The University of Tokyo International Affairs Department
Summer Programs: First Recruitment in Academic Year 2018
General Application Guidelines

2017.12.20

*Information and document submission requirements are subject to change, and additional useful information may be posted online. Please check our website for the latest information.
http://www.u-tokyo.ac.jp/en/current-students/2018summer1.html

*“Faculty” hereinafter refers to the department/faculty/college/graduate school that you are or will be affiliated with.

1. Overview
The University of Tokyo accepts applications from students, who wish to participate in the summer programs listed below in 2. Programs Covered. Participants will receive the prescribed amount of scholarship. (For details of the programs and scholarships, see Attachment 1: Program Basic Information List.)

2. Programs Covered

(1) Summer programs at the 10 world-leading IARU-member universities (see Attachment 2)

[UC Berkeley]
(2) Berkeley Summer Sessions (Regular courses)
(3) Berkeley Summer Sessions (Summer English Language Studies)

[UC Davis]
(4) Global Study Program · Summer Session (Full-Time Academic Credit)

3. Application Flow and Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule, procedure for students, etc.</th>
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</table>
| Dec. 20   | **Announcement of application guidelines in English**
|           | · Check the details (Confirm the application deadline with your faculty)
|           | · Apply for the necessary English proficiency test (e.g. TOEFL iBT) in order to obtain the score by February. If you have already taken the necessary test, confirm that your score is still valid. |
| January   | · Examine the program you will apply for (refer to each program’s websites as well as reports by past participants, which can be found on UTokyo’s Go Global website). |
|           | · Check when you can participate in the program by referring to the class schedule of the faculty which you will be affiliated to during the program in 2018, and your personal schedule. |
|           | *See 4. Eligibility Criteria (2) and (3). |
|           | · Prepare necessary documents: be aware that some documents cannot be made ready at short notice |
| Early to mid-February | **Internal application documents deadline**  
|                      | • As **the deadline varies between faculties** please check with the relevant office of your affiliation. |
| Early to mid-March   | **Internal selection**  
|                      | • Be prepared to receive emails and/or telephone calls in relation to the selection process.  
|                      | • Prepare the application documents for program participation so that you will be ready to submit them immediately on passing the internal selection process.  
|                      | *See 9. 【Participation procedures and travel arrangements】.* |
| Mid- to late March   | **Notification of the selection results**  
|                      | • Be prepared to receive emails and/or telephone calls. |
| After late March     | (If you pass the internal selection process)  
|                      | • You are entitled to receive the scholarship. (This does not guarantee admission to the program. There is also the possibility that you will not receive the scholarship if the prerequisites are not fulfilled.)  
|                      | • Screening by the host institutions |
|                      | (If rejected by the internal selection process)  
|                      | *For those who wish to still participate in a short-term study abroad program*  
|                      | • Apply for the Second Recruitment of Short-Term Summer Study Abroad Programs with Scholarships. (Internal recruitment to start after April. Programs available will be different from the First Recruitment.)  
|                      | • Or apply for programs not offered by the International Affairs Department. In this case, you may be eligible for the S-Short Study Abroad Scholarship under the Go Global Scholarship scheme. |
| After April           | (If you pass the screening by the host institutions)  
|                      | • Prepare to participate in the program.  
|                      | • Follow UTokyo’s required pre-departure procedures, submit required documents  
|                      | • Take out insurance for the study abroad period. |
|                       | (If rejected by the screening by the host institutions)  
|                       | • Application process for the S-Short Study Abroad Scholarship under the Go Global Scholarship scheme will start. |
| After the completion of the program | • Submit reports and documents that certify your participation in the program. |

*Students applying to programs held at universities in the U.S. (not restricted to the programs on this recruitment) can also apply for the scholarship offered by the America-based NPO, Friends of UTokyo, Inc. (FUTI), which is a separate organization from UTokyo and therefore conducts its own selection process. Applicants who wish to receive the FUTI scholarship must check the FUTI website (http://www.friendsofutokyo.org/) and directly apply for the FUTI scholarship concurrently with their application for the program. (The FUTI application process will start around mid-January and close around mid-February.)*

4. **Eligibility Criteria**
Students must satisfy all the criteria below.

【Criteria for internal procedure】
(1) Students must be enrolled at UTokyo as full-time undergraduate or graduate students at the time of application and during the program period. (Those who are on a leave of absence from the University during the time of the program cannot participate.)
(2) It is important to make sure that the summer programs do not interfere with your 2017 Summer Semester courses by checking the examination dates and other necessary schedules before applying to the programs.
(3) In cases where you cannot attend classes at UTokyo for a specified period, the handling of such situations shall be determined by your faculty of affiliation. There is no guarantee that students’ study abroad schedules will be taken into special consideration, therefore please confirm and make sure you understand before applying.
*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, it will also not be an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.
(4) If you already know who your supervisor is during the term in which you will be participating in the summer program, you must obtain prior authorization from the supervisor and obtain his/her signature on the application form. In cases where you do not have a supervisor for that term, please consult with the relevant section of the faculty with which you will be affiliated with during the summer program and obtain their approval.
(5) Please only apply after consulting with the relevant section of the faculty with which you will be affiliated during the summer program term to be fully aware of potential academic affairs you need to know before you apply. You must obtain the signature of the persons in charge for the application form.
(6) Credits or certificates will be issued by the host institution after a successful completion of the program; however, whether or not they are transferrable to UTokyo is subject to the approval of the faculty with which the student is affiliated. If you want the credits or certificates transferred, please consult with your faculty before submitting your application. Please also confirm the credit approval procedure with your faculty before applying.

【Criteria for programs】
(1) You must satisfy the prerequisites for the programs that you wish to participate.
(2) Students must have the English proficiency required to participate in the program.
*Some programs require the submission of TOEFL iBT or IELTS (Academic Module) scores (TOEIC or STEP scores are not accepted), so you must prepare in advance.
**“Expected” in Attachment 1: Program Basic Information List means that the score is a guideline; your application may be accepted even if your score is below the indicated level. However, students are still required to submit valid certificates from specified tests.
“Required” means that your score must be at least the indicated score.
(3) Students must be able to proactively take actions, such as preparing documents and checking deadlines because, after passing the internal selection process, you will be responsible for directly contacting the host institution in English via website or e-mail regarding your application for the study abroad program (and accommodation arrangements in some programs).

【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 call
for scholarships. Details of the insurance will be sent to students who are accepted into the programs at a later date.

[Overseas Student Safety Management Assistance]
Students may be required by their faculty/graduate school to take out “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. If students are selected to participate in the program, they must follow their faculty's/graduate school's instructions regarding “OSSMA” (it is the responsibility of the students to purchase OSSMA as this will not be paid for by the University).
OSSMA: http://www.u-tokyo.ac.jp/res03/ossma.html

[Eligibility Criteria for Receiving Scholarship]
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 as much as possible.

5. Expenses and Scholarship
   (1) In principle, the amount of scholarship provided for use as a part of the tuition fee, accommodation fee, or airfare is expected to be between JPY 60,000 to JPY 480,000 depending on the location, duration and participation fee of the program. Please check the amount, which varies between programs/courses, in Attachment 1: Program Basic Information List.
   (2) The participation fee also varies between programs/courses. You must pay all expenses exceeding the amount of the scholarship, which may include tuition, accommodation, airfare, class materials, visa and insurance, etc.
   (3) Some scholarship payments may occur after the deadline for program participation fee payment or after completing the program, which would require students to temporarily cover the full amount. You must consult with your family or make necessary preparations in advance.
   (4) If you receive a scholarship from another organization that does not allow recipients to receive other scholarships, this program cannot pay the scholarship amount to you.
   (5) 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
   Early to mid-February (The deadline for submission depends on your faculty.) Please check with the relevant office:
   http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html
   * Note that the application deadline is different from the deadlines stated on the website of each university’s program, such as the IARU GSP website, due to the internal selection process.

7. Application Process
   Please submit the completed application forms (both the electronic file and paper-based copy) as specified in Section 14. Applications Documents, to the relevant office of your faculty by the determined deadline.

8. Internal Selection Process
   (1) In principle, UTokyo will decide candidate students through an internal selection process based on the application documents.
Notification of the internal selection results will be made via e-mail in mid- to late March, to both you and the relevant office of your faculty. (Students must regularly check their emails after submitting applications as email will be used for communication. You must check the spam folder as important mails may sometimes be diverted into the spam folder.)

After being selected as a candidate, you can participate in only one of the programs of your first to third choices.

The number of candidates to be selected through this general application will be the number stated in “Capacity” in Attachment 1: Program Basic Information List. If no number is stated in “Capacity,” the number will be decided during the internal selection process taking into account the number of applications received and the budget.

In order to allow more students to experience international exchange, students who have previously participated in the same program will be given a lower priority for internal selection.

If you need to withdraw your application under unavoidable circumstances beyond your control, before you are selected as a candidate, please contact the International Student Exchange Group immediately via the relevant office of your faculty or graduate school.

9. Requirements for Post-Internal Selection up until Program Acceptance

[Participation procedures and travel arrangements]

1. You may not have much time between the completion of the internal selection process and the application deadline for program participation. Therefore it is important to check deadlines and other information on the program website or in Attachment 1: Program Basic Information List. Please note that it is your responsibility to prepare application documents early. If you are selected as a candidate through the internal selection process, you are responsible for preparing application documents designated by the program and sending your application for the program.

2. For the IARU Global Summer Program this year, all students who pass the internal selection process can be accepted into the program (excluding the courses at UC Berkeley). They will receive an e-mail directly from the host institutes to go through the participation procedures. For the courses at UC Berkeley, the host institution will screen applicants after nomination from UTokyo. Selected students will be notified directly by the host institution via e-mail at the end of April and students are to respond to the offer by about a week later. Please be mindful of emails during this period and when replying to the offer email, please cc the International Exchange Group of the UTokyo head office (iaru.gsp.adm@gs.mail.u-tokyo.ac.jp). Cancelation after being accepted may result in some fees.

3. 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. If you are selected as a candidate, and you have completed the program application, you must submit a copy of the document that clearly states the starting and ending dates of the program period, such as acceptance permission from the host institution or a document indicating the possibility of acceptance.

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

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

(4) Orientation for all Summer Program participants will be held in April. All students are required to participate unless there are unavoidable circumstances.

(5) Even students who pass the internal selection process will not receive a scholarship if they are not allowed to participate in the programs or they cannot participate in them due to procedural failures.

(6) If you must decline the offer under unavoidable circumstances (including when applicants are not given permission by the host institution to participate in the program), immediately contact the International Student Exchange Group, and also submit a brief on reasons for declining (no specific format, one A4 sized page), to the International Student Exchange Group via the relevant office of your faculty.

(7) 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. When a scholarship recipient suspends studying abroad or takes a leave of absence, he/she may be ordered to return the amount of scholarship already paid out, in whole or in part.

(8) Students must follow other warnings and notes by the UTokyo.

【Information on Study Abroad, Risk Management】
For general information on study abroad and risk management, see the UTokyo’s 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. Program Participation Requirements
(1) Fully comprehend the purpose of the summer program and strive to complete the courses with high academic achievements.

(2) Selected students should understand that they are representatives of UTokyo. Abide all laws, rules, regulations and manners of the host institution and country.

11. Post-Program Reporting
(1) Students must submit a report (in a format prescribed by the International Exchange Group of UTokyo head office), copy of their program completion certificate or academic transcript to the International Exchange Group of the university head office, within two weeks of completing the summer program.

(2) Some programs require the submission of reports other than the above mentioned, therefore, please be aware of the deadlines.

(3) Credits or certificates will be issued after a successful completion of the course by the host institution; however, whether or not they are transferrable to UTokyo is subject to the approval of the faculty with which the student is affiliated (Please confirm the details with your faculty coordinator beforehand).

(4) If there are any changes in information (address, phone number, e-mail addresses) from the time of application, contact the faculty and the International Exchange Group of the UTokyo head office so that appropriate procedures can be undertaken. Such information will be necessary for mailing grades, letter of completion, and passing on important information.

(5) 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). Students are expected to participate as much as possible.

12. Related Websites
IARU GSP Website:
13. Contact Information
*When contacting via e-mail, please make sure to state the subject, your name, faculty, number of years at university, and telephone number.

(1) Inquiries about overall programs and scholarships:
   International Exchange Group, the University of Tokyo
   (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 your faculty with which you will be affiliated during the summer program
   List of offices of faculties/graduate schools:
   http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html

(4) Inquiries about program details: Host institution of the programs (see their websites shown on Attachment 1: Program Basic Information List)

14. Application Documents

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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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<tbody>
<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 (specified form)</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>
</tr>
<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 original)</td>
<td></td>
</tr>
<tr>
<td>(6) Copy of the documents to certify English proficiency</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(7) Other documents required for each program</td>
<td>✓</td>
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[Electronic Forms/Files]
Forms are to be downloaded from the University of Tokyo Go Global Website http://www.u-tokyo.ac.jp/ja/administration/go-global/program/sp2018.html

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

[Points to Note For Each Documents]

(1) Internal Application Form
- Electronic files are to be submitted as a MS Excel file without signatures. Printed application forms are to be signed by the relevant people (supervisor and the person in the relevant
section of the faculty with which you will be affiliated during the summer program term) where required before submitting.

• After passing the internal selection process, students can participate in only one of the programs of their first to third choices.

(3) Confirmation of Intention to Receive Scholarship

Students who wish to apply for the scholarship but whose grading coefficient for AY2016 (for the S semester (S1 as well as S2) in AY2017 for first year undergraduate students who enrolled in April 2017) is less than 2.30 should submit the form L-2 (Self-recommendation) together with this form.

(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 of step) should be included.
• If you have been enrolled at other institutions (both in Japan and overseas), please submit your academic records from that period in A4 size as well.

(5) Oath

Parents/ guardians will be specified for the role of guarantor. Please make sure to submit a signed print of the oath.

(6) Copy of the documents to certify English proficiency

• For scores on necessary English proficiency tests, which vary between programs, see Attachment 1: Program Basic Information List.
• Students who wish to apply only for programs that do not specify a required score in “English Language Requirement” in the attached Program Basic Information List are not required but recommended to submit any document to certify their English proficiency. If you write your scores on “Language Proficiency” in the Internal Application Form, you must submit the relevant certifications.
• The score must be valid in February 2018. You may submit a copy of the TOEFL scores available online. If the scores cannot be submitted by the departmental deadline, they may be submitted to the International Exchange Group of the UTokyo head office by noon of February 23, 2017. The same applies if new scores are to be submitted to replace scores already submitted to the department. (e-mail to studyabroad.adm@gs.mail.u-tokyo.ac.jp)
• Students who fall under the conditions below are not required to submit their English proficiency test scores but must describe the reason in the “Language Proficiency” box in the application form. Those who are not sure if they fall under the conditions must confirm, in advance, with the International Exchange Group via the relevant office of your faculty:

条件：Students who have received an English-medium education for at least 5 years of the first 6 years of education and at least 5 years of the next 6 years of education are exempt from submitting English proficiency test scores.

(7) Other documents required for each program

*Submit electronic files of the documents listed in “Additional Documents Required for Internal Selection” in Attachment 1: Program Basic Information List. Recommendation letters or other documents that require a signature should be submitted as PDF files of scanned documents with the signatures.

※The documents mentioned above are required for the internal selection process. If you are selected as a candidate, you must prepare and submit application documents for program participation to the host institution.