

APPLICATION GUIDELINE

English Track Program: Undergraduate Degree
Second Year / Third Year Transfer Students
Spring and Fall Semester 2018



Tokyo International University
E-Track Office
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Apply Online at: <https://tiu.applyjapan.com/>
Website: <https://www.tiu.ac.jp/etrack/>

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Admissions Flow

1. Prepare all application documents and submit copies to the E-Track Office (etrack@tiu.ac.jp) before the deadline for eligibility verification. TIU will then determine the applicant's eligibility before or during the application period.



2. Submit Physical Documents

- Send all required documents on pages 12 - 14 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 these 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. Announcement of Screening Results

The results are announced on the E-Track Homepage: <http://www.tiu.ac.jp/etrack/>
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 below:
<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. The Certificate of Eligibility will be issued 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 2018 Intake】 Enrollment: April, 2018

	Eligibility Verification Due Date	Application Periods	Announcement of Results	Enrollment Procedures		
				Payment of Enrollment Fee	Submission of Visa-related Documents*	Payment of Tuition and Fees
For <i>all</i> Applicants: Both Residing in and outside Japan						
1	June 28, 2017	June 30 - July 14, 2017	August 4, 2017	August 18, 2017	December 15, 2017	September 8, 2017
2	September 20, 2017	September 22 - October 6, 2017	October 27, 2017	November 10, 2017	December 15, 2017	December 1, 2017
3	November 15, 2017	November 17 - December 1, 2017	December 22, 2017	January 5, 2018	January 12, 2018	January 26, 2018
For <i>only</i> Applicants Residing in Japan						
4	January 10, 2018	January 12 - January 26, 2018	February 16, 2018	March 2, 2018	Not Required	March 23, 2018

【Fall 2018 Intake】 Enrollment: September, 2018

	Eligibility Verification Due Date	Application Periods	Announcement of Results	Enrollment Procedures		
				Payment of Enrollment Fee	Submission of Visa-related Documents*	Payment of Tuition and Fees
For <i>all</i> Applicants: Both Residing in and outside Japan						
1	November 15, 2017	November 17 - December 1, 2017	December 22, 2017	January 5, 2018	April 6, 2018	January 26, 2018
2	January 10, 2018	January 12 - January 26, 2018	February 16, 2018	March 2, 2018	April 6, 2018	March 23, 2018
3	February 21, 2018	February 23 - March 9, 2018	March 30, 2018	April 13, 2018	April 13, 2018	May 7, 2018
4	April 4, 2018	April 6 - April 20, 2018	May 18, 2018	June 1, 2018	June 8, 2018	June 22, 2018

* Only for non-Japanese applicants who do not hold 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 and email us the required documents on page 7 by the eligibility verification due date.
- **Applicants are required to complete the online application and submit the required documents so they arrive by the final date of the application period.**

SELECTING A MAJOR AND YEAR

Applicants must select their first choice of major when applying: Business Economics or International Relations. TIU recommends that applicants select a second-choice major as well (e.g. if your first-choice major is Business Economics, your second-choice major would be International Relations). In the event that TIU is unable to offer admission to an applicant's first-choice major, the second choice may be offered if indicated on the application form.

In addition, applicants must state whether they wish to transfer to the second year or third year after having their eligibility verified by TIU.

NUMBER OF STUDENTS TO BE ACCEPTED

There are a limited number of students that we can accept for transfers each semester. We will make a fair decision about what year an applicant may transfer into when we announce the results.

APPLICATION ELIGIBILITY

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

- **Requirement 1** **Educational Background and Credits**

Applicants **must** have completed, or be scheduled to complete **one** of the following criteria before the enrollment date at TIU.

【Second Year Transfer】

- ① Complete the first year of studies at a four-year university in Japan, and acquire at least one fourth of the credits needed to graduate from their current university.
- ② Complete the first year of studies at ① a four or ② three-year university outside Japan, and acquire at least a) one fourth or b) one third of the credits needed to graduate from their current university.
- ③ Complete the studies at a two-year college (*Tanki Daigaku*) or a technical college (Kouto Senmon Gakko) and get an Associate's Degree or a *Senmonshi* diploma.
- ④ Complete the studies at a special training school approved by the Ministry of Education, Culture, Sports, and Technology - Japan (MEXT). However, application eligibility is subject to the terms stipulated in Article 90 of the School Education Law.

- **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 via: <http://stepeiken.org/overview-eiken-tests>

Notes:

- English tests **must** have been taken within two years of the date of application.
- Results of Institutional Program (IP) tests are **not** accepted.
 - * (IP tests are held within schools or organizations. These tests are not accepted by universities.)
- Applicants from Australia, Canada, Ireland, New Zealand, Singapore, The United Kingdom, or the United States who have undertaken their official secondary or higher education in the English language for at least 6 years 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 a proof of English proficiency.**
- 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.
 - * Students who only receive an **IB Certificate** must still submit an English test score.

ELIGIBILITY VERIFICATION

To confirm whether or not transfer applicants fulfill the credit requirements, the documents on the next page must be submitted for eligibility verification by the dates shown on the "Eligibility Verification Due Date" column on page 3.

Applicants may **e-mail** the documents to check eligibility with TIU, however originals or certified copies must be sent by registered mail so that they reach TIU by the end of the application period.

TIU will check the eligibility of which year an applicant can transfer to **after** carefully evaluating the Eligibility Verification documents on the next page. For example, if an applicant wishes to enroll as a third-year student and the education background and/or the number of acquired credits are deemed to be insufficient, the applicant will not be eligible to apply for a third-year transfer, but may be eligible for a second-year transfer, or be admitted as a freshman. Once your eligibility is confirmed, applicants may proceed with your application. However, please be aware that being eligible does **not** guarantee admission.

Status of Applicant	Documents to be submitted for eligibility verification
Applicants who are currently pursuing higher education	1) The Eligibility Verification Form Download the form from the page below. http://www.tiu.ac.jp/english/etrack/admission/index.html 2) An official transcript from your current school showing all courses taken 3) A document showing the list of the classes you are currently taking or planning to take before enrollment at TIU 4) A document showing the total credit hours required for graduation at the institution (e.g. copy of the student handbook or a school website that provides the relevant information.) 5) A certificate of expected graduation (if you are not a four-year university student.)
Applicants who have already graduated from an institution of higher education	1) The Eligibility Verification Form Download the form from the page below. http://www.tiu.ac.jp/english/etrack/admission/index.html 2) An official transcript from your former place of study showing all courses taken and the date of graduation. 3) A certificate of graduation (if the transcript does not include this.)

* Applicants currently attending higher education can include the credits from these courses in progress for eligibility verification at TIU. However, failure in acquiring credits from these courses at the end of the ongoing semester may affect eligibility as a transfer student.

* Official transcripts should be submitted when the final semester is complete. Proof of completion will be required even after being admitted to TIU.

* Accepted students will be notified of the final number of transferrable credits after enrollment.

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 fees will be charged in Japanese Yen.
- * Your application is processed only after you have paid the aforementioned fees by one of the methods listed below.

● 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 the transfers can often 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 for details).

To confirm the results, applicants are required to enter their application reference number and date of birth. Therefore, applicants should document their application number carefully 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.

(Ex) Application Reference Number: F97999, H97999

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

For successful applicants, an acceptance letter and an invoice will be sent out by e-mail. 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, **including Japanese nationals**, 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 amount awarded is sent to successful applicants along with admission results. The scholarship will remain valid for 3 years (second year transfer students) or 2 years (third year transfer students) under the condition that the recipient maintains sufficient 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 Transfer Students in 2018

(All amounts are stated in Japanese Yen.)

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount – 1st Year	255,000	425,000	680,000	850,000
Annual Reduced Amount – Subsequent Years	300,000	500,000	800,000	1,000,000

* See Tuition and Fees on page 15.

● 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

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/2016/07/07/sgte_2016_e.pdf

APPLICATION DOCUMENTS

The items from A* to G* will be submitted via the online application system. The items H* to R* must be physically mailed 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, L, M, S, and T are to be submitted only if applicable. (*Pages 11 -14.)

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 an 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.
- If translation is necessary, both the original or certified copy and translated documents must be submitted.
- Original documents that cannot be reissued will be returned to applicants only if a 'Request Form for the Return of Submitted Materials' is submitted during the application period. This form is available on the E-Track website:
<http://www.tiu.ac.jp/english/etrack/admission/index.html>
- Certified copies and English test results will not 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: https://tiu.applyjapan.com</p> <ul style="list-style-type: none"> ● 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. ● You must input your name as shown on your passport. <ul style="list-style-type: none"> - <i>Please do not use a nickname.</i> ● You do not have to send the printed application form with the other documents by registered mail.
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"> 1) A brief personal background 2) Why you chose TIU and your major 3) How studying at TIU will contribute to your future goals <p>The length of the essay: approximately 450 ~ 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"> ● Taken within 3 months ● A portrait view from above the chest with a plain background (like a passport photo) ● Without hat or cap <p>A JPEG file under 10MB. Trim the photo as appropriate</p> <p>* If you are having trouble uploading your photo, e-mail a passport style 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 card</i>) are required to upload a copy of <i>both sides</i> 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 High School Transcript	An official transcript showing the date of 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. *1) If the document you have received from your school does not say "Transcript," contact the E-Track Office immediately. *2) High school graduates must submit the final 3 years of their secondary education. **Transcripts covering the last three years of secondary education must be submitted.
I	* Mandatory or Standardized Test Results for University	Applicants who have taken an International Baccalaureate, Abitur or Baccalaureate are required to submit the official test score and diploma.
J	Certificate of Graduation from high school	<u>Applicants whose high school transcripts do not show the dates of graduation are required to submit an official Certificate of Graduation.</u> Those who have graduated early, or have skipped a grade, should submit an official document issued by the school certifying this fact. *Contact the E-Track Office if your high school will not issue a certificate of graduation.
K	Academic Transcript from former/current place of study	An academic transcript from your former/current place of study showing all of the courses taken and credits received (or expected to be received) before enrolling in TIU.
L	Certificate of Graduation (or expected graduation) from former/current place of study	<u>Applicants whose transcripts do not show the dates of graduation (or expected graduation) are required to submit an official Certificate of Graduation (or expected graduation).</u> *Current university students do not have to submit a certificate of expected graduation. *Admitted applicants who have submitted a <i>proof of expected graduation</i> will be asked to submit an original proof of graduation and/or the final transcripts upon arrival at TIU.
M	*Credit Requirement at former/current place of study (copies are acceptable)	Current students at higher institutions must submit documents showing the list of the classes they are currently taking and planning to take before enrollment in TIU, documents showing the graduation requirements for their current program in the institution. (E.g. a copy of the student handbook or a website that contains relevant information.)

N	Credit hours information from former/current place of study (copies are acceptable)	Applicants must submit documents pertaining to the amount of hours per credit from the previous institution. (e.g. A 4-credit course usually equals one 90 minute class, twice a week for one semester (15 weeks) at TIU. Therefore, one credit is equivalent to one 45 minute class per week for one semester.) Information regarding credit hours can usually be obtained through your former/current institution's Academic Affairs Office.
O	Descriptions of the courses taken at former place of study (copies are acceptable)	This should contain information on the content of each course. You may submit the course syllabus instead.
P	Proof of English Proficiency	<p>Submit one of the following:</p> <ul style="list-style-type: none"> ● TOEFL Official Score Report iBT – 79 ● TOEIC Official Score Certificate - 780 ● IELTS Test Report Form - 6.0 (copies are acceptable) ● Pearson PTE Academic - 50 (Online Submission) ● EIKEN Score report - Grade Pre-1 <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 all Institutional Program (IP) tests are not accepted.</p> <p>*3) Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States who have undertaken their official secondary or higher education in the English language for at least 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>
Q	Letter of Recommendation (original required)	<p>One original letter of recommendation signed by a teacher / professor / academic advisor / 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"> ● be signed by the reference ● be issued not more than 6 months ago ● show the issuing date ● show the contact information (telephone number and e-mail address) of the reference ● A sample letter form is available on the English Track website that can be used freely. http://www.tiu.ac.jp/english/etrack/admission/index.html
R	Application Documents Checklist	Complete the checklist on page 22 carefully and submit it with the rest of your documents. If you are submitting documents before the application period , you do not have to fill out the online portion.

✧ Documents for those who apply for Tuition Reduction Scholarship

【Documents to be submitted through the online application system】

S	<p>* Upload Copies of Evidence of Extracurricular Activities to the online application system (Up to 3)</p>	<p>If you have participated in extracurricular activities (student council, volunteer work, sports competitions etc.), upload scans or photos of no more than three (3) documents proving your activity directly to the application system (E.g. Awards, testimonials, etc.). If you are having trouble uploading them to our system, e-mail them to the E-Track Office. <i>Do not enclose copies or originals together with the envelope of physical documents you put in the mail!</i> These activities may be taken into consideration during the scholarship evaluation, but are not required to apply for a scholarship</p>
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【Physical documents to be submitted by registered mail】

T	<p>Proof of Scholarships from other organizations</p>	<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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NUMBER OF CREDITS TO BE TRANSFERRED

The maximum number of total credits transferred (direct and elective transfers) will be up to 36 credits for second year and 62 credits for third year transfer students. Applicants admitted as transfer students do not have to fill in an application form specifically for having their credits transferred to TIU. However, the documents K, N, and O listed on pages 11 - 13 must be submitted with your application. An official notification of which credit transferred to which corresponding TIU course will be announced at the orientation held in the beginning of the semester.

If you are not deemed eligible to enroll as a 2nd or 3rd year transfer student upon the submission of your eligibility verification form, it is still possible to transfer **up to 12 credits** if you choose to enroll as a 1st year student. In this case, you will be required to submit original university transcripts proving your completed credits upon arrival in Japan.

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 1st 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 your placement at TIU. Next, tuition and fees for the 1st semester must be paid prior to matriculation. 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 2nd Year Students in 2018

(All amounts are stated in Japanese Yen.)

No.			Enrollment Fee	1st Year	2 nd ~ 3 rd Years	3-year Total
1	Enrollment Fee (Only at school entry)		250,000	-	-	250,000
2	Tuition	No Reduction		850,000	1,000,000	2,850,000
		Rate of Reduction	30%	595,000	700,000	1,995,000
			50%	425,000	500,000	1,425,000
			80%	170,000	200,000	570,000
	100%		0	0	0	
3	Facility Expenses			300,000	300,000	900,000

Tuition Reduction Scholarship	0%	30%	50%	80%	100%
3-Year Total Tuition and Fees	4,000,000	3,145,000	2,575,000	1,720,000	1,150,000

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

● **TIU Tuition and Fees for 3rd Year Students in 2018**

No.			Enrollment Fee	1st Year	2 nd Year	2-year Total
1	Enrollment Fee (Only at school entry)		250,000	-	-	250,000
2	Tuition	No Reduction		810,000	1,000,000	1,810,000
		Rate of Reduction	30%	567,000	700,000	1,267,000
			50%	405,000	500,000	905,000
			80%	162,000	200,000	362,000
		100%	0	0	0	
3	Facility Expenses			300,000	300,000	600,000

Tuition Reduction Scholarship	0%	30%	50%	80%	100%
2-Year Total Tuition and Fees	2,660,000	2,117,000	1,755,000	1,212,000	850,000

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

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 first necessary 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 that have submitted 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.*

- We recommend that you do not purchase airline tickets prior to receiving the COE.
- 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, 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.
- **For 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 TIU about the incident immediately. We may need to provide additional support 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 1st semester must be paid by the specified dates.



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



6. Students then take the 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 the first year to 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

Resident Assistants (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 30 (Fri), 2018 for the Spring Semester, or August 31 (Fri), 2018 for the Fall Semester.

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

Application documents will be shared with professional outsourced organizations in order to ensure application eligibility and help applicants during the visa application process. This information shall under no circumstances be disclosed to any further third party without prior consent from 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

● Application Period	
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 before the application period ends , 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.
● Scholarship	
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 9 of the Application Guideline, you can find information about the Tuition Reduction Scholarship. It is also possible to receive other scholarships 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 a 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.
● Tuition and Fee Payment	
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"> 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 Key Dates on page 3. Each payment should be settled in a single payment. 2) Next, the payment of the tuition and fees for the 1st semester should be settled by the date indicated on page 3. 3) Tuition and fees for the 2nd semester will be billed at the beginning of the 2nd semester. 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 pages 15-16.

● Application Requirements	
Q	Are there any specific courses that have to be completed and grades to be achieved during my study in order to be considered for enrollment? Are there GPA, or 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 major in science in my current university and it is not related to Business Economics or International Relations. Can I transfer to the E-Track Program?
A	Yes, you can. You can surely apply for a transfer if you meet the requirements specified on pages 4-6 of this guideline. All graduation requirements still apply for transfer students, and graduation in a combined 4 years is not guaranteed.
Q	I am a first year student in a two-year program / community college. Can I enroll in TIU as a second year student?
A	No, you cannot. You will be eligible to transfer as a third year student only if you complete an Associate's Degree before enrollment to TIU.
● Application Documents	
Q	I would like to apply for Spring 2018 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	First, make sure to contact someone from your school. If you are still having difficulty getting a recommendation letter, we can accept one 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 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. http://www.toEIC.or.jp/english/toEIC/guide04/guide04_03/guide04_04.html Please note that your score is only 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	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.

APPLICATION DOCUMENTS CHECKLIST

Applicant's Name: _____

Preferred major: Business Economics International Relations

Semester of Enrollment: Spring, 2018 Fall, 2018

Application Deadline

- Contact the E-Track Office for eligibility verification by the eligibility verification due date.
- **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 st Round	2 nd Round	3 rd Round	4 th Round
April, 2018	July 14, 2017	October 6, 2017	December 1, 2017	*January 26, 2018
September, 2018	December 1, 2017	January 26, 2018	March 9, 2018	April 20, 2018

*Only for Applicants Residing in Japan

	Required Physical Documents (Paper-based)	Comments
	<ul style="list-style-type: none"> • Send all of the following items to the E-Track office by registered mail. a-e: Original or certified copies are required. • Items with an asterisk* are to be submitted only if available/applicable 	
<input type="checkbox"/>	a. Official Transcript from High School	
<input type="checkbox"/>	b.* Mandatory or Standardized test results (e.g. IB, Abitur, Baccalaureate, etc.)	
<input type="checkbox"/>	c. Certificate of Graduation from High school	
<input type="checkbox"/>	d. Official Transcript from University / College	
<input type="checkbox"/>	e.* Certificate of Graduation from University / College	
<input type="checkbox"/>	f. * Requirement for graduation(total credit hours) from University / College	
<input type="checkbox"/>	g. Credit Hours information	
<input type="checkbox"/>	h. Course Description	
<input type="checkbox"/>	i. Proof of English Proficiency (Please check the column "P" on page 13) <input type="checkbox"/> TOEFL <input type="checkbox"/> **IELTS <input type="checkbox"/> TOEIC <input type="checkbox"/> PTE <input type="checkbox"/> EIKEN <input type="checkbox"/> IB transcript & diploma **Scans or copies are acceptable.	
<input type="checkbox"/>	j. Letter of recommendation from your school	
<input type="checkbox"/>	k. * Photocopy of proof of scholarship from other organizations	
<input type="checkbox"/>	l. * This Application Document Checklist	
	● Online Application (If already completed)	
<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 450 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.	
	● Payment (Fees for Screening : 5,450 yen) (Select one only)	
	• Information provided online cannot be edited after payment.	
<input type="checkbox"/>	By credit card, PayPal, or ChinaPay 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
Apply Online at: <https://tiu.applyjapan.com>

【TIU Overseas Offices】

- **TIU Vietnam Office**
17 Kim Ma Thuong
Cong Vi ward, Ba Dinh district, Hanoi, Vietnam
TEL: +84-4-6273-6945
E-mail: tiuvietnam@gmail.com
- **TIU Indonesia Office**
Summitmas 1, 7th Fl.
Jl. Jend. Sudirman Kav. 61-62 Jakarta 12190 Indonesia
TEL: +62-21-520-2112
FAX: +62-21-520-2113
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- **TIU Thailand Office**
10th Floor, Room 1002, Serm-Mit Tower, 159/16,
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Wattana, Bangkok 10110
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