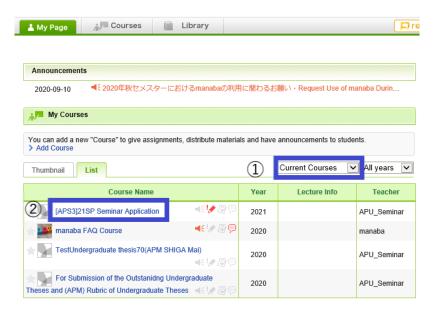
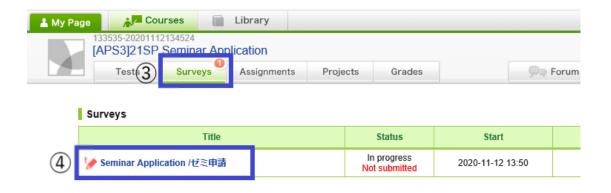
Application Procedure for Undergraduate Seminar Courses (via manaba)

Application Period: $2020/12/2(10:00) \sim 2020/12/16$ (16:30 JST)

- 1. Log in to manaba
- 2. ①Go to "Current Courses" and click on ② "21SP Seminar Application"



3. Go to ③"Surveys" and click on ④"Seminar Application"



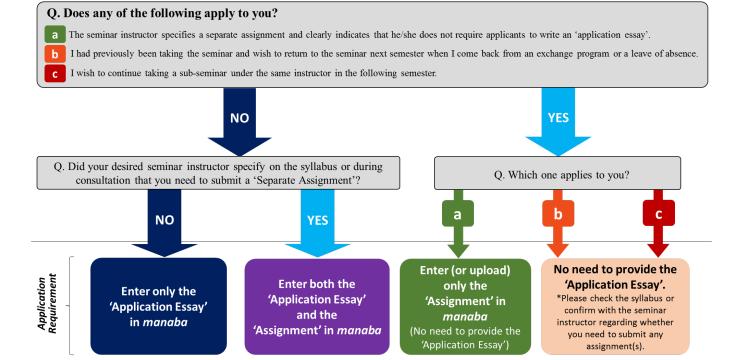
4. You will see the screen shown below. Click on "Start"



5. Fill in the necessary information, reading the instruction shown on manaba carefully. Select your first choice (required) and second choice (optional) for the main seminar, and sub-seminar (optional only for the 3rd year students). *If only applying for a sub-seminar, keeping your current main seminar registered, please select "Only applying for a sub-seminar". Enter your application essay and submit your assignment if assigned by your instructor. **It is recommended that you prepare the essay beforehand using MS word or any equivalent word processing software. Please read the important notes below carefully.

Please read the following precautions before submitting your application

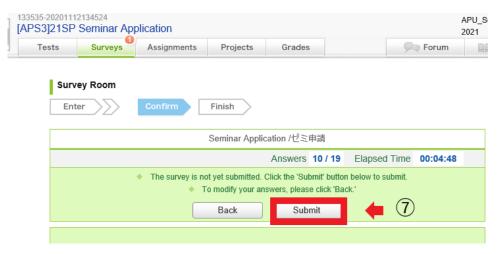
Students are allowed to have up to 2 choices for a main seminar. Note that if you applied for only 1 main seminar and did not get accepted, you will not be able to apply for any other seminar classes for the remainder of the semester. XIf you do not get accepted into your 1st choice main seminar, you will automatically be screened for your 2nd choice. If you get accepted in your 2nd choice it will be registered as your main seminar. **Notes Cancellations or changes cannot be made once you have submitted your application(s). **Students are only allowed take a main seminar class from within their college. (However, you may take a sub-seminar from either college.) %Make sure to pay attention to the symbols on the seminar class list: "-", " \circ ", " \bullet ", " \bullet ", etc. *Make sure to consult with your desired seminar supervisor(s) before the application period. **X**As a standard requirement, applicants must provide an essay stating the reason why they wish to apply for the seminar ('application essay'). However, note that there are cases in which applicants are exempted from submitting this essay (*Refer to the figure below) XIn addition to the 'application essay', some seminar instructors may require applicants to submit an Application assignment(s). Essay / **Assignment** consultations regarding the application requirements. *As you are to enter the essay and/or assignment directly into the application page in manaba, we strongly recommend that you prepare your essay/assignment beforehand using MS word(or any equivalent word processing software).



6. Click on the "Confirm" button after filling in the necessary information.



7. You will see the following screen if you have filled in each item necessary for application. Then, click on ⑦"Submit".



8. Please be sure to the "Finish" button is shown in blue.

