

## The procedure for requesting direct submission of documents by school representatives

Essentially, applicants must submit all the documents by themselves. However, if schools do not share the high school transcripts/ certificates of predicted grades of the official examination with applicants, we may allow your school representatives to directly submit such documents by following procedure. Detailed instruction can be found on their online application page.

### Procedure Overview:

1. Applicants request direct submission to school representatives via online application system by checking the “Grade Upload Request” box and fill in the school representative’s information on their online application page.
2. Applicants explain how to name each document correctly to school representatives before they upload the documents. Instructions about naming rules are as following.  
[\[https://peak.c.u-tokyo.ac.jp/vcms/If/DocumentsList for Schools 2026.pdf\]](https://peak.c.u-tokyo.ac.jp/vcms/If/DocumentsList%20for%20Schools%202026.pdf)
3. The representative(s) who receive the request sign up in the online application system and submit the documents.

### Notes:

- \* We only accept **PDF** documents.
- \* The submission of any documents by any other method (such as email) will **NOT** be accepted.
- \* Applicants can submit their application **ONLY AFTER** school representatives complete the submission of the documents if they decide to use this procedure. **NO** late submission will be accepted for any reason.
- \* If your school will be on vacation from mid or late December, you should ask your school to complete the submission well in advance of the vacation period since we may contact the school directly about the documents. If schools do not respond to us promptly, the documents submitted by the schools may **NOT** be considered.

### Inquiries:

- \* Applicants: Please use Chatter on your online application page.
- \* School representatives: Please send an email to: [contact-int.admissions.adm\[at\]gs.mail.u-tokyo.ac.jp](mailto:contact-int.admissions.adm@gs.mail.u-tokyo.ac.jp)  
Please include the applicant’s management number (starting with A-) in the message.

We appreciate your understanding and cooperation very much.

PEAK (Programs in English at Komaba)

Undergraduate/Admissions Office

The University of Tokyo

<https://peak.c.u-tokyo.ac.jp/>