

Academic Course Access Program (ACAP)

Eligibility	<p>Those with student status at their home university, enrolled in the following programs at the time they start coursework at Science Tokyo:</p> <ul style="list-style-type: none"> ✓ Doctoral program ✓ Master's program ✓ Bachelor's program (at least one year of study) <p>* Except for undergraduate students in their final year and graduate students, an official Japanese Language Proficiency Test (JLPT) result or equivalent document is required as they are supposed to take courses conducted in Japanese.</p>
Period of Study	<ul style="list-style-type: none"> ● From 1 quarter to 4 quarters (1 year)* ● Start in April, June, October, or December (starting month of each quarter) <p>*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).</p>
Program Outline	<p>1) Take course(s) offered at Science Tokyo (required): Mandated to take 6 classes (600 minutes) or more per week to maintain student visa status. *1*2*3*4</p> <p>(a) Master's and doctoral students can take numerous courses offered at the graduate level.</p> <p>(b) Undergraduate students in their final year can take courses for undergraduates (almost all of which are conducted in Japanese) and courses for graduates open to exchange students (conducted in English).</p> <p>(c) Undergraduate students other than those in their final year can take only undergraduate courses mostly conducted in Japanese. *5</p> <p>(d) 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 (required):</p> <p>(a) Take a course.</p> <ul style="list-style-type: none"> - Recommended Courses for International Exchange Students (TBA) - Japanese language <p>(b) Participate in a monthly event organized by Science Tokyo (dates TBA).</p> <p>*1: Course Numbers and Indicated Levels: 100-level, 200-level, 300-level: Undergraduate Level / 400-level, 500-level: Master's Level / 600-level: PhD Level</p> <p>*2: Any courses conducted in English in the 100 and 200 levels cannot be taken.</p> <p>*3: Before applying to this program, be sure to carefully check the 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 a study plan matches course availability.</p> <p>*4: There may be cases where your request for course registration is not permitted, as some courses have specific requirements for registration. In addition, some of the courses involving exercises/research training are not open to international exchange students.</p> <p>*5: There are courses conducted in English in the 300-level, but those numbers are limited. If you are undergraduate students other than those in their final year and your Japanese language ability is not sufficient to take courses in Japanese, please confirm well in advance if you can achieve your study plan by taking the 300-level.</p> <p>*6: ACAP students are not permitted to take courses offered by the faculties/graduate schools of Medicine, Dentistry and Health Care Sciences.</p>
Language Requirement	<p>High-level English or Japanese ability is required for taking courses.</p> <p>*Submission of official test scores such as TOEFL, TOEIC, IELTS, etc. is required.</p> <p>*An official Japanese Language Proficiency Test (JLPT) result or equivalent document is required for undergraduate program students except for those in their final year.</p>

Scholarship	Sponsor: Japan Student Services Organization (JASSO)			
	Name of scholarship: Student Exchange Support Program			
	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 Science Tokyo by the end of February			
	Those who enroll in October: to be notified by Science Tokyo by the end of August			
Application Deadline	Admission in	Deadline for Nomination	Contact Period with the Faculty Member	Deadline for Applicants
	April 2025	October 15, 2024	October 21–November 1, 2024	November 10, 2024
	June 2025	January 15, 2025	January 20–February 3, 2025	February 10, 2025
	October 2025	April 15, 2025	April 21–May 1, 2025	May 9, 2025
	December 2025	July 15, 2025	July 18–August 1, 2025	August 10, 2025
Website	https://www.titech.ac.jp/english/international-student-exchange/prospective-students/non-degree/acap			

Academic Course Access Program (ACAP)

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

Eligibility:

ACAP participants may start their studies at Science Tokyo at the beginning of each quarter. The program is open to students at Science Tokyo partner universities who, at the time of ACAP participation, are enrolled in their 2nd year of undergraduate studies or above. ACAP participants must have student status at their home university during their period of study at Science Tokyo.

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

Application Deadlines:

*Students applying for a JASSO Scholarship can start their program in either April or October only, and their period of study may last from 2 quarters (a semester) to 4 quarters (a year):

Admission in	Deadline for Nomination	Contact Period with the ACAP Specialized Faculty Member	Deadline for Applicants
April 2025*	October 15, 2024	October 21–November 1, 2024	November 10, 2024
June 2025	January 15, 2025	January 20–February 3, 2025	February 10, 2025
October 2025*	April 15, 2025	April 21–May 1, 2025	May 9, 2025
December 2025	July 15, 2025	July 18–August 1, 2025	August 7, 2025

Nomination of students:

Step 1: Home universities will nominate ACAP applicants and inform Science Tokyo.

The partner universities should fill in the “Nomination Sheet for YSEP/ACAP for AY 2024” 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://ScienceTokyo.app.box.com/f/5d1b0672a3b94acf94f536d5c81a3bb6>

- Step 2: During the "Contact Period with the ACAP Specialized faculty member", send an email requesting acceptance to the Department indicated on the ACAP Course-Oriented Program Sheet.
- Step 3: Science Tokyo 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 Science Tokyo, 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. If more than two students are recommended for the same Department, there is a possibility that we may not be able to accept them.

- * For those who apply for the **Department of Architecture and Building Engineering**, this process is done by the Global Education Division from October 1, 2024 on their behalf, and they are not allowed to contact their desired supervisors directly.
- * Those applying for the **Department of Innovation Science** should contact the Global Education Division from October 1, 2024 in advance. Our contact information can be found at the end of this document.

Documents necessary for ACAP application:

- (1) Institute of Science Tokyo application form
 - *To be completed online. Science Tokyo will directly send applicants the necessary information for logging in to the online application form via email.
 - *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.
 - *Science Tokyo reserves the right to verify the authenticity of the applicant's transcript.
- (3) Recommendation letter from home university (free format) (PDF)
 - *Associate Professor or equivalent and above.
 - *Unfortunately, we cannot regard language teachers as academic supervisors.
- (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 Science Tokyo.
- (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 required.
 - *Native speakers of English are exempt from this submission requirement.
- (8) Official Japanese Language Proficiency Test (JLPT) result or equivalent document (PDF)
 - *Required only for undergraduate students except for those in their final year
 - *Considering that students will be taking university-level courses conducted in Japanese, we expect them to have N1 level of JLPT.
- (9) Photograph (JPEG)
 - *Photo requirements: taken within the past 3 months, shows upper body and full face with a closed

mouth (no smiling), no caps or hats, taken in front of a 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)

*Required only if the applicant's major is architecture

(11) Consent of an ACAP Specialized faculty member at Science Tokyo (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 Science Tokyo 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

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 Science Tokyo (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>

Course Information for International Exchange Students

ACAP participants are mandated to take 6 classes (600 minutes) or more per week to maintain student visa status. All participants are assigned to one of Science Tokyo's Schools or Departments. In principle, they should plan their course of study mainly around courses offered in the Department to which they are assigned. However, not all courses offered at Science Tokyo are available for International Exchange Students. Final-year undergraduate students should refer to previously approved 400-level courses and carefully consider the courses they can take while studying abroad at Science Tokyo. Please refer to the enclosed document "Science Tokyo Course Information to Help Develop Your Study Plan."

Housing:

For students who have submitted a request to move into a Science Tokyo dormitory through the online application, the Global Education Division from October 1, 2024 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. We do not accept changes of dormitories assigned to applicants.

Note that not all incoming students will be assigned a dormitory room as room availability is limited.

JASSO scholarship:

Sponsor:	Japan Student Services Organization (JASSO)
Name of scholarship:	Student Exchange Support Program
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 Science Tokyo by the end of February Those who enroll in October: to be notified by Science Tokyo by the end of August
JASSO Website:	https://www.jasso.go.jp/en/ryugaku/scholarship_j/ukeire.html

Note:

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

*Students receiving more than JPY 80,000 per month in total from other scholarships to study in Japan are ineligible for this scholarship. Also, 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.

Cost of Living in Tokyo/Japan

It depends on where you live, but you will need at least JPY 100,000 per month as of 2024.

References:

- Science Tokyo Dormitory fees: JPY 27,500-65,000 (plus a separate move-in fee)
- Bottle of water: JPY 100-150
- Lunch at cafeteria at Science Tokyo: JPY 400-600
- Lunch at café or restaurant in Tokyo: JPY 1,000-1,500

Program website

Information is also available from our websites:

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

FAQ for International Exchange Students

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

Contact Information [From October 1, 2024]

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