

【Supplementary Notes】

To Students Enrolled in the College of Arts and Sciences / Graduate School of Arts and Sciences

AY2014 The University of Tokyo University-wide Student Exchange Program (USTEP) for AY2015-2016 (Additional Call for Applicants)

If you are interested in participating in the program, please make sure to submit the necessary application items by the deadline.

【Application Documents】

GO Global website:

<http://www.u-tokyo.ac.jp/ja/administration/go-global/program/exchange-en.html>

You may download the necessary documents from the above link.

【Application Deadline】

No later than 16:30 on Friday, January 23, 2015

【Submit Application to】

- For items to be submitted on paper-based:
 - International Student Section, Academic Affairs Division (Administration Bldg. 1F)
- For items to be submitted by e-mail:
 - ryugakusei-g@adm.c.u-tokyo.ac.jp

【Contact Information】

- ① For inquiries regarding the program details:
International Center Komaba Office (21 KOMCEE West B1F)
E-mail: ickomaba@global.c.u-tokyo.ac.jp
- ② For inquiries regarding the application procedures:
International Student Section, Academic Affairs Division
E-mail: ryugakusei-g@adm.c.u-tokyo.ac.jp
- ③ For inquiries regarding the academic matters:
Office of your faculty/college/graduate school enrolled at the time of study abroad
Office list of each faculty/college/graduate school
<http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html>

【Important Notes】

- Please read the Application Guidelines carefully to prepare your application documents correctly.
- In order to receive necessary information regarding academic issues while studying abroad, please visit the department/faculty with which you will be affiliated during your study-abroad period. Ask the designated coordinator for your department/faculty for his/her signature and/or seal on your application form.
 - ※ The 2nd year students must visit the department/faculty with which they will be affiliated from their 3rd year.
- When filling out the Grading Coefficient Calculation Table, please use your Academic Transcript, or Academic Record which is issued from the Automatic Issuing Machine on the first floor of the Administration Building. (The Grade Report available on the U-Task website cannot be used for this purpose.)
- As written at the bottom of each page of the application form, please do not modify the form layout. (e.g. adjust margins, insert rows or pages etc.)
- Please prepare all documents on A4 size paper (single-side printing), clip them together, and submit. Do not staple.
- Before applying, please check the details, such as language requirements, courses that exchange students are not allowed to take, etc. on the form entitled 「協定校基本情報一覧」 (Basic Information on Partner Universities).
- **Applications will not be accepted unless the language proficiency levels required by the partner universities or UTokyo have been met before the application deadline.**
- Regarding a document certify your ability in the language used for study/research at the partner university, such as TOEFL scores, etc., please read “9. Application documents (Notes on language proficiency)” carefully before apply.