

**Application Guidelines for Study Abroad Programs Organized by
AUA (Asian Universities Alliance)
(Summer 2018)**

May 2018

* The information concerning application and related documents are subject to change. Useful information and FAQs may also be added later. Make sure to check the latest information on the following and other websites.

<https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-AUA-summer.html>

1. Overview

The University of Tokyo accepts applications from students, who wish to participate in the following program organized by AUA (Asian Universities Alliance). See the attachment and website for program details.

Experiencing Kazakhstan - the Heart of Central Asia

Date & Venue: July 3 - 17, 2018 at Nazarbayev University (Astana, Kazakhstan)

Target: Undergraduate students

Capacity: 2 students

AUA Students' Update on Life Below Water

Date & Venue: July 8 - 21, 2018 at University of Indonesia (Depok, Indonesia)

Target: Undergraduate students

Capacity: 2 students (2nd year or higher)

Language proficiency requirements: Please check the attachment for details.

UM Tropical Camp

Date & Venue: August 5 - 12, 2018 at the University of Malaya (Kuala Lumpur, Malaysia)

Target: Undergraduate students

Capacity: 2 students

*Further selection may be conducted by the host institution after nomination from UTokyo.

2. Eligibility/Requirements

Students must satisfy all the criteria below.

- (1) Students must be enrolled at UTokyo as full-time undergraduate students at the time of application and during the program period.
- (2) Students must have sufficient proficiency in English to be able to produce good results.
- (3) Students must have qualifications required by each program. Applications will only be accepted if the applicant meets the language requirement, if any, at the time of the application deadline.
- (4) Before applying, applicants must make sure that the program does not interfere with their courses by checking the examination date and

4. Application Deadline

Noon on Thursday, May 24, 2018

(The electronic application system will be closed after the application deadline. Please note that incomplete applications will not be accepted even if they are submitted by the deadline.)

5. Selection Process

- (1) UTokyo will review the application documents and select students to nominate to the host institution.
- (2) Notification of the selection results will be made via e-mail to you and the relevant office of your faculty.
- (3) If you need to withdraw your application under unavoidable circumstances beyond your control, please immediately contact the International Student Exchange Group.

6. Requirements for Post-Internal Selection up until Program Acceptance

Participation procedures and travel arrangements

- (1) It is the students' responsibility to follow the instructions of the host institution on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa and obtain the latest information from the host institution's country embassy/consulate and other credible sources

rules, regulations and manners of the host institution and country.

8. Post-Program Reporting

- (1) Students must submit a report (in a format prescribed by the International Exchange Group of UTokyo head office) to the International Exchange Group of the university head office, within two weeks of completing the program. The submitted report may be used for promotion of study abroad programs on and off campus. Please pay adequate attention to personal information so it can be published on brochures or websites.
- (2) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the University (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys). Students are expected to participate unless there are unavoidable circumstances.

9. Contact Information

*When contacting via e-mail, please make sure to state the subject, your name, faculty, number of years at university, and telephone number.

- (1) Inquiries about application procedure:
International Exchange Group, the University of Tokyo
(studyabroad.adm@gs.mail.u-tokyo.ac.jp)
- (2) Inquiries about academic affairs, such as class and examination date, at the University:
Relevant office of your faculty with which you will be affiliated during the program
List of offices of faculties:
<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>
- (3) Inquiries about program details: Host institution of the programs (see the attachment and website)

10. Application Procedure and Documents

Application

Apply from the "Study A broad" tab on the Academic Affairs System website (UTAS, ITC-LMS).
(Please follow the instructions given in _____).

Academic Affairs System (UTAS, ITC-LMS): <https://utas.adm.u-tokyo.ac.jp/campusweb/>

Location for the application guidelines and the application documents:

<https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-AUA-summer.html>

(PDF, Currently available in Japanese only)

<http://www.u-tokyo.ac.jp/content/400073068.pdf>

Special Notes for When Applying to This Program

Application requirements and documents differ by programs, so please read this application guideline and the attachment carefully.

For these programs, applicants must submit documents to certify language proficiency unless there are unavoidable circumstances.

You do not have to enter "course selections".

Please refer the following table for "15. Attached Documents" when applying.

Application Documents	Target	Format	Notes
Copy of the academic transcripts except UTokyo for all semesters since enrollment in higher education (in English)	Those who have scores	-	
Copy of pages from your passport	N/A	-	

showing your personal information			
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time of the program and upload the scanned PDF through UTAS. When you ask the coordinator to sign this sheet, you must print and show the all pages of your online application form on UTAS to the coordinator.

The application without the signature of the coordinator of your faculty will not be accepted due to the document being incomplete.

If you modify the electronic form after you have obtained the signature of your academic affiliation at time of the program, you will be rejected from the program.

11.