

How to nominate

In order to nominate, the following student information is required.

- Name : First name/Middle name/Family Name
- Date of Birth : Year/Month/Day
- Sex : Male, Female, Other
- Nationality
- University
- Department
- Year at University : U1, U2, U3, U4, U5, M1, M2, M3, D1, D2, D3
- e-mail address
- GPA (out of 4.0)
- Motivation Paper :
 - ① To fill in the Excel file attached to this email.
 - ② To submit it through the website.

1. Click here (https://kitos-001.jp/ocha_online-summer2022/entry/RegTop.aspx) and you can see the screen below.



2. Scroll down to “New nomination” Here is the entrance to nominate your students.

Click “New Nomination” and a new page will be opened as the below.

Nomination / Login

Sign in
To add to an existing nomination, please enter "Account ID" and "Password".

Account ID

Password

Sign in

[Forgot your password? Click here](#)

Nomination
Click below to open a new nomination.

New Nomination

Info
Academic and Administrative Support
Ochanomizu University Summer Program Office
E-mail: ocha-summer@cc.ocha.ac.jp

IT and Payment Support
KEIO Travel Agency Co.,Ltd.
E-mail: h.igari@keio-kanko.co.jp, y.sawada@keio-kanko.co.jp

3. Fill out the form and attach their motivation paper.
Please note you need to set a password for each student.

- Passwords must be 6-20 characters in length and must contain at least 1 number.
- The password is required to retype the form.
- Please do not share it with your students.

代理登録

the ONLINE Ocha Summer Program in 2022

Personal Information

The information of the contact person at your university.

Name of the contact person at your university*
Please enter the name.

Position of the contact person at your university*

E-mail address of the contact person at your university*

Please retype the same E-mail address.

Student information

Account password*

Please retype the same Password.

First Name*

Middle Name

Family Name*

University*
Select your university.

4. Click "Choose the File" to choose the file and then click "Upload File" to upload it when you attach the file of motivation paper. The file type should be EXCEL.

① Click her to choose the file.

Upload file

Motivation paper
Excel Only

*Please ↓ click this button, and select your "Excel" file. Next, click "Upload File" button.

ファイルの選択 ファイルが選択されていません

Academic and Administrative Support
Ochanomizu University Summer Program Office
E-mail: ocha-summer@cc.ocha.ac.jp

IT and Payment Support
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② Click her to upload the file.


5. After completing the registration of the nomination, you can see the screen below. An account ID will be issued to each nominated student. It is required to retype the form.

0003 LogO

代理登録

the ONLINE Ocha Summer Program in 2022

New Registration completed.



Account ID : 0003
Thank you for your registration.
Registration completed and send you the email.

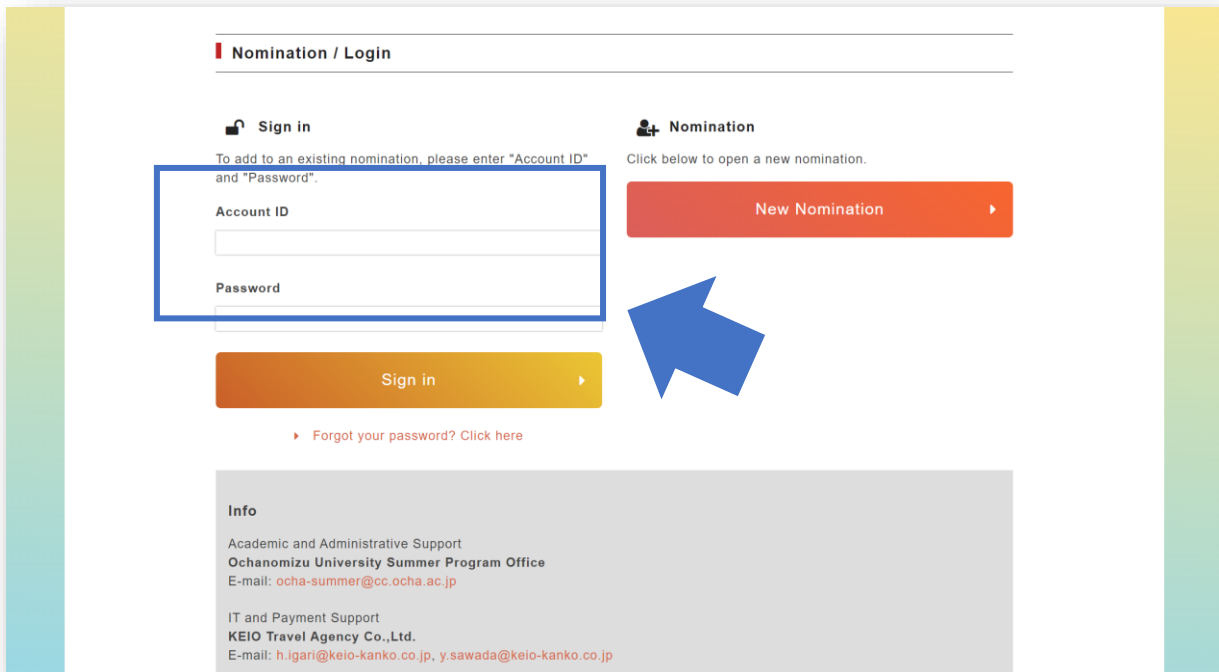
Please access "My Page", if you confirm the registration.

*Do not use "Back" button with all browsers.

In order to nominate additional students, you must log out. To log out, please click here.

How to retype the form

1. Fill in the account ID and the password.



Nomination / Login

Sign in
To add to an existing nomination, please enter "Account ID" and "Password".

Account ID
Password

Sign in

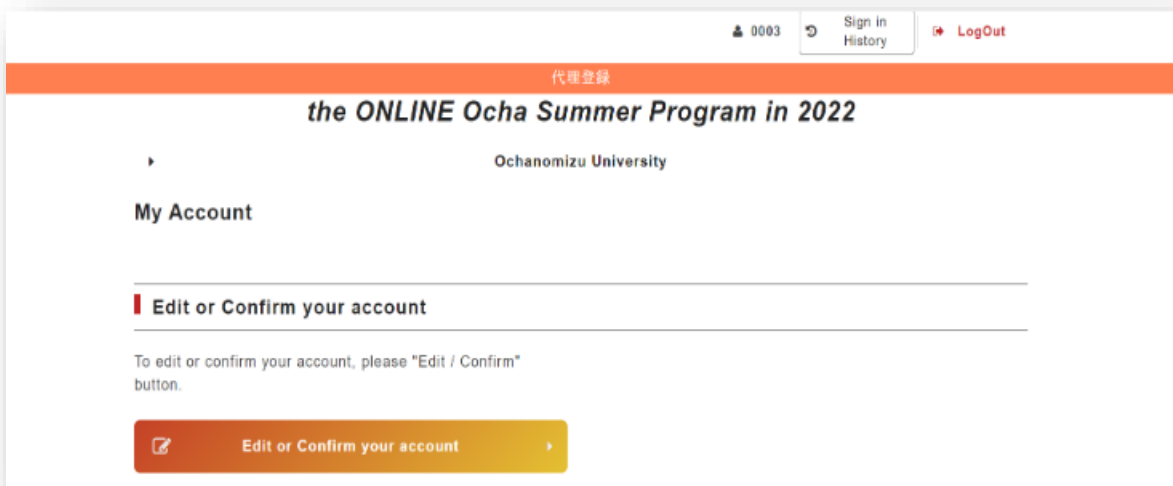
[Forgot your password? Click here](#)

Nomination
Click below to open a new nomination.

New Nomination

Info
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2. Click "Edit Confirm your account"



0003 Sign in History LogOut

代理登録

the ONLINE Ocha Summer Program in 2022

Ochanomizu University

My Account

Edit or Confirm your account

To edit or confirm your account, please "Edit / Confirm" button.

Edit or Confirm your account

Please contact us If you have any...

- Contact KEIO travel agency if you have any inquiries and troubles about operation on the website.
- Contact Ocha summer program if you have any questions about the program (course contents, schedule and so on.)