



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 (Inbound to Japan)	Satoko Ariyama (Ms.) & Keiko Asahi (Ms.) Email: inbound@jim.titech.ac.jp Tel: +81-3-5734-3027 Fax: +81-3-5734-3677
Exchange Coordinator (Outbound from Japan)	Noriko Kawata (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-W8-104 Ookayama, Meguro-ku, Tokyo, 152-8550, Japan
Website of University	http://www.titech.ac.jp/english/

Requirements for Exchange Students	
Academic Level	<p><YSEP (Research-oriented program)> Those with student status at their home university, enrolled in the following programs at the time they start research at Tokyo Tech: ✓ Doctoral program ✓ Master's program ✓ Bachelor's program (at least two and a half years of study)</p> <p><ACAP (Course-oriented program)> Those with student status at their home university, enrolled in the following programs at the time they start coursework at Tokyo Tech: ✓ Doctoral program ✓ Master's program ✓ Bachelor's program (at least one year of study)</p> <p>*For 2nd- or 3rd-year undergraduate students, an official Japanese Language Proficiency Test (JLPT) result or equivalent document is required as they are supposed to take courses conducted in Japanese.</p> <p>*Both YSEP and ACAP students must have student status at their home universities during the period of participation.</p> <p>*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.</p>
GPA Requirement & Other Academic Qualification	Not required
Language Proficiency Requirement	<p><YSEP (Research-oriented program)> High-level English ability is required for conducting research and communicating with laboratory colleagues. * Submission of official test scores such as TOEFL, TOEIC, IELTS, etc. is strongly recommended.</p> <p><ACAP (Course-oriented program)> High-level English or Japanese ability is required for taking courses. * Submission of official test scores such as TOEFL, TOEIC, IELTS, etc. is strongly recommended. * An official Japanese Language Proficiency Test (JLPT) result or equivalent document is required for undergraduate program students except for those in their final year.</p>

Application for Exchange Programs	
Application Deadline	<p><YSEP> For applicants who will join YSEP from the fall semester of 2022 (starting in October 2022) Deadline: June 3, 2022</p> <p><ACAP> For ACAP, the application deadline differs depending on whether students apply for Japan Student Services (JASSO) Scholarship or not: a) Those applying for a JASSO Scholarship: - Starting their enrollment from October 2022 and lasting from 2 quarters (a semester) to 4 quarters (a year): June 3, 2022 b) Those not applying for a JASSO Scholarship: three months prior to the start of the desired quarter - Starting their enrollment from October 2022 (3rd quarter): June 3, 2022 - Starting their enrollment from December 2022 (4th quarter): August 10, 2022</p> <p>* Information about programs for Spring Semester in 2023 will be announced in November 2022.</p>
Documents necessary for application	<p>(1) Tokyo Institute of Technology application form *Necessary items (2) through (12) below are to be submitted via the online form.</p> <p>(2) Official transcript of applicant's academic record in English (PDF) *Please include the guidelines of the grading system in English. *Please submit transcripts for the last twelve months. *Tokyo Tech reserves the right to verify the authenticity of the applicant's transcript.</p> <p>(3) Recommendation letter from home university (free format) (PDF)</p> <p>(4) Verification of student status at home university (PDF) *Please certify that the applicant has student status at the home university during the period at Tokyo Tech.</p> <p>(5) Application for Tokyo Tech Student ID Card (Word) *Please refer to the attached form. This form is also on our website.</p> <p>(6) Application for Certificate of Eligibility (COE) (Excel) *Please refer to the attached form and the example. These examples are also on our website.</p> <p>(7) Copy of applicant's passport (page(s) that verify name, nationality, and photo) (PDF) *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.</p> <p>(8) Official TOEFL, TOEIC, or IELTS test result or equivalent document (PDF) *Submission of the above document is strongly recommended. *Native speakers of English are exempt from this submission requirement.</p> <p>(9) Official Japanese Language Proficiency Test (JLPT) result or equivalent document (PDF) *Required only for undergraduate students except for those in their final year</p> <p>(10) Photograph (JPEG) *The photo must be 4.5cm×3.5cm, taken within the past 6 months, upper body, full-face, no caps or hats, plain background *The file must be less than 2 MB, 350 (height) x 290 (width) pixels, JPEG format with a resolution of more than 300 dpi.</p> <p>(11) Portfolio of your previous work (Word, Excel, PDF, or text under 10240 KB) *Required only if the applicant's major is architecture</p> <p>(12) Consent of an academic supervisor at Tokyo Tech (PDF) *Please submit evidence that an academic supervisor has provided consent. *A PDF version of email correspondence with the professor is sufficient to fulfill this requirement.</p> <p>In addition to the above documents, submission of the following document(s) might be required.</p>

	<p>(13) Documents verifying your financial status in English</p> <p>Financial status verification* might be 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. You will be notified by the relevant contact person at Tokyo Tech if you are required to submit the documents.</p> <p>*For example, a bank statement (which verifies the available balance in the account) for you or your financial supporter; or a scholarship certificate (if any). If there is not an English version of these documents, you should attach a certified English translation with a signature of the translator and the date of translation.</p>
Additional Required Document	<p>• Health Certificate for Infectious Diseases (other than COVID-19)</p> <p>Students are required to submit the Health Certificate within the three-month period before their planned date of arrival in Japan.</p> <p>For details, please refer to the following website; https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection</p>
Website for Programs	https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree

Academic Calendar		
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	<p>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.</p> <p><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</p>
Visa Status/ Procedures 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><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 .</p>
Dormitory for Exchange Students	<p><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.</p> <p>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.</p> <p>(Fees) 20,000 JPY-72,500 JPY per month (varies by dormitory) There is an entrance fee depending on the dormitory.</p> <p>For more dails, please visit our webiste: https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations</p>
Apartment Information Service for International Students	<p>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.</p>
Orientation for Exchange Students	<p>Orientations for incoming exchange students are held regularly.</p>
Scholarship for Exchange Students	<p>Sponsor: Japan Student Services Organization (JASSO) Name of scholarship: Scholarship for Short-term Study in Japan Monthly stipend: JPY 80,000</p>

Japanese Language Classes	<p>Course Period: each quarter</p> <p>Registration Period: the beginning of each quarter</p> <p>Website: http://js.ila.titech.ac.jp/~web/index.html</p>
Regular Courses taught in English	<p><Undergraduate Level></p> <p>List of Graduate Courses Available to Undergraduate-level Exchange Students (in English)</p> <p>https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/course-information</p> <p><Graduate Level></p> <p>List of Syllabus for Graduate Courses:</p> <p>http://www.titech.ac.jp/english/enrolled/life/graduate_timetables.html</p> <p>(Courses marked with ★ will be taught in English in principle.)</p> <p>Tokyo Tech OCW (Open Course Ware) (for detailed information on each course):</p> <p>http://www.ocw.titech.ac.jp/index.php?lang=EN</p> <p>*Students might not be able to take courses on the list because of the capacity of the class room.</p>
Explanation of Credits	<p><Explanation of Credits></p> <p>http://www.titech.ac.jp/english/enrolled/life/credit.html</p> <p>(For reference) <Basic Degree Requirements for degree-seeking students></p> <p>http://www.titech.ac.jp/english/enrolled/procedures/degree_requirements.html</p>
Academic Record	<p>The record will be sent to each student's home university after the end of each semester (NOT each quarter).</p>
Insurance	<p>The following insurance is compulsory for international exchange students:</p> <p>1) National Health Insurance: Their payment will be 30 % of the medical expense when they receive treatment at hospitals due to sickness/injuries.</p> <p>*It costs about 30,000 JPY per year. The exact cost varies by the municipal office where the student is registered.</p> <p>In addition to this:</p> <p>2-1) 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.</p> <p>2-2) 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.</p> <p>*Disaster and Accident Insurance for Students (GAKKENSAL) & Personal Liability Insurance for Students (GAKKENBAI) cost 1,340 JPY in total per year.</p> <p>3) Additional "Comprehensive Insurance for Students' Lives" coupled with GAKKENSAL (students who enroll in GAKKENSAL is eligible to join) covers indemnity liability, injury and illness on and off campus and coverage for out-of-pocket medical expenses. It costs 8,060 JPY for 6 months.</p>
Other Useful Websites	<p>Campus Map: http://www.titech.ac.jp/english/maps/index.html</p> <p>Academic Calendar for the 2022-2023 Academic Year:</p> <p>https://www.titech.ac.jp/english/enrolled/life/schedules/</p> <p>Study in Japan: https://www.studyinJapan.go.jp/en/</p>