



Application Procedures for Exchange Students October 2024/April 2025 Enrollment

The University of Tokyo is a research-oriented University. As such, a part of our unique culture here at the University of Tokyo is that every student belongs to a laboratory under a supervising professor. Therefore, you as an exchange student must also find a professor who will accept you in his/her lab and supervise you during your exchange program. (It is not recommended for you to only participate in course work, but you can undertake course work during your research period.)

1. REQUIREMENTS FOR ELIGIBILITY

- (1) You must be from a University which has a bilateral agreement with Graduate School of Information Science and Technology at UTokyo and be nominated by said home University.
- (2) You must be a master's or doctoral level student and must have written proof (Nomination Letter) of it.
- (3) You must remain enrolled at your home university while you are in this exchange program.

2. PERIOD OF APPLICATION

October Enrollment	Documents to Upload	Period of Online Application
First Deadline	Proof of Acceptance	Monday, Mar. 24 to Friday, Apr. 5, 2024, 17:00 (JST)
Second Deadline	Rest of the Documents	Monday, Mar. 24 to Friday, Apr. 19, 2024, 17:00 (JST)

*When Friday, April 19, 17:00 (JST) passes, the online application page will be closed.

April Enrollment	Documents to Upload	Period of Online Application
First Deadline	Proof of Acceptance	Monday, Sep. 24 to Friday, Oct. 4, 2024, 17:00 (JST)
Second Deadline	Rest of the Documents	Monday, Sep. 24 to Friday, Oct. 18, 2024, 17:00 (JST)

*When Friday, October 18, 17:00 (JST) passes, the online application page will be closed.

3. APPLICATION PROCEDURES

- ① First, you must decide to which department you want to apply, and under which professor to take academic instruction. You need to contact him/her yourself by e-mail and obtain the professor's approval (informal acceptance via email is enough.)

When you write a professor, please send him/her your 1) CV, 2) research plan (please use "[Form A] Research Plan"), and 3) transcripts.

You can find prospective professors using the web pages below:

http://www.i.u-tokyo.ac.jp/edu/intro/index_e.shtml (Search by department)

http://www.i.u-tokyo.ac.jp/news/search_e/search-a_e.shtml (Search by keyword)

- ② Receive an ID and password for Online Application System from your University's exchange coordinator. Then, go to the WEB Application System from our exchange program web page and create your account.



https://www.i.u-tokyo.ac.jp/edu/entra/exchange_students_e.shtml

- ③ After getting informal acceptance from your prospective supervising professor, please upload the emails which you corresponded with him/her (please include all of the conversation) to the Online Application System in **PDF form** by the deadline.
- ④ Prepare all the required documents (see the list below), then upload them during the application period.

【The deadline for uploading: 17:00(JST), April 5, 2024/October 4, 2024】

No.	Documents	Remarks	File names
1	Proof of acceptance from the prospective supervisor	Email correspondence or letter that shows informal acceptance from the prospective supervising professor at the Graduate School of Information Science and Technology, the University of Tokyo. Must be in PDF form.	01Accept.pdf

【The deadline for uploading: 17:00(JST), April 19, 2024/October 18, 2024】

No.	Documents	Remarks	File names
★	Application form	This will be automatically uploaded to your “My Page” through WEB Application System when you finish entering the required information.	N/A
2	Nomination letter	In ENGLISH This must be created by your exchange coordinator. This must include the information below. --Current degree level and year (e.g., Undergrad 4th year) --Degree level and year when taking part in Exchange at IST, UTokyo (e.g., Master's 1st year) --Expected graduation date from your home university (must be after the exchange program ending date.)	02Nominate.pdf
3(1)	Graduate level transcript	In ENGLISH Official transcript (grades) of scholastic record issued directly by all the universities and/or colleges attended. <u>VERY IMPORTANT NOTE:</u> • Transcript must include the date that EACH class was taken (e.g., 9.2022, S21 etc.) • Grading System must be attached	031TransG.pdf
3(2)	Undergraduate level transcript	In ENGLISH Official transcript (grades) of scholastic record issued directly by all the universities and/or colleges attended. <u>VERY IMPORTANT NOTE:</u> • Transcript must include the date that EACH class was taken (e.g., 9.2022, S21 etc.) • Grading System must be attached	032TransU.pdf

4	Letter of Recommendation	In ENGLISH From either a department chair or a faculty advisor, who knows you well, of the university or college attended. This must be signed (digital signature is accepted) and dated within six months of the submission deadline.	04LOR.pdf
5	Passport copy	The ID page with your name, face photo, date of birth, etc.	05Pass.pdf
6	CoE Application form	Form 1 This must be in Excel form. You must look at the “sample form” BEFORE you start filling out the form. You must write all the answers and the circles in BLACK color.	06COE.xlsx
7(1)	Bank statement	In ENGLISH The certified bank statement must show the actual amount you or your supporter has in your/his/her account under your/his/her name. <ul style="list-style-type: none"> • Your/your supporter's own name must be clearly stated • The balance must be equivalent to at least 100,000 to 150,000 JPY for each month of study in Japan • The certificate must be written on the bank's letter-headed paper, with an official stamp of the bank • The date of issuance should be clearly stated 	071Bank.pdf
7(2)	Scholarship certificate	In ENGLISH Make sure that the information below is included in the document. <ul style="list-style-type: none"> • Name of the funding source • Postal address and a contact person for the funding source • Applicant's status with this funding source • Terms and conditions of the scholarship <ul style="list-style-type: none"> - Full or partial scholarship - Scholarship period - Scholarship value per month 	072Scholarship.pdf
7(3)	Letter of Financial Guarantee	In ENGLISH Form 2 The home and work phone numbers on this letter must match the numbers you write on the CoE application form.	073Guarantee.pdf
8	Other	(If applicable) Submit any certificates for special abilities, such as language proficiency certificates, etc.	08Append.pdf

4. SELECTION

The Graduate School of Information Science and Technology will make selections at the Education Council following the document screening.



5. CREDIT REQUIREMENT

You must enroll in a minimum of **6 periods (10 hours) per week**. * 1 period = 105 minutes

At least one of the courses must be a non-language course.

*You can take more than 6 periods per week as long as you can manage.

*If you are doing only “research”, you must register “**IST Research Projects**” course and work in a lab **more than 10 hours per week**.

6. IMPORTANT NOTES

(1) Applications will not be accepted if the specified documents are not submitted by the submission deadline indicated above.

(2) Applicants will be notified of the selection results in the end of May to July for October enrollment and the end of November to December for April enrollment. Applicants who pass selection will be notified of the admission procedures and documents to prepare. These procedures must be completed within the designated period.

(3) Non-Japanese applicants must obtain a visa permitting admission to a Japanese graduate school, as stipulated in the “Immigration Control and Refugee Recognition Act (Law No. 319, 1951),” by the time of enrollment procedures.

(4) The Certificate of Eligibility (CoE) applied for as an exchange student can only be used to enroll as an exchange student. If you will be enrolling as a different status, a new Certificate of Eligibility (CoE) needs to be obtained.

(5) Personal information disclosed through the application process, including the applicant’s name and address, will be used for: 1) applicant screening (application processing and screening); 2) admission notification; and 3) enrollment procedures. For those enrolled at this school, the above personal information will also be used for: 1) administration procedures (student registration, academic records, etc.) and 2) student support (health management, etc.)

(6) Those who make any false statements in their personal history, application, and/or in any other accompanying forms, statements or documents may have their admission rescinded even after being admitted.

(7) Submitted documents will not be returned under any circumstances.

(8) The University of Tokyo has established “The University of Tokyo Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for Japanese students in certain circumstances.

Please be aware that applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the university or may have their research activities restricted after their enrollment.

6. INQUIRIES

Yuri Marugata / Kaori Sato / Yoshiko Reynolds

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