

5. Internal Selection Process

- (1) The UTokyo's Division for Global Campus Initiatives will review all application documents and select students.
- (2) Notice of acceptance/non-acceptance to the program will be made to applicants via e-mail as well as to the relevant offices of each department.
- (3) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau.

6. After Internal Selection

Participation procedures and travel arrangements

Students are responsible to make the necessary travel arrangements, including any visa application, as per instructions from the host institution and the latest information from the relevant embassies or consulates. Any fees incurred in making these arrangements are to be borne by the student.

Internal procedures

- (1) Students are responsible for their own participation procedures and travel arrangements, but they must follow instructions from UTokyo.
- (2) Confirm with the relevant office in each department to see if any study abroad procedures are necessary (such procedures differ by department).
- (3) Contact academic supervisors and other faculty members before departing to avoid unnecessary troubles that could be caused by participating in the program.
- (4) If there are any changes in the information (address, phone number, e-mail addresses) provided on the application, notify the International Exchange Group of the UTokyo head office through the mechanism of each department so that appropriate procedures can be undertaken.
- (5) In the case an accepted student must withdraw from the program due to unavoidable circumstances, immediately contact the International Student Exchange Group (studyabroad.adm@gs.mail.u-tokyo.ac.jp).
- (6) Students must heed other warnings and follow any other instructions from UTokyo and the host institution.

Insurance

For insurance during the duration of the study abroad, students are required to purchase the JE SS "Futai Kaigaku" insurance at their own expense. Taking out this insurance is a requirement for participating in the program. Details of the insurance will be sent to students who are accepted into the programs at a later date.

Information on Study Abroad, Risk Management

For general information on study abroad and risk management, see the Go Global website (<https://www.u-tokyo.ac.jp/adm/go-global/ja/voyage-index.html>).

In particular, read the [Risk Management Guidebook for Overseas Travel](#) carefully.

7. Obligations for Participating in Programs

- (1) Participants must fully comprehend the purposes of the programs and strive to complete the program courses while achieving a high level of academic performance.
- (2) Participants must be aware that they are representatives of the University, and thus must comply with the laws, regulations, rules and manners of their host universities and countries.

8. Post-Program Reporting

- (3) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo head office) to the International Exchange Group of the university head office, within two weeks of completing the program. As the submitted report may be used for promotion of study abroad programs on and off campus, please pay adequate attention when

| | | |
|---|-----|--|
| - A Written Oath | All | <u>Complete and sign</u> the specified form (download), then upload the scanned PDF. Parents/Guardians' guarantee is required if students are below the age of 20 at time of application. |
| - Confirmation of notification for applying Study Abroad Programs | All | Refer to *4. |
| - Statement of Purpose | All | Free format, but limited to 1-2 pages of A4 size. (Students will be required to use this file when they apply online if they are selected as nominees.) Fill in, save, and upload in PDF format. |

***1 Documents to certify language proficiency (TOEFL IBT, IELTS) (Certificates **must be valid as of October 3, 2019 (Thursday).**)**

One of the following must be submitted.

A copy of your TOEFL-iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL score, taken from online, is acceptable)

***2 Documents to certify language proficiency (other than TOEFL IBT/IELTS)**

If you do not have TOEFL-iBT or IELTS scores but have other scores, the following can be submitted:

A copy of your TOEFL ITP, TOEIC, or Eiken score

If you plan on submitting English test results from other exams/tests, submit a copy of your results and a description of the test. The description should include the content of the exam, and conversion table for the tests (A4-sized, no specific format is required).

Copy of language proficiency scores other than English

***3 If you have not taken any English proficiency tests due to special circumstances**

If you have not taken any English proficiency tests due to special circumstances (e.g. graduated from high school in an English-speaking country, attending a degree course taught in English etc.), you can submit the explanation in "9. Language Proficiency" or when applying through UTAS.

***4 Confirmation of notification for applying for Study Abroad Programs**

Complete the specified form (download) to be the same as the online application form on UTAS. Obtain the signature or seal of the coordinator of your academic affiliation (faculties) at 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.

[Online Application]

Apply from the "Study Abroad" tab on the Academic Affairs System website (UTAS, ITC-LMS)00008871 0 595