The University of Tokyo Short-Term Winter Study Abroad Programs:
General Application Guidelines

October, 2017

November 1st 2017 updated

Note: Be sure to check for the latest information on our website as the program details, application forms or other relevant documents may change without notice.

http://www.u-tokyo.ac.jp/en/current-students/2017winter.html

1. Outline
These Guidelines give an overview of the application procedures for the following Winter Study Abroad Programs Offering Scholarships to students who wish to participate. For individual program details, see their respective Program Sheets.
① National Taiwan University and University of Tokyo Joint Winter Program （Code: NTU）
② University of California San Diego Winter Program （Code: UCSD）
③ University of Otago Winter Program （Code: OTAGO）
④ University of Indonesia Winter Program （Code: UIC）
⑤ Zhejiang University Winter Program （Code: ZJU）

2. Application Schedule

<table>
<thead>
<tr>
<th>Date / Period</th>
<th>Planned announcements, deadlines, students’ actions, etc</th>
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</thead>
<tbody>
<tr>
<td>October</td>
<td>Announcement of Application Guidelines</td>
</tr>
<tr>
<td>Early November</td>
<td>Internal application documents deadline</td>
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<td></td>
<td>As the deadline varies between faculties please check with the relevant office of your affiliation.</td>
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<tr>
<td>Mid- to late November</td>
<td>Internal Selection</td>
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<tr>
<td>Early December</td>
<td><strong>Announcement of Selection Results</strong></td>
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<td>・Be sure to watch for emails or phone calls.</td>
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<tr>
<td>Early to mid-December</td>
<td>・Attend orientation meetings, begin preliminary study, etc.</td>
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<td>・Make arrangements for participation, etc.</td>
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<tr>
<td>February to March</td>
<td>・Participate in Program</td>
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<tr>
<td>After program</td>
<td>・Submit written reports, etc.</td>
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3. Eligibility Criteria and Requirements
All of the following criteria and requirements must be met:
【Internal eligibility criteria and requirements】
(1) Applicants must be students who are enrolled as full-time undergraduate or graduate students of the University during the period of the study abroad program. (Those who are on temporary leave from the University during the time of the program cannot participate.)
(2) Before applying, applicants must make sure that the winter programs do not interfere with their 2017 Autumn Semester courses by carefully checking examination dates and other important scheduled class events as well as their personal schedules. Applicants may apply to the programs...
only after they have confirmed that it is possible for them to participate.

3) The handling of absences from the University’s courses while participating in the program will be determined by each student’s Faculty or Graduate School. Faculties and Graduate Schools may not necessarily give special consideration to students’ participation in the programs. Thus please check with your faculty/graduate school before applying to the winter programs. *In the case of the College of Arts and Sciences Junior Division, not attending classes or exams due to participation in a study abroad program will be considered as an absence, and it is not an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.

4) Students who already have a supervisor or equivalent at the University must notify them of their application to the program in advance and receive their consent and signature in the designated column. Students that do not have a supervisor or equivalent should contact and consult with the relevant section of the Faculty or Graduate School with which they will be affiliated during the program.

5) Before applying, students should consult with the relevant section of the Faculty or Graduate School with which they will be affiliated during the program in order to be made fully aware of the potential academic affairs you need to know. After agreeing to these conditions, students may apply to the program upon receiving the signature of the person in charge of the relevant section in the designated column of the application form.

【Criteria for programs】
Please see each program’s information sheet for details.

【Insurance】
After passing the internal selection process and being accepted into the study abroad program, students are required to take out the Japan Educational Exchanges and Services (JEES) “Futai Kaigaku” at their own expense (this will not be paid for by the University). Taking out this insurance will be one of the requirements for applying to a study abroad program through this general application.

【OSSMA】
Students may be required by their faculty/graduate school to take out the “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. If students are permitted to participate in the program, they must follow their faculty’s/graduate school’s instructions regarding “OSSMA” (this will not be paid for by the University).

【Eligibility Criteria for Receiving Scholarship】 (See the information sheet “Attachment 1” for details.) Because this scholarship is provided by funds and donations by individuals as well as corporate bodies, recipients are expected to attend networking events with donors, submit reports and answer
questionnaires.

4. Program Application, Course Registration and Credits

Please see each program’s information sheet for details.

5. Program Costs / Scholarships

This scholarship is awarded to the participants of this program who wish to receive the scholarship (non-repayment type) under the specific conditions. See each program’s information sheet and Attachment 1 for details as the amount awarded and conditions differ depending on the program. (Recipients of the Japanese Government Scholarship are able to receive scholarships indicated as a part of tuition fee, accommodation fee, or airfare. However, you may not be able to receive the scholarship due to regulations of the Japanese Government Scholarship depending on the duration or the program itself. Please consult with the relevant section of your faculty for details.)

6. Application Deadline

Around Early November (the deadline for submission depends on your faculty. Please check with the relevant offices.)


7. How to Apply

Please submit the completed application forms (both the electronic file and paper-based copy) as specified in “Section 13. Applications Documents” to the relevant office of your faculty by the determined deadline. Applicants can select up to three programs of their choice in order of preference to apply.

8. Internal Selection Process

(1) In principle, internal selection will be by screening of application documents.

(2) Acceptance/non-acceptance to the programs will be sent out by e-mail, therefore please check you e-mails routinely after you apply. It is possible that e-mails with important information may be classified as spam or junk by your e-mail program, therefore please check your spam mail folder also.

(3) After the internal selection, generally participation will be possible in only one of the programs of your choice. However, depending on the program dates and number of applications received, it may be possible that students could attend two programs.

(4) In order to give opportunities of study abroad experience to as many students as possible, students who have previously taken part in the same program, and are applying once again to this program will be given a low priority for internal selection as well as the scholarships.

(5) Results of the internal selection will be sent out early December. The results will be sent out to the
students e-mail directly as well as to the relevant offices of their faculty/graduate school.

9. Having Passed Internal Selection Process ~ Requirements for Post-Internal Selection up until Program Acceptance

【Participation procedures and travel arrangements】

(1) Even if students have passed the selection process, they may not receive scholarships if their participation in the relevant programs is not approved, or if they became unable to participate because of failure to make the required arrangements.

(2) It is the students’ responsibility to follow the instructions of the host institutions on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa and obtain the latest information from the host institution’s country embassy/consulate and other credible sources. Students are responsible for all expenses incurred during the process. If you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons, it is the students’ responsibility and the scholarship will not be paid to the students.

【Internal procedures】

(1) Confirm with the relevant office of your faculty to see if any study abroad procedures are necessary (such procedures differ by faculty).

(2) Contact academic supervisors and other faculty members before departing to avoid unnecessary trouble that could be caused by participating in the program.

(3) Orientation for all Winter Program participants will be held and all students are required to participate.

(4) If you must decline the offer under unavoidable circumstances, immediately contact the International Student Exchange Group (studyabroad.adm@gs.mail.u-tokyo.ac.jp) and also submit a brief on the reasons for declining (no specific format, one A4 sized page).

(5) When a scholarship recipient is found not to satisfy the previously-mentioned eligibility criteria or found to be inappropriate as a recipient, he/she will be ordered to return the scholarship amount already received, in whole or in part. Also when a scholarship recipient suspends his/her study abroad or takes a leave of absence, he/she may be ordered to return the already paid scholarship amount, in whole or in part.

(6) Students must follow other warnings and notes from the University of Tokyo.

【Information on Study Abroad, Risk Management】

For general information on studying abroad and risk management, see the UTokyo Go Global website (http://www.u-tokyo.ac.jp/ja/administration/go-global/voyage/). In particular, read the Risk Management Guidebook for Overseas Travel carefully.
10. Obligations for Participating in Programs
(1) Participants must fully comprehend the purposes of the winter programs and strive to complete the program courses while achieving a high level of academic performance.
(2) Participants must be aware that they are representatives of the University, and thus must comply with the laws, regulations, rules and manners of their host universities and countries.

11. Post-Program Reports
(1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo Administration Bureau), copy of their program completion certificate or academic transcript to the International Exchange Group of the university administration bureau, within two weeks of completing the winter program.
(2) Some programs require the submission of reports other than the above mentioned. Students must submit them by the designated deadline.
(3) If there are any changes in information (addresses, phone numbers, email addresses) from the time of the application, contact your faculty and the International Exchange Group of the UTokyo Administration Bureau so that appropriate procedures can be undertaken. Such information will be necessary for mailing grades, letters of completion, and passing on other important information.
(4) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the University (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys, etc.). Students are expected to participate unless there are unavoidable circumstances.

12. Contact Information
Note: When contacting via email, please make sure to state the subject, your name, Faculty or Graduate School, University year, and telephone number.
(1) Inquiries about programs and scholarships:
International Exchange Group of the International Affairs Department
(studyabroad.adm@gs.mail.u-tokyo.ac.jp)
(2) Inquiries about deadline or application procedures:
Relevant office of your current faculty
(3) Inquiries about academic affairs, such as credit transfer, at the University:
Relevant office of the faculty with which you will be affiliated during the winter program
List of offices of faculties/graduate schools:
http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html
13. Application Documents

<table>
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<tr>
<th>Application forms</th>
<th>Electronic submission</th>
<th>Documents to be printed and submitted</th>
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<tr>
<td>(1) Internal Application Form (specified form)</td>
<td>✓ Excel file (unsigned)</td>
<td>✓ (signed)</td>
</tr>
<tr>
<td>(2) Grading Coefficient Calculation Table</td>
<td>✓ Excel file</td>
<td>✓</td>
</tr>
<tr>
<td>(3) Confirmation of Intention to Receive Scholarship</td>
<td>✓ Excel file (unsigned)</td>
<td>✓ (signed)</td>
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<tr>
<td>Form L-2 (Self-recommendation)—if needed</td>
<td>✓ Excel file (unsigned)</td>
<td>✓ (signed)</td>
</tr>
<tr>
<td>(4) Copy of the Academic Transcript for all semesters since enrollment in higher education (in English)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(5) Written Oath</td>
<td>✓ (signed)</td>
<td></td>
</tr>
<tr>
<td>(6) Copy of the documents to certify English proficiency</td>
<td>✓</td>
<td></td>
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【Electronic Forms/Files】
Forms are to be downloaded from the Go Global, the University of Tokyo website.
http://www.u-tokyo.ac.jp/en/current-students/2017winter.html

【Printed Forms】
All printed forms are to be single sided and on A4 sized paper.

【Points to Note for Specific Document】

(1) Internal Application Form
- Electronic files are to be submitted as a Excel file without signatures. Printed application forms are to be signed by the relevant people where required before submitting.
- Basic information, program choice(s), reason for studying abroad and other information should be provided.
- Students may provide up to three choices of programs (first, second and third choice), either of which must be what they seriously wish to take because withdrawal after passing the screening process is not allowed unless there are special circumstances.
- After passing the internal selection process, students can participate in only one of the three programs of their first, second or third choice. However, depending on the program dates and number of applications received, it may be possible that students could attend two programs.

(2) Grading Coefficient Calculation Table
- Electronic files are to be submitted as Excel files and make sure to enter the correct data.
(3) Confirmation of Intention to Receive Scholarship
* Students who wish to apply for the scholarship but whose grading coefficient for AY2016 is less than 2.30 should submit the form L-2 (Self-recommendation) together with this form. (See the information sheet “Attachment 1” for details.)

(4) Copy of the Academic Transcript for all semesters since enrollment in higher education (in English)
* The section explaining the grading system (e.g. number and type of grade levels) should be included.
* Those who attended another institution either in Japan or overseas must obtain a transcript from that institution and submit it as an A4-size paper.

(6) Copy of the documents to Certify English Proficiency (required documents vary depending on the by program)
One of the following must be submitted. The score of the exam/test with validity must be valid in November 20, 2017.
A. A copy of your TOEFL-iBT or IELTS (Academic Module) score. (An unofficial copy of your score, taken from online, is acceptable only for TOEFL-iBT.)
B. If you do not have A, a copy of your TOEIC or Eiken score or passing certificate
C. If you plan on submitting test results from other exams/tests, submit a copy of your results and a description of the test. The description should include the content of the exam, and conversion tables for the tests mentioned in A and B (A4-sized, no specific format is required).
D. If you have not taken any English proficiency tests due to special circumstances (e.g. graduated high school in an English-speaking country), you can submit a letter of explanation (A4-sized, no specific format is required).

End