**Important Notes:**
- ★ The detail of each scholarship is on the next page.
- ♪ Undergraduate level students must be fluent in the native language of the country where they wish to go.
- ♫ Undergraduate level students must be fluent in French language whether or not you are undergraduate level.
- ♡ You must be fluent in French language whether or not you are undergraduate level.
- ♣ Undergraduate level students must be fluent in the native language of the country where they wish to go.
- ★ mark is for Graduate level students only. (M) is a Master's program only.
- ❤ The detail of each scholarship is on the next page.
- The above dates are subject to change. Be sure to check the updated information on the website of each partner university as well.

June, 2019
Procedure for Outbound Exchange Application

1. Prepare the application materials. (All in English except c.)
   a. Application form (from the university you will be applying to)
   b. Academic transcript in English (from undergraduate freshman year to present)
   c. English or Japanese Certificate of Assured Entrance for Master’s / Doctoral Program
      (only for those who are seniors and will be entering a Master’s program, or 2nd-year Master’s students who will be
      entering the Doctoral program by the time they leave for the exchange program.)
   d. Study plan in English (any style)
   e. English recommendation letter from your supervising professor or a professor who is in charge of your thesis
   f. Copy of a minimum score of TOEFL iBT 79 or IELTS 6.5
      (We will not accept your application if your score is below TOEFL iBT 79 or IELTS 6.5. We will accept scores
      from more than 2 years ago. However, make sure to check the requirements of the partner university you apply to; some
      universities might require the score taken less than 2 years old, or to be higher than TOEFL iBT 79 or IELTS 6.5.)
   g. Any other documents that the partner university you apply to requires you to submit
   (h). Approval Letter from supervising professor only if he/she is different from the one who wrote your
      recommendation letter. *Download it from OICE website.
   i. Copy of residence card <front & back> (if applicable)

2. Submit 3 sets of the application documents (1 original and 2 copies) with a cover letter stamped by your department office, and
   send by your department office to OICE by the deadline. *Download cover letter from OICE website.

3. After reviewing the application materials, interviews will be conducted at OICE. The results will be announced within a week.
   If you pass the interview, OICE will nominate you to the partner university officially.

4. Submit the Acceptance Letter to OICE after receiving it from the partner university you applied.
   Then, you must submit the documents below to your Department Office.
   a. Request for Approval to Study Abroad （required）
   b. Study Plan （required）
   c. Credit Approval Application 「単位認定申請書」（if applicable）
   d. Approval for the class registration and credit approval 「留学制度による授業科目及び単位数の認定について」（if applicable）

5. You are required to join "Futai Kaigaku Insurance" upon our instruction. Joining "OSSMA" is optional.

   ◆ The registration status at the University of Tokyo of a student studying at a partner university shall be "Study Abroad", upon
     approval by the faculty/graduate school that the student belongs to.
   ◆ Pursuant to the student exchange memorandum, tuition at the partner university shall not be levied and the tuition specified by the
     University of Tokyo shall be paid to the University of Tokyo.

*OICE=Office of International Cooperation and Exchange

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Scholarship</th>
<th>Capacity</th>
<th>Notes</th>
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<tbody>
<tr>
<td>★ Vienna Technical University</td>
<td>Younger than 35 years old Master's or PhD level student</td>
<td>&lt;Amount&gt; €585 per month (including dorm fee) &lt;Period&gt; 12, 9 or 6 months per student Max. of 30 months per year</td>
<td>3〜5</td>
</tr>
<tr>
<td>★ Munich University of Technology (TUM)</td>
<td>Master's or PhD level student</td>
<td>&lt;Amount&gt; €800 per month &lt;Plane ticket&gt; up to €1,100</td>
<td>&quot;</td>
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</tbody>
</table>

Useful Websites:

- OICE website: [http://www.oice.t.u-tokyo.ac.jp/exchange/to_partners.html](http://www.oice.t.u-tokyo.ac.jp/exchange/to_partners.html)
  Outbound exchange procedure and relevant study abroad information site for School of Engineering students (cover letter, study abroad reports etc.).

- Engineering Jyoho Portal Site: [http://info.t.u-tokyo.ac.jp/index.html](http://info.t.u-tokyo.ac.jp/index.html)
  Scholarships, study abroad programs, and application deadlines for School of Engineering students.

- GO GLOBAL website: [https://www.u-tokyo.ac.jp/adm/go-global/ja/](https://www.u-tokyo.ac.jp/adm/go-global/ja/)
  Study abroad programs and scholarships for UTokyo Students.

Note: Check the bulletin board of your department office and OICE regularly.
Notice: A "Study Abroad Report Meeting" is held every year. Come and join us!
Contact Info: School of Engineering, Office of International Cooperation and Exchange (OICE)
Shibasaki / Fujisawa (Internal: 21678) outbound.t@gs.mail.u-tokyo.ac.jp