

## Information Session for the 2017 IELTS Exam Date

In order to take the subsidized IELTS exam in 2017, students must agree to all of the conditions listed below. If students wish to take advantage of this opportunity, they must pre-register on the CGCS website and also submit the “Subsidy Refund Agreement Form” during the key distribution period. (cf. Figure 1) You will then receive registration information packet with the **institutional registration key** necessary to register for the exam online.

### Key Distribution Periods

For tests on **July 15 and August 19**: May 22 (Mon) – May 26 (Fri), 12:10-12:50  
For tests on **October 28 and November 4**: July 10 (Mon) – July 14 (Fri), 12:10-12:50  
Location: KIBER, 3<sup>rd</sup> floor, Room 314

- (1) The IELTS exam must be taken at the designated venue on one of the following dates:  
July 15 (Sat), August 19 (Sat), October 28 (Sat), November 4 (Sat)  
(Note: The registration key differs for each exam date and will only be distributed during the designated distribution period.)
- (2) 10,000 yen of the total cost of the IELTS exam (25,380 yen) must be paid by the student, and UTokyo will subsidize the remaining 15,380 yen.
- (3) **Passports are necessary** as a form of identification for the IELTS exam. Passports will be required to register online; the passport must also be valid and presented on the day of the exam. Those needing to obtain a passport must do so at their own expense.
- (4) You must take the “Academic” module.
- (5) Students must pay for their own transportation to the testing center.
- (6) Students may request more than one copy of the test report form for an administrative fee of 1,100 yen per copy. This fee must be paid by the student.
- (7) In taking the subsidized IELTS exam through the University, you agree to allow the Centre for Global Communication Strategies to use your scores as data for educational or teaching purposes. The scores will be anonymized before data analysis and will have no bearing on your university grades.
- (8) **In cases of missed exams, unfinished exams, tardiness, or if proper identification is not presented at the test center, regardless of the reason, you will be required to repay the University the entire subsidized amount of 15,380 yen.** Exceptions are listed in Table 1 and will require submission of appropriate documents by the listed deadlines. If it becomes apparent that you need to request a refund waiver, contact the CGCS office as soon as possible.

## Precautions for Registering for the IELTS Exam (with subsidized fees)

1. There are a limited number of seats available on each of the IELTS testing dates. Seats are assigned on a first-come, first-served basis. Testing dates may reach full capacity before the registration deadline and registration may close early.
2. Applicants must register first with the University (through CGCS), and then with EIKEN (which is the IELTS service provider in Japan.) The CGCS process is in two steps: a preregistration on the CGCS website, and then a pickup of the institutional code in exchange for a signed Agreement Form. The EIKEN registration process is in two steps. The first step is to register online at the Eiken IELTS website using the institutional registration key provided. The second step is to send a photocopy of your passport to Eiken. Only after doing both of these steps are you considered fully registered. Due to limited space, registration is not guaranteed even if you receive the registration information packet.
3. The obligation to refund the subsidy will come into effect once students register on the EIKEN website.
4. If you miss an exam on your test date, for instance due to illness, please contact the office of the Centre for Global Communication Strategies by the following Monday ([ielts@cgcs.c.u-tokyo.ac.jp](mailto:ielts@cgcs.c.u-tokyo.ac.jp)).

Contact information: College of Arts and Sciences,

Centre for Global Communication Strategies

TEL: 03-5465-8221 (Monday-Friday 9:30-16:00)

EMAIL: [ielts@cgcs.c.u-tokyo.ac.jp](mailto:ielts@cgcs.c.u-tokyo.ac.jp)

Table 1: Instances where return payment of the subsidized amount will be exempted

Reason for Missed Exam	Required Documents	Submission Deadline	Where to Submit Documents
Hospitalization or equivalent (the common cold, diarrhea, or other temporary ailments does not qualify)	Medical Certificate (must be issued by a hospital and must include the dates and reasons for hospitalization)	Within 7 days including the date of approved return to school (if the office is closed that day, then it must be submitted by the following business day)	The University of Tokyo, Centre for Global Communication Strategies Office
Influenza, measles, or other Type 1 or Type 2 infectious diseases prohibiting attendance, as determined by the School Health Act	Medical Certificate (must be issued by a hospital with the diagnosis and the exclusion period as determined by a doctor)		
Bereavement leave for immediate family members (parents, guardians, spouse, or one within 3rd-degree of consanguinity) (Memorial services and funeral anniversaries will not be approved for non-immediate family members)	Proof of relationship and certificate of death or a funeral letter		
Public transportation delay of more than 30 minutes	Proof of delay issued by the transportation facility	Within 7 days of the date of the exam (if the office is closed that day, then by the following business day)	
Natural disasters preventing attendance	Disaster Victim Certificate, issued by the government		
Compulsory participation in university or public educational lectures or training	Proof of participation, with dates		
Employment exam (only if the exam date cannot be changed. Seminars, information sessions, or OB/OG visits do not qualify)	Proof that the examinee took the exam (must include the location, the date, and the company seal)		
Chosen for jury duty	Proof of jury duty summons with dates of the trial	Within 7 days after the last day of the trial (if the office is closed that day, then by the following business day)	
Received a jury summons but excused from the trial	Proof of call to jury duty (jury summons) with the date stated on your summons	Within 7 days after the date of summons (if the office is closed that day, then by the following business day)	
Other reasons equivalent to those listed above*			

- In principle, inquire with the Centre for Global Communication Strategies for review in advance of the test date.
- If there are any discrepancies between the English version and the Japanese version, the Japanese version shall prevail.