

STUDENT EXCHANGE PROGRAMME (SEP)

Information for Students on Exchange

A. University	Tokyo Institute of Technology http://www.titech.ac.jp/english/ https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/non-degree-faq
B. Country	Japan
C. Academics	
i) Course Mapping & Credits Transfer	<p>Please ensure that your Study Plan is approved by the academics at your home faculty before the exchange. You can check with the SEP Coordinator in the Dean's Office of your home faculty.</p> <p>After you have accepted the SEP offer from your faculty, you will be able to access the course mapping worksheet on EduRec. You are encouraged to map some spare courses in the event that your preferred courses are not offered in that semester, unavailable or cancelled. Course mapping requests are subject to approval from the faculties. Please ensure that your course mappings are approved by the relevant departments in NUS before you depart for the exchange.</p> <p>Courses approved in the past might not be offered by the host university or approved by your faculty when it is time for your exchange. Please check the latest course offerings at the host university while you are preparing your Study Plan.</p>
ii) Academic Calendar	<p>YSEP: Semester 1: March to August Semester 2: September to February</p> <p>ACAP: Semester 1: April to August Semester 2: October to February</p> <p>https://www.titech.ac.jp/english/student/students/life/schedules</p>
iii) Exchange Duration	<p>YSEP: 5 months to 1 year</p> <p>ACAP: One semester (2 quarters) or Full year (4 quarters)</p>
iv) Examination	Students are expected to attend all mandatory examinations at the host university.
v) Curriculum Structure	Tokyo Tech offers the following programmes to exchange students:

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Young Scientist Exchange Program (YSEP) – Research-oriented programme

-This programme offers students who have completed at least two and a half years of study at the undergraduate level the opportunity to study and research under the guidance of an academic supervisor, working towards a presentation on the student's own research at the end of the last semester during the student's enrolment.

-Students enrolled on YSEP are required to:

- 1) Study and research under the guidance of an academic supervisor, and make a presentation on your own research at the end of the last semester during your enrolment.
- 2) Engage in at least one of the following activities:
 - (a) Take at least one of the following courses
 - Recommended courses for international exchange students (TBA)
 - Japanese language
 - (b) Participate in one of the monthly events organised by Tokyo Tech (dates TBA)

-Students on YSEP may also take elective courses offered at Toyo Tech.

- (a) Undergraduate students can take courses for undergraduates (most of which are conducted in Japanese) and courses for graduates also open to undergraduate-level international exchange students (conducted in English).
- (b) Students may take Japanese language courses at any level and are not allowed to take language classes other than Japanese.

**Please refer to Tokyo Tech's website for more detailed information, including course restrictions, etc.*

Programme information on YSEP:

<https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/ysep>

Academic Cooperation Agreement Program (ACAP) – Course-oriented programme

-This programme is for students who have completed at least one year of study at the undergraduate level. Students on ACAP will study alongside Tokyo Tech students in regular courses offered on a quarter or semester basis.

-Students enrolled on ACAP are required to:

- 1) Take course(s) offered at Tokyo Tech: Mandated to take 6 classes (600 minutes) or more per week to maintain student visa status.
 - (a) Undergraduate students in their final year can take courses for undergraduates (most of which are conducted in Japanese) and courses for graduates also open to

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	<p>undergraduate-level international exchange students (conducted in English).</p> <p>(b) Undergraduate students other than those in their final year can take only undergraduate courses mostly conducted in Japanese.</p> <p>(c) Students may take Japanese language courses at any level and are not allowed to take language classes other than Japanese.</p> <p>2) Engage in at least one of the following activities:</p> <p>(a) Take at least one of the following courses.</p> <ul style="list-style-type: none"> - Recommended Courses for International Exchange Students - Japanese language <p>(b) Participate in one of the monthly events organised by Tokyo Tech. (Dates: TBA)</p> <p><i>*Please refer to Tokyo Tech's website for more detailed information, including course restrictions, etc.</i></p> <p>Programme information on ACAP: https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/acap</p>
<p>vi) Entry Requirements</p>	<p>YSEP: To have completed at least two and a half years of study at NUS at time of YSEP application.</p> <p>ACAP: To have completed at least one year of study at NUS (i.e. to be enrolled in 2nd year and above of undergraduate studies in NUS at the time of ACAP participation).</p> <p>Minimum GPA of 3.0 out of 5.0 and no grade below C.</p>
<p>vii) Language Proficiency Requirements</p>	<p>YSEP: Japanese language proficiency is not required for YSEP. However, it is recommended that students have basic Japanese language knowledge.</p> <p>ACAP: <u>Except for undergraduate students in their final year</u>, an official Japanese Language Proficiency Test (JLPT) result or equivalent document is required as students are supposed to take courses conducted in Japanese. Tokyo Tech expects ACAP applicants to have N1 level of JLPT.</p>
<p>viii) Faculties & Schools accepting exchange students</p>	<ul style="list-style-type: none"> • School of Science • School of Engineering • School of Bioscience and Biotechnology

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ix) Courses Compatibility and Courses Restrictions	Please refer to the course information found here: https://www.titech.ac.jp/english/international-student-exchange/pdf/courseinfo-to-help-develop-yourstudyplan-2024.pdf
D. Application	
i) Procedures	<p>ACAP:</p> <p><u>Step 1: Nomination by NUS</u></p> <p>Students should be nominated by NUS to Tokyo Tech. At the time of nomination, the “ACAP Course-Oriented Program Sheet” prepared by each applicant should be submitted to Tokyo Tech by their home university. After receiving the official nomination from NUS, Tokyo Tech will directly send you the necessary information for logging in to the online application form via email to you.</p> <p><u>Step 2: Find an academic supervisor at Tokyo Tech</u></p> <p>Within the "Contact Period with the ACAP Specialized faculty member", applicants are required to contact an ACAP Specialized faculty member by directly referring to the list of the ACAP Specialized faculty members which will be provided by Tokyo Tech, and obtain their approval. Please do NOT contact outside of the set time of period. On the online application form, applicants need to submit evidence such as an email message or a letter indicating that the ACAP Specialized faculty member agrees to accept them.</p> <p><u>Step 3: Submit the required application materials online</u></p> <p>YSEP:</p> <p><u>Step 1: Nomination by NUS</u></p> <p>Students should be nominated by NUS to Tokyo Tech. After receiving the official nomination from NUS, Tokyo Tech will directly send you the necessary information for logging in to the online application form via email to you.</p> <p><u>Step 2: Find an academic supervisor at Tokyo Tech</u></p> <p>Before beginning the online application process, applicants are required to contact a desired academic supervisor at Tokyo Tech directly, and obtain approval from him/her. On the online application form, applicants need to submit evidence such as an email message or a letter indicating that the Tokyo Tech professor agrees to be the applicant’s academic supervisor.</p>

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	<p>Please note that only professors, associate professors and lecturers are eligible to be academic supervisors. (Assistant professors may or may not be qualified. Please consult with Tokyo Tech in advance.)</p> <p><u>Step 3: Submit the required application materials online</u></p> <p><i>*Students are advised to follow Tokyo Tech's application instructions and submit all relevant documents punctually in order to avoid delays in receiving their application results.</i></p>
<p>ii) Deadlines</p>	<p>All NUS students must abide by the internal application deadline set by their home faculty for exchange participation in the following academic year. After clearing the internal application and selection process, students have to take note of the application deadline set by the host university.</p> <p>Failure to submit a formal application to the host university will result one's exchange being forfeited even if you have been selected by NUS for the exchange.</p>
<p>E. Accommodations</p>	
<p>i) University Accommodation</p>	<p>YSEP or ACAP applicants will be asked to confirm their intentions to move into the dorms on the online application. As room availability is limited, not all incoming students will be assigned a dormitory room. Changes of dormitories assigned to applicants will not be accepted.</p> <p>For more information about accommodation, please refer to https://www.titech.ac.jp/english/admissions/prospective-students/ps-support/housing</p>
<p>F. Visa</p>	
<p>Consular/Visa Regulation</p>	<p>After you have completed the application procedures, Tokyo Tech will apply for a Certificate of Eligibility (COE) on your behalf with the Immigration Bureau of Japan, and send you a scanned copy when it has been issued. You will need the COE to apply for a student visa to Japan. Please visit the Japan Embassy website for the required documents for your visa application.</p> <p>All students are advised to apply for the necessary visa immediately after receiving the official offer letter/email from their host university. This is to ensure that you can obtain your visa in time before the start of your exchange term. Your exchange at the host university depends on the clearance by the immigration of the host country.</p>

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	<p>Tokyo Tech's information on visa and immigration can be found here: https://www.titech.ac.jp/english/admissions/prospective-students/admitted/visa</p>
G. Safety, Health & Medical Insurance	
i) Health/Medical Insurance	<p>Foreign nationals living in Japan for more than three months are required to enrol on the National Health Insurance.</p> <p>In addition to this:</p> <p>1-1) Disaster and Accident Insurance for Students (GAKKENSAL): Benefits will be paid in case of unexpected disasters or accidents during regular curricular/extracurricular activities and while commuting.</p> <p>1-2) Personal Liability Insurance for Students (GAKKENBAI): To indemnify students for personal liability provided by law for injuries caused to a third party or properties damaged during regular curricular activities, school events and while commuting.</p> <p>*Disaster and Accident Insurance for Students (GAKKENSAL) & Personal Liability Insurance for Students (GAKKENBAI) cost 1,340 JPY in total per year.</p> <p>2) Additional "Comprehensive Insurance for Students' Lives" coupled with GAKKENSAL (students who enrol in GAKKENSAL are eligible to join) covers indemnity liability, injury and illness on and off campus and coverage for out-of-pocket medical expenses. It costs 8,060 JPY for 6 months.</p> <p>All registered NUS students are covered under the group personal accident and medical insurance as well as the student travel insurance. For more information on the insurance coverage, please refer to:</p> <ul style="list-style-type: none"> • https://myportal.nus.edu.sg/studentportal/student-insurance/all/. • https://nus.edu.sg/uhc/docs/default-source/insurance/nus_covid_faqs.pdf <p>If the insurance coverage is not sufficient, students are advised to purchase additional health and/or travel insurance from their preferred agent.</p>
ii) Emergency Number at host university	<p>Inbound exchange coordinator: +81-35-734-3027</p> <p>Health and mental wellbeing: https://www.titech.ac.jp/english/students/health</p> <p>Counselling Services: https://www.titech.ac.jp/english/students/counseling</p>
H. Cost of Living	

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i) Estimated Monthly Living Expenses	<p>It depends on where you live, but you will need at least JPY 100,000 per month as of 2023.</p> <p>References:</p> <ul style="list-style-type: none"> • Tokyo Tech Dormitory fees: JPY 27,500-65,000 (plus a separate move-in fee) • Bottle of water: JPY 100-150 • Lunch at cafeteria at Tokyo Tech: JPY 400-600 • Lunch at café or restaurant in Tokyo: JPY 1,000-1,500
I. Useful reference	
Other Useful Websites	<p>FAQ for International Exchange Students: https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/non-degree-faq Campus Map: http://www.titech.ac.jp/english/maps/index.html Study in Japan: https://www.studyinjapan.go.jp/e</p>

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Note: All information is subjected to change.