Application Guide for the International Exchange Program Under Tuition Waiver Agreements for Academic Year 2023/2024
(Departures between January to June 2024)

1.Outline

This guideline is for the International Exchange Program Under Tuition Waiver Agreements（"the program"）*1. This program is not limited to improving language skills and experiencing different cultures. Students in this program are expected to focus on their specialized fields of study through classes and researches at the partner universities. It is possible to earn credits at the host university (there are some exceptions) but not a degree.

*1 Participants in this program pay tuition to Tokyo Tech, and tuition at the host university is waived.

2. Dates

Departures between January1 and June 30, 2024 *2, 3

*2 The program should be started at the Spring (Summer) semester at the host university. If you wish to start the program from July 2024, you must apply in the application period of Autumn departure. Some universities in France require application submissions in Fall to accept students in Spring, so make sure to check the "List of Partner Universities" carefully.

*3 In the case of study abroad for research activities only, some universities will accept applicants for study periods of three months or less than 1 semester.

3. Partner Univ.

Please refer to the "List of Partner Universities."

- Make sure to check the latest information and details on Tokyo Tech and partner universities' official websites

- Some universities do not accept exchange students to certain schools and departments, so please check the website of the partner university you wish to apply.

4. Eligibility and Requirements

・The applicant must be enrolled as a regular student at Tokyo Tech during the program. *4, 5, 6, 7, 8

・The applicant must meet language requirements set by Tokyo Tech, which are described in the Attachment.

・After passing the on-campus screening, applicants must meet the requirements described in 10 below.

・The program duration may not exceed 2 semesters. (The specific dates must follow the academic calendar of the host institution).

For international students (*4):

- Recipients of Japanese government scholarships (MEXT) are not eligible for this program.
- Study in the applicant's home country is permitted only when both the partner university and Tokyo Tech agree to its necessity for the student's research.
- Students who entered Tokyo Tech in April 2023 are not eligible to apply for this round of recruitment (program starting from January – July 2024). Similarly, for the recruitment of students departing between from July to December 2024, we will not accept applications entering Tokyo Tech in September 2023.
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For all students:

*5 If the exchange period will conclude before the student's graduation (e.g. for a student starting study abroad from B3 year and ending it during B4 or extending their enrollment), the application can be accepted with their Academic Advisor's signature only. However, we advise applicants to consult with both their Department Chair and Academic Advisor before submitting the application.

*6 Applicants who would be applied *5 (e.g., those who wish to graduate early from a bachelor's course in 3.5 years) should consult with their department chairpersons as early as possible to allow sufficient time for deliberation by their departments.

*7 If student is unable to study abroad as planned, he/she will be considered to have withdrawn from the program. (Even if it is difficult to determine at the time of application whether or not early graduation is possible, the start date of study abroad cannot be changed. Please refer to the Pledge (Form 5) for details on how to handle a case of withdrawal.)

*8 If student wishes to apply for this program during a leave of absence, they must consult with the International Student Exchange Division before application deadline.

*9 Applications will not be accepted if they do not meet its requirements of partner university.

Please see Form 5 "Pledge/誓約書" for the terms and conditions.

5. Documents To Submit

1) Application form [学内願書] (Form 1)

Required signatures: 1 or 2, or 2+3, or 1+4
1. Academic Advisor (B1-B3)
2. Current Academic Supervisor (B4 and over)
3. Academic Supervisor for the exchange program period, if the lab or Academic Supervisor will be changed. (B4 and over)
4. Department Chair, if the Academic Supervisor during the exchange program period is not determined.

2) Essay form (Form 2)

*Language skill is one of the key factors for nomination; therefore, the essay should not be corrected by instructors or others.

3) Study plan (Form 3)

Required signatures: 1 or 2, or 2+3, or 1+4
1. Academic Advisor (B1-B3)
2. Current Academic Supervisor (B4 and over)
3. Academic Supervisor for the exchange program period, if the lab or Academic Supervisor will be changed. (B4 and over)
4. Department Chair, if the Academic Supervisor for the exchange program period is not determined.

4) Student evaluation form [人物評価書] (Form 4)

* Must be written by 1 or 2 (details are above) and sealed.
1. Academic Advisor (B1-B3)
2. Current Academic Supervisor (B4 and over)

5) Pledge (Form 5)

6) Academic Transcripts

Graduate students must submit both their undergraduate and graduate transcripts.
Transfer students must submit a transcript from each university /technical college attended.

7) A copy of the official results of English language proficiency tests (TOEFL-iBT, -ITP, and/or IELTS)

*Native English speakers and those who entered Tokyo Tech through IGP (A) or IGP (C) may be exempted from this requirement. Please consult the International Student Exchange Division.
* If TOEIC is used as proof of CEFR, a score of TOEFL iBT 60/TOEFL ITP 497/IELTS 5.5 or higher must also be submitted.
* Only scores within two years of taking the exam are valid.

8) A copy of the official results of German, French or Chinese language proficiency tests (if applicable)

9) Applicants who would like to do research at a lab (especially for UC Berkeley and TU Wien) must submit documents, such as emails to professors at the partner university, showing contact with their prospective host lab.

*Forms 1 to 5 can be downloaded from [here].
*<u>Applicants should clear any concerns in advance of their application submission and must meet the stated application deadline.</u>
* Documents must be A4-size PDF. Please not to upload .jpeg or .png files as it original.
* If bringing in original material, make it single-sided pages and not stapled.
* Incomplete documents will not be accepted.
* Submitted documents will not be returned.
* You must mark on the university application form (Form 1) that you agree to the <u>"Handling of Personal Information Provided in Relation to Participation in Study Abroad Programs and Scholarships for Study Abroad"</u>

6. Deadline

Data upload Deadline: 23:59 PM, 25th May (Thu), 2023
(In-person application submission due: 17:00, 25th May (Thu), 2023)

*Academic supervisor's signature/seal is required on Forms 1, 3 and 4.

*Application documents will not be accepted after the stated deadline.

7. Place to Submit	For data submission: Upload the data to the following URL.

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For data submission: Upload the data to the following URL.
https://tokyotech.app.box.com/f/488d077a19864ff8af7a8f2784310f9d
＊For uploading; file format must be in PDF and make sure to upload all of materials at once.
＊ Please ask your academic advisor to send the application form (Form 4) directly to the International Student Exchange Division by e-mail or campus mail (please do not upload the form to the above URL from the applicant).

For physical application submission: bring the documents to the International Student Exchange Division Office
　Ookayama Campus, Taki Plaza B1 (Mail Box TP-003)

8. Interview date

After the screening of application documents, International Student Exchange Div. will send the details of interviews to applicants Tokyo Tech email address.
Interviews will be conducted as follows.
Date and time: June 5th (Mon) 14:00-17:00, 7th (Wed) 9:30-12:00, 8th (Thu) 14:00-17:00
　　　　　　　　13th (Tue) 10:45-12:25
Venue: Oookayama Campus

＊ The interview date cannot be selected. Please attend on the date you are assigned.
＊The interview will be in English, in-person.
＊ The final result will be notified to the student and his/her academic advisor within two weeks from the date of the interview.

9. Changes and withdrawal

Candidates selected for the program are not allowed to make changes (such as period of stay and choice of universities). The number of students who can be sent to each university is strictly regulated, and any change of plans or withdrawal after the internal selection process or after the acceptance letter has been issued will cause a great deal of inconvenience to other students and the partner university, so please apply only after careful consideration. To withdraw from the program, candidates must submit a Letter of Withdrawal.

10．Requirements after the internal selection

Candidates must:
① Meet the requirements of the host institution.
② Sign and submit the Letter of Commitment before departure.
③ Submit the application for study abroad [留学願] and pay tuition to Tokyo Tech during the program. (Those who will study abroad at UC Berkeley may opt to take a leave of absence from Tokyo Tech by submitting the leave of absence request form [休学願].
④ Attend the orientation and the overseas safety seminar held by Tokyo Tech before departure.
⑤ Submit written reports before, during, and after the program.
⑥ Dedicate themselves to studying and research at the host university during the program.
⑦ Purchase travel insurance designated by Tokyo Tech. (Minimum coverage: JPY 30 million for medical and rescuer's expenses and JPY 100 million for personal liability. This insurance includes

Risk and Crisis Management Service provided by Japan IR&C. (approx. JPY 15,000 / month))

⑧ Participate in study abroad events during and after returning to Tokyo Tech.

11. Other

【Credit recognition】
Those who plans to transfer earned credits from a partner university to Tokyo Tech, should consult in advance with their Academic Advisor or Supervisor. Please refer to Attachment 5.

【JSPS Research Fellowship for Young Scientists】
Applicants who will be JSPS Research Fellows during the program must check the box on the Exchange Program Application Form (Form1).

【Upcoming recruitment schedule for 2023-2024 AY】

Recruitment Period	Departure period	Expected application deadline	Expected dates for interviews
Fall Main Recruitment	2023 July – December	~~25th Sep. 2022~~	~~Oct. 2022~~
Fall 1st Additional Recruitment		~~25th Dec. 2022~~	~~Jan. 2023~~
Fall 2nd Additional Recruitment		~~3rd Apr. 2023~~	~~Apr. 2023~~
Spring Main Recruitment	2024 January – June	25th May. 2023	June. 2023
Spring Additional Recruitment		July. 2023	July. 2023

【Application Requirements at host universities】
These language requirements, courses available to exchange students and academic calendars vary depending on the host university. Students are encouraged to check the website of the university where they wish to study abroad.

【Other study abroad programs】
There are many studies abroad programs available to students at Tokyo Tech. Details are available through the web page below.
http://www.titech.ac.jp/enrolled/abroad/programs/index.html

Institute regulations (Tokyo Tech regulations) permit students to study abroad for up to one year. Those considering study abroad are encouraged to consult with their Academic Advisor or Supervisor and the Student Division (Ookayama)/Student Services Division (Suzukakedai).

【Cancellation】
Program participants may have to cancel studies abroad if the Japan Ministry of Foreign Affairs (MOFA) issues "Travel advice and warnings" of level 2+ for their host country or if Tokyo Tech

determines it is not safe for students to study abroad in that country.

12. Contact   International Student Exchange Division
Tel: 03-5734-7645 Email: hakenryugaku@jim.titech.ac.jp
Office hours: 9:00-12:00 and 13:30-17:00
Address: Ookayama Campus, Taki Plaza B1 (Mail Box TP-003)