



TOKYO  
INTERNATIONAL  
UNIVERSITY

# Online Application Instructions

## English Track Program

(Last updated: June 2021)

# Before starting your online application

- Make sure that you have carefully read the E-Track Application Guideline and understand all requirements and documents required for application.

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

- If you don't see the boxes or fields to input text, there may be a problem with the browser or device you are using. If you are experiencing any difficulty in viewing the page, make sure to try a different browser or device to continue the application.
- For security purposes, each session of the Online Registration and the My TIU Page will be timed out after 30 minutes of inactivity. Even if you are currently typing in the window, if you spend more than 30 minutes without proceeding to the next section, you may have to input all of the information again.

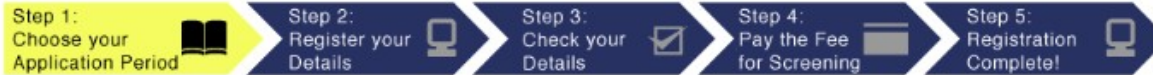
# Step 1: Choose your Application period (Undergraduate)

Undergraduate Admissions



[Inquiries](#)

[Application Instructions](#)



## Select your Major

Fill in the below information and click the "Next" button to proceed.  
All fields marked with a \* symbol must be completed.

Next

**Selections** \* Complete all fields marked with an asterisk (\*).

* Term of Enrollment	<input checked="" type="radio"/> Spring 2021 (Application Period: Jul 1 - Jul 15)
* First Year or Transfer	Freshman (1st year) <input type="button" value="v"/>
* Major	Business Economics <input type="button" value="v"/>
* Second Choice Major	<div>Business Economics Digital Business and Innovation International Relations No Second Major</div>
* Third Choice Major	

Next

Tokyo International University

## Step 1 : Select your Major (Undergraduate)

### Term of Enrollment

Please note that only the application period(s) available will be displayed.

### Second, Third Choice Majors


TIU recommends applicants to choose a second / third major as well.

In the event that the university is unable to offer admission to an applicant's first-choice major, the second or the third choice may be offered if indicated.






## Step 1: Choose your Application period (Graduate)

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Graduate(M.A./M.S) Admissions

 TOKYO INTERNATIONAL UNIVERSITY

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Step 1: Choose your Application Period  Step 2: Register your Details  Step 3: Check your Details  Step 4: Pay the Fee for Screening  Step 5: Registration Complete! 

Select your Major

Fill in the below information and click the "Next" button to proceed.  
All fields marked with a \* symbol must be completed.

[Next](#)

**Selections** \* Complete all fields marked with an asterisk (\*).

* Term of Enrollment	<input checked="" type="radio"/> Spring 2021 (Application Period: Sep 30 - Oct 14)
* Major	<div><div></div><div>Economics</div><div>International Relations</div><div>Digital Business &amp; Innovation</div></div>

[Next](#)

Tokyo International University

### Step 1 : Select your Major (Graduate)

#### Term of Enrollment

Please note that only the application period available will be displayed.

#### Major

Choose the major you wish to study.

# Step 2 : Register your details

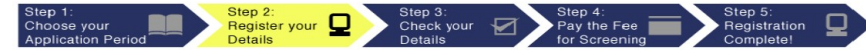
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Undergraduate Admissions



FAQs

Login/Signup



## Privacy Policy

Check the box and click the "Next" button to signify that you have read and agreed to the below terms and conditions of handling your personal information.

### Privacy Policy

Tokyo International University Foundation

Tokyo International University Online Application System Terms of Use Agreement

#### 1) Purpose

This terms of use agreement (hereinafter "this agreement") is being instated to ensure that the people applying for the screening to enter TIU (hereinafter "applicants") sufficiently understand the application contents within the application system provided by TIU (hereinafter "this system").

#### 2) Applicants

Applicants are limited to the actual person who is applying for screening to enter TIU. This screening application may not be conducted by a representing entity.

#### 3) Acknowledgement of this Agreement

All applicants who undergo the screening to TIU via this system must agree that they have carefully read and understand all corresponding points of this agreement.

#### 4) Completing the Application

#### 9) Update of this Agreement

This agreement may be updated in part or its entirety by TIU if deemed necessary for the practical use of this system or other issues without prior notice.

#### 10) Personal Information

The personal information registered to this system by applicants will be used by TIU and its consignments solely for the following purposes:

- Matters in correlation to the administration of screening applicants;
- The notification of admission results to the applicant's high school of graduation; (This will only be administered at the request of the high school.)
- Matters in correlation to the application of visa documents required for matriculation.

The aforementioned personal information includes names, birthdates, and other descriptors for personal identification, as well as additional information that can authenticate personal identification.

By checking this box, I, as an applicant of this university, hereby agree to the manner in which my personal information will be handled as indicated by the above-mentioned contents, and wish to continue with my application.

☒ I agree, and am ready to continue with my application

Contact Information:  
Tokyo International University, E-Track Office  
TEL: +81-3-3362-9644 E-mail: etrack@tiu.ac.jp

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Tokyo International University

#### 10) Personal Information

The personal information registered to this system by applicants will be used by TIU and its consignments solely for the following purposes:

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Contact Information:  
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TEL: +81-3-3362-9644 E-mail: etrack@tiu.ac.jp

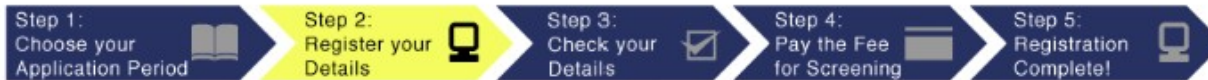
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Tokyo International University

## Step 2 : Privacy Policy

After careful reading, tick the box and click the "next" button to agree to our Privacy Policy.

## Step 2 : Register your details (continued)

[Inquiries](#)[Application Instructions](#)

### Basic Information

Fill in the below information and click the "Next" button to proceed.  
All fields marked with a \* symbol must be completed.

[Back](#)[Next](#)

**Basic Information** \* Complete all fields marked with the asterisk (\*).

* Name	<p>Capitalize the first letter of each name. (e.g. Last Name: Smith, First name: John, Middle Name: Michael)</p> <p>Last (Family) Name: <input type="text"/></p> <p>First (Given) Name: <input type="text"/></p> <p>Middle Name (If applicable): <input type="text"/></p>
* Birth Date	<p>Month / Date / Year</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>
* Gender	<p><input type="radio"/> Male <input type="radio"/> Female</p>
* Place of Birth	<p><input type="text"/></p>
	<p><input type="text"/></p>



## Step 2: Basic Information

Please ensure that you enter your name as it appears on your passport or birth certificate.

Do not use nicknames, abbreviations, or initials.

If you do not have a middle name or family name, please leave the corresponding fields blank.

## Step 2 : Register your details (continued)

Undergraduate Admissions



[FAQs](#)

[Input Sample](#)

Step 1:  
Choose your  
Application Period



Step 2:  
Register your  
Details



Step 3:  
Check your  
Details



Step 4:  
Pay the Fee  
for Screening



Step 5:  
Registration  
Complete!



Basic Information

	Postal Code/Zip Code:	<input type="text" value="110-006"/>	
	* Country:	<input type="text" value="Japan"/>	
	Country (Other):	<input type="text"/>	
* Phone Number	Country Code:	<input type="text" value="81"/>	
	Area Code and Local Number:	<input type="text"/>	
* E-mail	<input type="text"/>		
* E-mail (re-enter)	<input type="text"/>		
* Send a test e-mail	<div> <input type="button" value="Send Test E-mail"/> <p>Important e-mails will be sent to the address registered above during the course of the application.</p> <p>Make sure that you have input an e-mail address that you check regularly. Click the button on the left to send a test e-mail.</p> </div>		
* Verification Code	Input the verification code that was sent to the e-mail address indicated above. <input type="text"/>		
* Are you residing in Japan?	<input type="radio"/> Yes <input type="radio"/> No		

[Back](#)

[Next](#)

## Step 2: Basic Information (continued)

Please ensure that your contact details are correct and complete (including zip/postal code, if applicable).

### Phone Number

Make sure to include a country code for your phone number.

### Verification Code

The verification code will be sent in the test e-mail to the address you input. You must enter this code in order to continue with your registration.

Make sure to check your Junk E-mail folder, if you do not see the test e-mail in your inbox.

## Step 3 : Check your Details

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Graduate(M.A./M.S.) Admissions

TOKYO INTERNATIONAL UNIVERSITY

[Inquiry Form](#) [Application Instructions](#)

Step 1: Choose your Application Period Step 2: Register your Details Step 3: Check your Details Step 4: Pay the Fee for Screening Step 5: Registration Complete!

**Input Information Confirmation**

Double check the details below. If everything is correct, click the "Finalize" button to continue to the next step.  
After clicking the "Finalize" button, the submitted information cannot be changed at this time. Make sure everything is correct before continuing.

**Selections**

Term of Enrollment	Spring 2019 (Application Period: Sep 26 - Oct 10)
Major	Digital Marketing and Business

[Change your Selection](#)

**Basic Information**

Name	Capitalize the first letter of each name. (e.g. Last Name: Smith, First Name: John, Middle Name: Michael)
	Last (Family) Name: [Redacted]
	First (Given) Name: [Redacted] Middle Name (Optional): [Redacted]
Birth Date	Sep 18, 2001
Gender	Male
Place of Birth	London
Nationality	United Kingdom Japan
Current Status	Other
Mailing Address	Important notifications may be sent to this address by post, so make sure your address has been input correctly. Failure to do so may cause complications with the delivery of essential information. c/o Name (if applicable): [Redacted]
	Room Number: 201
	Apartment/Building Name: [Redacted]
	Address/Street: [Redacted]
	City/Town: [Redacted]
	State/Province/Region: Tokyo
	Postal Code/Zip Code: 110-006
	Country: Japan
Country (Other): [Redacted]	
Phone Number	81 0423814237
E-mail	[Redacted]@[Redacted]
Verification Code	[Redacted]
Are you residing in Japan?	Yes

[Change your Personal Details](#)

[Finalize](#)

Tokyo International University

## Step 3: Check your details

Make sure to double check that all of the information you entered is correct and complete.

Then, click "Finalize" in order to proceed to the next step.

**Warning:**  
Your choice of intake, major and study year cannot be altered beyond this point.



## Step 4 : Pay the Application Fee

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Undergraduate Admissions

TOKYO INTERNATIONAL UNIVERSITY

FAQs Input Sample

Step 1: Choose your Application Period Step 2: Register your Details Step 3: Check your Details Step 4: Pay the Fee for Screening Step 5: Registration Complete!

**Confirmation of Payment Methods**

Make your payment selection based on the information below and then click on the corresponding button to proceed with your payment.

Application Fee	5,000 JPY
Pay Application Fee via Credit Card	<p>* This payment will not be refunded under any circumstance. * This payment must be completed at once and cannot be made in installments. * The "security code" for your credit card is a 3-digit number on the back of the card. * Contact your credit card company if you cannot find the "security code" on your card.</p> <p>Credit Card Payment</p>
Pay Application Fee via Bank Transfer	<p>* This payment will not be refunded under any circumstance. * An additional handling fee will be applied separately from your bank.</p> <p>Bank Transfer Payment</p>

Tokyo International University

## Step 4: Pay the Application Fee

You must confirm a payment method for the Application Fee (5,000 JPY) and proceed to the next page.

Credit Card Payment (Recommended)

→ Go to Page 8

-or-

Bank Transfer Payment

→ Go to Page 9

## Step 4 : Pay the Application Fee (continued)

### TIU Online Application

#### Paying via Credit Card

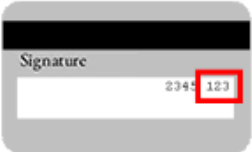
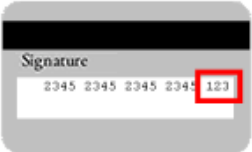
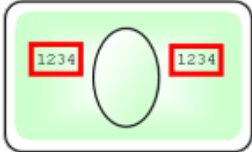


Card Number (no hyphens (-))	<input type="text"/>
Good Thru	<input type="text"/> Month / <input type="text"/> Year
Security Code	<input type="text"/> Enter your Security Code

**About the Security Code:**

Check the back of your card in the upper-right portion of the box where you signed. Use the three (3) digits farthest to the right.

Note: Most cards only show three digits, but if your card shows more than three: ex) "1234 567", then the digits "567" are your security code.

The above description pertains to the vast majority of cases, however your card may show four digits in the top portion on the front of the card.

If you are still unsure of your security code, please contact your credit card company.

Cancel

Next ▶

## Step 4: Paying via Credit Card

VISA, MasterCard, JCB, AMEX, and Diners Club cards are accepted.

Enter your credit card number, expiration date, and security code in order to validate your card.



### TIU Online Application

Your payment will be processed in accordance to the information below. Double check the details, and click the "Pay" button to proceed with your payment.

**Double check your payment details**

Payment Method	Credit Card
Item	Application Fee
Amount	¥5,000

◀ Back    Cancel    Pay ▶


Copyright © SoftBank Payment Service Corp. All rights reserved.

Click the "Pay" button on the next page to complete your payment








## Step 4 : Pay the Application Fee (continued)

Undergraduate Admissions

 TOKYO INTERNATIONAL UNIVERSITY

[Inquiries](#) [Application Instructions](#)

Step 1: Choose your Application Period  Step 2: Register your Details  Step 3: Check your Details  **Step 4: Pay the Fee for Screening**  Step 5: Registration Complete! 


**Account Information for Bank Transfers**

Please send all bank transfers to the account specified below.

*Make sure to print this page or take note of the information before clicking the "Proceed" button to proceed.*

Bank name	Mizuho Bank, Ltd.
Branch	Kawagoe Branch
Account number	1282121 (savings account / Futsu Koza)
SWIFT code	MHCBJPJT
Account name	Tokyo International University
Bank address	2-1-8 Shintomi-cho Kawagoe, Saitama 350-0043 Japan
Amount to pay	JPY 5,000

**\* Warning \*** You will not be able to select a different payment method after clicking the "Proceed" button. Please upload the bank receipt on the My TIU Page after paying the application fee.

[Go Back](#) [Proceed](#) 

## Step 4: Paying by Bank Transfer

Make sure to print this page or take note of the information before clicking the "Proceed" button.

- An IBAN code is not required for bank remittance to Japan.
- Applicants are responsible for all bank transfer charges.

**Warning :** After clicking this button, it is **no longer** possible to change your payment method.

# Step 5 : Registration Complete!

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Undergraduate Admissions



[FAQs](#)

[Input Sample](#)



## Your Application Registration is Complete

Thank you for completing the registration for your application. **However, your application is not yet complete!**

In order to continue with the application process, you must now mail all required physical documents to the E-Track Office and complete the information and data required on the "My TIU Application" page.

*Make sure that you immediately continue to the "My TIU Application" section where you will get further instructions about the requirements for completing your application.*

Web Registration ID	<b>2628313731</b>
	This number will be necessary to check, change, or add any information to your registration details on your "My TIU Application" page. <b>Take note of this number immediately so you can continue the application!</b>
	At the end of the process, you will be issued an additional number, so make sure to clearly indicate both of these numbers for your records.

## Your Payment

Payment Method	Bank Transfer Payment
Payment Amount	Application Fee: <b>5,000</b> JPY
Due Date	Jul 18, 2018 at 17:00 JST

[Continue to the My TIU Application Page](#)

## Step 5: Your Application Registration is Complete

Now you must navigate to the "My TIU Page" in order to continue your online application.

Make sure to write down your "Web Registration ID". This is required to login to your "My TIU Page" and for e-mail correspondence.

**\* This number will also be sent to your e-mail address for your records.**

# My TIU Page : Create a New Application



My TIU Page

## Create a New Application

Click the "Create TIU Account" button to begin the application process.  
You will only need to complete this registration once.

Create TIU Account

## Login

E-Mail:

\* Web Registration ID:

(10-digit number)

Login


\* Your Web Registration ID number was sent to the e-mail address you indicated when you created your TIU Account upon finalizing your payment.  
If you do not see the e-mail in your inbox, make sure to check your junk mail folder.

Tokyo International University

## My TIU Page:

Input the e-mail address you used for the registration and your Web Registration ID to login to your "My TIU Page".

# My TIU Page : Required Application Documents

 TOKYO INTERNATIONAL UNIVERSITY

My TIU Page

Jun 14, 2018 at 10:49:10 JST

[Home](#) > [Your Online Application](#) > Required Application Documents

[Inquiry Form](#) [Logout](#)

## Required Application Documents

### Online Submission Required

\* Items below marked with an asterisk (\*) are required for all applicants.  
\* All completed portions will be indicated with a ☒ check-box.

☒ **Basic Information**

Last Updated	Jun 14, 2018 at 10:04 JST	<a href="#">Edit</a>	* You can make any desired changes by clicking the "Edit" buttons.
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☐ **Upload Bank Transfer Receipt**

Last Updated		<a href="#">Edit</a>
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☐ **Educational Background**

Last Updated		<a href="#">Edit</a>
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☐ **Score Information**

Last Updated		<a href="#">Edit</a>
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☐ **Statement of Purpose**

Last Updated		<a href="#">Edit</a>
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## My TIU Page: Required Application Documents

The documents we require for the online application are listed on this page.

In addition to the physical documents that you must submit, you are also required to upload some extra files to complete your application. You must upload and submit all required documents, and complete all desired edits to your information before the application period closes.

## My TIU Page : Bank Transfer Receipt

The screenshot shows the 'My TIU Page' interface for Tokyo International University. At the top, there is a header with the university logo, 'TOKYO INTERNATIONAL UNIVERSITY', and a 'My TIU Page' link. A date and time stamp 'Jun 14, 2018 at 11:13:59 JST' is displayed. Below the header, there is a navigation bar with a search box, 'Inquiry Form', and 'Logout' buttons. The main content area is titled 'Upload Your Bank Transfer Receipt'. It contains a form with a 'Back' button and a 'Save' button. Below this, there is a section titled 'Receipt Upload' with a message: 'If you paid the admission fee via bank transfer, please upload a receipt to the system via the prompt below.' Below the message, there is a file selection prompt 'ファイルを選択' (Select file) and a status '選択されていません' (Not selected). To the right of the file selection prompt is an 'Upload' button, which is highlighted by a red arrow. At the bottom of the form, there is another 'Back' button and a 'Save' button. The footer contains the copyright notice: 'Copyright © Tokyo International University All Rights Reserved.'

### My TIU Page: Uploading your Bank Transfer Receipt


(If applicable)

Click the gray button, and select the picture or scan of your bank transfer receipt, then click the upload button.

After confirming it has uploaded to the system, click the orange “Save” button below.

# My TIU Page : Score Information

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 TOKYO INTERNATIONAL UNIVERSITY

My TIU Page

Jun 14, 2018 at 11:43:47 JST

Inquiry Form

Logout

Home > Your Online Application > Score Information

### Score Information

Back

Save

#### Score Information

Fill in the details for any of the official language proficiency tests that you have taken in the fields below.  
Note: Make sure to send an original score report to the E-Track Office if necessary.

* English Language Proficiency (Score)	<ul style="list-style-type: none"><li>Copies of test score reports will not be accepted except for IELTS score reports. English tests must have been taken within two years of the date of application. Results of IP tests (Institutional Program tests held within a school or organization for internal use) are not accepted.</li><li>For TOEFL results, applicants must request the test center to send the score reports to TIU directly. The institution code of TIU for TOEFL is 4435. Please also upload a scan of your test results.</li><li>For IELTS, applicants must upload their score report.</li><li>For PTE, log in to your Pearson Account and send your Pearson PTE Academic Official Score Results to Tokyo International University. Please also upload a scan of your test results to the Online Application System.</li><li>Make sure to contact the E-Track Office if you have more than one valid English score.</li></ul> <div><input type="checkbox"/> I have taken an English Language Proficiency Test within the last two years. I am from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States, and I have undertaken: <div><input type="checkbox"/> 1) My undergraduate university education in the English language for at least 3 years. or 2) My official secondary education in the English language for at least 6 years.</div></div>
* Type of English Test	<div></div>
* Test Score	<div></div>
Test Date	Month / Year <div></div>
Upload English Test	Please upload a copy of your test report if you have taken IELTS, TOEFL, or PTE. <div>ファイルを選択 選択されていません</div> <div>upload</div>

#### Special Academic Qualifications

Official Standardized Test	(Optional: Only for those who have received one of the following qualifications) <div><input type="checkbox"/> International Baccalaureate (Awarded by The International Baccalaureate Organization) <input type="checkbox"/> Abitur (Issued by The Federal Republic of Germany for College Entrance) <input type="checkbox"/> Baccalaureate (Issued by The French Republic for College Entrance) <input type="checkbox"/> GCE A Level / AS Level <input type="checkbox"/> SAT <input type="checkbox"/> ACT <input type="checkbox"/> GED</div>
----------------------------	---

Back

Save

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## My TIU Page: Score Information

Upload your English score report here.

Depending on the test you have taken, we may require you to submit an original score report.

Carefully read Application Guidelines for further details on English proficiency requirements.

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



# My TIU Page : Tuition Reduction Scholarship Application (for all applicants)

TOKYO INTERNATIONAL UNIVERSITY My TIU Page Jun 14, 2018 at 12:01:55 JST

Home > Your Online Application > Tuition Reduction Scholarship Application

## Tuition Reduction Scholarship Application

Back Save

### Tuition Reduction Scholarship Application

\* Complete all fields marked with an asterisk (\*).

<b>* Scholarship Application</b>	<p>Would you like to apply for the Tuition Reduction Scholarship?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>This is the only opportunity to apply for the Tuition Reduction Scholarship, so make your decision carefully.</p>
<b>Tell us a little about yourself!</b>	<p>Why are you a deserving candidate of the TIU Tuition Reduction Scholarship? (Within 100 words)</p> <p>0 Words</p>
<b>Other Scholarships</b>	<p>* If you are planning to receive other scholarships outside of the TIU Tuition Reduction scholarship, indicate them in the fields below.</p> <p>1) <input type="text"/></p> <p>2) <input type="text"/></p> <p>3) Others: <input type="text"/></p>

Let us know!

**Where did you first hear about TIU and E-Track?**

\* More than one selection may be made.

☐ Searching on the Internet (Google, Yahoo, etc.)  
☐ Portal sites (Univ. in Japan, Japan Study Support, etc.)  
☐ Study abroad agents  
☐ Social Networks (Facebook / Instagram / Twitter)  
☐ Advice from your school  
☐ Advice from friends or family  
☐ Advice from a current TIU student  
☐ Other:

Share more information in the field below

Back Save

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## My TIU Page: Tuition Reduction Scholarship Application (submission required)

You must choose whether or not you would like to apply for the Tuition Reduction Scholarship.

For Other Scholarships portion, please select/input the scholarship(s) only when you have already secured the grants.

We would also greatly appreciate it if you could tell us where you first heard about TIU and the E-Track Program. Feel free to comment about your experience in the box below as well!

## My TIU Page : Required Application Documents (continued from page 12)

TOKYO INTERNATIONAL UNIVERSITY [My TIU Page](#) Jun 14, 2018 at 10:49:10 JST

[Home](#) > [Your Online Application](#) > Required Application Documents

### Required Application Documents

Last Updated

Edit

☐ **Extracurricular Activities**

Last Updated

Edit

☐ **\* Agreement**

I have carefully read the instructions for completing the application procedure and agree that I am responsible for finishing all procedures by the deadlines printed.  
I also certify that the above information is complete and correct to the best of my knowledge.

☐ Yes ☐ No

You will be able to see a summary of your application when clicking here.

Download Application Form

Submit Application

You MUST click this button in order to complete and SUBMIT your application form.

Back

## My TIU Page: Agreement & Submission

Make sure that all required information has been provided and documents have been uploaded appropriately.

\* If you are unable to upload documents, please contact the E-Track Admissions Center ASAP.  
(etrack-admissions@tiu.ac.jp)

Before you can submit your application, you must first verify that you understand the terms of the agreement by selecting the "yes" button.

**Warning:** After your application has been submitted, this will finalize your application, and you will no longer be able to edit the information.



TOKYO  
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UNIVERSITY

# Thank you for applying to TIU!

- Your Application Number will be notified via the My TIU Page once the E-Track Admissions Center has processed your documents.
- Your admission and scholarship results will be announced on your My TIU Page on the dates indicated in the application guideline.