

TOKYO INSTITUTE OF TECHNOLOGY

International Student Exchange Division

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November 14, 2018

Dear Valued Partner University,

Tokyo Institute of Technology (Tokyo Tech) is pleased to inform you that the recruitment process for International Exchange Students for the 2019-2020 academic year (April 2019 - March 2020) has begun.

As in the past, Tokyo Tech will host two exciting exchange programs for the 2019-2020 academic year: the **YSEP (Young Scientist Exchange Program)** for senior/final-year undergraduate students and master's students, and the **ACAP (Academic Cooperation Agreement Program)** for both undergraduate (second year or above) and graduate-level students.

***The system of ACAP will be changed from April in 2019.**

"The course-oriented program" will be established in ACAP in addition to the conventional research-oriented program. In this program, the students only take our courses, not engage in research.

The program information and application procedures are detailed in the attached documents. Please take note that **we only accept ONLINE applications**. Paper applications are no longer accepted. When encouraging your students to apply for these challenging and enriching exchange programs, please keep in mind that the total number of exchange students should be within the stated limit outlined in our bilateral tuition waiver agreement.

For your reference, the deadlines for each program are given below. If there are any extenuating circumstances which prevent your students from meeting a deadline, please contact us immediately, as we might be able to extend the deadline up to a week in certain circumstances.

YSEP Application Deadlines

YSEP Focused on Research (4 quarters: a one-year program)	
September-August Term	the end of February
YSEP for Experiencing Japan (2 quarters: a half-year program)	
September-February Term	the end of February
March-August Term	August 15 of the previous year

ACAP Application Deadlines (when simultaneously applying for a JASSO Scholarship)

Students applying for a JASSO Scholarship can start their program **only in either April or September** and their period of study may last **from 2 quarters (a semester) to 4 quarters (a year)**:

Admission in April	December 10
Admission in September	the end of February

ACAP Application Deadlines (when NOT applying for a JASSO Scholarship)

Students NOT applying for a JASSO Scholarship can start their program in any month, and their

period of study may last from 3 months to 1 year:

Application Deadline	The 10th of the month which is more than three months prior to the desired start date (e.g. For admission on September 1, the deadline is May 10)
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Both YSEP and ACAP applicants must be officially nominated by their home universities, and Tokyo Tech must be informed of their nomination BEFORE they begin the online application. After Tokyo Tech has received the official nomination from the applicant's home university, we will directly send each applicant a unique User Name and Password to log into the "YSEP" or "ACAP" category of our online application.

For each nominated applicant, please be sure to provide an email address and the name of the applicant's faculty or department at the home university.

To assist us with processing the allocation of JASSO funding, we kindly request that you inform us of how many exchange students you plan to send from your university in the 2019-2020 academic year (April 2018- March 2019) by completing the attached form, "**Expected Number of Exchange Students for the 2019-2020 Academic Year**" and returning it to us by fax or email by December 15, 2018 (Japan Standard Time). With this information, Tokyo Tech can determine the overall number of expected exchange students and submit our student exchange plan to JASSO to help ensure that there is funding available for the exchange students.*

* After submission of this form, JASSO will provide Tokyo Tech with scholarship allocation funding for the academic year. As the allocated amount does not usually match the exact number of applicants, Tokyo Tech will recommend JASSO Scholarship candidates from among students in the applicant pool, prioritizing our valued partner institution applicants.

Additionally, please find attached the "Information Sheet about Tokyo Tech" document for your reference.

Should you have any questions, please feel free to contact our office.

Thank you in advance for your kind cooperation and continued support of Tokyo Tech.

Sincerely yours,



NEGISHI Toshiyuki (Mr.)
Head, International Student Exchange Division
Tokyo Institute of Technology (Tokyo Tech)

Enclosed Documents:

1. Expected Number of Exchange Students for the 2018-2019 Academic Year, with the "Information about the JASSO Scholarship" (reference document)
2. A Comparison Table of the YSEP and ACAP Programs (reference document)
3. Required Application Materials for YSEP
4. Required Application Materials for ACAP
5. Information Sheet about Tokyo Tech