

**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 2020**

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 cultivate excellent specialists for next generation intelligent ICT society, and will focus on topics in which IST is especially and globally competitive, 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's 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's Course)

1. Applicants must have enough technical knowledge to study at IST, 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 seek confirmation of the following requirements:
 - 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 the future.

Admission Policy (Doctoral Course)

- 1 Applicants must have enough technical knowledge to continue studies at IST, and have a strong desire to conduct technological research that can contribute to society on their own. Students are expected to create a distinguished knowledge base within the field of information science and technology.
- 2 During the admission process, we will seek confirmation of the following requirements:
 - Applicants have enough fundamental knowledge on information science and technology and have enough research ability to contribute a development in technology.
 - Applicants have abilities to decide on their own a research issue taking into account societal needs, and can use their fundamental knowledge of information science and technology to solve that issue.
 - Applicants have enough language capabilities to contribute to the improvement of the future society.

Important Dates

	Dates	Remarks
Documents deadline (Electronic submission)	November 8th, 2019	In Japan Standard time
English pre-interview	November 22nd, 2019	Only for those who need it
Notification of the first round selection results	Early December, 2019	
Documents deadline (original copies)	December 17th, 2019	Documents must arrive at their designated address on or before this day.
Second round selection	December 18th, 2019	Details on the second round selection will be informed to applicants by e-mail.
Notification of the second round selection results	Late December, 2019	
Notification of available support	Late December, 2019	
Final confirmation of will of entrance	Late January, 2020	Details on this confirmation will be informed to applicants by e-mail.
Notification of the review results by UTokyo headquarters and MEXT	About July, 2020	
Delivery of documents such as acceptance certificates	About July, 2020	
Departure to Japan	September, 2020	
Entering IST	September, 2020	

1. Requirements of Eligibility

Applicants must not have Japanese nationality, and must receive a Bachelor's degree (for applicants to the master's program) or Master's degree (for applicants to the doctoral program) before September 20th, 2020. Also, they must satisfy the conditions specified in Attachment 1.

Applicants selected in this special admission must register to the "English Program on Intelligent Information Processing" when they enter IST.

<https://www.i.u-tokyo.ac.jp/edu/epiip/index.shtml>

Note: There is a possibility that IST may accept applications from those who graduate between September 21st, 2020 to September 30th, 2020. Such applicants must contact the office at the e-mail address given in Section 10 below well before their applications.

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 6 below.

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

Those who passed the selections with high scores will be offered scholarships as described in Section 4 below. Some applicants will be chosen as substitutes, and will be supported only if some selected applicants decline the offered support or enrollment. Other applicants who passed the selection are allowed to enter IST without having any support shown in Section 4 below, as privately financed international student without scholarships or with other scholarships.

3. The Expected Number of Selected Applicants

Total number of applicants allowed to enroll is expected to be about 10 to 15.

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

4. Support

For selected applicants with high scores, the following support will be offered. IST will decide to which applicant each support is assigned to, based on the applicants' performance at the selection process and the preferences specified by the applicants.

Support (A1): Japanese Government (Monbukagakusho: MEXT) Scholarship for English Program on Intelligent Information Processing

Number of students supported: three (3) students for master's program, and two (2) students for doctoral program.

Support Detail:

(1) Scholarship

Master's course – 144,000 yen/month

Doctoral course – 145,000 yen/month

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

(2) Exemption from examination fees, admission fees, and tuition fees.

(3) Airline tickets to Japan at entrance, and back to home country after graduation.

(only if the conditions specified in Attachment 2 are satisfied)

(4) Support Period: 2 years for master's course; 3 years for doctoral course.

Because this is the special admission for a special program, applicants with the following nationalities will be prioritized: India, Sri Lanka, Nepal, Pakistan, Bangladesh, Bhutan and Maldives. Applicants with Thailand or Vietnam nationalities will have second priority.

Support (A2): Japanese Government (Monbukagakusho: MEXT) Scholarship for general program

Number of students supported: zero (0) or one (1) student for master's and doctoral programs in total.

Support detail: Same as those of the support (A1)

Because this is the special admission for a special program, applicants with the following nationalities will be prioritized: Thailand and Vietnam.

Remark 1: Supports (A1) and (A2) are available only for applicants who satisfy the conditions in Attachment 2. Applicants are expected to confirm the attachments before applying.

Remark 2: The exact amounts of the scholarships may be changed according to the budget of the Japanese government.

Remark 3: In addition to the examinations at the University of Tokyo, candidates of Supports (A1) and (A2) will be also reviewed by the Ministry of Education, Culture, Sports, Science and Technology (MEXT). Applicants may fail to pass the review by MEXT. In that case, they will not be able to receive support (A1) or (A2). The review results will be informed directly to the applicants around July 2020.

Remark 4: Other kinds of supports may become available. In such cases, supports will be offered in the order of (1) those who have assigned supports (A1) or (A2) in this special admission but rejected by the University's headquarter or MEXT, (2) those who have chosen as substitute of supports (A1) or (A2) but receive none of them, and (3) other students with good academic performance.

5. Application Process

- 1 Before applying, applicants should contact their prospective supervisors, and should get informal acceptance for supervision at their laboratories.
 - Make contact to desired supervisor, e.g. via e-mail.
 - We recommend to use the e-mail subject “Asking supervision for special entrance Sep. 2020”.
 - Do not forget to mention the full name of the prospective supervisor, your full name, academic year, and affiliation, in the main text of e-mail.
 - Attach your research plan, your curriculum vitae, your academic transcript, and Form 5 filled with your information, as attached files of the e-mail.
 - Receive Form 5 signed by the prospective supervisor and submit it with other documents shown in Section 6 below.

If you cannot obtain a reply from our professors, you can contact the address shown in Section 10 below. (A faculty member may not be able to accept students due to various reasons. In that case, the faculty may not reply to your e-mail.)

- 2 Applicants must submit all documents specified in Section 6 below no later than the specified deadline.

The applicants must submit two copies of exactly the same documents. The first is an **electronic submission** by e-mail, and the second is submission of the **original copy** by postal mail.

- 3 Application Deadline:

(3-1) Electronic submission:

Applicants must create PDF files (possibly by scanning hardcopies), and send them to the e-mail address below, no later than November 8th, 2019 (Friday) in Japan Standard Time.

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

Office of International Relations, Graduate School of Information Science and Technology,
The University of Tokyo

(In the case that applicants do not receive an acknowledgement e-mail of submission on or before November 12th, 2019 (Tuesday), they should ask to the above address.)

(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 December 17th, 2019 (Tuesday).

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

Phone: +81-3-5841-7926

- 4 In the case that applicants want to receive pre-interviews for an English certificate (iii) (as specified in Section 7 of Attachment 1), applicants must fill the corresponding parts of Form 3.

6. Required Documents at Application

Documents	Remarks	File names for the electronic submission
* Application form	Format specified in Form 3.	01Apply.pdf
Academic Transcripts	Original official transcripts of both undergraduate and graduate courses (if applicable) with latest information.	02Trans1.pdf 02Trans2.pdf etc.
* GPA calculation form	Fill Form 4 with your information.	03GPA.pdf
Graduation Certificate or Diploma of the latest degree	For applicants who are currently enrolling at universities, certificate of enrollment or official letter certifying the expected date of graduation. Original documents should be submitted, but a copy is acceptable if the document cannot be reissued (because IST will not return any of the application documents).	04Cert.pdf
English language certificates	Submit certificates as specified in Section 7 of Attachment 1. The submission documents should be as follows: In the case of (i), applicants must submit certificates of the required scores (see Remark 5 below). In the case of (ii), applicants must submit documents certifying the required fact. In the case of (iii), we will organize a pre-interview to evaluate applicants' language ability on November 22nd, 2019 (Friday).	05Eng.pdf
Summary of Past Research and current status of Thesis Writing	Explain in English on A4 paper. 3-4 pages for applicants to the master's course and 5-10 pages for applicants to the doctoral course.	06Status.pdf
Research Results	If applicants have academic publications (including bachelor and master's theses), (1) A publication list	07List.pdf

	(2) Copies of at most three (3) representative publications	07Pub1.pdf 07Pub2.pdf etc.
	(3) Summaries, one for each of the representative publications on one (1) A4 page.	07Sum1.pdf 07Sum2.pdf etc.
Research plan at The University of Tokyo	Describe your motivation for study at the University of Tokyo and research plan. Write in English on A4 paper. 3-4 pages for applicants to the master's course and 5-10 pages for applicants to the doctoral course.	08Plan.pdf
Recommendation Letter 1	Letter from applicants' current (or latest) research supervisors or those who are familiar with applicant's scientific work, with universities' letterhead. Recommender must directly sign the recommendation letter.	09LOR1.pdf
Recommendation Letter 2 [Only for applicants who wish to receive Support (A1) or (A2)]	Letter from a faculty member from applicants' latest universities of the level of <u>dean or higher</u> with universities' letterhead. The <u>recommender must directly sign</u> the recommendation letter. The letter <u>must be addressed to the president Makoto Gonokami of The University of Tokyo.</u> If the original copy of Recommendation Letter 2 does not reach UTokyo before the deadline of confirmation of entrance specified in Section 8 (2), applicant will become ineligible for the MEXT scholarship.	09LOR2.pdf
Copy of Passport	Copy of the page with identification photo.	10Pass.pdf
* Conditional Acceptance of Prospective Supervisor	Fill out Form 5, send it to your prospective supervisor, receive him/her sign on it, and submit a scan of the document. (There is no need to submit the original hardcopy of the signed document.)	11Form5.pdf
* Checklist	Fill the Form 6.	12Check.pdf
Others	Applicants can attach other certificates if they can help to prove their capacities.	13Append1.pdf etc.

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

Remark 2: Each file must not be larger than 2 MB, and the overall submission must not be larger than 10 MB.

Remark 3: Documents should be written either in English or Japanese; otherwise, add translations. Applicants should ask us if there is a special circumstance which makes it not possible to provide any of the required documents.

Remark 4: In the case that universities or persons who write recommendation letters need to directly send the certificates or recommendation letters to IST, applicants must notify IST by sending an e-mail to the contact e-mail address given in Section 10.

Remark 5: In case that the official score is directly send from Educational Testing Service to IST, please use the following institution and department codes.

Institution Code: 8445 Department Code: 99

7. Examination Dates and Places

First round selection

After electronic submission, we will select applicants based on the submitted documents.

Second round selection

The examination is planned to be conducted on December 18th, 2019 (Wednesday). We are planning to organize examination venues at the following places:

- a. Hongo Campus, The University of Tokyo (Tokyo, Japan)
- b. New Delhi, India
- c. Bangkok, Thailand
- d. Hanoi, Vietnam

(In the case that no applicant from specific areas passes the first round selection, we may cancel some examination venues. In the case that a lot of applicants from specific areas pass, we may decide to set up more examination venues.)

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

8. Selection Result Announcement and Admission Procedure

(1) We will announce the results of the first round selection directly to applicants in early December 2019.

(2) We will announce the results of the second round selection directly to applicants in late December 2019.

The announcements of admission and scholarship may be sent separately.

The applicants who pass the selections must report whether they will accept allowances of entrance and/or offered supports or decline one or both of them, no later than the deadline (specified later, most probably in late January 2020), via e-mail.

(3) The graduate school will send the certificate of admission and information about admission procedures to selected applicants about July 2019.

In the case that applicants cannot complete their Bachelor's degree (for applicants to the master's course) or their Master's degree (for applicants to the doctoral course) before September 20th, 2020, their admission may be cancelled.

The documents that are needed for the enrollment process will be provided after the student arrives in Japan.

(4) Applicants selected for entrance and/or scholarships must submit documents that are required for the admission and/or scholarship process within the specified periods. Otherwise, their admission and/or scholarship will be cancelled.

(5) Examination, admission and tuition fees (expected amount for 2020)

Master's 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 for 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 for 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 enrollment.

※Students who receive Support (A1) or (A2) do not need to pay the examination, admission and tuition fees.

※Applicants who are not selected for entrance or who decline the enrollment need not to pay any of the fees.

In the case that selected applicants want to decline their enrollment or find that they cannot match the conditions of offered support, applicants must notify IST by sending an e-mail to the contact address specified in Section 10 no later than the deadline specified later (most probably late January, 2020). In case it happens after the date, applicants should notify us at the 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 support should contact the e-mail address specified at Section 10 below at the application.

(2) If employees of a government, a company, or other corporation wish to enroll in 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 selections (application processing and selection); 2) admission notifications; and 3) enrollment procedures.

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

(7) Results of entrance examinations may be used for the purpose of improving entrance procedures and overall education 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 the case of an unexpected situation such as a natural disaster, additional information related to entrance examinations will be offered on the website of IST.

10. Contact Information

International Relations 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

August 2019

The University of Tokyo has established the “The University of Tokyo Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously screens potential international students on the basis of these regulations. Please be aware that international applicants who fall under any of the conditions set out in said regulations may not receive permission to enroll at the university or may have their research activities restricted.

Details can be obtained from the following website: Office of Export Control
<https://www.u-tokyo.ac.jp/adm/export-control/ja/rule.html> (Japanese only)