

Notes on Request for Transfer Credit Approval

Please note the following points about the application process, 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.

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.

1. To apply for transfer credits, the following procedures must be completed before 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 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. **Credits earned during the exchange program cannot be transferred toward home university credits for courses completed before studying abroad or for courses outside the College of Arts and Sciences.**

3. Consult your Program Director and carefully review your study plan well before studying abroad.

4. **Credit transfer applications may be accepted once per period of study abroad.**

5. Application periods are set twice a year: May and November (tentative). **Make sure to check the notifications scheduled to be posted on the website for Senior Division students.** The deadlines for submitting application documents must be strictly observed. **Any submissions received after the deadline cannot be accepted.**

6. As indicated in the student handbook, credit transfer will be approved based upon evaluation and screening by the relevant faculty committees. The credit transfer will not

always be approved.

7. Download the Excel forms “Request for Transfer Credit Approval” and “Sample Format for Course Description” from the website and fill out the required fields.
8. After completing the application form, send the application documents to your Program Director to request a document review and seek approval for your application by email, etc. (In this case, the approval from the Program Director does not mean that the credit transfer has been approved itself.) After that, upload the file to the prescribed URL by the deadline.

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 (If there is a description on the reverse side, the reverse side should also be scanned.)

“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 (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.**

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://univtokyo.sharepoint.com/:f/t/Teams.peak-gpeak.c/IgBveI6JEiJKQLxRLGRZ4Ij7Aa9U5XSstuwgsLmybQoC5qw>

④If you do not receive the confirmation email from the PEAK section for more than one week after uploading the application form, please email this address:

[peak.admin.c\[at\]gs.mail.u-tokyo.ac.jp](mailto:peak.admin.c[at]gs.mail.u-tokyo.ac.jp)

9. The results will be informed in mid-July for May applications or mid-January for November applications(tentative). The transferred credits will be displayed on your academic record through UTAS. The transfer results will be announced via email to each applicant.

Required documents

- “Request for Transfer Credit Approval” form
- Academic Transcript (electronic official transcript issued by the host university)
- Program Director’s Approval
- Course Materials (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)