



2024 version

# Tokyo Institute of Technology (Tokyo Tech)

## Engineering Schools Summer Exchange Research Program

### SERP

#### Inbound Prospective International Students

## Quick Answers to Frequently Asked Questions

### ◆ Eligibility

Q: I am an undergraduate student. Can I apply for SERP?

A: Undergraduate students in the final year of their bachelor's program (or some Institutes are allowed to nominate also juniors according to the Memorandum of Understanding: MoU) at the participation at Tokyo Tech may apply. Please consult the SERP contact person at your university to determine your eligibility since the provisions on applicable grades differ at each university.

Q: I am a student from one of the SERP partner universities, but I am not enrolled in the faculty/department of engineering at my home university. Am I eligible for SERP?

A: At Tokyo Tech, SERP students will be assigned to one of three schools; the School of Engineering, School of Materials and Chemical Technology, and School of Environment and Society. Please consult the SERP contact person at your home university to determine your eligibility since the provisions on applicable departments differ at each university.

### ◆ Duration

Q: Can I stay at Tokyo Tech for more than three months via SERP?

A: It is generally not permitted, but an exception may be made if you submit an official document from your home university confirming that the extended stay is necessary to satisfy completion requirements of internships or academic criteria.

### ◆ Nomination/ Online Application

Q: Can I directly apply for SERP at Tokyo Tech?

A: No. The application for SERP is a two-step process: First, an applicant submit application form to the SERP contact person at your home university; and then, the partner university screens applicants and nominates candidates for SERP.

Q: Can I obtain a professor's private consent to join his/her lab before my application?

A: No. Please refrain from contacting professors at Tokyo Tech before being officially nominated.

Q: How will you arrange labs for SERP students?

A: A nominated student is required to submit his or her CV, a list of three professors with whom you wish to work for, and proposed research plans to Tokyo Tech through the SERP contact person at the your university. Tokyo Tech Engineering Schools will arrange a lab based on those documents. Please note that you might be assigned to a lab other than the ones requested, if deemed appropriate.

Q: What should I do after my host lab is decided?

A: After your host faculty member contact you and discusses your research plan in detail, please fill out the "Online Application" form in 300-500 words. Please note that the initial review of the research plan by the host faculty member will be conducted in accordance with the Tokyo Tech Export Control Regulations for Security Export Control for International Students. Please be aware that this review may result in a change of research theme or refusal of acceptance by the faculty member.

Following the discussion with your host professor, you are required to proceed with the Online Application following the instructions from Tokyo Tech SERP coordinator.

**Q: What forms do I need when uploading online?**

A: You'll need the bellow documents for online application, so please give yourself plenty of time to prepare for them. When you are officially selected at your Institute...

1. Official Transcript of your Academic Record in English  
\*Please include the guidelines of the grading system in English.  
\*Please submit transcripts from at least the last 2 years.
2. Recommendation Letter from your Home University (Free format)
3. Verification of Student Status at your Home University  
\*To participate in this program, you must prove that you are enrolled in your home university while studying abroad at Tokyo Tech
4. Copy of your Passport page(s) that verify name, nationality and photo.  
\*If you do not have a valid passport at the time of application, a copy should be submitted by email as soon as it is issued.
5. Official Test Result of TOEFL, TOEIC, IELTS, or equivalent document, from non-native English speaker.  
\*The submission of the above document is strongly recommended.
6. Photograph  
\*The file must be less than 2MB, 350 (height) × 290 (width) pixels, and JPEG format with a resolution of more than 300 dpi.  
\*The photo should be in color with no background and must provide a clear, front view of your entire face.
7. Verification Documents of your Financial Status in English (if applicable)

**Q: Where can I get information regarding the schedule after I complete the online application?**

A: Please visit the following webpage for details.

[http://www.titech.ac.jp/english/graduate\\_school/international/exchange/other.html](http://www.titech.ac.jp/english/graduate_school/international/exchange/other.html)

- Outline of Application Procedures > Three to one month before entrance

**◆ Visa Status/Certificate of Eligibility (COE) Application**

- See the frequently asked questions for visas provided by the Ministry of Foreign Affairs of Japan.  
[http://www.mofa.go.jp/j\\_info/visit/visa/faq.html](http://www.mofa.go.jp/j_info/visit/visa/faq.html)
- See the Q&A regarding procedures for examinations for entries into and departures from Japan provided by the Immigration Bureau of JAPAN.  
<http://www.immi-moj.go.jp/english/tetuduki/kanri/qa.html>
- For visa issuance procedures for SERP students, visit:  
<https://www.titech.ac.jp/english/international-student-exchange/pdf/119-visa-issuance-2-en.pdf>

**Q: If I have not yet decided the details of my arrival in and departure from Japan at the time of my online application, what should I write on the COE application form?**

A: You may write the estimated dates and port of entry.

**Q: For “Past entry into/departure from Japan” on the COE application form, do past transits count?**

A: No, transits in Japan must NOT be included.

**Q: What is the COE application procedure?**

A: After uploading all required documents including the COE application form, Tokyo Tech will carefully review and submit the COE application to the Japanese Immigration Bureau through the Visa Consulting Service Agency. Once the COE is approved and received by Tokyo Tech, it will be sent to your university/you via EMS. You can then apply for a visa at the embassy/consulate of your country.



**Q: Where should I apply for a visa in my country?**

A: Please visit the site below to find the embassy/consulate nearest you to apply for a visa.

[http://www.mofa.go.jp/about/emb\\_cons/over/index.html](http://www.mofa.go.jp/about/emb_cons/over/index.html)

**Q: May I use the same photo as the one on my passport for the COE application?**

A: The photo for the COE application must differ from the one on your passport unless your passport has been issued within 3 months prior to the enrollment date. Specifications for photos in the COE application must be satisfied as the site below.

[http://www.moj.go.jp/isa/applications/guide/photo\\_info.html](http://www.moj.go.jp/isa/applications/guide/photo_info.html)

**Q: What are “Verification Documents of your Financial Status”?**

A: Please submit a certificate of scholarship or other proof of financial stability, if available, a bank statement proving the account balance of the applicant or sponsor (minimum of 80,000 Japanese yen per month (e.g., 240,000 yen for a 3-month stay is required).

**Q: Should I send the original “Verification Documents of your Financial Status” by mail?**

A: For SERP students, PDF copies are accepted (subject to change) unless otherwise requested by the agent or the bureau. In such cases, please make sure to submit the originals by post as soon as possible.

**Q: Can I also request COE applications for family members who are coming to Japan with me?**

A: No, we only handle COE applications for students (candidates).

### ◆ Acceptance Letter

**Q: Is it possible to have a certificate issued to submit to my home university that I have been accepted as an exchange student at Tokyo Tech?**

A: Yes, if you wish, a letter of acceptance will be mailed to you after your admission has been officially decided by the Faculty Meeting at Tokyo Tech.

### ◆ Accommodations/Dormitories

**Q: When finding lodgings by myself, what points should I consider?**

A: First, find out on which campus your lab is (Ookayama in Tokyo or Suzukakedai in Kanagawa), and the most convenient station for you before looking for a room. Note that Ookayama Campus has three nearby stations (station numbers in brackets): Ookayama (MG06, OM08), Midorigaoka (OM09), and Ishikawadai (IK08).

<http://www.titech.ac.jp/english/maps/>

Second, you must notify the International Exchange Team and the International Student Exchange Division the station which is near by your accommodation in order to receive a discount document verifying the route between your accommodation to the campus (Tsuugaku Shoumeisho). SERP student can use this document issued by Tokyo Tech along with their student ID to purchase a student commuter pass (for Tokyu Lines only).

### ◆ Insurance

**Q: Should SERP students take out insurance?**

A: All Tokyo Tech students are required to join Disaster and Accident Insurance for Students (Gakkensai) and Personal Liability Insurance for Students (Gakkenbai). Note that Gakkenbai cannot be purchased independently as it is supplementary to Gakkensai. For details, visit:

<http://www.titech.ac.jp/english/enrolled/disaster/insurance.html>.

In addition, foreign student who stays in Japan for more than 3 months on a student visa is required to register as a resident by presenting his/her passport and visa at the city, ward and town office where he/she will stay and enroll in the National Health Insurance system. If you enroll, you will only have to pay 30% of the medical expenses (depending on the treatment, you may not be covered by the insurance and have to pay the full amount yourself). A National Health Insurance card will send to you later by postal service. When going to a clinic or hospital, be sure to bring your National Health Insurance Certificate and Resident Card.

**It is also strongly required that you take out travel insurance covering medical expenses.**



### ◆ Special Courses

**Q:** Can SERP students take any courses during the program?

**A:** Since SERP is a research-oriented program, you cannot take regular courses. However, we provide special courses conducted by the Engineering Schools only in summer. For those who are interested, please sign up by the respective deadlines and follow the procedures. We plan to prepare the following courses for who those enroll in June for the year 2022: Note you must attend all class and submit a report every time .

- High Tech Japan (site visit to research centers/ factories)(to be determined)
- Survival Japanese (intensive Japanese language course for first-learners)

**Q:** I do not need any credits at Tokyo Tech. Can I still participate in the special courses?

**A:** Yes, but remember, you are expected to follow official procedures and fully participate and reports.

### ◆ Certificates

**Q:** Is it possible to get certificates to confirm my completion of research at Tokyo Tech?

**A:** Yes. "Certificate of Period of Enrollment" which you can apply for through the URL and receive before your departure. "Certificate of Completion of Research Student" will be issued upon application by the supervisor upon the student's request near the end of his/her research in this program.

Details of each document are provided at the site below. Please ask the SERP administrative office for application forms. [http://www.titech.ac.jp/english/alumni/certificates/non\\_degree.html](http://www.titech.ac.jp/english/alumni/certificates/non_degree.html)