

# Application Guidelines for China Scholarship Council Applicants (2019)

How to request a certificate of admission for the academic year of 2019

## 1. Department choice

You must choose a department you would like to enroll in and a faculty member whom you prefer to have as your supervisor. Contact the faculty member of your choice and inquire about the possibility of becoming your supervisor. Faculty information can be found on our website.

<http://www.k.u-tokyo.ac.jp/pros-e/index-e.htm>

## 2. Faculty choice and subsequent procedures

If you find a faculty member who is willing to be your supervisor, then submit all the following application materials to the International Liaison Office (ILO) of the Graduate School of Frontier Sciences (GSFS).

### (a) One (1) Application Form

The official GSFS application form downloadable on web is the only form that will be accepted.

### (b) One (1) Letter of Recommendation

The official GSFS application form downloadable on web is the only form that will be accepted. This letter is preferably prepared by your current supervisor,

### (c) One (1) copy of official Academic Record (transcript) or attested photocopy from the institute you have previously attended.

This document must be translated to English unless it is in Japanese. Those applying to a doctoral course must also include your academic record from your bachelor's coursework.

### (d) One (1) copy of official Certificate of Graduation or attested photocopy from the institute you previously attended. This document must be translated to English unless it is in Japanese. Those applying to a doctoral course must also include your bachelor's diploma. If you have not been graduated from your university yet, please include a certificate of expected graduation from your currently enrolling institution.

### (e) In addition to the procedures described herein, some departments require applicants to submit additional documents, such as one more recommendation letter. It varies by department and so, please refer to "[Additional application documents by Department](#)".

**Caution:** Please be advised that the possibility of supervisor and the submission of an application and supporting documents do not necessarily mean that a certificate of admission will automatically be issued. The final decisions are made by the GSFS Committee after they have finished evaluating all applications.

## 3. Mailing address

Application materials must be sent to the GSFS International Liaison Office by post (EMS or OCS are suggested) to the address below. Documents submitted electronically shall not be regarded as an official application.

International Liaison Office  
Graduate School of Frontier Sciences, The University of Tokyo  
Rm 120, Environmental Building  
5-1-5 Kashiwa-no-ha, Kashiwa, Chiba 277-8563 Japan Tel: +81-(0)4-7136-4558

## 4. Application deadline Wednesday January 16, 2019

Any applications received after this date will not be accepted or considered. No supporting documents will be returned for whatever reason.

## 5. Certificate of Admission

A Certificate of Admission (letter of acceptance) will be sent to successful applicants after the GSFS Committee has made their final decisions, and only after **February 13, 2019**. GSFS will not issue such a certificate before this date.