

March 6, 2020

ESEP-G 2020, School of Engineering at UTokyo

Congratulations to all successful students!

We, the ESEP staff from the OICE (Office of International Cooperation and Exchange), welcome you to the School of Engineering and offer you our support through the whole process.

The very first thing you must do is send us the Participation Confirmation sheet by **March 13, 2020**. It will be a formal statement of your program participation.

Below is a to-do list; please complete these items as described to ensure your travel and stay are smooth and problem-free. Please also be sure to complete everything by the deadlines indicated in section 6.

Please note: Due to coronavirus concerns, there is a small possibility of this program being cancelled in consideration of everyone's health and safety. We'll notify you if this possibility occurs.

1. Travel

Arrival/Departure date

Arrival Date: Arrive in Tokyo and check in to the shared house on June 7th.

Departure Date: on July 18th

2. Passport and Visa

Passport

First, if you do not have a passport, please get one immediately and send us a copy of it.

Next, please be sure to check the expiration date of your passport (and current visa). Both must be valid until you return to your home country. If either have expired or will expire before the program completion date, please renew as soon as possible and send us a copy of your new passport.

Visa

Japan has visa exemption arrangements with 68 countries/regions.

If your nationality requires you to obtain a visa (even for short-term stays), we will send you the supporting documents required to make a short-term stay visa application

at the Japanese embassy or consulate in the area of your residence.

If you are not sure whether or not you need a visa, just inquire at a Japanese embassy or consulate in your country.

Exemption of Visa (Short-Term Stay), MOFA (Ministry of Foreign Affairs)

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

(Please be aware that our summer program is not considered a paid activity.)

After checking, let us know the states of your passport by **March 13, 2020**, indicating whichever of the following is applicable to your status:

- a. My passport is valid for the duration of my stay and I do not need a visa for Japan.
- b. My passport is valid for the duration of my stay and I need a visa.
(Nationality:)
- c. Other (Please include description.)

Related websites:

Websites of Japanese Embassies, Consulates and Permanent Missions

http://www.mofa.go.jp/about/emb_cons/mofaserv.html

VISA/Residing in Japan

http://www.mofa.go.jp/j_info/visit/visa/index.html

3. Overseas Travel Insurance

For insurance during your stay, you are responsible for taking out overseas travel insurance in your country before coming to Japan.

The insured term should cover the date you leave for Japan and should continue until the date you return to your home country.

Your overseas travel insurance should cover:

- Medical expenses for injuries (mandatory)
- Medical expenses for illness (mandatory)
- Personal liability coverage (mandatory)
- Rescue coverage (optional)

Look for insurance which meets this criteria and purchase a suitable plan.

If there is no insurance company in your country which offers an insurance plan covering the above expenses, please let us know. Please note that we do not accept credit card insurance.

4. Financial Support

Accommodations

We will provide you with full off-campus accommodations. We will keep the room booked from June 7 to July 18. Please note that you can check in between 10:00 am – 6:00 pm on June 7 and check out between 9:30 am – 7:00 pm on July 18.

If you plan to be in Japan before June 7 and/or after July 18, you must prepare your own accommodations for that period and pay for it by yourself.

The accommodations are located in Toshima-ku, within 40 minutes taking train/subway and walking distance of the Hongo campus. Commuting expenses from your accommodations to the laboratory will not be provided (400yen for a round trip). Please cover these expenses with your stipend.

BeGood Zoshigaya Ekimae

This is a fully-equipped shared house. Each student will have an individual room with a single bed, air conditioner, refrigerator, desk and chair.

Address : 2-1-5 Zoshigaya, Toshima-ku, Tokyo 171-0032 Japan

Nearest Station : Zoshigaya Station (Tokyo Metro Fukutoshin Line), 5 min. walk from
Zoshigaya Station (Nearest exit: Exit 3)

Time from Haneda Airport : 75 minutes by train

Time from Narita Airport : 80 minutes by train

Train Route Finder: https://world.jorudan.co.jp/mln/en/?sub_lang=ja

Website: <https://bgi.co.jp>

Stipend

160,000 yen will be provided for each student about 10 days after the program start date.

As the stipend may be insufficient to cover all expenses, students are recommended to have some money prepared.

Expenses for which you will be personally responsible are:

Before coming

- air tickets (round-trip ticket)
- overseas travel insurance
- visa fee(s)

During your stay in Tokyo

- domestic transportation expenses including daily commuting expenses
- living expenses
- other (sightseeing, souvenirs, stationary, etc.)

5. Laboratory Work

Laboratory work will take place Monday to Friday.

At the conclusion of the program, students must give presentations in the laboratory, in accordance with instructions provided by the host professor. Students must also complete a report and a short survey.

Participants will receive a completion certificate provided the report and survey are submitted.

6. Documents/Information to return by email to the address

seutpro.t@gs.mail.u-tokyo.ac.jp.

Participation confirmation sheet with your signature (PDF) (Form included)	By March 13 (Friday)
Visa requirement notification	By March 13 (Friday)
Japanese proficiency information	To Be Confirmed
Schedule of stay for visa application (only for students who need a visa; form will be sent later)	To Be Announced
Travel itinerary with flight information	Soon after booking flight at least 2 weeks before your departure date
Insurance certificate (PDF)	Soon after purchasing insurance at least a week before your departure date

Contact:

Yoko Suzuki, Yuki Yamada

Office of International Cooperation and Exchange (OICE)

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Email: seutpro.t@gs.mail.u-tokyo.ac.jp