

Application Guidelines

English Track Program April & September 2021

Bachelor's Degrees (4-year):

- BA in Business Economics
- BS in Digital Business & Innovation
- BA in International Relations

First Year Applicants



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1. ADMISSIONS FLOW

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	• Complete and submit Application on My TIU Page www.tiu.ac.jp/mypage/bachelor Important: Submit your application before the indicated deadline! Late submissions are not accepted.	p.9-11
Step 3: Screening	<ul style="list-style-type: none"> • TIU reviews all completed applications. <p>The E-Track Admissions Center may contact you regarding your application. Communication will be primarily over email and through announcements on your My TIU Page. Applicants are required to check their email and My TIU Page on a regular basis. An interview may be conducted if deemed necessary.</p>	
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	• Submit Certificate of Eligibility (COE) related documents.	p. 18
	• Pay tuition and fees by the designated dates.	p. 16-17
	• The Immigration Services Agency issues COEs. TIU sends COEs to admitted students. • Apply for a student visa at a Japanese embassy or consulate.	p. 18
Step 6: Departure to Japan	<ul style="list-style-type: none"> • Receive information about orientation. • Arrive in Japan before the start of the semester. 	

2. ADMISSION SCHEDULE

[April 2021 Intake] Spring Semester

Application Procedure			Enrollment Procedure			
Application Start	Application Deadline	Announcement of Results	Payment of Enrollment Fee	Submission of Visa-related Documents	Payment of Tuition and Fees	
1	Jul 1 (Wed), 2020	Jul 15 (Wed), 2020	Aug 3 (Mon), 2020	Aug 21 (Fri), 2020	Dec 11 (Fri), 2020	Sep 11 (Fri), 2020
2	Sep 16 (Wed), 2020,	Oct 7 (Wed), 2020	Nov 2 (Mon), 2020	Nov 20 (Fri), 2020	Dec 11 (Fri), 2020	Dec 11 (Fri), 2020
3	Nov 4 (Wed), 2020	Nov 25 (Wed), 2020	Dec 21 (Mon), 2020	Jan 6 (Wed), 2021	Jan 6 (Wed), 2021	Jan 29 (Fri), 2021

[September 2021 Intake] Fall Semester

Application Procedure			Enrollment Procedure			
Application Start	Application Deadline	Announcement of Results	Payment of Enrollment Fee	Submission of Visa-related Documents	Payment of Tuition and Fees	
1	Nov 4 (Wed), 2020	Nov 25 (Wed), 2020	Dec 21 (Mon), 2020	Jan 8 (Fri), 2021	Apr 9 (Fri), 2021	Mar 15 (Mon), 2021
2	Jan 6 (Wed), 2021	Jan 27 (Wed), 2021	Feb 22 (Mon), 2021	Mar 8 (Mon), 2021	Apr 9 (Fri), 2021	Mar 15 (Mon), 2021
3	Feb 17 (Wed), 2021	Mar 10 (Wed), 2021	Apr 12 (Mon), 2021	Apr 26 (Mon), 2021	Apr 26 (Mon), 2021	May 14 (Fri), 2021
4	Mar 31 (Wed), 2021	Apr 21 (Wed), 2021	May 24 (Mon), 2021	Jun 4 (Fri), 2021	May 31 (Mon), 2021	Jun 25 (Fri), 2021

- If you are uncertain about your eligibility, contact the E-Track Admissions Center **before** the start of the application period by email using the eligibility verification form.
- Applicants are required to complete their online registration, My TIU Page, and submit the required documents **by 5:00 pm (UTC+9 Japan Standard Time)** on the date of application deadline. Late submissions will not be accepted.
- Nationals of Bangladesh, Myanmar, Nepal, and Uzbekistan 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. See page 17 for details.
- Rejected applicants cannot re-apply for the same intake (semester), but can apply for the next intake.

3. NUMBER OF STUDENTS TO BE ACCEPTED

Major	Intake	
	April 2021	September 2021
Business Economics	45	85
Digital Business and Innovation	35	85
International Relations	30	60

4. DECIDING YOUR MAJOR

The English Track Undergraduate Degree Program offers three majors:

- 1) Bachelor of Arts in Business Economics**
- 2) Bachelor of Science in Digital Business and Innovation**
- 3) Bachelor of Arts in International Relations**

The **Business Economics** major is for students who aspire to work in the fields of international business or economic policy. In this major, students learn economics in a composite framework and explore ways of applying their knowledge in the business context.

The **Digital Business and Innovation** major is for students who wish to learn about the latest digital technologies and develop the skills needed for true innovation in the business world. It contains the key concepts of digital transformation, such as AI, big data, and fintech and allows students to learn practical skills to create new products and services.

The **International Relations** major is for students who strive to contribute to international society from a global perspective. The central themes of the major include international cooperation, as well as the nature and causes of conflict, poverty, and war.

Applicants must select their first-choice major when applying. TIU recommends that applicants select a second/third-choice major as well; in the event that TIU is unable to offer admission to an applicant's first-choice major, the second/third choice (if selected) may be offered.

5. 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 (1 to 5) before the enrollment date at TIU.

1. Complete a standard **12-year education** from a recognized education system.
* Those who skipped a grade or graduated from an accelerated high school program and completed Year 12 are also eligible to apply. Written proof of this must be submitted.
2. Complete an education in a country with an 11 year curriculum, which has been approved by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan. The standard curricula of the following countries have been approved: Belarus, Myanmar, Peru, Russia, Sudan, and Uzbekistan. (As of January 31, 2020)
3. Obtain **one** of the following qualifications:
 - a. International Baccalaureate Diploma
*Issued by the International Baccalaureate Organization.
*This includes the full IB Diploma only. The IB Certificate or IB course grades from high school solely are not considered an IB Diploma.
 - b. Abitur (issued by Federal Republic of Germany for college entrance)
 - c. Baccalaureate Diploma (issued by the French Republic for college entrance)
 - d. GCE A Level
 - International and UK GCE Advanced (A) Level: Submit a minimum of two subjects
Those with only Advanced Subsidiary (AS) levels are not eligible.
 - Sri Lanka and Singapore GCE A Level: Submit a minimum of three subjects
4. Complete their studies at a Japanese pre-university preparatory institution, a preparatory school outside of Japan for students planning to study in Japan, or a Japanese secondary school.
5. Complete their 12-year education at an international school accredited by WASC (Western Association of Schools and Colleges), CIS (Council of International Schools), or ACSI (Association of Christian Schools International). Students from international schools accredited by other organizations may not be eligible. Please contact us to confirm your eligibility.

Other Criteria:

- If you have attended a higher education institution, you may be able to apply for a transfer and enroll as a second or third year student. Contact the E-Track Admissions Center for more information about transfer requirements.
- If you have other educational qualifications, download the "Eligibility Check Form" from the "Downloads" page of English Track website, and email the completed form to the E-Track Admissions Center before the application period begins.
 http://www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf · If your education was under a homeschool curriculum, you may need to submit General Educational Development (GED) exam results. Please contact us before applying.

● Requirement 2: English Proficiency

Applicants must be able to 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.

	Test	Minimum Requirement	How to submit	
1	TOEFL (MyBest Score is not accepted.)	61	Order a score report at each test organization	Institutional Code : 4435
2	Pearson PTE Academic	45		Choose Tokyo International University
3	EIKEN	Pre-1 st		Contact EIKEN Foundation
4	IELTS Academic Module (IELTS Indicator is accepted.)	Overall 5.5	Upload a score report on the My TIU Page (Hard Copy is NOT required)	
5	TOEIC (Listening & Reading)	700	Submit an original official score certificate (*Institutional Test is NOT acceptable)	
6	Duolingo English Test	90	Send a test score online	
Tests 1-6 must have been taken within the past two years of the date of application.				
7	Cambridge English Test (CPE/CAE)	169	Upload a statement of result on the online application form & Inform your Candidate ID and Secret Number. (Hard Copy is NOT required)	
8	SAT (Evidence-Based Reading and Writing)	540	Order a score report at each test organization	Designated Institution (DI) Code : 7536
9	ACT(ACT English score)	22		The ACT College code: 7941
10	"International Baccalaureate - English A - Language and Literature (HL, SL) - English A Literature (HL, SL) -English B (HL)"	4		Contact the IB to deliver a certificate to TIU or submit a certified copy certified by your high school. Predicted grades are accepted. A final IB Diploma certificate must be submitted. In the event that the final score is lower than the minimum requirement, admission to TIU may be revoked.
11	"International Baccalaureate - English B (SL)"	5		
12	"IGCSE - Second Language English "	B	Submit an original certificate and statement of result issued by the examination board, or a certified copy certified by your school. Examination results should be issued by Cambridge/Edexcel (UK) or its local branch in Malaysia and Singapore.	
13	"IGCSE - First Language English, English Literature"	C (4 or above)		
14	"GCSE - English Language, English Literature"			

Important:

- For English tests taken at home, there have been cases of the results being issued later than expected, for example due to a poor internet connection or other reasons. Please take the test earlier than later if possible, allowing yourself time to troubleshoot with the test provider should there be a delay in your results. In principle, applications will not be considered if the English test score is not submitted by the deadline for any reason, in which case the applicant must apply again during the next application period.
- Results of institutional program (IP) tests are **not** accepted (IP tests are held within schools or organizations. These tests are not accepted by universities).
- **English test certificates will not be returned to applicants under any circumstances.**

English Test Exemption:

Applicants who have undertaken their official secondary 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 education in the English language, even at an international school, outside of the aforementioned countries must still provide proof of English proficiency.

Useful links for English and standardized tests:

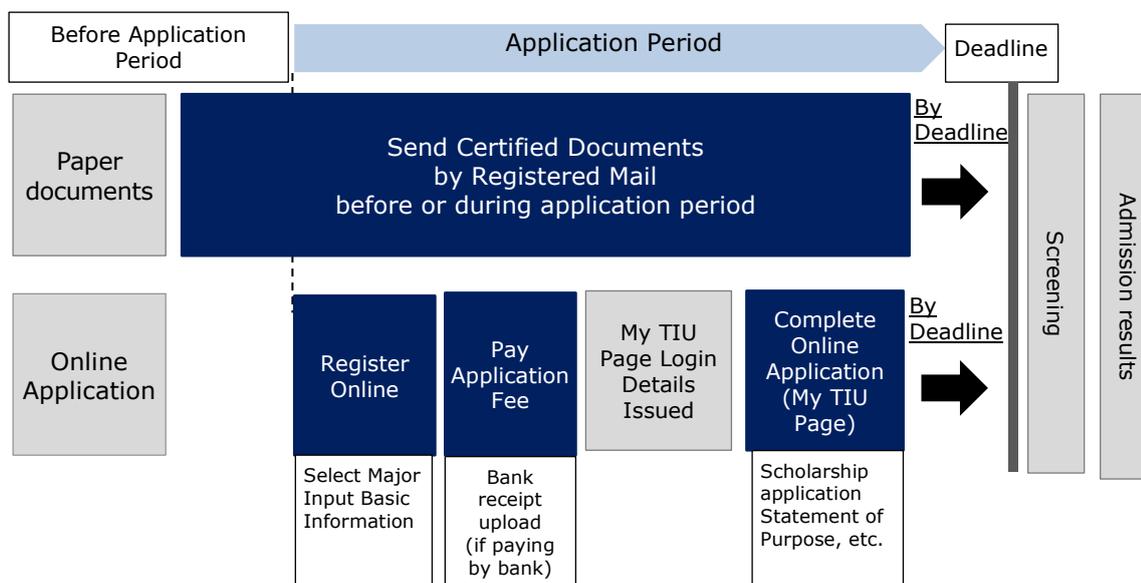
TOEFL	https://www.ets.org/toefl
TOEIC	https://www.ets.org/toeic
IELTS	https://takeielts.britishcouncil.org
Pearson PTE	http://pearsonpte.com
Duolingo English Test	https://englishtest.duolingo.com/home
EIKEN	http://stepeiken.org
Cambridge English Test (CPE)	www.cambridgeenglish.org/exams-and-tests/proficiency
Cambridge English Test (CAE)	www.cambridgeenglish.org/exams-and-tests/advanced
SAT	https://collegereadiness.collegeboard.org/sat
ACT	https://global.act.org/content/global/en.html
International Baccalaureate	www.ibo.org
IGCSE Cambridge	https://www.cambridgeinternational.org
IGCSE Edexcel	https://qualifications.pearson.com

6. APPLICATION

Applications are only accepted during an ongoing application period (see page 3). Applicants must first register a “My TIU Page” account and pay an application fee before proceeding with their application. Applicants must then complete and submit an online application on their My TIU Page and send all required certified documents to the E-Track Admissions Center before the application period deadline. Please make sure to prepare necessary documents **well in advance**. Documents may be sent ahead of time.

TIU may contact the applicant or the issuing entity with questions regarding the contents or authenticity of any submitted documents or information. In the event TIU learns false information or forged documents were submitted, acceptance will be withdrawn, even after enrollment.

Application Flow Chart



I. Register My TIU Page Account

My TIU Page account registration: www.tiu.ac.jp/apply/bachelor

Each My TIU Page account is tied to a specific application period. Accounts **cannot** be used to apply for other application periods or intakes. The following six steps must be completed in sequence to register a My TIU Page account:

- Step 1:** Select your preferred intake, major, and study year (freshman or transfer).
- Step 2:** Agree to TIU’s privacy policy.
- Step 3:** Enter your basic information, click on “Send Test Email,” and enter the verification code sent to your email address.
- Step 4:** Confirm your information and finalize. **IMPORTANT!** Your choice of intake, major, and study year **cannot** be altered beyond this point.
- Step 5:** Pay the application fee (see next page)
- Step 6:** My TIU Page account created. The login details will be sent to your email address. From here, you can proceed to filling out your online application.

Important: Progress cannot be saved. All steps, including payment, must be completed to register an account. If you stop halfway, you will need to start over again from step 1. If paying by credit card, have your credit card with you when you start the online application.

Application Fee	5,000 JPY	*Charged in Japanese yen.
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The payment of an application fee is required **before** applicants can proceed with their online application on their My TIU Page. This fee is **non-refundable**. During step 4 of the My TIU Page account registration, applicants are required to select the payment method of the screening fee. The method can only be selected once. The following two payment methods are available:

1) Payment by Credit Card (Recommended)
TIU recommends using a credit card to pay the screening fee. Debit cards are not accepted.
2) Payment by Bank Transfer (only if any credit card is not available)
Any bank transfer fees must be paid by the applicant. Bank transfer fees can amount to over 3,000 JPY (~30 USD). Bank transfers may also experience processing delays. In order to avoid any extra fees and/or delays, we highly encourage applicants to use a credit card and pay through our online system.
Bank Details:
Bank name: Mizuho Bank, Ltd.
Branch: Kawagoe Branch
Account number: 1282121
Account type: Savings account (<i>futsū kōza</i> 普通口座)
SWIFT code: MHCBJPJT
Account name: Tokyo International University
Bank address: 2-1-8 Shintomi-cho, Kawagoe, Saitama 350-0043 Japan
Amount: 5,000 JPY
*Bank remittance to Japan does not require an IBAN code.
Please make sure to enter the applicant's name and (or) web registration ID.
Once the bank transfer is completed, a scanned copy of the bank remittance receipt must be uploaded via your My TIU Page (see next section) before the deadline. Without a copy of the bank remittance receipt, TIU cannot link your payment to your account.

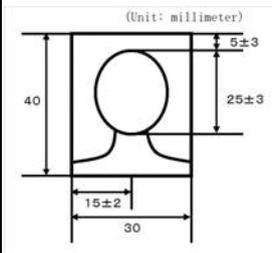
II. Complete and Submit Application on My TIU Page

My TIU Page login URL: www.tiu.ac.jp/mypage/bachelor

As soon as you have completed the registration of your My TIU Page, a "web registration ID" will be generated and sent to your email address. Please keep this information for your records. In order to log into your My TIU Page, you will need to provide your email address and web registration ID. **Bookmark the link to the "My TIU Page"**. Once logged in to My TIU Page, click on "Your Application" on the left hand side and proceed to fill out the requested items under "Online Submission Required". Click on "Edit" to make any changes. All changes must be saved manually. Completed items will be indicated with a checkbox. When all required items are complete and you are ready to submit your application, click on "Submit Application" at the bottom of the page to finalize. For detailed instructions for each item, please refer to the following page.

Important: You cannot edit your My TIU Page after submitting your application!

My TIU Page Item	Instructions
Basic Information mandatory	This is the information submitted when you registered your My TIU Page. Please review if all information is correct and exactly the same as your passport name. Information can be updated if necessary.
Upload Bank Transfer Receipt if applicable	* <i>Only displayed if you selected Bank Transfer as a payment method.</i> Upload a scan or photo of the receipt of the bank transfer. Allowed file types: JPEG, PDF or PNG (under 2 MB in size)
Educational Background mandatory	List all schools attended and the school you are currently attending (if any) in chronological order (from the first grade of elementary school to the most recent school). Make sure you input all information accurately, including the full school name, category, location, attendance period, and language of instruction.
Score Information mandatory	Provide the details of your English proficiency, matching the eligibility requirements specified on pages 5 and 6, and upload a copy of your test report (unless exempted). Allowed file types: JPEG, PDF or PNG (under 2 MB in size) If you have received any of the qualifications listed under "Special Academic Qualifications", such as IB, GCE, ACT, or SAT, check off your qualification on the list accordingly.
Statement of Purpose mandatory	Describe the following three points in your essay: 1) A brief personal background 2) Why you chose TIU and your major 3) How studying at TIU will contribute to your future goals Write in English. Be concrete and concise. Length of the essay: 450 - 600 words. TIU's Plagiarism Policy can be found on page 19.
Upload Photo mandatory	Upload a passport-style photo. This photo will be used for your application, visa COE application, and your TIU student ID. The photo must: <ul style="list-style-type: none"> ● be taken within the last 3 months ● feature a portrait view from above the chest ● feature a plain background ● not include a hat or cap. Religious headgear is allowed, but make sure that it is not covering your face at all Detailed specifications for photos can be found here: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html Allowed file types: JPEG or PNG (under 2 MB in size) File resolution: 480 (width) x 640 (height) pixels or larger
Passport and Residence Card if available	Upload a copy of your latest passport information page, which features your photo, full name, passport number, etc. Type your passport details and make sure you input your name in all capital letters in the order shown on your passport. Answer the question about your previous visa/COE applications. * How to respond to the question: "Have you ever applied for a Japanese visa / COE and had your application rejected?" - If you have never applied for a COE / visa, or have only visited Japan for sightseeing (not as a long-term student or resident requiring a COE / visa), then check " No, I have never applied for a Japanese visa / COE. " - If you have applied for and successfully received a COE / visa in the past (eg. Student visa), then check "No, I successfully received a Japanese visa / COE in the past." <ul style="list-style-type: none"> • Applicants who do not have a valid passport, or who are renewing their passport at the time of application, are still eligible for application. However, a new passport must be issued before the submission deadline of visa-related documents. • 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. Holders of a Japanese Residence Card (<i>zairyū card</i>) are required to upload a copy of both sides of the card. Allowed file types: JPEG, PDF or PNG (under 2 MB in size)



Source : Immigration Services Agency HP



Source: ministry of foreign Affairs of Japan HP

Tuition Reduction Scholarship Application Form mandatory	All applicants are required to declare if they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO'. If you selected 'YES', state your reason for applying to the scholarship (up to 100 words). If you selected 'NO' you will not be considered for the TIU tuition reduction scholarship.
Other Scholarships if applicable	Please enter the name of the scholarship(s) you have already received or are confirmed to receive upon enrollment if admitted.
Extracurricular Activities (Up to 3) if available	If you have participated in extracurricular activities (student council, volunteer work, sports competitions, language proficiency etc.), upload proof of no more than three items which clearly prove your participation (e.g. awards, testimonials, etc.). Upload only. Do not enclose copies or originals together with the envelope of physical documents you put in the mail! Activities before high school grade 10 or conducted within the school curriculum will not be considered. Translations by applicants themselves are accepted as proof of extracurricular activities. Allowed file types: JPEG, PDF or PNG (under 2 MB in size)

**If you experience any issues when uploading files to our system, email them to the E-Track Admissions Center.*

III. Send Certified Documents by Registered Mail

TIU requires the physical submission of certain certified documents. Prepare items A to I listed in the table on pages 12 and 13, and send them to the following address:

E-Track Admissions Center
Tokyo International University
 4-23-23 Takadanobaba, Shinjuku,
 Tokyo 169-0075 JAPAN
 ☎ +81-3-3362-9644

** If you live in Indonesia, Thailand, or Vietnam, you can submit your documents to our local office. Please refer to the addresses on the back of this guideline.*

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. TIU strongly recommends that you make copies of all documents before sending, and email those digital copies to TIU.

Important:

- **Applicants must submit certified copies of documents unless stated otherwise. See the following link to know how to make a certified copy.**
https://www.tiu.ac.jp/etrack/info/docs/certified_copies.pdf
 We do not accept original documents unless preparing certified copies is not possible.
- **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 documents must be submitted.
- **TIU will NOT return any submitted documents, regardless of the document type.** Please submit **certified true copies** of the documents. "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. You are required to submit a certified true copy of the document so that you can retain the original. **Original documents will not be returned even if submitted by mistake. TIU does NOT consider photocopies or scanned files as certified true copies.**

Item	Documents to submit	Details
A	Official transcript (School report, Mark sheet) mandatory	<p>An official transcript showing all courses taken, grades received, and grading scheme in high school must be submitted. The transcript must be certified by a school official and be officially sealed in a school envelope.</p> <ol style="list-style-type: none"> 1) High school graduates must submit the final 3 years of their secondary education. Current high school students must submit the most recent transcripts showing the grades for at least 2 years. 2) Transcripts from any higher education institution attended (e.g. – university, two-year college, etc.) must also be submitted in addition to secondary education. 3) TIU accepts digital transcript service. Students may have their institutions send digital transcripts through one of the companies such as: Parchment (http://www.parchment.com) and SCRIP-SAFE International (http://www.scrip-safe.com)
B	Standardized test results / National examination results if applicable	<p>Applicants who have taken an International Baccalaureate, Abitur, Baccalaureate, GCE Advanced Level, SAT, ACT, or official national graduation examinations for secondary education for each country(eg. HUIKAO) are required to submit official test scores and diplomas issued by the examination board in addition to their school transcripts. If you are expecting to take these exams after applying to TIU, submit predicted grades issued by your school at the time of application.</p> <p>For SAT, the Designated Institute Code for TIU is 7536. Use this number when sending SAT results to TIU. For ACT, the Designated Institute Code for TIU is 7941.</p>
C	Certificate of graduation from high school mandatory	<p>Applicants are required to submit an official Certificate of Graduation. Those who have graduated early, or have skipped a grade, must submit an official document issued by the school certifying this fact. If your transcript shows the date of graduation, you do not have to submit the certificate.</p> <p>Admitted applicants who are attending high school at the time of application will be asked to submit proof of graduation and/or final transcripts before enrolling at TIU.</p>
D	Proof of English proficiency if applicable	<p>The method of submission of the English proficiency test score report is different for each test. Confirm the details on pages 6 and 7 under “Requirement 2: English Proficiency”, and submit or order a document proving your English proficiency. Certain score reports can be delivered digitally.</p> <ul style="list-style-type: none"> - Most English test scores are valid for 2 years only. See page 6 for details. For English test exemptions, see page 7. - No institutional program (IP) test results are accepted.

E	Letter of recommendation mandatory	<p>A letter of recommendation signed by a teacher, professor, academic advisor, or school official of your most recently attended school must be submitted. It must:</p> <ul style="list-style-type: none"> ● be <u>physically signed</u> and dated by the reference ● show the reference's contact information (telephone number and email address) <p>Important:</p> <ul style="list-style-type: none"> ● If your reference has an official school domain email address (NOT @gmail, @outlook, etc.) and sends a scanned copy of the letter from this address, no original letter needs to be submitted afterwards. ● In all other cases, a copy of the letter may be sent by post or any email address, but the original letter must be submitted either during the application period or before enrolling at TIU. <p>Download a sample recommendation letter template here: https://www.tiu.ac.jp/etrack/admissions/downloads.html</p>
F	Documents from school in Japan if applicable	Applicants who have attended a Japanese language school or vocational college 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 (<i>shussekiritsu shōmeisho</i>).
G	Proof of scholarships from other organizations if applicable	Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarships (e.g. the GI Bill offered by the Department of Veteran Affairs (USA), the CSN offered by the Swedish government, or other governmental financial aid from their home countries).
H	Proof of relationship with your sibling if applicable	Your enrollment fee will be halved from 250,000 JPY to 125,000 JPY if you have a sibling who is currently attending TIU or graduated from TIU. If he/she is currently attending TIU, submit a copy of their TIU student ID card and official proof of your relationship. If he/she graduated, submit a copy of their proof of graduation from TIU and official proof of your relationship.
I	Application documents checklist optional	Complete the checklist on page 22, then copy and submit it with the rest of your documents. If you are submitting documents before the application period , you do not have to complete the check boxes referring to the online portion.

7. 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 applicants to come to TIU's campus 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 as well. Our communication will be primarily over email and message on the My TIU Page, so applicants must check their email accounts on a regular basis.

At the end of the application period, application numbers will be assigned to all applicants who submitted their online application. You will receive a notice by email when your application number has been issued. You can confirm your application number on your My TIU Page by clicking on the 'Application Number' tab on the left hand side. Please contact the E-Track Admissions Center if you have not been issued an application number, even after submitting your application on your My TIU Page and sending in your documents.

8. ANNOUNCEMENT OF RESULTS

Applicants can confirm their admission and scholarship results through their My TIU Page from **10:00 a.m. (UTC+9 Japan Standard Time) on the date of announcement of results** (see page 3). First log in to the My TIU Page by entering your email address and web registration ID. After logging-in, click on 'Examination result announcement' on the left hand side. TIU does not disclose your admission and scholarship result via email or telephone. Accepted applicants will be able to download an acceptance letter, an invoice, and other documents required for enrollment from the My TIU Page. Please refer to page 17 for more information about the enrollment procedure.

Important:

- Your acceptance offer is valid only for the intake you applied for. You cannot defer or delay your university admission to another semester.
- The admission result and scholarship level are final with no option to appeal.
- Rejected applicants 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 online.
- TIU is unable to disclose the reason for rejection, even when asked.

9. SCHOLARSHIPS

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 "Living Cost and Price" which may help you understand more about the cost of living in Japan:

☞ https://www.jasso.go.jp/en/study_j/sgtj.html

● **TIU Tuition Reduction Scholarship**

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. Applicants who were granted a scholarship will have a reduction level applied to their tuition. The reduction will not be applied to the enrollment fee, operations fee, and alumni association fee. The amount of tuition reduction awarded ranges from 30% to 100%.

To apply for the TIU tuition reduction scholarship, see the explanation under 'Tuition Reduction Scholarship Application Form' on page 10.

Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the student applies.

Scholarships are awarded at the same time as the admission results are announced. Successful scholarship applicants and their rate of 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, and uploaded proof of extracurricular activities.

The scholarship will remain valid up to 4 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 1st Year Students Enrolling in 2021

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount 1st year	270,000	450,000	720,000	900,000
Annual Reduced Amount from 2 nd year	330,000	550,000	880,000	1,100,000

(All amounts are stated in Japanese Yen.)

- **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

- **Japanese Government (MEXT) Scholarship (Undergraduate)**

If you have **already been awarded** with a scholarship by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan, please inform us and submit proof before the end of the application period.

Please note that the Japanese Government (MEXT) Scholarship for undergraduate students cannot be applied for through TIU.

- **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:

☞ http://www.jasso.go.jp/study_j/scholarships_e.html

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 such as the Post 9/11 GI Bill (offered by the Department of Veteran Affairs, USA) or CSN (offered by the Swedish government). 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.

10. TUITION AND FEES

The tuition and fees at TIU related to education consist of the following three elements:

- 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.

***Note:** If you have a brother or sister who is attending (or has graduated from) TIU, OR if two siblings plan to enroll at the same time, TIU will grant a 50% reduction of the enrollment fee for the second person enrolling. Please contact the E-Track Admissions Center for further instructions.

● TIU Tuition and Fees for 1st Year Students Enrolling in 2021

(All amounts are stated in Japanese Yen (JPY))		Before School Entry	1 st Year		Subsequent Years			
			Semester Amount	Annual Amount	Semester Amount	Annual Amount		
1	Enrollment Fee	250,000	/	/	/	/		
2	Tuition	No Reduction	/	450,000	900,000	550,000	1,100,000	
		Rate of Tuition Reduction Scholarship	30%	/	315,000	630,000	385,000	770,000
			50%	/	225,000	450,000	275,000	550,000
			80%	/	90,000	180,000	110,000	220,000
	100%	/	0	0	0	0		
3	Operations Fee	/	150,000	300,000	150,000	300,000		

- Tuition and fees do **not** include accommodation. Dormitory fees will be charged separately for students who choose to stay in the dormitory during the first year,
- A one-time 40,000 JPY Alumni Association fee will be added to the first tuition and fees invoice.

Tuition Reduction Rate	0%	30%	50%	80%	100%
4-Year Total Tuition and Fees (1+2+3 combined)	5,650,000	4,390,000	3,550,000	2,290,000	1,450,000

The enrollment fee, 1st semester tuition and operations fee must be paid by the deadlines specified in the schedule on page 3. From the 2nd 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:

Spring Semester	Mid-May	Fall Semester	Mid-October
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11. ADVANCE PAYMENT OF FEES

■ Bangladesh, Myanmar, Nepal and Uzbekistan (as of May 2020)

[Tuition and Fees]

Students of the above nationalities enrolling to TIU are required to pay the full annual amount of tuition and fees for the entire first year of study 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 Services Agency as well as TIU that the student has sufficient financial resources to study abroad at our university. TIU will inform the students to whom the advance payment of fees rule applies on the results announcement day.

Payment Due Dates:

Application Period		Payment of Enrollment Fee	Payment of Tuition and Fees
April 2021 Intake	1	Jul 1 – Jul 15, 2020	Aug 21, 2020
	2	Sep 16 – Oct 7, 2020	Nov 20, 2020
	3	Nov 4 – Nov 25, 2020	Jan 6, 2021
September 2021 Intake	1	Nov 4 – Nov 25, 2020	Jan 8, 2021
	2	Jan 6 – Jan 27, 2021	Mar 8, 2021
	3	Feb 17 – Mar 10, 2021	Apr 26, 2021
	4	Mar 31 – Apr 21, 2021	Jun 4, 2021

[Accommodation Fee]

Students from the above mentioned group of nationalities who will stay at the dormitories are also required to pay the accommodation fee for one full semester up front. The amount to pay ranges from approximately 145,600 JPY to 204,200 JPY (subject to change). The exact amount will be communicated once dormitory room types have been assigned.

12. ENROLLMENT PROCEDURE

The International Exchange Office (IEO) at TIU will be your point of contact for the enrollment procedure. Whenever you communicate with TIU, please make sure to include your application number (refer to 'Screening Process' on page 13 on how to confirm your application number).

An enrollment packet, including an invoice for enrollment and other related fees as well as a certificate of acceptance, will become available on the My TIU Page of successful applicants. First, accepted applicants are required to confirm their admission offer by paying the enrollment fee and to submit all required visa documents by the designated deadlines. Subsequently, the tuition and operations fee for the 1st semester must be paid by their specified dates as well (see page 3). Failure in completing all required payments before the due date will cause your admission offer to be revoked. Finally, other enrollment documents must be downloaded from the My TIU Page, completed, and submitted by their designated dates.

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.

Inquiries after you have been accepted

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

International Exchange Office (IEO)

☎ +81-49-277-5955/5950 ✉ etrack-student@tiu.ac.jp

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

E-Track Academic Affairs Office (ETAAO)

☎ +81-49-277-5943 ✉ etrack-academics@tiu.ac.jp

13. VISA INFORMATION

International students who do not have a resident, diplomatic, dependent, or spousal visa must acquire a student visa to attend university in Japan. To obtain a student visa while residing outside of Japan, it is necessary to first apply for a Certificate of Eligibility (COE). 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 designated deadlines and payment of the enrollment fee is confirmed by TIU.

- 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.
- The visa procedure for accepted students will be processed by TIU's International Exchange Office (IEO).
- If you are a visa holder who already resides in Japan at the time of application and 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 three months prior to the date of expiration.
- For current student visa holders residing in Japan: Regardless of the date of expiration stated on your resident card, your student visa will expire upon course completion and leaving your current school. Make sure to confirm the procedure you need to follow with the Immigration Services Agency. If you are asked to re-apply for a new student visa, please contact the International Exchange Office.
- Warning: If you stay in Japan illegally, you face a high risk of being arrested by authorities, which may result in deportation.
- **Applicants who previously applied for a COE or visa to enter Japan, but were rejected, must inform TIU of this fact immediately.**

Student Visa (COE) Application Process

STEP 1: Receive an email from TIU's International Exchange Office (IEO) regarding the COE/visa procedure.

STEP 2: Submit all required documents to the IEO as a direct reply to the email message from IEO (step 1). Inaccurate information or discrepancies in the documents may result in the rejection your COE application.

STEP 3: TIU will apply for your COE. The IEO will only proceed with your COE application once we have 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 via a traceable courier (DHL, FedEx, etc.)

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.

14. 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, operations fee, and alumni association fee. However, the enrollment fee is **non-refundable**. In order to have the tuition, operations fee, and Alumni Association fee returned, a "Reimbursement Application Form" must be requested from the IEO by email (etrack-student@tiu.ac.jp) and submitted to TIU **no later** than 5pm (UTC +9 Japan Standard Time) on March 31 (Wed), 2021 for the Spring Semester, or one day before the matriculation ceremony (late August 2021) for the Fall Semester.

Refund requests made after the submission of visa-related documents deadline (see page 3), will have the cost of the Certificate of Eligibility application (33,000 JPY tax included) deducted from the refunded amount.

● 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. If you require any of these documents to be returned, make sure to submit a 'Request Form for Return of Submitted Materials' to the E-Track Admissions Center at the time of your application. Once ten years have passed, the documents will be disposed of securely and responsibly.

● 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. 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.

● 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 being submitted in any form of communication during the course of an application, acceptance 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.

15. FREQUENTLY ASKED QUESTIONS

● Application Period	
Q1	I have already submitted my application documents, but I just decided that I want to apply during a different application period. Can you hold onto my application until then?
A1	We understand, sometimes plans change. If you contact us before the application period ends , we can hold onto your submitted application documents until the next application period. However, you will be required to register a new application account during the period you actually choose to apply.
Q2	Is it a problem if I submit my documents like the academic transcript before an application period starts?
A2	If you send us your documents early we will keep your documents until you submit the online application during the period you wish to apply. Make sure to email us before you submit your documents early.
● Application Requirements	
Q3	I am currently still in high school, can I apply now? Do I need predicted grades?
A3	Yes, you can apply if you are scheduled to graduate from high school by the time you enroll in TIU. Please submit a document showing your predicted grades if your school can issue one. Generally, students taking the IB Diploma exams and Advanced Levels should be able to receive such document from their school.
Q4	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
A4	Yes! Japanese proficiency is not required for application.
Q5	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 current university be transferred?
A5	Yes, we accept transfer students. It is possible to transfer to the second year or third year. Refer to the application guideline for transfer students for more info.
Q6	I took "First Language English" in the IGCSE curriculum (obtained C grade) three years ago. Can I use this result to apply to TIU?
A6	Yes, IGCSE results do not have an expiry date, unlike some other tests (see page 6)
Q7	Do I need to do an interview as part of the application?
A7	Basically no. TIU may hold an interview online or in person if deemed necessary.
Q8	My grades in high school were below average and possibly not good enough to be admitted. Can I take an entrance exam, or a "foundation program" instead?
A8	No. Foundation programs are not accepted. TIU does not offer any exams either.
● Application Documents	
Q9	I do not have a valid official English test score, nor will I have one before the application deadline. Can I submit it later, after the deadline?
A9	No. All required documents must be submitted during the application period. Please make sure to take English proficiency tests well ahead of time.
Q10	I am working now. Can I ask my supervisor to write a recommendation letter?
A10	First contact your last attended school. If someone at the school cannot provide a letter, check with the E-Track Admissions Center for other accepted references.
Q11	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
A11	Yes. We accept letters of recommendation from Japanese language schools in Japan, but not from ones outside Japan. In addition, please submit documents from your school if it is in Japan (e.g. transcript).
Q12	I took a TOEIC / TOEFL test held in my school and received a score report marked as institutional program (IP). Is this acceptable to apply for the E-Track Program?
A12	No. 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.

Q13	After graduating from high school, I studied at a university for a year. Do I need to send all of my school transcripts?
A13	TIU requires transcripts covering the last three years of high school, as well as what you completed so far during your university studies.
● Application Registration and the My TIU Page	
Q14	I have friends or family in Japan. Can they pay the application fee on my behalf?
A14	Yes. Please upload a copy of the bank transfer receipt to your My TIU Page.
Q15	I paid the application fee by the deadline, but I only completed a few sections on My TIU Page and did not submit my application. Will you process my application?
A15	No. You are required to complete all required sections on your My TIU Page and submit your application by the designated deadline.
Q16	After I paid the application fee, I received a web registration ID by email. What is this number for? How is it different from an application number?
A16	The web registration ID and your email address are used to log in to the My TIU Page, where you are required to write a statement of purpose and submit other required information and documents. An application number will be issued upon the completion of your entire application. Please include your application number when contacting TIU during the enrollment procedure.
● Scholarships	
Q17	Does TIU offer any scholarships? Can I get both a tuition reduction scholarship from TIU and a scholarship from another organization at the same time?
A17	You can find information on the Tuition Reduction Scholarship on pages 14-15 of the Application Guideline. It is possible to receive outside scholarships while also receiving the TIU Tuition Reduction Scholarship.
Q18	What are TIU's criteria for deciding the rate of Tuition Reduction Scholarships?
A18	Screening for scholarships is based on a comprehensive evaluation of all submitted documents and information.
Q19	Can I apply for a student loan from Japan?
A19	This is only possible for students whose parents reside in Japan.
Q20	(USA nationals only) Am I eligible to apply for FAFSA (Federal Student Aid)?
A20	No, TIU students are not eligible to apply for FAFSA.
● Tuition and Fee Payment	
Q21	How can I know if the enrollment fee I paid has safely reached TIU?
A21	You can check your payment status on My TIU Page on the left hand side. Please note that it takes a few days for the My TIU Page to update after receiving your payment. ☐ http://www.tiu.ac.jp/mypage/bachelor
Q22	Can I pay for all my living expenses and tuition just by working while studying?
A22	No. While a part time job may provide some supplemental income, it should not be your primary financial strategy. You should have sufficient savings and/or financial support from a guarantor to cover both living expenses and tuition. Working part-time should not be done at the expense of your academic success.
● Other	
Q23	Is work experience or Japanese proficiency considered during the evaluation?
A23	Work experience is not taken into account. Japanese proficiency tests such as the JLPT will be considered as proof of extracurricular activities.
Q24	I have a physical disability and need assistance. What should I do?
A24	Please contact the E-Track Admissions Center when you apply for more information.
Q25	How do I request a Notice of Admission issued by TIU?
A25	Please contact the International Exchange Office by email (etrack-student@tiu.ac.jp)
Q26	I have ACT or SAT scores. Do I have to submit them for my application?
A26	Yes. Please refer to item B on page 12.

16. APPLICATION CHECKLIST

*Photocopy, fill out and enclose this checklist when sending your documents.

Applicant's Name: (First) _____ (Last) _____

(Middle) _____

Email Address: _____ Intake: April 2021 September 2021

Preferred major: Business Economics Digital Business and Innovation International Relations

Application Deadline

- **All the required documents must arrive at the E-Track Admissions Center no later than the following dates. Make sure to send all of the required physical documents as soon as possible. Documents may be sent before the application period opens.**
- **My TIU Page application must be submitted by 5 pm (UTC+9 Japan Standard Time)**

Intake:	1 st Round	2 nd Round	3 rd Round	4 th Round
April 2021	July 15, 2020	October 7, 2020	November 25, 2020	
September 2021	November 25, 2020	January 27, 2021	March 10, 2021	April 21, 2021

<ul style="list-style-type: none"> ● Required Physical Documents (Paper-based) <ul style="list-style-type: none"> • Send all of the following items to the E-Track Admissions Center by registered mail. • We recommend you scan or make copies of all documents before sending them to TIU. • Items with an asterisk (*) are to be submitted only if available/applicable 		Comments
<input type="checkbox"/>	Official Transcript/School Report/Mark Sheet (Check item A on page 12)	
<input type="checkbox"/>	* Standardized Test Results (e.g. IB, Abitur, Baccalaureate, GCSE, SAT, ACT, etc.)	
<input type="checkbox"/>	* Certificate of (Expected) Graduation	
<input type="checkbox"/>	Proof of English Proficiency (Check item D on page 12) Name of English Test: _____	
<input type="checkbox"/>	Letter of recommendation from your school (includes signature, date and contact info)	
<input type="checkbox"/>	* Documents from Japanese language school or vocational school in Japan	
<input type="checkbox"/>	* Proof of Scholarship awarded by an external organization in Japan or abroad	
● Online Registration and My TIU Page		
<input type="checkbox"/>	I paid the application fee.	
<input type="checkbox"/>	* I uploaded a copy of bank receipt to the My TIU Page and notified the E-Track Admissions Center. (Only for applicants who paid the application fee by bank transfer.)	
<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 declared whether or not I would like to apply for the tuition reduction scholarship.	
<input type="checkbox"/>	* I have uploaded proof of my extracurricular activities to the system.	
<input type="checkbox"/>	* I have scanned <input type="checkbox"/> my passport and <input type="checkbox"/> residence card (<i>zairyū card</i>) (only for residents of Japan) and uploaded them to the My TIU Page.	
<input type="checkbox"/>	I have completed all sections on the My TIU Page and clicked the 'Submit Application' button to finalize my application.	

Contact Us

www.tiu.ac.jp/etrack

【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
🌐 www.facebook.com/etracktiu

Map



【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
🌐 www.facebook.com/tiuidonesia

Map



- **TIU Thailand Office**
10th 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
🌐 www.facebook.com/tiuthailand

Map



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

Map



- **TIU India Representative**
In-Country University Hub
☎ +91-1129810049
✉ india@tiu.ac.jp
Contact for Delhi & Mumbai teams 🌐 <https://www.in-country.com/page/contact>

Announcement: Ikebukuro International Campus

Tokyo International University will be establishing a new urban international campus in Ikebukuro. The campus facilities are set to be opened in September of 2023. All classes for E-Track students in 2023 will be moved from Kawagoe to Ikebukuro.