

For New Graduate Students

Submit Student Records

1. The information entered on this school registration will be used for all student records including the official university register.
2. This information will not be used for any purpose other than providing various kinds of academic guidance and support as per the "Act on the Protection of Personal Information of Tohoku University."
3. When asked to name your guardian, you must enter the name of "an adult, such as a parent or relative, capable of taking responsibility for you regarding your student affairs."
4. On/after April 1, use your Tohokudai-ID and password to log in to the Student Affairs Information System. Be sure to enter your information during the Entry Period.

Entry Period: April 5th (Wed.) — 14th (Fri.)

I. Before Logging in to the Student Affairs Information System

Please check the following:

1. Your Tohokudai-ID

Students who have been enrolled at Tohoku University until March 2023 will continue to use existing Tohokudai-ID.

For other students, please confirm your Tohokudai-ID by referring to the "Confirmation of Tohokudai-ID" enclosed in the admission procedure documents.

2. SRP Student Portal Site

If you plan to access this site from off campus, please check your Image Matrix Authentication key (default key). (It is required on the Image Matrix Authentication screen in II.1 below.

See the online guide for details: <https://www.dc.tohoku.ac.jp/guide/srp/srp.html>

Video tutorial (**in Japanese**): <https://olg.cds.tohoku.ac.jp/forstudents/gakumusystem>

Online guide
QR code



Video tutorial
QR code



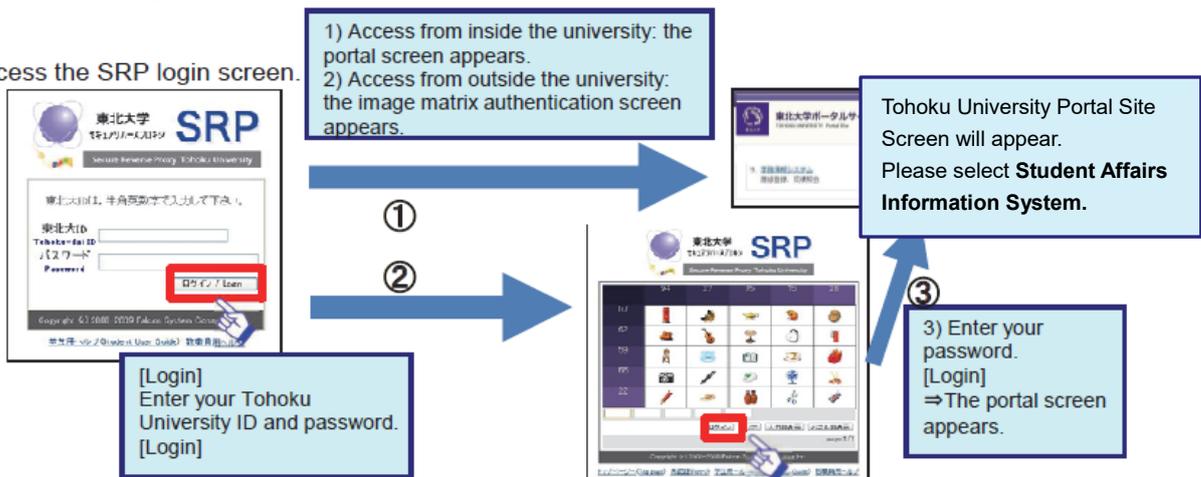
II. How to Submit Student Records

1. You can use the Student Affairs Information System by logging in to the following website.
(PC, Smartphone) <https://www.srp.tohoku.ac.jp/>



<How to Login>

Access the SRP login screen.



Note: Please change your password and image matrix from the preset defaults as soon as possible.

2. The Student Affairs Information System screen will be displayed as shown below.

[Tab area] Menu bar for various functions. Click a tab to display its corresponding side menu.

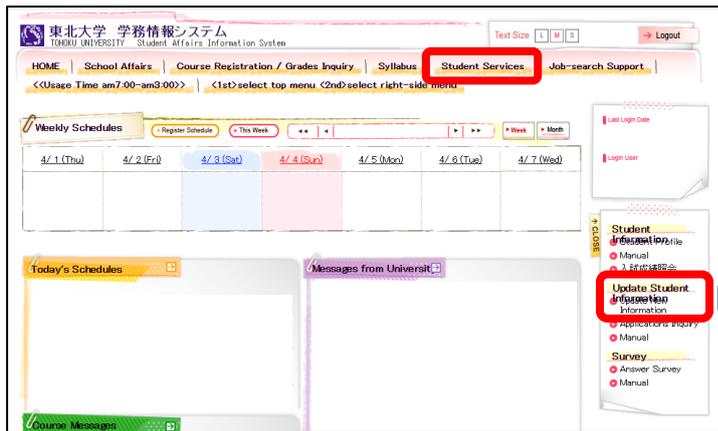
[User information] Displays the current user information.

[Side menu] Displays various menu items. Menu items displayed here correspond to the functions selected with the tab at the top of the screen.

3. 【Screen Top Tab】 Select Student Services, and 【Side menu】 Select "**Update Student Information**" and open the "**Create / Manage**" form. The items for this form are divided into three screens. New students must enter information for all the items.

Please enter your own contact information, current domicile, and your parent/guardian's address and contact information on this screen. The information you enter will be used for your student records, including the official university register.

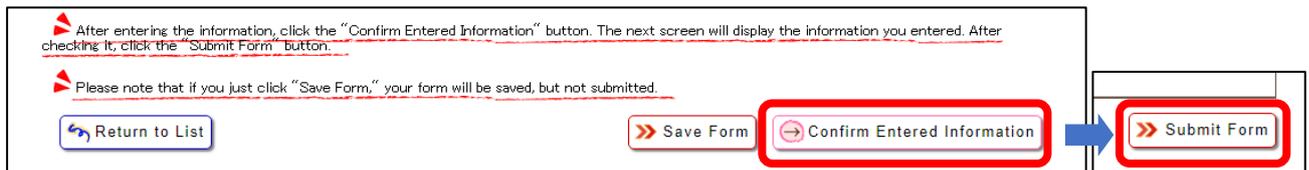
Note: Students who are already enrolled can update their information as needed.



Name
本籍および連絡先 [Permanent domicile and contact information]
現住所(通学住所) [Current Address (To go to university)]
保護者等の住所および連絡先 [Address & Contact information of Parents/Guardian]

Note: If possible, please provide your parent's or guardian's workplace and work contact information (phone number) to enable us to contact them in the event of an emergency. When entering the address, please make sure to enter the name of the condominium/apartment building and room number. If they are unemployed or self-employed, you need not enter this information.

- After entering the information, click the **"Confirm Entered Information"** button.
Please note that if you just click "Save Form," your form will be saved, but not submitted.
- Please click the **"Submit Form"** button at the bottom of the screen after checking your form.
Clicking the "Submit Form" button will finalize registration of the form



Note: 【Side menu】 Select "Application Status", you can check on the status of applications you have made in the past. "Saving" means just it saved, but not submitted.

Inquiries
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