

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

**EXAMPLE**

ACAP (Academic Cooperation Agreement Program)  
(Research oriented program)

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:

1989 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
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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)	2011/10	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
2011/10	N5	150

9. Educational Background:

1) High School

Name of School	Nice Technical High School
Location (City, Country)	Nice, France
Entrance Date (yyyy/mm)	2006/09
Graduation Date (yyyy/mm)	2008/07

2)

University/College ( <b>Undergraduate – Bachelor</b> )
University/College (Graduate – Master’s)

University/College (Graduate – Doctoral)
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Name of School	Paris International University
Location (City, Country)	Paris, France
Entrance Date (yyyy/mm)	2009/09
(Expected) Graduation/Completion Date (yyyy/mm)	2012/07

3)

University/College ( <b>Undergraduate – Bachelor</b> )
University/College (Graduate – Master’s)
University/College (Graduate – Doctoral)

Name of School	Seattle Technology University
Location (City, Country)	Seattle, USA
Entrance Date (yyyy/mm)	2012/09
(Expected) Graduation/Completion Date (yyyy/mm)	2013/07

4)

University/College (Undergraduate – Bachelor)
University/College ( <b>Graduate – Master’s</b> )
University/College (Graduate – Doctoral)

Name of School	Paris International University
Location (City, Country)	Paris, France
Entrance Date (yyyy/mm)	2013/09
(Expected) Graduation/Completion Date (yyyy/mm)	2015/07

5)

University/College (Undergraduate – Bachelor)
University/College (Graduate – Master’s)
University/College ( <b>Graduate – Doctoral</b> )

Name of School	Paris International University
Location (City, Country)	Paris, France
Entrance Date (yyyy/mm)	2015/09
(Expected) Graduation/Completion Date (yyyy/mm)	2018/07

10. Current/Home University:

Name

Paris International University

Faculty / Department

Faculty of Engineering

Major(s) / Field(s) of Study

Mechanical Engineering

Year of Study upon Arrival at Tokyo Tech:

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

11. Planned Period of Enrollment at Tokyo Tech:

2018 Year 04 Month ~ 2019 Year 03 Month

\*Regardless of your actual arrival/leaving date, your enrollment period will be from the first day of your first month to the last day of your last month at Tokyo Tech. (e.g. April 1, 2016 ~ March 31, 2017)

12. 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:

13. Intended Academic Advisor at Tokyo Tech:

Affiliation (School)

School of Engineering

Title

Associate Professor

Name

Toyoko Suzuki

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>

14. Intended Research Topic at Tokyo Tech:

Robot Creation

15. Proposed Study Plan at Tokyo Tech:

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

16. 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

17. 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.

1) Official Transcript of your Academic Record in <u>English</u> (PDF) <i>*Please include the guidelines of the grading system in English.</i> <i>*Please submit transcripts from at least the last 2 years.</i> <i>*Tokyo Tech reserves the right to verify the authenticity of your transcript.</i>	<b>Upload</b>
2) Recommendation Letter from your Home University (Free format) (PDF)	<b>Upload</b>
3) Verification of Student Status at your Home University (PDF) <i>*Please certify that you have student status at your home university during the period at Tokyo Tech.</i>	<b>Upload</b>
4) Application for Tokyo Tech Student ID Card (WORD) <i>*Please refer to the example provided on our website.</i>	<b>Upload</b>
5) Application for Certificate of Eligibility (EXCEL) <i>*Please refer to the example provided on our website.</i>	<b>Upload</b>
6) Copy of your Passport (PDF)(page(s) that verify name, nationality and photo) <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>	<b>Upload</b>
7) Official Test Result of TOEFL, TOEIC, IELTS, or equivalent document (PDF) <i>*The submission of the above document is strongly recommended.</i> <i>*Native speakers of English are exempt from this submission requirement.</i>	<b>Upload</b>
8) Photograph (JPEG) <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> <i>*The photo should be in color with no background and must provide a clear, front view of your entire face.</i>	<b>Upload</b>
9) Consent of a Tokyo Tech Professor (PDF) <i>*Please submit evidence that a Tokyo Tech professor has consented to be your academic advisor.</i>	<b>Upload</b>

*\*A PDF version of email correspondence with the professor is sufficient to fulfill this requirement.*

\*In addition to the above documents which should be submitted online, the following document(s) must arrive at the International Student Exchange Division of Tokyo Tech by postal mail.

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

#### 10) Verification Documents of your Financial Status in English (Original)

*\* For example, a bank statement (which verifies the exact available balance in the account (at least 80,000 JPY x the number of months you will stay in Japan (e.g. for staying for 6 months: 480,000 JPY)) and the currency unit) for you or your financial supporter; or a scholarship certificate (if any).*

*\*Financial Status Verification is 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.*

*\*These verification documents should not be submitted as early as some of the other application documents, because they will be deemed invalid for being "too old" if they are received much earlier than 3 months in advance of your enrollment date. The application process for the COE begins about 3 months prior to your enrollment date, so please submit the most recent version of these documents at this time and not much earlier.*

*\*If there is not an English version of these documents, please attach a certified English translation with a signature of the translator and the date of translation.*

\*Please note that in addition to the above documents 1) – 9), which are submitted online, Tokyo Tech may request the submission of the originals of some of the documents by postal mail for screening purposes.

#### **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.**