

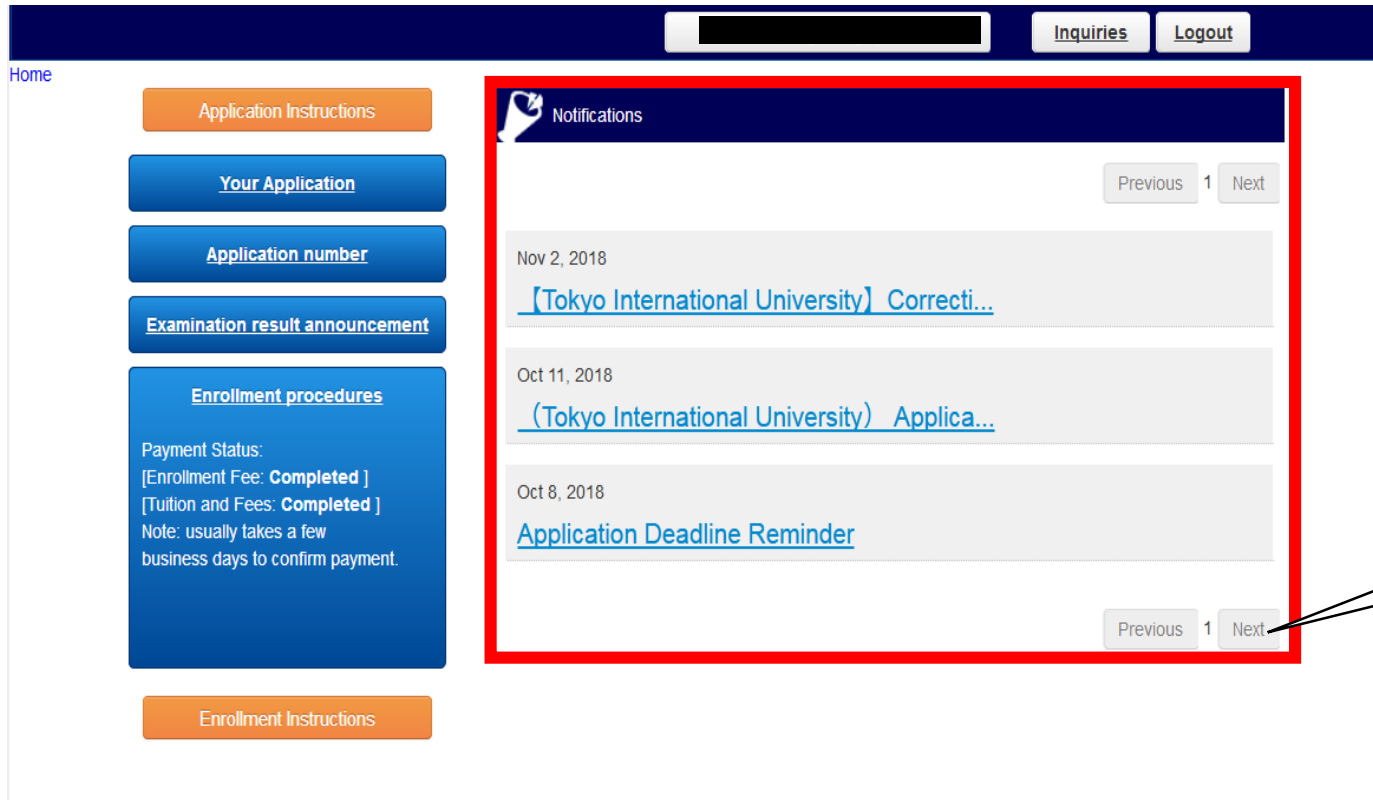


TOKYO
INTERNATIONAL
UNIVERSITY


My TIU Page

Enrollment Procedures Instructions

English Track Program
Graduate Program



The screenshot shows the 'My TIU Page' interface. At the top, there is a dark blue header with a search bar, 'Inquiries', and 'Logout' buttons. On the left, a sidebar contains several orange and blue buttons: 'Application Instructions', 'Your Application', 'Application number', 'Examination result announcement', 'Enrollment procedures', and 'Enrollment Instructions'. The 'Enrollment procedures' button is highlighted in blue and contains the text: 'Payment Status: [Enrollment Fee: **Completed**] [Tuition and Fees: **Completed**] Note: usually takes a few business days to confirm payment.' The main content area is titled 'Notifications' and is outlined with a red border. It displays a list of notifications with dates and links: 'Nov 2, 2018' with link '[Tokyo International University] Correcti...', 'Oct 11, 2018' with link '(Tokyo International University) Applica...', and 'Oct 8, 2018' with link 'Application Deadline Reminder'. Navigation buttons 'Previous', '1', and 'Next' are visible at the top and bottom of the notification list.

All notifications will be sent to you via [My TIU Page](#). You will be notified by email when notifications have been uploaded. You will then need to log-in to [My TIU Page](#) and check the contents in the  Notifications section.

You may have received more notifications which are not shown on the top page. Please click the **Next** button to check them all and avoid missing any important notifications.

Please note that **it is your responsibility to obtain all the provided information**, therefore, please ensure that you check your [My TIU Page](#) on a regular basis.

Check your payment status

Application Instructions

Your Application

Application number

Examination result announcement

Enrollment procedures

Payment Status:

[Enrollment Fee: **Completed**]

[Tuition and Fees: **Completed**]

Note: usually takes a few
business days to confirm payment.

Enrollment Instructions

The box labeled “Enrollment procedures” will be activated if you are a successful applicant.
Please click “Enrollment procedures” to proceed.

You can check your **payment status** in this box.
Please note that it usually takes **a few business days** to confirm payment (during National holidays in Japan, it will take more time). We kindly ask you to **check your payment status on your My TIU Page** and refrain from sending inquiries by email.

If we cannot confirm your payment by the deadline, this “Enrollment procedures” box will be deactivated. If this occurs, you will not be able to continue the enrollment process.

Enrollment Procedures



Enrollment Procedures



In order to complete the admission process, step 1 - 5 must be completed.

STEP 1	Download Invoice and Notice of Acceptance
Available	All listed documents in STEP 1 must be downloaded in order to move to STEP 2.
STEP 2	Know the Key Dates and Download Documents
Available	Download the "Enrollment Procedures" first and read it carefully.
STEP 3	Submit the Oath
Available	Read the regulations and submit the oath.
STEP 4	Guarantor and Financial Support Information
Available	Register the necessary information.
Deadline	Nov 13, 2018
STEP 5	Download Matriculation Documents
Available	UPDATED on
STEP 6	Register Required Information After Arrival
Available	This step will become available after you arrive at TIU.

On this page, you can check which steps are available and also which steps are complete by the color of the bars on the top.

Please note the **Deadline** under some of the "Available" buttons. You cannot complete these steps after the stated deadlines.

If there are any updates, you will see the date next to "**UPDATED on**".

STEP 1 Download Invoice and Notice of Acceptance

All documents listed below must be downloaded in order to move to STEP 2.

Important documents

- [Acceptance Letter](#)
- [Certificate of Acceptance](#)
- [Invoice](#)

In Step 1, you are required to download all the listed documents in order to move on to step 2.

STEP 2: Know the Key Dates and Download the Documents

Enrollment Procedures

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STEP 2 Know the Key Dates and Download Documents

Admitted students are required to download all instructions and forms for the matriculation process from the following website.

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

In order to enroll at the university, all relevant fees must be paid and all required documents must be completed by the designated dates. On this website, you will find the important items listed below.

Enrollment

Enrollment Procedures

Make sure to read this document first. This document

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

In Step 2, you are required to download all necessary documents, which contain very important information. Click the link and go to the **E-Track's webpage**.

※ Download and **save all documents** right away as some documents may be deleted at later date.

Your Guide for Graduate School Admissions

This section contains detailed information and documents for the enrollment process.

Enrollment

(1) Enrollment Procedure for Graduate Students

Make sure to read this document first

Key dates of enrollment process and information about payments

(2) TIU Tuition Reduction Scholarship Regulations

Visa

STEP 3: Submit the Oath

STEP 3 Submit the Oath

Tokyo International University Oath

Oath of Adherence to School Regulations

I hereby vow that in line with my admittance to your university that I will uphold the educational policies as well as the many university regulations, and should I fail to adhere to them that I will not refute any kind of consequences that may entail.

[Graduate School Rules \(Graduate\)](#)



I agree

Agreement of Handling of Personal Information

■ Purpose of Use and Handling

All personal information that has been presented to our university during the enrollment process will be used for the execution of operations necessary for the enrollment procedure as well as at our university, and the like. Each individual is protected against fraudulent access.

■ Provision with Subsidiaries and Others

In order to assist new enrollees and for mediation, facilitating student insurance, necessary and appropriate supervision is administered to maintain the same strict level of handling and protection by our university.

■ Provision with Third Parties

With the exception of demands in accordance with the law, personal information will under no circumstances be shared with any third parties without prior consent.



I agree that my personal information will be used by this university and TIU Services in accordance to the abovementioned passages.



I agree that this university may use my personal information.



I agree that subsidiaries of this university and other correlated entities may use my personal information.

Please confirm that you have carefully read and understood the oath before checking the all necessary boxes. By checking all boxes, you are agreeing to the term and conditions of Tokyo International University.

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[Submit](#)

In Step 3, after reading carefully, tick the 4 boxes and click [Submit](#) to agree to the oath.

Please confirm that you have carefully read and understood the oath before checking the all necessary boxes. By checking all boxes, you are agreeing to the term and conditions of Tokyo International University.

STEP 4: Emergency Contact and Financial Supporter

STEP 4 Emergency Contact and Financial Supporter

Deadline	
Emergency Contact <small>*Information is required.</small>	
* Name	<input type="text"/>
* Relationship	<input type="text"/>
* Mailing Address	Apartment name/Room Number: <input type="text"/>
	* Street number: <input type="text"/>
	* City/State/Province: <input type="text"/>
	Postal Code/Zip Code: <input type="text"/>
	* Country: <input type="text"/>
Country (Other): <input type="text"/>	
* E-mail	<input type="text"/> <small>※Half-width characters only (if you are using the Japanese key board)</small>
* Phone Number	Country Code: <input type="text"/>
	Area Code and Local Number: <input type="text"/>
	<small>※Do not include +/- symbol or space between numbers</small>
Financial Supporter <small>*Information is required.</small>	
Copy the above information	<input type="button" value="Copy the above information"/>
* Name	<input type="text"/>
* Relationship	<input type="text"/>
* Mailing Address	Apartment name/Room Number: <input type="text"/>
	* Street number: <input type="text"/>
	* City/State/Province: <input type="text"/>
	Postal Code/Zip Code: <input type="text"/>
	* Country: <input type="text"/>
Country (Other): <input type="text"/>	
* E-mail	<input type="text"/> <small>※Half-width characters only (if you are using the Japanese key board)</small>
* Phone Number	Country Code: <input type="text"/>
	Area Code and Local Number: <input type="text"/>
	<small>※Do not include +/- symbol or space between numbers</small>

In Step 4, you are required to enter your emergency contact information in your home country and your financial supporter.

* Phone Number

Country Code:

Area Code and Local Number:

※Do not include +/- symbol or space between numbers

When you enter your Phone Number, do not include any symbols (- or +) or space between numbers.

You can click button to enter the same information you typed in the Emergency Contact section.
Please be sure to click once you finish.

STEP 5 : Download Matriculation Documents

STEP 6 : Register Required Information After Arrival

Currently, we are not using STEP 5 and STEP 6. You can skip these steps.
Instead, we use a system called **AMARYS**.

All international students are required to enter the necessary information into AMARYS.

We will post “AMARYS INSTRUCTION” on “Notification” on *MY-TIU page* in the end of January for spring enrollment, in the end of June for fall enrollment.

Make sure to carefully read the “AMARYS INSTRUCTION” and complete the input before the departure.

- Housing (International House) is not available for Graduate students.
- Pick-up Service is not available for Graduate students.

Please be sure that input into AMARYS have been completed.

You are done for now!

We are looking forward to meeting you here at TIU!