

**Komaba Student Exchange Program (KOMSTEP)**  
**offered by**  
**the College of Arts and Sciences, Graduate School of Arts and Sciences**  
**the University of Tokyo**

	Undergraduate Student	Graduate Student
Admission Period	Twice every year in April and October	
Duration	Up to one year	
Documents to Submit	Application Form	
	Application for Special Auditor (undergraduate)	(1) Form A: Special Auditor (2) Form B: Special Research Student
	Research Proposal or Study Plan	Research Proposal
	Two recommendation letters from faculty members	
	Transcript issued within the past three months	
	Certificate of Enrollment issued within the past three months	
	CV	
	Copy of passport	
	Photo (.jpeg format)* *Specifications: – photo must be clear and well-defined, taken against a white background – resolution must be at least 300dpi – photo must show the full front view of the head. Please face the camera directly and do not look down or to either side.	
	Certificate of Approval	N/A
Certificate of English Proficiency (official TOEFL or IELTS score) OR Certificate of Japanese Language Proficiency		
Application Deadline	April Admission: September 30 of the previous year	
	October Admission: February 28 of the same year	
Selection Method	Document screening by the selection committee	
Notification of Admission	Within two months from the application deadline	