

# Tohoku University Student Exchange Program-Outbound Application Guidelines AY2020 Second Recruitment

## I. Overview

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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 Tohoku University (hereafter, 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.

All applicants should be aware that due to the COVID-19 pandemic, Tohoku University may cancel the program depending on conditions at the destination country/region and the host university.

### 1. Partner Universities

Students can select their preferred universities for the exchange program from more than 243 partner universities, or from more than 73 universities for the University of Global Engineering Education Exchange. 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 in the list changes, it will be announced 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 about 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 apply as a candidate for the partner university
- ※ If a particular university cannot be found on the AY2020 List of Partner Universities and Institutions for University-wide Student Exchange Program or the AY2020 List of member institutions for the Global Engineering Education Exchange (GE3) organized by the Institute of International Education (IIE), contact the Student Division by e-mail as soon as possible.  
(Mail: sab\_query@grp.tohoku.ac.jp)

### 2. Study Period

One semester (spring semester of AY2021) or one year (spring and fall semester of AY2021)

\*Academic calendars/semester dates vary among partner universities.

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## Definitions

TU	:	Tohoku University
Partner University	:	Oversea educational/research institutions that have a memorandum on student exchange with TU
GE3 member university	:	Member universities/institutions of Global Engineering Education (GE3)
Preferred University	:	Partner university to which applicants wish to apply for study/research under the program
School	:	Faculty, school or graduate school in which students are enrolled at TU
Study Period	:	Period of time for which students are enrolled at partner universities

### 3. Application & Screening Schedule

Year	Month	Date/Time	Event/Procedure
2020	May	13th	Application acceptance begins
	June	Late	Application documents deadline 【See III-2】
	July	Early	1st Screening: Screening based on application documents
		Middle	2nd Screening: Interview
		Late	Announcement of screening results
	Oct	8th from 6:30 PM	1st Pre-departure orientation
	Nov	12th from 6:30 PM	2nd Pre-departure orientation
	Dec	3rd from 6:30 PM	3rd Pre-departure orientation
2021	Jan		Receipt of acceptance letter from partner university
	Oct		Debriefing session (for students returning to Japan by Sep.)
2022	May		Debriefing session (for students returning to Japan by April.)

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## 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 undergraduate or a graduate degree student who possesses excellent academic records and character.
- (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 vary among partner universities. Check the requirements on the official website of the preferred university and refer to the below table. Because various language tests have been suspended due to the COVID-19 pandemic, applications shall be accepted for this recruitment even if the requirements indicated in the table below are not met at the time of application. However, if an applicant fails to meet the requirements indicated in the table below by the application deadline of the partner university at which she/he wishes to study, she/he shall lose his/her eligibility as a candidate.

Language	Requirements ※All requirements listed need to be met for application
① English	① <b>TOEFL iBT 61 (ITP 500) or IELTS 5.5 (hereafter “TU Language Requirement”)</b> <b>Results must be from a test taken after May 1st, 2019.</b> ② If there are other language requirements set by the partner university, they must be satisfied by the time of application. ※【Note 1】【Note 2】【Note 3】【Note 5】
② Other	① Language competency level of A2 or higher on the “Common European Framework of Reference for Languages (CEFR) “ must be obtained by the time of application. ② If there are other language requirements set by the partner university, they must be satisfied by the time of application. ※【Note 3】【Note 4】【Note 5】

Note 1. Language proficiency scores from tests other than 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 May 1st, 2017 and Apr 30th, 2019 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 May 1st, 2019.

Note 4. In case the applicant does not have a language competency level of more than A2 and chooses a 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/>)

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

URL: (<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

#### Submit Application Documents

##### (1) Application Documents

Item	Form	Note
① Application Form	❖	See the sample Application Form
② Recommendation Letter from Academic Advisor	❖	Academic advisor (recommender)'s signature or name and seal is necessary.
③ Academic Transcript	-	Submit all undergraduate and graduate records. If you submit academic transcripts from another university, submit a GPA calculation chart as well. Regarding the issuance of transcripts, do not use the automatic certificate issuing machine, but ask your department via email.
④ Proof of Language Competency (photocopy)	-	※ Must satisfy all language requirements of 1st to 5th preferred universities if their requirements are different. ※ If the test score has a validity period, the test date must be no earlier than May 1 <sup>st</sup> 2019
※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.-2. above.※. The letter should be submitted from the relevant office of the School to Student Exchange Division directly.
※Letter by Language Instructor	-	Required as substitute for Application Document ④ if the applicant meets Conditions ② (a) Note 4 in II.-2. above.
⑤ Oath of Understanding of the Terms and Conditions	❖	Make two original copies. Submit one at a later date and keep the other. ※Please refer to the below when filling out the Parents'/Guardians' Guarantee: Japanese student: Parents or relatives International student: Parents, relatives or faculty at TU

##### [Download Forms]

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

➤ <http://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/>

##### [Remarks]

- Submit Excel data for ① and PDF data for ② to ⑤.
- Application Document ① must be filled out by the applicant. Otherwise, the application will be disqualified.

##### (2) How to Submit

Save all the application documents in a ZIP file and submit it to your department. (Regarding item ⑤, applicants shall be asked to submit the original copy once the COVID-19 pandemic has been mitigated and it becomes possible for them to visit their department's office.

##### (3) Deadline: Around the end of the June 2020

※ Applicants should confirm with the relevant office of their School/department.

## IV. Screening & Result Announcement

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

(2) 2nd Screening: Interview

The result of the first screening will be announced via the School. The second screening might be waived if the applicant underwent study abroad counseling with advisors at the Global Learning Center between July 1<sup>st</sup> 2019 and June 26<sup>th</sup> 2020 upon submitting this application.

Note: The points below will be examined in each screening.

1. Purpose of study abroad
2. Study and research activities
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 by the school around late July, 2020.

## V. Expenses

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(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 TU tuition fee 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 *Futai Kaigaku* (付帯海学) overseas travel insurance. If the host university requires the student to purchase additional insurance, he/she will have to purchase it as well as *Futai Kaigaku*. The student is responsible for paying all premiums.

➤ *Futai Kaigaku* (付帯海学) :

[http://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai\\_kaigaku/](http://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai_kaigaku/)

## VI. Other

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### (1) Study Abroad Counseling

Make good use of the Global Learning Center's counseling service before applying to the program.

It will be helpful for making a plan for studying abroad. Also, the second screening might be waived if the applicant underwent this counseling from July 1st 2019 and June 26th 2020 .

➤ <http://www.insc.tohoku.ac.jp/japanese/global/advising/advising-sa/>

### (2) Choosing Preferred Universities

- Students can list up to five universities in the order of preference on the Student Exchange Application Form 【Application Document ①】.

-Students are required to satisfy the language requirements of all of their chosen universities.

-Choosing 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, 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 conducted for the universities that the student has listed. After students have passed the internal screening, they can apply to a 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 final decision is totally up to the host university.

### (5) Application to the Host University and Related Expenses

Expenses, including processing fees for application documents at the host university and flight fares, are the student's responsibility.

### (6) Partner Universities in the UK

UK visas and immigration require candidates to submit an IELTS score as proof of their language competency for issuing a 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 or 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 item (4) of part V. Purchasing overseas travel insurance is mandatory for all students. Students who do not purchase any overseas travel insurance may lose eligibility as candidates.

**(9) Discontinuation of Program Participation and its Related Costs**

The Student shall bear any costs including cancellation charges, transportation expenses from the host country to Japan etc., incurred due to withdrawal from the program, loss of the eligibility to participate in the program, or in the event of program cancellation or discontinuation by TU regardless of the reason.

※The above will apply if the program is canceled due to the COVID-19 pandemic.

**(10) If there is any difference between the English language version of the program terms and the Japanese language version, the Japanese version shall take precedence.**