AY2018 The University of Tokyo University-wide Student Exchange Program (USTEP) (Administered by the Division for Global Campus Initiatives) Application Guidelines for Candidate Students (for AY2018-2019 - early 2019 departure)

April 26, 2018

The information concerning application and related documents are subject to change. Useful information and FAQs may be added later. Make sure to check the latest information on the Go Global website.

https://www.u-tokyo.ac.jp/adm/go-global/ja/application-tips-USTEP.html

1. Outline

“Student Exchange (outbound)” is a program where a student in a regular course of the University of Tokyo is given the educational opportunity to take courses or receive academic advice at an overseas university with which the University of Tokyo has concluded a memorandum on university-wide student exchange (hereinafter referred to as “partner university”) for a semester or for several semesters in a one year period, while remaining enrolled at the University of Tokyo.

During the exchange period, tuition at the partner university will not be levied but payment to the University of Tokyo of the tuition specified by the University of Tokyo is required. The period of enrollment while studying abroad shall be counted in the period necessary for completion of a degree at the University of Tokyo. (The status during the study-abroad period shall not be “Leave of Absence” but “Study Abroad” or “Receiving Entrusted Research Guidance”.)

At the partner university, credits shall be granted when specified requirements are satisfied. Whether or not such credits will be approved as credits of the University of Tokyo shall be determined by each faculty/graduate school, therefore consulting in advance with the relevant section of the faculty/graduate school that you belong to at the time of study-abroad is necessary.

* The University-wide Student Exchange Program (USTEP) refers to the student exchange programs under a university-wide, student-exchange agreement (memorandum) administered by the Division for Global Campus Initiatives. These guidelines are for recruiting candidate students for such programs. If you are interested in an exchange program at a partner university under a student-exchange agreement (memorandum) administered by each faculty/graduate school, contact the relevant section of the faculty/graduate school that you belong to.

2. Eligibility/Requirements

An applicant must satisfy all of the requirements below to be eligible.

(1) Have the qualifications for an exchange student be specified by the partner university. With regards to the language proficiency requirements, applications may be made only if the requirement is met at the time of the deadlines set by the faculty/graduate school. Some partner universities have faculties/graduate schools that do not accept exchange students, courses that exchange students cannot take or are guaranteed to be able to take. Please be aware that it is your responsibility to
check the websites etc., of the partner university.

(2) Belong to a regular course of a faculty or graduate school of the University of Tokyo at the time of application. Please note that those who graduate from/complete the faculty/graduate school of the University of Tokyo during the study-abroad period are not eligible.

(3) If the applicant is planning to advance to the Senior Division or a graduate school, such advancement should be completed before the start of the study-abroad period. It is not possible to advance to the Senior Division or a graduate school (including advancement from Master’s to doctorate degree) while you are on a study abroad program, therefore, please complete the necessary procedures by the start of the period of study abroad. However, in this recruitment as transition measures for AIKOM (Abroad In KOMaba: the study-abroad program for the Senior Division of College of Arts and Sciences), students who are scheduled to advance to the Senior Division of the College of Arts and Sciences are eligible to apply on the premise of advancement during study-abroad as long as they are approved by the said College. For details, please see the following website, Global Komaba: www.globalkomaba.c.u-tokyo.ac.jp

*Refer to News > Study-abroad

(4) The study-abroad period is one semester or longer, basically within 1 year. In principle, change of the study-abroad period after application is not permitted.

(5) Consult the relevant section of the faculty/graduate school that you are scheduled to belong to at the time of the study-abroad (see “Contacts”), receive explanations on the points to be noted concerning study-abroad, and fully understand them before submitting your application.

(6) If you already know who your academic adviser at the University of Tokyo will be during study-abroad, obtain consent from the academic adviser concerning the application.

(7) Follow all necessary “Study Abroad” or “Receiving Entrusted Research Guidance” procedures of the faculty/graduate school that you belong to, before departure.

(8) Submit an application only if you are absolutely certain of being able to participate in the program after thoroughly checking the course/examination schedules at the University, job-searching activities and other personal plans before application. As the number of students that can go abroad on this program from the University is limited, cancelation after the internal screening process means a loss of the chance to study abroad for other students. Make certain you do not need to cancel your application after submission.

(9) For insurance during the study abroad, students are required to take out a JEES “Futai Kaigaku” (this will not be paid for by the University).

(10) You may be required to register OSSMA (Overseas Student Safety Management Assistance) offered by Emergency Assistance Japan Co. depending on your affiliation at the time of your going abroad, as a means of managing safety risks during your study abroad. Once you have been selected as a candidate, follow the instruction of your faculty/graduate school regarding the application process. (The subscription fee is your responsibility.)

(11) Application by students who are selected for the Research Fellowship for Young Scientists (DC) of JSPS (Japan Society for the Promotion of Science) is permitted.
3. **Partner universities for recruitment**

See the appendix for a list of partner universities.

4. **Target period of USTEP**

◆ **Definition in this Application Guidelines**

“Autumn semester” indicates the study-abroad period from around July-September to around November-January at overseas universities. “Spring semester” indicates the study-abroad period from around January-March to around April-June at overseas universities.

*Please be aware that the terms “autumn semester” or “spring semester” are not necessarily used by definition at partner universities, particularly not at Southern Hemispheric universities. For details of study-abroad periods, please refer to their websites as the period complies with academic calendar and terms specified by partner universities.*

(1) The exchange period shall be as follows, however, item ② only applies if the partner university starts their academic year in the spring term (i.e. the southern hemisphere and Korea)

① Spring semester for AY2018-2019
② Spring semester for AY2018-2019 and autumn semester for AY2019-2020

(2) Because of the difference in academic calendars, you may not be able to take courses of the University of Tokyo before and after the study-abroad period, and may therefore fail to graduate within the standard number of years required for completion. So check and consult the relevant section of the faculty/graduate school to which you will belong at the departure time of study abroad.

(3) For students who wish to participate in this program in their final year of the standard academic year, please make sure to consult with the relevant sections of your faculty/graduate school. If you have completed all the courses, have obtained necessary credits as specified by your faculty/graduate school and the standard limit of study period has reached, your graduation may be authorized even during the study-abroad. It is not possible for students to continue their study abroad, if they are authorized graduation during the program period.

5. **Costs**

(1) Tuition

Pursuant to the student exchange memorandum, examination fees, entrance fees and tuition at the partner university shall not be levied and the tuition specified by the University of Tokyo shall be paid to the University of Tokyo.

(2) Other expenses

Other expenses required during the study abroad period shall be borne by the exchange student.
6. Scholarships

In principle, all successful candidates are eligible for non-repayment type scholarship if they wish to receive one through the Division for Global Campus Initiatives (see Appendix 1 for details). Those who wish to receive the scholarship should apply using the “Confirmation of Intention to Receive Scholarship” form. Please be aware that students who are awarded scholarship by other organization may not be eligible to receive from any other organization. Those who still wish to receive the scholarship at the moment, should apply using the “Confirmation of Intention to Receive Scholarship”, however, if it becomes apparent that you are not allowed to receive our scholarships, please let us know.

(For reference) Other scholarship programs

● Japan Student Services Organization Scholarship Loans for Those Hoping to Study Abroad (Category 2 Loans):

It is possible for students to apply to both the scholarship by the Division for Global Campus Initiatives and this loan-type scholarship. However, the scholarship is provided on the condition that the credits obtained from the study abroad program are approved as credits at the home institution. Therefore, please check in with the relevant section of the affiliation that you are scheduled to belong to at the home institution during the time of study-abroad as well as the Student Scholarship and Welfare Group at UTokyo.
- Amount of loan: selectable between JPY 30,000 and JPY 150,000 monthly
http://www.u-tokyo.ac.jp/stu02/h02_01_02_08_j.html

● 2018 Partnership Student Study Abroad Program TOBITATE! Young Ambassador Program

TOBITATE provides tuition and reserve for study abroad, in addition to monthly scholarship money JPY 120,000 to JPY 160,000 or JPY 60,000 (varies depending on financial status and region of travel). Offered not only for programs to study-abroad by educational institutions but also for proposals of study-abroad which including practical activities (e.g. internship) that conform to the aim of studying abroad. http://www.tobitate.mext.go.jp/

● Scholarships from various other organizations:

Scholarships offered by various scholarship organizations are also available. (Please be aware that if selected, you may not be able to receive the program attached scholarship).
For reference: The University of Tokyo Go Global website:
http://www.u-tokyo.ac.jp/ja/administration/go-global/scholarship/list.html

7. Status of enrollment

(1) The status of enrollment at the partner university will be set by the partner university.
(2) The registration status at the University of Tokyo of the student studying at a partner university shall be “Study Abroad”, upon approval by the faculty/graduate school that the student belongs to. In the case of a graduate school student, the procedure for either “Study Abroad” or “Receiving Entrusted Research Guidance” shall be followed according to the nature of the activity of USTEP.

8. How to apply

Submit a set of application documents listed below to the relevant section of the faculty/graduate school
you belong to at the time of application before the application deadline set by the said affiliation. The deadline of submission will be around late May - to early June, 2017 (varies depending on the faculty/graduate school. Check with the relevant section of your faculty/graduate school). * Use the Checklist to confirm that no documents are missing. Relevant sections in each faculty/graduate school:
https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html

Electronic files can be downloaded from:
https://www.u-tokyo.ac.jp/adm/go-global/ja/application-tips-USTEP.html

<Documents to be submitted as electronic file and in printed form>* All documents should be A4 size (printed on one side only).

(1) Internal Application Form
* Even if you have made only one selection for partner universities, it will not act in favor during the internal screening. Therefore, list all three partner universities where you wish to study. Also, since cancellation of application after internal screening is not accepted, select only those partner universities that you are seriously willing to study at.
* Following the internal screening, the University of Tokyo shall nominate you to only one of the universities from your first to third choices.
* Please be aware that due to restrictions in the number of places available in the agreement with the partner university, it is possible that the nomination sent to the partner university may be for a period of one semester only. Therefore, please make sure to select “Will accept the offer even if only for 1 semester” in item 9 of the application form if you still wish to study abroad even if the period is only for one semester.
* Yale University’s Fox International Fellowship Program is a program that comes with Yale’s scholarship. Please be aware that strict screening will be conducted at Yale University after the internal screening. On average, one student is selected each year.
* Signature is required.
* Do not modify the form layout (e.g. adjust margins, insert rows or pages etc.).

(2) Grading Coefficient Calculation Table (specified form)

(3) Confirmation of Intention to Receive Scholarship

<Documents to be submitted in printed form>* All documents should be A4 sized (print on one side only).

(4) Original(s) of the academic transcript(s) for all semesters after entrance to the university (in English)
* Submit the entire transcript including the portion where the standards of academic evaluation (the grading structure, etc.) are explained.
* If you have been enrolled in any other university inside or outside Japan, obtain the academic transcript of that university and submit it also. The transcripts of vocational schools and universities that you dropped out of are not required.
* If the submission of the original transcripts from the other universities is difficult, submission of
copies is permitted. However, after internal screening process, you may be required to obtain and submit an original if the partner university so requires.

(5) Letter of recommendation by a faculty member of the University of Tokyo who knows the personality of the applicant, such as the academic adviser (or classroom instructor, course instructor) of the faculty/graduate school that you currently belong to (in Japanese or English) (Seal closed) .

* The original, signed or stamped by the recommender.
* Please make sure the recommendation is sealed in an envelope by the recommender when submitting.
* The letter of recommendation is basically for internal screening purposes. If after the internal screening process the partner university requests a letter of recommendation, it will be necessary for one to be obtained and submitted.

(6) Original of Oath

(7) Copy of your passport page that has your photo and information (clear and in color) (applies to passport holders only)

(8) Documents certifying language proficiency: please refer the Article 9.

9. Details of the documents certifying language proficiency

(1) Documents required when English is used for study/research at the partner university

Submit copy of the TOEFL-iBT or IELTS (Academic Module) score which meets the requirement by the partner universities. (It should still be valid on 1 December – still be within 2 years from the examination date) The University of Tokyo requires: TOEFL-iBT 79 or higher, IELTS (Academic module) 6.5 or higher for the internal screening. Application with a TOEIC score or other English proficiency test results will not be accepted. A copy of the score presented on the relevant website after the test is also acceptable. Furthermore, the documents that prove that you received a primary and secondary education taught in English such as certificate of high school in English used countries can substitute only when the partner university indicates that it can be acceptable in their factsheets.

(2) Documents required when a language other than English is used for study/research at the partner university

Submit the listed documents below which meet the requirement of partner universities. If the partner universities do not request or specify a language proficiency level, the University of Tokyo requires B1 or higher in Common European Framework of Reference for Languages. In principle, ① in the list is to be submitted. ② may be submitted if ① cannot be obtained in time for the closing date of the affiliation.

① A copy of the score or certificate of a proficiency test of the language to be used at the partner university

* If the certificate document is written in a language other than English, attach a Japanese or English translation.

② Original of a document prepared by an instructor in charge of language education at the University of Tokyo certifying that the applicant has sufficient proficiency in the language used at the location of the host university to conduct study/research (specified form to be used)
* It is to be filled out by the evaluator in English or the language to be used at the location of the host university.

(3) Ensure that the score of the language proficiency test submitted is still effective at the time of the application deadline of each faculty/graduate school, i.e. obtained within the effective period specified by the organization providing the said language test.

(4) With regards to the language proficiency required by partner universities and their periods of validity, check on your own responsibility the latest information on the website of the relevant partner university.

(5) Additional submission or replacement of documents certifying language proficiency is not allowed during the period between the application deadline of each faculty/graduate school and the completion of internal screening by the University of Tokyo.

10. Internal screening

Documentary screening and interviews will be conducted on July 7 (Sat), 2018.

The date for the interview and other important matters will be notified by e-mail, so check your e-mails regularly after submitting an application. Always check your spam mail folder as some important messages may be sent to your spam folder.

11. Notification of the results of internal screening

You will be notified of the results of the screening through your faculty/graduate school around late July, 2018.

12. Matters to be noted when you are selected as a candidate

(1) If you are selected as a candidate for USTEP, you must prepare the application documents specified by the partner university and submit them to the International Exchange Group. It is recommended that you prepare the application documents as early as possible, referring to the website, etc., of the partner university. The University of Tokyo will nominate you to the partner university with these application documents. Notification of acceptance will be issued by the partner universities after their review of the documents. At the time of receipt of the notification, your exchange at the partner university will become official.

* Check whether the certificate of the language proficiency test you submitted for internal screening satisfies the effective period specified by the partner university. If it is not effective, obtain the effective score by taking the test again.

(2) The preparation and processing of the application documents to the partner universities is your responsibility. Check all documents carefully and make sure there are no omissions.

(3) Completing the procedures for enrollment, travel, acquisition of visa, etc., is your own responsibility and follow the instructions given by the partner university and obtain the latest information from embassies, etc., of the country or region you will be traveling to. Cost for these procedures are your responsibility.

(4) The subjects and courses available at the partner university are generally based on the request of the student, however, it is possible that the requests may not be accepted due to the circumstances of the
partner university.
* Some universities may not accept graduate students, so we recommend that graduate students contact a professor of the partner university who they would like to be supervised by in advance.

(5) Even if you are selected as a candidate, you may not be sent in any of the cases below.
   ① When the number of students accepted by the partner university is decreased.
   ② When admission by the partner university is not obtained.
   ③ When it is discovered that you do not satisfy the requirements of “2. Eligibility/Requirements”.
   ④ In any other situation where studying abroad is deemed inappropriate.

(6) If there is a possibility that you may fail to satisfy the qualifications required for studying abroad, promptly contact the International Exchange Group via the relevant section of the faculty/graduate school you belong to. Since the number of students to be nominated under each student exchange program is agreed with the partner university, be careful not to cancel the application after you are selected as a candidate for USTEP unless it is for unavoidable reasons.

(7) For general information about studying abroad and risk management, see the Go Global website. (https://www.u-tokyo.ac.jp/adm/go-global/ja/voyage-prep.html)
In particular, you must thoroughly read the Risk Management Guidebook.

(8) For insurance during the study abroad, students are required to take out a JEES “Futai Kaigaku” at their own expense. Taking out this insurance will be one of the requirements for applying to the university-wide student exchange program (this will not be paid for by the University). Details of the insurance will be sent to students who are accepted into the programs at a later date.

(9) Follow the procedure for “Study Abroad” at the faculty/graduate school that you belong to at the time of departure. In the case of a graduate school student on USTEP, procedures for either “Study Abroad” or “Receiving Entrusted Research Guidance” need to be followed depending on your actual circumstances. For details of the procedures, check in advance with the relevant section of the faculty/graduate school that you will belong to at the time of study-abroad.

(10) Follow all other cautions provided by the University of Tokyo.

13. Obligations for Participating in Programs
(1) Participants must fully comprehend the purposes of the 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 of Tokyo, and thus must comply with the laws, regulations, rules and manners of their host universities and countries.

14. Post-Program Reporting
(1) Students must submit the required documents notified before departure within two weeks of completing the program.
(2) If you were receiving a scholarship, submit the designated reporting documents in addition to the above.
(3) Whether or not the credits obtained at the partner university will be approved as credits of the University of Tokyo is determined by the faculty/graduate school that you belong to. The credits obtained in this program will not necessarily be transferred to credits of the University of Tokyo. For
information on credit approval procedures, consult the relevant section of the faculty/graduate school that you belong to in advance.

(4) Students may be requested to cooperate with initiatives concerning internationalization of the University of Tokyo. When requested (e.g. participation in reporting meetings or information sessions, advertising of study abroad programs and advice for students, questionnaire survey, etc.), you must cooperate unless there are unavoidable reasons.

15. Others
The names, contacts and other personal information that the relevant faculty/graduate school and the International Exchange Group obtained in relation to the application process shall be used only for the purpose of selecting/deciding the candidate students, procedures for partner universities and requesting cooperation with initiatives aimed at the internationalization of the University of Tokyo.

16. Contacts
Inquiries about this matter shall be made through the relevant section of the faculty/graduate school that you belong to. Relevant Sections of Each Faculty/Graduate School:
https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html