

# APPLICATION GUIDELINE

English Track Program: Undergraduate Degrees  
Second/Third Year Transfer Students  
(Regular Students)

- Business Economics
- International Relations

Spring and Fall Semester 2019



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E-Track Office  
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**Note:** This Application Guideline is for regular students who wish to enroll as a second year or third year student at TIU. This means students study at TIU for two or three years. If you are interested in study abroad at TIU for one or two semesters only, please contact TIU by e-mail. (✉ [etrack@tiu.ac.jp](mailto:etrack@tiu.ac.jp))

## ADMISSIONS FLOW

### Step 1: Before Applying

- Check the application schedule. → Page 3
- Decide your major. → Page 3
- Confirm your application eligibility for transfer. → Page 4-7
- Prepare the required physical documents. → Page 10-12

### Step 2: Application

- Register online. → Page 8  
<https://ientry.jp/tiu/undergraduate/Index.aspx>
- Pay the application fee. → Page 13  
 →Your My TIU Page will be generated.  
<https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx>
- Note:**  
**The process does not end at the application fee payment.**
- Go to My TIU Page and submit all the required information. → Page 8-9
- Send your physical application documents well in advance so they can reach the E-Track office by the indicated deadline. → Page 10-12

### Step 3: Screening

- TIU will review submitted documents from applicants who completed their applications.
- Note:**  
**The E-Track Office may contact applicants via the My TIU Page, or by e-mail (with the address registered on the Web Registration) in regards to their application documents. It is the applicant's responsibility to check both of their accounts on a regular basis.**

### Step 4: Announcement of Result

- Confirm your admission and scholarship results on your My TIU Page and download the enrollment documents. → Page 14

### Step 5: Enrollment Procedure

- Pay the tuition and fees by the designated deadlines. → Page 15-16
- Submit all the Certificate of Eligibility (COE) related documents. → Page 17-18
- COEs are sent out to admitted students once they are issued. You will be required to apply for a student visa at a Japanese Embassy/Consulate. → Page 17-18
- Be sure to arrive in Japan before the start of the semester.

## KEY DATES IN THE APPLICATION PROCESS

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

Application Period	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	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 January 9 - <b>January 23, 2019</b>	February 15, 2019	March 1, 2019	April 5, 2019	March 15, 2019
2 April 3 - <b>April 24, 2019</b>	May 24, 2019	June 7, 2019	June 7, 2019	June 28, 2019

#### Notes:

- In order to confirm your eligibility, please contact the E-Track Office **before** the start of the application period.
- **Applicants are required to have completed their application fee payment, their My TIU Page, and have submitted all the required application 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

There are a limited number of students that can be accepted for transfers each semester. Upon carefully screening all submitted documents, a fair decision will be made about the year an applicant may transfer into when the results are announced.

## DECIDING YOUR MAJOR

The English Track Undergraduate Degree Program (E-Track 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 and Credits**

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

#### **[Second Year Transfer]**

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

-or-

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

-or-

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

#### **[Third Year Transfer]**

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

-or-

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

-or-

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

**Notes:**

- If you have other educational qualifications, download the Eligibility Verification Form from the following website, and e-mail the completed form to the E-Track Office prior to the application period.  
[www.tiu.ac.jp/etrack/info/downloads.html](http://www.tiu.ac.jp/etrack/info/downloads.html)
- If your primary and secondary education does not total 12 years, we must look into your educational background before your higher education, as the aforementioned criteria are based on a 12-year education system.
- If you are a first year student of a two-year college, you are not eligible to apply for transfer, but you may be eligible to transfer up to 12 credits if you apply as a freshman.

● **Requirement 2: English Proficiency**

Applicants are required to provide one of the following English tests scores, or qualifications to prove their English proficiency.

<b>English Tests/Qualifications</b>	<b>Minimum Score</b>	<b>How to submit</b>
<b>TOEFL iBT *</b>	<b>80</b>	Instruct the ETS Center to deliver the score report to TIU. The institutional code for TIU is 4435.
<b>TOEIC (Listening &amp; Reading) *</b>	<b>780</b>	Submit the official score certificate.
<b>IELTS *</b>	<b>6.0</b>	Upload a copy of the Test Report Form that indicates the TRF number.
<b>Pearson PTE Academic *</b>	<b>50</b>	Instruct the test organization (Pearson) to deliver the score to TIU.
<b>EIKEN *</b>	<b>Pre-1</b>	Instruct 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>		
<b>Cambridge English Test (CPE/CAE)</b>	<b>169</b>	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	Instruct the test organization to deliver the score to TIU. The Designated Institution (DI) code is 7536.

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

Useful links for English tests and qualifications:

**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:** <https://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 TIU.
- English test certificates will **not** be returned to the applicants under any circumstances.
- **English test/qualification Exemption:** Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States who have undertaken their official secondary education 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 have been educated in the English language, even at an international school, outside of the aforementioned countries must still submit a proof of English proficiency.**

## TRANSFER ELIGIBILITY VERIFICATION

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

TIU will check the documents listed below and determine which year the applicant is eligible to transfer into. For example, if an applicant wishes to enroll as a third-year student and the education background and/or the number of acquired credits are deemed to be insufficient, the applicant will not be eligible to apply for a third-year transfer, but may be eligible for a second-year transfer, or be admitted as a freshman. Once we have confirmed the applicant's eligibility, students may proceed with their application. Please be aware that being eligible **does not** mean or guarantee admission.

Status of Applicant	Required Documents for Eligibility Verification
Applicants who are currently pursuing higher education	<ol style="list-style-type: none"> <li>1) The Eligibility Verification Form Download from the link below: <a href="http://www.tiu.ac.jp/etrack/info/downloads.html">www.tiu.ac.jp/etrack/info/downloads.html</a></li> <li>2) An Official Transcript from your current institution showing all courses taken</li> <li>3) A document showing the list of the classes you are currently taking or expected to take before enrollment at TIU</li> <li>4) A document showing the total credit hours required for graduation at the institution (e.g. photocopies of student handbook or a school website that provides the relevant information)</li> <li>5) A Certificate of Expected Graduation (Not necessary for 4-year university students.)</li> </ol>
Applicants who have already graduated from an institution of higher education	<ol style="list-style-type: none"> <li>1) The Eligibility Verification Form Download from the link below: <a href="http://www.tiu.ac.jp/etrack/info/downloads.html">www.tiu.ac.jp/etrack/info/downloads.html</a></li> <li>2) An Official Transcript from your former place of study showing all courses taken and the date of graduation.</li> <li>3) A Certificate of Graduation (if the transcript does not indicate the date of graduation)</li> </ol>

### Notes:

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



## APPLICATION

Applicants must send in the physical documents to the E-Track Office as well as fill out 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. Be sure to prepare the necessary documents ***well in advance***.

TIU may contact the applicant or issuing entity with questions regarding the contents or authenticity of any submitted documents. Applicants will be contacted via the My TIU Page, or by e-mail (with the address registered on online registration). In the event of the submission of false information or forgery, admission will be withdrawn even if discovered after enrollment.

### I. Online Registration:

Applicants must first register on the Online Registration System.

**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> .

A	Personal Information	<p>On the TIU online application system, applicants are required to first select their major and provide some basic personal information. They will then need to complete their payment to finalize their registration. Upon payment of the application fee, a personalized "My TIU Page" will be generated, where applicants will be required to submit further necessary information.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• <b>Payment of the application fee is <u>not</u> the final phase of your application. Your application will not be complete until all required information is submitted to My TIU Page and physical documents are sent via registered post.</b></li><li>• <b>Web Registration ID will be issued after the payment process. It is a ten-digit-number (e.g. 1234567891) and will be required to log in to My TIU Page.</b></li></ul>
	mandatory	

### II. My TIU Page:

Upon completion of the online registration, applicants will be able to access their 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>

Enter the issued Web Registration ID and your registered e-mail address to log in. The required information and documents in the following chart must be submitted. Be sure to click the submit button in order to finalize your online application. After the E-Track

Office has confirmed your online application and physical documents, you will be issued an Application Reference Number via e-mail. The Application Reference Number is an eight-digit number (e.g. 19F97999). Please keep this number safely as you will be required to provide this during the enrollment procedures.

	Items	Remarks
B	Statement of Purpose  <b>mandatory</b>	Type your essay in English on the My TIU Page. Be concrete and concise. In the essay, describe the following three points: <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> Length of the essay: 450 - 600 words See page 19 for the Plagiarism Policy.
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> <li>• Use a photo different from the one from your passport.</li> </ul>
E	Tuition Reduction Scholarship Application <b>mandatory</b>	All applicants are required to declare whether 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 the reason for the scholarship application (up to 100 words) if applying.
F	Passport Copy  <b>if applicable</b>	Applicants are required to upload a copy of their passport, showing their photo, name, and passport number. <ul style="list-style-type: none"> <li>• Applicants who do not have a valid passport are still eligible for application.</li> <li>• If there is an amendment in your passport such as added names, submit a copy of the endorsement page showing the information.</li> </ul>
G	Residence Card <b>if applicable</b>	Holders of a valid Japanese Residence Card ( <i>Zairyu Card</i> ) are required to upload <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 items)</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 no more than three 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. Do not enclose copies or originals together with the envelope of physical documents you put in the mail! Activities before high school grade 10 or conducted within the school curriculum will not be considered.

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

The items J to T must be sent to the address below. If sending domestically from Japan, use Simplified Registered Mail (*Kani-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.

#### Notes:

- **Applicants must submit either original certificates or certified copies unless stated otherwise.**  
Certified copies *are preferred* for documents that cannot be reissued.
- **A certified copy is one that has been marked with a stamp or seal by the issuing institution or a notary public as being equivalent to the original. If a document is photocopied after being marked with a stamp, TIU will not consider it as a certified document.**
- **All documents must be written in either English or Japanese.**  
Translations will be required for documents in other languages. Translations must be provided by a school official, an official agency such as embassy or consulate, the applicant, or an official translator. In the event that the documents are translated by the applicant or a translator, the translation must be certified by the school or the official agency. Make sure that the name of the translator and their contact information is included.
- If documents have been translated, both the original (or certified copy) and the translations must be submitted.
- Original certificates that cannot be reissued will be returned to the applicants only if requested by sending us a '**Request Form for Return of Submitted Materials**' during the application period. The form is available on the following website:  
[☞ www.tiu.ac.jp/etrack/info/downloads.html](http://www.tiu.ac.jp/etrack/info/downloads.html)
- Certified copies, letters, and English test results will *not* be returned under any circumstances.

	Documents	Remarks
J	Official High School Transcript (School Report, Mark Sheet)  <b>mandatory</b>	An <b>official transcript</b> showing all courses taken, grades received, and grading scale in high school must be submitted. It must be certified by a school official. If the document issued by your school has a different title, contact the E-Track Office immediately. <ul style="list-style-type: none"> <li>• The transcript must show <b>the marks/grades of the final 3 years</b> of the secondary education.</li> <li>• 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> <li>• This document will <b>not</b> be required for applicants for third year transfer.</li> </ul>
K	Certificate of Graduation from High School  <b>mandatory</b>	This will not be necessary to submit if the transcript shows the date of graduation. Those who have graduated early, or have skipped a grade, should submit an official document issued by the school certifying the fact.
L	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, instruct them to deliver the score to TIU. The Designated Institute code for TIU is 7536. For ACT, the Designated Institute code for TIU is 7941.
M	Transcript of Higher Education  <b>mandatory</b>	A transcript of higher education showing all of the courses taken and credits received (or expected to receive) before enrolling in TIU. Applicants currently enrolled in higher education will be required to submit a final transcript at the time of enrollment to TIU.
N	Credit Hours Information of Higher Education  <b>mandatory</b>	Documents that describe and explain the amount of credits per hour from the higher education institution must be submitted. (e.g. A 4-credit course equals one 90 minute class, twice a week for one semester (15 weeks) at TIU. Therefore, one credit is equivalent to one 45 minute class per week for one semester.) If you are not sure where to find this information, contact your Academic Affairs Office.
O	Certificate of Graduation/Expected Graduation of Higher Education  <b>mandatory</b>	Applicants whose transcripts do not show the dates of graduation/expected graduation are required to submit an official certificate. <b>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.</b>

P	Proof of English Proficiency  <b>mandatory</b>	One of the English test scores/qualifications listed on pages 5-6 must be submitted. <ul style="list-style-type: none"> <li>• For required minimum scores/criteria and conditions of proof waiver, see page 6.</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> acceptable.</li> </ul>
Q	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 is required. 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> </ul> A sample letter form is available on the following website: <a href="http://www.tiu.ac.jp/etrack/info/downloads.html">www.tiu.ac.jp/etrack/info/downloads.html</a>
R	Documents from School in Japan  <b>if applicable</b>	Applicants currently enrolled in a Japanese language school/vocational college in Japan must submit 1) a certificate, 2) a transcript and 3) a document that shows the attendance rate at the school (Shussekiritsu Shōmeisho in Japanese).
S	Application Documents Checklist  <b>if available</b>	Complete the checklist on the last page carefully, and submit it with the rest of your documents. Make sure to keep a copy for your personal reference. If you have submitted the documents <b>before the application period</b> , you do not have to complete the check boxes for the Online Registration and My TIU page section.
T	Proof of Scholarships from Other Organizations  <b>if applicable</b>	Applicants who will receive scholarships offered by organizations other than TIU 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 must be paid in Japanese Yen.
- 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 the information required on the My TIU Page.

Applicants may choose one of the following methods of payment.

#### ● **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 credit card is not possible, applicants may also pay the application fee 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 Account Information:**

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

Once the bank transfer is complete, a scanned copy of the bank remittance receipt must be uploaded to the My TIU Page (☞ <https://ientry.jp/tiu/undergraduate/MyPageLogin.aspx>) before the deadline. 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, TIU may contact applicants, the applicant's schools or recommendation letter references for further information or any inappropriate documents. Our communication will be primarily over email and through posts on My TIU Page, so applicants are requested to check their e-mail accounts and My TIU Page 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. (Refer to page 8 for Web Registration ID.)

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

## SCHOLARSHIPS

### ● Tuition Reduction Scholarship

All applicants of the E-Track Program, regardless of their nationalities, 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 for 2 or 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. **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 Transfer Students in 2019

(All amounts are stated in Japanese Yen.)

Tuition Reduction Rate	30%	50%	80%	100%
Annual Reduced Amount for the 1st year	255,000	425,000	680,000	850,000
Annual Reduced Amount from the 2nd year	330,000	550,000	880,000	1,100,000

\* See Tuition and Fees on pages 15-16.

### ● 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 on the following website:

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

The following websites may help you understand better about the cost of living in Japan:

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

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

### ● Financial Aid and Benefits Offered by the Governments

Students can also benefit from scholarships offered by public/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. Those who have already been awarded the MEXT scholarship by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan should inform and submit us the 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 designated 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 Transfer Students in 2019

#### Second Year Transfer

(All amounts are stated in Japanese Yen.)

		At School Entry	1st Year (per semester)	Subsequent Years (per semester)	3-year Total		
I	Enrollment Fee	250,000	-	-	250,000		
II	Tuition	No Reduction	-	850,000 (425,000)	1,100,000 (550,000)	3,050,000	
		Rate of Tuition Reduction Scholarship	30%	-	595,000 (297,500)	770,000 (385,000)	2,135,000
			50%	-	425,000 (212,500)	550,000 (275,000)	1,525,000
			80%	-	170,000 (85,000)	220,000 (110,000)	610,000
	100%	-	0	0	0		
III	Facility Expenses	-	300,000 (150,000)	300,000 (150,000)	900,000		

Tuition Reduction Rate	No Reduction	30%	50%	80%	100%
<b>3-Year Total Tuition and Fees</b> I + II + III combined	4,200,000	3,285,000	2,675,000	1,760,000	1,150,000



### Third Year Transfer (All amounts are stated in Japanese Yen.)

			At School Entry	1st Year (per semester)	Subsequent Year (per semester)	2-year Total	
<b>I</b>	Enrollment Fee		250,000	-	-	250,000	
<b>II</b>	Tuition	No Reduction	-	850,000 (425,000)	1,100,000 (550,000)	1,950,000	
		Rate of Tuition Reduction Scholarship	30%	-	595,000 (297,500)	770,000 (385,000)	1,365,000
			50%	-	425,000 (212,500)	550,000 (275,000)	975,000
			80%	-	170,000 (85,000)	220,000 (110,000)	390,000
			100%	-	0	0	0
<b>III</b>	Facility Expenses		-	300,000 (150,000)	300,000 (150,000)	600,000	

#### Notes:

- Tuition and Fees do not include accommodation fees.
- A 40,000 yen Alumni Association fee will be added for the first year.

Tuition Reduction Rate	No Reduction	30%	50%	80%	100%
<b>2-Year Total Tuition and Fees (I+II+III combined)</b>	2,800,000	2,215,000	1,825,000	1,240,000	850,000

## 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 first semester must be paid by their designated dates as well (Refer to page 3). Payments in installments are not accepted. Also, failure in completing all relevant payments before the due dates will cause your admission 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 enrollment documents must be downloaded from the My TIU Page, completed, and submitted by their designated dates.

## NUMBER OF CREDITS TO BE TRANSFERRED

The maximum number of credits transferred (direct and elective transfers) will be up to 36 credits for second year students and 62 credits for third year transfer students. Admitted transfer students do not have to fill in any additional application forms for credit transfers. The documents M, N, and O listed on page 11 must be submitted at the time of application. TIU will inform the credit transfer results at the orientation held in the beginning of the semester.

If you are not deemed eligible to enroll as a second or third year transfer student upon the submission of your eligibility verification form and are only allowed to apply for enrollment as a freshman, you can still transfer **up to 12 credits**. In this case, you will be required to submit original university transcripts proving your completed credits upon enrollment.

## VISA INFORMATION

International applicants who do not have a valid Japanese resident, diplomatic, dependent, or spousal visa must acquire a student visa to attend TIU. 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 necessary documents are submitted and payment of the enrollment fee is confirmed by the designated deadlines.

### Notes:

- We recommend that you do not purchase airline tickets prior to receiving the COE.
- The visa procedure for admitted students will be processed by the TIU International Exchange Office.
- If you are a valid 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.**

## ● COE and Student Visa Application Process

1. Admitted students submit the required documents to TIU before the deadline. The enrollment fee must be paid by the designated date.

Note: Proof of financial viability may be required for applicants from certain countries.



2. The visa agent will submit application for COE to the Immigration Bureau. It will generally take two months the Immigration Bureau approves the COE application.



3. Admitted students complete the payments for tuition and fees for the first semester by the designated dates.



4. After confirming the payments, TIU sends out the COE via traceable courier to the students.



5. Students take the COE and passport to the nearest Japanese Embassy/Consulate.



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

## GENERAL POLICIES

### ● Refund Policy

In the event a successful applicant decides not to enroll in TIU after paying all tuition and fees stated on 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 receiving them. 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 and may be asked to submit updated documents as well.
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 available from 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 14 of the Application Guideline. You can also receive other scholarships unrelated to TIU's tuition reduction scholarship while studying at TIU unless the scholarship offered by another organization has any restriction.
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 in 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 payment status on your 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. You can transfer to the second year or third year depending on your eligibility. Refer to pages 4-5 for details.

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 English test scores are valid for two years only, however, English qualifications are valid for longer. See pages 5-6.
<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 currently employed. Can I ask my supervisor to write a recommendation letter?
A	First, make sure to contact teachers 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 be sure to 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). Can I apply for the E-Track Program?
A	No. You must submit an official score certificate. If you are not sure if the test you took was IP or not, check for the word 'Institutional' on the top of the form.
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 language 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?
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 the application.
Q	After I paid the application fee, Web Registration ID appeared. 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 e-mail 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 after the completion of My TIU Page and informed applicants via e-mail. You must inform your Application Reference Number 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.
Q	Are there any Japanese classes available for transfer students?
A	Yes. We offer Japanese classes for both freshmen and transfer students.

## APPLICATION DOCUMENTS CHECKLIST

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

Applicant's Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

E-mail Address: \_\_\_\_\_

Preferred major:  Business Economics  International Relations

Semester of Enrollment:  Spring, 2019  Fall, 2019

### Application Deadlines

- **All the required documents must arrive at the E-Track Office no later than the following dates. Be sure to send all of the required physical documents well in advance.**
- **Online registration and My TIU Page must be completed by 5 p.m. (Japan Standard Time).**

Enrollment:	1st Application Period	2nd Application Period
April, 2019	November 28, 2018	N/A
September, 2019	January 23, 2019	April 24, 2019

● <b>Required Physical Documents (Paper-based)</b>		Comments
<ul style="list-style-type: none"> <li>• Send all of the following items to the E-Track Office by registered mail.</li> <li>• We recommend you scan or make copies of all documents before sending them to TIU.</li> <li>• Items with an asterisk (*) are to be submitted only if available/applicable</li> </ul>		
<input type="checkbox"/>	Official Transcript/School Report/Mark Sheet from High School*	
<input type="checkbox"/>	Certificate of Graduation from High School*	
<input type="checkbox"/>	Standardized Test Results (e.g. IB, Abitur, Baccalaureate, GCSE, SAT, ACT, etc.)*	
<input type="checkbox"/>	Credit Hours information	
<input type="checkbox"/>	Official Transcript of Higher Education	
<input type="checkbox"/>	Certificate of Graduation of Higher Education*	
<input type="checkbox"/>	Proof of English Proficiency* Name of English Test/Qualification: _____	
<input type="checkbox"/>	Letter of recommendation from school	
<input type="checkbox"/>	Documents from School in Japan*	
<input type="checkbox"/>	Proof of Scholarship from an Outside Organization*	
● <b>Online Registration and My TIU Page</b>		
<input type="checkbox"/>	Online registration is complete and the application fee is paid.	
<input type="checkbox"/>	I uploaded a copy of bank receipt to the My TIU Page and notified the E-Track Office.* (Only for applicants who paid the application fee by bank transfer.)	
<input type="checkbox"/>	I have completed all sections on the My TIU Page and clicked the 'Submit Application' button to finalize my application.	
<input type="checkbox"/>	I have input my name carefully and correctly, as it is shown on my passport or national ID.	
<input type="checkbox"/>	I have declared whether or not I would like to apply for the tuition reduction scholarship.	
<input type="checkbox"/>	I have uploaded images of proof of my extracurricular activities to the system.*	
<input type="checkbox"/>	I have scanned <input type="checkbox"/> my passport and <input type="checkbox"/> residence card ( <i>zairyu card</i> ) and uploaded them to the My TIU Page.*	

## 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>

【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