



# ENROLLMENT PROCEDURES

For Transfer students / September 2022

In order to enroll at the university, all relevant **fees must be paid**, and all required documents must be completed and returned by the following dates. If these procedures are not completed by the designated dates, permission to enroll at the university will be withdrawn.

## My TIU Page

The enrollment procedure will be mainly on **My TIU Page**. Admitted students must check their My TIU Page constantly. The important notices, documents and messages will be provided on their own My TIU Page. It is each student's responsibility to read the information provided.

The screenshot shows the My TIU Page interface. On the left, there are navigation buttons: Application Instructions, Your Application, Application number, Examination result announcement, Enrollment procedures (1), Payment Status: [Enrollment Fee: Completed] [Tuition and Fees: Completed] (2), and Enrollment Instructions. The main content area shows a notifications list with a red box around the 'Important Dates' section (3) containing: Jun 12, 2019: \*\*Important Dates\*\*, Apr 26, 2019: [IEO] 4/27-5/5 Office will be closed, Mar 25, 2019: [IEO] COE/Visa Information, Feb 20, 2019: Important Notice, and Feb 19, 2019: URGENT: ID photo for COE application.

① Click here to go to Enrollment procedures page.

② Confirm your payment status here.

③ Important notices are shown here.

## IMPORTANT DATES

Due dates for submitting documents and payments differ depending on which date you were admitted and your country of origin.

\* Students from Bangladesh, Myanmar, Nepal and Uzbekistan are required to follow the different payment schedule. For details, see the next page.

Event	WHEN was your admission result announced?			
	Dec 20	Feb 21	Apr 11	May 23
Announcement of Screening Results	Dec 20, 2021	Feb 21, 2022	Apr 11, 2022	May 23, 2022
Receive Certificate of Acceptance, Invoice and other enrollment documents				
COE Application due <b>Make sure to read "<a href="#">Visa Information</a>" first.</b> The International Exchange Office will send an email regarding the COE/Visa procedure approximately one month before the deadline. Please kindly wait for the email.	Apr 8, 2022	Apr 8, 2022	Apr 25, 2022	May 30, 2022
Enrollment Fee due*	<b>Jan 7, 2022</b>	<b>Mar 7, 2022</b>	<b>Apr 25, 2022</b>	<b>June 3, 2022</b>
Housing Preference Form due (Step 5 on My TIU Page)	June 10, 2022			
1 <sup>st</sup> Semester Tuition & Fees due*	<b>Mar 14, 2022</b>	<b>Mar 14, 2022</b>	<b>May 13, 2022</b>	<b>Jun 24, 2022</b>
Required Documents Deadline for Credit Transfer <b>Make sure to read "<a href="#">Credit Transfer for Newly Admitted Transfer Students</a>" first.</b>	July 8, 2022			
Receive Information for E-Track Orientation	Early August, 2022			
Arrival in Japan ** & New Student Orientation Period	Mid-August, 2022***			

Matriculation Ceremony	September 1, 2022
Fall 2022 Classes begin	September 2, 2022

- \*\* Make sure to download and read "[Before Purchasing your ticket to Japan](#)" from the "For Admitted Students" page of our website.
- \*\*\*Arrival period may change drastically depending on the current COVID19 situation (entry restrictions) and the capacity of the dorms. Please check regularly for updates from the university.

## Advance Payment of Fees

(Students from **Bangladesh, Myanmar, Nepal and Uzbekistan**)

Students of nationalities mentioned above enrolling to TIU are required to pay the full annual amount of tuition and fees for the entire first year of studies before applying for a Certificate of Eligibility. From the second year onwards, these students will be able to pay their tuition and fees on a semester basis. This rule is to provide assurance to the Japanese Immigration Bureau as well as TIU that the student has sufficient financial resources to study abroad at our university. Please be reminded that only the immigration Bureau has the authority to grant your COE.

WHEN was your admission result announced?	Payment Due Dates for Advance Payment Students		
	Enrollment Fee	1 <sup>st</sup> Semester tuition and fees (Fall Semester)	2 <sup>nd</sup> Semester tuition and fees (Spring Semester)
Dec 20	Jan 7, 2022	Mar 14, 2022	
Feb 21	Mar 7, 2022	Mar 14, 2022	
Apr 11	Apr 25, 2022	May 13, 2022	
May 23	June 3, 2022		

## Mandatory Placement Tests

HOW	TEST	WHEN	WHO	DETAILS
Online (Moodle)	Mathematics	July 1 to July 18, 2022	BE Major / 2 <sup>nd</sup> year Transfer DBI Major only	<b>Fundamentals of Mathematics</b> course is mandatory for <b><u>ALL new transfer students in the Business Economics (BE) and Digital Business and Innovation (DBI) majors.</u></b> Students who display a high level of mathematics proficiency will be exempt from the required Fundamentals of Mathematics course, <i>however will still need to take the placement test.</i> <b>* DBI Major Students (3<sup>rd</sup> year Transfer only) do not need to take the test and will be exempt from the required Fundamentals of Mathematics.</b>
	Academic Literacy		2 <sup>nd</sup> year transfer students only	<b>Academic Literacy courses</b> are mandatory for new 2 <sup>nd</sup> year transfer students. In order to best determine placement for these courses, 2 <sup>nd</sup> year transfer students are required to take the placement test.
	Japanese Part 1		All students	<b>Elementary Japanese 1A and Elementary Japanese 1B</b> courses are mandatory for <b>ALL new transfer students.</b> In order to ensure you are placed in the appropriate class for your level, all students are required to take the <b>(Part 1)</b> placement test.
	Japanese Part 2	July 26 to August 2, 2022	Students who scored high marks on Part 1 only	Students of <u>native Japanese level</u> or who have a <u>solid Japanese language foundation</u> will be exempted from taking required Japanese courses. <b>*However, these students must first take and pass the (Part 2) placement test.</b>

## Immigration Documents (International students only)

Download and read the VISA (COE) Information carefully and submit the required documents by the due date to the International Exchange Office (IEO).

### [Note]

- If you have been denied a visa (COE) to enter Japan before, you must inform the IEO at [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp). Additional documents may be required for those who have been denied a visa in the past.
- If you do not have a valid passport, please apply for a new passport urgently and send a copy of the passport to the IEO right after the passport is issued.
- For Uzbek students: There are currently two types of passports in Uzbekistan, Green passport (old-styled passport) and Burgundy-colored passport (New international passport). If you have not sent a copy of your new international passport to TIU, please send it. Please apply for it if you do not have a new international passport. It is impossible to apply for a visa with an old-styled passport.
- If you used a study abroad agent/TIU Overseas office for your admissions, you may have to submit your COE application documents to them. Please contact the agent/TIU overseas office to confirm where you should send your COE application documents.

## Payment of University Fees

An outline of fees and due dates is given below. Please find bank details on the invoice.

(All fees are stated in Japanese Yen)

Amount to Pay			
Tuition Reduction Scholarship	Enrollment Fee (Only At School Entry)	1 <sup>st</sup> Semester (Fall Semester)	2 <sup>nd</sup> Semester (Spring Semester)
No Reduction	250,000	700,000*	700,000
30% Reduction		535,000*	535,000
50% Reduction		425,000*	425,000
80% Reduction		260,000*	260,000
100% Reduction		150,000*	150,000

\* A one-time 40,000-yen Alumni Association fee will be added to the first semester tuition and fee.

- The tuition will increase from the following year, while the operations fee will remain the same. See the application guidelines for details.

Payment Due Dates			
Your Application Period	Enrollment Fee	1 <sup>st</sup> Semester (Fall Semester)	2 <sup>nd</sup> Semester (Spring Semester)
Dates for those admitted on <b>Dec 20</b>	<b>Jan 7, 2022</b>	<b>Mar 14, 2022</b>	Mid-May, 2023
Dates for those admitted on <b>Feb 21</b>	<b>Mar 7, 2022</b>	<b>Mar 14, 2022</b>	
Dates for those admitted on <b>Apr 11</b>	<b>Apr 25, 2022</b>	<b>May 13, 2022</b>	
Dates for those admitted on <b>May 23</b>	<b>Jun 3, 2022</b>	<b>Jun 24, 2022</b>	

- We will not confirm your payment by email. You can [check your payment status on your My TIU Page](#) a few business days after transferring your fees. Keep in mind that international bank transfers will take several business days to process.
- From the 2nd semester onwards, **No international bank transfers are allowed** to pay your tuition and fees. It means that your financial supporter needs to transfer the funds to your Japanese bank account (TIU will help you to open one).

## Scholarships (International students only)

There are scholarships offered by public and private organizations outside of the university. Please be advised that most scholarships are competitive and require applicants to have a certain level of Japanese language skill. The International Exchange Office will inform all E-Track students as soon as each scholarship's application period starts.

## Contact us

- For questions about paying your tuition and fees, COE (visa), scholarships, International House, student life, etc.:

### **International Exchange Office (IEO)**

1-13-1 Matobakita, Kawagoe, Saitama

350-1197 Japan

✉ [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)

- For questions about academic matters such as credit transfer, registration for classes, academic calendar:

### **E-Track Academic Affairs Office (ETA AO)**

1-13-1 Matobakita, Kawagoe, Saitama

350-1197 Japan

✉ [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)