

Application Guidelines for October 2010

(As of November 1st, 2009)

International Technology Management Program (Master's Course)

Department of Technology Management for Innovation

School of Engineering

The University of Tokyo

1. What is the International Technology Management Program?

The International Technology Management Program is designed for students those who are interested in studying technology management and Japanese business. Courses are taught in either English or Japanese so that students who do not have enough Japanese language ability can begin their studies by taking English courses. During the two year period of the master's course, students are expected to achieve a working level in Japanese with the help of Japanese language classes. Career support and advice are provided, as well as an opportunity for an internship at a Japanese company. A selected number of students will be awarded the Monbusho Shogakukin (Japanese Government Scholarship) for two years. Detailed information about the Department of Technology Management for Innovation is available at the departmental website (<http://tmi.t.u-tokyo.ac.jp/>).

2. Application and Selection Procedure

(1) Application

- . Application Deadline: December 31, 2009 (All documents must be postmarked not later than December 31.)
- . Application process:

Step1.

You are recommended to pre-register yourself by sending the excel file below, "Pre-Registration Sheet", to the Global 30 Office at global30@t-adm.t.u-tokyo.ac.jp by December 24th, 2009.

[>> click to download pre-registration sheet](#)

Step2.

The Global 30 Office will provide your personal application ID number within 7 days after receiving your pre-registration.

Step3.

Your application dossier with your application ID number must be submitted via registered express mail postmarked on or before December 31st, 2009.

◆ All application documents and enquiries to be addressed to The Global 30 Office
c/o Office of International Cooperation and Exchange (OICE)
the School of Engineering, the University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo, 113-8656, Japan
E - Mail : global30@t-adm.t.u-tokyo.ac.jp

※ For details about Global30, please visit its website at http://www.t.u-tokyo.ac.jp/etpage/international_affairs/global30.html

(2) Selection

. There will be a pre-screening of applicants conducted, and the applicants who pass the pre-screening will be offered an interview by a faculty member of the department Pre-screening results will be announced by the end of January 2010.

. Interviews will be arranged on an individual basis.

. After the interviews, final results will be announced by the end of April. Those who will be nominated as Japanese Government Scholarship Candidates will be notified at the same time.

3. Application Documents

Required Documents	Required- Conditions	Remarks
Application Sheet	Yes	<ul style="list-style-type: none"> Paste a photograph (head and shoulders, hatless, facing forward, 4cm×3cm) which has been taken within three months of the time of application
Transcripts of Academic Record	Yes	<ul style="list-style-type: none"> Academic record in full Photocopies will not be accepted
Certificate of Bachelor Degree	Yes, for those who have graduated No, for those who will soon graduate	<ul style="list-style-type: none"> If the date of graduation is shown on the academic transcripts, a graduation certificate is not necessary Photocopies will not be accepted
Two Letters of Recommendation	Yes	<ul style="list-style-type: none"> From a supervisor in the company that you worked for or an adviser of the university that you attended There is no specific format
TOEFL Score Record	Yes	<ul style="list-style-type: none"> Must have been taken after Aug 2007 The Examinee's Score Record should be sent via the

		<p>Educational Testing Service (Institution Code: 8596)</p> <ul style="list-style-type: none"> • A copy of your score should also be included in the application package
GRE or GMAT Score Record	Yes	<ul style="list-style-type: none"> • Must have been taken after Aug 2007 • The Examinee's Score Record should be sent (as above) • A copy of your score should also be included in the application package
Certificate of Japanese Language Proficiency	If available, optional	<ul style="list-style-type: none"> • A Copy of Certification for the Japanese Language Proficiency Test, or an evaluation letter of your Japanese level by your Japanese teacher
Essays	Yes	<p>Please provide your answers to the following questions in English or Japanese (up to 400 words in English or 800 characters in Japanese for each question)</p> <ol style="list-style-type: none"> 1. What are your reasons for applying to this program? How will you relate this program to your career plan? 2. Please provide a candid assessment of your strengths and weaknesses. 3. Describe a situation where leadership and teamwork were critical to the outcome of a project in which you were directly involved. What did you learn from the experience?