

# Application form and Notification of Master's thesis output manual

1. After logging in the Gakumu Information system, click “Course grades”.

The screenshot shows the Gakumu Information system interface. At the top, there are font size options (S, M, L) and language selection buttons (日本語, English). The Tokyo University of Foreign Studies logo is visible in the top right. A navigation menu contains buttons for Top page, Messages, Course grades (highlighted with a red rectangle), karte, Register Information, and Various settings. Below this are buttons for Que. Responses, Que. Results, Lost/found items, Search syllabi, Annual event, and Login history. A Seminar button is also present. Further down, there are Messages and News for Students sections, and a Manual button. At the bottom, there is a date selection field, a Jump to selected date button, a Refresh button, and Previous week/Next week buttons. A Schedule table label is at the very bottom.

2. Click “Thesis title”.

The screenshot shows the 'Course grades' page in the Gakumu Information system. The top navigation bar includes font size options (S, M, L) and language selection buttons (日本語, English). The Tokyo University of Foreign Studies logo is in the top right. The main navigation menu has buttons for Top page, Messages, Course grades (highlighted with a red rectangle), karte, Register information, and Various settings. Below this are buttons for LotMenu, LotResult, Course registration, Course schedule, Course grades, and Thesis title (highlighted with a red rectangle).

3. Click “Proceed to edit screen”.

Font size S M L      日本語 English      東京外国語大学 Tokyo University of Foreign Studies

Top page トップページ    Messages メッセージ    **Course grades** 履修・成績情報    karte 教職カルテ    Register information 学籍情報    Various settings 各種設定

LotMenu    LotResult    Course registration    Course schedule    Course grades    Thesis title

Thesis title etc

Degree	---
Thesis title	
Title in English	
Title in Japanese	
Master's Thesis / Master's Research	---
Japanese language / Other language	---

In case you write Master's thesis or research in English, please enter the same title in "Thesis title" as in "English title".

**Proceed to edit screen**

Output application form for degree (English)    Output notification of Thesis (English)

4. After filling out each box, click “Proceed to confirmation screen”.

Font size S M L      日本語 English      東京外国語大学 Tokyo University of Foreign Studies

Top page トップページ    Messages メッセージ    **Course grades** 履修・成績情報    karte 教職カルテ    Register information 学籍情報    Various settings 各種設定

LotMenu    LotResult    Course registration    Course schedule    Course grades    Thesis title

Thesis title etc > Edit

Degree	Master of Arts(International Studies)
Thesis title	【Thesis title】
Title in English	【Thesis title】
Title in Japanese	【Thesis title】
Master's Thesis / Master's Research	Master's Thesis
Japanese language / Other language	Other language

If written in English, "Thesis title" and "English title" shall be the same.

Cancel    **Proceed to confirmation screen**

**【Note】**

Please enter the same title in “Thesis title” and “Title in Japanese” as in “Title in English”.

5. After confirming there are no mistakes, click “Confirm”.

Font size  S  M  L  日本語  English

東京外国語大学  
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Top page トップページ Messages メッセージ Course grades 履修・成績情報 karte 教員カルテ Register information 学籍情報 Various settings 各種設定

LotMenu LotResult Course registration Course schedule Course grades Thesis title

Thesis title etc > Edit > Confirmation

Degree	Master of Arts(International Studies)
Thesis title	[Thesis title]
Title in English	[Thesis title]
Title in Japanese	[Thesis title]
Master's Thesis / Master's Research	Master's Thesis
Japanese language / Other language	Other language

If written in English, "Thesis title" and "English title" shall be the same.

6. Click “Output application form for degree (English), and you can retrieve Application form for the Master’s degree. Click “Output notification of Thesis (English), and you can retrieve Notification of Master’s thesis 2024”. After filling in blanks in Application form for the Master’s degree, submit both forms in Excel format to Google Classrooms.

Font size  S  M  L  日本語  English

東京外国語大学  
Tokyo University of Foreign Studies

Top page トップページ Messages メッセージ Course grades 履修・成績情報 karte 教員カルテ Register information 学籍情報 Various settings 各種設定

LotMenu LotResult Course registration Course schedule Course grades Thesis title

Thesis title etc > Edit > Confirmation > Completion

Degree	Master of Arts(International Studies)
Thesis title	[Thesis title]
Title in English	[Thesis title]
Title in Japanese	[Thesis title]
Master's Thesis / Master's Research	Master's Thesis
Japanese language / Other language	Other language

①  ②

# ① Sample of Application form for the Master's degree

Please fill in the boxes highlighted yellow by yourself. For other boxes, necessary information is inputted automatically.

(学位審査等に関する細則第3条(修士))

Date:

day \_\_\_\_ month \_\_\_\_ year \_\_\_\_

## Application form for master's degree

To Dean of the Graduate School of Global Studies

Year of entrance \_\_\_\_\_

Student ID No. \_\_\_\_\_

Course title \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

TEL \_\_\_\_\_

E-mail \_\_\_\_\_

I will submit the following documents and apply for the degree of Master of Arts ( \_\_\_\_\_ ) in accordance with the provisions of Article 3 of Detailed regulation pertaining to Tokyo University of Foreign Studies Degree Review, etc.

【The documents for submission】

- ◆ master's thesis
- ◆ thesis abstract

Your name on the Diploma

The same name will be printed on your diploma as entered in this column.

\* If you prefer your name in Kanji letters:

Please enter your name exactly as it is listed in family register.

\* If you prefer your name in Roman letters:

Please make clear the uppercase and lowercase letters and the spacing between the names.

Personal information written on this form shall be used only for academic purpose regarding master's thesis.

## ② Sample of Notification of Master's Thesis

(学位審査等に関する細則第2条(修士))

# Notification of Master's Thesis

To Dean of the Graduate School of Global Studies

Supervisor			
Course title		Student ID No.	
Year of Entrance		Date of Birth	
Name in Japanese			
Name in English			
Thesis    •    Research    (circle either one)			
Thesis / Research Title in English			
Thesis / Research Title in Japanese	N/A		
In case you change thesis title after submitting "Notification of master's thesis title", you need to submit an approval email of your supervisor.			

Personal information written on this form shall be used only for your academic advising and confirming your thesis title.