

# APPLICATION GUIDELINE

English Track Program: Undergraduate Degrees / Freshmen

- Business Economics (B.A.)
- International Relations (B.A.)

Spring and Fall Semester 2019



Tokyo International University

E-Track Office

4-23-23 Takadanobaba

Shinjuku, Tokyo 169-0075

Japan

☎ +81-3-3362-9644

✉ [etrack@tiu.ac.jp](mailto:etrack@tiu.ac.jp)

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

<b>Contents</b>	Page
Admissions Flow	2
Key Dates in the Application Process	3
Number of Students to be Accepted	4
Deciding your Major	4
Application Eligibility	4
Application	7
Application Fee	11
Screening Process	12
Announcement of Results	12
Scholarships	12
Tuition and Fees	14
Enrollment Procedures for Accepted Students	14
Visa Information	15
General Policies	16
Frequently Asked Questions	17
Application Documents Checklist	19
Overseas Offices	back

## ADMISSIONS FLOW

Step 1: Before Applying	• Check the application schedule.	➔	Page 3
	• Decide your major.	➔	Page 4
	• Confirm your application eligibility.	➔	Page 4
	• Prepare required physical documents and send by registered mail service.	➔	Page 7-11
Step 2: Application	• Register online.	➔	Page 7
	<a href="https://ientry.jp/tiu/undergraduate/Index.aspx">https://ientry.jp/tiu/undergraduate/Index.aspx</a>		
	• Pay the application fee.	➔	Page 11
	Then, your personalized “My TIU Page” will be generated. (See page 7)		
	<a href="https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx">https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx</a> Sign in to continue your application.		
• Go to My TIU Page to write the statement of purpose and input all other relevant information online.	➔	Page 7-11	
• Submit your application before the indicated deadline.			
Step 3: Screening	• TIU reviews all submitted documents from applicants who completed applications.		
	<b>*The E-Track Office may contact you in regards to application documents. Communication will be primarily over e-mail and through posts on your My TIU Page, so applicants are requested to check their e-mail accounts and My TIU Page on a regular basis.</b>		
Step 4: Announcement of Results	• Confirm your admission and scholarship results on your My TIU Page and download the matriculation documents.	➔	Page 12
Step 5: Enrollment Procedure	• Pay tuition and fees by the designated dates.	➔	Page 14
	• Submit Certificate of Eligibility (COE) related documents.	➔	Page 15
	• The Immigration Bureau issues COE. TIU sends COE to admitted students. Apply for a student visa at a Japanese Embassy.	➔	Page 15
	• Arrive in Japan before the start of the semester.		

## KEY DATES IN THE APPLICATION PROCESS

### **[Spring 2019 Intake] Enrollment: April, 2019**

Application Periods		Announcement of Results	Enrollment Procedures		
			Payment of Enrollment Fee	Submission of Visa-related Documents	Payment of Tuition and Fees
1	July 4 - <b>July 18, 2018</b>	August 10, 2018	August 24, 2018	December 14, 2018	September 14, 2018
2	September 12 - <b>October 3, 2018</b>	October 26, 2018	November 9, 2018	December 14, 2018	November 30, 2018
3	November 7 - <b>November 28, 2018</b>	December 21, 2018	January 11, 2019	January 11, 2019	January 25, 2019

### **[Fall 2019 Intake] Enrollment: September, 2019**

Application Periods		Announcement of Results	Enrollment Procedures		
			Payment of Enrollment Fee	Submission of Visa-related Documents	Payment of Tuition and Fees
1	November 7 - <b>November 28, 2018</b>	December 21, 2018	January 11, 2019	April 5, 2019	January 25, 2019
2	January 9 - <b>January 23, 2019</b>	February 15, 2019	March 1, 2019	April 5, 2019	March 15, 2019
3	February 20 - <b>March 13, 2019</b>	April 5, 2019	April 19, 2019	April 26, 2019	May 10, 2019
4	April 3 - <b>April 24, 2019</b>	May 24, 2019	June 7, 2019	June 7, 2019	June 28, 2019

- If you are uncertain about your eligibility, contact the E-Track Office **before** the application period starts.
- **Applicants are required to complete the online registration, My TIU Page and submit the required documents by 5:00 pm (UTC+9 Japan Standard Time) of the final date of the application period. Late submissions will not be accepted.**

## NUMBER OF STUDENTS TO BE ACCEPTED

Major	Intake	
	Spring / April 2019	Fall / September 2019
Business Economics	Approximately 70	Approximately 170
International Relations	Approximately 50	Approximately 110

## DECIDING YOUR MAJOR

The English Track Undergraduate Degree Program offers two majors: **Business Economics** and **International Relations**.

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

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

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

## 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 A standard **12-year education** from a recognized education system.
  - \* Those who skipped a grade or graduated from an accelerated high school program and completed Year 12 are also eligible to apply. Proof of this must be submitted.

- or -

- ② Have obtained one of the following qualifications and be at least 18 years of age before the enrollment date at TIU.
  - a. International Baccalaureate Diploma \*(issued by the International Baccalaureate Organization)
    - \* **This does not apply to IB Certificates.**
  - b. Abitur (issued by Federal Republic of Germany for college entrance)
  - c. Baccalaureate Diploma (issued by the French Republic for college entrance)

d. GCE A Level/AS Level

- Sri Lanka and Singapore GCE A Level: applicants must submit results from three subjects
- International and other GCE A Level: applicants must submit a minimum of two subjects

- or -

- ③ Have completed their studies at a Japanese pre-university preparatory institution, a preparatory school outside of Japan for students planning to study in Japan, or a Japanese secondary school.

**Notes:**

- If you have attended a higher education institution, you may be able to apply for a transfer and enroll as a second or third year student. Contact the E-Track Office for more information about transfer requirements.
- If you have other educational qualifications, download the “Eligibility Check Form” from the “Downloads” page of English Track website, and e-mail the completed form to the E-Track Office before the application period begins.

 [www.tiu.ac.jp/etrack/info/docs/eligibility\\_verification\\_form.pdf](http://www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf)

● **Requirement 2: English Proficiency**

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

Tests / Examinations	Minimum Score	How to submit
TOEFL iBT *	61	Order the ETS to deliver the score report to TIU. The institutional code of TIU is 4435.
TOEFL PBT *	500	
TOEIC (Listening & Reading) *	700	Submit the official score certificate.
IELTS *	5.5	Upload a scan of a Test Report Form that indicates the TRF number.
Pearson PTE Academic *	45	Order the test organization (Pearson) to deliver the score to TIU.
EIKEN *	Pre-1	Order the EIKEN Foundation of Japan to send the Proof of EIKEN Certification or CSE Score Certificate.
<b>*These tests <i>must</i> have been taken within two years of the date of application.</b>		
Cambridge English Test (CPE/CAE)	169	Upload a copy of your Statement of Results to inform TIU of your Candidate ID and Secret Number.
<u>SAT</u> Evidence-Based Reading and Writing	540	Order the test organization to deliver the score to TIU. The Designated Institution (DI) code is 7536.

<u>International Baccalaureate</u> English A1, A2 (HL, SL) English Literature (HL, SL) English B (HL)	4	Order the IB organization to deliver the certificate to TIU or submit a copy certified by your high school. Predicted grades are accepted.
<u>International Baccalaureate</u> English B(SL)	5	
<u>IGCSE</u> First Language English, English Literature	C (4 or more)	Submit a copy certified by the high school or the original.
<u>IGCSE</u> Second Language English	B	
<u>GCSE</u> English Language	C (4 or more)	

Useful links for English and standardized tests:

**TOEFL:** [www.ets.org/toefl/ibt/about](http://www.ets.org/toefl/ibt/about)

**TOEIC:** [www.ets.org/toeic](http://www.ets.org/toeic)

**IELTS:** <https://takeielts.britishcouncil.org/book>

**Pearson PTE:** <http://pearsonpte.com/the-test/about-our-scores/sending-your-scores/>

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

**Cambridge English Test (CPE):**

[www.cambridgeenglish.org/exams-and-tests/proficiency](http://www.cambridgeenglish.org/exams-and-tests/proficiency)

**Cambridge English Test (CAE):**

[www.cambridgeenglish.org/exams-and-tests/advanced](http://www.cambridgeenglish.org/exams-and-tests/advanced)

**SAT:** <https://collegereadiness.collegeboard.org/sat>

**International Baccalaureate:**

[www.ibo.org/](http://www.ibo.org/)

**Notes:**

- 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 from Australia, Canada, Ireland, New Zealand, Singapore, The United Kingdom, or the United States who have undertaken their official secondary in the English language for at least 6 years or higher education for at least 3 years are not required to submit an English test score. **However, those who received education in the English language, even at an international school, outside of the aforementioned countries must still provide a proof of English proficiency.**

## APPLICATION

Applicants must send in the physical documents to the E-Track Office as well as complete the online registration and My TIU Page. The documents must arrive at the E-Track Office no later than the final date of the application period. Make sure to order the necessary documents ***well in advance***.

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.

### I. Online Registration:

Find the Online Registration button on our Admissions page,

☞ [www.tiu.ac.jp/etrack/admissions/apply.html](http://www.tiu.ac.jp/etrack/admissions/apply.html), or simply type the following

URL ☞ <https://ientry.jp/tiu/undergraduate/Index.aspx>

Applicants must first register on the Online Registration System.

A	Personal Information	<p>In the TIU Online Registration, applicants first select their major, then provide some basic personal information. Next, there will be the payment section that will finalize the online registration process. When the 5,000 JPY application fee is completed, a personalized “My TIU Page” will be generated, where applicants are required to continue inputting the necessary information for application.</p> <p><b>Please note that payment of the application fee is <u>not</u> the final phase of your application. Your application will not complete until all required information is submitted online and physical documents are sent via registered post.</b></p>
	mandatory	

### II. My TIU Page:

Find the My TIU Page Button on the Admissions page,

☞ [www.tiu.ac.jp/etrack/admissions/apply.html](http://www.tiu.ac.jp/etrack/admissions/apply.html), or access the following URL

☞ <https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx>

Once the application fee is paid, a Web Registration ID will be issued, and your personalized application page “My TIU Page” will be generated. Applicants must continue filling in the form and submit the following required information.

	Item	Remarks
B	Statement of Purpose	<p>Type your essay in English on My TIU Page. Be concrete and concise. In the essay, describe the following three points:</p> <p><b>1) A brief personal background</b>  <b>2) Why you chose TIU and your major</b>  <b>3) How studying at TIU will contribute to your future goals</b></p> <p>Length of the essay: 450 - 600 words            See page 16 for the Plagiarism Policy.</p>
	mandatory	



C	Educational Background/ Score information <b>mandatory</b>	List all schools attended and the school you are currently attending. Make sure you input accurate information including the duration of attendance, school type, English test name and so forth.
D	Photo <b>mandatory</b>	Upload a passport-style picture to your My TIU Page. The photo must be: <ul style="list-style-type: none"> <li>● Taken within 3 months</li> <li>● A portrait view from above the chest</li> <li>● with a plain background (like a passport photo)</li> <li>● Without hat or cap</li> <li>● Size: 480(width) x 640(height) pixels or larger</li> </ul>
E	Tuition Reduction Scholarship Application <b>mandatory</b>	All applicants are required to declare if they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO' in the designated section on the My TIU Page. State your reason for the scholarship application (up to 100 words) if applying.
F	Passport Copy <b>if available</b>	Applicants are required to upload a copy of their passport, showing their photo, name and passport number. *Applicants who do not have a valid passport are still eligible for application.
G	Residence Card <b>if applicable</b>	Holders of a Japanese Residence Card ( <i>Zairyu Card</i> ) are required to upload a copy of <b>both sides</b> of the card.
H	Bank Receipt <b>if applicable</b>	Upload a scan or photo of the receipt of the bank transfer and notify the E-Track Office if the application fee is paid this way.
I	Upload Copies of Evidence of Extracurricular Activities <b>(Up to 3)</b> <b>if available</b>	If you have participated in extracurricular activities (student council, volunteer work, sports competitions, language proficiency etc.), upload scans or photos of <b>no more than three</b> items clearly proving your activity to the application system (E.g. Awards, testimonials, etc.). If you are having trouble uploading them to our system, e-mail them to the E-Track Office. <b>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.

### III. Physical documents to be submitted by registered mail

The items J to Q must be sent to the address in the box below. If sending domestically from Japan, use Simplified Registered Mail (*Kakitome*) by the Japan Post. If sending from outside of Japan, use a traceable international courier service (e.g. DHL, EMS, FedEx).

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

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



K	Standardized Test Results / National examination Results  <b>if applicable</b>	Applicants who have taken an International Baccalaureate, Abitur, Baccalaureate, GCE Advanced Level, SAT, ACT, or official graduation examination of their own country's education system are <b>required</b> to submit the official test score and diploma. For SAT, the Designated Institute code for TIU is 7536. Use this number when sending SAT results to TIU. For the ACT, the Designated Institute code for TIU is 7941. Applicants planning to take these tests are requested to submit a document showing their predicted grades issued by the school, if the school can provide them.
L	Certificate of Graduation from high school  <b>mandatory</b>	Applicants are required to submit an official Certificate of Graduation. Those who have graduated early, or have skipped a grade, must submit an official document issued by the school certifying this fact. If your transcript shows the date of graduation, you do not have to submit the certificate. Admitted applicants who have been attending high school at the time of application will be asked to submit a proof of graduation and/or the final transcripts upon arrival at TIU.
M	Proof of English Proficiency  <b>mandatory</b>	Submit the document to prove your English proficiency. Please submit your result of one of the tests listed on page 5. Test results are valid for two years from the date of the test. <ul style="list-style-type: none"> <li>• For the minimum score and English test exemption, see page 5.</li> <li>• There are scores that are valid for 2 years only. See page 5 for details.</li> <li>• Results of <b>all</b> Institutional Program (IP) tests are <b>not</b> accepted.</li> </ul>
N	Letter of Recommendation  <b>mandatory</b>	An <b>original</b> letter of recommendation signed by a teacher, professor, academic advisor, or school official of the most recent school attended by the applicant must be submitted. It must: <ul style="list-style-type: none"> <li>● <b>be physically signed and dated by the reference</b></li> <li>● <b>be issued within the past 6 months</b></li> <li>● <b>show the contact information (telephone number and e-mail address) of the reference</b></li> <li>● A sample letter form is available on the English Track website. ☞ <a href="http://www.tiu.ac.jp/etrack/info/downloads.html">www.tiu.ac.jp/etrack/info/downloads.html</a></li> </ul>
O	Certificate of Attendance Rate from School in Japan  <b>if applicable</b>	Applicants who have attended a language school or vocational college in Japan must submit a document that shows the attendance rate at the school. It is called <i>Shussekiritsu Shomeisho</i> in Japanese.
P	Application Documents Checklist  <b>if available</b>	Complete the checklist on page 19 carefully, copy and submit it with the rest of your documents. If you are submitting documents <b>before the application period</b> , you do not have to complete the check boxes referring to the online portion.

Q	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 (e.g. the Post 9/11 GI Bill offered by the Department of Veteran Affairs (USA), or the CSN offered by the Swedish government, a governmental financial aid from their home country).
---	---	--

## APPLICATION FEE

### **Amount: 5,000 JPY**

- The application fee will be paid in Japanese Yen.
- Please note that the payment process is not at the final phase of your application. After the application fee payment, there will be more sections to fill out and complete on the system. Therefore, we recommend to complete the application fee payment well before the deadline so that you have enough time to fill out and finish the information required on the "My TIU Page".
- TIU will issue an application reference number when an applicant fully complete the application process and submits all the required information.

#### ● **Online Payment by Credit Card**

Payments for the screening process are recommended to be made by credit card services via the online registration system during the application periods.

#### ● **Bank Transfer**

If paying by a credit card is not possible, applicants may also pay the application fees by bank transfer. **Applicants are responsible for all bank transfer fees. These related fees can be over 3,000 yen (~30 USD), and can sometimes have delays in processing, so we highly encourage applicants to pay through our online system.**

#### **Bank Details:**

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

Once the bank transfer is complete, a scanned copy of the bank remittance receipt must be uploaded via the My TIU Page <https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx> before the deadline. In addition, please e-mail the E-Track office to confirm the completion of the payment. TIU is unable to disclose information regarding the application fee payment without prior request from the applicant.

## SCREENING PROCESS

TIU will make a comprehensive evaluation based on all submitted documents. Screening is performed both for admissions and scholarships simultaneously. If necessary, the applicant's school or recommendation letter references may be contacted for further information. Applicants and their schools may also be contacted in the event that clarification is needed in regards to the submitted documents or if there are any missing documents as well. Our communication will be primarily over email, so applicants are requested to check their e-mail accounts on a regular basis.

## ANNOUNCEMENT OF RESULTS

Applicants can confirm their admission and scholarship results through the designated section of the My TIU Page from **10:00 a.m. (UTC+9 Japan Standard Time) on the date of announcement of the results** (refer to page 3 for details).

To confirm the results, applicants are first required to log in to the My TIU Page by entering their email address and Web Registration ID.

The web Registration ID is always required when logging into the system. However, the Application Reference Number must be included when contacting TIU throughout the enrollment procedure. The application reference number will be issued to applicants and shown on the My TIU Page of each applicant once the documents are confirmed by the E-Track Office.

The Web Registration ID is a ten-digit number. (e.g. 1234567891)

The application reference number is an eight-digit number. (e.g. 19F77999, 19H77999)

For successful applicants, an acceptance letter, an invoice, and other documents for matriculation will be available for download on the My TIU Page.

## SCHOLARSHIPS

### ● Tuition Reduction Scholarship

All applicants of the English Track Program, **including Japanese nationals**, are eligible to apply for the TIU tuition reduction scholarship at the time of application. If accepted, the reduction applies to the tuition, but not to the enrollment fee or facility expenses. The amount of the tuition reduction awarded ranges from 0% to 100%, and the notification of the amount awarded will be sent to successful applicants along with admission results. The scholarship will remain valid up to 4 years under the condition that the recipient meets the requirements such as maintaining the necessary GPA, taking enough credits, and complying with TIU's behavioral expectations. **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 reduction will be decided based on the evaluation of all documents submitted, including a statement of purpose, an official transcript, a letter of recommendation, an official English score, the Tuition Reduction Scholarship Application form and uploaded proof of extracurricular activities.

- **TIU Tuition Reduction Scholarship for 1<sup>st</sup> Year Students in 2019**

(All amounts are stated in Japanese Yen.)

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount 1st year	270,000	450,000	720,000	900,000
Annual Reduced Amount from 2 <sup>nd</sup> year	330,000	550,000	880,000	1,100,000

\* See Tuition and Fees on page 14.

- **Other Public / Private Scholarships Offered after Enrollment**

There are several scholarships offered by public or private institutions. Applications for most of these scholarships are accepted through the university after enrollment. The Japan Student Services Organization introduces public and private scholarship programs for international students. Please refer to the following website:

☞ [www.jasso.go.jp/study\\_j/scholarships\\_e.html](http://www.jasso.go.jp/study_j/scholarships_e.html)

Scholarships can ease students' financial burden. However, financial support, either your own savings or financial supporter's income, is still necessary to live and study in Japan. The following website may help you understand more about cost of living in Japan:

☞ [www.tiu.ac.jp/etrack/scholarships/calulator.html](http://www.tiu.ac.jp/etrack/scholarships/calulator.html)

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

- **Financial Aid and Benefits Offered by the Government**

Students can also benefit from scholarships offered by public or private organizations. Currently, TIU students can receive scholarships provided by their own 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 have already been awarded with the 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.

## TUITION AND FEES

The amount to be paid is stated in the table below. First, the enrollment fee must be paid to secure your placement at TIU. Next, tuition and fees for the 1<sup>st</sup> semester must be paid by the specified dates. The fees must be paid via bank transfer. Other methods are not accepted. Due dates for payments are stated on page 3.

### ● TIU Tuition and Fees for 1<sup>st</sup> Year Students in 2019

(All amounts are stated in Japanese Yen.)

No.			At School Entry	1 <sup>st</sup> Year (per semester)	Subsequent Years (per semester)	4-year Total	
1	Enrollment Fee		250,000	-	-	250,000	
2	Tuition	No Reduction		900,000 (450,000)	1,100,000 (550,000)	4,200,000	
		Rate of Tuition Reduction Scholarship	30%		630,000 (315,000)	770,000 (385,000)	2,940,000
			50%		450,000 (225,000)	550,000 (275,000)	2,100,000
			80%		180,000 (90,000)	220,000 (110,000)	840,000
		100%		0	0	0	
3	Facility Expenses			300,000 (150,000)	300,000 (150,000)	1,200,000	

Tuition Reduction Scholarship	0%	30%	50%	80%	100%
4-Year Total Tuition and Fees (1+2+3 combined)	5,650,000	4,390,000	3,550,000	2,290,000	1,450,000

\* Tuition and Fees do not include accommodation.

• A 40,000 yen Alumni Association fee will be added for the first year.

## ENROLLMENT PROCEDURES FOR ACCEPTED STUDENTS

Accepted applicants are required to pay a 250,000 yen, **non-refundable** enrollment fee and submit the required VISA documents by the designated deadlines. This fee for enrollment will confirm your intention and secure your placement at TIU. Subsequently, the tuition and fees for the 1<sup>st</sup> semester must be paid by their specified dates as well (Refer to page 3). Payments in installments are not accepted. Also, failure in completing all relevant payments before the due date will cause your enrollment to be revoked.

TIU will not refund the enrollment fee under any circumstances. In addition, as a Certificate of Eligibility will be issued by the Immigration Bureau of Japan and a visa will be issued by the Japanese Embassy under their jurisdiction, TIU will not take any responsibility in the rare event that these documents are not granted.

An enrollment packet, including an invoice for enrollment and other related fees as well as a certificate of acceptance, will become available on the My TIU Page to successful applicants. Other matriculation documents must be downloaded from the My TIU Page, completed, and submitted by their designated dates.

## 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 living outside of Japan, it is necessary to first apply for a Certificate of Eligibility (COE). TIU will submit the COE application documents to the Japanese Immigration Bureau on behalf of admitted students if all required documents are submitted to TIU by the designated deadlines and payment of the enrollment fee is confirmed by TIU.

- We recommend that you do not purchase airline tickets prior to receiving the COE.
- The visa procedure for accepted students will be processed by the TIU International Exchange Office and an outsourced company.
- If you are a visa holder who already resides in Japan at the time of application and your visa expires before enrollment to TIU, you are required to visit the Immigration Bureau of Japan and extend the visa on your own. Applications are accepted three months prior to the date of expiration.
- For student visa holders: Regardless of the date of expiration stated on your resident card, your current student visa will expire upon course completion and leaving your current school. Make sure to confirm the procedure you need to take with the Immigration Bureau. If you are asked to re-apply for a student visa, please contact the International Exchange Office. Warning: If you stay in Japan illegally, it carries a high possibility of being arrested by the police and may result in deportation.
- **For those who have applied for a Certificate of Eligibility (COE) or a visa to enter Japan and have been rejected in the past, make sure to inform TIU about the incident immediately. Additional support may need to be provided to avoid further complications in the COE Process.**

- **Student Visa (COE) Application Process**

1. Submit the required documents to TIU's designated visa company before the deadline for visa-related documents. The enrollment fee must be paid by the specified date.



2. The COE application is submitted to the Immigration Bureau.



3. It will generally take the Immigration Bureau roughly two months to approve the visa application and issue a Certificate of Eligibility (COE).



4. Tuition and Fees for the 1<sup>st</sup> semester must be paid by the specified dates.



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



6. Students then take the COE and passport to the nearest Japanese embassy or consulate.



7. The passport is stamped with the student visa and returned to the student.



- **Student Visa Application Requirements**

1. Submit the Certificate of Eligibility Application Form for a Student Visa
2. Proof of financial viability may be required for applicants from certain countries.

## GENERAL POLICIES

- **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all fees from the invoice, TIU will refund the tuition, facility expenses, and alumni association fee. However, the enrollment fee is *non-refundable*. In order to have the tuition, facility expenses, and Alumni Association fees returned, a "Reimbursement Application Form" must be submitted to TIU no later than 5pm on March 29 (Fri), 2019 for the Spring Semester, or August 30 (Fri), 2019 for the Fall Semester.

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

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

- **Plagiarism Policy**

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

- **Storage Policy for Personal Documents**

TIU will safely store all documents relating to the application process for 5 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 Office at the time of your application. Once 5 years has passed, the documents will be disposed of responsibly to ensure protection of personal identity.

## FREQUENTLY ASKED QUESTIONS

<b>● Application Period</b>	
Q	I have already submitted my application documents, but I just decided that I want to apply in a different Application Period. Can you hold onto my application until then?
A	We understand, sometimes plans change. If you contact us <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 fill out a new application form during the period you actually choose to apply.
Q	Is it a problem if I submit my documents like the academic transcript before an application period starts?
A	No problem. It is far better than submitting them late. We will keep your documents until you submit the online application during the period you wish to apply. Make sure to e-mail us before you submit your documents early.
<b>● Scholarship</b>	
Q	Are there any scholarships for TIU? Can I get both a tuition reduction scholarship from TIU and a scholarship from another organization at the same time?
A	You can find information about the Tuition Reduction Scholarship on page 12 of the Application Guideline. It is also possible to receive other scholarships unrelated to TIU's tuition reduction scholarship while studying at TIU.
Q	What is TIU's criteria for deciding the rate of Tuition Reduction Scholarships?
A	Screening for scholarships is based on the careful evaluation of all submitted documents, including the statement of purpose submitted on the My TIU Page.
Q	Can I apply for a student loan from Japan?
A	This is possible for students whose parents reside in Japan.
<b>● Tuition and Fee Payment</b>	
Q	How can I know if the enrollment fee I paid has safely reached TIU?
A	You can check your status on My TIU Page <a href="https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx">https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx</a>
<b>● Application Requirements</b>	
Q	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
A	Yes you can! Japanese proficiency is not required for application. The E-Track Program is a great opportunity to learn Japanese through intensive Japanese courses in a small class environment that are completely included in the tuition.
Q	I am enrolled in another university, but I would like to transfer to TIU. Does TIU accept transfer students? Can the credits that I have already earned at my current university be transferred?
A	Yes, we accept transfer students. It is possible to transfer to the second year or third year. For transfer applications, refer to the guideline for transfer students.

Q	I took "First Language English" in the IGCSE curriculum and my grade was C three years ago. Can I still use this result to apply to TIU?
A	Yes, we can still accept your IGCSE results. Some items are valid as proof of English proficiency for two years only, and others are valid for longer. See page 5.
<b>● Application Documents</b>	
Q	I would like to apply for Spring 2019 enrollment, but I do not have a valid official English Test score. Can I submit it later, after the deadline?
A	No. All required documents must be submitted during the application period.
Q	I am working now. Can I ask my supervisor to write a recommendation letter?
A	First, make sure to contact someone from your school. If you are still having difficulty getting a recommendation letter, check with the E-Track Office about other valid references.
Q	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
A	Yes. We accept letters of recommendation in Japanese from your Japanese language school. In addition, please submit the Certificate of Attendance Rate.
Q	I took a TOEIC / TOEFL test held in my school and received a score report saying Institutional Program (IP). Is this acceptable to apply for the E-Track Program?
A	<b>No.</b> 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.
Q	After graduating from high school, I studied at a university for a year, and then two years in a Japanese language school in Tokyo. Do I need to send you all of my school transcripts?
A	TIU requires transcripts covering the last three years of high school, as well as what has been completed so far in your university studies. However, transcripts from Japanese languages schools are not required.
<b>● Application Registration and the My TIU Page</b>	
Q	I input my personal information and paid the application fee by the deadline, but did not have time to fill out all the sections on the My TIU Page. Is my application going to be processed by TIU?
A	No. You are required to complete all the sections of My TIU Page by the designated deadline. Payment is not the last step of application.
Q	After I paid the application fee, I saw a Web Registration ID. What is this number for? Is this an Application Reference Number?
A	The Web Registration ID is different from the Application Reference Number. You will need this ID and your email address in order to log in to the My TIU Page, where you are required to write a statement of purpose and submit other required information. An Application Reference Number will be issued upon the completion of the online registration and My TIU Page in their entirety. An Application Reference Number must also be provided when contacting TIU.
<b>● Other</b>	
Q	I have a physical disability and need assistance. What should I do?
A	Please contact the E-Track Office when you apply for more information.



## Contact Us

### 【TIU Japan Main Office】

- **Tokyo International University**

- E-Track Office**

- 4-23-23 Takadanobaba, Shinjuku,

- Tokyo 169-0075 Japan

- ☎ +81-3-3362-9644

- ✉ etrack@tiu.ac.jp

- Apply Online at:** [☞ https://ientry.jp/tiu/undergraduate/Index.aspx](https://ientry.jp/tiu/undergraduate/Index.aspx)

### 【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

- **TIU Thailand Office**

- 10<sup>th</sup> Floor, Room 1002, Serm-Mit Tower, 159/16,

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

- Wattana, Bangkok 10110, Thailand

- ☎ +66-2661-7590

- ✉ thailand@tiu.ac.jp

- **TIU Vietnam Office**

- 17 Kim Ma Thuong

- Cong Vi ward, Ba Dinh district, Hanoi, Vietnam

- ☎ +84-24-6273-6945

- ✉ vietnam@tiu.ac.jp