

# Application Guidelines

## English Track Program April & September 2022

### Bachelor's Degrees:

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

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



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## ◆ Admissions Flow

<b>Step 1:</b> Before Applying	Confirm your application eligibility
	Choose your major
	Check the application schedule



<b>Step 2:</b> Application	Register My TIU Page account (online) 📧 <a href="http://www.tiu.ac.jp/apply/bachelor">www.tiu.ac.jp/apply/bachelor</a>
	Pay the application fee
	Complete your Online Application (My TIU Page) 📧 <a href="http://www.tiu.ac.jp/mypage/bachelor">www.tiu.ac.jp/mypage/bachelor</a>
	Send the physical documents to our office before the deadline



<b>Step 3:</b> Screening	TIU reviews all completed applications.
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<b>Step 4:</b> Announcement of Results	Confirm your admission and scholarship results on your My TIU Page if admitted. Download the matriculation documents and proceed to Step 5.
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<b>Step 5:</b> Enrollment Procedure & Visa	Pay the enrollment fee by the deadline to formally accept our offer.
	Submit Certificate of Eligibility (COE) related documents by the deadline.
	Pay tuition and fees by the deadline.
	The Immigration Services Agency issues COEs. TIU sends COEs to the admitted students.
	Apply for a student visa at a Japanese embassy or consulate.



<b>Step 6:</b> Departure to Japan	Receive information about orientation. Arrive in Japan before the start of the semester.
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## ◆ Checklist

### 1. Documents for the Online Application

See page 12 for detail.

<input type="checkbox"/>	Educational Background (academic history)
<input type="checkbox"/>	English score
<input type="checkbox"/>	Statement of Purpose
<input type="checkbox"/>	Tuition Reduction Scholarship Application
<input type="checkbox"/>	(*) Extracurricular activities
<input type="checkbox"/>	Bank receipt (Only for applicants who paid the application fee by bank transfer.)
<input type="checkbox"/>	Upload photo
<input type="checkbox"/>	(*) Passport / (*) Japanese Residence card ( <i>zairyū card</i> ) for residents of Japan

(\*) only if applicable

### 2. Physical Documents

See page 16 for detail.

<input type="checkbox"/>	Official Transcript from higher education
<input type="checkbox"/>	Credit hours information of higher education
<input type="checkbox"/>	Certificate of (Expected) graduation of higher education
<input type="checkbox"/>	Official Transcript from High School (mandatory for second year transfer)
<input type="checkbox"/>	Certificate of Graduation of High School
<input type="checkbox"/>	(*) Standardized Test Results (e.g. IB, Abitur, Baccalaureate, GCE A Level, SAT, ACT, 普通高中学業水平考試 etc.)
<input type="checkbox"/>	(*) Proof of English Proficiency
<input type="checkbox"/>	Letter of recommendation from your school (includes signature, date and contact info)
<input type="checkbox"/>	(*) Documents from Japanese language school or vocational school in Japan
<input type="checkbox"/>	(*) Proof of Scholarship awarded by an external organization in Japan or abroad

(\*) only if applicable

#### Note : Scan documents in advance

- Please scan and email all documents to the TIU E-Track Admissions Center before sending the physical copies. ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp))

# APPLICATION ELIGIBILITY

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

## Requirement 1: Educational Background

Applicants **must** complete, or be scheduled to complete, **one** of the following criteria (1 to 3) 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. A person who has graduated from a junior college (including a foreign junior college and a school designated as equivalent to a foreign junior college in Japan (a foreign university branch in Japan designated by the Minister of Education, Culture, Sports, Science and Technology (equivalent to a junior 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. A person who has graduated from a junior college (including a foreign junior college and a school designated as equivalent to a foreign junior college in Japan (a foreign university branch in Japan designated by the Minister of Education, Culture, Sports, Science and Technology (equivalent to a junior college))

#### **[ Third Year Transfer Applicants Majoring in Digital Business and Innovation ]**

- In addition to the requirements mentioned above, applicants applying for Digital Business and Innovation as a third year transfer student are required to have completed the following subjects at a university or junior college, and earned the necessary credits in these subjects:
  - A) Mathematics
  - B) Statistics
  - C) IT related course(s) (preferred)
- If the applicant fails to meet these criteria, it is possible the applicant will only be eligible to apply as a second year transfer student or a freshman.

## Important

- Applicants currently enrolled in a higher education institution may add the credits of the courses in progress. Accepted students will be notified of the final number of transferrable credits after enrollment.
- However, failure to acquire credits from these courses may affect their eligibility as a transfer student and cause their admission offer to be cancelled.

## Requirement 2: English Proficiency

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

	Test	Minimum Requirement	How to submit
<b>1</b>	IELTS Academic Module (IELTS Indicator is accepted.)	Overall 6.0	Upload a score report on the My TIU Page (Hard Copy is NOT required)
<b>2</b>	TOEFL (MyBest Score is <b>not</b> accepted.)	80	Order a score report at each test organization
<b>3</b>	Pearson PTE Academic	50	
<b>4</b>	EIKEN	Pre-1 <sup>st</sup>	
<b>5</b>	TOEIC (Listening & Reading)	780	Submit an original official score certificate (*Institutional Test is NOT acceptable)
<b>6</b>	Duolingo English Test	95	Send a test score online
<b>Tests 1-6 must have been taken within the past 2 years of the date of application.</b>			
7	Cambridge English Test (CPE/CAE)	169	Upload a statement of result on the online application form & Inform your Candidate ID and Secret Number. (Hard Copy is NOT required)
8	SAT (Evidence-Based Reading and Writing)	540	Order a score report at each test organization
9	ACT (ACT English score)	22	
10	International Baccalaureate (a) English A - Language and Literature (HL, SL) (b) English A Literature (HL, SL) (c) English B (HL)	4	
11	International Baccalaureate - English B (SL)	5	Contact the IB to deliver a certificate to TIU or submit a certified copy certified by your high school. A final IB Diploma certificate must be submitted.
12	GCSE - English Language - English Language A - English Language B - English Literature	C (4 or above)	Submit an original certificate and statement of result issued by the examination board, or a certified copy certified by your school.
	IGCSE - First Language English - English Literature		
	International GCSE - English Language A - English Language B - English Literature		
	IGCSE - English as a Second Language		
	International GCSE - English as a Second Language	B	Examination results should be issued by Cambridge/Edexcel (UK) or its local branch in Malaysia and Singapore.

## Important

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

## English Test Exemption

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

### ● Useful links for English and standardized tests

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

## Before you Apply: Eligibility Verification

To confirm whether or not applicants fulfill the requirements for a transfer, **the following documents must be submitted by e-mail for eligibility verification before applying.** It takes approximately two business days to verify eligibility.

- TIU will check the documents listed below and determine which year the applicant is eligible to transfer into.
- Once we have confirmed the applicant's eligibility, students may proceed with their application.
- Note that being eligible does not mean or guarantee admission.

### **1. Applicants who are currently pursuing higher education**

- A) The Eligibility Verification Form  
You can download the form via this link or find it on our website.  
[http://www.tiu.ac.jp/etrack/info/docs/eligibility\\_verification\\_form.pdf](http://www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf)
- B) An official transcript from your current institution showing all courses taken
- C) A document showing the list of the classes you are currently taking or expected to take before enrollment at TIU
- D) 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)
- E) A certificate of expected graduation (Not necessary for 4-year university students.)

### **2. Applicants who have already graduated from an institution of higher education**

- A) The Eligibility Verification Form  
You can download the form via this link or find it on our website.  
[http://www.tiu.ac.jp/etrack/info/docs/eligibility\\_verification\\_form.pdf](http://www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf)
- B) An official transcript from your former place of study showing all courses taken and the date of graduation.
- C) A certificate of graduation (if the transcript does not indicate the date of graduation)

### **[Third Year Transfer Applicants Majoring in Digital Business and Innovation]**

- A) Applicants applying for Digital Business and Innovation as a third year transfer student are required to submit the document or syllabus showing the outline, summary or content of the course(s) you have taken in the following subjects at a university or junior college:
  - ✓ Mathematics
  - ✓ Statistics
  - ✓ IT related course(s) (preferred)
- B) If the applicant fails to meet these criteria, it is possible the applicant will only be eligible to apply as a second year transfer student or as a freshman.



## NUMBER OF STUDENTS TO BE ACCEPTED

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

## CHOOSE YOUR MAJOR

The English Track Undergraduate Degree Program offers three majors:

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

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

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

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

### Important

Applicants must select their **first-choice major** and are encouraged to **select second- and third-choice majors** when applying.

- If TIU cannot offer admission to the applicant's first choice, the second or third choice may be offered.
- If admission to the first major is not offered and the applicant did not input a second or third major, TIU may offer admission to an alternate major based on the application screening.

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# ADMISSION SCHEDULE

## [April 2022 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 30 (Wed), 2021	<b>Jul 14 (Wed), 2021</b>	Aug 2 (Mon), 2021	Aug 20 (Fri), 2021	Dec 10 (Fri), 2021	Sep 10 (Fri), 2021
2	Sep 15 (Wed), 2021	<b>Oct 6 (Wed), 2021</b>	Nov 1 (Mon), 2021	Nov 19 (Fri), 2021	Dec 10 (Fri), 2021	Dec 10 (Fri), 2021
3	Nov 3 (Wed), 2021	<b>Nov 24 (Wed), 2021</b>	Dec 20 (Mon), 2021	Jan 5 (Wed), 2022	Jan 5 (Wed), 2022	Jan 28 (Fri), 2022

## [September 2022 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 3 (Wed), 2021	<b>Nov 24 (Wed), 2021</b>	Dec 20 (Mon), 2021	Jan 7 (Fri), 2022	Apr 8 (Fri), 2022	Mar 14 (Mon), 2022
2	Jan 5 (Wed), 2022	<b>Jan 26 (Wed), 2022</b>	Feb 21 (Mon), 2022	Mar 7 (Mon), 2022	Apr 8 (Fri), 2022	Mar 14 (Mon), 2022
3	Feb 16 (Wed), 2022	<b>Mar 9 (Wed), 2022</b>	Apr 11 (Mon), 2022	Apr 25 (Mon), 2022	Apr 25 (Mon), 2022	May 13 (Fri), 2022
4	Mar 30 (Wed), 2022	<b>Apr 20 (Wed), 2022</b>	May 23 (Mon), 2022	Jun 3 (Fri), 2022	May 30 (Mon), 2022	Jun 24 (Fri), 2022

- Applicants are required to complete their online registration, My TIU Page, and submit the required documents **by 5:00 pm (UTC+9 Japan Standard Time)** on the date of application deadline. Late submissions will not be accepted.
- Nationals of Bangladesh, Myanmar, Nepal, and Uzbekistan are required to pay the full annual amount of tuition and fees for the entire first year of studies. See page 21 for details.
- Rejected applicants cannot re-apply for the same intake (semester), but can apply for the next intake.

# HOW TO APPLY

- Before applying, applicants must email the Eligibility Verification form to [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp) to confirm eligibility as stated on page 7.
- Then, applicants must register a “My TIU Page” account and pay the application fee before proceeding with their application.
- Applicants must then complete and submit their online application on their My TIU Page before the deadline.
- Applicants must scan copies of all documents and email them to [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp) before the application period deadline, and then send them to our office by registered mail to arrive by the deadline (see page 15 for address). Applicants may send documents before the application period begins.
- 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, admission will be withdrawn, even after enrollment.
- Applications are only accepted during an ongoing application period (see page 9).

## 1. Register My TIU Page Account

### Create My TIU Account

📄 [www.tiu.ac.jp/apply/bachelor](http://www.tiu.ac.jp/apply/bachelor)

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

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

### Important

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

### Online Application Form Instructions

📄 [https://www.tiu.ac.jp/etrack/admissions/docs/Online\\_Application\\_Instructions.pdf](https://www.tiu.ac.jp/etrack/admissions/docs/Online_Application_Instructions.pdf)  
📄 <https://youtu.be/uPY3J8fvFTY>

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## 2. Application Fee

Paying the application fee is required **before** applicants can proceed with their online application on their My TIU Page. This fee is **non-refundable** under any circumstances.

<b>Application Fee</b>	5,000 JPY	<i>*Charged in Japanese yen.</i>
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During step 4 of the My TIU Page account registration, applicants are required to select the payment method of the application. The method can only be selected once. The following two payment methods are available:

<b>1) Payment by Credit Card (Recommended)</b>
TIU recommends using a credit card to pay the screening fee. Debit cards are not accepted.
<b>2) Payment by Bank Transfer (only if no credit card is available)</b>
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 <b>*Bank remittance to Japan does not require an IBAN code.</b>

### If paying by bank transfer

- Please indicate **the applicant's name and Web Registration ID** in the "sender's" information so we can identify the applicant. Without this information, it may be difficult to link the payment to the applicant.
- 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.
- Any bank transfer fees must be paid by the applicant. Bank transfer fees can amount to over 3,000 JPY (~30 USD). Bank transfers may also experience processing delays. In order to avoid any extra fees and/or delays, we highly encourage applicants to use a credit card and pay through our online system.

### 3. Complete your Online Application (My TIU Page)

- As soon as you have completed the registration of your My TIU Page, a “web registration ID” will be generated and sent to your email address. **Please keep this information for your records.** In order to log into your My TIU Page, you will need to provide your email address and web registration ID.

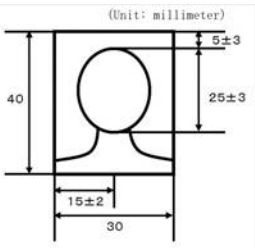

#### Log into My TIU Page

 [www.tiu.ac.jp/mypage/bachelor](http://www.tiu.ac.jp/mypage/bachelor)

- **Bookmark the link to the "My TIU Page"**. Once logged in to My TIU Page, click on “Your Application” on the left hand side and proceed to fill out the requested items under “Online Submission Required”.
- Click on “Edit” to make any changes. All changes must be saved manually.
- Completed items will be indicated with a checkbox.
- When all required items are complete and you are ready to submit your application, **click on “Submit Application” at the bottom of the page to finalize.**
- See below for detailed instructions for each item.

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

My TIU Page Item	Instructions
Basic Information <b>mandatory</b>	This is the information submitted when you registered your My TIU Page. Please review if all information is correct and exactly the same as your passport name. Information can be updated if necessary.
Upload Bank Transfer Receipt <b>if applicable</b>	*Only displayed if you selected Bank Transfer as a payment method. Upload a scan or photo of the receipt of the bank transfer. <b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b>
Educational Background <b>mandatory</b>	List all schools attended and the school you are currently attending (if any) <b>in chronological order (from top to bottom/ from the first grade of elementary school to the most recent school).</b> Make sure you input all information accurately, including the full school name, category, location, attendance period, and language of instruction.
Score Information <b>mandatory</b>	Provide the details of your English proficiency, matching the eligibility requirements specified on page 5-6, and upload a copy of your test report (unless exempted) <b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b> If you have received any of the qualifications listed under “Special Academic Qualifications”, such as IB, GCE, ACT, or SAT, check off your qualification on the list accordingly.

<p>Statement of Purpose</p> <p><b>mandatory</b></p>	<p>Describe the following three points in your essay:</p> <ol style="list-style-type: none"> <li><b>1) A brief personal background</b></li> <li><b>2) Why you chose TIU and your major</b></li> <li><b>3) How studying at TIU will contribute to your future goals</b></li> </ol> <p>Write in English. Be concrete and concise. Length of the essay: 450 - 600 words. TIU's Plagiarism Policy can be found on page 26.</p>
<p>Upload Photo</p> <p><b>mandatory</b></p>  <p>Source : Immigration Services Agency HP</p>	<p>Upload a passport-style photo. This photo will be used for your application, visa COE application, and your TIU student ID.</p> <p>The photo must:</p> <ul style="list-style-type: none"> <li>● be taken within the last 3 months</li> <li>● feature a portrait view from above the chest</li> <li>● feature <b>a plain background</b></li> <li>● not include a hat or cap. Religious headgear is allowed, but make sure that it is not covering your face.</li> </ul> <p>Detailed specifications for photos can be found here: <a href="https://www.isa.go.jp/en/applications/guide/photo_info.html">https://www.isa.go.jp/en/applications/guide/photo_info.html</a></p> <p><b>Allowed file types: JPEG or PNG (under 2 MB in size)</b> <b>File resolution: 480 (width) x 640 (height) pixels or larger</b></p>
<p>Passport / Residence Card</p> <p><b>if available</b></p>  <p>Source: ministry of foreign Affairs of Japan HP</p>	<ul style="list-style-type: none"> <li>• Upload a copy of your latest passport information page, which shows your photo, full name, passport number, etc.</li> <li>• Please input your name <u>in the same order as shown in your passport in capital (uppercase) letters. (Example: SMITH JOHN)</u></li> <li>• Applicants who do not have a valid passport, or who are renewing their passport at the time of application, are still eligible to apply. However, a new passport must be issued before the submission deadline of visa-related documents.</li> <li>• 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.</li> <li>• Holders of a Japanese Residence Card (<i>zairyū card</i>) are required to upload a copy of both sides of the card.</li> </ul> <p><b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b></p> <p><u>Answer the question about your previous visa/COE applications.</u> *How to respond to the question: "Have you ever applied for a Japanese visa / COE and had your application rejected?"</p> <p>(a) If you have never applied for a COE / visa, or have only visited Japan for sightseeing (not as a long-term student or resident requiring a COE / visa), then check "No, I have never applied for a Japanese visa / COE."</p> <p>(b) If you have applied for and successfully received a COE / visa in the past (e.g. Student visa), then check "No, I successfully received a Japanese visa / COE in the past."</p> <p><u>Applicants from Uzbekistan</u></p> <ul style="list-style-type: none"> <li>• Applicants must have a passport colored in pink or bordeaux to enter Japan. Please obtain one of these passports as soon as possible if you do not have one.</li> </ul>

<p>Tuition Reduction Scholarship Application Form <b>mandatory</b></p>	<p>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. This is your only opportunity to apply for this scholarship.</p>
<p>Other Scholarships <b>if applicable</b></p>	<p>Please enter the name of the scholarship(s) <b>you have already received</b> or are confirmed to receive upon enrollment if admitted.</p>
<p>Extracurricular Activities <b>(Up to 3)</b> <b>if available</b></p>	<p>If you have participated in extracurricular activities (student council, volunteer work, sports competitions, language proficiency etc.), upload proof of <u>no more than three items</u> which clearly prove your participation (e.g. awards, testimonials, etc.). <b>Upload only. Do not enclose copies or originals together with the envelope of physical documents you put in the mail!</b> 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. <b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b></p>

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

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## 4. Send Physical Documents

TIU requires the physical submission of certain certified documents. Prepare items A to K listed in the table on pages from 16 to 18, and send them to the following address:

### Address

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

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

### Before you send the documents, please read

- Please make copies of all documents before sending, and email digital copies to TIU ([etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)).
- Please use the same email address used in your application.
- If you are sending documents from outside of Japan, use a **traceable** international courier service (e.g. DHL, EMS, FedEx). If you are sending domestically from Japan, use the **Simplified Registered Mail** (kan'i kakitome 簡易書留) service from Japan Post and let us know the tracking number.
- **All documents must be written in English or Japanese.**  
Translation is required for other languages. Translations must be provided by **a school official, an official agency such as an embassy or consulate, the applicant, or an official translator.**  
-In the event that the documents are translated by the applicant or a translator, the translation **must be certified by the school or the official agency.** Make sure that the name of the translator and their contact information is included. When the document is translated, both the certified copy in the original language and translated documents must be submitted.

### What is a "certified true copy"?

- "Certified true copy" means that the document was affixed with an official seal by the issuing institution or a notary public. The seal with a clear date and signature shows that the document is a true copy of the original.  
- See the following link to know how to make a certified copy.  
[https://www.tiu.ac.jp/etrack/info/docs/certified\\_copies.pdf](https://www.tiu.ac.jp/etrack/info/docs/certified_copies.pdf)
- TIU does NOT consider photocopies or scanned files as a "certified true copy".
- Applicants are required to submit a certified true copy of the document **so that they can retain the original** unless stated otherwise.
- TIU does NOT accept original documents unless preparing certified copies is not possible.
- TIU will NOT return any submitted documents, regardless of the document type. This means that original documents will not be returned even if submitted by mistake.



## 5. Required Physical Documents

Item	Documents to submit	Details
A	<p>Official transcript (higher education) mandatory</p>	<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 services. Students may have their institutions send digital transcripts through a company such as:</p> <p>Parchment (☐ <a href="http://www.parchment.com">www.parchment.com</a>), SCRIP-SAFE International (☐ <a href="http://www.scrip-safe.com">www.scrip-safe.com</a>)</p> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>● Updated official transcripts must be submitted when the final semester is completed.</li> <li>● Obtained credits information will also be required <u>even after being admitted to TIU.</u></li> <li>● <b>The admission will be <u>revoked</u> in the event of failure in the submission of the final transcript or acquiring the required credits.</b></li> </ul> <p><b>【Third Year Transfer Applicants Majoring in Digital Business and Innovation】</b></p> <p>Applicants applying for Digital Business and Innovation as a third year transfer student are required to have completed the following subjects at a university or junior college, and earned the necessary credits in these subjects:</p> <ol style="list-style-type: none"> <li>a. Mathematics</li> <li>b. Statistics</li> <li>c. IT related course(s) (preferred)</li> </ol>
B	<p>Credit hours information (higher education) mandatory</p>	<p>Documents that describe and explain the <u>amount of credits per hour</u> from the higher education institution must be submitted. (e.g. A four-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> <p>* Accepted students will be notified of the final number of transferrable credits after enrollment.</p>
C	<p>Certificate of graduation/ expected graduation (higher education) mandatory</p>	<p>Applicants whose transcripts do not show the dates of graduation/expected graduation are required to submit an official certificate.</p> <p>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>

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D	<p>Official Transcript (School Report, Mark Sheet)</p> <p>(high school)</p> <p><b>mandatory for second year transfer only</b></p>	<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"> <li>1. The transcript must show the results of the final <u>three years</u> of the secondary education.</li> <li>2. TIU accepts digital transcript service. Students may have their institutions send digital transcripts through one of the companies like: Parchment (☐ <a href="http://www.parchment.com">www.parchment.com</a>) and SCRIP-SAFE International(☐ <a href="http://www.scrip-safe.com">www.scrip-safe.com</a>)</li> </ol> <p>This document will not be required for applicants for third year transfer.</p>
E	<p>Certificate of graduation</p> <p>(high school)</p> <p><b>mandatory</b></p>	<p>Applicants whose transcripts do not show the dates of graduation are required to submit an official certificate.</p> <p><b><u>Applicants from China</u></b></p> <p>All applicants who completed the national curriculum at a high school in China must submit the following:</p> <p>(1) : Certificate of Graduation issued <b>by the province or city government (not the certificate issued by the school)</b>. This must be submitted by the time of enrollment at TIU if admitted.</p> <p>(2) : If (1) cannot be issued, submit a letter from your high school principal explaining that</p> <p>(a) the applicant completed the national curriculum, and (b) why the province or city cannot issue a Certificate of Graduation. The letter must have the principal's signature and the school's official seal.</p> <p>Download the letter template here:</p> <p>☐ <a href="https://www.tiu.ac.jp/etrack/admissions/docs/certificate_graduation_confirmation_china.pdf">https://www.tiu.ac.jp/etrack/admissions/docs/certificate_graduation_confirmation_china.pdf</a></p>
F	<p>Standardized test results / National examination results</p> <p><b>if applicable</b></p>	<p>Applicants who have taken an International Baccalaureate, Abitur, Baccalaureate, GCE Advanced Level, SAT, ACT, or official national graduation examinations for secondary education for each country(eg. HUIKAO or 普通高中学業水平考試) are required to submit official test scores and diplomas issued by the examination board in addition to their school transcripts.</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>
G	<p>Proof of English proficiency</p> <p><b>if applicable</b></p>	<p>The method of submission and validity period 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"> <li>● <b>No institutional program (IP) test results are accepted.</b></li> </ul>

H	Letter of recommendation  <b>mandatory</b>	<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"> <li>● be <u>physically signed</u> and dated by the reference</li> <li>● show the reference's contact information (telephone number and email address)</li> </ul> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>● If your reference has an official school domain email address (<u>NOT @gmail, @outlook, etc.</u>) and sends a scanned copy of the letter from this address, no original letter needs to be submitted afterwards.</li> <li>● In all other cases, a copy of the letter may be sent by post or any email address, but <u>the original letter must be submitted</u> either during the application period or before enrolling at TIU.</li> </ul> <p>Download a sample recommendation letter template here:  <a href="https://www.tiu.ac.jp/etrack/admissions/downloads.html">https://www.tiu.ac.jp/etrack/admissions/downloads.html</a></p>
I	Documents from school in Japan  <b>if applicable</b>	<p>Applicants who have attended a Japanese language school or vocational college with a student visa must submit 1) a certificate of (expected) graduation, 2) a transcript, and 3) a document showing the attendance rate at the school (<i>shussekiritsu shōmeisho</i>).</p>
J	Proof of scholarships from other organizations  <b>if applicable</b>	<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 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>
K	Proof of relationship with your sibling  <b>if applicable</b>	<p>Your enrollment fee will be halved from 250,000 JPY to 125,000 JPY if you have a sibling who is currently attending TIU or graduated from TIU. If he/she is currently attending TIU, submit a copy of their TIU student ID card and official proof of your relationship. If he/she graduated, submit a copy of their proof of graduation from TIU and official proof of your relationship.</p>

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## 6. 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 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.
- Communication will be handled primarily via email and messages on the My TIU Page, so applicants must check their email accounts on a regular basis.
- At the end of the application period, application numbers will be assigned to all applicants who submitted their online application. You will receive a notice by email when your application number has been issued. You can confirm your application number on your My TIU Page by clicking on the 'Application Number' tab on the left hand side. Please contact the E-Track Admissions Center if you have not been issued an application number, even after submitting your application on your My TIU Page and sending in your documents.

## 7. Announcement of Result

Applicants can confirm their admission and scholarship results through their My TIU Page from **10:00 a.m. (UTC+9 Japan Standard Time) on the date of announcement of results** (see page 9). 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 24 for more information about the enrollment procedure.

### Important

- Your acceptance offer is valid only for the application period you applied for.
- You cannot defer or delay your university admission to another semester.
- The admission and scholarship results 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.

# TUITION AND FEES

If admitted, you must complete all payments by their respective deadlines to enroll (see page 9). Not paying by the deadline will lead to your admission being revoked.

There are three education-related fees at TIU.

- 1) Enrollment fee:** One-time **non-refundable** fee required to secure your place at TIU.
- 2) Tuition:** Paid on a semester basis
- 3) Operations fee:** Paid on a semester basis. This fee is utilized for the upkeep and maintenance of university facilities.

## TIU Tuition and Fees for Transfer Students Enrolling in 2022

(All amounts are stated in Japanese Yen (JPY))		Before School Entry	Tuition and fees			
			Semester Amount	Annual Amount		
<b>1</b>	<b>Enrollment Fee</b>	250,000				
<b>2</b>	<b>Tuition</b>	No Reduction		550,000	1,100,000	
		Rate of Tuition Reduction Scholarship	30%		385,000	770,000
			50%		275,000	550,000
			80%		110,000	220,000
	100%		0	0		
<b>3</b>	<b>Operations Fee</b>		150,000	300,000		

- A one-time 40,000 JPY Alumni Association fee will be added to the first tuition and fees invoice.
- 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

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

## Total Tuition and Fees

Tuition Reduction Rate	0%	30%	50%	80%	100%
<b>Total Cost for Second Year Transfer Students (1+2+3 combined)</b>	4,450,000	3,460,000	2,800,000	1,810,000	1,150,000
<b>Total Cost for Third Year Transfer Students (1+2+3 combined)</b>	3,050,000	2,390,000	1,950,000	1,290,000	850,000

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## From the 2<sup>nd</sup> semester onwards

From the 2<sup>nd</sup> semester onwards, students are required to pay the tuition and operations fee by means of automatic withdrawal from a bank account in Japan. **Payments in installments are not accepted.** All fees must be paid via bank transfer. Other methods are not accepted. The required amount needs to be deposited in a domestic account before the following withdrawal dates:

<b>Spring Semester</b>	Mid-May	<b>Fall Semester</b>	Mid-October
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## Applicants from Bangladesh, Myanmar, Nepal and Uzbekistan

### ■ Advance Payment of fees for Bangladesh, Myanmar, Nepal and Uzbekistan (as of May 2021)

#### 【Tuition and Fees】

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

**This rule is to provide assurance to the Japanese Immigration Services Agency as well as TIU that the student has sufficient financial resources to study abroad at our university.**

TIU will inform the students to whom the advance payment of fees rule applies on the results announcement day.

#### Payment Due Dates:

Application Period			Payment of Enrollment Fee	Payment of Tuition and Fees
April 2022 Intake	1	Jun 30 – Jul 14, 2021	Aug 20, 2021	Sep 10, 2021
	2	Sep 15 – Oct 6, 2021	Nov 19, 2021	Dec 10, 2021
	3	Nov 3 – Nov 24, 2021	<b>Jan 5, 2022</b>	
September 2022 Intake	1	Nov 3 – Nov 24, 2021	Jan 7, 2022	Mar 14, 2022
	2	Jan 5 – Jan 26, 2022	Mar 7, 2022	Mar 14, 2022
	3	Feb 16 – Mar 9, 2022	Apr 25, 2022	May 13, 2022
	4	Mar 30 – Apr 20, 2022	<b>Jun 3, 2022</b>	

#### 【Accommodation Fee】

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

# SCHOLARSHIPS

We offer TIU Tuition Reduction Scholarships.

## TIU Tuition Reduction Scholarship

- Applicants who are awarded this scholarship will have their tuition fee reduced by 30%, 50%, 80% or 100%. **The reduction will not be applied to the enrollment fee, operations fee, or alumni association fee.**

### **Criteria:**

- 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.

### **Application Process:**

- To apply for the TIU tuition reduction scholarship, see the explanation under "Tuition Reduction Scholarship Application Form" on page 14.
- Scholarship results are announced on the same day as the admission results.
- Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the student applies.
- Successful scholarship applicants and their rate of tuition reduction are decided based on a comprehensive evaluation of all documents and information submitted, including the statement of purpose, official transcripts, letter of recommendation, English proficiency score, the Tuition Reduction Scholarship Application Form, and uploaded proof of extracurricular activities.
- The scholarship is valid for up to three years for second-year transfer students and up to two years for third-year transfer students under the condition that the recipient maintains the necessary GPA, take enough credits, and complies with TIU's behavioral expectations.

### **TIU Tuition Reduction Scholarship for Transfer Students Enrolling in 2022**

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount	330,000	550,000	880,000	1,100,000

(All amounts are stated in Japanese Yen.)

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## Other Scholarships

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

One of the most commonly applied for scholarships by students enrolling at TIU is the "Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission (University Recommenders)" offered by the government affiliated Japan Student Services Organization (JASSO).

TIU will provide information to admitted students on how to apply for this scholarship with TIU's recommendation.

For more details, please refer to the following website:

📄 [https://www.jasso.go.jp/en/study\\_j/scholarships/shoureihi/tonichimaeyoyaku.html](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](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.

## Living Cost in Japan

- Scholarships can ease students' financial burden. However, financial support, either your own savings or a financial supporter's income, is still necessary to live and study in Japan. The 'Student Guide to Japan', published by JASSO, includes a section on "Expenses" which may help you understand more about the cost of living in Japan:

📄 [https://www.jasso.go.jp/en/study\\_j/sgtj.html](https://www.jasso.go.jp/en/study_j/sgtj.html)



# ENROLLMENT PROCEDURE

You must pay the enrollment fee, the operations fee, the tuition fee and alumni association fee in order to complete your enrollment procedures.

The International Exchange Office (IEO) at TIU will be your point of contact for enrollment procedures. Whenever you communicate with TIU, please make sure to include your application number (refer to 'Screening Process' on page 19 on how to confirm your application number).

- An enrollment packet, including an invoice for enrollment and other related fees as well as a certificate of acceptance, will become available on the My TIU Page of successful applicants.
- First, accepted applicants are required to confirm their admission offer by paying the enrollment fee and to submit all required visa documents by the deadlines.
- Subsequently, the tuition and operations fee for the 1<sup>st</sup> semester must be paid by their specified dates as well (see page 9). **Failure to complete all required payments by their deadlines will cause your admission offer to be revoked.**
- Finally, other enrollment documents must be downloaded from the My TIU Page, completed, and submitted by the deadline.
- TIU will not refund the enrollment fee under any circumstances.
- In addition, as a Certificate of Eligibility will be issued by the Immigration Services Agency of Japan and a visa will be issued by the Japanese Embassy under their jurisdiction, TIU will not take any responsibility in the rare event that these documents are not granted.

## Inquiries AFTER you have been accepted

- **International Exchange Office (IEO)**  
For questions about enrollment, paying your tuition and fees, COE (visa), scholarships, housing, student life, etc.  
✉ [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)
- **E-Track Academic Affairs Office (ETA AO)**  
For questions about academic matters such as credit transfer, registration for classes, academic calendar.  
✉ [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)

Please indicate your name and "Application Number" when you contact us.

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## VISA INFORMATION

International students who do not have a resident, diplomatic, dependent, or spousal visa must acquire a student visa to attend university in Japan.

- To obtain a student visa while residing outside of Japan, it is necessary to first apply for a Certificate of Eligibility (COE).
- TIU will submit the COE application documents to the Japanese Immigration Services Agency on behalf of admitted students if all required documents are submitted to TIU by the deadlines and payment of the enrollment fee is confirmed by TIU.
- Even if you have completed all enrollment procedures, your admission to TIU will be revoked if it's discovered you provided fake documentation and/or false information.
- Only the Japanese government's immigration authorities can issue a COE and visa. The COE is issued by the Japanese Immigration Services Agency, and the student visa is issued by the Japanese Embassy. TIU cannot be held responsible if either of these are not issued. Additionally, if you are unable to obtain your COE or visa, your enrollment fee will not be refunded.
- Applicants who previously applied for a COE or visa to enter Japan, but were rejected, must inform TIU of this fact immediately.
- The visa procedure for accepted students will be processed by TIU's International Exchange Office (IEO).
- 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.
- If you are a visa holder who already resides in Japan at the time of application and your visa expires before enrollment to TIU, you are required to visit the Immigration Services Agency and extend your visa on your own. Applications are accepted three months prior to the date of expiration.
- For current student visa holders residing in Japan: Regardless of the date of expiration stated on your resident card, **your student visa will expire upon course completion and leaving your current school.** Make sure to confirm the procedure you need to follow with the Immigration Services Agency. If you are asked to re-apply for a new student visa, please contact the International Exchange Office.
- Warning: If you stay in Japan illegally, you face a high risk of being arrested by authorities, which may result in deportation.

### 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 of your COE application.
- STEP 3:** TIU will apply for your COE. The IEO will only proceed with your COE application once we have confirmed your enrollment fee payment. It usually takes about 4-12 weeks for the COE to be issued. The Immigration Services Agency's official document states that it takes 2-3 months for the COE to be issued, so keep the deadline specified by TIU.
- STEP 4:** Receive your issued COE. Once your COE has been issued, we will send it to you via a traceable courier (DHL, FedEx, etc.)
- STEP 5:** Upon receiving your COE, take the COE to the Japanese embassy/consulate that has jurisdiction over your domicile in order to apply for your visa.

## IMPORTANT NOTES

- **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all stipulated fees, they are eligible to have the tuition, operations fee, and alumni association fee refunded back to them. However, the enrollment fee is non-refundable.

### To receive the refundable fees

To receive the refundable fees, a "Reimbursement Application Form" must be requested and submitted to the IEO ([etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)) by the deadlines listed below.

Under no circumstances will it be possible to request a refund after the deadlines have passed.

#### Deadlines

**Spring intake:** No later than 5pm (UTC +9 Japan Standard Time) on Thursday, March 31

**Fall intake:** One business day before the matriculation ceremony (late August 2022) for the Fall semester. The matriculation ceremony date will be published on the 2022 Academic Calendar on our website.

- **Submission of Fraudulent Information**

A fraudulent document is a document which has been forged or altered with false information. This includes falsified application forms, documents, or certificates which differ from the original or were issued by fake or non-accredited institutions, hiding relevant information, or providing false information. In the event TIU finds fraudulent information being submitted in any form of communication, acceptance will be revoked even after enrollment. Forms of communication include documents, certificates, letters, emails, and/or system entries among others. Enrollment fees will under no circumstance be reimbursed.

- **Plagiarism Policy**

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

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

Application documents and personal information will be shared confidentially with professional outsourced organizations in order to ensure application eligibility and help applicants during the visa application process. Personal information shall under no circumstances be disclosed to any other third parties without consent from the applicant.

- **Storage Policy for Personal Documents**

TIU will safely store all application related documents for ten years upon receipt. Once ten years have passed, the documents will be disposed of securely and responsibly.

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## FREQUENTLY ASKED QUESTIONS

### ● Application Period

<b>Q1</b>	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?
<b>A1</b>	We understand, sometimes plans change. If you contact us <b>before the application period ends</b> , we can hold onto your submitted application documents until the next application period. However, you will be required to register a new application account during the period you actually choose to apply.
<b>Q2</b>	Is it a problem if I submit my documents like the academic transcript before an application period starts?
<b>A2</b>	If you send us your documents early we will keep your documents until you submit the online application during the period you wish to apply. Make sure to email us before you submit your documents early.

### ● Application Requirements

<b>Q3</b>	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
<b>A3</b>	Yes! Japanese proficiency is not required for application.
<b>Q4</b>	I took "First Language English" in the IGCSE curriculum (obtained C grade) three years ago. Can I use this result to apply to TIU?
<b>A4</b>	Yes, IGCSE results do not have an expiry date, unlike some other tests (see page 5)
<b>Q5</b>	Do I need to do an interview as part of the application?
<b>A5</b>	Basically no. TIU may hold an interview online or in person if deemed necessary.
<b>Q6</b>	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?
<b>A6</b>	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 Admissions Center to confirm your eligibility.
<b>Q7</b>	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?
<b>A7</b>	No. Foundation programs are not accepted. TIU does not offer any exams either.
<b>Q8</b>	My major at my current university is not related to the majors offered at TIU. Can I have my credits transferred to TIU and enroll as a transfer student?
<b>A8</b>	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. All graduation requirements still apply for transfer students, and graduation in a combined four years is not guaranteed.

### ● Application Documents

<b>Q9</b>	I do not have a valid official English test score, nor will I have one before the application deadline. Can I submit it later, after the deadline?
<b>A9</b>	No. All required documents must be submitted during the application period. Please make sure to take English proficiency tests well ahead of time.
<b>Q10</b>	I am working now. Can I ask my supervisor to write a recommendation letter?
<b>A10</b>	First contact your last attended school. If someone at the school cannot provide a letter, check with the E-Track Admissions Center for other accepted references.
<b>Q11</b>	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
<b>A11</b>	Yes. We accept letters of recommendation from Japanese language schools in Japan, but not from ones outside Japan. In addition, please submit documents from your school if it is in Japan (e.g. transcript).

<b>Q12</b>	I took a TOEIC 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?
<b>A12</b>	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**

<b>Q13</b>	I have friends or family in Japan. Can they pay the application fee on my behalf?
<b>A13</b>	Yes. Please upload a copy of the bank transfer receipt to your My TIU Page.
<b>Q14</b>	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?
<b>A14</b>	No. You are required to complete all required sections on your My TIU Page and submit your application by the deadline.
<b>Q15</b>	After I paid the application fee, I received a web registration ID by email. What is this number for? How is it different from an application number?
<b>A15</b>	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**

<b>Q16</b>	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?
<b>A16</b>	You can find information on pages 22. It is possible to receive outside scholarships while also receiving the TIU Tuition Reduction Scholarship.
<b>Q17</b>	What are TIU's criteria for deciding the rate of the Tuition Reduction Scholarships?
<b>A17</b>	Screening for scholarships is based on a comprehensive evaluation of all submitted documents and information.
<b>Q18</b>	Can I apply for a student loan from Japan?
<b>A18</b>	This is only possible for students whose parents reside in Japan.
<b>Q19</b>	(USA nationals only) Am I eligible to apply for FAFSA (Federal Student Aid)?
<b>A19</b>	No, TIU students are not eligible to apply for FAFSA.

- **Tuition and Fee Payment**

<b>Q20</b>	How can I know if the enrollment fee I paid has safely reached TIU?
<b>A20</b>	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. ☐ <a href="http://www.tiu.ac.jp/mypage/bachelor">http://www.tiu.ac.jp/mypage/bachelor</a>
<b>Q21</b>	Can I pay for all my living expenses and tuition just by working while studying?
<b>A21</b>	No. While a part time job may provide some supplemental income, it should not be your primary financial strategy. You should have sufficient savings and/or financial support from a guarantor to cover both living expenses and tuition. Working part-time should not be done at the expense of your academic success.

- **Other**

<b>Q22</b>	Is work experience or Japanese proficiency considered during the evaluation?
<b>A22</b>	Work experience is not taken into account. Japanese proficiency tests such as the JLPT will be considered as proof of extracurricular activities.
<b>Q23</b>	I have a physical disability and need assistance. What should I do?
<b>A23</b>	Please contact the E-Track Admissions Center when you apply for more information.
<b>Q24</b>	How do I request a Notice of Admission issued by TIU?
<b>A24</b>	Please contact the International Exchange Office by email ( <a href="mailto:etrack-student@tiu.ac.jp">etrack-student@tiu.ac.jp</a> )
<b>Q25</b>	I have ACT or SAT scores. Do I have to submit them for my application?
<b>A25</b>	Yes. Please refer to item B on page 17.

## Contact Us

[www.tiu.ac.jp/etrack](http://www.tiu.ac.jp/etrack)

### 【TIU Admissions Center】

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Map



### 【TIU Overseas Offices】

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Contact for Delhi & Mumbai teams 📧 <https://www.in-country.com/page/contact>

### Announcement: Ikebukuro Campus

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