

AY2025 The University of Tokyo University-wide Student Exchange Program (USTEP)
Application Guidelines for Candidate Students
(for AY2026-2027, Autumn Call)

July, 2025

Some information concerning recruitment and application documents, etc. 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-USTEP.html>

1. Outline

“Student Exchange (outbound)” is a program where a student enrolled in a regular course at the University of Tokyo (UTokyo) is given an educational opportunity to take courses or receive academic advice at an overseas university with which UTokyo has concluded a memorandum on university-wide student exchange (hereinafter referred to as “partner university”) for a semester or for several semesters within a one-year period, while remaining enrolled at UTokyo.

During the exchange period, tuition at the partner university will not be levied, but payment of tuition specified by UTokyo to UTokyo will be required. The period of enrollment while studying abroad shall be counted in the period necessary for completion of a degree at UTokyo. (The status during the study-abroad period shall not be “Leave of Absence” but “Study Abroad” or “Receiving Entrusted Research Guidance”.) At the partner university, credits shall be granted when specified requirements are satisfied. Whether or not such credits will be approved as credits of UTokyo shall be determined by each faculty/graduate school, therefore it is necessary for you to consult with the relevant section of the faculty/graduate school that you belong to at the time of study-abroad in advance.

The University-wide Student Exchange Program (USTEP) refers to the student exchange programs under a memorandum on university-wide student exchange administered by UTokyo GlobE. These guidelines are solely for recruiting candidate students for such programs. (If you are interested in an exchange program at a partner university under a memorandum on student exchange administered by each faculty/graduate school of UTokyo, contact the relevant section of your faculty/graduate school.) Applicants who have applied for and have been selected as candidates through the internal screening at UTokyo (hereinafter referred to as “internal screening”) will also need to apply to the partner university.

2. Eligibility/Requirements

All the requirements below must be satisfied to be eligible.

- (1) An applicant must have the qualifications expected for an exchange student, which are specified by the partner university. It is the applicant’s responsibility to do their own research regarding whether or not they are able to carry out their desired study plan at the partner universities they wish to attend, or that the courses they wish to take are not restricted, or that they satisfy the entry and language requirements. They must do this for all six choices of universities that they wish to attend. Some partner universities have faculties/graduate schools that do not accept exchange students, or have courses that exchange

students cannot take or are not guaranteed whether they can take or not. Furthermore, there are some partner universities where the language requirements may vary depending on the faculties/graduate schools. It is your responsibility to check the websites and Factsheets etc., of the partner university as well as the Appendix: “USTEP Information on Partner Universities”. PLEASE BE AWARE that once the deadline is closed, you cannot make any changes, such as changing the partner university that you wish to apply for, and that we will not take any actions to help you out whatever circumstances you will be in.

- (2) While applicants are generally able to choose their desired departments, courses, or research activities at the partner university, these may not always be realized due to the partner university's circumstances. Please make sure you understand and accept this possibility before applying. For graduate students, please be aware that some departments or research labs may not accept exchange students. If you wish to study in a specific lab, we strongly recommend that you contact the professor or relevant faculty member in advance to confirm whether it is possible to be hosted in their lab.
- (3) Applicants must be enrolled in a regular course of a faculty/graduate school of UTokyo at the time of application and must remain enrolled throughout the study abroad period. Please note that those who will graduate or complete their program during the study abroad period are not eligible to apply.
- (4) Undergraduate students must complete the on-demand course under the Go Global Gateway. The estimated time required for completion is approximately 100 minutes.

On-demand course: <https://globe.u-tokyo.ac.jp/ja/ggg.html>

- (5) All successful applicants must be enrolled in the academic program specified on their application form at the start of their study abroad period. Please also note the following specific conditions:
 - Transitioning from Junior to Senior Division: Applicants who will transition from the Junior Division to the Senior Division during their study abroad period must read Appendix 1 (別添 1)*.
 - Advancing to Graduate School: Applicants who plan to study abroad immediately after entering a graduate school must have secured admission and be officially enrolled in their graduate program before the exchange period begins.
 - JSPS Research Fellows: Recipients of the JSPS (Japan Society for the Promotion of Science) Research Fellowship for Young Scientists (DC) are eligible to apply.

*Notes on Appendix 1 (別添 1):

This appendix is mandatory for students advancing to a Senior Division where courses are taught in Japanese. PEAK (Programs in English at Komaba) Junior Division students advancing to a non-PEAK Senior Division must read it. PEAK Junior Division students advancing to the PEAK Senior Division are not required to read it. As this document concerns studies in Japanese, it is available only in Japanese at the following URL: <https://www.u-tokyo.ac.jp/adm/go-global/ja/application-tips-USTEP.html>

- (6) An applicant must consult with the relevant section of the faculty/graduate school that they will belong to at the time of their study-abroad period (see “15. Contacts”), receive explanations on the points to be noted concerning study-abroad, and fully understand them before submitting an application. Please note that there may be specific regulations regarding study abroad set by the faculty/graduate school that the applicant belongs to.

- (7) The study-abroad period is one semester or longer, within one year. In principle, change of the study-abroad period after application is not permitted.
- (8) If you already know who your academic adviser at UTokyo will be during study-abroad, you need to obtain consent from the academic adviser concerning the application.
- (9) You must understand, when you apply, that you need to follow all the necessary procedures concerning either “Study Abroad” or “Receiving Entrusted Research Guidance” at the faculty/graduate school that you belong to before departure.
- (10) Before you apply, you need to thoroughly check the schedules of the courses/examinations at UTokyo, job-searching activities and other personal plans. Please make sure, that having checked all necessary items that you are absolutely certain of being able to participate in the program when you apply. This is because the number of students that can participate in this program is limited, and cancellation/withdrawal after passing the internal screening process causes a loss of the chance for other students to study abroad. Therefore, please avoid such situation where you have to cancel/withdraw from the program after submitting an application. Except in cases deemed unavoidable, withdrawing from the program may affect future selection for study abroad programs and scholarships.
- (11) When applying, you are required to understand that if you cannot submit a language proficiency certificate proving that you satisfy the language requirements set by the partner university you wish to attend one month before nomination at the latest, you will lose your eligibility to participate in this program. (Please refer to Q1 in the FAQ for the submission deadline: https://www.u-tokyo.ac.jp/adm/go-global/ja/application-tips-USTEP_FAQ) Even in cases where the partner university only sets language proficiency standards without requiring the submission of language proficiency certification documents, the International Education Promotion group will require the submission of such documents to confirm that the applicant meets the language proficiency standards. Please note that every year, a certain number of students who pass the internal screening are ultimately unable to study abroad because they do not meet the language requirements set by the partner universities. Therefore, you are strongly advised to begin studying the relevant language in a planned manner even before the results of the internal selection are announced.
- (12) When you apply, you must understand that the attendance to the orientation session for selected students is obligatory. The orientation session will be held during an evening sometime in April 2026 (more details will be announced in December 2025). Except in cases where there are genuinely unavoidable circumstances, failure to attend the orientation will, in principle, result in disqualification from studying abroad.
- (13) Additionally, you must agree to the terms and conditions outlined in the oath.

3. Partner Universities for Recruitment

Please refer to the “List of Partner Universities Eligible for Application” on the website.

4. Target Period of USTEP

- (1) The definition of exchange period

- ① **One full academic year** (Autumn - Spring): The academic year cycle adopted by many universities abroad, including partner universities of the UTokyo, which starts in autumn. In order to differentiate from the Japanese academic year, which starts in the spring, the cycle from the autumn semester to the spring semester is indicated as “one full academic year.”

Ex.: AY2026-2027 is a cycle starting around August 2026 ending around May 2027.

- ② **Autumn semester**: The period starting around July-September and ending around January of the following year.

- ③ **Spring semester**: The period starting around January-March and ending in April-June of the same year.

* Please note that not all partner universities adopt the autumn/spring semester. Especially, quite a few universities in the southern hemisphere and South Korea do not use this academic cycle.

* In order to precisely follow the academic calendar of the partner university that you wish to attend, please check the website or fact sheet.

- (2) The exchange period shall be as follows. It should be noted that the third option here (③) is limited to only the partner universities that start their academic year in spring. (Many partner universities in the southern hemisphere and South Korea adopt this academic cycle.)

- ① One full academic year AY2026-2027 (both autumn semester and spring semester)

- ② One semester only in AY2026-2027 (either autumn semester or spring semester)

- ③ Two semesters from AY2026-2027 Spring to AY2027-2028 Autumn (both spring semester and autumn semester = full year)

- (3) Because of the difference in academic calendars, you may not be able to take courses of UTokyo right before and right after the study-abroad period, and therefore may not be able to graduate within the standard number of years required for completion. Therefore, check and consult with the relevant section of the faculty/graduate school that you will belong to at the time of study abroad.

- (4) In the case you are participating in this program in your final year of the standard academic year, please make sure to consult with the relevant sections of your faculty/graduate school. If you have completed all the courses, have obtained all the necessary credits as specified by your faculty/graduate school and the standard limit of study period has reached, your graduation may be authorized even while you are studying abroad. If you are authorized to graduate during the program period, you will not be allowed to continue studying abroad.

5. Costs

- (1) Tuition

The tuition specified by UTokyo shall be paid to UTokyo. Pursuant to the provisions of the memorandum on university-wide student exchange, examination fees, entrance fees and tuition at the partner university shall not be levied.

- (2) Other expenses

Other expenses required during the study abroad period shall be borne by the exchange student.

6. Scholarships

(1) Method of Determining Scholarship Recipients

In principle, priority will be given to those who meet the following conditions for receiving scholarships. (This applies to students dispatched until the 2025 academic year and is subject to change.) Depending on the allocation status of scholarship slots, scholarships may also be awarded to students who do not meet the following conditions.

- ① Those who, due to financial reasons, find it difficult to participate in the exchange program on their own expenses alone.
- ② Those with excellent academic performance, with a GPA of 2.30 or higher (out of a possible 3.00) in the previous academic year at the time of selection by their current university. The GPA for the previous academic year can be confirmed on the UTAS application screen. For the definition of GPA, refer to the following document(Japanese): <https://x.gd/t1KuW>

(2) Scholarship Application Procedure

After passing the internal screening, students can apply for a non-refundable scholarship (From JPY 80,000 to 120,000 per month) by submitting an application for the USTEP scholarship awarded through the UTokyo GlobE. Details will be notified around the end of April 2026 after the announcement of the internal screening results. Please be aware that students who are awarded scholarship by other organization may not be eligible for the USTEP scholarships depending on the awarded amount or the policy of such organization.

◆ Scholarships awarded through the UTokyo GlobE for USTEP students in AY 2025-2026

For your reference, students who participated in USTEP during AY 2025-2026 received the scholarships listed below. However, there is no guarantee that the same amount of scholarships will be provided in AY 2026-2027.

• For AY 2025-26 students (starting their studies abroad in fall 2025), over 90% of those who applied received scholarships through the Center for Global Education.

Resources	(1)The Scholarships for AY2024 Study Abroad by JASSO (specified for the exchange program based on the agreement) (*1)	(2)The Fung Scholarships (*2)	(3) Go Global Scholarships (The University of Tokyo Study Abroad Scholarship Program)	(4) The Tokyo Club Scholarship (*3)
Description	Based on JASSO Study Abroad Support Program (specified for the exchange program based on the agreement)	Victor and William Fung Foundation provides support so that students gain a deeper understanding of their chosen fields of study and are exposed to different cultures and environments.	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 scholarship scheme.	The Tokyo Club Scholarship is a scholarship for undergraduate and postgraduate students of UTokyo studying abroad. The Tokyo Club is a general incorporated association that promotes projects for public benefit.

Target	Those who fulfill eligibility and requirements (students must have a minimum of 2.30 Grading Coefficient from the previous academic year, etc.)	Some of those who cannot satisfy the eligibility and requirements stated in the left table.	Some of those who cannot satisfy the eligibility and requirements stated in the left table.
Scholarship Amount	From JPY 80,000 to 120,000 per month (varies depending on the region of travel)		

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

*2: <https://www.fungfoundation.org/>

*3: <https://www.tokyoclub.or.jp/en/index.html>

◆ 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 refer to Past students' reports and contact the contact listed on each scholarship page.

● Past students' reports

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

● 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"

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

● UTokyo Official Website "Scholarships Index"

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

● Ito Foundation U.S.A.-FUTI Scholarship (For those who apply for universities in the U.S.)

<https://www.friendsofutokyo.org/scholarships-for-mid-to-long-term-studies/>

7. Status during Studying Abroad

- (1) The status of enrollment at the partner university will be set by the partner university.
- (2) The registration status at UTokyo of an undergraduate student studying at a partner university shall be "Study Abroad" upon approval by the faculty/graduate school that the student belongs to. In the case of a graduate school student, the procedure for either "Study Abroad" or "Receiving Entrusted Research Guidance" shall be followed according to the nature of the activity during their study-abroad.

8. Application Procedure

(1) How to apply

Complete the online application via UTAS. Some documents need to be submitted to the faculty/graduate school you belong to at the time of application, not through UTAS. Use the Checklist to confirm that no documents are missing.

[Online Application]

After logging into the UTAS, click the "Study Abroad" tab on the screen to apply. 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 (PDF)": <https://www.u-tokyo.ac.jp/content/400096401.pdf>

[Application Documents to be Downloaded]

Please download the application documents from here: <https://www.u-tokyo.ac.jp/adm/global/en/application-tips-USTEP.html>

(2) Points to be noted

- ① For the item “Confirmation on the points to be noted concerning study-abroad” under item 18 of the UTAS application form, fill in the name of the department and the initials of person in charge from whom you received the explanations, and the date when you received the explanations. Application without such confirmation will not be accepted. Since the department office may not be able to respond to your request in a short notice due to their busy schedules, you need to plan, well in advance of the deadline, to receive the explanations, following the instructions of the relevant section of the faculty/graduate school that you will belong to during your study-abroad.
- ② Making fewer selection of the partner university you wish to attend will not necessarily act in your favor for the internal screening. Therefore, list all six partner universities where you wish to study from the first choice to the sixth one in the order of your preference. It should be noted that if you cancelation/withdrawal from the program after passing the internal screening process, it may cause a loss of a chance for other students to study abroad. Therefore, before you apply, please make sure to avoid such situation where you have to cancel/withdraw from the program after selected. To this end, please apply only for the partner universities that you are absolutely certain of attending to study if selected. Except in cases deemed unavoidable, withdrawing from the program may affect future selection for study abroad programs and scholarships. Please be aware of this. Additionally, you cannot list the same partner university multiple times with different preferred periods.
- ③ After passing the internal screening process, you must submit a language proficiency certificate proving that you satisfy the language requirements set by the partner university that you wish to attend at least one month before nomination is sent out by the International Education Promotion Group. Therefore, it is your responsibility to check the language requirements set by the partner university you wish to attend thoroughly, in order to make sure to be certain that you will be eligible in terms of language requirements. If you fail to prove that you can satisfy the language requirements by the due date, you will not be nominated by UTokyo.
- ④ Even though some partner universities set language requirements, they may not describe the language requirements clearly on their website or fact sheet, etc., while some partner universities provide the information only on Appendix: “The List of Information on Partner Universities”. Therefore, please make sure to check all the materials available to get information.
- ⑤ In the case that the partner university accepts certificates that show CEFR (Common European Framework of Reference for Languages) level as a proof for language proficiency, use Appendix xx: “Proficiency Evaluation based on the Common European Framework of Reference for Languages” to create a certificate document after passing the screening process. In principle, a certificate document created only by language teachers of UTokyo (including part-time teachers) can be

accepted as an effective proof of language proficiency. The certificate must be written in either English or the language that will be used in the partner universities. Graduate students who are unable to find their own language teachers need to consult with the faculty/graduate school they belong to through their academic advisor.

- ⑥ Following the internal screening, UTokyo shall nominate you to only one of the universities from your first to sixth choices.
- ⑦ Due to the restrictions in the number of nominations available under the agreement with each partner university, you may be nominated for only one semester. Even though you have to shorten your study abroad period against your wish, if you wish to accept such an offer, please indicate it in the item column of “9. Partner University of Choice” of the UTAS application form by answering “Yes” to the question of whether or not you will accept an offer of the shorter period.
- ⑧ If you select at least two partner universities in the item column of “9. Partner University of Choice” of the UTAS application form and indicate that you will accept an offer of only one semester among any of your choices, please clarify your preference in the item column of “9. Partner University of Choice” of the UTAS application form. If you prefer to study at your higher choice partner university even if you have to shorten your study abroad period against your wish to study there for a full year, please select “I prioritize the partner university of my choice”. If you prefer to study for a full academic year (two semesters) even if you have to compromise by studying at your lower choices, please select “I prioritize the duration”.
- ⑨ Changes cannot be made to any of the items in “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin, etc.” from the UTAS application form screen. If you wish to make any changes to the column(s) above, please ask the relevant section of the faculty or graduate school of your affiliation. Please make sure to fill in correct information in the column(s) above by the time of application.
- ⑩ For the "3. Contact Details" section in UTAS, please ensure that you provide an email address where you can be reached immediately. This email address will be used by the International Education Promotion Group to contact applicants with important information during or after the internal selection process. Please avoid using iCloud email addresses, as there have been frequent cases of communication issues with them.
- ⑪ For the "16. Research or Study Plan While at Your University of Choice" section in UTAS, please ensure that you meet all of the following requirements. Applications that do not clearly demonstrate your research or study plans, or that lack specific course names and detailed study/research plans at the desired partner institutions, will not be considered for selection.

*Provide a study plan for all partner universities ranked from your 1st to 6th preference.

*Research the courses you wish to focus on through the partner university's website or other resource and clearly specify the actual course names. In relation to the purpose of your study abroad, provide a detailed description of the specific content as thoroughly as possible.

* In addition, graduate students must also clearly outline their research/investigation topics and the expected outcomes as thoroughly as possible.

(3) Deadline for application

Please make sure to complete the online application via UTAS and submit the Letter of Assessment for USTEP Candidate Students before the deadline (from May to early June of 2025) set by the faculty/graduate school you belong to at the time of application. The deadline for application and the submission method for the Letter of Assessment for USTEP Candidate Students may vary depending on the faculty/graduate school. Check the instructions from the relevant section of your faculty/graduate school.

* The Online Application system will close after the deadline, so application after the deadline will not be accepted. Also, application with major errors will not be accepted even though the application is completed before the deadline.

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

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

(4) Application documents

Please refer to the following for required documents.

Among the items in “18. Attachments” of UTAS, submission of some documents is not mandatory.

Documents to be submitted	Who must submit	How to submit	Notes
Letter of Assessment for USTEP Applicants (Forms)	All applicants	Follow the instructions of the relevant section of your faculty/graduate school	Please refer to <The Letter of Assessment for USTEP Applicants> below.
Written Oath	All applicants	UTAS	After filling it out and signing it, scan and convert it in PDF before uploading it. Do not forget the signature of assessor.
Academic transcripts from institutions other than UTokyo (English)	Those who are concerned	UTAS	Applicable to those who obtained degree from institution of higher education other than UTokyo. Refer to <Note> Submit the entire pages of your academic transcript including the portion where the standards of academic evaluation (the grading structure, etc.) are explained. Also, you need to submit all academic transcripts of the universities that you were enrolled in both inside and outside Japan.

			The transcripts of Technical College ("Kosen" in Japanese), vocational schools and universities that you dropped out of are not required.
Points to Note regarding Advancing from the Junior Division to the Senior Division during Study-abroad (Forms)	Those who are concerned	Forms	Please refer to < Points to Note regarding Advancing from the Junior Division to the Senior Division during Study-abroad > below.
Copy of your passport page that shows your photo (clear and in color)	Those who already have passports	UTAS	It must show the passport number, your name and other information clearly.
Language proficiency certificate	Those who have scores (optional)	UTAS	Those who have scores that satisfy the language requirement set by the partner university can submit the certificate at the time of UTAS application without waiting until the due date.

<The Letter of Assessment for USTEP Applicants (Microsoft Forms)>

- * Submission via Microsoft Forms is required from a faculty member of the applicant's current faculty/graduate school who is familiar with the applicant's character (such as an academic advisor, homeroom teacher, or a lecturer of a registered course, including part-time lecturers).
- * Carefully check the specific submission method designated by the relevant faculty/graduate school, as well as the contents within the following box, and contact the evaluator to request submission.
- * The Letter of Assessment is used for the internal screening purposes only. In the case that the partner university requests a letter of recommendation after passing the internal screening process, you need to ask your teacher/instructor to write a recommendation letter for you to submit to the partner university.

(For Applicants) <How to Request the Preparation of the Letter of Assessment>

When studying abroad, it is common to submit a letter of recommendation to the partner university. Therefore, explaining your study abroad plan and requesting your instructors to prepare the "Letter of Assessment" is also an important part of your preparation. When making the request, please keep the following points in mind:

- First, during the academic term, ask your professors to prepare the "Letter of Assessment" and

inquire about their preferred contact method. Once your study abroad objectives, course plan, and other details to be included in the application form are decided, be sure to inform them. Preparing the "Letter of Assessment" takes a certain amount of time, so last-minute requests close to the deadline may not be accommodated. Make sure to make your request well in advance.

- Clearly inform your professors about the submission method specified by your faculty/graduate school.

(For Faculty Members) Instructions for Preparing and Submitting the "Letter of Assessment for University-wide Student Exchange Program Candidates"

Please enter the information about the student that you are familiar with in Microsoft Forms and submit it. The submission link varies by faculty/graduate school, so if you are unsure, please contact the requester for clarification.

<Points to Note regarding Advancing from the Junior Division to the Senior Division during Study-abroad>

* Students are required to submit via Microsoft Forms. Please refer to 別添 1 for the detailed submission procedure.

9. Internal Screening

- (1) Document screening will be conducted for all applicants. Some applicants will be interviewed online, if necessary, in July 2025. The date for the interview and other important matters will be notified by email, so check your emails regularly after submitting your application. Since some important messages may be sent to the spam folder, please make sure to check your spam folder, too.
- (2) If undergraduate students do not have academic grades from UTokyo at the time of application, the selection will be conducted comprehensively, taking this into consideration.

<Regarding the Matching Algorithm in Internal Selection>

The matching in the internal selection process is determined by the Deferred Acceptance Algorithm. This algorithm reduces the need for strategic application choices. For instance, the Deferred Acceptance Algorithm does not prioritize matching with a university just because you have listed it as your 1st choice over other applicants' 2nd choices. Therefore, when considering the order of your preferred universities, it is not necessary to list a less popular university as your 1st choice just because your 1st choice university seems highly competitive.

Note: The Deferred Acceptance Algorithm is also used in the second stage of undergraduate admissions selection. For a detailed explanation of the Deferred Acceptance Algorithm, refer to the following document on the second stage of admissions selection:

https://zenkyomu.c.u-tokyo.ac.jp/sentaku/FeaturesOfDeferredAcceptanceAlgorithm_202311.pdf

However, the algorithm used in the internal selection for USTEP is not strictly the Deferred Acceptance Algorithm. This is because the number of preferred universities is limited to six. Therefore, it is meaningful to select and submit several universities among the more likely ones to pass the internal

selection process. On the other hand, it is recommended to submit your chosen preferred universities in the order of your preference.

10. Notification of the Results of Internal Screening

The results will be announced through UTAS by the end of December 2025.

11. What to Do after Selected as Candidate

- (1) After you are selected as a candidate for USTEP, it is your own responsibility to check the application procedure of the partner university thoroughly and complete it without delay. You must prepare application documents according to the instructions of the partner university and submit them by the deadline specified by the partner university. It is your responsibility to complete all the application procedure by yourself. You are recommended to prepare the application documents as early as possible, referring to the website and Factsheet, etc., of the partner university, even before nomination.

In most cases, once you are nominated by UTokyo, you will receive instructions from your partner university regarding “How to Apply”, so submit your application documents by following the instructions. After the document screening by the partner university, an Acceptance Letter will be issued by the partner universities, and your acceptance to the partner university will become official.

*Please note that if you cannot satisfy entry and/or language requirements set by the partner university at the time of submitting application documents to the partner university because you failed to check the requirements thoroughly in advance or obtain the required scores, you will not be accepted. PLEASE BE AWARE that UTokyo will not be able to take any actions to help you out.

- (2) It is your responsibility to complete all the procedures for enrollment, travel, acquisition of visa, vaccination, etc., by following the instructions given by the partner university. Also, you need to obtain the latest information from embassies, etc., of the country or region you will be traveling to. Costs for these procedures are your responsibility.
- (3) The subjects and courses at the partner university can be taken generally based on the request of the student. However, your requests may not necessarily be accepted due to the circumstances of the partner university.

* Some universities may not accept graduate students, so graduate students must contact a professor at the partner university who they would like to be supervised by in advance if they wish to be accepted into a laboratory.

- (4) Even if you are selected as a candidate, you may not be permitted to go in any of the cases below.
 - ① When the number of students to be accepted by the partner university is decreased.
 - ② When admission permission from the partner university is not obtained.
 - ③ When it is discovered that you do not satisfy the requirements stated in “2. Eligibility/Requirements” of this application guidelines.
 - ④ When the faculty/graduate school you belong to do not approve
 - ⑤ When it is confirmed that there has been a severe deterioration of security and public health in the country where the host institution is located (e.g. if the Ministry of Foreign Affairs of Japan (MOFA) issues either a Level 2 Overseas Travel Warning (Avoid Non-essential Travel) or more, or

a Level 4 Infectious Disease Warning (Evacuate and Avoid All Travel)), in these cases, you might be ordered to cancel or postpone your study abroad, and return home, even if you are entitled to study at the institution by passing the internal screening.

⑥ In any other situations where UTokyo GlobE considers it as inappropriate.

- (5) If there is a possibility that you may fail to satisfy the qualifications required for studying abroad, promptly contact the International Education Promotion Group via the relevant section of the faculty/graduate school you belong to. Please be aware that cancellation/withdrawal after the internal screening process causes a loss of the chance for other students to study abroad. Therefore, please avoid such situation where you have to cancel/withdraw from the program after submitting an application.
- (6) 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-care.html>) In particular, you must thoroughly read the Risk Management Guidebook.
- (7) As stated in the oath, you must enroll in both the JEES “Futai Kaigaku” and the Overseas Student Safety Management Assistance (OSSMA) from Emergency Assistance Japan Co., Ltd. at their own expense.
- (8) Follow the procedure for “Study Abroad” at the faculty/graduate school that you belong to at the time of departure. In the case of a graduate school student on USTEP, procedures for either “Study Abroad” or “Receiving Entrusted Research Guidance” need to be followed depending on your actual circumstances. For details of the procedures, check in advance with the relevant section of the faculty/graduate school that you will belong to at the time of study-abroad.
- (9) Whether or not the credits obtained at the partner university will be approved as credits of UTokyo is determined by the faculty/graduate school that you belong to. The credits obtained in this program will not necessarily be transferred to credits of UTokyo. For information on credit approval procedures, consult the relevant section of the faculty/graduate school that you are scheduled to belong to in advance.
- (10) Follow all other cautions provided by UTokyo.

12. Obligations for Participating in Programs

- (1) Participants must fully comprehend the purposes of the programs 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 UTokyo, and thus must comply with the laws, regulations, rules and manners of their host universities and countries/regions.

13. Post-Program Reporting

- (1) Students must submit the required documents notified before departure within two weeks of completing the program.
- (2) If you were receiving a scholarship, submit the designated reporting documents in addition to the above.
- (3) Following the instructions from the faculty/graduate school that you belong to, students must complete the procedures to have the credits obtained in this program approved as credits of the UTokyo. This procedure may be mandatory depending on the faculty/graduate school.
- (4) Students may be requested to cooperate with initiatives concerning internationalization of UTokyo. When requested (e.g. participation in reporting meetings or information sessions, advertising of study

abroad programs and advice for students, questionnaire survey, etc.), you must cooperate unless there are unavoidable reasons.

14. Others

The names, contacts, and other personal information that the relevant faculty/graduate school and the International Education Promotion Group obtained through the application process shall be used only for the purpose of screening candidate students, handling procedures for partner universities, requesting cooperation with efforts aimed at the internationalization of UTokyo, and providing information on events and other activities that are considered beneficial to students. This information shall not be used for any other purposes.

15. Contacts

- (1) Inquiries about this matter must be made through the relevant section of the faculty/graduate school that you belong to at the time of application.
- (2) Please be advised that even if you want to inquire about partner universities by contacting them directly, if you are not selected as candidate yet before passing the internal screening, please inquire through the relevant section of the faculty/graduate school that you belong to at the time of application, not contacting the partner university directly.
- (3) We recommend that graduate students contact a professor at the partner university who they would like to be supervised by in advance.

Relevant Sections of Each Faculty/Graduate School (Japanese only):

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