

## Supplementary Information Sheet about Tokyo Tech (Tuition-based Program)

For partner universities with students who are interested in study at Tokyo Tech but whose numbers exceed the "Number of Exchange Students" specified by our tuition-waiver agreement, Tokyo Tech offers an alternative, tuition-based inbound mobility program. Such students may apply independently to the Institute. If accepted, they may do research (taking courses is optional, but only taking courses is unacceptable.) with student status and study conditions similar to participants in the exchange programs (ACAP/YSEP) covered by the tuition waiver.

Admission (program) category: "International Exchange Student (Other Participants)" (tuition-based program)

Contact Information	
Office Name	International Student Exchange Division
Head of Office	Keiko Ito (Ms.) Email: ryugaku.head@jim.titech.ac.jp Tel: +81-3-5734-3027 Fax: +81-3-5734-3677
Coordinator	Mayuko Fujibayashi (Ms.) Email: inbound@jim.titech.ac.jp Tel: +81-3-5734-3027 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
Program Webpage	<a href="https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/other">https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/other</a>

Overview	
Admission (Program) Category	"International Exchange Student (Other Participants)" (tuition-based program)  This program admits undergraduate (second year or above) and graduate-level students from partner universities as "International Exchange Students (Other participants)," provided they pay tuition and fees to Tokyo Tech.
Special Features of the Program	Each exchange student will be affiliated with the laboratory of a Tokyo Tech faculty member, who serves as their academic supervisor. The program offers various possibilities for study and research at the Institute: students may conduct research under the guidance of their academic supervisor, or if their study plan is research, they may engage in both research and coursework (they may take courses and receive an Academic Record.).  Note: Undergraduate-level students who are in the final year of a bachelor's degree program or possess this academic equivalency may enroll in graduate courses offered in English. Most courses at Tokyo Tech have prerequisites for enrollment.
Study / Research Period	From one month to one year. Students can flexibly plan their study period.
Tuition and Fees	Application Fee: JPY 9,800 (Students need to pay when they apply via the online application.) Enrollment Fee: JPY 84,600 (Students need to pay after they arrive in Japan.) Tuition: JPY 29,700/month (Students need to pay after they arrive in Japan.)

Eligibility Requirements	
Main Requirement	Applicants must independently contact and identify a Tokyo Tech faculty member who is willing to host them and serve as their academic supervisor. Verification of a host faculty member's agreement to host the applicant is required as part of the student's application to Tokyo Tech.
Academic Level	At the time of participation, students must be enrolled in their second year or above of undergraduate study or be a graduate student. *Students must retain student status at their home universities during the period of participation.
Language Proficiency	Proficiency in English is required. Submission of an official test score report from TOEFL, TOEIC, IELTS, or an equivalent document (PDF) is strongly recommended.

Application Procedure	
Application Deadline	<p>Students may begin their program at Tokyo Tech in any month and stay for a period of up to 1 year.</p> <p>Applicants must submit their online application by the 10th of the month that is more than three months prior to the first day of the month in which they intend to enroll at Tokyo Tech (e.g., for a start date of September 1st, the deadline is May 10th).</p>
Required Student Application Materials	<ol style="list-style-type: none"> <li>Tokyo Institute of Technology Application Form *To be completed online by the applicant.</li> <li>Official Transcript of the applicant's Academic Record in <u>English</u> (PDF) *Include the guidelines of the grading system in English. *Submit transcripts from at least the last 2 years. *Tokyo Tech reserves the right to verify the authenticity of transcripts.</li> <li>Recommendation Letter from the Applicant's Home University (Free format) (PDF)</li> <li>Verification of Student Status at the Applicant's Home University (PDF) This document must clarify that the applicant has student status at the home university during the period of their enrollment at Tokyo Tech</li> <li>Application for Tokyo Tech Student ID Card (WORD)</li> <li>Application for Certificate of Eligibility (EXCEL)</li> <li>Photocopy of the Applicant's Passport (PDF) (page(s) that verifies the student's name, nationality and photo) *If the applicant cannot obtain a passport before filling an application with Tokyo Tech, a copy of the passport must be submitted to the International Student Exchange Division via email as soon as it is issued.</li> <li>Official Test score report from TOEFL, TOEIC, IELTS, or equivalent document (PDF) *Submission of official test scores is strongly recommended. *Native speakers of English do not need to submit test scores.</li> <li>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.</li> <li>Copy of the "Result" (payment verification) page from the online payment website(*) for the application fee *<a href="https://e-shiharai.net/english/?schoolcode=OPU0101600000000">https://e-shiharai.net/english/?schoolcode=OPU0101600000000</a></li> <li>Copy of email correspondence confirming a Tokyo Tech faculty member's willingness to accept the applicant (PDF) *A PDF version of email correspondence between the applicant and the intended host faculty member is sufficient to fulfill this requirement.</li> </ol> <p><b>In addition to documents 1.-11. above, which should be submitted online, the following document(s) might be required to submit.</b></p> <ol style="list-style-type: none"> <li>Documents verifying your financial status in English 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. *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.</li> </ol>
Required Additional Document	<p>Health Certificate</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;  <a href="https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection">https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection</a> </p>

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 those considering the Tuition-based Program	
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>&lt;About Tokyo Tech&gt;  <a href="http://www.titech.ac.jp/english/about/overview/index.html">http://www.titech.ac.jp/english/about/overview/index.html</a>          &lt;Schools and Departments&gt;  <a href="http://www.titech.ac.jp/english/about/organization/index.html">http://www.titech.ac.jp/english/about/organization/index.html</a>          &lt;Tokyo Tech STAR Search (Researcher Finder)&gt;  <a href="http://search.star.titech.ac.jp/titech-ss/index.act?lang=en">http://search.star.titech.ac.jp/titech-ss/index.act?lang=en</a></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 for international students.</p> <p>&lt;Procedures for the student visa&gt;          1) After the application for admission to Tokyo Tech has been approved, the staff of the International Student Exchange Division will apply for the accepted student's COE (Certificate of Eligibility), which is documentation used to obtain a visa to study in Japan.          2) The Immigration Bureau in Tokyo will issue the COE and send it to Tokyo Tech.          3) The staff of Tokyo Tech will send the COE directly to the student.          4) After receiving the COE, the student must submit it as part of their application for a "student" visa through the Japanese Embassy/ Consulate in their home country or country of residence.</p>
Dormitory	<p>Generally, exchange students participating in the tuition-based program receive lower priority for student housing, but students will be placed on the housing waiting list through the International Student Exchange Division. Students will be notified of the result around 4 to 6 weeks before their Tokyo Tech start date. However, as room availability is limited, incoming students are advised to prepare a possible alternate housing plan.</p> <p>Reference:          Tokyo Tech Housing Support  <a href="http://www.iad.titech.ac.jp/housing/en/">http://www.iad.titech.ac.jp/housing/en/</a></p>
Orientation	<p>Orientations for incoming students are held regularly offline or online.</p>
Scholarship	<p>Participants in this program are not eligible for JASSO scholarships, and no other scholarships are available.</p>
Japanese Language Classes	<p>Course Period: Each quarter          Registration Period: The beginning of each quarter          Website: <a href="http://js.ila.titech.ac.jp/~web/index.html">http://js.ila.titech.ac.jp/~web/index.html</a></p>
Regular Courses taught in English	<p>&lt;Undergraduate Level&gt;          List of Graduate Courses available to Undergraduate-level Exchange Students (in English)  <a href="https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/course-information">https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/course-information</a></p> <p>&lt;Graduate Level&gt;          List of Syllabus for Graduate Courses:  <a href="http://www.titech.ac.jp/english/enrolled/life/graduate_timetables.html">http://www.titech.ac.jp/english/enrolled/life/graduate_timetables.html</a>          (Courses marked with ★ will be taught, in principle, in English.)          Tokyo Tech OCW (Open Course Ware) (for detailed information on each course):  <a href="http://www.ocw.titech.ac.jp/index.php?lang=EN">http://www.ocw.titech.ac.jp/index.php?lang=EN</a></p> <p>*Students might not be able to take courses on the list because of the capacity of the class room.</p>

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Explanation of Credits	<p>&lt;Explanation of Credits&gt;  <a href="http://www.titech.ac.jp/english/enrolled/life/credit.html">http://www.titech.ac.jp/english/enrolled/life/credit.html</a></p> <p>(For reference) &lt;Basic Degree Requirements for degree-seeking students&gt;  <a href="http://www.titech.ac.jp/english/enrolled/procedures/degree_requirements.html">http://www.titech.ac.jp/english/enrolled/procedures/degree_requirements.html</a></p>
Academic Record	<p>Tokyo Tech will issue each student's Academic Record after the end of the semester, and send it directly to the student. Records will not be issued on a quarterly basis.</p>
Insurance	<p>The following insurances are required for International Exchange Students:</p> <p>1) National Health Insurance:  Those enrolled in this insurance will be covered for 70 % of incurred medical expenses for treatment at hospitals due to sickness/injuries. (The individual must pay the other 30%.)  *The premium is about JPY 30,000 per year. The exact amount varies according to the municipality where the student is registered.</p> <p>2) Disaster and Accident Insurance for Students (GAKKENSAL):  Benefits will be paid in case of unexpected disasters or accidents during regular curricular/extracurricular activities and while commuting.</p> <p>3) Personal Liability Insurance for Students (GAKKENBAL):  This insurance indemnifies students for personal liability provided by law for injuries caused to a third party or property damaged during regular curricular activities and school events, and while commuting.</p> <p>*The annual premium for both Disaster and Accident Insurance for Students (GAKKENSAL) &amp; Personal Liability Insurance for Students (GAKKENBAL) is JPY 1,340 in total.</p>
Other Useful Webpages	<p>Campus Map: <a href="http://www.titech.ac.jp/english/maps/index.html">http://www.titech.ac.jp/english/maps/index.html</a>  Academic Calendar for the 2022-2023 Academic Year (as of April 2022):  <a href="https://www.titech.ac.jp/english/enrolled/life/schedules/">https://www.titech.ac.jp/english/enrolled/life/schedules/</a>  Study in Japan: <a href="https://www.studyinjapan.go.jp/en/">https://www.studyinjapan.go.jp/en/</a></p>