

The University of Tokyo Short-Term Winter Study Abroad Programs: Academic Year 2019 General Application Guidelines (Winter Programs for UTokyo Students)

September, 2019

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

<https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-winter.html>

1. Outline

These Guidelines give an overview of the application procedures for the following Short-term Winter Study Abroad Programs. For individual program details, see their respective Program Sheets.

- (1) University of California San Diego Winter Program (Code: UCSD)*
- (2) University of Otago Winter Program (Code: OTAGO)*
- (3) University of Indonesia Winter Program (Code: UIC)
- (4) Zhejiang University Winter Program (Code: ZJU)
- (5) INSA Lyon Winter Program (Code: INSA)

*These programs are not for those who speak English, so there are no program information sheets in English available.

2. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc.
By early October	Announcement of Application Guidelines
Around late October	Deadline for submission of internal application documents (Please submit the applications to the relevant office of your affiliation. As the deadline varies between faculties, please check with the relevant office of your affiliation.)
Around late November	Internal Selection • Announcement of Selection Results
Early December -	Attend preliminary information sessions (orientation meetings), prepare necessary documents, payment of program fees, etc.
February – March, 2020	Participate in Program
After program	Submit written reports, etc.

3. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

<< Internal eligibility criteria and requirements >>

- (1) Applicants must be students who are enrolled as full-time undergraduate or graduate students of the University during the period of the study abroad program. (Those who are on temporary leave from the University during the time of the program cannot participate.)
- (2) Before applying, applicants must make sure that the winter programs do not interfere with their Semester courses by carefully checking examination dates and other important scheduled class events as well as their personal schedules. Applicants may apply to the programs only after they have confirmed that it is possible for them to participate. (As the number of students that can go abroad on the programs from the

University is limited, cancelation after the internal selection means a loss of the chance to study abroad for other students. Make certain that you do not need to cancel your application after submission.)

- (3) The handling of absences from the University's courses while participating in the program will be determined by each student's Faculty or Graduate School. Faculties and Graduate Schools may not necessarily give special consideration to students' participation in the programs. Thus please check with your faculty/graduate school before applying to the programs.

*In the case of the College of Arts and Sciences Junior Division, not attending classes or exams due to participation in a study abroad program will be considered as an absence, and it is not an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.

- (4) Students who already have a supervisor or equivalent at the University must notify them of their application to the program in advance and receive their consent and signature in the designated document "Confirmation of Notification for Applying for the Study Abroad Programs Administered by the Division for Global Campus Initiatives, The University of Tokyo". Students that do not have a supervisor or equivalent should contact and consult with the relevant section of the Faculty or Graduate School with which they will be affiliated during the program.
- (5) Before applying, students should consult with the relevant section of the Faculty or Graduate School with which they will be affiliated during the program in order to be made fully aware of the potential academic affairs you need to know. After agreeing to these conditions, students may apply to the program upon receiving the signature of the person in charge of the relevant section in the designated document "Confirmation of Notification for Applying for the Study Abroad Programs Administered by the Division for Global Campus Initiatives, The University of Tokyo".
- (6) << **Criteria for programs** >> Please see each program's information sheet for details.
- (7) << **Insurance** >> After passing the internal selection process and being accepted into the study abroad program, students are required to take out the Japan Educational Exchanges and Services (JEES) "Futai Kaigaku" at their own expense (this will not be paid for by the University). Taking out this insurance will be one of the requirements for applying to a study abroad program through this general application.
- (8) << **Overseas Student Safety Management Assistance** >> If students are selected to participate in the program, if required by their faculty/graduate school to take out "OSSMA" (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. and 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).

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

4. **Course Registration and Credits, etc.**

Please see each program's information sheet for details.

5. Program Costs / Scholarships

If students meet the designated academic criteria (**Grading Coefficient of the previous academic year, etc.**) and wish to receive scholarships, they are eligible to receive non-refundable scholarships. See each program's information sheet and "Attachment 1" for details. (Those who are recipients of Japanese Government Scholarship may be allowed to receive the scholarships from the University to participate winter programs as the purpose of the scholarships are for the payment of tuition and/or travel fee. However, please check and follow the rules of Japanese Government Scholarship because it may not allow you to receive any other type of scholarships.)

6. Application Deadline

Around late October (the deadline for submission depends on your faculty/graduate school. Please check with the relevant offices.)

<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>

7. Internal Selection Process

- (1) In principle, internal selection will be by screening of application documents.
- (2) Acceptance/non-acceptance to the programs will be sent out by e-mail, therefore please check you e-mails routinely after you apply. It is possible that e-mails with important information may be classified as spam or junk by your e-mail program, therefore please check your spam mail folder also.
- (3) After the internal selection, generally participation will be possible to participate in only one of the programs of your choice. However, students may be allowed to participate in multiple programs depending on the programs' schedules and application situation. If students wish to participate in multiple programs, they need to state as such in "Section 11. Special Notes" when they apply via UTAS.
- (4) In order to give opportunities of study abroad experience to as many students as possible, students who have previously taken part in the programs offered by the Division of Global Campus Initiatives, and are applying once again to these programs will be given a low priority for internal selection.
- (5) Results of the internal selection will be sent out around late November. The results will be sent out to the students e-mail directly as well as to the relevant offices of their faculty/graduate school.

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

<< Participation procedures and travel arrangements >>

- (1) Even if students have passed the selection process, they may not receive scholarships if their participation in the relevant programs is not approved, or if they became unable to participate because of failure to make the required arrangements.
- (2) It is the students' responsibility to follow the instructions of the host institutions and the International Exchange Group of the UTokyo Administration Bureau on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa.

Students are responsible for all expenses incurred during the process. If you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons, it is the students' responsibility and the scholarship will not be paid to the students.

<< Internal procedures >>

- (1) Confirm with the relevant office of your faculty to see if any study abroad procedures are necessary (such procedures differ by faculty).
- (2) Contact academic supervisors and other faculty members before departing to avoid unnecessary trouble that could be caused by participating in the program.
- (3) Preliminary information sessions (orientation meetings) will be held for each program and all students are required to participate (see each program's information sheet for details).
- (4) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau (studyabroad.adm@gs.mail.u-tokyo.ac.jp) even before you receive the result of internal selection. Please also submit a brief on the reasons for declining (no specific format but please indicate your affiliation, name, the reason why you are declining, date, and make sure to sign the document. One A4 sized page) if you decline the offer after you are accepted to program.
- (5) When a scholarship recipient is found not to satisfy the previously-mentioned eligibility criteria or found to be inappropriate as a recipient, he/she will be ordered to return the scholarship amount already received, in whole or in part. Also when a scholarship recipient suspends his/her study abroad or takes a leave of absence, he/she may be ordered to return the already paid scholarship amount, in whole or in part.
- (6) Students must follow other warnings and notes from the University of Tokyo.

<< Information on Study Abroad, Risk Management >>

For general information on studying abroad and risk management, see the UTokyo Go Global website (<https://www.u-tokyo.ac.jp/adm/go-global/en/voyage-index.html>). In particular, read [the Risk Management Guidebook for Overseas Travel](#) carefully.

9. 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, and thus must comply with the laws, regulations, rules and manners of their host universities and countries.

10. Post-Program Reports

- (1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo Administration Bureau), copy of their program completion certificate or academic transcript to

the International Exchange Group of the university administration bureau, within two weeks of completing the program.

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

11. Contact Information

Note: When contacting via email, please make sure to state the subject, your name, Faculty or Graduate School, University year, and telephone number.

- (1) Inquiries about scholarships, content of each program, and overall programs:
International Exchange Group of the UTokyo Administration Bureau
(studyabroad.adm@gs.mail.u-tokyo.ac.jp)
- (2) Inquiries about application procedure including deadline:
Faculty or Graduate School of your current affiliation.
- (3) Inquiries about academic affairs including credits:
Faculty or Graduate School of your affiliation at the point of your participation to a program.
<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>

12. How to Apply and Application Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
 - ◇ Application with large irregularities will not be accepted even if students complete the application before the deadline.
 - ◇ The “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on UTAS cannot be filled out or be changed on the application screen. If students wish to fill in or change these sections, please inquire through the related office of the faculty or graduate school to which you are affiliated. Please make sure that the correct information is in all the sections by the time of application.
- (2) For this program, applicants can apply up to three programs. In principle, a student can participate in only one program, however, students may be allowed to participate in multiple programs depending on the programs’ schedules and application situation. If students wish to participate in multiple programs, they need to state as such in “Section 11. Special Notes” when they apply via UTAS.
- (3) Please refer the following table for “16. Attachment” when applying.

Application Documents	Target	Notes
- Copy of the academic transcripts from institutions other than UTokyo for all semesters since enrollment in higher education	Only for those that this applies to	Those who have acquired credits from other universities than UTokyo.
- Copy of pages from your passport showing your personal information	N/A	However, some program may require submission immediately after internal selection
- Documents to certify language proficiency		Please refer to the respective Program Sheets for required language proficiency. If you are going to apply for program(s) which does not require language score, please state "Applying for program(s) which do(es) not require language score" in "9. Language Proficiency" on UTAS.
TOEFL iBT, IELTS	Those who have scores	If you enter your scores in "9. Language Proficiency" on UTAS, you must submit the relevant certificate. Refer to *1.
Other than TOEFL iBT, IELTS	Those who have scores	If you enter your scores in "9. Language Proficiency" on UTAS, you must submit the relevant certificate. Refer to *2.
No English proficiency tests due to special circumstances (Refer to *3)	Only for those that this applies to	Write the details in "9. Language Proficiency".
- Written Oath	All	Complete and sign the specified form (download), then attach the scanned PDF to "16. Attachment". Parents/Guardians' guarantee is required if students are below the age of 20 at time of application.
- Confirmation of Notification for Applying Study Abroad Programs	All	Refer to *4.
- Confirmation of Intention to Receive Scholarship	Only for those who wish to receive scholarship	Complete the specified form (download), then attach in PDF format to "16. Attachment". Please check Attachment 1 when filling in.

***1 Documents to certify language proficiency (TOEFL iBT, IELTS)** (Certificates must be valid as of the application deadline set by your faculty.)

One of the following must be submitted.

- A copy of your TOEFL-iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL score,

taken from online, is acceptable)

***2 Documents to certify language proficiency (other than TOEFL iBT/IELTS)**

If you do not have TOEFL-iBT or IELTS scores but have other scores, the following can be submitted:

- A copy of your TOEFL ITP, TOEIC, or Eiken score
- If you plan on submitting English test results from other exams/tests, submit a copy of your results and a description of the test. The description should include the content of the exam, and conversion table for the tests (A4-sized, no specific format is required).
- Copy of language proficiency scores other than English

***3 If you have not taken any English proficiency tests due to special circumstances**

If you have not taken any English proficiency tests due to special circumstances (e.g. graduated from high school in an English-speaking country, attending a degree course taught in English etc.), you can submit the explanation in “9. Language Proficiency” ① or ② when applying through UTAS.

***4 Confirmation of notification for applying for Study Abroad Programs**

- Complete the specified form (download) to be the same as the online application form on UTAS. Obtain the signature or seal of the coordinator of your academic affiliation (faculties) at time of the program and upload the scanned PDF through UTAS. When you ask the coordinator to sign this sheet, you must print and show the all pages of your online application form on UTAS to the coordinator.
- The application without the signature of the coordinator of your faculty will not be accepted due to the document being incomplete.
- If you modify the electronic form after you have obtained the signature of your academic affiliation at time of the program, you will be rejected from the program.

[Online Application]

Apply from the “Study Abroad” tab on the Academic Affairs System website (UTAS, ITC-LMS).

(Please follow the instructions given in “Applying for Study Abroad Programs via UTAS”).

- Academic Affairs System (UTAS, ITC-LMS): <https://utas.adm.u-tokyo.ac.jp/campusweb/>
- “Applying for Study Abroad Programs via UTAS”:
<https://www.u-tokyo.ac.jp/content/400096401.pdf>

[Application Documents]

Location of the application guidelines and the application documents:

<https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-winter.html>

End