Tohoku University Student Exchange Program-Outbound Application Guidelines
AY2020 First Recruitment

I. Overview

The University-wide Student Exchange Program is a program in which an undergraduate or graduate degree student (hereafter “student”) is given the educational opportunity to take courses or receive academic advice at a partner university for a semester to a year.

The exchange program participants will remain enrolled at TU while they are enrolled at a partner university and take academic courses and/or conduct research activities. Students may transfer credits earned at a partner university to, or earn credits from, TU if certain requirements are satisfied. The approval of credit transfer requests is determined by each School.

During the study period, the tuition fee at the partner university will not be collected in most cases, but payment to TU of the tuition fee is required.

1. Partner Universities

Students can select their preferred universities for the exchange program from more than 232 partner universities and for the partner University of Global Engineering Education Exchange from more than 73 universities. Please refer to the AY2020 List of the Partner Universities and Institutions for University-wide Student Exchange Program and AY2020 List of the member institutions of the Global Engineering Education Exchange (GE3) organized by the Institute of International Education (IIE) on the website of Global Learning Center.

URL: (https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/)

※ If something changes in the list, it will be informed on the above website.
※ Some of the host universities may not accept exchange students for AY2020. If a student selects one of those universities as his/her first preference, there is a possibility that the student will be selected as a candidate for his/her second to fifth preferred university.
※ The Schools may have their own partner universities (department-level partner universities). If a student wishes to study at a department-level partner university, he/she should contact the relevant section of the School for the application procedure.
※ Some of the partner universities are also members of GE3. In case a student desires to apply for one of those universities, he/she shall be to apply as a candidate for the partner university

2. Study Period

One Semester (Fall semester in AY2020) or One-year (fall and spring Semester in AY2021)
*Academic calendars/semester dates vary among partner universities.

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**Definition**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>TU</td>
<td>Tohoku University</td>
</tr>
<tr>
<td>Partner University</td>
<td>Oversea educational/research institutions that have a memorandum on student exchange with TU</td>
</tr>
<tr>
<td>GE3 member university</td>
<td>Member universities/ institutions of Global Engineering Education(GE3)</td>
</tr>
<tr>
<td>Preferred University</td>
<td>partner university which the applicants wish to apply for to study/research under the program</td>
</tr>
<tr>
<td>School</td>
<td>faculty, school or graduate school in which students are enrolled at TU</td>
</tr>
<tr>
<td>Study Period</td>
<td>period of time for which students are enrolled at partner universities</td>
</tr>
</tbody>
</table>
3. Application & Screening Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Date/Time</th>
<th>Event/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>Oct</td>
<td>1st 5:00 PM</td>
<td>Application Acceptance Begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>25th 5:00 PM</td>
<td>Online Application Deadline 【See III-1】</td>
</tr>
<tr>
<td></td>
<td>Late</td>
<td></td>
<td>Application Documents Deadline 【See III-2】</td>
</tr>
<tr>
<td></td>
<td>Nov</td>
<td>Middle</td>
<td>1st Screening: Screening based on Application Documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20th to 22nd</td>
<td>2nd Screening: Interview</td>
</tr>
<tr>
<td></td>
<td>Dec</td>
<td>Early</td>
<td>Announcement of Screening Results</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Middle to</td>
<td>Application to partner universities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16th from 6:30 PM</td>
<td>1st Pre-departure orientation</td>
</tr>
<tr>
<td>2020</td>
<td>Feb</td>
<td>3rd from 6:30 PM</td>
<td>2nd Pre-departure orientation</td>
</tr>
<tr>
<td></td>
<td>June</td>
<td></td>
<td>Receipt of Acceptance Letter from partner university</td>
</tr>
<tr>
<td></td>
<td>July</td>
<td>3rd from 6:30 PM</td>
<td>3rd Pre-departure orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commencement of study at partner universities</td>
</tr>
<tr>
<td>2021</td>
<td>May</td>
<td></td>
<td>Debriefing Session (for Students back to Japan by Apr.)</td>
</tr>
<tr>
<td></td>
<td>Oct.</td>
<td></td>
<td>Debriefing Session (for Students back to Japan by Oct.)</td>
</tr>
</tbody>
</table>

II. Eligibility

1. Eligibility

Applicants must satisfy all the requirements below to be eligible for the exchange program.

(1) The student must be a TU’s undergraduate or a graduate degree student who possesses excellent academic records and personality.

(2) The student must have an adequate level of language competency to study and conduct other activities at the partner university. 【See “2. Language Proficiency Requirements” for details.】

2. Language Proficiency Requirements

Language requirements shall vary among partner universities. Check the requirements at official website of the preferred university and refer to the below table.

<table>
<thead>
<tr>
<th>Language</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| ① English        | ① **TOEFL iBT 61 (ITP 500) or IELTS 5.5** (hereafter “TU Language Requirement”) <br> must be satisfied on a test taken after Oct 1st, 2018.  
② If some language Requirements set by the partner university, the requirements must be satisfied by the time of application. ※【Note 1】【Note 2】【Note 5】 |
| ② Other than English | ① Language competency level of more than A2 on the “Common European Framework of Reference for Languages (CEFR)” must be satisfied by the time of application.  
② If some language Requirements set by the partner university, the requirements must be satisfied by the time of application. ※【Note 3】【Note 4】【Note 5】 |

Note 1. Language proficiency test scores except for TOEFL and IELTS (e.g. TOEIC, EIKEN, etc.) are not
acceptable.

Note 2. Applicants who do not satisfy the TU Language Requirement may be eligible to apply if the head of the School (e.g. Dean, Department Chair) certifies that the applicant satisfies the following condition.
- The applicant obtained a test result that satisfies the TU Language Requirement between Oct 1st, 2016 and Sep 30th, 2018 and can still be considered to have English competency that satisfies the TU Language Requirement at the time of application.

Note 3. If a test score has a validity period, the test date must be no earlier than Oct 1st, 2018.

Note 4. In case the applicant does not have language competency level of more than A2 and choose language other than German, French, Spanish, Chinese and Korean as his/her medium of instruction, she/he is required to submit a letter in which a language instructor at TU certifies his/her language competency is equivalent to or more than CEFR A2.

URL: [http://www.insc.tohoku.ac.jp/japanese/studyabroad/all/cefr/](http://www.insc.tohoku.ac.jp/japanese/studyabroad/all/cefr/)

Note 5. Please refer to the list on the Global Learning Centre website.

URL: [https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/](https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/)

3. **Other Conditions**

   (1) The student’s registration status at TU must not be “Leave of Absence” during the study period.

   (2) The student is required to attend three pre-departure orientations and a debriefing session unless there is an unavoidable reason not to, such as having to attend a regular class that conflicts with the orientation.

   (3) On completion of the study period, the student must return to TU and resume his/her study at TU in a timely manner.

   (4) The student is required to purchase overseas travel insurance specified by TU. 【See “V. Expenses – (4) Overseas Travel Insurance” for details.】
III. How to Apply

1. Online Registration

Before submitting the application documents, register application information via online form below.

(1) How to Register

➢ Global Learning Center HP (Japanese )

申請フォーム＞交換留学（2020年度一次募集）オンライン登録

https://www.insc.tohoku.ac.jp/cms/registration/

(2) Deadline: 5:00 p.m. on Oct 25th, 2019

Submitting application documents without online registration will not be accepted.

2. Submit Application Documents

(1) Application Documents

<table>
<thead>
<tr>
<th>Item</th>
<th>Form</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>① Application Form</td>
<td>❖</td>
<td>See the Sample of Application Form</td>
</tr>
<tr>
<td>② Recommendation Letter from Academic Advisor</td>
<td>❖</td>
<td>Academic Advisor ( recommender )’s signature or name and seal is necessary.</td>
</tr>
<tr>
<td>③ Academic Transcript</td>
<td>-</td>
<td>Submit all undergraduate and graduate records. If you submit Academic Transcripts from another university, submit a GPA calculation chart as well.</td>
</tr>
<tr>
<td>④ Proof of Language Competency (photocopy)</td>
<td>-</td>
<td>※ Must satisfy all language requirements of 1st to 5th preferred universities if their requirements are different. ※ If a test score has a validity period, the test date must be no earlier than Oct 1st 2018</td>
</tr>
<tr>
<td>⑤ Oath of Understanding of the Terms and Conditions</td>
<td>❖</td>
<td>Make two original copies. Submit one and keep the other. ※ Please refer to the below about Guardians’ Guarantee. Japanese: Parents or Relatives International student: Parents, Relatives or faculty at TU</td>
</tr>
</tbody>
</table>

※ Recommendation Letter by the head of School

Required in addition to Application Document ④ if the applicant meets Conditions ① (a) and Note 2 in “II. Eligibility”-“2. Language Proficiency Requirements”※ The letter should be submitted from the relevant office of the School to Student Exchange Division directly.

※ Letter by Language Instructor

Required to substitute Application Document ④ if the applicant meets Conditions ② (a) Note 4 in “II. Eligibility”-“2. Language Proficiency Requirements”

[Download Forms]

The prescribed forms ❖ can be downloaded from the following website.

➢ http://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/

[Remarks]

- All the application documents must be in size A4.
- Submit 4 sets of copies: one set of original copy ( unstapled ) and three sets of photocopies (stapled).
- Application Document ① must be filled out by the applicant. Otherwise, the application will be disqualified.
(2) How to Submit
Follow the instructions by the relevant office (e.g. Academic Affairs Section, Department Office) of the School.

(3) Deadline: Around the end of October 2019
※ Confirm with the relevant office of the School.

IV. Screening & Result Announcement

(1) 1st Screening: Screening based on Application Documents

(2) 2nd Screening: Interview
The result of the first screening will be announced via the School. Also, if the applicant has undergone study abroad counseling with advisors at the Global Learning Center upon this application from Oct 29th 2018 to Oct 25th 2019 the second screening might be waived.
Note: The points below will be examined through the each screening.
   1. Purpose of study abroad
   2. Activity of Study and Research
   3. Adaptability to foreign culture
   4. Problem solving ability
   5. Language ability and Academic record

(3) Result Announcement
The result of screening will be announced via the School around early December, 2019.

V. Expenses

(1) General Expenses
Expenses required during the study abroad period shall be borne by the student.

(2) Tuition
Pursuant to the student exchange memorandum, students do not have to pay the tuition fee at the partner and GE3 member universities in most cases. However, there are a few universities which require the payment of tuition, bench fee and other administration fees. Note that during the exchange period, payment of the tuition fee to TU is required.

(3) Scholarship
Refer to information below.
➢ Scholarship Information: https://www.insc.tohoku.ac.jp/japanese/preparing/scholarship/

(4) Overseas Travel Insurance
Once the applicant is accepted as an exchange student by the host university, he/she must purchase overseas travel insurance called Futai Kaigaku (付帯海学). If the student needs to purchase another insurance at the host university, he/she will have to purchase it as well as the Futai Kaigaku (付帯海学). The student is responsible for all the premiums.
➢ Futai Kaigaku (付帯海学): http://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai_kaigaku/
VI. Other

(1) Study Abroad Counseling
Make good use of the Global Learning Center’s counseling service before applying to the program. That will be helpful for making a plan about studying abroad. Also, if the applicant has undergone this counseling from Oct 29th 2018 to Oct 25th 2019 the second screening might be waived.

   ➢ http://www.insc.tohoku.ac.jp/japanese/global/advising/advising-sa/

(2) Choosing Preferred Universities
-On the Student Exchange Application Form 【Application Document ①】 , students can list up to five universities in the order of preference.
-Students are required to satisfy the language requirements of all of their chosen universities.
-Choosing from the 2nd to 5th preferred universities is as important as choosing the 1st preferred university. Students should make sure to spend a good amount of time researching on the universities' websites to collect as much information as possible on them, such as available faculties and courses for exchange students, courses taught in English, application procedures etc., and select universities that match the purpose of their study.
-Screening is only for the universities that student listed up. After students have passed the internal screening, they can apply to the university which TU will specify.

(3) Revocation of Exchange Student Eligibility
In the following cases, students will lose eligibility even if they passed the internal screening.

  ① The student is not admitted by the host university.
  ② The student does not satisfy the specified requirements by the time the study period starts.
  ③ The student has health concerns.
  ④ The number of exchange students that the host university accepts has decreased
  ⑤ The student does not observe the terms and conditions described in the “Oath of Understanding of the Terms and Conditions” 【Application Document⑤】.
  ⑥ TU considers the candidate to be inappropriate for the exchange program for a reason not mentioned above.

(4) Acceptance/Refusal and Affiliation at the Host University
Generally speaking, the student's affiliation at the host university is decided based on TU’s advice and the student’s preference. However, the decisions are totally up to host university.

(5) Application to the Host University and Related Expenses
Processing the application documents for the host university and related expenses, including flight fares, are the student’s responsibility.

(6) Partner Universities in UK
UK visas and immigration require candidates to submit IELTS score as proof of their language competency for issuing VISA. TOEFL is not accepted.

(7) Graduate Schools in the USA
Some graduate schools in the USA require candidates to submit a GRE score (Graduate Record Examinations) as an application document.

(8) Medical Insurance Provided by the Host University or Host Nation/Region
Some universities, countries or regions require visiting exchange students to join an institutional/a local insurance scheme. In that case, students are required to purchase the insurance required by the host university / country / region as well as the overseas travel insurance mentioned in (4) of Article V. Purchasing overseas travel insurance is mandatory for all students. If s/he does not purchase any overseas travel insurance, s/he may lose eligibility as a candidate.
(9) Discontinuation of Program Participation and its Related Costs
The Student shall bear any costs including cancellation charges, transportation expense from the host country to Japan etc., incurred due to the withdrawal from the program, loss of the eligibility to participation in the program, or in the event of program cancellation or discontinuation by TU regardless of their reasons.

(10) If there is any contradiction between what the English language version of the Terms says and Japanese language version says, then the Japanese language version shall take precedence.