



The Graduate School of Public Policy, University of Tokyo Application Guide for CAMPUS Asia Non-Degree Exchange Students

Please read the following instructions carefully before you apply for an exchange student program.

1 Eligibility

- 1.1 The applicant must be a student enrolled in a university or graduate school that has a student exchange program with the University of Tokyo or the Graduate School of Public Policy (GraSPP) of the University of Tokyo. The applicant will be enrolled in GraSPP as a non-degree exchange student *Tokubetsu Choko Gakusei*.

2 Procedures

2.1 Documents to submit

2.1.1 GraSPP Application Form

2.1.2 Three 4cm x 3cm Photos with your name on the back of each

2.1.3 Official Academic Transcript

2.1.4 Letter of Recommendation from your supervisor (any format is acceptable)

2.1.5 TOEFL Certificate (copy is acceptable)

2.2 Please send the above documents (2.1.1 through 2.1.5) to the following address:

(Partner schools can submit all application documents in PDF file if the students bring the original hard copy with them when they come to Tokyo)

Office of the International Student adviser Graduate School of Public Policy The University of Tokyo 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan Tel: +81-3-5841-0220 Fax: +81-3-5841-1314

Or in Japanese,

〒113-0033 東京都文京区本郷7-3-1 東京大学大学院公共政策学教育部 国際企画子一ム 宛
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The documents should be sent through the person responsible for international exchange programs in the applicant's university.

3. Deadlines

For the Semester Starting	Deadline for Completed Application	Notification of Admission
S-Semester April 5 (tentative)	October 31 of the year previous to when you plan to be enrolled	In mid-January
A-Semester September 26 (tentative)	April 30 of the year you plan to be enrolled	In mid-June

3.1 Please send the completed documents to the University of Tokyo by the applicable deadline – **October 31** or **April 30**. Applications after the deadline will not be considered except under considerable circumstances.

3.2 Please note that the submitted application documents are non-returnable under any circumstances. Please make photocopies in advance of whatever may be needed.

4. Results

The results will be sent in writing to the person responsible for the international exchange program in the applicant's university and to the applicant him/herself.

5. Entrance Formalities

5.1 Those who are admitted to GraSPP should follow the entrance formalities within the designated period. Details of the formalities will be in the admission letter.

5.2 There is no admission fee or application fee for non-degree exchange student.

5.3 Students in CAMPUS Asia program do not have to pay the tuition fee.

5.4 Accommodation will be arranged by the Graduate School of Public Policy. Each student is responsible for the monthly rent. The rent is approximately 31,700-50,000yen per month as for the student dormitory.
(Student dormitory will not be guaranteed.)

For reference;
Student dormitory
<http://www.u-tokyo.ac.jp/en/administration/housing-office/housing/shukusha/index.html>

5.5 The CAMPUS Asia students of spring semester 2016-2017 will be granted a monthly stipend of JPY 80,000.

5.6 Privacy Policy: Personal information of the applicants will be used only for a) selection of the candidates, b) notification of admission and c) procedures of the entrance formalities. Personal information of admitted students will be used *only for a) administration* (registration, selecting courses, etc.), and b) supporting students' lives (health management, job-hunting, grant applications, library use, etc.).