### General Information

**Brief Introduction of the University**

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.


### University-wide Student Exchange Program

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 can choose between the Type G and Type U programs.

The 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.

The 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.


### Qualifications

#### Type G

Students satisfying all of the following requirements are eligible to apply:

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. Students who will return to their home university after completing their study or research at UTokyo.
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.)

#### Type U

Students satisfying all of the following requirements may apply:

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 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 official proof of their required language proficiency and meeting other conditions at the time of submission of application.

Note 1: Type U program is designed for undergraduate students, but graduate students will be considered on a case-by-case basis.

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. For universities with three year programs, students must be at least in the second semester of their second year when studying at UTokyo.

### Contact persons

**Outbound**

Taro Togo (Mr)
Shogo Kondo (Mr)

**Inbound**

Akiko Niwa (Ms)
Kaho Kimura (Ms)

International Exchange Group, International Affairs Department, The University of Tokyo
Address:7th floor, Administration Bureau Building, 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654 JAPAN
Email: intex-ut.adm@gs.mail.u-tokyo.ac.jp
Type G applicants need to select their exchange student status at the Graduate Schools that they apply for: Special Auditors or Special Research Students.

<table>
<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>

For detailed requirements and conditions for each status in each Graduate School, please refer to Prerequisites for USTEP Type G Applicants.

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.

Regarding the transfer of credits you earn during your exchange, please contact your home university.

Special Research Students conduct research under the guidance of a faculty member and do not receive credits.

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]

Note: W term is optional except at the Graduate School of Agricultural and Life Sciences.

AY2016 Academic Calendar

Graduate Schools Accepting Exchange Students:
- Graduate Schools for Law and Politics
- 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

For details on each Graduate School, please refer to their websites.

Courses available at each Graduate School can be searched for at the Course Catalogue.

Note1: Courses available change annually and the courses currently on the webpage may not be offered in the subsequent year.

Note2: Japanese immigration law stipulates that international students with "student" visas have to spend at least ten hours in class per week.

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.
**Academic Information**

<table>
<thead>
<tr>
<th>Global Japan Studies (GJS)</th>
<th>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.</th>
</tr>
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<tbody>
<tr>
<td>Further information about the course</td>
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</tr>
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</table>

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<tr>
<th>Faculty Search</th>
<th>Exchange students who will conduct research under the supervision of a research adviser may use the faculty search system at the following website. Locating an adviser in the search results does not guarantee that the adviser will be able to supervise the students’ research.</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>Japanese Language Education</th>
<th>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 their website. In addition, some Graduate Schools may provide their own Japanese language classes.</th>
</tr>
</thead>
</table>
Exchange students need to be nominated by their home universities to UTokyo. They must contact the office responsible for university-wide student exchange at their home universities and check the application procedures for UTokyo. All applicants nominated by their home universities to apply to the University of Tokyo will receive from UTokyo the link to access the online application.

### Application Instructions

**Prerequisites for USTEP Type G Applicants**

Note: A supervisor's approval is required before applying for some Graduate Schools.

**How to get supervisor’s approval**

**Deadline for Nomination & Application and its Procedure**

- **September Admission**
  - February 28 (April 15 for the Yale Fox International Fellowship Program)

- **April Admission**
  - September 30

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.

**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. At the same time, those who are successfully accepted will receive a welcome package from UTokyo directly.

**Schedule**

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<th>Application period</th>
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<td>Courses start (Note)</td>
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<td>Courses end (Note)</td>
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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

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<th><strong>Tuition and Fees</strong></th>
<th>Pursuant to the memorandum on student exchange, exchange students are exempt from paying examination fees, admission fees and tuition fees.</th>
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<td><strong>University Housing</strong></td>
<td>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 website.</td>
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<td><strong>Entry to Japan (eligibility to reside in Japan)</strong></td>
<td>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 &quot;College Student&quot; 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.</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>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.</td>
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| **Insurance** | • 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 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 Gakuos". |
| **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 |
| **International Student Handbook** | Useful information for international students at the University of Tokyo |
### Exchange Students' Status

Note 1: Students participating in the Type U program will be enrolled in the USTEP Office 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 August** [S1S2]
2. **April to March** [S1S2 A1A2 (W)]
3. **September to March** [A1A2 (W)]
4. **September to August** [A1A2 (W) S1S2]

Note: W term is optional.

[AY2016 Academic Calendar](http://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html)

### Course Catalogue

Courses offered in the Type U program can be searched for at the [Course Catalogue](http://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html).

Course registration will be made in April or September after your arrival in Japan upon discussion with academic staff.

Note:

1. Please note that courses that are available change annually and 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 2017 (April-March) will be available in late March 2017.

### 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

### 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)**
### 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 concrete objective for studying at UTokyo, not simply wishing to learn a language or experience time in Japan.
- deepen their academic knowledge.
- make use of their study experience at UTokyo once they have returned 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 to apply to the University of Tokyo will receive the link to access the online application from UTokyo.

**Application Instructions**

**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 must submit an official certificate as listed below:

| 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 |

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
5. Proof of Language Proficiency
6. ID Photo Data:
   - 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
   Note: All documents must be in English or Japanese.

**Deadline for Application and its Procedure**

- **September Admission:** February 28
- **April Admission:** September 30

Note: The deadlines above are for the nominated students’ applications to be submitted online. Partner universities set their own deadlines for their students.

**Result of Application**

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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.
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### 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.

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- 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: [http://www.u-tokyo.ac.jp/en/current-students/imas.html](http://www.u-tokyo.ac.jp/en/current-students/imas.html)

### International Student Handbook

Useful information for international students at the University of Tokyo