

# Application Guidelines

## English Track Program

**April & September 2024**

### **Doctorate's Degree (3-year):**

- Ph.D. in Digital Business & Innovation
- Ph.D. in Economics



# **Admissions Policy**

## **Graduate School of Business and Commerce**

The Graduate School of Digital Business and Innovation (DBI) admits applicants to both Master of Science (MS) and Ph.D. degree programs. In general, the MS applicants are expected to have bachelor's degree with the knowledge and ability necessary to further advance their analytical, creative, and problem-solving capabilities as well as to conduct specialized research in the fields related to broad areas of digital innovations as stated in the introduction. While wide areas of bachelor degree applicants may qualify to apply, it is preferred that applicants have exposure to quantitative areas such as mathematics, science, economics, accounting, IT, and engineering. MS students are expected to submit their research or project proposal.

For Ph.D. applicants, it is also preferred that applicants have a bachelor's degree in the areas stated in the above paragraph, but with much stronger emphasis on conducting specialized research related to the field of DBI. However, an applicant with a Master's degree may be considered based on his or her Master degree credentials and research proposal.

## **Graduate School of Economics**

Applicants are expected to have obtained the necessary skills and knowledge through a Master's degree program in economics. Furthermore, applicants should strive to hone a high level of research ability and practicality in the field of economics. Finally, applicants should possess a strong will and sense of responsibility to contribute to society.

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## Admissions Flow

<b>Step 1:</b> Before Applying	Confirm your application eligibility.
	Choose your major.
	Check the application schedule.
	
<b>Step 2:</b> Application	Submit the application form by email.
	Send the physical documents to our office before the deadline.
	Pay the application fee only after being instructed.
	
<b>Step 3:</b> Screening	TIU reviews all completed applications.
	Applicants will be contacted if an interview is necessary.
	
<b>Step 4:</b> Announcement of Results	The results are announced by email. A certificate of acceptance and invoice will be emailed to successful applicants.
	Other information will be available on the E-Track website on the date of announcement of result:  <a href="https://www.tiu.ac.jp/etrack/graduate/admitted.html">https://www.tiu.ac.jp/etrack/graduate/admitted.html</a>
	
<b>Step 5:</b> Enrollment Procedure & Visa	Pay the tuition fee by the deadline to formally accept our offer
	Submit matriculation documents including documents related to the Certificate of Eligibility (COE) by the deadline. *A certificate is necessary for international students who apply from overseas to acquire a status of residence in Japan.
	The Immigration Services Agency issues COEs. TIU sends COEs to admitted students.
	Apply for a student visa at a Japanese embassy or consulate.
	
<b>Step 6:</b> Departure to Japan	Receive information about orientation. Arrive in Japan before the start of the semester

# APPLICATION ELIGIBILITY

Applicants must fulfill both **Requirement 1** and **Requirement 2**.

## Requirement 1: Educational Background

Applicants **must** complete, or be scheduled to complete, **one** of the following criteria before the enrollment date at TIU. **Failure to submit proof of completion of one of the following criteria (1 to 3) before the enrollment date at TIU will cause your admission offer to be revoked even after enrollment.**

1. Complete a graduate (master's) degree in Japan.
2. Complete a graduate (master's) degree outside Japan.
3. Are at least 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher.

\*The date of enrollment is April 1 for spring enrollment and September 1 for fall enrollment.  
Note: If you have other educational qualifications, email the E-Track Admissions Center to inquire about your eligibility before the application period begins.

## Requirement 2: English Proficiency

Applicants must demonstrate sufficient linguistic ability to understand lectures in English. Applicants are required to take **one** of the following English tests and achieve **at least** the minimum score indicated below.

	Tests	Minimum Requirement	How to submit	
<b>1</b>	IELTS Academic Module (IELTS Indicator accepted)	Overall 6.0	Send a score report by email (Hard Copy is <b>NOT</b> required)	
<b>2</b>	TOEFL (Special Home Edition accepted) (MyBest Score <b>NOT</b> accepted)	80	Order a score report at each test organization	Institutional Code : 4435
<b>3</b>	Pearson PTE Academic	50		Choose Tokyo International University
<b>4</b>	TOEIC (Listening & Reading)	780	Submit an original official score certificate (*Institutional Test and Daily Test <b>NOT</b> acceptable)	
<b>5</b>	Duolingo English Test	115	Order a score report at Duolingo	
<b>These tests must have been taken within the past 2 years of the date of application</b>				

### Important

- **English test certificates will not be returned to applicants under any circumstances.**
- Results of **Institutional Program (IP) tests and Daily Test are NOT accepted** (IP tests are held within schools or organizations. These tests are not accepted by Universities)

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## English Test Exemption

- Applicants who have undertaken their official **secondary education** in the English language for **at least 6 years**, or **higher education for at least 3 years** in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States are NOT required to submit an English test score.
- However, those who received their education in the English language, even at an international school, outside of the aforementioned countries must still provide proof of English proficiency.
- Students currently enrolled in or have graduated from TIU E-Track Master's Program are not required to submit an additional English test score.

### ● Useful links for English and tests:

<b>TOEFL</b>	<a href="https://www.ets.org/toefl">https://www.ets.org/toefl</a>
<b>Pearson PTE</b>	<a href="http://pearsonpte.com">http://pearsonpte.com</a>
<b>IELTS</b>	<a href="https://takeielts.britishcouncil.org">https://takeielts.britishcouncil.org</a>
<b>TOEIC</b>	<a href="https://www.ets.org/toEIC">https://www.ets.org/toEIC</a>
<b>Duolingo English Test</b>	<a href="https://englishtest.duolingo.com/home">https://englishtest.duolingo.com/home</a>

## MAJOR & NUMBER OF STUDENTS TO BE ACCEPTED

Major	Intake 2024
Digital Business & Innovation (Ph.D.)	3
Economics (Ph.D.)	3

The above totals are inclusive of students admitted to TIU's English-medium and Japanese medium programs

# ADMISSIONS SCHEDULE

## [April 2024 Intake] Spring Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Payment of Enrollment, Tuition and Fees	Submission of Visa-related Documents
<b>For all applicants</b>				
1	Sep 20 (Wed), 2023	<b>Oct.4 (Wed), 2023</b>	Oct.31 (Tue), 2023	Nov 10 (Fri), 2023
<b>Only for applicants residing in Japan who do not need to apply for a new COE/Visa</b>				
2	Jan 10 (Wed), 2024	<b>Jan 24 (Wed), 2024</b>	Feb 21 (Wed), 2024	Mar 1 (Fri), 2024

## [September 2024 Intake] Fall Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Payment of Enrollment, Tuition and Fees	Submission of Visa-related Documents
<b>For all applicants</b>				
1	Mar 27 (Wed), 2024	<b>Apr 10 (Wed), 2024</b>	May 22 (Wed), 2024	May 31 (Fri), 2024 May 27 (Mon) 2024
<b>Only for applicants residing in Japan who do not need to apply for a new COE/Visa</b>				
2	May 22 (Wed), 2024	<b>Jun 5 (Wed), 2024</b>	Jul 3 (Wed), 2024	Jul 12 (Fri), 2024 Jul 12 (Fri), 2024

- Applicants are required to complete their registration and submit the required documents **by 5:00 pm (UTC+9 Japan Standard Time)** on the date of the application deadline. Late submissions will not be accepted.
- Rejected applicants and admitted applicants who withdraw cannot re-apply for the same intake (semester), but can apply for the next intake.
- Applicants who may require special support or resources due to a disability or physical condition should notify the E-Track Admissions Center before applying. This will help the university understand the applicant's needs and to determine whether it is possible to provide the required support or resources.

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# HOW TO APPLY

## 1. Submit Application Documents by email

Please email the completed application form and required documents to the E-Track Admissions Center during the application period. (✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp))

	Documents	Details
A	Application Form <b>mandatory</b>	<p>Download the "2024 Application Form" from here:  <a href="https://www.tiu.ac.jp/etrack/admissions/downloads.html">https://www.tiu.ac.jp/etrack/admissions/downloads.html</a>            Please carefully fill out and submit.</p> <ul style="list-style-type: none"> <li>● All information (Sheet 1-5) must be typed accurately and completely.</li> <li>● You must input your name as shown on your passport or national ID card.</li> </ul>
B	Statement of Purpose <b>mandatory</b>	<p>Write an essay in English describing the following three points. Please make sure the essay is mainly focused on</p> <ol style="list-style-type: none"> <li>1) Current Research Interests</li> <li>2) Academic Background</li> <li>3) Future Career Objective(s)</li> </ol> <p>The length of the essay should be approximately 500 words, no more than 600 words.</p>
C	Research Plan <b>mandatory</b>	<p>Write your research plan in English <b>separately, not on the application form.</b></p> <p>In the plan, be sure to describe the:</p> <ol style="list-style-type: none"> <li>1) proposed research topic/title</li> <li>2) research question</li> <li>3) main arguments / hypothesis</li> <li>4) major sources to be used</li> <li>5) significance of study</li> </ol> <p>Length of the plan:            Approximately 1,000 words, no more than 2,000 words.            *See page 20 for Plagiarism Policy.</p>
D	Proof of English Proficiency <b>mandatory</b>	<p>The method of submission of the English proficiency test score report is different for each test. Confirm the details on pages 4-5 under "Requirement 2: English Proficiency", and submit or order a document proving your English proficiency. Certain score reports can be delivered digitally.</p> <p><b>*No Institutional Program (IP) test and Daily Test results are accepted.</b></p>



E	GMAT test score <b>optional</b>	GMAT score holders should submit their test scores. (☞ <a href="http://www.mba.com/global">www.mba.com/global</a> ) Scores are valid for five years after the test was taken. The score report must be sent directly to TIU.
F	GRE test score <b>optional</b>	<GRE scores>(optional) GRE score holders should submit their scores online. (☞ <a href="http://www.ets.org/gre">www.ets.org/gre</a> ) Please request that the score report be sent directly to TIU. The GRE institutional code for TIU is 7101.
G	Tuition Reduction Scholarship Application <b>mandatory</b>	Applicants are required to declare whether they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO', and state your reason for the scholarship if applying.
H	Official Undergraduate and Master transcripts (certified copy) <b>mandatory</b>	An official transcript showing the dates of graduation, or expected graduation, and all courses taken, grades received, and grading scheme in the current/former university must be submitted. If there are no explanations about the grading system on the transcript, official documents that explain about the grading system at the institution should also be submitted. The transcript must be certified by a university official and be officially sealed in a university envelope. TIU accepts digital transcript service. Students may have their institutions send digital transcripts through a company such as: Parchment (☞ <a href="http://www.parchment.com">http://www.parchment.com</a> ) and SCRIP-SAFE International (☞ <a href="http://www.scrip-safe.com">http://www.scrip-safe.com</a> )
I	Certificate of Graduation from College or University (certified copy) <b>mandatory</b>	Applicants must submit an official Certificate of Graduation. Admitted applicants who are attending university at the time of application must submit proof of graduation and/or final transcripts before enrolling at TIU.  Failure to submit this will cause your admission offer to be revoked even after enrollment.  Those who have graduated early, or have skipped a grade, must submit an official document issued by the university certifying this fact.
J	Master's Thesis <b>mandatory</b>	Applicants are required to submit their Master's thesis. If it is not written in Japanese or English, a translation is required. Please email the PDF file together with the application form. *Please also provide any other research publications if available.

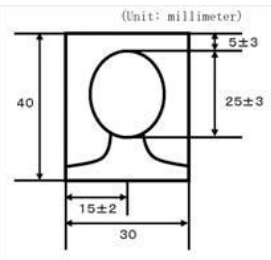



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K	<p>Photo <b>mandatory</b></p>  <p>Source : Immigration Services Agency HP</p>	<p>Please email the photo to the E-Track Admissions Center. The photo must:</p> <ul style="list-style-type: none"> <li>● be taken within the last 3 months</li> <li>● feature a portrait view from above the chest</li> <li>● feature <b>a plain background</b></li> <li>● not include a hat or cap. *Religious headgear is allowed, but make sure that it is not covering your face.</li> </ul> <p>Detailed specifications for photos can be found here:   <a href="https://www.moj.go.jp/isa/applications/guide/photo_info.html?hl=en">https://www.moj.go.jp/isa/applications/guide/photo_info.html?hl=en</a></p> <p><b>Allowed file types: JPEG or PNG (under 2 MB in size)</b>  <b>File resolution: 480 (width) x640 (height) pixels or larger</b></p>
L	<p>Passport and Residence Card <b>if available</b></p>  <p>Source: Ministry of Foreign Affairs of Japan HP</p>	<ul style="list-style-type: none"> <li>• Applicants are required to submit a copy of their latest passport, showing their photo, name and passport number.</li> <li>• Applicants who do not have a valid passport, or who are renewing their passport at the time of application, are still eligible to apply. However, a new passport must be issued before the submission deadline of visa-related documents.</li> <li>• If there is an amendment in your passport, such as added or altered names, submit a copy of the endorsement or alterations page showing this information.</li> <li>• Holders of a Japanese Residence Card (<i>zairyū card</i>) are required to provide a copy of both sides of the card.</li> </ul> <p><b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b></p>
M	<p>Two Letters of Recommendation <b>(originals required)</b> <b>mandatory</b></p>	<p>Two original letters of recommendation from a teacher, professor, academic advisor, or school official of the most recent university attended, who have supervised the work of the student, must be submitted. One of the letters must be written by the faculty member who supervised your Master's thesis.</p> <p><b><u>Letters from workplace supervisors or others who have no academic relation to the student are not accepted.</u></b></p> <p>It must:</p> <ul style="list-style-type: none"> <li>● be <u>physically signed</u> and dated by the reference</li> <li>● be issued within the last 6 months</li> <li>● show the reference's contact information (telephone number and email address)</li> </ul> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>● The original copy of the letter must be sent by post.</li> <li>● However, if your reference has an official school domain email address and sends a scanned copy of the letter from this address, no original letter needs to be submitted.</li> </ul> <p>*Non-school email addresses like @gmail or @outlook are not accepted.  *Applicant's name must be included in the subject line.</p> <p>Download a sample recommendation letter template here:   <a href="https://www.tiu.ac.jp/etrack/admissions/downloads.html">https://www.tiu.ac.jp/etrack/admissions/downloads.html</a></p>

N	Documents from Schools in Japan <b>If applicable</b>	Applicants who have attended a postsecondary institution in Japan (e.g. university, two-year college, Japanese language school, vocational college, etc.) with a student visa must submit 1) a certificate of (expected) graduation, 2) a transcript, and 3) a document showing the attendance rate at the school (shussekiritsu shōmeisho)
O	Proof of Scholarships from Other Organizations <b>If applicable</b>	Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarships.

## 2. Send Physical Documents

TIU requires the physical submission of certain certified documents.

- Official Undergraduate and Master transcripts (Item H on page 8)
- Certificate of Graduation from College or University (Item I on page 8)
- Two Letters of Recommendation (Item M on page 9)

Please send them to the following address:

### Address

#### E-Track Admissions Center

#### Tokyo International University

4-23-23 Takadanobaba, Shinjuku, Tokyo, 169-0075, JAPAN

☎ +81-3-3362-9644

### Before you send the documents, please read

- Please make copies of all documents before sending, and email digital copies to TIU ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp))
- Please use the same email address used in your application.
- If you are sending documents from outside of Japan, use a **traceable** international courier service (e.g. DHL, EMS, FedEx). If you are sending domestically from Japan, use the **Simplified Registered Mail** (kan'i kakitome 簡易書留) service from Japan Post and let us know the tracking number.

- **All documents must be written in English or Japanese.**

Translation is required for other languages. Translations must be provided by **a school official, an official agency such as an embassy or consulate, the applicant, or an official translator.**

In the event that the documents are translated by the applicant or a translator, the translation **must be certified by the school or the official agency.** Make sure that the name of the translator and their contact information is included. When the document is translated, both the certified copy in the original language and translated.

### What is "certified true copy"?

- "Certified true copy" means that the document was affixed with an official seal by the issuing institution or a notary public. The seal with a clear date and signature shows that the document is a true copy of the original.  
See the following link to know how to make a certified copy.  
[https://www.tiu.ac.jp/etrack/info/docs/certified\\_copies.pdf](https://www.tiu.ac.jp/etrack/info/docs/certified_copies.pdf)
- TIU does NOT consider photocopies or scanned files as a "certified true copy."
- Applicants are required to submit a certified true copy of the document so that they can retain the original unless stated otherwise.
- TIU does NOT accept original documents unless preparing certified copies is not possible.
- TIU will NOT return any submitted documents, regardless of the document type.  
This means that original documents will not be returned even if submitted by mistake.

### 3. Application Fee

Please pay the application fee only after being instructed. Payment must be made by bank transfer. Applicants are responsible for all bank transfer fees.

<b>Application Fee</b>	35,000 JPY	<i>*Charged in Japanese yen.</i>
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#### Payment by Bank Transfer

Bank name : Mizuho Bank, Ltd.  
Branch : Kawagoe Branch  
Account number : 1282121  
Account type : Savings account (*futsū kōza* 普通口座)  
SWIFT code : MHCBJPJT  
Account name : Tokyo International University  
Bank address : 2-10-5 Shintomi-cho, Kawagoe, Saitama, 350-0043 Japan  
Amount : 35,000 JPY  
**\*Bank remittance to Japan does not require an IBAN code.**

#### Important

- Please indicate **the applicant's name** in the "sender's" information so we can identify the applicant. Without this information, it may be difficult to link the payment to the applicant.
- Please make sure to select "Payer" for payment of fees (e.g. handling fees, and international transfer fees incurred between the countries) when sending money.
- Once the bank transfer is completed, please email the bank receipt to the E-Track Admissions Center at ✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp) to confirm your payment.
- The application fee is non-refundable.
- Payment must be made in Japanese Yen.
- Your application is processed only after you have paid the application fee.

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## 4. Screening Process

- TIU will make a comprehensive evaluation based on all submitted documents.
- Screening is performed both for admissions and scholarships simultaneously. There is no need for an interview unless requested otherwise.
- If necessary, the applicant's school or recommendation letter references may be contacted for further information. Applicants and their schools may also be contacted in the event that clarification is needed in regards to the submitted documents or if there are any missing documents.
- Communication will be handled primarily via email, so applicants must check their email accounts on a regular basis.

## 5. Announcement of Result

The admission and scholarship results will be sent to applicants by email on the date of announcement of the results (refer to page 6).

An acceptance letter and an invoice will be sent to successful applicants. Enrollment procedures will be available on our website:

📄 [www.tiu.ac.jp/etrack/graduate/admitted.html](http://www.tiu.ac.jp/etrack/graduate/admitted.html)

### Important

- Your acceptance offer is valid only for the application period you applied for.
- You cannot defer or delay your university admission to another semester.
- The admission result and scholarship results are final with no option to appeal.
- Rejected applicants and admitted applicants who withdraw cannot re-apply for the same intake (semester), but can apply for the next intake. However, the application fee must be paid again, and a new application must be completed and submitted.
- TIU is unable to disclose the reason for rejection, even when asked.

# TUITION AND FEES

If admitted, you must pay all fees by their respective deadlines to enroll (see page 6). Or admission will be revoked. All fees must be paid in Japanese Yen via bank transfer. Payments in installments are not accepted.

There are three education-related fees at TIU.

- 1) Enrollment fee** : One-time **non-refundable** fee required to secure your place at TIU.
- 2) Tuition** : Paid on a semester basis.
- 3) Operations fee** : Paid on a semester basis. This fee is utilized for the upkeep and maintenance of university facilities.

**TIU Tuition and Fees for 2024** (All amounts are stated in Japanese Yen.)

No.			At School entry	1 <sup>st</sup> Year (per semester)	Subsequent Years (per semester)	3-year total
1	Enrollment Fee (Only the first year)		250,000			250,000
2	Tuition	No Reduction		1,100,000 (550,000)	1,300,000 (650,000)	3,700,000
		Rate of Reduction	30%	770,000 (385,000)	910,000 (455,000)	2,590,000
			50%	550,000 (275,000)	650,000 (325,000)	1,850,000
			80%	220,000 (110,000)	260,000 (130,000)	740,000
	100%		0	0	0	
3	Operations Fee			220,000 (110,000)	220,000 (110,000)	660,000

- A one-time 40,000 JPY Alumni Association fee will be added to the first tuition and fees invoice.
- Tuition and Fees do not include accommodation.
- Applicants who are currently enrolled in the TIU Graduate School at the time of application are exempt from paying the enrollment fee. Alumni of one of the graduate schools of TIU will be required to pay 125,000 yen – half of the enrollment fee.
- All fees must be paid in Japanese Yen via bank transfer. Payments in installments are not accepted.

## 3-Year Total Tuition and Fees

Tuition Reduction Rate	0%	30%	50%	80%	100%
<b>3-Year Total Tuition and Fees (1+2+3 Combined)</b>	4,610,000	3,500,000	2,760,000	1,650,000	910,000

## From the 2<sup>nd</sup> semester onwards

From the 2<sup>nd</sup> semester onwards, students are required to pay the tuition and operations fee by means of automatic withdrawal from a bank account in Japan. **Payments in installments are not accepted.** All fees must be paid via bank transfer. Other methods are not accepted. The required amount needs to be deposited in a domestic account before the following withdrawal dates:

<b>Spring Semester</b>	Mid-May	<b>Fall Semester</b>	Mid-October
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# SCHOLARSHIPS

## TIU Tuition Reduction Scholarship

- Applicants who are awarded this scholarship will have their tuition fee reduced by 30%, 50%, 80% or 100%. **The reduction will not be applied to the enrollment fee, operations fee, and alumni association fee.**

### **Criteria:**

- Anyone, including Japanese nationals, applying to the English Track Program is eligible to apply for the TIU Tuition Reduction Scholarship at the time of application.

### **Application Process:**

- To apply for the TIU tuition reduction scholarship, see the explanation under "Tuition Reduction Scholarship Application Form" on page 8.
- Scholarship results are announced on the same day as the admission results.
- Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the student applies.
- Successful scholarship applicants and their rate of tuition reduction are decided based on a comprehensive evaluation of all documents and information submitted, including the statement of purpose, official transcripts, letter of recommendation, English proficiency score, the Tuition Reduction Scholarship Application Form.
- The scholarship will remain valid up to 3 years under the condition that the recipient meets the requirements such as maintaining the necessary GPA, taking enough credits, and complying with TIU's behavioral expectations.

### **TIU Tuition Reduction Scholarship for Students Enrolling in 2024**

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount 1 <sup>st</sup> year	330,000	550,000	880,000	1,100,000
Annual Reduced Amount from 2 <sup>nd</sup> year	390,000	650,000	1,040,000	1,300,000

(All amounts are stated in Japanese Yen.)



## Other Scholarships

- **JASSO Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission**

One of the most commonly applied for scholarships by students enrolling at TIU is the “Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission (University Recommenders)” offered by the government affiliated Japan Student Services Organization (JASSO). TIU will provide information to admitted students on how to apply for this scholarship with TIU’s recommendation.

For more details, please refer to the following website:

☞ [https://www.jasso.go.jp/en/study\\_j/scholarships/shoureihi/tonichimaeyoyaku.html](https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/tonichimaeyoyaku.html)

- **Other Public / Private Scholarships Available after Enrollment (Japan)**

There are several other scholarships offered by public or private organizations in Japan. The Japan Student Services Organization (JASSO) provides a list of public and private scholarship programs for international students.

For more details, please refer to the following website:

☞ <https://www.studyinJapan.go.jp/en/planning/by-style/pamphlet/>

Applications for some of these scholarships are accepted by TIU after enrollment. Please note that each scholarship has its own requirements which must be met, such as language proficiency, nationality and/or visa type. The requirements may not be the same as TIU’s own application requirements. Applicants who have been awarded with a scholarship are required to inform TIU and submit proof as soon as it becomes available.

- **Scholarships and Financial Aid Offered by Foreign Organizations**

Students may be eligible for scholarships or financial aid offered by public or private organizations in their current country of residence. Currently, TIU students can receive financial aid provided by their home country’s organizations.

Students must apply for these scholarships or benefits on their own. If you are a recipient of any such scholarships, please submit a document to TIU to prove your entitlement as soon as it becomes available.

- **Scholarships Offered by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT Scholarship)**

TIU only accepts Embassy recommendation applicants, and do not accept university recommendation applicants. Applicants must apply directly to Japanese embassies or consular offices outside Japan, and pass the preliminary screening conducted by them.

## Living Cost in Japan

- Scholarships can ease students’ financial burden. However, financial support, either your own savings or a financial supporter’s income, is still necessary to live and study in Japan. The ‘Student Guide to Japan’, published by JASSO, includes a section on “Expenses” which may help you understand more about the cost of living in Japan:

☞ [https://www.jasso.go.jp/en/study\\_j/sgtj.html](https://www.jasso.go.jp/en/study_j/sgtj.html)

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## ENROLLMENT PROCEDURES

You must pay the enrollment fee, the operations fee, the tuition fee and alumni association fee in order to complete your enrollment procedures.

- First, accepted applicants are required to confirm their admission offer by paying the enrollment fee, tuition and other fees, and to submit all required visa documents by the deadlines. Payments in installments are not accepted. **Failure to complete payments by their deadlines will cause your admission offer to be revoked.**
- An invoice for enrollment and other related fees will be emailed to successful candidates.
- Instructions for applying for a COE and a Visa will be emailed to international students after the results are announced.
- TIU will not refund the enrollment fee under any circumstances.
- In addition, as a Certificate of Eligibility will be issued by the Immigration Services Agency of Japan and a visa will be issued by the Japanese Embassy under their jurisdiction, TIU will not take any responsibility in the rare event that these documents are not granted.
- All E-Track students must obtain their own laptop computers before enrollment. Guidance on minimum specifications may be provided separately during enrollment procedures.

### Inquiries AFTER you have been accepted

- **E-Track Admissions Center**  
For questions about paying your tuition and fees, withdrawal from admission, proof of graduation.  
✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)
- **International Exchange Office (IEO)**  
For questions about COE (visa), scholarships, housing, student life, etc.  
✉ [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)
- **E-Track Academic Affairs Office (ETA AO)**  
For questions about academic matters such as credit transfer, registration for classes, academic calendar.  
✉ [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)

## VISA INFORMATION

The International Exchange Office (IEO) at TIU will be your point of contact for COE and visa procedures. International students who do not have a resident, diplomat, official, dependent, or spousal visa must acquire a student visa to attend university in Japan.

- Admitted students' COE applications will be processed by TIU's International Exchange Office or by an administrative scrivener office in Japan with whom TIU partners.
- To obtain a student visa while residing outside of Japan, students must first apply for a Certificate of Eligibility (COE) by submitting necessary documents to TIU by the deadline.
- TIU will submit the COE application documents to the Japanese Immigration Services Agency on behalf of admitted students if all required documents are submitted to TIU by the deadlines and their payments are confirmed by TIU.
- Only the Japanese government's immigration authorities can issue a COE and visa. The COE is issued by the Japanese Immigration Services Agency, and the student visa is issued by the Japanese Embassy or Consulate General. TIU cannot be held responsible if either of these are not issued.
- Applicants who previously applied for a COE or visa to enter Japan, but were rejected, must inform TIU of this fact without fail when applying for admission.
- If admitted students choose their friend or acquaintance as their financial supporter, students are required to pay the fee for one of the administrative scrivener offices in Japan with whom TIU partners to process their visa application.

### Important

Even if you have completed all enrollment procedures or have enrolled, your admission to TIU will be revoked in any of the following cases.

- We discover you provided fake documentation and/or false information.
- You receive the "Notice of not granting COE" from the Immigration Services Agency (COE non-issuance).
- You do not obtain a COE by 3 business days prior to the date of the matriculation ceremony.
- You do not obtain a visa at the Japanese Embassy or Consulate General.
- You fail to obtain a new visa (residence card) (for visa holders with a residence card who are already residing in Japan at the time of application).

If your admission to TIU is revoked;

- The enrollment fee is non-refundable.
- After enrollment, tuition and fees will also be non-refundable.

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## Holder of residence status in Japan

### (a) Student visa holder

- If you have a gap of more than 3 months between graduation from your current school and entering TIU, you must return to your home country once and apply for your COE and visa in your country.
- If the time of entering TIU is within 3 months of graduation from your current school, you are required to visit the Immigration Services Agency and confirm whether you can keep your current student visa (Residence card) to enroll in TIU on your own. If you are asked to re-apply for a new student visa, please contact the IEO immediately.
- Regardless of the date of expiration stated on your residence card, **your student visa and permission to work part-time will expire upon course completion and leaving your current school.**

### (b) Other visa holder

- If your visa expires before enrollment to TIU, you are required to visit the Immigration Services Agency and extend your visa on your own. Applications are accepted 3 months prior to the date of expiration.

## Notes

- If you do not have a passport at the time of application, prepare one as soon as possible.
- Please do not purchase your flight ticket until you receive your COE.

## Warning

- If you stay in Japan illegally, you will face a high risk of being arrested by authorities, which may result in deportation.

## Student Visa (COE) Application Process

- STEP 1:** The first set of instructions for the COE will be sent to students' email addresses. This email may come from the IEO or one of the scrivener offices. If you have any questions about the process, please read the email first and then contact the party that is handling your COE application (either the IEO or scrivener office).
- STEP 2:** Submit all required documents to either the IEO or one of the scrivener offices as a direct reply to the email message from the party that is handling your COE application (step 1). Inaccurate information or discrepancies in the documents may result in the rejection of your COE application.
- STEP 3:** The IEO or scrivener office will apply for your COE on your behalf once TIU has confirmed your enrollment fee payment. It usually takes about 4-12 weeks for the COE to be issued. The Immigration Services Agency's official document states that it takes 2-3 months for the COE to be issued, so keep the deadline specified by TIU.
- STEP 4:** Receive your issued COE. Once your COE has been issued, we will send it to you by email.
- STEP 5:** Upon receiving your COE, take the COE to the Japanese embassy/consulate that has jurisdiction over your domicile in order to apply for your visa.

## IMPORTANT NOTES

- **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all stipulated fees, they are eligible to have the tuition, operations fee, and Alumni Association fee refunded back to them. However, the enrollment fee is non-refundable.

### To receive the refundable fees

To receive the refundable fees, a "Reimbursement Application Form" must be requested and submitted to the E-Track Admissions Center ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)) by the deadlines listed below.

Under no circumstances will it be possible to request a refund after the deadlines have passed.

#### Deadlines

**Spring intake:** No later than 5pm (UTC +9 Japan Standard Time) on Friday, March 29.

**Fall intake** : One business day before the matriculation ceremony (late August 2024) for the Fall semester. The matriculation ceremony date will be published on the 2024 Academic Calendar on our website.

- **Submission of Fraudulent Information**

A fraudulent document is a document which has been forged or altered with false information. This includes falsified application forms, documents, or certificates which differ from the original or were issued by fake or non-accredited institutions, hiding relevant information, or providing false information. In the event TIU finds fraudulent information submitted in any form of communication or lack of important information, admission will be revoked even after enrollment. Forms of communication include documents, certificates, letters, emails, and/or system entries among others. Enrollment fees will under no circumstance be reimbursed.

- **Plagiarism Policy**

Plagiarism is the act of taking another person's writing, work, or ideas and passing them off as your own. This includes information from web pages, books, email messages, articles, or any other medium. Using generative artificial intelligence (A.I.) tools for any part of your application is also considered plagiarism. Plagiarism is regarded as a serious form of academic misconduct and cheating. Plagiarism on application documents will result in the revocation of admission or expulsion even if discovered after enrollment.

- **Compliance with Act on Protection of Personal Information**

Application documents and personal information will be shared confidentially with professional outsourced organizations in order to ensure application eligibility and help applicants during the visa application process. Personal information shall under no circumstances be disclosed to any other third parties without consent from the applicant.

- **Storage Policy for Personal Documents**

TIU will safely store all application related documents for ten years upon receipt. Once ten years have passed, the documents will be disposed of securely and responsibly.

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## Contact Us

[www.tiu.ac.jp/etrack/graduate/](http://www.tiu.ac.jp/etrack/graduate/)

【TIU Admissions Center】

- **Tokyo International University  
E-Track Admissions Center**  
4-23-23 Takadanobaba, Shinjuku, Tokyo,  
169-0075, Japan  
☎ +81-3-3362-9644  
✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)  
📘 [www.facebook.com/etracktiu](http://www.facebook.com/etracktiu)

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【TIU Overseas Offices】

- **TIU Indonesia Office**  
Summitmas 1, 7th Fl.  
Jl. Jend. Sudirman Kav. 61-62 Jakarta, 12190, Indonesia  
☎ +62-21-520-2112  
✉ [indonesia@tiu.ac.jp](mailto:indonesia@tiu.ac.jp)  
📘 [www.facebook.com/tiuindonesia](http://www.facebook.com/tiuindonesia)

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- **TIU Thailand Office**  
10<sup>th</sup> Floor, Room 1002, Serm-Mit Tower, 159/16,  
Sukhumvit 21 (Asoke) Rd., Klongtoey-Nua,  
Wattana, Bangkok, 10110, Thailand  
☎ +66-2661-7590  
✉ [thailand@tiu.ac.jp](mailto:thailand@tiu.ac.jp)  
📘 [www.facebook.com/tiuthailand](http://www.facebook.com/tiuthailand)

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- **TIU Vietnam Office**  
17 Kim Ma Thuong  
Cong Vi ward, Ba Dinh district, Hanoi, Vietnam  
☎ +84-24-6273-6945  
✉ [vietnam@tiu.ac.jp](mailto:vietnam@tiu.ac.jp)  
📘 <http://www.facebook.com/tiuvietnam>

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- **TIU India Representative**

In-Country University Hub  
☎ + 91-9717052696  
✉ [india@tiu.ac.jp](mailto:india@tiu.ac.jp)  
Contact for Delhi & Mumbai teams 📧 <https://www.in-country.com/page/contact>

### Announcement: Ikebukuro Campus

Tokyo International University opened a new campus in Ikebukuro, central Tokyo in September 2023. Courses for E-Track graduate students are held at the Ikebukuro campus.

Last updated: Feb 20, 2024  
Tokyo International University

