

# TOKYO INSTITUTE OF TECHNOLOGY

*International Student Exchange Division*

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November 11, 2009

Dear Sir/Madam,

I am pleased to inform you that the recruitment of the "2010 /2011 JASSO International Student Scholarship for Short-term Study in Japan" will be initiated by Tokyo Tech with support from the Japan Student Services Organization (JASSO).

Our university has been notified by JASSO to inform them of the number of exchange students we plan to accept. Therefore, I would like to ask you to inform us how many exchange students you will plan to be sending from your university in the 2010 academic year (April 2010- March 2011), using the attached form "Application of the Planed Number of Exchange Students for the 2010/2011 JASSO International Student Scholarship for Short-term Study in Japan" by fax or e-mail **by Nov 23th, 2009 (Japan Standard Time)**. At that point, we will sum up the total and submit our student exchange plan to JASSO. Then, JASSO will notify the recipients about the allocation of the scholarship.

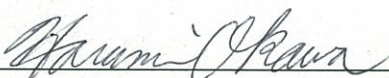
Please bear in mind that this is only still a proposal and that it doesn't always correspond to the number of Scholarships allocated by JASSO. Please understand that our plan regarding the number of exchange students could be modified by JASSO.

Also we attached our information sheet "Information for Exchange Program". We would appreciate it if you could provide us your information as well.

If you have any questions, please feel free to contact our office.

Thank you so much for your kind cooperation.

Sincerely yours,



OKAWA, Harumi (Ms.)

Head, International Student Exchange Division

Tokyo Institute of Technology (Tokyo Tech)

	Research Student	YSEP
Academic Level	<b>Graduate Student</b> (Student with sufficient scholastic ability to pursue research)	<b>Undergraduate Student</b> (YSEP Focused on Research:4 <sup>th</sup> Grade)  (YSEP for Experiencing Japan: Second half of 3 <sup>rd</sup> Grade and 4 <sup>th</sup> Grade)
Period of Study	3 months to 1 year  For the applicant(s) of JASSO scholarship, the period should be set from <b><u>6 months to 1 year.</u></b>	<b>YSEP Focused on Research</b> -1 year (September – August)  <b>YSEP for Experiencing Japan</b> -1 semester (6 months)  Autumn Semester: September-February Spring Semester: March - August
Status in Tokyo Tech	Research Student	Special Audit Student
Program Scheme	Individual Research Instruction	<b>YSEP focused on Research</b> - Sotsuron (It means individual research project, including presentation).  <b>YSEP for Experiencing Japan</b> - Research Project  Plus...  Japanese Language Course, Topics on Japan, Factory Study Tour etc.
English Ability Ex. TOEFL	Fluent speaker of English or Japanese  The result of TOEFL, IELTS, or other equivalent documents is <b>not required, but recommended.</b>	The result of TOEFL, IELTS, or other equivalent documents is <b>required</b>
Applicant Eligibility for JASSO Scholarship	Except Japanese Nationality(*1)	Except Japanese Nationality(*1)

\*Notice: In order to apply for the recipient of JASSO Scholarship, the total number should not be more than the number which is indicated in our implementing non-tuition fee agreement.

If the number of the applicant of your university is more than the number of the agreement, the applicant beyond the number should pay the fees (admission fee, entrance fee, and tuition fee).

(\*1) Students whose nationality is Taiwanese do not have eligibility for JASSO scholarship. Regarding the scholarship for exchange, please apply for the scholarship of “Interchange Association, Japan (交流協会) ”.

## Tokyo Tech YSEP (Young Scientist Exchange Program)

	YSEP Focused on Research	YSEP for Experiencing Japan
Qualification	To have completed three years undergraduate study and not yet finished master course	To have completed two and half years undergraduate study and not yet finished master course
Period of Study	<b>1 year</b> From mid September to next August	<b>1 semester</b> Spring Semester: Mar. – Aug. Autumn Semester: Sep – Feb.
Program Courses (credits per semester)	<compulsory courses> (10 credits) Sotsuron(Research Project) (6) Topics on Japan (2) Factory Study Tour (2)	<compulsory courses> (8 credits) Research Project (4) Topics on Japan (2) Factory Study Tour(2)
	Elective subjects (1-3) Japanese Language subjects (1-2)	
English Fluency	The result of TOEFL, IELTS, or other equivalent documents is <b>required</b> (In case of an applicant, whose native language is not English)	
Scholarship	JASSO scholarship (*1) Monthly stipend 80,000 yen and relocation allowance 80,000 yen.	
Application Deadline	February 28, 2010	Spring Semester: August 15, 2010 Autumn Semester: February 28, 2010
Capacity	25 students	10 students for each semester
Website	<a href="http://www.ryu.titech.ac.jp/~ysep/home.html">http://www.ryu.titech.ac.jp/~ysep/home.html</a>	

(\*1) Students whose nationality is Taiwanese do not have eligibility for JASSO scholarship. Regarding the scholarship for exchange, please apply for the scholarship of “Interchange Association, Japan (交流協会)”

Application of the Planned Number of Exchange Students for the  
2010-2011 Scholarship for Short-term Study in Japan

**To the President, Tokyo Institute of Technology**

We plan to send the following number of exchange students from our university to Tokyo Tech in academic year 2010-2011:

\*Please fill in the number of exchange student(s) for each semester.

	The period when student(s) <b>come</b> to Tokyo Tech				Notice
	I	II	III	Total	
1. Research Student(s) with JASSO Scholarship *					**“With JASSO Scholarship” means that students who are not accepted as recipients of JASSO, <b>will NOT</b> be accepted at Tokyo Tech
2. Student(s) for Young Scientist Exchange Program (YSEP) with JASSO Scholarship *	/				
3. Research Student(s) without Scholarship **					***“Without Scholarship” means that even if the student(s) can’t receive a JASSO Scholarship, they <b>will</b> be accepted at Tokyo Tech
4. Student(s) for Young Scientist Exchange Program (YSEP) without Scholarship **	/				

※ The number of the recipients should not be more than the number indicated in our Non-tuition fee Agreements. If the number of applicants is more than that of Non-tuition fee Agreement, the additional applicants will have to pay the fees by themselves. (These fees include the admission fee, the entrance fee, and the tuition fee.)

● Notice:

I . Exchange starts between April and July (Research Student)

II . Exchange starts between August and November (YSEP: starts in Sept., Research Student)

III . Exchange starts between

December and March (YSEP for Experiencing Japan (spring semester) : starts in March, Research Student)

● **Please send back to us by fax or e-mail by November 23, 2009**

(e-mail: [ryu.kor@jim.titech.ac.jp](mailto:ryu.kor@jim.titech.ac.jp), fax: +81-3-5734-3677)

**PLEASE WRITE IN BLOCK LETTERS**

Date: \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year)

University: \_\_\_\_\_

Name : \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Japan Student Services Organization (JASSO)****JASSO International Student Scholarship for Short-Term Study in Japan****[Outline of the Program]**

Japan Student Services Organization (JASSO) offers scholarships under the "JASSO International Student Scholarship for Short-Term Study in Japan" each year.

These scholarships are available for qualified students accepted by Japanese universities or graduate schools under the student exchange agreement on a short-term basis ranging from approximately six months to up to one year.

**[Objective]**

The Program is intended to promote international student exchanges between Japanese and foreign universities, thereby mutually enhancing the quality of their educational and scholastic activities while promoting mutual understanding and friendship between countries.

**[Conditions for qualification]**

- (1) Students enrolled in a regular course of study in a foreign university or graduate school.
- (2) Students of nationalities other than Japanese.
- (3) Students who are accepted by a Japanese university under a student exchange agreement with their home university.
- (4) Students demonstrating excellent academic and personal records at their university.
- (5) Students having a definite motivation as well as a clear study plan in any field available at the host universities and that are likely to benefit from studying in Japan.
- (6) Those students not having the financial means to study in Japan.
- (7) Those who, upon termination of the period of study in Japan, will resume their studies at their home university.

**[Period of study]**

From approximately six months up to one year.

**[Time of arrival]**

Students must arrive in Japan on the date designated by their host university within the period between April 1<sup>st</sup> and March 15<sup>th</sup>.

**[Details of scholarship]**

- (1) Scholarship: ¥80,000 per month (up to 12 months)
- (2) **The Relocation Allowance (only one time)\*: ¥80,000**

**\*The recipient of the scholarship will receive this expense with the scholarship of first month.**

## ***1. Research Student(s) of 2010/2011 Short-term Student Exchange Promotion***

### ***Program (Inbound)***

As for the JASSO Scholarship, if you have student(s) who would like to study at Tokyo Tech from April 2010 as Research Student(s), you are also requested to submit the necessary documents (attached forms) for each student by express airmail ***by December 18, 2009 (Japan Standard Time)***. About Research Student(s) who would like to start his/her study in Japan between October 2010 and January 2011 and apply for JASSO scholarship, you can submit the necessary documents for each applicant ***by the end of February 2010***.

On the other hand, as for the student(s) who do not need JASSO Scholarship, you can submit the application form(s) **three months in advance** for starting his/her research in Japan.

The necessary documents for application are the following:

(1) **Tokyo Institute of Technology Application Form** ----Use an attached form (Form1)

(2) **Request for Admission to the Tokyo Institute of Technology as a Research Student**  
----Use an attached form (Form:別紙様式1 (Attached Form No.1) )

(3) **Certificate of Enrollment of the Applicant for JASSO Scholarship**  
----Use an attached form (Form: 様式3 - 3)

**\*Be sure to send the original certificate with the signature.**

***\*In the case of privately funded student(s) without JASSO Scholarship, you don't have to submit this document.***

(4) **Official transcript of the student's academic record in English.**

***\*please attach a guideline of grading system***

(5) **Certificate of student status in home university**

(6) **Acceptance letter from a professor in Tokyo Tech (any forms are available.)**

(7) **Application for Certificate of Eligibility----- Use an attached form**

(8) **Copy of Student(s)' Passport**

**\*If the candidate(s) does not have his/her passport at present, please submit it by the following period:**

The entrance of 1<sup>st</sup> period: by the end of January, The entrance of 2<sup>nd</sup> period: by the end of May

The entrance of 3<sup>rd</sup> period: by the end of October

(9) **Application for issuing student ID card (with photo) ----Use an attached form**

(10) **3 identification photographs (4cm×3cm)----- Put them in a small envelop**

**Please write the student's name on the back of the picture.**

When you submit the student(s)' documents, please indicate the order of priority among the student(s) from your university in another sheet. (any forms are available).

※Please note that depending on the research topic, permission from the Japanese Government may be required.

Regarding JASSO scholarship, we will inform you as follows:

**\*About whether we recommend your student(s) as JASSO Scholarship recipient or not, we will inform you of it:**

The entrance of 1<sup>st</sup> Period: **In the end of February**

The entrance of 2<sup>nd</sup> and 3<sup>rd</sup> Period: **In the end of May**

**\*About whether your student(s) finally win the scholarship or not, we will inform you of it:**

The entrance of 1<sup>st</sup> Period: **In the middle of March**

The entrance of 2<sup>nd</sup> Period: **In the end of June**

The entrance of 3<sup>rd</sup> Period: **In the end of October**

**2. Student of Young Scientist Exchange Program (YSEP) in 2010/2011 Short-term Student Exchange Promotion Program (Inbound)**

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YSEP will accept approximately 40 foreign students from universities which have concluded a student exchange agreement for non-tuition fee with the Tokyo Institute of Technology. There are 2 YSEPs: YSEP Focused on Research (1 year) and YSEP for Experiencing Japan (6 months). YSEP Focused on Research is from September 2010 to August 2011. YSEP for Experiencing Japan starts in September 2010 and March 2011. YSEP Focused on Research is intended for 4<sup>th</sup> year **undergraduate students**. YSEP Focused on Research students are required to take 20 credits per year. YSEP for Experiencing Japan is intended for the second half of 3<sup>rd</sup> year and the 4<sup>th</sup> year students. YSEP for Experiencing Japan students are required to take 8 credits to complete the program. The deadline for the documents are 1 : YSEP Focused on Research , YSEP for Experiencing Japan starts in September 2010 : **the end of February 2010 (Japan Standard Time)**. 2: YSEP for Experiencing Japan starts in March 2011 : **15th of August 2010 (Japan Standard Time)**. The documents are as follows;

- (1) Tokyo Institute of Technology YSEP Application Form ---Use an attached form
  - (2) A letter of recommendation from an academic supervisor of home university
  - (3) Certificate of Enrollment of the Applicant for JASSO Scholarship  
---Use an attached form (Form:様式3 - 3)
  - (4) Official transcript of the student's academic record  
*\*please attach a guideline of grading system*
  - (5) The result of TOEFL, IELTS, or other equivalent documents (Only for the applicants of whom the native language is not English)
  - (6) Certificate of student status in home university
  - (7) Application for Certificate of Eligibility----- Use an attached form
  - (8) Copy of Student(s)' Passport
- If the candidate(s) does not have his/her passport at present, please submit it by the end of April.
- (9) Application for issuing student ID card (with ID photo) ---Use an attached form
  - (10) 3 identification photographs (4cm×3cm) ----Put them in a small envelop

**Please write the student's name on the back of the picture.**

When you submit the student(s)' documents, please put the order of priority for exchange student(s). You may indicate the order in a separately attached sheet.

**Since we receive a lot of applications for YSEP from over the world, we regret we cannot accept all the candidates as YSEP students. The decision on admission will be reported to you by the end of April.**

Regarding JASSO scholarship, we will inform you as follows;

※About whether we recommend your student(s) as JASSO Scholarship recipient or not, we will inform you of it by the end of May. For YSEP for Experiencing Japan starting in March (Spring Semester), the results will be announced by the end of November.

※About whether your student(s) finally win the scholarship or not, we will inform you of it by the end of June.

If you need further information about the YSEP, feel free to contact YSEP Coordinators.

[YSEP Coordinators]

Prof. HIROSE, Sachio (Dr.): [hirose@ryu.titech.ac.jp](mailto:hirose@ryu.titech.ac.jp)

Assoc. Prof. SATO, Yuriko (Dr.): [yusato@ryu.titech.ac.jp](mailto:yusato@ryu.titech.ac.jp)

Mr. SANEKATA, Takayuki: [ysep@jim.titech.ac.jp](mailto:ysep@jim.titech.ac.jp)





Required Documents	<p>&lt;YSEP&gt;</p> <ol style="list-style-type: none"> <li>1. Tokyo Institute of Technology YSEP Application Form</li> <li>2. A letter of recommendation from an academic supervisor of home university</li> <li>3. Certificate of Enrollment of the Applicant for JASSO Scholarship</li> <li>4. Official transcript of the student's academic record</li> <li>5. The result of TOEFL, IELTS, or other equivalent documents</li> <li>6. Certificate of student status in home university</li> <li>7. Application for Certificate of Eligibility</li> <li>8. Copy of Student(s)' Passport</li> <li>9. Application for issuing student ID card (with photo)</li> <li>10. 3 identity photographs (4 cm×3cm)</li> </ol> <p>&lt;Research Student of Short-term Student Exchange Promotion Program&gt;</p> <ol style="list-style-type: none"> <li>3, 4, 6-10 as same as above and</li> <li>- Tokyo Institute of Technology Application Form</li> <li>- Request for Admission to the Tokyo Institute of Technology</li> <li>- Acceptance letter from a professor in Tokyo Tech</li> </ol>
Website for Application Information	<p>&lt;YSEP&gt;</p> <p><a href="http://www.ryu.titech.ac.jp/~ysep/home.html">http://www.ryu.titech.ac.jp/~ysep/home.html</a></p> <p>&lt;Research Student of Short-term Student Exchange Promotion Program&gt;</p> <p><a href="http://www.iad.titech.ac.jp/intl_students/partner_univ_e.html">http://www.iad.titech.ac.jp/intl_students/partner_univ_e.html</a></p>

### Academic Calendar

1 <sup>st</sup> semester	Semester	from 1st April to 30th September
	Orientation	As occasion demands.
	Class begins	7th April 2010
	Class ends	24th July 2010
	Examination Period	from 26th July 2010 to 7th August 2010
2 <sup>nd</sup> semester	Semester	from 1st October to 31 March
	Orientation	As occasion demands.
	Class begins	1st October 2010
	Class ends	31th January 2011
	Examination period	from 1st February 2011 to 15th February 2011

### Useful Information for Exchange Students

Dormitory for Exchange Students	<p><u>Yes</u> website (if any) : <span style="float: right;">Fee: 20,000-40,000 JPY / month</span></p>
Scholarship for Exchange Students	<p><u>Yes</u> JASSO Scholarship number of recipient: it depends on the number of applicants expected period: 6 months - 1 year Monthly Stipend: 80,000 JPY Relocation Allowance: 80,000 JPY (only one time) website (if any) : see "Other Useful Websites"</p>
Language Courses for International Students	<p><u>Yes</u> period: during each semester fee: free website (if any) : <a href="http://www.ryu.titech.ac.jp/english/learning/index.html">http://www.ryu.titech.ac.jp/english/learning/index.html</a></p>
Regular courses / programs taught in English	<p><u>Yes</u> website (if any) : International Graduate Program <a href="http://www.gakumu.titech.ac.jp/kyoumu/guide/English/index.html">http://www.gakumu.titech.ac.jp/kyoumu/guide/English/index.html</a></p>
Other Useful Websites	<p>International Office: <a href="http://www.ipo.titech.ac.jp/english/index.html">http://www.ipo.titech.ac.jp/english/index.html</a></p> <p>Campus map: <a href="http://www.titech.ac.jp/english/about/campus/index.html">http://www.titech.ac.jp/english/about/campus/index.html</a></p> <p>Academic calendar: <a href="http://www.titech.ac.jp/english/campuslife/calendar.html">http://www.titech.ac.jp/english/campuslife/calendar.html</a></p> <p>Life in Japan: <a href="http://www.jsps.go.jp/english/e-plaza/">http://www.jsps.go.jp/english/e-plaza/</a></p> <p>Scholarships: <a href="http://www.iasso.go.jp/study_i/scholarships_sfsij_e.html">http://www.iasso.go.jp/study_i/scholarships_sfsij_e.html</a></p>