東京大学
THE UNIVERSITY OF TOKYO

University-wide Students Exchange Program (USTEP)
<For Autumn 2023 Admission>

Nomination Deadline: <u>February 14th, 2023</u>
Application Deadline: <u>February 28th, 2023</u>

USTEP website:

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

Type G (For Graduates): http://www.u-tokyo.ac.jp/en/academics/ustep-type-g.html

---

Periods of Study for USTEP students:

Type U:

    [1semester]   September 1, 2023 ― March 31, 2024

    [2semesters] September 1, 2023 ― August 31, 2024

Type G:

    [1semester]   October 1, 2023 ― March 31, 2024

    [2semesters] October 1, 2023 ― September 30, 2024

<u>*Please note the actual period of study/research for Type G students depends on each graduate school.</u>

Flow Chart

1. Nomination: Deadline [February 14, 2023]

We ask that all nominations are submitted using the following online form:

https://forms.office.com/r/eW8jPp2bWK

Please download your nomination data in the last page of the online form.

If you have any problems while completing the nomination form or would like us to change any details after submitting the form, please email exchange.in.adm@gs.mail.u-tokyo.ac.jp

Please make sure to nominate only the students who can meet the program requirements at the time of application deadline. Once you complete the online nomination, we will contact your nominated students (while cc-ing you) with the link for the online application system shortly.

*If your students do not receive an e-mail from us within 3 working days after completing the nomination, please contact us.

Note:

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

      Type U: https://www.u-tokyo.ac.jp/en/academics/ustep-type-u.html

      Type G: 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 [Februrary 28, 2023]

*No late submission can be accepted due to our internal screening schedule.

【**For Nominees/Applicants**】

Students must complete the online application form and upload the required documents via the online application system.

【**For Program Coordinator**】

Please collect original **letters of reference (our designated format)** and **academic transcripts with grading scale** 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 2023

We will announce the results of the application to your office with 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 online application system. Successful applicants will also receive a welcome package.

Application Materials for Type U (Undergraduate) Students

All documents must be in English or Japanese.

Must be submitted through online system by applicants:

1. Application Form (online form)
2. Consent Form with the applicant's signature and date
3. Valid Passport Data
4. Proof(s) of Language Proficiency

Must be submitted by exchange coordinators:

5. One Letter of Reference by a full-time teaching faculty of the major/specialty of the student.
   *The reference should provide a detailed assessment of the applicant in light of their academic performance.
6. Official Academic Transcript with grading scale from each college, university or any other institutions of higher learning the applicant has attended in PDF format.

Note:

① In principle, first- and second-year undergraduate students are not accepted at UTokyo 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 Applicants must meet the language requirements in English and/or Japanese, depending on the courses they wish to take.

< Language Requirement of Type U program>

Students who wish to take courses offered in <u>English</u>	-	A minimum TOEFL iBT score of 90, IELTS overall band score of 6.5, or Cambridge English Qualifications "C1 Advanced" *A score of TOEFL iBT Home Edition and IELTS Indicator is accepted. *TOEFL iBT "MyBest Scores" is not accepted. *TOEFL iBT and IELTS scores are valid only if dated within two years of the USTEP application deadline.
	or,	
	-	Attend a university or have graduated from a high school where the medium of instruction is English *Applicants must submit a proof that certifies that the degree program they belong to is taught <u>entirely</u> in English, unless they attend a university in an English-speaking country or is a native speaker of the language (*A native speaker is defined here as someone who graduated from a high school where the medium of instruction is English).
Students who wish to take courses offered in <u>Japanese</u>	-	JLPT Level N1
	or,	
	-	Have graduated from a high school where the medium of instruction is in Japanese

----

Application Materials for Type G (Graduate) students

All documents must be in English or Japanese.

<u>Must be submitted through online system by applicants:</u>

1. Application Form (online 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)

Must be submitted by exchange coordinators:

5. One Letter of Reference by a full-time teaching faculty of the major/specialty of the student.

6. Official Academic Transcript with grading scale 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:

7. 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 of UTokyo who may serve as an academic advisor). See Prerequisites for USTEP Type G Applicants.

Note:

① Please be careful that a supervisor's approval may be required prior to submitting application, depending on conditions set by each Graduate School. If the graduate school requires a pre-approval of a supervisor, failure to do so will result in rejection of the application.

② 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).

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 UTokyo. Students who are not registered at your institution will not be accepted.

3. The extension of the application deadline will not be possible due to the internal screening schedule.

4. Though legally possible for international students with a valid work permit, UTokyo 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. Students who wish to gain work experience while studying in Japan should not apply to USTEP.

Response to COVID-19:

UTokyo continues to monitor the COVID-19 situation carefully. Please note that admission to the USTEP program for Autumn 2023 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