- YFR Research Project   O   = 3
  (Individual research
  project, including
  presentation)
- Topics on Japan
- Fieldwork Skills Course
- Study on Japanese
  Companies and Industries

YSEP for Experiencing Japan

			Study and research under the guidance of an academic advisor Students may also enroll in courses with the permission of the course instructor and their academic advisor. (Students who are in the final year of a Bachelor's degree program or possess this academic equivalency may enroll in graduate courses offered in English.[2] Course offerings will be published in March 2016.)
	• YEJ Research Project (Individual research project, including presentation) • Topics on Japan • Fieldwork Skills Course	Study and research under the guidance of an academic advisor Students may also enroll in courses with the permission of the course instructor and their academic advisor.	

	• Study on Japanese Companies and Industries Students may also enroll in courses with the permission of the course instructor and their academic advisor. Elective subjects from the International Graduate Program, and Japanese Language Courses[2]		
Language Ability	Fluent speakers of English or Japanese. Official test result of TOEFL, TOEIC, IELTS. Or other official test and the conversion tables between the score of the test and TOEFL, TOEIC, IELTS.	Fluent speakers of English or Japanese. It is strongly recommended that the official test score (TOEFL, TOEIC, IELTS or other equivalent document) is provided.	Fluent speakers of English or Japanese. It is strongly recommended that the official test score (TOEFL, TOEIC, IELTS or other equivalent document) is provided.
JASSO Scholarship[3]	Eligible	1) Eligible for applications submitted online by the designated deadlines. 2) Ineligible for applications submitted online after the designated deadlines.	1) Eligible for applications submitted online by the designated deadlines. 2) Ineligible for applications submitted online after the designated deadlines.

1   Both YSEP and ACAP students must have student status at their home universities during the period of participation.

2   Some courses may have prerequisites which must be met before permission to enroll in the course is granted.

3   JASSO determines awards according to its criteria.

2-(1) Tokyo Tech YSEP (Young Scientist Exchange Program)

	YSEP Focused on Research (YFR)	YSEP Experiencing Japan (YEJ)
Admission Qualifications	Applicants must have completed at least three years of undergraduate study, but not yet completed a master's course at a Tokyo Tech partner university (*1)	Applicants must have completed at least two and a half years of undergraduate study but not yet completed a master's course at a Tokyo Tech partner university (*1)
Period of Study	**One Academic Year (4 quarters)** Mid-September to the following August *Period cannot be extended.	**One Academic Semester (2 quarters)** Spring: March - August **OR** Autumn: September - February *Period cannot be extended.
Courses Offered	**Compulsory Subjects** (17 credits) -YFR Research Project (6 credits /semester*) -Topics on Japan (1 credit /semester*) -Fieldwork Skills Course (1 credit /year) -Study on Japanese Companies and Industries (1 credit/semester*) *Students will take these courses for two semesters.	**Compulsory Subjects** (7 credits) -YEJ Research Project (4 credits) -Topics on Japan (1 credit) -Fieldwork Skills Course (1 credit) -Study on Japanese Companies and Industries (1 credit)
	Students can take elective subjects in the International Graduate Program (courses in English; 2 credits per course) (*2), and/or Japanese Language courses (1 credit per course).	
English Proficiency	(Required document) Official Test Score of TOEFL (iBT, PBT), TOEIC, or IELTS (PDF). Or other official test score which will certify the applicants' English proficiency <u>and</u> the conversion tables between this test score and TOEFL, TOEIC, or IELTS. *Native speakers of English are exempt from this requirement.	
Scholarship	JASSO Scholarship (*3) Monthly Stipend: 80,000 JPY	
Application Deadline (*4)	the end of February	Autumn Semester: the end of February Spring Semester: August 15 (of the previous year)
Capacity	25 students	15 students per semester
Website	http://www.titech.ac.jp/english/graduate_school/international/exchange/ysep.html (program website) https://form.gsic.titech.ac.jp/ryu/ (YSEP online application system)	

(*1) YSEP participants must have student status at their home university during their period of study at Tokyo Tech.
(*2) Some courses may have prerequisite course requirements and attendance policies for undergraduate students.

(*3) JASSO determines awards according to its own criteria. Allocation of JASSO Scholarship funding is limited.

(*4) All application forms and related documents should be submitted through the YSEP online application system. (https://form.gsic.titech.ac.jp/ryu/) Only nominated students from our partner universities are able to use this system. We will send a unique ID and password to access the YSEP online application system to nominated students only.

Tokyo Tech YSEP (Young Scientist Exchange Program)

YSEP will accept approximately 40 to 50 students in total from Tokyo Tech partner universities which have established a student exchange agreement with our institute. There are 2 types of programs in YSEP: YSEP Focused on Research (**YFR**, a one-year program) and YSEP for Experiencing Japan (**YEJ**, a six-month program).

YFR runs from September 2016 to August 2017.

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(1) Tokyo Institute of Technology YSEP Application Form
   (Use YSEP online application system)
(2) Recommendation Letter(s) from the Applicant's academic supervisor(*) at Home University (PDF)
   *Associate Professor or equivalent and above.
   *Unfortunately, we cannot regard language teachers as academic supervisors.
(3) Official Transcript showing Academic Records in English (PDF)
   *Please include the guidelines of the grading system in English and submit transcripts for at least the previous academic year.
(4) Official Test Results (TOEFL (iBT, PBT, ITP), TOEIC, IELTS) (PDF)
   Or other official test which will certify the applicant's' English proficiency and
   The Conversion tables between the score of the test and TOEFL, TOEIC, IELTS.
   *Native speakers of English are exempt from this requirement.
(5) Verification of the Student Status at the Applicant's Home University (PDF)
(6) Certificate of Eligibility Application (EXCEL)
   -----*Please download the form at http://www.ryu.titech.ac.jp/~ysep/apply.html
(7) Copy of Applicant's Passport (PDF)
   *If the applicant does not have a passport at the time of application, please submit a copy immediately upon receipt of the admission result from Tokyo Tech.
(8) Application for Tokyo Tech Student ID Card (affix the applicant's photo to this form) (WORD)
   -----*Please download the form from at http://www.ryu.titech.ac.jp/~ysep/apply.html
(9) Photograph (JPEG)
   *4.5 ×3.5 , taken within the past 6 months, upper body, full-faced, no caps or hats with plain background.
   *The file must be less than 2MB, 350 (height) X 290 (width) pixels, JPEG format with a resolution of more than 300 dpi.
(10) If the applicant's major is Architecture, please submit a portfolio of his/her previous work.

The final decision on admission:

Due to the limited number of dormitory rooms and/or other circumstances, Tokyo Tech may not be able to accept all candidates. The final admission decision will be reported by the end of April for YFR, by the end of April for the YEJ Autumn Semester (starting in September), and by the end of October for the YEJ Spring Semester (starting in March).

Please note that even after receiving the final admission decision, there is still a possibility that candidate will not be accepted if a suitable professor at Tokyo Tech cannot be found. In the YSEP, the supervisor will be assigned by the program's administrative office, and applicants need not contact professors themselves.

Regarding JASSO Scholarship recipients:

Tokyo Tech will notify recipients as follows:
- For YFR, Tokyo Tech will notify all applicants as to whether or not the applicant is officially named as a scholarship recipient by the end of May.
- For YEJ Autumn Semester (starting in September), Tokyo Tech will notify all applicants as to whether or not the applicant is officially named as a scholarship recipient by the end of May.
- For YEJ Spring Semester (starting in March), Tokyo Tech will notify all applicants as to whether or not the applicant is officially named as a scholarship recipient by the end of

November.

Note:
Regarding students applying for a JASSO scholarship who receive other funding or scholarships, unlike JASSO, some scholarship foundations do not allow their recipients to receive a stipend from another scholarship foundation (double funding). We would appreciate it if you could help your students confirm that the receipt of a JASSO scholarship will not jeopardize funding which your students already receive from another scholarship foundation.

For further information regarding YSEP:
Please feel free to contact the YSEP advisors.

Associate Professor SATO, Yuriko (Dr.): yusato@ryu.titech.ac.jp,

Associate Professor HOPE, Tom (Dr.): tomhope@ryu.titech.ac.jp,

International Student Exchange Division TATE, Kanako (Ms.): application2ysep@jim.titech.ac.jp

2-(2) ACAP: Academic Cooperation Agreement Program

Application Procedures

All ACAP applicants are required to use our online application system. Paper applications are no longer acceptable.

<Online Application System> https://form.gsic.titech.ac.jp/ryu/

BEFORE beginning the online application process, applicants are required to find and get confirmation from a Tokyo Tech professor that he or she has agreed to become the applicant's academic advisor. Applicants will be required to provide the name of this professor when filling out the online application.

Note: In the Department of Architecture and Building Engineering, an academic advisor will be assigned to each applicant after a review of the applicant's CV and portfolio. Detailed instructions on the submission of these additionally required materials will be given to each relevant applicant after Tokyo Tech has received the official nomination from the applicant's home university. As for the Nomination of Students, please see below.

In the Department of Innovation Science, an academic advisor will be assigned to each applicant after a review of the applicant's CV and Study/Research Plan (free format). Detailed instructions on the submission of these additionally required materials will be given to each relevant applicant after Tokyo Tech has received the official nomination from the applicant's home university. As for the Nomination of Students, please see below.

All necessary materials should be submitted online by the applicants themselves by the appropriate deadlines below. However, the Verification Documents of the Applicant's Financial Status (in English) represent an exception to this rule: the originals of these documents should be sent by postal mail from the applicant directly to our office and not submitted online.

Nomination of Students

ACAP applicants must be officially nominated by their home universities and Tokyo Tech must be informed of their nomination BEFORE they begin applying online.

After Tokyo Tech has received the official nomination from the applicant's home university, we will directly send each applicant a unique User Name and Password to log into the "ACAP" category of our online application.

Note: Please provide the email address and the faculty or department name at the home university for each nominated applicant. Please also distinguish applicants in Architecture and in Innovation Science from the others so that we can give them further instructions on the additionally required materials needed to assign them an academic advisor as noted above.

Application Deadlines*

In ACAP, only the applicants who expect to start their studies at Tokyo Tech in either April or September and stay for 2 quarters (1 semester) or longer are eligible to apply for a JASSO Scholarship.

Applicants who expect to start in April 2016 must submit their application materials online no later

than December 10, 2015 (Japan Standard Time).

Applicants who expect to start in September 2016 and who are also applying for a JASSO Scholarship are required to submit their application materials online no later than the end of February 2016.

Applicants who are not applying for a JASSO Scholarship must submit their application materials online by the 10th of the month which is more than three months prior to the desired start date (e.g. For admission on September 1, the deadline is May 10).

*If there are any extenuating circumstances which prevent your students from meeting a deadline, please contact us immediately, as we might be able to extend the deadline up to one week in certain circumstances.

Required Application Materials
The following documents are required for the ACAP application:

(1) **Tokyo Institute of Technology Application Form**
   * To be completed online.
(2) **Official Transcript of the Applicant's Academic Record in <u>English</u> (PDF)**
   * Please include the guidelines of the grading system in English.
   * Please submit transcripts from at least the last 2 years.
   * Tokyo Tech reserves the right to verify the authenticity of the applicant's transcript.
(3) **Recommendation Letter from the Applicant's Home University (Free format) (PDF)**
(4) **Verification of Student Status at the Applicant's Home University (PDF)**
   * Please certify that the applicant has student status at the home university during the period at Tokyo Tech.
(5) **Application for Tokyo Tech Student ID Card (WORD)**
   * Please refer to the attached form. This form is also on our website.
(6) **Application for Certificate of Eligibility (EXCEL)**
   * Please refer to the attached form and the example. These examples are also on our website.
(7) **Copy of the Applicant's Passport (PDF) (page(s) that verify name, nationality and photo)**
   * If the applicant does not have a passport at the time of application, a copy should be submitted by email as soon as it is issued.
(8) **Official Test Result of TOEFL, TOEIC, IELTS, or equivalent document (PDF)**
   * The submission of the above document is strongly recommended.
   * Native speakers of English are exempt from this submission requirement.
(9) **Photograph (JPEG)**
   * The file must be less than 2 MB, 350 (height) x 290 (width) pixels, JPEG format with a resolution of more than 300 dpi.
   * The photo should be in color with no background and must provide a clear, front view of the applicant's entire face.
(10) **Consent of a Tokyo Tech Professor (PDF)**
   * Please submit evidence that a Tokyo Tech professor has consented to be the applicant's academic advisor.
   * A PDF version of email correspondence with the professor is sufficient to fulfill this requirement.

In addition to the above documents (1)-(10), which should be submitted online, the following document(s) must arrive at the International Student Exchange Division of Tokyo Tech by postal mail.

(11) **Verification Documents of the Applicant's Financial Status in <u>English</u> (Original)**
   * For example, a bank statement (which verifies the exact available balance in the account (at least 80,000 JPY × the number of months the applicant will stay in Japan (e.g. for staying for 6 months: 480,000 JPY)) and the currency unit) for the applicant or the applicant's financial supporter; or a

scholarship certificate (if any).

* Financial Status Verification is required as part of the application process for the Certificate of Eligibility (COE), which is the documentation used to obtain a visa to study in Japan.

* These verification documents should not be submitted as early as some of the other application documents, because they will be deemed invalid for being "too old" if they are received much earlier than 3 months in advance of the applicant's enrollment date. The application process for the COE begins about 3 months prior to the applicant's enrollment date, so please submit the most recent version of these documents at this time and not much earlier.

* If there is not an English version of these documents, please attach a certified English translation with a signature of the translator and the date of translation.

Please note that in addition to the above documents (2)-(10), which are submitted online, Tokyo Tech may request the submission of the originals of some of the documents by postal mail for screening purposes.

For Applicants also applying for a JASSO Scholarship:

There is no particular application form for a JASSO Scholarship. As long as the ACAP application materials for an eligible student have been submitted by the above deadline, the student will automatically be considered for a JASSO Scholarship. For the eligibility requirements, see the "Information about the JASSO Scholarship" reference document found in this packet.

For Applicants also applying for a JASSO Scholarship and who do NOT intend to take any courses during their exchange period:

Students not taking courses must be highly motivated and MUST OBTAIN THE CERTIFICATE OF RESEARCH (the proof of achievement with regard to their research projects) at Tokyo Tech by following the necessary procedures at the end of their research period.

Note: Students not taking courses must be aware that if they want to be considered for a scholarship, they will have to obtain this Certificate of Research at Tokyo Tech.

Should you need further information concerning ACAP, please feel free to contact:
Ms. Yumiko HORI: ryu.kor@jim.titech.ac.jp

Information is also available from our website:
http://www.titech.ac.jp/english/graduate_school/international/exchange/acap.html