

Procedures for Studying Abroad: for Graduate Students

Before Departure

Receive a letter of acceptance from a host university



Fill out the 留学願 (application for studying abroad) forms described below.

- 留学願 (application for studying abroad)
- 留学計画書 (plans for studying abroad)
- 予定する学修分野 (areas of study)
- 留学先の承諾書 (letter of acceptance from a host university)
- 理由書及び指導教員の意見書 (statement of reason and a written opinion by an academic advisor – necessary only when the student studies longer than one year)

Note 1: An approval at a Faculty Meeting of the department is necessary before submitting forms to the Student Division. Please make sure to consult with your academic advisor as early as possible.



Approval by an academic advisor



Approval at a Faculty Meeting of the Department



Submit 留学願 (application for studying abroad) forms two months prior to your departure to:
教務課大学院グループ(the Graduate Group, Student Division, Ookayama) or
学務課教務グループ(the Student Group, Student Division, Suzukakedai)



Approval at a Chair Meeting of the Graduate School



Approval at a Faculty Meeting of the Graduate School



A permission slip is sent to the student

Note 2: Approvals at some meetings are necessary. Please confirm the deadlines of submission in advance with the Student Division.

After Returning

Fill out the 留学終了報告書 (study abroad completion report) forms described below.

- 留学終了報告書 (study abroad completion report)
- 学修の成果に関する報告書 (report on academic achievement)



Approval by an academic advisor



Checking by the chair of the department



Submit the forms to the Graduate Group (Ookayama) or the Student Group (Suzukakedai)

Recognition of Credits

Fill out the 履修単位認定表 (form for credit recognition) forms described below.

- 履修単位認定表 (form for credit recognition)
- 留学先の成績証明書 (transcript issued by the host university)
(Attach a simple Japanese translation.)

Note 3: Please consult with your academic advisor about the course(s) at the host university.



Approvals from three faculty members in the Graduate School including the student's academic advisor



Approval at a Faculty Meeting of the department



Submit the forms to the Graduate Group (Ookayama) or the Student Group (Suzukakedai)



Approval at a Chair Meeting of the Graduate School



Approval at a Faculty Meeting of the Graduate School



The student can check the results on the Web System for Student and Faculty

Note 4: The number of credits that can be recognized is 10 or less, including credits earned at other universities before enrolling at Tokyo Tech and recognized at Tokyo Tech. For MOT (Innovation Management) students, the number of credits must be 15 or less (students who entered in 2009 or earlier: up to 20).