

April 16, 2026

# **To Successful Applicants for UTokyo Global Unit Courses 2026:**

- Welcome Message from the Director of the Center for Global Education
- Registration Instructions

UTokyo Global Unit Courses  
Center for Global Education  
The University of Tokyo

April 16, 2026



Dear Prospective GUC Students,

Thank you for applying to the Global Unit Courses at the University of Tokyo (UTokyo GUC).

I am delighted to learn that you plan to join us this summer and would like to extend a heartfelt welcome as the Director of the Center for Global Education and Vice President in charge of global mobility at the University.

The University of Tokyo is proud to be one of the leading institutions of higher education in Japan and around the world. UTokyo GUC instructors are carefully selected from among our faculty members, all of whom are distinguished experts in their respective fields. During your stay, you will also have opportunities to interact with our students and explore our campus facilities.

And of course, Tokyo offers a wide range of affordable and enriching experiences—from arts, music, and sports to culinary delights and the dynamic blend of tradition and innovation—all within one of the safest urban environments in the world.

Once again, I am thrilled to welcome you to the University of Tokyo and look forward to meeting you in person this summer.

Warmest regards,

A handwritten signature in black ink that reads "Yujin Yaguchi". The signature is fluid and cursive, with a long horizontal stroke at the end.

Yujin Yaguchi

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Yujin Yaguchi, Ph.D.

Vice President (Global Education)

Director, Center for Global Education

Professor, Graduate School of Arts and Sciences

The University of Tokyo



**Center for Global Education**

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8657

## Registration Instructions

### 1. Procedures and Deadlines

To confirm your participation  
**Deadline: 16:00 JST April 23**

For Visa Applicants  
**Deadline: As designated**

<b>(1) Pledge Submission</b>	<b>(2) Program Fee Payment</b>	<b>(3) Visa Arrangements (if applicable)</b>
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### 2. Emails for Required Actions

Successful applicants will receive **three emails corresponding to Actions (1)–(3)** below from the senders listed in the table. Please read the instructions on the following pages and **complete each action by the respective deadlines**.

The visa procedures email will be sent **only to successful applicants of in-person courses**.

Action Required	Email Subject	Sender	Deadline
<b>(1) Pledge Submission</b>	<b>UTokyo Global Unit Courses 2026 – Screening Results</b>	<b>UTokyo GUC</b> <utokyo-guc.adm@gs.mail.utokyo.ac.jp>	<b>16:00 JST April 23</b>
<b>(2) Program Fee Payment</b>	<b>[UTokyo GUC] Confirmation of Acceptance</b> ( <i>Your Invoice Number</i> )	<b>UTokyo Global Unit Courses</b> <no-reply@flywire.com>	
<b>(3) Visa Arrangements (if applicable)</b>	<b>[Your TAO ID] Visa Procedures for Participating in “UTokyo GUC”</b>	<b>IMS Visa Consulting</b> <ut@attorney-office.com>	<b>As designated</b>

### 3. How Participation Is Confirmed

**✓ Considered confirmation of participation:**

**Completion of (1) Pledge Submission and (2) Program Fee Payment by 16:00 JST on April 23.**

This indicates that your seat in the course(s) for which payment is made has been secured.

The GUC Office does **not provide individual confirmation** and does **not respond to requests for it**.

You may obtain and keep the payment receipt with “Invoice No.” (course code + TAO ID) if needed.

Please **carefully read the instructions** on the following pages for details.

**⚠ Not considered confirmation of participation:**

Failure to complete either procedure by 16:00 JST on April 23 will result in loss of eligibility to enroll.

### 4. GUC Office Response Based on Your Submission Status

The GUC Office will contact you **only** in the case indicated in the table below.

Case	(1) Pledge Submission	(2) Program Fee Payment	Contact from the GUC Office
<b>Case 1</b>	✓	✓	<b>A welcome email will be sent in May</b> to all successful applicants who completed both <b>(1)</b> and <b>(2)</b> procedures.
<b>Case 2</b>	Issue detected	✓	The GUC Office will contact you to request submission or resubmission.
<b>Case 3</b>	✓	Unpaid	Not eligible to enroll. The GUC Office will not contact you.
<b>Case 4</b>	Unsubmitted	Unpaid	

## 5. Detailed Instructions

To confirm your participation

**Deadline: 16:00 JST April 23**

### (1) Pledge Submission

#### Step 1

Download the “**Pledge for Participating in UTokyo GUC**” form:

<https://www.u-tokyo.ac.jp/content/400285708.pdf>

#### Step 2

**Read the form carefully.** If needed, print it. Then **sign and date it by hand**.

#### Step 3

Scan **all pages** and upload them as a **single PDF file**.

Name the file **ONLY with your 6-digit TAO application ID (e.g., 111111.pdf)** and upload it here:

[https://univtokyo.sharepoint.com/:f:/s/msteams\\_8b031a-GUC/IgCoDVmcvpiHRoPI3LJHZ9PrAT\\_WFzDhkquGVWo37j-UtNk](https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a-GUC/IgCoDVmcvpiHRoPI3LJHZ9PrAT_WFzDhkquGVWo37j-UtNk)

### Important Notes for Pledge Submission

The upload system does **not send a confirmation email**.

The GUC Office does **not provide individual confirmation** and does not respond to requests for it.

If needed, please **keep a screenshot or record** of your submission.

### (2) Program Fee Payment

#### Step 1

Check that you have received the “**Confirmation of Acceptance**” email from <[no-reply@flywire.com](mailto:no-reply@flywire.com)> **corresponding to the course you have been accepted into**.

Applicants accepted into multiple courses will receive multiple “Confirmation of Acceptance” emails.

(See the **2. Emails for Required Actions** section on the previous page for email details.)

#### Step 2

**Read the [Important Notes for Program Fee Payment](#) below carefully**, then click “View Invoice” in the email and “**Pay invoice**” to complete the payment.

### Important Notes for Program Fee Payment

1. In the “**Confirmation of Acceptance**” email from <[no-reply@flywire.com](mailto:no-reply@flywire.com)>, **the invoice link expires after a certain period following the payment deadline**. Once the link expires, **the invoice cannot be accessed** and **payment cannot be made**. Please complete the payment **before the deadline**. If needed, you may save the invoice for your records while it is still accessible.
2. **Payment for Japanese Language Courses only is invalid**. Japanese Language Courses **must be taken together with at least one main course**, and **no refund will be made** in such cases.
3. Depending on the payment option selected in Flywire, a handling charge may apply and must be borne by the applicant. **Payment in Japanese yen (JPY) is not available**. Please select a country or region corresponding to the currency you wish to use.
4. **Program fees are non-refundable**, except in cases specified in the **UTokyo GUC 2026 Terms and Conditions** (<https://www.u-tokyo.ac.jp/content/400278395.pdf>).
5. Screening has considered overall class composition and balance. See also “**Notes**” under **Step 1** of “[07. Application](#)” on the GUC website.
6. For inquiries regarding **Flywire** payment procedures, please contact: [support@flywire.com](mailto:support@flywire.com)

For Visa Applicants

Deadline: As designated

### (3) Visa Arrangements (if applicable)

For ALL Successful Applicants of In-person Courses:

#### Step 1

Check that you have received the “**Visa Procedures**” email from **IMS\* Visa Consulting** <[ut@attorney-office.com](mailto:ut@attorney-office.com)>. This email confirms **whether you need to apply for a visa**.

(See the **2. Emails for Required Actions** section on the previous page for email details.)

\*IMS (IMS Legal Professional Cooperation) is a legal firm handling visa procedures on behalf of UTokyo.

#### Step 2

If the email indicates that you are required to obtain a Temporary Visitor visa,

- follow the instructions in the email from IMS and
- **complete the required procedures by the designated deadline.**

#### Important Notes for Visa Arrangements

1. UTokyo GUC (via IMS) is allowed to issue visa supporting documents **only for GUC participants for the purpose of participating in the GUC program.**

Under the guidelines of the Japanese Embassy, your stay in Japan beyond the GUC course period(s) you are enrolled in must be limited to approximately **one week in total** (not exceeding 10 days).

If you plan to stay longer in Japan for any other purpose, **you must arrange an appropriate visa on your own, without support from UTokyo GUC (via IMS).**

2. Visa supporting documents from IMS **cannot be issued before the Welcome email** from the GUC Office confirming your participation (to be sent in May), even if you complete the required procedures with IMS.
3. Submit all required documents to IMS as soon as possible. Visa processing may take several weeks. UTokyo and IMS are not responsible for delays caused by insufficient documents or late submission.
4. For inquiries regarding visa supporting documents, please contact **IMS: [ut@attorney-office.com](mailto:ut@attorney-office.com)**

### 6. Contacts Outside the GUC Office

- For inquiries regarding payment procedures, please contact **Flywire: [support@flywire.com](mailto:support@flywire.com)**
- For inquiries regarding visa supporting documents, please contact **IMS: [ut@attorney-office.com](mailto:ut@attorney-office.com)**

### 7. Next Step

We plan to send the **Welcome email** around the beginning of May to all successful applicants who **completed both (1) Pledge Submission and (2) Program Fee Payment** procedures. (See also the **4. GUC Office Response Based on Your Submission Status** section on the previous page for details.)

To ensure a smooth process, your timely actions are essential. We greatly appreciate your cooperation and we look forward to welcoming you soon!

UTokyo Global Unit Courses  
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