

Career Counseling Appointments during the Maintenance of the [Web System for Students and Faculty]

The [Web System for Students and Faculty] will be undergoing maintenance during the following period, during which the [Career Counseling Appointment System] service will be unavailable:

Friday, September 24, 2021 at 4:00 to Tuesday, September 28, 2021 at 9:00

In order to prevent transmission of COVID-19, career consultations will be conducted using an online system (ZOOM).

- Those who need career counseling during the system maintenance period, please make an appointment before the maintenance starts, if possible.
- For the duration of this maintenance period only, making appointments must be done as detailed below:

We will post the appointment schedule (Excel file) on the following webpage.



From the Tokyo Tech main page:

Home → Current Students → Career Support Services → Career Counseling

Check for vacant time slots and make your appointment via email, taking into account the following points:

- 1) You can make an appointment **until 1 p.m. the day before the counseling session, excluding Saturdays, Sundays, and holidays.** (Ex. You can book an appointment for Monday by the previous Friday at 1 p.m.)

Please note you may not make an appointment after the above-mentioned deadline.

- 2) You cannot make an appointment via telephone.
- 3) Please specify the campus and the time slot (11:00, 12:00, 14:00, 15:00, 16:00) of your preference.

Give us at least three date-and-time options.

Please note that there may be a delay in posting the latest appointment schedule on the website and that the date and time you requested may not be available.

- 4) Attach your Registration Card for Career Advice in your email to make an appointment.

Please attach this for each appointment you make in the future (the number of sessions must be updated).

5) When your appointment is booked, a confirmation email will be sent to you.

Please see the example email below. Do not forget to write the required information.

Below is an example email used to make an appointment:

TO: career2@jim.titech.ac.jp

SUBJECT: MM DD, YYYY at hh:mm (date and time of your first choice) at [XX campus]

(Required information)

- Affiliation:
- Student ID No.:
- Name:
- First option: MM DD, YYYY at hh:mm at (Ookayama · Suzukakedai) campus
- Second option: MM DD, YYYY at hh:mm at (Ookayama · Suzukakedai) campus
- Third option: MM DD, YYYY at hh:mm at (Ookayama · Suzukakedai) campus

*** It is mandatory to notify us via email for cancellations.**

● **Same-day counseling sessions made from 17:00 (17:00,17:30):**

We accept appointments via email for counseling sessions starting at or after 10:00am on the same day. We will have one 20 min-session per person, on a first-come-first-served basis, for up to four people a day.

- **The use of the Career Counseling Appointment System will resume September 28, 2021 at 9:00. Please note that any emails requesting appointments received after this time will be disregarded.**