




TOKYO  
INTERNATIONAL  
UNIVERSITY

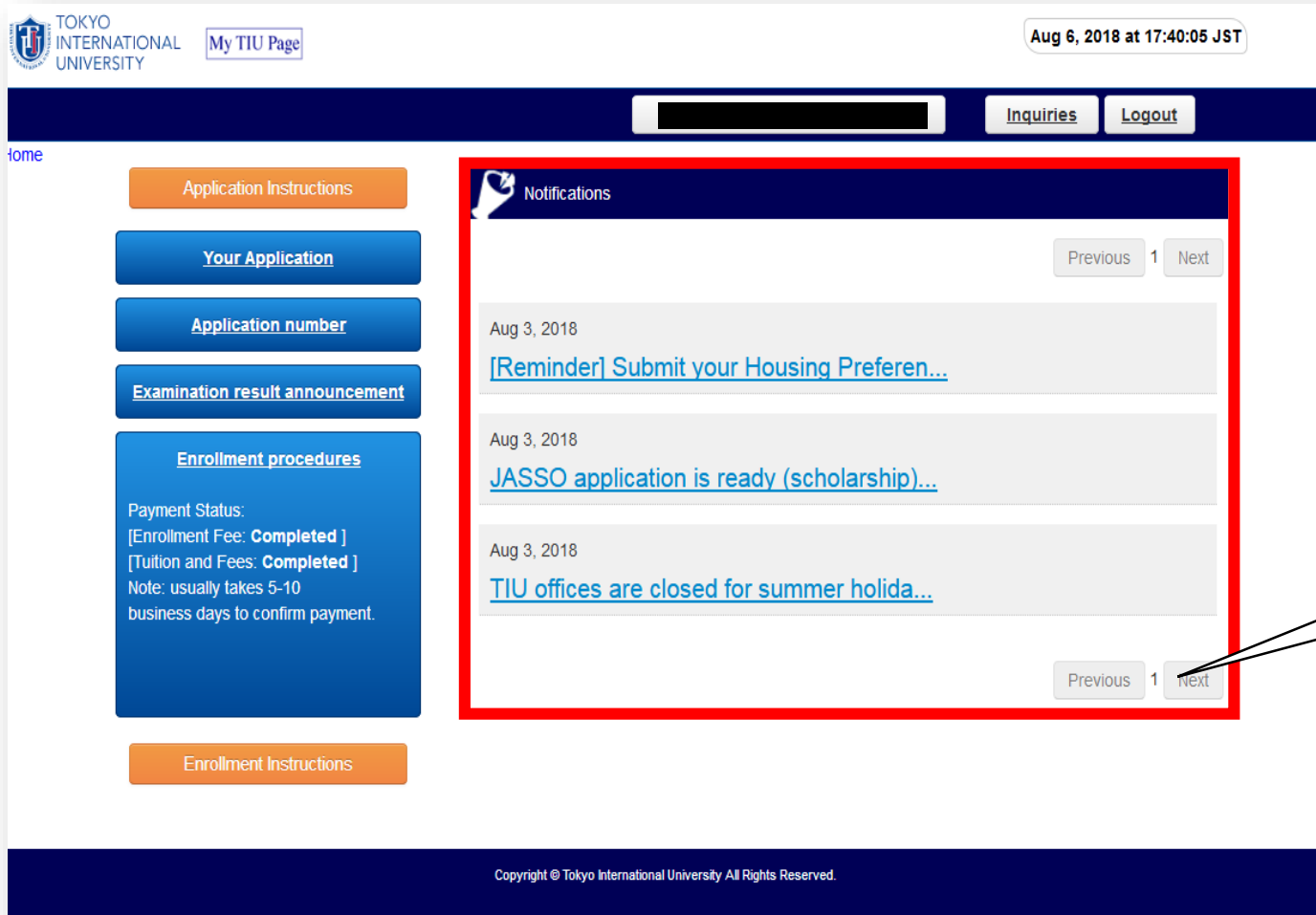
**My TIU Page**

# **Enrollment Procedures Instructions**

English Track Program

**Undergraduate**

All notifications will be sent to you via [My TIU Page](#). You will be notified by email when notifications have been uploaded. You will then need to log-in to [My TIU Page](#) and check the contents in the  Notifications section.



The screenshot shows the 'My TIU Page' interface. At the top, there is a header with the university logo, 'My TIU Page' text, and a timestamp 'Aug 6, 2018 at 17:40:05 JST'. Below the header, there are navigation buttons for 'Inquiries' and 'Logout'. The main content area is divided into a left sidebar and a main section. The sidebar contains buttons for 'Application Instructions', 'Your Application', 'Application number', 'Examination result announcement', and 'Enrollment procedures'. The 'Enrollment procedures' section includes a 'Payment Status' box with the text: 'Payment Status: [Enrollment Fee: **Completed**] [Tuition and Fees: **Completed**] Note: usually takes 5-10 business days to confirm payment.' Below this is an 'Enrollment Instructions' button. The main section is titled 'Notifications' and contains three notification items, each with a date of 'Aug 3, 2018' and a blue link: '[Reminder] Submit your Housing Preferen...', 'JASSO application is ready (scholarship)...', and 'TIU offices are closed for summer holida...'. The 'Notifications' section has 'Previous' and 'Next' buttons at the top and bottom. A red box highlights the 'Notifications' section.

You may have received more notifications which are not shown on the top page. Please click the **Next** button to check them all and avoid missing any important notifications.

Please note that **it is your responsibility to obtain all the provided information**, therefore, please ensure that you check your [My TIU Page](#) on a regular basis.

## Check your payment status

Application Instructions

Your Application

Application number

Examination result announcement

Enrollment procedures

Payment Status:

[Enrollment Fee: **Completed** ]

[Tuition and Fees: **Incomplete** ]

Note: usually takes 5-10  
business days to confirm payment.

Enrollment Instructions

The box labeled “Enrollment procedures” will be activated if you are a successful applicant.  
Please click “Enrollment procedures” to proceed.

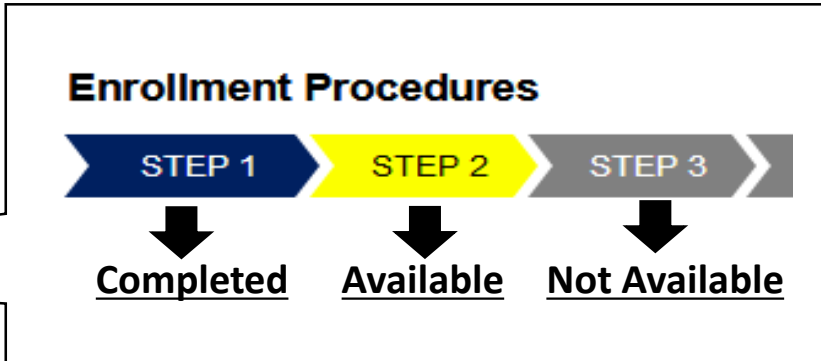
You can check your **payment status** in this box.  
Please note that it usually takes **about 3-5 days** to confirm payment (during National holidays in Japan, it will take more time). We kindly ask you to **check your payment status on your My TIU Page** and refrain from sending inquires by email.

If we cannot confirm your payment by the deadline, this “Enrollment procedures” box will be deactivated. If this occurs, you will not be able to continue the enrollment process.

# STEPS & check the progress



- In order to complete the admission process, step 1 - 8 must be completed.
- STEP 1 Download Invoice and Notice of Acceptance**  
**Available** All listed documents in STEP 1 must be downloaded in order to move to STEP 2.
  - STEP 2 Know the Key Dates and Download Documents**  
**Available** Download the "Enrollment Procedures" first and read it carefully.
  - STEP 3 Submit the Oath**  
**Available** Read the regulations and submit the oath.
  - STEP 4 Guarantor and Financial Support Information**  
**Available** Register the necessary information.  
**Deadline Aug 24, 2018**
  - STEP 5 Apply for Housing (All applicants are required to submit an application)**  
**Available** This step will become available after we confirm your enrollment fee payment.  
**Deadline Jan 17, 2019**
  - STEP 6 Receive Housing Result**  
**Available** Notification will be sent to your registered email address once the result becomes available.
  - STEP 7 Apply for Welcome Service and Select Move-in Date**  
**Available** Read the provided information carefully before purchasing a flight ticket.  
**Deadline**
  - STEP 8 Download Matriculation Documents**  
**Available** **UPDATED on**
  - STEP 9 Register Required Information After Arrival**  
**Available** This step will become available after you arrive at TIU.



On this page, you can check which steps are available and also which steps are complete by the color of the bars on the top.

Please note the **Deadline** under some of the "Available" buttons. You cannot complete these steps after the stated deadlines.

If there are any updates, you will see the date next to "**UPDATED on**".

## STEP 1 Download Invoice and Notice of Acceptance

All documents listed below must be downloaded in order to move to STEP 2.

### Important documents

- [Acceptance Letter](#)
- [Certificate of Acceptance](#)
- [Invoice](#)

In Step 1, you are required to **download all** the listed documents in order to move on to Step 2.

### 【Bank Transfer】

TIU will accept payments via international bank transfer for your enrollment fee and the 1<sup>st</sup> semester's tuition fee ONLY. Once you have enrolled at TIU, all tuition and fees payment must be paid via domestic bank transfer (using a Japanese bank account).

### 【Tuition amount】

As indicated in the Application Guideline, your tuition fee will increase from your 3<sup>rd</sup> semester.

## STEP 2: Know the Key Dates and Download the Documents

International Spring   Inquiries   Logout

Home > Enrollment Procedures > Details

### Enrollment Procedures

Back

## STEP 2 Know the Key Dates and Download Documents

Admitted students are required to download all instructions and forms for the matriculation process from the following website.  
<http://www.tiu.ac.jp/etrack/admissions/admitted.html>

In order to enroll at the university, all relevant fees must be paid and all required documents must be completed by the designated dates. On this website, you will find the important items listed below.


**Enrollment**

Enrollment Procedure for Freshmen/Transfer

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

In Step 2, you are required to download all necessary documents, which contain very important information. Click the link and go to the **E-Track's webpage**. Once you are on the page "Your Guide for Admission", click your corresponding admission period.

※ Download and **save all documents** right away as some documents may be deleted at later date.



For Admitted Students

Home > Admissions > For Admitted Students

### Your Guide for Admissions

Admitted students are required to download all pertinent instructions and forms for the matriculation acceptance and your invoice, so make sure you keep checking your my TIU Page regularly throughout the enrollment process!

Academics   **Admissions**   Scholarships   Career Support   Student Life   Graduate Program   Useful Information

> Tuition and Fees  
 > For Admitted Students  
 → Undergraduate Online Registration

**Spring 2019 Enrollees** +

## STEP 3: Submit the Oath

### STEP 3 Submit the Oath

#### Tokyo International University Oath

##### Oath of Adherence to School Regulations

I hereby vow that in line with my admittance to your university that I will uphold the educational policies as well as the many university regulations, and should I fail to adhere to them that I will not refute any kind of consequences that may entail.

[University Rules \(Undergraduate\)](#)

 agree

##### Agreement of Handling of Personal Information

###### ■ Purpose of Use and Handling

All personal information that has been presented to our university during the enrollment process will be used for the execution of operations necessary for the enrollment procedure as well as school registry management, school records, student life assistance, job hunting support, educational research at our university, and the like. Each individual piece of information is handled in strict accordance with the law, and all necessary safety measures are taken for protection against fraudulent access, loss, destruction, falsifying, leaking, and the like, as follows.

###### ■ Provision with Students

In order to assist in the application process (for apartment rental, etc.) and to provide protection by our university,

###### ■ Provision with Third Parties


With the exception of demands in accordance to the law, personal information will under no circumstances be shared with any third parties without prior consent.

 agree that my personal information will be used by this university and TIU Services in accordance to the abovementioned passages. agree that this university may use my personal information. agree that subsidiaries of this university and other correlated entities may use my personal information.

**Please confirm that you have carefully read and understood the oath before checking the all necessary boxes. By checking all boxes, you are agreeing to the term and conditions of Tokyo International University.**

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Submit

In Step 3, after reading carefully, tick the 4 boxes and click  to agree to the oath.

**Please confirm that you have carefully read and understood the oath before checking the all necessary boxes. By checking all boxes, you are agreeing to the term and conditions of Tokyo International University.**

## STEP 4: Emergency Contact and Financial Supporter

**STEP 4 Emergency Contact and Financial Supporter**

Deadline: \_\_\_\_\_

**Emergency Contact** \*Information is required.

\* Name:

\* Relationship:

\* Mailing Address

Apartment name/Room Number:

\* Street number:

\* City/State/Province:

Postal Code/Zip Code:

\* Country:

Country (Other):

\* E-mail:   
※Half-width characters only (if you are using the Japanese key board)

\* Phone Number

Country Code:

Area Code and Local Number:   
※Do not include +/- symbol or space between numbers

**Financial Supporter** \*Information is required.

Copy the above information **Copy the above information**

\* Name:

\* Relationship:

\* Mailing Address

Apartment name/Room Number:

\* Street number:

\* City/State/Province:

Postal Code/Zip Code:

\* Country:

Country (Other):

\* E-mail:   
※Half-width characters only (if you are using the Japanese key board)

\* Phone Number

Country Code:

Area Code and Local Number:   
※Do not include +/- symbol or space between numbers

In Step 4, you are required to enter your emergency contact information in your home country and your financial supporter.

\* Phone Number

Country Code:

Area Code and Local Number:

※Do not include +/- symbol or space between numbers

When you enter your Phone Number, do not include any symbols ( - or + ) or space between numbers.

You can click **Copy the above information** button to enter the same information you typed in the Emergency Contact section. Please make sure to click **Submit** once you finish.



## STEP 5: Apply for Housing

### STEP 5 Apply for Housing (All applicants are required to submit an application)

Deadline	
<p>• Would you like to request to live in the International House (Dormitory)?</p>	<input type="radio"/> Yes, I would like to live in the International House <input type="radio"/> No, I don't need a room in the International House

In Step 5, please submit your Housing Preference. This step becomes available only after we confirm your Enrollment Fee.

Payment Status:  
[Enrollment Fee: Completed]



### Download the "Housing Overview"

#### ■ Your preference can not be guaranteed.

- International House including the area surrounding the International House is 100% smoke free.
- You can only move into the dorms during the designated "Move-in Period".
- TIU will make the final decision with your dorm location and roommate.
- You cannot change the requested room type once the application is closed.
- The result will be announced about 1 to 2 months before the entrance day.

agree.

**Warning:** After submitting the Housing Application, you will not be able to change your preference.

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Submit

All applicants are required to submit the application even if you do not require housing offered by TIU.

If you would like to live in the dormitories, please select your preference (**Single** or **Shared**) and answer all questions.

Once you read all the written reminders and tick the box to agree to the conditions, click **Submit**.

Please be advised that your preference cannot be guaranteed.

## STEP 6 Receive Housing Result

Assigned Room Type	R1 (Single room)
Download	<ul style="list-style-type: none"> <li><a href="#">Download</a></li> </ul>
Important Notes	<p>Please notify the International Exchange Office if you would like to cancel your house admission. Cancellation without notifying the office may result in charging you for the house admission fee. Support to find an off campus apartments is not available.</p>

Download "Information for International House Residents"

In Step 6, you can check which room type (dormitory) you have been assigned to.

❌ We do **not** accept any request to **change the room type**.

❌ Please notify us if you would like to **cancel your room well in advance**.

If you did **not** apply for the housing..

### STEP 5

\* Would you like to request to live in the International House (Dormitory)?

- Yes, I would like to live in the International House  
 No, I don't need a room in the International House

We do not accept a housing request at this moment under any circumstances.



## STEP 6 Receive Housing Result

Assigned Room Type	<u>You did not apply for housing in the International House, therefore, we did not assign you a dorm room.</u>
Download	

# STEP 7: Apply for Welcome Service and Select Move-in Date

Read the "Welcome Service & Move-in period" instructions → Book your trip! → Complete STEP 7

**Details of the service** Refer to the "Welcome Service & Move-in period".

Would you like to accept the Welcome Service?  Yes  No

When would you like to be picked up?  Airport (Narita or Haneda Airport)  Storage station

How many of us are the children?

**[Flight Information]**  
Please inform us the flight info that arrives at either Narita/Haneda Airport.

All time:  Example (U-123456789)

Flight Number:  Example (U-123456789)

Depart for a flight:

Depart for a date:

Depart for a time:

Arrive for a flight:  Tokyo International Airport  Narita Airport (Tokyo International Airport)

Terminal:

Arrive for a date:

Arrive for a time:

Do you have any connecting flight(s) before landing the flight above?  Yes  No

All time (connecting):  Example (U-123456789)

Flight Number (connecting):  Example (U-123456789)

Depart for a date (connecting):

Depart for a time (connecting):

Depart for a flight (connecting):

**[Move-in Date]**  
Please refer to the "Welcome Service & Move-in period".  
\* Please add 4 hours from the time you land at either Narita/Haneda Airport if you arrive in Japan on the same day.  
\* Move-in from 2 pm to 8 pm. It is not possible to move in after 8 pm.

Date of Move-in:

How many of us are the children:

**[Terms of Service]**

• Welcome Service is available only by the flight the designated per seat and therefore will not accept any cancellations under any circumstances.

• You need to come to the dorm after 8 pm.

• It is your responsibility to follow the provided check-in rules.

**[Downloads]**

**Information**

\* [Welcome Service & Move in period.pdf](#)

Read the "Welcome Service & Move-in period" instructions

Book your trip!

Complete STEP 7

First, make sure to **carefully read** the "Welcome Service & Move-in period" instructions which you can download from **[Downloads]**.

- ❌ Do **NOT** purchase a flight ticket until you read the provided information and understand the instructions.
- ❌ **Welcome Service is available only during the designated period and time.**
- ❌ We will **NOT** accept any exceptions under any circumstances.
- ❌ You **cannot** move-in to the dorms **after 8 pm.**

**STEP 7**  
**Available**  
**Deadline**

**Do not miss the DEADLINE**

## STEP 8: Download Matriculation Documents

	<a href="#">Back</a>
<b>STEP 8 Downloads</b>	
<a href="#">Available</a>	E-Track Orientation 2019 Spring.pdf
<a href="#">Available</a>	Arrival Orientation.pdf
<a href="#">Available</a>	2019 Academic Calendar.pdf
	<a href="#">Back</a>

You will be notified via message via My TIU Page when any document becomes available (usually a couple of weeks before your arrival).

【Documents that you can obtain in STEP 8】

- Orientation Schedule
- Detailed information for the 1<sup>st</sup> day of school
- Academic Calendar  
(You can check the semester period & vacation etc.)

**Enrollment Procedures**

	<a href="#">Back</a>
<b>STEP 8 Downloads</b>	
	<a href="#">Back</a>

How STEP 8 looks like when there is **no** document/ information available.

✘ We will notify you as soon as information is ready to be announced. Therefore, please kindly refrain from asking us when the above mentioned documents will become available.

**Do NOT SUBMIT it now!**

## Enrollment Procedures



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**STEP 9 Register Required Information After Arrival**

Deadline	Apr 30, 2020
* Residence Status	<input type="text"/> <small>Select your Residence Status before proceeding.</small>
* Name on your Residence Card	<input type="text"/>
* Residence Card Number	<input type="text"/>
* Visa Expiration Date	<input type="text"/> <input type="text"/> <input type="text"/>

[Your Information]

We will complete STEP 9 **all together** during the **IT Guidance** which will be held **AFTER** you enter TIU.

**【Important】**

Since you will be asked to log in to your My TIU Page during the IT Guidance, **do NOT** forget your ID and Password.

You are done for now!

We are looking forward to meeting you here at TIU!!