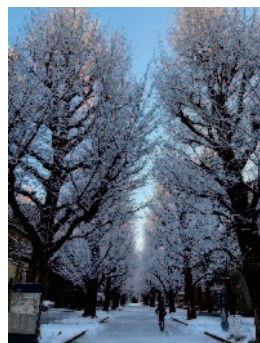


2024

# School Rules & Information



School of Engineering

Graduate School of Information Science and Technology

## Dear International Students

At the School of Engineering and Graduate School of Information Science and Technology, we have 1,250 international students. To enjoy a comfortable academic life on campus, you need to understand and abide by the same school rules and procedures the Japanese students follow. If you do not observe the rules and procedures, you could be disqualified in many situations. For instance, you may lose academic credits if you do not register for the classes of your course by the deadline. You cannot take the admission examination if you forget to submit the application forms by the deadline. You will not be qualified to receive a scholarship unless you extend your visa if needed.

Please be aware of the rules and procedures at all times. If you do not understand them, you should ask for details from your supervising professor, the tutor student or the department office in advance. Should you have any inconveniences, please do not hesitate to contact OIS, OIR and/or OICE.

### Office of International Students (OIS)

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*	Enjoy Japanese Foods !	

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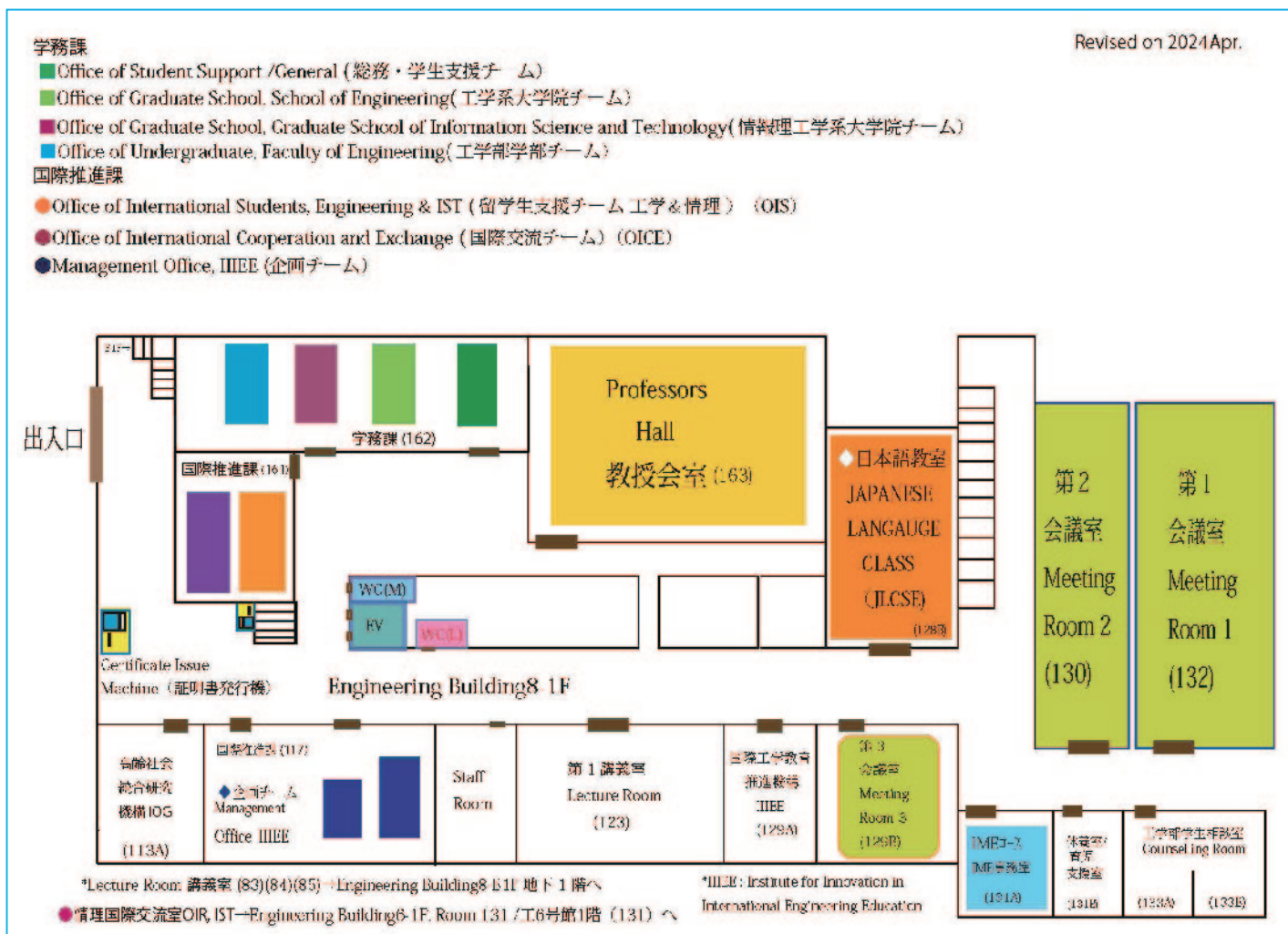
Copyright: Office of International Students (OIS)

# 1 Administrative Offices at Engineering Building#8-1F

If you have any questions, send email with your ID student number.

■ Office of Graduate, Engineering	工学系大学院チーム	daigakuin.t@gs.mail.u-tokyo.ac.jp
■ Office of Graduate, IST	情理系大学院チーム	johoriko.t@gs.mail.u-tokyo.ac.jp
● Office of International Students	留学生支援チーム (工・情)	ryugakusei.t@gs.mail.u-tokyo.ac.jp
■ Office of Undergraduate, Engineering	学部チーム	gakubu.t@gs.mail.u-tokyo.ac.jp
■ Office of Student Support	総務・学生支援チーム	gakusei.t@gs.mail.u-tokyo.ac.jp
● Office of International Cooperation and Exchange, Engineering	国際交流チーム 交換留学→ (工学) JSPS 外国人特別研究員→	oice-jimu.t@gs.mail.u-tokyo.ac.jp
		soe_jspst.t@gs.mail.u-tokyo.ac.jp
● Office of Global 30	グローバル30推進室	global30@t-adm.t.u-tokyo.ac.jp
● Office of International Relations, IST	国際交流室 (情理)	istoir.t@gs.mail.u-tokyo.ac.jp
◆ Japanese Language Class, Engineering & IST	日本語教室	nihongo@jlcse.t.u-tokyo.ac.jp
◆ Management Office, IIIIEE	企画チーム	k-kikaku.t@gs.mail.u-tokyo.ac.jp

## Office Map (Engineering 8, 1F)



Engineering: Faculty of Engineering, School of Engineering  
 IST: Graduate School of Information Science and Technology



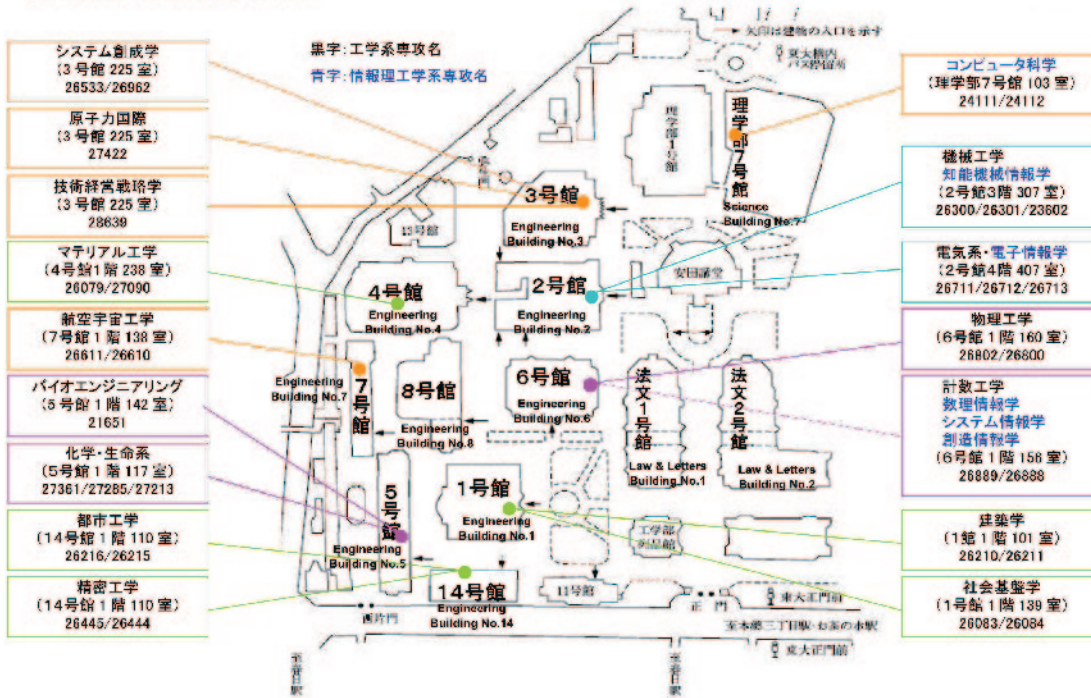
Global Ware Project (GWP) → 2F, Room (324)

## 2 Department Office and Place (Engineering and IST)

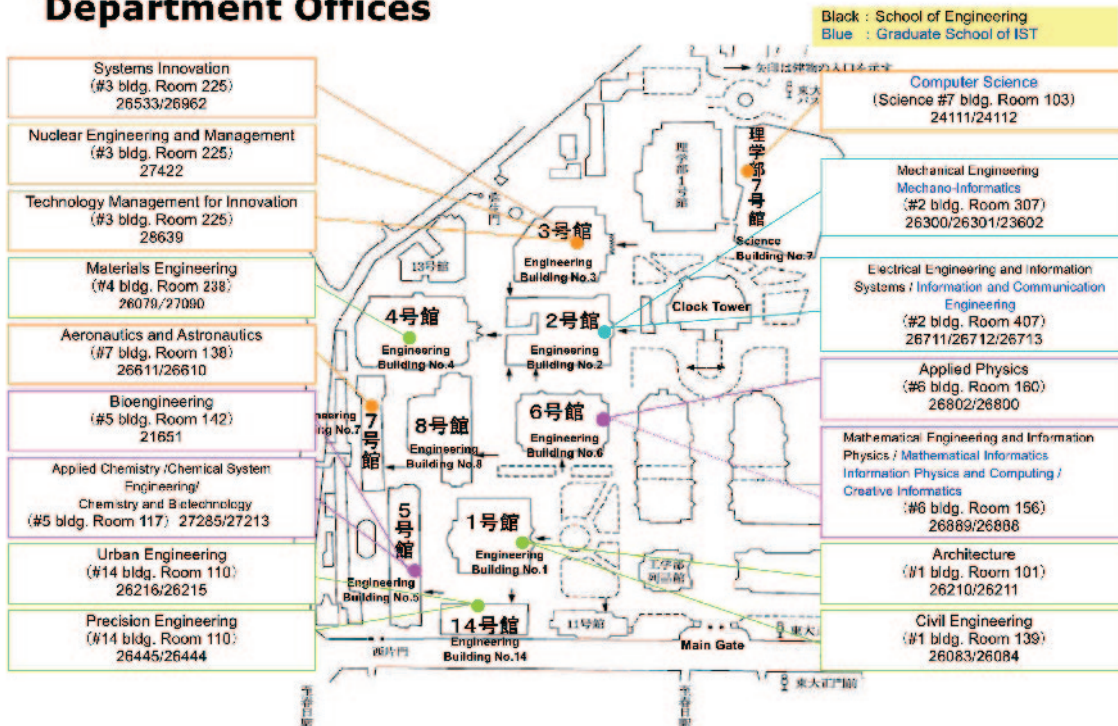
List of the department offices	Building No.
Civil Engineering <small>しゃかいきばんがく</small> 社会基盤学    Architecture <small>けんちくがく</small> 建築学	Engineering #1, 1F
Urban Engineering <small>としこうがく</small> 都市工学    Precision Engineering <small>せいみつこうがく</small> 精密工学	Engineering #14, 1F
Applied Chemistry, Chemical System Engineering, Chemistry and Biotechnology <small>おうようかがく</small> 応用化学 <small>かがくしすてむこうがく</small> 化学システム工学 <small>かがくせいめいこうがく</small> 化学生命工学	Engineering #5, 1F
Applied Physics <small>ぶつりこうがく</small> 物理工学	Engineering #6, 1F
Mathematical Informatics, Information Physics and Computing, Creative Informatics <small>すうりじょうほうがく</small> 数理情報学 <small>しすてむじょうほうがく</small> システム情報学 <small>そうぞうじょうほうがく</small> 創造情報学 (IST)	Engineering #6, 1F
Mechanical Engineering <small>きかいこうがく</small> 機械工学 Mechano-Informatics <small>ちのうきかいじょうほうがく</small> 知能機械情報学 (IST)	Engineering#2, 3F
Aeronautics and Astronautics <small>こうくううちゅうこうがく</small> 航空宇宙工学	Engineering #7, 1F
Materials Engineering <small>まてりあるこうがく</small> マテリアル工学	Engineering #5, 1F
Electrical Engineering and Information Systems <small>でんきけいこうがく</small> 電気系工学 Information and Communication Engineering <small>でんじじょうほうがく</small> 電子情報学 (IST)	Engineering #2, 4F
Systems Innovation <small>しすてむそうせいがく</small> システム創成学 Nuclear Engineering and Management <small>げんしりょくこくさい</small> 原子力国際 Technology Management for Innovation <small>ぎじゆつけいせいせんりやがく</small> 技術経営戦略学	Engineering #3, 1F
Computer Science <small>こんぴゅーたかがく</small> コンピュータ科学 (IST)	Faculty of Science #7, 1F
Bioengineering バイオエンジニアリング	Engineering #5, 1F
Advanced Interdisciplinary Studies <small>せんたんがくさいこうがく</small> 先端学際工学	Komaba II Campus RCAST#13, 1F

# 専攻事務室所在地

2019.4.1 現在



# Department Offices



If you have any questions, bring your ID student card at the department office.

### 3 2024-2025 Schedule

#### 3-1 Graduate School of Engineering (工学系研究科)

行 事 / Academic Events	月 日 / Date
S1S2/S1授業開始 First day of S1S2 / S1 Term Classes	4月5日(金)[Friday, April 5]
大学院入学式(2024年4月入学者) Entrance Ceremony for Students Enrolled in April 2024	4月12日(金)[Friday, April 12]
履修登録期間(S1S2/S1/S2/通年科目) Period for Registration for the S1S2/S1/S2 Term, One-Year Classes	4月5日(金)～4月12日(金) [from Friday, April 5 to Friday, April 12] *履修登録方法等は Web 方式となっているので、 「UTAS 利用の手引き」を参照のこと。 *Refer to the “UTAS manual” to register for courses online.
履修登録修正期間(S1S2/S1/S2・通年科目) Period for Any Course Changes for the S1S2/S1/S2 Term, One-Year Classes	4月13日(土)～4月19日(金) [from Saturday, April 13 to Friday, April 19]
S2授業開始 First Day of S2 Term Classes	6月3日(月)[Monday, June 3]
博士論文提出締切日(9月博士修了予定者) Deadline to Submit the Doctoral Dissertation (only for those who are expected to complete the doctoral course on September)	6月3日(月)[Monday, June 3]
単位移行願提出期間(9月博士修了予定者) Period for Submission of Request for Transferring Credits (only for those who are expected to complete the doctoral course on September)	6月24日(月)～7月5日(金) [from Monday, June 24 to Friday, July 5]
S1S2/S2授業終了 Last Day of S1S2/S2 Term Classes	7月31日(水)[Wednesday, July 31]
夏季休業 Summer Term Holidays	8月1日(木)～9月30日(月) [from Thursday, August 1 to Monday, September 30]
修士論文提出締切日(9月修士修了予定者) Deadline to Submit the Master's Thesis (only for those who are expected to complete the master's course on September)	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
定期修了日 Course Completion Date	9月20日(金)[Friday, September 20]

- ◆4月12日(金) 全日は授業休講 The classes will be canceled on Friday, April 12
- ◆5月7日(火) は月曜日の授業を行う Monday's classes will be held on Tuesday, May 7
- ◆5月15日(水) は金曜日の授業を行う Friday's classes will be held on Wednesday, May 15
- ◆5月17日(金) 午後は授業休講 The classes will be canceled on Friday afternoon, May 17
- ◆5月30日(木) は金曜日の授業を行う Friday's classes will be held on Thursday, May 30

行 事 / Academic Events	月 日 / Date
大学院入学式(2024年10月入学者) Entrance Ceremony for Students Enrolled in October 2024	10月1日(火)[Tuesday, October 1]
A1A2/A1授業開始 First day of A1A2 / A1 Term Classes	10月2日(水)[Wednesday, October 2]
履修登録期間(A1A2/A1/A2科目) Period for the Registration for the A1A2/A1/A2 Term Classes	10月2日(水)～10月8日(火) [from Wednesday, October 2 to Tuesday, October 8] *履修登録方法等は Web 方式となっているので、「UTAS 利用の手引き」を参照のこと。 *Refer to the “UTAS manual” to register for courses online.
履修登録修正期間(A1A2/A1/A2科目) Period for Any Course Changes for the A1A2/A1/A2 Term Classes	10月9日(水)～10月15日(火) [from Wednesday, October 9 to Tuesday, October 15]
A2授業開始 First Day of A2 Term Classes	11月28日(木)[Thursday, November 28]
博士論文提出締切日(3月博士修了予定者) Deadline to Submit the Doctoral Dissertation (only for those who are expected to complete the doctoral course on March)	12月2日(月)[Monday, December 2]
冬季休業 Winter Term Holidays	12月28日(土)～1月5日(日) [from Saturday, December 28 to Sunday, January 5]
単位移行願提出期間(3月博士修了予定者) Period for Submission of Request for Transferring Credits (only for those who are expected to complete the doctoral course on March)	1月7日(火)～1月17日(金) [from Tuesday, January 7 to Friday, January 17]
A1A2/A2/通年科目 授業終了 Last Day of A1A2/A2 Term, One-Year Classes	2月3日(月)[Monday, February 3]
修士論文提出締切日(3月修士修了予定者) Deadline to Submit the Master's Thesis (only for those who are expected to complete the master's course on March)	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
定期修了日 Course Completion Date	3月未定 [Late March]

◆11月13日(水)は 月曜日の授業を行う *Monday's classes will be held on Wednesday, November 13*

◆11月21日(木)、22日(金)全日は授業休講 *The classes will be canceled on Thursday, November 21 and Friday, November 22*

### 3-2 Graduate School of Information Science and Technology (情報理工学系)

行 事 / Academic Events	月 日 / Date
S1,S2 / S1授業開始 First Day of S1, S2 / S1 Term Classes	4月5日(金)[Friday, April 5]
大学院入学式(2024年4月入学者) Entrance Ceremony for Students Enrolled in April 2023	4月12日(金)[Friday, April 12]
履修登録期間(S1, S2 / S1 / S2・通年科目) Period for Registration for the S1, S2 / S1 / S2 Term / One-Year Classes	4月5日(金)～4月12日(金) [from Friday, April 5 to Friday, April 12] *履修登録方法等は Web 方式となっているので、 「UTAS 利用の手引き」を参照のこと。 *Refer to the “UTAS manual” to register for courses online.
履修登録修正期間(S1,S2 / S1 / S2・通年科目) Period for Any Course Changes for the S1, S2 / S1 / S2 Term / One-Year Classes	4月19日(金)～4月26日(金) [from Friday, April 19 to Friday, April 26]
S2授業開始 First Day of S2 Term Classes	6月3日(月)[Monday, June 3]
博士論文提出締切日(9月博士修了予定者) Deadline to Submit the Doctoral Dissertation (only for those who are expected to complete the doctoral course on September)	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
単位移行願提出期間(9月博士修了予定者) Period for Submission of Request for Transferring Credits (only for those who are expected to complete the doctoral course on September)	6月24日(月)～7月5日(金) [from Monday, June 24 to Friday, July 5]
S1, S2 / S2授業終了 Last Day of S1, S2 / S2 Term Classes	7月31日(水)[Wednesday, July 31]
夏季休業 / Summer Term Holidays	8月1日(木)～9月30日(月) [from Thursday, August 1 to Monday, September 30]
修士論文提出締切日(9月修士修了予定者) Deadline to Submit the Master's Thesis (only for those who are expected to complete the master's course on September)	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
定期修了日 Course Completion Date	9月20日(金)[Friday, September 20]

- ◆4月12日(金) 全日は授業休講 The classes will be canceled on Friday, April 12
- ◆5月7日(火) 月曜日の授業を行う Monday's classes will be held on Tuesday, May 7
- ◆5月15日(水) 金曜日の授業を行う Friday's classes will be held on Wednesday, May 15
- ◆5月17日(金) 午後は授業休講 The classes will be canceled on Friday afternoon, May 17
- ◆5月30日(木) 金曜日の授業を行う Friday's classes will be held on Thursday, May 30



行 事 / Academic Events	月 日 / Date
大学院入学式(2024年10月入学者) Entrance Ceremony for Students Enrolled in October 2024	10月1日(火)[Tuesday, October 1]
A1, A2 / A1 授業開始 First Day of A1, A2 / A1 Term Classes	10月2日(水)[Wednesday, October 2]
履修登録期間(A1, A2 / A1 / A2科目) (履修状況(成績)確認) Period for Registration for the A1, A2 / A1 / A2 Term Classes	10月2日(水)～10月7日(月) [from Wednesday, October 2 to Monday, October 7] *履修登録方法等はWeb方式となっているので、「UTAS利用の手引き」を参照のこと。 *Refer to the “UTAS manual” to register for courses online.
履修登録修正期間(A1, A2 / A1 / A2科目) Period for Any Course Changes for the A1, A2 / A1 / A2 Term	10月15日(火)～10月20日(日) [from Tuesday, October 15 to Sunday, October 20]
A2 授業開始 First Day of A2 Term Classes	11月28日(木)[Thursday, November 28]
博士論文提出締切日(3月博士修了予定者) Deadline to Submit the Doctoral Dissertation (only for those who are expected to complete the doctoral course on March)	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
冬季休業 / Winter Term Holidays	12月28日(土)～1月5日(日) [from Saturday, December 28 to Sunday, January 5]
単位移行願提出期間(3月博士修了予定者) Period for Submission of Request for Transferring Credits (only for those who are expected to complete the doctoral course on March)	1月7日(火)～1月17日(金) [from Tuesday, January 7 to Friday, January 17]
A1, A2 / A2授業終了 Last Day of A1, A2 / A2 Term Classes	2月3日(月)[Monday, February 3]
修士論文提出締切日(3月修士修了予定者) Deadline to Submit the Master's Thesis (only for those who are expected to complete the master's course on March)	所属専攻事務室で確認すること Confirm the exact date at the Department Administration Office
定期修了日 Course Completion Date	3月未定 [Late March]

◆11月13日(水) 月曜日の授業を行う Monday's classes will be held on Wednesday, November 13

◆11月21日(木)・22日(金) 全日は授業休講

The classes will be canceled on Thursday, November 21 and Friday, November 22

## 4 Student Status, Office Service, Issuing Certificates

### 4-1 International students are divided into 2 categories from viewpoints of financial source.

<b>MEXT Scholarship Students</b>	<p>Monthly scholarship -Undergraduate: 120,000 yen, Graduate research student: 143,000 yen, Master course student: 144,000 yen. Doctoral course student: 145,000 yen and an additional stipend (0yen-3000 yen) which depends on the principal place of research. MEXT students do not pay tuition fees. They are students of University recommended courses (Special course, General course, etc.), Embassy recommended courses, or Chinese-embassy recommended courses. OIS manages the scholarship for MEXT. MEXT students must write their first signature for the first stipend at OIS. After that they must do it at their department office every month.</p>													
<b>Self-Supporting Students</b>	<p>Students who are not MEXT students are called “Self-Supporting Students”. They must pay tuitions on their own. Some students get scholarships as below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Selected before coming to Japan</td> <td>JICA scholarship, ADB scholarship, Taiwan IAJ scholarship, ANA Okazaki, Ajinomoto scholarship etc.</td> </tr> <tr> <td>Foreign government</td> <td>Thai, Malaysia, Singapore, Taiwan etc. Ask the details to the officials.</td> </tr> <tr> <td>JASSO scholarship (2023)</td> <td>Ask for details at your department office Graduate level 48,000yen Undergraduate level 48,000yen</td> </tr> <tr> <td>UT Grants for Ph.D Research</td> <td>Ask for details at your department office and supervisor 50,000yen/month(6months only) Doctoral course student</td> </tr> <tr> <td>SEUT-RA (School of Engineering)</td> <td>Ask for details at your department office and supervisor. Doctoral course student at School of Engineering only S-type 200,000yen/month A-type 120,000yen/month B-type 50,000yen/month</td> </tr> <tr> <td>IST-RA (IST)</td> <td>Doctoral course student at Graduate School of Information Science and Technology 120,000yen/month or 60,000 yen/month</td> </tr> </table>		Selected before coming to Japan	JICA scholarship, ADB scholarship, Taiwan IAJ scholarship, ANA Okazaki, Ajinomoto scholarship etc.	Foreign government	Thai, Malaysia, Singapore, Taiwan etc. Ask the details to the officials.	JASSO scholarship (2023)	Ask for details at your department office Graduate level 48,000yen Undergraduate level 48,000yen	UT Grants for Ph.D Research	Ask for details at your department office and supervisor 50,000yen/month(6months only) Doctoral course student	SEUT-RA (School of Engineering)	Ask for details at your department office and supervisor. Doctoral course student at School of Engineering only S-type 200,000yen/month A-type 120,000yen/month B-type 50,000yen/month	IST-RA (IST)	Doctoral course student at Graduate School of Information Science and Technology 120,000yen/month or 60,000 yen/month
Selected before coming to Japan	JICA scholarship, ADB scholarship, Taiwan IAJ scholarship, ANA Okazaki, Ajinomoto scholarship etc.													
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UT Grants for Ph.D Research	Ask for details at your department office and supervisor 50,000yen/month(6months only) Doctoral course student													
SEUT-RA (School of Engineering)	Ask for details at your department office and supervisor. Doctoral course student at School of Engineering only S-type 200,000yen/month A-type 120,000yen/month B-type 50,000yen/month													
IST-RA (IST)	Doctoral course student at Graduate School of Information Science and Technology 120,000yen/month or 60,000 yen/month													

#### Academic payment

	Application	Admission	Tuition/year	Amount
Research student	¥9,800	¥84,600	¥346,800	¥441,200
Master course	¥30,000	¥282,000	¥535,800	¥847,800
Doctoral course	¥30,000	¥282,000	¥520,800	¥832,800

\* **Living cost:** It depends on personal and economic life. But, the cost is very high in Tokyo. It is about 150,000-170,000 yen per month. \* **National health insurance:** All international students must enroll in and pay for it about 1,700 yen per month. \* **Additional insurance:** School’s policy is that international students should enroll in pay about 11,000 yen per year for “futai gakuso” insurance.

### 4-2 Student and department

<b>Students, Supervising Professor and Department</b>	<p>Some Professors and Associate Professors maintain a position at more than one school, department, research institute or research center etc. International students must make sure at which school and for which department your supervising professor has accepted you. If your professor changes position to another school, you must check with him/her and the department office again regarding your acceptance. It is very important for the extension of your scholarship or your admission examination.</p>
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### 4-3 Student Status and Office

Course	Guidance Office	Place
Doctoral degree course student 博士課程	Office of Graduate Students	Engineering Building #8, 1F
Master degree course student 修士課程		
Postgraduate research student 大学院研究生		
Postgraduate international research student 大学院外国人研究生	Office of International Students	
Undergraduate (Bachelor) course student 学部	Office of Undergraduate	
Undergraduate research student 学部研究生		


### 4-4 Other Status

	School of Engineering	IST
Auditor 科目等履修生	No acceptance	Acceptance (Office of Graduate, IST)
Special research student 特別研究学生	Contract research students, Chinese CSC students, and exchange students are applied to this status. (Office of Graduate)	
Special auditor Undergraduate course 学部特別聴講学生	Student can get the official credits. (Contact OICE)	No acceptance
Special auditor Graduate course 大学院特別聴講学生	Student can get the official credits. (Contact OICE)	Student can get the official credits.
International Internship Student Trainee 国際インターンシップ研修生	Undergraduate level Graduate level (Only for Short-term)	Graduate level (Only for Short-term)

### 4-5 Issuing Certificates

■ Issuing Machine The certificate issuing machine is available for regular (Doctoral, Master, Bachelor) course students to get their enrollment certificate (Japanese and English version), transcripts (Japanese and English version), and discount coupons for trains. Place: Engineering Building#8, 1F

\*If you lost or broke your ID student card, you must pay 2,000 yen for reissue at offices.

Student travel discount certificate (学割) がくわり 証明書	Get from Issuing Machine.		<b>Machine time:</b> 9:00-17:30
Student Commute certificate つうがくてい きじょうしゃけんこうにゆうしやうめいしよ (通学定期乗車券購入証明書)	Get form from the department office. This certificate is for regular course students only. Not available for research students.		

■ If you need another certificate, submit application forms at the **Office of Student Support** or OIS.

Course	Guidance Office	Place
Doctoral degree course student 博士課程	Office of Student Support	Engineering Building #8, 1F
Master degree course student 修士課程		
Postgraduate research student 大学院研究生		
Postgraduate international research student 大学院外国人研究生	Office of International Students	
Undergraduate (Bachelor) course student 学部	Office of Student Support	
Undergraduate research student 学部研究生		

\*Office of Student Support

[http://www.t.u-tokyo.ac.jp/soe/for\\_utstdnt/certificate.html](http://www.t.u-tokyo.ac.jp/soe/for_utstdnt/certificate.html) (in Japanese guidance)

■ Office of Student Support	総務・学生支援チーム	gakusei.t@gs.mail.u-tokyo.ac.jp
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**【2024年度入学者学生証番号早見表】**  
**<工学部>**

03-240□□□	正規学生
03-2490□□	研究生
03-2491□□	特別聴講学生
03-2492□□	聴講生

**<大学院・工学系研究科>**

37-246□□□	正規学生(修士) 5~6
37-247□□□	正規学生(博士)
37-2493□□	研究生
37-2495□□	外国人研究生 5~6
37-2494□□	特別研究学生
37-2497□□	特別聴講学生
37-2498□□	特別聴講学生(国内学生)

**<大学院・情報理工学系研究科>**

48-246□□□	正規学生(修士)
48-247□□□	正規学生(博士)
48-2493□□	研究生
48-2495□□	外国人研究生
48-24977□	特別研究学生 77□78□
48-2497□□	特別聴講学生(国外学生)
48-24975□	特別聴講学生(国内学生)
48-2498□□	科目等履修生

**【ID Number of 2024 Entry Students】**  
**<Undergraduate, Engineering>**

03-240□□□□	Undergraduate (Bachelor) course student
03-2490□□□	Undergraduate research student
03-2491□□□	Special Auditor Undergraduate course
03-2492□□□	Auditor Undergraduate course

**<Graduate, School of Engineering>**

37-246□□□□	Master degree course student 5~6
37-247□□□□	Doctoral degree course student
37-2493□□□	Postgraduate research student
37-2495□□□	Postgraduate international research student 5~6
37-2494□□□	Special research student
37-2497□□□	Special Auditor Graduate course
37-2498□□□	Auditor(Domestic)

**<Graduate, School of Information Science and Engineering>**

48-246□□□□	Master degree course student
48-247□□□□	Doctoral degree course student
48-2493□□□	Postgraduate research student
48-2495□□□	Postgraduate international research student
48-24977□□	Special research student 77□78□
48-2497□□□	Special Auditor Graduate course (Overseas)
48-24975□□	Special Auditor Graduate course (Domestic)
48-2498□□□	Auditor

## 5 Rules for MEXT Scholarship Student

Account Post Saving “Yucho”	Open your account for postal savings at the Post office. You cannot use another private bank account for the Monbukagakusho scholarship. If you should stop studying for personal reasons, do not close your account for the last allowance.												
Allowance	If you submit your monthly signature by the 1 <sup>st</sup> designated date, your allowance will be given around the 25th of the month. If you submit your monthly signature by the 2 <sup>nd</sup> designated date (the last date of the month), your allowance will be disbursed around the 18th of the next month. If you forget to submit your monthly signature, the scholarship will be not disbursed.												
Signature Office	Submit your monthly signature at your department office during the designated date. Check the place of your department office on your own.												
Signature Deadline	The deadline for your monthly signature depends on your department office. Ask for details in advance at your department office.												
No Allowance	If you do not submit a signature from the beginning of the month until the 2 <sup>nd</sup> designated date, there will be no allowance disbursed that month, despite any personal reasons. *If the date of your signature will be over the expired date of your visa, the scholarship will be not given.												
Scholarship Duration	Check the duration of your scholarship for yourself. You may ask about it at your local department office or OIS.												
Visa and MEXT	The visa of a Monbukagakusho (MEXT) scholarship student must be “Student” 「留学」. If you change “Student” visa to other visa like “Permanent resident” 「永住者」, your MEXT student status and scholarship will be cancelled. Even if you forget the extension of your visa accidentally, MEXT scholarship will not be paid.												
Principal Place of Research	You must submit your principal place of research to your department office. In cases of a change in the principal place of research, you must submit the change to your department office in advance. The rule of additional stipend by MEXT is strict.												
Scholarship Extension and Admission Examination	<p>The application for extension of scholarship depends on strict MEXT rules and the results of the admission examination for the Master’s course or Doctoral course in the limited duration. You must consult with your supervising professor about the details and plans in advance. You must check when you should pass the examination for the extension and the possibility that you can pass.</p> <p>If the possibility is low, you must consider a 1<sup>st</sup> choice and 2<sup>nd</sup> choice in advance when you submit the application forms for the extension.</p> <p>Give your attention to Item-6 when you get the application forms.</p> <table border="1" data-bbox="365 1473 1493 1765"> <thead> <tr> <th>The type of MEXT students</th> <th>Extension Application term</th> <th>Entry term, Master or Doctoral degree course</th> </tr> </thead> <tbody> <tr> <td>Embassy students (2024 April intake RS students)</td> <td>The middle of April, 2024</td> <td>Entry on October 2024</td> </tr> <tr> <td>Embassy students (2024 April intake RS students)</td> <td>The middle of December, 2024</td> <td>Entry on April or October 2025</td> </tr> <tr> <td>Other MEXT students</td> <td>The middle of December, 2024</td> <td>Entry on April or October 2025</td> </tr> </tbody> </table> <p>After you had filled in and submitted it to MEXT, you can not change the university and School. If you did not write the 2<sup>nd</sup> choice, you can not enter even if you pass the entrance examination. *Mater degree course students must have excellent transcript record(2.5/3.0 or higher grade points) to extend their scholarship for the doctoral degree course. Ask the details to your department office.</p>	The type of MEXT students	Extension Application term	Entry term, Master or Doctoral degree course	Embassy students (2024 April intake RS students)	The middle of April, 2024	Entry on October 2024	Embassy students (2024 April intake RS students)	The middle of December, 2024	Entry on April or October 2025	Other MEXT students	The middle of December, 2024	Entry on April or October 2025
The type of MEXT students	Extension Application term	Entry term, Master or Doctoral degree course											
Embassy students (2024 April intake RS students)	The middle of April, 2024	Entry on October 2024											
Embassy students (2024 April intake RS students)	The middle of December, 2024	Entry on April or October 2025											
Other MEXT students	The middle of December, 2024	Entry on April or October 2025											

## Form-1 (sample)

**6 Intended university of attendance and period of scholarship payment**  
 (進学予定大学及び希望する奨学金支給期間)

(1) First choice (第一希望)

Name of university (大学名) \_\_\_\_\_

Name of graduate school (研究科名) \_\_\_\_\_

period of scholarship payment (希望奨学金支給期間)

\_\_\_\_\_ / \_\_\_\_\_ ~ \_\_\_\_\_ / \_\_\_\_\_ Total \_\_\_\_\_ Months  
 Year (年) Month (月) Year (年) Month (月)  
 (or Month) (or Month)

(2) Second choice (第二希望)

Name of university (大学名) \_\_\_\_\_

Name of graduate school (研究科名) \_\_\_\_\_

period of scholarship payment (希望奨学金支給期間)

\_\_\_\_\_ / \_\_\_\_\_ ~ \_\_\_\_\_ / \_\_\_\_\_ Total \_\_\_\_\_ Months  
 Year (年) Month (月) Year (年) Month (月)  
 (or Month) (or Month)

IMPORTANT

## Form-2. (sample)

申請時在籍機関 (日本語で記入)	大 学 名		学部・ 研究科名	
	専 攻 名		在籍年次	
	指導教員名			
	プログラム番号 (六学並立特別プログラムによる採用の場合)			
20__年4月 (又は10月等) 在籍機関・希望奨 学金支給期間等 (日本語で記入)	第一希望			
	大学名		研究科名	
	専攻名		進学年次	
	20__年__月から 20__年__月まで		__ヶ月間	
	(又は__月から (又は__月まで)			
	指導教員名:	(未定の場合は入力不要)		
	第二希望			
	大学名		研究科名	
	専攻名		進学年次	
	20__年__月から 20__年__月まで		__ヶ月間	
(又は__月から (又は__月まで)				
指導教員名:	(未定の場合は入力不要)			
	医歯学系又は獣医学系博士課程で、標準修業年限が4年間の場合は○			
	異性博士課程であって、2年次から3年次への進級に伴う申請の場合は○			
学 業 成 績		(学業成績等数)		

[in application forms-item6 Intended university of attendance and period of scholarship payment  
 (進学予定大学及び希望する奨学金支給期間)]

<b>(1)First choice (第一希望)</b>	<b>Name of university (大学名)</b>
	<b>Name of graduate school (研究科名)</b>
	<b>Period of scholarship payment (希望奨学金支給期間)</b>
<b>(2)Second choice (第二希望)</b>	<b>Name of university (大学名)</b>
	<b>Name of graduate school (研究科名)</b>
	<b>Period of scholarship payment (希望奨学金支給期間)</b>

	<p>In the school of Engineering and Graduate School of Information Science and Technology, you cannot take the admission examination for more than one department. If you will take the admission examination for another school, check the schedule of examination.</p> <p>After you submit this application form, MEXT will not accept changes. After you submit an application form in which you write a 1<sup>st</sup> choice only, MEXT will not accept a 2<sup>nd</sup> choice if you should decide to add one later. In case when the application for extension is the last chance and there is the last possibility that you can pass the University of Tokyo, it is better you write a 2<sup>nd</sup> choice for another university which examination term is not the same and the success possibility is high after you consult with your supervising professor.</p> <p>And make sure that your supervising professor will change his/her position to another school (another university) or not in advance.</p>
Leave of Absence [Kyugaku]	<p>If Monbukagakusho scholarship students will take a leave of absence from the university of Tokyo, the status of Monbukagakusho scholarship student will be invalid and the scholarship will not be given. If the invalid student is later re-admitted to the university, the scholarship will not be given. The student must become a self-supported student.</p>
Withdrawal Monbukagakusho Scholarship [Taigaku]	<p>If you decide to withdraw from Monbukagakusho scholarship student before graduation for private reasons, contact your supervising professor and your department office urgently.</p> <p>You must submit an explanation letter of withdrawal (A4 size) and ask your supervising professor to write his/her acceptance letter of your withdrawal (A4 size).</p> <p>In this case, your return ticket is not covered. You must pay for it yourself.</p>
Certificate Monbukagakusho Scholarship	<p>* Certificate specified the monthly amount and the scholarship duration in Japanese version and English version : Issue at tGlobal center, Hongo Campus(Faculty of Science Bldg. 1-East).</p> <p>*Certificate specified the monthly amount and student, School of **** UTokyo in Japanese version or English version : Issue at Office of International Student (Building 8 1F)</p>
Return Ticket after Graduation	<p>When you will return home after graduation or completion as a Monbukagakusho scholarship student, the price of your return ticket will be covered. The details of this rule will be given before you return.</p> <p>In the case you could not graduate or complete your work during the scholarship duration, you must continue your study as a self-supported student (self-payment for tuitions). In the case of becoming a laboratory researcher of UTokyo after doctoral graduation or if you should work in Japan after the graduation (from April 1<sup>st</sup> or October 1<sup>st</sup>), a return ticket will not given.</p>



Engineering Building#8, 1F

## 6 Rules for Self-Supporting Student

Academic Payment	<p><b>Regular course student</b> For Admission fee and Tuition fee, pay through the bank by the deadline.</p> <p><b>Research student</b> For Application fee, Admission fee and Tuition fee, All self-supported students except agreement exchange students must pay at the bank by the deadline.</p>				
		Application	Admission	Tuition/year	Amount
	Research student	¥9,800	¥84,600	¥346,800	¥441,200
	Master course	¥30,000	¥282,000	¥535,800	¥847,800
	Doctoral course	¥30,000	¥282,000	¥520,800	¥832,800
	<p>If you do not pay it by the deadline, your ID and student status will be deleted. If you cannot pay it by the deadline, come to office as soon as possible.</p>				
Exemption for Admission fees Tuition	<p>Only applies to regular degree course students. The details will be available at the Office of Student Support, Building 8, 1F. Application forms available period: the middle of February or the middle of July <a href="http://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html">http://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html</a> Submit application forms to the Office of “Shogaku Team” at Student Support Center directly. It is highly competitive selection.</p>				
Registration System for Private Scholarship	<p>Read the details in this URL. <a href="http://ois.t.u-tokyo.ac.jp/students_life/selfsupported.html">http://ois.t.u-tokyo.ac.jp/students_life/selfsupported.html</a> For other scholarships, check 直接応募 <a href="http://www.u-tokyo.ac.jp/res03/i04_02_j.html">http://www.u-tokyo.ac.jp/res03/i04_02_j.html</a></p>				

## 7 Rules for all International Students

“Departure Abroad” [Ryoko-todoke] Form	<p>In case you will go abroad for a temporary return to your home, an academic international conference or research travel, you must submit the “departure abroad” [Ryoko-todoke] form at your department office. It is better you submit it 2 weeks before your departure date.*The “departure abroad” [Ryoko-todoke] form is available at your department office.</p>
“Return to Japan” [Kikoku-todoke] Form	<p>After your return to Japan, you must submit the “return to Japan” [Kikoku-todoke] form and attach a copy of your passport page including the stamp of your return date with your signature. * The “return to Japan” [Kikoku-todoke] form is available at your department office</p>
“Change of Address”	<p>Research students must submit new addresses at the Office of International Students (Building 8 1F) as soon as possible for the administrative data. *The “Change of the address” form is available at Office of International Student (Building 8 1F).</p> <p>Regular course students (Bachelor, Master, Doctoral course) must change by inputting the new address on web UTAS.</p>



## 8 Application for Visa, Extension for Visa

Visa	How to apply
College Student visa 留学ビザ	<p>Application for certificate of eligibility (COE)  <a href="https://ois.t.u-tokyo.ac.jp/students_life/visa_COE.html">https://ois.t.u-tokyo.ac.jp/students_life/visa_COE.html</a>            For Graduate Research Students (Self-supporting), send application documents to OIS.            For Regular Course Students (Self-supporting), ask your supervising professor and secretary to apply for Campus visa agent. OIS will not accept them.</p>
Visa for your family Dependent 家族滞在ビザ	<p>If you want to come to Japan with your family or after you have stayed in Japan and your family wants to join you in Japan, your family must apply for “Dependent(Family stays)” visas. For all students, ask your supervising Professor or secretary to apply for Campus visa agent.</p>
Special reentry みなし再入国	<p>No need to get the re-entry visa for temporarily leave Japan during their permitted period of stay (Short term to less than 1 year). However if you go abroad, bring and present your resident card at the airport. Get special reentry permit.</p>
<p><b>IMPORTANT</b></p> <p>Extension for College student visa 留学ビザの 期間延長</p>	<p>Students can apply for an extension of their student visa 3 months before the expiration date. Please apply as soon as possible. Application forms must be officially stamped by the university. Those who wish to extend their visa must visit the Office of International Students with the following documents. It takes about 3 days to receive the official seal. Please apply well in advance.</p> <p>*-1 Application Form  <a href="https://ois.t.u-tokyo.ac.jp/students_life/visa_extension.html">https://ois.t.u-tokyo.ac.jp/students_life/visa_extension.html</a>            *-2 Official Seal Request Form  <a href="https://ois.t.u-tokyo.ac.jp/document/visa_extension.doc">https://ois.t.u-tokyo.ac.jp/document/visa_extension.doc</a>            *-3 Other required documents indicated on Official Seal Request Form</p> <p>After receiving the official seal on your application form, please apply to the Immigration Bureau submitting any required documents below. Students can ask Campus Visa Service to do all the work and apply on their behalf (for a fee).</p> <p><b>List of Necessary documents (PDF)</b></p> <p><b>Case-1</b> <a href="https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_1.pdf">https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_1.pdf</a>            Students who wish to extend the Research Student’s period. Students who are enrolled in a Doctor’s/Master’s/Undergraduate course for more than 3 or 2 or 4 years respectively.</p> <p><b>Case-2</b> <a href="https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_2.pdf">https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_2.pdf</a>            Students who have moved (or expect to move) to a Master’s course or a Doctor’s course from Research Student during current period of stay.</p> <p><b>Case-3</b> <a href="https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_3.pdf">https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_3.pdf</a>            Students who have moved (or expect to move) to a Doctor’s course from a Master’s course during current period of stay. Students who have moved (or expect to move) to a Master’s course from an Undergraduate course during current period of stay.</p> <p><b>Case-4</b> <a href="https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_4.pdf">https://ois.t.u-tokyo.ac.jp/document/visa_extend_case_4.pdf</a>            Students who stay in the same course (Undergraduate course, Master’s course, Doctor’s course) *Except students who repeat a year and research students</p>

Extension for Dependent visa 家族滞在ビザの 期間延長	Students can apply for it 2 months before the expired date at the Tokyo Immigration Office or Campus visa agent by yourself.
Designated Activities visa 特定活動ビザ	In case you need a visa for finding a job to work in Japan after you will graduate from the School of Engineering or Graduate School of Information Science and Technology, you could apply for a “Designated Activities” visa if your supervising professor and OIS approve it. Please consult OIS. If you will work a part-time job with this visa, it is better you apply for it at the same time. <a href="https://ois.t.u-tokyo.ac.jp/students_life/visa_after-graduation.html">https://ois.t.u-tokyo.ac.jp/students_life/visa_after-graduation.html</a>
Return Home 帰国時の注意	When you return to your home country, notify your city office of your departure and provide your new address. Additionally, you must either return your residence card to Tokyo Immigration Bureau or you must return it at the airport (Narita, Haneda, etc.).

## 9 The Permission Certificate for a Legal Part-Time Job

■ In case of new arrival in Japan, international students can apply and obtain legal part-time job at the airport if needed. Application form download→<http://www.moj.go.jp/content/001293686.xlsx>

■ If the current students want to work a part-time job in Japan, they must first obtain legal permission. This is called “permission to engage in activity other than that permitted under the status of residence previously granted”. Submit the items listed below to the Immigration Bureau in person. If approved, the certificate of permission will be issued within 2 or 3 weeks after application. Students should apply for this permit before they find a place to work.

<Necessary documents> [https://ois.t.u-tokyo.ac.jp/students\\_life/albeit.html](https://ois.t.u-tokyo.ac.jp/students_life/albeit.html)

(1) Application Form    (2) Passport and alien registration card    (3) Student ID card

<Period of Validity>

The valid period for the part-time work permit is the same period as that of the visa. When applying for a visa extension, a part-time work permit may also be applied for at the same time.

<Notes> [https://ois.t.u-tokyo.ac.jp/students\\_life/albeit.html](https://ois.t.u-tokyo.ac.jp/students_life/albeit.html)

After receiving a part-time work permit, students must submit a copy of the page with the permission stamp from their passport along with a copy of their residence card to the department office. International students of the University of Tokyo do not need to obtain a part-time work permit when they work as a Research Assistant or Teaching Assistant at the University. Upon receiving permission from the Immigration Bureau, students may then engage in part-time work for up to a total of 28 hours per week. (During the breaks in the summer and winter, working up to eight (8) hours per day is permitted). Part-time work is not permitted during leaves of absence from the university.



I have to be careful not to overstay my visa period....

## 10 Admission Examination for October 2024 Entrance or April 2025 Entrance

You must check the details in the following URL on your own !!

	Engineering	IST
Form locations	Online Application and forms <a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline</a>	Online Application and forms <a href="https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml</a>
Dates of availability	April 2024 and thereafter <a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline</a>	April 2024 and thereafter <a href="https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml</a>
Application deadlines	Online application <a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline</a>	<a href="https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml</a>
Examination dates	<a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline</a>	<a href="https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml</a>
Past exams	<a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-past">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-past</a>	<a href="https://www.i.u-tokyo.ac.jp/edu/entra/index_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/index_e.shtml</a>
TOEFL score requirements	Ask for details at department office. <a href="https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline">https://www.t.u-tokyo.ac.jp/en/soe/admission/general-guideline</a>	Ask for details at department office. <a href="https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml">https://www.i.u-tokyo.ac.jp/edu/entra/entra_e.shtml</a>

Applicants must do online application by the deadline. Embassy recommended graduate research students must do online application if they want to enter Master or Doctoral course.

\*Regarding admission examination on winter 2024-2025 for April 2025 Entrance, ask the details and deadline at your department office. If your department give a chance of winter examination, consult it to your supervising professor and department office for more details.

## 11 UTAS Registration for Lectures on WEB System

### 11-1 Login <https://ut-gakumu.adm.u-tokyo.ac.jp/websys/campus>

Ask how to get a username and password and URL of the manual at your department Office. You may also check the Web registration term and the revised term for classes at Engineering and IST and for classes at Other Faculties and Schools at your department office. Ask how to take classes at other universities which are not more than 10 credits (Tokyo Institute Technology, Sokendai, Ochanomizu Univ., Saitama Univ.) at the Office of Graduate, Building #8 1F.

ユーザ名	user name	ログイン	login
パスワード	password	クリア	clear

### 11-2 Rule for Completion Condition

■ For Master Degree The standard limit for years of completion shall be 2 years. The student must complete the required courses to acquire no less than 30 credits; must receive the required research guidance; and must pass a Master's Dissertation Examination and a Final Examination. 標準修業年限は2年で、30単位以上を修得し、修士の学位論文審査及び最終試験に合格しなければなりません。

■ For Doctoral Degree The standard limit for years of completion shall be 3 years. The student must complete the required courses to acquire no less than 20 credits; must receive the required research guidance; and must pass a Doctoral Dissertation Examination and a Final Examination. Student may transfer credits for the Doctoral Program up to 10 credits from excess credits earned in Master's Program. In that case, student must complete procedures in the last year. 標準修業年限は3年で、20単位以上を修得し博士の学位論文審査及び最終試験に合格しなければなりません。なお、修士課程において修得した超過単位数のうち10単位を限度として、博士後期課程の単位とすることができます。手続きは最終年次に行います。

Ask at your department office about your department's specific course and credit requirements for graduation.

専攻による必須科目・単位数の詳細は、自分の所属する専攻事務室できいて下さい。

## 12 How to Submit Doctoral Dissertation

The School of Engineering and Graduate School of Information Science and Technology have a “Guide for Ph.D. Students Preparing for Doctoral Dissertation”. Please read step by step and edit your dissertation. Students are expected to abide by the highest standards of academic honesty in writing their thesis.

1	Number of copies and types of dissertation and application forms
2	How to submit
3	Abstract of dissertation
4	Information about the abstract
5	List of related publications
6	Curriculum Vitae

\* Please ask for details on how to submit a Master’s degree thesis at your department office.

\* Please get and read the guidelines below.

“Ethics Guidelines for Scientific Research, Graduate School of Engineering” 2010.June

東京大学工学系研究科「科学研究における倫理 ガイドライン」2010年6月版

“Guidelines for Scientific Research, Graduate School of Information Science and Technology” 2014.December revised

東京大学情報理工学研究科「科学研究ガイドライン（和文・英文）」2014年12月改訂

<http://www.i.u-tokyo.ac.jp/edu/others/guideline.shtml>

## 13 Portal Site for Students in Campus



<http://info.t.u-tokyo.ac.jp/index.html>

### Translation for Keyword

新着・ 締切	休講・開 講・試験	奨学 金・留学	募 集	安全衛 生・NW	外国人 留学生	そ の 他	全 記 事
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新着 締切	New information	Deadline	(for all)
休講 開講 試験	Cancel lecture	Offering lecture	Examination (for all)
奨学金 留学	Scholarship	Studying abroad	(for Japanese students)
募集	JSPS scholarship, Subsidy for research, Part-time job, Symposium, Internship, (for Japanese and for foreign students)		
安全衛生 NW	Lecture for safety Notice for chemical, Radioactive and germ materials, Notice for construction, Notice computer virus (for all)		
外国人留学生	Information for International students (private scholarship by individual application, job for Japanese company, events)		
その他	others		
全記事	All past information chronologically		

## 14 Application for Dormitory and Useful Information

### 14-1 For the UTokyo Lodge, student must apply for it through OSTA online by the deadline.

<http://www.u-tokyo.ac.jp/en/administration/housing-office/info.html>

International Students	留学生	International Students (April intake and October intake) apply for it through OSTA online. Don't miss to input as to School, department, student status, Student ID number etc.
International Researchers	研究者	International researchers must ask their supervising professor or laboratory staff to apply for it through OSTA online. <a href="http://bps.t.u-tokyo.ac.jp/k_suisin1/oice/housing.html">http://bps.t.u-tokyo.ac.jp/k_suisin1/oice/housing.html</a>

Entry	International Students	留学生	Application term	Selection result
October entry 2024			July, 2024	August, 2024
April Entry 2025			December.2024-January, 2025	February, 2025

\*The details of lodge are available in the following link.

<http://www.u-tokyo.ac.jp/en/administration/housing-office/index.html>


Lodge, The University of Tokyo		
KOMABA (Main/B/C/D)	Single	〒153-0041 Tokyo Meguro-ku, Komaba, 4-5-29
KOMABA (Annex)	Single/Couple/Family	〒153-0041 Tokyo Meguro-ku, Komaba, 4-6-29
TOSHIMA	Single	〒170-0001 Tokyo Toshima-ku Nishisugamo, 2-31-7
MITAKA	Single	〒181-0004 Tokyo, Mitaka-shi, Shikawa, 6-22-20
KASHIWA	Single/Couple/Family	〒277-0882 Chiba Kashiwa-shi Kashiwanoha 6-2-3
MEJIRODAI	Single/Couple	〒112-0015 Tokyo Bunkyo-ku, Mejirodai, 3-28-6

\*Lodge rules

- Follow rules and regulation of each lodge office.
- Do not occupy common kitchen for a long time.
- Always clean up your room.
- Tidy up common space, such as kitchen and fridge, after use.
- Restrain from making a big noise nor playing loud music in your room.

### 14-2 Other dormitories

No.	Name of Dormitory	Qualification	Entry	Contact office
1	Dormitory of Private Company	Self-supporting	UT's selection	Department office or OIS
2	Tokyo Ohta Kinenkan	Asian	April	Contact to dormitory office On your own
3	ABK dormitory	Asian	Anytime	
4	Azalea House	All	Anytime	
5	Japan-China Association Funabashi	Chinese	Anytime	
6	Rikko Kaikan	All	Anytime	
7	Wakei Juku	Single male	Anytime	
8	Green Peace	All	Anytime	
9	Seminar House Hachioji	All	April	
10	Tamaesty Apartment Complex	All	Anytime	

11	Takara Jyoshi kaikan	Single Female	Anytime	
12	Korakuryo, Nicchu Yuko Kaikan	Chinese	Anytime	
13	Takasago Student House	Single Male	Anytime	
14	Tsutsujigaoka Male Student House	Single Male	Anytime	
15	IFCA Foreign Student Center	Single Female	Anytime	
16	Warabi Girls Student House	Single Female	Anytime	
17	Musashi Urawa Girls Student House	Single Female	Anytime	
18	Five Ships Women's Students	Single Female	Anytime	
19	Doushikai	Single Male Christian	Anytime	

Useful search engine of the apartment, dormitory for International students

No.	Web site
1	Sakura House <a href="http://www.sakura-house.com/">http://www.sakura-house.com/</a>
2	Fujimihouse <a href="http://fujimihouse.jp/">http://fujimihouse.jp/</a>
3	J&F Plaza Co.,Ltd. <a href="http://www.jafplaza.com/">http://www.jafplaza.com/</a>
4	Hippo House <a href="http://www.hippo-house.com/">http://www.hippo-house.com/</a>
5	Kyouritsu Maintenance Co. <a href="http://www.gakuseikaikan.com/placehall/index.html">http://www.gakuseikaikan.com/placehall/index.html</a>

No.	Accommodations for Short-term stay, Group activity or seminar	aim
1	List 1 (PDF) <a href="http://ois.t.u-tokyo.ac.jp/document/dormitory_info_shortstay.pdf">http://ois.t.u-tokyo.ac.jp/document/dormitory_info_shortstay.pdf</a>	short stay
2	National Olympics Memorial Youth Center <a href="http://nyc.niye.go.jp/">http://nyc.niye.go.jp/</a>	group activity or seminar
3	Seminar House Hachioji <a href="http://www.seminarhouse.or.jp/">http://www.seminarhouse.or.jp/</a>	group activity or seminar

### 14-3 University Guarantor System of Private apartment

\*If international students need a guarantor of their private apartment, read the details in the following URL.

[http://www.u-tokyo.ac.jp/en/prospective-students/university\\_guarantor\\_system.html](http://www.u-tokyo.ac.jp/en/prospective-students/university_guarantor_system.html)

\*You must go to apply for it at International Students and Researchers Support Group

Email: [rsupport.adm@gs.mail.u-tokyo.ac.jp](mailto:rsupport.adm@gs.mail.u-tokyo.ac.jp)

\*If you need information regarding private apartment, the following URL is useful.

<http://www.u-tokyo.ac.jp/ja/administration/housing-office/housing/minkan/index.html>

<http://www.u-tokyo.ac.jp/en/administration/housing-office/housing/minkan/index.html>

## 15 Insurance

### National Health Insurance (国民健康保険)

Register at city office and pay it monthly. Bring your insurance card when you go to the hospital.  
The insurance will cover 70% of your payment. You must pay 30% at the hospital yourself.

### Accident insurance of “Gakukensai” 「学研災」

Contact: Office of Student Support (Mail:gakusei@t-adm.t.u-tokyo.ac.jp)

“Gakukensai” remunerates a casual injury during educational and research activities in the university.

- Those who have student ID numbers (03－ 37－ 48－ ) are covered by “Gakukensai”
  - There is no need to apply and pay for “gakukensai,” as the University of Tokyo covers it for students.
  - A casual injury during lectures, educational events, and/or club activities, which the university had admitted in all cases on campus, is applicable to “Gakukensai”. • A casual injury in the dormitory of the university is not applicable.
  - A casual injury in commuting time (university⇔home) is applicable to “Gakukensai”.
- ex : During an experiment in the laboratory, his face was wounded by a piece of a test tube in a sudden explosion.  
ex : She suffered a broken leg because she slipped in the stairs of Engineering Building# 11.

### Accident insurance of “futai gakuso” 「付帯学給」

Contact:Tokyo marine & Nichido Fire Insurance, If you have any question, send email to [futaigakuso.inbound@tmnf.jp](mailto:futaigakuso.inbound@tmnf.jp)

In case of your incident, send email to [insclaim.futaigakuso@tmnf.jp](mailto:insclaim.futaigakuso@tmnf.jp)

You can write your questions or incident to them in English. Include your student ID number also.



“futai gakuso” remunerates 4 categories during general life, in addition to the “Gakukensai”

Web Application→ <https://tokiomarine.secure.force.com/futaigakuso/FGW010Page?id=001720Y>

- Those who have student ID number (03－ 37－ 48－ ) can apply for “futai gakuso”  
Students must apply and pay on your own if needed.
- If you want to insure for all 4 of the following categories, you must fill-out the application form and pay the insurance fees as the university does not cover it because “futai gakuso” is a voluntary insurance. 4 categories are as below.
  - ① Injury of you  
Cases in which you suffer from aftereffects or die because of a sudden, externally caused accident are applicable to “futai gakuso”.  
ex : After the lectures had finished, he went to see the baseball game with friends. After that, he was involved in a traffic accident and was hospitalized.  
ex : During the winter holidays, she went skiing and suffered a broken leg. She was hospitalized.
  - ② Illness of you  
Cases in which you were hospitalized or went to the hospital for more than 1 day because you had become ill in Japan, the self-payment(30%) of national health insurance will be covered by “futai gakuso”.  
The treatment of a dentist is not applicable to “futai gakuso”.  
ex : He came down with influenza. He went to the hospital and paid the treatment and medicine fees for 2 weeks.  
ex : She was hospitalized for 1 week with acute gastritis.
  - ③ Compensation responsibility  
In cases in which you injured other people through an unexpected accident, or broke things belonging to other people, the legal compensation is applicable to “futai gakuso”.

Accidents by car or bike are not applicable to “**futai gakuso**”.

ex : He injured other people by hitting them with his bicycle.

ex : She broke her friend’s digital camera by dropping it.

④ Relief expense

In cases in which you were hospitalized for more than 3 days and if family or relatives came to help or support you, the expenses of up to 2 people for 14 days will be covered.

ex : He had a serious disease and was hospitalized for more than 1 month. His parents came to Japan from his home country to help him. The travel and stay expenses will be covered.

ex : They got lost in the mountains and fell down. The expense of professional rescue corps will be covered.

### Inbound Medical Assistance Service for International Students 「IMAS」

IMAS is not insurance. It is free service. All international students must register in the following URL in advance.

Details→<http://www.u-tokyo.ac.jp/en/current-students/imas.html>

Form→<https://webform.adm.u-tokyo.ac.jp/Forms/imas/>

(Standard Service) Telephone Consultation available 24/7, 365 days a year. Referral to an appropriate hospital.

Interpretation service provided over the phone while in hospital or during transfer to hospital.

Contacting the University if necessary

(Emergency insurance associate with IMAS) Arrangement of transportation to a medical facility or for transfer to another medical facility in Japan or in one's home country.

Contact to and assistance for family in one's home country, etc.

## 16 Parking Charge on Campus, Bicycle and rules, etc.

### 16-1 Parking Charge and Permit

[http://www.u-tokyo.ac.jp/fac04/h13\\_05\\_j.html](http://www.u-tokyo.ac.jp/fac04/h13_05_j.html)

<https://www.u-tokyo.ac.jp/content/400155459.pdf>

1-Get application form at department office. 2-Pay charge at Coop. [http://www.utcoop.or.jp/english\\_info/](http://www.utcoop.or.jp/english_info/)

3-Get the parking permit

Bicycle 自転車 (じてんしゃ)	Charge 1,000 yen/year
Motorcycle バイク (ばいく)	Charge 15,000 yen/year

### 16-2 Bicycle and rules

Recently, the number of bicycle accidents is increasing.

In the case you are stopped by the police as they are doing a bicycle registration check, you must show your residence card and follow their instructions.

Riding an abandoned bicycle is illegal. It is a crime as all bicycles are registered in the owner’s name .

In the case you get a bicycle from your friend, you have to sign up for bicycle theft prevention registration at a police station.

Reduce speed enough to enable a sudden stop when passing pedestrians. The number of traffic accidents on the campus is also increasing.

Refrain from using earphones while riding a bicycle or a mobile phone.

### 16-3 Rental car

When you use a rental car, you must enter and pay for insurance in the rental car shop on your own. Even if you entered it, the insurance will not cover all your traffic accident in case of your illegal fault. Some students paid about 1000,000 Japanese yen ! to the rental shop because of their own illegal and mistaking drive even if they had entered and paid it. Before you use a rental car, you should ask the detail of insurance content at the rental shop.



## 17 Campus Rules

■ **Safety First!!** Students at Engineering and IST must read in the following URL.

<http://anzenmon.jp/category/todai-safetymanual>

■ **Information Ethics !!** Students at Engineering and IST must read in the following URL.

<https://www.u-tokyo.ac.jp/content/400156696.pdf>

How to get the account of ECCS ⇒ <https://www.ecc.u-tokyo.ac.jp/en/>

■ **Don't smoke on Campus !!** please don't smoke on campus.

## 18 Drinking Behavior

■ Individuals under the drinking age must not drink, and you must not allow individuals under the legal drinking age to drink. The legal drinking age in Japan is 20 years. Do not drink quickly, and do not force others to drink quickly. Drink slowly while eating. Do not pressure people who do not drink. When feeling poorly, or when taking medicine, do not drink, and do not force others to drink. If you see someone repeating the same thing over and over, getting argumentative, slurring speech, or having trouble walking (as a result of drinking), make them stop drinking immediately.

■ Make a rule for yourself or your circle of friends not to drink too much in a short period of time by deciding on a time or a number of drinks. If someone is drunk, do not leave them alone, and do not let them go home alone.

■ Call an ambulance immediately if you encounter any of the following.

1. People snoring loudly who are unresponsive, even to very strong attempts to rouse them
2. People falling over, or foaming at the mouth
3. A person whose body temperature has dropped, and whose whole body feels cold
4. If someone's breathing becomes slower and shallower than normal, or if breathing only occurs periodically in short breaths
5. People vomiting blood

## 19 Earthquakes and International Students

■ Safety Confirmation Service <http://anzen.t.u-tokyo.ac.jp/anzen/jiko/anpi.html>

All students at Engineering and IST must register in the following URL in case of earthquakes.

Register through your mobile phone ⇒ <https://m.anpeace.jp/mobile/wccm9901.do>

Register through your smartphone or your PC ⇒ <https://m.anpeace.jp/anpi/wccm9901.do>

■ If you go abroad, please be sure to report information below to your supervising professor, laboratory members, and department office in advance. The same goes for travel in Japan. Even when you travel in Japan, please report the same thing so that the University of Tokyo can reach you to confirm your safety. (1) Your ID student number (2) Departure date (3) Return date (4) Destination (5) Contact information (phone, e-mail address)

■ Please remain calm and judge the situation based on accurate information listed below.

Don't be misled by false rumors.

NHK world	<a href="http://www3.nhk.or.jp/nhkworld/">http://www3.nhk.or.jp/nhkworld/</a>
Japan Meteorological Agency	<a href="http://www.jma.go.jp/jma/indexe.html">http://www.jma.go.jp/jma/indexe.html</a>

20 Useful Key Word in Multi-language (JECKT version) admission examination, study and library

Japanese	English	Chinese	Korean	Thai
大学院入試	entrance examinaion	大学研究院考试	대학 입시	สอบเข้าปริญญาโท, สอบเข้าปริญญาเอก
募集要項	guide to the entrance examination	募集要点	모집요항	คำแนะนำสำหรับการสอบเข้า
入学願書	application forms	入学申请表	입학원서	ใบสมัคร
出願資格	applicant qualifications	申请资格	출원자격	คุณสมบัติของผู้สมัคร
提出書類	required documents	必须提出文件	제출서류	เอกสารที่จำเป็น
出身大学	university graduated, alma mater	毕业的大学	출신대학	มหาวิทยาลัยที่จบการศึกษา
卒業証明書	graduation certificate, diploma	毕业证明书	졸업증명서	ใบปริญญา
研究計画書	research plan	研究计划书	연구계획서	แผนการวิจัย
書留郵便	registered mail	挂号邮件	등기우편	จดหมายลงทะเบียน
消印有効	valid if it is postmarked	邮戳有效	소인우효	นับจากวันประทับตรา
返信用封筒	return envelope	回信用信封	회신용 봉투	ซองเปล่า (สำหรับการตอบรับ)
検定料	examination fee	审定费	검정료	ค่าสมัครสอบ
受験票	examination card	准考证	수험표	บัตรสอบ
試験場	examination rooms	考试场所	시험장	ห้องสอบ
試験科目	examination subject	考试科目	시험과목	วิชาที่สอบ
一般教育科目	general education subjects	一般教育科目	일반교육과목	วิชาพื้นฐาน
数学	mathematics	数学	수학	คณิตศาสตร์
物理学	physics	物理学	물리학	ฟิสิกส์
化学	chemistry	化学	화학	เคมี
英語	English	英语	영어	ภาษาอังกฤษ
TOEFL 公式スコア	official TOEFL score	TOEFL 公式得分	TOEFL 공식 점수	คะแนนสอบ TOEFL
専門科目	specialized subject	专门科目	전문과목	วิชาเฉพาะ

Japanese	English	Chinese	Korean	Thai
小論文	essay	小论文	소논문	เรียงความ
過去問題	example questions	过去问题	기출문제	ข้อสอบเก่า
筆記試験	written examination	笔试	필기시험	ข้อสอบทฤษฎี (ข้อสอบเขียน)
問題冊子	question booklet	问题册子	문제책자	คำถาม
解答用紙	answer sheet	解答试卷	해답용지	กระดาษคำถาม
口述試験	oral examination	口试	구술시험	การสอบสัมภาษณ์
キャンパス	Campus	校园	캠퍼스	วิทยาเขต
講義	class (lecture, course)	课 (讲义 课程)	강의	คอร์ส
開講	class start	开课	개강	เปิดคอร์ส
休講	class cancellation	停课	휴강	ยกเลิกชั่วโมงเรียน, ยกเลิกคลาส
夏学期 / 冬学期	summer term / winter term	夏学期 / 冬学期	여름학기 / 겨울학기	เทอม 1 (ฤดูร้อน) / เทอม 2 (ฤดูหนาว)
通年	full year	全年	연중	ตลอดปี
集中講義	intensive course	集中课	집중강의	หลักสูตรเร่งรัด, หลักสูตรระยะสั้น
科目番号	class (or lecture) number	课程号	과목번호	รหัสวิชา
必修科目	required class	必修课目	필수과목	วิชาบังคับ
単位・単位数	credit・number of credits	学分・学分数	학점・학점수	หน่วยกิต・จำนวนหน่วยกิต
必修単位	required credits	必修学分	필수학점	หน่วยกิตบังคับ
成績	grade (record, score)	成绩	성적	เกรด (ผลการเรียน)
図書館	library	图书馆	도서관	ห้องสมุด
Web リクエスト	Web Request (Online request service)	Online 借书服务	웹 리퀘스트	บริการขอยืมหนังสือออนไลน์
OPAC	Online Public Access Catalog	Online 图书馆服务	(도서관의) 이용자 단말기	ระบบค้นหาหนังสือออนไลน์
GACoS	GACoS (Gateway to Academic Contents System)	Online 学术的资料	학술 정보를 검색하기 위한 게이트웨이	ระบบเข้าถึงข้อมูลวิชาการ, ระบบ GACoS

Japanese	English	Chinese	Korean	Thai
貸出 / 返却	Rental / Return	借出 / 还书	대출 / 반납	ยืม / คืน
号館図書室	Building #○○ library	号館图书馆	호관도서관	ห้องสมุดเด็ก...
情報検索	Search	信息检索	정보검색	ค้นหาข้อมูล
著作権	Copyright	著作权	저작권	ลิขสิทธิ์
データベース	Database	数据	데이터베이스	ฐานข้อมูล
電子ジャーナル	Electronic journal	电子杂志	전자지널	วารสารวิชาการอิเล็กทรอนิกส์
複写	Copy	复印	복사	ถ่ายเอกสาร, คัดลอก
利用案内	User guide	利用引导	이용안내	วิธีใช้
利用登録	User registration	利用登记	이용등록	ลงทะเบียนสำหรับผู้ใช้
学内限定	Do not take off campus	校内限定	학내 한정	เฉพาะในมหาวิทยาลัย
文献	Reference	文献	문헌	หนังสือวิชาการ, วารสารวิชาการ
学位論文 論題	Thesis title	学位论文 论題	학위논문 논제	หัวข้อวิทยานิพนธ์
開館 / 閉館	Open / Closed	开放 / 不开放	개관 / 폐관	เวลาเปิดห้อง / เวลาปิดห้อง

■ GACoS is a gateway to search for documents and other academic information over the internet.

It can be used to support your research activity. <http://www.dl.itc.u-tokyo.ac.jp/gacos/e/index-e.html>

■ Database Training Course Schedule <http://www.dl.itc.u-tokyo.ac.jp/gacos/e/training-e.html>

■ Libraries for Engineering and Information Science & Technology, the University of Tokyo [http://library.t.u-tokyo.ac.jp/index\\_e.php](http://library.t.u-tokyo.ac.jp/index_e.php)



## 21 Q&A Current International Students

□I am a MEXT scholarship student. Do I have to use the JP Post Office bank to receive my MEXT scholarship funds?

A. Yes. The bank used to receive MEXT scholarships must be JP Bank.

□I am a MEXT scholarship student. I'm going to be out of Japan next month. Can I sign for my scholarship funds (monthly signature) before I leave?

A. No, you cannot. If you are not going to be in Japan for an entire month, you cannot receive an allowance for the month. If you want to receive your allowance, you must come back at some point during the month.

□Do I have to enroll in the National Health Insurance?

A. Yes, all students must enroll in national health insurance. This is a very strict rule for all students.

□To graduate, what kinds of courses do I need to register for? Who do I need to ask about these credits/courses?

A. Depending on the department, there are courses/credits that you are required to take. Please ask the staff at the department/major office you belong to.

□I am vegetarian. Do you recommend any places to eat?

A. You can get vegetarian meals at Co-op Refectory 2 on Hongo Campus.

□Where can I get application forms for graduate school entrance examinations?

A. Pick up application forms at the Office of Graduate Students, Engineering Building 8, 1F.

□I want to get a credit card.

A. You can apply for a credit card at the University of Tokyo's Co-op.

□I am self-supported student. I am looking for private scholarships.

A. Check [http://ois.t.u-tokyo.ac.jp/students\\_life/selfsupported.html](http://ois.t.u-tokyo.ac.jp/students_life/selfsupported.html)

□Can I buy a commuter pass for the train with a student discount?

A. Only regular course students can buy these. Research students cannot.

□I'm looking for a private apartment. Do you have any information?

A. Check item #14-3 in this guide book.

□I'm looking for a hospital.

A. Have you been to the university health center? If you have already, you have likely registered for the IMAS (Inbound Medical Assistance Service). Please refer to item #15. If you have not been to the university health center, please visit to receive a list of clinics where you can receive care.

□My college student visa is going to expire soon. What should I do?

A. Check Item #14-3 in this guide book.

□I have just realized that my visa has expired. What should I do?

A. This is illegal. You must go to Tokyo Immigration Bureau immediately. If your visa is more than a month expired, you may be sent back to your home country.

□I need a health certificate. Where can I get it?

A. If you did health checkup at the University's health center on campus, you can apply for it there.

□I need a little counseling.

A. Check [http://www.ic.u-tokyo.ac.jp/ic/consultation/index\\_e.html](http://www.ic.u-tokyo.ac.jp/ic/consultation/index_e.html)

□I am going to finish my research and return to my home country. What should I do?

A. You must submit moving out forms to your city office. If you were staying in a private apartment, please notify your agent/landlord 2-3 months before leaving. You yourself must take care of all procedures to close your contracts with the electric, water, and gas companies. You must also give back your resident card at the airport.

□I am a MEXT scholarship student. Can I change "student" visa?

A. No, you can't. If you change it, your MEXT student status and scholarship will be cancelled. And you must pay all tuition and fees on your own.

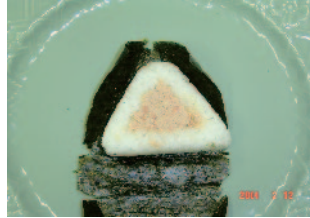
## Enjoy Japanese Foods !

Japanese Language Class, School of Engineering, The University of Tokyo, "Orientation Guidebook Hongo Campus,U-Tokyo 2016",pp26-31

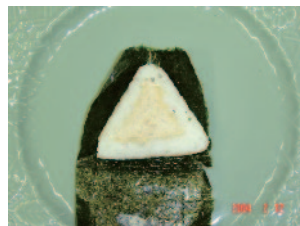
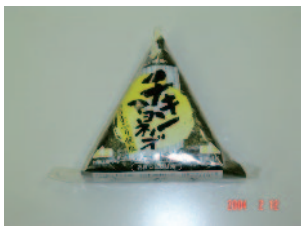
**おにぎり Rice Balls** おにぎりは いろいろな種類があります。中に入っているものが違います。  
There are various kinds of *ONIGIRI*. Ingredients are different.

### おにぎりの種類 <sup>しゅるい</sup> Types of Onigiri

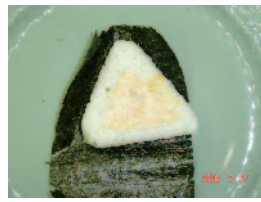
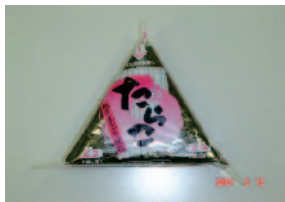
1. しゃけ・さけ **SHAKE / SAKE** grilled salmon



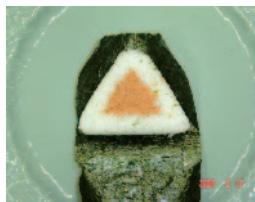
2. チキンマヨネーズ **CHIKIN MAYONEZU** boiled chicken seasoned with mayonnaise



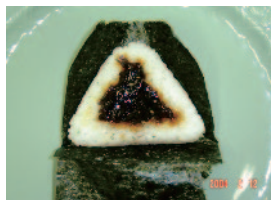
3. たらこ **TARAKO** grilled salted cod roe



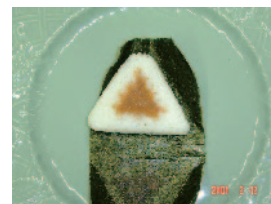
4. ツナマヨ **TSUNA MAYO** cooked tuna seasoned with mayonnaise



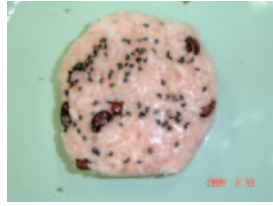
5. こんぶ **KONBU** kelp seasoned with sugar and soy sauce



6. うめぼし **UMEBOSHI** pickled Japanese plums, usually tasting very sour



7. <sup>せきはん</sup>赤飯 SEKIHAN steamed sticky rice with red beans sprinkled with sesame and salt



<sup>せきはん あか はん い み</sup> 赤飯は赤いご飯の意味です。日本人はたいてい特別な日に赤飯を食べます。  
<sup>にほんじん とくべつ</sup> Sekihan literally means red rice. Japanese eat it only on special days.

わふうていしよく

## 和風定食メニュー

### Sample Menus of Japanese-style Set Menu

\*Set menu includes main dish (meat/fish), rice, miso soup, pickles, etc.



<sup>ひ が ていしよく</sup> 日替わり定食

<Higawari teishoku>

Today's Special Set Menu  
dishes with rice and miso soup



<sup>ほんじつ や ざかなていしよく</sup> 本日の焼き魚定食

<Honjitsu no yakizakana teishoku>

Today's Grilled Fish Set Menu



<sup>ほんじつ に ざかなていしよく</sup> 本日の煮魚定食

<Honjitsu no nizakana teishoku>

Today's Cooked Fish Set Menu



うどんセット

<Udon setto>

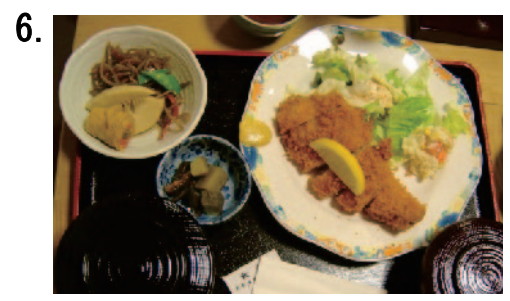
Noodle with Sushi



<sup>ぶたにく やきていしよく</sup> 豚肉しょうが焼定食

<Butaniku shooga yaki teishoku>

Pork Ginger



<sup>ていしよく</sup> とんかつ定食

<Tonkatsu teishoku>

Deep Fried Pork



<sup>どん</sup> まぐろ丼

<Maguro don>

Slices of Tuna on Top of Rice



<sup>じゅう</sup> うな重

<Una-juu>

Barbequed Eel on Top of Rice



<sup>ていしよく</sup> にぎり定食

<Nigiri teishoku>

Sushi Set Menu

University Response to Coronavirus Disease

<https://www.u-tokyo.ac.jp/covid-19/ja/index.html>

<https://www.u-tokyo.ac.jp/en/general/COVID-19.html>

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