

Application Guide for Outbound Exchange Students under University-level Exchange Agreements (AY 2023, 1st Recruitment Round)

I. Outline

This outbound exchange program is open to Tohoku University degree students and enables study abroad for between one academic term and one year at an overseas university that has an academic exchange agreement with Tohoku University (hereafter, "partner school") or Institute of International Education Global Engineering Education Exchange affiliate school (hereafter, "GE3 school"). Students will take classes and conduct research, for which they can earn credits, at the host institution together with that institution's students (the authorization procedures for credits earned at the host institution varies depending on the faculty/graduate school). Tuition fees will be paid to Tohoku University, so participants need not pay tuition fees at host institution (with some exceptions). However, this program may be suspended/canceled due to the COVID-19 pandemic, conditions in the destination country/region, or at the host university's or Tohoku University's discretion.

1. Host Institutions

For information on the eligible universities and their language and other requirements, please see "Information on Partner Schools with University-level Exchange Agreements" or "Information on GE3 Schools" on the Global Learning Center website. (This recruitment information will be updated on/after October 3 (Mon.), 2022. The information listed until then should be treated as reference only.)

URL: <https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/>

- ※ Certain host institutions may not accept Tohoku University students in certain academic years. Also, limitations may apply regarding eligible academic fields (undergraduate, graduate etc.). In these cases, the applicant's other choices of host institution may be considered, in order of preference, during the screening.
- ※ Some faculties/graduate schools may have department-level exchange agreements with overseas universities. Applicants wishing to study abroad at one of those should inquire with their faculty/graduate school.
- ※ Some partner schools are also GE3 schools. In that case, the applicant should apply as an "Exchange Student" under the university-level agreement.
- ※ When checking language requirements on the "Information on Partner Schools with University-level Exchange Agreements" or "Information on GE3 Schools" pages, universities marked as "Requires Confirmation" must be contacted in advance. Applicants wishing to study at one of those schools should contact the Student Exchange Division as soon as possible.
- ※ Regardless of their desired host institution, graduate students should contact the Student Exchange Division by email before applying, as certain host institutions may not be able to accept graduate students as exchange students.

Student Exchange Division: exchange_tohoku@grp.tohoku.ac.jp

2. Study Abroad Period

One term or one year starting in the Summer/Fall (generally, July–October) of AY 2023 *Varies depending on the host institution.

3. Schedule from Application to Return

Year	Month	Date etc.	Item
2022	September	16 (Fri.)	Publication of Application Guide/start of recruitment
	October	Late	Deadline for submitting materials (see III. Application Instructions)
	November	Mid	1st Stage Screening: Document-based
		22 (Tue.)–25 (Fri.)	2nd Stage Screening: Interview
	December	Early	Selection of successful applicants
		Mid – as needed	Apply to prospective host institution
12 (Mon.) 18:30–		1st Orientation	
2023	February	2 (Thu.) 18:30–	2nd Orientation
	June	as needed	Receive screening results from prospective host institution
	June	30 (Fri.) 18:30–	3rd Orientation
		as needed	Begin studying abroad
2024	May / October		Post-return Report Conference (for returners)

II. Application Requirements

1. Qualifications

Applicants must fulfill all of the following conditions to be eligible.

- (1) They must be degree undergraduate or graduate students at Tohoku University of outstanding academic ability and character.
*Depending on the faculty/graduate school, students may not be permitted to graduate/complete their curriculum and proceed to the next curriculum while studying abroad. Applicants should confirm with their faculty/graduate school before applying. (Ex. The applicant will graduate from a bachelor curriculum and proceed to a master's curriculum while studying abroad.)
- (2) They must have sufficient language ability to receive education and pursue other activities in their field of specialization at the prospective host institution (See "2. Language Requirements" below).

2. Language Requirements

Language requirements are determined by the prospective host institutions for each language of instruction. Applicants should use the prospective host institution's website and the below chart to determine whether enough classes are offered in their preferred language of instruction, whether they are eligible to take the classes they desire, etc.

Language of Instruction at Prospective Host Institution	Language Requirements *Applicants must fulfill the below requirements for the language of instruction by the time of application at Tohoku University.
① English	① TOEFL iBT® 61 (ITP500) or IELTS 5.5 or higher; score must be dated October 1, 2021 or later. ② If the prospective host institution has its own language requirements, the applicant must meet them. * See Notes 1–3, 5–7 below.

② Other Languages	① Applicants must obtain a language proficiency of A2 or higher in the Common European Framework of Reference for Languages (CEFR) by the time of application to this program at Tohoku University. ② If the prospective host institution has its own language requirements, the applicant must meet them. * See Notes 3–6 below.
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Note 1. English proficiency tests other than TOEFL® or IELTS (TOEIC®, Eiken etc.) are NOT accepted.

Note 2. For prospective host institutions with no language requirements only: ① English — those who have no score dated as per ① will be deemed to fulfill the requirement if they obtained a score meeting the requirement between October 1, 2019 and September 30, 2021, and at the time of their application the head of their department (faculty or graduate school dean) deems them to have language abilities equivalent to those who hold the required score.

* Applicants should confirm with their department for details.

Note 3. For exam scores that have an expiration date, the score must have been obtained on October 1, 2021 or later.

Note 4. For the below cases, the applicant can apply by submitting a letter from an instructor in the language of in which they will take classes to the effect that they have language proficiency equivalent to CEFR A2 or higher.

Those whose language of instruction will be German, French, Spanish, Chinese, or Korean, and will not have a score as per Note 3 above by the time of their application.

Those whose language of instruction will be other than German, French, Spanish, Chinese, or Korean.

URL: <https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/cefr/>

Note 5. For information on the prospective host institutions' language requirements, see "Information on Partner Schools with University-level Exchange Agreements" or "Information on GE3 Schools" on the Global Learning Center website. (These are scheduled to be published on October 3 (Mon.), 2022. *The "Information on Partner School Language Requirements etc." is out of date and should be treated as reference only until the updated version is published.)

URL: <https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application/>

Note 6. **The TOEFL ITP® is scheduled for October 4 (Tue.), 2022. Those who wish to take it should see the below URL for details.**

URL: https://www.insc.tohoku.ac.jp/japanese/language/schedule/toeflitp_glc/

Note 7. Because the on-campus TOEFL ITP® may be canceled due to the COVID-19 pandemic, applicants are encouraged to also prepare for the TOEFL iBT® or IELTS as backup.

3. Other Requirements

- (1) The applicants' enrollment status at Tohoku University must not be "Leave of Absence" during the period of study abroad.
- (2) Except in cases where it conflicts with classes, participants must attend all three pre-departure orientations, and the Post-return Report Conference.
- (3) Participants must enroll in the overseas travel insurance specified by Tohoku University (see "(4) Overseas Travel Insurance" in V. below).
- (4) Participants must, upon completion of the study abroad, return to Tohoku University and continue their studies (See "(11) Date of Departure from/Return to Japan" in VI. below).

III. Application Instructions

1. Submitting Application Materials

(1) Application Documents

Required Documents	Form	Notes
① Outbound Exchange Candidate Records	Official Form	Be sure to read the sample form before completing it.
② Letter of Recommendation from Academic Advisor/Supervisor	Official Form	Must be signed by the academic advisor/supervisor.
③ Academic Transcript	-	Graduate students must submit their undergraduate transcript too. When submitting transcripts from another university, applicants must also submit an explanation of the relevant university's grading criteria.
④ Copy of document proving language proficiency	-	Score sheet etc. proving the application meets the prospective host institution's requirements. Applicants must not submit score sheets unrelated to the requirements of "2. Language Requirements" in II. above. *If the language requirements for the applicants' 1st through 5th choices of host institution are different, they must prove that they meet the requirements for all of institutions. *For exams scores that have an expiration date, the score must have been obtained on October 1, 2021 or later.
Letter of Recommend from the head of the applicant's department	Official Form	If Note 2 of "2. Language Requirements," item ② in II. above applies, applicants must also submit a copy of proof of language proficiency. * Prepared by the applicant's faculty/graduate school.
Document from applicant's language instructor	Free Format	If Note 4 of "2. Language Requirements," item ② in II. above applies, submit in place of proof of language proficiency.
⑤ Outbound Exchange Pledge	Official Form	Submit a copy and keep the original. The guardian should be one of the following. Japanese applicants: an adult immediate family member or relative International applicants: an adult immediate family member or relative, or academic advisor

Downloading Forms etc.

The forms mentioned above can be downloaded from the following URL.

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

Notes on Preparing Documents for Submission

- Submit document ① as Excel data, ② through ⑤ as PDF.
- If it is determined that any of the documents have been prepared by anyone other than the appropriate individual, the applicant will be disqualified.

(2) Application Submissions

Applicants should submit application materials digitally to their departments (faculty/graduate school or department/major office).

(3) Deadline for Submitting Documents

The deadline varies depending on the faculty/graduate school. Applicants should confirm it with their departments (faculty/graduate school or department/major office).

IV. Selection/Notification of Result

(1) 1st Stage Screening: Document-based

There will be no notification of results for the 1st Stage Screening. The Student Exchange Division will contact applicants directly about whether or not they will undergo the 2nd Stage Screening.

(2) 2nd Stage Screening: Interview

After the 1st Stage Screening, the Student Exchange Division will contact applicants directly about the 2nd Stage Screening.

*Applicants who receive Study Abroad Advising from Global Learning Center instructors between November 1, 2021 and October 31, 2022 (see (1) under VI. below) may have the 2nd Stage Screening waived.

*Interviews will be conducted over Zoom. Applicants must prepare a PC and Internet connection for the interview.

Reference: Evaluation criteria for screenings

- ① Goal and motivation for studying abroad
- ② Class/research activities and approach to student life
- ③ Multicultural ability
- ④ Problem solving ability
- ⑤ Language proficiency and academic record

(3) Notification of Screening Result

Notification will be sent by the departments in early December 2022 (tentative).

V. Study Abroad Expenses

(1) Payment of Expenses

Participants must bear all expenses related to studying abroad themselves (overseas travel insurance, travel, housing etc.). They should keep in mind that prices/living expenses may be higher in the destination country/region than in Japan.

(2) Tuition Fee

Under the inter-university exchange agreement's tuition clause, partner schools will not collect tuition fees. (However, depending on the university, fees may be charged for tuition, application, participation, facility usage, etc.) Participants will be required to pay Tohoku University tuition.

(3) Scholarships

The below website has information on scholarships available to those on exchange studies.

Scholarship information: <https://www.insc.tohoku.ac.jp/japanese/preparing/scholarship/>

*Non-Japanese citizens are not eligible for the scholarships shown on the above website.

(4) Overseas Travel Insurance

Those who decide to participate as exchange students are required to enroll in Supplemental Study Abroad Insurance (hereafter, Futaikaigaku), offered through Personal Accident Insurance for Students Pursuing Education and Research, to cover unexpected accidents, illnesses, and injuries. Participants must pay the insurance premium themselves.

Futaikaigaku: https://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai_kaigaku/

VI. Other

(1) Study Abroad Advising

Those with questions about overseas programs or studying abroad should actively inquire at the Global Learning Center. GLC instructors with extensive international experience will be happy to answer them. As mentioned under "(2) 2nd Stage Screening: Interviews" in IV. above, students who receive Study Abroad Advising during the specified period may have 2nd Stage Screening waived.

Study Abroad Advising: <https://www.insc.tohoku.ac.jp/japanese/global/advising/advising-sa/>

(2) Choosing Prospective Host Institutions

- Applicants should enter up to 5 choices for prospective host institutions in the Outbound Exchange Candidate Records (Application Materials ①). Additions/changes are not accepted after the application submission deadline.
- Applicants must meet the language requirements for all five choices of host institution. Applicants are not eligible to study abroad at any institution for which they do not meet the requirements. Check the host institutions' language requirements carefully before applying.
- Applicants should check each institution's website etc. for information on available faculties/graduate schools and majors, classes offered (those who wish to take classes in English at an institution in a non English-speaking country, check whether a sufficient number of classes is offered in English), and application requirements etc., and be sure to select institutions in line with their motivation for applying. Regarding classes, even if applicants obtain permission to enter their chosen faculty/graduate school, they may not be able to take certain classes due to conditions at the host institution.
- During the screening at Tohoku University applicants will be evaluated with respect only to the prospective host institutions that they have entered. Evaluations will be performed in order of preference of institutions. An exchange study application will be made to one school determined during the screening of successful applicants.

*For application instructions, see the sample in the Outbound Exchange Candidate Records form (Application Materials ①).

(3) Revocation of Acceptance

Even after passing Tohoku University's screening, applicants cannot study abroad in the following situations.

- 1 They do not receive permission to enroll from the prospective host institution.
- 2 They do not meet the requirements by the beginning of the study abroad (varies depending on host

institution).

- 3 It is difficult for them to pursue studies at the host institution due to health issues.
- 4 The host institution reduces its enrollment limit.
- 5 They fail to uphold any of the terms listed in the Outbound Exchange Pledge (Application Materials ⑤).
- 6 Tohoku University otherwise deems them unsuitable for studying abroad.

(4) Admissions at Prospective Host Institutions, Determination of Faculty/Graduate School etc.

In general, the participants' fields and departments at the host institutions will be determined under the guidance of Tohoku University, taking their wishes into account, but it may be impossible to arrange things as they desire due to circumstances at the host institutions. Upon receiving permission to enroll from the host institutions, the participants' enrollment status will be "exchange student."

(5) Enrollment and Travel Procedures

The participant is solely responsible for enrollment and travel procedures and payment of any related fees.

(6) Studying Abroad in England

Those studying in England must apply for a visa and obtain an IELTS score. Please be aware that TOEFL is not accepted.

(7) Studying Abroad in the US

Graduate students wishing to study in a US master's/doctoral curriculum may have to take the GRE (Graduate Record Examination).

(8) Partner School or Destination Country/Region and Insurance

The host institution or the destination country/region may require participants to enroll in local insurance. In that case, it will be necessary to enroll in that insurance in addition to Futaikaigaku as described in "(4) Overseas Travel Insurance" in V. above. However, if the amount of indemnification covered by Futaikaigaku satisfies the requirements of the host institution or destination country/region, participants may be exempt. (Those seeking exemption should contact the appropriate person at the host institution themselves.)

(9) Cancellation/Interruption due to Unforeseen Circumstances

If the participant withdraws, their acceptance is revoked due to any of the reasons noted in part VI, "(3) Revocation of Acceptance" above, or the program is suspended/canceled due to unforeseen circumstances in the host country/region, such as terrorist attack, natural disaster, pandemic etc., regardless of the reason, the participant will be responsible for paying any and all fees accrued before, during, and after the study abroad (including cancellation fees, travel expenses for returning to Japan, etc.). Participants cannot bill the university for such fees. (The program may be canceled due to the global COVID-19 pandemic, even after participants have already traveled to their destinations.)

(10) COVID-19 Prevention Measures

Due to the COVID-19 pandemic and other global circumstances, there may be changes to the requirements for authorizing overseas travel. There may also be changes to the procedures and documents needed to travel overseas.

(11) Date of Departure from/Return to Japan

To comply with the risk management support system, the date of departure from Japan in general must be within 10 days before the date on which classes begin for the period of study abroad. Similarly, the date of return to Japan must be within 10 days of the day after the date on which classes end (the date

of the last term-end exam). Participants who are overseas outside of the above-specified period will not be considered exchange students during those extra periods of time. Participants who are overseas outside of the above-specified period must enroll in overseas travel insurance for those extra periods as well.

(12) Other precautions

If there are any differences between the English version of the application guidelines and the Japanese version, the Japanese version of the application guidelines will be considered the correct version.