

Go Global Gateway Canberra and Sydney Winter Program

General Application Guidelines

November 2022

Updated on December 1, 2022

Note: Be sure to check the latest information on our website (shown below) as program details and information about application forms or other relevant documents may be updated without notice.

https://www.u-tokyo.ac.jp/adm/go-gateway/en/winter-2022_00003.html

1. Outline

The following table gives an outline of this program. For further details, please see the “Program Sheet.”

Program title	Format	Program Period	Number of Students Accepted (approx.)	Program Costs (TBC)*1	Scholarship (If students wish to receive a scholarship and meet the criteria)
Go Global Gateway Canberra and Sydney Winter Program	In-person	Feb 13 (Tue) - 22 (Thu), 2023	Approx. 10 undergraduate students in the Junior Division*	JPY 335,000 per person	JPY 70,000

※Undergraduate students in the Junior Division who have registered for the Go Global Gateway (GGG) program and have already had their Go Global Statement approved by the time the application period begins (December 1, 2022) (For more details of eligibility, see “3. Eligibility Criteria and Requirements (1)” below).

2. Schedule

12 noon, December 6 (Tue), 2022	Deadline for internal application
12 noon, December 7 (Wed), 2022	Deadline for submission of modified internal application documents (in case of “Returned” application documents)
Early December 2022	Announcement of selection results
Mid-January, 2023	Program orientation (mandatory)
February 13 (Mon) – 22 (Wed), 2023	Implementation of the program
March 8 (Wed), 2023	Deadline for Activity Report of GGG

3. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

<< **Internal eligibility criteria and requirements** >>

(1) Applicants must be students who are enrolled as full-time undergraduate students of the University at the time of application and during the period of the program (Those who are on temporary leave from the University or those who will lose one’s student status due to graduation, etc. during the time of the program

are not eligible to apply.). Applicants must also be undergraduate students in the Junior Division who have registered for the Go Global Gateway (GGG) program and have already had their Go Global Statement approved by the time the application period begins (December 1, 2022).

(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 throughout the period. (As the number of students that can go abroad on the programs from the University is limited, cancelation after the internal selection means a loss of the chance to study abroad for other students. Make certain that you do not need to cancel your application after submission.)

(3) The handling of absences from the University's courses while participating in the program will be determined by the Junior Division of the College of Arts and Sciences. The Junior Division may not necessarily give special consideration to students' participation in the program. Therefore, please consult with the Junior Division office before applying to the programs.

*For students in 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 the 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 approval from the supervisor. Then they are to fill in the date they received approval in the application on UTAS as specified. If a student does not have a supervisor or equivalent, write 'no supervisor' in the space specified (see details in 12. How to Apply and Application Documents (2)).

(5) Students who are applying for this program must consult with the PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences in order to receive explanations on the points to be noted concerning the program and write down the affiliation, department, the name of the person from whom you received the explanation, and the date you received the explanation in the designated section on UTAS application form, and fully understand the points before submitting their application (See details in 12. How to Apply and Application Documents (2)). Application without the confirmation here will not be accepted. Follow the instructions from the PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences and receive the explanation well in advance of the deadline since requests in a short notice may not be addressed for good reasons such as other duties. Also, please note that there could be specific regulations regarding the program.

(6) << **Criteria for programs** >> Please see the "Program Sheet" for details.

(7) << **Insurance** >> After passing the internal selection process and being accepted into this 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 from the day they leave their home until the day they return home will be one of the requirements for applying to the program through this general application. Details of the insurance will be sent to students who are accepted into the

programs later.

- (8) << **Overseas Student Safety Management Assistance** >> After passing the internal selection process and being accepted into this program, students are required to take out “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. as a means of safety management during the program (it is the responsibility of the students to purchase OSSMA as this will not be paid for by the University).
- (9) As this is an in-person program, participants need to understand that they need to follow the regulations of both the host universities and the country or region they are traveling to as well as the airlines that they fly with and Japanese Border Measures if they set any rules regarding COVID-19 such as vaccination, certificate of negative PCR testing, and isolation if tested positive.
- (10) Follow all other cautions provided by the University.

<<**Eligibility Criteria for Receiving Scholarship**>> (See information sheet “Attachment 1” for details.)

As this scholarship is provided by funds and donations by individuals as well as corporate bodies, recipients are expected to attend networking events with donors, submit reports and answer questionnaires.

4. Credits, etc.

It is not possible to earn credits from this program.

5. Program Costs / Scholarships

【Program costs】

Please see the “Program Sheet” for details.

【Scholarship】

- If students accepted into this program **meet the designated criteria and wish to receive a scholarship, they are eligible to receive a non-refundable scholarship.**
- See the “Attachment 1” for details.
- Those who wish to receive the scholarship are required to submit the specified form “Confirmation of intention to receive scholarship” (see 12. How to Apply and Application Documents (4)).

6. Application Deadline

Noon, Tuesday, December 6*

*Note: The deadline for submission of “Returned” application documents with large irregularities that are submitted before the deadline for submission of application documents is noon, Wednesday, December 7.

7. Internal Selection Process

- (1) In principle, internal selection will be by screening of application documents.
- (2) Acceptance/non-acceptance to the programs will be sent out by e-mail, therefore please check e-mails sent to the e-mail address registered on UTAS routinely after you apply. It is possible that e-mails with important information may be classified as spam or junk by your e-mail program, therefore please check your spam mail folder also.
- (3) If students are applying for or have already been accepted to other study abroad programs when applying

for this program, please state as such in “Section 11. Special Notes” when they apply via UTAS.

- (4) In order to give opportunities of study abroad experience to as many students as possible, students who have previously taken part in the programs offered by the Division of Global Campus Initiatives and are applying once again to these programs will be given a low priority for internal selection. However, participation in this Winter Program is irrelevant to future internal selection for the programs offered by the Division of Global Campus Initiatives such as University-wide Student Exchange Program (USTEP).
- (5) Results of the internal selection will be sent out around early December. The results will be sent out to the students e-mail address directly as well as to the relevant offices of the College of Arts and Sciences.

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

<< Participation procedures and travel arrangements >>

- (1) Even if students have passed the selection process, they may not receive scholarships if their participation in the relevant programs is not approved, or if they became unable to participate because of failure to make the required arrangements.
- (2) It is the students' responsibility to follow the instructions of the host institutions and the Go Global Gateway team (International Exchange Group of the University's Administration Bureau) on participation procedures and travel arrangements. You should also follow the instructions of the host universities when applying for a visa. Students are responsible for all expenses incurred during the process. If you are not permitted to participate in the program due to insufficient documents, failure to check the deadline or other reasons, it is the students' responsibility, and the scholarship will not be paid to the students.

<< Internal procedures >>

- (1) Students who are selected as program participants, must confirm with the PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences to see if any study abroad procedures are necessary.
- (2) Students who are selected as program participants must contact their academic supervisors and other faculty members before departure to avoid unnecessary trouble that could be caused by participating in the program.
- (3) Preliminary information sessions (orientation meetings) will be held for the program and all students are required to participate (see the Program Sheet for details).
- (4) If you must decline the offer under unavoidable circumstances, immediately contact the Go Global Gateway team of the University's Administration Bureau (go-gateway.adm@gs.mail.u-tokyo.ac.jp) even before you receive the result of internal selection. Please also submit a brief statement on the reasons for declining (no specific format, but please indicate your affiliation, name, the reason why you are declining, date, and make sure to sign the document. One A4 sized page.) if you decline the offer after

you are accepted to program.

- (5) When a scholarship recipient who is selected as a program participant is found not to satisfy the previously mentioned eligibility criteria or found to be inappropriate as a recipient, they will be ordered to return the scholarship amount already received, in whole or in part. Also, if a scholarship recipient suspends their participation in the program or takes a leave of absence, they may be ordered to return the already paid scholarship amount, in whole or in part.
- (6) Students must follow other warnings and notes from the University of Tokyo.

<< Information on Study Abroad, Risk Management >>

For general information on studying abroad and risk management, see the UTokyo Go Global website (<https://www.u-tokyo.ac.jp/adm/go-global/en/voyage-index.html>). In particular, read the [Risk Management Guidebook for Overseas Travel](#) carefully.

9. Obligations for Participating in Programs

- (1) Participants must fully comprehend the purposes of the program 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.

10. Post-Program Reports

- (1) Students must submit an activity report on this program on category 2 “Classes/Courses” or category 4 “International Activities” of the Go Global Gateway (GGG) program.
- (2) If you were receiving a scholarship, submit the designated reporting documents.
- (3) If there are any changes in personal information (addresses, phone numbers, email addresses) from the time of the application, contact the Go Global Gateway team of the University’s Administration Bureau (go-gateway.adm@gs.mail.u-tokyo.ac.jp) so that appropriate procedures can be undertaken. Such information will be necessary for mailing grades, letters of completion, and passing on other important information.
- (4) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the University (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys, etc.). Students are expected to participate unless there are unavoidable circumstances.

11. Contact Information

Note: When contacting via email, please make sure to state the subject, your name, affiliation, University year, and telephone number.

- (1) Inquiries about [the program content, application procedures, and scholarship](#):

The Go Global Gateway Team, International Exchange Group of the University’s Administration Bureau

[\(go-gateway.adm@gs.mail.u-tokyo.ac.jp\)](mailto:go-gateway.adm@gs.mail.u-tokyo.ac.jp)

- (2) Inquiries about “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on the UTAS online application:

The PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences
(Counter No.2, 1F, Administration Building, Komaba campus)

- (3) Inquiries about academic affairs including credits:

The PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences
(Counter No.2, 1F, Administration Building, Komaba campus)

12. How to Apply and Application Documents

- (1) Make sure to complete the online application via UTAS before the deadline.

◇ Application with large irregularities (especially irregularities against the application guidelines and instructions on the UTAS online application screen (highlighted in blue)) will not be accepted even if students complete the application before the deadline. Bear in mind that there is a possibility that application with irregularities will be “Returned” (make sure to check your inbox for emails from UTAS especially if you apply at the last minute) and applicants must submit the modified “Returned” application documents by the deadline as indicated in “6. Application deadlines” (submission of modified “Returned” application documents after the deadline will not be accepted).

- (2) **Follow the instruction in blue on the UTAS online application screen** (the following sections require particular attention).

◇ The “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 PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences (the procedure may take time, so it is recommended to get an early start in consideration of office hours). Make sure that the correct information is in all the sections by the time of application.

◇ All notifications regarding your application will be sent to the registered email address in “3. Contact Details” on UTAS. Enter an e-mail address that can receive files as attachments and check the e-mail inbox regularly following your submission.

◇ Applicants who do not have a supervisor or equivalent at the University are required to fill in “N/A” in “Name of Academic Advisor” in “6. Academic Affiliation and Year at Time of the program period”.

◇ In the section “14. Statement of Purpose or Reason Why You Wish to Participate in this Program”, **state the purpose or reason in around 400 characters in Japanese or 600 letters in English in “8. Program of Choice”**. Follow the instruction in the reference on [Application Documents] at the end of this application guidelines.

◇ With regards to “16. Contact Email Address” and “17. Confirmation” on UTAS, please make sure to follow the instruction and enter "Yes" to the following box upon confirmation.

- ◇ Applicants must consult with the PEAK/GPEAK section, academic affairs division office of the College of Arts and Sciences (Counter No.2, 1F, Administration Building, Komaba campus) in order to receive explanations on the points to be noted concerning participating in the program and write down the affiliation, department, name of the person from whom you received the explanation, and the date you received the explanation in “19. Confirmation on the points to be noted concerning participating in the program” (e.g., ●●Team, Faculty of △△, TODAI Hanako, November 30). **Applications without the confirmation here will not be accepted.**

(3) Please refer to the following table for “20. Attachment” when applying.

Application Documents	Target	Notes
- Copy of academic transcripts from institutions other than UTokyo for all semesters since enrollment in higher education (including Grading criteria)	Only for those that this applies to	Those who have acquired credits from universities other than UTokyo. <u>If you have credits from other universities/higher educational institutions, enter the credits in “7. Grading Coefficient” based on the original documents.</u>
- Copy of pages from your passport showing your personal information	N/A	<u>However, as some program may require submission immediately after internal selection, it is recommended to obtain/renew your passport if you don’t have/renew it.</u>
- Documents to certify language proficiency		Please refer to the Program Sheet for required language proficiency. <u>If you are going to apply for program(s) which do(es) not require language scores, please state “Applying for program(s) which do(es) not require language score” in “9. Language Proficiency” on UTAS.</u>
TOEFL iBT, IELTS	Those who have scores	If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. Refer to *1. If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
Other than TOEFL iBT, IELTS	Those who have scores	If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. Refer to *2. If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
No English proficiency tests due to special circumstances (Refer to *3)	Only for those that this applies to	Write the details in “9. Language Proficiency”.
- Written Oath	All	<u>Complete and sign</u> the specified form (download), then

		attach the scanned PDF to “20. Attachment”. <u>Parents/Guardians’ guarantee is required for students who are applying for this program.</u> Digital sign/seal is acceptable.
- Oath of understanding for traveling abroad during the COVID-19 pandemic	All	<u>Complete and sign</u> the specified form (download), then attach the scanned PDF to “20. Attachment”. <u>Parents/Guardians’ guarantee is required for students who are applying for this program.</u> Digital sign/seal is acceptable.
- Confirmation of Intention to Receive Scholarship	<u>Only applicants who wish to receive scholarship</u>	<u>Complete</u> the specified form (download), then attach in PDF format to “20. Attachment”. <u>Please check Attachment 1 when filling in.</u>

***1 Documents to certify language proficiency (TOEFL iBT, IELTS)** (Certificates must be valid as of the application deadline. For expiration date, refer to the official information on each organization website.)

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, taken from online, is acceptable)

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

If you do not have TOEFL-iBT or IELTS scores but have other scores, the following can be submitted:

- A copy of your TOEFL ITP, TOEIC, or Eiken score
- If you plan on submitting English test results from other exams/tests, submit a copy of your results and a description of the test. The description should include the content of the exam, and conversion table for the tests (A4-sized, no specific format is required).
- Copy of language proficiency scores other than English

***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.

[Online Application]

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/400195761.pdf>

[Application Documents]

Download application documents on the website of the Go Global Gateway program: :

https://www.u-tokyo.ac.jp/adm/go-gateway/en/winter-2022_00003.html

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