

**Science Tokyo Learning Portfolio System
International Experience/Study Abroad
Certification Function
User Manual
(for Students)**

Updated January 2025

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1 Notes

1-1 Recommended Browsers

■PC

Microsoft Edge (Latest Version)
Google Chrome (Latest Version)
Mozilla Firefox (Latest Version)
Safari (Latest Version)

2 Overview

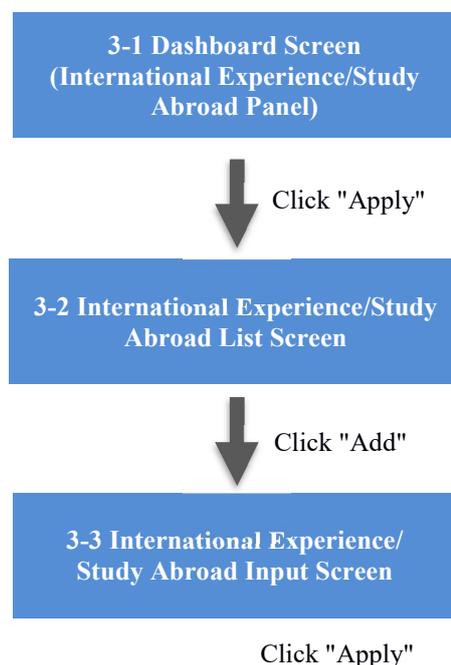
2-1 Science Tokyo Learning Portfolio System – International Experience/Study Abroad Certification Function

This function allows students to apply for approval and certification of their international experience/study abroad by their academic advisor or supervisor.

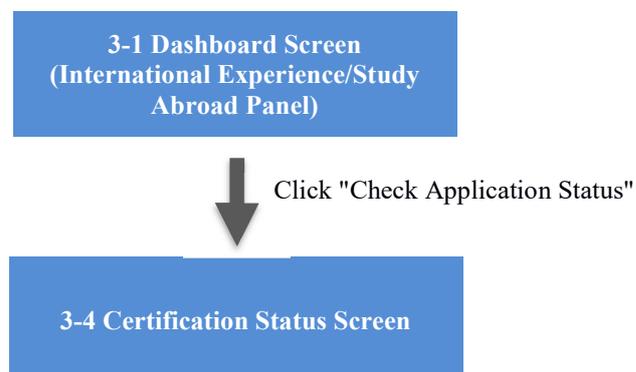
2-2 Main Procedures

Please refer to "3 Screen Configuration" for details of each screen.

Application Procedure



Confirmation Procedure



3 Screen Configuration

3-1 Dashboard Screen (International Experience/Study Abroad Panel)

① **Apply** button

② **International experience - Yet to be certified** header

③ **Check application status** button

④ **Record of International Experience** and **Record of Study Abroad** sections

⑤ **Global Scientists and Engineers Course** section

⑥ **Courses certified for international experience** section

International Experience and Study Abroad

International experience - Yet to be certified

Check application status

For your international experiences to be recognized, they must be one of the following: certified international activities (presentations at international conferences, workshops in foreign languages, etc.), certified study abroad, completion of any level of the Global Scientists and Engineers Course (for students enrolled up to AY 2023), completion of courses certified for international experience. To have your international experience and study abroad certified, please apply through your academic advisor or academic supervisor.

Record of International Experience

In process	ニューヨーク	Last Updated: 2024/02/28
View Details		
Draft	サンフランシスコ	Last Updated: 2024/02/28
View Details		

Record of Study Abroad

In process	UCLA, CALTECH	Last Updated: 2024/02/28
View Details		
Draft	UCLA	Last Updated: 2024/02/28
View Details		

Global Scientists and Engineers Course

Basic	Not submitted
Intermediate	Not submitted
Advanced	Not submitted

Courses certified for international experience

Course number	Course name	Credits earned
TIT.X100	Demo Subject 1	1
TIT.X101	Demo Subject 2	1
TIT.X102	Demo Subject 3	2
TIT.X103	Demo Subject 4	1
TIT.X104	Demo Subject 5	1

	Description
①	Go to the International Experience/Study Abroad List Screen
②	Display certification status of application for international experience. If any of the following conditions are met, "Certified" will be displayed: <ul style="list-style-type: none">• You have an approved "Record of International Experience" or "Record of Study Abroad."• "Global Science and Engineering Development Courses" have already been approved.• At least one course is listed in the "Courses for which international experience is approved."
③	Go to the International Experience/Study Abroad Certification Status Screen.
④	International experience/study abroad that has been applied for will be displayed.
⑤	The approval status of each Global Science and Engineering Development Course will be displayed. (It will not be displayed for students enrolling in 2024 or later.)
⑥	The number of credits earned in courses certified for international experience will be displayed.

3-2 International Experience/Study Abroad List Screen

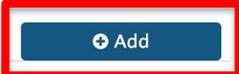
A list of currently registered international experience/study abroad information will be displayed.

Portfolio System   16_00001 Toko Taro 日本語 English

 International Experience and Study Abroad ← Back to Dashboard

Record of International Experience and Study Abroad

International Experience: Enter details of your international activities that do not fall under Study Abroad, if any.

① 

Country	Venue (name of conference or organization)	Period	Certification status	
United States	ニューヨーク大学(New York University)	2016/03/07 ~ 2016/03/14	In process	 
United States	カリフォルニア大学 サンフランシスコ校(University of California, San Francisco)	2016/03/07 ~ 2016/03/14	Returned	 

②

Study Abroad: Enter details of your study abroad experience (only in cases that you submitted a Request to Study Abroad), if any.



Country	University	Period	Certification status	
United States	UCLA, CALTECH	2015/08/03 ~ 2015/08/31	Certified	 
United States	UCLA	2013/08/14 ~ 2013/08/30	Draft	 

← Back to Dashboard

	Description
①	Go to the input screen
②	<ul style="list-style-type: none"> ■ About the certification status Certification statuses include the following: Draft: International experience/study abroad registered before March 2024 will be displayed as "Draft." Please submit your application through "Edit." In process: when you add an international experience/study abroad Returned: when there is a request for content correction from a faculty member Certified: when the application is certified ■ About the Delete button You can delete the application when the status is "Returned." ■ About the Details button The "Details" button appears only if the application is in process or has been certified. It takes you to a screen where you can view the details of your application, but you will not be able to edit it.

3-3 International Experience/Study Abroad Input Screen

Below is the input screen for international experience. The layout is almost the same as the input screen for study abroad.

Portfolio System   16_00001 Toko Taro 日本語 English

International Experience Draft

①

Location * Foreign country (other than Japan)

Country * <Please Select>

Venue (name of conference or organization) *

Description of experience * <Please Select>

Period

From *

To *

Record of international experience (Summary) * ※ Please summarize your international experience. If you have multiple experiences, provide details including periods, activities, etc. here.

Comment ※ Comments to be checked by faculty. Include them if necessary. The history of the applicant's and faculty's comments can be viewed on [the status of certification screen.](#)

②

See report
Your report in the '4. International Experiences' category in the report section can be linked here. If any, select target report.

[Add another report](#)

③ Apply

	Description
①	Fill in the form according to each item. Fields labeled "Required" must be filled in.
②	The "See Report" item is used only when there is a relationship between this application and a report registered in the "Report Function." If there is no related report, you can leave it blank.
③	Submit an application. When you click "Apply," an email notification will be sent to the faculty member in charge the next morning.

3-4 Certification Status Screen

This screen is to confirm the certification status of your application.

	Description
①	Displays student and faculty comments and application status in chronological order.
②	Students can register additional comments if they need to provide additional explanations to their academic advisor or academic supervisor. Once a comment is registered, an email notification will be sent to the faculty member in charge the next morning.