

Information Sheet

University-wide Student Exchange Program (USTEP)

Academic Year 2018-19

General Information	
<u>Brief Introduction of the University</u>	<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>
<u>University-wide Student Exchange Program</u>	<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 in accordance with their English and/or Japanese language proficiency.</p>
<u>Type G Qualifications</u>	<p>Students satisfying all of the following requirements are eligible to apply:</p> <ol style="list-style-type: none"> 1. Students who are enrolled full-time during their entire period at UTokyo 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. (For more details, see Prerequisites for USTEP Type G Applicants and check the other conditions.)
<u>Type U Qualifications</u>	<p>Students satisfying all of the following requirements may apply:</p> <ol style="list-style-type: none"> 1. Students enrolled for the entire period of the program at the Partner University that has concluded a university-wide memorandum for student exchange with UTokyo. Please refer to "2. Partner Universities (exchanges administered by the Division of International Affairs)." 2. Undergraduate students who will return to their home university after completing their study at UTokyo. 3. Undergraduate students demonstrating excellent academic performance. 4. Undergraduate students having a clear intention to study at UTokyo. 5. Undergraduate students having official proof of their required language proficiency and meeting other conditions at the time of submission of application. <p>Note: In principle, first and second year undergraduate students are not accepted at UTokyo. For universities with three-year programs, students must be at least in the second semester of their second year when studying at UTokyo.</p>

Contact persons	<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 Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654 JAPAN Email: intex-ut.adm@gs.mail.u-tokyo.ac.jp</p>
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Type G

Type G Academic Information										
Exchange Students' Status	<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"> <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, and they 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>Regarding the transfer of credits you earn during your exchange, please contact your 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
Status	Definition	Credit Awarded								
Special Auditor	Students registered for courses	Yes								
Special Research Student	Students receiving research guidance	No								
Period of Study / Research	<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 except at the Graduate School of Agricultural and Life Sciences.</p> <p>AY2018 Academic Calendar</p>									
Graduate Schools Accepting Exchange Students	<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 									

	<ul style="list-style-type: none"> • 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>
Course Catalogues	<p>Courses available at each Graduate School can be searched for at 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>
Global Japan Studies (GJS)	<p>The Global Japan Studies program is designed to instill the knowledge necessary to understand the politics, economics, culture and society of Japan by taking 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 the normal lectures given in Japanese, to participate and 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

Outline	Exchange students need to be nominated by their home universities to UTokyo. They must contact the office responsible for university-wide student exchange at
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	<p>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 for some Graduate Schools.</p> <p>How to get a supervisor's approval</p>						
<p>Application Documents</p>	<ol style="list-style-type: none"> 1. Application Form 2. Letter of reference signed by a professor at your home university and submitted to your exchange coordinator 3. Official Academic Transcript from each college, university or other institution of higher learning attended in PDF format; Original must be submitted after admission* 4. Passport Data 5. Proof of Language Proficiency (Refer to Prerequisites for USTEP Type G Applicants) 6. 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 - File size: Less than 2MB 7. Graduate Schools may require further documents in addition to the above application documents. (e.g. screenshot of e-mail correspondence between the exchange student and a supervisor of UTokyo) See Prerequisites for USTEP Type G Applicants. <p>Note: All documents must be in English or Japanese. * Do not forget to submit the transcript from your bachelor's degree program.</p>						
<p>Deadline for Nomination & Application and its Procedure</p>	<ul style="list-style-type: none"> • September Admission February 28 (April 15 for the Yale Fox International Fellowship Program) • April Admission September 30 <p>Note 1: The deadlines above are for the nominated students' applications 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>						
<p>Result of Application</p>	<p>The result of your application will be available around December (for April Admission) or May (for September Admission). You will receive your result through your exchange coordinator. At the same time, those who are successfully accepted will receive a welcome package from UTokyo directly.</p>						
<p>Schedule</p>	<table border="1"> <thead> <tr> <th></th> <th>September Admission</th> <th>April Admission</th> </tr> </thead> <tbody> <tr> <td>Application period</td> <td>From January 1 to February 28</td> <td>From August 1 to September 30</td> </tr> </tbody> </table>		September Admission	April Admission	Application period	From January 1 to February 28	From August 1 to September 30
	September Admission	April Admission					
Application period	From January 1 to February 28	From August 1 to September 30					

Application deadline (Note 1)	February 28	September 30
Result announcement	May	December
Courses start (Note 2)	late September	Early April
Courses end (Note 2)	Late January (A1A2) or Late July (S1S2)	

Note 1: The deadline for the Yale Fox International Fellowship Program application is April 15.

Note 2: The actual period of study / research (including examination period) varies depending on the Faculty or Graduate School. Please refer to the [Academic Calendar](#).

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 receive it. The International Exchange Group at UTokyo will contact the students with details of the procedure after 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 and there are several protocols to which the students need to adhere, including in principle that all students require a visa providing the status of "College Student" to study at a Japanese university. 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. The 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.
Insurance	<ul style="list-style-type: none"> It is the exchange students' own responsibility to be insured for the entire period of their studies or research before leaving their home countries. National Health Insurance Program Exchange students who plan to stay in Japan for more than three months will need to join the National Health Insurance Program. They must complete the required procedures at the city or ward municipal office. 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

	<p>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 all premiums. "Futai Gakuso" is an optional extra to the "Gakkensai" that can be obtained for a cost (JPY 7,700 for six months). It complements a scope of insurance liability in your life such as compensation responsibility. We strongly recommend that those who will ride bicycles in Japan obtain "Futai Gakuso".</p>
<p>Inbound Assistance (IMAS) Medical Service</p>	<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>You can receive the services listed below:</p> <ul style="list-style-type: none"> • Telephone Consultation available 24/7, 365 days a year. • Referral to an appropriate hospital. • Interpretation service provided 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. • Contact to and assistance for family in one's home country, etc.
<p>International Student Handbook</p>	<p>Useful information for international students at UTokyo:</p>

Type U

Type U Academic Information							
Exchange Students' Status	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Status</th> <th style="width: 33%;">Definition</th> <th style="width: 33%;">Credit awarded</th> </tr> </thead> <tbody> <tr> <td>Special Auditors</td> <td>Students registered for courses</td> <td>Yes</td> </tr> </tbody> </table> <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: With regards to procedures for transferring credits, exchange students may need to contact their home universities.</p>	Status	Definition	Credit awarded	Special Auditors	Students registered for courses	Yes
Status	Definition	Credit awarded					
Special Auditors	Students registered for courses	Yes					
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</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 are able to take various courses offered across the various Faculties, please take careful note that courses are offered at both the Komaba and Hongo Campuses. It takes about an hour by local transport to travel between the two campuses. Because of this we recommend that you select the majority of your courses at either campus. However, this does not mean you are not allowed to or should not choose courses on the other campus. 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 your arrival in Japan upon discussion with academic staff.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Please note that available courses change annually and the courses currently on the website may not be offered in the subsequent year. 2. List of Japanese and English courses open to USTEP students for AY 2018 (April-March) will be available in late March 2018. 3. Please note that 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 you can take for seminars if you wish to apply for seminars that are instructed in “English.” 2. Type U students are not eligible to participate in practical work (e.g. laboratory work, design studio work etc.) <p>Class Times and Credit</p> <p>Class times are unified across the faculties. Courses worth 2 credits consist of 13 x 105-minute classes.</p> <p>Type U students are recommended to enroll in 28 credits including at least 4 credits of non-language courses in one year, which is on average 14 courses worth 2 credits each.</p>						

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

[Global Japan Studies \(GJS\)](#)

The Global Japan Studies program is designed to instill the knowledge necessary to understand the politics, economics, culture and society of Japan by taking 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 the normal lectures given in Japanese, to participate and 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.

Further information about the course is available on the [website](#).

Japanese Language Education

Type U students accepted on the student exchange program are eligible to register for these courses. Further information about the courses are available on the following websites:

[Hongo Campus \(JSCSE\)](#)
[Komaba Campus \(Global Komaba\)](#)

Type U Application Procedures and Deadlines

Outline

It is hoped that Type U students will:

- broaden their perspectives through study and cultural exchange at UTokyo.
- have a strong sense of academic purpose, not simply the desire to learn a language.
- deepen their academic knowledge.
- make use of their study experience at UTokyo after their return to their home countries.

Exchange students need to be nominated by the student's home university to UTokyo. They must contact the office responsible for student exchange at their home universities and check the application procedures for the exchange program to study or to research at UTokyo. All applicants nominated by their home universities will then receive the link to access the online application system from UTokyo.

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.

[Application Instructions](#)

Language Requirement	<p>Type U program requires exchange students to be proficient in English and/or Japanese. Unless they attend/have attended universities where English is the language of instruction or have graduated from high schools where the medium of instruction is English, students who wish to participate in Type U program taking courses in English must submit an official certificate as listed below.</p> <p>Students who wish to participate in 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 1479 551"> <tr> <td data-bbox="419 409 794 479">Students who wish to take courses offered in English</td> <td data-bbox="802 409 1471 479">A minimum TOEFL(iBT) score of 90, IELTS overall band score of 6.5, or CAE</td> </tr> <tr> <td data-bbox="419 479 794 548">Students who wish to take courses offered in Japanese</td> <td data-bbox="802 479 1471 548">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 be regarded as English or Japanese native speakers, respectively.</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.
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.				
Application Documents	<ol style="list-style-type: none"> 1. Application Form 2. Letter of reference signed by a professor of your major and submitted to your exchange coordinator 3. Official Academic Transcript from each college, university or other institution of higher learning attended in PDF format submitted to your exchange coordinator; originals must be submitted after admission 4. Passport Data which is valid through the end of your exchange period 5. Proof of Language Proficiency 6. 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 - File size: Less than 2MB <p>Note: All documents must be in English or Japanese.</p>				

Type U Application Procedures and Deadlines

Deadline for Application and its Procedure	<ul style="list-style-type: none"> • September Admission: February 28 • April Admission: September 30 <p>Note: The deadlines above are for the nominated students' applications to be submitted online. Partner universities set their own deadlines for their students.</p>																						
Result of Application	The result of your application will be available around December (for April Admission) or May (for September Admission). You will receive your result through your exchange coordinator. Those who are successfully accepted will receive a welcome package directly from UTokyo.																						
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Note: The actual period of study (including examination periods) will vary depending on the Faculty.
Please refer to the [Academic Calendar](#).

Type U 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 USTEP Office at UTokyo will contact the students with details of the procedure after 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 and there are several protocols to which the students need to adhere, including in principle that all students require a visa providing the status of "College Student" to study at a Japanese university. After their applications to study or research at UTokyo have been approved, the USTEP Office 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.

[Sumitomo Corporation Scholarship](#) (for students from Peking University, Tsinghua University, Nankai University, Fudan University: application will be provided through partner universities.

[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.

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 receipt from other sources.

Replies to inquiries concerning these scholarships will only be sent to those who have been accepted to study at UTokyo.

Insurance

- It is the exchange students' own responsibility to be insured for the entire period of their studies or research before leaving their home country.

- National Health Insurance Program

Exchange students who plan to stay in Japan for more than three months will need to join the National Health Insurance Program. They must complete the required procedures at the city or ward municipal office.

- 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 all premiums. "Futai Gakuso" is an optional extra to the "Gakkensai" that can be obtained for a cost (JPY 7,700 for six months). It complements a scope of insurance liability in your life such as compensation responsibility. We strongly recommend that those who will ride bicycles in Japan obtain "Futai Gakuso."

[Inbound Medical Assistance Service \(IMAS\)](#)

[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.

You can receive the services listed below:

- Telephone Consultation available 24/7, 365 days a year.
- Referral to an appropriate hospital.
- Interpretation service provided 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.
- Contact to and assistance for family in one's home country, etc.

Further information about IMAS is available at the following [website](#).

[International Student Handbook](#)

Useful information for international students at UTokyo.