



Information Sheet for Partner Universities

University-wide Student Exchange Program (USTEP)

Year 2015–2016

General Information	
Brief Introduction of the University	<p>The University of Tokyo, also known as “Todai” was established in 1877 as the first national university in Japan. As a leading research university, Todai 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> <p>http://www.u-tokyo.ac.jp/en/index.html</p>
University-wide Student Exchange Program	<p>The University of Tokyo (UTokyo) accepts exchange students from partner universities with which the University has entered into a Memorandum of Understanding concerning student exchange. Exchange students are allowed to choose between the TYPE G or TYPE U program depending on their purpose of participation and/or their proficiency in the English and/or Japanese language.</p> <p>The TYPE G program allows exchange students to take the regular courses where the lectures are predominantly in Japanese. For students to participate in the TYPE G program, adequate level of proficiency in Japanese is required. Graduate level exchange students will be able to conduct research under the guidance of faculty members in the University’s Graduate Schools.</p> <p>The TYPE U program offers opportunity for overseas undergraduate students to take various courses at UTokyo given in English and/or Japanese in the various Faculties in accordance with their English and/or Japanese language proficiency.</p> <p>http://www.u-tokyo.ac.jp/en/academics/ustep.html</p>
Qualification	<p>TYPE G (http://www.u-tokyo.ac.jp/en/academics/ustep-type-g.html) 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 the 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>TYPE U (http://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html) Students satisfying all of the following requirements may apply:</p> <ol style="list-style-type: none"> 1. Undergraduate 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. Undergraduate students who will return to their home university after completing their study or research at UTokyo. 3. Undergraduate students demonstrating excellent academic performance. 4. Undergraduate students having a clear intention to study at UTokyo. 5. Undergraduate students having the required language proficiency and meeting other conditions. <p>Note 1: The TYPE U program is designed for undergraduate students but graduate students will be considered on a case-by-case basis. However, to be eligible to apply to the TYPE U program you must be enrolled as an undergraduate student at the time of application.</p> <p>Note 2: In principle first and second year undergraduate students are not accepted at the University of Tokyo due to the internal structure of the university.</p>
Contact person	<p>Outgoing Takeshi Sekiguchi (Mr) Hiroyuki Shima (Mr) Shogo Kondo (Mr)</p> <p>Incoming Akiko Niwa (Ms) Kaho Kimura (Ms)</p> <p>International Exchange Group, International Affairs Department Email: intex-ut@ml.adm.u-tokyo.ac.jp</p>

Academic Information

Exchange Students' Status	<table border="1" data-bbox="506 314 1686 457"> <thead> <tr> <th>Status</th> <th>Definition</th> <th>Credit awarded</th> </tr> </thead> <tbody> <tr> <td><u>Special Auditors</u></td> <td>Students registering courses</td> <td>yes</td> </tr> <tr> <td><u>Special Research Students</u></td> <td>Students receiving research guidance</td> <td>no</td> </tr> </tbody> </table> <p>Note 1: Participants in the TYPE G program will belong to one of the faculties or graduate schools that they applied for and are admitted to.</p> <p>Note 2: Special Research Students are the students conducting research under the guidance of a faculty member and not pursuing to earn credits.</p> <p>Note 3: Regarding procedures of transferring credits, exchange students may need to contact their home universities.</p>	Status	Definition	Credit awarded	<u>Special Auditors</u>	Students registering courses	yes	<u>Special Research Students</u>	Students receiving research guidance	no
Status	Definition	Credit awarded								
<u>Special Auditors</u>	Students registering courses	yes								
<u>Special Research Students</u>	Students receiving research guidance	no								
Period of Study / Research	<ol style="list-style-type: none"> 1 April to March 2 September to August 3 April to August 4 September to March <p>Note: The actual period of study / research (including examination period) varies at each faculty and graduate school.</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 ·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>Details of each graduate school are available from the following URL: http://www.u-tokyo.ac.jp/en/academics/faculties.html</p>									
Language Skills and Other Conditions	<p>Application requirements vary at graduate schools.</p> <p>See the website of USTEP TYPE G for more information about the language skills and other conditions of graduate schools: http://www.u-tokyo.ac.jp/en/academics/ustep-type-g.html</p> <p>Note: A supervisor's acceptance is required before applying for some faculties and graduate schools. In addition, Japanese Language Proficiency Test (JLPT) Level N1 is required by some graduate schools.</p>									
Course Catalogues	<p>Courses available at each graduate school can be searched at the following URL:</p> <p>The University of Tokyo Online Course Catalogue http://catalog.he.u-tokyo.ac.jp/index</p> <p>Note: Courses available change annually and the courses currently on the webpage may not be offered in the subsequent year.</p> <p>Notes for Special Auditors registering 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 courses offered by other graduate schools, they may be permitted to do so provided both the graduate school offering the course and the host or 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. Program is designed to be completed by students for one year. Students who complete the program will be issued with a 'certificate of completion'.</p> <p>For further information about the course is available at http://gjs.ioc.u-tokyo.ac.jp/en/</p>
Faculty Search	<p>Exchange students who will conduct research under the supervision of a research adviser may use the faculty search system at the following URL: http://www.u-tokyo.ac.jp/en/people/ 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>Center for Japanese Language Education offers Japanese language courses (General Course). Students accepted on the student exchange program are eligible to register for these courses. Please note that credit is not awarded for this. Further information about the course is available at the following URL: http://www.nkc.u-tokyo.ac.jp/course_info/info02_01_e.html</p> <p>In addition, some faculties or graduate schools may provide their own Japanese language classes.</p>

Application Procedures and Deadlines

Outline	Exchange students need to be nominated by the student's home university to the University of Tokyo. They must contact the office responsible for student exchange at their home universities and check the application procedures for taking for the exchange program for study or research at the University of Tokyo.																		
Application Documents	<p>Please refer to the webpage of USTEP TYPE G for the latest version of each format:</p> <ol style="list-style-type: none"> 1. Application form (Note 1) 2. Study plan or Research plan (Note 1) 3. Letter of recommendation (signed by a professor at the home university) 4. Official academic transcript from each college, university, or other institution of higher learning attended 5. Photocopy of passport (page with photograph and name of applicant) 6. Proof of language proficiency (refer to the language skills and other notices required by each faculty / graduate school) 7. Proof of financial support 8. Four photographs (4 cm x 3 cm) <ul style="list-style-type: none"> - Printed on photo quality paper - Taken within the last 6 months - Taken in front of a solid background - Applicant's name must be written on the back of each - One of the photographs must be attached to the top page of the application form. 9. Faculties or graduate schools may require further documents in addition to the above application documents. (e.g. printouts of e-mails between the exchange student and a supervisor of the University of Tokyo) For more information about additional requirements of each faculty and graduate school, visit http://www.u-tokyo.ac.jp/en/academics/ustep-type-g.html <p>Note 1: In addition to the original documents, "1.Application form" and "2. Study plan or Research plan" must be submitted electronically in MS Word format. (Signatures are not required in MS Word format.) Note 2: All documents must be in English or Japanese.</p>																		
Deadline for Application and its Procedure	<p>*September admission: February 28 (April 15 for the Yale Fox International Fellowship Program)</p> <p>*April admission: September 30</p> <p>Note: *The deadlines above are set for the office responsible for student exchange at the partner universities to send nominated students' applications to the University of Tokyo. Partner universities set their own deadlines for their students. *Exchange students need to be nominated by the student's home Universities. They need to complete the required procedures at their home universities and then apply for the students exchange program through the office responsible for student exchange. Applications sent directly from the students to the University of Tokyo will not be accepted.</p>																		
Result of Application	Each graduate school will review the applications from exchange students nominated by partner universities. The International Exchange Group of the International Affairs Department at the University of Tokyo will inform applicants of the outcome of their application through the office responsible for student exchange at the partner universities.																		
Schedule	<table border="1" data-bbox="468 2041 1661 2341"> <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> <tr> <td>Application deadline (Note 1)</td> <td>February 28 (Note 2)</td> <td>September 30</td> </tr> <tr> <td>Notification of Admission</td> <td>May</td> <td>December</td> </tr> <tr> <td>Courses start (Note 3)</td> <td>Early September</td> <td>Early April</td> </tr> <tr> <td>Courses end (Note 3)</td> <td>Early March</td> <td>Late July</td> </tr> </tbody> </table> <p>Note 1: The deadlines indicated are when the applications sent by the office responsible for student exchange at the partner universities must arrive at the University of Tokyo. Note 2: The deadline for Yale Fox International Fellowship Program application is April 15. Note 3: The actual period of study / research (including examination period) varies depending on the faculty or graduate school.</p>		September Admission	April Admission	Application period	From January 1 to February 28	From August 1 to September 30	Application deadline (Note 1)	February 28 (Note 2)	September 30	Notification of Admission	May	December	Courses start (Note 3)	Early September	Early April	Courses end (Note 3)	Early March	Late July
	September Admission	April Admission																	
Application period	From January 1 to February 28	From August 1 to September 30																	
Application deadline (Note 1)	February 28 (Note 2)	September 30																	
Notification of Admission	May	December																	
Courses start (Note 3)	Early September	Early April																	
Courses end (Note 3)	Early March	Late July																	

Others

Tuition and Fees	Pursuant to the memorandum on student exchange, examination fees, admission fees and tuition fees will not be charged against the exchange students.
University Housing	Exchange students may apply for university housing arranged by the University of Tokyo. However, because of the limited number of facilities, university housing may not be guaranteed. The International Exchange Group of International Affairs Department at the University of Tokyo will contact the students with details of the procedure after their applications to study or research at the University of Tokyo have been approved. Further information about university housing is available at the following URL: http://www.u-tokyo.ac.jp/en/administration/housing-office/index.html
Entry to Japan (eligibility to reside in Japan)	Exchange students must have a valid passport during their stay in Japan. There are several protocols to which the students need to adhere, including that in principle all students will require a visa providing the status of "College Student" to study at a Japanese university. After their applications to study or research at the University of Tokyo have been approved, the host faculty or graduate school will provide information about the process of 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.
Insurance	<p>○It is the exchange students' own responsibility to be insured for the entire period of their studies or research before leaving their home countries.</p> <p>○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.</p> <p>○Personal Accident Insurance for Students Pursuing Education and Research "Gakkensai" and the optional "Futai Gakuso"</p> <p>"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 those who ride a bicycle in Japan to obtain "Futai Gakuso".</p>
International Student Handbook	Useful information for international students at the University of Tokyo: http://www.u-tokyo.ac.jp/en/about/publications/handbook/digital-bookE.html

Academic Information

Exchange Students' Status	Status	Definition	Credit awarded
	Special Auditors	Students registering courses	yes
	Note 1: Students participating in the TYPE U program will be enrolled in the International Center of UTokyo. Note 2: With regards to procedures for transferring credits, exchange students may need to contact their home universities.		
Period of Study	1 April to March 2 September to August 3 April to August 4 September to March		
Language Requirement	The 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, non-native English speakers who wish to participate in the TYPE U program should submit official certificate below. Student who wish to take courses offered in English-----> A minimum TOEFL (iBT) score of 90, or IELTS overall band score of 6.5 Student who wish to take courses offered in Japanese----> JLPT level N1		
Course Catalogues	Courses offered in the TYPE U program can be searched at the following URL. "English courses open to USTEP students" http://catalog.he.u-tokyo.ac.jp/ug-index?usep=true "Japanese courses open to USTEP students" http://catalog.he.u-tokyo.ac.jp/ug-index Note 1: English courses open to USTEP students for 2015 will be available in late March. Please note that courses that are available change annually and the courses currently on the website may not be offered in the subsequent year. Note 2: The current Japanese course catalogue is just for your reference. Japanese courses open to USTEP students for 2015 will be available from April. Please note that courses that are available change annually and the courses currently on the website may not be offered in the subsequent year.		
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. Program is designed to be completed by students for one year. Students who complete the program will be issued with a 'certificate of completion'. For further information about the course is available at http://gjs.ioc.u-tokyo.ac.jp/en/		
Japanese Language Education	TYPE U students accepted on the student exchange program are eligible to register for these courses. Please note that credits are not awarded for the courses held on Hongo campus. Further information about the courses are available on the following websites: (Hongo campus) http://www.jlcse.t.u-tokyo.ac.jp/?lang=en (Komaba campus) http://www.globalkomaba.c.u-tokyo.ac.jp/en/inbound/support/japanese.html		

Application Procedures and Deadlines

Outline	Exchange students need to be nominated by the student's home university to the University of Tokyo. They must contact the office responsible for student exchange at their home universities and check the application procedures for taking for the exchange program for study or research at the University of Tokyo.																		
Application Documents	<p>Please refer to the webpage below for the latest version of each format: http://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html</p> <ol style="list-style-type: none"> 1. Application Form (Note 1) 2. Letter of recommendation (signed by a professor at the home university) 3. Official academic transcript from each college, university, or other institution of higher learning attended 4. Photocopy of passport (page with photograph and name of applicant) 5. Proof of language proficiency (refer to the language skills and other conditions required by each Faculty or Graduate School) 6. Proof of financial support 7. Four photographs (4 cm x 3 cm) : <ul style="list-style-type: none"> - Printed on photo quality paper - Taken within the last 6 months - Taken in front of a solid background - Applicant's name and nationality must be written on the back of each - One of the photographs must be attached to the top page of the application form. <p>Note 1: In addition to hard copies of the original documents, MS Word format of "Application Form" must be submitted electronically. (Signatures are not required when sending electronically.)</p> <p>Note 2: All documents must be in English or Japanese.</p>																		
Deadline for Application and its Procedure	<p>*September admission: February 28</p> <p>*April admission: September 30</p> <p>Note: - The deadlines above are for the nominated students' applications to arrive at UTokyo from the office responsible for student exchange at the partner universities. Partner universities set their own deadlines for their students. - Exchange students need to be nominated by the student's home Universities. The students need to complete the required procedures at their home universities and then apply through the office responsible for student exchange. Applications sent directly by the students to the University of Tokyo will not be accepted.</p>																		
Result of Application	Members of the USTEP Committee will review the applications of exchange students nominated by the partner universities. The International Exchange Group of the International Affairs Department at the University of Tokyo will inform the office responsible for student exchange at the partner universities of the results who in turn will inform the applicants of the outcome of their application.																		
Schedule	<table border="1" data-bbox="474 2027 1703 2332"> <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> <tr> <td>Application deadline (Note 1)</td> <td>February 28</td> <td>September 30</td> </tr> <tr> <td>Notification of Admission</td> <td>May</td> <td>December</td> </tr> <tr> <td>Courses start (Note 2)</td> <td>Early September</td> <td>Early April</td> </tr> <tr> <td>Courses end (Note 2)</td> <td>Early March</td> <td>Late July</td> </tr> </tbody> </table> <p>Note 1: The deadlines indicated above are when the applications sent by the office responsible for student exchange at the partner universities must arrive at the University of Tokyo.</p> <p>Note 2: The actual period of study (including examination periods) will vary depending on the Faculty.</p>		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	Notification of Admission	May	December	Courses start (Note 2)	Early September	Early April	Courses end (Note 2)	Early March	Late July
	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																	
Notification of Admission	May	December																	
Courses start (Note 2)	Early September	Early April																	
Courses end (Note 2)	Early March	Late July																	

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	<p>Exchange students may apply for university housing arranged by the University of Tokyo. However, because of the limited number of facilities, university housing may not be guaranteed. The International Exchange Group of International Affairs Department at the University of Tokyo will contact the students with details of the procedure after their applications to study or research at the University of Tokyo have been approved.</p> <p>Further information about university housing is available at the following website: http://www.u-tokyo.ac.jp/en/administration/housing-office/index.html</p>
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 the University of Tokyo have been approved, the International Center 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.
Insurance	<p>○It is the exchange students' own responsibility to be insured for the entire period of their studies or research before leaving their home countries.</p> <p>○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.</p> <p>○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 those who ride a bicycle in Japan to obtain "Futai Gakuso".</p>
International Student Handbook	Useful information for international students at the University of Tokyo: http://www.u-tokyo.ac.jp/en/about/publications/handbook/digital_bookE.html