

Application Guide for Outbound Exchange Students under University-level Exchange Agreements (AY 2024, 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 an Institute of International Education Global Engineering Education Exchange affiliate school (hereafter, "GE3 school"). Students will take classes and/or 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 to the host institution (with some exceptions). However, this program may be suspended/canceled due to the conditions in the destination country/region, or at the host institution's or Tohoku University's discretion.

1. Host Institutions

For information on the eligible universities and their language requirements etc., please see "Information on Partner Schools with University-level Exchange Agreements" or "Information on GE3 Schools" on the Global Learning Center website.

URL: https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application_2024_1/

Certain host institutions may not accept Tohoku University students in certain academic years. Also, limitations may apply regarding eligible academic fields (i.e. the undergraduate or graduate school etc.). In such 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 such cases, 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, please note that the language requirements of each university may have changed, so be sure to check the requirements at the website of the university before applying. If students are still unsure about the language requirements, please contact the Student Exchange Division as soon as possible. The Student Exchange Division will try to confirm the language requirements by contacting the university.
- ※ Be aware that student exchange may not be open for graduate students or for certain faculties at some universities. Make sure to check the requirements and restrictions for student exchange at the universities before applying. If students are still unsure about the language requirements, please contact the Student Exchange Division as soon as possible. The Student Exchange Division will try to confirm the language requirements by contacting the university.

2. Study Abroad Period

One term or one year starting in the winter/spring (usually July–October) of AY 2024

* Varies depending on the host institution.

3. Schedule from Application to Return

Year	Month	Date etc.	Item
2023	September	20 (Wed.)	Start of Recruitment
	November	Early	Deadline for submitting materials (see III. Application Instructions)
		Mid	1st Stage Screening: Document-based
		21 (Thu.)-24(Fri.)	2nd Stage Screening: Interview
	December	Early	Selection of successful applicants
		11 (Mon.)	1st Orientation
Mid - as needed		Apply to prospective host institution	
2024	February	1 (Thu.)	2nd Orientation
	June	As needed, until departure	Receive screening results from prospective host institution
		28 (Fri.)	3rd Orientation
	July - October	As needed	Start of study abroad
2025	May, October		Post-return Report Conference (for those returning)

II. Application Requirements

1. Qualifications

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

- (1) They must be degree-seeking 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 Host Institution	Language Requirements *Applicants must fulfill the below requirements for the language of instruction by the time they apply at Tohoku University.
English	① TOEFL ITP® 500, TOEFL iBT® 61 or IELTS 5.5 or higher; must be dated October 1, 2022 or later (on-campus requirement). ② If the prospective host institution has higher language requirements, the applicant must meet those instead of the above. * See Notes 1–3, 5–7

Other Languages	<p>① Applicants must obtain a language proficiency of A2 or higher in the Common European Framework of Reference for Languages (CEFR) by the time they apply to this program at Tohoku University.</p> <p>② If the prospective host institution has its own language requirements, the applicant must meet them.</p> <p>* See Notes 3–5</p>
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Note 1. English proficiency tests other than the TOEFL ITP®, TOEFL iBT® TEST or IELTS (e.g. TOEIC®, Eiken etc.) are NOT accepted. (TOEFL iBT® MyBest™ scores are NOT accepted.) Scores from online tests such as TOEFL iBT® Home Edition may or may not be accepted depending on the university, so be sure to check the website of the test administrator or the website of the university where students wish to study to see if it is acceptable.

Note 2. For prospective host institutions with no language requirements only: those who have no score as described in "English ①" will be deemed to fulfill the requirement if they obtained a score meeting that requirement between October 1, 2020 and September 30, 2022, 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 or after October 1, 2022.

Note 4. In the below cases, the applicant can apply by submitting a letter from an instructor of the language in which they will take classes at the prospective host institution 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 by the time of their application.

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

* Tohoku University's internal CEFR requirements for exchange students

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

Note 5. Those who wish to receive instruction in English and another language must meet the requirements for those languages by the time of their application.

Note 6. 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.

URL: https://www.insc.tohoku.ac.jp/japanese/studyabroad/all/application_2024_1/

Note 7. **The TOEFL ITP® is scheduled for October 4 (Wed.), 2023. Those who wish to take it should see the below URL for details. Keep in mind that it takes two weeks for the results to be returned.**

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

Note 8. Because the on-campus TOEFL ITP® test may be affected or canceled due to the COVID-19 pandemic, applicants are encouraged to be prepared to fulfill the language requirements on their own.

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 preparatory 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	Please see 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 other universities, applicants must also submit an explanation of the relevant universities' grading criteria.
④ Copy of Language Proficiency Certification	-	Score sheet etc. proving the application meets the prospective host institution's requirements. * 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 the institutions. * For exam scores that have an expiration date, the score must have been obtained on October 1, 2022 or later. * Only submit language exam scores that are relevant to the language requirements.
	Letter of Recommend from the head of the applicant's department	Official Form Applicants must also submit proof of language proficiency only if Note 2 of "2. Language Requirements," item ② in II. above is applicable. * To be prepared by the student's department.
	Document from applicant's language instructor	Free Format Submit in place of proof of language proficiency only if Note 4 of "2. Language Requirements," item ② in II. above is applicable.
⑤ Outbound Exchange Pledge	Official Form	Prepare in duplicate, submit one copy, and keep the other. 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_2024_1/

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 must confirm with their department (faculty/graduate school or department/major office) staff.

※All personal information submitted will be used only for the purpose of selection and program implementation.

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 via

Google Classroom.

(2) 2nd Stage Screening: Interview

As described above, after the 1st Stage Screening, the Student Exchange Division will contact applicants directly about the 2nd Stage Screening via Google Classroom.

*Applicants who receive Study Abroad Advising from Global Learning Center instructors (including online advising) between November 1 (Thu.), 2022 and October 31 (Thu.), 2023 (see (1) under VI. below) may have the 2nd Stage Screening waived.

***The interview will be conducted in person.**

We will contact applicants in mid-November regarding the interview selection schedule.

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 2023 (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.). Please 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.) Please note that participants are required to pay Tohoku University tuition.

(3) Scholarships

Please see the below website for information on scholarships available to exchange students.

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

*Scholarships may have eligibility requirements related to academic performance, nationality, etc.

*Be aware that not all who apply receive scholarships. Please plan your finances to ensure you can study abroad without relying on scholarships.

(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. Please note that after submitting application documents, you cannot change the prospective host institution. Consider your choice carefully and select only those institutions for which you are eligible.
*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, the applicant cannot study abroad in the following situations.

- 1 They do not receive permission to enroll from their prospective host institution.
- 2 They do not meet the requirements by the beginning of the study abroad period (varies depending on host institution).
- 3 It is difficult for them to study abroad due to health issues.
- 4 Their prospective 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 participant's field and department at the host institution will be determined under the guidance of Tohoku University, taking the participant's wishes into account, but it may be impossible to arrange things as they desire due to circumstances at the host institution. Upon receiving permission to enroll from the host institution, the participant's 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) Language instruction required

Students who meet the on-campus requirement of TOEFL ITP® 500, TOEFL iBT® 61 or IELTS 5.5 or higher or the language requirement of the university where they wish to study abroad and who pass the on-campus selection process, but score below the following will be required to take language instruction. Applicants whose scores are below the following scores at the time of application should be sure to apply for Spring 2024 (AY 2023) TEA's English. Applications for Spring 2024 (AY 2023) TEA's English will be accepted in December or January.

- Students with scores below the following are required to take language instruction

Less than TOEFL ITP® 530, TOEFL iBT® 71, or IELTS 6.0

URL: <https://www.insc.tohoku.ac.jp/japanese/language/english/>

TEA's English will recruit students around December-January 2023, and the course will be held around February-March 2024.

(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 "VI. Other (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.

(10) Measures against Infectious Diseases

Due to infectious disease outbreaks or other circumstances abroad, 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 our risk management support system, in general the date of departure from Japan 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). Please return to Japan promptly within 10 days of the day after the date on which classes end (the date of the last term-end exam). If you have a justifiable reason to stay longer than 10 days, such as research purpose, please consult with your department.

As a rule, the dates of departure and return to Japan should be as follows.

Departure date from Japan: Within 10 days counting from the day before the first day of classes of the first semester of study abroad.

Date of return to Japan: Within 10 days from the day after the last day of classes (last day of final examinations, etc.) of the last semester of study abroad.