

How to Submit a Master's Thesis

Please read through this material until the end **before** submitting the data.

1. Preparation of Documents

Please arrange the data in the following format. Note that the application cannot be accepted if the data are not submitted in the designated form.

Content	Format	Copies	Notes
Application for Degree	Excel	One copy	Refer to the example when completing. (No signature and seal required) Do not split more than 2 data.
Thesis Abstract	PDF		A4 sized within ten pages. Free format.
Master's Thesis			Insert the designated cover page on top.

*Submission in formats other than as stated above cannot be accepted.

*When converting, please check if there are any garbled characters, blurred images, or skewed layouts.

Set the file name of each data according to the following instructions.

Content	Name of File	Example of File Name
Application for Degree	Student No._Name_ App for Degree .xlsx	451R211234_Meiji Ichiro_App for Degree.xlsx
Thesis Abstract	Student No._Name_ Thesis Abstract .pdf	451R211234_Meiji Ichiro_Thesis Abstract.pdf
Master's Thesis	Student No._Name_ Master's Thesis .pdf	451R211234_Meiji Ichiro_Master's Thesis.pdf

2. Submission

[NOTES]

*Upload only ONE data for each content. If more than one data is submitted, all submissions will be invalid.

*Submitted data cannot be modified and/or replaced after the deadline. Make sure to check the data carefully before uploading.

The submission method of the "Master's Thesis" differs depending on the size of the data:

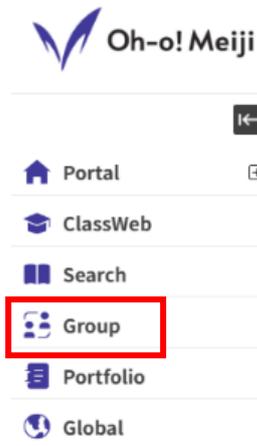
- Data **less than 30MB**: via Oh-o!Meiji Group function
- Data **over 30MB**: via Forms

Please submit the "Master's Thesis" (body of thesis) according to the data size. Make sure to submit the "Application for Degree" and "Thesis Abstract" ONLY via the Oh-o!Meiji Group function, even if you will be submitting the Master's Thesis from the Forms.

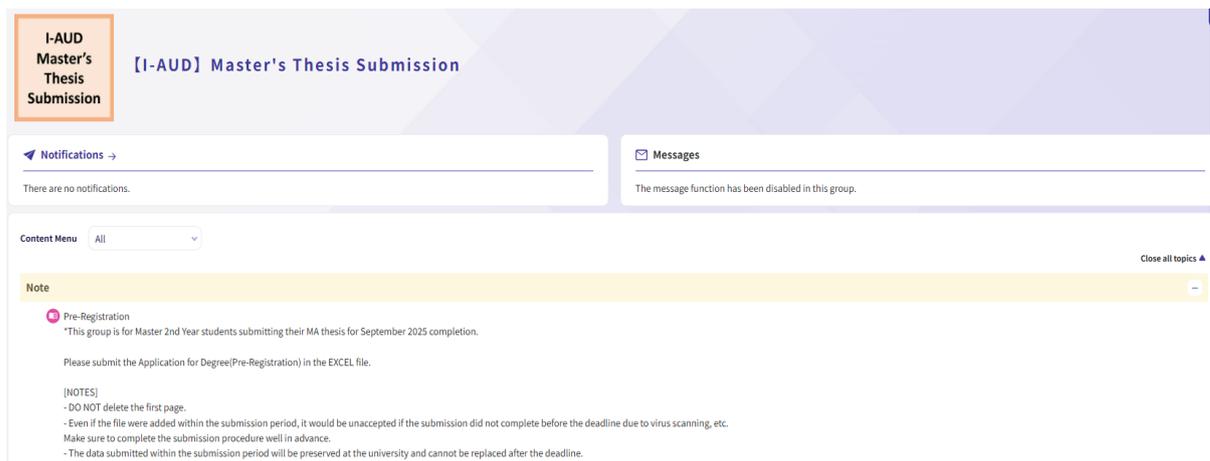
(1) If the Master's Thesis is **LESS than 30MB**

[Step 1] Login to Oh-o!Meiji and move to "Group."

URL for Oh-o!Meiji: <https://staff.oh-o.meiji.ac.jp/portal/home>



[Step 2] Click "【I-AUD】 Master's Thesis Submission."



[Step 3] Click the "Submit" button of each title and upload the necessary data. You can submit only one data for each title (No folders accepted)



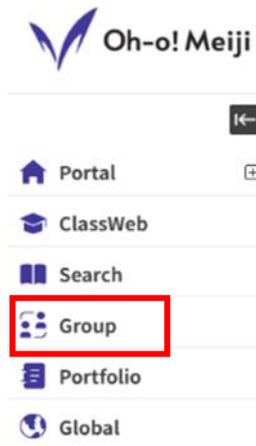
[Step 4] Click "Submit" after uploading the data → submission is completed.

(2) If the Master's Thesis is **OVER 30MB**

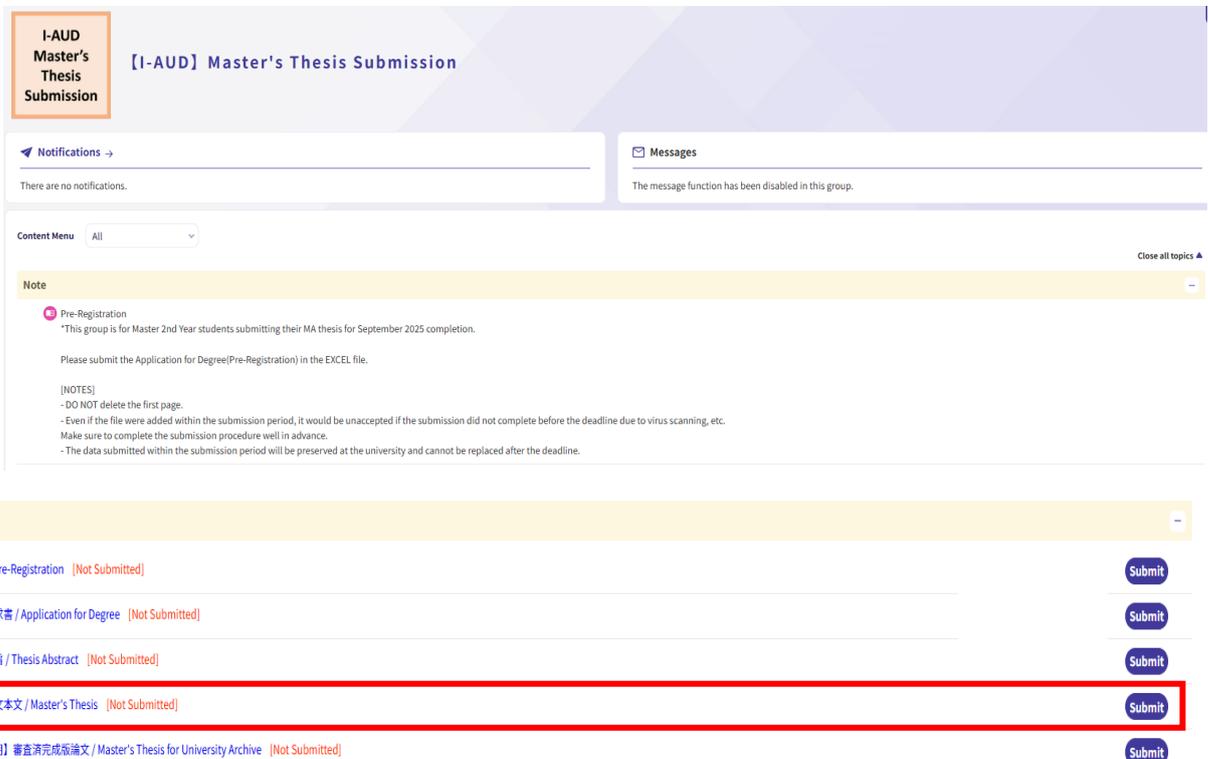
*Please submit the "Application for Degree" and "Thesis Abstract" via Oh-o!Meiji by following instructions of (1).

[Step 1] Login to Oh-o!Meiji and move to "Group."

URL for Oh-o!Meiji: <https://staff.oh-o.meiji.ac.jp/portal/home>



Click "【I-AUD】 Master's Thesis Submission," the "Submit" button of "3. Master's Thesis" and the link for Forms.

The image shows the [I-AUD] Master's Thesis Submission page. The page title is "[I-AUD] Master's Thesis Submission". There are two notification boxes: "Notifications" (empty) and "Messages" (disabled). Below is a "Content Menu" set to "All". A "Note" section contains information about pre-registration and submission instructions. At the bottom, there is a "Submission" table with five rows. The third row, "3. 修士論文本文 / Master's Thesis", is highlighted with a red box. Each row has a "Submit" button on the right.

Submission	
予備登録 / Pre-Registration [Not Submitted]	Submit
1. 学位請求書 / Application for Degree [Not Submitted]	Submit
2. 論文要旨 / Thesis Abstract [Not Submitted]	Submit
3. 修士論文本文 / Master's Thesis [Not Submitted]	Submit
【大学保管用】審査済完成版論文 / Master's Thesis for University Archive [Not Submitted]	Submit

Submission

Title	3. 修士論文本文 / Master's Thesis
Contents	修士論文本文のPDFデータをアップロードしてください。 ※データが30MBを超える場合はFormsより提出してください。 Upload the PDF file of the Master's Thesis. *If the file size exceeds 30MB, submit from the "Forms." https://forms.cloud.microsoft/r/Gc9q8YMP8A
Attachments	

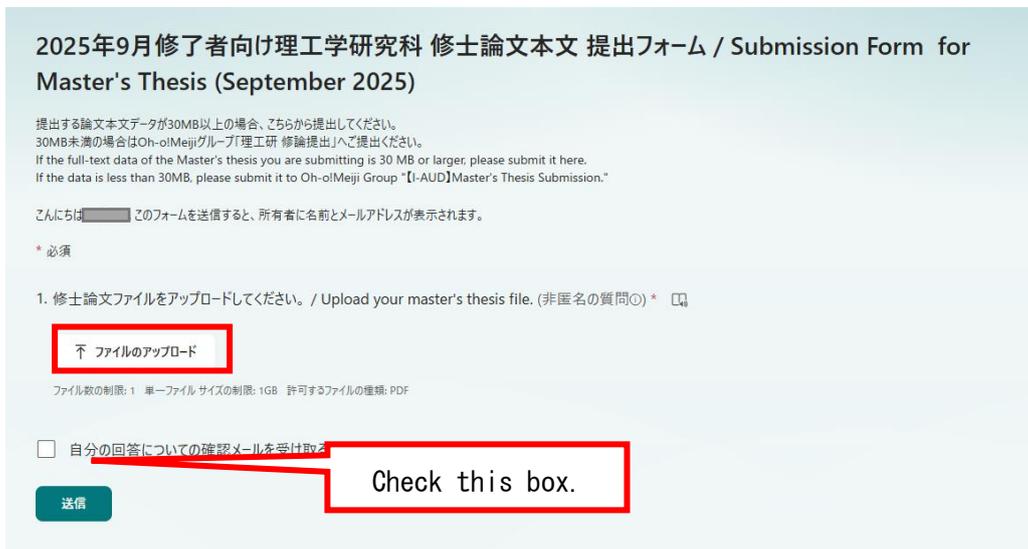
Check this link.

[Step 2] Log in with your Meiji Mail account.



The image shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "サインイン" (Sign In) is displayed. Underneath, there is a field for "電子メールアドレスまたは電話番号" (Email address or phone number) with a horizontal line below it. At the bottom, there is a link that says "アカウントにアクセスできない場合" (If you can't access your account).

[Step 3] Upload your Master's Thesis data by clicking "Upload File."



The image shows a submission form titled "2025年9月修了者向け理工学研究科 修士論文本文 提出フォーム / Submission Form for Master's Thesis (September 2025)". The form contains instructions in Japanese and English regarding file size limits (30MB) and submission methods. A red box highlights the "アップロード" (Upload) button, which is labeled "下 ファイルのアップロード". Below this, there is a checkbox for "自分の回答についての確認メールを受け取る" (Receive confirmation email about my answer). A red box highlights this checkbox with the text "Check this box." At the bottom left, there is a "送信" (Send) button.

[Step 4] Click "Submit" → submission is completed.

3. Important Notes

- Application may become INVALID if there are any deficiencies with the submitted documents, even if it was completed before the deadline. To avoid those problems, please double-check whether the submitted documents are correct and complete.
- Please make sure to submit it well in advance in case of an internet outage or delay.
- Instructions on alternative submission methods will be made on the SST website if any malfunctions

occur with the Oh-o!Meiji system, so please check it frequently during the submission period.

School of Science and Technology Website: <https://www.meiji.ac.jp/sst/grad/>