For partner universities with memoranda on student exchange

Guidelines for International Students
in Academic Exchange Programs
for the academic year 2012-2013

1. PROGRAM at the Graduate School of Frontier Sciences (GSFS)

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<th>Winter Semester 2012 (October 1 to March 31)</th>
<th>Spring Semester 2013 (April 1 to September 30)</th>
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<tr>
<td>Course</td>
<td>October 5 to January 29</td>
<td>April 5 to July 19</td>
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<td>Exams</td>
<td>starting January 30 to February 5</td>
<td>starting July 22 to July 26</td>
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<td>Winter holidays</td>
<td>December 22 to January 6</td>
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<td>Spring vacation</td>
<td>February 6 to March 31</td>
<td>Summer vacation: July 27 to September 30</td>
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Study duration can be 1 semester or 2 semesters.
http://www.k.u-tokyo.ac.jp/index.html.en (GSFS)
http://www.k.u-tokyo.ac.jp/renewal-e/sidebar/kougi-e.html (information on lectures)
Students may take classes provided only by the graduate school in which he/she is registered student. For example, if you belong to GSFS, you can register for classes provide by GSFS.

2. ELIGIBILITY

Applicants must be recommended through a partner university with which GSFS has an agreement on student exchange. In addition, applicants must hold a bachelor’s degree conferred by an accredited educational institution.

3. TITLE AT GSFS

While you are studying at GSFS, your title will be Special Auditing Student （特別聴講学生） with which you could obtain a credit by going through lectures and/or
courses successfully.

4. APPLICATION PROCEDURE

Sending university will nominate students first, and send the completed application forms to the GSFS International Liaison Office.

5. APPLICATION FORMS

1) Application form (downloadable on our web)
   A picture of applicant must be attached.

2) Transcripts of academic records certifying the grades of undergraduate coursework and master's coursework
   If your university does not issue a transcript certificate, have a copy of your original certified by the university and submit the certified copy. All official documents written in a language other than Japanese or English must be accompanied by a Japanese or English translation of the document.

3) Certificate of Registration
   This letter should certify that a nominee is a registered student of the sending university.

4) Recommendation/Nomination letter issued by the Head of the sending graduate school

   Template for Nomination letter
   Please use the text below as template of the Letter of Nomination which students should be issued with from the sending institution. The text must be printed on letterhead stationery and signed and stamped.

   To whom it may concern:

   I am pleased to inform you that NAME OF HOME UNIVERSITY in COUNTRY have selected the student shown below and recommend him/her as an official nominee to send the Graduate School of Frontier Sciences, The University of Tokyo under the Student Exchange Program.
   The student nominated is:
   STUDENT NAME (DEPARTMENT NAME OF YOUR UNIVERSITY).
If you have any additional information, please do not hesitate to contact us.

Sincerely,

6. IMMIGRATION ISSUE
Students who study at GSFS are required to hold a student visa by the time you enter to Japan. First, we will apply a Certificate of Eligibility (COE) at the Immigration Bureau of Japan on behalf of you. It will take about six (6) weeks to issue. We will send it to you via EMS as soon as your COE is issued. Then you will apply a student visa at your nearest Japanese Embassy. I suggest you now contact your local Japanese Embassy to check what documents are necessary, besides the certificate of eligibility and your passport, for student visa issue.

7. SUBMISSION DUE DATE
   For October 2012 enrollment, the admission application (docs listed in 5) the due date is June 30, 2012.
   For April 2013 enrollment, the admission application (docs listed in 5) the due date is January 4, 2013.

8. EXPENSES
   Exchange program students must be registered in their home university for all time of their study period at the University of Tokyo. And they will be exempted from paying university fees: entrance fee, examination fee, and tuition of the University of Tokyo.

   Accommodations fee and any other expenses shall be the responsibility of the students.

9. JAPANESE COURSES
   Exchange program students may join free Japanese courses offered by ILO.

10. ACCOMMODATIONS
    Application period for October enrollment: July
    Application period for April enrollment: January

    ILO will send you accommodation information after we confirm the admission
application. International Lodge, Kashiwa Lodge is located a 15-minute walk away from the Kashiwa Campus. Exchange program students are eligible to apply. [http://dir.u-tokyo.ac.jp/en/usefulinfo/housing/shukusha/kashiwa.html](http://dir.u-tokyo.ac.jp/en/usefulinfo/housing/shukusha/kashiwa.html) (Kashiwa Lodge)

11. CONTACT
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