Notes on Request for Transfer Credit Approval

Please be noted of the following points when submitting an application form "Request for Credit Transfer Approval" so that credits earned at the host university, as well as credits earned through online courses offered by foreign universities may be certified as home credits required for graduation from the College of Arts and Sciences.

1, To apply for transfer credits, the following procedures must be completed prior to travel and registration.

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 the transferable credits, thoroughly check the applicable clauses in the "College of Arts and Sciences Undergraduate Student Handbook II" issued at the year of matriculation to the Senior Division. You cannot have credits transferred toward any home credits for courses you have completed before studying abroad.

3. Upon applying for credit transfer, please consult with your Program Director before studying abroad and review your study plan carefully.

4. Application for credit transfer may be accepted once per one period of study abroad.

5. The application period will be set twice a year (May and November (tentative)). Make sure to check the notifications which will be posted on the website for Senior Division students.

6. As indicated in the student handbook, credit transfer will be approved based upon evaluation and screening by the relevant committees of the university. Credit transfer you apply for will not always be approved.

7. Download the Excel form of "Request for Transfer Credit Approval" and "Sample Format for Course Description" from the website, fill out the required fields.

8. After you create the application form, please check its contents with the attached documents by e-mail, etc. to your Program Director to get his approval. After that, please upload the file to prescribed URL by the following procedure within the designated period.

　①Name the submission files as follows:

　　"00-1Request for Transfer Credit Approval from (your name)" --- Excel File

　　"00-2Academic Transcript (your name)" --- electronic official transcript

　　"00-3Program Director Approval (your name)" --- e-mail showing the Program Director's

approval (PDF)

"01-1 (course title) Course description" --- Make a report for each course separately as itemized in the attached sample

"01-2 (course title) Materials" --- Materials showing class contents, class hours, class duration, etc. (PDF file of the timetable, syllabus, student handbook etc. issued by the host university)

"02-1 (course title) Course description" --- Make a report for each course separately as itemized in the attached sample

"02-2 (course title) Materials" --- Materials showing class contents, class hours, class duration, etc. (PDF file of the timetable, syllabus, student handbook etc. issued by the host university)

・・・The same hereinafter.

②Compress the above files (in a zip file). Please name the file "Request for Transfer Credit Approval (your name)".

③Upload the zip file to the following URL:

https://webfs.adm.u-tokyo.ac.jp/public/pX4cw4oIXj_BpcZ7OsQoPSeiO9SIm2wTNPrWvI-HJunP

④If you do not receive the confirmation email from PEAK section for more than one week after uploading, please email this address: peak.admin.c[at]gs.mail.u-tokyo.ac.jp

9. The transferred credits will be shown on your academic record through the UTAS from mid-July (tentative). The notification will be sent via email to each applicant.

Required documents

- "Request for Transfer Credit Approval" from

- Academic Transcript (electronic official transcript issued by the host university)

- Program Director's Approval

- 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)