

Application Guide for the International Exchange Program Under Tuition Waiver Agreements for Academic Year 2022 (Departures between January to June 2023)

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 January 1 and June 30, 2023 *2, 3

*2 The study abroad program should start at the beginning of the Spring semester (January–June) at the host university. If you wish to start your program after July 2023, you must apply in the application period of Fall departure. However, 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 2022 are not eligible to apply for this round of recruitment (i.e., for the program starting from January – June 2023). Similarly, for the recruitment of students departing from July to December 2023, we will not accept applications entering Tokyo Tech in September 2022.

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 fall under *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 a student is unable to study abroad at the time he/she had planned, due to reasons such as not being able to graduate early as he/she had hoped after passing the internal selection process, 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 Students who are planning to take a leave of absence from Tokyo Tech are not eligible to apply. However, if a student wishes to apply for the program during such a leave, they may consult the International Student Exchange Division.

*9 Applications will not be accepted if they do not meet application 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 5.0 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

<https://www.titech.ac.jp/students/abroad/programs/tuitionwaiver>

***Applicants should clear any issues in advance of their application submission and must meet the stated application deadline.**

*Documents must be A4–size, single–sided pages that are paper–clipped.

*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 “Handling of Personal Information Provided in Relation to Participation in Study Abroad Programs and Scholarships for Study Abroad” on page 5 and later of the application guideline.

6. Deadline

Data upload Deadline: 23:59 PM, July 10 (Tue), 2022

(Physical application submission due: 17:00, July 8 (Fri), 2022)

*Academic supervisor's signature or 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.

<https://tokyotech.app.box.com/f/488d077a19864ff8af7a8f2784310f9d>

*When submitting, make sure to upload all of them 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, interviews will be conducted as follows.

July 19th (Tue) 14:00–15:00 / 21st (Thu) 14:00–15:00 / 26th (Tue) 11:00–12:00

* The interview date cannot be selected. Please attend on the date you are assigned.

* Applicants who pass the document screening will receive an email about the interview.

*The interview will be conducted online, using Zoom. The details will be informed to the applicant.

Please check your internet environment before the interview.

* The final result will be notified to the student and his/her academic advisor in 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	2022 Late September	2022 October
Fall 1 st Additional Recruitment		2022 December	2022 January
Fall 2 nd Additional Recruitment		2022 Early April	2022 April
Spring Main Recruitment	2024 January – June	2022 Late May	2022 May
Spring Additional Recruitment		2022 Late June	2022 July

【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 study 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+ and 感染症危険レベル3+ for their host country or if Tokyo Tech determines it is not safe for students to study abroad in that country.

12. COVID-19

In addition to [10. Requirements after the internal selection] above, in light of the spread of COVID-19 infection, the university’s COVID-19 compliance policy must be at **Level II** in [10. International travel for business or private purposes by faculty, staff, students, etc.] in accordance with the following policy approximately **two months prior to the recommended travel date designated by the study abroad destination.**

- The student’s family, guarantor, and academic advisor agree to the student’s travel and study, as well as all conditions specified by the Center for International Education.
- The host institution must be accepting students. The risk level of the overseas safety information of the country/region where the student is to study must be Level 1 or lower.
- “**感染症危険レベル**” issued by MOFA of the destination country/region must be Level 1 or lower, or Level 2 or 3, and the reason must be due to a new coronavirus infection. (Note, however, that this would normally be a recommendation to stop or suspend travel unnecessarily, so be sure to manage your safety thoroughly.
- The student must understand the infection status of the destination country, infection prevention measures, local medical system in case of infection, and quarantine measures upon return.
- The destination country/region must not restrict travel from Japan, and the necessary visas must be issued to enable travel.
- Comply with quarantine measures, if any, for a certain period of time when entering the destination country
- Applicants must be enrolled in the university’s overseas travel insurance and risk management service.

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)