



# ENROLLMENT PROCEDURES

For Transfer students / September 2025

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 If these procedures are not completed by the designated dates, permission to enroll at the university will be withdrawn.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.

The screenshot shows the My TIU Page interface. On the left, there are navigation buttons: Application Instructions, Your Application, Application number, Examination result announcement, Enrollment procedures (highlighted with a red box and '1'), Payment Status (highlighted with a red box and '2'), and Enrollment Instructions. The main content area shows a Notifications list with items like '\*\*Important Dates\*\*', '[IEO] 4/27-5/5 Office will be closed', '[IEO] COE/Visa Information', Important Notice, and URGENT: ID photo for COE application. A red box and '3' highlight these notification items. The top right shows the date and time: Jun 26, 2019 at 13:50:14 JST.

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, Sri Lanka and Pakistan are required to follow the different payment schedule. For details, see the next page.

Event	WHEN was your admission result announced?		
	Dec 16	Mar 10	May 19
Announcement of Screening Results	Dec 16, 2024	Mar 10, 2025	May 19, 2025
Receive Certificate of Acceptance, Invoice and other enrollment documents			
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 28, 2025	Apr 25, 2025	May 26, 2025
Enrollment Fee due	<b>Jan 24, 2025</b>	<b>Mar 21, 2025</b>	<b>May 30, 2025</b>
Housing Preference Form due (Step 5 on My TIU Page)**	Jun 8, 2025		
1 <sup>st</sup> Semester Tuition & Fees due*	<b>Feb 14, 2025</b>	<b>Mar 28, 2025</b>	<b>Jun 13, 2025</b>
Required Documents Deadline for Credit Transfer <b>Make sure to read "<a href="#">Credit Transfer for Newly Admitted Transfer Students</a>" first.</b>	Jul 4, 2025		
Receive Information for E-Track Orientation	Early August, 2025		
Arrival in Japan ***	August 19-21, 2025		

New Student Orientation Period	August 22-29, 2025
Matriculation Ceremony	September 1, 2025
Spring 2025 Classes begin	September 2, 2025

\*\* The dormitory is in Kawagoe, not Ikebukuro.

\*\*\* 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, Sri Lanka and Pakistan**)

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 16	Jan 24, 2025	Feb 14, 2025	
Mar 10	Mar 21, 2025	Mar 28, 2025	
May 19	<b>May 30, 2025</b>		

## Payment of University Fees

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

(All fees are stated in Japanese Yen)

Amount to Pay for Second Year Transfer Students Enrolling in 2025			
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	760,000	760,000
30% Reduction		580,000	580,000
50% Reduction		460,000	460,000
80% Reduction		280,000	280,000
100% Reduction		160,000	160,000

Amount to Pay for Third Year Transfer Students Enrolling in 2025			
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

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

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 16</b>	<b>Jan 24, 2025</b>	<b>Feb 14, 2025</b>	<b>Mid-May, 2026*</b>
Dates for those admitted on <b>Mar 10</b>	<b>Mar 21, 2025</b>	<b>Mar 28, 2025</b>	
Dates for those admitted on <b>May 19</b>	<b>May 30, 2025</b>	<b>Jun 13, 2025*</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).

## Mandatory Placement Tests

HOW	TEST	WHEN	WHO	DETAILS
Online (Moodle)	Mathematics	Early July, 2025	BE Major / 2 <sup>nd</sup> year Transfer 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>* DBI Major Students (3<sup>rd</sup> year Transfer only) 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	Late July, 2025	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>*However, these students must first take and pass the (Part 2) placement test.</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.

## 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.

## Course location for students in their second semester or above

All E-Track courses for students in their 2nd semester or above, including 2nd and 3rd year transfer students, are held at Ikebukuro Campus. When looking for your housing, please consider the commute time to Ikebukuro Campus.

## Credit Accreditation of Language Proficiency (JLPT N1 and N2)

For students who possess N1 and/or N2 level of the Japanese Language Proficiency Test (日本語能力試験 (JLPT)), credits will be granted. For details of the requirements and procedure, please click [here](#).

## Contact us

- For questions about paying your tuition and fees:

**E-Track Admissions Center**

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

- For questions about COE (visa), scholarships, International House, 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)