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Call for 2023 Winter Applications

International Exchange Program (Outbound) of the Engineering Schools

We are pleased to announce that a call for Winter, the **International Exchange Program (Outbound) of the Engineering Schools, is now open.**

◆ Program Overview

International Exchange Program is a research study abroad program for graduate students of the school of Engineering, the school of Materials and Chemical Technology, and the school of Environment and Society. This program allows students to study abroad at world-class universities with campuses in various countries that have interdepartmental or institution-wide agreements or that are deemed necessary by the Engineering schools. Students are sent to the host institution's laboratory to conduct research. We believe that this experience will help you develop skills and mutual understanding in your field of study, which is necessary for future global researchers. Master's and doctoral students who wish to work globally in the future are encouraged to apply. Students selected through a screening process will receive partial support for study abroad expenses.

Before applying, students must read through [the website](#) and comply with the guidelines.

◆ Program Open for Application:

- SERP (C1) : Karlstad University only (start from January, February and March)
- AOTULE (C2-a)
- AOSU (C2-b)
- Exchange with a university that has an interdepartmental agreement with one of Engineering schools (C3-a)
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- Exchange with a university that has an institution-wide agreement (C3-b)
- Exchange with other universities that are deemed necessary by the Engineering schools (C4)

◆ Start studying abroad: December 2023, January and February 2024

- Study abroad period is about 2 to 3 months (timing and duration to be determined by the host laboratory) *Applicants for less than 60 days are not eligible.
- Requirements may differ depending on the partner university. Please refer to the link in " Partner university Requirement Sheet" posted on the Call for Applications page of this program (Tokyo Tech website).

◆ Prospective Applicants:

- 1) In principle, students who are enrolled in a master's or doctoral degree program at the Engineering Schools (School of Engineering, School of Materials and Chemical Technology, and School of Environment and Society) as of April 1, 2023.
 - Working adult students are **NOT** eligible.
 - Doctoral students who wish to study abroad to fulfill the requirements for Tokyo Tech projects and to earn credits for off-campus are not eligible.
 - Undergraduate 4th students who have passed the exam for a master's degree program at the Engineering Schools are also eligible.
 - Students who graduate early in 3.5 years will be allowed to apply for the winter Dispatch if they are approved by the rules set by each school and department.

- 2) A grade point average of 2.30 or higher in the previous year at the time of selection (see Note 1)
- 3) TOEFL(iBT) score of 70 or TOEIC score of 650 or above. However, if there is a special reason, such as fluency in the local language, a letter of explanation (any form) must be submitted with the application.
- 4) Meet the all requirements including language and academic scores, of the program and the host university.

◆ **Deadline: Noon on Tuesday, September 19, 2023**

- Applications that arrive after this deadline will not be processed, regardless of reason.

◆ **Interview: Afternoon on Wednesday, October 4, 2023**

- In case of a large number of applicants, a preliminary screening will be conducted based on the submitted application forms.
- Details will be provided only to those who pass the document screening and no later than the day before the interview.
- In case of legitimate reasons, a petition for a preferred interview time slot will be accepted only at the time of application. .
- In principle no special measures shall be taken for reasons such as suspension due to infectious diseases or external factors (e.g. traffic delays), so please apply with time to spare and under the thorough management of your physical condition.

◆ **How to Apply and Required Documents:**

Application Data Entry Form (T2Form) URL: <https://www.t2form.titech.ac.jp/sv/476824?lang=ja>

Please access the application form from the link above and enter the required information. Please refer to the " List of Entry Items" on [the "Call for Application" page \(Tokyo Tech website\)](#) for details on entry items.

<**Documents to be uploaded to the Data Entry Form (upload to the designated areas)>**

- 1) Application Form (Form 1): Reasons for application, research plan, etc.
 - 2) Recommendation Letter (Form 2) written by Academic Supervisor
 - *Be sure to use the designated forms (Forms 1 and 2) for (1) and (2) above. The forms can be downloaded from [the "Call for Applications" page](#) of this program.
 - 3) Resume in English (optional format)
 - 4) A copy of your English language test scores
 - ✧ Some universities may have their own English language requirements, such as TOEFL iBT® or IELTS scores. The applicant must check with the university in which you wish to enroll. For (C1) and (C2), please refer to the acceptance requirements of each university.
 - ✧ Applicants may submit a new, better score report to the interviewers in person during the interview.
 - 5) Academic Transcript in English (and Japanese if any)
 - ✧ The transcript must include your academic record of the previous year. Students in their first year of a master's degree program must attach their undergraduate final grade academic transcripts.
 - ✧ If you were enrolled at another university in the previous year, please request a copy of the transcript well in advance.
 - 6) Statement of Reason for those below. *Free format
 - ✧ C3-b applicants who cannot apply for or was rejected by the university-wide program conducted by International Student Exchange Division (written by applicants)
 - ✧ All (C4) applicants (written by applicants, and by their Chair of Department, Head of Graduate Studies or academic supervisor)
 - 7) A copy of the email that shows the applicant get acceptance consent from a host professor
 - ✧ All (C3) and (C4) applicants
 - ✧ Some (C2) applicants who already have the consent above for any reason
- Incomplete applications and applications received after the deadline will not be accepted under any circumstances.
 - Submitted documents will not be returned.
 - Your email address and other information may be provided to international-related department within Tokyo Tech.
 - In addition to the language requirement, if there are other materials designated by each university, please submit them by the date and time specified by the International Exchange Team after you have been selected for dispatch.

◆ **Notification of Results:**

Applicants and their academic advisors will be notified of the selection results approximately one week after the selection interviews.
We will not be able to respond to inquiries regarding individual selection results.

◆ **Inquire:**

International Exchange Team, Engineering Schools
Main Bldg., Floor 2, Rm 256 [Mailbox: H-106]
☎ 3859 ✉ ko.intl@jim.titech.ac.jp

◆ **Application Guidelines:**

<p>Program Outline</p>	<p>The Engineering Schools offer an international exchange program that consists of five categories, (C1), (C2), (C3), (C4), and (C5). Study abroad expenses are partially provided to successfully nominated students.</p> <p>Based on the Engineering Schools' funding policy for its international exchange program, financial support is provided for</p> <ol style="list-style-type: none"> 1) Outbound students who will participate in research under the supervision of professors in the host university 2) Outbound students who will conduct research to broaden their own research field <p>Students engaging in the following are NOT eligible to receive funding through this program.</p> <ol style="list-style-type: none"> 1) Joint research between an overseas university and Tokyo Tech 2) Research related to students' thesis research or doctoral dissertation 3) Study abroad solely focusing on acquiring course credits
<p>Call for Applications</p>	<p>Announcements will be made on the Tokyo Tech website.</p>
<p>Eligibility</p>	<ol style="list-style-type: none"> 1) Students on leave of absence are NOT eligible. 2) Applicants planning to study in their home country are NOT eligible. 3) Only students with a GPA of 2.3 (Maximum 3.0) or higher in the previous year are eligible to apply. 4) Consideration will be given to students who actively participate in international activities or classes held by the Engineering Schools or Tokyo Tech. Please mention this in the application form if you have such experiences.
<p>Language Proficiency Requirements</p>	<p>Applicants must satisfy the following English proficiency requirements: <i>TOEFL iBT</i>[®] score of 70 or higher and/or TOEIC score of 650 or higher. However, even if their score is below this level, students may apply for the program if they have special reasons (e.g., have proficiency in language used in the country where the host university is located, have good English conversation ability that is not reflected in the scores). In such cases, students must attach a statement (free format) explaining these skills to their application.</p>
<p>Screening Method</p>	<p>Face to face interview in English</p> <ul style="list-style-type: none"> • An applicant will be interviewed by multiple faculty members for 10 minutes (The first 5 minutes is for self-introduction, motivation, and research plan presentation, the latter 5 minutes is for questions and answers) • An applicant is not allowed to read scripts or use a PC and/or projector <p>[Note] If the number of applicants is large, only those selected by the initial screening (examination of application documents) will be interviewed.</p>
<p>Financial Support for Outbound Students</p>	<ul style="list-style-type: none"> • Round trip travel expenses and/or scholarship is provided. • Application fees and expenses for visa acquisition are NOT provided. • In the case of Japanese government (MEXT) scholarship students, only the round-trip travel expense (airfare) is provided. Also, please note that there might be a possibility for those who participate in this program to lose their eligibility to receive the MEXT scholarship not only during the stay abroad but also after coming back to Tokyo Tech. Please confirm the detailed and latest information about this with Student Support Division. gak.sei@jim.titech.ac.jp • If other scholarships or financial aids are provided to students by Tokyo Tech, the amount of the financial support under this program will be adjusted.

Important Points to Note

- Applicants must carefully determine their period of study abroad, taking into consideration the academic calendars of Tokyo Tech and the university in which they wish to enroll. The International Exchange Team of the Engineering Schools will NOT coordinate schedules of students with classes or courses at Tokyo Tech. It is the applicant's responsibility to manage his/her own schedule.
- Applicants for (C2) should note that some universities require applications to be completed approximately 3 months prior to enrollment.
- Students must be a "Ryugaku (Study-Abroad)" status but "Kyugaku (Leave of Absence)" at Tokyo Tech while studying abroad through this program regardless of the category and duration.

Note1: Grade Requirements:

Students applying for categories (C1), (C2), (C3), and (C4) must enter their GPA for the previous academic year in Date Entry Form. GPA must be calculated based on the calculation method below and applicants must have a GPA of 2.3 or higher.

How to calculate your Grade Point Average according to the JASSO evaluation scale

Grade Conversion Table

	Grade				
Four-level grading scale (Type 1)	—	Excellent	Good	Fair	Fail
Four-level grading scale (Type 2)	—	A	B	C	F
Four-level grading scale (Type 3)	—	100–80	79–70	69–60	59 or lower
Five-level grading scale (Type 4)	100–90	89–80	79–70	69–60	59 or lower
Five-level grading scale (Type 5)	S	A	B	C	F
Five-level grading scale (Type 6)	A	B	C	D	F
Grade Evaluation Point (GEP)	3	3	2	1	0

$$\frac{(\text{Number of Credit for GEP3} \times 3) + (\text{Number of Credit for GEP2} \times 2) + (\text{Number of Credit for GEP1} \times 1) + (\text{Number of Credit for GEP0} \times 0)}{\text{Total Number of Credits}}$$

First, refer to the above table to convert your grades to Grade Evaluation Points (GEP) and calculate the following.

- I The number of credits with a GEP of 3 multiplied by three
- II The number of credits with a GEP of 2 multiplied by two
- III The number of credits with a GEP of 1 multiplied by one
- IV The number of credits with a GEP of 0 multiplied by zero

To calculate your GPA, divide the sum of I, II, III, and IV by the number of total credits earned.

Note2: Partner universities requirements

Please refer to the link in "Partner university Requirement Sheet" posted on the Call for Applications page of this program (Tokyo Tech website). New requirements might be added. Please check out the latest information accordingly on the web

Note3: International Research Program

In principle, students accepted into this program are required to take the International Research Program and make a presentation at the study abroad debriefing session in order to receive credit (4 credits). Even if you do not take the International Research Program, you are required to make a presentation at the debriefing session.

Note4: Other scholarships

When (C1), (C2) applicants will also apply to other scholarships for studying abroad, applicants should check the requirements both this program and other scholarships before applying.

Tokyo-Tech HP Top > Current Students > [Scholarships for Study Abroad](#)

Note5: FAQ

Please carefully read our FAQs before applying.

URL: <https://www.titech.ac.jp/international-student-exchange/students/news/2023/066808>