

Application Guidelines

English Track Program April & September 2021

Doctorate's Degree (3-year):

- Ph.D. in Digital Business & Innovation
- Ph.D. in Economics



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1. Admissions Flow

1. Confirm application eligibility.

Prepare application documents, draft a statement of purpose and research plan **before** the application period starts.



2. Submit the application form by email and all required documents by a registered mail service or courier no later than the application deadline.



3. Applicants will be contacted if an interview is necessary.



4. Announcement of results

The results are announced by email.

A certificate of acceptance and invoice will be emailed to successful applicants.

Other information will be available on the E-Track website on the date of announcement of result:

 <https://www.tiu.ac.jp/etrack/graduate/admitted.html>



5. Enrollment procedure

Payment of enrollment fee, tuition, and other fees.

Submit matriculation documents to TIU (including documents related to the Certificate of Eligibility).

*A certificate is necessary for international students who apply from overseas to acquire a status of residence in Japan.



6. Application for Certificate of Eligibility submitted to the Immigration Services Agency of Japan by TIU International Exchange Office.



7. Issuance of Certificate of Eligibility by the Immigration Services Agency of Japan.

TIU will send the Certificate of Eligibility to admitted applicants.

Admitted applicants apply for a student visa at their local Japanese embassy/consulate.



8. • Receive information about orientation.

• Arrival in Japan before the start of the semester.

2. ADMISSIONS SCHEDULE

[April 2021 Intake] Spring Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Submission of Visa-related Documents	Payment of Tuition and Fees
For all applicants				
1	Sep 30 (Wed), 2020	Oct 14 (Wed), 2020	Nov 4 (Wed), 2020	Nov 13 (Fri), 2020
Only for applicants residing in Japan who do not need to apply for a new COE/Visa				
2	Jan 13 (Wed), 2021,	Jan 27 (Wed), 2021	Feb 17 (Wed), 2021	Feb 26 (Fri), 2021

[September 2021 Intake] Fall Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Submission of Visa-related Documents	Payment of Tuition and Fees
For all applicants				
1	Apr 14 (Wed), 2021	Apr 28 (Wed), 2021	May 26 (Wed), 2021	Jun 4 (Fri), 2021
Only for applicants residing in Japan who do not need to apply for a new COE/Visa				
2	Jun 2 (Wed), 2021,	Jun 16 (Wed), 2021	Jul 7 (Wed), 2021	Jul 16 (Fri), 2021

- If you are uncertain about your eligibility, contact the E-Track Admissions Center **before** the start of the application period.
- Applicants are required to submit the application form by email and submit all the required documents by registered mail **by 5:00 pm (UTC+9 Japan Standard Time)** on the date of the application deadline. Late submissions will not be accepted.
- Rejected applicants cannot re-apply for the same intake (semester), but can apply for the next intake.

3. MAJOR & NUMBER OF STUDENTS TO BE ACCEPTED

Major	Intake 2021(total of Spring and Fall)
Digital Business & Innovation (Ph.D)	3
Economics (Ph.D.)	3

The above totals are inclusive of students admitted to TIU's English-medium and Japanese-medium programs.

4. APPLICATION ELIGIBILITY

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

● Requirement 1: Educational Background

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

- ① Have completed a graduate (master's) degree in Japan.
- ② Have completed a graduate (master's) degree outside Japan.
- ③ Are at least 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher.

*The date of enrollment is April 1 for spring enrollment and end of August for fall enrollment.

Note: If you have other educational qualifications, email the E-Track Admissions Center to inquire about your eligibility **before** the application period begins.

● Requirement 2: English Proficiency

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

	Tests / Examinations	Minimum Requirement	How to submit	
1	TOEFL iBT (MyBest Score is not accepted.)	80	Order a score report at each test organization	Institutional Code : 4435
2	Pearson PTE Academic	50		Choose Tokyo International University
3	IELTS Academic Module (IELTS Indicator is accepted.)	Overall 6.0	Send a score report by email (Hard Copy is NOT required)	
4	TOEIC (Listening & Reading)	780	Submit an original official score certificate (*Institutional Test is NOT acceptable)	
5	Duolingo English Test	95	Send a test score online	
These tests must have been taken within the past two years of the date of application.				

Important:

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

English test certificates will not be returned to applicants under any circumstances.

English Test Exemption:

Applicants who have undertaken their official secondary in the English language for at least 6 years, or higher education for at least 3 years in Australia, Canada, Ireland, New Zealand, Singapore, The United Kingdom, or the United States are not required to submit an English test score.

However, those who received education in the English language, even at an international school, outside of the aforementioned countries must still provide proof of English proficiency.

Useful links for English and tests:

TOEFL	https://www.ets.org/toefl
Pearson PTE	http://pearsonpte.com
IELTS	https://takeielts.britishcouncil.org
TOEIC	https://www.ets.org/toEIC
Duolingo English Test	https://englishtest.duolingo.com/home

5. APPLICATION DOCUMENTS

The required items should be enclosed in an envelope and sent to the address in the box below. If sending domestically from Japan, use **Simplified Registered Mail** (kan'i kakitome) service from Japan Post and let us know the tracking number. TIU strongly recommends that you make copies of all documents before sending, and email those digital copies to TIU. If sending from outside of Japan, use a **traceable** international courier service (e.g., DHL, EMS, FedEx).

- * **The documents must arrive at the E-Track Admissions Center no later than the final date of the application period.**
- * Required application documents are indicated on pages 6-8.

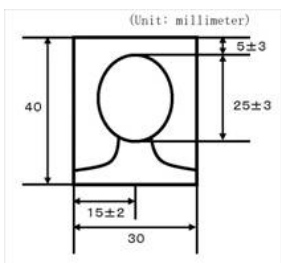
Send documents to: **E-Track Admissions Center**
Tokyo International University
4-23-23 Takadanobaba, Shinjuku, Tokyo 169-0075, Japan
☎ +81-3-3362-9644

Important:

- **Applicants must submit certified copies of documents unless stated otherwise. See the following link to know how to make a certified copy.**
https://www.tiu.ac.jp/etrack/info/docs/certified_copies.pdf
We do not accept original documents unless preparing certified copies is not possible.
- **Documents printed in languages other than English or Japanese must be translated into English or Japanese.** Translations should be provided by a school official, an official agency such as an embassy or consulate, the applicant or a translator. In the event that the documents are translated by the applicant or a translator, the translation must be certified by the school or the official agency. Make sure that the name of the translator and the contact information is included. If translation is necessary, both the certified copy and translated documents must be submitted.
- **TIU will NOT return any submitted documents, regardless of the document type.** Please submit **certified true copies** of the documents. "Certified true copy" means that the document was affixed with an official seal by the issuing institution or a notary public. The seal with a clear date and signature shows that the document is a true copy of the original. You are required to submit a certified true copy of the document so that you can retain the original. **Original documents will not be returned even if submitted by mistake. TIU does NOT consider photocopies or scanned files as certified true copies.**
- TIU may contact the applicant or the issuing entity with questions regarding the contents or authenticity of any submitted documents.
- In the event of the submission of false information or forgery, acceptance will be withdrawn even if discovered after enrollment.

● **Required Documents for All Applicants**


	Documents	Remarks
A	Application Form Mandatory	The application form (https://www.tiu.ac.jp/etrack/admissions/downloads.html) must be carefully filled out and submitted. <ul style="list-style-type: none"> All information (Page1-5) must be typed accurately and completely. You must input your name as shown on your passport or national ID card.
B	Statement of Purpose Mandatory	Write an essay in English describing the following three points. Please make sure the essay is mainly focused on <ol style="list-style-type: none"> 1) Current Research Interests 2) Academic Background 3) Future Career Objective(s) The length of the essay should be approximately 500 words, no more than 600 words.
C	Research Plan Mandatory	Write your research plan in English separately, not on the application form . Please email the PDF file with the application form. (✉ etrack-admissions@tiu.ac.jp) <p>In the plan, be sure to describe the:</p> <ol style="list-style-type: none"> 1) proposed research topic/title 2) research question 3) main arguments / hypothesis 4) major sources to be used 5) significance of study Length of the plan: Approximately 1,000 words, no more than 2,000 words. *See page 15 for Plagiarism Policy.
D	Photo Mandatory	Please email the photo to the E-Track Admissions Center (✉ etrack-admissions@tiu.ac.jp) <p>The photo must be:</p> <ul style="list-style-type: none"> taken within 3 months, A portrait view from above the chest Feature a plain background Without 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 <p>Allowed file types: JPEG or PNG (under 2 MB in size) File resolution:Size:480(width) x 640(height) pixels or larger</p>



Source : Immigration Services Agency

HP

E	GMAT test score Optional	GMAT score holders should submit their test scores. (☞ www.mba.com/global) Scores are valid for five years after the test was taken. The score report must be sent directly to TIU.
F	GRE test score Optional	GRE score holders should submit their scores online. (☞ www.ets.org/gre) For tests taken on or after July 1, 2016, scores can be requested for five years following your test date. For example, scores for a test taken on July 3, 2017, can be requested through July 2, 2022. For tests taken prior to July 1, 2016, scores can be requested for five years following your test date (July 1– June 30). For example, scores for a test taken on May 15, 2016, are reportable through June 30, 2021. GRE scores earned prior to July 2013 cannot be retrieved. Please request that the score report be sent directly to TIU. The GRE institutional code for TIU is 7101 .
G	Tuition Reduction Scholarship Application Mandatory	Applicants are required to declare whether they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO', and state the reason for the scholarship if applying.
H	Official Undergraduate, (certified copy) Mandatory	An official transcript showing the dates of graduation, or expected graduation, and all courses taken and grades received at the current/former university must be submitted. If there are no explanations about the grading system on the transcript, official documents that explain about the grading system at the institution should also be submitted. The transcript must be certified by a university official and be officially sealed in a university envelope. TIU accepts digital transcript service. Students may have their institutions send digital transcripts through one of the companies like: Parchment (☞ http://www.parchment.com) and SCRIP-SAFE International (☞ http://www.scrip-safe.com)
I	Certificate of Graduation from College or University (certified copy) Mandatory	Applicants whose transcripts do not show the dates of graduation are required to submit an official Certificate of Graduation. Those who have graduated early, or have skipped a grade, should submit an official document issued by the university certifying this fact. <ul style="list-style-type: none"> • Contact the E-Track Admissions Center if your current/former university will not issue a certificate of graduation.

J	<p>Master's Thesis</p> <p>Mandatory</p>	<p>Applicants are required to submit their Master's thesis. If it is not written in Japanese or English, a translation is required. Please email the PDF file together with the application form.</p> <p>*Please also provide any other research publications if available.</p>
K	<p>Passport Copy</p> <p>if available</p>  <p>Source: ministry of foreign Affairs of Japan HP</p>	<p>Applicants are required to submit a copy of their latest passport, showing their photo, name and passport number.</p> <p>*Applicants who do not have a valid passport are still eligible for application. However, it will be necessary once you are admitted.</p> <p>*If there is an amendment in your passport such as added names, submit a copy of the endorsement showing the information.</p>
L	<p>Copy of Residence Card (Zairyu card)</p> <p>if applicable</p>	<p>Holders of a Japanese Residence Card (<i>Zairyu</i> card) are required to provide a copy of both sides of the card.</p>
M	<p>Proof of English Proficiency</p> <p>Mandatory</p>	<p>Please submit the result of one of the tests listed on page 3.</p> <ul style="list-style-type: none"> • For the minimum score and English test exemption, see pages 3 and 4. • The scores are valid for 2 years only. • Results of all Institutional Program (IP) tests are not accepted. • Students currently enrolled in the E-Track Master's Program are not required to submit an additional English test score.
N	<p>Two Letters of Recommendation (original copies required)</p> <p>Mandatory</p>	<p>Two original letters of recommendation from a teacher / professor / supervisor / school official of the most recent school attended, who have supervised the work of the student, must be submitted. One of the letters must be written by the faculty member who supervised your Master's thesis.</p> <p>Letters from workplace supervisors or others who have no academic relation to the student are not accepted.</p> <p>It must:</p> <ul style="list-style-type: none"> ● be <u>physically signed</u> and dated by the reference ● be issued within the last 6 months ● show the reference's contact information (telephone number and email address) <p>Note: If your reference has an official school domain email address (<u>NOT</u> @gmail, @outlook, etc.) and sends a scanned copy of the letter from this address, no original letter needs to be submitted afterwards.</p> <p>In all other cases, the original letter must be submitted by the deadline.</p> <p>Download a sample recommendation letter template here:</p> <p>☞ https://www.tiu.ac.jp/etrack/info/downloads.html</p>

O	Documents from Schools in Japan if applicable	Applicants who have attended a Japanese language school or vocational college with a student visa must submit 1) a certificate of (expected) graduation, 2) a transcript, and 3) a document showing the attendance rate at the school (<i>shussekiritsu shōmeisho</i>).
P	Proof of Scholarships from Other Organizations if applicable	Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarships.

● **After we receive your documents**

Q	Copy of Bank Transfer Mandatory	Please pay the application fee <u>only after being instructed</u> . A copy or photo of the receipt of the bank transfer must be sent by email to the E-Track Admissions Center.
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6. APPLICATION FEE

Amount: 5,000 yen

Please pay the application fee only after being instructed. Payment must be made by bank transfer. Applicants are responsible for all bank transfer fees.

Bank Account Details:

Bank name: Mizuho Bank, Ltd.
Branch: Kawagoe Branch
Account number: 1282121 (savings account/普通口座 *Futsu Koza*)
SWIFT code: MHCBJPJT
Note: IBAN code is not required for Bank remittance to Japan.
Account name: Tokyo International University
Bank address: 2-1-8 Shintomi-cho, Kawagoe, Saitama 350-0043 JAPAN
Amount to pay: 5,000 JPY

***Please make sure to enter the applicant's name.**

Once the fees for screening are paid, please email the bank receipt to the E-Track Admissions Center at ✉ etrack-admissions@tiu.ac.jp to confirm the completion of your payment.

- The application fee is non-refundable.
- Payment must be made in Japanese Yen.
- Your application is processed only after you have paid the application fee.

7. SCREENING PROCESS

TIU reviews all submitted documents from applicants who completed applications. An interview will be conducted if deemed necessary.

*The E-Track Admissions Center may contact you in regards to application documents. Communication will be primarily over email, so applicants are requested to check their email accounts on a regular basis.

8. ANNOUNCEMENT OF RESULTS

The admission and scholarship results will be sent to applicants by email on the date of announcement of the results (refer to page 2).

An acceptance letter and an invoice will be sent to successful applicants. Enrollment procedures will be available on our website:

📄 www.tiu.ac.jp/etrack/graduate/admitted.html

9. 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 the cost of living in Japan:

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

● TIU Tuition Reduction Scholarship

Anyone, including Japanese nationals, applying to the English Track Program is eligible to apply for the TIU tuition reduction scholarship at the time of application. Applicants who were granted a scholarship will have a reduction level applied to their tuition. The reduction will not be applied to the enrollment fee and operations 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 7.

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, letters of recommendation, a valid English score, and the Tuition Reduction Scholarship Application form.

The scholarship will remain valid up to 3 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 Students in 2021**

(All amounts are stated in Japanese Yen.)

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount 1st year	300,000	500,000	800,000	1,000,000
Annual Reduced Amount from 2nd year	360,000	600,000	960,000	1,200,000

* See Tuition and Fees on page 12

- **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

- **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 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.

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.

- **Scholarships Offered by the Ministry of Education, Culture, Sports, Science and Technology of Japan(MEXT Scholarship)**

TIU only accepts Embassy recommendation applicants, and do not accept university recommendation applicants. Applicants must apply directly to Japanese embassies or consular offices outside Japan, and pass the preliminary screening conducted by them.

10. TUITION AND FEES

The amount to be paid is stated in the table below. The enrollment fee, tuition and fees for the 1st semester must be paid to secure your placement at TIU. The due dates for all payments are stated on **page 2**.

TIU Tuition and Fees for 2021 (All amounts are stated in Japanese Yen.)

No.			At school Entry	1 st Year (per semester)	Subsequent Years (per semester)	3-year Total	
1	Enrollment Fee (Only the first year)		250,000	-	-	250,000	
2	Tuition	No Reduction		1,000,000 (500,000)	1,200,000 (600,000)	3,400,000	
		Rate of Reduction	30%		700,000 (350,000)	840,000 (420,000)	2,380,000
			50%		500,000 (250,000)	600,000 (300,000)	1,700,000
			80%		200,000 (100,000)	240,000 (120,000)	680,000
			100%		0	0	0
3	Operations fee			200,000 (100,000)	200,000 (100,000)	600,000	

Tuition Reduction Scholarship	0%	30%	50%	80%	100%
3-Year Total Tuition and Fees (1 + 2+ 3 Combined)	4,250,000	3,230,000	2,550,000	1,530,000	850,000

- Tuition and Fees do not include accommodations.
- A one-time 40,000 yen Alumni Association fee will be added to the first tuition and fees invoice.
- Applicants who are currently enrolled in the TIU Graduate School at the time of application are exempt from paying the enrollment fee. Alumni of one of the graduate schools of TIU will be required to pay 125,000 yen – half of the enrollment fee.

The enrollment fee, and 1st semester tuition and operations fee must be paid by the deadlines specified in the schedule on page 4. Payments in installments are not accepted. All fees must be paid via bank transfer. Other methods are not accepted.

From the 2nd semester onwards, students are required to pay the tuition and operations fee by means of automatic withdrawal from a bank account in Japan. The required amount needs to be deposited in a domestic account before the following withdrawal periods:

Spring Semester	Mid-May	Fall Semester	Mid-October
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11. ENROLLMENT PROCEDURES

The International Exchange Office (IEO) at TIU will be your point of contact for the enrollment procedures.

Accepted applicants are required to pay a 250,000 yen **non-refundable** enrollment fee, tuition, and other fees, and then submit the required documents for the visa by the designated deadline. This fee will confirm your intention secures your placement at TIU.

- Payments in installments are not accepted.
- An invoice for enrollment and other related fees will be emailed to successful candidates.
- Instructions for applying for a COE and a Visa will be emailed to International Students after the results are announced.

TIU will not refund the enrollment fee under any circumstances. In addition, as Certificates of Eligibility are issued by the immigration Services Agency of Japan, and visas are issued by the Japanese Embassy under their jurisdiction, TIU will not take any responsibility in the rare event that the documents are not granted.

- For questions about topics including payment of tuition and fees, COE / visa, scholarships, student life, and student housing, contact:

International Exchange Office (IEO)

Phone: +81-49-277-5955/5950

Email: etrack-student@tiu.ac.jp

- For questions about academic matters including course registration, the academic calendar, and credit transfer, contact:

E-Track Academic Affairs Office (ETA AO)

Phone: +81-49-277-5943

Email: etrack-academics@tiu.ac.jp

12. 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 immigration Services Agency of Japan on behalf of admitted students if all required documents are submitted to TIU by the designated deadlines and their payments are confirmed by TIU.

- If you do not have a passport at the time of application, prepare one as soon as possible.
- Please do not purchase your flight ticket until you receive your COE.
- The visa procedure for accepted students will be processed by TIU's International Exchange Office (IEO).
- If you are a visa holder who already resides in Japan at the time of application and your visa expires before enrollment to TIU, you are required to visit the immigration Services Agency 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 Services Agency of Japan. 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, please inform TIU about this 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 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.

13. GENERAL POLICIES

● **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all fees from the invoice, TIU will refund the tuition, operations fee and alumni association fee. However, the enrollment fee is **non-refundable**. In order to have the tuition, operations fee and Alumni Association fees returned, a "Refund Application Form" must be submitted to the International Exchange Office (✉ etrack-student@tiu.ac.jp) no later than 5pm (UTC+9 Japan Standard Time) on March 31 (Wed), 2021 for the Spring Semester, or one day before the matriculation ceremony (late August 2021), for the Fall Semester.

Refund requests made after the submission of visa-related documents deadline (see page 2), 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 will be shared with professional outsourced organizations in order to ensure application eligibility and help applicants during the visa application process. This information shall under no circumstances be disclosed to any further third party without prior consent from the applicant.

● **Plagiarism Policy**

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

● **Storage Policy for Personal Documents**

TIU will safely store all documents relating to the application process for 10 years upon receipt. If you require any of these documents to be returned, make sure to submit the 'Request Form for Return of Submitted Materials' to the E-Track Admissions Center at the time of your application. Once 10 years has passed, the documents will be disposed of responsibly to ensure protection of personal identity.

● **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.

Contact Us

www.tiu.ac.jp/etrack/graduate/

【TIU Admissions Center】

- **Tokyo International University E-Track Admissions Center**

4-23-23 Takadanobaba, Shinjuku,
Tokyo 169-0075 Japan
☎ +81-3-3362-9644
✉ etrack-admissions@tiu.ac.jp
🌐 www.facebook.com/etracktiu

Map



【TIU Overseas Offices】

- **TIU Indonesia Office**

Summitmas 1, 7th Fl.
Jl. Jend. Sudirman Kav. 61-62 Jakarta 12190 Indonesia
☎ +62-21-520-2112
✉ indonesia@tiu.ac.jp
🌐 www.facebook.com/tiuidonesia

Map



- **TIU Thailand Office**

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Sukhumvit 21 (Asoke) Rd., Klongtoey-Nua, Wattana,
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Map



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Map



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Announcement: Ikebukuro International Campus

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

Last Updated: December, 2020

Tokyo International University

