Hi-System

Online career support for PhD students / researchers

How to submit your motivation to attend the event

Please check the process in this guideline and submit the motivational letter by the deadline.

【Contents of the request】

Attach and submit the motivational letter to the applicable event on the Hi-System
Candidates will be screened out in case the capacity of the event is overloaded significantly with submitted applications.
＊Submitted documents will be used only for screening the applications for this event.

＊Note
The motivational letter may be submitted only once.

【Process】
1. Submit the motivational letter

(1) Log in to the Hi-System.
　　Click on the applicable event in the "Event" column on the home page of My Page's screen.

During the submission period of the motivational letter,
the **"ACCEPTING REPORT"** is displayed at the header of the event.

*If the relevant event is hidden, please scroll down.

scroll

Figure 1: Researcher's My Page Home Screen

(2) Confirm the information of the event and click [Browse...].

Figure 2: The screen of the event information

(3) Click on [ファイルを選択] and choose the file to attach.
   *The attachment will be sent to you in advance by the Human Resource Development Division.
    The size of the file is up to 5 MB.
(4) Check the content of the attachment and click [OK].

Figure 3: Select File screen

(5) Go back to the Event Information screen and make sure that "With attached file" is displayed
    in the "attach a file" column.
(6) Click [Submit].

Figure 4: Event Information screen (after attaching a file)

（7）Make sure that "the motivational letter has been submitted ." The submission is now finished.

Figure 5: Event Information screen

2. Confirmation after submitting the motivational letter

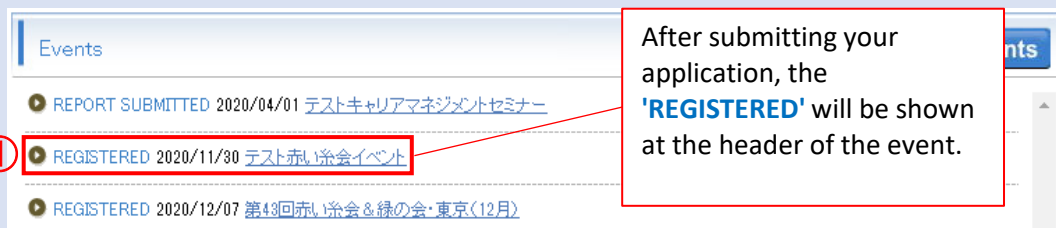（1）Click the applicable event from the "Events" column on the My Page Home screen.

Figure 6: Researcher's My Page Home Screen
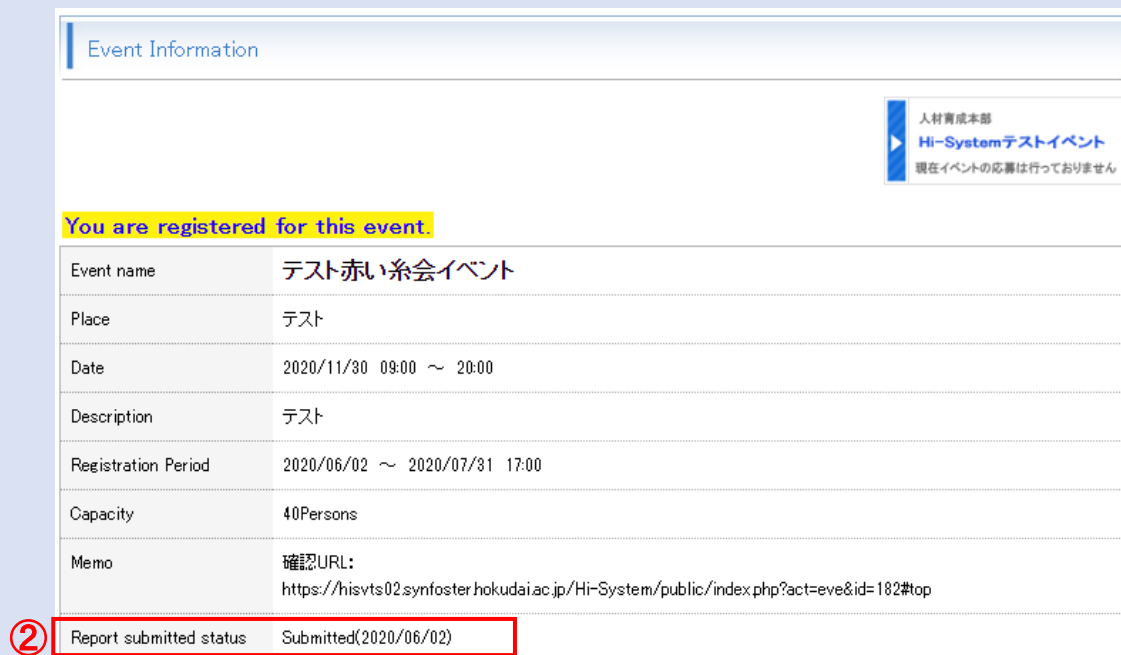
（2）Make sure that the 'Report submitted status' field is displayed as 'Submitted'.

Figure 7: Event Information screen