NEW!

Applying for Study Abroad Programs via UTAS

Application procedures guidance session

The University of Tokyo
1-1. Open the “Overseas Study” Page

① Select the “Overseas Study” tab on the UTAS homepage

② This directs you to the “Applications for Study Abroad Programs” page

The ‘help’ button opens a new window containing a detailed explanation of the page you are currently viewing.

※Note that this column “Study Abroad Scholarships Result” is not currently being used to record information, so will display “no application” regardless of your actual application status.

This grid gives the details your past and currently active applications. You can check the status and results of your applications under the header ‘Status’.
1-2. Select Your Desired Program

① Please select the program you wish to apply for.

Please select the program you wish to apply for. You can only apply for "USTEP", "Long-term Study Abroad Program" or "Short-term Study Abroad Program" from this page. Please go to the "Go Global" website for details of the program.

※ Please carefully read and understand the Application Guidelines before starting to complete the application.
※ The submission deadline defers depending on the affiliation and call for applications. Check the instructions given in the Application Guidelines and the notification by the affiliations.
※ You cannot apply through this page outside of the application periods.

List of programs open for application:

Before applying, please visit UTokyo’s “Go Global” website and carefully read the application guidelines and instructions for each program before applying.
http://www.u-tokyo.ac.jp/ja/administration/go-global/

② First, select the category of program you wish to apply for:

"University-Wide Student Exchange Program"
"Long-Term Study Abroad Program"
or "Short-Term Study Abroad Program"
Then click “Next”.

※ If you currently have an incomplete application under one of the three categories above, you cannot make another application under the same category until the previous application has been completed. Attempting to submit a second application will result in an error message.
※ If the application period has closed or is not yet open, or you are not eligible to apply for any programs at that time, an error message will appear when you click ‘next’.
1-2-1. Tips... Types of Study Abroad Programs at UTokyo

A. University-wide Student Exchange Program (USTEP)(全学交換留学)
   Student exchange program between the University of Tokyo and our overseas partner universities.
   Duration: Most partner universities offer 1 semester – 1 year study abroad programs.
   Fees: UTokyo students are not required to pay tuition fees to the host university, but must continue to pay tuition at UTokyo.

B. Long-Term Study Abroad Programs (LT) (長期派遣プログラム)
   UC Berkeley/Davis Program, Lingnan University Program (as of November 2017)

C. Short-Term Study Abroad Programs (ST) (短期派遣プログラム)
   Short-Term Overseas Programs which do not fall under A or B above.
   Duration: Less than three months.
   Fees: Depends on programs. Scholarships are available for some programs.

Please visit UTokyo’s “Go Global” website for further details.
We sometimes hold on-campus Study Abroad guidance sessions to share detailed information about the programs.
http://www.u-tokyo.ac.jp/ja/administration/go-global/index.html
2-1. Filling out the Application Form (basic information)

Please fill in all sections from top to bottom

Once you select your desired category of program, you will be directed to an application form.
※ If you selected “USTEP or “Long-Term” in the previous step, you will be taken directly to the application form for available programs. If you selected “short-term”, you will be asked to select the sub-category of short-term program you wish to apply for from a drop-down menu before filling out the form.

- For multiple-choice questions, click the gray arrow to display the options.
- When provided, please read all instructions carefully.
- Please use half-width/one-byte alphanumeric digits (default digits on English-language keyboards) when entering your date of birth.
- Required fields display are denoted with the word “compulsory” in red.

★ Errors are not checked ‘as you go’, but only once the form has been submitted. If your form contains errors, the fields that require correction will be denoted in red at the top of the page and beside the corresponding fields.
※ For further details in each blank, please see “The Checklists for Application”

The following slides (2-1-a1 to 2-1-a7) show an example application for the USTEP program.
Slide 2-1-b1 is a sample long-term study abroad application.
Slides 2-1-c1 to 2-1-c2 show a sample short-term study abroad application.
Details already registered on UTAS (name, contact number, affiliated department, etc.) are automatically filled in.

### 1. Name
Enter your name as written in your passport.

<table>
<thead>
<tr>
<th>In Japanese Character</th>
<th>In Japanese &quot;furigana&quot;</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>In English as written in your passport:</th>
<th></th>
</tr>
</thead>
</table>

### 2. Basic Information

<table>
<thead>
<tr>
<th>Student ID No.</th>
<th>Application ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td>Age 20 years old (as of 1 April 2018)</td>
</tr>
</tbody>
</table>

- Gender: female
- Nationality: Japan
- Do you have permanent residence status in Japan? Yes
- Exemption (Japanese national)? No
- For non-Japanese
- Awarded Japanese Government Scholarships? No

### 3. Contact Details

<table>
<thead>
<tr>
<th>Cell Phone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail: <a href="mailto:student@example.co.jp">student@example.co.jp</a></td>
<td></td>
</tr>
<tr>
<td>〒2270062</td>
<td>〒2270062</td>
</tr>
</tbody>
</table>

### 4. Emergency Contact Details of Next-of-Kin etc.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>〒2270062</td>
<td>〒2270062</td>
</tr>
</tbody>
</table>

### 5. Current Academic Affiliation and Year

<table>
<thead>
<tr>
<th>Faculty/Graduate School</th>
<th>Department</th>
<th>Date of Enrollment</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Medicine</td>
<td>School of Medicine</td>
<td>2016/04</td>
<td>3</td>
</tr>
</tbody>
</table>

※ The following fields will be completed automatically based on your information registered on UTAS:
- Name
- Basic information
- Contact information
- Emergency contact information
- Affiliated department
- Year of study
If any of the above are incorrect, please amend your details via the “Student Information” tab on the UTAS homepage.

All notifications regarding your for the application will be sent to this email address (your registered email address on UTAS). Please check the inbox regularly following your submission.

※ You can edit your registered email by clicking the “Student Information” tab on the UTAS homepage, and then selecting “email settings”.
Enter what your affiliated department and academic year in UTokyo will be at the start of USTEP, year at UTokyo, and expected graduation date assuming you are selected to participate.

※ Be sure to enter the department you will be affiliated with at UTokyo at the start of USTEP, even if your current affiliation is different.

Enter the official names of your affiliation. For postgraduate students, please indicate your program (Master’s/doctorate).

If you will not register for any class at UTokyo after completing USTEP, select “No Registration”.

Enter your expected graduation date from UTokyo assuming you participate in USTEP.*

※ Please be sure to enter the official name of your affiliated department, supervisor, etc.
※ You need to be enrolled in a program at UTokyo at the time of application and for the duration of USTEP; you are not eligible to participated if your expected graduation dates is during the USTEP program.
※ Be sure to consult with the program coordinator of the UTokyo department you will be affiliated with during USTEP prior to submitting your application. Ensure that you understand the full implications of participation (in some cases, you will have to postpone your graduation from UTokyo in order to participate).
If you have credits from other universities, please complete the form. Otherwise, skip to the next step.

If entering credits from other universities, you are required to submit an English-language PDF transcript from the awarding university via the `attachment` button at the bottom of this page. (Please submit transcripts for all universities where you have earned credits, regardless of if they are domestic or overseas.)

*You are not required to submit any transcripts if you only have credits from UTokyo.*

**If you have credits from other universities, please enter them in the yellow boxes using half-width/one-byte alphanumeric digits (default digits on English-language keyboards).**

After entering your credits from other universities, click this button and the page will refresh and display a recalculation of your total credits, including those you just entered.
Please enter the information about your preferred partner university after carefully reviewing the details of its exchange program.

Select the semester(s) for which you wish to study abroad. Some partner universities have restrictions regarding when and/or for how long exchange students can stay, so check the program details carefully.

Enter your preferred faculty/graduate school at the host university. Be sure to check if they accept exchange students in advance.

Select the language(s) to be used for study and and/or research at the host university. In the box below, enter the host university’s language requirements for international students. Make sure you meet these requirements.

Host universities can also be selected using the “Program Search” tool.

These fields will only become active if you select to study abroad for one academic year (two semesters) above. If you are willing to study abroad for a shorter period should the partner university not be able to host you for a full academic year, select ‘yes’ (希望する). Otherwise, select ‘no’ (希望しない) ※This field will not become active if you have selected a partner university that hosts students for a minimum of one academic year.
Enter the host university’s language requirements for international students, having thoroughly checked them with the host university.

In the case that you are not required to submit TOEFL iBT/IELTS scores, enter the reason why here (e.g. English is not used at the host university).

*Completing this field deactivates the option to ‘attachment’ at the bottom of this page. However, if you enter your TOEFL iBT/IELTS scores in the box above, you are required to attach proof of these scores (submitting the form without attachments will result in an error message).

Select the required language proficiency test level from the pulldown-menu, and one of the two following actions will become available

1. A new window will open from which you can select the relevant score.
2. A blank box will be displayed in which you can enter your score.

Please double-check the language requirements of the host university before submitting, including the level and scores they require on language proficiency tests.
Please input “your education and employment history, and any experience abroad including country name, period of stay, and purpose of stay (up to 1000 characters)”, “extracurricular activities, personality traits, and other relevant information” (up to 1000 characters), “reasons for applying to study abroad (up to 2000 characters)”, and “study/research plan at host institution (up to 2000 words)”. Exceeding the character limits will result in an error message.
2-1-a7. Filling out the Application Form: USTEP Example 7 - Scholarship Application and Additional Application Documents

Select ‘yes’ if you wish to be considered for the USTEP scholarship program. Otherwise, select ‘no’.

*USTEP scholarships are administered by UTokyo’s the Division for Global Campus Initiatives. For further details, see the application guidelines.

Emails regarding your application will be sent to the email address you have registered with UTAS. Please confirm that this address is correct and that you can access it. Be sure to check all emails regarding your application. You can change your email address via the ‘Student Information’ tab on the UTAS homepage.

Make sure to attach all required documents.
- Only PDF-files can be submitted
- Only one file can be attached for each field
  (E.G. you can only attach one file for ‘scan of passport’ and only one file for ‘student transcript’. If you have scanned multiple pages of your passport, or your student transcript consists of multiple files, you must convert them into a single PDF before submitting.)
  (Depending on the program, the required attachments may differ to what is shown on this slide. If so, please follow the application guidelines and on-screen instructions when submitting attachments.)

*On this display the items above the “Attachments” may be changed (for example, additional items to be filled in, changes of the wording of explanation and so on). In such cases, please follow the application guidelines or captions and fill out the form.
Please enter the information about your preferred programs after carefully reviewing the details of each program.

For Long-Term Study Abroad Programs, you need to select a program and a term (semester).
(*Example of list given below)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCR Program 1</td>
<td>Autumn Semester Only</td>
</tr>
<tr>
<td>JCR Program 2</td>
<td>Spring Semester Only</td>
</tr>
<tr>
<td>JCR Program 3</td>
<td>Fall Quarter Only</td>
</tr>
<tr>
<td>JCR Program 4</td>
<td>Winter Quarter Only</td>
</tr>
</tbody>
</table>

After selecting a program (and a semester), enter the term dates in “Study abroad period”. Please carefully review the requirements.

※Requirements, such as selectable semesters, may differ depending on the program.
At the beginning of the application for Short-Term Study Abroad Programs, please select the program you wish to attend the most as your first choice.

Once you select your first choice, the application form related to your first choice will be shown.

*Each time you change your first choice, the form will be automatically refreshed. Please only start filling out the information after you decide on the program you wish to apply for, because the application form may differ by program.

*There are various types of Short-Term Study Abroad programs, and we may consider the applications concurrently. However, even if the application period may be the same for certain programs, you must submit applications to each program separately.

Host universities can also be selected using the “Program Search” tool.

Your first-choice program will be reflected in “Program of choice” in a later form. When you enter your second and other choices, you will be able to choose a program from the same category as your first choice.
Please enter the information about your preferred programs after carefully reviewing the details of each program.

*Click “Calculate the days” on the upper right, to calculate the number of days from the entered study abroad period.

Your first choice, selected before, will be reflected here. You cannot change your first choice from here.

For your second and third choices, you will be able to choose programs from the same category as your first choice.

Host universities can also be selected using the “Program Search” tool.
2-1-9. Filling out Application Forms: Important Points

Ensure that you have read and fully understood the application requirements and details of the program and university to which you are apply before filling out and application form.

• Academic Calendars, Semesters and Study Abroad Periods
The majority of overseas universities have academic calendars different to those of Japanese universities (e.g. starting in fall, not spring). Check when the host university’s semesters start, and the semesters/periods during which they accept study abroad students.

• Host University Departments and Faculties
Some host universities place restrictions on which departments and/or faculties study abroad students are permitted to enter. Furthermore, language proficiency and GPA requirements for international students can vary depending on the department/faculty.

• Application Requirements
Double-check that you fulfill the application requirements for your chosen host university. If the requirements, documents required for application, etc. are unclear, please confirm the details with the coordinator at UTokyo.

• Basic information
Although your basic information, such as your contact number, is automatically entered from your UTAS accounts, please double-check to make sure it is correct. You can edit your registered email address by clicking the “Student Information” tab on the UTAS homepage, and then selecting “email settings”.

2-2-1. Saving a Draft of an Application Form

“Application for Study Abroad Programs/Application (海外派遣PG申請/申請)” → “Save Draft (一時保存)”

When you make a new application, the “Overseas study PG application/application” opens as shown. To save a draft of your application, click ‘save draft’ (一時保存).

The following page should appear to confirm that your draft was successfully saved.

If there are errors in your application, you draft will not be saved and an error message will appear in red text. Please amend all errors before clicking ‘save draft’ again.

※Please refer to the attachment at the end for the information which will be checked when you save temporarily.

When you next visit the “Application for Study Abroad Programs/Application” page, your application will appear as a ‘saved draft’ and an ‘edit’ (修正) button will also be displayed.
2-2-2. Printing an Application Form

“Application for Study Abroad Programs/Application” (海外派遣PG申請/申請選択) →”Print and Print Preview ” (参照・印刷)

Clicking “Print and Print Preview” opens the “Application for Study Abroad Programs/Print and Print Preview” (海外派遣PG申請/参照・印刷) page. To print, click “print this page” (このページを印刷する).

A standard print dialog box will open (may differ from one pictured here depending on your OS, printer, etc.). Change the settings as needed, and select ‘print’.

The application form will be printed. ※ Please note that attached files will not be printed.

※After saving a draft or submitting your application, the “Print and Print Preview” button will appear

※You cannot make changes to an application after submission. If you need to make a change, you must contact the administrator and request them to ‘return’ the form. If you want to check the details of your application after submission, please do so from this page.
2-2-3. Submitting an Application Form

“Application for Study Abroad Programs/Application” (海外派遣PG申請/申請) → “Application for Study Abroad Programs/Confirmation” (海外派遣PG申請/確認) : Submit (提出)

Provided there are no errors, the "Application for Study Abroad Programs/Confirmation (海外派遣PG申請/確認)" will be displayed.

Click 'Next' (次へ) on the bottom-left of the screen, as shown.

If there are any errors in your application, the application will not be submitted and an error message will be displayed in red both at the top of the page and next to each field containing an error. Revise all errors (if any), and click 'next'.

Click ‘Submit’ (申請) on the bottom-left of the screen, as shown.

Upon successful submission of your application, a completion message will appear on-screen.

* Attention *
You cannot make changes to an application after submission. If you need to make a change, you must contact the administrator and request them to ‘return’ the form. However, you can still view and print your application after submission.

When you return to the “Application for Study Abroad Programs/Application List” (海外派遣PG申請/申請選択) page, your application status will show as `submitted` (受付完了).
2-2-4① Application Form ‘Returned’ (Rejection)

Notification of return by an e-mail or “What’s New”

① In the event that your application form cannot be processed due to various issues, you will receive an automatically generated e-mail informing you that it has been returned.

- The automatically generated e-mail will be sent to the e-mail address you registered on UTAS. As such, please double check that your address is correct and check your inbox regularly.
* This automatically generated e-mail is sent from an outgoing-only e-mail address, “utas-noreply.adm@gs.mail.u-tokyo.ac.jp”. Please do not reply to this address. You may also be contacted by a staff member regarding the return of your application.

In the event that your application has been returned, you will receive an email containing the following message:

Subject: 【海外派遣】全学交換留学申請差戻しのお知らせ - 【Study Abroad】 Notification: Application for "University-wide Student Exchange Program (USTEP)" has been returned.

Text:
下記、全学交換留学の申請が差戻しになりました。
申請ID：A180001
UTASにて内容を確認してください。
※本メールはUTASから送信されています。
※送信専用アドレスのため、本メールには返信しないでください。
------------------------------------------------------------
The application below for "University-wide Student Exchange Program (USTEP)" has been returned.
Application ID: "A180001" Please check UTAS for details.
※ Please do not reply to this e-mail as it has been sent by UTAS using an outgoing-only e-mail address.

② If your application has been returned, you will also receive a notification under the “What’s New” header on UTAS.
2-2-4 ②. Application Form ‘Returned’ (Rejection)

If your application form returned after submission, you must revise and resubmit.

- If your application form is returned, its status will appear as ‘review application’ (申請書修正) and a ‘revise’ (修正) button becomes available.
- Click “Revise” and open “Application for Study Abroad Programs”. Comments from the exchange program staff will be displayed on the top of the screen. Link to attached file will also be shown, if applicable. Please follow the instructions and revise your application form.
- Once you have finished editing, submit the application in the same way as the original.

If you have any questions about the applications being returned, please feel free to ask university staff members, whose number/email address is on the application guide.
2-2-5. Deleting the Application

Save temporarily/ Edit the application → Delete

A “Delete” button will be displayed when you open a saved application (“Application for Study Abroad Programs/ Application”). When the status of the application is in either the “Saved temporality” or “Revise” (needs to be revised as it has been returned), it is possible to delete the application.

※ Please be aware that you cannot restore an application once it has been deleted.
※ If you cancel an application that has already been saved, please make sure to delete all unnecessary data. Any remaining data may cause an inconvenience if you make a new application.
※ If you cancel an application after it is returned, please inform the relevant university staff member of the cancellation.

Notification appears when you click “Delete.”

Click “OK” and you will be taken to the complete page when the application has been deleted.
2-2-6. Status of Application

“The application for Study Abroad Programs/Application List”

The current status of your application is shown in the “Status” line.

<table>
<thead>
<tr>
<th>Status</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save temporarily</td>
<td>Your application has been saved (You are still able to edit it.)</td>
</tr>
<tr>
<td>Submitted successfully</td>
<td>Your application has been successfully submitted. (You are no longer able to edit it.)</td>
</tr>
<tr>
<td>Revise</td>
<td>Your application has been returned after submission. (You are able to edit it).</td>
</tr>
</tbody>
</table>

※ The result will be displayed after the university’s internal selection process.
※ If your application is to be screened by the host universities you are applying to, the result will be displayed after the selection process of the host university.

Programs you have been selected for will be highlighted in red, and details of the results are displayed in the status boxes.

“Recommendation” (推薦可): you have passed the internal selection and will be recommended to the host university.
“Admitted successfully” (受入可): you have successfully been accepted by the host university you applied to.
2-2-7. Conformation of the results

① UTAS will automatically send you an email on the day the results are released.

* The email will be sent to the address you have registered in UTAS. Please check your email settings so that you are able to receive it.
* The email is sent from a send-only address, so please do not send any reply this address.
* You may also receive another email from staff members. In this case, you may not be notified of the result on the same day as UTAS.

[Example of email] Notification of release of selection results

件名：【海外派遣】全学交換留学結果通知 - 【Study Abroad】 Notification: Result of Screening "University-wide Student Exchange Program (USTEP)"

本文：
全学交換留学 選考の結果が開示されました。ログイン後、海外派遣PG申請画面から確認してください。
区分：全学
派遣年：2017-2018
募集回：第1回
※本メールはUTASから送信されています。
※送信専用アドレスのため、本メールには返信しないでください。

"University-wide Student Exchange Program (USTEP)" Screening: screening result is now available. Please check from "Application for Study Abroad Programs" after you have logged on.
Program Type: University-wide
Program Year: 2017 - 2018
Call for Application: First Call
※ Please do not reply to this e-mail as it has been sent by UTAS using an outgoing-only e-mail address.

② (Cf. 2-2-6) The results can also be seen in the “status” column of the UTAS on the day of release.
2-2-8. Status of Scholarship Application (If you requested in your application)

Confirm from the “Application for Study Abroad Programs/ Application List”

If you had selected “Yes” (希望する) in your application, The status for “Admission for Scholarships” becomes “Currently Applying”.

① UTAS will automatically send you an email on the day the results are released. (Cf. 2-2-7)

* The email will be sent to the address you have registered in UTAS. Please check your email settings so that you are able to receive it.
* The email is sent from a send-only address, so please do not send any reply this address.
* You may also receive another email from staff members. In this case, you may not be notified of the result on the same day as UTAS.

② The results (Approved (採択)/Unsuccessful (不採択)) will be displayed in the “Admission for Scholarships”.
3. Inquiries about Exchange Programs

● Inquiries about the application system for exchange programs:
  International Exchange Group, Education and Student Support Department
  Email: intex-ut.adm@gs.mail.u-tokyo.ac.jp

* If you experience errors in the system, please inform us of your student number, applicant number, the name of the pages you are having trouble with and the nature of the problem. If you telephone us, please have the page open when you call.

* The administration for international exchange is in charge of only “exchange programs” in the UTAS; other functions are not our responsibility.

※ Inquiries about the contents of exchange programs (e.g. information on the application, contents of programs):

Please contact the staff listed in the guidelines of each program.
Thank you!
Now open UTAS and APPLY!