

Admission Procedures for USTEP Type U Students
Autumn 2024 Admission

This brochure contains information on the program and procedures to be completed prior to your arrival in Japan. Please read each of the points below carefully.

【Inquiries】

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HP: <http://www.u-tokyo.ac.jp/en/current-students/ustep-typeu.html>

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1. Certificate of Admission (CoA)

A Certificate of Admission (CoA) **scanned data** issued by the Center for Global Education of the University of Tokyo will be sent to your affiliated university so please receive it from your home university coordinator.

If, for any reason, you need to cancel your enrollment, notify both your home university and the International Education Promotion Group (USTEP office) of UTokyo (ustep-office.adm@gs.mail.u-tokyo.ac.jp) immediately.

2. “Certificate of Eligibility” (CoE) for Student Visa Application

*If you hold a Japanese nationality or permanent residency in Japan, please let us know as you may be required to prepare documents and follow procedures that are different from what is written below.

*If you already have any kind of visa for Japan (e.g. student visa, working holiday visa, Family visa), immediately submit a copy of your residence card (front and back) to the International Education Promotion Group (USTEP Office) (ustep-office.adm@gs.mail.u-tokyo.ac.jp) please. Documents and procedures may differ from what is written below.

When you apply for a student visa at the Japanese Embassy or Consulate, you will need a Certificate of Eligibility (CoE) scanned data issued by the Immigration Services Agency of Japan. UTokyo outsources CoE/Visa works to Legal Professional Corporation (IMS). IMS will apply to the Immigration Services Agency of Japan for a CoE on your behalf. Details of application procedures will be sent to you by IMS (ut-visa@attorney-office.com). **Please make sure to respond to the initial email sent from IMS to confirm your acknowledgment of the instructions. Please read the instructions carefully and be sure to submit all the necessary documents to IMS by May 13th.**

*If you do not hear from IMS **by 3pm on April 26rd (JST)**, contact both the IMS and the International Education Promotion Group of UTokyo (USTEP office) (ustep-office.adm@gs.mail.u-tokyo.ac.jp) immediately.

Please remember that it normally takes about 2 months for the CoE scanned data to be sent to you after IMS receives all the required documents from you. However, this may take longer if there are any problems with your documents. It is essential that you submit all the documents as quickly as possible. If you fail to submit any of the required documents by the deadline, our office will contact your home university to inquire whether you still intend to take up your place at UTokyo. **Students must enter Japan with a valid student visa issued by the Japanese Government. There are no exceptions to this rule. (You cannot change from a short-term visit visa to a student visa after you arrive in Japan.) Failure to do so may result in immediate cancellation of your enrollment at UTokyo.**

UTokyo will not accommodate any private requests such as early issuance of CoE or application for student visa after arriving in Japan. Please also note that UTokyo and IMS cannot assume responsibility for any late issuance of CoE due to insufficient/incorrect documents or late submission of the CoE application.

<! Important Notes!>>

(1) Your Arrival Date to Japan

- ▶ **Participants in this program must enter Japan by September 27th (Friday).**
- ▶ **Participants in this program must attend the orientation held on every semester (for one semester students must attend on September 27th for Autumn and for two semester students must attend on 2024 September 27th and 2025 April 3rd).**

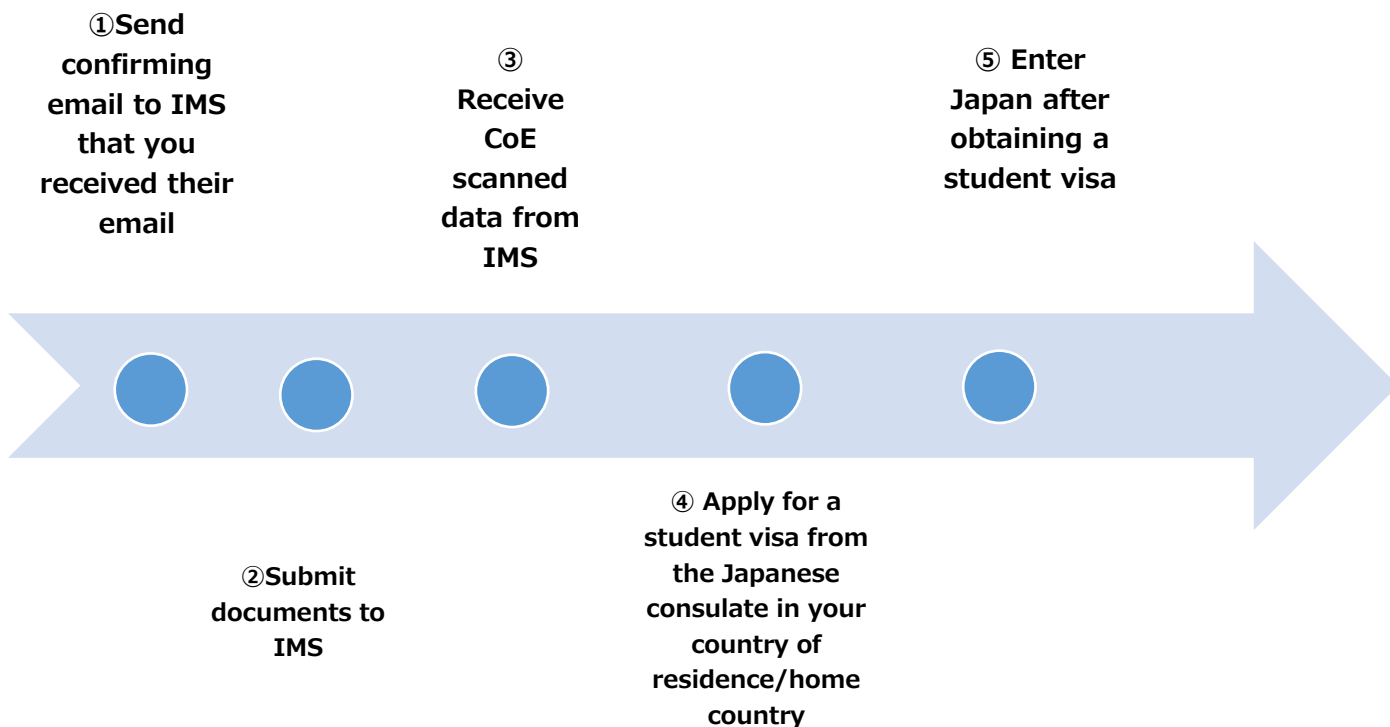
If a student cannot enter Japan by September 27th and misses the orientation, his/her admission will be cancelled.

- ▶ The move-in dates for accommodation provided by UTokyo will be scheduled **between September 1st and 7th or October 1st and 7th depending on the accommodation.** For more information, please refer to "5. Housing" on page 6.
- ▶ Purchasing the plane tickets is solely your responsibility. Make sure your accommodation is confirmed before purchasing the plane tickets. Plan your entry into Japan by counting back from your move-in date. Your move-in date varies depending on whether you move into a dormitory provided by the UTokyo (September or October), an apartment or share house individually.

(2) Office Closing Period

The International Education Promotion Group of UTokyo (USTEP Office) will be closed between **April 27th and May 6th** and IMS will be closed between **April 27th to 29th and May 3rd to May 6th.**

3. Steps from Applying for CoE to Applying/Obtaining Student Visa



STEP ①

IMS will send a First Email **by April 26th**, following IMS's instructions and **you must send the confirming email to IMS** so that they will know you have received their email.

STEP ②

Submit the required documents to IMS **by May 13th** (It is advisable to send your documents as soon as it is ready to be sent), following IMS's instructions. After checking your submitted documents, IMS will apply for your CoE at the Immigration Services Agency of Japan.

STEP ③

As soon as IMS receives your CoE from the Immigration Services Agency of Japan, CoE scanned data will be sent to you. Please use the CoE scanned data when applying for a student visa and entering Japan. The original CoE will be returned to the Immigration Services Agency of Japan by IMS after the USTEP orientation on September 27th.

STEP ④ - ⑤

Check the documents required for applying for a student visa in addition to the CoE scanned data and apply for a student visa at the Japanese Embassy or Consulate in your country of residence or home country. **Please note that you cannot apply for a student visa in Japan. Be sure to obtain the student visa from the Japanese Embassy or Consulate in your country of residence or home country before coming to Japan. Please enter Japan no later than September 27th. If you come**

to Japan without obtaining a student visa, your admission to UTokyo may be cancelled.

When entering Japan, make sure you bring your valid student visa and the CoE scanned data. Be sure to print out the scanned data just in case.

<< Important Notes !>>

***If you have dependents (spouse and/or children):** Please inform the International Education Promotion Group of UTokyo (USTEP office) immediately. Making arrangements for the dependent's visa is your responsibility. You can also use IMS's optional service to arrange for the dependent visas at extra cost.

***If you have stayed in Japan with the status of "Auditing/Non-degree Student" in the past:** Please inform the International Education Promotion Group of UTokyo (USTEP office) immediately. If your total stay exceeds a year, a statement of reason will be required when applying for the CoE.

4. Scholarships

The Japan Association Student Service Organization (JASSO) Short Term Study Scholarship is not available this year.

5. Housing

USTEP students may apply to stay in the UTokyo residence halls, or in communal student housing facilities operated by private sector organizations. We will notify you of the detailed instructions **in late May** by email. **We will not accept the housing application on OSTA system before the detailed information been sent by USTEP office.**

Please note that, although USTEP students are given priority to be selected, applicants are not guaranteed a place due to the limited number of accommodation facilities. (If your application is not successful, you must make your own off-campus housing arrangements.) The timing of the notification of the selection result for the housing varies depending on the type of dormitory, so please check the information on each housing carefully. If you are unable to wait until the notification of the selection result, we recommend that you search for an apartment or shared housing on your own rather than applying for any of the accommodations arranged by the university. Please note that, in general, you may not cancel once you are assigned an accommodation unit by the university. Therefore, carefully consider your housing options BEFORE you apply. Each facility has a different move-in date and time. You will not be allowed to move in outside of the designated period.

*For details, please check the housing information that will be sent **in late May**.

6. Courses

(1) Course Registration

Students will register for courses at the beginning of the semester **from early October**. Please start planning your timetable and checking courses.

Please note that the courses currently listed on our course catalogue (<http://catalog.he.u-tokyo.ac.jp/ug-index?usep=true>) are for the 2024 academic year (April 2024 to March 2025). Please fix your timetable after the course information for the 2025 academic year (April 2025 to March 2026) has been updated in the course catalogue **in mid-March, 2025**. (Courses in the Faculty of Engineering will be updated **in late March**.)

In addition, some 2024A semester courses are currently undergoing adjustments. Courses details not listed in the course catalog will be updated in September 2024.

Courses held in the S semester (April to August) are denoted by "S1S2/S1/S2" in the field labeled "Semester" in the course catalogue, and courses labeled with "A1A2/A1/A2" will be held in the A semester (October to next March).

(Reference) Academic Calendar for 2024: https://www.u-tokyo.ac.jp/en/current-students/university_calendar.html

【Denotation in the Course Catalogue: Semester-based Courses and Term-based Courses】

Courses can be categorized into two types by the length of the course: semester-based courses and term-based courses. The courses denoted by "S1S2" or "A1A2" in the course catalogue are semester-based courses and are offered in two consecutive terms. The courses displayed as "S1", "S2", "A1", or "A2" are term-based course and are offered for one term.

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
S1 Term Courses		S2 Term Courses		Summer Vacation		A1 Term Courses		A2 Term Courses		Spring Vacation*	
S Semester Courses						A Semester Courses					

*Some courses offered by the Faculty of Agriculture may be offered in February as W term courses.

There may be a chance that some Intensive Courses may be offered during the summer and spring vacations. Please check the detailed schedule of courses in the academic calendar of 2024 and the syllabus of each course which you can access after entering UTokyo.

(2) Requirements regarding Course Registration

USTEP students must enroll in a minimum 6 periods of courses per week during your stay to meet the USTEP program's requirement. (This is also a part of Japanese legal requirements for international students to maintain a student visa status.) Intensive Courses do not count as fulfilling this requirement. In addition, **under the USTEP policy, at least one of the courses should be a non-language course.**

*1 period =105 minutes

*You can register for more than 6 periods of courses per week if you can manage it.

(2) Note regarding Graduate-level Courses and Graduate School Courses

USTEP Type U Students are not eligible to take courses offered by Graduate Schools. However, they may take the graduate level courses for undergraduate students listed on the Type U course catalogue. These courses refer to subjects offered at the graduate level by the Faculty/College that UTokyo undergraduate students are affiliated with. They differ from regular graduate courses offered by each Graduate School for graduate students.

(3) Language Proficiency Requirements

USTEP students must meet the following language requirements depending on the courses you wish to take as we have informed in the application.

*These requirements do not apply to language courses such as Japanese language courses.

Students who wish to take courses offered in Japanese	Students who wish to take courses offered in English	Students who wish to take courses offered in Japanese and English
- JLPT Level N1 - Have graduated from a high school where the medium of instruction is in Japanese	- A minimum TOEFL iBT score of 90, IELTS overall band score of 6.5, or Cambridge English Qualifications "C1 Advanced" - Attend a university or have graduated from a high school where the medium of instruction is English	- Meet language proficiency requirements in both Japanese and English

(4) Language Proficiency Certificate

If you have a language proficiency certificate which you have not yet submitted to the International Education Promotion Group of UTokyo, please submit it to USTEP office via email **before the course registration period starts in October.**

(5) Classroom Locations

Courses offered by the College of Arts and Sciences (course codes starting with 08) will be held on Komaba Campus while most of the other courses offered by the other Faculties will be held on Hongo Campus. There may be some exceptions, so please check the syllabus of each course for the classroom locations.

(6) Seminar Courses Offered by the Faculty of Law

In order to enroll in seminars offered by the Faculty of Law, students must first submit an application essay for each seminar they wish to attend by the designated date **in late September.** Essays will first be reviewed by the professors teaching those seminars, and only those who are given permission will be allowed to enroll. You can only apply for one law seminar per semester that is conducted in "Japanese" or "Japanese and English". However, there is no limit to the number of applications you

can submit for seminars that are instructed in “English”. Details will be announced **around mid-September** by email.

(7) Japanese Language Courses

USTEP students can take Japanese language courses offered by the College of Arts and Sciences (on Komaba Campus) and the Faculty of Engineering (on Hongo Campus)

<Japanese Language Courses Offered by the College of Arts and Sciences (on Komaba Campus)>

In order to take Japanese language courses of the College of Arts and Sciences, **students must complete a “preliminary survey” in early June and must take the Japanese placement test online held around mid-September** even if you have no experience in studying Japanese. Details will be sent by email directly from the College of Arts and Sciences.

*In order to take Japanese language courses of the College of Arts and Sciences, students must complete both “preliminary survey” and the Japanese placement test.

*Japanese language courses offers the level 2 (L2:Upper-Elementary) or higher class. They do not offer the class for level 1 (L1: Lower-Elementary).

*Each student's proficiency level will be determined based on placement test results.

*An email containing the link and login information for the preliminary survey will be sent right before the survey.

(Reference) <https://www.globalkomaba.c.u-tokyo.ac.jp/en/inbound/support/japanese.html>

<Japanese Language Courses Offered by the Faculty of Engineering (Hongo Campus)>

In order to take Japanese language courses of the Faculty of Engineering, students must take the Japanese placement test online between late September and early October. Details will be provided by the USTEP office **in early September**.

(Reference) <https://www.jlcse.t.u-tokyo.ac.jp/en/>

<<! Important Notes !>>

USTEP program is designed as a course-based program and USTEP students are not allowed to engage in research internship and other research activities in laboratories and research projects at UTokyo.

7. National Health Insurance

USTEP students must enroll in the National Health Insurance (NHI) Program regardless of whether they may already have obtained an insurance in the home country. This is a strict legal requirement in Japan. To enroll in the NHI, you must go to the relevant section in the municipal office where you register your address, taking your residence card with you. The NHI card will be sent to your registered address later. The insurance fee will vary depending on which municipality you live in and some other criteria, so please contact the NHI section of your municipal office for more details. (Usually, it is around JPY 1,200 to JPY 1,500 per month for students.) Under this required health insurance program, whenever you receive medical treatment for an illness or an injury, 70% of the cost will be automatically covered by the NHI so you only need to pay 30% at the hospital if you show your NHI card.

If there is some time after coming to Japan before moving into a dormitory or an apartment and taking out National Health Insurance, we strongly recommend that you take out overseas travel insurance to cover that period.

8. IMAS: Inbound Medical Assistance Service

The University of Tokyo provides IMAS (Inbound Medical Assistance Service) through the Emergency Assistance Japan for international students free of charge. All USTEP students must register for IMAS. The registration will take place after you enter UTokyo. Once registered, students will receive the services listed below.

- Telephone Consultation available 24/7, 365 days a year
- Referral to an appropriate hospital
- Interpretation service provided over the phone while in hospital or during transfer to hospital
- Contacting the University if necessary

*This service is available only in Japan.

*This service is NOT an insurance. Thus, medical treatment is not included in the service. Make sure to join the National Health Insurance.

9. Others

● Living Expenses / Prices

The minimum breakdown of living expenses for USTEP students is as follows.

Rent / accommodation fee: Approximately JPY 80,000

Monthly Food expenses: Approximately JPY 30,000

Monthly Transportation / Others: Approximately JPY 10,000/month

Make sure you have enough information in advance about your living expenses to avoid financial insecurity.

- Bank Accounts

There are two ways to open a bank account: one is to open an account during the on-campus account opening service period (the International Education Promotion Group of UTokyo (USTEP office) will give you more details by email as soon as we know the schedule), and the other is to open an account yourself at banks/website. When opening a bank account, you will need to show your residence card with your address listed at the back of the card, your student ID or a certificate of enrollment, and your personal seal. (In some cases, a signature can be used instead of the seal.)

- Credit Card

Please research and decide in advance how to bring money with you to Japan (e.g. opening an account and creating a credit card with a bank in your country that also operates in Japan, using a money transfer service, etc.). Credit cards are required for many services in Japan (e.g. contract with cell phone companies), so we recommend that you apply for one before coming to Japan, as foreign nationals may find it difficult to apply for one in Japan.

- Part-time Job

UTokyo does NOT encourage USTEP students to engage in part-time work. If students wish to do so, however, they are required by law to obtain a proper work permit before you start the part-time work. The work permit (“permission to work outside the status of residence”) may be obtained at the airport when entering the country or at the Immigration Services Agency of Japan nearest you after entering the country. Receiving compensation without obtaining this permit is a violation of Japanese Law.

(Reference) <https://www.isa.go.jp/en/applications/procedures/16-8.html>

- Barrier-free Support/ Reasonable Accommodation

The University of Tokyo strives to provide appropriate support and to ensure that students with disabilities can receive education smoothly and that they are not disadvantaged because of their disabilities. You can consult with appointed professors and coordinators about reasonable accommodation that can be received at our university. If you need reasonable accommodation, please contact the USTEP Office of the International Education Promotion Group. We will ask you to prepare the necessary documents and have an interview with the appointed professor and coordinator before classes start as early as possible. Please keep it mind that to travel all the way from home and living in a new environment itself is a very stressful situation and it can trigger your controlled illness so please consider getting a reasonable accommodation as your insurance before the illness get to you. Please feel free to contact us.

- National Pension

The National Pension is a public pension system in Japan that pays out when members reach old age or when they become disabled. People between the ages of 20 and 59 living in Japan, even if they are foreigners, are obliged to join the national pension system and pay insurance premiums if they are eligible for resident registration. Students with no income are exempted from paying the premiums.

Please remember to apply for an exemption from payment of National Pension Insurance when you apply for the National Health Insurance at your ward office.

- My Number

Once you have registered your address at your local municipal office in Japan, you will be issued with a “My Number” (an individual number). A letter containing your “Individual Number Notice” will be sent to your registered address, so please keep it in a safe place. My number will be required when you work part-time jobs or when you apply for the move out or move in procedures at the city/ward office. Never provide your My Number to a third party without knowing the purpose of use, and do not lend or borrow My Number Cards from/to others. In addition, since My Number is a lifetime number, please keep it in a safe place, even after returning to your home country.

*Although My Number is automatically assigned and notified by post, issuance of my number card is optional. The application for the issuance of the card is done at the city/ward office, but it will take about several days to be issued.

***Schedule will be subject to change. Please check emails from the International Education Promotion Group.**