

# 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. 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 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, applicants submit application forms to the partner university; second, the partner university screens applicants and nominates candidates for the program through the SERP contact person.

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 he or she hopes to work, and proposed research plans to Tokyo Tech through the SERP contact person at the partner 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: You must access the online application site and follow the instructions below:

<https://form.gsic.titech.ac.jp/ryu/>

1. Create a new account and sign in.
2. Click on "Department Exchange Programs" on the sidebar. Username and password, which you will receive from the SERP administrative office, are required.
3. Click on "Department Exchange Programs Application".
4. Follow the displayed instructions.

Be careful not to choose "Tokyo Tech Summer Program", which is an Institute-wide program. Submit the required documents by the deadline stated in the Call for Applications and following instructions.

Q: What forms do I need when uploading online?

A: You'll need these documents to upload as follows, so please give yourself plenty of time to prepare the ones 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  
\*Please certify that you have student status at your home university during the period at Tokyo Tech.
4. Copy of your Passport (page(s) that verify name, nationality and photo)  
\*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.
5. Official Test Result of TOEFL, TOEIC, IELTS, or equivalent document  
\*The submission of the above document is strongly recommended.  
\*Native speakers of English are exempt from this submission requirement.
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:  
[http://www.titech.ac.jp/english/graduate\\_school/international/exchange/pdf/VISA\\_Issuance\\_EN.pdf](http://www.titech.ac.jp/english/graduate_school/international/exchange/pdf/VISA_Issuance_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 application documents, including the CoE application form, Tokyo Tech will review them carefully, and then submit the CoE applications to the Immigration Bureau of JAPAN through a visa consulting services agent. After your CoE is approved and received by Tokyo Tech, it will be sent to your institution by express mail. You must then take it to the embassy/consulate in your country to receive your visa.

[http://www.titech.ac.jp/english/graduate\\_school/international/exchange/pdf/VISA\\_Issuance\\_EN.pdf](http://www.titech.ac.jp/english/graduate_school/international/exchange/pdf/VISA_Issuance_EN.pdf)

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.immi-moj.go.jp/english/tetuduki/zairyuu/photo\\_info.html](http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html)

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

A: These could be any documents verifying financial stability, such as a scholarship certificate, or a bank statement verifying the balance of your or your financial supporter’s account (needs to be at least 80,000 JPY per month in Japan (e.g. at least 240,000 JPY for a 3-month stay)).

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

A: For SERP students, PDF copies are usually 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: Could you handle/process the CoE applications of my family members who will come to Tokyo with me?

A: No, we cannot as we only take care of the CoE applications of (potential) students.

### ◆ Acceptance Letter

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

A: Yes. After your enrollment has been made official at the Tokyo Tech faculty meeting, we will mail your Acceptance Letter to your home university.

### ◆ 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 Cooperation Office (SERP administrative office) and the International Student Exchange Division of the station from which you will commute in order to receive a document verifying the route between your home and the campus (*Tsuugaku Shoumeisho*). International exchange students including those in SERP 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, all international students residing in Japan for 3 months or more on a student visa are required to join the National Health Insurance. Once enrolled, you will be required to pay only 30 percent of medical expenses (note, however, that certain types of treatment are not covered and you will be required to pay the full cost). Follow procedures to join the National Health Insurance at the municipal office at which you completed resident registration. Present your Resident Card or Alien Registration Certificate. A National Health Insurance Card will be issued at a later date. When visiting a clinic or hospital, always have your National Health Insurance Card as well as your Resident Card with you.

It is also strongly recommended that you take out travel insurance in your country before coming to Japan.

### ◆ 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 summer courses conducted by the Engineering Schools if satisfying a particular condition. For those who are interested, please sign up by the respective deadlines and follow the procedures. The following courses will be available for who those enroll in June by limiting the year 2020:

- High Tech Japan (site visit to research centers/ factories)
- 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: Regardless of whether or not you need credits, you may participate in the special courses. Please note that you will still be expected to follow official procedures and fully participate as those pursuing credits (e.g. completing homework and giving presentations).

### Certificates

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

A: Yes. There are several certificates, such as the Certificate of Period of Enrollment and the Research Student Certificate of Completion, which we can offer when you complete your research in the 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)