

**Go Global Gateway Short-Term Winter Study Abroad Programs  
in the Academic Year 2018  
General Application Guidelines (for PEAK Students)**

Oct 16, 2018

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

<https://www.u-tokyo.ac.jp/adm/go-gateway/en/studyabroadwinter-p.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 Australian National University and the University of Tokyo Joint Winter Program (Code: ANU)
- ② University of Hawai‘i at Mānoa Winter Program (Code: UHM)
- ③ Free University of Berlin Winter Program (Code: FUB)

### 2. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc
October 16	Announcement of Application Guidelines
October 18	Program Information Session at Komaba I Campus
November 1-7	Submission of internal application documents
Mid - Late-November	Internal selection • announcement of selection results
December -	Attend orientation meetings, prepare necessary documents, etc.
January - March	Participate in the program
After the program	Submit written reports, etc. (within 2weeks after the program)

### 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 students of the University during the period of the study abroad program and who have already registered for the Go Global Gateway. (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 2018 Autumn 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.

- (3) The handling of absences from the University's courses while participating in the program will be determined by each student's Faculty/College. Faculties/College may not necessarily give special consideration to students' participation in the programs. Thus please check with your faculty before applying to the winter 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) Before applying, students should consult with the relevant section of the faculty/college 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 column of the application form.

#### **【Criteria for programs】**

Please see each program's information sheet for details.

#### **【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.

#### **【Overseas Student Safety Management Assistance】**

Students may be required by their faculty/college to take out "OSSMA" (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. If students are selected to participate in the program, they must follow their faculty/college's instructions regarding "OSSMA" (it is the responsibility of the students to purchase OSSMA as this will not be paid for by the University).

#### **4. Program Costs**

Each program has different estimate so please check each program's information sheet. The flight ticket may be designated by the International Exchange Group of the University of Tokyo in order to organize pick up at the airport. Please follow the instruction from the International

Exchange Group when booking the flight after you pass the internal selection.

## **5. Application Deadline**

By 5 p.m., November 7 (Wed.), 2018

## **6. How to Apply**

Please submit the completed application forms (both the electronic files and paper-based copies) as specified in “Section 12. Applications Documents” to the Go Global Gateway Team, International Exchange Group of the UTokyo Administration Bureau during the determined period (from 10 a.m. on November 1 (Thu.) to 5 p. m. on November 7 (Wed.).)

Applicants can select up to three programs of their choice in order of preference to apply.

## **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 your 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 in only one of the programs of your choice.
- (4) Results of the internal selection will be sent out mid- to late-November. The results will be sent out to the students e-mail directly as well as to the relevant offices of their faculty/college.

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

### **【Participation procedures and travel arrangements】**

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, travel arrangements, and applications for 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 UTokyo will not cover any expenses incurred during the process.

### **【Internal procedures】**

- (1) Confirm with the relevant office of your faculty/college to see if any study abroad

procedures are necessary (such procedures differ by faculty/college).

- (2) Contact academic supervisors and other faculty members before departing to avoid unnecessary trouble that could be caused by participating in the program.
- (3) Orientations will be held for each program and all students are required to participate.
- (4) If you must decline the offer under unavoidable circumstances, immediately contact the Go Global Gateway Team, International Exchange Group of the UTokyo Administration Bureau ([go-gateway.adm@gs.mail.u-tokyo.ac.jp](mailto:go-gateway.adm@gs.mail.u-tokyo.ac.jp)) and also submit a brief on the reasons for declining (no specific format but please have description of your affiliation, name, the reason why declining, date, and your hand-written signature. One A4 sized page).
- (5) 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/ja/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 of Tokyo, 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 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/College, university year, and telephone number.

Go Global Gateway Team, International Exchange Group of the University of Tokyo  
[go-gateway.adm@gs.mail.u-tokyo.ac.jp](mailto:go-gateway.adm@gs.mail.u-tokyo.ac.jp)

## 12. Application Documents

Application forms	Electronic submission	Documents to be printed and submitted
① Internal Application Form (specified form)	✓ Excel file (unsigned)	✓ (signed)
② Written Oath (specified form)		✓ (signed)

Please refer the Go Global Gateway websites for downloading specified forms and details about how to submit them.

<https://www.u-tokyo.ac.jp/adm/go-gateway/en/studyabroadwinter-p.html>

**【Submission Period】** From 10 a.m. November 1 to 5 p.m. November 7

### **【How to Submit】**

(Electronic Forms/Files)

Upload the files onto the UTokyo's File Transfer Protocol Site using the link below.

[https://webfs.adm.u-tokyo.ac.jp/public/x3S0gAll5EtA1-UB\\_7ll2\\_VqrpMz1HpnN6dx\\_XpVxbrg](https://webfs.adm.u-tokyo.ac.jp/public/x3S0gAll5EtA1-UB_7ll2_VqrpMz1HpnN6dx_XpVxbrg)

(Printed Forms)

Go Global Gateway Team in the Globalization Office  
 21KOMCEE West B1, Komaba I Camps

\*Office Hour: 10 a.m. – 5 p.m. (weekday only)

\*All printed forms are to be single sided and on A4 sized paper (black-and-white printing) and

to be submitted to the office above by hand.

**【Points to Note for Specific Document】**

① **Internal Application Form (specified form)**

- Electronic files are to be submitted as an Excel file without signatures. Printed application forms are to be signed by the relevant people where required before submitting.
- Basic information, program choice(s), reason for applying for program(s) and other information should be provided.
- Students may provide up to three choices of programs (first, second and third choice), which must be what they seriously wish to take because withdrawal after passing the screening process will lead to the loss of possible opportunities of other students.
- In principle, students can participate in only one of the three programs of their first, second or third choice after passing the internal selection process,

② **Written Oath (specified form)**

- If you are under 20 years old at the time of application, submit the specified form after your parents/guardians have completed the required part and affix a seal.

End