

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 several buttons: Top page, Messages, Course grades (highlighted with a red box), karte, Register Information, and Various settings. Below this menu are buttons for Que. Responses, Que. Results, Lost/found items, Search syllabi, Annual event, and Login history. A Seminar button is located below the navigation menu. On the left, there are Messages and News for Students sections. A Manual button is on the right. At the bottom, there are buttons for Jump to selected date, Refresh, Previous week, and Next week, followed by a Schedule table section.

2. Click “Thesis title”.

The screenshot shows the 'Course grades' page in the Gakumu Information system. 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 several buttons: Top page, Messages, Course grades (highlighted with a red box), karte, Register information, and Various settings. Below this menu are buttons for LotMenu, LotResult, Course registration, Course schedule, Course grades, and Thesis title (highlighted with a red box).

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  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

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 2026”. After filling in blanks in Application form for the Master’s degree, submit both forms in Excel format to Google Classrooms.

Font size  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.