東京工業大学
Tokyo Institute of Technology

Information Sheet about Tokyo Tech

Contact Information	
Name of University	Tokyo Institute of Technology　(Tokyo Tech)
Office dealing with study abroad/ exchange matters	International Student Exchange Division
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Exchange Coordinator (Outbound from Japan)	Fuyuko YAMADA (Ms.), Ariko YANAI (Ms.) 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-S6-7 Ookayama, Meguro-ku, Tokyo, 152-8550, Japan
Website of University	http://www.titech.ac.jp/english/

Requirements for Exchange Students	
Academic Level	<YSEP> (at the time they join YSEP) YSEP Focused on Research (4 quarters: a one-year program) 　To have completed at least three years of undergraduate study but not yet completed a master's course at the partner university YSEP for Experiencing Japan (2 quarters: a half-year program) 　To have completed at least two and a half years of undergraduate study but not yet completed a master's course at the partner university <ACAP> Both undergraduate (second year or above) and graduate-level students *Both YSEP and ACAP students must have student status at their home universities during the period of participation. *If an undergraduate student has the academic ability equivalent to that of one in the final year of a bachelor's degree, he/she may take graduate courses offered in English. Some courses may have prerequisites.
GPA Requirement & Other Academic Qualification	Not required
Language Proficiency Requirement	<YSEP> Proficiency in English or Japanese is required. Official test result of TOEFL (iBT,PBT), TOEIC, IELTS (PDF). Or other official test result which will certify the applicants' English proficiency and the conversion tables between the score of the test and TOEFL, TOEIC, IELTS. <ACAP> Proficiency in English or Japanese is strongly recommended.
Other Requirement(s) / Remark(s)	<YSEP> This program is limited to about 40-50 students per year. Participants will be competitively selected by Tokyo Tech if the number of applications exceeds the number of slots available. *For details, please refer to the following website: 　http://www2.gakumu.titech.ac.jp/ysep/info.html

Application for Exchange Programs	

Application Deadline	<YSEP>
	YSEP Focused on Research (September-August Term): the end of February
	YSEP for Experiencing Japan:
	  For September-February Term: the end of February
	  For March-August Term: August 15th of the previous year
	
	<ACAP>
	For students applying for a JASSO Scholarship (The period of study must start in either April or September and last from 2 quarters (a semester) to 4 quarters (a year)):
	  For Admission in April: December 10th
	  For Admission in September: the end of February
	
	 For students NOT applying for a JASSO Scholarship (The period of study can start in any month and may last from 3 months to 1 year):
	  The 10th of the month which is more than three months prior to the desired start date (e.g. For admission on September 1st, the deadline is May 10th)

Required Application Materials <YSEP>	1. Tokyo Institute of Technology YSEP Application Form (Use YSEP Online application system)
	2. Recommendation Letter from the Applicant's academic supervisor(*) at Home University (PDF)
	  *Associate Professor or equivalent and above.
	  *Unfortunately, we cannot regard language teachers as academic supervisors.
	3. 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.
	4. Official Test Result of TOEFL (iBT,PBT), TOEIC, or IELTS (PDF file), or another official test which will certify the applicants' English proficiency and the conversion tables between the score of the test and TOEFL, TOEIC,IELTS. (PDF) (*Native speakers of English are exempt from this submission requirement.)
	5. Verification of Student Status at the Applicant's Home University (PDF)
	6. Application for Certificate of Eligibility (EXCEL)
	7. Copy of the Applicant's Passport (PDF)
	8. Application for Tokyo Tech Student ID Card (WORD)
	9. Photograph (JPEG)
	  *The file must be less than 2MB, 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. (If the applicant's major is architecture, please submit the portfolio of his/her previous work.)

Required Application Materials <ACAP>	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)
	5. Application for Tokyo Tech Student ID Card (WORD)
	6. Application for Certificate of Eligibility (EXCEL)
	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 2MB, 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 available balance in the account) for the applicant or the applicant's financial supporter; or a scholarship certificate (if any).

Website for Application Information	<YSEP> http://www2.gakumu.titech.ac.jp/ysep/index.html <ACAP> http://www.titech.ac.jp/english/graduate_school/international/exchange/acap.html

Academic Calendar (From April 2018)		
1st semester	1st Quarter: Course Period	from early April to the end of May
	1st Quarter: Examination Period	from the end of May to early June
	2nd Quarter: Course Period	from mid-June to the end of July
	2nd Quarter: Examination Period	from the end of July to early August
2nd semester	3rd Quarter: Course Period	from late September to mid-November
	3rd Quarter: Examination Period	from mid-November to late November
	4th Quarter: Course Period	from early December to the end of January
	4th Quarter: Examination Period	from the end of January to early February

Useful Information for Exchange Students	
General Information about Tokyo Tech	Established in 1881, Tokyo Tech is Japan's leading national university in science and technology. The Institute's three campuses in Ookayama, Suzukakedai and Tamachi are home to 1,150 faculty members and approximately 10,000 students (around 4,800 undergraduates, 5,100 postgraduates and 100 research students) in 6 Schools and 19 Departments. International students comprise nearly 13% of the student body. <About Tokyo Tech> http://www.titech.ac.jp/english/about/overview/index.html <Schools and Departments> http://www.titech.ac.jp/english/about/organization/index.html <Tokyo Tech STAR Search (Researcher Finder)> http://search.star.titech.ac.jp/titech-ss/index.act?lang=en
Visa Status/ Procedures to obtain a student visa	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. <Procedures to obtain a student visa> 1) After the application, the staff of the International Student Exchange Division apply for the student's COE (Certificate of Eligibility), which is documentation used for obtaining a visa to study in Japan. 2) The Immigration Bureau in Tokyo issues the COE and sends it to Tokyo Tech. 3) The staff of Tokyo Tech send the COE to a student exchange officer of the student's home university. 4) After the COE is handed to the student, he/she must use it to apply for a "student" visa at the Japanese Embassy/ Consulate in his/her home country .

Dormitory for Exchange Students	<Both YSEP and ACAP>
	Exchange students take priority when Tokyo Tech dormitories are allocated. However, we cannot guarantee each student a room, since the number of dormitory rooms is limited.
	For details:
	(YSEP) http://www2.gakumu.titech.ac.jp/ysep/manage.html#accommodation
	  YSEP Available dormitories (off-campus)
	   Shofu Ryugakusei Kaikan (about 15 minutes' walk from Aobadai station in Kanagawa prefecture)
	   Umegaoka Ryugakusei Kaikan (about 20 minutes' walk from Fujigaoka station in Kanagawa prefecture)
	   Basically,YSEP students will be assigned twin rooms with other YSEP students.
	(ACAP)
	http://www.titech.ac.jp/english/graduate_school/international/exchange/acap.html#accommodation
	
	After the applicant's enrollment has been formally accepted, about 1.5 to 1 month before enrollment, the staff of the Student Support Division contact the student by email to provide the information about our dormitory.
	
	(Fees)
	20,000 JPY-72,500 JPY per month (varies by dormitory)
	
	e.g.) Shofu/Umegaoka Dormitory:
	Admission Fee (only for students who stay for less than 5 months): 10,000 JPY
	 -Single Type

	Fee: 5,900 JPY/month (Rent) 10,000 JPY/month (Maintenance Fee) plus electricity and water expenses (Dependent on usage) - Double Type (available only for YSEP students) Fee: 5,950 JPY/month (Rent) 6,500 JPY/month (Maintenance Fee) plus electricity and water expenses (Dependent on usage) Komaba International House: Admission Fee: 32,200 JPY Rent: 32,200 JPY/month Communication and Equipment Fee: 2,700 JPY/month plus electricity and water expenses (Dependent on usage)
Apartment Information Service for International Students	After enrollment, the COOP service at Tokyo Tech provides useful information for students who seek to rent private apartments on their own. Tokyo Tech will be an institutional guarantor when a student rents an apartment.
Orientation for Exchange Students	Orientations for incoming exchange students are held regularly.
Scholarship for Exchange Students	<JASSO Scholarship> Number of recipients: depends on the number of applicants expected Period: from one semester to one year Monthly Stipend: 80,000 JPY (The monthly stipend may vary due to the JASSO allocation each financial year.) * Students who receive JASSO scholarships are required to submit a Tokyo Tech Academic Record or Certificate of Research at the end of the exchange period.
Japanese Language Classes	Course Period: each quarter Registration Period: the beginning of each quarter Website: http://js.ila.titech.ac.jp/en/Home.html
Regular Courses taught in English	<Undergraduate Level> (As of 2017-2018 AY) List of Graduate Courses Available to Undergraduate-level Exchange Students (in English) http://www.titech.ac.jp/english/graduate_school/international/exchange/pdf/Class_List_U.pdf <Graduate Level> List of Syllabus for Graduate Courses: http://www.titech.ac.jp/english/enrolled/life/graduate_timetables.html (Courses marked with ★ will be taught in English in principle.) Tokyo Tech OCW (Open Course Ware) (for detailed information on each course): http://www.ocw.titech.ac.jp/index.php?lang=EN *Due to the passenger capacity of the bus for company tour, the number of participants in the "Study on Japanese Companies and Industries I/II" course is limited. The selection of the class participants will be done in the course briefing held in the first class, on the first Wednesday of the semester. The following students have priority in participation. (ACAP students have lower priority than the students listed below.) 1. YSEP students 2. Regularly-enrolled students in Tokyo Tech's master's courses
Explanation of Credits	<Explanation of Credits> http://www.titech.ac.jp/english/enrolled/life/credit.html (For reference) <Basic Degree Requirements for degree-seeking students> http://www.titech.ac.jp/english/enrolled/procedures/degree_requirements.html
Academic Record	The record will be sent to each student's home university after the end of each semester (NOT each quarter).

Insurance	The following insurance is 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 student is registered. In addition to this: <YSEP> *Compulsory to take "2 & 3" or "4 & 5". Choose one from two options. 2) Disaster and Accident Insurance for Students (GAKKENSAI): 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 indemnify students for personal liability provided 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 (GAKKENSAI) & Personal Liability Insurance for Students (GAKKENBAI) cost 1,340 JPY in total per year. 4) Life Multi Insurance NM-Type by COOP: For general disease and accident insurance covering activities both inside and outside of the university. 5) 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 NM-Type by COOP and Personal Liability Insurance by COOP cost 5,180 JPY in total per year. <ACAP> *Compulsory 2) Disaster and Accident Insurance for Students (GAKKENSAI): 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 indemnify students for personal liability provided 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 (GAKKENSAI) & Personal Liability Insurance for Students (GAKKENBAI) cost 1,340 JPY in total per year.
Other Useful Websites	Campus Map: http://www.titech.ac.jp/english/maps/index.html Academic Calendar for the 2017-2018 Academic Year: http://www.titech.ac.jp/english/enrolled/life/schedules/2017.html Study in Japan: http://www.g-studyinjapan.jasso.go.jp/