

UC Berkeley/Davis Programs
Application Guidelines for Candidate Students (for AY2024-2025)

2024.3

* The information concerning application and related documents are subject to change. Useful information and FAQs may be added later. Make sure to check the latest information on the University of Tokyo Go Global website :<https://www.u-tokyo.ac.jp/adm/go-global/en/application-tips-UC.html>.

1. Overview

The University of Tokyo (UTokyo) is a partner university of the two programs described below. As such, UTokyo students are eligible to participate in these programs and in accordance with the guidelines below, they are invited to apply to the programs.

(1) University of California, Berkeley, American and International Study Program (AISP) (Attachment 1)

The American and International Study Program (AISP), hosted by the Charles and Louise Travers Department of Political Science at the University of California, Berkeley (UC Berkeley), provides students from partner universities with an opportunity to study American politics and international relations at UC Berkeley. Under UC Berkeley Extension’s Concurrent Enrollment program, students can enroll in regular UC Berkeley courses for one semester or one year. Participating students are responsible for paying the program fees specified by UC Berkeley, including tuition.

(2) University of California, Davis, Global Study Program (Attachment 2)

Organized by the Continuing and Professional Education, International at the University of California, Davis (UC Davis), the Global Study Program provides students from partner universities with an opportunity to take regular UC Davis courses or language courses for a period of at least one quarter, up to a maximum of three quarters. Participating students will enroll at UC Davis Extension and are responsible for paying the program fees specified by UC Davis, including tuition.

2. Location

UC Berkeley or UC Davis, U.S.A.

3. Duration

Students can choose one or multiple consecutive period(s). Up to two semesters for UC Berkeley and up to three quarters for UC Davis..

UC Berkeley	UC Davis
1. Fall Semester: August 23 –December 16, 2024	1. Fall Quarter: September 25 – December 13, 2024
1. Spring Semester: January 17 – May 19, 2025	1. Winter Quarter: January 6 – March 21, 2025
	2. Spring Quarter: March 31– June 12, 2025

4. Curriculum (See Attachments for further details)

The host institution will contact students who have been selected for admission with information on the curriculum, the courses, and the procedure for course registration. Reports by students who participated in the program in the past are available on the Study Abroad Reports page of the UTokyo Go Global website (Japanese only):

<https://www.u-tokyo.ac.jp/adm/go-global/ja/report-list-UC.html>

5. Number of Students to be Accommodated

UC Berkeley AISP: Up to five students per semester

UC Davis Global Study Program: Up to 20 students per year

6. Eligibility

Participating students must meet all requirements listed below:

(1) You must be enrolled as an undergraduate or graduate student at UTokyo at the time of application and during the program period.

Note: The programs are designed for undergraduates. Graduate students participating in the program have no guarantee that they will be able to take graduate level courses.

(2) You must complete the required procedures for “Study Abroad” or “Leave of Absence” before leaving Japan. (Please follow the instructions by your affiliated faculty/graduate school.)

(3) If the applicant is planning to advance to a graduate school, such advancement should be completed before the start of the study-abroad period. It is not possible to advance to a graduate school (including advancement from Master’s to doctorate degree) while you are on a study abroad program. Applicants must read Appendix 1 if they are due to advance from the Junior Division to the Senior Division while they are studying abroad.

(4) You must have the following English proficiency specified by the host institution which is valid as of May 1, 2024.

◆ UC Berkeley:

- TOEFL iBT 90
- IELTS 7.0
- Cambridge Proficiency Exam: Pass
- Cambridge Certificate of Advanced English: Pass

Note: These scores are the minimum language requirements. UC Berkeley courses are extremely rigorous and require a heavy reading load; thus, only students who are ready to take on that level of work in English should apply.

◆ UC Davis:

Coursework varies depending upon students’ English proficiency. Students with mid-range scores would take ESL (English as a Second Language) courses. Students are placed in course schedule based on the score results submitted with their application.

Coursework	English Proficiency
① Full-time Academic Credit	TOEFL iBT 80, PBT 550 IELTS 6.5
② Guided Full-Time Academic Credit	TOEFL iBT 71, PBT 530 IELTS 6.0
③ ESL Preparation Program (Academic courses are partly available)	TOEFL iBT 61, PBT 500 IELTS 5.5

- (5) Note that the American and International Study Program (AISP) is designed for students with an interest in taking courses in American politics and international relations. Students take three courses in AISP. While they are able to substitute one course per semester for something in another field, their core work will be in Politics. To be specific, students need to substitute two courses (8 units) in Political Science as mandatory courses per semester. Please apply only after making sure this point is clear and that you agree.
- (6) UC Davis Global Study Program requires a GPA of 3.0 or above (full points: 4.0). For the calculation of GPA, see the Japan-U.S. Educational Commission website (Japanese only):
<http://www.fulbright.jp/study/res/faq16.html>
 Admission to the program will be determined by the host institution, based on the academic record(s) submitted.
- (7) You must carefully read and agree with the Attachments and relevant documents, before submitting your application.
- (8) You must apply only after confirming that participating in the program is possible and will not interfere with your courses at UTokyo, by thoroughly checking the class and examination dates at UTokyo as well as other necessary schedules. UTokyo can only nominate a limited number of students to the host institution. Withdrawing an application after passing the internal screening means that another student has lost the opportunity to study abroad. Therefore, you are advised to avoid withdrawing your application after submission.
- (9) If in the case you cannot attend classes at UTokyo for a specific period of time, the faculty/graduate school with which you will be affiliated during your period of study abroad, will handle the matter. As you will not necessarily be given special consideration in terms of your participation in the study abroad program, you must consult with your affiliated faculty/graduate school before applying to the program.
- (10) If you already know who your academic supervisor at UTokyo will be during your participation in the program, you must obtain his/her authorization regarding your application for this program.
- (11) Before applying, you must consult with the relevant section of your affiliated faculty/graduate school to fully understand all important academic matters at UTokyo when studying abroad. Please understand that some faculties/graduate schools may have set their own rules regarding participating in this program.
- (12) Students who successfully complete the program will receive credits or certificates from UC Berkeley/Davis. You must apply with an understanding that your affiliated faculty/graduate school will determine whether or not the credits you earn at UC can be transferred to UTokyo. You must confirm and consult with your affiliated faculty/graduate school about the credit approval procedure in advance.

7. Expenses (See Attachments for further details)

- (1) Expenses are as follows. Please note that the fees shown are estimates and are subject to change.
 UC Berkeley: \$28,100 (Fall only), \$28,325 (Spring only) \$50,425 (Full AY) (tentative; including housing)
 UC Davis: \$8,500 per quarter (tentative; excluding housing)

(2) In principle, participating students are responsible for paying the expenses required for program participation, including tuition, housing, airfare, course materials and visas.

8. Scholarship

Students who wish to receive scholarship can apply for the following scholarships.

① Go Global Scholarships 1st Call for the 2024 Short (3 months-1 year) / S-Short (less than 3 months (93 days)) Study Abroad Scholarships (Details, including whether or not to call for applications, are TBD)

The University of Tokyo recommends that students broaden their cosmopolitan understanding, and aims to contribute to the nurturing of globally-minded students who will excel at the international level, by financially supporting the opportunities of undergraduate and postgraduate students studying abroad through this scholarship scheme.

The details will be announced: <https://www.u-tokyo.ac.jp/adm/go-global/ja/scholarship-list.html>

② Other scholarship programs reference (in Japanese only)

It is also possible to apply for scholarships from various scholarship organizations with better conditions.

For more details, please contact the contact listed on each scholarship page.

-Japan Student Services Organization Overseas Study Information Site "Overseas Study Scholarship Search"

https://ryugaku.jasso.go.jp/form/search.php?f=scholarship_abroad.html

-Go Global Website "Scholarships Search"

<https://www.u-tokyo.ac.jp/adm/go-global/ja/scholarship-search.html>

-UTokyo Official Website "Scholarships Index"

<https://www.u-tokyo.ac.jp/ja/students/welfare/h02.html>

9. Period and Deadline for Applications to Affiliated Faculty/Graduate School

Start of applications: 12:00 p.m. (noon), April 1, 2024

Deadline for applications: around early April, 2024

(1) Online application on UTAS will be open from 12:00 p.m. (noon), April 1, 2024. The deadline varies depending on the faculty/graduate school. You must check with the relevant section of the faculty/graduate school with which you will be affiliated from April.

List of Faculty and Graduate School Offices (Japanese only):

<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>

(2) Note that the deadline set for the internal selection process is different from the deadlines stated in the host institutions' application forms or other documents.

10. How to Apply and Application Documents

(1) Make sure to complete the online application via UTAS before the deadline set by your affiliated faculty/graduate school.

*Online application on UTAS will become possible from 12:00 p.m., April 1, 2024. Please see Appendix 2 for required information and documents, and prepare in advance.

*Application after the deadline will not be accepted. Application with major failure will not be accepted even when students submitted the application before the deadline.

* In item "Confirmation on the points to be noted concerning study-abroad" of the application form, write

down the affiliation, department and the name of the person from whom you received the explanation, and the date you received the explanation. Application without the confirmation here will not be accepted.

*“2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on UTAS cannot be filled out or be changed in the application screen. If students want to fill in or change a section(s), please ask the relevant section of the faculty or graduate school of your affiliation. Please make sure correct information is in the sections by the time of application.

(2) Although applicants can select both UC Berkeley and UC Davis in “9. Program of choice” on UTAS, they will be nominated by UTokyo only for one university. Since cancellation of application after internal screening is not accepted in principle, select only universities that you are seriously willing to study at.

(3) Please refer to the following table for “18. Attachment” when you apply.

Application Documents		Target	Notes
- Academic transcripts from UTokyo (English)		Those who have scores	Refer to *1.
- Academic transcripts from institutions other than UTokyo (English)		Those who have scores	Applicable to those who obtained degree from institution of higher education other than UTokyo. Refer to *1.
- Copy of your passport page that has your photo and information (clear and in color)		Passport holders only	
- Documents to certify language proficiency		all	
	TOEFL iBT, IELTS	Those who have scores	If you enter your scores in “10. Language Proficiency” on UTAS, you must submit the relevant certificate. Refer to *2.
	Other than TOEFL iBT, IELTS	Those who have scores	If you enter your scores in “10. Language Proficiency” on UTAS, you must submit the relevant certificate. Refer to *3.
	No English proficiency tests due to special circumstances (Refer to *4)	Those who have scores	Write the details in “10. Language Proficiency”.
- Written Oath		All	<u>Fill out and sign</u> the specified form (downloadable), and then upload it when you apply. Parents/Guardians’ guarantee is also required.
- Points to Note regarding Advancing from the Junior Division to the Senior Division during Study-abroad		Those who apply	Refer to Appendix 1.

***1 Academic transcripts (English)**

- Academic transcripts from UTokyo need to be submitted if you can have it issued.

- Submit the entire transcript including the portion where the standards of academic evaluation (the grading structure, etc.) are explained.
- Obtain the academic transcript of the universities that you have been enrolled in inside or outside Japan. The transcripts of vocational schools and universities that you dropped out of are not required.

***2 Documents to certify language proficiency (TOEFL iBT, IELTS)** (Certificates must be valid as of May 1, 2024)

A copy of your TOEFL iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL iBT score, taken from online, is acceptable)

***3 Documents to certify language proficiency (other than TOEFL iBT, IELTS)** (Certificates must be valid as of May 1, 2024)

Certificates of proficiency from other sources specified by UC Berkeley and UC Davis will be also accepted.

***4 If you have not taken any English proficiency tests due to special circumstances**

As for UC Berkeley, exceptions may be made on an individual basis for applicants who have completed a degree at a university in an English-speaking country and for applicants who are citizens of English-speaking nations. If applicable, please fill in so in “10. Language Proficiency” ① or ② when applying on UTAS.

[Online Application]

Apply from the “Study Abroad” tab on UTAS.

(Please follow the instructions given in “Applying for Study Abroad Programs via UTAS”).

- UTAS: <https://utas.adm.u-tokyo.ac.jp/campusweb/>
- “Applying for Study Abroad Programs via UTAS”
<https://www.u-tokyo.ac.jp/content/400096401.pdf>

[Application Documents]

Location of the application guidelines and the application documents: <https://www.u-tokyo.ac.jp/adm/global/en/application-tips-UC.html>

11. Internal screening

- (1) Internal screening to select candidate students is conducted by documentary examination.
- (2) The results of the screening will be notified to the affiliation that you belong to around late April.
- (3) Important matters will be notified by e-mail, so check your e-mails regularly after submitting an application.
Always check your spam mail folder as some important messages may be sent to your spam folder.

12. Matters to be noted if you are selected as a candidate

- (1) Students who pass the internal selection will be informed of the application procedures for UC Berkeley and UC Davis by the Center for Global Education around the end of April. It is recommended that you prepare the application documents as early as possible, referring to the website, etc. of UC Berkeley and UC Davis. UTokyo will nominate you to the host institutions with these application documents. Notification of acceptance will be issued by the host institutions after their review of the documents. At the time of receipt of the notification, your acceptance to the host institution will become official.

* Check whether the certificate of the language proficiency test you submitted for internal screening satisfies the

effective period specified by the partner university. If not effective, obtain the effective score by taking the test again.

- (2) Completing the procedures for enrollment, travel, and acquisition of visa, etc., is your own responsibility and so follow the instructions given by the host university and obtain the latest travel information from the US Embassy and other reliable sources. Cost for these procedures are your responsibility.
- (3) Even if you are selected as a candidate, you may not be sent in the event of any of the cases below.
 - ① When the acceptable number of students by the host university is reduced.
 - ② When admission by the host university is not obtained.
 - ③ When it is discovered that you do not satisfy the requirements of “6. Eligibility”.
 - ④ In any other situation where studying abroad is deemed inappropriate by the Center for Global Education.
- (4) If there is a possibility that you may fail to satisfy the qualifications required for studying abroad, immediately contact the Division for Global Campus Initiatives via the relevant section of the affiliation you currently belong to. It is the responsibility of individual students to notify UC Berkeley and/or UC Davis of their withdrawal as well as to go through the process of obtaining a refund of any fees already paid in the manner according to their rules and regulations. Please be aware that refunds may not be allowed or in some cases charges may be incurred. Please check the Attachments and relevant websites for more details.
- (5) For general information about studying abroad and risk management, see the Go Global website. (<https://www.u-tokyo.ac.jp/adm/go-global/en/voyage-index.html>) In particular, you must read the Risk Management Guidebook thoroughly.
- (6) For insurance during their study abroad, students are required to take out a JEES “Futai Kaigaku” at their own expense. Taking out this insurance will be one of the requirements for applying to a study abroad program through this general application (this will not be paid for by the University). Details of the insurance will be sent to students who are accepted into the programs at a later date.
- (7) As a means of safety management during study abroad, students are required to take out the Overseas Student Safety Management Assistance (OSSMA) from Emergency Assistance Japan Co., Ltd. at their own expense. (This will not be paid for by the University). Details will be sent to students who are accepted into the programs at a later date.
- (8) Students must proceed with “Study-Abroad” or “Leave of Absence” according to the instructions of the faculty with which the student is affiliated. (For these procedures, you must consult in advance with the office of the faculty/graduate school to which you will belong during study-abroad.)
- (9) Students must follow other warnings and/or notes specified by UTokyo.

13. Obligations for Participating in Programs

- (1) Participants must fully comprehend the purposes of the program and strive to complete the courses with high academic achievements.
- (2) Selected students should understand that they are representatives of UTokyo. and thus must comply with the laws, rules, regulations, and manners of the host institution and country/region.

14. Post-Program Reporting

- (1) As for documents to submit, described before departure, students must submit them within two weeks after

completion of the program.

- (2) If you were receiving a scholarship, submit the designated reporting documents in addition to the above.
- (3) Credits or certificates will be issued after a successful completion of the course by the host institution; however, whether or not they are transferrable to UTokyo is subject to the approval of the faculty/graduate school with which the student is affiliated.
- (4) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the UTokyo (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys). Students are expected to participate unless there are unavoidable circumstances.

15. Others

The names, contacts and other personal information that the relevant affiliation and the International Education Promotion group obtained in relation to the application process shall be used only for the purpose of selecting/deciding the candidate students, procedures for host universities and requesting cooperation with initiatives aimed at the internationalization of UTokyo.

16. Contacts

Inquiries about this matter shall be made through the relevant section of the affiliation you belong to. List of Faculty and Graduate School Offices (Japanese only):

<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>