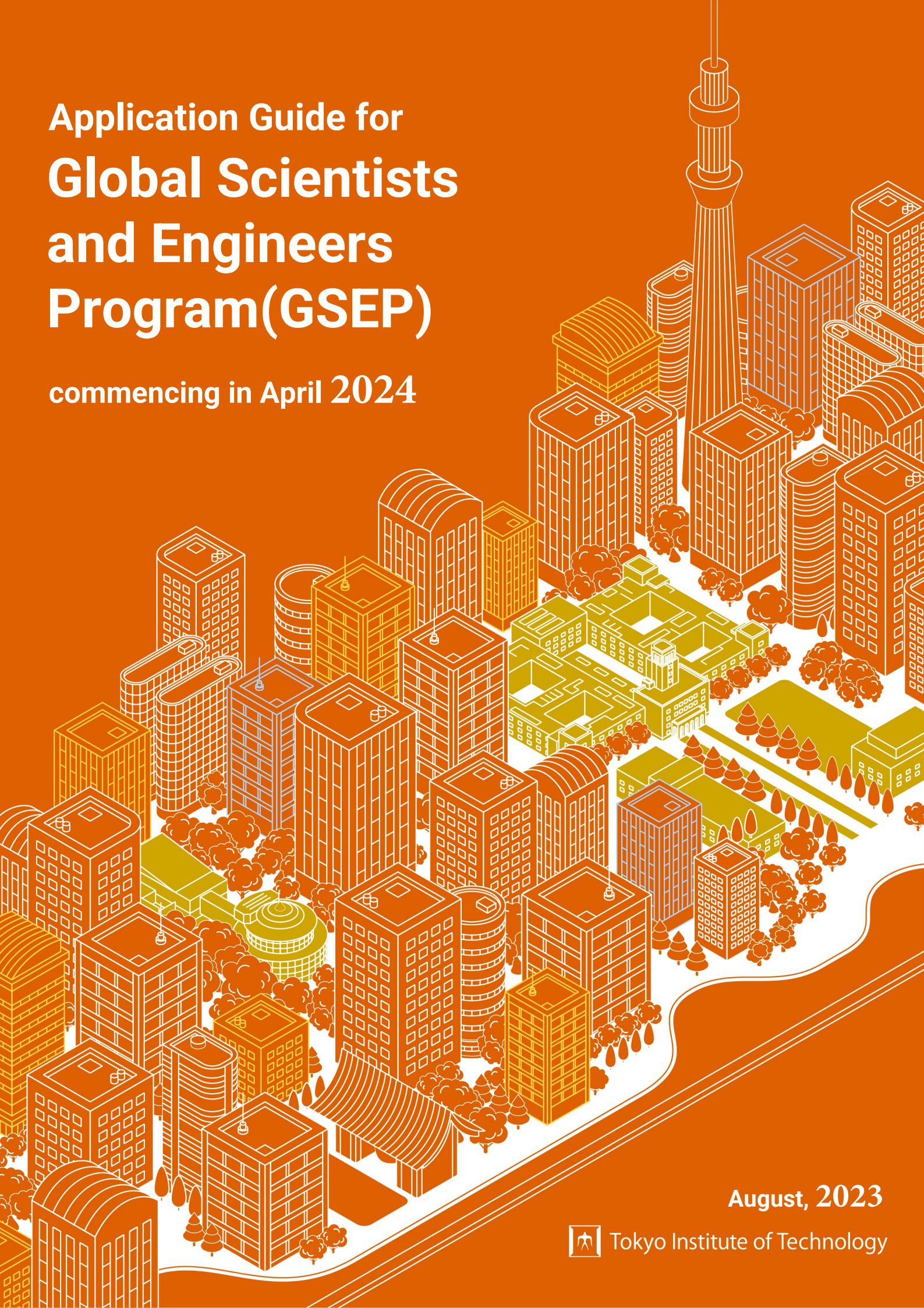


Application Guide for Global Scientists and Engineers Program(GSEP)

commencing in April 2024



August, 2023



Tokyo Institute of Technology

Contents

I .	General Prospectus	1
II .	Program and Policy	1
III .	Eligibility	2
IV .	Application Procedures	6
V .	Individual Assessment Prior to Application	9
VI .	Admissions	10
VII .	Application, Admission and Tuition Fee	11
VIII .	Scholarships	12
IX .	Visa Application Procedure	13
X .	Prevention of Infectious Diseases	13
XI .	Inquiries	13

Tokyo Institute of Technology
Global Scientists and Engineers Program (GSEP)2024
Application Guide

Enrollment Date	April 1, 2024
Number of Students Admitted	The program will admit 8 recipients of Ministry of Education, Culture, Sports, Science and Technology (MEXT) scholarships for up to four years, and 10 privately funded international students
Department	Department of Transdisciplinary Science and Engineering, School of Environment and Society
Application Period	August 16, 2023 –August 25, 2023
Type of Degree	Bachelor of Engineering

I . General Prospectus

In April 2016, Tokyo Institute of Technology (Tokyo Tech) started the Global Scientists and Engineers Program (GSEP). Under this program, qualified international students who have little or no proficiency in the Japanese language are now able to enroll at Tokyo Tech to pursue a bachelor of engineering degree in Japan.

GSEP is an undergraduate program for international students striving to be scientists and engineers with a global perspective in transdisciplinary fields. Proficiency in the Japanese language is not required for admission, as courses will be taught in English. However, students will be required to study basic Japanese, and will be encouraged to further familiarize themselves with the language and culture throughout the course of their studies. Students who successfully acquire advanced Japanese skills may take elective courses taught in Japanese from the third year.

Eight (8) international students selected for the Ministry of Education, Culture, Sports, Science and Technology (MEXT) scholarship will be awarded a four-year scholarship in addition to being exempted from paying application, admission, and tuition fees. Ten (10) privately funded international students can also be admitted to the program, and they can apply for other scholarships upon entering Tokyo Tech.

II . Program and Policy

Program:

Students admitted to GSEP will study under the Department of Transdisciplinary Science and Engineering. The curriculum at the Department of Transdisciplinary Science and Engineering includes science, engineering, management, and liberal arts courses. Transdisciplinary knowledge is essential for scientists and engineers to solve real-world global problems as well as to acquire intercultural leadership skills. GSEP is a transdisciplinary program that is not limited to any specific science or engineering field. Many of the core courses will be team-taught using a project-

based learning format that covers various fields of science and engineering. Students can choose courses from which they will acquire advanced knowledge and ultimately work on a topic according to their research interest from the various fields of expertise of the faculty in the department.

Detailed information and updates regarding the program can be found on the websites below.

□ GSEP official Website: <https://www.tse.ens.titech.ac.jp/~gsep/>

□ GSEP official Facebook page: <https://www.facebook.com/gseptokyotech/>

Policy:

The Department of Transdisciplinary Science and Engineering in the School of Environment and Society offers bachelor's, master's, and doctoral degree programs for scientists and engineers with a global perspective in a transdisciplinary field. We aim to develop individuals who can create new technologies, values, and concepts to meet social demand, and are willing to address complex global issues by taking a multi-perspective approach while applying expertise in science and engineering. Students will be equipped with competencies for problem setting and solving, creative thinking, and execution. Studying at the Department will suit applicants who prefer not to focus on one specific and established discipline of science and engineering. The impact of science and engineering is global. Therefore, we are looking for talented students who possess:

- interest and determination to solve global problems through science and engineering
- willingness to explore and create new knowledge
- eagerness to be acquainted to various disciplines and fields in science and engineering
- enthusiasm to study science and engineering alongside liberal arts
- interest in understanding different cultures and values
- an open mind towards new activities and new ways of thinking

III. Eligibility

Applicants must satisfy the following stated conditions specified under (A) or (B):

(A) To apply as a student supported by the MEXT scholarship:

- (1) Applicants must not hold Japanese nationality or dual nationality including Japanese nationality, and must be residing outside of Japan.
- (2) Applicants must be nationals of a country with which Japan has diplomatic relations.
- (3) Applicants must be born on or after April 2, 1999.
- (4) Overseas applicants must have either completed (or be expected to complete) 12 years of regular schooling or graduated from the equivalent of Japanese high school prior to arrival in Japan. Those who have acquired a qualification to enter a Japanese university by other means are also eligible (see (B)(3)).

(5) Accepted applicants should arrive in Japan between April 1 and April 7, 2024 as designated by MEXT.

(6) Accepted applicants must acquire a College Student (ryugaku) visa before entering Japan.

Please also note that individuals who change their visa status after arrival in Japan to a category other than College Student will no longer be qualified to be a MEXT scholarship recipient from the date the visa category changes.

(7) Persons falling under any of the following conditions are ineligible for the MEXT scholarship (if any of the conditions are discovered after the start of the MEXT scholarship period, the student will be required to withdraw from the scholarship):

- (a) those who are military personnel or military civilian employees at the time of their arrival in Japan or during the provision of the scholarship;
- (b) those who cannot arrive in Japan during the period designated by MEXT;
- (c) those who are/were recipients of a Japanese government (MEXT) scholarship;
- (d) those who are applying for other programs under which a scholarship will be awarded by the Japanese government (MEXT);
- (e) those who are currently enrolled at a Japanese university with a College Student (ryugaku) residence status, or those enrolled or scheduled to be enrolled at a Japanese university as privately financed international students from the start of the provision of the scholarship. This does not apply to currently self-financed international students at Japanese universities who will complete their studies and return to their countries before the end of March 2024;
- (f) those who are planning to receive a scholarship from an organization other than the Japanese government (e.g., a government organization in the applicant's country) after the start of the MEXT scholarship period;
- (g) those who were expected to graduate but could not satisfy the required academic conditions and qualifications; and
- (h) those who already plan, at the time of application, to engage in long-term research activities outside Japan (i.e., internships, fieldwork, etc.) or take a long-term absence.

(B) To apply as a privately funded international student:

(1) Applicants must not hold Japanese nationality or dual nationality including Japanese nationality, and are required to possess a College Student (ryugaku) visa or intend to acquire one by the time of their enrollment.

(2) Applicants should be at least 18 years old by March 31, 2024.

(Note: If applicants have completed 12 years of regular schooling or have graduated with a high school equivalency acceptable by Japanese standards by March 31, 2024, they are still eligible to apply even if they are under 18 years old.)

Applicants must have completed or be expected to complete a 12-year regular education outside of Japan by March 2024 (excluding Japanese programs located outside of Japan that have been recognized by the Minister of Education, Culture, Sports, Science and Technology (hereinafter referred to as “the Minister”) as an equivalent to a Japanese high school program), or be designated by the Minister (see Note 1), or be designated by the Minister as well as by Tokyo Tech (see Note 2).

- (3) Applicants who fall under the following condition may have their admission/acceptance to the program nullified.
- applicants who were expected to graduate but could not satisfy the required academic conditions and qualifications by the date separately specified by Tokyo Tech
- (4) Those who have passed the examination for the GSEP cannot apply for additional entrance examinations at Tokyo Tech. Exceptions can be made if a letter of withdrawal submitted by the applicant to the GSEP is approved by Tokyo Tech.

(Note 1)

“Persons who are designated by the Minister” refers to the persons specified under Bulletin Number 153 issued by the Ministry of Education in 1981. They should fulfill one of the following conditions:

1. Have passed a qualification examination outside of Japan that determines they have a regular 12-year education equivalency. In addition, they should be at least 18 years old by March 31, 2024.
2. Have completed an upper secondary educational program outside of Japan, as well as one of the following preparatory programs:
 - a) a training course listed in [Table 1” List of Preparatory Education Courses Designated by the Minister of Education, Culture, Sports, Science and Technology”](#).
 - b) a preparatory program that covers subjects required for enrolling at a Japanese university, provided by an institution listed in [Table 2” List of Training Institutes Designated by the Minister of Education, Culture, Sports, Science and Technology \(as of April 1, 2010\)”](#).
3. A person who satisfies the requirements such as being deemed to have completed a designated course of not less than 11 years and has completed a course of a school corresponding to an upper secondary school listed in [“List of Courses of Foreign Schools Corresponding to Upper Secondary Schools Designated by the Minister of Education, Culture, Sports, Science and Technology ”](#)
4. Have completed an educational program in Japan at an institution that is regarded as an upper secondary school in a country with a primary and secondary education period of 12 years. Institutions that fulfill this condition are listed in [Table 3 “List of Schools for Non-Japanese Designated as Equivalent to Foreign Upper Secondary Schools in Japan \(as of March 28, 2019\)”](#).
5. Have completed an educational program in Japan at an institution that is regarded as an upper secondary school in a country with a primary and secondary education period of shorter than 12

years. Institutions that fulfill this condition are listed in [Table 4 “ List of Schools for Non-Japanese Designated as Equivalent to Foreign Upper Secondary Schools in Japan \(as of March 28, 2019\) ”](#).

(Note 2)

“Persons designated by the Minister as well as by Tokyo Tech” refers to persons specified under items 20 to 24 under Bulletin Number 47 issued by the Ministry of Education in 1948. They should fulfill one of the following conditions:

1. Have acquired a diploma granted by the International Baccalaureate, a foundation established under the Swiss Civil Code
2. Have acquired an Abitur Certification, a designation in the Federal Republic of Germany and other countries that functions as both a school graduation certificate and a college entrance exam
3. Have acquired an International Baccalaureate Diploma, a qualification for university entrance recognized by the French Republic as well as universities worldwide
4. Have acquired a General Certification of Education (A Level), a qualification for university entrance recognized by the United Kingdom of Great Britain and Northern Ireland, and other countries
5. Have completed a regular 12-year education at an institution approved by the Western Association of Schools and Colleges (based in the state of California in the United States of America), the Association of Christian Schools International (based in the state of Colorado in the United States of America), or the Council of International Schools (based in the United Kingdom of Great Britain and Northern Ireland). Please contact the following organizations to find out whether each school has been accredited:

- ☐ [Western Association of Schools and Colleges \(WASC\)](#)
- ☐ [Association of Christian Schools International \(ACSI\)](#)
- ☐ [Council of International Schools \(CIS\)](#)

(Note 3)

Persons who have graduated from a Japanese high school or secondary school (including those who are expected to graduate), as well as persons who have acquired permanent residence in Japan are ineligible to apply.

IV. Application Procedures

Please follow the steps below to apply.

All application procedures must be completed no later than August 25, 2023.

(1) Prepare the application documents (see “Application Documents”) below.

The application documents must include a Verification of Application Fee Payment which is a PDF file of the “Payment Verification” page that appears at the end of the payment process.

Please make the payment before proceeding with the application form by referring to "7. Application, Enrollment, and Tuition Fees."

Note: Applicants should keep the original copies or certified true copies (certified by the high school) of academic transcripts and graduation certificates or expected graduation certificates. Applicants who pass the secondary screening and are admitted to GSEP will need to provide them before the semester starts.

(2) Fill in all required fields in the online form (at the link below) and upload scanned copies or digital versions of other required application documents to the online application system.

Online application form for the Global Scientists and Engineers Program (GSEP)

Instructions for Online Application:

- Complete all six (6) pages of the application form.
- You may stop and save your progress at any point of the application.
Click "Resume later" (at the top of each page) and you can return to complete the remaining fields later.
- Click "Submit" on the last page after you have completed all pages.
- Fill in the application form in English. Non-English characters will not be recognized.

Application Documents (from applicants)
<p>① Photocopy of Passport</p> <p>Please ensure that important information such as the applicant's name, nationality, date of birth, and photo are shown on the photocopy. For applicants currently residing outside of their home country, a photocopy of their visa (if applicable) is also required. Applicants who currently reside in Japan are required to submit documents that can validate their period of stay and status of residence, such as their Certificate of Residence (juminhyo), or a photocopy (both sides) of their Residence Card (zairyu card).</p>

② Photocopy of Official Transcripts from High School

Submit a photocopy of the official transcript showing all the subjects taken in high school and their final grades. If transcripts cannot be provided in English by the high school, the applicant is requested to write and attach an English translation together with the official document(s).

Translations should be certified by a public institution or by the issuing high school. Applicants who skipped grades are required to submit certified documents as proof.

③ Photocopy of Certificate of Graduation or Expected Graduation issued by the Applicant's High School

If the applicant is a university student, an enrollment certificate or a copy of his/her student ID card is required.

If the applicant cannot obtain such certificates, he/she is requested to submit an official document verifying the high school graduation date.

④ Photocopy of English Proficiency Test Scores

Electronic or scanned data of an English proficiency test score report of the following tests taken on or after August 25, 2021:

- TOEFL iBT (including TOEFL iBT Home Edition *1)
- TOEFL ITP Plus for China Solution (taken in Mainland China *2)
- The revised TOEFL Paper-delivered Test
- TOEIC L&R
- IELTS Academic Module (including computer-delivered test)

*1 : "TOEFL iBT Special Home edition" before the name change is also acceptable.

*2 : In the case of "TOEFL ITP Plus for China Solution," please also submit a copy of the admission ticket when submitting the score report.

NOTE:

- Downloaded score reports will be accepted provided they are from the TOEFL-iBT, TOEFL iBT® Home Edition Test, or TOEFL ITP® Plus for China Solution.

Applicants do not need to request ETS or the British Council to send their English proficiency score reports to Tokyo Tech.

- Tokyo Tech will not accept score reports from the Institutional Testing Program of TOEFL ([TOEFL-ITP](#)) or TOEIC ([TOEIC-IP](#)), TOEIC S&W, or other proficiency tests not specifically listed above.

• Native English speakers can be exempt from submitting English test scores by following the procedure stated under “5. Individual Assessment Prior to Application” .

⑤ Verification of Application Fee Payment

When the “Payment Verification” page appears on the screen at the end of the payment process, save that page as a PDF file and submit it online together with the other application documents.

Tokyo Tech will NOT accept any payments made by cash or check.

(3) Fill in all required fields in the online form (see the link below) and upload supporting documents from the recommender to the online application system.

“Online application form for the Global Scientists and Engineers Program (GSEP)_for Applicant Evaluation and Recommendation Form”

After completing step (2), you will receive an email with a URL for the “Applicant Evaluation and Recommendation Form” online submission system. Forward it to your recommender and officials at your previous/current high school to allow their access to the system.

Applicant Evaluation and Recommendation Form must be directly submitted to Tokyo Tech by the applicant’s recommender. Please be sure to request your recommender to submit the completed form using the Tokyo Tech online submission system by the deadline.

An Application Document (from recommender)
<p>① Applicant Evaluation and Recommendation Form (in a single document)* (Word / PDF)</p> <p>Must be issued by a principal or similar official at the applicant’s previous or current high school to verify the applicant’s potential.</p> <p>Note: If it is difficult for the principal of the high school from which you graduated to submit the Applicant Evaluation and Recommendation Form, someone who understands your academic ability in detail, such as a preparatory school teacher, may submit it instead.</p> <p>*Designated formats can be downloaded from the GSEP web page</p>

(4) Note

1. Tokyo Tech will not accept any incomplete applications or application documents that arrive after the stated deadline.
2. Tokyo Tech cannot respond to inquiries regarding receipt of individual application documents.
3. Applicants should keep the original copies or certified true copies (certified by the high school) of academic transcripts and graduation certificates (not a diploma) or expected graduation certificate. Successful applicants will be asked to submit these documents at the time of the admission procedure.
4. Admission to the program can be withdrawn by Tokyo Tech at any time, even after enrollment if the application documents are found to be invalid or contain false information.
5. Applicants will be contacted by email when additional documents are required to be submitted. Therefore, applicants are urged to check their email at least once a day. If the applicant fails to read and reply to email messages within the application period, it may negatively affect the decision regarding his/her application.
6. Applicants with disabilities and other health-related concerns are requested to notify the Admissions Division prior to the application period.

V. Individual Assessment Prior to Application

Potential applicants who wish to apply under the conditions stated in (1) or (2) below are to inquire via the following contact details and attach the requisite documents before proceeding with the application.

However, if the application deadline is approaching, the applicant must include in the inquiry all the required application documents, and send them by email to the following address as soon as possible.

Contact : Undergraduate Admissions Group
Admissions Division Student Services Department Tokyo Institute of Technology

Email address: nyu.gsep@jim.titech.ac.jp

(1) Potential applicants that require “Individual Assessment of Admission Eligibility”

Nationals of countries that do not require 12 years of education to obtain a university-level education, or international school graduates who satisfy the criterion noted below, and are individually assessed and recognized by Tokyo Tech, will be regarded as having academic ability equivalent to or higher than that of a Japanese high school graduate.

“Persons who are at least 18 years old by March 31, 2024” Applicants that require an Individual Assessment of Admission Eligibility must contact Tokyo Tech as soon as possible.

Applicants are required to send the above documents by email to the Undergraduate Admissions Group, Admissions Division, Student Services Department of Tokyo Tech.

○**Assessment period** : July 7, 2023—August 18, 2023”

○**Required Documents:**

- (1) Application for Individual Assessment of Admission Eligibility ([Word](#) / [PDF](#))
- (2) Graduation certificate or expected graduation certificate issued by the applicant's high school
- (3) Official transcript issued by the applicant's high school
- (4) If the applicant is a university student, an enrollment certificate or a copy of his/her student ID card

○**E-mail subject:** **“April 2024 GSEP Application-Individual Assessment of Admission Eligibility (Name of the Applicant)”**

The results of the assessment will be sent by email. Potential applicants are not required to wait for the results and should proceed with their application. All documents must arrive at the Undergraduate Admissions Group, Student Services Department of Tokyo Tech, no later than August 25, 2023.

(2) Potential applicants applying for exemption from English test score submission

Applicants of the following nationalities are eligible for exemption from submitting English test scores required under “Application Procedures (4) Photocopy of English Proficiency Test Scores.” Please contact Tokyo Tech to request exemption beforehand.

Nationals eligible for exemption from submitting English test scores	Documents necessary to request exemption
United States of America Canada Ireland United Kingdom Australia New Zealand (Countries where English is used as a native language)	(1) Application for exemption of TOEFL, TOEIC, or IELTS test scores (Word / PDF) (2) Photocopy of applicant's passport with photo

Applicants are required to send the above documents by email to the Undergraduate Admissions Group, Admissions Division, Student Services Department of the Tokyo Tech, with the following subject line:

“April 2024 GSEP Application for Exemption of English Test Scores (Name of the Applicant) “

Deadline: All documents must be received by Tokyo Tech no later than August 25, 2023.

Results regarding request of exemption will be sent by email. Potential applicants are not required to wait for the arrival of the results and should proceed with their application. **VI. Admissions**

The selection process for applicants to the GSEP consists of two screenings:

Preliminary Screening	Evaluation of submitted documents
Secondary Screening	Interview and written examinations (The written examination is composed of a problem-solving exam that covers high school level mathematics, physics, chemistry, and essay questions to assess critical thinking.)

Important dates:

Application Period	August 16 – August 25, 2023
Preliminary Screening	September 20, 2023
Results Announcement	Preliminary Screening Results will be announced at the GSEP web page .
Secondary Screening	October 2 – October 27, 2023
Admissions Results Announcement	November 16, 2023 The results will also be announced at the GSEP web page. Inquiries by email will not be accepted.
Enrollment Procedures	March 22, 2024
Start of the Semester	April 1, 2024

Secondary Screening:

Applicants who pass the preliminary screening are eligible for the secondary screening and will be sent relevant details. For the secondary screening, applicants may present the documents listed below as evidence of their qualifications.

Any of the following examination results can be submitted during the secondary screening and will be extensively used for further reference. Submission is optional but highly encouraged.

The Examination for Japanese University Admission for International Students (EJU)	Official score report (subjects not specified) Present the original copy.
International Baccalaureate (IB)	Official Transcript of grades for the full IB Diploma (subjects not specified) Present the original copy.
Scholastic Aptitude Test (SAT)	Official score report (subjects not specified) Present a printed online score report.
American College Testing Program (ACT)	Official score report (subjects not specified) Present a printed online score report.

VII. Application, Admission, and Tuition Fees

Application Fee	JPY 17,000
Enrollment Fee	JPY 282,000
Annual Tuition	JPY 635,400

(Enrollment and tuition fees are subject to change.)

Applicants must pay the application fee using one of the following credit cards within the payment period specified below.

○VISA / ○MasterCard / ○JCB / ○American Express / ○China UnionPay

Payment Period: August 16, 2023 – August 25, 2023

Please see the secure online payment website for details on payment.

□ e-shiharai.net

When the **“Payment Verification”** page appears on the screen at the end of the payment process, save that page as a PDF file and submit it online with other application documents.

Tokyo Tech will NOT accept any payments made by cash or check.

The application fee is non-refundable. However, the application fee may be refunded for the following cases:

1. Applicants paid the application fee but did not submit their application documents
2. Applications could not be processed by the Admissions Division (e.g., lacking necessary documents)
3. Applicants have been selected for the MEXT Scholarship and will enroll in Tokyo Tech.

In cases 1 and 2, the applicant will be responsible for any bank remittance or handling fees incurred. Exemptions and postponements for enrollment fee and tuition are possible. Students who are interested to apply for an exemption or postponement must submit the relevant application form, which can be found in the enrollment procedure packet.

VIII. Scholarships

(1) Japanese Government (Monbukagakusho: MEXT) Scholarship

Among those who passed the examination for the GSEP, Eight (8) outstanding applicants will be recommended for the MEXT scholarship.

The eligibility and conditions for receiving the MEXT scholarship can be found [here](#).

- Students who have been accepted for a MEXT scholarship will not be required to pay the enrollment fee or tuition.
- Undergraduate MEXT scholarship recipients will receive a monthly stipend of JPY 120,000 for four (4) years. The amount of the stipend is subject to change in accordance with the directives of the MEXT scholarship program.
- In accordance with MEXT regulations, students will be provided with an economy-class air ticket from the international airport closest to their place of residence in their country of nationality to Narita or Haneda International Airport.

NOTE: Those who are applying for other MEXT scholarship programs such as those requiring a recommendation from the Japanese Embassy or Consulate General, or a scholarship of the Japan Student Services Organization (JASSO) will be required to decline candidacy of the MEXT scholarship offered under the GSEP.

Once enrolled at Tokyo Tech, MEXT scholarship students will have their academic achievements reviewed every year. If they fail to obtain a minimum grade point average of 2.3 or fail to meet academic standards set by Tokyo Tech, they will be disqualified from receiving further scholarship stipends.

(2) Japan Student Services Organization (JASSO)

Applicants who wish to enroll in Tokyo Tech under a scholarship other than those offered by MEXT and do not reside in Japan may apply for a Monbukagakusho Honors Scholarship for Privately Financed International Students by JASSO.

Please note that individuals who have been granted the above scholarship cannot receive other scholarships throughout the duration of funding.

The monthly stipend is JPY 48,000, which is subject to change in accordance with the directives from JASSO. This scholarship will be offered from April 2024 to March 2025. Applicants will still

be required to pay the application, enrollment, and tuition fees even if they are granted this scholarship.

Applicants who currently reside in Japan are not eligible to apply for this scholarship and are instead advised to follow the instructions provided at the following website:

○Tuition and Scholarships <https://www.titech.ac.jp/english/students/tuition>

(3) Others

There are scholarships available for outstanding international students at Tokyo Tech other than MEXT or JASSO. However, those scholarships are usually awarded to applicants studying for some period of time after admission. Applicants are required to attain a certain level of good academic performance.

IX. Visa Application Procedure

Tokyo Tech will process the Japanese visa applications for those selected as MEXT scholarship supported international students. For those selected as privately funded international students, the Visa Consulting Service entrusted by Tokyo Tech will assist in applying for the Certificate of Eligibility, which is necessary for obtaining a Japanese visa. Further details will be provided together with the Notification of Admission Results at a later time.

X. Prevention of Infectious Diseases

To manage the risk of infectious diseases at the Institute, international students (including those from other domestic universities, technical colleges, and Japanese language schools) who have passed the entrance exam, are urged to submit a health certificate signed by a physician in the last three months before enrollment. Please set the password [tokyotech2021] on the health certificate (PDF or ZIP) to be uploaded. Please refer to the following site for details.

○Measures to help control infection for international students

<https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection>

XI. Inquiries

Undergraduate Admissions Group, Admissions Division, Student Services Department

Tokyo Institute of Technology

2-12-1 W8-103 Ookayama, Meguro-ku, Tokyo 152-8550 JAPAN

Email: nyu.gak@jim.titech.ac.jp