

Toyo University 2019

Guide for Interview via Web-conferencing System

for September 2019 Admission

This guide is designed to help applicants learn how to use the web-conferencing system for the online interview. Read all instructions carefully to prepare for the interview.

All dates in this guideline are based on Japan time.

1. Outline

(1) Application Types

This guide is for the applicants who fall under the following categories:

- International Applicants from Overseas (Type A)
- International Applicants from Overseas (*Hennyugaku/Tennyugaku*)
- Applicants with International Baccalaureate from Overseas

(2) Schedule

Connection test will be conducted on the following date. The details on the connection test and interview will be available on the day of the Announcement of Interview Outline on “My Page” after the specific date and time for your connection test are fixed.

【International Applicants from Overseas (Type A / International Baccalaureate)】

Interview Dates	Announcement of Interview Outline	Connection Test
February 16 or 18	January 31	February 5 or 6
April 20 or 22	April 12	April 17 or 18

【International Applicants from Overseas (*Hennyugaku / Tennyugaku*)】

Interview Dates	Announcement of Interview Outline	Connection Test
February 16 or 18	January 31	February 5 or 6

- **All scheduled dates can not be changed.**
- **The connection test and the interview will be conducted on one of the dates listed above.**

2. Required Environment and Equipment

Applicants must secure all of the following environment and the equipment for the web-conferencing system. Be sure to prepare everything prior to the connection test date.

- ① Stable internet connection
- ② Quiet room with no other people around
- ③ PC with a webcam and a microphone

* The online interview will be conducted using the web-conferencing system, “WebEx,” which is provided and supported by Cisco Systems.

* Any fees which may be incurred by the internet connection will be interviewee’s responsibility.

* If your PC is not installed with a webcam or a microphone, be sure to get an external webcam or an external microphone. Smartphones and tablet devices can not be used

【System Requirements for WebEx】

Windows

- OS: Windows 7 / 8 / 8.1 / 10 (32/64 bit)
- Internet Browser: Explore 10 / 11 (32/64 bit)
 - Google Chrome latest version (32/64bit)
 - Firefox latest version
- CPU: Intel Core2 Duo CPU 2.XX GHz
 - AMD Processor (2GB RAM recommended)
- Other: JavaScript (cookie enabled)
 - Active X enabled (unblocked for IE is recommended) Sun 6

Mac OS X

- OS: 10.7 / 10.8 / 10.9 / 10.10 / 10.11
- Browser: Safari 5 / 6 / 7 / 8
 - Google Chrome latest version
 - Firefox latest version
- CPU: Intel Processor (more than 520 MB RAM recommended)
- Other: JavaScript (cookie enabled)

3. Procedures for the Interview

(1) Check Details on Connection Test and Interview

After online registration, only applicants who are considered to have application eligibility will receive a notification on the day of the “Announcement of Interview Outline” by e-mail which tells the details of the connection test and interview is available on My Page (see ① below for more details). Applicants will also receive invitation e-mail for WebEx on the same day (see ② below for more details).

① My Page

Applicants will receive a notification by e-mail which notes that connection test and interview details have been fixed at the registered e-mail address. Log into My Page from the URL in the e-mail and check the details on the [View Interview Information](#) on menu on the right side.

② Invitation E-mail from WebEx

Applicants will also receive invitation e-mail with a subject “**WebEx meeting invitation: 【Examinee Number】 Connection Test**” for Web-conferencing system. Be sure that the examinee number and connection test date indicated in the e-mail match with the ones on My Page. Contact Toyo University International Affairs Office (mlglobal@toyo.jp) immediately if they do not match.

(2) Participate in Connection Test

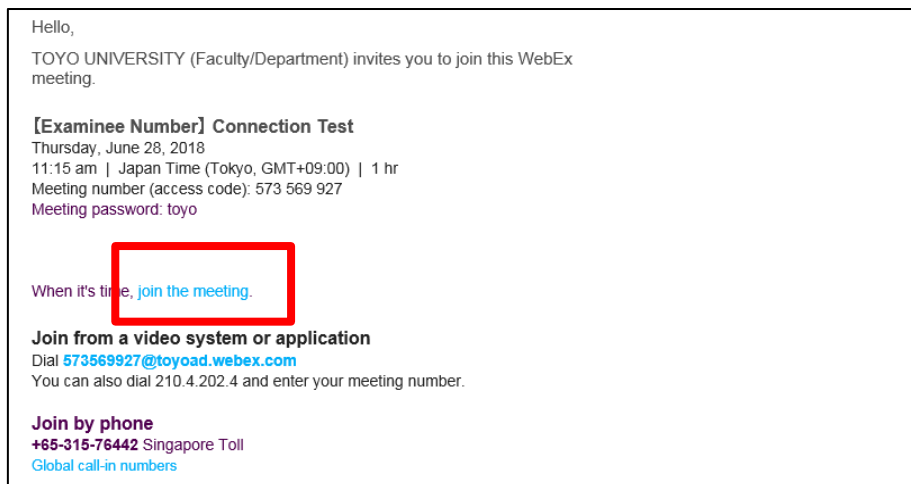
Connection test will be conducted on the scheduled connection test date. It will test the internet connection, audio, webcam, and other settings.

【Important】

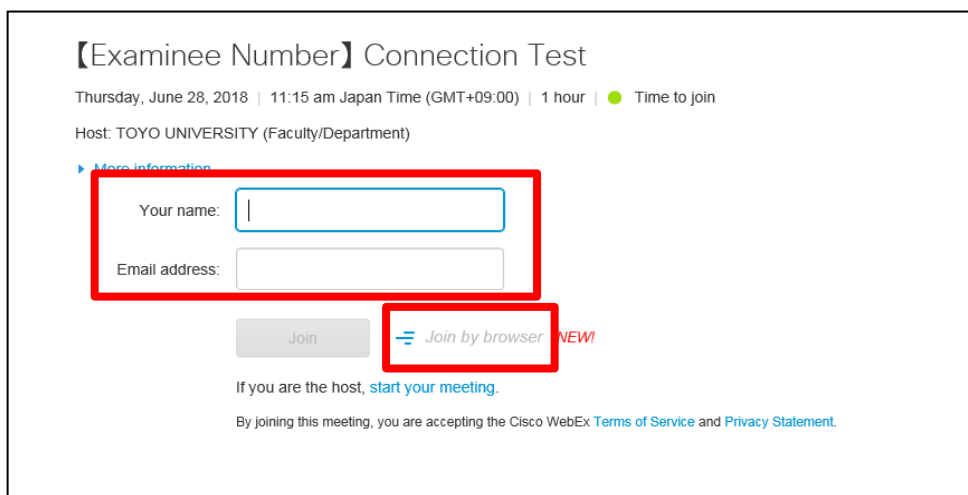
- The applicant him/herself must participate in the connection test. You may be barred from taking the interview if you miss the connection test.
- The connection test is expected to take about 10 minutes.
- If any problem with the sound or the video connection was detected during the connection test, applicant will be contacted after the connection test regarding the alternative interview method.

① Access to WebEx

On the day of the connection test, click the link **When it's time, join the meeting** in the invitation e-mail from WebEx ((1)-②) and go to the WebEx website. WebEx meeting will be available from 10 minutes before the scheduled meeting time.

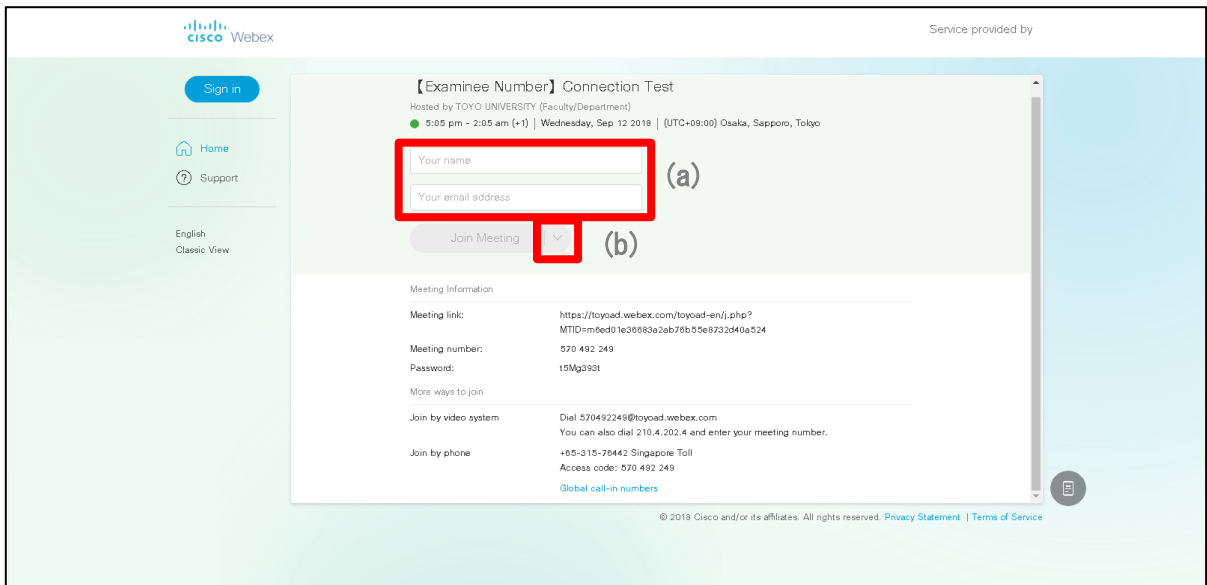


Once you go to the WebEx meeting website, enter your name and e-mail address which you have registered on the online registration during the application period and click **Join by browser**.



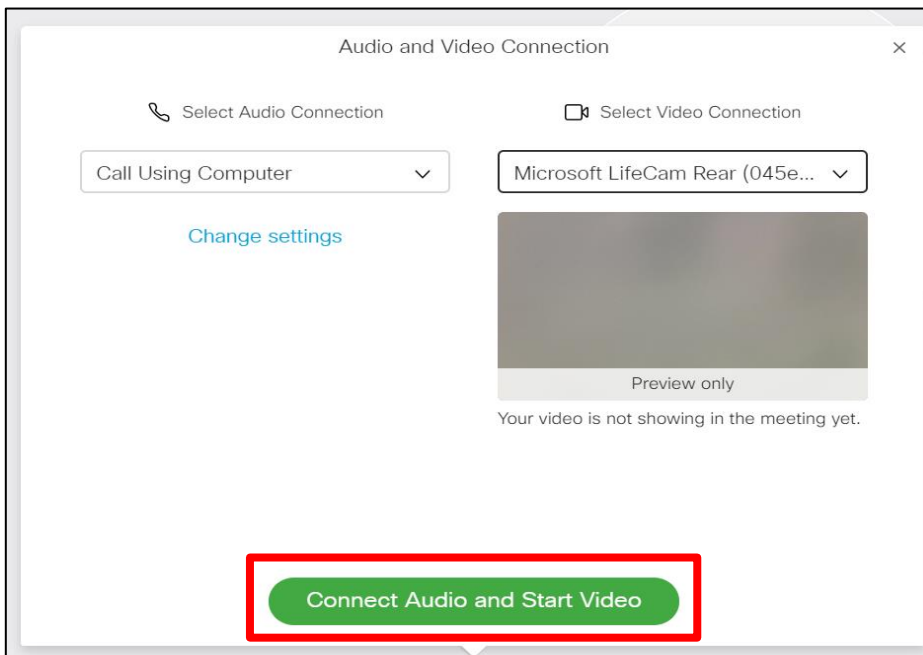
【If the following page is displayed】

(a) Enter your name and e-mail address you have registered on the online registration. (b) Select **Always start from web app** from the green icon “√” and click **Join Meeting**.



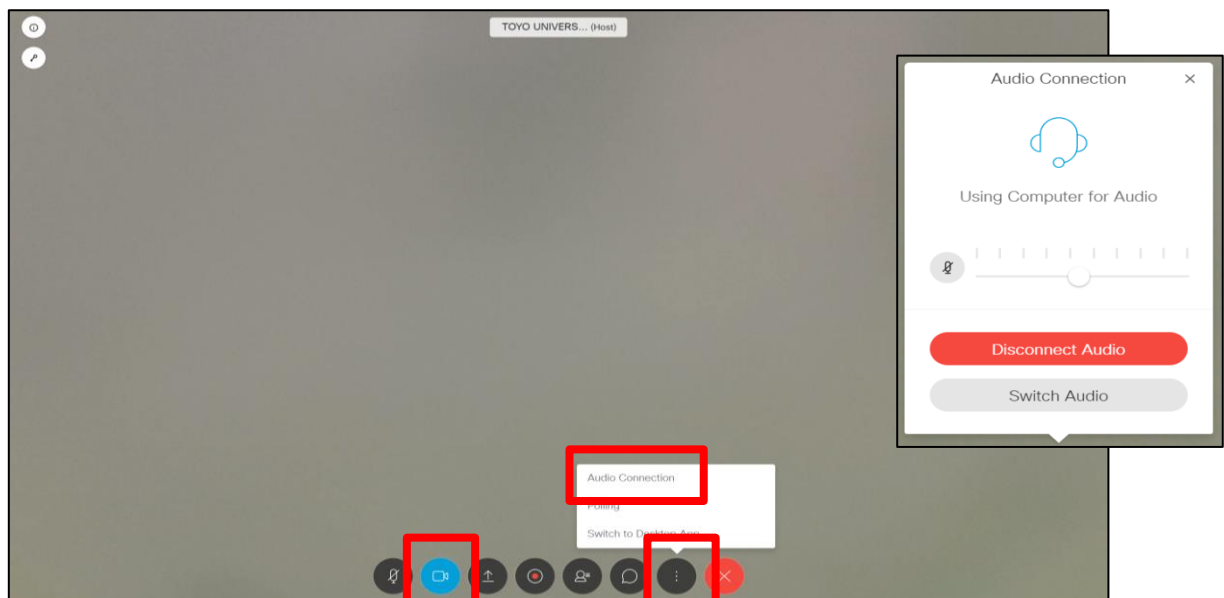
② Set up Audio and Video Connection

On the “Audio and Video Connection” page, select “Call Using Computer” from the list under Select Audio Connection and the camera device which you are using from the list under Select Video Connection. Preview will be displayed if you select the right device. Click **Connect Audio and Start Video** to complete set-up.



Click the second icon from the right at the bottom of the browser and click “Audio Connection.” Audio connection menu will open so you can adjust your audio volume as needed. Also, be sure that the video icon has turned blue, and your video is displayed.

* If “Audio Connection” is not displayed on the menu, your audio device may not have been recognized by the system. Check if the right device is selected from the icon on the left on the menu at the bottom of the browser.



* Click the red “x” icon to close the WebEx session at the end of the connection test.

【If you have a problem with the sound】

- Check if the speaker setting of your computer is not mute or low.
- If using an external audio device such as a headset or speakers, check if your device is properly and firmly plugged in.
- Check if your audio device is selected on your computer.

How to verify the above:

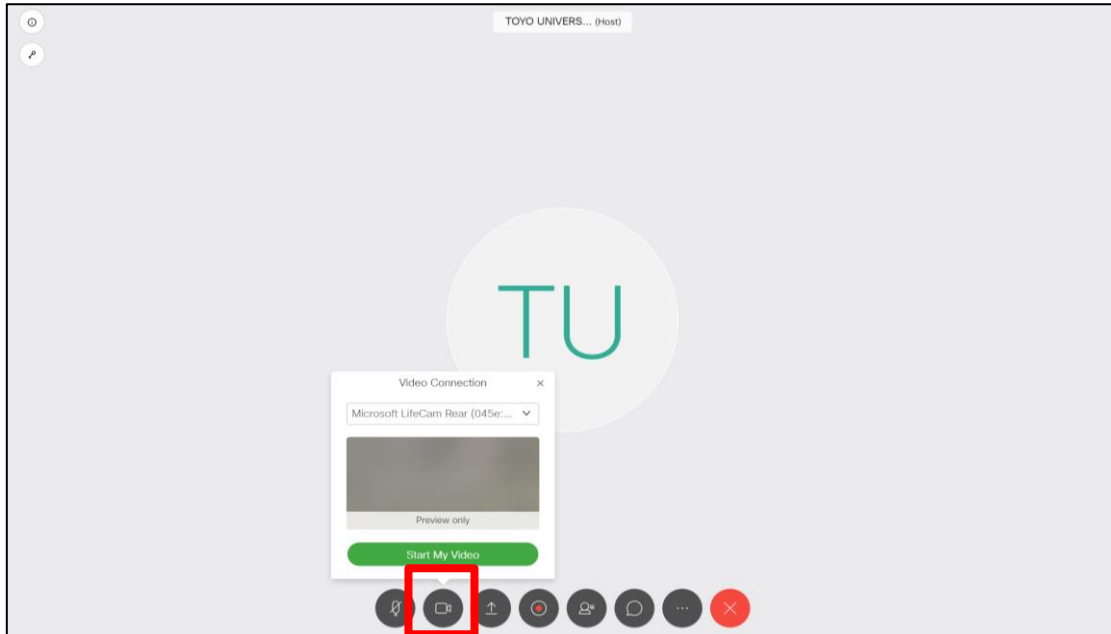
- a. On the meeting room, click the second icon from the right on the menu at the bottom of the browser → “Audio Connection”
- b. On “Audio Connection” menu, check if your device is recognized on WebEx.
- c. If your device is not selected, click “Switch Audio” on “Audio Connection” menu and select your device from “Change setting.”
- d. If you do not see your audio device listed or if your audio device can not be selected, unplug and replug the device and see if it will appear on WebEx.
- e. If you still have a problem after trying all of the above, restart your computer and try again.

【If you have a problem with the video】

- On the meeting room, click the second icon from the left on the menu at the bottom of the

browser, check if your web camera device is recognized and selected.

- When using an external webcam, check if your device is firmly plugged in.
- Make sure that you are not using the webcam on any other application.
- If your external webcam is not recognized on WebEx, unplug and replug the webcam and see if it will appear on WebEx.



③ Take the Web Interview

Applicants will receive another invitation e-mail from WebEx for the interview with a subject “**WebEx meeting invitation: [Examination Number] Interview Exam via Web conferencing system (Interview Date)**” upon successful completion of the connection test. On the interview date, get connected to the web-conference, following the same procedure as the connection test. Be sure to use the link sent in the invitation e-mail for the interview, not in the invitation e-mail for the connection test.

[Important]

- Take the interview under the same condition as the connection test.
- Applicant may be considered as absent if he/she is non-responsible on the web-conferencing system when the connection test or the interview starts.
- In case an applicant mistakenly loses connection during the interview, please immediately reconnect to web conferencing system.