



## Information for Exchange Program

Contact Information	
Name of University	Tokyo Institute of Technology
Office dealing with study abroad/ exchange matter	International Student Exchange Division
Head of Office dealing with study abroad/ exchange matter	Mr. Akira AOKI E-mail: ryugaku.head@jim.titech.ac.jp Tel: +81-3-5734-3027 Fax: +81-3-5734-3677
Exchange Coordinator (Inbound to Japan)	Mr. Ryosuke IWAZAWA for YSEP E-mail: ysep@jim.titech.ac.jp Tel: +81-3-5734-7677 Fax: +81-3-5734-3677  Ms. Yumiko HORI for ACAP E-mail: ryu.kor@jim.titech.ac.jp Tel: +81-3-5734-3027 Fax: +81-3-5734-3677
Exchange Coordinator (Outbound from Japan)	Mr. Takahiro SASAKI, Ms. Sayuri SATO E-mail: hakenryugaku@jim.titech.ac.jp Tel: +81-3-5734-7645 Fax: +81-3-5734-3677
Postal Address	International Student Exchange Division Tokyo Institute of Technology 2-12-1-H-107 Ookayama, Meguro-ku, Tokyo, 152-8550, Japan
Website of University	<a href="http://www.titech.ac.jp/english/index.html">http://www.titech.ac.jp/english/index.html</a>

Requirements for Exchange Students	
Degree Level	<p>a. Undergraduate Only                      b. Postgraduate Only</p> <p>c. <u>Both</u></p> <p>remark(s):</p> <p>1) YSEP Undergraduate Students (senior) or Master Students (1st year)</p> <p>2) ACAP Undergraduate (second year or above) and Graduate level Students</p> <p>*If the undergraduate students have academic ability equivalent to the final year of a bachelor's degree, they may take graduate courses offered in English. *Some courses might impose conditions for attendance on undergraduate students, such as the completion of basic subjects.</p>
GPA Requirement & Other Academic Qualification	Not required
Language Proficiency Requirement	<p>1) YSEP Students A certificate of proficiency in English (TOEFL, TOEIC, IELTS, or other equivalent document) is required.</p> <p>2) ACAP Students Proficiency in English or Japanese is strongly recommended.</p>
Other Requirement(s) / Remark(s)	<p>&lt;YSEP&gt;</p> <p>This program is limited to about 35-40 students per year. Please note that we select students if we receive more applications than our enrollment limit.</p> <p>*For details, please refer to the following website: <a href="http://www.ryu.titech.ac.jp/~ysep/info.html">http://www.ryu.titech.ac.jp/~ysep/info.html</a></p>

Application for Exchange Programs	
Application Deadline	<p>&lt;YSEP&gt;  YSEP Focused on Research (September-August): the end of February  YSEP for Experiencing Japan:  For Autumn Semester (September-February) enrollment: the end of February  For Spring Semester (March-August) enrollment: August 15 of the previous year</p> <p>&lt;ACAP&gt;  For students applying for JASSO Scholarships:  For Admission between April and July: the end of December  For Admission between August and March: the end of February  For those not applying for JASSO Scholarships:  the 20th of the month which is more than three months (90 days) prior to the desired start date e.g.) For Admission on October 1: the 20th of June</p>
Required Application Materials	<p>&lt;YSEP&gt;  1. Tokyo Institute of Technology YSEP Application Form (YSEP Form 1)  2. A Letter of Recommendation from the Applicant's Academic Supervisor at Home University  3. Applicant's Certificate of Enrollment for JASSO Scholarship (if the student is applying for this scholarship)  4. Official Transcript indicating the Applicant's Academic Record in <u>English</u>  *Please include the guidelines of the grading system in <u>English</u>.  5. Official Test Results (TOEFL, TOEIC, IELTS, or equivalent document) are required for the applicants whose native language is not English  6. Verification of Student Status at the Applicant's Home University  7. Certificate of Eligibility Application  8. Copy of Applicant's Passport  9. Application for Tokyo Tech Student ID Card (affix the applicant's photo)  10. 3 Photos (4cm×3cm) with applicant's name on the back of each photo  11. (If the applicant's major is architecture, please submit the portfolio of his/her previous works.)</p> <p>&lt;ACAP&gt;  3.-10. as same as above (5. is strongly recommended) and  - Tokyo Institute of Technology Application Form (IES-1)  - Copy of Acceptance Letter from Applicant's prospective Academic Advisor at Tokyo Tech (Form-2)  - Verification Documents of the Applicant's Financial Status in <u>English</u> (Original)</p>
Website for Application Information	<p>&lt;YSEP&gt; Checklist and Application Form  <a href="http://www.ryu.titech.ac.jp/~ysep/checklist/index.html">http://www.ryu.titech.ac.jp/~ysep/checklist/index.html</a>  &lt;ACAP&gt;  <a href="http://www.iad.titech.ac.jp/intl_students/rs8_e">http://www.iad.titech.ac.jp/intl_students/rs8_e</a></p>

Academic Calendar		
1 <sup>st</sup> semester	Semester	from April 1 to September 30
	Orientation	As occasion demands.
	Course Start Date	April
	Course End Date	July
2 <sup>nd</sup> semester	Examination Period	from late July to early August
	Semester	from October 1 to March 31
	Orientation	As occasion demands.
	Course Start Date	October
	Course End Date	February
	Examination period	from early February to mid February

Useful Information for Exchange Students	
General Information about Tokyo Tech	<p>Tokyo Tech is a leading Japanese university in science and technology with an outstanding history since 1881. There are 10,287 students (4,861 undergraduates, 5,183 postgraduates, and 243 research students), 1,097 faculty members and 563 administrative staff members. The institute consists of six graduate schools, three undergraduate schools, four research laboratories, and several research and service centers. There are 3 campuses in Ookayama, Suzukakedai and Tamachi. About 10 percent of all students are international students.</p> <p>&lt;About Tokyo Tech&gt;  <a href="http://www.titech.ac.jp/english/about/index.html">http://www.titech.ac.jp/english/about/index.html</a>            &lt;Schools and Faculties &gt;  <a href="http://www.titech.ac.jp/english/academics/index.html">http://www.titech.ac.jp/english/academics/index.html</a>            &lt;Research Institutes&gt;  <a href="http://www.titech.ac.jp/english/laboratory/index.html">http://www.titech.ac.jp/english/laboratory/index.html</a>            &lt;Tokyo Tech STAR Search (Researcher Finder)&gt;  <a href="http://search.star.titech.ac.jp/titech-ss/lang.act?forward=search.act&amp;lang=en">http://search.star.titech.ac.jp/titech-ss/lang.act?forward=search.act&amp;lang=en</a></p>
Visa Status / Procedure to obtain a student visa	<p>International Students at Japanese universities are required to obtain a "student" visa. Obtaining "student" visa status is essential in order to apply for various kinds of assistance and scholarships for international students.</p> <p>&lt;Procedures to obtain a student visa&gt;            1) After the application, the staff of the International Student Exchange Division contacts the applicant and prepares the application for a COE (Certificate of Eligibility), which is the documentation used to obtain a visa to study in Japan.            2)The Immigration Bureau in Tokyo sends the COE to the office of Tokyo Tech.            3)The staff ofTokyo Tech sends the COE to a staff member at the partner university.            4)After the COE is handed to the applicant, the applicant are required to go to the Embassy or Consulate of Japan in their home country to obtain a student visa.</p>
Dormitory for Exchange Students	<p>For YSEP and ACAP;            After the applicant's enrollment has been formally accepted, about 1.5 months before enrollment, a staff member of the Student Support Division at Tokyo Tech will contact the exchange student by email to provide information about the dormitory at Tokyo Tech.</p> <p>&lt;Fees&gt;            20,000 JPY-45,000 JPY per month (varies by dormitory).</p> <p>e.g.) the Shofu and Umegaoka Dormitory;            -Single Type            Fee:5,900/month JPY Charge for Lodging            10,000/month JPY Maintenance Expense            plus electricity and water expenses (Dependent on usage )</p> <p>- Double Type            Fee: 5,950/month JPY Charge for Lodging            6,500/month JPY Maintenance Expense            plus electricity and water expenses (Dependent on usage)</p>
Apartment for International Students	<p>To search for a private apartment, the COOP service at Tokyo Tech is available for students after their enrollment.            Useful information will be obtainable at the COOP office.            After visiting some apartments, they can decide the one they will rent.            Tokyo Tech will be an institutional guarantor when a student rent an apartment.</p>
Orientation for Exchange Students	<p>The date and place will be notified by the staff in charge of each program in due time.            There is no charge for attending the orientation.</p>

Scholarship for Exchange Students	<p>&lt;JASSO Scholarship&gt;  Number of recipient: It depends on the number of applicants expected.  Period: 6 months - 1 year  Monthly Stipend: 80,000 JPY  &lt;General Information on Scholarships&gt;  Scholarships: <a href="http://www.jasso.go.jp/study_j/scholarships_sfsisij_e.html">http://www.jasso.go.jp/study_j/scholarships_sfsisij_e.html</a></p>
Japanese Language Classes	<p>Class Period: during each semester  Registration Period: the beginning of each semester  Fee: free  website: <a href="http://www.ryu.titech.ac.jp/english/learning/index.html">http://www.ryu.titech.ac.jp/english/learning/index.html</a></p>
Regular courses / programs taught in English	<p>&lt;Undergraduate Level&gt;  <a href="http://www.iad.titech.ac.jp/intl_students/image/docs/ACAP/Class_List_U.pdf">http://www.iad.titech.ac.jp/intl_students/image/docs/ACAP/Class_List_U.pdf</a></p> <p>&lt;Graduate Level&gt;  International Graduate Program:  <a href="http://www.gakumu.titech.ac.jp/kyoumu/guide/English23/English/index.html">http://www.gakumu.titech.ac.jp/kyoumu/guide/English23/English/index.html</a>  List of Syllabus for Graduate Courses:  <a href="http://www.gakumu.titech.ac.jp/kyoumu/graduate/time_schedule.html">http://www.gakumu.titech.ac.jp/kyoumu/graduate/time_schedule.html</a></p>
Explanation on Tokyo Tech's Credit System	<p>&lt;Explanation on Tokyo Tech's Credit System&gt;  <a href="http://www.iad.titech.ac.jp/intl_students/credit_e.html">http://www.iad.titech.ac.jp/intl_students/credit_e.html</a></p>
Academic Record	<p>The transcripts will be sent to each partner university around the end of each semester.</p>
Insurance	<p>The following 3 insurances are compulsory for international exchange students:  1) National Health Insurance: Their payment will be 30 % of the medical expense when they receive treatment at hospitals due to sickness/injuries.  *It costs about 30,000 JPY per year. The Exact cost varies by the municipal office where the International student is registered.</p> <p>&lt;YSEP students&gt;  2) Life Multi Insurance NR-Type by COOP: For general disease and accident insurance covering activities both inside and outside of the university.  3) Personal Liability Insurance by COOP: For their legal liability in respect to bodily injury caused to a third party during daily life.  *Life Multi Insurance NR-Type by COOP and Personal Liability Insurance by COOP cost 4,900 JPY in total per year.</p> <p>&lt;ACAP&gt;  2) Disaster and Accident Insurance for Students (GAKKENSAN): Benefits will be paid in case of unexpected disasters or accidents during regular curricular/extracurricular activities and while commuting.  3) Personal Liability Insurance for Students (GAKKENBAI): To identify students for personal liability provided for by law for injuries caused to a third party or properties damaged during regular curricular activities, school events and while commuting.  *Disaster and Accident Insurance for Students (GAKKENSAN) &amp; Personal Liability Insurance for Students (GAKKENBAI) cost 1,540 JPY in total per year.</p>
Other Useful Websites	<p>International Office: <a href="http://www.ipo.titech.ac.jp/english/index.html">http://www.ipo.titech.ac.jp/english/index.html</a>  Campus map: <a href="http://www.titech.ac.jp/english/about/campus/index.html">http://www.titech.ac.jp/english/about/campus/index.html</a>  Academic calendar: <a href="http://www.titech.ac.jp/english/campuslife/calendar.html">http://www.titech.ac.jp/english/campuslife/calendar.html</a>  Life in Japan: <a href="http://www.jsps.go.jp/english/e-plaza/">http://www.jsps.go.jp/english/e-plaza/</a></p>