



Information Sheet

University-wide Student Exchange Program (USTEP)

Academic Year 2019-20

General Information	
Brief Introduction of the University	<p>The University of Tokyo, also known and hereinafter referred to as "UTokyo" was established in 1877 as the first national university in Japan. As a leading research university, UTokyo offers courses in essentially all academic disciplines at both undergraduate and graduate levels and conducts research across the full spectrum of academic activity. The university aims to provide its students with a rich and varied academic environment that ensures opportunities for both intellectual development and the acquisition of professional knowledge and skills.</p>
University-wide Student Exchange Program	<p>UTokyo accepts exchange students from partner universities with which the University has entered into a Memorandum of Understanding concerning student exchange. Exchange students can choose between Type G and Type U programs.</p> <p>Type G program is designed for graduate students. Type G participants will belong to one of the Graduate Schools which they applied for and be able to take various courses or conduct research under the guidance of faculty members.</p> <p>Type U program is designed for undergraduate students to take various courses given in English and/or Japanese in the various Faculties/College in accordance with their English and/or Japanese language proficiency.</p>
Type G Qualifications	<p>Only students satisfying all of the following requirements are eligible to apply:</p> <ol style="list-style-type: none">1. Students enrolled for the entire period of the program at a Partner University that has concluded a university-wide memorandum for student exchange with UTokyo.2. Students who will return to their home university after completing their study or research at UTokyo.3. Students demonstrating excellent academic performance.4. Students having a clear intention to study or research at UTokyo.5. Students having the required language proficiency and meeting other conditions. <p>(For more details, see Prerequisites for USTEP Type G Applicants and check the other conditions.)</p>

<p><u>Type U Qualifications</u></p>	<p>Only students satisfying all of the following requirements may apply:</p> <ol style="list-style-type: none"> 1. Undergraduate Students who will be enrolled full-time at a Partner University during their entire period of study at UTokyo. 2. Undergraduate students who will return to their home university after completing their study at UTokyo. 3. Undergraduate students who demonstrate excellent academic performance. 4. Undergraduate students who have a clear intention to study at UTokyo. 5. Undergraduate students who have official proof of their required language proficiency and meet other conditions at the time of submission of application. <p>Note: In principle, first and second year undergraduate students are not accepted for USTEP. For universities with three-year undergraduate programs, students must be at least in the second semester of their second year when arriving at UTokyo.</p>
<p>Contact persons</p>	<p>Outbound Junko Fujimoto (Ms)</p> <p>Inbound Risako Kondo (Ms)</p> <p>International Exchange Group, Education and Student Support Department, The University of Tokyo</p> <p>Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033 JAPAN Email: intex-ut.adm@gs.mail.u-tokyo.ac.jp</p>

Type G

<p style="text-align: center;">Type G Academic Information</p>										
<p>Exchange Students' Status</p>	<p>Type G applicants need to select their exchange student status at the Graduate Schools that they apply for: Special Auditors or Special Research Students.</p> <table border="1" data-bbox="411 1317 1487 1462"> <thead> <tr> <th>Status</th> <th>Definition</th> <th>Credit Awarded</th> </tr> </thead> <tbody> <tr> <td>Special Auditor</td> <td>Students registered for courses</td> <td>Yes</td> </tr> <tr> <td>Special Research Student</td> <td>Students receiving research guidance</td> <td>No</td> </tr> </tbody> </table> <p>For detailed requirements and conditions for each status in each Graduate School, please refer to Prerequisites for USTEP Type G Applicants.</p> <p>Most Graduate Schools accept Special Auditors. The Special Auditors are expected to enroll in courses offered by the Graduate School to which they belong. In case students wish to register for courses offered by other Graduate School(s), they may be permitted to do so with the approval from both the host Graduate School and the Graduate School offering the course.</p> <p>Credit transfer must be determined by the students' home university.</p> <p>Special Research Students conduct research under the guidance of a faculty member and do not receive credits.</p>	Status	Definition	Credit Awarded	Special Auditor	Students registered for courses	Yes	Special Research Student	Students receiving research guidance	No
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<p>Period of Study / Research</p>	<p>1. April to August [S1S2] 2. April to March [S1S2 A1A2 (W)] 3. September to March [A1A2 (W)] 4. September to August [A1A2 (W) S1S2]</p> <p>Note: W term is optional except at the Graduate School of Agricultural and Life Sciences.</p> <p>AY2018 Academic Calendar *The Academic Calendar for AY 2019 will be available in January 2019.</p>
<p>Graduate Schools Accepting Exchange Students</p>	<ul style="list-style-type: none"> • Graduate Schools for Law and Politics • Graduate School of Medicine • Graduate School of Engineering • Graduate School of Humanities and Sociology • Graduate School of Science • Graduate School of Agricultural and Life Sciences • Graduate School of Economics • Graduate School of Arts and Sciences • Graduate School of Education • Graduate School of Pharmaceutical Sciences • Graduate School of Mathematical Sciences • Graduate School of Frontier Sciences • Graduate School of Information Science and Technology • Graduate School of Interdisciplinary Information Studies • Graduate School of Public Policy <p>For details on each Graduate School, please refer to their websites.</p>
<p>Course Catalogues</p>	<p>Courses available at each Graduate School can be searched for in the Course Catalogue.</p> <p>Note1: Courses available change annually and the courses currently on the webpage may not be offered in the subsequent year.</p> <p>Note2: Japanese immigration law stipulates that international students with “student” visas have to spend at least ten hours in class per week.</p> <p>Notes for the Special Auditors who wish to register for courses: Special auditors are expected to be enrolled at courses offered by the Graduate School to which they originally belong. However, if it is necessary for students to register for courses offered by other Graduate Schools, they may be permitted to do so provided that the Graduate School offering the course and the host Graduate School approve. Other details shall be as prescribed by the Graduate School concerned.</p>
<p>Global Japan Studies (GJS)</p>	<p>The Global Japan Studies program is designed to instill the knowledge necessary to understand the politics, economics, culture and society of Japan by offering lectures given by prominent faculty members from a variety of specialized fields. The program offers the students an insight into Japanese Studies that ranges from the fundamentals to specialized knowledge of Japan Studies. This course is provided in English, thus giving an opportunity to students whose level of proficiency in Japanese would normally prevent them from taking lectures given in Japanese and allow them to learn topics relating to Japanese society. The program is designed to be completed by students in one year. Students who complete the program will be issued a Certificate of Completion.</p> <p>Further information about the course is available at the website.</p>

Faculty Search	<p>Exchange students who will conduct research under the supervision of a research adviser may use the faculty search system.</p> <p>Locating an adviser in the search results does not guarantee that the adviser will be able to supervise the students' research.</p>
Japanese Language Education	<p>The Center for Japanese Language Education offers Japanese language classes (General Course). Type G students are eligible to register for these classes. Please note that credits are not awarded for this. Further information about the course is available at the website.</p> <p>In addition, some Graduate Schools may provide their own Japanese language classes.</p>

Type G Application Procedures and Deadlines

<p>Outline</p>	<p>Exchange students need to be nominated by their home universities to UTokyo. They must contact the office responsible for university-wide student exchange at their home universities and check the application procedures and deadline for the exchange program. All applicants nominated by their home universities will then receive the link to access the online application system from UTokyo.</p> <p>Please note that we may reject a student's application and revoke their qualifications for admission if it becomes apparent that false declaration was made in the application or application is incomplete.</p> <p>Application Instructions</p>
<p>Prerequisites for USTEP Type G Applicants</p>	<p>Application requirements vary by Graduate School.</p> <p>Prerequisites for USTEP Type G Applicants</p> <p>Note: A supervisor's approval is required before applying to some Graduate Schools.</p> <p>How to get a supervisor's approval</p>

Application Documents	<p>Submitted through online system</p> <ol style="list-style-type: none"> 1. Application Form 2. Valid Passport Data 3. Proof(s) of Language Proficiency (Refer to Prerequisites for USTEP Type G Applicants) 4. ID Photo Data: <ul style="list-style-type: none"> - Taken within the last 6 months - Full color; clear, sharp and in focus with minimum reflective light on face - Taken on plain, light and evenly lit background - Head straight at the camera without anything covering the face - Without hats or caps <p>*Headwear worn for religious reasons is exempt from this requirement.</p> <ul style="list-style-type: none"> - File size: Less than 2MB <p>Submitted by exchange coordinators</p> <ol style="list-style-type: none"> 5. One Letter of Reference by a full-time teaching faculty of the major/specialty of the student. 6. Official Academic Transcript from each college, university or any other institutions of higher learning the applicant has attended in PDF format. The originals must be submitted after official admission announcement. * <p>Others</p> <ol style="list-style-type: none"> 7. Each Graduate School may require further documents in addition to the above application documents. (e.g. screenshot of e-mail correspondence between the exchange student and a faculty member who may serve as an academic advisor) See Prerequisites for USTEP Type G Applicants. <p>Note: All documents must be in English or Japanese. * Do not forget to submit the transcript of your undergraduate degree program.</p>																			
Deadline for Nomination & Application and its Procedure	<ul style="list-style-type: none"> • September Admission Nomination deadline: February 14 Application deadline: February 28 • April Admission Nomination deadline: September 16 Application deadline: September 30 <p>Note 1: The application deadlines above are for the nominated students, to be submitted online. Partner universities set their own deadlines for their students. Note 2: Exchange students need to be nominated by the students' home universities. Students need to complete the required procedures at their home universities and then apply through the office responsible for student exchange.</p>																			
Result of Application	<p>The result of application will be available by early December (for April Admission) or early May (for September Admission). Students will receive their result through exchange coordinator. Those who are successfully accepted will receive a welcome package directly from UTokyo.</p>																			
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	*The actual period of study / research (including examination period) varies depending on the Faculty, College or Graduate School. Please refer to the Academic Calendar .
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Type G Others	
Tuition and Fees	Pursuant to the memorandum on student exchange, exchange students are exempt from paying examination fees, admission fees and tuition fees.
University Housing	Exchange students may apply for university housing arranged by UTokyo. However, due to the limited number of facilities available, we cannot guarantee that all students who apply for university-managed housing will be allocated a place. The International Exchange Group at UTokyo will contact the students with further details about applying for housing once their applications to study or research at UTokyo have been approved. Further information about University housing is available at the Housing Office .
Entry to Japan (eligibility to reside in Japan)	Exchange students must have a valid passport during their stay in Japan. In principle, students must possess “College Student” visa during their stay. After their applications to study or research at UTokyo have been approved, the International Exchange Group at UTokyo will provide information about the process for obtaining a Certificate of Eligibility. Students will then need to take the Certificate of Eligibility and other required documents to the nearest Japanese Embassy or Consulate to obtain a College Student visa.
Scholarship	A Japan Student Services Organization (JASSO) Scholarship for all students as well as scholarships from some foundations may be available. For further information, please refer to each link: A Japan Student Services Organization (JASSO) Scholarship (for all students): application will be provided once students are successfully accepted for USTEP. Sato Yo International Scholarship Foundation (SISF) (students from Gadjah Mada University, Nanyang Technological University, University of the Philippines, University of Malaya, Chulalongkorn University): application will be provided through partner universities. This scholarship is available only for September Admission.

Insurance	<ul style="list-style-type: none"> • National Health Insurance Program Exchange students who plan to stay in Japan for more than three months must join the National Health Insurance Program. They must complete the required procedures at the city or ward office once they arrive in Japan. • Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai" and the optional "Futai Gakuso." "Gakkensai" provides necessary support in the case of accident or injury suffered in the course of activities related to research or education. Exchange students do not need to apply for this insurance as UTokyo enrolls all its students and pays premiums. "Futai Gakuso" is an optional insurance that can be added to the "Gakkensai" for a cost (JPY 8,060 for six months). It complements a scope of insurance liability in your life such as compensation responsibility. We particularly recommend that those who will be riding bicycles in Japan obtain "Futai Gakuso," as bicycle-related accidents are increasing. • Students are strongly recommended to come with sufficient insurance coverage for the entire period of their stay. Payment of medical bills is the students' own responsibility and the university does not provide any assistance.
Inbound Medical Assistance Service (IMAS)	<p>IMAS is the "Inbound Medical Assistance Service" for international students at UTokyo. This is NOT insurance. USTEP students who already have taken out insurance are eligible to sign up for this service.</p> <p>IMAS offers:</p> <ul style="list-style-type: none"> Telephone consultation for medical issues, 24/7, 365 days a year. Referral to an appropriate hospital. Interpretation service over the phone while in the hospital or during transfer to the hospital. Contacting the University if necessary Arrangement of transportation to a medical facility or for transfer to another medical facility in Japan or in one's home country. Contacting and assisting family members in one's home country, etc. <p>See below for further information: IMAS: Inbound Medical Assistance Service for International Students at UTokyo</p>
International Student Handbook	<p>Useful information for international students at UTokyo: International Student Handbook</p>

Type U

Type U Academic Information			
Exchange Students' Status	Status	Definition	Credit awarded
	Special Auditors	Students registered for courses	Yes
	<p>Note 1: Students participating in the Type U program will be affiliated with the Division of International Affairs of UTokyo.</p> <p>Note 2: Credit transfer must be determined by the students' home university.</p>		
Period of Study	<ol style="list-style-type: none"> 1. April to August [S1S2] 2. April to March [S1S2 A1A2 (W)] 3. September to March [A1A2 (W)] 4. September to August [A1A2 (W) S1S2] <p>Note: W term is optional. AY2018 Academic Calendar *The Academic Calendar for AY 2019 will be available in January 2019.</p>		
Course Catalogue	<p>Students will officially register for courses in April or September after their arrival in Japan upon discussion with academic staff.</p> <p>Note: Since students admitted to the Type U program may take various courses offered across Faculties and College, please take careful note where the courses are held. There are two main campuses—Hongo and Komaba—and it takes about one hour by public transportation between the two. Because of this we recommend that students select most of their courses at one of the campuses. However, this does not mean they are not allowed to choose courses on the other campus</p> <p>Courses offered in the Type U program can be found in the Course Catalogue for Type U students.</p> <p>Course registration will be made in April or September after students' arrival in Japan upon discussion with academic staff.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Available courses change every year and the courses currently on the website may not be offered in the following year. 2. List of Japanese and English courses open to USTEP students for AY 2019 (April-March) will be available in late March of 2019. 3. Courses offered by the College of Arts and Sciences (course codes starting with 08) will be held on Komaba Campus. Most of the other courses offered by other Faculties will be held on Hongo Campus. <p>Restrictions:</p> <ol style="list-style-type: none"> 1. Students interested in taking seminars offered in “Japanese” and “Japanese and English” at the Faculty of Law are allowed to apply for only one seminar course per semester. Further information will be provided to those who have been successfully accepted to study at UTokyo. There is no restriction as to the number of courses students can take for seminars if they wish to apply for seminars that are instructed in “English.” 2. In principle, Type U students are not allowed to participate in practical work (e.g. laboratory work, design studio work etc.) 3. Type U students are required to register for minimum of six classes per week during their stay (this is a Japanese legal requirement). At least one of the classes must be a non-language class. <p>Class Times and Credit:</p>		

Class periods are as follows. In principle, courses worth 2 credits meet once a week for 13 weeks. Each session is 105 minutes long.

AM	Period 1	8:30-10:15
	Period 2	10:25-12:10
PM	Period 3	13:00-14:45
	Period 4	14:55-16:40
	Period 5	16:50-18:35
	Period 6	18:45-20:30

Note: Japanese immigration law stipulates that international students with “student” visas have to spend at least ten hours in class per week.

Type U Academic Information

Special Certificate Programs	<ul style="list-style-type: none"> - Global Japan Studies (GJS): http://gjs.ioc.u-tokyo.ac.jp/en/ - Global Studies in Asia (GSA): GSA_PDF <p>*The information for 2019 will be announced later.</p>
Japanese Language Education	<p>Type U students accepted to the student exchange program are eligible to register for these courses. Further information about the courses are available on the following websites:</p> <p>Hongo Campus (JSCSE) Komaba Campus (Global Komaba)</p>

Type U Application Procedures and Deadlines

Qualifications	<p><u>Exchange Students' Status</u> Students participating in the Type U program will be affiliated with the Division for Global Campus Initiatives of UTokyo. Their status will be “Special Auditors” who are eligible to register for university courses for credit. (Students should consult their home universities for procedures regarding credit transfers.)</p> <p><u>Eligibility</u> Only students satisfying all of the following requirements may apply:</p> <ol style="list-style-type: none"> 1. Undergraduate Students who will be enrolled full-time at a Partner University during their entire period of study at UTokyo. (See “7 Partner Universities”) 2. Undergraduate students who will return to their home university after completing their study at UTokyo. 3. Undergraduate students who demonstrate excellent academic performance. 4. Undergraduate students who have a clear intention to study at UTokyo. 5. Undergraduate students who have official proof of their required language proficiency and meet other conditions at the time of submission of application. <p>Note: In principle, first and second year undergraduate students are not accepted for USTEP. For universities with three-year undergraduate programs, students must be at least in the second semester of their second year when studying at UTokyo.</p>
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Language Requirement	<p>The Type U program requires exchange students to be proficient in English and/or Japanese. Unless they attend or have attended universities where English is the language of instruction or have graduated from high schools where the medium of instruction is English, those who wish to participate in the Type U program taking courses in English must submit an official certificate as listed below.</p> <p>Those who wish to participate in the Type U program taking courses in Japanese should submit an official certificate as listed below unless they have graduated from a high school where the medium of instruction is in Japanese.</p> <table border="1" data-bbox="411 409 1487 551"> <tr> <td data-bbox="411 409 799 479">Students who wish to take courses offered in English</td> <td data-bbox="799 409 1487 479">A minimum TOEFL(iBT) score of 90, IELTS overall band score of 6.5, or CAE</td> </tr> <tr> <td data-bbox="411 479 799 551">Students who wish to take courses offered in Japanese</td> <td data-bbox="799 479 1487 551">JLPT Level N1 or completion of high school where the medium of instruction was Japanese.</td> </tr> </table> <p>Note: Only those who have graduated from high schools where the medium of instruction is English or Japanese will not require proofs of proficiency in respective language.</p>	Students who wish to take courses offered in English	A minimum TOEFL(iBT) score of 90, IELTS overall band score of 6.5, or CAE	Students who wish to take courses offered in Japanese	JLPT Level N1 or completion of high school where the medium of instruction was Japanese.
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Application Documents	<p>Submitted through online system</p> <ol style="list-style-type: none"> 1. Application Form 2. Passport Data 3. Proof(s) of Language Proficiency 4. ID Photo Data: <ul style="list-style-type: none"> - Taken within the last 6 months - Full color; clear, sharp and in focus with minimum reflective light on face - Taken on plain, light and evenly lit background - Head straight at the camera without anything covering the face - Without hats or caps <p>*Headwear worn for religious reasons is exempt from this requirement.</p> <ul style="list-style-type: none"> - File size: Less than 2MB <p>Submitted by exchange coordinators</p> <ol style="list-style-type: none"> 5. One Letter of Reference by a full-time teaching faculty of the major/specialty of the student. 6. Official Academic Transcript from each college, university or any other institutions of higher learning the applicant has attended in PDF format. <p>Note: All documents must be in English or Japanese.</p>				

Type U Application Procedures and Deadlines

Deadline for Nomination & Application and its Procedure	<ul style="list-style-type: none"> • September Admission Nomination deadline: February 14 Application deadline: February 28 • April Admission Nomination deadline: September 16 Application deadline: September 30 <p>Note 1: The application deadlines above are for the nominated students, to be submitted online. Partner universities set their own deadlines for their students. Note 2: Exchange students need to be nominated by the students' home universities. Students need to complete the required procedures at their home universities and</p>
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Scholarship	<p>A Japan Student Services Organization (JASSO) Scholarship for all students as well as scholarships from some foundations may be available. For further information, please refer to each link:</p> <p>A Japan Student Services Organization (JASSO) Scholarship (for all students): application will be provided once students are successfully accepted for USTEP.</p> <p>*Sumitomo Corporation Scholarship (for students from Peking University, Nankai University, Fudan University: application will be provided through partner universities.</p> <p>*Sato Yo International Scholarship Foundation (SISF) (students from Gadjah Mada University, Nanyang Technological University, National University of Singapore, University of the Philippines, University of Malaya, Chulalongkorn University): application will be provided through partner universities.</p> <p>*These scholarships are available only for September Admission.</p> <p>The above information is subject to change. Students can apply for both JASSO and Sumitomo Corporation Scholarship/SISF at the same time. Students with scholarships from other foundations must check beforehand if their scholarship allows receiving other scholarships. Replies to inquiries concerning these scholarships will only be sent to those who have been accepted to study at UTokyo.</p>
Insurance	<ul style="list-style-type: none"> • National Health Insurance Program Exchange students who plan to stay in Japan for more than three months must join the National Health Insurance Program. They must complete the required procedures at the city or ward office once they arrive in Japan. • Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai" and the optional "Futai Gakuso." "Gakkensai" provides necessary support in the case of accident or injury suffered in the course of activities related to research or education. Exchange students do not need to apply for this insurance as UTokyo enrolls all its students and pays premiums. "Futai Gakuso" is an optional insurance that can be added to the "Gakkensai" for a cost (JPY 8,060 for six months). It complements a scope of insurance liability in your life such as compensation responsibility. We particularly recommend that those who will be riding bicycles in Japan obtain "Futai Gakuso," as bicycle-related accidents are increasing. • Students are strongly recommended to come with sufficient insurance coverage for the entire period of their stay. Payment of medical bills is the students' own responsibility and the university does not provide any assistance.

<p><u>Inbound Medical Assistance Service (IMAS)</u></p>	<p>IMAS is the “Inbound Medical Assistance Service” for international students at UTokyo. (This is NOT an insurance.) All USTEP students must register for IMAS.</p> <p>IMAS offers:</p> <ul style="list-style-type: none"> Telephone consultation for medical issues, 24/7, 365 days a year. Referral to an appropriate hospital. Interpretation service over the phone while in the hospital or during transfer to the hospital. Contacting the University if necessary Arrangement of transportation to a medical facility or for transfer to another medical facility in Japan or in one's home country. Contacting and assisting family members in one's home country, etc. <p>See below for further information: IMAS: <u>Inbound Medical Assistance Service for International Students at UTokyo</u></p>
<p><u>International Student Handbook</u></p>	<p>Useful information for international students at UTokyo: <u>International Student Handbook</u></p>