

UTokyo – Princeton University Joint Program
“Environment and Sustainability”
General Application Guidelines

December 2022

Updated on December 12, 2022

Note: Be sure to check the latest information on our website (shown below) as program details, FAQs and information about application procedures may be updated without notice.

https://www.u-tokyo.ac.jp/adm/go-gateway/en/spring_special-2022_00001.html

1. Outline

The Go Global Gateway (GGG) program will offer a short-term spring program for UTokyo undergraduate students to study with students of Princeton University in New York City. The program is exclusively for students who have been awarded the GGG certificate*. **Up to five students are accepted into the program**. It will take place in mid-March of 2023 with a focus on “Environment and Sustainability.” Students will listen to lectures related to climate change and justice, sustainability and food/agriculture, energy policy, environmental colonialism, and Japan-U.S. relationship and will engage in interdisciplinary and cross-cultural discussion with their Princeton counterparts. There will also be visits such sites as local museums, Governor’s Island**, Rutgers University***, and Princeton University.

* **Up to five** undergraduate students who have registered for the [Go Global Gateway](#) program AND meet one of the following conditions (A or B):

- A) Those who have already obtained a certificate
- B) Those who have had at least three activity reports approved AND can have their application statement approved by 5:00 p.m., December 23, 2022

(For more details of eligibility, see “3. Eligibility Criteria and Requirements” below).

** An island known for former military fortifications and other historic buildings.

*** A state university in New Jersey, where some of the first Japanese students came to study in the nineteenth century.

2. Schedule

5:00 p.m., December 23 (Fri), 2022	Deadline for having application statements approved
12:00 a.m., January 10 (Tue), 2023	Deadline for internal applications
12:00 a.m., January 11 (Wed), 2023	Deadline for “Returned” applications
Late January, 2023	Announcement of selection results
Early March, 2023	Pre-program orientation session
March 11 (Sat), 2023	Departure from Tokyo and arrival in New York

March 12 (Sun) – 19 (Sun), 2023	Implementation of the program
March 20 (Mon), 2023	Departure from New York
March 21 (Tue), 2023	Arrival in Tokyo
March 23 (Thu), 2023	Deadline for Activity Reports

3. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

<< Internal eligibility criteria and requirements >>

(1) Undergraduate students who have enrolled in the [Go Global Gateway](#) program AND meet one of the following conditions (A or B):

A) Those who have already obtained a certificate.

B) Those who have had at least three activity reports approved and can have an application statement approved by 5:00 p.m., December 23, 2022.

(2) Applicants must have an upper-intermediate or advanced command of the English language. (B2 or above in CEFR)

Click the following links to learn about CEFR: [CEFR Global Scale](#) > [Official translations](#) > [English](#)

(3) 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 student status due to such reasons as graduation, during the time of the program are not eligible to apply.)

(4) 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 entire period of 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 of study abroad for other students. Make sure you do not need to cancel your application after submission.)

(5) The handling of absences from the University's courses while participating in the program will be determined by a college or faculty with which applicants are affiliated. Their college or faculty may not necessarily give special consideration to students' participation in the program. Therefore, please consult with your college or faculty before applying to the programs.

(6) Students who already have a supervisor or equivalent at the University must notify the supervisor of their application to the program in advance and receive an approval. They should note the date they received an 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 13. How to Apply and Application Documents (2)).

(7) Students who are applying for this program must consult with their college or faculty and should be given proper explanations regarding curriculum matters in relation to participating in the program. They should

note the affiliation, department, and the name of the person from whom they have been given the explanation, and the date they received the explanation in the designated section on UTAS application form. Students are responsible for fully understanding these curriculum-related matters before submitting their application (See details in 13. How to Apply and Application Documents (2)). Application without the confirmation here will not be accepted. Follow the instructions from your college or faculty and receive the explanation well in advance of the deadline because the administration may not be able to respond to short-term notices. Also, note that each college or faculty may impose additional requirements or regulations for participating in the program.

(8) << **Insurance** >> After passing the internal selection process and being accepted into this program, students are required to enroll in the Japan Educational Exchanges and Services (JEES) “Futai Kaigaku” at their own expense (this will not be paid for by the University). Enrolling in 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.

(9) << **Overseas Student Safety Management Assistance** >> After passing the internal selection process and being accepted into this program, students are required to enroll in “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).

(10) 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 period.

(11) Follow all other rules provided by the University.

<< **Eligibility Criteria for Receiving Scholarship** >>

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

4. Credits, etc.

It is not possible to earn any academic credits from this program.

5. Program Costs

UTokyo New York Office and the Toshiaki Ogasawara Memorial Foundation sponsor the program fees and airfare cost of all the participants. Students must be responsible for paying:

- accommodation (approx. JPY 190,000),
- food and other miscellaneous expenses. (Note the cost of living is generally higher in New York City)

6. Scholarship

Students accepted into this program will receive **JPY 100,000 as a non-refundable scholarship awarded by the Yoshida Scholarship Foundation**. If they will be receiving a different scholarship during the program period, they must submit a “Confirmation to Receive Scholarship” document (See details in 13. How to Apply and Application Documents (3)).

7. Application Deadline

12:00 a.m., Tuesday, January 10, 2023*

*Note: If an application is “Returned” due to any missing information or other irregularities, students must resubmit the correct form by 12:00 a.m., Wednesday, January 11, 2023.

8. Internal Selection Process

- (1) In principle, students will be screened and selected based on their application documents.
- (2) The decision for acceptance/non-acceptance to the programs will be sent out by e-mail. Make sure to 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 you must check your spam mail folder.
- (3) If students are applying for or have already been accepted to other study abroad programs when applying for this program, please clearly note this in “Section 11. Special Notes” when applying via UTAS.
- (4) Results of the internal selection will be sent out in late January of 2023. The results will be sent out to the students e-mail address directly as well as to the college or faculty with which students are affiliated.

9. 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 students are not permitted to participate in the program due to insufficient documents, failure to check the deadline or other reasons, the scholarship will not be paid.

<< Internal procedures >>

- (1) Students who are selected as program participants must confirm with their college or faculty to see if any study abroad procedures are necessary.
- (2) Students who are selected as program participants must contact their academic supervisor(s) and other

faculty members before departure to avoid causing any trouble to others.

- (3) A preliminary information session(s) (orientation meeting) will be held for the program and all students are required to attend this session(s).
- (4) If you must withdraw for 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. You must also submit a brief statement stating why you are withdrawing (indicate your affiliation, name, date, the reason why you are withdrawing, and sign the document on an A4-sized paper.) if you withdraw after being accepted to program.
- (5) 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 rules 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.

10. Obligations for Participating in Programs

- (1) Participants must fully understand the purposes of the program and endeavor to complete the program.
- (2) Participants must be aware that they are representing UTokyo, and must comply with the laws, regulations, rules and manners of their host universities and countries.

11. Post-Program Reports

- (1) Students must submit an activity report on this program on category 2 "Classes/Courses" / category 3 "Experience Abroad" / category 4 "International Activities" of the Go Global Gateway (GGG) program, by March 23, 2023.
- (2) If received 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 communicating 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.

12. 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)
- (2) Inquiries about “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on the UTAS online application:
College or faculty with which you are affiliated
- (3) Inquiries about academic affairs including credits:
College or faculty with which you are affiliated
(To find out an appropriate contact, visit [this page](#). Only Japanese instructions are available.)

13. How to Apply and Application Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
 - ◇ Application with significant 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). In that case, applicants must submit the modified “Returned” application documents by the deadline as indicated in “7. 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 contact your college or faculty (the procedure may take time, so it is recommended that you 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 college or faculty they are affiliated with at the time of application and during the program period, 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, December 22). 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 whom 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 that you obtain/renew your passport if you do not have/have not renewed it.</u>
- Documents to certify language proficiency		<u>If you have documents to certify your language proficiency, please submit them 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 whom 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</u>

		<u>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 to Receive Scholarship	<u>Only students who receive other scholarship</u>	<u>Complete</u> the specified form (download), then attach in PDF format to “20. Attachment”.

***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/spring_special-2022_00001.html

End