

# **APPLICATION GUIDELINE**

English Track Master's Degree (Two-Year Program)

Fall Semester 2018



Tokyo International University

E-Track Office

4-23-23 Takadanobaba, Shinjuku

Tokyo 169-0075, JAPAN

TEL: +81-3-3362-9644

FAX: +81-3-3362-9643

E-mail: [etrack@tiu.ac.jp](mailto:etrack@tiu.ac.jp)

Apply Online at: <https://tiu.applyjapan.com/>

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

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## **PROGRAM OVERVIEWS**

Tokyo International University offers a master's degree in Economics, International Relations, and Digital Marketing and Business with all courses taught in English. Our program is designed to meet the needs of students around the world and enable graduates to flourish on the global stage through studying in a truly multi-cultural academic environment in the epicenter of technological innovation, historical tradition, and global business of Japan. Our master's program welcomes applications not only from current undergraduates but also from mid-career professionals and others who seek to advance their expertise in business and global affairs.

### **Overview of the MA in Economics Program**

The Graduate School of Economics, Tokyo International University (GSE-TIU) aims to train creative experts who have the ingenuity to face diverse policy issues from a global perspective. It also focuses on developing basic research capabilities that enable students to explore policy challenges in the real economy. Students can hone their analytical skills by pursuing a well-rounded variety of courses in a multi-cultural environment. Through intensive tutorial seminars and joint workshops, students can advance their research to complete a truly outstanding thesis.

### **Overview of the MA in International Relations Program**

The master's program in International Relations provides students with a unique opportunity to develop an expertise on a wide range of global issues, such as war and regional conflict, development and sustainability, climate change, and human rights. With its diverse faculty and student body combined with small class sizes, the program encourages active learning through debates, presentations, group projects, field studies, internships, and the like. It prepares students for global leadership and enables graduates to pursue careers in international organizations, business, education, public administration, and NGOs.

### **Overview of the MS in Digital Marketing and Business**

The dramatic changes caused by innovations in technology and the expanding global economy have opened up vast opportunities around the world, especially in emerging countries. Starting with well-rounded foundation courses, the newly developed Master's Program in Digital Marketing and Business offers a flexible curriculum that allows students to select a variety of courses from areas covering general business, digital marketing, and entrepreneurship that are paramount for building business careers that are in demand today. These "practicums", a unique element of the program, allow students to get hands-on experience in data analytics or running a business. Under supervision and guidance from faculty, students can put their ideas together in an Honor's Thesis to prepare for advancing to Ph.D. studies, or produce a thesis with research and practical orientation aimed to achieve career goals.

## Admissions Flow

### 1. Confirm application eligibility.

Prepare application documents *before* the application period starts.



### 2. Submitting Documents & Applying Online

- Send all required documents on pages 13 and 14 so that they arrive at the E-Track Office **before** the end of the application period you wish to apply during.
  - The physical documents required for application should be sent as soon as possible to ensure your eligibility to enroll – even before finishing the online application. Make sure to get the required physical documents **well in advance**.
- Go to <https://tiu.applyjapan.com/> for the **Online Application**
- Register a username and password. Fill in all required information and complete the payment for the application fee.
- An Application Reference Number will be issued after the application fee is paid.



### 3. Screening results announcement

The results are announced on the TIU website.

A certificate of acceptance and invoice will be e-mailed to successful applicants.

Other documents for matriculation will be made available on the date the results are announced on the E-Track website:

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



### 4. Enrollment procedure

- Payment of enrollment fee, tuition and other fees.
- Submit matriculation documents to TIU (including documents related to the Certificate of Eligibility).
  - \*A certificate is necessary for international students who apply from overseas to acquire a status of residence in Japan.



5. Application for Certificate of Eligibility submitted to the Immigration Bureau of Japan by TIU International Exchange Office and an outsourced company.



### 6. Issuance of Certificate of Eligibility by the Immigration Bureau of Japan.

- TIU will send the Certificate of Eligibility to admitted applicants.
- Admitted applicants apply for a student visa at the local Japanese embassy/consulate.



7. Arrival in Japan before the start of the semester.

## KEY DATES IN THE APPLICATION PROCESS

### **【For Spring 2018 Intake】 Enrollment: April, 2018**

Application Periods	Announcement of Results	Due Date for Tuition, Fees and Documents
<b>For all applicants</b>		
1 September 18 - September 27, 2017 5:00pm(JST)	October 18, 2017	October 26, 2017
<b>Only for applicants residing in Japan</b>		
2 January 22 - January 31, 2018 5:00pm(JST)	February 21, 2018	March 1, 2018

### **【For Fall 2018 Intake】 Enrollment: September, 2018**

Application Periods	Announcement of Results	Due Date for Tuition, Fees and Documents
<b>For all applicants</b>		
1 April 23 - May 2, 2018 5:00pm(JST)	May 23, 2018	June 4, 2018
<b>Only for applicants residing in Japan</b>		
2 June 18 - June 27, 2018 5:00pm(JST)	July 18, 2018	July 30, 2018

- Deadlines in the above tables are indicated in Japanese Standard Time.
- If you are uncertain about your eligibility, contact the E-Track Office *well before* an application period starts.
- Applicants are required to complete the online application and submit the required documents by the final date of the application period.

## NUMBER OF STUDENTS TO BE ACCEPTED

Major	Number
Master (M.A.) in Economics	Approximately 20
Master (M.A.) in International Relations	Approximately 20
Master (M.S.) in Digital Marketing and Business	Approximately 10

## MAJORS & COURSES

Applicants are required to select a preferred faculty advisor depending on their field of interest. You will find the names of the Faculty Professors on the following website:

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

Remember to include the name of your professor of choice on your online application form. TIU will assign the most appropriate faculty advisor to you after reviewing your research plan and other application documents.

### **[Majors]**

- **Economics**
- **International Relations**
- **Digital Marketing and Business**

### **[Courses Offered in the Master's Degree Program in Economics]**

- Economic Theory
- Econometrics
- Economic Data Processing
- Economic Policy
- Taxation
- Labor Economics
- Japanese Economy
- International Economics
- Economic Development
- Academic Writing in English
- MA Thesis Seminar
- Western Economic History
- Statistics
- Economic Statistics
- Public Economics
- Monetary Policies
- Social Policies
- Industrial Organization
- International Finance
- Economic Organization
- Joint Workshop

### **【Courses Offered in the Master's Degree Program in International Relations】**

- Quantitative Research Methods
- Issues in Global Politics
- International Law and Conflict Resolution
- International Development Studies
- Political Economy of International Integration
- Global Finance and Monetary Cooperation
- Global Environment
- Japanese Politics and Foreign Policy
- International Relations of East Asia
- U.S in Global Affairs
- MA Thesis Seminar
- Qualitative Research Methods
- Global Governance and Institutions
- Global Economy
- International Cooperation
- National Security Studies
- Issues in Comparative Politics
- Political Economy of Asia- Pacific
- Politics in the Middle-East
- Japanese Economy
- Political Integration of Europe

### **【Courses Offered in the Master's Degree Program in Digital Marketing and Business】**

- Business Mathematics (Intensive Course)
- Quantitative Research Method
- International Finance
- Human Resource Management and Entrepreneurship
- Social Media Marketing
- Big Data and Analytics
- Innovation Management and Open Innovation
- New Product Development (AR/MR Based)
- Operations Management and Digital Business Strategies
- Entrepreneurship Strategy Practicum
- Business Statistics (Intensive Course)
- Development Economics
- Corporate Finance (includes Accounting)
- Consumer Behavior and Sustainability
- Digital Marketing
- Entrepreneurship Strategy
- Institutions and Business Transformation
- Project Management
- Inclusive Business Practicum
- MS Thesis

\*Courses are subject to change.

## APPLICATION ELIGIBILITY

Applicants must fulfill Requirement 1, 2 and 3.

### ● Requirement 1 Educational Background

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

- ① Have graduated from a Japanese university.
- ② Have completed a 16-year standard education curriculum outside Japan.
- ③ Hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years or more for graduation.

\*If you have other educational qualifications, e-mail the E-Track Office to inquire about your eligibility before the application period begins.

### ● Requirement 2 English Proficiency

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

Preferred major	TOEFL iBT	TOEIC	IELTS	Pearson PTE	EIKEN
<ul style="list-style-type: none"> <li>• Economics</li> <li>• International Relations</li> </ul>	61	700	5.5	45	Pre-1
<ul style="list-style-type: none"> <li>• Digital Marketing and Business</li> </ul>	80	780	6.0	50	*

- **TOEFL** : Applicants must request that their score report be sent directly to TIU. For TOEFL, the institutional code of TIU is 4435. Please also upload a scan of your test results to the online application system.
- **TOEIC** : An original score report must be provided.
- **IELTS** : A copy of the examination results is acceptable. Make sure to upload a scan of your test results to the online application system.
- **PTE** : Log in to your Pearson Account and send your Pearson PTE Academic Official Score Results to Tokyo International University. For details on how to do this, check the page below:  
<http://pearsonpte.com/test-takers/results/send-score-report/>
- **EIKEN** :
  - 1) Inform the EIKEN Foundation of Japan at a test site to send the test result to TIU if you are planning to take EIKEN test at a future date.
  - 2) Send an original EIKEN test result already issued by the EIKEN Foundation of Japan if you wish to submit your existing EIKEN result.  
(EIKEN: <http://stepeiiken.org/overview-eiken-tests>)

\*EIKEN is not acceptable for Digital Marketing and Business.



**Notes:**

- English tests **must** have been taken within two years of the date of application.
- Results of Institutional Program (IP) tests are **not** accepted.  
\* (IP tests are held within schools or organizations. These tests are not accepted by universities.)
- Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have completed 1) their undergraduate education in the English language for at least 3 years, or 2) their official secondary education in the English language for at least 6 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.**
- Students currently enrolled in the E-Track Undergraduate Degree Program are not required to submit an additional English test score.

- **Requirement 3 GMAT Scores (Applicants of Digital Marketing and Business Only)**

Applicants of Master in Digital Marketing and Business are required to submit a valid GMAT score. GMAT scores are valid for five years after the year in which you tested. Applicants must request that their score report be sent directly to TIU.

(<https://www.mba.com/global>)

## FEEES FOR SCREENING

### Fees to be paid: 5,450 yen

\* This includes the application fee of 5,000 yen and the application system charge of 450 yen.

\* Both fees are non-refundable.

\* All fees will be charged in Japanese Yen.

\* Your application is processed only after you have paid the aforementioned fees by one of the following methods.

#### ● Online Payment

Payments may be made by credit card or through ChinaPay or PayPal services via the online application system during the application periods.

#### ● Bank Transfer

If paying through the online application system is not possible, applicants may also pay the fees for screening 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 Details:

Bank name:	Mizuho Bank, Ltd.
Branch:	Kawagoe Branch
Account number:	1282121 (savings account)
SWIFT code:	MHCBJPJT
Account name:	Tokyo International University
Bank address:	2-1-8 Shintomi-cho, Kawagoe, Saitama 350-0043 JAPAN
Amount to pay:	JPY 5,450

Once the fees for screening are paid, a scanned copy of the bank remittance receipt must be uploaded via our online application system (<https://tiu.applyjapan.com>). In addition, please e-mail the E-Track office to confirm the completion of your payment.

## SCREENING PROCESS

Application screening is based on all submitted documents. If necessary, the applicant's school or recommendation letter references may be contacted for further information. Applicants may 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 e-mail, 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 TIU websites and English Track website below from **10:00 a.m. (JST) on the date of announcement of the results** (refer to page 3) for specific details.

<http://www.tiu.ac.jp/etrack/>

To confirm the results, applicants are required to enter their application reference number and their date of birth. Therefore, applicants should document their application number for future use. This number appears on the upper left portion of the online application form once the application fee has been paid.

*The application reference number is a six-digit number starting with G.*

*e.g. Application Reference Number: GB0000, GE0000*

*Date of Birth: If it is **July 4<sup>th</sup>**, type "**0704**" to check the results.*

An acceptance letter and an invoice will be e-mailed to successful applicants. Other documents for matriculation must be downloaded from the E-Track website:

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

## SCHOLARSHIPS

### ● Tuition Reduction Scholarships

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. The rate of reduction is from 30% to 100% of tuition, and the notification of the amount awarded is sent to successful applicants along with admission results. The scholarship remains valid up to two years under the condition that the recipient maintains satisfactory academic performance and meets TIU behavioral expectations.

***Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the applicants are applying.***

Successful scholarship applicants and their rate of reduction will be decided based on the evaluation of all the documents submitted, including a statement of purpose, an official transcript, a letter of recommendation, and the Tuition Reduction Scholarship Application form.

### ● TIU Tuition Reduction Scholarships for Students in 2018

(All amounts are stated in Japanese Yen.)

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount	192,000	320,000	512,000	640,000

\* See Tuition and Fees on page 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 (JASSO) introduces public and private scholarship programs for international students. Please refer to the following website:

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

If interested in scholarships from the Japanese Government, please refer to the following website: <http://www.studyjapan.go.jp/en/toj/toj0302e.html>

## APPLICATION DOCUMENTS

The items from A\* to G\* should be submitted via the online application system. The items H\* to N\* should be enclosed in an envelope and sent to the address in the box below. If sending domestically from Japan, use Simplified Registered Mail (Kakitome) by Japan Post. If sending from outside of Japan, use a traceable international courier service (e.g., DHL, EMS, FedEx).

**The documents must arrive at the E-Track Office no later than the final date of the application period. Items E, F, G, K and O are to be submitted only if applicable or available.**

\*Required application documents are indicated on pages 11-14

Send documents to: **E-Track Office**  
**Tokyo International University**  
**4-23-23 Takadanobaba, Shinjuku, Tokyo 169-0075, Japan**  
**TEL: +81-3-3362-9644 FAX: +81-3-3362-9643**

### Notes:

- **Applicants must submit either original certificates or certified copies.** Certified copies are preferred for documents that cannot be reissued.
- **Documents printed in languages other than English or Japanese must be translated into English or Japanese.** Translations should be provided by a school official, an official agency such as an embassy or consulate, the applicant or a translator. In the event that the documents are translated by the applicant or a translator, the translation must be certified by the school or the official agency. Make sure that the name of the translator and the contact information is included.
- If translation is necessary, both the original or certified copy and translated documents must be submitted.
- Original documents 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 E-Track website:

<http://www.tiu.ac.jp/english/etrack/admission/index.html>

Certified copies and English test results will not be returned to applicants. Admitted applicants can retrieve their original documents from the Admissions Office after enrollment, while TIU will send back the documents to those who are not admitted if required.

- 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, plagiarism, or forgery, acceptance will be withdrawn even if discovered after enrollment.

● **Required Documents for All Applicants**

**[Documents to be submitted through the online application system]**

\* If applicable

	Documents	Remarks
A	Application Form	<p>Application forms must be filled out via the online application system: <a href="https://tiu.applyjapan.com">https://tiu.applyjapan.com</a>.</p> <ul style="list-style-type: none"> <li>Your home address must be written accurately and completely. Make sure to include the apartment name and room number if necessary. Important documents such as the Certificate of Eligibility will be mailed to the address that is input to the online application system.</li> <li>You must input your name as shown on your passport or national ID card. Please refrain from using a nickname.</li> <li>You do not have to send the printed application form with the other documents by registered mail.</li> </ul>
B	Statement of Purpose	<p>Type your statement of purpose in English on the online application system.</p> <p>In your statement, be sure to describe the following your:</p> <ol style="list-style-type: none"> <li>1) Academic Background</li> <li>2) Current Research Interests</li> <li>3) Future Career Objective(s)</li> <li>4) Your desired Faculty Advisor(s) (required)</li> </ol> <p>Length of the plan: Approximately 1,000 words, no more than 2,000 words</p>
C	Photo	<p>Upload a profile photo to the online application system.</p> <p>The photo must be:</p> <ul style="list-style-type: none"> <li>Taken within 3 months,</li> <li>A portrait view from above the chest with a plain background (like a passport photo)</li> <li>Without a hat or cap</li> <li>A JPEG file under 10MB. Trim the photo as appropriate.</li> </ul> <p>* If you are having trouble uploading your photo, e-mail a passport style photo to the E-Track Office.</p>
D	Tuition Reduction Scholarship Application	<p>Applicants who apply for the TIU tuition reduction scholarship are required to fill out the application form <b>via the online application system</b>.</p>
E	* Passport Copy	<p>Applicants are required to submit a copy of their passport, showing their photo, name and passport number.</p> <p>*Applicants who do not have a valid passport are still eligible for application.</p>
F	* Copy of Residence Card (Zairyu card)	<p>Holders of a Japanese Residence Card (<i>Zairyu</i> card) are required to upload a copy of <b>both sides</b> of the card.</p>

G	* Copy of Bank Transfer	Upload a scan or photo of the receipt of the bank transfer and notify the E-Track Office if screening fees were paid this way.
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**[Physical documents to be submitted by registered mail]**

***Originals or Certified Copies must be submitted unless stated otherwise***

*\*If applicable*

	Documents	Remarks
H	Official Transcript	An official transcript showing the dates of graduation, or expected graduation, and all courses taken and grades received at the current/former university must be submitted. If there are no explanations about the grading system on the transcript, official documents that explain about the grading system at the institution should also be submitted. The transcript must be certified by a university official and be officially sealed in a university envelope.
I	Certificate of Graduation (or expected graduation) from college or university	<b><u>Applicants whose transcripts do not show the dates of graduation (or expected graduation)</u></b> are required to submit an official Certificate of Graduation (or expected graduation). Those who have graduated early, or have skipped a grade, should submit an official document issued by the university certifying this fact. <ul style="list-style-type: none"> <li>● Contact the E-Track Office if your current/former university will not issue a certificate of graduation.</li> </ul>
J	Proof of English Proficiency	Submit one of the following: (See page 6 for minimum required scores) <ul style="list-style-type: none"> <li>● TOEFL Official Score Report iBT – upload. Also, request ETS to send the score directly to TIU.</li> <li>● TOEIC Official Score Certificate – original score</li> <li>● IELTS Test Report Form - copies are acceptable</li> <li>● Pearson PTE Academic – upload. Also request Pearson to send the result to TIU.</li> <li>● EIKEN Score report – original score report</li> </ul> Test results are valid for two years from the date of the test. <ul style="list-style-type: none"> <li>*1) For the method of submission, see page 6.</li> <li>*2) Results of <b>all</b> Institutional Program (IP) tests are <b>not</b> accepted.</li> <li>*3) Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have completed 1) their undergraduate education in the English language for at least 3 years, or 2) their official secondary education in the English language for at least 6 years are not required to submit an English test score.</li> </ul> <ul style="list-style-type: none"> <li>• Students currently enrolled in the E-Track Undergraduate Degree Program are not required to submit an additional English test score.</li> </ul>

K	* GRE test score	<p>If you have taken the GRE, please submit the test scores online if available.  <a href="http://www.ets.org/gre">http://www.ets.org/gre</a></p> <p>GRE scores are valid for five years after the year in which you tested (July 1<sup>st</sup> – June 30<sup>th</sup>). Applicants must request that their score report be sent directly to TIU.</p> <p>The GRE institutional code for TIU is <b>7101</b>.</p>
L	GMAT test score	<p>If you are applying for Master in Digital Marketing and Business, please submit the test scores online.  <a href="https://www.mba.com/global">https://www.mba.com/global</a></p> <p>GMAT scores are valid for five years after the year in which you tested. Applicants must request that their score report be sent directly to TIU.</p>
M	Two Letters of Recommendation (originals required)	<p>Two original letters of recommendation from a teacher / professor / supervisor / school official of the most recent school attended who have supervised the work of the student, must be submitted.</p> <p>It must:</p> <ul style="list-style-type: none"> <li>● <b>be signed by the reference</b></li> <li>● <b>be issued not more than 6 months ago</b></li> <li>● <b>show the issuing date</b></li> <li>● <b>show the contact information (telephone number and e-mail address) of the reference</b></li> </ul> <p>*A sample letter form is available on the English Track website that can be used freely via the link below.  <a href="https://www.tiu.ac.jp/etrack/info/downloads.html">https://www.tiu.ac.jp/etrack/info/downloads.html</a></p>
N	Application Documents Checklist	<p>Complete the checklist on page 21 carefully 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 fill out the online portion.</p>

● **Documents for those who apply for the Tuition Reduction Scholarship**

O	* Proof of Scholarships from other organizations	<p>Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarship.</p>
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## **ENROLLMENT PROCEDURES FOR ACCEPTED STUDENTS**

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

- Payment in installments is not accepted.
- An invoice for enrollment and other related fees will be e-mailed to successful candidates.
- Instructions for applying for a COE and a Visa will be e-mailed to International Students after the results are announced.
- Applicants who have finished their undergraduate degree at TIU are required to pay 125,000 yen as the enrollment fee. (Half of the enrollment fee is discounted.)

## TUITION AND FEES

The amount to be paid is stated in the following table. The enrollment fee, tuition and fees for the 1<sup>st</sup> semester must be paid to secure your placement at TIU. The due dates for all payments are stated on **page 3**.

● **TIU Tuition and Fees for 2018**

(All amounts are stated in Japanese Yen.)

No.			Enrollment Fee	1st Semester	2nd Semester	Annual Sum	
1	Enrollment Fee (Only the first year)		*250,000	-	-	250,000	
2	Tuition	No Reduction		320,000	320,000	640,000	
		Rate of Reduction	30%		224,000	224,000	448,000
			50%		160,000	160,000	320,000
			80%		64,000	64,000	128,000
			100%		0	0	0
3	Facility Expenses			100,000	100,000	200,000	
<b>Total</b>	No Reduction		250,000	420,000	420,000	1090,000	
	Rate of Reduction	30%	250,000	324,000	324,000	898,000	
		50%	250,000	260,000	260,000	770,000	
		80%	250,000	164,000	164,000	578,000	
		100%	250,000	100,000	100,000	450,000	

\* First year only

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

## VISA INFORMATION

International students who do not have a resident, diplomatic, dependent, or spousal visa must acquire a student visa for Japan. To obtain a student visa while living outside of Japan, it is necessary first to 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 students submit all necessary documents to TIU by the designated deadlines.

*\* TIU will only submit your COE application to the Immigration Bureau after we confirm the payment of your enrollment fee.*

- 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 in 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 those who have applied for a Certificate of Eligibility (COE) or a visa to enter Japan before and have been rejected in the past, please inform TIU about the incident immediately. We may need to provide additional support to avoid complications in the COE Process.**

### ● Student Visa (COE) Application Process

1. Submit the required documents to TIU's outsourced company before the student visa application deadline. The enrollment fee must be paid by the specified date.



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



3. It will take the Immigration Bureau up to 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.

## 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 "Refund Application Form" must be submitted to the E-Track Office (etrack@tiu.ac.jp) no later than 5pm on March 30 (Fri), 2018 for the Spring Semester, or August 31 (Fri), 2018 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 it 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 if discovered after enrollment.

- **Smoke Free Campus**

Tokyo International University has adopted a smoke-free policy starting April 1, 2017. Accordingly, smoking is not permitted in all buildings and facilities, indoor and outdoor, on TIU's campuses. This policy was set to provide a healthier environment to students, faculty, staff and visitors to the university.

- **Special Assistance for Students with Health-Related Needs**

If special assistance from TIU is required for campus life and attending classes, please inform us prior to the application period.

## FREQUENTLY ASKED QUESTIONS

● Application Periods	
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	If I am unsuccessful in admission on my first attempt, may I apply again during another application period?
A	You may not apply again for the same semester if you have failed once in admission. However, you may apply again to enroll in the next semester. If you apply again, you will have to make a new online application, submit other application documents again and pay the fees for screening as well. Students who chose not to enroll at TIU after being accepted may not apply again until the next semester's intake.
● Scholarships	
Q	Is there any scholarship with admission to TIU? Can I get both a tuition reduction scholarship from TIU and a scholarship from another organization at the same time?
A	On page 9 of the Application Guideline, you can find information about the Tuition Reduction Scholarship. In addition, you may receive another non-tuition reduction scholarship.
Q	What are the criteria for deciding the rate (30% - 100%) of Tuition Reduction Scholarship?
A	Screening for scholarships is based on the evaluation of all the submitted documents along with the statement of purpose which applicants will submit via the online application system. The rate of reduction will be decided by TIU.
● Application Requirements	
Q	I did not study Economics, International Relations, or Digital Marketing and Business at my former university, is it still possible for me to apply?
A	Yes, you do not need to have previously studied these subjects in order to be eligible.
Q	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
A	Yes. Japanese proficiency is not required for application.
Q	I have not taken the GRE, am I still eligible?
A	Yes, the GRE is not required. However, if you have taken it you are required to submit the test score online (see p.14)

Q	I have not taken the GMAT test, am I still eligible?
A	If you are applying for the major of Digital Marketing and Business, you need to submit a valid GMAT score to be eligible. If you are applying for the major of Business or International Relations, GMAT is not required.
Q	Is there a minimum University GPA requirement to qualify for applying to the Master's Program?
A	No, there is no minimum requirement, however, due to the competition for placement, we cannot guarantee admittance for low GPAs.
● Application Documents	
Q	I would like to apply for Spring 2018 enrollment, but I do not have a valid official score of an English test. Can I submit it later, after the deadline?
A	No. All required documents must be submitted during the application period.
Q	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
A	No. The letters have to be written by your university's teaching staff.
Q	I took the TOEIC test one year ago, but I don't have the official certificate.
A	You can ask the test organization to reissue the certificate. Check the following webpage for the procedure. <a href="http://www.toeic.or.jp/english/toeic/guide04/guide04_03/guide04_04.html">http://www.toeic.or.jp/english/toeic/guide04/guide04_03/guide04_04.html</a> Please note that your score is only valid if the test was taken within two years from your application date.
Q	I took a TOEIC test held in my school and received a score report saying Institutional Program (IP). Is this acceptable at TIU E-Track admissions?
A	No. Institutional Program (IP) scores are not accepted. 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.
● Tuition and Fee Payments	
Q	I'm an international student and concerned about having to pay all fees at once. After enrolling in TIU, how much and how often do I have to pay per year? Will I have to pay the whole year at once?
A	1) First, you will be invoiced to pay 250,000 yen as the enrollment fee, 100,000 yen (per semester) for the facility expenses as well as the 1st semester tuition to secure your place at TIU by the date indicated in the Key Dates table on page 3. Each payment should be settled in a single payment. 2) Tuition and fees for the 2nd semester will be billed at the beginning of the 2nd semester. 3) For the second year, you will be requested to pay twice each year, in April and September, while you are enrolled at TIU. The amount of tuition and other expenses for the first year is shown on page 16.

\*If you have additional questions regarding the Master's Program e-mail us at: [etrack@tiu.ac.jp](mailto:etrack@tiu.ac.jp).

## APPLICATION DOCUMENTS CHECKLIST

Applicant's Name: \_\_\_\_\_

Preferred major:     Economics             International Relations     Digital Marketing and Business

Semester of Enrollment:    Spring, 2018     Fall, 2018

### Application Deadline

- **All the required documents must arrive at the E-Track office no later than the following dates. Make sure to send *all* of the required physical documents *as soon as possible*.**
- **Complete your online application *after* sending all physical documents *as soon as possible*.**

Enrollment:	1st Round	2nd Round
April 2018	September 27, 2017	January 31, 2018*
September, 2018	May 2, 2018	June 27, 2018*

\*Only for Applicants Residing in Japan

	1. Online Application	Comments, if any
<input checked="" type="checkbox"/>	1. Online Application	
<input type="checkbox"/>	My online application form has been completed accurately to the best of my ability.	
<input type="checkbox"/>	My statement of purpose has been completed and is between 1,000 and 2,000 words.	
<input type="checkbox"/>	I accurately input my name as shown on my passport.	
<input type="checkbox"/>	I have stated my reasons for applying for the tuition reduction scholarship and have checked the 'yes' box (leave this blank if not applying for the scholarship).	
<input type="checkbox"/>	I have scanned my passport and uploaded it to the system.	
<input type="checkbox"/>	I have scanned both sides of my Residence (Zairyu) Card and uploaded them to the system.	
	2. Payment (Fees for Screening :5,450 yen) (Select <b>one</b> only) • Information provided online cannot be edited after payment.	
<input type="checkbox"/>	By credit card through the online application system	
<input type="checkbox"/>	By bank transfer (a photocopy of the bank receipt was sent to the E-Track office)	
	3. Send all the following items to the E-Track office by registered mail. • <b>a-d : Original or certified copies are required.</b> • Items with an asterisk * are to be submitted only if available/applicable	
<input type="checkbox"/>	a. Official transcripts from university (Please check the column "H" on p.13)	
<input type="checkbox"/>	b. Certificate of graduation or expected graduation from university	
<input type="checkbox"/>	c. Proof of English Proficiency (Please check the column "J" on p.13) ① <input type="checkbox"/> TOEFL <input type="checkbox"/> TOEIC <input type="checkbox"/> IELTS <input type="checkbox"/> PTE <input type="checkbox"/> EIKEN ② <input type="checkbox"/> Delivery of TOEFL iBT score report has been arranged.	
<input type="checkbox"/>	d. Two letters of recommendation from your university.	
<input type="checkbox"/>	e. * Delivery of GRE score report has been arranged	
<input type="checkbox"/>	f. Delivery of GMAT score report has been arranged (only for applicants of Digital Marketing and Business)	
<input type="checkbox"/>	g. * Photocopy of bank receipt (in case of bank transfer payment)	
<input type="checkbox"/>	h. * Photocopy of proof of scholarship from other organizations	
<input type="checkbox"/>	i. This application Document Checklist	

\* If applicable

## Contact Us

### 【TIU Japan Main Office】

- **Tokyo International University**

- E-Track Office**

- 4-23-23 Takadanobaba, Shinjuku,

- Tokyo 169-0075 Japan

- TEL: +81-3-3362-9644

- FAX: +81-3-3362-9643

- E-mail: [etrack@tiu.ac.jp](mailto:etrack@tiu.ac.jp)

- Apply Online at: <https://tiu.applyjapan.com>**

### 【TIU Overseas Offices】

- **TIU Vietnam Office**

- 17 Kim Ma Thuong

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

- TEL: +84-4-6273-6945

- E-mail: [tiuvietnam@gmail.com](mailto:tiuvietnam@gmail.com)

- **TIU Indonesia Office**

- Summitmas 1, 7th Fl.,

- Jl. Jend. Sudirman Kav. 61-62 Jakarta 12190 Indonesia

- TEL: +62-21-520-2112

- FAX: +62-21-520-2113

- E-mail: [indonesia@tiu.ac.jp](mailto:indonesia@tiu.ac.jp)

- **TIU Thailand Office**

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

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

- Wattana, Bangkok 10110

- TEL / FAX: +66-2661-7590

- E-mail: [thailand@tiu.ac.jp](mailto:thailand@tiu.ac.jp)