

TOKYO INSTITUTE OF TECHNOLOGY

International Student Exchange Division

2-12-1-S6-7, Ookayama, Meguro-ku

Tokyo 152-8550 Japan



Phone: +81-3-5734-3027

Fax : +81-3-5734-3677

Email: inbound@jim.titech.ac.jp

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Dear Valued Partner University,

Tokyo Institute of Technology (Tokyo Tech) is pleased to inform you that the recruitment process for International Exchange Students for the 2022 academic year (September 2022–March 2023) has begun. Please be advised that an upcoming change to our student exchange programs will affect those applying to join the programs in academic 2022.

As mentioned in the email we sent you in January 2022, we have renewed our programs for International Exchange Students. The former YSEP (Young Scientist Exchange Program) and ACAP (Academic Cooperation Agreement Program) Research-Oriented/Course-Oriented will be reorganized as follows.

From September 2022, YSEP will be offered as a research-oriented program (Young Science and Engineering Researchers Program), and ACAP will be offered as a course-oriented program (Academic Course Access Program). This means that students who intend to conduct research activities at Tokyo Tech should select the YSEP program, while students who intend to take courses at Tokyo Tech should select the ACAP program from the fall semester of 2022.

Program information and application procedures are detailed in the attached documents. When encouraging your students to apply for these challenging and enriching exchange programs, please keep in mind that the total number of exchange students should be within the stated limit outlined in our bilateral tuition waiver agreement. For your reference, the application deadline for each program is June 3, 2022. If there are any extenuating circumstances which prevent your students from meeting the deadline, please contact us immediately, as we might be able to extend the deadline up to a week in certain circumstances.

Both YSEP and ACAP applicants must be officially nominated by their home universities, and Tokyo Tech must be informed of their nomination, BEFORE they begin the online application. After Tokyo Tech has received the official nomination from the applicant's home university, we will directly send each applicant necessary information to log in to our online application system. For each nominated applicant, please be sure to provide the applicant's name, email address, period of study at Tokyo Tech, and the name of the relevant faculty member or department at the home university.

The enclosed documents include information regarding the fall 2022 semester application. As for the 2023 academic year (April 2023–March 2024), we will send the information in November of this year.

Important Notes:

● Entry to Japan under COVID-19 Restrictions

Starting March 1, 2022, newly enrolled international students are required to apply for entry to Japan by registering in the Entrants, Returnees Follow-up System (ERFS) operated by the Ministry of Health, Labour and Welfare (MHLW). The ERFS registration procedures must be completed by the host institute (Tokyo Tech) based on the information provided by students. Details of the procedures will be notified to applicants in due course. If students need to stay at accommodation such as hotels for self-quarantine after entering Japan, they should refrain from making reservations by themselves until the detailed procedures are announced. They will be asked to secure accommodation through a travel agency designated by Tokyo Tech, as other arrangements are not allowed under our regulations. Tokyo Tech will

contact students directly with details of the procedures for entry 1 to 1.5 months prior to their enrollment.

(Reference) Ministry of Foreign Affairs of Japan website:

https://www.mofa.go.jp/ca/cp/page22e_000925.html

- Certificate of Eligibility

Tokyo Tech will apply on behalf of applicants for a Certificate of Eligibility (COE) after they complete the application procedures. There may be cases, however, where the COE application is rejected by the Immigration Services Agency of Japan. Those without a COE will not be permitted to enter Japan and will be dismissed or withdrawn from Tokyo Tech if they have already completed the enrollment procedure.

- Health Certificate for Infectious Diseases (other than COVID-19)

For the management of health and control of infectious diseases at Tokyo Tech, newly admitted international students, regardless of whether they are regular students or non-regular students, are required to submit a health certificate. We would appreciate it if applicants could submit the health certificate according to the guidance on the following website.

<https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection>

Should you have any questions, please feel free to contact our office. Thank you in advance for your kind cooperation and continued support.

Sincerely yours,



Keiko ITO (Ms.)

Head, International Student Exchange Division

Tokyo Institute of Technology (Tokyo Tech)

Enclosed Documents:

1. A Comparison Table of the YSEP and ACAP Programs
2. General Information on YSEP
3. General Information on ACAP
4. Online Application Form (Example)
5. Application for issuing student ID card
6. Application for Certificate of Eligibility
7. Application for Certificate of Eligibility (Example)
8. Information Sheet about Tokyo Tech
9. Supplementary Information Sheet about Tokyo Tech (Tuition-based Program)