

University-wide Students Exchange Program (USTEP)
<For Autumn 2021 Admission>

- **Nomination Period: January 1 – February 14**
- **Student Application Period: January 1 – February 28**

Enrollment periods for USTEP students

Type U:

- [1semester] 1 September 2021 – 31 March 2022
- [2semesters] 1 September 2021 – 31 August 2022

Type G:

- [1semester] 1 October 2021 – 31 March 2022
- [2semesters] 1 October 2021 – 31 August 2022

*Please note the actual enrollment periods for Type G students depends on each graduate school.

Flow Chart**1. Nomination: Deadline February 14, 2021**

Please send a list of your nominees using our designated Excel format. Once you send us the list, we will contact your students (while cc-ing you) to inform them of how to use our online application system.

[Note]

- 1) Please reconfirm all nominees meet the requirements specified in the following webpage.

TypeU: <https://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html>

TypeG: <https://www.u-tokyo.ac.jp/content/400032478.pdf>

- 2) In principle, the intended period of study cannot be changed. Please make sure the student(s) clearly understand the period of study at UTokyo.

2. Application: Deadline February 28, 2021

[For Nominees/Applicants]

Students must complete the online Application Forms and upload required documents.

[For Program Coordinator]

Please collect original **letters of reference (our designated format)** and **academic transcripts** from each nominee and send us their electronic copies via Email. (Original paper documents are NOT required) *For Type G applicants, all the transcripts of their undergraduate degree programs are also required.

3. Result Announcement: By early May 2021

We will announce the results of the application by email. We will also send an electronic copy of Certificate of Admission (CoA) of each successful applicant via email. The original CoA will be sent to your office by post between mid-July to mid-August.

4. Enrollment Procedures:

The application results will be shown on the application online system. Successful applicants will also receive a welcome package through the system.

Application Materials for Type U Students All documents must be in English or Japanese.

Must be submitted through online system by applicants

1. [Application Form](#)
2. [Consent Form](#) with the applicant's signature and date
3. Passport Data
4. Proof(s) of Language Proficiency
5. ID Photo Data: (File size: Less than 2MB)

Must be submitted by exchange coordinators

6. One [Letter of Reference](#) by a full-time teaching faculty of the major/specialty of the student.
7. Official Academic Transcript from each college, university or any other institutions of higher learning the applicant has attended in PDF format.

***Important notes:**

- 1) 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 students enrolled in three-year undergraduate programs, they must have finished at least 1.5-year of the program at the time of their arrival at UTokyo.
- 2) Please advise your students that the coursework at the University of Tokyo is rigorous. Though legally possible for international students with a valid work permit, the University of Tokyo strongly advises its exchange students not to seek off-campus part-time work during the academic terms. We require students to register for minimum of 10 hours of classes per week during a semester (this is a legal requirement as well), each of which can be quite demanding in its expectations. Students who wish to gain work experience while studying in Japan should not apply to USTEP. Any students who wish to work during the break(s) must obtain work permit before they begin their employment.

Application Materials for Type G students All documents must be in English or Japanese.Must be submitted through online system

1. [Application Form](#)
2. [Consent Form](#) with the applicant's signature and date
3. Valid Passport Data
4. Proof(s) of Language Proficiency (Refer to [Prerequisites for USTEP Type G Applicants](#))
5. ID Photo Data: (File size: Less than 2MB)

Must be submitted by exchange coordinators

6. One [Letter of Reference](#) by a full-time teaching faculty of the major/specialty of the student.
7. Official Academic Transcript from each college, university or any other institutions of higher learning the applicant has attended in PDF format.
*Please do not forget to submit all the transcripts of the applicant's undergraduate degree programs.

Others

8. Each Graduate School may require further documents in addition to the above application documents (e.g. screenshot of e-mail correspondence between the exchange student and a faculty member who may serve as an academic advisor). See [Prerequisites for USTEP Type G Applicants](#).

***Important notes:**

- 1) Students who stay in Japan with a status of Special Auditor must register for minimum of 10 hours of classes per week during a semester (this is a legal requirement).
- 2) Though legally possible for international students with a valid work permit, the University of Tokyo strongly advises its exchange students not to seek off-campus part-time work during the academic terms as we expect high academic performance through their exchange period. Any students who wish to work must obtain work permit before they begin their employment.

Important notes (for both TypeU and TypeG):

- 1) Nominees without required documents such as Proof of Language Proficiency and Academic Transcript will not be accepted.
- 2) Please make sure to nominate the students who are or will be registered at your University throughout the period of their academic stay at the University of Tokyo. Students who are not registered at your institution will not be accepted.

Response to COVID-19:

Please note that admission to the USTEP program for Autumn 2021 may be cancelled in light of the current global pandemic and related global situation. Any updates will be communicated to our partners.

- University Response to COVID-19: <https://www.u-tokyo.ac.jp/en/general/COVID-19.html>
- Notice for international students regarding COVID-19 (Website for International Students): <https://www.u-tokyo.ac.jp/adm/inbound/en/index.html>