



# ENROLLMENT PROCEDURES

For Transfer students / September 2024

In order to enroll at the university, all relevant **fees must be paid**, and all required documents must be completed and returned by the following dates. If these procedures are not completed by the designated dates, permission to enroll at the university will be withdrawn.

## My TIU Page

The enrollment procedure will be mainly on **My TIU Page**. Admitted students must check their My TIU Page constantly. The important notices, documents and messages will be provided on their own My TIU Page. It is each student's responsibility to read the information provided.

① Click here to go to Enrollment procedures page.

② Confirm your payment status here.

③ Important notices are shown here.

## IMPORTANT DATES

Due dates for submitting documents and payments differ depending on which date you were admitted and your country of origin.

\* Students from Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka are required to follow the different payment schedule. For details, see the next page.

Event	WHEN was your admission result announced?			
	Dec 18	Mar 4	Apr 8	May 20
Announcement of Screening Results				
Receive Certificate of Acceptance, Invoice and other enrollment documents	Dec 18, 2023	Mar 4, 2024	Apr 8, 2024	May 20, 2024
COE Application due <b>Make sure to read “<a href="#">Visa Information</a>” first.</b> The outsourced company or the International Exchange Office will send an email regarding the COE/Visa procedure approximately one month before the deadline. Please kindly wait for the email.	Mar 29, 2024	Apr 5, 2024	Apr 26, 2024	May 27, 2024
Enrollment Fee due*	Jan 12, 2024	Mar 18, 2024	Apr 26, 2024	May 31, 2024
Housing Preference Form due (Step 5 on My TIU Page)	June 9, 2024			
1 <sup>st</sup> Semester Tuition & Fees due*	Feb 16, 2024	Mar 25, 2024	May 10, 2024	Jun 14, 2024
Required Documents Deadline for Credit Transfer <b>Make sure to read “<a href="#">Credit Transfer for Newly Admitted Transfer Students</a>” first.</b>	July 5, 2024			
Receive Information for E-Track Orientation	Early August, 2024			
Arrival in Japan **	August 20-22, 2024***			

New Student Orientation Period	August 23-30, 2024
Matriculation Ceremony	September 2, 2024
Fall 2024 Classes begin	September 3, 2024

\*\* Make sure to download and read "[Before Purchasing your ticket to Japan](#)" from the "For Admitted Students" page of our website.

\*\*\*Arrival period may change depending on the capacity of the dorms. Please check regularly for updates from the university.

## Advance Payment of Fees

### (Students from **Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka**)

Students of nationalities mentioned above enrolling to TIU are required to pay the full annual amount of tuition and fees for the entire first year of studies before applying for a Certificate of Eligibility. From the second year onwards, these students will be able to pay their tuition and fees on a semester basis. This rule is to provide assurance to the Japanese Immigration Bureau as well as TIU that the student has sufficient financial resources to study abroad at our university.

Please be reminded that only the immigration Bureau has the authority to grant your COE.

WHEN was your admission result announced?	Payment Due Dates for Advance Payment Students		
	Enrollment Fee	1 <sup>st</sup> Semester tuition and fees (Fall Semester)	2 <sup>nd</sup> Semester tuition and fees (Spring Semester)
Dec 18	Jan 12, 2024	Feb 16, 2024	
Mar 4	Mar 18, 2024	Mar 25, 2024	
Apr 8	Apr 26, 2024	May 10, 2024	
May 20	May 31, 2024		

## Mandatory Placement Tests

HOW	TEST	WHEN	WHO	DETAILS
Online (Moodle)	Mathematics	July, 2024	2 <sup>nd</sup> year Transfer BE/DBI Major only	<b>Fundamentals of Mathematics</b> course is mandatory for <b><u>ALL new transfer students in the Business Economics (BE) and Digital Business and Innovation (DBI) majors.</u></b> Students who display a high level of mathematics proficiency will be exempt from the required Fundamentals of Mathematics course, <i>however will still need to take the placement test.</i> <b>* 3<sup>rd</sup> year Transfer BE and DBI Major Students do not need to take the test and will be exempt from the required Fundamentals of Mathematics.</b>
	Academic Literacy		2 <sup>nd</sup> year transfer students only	<b>Academic Literacy courses</b> are mandatory for <b>new 2<sup>nd</sup> year transfer students.</b> In order to best determine placement for these courses, 2 <sup>nd</sup> year transfer students are required to take the placement test.
	Japanese Part 1		All students	<b>Elementary Japanese 1A and Elementary Japanese 1B</b> courses are mandatory for <b>ALL new transfer students.</b> In order to ensure you are placed in the appropriate class for your level, all students are required to take the <b>(Part 1)</b> placement test.
	Japanese Part 2	Early August, 2024	Students who scored high marks on Part 1 only	Students of <u>native Japanese level</u> or who have a <u>solid Japanese language foundation</u> will be exempted from taking required Japanese courses. <b><u>*However, these students must first take and pass the (Part 2) placement test.</u></b>

## Immigration Documents (International students only)

Please read the VISA (COE) Information carefully and wait for an email from the outsourced company or the IEO. Please submit all the required documents to the outsourced company or the IEO as a reply to their or our message. Please keep the deadline.

### 【Note】

- If you have been denied a visa (COE) to enter Japan before, you must inform the IEO at [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp). Additional documents may be required for those who have been denied a visa in the past.
- If you do not have a valid passport, please apply for a new passport urgently and send a copy of the passport to the E-Track Admissions Center and the outsourced company right after the passport is issued.
- For Uzbek students: There are currently two types of passports in Uzbekistan, Green passport (old-styled passport) and Burgundy-colored passport (New international passport). If you have not sent a copy of your new international passport to the E-Track Admissions Center and the outsourced company, please send it. Please apply for COE and Visa with a new international passport.
- If you used a study abroad agent/TIU Overseas office for your admissions, you may have to submit your COE application documents to them. Please contact the agent/TIU overseas office to confirm where you should send your COE application documents.

## Payment of University Fees

An outline of fees and due dates is given below. Please find bank details on the invoice.

(All fees must be paid in Japanese Yen)

Amount to Pay for Second Year Transfer Students Enrolling in 2024			
(All fees are stated in Japanese Yen (JPY))			
Tuition Reduction Scholarship	Enrollment Fee (Only At School Entry)	1 <sup>st</sup> Semester (Fall Semester)	2 <sup>nd</sup> Semester (Spring Semester)
No Reduction	250,000	750,000*	750,000
30% Reduction		570,000*	570,000
50% Reduction		450,000*	450,000
80% Reduction		270,000*	270,000
100% Reduction		150,000*	150,000

Amount to Pay for Third Year Transfer Students Enrolling in 2024			
(All fees are stated in Japanese Yen (JPY))			
Tuition Reduction Scholarship	Enrollment Fee (Only At School Entry)	1 <sup>st</sup> Semester (Fall Semester)	2 <sup>nd</sup> Semester (Spring Semester)
No Reduction	250,000	700,000*	700,000
30% Reduction		535,000*	535,000
50% Reduction		425,000*	425,000
80% Reduction		260,000*	260,000
100% Reduction		150,000*	150,000

\* A one-time 40,000-yen Alumni Association fee will be added to the first semester tuition and fee.

- All fees must be paid in Japanese Yen via bank transfer. Payments in installments are not accepted.

Payment Due Dates			
Your Application Period	Enrollment Fee	1 <sup>st</sup> Semester (Fall Semester)	2 <sup>nd</sup> Semester (Spring Semester)
Dates for those admitted on <b>Dec 18</b>	<b>Jan 12, 2024</b>	<b>Feb 16, 2024</b>	Mid-May, 2025
Dates for those admitted on <b>Mar 4</b>	<b>Mar 18, 2024</b>	<b>Mar 25, 2024</b>	
Dates for those admitted on <b>Apr 8</b>	<b>Apr 26, 2024</b>	<b>May 10, 2024</b>	
Dates for those admitted on <b>May 20</b>	<b>May 31, 2024</b>	<b>Jun 14, 2024</b>	

- We will not confirm your payment by email. You can check your payment status on your My TIU Page a few business days after transferring your fees. Keep in mind that international bank transfers will take several business days to process.
- From the 2nd semester onwards, **No international bank transfers are allowed** to pay your tuition and fees. It means that your financial supporter needs to transfer the funds to your Japanese bank account (TIU will help you to open one).

## Scholarships (International students only)

There are scholarships offered by public and private organizations outside of the university. Please be advised that most scholarships are competitive and require applicants to have a certain level of Japanese language skill. The International Exchange Office will inform all E-Track students as soon as each scholarship's application period starts.

## Bring Your Own Device (BYOD) Requirements

All new E-Track students must obtain their own laptop computers before enrollment in order to attend classes with their own device. For details of the recommended laptop specifications, please click [here](#). Please prepare a laptop with the particular specifications before your enrollment. However, if you already have one that meets these specifications, there is no need to purchase a new device.

## Contact us

- For questions about paying your tuition and fees, withdrawal from admission, proof of graduation:

### **E-Track Admissions Center**

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

- For questions about COE (visa), scholarships, housing, student life, etc.:

### **International Exchange Office (IEO)**

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

- For questions about academic matters such as credit transfer, registration for classes, academic calendar:

### **E-Track Academic Affairs Office (ETA AO)**

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

- For questions about BYOD matters such as laptop specifications and BYOD standards:

### **IT System Office**

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