UC Davis Global Study Program-Summer Sessions Application Guidelines

Note: This year, an independent call for application was made for this program.
(No joint recruitment as part of “The University of Tokyo Short-Term Study Abroad Programs: First recruitment” will be held.)

December, 2018

Updated on December, 21 2018

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-UCDavis.html

1. Outline

The University of California, Davis (UC Davis) will accept students of partner universities in the UC Davis Global Study Program (GSP) - Summer Sessions. Depending on their English proficiency, students will be classified into either the Full-Time Academic Credit or the GSP Preparation Program, in which students mainly study English as a foreign language. Students can also choose courses of various contents according to your interest and English proficiency level. For details of the program, see the UC Davis website.
https://summer.ucdavis.edu/

| Program Period                        | Jun. 24 - Aug. 2, 2019 (Summer Session I) (40 days)  
|                                      | Aug. 5 - Sep. 14 2019 (Summer Session II) (41 days)  
|                                      | Jun. 24 – Sep. 14, 2019 (Summer Session I and II) (83 days)  |
| Venue                                 | UC Davis (The U.S. / Davis) |
| Target                                | Undergraduate and graduate students (Graduate students wishing to take a graduate-level course need to obtain consent from UC Davis after completing the online application following internal selection.) |
| Number of UTokyo Students Accepted    | About 20 students |
| Academic Requirement                  | GPA above 3.0. Note that GPA is different from the academic score on UTAS. Please calculate your GPA by referring to "STEP 4 留学に必要な条件" on the following website.  
|                                      | http://www.fulbright.jp/study/schedule/index.html |
| Language Proficiency                  | Full-Time Academic Credit: TOEFL iBT80・TOEFL PBT 550・IELTS 7  
|                                      | GSP Preparation Program: TOEFL iBT61・TOEFL PBT 500・IELTS 6 |

* Please refer to the following UC Davis website (https://summer.ucdavis.edu/courses/g2g) for details of courses to be offered.

* For F-1 student visa purposes, students must maintain a full-time enrollment by taking courses of 6 to 8 units in total if they participate in either Session I or II, and 12 to 13 units if they participate in both Sessions I and II.

* Transfer of the credits from UC Davis to UTokyo is not necessarily guaranteed.

* The host university will conduct its own selection following nomination from UTokyo.

2. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

(1) Applicants must be students who are enrolled as full-time undergraduate or graduate students of the University
at the time of application and during the study abroad program. (Those who are on a temporary leave of absence from the University during the program cannot apply.)

(2) Before applying, applicants must make sure that the 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.

(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 Junior Division of the College of Arts and Sciences, 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) Students must have English proficiency designated by UC Davis. (Refer to Language proficiency in Section 1 above.)

(7) Students must be able to actively take actions, such as preparing documents and checking deadlines since, after passing the internal selection process, you will be responsible for directly contacting the host institution in English via website or e-mail regarding your application for the study abroad program (and also accommodation arrangements in some programs).

(8) 【Insurance】After passing the internal selection process and being accepted into the 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 the program.

(9) 【Overseas Student Safety Management Assistance】Students may be required by their faculty/graduate school 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’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】
Because this scholarship is provided by funds or donations by individuals as well as corporate bodies, recipients are expected to attend networking events with donors, submit reports and answer questionnaires.

3. Program Costs / Scholarships

(Program Costs)
- Tuition fee: USD 3,263 (Session I or II) or USD 6,526 (For both Sessions) (planned for AY2019)
- Application Fee: Waived

Also, these costs listed below are to be paid individually
- Airline tickets
- Accommodation (Approximately USD 750-1,200 per month)
- Meals (Approximately USD 425 per month)
- Other expenses

(Scholarships)
Overview of scholarships is (1)～(3). Students who wish to receive scholarships must answer “Yes” in the “Confirmation of Intention to Receive Scholarship” section when applying via UTAS.

(1) A maximum of JPY 480,000 will be awarded as a scholarship to support the students program fee, accommodation fee, and airfare in accordance with Attachment 1 “Guidelines on the Eligibility, Requirements and Awarding of Scholarships” and the actual duration of the program. Please check the table below to see the planned amount of scholarships.

(2) Please note that the program fee differs depending on the sessions students participate in.

(3) Some scholarship payments may occur after the deadline for program participation fee payment or after completing the program, which would require the students to temporarily cover the full amount. You must consult with your family or make necessary preparations in advance.

<table>
<thead>
<tr>
<th>Table : Amount of scholarships depending on program period</th>
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<tbody>
<tr>
<td>(×2 in the bracket () means two resources of scholarships. For details, see the attachment 1)</td>
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</table>

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Session I</th>
<th>Session II</th>
<th>Both Session I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets GC*</td>
<td>JPY 320,000</td>
<td>JPY 320,000</td>
<td>JPY 480,000</td>
</tr>
<tr>
<td></td>
<td>(80,000 × 2months × 2)</td>
<td>(80,000 × 2months × 2)</td>
<td>(80,000 × 3months × 2)</td>
</tr>
<tr>
<td>Does NOT meet GC*</td>
<td>JPY 160,000</td>
<td>JPY 160,000</td>
<td>JPY 240,000</td>
</tr>
<tr>
<td></td>
<td>(80,000 × 2months × 1)</td>
<td>(80,000 × 2months × 1)</td>
<td>(80,000 × 3months × 1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Session I</th>
<th>Session II</th>
<th>Both Session I and II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets GC*</td>
<td>JPY 160,000</td>
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<tr>
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</tr>
<tr>
<td>Does NOT meet GC*</td>
<td>(No scholarships will be awarded)</td>
<td>(No scholarships will be awarded)</td>
<td>(No scholarships will be awarded)</td>
</tr>
</tbody>
</table>

* Grading Coefficient (2. ③ of the attachment 1)
Students applying to programs held at universities in the U.S. (not restricted to the programs on this recruitment) can also apply for the scholarship offered by the America-based NPO, Friends of UTokyo, Inc. (FUTI), which is a separate organization from UTokyo and therefore conducts its own selection process. Applicants who wish to receive the FUTI scholarship must check the FUTI website (http://www.friendsofutokyo.org/) and directly apply for the FUTI scholarship concurrently with their application for the program. (The FUTI application process will start around mid-December and close around end of February.)

4. Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule, procedure for students, etc.</th>
</tr>
</thead>
</table>
| Late Dec.        | **Announcement of application guidelines**  
· Apply for the necessary English proficiency test (e.g. TOEFL iBT) in order to obtain the score by the application deadline. Even if you have already taken the necessary test, confirm that your score is still valid. |
| Dec. 18th (Hongo Campus), Dec. 20th (Komaba Campus) | **Information session** (Different from the past year when we had session on “The University of Tokyo Summer Programs: First Recruitment”, we are going to hold information session about short-term programs which are going to be held in summer. Also, the session will be held during lunch break.)  
· Examine the program you are going to apply for (Please refer to each program’s websites as well as reports by past participants on UTokyo’s Go Global website).  
· Check out when it is available for you to participate in the program by referring to the class schedule of the faculty of your affiliation during the program in 2019 and your personal schedule. *See 2. Eligibility Criteria (2) and (3).  
· Prepare necessary documents: be aware that some documents cannot be made ready on short notice. |
| Around Jan.      | **Internal application documents deadline**  
· As the deadline varies between faculties of your current affiliation, be sure to check with the relevant office of your affiliation.  
· Please be aware that the deadline of UTokyo is different from the one on the host institution’s website. |
| Mid to late Feb. | **Internal selection (Document screening)**  
· Be prepared to receive emails and/or telephone calls regarding the selection process.  
· Prepare the application documents so that you will be ready to submit them immediately on passing the internal selection process.  
*See 6. 【Participation procedures and travel arrangements】. |
| Early Mar.       | (If you pass the internal selection process)  
· You are entitled to receive the scholarship. (This does not guarantee admission to the program. There is also the possibility that you will not receive the scholarship if the prerequisites are not fulfilled.)  
· Screening by the host institutions  
(Note: Deadline for application is April, 1st) |
| After Mid-Mar.   | (If rejected by the internal selection process)  
*For those who still wish to participate in a short-term study abroad program  
· Apply for the Recruitment of Short-Term Summer Study Abroad Programs offered by the Division for Global Campus Initiatives which will be held around August. (Internal recruitment starts after April.) |
| After Apr.       | (If you pass the screening by the host institutions)  
· Receive Admission Packet  
· Prepare to participate in the program.  
· Pay program fee  
· Complete all necessary UTokyo’s pre-departure procedures. |

4
・ Or apply for programs which are not directly offered by the Division for Global Campus Initiatives.

| After the completion of the program | Submit report, etc. |

5. **Internal Selection Process**

(1) In principle, internal selection will be conducted by screening of application documents.

(2) Results of the internal selection will be sent out to the students directly via e-mail as well as to the relevant offices of their faculty/graduate school.

(3) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau.

6. **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 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 or failure to check the deadline or other reasons, it is the students’ responsibility.

**[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 troubles that could be caused by participating in the program.

(3) If there are any changes in information (addresses, phone numbers, email addresses) after application, contact your faculty and the International Exchange Group of the UTokyo Administration Bureau so that appropriate procedures can be undertaken.

(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).

(5) Students must follow other warnings and notes from the University of Tokyo.

**[Insurance]**

As mentioned above, 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. Procedures to be enrolled in the “Futai Kaigaku” will be announced to students after they passed internal screening.

**[Information on Study Abroad, Risk Management]**

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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 thoroughly.

7. 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.

8. Post-Program Reports
   (1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo Administration Bureau) to the International Exchange Group of the university administration bureau, within two weeks of completing the program. As submitted reports will be used for PR activities and references for other students, make sure to write contents only which can be published in printed documents and/or website.
   (2) 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.

9. 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 overall programs and scholarships:
       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 affiliation at the time of application.
   (3) Inquiries about academic matters including credit transfer: faculty or graduate school of your affiliation during the program.
       https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html
   (4) Inquiries about details of the program: Contact available on the program’s website
       https://summer.ucdavis.edu/

10. How to Apply and Application Documents
    (1) Make sure to complete the online application via UTAS before the deadline.
        * application with major failure will not be accepted even when students completed the application before the deadline.
        * Please be aware that the application period of UTokyo is different from the one on the host institution’s website.
        * “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on UTAS cannot be filled out
or be changed in the application screen. If students wanted to fill in or change a section(s), please ask the related office of the faculty or graduate school of your affiliation. Please make sure collect information is in the sections by the time of application.

(2) Please fill in the session(s) you want to participate in the “Notes” of the “8. Program of Choice of Study” (e.g. Session 1).

(3) Please refer to the following table for “16. Attachment” when you apply.

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Target</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Copy of the academic transcripts from institutions other than UTokyo for all</td>
<td>Those who have scores</td>
<td>Applicable to those who obtained degree from institution of higher education other than UTokyo</td>
</tr>
<tr>
<td>semesters since enrollment in higher education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Copy of pages from your passport showing your personal information</td>
<td>N/A</td>
<td>However, after you pass the internal selection, you must submit this document to UC Davis on your own. See 11. Documents you have to submit directly to UC Davis.</td>
</tr>
<tr>
<td>- Documents to certify language proficiency</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>TOEFL iBT, IELTS</td>
<td>Those who have scores</td>
<td>If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. Refer to *1.</td>
</tr>
<tr>
<td>Other than TOEFL iBT, IELTS</td>
<td>Those who have scores</td>
<td>If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. Refer to *2.</td>
</tr>
<tr>
<td>No English proficiency tests due to special circumstances (Refer to *3)</td>
<td>Only for those applied</td>
<td>Write the details in “9. Language Proficiency”.</td>
</tr>
<tr>
<td>Written Oath</td>
<td>All</td>
<td>Fill out 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.</td>
</tr>
<tr>
<td>- Confirmation of Notification for Applying Study Abroad Programs</td>
<td>All</td>
<td>Refer to *4.</td>
</tr>
<tr>
<td>- Form L-2 (Self-recommendation)</td>
<td>Only for those that this applies to</td>
<td>Refer to See the “Attachment 1”. Fill out and sign the specified form, then attach the scanned PDF to “16. Attachment”.</td>
</tr>
</tbody>
</table>

*1 Documents to certify language proficiency (TOEFL iBT, IELTS) (Certificates must be valid as of February 28th, 2019 (Thursday).)

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,
If the scores cannot be submitted by the departmental deadline, they may be submitted to the International Exchange Group of the UTokyo head office by noon of February 28th, 2019 (Thursday). The same applies if new scores are to be submitted to replace scores already submitted to the department. (E-mail to studyabroad.adm@gs.mail.u-tokyo.ac.jp)

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

If you do not have TOEFL-iBT or IELTS, TOEFL PBT is the only other test accepted by this program.

If the scores cannot be submitted by the departmental deadline, they may be submitted to the International Exchange Group of the UTokyo head office by noon of February 28th, 2019 (Thursday). The same applies if new scores are to be submitted to replace scores already submitted to the department. (E-mail to studyabroad.adm@gs.mail.u-tokyo.ac.jp)

*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.

11. Documents you have to submit directly to UC Davis

After students pass the internal selection, they must submit (upload) the following documents below directly to UC Davis.

- Official copy of most recent home university transcript
- Copy of the photo page of passport
- Official report
- Financial statement  
  (The amount of USD 5,488 (Session I or II) • USD 10,975 (Both Session I&II) will be required for AY 2019)
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-UCDavis.html

End