

Notes on Request for Transfer Credit Approval

1. To apply for transfer credits, the following procedures must have completed before starting your study abroad program.
 - Transfer of credits earned from university-wide Student Exchange Program (USTEP), Inter-department Student Exchange Program, summer/winter program at overseas universities, or other Short-Term Program: Submission of Request for Approval to Study Abroad
 - Transfer of credits earned from studying abroad during a leave of absence: Submission of Request for Leave of Absence
 - Transfer of credits earned through online courses offered by foreign universities: Submission of Request for Approval to Study Abroad Online
2. Concerning the courses that may be replaced and the maximum number of transferable credits, thoroughly check the applicable clauses in the “College of Arts and Sciences Undergraduate Student Handbook II” issued in the year of your matriculation to the Senior Division. You cannot have credit transferred toward any home credits for courses you have completed before studying abroad.
3. Credit transfer applications may be accepted once per period of study abroad.
4. The application period will be set twice a year: May and November. There is no designated timing for the application. You may apply in either May or November after returning to UTokyo at your convenience during your enrolment.
5. As indicated in the student handbook, credit transfer will be approved based upon evaluation and screening by the relevant faculty committees. The credit transfer you apply for will not always be approved.
6. Download the Excel forms “Request for Transfer Credit Approval” and “Sample Format for Course Description” from the website and fill out the required fields.
7. Prepare the required documents according to the instructions below.
 - “Request for Transfer Credit Approval” form
 - Academic Transcript (electronic official transcript issued by the host university)
 - Materials on the classes you have taken while studying abroad (For each course separately, PDF files of the timetable, syllabus, student handbook, etc., issued by the host university)

- Course descriptions (Make a report for each course separately)

① Name the submission files as follows:

“00-1Request for Transfer Credit Approval from (your name)” --- **Excel File** (do not save as PDF file)

“00-2Academic Transcript (your name)” --- electronic official transcript (If there is a description on the reverse side, the reverse side should also be scanned.)

“01-1 (course title) Course description” --- Make a report for each course separately, as itemized in the attached sample (Word File)

“01-2 (course title) Materials” --- Materials showing class contents, class hours, class duration, etc. (PDF file of the timetable, syllabus, student handbook, etc. *We **ONLY** accept ones issued by the host university.)

“02-1 (course title) Course description” --- Make a report for each course separately, as itemized in the attached sample (Word File)

“02-2 (course title) Materials” --- Materials showing class contents, class hours, class duration, etc. (PDF file of the timetable, syllabus, student handbook, etc. *We **ONLY** accept ones issued by the host university.)

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***Please ensure that materials for each course include the class hours, class duration, course schedule, and other details as outlined in your course description before submission. Failure to provide this information or any inconsistency between the submitted materials and the course description may result in your request being declined.**

② Compress the above files **(in a zip file)**.

③ Please name the file “Request for Transfer Credit Approval (your name)”.

8. The Application Process

There are two steps in the application process. Please follow the instructions for each step.

STEP 1 — Upload the Required Documents

Please upload the required documents by the **deadline: October 23**.

We strongly recommend submitting the documents **well before the deadline**.

Upload link for the zip file

https://univtokyo.sharepoint.com/:f/t/Teams.peak-gpeak.c/lgBtvRD1X0_iRlCP-b7oYVFRAWJ__8wntGycbXKVi-NOFU

The PEAK/GPEAK Section will review the submitted documents, and If there are no issues or missing documents, we will inform you to proceed to **Step 2**.

STEP 2 — Obtain Approval from the Program Director

Step 2 deadline: November 2

Submit the complete set of documents to the **Program Director** and obtain their approval to submit the application to the Dean. Please send the PDF file or forward the relevant email to the following address stated in No. 10 by **the deadline: November 2, 2026**

Important: The Program Director's approval at this stage is approval to submit the application to the Dean; it does not mean that the transfer of credits has been approved.

(Attention!)

-If any changes are made to the application form based on the Program Director's instructions, please **upload the complete set of application documents again by the deadline**. In addition, please email the PEAK/GPEAK Section with an explanation of the changes you have made.

9. The results will be informed in or about middle of January 2027. The notification will be sent via email to each applicant after the grade processing has been completed.

10. Contact Information / Inquiries

PEAK/GPEAK Section

peak.admin.c@gs.mail.u-tokyo.ac.jp