Guide for Special Admission for
English Program on Intelligent Information Processing
(Master's and Doctoral Programs),
Graduate School of Information Science and Technology,
The University of Tokyo
Entrance time: September 2019

This special admission is for "English Program on Intelligent Information Processing" at Graduate School of Information Science and Technology, The University of Tokyo (Hereafter referred to as "IST"). The program aims to build excellent specialists for next generation intelligent ICT society, and will focus on topics in which IST is specially and globally strong, such as AI, data science, big data, robotics, IoT, VR/AR, and theoretical computer science. As we aim to select excellent students from top universities at specific countries in this special admission, this admission is different from our regular entrance examinations.

Education and Research Goals

The education and research goals at this graduate school are to provide an environment where students can master their systematic knowledge of information science and technology, and to foster individuals who will act as leaders in research and development through the pursuit of the scientific method, thereby contributing to the further development of this field.

Prospective Students (Master Course)

Those who have mastered the fundamentals of information science and technology, have a capacity for international activities, and are motivated to solve unexplored problems to create the future.

Prospective Students (Doctoral Course)

Those who have a strong sense to capture new fundamental concepts of information science and technology; have a capacity for international activities and are motivated to solve unexplored problems to create the future.

Admission Policy (Master Course)

1. Applicants must have enough technical knowledge to study at Graduate School of Information Science and Technology, have a desire to solve problems on information science and technology, and aim to contribute their research results to society at the international level.
2. During the admission process, we will check the following points:
   · Applicants have enough fundamental knowledge on information science and technology, and have deep knowledge on topics that students wish to study.
   · Applicants have potentials to contribute to society based on their knowledge on information science and technology.

・Applicants have enough language capabilities to conduct activities globally in future.

Admission Policy (Doctoral Course)

1   Applicants must have enough technical knowledge to continue the study at Graduate School of Information Science and Technology, have a strong desire to conduct technological research that can contribute to society on their own. Students are expected to create a distinguished knowledge on the field of information science and technology.

2   During the admission process, we will check the following points:

　・Applicants have enough fundamental knowledge on information science and technology and have enough research ability to contribute a development on technology.

　・Applicants have abilities to decide on their own a research issue taking into account the society needs, and can use their fundamental knowledge on information science and technology to solve the issue.

　・Applicants have enough language capabilities to contribute to the improvement of the future society.

1. Types of Applications

There are two types of applications. For both of the types, applicants must have enough qualifications to be admitted to master or doctoral course at a Japanese university. The requirements for master and doctoral courses are written in the following documents:

https://www.i.u-tokyo.ac.jp/edu/entra/pdf/19master_e.pdf

https://www.i.u-tokyo.ac.jp/edu/entra/pdf/19doctor_e.pdf

Also, applicants must register to the "English Program on Intelligent Information Processing" at their enrollment.

https://www.i.u-tokyo.ac.jp/edu/epiip/index_e.shtml

Type A

Applicants must not have Japanese nationality, must complete Bachelor's degree (for applicants to the master program) or Master's degree (for applicants to the doctoral program) before September 20th, 2019.   Also, they must satisfy the conditions specified in Attachment 1A.

　Because this is special admission for special program, applicants with the following nationalities will be prioritized: India, Sri Lanka, Nepal, Pakistan, Bangladesh, Bhutan and Maldives.   But people with other nationalities (except Japan) can apply.

Type B

Applicants must not have Japan nationality, must complete Bachelor's degree (for applicants to the master program) or Master's degree (for applicants to the doctoral program) before September 20th, 2019.   Also, they must satisfy the conditions specified in Attachment 1B.

　Because this is special admission for special program, applicants with the following nationalities

will be prioritized: Thailand and Vietnam.   But people with other nationalities (except Japan) can apply.

・Applicants who satisfy both conditions can apply to with both Types. In that case, he/she should use the application form for Type A and mark at the tick box "check if you want to apply Type B also". He/she should submit the documents for Type A (additional documents for Type B are not needed).

・There is possibility that we allow applications from those who graduate between September 21st, 2019 to September 30th, 2019. Such applicants must contact the office at the e-mail address given at Section 10 below.

・As stated in Section 5 below, the kinds of possible scholarships differ between Types A and B.

2. Selection Process

The selection process consists of two rounds.

In the first round, we will select applicants based on the submitted documents. The required documents are specified in Section 7 below.

The second round selection will be by oral interview. At the interview, we will evaluate applicants based on technical capabilities, research results, and research plans, and select applicants considering all available information.

Those who passed the selections with high score will be offered scholarships as described in Section 5 below. Some applicants will be chosen as substitutes, and will be supported only if some selected applicants decline the offered supports or enrollments.   All applicants who passed the selection are allowed to enter IST with or without the support shown in Section 5 below, for example, as a self-supporting student without scholarship or with another scholarship.

3. The Expected Number of Selected Applicants

Total number of applicants allowed to enroll is expected to be 10 to 15.   The expected numbers of students with scholarships are:

Support (A): three (3) students for master's program, and two (2) students for doctoral program.

Support (B): four (4) students for master's and doctoral programs in total.

Applicants can apply to any department of IST, i.e. Department of Computer Science, Department of Mathematical Informatics, Department of Information Physics and Computing, Department of Information and Communication Engineering, Department of Mechano-Informatics, and Department of Creative Informatics.

4. Application Process

Unless specified, the following application procedure is common for both of Types A and B.

1   Before application, applicants should contact their prospective supervisors, and should get informal acceptance for supervision at their laboratory.

- Make contact to desired supervisor, e.g. via E-mail.
- We recommend to use the email subject "Asking supervision for special entrance Sep. 2019".
- Write the full name of the prospective supervisor, and attach a research plan, CV and transcripts.
- Be sure to receive informal acceptance from the desired supervisor; a copy of such email must be sent as a part of application document.

If you cannot obtain reply from our professors, you can contact the address shown in Section 10 below.

2　Applicants must submit all documents specified in Section 7 below, which are referred to in the first selection, before the specified deadline.

3　Application Deadline:

The applicants must submit exactly same documents twice. First by an e-mail, and second by a postal mail.

(3-1) **Electronic submission**: Applicants must scan the documents into a PDF file, and send it to the E-mail address below, no later than January 31st, 2019 (Thu). (In case that applicants do not receive a mail of submission acknowledgement before February 4th, 2019 (Mon), they should ask the contact address via e-mail.)　*Note that files other than PDF may probably be removed by the firewall, or even the mail itself may be undelivered as SPAM mail.*

E-mail Address: ist_oir@adm.i.u-tokyo.ac.jp

(3-2) **Original copy submission**: Applicants must submit the original copies of the documents to the address specified below, so that they arrive no later than February 15th, 2019 (Fri).

Postal Address: Admission Offices,

　　Graduate School of Information Science and Technology, The University of Tokyo

　　7-3-1, Hongo, Bunkyo-ku, Tokyo, 113-8656, JAPAN

4　In case that **applicants want to receive pre-interviews for English certificate case (iii)** (of Section 7 of attachment 1A and Section 6 of attachment 1B), applicants must send e-mails to the contact e-mail address in Section 10 **no later than January 28th, 2019 (Mon)**.　In those e-mails, applicants must clarify the intention to join the pre-interviews, applicant full names, and the time slots when they can receive the interview (please specify time zone).

5. Support

For selected applicants with high score, the following supports will be offered.　The supports for Type A and Type B are different.

For Type A applicants:

Support (A): Japanese Government (Monbukagakusho: MEXT) Scholarship for English Program on Intelligent Information Processing

(A-1) Scholarship

Master's course – 144,000 yen/month

    Doctoral course – 145,000 yen/month

In case that the recipient researches in a designated region, 2,000 or 3,000 yen per month will be added.

(A-2) Exemption of examination fees, admission fees, and tuition fees.

(A-3) Air ticket to Japan at entrance, and back to home country after graduation.

    (only if the conditions specified in Attachment 1A are satisfied)

(A-4) Support Period: 2 years for master course; 3 years for doctoral course.

Applicants are expected to refer to Attachment 1A for more detail.

For Type B applicants:

Support (B): Research Fellowship from The University of Tokyo (U. Tokyo Fellowship)

(B-1) Research Fellowship — 200,000 yen/month (subject to change)

(B-2) Support Period: 2 years for master course; 3 years for doctoral course.

Applicants are expected to refer to Attachment 1B for more detail.

Remark 1: Support (A) is available only for Type A applicants. (Type A applicants will be generally offered Support (A), but they may also be offered Support (B) instead.)

Remark 2: Students who have Support (B) must pay examination fees, entrance fees and tuition fees. They can apply to exemption of entrance fees (but not of other fees).

Remark 3: In addition to the examinations at IST, Support (A) candidates will be also reviewed by Ministry of Education, Culture, Sports, Science and Technology (MEXT). Though infrequently, applicants may fail to pass the review by MEXT.   In that case, they will not be able to receive the supports.

Remark 4: The exact amounts of the supports may be changed according to the budget of Japanese government and that of The University of Tokyo.

Remark 5: Students will not be able to receive supports if they are on leave or absent from The University of Tokyo for long term. Applicants are expected to refer to Attachments 1A and 1B for more detail.

6. Examination Dates and Places

Second round selection

The examination is planned to be conducted on February 19th, 2019 (Tue).   We are planning to organize the examination venues at the following places:

a.   Hongo Campus, The University of Tokyo (Tokyo, Japan)

b.   India Office, The University of Tokyo (New Delhi, India)

c.   Chulalongkorn University (Bangkok, Thailand)

d.   Vietnam National University - University of Engineering and Technology (Hanoi, Vietnam)

(In the case that there is no applicant from specific areas passing the first round selection, we may cancel some examination places. In the case that there are a lot of passed applicants from specific areas, we may decide to set up more examination venues.)

The detail examination dates and places will be given to applicants who pass the first round selection.

7. Required Documents

Documents	Remarks
＊Application form	Type A applicants must fill their information in Forms 1 and 5. Type B applicants must fill their information in Form 2.
Transcripts	The latest transcripts of both undergraduate and graduate courses (if applicable), officially issued by the applicants' latest university.
＊GPA calculation form	Form 7, filled with applicants' grades
Graduation Certificate	One of the followings: (1) Current certificate of enrollment, where date of expected graduation can be checked, (2) Graduation certificate or diploma of the latest degree, or (3) Official letter certifying that the applicant is expected to graduate at some specific date
English language certificates	Type A applicants must submit certificates as specified in Section 7 of attachment 1A. Type B applicants must submit certificates specified in Section 6 of attachment 1B. The submission documents should be as follows: In case of (i), applicants must submit certificates of the required scores. In case of (ii), applicants must submit documents certifying the required fact. In case of (iii), we will organize a pre-interview to evaluate applicants' language ability on February 1st, 2018 (Fri). See item 4 of Section 4 above for more detail.
Research Results	In case that applicants have academic publications, (1) Publication list (including bachelor and master theses) (2) Copies of the at most three (3) representative publications (3) Summary of each representative publication in one (1) A4 page.
Abstract of research at latest	Explain in English on A4 paper. 3-4 pages for applicants to the

universities and current state of graduation thesis	master course and 5-10 pages for applicants to the doctoral course.
Research plan at The University of Tokyo	Submit the following two forms. (1) ＊Form 6, and (2) Detail information in arbitrary form: 　　Explain in English on A4 paper. 3-4 pages for applicants to the master course and 5-10 pages for applicants to the doctoral course.
Recommendation Letter 1	Letter from applicants' current research supervisors with universities' letterhead. Supervisors must directly sign at the recommendation letter.
Recommendation Letter 2 (Only for Type A applicants)	Letter from <u>the dean or above</u> of applicants' latest universities with universities' letterhead. The letter must address to the president of The University of Tokyo, and <u>deans must directly sign</u> at the recommendation letter. We accept applications even in case Recommendation Letter 2 is not ready at electronic submission. However, if the original copy of Recommendation Letter 2 does not reach UTokyo before February 26th 2019, he/she will become ineligible for the MEXT scholarship.
Copy of Passport	Copy of the page with identification photo
Copy of informal acceptance e-mails from faculty members of IST	Print a part of E-mail into 2 pages or less, so that the faculty member's mail address and informal acceptance of supervision are clearly seen.
＊Checklist	Format 8A for Type A applicants; Format 8B for Type B applicants
Others	Applicants can attach other certificates if they can help to prove their research capacities.

Remark 1: Mark ＊ implies that applicants must use specific formats for those documents.

Remark 2: Applicants should ask us if there is a special circumstance which make it not impossible to provide any of the documents.

8. Selection Result Announcement and Admission Procedure

(1) We will announce the results of the first round selection directly to applicants at the middle of February.

(2) We will announce the results of the second round selection directly to applicants near the end of February. <u>The passed applicants must report whether they will accept allowances of entrance and/or offered supports or decline one or both of them, no later than February 26th, 2019 (Tue), via E-mail.</u>

(3) For the applicants offered Support (A), the results of the review by MEXT will be announced around the end of June 2019. The results will be informed directly to applicants.

(4) The graduate school will send certificate of admission and information about admission procedure to selected applicants after March 2019. The documents that needed for the enrollment process will be provided after the student arrives Japan.

In case that applicants cannot complete Bachelor's degree (for applicants to the master course) or Master's degree (for applicants to the doctoral course) before enrollment, the admission will be cancelled.

(5) Selected applicants must submit documents that are required for the admission process within the specific date. Otherwise, the admission will be cancelled.

(6) Examination, admission and tuition fees (subject to change)

Master course

1. Examination fee	10,000 yen
2. Admission fee	282,000 yen
3. Tuition fee for the first semester	312,550 yen
	(535,800 yen per year on the next academic year)

Doctoral course

1. Examination fee	10,000 yen
2. Admission fee	282,000 yen
3. Tuition fee for the first semester	303,800 yen
	(520,800 yen per year on the next academic year)

※The amounts specified above are subject to change. The amount charged can be different if there is an update of the fees before or during the enrollment.

※Students who receive Support (A) need not to pay for the examination, admission and tuition fees.

In the case that selected applicants want to decline their enrollment or find that they cannot match the conditions of offered Supports, applicants must notify us no later than February 26th, 2019 (Tue). In case it happens after the date, applicants should notify us at an earliest possible time.

9. Notes

(1) Applicants with physical disabilities may be provided with special care/assistance during examinations and after enrollment. Those who require this type of supports should contact the e-mail address specified at Section 10 below when submitting the application.

(2) If employees of a government, a company, or other corporation, wish to enroll IST while remaining on the job, they must submit letters of approval (any format acceptable) from the head of the organization in question as a part of the enrollment procedure, indicating his or her (i.e. the head's) intent to ensure the student's dedication to studies during enrollment.

(3) Under special circumstances, application procedures, examination dates, and other details may be

subject to change.

(4) After the application process is completed, no documents will be returned, under any circumstances.

(5) After the enrollment procedure is completed, the admission fee will not be refunded under any circumstances.

(6) Personal information disclosed through the application process, including the applicant's name and address, will be used for: 1) applicant screenings (application processing and screening); 2) admission notifications; and 3) enrollment procedures.

For those enrolled at this school, the personal information will also be used for: 1) administration procedures (student registration, academic records, etc.); 2) student supports (health management, employment support, uses of libraries, etc.); and 3) collections of tuition fees.

(7) Results of entrance examinations may be used for the purpose of improving entrance procedures and overall educations at our university.

(8) Those who make any false statements in their personal history, applications, or in any other accompanying forms, statements or documents may have their admission rescinded even after being enrolled.

(9) In case of an unexpected situation such as a natural disaster, the information related to entrance examination will be offered on the website of IST.

10. Contact Information

International Relation Office,

Graduate School of Information Science and Technology, The University of Tokyo

7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-8656, JAPAN

E-mail address: ist_oir@adm.i.u-tokyo.ac.jp

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