NEW!

Applying for Study Abroad Programs via UTAS

Application procedures guidance

The University of Tokyo

0-0. Note

- Using the "Back" button of the browser causes errors. Please use the "Back" button at the bottom of the page.

Back	Takes you back to the previous page.
Clear	Clears all entries displayed to the initial state.
Save Temporarily	Temporarily saves the contents.
Next	Takes you to the confirmation page.
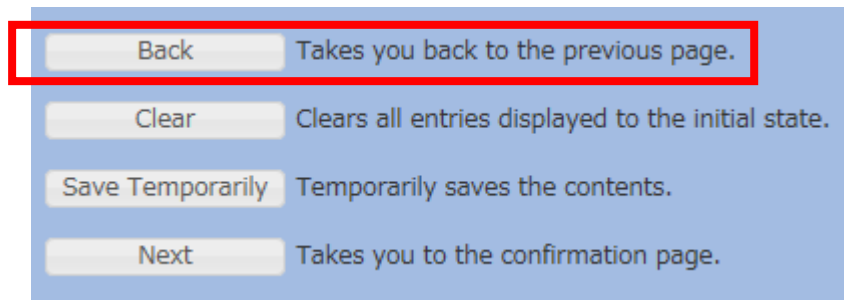
- If an error occurs, please click "Overseas Study" tab and return to the top page of Overseas Study.

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 you applications under the header 'Status'.

1-2. Select Program

① **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 **Go Global** 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: **Program List**
- Starting the Application:
  Select either "USTEP", "Long-term Study Abroad Program" or "Short-term Study Abroad Program" and click on the "Next" button.

○ University-wide Student Exchange Program (USTEP)
○ Long-term Study Abroad Program
○ Short-term Study Abroad Program

Next

Clicking "Program List" opens a new window which lists all programs currently accepting applications.

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`.

Application for Study Abroad Programs/View Program

Free Search :
Filter Clear
※ You can filter using country names, etc.

▾ University-wide Student Exchange Program (USTEP)

No.	Program Year	Call for Application	University	Country	Region
			no data found		

▾ Long-term Study Abroad Program

No.	Program Year	Call for Application	Program Name	Country	Region
			no data found		

▾ Short-term Study Abroad Program

No.	Program Year	Call for Application	Program Name	University	Country	Region
1	2018	Study Abroad Programs Organized by AUA	Study Abroad Programs Organized by AUA (Asian Universities Alliance) (2018,summer) Experiencing Kazakhstan - the heart of Central Asia	Nazarbayev University	Kazakhstan	Europe
2	2018	Study Abroad Programs Organized by AUA	Study Abroad Programs Organized by AUA (Asian Universities Alliance) (2018,summer) AUA Students' Update on Life Below Water	University of Indonesia	Indonesia	Asia
3	2018	Study Abroad Programs Organized by AUA	Study Abroad Programs Organized by AUA (Asian Universities Alliance) (2018,summer) UM Tropical Camp	The University of Malaya	Malaysia	Asia

2-1. Filling out the Application Form (basic information)

Please fill in all sections from top to bottom. Follow the instruction in blue and make sure to fill in all sections.

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.

The following slides show an example application for the USTEP program. Slide 13 is a sample long-term study abroad application and Slides 14-15 show a sample short-term study abroad application.

2-1-a1. Filling out the Application Form: USTEP Example 1 - Basic Information

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.

In Japanese Character	
In Japanese "furigana"	
In English as written in your passport (compulsory)	

2. Basic Information

Student ID No.		Application ID	
Date of Birth	1	Age	20 years old (as of 1 April 2018)
Gender	dfemale		
Nationality	Japan		
Do you have permanent residence status in Japan? ※ For non-Japanese	○Yes ○No ◉Exemption (Japanese national) ※ (If other nationality) Please tick relevant box.		
Awarded Japanese Government Scholarships?	No		

3. Contact Details

Cell Phone Number		E-Mail ※Not cell phone	....co.jp
Address	〒2270062		

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

Name		Relationship	
Telephone Number			
Address	〒2270062		

5. Current Academic Affiliation and Year

Faculty/Graduate School	Faculty of Medicine	Department	School of Medicine
Date of Enrollment	2016/04	Academic Year	3

※ 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. If you cannot change the information, please ask the relevant section of the faculty or graduate school of your affiliation.

All notifications regarding your 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".

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6. Academic Affiliation and Year at Time of Study Abroad

Department: If you will be a graduate student, please clarify the program you will be enrolled in: Master's Program or Doctoral Program. (ex. A... Program)

Faculty/Graduate School (compulsory)	
Department (compulsory)	※ If it has not been decided yet, please enter "TBA."
Date of Enrollment (compulsory)	/ Academic Year (compulsory)
Condition of Status	● Same as current ○ Tentatively offered ○ Requested
Name of Academic Advisor	※ Only to be filled in if you already know your academic advisor. If not, please enter "N/A".
Extension	※ Only to be filled in if you already know your academic advisor. If not, please enter "N/A".

7. Estimated Date of Graduation including Study Abroad Period

Classes Registered up to Before Travel (compulsory)	To [ ] semester of [ ] year in AY [ ]
Registering for Classes after Returning from Study Abroad (compulsory)	From [Not Registering] semester of [ ] year in AY [ ] ※ If you will not be taking any classes after your return, please select "Not Registering"
Expected Date of Graduation (compulsory)	[ ] / [ ] ※ Check with your affiliation at the time of going abroad before filling in.

※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 resister for any class at UTokyo after completing USTEP, select "No Registration"

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

2-1-a3. Filling out the Application Form: USTEP Example 3 - GPA Grading Coefficient

Credits from UTokyo is calculated automatically. If you have credits from other universities, please complete the form.

The International Exchange Group will update the grading coefficient after your submission. Please note that the finalized number might be different from the one you confirmed at the point of submitting their application.

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.

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.

2-1-a4. Filling out the Application Form: USTEP Example 4 – Selecting a Partner University

9. Partner University of Choice
● First Choice

University (compulsory)	Search can be done using the "Program List"
Study Abroad Period (compulsory)	From ___ / ___ to ___ / ___
Faculty/Graduate School (in English) (compulsory)	※ Make sure to check that the Faculty/Graduate School of your choice accepts exchange students.
Link to website specifying that the above departments accept exchange students (compulsory)	※ If no websites are available, enter "N/A".
Language (compulsory)	※ If "Other", enter the appropriate language below. ※ If the host university does not have a language requirement, select "N/A" and give the explanation below.
Language Requirement (compulsory)	※ Check the requirement of the host university before completing.
If only one semester is allowed (compulsory)	Will you accept the shorter period? ○ Yes ● No. I will withdraw my application ※ If you have selected to study abroad for one academic year (two semesters) in the "Study Abroad Period", indicate whether you will accept the offer of one semester if only one semester is allowed. If you have selected to study abroad for one semester in the "Study Abroad Period", select "No. I will withdraw my application".
Desired period of study if only one semester is allowed	From ___ / ___ to ___ / ___ ※ Only to be filled in if you have selected to study abroad for one academic year (two semesters) in the "Study Abroad Period"

Select the semester(s) for which will wish to study abroad.

Autumn
Spring
Autumn&Spring
Spring&Autumn
Other

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.

English
French
Chinese
German
Russian
Korean
Swedish
Spanish
Portuguese
Other
N/A

If you have selected to study abroad for two semesters in the "Study Abroad Period", indicate whether you will accept the offer of one semester if only one semester is allowed. If you have selected to study abroad for one semester in the "Study Abroad Period", select "No. I will withdraw my application".

Free Search :

Filter Clear

※ Items in blue will be entered in the application form when clicked on.
※ You can filter using country names, etc.

No.	Program Year	Call for Application	University	Country	Region
1	2021 - 2022	First Call	National Chiao Tung University	Taiwan	アジア
2	2021 - 2022	First Call	National Taiwan University(NTU)	Taiwan	アジア
3	2021 - 2022	First Call	Shanghai Jiao Tong University	China	アジア
4	2021 - 2022	First Call	Tsinghua University	China	アジア
5	2021 - 2022	First Call	Zhejiang University	China	アジア
6	2021 - 2022	First Call	Nankai University	China	アジア

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

▼ 9. Language Proficiency

● TOEFL iBT · IELTS Score ※ Please use half-width characters when entering.

	R	L	S	W	Total	Date of Test
TOEFL iBT					(Automatic Calculation)	
IELTS						

① Reason for not submitting TOEFL iBT/IELTS score ※ Please complete if you are not submitting.
※ Please state clearly if you are only applying for programs which do not require submission of TOEFL iBT/IELTS scores.

② If you filled in ① and the reason is that your are currently enrolled in a degree course/program taught in English, please describe the name of the course/program.

● English test scores other than IELTS/TOEFL iBT or name and scores of tests for languages other than English

1	Test	▼		Score	
2	Test	▼		Score	
3	Test	▼		Score	
4	Enter test other than those shown above				

In the case that you are not required to submit TOEFL iBT/IELTS scores, enter the reason why here (e.g. Enrolled on degree courses/programs offered in English at UTokyo).

*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.

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11. Applications to Other Programs

If applying (or planning on applying) to programs other than this program, please list program names and universities.

12. Special Notes

Please write down the following information if applicable.
· If you have selected at least two partner universities in the item "9. Partner University of Choice" of the application form and indicated among a
that you will accept the offer of one semester even if only one semester is allowed, please clarify your preference between your choices. If you pr
for only one semester at your higher choice, please write down "I prioritize the partner university of my choice". If you prefer to study abroad for
(two semesters) at your lower choice, please write down "I prioritize the duration". Please note that it is not allowed to change your preference a
preferred partner universities.
· If you are applying for partner universities with non-standard academic calendar, please specify the desired semesters.
· Please let us know If you are currently studying abroad/ have concerns including your health condition.

13. Confirmation of Personal Information

If you pass the internal screening, would you like us to share your contact information (name and e-mail) with other UTokyo students who are candidates for the same partner university to exchange information?

◉ Yes ○ No

After participation, if there is a prospective student who wishes to hear past participant's experience, can we pass your information (name and e-mail) with them?

◉ Yes ○ No

14. Profile, Personality, Skills etc.

List your academic and employment history since high school.
If you have experience living abroad, list the country, duration and purpose.

(Compulsory/within 1,000 letters)

省略

17. Research or study plan after studying abroad

【Contents to be included】
· What impact and meaning USTEP will have on yourself
· How you plan to take advantage of the experiences from USTEP for your future career

(Compulsory/within 2000 letters)

省略

Write down necessary information based on the instruction.

Exceeding the character limits will result in an error message.

"秋募集" (Autumn Application) only

Application without the confirmation here will not be accepted.

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.)

*The items on the application form are subject to change.

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

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

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.

Short-term Study Abroad Program

Enter the following items.
Please make sure to enter all the fields referring to the instructions given in the **Application Guidelines**.
※ Please use half-width characters to enter "Year."

First Choice Program

★The first choice program you selected here will be shown in the "First Choice" box of the "Program of Choice" section, which is in the lower part of this page.

You can only choose a program which currently accepts an application.
For the "Second Choice" and "Third Choice", only programs that are under the same category of call as your "First Choice" may be selected.
You cannot apply for programs of multiple categories of call using one application form.
To check a category of call, please make a search using the **"Program List"**.

※ The items to be entered will change depending on program you choose.
If you select the first choice program, the items entered will be shown once again.

First Choice Program (compulsory)

Search can be done using the "Program List".

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.

8. Program of Choice

You can only choose a program which currently accepts an application.
For the "Second Choice" and "Third Choice", only programs that are under the same category of call as your
You cannot apply for programs of multiple categories of call using one application form.
To check a category of call, please make a search using the **"Program List"**.

※ The items to be entered will change depending on program you choose.

Calculate the days

● First Choice

Program	AUA（アジア大学連盟）が主催する学生交流プログラム（開催時期：2018年夏） Experiencing Kazakhstan - the heart of Central Asia
Notes	Enter name or details of courses of your preference, if any.
Study Abroad Period (compulsory)	From ___ / ___ / ___ to ___ / ___ / ___ (Year/Month/day)

● Second Choice

Program	
Notes	Enter name or details of courses of your preference, if any.
Study Abroad Period	From ___ / ___ / ___ to ___ / ___ / ___ (Year/Month/day)

● Third Choice

Program	
Notes	Enter name or details of courses of your preference, if any.
Study Abroad Period	From ___ / ___ / ___ to ___ / ___ / ___ (Year/Month/day)

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

Please enter the study abroad period. (Again, please read the requirements carefully.)

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

From 2018 / 07 / 03
to 2018 / 07 / 17 (Year/Month/day) 15 days

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

海外派遣PG申請／プログラム検索

フリーワード ：

絞り込み　クリア

※青字の項目をクリックすると申請書に入力されます。
※国名などで絞り込むことができます。

No.	派遣年	募集回	プログラム名	派遣先	国	地域
1	2018	SP1	IARU Global Summer Program（ANU1）Mobilising Research	オーストラリア国立大学(ANU)	オーストラリア	オセアニア
2	2018	SP1	IARU Global Summer Program（ETH1）Sustainability Summer School - Resources	スイス連邦工科大学チューリッヒ (ETH)	スイス	ヨーロッパ

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

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)

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

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.

※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)

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`.

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 'Submit' (申請) on the bottom-left of the screen, as shown.

＊ 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.

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

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)

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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。
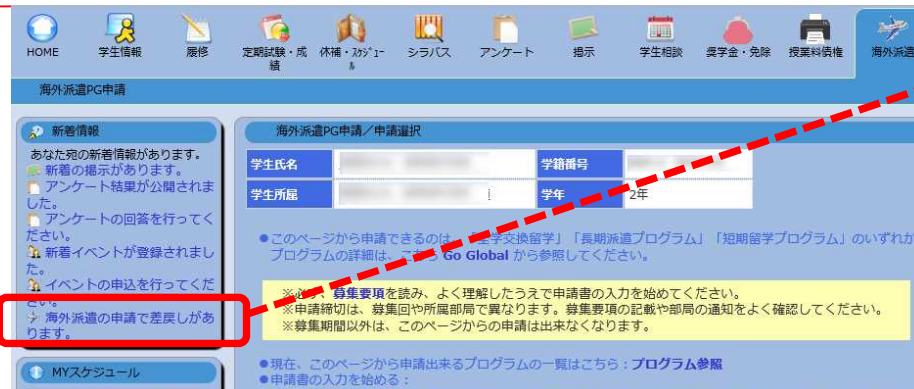申請ID：A180001
UTASにて内容を確認してください。
※本メールはUTASから送信されています。
※送信専用アドレスのため、本メールには返信しないでください。

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.

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② If your application has been returned, you will also receive a notification under the "What's New" header on UTAS.

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2-2-4②. 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
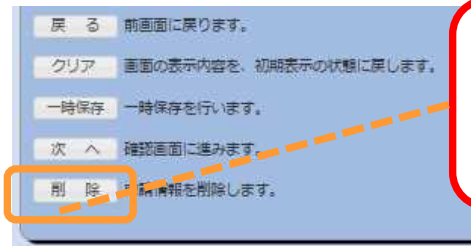
Click "Revise" and open "Application for Study Abroad Programs". Comments from the exchange program staff will be displayed on the top of the screen. Link to attached file will also be shown, if applicable. Please follow the instructions and revise your application form.

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.
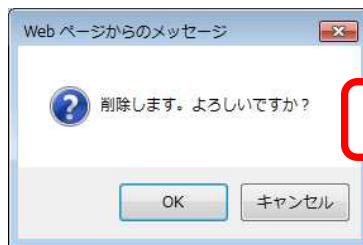
Notification appears when you click "Delete."

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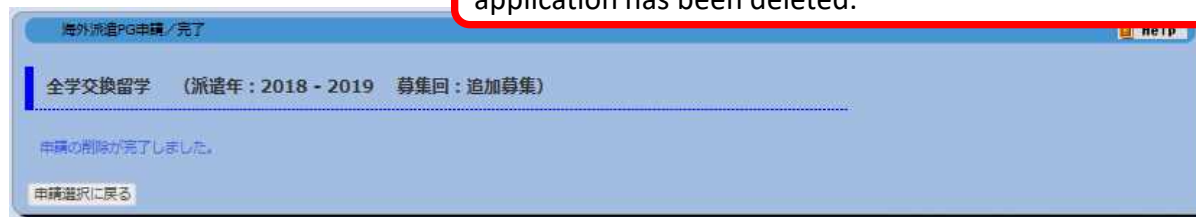
※ Please be aware that you cannot restore an application once it has been deleted.
※ If you cancel an application that has already been saved, please make sure to delete all unnecessary data. Any remaining data may cause an inconvenience if you make a new application.
※If you cancel an application after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

2-2-6. Status of Application

"Application for Study Abroad Programs/Application List ●Status of Application

The current status of your application is shown in the "Status"

Status	Condition
Save temporarily	Your application has been saved (You are still able to edit it.).
Submitted successfully	Your application has been successfully submitted. (You are no longer able to edit it.)
Revise	Your application has been returned after submission. (You are able to edit it).

※ 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. Confirmation 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.

3. Inquiries about Exchange Programs

● **Inquiries about the application system for exchange programs:**

   International Exchange Group, Education and Student Support Department
   Email ： studyabroadfair.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.

   *The International Exchange Group is only in charge of "exchange programs" in the UTAS; Please contact other departments for other functions.

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

   Please contact the department listed in the guidelines of each program.

Thank you!
Now open UTAS
and APPLY!

Application procedures guidance session

the Division for Global Campus Initiatives, The University of Tokyo

August 2021

The University of Tokyo