NEW!

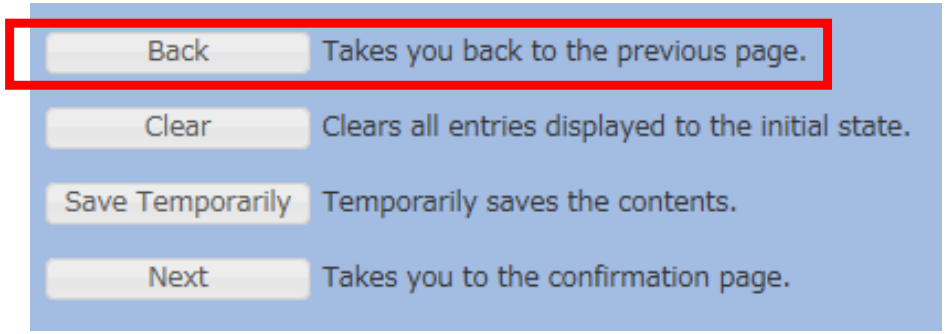
Applying for Study Abroad Programs via UTAS

Application procedures guidance

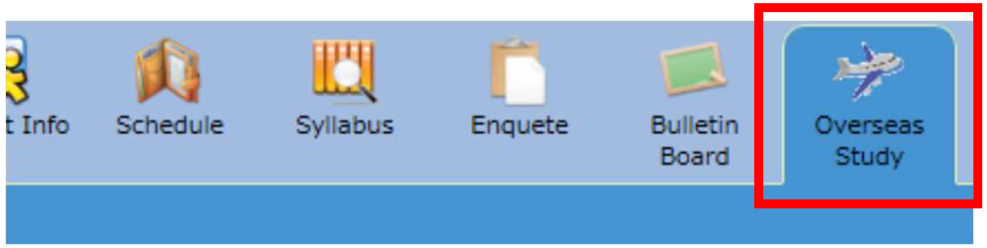
(The Center for Global Education, The University of Tokyo Summer Programs for AY2023)

0. Notes

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

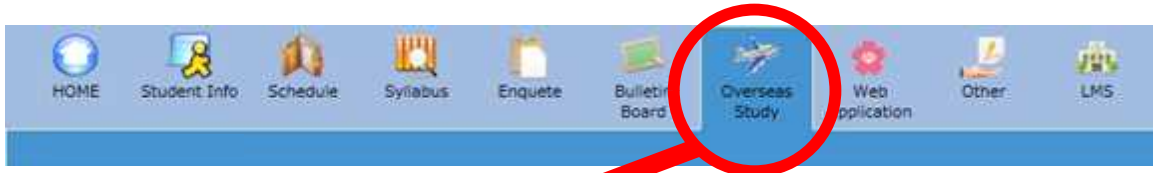


- If an error occurs, please click the “Overseas Study” tab and return to the top page for Overseas Study.

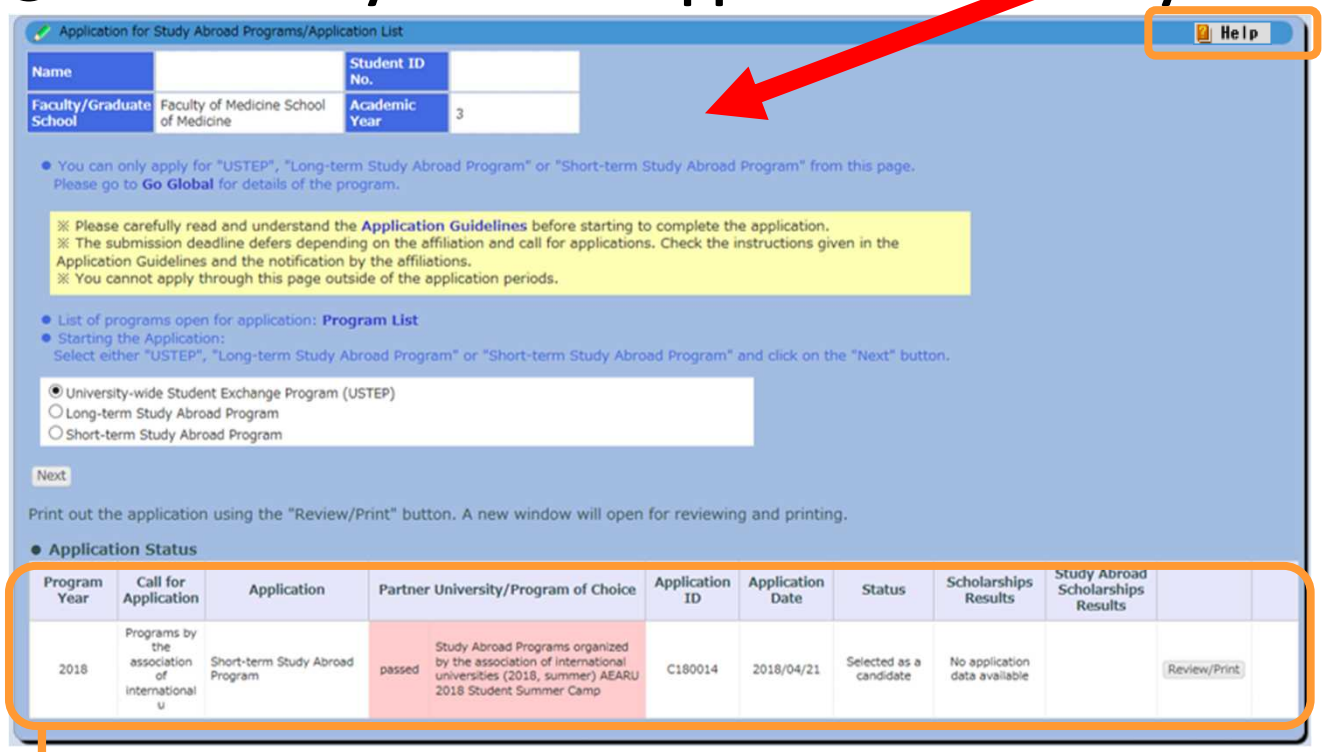


1. Opening the “Overseas Study” Page

① Select the “Overseas Study” tab on the UTAS homepage



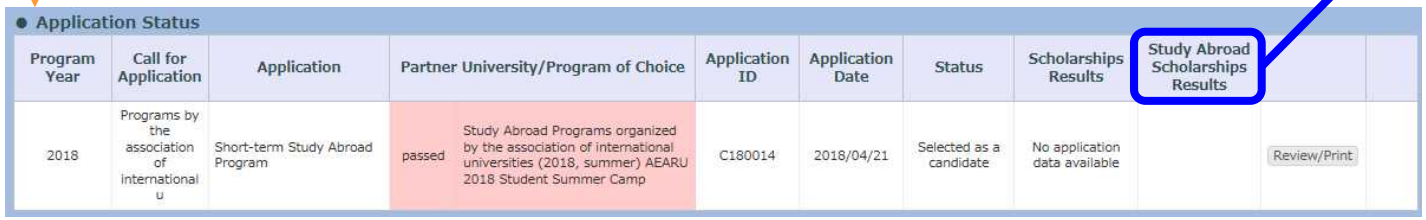
② This directs you to the “Applications for Study Abroad Programs” page



The ‘help’ button opens a new window containing 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, therefore will display “no application” or blank regardless of your actual application status.

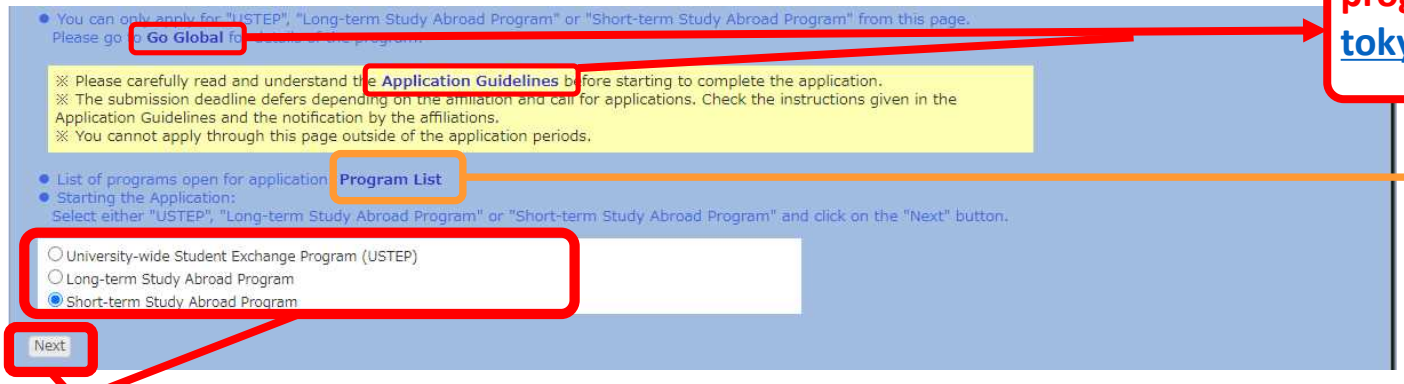
This grid gives details of your past and currently active applications. You can check the status and results of your applications under the header ‘Status’.



2. Selecting Programs

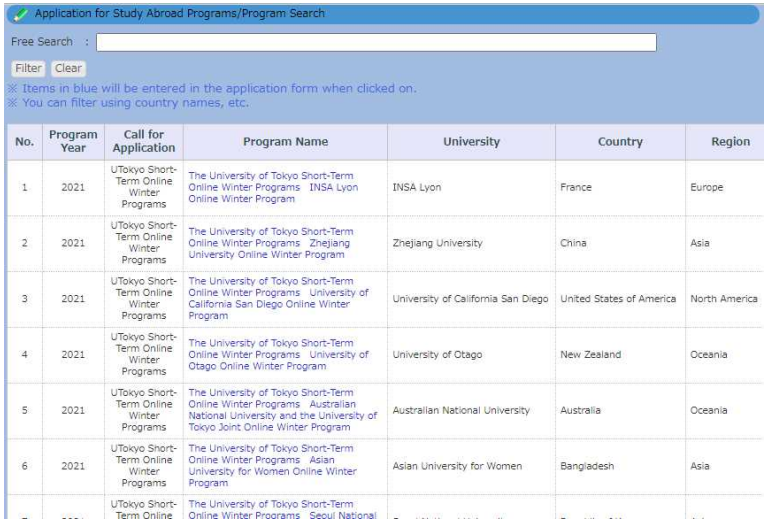
① Please select the program you wish to apply for.

Please visit UTokyo's "Go Global" website and carefully read the application guidelines and instructions for each program before applying. https://www.u-tokyo.ac.jp/adm/go-global/en/index.html



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

② First, select the category of programs you wish to apply for: "Short-Term Study Abroad Program" Then click "Next".



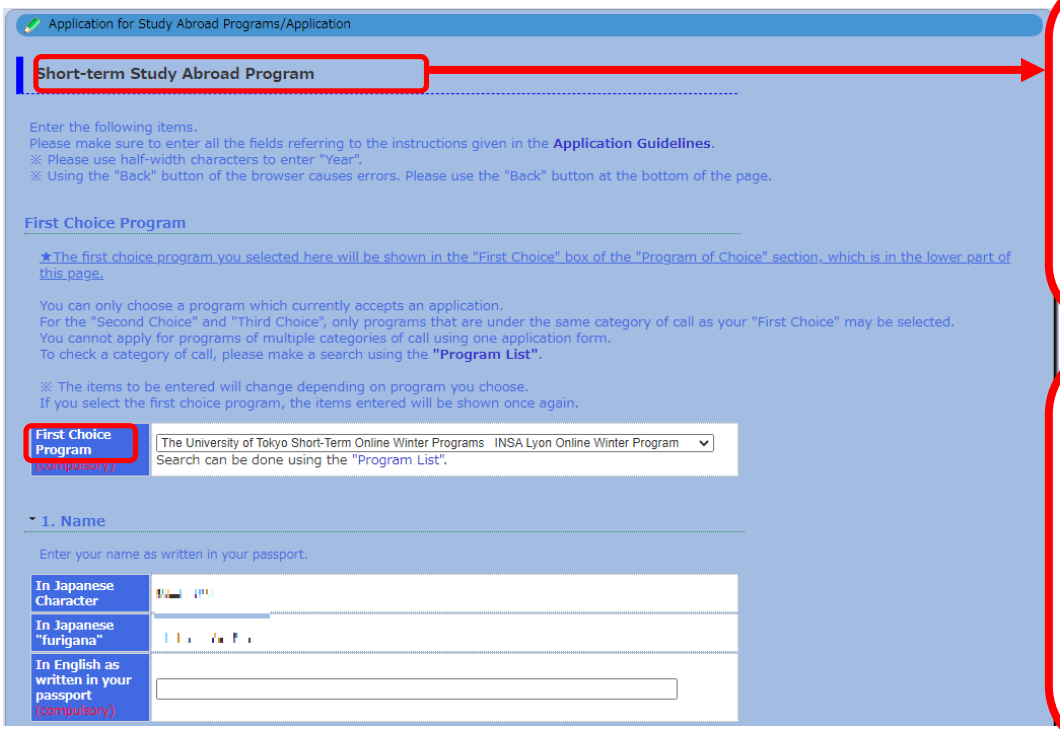
No.	Program Year	Call for Application	Program Name	University	Country	Region
1	2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs INSA Lyon Online Winter Program	INSA Lyon	France	Europe
2	2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs Zhejiang University Online Winter Program	Zhejiang University	China	Asia
3	2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs University of California San Diego Online Winter Program	University of California San Diego	United States of America	North America
4	2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs University of Otago Online Winter Program	University of Otago	New Zealand	Oceania
5	2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs Australian National University and the University of Tokyo Joint Online Winter Program	Australian National University	Australia	Oceania
6	2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs Asian University for Women Online Winter Program	Asian University for Women	Bangladesh	Asia
[illegible]	[illegible]	UTokyo Short-Term Online [illegible]	The University of Tokyo Short-Term Online Winter Programs Seoul National [illegible]	[illegible]	[illegible]	[illegible]

※ 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`.

3-1. Filling out the Application Form (basic information)

Please fill in all sections from top to bottom. <u>Follow the instruction in blue on the screen</u> 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 "short-term", you will be asked to select a sub-category of short-term programs you wish to apply for from a drop-down menu before filling out the form.

- For questions with multiple choices, click on 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 displayed 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.

3-2. Filling out the Application Form (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	[redacted]
In Japanese "furigana"	[redacted]
In English as written in your passport (compulsory)	

2. Basic Information

Student ID No.	[redacted]	Application ID	
Date of Birth	[redacted]	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	[redacted]	E-Mail ※Not cell phone	[redacted].co.jp
Address	〒2270062 [redacted]		

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

Name	[redacted]	Relationship	
Telephone Number	[redacted]		
Address	〒2270062 [redacted]		

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:

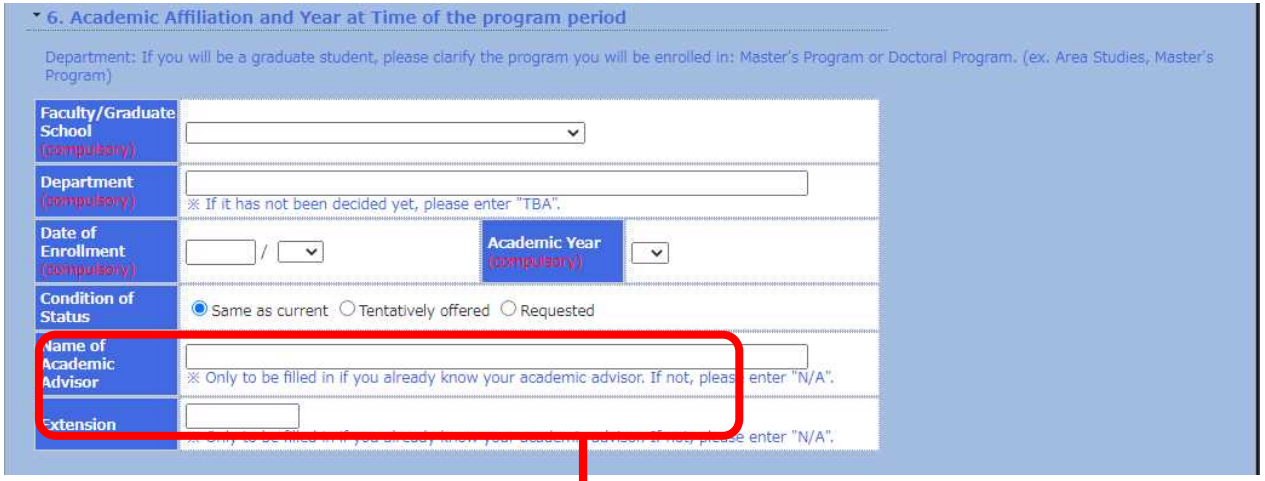
- Name
- Basic information
- Contact information
- Emergency contact information
- Affiliated department
- Year of study

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. Please note that the International Education Promotion Group（studyabroad.adm[atmark]gs.mail.u-tokyo.ac.jp）cannot deal with the matter).

All notifications regarding your application will be sent to this email address (your registered email address on UTAS). Please enter an e-mail address that can receive files as attachments and check the e-mail 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".

3-3. Filling out the Application Form (UTokyo Affiliated Department)


6. Academic Affiliation and Year at Time of the program period

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

If you do not have a supervisor or equivalent, write 'no supervisor' in this space. If you already have a supervisor or equivalent at UTokyo, write their name in the space. You must notify them of your application to the program in advance and receive approval from the supervisor. Then fill in the date you received approval in the application on "18. Approval of your academic supervisor".

※Be sure to enter the department you will be affiliated with at UTokyo at the start of the program, even if your current affiliation is different.

Enter the official names of your affiliation.
For postgraduate students, please indicate your program (Master's/doctorate).

3-4. Filling out the Application Form (GPA Grading Coefficient)

Credits from UTokyo is calculated automatically. <u>If you have credits from other universities/higher educational institutions than UTokyo, please complete the form</u>.

7. Grading Coefficient

Grading Coefficient for All Years from Enrollment	Grade Point 2.93 (BA : 2.93 MA : 0.00 PhD : 0.00)
Grading Coefficient for Previous Year	Grade Point 2.94

※ If you have grades from schools other than UTokyo, enter them in the sections "Numbers of Credits from External Studies" and "External Studies" of the "Number of Credits from Previous Academic Year" highlighted in yellow. Please use half-width characters when entering.

Recalculating Grading Coefficient Please recalculate your Grading Coefficient if you have grades from schools other than UTokyo.

● Grading Coefficient for All Years from Enrollment

Grade					Grade Point	Number of Credits from External Studies				Number of Credits from Studies at UTokyo				Grade Point x Number of Credits			
4-Grade System		5-Grade System				BA	MA	PhD	Total	BA	MA	PhD	Total	BA	MA	PhD	Total
		A	S	100-90	3				0	0	0	0	0	0	0	0	0
Excellent	A	B	A	89-80	3				0	65	0	0	65	195	0	0	195
Good	B	C	B	79-70	2				0	5	0	0	5	10	0	0	10
Fair	C	D	C	69-60	1				0	0	0	0	0	0	0	0	0
Fail	D	F	F	59~	0				0	0	0	0	0	0	0	0	0
Total						0	0	0	0	70	0	0	70	205	0	0	205

● Grading Coefficient for Previous Year

Grade					Grade Point	Number of Credits from Previous Academic Year		Grade Point x Number of Credits
4-Grade System		5-Grade System				External Studies	Internal Studies	Total
		A	S	100-90	3		0	0
Excellent	A	B	A	89-80	3		15	45
Good	B	C	B	79-70	2		1	2
Fair	C	D	C	69-60	1		0	0
Fail	D	F	F	59~	0		0	0
Total						0	16	47

※ Grading Coefficient is calculated based on the grades written on your academic records

The International Education Promotion 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 your application.

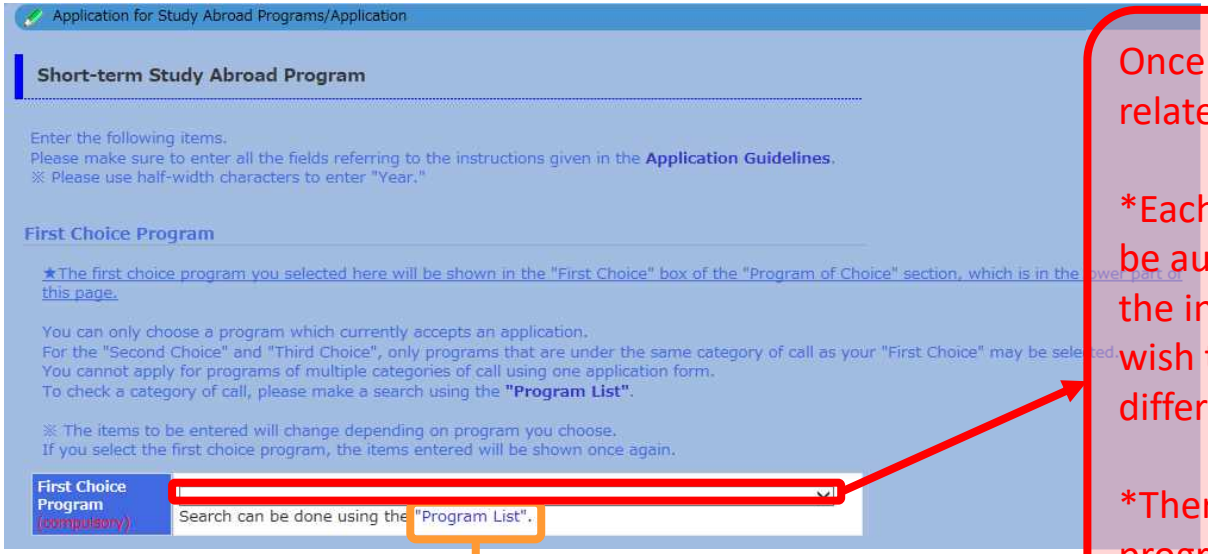
If you have credits from other universities/higher educational institutions, please enter them in the yellow boxes using half-width/one-byte alphanumeric digits (default digits on English-language keyboards) .

After entering your credits from other universities/higher educational institutions, 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.

3-5. Filling out the Application Form (First Choice)

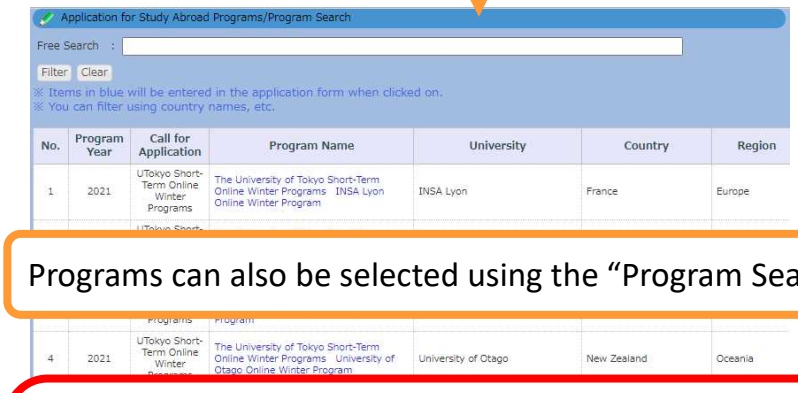
At the beginning of the application for Short-Term Study Abroad Programs, please select the program you wish to attend the most as your first choice.



Once you select your first choice, the application form related to your first choice will be shown.

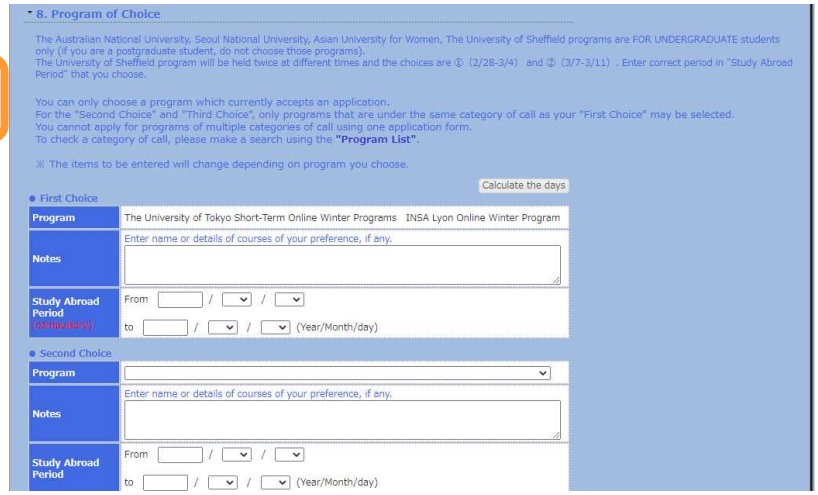
*Each time you change your first choice, the form will be automatically refreshed. Please only start filling out the information after you decide on the program you wish to apply for, because the application form may differ by program.

*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.



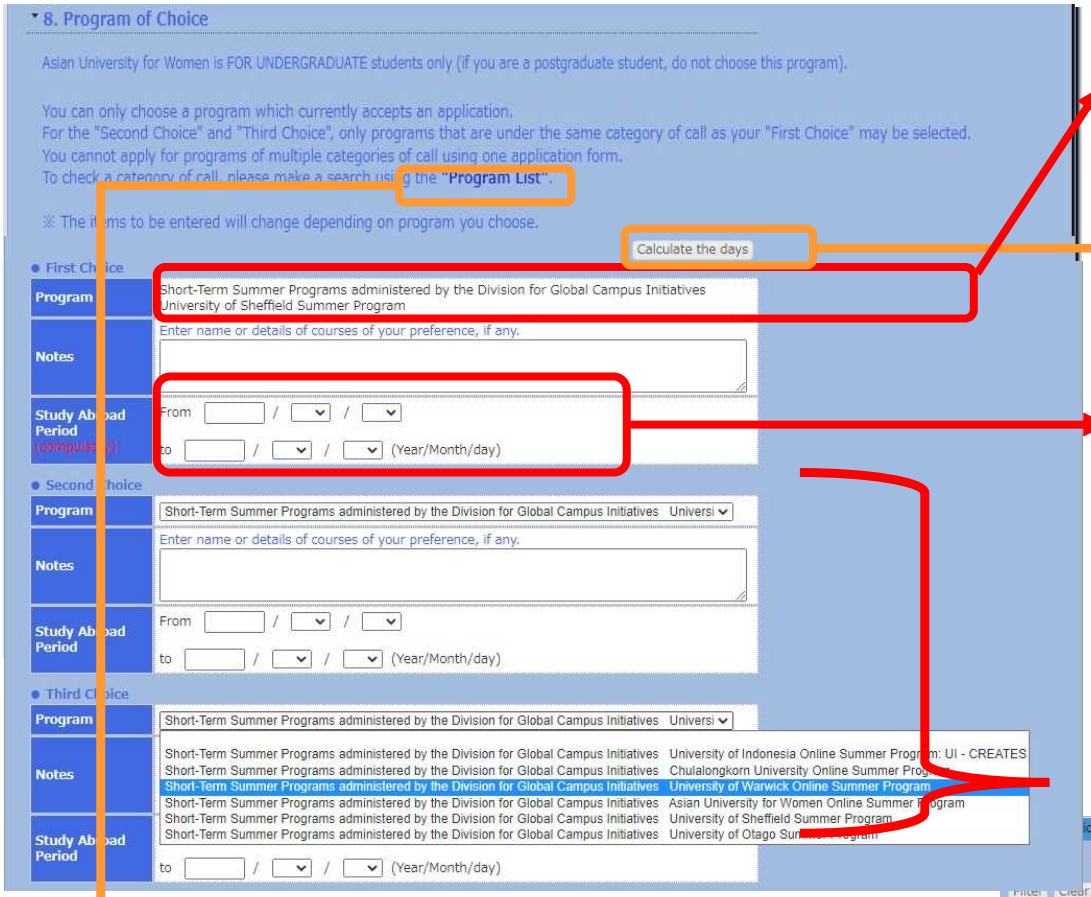
Programs can also be selected using the “Program Search” tool.

Your first-choice program will be reflected in the “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.



3-6. Filling out the Application Form (Selecting a Program)

Asian University for Women is FOR UNDERGRADUATE students only (if you are a postgraduate student, do not choose those programs). University of Otago and The University of Sheffield programs are not for those who are proficient at speaking in English.



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

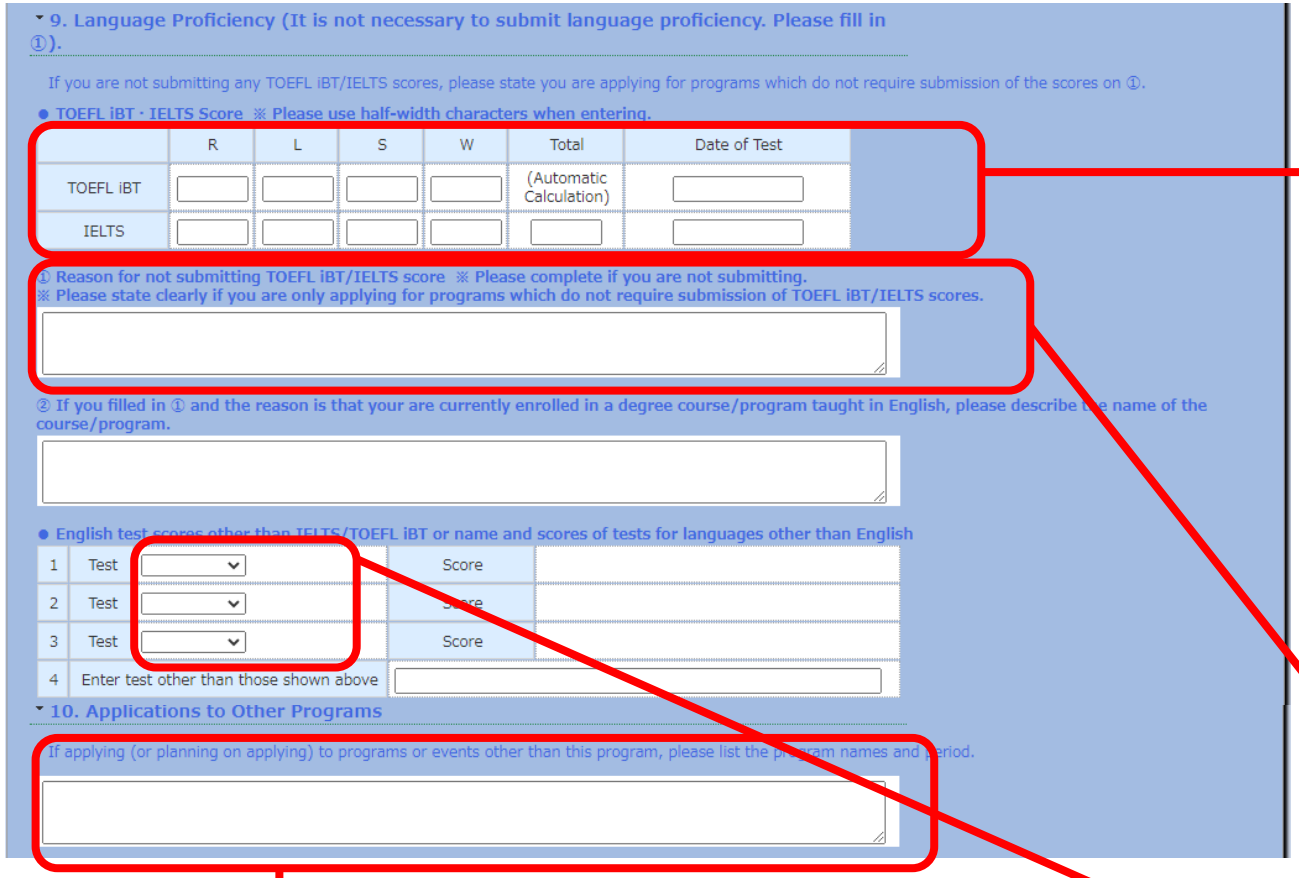
Please enter the program period. (Again, please read the requirements carefully and make sure the dates, especially <u>the year,</u> are correct.)

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

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

Programs can also be selected using the "Program Search" tool.

3-7. Filling out the Application Form (Language Proficiency～ Applications to Other Programs)



9. Language Proficiency (It is not necessary to submit language proficiency. Please fill in ①).

If you are not submitting any TOEFL iBT/IELTS scores, please state you are applying for programs which do not require submission of the scores on ①.

● 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			

10. Applications to Other Programs

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

If you submit TOEFL iBT or IELTS scores, **enter a valid score and date in accordance with the application guidelines**. Use half-width characters when entering.

*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).

If you are not required to submit TOEFL iBT/IELTS scores, state you are applying for programs which do not require submission of the scores in ①).

*Completing this field deactivates the option to 'attachment' at the bottom of this page.

Write down any other necessary information based on the instruction.

Select the required language proficiency test level from the pulldown-menu.

3-8. Filling out the Application Form (Special Notes～Essays)

11. Special Notes

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 this section. Please fill in if there are other considerations to note. If you are currently studying abroad, note the host country/institution/program name and duration of the study abroad program.

12. Confirmation of Personal Information

As UTAS "Overseas Study" is used for diverse programs, you can choose "Yes" or "No" in this section. However, the program you are applying is only for UTokyo students and UTokyo students will participate in the program as a group. Therefore, please understand it is virtually impossible not to share your contact information (such as e-mail address) with other participants from UTokyo and choose "Yes".

If you pass the internal s uld 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

13. Profile, Personality, Skills etc.

Make sure to indicate year and month clearly.

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)

Write a brief note on any points you would like to highlight, such as extracurricular activities, volunteering, personality, skills etc.

(Compulsory/within 1,000 letters)

14. Statement of Purpose or Reason Why You Wish to Participate in this Program

State purpose or reason around 400 letters in Japanese or 600 letters in English per program you choose in "8. Program of Choice". Follow the instruction in the format on the following page (https://www.u-tokyo.ac.jp/adm/go-global/en/program-list-short-onlinewinter.html). Even if you choose only first choice in "8. Program of Choice", state purpose or reason around 600 letters.

(Compulsory/within 2,000 letters)

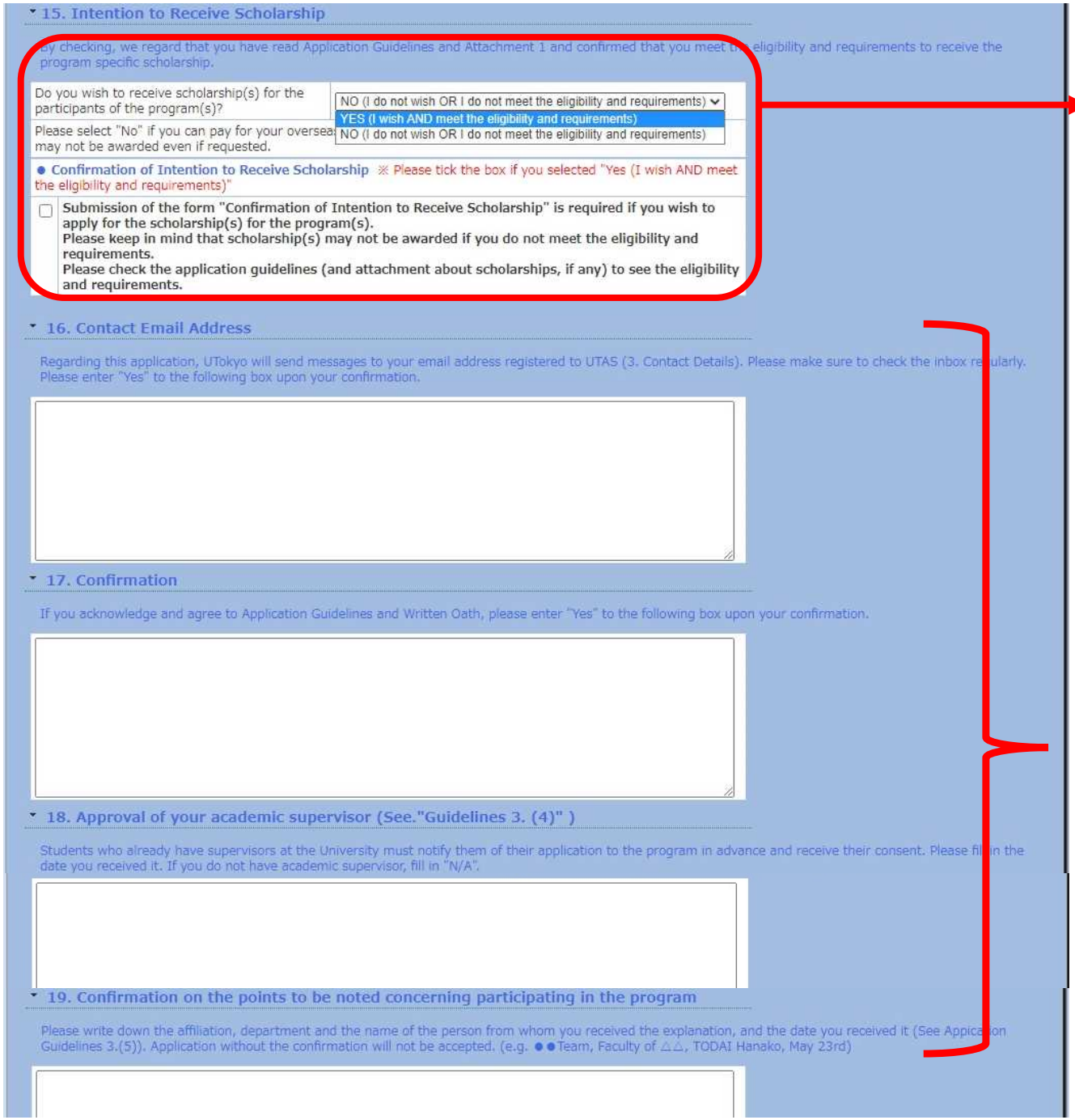
Write down the necessary information based on the instruction.

Choose “Yes” after reading the instruction.

List your academic and employment history <u>since high school</u> and make sure to <u>indicate the year and month clearly</u> in Profile. Exceeding the character limits will result in an error message.

State purpose or reason in around **<u>400 letters in Japanese or 600 letters in English per program</u>** you chose in “8. Program of Choice” (even if you only chose the first choice in “8. Program of Choice”). Follow the instruction in the reference on (https://www.u-tokyo.ac.jp/adm/go-global/en/program-list-short-summer2.html). Exceeding the letter limits will result in an error message. Try to write in a reader-friendly manner.

3-9. Filling out the Application Form (Scholarship Application and Confirmation)



15. Intention to Receive Scholarship

By checking, we regard that you have read Application Guidelines and Attachment 1 and confirmed that you meet the eligibility and requirements to receive the program specific scholarship.

Do you wish to receive scholarship(s) for the participants of the program(s)?

NO (I do not wish OR I do not meet the eligibility and requirements)
YES (I wish AND meet the eligibility and requirements)
NO (I do not wish OR I do not meet the eligibility and requirements)

Please select "No" if you can pay for your overseas may not be awarded even if requested.

● Confirmation of Intention to Receive Scholarship ※ Please tick the box if you selected "Yes (I wish AND meet the eligibility and requirements)"

☐ Submission of the form "Confirmation of Intention to Receive Scholarship" is required if you wish to apply for the scholarship(s) for the program(s).
Please keep in mind that scholarship(s) may not be awarded if you do not meet the eligibility and requirements.
Please check the application guidelines (and attachment about scholarships, if any) to see the eligibility and requirements.

16. Contact Email Address

Regarding this application, UTokyo will send messages to your email address registered to UTAS (3. Contact Details). Please make sure to check the inbox regularly. Please enter "Yes" to the following box upon your confirmation.

17. Confirmation

If you acknowledge and agree to Application Guidelines and Written Oath, please enter "Yes" to the following box upon your confirmation.

18. Approval of your academic supervisor (See."Guidelines 3. (4)")

Students who already have supervisors at the University must notify them of their application to the program in advance and receive their consent. Please fill in the date you received it. If you do not have academic supervisor, fill in "N/A".

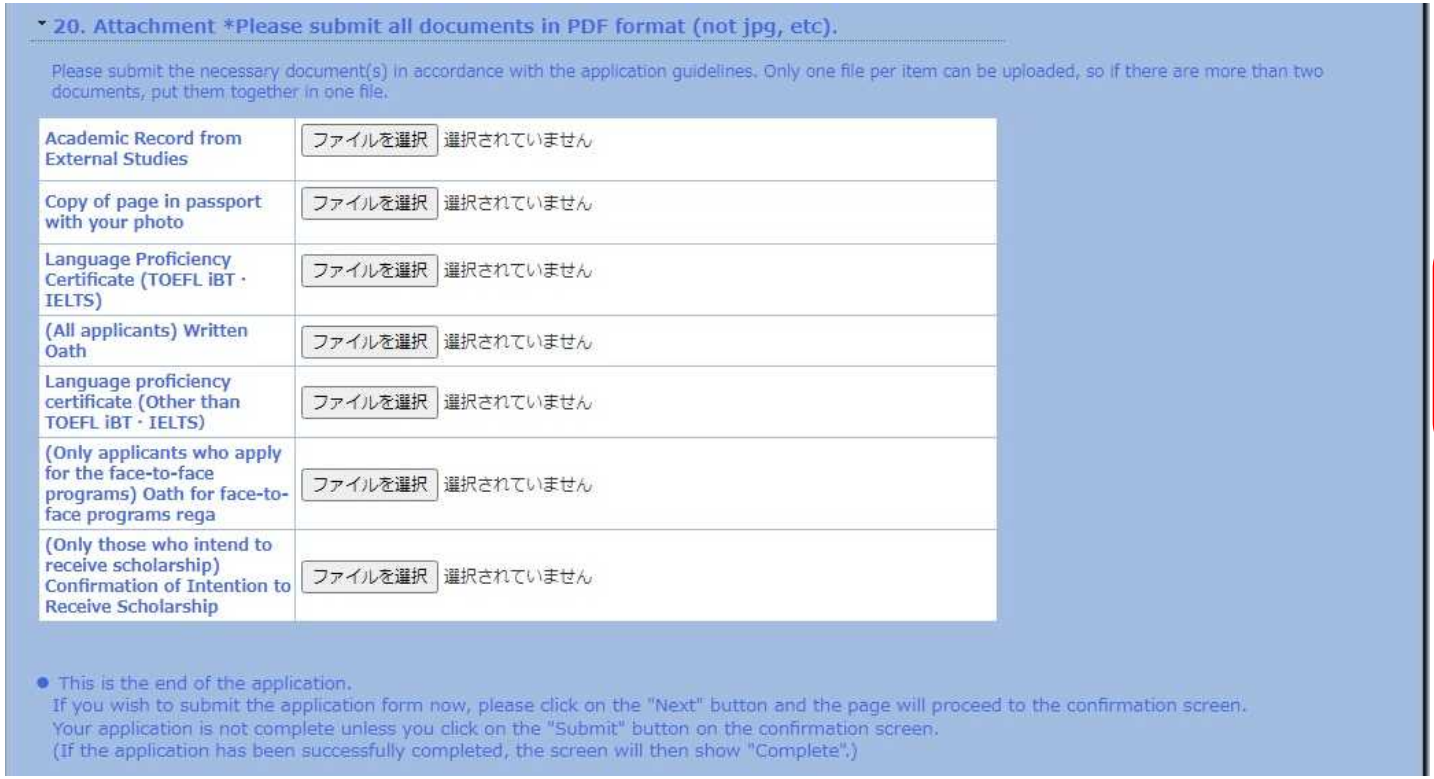
19. Confirmation on the points to be noted concerning participating in the program

Please write down the affiliation, department and the name of the person from whom you received the explanation, and the date you received it (See Application Guidelines 3.(5)). Application without the confirmation will not be accepted. (e.g. ●●Team, Faculty of △△, TODAI Hanako, May 23rd)

If students accepted into one of the face-to-face programs meet the designated academic criteria and wish to receive scholarships, they are eligible to receive non-refundable scholarships. Make sure to read Application Guidelines and Attachment 1 carefully, select “YES (I wish AND meet the eligibility and requirements)” and tick here.

Applications without confirmations here in accordance with the instruction will not be accepted. Make sure to confirm them.

3-10. Filling out the Application Form (Attaching Application Documents)



20. Attachment *Please submit all documents in PDF format (not jpg, etc).

Please submit the necessary document(s) in accordance with the application guidelines. Only one file per item can be uploaded, so if there are more than two documents, put them together in one file.

Academic Record from External Studies	ファイルを選択 選択されていません
Copy of page in passport with your photo	ファイルを選択 選択されていません
Language Proficiency Certificate (TOEFL iBT・IELTS)	ファイルを選択 選択されていません
(All applicants) Written Oath	ファイルを選択 選択されていません
Language proficiency certificate (Other than TOEFL iBT・IELTS)	ファイルを選択 選択されていません
(Only applicants who apply for the face-to-face programs) Oath for face-to-face programs rega	ファイルを選択 選択されていません
(Only those who intend to receive scholarship) Confirmation of Intention to Receive Scholarship	ファイルを選択 選択されていません

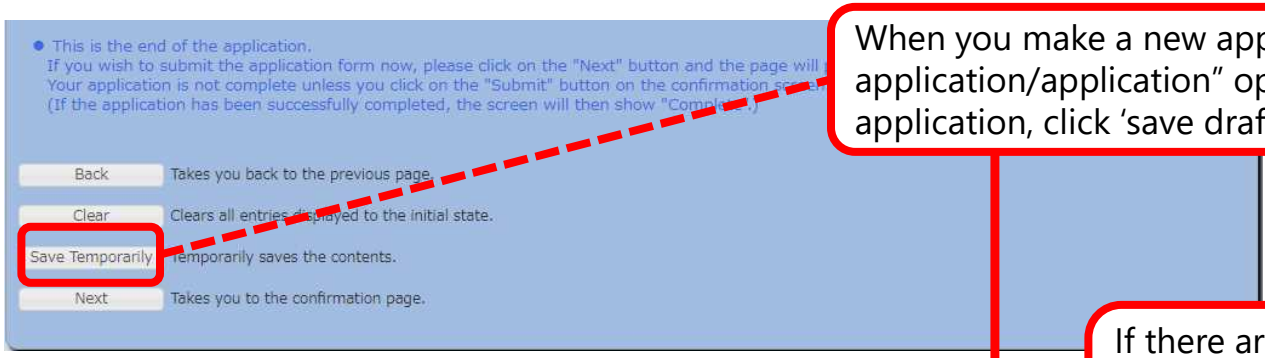
- This is the end of the application.
If you wish to submit the application form now, please click on the "Next" button and the page will proceed to the confirmation screen.
Your application is not complete unless you click on the "Submit" button on the confirmation screen.
(If the application has been successfully completed, the screen will then show "Complete".)

Make sure to attach all required documents based on the application guideline.

・Only PDF-files can be uploaded/attached
・Only one file can be attached for each field
(e.g. you can only attach one file for the scanned copy of ‘Language Proficiency Certificate’ and only one file for ‘Academic Record from External Studies (transcript from other than UTokyo)’. If you have scanned multiple pages of your Language Proficiency Certificate, or your student transcript consists of multiple files, you must convert them into a single PDF file before submitting.)

4. Saving a Draft of an Application Form

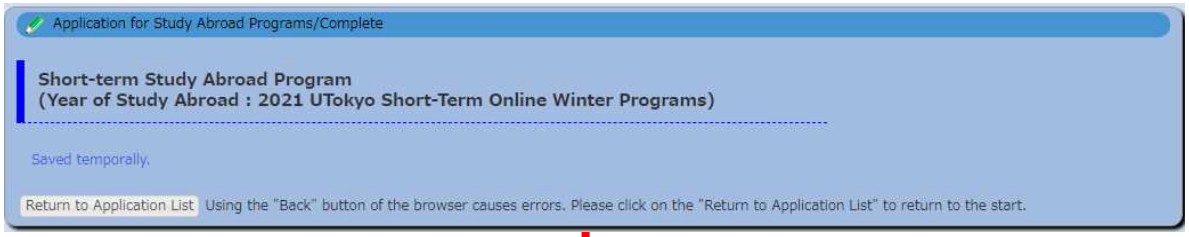
“Application for Study Abroad Programs/Application (海外派遣PG申請/申請)”→ “Save Draft (一時保存)”



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)

If there are errors in your application, you draft will not be saved and an error message will appear in red. Please amend all errors before clicking ‘save draft’ again.

The following page should appear to confirm that your draft was successfully saved.

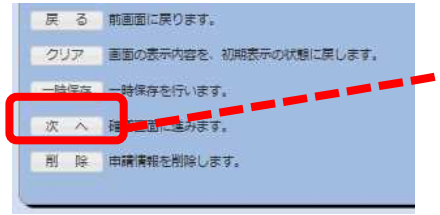


※Please refer to the attachment at the end for the information which will be checked when you save temporarily.

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.

5. Submitting an Application Form

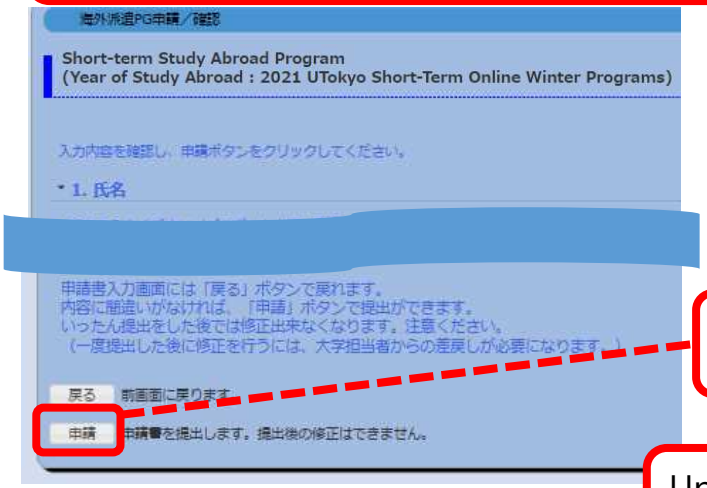
“Application for Study Abroad Programs/Application” (海外派遣PG申請/申請) → “Application for Study Abroad Programs/Confirmation” (海外派遣PG申請/確認) : Submit (提出)



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 the 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)” screen will be displayed.



Click ‘Submit’ (申請) on the bottom-left of the screen, as shown.

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

＊Attention＊
You cannot make changes to an application once it has been submitted. If you need to make changes, you must contact the administrator and request them to ‘return’ the form. However, you can still view and print your application after submission.

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)

6-1. Application Form ‘Returned’ (Rejection)

Notification of return by e-mail or in “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. Therefore, please double check that your address is correct and to check your inbox regularly.

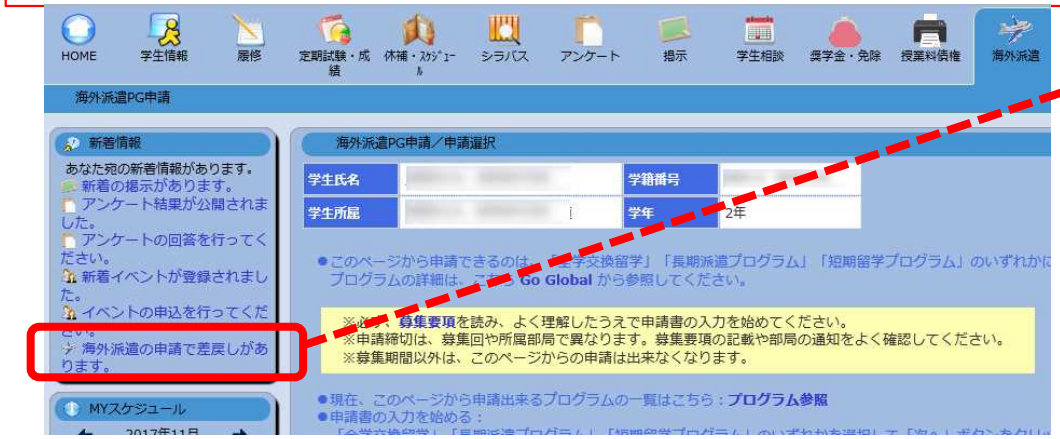
* This automatically generated e-mail is sent from an outgoing-only e-mail address, “utas-noreply.adm@gs.mail.u-tokyo.ac.jp”. Please do not reply to this address. You may also be contacted by a staff member regarding the return of your application.

In the event that your application has been returned, you will receive an email containing the following message:

Subject: 【海外派遣】短期留学プログラム申請差戻しのお知らせ - 【Study Abroad】Notification: Application for "Short-term Study Abroad Program" has been returned.

Text:
下記、短期留学プログラム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-ルには返信しないでください。

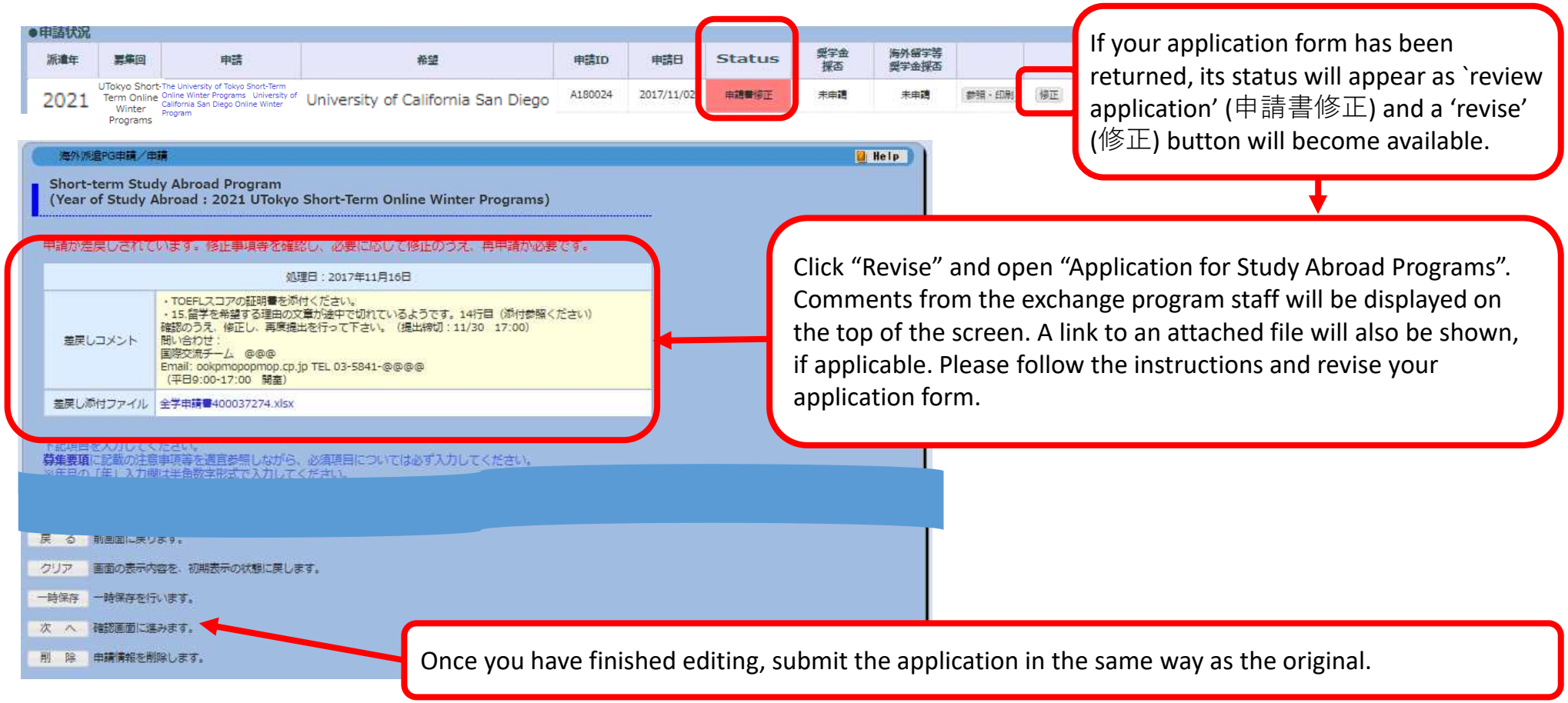
The application below for "Short-term Study Abroad Program" has been returned.
Application ID: "A180001" Please check UTAS for details.
※ Please do not reply to this e-mail as it has been sent by UTAS using an outgoing-only e-mail address.



② If your application has been returned, you will also receive a notification in the “What’s New” header on UTAS.

6-2. Application Form ‘Returned’ (Rejection)

If your application form returned after submission, you must revise and resubmit



If your application form has been returned, its status will appear as `review application’ (申請書修正) and a ‘revise’ (修正) button will become available.

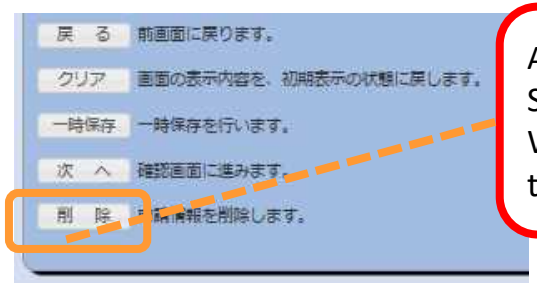
Click “Revise” and open “Application for Study Abroad Programs”. Comments from the exchange program staff will be displayed on the top of the screen. A link to an attached file will also be shown, if applicable. Please follow the instructions and revise your application form.

Once you have finished editing, submit the application in the same way as the original.

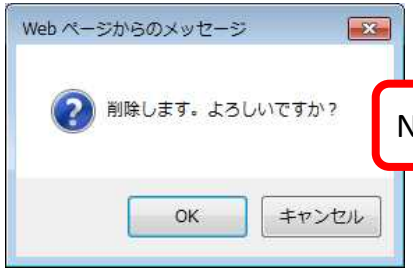
If you have any questions about the applications being returned, please feel free to ask the university staff members, whose number/email address is on the application guide.

7. Deleting an Application

Save temporarily/ Edit the application→Delete

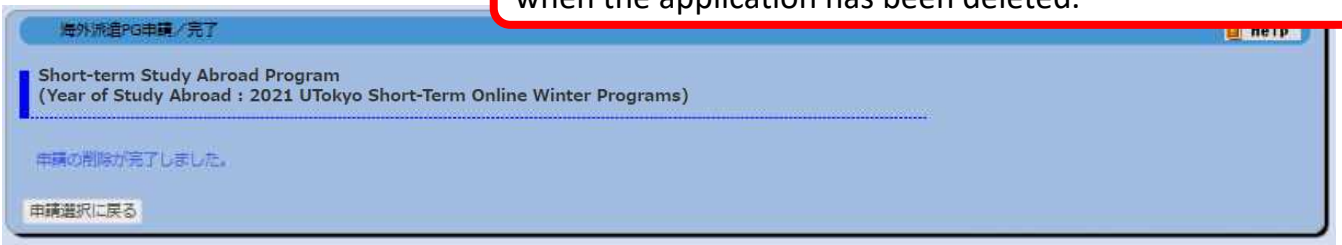


A “Delete” button will be displayed when you open a saved application (“Application for Study Abroad Programs/ Application”).
When the status of the application is in either the “Saved temporality” or “Revise” (needs to be revised as it has been returned), it is possible to delete the application.



Notification appears when you click “Delete”.

Click “OK” and you will be taken to the page confirming deletion when the application has been deleted.



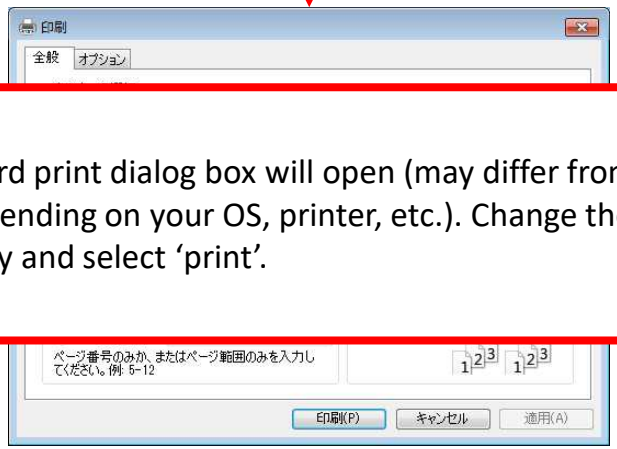
※ Please be aware that you cannot restore an application once it has been deleted.
※ If you cancel an application that has already been saved, please make sure to delete all unnecessary data. Any remaining data may cause an inconvenience if you make a new application.
※If you cancel an application after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

8. Printing an Application Form (if necessary)

“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 necessary 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 once it has been submitted. If you need to make changes, 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.

9. Status of Application

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

●申請状況

派遣年	募集回	申請	希望	申請ID	申請日	Status	奨学金採否	海外留学等奨学金採否
2021	UTokyo Short-Term Online Winter Programs	The University of Tokyo Short-Term Online Winter Programs University of California San Diego Online Winter Program	University of California San Diego			一時保存	未申請	未申請

The current status of your application is shown in the “Status”

Status	Condition
Saved 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.
“Selected as a candidate” (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.

● Application Status

Program Year	Call for Application	Application	Partner University/Program of Choice		Application ID	Application Date	Status	Scholarships Results	Study Abroad Scholarships Results		
2021	The University of Tokyo Short-Term Online Summer P	Short-term Study Abroad Program	passed	The University of Tokyo Short-Term Online Summer Programs University of Indonesia Online Summer Program: UI - CREATES	C210078	2021/07/15	Selected as a candidate	No application data available		Review/Print	

10. Confirmation of 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】短期留学プログラム結果通知 - 【Study Abroad】 Notification: Result of Screening "Short-term Study Abroad Program"
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：短期
　派遣年：2023
　募集回：第57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。

"Short-term Study Abroad Program" Screening: screening result is now available. Please check from "Application for Study Abroad Programs" after you have logged on.
Program Type:　Short-term
Program Year:　2022
Call for Application:　57
※ Please do not reply to this e-mail as it has been sent by UTAS using an outgoing-only e-mail address.

② (Cf. page 21) The results can also be seen in the “status” column of the UTAS on the day of release.

● Application Status

Program Year	Call for Application	Application	Partner University/Program of Choice		Application ID	Application Date	Status	Scholarships Results	Study Abroad Scholarships Results		
2021	The University of Tokyo Short-Term Online Summer P	Short-term Study Abroad Program	passed	The University of Tokyo Short-Term Online Summer Programs University of Indonesia Online Summer Program: UI - CREATES	C210078	2021/07/15	Selected as a candidate	No application data available		Review/Print	

11. 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 “Overseas Study” on the UTAS; Please contact other departments for other functions.

*** As indicated on page 6, “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. (Note that Int’l Exchange Group cannot deal with the matter).**

※ 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

The Center for Global Education, The University of Tokyo May 2023 Summer Programs for AY2023