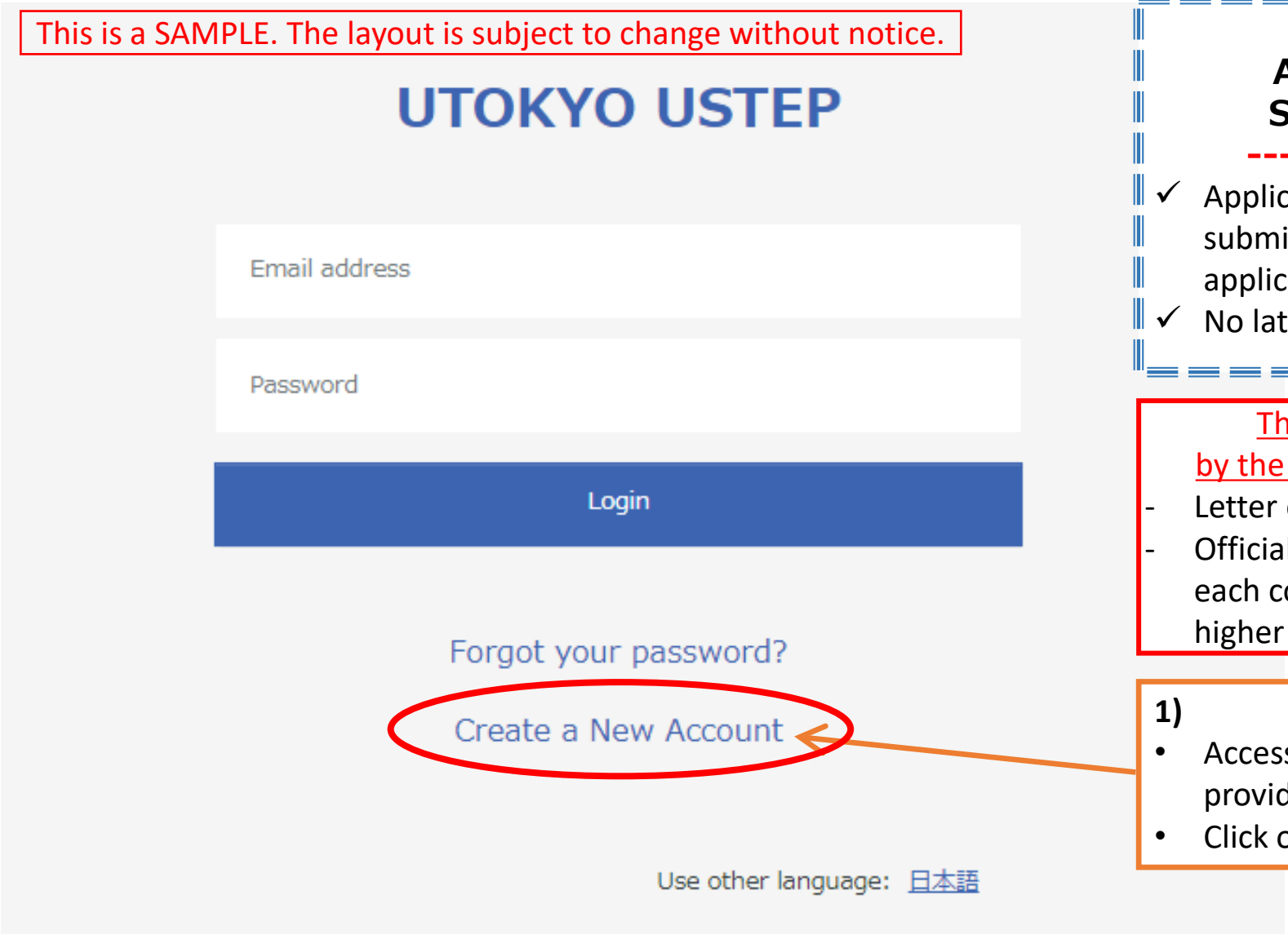
Application Instructions for University-wide Student Exchange Program (USTEP)

This is a SAMPLE. The layout is subject to change without notice.



Application Deadline
Autumn Admission: 28 February
Spring Admission: 30 September

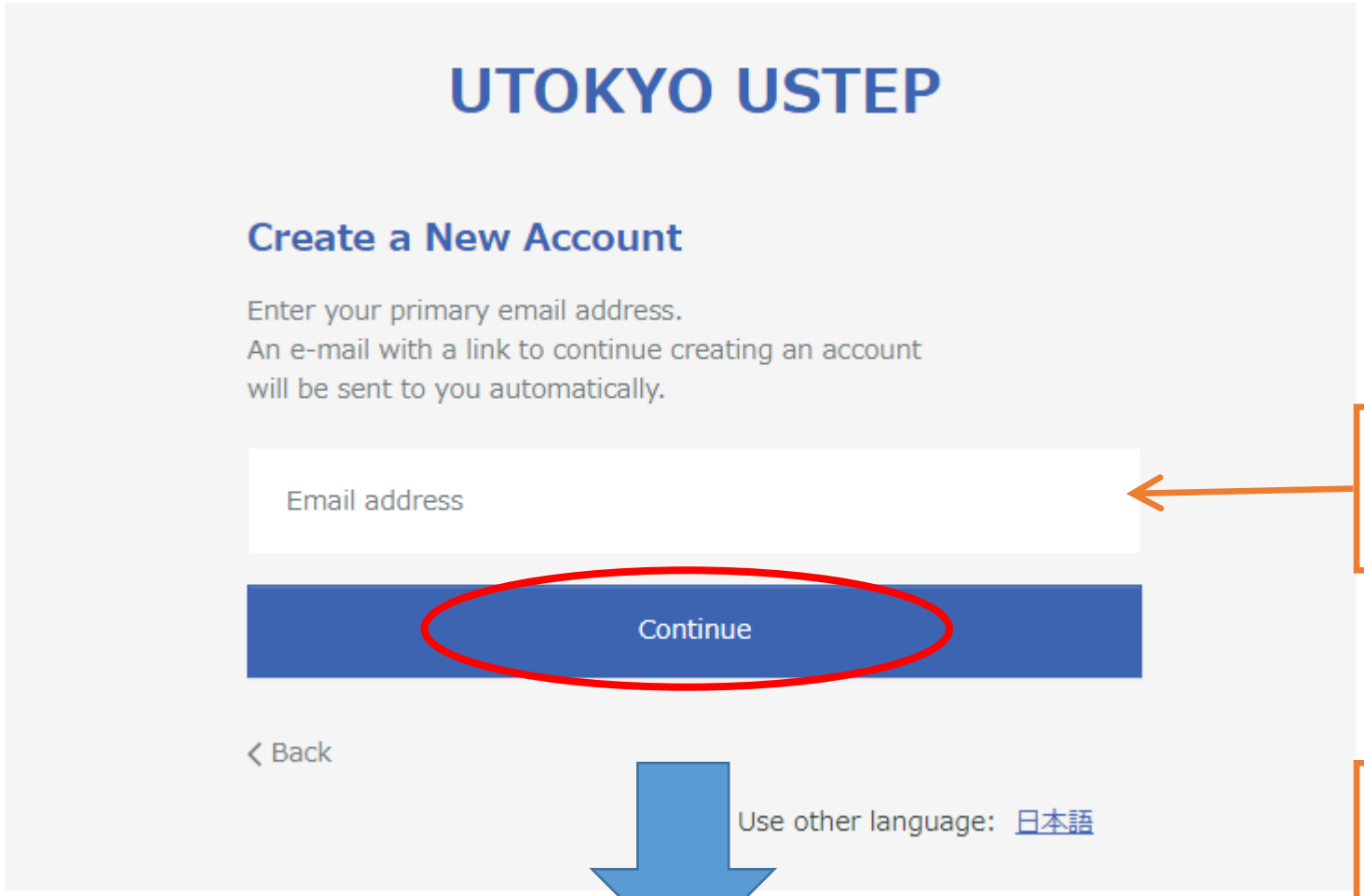
- ✓ Applicants must complete the online application and submit the required documents by the above application deadline.
- ✓ No late submission can be accepted.

The following documents must be submitted by the exchange coordinator at your home university.

- Letter of Reference (Type G, Type U)
- Official academic transcripts with grading scale from each college, university or any other institutions of higher learning the applicant has attended

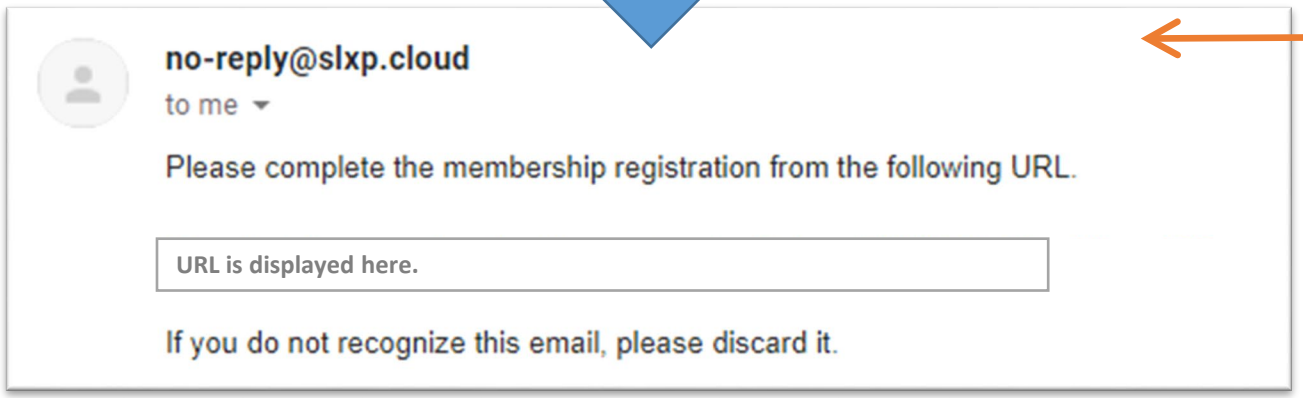
1)

- Access the online application system using the link provided by UTokyo.
- Click on "Create a New Account" to register.



2)

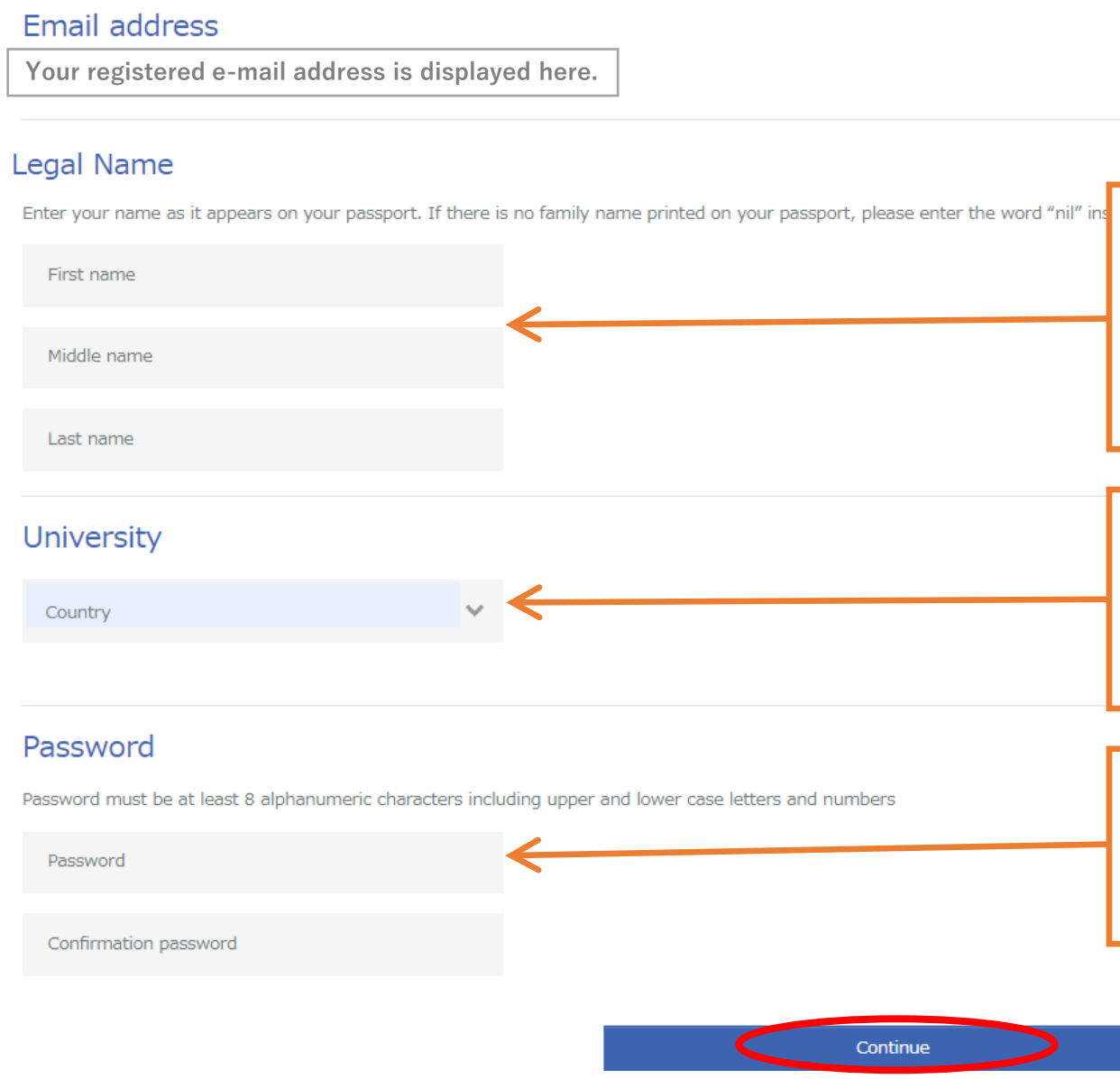
- Input your primary e-mail address.
- Click on “Continue”



3)

- You will receive an e-mail from no-reply@slxp.cloud.
- Make sure your e-mail settings to allow emails from no-reply@slxp.cloud.
- Check your spam/junk folder if you do not see the email in a few minutes.
- Click the URL in the e-mail to continue registration.

ID and Password Creation



4)

- Enter your First (given) name, Middle name and Last (Family) name as it appears in the Latin (Roman) alphabet in the machine-readable zone of your passport.

5)

- Enter the country where your home university locates.
- Then, select your home university.

6)

- Set up a password
- Click on "Continue"

7)

- Make sure the program name you are applying for is displayed
- Click on “Apply” to apply for the intended program.

Program Name（USTEP Type U or USTEP Type G）

Application Period (JST)

2022/07/05 00:00:00 ~ 2022/09/30 23:59:59 (JST)

Must Read

USTEP Type U program is designed for undergraduate students to take courses given in English and/or Japanese in various College/Faculties in accordance with their English and/or Japanese language proficiency.

Please make sure that you meet the program requirements at the time of the application deadline.

Please confirm the requirements specified in the following webpage.

USTEP Type U (For Undergraduates) : https://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html

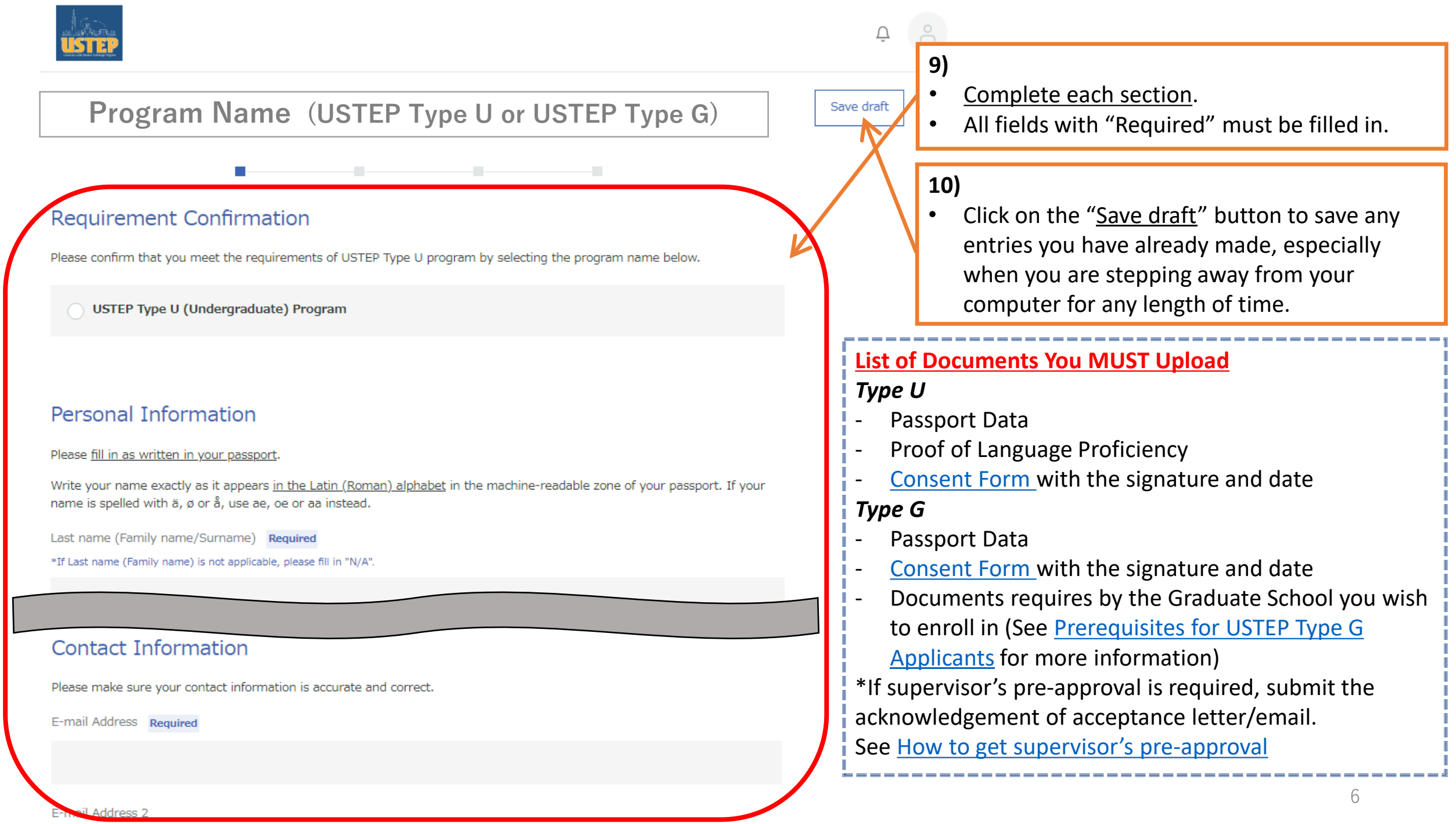
Please fill in all required fields below. Incomplete or inaccurate applications will not be accepted. All documents must be in English or Japanese.

No late submission can be accepted.

Agree

8)

- Read all the information carefully.
- Click on “Agree”



9)

- Complete each section.
- All fields with "Required" must be filled in.

10)

- Click on the "Save draft" button to save any entries you have already made, especially when you are stepping away from your computer for any length of time.

List of Documents You MUST Upload

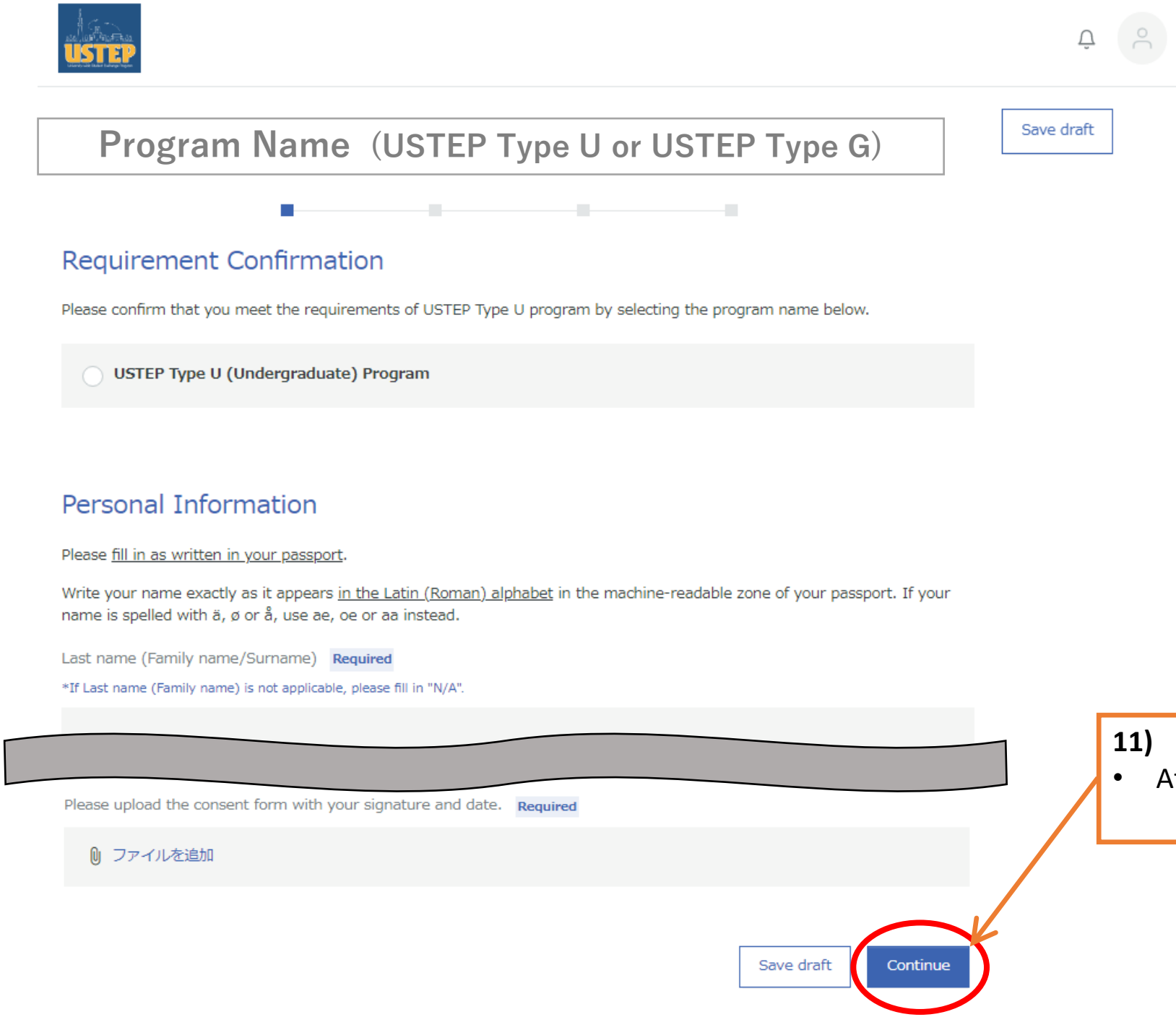
Type U

- Passport Data
- Proof of Language Proficiency
- Consent Form with the signature and date

Type G

- Passport Data
- Consent Form with the signature and date
- Documents requires by the Graduate School you wish to enroll in (See Prerequisites for USTEP Type G Applicants for more information)

*If supervisor's pre-approval is required, submit the acknowledgement of acceptance letter/email.
See How to get supervisor's pre-approval



11)

- After filling in all fields, click on “Continue”.

Program Name（USTEP Type U or USTEP Type G）

USTEP Type U (Undergraduate) Program--Declaration

The University of Tokyo and its members, in accordance with applicable national laws and university policies, do not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status or sexual orientation.

I hereby confirm the information given in this application is correct and agree to the above university policy. I understand that the application may be rejected and/or acceptance be revoked if any information provided above is determined to be false.

東京大学及びその構成員は、適用される国内法および大学の方針に従い、人種、肌の色、国籍、宗教、性別、身体的特徴、年齢、病歴、血縁、婚姻状況または性的指向による差別をしません。

申請内容が事実と相違ないことを確認しました。また、東京大学の上記方針に同意します。申請内容に虚偽があると判断された場合には、申請が拒否されることや入学が取り消されることがあることを理解しました。

Confirmation **Required**

I confirm

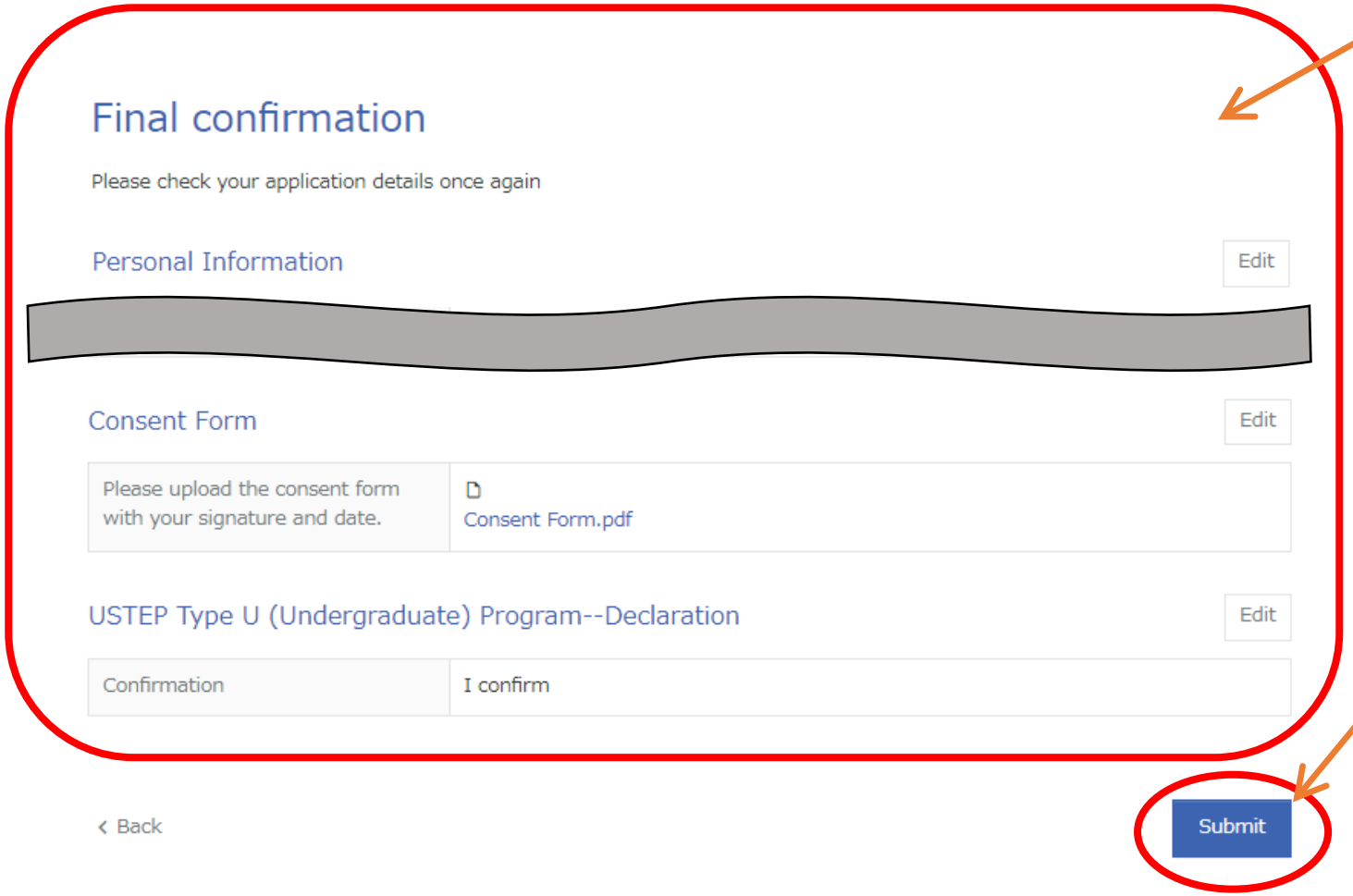
‹ Back

Save draft | Continue

12)

- After confirming the Declaration, click on “Continue”.

Program Name （USTEP Type U or USTEP Type G）

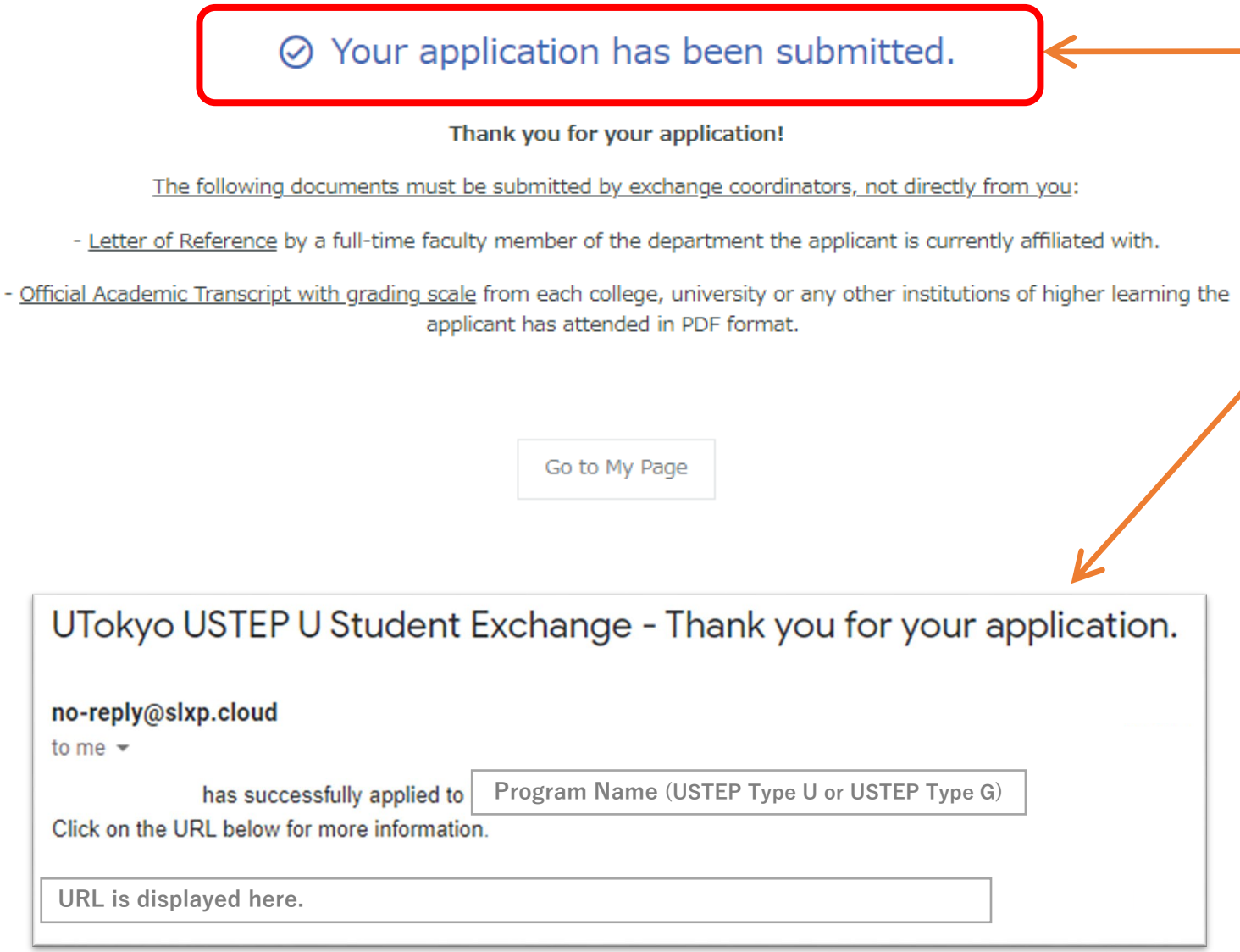


13)

- Carefully check your application details once again to confirm all the information is accurate and correct.
- If the application information needs to be modified, click on the “Edit” button and revise your entries.
- Once you have submitted the application, you are unable to edit it.

14)

- If the application information is correct and ready to be submitted, click on “Submit” to complete the application.



15)

- If “Your application has been submitted” is displayed, you have submitted the application successfully.

16)

- You will also be notified of your application completion by email from no-reply@slxp.cloud, titled “UTokyo USTEP U Student Exchange - Thank you for your application.”
- You can check your application information via the URL in the e-mail.

UTokyo USTEP U Student Exchange - Thank you for your application.

no-reply@slxp.cloud
to me

has successfully applied to Program Name (USTEP Type U or USTEP Type G)
Click on the URL below for more information.

URL is displayed here.

Thank you for your application!

- ✓ Should you have any questions, please contact to exchange.in.adm@gs.mail.u-tokyo.ac.jp
- ✓ The screening result will be available around December for Spring Admission or May for Autumn Admission.