

Fall call for USTEP (AY2024-2025)
How to apply through Graduate School of Economics

Read following carefully since some points are different from the USTEP application guidelines.

<Confirmation on the points to be noted concerning study-abroad>

Fill in section 1 to 11 on UTAS application form, save the information and email GAIA to confirm conditions and requirements at Graduate School of Economics concerning participating exchange program. If you change your choice of partner universities, you need to confirm your plan again at GAIA. Exchange students at GSE must take master's level economics courses at a partner university and earn credits. After the exchange program, credits earned at partner university must be transferred to GSE credits. Students without academic records at GSE may not be nominated.

< Letter of Assessment >

Letter of Assessment for USTEP Candidate Students should be submitted directly from an academic supervisor at GSE through official email address at GSE to GAIA. Send the form to your supervisor and explain your study plan at GSE and a partner university. Students must confirm the schedule of thesis submission to their supervisor at GSE.

For academic supervisors at GSE

If your student asks for a letter of assessment for USTEP exchange program, please submit the letter in PDF format by September 22, 2023 through official email address at UTokyo to GAIA.

Please include the student's thesis submission schedule after exchange program in the letter.

Mail to : Group Administering International Affairs (GAIA) <gaia.e アットマーク gs.mail.u-tokyo.ac.jp>

< Study plan at partner universities >

Check the area and level of courses you can take at partner university for all universities you apply for and fill in the course names in the application form. Fill in your cultural exchange activity plan during and after the exchange program and explain how you can contribute to the partner university and UTokyo.

< Plan after the exchange program >

Include your thesis submission plan after consulting the schedule with your supervisor.

< **Upload certificates of language proficiency** >

In addition to the documents required by USTEP office, applicants at GSE must submit certificates of language proficiency to GSE for the selection by GSE committee. TOEFL/IELTS scores which does not satisfy the requirements set by partner universities maybe accepted at GSE, however, those who are

selected as candidates from UTokyo must submit language proficiency certificate which meets the partner university's requirements to USTEP office about one month before nomination to a partner university.

< Application deadline > 17:00, September 22, 2023

Upload required documents and complete the application at UTAS by the deadline. Incomplete applications cannot be accepted. Check your email after submission in case we may return your application for correction/rejection.

< Interview by GSE committee > On 17:00-19:30, October 5 or 11 or 13 by Zoom

Time and date will be informed only to the applicant who passed evaluation of application documents by GSE committee.

< Contact >

Group Administering International Affairs(GAIA) <gaia.e "at" gs.mail.u-tokyo.ac.jp>※ Replace "at" with @ mark.

For inquiries, email subject should be "USTEP exchange program" and your full name and student ID number should be included in the email. Inquiries by phone are not accepted. Office closed on Saturdays, Sundays, and holidays. Inquires will be replied in order of arrival and it takes more than a day to be answered.