

April 3, 2026



Dear Prospective GUC Students,

Thank you for applying to the Global Unit Courses at the University of Tokyo (UTokyo GUC).

I am delighted to learn that you plan to join us this summer and would like to extend a heartfelt welcome as the Director of the Center for Global Education and Vice President in charge of global mobility at the University.

The University of Tokyo is proud to be one of the leading institutions of higher education in Japan and around the world. UTokyo GUC instructors are carefully selected from among our current and former faculty members, all of whom are distinguished experts in their respective fields. During your stay, you will also have opportunities to interact with our students and explore our campus facilities.

And of course, Tokyo offers a wide range of affordable and enriching experiences—from arts, music, and sports to culinary delights and the dynamic blend of tradition and innovation—all within one of the safest urban environments in the world.

Once again, I am thrilled to welcome you to the University of Tokyo and look forward to meeting you in person this summer.

Warmest regards,

A handwritten signature in black ink that reads "Yujin Yaguchi". The signature is fluid and cursive, with a long horizontal stroke at the end.

Yujin Yaguchi

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Yujin Yaguchi, Ph.D.

Vice President (Global Education)

Director, Center for Global Education

Professor, Graduate School of Arts and Sciences

The University of Tokyo



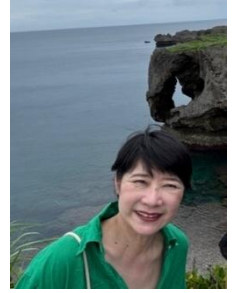
**Center for Global Education**

7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8657

Dear Prospective GUC students,

We are thrilled to welcome you to the inaugural UTokyo GUC Internship Experience Program – 2026 Okinawa session!

Your outstanding application has earned you a place in this selective and transformative summer program, where you will join a diverse cohort of students from universities around the world, alongside University of Tokyo students, for a truly collaborative and immersive experience.



As a member of the first-ever class, you have the unique opportunity to help shape this groundbreaking program and leave a lasting impact.

Please review the attached enrollment instructions and confirm your participation by April 10th. For any questions, contact GUC Internship Experience Program Office.

**Congratulations – we look forward to seeing you in Tokyo and Okinawa!**

Best regards,

Takako Hikotani  
Head, International Support Division  
Professor, Center for Global Education (GlobE)  
The University of Tokyo

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Dear Prospective GUC students,

I am delighted to inform you that you are accepted for the upcoming Global Unit Course 'Sustainability and Tourism: Experiential Learning in Hokkaido'. I warmly welcome you to the University of Tokyo and its Hokkaido Forest. It is wonderful to see that our cohort represents such a global community, with students joining us from Asia, North America, and Europe. This cultural diversity, paired with your varying academic backgrounds—ranging from the natural and social sciences to the humanities—promises to make this course a truly vibrant forum for interdisciplinary discussion. I encourage you to share your unique perspectives throughout the program. Bringing diverse viewpoints to the table is essential to enriching experiential learning, our principal method of study.



I look forward to our journey to Hokkaido and hope you share my enthusiasm for the upcoming programme.

Warmest regards,

Sho Shimoyamada



**Center for Global Education**

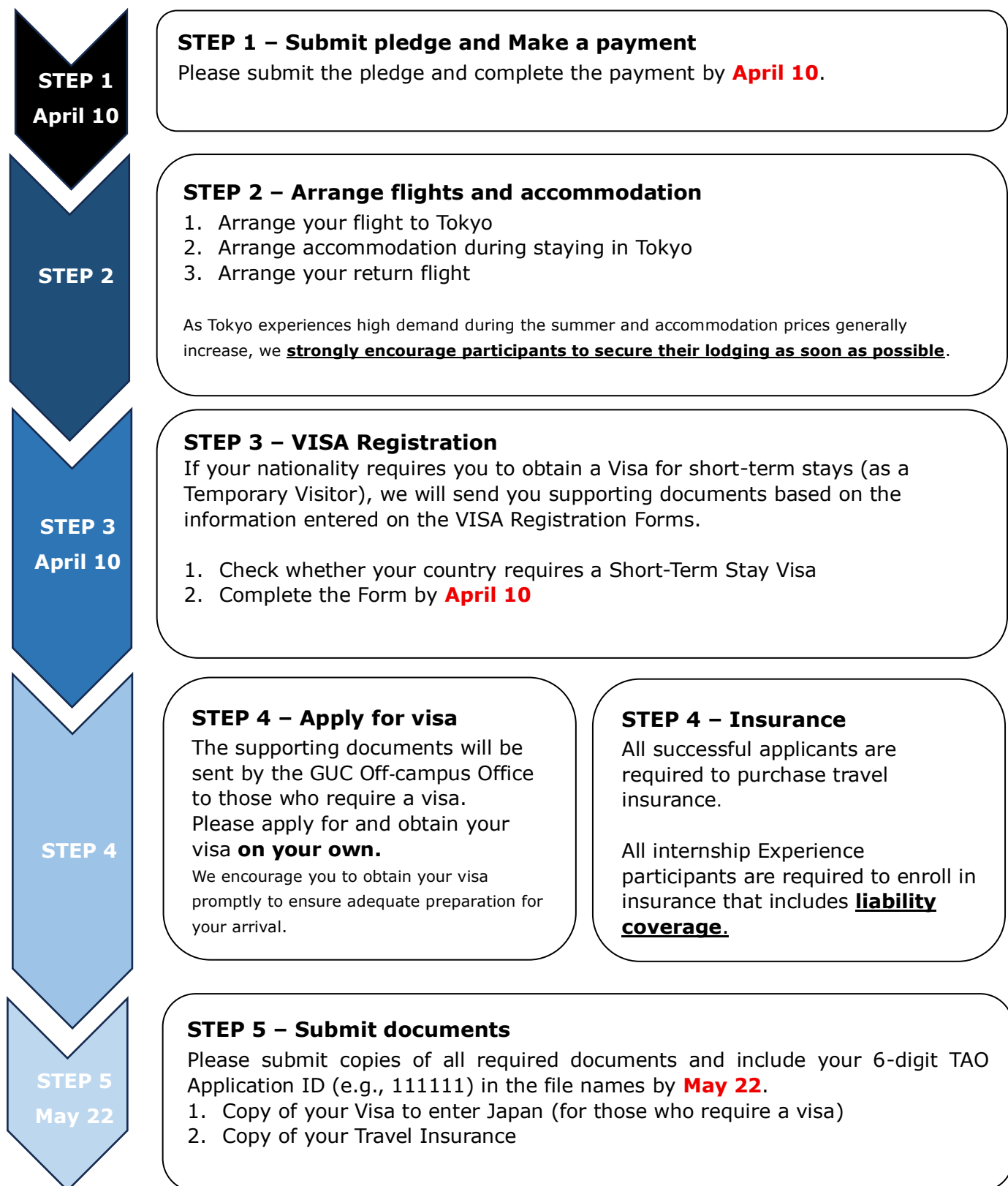
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8657

# For ALL Successful Applicants:

Congratulations on your success in the screening process!

First, please carefully review the to-do list below, which outlines the required steps. For further information, please refer to the relevant pages.

## < To-Dos & Deadlines >



## STEP 1 – Submit pledge and Make a payment

► To confirm your participation in the program, please complete the following **2** procedures

	Procedure	Deadline
1	Submit a signed copy of the “Pledge for Participating in UTokyo GUC”	<b>Friday, April 10th, 16:00 JST</b>
2	Make a Payment of Program fee	<b>Friday, April 10th, 16:00 JST</b>

### 1. Submit a signed copy of the “Pledge for Participating in UTokyo GUC”:

**Due: Friday, April 10th, 16:00 JST**

	Procedure	Download and Upload Link
1)	Download the “Pledge for Participating in UTokyo GUC” form from the link.	<a href="#">Pledge for Participating in UTokyo GUC Off-campus 2026.pdf</a>
2)	Print it out and read it carefully.	
3)	Sign* and date the form by hand, scan all the pages, and upload** them as a single PDF file named ONLY with your 6-digit TAO application ID (e.g., 111111) to the link.	<a href="https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a/IgD7duayaqmHQ54fAjhzeR2sAVfJ4wbC05Pe7y5xBUy4v3s">https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a/IgD7duayaqmHQ54fAjhzeR2sAVfJ4wbC05Pe7y5xBUy4v3s</a>

\* A handwritten electronic signature is also acceptable.

\*\* As the upload system does not send automatic confirmation emails and the GUC Off-campus Office does not respond to inquiries about individual submission statuses, please be sure to take a screenshot or keep a record of your submission for your own reference, if needed. Once you submit the pledge, the office will be notified automatically, so you do not need to contact us separately.

### 2. Make a Payment of Program fee and Travel Expenses:

**Due: Friday, April 10th, 16:00 JST**

1)	An email titled “[UTokyo GUC] Confirmation of Acceptance <b>Invoice Number*</b> ” will be sent to your contact email address** from < <a href="mailto:no-reply@flywire.com">no-reply@flywire.com</a> > on the day of the result announcement. Please ensure the course title you have been accepted into, then click on the “View invoice” button on each invoice to complete the payment*** for the program fee and the travel expenses.
2)	Depending on the payment option you choose within <b>Flywire</b> , which handles the payment process, a handling charge may apply. Such a charge must be borne by the applicant. Please note that payment in <b>Japanese yen (JPY)</b> is <b>not</b> available via Flywire. Please first select a country or region corresponding to the currency in which you would like to make the payment. For questions regarding Flywire payment procedures: <a href="mailto:support@flywire.com">support@flywire.com</a>
3)	Your payment will <b>not, in principle, be refunded</b> except in the cases stipulated on the UTokyo GUC 2026 Terms and Conditions ( <a href="#">UTokyo GUC 2026 Terms and Conditions</a> ).
4)	<b>Students are considered enrolled in the program upon completion of (1) Pledge Submission and (2) Payment by the designated deadline.</b> Please note that the GUC Off-campus Office does not provide individual confirmation of these procedures. (1) Pledge Submission and (2) Payment by the designated deadline indicate that <b>your seat in the program has been secured.</b> You may <b>keep the receipt, as it contains the “Invoice Number”.</b>

\* The *invoice number* consists of the course code and your TAO ID.

\*\* The contact email address refers to the email address you entered on TAO.

\*\*\* The invoice includes both the program fee and travel expenses. If you are eligible for a discount, the invoice will show the payment amount after the discount has been applied.

If we do not receive the signed “Pledge for Participating in UTokyo GUC” through the upload link provided above and confirm your payment by the aforementioned deadline, it will be assumed that you have decided not to participate in the program.

### ► Contact from the Office

	Payment	Pledge*	Contact from the Office
1)	✓	✓	The office will send you a welcome email <b>by late April</b> . Please keep the receipt for your records.
2)	✓	If there are any issues	The office will contact you for confirmation.
3)	Unpaid	✓	Not eligible to enroll.
4)	Unpaid	Unsubmitted	The office will not contact you.

\* The GUC Off-campus Office does not check individual submission statuses. Please be sure to take a screenshot or keep a record of your submission for your own reference.

### STEP 2 – Arrange flights and accommodation

Please review the website below carefully to understand which parts are **self-arranged** and which are organized by the university.

To ensure that you are not unable to participate in the program due to these arrangements not being completed, please make the necessary arrangements as soon as possible.

Please note that the program will end on site and there will be no group return.

Program	Website
Field Study Program	<a href="https://globe.u-tokyo.ac.jp/en/gucfieldstudy.html#Section5_3">https://globe.u-tokyo.ac.jp/en/gucfieldstudy.html#Section5_3</a>
Internship Experience Program	<a href="https://globe.u-tokyo.ac.jp/en/gucintern.html#Section5_3">https://globe.u-tokyo.ac.jp/en/gucintern.html#Section5_3</a>

As Tokyo experiences high demand during the summer and accommodation prices generally increase, we strongly encourage participants to secure their lodging as soon as possible.

### STEP 3 – VISA Registration

If your nationality requires you to obtain a Visa for short-term stays (as a Temporary Visitor), we will send you supporting documents based on the information entered on the VISA Registration.

#### 1. Check whether your country requires a Short-Term Stay Visa

[https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)



VISA Registration

#### 2. Complete the VISA Registration Forms:

Due: **Friday, April 10th, 16:00 JST**

If your nationality requires you to obtain a Visa, please complete the VISA Registration Forms.

Procedure	Forms
Answer the VISA Registration	<a href="https://forms.office.com/r/U5Yf8adA54">https://forms.office.com/r/U5Yf8adA54</a>

## STEP 4 – Apply for visa

The supporting documents are scheduled to be sent in late April, based on the information provided in the Visa Registration Forms.

Detailed information will be sent only to those who have entered their information in the VISA Registration Forms.

### <<! Important Notes !>>

- A) It is essential that you submit all the documents as quickly as possible. Please be advised that obtaining a visa may take several weeks.
- B) Students are not allowed to work in Japan on this visa.
- C) The maximum number of days allowed for a student's personal travel before and/or after the program on this visa shall be around 1 week in total.
- D) UTokyo GUC will provide support for Temporary Visitor visa only. Any support for visas other than the Temporary Visitor visa will not be provided.
- E) Please note that having the Confirmation of Acceptance does not guarantee your entry into Japan.

## STEP 4 – Insurance

All participants must obtain appropriate travel insurance before arriving in Japan.

**All Internship Experience participants** are required to enroll in insurance that includes **liability coverage**.

**All Field Study Program participants** are also required to purchase travel insurance, as the program includes fieldwork in experimental forests and excursions.

## STEP 5 – Submit documents

Please submit copies of all required documents and include your 6-digit TAO Application ID (e.g., 111111) in the file names.

If files cannot be uploaded correctly, please try a different browser or use private/incognito mode. You can also try copying the link as plain text and pasting it directly into your browser.

	Document	Required for	Download	Submit Link	Dead line
1	Pledge	All applicants	<a href="#">Pledge</a>	<a href="https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a/IgD7duayaqmHQ54fA/jhzeR2sAVfJ4wbC05Pe7y5xBUy4v3s">https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a/IgD7duayaqmHQ54fA/jhzeR2sAVfJ4wbC05Pe7y5xBUy4v3s</a>  * Please submit the file via the link, with your 6-digit TAO application ID (e.g., 111111) included in the file name.	April 10
2	VISA Registration	Applicants who require a visa	<a href="#">VISA Registration</a> (Microsoft FORMS)		April 10
3	VISA	Applicants who require a visa		<a href="https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a/IgAjW1423cvOQJLI2XqStHi7AfPH6eAG3-OU8i8-DXb4I7g">https://univtokyo.sharepoint.com/:f:/s/msteams_8b031a/IgAjW1423cvOQJLI2XqStHi7AfPH6eAG3-OU8i8-DXb4I7g</a>  * Please submit the file via the link, with your 6-digit TAO application ID (e.g., 111111) included in the file name.	May 22
4	Travel Insurance	All applicants		** UTokyo students are required to submit a copy of the health insurance card (健康保険証).	May 22

## < Contact from the Office >

All emails will be sent to the "contact" email address provided in your GUC Off-campus application documents, which may differ from your TAO login email address.

If you have not received any of the emails provided below **by 09:00, Japan Standard Time on Friday, April 8** despite being a successful applicant, please contact the GUC Off-campus Office with your TAO application ID **by 11:00, Japan Standard Time on Friday, April 8**.

To ensure a smooth process, your prompt cooperation is greatly appreciated.  
We look forward to welcoming you to UTokyo GUC in June!  
Thank you for your cooperation.

	Content	TO	FROM
1	Announcement of Screening Results	To All Applicants	GUC Off-campus Program Office
2	Invoice <sup>*</sup>	To Successful applicants	Flywire < <a href="mailto:no-reply@flywire.com">no-reply@flywire.com</a> >
3	Supporting documents for your visa application	To Applicants Who Submitted the Visa Registration Form via Microsoft Forms	GUC Off-campus Program Office

<sup>\*</sup> The invoice number consists of the course code and your TAO ID.

UTokyo Global Unit Courses  
Off-campus Program  
Center for Global Education  
The University of Tokyo  
Email: [utokyo-guc-field.adm@gs.mail.u-tokyo.ac.jp](mailto:utokyo-guc-field.adm@gs.mail.u-tokyo.ac.jp)  
Email: [utokyo-guc-intern.adm@gs.mail.u-tokyo.ac.jp](mailto:utokyo-guc-intern.adm@gs.mail.u-tokyo.ac.jp)