

[For students who have returned Japan from study abroad due to COVID-19]

Please take the following into consideration when preparing your application.

**【In case that all the courses you are applying for were conducted as originally scheduled at the host university before you returned Japan.】**

Please follow the example and write the schedule of each class in the “Course Description” so that the end date is clear. Also please attach a syllabus, class schedule, or other materials that show the dates of classes.

**【In case that you are applying for a course that changed the schedule or conducted online in the middle of the course, or a course that was continued after your return to Japan.】**

- Please fill in the actual course hours in the "Course hours" column on the form.

e.g.: One 120minute class per week×8 weeks (in-person) + One 90minute class per week×5 weeks (online)

- Please write “Course Description” as follows:

In the "(3) Course Semester, Date and Period" field, please fill in the original class schedule and the actual date and period.

e.g.: (Original schedule) Autumn Semester 2019, Thursday 18:00 – 20:00 (12 times in total)

(Actual date and period) Autumn Semester 2019, Thursday 18:00 – 20:00 (8 times in total through March 5)

Five 90minute online classes (March 19 - April 16)

In the “(5) Course Schedule” field, please describe specifically for each class date how long in-person classes were offered and when online classes were offered, and how the online classes were conducted. Also please be sure to attach documents showing the original schedule of classes and the duration of the online classes (the end date of the classes). (e.g., syllabus, class timetable, a copy of the email from the host university regarding the online classes, etc.)

\*Request for a 2 credit course is based on class hours at the UTokyo (105 minutes x 13 classes = 1365 minutes). However, this does not mean that applications will be disapproved across the board if the total number of class hours does not meet the criteria due to the interruption of classes or the return to Japan in the middle of your study abroad due to COVID-19. Please prepare documents that clearly show the details of online classes and assignments conducted as an alternative to regular classes, and consult with your Program Director on whether it is appropriate to apply for transfer credit based on what you have learned in the courses you studied abroad.