

**Tokyo Institute of Technology**  
**International Exchange Student**  
**ONLINE APPLICATION FORM**

**EXAMPLE**

1. Full Legal Name (in English alphabet letters written in your passport):

FAMILY (LAST) NAME

NORMAN

Given Name

Nicolas

Middle Name

Yusuke

2. Date of Birth:

1998 Year 10 Month 25 Day

3. Gender:

<input checked="" type="checkbox"/>	Male
<input type="checkbox"/>	Female

4. Nationality:

French

5. Current Mailing Address:

Country

France

Postal/Zip Code

75008

Address

35 avenue Montaigne, Paris

Telephone Number (Including country and area codes)

+33 1 4443-2800

Fax Number (Including country and area codes)

+33 1 4443-2801

Email Address

nnorman@techmail.com

6. Native Language:

French

7. English Language Proficiency:

<input type="checkbox"/>	Native/Bilingual
<input checked="" type="checkbox"/>	Advanced
<input type="checkbox"/>	Intermediate
<input type="checkbox"/>	Beginner

If you are a non-native English speaker and have taken any English language proficiency tests in the past, please enter the result of one of them. Submission of your official test result or equivalent document as an attachment is strongly recommended.

Test Name	Date Taken (Year/Month)	Score
TOEFL (iBT)	2021/10	105
TOEFL (PBT)		
TOEIC		
IELTS		
*Other ( )		

\*Please specify.

8. Japanese Language Proficiency:

<input type="checkbox"/>	Native/Bilingual
<input checked="" type="checkbox"/>	Advanced
<input type="checkbox"/>	Intermediate
<input type="checkbox"/>	Beginner

Please enter the result of the Japanese-Language Proficiency Test (JLPT) if you have taken it in the past.

Date Taken (Year/Month)	Level	Score
2021/10	N2	104

9. Educational Background:

1) High School

Name of School	Nice Technical High School
Location (City, Country)	Nice, France
Entrance Date (yyyy/mm)	2013/09
Graduation Date (yyyy/mm)	2016/07

2) University/College (Undergraduate-Bachelor)

Name of School	Paris International University
Location (City, Country)	Paris, France
Entrance Date (yyyy/mm)	2016/09

(Expected) Graduation/Completion Date (yyyy/mm)	2020/07
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3) University/College (Graduate-Master's)

Name of School	Seattle Technology University
Location (City, Country)	Seattle, USA
Entrance Date (yyyy/mm)	2020/09
(Expected) Graduation/Completion Date (yyyy/mm)	2022/07

4) University/College (Graduate-Doctral)

Name of School	Paris International University
Location (City, Country)	Paris, France
Entrance Date (yyyy/mm)	2022/09
(Expected) Graduation/Completion Date (yyyy/mm)	2025/07

5) Other related experience, if any: (ex: transfer, internship, career experience)

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10. Current/Home University:

Name

Paris International University
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Faculty / Department

Faculty of Engineering
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Major(s) / Field(s) of Study

Mechanical Engineering
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Year of Study at the Present Time:

<input type="checkbox"/>	Undergraduate Level – 2 <sup>nd</sup> Year
<input type="checkbox"/>	Undergraduate Level – 3 <sup>rd</sup> Year
<input type="checkbox"/>	Undergraduate Level – 4 <sup>th</sup> Year
<input type="checkbox"/>	Graduate Master's Level – 1 <sup>st</sup> Year
<input type="checkbox"/>	Graduate Master's Level – 2 <sup>nd</sup> Year
<input type="checkbox"/>	Graduate Master's Level – 3 <sup>rd</sup> Year
<input type="checkbox"/>	Graduate Master's Level – 4 <sup>th</sup> Year
<input type="checkbox"/>	Graduate Doctoral Level – 1 <sup>st</sup> Year
<input checked="" type="checkbox"/>	Graduate Doctoral Level – 2 <sup>nd</sup> Year
<input type="checkbox"/>	Graduate Doctoral Level – 3 <sup>rd</sup> Year
<input type="checkbox"/>	Graduate Doctoral Level – 4 <sup>th</sup> Year

Year of Study upon Arrival at Tokyo Tech:

	Undergraduate Level – 2 <sup>nd</sup> Year
	Undergraduate Level – 3 <sup>rd</sup> Year
	Undergraduate Level – 4 <sup>th</sup> Year/Final Year
	Graduate Master’s Level – 1 <sup>st</sup> Year
	Graduate Master’s Level – 2 <sup>nd</sup> Year
	Graduate Master’s Level – 3 <sup>rd</sup> Year
	Graduate Master’s Level – 4 <sup>th</sup> Year
	Graduate Doctoral Level – 1 <sup>st</sup> Year
	Graduate Doctoral Level – 2 <sup>nd</sup> Year
<input checked="" type="checkbox"/>	Graduate Doctoral Level – 3 <sup>rd</sup> Year
	Graduate Doctoral Level – 4 <sup>th</sup> Year
	*Other ( enter your level of study here )

\*Please be sure to select the correct item, as it will affect the courses you can take and your dormitory allocation if applicable.

\*If you will be in the final-year of a three-year bachelor’s degree program, please select "Undergraduate Level 4th Year / Final Year".

Exchange students need to be enrolled/registered at their home universities during the period of participation.

By checking the box, I will be enrolled/registered at my home university during the period of participation.

11. Planned Period of Enrollment at Tokyo Tech:

2023 Year 04 Month ~ 2024 Year 03 Month

Have you applied for any other Tokyo Tech student exchange programs?

	No, I have never applied for any other Tokyo Tech exchange programs.
<input checked="" type="checkbox"/>	Yes, I have applied before.

Please indicate the name of the program.

XXXX program

12. Scholarship:

Have you applied for any other scholarships NOT THROUGH Tokyo Tech? If so, please indicate the name(s) and amount(s) of the scholarship(s) for which you have applied.

Name of Scholarship	XXXX Scholarship
Scholarship Provider	XXXX Foundation

Monthly Amount (JPY)	About 50,000
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Please indicate your intentions regarding the JASSO Scholarship and your admission decision if you are not selected as a JASSO Scholarship recipient:

<input checked="" type="checkbox"/>	I hereby apply for the JASSO Scholarship, and WILL enroll at Tokyo Tech even if I do not receive scholarship funding.
<input type="checkbox"/>	I hereby apply for the JASSO Scholarship, but will NOT enroll at Tokyo Tech if I do not receive scholarship funding.
<input type="checkbox"/>	I do NOT apply for the JASSO Scholarship.

\*If you select either item starting with "I hereby apply for the JASSO scholarship" in this question, you will automatically be listed as a JASSO scholarship applicant (no other procedures will be needed). As the number of the recipients of the JASSO scholarship is limited, not all students will be selected. Students will be notified of selection results by the end of February for spring enrollment and by the end of August for fall enrollment.

Note: Students applying for JASSO scholarships who have also applied for another scholarship.

- Students receiving more than JPY 80,000 per month in total from other scholarships to study in Japan are ineligible for this scholarship.
- Some scholarship foundations do not allow their recipients to receive a stipend from another scholarship foundation. Please confirm that receipt of a JASSO scholarship WILL NOT jeopardize funding which you already receive from another scholarship foundation.

By checking the box, I certify that I understand the above conditions and confirm that I agree not to violate the rules for receiving the scholarship.

### 13. Dormitory:

Please indicate your intentions regarding the Tokyo Tech recommended dormitory and your admission decision if you are not selected for a dormitory.

<input checked="" type="checkbox"/>	I hereby apply for the Tokyo Tech recommended dormitory, and WILL enroll at Tokyo Tech even if I am not selected for a dormitory.
<input type="checkbox"/>	I hereby apply for the Tokyo Tech recommended dormitory, but will NOT enroll at Tokyo Tech if I am not selected for a dormitory.
<input type="checkbox"/>	I do NOT apply for the Tokyo Tech recommended dormitory. I will find my own accommodations in Japan by myself.

\*If you select either item starting with "I hereby apply for the Tokyo Tech recommended dormitory" in this question, your name will be automatically placed on the waiting list of prospective dormitory residents (no other procedures will be needed). As the number of rooms in the dormitory is limited, not all students will be assigned a room. Students will be notified of allocation results by the end of February for spring enrollment and by the end of August for fall enrollment.

Intention regarding Double Room Assignment

<input checked="" type="checkbox"/>	I agree to move in a double room if I am assigned to this type of the room.
<input type="checkbox"/>	I do NOT agree to move in a double room, and cancel my application for the dormitory if I am assigned to this type of the room.

\*Shofu Dormitory and Umegaoka Dormitory have a couple of double rooms, and some residents may be assigned to such rooms. Room assignments are determined by the dormitory division. Please be aware that applicants cannot choose the type of room.

14. Visa:

Proposed Visa Status during the study at Tokyo Tech: Student Visa

If you are entering Japan under a status other than Student Visa, please indicate here:

15. Intended Academic Advisor at Tokyo Tech:

Affiliation (School)

Title

Name

The name of the professor who has agreed to serve as your academic advisor must be indicated above.

**Prior to completing this section, you need to have received permission directly from the Tokyo Tech professor to serve as your advisor. Therefore, you must make arrangements in advance.**

\*Refer to the following website for choosing and contacting a potential Academic Advisor.

**<Tokyo Tech STAR Search (Researcher Finder)>**

<http://search.star.titech.ac.jp/titech-ss/index.act?lang=en>

16. Intended Research Topic at Tokyo Tech:

17. Proposed Study Plan at Tokyo Tech:

**\*The statement should be approximately 300-500 words in length.**

- To applicants for programs **other than ACAP**: Fill in after consulting with your academic supervisor at Tokyo Tech.
- To applicants for **ACAP**: Fill in the fields regarding study/subjects you wish to study at Tokyo Tech. (You do not need to consult with your academic supervisor.) In addition, it is possible to include your aim, motivation, etc. for this exchange.

18. Emergency Contact Person:

Name	John Norman
Relationship	Father
Address	23 Norbert Street, Paris, France 75000
Phone Number	+33 1 4443-2700
Fax Number	+33 1 4443-2701
Email Address	jnorman@pps.com

19. Additional Required Documents:

Please upload the following documents (in required format) required for completing the application process.

\*Please download forms for 4) and 5) from our website.

<p>1) Official Transcript of your Academic Record in <u>English</u> (PDF)</p> <p><i>*Please include the guidelines of the grading system in English.</i></p> <p><i>*Please submit transcripts from at least the last 2 years.</i></p> <p><i>*Tokyo Tech reserves the right to verify the authenticity of your transcript.</i></p>	<b>Upload</b>
<p>2) Recommendation Letter from your Home University (Free format) (PDF)</p>	<b>Upload</b>
<p>3) Verification of Student Status at your Home University (PDF)</p> <p><i>*Please certify that you have student status at your home university during the period at Tokyo Tech.</i></p>	<b>Upload</b>
<p>4) Student ID Card: please enter your name in UPPERCASE Roman letters (maximum 18 letters including spaces). It will be printed on the Student ID card.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>NORMAN NICOLAS Y</p> </div> <p><i>*Be sure to enter your family name first, followed by your first name and middle name. If your name exceeds 18 letters, please enter your family name and the initial letter of your first name.</i></p>	
<p>5) Application for Certificate of Eligibility (EXCEL)</p> <p><i>*Please download the form and refer to the example provided on our website.</i></p>	<b>Upload</b>
<p>6) Copy of your Passport (PDF)(page(s) that verify name, nationality and photo)</p> <p><i>*If you do not have a passport at the time of application, a copy should be submitted by email as soon as it is issued.</i></p>	<b>Upload</b>
<p>7) Official Test Result of TOEFL, TOEIC, IELTS, or equivalent document (PDF)</p> <p><i>*The submission of the above document is strongly recommended.</i></p> <p><i>*Native speakers of English are exempt from this submission requirement.</i></p>	<b>Upload</b>
<p>8) Photograph (JPEG)</p> <p><i>*The file must be less than 2MB, 350(height) X 290(width) pixels, JPEG format with a resolution of more than 300 dpi.</i></p> <p><i>*The photo should be in color with no background and must provide a clear, front</i></p>	<b>Upload</b>

<i>view of your entire face.</i>	
9)Portfolio of your previous work (WORD, EXCEL, PDF or TEXT under 12040 KB) <i>*Required only if your <b>major is architecture</b>.</i>	
10)Consent of a Tokyo Tech Professor (PDF) <i>*Please submit evidence that a Tokyo Tech professor has consented to be your academic advisor.</i> <i>*A PDF version of email correspondence with the professor is sufficient to fulfill this requirement.</i>	<b>Upload</b>

In addition to the above documents which should be submitted online, the following document(s) must be received by the appropriate contact person by each deadline.

- Health Certificate (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 entrance to 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 the students. Please cooperate with our preventive measures against various infectious diseases that could cross international borders to protect your health and wellness and that of your colleagues.  
For more details, please refer to the following website;  
<https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection>
- Verification Documents of 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 contact person for the Exchange Program of Tokyo Tech in case the documents are needed to submit.  
  
\*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.

\*Note: In addition to the online submission of the above documents, Tokyo Tech may

request submission of originals for selection, visa application, etc.

International Student Exchange Division  
Tokyo Institute of Technology  
2-12-1-S6-7, Ookayama, Meguro-ku, Tokyo 152-8550, Japan  
TEL: +81-3-5734-3027

## **AGREEMENT**

I hereby certify that: 1) the information provided above is complete and accurate; and 2) if accepted by the Program, I shall abide by the rules and regulations of Tokyo Institute of Technology and the laws of Japan.

All personal information provided in this application will be used only for the purpose of screening application documents and will not be provided to any outside party except in the cases where (i) it is required by law, or (ii) Tokyo Tech obtains your permission to do so.

**By checking the box, I certify that I have read the above statement and agree to the terms stated herein.**

## **IMPORTANT**

1. Please make sure you have completed the Application Form and attached all the necessary documents before submitting your application. Tokyo Tech will not accept any incomplete applications or documents received after the stated deadline.
2. Submitted documents will not be returned under any circumstances. Please keep a copy of all documents for your own reference.
3. Admission may be withdrawn at any time, even after enrollment, if the application documents are found to be invalid or contain false information.
4. If you have trouble uploading documents or experience any technical difficulties during the process, please contact :  
[inbound@jim.titech.ac.jp](mailto:inbound@jim.titech.ac.jp)

**SUBMIT**

**As soon as you have submitted this online application form, an automatic acknowledgement email will be sent to you. Please check your email to confirm that you have successfully completed the application.**