

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 format.

Content	Copies	Format	Notes
Application for Degree	1 copy	PDF	Refer to the example when completing. (No signature and seal required) Do not split to more than 2 data.
Thesis Abstract			A4 sized within 5 pages. Free format.
Master's Thesis			Insert the designated cover page on top.

*Submission in formats other than PDF (word, etc.) cannot be accepted. Make sure to convert the data only into PDF format.

*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 .pdf	4535201234_Meiji Taro_App for Degree.pdf
Thesis Abstract	[Student No.] _ [Name] _ Thesis Abstract .pdf	4535201234_Meiji Taro_Thesis Abstract.pdf
Master's Thesis	[Student No.] _ [Name] _ Master's Thesis .pdf	4535201234_Meiji Taro_Master's Thesis.pdf

2. Submission

[NOTES]

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

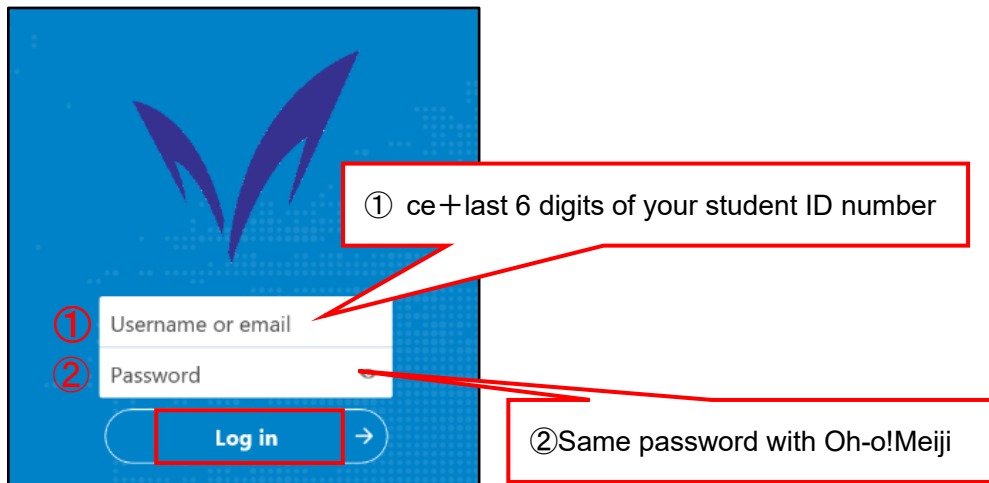
*Submitted data cannot be modified and/or replaced after the deadline. Make sure to check the data carefully before uploading.

[Step 1] Login to WEB File Access.

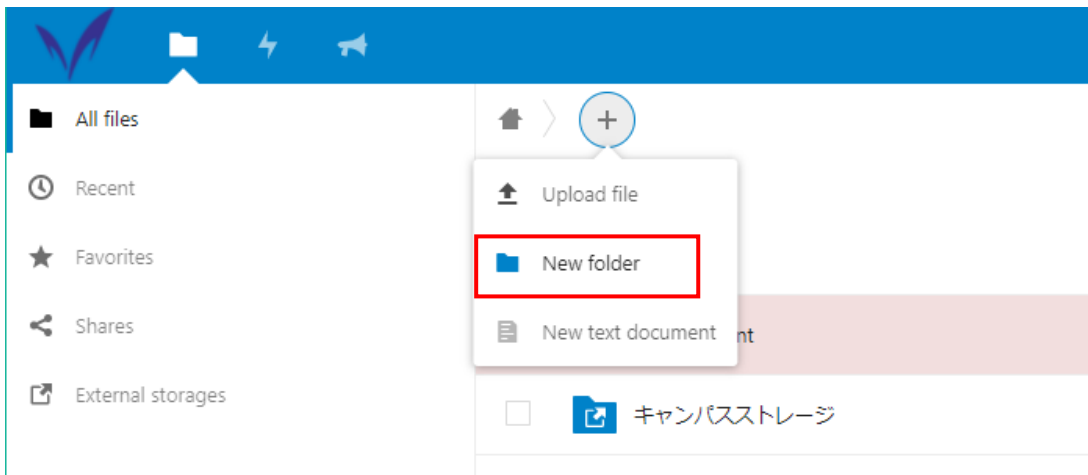
URL for WEB File Access: <https://webfs.isc.meiji.ac.jp/login>

Login ID: ce + last 6 digits of your student ID number (ex. ce201234)

Login PW: Same as "Kyotsu-Ninsho" (PW when logging in to Oh-o!Meiji)



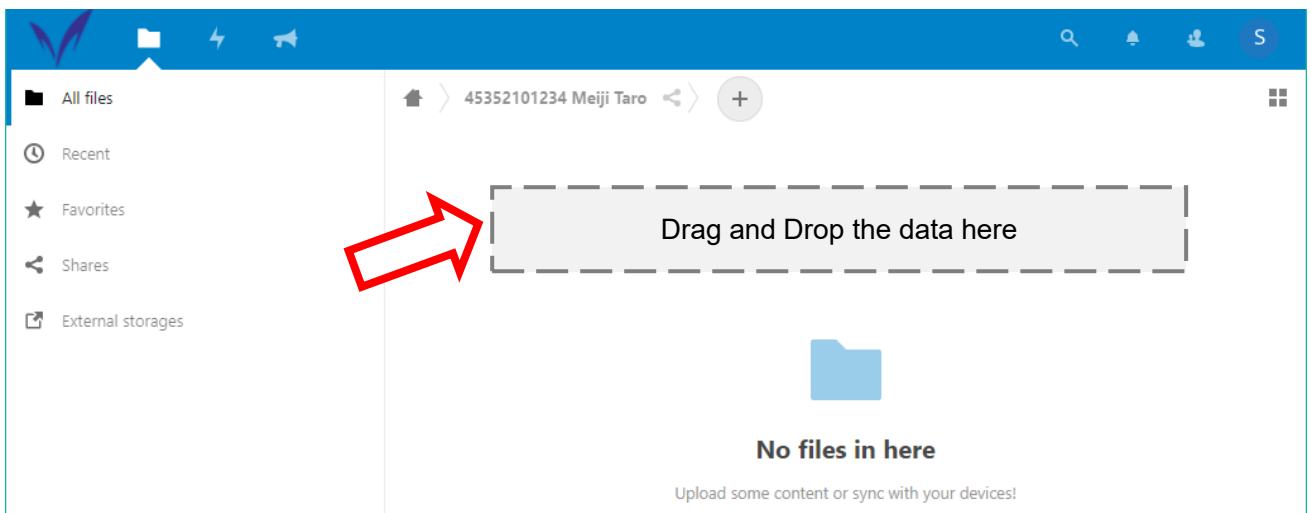
[Step 2] Create a new folder.



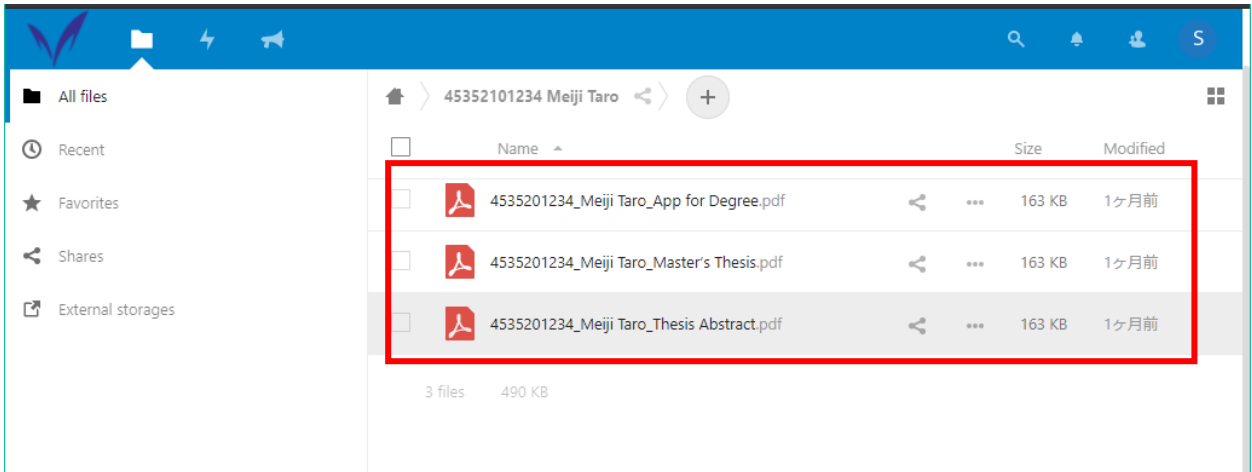
Set the folder name to "Student No. Name".



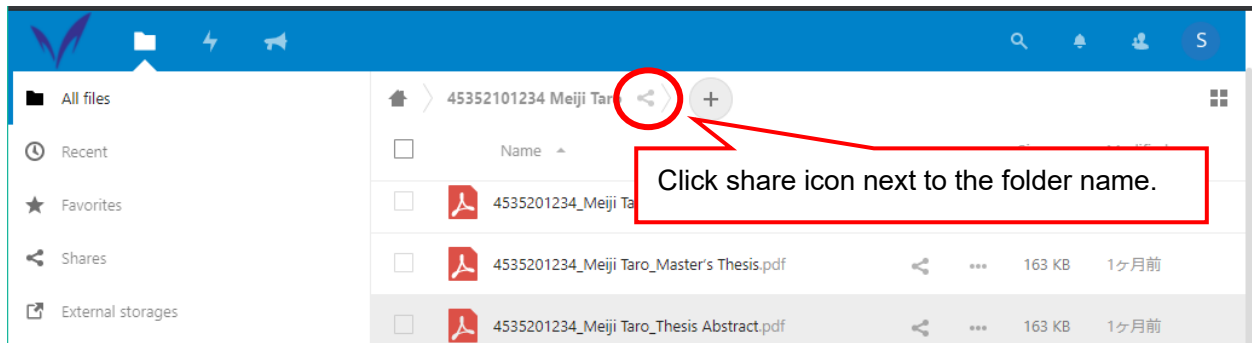
[Step 3] Drag and drop the data in the designated area.



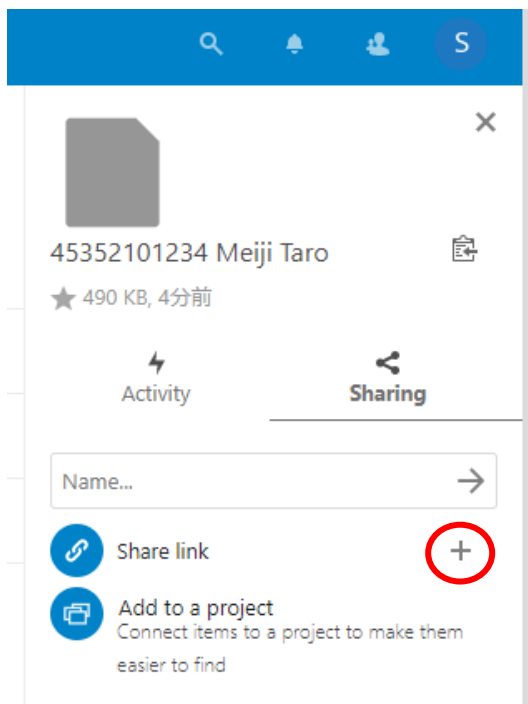
Upload completed if the data show up on the browser.



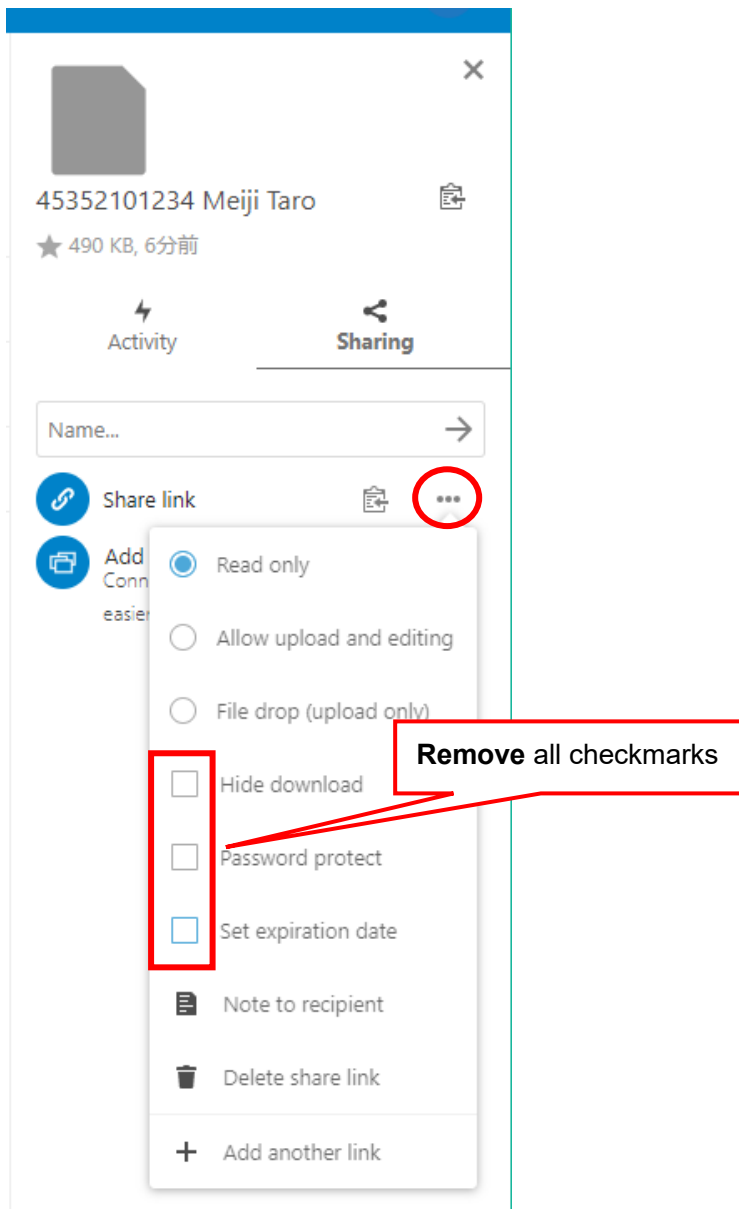
[Step 4] Click the share icon next to the folder name.



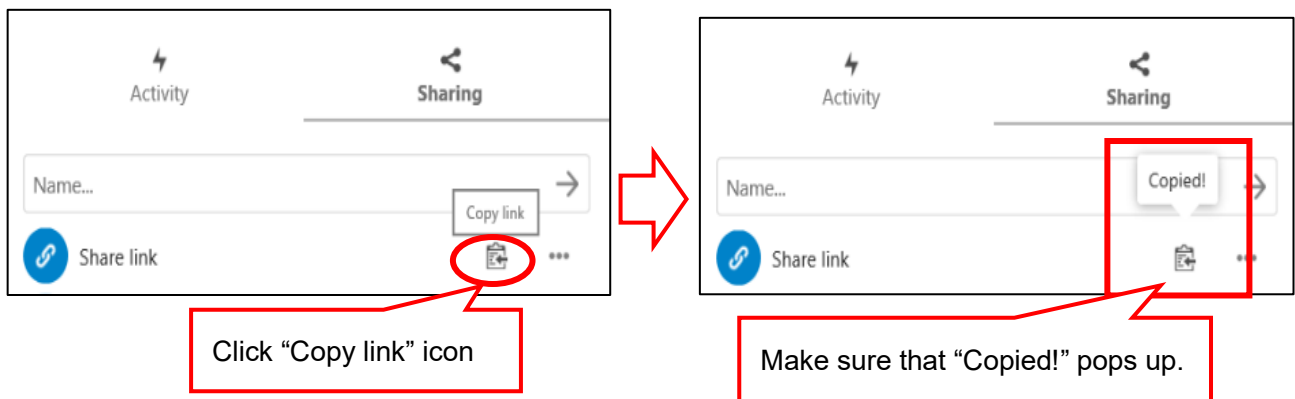
[Step 5] Click the "+" icon next to the "Share link"



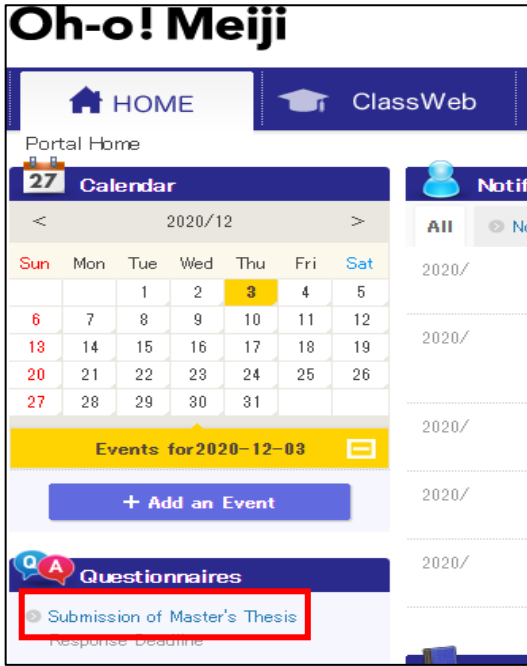
[Step 6] Click the “...” icon and remove all check marks.



[Step 7] Click the icon next to “Share link” and copy the URL.



[Step 8] Login to Oh-o!Meiji and submit the URL via the “Questionnaire”



Answer all questions and click “Confirm”

[Submission of Master's Thesis for March 2021 completion]
*Please answer this questionnaire ONLY for those who have uploaded the PDF Data of their Mater's Thesis on the WEB File Access system.

Question1 Paste the URL which you have copied from the WEB File Access after uploading the Master's Thesis data. (URL can be pasted by pressing ctrl-v) [Required]

Question2 Tick the box below if you have confirmed that the uploaded data is the correct file of your Master's Thesis. [Required]

I have confirmed that the uploaded file is the correct data of my Master's Thesis.

If the content above is correct, click “Confirm” to go to the next stage.

Paste the URL you copied at the WEB File Access (Ctrl-V)

Double-check if there are any errors/mistakes and click “Submit”

Submission of Master's Thesis

Confirm Answers

Name (182014)

Question1 Paste the URL which you have copied from the WEB File Access after uploading the Master's Thesis data. (URL can be pasted by pressing ctrl-v) [Required]

Question2 Tick the box below if you have confirmed that the uploaded data is the correct file of your Master's Thesis. [Required]

I have confirmed that the uploaded file is the correct data of my Master's Thesis.

3. Important Notes

- Application may become INVALID if there are any deficiencies with the submitted documents, even if it was completed until the deadline. To avoid those problems, please double-check whether the documents you are submitting are correct and complete.
- Please make sure to submit it well in advance in case of internet outage or delay.
- Instructions on alternative submission method will be made on the SST website if any malfunctions occur with the WEB File Access, so please check it frequently during the submission period.

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