

## Future Global Leadership (FGL) Undergraduate Courses October 2018 Enrollment Guidelines

Congratulations on being accepted to Tohoku University. This guide explains the documents you must submit when enrolling at Tohoku University, and contains information on the University Entrance Ceremony and Orientation. Please read it carefully.

### Inquiries on Enrollment Procedures

FGL Admissions Office email: [fgl-exam@grp.tohoku.ac.jp](mailto:fgl-exam@grp.tohoku.ac.jp)

Please send any questions about the enrollment procedures to this email address. If you receive email from this address, please be sure to read it and respond.

### Information for New FGL Students

A variety of information for new FGL students can be found at:

<http://www.insc.tohoku.ac.jp/english/fgl-get-started-at-tu/>

### 1-1. Enrollment Documents to be Submitted Immediately

- (1) Documents are submitted in STEP3 of the T-cens system. Please complete and upload items ① through ③ below.

Download the forms for ① through ③ from the STEP3 screen of T-cens. Please complete the forms and convert them to PDF files before uploading them via T-cens. If you fail to upload the enrollment forms by the deadline, we will assume you have declined to enroll, and you will NOT be able to enroll thereafter.

**Deadline for Uploading Enrollment Forms: July 13 (Fri.) 2018 at 8:00 AM (JST)**

Notes on Preparing Forms

- Faculty: This is not the title of your course. Enter Science, Engineering, or Agriculture.
- Student ID Number: As you do not yet have one, leave this blank.
- Signature: Write by hand on the original with ballpoint pen. Digital signatures are not accepted. When preparing official documents, please do NOT use pencil.

- (2) After completing the procedures in the T-cens system, the FGL Admission Staff will check your uploaded documents and contact you via T-cens message. After getting approved by the Admission staff, place the original copies of ① through ③, ④ 5 photos, and a photocopy of ⑤ your Residence Card (those living in Japan only) in an envelope and send it by post so as to arrive at Tohoku University no later than **July 20 (Fri.) 2018**. If your enrollment documents fail to arrive by the deadline, we will assume you have declined to enroll, and you will NOT be able to enroll thereafter.

Postal address: Tohoku University, Student Exchange Division, FGL  
Kawauchi 41, Aoba-ku, Sendai, Miyagi, 980-8576 Japan

The following is the mailing address in Japanese. If possible, print it out and stick it on an envelope for faster delivery.

980-8576 宮城県仙台市青葉区川内 41  
東北大学 留学生課 FGL 担当

Document	Download from STEP3 screen of T-cens	Instructions etc.	Upload to T-cens	Send by Post
① Written Pledge	Required	You must sign the Written Pledge yourself. Enter the date on which you prepared the pledge in the upper right.	Required	Send original by post
② Request to Defer Payment of Entrance Fees  <i>*The deferment application will be unnecessary for those selected for the MEXT scholarship, but everyone must initially submit this form.</i>	Required	- You must sign this document yourself. - Normally an admission fee of JPY 282,000 must be paid upon enrolling. However, FGL Undergraduate Course students are allowed to defer this fee until they come to Japan, as it is difficult to pay from overseas. This document also constitutes a promise to make payment. - You may apply to have the admission fee waived if it is particularly difficult to pay, e.g. within the last year, the person who was providing the majority of your academic fees passed away, suffered losses due to a natural disaster, etc. Contact the FGL Admissions Office by email (fgl-exam@grp.tohoku.ac.jp) in advance if you wish to apply. - If the entrance fee is not paid by the designated date after enrollment (March 15, 2019), you will be expelled (lose your student status).	Required	Send original by post
③ Security Export Control Pledge	Required	When entering Tohoku University, international students must submit an Export Control Pledge.  In order that international students may pursue their education and research securely, the university provides guidance to ensure they do not unintentionally violate the Foreign Exchange and Foreign Trade Control Law in the event that they provide technical information associated with their research to foreign persons or non-residents, e.g. when returning to their home countries, or export (including carrying by hand) research-related equipment, materials, or the tangible results of their research. Thank you for your cooperation.	Required	Send original by post
④ Photos (5 copies)	No	Send photos that show your face (color, no hat, plain background, 4 cm high x 3 cm wide; e.g. passport photo). The photographs do not have to be the same as the one submitted with your application. Please submit recent photographs. This photo will be used for your student ID, etc.	No	Send by Post (5 copies)
⑤ Residence Card (photocopy of both sides)	No	Only required for foreign nationals currently living in Japan.	No	Send photocopy by post

### Declining Admission

If you decide not to enroll, please perform the declination procedure on the STEP3 screen of T-cens no later than July 13 (Fri.) 2018 at 8:00 AM (JST).

Again if by the designated date you have not uploaded the enrollment documents and the documents sent by post have not arrived, we will assume you have declined admission.

## 1-2. Travel to Japan

### (1) Visa and Status of Residence

In general, when coming to Japan foreign nationals must be in possession of a valid passport and have obtained a visa in advance. Moreover, upon arriving in Japan, they must undergo screening by immigration officials, who will determine a "status of residence" and "period of stay," which are stamped in their passports, allowing them to enter Japan.

An official status of residence is mandatory for all foreigners wishing to live in Japan. International students at Tohoku University must obtain the "Student" status of residence. Obtaining this status of residence requires a Certificate of Eligibility (COE). Once the COE has been obtained, the student must take it to the nearest Japanese Embassy or Consulate to apply for a visa.

The Tohoku University International Support Office will prepare the application form that will be used to apply to the Immigration Bureau for the COE.

Tohoku University International Support Office: [http://sup.bureau.tohoku.ac.jp/visa/index\\_en.html](http://sup.bureau.tohoku.ac.jp/visa/index_en.html)

Please follow the below procedures to apply for a COE.

### **【Those selected for the MEXT Scholarship】**

The COE and the online COE application are unnecessary for those selected for the MEXT Scholarship. The COE application will be withdrawn for those from the first round who have already submitted their application. Instead of the COE, a MEXT Scholarship Certificate will be mailed to you in mid-August. Take it to the Japanese Embassy or Consulate that the University designates to apply for a visa.

### **【Those from the second round who were not selected for the MEXT Scholarship / those who did not qualify for the MEXT Scholarship】**

1. Read the instructions for the online COE application in advance. Instructions for the online application is available for download here: [http://sup.bureau.tohoku.ac.jp/visa/images/form1/F1\\_1student\\_e.docx](http://sup.bureau.tohoku.ac.jp/visa/images/form1/F1_1student_e.docx)
2. On July 5 (tentative) the FGL Admissions Office will send "Form2," which is needed to complete the online COE application, by email. Please complete the online application by July 16.
3. The COE will be issued in late August (e.g. in 2017 it was issued August 23). Those entering the university on October 1 should come to Japan on or after September 16.

Note 1: Residents of Taiwan should apply for a visa through the Interchange Association, Japan office in their place of residence: Taipei Office ([http://www.koryu.or.jp/taipei/ez3\\_contents.nsf/Top](http://www.koryu.or.jp/taipei/ez3_contents.nsf/Top)) or Kaohsiung Office ([http://www.koryu.or.jp/kaohsiung/ez3\\_contents.nsf/Top](http://www.koryu.or.jp/kaohsiung/ez3_contents.nsf/Top)).

Note 2: The COE is unnecessary for those who already live in Japan or have Japanese citizenship.

### (2) Preparing for the trip to Japan

Please be sure to read the information on the International Support Office website about preparing for the trip to Japan and the living environment in Japan.

International Support Office, Tohoku University: [http://sup.bureau.tohoku.ac.jp/pre/index\\_en.html](http://sup.bureau.tohoku.ac.jp/pre/index_en.html)

You should carefully read the pages titled "Pre-Arrival" and "Visa and Status of Residence" as these contain information you need to know before departing.

### (3) Residence Card and Resident Registration

All foreigners entering Japan for mid/long-term stays will receive an entry permit stamp on their passport. Those staying in Japan mid/long-term are then issued a Residence Card. These are issued at the Narita, Haneda, Chubu, Kansai, Chitose, Hiroshima, and Fukuoka airports. If you arrive at another airport, you will receive a note on your passport stating that a Residence Card will be issued later. In this case, you will receive the Residence Card after registering your address in Japan (Resident Registration) at your ward office.

Please note that even if you received a Residence Card upon entering the country, you must register your address at your ward office (Resident Registration).

#### **(4) Permission to Engage in Activity Other than that Permitted under the Status of Residence Previously Granted (work permit)**

By law, persons residing in Japan under "Student" status are not allowed to work. However, students who apply for a work permit may work part-time to pay for school and living expenses (up to 28 hours per week, or eight hours per day during extended holiday periods; working at adult entertainment businesses is forbidden). Also, international students residing in Japan under "Student" status do not require a work permit to perform paid employment that contributes to education or research under contract with the university (e.g. TAs, RAs, etc.).

You can apply for a work permit during immigration procedures at the airport upon arriving in Japan. If you do not submit the application when entering the country, you can do so at the Sendai Immigration Bureau.

## **2. Scholarships**

### **(1) Japanese Government (Monbukagakusho: MEXT) Scholarship (October 2018-September 2022 graduation)**

Of those who indicated that they wish to receive a scholarship at the time of their application, 8 successful FGL applicants (total for the 3 courses) who achieved excellent scores on the entrance examination and meet the criteria specified by MEXT, will be recommended to MEXT as Japanese Government Scholarship Students. **Screening results are announced via e-mail on July 4.**

Recipients will have to take certain subjects that are mandatory for MEXT Scholarship students after enrolling and maintain a GPA of over 2.30 while receiving scholarship payments. (The formula used to calculate GPA will be explained at the enrollment Orientation.) The recipients' GPAs will be reviewed each academic year; if they drop below the specified level, they will be required to withdraw from the scholarship.

Scholarship recipients will receive a monthly stipend of JPY 119,000 for four years, from October 2018 until graduation in September 2022. Each recipient will also receive an economy class air ticket from the international airport nearest his/her place of residence (in general, must be in their home country) to Narita International Airport. (If a direct flight to Sendai Airport is available, the recipient may be permitted to fly there instead.) However, recipients must cover the cost of traveling to the international airport nearest their place of residence, and of traveling within Japan, themselves. Each recipient will also receive an economy class air ticket from Narita International Airport to the international airport nearest their place of residence upon graduating four years later.

Admission and tuition fees will not be collected from the recipients, so they are not eligible for the President Fellowship described in (2).

### **(2) President Fellowship (October 2018-September 2022 graduation)**

All those who indicated that they wish to receive a scholarship at the time of their application, except recipients of the Japanese Government Scholarship described in (1), will be awarded the President Fellowship for Undergraduate International Students. The university will apply on the applicants' behalf, so no application is needed on their part. Recipients of this fellowship will receive a sum equal to the admission and tuition (half the yearly amount) fees, which will be transferred to the bank accounts they designate at the end of November 2018. Thereafter, an amount equal to tuition (half the yearly amount) will be paid to them twice a year, every April and October, for seven total installments (tuition for four years).

Please note that students selected for the President Fellowship are NOT exempt from paying admission and tuition fees. There is a waiver application system for these fees, but in general all entrants must pay. This Fellowship awards an amount equal to the admission and tuition fees so that the recipients can pay these fees.

After being accepted recipients will be subject to reviews of their grades and scholastic progress; Fellowship payments may be terminated if their performance is deemed inadequate.

### **(3) MEXT Honors Scholarship for Privately Financed International Students (October 2018-March 2019)**

Those who indicated that they wish to receive a scholarship at the time of their application, except recipients of the Japanese Government Scholarship described in (1), and who have excellent academic records, are of excellent character, face difficulty studying due to economic reasons, and fulfill MEXT's application requirements, will be recommended for the MEXT Honors Scholarship for Privately Financed International Students. However, students who underwent 2nd Stage Screening for FGL in Japan are NOT eligible. The university will apply on the applicants' behalf, so no application is needed on their part. Scholarship recipients will receive a monthly stipend of JPY 48,000 for half a year, from October 2018 until March 2019.

Those who achieved excellent EJU scores and were awarded a scholarship reservation should contact the FGL Admissions Office in advance. In particular, those who tested overseas, achieved excellent scores and were awarded a reservation may be granted a scholarship extension from next April; they may be given even higher priority than those recommended by Tohoku University.

Only international students (those whose residence status is "Student") are eligible for the scholarships described in (1) through (3).

#### **(4) Applying to Other Scholarship Organizations after Enrolling**

Application information from various scholarship organizations will be posted on faculty bulletin boards and websites. Please check this information frequently. The FGL staff cannot answer questions about these scholarships. Please inquire at your faculty's Academic Affairs office.

### **3. University House (UH) Aobayama Dormitory**

FGL Undergraduate students are permitted to stay at the UH Aobayama dormitories for two years after their admission (October 2018 - August 2020). The university will apply on the applicants' behalf, so no application is needed on their part. The UH Aobayama is the new dormitories that will open its doors this fall, 2018. As the official website of UH Aobayama is not available yet, details can be found here:

[http://sup.bureau.tohoku.ac.jp/news/img/gakuseishiendayori\\_10en.pdf](http://sup.bureau.tohoku.ac.jp/news/img/gakuseishiendayori_10en.pdf)

**Your move-in date is September 25 (Tue.).** Note that you can't move in before or after the 25th. There will be a move-in orientation when you move into the dorm. We will ask your preferred time for the orientation in late-August by e-mail. Available orientation sessions are as follows:

September 25 (Tue.). Starting times: 10:00, 11:00, 13:00, 14:00, 15:00, 16:00, 17:00

If you arrive after the last session, you will not be able to move in that day. If you do not arrive at Sendai Station by 16:00 you will not be in time, so please be careful when making travel arrangements. In addition, please note the following:

- Go to the UH Aobayama Management office to check in. Be sure to arrive in time to attend the orientation for which you signed up.
- If you are late, you will have to wait for the next orientation session.
- Each session takes about 60 minutes.
- You will be able to use your dorm room after the orientation finishes.
- You will need your dormitory Residence Permit at the orientation. It will be sent by e-mail at a later date. Print it out and bring it with you.
- You can't send your stuff to your dorm room prior to check in.

Dormitory fees are as follows.

Residence Fee: JPY 28,000 /month

Management Fee: JPY 1,500 /month

Service Fee: JPY 6,000 /month

Deposit: JPY 30,000

Utilities: will be charged separately according to usage every month

Students will NOT be charged the residence fee, the management fee, or the service fee for September 2018. However, you will be charged for utilities usage for September.

The payment slip for paying the fees will be distributed at the move-in orientation. For the initial payment, you will be asked to pay for the residence fee for October and November, the management fee for October and November, the service fee for October and November, and the deposit, which will be JPY 101,000 in total. You will pay these fees by bank transfer on September 28, the day you undergo Resident Registration at the Sendai City Aoba Ward Office. This initial payment will be large, so please bring enough money to cover it when you come to Japan.

For utilities from September on and other fees from December on, they will be automatically paid from your bank account on the 27th of each month.

UH Aobayama dormitories are for the sole use of the dorm residents. Friends and family of the residents are not allowed to stay overnight in dorm rooms. The kitchens, showers, toilets, and laundry room are shared with other residents. Students who will be accompanied by their spouses should inquire in advance.

FGL Admissions Office: [fgl-exam@grp.tohoku.ac.jp](mailto:fgl-exam@grp.tohoku.ac.jp)

As this is a two-year contract, your residence permit will end in 2 years. From your third year, you may be able to extend your stay at UH Aobayama, or have to move out of the dormitories and look for a private apartment. It is not confirmed whether it will be possible to extend your stay at UH Aobayama as of today.

#### 4. Schedule Prior to Start of Classes

##### I. Orientation

###### (1) Overview

Enrollment procedures and information common to all three FGL courses will be explained.

Date & time: September 26 (Wed.) 2018, 10:00-12:30

Place: Room 101 in Building A, Kawauchi Kita Campus

\*Take Subway Tozai Line from Aobayama Station to Kawauchi Station to get to Kawauchi Kita Campus. It takes 3 minutes and the fare is 200 yen. Kawauchi Campus map is available in the website below.

<http://www.insc.tohoku.ac.jp/english/fgl-get-started-at-tu/>

###### (2) Topics to be covered

Explanations will be given regarding the General Education subjects, enrollment in the university's insurance plans, paying tuition, receiving scholarship payments, etc.

All students must bring the following to the Orientation:

- Passport
- Residence Card (only required for those who have obtained one by the date of the Orientation)
- Writing utensils
- Insurance Fees, JPY 40,710 in cash; bring exact amount, as we cannot change bills.
- Money for lunch (about JPY 500) or food for lunch
- JPY 400 to cover the fares for subway or Suica (the IC card)

If applicable, also bring:

- Air ticket stub; original (MEXT Scholarship students)
- Transcript of JLPT or EJU score; original (students who desire Japanese language credit for their test scores)
- Proof of graduation; copy (students who had not yet graduated from high school when they applied)
- Transcript of grades; copy (students who could submit only a partial transcript when they applied)
- Proof of withdrawal; copy (students who were enrolled at another university when they applied)
- Students who attended a Japanese language school, please bring: proof of graduation, transcript of grades, and attendance record; copy

##### Insurance Enrollment (required for all students)

<p>① Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)</p> <p>② Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Students (Inbound Futaigakuso)</p>	<p>Enrollment procedures will be conducted at the Orientation. You must pay the insurance premiums at the Orientation.</p> <p>Coverage:</p> <p>① provides compensation in the event you suffer accidents or injuries during the regular school curriculum, at school events, in school facilities, during extracurricular events (club activities), while commuting, and while traveling between school facilities.</p> <p>② provides coverage for liability, injuries/illness, relief/rescue expenses, and death/disability.</p> <p>Insurance premiums: ①JPY 3,300/four years (covers commuting); ②JPY 37,410/four years Total: JPY 40,710</p>
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## II. Survival Japanese Lessons

These lessons cover elementary Japanese for international students coming to Japan for the first time. Lessons will mainly deal with daily life. These lessons are not mandatory, but if you have time they are highly recommended as they will teach you useful Japanese and help you adjust to life in Japan.

The lessons will be held on weekdays up until university classes start. Program details will be announced later. Indicate whether or not you wish to participate then.

## III. Individual Course Orientations

An individual orientation for each course will be held to explain class plans and student life in general.

Date & time: September 27 (Thu.), 2018 at 10:00-11:20

Place: See below

Course	Place	
Advanced Molecular Chemistry Course, Faculty of Science (AMC)	Kawauchi Kita Campus, Lecture Rooms	Room 301, 3F, Building A
International Mechanical and Aerospace Engineering Course, School of Engineering (IMAC-U)		Room 302, 3F, Building A
Applied Marine Biology Course, Faculty of Agriculture (AMB)		Room 303, 3F, Building A

## IV. Entrance Ceremony

Date & time: September 27 (Thu.) 2018 at 11:30-12:00

Place: Room 200 in Building B, Kawauchi Kita Campus

This is a formal occasion, so please dress appropriately. Your parents or guardians are welcome to attend too.

After the Individual Course Orientations finish, students will walk to the Entrance Ceremony. A group photograph will be taken after the ceremony. Also, after the ceremony there will be a lunch party and department introduction on Katahira Campus for the AMC students. It is scheduled to last until evening.

## V. Incoming International Student Orientation

This orientation will provide guidance on student life and information about international support organizations for international students entering Tohoku University.

Date & time: October 2 (Tue.) 2018 at 18:30

Place: Kawauchi Minami Campus, Centennial Hall (Kawauchi Hagi Hall)

Inquiries about Orientation/Entrance Ceremony:

FGL Admissions Office: [fgl-exam@grp.tohoku.ac.jp](mailto:fgl-exam@grp.tohoku.ac.jp)

If you will not be able to attend the Entrance Ceremony and/or Orientation, please contact us in advance and provide a valid reason for not attending.

## 5. Resident Registration at Aoba Ward Office, Joining National Health Insurance, Bank Transfer for Dormitory Fees, and Opening a Bank Account

We will conduct a tour for all new students, during which we will help you complete necessary procedures at the ward office and bank, on September 28 (Fri.). It will start at 8:00 AM and finish around 2:00 PM. Student volunteers will help with the various procedures, so hopefully there will be no problems. For those who cannot open a bank account on September 28, we will help you to do it some other day.

Students who already have a Japan Post Bank account, or can speak Japanese well and wish to do these procedures on their own instead of attending the tour, are asked to contact us in advance.

About National Health Insurance:

All international students who will reside in Japan for 3 months or more must enroll in this insurance plan. Students must pay a monthly insurance premium, but international students and persons with no income can apply to have the premium discounted by about 70%.

Please bring the following to the tour:

- Writing utensils
- Passport
- Residence Card (if you have one)
- Change of Residence Certificate (only if you were living in Japan before entering the university, and have moved here from outside of Miyagi Prefecture),
- Social Security and Tax Number ("My Number") notification card (if you already have one)
- US Social Security Number (American citizens or Green Card holders)
- Payment slip and about JPY 110,000 in cash for UH Aobayama dormitory fees (UH Aobayama residents only)
- At least JPY 3,000 in cash (to cover ward office fees for certificates, lunch, and return fare)
- Suica, the IC card (if you have one)

## 6. Classes

### (1) Start of classes: October 1 (Mon.), 2018

Syllabus and timetable: The syllabuses and timetables for October 2017 can be found on the FGL website; please use these for reference. Finalized updated materials will be distributed at the Orientation.

<http://www.insc.tohoku.ac.jp/english/fgl-get-started-at-tu/>

### (2) Transferring Japanese language credits

Japanese language (10 credits) is a required subject of the FGL Undergraduate Courses, but obtaining N1-N5 certification in the Japanese Language Proficiency Test (JLPT), or a score of 200 or higher on the Japanese language portion of the Examination for Japanese University Admission for International Students (EJU), will be recognized as coursework and accredited by this university. The application process will be explained at the Orientation, so please bring an original certificate of your score if you are eligible.

Japanese language tests for which credits can be awarded, criterion for recognition, and number of credits are as follows.

Subject: Japanese

Name of Test:

- a. Japanese Language Proficiency Test - JLPT (Japan Educational Exchanges and Services)
- b. Examination for Japanese University Admission for International Students - EJU (Japan Student Services Organization)

Criteria and Number of Credits:

Criteria	Number of Credits you will receive	Grade you will receive	Subject
JLPT N3 or higher	7	AA AA AA	Basic Japanese 1 (4 Credits) Basic Japanese 2 (3 credits) Intermediate Japanese (3 credits) *Select 2 from the above 3 courses.
JLPT N4	7	AA AA	Basic Japanese 1 (4 Credits) Basic Japanese 2 (3 credits)
JLPT N5	4	AA	Basic Japanese 1 (4 Credits)
EJU 220 points or higher (Not including Writing)	7	AA AA AA	Basic Japanese 1 (4 Credits) Basic Japanese 2 (3 credits) Intermediate Japanese (3 credits) *Select 2 from the above 3 courses.
EJU 200 points or higher (Not including Writing)	7	AA AA	Basic Japanese 1 (4 Credits) Basic Japanese 2 (3 credits)