

Required Information and Documents when Applying for Internal Application

Lingnan University Study Abroad Program (for candidate students in AY2020-2021)

2020.03.23

International Exchange Group

The University of Tokyo

As mentioned in the Application Guidelines, applicants should complete their online application for the internal screening by the deadline set by the faculty/graduate school you currently belong to on UTokyo Academic affairs System, UTAS. Online application on UTAS will be open from 12:00 a.m., April 1. Please confirm and prepare the following required information and documents in advance. Please note that items in red should be filled in or uploaded by hand, and items in black will be automatically filled in on UTAS.

1. Name

In Japanese Character, In Japanese "furigana", **In English as written in your passport**

2. Basic Information

Student ID No, Date of Birth, Age, Gender, Nationality

3. Contact Details

Cell Phone Number, E-mail, Address

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

Name, Relationship, Telephone Number, Address

5. Current Academic Affiliation and Year

Faculty/ Graduate School, Department, Academic Year

6. Academic Affiliation and Year at Time of Study Abroad

Faculty/Graduate School, Department, Academic Year, Date of Enrollment, Name of Academic Advisor, Extension

7. Estimated date of graduation if you go abroad to study

Classes registered up to before travel/Registering for classes after returning from study abroad, Expected date to graduate

8. Grading Coefficient

Grading Coefficient for All Years from Enrollment, Grading Coefficient for Previous Year

If having obtained degrees from schools other than UTokyo, applicants should enter the grades by themselves.

9. Program of Choice

Program and Study Abroad Period of First and Second Choice

10. Language Proficiency (See the Application Guidelines for details)

TOEFL iBT or IELTS Score

11. Applications to Other Programs

Program names and universities if applying (or planning on applying)

1 2 . Special Notes

1 3 . Confirmation of Personal Information

1 4 . 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. (within 1,000 letters)

Write a brief note on any points you would like to highlight, such as extracurricular activities, volunteering, personality, and skills etc. (within 1,000 letters)

1 5 . Statement of Purpose or Reason Why You Wish to Participate in Study Abroad Program (within 2,000 letters)

1 6 . Research or Study Plan while studying abroad (within 2,000 letters)

1 7 . Confirmation of Intention to Receive Scholarship through the International Affairs Group

1 8 . Attachment (Submit all documents in PDF format. See the Application Guidelines for details.)

Academic Record from External Studies, Copy of page in passport with your photo, Language

Proficiency Certificate, Academic Transcript(s) for all semesters after entrance to the university, Oath, Confirmation of important points when participating in UTokyo study abroad program and so on.