

Letter of Application and Letter of Consent for Student Exchange

If you wish to study abroad at an institution that does not have an academic exchange agreement with Tohoku University, please prepare "1. Letter of Application" and submit it along with the other application materials. If you are not applying for a Semester study abroad or as an exchange student, and you and your academic advisors at the host institution and Tohoku University have confirmed that you will not be charged tuition by the host institution, prepare a 3-party letter of understanding as per 2., and submit it along with the other application materials.

1. Letter of Application

Please indicate that the host institution will be a valuable future partner for academic/student exchange with Tohoku University (or the relevant department) in the future, and that further exchanges can be expected hereafter. It should be written under the name of your academic advisor at Tohoku University. There is no official form for this letter. For past examples, please see Sample ① (please note that this example is for a student from a non-partner school who was accepted into Tohoku University).

2. Letter of Consent for Student Exchange

If the host institution does not have a student exchange agreement with Tohoku University, or a signed letter of consent (contract etc.) for department-level student exchange, please refer to Sample ② (Letter of Consent for Student Exchange) and prepare a letter signed by your academic advisors at the host institution and Tohoku University, and you (the student). If you have negotiated for the host institution to waive its tuition fees, you can use Sample ②. Negotiations must be carried out by yourself, with the help of your academic advisor at Tohoku University. The Student Exchange Division and your department's staff will not assist you.

* It is preferable that you have original copies of both the "Letter of Application" and "Letter of Consent for Student Exchange" by the time you submit the application to Tohoku University, but if that is not possible you may submit them as PDF files with the application, then submit the originals to the Student Exchange Division once you have acquired them.