

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

Updated February 2024

1 NOTES	1
1-1 RECOMMENDED BROWSERS	1
2 OVERVIEW エラー! ブックマークが定義されていません。	
2-1 TOKYO TECH LEARNING PORTFOLIO SYSTEM - INTERNATIONAL EXPERIENCE/STUDY ABROAD CERTIFICATION FUNCTION	1
2-2 MAIN PROCEDURES	1
3 SCREEN CONFIGURATION	2
3-1 DASHBOARD SCREEN (INTERNATIONAL EXPERIENCE/STUDY ABROAD PANEL)	2
3-2 INTERNATIONAL EXPERIENCE/STUDY ABROAD LIST SCREEN	4
3-3 INTERNATIONAL EXPERIENCE/STUDY ABROAD INPUT SCREEN	5
3-4 CERTIFICATION STATUS SCREEN	6

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 Tokyo Tech 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.

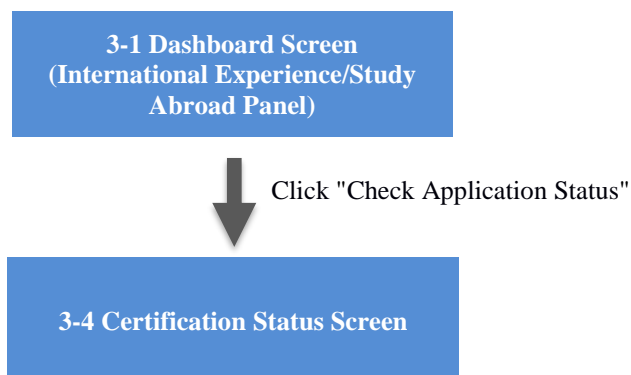
2-2 Main Procedures

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)

📄 International Experience and Study Abroad
📄 Apply

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.

Tokyo Tech Portfolio Tokyo Institute of Technology 日本語 English

16_00001 Toko Taro

International Experience and Study Abroad

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 Add

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	Delete Detail
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	Delete Edit

②

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

Add

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

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.

The screenshot shows the 'International Experience' input screen. At the top, there is a header with the Tokyo Tech Portfolio logo and user information (16_00001 Toko Taro). The main form area is titled 'International Experience Draft'. It contains several input fields: 'Location *' (dropdown menu with 'Foreign country (other than Japan)'), 'Country *' (dropdown menu with '<Please Select>'), 'Venue (name of conference or organization) *' (text input field), 'Description of experience *' (dropdown menu with '<Please Select>'), 'Period' section with 'From *' and 'To *' (text input fields), 'Record of international experience (Summary) *' (text area with a note: '* Please summarize your international experience. If you have multiple experiences, provide details including periods, activities, etc. here.'), and 'Comment *' (text area with a note: '* 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.'). Below the form is a 'See report' section with a dropdown menu and the text: 'Your report in the '4. International Experiences' category in the report section can be linked here. If any, select target report.' There is a link 'Add another report' below the dropdown. At the bottom, there are 'Cancel' and 'Apply' buttons. Three red circles with numbers 1, 2, and 3 are overlaid on the image to indicate key areas: 1 points to the main form fields, 2 points to the 'See report' dropdown, and 3 points to the 'Apply' button.

	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.

The screenshot displays the 'Tokyo Tech Portfolio' interface for a user named '16_00001 Toko Taro'. The application is for 'New York University' and is currently 'In process'. The left sidebar shows details for the location (Foreign country: other than Japan, Country: United States), description of experience (1. Programs organized by Tokyo Tech, Schools, or Departments), program name (The International Association for the Exchange of Students for Technical Experience (IAESTE)), and period (2016/03/07 ~ 2016/03/14). The main content area shows a comment history with two entries: one from 2024/02/28 09:33 with status 'In process', and another from 2024/02/28 09:41 with status 'Returned' and message 'Please correct xx.'. A third entry from 2024/02/28 09:44 with status 'Correction.' and message 'Correction.' is also visible. A blue banner at the top of the comment area reads 'The application is in process. Please wait for a while.' A red circle 1 highlights the comment history area, and a red circle 2 highlights the 'Enter a comment' button at the bottom right.

	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.