

## 2-(2) ACAP: Academic Cooperation Agreement Program

### Application Procedures

All ACAP applicants are required to use our online application system. Paper applications are no longer acceptable.

<Online Application System> <https://form.gsic.titech.ac.jp/ryu/>

BEFORE beginning the online application process, applicants are required to find and get confirmation from a Tokyo Tech professor that he or she has agreed to become the applicant's academic advisor. Applicants will be required to provide the name of this professor when filling out the online application.

**Note:** In the Department of Architecture and Building Engineering, an academic advisor will be assigned to each applicant after a review of the applicant's CV and portfolio. Detailed instructions on the submission of these additionally required materials will be given to each relevant applicant after Tokyo Tech has received the official nomination from the applicant's home university. As for the Nomination of Students, please see below.

In the Department of Innovation Science, an academic advisor will be assigned to each applicant after a review of the applicant's CV and Study/Research Plan (free format). Detailed instructions on the submission of these additionally required materials will be given to each relevant applicant after Tokyo Tech has received the official nomination from the applicant's home university. As for the Nomination of Students, please see below.

All necessary materials should be submitted online by the applicants themselves by the appropriate deadlines below. However, the Verification Documents of the Applicant's Financial Status (in English) represent an exception to this rule: the originals of these documents should be sent by postal mail from the applicant directly to our office and not submitted online.

### Nomination of Students

ACAP applicants must be officially nominated by their home universities and Tokyo Tech must be informed of their nomination BEFORE they begin applying online.

After Tokyo Tech has received the official nomination from the applicant's home university, we will directly send each applicant a unique User Name and Password to log into the "ACAP" category of our online application.

**Note:** Please provide the email address and the faculty or department name at the home university for each nominated applicant. Please also distinguish applicants in Architecture and in Innovation Science from the others so that we can give them further instructions on the additionally required materials needed to assign them an academic advisor as noted above.

### Application Deadlines\*

In ACAP, only the applicants who expect to start their studies at Tokyo Tech in either April or September and stay for 2 quarters (1 semester) or longer are eligible to apply for a JASSO Scholarship.

Applicants who expect to start in April 2017 must submit their application materials online no later

than December 10, 2016 (Japan Standard Time).

Applicants who expect to start in September 2017 and who are also applying for a JASSO Scholarship are required to submit their application materials online no later than the end of February 2017.

Applicants who are not applying for a JASSO Scholarship must submit their application materials online by the 10th of the month which is more than three months prior to the desired start date (e.g. For admission on September 1, the deadline is May 10).

\*If there are any extenuating circumstances which prevent your students from meeting a deadline, please contact us immediately, as we might be able to extend the deadline up to one week in certain circumstances.

### **Required Application Materials**

The following documents are required for the ACAP application:

**(1) Tokyo Institute of Technology Application Form**

\* To be completed online.

**(2) Official Transcript of the Applicant's Academic Record in English (PDF)**

\* Please include the guidelines of the grading system in English.

\* Please submit transcripts from at least the last 2 years.

\* Tokyo Tech reserves the right to verify the authenticity of the applicant's transcript.

**(3) Recommendation Letter from the Applicant's Home University (Free format) (PDF)**

**(4) Verification of Student Status at the Applicant's Home University (PDF)**

\* Please certify that the applicant has student status at the home university during the period at Tokyo Tech.

**(5) Application for Tokyo Tech Student ID Card (WORD)**

\* Please refer to the attached form. This form is also on our website.

**(6) Application for Certificate of Eligibility (EXCEL)**

\* Please refer to the attached form and the example. These examples are also on our website.

**(7) Copy of the Applicant's Passport (PDF) (page(s) that verify name, nationality and photo)**

\* If the applicant does not have a passport at the time of application, a copy should be submitted by email as soon as it is issued.

**(8) Official Test Result of TOEFL, TOEIC, IELTS, or equivalent document (PDF)**

\* The submission of the above document is strongly recommended.

\* Native speakers of English are exempt from this submission requirement.

**(9) Photograph (JPEG)**

\* The file must be less than 2 MB, 350 (height) x 290 (width) pixels, JPEG format with a resolution of more than 300 dpi.

\* The photo should be in color with no background and must provide a clear, front view of the applicant's entire face.

**(10) Consent of a Tokyo Tech Professor (PDF)**

\* Please submit evidence that a Tokyo Tech professor has consented to be the applicant's academic advisor.

\* A PDF version of email correspondence with the professor is sufficient to fulfill this requirement.

**In addition to the above documents (1)-(10), which should be submitted online, the following document(s) must arrive at the International Student Exchange Division of Tokyo Tech by postal mail.**

**(11) Verification Documents of the Applicant's Financial Status in English (Original)**

\* For example, a bank statement (which verifies the exact available balance in the account (at least 80,000 JPY × the number of months the applicant will stay in Japan (e.g. for staying for 6 months: 480,000 JPY)) and the currency unit) for the applicant or the applicant's financial supporter; or a

scholarship certificate (if any).

\* Financial Status Verification is required as part of the application process for the Certificate of Eligibility (COE), which is the documentation used to obtain a visa to study in Japan.

\* These verification documents should not be submitted as early as some of the other application documents, because they will be deemed invalid for being "too old" if they are received much earlier than 3 months in advance of the applicant's enrollment date. The application process for the COE begins about 3 months prior to the applicant's enrollment date, so please submit the most recent version of these documents at this time and not much earlier.

\* If there is not an English version of these documents, please attach a certified English translation with a signature of the translator and the date of translation.

Please note that in addition to the above documents (2)-(10), which are submitted online, Tokyo Tech may request the submission of the originals of some of the documents by postal mail for screening purposes.

**★For Applicants also applying for a JASSO Scholarship:**

There is no particular application form for a JASSO Scholarship. As long as the ACAP application materials for an eligible student have been submitted by the above deadline, the student will automatically be considered for a JASSO Scholarship. For the eligibility requirements, see the "Information about the JASSO Scholarship" reference document found in this packet.

**For Applicants also applying for a JASSO Scholarship and who do NOT intend to take any courses during their exchange period:**

Students not taking courses must be highly motivated and **MUST OBTAIN THE CERTIFICATE OF RESEARCH** (the proof of achievement with regard to their research projects) at Tokyo Tech by following the necessary procedures at the end of their research period.

**Note:** Students not taking courses must be aware that if they want to be considered for a scholarship, they will have to obtain this Certificate of Research at Tokyo Tech.

Should you need further information concerning ACAP, please feel free to contact:

Mr. Kenichi SHIMOZONO: [inbound@jim.titech.ac.jp](mailto:inbound@jim.titech.ac.jp)

Information is also available from our website:

[http://www.titech.ac.jp/english/graduate\\_school/international/exchange/acap.html](http://www.titech.ac.jp/english/graduate_school/international/exchange/acap.html)