Academic Course Access Program (ACAP)

Eligibility	Those with student status at their home university, enrolled in the following programs at the time they start coursework at Tokyo Tech: ✓ Doctoral program ✓ Master's program ✓ Bachelor's program (at least one year of study) *For 2nd- or 3rd-year undergraduate students, an official Japanese Language Proficiency Test (JLPT) result or equivalent document is required as they are supposed to take courses conducted in Japanese.
Period of Study	● From 1 quarter to 4 quarters (1 year)* ● Start in April, June, October, or December (starting month of each quarter) *For JASSO scholarship recipients, the period of study must start in either April or October and last from 2 quarters (a semester) to 4 quarters (a year).

Program Outline	1) Take course(s) offered at Tokyo Tech (required): Mandated to take 6 classes (600 minutes) or more per week to maintain student visa status.
	(a) Master's and doctoral students can take numerous courses offered at the graduate level.
	(b) Fourth-year undergraduate students can take courses for undergraduates (almost all of which are conducted in Japanese) and courses for graduates open to exchange students (conducted in English). Before applying to this program, be sure to carefully check the enclosed information regarding course timetables and syllabi, and the list of courses from the previous year which details available graduate courses conducted in English, and confirm that your study plan matches course availability and that there will be no scheduling conflicts.
	(c) Second- and third-year undergraduate students can take only undergraduate courses mostly conducted in Japanese. Any courses conducted in English in the 100 and 200 levels cannot be taken.
	2) Engage in at least one of the following activities (required):
	(a) Take a course.
	  - Recommended Courses for International Exchange Students (TBA)
	  - Japanese language
	(b) Participate in a monthly event organized by Tokyo Tech (dates TBA).

Language Requirement	High-level English or Japanese ability is required for taking courses. *Submission of official test scores such as TOEFL, TOEIC, IELTS, etc. is strongly recommended. *An official Japanese Language Proficiency Test (JLPT) result or equivalent document is required for undergraduate program students except for those in their final year.
Scholarship	Sponsor: Japan Student Services Organization (JASSO) Name of scholarship: Scholarship for Short-Term Study in Japan Monthly stipend: JPY 80,000 Eligibility: Those starting their enrollment in either April or October and lasting from 2 quarters (a semester) to 4 quarters (a year) Selection result: Those who enroll in April: to be notified by Tokyo Tech by the end of February Those who enroll in October: to be notified by Tokyo Tech by the end of August

Application Deadline	Admission in	Deadline for Nomination	Contact Period with the Faculty Member	Deadline for Applicants
	April 2023	November 17, 2022	November 21–December 1, 2022	December 10, 2022
	June 2023	January 19, 2023	January 21–February 1, 2023	February 10, 2023
	October 2023	April 20, 2023	April 24–May 1, 2023	May 10, 2023
	December 2023	July 20, 2023	July 21–August 1, 2023	August 10, 2023
Website	https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/acap			

1) ACAP participants must have student status at their home university during their period of study at Tokyo Tech.
2) Fourth-year undergraduate students, with permission, can take courses from the List of Graduate Courses Available to Undergraduate-Level International Exchange Students. Graduate students can enroll in most of the courses for which they are qualified. Many courses in our graduate program are provided in English.
3) The number of JASSO scholarship recipients is limited, and recipient selection will be made by Tokyo Tech.

Academic Course Access Program (ACAP)

ACAP will accept students from the partner universities with which Tokyo Tech has established student exchange agreements with tuition waiver. Participants take courses offered at Tokyo tech.

Eligibility:

ACAP participants may start their studies at Tokyo Tech at the beginning of each quarter. The program is open to students at Tokyo Tech partner universities who, at the time of ACAP participation, are enrolled in their 2nd year of undergraduate studies or above.

Students must carefully consider what they wish to study at Tokyo Tech and prepare an ACAP Course-Oriented Program Sheet, which will be submitted to Tokyo Tech through the partner university at the time of nomination.

Application Deadlines:

For ACAP, the application deadline differs depending on whether students apply for the Japan Student Services (JASSO) Scholarship or not. Please refer to the chart on page 1 for details.

Nomination of students:

Step 1: Home universities will nominate ACAP applicants and inform Tokyo Tech.
   The partner universities should fill in the "Nomination Sheet for YSEP/ACAP for AY 2023" and rename it with their university name when uploading via the link below. For ACAP nominations, please include the "ACAP Course-Oriented Program Sheet" prepared by each applicant.
   https://tokyotech.app.box.com/f/964404d41f76453e8f6f6bc11fea80da

Step 2: During the "Contact Period with the ACAP Specialized faculty member", send an email requesting acceptance to the Department listed on the ACAP Course-Oriented Program Sheet.

Step 3: Tokyo Tech will send the necessary information for logging in to the online application form via email to applicants directly.

Step 4: Applicants will complete and send the form by the above deadline. All necessary documents must be submitted online by the applicants themselves.

Within a set period of time, applicants[*1] 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. 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. Note that there are some Departments with many applicants which may exceed their limit and not accept any. In most cases, the maximum number of students accepted by a single Department is about 10. Therefore, please refer to the following list and consider which Departments you would like your students to be accepted by, if possible. If more than two students are recommended for the same Department, there is a possibility that we may not be able to accept them.

https://s-www.jim.titech.ac.jp/english/international-student-exchange/pdf/acap2022f.pdf

[*1] For those who apply for the Department of Architecture and Building Engineering, this process is done by the International Student Exchange Division on their behalf, thus, no need to contact supervisors directly.

[*2] Applicants for the Department of Innovation Science may be required to submit additional documents with their application.

Documents necessary for ACAP application:
(1) Tokyo Institute of Technology application form
    *Necessary items (2) through (12) below are to be submitted via the online form.
(2) Official transcript of applicant's academic record in English (PDF)
    *Please include the guidelines of the grading system in English.
    *Please submit transcripts for the last twelve months.
    *Tokyo Tech reserves the right to verify the authenticity of the applicant's transcript.
(3) Recommendation letter from home university (free format) (PDF)
(4) Verification of student status at home university (PDF)
    *Please certify that the applicant has student status at the home university during the period at Tokyo Tech.
(5) Application for Certificate of Eligibility (COE) (Excel)
    *Please refer to the attached form and the example. These examples are also on our website.
(6) Copy of applicant's passport (page(s) that verify name, nationality, and photo) (PDF)
    *If the applicant does not have a passport at the time of application, a copy should be submitted by email as soon as it is issued.
(7) Official TOEFL, TOEIC, or IELTS test result or equivalent document (PDF)
    *Submission of the above document is strongly recommended.
    *Native speakers of English are exempt from this submission requirement.
(8) Official Japanese Language Proficiency Test (JLPT) result or equivalent document (PDF)
    *<u>Required only for undergraduate students except for those in their final year</u>
(9) Photograph (JPEG)
    *The photo must be 4.5cm×3.5cm, taken within the past 3 months, upper body, full-face, no caps or hats, plain background
    *The file must be less than 2 MB, 350 (height) x 290 (width) pixels, JPEG format with a resolution of more than 300 dpi.
(10) Portfolio of your previous work (Word, Excel, PDF, or text under 10240 KB)
    *<u>Required only if the applicant's **major is architecture**</u>
(11) Consent of an ACAP Specialized faculty member at Tokyo Tech (PDF)
    *Please submit evidence that an ACAP Specialized faculty member has provided consent.
    *A PDF version of email correspondence with the professor is sufficient to fulfill this requirement.

In addition to the above documents, submission of the following document(s) might be required.

(12) Documents verifying your financial status in English

Financial status verification* might be required as part of the application process for the Certificate of Eligibility (COE), which is the documentation used to obtain a visa to study in Japan. You will be notified by the relevant contact person at Tokyo Tech if you are required to submit the documents.

*For example, a bank statement (which verifies the available balance in the account) for you or your financial supporter; or a scholarship certificate (if any). If there is not an English version of these documents, you should attach a certified English translation with a signature of the translator and the date of translation.

Additional required documents before enrollment:

・Health Certificate for Infectious Diseases (other than COVID-19)

International students who have passed the entrance exam and whose registered enrollment period will be three months or longer are required to have the health certificate completed and signed by a physician within the three-month period before the designated date of enrollment at Tokyo Tech (or within the three-month period before their planned date of arrival in Japan if their arrival will be later than the date of entrance). In addition, we request that it be submitted prior to the designated date of entrance (or prior to arriving in Japan if the arrival will be later than the date of entrance).

Note that all expenses for this shall be borne by students.

Please cooperate with our preventive measures against various infectious diseases that could cross international borders in order to protect the health and wellbeing of you and your colleagues.

For more details, please refer to the following website;

https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection

Housing:

For students who have submitted a request to move into a Tokyo Tech dormitory through the online application, the International Student Exchange Division will request that the department in charge of university dormitories will allocate a room for them. (Students are not required to apply for dormitories individually.) Students will be notified by email 1 to 1.5 months prior to enrollment whether or not they will be able to move into the dormitory. In that case, please follow the instructions in the email.

JASSO scholarship:

Sponsor:	Japan Student Services Organization (JASSO)
Name of scholarship:	Scholarship for Short-term Study in Japan
Monthly stipend:	JPY 80,000
Eligibility*:	Those starting their enrollment in either April or October and lasting from 2 quarters (a semester) to 4 quarters (a year)
Selection result**:	Notified by Tokyo Tech by the end of February or August 2023

Note:

*Regarding students applying for a JASSO scholarship who receive other funding or scholarships, some scholarship foundations, unlike JASSO, do not allow their recipients to receive a stipend from another scholarship foundation (i.e., double funding). We would appreciate it if you could help your students confirm that the receipt of a JASSO scholarship will not jeopardize other funding they receive.

**The number of JASSO scholarship recipients is limited, and recipient selection will be made by Tokyo Tech.

Program website

Information is also available from our website:

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