Toyo University 2027

Guide for Interview via Web-conferencing system

for Admission in September 2027

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

All dates in this guide are based on Japan time.

Ⅰ. Outline

1. Eligible examination types

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

・Online Entrance Examinations Offered to International Applicants

2. Schedules

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 Exam Method Notification on “My Page” after the specific date and time for your connection test are fixed.

[Online Entrance Examination Offered to International Applicants]

Exam Date (Interview)	Exam Method Notification	Connection Test
April 10 or 12	April 2	April 7 or 8

*__All scheduled dates can not be changed.__

__*The connection test and the interview will be conducted on one of the dates listed above.__

Ⅱ. 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.

[Environment for the online interview]

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 should not be used.
*No prior software installation is required.

【System Requirements for Webex】

○**Windows**

・O S	: 11 (32/64bit)
・Browser	: Microsoft Edge latest
	Google Chrome latest
	Firefox latest
・Processor	: Intel Core2 Duo CPU 2.XX GHz
	AMD Processor (More than 2GB RAM recommended)
・Other	: JavaScript（Cookie enabled）

○**Mac OS**

・O S	: 10.15 and later
・Browser	: Safari latest
	Google Chrome latest
	Firefox latest
・Processor	: M1 chip or Intel CPU based (More than 2GB RAM recommended)
・Other	: JavaScript（Cookie enabled）

Ⅲ. 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 concerning the Connection test and Online interview on the day of the “Exam Method Notification” on My Page. Please check (1) and (2) below to prepare for the interview.

（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 from the **Examinee Ticket** on “My Page menu”.

* If we do not conduct a web interview, the date and time of the connection test and the test date and time will not be displayed on “My Page”. In addition, we will not respond to inquiries as to whether or not a web interview will be conducted.

（2）Invitation Email from Webex

Applicants will also receive an invitation email with a subject **“Webex meeting invitation :【Examinee Number】Connection Test”** for web-conferencing system. Be sure that the examinee number and connection test date you will find in the e-mail must match with the ones on My Page. Contact Toyo University if these do not match or you do not receive emails.

2. Participate in Connection Test

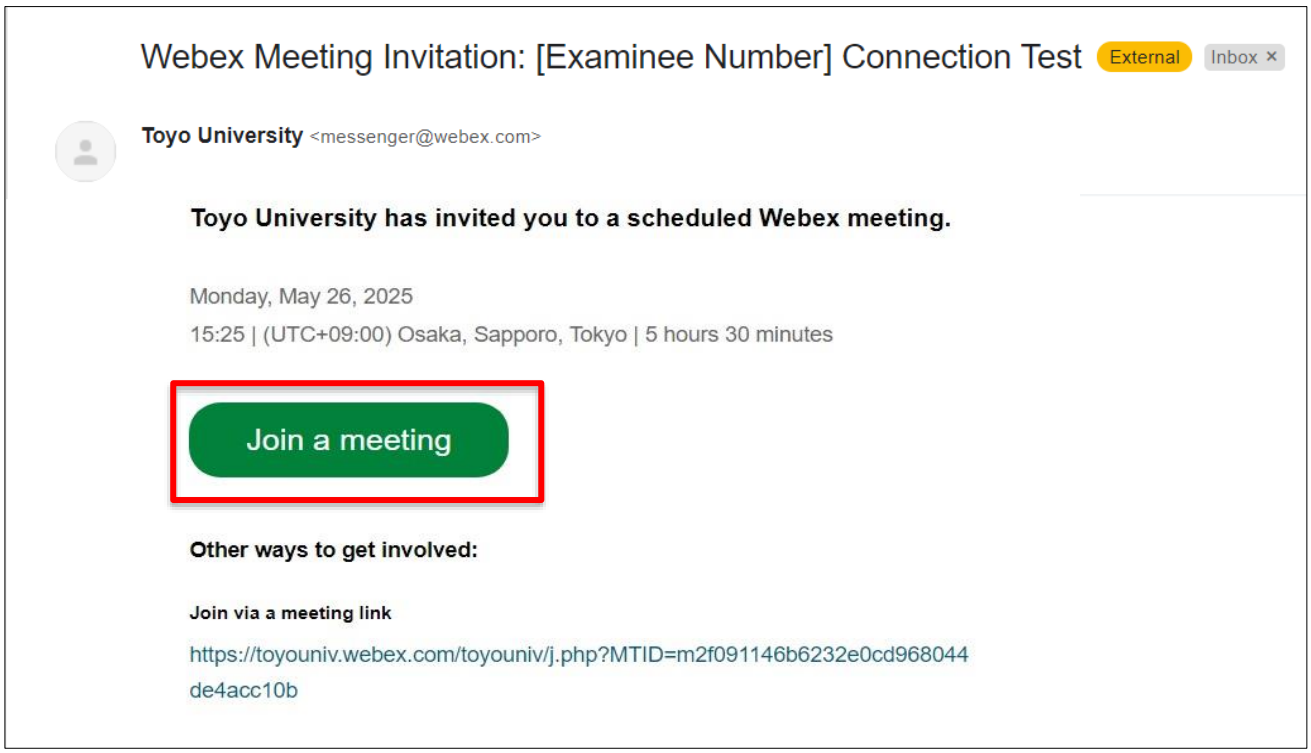
Connection test will be conducted on the scheduled date. It will check the internet connection, audio, webcam and other settings.

[Important]

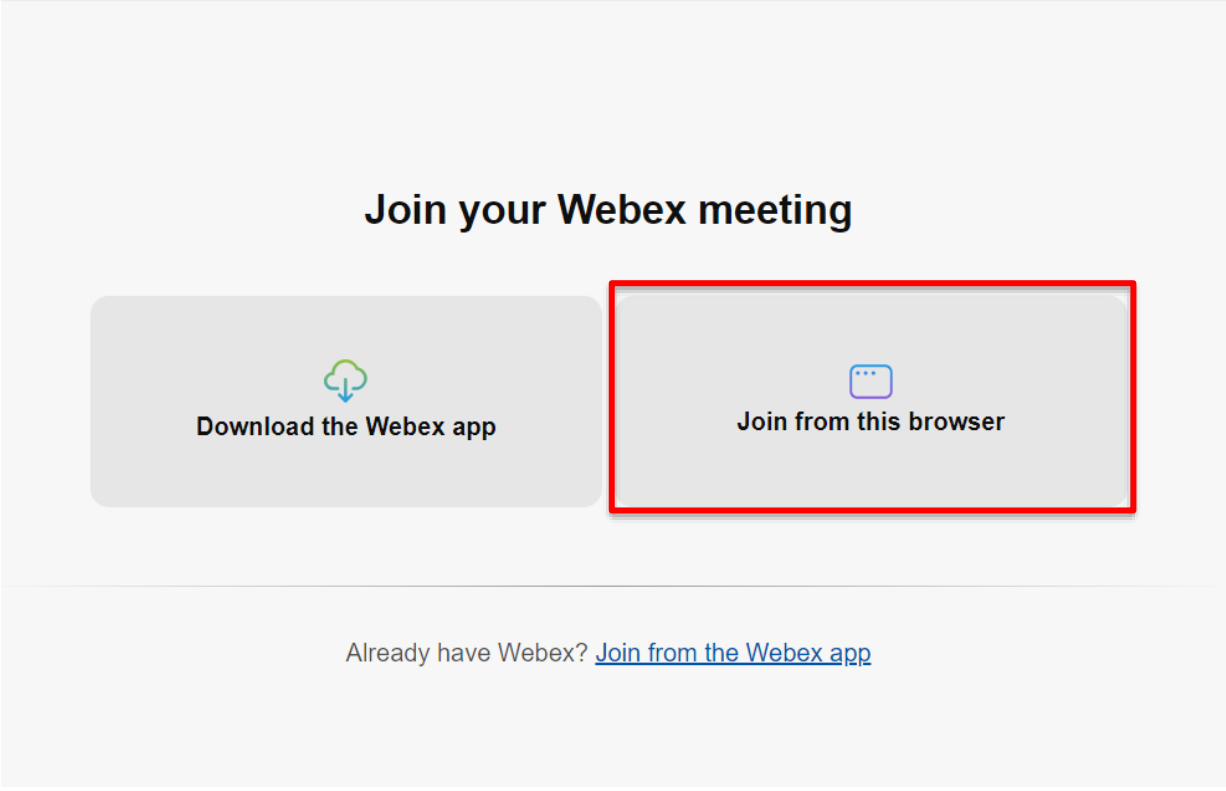
- The applicant him/herself must participate in the connection test. You may be barred from taking the interview if you miss the connection test.
- Virtual backgrounds are not available.
- The connection test is expected to take about 10 minutes.
- If any problem with the sound or the video connection was detected during the connection test, applicant will be contacted after the connection test regarding the alternative interview method.

（1）Access to Webex (Web-conferencing system)

On the day of the connection test, click **Join 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.

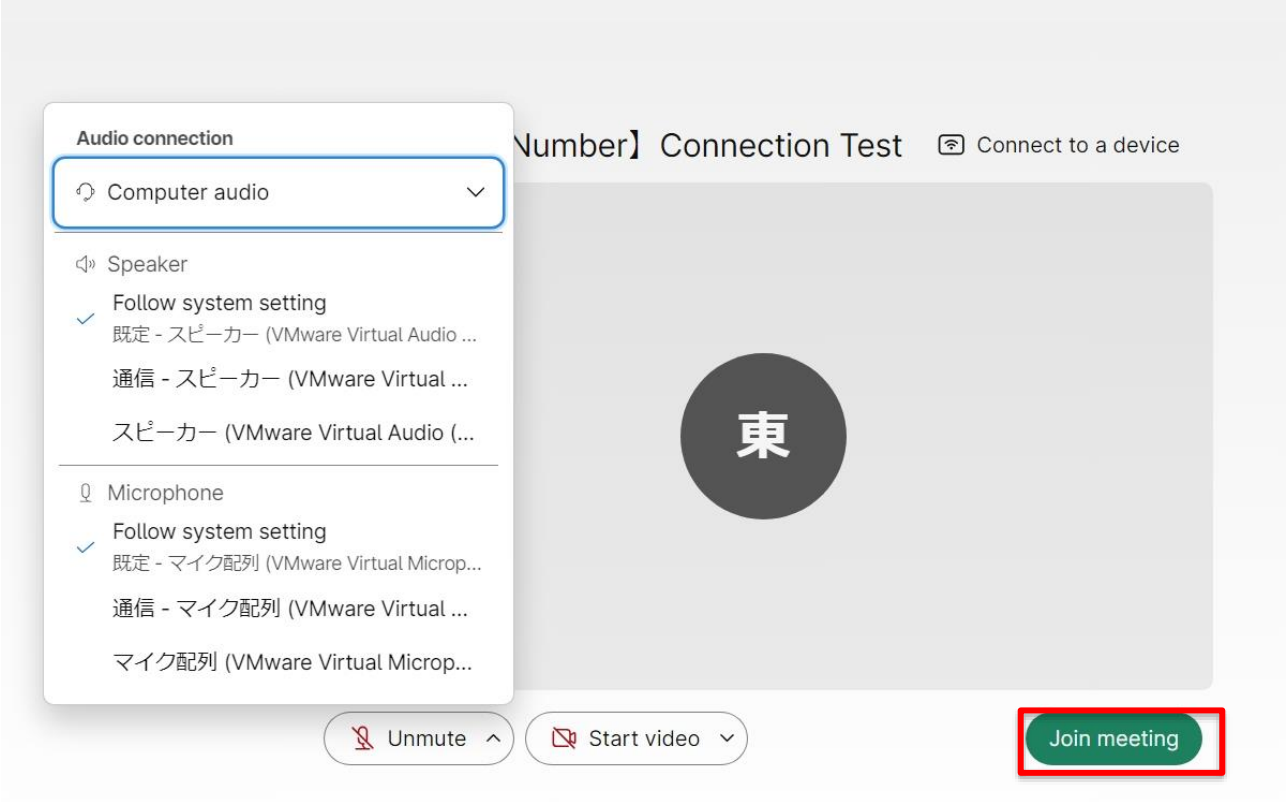


Once you go to the Webex meeting website, click **Join from this browser** to start.

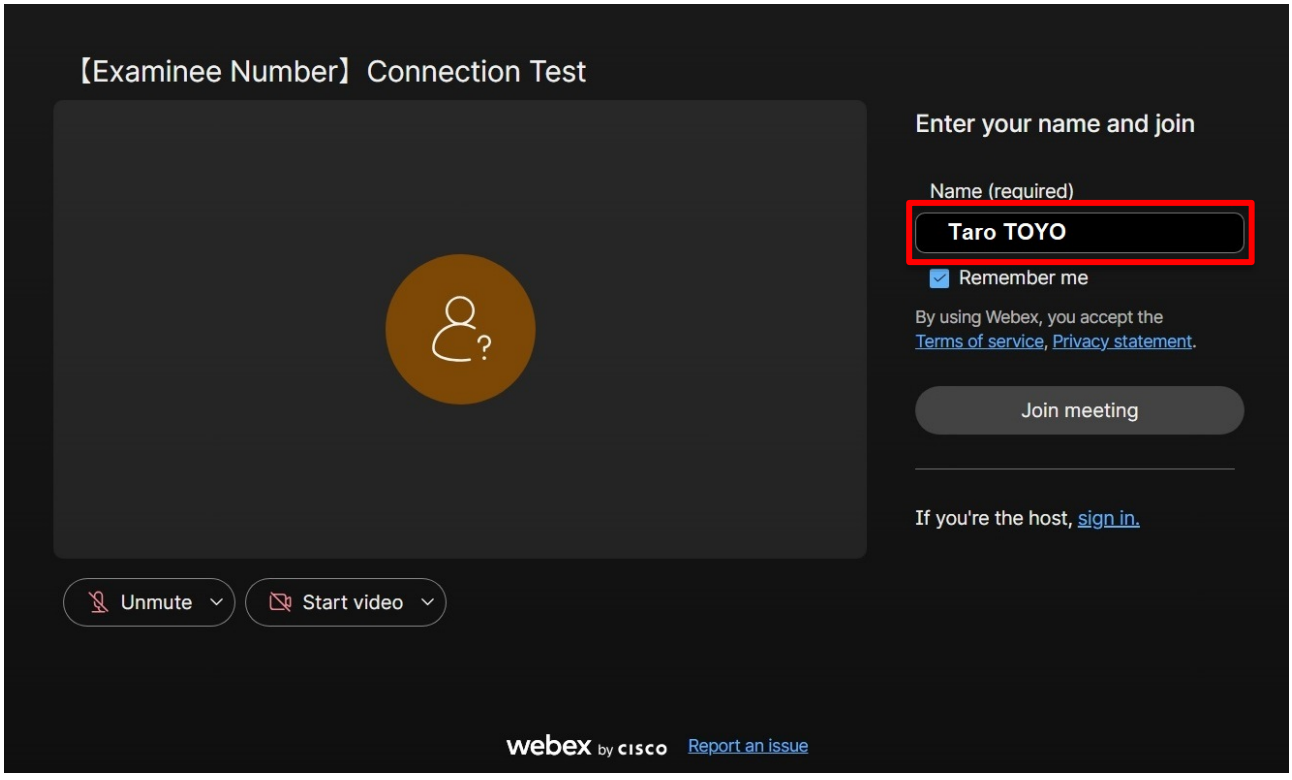


(2) Set up Audio and Video connection

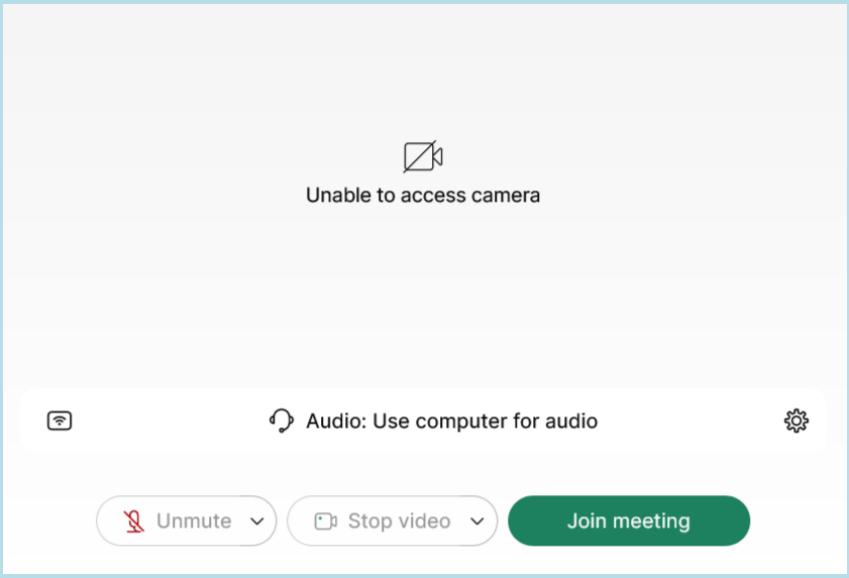
Check if your device is recognized with Webex system. Preview will be displayed if you select the right camera device. Click **Join meeting** to complete set-up.



If the screen below appears, enter the candidate's name registered at the time of application in alphabetical characters in the “Name” field.



*If the following window appears, your audio device may not be recognized by system. Click “Use computer for audio” and check if the right device is recognized.



【If you have a problem with the sound】

・Check if the speaker device setting on your computer is not “mute” or “too 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]

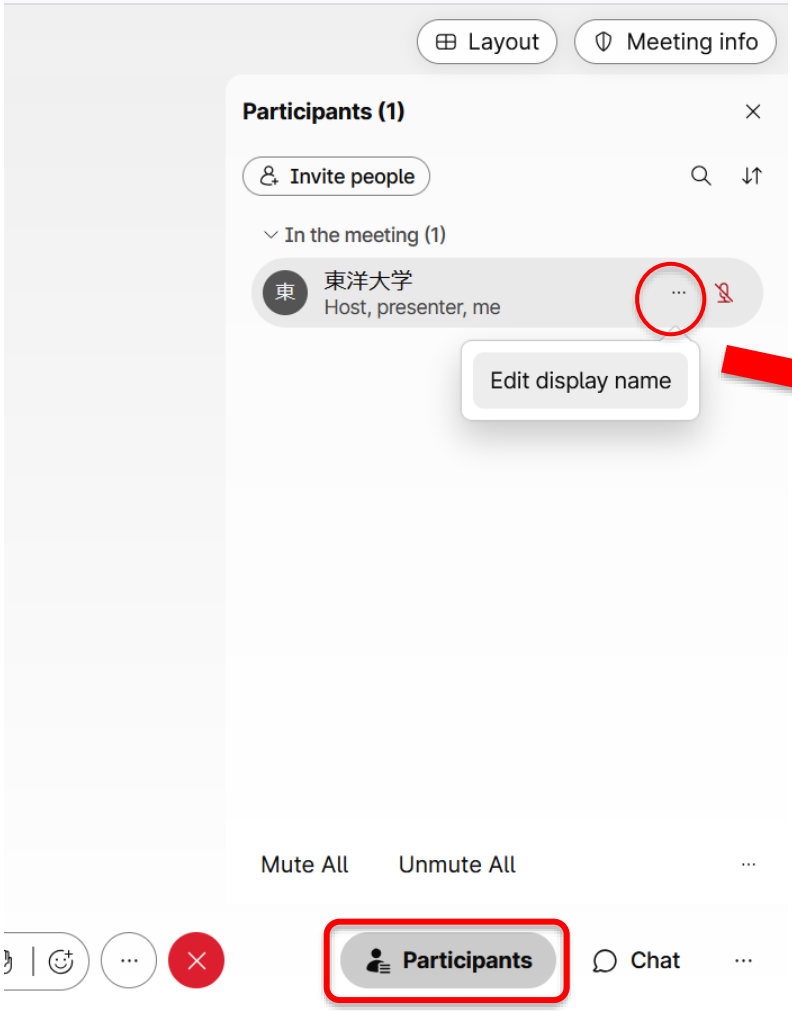
a. On the meeting room, click on the arrow (v) next to the "Unmute/Mute" button on the far left at the bottom of the screen→ Audio Settings… →Speaker and Microphone
b. On “Audio Connection” menu, check if your microphone device is recognized on Webex.
c. If your device is not selected, select the right device from menu.
d. If you do not see your audio device or can not select it, unplug and replug the device and see if it appears on Webex.
e. If you still have a problem after checking all of the above, restart your computer and try these again.

【If you have a problem with the video】

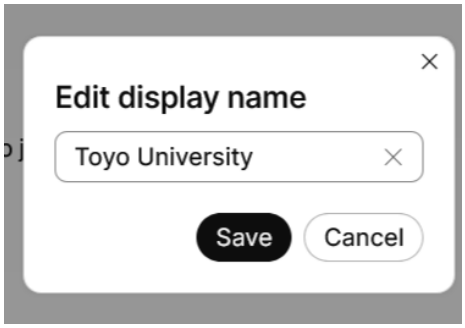
・On the meeting room, click the arrow (v) next to the "Start Video/Stop Video" button at the bottom of the screen, second from the left → Video Settings… →Camera
Check if your webcam device is recognized and selected.
・When using an external webcam, check if your device is firmly plugged in.
・Make sure 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) Confirm the name displayed in the meeting room

Click **Join meeting** to display the preview screen, then click the "Participants Panel" icon on the right side of the bottom.
Next, click the menu icon "…" next to your user name to open the "Edit display name" window, enter your name registered at the time of application in alphabetical character.



Click on the icon "..." to open the following window and enter the name registered at the time of application in alphabetical characters.



↑ "Participants Panel" icon

At the end of the connection test, click the red icon(×) to close your Webex system.

3. Take the Interview Exam

Applicants will receive another invitation e-mail for the interview with a subject **"Webex meeting invitation: 【Examination Number】Interview Exam (Interview Date)"** upon successful completion of the connection test. On the interview date, get accessed to Webex, following the same procedure and under the same condition as the connection test.

Be sure to use the link sent in the invitation e-mail for Interview, not in the invitation e-mail for Connection test.

[Important]

1. Please note that the invitation e-mail for the test day is different from the connection test.
2. On the day of interview, use the same computer as the connection test and take where no one else is around. We will not accept requests for re-examination of test results due to malfunction of the equipment used.
3. Applicant may be considered as absent if he/she is non-responsible on the web-conferencing system when Connection test or Interview starts.
4. The session cannot be disconnected from applicants before the interviewer announces end of interview.
5. In case an applicant mistakenly loses connection during Interview, please immediately reconnect to web conferencing system.
6. Virtual backgrounds are not available. To prevent fraud, may be asked to project your surroundings.
7. Any operation of computers, cell phones, smart phones, wearable devices, etc. (Internet searches) other than as instructed by the interviewer is strictly prohibited.
8. Recording (video, sound, memo, etc.) and distributing of the interview, or disseminating the information on social networking sites is also strictly prohibited.
9. You will be asked for your examination number at the beginning of the examination, so check your "My Page".