

Procedures Relating to Study Abroad (Undergraduate Students)

Prior to Departure

Decision to study abroad (precondition: receipt of acceptance letter from partner university)

Preparation of Request to Study Abroad and other documents

- Request to Study Abroad
- Study Abroad Plan
- Intended Field of Study
- Guarantor's Consent form
- Copy of acceptance letter from the host university

Approval from department chair or chair of first-year studies

Consult the chair as early as possible. Study abroad requests need approval by governing bodies.

Submission of documents to Student Division

Please check with the Undergraduate Services Group (Ookayama campus) or the Suzukakedai Student Group (Suzukakedai campus) for the exact date of submission.

Approval by the faculty council (representatives) of relevant School

Approval by the president of Science Tokyo

Notification of approval

The process from preparation of a request to study abroad to submission of the request to the student division is completed through Rakrak WF II.

If you wish to have the credits earned during your study abroad recognized as course credits at Science Tokyo, consult the chair of your department or the chair of first-year studies regarding major courses and/or the implementation committee chair for liberal arts and basic science courses during your planning stage. Specify the courses/subjects to be taken at the host university, identify the corresponding courses at Science Tokyo, and indicate the number of credits to be recognized by Science Tokyo.

Upon Return

Complete Study Abroad Report

- Study Abroad Report
- Study Report

Approval by the department chair or chair of first-year studies

Submit reports to Student Division

Undergraduate Services Group or Suzukakedai Student Group

The process from preparation of a study abroad report to submission of the report to the student division is completed through Rakrak WF II.

Transfer of Study Abroad Credits (if applicable)

Prepare Request for Approval of Study Abroad Credit Transfer and other documents

- Request for Approval of Study Abroad Credit Transfer
- Transcripts of courses taken at host university
- Syllabi or documentation providing content of the courses taken at the host university
- Class schedules (documentation showing hours required for courses taken at the host university, total class hours to complete the courses, and day and class period of the courses)

Submission of the documents to Student Division

Undergraduate Services Group or Suzukakedai Student Group

Approval by the department chair/chair of first-year studies and/or the implementation committee chair for liberal arts and basic science courses

Approval by the faculty council (representatives) of relevant School and/or the implementation committee for liberal arts and basic science courses

Check whether transferred credits are correctly registered on the Web System for Students and Faculty.

Credits attained during study abroad programs in conjunction with those attained before enrollment at Science Tokyo, those from the Multidisciplinary Program, and those earned under the credit transfer agreement with Keio University and Ochanomizu University may not exceed 60.