

***These guidelines are English translation of the original Japanese text. If any differences in wording or interpretation should occur between Japanese and English, the Japanese guidelines will take precedence.**

**Go Global Scholarships
2nd Call for the AY2024 Short (3 months-1 year) / S-Short (less than 3 months)
Study Abroad Scholarships
Application Guidelines**

Information and documents required for submission may change without notice. Please check our website given in Section 13, “Related Websites,” for the latest information.

1. Overview

The University of Tokyo (hereinafter, UTokyo) 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 scholarships scheme.

Programs that are not applicable for this scheme follows the previous examples specified below:

Example of programs not applicable for this scheme:

- Hands-on Activity Program designated by UTokyo
- Research fieldwork or presenting research results at seminars or workshops
- Volunteer work
- Internships, other work experience programs
- International relations activities organized by student bodies

*However, internships and/or fieldworks will be deemed applicable when they are included as part of Study Abroad Programs Operated by Overseas Universities.

2. Name of the scholarship and its applicable terms

Name of the Scholarship	Program lengths that are applicable for the scholarship
Short Study Abroad Scholarship	Programs that are over 3 months (93 days) and within 1 year (365 days) in length
S-Short Study Abroad Scholarship	Programs that are less than 3 months (93 days) in length

*For the 1st call, programs which will commence between April 1 and October 31 are applicable.

For the 2nd call, programs which will commence between November 1 and March 31 are applicable.

3. Eligibility Criteria

Students must satisfy all the criteria below to be eligible for this scholarships scheme.

- (1) Students who are permitted to travel under the overseas study programs that one's affiliated departments deemed beneficial for one's education and research. (Students who still have not earned permission inside the departments but is under process by the time of application due to the schedule of department meetings, can also apply).
- (2) Students who are enrolled at UTokyo as an undergraduate or graduate student at the time of application and during the study abroad program.
- (3) Participation in the program would be difficult due to financial reasons.
- (4) The monthly value of financial scholarship from any other body for the duration of the study abroad period does not exceed the monthly value of this scheme. (Check whether other scholarships allow you to receive scholarships from UTokyo. e.g., MEXT Scholarships recipients are not allowed to apply for this scheme.)
- (5) If students' participating programs are the University-wide Student Exchange Program (USTEP), those who are not receiving any scholarships through the Center for Global Education and International Education Promotion Group .
- (6) Students who are not due to receive financial aid from JASSO's (Japan Student Services Organization) Student Exchange Support Program (Scholarship for Short-Term Visit/Short-Term Stay Program).
- (7) Students who have been selected for the FLY Program but shall not receive financial aid from UTokyo.
- (8) Students who have signed up for OSSMA (Oversea Student Safety Management Assistance Service) and overseas travel insurance, study abroad insurance, etc.*, before their departure, which cover the study abroad period starting from the day you leave your home in Japan until the day you return to your home in Japan.

* The insurance must meet the coverage amounts specified in UTokyo's "Overseas Travel Risk Management Guidebook," with a minimum of 50 million yen for medical and rescue expenses, and 100 million yen or more for liability coverage. If selected for this scholarship, the International Education Promotion Group will verify the participant's insurance enrollment. Failure to provide proof of enrollment will result in the cancellation of the scholarship selection.

- (9) Undergraduate students who enrolled in April 2018 or later must have completed the submission of the "Go Global Statement" on "Go Global Gateway" by the scholarship application deadline of their respective faculty. (As long as it has been submitted, it is acceptable even if it has not been approved.)

*Submit it through this website: <https://www.u-tokyo.ac.jp/adm/go-gateway/en/index.html>

(10) Students who have submitted documents without any deficiencies as specified in these guidelines.

(11) Students who were not selected in the 1st call.

(12) This scholarship is funded by donations from individuals and corporations, and recipients are required to attend exchange meetings and reporting sessions with the donors. Students must be able to participate in these meetings and sessions unless there are unavoidable circumstances.

4. Support Details

(1) Period of Payment

The period of payment shall be from the program start date to the program end date. In principle, changes in the program period after application are not allowed. The concept of the program's start and end date is as follows:

Program start date: In principle, the start date of classes or research at the host university. (Please note that it is not the day when the applicant leaves Japan.) However, if you participate in a mandatory orientation (excluding those held online) that is held before the start of the class or research, such orientation may be included in the program period.

Program end date: The date when each student's learning or research activities at the host university actually end. (Please note that it is not the date when the applicant leaves the country to Japan.) You cannot input the date after leaving the country to Japan for the end date of the program.

<Relationship between program period and departure/entry date>

(Example 1) Taking autumn semester classes at the host university

Sep. 4, Departure from Japan

Sep. 11, Start of the autumn semester at the host university

Sep. 13, Mandatory (face-to-face) orientation at the host university (= program start date)

Sep. 18, Start of classes at the host university

Dec. 13, End of exam (end of autumn semester) at the host university (= program end date)

Dec. 14, Departure for Japan

(Example 2) Studying abroad at the host university as a visiting scholar

Sep. 20, Departure from Japan

Oct. 1, Start of research at the host university (= program start date)

Aug. 12, End of research at the host university (= program end date)

Aug. 13, Departure for Japan

(2) Number of payments (months)

The frequency of payment will be determined based on the standards of 2024 JASSO's Student Exchange Support Program (Scholarship for Short-term Study Abroad). The number of days from the

program start date to the end date, as defined in (1), shall be divided by 31 and rounded up to the nearest whole number. If the actual number of days of participation in the program decreases due to unavoidable circumstances, the number of payments at the time of payment decision may be changed (= the number of payments may be reduced). On the contrary, even if the actual number of days of participation in the program increases, the number of payments at the time of payment decision will not be changed (= the number of payments will not increase).

(3) Monthly Scholarship Amount

Scholarships will be granted based on the criteria specified for JASSO's Student Exchange Support Program (Scholarship for Short-term Study Abroad). (However, travel support will not be provided.)

Specified City (指定) JPY 100,000 per month

Region A (甲) JPY 80,000 per month

Region B (乙) JPY 70,000 per month

Region C (丙) JPY 60,000 per month

*Reference: https://www.jasso.go.jp/ryugaku/scholarship_a/haken/index.html

*The regional classification is determined by the location (city) of the host university or institution. If there are multiple campuses, the location (city) of the campus where the student will actually study abroad will be the applicable region.

*If you study in countries or regions with different scholarship monthly amounts within the same program, the scholarship monthly amount for the country or region where you first study abroad will be uniformly applied for the entire period of your study.

(4) Method of Payment

Wire transfer payment covering all the program period will be made in a lump sum into a bank account in the recipient's name at a bank in Japan.

* Please note that as payment is expected to be made after acceptance into the program has been confirmed by checking the documents such as certificate of acceptance from the university overseas. If you are not able to submit such certificate of acceptance or other similar documents at the time of application for the scholarship, please make sure to submit them later, prior to your departure.

5. Number of Recipients

2nd Call for the Short Study Abroad Program Scholarship: 5 to 10 (approximately)

2nd Call for the S-Short Study Abroad Program Scholarship: 5 to 10 (approximately)

However, the number may vary depending on the availability of funds.

6. Application Schedule

(1) There will be two application periods per year as shown below, for both the Short Study Abroad Scholarship and the S-Short Study Abroad Scholarship.

	Application Period	Programs that are applicable for the scholarship
1st Call *Closed	May - June	Programs which start between April 1 and October 31, 2024.
2nd Call *Current call	November- December*	Programs which start between November 1, 2024 and March 31, 2025.

*Please note that the deadline for application will vary depending on each student's college/faculty or graduate school. Please check with the relevant office in your college/faculty or graduate school.

List of offices [in Japanese only]:

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

7. Application Requirements

- (1) These scholarships are only offered as financial support, not as permits for overseas study.
- (2) If you know who your academic supervisor at UTokyo will be at the time of the study abroad program when you apply for these scholarships, you must inform them of your plan to participate in the said program and obtain their approval.
- (3) Please apply only after consulting with the relevant section of the college/faculty or graduate school you will be affiliated to at the time of the program to be fully aware of the potential academic affairs you need to know before you apply.
- (4) In order not to be at a disadvantage with your studies at this University, please make sure that the program does not interfere with your semester courses by checking the examination dates and other necessary schedules.
- (5) Please make sure that you are aware of all the requirements and preparation time necessary for the immigration procedures of the country you wish to go to study in when you are making plans.
- (6) Once submitted, application documents will not be returned, and if there are any deficiencies in the documents, they may be excluded from consideration. Therefore, it is essential to thoroughly review the application materials before submission.
- (7) We will not answer to the inquiries regarding the internal selection and the notification of results.

8. Application Method

Please submit the application documents listed below (electronic files) to the appropriate section in your college/faculty or graduate school before their deadline. The required form can be downloaded from the Go Global Website (refer to the link under 'Related Websites' below).

- (1) The required documents for all applicants

Name of Documents	Instructions
1) Application Form and the Applicant Information Sheet (Specified Form)	<p>*Submit in Excel format.</p> <p>* As the “Applicant Information Sheet” is linked to the “Internal Application Form” and is self-completing, there is no need to input the data. Please only input the information to “Application Form”.</p> <p>* Name the file in the following rule: Affiliation_Your Name_2024Application e.g., Engineering_Taro Todai_2024Application</p> <p>* Students who are applying for this scholarship must consult with the relevant section of the College, Faculty, or Graduate School with which they will be affiliated at the time of participation in study abroad under this scholarship 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 in the specified section of the application form. Application without the confirmation here will not be accepted. Follow the instructions from the relevant section of the College, Faculty, or Graduate School that you are scheduled to belong to at the time of participation in study abroad 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.</p>
2) Copy of an official acceptance letter or equivalent document from the host institution for overseas study, showing the exact dates of the acceptance period	<p>* Submit in PDF format.</p> <p>* This document should indicate the dates of the program (e.g. printouts of communication between a student and a program coordinator in an overseas institution).</p> <p>* If these letters or documents are written in languages other than English, please attach a Japanese or English translation of these letters.)</p> <p>* If these letters cannot be submitted with the application documents, they are to be submitted with a letter of explanation stating the date of submission or documents giving indication of probable acceptance (such as communication status, etc.). As soon as acceptance has been confirmed, a copy of the official certificate of acceptance is to be submitted.</p> <p>* Name the file in the following rule: Affiliation_Your Name_2024Acceptance e.g., Engineering_Taro Todai_2024Acceptance</p>

3) Documents or materials, such as pamphlets, that describe the overview of the study abroad program	<ul style="list-style-type: none"> * Submit in PDF format. * Name the file in the following rule: Affiliation_Your Name_2024Program e.g., Engineering_Taro Todai_2024Program
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(2) Documents to be submitted only if applicable

(A first-year graduate student who has just recently transferred from another university and has no previous academic record at the University of Tokyo)

4) Grading Coefficient Calculation Table (Specified Form)	<ul style="list-style-type: none"> * Submit in Excel format. <p>At the time of application, calculate the grades for the previous one academic year. If you were not enrolled in university during the previous academic year, calculate the grades for the most recent one academic year you attended.* Name the file in the following rule: Affiliation_Your Name_2024Calculation e.g., Engineering_Taro Todai_2024Calculation</p>
5) Copy of the academic transcript for the previous academic year at the time of application.	<ul style="list-style-type: none"> * Submit in PDF format. * The section explaining the grading system (e.g. number of steps) should be included. * Submit the transcript of grades for the most recent academic year if you were not enrolled in university during the previous academic year. * Name the file in the following rule: Affiliation_Your Name_2024Transcript e.g., Engineering_Taro Todai_2024Transcript

(Those who are receiving the following financial support and wish to declare it when applying for this scholarship.)

6) Copy of documents proving financial support (from the academic year 2023 onwards, based on household income criteria)	<ul style="list-style-type: none"> * Submit in PDF format. * At the time of application, if you have been awarded any of the following financial support (from the academic year 2023 onwards, based on household income criteria), you may submit a copy of the documentation proving this (such as a notification of results). a. Full or half tuition waiver during enrollment at the University of Tokyo
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	<p>or another university</p> <p>b. Scholarships provided by the Japan Student Services Organization (JASSO) (for purposes other than studying abroad)</p> <p>* Name the file in the following rule:</p> <p>Affiliation_Your Name_2024 Financial Support</p> <p>e.g., Engineering_Taro Todai_2024 Financial Support</p>
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9. Selection and Notification of Results

- (1) The selection of recipients of the scholarships will be determined through internal selection at UTokyo. Notification of results will be made to each faculty and graduate school in late January (provisional).
- (2) Those who submitted documents proving the aforementioned financial support may be given priority in the selection process.

10. Declining the Scholarship

If the scholarship must be declined under unavoidable circumstances such as the cancellation of attending the program, immediately contact the International Support Group of the University head office via the relevant office of your college/faculty or graduate school.

11. Post Program Reporting

- (1) Students must submit a report (in a format prescribed by the International Support Group of the University head office), copy of their arrival and departure boarding passes (and/or boarding certificates) to the International Education Promotion Group of the University head office via the relevant office of your college/faculty of graduate school within two weeks of completing the program (this includes even when you leave the program midway).
- (2) Students must also submit a copy of certification of attendance, letter of completion or any other documents issued by the overseas institutions.

12. Requirements After Selection

- (1) Understand the purpose of this scholarships scheme, complete the study abroad program of choice and strive to achieve excellent results.
- (2) If it becomes apparent that the recipient has made false declarations in the application forms or is deemed unbecoming a recipient, the recipient will be required to pay back all or part of the scholarship. Also, if they cancel or fail to complete the program they may be required to pay back all or part of the scholarship.

(3) It is the student's responsibility to complete all subsequently necessary procedures and travel arrangements following the instructions of the host institution. The student is also responsible to cover any costs incurred.

(4) The student must check with the relevant office of their college/faculty or graduate school on all procedures necessary for travelling overseas. If overseas travel is not approved by the student's college/faculty or graduate school, this scholarship will not be awarded.

(5) It is the student's responsibility to obtain any visas required following all the instructions from the institution overseas and the latest information available from the embassy of that country.

(6) Supervisors and other staff must be informed if there are any changes from the time of application. If there are any changes to details of address, telephone or e-mail given in the application form, your faculty or graduate school must be informed. Also inform the International Support Group of the changes, as it may be required to notify you of necessary procedures following your return.

(7) Please see the Go Global website for procedures before travel abroad and risk management for travelling overseas (<https://www.u-tokyo.ac.jp/adm/go-global/en/index.html>).

(8) Scholarship recipients are obligated to report to the University of Tokyo each month, through a specified method determined after the scholarship has been awarded, confirming their enrollment at the host institution abroad. Upon completing the program, in addition to attend the presentation sessions, students may be asked to cooperate in the internationalization efforts of UTokyo (advising students who wish to study abroad, promoting study abroad programs). Students are required to participate unless there are unavoidable circumstances.

(9) Students must follow any other requirements as instructed by UTokyo.

13. Related Websites

"Go Global Scholarships Short/S-Short Study Abroad Scholarship" page of the Go Global website
https://www.u-tokyo.ac.jp/adm/go-global/ja/scholarship-list-kaigaihaken_s.html

14. Contacts

(1) For any questions concerning the application process, please contact the relevant office in your college/faculty or graduate school.

(2) For information on the acceptance of credits earned, information of academic affairs, etc., please contact the relevant office.

List of offices [in Japanese only]:

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