1 November 2023

Dear AOTULE Coordinators,

Important Notices
for the Tokyo Tech AOTULE Summer Program 2024

1.   Schedule

- **20 December 2023**: Deadline of application from each institution
- **End-January 2024**: Notification of the selection result to each institution
- **8 February 2024**: Online application with document submission by each participant

2.   Prospective applicants

- Postgraduate students
- Final-year undergraduate students

3.   Exchange period

- **1 June, 2024 –31 August, 2024**
- Participants MUST check in at one of our designated dormitories in the Tokyo area during the daytime on Sat. 1 June 2024.
- Participants MUST check out the above dormitory on Sat. 31 August 2024.
- During the exchange period, students are not allowed to leave Japan unless there are emergencies such as health/family issues.
- Those who plan to attend any international conferences held outside Japan during the above exchange period are NOT eligible to apply for this program.

Kindly understand that we are not able to respond to individual requests, since all participants' scholarships, accommodation contracts, and others are prepared as a whole package.

4. Student status at home institution

- **Participants must hold 'Student Status' at their home institute during the entire exchange period (1 June 2024 – 31 August 2024).**
- **Participants are required to submit an official document, such as "Statement of Expected Graduation," to verify their student status which covers and specifies the**

entire exchange period. In case your institute does not issue such a document, we seek an e-mail from the coordinator or faculty member confirming the applicants' student status covering the entire exchange period, in addition to a 'Certificate of Student Status'.

5. Air-Ticket (to/from Japan)

- Participants are required to purchase a round-trip ticket (to/from Japan) at their own expense and to send a copy of their e-tickets to us in advance.

6. Dormitory

- Tokyo Tech provides each participant with a room at one of our designated dormitories in the Tokyo Area.
- Tokyo Tech cannot provide or help find accommodation for his/her family or others accompanying the participants.
- Some students may be required to share a double room with another student.
- Participants will pay a portion of the dormitory fees during their stay.

7. Allowance / Scholarship

- Daily allowance is provided by Tokyo Tech.
- The amount is yet to be determined. For your reference, JPY 2,000/day was provided in 2023.

8. Insurance

- Participants are required to join the following insurance systems upon their arrival in Japan.
  (1) Tokyo Tech On-campus Accident / Liability Insurances
  (2) National Health Insurance System in Japan
- In addition to the above-mentioned two insurances, **it is highly recommended to purchase overseas medical/travel insurance at your home country.**

9. Academic advisor and research topic at Tokyo Tech

- Engineering Schools of Tokyo Tech would like more faculty members to host your students to enhance AOTULE activities within our institute. Therefore, we wish to assign an academic advisor who has not supervised an AOTULE student in past years. For this

reason, kindly be informed that your students MAY NOT be assigned to their desired laboratories. Please advise your nominees to fill in the item #12 Intended Research Field in the Application Form (Excel file) and to give specific research topics as well as more general research fields or academic discipline so that the Tokyo Tech AOTULE Committee will assign an appropriate academic advisor for them.

- Please refrain from directly contacting prospective academic advisor(s) at Tokyo Tech prior to the application.
- In recent years, security checks concerning exports of technology from Japan have become stricter. Therefore, any student that lists a research topic that can possibly be applied to military use may not be selected.

I would appreciate it if you could inform the above guideline to whomever this may concern. Should you have any question, please do not hesitate to contact our AOTULE Program Office at **ko.intl@jim.titech.ac.jp.**

Sincerely,

Mitsutoshi UEDA
Chair
Tokyo Tech AOTULE Committee
Tokyo Institute of Technology