

# APPLICATION GUIDELINE

English Track Program: Undergraduate Degree

Spring and Fall Semester 2017



Tokyo International University

E-Track Office

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Online Application: <https://tiu.applyjapan.com/>

Website: <http://www.tiu.ac.jp/english/etrack/>

<b>Contents</b>	Page
Admissions Flow	2
Key Dates in the Application Process	3
Number of Students to be Accepted	4
Selecting a Major	4
Application Eligibility	4
Fees for Screening	6
Screening Process	6
Announcement of Results	7
Scholarships	7
Application Documents	8
Enrollment Procedures for Accepted Students	12
Tuition and Fees	12
Visa Information	13
Accommodations	14
General Policies	15
Frequently Asked Questions	16-17
Application Documents Checklist	18
Overseas Offices	back

## Admissions Flow

### 1. Confirm application eligibility.

Prepare application documents before the application period starts.



### 2. Submitting Documents

- Send all required documents on pages 10 and 11 so that they arrive at the E-Track Office **before** the end of the application period you wish to apply during.
  - The physical documents required for application should be sent as soon as possible to ensure your eligibility to enroll – even before finishing the online application. Make sure to get the required physical documents **well in advance**.
- Go to **<https://tiu.applyjapan.com/>** for the **Online Application**
- Register a username and password. Fill in all required information and complete the payment for the application fee.
- An Application Reference Number will be issued after the application fee is paid.



### 3. Screening results announcement

The results are announced on the TIU website: <http://www.gouhi.com/tiu/>  
A certificate of acceptance and invoice will be e-mailed to successful applicants.  
Other documents for matriculation will be made available on the date the results are announced on the E-Track website:  
<http://www.tiu.ac.jp/english/etrack/admission/admitted.html>



### 4. Enrollment procedure

- Payment of enrollment fee.
- Submit matriculation documents (including documents required to apply for \*Certificate of Eligibility)
  - \* A certificate necessary for international students who apply from overseas to acquire a status of residence in Japan.



5. Application for the Certificate of Eligibility will be submitted to the Immigration Bureau of Japan by the TIU International Exchange Office or an outsourced company.



### 6. Issuance of Certificate of Eligibility by the Immigration Bureau of Japan.

- TIU will send the Certificate of Eligibility to admitted applicants.
- Admitted applicants apply for a student visa at their local Japanese embassy/consulate.



7. Arrival in Japan before the start of the semester.

## KEY DATES IN THE APPLICATION PROCESS

### 【Spring 2017 Intake】 Enrollment: Early April, 2017

Application Periods	Announcement of Results	Enrollment Procedures			
		Payment of Enrollment Fee	Submission of Visa-related Documents*	Payment of Tuition and Fees	
For <b>all</b> Applicants: Both Residing in and outside Japan					
1	September 23 <sup>rd</sup> - October 7 <sup>th</sup> , 2016	October 28 <sup>th</sup> , 2016	November 11 <sup>th</sup> , 2016	December 23 <sup>rd</sup> , 2016	December 9 <sup>th</sup> , 2016
2	November 18 <sup>th</sup> - December 2 <sup>nd</sup> , 2016	December 23 <sup>rd</sup> , 2016	January 6 <sup>th</sup> , 2017	January 13 <sup>th</sup> , 2017	January 27 <sup>th</sup> , 2017
For <b>only</b> Applicants Residing in Japan					
3	January 6 <sup>th</sup> - January 20 <sup>th</sup> , 2017	February 10 <sup>th</sup> , 2017	February 24 <sup>th</sup> , 2017	Not Required	March 17 <sup>th</sup> , 2017

### 【Fall 2017 Intake】 Enrollment: September, 2017

Application Periods	Announcement of Results	Enrollment Procedures			
		Payment of Enrollment Fee	Submission of Visa-related Documents*	Payment of Tuition and Fees	
For <b>all</b> Applicants: Both Residing in and outside Japan					
1	November 18 <sup>th</sup> - December 2 <sup>nd</sup> , 2016	December 23 <sup>rd</sup> , 2016	January 6 <sup>th</sup> , 2017	April 7 <sup>th</sup> , 2017	January 27 <sup>th</sup> , 2017
2	January 6 <sup>th</sup> - January 20 <sup>th</sup> , 2017	February 10 <sup>th</sup> , 2017	February 24 <sup>th</sup> , 2017	April 7 <sup>th</sup> , 2017	March 17 <sup>th</sup> , 2017
3	February 17 <sup>th</sup> - March 3 <sup>rd</sup> , 2017	March 24 <sup>th</sup> , 2017	April 7 <sup>th</sup> , 2017	April 14 <sup>th</sup> , 2017	May 19 <sup>th</sup> , 2017
4	April 7 <sup>th</sup> - April 21 <sup>st</sup> , 2017	May 19 <sup>th</sup> , 2017	June 2 <sup>nd</sup> , 2017	June 9 <sup>th</sup> , 2017	June 23 <sup>rd</sup> , 2017

\* Only for non-Japanese applicants who do not possess a valid Japanese visa.

- The dates in the above tables are indicated in Japanese Standard Time.
- If you are uncertain about your eligibility, contact the E-Track Office **before** an application period starts.
- **Applicants are required to complete the online application and submit the required documents by the final date of the application period.**



● **Requirement 2     English Proficiency**

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

TOEFL iBT	TOEIC	IELTS	EIKEN
61	700	5.5	Pre-1

- **TOEFL** : Applicants must request that their score report be sent directly to TIU. For TOEFL, the institutional code of TIU is 4435. Please also upload a scan of your test results to the online application system.
- **TOEIC** : An original score report must be provided.
- **IELTS** : A copy of the examination results is acceptable. Please also upload a scan of your test results to the online application system.
- **EIKEN** :  
 1) Inform the EIKEN Foundation of Japan at a test site to send the test result to TIU if you are planning to take EIKEN test at a future date.  
 2) Send an original EIKEN test result already issued by the EIKEN Foundation of Japan if you wish to submit your existing EIKEN result.  
 (EIKEN: <http://stepeiken.org/overview-eiken-tests>)

**Notes:**

- English tests **must** have been taken within two years of the date of application.
- Results of IP tests (Institutional Program: test held within a school or organization for internal use) are **not** accepted.
- Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have undertaken their official education in the English language for the most recent 6 years are not required to submit an English test score.
- Applicants who have completed or are expected to complete an IB diploma program with English as the language of instruction are not required to submit an English test score.

## FEES FOR SCREENING

### Fees to be paid: 5,450 yen

This includes the application fee of 5,000 yen and the application system charge of 450 yen.

- \* Both fees are non-refundable.
- \* All payment must be made in Japanese Yen.
- \* Your application is processed only after you have paid the aforementioned fees by one of the following methods.

#### ● Online Payment

Payments may be made by credit card or through ChinaPay or PayPal services via the online application system during the application periods.

#### ● Bank Transfer

If paying through the online application system is not possible, applicants may also pay the fees for screening by bank transfer. **Applicants are responsible for all bank transfer fees. These related fees can be over 3,000 yen (~30 USD), and can sometimes have delays in processing, so we highly encourage applicants to pay through our online system.**

#### Bank Details:

Bank name: Mizuho Bank, Ltd.  
Branch: Kawagoe Branch  
Account number: 1282121 (savings account)  
SWIFT code: MHCBJPJT  
Account name: Tokyo International University  
Bank address: 2-1-8 Shintomi-cho, Kawagoe,  
Saitama 350-0043 JAPAN  
Amount to pay: JPY 5,450

Once the fees for screening are paid, a scanned copy of the bank remittance receipt must be uploaded via our online application system (<https://tiu.applyjapan.com/>). In addition, please e-mail the E-Track office to confirm the completion of the payment.

## SCREENING PROCESS

Application screening is based on all submitted documents. If necessary, the applicant's school or recommendation letter references may be contacted for further information. Applicants may be contacted in the event that clarification is needed in regards to the submitted documents or if there are any missing documents as well. Our communication will be primarily over email, so applicants are requested to check their e-mail accounts on a regular basis.

## ANNOUNCEMENT OF RESULTS

Applicants can confirm their admission and scholarship results through the TIU websites and English Track website below from **10:00 a.m. (JST) on the date of announcement of the results** (refer to page 3). <http://www.tiu.ac.jp/etrack/> and <http://www.gouhi.com/tiu/>

To confirm the results, applicants are required to enter their application reference number and their date of birth. Therefore, applicants should document their application number for future use. This number appears on the upper left portion of the online application form once the application fee has been paid.

The application reference number is a six-digit number starting with F or H.

e.g. Application Reference Number: F77999, H77999

Date of Birth: If it is July 4<sup>th</sup>, type "0704 " when checking the result.

For successful applicants, an acceptance letter and an invoice will be sent out by email. Other documents for matriculation must be downloaded from the E-Track website: <http://www.tiu.ac.jp/english/etrack/admission/admitted.html>

## SCHOLARSHIP

### ● Tuition Reduction Scholarship

All applicants of the English Track Program are eligible to apply for the TIU tuition reduction scholarship at the time of application. The rate of reduction is from 30% to 100% of tuition, and the notification of award is sent to successful applicants along with admission results. The scholarship will remain valid for up to 4 years under the condition that the recipient maintains good academic performance, takes enough credits, and meets TIU behavioral expectations. **Application for the TIU Tuition Reduction Scholarship is accepted only during the application period in which the student applies.**

Successful scholarship applicants and their rate of reduction will be decided based on the evaluation of all documents submitted, including a statement of purpose, an official transcript, a letter of recommendation, an official English score, the Tuition Reduction Scholarship Application form and scanned/copied proof of extracurricular activities.

### ● TIU Tuition Reduction Scholarship for 1<sup>st</sup> Year Students in 2017

(All amounts are stated in Japanese Yen.)

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount	255,000	425,000	680,000	850,000

\* See Tuition and Fees on page 11.

### ● Other Public / Private Scholarships Offered after Enrollment

There are several scholarships offered by public or private institutions. Applications for most of these scholarships are accepted through the university after enrollment. The Japan Student Services Organization introduces public and private scholarship programs for international students. Please refer to the following website:

[http://www.jasso.go.jp/study\\_j/scholarships\\_e.html](http://www.jasso.go.jp/study_j/scholarships_e.html)

Scholarships can ease students' financial burden. However, financial support, either your own savings or financial supporter's income, is still necessary to live and study in Japan. The following website may help you understand more about cost of living in Japan:

[http://www.jasso.go.jp/en/study\\_j/\\_\\_\\_icsFiles/afieldfile/2015/11/29/sgtj\\_2015chap3\\_e.pdf](http://www.jasso.go.jp/en/study_j/___icsFiles/afieldfile/2015/11/29/sgtj_2015chap3_e.pdf)



## APPLICATION DOCUMENTS

The items from A\* to G\* should be submitted via the online application system. The items H\* to M\* should be enclosed in an envelope and sent to the address in the box below. If sending domestically from Japan, use Simplified Registered Mail (*Kakitome*) by the Japan Post. If sending from outside of Japan, use a traceable international courier service (e.g. DHL, EMS, FedEx).

\* The documents must arrive at the E-Track Office no later than the final date of the application period. Make sure to order the necessary documents ***well in advance***.

\* Items E, F, G, I, N and O are to be submitted only if applicable. (\*Pages 8 -10.)

**Send documents to:** **E-Track Office**  
**Tokyo International University**  
**4-23-23 Takadanobaba, Shinjuku, Tokyo 169-0075, Japan**  
**TEL: +81-3-3362-9644 FAX: +81-3-3362-9643**

### Notes:

- **Applicants must submit either original certificates or certified copies.** Certified copies are preferred for documents that cannot be reissued.
- **Documents printed in languages other than English or Japanese must be translated into English or Japanese.** Translations should be provided by a school official, an official agency such as embassy or consulate, the applicant or a 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 the contact information is included.
- Both the original or certified copy and translated documents must be submitted if the original documents are not written in Japanese or English.
- Original documents that cannot be reissued will be returned to the applicants only if requested by sending us a 'Request Form for Return of Submitted Materials'. The form is available on the E-Track website:

<http://www.tiu.ac.jp/english/etrack/admission/index.html>

Certified copies and English test results are not to be returned to applicants. Admitted applicants can retrieve their original documents from the Admissions Office after enrollment, while TIU will send back the documents to those who are not admitted if required.

- TIU may contact the applicant or the issuing entity with questions regarding the contents or authenticity of any submitted documents.
- In the event of the submission of false information or forgery, acceptance will be withdrawn even if discovered after enrollment.

✧ **Required Documents for All Applicants**

**[Documents to be submitted through the online application system]**

\* If Applicable

	Documents	Remarks
A	Application Form	<p>Application forms should be filled out through the online application system: <a href="https://tiu.applyjapan.com">https://tiu.applyjapan.com</a></p> <ul style="list-style-type: none"> <li>● Make sure that your home address has been written accurately and completely. Be sure to include the apartment name and room number if necessary. Important documents such as the Certificate of Eligibility will be mailed to the address that is registered on the online application system.</li> <li>● You must input your name as shown on your passport. <ul style="list-style-type: none"> <li>- <b>Please do not use a nickname.</b></li> </ul> </li> <li>● You do not have to send the printed application form with the other documents by registered mail.</li> </ul>
B	Statement of Purpose	<p>Type your essay in English on the online application system. Be concrete and concise.</p> <p>In the essay, describe the following three points:</p> <ol style="list-style-type: none"> <li><b>1) A brief personal background</b></li> <li><b>2) Why you chose TIU and your major</b></li> <li><b>3) How studying at TIU will contribute to your future goals</b></li> </ol> <p>The length of the essay: approximately 500 words – no more than 600 words.</p>
C	Photo	<p>Upload a profile picture to the online application system.</p> <p>The photo must be:</p> <ul style="list-style-type: none"> <li>● Taken within 3 months</li> <li>● A portrait view from above the chest with a plain background (like a passport photo)</li> <li>● Without hat or cap</li> </ul> <p>A JPEG file under 10MB. Trim the photo as appropriate</p> <p>* If your photo cannot be uploaded, e-mail a passport sized photo to the E-Track Office.</p>
D	Tuition Reduction Scholarship Application	<p>Applicants who apply for the TIU tuition reduction scholarship are required to fill out the corresponding section of the application form on the online application system.</p>
E	* Passport Copy	<p>Applicants are required to submit a copy of their passport, showing their photo, name and passport number.</p> <p>*Applicants who do not have a valid passport are still eligible for application.</p>
F	* Copy of Residence Card (Zairyu card)	<p>Holders of a Japanese Residence Card (<i>Zairyu</i> card) are required to upload a copy of <b>both sides</b> of the card.</p>
G	* Copy of Bank Transfer	<p>Upload a scan or photo of the receipt of the bank transfer and notify the E-Track Office if screening fees were paid this way.</p>

**[Physical documents to be submitted by registered mail]**

**Originals or Certified Copies must be submitted unless stated otherwise**

\* If Applicable

	Documents	Remarks
H	Official Transcript	<p>An official transcript showing the date of graduation (or expected graduation), all courses taken, and grades received in high school must be submitted. The transcript must be certified by a school official and be officially sealed in a school envelope.</p> <p>*1) Current high school students must submit the most up-to-date transcript available.</p> <p>*2) Applicants who have graduated from a high school in Japan are required to submit official transcripts (<i>Chosasho</i>).</p> <p>*3) Transcripts covering <b>the last three years</b> of secondary education must be submitted.</p> <p>*4) Transcripts from any higher education attended must also be submitted in addition to secondary education.</p>
I	* Mandatory or Standardized Test Results for University	<p>Applicants who have taken an International Baccalaureate, Abitur or Baccalaureate <b>are required</b> to submit the official test score and diploma.</p>
J	Certificate of Graduation (or expected graduation) from high school	<p><u>Applicants whose transcripts do not show the dates of graduation (or expected graduation)</u> are required to submit an official Certificate of Graduation (or expected graduation). Those who have graduated early, or have skipped a grade, should submit an official document issued by the school certifying this fact.</p> <p>*Contact the E-Track Office if your high school does not issue a certificate of graduation.</p>
K	Proof of English Proficiency	<p>Submit one of the following:</p> <ul style="list-style-type: none"> <li>● TOEFL Official Score Report iBT 61</li> <li>● TOEIC Official Score Certificate 700</li> <li>● IELTS Test Report Form 5.5 (copies are acceptable)</li> <li>● EIKEN Score report Grade Pre-1</li> </ul> <p>Test results are valid for two years from the date of the test.</p> <p>*1) For the method of submission, see page 5.</p> <p>*2) Results of <b>all</b> IP tests (Institutional Program: tests held within a school or organization for internal use only) are <b>not</b> accepted.</p> <p>*3) Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have undertaken their official education in the English language for the most recent 6 years are not required to submit an English test.</p> <p>*4) Applicants who have completed, or are expected to complete, an IB diploma program with English as the language of instruction are not required to submit an English test score.</p>

L	Letter of Recommendation <b>(original required)</b>	<p>One original letter of recommendation from a teacher / professor / supervisor / school official of the most recent school attended by the applicant must be submitted.</p> <p>It must:</p> <ul style="list-style-type: none"> <li>● <b>be signed by the reference</b></li> <li>● <b>be issued not more than 6 months ago</b></li> <li>● <b>show the issuing date</b></li> <li>● <b>show the contact information (telephone number and e-mail address) of the reference</b></li> <li>● A sample letter form is available on the English Track website that can be used freely. <a href="http://www.tiu.ac.jp/english/etrack/admission/index.html">http://www.tiu.ac.jp/english/etrack/admission/index.html</a></li> </ul>
M	Application Documents Checklist	<p>Complete the checklist on page 18 carefully and submit it with the rest of your documents. If you are submitting documents <b><i>before the application period</i></b>, you do not have to fill out the online portion.</p>

✧ **Documents for those who apply for Tuition Reduction Scholarship**

**【Documents to be submitted through the online application system】**

N	Copies of Evidence of Extracurricular Activities <b>(do not send originals)</b>	<p>If you have participated in extracurricular activities (student council, volunteer work, sports competitions etc.), upload scans or photos directly to the application system (E.g. Awards, testimonials, etc.). These activities may be taken into consideration during the scholarship evaluation.</p>
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**【Physical documents to be submitted by registered mail】**

O	Proof of Scholarships from other organizations	<p>Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarship.</p>
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## ENROLLMENT PROCEDURES FOR ACCEPTED STUDENTS

Accepted applicants are required to pay a 250,000 yen, **non-refundable** enrollment fee and submit the VISA-required documents by the designated deadline. This fee confirms intention to enroll and secures your placement at TIU. Subsequently, the tuition and fees for the 1<sup>st</sup> semester must be paid by the specified dates (Refer to page 3). Payment in installments is not accepted. TIU will not refund the enrollment fee under any circumstances. As a Certificate of Eligibility will be issued by the Immigration Bureau 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 the documents are not granted.

An enrollment packet will be e-mailed to successful applicants that includes an invoice for enrollment and other related fees as well as a certificate of acceptance. Other matriculation documents must be downloaded from the E-Track website below.

<http://www.tiu.ac.jp/english/etrack/admission/admitted.html>

## TUITION AND FEES

The amount to be paid is stated in the table below. First, the enrollment fee must be paid to secure a place at TIU. Next, tuition and fees for the 1<sup>st</sup> semester must be paid prior to university entrance. The fees must be paid via bank transfer. Other methods are not accepted. Due dates for payments are stated on page 3.

### ● TIU Tuition and Fees for 1<sup>st</sup> Year Students in 2017

(All amounts are stated in Japanese Yen.)

No.			Enrollment Fee	1st Semester	2nd Semester	Annual Sum
1	Enrollment Fee (Only at school entry)		250,000	-	-	250,000
2	Tuition	No Reduction		425,000	425,000	850,000
		Rate of Reduction	30%	297,500	297,500	595,000
			50%	212,500	212,500	425,000
			80%	85,000	85,000	170,000
	100%	0	0	0		
3	Facility Expenses			150,000	150,000	300,000
<b>Total</b>	No Reduction		250,000	575,000	575,000	1,400,000
	Rate of Reduction	30%	250,000	447,500	447,500	1,145,000
		50%	250,000	362,500	362,500	975,000
		80%	250,000	235,000	235,000	720,000
		100%	250,000	150,000	150,000	550,000

- Tuition and Fees do not include accommodation.
- A 40,000 yen Alumni Association fee will be added for the first year.

## VISA INFORMATION

International students who do not have a resident, diplomatic, dependent, or spousal visa must acquire a student visa for Japan. To obtain a student visa while living outside of Japan, it is necessary first to apply for a Certificate of Eligibility (COE).

TIU will submit the COE application documents to the Japanese Immigration Bureau on behalf of admitted students if students submit all necessary documents to TIU by the designated deadlines.

*\* TIU will only submit your COE application to the Immigration Bureau after we confirm the payment of your enrollment fee.*

- The visa procedure for accepted students will be processed by the TIU International Exchange Office and an outsourced company.
- If you are a visa holder who already resides in Japan at the time of application and your visa expires before enrollment in TIU, you are required to visit the Immigration Bureau of Japan and extend the visa on your own. Applications are accepted three months prior to the date of expiration.
- **Those who have applied for a Certificate of Eligibility (COE) or a visa to enter Japan before and have been rejected in the past, please inform us about the incident immediately. We may need to provide additional documents for these cases to avoid complications in the COE Process.**

### ● Student Visa (COE) Application Process

1. Submit the required documents to TIU's outsourced company before the student visa application deadline. The enrollment fee must be paid by the specified date.



2. The COE application is submitted to the Immigration Bureau.



3. It will take the Immigration Bureau up to two months to approve the visa application and issue a Certificate of Eligibility (COE).



4. Tuition and Fees for the 1<sup>st</sup> semester must be paid by the specified dates.



5. After confirming the payment, TIU sends the COE via traceable courier to the student.



6. The student takes their COE and passport to the nearest Japanese embassy or consulate.



7. The passport is stamped with the student visa and returned to the student.

### ● Student Visa Application Requirements

1. Submit the Certificate of Eligibility Application Form for a Student Visa
2. Proof of financial viability may be required.

## ACCOMMODATIONS

### ● TIU International Houses (Student Dormitories)

TIU offers accommodations for first-year students who live outside of Japan prior to university enrollment. A room may also be assigned to international students currently residing in Japan and Japanese students currently residing abroad if there are vacancies. Currently, TIU has four dormitories – one is single, and the remaining three are shared.

#### **【TIU International House R1】**

Location: Near TIU Campus 2

\*Campus 2 is located approximately 13 minutes on foot from Campus 1.

Room Type: Single room furnished with a bed, a desk, a chair, a closet, an air-conditioner, a refrigerator, a microwave, a toilet/bath room, and a kitchenette.

Admission Fee: 30,000yen

Monthly Fees: 39,000yen (Utility bills such as electricity and water are **not** included.)

#### **【TIU International Houses R2 (male), R3 and R4 (female)】**

Location: Near TIU Campus 2

Room Type: Shared room furnished with two beds, two desks (each drawer has a lock), two chairs, a refrigerator, a microwave, an air-conditioner, a closet, a kitchenette, and a bathroom.

Admission Fee: 25,000yen

Monthly Fees: 25,000yen (Utility bills such as electricity and water **are** included.)

#### **【Other Information for both dormitories】**

Limit of Stay: One Year

RAs: Current TIU students are on-site to help out with life in Japan.

Internet: Free Internet (WiFi) is available.

\* Traditionally, meal plans are not offered at Japanese universities.

### ● Housing Search in Japan

TIU has an on-campus agency to help students find an apartment near the campus. The rent of studio apartments in the area around TIU is expected to be around 30,000 - 40,000 yen per month.

It is usually customary in Japan to make a one-time payment to the Landlord called "key money". In addition, a security deposit and rent for your first month are generally also required before move-in. The key money and deposit often amount to the equivalent of one month rent each, so you will have to pay about 3 months' rent before moving in to a new home in Japan. Furthermore, most apartments are not furnished and do not provide daily necessities, which makes it hard to prepare the move from overseas. Therefore, if you are not already living in Japan before enrollment, we strongly recommend living in a TIU dormitory to ensure a smooth transition for your new life in Japan.

## GENERAL POLICIES

- **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all fees from the invoice, TIU will refund the tuition, facility expenses and alumni association fee. However, the enrollment fee is **non-refundable**. In order to have the tuition, facility expenses and Alumni Association fees returned, a "Refund Application Form" must be submitted to the E-Track Office (etrack@tiu.ac.jp) no later than 5pm on March 31<sup>st</sup>, 2017 for the Spring Semester, or September 11<sup>th</sup>, 2017 for the Fall Semester.

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

Personal information (name, address, etc.) obtained by TIU during the application process will be used only for the purpose of processing issues related to the screening and admission of the applicants. TIU shall under no circumstances disclose this information to a third party without prior consent of the applicant.

- **Plagiarism Policy**

Plagiarism is the act of taking another person's writing, work, or ideas and passing it off as your own. This includes information from web pages, books, e-mail messages, articles, or any other medium. Plagiarism is regarded as a serious form of academic misconduct and cheating. The consequences of plagiarism on application documents will result in the revocation of admission or expulsion if discovered after enrollment.

- **Smoke Free Campus**

Tokyo International University will be a smoke-free campus beginning April 1st, 2017. This policy includes all buildings and facilities, indoor and outdoor, on TIU's campuses. This policy was set to provide a healthier environment to students, faculty, staff and visitors to the university.

- **Special Assistance for Students with Health-Related Needs**

If special assistance from TIU is required for campus life and attending classes, please inform us prior to the application period.



## FREQUENTLY ASKED QUESTIONS

<b>● Application Period</b>	
Q	I have already submitted my application documents, but I just decided that I want to apply in a different Application Period. Can you hold onto my application until then?
A	We understand, sometimes plans change. If you contact us <b>before the application period ends</b> , we can hold onto your submitted application documents until the next Application Period. However, you will be required to fill out a new application form during the period you actually choose to apply.
Q	If I am unsuccessful in admission on my first attempt, may I apply again during another application period?
A	Unfortunately, you may not apply again for the same semester if you were not accepted after the screening. However, you may apply again to enroll in the next semester. If you choose to do so, you will be required to make a new online application, submit all application documents again, and pay the fees for screening again as well. Respectively, students who choose not to enroll at TIU after being accepted may not apply again until the next semester's intake.
<b>● Scholarship</b>	
Q	Are there any scholarships for TIU? Can I get both a tuition reduction scholarship from TIU and a scholarship from another organization at the same time?
A	On page 7 of the Application Guideline, you can find information about the Tuition Reduction Scholarship. It is also possible to receive other scholarships unrelated to TIU's tuition reduction scholarship while studying at TIU.
Q	What are TIU's criteria for deciding the rate of Tuition Reduction Scholarship (30% - 100%)?
A	Screening for scholarships is based on the careful evaluation of all submitted documents, including the statement of purpose submitted on the online application system. An applicant's rate of reduction will be determined by TIU.
<b>● Tuition and Fee Payment</b>	
Q	I'm an international student and concerned about having to pay all fees at once. After enrolling in TIU, how much and how often do I have to pay per year? Will I have to pay the whole year at once?
A	<ol style="list-style-type: none"> <li>1) First, you will be invoiced to pay 250,000 yen as an enrollment fee to secure your place at TIU by the date indicated in the <b>Key Dates</b> table on page 3. Each payment should be settled in a single payment.</li> <li>2) Next, the payment of the tuition and fees for the 1<sup>st</sup> semester should be settled by the date indicated on the same table on page 3.</li> <li>3) Tuition and fees for the 2<sup>nd</sup> semester will be billed at the beginning of the 2<sup>nd</sup> semester.</li> <li>4) From the second year, you will be requested to pay twice each year, in April and September, while you are enrolled at TIU. The amount of tuition and other expenses for the first year is shown on page 12.</li> </ol> <p>* These payments are to be made by bank transfer.</p>

● Application Requirements	
Q	Are there any specific courses that have to be completed and grades to be achieved during a standard 12-year education in order to be considered for enrollment? Is there any particular GPA, IB and SAT score to be achieved, or GCE A-level subject requirements?
A	No, there are no course or GPA requirements for enrolling to the E-Track Program.
Q	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
A	Yes you can! Japanese proficiency is not required for application. The E-Track Program is a great opportunity to learn Japanese through intensive Japanese courses in a small class environment that are completely included in the tuition.
Q	I am enrolled in another university, but I would like to transfer to TIU. Does TIU accept transfer students? Can the credits that I have already earned at my present university be transferred?
A	Yes, we accept transfer students. It is possible to transfer to the second year or third year. For transfer applications, refer to the guideline for transfer students.
● Application Documents	
Q	I would like to apply for Spring 2017 enrollment, but I do not have a valid official English Test score. Can I submit it later, after the deadline?
A	No. All required documents must be submitted during the application period.
Q	I am working now. Can I ask my supervisor to write a recommendation letter?
A	If you have difficulty obtaining a recommendation letter from a teacher at your previous school, we can accept a letter of recommendation from a supervisor who has worked with you for at least 3 months.
Q	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
A	Yes. We can accept letters of recommendation in Japanese from a teacher at your Japanese language school.
Q	I took the TOEIC test one year ago, but I don't have the official certificate.
A	You can ask the test organization to reissue the certificate. Check the following webpage for the procedure.  <a href="http://www.toeic.or.jp/english/toeic/guide04/guide04_03/guide04_04.html">http://www.toeic.or.jp/english/toeic/guide04/guide04_03/guide04_04.html</a>  Please note that your score only is valid if the test was taken within two years of your application date.
Q	I took a TOEIC / TOEFL test held in my school and received a score report saying Institutional Program (IP). Is this acceptable to apply for the E-Track Program?
A	<b>No.</b> You must submit an official score certificate. If you are not sure if the test you took was IP or not, check for the word "Institutional" on the top of the form.
Q	After graduating from high school, I studied at a university for a year, and then two years in a Japanese language school in Tokyo. Do I need to send you all of my school transcripts?
A	All three of these transcripts are required to be submitted for the application process. However, only your high school and university scores will count towards your admissions results.

# APPLICATION DOCUMENTS CHECKLIST

Applicant's Name: \_\_\_\_\_

Preferred major:       Business Economics       International Relations

Semester of Enrollment:  Spring, 2017       Fall, 2017

## Application Deadline

- **All the required documents must arrive at the E-Track office no later than the following dates. Make sure to send *all* of the required physical documents as soon as possible.**
- **Complete your online application *after* sending all physical documents as soon as possible.**

Enrollment:	1 <sup>st</sup> Round	2 <sup>nd</sup> Round	3 <sup>rd</sup> Round	4 <sup>th</sup> Round
April, 2017	October 7 <sup>th</sup> , 2016	December 2 <sup>nd</sup> , 2016	*January 20 <sup>th</sup> , 2017	-
September, 2017	December 2 <sup>nd</sup> , 2016	January 20 <sup>th</sup> , 2017	March 3 <sup>rd</sup> , 2017	April 21 <sup>st</sup> , 2017

\*Only for Applicants Residing in Japan

●	<b>Required Physical Documents (Paper-based)</b> · Send all of the following items to the E-Track office by registered mail. <b>a-e: Original or certified copies are required.</b> · Items with an asterisk* are to be submitted only if available/applicable	Comments
<input type="checkbox"/>	a. Official Transcript (Please check the column "H" on page 10)	
<input type="checkbox"/>	b.* Mandatory or Standardized test results (e.g. IB, Abitur, Baccalaureate, etc.)	
<input type="checkbox"/>	c. Certificate of Graduation (or expected graduation)	
<input type="checkbox"/>	d. Proof of English Proficiency (Please check the column "K" on page 10) <input type="checkbox"/> TOEFL <input type="checkbox"/> **IELTS <input type="checkbox"/> TOEIC <input type="checkbox"/> EIKEN <input type="checkbox"/> IB transcript & diploma **Scans or copies are acceptable.	
<input type="checkbox"/>	e. Letter of recommendation from your school	
<input type="checkbox"/>	f. * Photocopy of proof of scholarship from other organizations	
<input type="checkbox"/>	g.* This Application Document Checklist	
●	<b>Online Application (If already completed)</b>	
<input type="checkbox"/>	My online application form has been completed accurately to the best of my ability.	
<input type="checkbox"/>	My statement of purpose has been completed and is between 500 and 600 words.	
<input type="checkbox"/>	I have input my name carefully and correctly, as it is shown on my passport or national ID.	
<input type="checkbox"/>	I have stated my reasons for applying for the tuition reduction scholarship and have checked the 'yes' box (leave this blank if not applying for the scholarship).	
<input type="checkbox"/>	I have uploaded images of proof of my extracurricular activities to the system.	
<input type="checkbox"/>	I have scanned my passport and uploaded it to the system.	
<input type="checkbox"/>	I have scanned both sides of my Residence (Zairyu) Card and uploaded them to the system.	
●	<b>Payment (Fees for Screening :5,450 yen) (Select <b>one</b> only)</b> · Information provided online cannot be edited after payment.	
<input type="checkbox"/>	By credit card through the online application system	
<input type="checkbox"/>	By bank transfer (an image of the bank receipt was uploaded to the application system and the E-Track Office was notified)	

## Contact Us

### 【TIU Japan Main Office】

- **Tokyo International University**

- E-Track Office**

4-23-23 Takadanobaba, Shinjuku,

Tokyo 169-0075 Japan

TEL: +81-3-3362-9644

FAX: +81-3-3362-9643

E-mail: [etrack@tiu.ac.jp](mailto:etrack@tiu.ac.jp)

**Online Applications: <https://tiu.applyjapan.com>**

### 【TIU Overseas Offices】

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- **TIU Indonesia Office**

c/o PT Fuji Staff Indonesia

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