For PEAK
1st & 2nd year students

【IMPORTANT】2023ASemester (A1/A2 Term)

Registration Approval E-Form Submission Procedure
履修認定カード電子版

■ Before you begin:

1. **Check whether the course registration requires instructor's approval**

   【Courses Requiring Instructor's Approval】Please refer to 2023 Syllabus and Timetables A Semester
   - When HS III students enroll in courses for NS II students ("PEAK Academic Handbook" p.30)
   - Courses offered to April-entry students ("PEAK Academic Handbook" p.32)
   - "Medical Care Course" of "Physical Education and Health Sciences" ("PEAK Academic Handbook" p.24)

2. **Obtain approval from your instructor**

   Please speak/write (via email, ITC-LMS) to your instructor before/after class to obtain approval from the instructor. To avoid miscommunication or trouble, it is highly advisable to obtain a **written** consent for your reference.

■ Step-by-step procedure

1. **Please access to Microsoft Forms below (URL or QR code) and fill in the form with necessary information regarding the course you wish to register.**

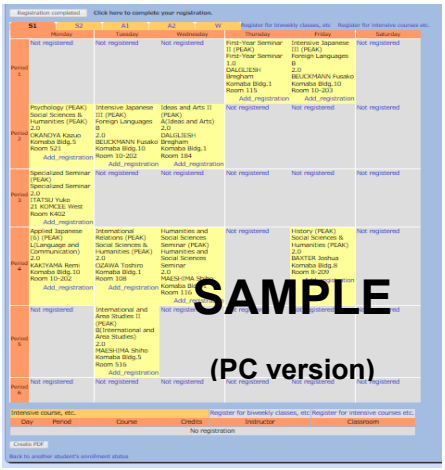
   ※Please login using your username(Your 10 digit ID@utac.u-tokyo.ac.jp) and password (same as UTokyo Account)

≫~~For A/A1 courses Link~~≪	≫For A2 courses Link≪
2023A/A1 Semester Registration Approval E-Form 履修認定カード電子版	2023A2 Term Registration Approval E-Form 履修認定カード電子版

2. **Login to UTAS and check if the course is registered**

   If there is no problem with your application, the course will be registered after 4-5 working days (exclude weekends and national holidays). Please make sure to check UTAS>Courses >Junior Division>Course Registration to confirm if your intention has been properly reflected(*). If not, please contact the PEAK/GPEAK Section via email: peak.admin.c@gs.mail.u-tokyo.ac.jp (**Please refrain from sending emails before the 4th day after your initial application**)

   (*) For A2 course, make sure the UTAS course registration tab is clicked to A2



■ Submission Period of the Approval Form Registration

~~**For A Semester/A1 Term:** Oct.3(Tue) – Oct.23(Mon) 4:50 p.m.~~

For A2 Term: Nov.29(Wed) –Dec.12(Tue) 4:50 p.m.

Registration outside these dates is unacceptable under any circumstances.