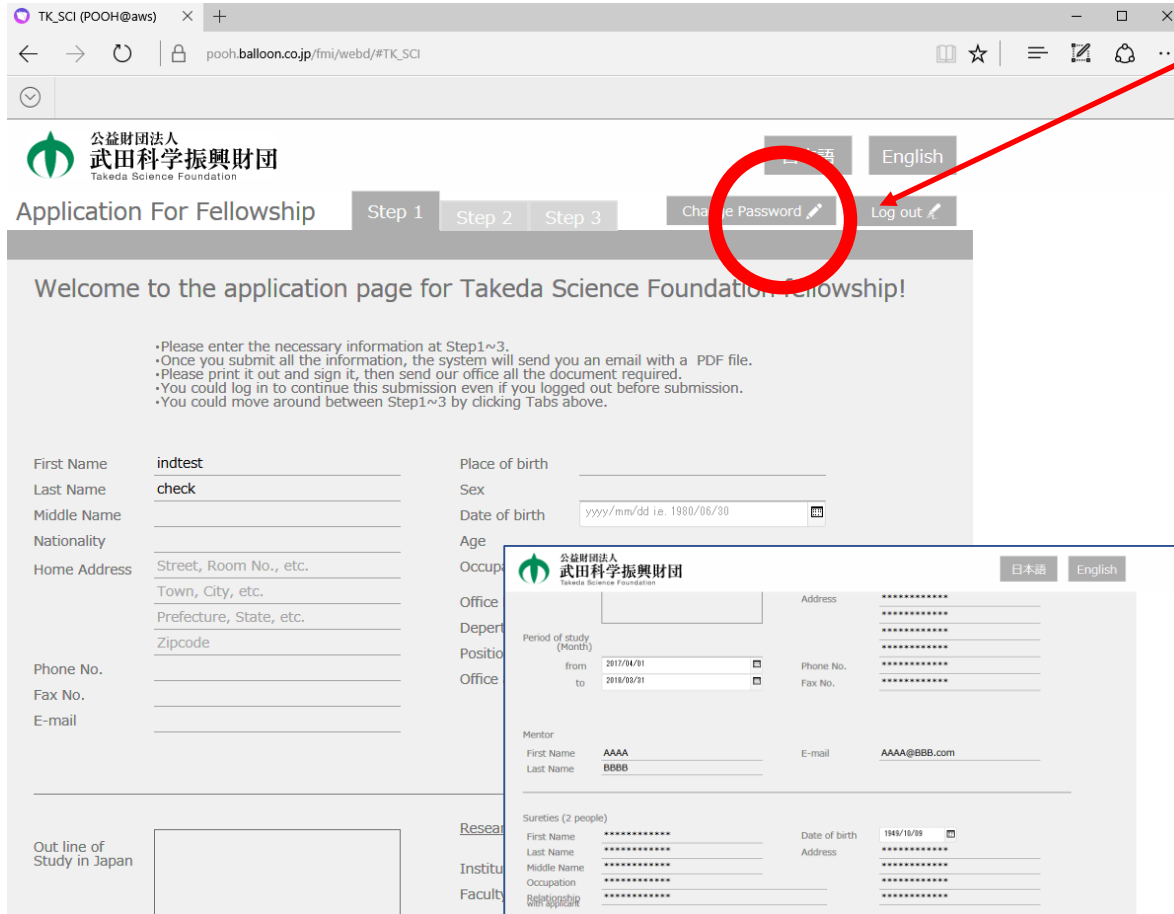
Out line of Study in Japan

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



TK_SCI (POOH@aws) x +
pooh.balloon.co.jp/fmi/webd/#TK_SCI

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

Application For Fellowship

Step 1 Step 2 Step 3 Change Password Log out

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
Last Name check
Middle Name
Nationality
Home Address Street, Room No., etc.
Town, City, etc.
Prefecture, State, etc.
Zipcode
Phone No.
Fax No.
E-mail

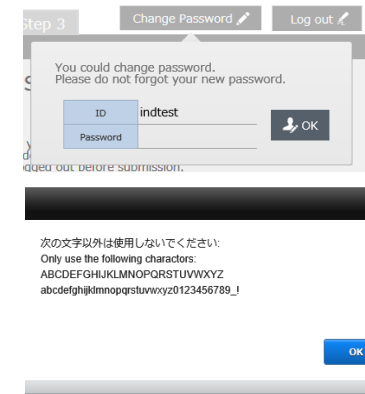
Place of birth
Sex
Date of birth yyyy/mm/dd i.e. 1980/06/30
Age
Occupation
Office Address
Department
Position
Office Phone No.
Fax No.

Period of study (Month)
from 2017/04/01
to 2018/03/31
Mentor
First Name AAAA
Last Name BBBB
E-mail AAAA@BBB.com

Sureties (2 people)
First Name
Last Name
Middle Name
Occupation
Relationship with applicant
Date of birth 1949/10/09
Address
First Name
Last Name
Middle Name
Occupation
Relationship with applicant
Date of birth 1969/01/01
Address

Out line of Study in Japan
Research Institution
Faculty

By clicking [Change Password] button, your Password can be changed.
In the case, don't forget the new Password.



Step 3 Change Password Log out

You could change password.
Please do not forget your new password.

ID indtest
Password

OK

次の方文字以外は使用しないでください:
Only use the following characters:
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz0123456789_!

OK

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.

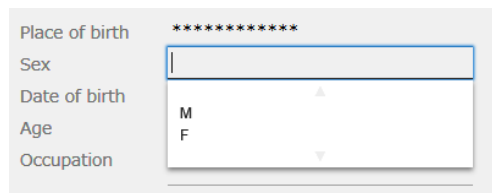
To go to next Step, click [Next] after filling each column in each Step.

※ Scroll down to the bottom and be careful not to leave column open.

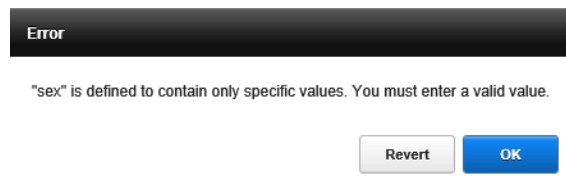
Applicant

5. Note for input of your data

How to input Gender:

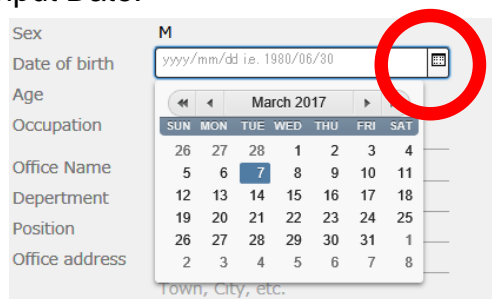


Place of birth *****
Sex [Dropdown menu with M and F]
Date of birth
Age
Occupation



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 yyyy/mm/dd ie. 1980/06/30
Age
Occupation
Office Name
Department
Position
Office address
Town, City, etc.



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.

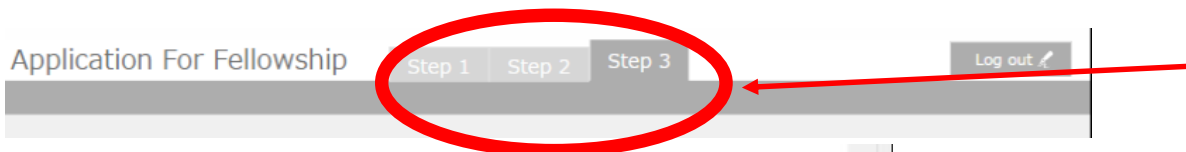
※Example of proper input: 2017/01/01

How to attach ID Photo:



Drug 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, drug and drop a new photo on the first one.

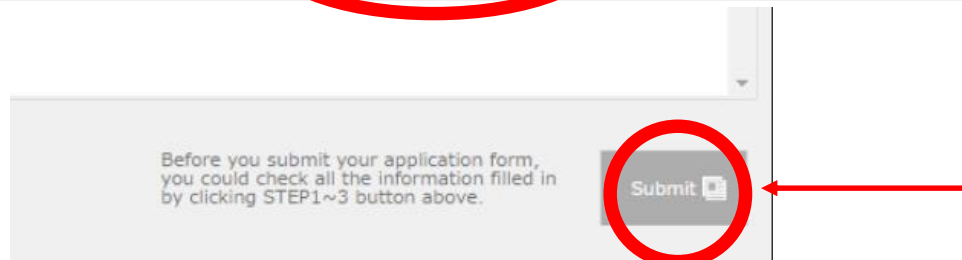
6. Examine Input Data and Submit Application



Input data in columns in Step1, Step2 and Step3.
If you want to go back to previous Step, click the tab you want.

After filling all necessary columns, examine input data from Step1 to Step3 again before submission.

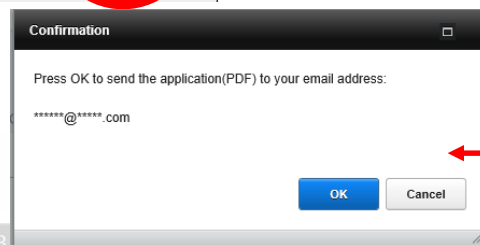
Amend if there are incorrect data, in case of no incorrect data, click [Submit] button in the bottom of Step3.



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.



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.

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, click "Error" button and send an email noticing the error to Japan Secretary.

