

# How to get supervisor's pre-approval

## 1 [Request]Supervision for Special Auditor (USTEP/TypeG)

Dear Prof. xxx,

I am a student the University of \* \* \* studying Architecture and I will be applying for USTEP TypeG student. I hope to study at UTokyo for one year starting April 2020. Currently, I am studying.....

I would appreciate it if you could be my supervisor during my stay at the University of \* \* \*. For more information on my curriculum please refer to the attached documents. I would like to contact you for further information and a more detailed discussion.

Thank you for your time and consideration.

Best regards,  
John Smith

- You must contact the professor of your choice directly by e-mail.

- Professors' e-mail addresses can be found through each Graduate School's websites.

Mention that you are an applicant for USTEP Type G and give a detailed introduction of yourself.

Attach your CV, study plan, letter of intent (why you wish to study under the supervisor), etc., as well as [Guidelines for Acceptance of Exchange Students](#).

## 2 From: Prof. Todai Sent: Friday, August 16, 2019 8:23 AM To: John Smith Subject: RE: [Request]Supervision for special auditor (USTEP/TypeG)

Dear John,

Thank you for your message I am happy to be your host for S1S2 2020 when you visit UTokyo as an exchange Student.

Best regards,  
Prof. Todai

-----Original Message-----

From: John Smith / To: Prof. Todai  
Sent: Tuesday, August 03, 2019 4:42 PM  
Subject: [Request]Supervision for special auditor (USTEP/TypeG)

Dear Prof. Todai,

[Quoted text hidden]

A message such as this from the supervisor is needed for your acceptance.

If you do not receive a reply from the professor, you should follow up and make a request once more. The professors are very busy and sometimes they do not have time to check e-mails every day. You must decide how long to wait for a reply from your first choice before you contact the next professor of your choice.