

# Application Guidelines

## English Track Program April & September 2024

### Bachelor's Degrees (4-year):

- BA in Business Economics
- BS in Digital Business & Innovation
- BA in International Relations

For First Year Applicants



# **Admissions Policy**

TIU, in alignment with its founding spirit, educational philosophy, and educational objectives, seeks students with the following qualities to join our university:

- 1)** Have the motivation and ability to proactively pursue studies and campus activities at TIU.
- 2)** Have acquired fundamental knowledge and an essential attitude toward learning through their studies and activities in secondary school.  
※ The “fundamental knowledge” and “essential attitude” in (2) will be the basis from which students will adopt TIU’s five basic principles: (a) knowledge and understanding; (b) critical thinking; (c) interest and motivation; (d) attitude and discipline; and (e) skills and expression.

TIU appropriately implements various entrance examination types to welcome students with the qualities sought by each department / faculty.

## **Business Economics (BE) and Digital Business and Innovation (DBI) Majors**

The School of Economics expects all students to uphold the university’s founding spirit and educational philosophy, agree with the terms of the education policy, and aim to uphold the following qualities:

1. A positive approach towards academia and activities on campus.
2. Utilizing what was learned during one’s high school years in order to form the basics necessary for studying at university.
3. A positive attitude towards utilizing basic, but broad, knowledge, as well as logical, analytical, and strategic thinking when going about one’s activities in the globalized world.
4. An eagerness to develop ethical, logical and strategic thought processes and learn how to apply them to business settings.

## **International Relations (IR) Major**

The School of International Relations expects all students to uphold the university’s founding spirit and educational philosophy, agree with the terms of the education policy, and aim to uphold the following qualities:

1. A positive attitude towards, and active involvement in academia and activities on campus.
2. Utilizing what was learned during one’s high school years in order to form the basics necessary for studying at university.
3. Making a continuous effort to understand the diverseness of international society, and to have a pragmatic attitude towards problem solving.

| <b>Contents</b>                                   | <b>Page</b> |
|---|-------------|
| <b>Admissions Flow</b>                            | <b>3</b>    |
| <b>Overview</b>                                   |             |
| 1. Application Eligibility                        | 4           |
| 2. Number of Students to be Accepted              | 7           |
| 3. Choose your Major                              | 7           |
| 4. Admission Schedule                             | 8           |
| <b>How to Apply</b>                               |             |
| 1. Register My TIU Page Account                   | 9           |
| 2. Application Fee                                | 10          |
| 3. Complete your Online Application               | 11          |
| 4. Send Physical Documents                        | 14          |
| 5. Required Physical Documents                    | 15          |
| 6. Screening Process                              | 18          |
| 7. Announcement of Results                        | 18          |
| <b>Tuition and Fees</b>                           | <b>19</b>   |
| <b>Scholarships</b>                               | <b>21</b>   |
| <b>How to Enroll</b>                              |             |
| 1. Enrollment Procedure                           | 23          |
| 2. Visa Information                               | 24          |
| <b>Important Notes</b>                            | <b>26</b>   |
| <b>Frequently Asked Questions</b>                 | <b>27</b>   |
| <b>Checklist</b>                                  | <b>30</b>   |
| <b>Contact Information &amp; Overseas Offices</b> | <b>back</b> |

## ◆ Admissions Flow

|                                   |                                      |
|-----------------------------------|--------------------------------------|
| <b>Step 1:</b><br>Before Applying | Confirm your application eligibility |
|                                   | Choose your major                    |
|                                   | Check the application schedule       |



|                               |  |
|-------------------------------|--|
| <b>Step 2:</b><br>Application | Register My TIU Page account (online)<br>📧 <a href="http://www.tiu.ac.jp/apply/bachelor">www.tiu.ac.jp/apply/bachelor</a>            |
|                               | Pay the application fee  |
|                               | Complete your Online Application (My TIU Page)<br>📧 <a href="http://www.tiu.ac.jp/mypage/bachelor">www.tiu.ac.jp/mypage/bachelor</a> |
|                               | Send the physical documents to our office before the deadline  |



|                             |   |
|-----------------------------|---|
| <b>Step 3:</b><br>Screening | TIU reviews all completed applications. |
|-----------------------------|---|



|   |  |
|---|--|
| <b>Step 4:</b><br>Announcement of Results | Confirm your admission and scholarship results on your My TIU Page if admitted.<br>Download the matriculation documents and proceed to Step 5. |
|---|--|



|   |  |
|---|--|
| <b>Step 5:</b><br>Enrollment Procedure & Visa | Pay the enrollment fee by the deadline to formally accept our offer.                     |
|   | Submit Certificate of Eligibility (COE) related documents by the deadline.               |
|   | Pay tuition and fees by the deadline.  |
|   | The Immigration Services Agency issues COEs.<br>TIU sends COEs to the admitted students. |
|   | Apply for a student visa at a Japanese embassy or consulate.                             |



|                                      |   |
|--------------------------------------|---|
| <b>Step 6:</b><br>Departure to Japan | Receive information about orientation.<br>Arrive in Japan before the start of the semester. |
|--------------------------------------|---|

# APPLICATION ELIGIBILITY

Applicants must fulfill both **Requirement 1** and **Requirement 2**.

## Requirement 1: Educational Background

Applicants **must** complete, or be scheduled to complete, **one** of the following criteria (1 to 5) before the enrollment date at TIU. **Failure to submit proof of completion of one of the following criteria (1 to 5) before the enrollment date at TIU will cause your admission offer to be revoked even after enrollment.**

1. Complete a standard national **12-year education** from a recognized education system.  
\* Those that skipped a grade or graduated from an accelerated high school program and completed year 12 are also eligible to apply. Written proof of this must be submitted.
2. Complete an education in a country with an 11-year curriculum which has been approved by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan. The standard curricula of the following countries have been approved: **Belarus, Myanmar, Peru, Russia, Sudan, Uzbekistan, Ukraine and Kazakhstan** (As of August 21, 2023)
3. Obtain **one** of the following qualifications:
  - a. International Baccalaureate Diploma  
\*Issued by the International Baccalaureate Organization.  
\*This includes the full IB Diploma only. The IB Certificate or IB course grades from high school solely are not considered an IB Diploma.
  - b. Abitur (issued by Federal Republic of Germany for college entrance)
  - c. Baccalaureate Diploma (issued by the French Republic for college entrance)
  - d. GCE A Level
    - International and UK GCE Advanced (A) Level: Submit a minimum of **two subjects**
    - Those with only Advanced Subsidiary (AS) levels are not eligible.
    - Singapore GCE A Level: Submit a minimum of **three subjects**
4. Complete their studies at a Japanese pre-university preparatory institution, a preparatory school outside of Japan for students planning to study in Japan, or a Japanese secondary school.
5. Complete their 12-year education at an international school accredited by **WASC** (Western Association of Schools and Colleges), **CIS** (Council of International Schools), **ACSI** (Association of Christian Schools International), or **NEASC** (New England Association of Schools and Colleges). Students from international schools accredited by other organizations may not be eligible. Please contact us to confirm your eligibility.

### Other Criteria:

- If your education was under a homeschool curriculum, you may need to submit General Educational Development (GED) exam results. Please contact us before applying.
- If you have attended a higher education institution, you may be able to apply for a transfer and enroll as a second or third year student. Contact the E-Track Admissions Center for more information about transfer requirements.

## Note: Eligibility Check

If you have an educational qualification(s) other than the ones listed above, complete the "**Eligibility Check Form**" and submit it to [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp) before the application period begins. You can download the form via this link or find it on our website. [http://www.tiu.ac.jp/etrack/wp-content/uploads/eligibility\\_verification\\_form.pdf](http://www.tiu.ac.jp/etrack/wp-content/uploads/eligibility_verification_form.pdf)

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

## Requirement 2: English Proficiency

Applicants must demonstrate sufficient linguistic ability to understand lectures in English. Applicants are required to submit **one** of the following forms of proof of English proficiency and achieve **at least** the minimum score indicated below.

|   | Test  | Minimum Requirement | How to submit  |
|---|---|---------------------|--|
| <b>1</b>  | IELTS Academic Module (IELTS Indicator accepted.)   | Overall 5.5         | Upload a score report on the My TIU Page (Hard Copy NOT required)  |
| <b>2</b>  | TOEFL (Special Home Edition accepted) (MyBest Score <b>not</b> accepted.)   | 61                  | Order a score report at each test organization   |
| <b>3</b>  | Pearson PTE Academic  | 45                  |  |
| <b>4</b>  | EIKEN   | Pre-1 <sup>st</sup> |  |
| <b>5</b>  | TOEIC (Listening & Reading)   | 700                 | Submit an original official score certificate (*Institutional Test and Daily Test NOT accepted)  |
| <b>6</b>  | Duolingo English Test   | 95                  | Order a score report at Duolingo   |
| <b>Tests 1-6 must have been taken within the past 2 years of the date of application.</b> |   |                     |  |
| 7   | Cambridge English Test (CPE/CAE)  | 169                 | Upload a statement of result on the online application form & Inform your Candidate ID and Secret Number. (Hard Copy NOT required)   |
| 8   | SAT (Evidence-Based Reading and Writing)  | 540                 | Order a score report at each test organization   |
| 9   | ACT (ACT English score)   | 22                  |  |
| 10  | International Baccalaureate (a) English A - Language and Literature (HL, SL) (b) English A Literature (HL, SL) (c) English B (HL) | 4                   | Contact the IB to deliver a certificate to TIU or submit a certified copy certified by your high school. <b>Predicted grades are accepted.</b><br><br>A final IB Diploma certificate must be submitted. If the final score is lower than the minimum requirement, admission to TIU may be revoked. |
| 11  | International Baccalaureate - English B (SL)  | 5                   |  |
| 12  | GCSE<br>- English Language<br>- English Language A<br>- English Language B<br>- English Literature                                | C<br>(4 or above)   | Submit an original certificate and statement of result issued by the examination board, or a certified copy certified by your school or notary public.<br><br>Examination results should be issued by Cambridge/Edexcel (UK) or its local branch in Malaysia and Singapore.                        |
|   | IGCSE<br>- First Language English<br>- English Literature   |                     |  |
|   | International GCSE<br>- English Language A<br>- English Language B<br>- English Literature  |                     |  |
|   | GCE O Level<br>- English Language   |                     |  |

|    |   |   |   |
|----|---|---|---|
| 13 | IGCSE<br>- English as a Second Language | B | Submit an original certificate and statement of result issued by the examination board, or a certified copy certified by your school or notary public.<br><br>Examination results should be issued by Cambridge/Edexcel (UK) or its local branch in Malaysia and Singapore. |
|----|---|---|---|

## Important

- **English test certificates will not be returned to applicants under any circumstances.**
- Results of **Institutional Program (IP) tests and Daily Test are NOT accepted** (IP tests are held within schools or organizations. These tests are not accepted by universities).

## English Test Exemption

- Applicants who have undertaken their official **secondary education** in the English language for **at least 6 years**, or **higher education for at least 3 years** in Australia, Canada, Ireland, New Zealand, Singapore, The United Kingdom, or the United States are NOT required to submit an English test score.
- However, those who received their education in the English language, even at an international school, outside of the aforementioned countries must still provide proof of English proficiency.

### ● Useful links for English and standardized tests

|                                     |  |
|-------------------------------------|--|
| <b>TOEFL</b>                        | 📄 <a href="https://www.ets.org/toefl">https://www.ets.org/toefl</a>  |
| <b>TOEIC</b>                        | 📄 <a href="https://www.ets.org/toeic">https://www.ets.org/toeic</a>  |
| <b>IELTS</b>                        | 📄 <a href="https://takeielts.britishcouncil.org">https://takeielts.britishcouncil.org</a>  |
| <b>Pearson PTE</b>                  | 📄 <a href="http://pearsonpte.com">http://pearsonpte.com</a>  |
| <b>Duolingo English Test</b>        | 📄 <a href="https://englishtest.duolingo.com/home">https://englishtest.duolingo.com/home</a>                                      |
| <b>EIKEN</b>                        | 📄 <a href="https://www.eiken.or.jp/eiken/en/">https://www.eiken.or.jp/eiken/en/</a>  |
| <b>Cambridge English Test (CPE)</b> | 📄 <a href="http://www.cambridgeenglish.org/exams-and-tests/proficiency">www.cambridgeenglish.org/exams-and-tests/proficiency</a> |
| <b>Cambridge English Test (CAE)</b> | 📄 <a href="http://www.cambridgeenglish.org/exams-and-tests/advanced">www.cambridgeenglish.org/exams-and-tests/advanced</a>       |
| <b>SAT</b>                          | 📄 <a href="https://collegereadiness.collegeboard.org/sat">https://collegereadiness.collegeboard.org/sat</a>                      |
| <b>ACT</b>                          | 📄 <a href="https://global.act.org/content/global/en.html">https://global.act.org/content/global/en.html</a>                      |
| <b>International Baccalaureate</b>  | 📄 <a href="http://www.ibo.org">www.ibo.org</a>   |
| <b>IGCSE Cambridge</b>              | 📄 <a href="https://www.cambridgeinternational.org">https://www.cambridgeinternational.org</a>                                    |
| <b>IGCSE Edexcel</b>                | 📄 <a href="https://qualifications.pearson.com">https://qualifications.pearson.com</a>  |

## NUMBER OF STUDENTS TO BE ACCEPTED

| Major                           | Intake     |                |
|---------------------------------|------------|----------------|
|                                 | April 2024 | September 2024 |
| Business Economics              | 45         | 80             |
| Digital Business and Innovation | 45         | 90             |
| International Relations         | 50         | 80             |

## CHOOSE YOUR MAJOR

The English Track Undergraduate Degree Program offers three majors:

- 1) **Bachelor of Arts in Business Economics**
- 2) **Bachelor of Science in Digital Business and Innovation**
- 3) **Bachelor of Arts in International Relations**

The **Business Economics** major is for students who aspire to work in the fields of international business or economic policy. In this major, students learn economics in a composite framework and explore ways of applying their knowledge in the business context.

The **Digital Business and Innovation** major is for students who wish to learn about the latest digital technologies and develop the skills needed for true innovation in the business world. It contains the key concepts of digital transformation, such as AI, big data, and fintech and allows students to learn practical skills to create new products and services.

The **International Relations** major is for students who strive to contribute to international society from a global perspective. The central themes of the major include international cooperation, as well as the nature and causes of conflict, poverty, and war.

### Important

Applicants must select their **first-choice major** and are encouraged to **select second- and third-choice majors** when applying.

- If TIU cannot offer admission to the applicant's first choice, the second or third choice may be offered.
- If admission to the first-choice major is not offered and the applicant did not input a second- or third-choice major, TIU may offer admission to an alternate major and the applicant will be considered as having applied to that major.



# ADMISSION SCHEDULE

## [April 2024 Intake] Spring Semester

| Application Procedure |                      |                           | Enrollment Procedure      |                                      |                             |                    |
|-----------------------|----------------------|---------------------------|---------------------------|--------------------------------------|-----------------------------|--------------------|
| Application Start     | Application Deadline | Announcement of Results   | Payment of Enrollment Fee | Submission of Visa-related Documents | Payment of Tuition and Fees |                    |
| 1                     | Jun 21 (Wed), 2023   | <b>Jul 5 (Wed), 2023</b>  | Jul 31 (Mon), 2023        | Aug 18 (Fri), 2023                   | Nov 10 (Fri), 2023          | Sep 8 (Fri), 2023  |
| 2                     | Sep 6 (Wed), 2023    | <b>Sep 27 (Wed), 2023</b> | Oct 30 (Mon), 2023        | Nov 17 (Fri), 2023                   | Nov 24 (Fri), 2023          | Nov 24 (Fri), 2023 |
| 3                     | Oct 25 (Wed), 2023   | <b>Nov 15 (Wed), 2023</b> | Dec 18 (Mon), 2023        | Jan 5 (Fri), 2024                    | Jan 5 (Fri), 2024           | Jan 19 (Fri), 2024 |

## [September 2024 Intake] Fall Semester

| Application Procedure |                      |                           | Enrollment Procedure      |                                      |                             |                    |
|-----------------------|----------------------|---------------------------|---------------------------|--------------------------------------|-----------------------------|--------------------|
| Application Start     | Application Deadline | Announcement of Results   | Payment of Enrollment Fee | Submission of Visa-related Documents | Payment of Tuition and Fees |                    |
| 1                     | Oct 25 (Wed), 2023   | <b>Nov 15 (Wed), 2023</b> | Dec 18 (Mon), 2023        | Jan 12 (Fri), 2024                   | Mar 29 (Fri), 2024          | Feb 16 (Fri), 2024 |
| 2                     | Jan 10 (Wed), 2024   | <b>Jan 31 (Wed), 2024</b> | Mar 4 (Mon), 2024         | Mar 18 (Mon), 2024                   | April 5 (Fri), 2024         | Mar 25 (Mon), 2024 |
| 3                     | Feb 14 (Wed), 2024   | <b>Mar 6 (Wed), 2024</b>  | Apr 8 (Mon), 2024         | Apr 26 (Fri), 2024                   | Apr 26 (Fri), 2024          | May 10 (Fri), 2024 |
| 4                     | Mar 20 (Wed), 2024   | <b>Apr 10 (Wed), 2024</b> | May 20 (Mon), 2024        | May 31 (Fri), 2024                   | May 27 (Mon), 2024          | Jun 14 (Fri), 2024 |

- Applicants are required to complete their online registration, My TIU Page, and submit the required documents **by 5:00 pm (UTC+9 Japan Standard Time)** on the date of application deadline. Late submissions will not be accepted.
- For September intake, current high school students who will complete an **Indian high school curriculum (CBSE / ISC / Higher Secondary State Boards)** must follow a different application schedule. Please contact the TIU India Representative and/or the E-Track Admissions Center for details. (See the back page of this booklet.)
- **Nationals of Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka** must follow a different application schedule and are required to pay the full amount of tuition and fees for the entire first year to enroll (see page 20).
- Rejected applicants and admitted applicants who withdraw cannot re-apply for the same intake (semester), but can apply for the next intake.

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

## HOW TO APPLY

- Applicants must first register a “My TIU Page” account and pay the application fee before proceeding with their application.
- Applicants must then complete and submit an online application on their My TIU Page before the deadline.
- Please also scan copies of all documents and email them to the E-Track Admissions Center ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)) before the application period deadline, and then send them to our office by registered mail to arrive by the deadline (see page 14 for address). Applicants may send documents before the application period begins.
- TIU may contact the applicant or the issuing entity with questions regarding the contents or authenticity of any submitted documents or information.
- In the event TIU finds fraudulent information submitted in any form of communication or omitted important information, admission will be revoked even after enrollment.
- Applications are only accepted during an ongoing application period (see page 8).
- Applicants who may require special support or resources due to a disability or physical condition should notify the E-Track Admissions Center before applying. This will help the university understand the applicant's needs and to determine whether it is possible to provide the required support or resources.

### 1. Register My TIU Page Account

#### Create My TIU Account

 [www.tiu.ac.jp/apply/bachelor](http://www.tiu.ac.jp/apply/bachelor)

Each My TIU Page account is tied to a specific application period. Accounts **cannot** be used to apply for other application periods or intakes. The following six steps must be completed in sequence to register a My TIU Page account:

**Step 1:** Select your preferred intake, major, and study year (freshman or transfer).

**Step 2:** Agree to TIU’s privacy policy.

**Step 3:** Enter your basic information, click on “Send Test Email,” and enter the verification code sent to your email address.

**Step 4:** Confirm your information and finalize. **IMPORTANT!** Your choice of intake, major, and study year **cannot** be altered beyond this point.

**Step 5:** Pay the application fee (see next page)

**Step 6:** My TIU Page account created. The login details will be sent to your email address. From here, you can proceed to filling out your online application.

#### Important

- Progress cannot be saved. All steps, including payment, must be completed to register an account. If you stop halfway, you will need to start over again from step 1.
- If paying by credit card, have your credit card with you when starting the online application.

#### Online Application Form Instructions

 [https://www.tiu.ac.jp/etrack/wp-content/uploads/Online\\_Application\\_Instructions.pdf](https://www.tiu.ac.jp/etrack/wp-content/uploads/Online_Application_Instructions.pdf)

 <https://youtu.be/uPY3J8fvFTY>

## 2. Application Fee

Paying the application fee is required **before** applicants can proceed with their online application on their My TIU Page. This fee is **non-refundable** under any circumstances.

|                        |           |                                  |
|------------------------|-----------|----------------------------------|
| <b>Application Fee</b> | 5,000 JPY | <i>*Charged in Japanese yen.</i> |
|------------------------|-----------|----------------------------------|

During step 4 of the My TIU Page account registration, applicants are required to select the payment method of the application. The method can only be selected once. The following two payment methods are available:

|  |
|--|
| <b>1) Payment by Credit Card (Recommended)</b>   |
| TIU recommends using a credit card to pay the screening fee. Debit cards are not accepted.   |
| <b>2) Payment by Bank Transfer (only if no credit card is available)</b>   |
| Bank name: Mizuho Bank, Ltd.<br>Branch: Kawagoe Branch<br>Account number: 1282121<br>Account type: Savings account ( <i>futsū kōza</i> 普通口座)<br>SWIFT code: MHCBJPJT<br>Account name: Tokyo International University<br>Bank address: 2-10-5 Shintomi-cho, Kawagoe, Saitama 350-0043 Japan<br>Amount: 5,000 JPY<br><b>*Bank remittance to Japan does not require an IBAN code.</b> |

### If paying by bank transfer

- Please indicate **the applicant's name and Web Registration ID** in the "sender's" information so we can identify the applicant. Without this information, it may be difficult to link the payment to the applicant.
- Once the bank transfer is completed, **a scanned copy of the bank remittance receipt must be uploaded via your My TIU Page (see next section) before the deadline.** Without a copy of the bank remittance receipt, TIU cannot link your payment to your account.
- Any bank transfer fees must be paid by the applicant. Bank transfer fees can amount to over 3,000 JPY (~30 USD). Bank transfers may also experience processing delays. In order to avoid any extra fees and/or delays, we highly encourage applicants to use a credit card and pay through our online system.

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

### 3. Complete your Online Application (My TIU Page)

- As soon as you have completed the registration of your My TIU Page, a “web registration ID” will be generated and sent to your email address. **Please keep this information for your records.** In order to log into your My TIU Page, you will need to provide your email address and web registration ID.

#### Log into My TIU Page

 [www.tiu.ac.jp/mypage/bachelor](http://www.tiu.ac.jp/mypage/bachelor)

- **Bookmark the link to the "My TIU Page"**. Once logged in to My TIU Page, click on “Your Application” on the left hand side and proceed to fill out the requested items under “Online Submission Required”.
- Click on “Edit” to make any changes. All changes must be saved manually.
- Completed items will be indicated with a checkbox.
- When all required items are complete and you are ready to submit your application, **click on “Submit Application” at the bottom of the page to finalize.**
- See below for detailed instructions for each item.

**Important:** You cannot edit your My TIU Page after submitting your application!

| My TIU Page Item                                     | Instructions   |
|--|--|
| Basic Information<br><b>mandatory</b>                | This is the information submitted when you registered your My TIU Page. Please review if all information is correct and exactly the same as your passport name. Information can be updated if necessary.   |
| Upload Bank Transfer Receipt<br><b>if applicable</b> | *Only displayed if you selected Bank Transfer as a payment method.<br>Upload a scan or photo of the receipt of the bank transfer.<br><b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b>  |
| Educational Background<br><b>mandatory</b>           | List all schools attended and the school you are currently attending (if any) <b>in chronological order</b> (from top to bottom/ from the first grade of elementary school to the most recent school).<br>Make sure you input all information accurately, including the full school name, category, location, attendance period, and language of instruction. In the event TIU finds fraudulent information submitted or omitted important information, admission will be revoked even after enrollment. |
| Score Information<br><b>mandatory</b>                | Provide the details of your English proficiency, matching the eligibility requirements specified on page 5-6, and upload a copy of your test report (unless exempted).<br><b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b><br>If you have received any of the qualifications listed under “Special Academic Qualifications”, such as IB, GCE, ACT, or SAT, check off your qualification on the list accordingly.   |



|  |  |
|--|--|
|  | <p><u>Answer the question about your previous visa/COE applications.</u></p> <p>"Have you ever applied for a Japanese visa / COE and had your application rejected?"</p> <p>(a) I am a Japanese national and I do not need a Japanese visa.<br/> (b) I have never been to Japan and have never applied for a Japanese visa/COE for work or long-term stay.<br/> (c) I have only visited Japan as a tourist and have never applied for a Japanese visa/COE for work or long-term stay.<br/> (d) I successfully received a Japanese visa/COE for work or long-term stay in the past (not as a tourist, but as a student, worker, dependent, or other status requiring a long-term stay visa). (Select this even if you did not actually come to Japan after successfully receiving the visa/COE.)<br/> (e) I have withdrawn my COE application in the past.<br/> (f) I applied for a Japanese visa/COE in the past and my application was rejected by the Immigration Bureau / Japanese Embassy. (If you select this, contact TIU immediately to explain your situation.)</p> <p><b>Note:</b><br/> <b>If you have had a visa or COE application rejected by the Japanese Immigration Bureau or Embassy even once in the past, you must select answer (f). For example, if you were once rejected for a COE but later approved after applying again, you must still select (f).</b></p> <p><b><u>Applicants from Uzbekistan</u></b><br/> · Applicants must have Burgundy colored passport (New international passport) to enter Japan. Please obtain one of these passports as soon as possible if you do not have one.</p> |
| Tuition Reduction<br>Scholarship<br>Application Form<br><b>mandatory</b> | All applicants are required to declare if they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO'.<br>If you selected 'YES', state your reason for applying to the scholarship (up to 100 words). If you selected 'NO' you will not be considered for the TIU tuition reduction scholarship. This is your only opportunity to apply for this scholarship.  |
| Other Scholarships<br><b>if applicable</b>                               | Please enter the name of the scholarship(s) <b>you have already received</b> or are confirmed to receive upon enrollment if admitted.  |
| Extracurricular<br>Activities<br><b>(Up to 3)</b><br><b>if available</b> | If you have participated in extracurricular activities (student council, volunteer work, sports competitions, language proficiency etc.), upload proof of <u>no more than three items</u> which clearly prove your participation (e.g. awards, testimonials, etc.).<br><b>Upload only. Do not enclose copies or originals together with the envelope of physical documents you put in the mail!</b><br>Activities before high school grade 10 or conducted within the school curriculum will not be considered. Translations by applicants themselves are accepted as proof of extracurricular activities.<br><b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b>   |

***\*If you experience any issues when uploading files to our system, email them to the E-Track Admissions Center.***

## 4. Send Physical Documents

TIU requires the physical submission of certain certified documents. Prepare items A to H listed in the table on pages from 15 to 17, and send them to the following address:

### Address

#### E-Track Admissions Center Tokyo International University

4-23-23 Takadanobaba, Shinjuku,  
Tokyo 169-0075 JAPAN

☎ +81-3-3362-9644

*\* If you live in Indonesia, Thailand, or Vietnam, you can submit your documents to our local offices. Please refer to the addresses on the back of this guideline.*

### Before you send the documents, please read

- Please make copies of all documents before sending, and email digital copies to TIU ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)).
- Please use the same email address used in your application.
- If you are sending documents from outside of Japan, use a **traceable** international courier service (e.g. DHL, EMS, FedEx). If you are sending domestically from Japan, use the **Simplified Registered Mail** (kan'i kakitome 簡易書留) service from Japan Post and let us know the tracking number.
- **All documents must be written in English or Japanese.**  
Translation is required for other languages. Translations must be provided by **a school official, an official agency such as an embassy or consulate, the applicant, or an official 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 their contact information is included. When the document is translated, both the certified copy in the original language and translated documents must be submitted.

### What is a "certified true copy"?

- "Certified true copy" means that the document was affixed with an official seal by the issuing institution or a notary public. The seal with a clear date and signature shows that the document is a true copy of the original.  
- See the following link to know how to make a certified copy.  
[https://www.tiu.ac.jp/etrack/wp-content/uploads/certified\\_copies.pdf](https://www.tiu.ac.jp/etrack/wp-content/uploads/certified_copies.pdf)
- TIU does NOT consider photocopies or scanned files as a "certified true copy".
- Applicants are required to submit a certified true copy of the document so that they can retain the original unless stated otherwise.
- **TIU does NOT accept original documents unless preparing certified copies is not possible.**
- TIU will NOT return any submitted documents, regardless of the document type. This means that original documents will not be returned even if submitted by mistake.

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

## 5. Required Physical Documents

| Item | Documents to submit  | Details  |
|------|--|--|
| A    | <p>Official transcript (School report, Mark sheet)</p> <p><b>mandatory</b></p> | <p>An official transcript showing all courses taken, grades received, and grading scheme in high school must be submitted. The transcript must be certified by a school official and be officially sealed in a school envelope.</p> <ol style="list-style-type: none"> <li>1) <u>High school graduates</u> must submit the <u>final 3 years</u> of their secondary education.</li> <li>2) <u>Current high school students</u> must submit the most recent transcripts showing the grades for <u>at least 2 years</u>.</li> <li>3) Transcripts from any <u>higher education institution</u> attended (e.g. – university, two-year college, etc.) must also be submitted in addition to secondary education.</li> <li>4) TIU accepts digital transcript services. Students may have their institutions send digital transcripts through a companies such as: Parchment (<a href="http://www.parchment.com">http://www.parchment.com</a>) and SCRIP-SAFE International (<a href="http://www.scrip-safe.com">http://www.scrip-safe.com</a>)</li> </ol> <p><u>Applicants with CBSE / ISC / Higher Secondary State Boards</u><br/>Current high school students who will complete an Indian high school curriculum (CBSE / ISC / Higher Secondary State Boards) must follow a different application schedule. Please contact the E-Track Admissions Center for details.</p> <p><u>Applicants with Uzbekistan curriculum</u><br/>Applicants who completed or will complete an 11-year Uzbekistan curriculum must submit detailed academic reports for grades 9, 10, and 11. We do not accept a summary of grades 1 to 9 (Supplement 9) or a summary of grades 1 to 11 (Supplement 11).</p> |
| B    | <p>Certificate of graduation (high school)</p> <p><b>mandatory</b></p>         | <ol style="list-style-type: none"> <li>(a) Applicants must submit an official Certificate of Graduation.</li> <li>(b) Admitted applicants who are attending high school at the time of application must submit proof of graduation and/or final transcripts before enrolling at TIU.</li> </ol> <p><b>Failure to submit this will cause your admission offer to be revoked even after enrollment.</b></p> <p>If the transcript shows the date of graduation, you do not have to submit the certificate. Those who have graduated early, or have skipped a grade, must submit an official document issued by the school certifying this fact.</p>   |



|   |   |   |
|---|---|---|
|   |   | <p><b><u>Applicants from China</u></b></p> <p>All applicants who completed or will complete the national curriculum at a high school in China must submit the following:</p> <p>(1) : <u>Certificate of Graduation</u> issued <b>by the province or city government (not the certificate issued by the school)</b>.</p> <p>(2) : If (1) cannot be issued, submit a <u>letter</u> from your high school principal explaining that;</p> <p>(a) the applicant completed or will complete the national curriculum and,</p> <p>(b) why the province or city cannot issue a Certificate of Graduation.</p> <p>The letter must have the principal's signature and the school's official seal.</p> <p><u>Download the letter template here:</u></p> <p><a href="https://www.tiu.ac.jp/etrack/wp-content/uploads/certificate_graduation_confirmation_china.pdf">https://www.tiu.ac.jp/etrack/wp-content/uploads/certificate_graduation_confirmation_china.pdf</a></p>  |
| C | Letter of recommendation <b>mandatory</b>                                     | <p>A letter of recommendation signed by a teacher, professor, academic advisor, or school official of your most recently attended school must be submitted.</p> <p>It must:</p> <ul style="list-style-type: none"> <li>● be <u>physically signed</u> and dated by the reference.</li> <li>● show the reference's contact information. (telephone number and email address)</li> </ul> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>● The original copy of the letter must be sent by post.</li> <li>● However, if your reference has an official school domain email address and sends a scanned copy of the letter from this address, no original letter needs to be submitted.</li> </ul> <p>*Non-school email addresses like @gmail or @outlook are not accepted.</p> <p>*Applicant's name must be included in the subject line.</p> <p>Download a sample recommendation letter template here:</p> <p><a href="https://www.tiu.ac.jp/etrack/admissions/downloads.html">https://www.tiu.ac.jp/etrack/admissions/downloads.html</a></p> |
| D | Proof of English proficiency <b>if applicable</b>                             | <p>The method of submission and validity period of the English proficiency test score report is different for each test. Confirm the details on pages 5 and 6 under "Requirement 2: English Proficiency", and submit or order a document proving your English proficiency. Certain score reports can be delivered digitally.</p> <ul style="list-style-type: none"> <li>● <b>No institutional program (IP) and Daily Test results are accepted.</b></li> </ul>  |
| E | Standardized test results / National examination results <b>if applicable</b> | <p>Applicants who have taken an International Baccalaureate, Abitur, Baccalaureate, GCE Advanced Level, SAT, ACT, or official national graduation examinations for secondary education for each country (e.g. HUIKAO or 普通高中学業水平考試) are required to submit official test scores and diplomas issued by the examination board in addition to their school transcripts. If you are expecting to take these exams after</p>  |

|   |   |   |
|---|---|---|
|   |   | <p>applying to TIU, submit predicted grades issued by your school at the time of application.</p> <p>For SAT, the Designated Institute Code for TIU is 7536. Use this number when sending SAT results to TIU.</p> <p>For ACT, the Designated Institute Code for TIU is 7941.</p>  |
| F | <p>Documents from school in Japan</p> <p><b>if applicable</b></p>                 | <p>Applicants who have attended a postsecondary institution in Japan (e.g. university, two-year college, Japanese language school, vocational college, etc.) with a student visa must submit 1) a certificate of (expected) graduation, 2) a transcript, and 3) a document showing the attendance rate at the school (shussekiritsu shōmeisho).</p>   |
| G | <p>Proof of scholarships from other organizations</p> <p><b>if applicable</b></p> | <p>Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarships (e.g. the CSN offered by the Swedish government, or other governmental financial aid from their home countries).</p>   |
| H | <p>Proof of relationship with your sibling</p> <p><b>if applicable</b></p>        | <p>Your enrollment fee will be halved from 250,000 JPY to 125,000 JPY if you have a sibling who is currently attending TIU or graduated from TIU. If he/she is currently attending TIU, submit a copy of their TIU student ID card and official proof of your relationship. If he/she graduated, submit a copy of their proof of graduation from TIU and official proof of your relationship.</p> |

## 6. Screening Process

- TIU will make a comprehensive evaluation based on all submitted documents.
- Screening is performed both for admissions and scholarships simultaneously. There is no need for an interview unless requested otherwise.
- If necessary, the applicant's school or recommendation letter references may be contacted for further information. Applicants and their schools may also be contacted in the event that clarification is needed in regards to the submitted documents or if there are any missing documents.
- Communication will be handled primarily via email and messages on the My TIU Page, so applicants must check their email accounts on a regular basis.
- At the end of the application period, application numbers will be assigned to all applicants who submitted their online application. You will receive a notice by email when your application number has been issued. You can confirm your application number on your My TIU Page by clicking on the 'Application Number' tab on the left hand side. Please contact the E-Track Admissions Center if you have not been issued an application number, even after submitting your application on your My TIU Page and sending in your documents.

## 7. Announcement of Result

Applicants can confirm their admission and scholarship results through their My TIU Page from **10:00 a.m. (UTC+9 Japan Standard Time) on the date of announcement of results** (see page 8). First, log in to the My TIU Page by entering your email address and web registration ID. After logging in, click on 'Examination result announcement' on the left hand side. TIU does not disclose your admission and scholarship result via email or telephone. Accepted applicants will be able to download an acceptance letter, an invoice, and other documents required for enrollment from the My TIU Page. Please refer to page 23 for more information about the enrollment procedure.

### Important

- Your acceptance offer is valid only for the application period you applied for.
- You cannot defer or delay your university admission to another semester.
- The admission and scholarship results are final with no option to appeal.
- Rejected applicants and admitted applicants who withdraw cannot re-apply for the same intake (semester), but can apply for the next intake. However, the application fee must be paid again, and a new application must be completed and submitted online.
- TIU is unable to disclose the reason for rejection, even when asked.

# TUITION AND FEES

If admitted, you must pay all fees by their respective deadlines (page 8 or 20), or admission will be revoked. It is permissible to pay all fees at the same time by the enrollment fee deadline.

There are three education-related fees at TIU.

- 1) **Enrollment fee:** One-time *non-refundable* fee required to secure your place at TIU.
- 2) **Tuition:** Paid on a semester basis.
- 3) **Operations fee:** Paid on a semester basis. This fee is utilized for the upkeep and maintenance of university facilities.

## ● TIU Tuition and Fees for 1<sup>st</sup> Year Students Enrolling in 2024

| (All amounts are stated in Japanese Yen (JPY)) |                       | Before School Entry                   | 1 <sup>st</sup> Year |               | Subsequent Years |               |           |         |
|--|-----------------------|---------------------------------------|----------------------|---------------|------------------|---------------|-----------|---------|
|  |                       |                                       | Semester Amount      | Annual Amount | Semester Amount  | Annual Amount |           |         |
| 1  | <b>Enrollment Fee</b> | 250,000                               | /                    | /             | /                | /             |           |         |
| 2  | <b>Tuition</b>        | No Reduction                          | /                    | 500,000       | 1,000,000        | 600,000       | 1,200,000 |         |
|  |                       | Rate of Tuition Reduction Scholarship | 30%                  | /             | 350,000          | 700,000       | 420,000   | 840,000 |
|  |                       |                                       | 50%                  | /             | 250,000          | 500,000       | 300,000   | 600,000 |
|  |                       |                                       | 80%                  | /             | 100,000          | 200,000       | 120,000   | 240,000 |
| 100%   | /                     | 0                                     | 0                    | 0             | 0                |               |           |         |
| 3  | <b>Operations Fee</b> | /                                     | 160,000              | 320,000       | 160,000          | 320,000       |           |         |

- A one-time 40,000 JPY Alumni Association fee will be added to the first tuition and fees invoice.
- Tuition and fees do **not** include accommodation. Dormitory fees will be charged separately for students who choose to stay in the dormitory during the first year.

**If you have a brother or sister** who is attending (or has graduated from) TIU, OR if two siblings plan to enroll at the same time, TIU will grant a 50% reduction of the enrollment fee for the second person enrolling. Please contact the E-Track Admissions Center for further instructions.

## 4 –Year Total Tuition and Fees

| Tuition Reduction Rate                                | 0%        | 30%       | 50%       | 80%       | 100%      |
|---|-----------|-----------|-----------|-----------|-----------|
| <b>4-Year Total Tuition and Fees (1+2+3 combined)</b> | 6,130,000 | 4,750,000 | 3,830,000 | 2,450,000 | 1,530,000 |

## Payment Deadlines Prior to Enrollment

| Application Period    |   | Payment of Enrollment Fee | Payment of Tuition and Fees |
|-----------------------|---|---------------------------|-----------------------------|
| April 2024 Intake     | 1 | Jun 21 – Jul 5, 2023      | Aug 18, 2023                |
|                       | 2 | Sep 6 – Sep 27, 2023      | Nov 17, 2023                |
|                       | 3 | Oct 25 – Nov 15, 2023     | Jan 5, 2024                 |
| September 2024 Intake | 1 | Oct 25 – Nov 15, 2023     | Jan 12, 2024                |
|                       | 2 | Jan 10 – Jan 31, 2024     | Mar 18, 2024                |
|                       | 3 | Feb 14 – Mar 6, 2024      | Apr 26, 2024                |
|                       | 4 | Mar 20 – Apr 10, 2024     | May 31, 2024                |

- **Nationals of Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka** must follow a different application schedule (see below).

## Applicants from Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka

### ■ Advance Payment for Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka [Tuition and Fees]

Students of the above nationalities enrolling to TIU are required to pay the full annual amount of tuition and fees for the entire first year of study 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.

TIU will inform the students to whom the advance payment of fees rule applies on the results announcement day.

#### Payment Due Dates:

| Application Period    |   | Payment of Enrollment Fee | Payment of Tuition and Fees |
|-----------------------|---|---------------------------|-----------------------------|
| April 2024 Intake     | 1 | Jun 21 – Jul 5, 2023      | Aug 18, 2023                |
|                       | 2 | Sep 6 – Sep 27, 2023      | Nov 17, 2023                |
|                       | 3 | Oct 25 – Nov 15, 2023     | <b>Jan 5, 2024</b>          |
| September 2024 Intake | 1 | Oct 25 – Nov 15, 2023     | Jan 12, 2024                |
|                       | 2 | Jan 10 – Jan 31, 2024     | Mar 18, 2024                |
|                       | 3 | Feb 14 – Mar 6, 2024      | Apr 26, 2024                |
|                       | 4 | Mar 20 – Apr 10, 2024     | <b>May 31, 2024</b>         |

### [Accommodation Fee]

Students from the above mentioned group of nationalities who will stay at the dormitories are also required to pay the accommodation fee for one full semester up front. The amount to pay ranges from approximately 151,000 JPY to 250,500 JPY (subject to change). The exact amount will be communicated once dormitory room types have been assigned.

## Payment Deadlines for Subsequent Semesters

For subsequent semesters, students are required to pay the tuition and operations fee by means of automatic withdrawal from a bank account in Japan.

**Payments in installments are not accepted.** All fees must be paid via bank transfer. Other methods are not accepted. The required amount needs to be deposited in a domestic account before the following withdrawal dates:

|                        |         |                      |             |
|------------------------|---------|----------------------|-------------|
| <b>Spring Semester</b> | Mid-May | <b>Fall Semester</b> | Mid-October |
|------------------------|---------|----------------------|-------------|

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

# SCHOLARSHIPS

We offer TIU Tuition Reduction Scholarships and Model United Nations (MUN) Scholarships.

## TIU Tuition Reduction Scholarship

- Applicants who are awarded this scholarship will have their tuition fee reduced by 30%, 50%, 80% or 100%. **The reduction will not be applied to the enrollment fee, operations fee, or alumni association fee.**

### **Criteria:**

- Anyone, including Japanese nationals, applying to the English Track Program is eligible to apply for the TIU Tuition Reduction Scholarship at the time of application.

### **Application Process:**

- To apply for the TIU tuition reduction scholarship, see the explanation under "Tuition Reduction Scholarship Application Form" on page 13.
- Scholarship results are announced on the same day as the admission results.
- Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the student applies.
- Successful scholarship applicants and their rate of tuition reduction are decided based on a comprehensive evaluation of all documents and information submitted, including the statement of purpose, official transcripts, letter of recommendation, English proficiency score, the Tuition Reduction Scholarship Application Form, and uploaded proof of extracurricular activities.
- The scholarship will remain valid up to 4 years under the condition that the recipient maintains the necessary GPA, take enough credits, and complies with TIU's behavioral expectations.

### **TIU Tuition Reduction Scholarship for 1<sup>st</sup> Year Students Enrolling in 2024**

| Tuition Reduction                               | 30%     | 50%     | 80%     | 100%      |
|---|---------|---------|---------|-----------|
| Annual Reduced Amount 1st year                  | 300,000 | 500,000 | 800,000 | 1,000,000 |
| Annual Reduced Amount from 2 <sup>nd</sup> year | 360,000 | 600,000 | 960,000 | 1,200,000 |

(All amounts are stated in Japanese Yen.)

## TIU Model United Nations (MUN) Scholarship

- Applicants who are awarded this scholarship will have their enrollment fee of 250,000 yen waived.
- Anyone meeting the criteria is eligible to apply for the MUN Scholarship.
- Applicants for this scholarship may also apply for the TIU Tuition Reduction Scholarship.

### **Criteria:**

- Must have previous experience in Model United Nations.
- Choose International Relations as your first-choice major when applying to the TIU E-track program as a freshman.
- Join and be an active member of the TIU MUN team for at least 1 year of their first 2 years as a student.

### **Application Process:**

- Contact our admissions team to receive the official application form with your MUN Scholarship application number on it. ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp))
- Fill out the form, answer the essay questions and return the form to our office.

## Other Scholarships

- **JASSO Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission**

One of the most commonly applied for scholarships by students enrolling at TIU is the “Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission (University Recommenders)” offered by the government affiliated Japan Student Services Organization (JASSO). TIU will provide information to admitted students on how to apply for this scholarship with TIU’s recommendation.

For more details, please refer to the following website:

☞ [https://www.jasso.go.jp/en/study\\_j/scholarships/shoureihi/tonichimaeyoyaku.html](https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/tonichimaeyoyaku.html)

- **Japanese Government (MEXT) Scholarship (Undergraduate)**

TIU does not accept the Japanese Government (MEXT) Scholarship for undergraduate degree programs.

- **Other Public / Private Scholarships Available after Enrollment (Japan)**

There are several other scholarships offered by public or private organizations in Japan. The Japan Student Services Organization (JASSO) provides a list of public and private scholarship programs for international students.

For more details, please refer to the following website:

☞ <https://www.studyinjapan.go.jp/en/planning/by-style/pamphlet/>

Applications for some of these scholarships are accepted by TIU after enrollment. Please note that each scholarship has its own requirements which must be met, such as language proficiency, nationality and/or visa type. The requirements may not be the same as TIU’s own application requirements. Applicants who have been awarded with a scholarship are required to inform TIU and submit proof as soon as it becomes available.

- **Scholarships and Financial Aid Offered by Foreign Organizations**

Students may be eligible for scholarships or financial aid offered by public or private organizations in their current country of residence. Currently, TIU students can receive financial aid provided by their home country’s organizations such as CSN (offered by the Swedish government). Students must apply for these scholarships or benefits on their own. If you are a recipient of any such scholarships, please submit a document to TIU to prove your entitlement as soon as it becomes available.

**\*GI BILL:** Effective April 2024 intake, TIU will no longer accept the GI Bill.

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

## Living Cost in Japan

- Scholarships can ease students’ financial burden. However, financial support, either your own savings or a financial supporter’s income, is still necessary to live and study in Japan. The ‘Student Guide to Japan’, published by JASSO, includes a section on “Expenses” which may help you understand more about the cost of living in Japan:

☞ [https://www.jasso.go.jp/en/study\\_j/sqtj.html](https://www.jasso.go.jp/en/study_j/sqtj.html)

## ENROLLMENT PROCEDURE

**You must pay the enrollment fee, the operations fee, the tuition fee and alumni association fee in order to complete your enrollment procedures.**

- An enrollment packet, including an invoice for enrollment and other related fees as well as a certificate of acceptance, will become available on the My TIU Page of admitted applicants.
- First, admitted applicants must confirm their admission offer by paying the enrollment fee and submitting all required visa documents by the deadlines.
- Next, the tuition and operations fees for the first semester must also be paid by their designated deadlines (see page 8). **Failure to complete payments by their deadlines will cause your admission offer to be revoked.**
- Finally, other enrollment documents must be downloaded from the My TIU Page, completed, and submitted by the deadline.
- TIU will not refund the enrollment fee under any circumstances.
- The Certificate of Eligibility will be issued by the Immigration Services Agency of Japan and the visa will be issued by the Japanese Embassy or Consulate-General that has jurisdiction over the applicant's domicile. TIU will not take any responsibility in the rare event that these documents are not granted.
- All E-Track students must obtain their own laptop computers before enrollment. Guidance on minimum specifications may be provided separately during enrollment procedures.

### Inquiries AFTER you have been accepted

- **E-Track Admissions Center**  
For questions about paying your tuition and fees.  
✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)
- **International Exchange Office (IEO)**  
For questions about COE (visa), scholarships, housing, student life, etc.  
✉ [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)
- **E-Track Academic Affairs Office (ETA AO)**  
For questions about academic matters such as credit transfer, registration for classes, academic calendar.  
✉ [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)

Please make sure to include your Application Number whenever you communicate with TIU (refer to 'Screening Process' on page 18 on how to confirm your Application Number).



# VISA INFORMATION

The International Exchange Office (IEO) at TIU will be your point of contact for COE and visa procedures. International students who do not have a resident, diplomat, official, dependent, or spousal visa must acquire a student visa to attend university in Japan.

- Admitted students' visa applications will be processed by TIU's International Exchange Office or by an administrative scrivener office in Japan with whom TIU partners.
- To obtain a student visa while residing outside of Japan, students must first apply for a Certificate of Eligibility (COE) by submitting necessary documents to TIU by the deadline.
- TIU will submit the COE application documents to the Japanese Immigration Services Agency on behalf of admitted students if all required documents are submitted to TIU by the deadlines and payment of the enrollment fee is confirmed by TIU.
- Only the Japanese government's immigration authorities can issue a COE and visa. The COE is issued by the Japanese Immigration Services Agency, and the student visa is issued by the Japanese Embassy or Consulate General. TIU cannot be held responsible if either of these are not issued.
- Applicants who previously applied for a COE or visa to enter Japan, but were rejected, must inform TIU of this fact without fail when applying for admission.
- If admitted students choose their friend or acquaintance as their financial supporter, students are required to pay the fee for one of the administrative scrivener offices in Japan with whom TIU partners to process their visa application.

## Important

Even if you have completed all enrollment procedures or have enrolled, your admission to TIU will be revoked in any of the following cases.

- We discover you provided fake documentation and/or false information.
- You receive the "Notice of not granting COE" from the Immigration Services Agency (COE non-issuance).
- You do not obtain a COE by three business days prior to the date of the matriculation ceremony.
- You do not obtain a visa at the Japanese Embassy or Consulate General.
- You fail to obtain a new visa (residence card) (for visa holders with a residence card who are already residing in Japan at the time of application).

If your admission to TIU is revoked;

- The enrollment fee is non-refundable.
- After enrollment, tuition and fees will also be non-refundable.

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

## Holder of residence status in Japan

### (a) Student visa holder

- If you have a gap of more than 3 months between graduation from your current school and entering TIU, you must return to your home country once and apply for your COE and visa in your country.
- If the time of entering TIU is within 3 months of graduation from your current school, you are required to visit the Immigration Services Agency and confirm whether you can keep your current student visa (Residence card) to enroll in TIU on your own. If you are asked to re-apply for a new student visa, please contact the IEO immediately.
- Regardless of the date of expiration stated on your residence card, **your student visa and permission to work part-time will expire upon course completion and leaving your current school.**

### (b) Other visa holder

- If your visa expires before enrollment to TIU, you are required to visit the Immigration Services Agency and extend your visa on your own. Applications are accepted three months prior to the date of expiration.

## Notes

- If you do not have a passport at the time of application, prepare one as soon as possible.
- Please do not purchase your flight ticket until you receive your COE.

## Warning

- If you stay in Japan illegally, you will face a high risk of being arrested by authorities, which may result in deportation.

## Student Visa (COE) Application Process

- STEP 1:** The first set of instructions for the COE will be sent to students' email addresses. This email may come from the IEO or one of the scrivener offices. If you have any questions about the process, please read the email first and then contact the party that is handling your COE application (either the IEO or scrivener office).
- STEP 2:** Submit all required documents to either the IEO or one of the scrivener offices as a direct reply to the email message from the party that is handling your COE application (step 1). Inaccurate information or discrepancies in the documents may result in the rejection of your COE application.
- STEP 3:** The IEO or scrivener office will apply for your COE on your behalf once TIU has confirmed your enrollment fee payment. It usually takes about 4-12 weeks for the COE to be issued. The Immigration Services Agency's official document states that it takes 2-3 months for the COE to be issued, so keep the deadline specified by TIU.
- STEP 4:** Receive your issued COE. Once your COE has been issued, we will send it to you by e-mail.
- STEP 5:** Upon receiving your COE, take the COE to the Japanese embassy/consulate that has jurisdiction over your domicile in order to apply for your visa.

# IMPORTANT NOTES

- **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all stipulated fees, they may be eligible to have the tuition, operations fee, and alumni association fee refunded back to them. However, the enrollment fee is non-refundable.

## To receive the refundable fees

To receive the refundable fees, a "Reimbursement Application Form" must be requested and submitted to the E-Track Admissions Center ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)) by the deadlines listed below.

**Under no circumstances will it be possible to request a refund after the deadlines have passed.**

### Deadlines

**Spring intake:** No later than 5pm (UTC +9 Japan Standard Time) on Friday, March 29

**Fall intake:** One business day before the matriculation ceremony (late August 2024) for the Fall semester. The matriculation ceremony date will be published on the 2024 Academic Calendar on our website.

- **Submission of Fraudulent or Incomplete Information**

A fraudulent document is a document which has been forged or altered with false information. This includes falsified application forms, documents, or certificates which differ from the original or were issued by fake or non-accredited institutions, hiding relevant information, or providing false information. In the event TIU finds fraudulent information submitted in any form of communication or lack of important information, admission will be revoked even after enrollment. Forms of communication include documents, certificates, letters, emails, and/or system entries among others. Enrollment fees will under no circumstance be reimbursed.

- **Plagiarism Policy**

Plagiarism is the act of taking another person's writing, work, or ideas and passing them off as your own. This includes information from web pages, books, email messages, articles, or any other medium. Using generative artificial intelligence (A.I.) tools for any part of your application is also considered plagiarism. Plagiarism is regarded as a serious form of academic misconduct and cheating. Plagiarism on application documents will result in the revocation of admission or expulsion even if discovered after enrollment.

- **Compliance with Act on Protection of Personal Information**

Application documents and personal information will be shared confidentially with professional outsourced organizations in order to ensure application eligibility and help applicants during the visa application process. Personal information shall under no circumstances be disclosed to any other third parties without consent from the applicant.

- **Storage Policy for Personal Documents**

TIU will safely store all application related documents for ten years upon receipt. Once ten years have passed, the documents will be disposed of securely and responsibly.

Overview

How to Apply

Fees & Scholarships

How to Enroll

Important Notes

FAQs

## FREQUENTLY ASKED QUESTIONS

### ● Application Period

|           |  |
|-----------|--|
| <b>Q1</b> | I have already submitted my application documents, but I just decided that I want to apply during a different application period. Can you hold onto my application until then?   |
| <b>A1</b> | 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 register a new application account during the period you actually choose to apply and the application fee must be paid again. |
| <b>Q2</b> | Is it a problem if I submit my documents like the academic transcript before an application period starts?   |
| <b>A2</b> | If you send us your documents early we will keep your documents until you submit the online application during the period you wish to apply. Make sure to email us before you submit your documents early.   |

### ● Application Requirements

|           |   |
|-----------|---|
| <b>Q3</b> | I am currently still in high school, can I apply now? Do I need predicted grades?   |
| <b>A3</b> | Yes, you can apply if you are scheduled to graduate from high school by the time you enroll in TIU. Please submit a document showing your predicted grades if your school can issue one. Generally, students taking the IB Diploma exams and Advanced Levels should be able to receive such document from their school. |
| <b>Q4</b> | I have never studied Japanese and I don't speak Japanese at all. Can I apply?   |
| <b>A4</b> | Yes! Japanese proficiency is not required for application.  |
| <b>Q5</b> | I am enrolled in another university, but I would like to transfer to TIU. Does TIU accept transfer students? Can the credits that I have already earned at my current university be transferred?  |
| <b>A5</b> | Yes, we accept transfer students. It is possible to transfer to the second year or third year. Refer to the Application Guidelines for transfer students for more info.   |
| <b>Q6</b> | I took "First Language English" in the IGCSE curriculum (obtained C grade) three years ago. Can I use this result to apply to TIU?  |
| <b>A6</b> | Yes, IGCSE results do not have an expiry date, unlike some other tests (see page 5-6)   |
| <b>Q7</b> | Do I need to do an interview as part of the application?  |
| <b>A7</b> | Basically no. TIU may hold an interview online or in person if deemed necessary.  |
| <b>Q8</b> | My grades in high school were below average and possibly not good enough to be admitted. Can I take an entrance exam, or a "foundation program" instead?  |
| <b>A8</b> | No. Foundation programs are not accepted. TIU does not offer any exams either.  |

### ● Application Documents

|            |  |
|------------|--|
| <b>Q9</b>  | I do not have a valid official English test score, nor will I have one before the application deadline. Can I submit it later, after the deadline?   |
| <b>A9</b>  | No. All required documents must be submitted during the application period. Please make sure to take English proficiency tests well ahead of time.   |
| <b>Q10</b> | I am working now. Can I ask my supervisor to write a recommendation letter?  |
| <b>A10</b> | First contact your last attended school. If someone at the school cannot provide a letter, check with the E-Track Admissions Center for other accepted references.   |
| <b>Q11</b> | I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?   |
| <b>A11</b> | Yes. We accept letters of recommendation from Japanese language schools in Japan, but not from ones outside Japan. In addition, please submit documents from your school if it is in Japan: 1) a certificate of (expected) graduation, 2) a transcript, and 3) a document showing the attendance rate at the school (shussekiritsu shōmeisho). |

|            |  |
|------------|--|
| <b>Q12</b> | I took a TOEIC test held in my school and received a score report marked as institutional program (IP). Is this acceptable to apply for the E-Track Program? |
| <b>A12</b> | No. You must submit an official score certificate. If you are not sure if the test you took was IP or not, please contact us by email.                       |
| <b>Q13</b> | After graduating from high school, I studied at a university for a year. Do I need to send all of my school transcripts?                                     |
| <b>A13</b> | TIU requires transcripts covering the last three years of high school, as well as what you completed so far during your university studies.                  |

● **Application Registration and the My TIU Page**

|            |  |
|------------|--|
| <b>Q14</b> | I have friends or family in Japan. Can they pay the application fee on my behalf?  |
| <b>A14</b> | Yes. Please upload a copy of the bank transfer receipt to your My TIU Page.  |
| <b>Q15</b> | I paid the application fee by the deadline, but I only completed a few sections on My TIU Page and did not submit my application. Will you process my application?   |
| <b>A15</b> | No. You are required to complete all required sections on your My TIU Page and submit your application by the deadline.  |
| <b>Q16</b> | After I paid the application fee, I received a web registration ID by email. What is this number for? How is it different from an application number?  |
| <b>A16</b> | The web registration ID and your email address are used to log in to the My TIU Page, where you are required to write a statement of purpose and submit other required information and documents. An application number will be issued after the application deadline. Please include your application number when contacting TIU during the enrollment procedure. |

● **Scholarships**

|            |  |
|------------|--|
| <b>Q17</b> | Does TIU offer any scholarships? Can I get both a tuition reduction scholarship from TIU and a scholarship from another organization at the same time?                                   |
| <b>A17</b> | You can find information on the Tuition Reduction Scholarship on pages 21-22. It is possible to receive outside scholarships while also receiving the TIU Tuition Reduction Scholarship. |
| <b>Q18</b> | What are TIU's criteria for deciding the rate of the Tuition Reduction Scholarships?   |
| <b>A18</b> | Screening for scholarships is based on a comprehensive evaluation of all submitted documents and information.  |
| <b>Q19</b> | Can I apply for a student loan from Japan?   |
| <b>A19</b> | This is only possible for students whose parents reside in Japan.  |
| <b>Q20</b> | (USA nationals only) Am I eligible to apply for FAFSA (Federal Student Aid)?   |
| <b>A20</b> | No, TIU students are not eligible to apply for FAFSA.  |
| <b>Q21</b> | Can I use GI Bill to pay my tuition and fees?  |
| <b>A21</b> | Effective April 2024 intake, TIU no longer accepts the GI Bill.  |

● **Tuition and Fee Payment**

|            |   |
|------------|---|
| <b>Q22</b> | How can I know if the enrollment fee I paid has safely reached TIU?   |
| <b>A22</b> | You can check your payment status on My TIU Page on the left hand side. Please note that it takes a few days for the My TIU Page to update after receiving your payment.<br>☐ <a href="http://www.tiu.ac.jp/mypage/bachelor">http://www.tiu.ac.jp/mypage/bachelor</a>   |
| <b>Q23</b> | Can I pay for all my living expenses and tuition just by working while studying?  |
| <b>A23</b> | No. While a part time job may provide some supplemental income, it should not be your primary financial strategy. You should have sufficient savings and/or financial support from a guarantor to cover both living expenses and tuition. Working part-time should not be done at the expense of your academic success. |
| <b>Q24</b> | Why students from Bangladesh, Myanmar, Nepal, Uzbekistan and Sri Lanka enrolling to TIU are required to pay the full annual amount of tuition and fees for the entire first year of study?  |
| <b>A24</b> | It provides assurance to the Japanese Immigration Services Agency as well as TIU that the student has sufficient financial resources to study abroad at our university.   |

- **Other**

|            |   |
|------------|---|
| <b>Q25</b> | Is work experience or Japanese proficiency considered during the evaluation?  |
| <b>A25</b> | Work experience is not taken into account. Japanese proficiency tests such as the JLPT will be considered as proof of extracurricular activities. |
| <b>Q26</b> | I have a physical disability and need assistance. What should I do?   |
| <b>A26</b> | Please contact the E-Track Admissions Center when you apply for more information.   |
| <b>Q27</b> | I have ACT or SAT scores. Do I have to submit them for my application?  |
| <b>A27</b> | Yes. Please refer to item E on page 16.   |
| <b>Q28</b> | Does TIU accept students with gap years?  |
| <b>A28</b> | Yes. There are no restrictions on gap years and this will not affect the admission and scholarship results.                                       |

## ◆ Checklist

### 1. Documents for the Online Application

See page 11 for detail.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Statement of Purpose   |
| <input type="checkbox"/> | Educational Background (academic history)  |
| <input type="checkbox"/> | English score  |
| <input type="checkbox"/> | Tuition Reduction Scholarship Application  |
| <input type="checkbox"/> | Bank receipt (Only for applicants who paid the application fee by bank transfer.)        |
| <input type="checkbox"/> | Upload photo   |
| <input type="checkbox"/> | (*) Extracurricular activities   |
| <input type="checkbox"/> | (*) Passport / (*) Japanese Residence card ( <i>zairyū card</i> ) for residents of Japan |

(\*) only if applicable

### 2. Physical Documents

See page 15 for detail.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Official Transcript/School Report/Mark Sheet  |
| <input type="checkbox"/> | Certificate of (Expected) Graduation  |
| <input type="checkbox"/> | Letter of recommendation from your school (includes signature, date and contact info)                     |
| <input type="checkbox"/> | (*) Standardized Test Results<br>(e.g. IB, Abitur, Baccalaureate, GCE A Level, SAT, ACT, 普通高中学業水平考試 etc.) |
| <input type="checkbox"/> | (*) Proof of English Proficiency  |
| <input type="checkbox"/> | (*) Documents from school in Japan  |
| <input type="checkbox"/> | (*) Proof of Scholarship awarded by an external organization in Japan or abroad                           |

(\*) only if applicable

#### Note : Scan documents in advance

- Please scan and email all documents to the TIU E-Track Admissions Center before sending the physical copies. ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp))

## Contact Us

[www.tiu.ac.jp/etrack](http://www.tiu.ac.jp/etrack)

【TIU E-Track Admissions Center】

- **Tokyo International University  
E-Track Admissions Center**  
4-23-23 Takadanobaba, Shinjuku,  
Tokyo 169-0075 Japan  
☎ +81-3-3362-9644  
✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)  
f [www.facebook.com/etracktiu](http://www.facebook.com/etracktiu)

Map



【TIU Overseas Offices】

- **TIU Indonesia Office**  
Summitmas 1, 7th Fl.  
Jl. Jend. Sudirman Kav. 61-62 Jakarta 12190 Indonesia  
☎ +62-21-520-2112  
✉ [indonesia@tiu.ac.jp](mailto:indonesia@tiu.ac.jp)  
f [www.facebook.com/tiuidonesia](http://www.facebook.com/tiuidonesia)

Map



- **TIU Thailand Office**  
10<sup>th</sup> Floor, Room 1002, Serm-Mit Tower,  
159/16, Sukhumvit 21 (Asoke) Rd.,  
Klongtoey-Nua, Wattana, Bangkok 10110,  
Thailand  
☎ +66-2661-7590  
✉ [thailand@tiu.ac.jp](mailto:thailand@tiu.ac.jp)  
f [www.facebook.com/tiuthailand](http://www.facebook.com/tiuthailand)

Map



- **TIU Vietnam Office**  
17 Kim Ma Thuong|  
Cong Vi ward, Ba Dinh district, Hanoi, Vietnam  
☎ +84-24-6273-6945  
✉ [vietnam@tiu.ac.jp](mailto:vietnam@tiu.ac.jp)  
f [www.facebook.com/tiuvietnam](http://www.facebook.com/tiuvietnam)

Map



- **TIU India Representative**  
In-Country University Hub  
☎ +91-1129810049  
✉ [india@tiu.ac.jp](mailto:india@tiu.ac.jp)  
Contact for Delhi & Mumbai teams ☞ <https://www.in-country.com/page/contact>

### Announcement: Ikebukuro Campus

Tokyo International University will open a new campus in Ikebukuro, central Tokyo in September 2023. Courses for E-Track undergraduate students will be held at the campus in Kawagoe for the first semester and then at the Ikebukuro Campus for the second semester onward, though this may depend on the specific course.

