

Application Guideline

English Track Program April & September 2020

Bachelor Degrees:

- BA in Business Economics
- BA in International Relations

Second/Third Year Transfer Applicants
(Full-Time Students)



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ADMISSIONS FLOW

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	• Prepare required physical documents (original / certified copies)	p. 11-14
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	• Register My TIU Page account (online) ☞ www.tiu.ac.jp/apply/bachelor Important: In order to complete the registration of your My TIU Page, an application fee needs to be paid first. Without the payment of the application fee, you cannot access the application system.	p. 8-9
	• Complete and Submit Application on My TIU Page ☞ www.tiu.ac.jp/mypage/bachelor Important: Submit your application before the indicated deadline!	p.9-11
Step 3: Screening	• TIU reviews all completed applications. The E-Track Office may contact you regarding your application. Communication will be primarily over e-mail and through announcements on your My TIU Page. Applicants are required to check their e-mail and My TIU Page on a regular basis. An interview may be conducted if deemed necessary.	
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	• Pay tuition and fees by the designated dates.	p. 17-18
	• The Immigration Bureau issues COE. TIU sends COE to admitted students. • Apply for a student visa at a Japanese Embassy or consulate.	p. 19
Step 6: Departure to Japan	• Receive information about orientation. • Arrive in Japan before the start of the semester.	

ADMISSION SCHEDULE

[April 2020 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	Jun 26 (Wed), 2019	Jul 10 (Wed), 2019	Aug 5 (Mon), 2019	Aug 23 (Fri), 2019	Dec 13 (Fri), 2019	Sep 13 (Fri), 2019
2	Sep 11 (Wed), 2019,	Oct 2 (Wed), 2019	Oct 28 (Mon), 2019	Nov 15 (Fri), 2019	Dec 13 (Fri), 2019	Dec 6 (Fri), 2019
3	Nov 6 (Wed), 2019	Nov 27 (Wed), 2019	Dec 23 (Mon), 2019	Jan 8 (Wed), 2020	Jan 6 (Mon), 2020	Jan 31 (Fri), 2020

[September 2020 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 6 (Wed), 2019	Nov 27 (Wed), 2019	Dec 23 (Mon), 2019	Jan 10 (Fri), 2020	Apr 10 (Fri), 2020	Mar 16 (Mon), 2020
2	Jan 8 (Wed), 2020	Jan 22 (Wed), 2020	Feb 17 (Mon), 2020	Mar 2 (Mon), 2020	Apr 10 (Fri), 2020	Mar 16 (Mon), 2020
3	Feb 19 (Wed), 2020	Mar 11 (Wed), 2020	Apr 13 (Mon), 2020	Apr 27 (Mon), 2020	Apr 27 (Mon), 2020	May 15 (Fri), 2020
4	Apr 1 (Wed), 2020	Apr 22 (Wed), 2020	May 25 (Mon), 2020	Jun 5 (Fri), 2020	Jun 1 (Mon), 2020	Jun 26 (Fri), 2020

- In order to confirm your eligibility, please contact the E-Track Office **before** the start of the application period.
- Applicants are required to complete the online registration, My TIU Page and submit the required documents **by 5:00 pm (UTC+9 Japan Standard Time)** of the 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 the Certificate of Eligibility. See page 19 for details.

NUMBER OF STUDENTS TO BE ACCEPTED

A limited number of students will be accepted for transfers each semester.

DECIDING YOUR MAJOR

The English Track Undergraduate Degree Program offers two majors for transfer students:

- 1) Bachelor of Arts in Business Economics**
- 2) 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 **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 of major when applying. TIU recommends that applicants select a second-choice major as well; in the event that TIU is unable to offer admission to an applicant's first-choice major, the second choice (if selected) may be offered.

TIU will offer the degree Bachelor of Science in Digital Business and Innovation from April 2020 onwards. However, this major will be limited to freshmen only. Transfer applicants will not be accepted in 2020.

APPLICATION ELIGIBILITY

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

● **Requirement 1: Educational Background**

Applicants must have completed, or be expected 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.

-or-

2) Complete the first year of studies at a three or four-year university outside Japan, and acquire at least one-third (three-year university) or one-fourth (four-year university) of the credits needed to graduate from their current university.

-or-

3) Complete an Associate's Degree or a Senmonshi Diploma (specific to Japan) at a two-year college or technical college.

【Third Year Transfer】

1) Complete the second year of studies at a four-year university in Japan, and acquire at least half of the credits needed to graduate from their current university.

-or-

2) Complete the second year of studies at a three or four-year university outside Japan, and acquire at least two-thirds (three-year university) or half (four-year university) of the credits needed to graduate from their current university.

-or-

3) Complete an Associate’s Degree or a Senmonshi Diploma (specific to Japan) at a two-year college or technical college.

Other Criteria:

- If you have other educational qualifications, download the “Eligibility Check Form” from the “Downloads” page of English Track website, and e-mail the completed form to the E-Track Office before the application period begins.
http://www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf
- If you are a first year student of a two-year college, you are not eligible to apply for transfer, but you may be eligible to transfer up to 12 credits if you apply as a freshman.

● 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.

Tests / Examinations	Minimum Score	How to submit
TOEFL iBT *	80	Order the ETS to deliver the score report to TIU. The institutional code of TIU is 4435.
TOEIC (Listening & Reading) *	780	Submit the official score certificate.
IELTS *	6.0	Upload a scan of a Test Report Form that indicates the TRF number.
Pearson PTE Academic *	50	Order the test organization (Pearson) to deliver the score to TIU.
EIKEN *	Pre-1	Order the EIKEN Foundation of Japan to send the Proof of EIKEN Certification or CSE Score Certificate.
*These tests <i>must</i> have been taken within two years of the date of application.		
Cambridge English Test (CPE/CAE)	169	Upload a copy of your Statement of Results to inform TIU of your Candidate ID and Secret Number.
<u>SAT</u> Evidence-Based Reading and Writing	540	Order the test organization to deliver the score to TIU. The Designated Institution (DI) code is 7536.

<u>International Baccalaureate</u> - English A - Language and Literature (HL, SL) - English A Literature (HL, SL) - English B (HL)	4	Order the IB organization to deliver the certificate to TIU or submit a copy certified by your high school. Predicted grades are accepted. Applicants must submit their final IB results once available. In the event that these final scores are below the requirement, admission to TIU may be revoked.
<u>International Baccalaureate</u> English B (SL)	5	
<u>IGCSE</u> First Language English, English Literature	C (4 or more)	Submit an original certificate issued by the examination board, or a copy of such certificate certified by your school
<u>IGCSE</u> Second Language English	B	
<u>GCSE</u> English Language	C (4 or more)	

Important:

- 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 a 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
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
International Baccalaureate	www.ibo.org
IGCSE Cambridge	https://www.cambridgeinternational.org
IGCSE Edexcel	https://qualifications.pearson.com

TRANSFER ELIGIBILITY VERIFICATION

To confirm that whether or not applicants fulfill the credit requirements for a transfer, the following documents must be submitted by e-mail for eligibility verification **before** the application period starts.

TIU will check the documents listed below and determine which year the applicant is eligible to transfer into. 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 we have confirmed the applicant's eligibility, students may proceed with their application.

Please be aware that being eligible **does not** mean or guarantee admission.

Status of Applicant	Required Documents for Eligibility Verification
Applicants who are currently pursuing higher education	1) A completed Eligibility Verification Form Download from the link below: www.tiu.ac.jp/etrack/admissions/downloads.html 2) An Official Transcript from your current institution showing all courses taken 3) A document showing the list of the classes you are currently taking or expected to take before enrollment at TIU 4) A document showing the total credit hours required for graduation at the institution (e.g. photocopies of student handbook or a school website that provides the relevant information) 5) A Certificate of Expected Graduation (Not necessary for 4-year university students.)
Applicants who have already graduated from an institution of higher education	1) The Eligibility Verification Form Download from the link below: www.tiu.ac.jp/etrack/admissions/downloads.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 indicate the date of graduation)

Notes:

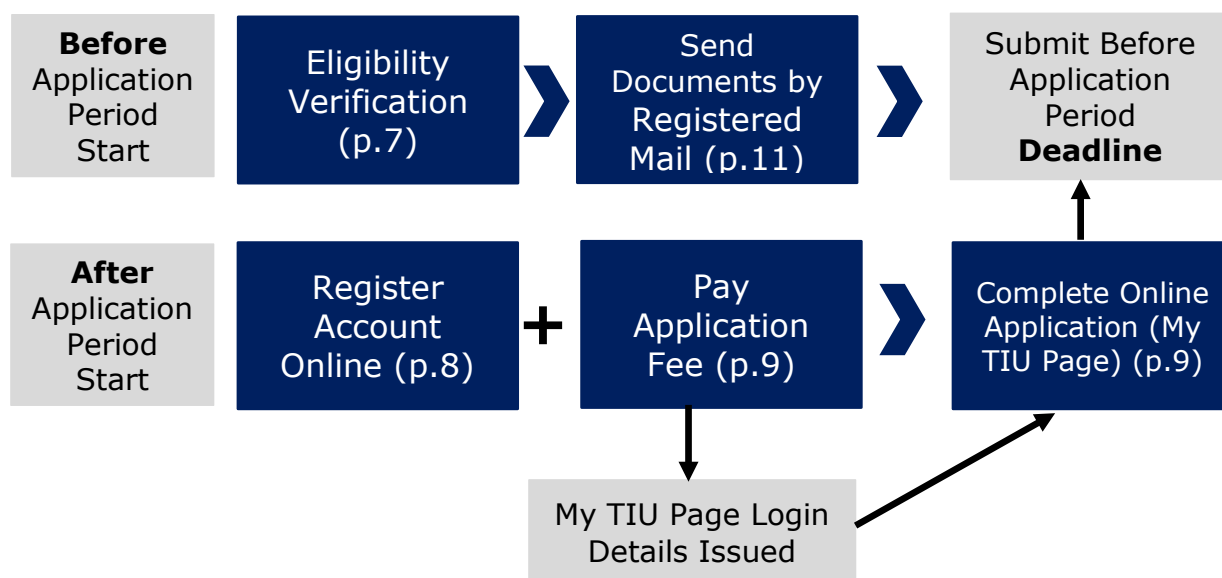
- Applicants currently enrolled in a higher education institution may add the credits of the courses in progress. However, failure in acquiring credits from these courses may affect their eligibility as a transfer student and cause their admission offer to be cancelled.
- Updated official transcripts must be submitted when the final semester is completed. Proof of completion and obtained credits information will be required to submit even after being admitted to TIU.
- Accepted students will be notified of the final number of transferrable credits after enrollment.

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 they can proceed with their application. Then, applicants must complete and submit an online application on My TIU Page, and send all required original/certified documents to the E-Track Office, 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 if discovered, 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 (transfer 2nd year, transfer 3rd year or freshman).
- Step 2:** Agree to TIU’s privacy policy.
- Step 3:** Enter your basic information, click on “Send Test E-mail” and enter the verification code sent to your e-mail 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 5,000 JPY application fee (see next page)
- Step 6:** My TIU Page account created. The login details will be sent to your e-mail 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.

Application Fee	5,000 JPY	<i>*Charged in Japanese yen.</i>
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The payment of an application fee is required **before** applicants can proceed with their online application on 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 application fee. The method can only be selected once. The following two payment methods are available:

1) Payment by Credit Card
TIU recommends using a credit card to pay the application fee. Debit cards are not accepted.
2) Payment by Bank Transfer
<p>Any bank transfer fees must be paid by the applicant. Bank transfer fees can amount to over 3,000 yen (~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.</p> <p>Bank Details:</p> <p>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</p> <p>*Bank remittance to Japan does not require an IBAN code.</p> <p>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.</p>

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 the My TIU Page, a “Web Registration ID” will be generated and sent to your e-mail address. Please keep this information for your records. In order to log into My TIU Page, you will need to provide your e-mail address and Web Registration ID.

Once logged in to My TIU Page, click on “Your Application” on the left hand side. Then, 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 completed, 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!

Item	Instructions
Basic Information mandatory	This is the information submitted when you registered your My TIU Page. Please review if all information is correct. Information can be updated if necessary.
Upload Bank Transfer Receipt if applicable	* <i>Only displayed if you selected Bank Transfer as 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, 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 21.
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 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. <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)
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.

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)
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**If you experience any issues when uploading files to our system, e-mail them to the E-Track Office.*

III. Send Original / Certified Documents by Registered Mail

TIU requires the physical submission of certain original or certified documents. Prepare the items A to J listed in the table on pages 12 and 14, and send them to the following address:

E-Track Office
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 (*Kani kakitome* 簡易書留) service from Japan Post.

Important:

- **Applicants must submit either original certificates or certified copies unless stated otherwise.** Certified copies *are preferred* for non-reissuable documents.
- **A certified document is a document that has been marked with a stamp or seal by the issuing institution or a notary public as being equivalent to the original. If a document is photocopied after being marked with a stamp, TIU will not consider it a certified document.**
- **All documents must be written in English or Japanese.** Translation will be required for other languages. Translations must be provided by a school official, an official agency such as 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 original or certified copy and translated documents must be submitted.
- Original certificates that cannot be reissued will be returned only if a 'Request Form for Return of Submitted Materials' is submitted during the application period. Certified copies, letters, and English test results will not be returned to applicants. The form is available from the E-Track website under downloads:

📄 <https://www.tiu.ac.jp/etrack/admissions/downloads.html>

Item	Documents	Details
A	Official Transcript from Higher Education mandatory	<p>An official transcript showing all courses taken, grades received and grading scheme in higher education including a university, college and other higher education institution must be submitted. The transcript must be certified by a school official and be officially sealed in a school envelope. TIU accepts digital transcript service. Students may have their institutions send digital transcripts through one of the companies like: Parchment (www.parchment.com), SCRIP-SAFE International (www.scrip-safe.com)</p> <p>Applicants currently enrolled in higher education will be required to submit a final transcript at the time of enrollment to TIU.</p>
B	Credit Hours Information of Higher Education mandatory	<p>Documents that describe and explain the amount of credits per hour from the higher education institution must be submitted. (e.g. A 4-credit course 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.) If you are not sure where to find this information, contact your Academic Affairs Office.</p>
C	Certificate of Graduation/Expected Graduation of Higher Education if applicable	<p>Applicants whose transcripts do not show the dates of graduation/expected graduation are required to submit an official certificate. Note: This is not required for current university students, however, they must submit the certificates of graduation if they graduate from their universities before enrolling at TIU.</p>
D	Official Transcript from High School (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) If the document you have received from your school has a different title, contact the E-Track Office immediately. 2) The transcript must show the results of the final 3 years of the secondary education. 3) TIU accepts digital transcript service. Students may have their institutions send digital transcripts through one of the companies like: Parchment (www.parchment.com) and SCRIP-SAFE International (www.scrip-safe.com) 4) This document will not be required for applicants for third year transfer.

E	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 graduation examination of their own country's education system are required to submit the official test score and diploma issued by the examination board.</p> <p>For SAT, the Designated Institute code for TIU is 7536. Use this number when sending SAT results to TIU.</p> <p>For ACT, the Designated Institute code for TIU is 7941.</p> <p>Applicants planning to take any of these tests are requested to submit a document showing their predicted grades issued by the school, if the school can provide them.</p>
F	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 5 and 6 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 5 for details. For English test exemptions, see page 6. - Results of all Institutional Program (IP) tests are not accepted.
G	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 physically signed and dated by the reference ● be issued within the last 6 months ● show the reference's contact information (telephone number and e-mail address) <p>Important:</p> <ul style="list-style-type: none"> ● If your reference has an official school domain e-mail address (NOT @gmail, @outlook,...), and sends a scanned copy of the recommendation letter from this address, no original letter needs to be submitted afterwards. ● In all other cases, a copy of the recommendation letter may be sent by post or any e-mail address, but the original letter must be submitted either during the application period, or in person after enrollment to TIU. <p>Download a sample recommendation letter template here: www.tiu.ac.jp/etrack/admissions/downloads.html</p>
H	Documents from School in Japan if applicable	<p>Applicants who have attended a language school or vocational college in Japan must submit 1) a certificate, 2) a transcript and 3) a document showing the attendance rate at the school (<i>shussekiritsu shōmeisho</i>).</p>
I	Proof of Scholarships from other organizations if applicable	<p>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 Post 9/11 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).</p>

J	Application Documents Checklist <p style="text-align: right;">optional</p>	Complete the checklist on page 24 carefully, 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.
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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 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 are requested to check their e-mail 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 e-mail 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 Office if you have not been issued an application number, even after submitting your application on your My TIU Page and sending in your documents.

ANNOUNCEMENT OF RESULTS

Applicants can confirm their admission result and scholarship level through the My TIU Page from **10:00 a.m. (UTC+9 Japan Standard Time) on the date of announcement of the results** (see page 3). To confirm your result, 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 18 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.

SCHOLARSHIPS

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 'Student Guide to Japan', published by JASSO, includes a section on Living Cost and Price which may help you understand more about 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 and facility 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 will be decided based on a comprehensive evaluation of all documents and information submitted, including the statement of purpose, official transcripts, a letter of recommendation, a valid English 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 Transfer Students Enrolling in 2020

(All amounts are stated in Japanese Yen.)

	Rate of Tuition Reduction Scholarship			
	30%	50%	80%	100%
Second Year Transfer Students				
Annual Reduced Amount 1st year	270,000	450,000	720,000	900,000
Annual Reduced Amount Subsequent years	330,000	550,000	880,000	1,100,000
Third Year Transfer Students				
Annual Reduced Amount 1st year	255,000	425,000	680,000	850,000
Annual Reduced Amount Subsequent year	330,000	550,000	880,000	1,100,000

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

One of the most commonly applied for scholarship by students enrolling to 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.

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) Facility 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 Office for further instructions.

● TIU Tuition and Fees for Second Year Transfer Students Enrolling in 2020

(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	Facility Fee			150,000	300,000	150,000	300,000	

● TIU Tuition and Fees for Third Year Transfer Students Enrolling in 2020

(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		425,000	850,000	550,000	1,100,000	
		Rate of Tuition Reduction Scholarship	30%		297,500	595,000	385,000	770,000
			50%		212,500	425,000	275,000	550,000
			80%		85,000	170,000	110,000	220,000
			100%		0	0	0	0
3	Facility 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 yen Alumni Association fee will be added to the first tuition and fees invoice.

Tuition Reduction Rate	No Reduction	30%	50%	80%	100%
Total Tuition and Fees for Second Year Transfer Students (1+2+3 combined)	4,250,000	3,320,000	2,700,000	1,770,000	1,150,000
Total Tuition and Fees for Third Year Transfer Students (1+2+3 combined)	2,800,000	2,215,000	1,825,000	1,240,000	850,000

The enrollment fee, and 1st semester tuition and facility 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 facility 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 the domestic account before the following withdrawal dates:

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

■ Bangladesh, Myanmar, Nepal and Uzbekistan (as of May 2019)

[Tuition and Fees]

Students of nationalities mentioned above enrolling to TIU are required to pay the full annual amount of tuition and fees for the entire first year of studies before applying for a Certificate of Eligibility. From the second year onwards, these students will be able to pay their tuition and fees on a semester basis.

This rule is to provide assurance to the Japanese Immigration Bureau as well as TIU that the student has sufficient financial resources to study abroad at our university. TIU will inform the students to whom the Advance Payment of Fees rule applies on the result announcement day.

Payment Due Dates:

Application Period			Payment of Enrollment Fee	Payment of Tuition and Fees
April 2020 Intake	1	Jun 26 – Jul 10, 2019	Aug 23, 2019	Sep 13, 2019
	2	Sep 11 – Oct 2, 2019	Nov 15, 2019	Dec 6, 2019
	3	Nov 6 – Nov 27, 2019	Jan 8, 2020	
September 2020 Intake	1	Nov 6 – Nov 27, 2019	Jan 10, 2020	Mar 16, 2020
	2	Jan 8 – Jan 22, 2020	Mar 2, 2020	Mar 16, 2020
	3	Feb 19 – Mar 11, 2020	Apr 27, 2020	May 15, 2020
	4	Apr 1 – Apr 22, 2020	Jun 5, 2020	

[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 exact amount will be communicated once dormitory room types have been assigned.

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 14 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 to 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 facility 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 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 these documents are not granted.

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 Bureau 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 Bureau of Japan 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 Bureau. 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.
- **For those who have applied for a Certificate of Eligibility (COE) or a visa to enter Japan and have been rejected in the past, make sure to inform TIU about 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. IEO will only proceed with your COE application once we have confirmed your enrollment fee payment. It usually takes about 4-10 weeks for the COE to be issued.

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.

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 fee, and alumni association fee. However, the enrollment fee is **non-refundable**. In order to have the tuition, facility fee, and Alumni Association fee returned, a "Reimbursement Application Form" must be requested from IEO by e-mail (etrack-student@tiu.ac.jp) and submitted to TIU **no later** than 5pm (UTC +9 Japan Standard Time) on March 31 (Tue), 2020 for the Spring Semester, or one day before the matriculation ceremony (late August 2020) 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 10 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 Office at the time of your application. Once 10 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, e-mail 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 Documents

A fraudulent document is any document which has been forged, or altered with false information. This includes falsified documents or certificates which differ from the original, or have been issued by fake or non-accredited institutions. The discovery of fraudulent documents in an application will result in the revocation of admission or expulsion even if discovered after enrollment.

FREQUENTLY ASKED QUESTIONS

● Application Period	
Q	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?
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 register a new application account during the period you actually choose to apply.
Q	Is it a problem if I submit my documents like the academic transcript before an application period starts?
A	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 e-mail us before you submit your documents early.
● Application Requirements	
Q	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
A	Yes! Japanese proficiency is not required for application.
Q	I took "First Language English" in the IGCSE curriculum (obtained C grade) three years ago. Can I use this result to apply to TIU?
A	Yes, IGCSE results do not have an expiry date, unlike some other tests (see page 6)
Q	Do I need to do an interview as part of the application?
A	Basically no. TIU may take an interview via Skype or in person if deemed necessary.
Q	My grades in college were below average and possibly not good enough to be admitted. Can I take an entrance exam, or a "foundation program" instead?
A	Basically no. TIU may take an interview via Skype or in person if deemed necessary.
Q	I studied two years out of a four-year university program and left the university a number of years ago. Can I still apply to transfer despite the gap years?
A	Yes, if you have gotten sufficient numbers of credits from your former university, you are likely to be eligible for applying for transfer. Please contact E-Track Office to confirm your eligibility.
Q	My major at my current university is not related to Business Economics or International Relations. Can I have my credits transferred to TIU and enroll as a transfer student?
A	Yes. Students enrolling as third year transfer students can transfer up to 62 credits while second year transfer students can transfer up to 36 credits.
● Application Documents	
Q	I would like to apply for April 2020 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. Please make sure to take English proficiency tests well ahead of time.
Q	I am working now. Can I ask my supervisor to write a recommendation letter?
A	First contact your last attended school. If someone at the school cannot provide a letter, check with the E-Track Office for other accepted references.
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 your Japanese language school. In addition, please submit the Certificate of Attendance Rate and transcript. (not required if the school is outside Japan!)
Q	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?
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 Registration and the My TIU Page	
Q	I have friends or family in Japan. Can they pay the application fee on my behalf?
A	Yes! Please upload a copy of the bank transfer receipt to your My TIU Page.
Q	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?
A	No. You are required to complete all required sections on your My TIU Page and submit your application by the designated deadline.
Q	After I paid the application fee, I received a Web Registration ID by e-mail. What is this number for? How is different from an Application Number?
A	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	
Q	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?
A	You can find information on the Tuition Reduction Scholarship on page 15 of the Application Guideline. It is also permitted to receive other scholarships unrelated to TIU's Tuition Reduction Scholarship while studying at TIU.
Q	What are TIU's criteria for deciding the rate of Tuition Reduction Scholarships?
A	Screening for scholarships is based on a comprehensive evaluation of all submitted documents and information.
Q	Can I apply for a student loan from Japan?
A	This is possible for students whose parents reside in Japan.
Q	(USA nationals only) Am I eligible to apply for FAFSA (Federal Student Aid)?
A	No, TIU students are not eligible to apply for FAFSA.
● Tuition and Fee Payment	
Q	How can I know if the enrollment fee I paid has safely reached TIU?
A	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
Q	Can I pay for all my living expenses and tuition just by working while studying?
A	No, while you can expect to cover some part of your living expenses by doing part-time jobs in Japan, you should have sufficient savings and/or financial support from a guarantor to cover both living expenses and tuition.
● Other	
Q	Are work experience or Japanese proficiency considered during the evaluation?
A	Work experience is not taken into account. Japanese proficiency tests such as the JLPT will be considered as proof of extracurricular activities.
Q	I have a physical disability and need assistance. What should I do?
A	Please contact the E-Track Office when you apply for more information.
Q	How do I request a Notice of Admission issued by TIU?
A	Please contact the International Exchange Office by e-mail (etrack-student@tiu.ac.jp)
Q	I have ACT or SAT scores. Do I have to submit them for my application?
A	Yes. Please refer to item E on page 13.

APPLICATION CHECKLIST

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

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

E-mail Address: _____ Intake: April 2020 September 2020

Preferred major: Business Economics International Relations Transfer Year: 2nd year 3rd year

Application Deadline

- **All the required documents must arrive at the E-Track office no later than the following dates. Make sure to send all of the required physical documents as soon as possible. Documents may be sent before the application period start.**
- **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 2020	July 10, 2019	October 2, 2019	November 27, 2019	
September 2020	November 27, 2019	January 22, 2020	March 11, 2020	April 22, 2020

<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 Office 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 of Higher Education	
<input type="checkbox"/>	Credit Hours information	
<input type="checkbox"/>	Certificate of Graduation of Higher Education*	
<input type="checkbox"/>	Official Transcript of High School	
<input type="checkbox"/>	Standardized Test Results (e.g. IB, Abitur, Baccalaureate, GCSE, SAT, ACT, etc.)*	
<input type="checkbox"/>	Proof of English Proficiency* Name of English Test/Qualification: _____	
<input type="checkbox"/>	Letter of recommendation from school	
<input type="checkbox"/>	Documents from School in Japan*	
<input type="checkbox"/>	Proof of Scholarship from an Outside Organization*	
● 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 Office. (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

【TIU Admissions Office】

- **Tokyo International University**

- E-Track Office**

4-23-23 Takadanobaba, Shinjuku,

Tokyo 169-0075 Japan

☎ +81-3-3362-9644

✉ etrack@tiu.ac.jp

📘 www.facebook.com/etracktiu

Map



【TIU Overseas Offices】

- **TIU Indonesia Office**

Summitmas 1, 7th Fl.

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☎ +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,

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Wattana, Bangkok 10110, Thailand

☎ +66-2661-7590

✉ thailand@tiu.ac.jp

📘 www.facebook.com/tiuthailand

Map



- **TIU Vietnam Office**

17 Kim Ma Thuong

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☎ +84-24-6273-6945

✉ vietnam@tiu.ac.jp

📘 <http://www.facebook.com/tiuvietnamoffice>

Map



www.tiu.ac.jp/etrack