



**NEW!**

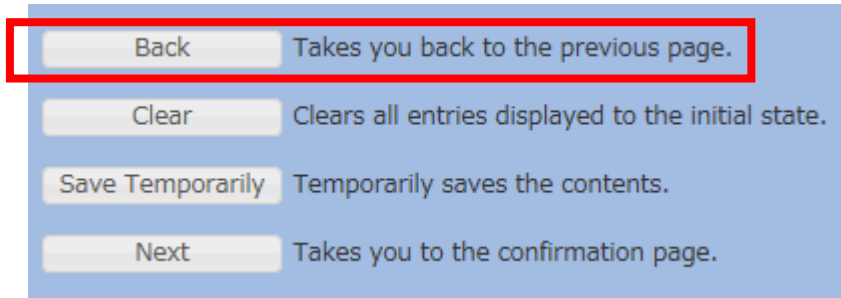
# Applying for Study Abroad Programs via UTAS

Application procedures guidance

(The Division for Global Campus Initiatives, The University of Tokyo Short-term Programs)

# 0. Notes

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

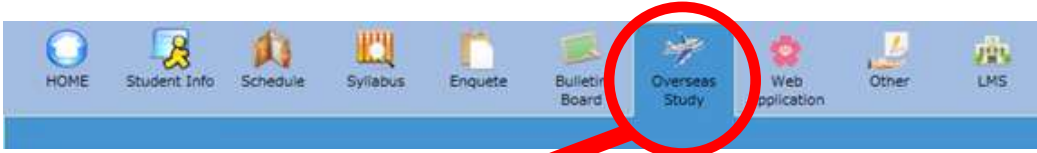


- If an error occurs, please click the "Overseas Study" tab and return to the top page for Overseas Study.



# 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

Application for Study Abroad Programs/Application List

Name: [ ] Student ID No.: [ ]  
Faculty/Graduate School: Faculty of Medicine School of Medicine Academic Year: 3

**Help**

You can only apply for "USTEP", "Long-term Study Abroad Program" or "Short-term Study Abroad Program" from this page. Please go to [Go Global](#) for details of the program.

Please carefully read and understand the **Application Guidelines** before starting to complete the application.

- The submission deadline defers depending on the affiliation and call for applications. Check the instructions given in the Application Guidelines and the notification by the affiliations.
- You cannot apply through this page outside of the application periods.

List of programs open for application: [Program List](#)

Starting the Application:  
Select either "USTEP", "Long-term Study Abroad Program" or "Short-term Study Abroad Program" and click on the "Next" button.

University-wide Student Exchange Program (USTEP)  
 Long-term Study Abroad Program  
 Short-term Study Abroad Program

Print out the application using the "Review/Print" button. A new window will open for reviewing and printing.

**Application Status**

Program Year	Call for Application	Application	Partner University/Program of Choice	Application ID	Application Date	Status	Scholarships Results	Study Abroad Scholarships Results	
2018	Programs by the association of international	Short-term Study Abroad Program	posed	Study Abroad Programs organized by the association of international universities (2018, summer) AQARU/ 2018 Student Summer Camp	C180014	2018/04/21	Selected as a candidate	No application data available	Review/Print

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.

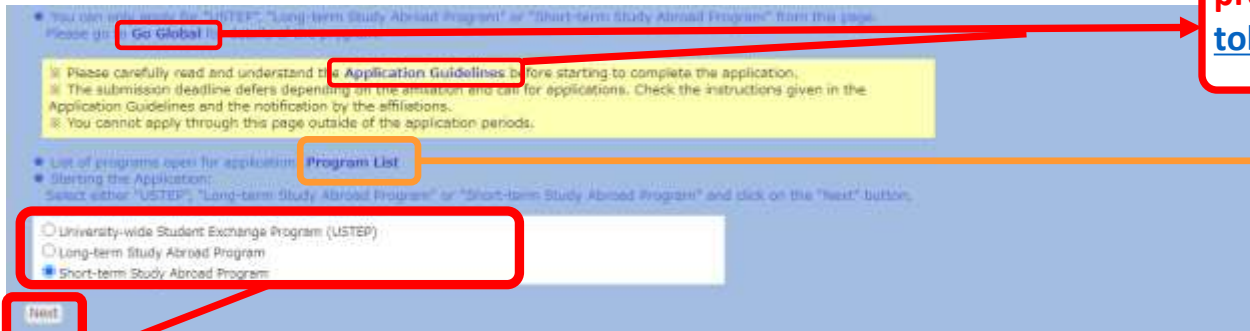
This grid gives details of your past and currently active applications. You can check the status and results of your applications under the header 'Status'.

Program Year	Call for Application	Application	Partner University/Program of Choice	Application ID	Application Date	Status	Scholarships Results	Study Abroad Scholarships Results	
2018	Programs by the association of international	Short-term Study Abroad Program	posed	Study Abroad Programs organized by the association of international universities (2018, summer) AQARU/ 2018 Student Summer Camp	C180014	2018/04/21	Selected as a candidate	No application data available	Review/Print

# 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.utokyo.ac.jp/adm/go-global/en/index.html>



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

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

- ❖ 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`.

No.	Program Year	Call for Applications	Program Name	University	Country	Region
1	2021	UToyo Short-Term Drive Winter Programs	The University of Toyo Short-Term Drive Winter Program (USA East Drive Winter Program)	RCA Lyon	France	Europe
2	2021	UToyo Short-Term Drive Winter Programs	The University of Toyo Short-Term Drive Winter Program (Zhongxing University Drive Winter Program)	Zhejiang University	China	Asia
3	2021	UToyo Short-Term Drive Winter Programs	The University of Toyo Short-Term Drive Winter Program (University of California San Diego Drive Winter Program)	University of California San Diego	United States of America	North America
4	2021	UToyo Short-Term Drive Winter Programs	The University of Toyo Short-Term Drive Winter Program (University of Chicago Drive Winter Program)	University of Chicago	New Zealand	Oceania
5	2021	UToyo Short-Term Drive Winter Programs	The University of Toyo Short-Term Drive Winter Program (Australian National University Drive Winter Program)	Australian National University	Australia	Oceania
6	2021	UToyo Short-Term Drive Winter Programs	The University of Toyo Short-Term Drive Winter Program (Ain Shams University for Women Drive Winter Program)	Ain Shams University for Women	Egypt	Asia
...	...	...	The University of Toyo Short-Term Drive Winter Program (Seoul National University Drive Winter Program)	Seoul National University	South Korea	Asia

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

Please fill in all sections from top to bottom. Follow the instruction in blue on the screen and make sure to fill in all sections.

Application for Study Abroad Programs/Application

**Short-term Study Abroad Program**

Enter the following items.  
Please make sure to enter all the fields referred to in the instructions given in the **Application Guidelines**  
Please use half-width characters to avoid "blur".  
If using the "Back" button of the browser causes errors, please use the "Back" button at the bottom of the page.

**First Choice Program**

The first choice program you selected here will be shown in the "First Choice" box of the "Program of Choice" section, which is in the later part of this page.  
You can only choose a program which currently accepts an application.  
For the "Second Choice" and "Third Choice", only programs that are under the same category of call as your "First Choice" may be selected.  
You cannot apply for programs of multiple categories of call using one application form.  
To check a category of call, please make a search using the "Program List".

The items to be entered will change depending on program you choose.  
If you select the first choice program, the items entered will be shown once again.

**First Choice Program** | The University of Tokyo Short-term Online Winter Programs - eSA List Online Winter Program  
Search can be done using the "Program List".

**\* 1. Name**

Enter your name as written in your passport.

In Japanese Character |

In Japanese (Kana) |

In English as written in your passport |

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 "Katakana"	[Redacted]
In English as written in your passport	[Redacted]

\* 2. Basic Information

Student ID No.	[Redacted]	Application ID	[Redacted]
Date of Birth	[Redacted]	Age	20 years old (as of 1 April 2018)
Gender	female		
Nationality	Japan		
Do you have permanent residence status in Japan? * For non-Japanese	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Exemption (Japanese national) * (If other nationality) Please tick relevant box.		
Awarded Japanese Government Scholarships?	No		

\* 3. Contact Details

Cell Phone Number	[Redacted]	E-Mail (if Not cell phone)	[Redacted]@u-tokyo.ac.jp
Address	〒2270062 [Redacted]		

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

Name	[Redacted]	Relationship	[Redacted]
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 Exchange Group ([studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto:studyabroad.adm@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, (es. Area Studies, Master's Program)

Faculty/Graduate School	<input type="text"/>
Department	<input type="text"/> <small>※ If it has not been decided yet, please enter "TBA".</small>
Date of Enrollment	<input type="text"/> / <input type="text"/> / <input type="text"/> Academic Year <input type="text"/>
Condition of Status	<input checked="" type="radio"/> Same as current <input type="radio"/> Tentatively offered <input type="radio"/> Requested
Name of Academic Advisor	<input type="text"/> <small>※ Only to be filled in if you already know your academic advisor. If not, please enter "N/A".</small>
Address	<input type="text"/> <small>※ Only to be filled in if you already know your academic advisor. If not, please enter "N/A".</small>

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 "16. 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).







# 3-5. 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.

Application for Study Abroad Programs/Application

### Short-term Study Abroad Program

Enter the following items.  
Please make sure to enter all the fields referring to the instructions given in the **Application Guidelines**.  
Please use half-width characters to enter "Year".

#### First Choice Program

The first choice program you selected here will be shown in the "First Choice" box of the "Program of Choice" section, which is in the later page.

You can only choose a program which currently accepts an application.  
For the "Second Choice" and "Third Choice", only programs that are under the same category of call as your "First Choice" may be selected.  
You cannot apply for programs of multiple categories of call using one application form.  
To check a category of call, please make a search using the "Program List".

The items to be entered will change depending on program you choose.  
If you select the first choice program, the items entered will be shown once again.

First Choice Program

Search can be done using the "Program List".

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.

No.	Program Year	Call for Application	Program Name	University	Country	Region
1	2021	U2020 Short-Term Online Winter Program	The University of Tsukuba Short-Term Online Winter Program (PGA Loan Online Winter Program)	DGA Lyon	France	Europe
4	2021	U2020 Short-Term Online Winter	The University of Tsukuba Short-Term Online Winter Program, University of Tsukuba Short-Term Online Winter Program	University of Tsukuba	New Zealand	Oceania

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.

#### Program of Choice

The University of Tsukuba Short-Term Online Winter Program (PGA Loan Online Winter Program)

Enter name in details of course of your preference, if any.

Study Abroad Period: From: [ ] / [ ] / [ ] To: [ ] / [ ] / [ ] (Year/Month/Day)

Program: [ ]

Enter name in details of course of your preference, if any.

Study Abroad Period: From: [ ] / [ ] / [ ] To: [ ] / [ ] / [ ] (Year/Month/Day)

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

**• II. Program of Choice**

Aim University for Women is FOR UNDERGRADUATE students only (If you are a postgraduate student, do not choose this program).

You can only choose a program which currently accepts an application.  
For the "Second Choice" and "Third Choice", only programs that are under the same category of call as your "First Choice" may be selected.  
You cannot apply for programs of multiple categories of call using one application form.  
To check a category of call, please make a search using the "Program List".

The items to be entered will change depending on program you choose.

**First Choice**

Program: Short-Term Summer Programs administered by the Division for Global Campus Initiatives University of Sheffield Summer Program

Notes: Enter name or details of courses of your preference, if any.

Study Abroad Period: From [ ] / [ ] / [ ] to [ ] / [ ] / [ ] (Year/Month/day)

**Second Choice**

Program: Short-Term Summer Programs administered by the Division for Global Campus Initiatives University of Sheffield Summer Program

Notes: Enter name or details of courses of your preference, if any.

Study Abroad Period: From [ ] / [ ] / [ ] to [ ] / [ ] / [ ] (Year/Month/day)

**Third Choice**

Program: Short-Term Summer Programs administered by the Division for Global Campus Initiatives University of Sheffield Summer Program

Notes: Enter name or details of courses of your preference, if any.

Study Abroad Period: From [ ] / [ ] / [ ] to [ ] / [ ] / [ ] (Year/Month/day)

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 the year, are correct.)

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

From 2022 / 03 / 07 to 2022 / 03 / 11 (Year/Month/day) 5 days

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

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

Search for Study Abroad Programs/Program Search

Items in blue will be entered in the application form when clicked on.  
You can filter using country names, etc.

No.	Program Year	Call for Application	Program Name	University	Country	Region
0021		Online Writer Programs	The University of Tokyo Short-Term Online Writer Programs, INSA Lyon Online Writer Program	INSA Lyon	France	Europe

# 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(Automatic Calculation)	<input type="text"/>
IELTS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 you 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

	Test	Score
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	Enter test other than those shown above	<input type="text"/>

\* 10. Applications to Other Programs

If applying (or planning to apply) 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 selection, would 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)

Write down the necessary information based on the instruction.

Choose "Yes" after reading the instruction.

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

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

\* Scholarship is not available for this program. Please do NOT fill in.

N/A

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

Please select "No" if you can pay for your overseas study without assistance. Please keep in mind that scholarships 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.

• 14. 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.

• 15. Confirmation

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

• 16. Approval of your academic supervisor (See "Guidelines 2. (5)")

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".

Scholarship is not available for this program. Please do NOT fill in.

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)

## 17. Confirmation on the points to be noted concerning participating in the program (See "Guidelines")

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 Hanoi, September 12th)

## 18. 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, as if there are more than two documents, put them together in one file.

Academic Record from External Studies	<input type="button" value="ファイルを選択"/>	選択されていません
Copy of page in passport with your photo	<input type="button" value="ファイルを選択"/>	選択されていません
Language Proficiency Certificate (TOEFL iBT・IELTS)	<input type="button" value="ファイルを選択"/>	選択されていません
Language proficiency certificate (Other than TOEFL iBT・IELTS)	<input type="button" value="ファイルを選択"/>	選択されていません
Oath	<input type="button" value="ファイルを選択"/>	選択されていません
Application form	<input type="button" value="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".)

- Takes you back to the previous page.
- Clears all entries displayed to the initial state.
- Temporarily saves the contents.
- Takes you to the confirmation page.

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

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

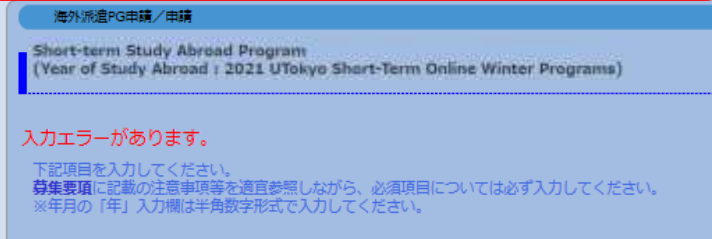
“Application for Study Abroad Programs/Application (海外派遣PG申請/申請)” → “Save Draft (一時保存)”



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)

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

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



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

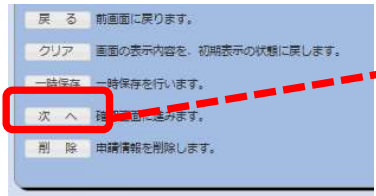
派遣年	募集回	申請	希望	申請ID	申請日	Status	奨学金採否	海外留学等奨学金採否	参照・印刷	修正
2018 - 2019	追加募集	全学交換留学	第1希望 南大大学			一時保存	未申請	未申請		

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

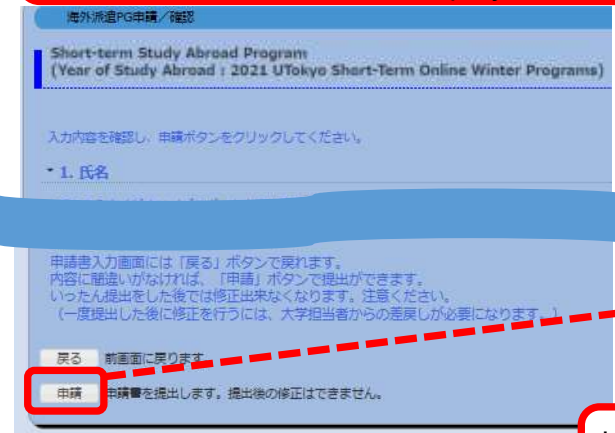
“Application for Study Abroad Programs/Application” (海外派遣PG申請/申請) → “Application for Study Abroad Programs/Confirmation” (海外派遣PG申請/確認) : Submit (提出)



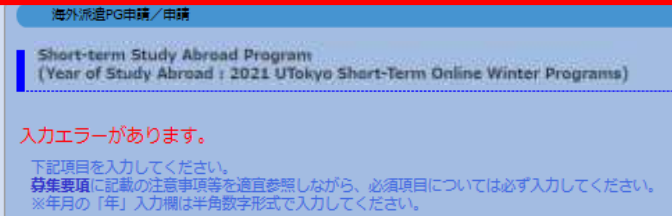
Click 'Next' (次へ) on the bottom-left of the screen, as shown

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.



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	
2018 - 2019	追加募集	全学交換留学	第1希望 南京大学	A180027	2017/11/16	受付完了	未申請	未申請	参照・印刷

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.

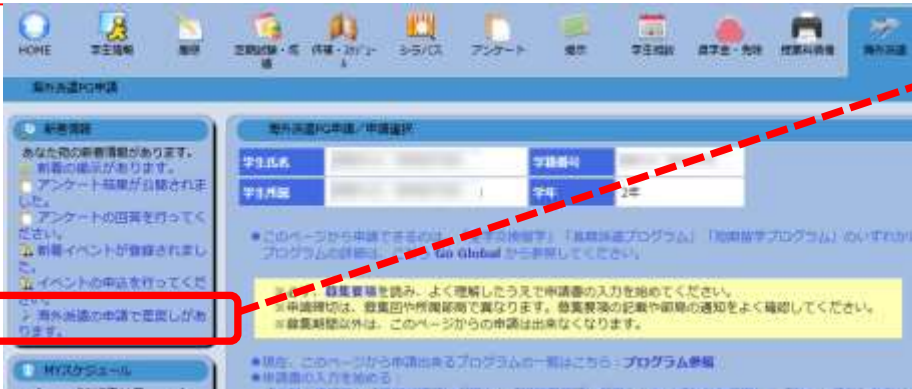
- The automatically generated e-mail will be sent to the e-mail address you registered on UTAS. Therefore, please double check that your address is correct and to check your inbox regularly.
- \* This automatically generated e-mail is sent from an outgoing-only e-mail address, "utas-noreply.adm@gs.mail.u-tokyo.ac.jp". 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、本メー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

The screenshot shows a table with application details. The 'Status' column for application ID A180024 is '申請書修正' (Review Application). A '修正' (Revise) button is visible in the top right of the table row. Below the table, a message states: '申請が差戻しされています。修正事項を確認し、必要に応じて修正のうえ、再申請が必要です。' (Your application has been returned. Please check the items to be corrected and re-apply if necessary after correction.) A '差戻しコメント' (Returned Comment) section contains instructions: 'TOEFLスコアの証明書を添付ください。' (Attach TOEFL score certificate), '15 留学を希望する理由の文章が途中で切れているようです。14行目 (添付参照ください) 確認のうえ、修正し、再度提出を行ってください。 (提出締切: 11/30 17:00)' (The text of the reason for studying abroad is cut off in the middle. Please check the 14th line (refer to the attachment) and correct it, then re-submit. (Submission deadline: 11/30 17:00)), and '問い合わせ: 国際交流チーム @@@ (Email: ookpmopopmop.cp.jp TEL 03-5841-@@@@ (平日9:00-17:00 開室))' (Contact: International Exchange Team @@@ (Email: ookpmopopmop.cp.jp TEL 03-5841-@@@@ (Weekdays 9:00-17:00 Open))). A '差戻し添付ファイル' (Returned Attachment File) section shows '全学申請書400037274.xlsx'. At the bottom, there are navigation buttons: '戻る' (Return), 'クリア' (Clear), '一時保存' (Save temporarily), '次へ' (Next), and '削除' (Delete).

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.

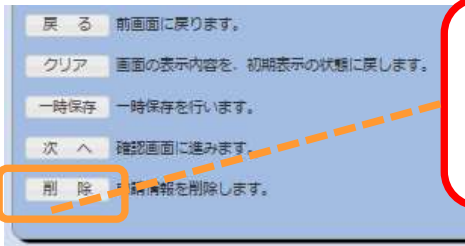
Click "Revise" and open "Application for Study Abroad Programs". Comments from the exchange program staff will be displayed on the top of the screen. A link to an attached file will also be shown, if applicable. Please follow the instructions and revise your application form.

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

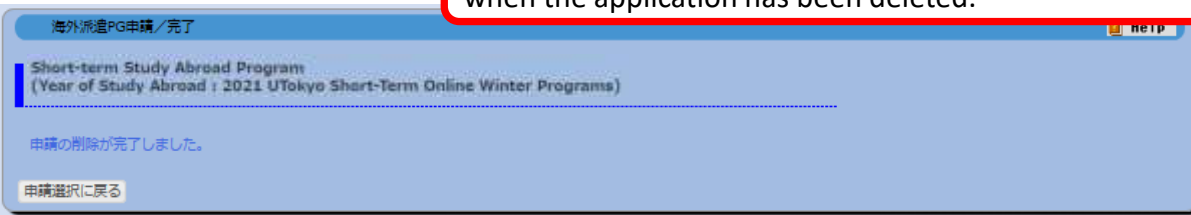


A “Delete” button will be displayed when you open a saved application (“Application for Study Abroad Programs/ Application”).  
When the status of the application is in either the “Saved temporality” or “Revise” (needs to be revised as it has been returned), it is possible to delete the application.



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 .

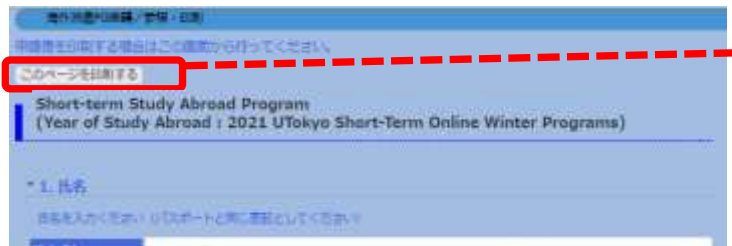
# 8. Printing an Application Form (if necessary)

“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)

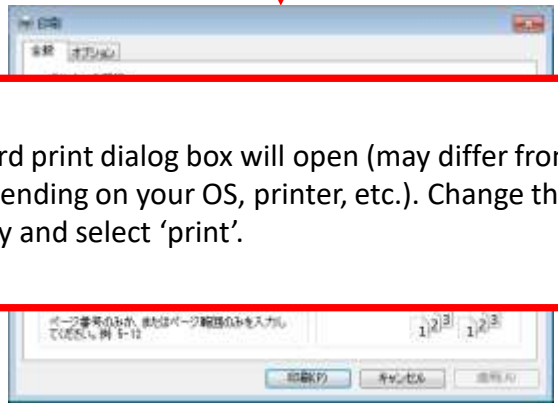
申請書を印刷する場合は「参照・印刷」ボタンから行ってください。申請内容の参照・印刷用のウィンドウが開きます。

派遣年	募集回	申請	希望	申請ID	申請日	Status	奨学金探否	海外留学等奨学金探否		
2021	UTokyo Short-Term Online Winter Programs	University of California San Diego				一時保存	未申請	未申請	参照・印刷	修正

※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

派遣年	募集回	申請	希望	申請ID	申請日	Status	奨学金探否	海外留学等奨学金探否
2021	UTOKYO Short-Term Online Summer Programs	The University of Tokyo Short-Term Online Summer Programs, University of Indonesia Online Summer Program: UI - CREATES	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.

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：2021

募集回：第95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。

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"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: 2021

Call for Application: 95

※ 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 : [studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto:studyabroad.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 Division for Global Campus Initiatives, The University of Tokyo September 2022  
Short-term Programs