

AY2023/2024

Admission Procedure Guide

TOYO UNIVERSITY

GRADUATE SCHOOLS

The university will **NOT** send you any documents regarding admission procedures. Please download the documents from the website and proceed with the procedures by yourself.

If there are any discrepancies between the Japanese version and the English version, the Japanese version shall take precedence.

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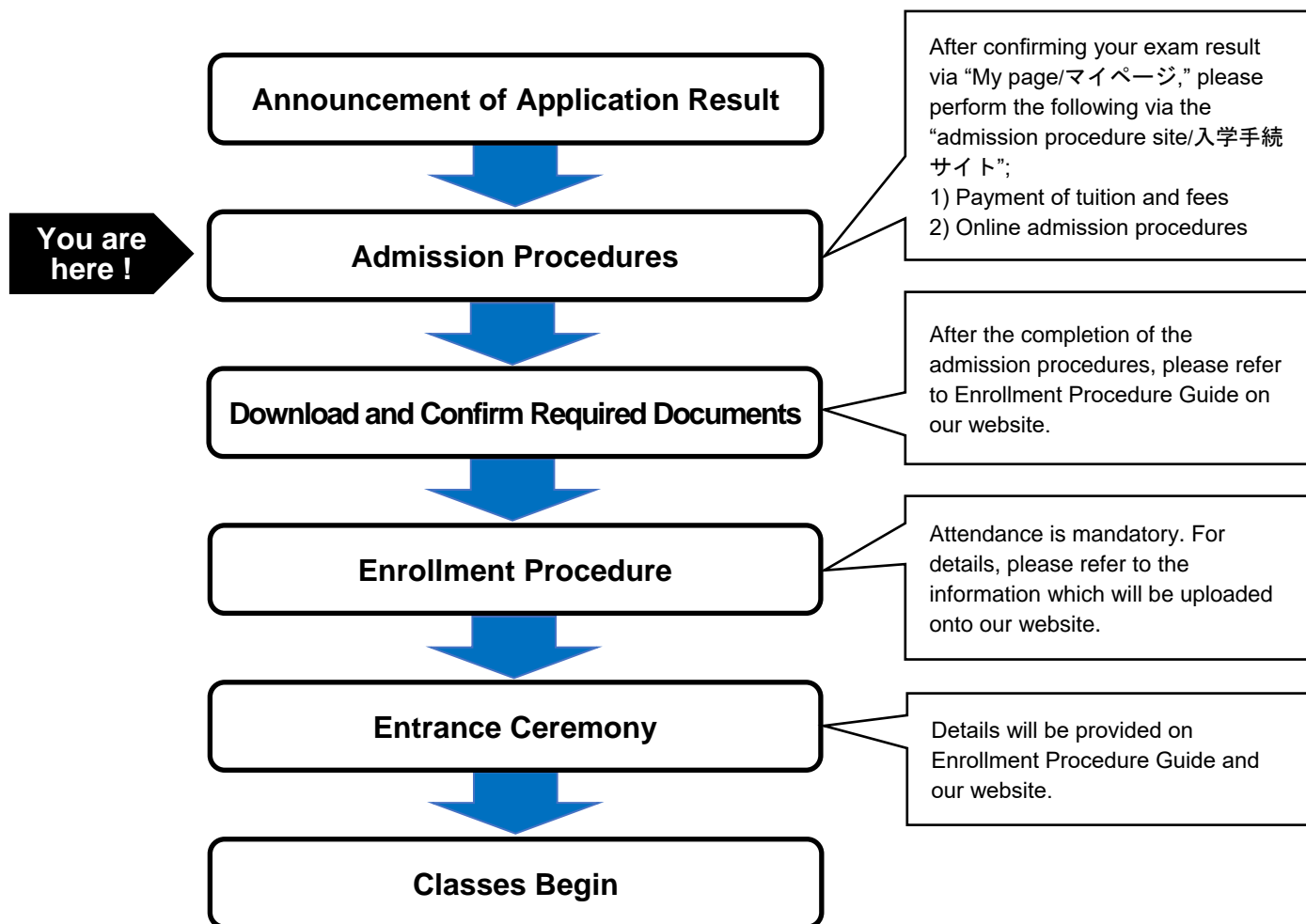
List of Input Items for Online Admission Procedures (For Confirmation)

Contacts

Access Map

[Admission Process]

Please note that the bank transfer form for the payment of academic fees will NOT be sent via postal mail.



Admission in Fall 2023

Month of Entrance Examination	Announcement Date of Application Results	Admission Procedure Period
Entrance examination in August (Admission in Fall)	August 31 (Thu), 2023	One-time procedure: August 31 (Thu) – September 6 (Wed), 2023

Admission in April 2024

Month of Entrance Examination	Announcement Date of Application Results	Admission Procedure Period
Entrance examination in August (Admission in April)	September 7 (Thu), 2023	The 1st-phase procedure: September 7 (Thu) - September 14 (Thu), 2023 The 2nd-phase procedure: February 29 (Thu) - March 6 (Wed), 2024
Entrance examination in November (Admission in April)	December 6 (Wed), 2023	The 1st-phase procedure: December 6 (Wed) - December 13 (Wed), 2023 The 2nd-phase procedure: February 29 (Thu) - March 6 (Wed), 2024 [Concentration in SME Consultant Certification] One-time procedure: December 6 (Wed) - December 13 (Wed), 2023
Entrance examination in February (Admission in April)	February 29 (Thu), 2024	One-time procedure: February 29 (Thu) - March 6 (Wed), 2024
Entrance examination in March (Admission in April)	March 6 (Wed), 2024	One-time procedure: March 6 (Wed) - March 12 (Tue), 2024

■ How to Log in to the Admission Procedure Site

All admission procedures can be done via the “admission procedure site/入学手続きサイト.” Log in to “My page/マイページ” that you created at the time of the application, follow the guide below and go to the “admission procedure site.”

URL for My page: <https://exam-entry.52school.com/toyo-g/my/>

My Page Login Screen

To log in, please enter your email address and password, and then click  (Log in) button.

東洋大学大学院マイページ
Toyo University Graduate Schools My Page

文字サイズ
サイトカラー

マイページログイン

マイページログイン My page login

ログイン Login

メールアドレス、パスワードを入力してください。 Please enter your email address and password below.
1つのメールアドレスで複数人のご利用はできません。 The use of one email address with more than two applicants is not allowed.

メールアドレス
Email address

パスワード
Password



マイページを初めてご登録の方 First-time users of My page

初めてマイページをご利用の方は[こちら](#)よりお願いします。
If you are a first-time user of My page, please create an account to start from [こちら](#).

パスワードをお忘れの方 Those who forgot your password

パスワードを忘れた方は[こちら](#)から再設定をお願いします。
If you have forgotten your password, you may request a reset from [こちら](#).

My Page Menu Screen

After login, you will see the following screen. To confirm your application result, please click **合否結果** (Application Result) button below.

東洋大学大学院マイページ
Toyo University Graduate Schools My Page

文字サイズ 小 中 大
サイトカラー 薄い 標準 濃い

ログアウト
Log out

マイページトップ

マイページメニュー My page menu

STEP1 ガイダンス閲覧・確認 Reference and confirmation of the procedure guide

東洋大学大学院のインターネット出願ガイダンスを確認してください。
Refer to the online application guidelines of Toyo University Graduate Schools.

ガイダンス閲覧・確認
出願手続きの流れや支払可能な金融機関、出願時のよくある質問など出願登録に関する内容を確認できます。
Reference and confirmation of the guide of the admission procedures

ガイダンス確認に進む
Go

STEP2 個人情報の登録と確認 Registration and confirmation of personal information

東洋大学大学院で利用する個人情報を登録することができます。
個人情報を画面の表示に従って登録して下さい。
You can register personal information that is used for the university.
※すでに登録完了した個人情報は変更することができません。
Once you have completed the online application, you cannot change the information registered.

個人情報の登録・編集と確認
出願者の個人情報の登録、編集、確認ができます。
Registration and confirmation of your personal information

登録・確認に進む
Go

STEP3 出願登録 Online Registration of application

東洋大学大学院の入学試験に出願登録をします。
Online registration for the Entrance Examination of Toyo University Graduate Schools

出願登録
画面の表示に従って出願に必要な情報を入力し、その内容を登録・確認してください。
Registration and application

出願登録に進む
Go

STEP4 出願確認 Confirmation of application

東洋大学大学院の入学試験に出願登録した情報を確認いただけます。
You can check the entered information for the Entrance Examination.

出願確認
東洋大学大学院の入学試験に出願登録した情報を確認いただけます。
Confirmation of the registered application

出願確認に進む
Go

合否結果
受験済みの合否結果をご案内いたします。
Application Result

メールアドレス変更
当サイトログイン用のメールアドレスを変更できます。
Change your email address

パスワード変更
当サイトログイン用のパスワードを変更できます。
Change your password

Application Result Screen

After you click [合否結果](#) button, you will see the following screen. To confirm your application result, please click [合否結果照会](#) (Application Result Inquiry) button below.

[合否結果照会](#)

東洋大学大学院
Toyo University Graduate Schools

文字サイズ 小 中 大
サイトカラー 薄い 標準 濃い

インターネット出願
Online Application

合否照会一覧 List of application result (s)

受験番号	試験区分 Exam Category	受験研究科 Desired Graduate School	合否照会 Application Result
A1001	【4月入学】白山・朝霞 一般入試 (8月)	ライフデザイン学研究科 生活支援学専攻 高齢者・障害者支援学コース (修士課程)	合否結果照会 Application Result Inquiry

マイページに戻る
Return to My page

Online Announcement of Application Result

If you are a successful applicant, please click [「入学手続」へ](#) (Go to Admission Procedure) button and go to the admission procedure site.

東洋大学
Toyo University

文字サイズ 小 中 大
サイトカラー 薄い 標準 濃い

オンライン合格発表(個人照会) Online Announcement of Application Result (s) (Individual)

合否結果 Application Result (s)

受験番号●●●●の方は、
Application result (s) for the applicant with examinee number ●●●● :

1. ライフデザイン学研究科 生活支援学専攻 高齢者・障害者支援学コース 修士課程 一般入試 (4月入学)

おめでとうございます。合格です。
引き続き、入学手続を行ってください。

“合格” → Congratulations! You passed the exam. Please continue on with the admission procedure.
“不合格” → We are very sorry, but you did not pass the exam.

[合格通知書
Notification of Application Results](#) 合格通知書は必要に応じて印刷し、各自保管をしてください。郵送による発送は行いません。
Please print the Notification of Application Result as necessary. We do not send it to you by post.

[「入学手続」へ
Go to Admission Procedure](#) こちらから入学手続を行います。
Click here to start admission procedure.

注意事項
WEB上で表示できない文字は、JIS第2水準の文字で表示しております。

閉じる Close

About Admission Procedure Site

東洋大学
Toyo University

下記の「入学手続きのしおり」を確認し、この画面から「納付金納入手続き」および「オンライン入学手続き」を行ってください。合格した入試方式に応じて手続き方法が異なるため、必ず「入学手続きのしおり」をご一読ください。また、下記の入学手続き情報に誤りがないか事前に確認の上、入学手続きを行ってください。

合格された方への情報提供サイト「合格者の方へ」を公開しております。入学手続きに関する情報等の重要なお知らせを随時掲載しますので、必ず確認してください。

入学手続きサイトが動作しない、PDFの閲覧ができない場合は、[こちら](#)より、推奨環境を満たしているか確認してください。

なお、モバイル端末については、推奨環境を満たしていても、お使いの環境によっては、一部機能が動作しないことがあります。原則として、入学手続きはPC端末を利用して行ってください。

[入学手続きのしおり](#)
Admission Procedure Guide

Access the Admission Procedure Guide via the button below, and perform the Tuition and Fee Payment Procedure and the Online Admission Procedures.

Be sure to read the Admission Procedure Guide before you perform the procedures because the procedures differ by the student. In addition, before you perform the procedures, confirm that the following pieces of admission procedure information shown are correct. If the admission procedure site does not properly work or if you cannot browse PDF documents, click here [こちら](#) to check whether your device meets the system requirements. Please note that, if you use a mobile device, some functions of the site may not properly work even if the device meets the system requirements. In principle, please use a computer to complete the admission procedures.

入学手続き情報 Admission Procedure Information

入試方式
Exam Category

研究科・専攻・コース・課程
Graduate School, Course and Program

合格者番号
Successful Applicant's No. [Note] You can find this Number on your Application Result.

“Admission Procedure Information”
Exam Category (enrollment month), graduate school, course, program admitted to, and successful applicant's No. are displayed here.

入学手続 Admission Procedures

ステータス
Status

【納付金納入手続き】【Tuition and Fee Payment Procedure】
入学手続き締切日までに納付金の納入手続きを行ってください。
Complete the procedure for paying tuition and fees by the deadline for the admission procedure.
【オンライン入学手続き】【Online Admission Procedures】
オンライン入学手続きを行ってください。
Please complete the online admission procedures.

“Admission Procedures”
Status of admission procedure is displayed here. Status displayed here is “Not Completed” version.

未手続 納付金納入手続き
Not Completed Tuition and Fees Payment Procedure

[支払方法の登録](#)
Payment Method Registration

「支払方法の登録」より、支払方法を選択してください。Please click [支払方法の登録](#) button, and select payment method.

“Tuition and Fee Payment Procedure”
Your payment information (amount and due date of the one-time or two-time admission procedure, etc.) will be displayed here.
Please check the Japanese-English translation for each word below.

“Payment Method Registration”
“Payment Procedure”
Click here to go to the payment procedure page. (→p. 20)
Please select full payment or installment payment. Respective amount and due date are displayed here.

未手続 オンライン入学手続き
Not Completed Online Admission Procedures

[学生情報の登録](#)
Registration of Student Information

こちらから学生情報、保証人情報等の登録を行ってください。Register student information, guarantor information, etc. here.

“Registration of Student Information”
Click here to go to the online admission procedure page. (→p. 31)

Please click [学生情報の登録](#) (Registration of Student Information) button, register student information, and guarantor information and so on.

Japanese-English Translation for Tuition and Fee Payment Procedure

【手続区分： Procedure category】

- 一括入学手続： One-time admission procedure
- 一括： 全納（入学金含む）： One-time: full payment (with admission fee)
- 一括： 分納（入学金含む）： One-time: installment payment (with admission fee)

2段階入学手続： Two-time admission procedure

- 1次（入学申込金のみ）： 1st-phase (payment of admission confirmation fee only)
- 2次： 全納： 2nd-phase: full payment
- 2次： 分納： 2nd-phase: installment payment

【金額： Amount】

【納入状況： Payment status】 未入金： Not paid 入金済： Paid

【支払い期限： Due date 入金日： Date of payment】

【ステータス： Status】 未手続： Not completed 入学申込手続完了： Admission confirmation procedure completed 完了： Completed

I . Admission Procedures

Three types of admission procedures

There are three types of admission procedures: (A) Two-time admission procedure, (B) Two-time admission procedure (for persons whose Admission Fee is waived) and (C) One-time admission procedure.

Deadlines and procedures vary depending on the type of the admission procedure. To ensure that the appropriate procedure is performed, please use the flowchart (see p. 7).

(A) Two-time admission procedure

This procedure is designed for successful applicants who are to be enrolled in April via an entrance examination held in August or November and who do not fall under the "(B) Two-time admission procedure (for persons whose Admission Fee is waived)."

(B) Two-time admission procedure (for persons whose Admission Fee is waived)

This procedure is designed for successful applicants who are to be enrolled in April via an entrance examination held in August or November and who are advancing to a graduate school from an undergraduate faculty of Toyo University (excluding correspondence courses and Toyo University Junior College) or who are advancing to a Doctoral Program from a Master's Program of Toyo University.

(C) One-time admission procedure

This procedure is designed for successful applicants who are to be enrolled in Fall via an entrance examination held in August or who are to be enrolled in April via an entrance examination held in November*, February or March.

*Only for the Concentration in SME Consultant Certification via an entrance examination held in November

In all cases, (A), (B) or (C), you need to take the following two steps prior to the deadline of the admission procedures.

1 Payment of tuition and fees

For the breakdown of tuition and fees, please see pp. 28 - 29.

(A) Two-time admission procedure: The admission confirmation fee (the amount equivalent to the admission fee) must be paid in the 1st-phase procedure (Admission Confirmation Procedure), and the remaining amount of tuition and fees must be paid in the 2nd-phase procedure. If you complete the 2nd-phase procedure, the admission confirmation fee (the amount equivalent to the admission fee) will be applied towards your admission fee.

(B) Two-time admission procedure (for persons whose Admission Fee is waived): Tuition and fees, excluding the admission confirmation fee (the amount equivalent to the admission fee), must be paid in the 2nd-phase procedure.

(C) One-time admission procedure: Tuition and fees, including the admission fee, must be paid in one lump sum.

2 Performing the online admission procedure

(A) Two-time admission procedure: Complete registration for "Admission Confirmation Procedure" in the 1st-phase procedure and for "Main Procedure" in the 2nd-phase procedure.

(B) Two-time admission procedure (for persons whose Admission Fee is waived): Complete registration for "Admission Confirmation Procedure" in the 1st-phase procedure, and for "Main Procedure" in the 2nd-phase procedure.

(C) One-time admission procedure: Complete registration for the "Main Procedure."

What you need to do in Admission Procedures

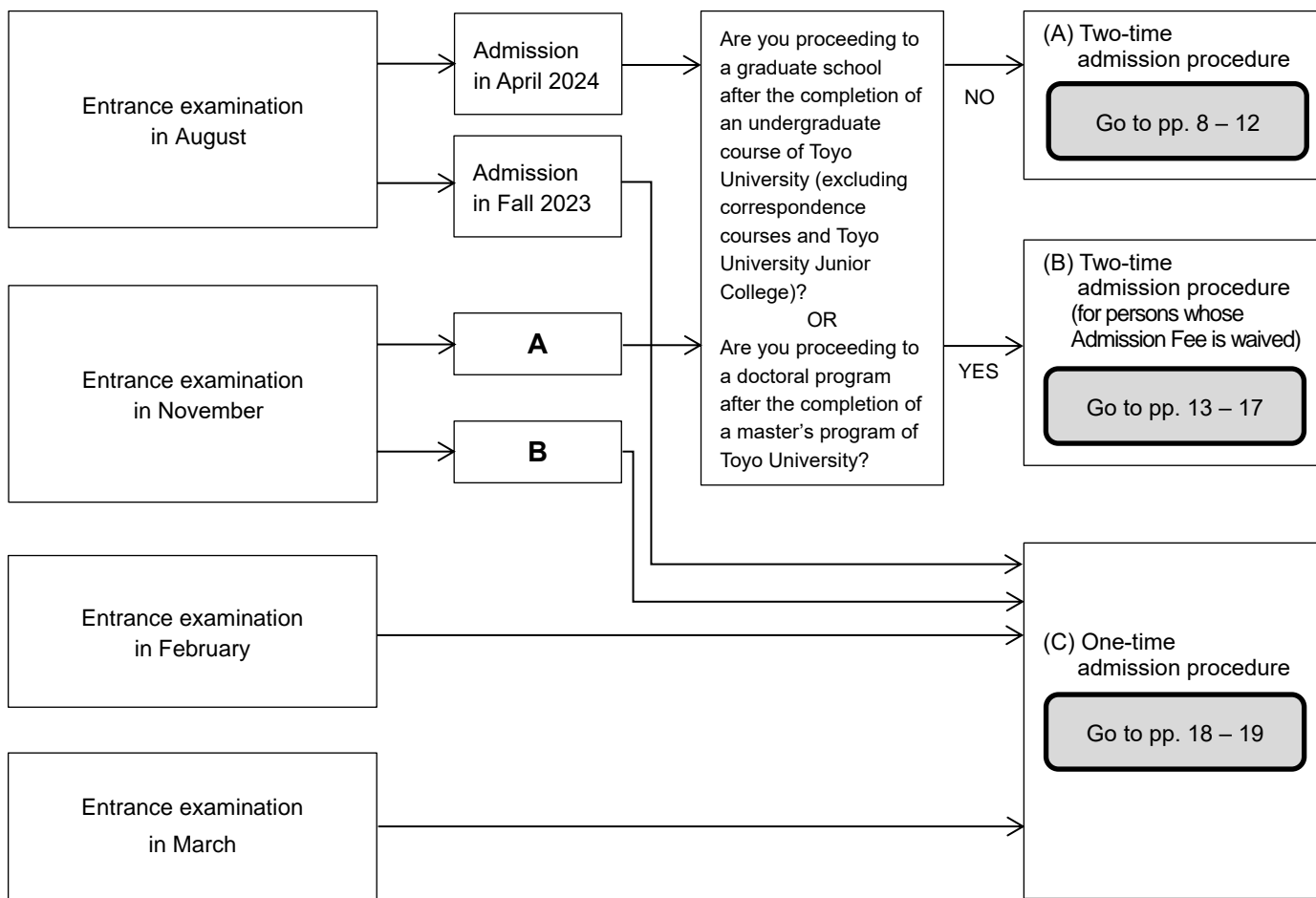
		1 Payment of tuition and fees	2 Online admission procedures
(A) Two-time admission procedure	1st-phase procedure	Payment of admission confirmation fee (the amount equivalent to the admission fee) only	Admission confirmation procedure
	2nd-phase procedure	Payment of tuition and fees, excluding admission fee (the admission confirmation fee will be applied to your admission fee)	Main procedure
(B) Two-time admission procedure (for persons whose Admission Fee is waived)	1st-phase procedure	— (No need to pay any fees at this stage)	Admission confirmation procedure
	2nd-phase procedure	Payment of tuition and fees, excluding admission fee	Main procedure
(C) One-time admission procedure		Payment of tuition and fees, including admission fee	Main procedure

*Successful applicants who fail to complete their admission procedure by the specific due date(s) shall be considered as unwilling to be enrolled in Toyo University Graduate Schools. You will not be allowed to proceed the admission procedure outside of the admission procedure period.

Please check the type of procedure you should perform, and go to the relevant pages.

<Entrance examination month>

<Type of procedure>



A: Other than those who are to be enrolled in the Concentration in SME Consultant Certification

B: Those who are to be enrolled in the Concentration in SME Consultant Certification

(A) Two-time Admission Procedure

■ How to Complete Two-time Admission Procedure

【Subjects of Two-time Admission Procedure】

For successful applicants to be enrolled in April via an entrance examination in August

For successful applicants to be enrolled in April via an entrance examination in November (excluding the Concentration in SME Consultant Certification)

*If you are a student who is proceeding to a graduate school after the completion of a Toyo University undergraduate course (excluding correspondence courses and Toyo University Junior College) or who is proceeding to a doctoral program after the completion of a master's program of the university, please see "(B) Two-time Admission Procedure (for persons whose Admission Fee is waived)" (See p. 13).



◆ Announcement Dates of Application Results ◆

Entrance examination in August 2023 (Admission in April) → September 7 (Thu), 2023

Entrance examination in November 2023 (Admission in April) → December 6 (Wed), 2023

The two-time admission procedure consists of <1> and <2> phases below. Please complete both phases by the end of the designated admission procedure period.

After the completion of each step, place a checkmark in the checkbox on the right side.

<p><1> The 1st- phase procedure (pp. 9 - 10)</p>	<p><input type="checkbox"/> 1 Log in to My page and <u>perform the admission confirmation fee (the amount equivalent to the admission fee) payment procedure</u> (See pp. 20 - 27) <input type="checkbox"/></p> <p><input type="checkbox"/> 2 Complete the online admission procedure (<u>Admission Confirmation Procedure</u>) (See pp. 31 - 33) <input type="checkbox"/></p> <p>Admission procedure period for the above <input type="checkbox"/> 1 and <input type="checkbox"/> 2 Entrance examination in August 2023 (Admission in April) → September 7 (Thu) to 14 (Thu), 2023 Entrance examination in November 2023 (Admission in April) → December 6 (Wed) to 13 (Wed), 2023</p> <div style="text-align: center;">  </div> <p style="text-align: center;">The first-phase procedure (Admission Confirmation Procedure) has been completed. <input type="checkbox"/> <u>IMPORTANT: Your admission procedure has not been completed yet!</u> <u>Make sure you complete the second-phase procedure online by the end of the designated procedure period.</u> <u>Please make a note of the second-phase procedure period on a calendar or in a planner so as not to forget.</u></p>
<p><2> The 2nd- phase procedure (pp. 11 - 12)</p>	<p><input type="checkbox"/> 3 Log in to My page and <u>perform the tuition and fees payment procedure</u> (See pp. 20 - 27) <input type="checkbox"/></p> <p><input type="checkbox"/> 4 Complete the online admission procedure (<u>Main Procedure</u>) (See pp. 34 - 38) <input type="checkbox"/></p> <p>Admission procedure period for the above <input type="checkbox"/> 3 and <input type="checkbox"/> 4 Entrance examination in August and November 2023 (Admission in April) → February 29 (Thu) to March 6 (Wed), 2024</p> <div style="text-align: center;">  </div> <p style="text-align: center;">The second-phase procedure (Main Procedure) has been completed. <input type="checkbox"/> All admission procedures have been completed!</p>

<1> The First-Phase Procedure (Admission Confirmation Procedure)

<1>-① How to Complete the Procedure and Important Notes

Successful applicants are required to complete both steps 1 and 2 by the end of the first-phase procedure period.

1 Payment of admission confirmation fee (the amount equivalent to the admission fee)

Log in to the My page and perform the admission confirmation fee (the amount equivalent to the admission fee) payment procedure. (See pp. 20 - 27)

2 Online registration for your admission procedure (Admission Confirmation Procedure)

Enter the necessary information online for your admission procedure (Admission Confirmation Procedure). (See pp. 31 - 33)



The first-phase procedure has been completed!

Make sure to complete the second-phase procedure (Main Procedure) during the period from February 29 (Thu) to March 6 (Wed), 2024. (See pp. 11 - 12)

Note: There is no order as to which step you should take first.

【Important Notes】

*You must complete the “payment of admission confirmation fee (the amount equivalent to the admission fee)” and the “online registration for admission procedure” by the end of the first-phase procedure period specified (see p. 10). **If you fail to complete the first-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The first-phase procedure cannot be carried out outside of the first-phase procedure period.**

*In the process of payment of tuition and fees, **payments made in person at the university office or payments by international bank transfer will not be accepted.**

*If you complete the second-phase procedure (Main Procedure), the admission confirmation fee (the amount equivalent to the admission fee) will be applied towards your admission fee.

*The admission confirmation fee (the amount equivalent to the admission fee) that has been paid will not be refunded for any reason including withdrawal from admission, as it is a “consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course at Toyo University Graduate Schools for which the applicant has been accepted.” Submitted documents will not be returned.

*The tuition and fees with the exception of the admission confirmation fee (the amount equivalent to the admission fee) that has been paid will be refunded if the university accepts your request for withdrawal from enrollment. No refund will be made in any other case, including an erroneous payment regardless of the circumstances. Bank transfers are not accepted.

<1>-② The First-Phase Procedure Period

Please note that procedure periods differ depending on the entrance examination month.

Entrance examination month	Graduate School	Course	Program	<u>The first-phase procedure period</u>
Entrance examination in August	Letters	All courses	Master's	September 7 (Thu) to September 14 (Thu), 2023
	Sociology		All programs	
	Law		Master's	
	Business Administration		All programs	
	Economics			
	Global and Regional Studies			
	International Tourism Management			
	Social Welfare			
	Human Life Design			
	Science and Engineering			
	Information Sciences and Arts			
	Life Sciences			
	Food and Nutritional Sciences			
	Information and Networking for Innovation and Design			
Health and Sports Sciences				
Entrance examination in November	Business Administration	All courses (excluding the Concentration in SME Consultant Certification)	Master's	December 6 (Wed) to December 13 (Wed), 2023
	Economics	Public-Private Partnership		
	Global and Regional Studies	Global Innovation Studies		
	Social Welfare	All courses	All programs	
	Human Life Design	Human Environment Design		
	Life Sciences	Biomedical Engineering		
	Health and Sports Sciences	All courses		

<2> The Second-Phase Procedure (Main Procedure)

<2>-① How to Complete the Procedure and Important Notes

Successful applicants are required to complete both steps [3] and [4] by the end of the second-phase procedure period.

3 Payment of tuition and fees

Log in to the My page and perform the tuition and fees payment procedure. (See pp. 20 - 27)

4 Online registration for your admission procedure (Main Procedure)

Enter the necessary information online for your admission procedure (Main Procedure). (See pp. 34 - 38)

Note: Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.



The second-phase procedure has been completed!

Note: There is no order as to which step you should take first.

【Important Notes】

***You must complete the “payment of tuition and fees” and the “online registration for admission procedure” by the end of the second-phase procedure period specified (see p. 12). If you fail to complete your second-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The second-phase procedure cannot be carried out outside of the second-phase procedure period.**

***In the process of payment of tuition and fees, payments made in person at the university office or payments by international bank transfer will not be accepted.**

***The 2nd-phase procedure will only be conducted for the graduate school and course in the entrance examination category for which you paid the admission confirmation fee (the amount equivalent to the admission fee) in the 1st-phase procedure (Admission Confirmation Procedure). Therefore, if you are admitted to a graduate school and course at the university (including the same one) for a different entrance examination category and wish to enter the graduate school and course, you must pay the admission confirmation fee (the amount equivalent to the admission fee) again.**

This admission confirmation fee (the amount equivalent to the admission fee) may not be applied to the admission confirmation fee (the amount equivalent to the admission fee) for a graduate school and course in any other entrance examination categories. Please be careful not to make a mistake when paying the admission confirmation fee (the amount equivalent to the admission fee).

<2>-② The Second-Phase Procedure Period

Entrance examination month	Graduate School	Course	Program	<u>The second-phase procedure period</u>
Entrance examination in August	Letters	All courses	Master's	February 29 (Thu) to March 6 (Wed), 2024
	Sociology		All programs	
	Law		Master's	
	Business Administration		All programs	
	Economics			
	Global and Regional Studies			
	International Tourism Management			
	Social Welfare			
	Human Life Design			
	Science and Engineering			
	Information Sciences and Arts			
	Life Sciences			
	Food and Nutritional Sciences			
	Information and Networking for Innovation and Design			
Health and Sports Sciences				
Entrance examination in November	Business Administration	All courses (excluding the Concentration in SME Consultant Certification)	Master's	
	Economics	Public-Private Partnership		
	Global and Regional Studies	Global Innovation Studies		
	Social Welfare	All courses	All programs	
	Human Life Design	Human Environment Design		
	Life Sciences	Biomedical Engineering		
	Health and Sports Sciences	All courses		

(B) Two-Time Admission Procedure (for persons whose Admission Fee is waived)

■ How to Complete Two-time Admission Procedure (for persons whose Admission Fee is waived)

【Subjects of Two-time Admission Procedure (for persons whose Admission Fee is waived)】

For successful applicants to be enrolled in April via an entrance examination in August or via an entrance examination in November, the subjects are those who are proceeding to a graduate school after the completion of a Toyo University undergraduate course (excluding correspondence courses and Toyo University Junior College) or those who are proceeding to a doctoral program after the completion of a master's program of the university.



◆ Announcement Dates of Application Results ◆

Entrance examination in August 2023 (Admission in April) → September 7 (Thu), 2023

Entrance examination in November 2023 (Admission in April) → December 6 (Wed), 2023

The two-time admission procedure consists of <1> and <2> phases below. Please complete both phases by the end of the designated admission procedure period.

After the completion of each step, place a checkmark in the checkbox on the right side

<p><1> The 1st- phase procedure (pp. 14 - 15)</p>	<p><input type="checkbox"/> 1 Complete the online admission procedure (Admission Confirmation Procedure) (See pp. 31 - 33) <input type="checkbox"/></p> <p>Admission procedure period for the above <input type="checkbox"/> 1 Entrance examination in August 2023 (Admission in April) → September 7 (Thu) to 14 (Thu), 2023 Entrance examination in November 2023 (Admission in April) → December 6 (Wed) to 13 (Wed), 2023</p> <div style="text-align: center;">  </div> <p style="text-align: center;">The first-phase procedure (Admission Confirmation Procedure) has been completed. <u>IMPORTANT: Your admission procedure has not been completed yet!</u> <u>Make sure you complete the second-phase procedure online by the end of the designated procedure period.</u> <u>Please make a note of the second-phase procedure period on a calendar or in a planner so as not to forget.</u> <input type="checkbox"/></p>
<p><2> The 2nd- phase procedure (pp. 16 - 17)</p>	<p><input type="checkbox"/> 2 Log in to My page and perform the tuition and fees payment procedure (See pp. 20 - 27) <input type="checkbox"/></p> <p><input type="checkbox"/> 3 Complete the online admission procedure (Main Procedure) (See pp. 34 - 38) <input type="checkbox"/></p> <p>Admission procedure period for the above <input type="checkbox"/> 2 and <input type="checkbox"/> 3 Entrance examination in August and November 2023 (Admission in April) → February 29 (Thu) to March 6 (Wed), 2024</p> <div style="text-align: center;">  </div> <p style="text-align: center;">The second-phase procedure (Main Procedure) has been completed. All admission procedures have been completed!</p>

<1> The First-Phase of the Procedure (Admission Confirmation Procedure)

<1>-① How to Complete the Procedure and Important Notes

Successful Applicants are required to complete the step 1 by the end of the first-phase procedure period.

1 Online registration for your admission procedure (Admission Confirmation Procedure)

Enter the necessary information online for your admission procedure (Admission Confirmation Procedure). (See pp. 31 - 33)



The first-phase procedure has been completed!

Make sure to complete the second-phase procedure during the period from February 29 (Thu) to March 6 (Wed), 2024. (See pp. 16 - 17)

【Important Notes】

*You must complete the “online registration for admission procedure” by the end of the first-phase procedure period specified (see p. 15). If you fail to complete the first-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The first-phase procedure cannot be carried out outside of the first-phase procedure period.

*Students proceeding to a graduate school after the completion of a Toyo University undergraduate course (excluding correspondence courses and Toyo University Junior College) and those proceeding to a doctoral program after the completion of a master’s program of the university are exempt from payment of the admission fee. However, it is necessary to complete the step 1 “online registration for your admission procedure (admission confirmation procedure).”

<1>-② The First-Phase Procedure Period

Please note that procedure periods differ depending on the entrance examination month.

Entrance examination month	Graduate School	Course	Program	<u>The first-phase procedure period</u>
Entrance examination in August	Letters	All courses	Master's	September 7 (Thu) to September 14 (Thu), 2023
	Sociology		All programs	
	Law		Master's	
	Business Administration		All programs	
	Economics			
	Global and Regional Studies			
	International Tourism Management			
	Social Welfare			
	Human Life Design			
	Science and Engineering			
	Information Sciences and Arts			
	Life Sciences			
	Food and Nutritional Sciences			
	Information Networking for Innovation and Design			
Health and Sports Sciences				
Entrance examination in November	Business Administration	All courses (excluding the Concentration in SME Consultant Certification)	Master's	December 6 (Wed) to December 13 (Wed), 2023
	Economics	Public-Private Partnership		
	Global and Regional Studies	Global Innovation Studies		
	Social Welfare	All courses	All programs	
	Human Life Design	Human Environment Design		
	Life Sciences	Biomedical Engineering		
	Health and Sports Sciences	All courses		

<2> The Second-Phase Procedure (Main Procedure)

<2>-① How to Complete the Procedure and Important Notes

Successful applicants are required to complete both steps **2** and **3** by the end of the second-phase procedure period.

2 Payment of tuition and fees

Log in to My page and perform the tuition and fees payment procedure. (See pp. 20 - 27)

3 Online registration for your admission procedure (Main Procedure)

Enter the necessary information online for your admission procedure (Main Procedure). (See pp. 34 - 38)

Note: Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.



The second-phase procedure has been completed!

Note: There is no order as to which step you should take first.

【Important Notes】

***You must complete the “payment of tuition and fees” and the “online registration for admission procedure” by the end of the second-phase procedure period specified (see p. 17). If you fail to complete your second-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The second-phase procedure cannot be carried out outside of the second-phase procedure period.**

In the process of payment of tuition and fees, **payments made in person at the university office or payments by international bank transfer will not be accepted.*

***The 2nd-phase procedure will only be conducted for the graduate school and course in the entrance examination category for which you paid the admission confirmation fee (the amount equivalent to the admission fee) in the 1st-phase procedure (Admission Confirmation Procedure). Therefore, if you are admitted to a graduate school and course at the university (including the same one) for a different entrance examination category and wish to enter the graduate school and course, you must pay the admission confirmation fee (the amount equivalent to the admission fee) again.**

This admission confirmation fee (the amount equivalent to the admission fee) may not be applied to the admission confirmation fee (the amount equivalent to the admission fee) for a graduate school and course in any other entrance examination categories. Please be careful not to make a mistake when paying the admission confirmation fee (the amount equivalent to the admission fee).

<2>-② The Second-Phase Procedure Period

Entrance examination month	Graduate School	Course	Program	<u>The second-phase procedure period</u>
Entrance examination in August	Letters	All courses	Master's	February 29 (Thu) to March 6 (Wed), 2024
	Sociology		All programs	
	Law		Master's	
	Business Administration		All programs	
	Economics			
	Global and Regional Studies			
	International Tourism Management			
	Social Welfare			
	Human Life Design			
	Science and Engineering			
	Information Sciences and Arts			
	Life Sciences			
	Food and Nutritional Sciences			
	Information and Networking for Innovation and Design			
Health and Sports Sciences				
Entrance examination in November	Business Administration	All courses (excluding the Concentration in SME Consultant Certification)	Master's	
	Economics	Public-Private Partnership		
	Global and Regional Studies	Global Innovation Studies		
	Social Welfare	All courses	All programs	
	Human Life Design	Human Environment Design		
	Life Sciences	Biomedical Engineering		
	Health and Sports Sciences	All courses		

(C) One-time Admission Procedure

■ How to Complete the One-time Admission Procedure and Important Notes

[Subjects of One-time Admission Procedure]

For successful applicants to be enrolled in Fall via an entrance examination in August

For successful applicants to be enrolled in April via an entrance examination in November*, February, or March

*Only for the Concentration in SME Consultant Certification via an entrance examination held in November

◆ Announcement Dates of Application Results ◆

Entrance examination in August 2023 (Admission in Fall) → August 31 (Thu), 2023

Entrance examination in November 2023 (Admission in April) → December 6 (Wed), 2023

Entrance examination in February 2024 (Admission in April) → February 29 (Thu), 2024

Entrance examination in March 2024 (Admission in April) → March 6 (Wed), 2024

Successful applicants are required to complete both steps 1 and 2 by the end of the admission procedure period.

After the completion of each step, place a checkmark in the checkbox on the right side.

1 Payment of tuition and fees

Log in to My page and perform the tuition and fees payment procedure. (See pp. 20 - 27)

2 Online registration for your admission procedure

Enter the necessary information online for your admission procedure. (See pp. 31 - 38)

Note: Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.

Admission procedure period for the above 1 and 2

Entrance examination in August 2023 (Admission in Fall) → August 31 (Thu) – September 6 (Wed), 2023

Entrance examination in November 2023 (Admission in April) → December 6 (Wed) – December 13 (Wed), 2023

Entrance examination in February 2024 (Admission in April) → February 29 (Thu) – March 6 (Wed), 2024

Entrance examination in March 2024 (Admission in April) → March 6 (Wed) – March 12 (Tue), 2024



Your admission procedure has been completed!

Note: There is no order as to which step you should take first.

[Important Notes]

***You must complete the “payment of tuition and fees” and the “online registration for admission procedure” by the end of the admission procedure period specified (see p. 19). If you fail to complete your admission procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The admission procedure cannot be carried out outside of the admission procedure period.**

*In the process of payment of tuition and fees, **payments made in person at the university office or payments by international bank transfer will not be accepted.**

*The admission fee that has been paid will not be refunded for any reason including withdrawal from admission, as it is a “consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course at Toyo University Graduate Schools for which the applicant has been accepted.” Submitted documents will not be returned.

*The tuition and fees with the exception of the admission fee that has been paid will be refunded if the university accepts your request for withdrawal from enrollment.

No refund will be made in any other case, including an erroneous payment regardless of the circumstances. Bank transfers are not accepted.

■One-time Admission Procedure Period

Please note that procedure periods differ depending on the entrance examination month.

Admission in Fall 2023

Entrance examination month	Graduate School	Course	Program	<u>Admission procedure period</u>
Entrance examination in August	Business Administration	Business, Accounting and Finance (excluding the Concentration in SME Consultant Certification)	All programs	August 31 (Thu) to September 6 (Wed), 2023
	Economics	Public-Private Partnership	Master's	
	Global and Regional Studies	All courses	All programs	
	International Tourism Management			
	Science and Engineering			
	Information Sciences and Arts			
	Life Sciences			
	Food and Nutritional Sciences			
	Information Networking for Innovation and Design			

Admission in April 2024

Entrance examination month	Graduate School	Course	Program	<u>Admission procedure period</u>
Entrance examination in November	Business Administration	Business, Accounting and Finance (the Concentration in SME Consultant Certification only)	Master's	December 6 (Wed) to December 13 (Wed), 2023
Entrance examination in February	Letters	All courses	All programs	February 29 (Thu) to March 6 (Wed), 2024
	Sociology			
	Law			
	Business Administration			
	Economics			
	Global and Regional Studies			
	International Tourism Management			
	Social Welfare			
	Human Life Design			
	Science and Engineering			
	Information Sciences and Arts			
	Life Sciences			
	Food and Nutritional Sciences			
Information Networking for Innovation and Design				
Health and Sports Sciences				
Entrance examination in March	Economics	Public-Private Partnership	Master's	March 6 (Wed) to March 12 (Tue), 2024

II . Payment of Tuition and Fees

(1) Amounts of Tuition and Fees

The amounts of tuition and fees vary depending on graduate school, course, concentration, and program.

You may choose to pay the entire amount (full payment) or pay your tuition, facility fee and lab fee in two installments per year (installment payment). (About the breakdown of the tuition and fees, see pp. 28 - 29.)

• If you select the installment payment plan, the scheduled period of the second payment will be from early October to early November, 2024 (from late April to late May, 2024 for fall admission students.) After admission, please pay from the tuition and fees payment site for current students. The university will not send the bank transfer form.

In addition, the admission procedure site is only available during the admission procedure. The site will not be available after admission. For details, please check the university's website after admission.

(2) Method of Paying the Tuition and Fees

Please select one of the following six methods:

- 1) By credit card
- 2) Use online banking via the admission procedure site
- 3) Use Pay-easy at a financial institution ATM
- 4) Through a convenience store (up to JPY 300,000)
- 5) Bank transfer (download a bank transfer form and pay at a financial institution counter)
- 6) Others (By the means of settlement of your choice, pay into the account specified on the bank transfer form.)

The table below lists the characteristics of each payment method.

	Entry of name	Entry of management number	Deadline	Handling fees and usage fees, etc.	Payment limit	Procedure
1) By credit card	No entry required (managed by the system)		As a general rule, available until 11:59 p.m. (Japan time) on the due date for your admission procedure (Service hours may vary with the payment system, e.g., the financial institution.)	Check them on the settlement screen.	Depending on the credit card limit	See p. 24
2) Use online banking via the admission procedure site				JPY 660 for payment less than JPY 300,000	Depending on your agreement with the financial institution	
3) Use Pay-easy at a financial institution ATM				JPY 880 for payment JPY 300,000 or more		
4) Through a convenience store				JPY 660	JPY 300,000	
5) Bank transfer	No entry required (The financial institution counter will take care of it.)		Depending on branch business hours	Amount specified by the financial institution	None	See p. 27
6) Others	Please pay under your (successful applicant's) name.	Please enter your payment management number before your (successful applicant's) name.	Depending on the means of settlement of your choice	Depending on the means of settlement of your choice	Depending on the means of settlement of your choice	Other methods are not recommended by the university but may be selected at your own risk.

(Important) Please read.

If the amount is insufficient due to an error in the amount deposited or a low transaction limit, it will be considered that the necessary procedures for admission have not been completed and you will lose your admission qualification. Please be sure to confirm the payment amount when completing the procedure. Also, be sure to check the transaction limit on your account and credit card in advance and **transfer the required amount in one payment.**

When you carry out the admission procedure in payment method 6, please pay under the **“successful applicant’s number (tuition and fees management number)” followed by the “successful applicant’s name” (Example: 2024999999 トウヨウ タロウ).** Payments made under any other name will result in an error. If you pay under a different name, for example, your guarantor’s name, and the due date for your admission procedure passes before the university is able to identify your name (successful applicant’s), you will lose your qualification for admission for the reason that you failed to complete the admission procedure using your own name, even if a payment was made.

The admission fee (admission confirmation fee) paid will not be refunded in any case.

● **Handling fees and usage fees, etc.**

Before settling the payment, be sure to check the handling fees and usage fees, etc. that you will incur. Some means of settlement may incur high handling fees and usage fees, etc. Especially if you pay by credit card, be sure to check the service charges on the table below. The payment method cannot be changed after payment.

● **Payment limit**

Pay attention to the limit you can settle per day or at one time. Be sure to check the payment limit beforehand. If it prevents you from settling the full amount of the required payment, increase the payment limit and **pay the required amount in one settlement.**

Please note that the limit for a payment through a convenience store is JPY 300,000 by regulation.

● **Service Charges when using a credit card**

Tuition and Fees	Service charges (tax included)
JPY 260,000	JPY 4,700
JPY 270,000	JPY 4,900
JPY 295,000	JPY 5,300
JPY 305,000	JPY 5,500
JPY 345,000	JPY 6,200
JPY 375,000	JPY 6,800
JPY 400,000	JPY 7,200
JPY 450,000	JPY 8,100
JPY 530,000	JPY 9,500
JPY 540,000	JPY 9,700
JPY 565,000	JPY 10,200
JPY 575,000	JPY 10,400
JPY 615,000	JPY 11,100
JPY 645,000	JPY 11,600
JPY 670,000	JPY 12,100
JPY 720,000	JPY 13,000
JPY 845,000	JPY 15,200

Tuition and Fees	Service charges (tax included)
JPY 520,000	JPY 9,400
JPY 540,000	JPY 9,700
JPY 590,000	JPY 10,600
JPY 610,000	JPY 11,000
JPY 690,000	JPY 12,400
JPY 750,000	JPY 13,500
JPY 790,000	JPY 14,200
JPY 795,000	JPY 14,300
JPY 800,000	JPY 14,400
JPY 810,000	JPY 14,600
JPY 860,000	JPY 15,500
JPY 880,000	JPY 15,800
JPY 960,000	JPY 17,300
JPY 1,020,000	JPY 18,400
JPY 1,065,000	JPY 19,200
JPY 1,070,000	JPY 19,300
JPY 1,150,000	JPY 20,700
JPY 1,420,000	JPY 25,600

For service charges that do not apply to the above, please be sure to check the “Confirm the payment information” screen (see p. 23) of the admission procedure menu before making a payment.

(3) Steps of Paying the Tuition and Fees

*In this system, please always use the **戻る** (Back) button on the screen, not your browser's back button. If you use the browser's back button, the operation will be disabled.

The image is an example. It may differ from the actual screen displayed, etc. Please check the actual screens and the admission procedure guide for the amount, payment deadline, etc., and strictly observe them.


- 1) From My page, go to the admission procedure site. In the Tuition and Fees Payment Procedure section, click **支払方法の登録** (Payment Method Registration) button.

- 2) Select a payment amount and method and click **次へ** (Next) button.

*Please select one of the three payment methods: (a) Credit card, (b) Online banking, Pay-easy (ATM), or Payment through a convenience store, or (c) Bank transfer. Please note that usage fees etc. vary with the payment method. Check the amounts displayed on the screen before confirming the payment method.

*Service hours depend on the payment method. If you make a transfer on the due date, for example, at a financial institution counter or ATM, please do so with time to spare.

*Do not attempt to pay just before the payment deadline, for example, past 11:00 p.m. on the last day of the payment period. The procedure for transferring the money into the receiving account may not be completed in time, and after the due date for your admission procedure, you will not be allowed to carry out the procedure. Please allow enough time for the procedure. Also, please note that we are unable to respond to inquiries outside our office hours.

3) Confirm the registered payment method and click  (Next) button.

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選択した支払方法を確認してください。誤りがなければ、次の画面に進んでください。
Check the payment method you have selected. If it is correct, go to the next screen.

支払情報の確認 Confirm the payment information

Your payment information will be displayed here.
Please check the Japanese-English translation for each word on p. 5.

支払情報 Payment Information

手続方法 Procedure method 2段階入学手続

支払方法 Payment method クレジットカード


支払金額 Payment amount 合計274,900円 (270,000円 (1次 (入学金のみ)) +4,900円 (手数料))



戻る Back 次へ Next

Be sure to check the handling fee.


*The payment method registration process is now complete.

*If you have selected “Two-time admission procedure,” you will need to conduct the payment method registration process twice: first when you pay the admission confirmation fee (the amount equivalent to the admission fee) and again when you pay the tuition and fees excluding the admission confirmation fee (the amount equivalent to the admission fee). Please note that your payment method registration is preserved only for a limited time. When it expires, please register it again.

*To modify the payment method, click  (Back) to return to the previous screen.

*Once you click  (Next) to go to the next screen, your payment information will be registered, and you will no longer be able to modify your admission procedure or payment method. If you want to make a modification, click  (Back) to return to the previous screen.



4) Click  (Payment Procedure) button.

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支払方法の登録が完了しました。 The payment method has been registered.
引き続き、下記より支払手続を行ってください。 Please go on to the payment procedure below.


納付金の支払い Payment of tuition and fees

支払手続 Payment Procedure

Clicking this button will take you to the payment procedure screen.

入学手続画面に戻る Return to "Admission Procedure"

Clicking this button will take you back to the top page of the admission procedure site. (the screen on p. 5)

*If you have returned to the admission procedure site, you can resume the procedure by clicking  (Payment Procedure) button on the site.



5) Conduct the payment procedure.

If you pay by bank transfer, click "Print the Bank Transfer Request."
If you pay in a different way, click "To the Payment Procedure Screen."

*If you find an error in the registered information, click the **取り消し** (Cancel) button and then conduct the **支払方法の登録** (Payment Method Registration) (p. 22) again.

However, you need to wait for an hour until you can select a payment method again. If the deadline is close, for example on the very due date for your admission procedure, be careful to complete the procedure in time.

If the payment is not completed by the admission procedure deadline, the successful applicant will be deemed to have no intention of entering the university and the admission will not be accepted entrance.



6) Payment procedure

(a) By credit card

The card brands available are VISA, MasterCard, JCB, American Express, and Diners Club.

The cardholder is not required to be the successful applicant.

A service charge for a collection agency will be charged.

The service charge will be settled with the tuition and fees. Once the payment is settled, you cannot modify the payment method or switch between full payment and installment payment.

If you pay by credit card, you may only choose one-time payment.

Please make sure that your credit card limit is high enough. If the payment is not settled due to an excess of the limit and so on, your payment procedure will be incomplete.

“東洋大学大学院入学納付金” or “TOYO TUITION AND FEE” will appear on usage details statement, etc.

(b) Online banking, Pay-easy (ATM), payment through a convenience store

Please note that a payment through a convenience store is limited to less than JPY 300,000.

Once the payment is settled, you cannot modify the payment method or switch between full payment and installment payment. These payment methods are safe to use. Since your data are transferred from the admission procedure site, the payment will be free of error in your name and management number and the amount.

If the settlement amount is less than JPY 300,000:

Clicking this button will take you to a screen where you can select your financial institution.

Clicking this button will take you to a screen displaying your customer number and other information.

If the settlement amount is JPY 300,000 or more:

Clicking this button will take you to a screen where you can select your financial institution.

Clicking this button will take you to a screen displaying your customer number and other information.

■ If you pay through online banking

This is a payment method that uses the payment service Pay-easy. Please refer to p. 20 for the service charge.

Please note that you cannot pay over the daily usage limit. Please check the limit in advance. To use an online banking service, you need to conclude an online banking service agreement with a financial institution. About the service charge, check it on the “Confirm the payment information” screen.

Click the name of a financial institution with which you have concluded an online banking service agreement. You will be taken to a screen for online banking through the financial institution you have just selected.

Click the name of a financial institution with which you have concluded an online banking service agreement. You will be taken to a screen for online banking through the financial institution you have just selected.

“Paygent Co., Ltd.” may be displayed as the recipient. Toyo University entrusts Paygent Co., Ltd. with the collection of tuition and fees paid in the admission procedure.

■ If you pay at an ATM

This is a payment method that uses the payment service Pay-easy. Please refer to p. 20 for the service charge.

To pay at a financial institution ATM, you need a cash card.

You cannot pay by simply putting cash into an ATM.

Also, please note that you cannot pay over the daily usage limit for your cash card. Please check the limit in advance.

About the service charge, check it on the “Confirm the payment information” screen.

The image displays two screenshots of the Paygent website's ATM payment interface. The top screenshot shows the initial payment screen with the title "ATM (ハイジー)でのお支払い". It includes a countdown timer "20xx/xx/xx 23:59:59" and instructions to press the "Next" button. A list of supported banks is provided, including ゆうちょ銀行, 三菱UFJ銀行, みずほ銀行, 三井住友銀行, りそな銀行, 埼玉りそな銀行, 群馬銀行, 千葉銀行, 広島銀行, 福岡銀行, 横濱銀行, 北洋銀行, 京東銀行, 足利銀行, 徳島銀行, and 七十七銀行. A "Next" button is visible at the bottom. The right side shows payment details: 店名 (東洋大学), 取引ID (XXXXXXXXXXXXXXXXXXXXXXX), お客様氏名 (東洋花子), ご注文内容 (1次: 入学申込金), 金額 (250,660 円), and 請求有効期限 (20xx/xx/xx 23:59:59). The bottom screenshot shows a form for entering card details. It includes fields for 取引機関番号 (masked with 5 dots), お客様番号 (masked with 7 dots), 確認番号 (masked with 4 dots), and お支払期限 (20xx/xx/xx 23:59:59). A callout box with an arrow points to the お客様番号 field, containing the text: "At a financial institution ATM with the 'P' mark on it, enter these three numbers to pay." Below the form is a list of supported banks and a "Next" button. The right side shows the same payment details as the top screenshot.

“Paygent Co., Ltd.” may be displayed as the recipient. Toyo University entrusts Paygent Co., Ltd. with the collection of tuition and fees paid in the admission procedure.

■ If you pay through a convenience store

Please note that a payment through a convenience store is limited to less than JPY 300,000. The service charge is JPY 660.



Subsequent steps depend on the convenience store you have just selected. You can see the details by clicking the link below. (available only in Japanese)

https://www.paygent.co.jp/payment_service/way_to_pay/cvs/



(c) Bank transfer (at a financial institution counter)

Click the **振込依頼書印刷** (Print the Bank Transfer Request) button, and a bank transfer form will be displayed in PDF format. Print it out on **A4-sized paper in landscape orientation** and take the paper to a financial institution counter.

Please note that you will be charged the handling fee specified by the financial institution.

Once the payment is settled, you cannot modify the payment method or switch between full payment and installment payment. Please pay under the “successful applicant’s number (tuition and fee management number)” followed by the “successful applicant’s name.”

Example: 2024999999 トウヨウタロウ

Please also note that Japan Post Bank, JA Bank (Japan Agricultural Cooperatives) and JF Marine Bank (Japan Fisheries Cooperative) do not accept the bank transfer form specified by the university. Follow the teller’s instructions to make the transfer.

*Toyo University entrusts KEI Advanced, Inc. with the collection of tuition and fees.

***At a financial institution counter, a person who brings a bank transfer form is asked to present his or her personal identification. Please do not forget to carry it with you.**

[Important Notes]

The university’s bank account to which you pay in your admission procedure should not be registered. This account is for the admission procedure only, not for paying tuition and fees after admission. Pay extra attention not to use this account after admission. If you pay to this account after admission, that money may be processed as money received for someone else’s admission procedure.

III. Breakdown of Tuition and Fees

Tuition and fees

Admission fee (admission confirmation fee) This is a consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course for which the applicant was accepted.

Tuition The tuition is money paid as the price of receiving the prescribed education. The amount of tuition is not the sum of the fees for the individual classes but the amount defined by dividing the total amount of fees to receive the education required to obtain an academic degree.

Facility fee The facility fee is not the price of using the facilities but rather the amount that each student should pay for the necessary expenses for improving the educational environment. The facility fee also covers the cost of maintaining the Internet environment for giving classes and various services online.

Lab fee The lab fee is to cover the expenses for a student to gain expertise, which depends on the graduate school and course he or she chooses.

The amount of tuition and fees is based on the overall expenses the university incurs to have a student complete education worthy of an academic degree. Therefore, the amount to be paid is not affected by changes in class type or an increase or decrease in the number of credits to be earned.

Toyo University continuously provides access to education and strives to improve the educational and learning environments while responding to changes in social conditions. We would appreciate your understanding about the tuition and fees and paying them by the due date.

Admission in Fall 2023

(Unit: JPY)

Graduate School/Course and Program			Academic Fees				Total	Full Payment (at the time of admission procedure)	Installment Payments		
			Admission Fee (admission confirmation fee)	Tuition	Facility Fee	Lab Fee			First payment (at the time of admission procedure)	Second payment (after admission)	
Graduate School of Business Administration (excluding the Course of Business, Accounting and Finance: the Concentration in SME Consultant Certification)	Master's Program	From Toyo University*1	—	450,000	90,000	—	540,000	540,000	270,000	270,000	
		From other universities	270,000	450,000	90,000	—	810,000	810,000	540,000	270,000	
	Graduate School of Global and Regional Studies	Doctoral Program	From Toyo University*1	—	450,000	70,000	—	520,000	520,000	260,000	260,000
			From other universities	270,000	450,000	70,000	—	790,000	790,000	530,000	260,000
Graduate School of International Tourism Management	Doctoral Program	From Toyo University*1	—	450,000	70,000	—	520,000	520,000	260,000	260,000	
		From other universities	270,000	450,000	70,000	—	790,000	790,000	530,000	260,000	
Graduate School of Economics Course of Public-Private Partnership	Master's Program	From Toyo University*1	—	600,000	195,000*2	—	795,000	795,000	450,000	345,000	
		From other universities	270,000	600,000	195,000*2	—	1,065,000	1,065,000	720,000	345,000	
Graduate School of Science and Engineering	Master's Program	From Toyo University*1	—	550,000	130,000	120,000	800,000	800,000	400,000	400,000	
		From other universities	270,000	550,000	130,000	120,000	1,070,000	1,070,000	670,000	400,000	
	Graduate School of Information Sciences and Arts	Doctoral Program	From Toyo University*1	—	550,000	80,000	120,000	750,000	750,000	375,000	375,000
			From other universities	270,000	550,000	80,000	120,000	1,020,000	1,020,000	645,000	375,000
Graduate School of Life Sciences	Master's Program	From Toyo University*1	—	550,000	250,000	—	800,000	800,000	400,000	400,000	
		From other universities	270,000	550,000	250,000	—	1,070,000	1,070,000	670,000	400,000	
	Graduate School of Food and Nutritional Sciences	Doctoral Program	From Toyo University*1	—	550,000	200,000	—	750,000	750,000	375,000	375,000
			From other universities	270,000	550,000	200,000	—	1,020,000	1,020,000	645,000	375,000
Graduate School of Information Networking for Innovation and Design	Master's Program	From Toyo University*1	—	550,000	250,000	—	800,000	800,000	400,000	400,000	
		From other universities	270,000	550,000	250,000	—	1,070,000	1,070,000	670,000	400,000	
	Doctoral Program	From Toyo University*1	—	550,000	200,000	—	750,000	750,000	375,000	375,000	
		From other universities	270,000	550,000	200,000	—	1,020,000	1,020,000	645,000	375,000	

Graduate School/Course and Program			Academic Fees				Total	Full Payment (at the time of admission procedure)	Installment Payments	
			Admission Fee (admission confirmation fee)	Tuition	Facility Fee	Lab Fee			First payment (at the time of admission procedure)	Second payment (after admission)
Graduate School of Letters Graduate School of Sociology Graduate School of Law Graduate School of Business Administration (excluding the Course of Business, Accounting and Finance: the Concentration in SME Consultant Certification) Graduate School of Economics (excluding the Course of Public-Private Partnership) Graduate School of Global and Regional Studies Graduate School of International Tourism Management Graduate School of Social Welfare Graduate School of Human Life Design (excluding the Course of Human Environment Design)	Master's Program	From Toyo University*1	—	450,000	90,000	—	540,000	540,000	270,000	270,000
		From other universities	270,000	450,000	90,000	—	810,000	810,000	540,000	270,000
	Doctoral Program	From Toyo University*1	—	450,000	70,000	—	520,000	520,000	260,000	260,000
		From other universities	270,000	450,000	70,000	—	790,000	790,000	530,000	260,000
Graduate School of Business Administration Course of Business, Accounting and Finance: the Concentration in SME Consultant Certification	Master's Program	From Toyo University*1	—	900,000	90,000	160,000	1,150,000	1,150,000	575,000	575,000
		From other universities	270,000	900,000	90,000	160,000	1,420,000	1,420,000	845,000	575,000
Graduate School of Economics Course of Public-Private Partnership Standard Program	Master's Program	From Toyo University*1	—	600,000	90,000	—	690,000	690,000	345,000	345,000
		From other universities	270,000	600,000	90,000	—	960,000	960,000	615,000	345,000
Graduate School of Economics Course of Public-Private Partnership Professional Intensive Program	Master's Program	From Toyo University*1	—	990,000	90,000	—	1,080,000	1,080,000	540,000	540,000
		From other universities	270,000	990,000	90,000	—	1,350,000	1,350,000	810,000	540,000
Graduate School of Human Life Design Course of Human Environment Design Graduate School of Health and Sports Sciences Course of Health and Sports Sciences	Master's Program	From Toyo University*1	—	450,000	90,000	70,000	610,000	610,000	305,000	305,000
		From other universities	270,000	450,000	90,000	70,000	880,000	880,000	575,000	305,000
	Doctoral Program	From Toyo University*1	—	450,000	70,000	70,000	590,000	590,000	295,000	295,000
		From other universities	270,000	450,000	70,000	70,000	860,000	860,000	565,000	295,000
Graduate School of Science and Engineering Graduate School of Information Sciences and Arts Graduate School of Life Sciences Graduate School of Food and Nutritional Sciences Graduate School of Health and Sports Sciences Course of Nutritional Sciences	Master's Program	From Toyo University*1	—	550,000	130,000	120,000	800,000	800,000	400,000	400,000
		From other universities	270,000	550,000	130,000	120,000	1,070,000	1,070,000	670,000	400,000
	Doctoral Program	From Toyo University*1	—	550,000	80,000	120,000	750,000	750,000	375,000	375,000
		From other universities	270,000	550,000	80,000	120,000	1,020,000	1,020,000	645,000	375,000
Graduate School of Information Networking for Innovation and Design	Master's Program	From Toyo University*1	—	550,000	250,000	—	800,000	800,000	400,000	400,000
		From other universities	270,000	550,000	250,000	—	1,070,000	1,070,000	670,000	400,000
	Doctoral Program	From Toyo University*1	—	550,000	200,000	—	750,000	750,000	375,000	375,000
		From other universities	270,000	550,000	200,000	—	1,020,000	1,020,000	645,000	375,000

*1 If advancing to a graduate school from an undergraduate faculty of Toyo University (excluding correspondence courses and Toyo University Junior College) and advancing to a Doctoral Program from a Master's Program of Toyo University, the admission fee (admission confirmation fee) will be waived.

*2 The Course of Public-Private Partnership in the Graduate School of Economics will revise the facility fee in April 2024. For students enrolling in fall 2023, the payment amount for the AY2023 tuition and fees will be applied only for the fall semester of AY2023. (for the fall semester of AY2023: JPY 150,000, for the spring semester of AY2024: JPY 45,000)

Remarks:

- The admission fee (admission confirmation fee) is only required in the first academic year.
- Students can choose to pay the entire amount (full payment) or to pay their tuition, facility fee and lab fee in two installments per year (installment payment).
- The admission fee (admission confirmation fee) that has been paid will not be refunded for any reason including in the case of withdrawal from admission, as it is a "consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course at Toyo University Graduate Schools for which the applicant was accepted." Submitted documents will not be returned.
- The tuition and fees with the exception of the admission fee (admission confirmation fee) that has been paid will be refunded if the university accepts your request for withdrawal from enrollment.
No refund will be made in any other case, including an erroneous payment regardless of the circumstances. Bank transfers are not accepted.
- For students who exceed years required for completion of the course of study, the amounts of the tuition and fees are subject to change.
- For the tuition and fees for students using the long-term study plan system, please see our website.
<https://www.toyo.ac.jp/academics/gs/prospective/long/> (available only in Japanese)

IV. Withdrawal from Enrollment and the Refund of Tuition and Fees after the Admission Procedures

If due to any unavoidable circumstances you need to withdraw your enrollment to Toyo University after completing the necessary procedures by the deadline, the university will accept your request of withdrawal and refund the payment that you made **except for the admission fee (admission confirmation fee)**.

【Procedure Method】

Please enter the required information to the data entry form for the withdrawal from enrollment and send it by the deadline specified. You can find the Data Entry Form for the Withdrawal from Enrollment by clicking the URL at the bottom of this page or proceeding from the QR code.

*When entering the required data, you will need to enter your “successful applicant’s number.” Please check the “successful applicant’s number” at the page of “notification of application result” on My page in advance.

【Procedure Deadline】

■For those enrolling in fall 2023: **September 15 (Fri), 2023**

■For those enrolling in April 2024: **March 31 (Sun), 2024**

【Estimated date of refund】

■For those enrolling in fall 2023: **around late October 2023**

■For those enrolling in April 2024: **around late April 2024**

【IMPORTANT NOTES】

- 1) Once you submit the form for withdrawal from enrollment, you will be considered as having submitted a notification of withdrawal from enrollment. After submitting the notification (submitting the form), it cannot be cancelled.
- 2) If you submit the form after the deadline, you cannot be allowed to withdraw from enrollment, and tuition and fees excluding the admission fee (the admission confirmation fee) will not be refunded.
- 3) Please make sure that you obtain agreement from those who are concerned (e.g., your family, workplace, financial institution) before submitting the notification of withdrawal from enrollment.
Even if you submit the notification (submit the form) without the consent of all those who are concerned, Toyo University will consider that the form has been submitted with their consent, and after submitting the notification (submitting the form), it cannot be cancelled.
- 4) After accepting your notification of withdrawal from enrollment, the university will send a document notifying you of the acceptance to the postal address registered at the time of application, not to your email address.
- 5) When completing the refund of your tuition and fees, the university will not inform you of the completion. When the scheduled date of refund comes, please check that they have been paid into your account, for example, by checking your bank book.
- 6) The handling fee and usage fee and other charges paid at the time of payment of the tuition and fees are not refundable.
- 7) Refunds will be made by bank transfer to a bank account in Japan, and will not be sent to an overseas bank account.

入学辞退入カフォーム/Enrollment Withdrawal (The data entry form for the withdrawal from enrollment)

<https://forms.gle/CjY9765msXYaKAsZ7>



V. Online Admission Procedures

Access the admission procedure site and complete online registration by 23:59 (Japan Time) on the due date for your admission procedure. (Do not use mobile phones, smartphones, or tablets for registration.)

***Make sure you complete both the “payment of tuition and fees” and “online admission procedures” by the designated deadline.**

***The information to input/select, layout, etc. are subject to change.**

The online admission procedures are as follows. Please enter the necessary information according to the instructions.

(A) Two-time Admission Procedure

(B) Two-time Admission Procedure (for persons whose Admission Fee is waived)

(C) One-time Admission Procedure

Two-time Admission Procedure			
The First-Phase Procedure	STEP1	Login	p. 32
	STEP2	Register the course information	
	STEP3	Confirm the information for the admission confirmation procedure	p. 33
	STEP4	Complete the registration [Admission Confirmation Procedure]	
The Second-Phase Procedure	STEP5	Enter required information [Main Procedure] (1. Registration of a password) (2. Registration of basic personal information)	p. 34 p. 37
	STEP6	Confirm the information entered [Main Procedure]	p. 38
	STEP7	Complete the registration [Main Procedure]	p. 38
	STEP8	Printing out of the completed registration information	p. 38
	Online Admission Procedures are completed		

One-time Admission Procedure		
STEP1	Login	p. 32
STEP2	Register the course information	
STEP3	Enter required information [Main Procedure] (1. Registration of a password) (2. Registration of basic personal information)	p. 34 p. 37
STEP4	Confirm the information entered [Main Procedure]	p. 38
STEP5	Complete the registration [Main Procedure]	p. 38
STEP6	Printing out of the completed registration information	p. 38
Online Admission Procedures are completed		

【Important Notes】

Please read the following carefully and check the information you will enter and keep pertinent documents handy before logging in to start the admission procedures.

*It takes about 10 minutes for the admission confirmation procedure, and 40 minutes for the main procedure.

*If you log in to the admission procedure site and there is no activity for more than 60 minutes, the network connection will automatically time out.

*For the main procedure in particular, you need to enter a lot of information. Please use the “List of Input Items for the Online Admission Procedures (for Confirmation)” at the end of this guide to make a rough draft in advance.

*Ensure that your printer is ready to print before entering information on the registration form.

■ Login/Register Course Information for the Admission Procedures

*For the one-time admission procedure and the two-time admission procedure

STEP 1: Log in to the Online Admission Procedure Site from マイページ (My page) button.

Click 学生情報の登録 ▶ at the bottom of the admission procedure site.



STEP 2: Register the course information Confirm the information displayed shown on the screen.

Check that all the displayed information of your entrance examination type and the names of the graduate school, course, concentration and program are correct. If the contents displayed are correct, select “Type of Procedure.” From STEP 3, different screens are displayed, depending on the type of procedure.

- Two-time Admission Procedure
 - For the first-phase procedure, select 入学申込手続 (Admission Confirmation Procedure) (Go to p. 33)
 - For the second-phase procedure, select 本手続 (Main Procedure) (Go to p. 34)
- One-time Admission Procedure
 - Select 本手続 (Main Procedure) (Go to p. 34)

*When you go back to the previous screen

Please use the 戻る (Return) button on the screen on this site, not your browser’s “Back” button. If you use the “Back” button on your browser, it will clear all the information you have entered up to this point.

■Admission Confirmation Procedure

*This is the first-phase procedure of the two-time admission procedure. If you have chosen the one-time admission procedure, go to STEP 3 (One-time Admission Procedure) of the Main Procedure on the next page.

STEP 3: Confirm the information for the admission confirmation procedure

The message to confirm your willingness to enter Toyo University Graduate School is displayed here.

Check the information displayed, and if you are willing to enter the graduate school, click **確定 (Confirm)**.

STEP 4: Complete the registration for the [Admission Confirmation Procedure]

A "Registration is completed" message will be displayed when you have successfully completed your online admission procedure (admission confirmation procedure).

Printing out of the registered information

Click **印刷画面へ (To Print screen)**, and you can confirm the information you entered and print it out. Please print out your registered information and retain a copy for your records.

The first-phase procedure will be completed by performing the admission confirmation fee (the amount equivalent to the admission fee) payment procedure through My page. (See pp. 9 and 14)



Important: Your admission procedures have not been completed yet!

For the two-time admission procedure, the completion of the first-phase procedure (admission confirmation procedure) does NOT mean the completion of all the necessary admission procedures. You are required to "pay the tuition and fees" and "complete the online admission procedures (main procedure)" **by the end of the second-phase procedure period (from February 29 (Thu) to March 6 (Wed), 2024).**

■Main Procedure

*For the one-time admission procedure and the second-phase admission procedure of two-time admission procedure

STEP 3 (One-time Admission Procedure)

STEP 5 (Two-time Admission Procedure)

: Information Entry [Main Procedure]

Enter the required information for the [Main Procedure]

(Enter for both “1. Registration of a password” and “2. Registration of basic personal information.”)

1. Registration of a password

You will need this password to use the automatic certificate-issuing machine on campus after enrolling to the university. **(The four-digit password will be valid until you complete graduate school, so please make sure to keep a memo of the password for your records.)**

1) Enter your password

(four-digit arbitrary number)

(Click 次へ (Next) and go on.)

2) Confirm the entry

The password entry screen will appear only for the first-time access. Please note that your password cannot be changed after the registration. If the information displayed is correct, click

2. 基本情報等登録へ (To register basic information).

*If there is any change to the registered basic information, you can update the information until the designated deadline.

*For details, see “Updating of Registered Information” on p. 38.

2. Registration of basic personal information

- *Please note that halfwidth and fullwidth characters are distinguished in the following fields.
 - *Select and enter information in all applicable fields.
 - *Please note that the content displayed will vary depending on the graduate school and course.
 - *Use JIS level 1 and 2 Kanji characters when entering text in Kanji characters. Do not use machine-dependent characters. They may cause garbled characters. Example: 高→高、崎→崎、徳→徳、柳→柳、瀬→瀬、濱→濱、吉→吉
- If you enter invalid characters, an error will be displayed and you will not be able to proceed to the next page. Be sure to check your entry and make modifications as needed.**

1) Basic personal information

• Name

Be sure to enter your name as it appears on your Certificate of Residence. If your name is written in kana or English letters, enter as is. Foreign nationals can use their name written in kanji or in the alphabet as it is written in their passport.

*The entered name will be reflected on diplomas, various certificates, Student ID, etc. Be careful not to enter or convert your name incorrectly.

*If you have a middle name, enter it in the “Surname” field. Enter a double-byte space between “surname” and “middle name.”

*If you wish to use a nickname after admission, please consult with us at the time of the Enrollment Procedure in April. (If you are enrolling in the fall, please consult at the time of the Enrollment Procedure which is explained on p. 40 “For those enrolling in fall 2023”)

• Name in English

【For Japanese nationals】

Enter your first name followed by your surname (in half-width characters). **Capitalize the first letter of your first name and enter your surname in all capital letters.** Spell your name exactly as it appears on your passport. If you do not have a passport, enter your name in Hepburn-style Romaji letters. Enter a half-width space between the first name and surname.

Example 1: 東洋 太郎 → Taro TOYO

Example 2: 高橋 花子 → Hanako TAKAHASHI

【For foreign nationals】

Enter your name exactly as it appears on your passport. Enter your surname and first name in all capital letters. Enter a half-width space between the first name and surname.

Example: 王 蘭 → WANG LAN

• Permanent address (Permanent domicile) **【Japanese nationals only】**

• Nationality **【Foreign nationals only】**

Select your prefecture or country. Select “Other” if your country is not in the list.

The screenshot shows a web form titled "基本情報登録 (Registration of Basic Personal Information)". It includes fields for: 氏名 (Name) with sub-fields for 姓 (Surname) and 名 (First name); 姓 (Surname) in Kana; 家族氏名 (Name in English) with a note to capitalize the first letter and use all caps for the surname; 生年月日 (Date of Birth); 電話番号 (Telephone Number); 性別 (Gender); 本籍地 (Permanent Address); and 国籍 (Nationality). The form is partially filled with example data for a Japanese national named Taro TOYO.

2) Student information

• Address (including a zip code and building name)

Enter the address of the residence you will settle at after your admission to graduate school. (The data entered at the time of application is displayed. Please update the information as needed.)

In the field of "Condominium name, etc.," please enter the name of the building you live in and your room number.

*If you are planning to move, please enter the current address and later update the information.

(See "Updating of Registered Information" on p. 38.)

• Telephone number

If you have both a fixed-line telephone and a mobile phone, please enter both numbers.

• Email address

Enter email address which you use the most. (In principle, enter PC's email address. However, if you do not have a PC, a mobile phone email address is also acceptable.)

*[Current students of Toyo University] Your email address given by Toyo University (toyo.jp) will no longer be available after graduation/completion. Please enter your different email address.

*If you cannot enter your email address due to a character limitation, etc., you may leave the field blank.

• The nearest station (train/bus)

Enter the name of the nearest train station/bus stop to the residence you will live at after your admission to the university. (Make sure to enter the nearest train station. If you will not take a bus, please leave the "Nearest station (bus)" field blank.)

3) Guarantor information

In case we have trouble getting in touch with the student, he/she will be the person the university may contact.

Please enter a family member, relative, or acquaintance who **lives in Japan** and can be contacted by the university during the period of enrollment in case of emergency.

Not required to enter the guarantor's workplace.

*Although the term "guarantor" is used, **the person does NOT have to take the responsibility of the guarantor in a general sense (for example, co-signing a pledge or paying tuition and fees, etc.).**

The guarantor is the person who will be contacted from the university when the university cannot reach the student.

• Relationship

Select your relationship to the guarantor.

• Address (including a zip code and building name, etc.)

If the guarantor's address is the same as yours, please click the **「学生項目よりコピー」(Copy from "Student")** button on the top of this screen.

• Telephone number

Make sure to enter the number of a fixed-line telephone, in principle. If he/she has a mobile phone, its number should be also entered.

• Place of employment

Not required to enter.

In case we have trouble getting in touch with the student himself/herself, the university may contact the guarantor.

4) Emergency contact person information

In case we have trouble getting in touch with the student, he/she will be the person the university may contact.

Please enter a family member, relative, or acquaintance who **lives in Japan** and can be contacted by the university during the period of enrollment in case of emergency, and must be different from the person entered as “3) Guarantor information.”

Enter the necessary information in the same way as in the Guarantor section.

In case we have trouble getting in touch with the student himself/herself and the guarantor, the university may contact the emergency contact person.

5) Foreign national's information 【Foreign nationals only】

• Nickname

Please don't enter anything here.

• Residence Card number

Please enter the alphanumeric characters indicated on the top right corner of your Residence Card.

Example: AB12345678CD → Enter AB12345678CD

• Status of residence / type of international student / period of stay

Select or enter the type of status of residence you have and its period of stay. If you possess a status of residence of “Student”, select “Type of overseas student” from the drop-down list.

• Permanent address and telephone number in your home country

Please enter the phone number in the order of country code, area code and phone number.

6) Other information

• Occupation type / Workplace name

If you have a job (including a part-time job) and continue to be employed on and after April 1, 2024 for April admission, please select or enter the necessary information.

After all the necessary information is entered, click **次へ (Next)**.

7) Graduate School-related information

If applicable, enter your academic qualifications acquired before your admission to Toyo University Graduate Schools. (If you are an international student, provide information regarding your academic background in your home country also.)

After all the necessary information is entered, click **次へ (Next)**.

STEP 4 (One-time Admission Procedure)

STEP 6 (Two-time Admission Procedure)

: Confirmation of the information for the [Main Procedure]

Confirm the information you have entered.

All the information you have entered up to this point is displayed.

Please check the following items. If any corrections or changes are needed, press the **戻る (Return)** button on the screen and make the appropriate changes.

<Check Items>

- Make sure that there aren't any input omissions.
- Make sure that you enter all the necessary Information according to the instructions.
- Make sure that there aren't any input errors.
- Make sure that there aren't any **■** marks (which represent the use of a Kanji character outside the range of JIS level-1 and level-2 Kanji set) (See p. 35.)

Confirm your entry

If everything is OK, click the **確定 (Confirm)** button to register the information you have entered.

STEP 5 (One-time Admission Procedure)

STEP 7 (Two-time Admission Procedure)

: Complete the registration for the [Main Procedure]

A message **登録完了しました (Registration is completed)** will appear to tell you that you have successfully completed your online admission procedure (Main Procedure).

STEP 6 (One-time Admission Procedure)

STEP 8 (Two-time Admission Procedure)

: Printing out of the completed registered information

Click **印刷画面へ (To Print screen)** for confirmation and a printout of your registered information.

Please make sure to print out your registered information and retain a copy for your records.

納付金管理番号 Payment management number	2020210986	入試方式 Screening Method	一般入試(4月入学) General Category (April Admission)
志望研究科・専攻・コース・課程 Desired Graduate School, Course, Concentration and Program	ライフデザイン学研究科 生活支援専攻 高齢者・障害者支援学コース 修士課程 Master's Program in Graduate School of Human Life Design, Course of Human Care and Support, Concentration in Care for People with Disabilities and Elderly People		
暗証番号等登録(確認) (Registered Password (confirmation))	暗証番号 Password: 1234		
基本情報等登録(確認) (Registered Basic Personal Information (confirmation))	氏名 Name: 東洋 太郎		

登録が完了しました。「印刷画面へ」をクリックし、登録内容を印刷してください。
Registration is completed. Click "To Print screen" for confirmation and a printout of your registered information.

納付金管理番号 Payment management number	2020210986	入試方式 Screening Method	一般入試(4月入学) General Category (April Admission)
志望研究科・専攻・コース・課程 Desired Graduate School, Course, Concentration and Program	ライフデザイン学研究科 生活支援専攻 高齢者・障害者支援学コース 修士課程 Master's Program in Graduate School of Human Life Design, Course of Human Care and Support, Concentration in Care for People with Disabilities and Elderly People		
暗証番号等登録(確認) (Registered Password (confirmation))	暗証番号 Password: 1234		
基本情報等登録(確認) (Registered Basic Personal Information (confirmation))	氏名 Name: 東洋 太郎		
カナ Kana	トウヨウ タロウ		
英文氏名 Name in English	TOYO TARO		



Important: Updating of Registered Information

Please **enter all the required information** and complete the registration for the online admission procedures by the designated due date. If any corrections or changes are needed after the completion of the admission procedures, make sure to make necessary changes during the following period.

However, please note that you cannot change the item of "1. Registration of a password" (For details, please refer to the explanation for each item.)

[You can update your information up to the time and date indicated below.]

Fall Admission: The announcement date of application result ~ 23: 59 on September 6 (Wed), 2023

April Admission: The announcement date of application result ~ 23: 59 on March 24 (Sun), 2024

***Make sure that up-to-date information has been registered** as of the last day of the above period. If there is a need to make any changes to your registered information after the above period, please correct the registered information with a red ink on a printout, and submit it to the university at the time of the enrollment procedure.

VI. Schedule after Completing the Admission Procedures

*Please note that after your admission procedure is completed, the university will not send you a confirmation by postal mail to inform you of the completion.

(1) Integrated account

An integrated account is the ID and password you will use after admission to access the university's on-campus systems. **You will need your integrated account right after admission, and you will use it in your campus life and at classes until you complete.**

You will receive a predetermined ID from the university, but you will need to register a password of your choice.

After you complete the admission procedures, the university will confirm it and send you an email with the subject line "[Toyo University] Admission Letter has been published. (important)" at its earliest convenience to the email address that you registered during the admission procedures. Students for fall admission will receive the email around mid September 2023, and those for April admission around mid March 2024.

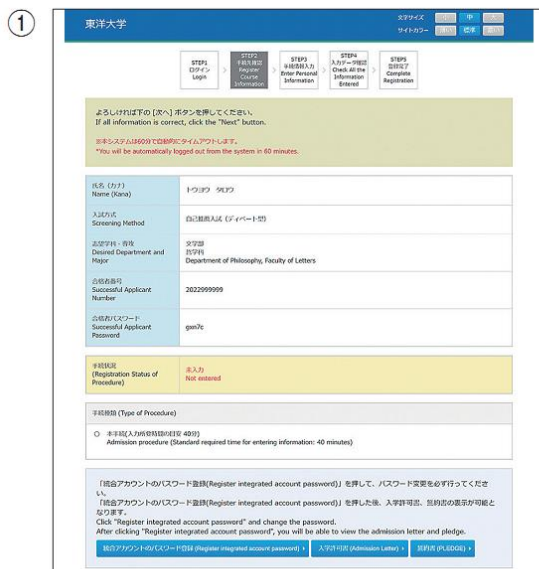
Please note that it may take you about two weeks to receive the email after you complete the admission procedures.

After receiving the email, access the webpages in the order listed below, confirm your integrated account ID, and register your password.

●Log in to the Online Admission Procedure system → Click **Register integrated account password** at the bottom of the "Register Course Information" screen → Follow the on-screen instructions, confirm your ID and register your password

*Your password must be at least six characters long and a mix of letters and numbers.

*You will perform this registration process only once. Once you register a password, you can change it on ToyoNet Information Technology Portal Site (<https://www.toyo.ac.jp/en/toyonet/ID/>).



Click "Register integrated account password."



Enter your desired password in the "password" and "confirm" fields, then click "register."

*Please take care not to forget your password.



After registering your password, an email titled "Password registration completion notification" will be sent to the email address that you registered during the admission procedures.

(2) Obtainment of Admission Letter

After completing the registration with your integrated account as described in “(1) Integrated account” (p. 39), you will be able to print out your Admission Letter, so please follow the instructions below to do so. If you have not completed the integrated account password registration procedure, you cannot print the Admission Letter.

- Log in to the Online Admission Procedure system → Click **入学許可書(Admission Letter)** at the bottom of the “Register Course Information” screen → Confirm that the information listed on the displayed Admission Letter is correct and print it.



Clicking **入学者向けサイト(Website for Enrollee)** will display the “About Admission Procedure” site, where you can check enrollment procedure documents.

■For those enrolling in fall 2023

For details about the enrollment procedure for fall admission 2023, please check the following admission procedure page on the university's website.

<https://www.toyo.ac.jp/en/academics/gs/prospective/tetuduki/>

Fall semester classes will start on Friday, September 22.

〈Upcoming Schedule〉

Schedules are subject to change. Finalized schedules will be announced on the website for enrollees. Please be sure to check them.

■For those enrolling in April 2024

Date	Description	Remarks
From late March to early April 2024	Enrollment Procedure*	These events are very important. Students must be present in person. The event dates vary depending on the graduate school/course you belong to. If you are unable to attend these events, please contact the relevant office in charge in advance.
	New student orientations	
April 6, 2024	Entrance Ceremony	
Early April, 2024	Start of spring semester classes	

*The enrollment procedure (for all students) is scheduled on Tuesday, April 2 for the graduate schools of Hakusan Campus. If you fail to attend the enrollment procedure, your enrollment may not be accepted.

Schedules for Kawagoe, Asaka, and Akabanedai campuses will be indicated in Enrollment Procedure Guide.

At the enrollment procedure, you are required to submit the original of certificate of graduation or certificate of completion if you submitted the original of your certificate of expected graduation/completion at the time of the application. Please prepare it in advance.

- **The Original of Certificate of Graduation or Certificate of Completion** 1 Certificate
- Students must submit the certificate issued after their graduation or completion.

Ⅶ. Frequently Asked Questions Regarding the Admission Procedures

【Online Admission Procedures】

Q: Is it possible to make any changes to the registered information?

A: You can change the contents of the registered information only during a specific period (see p. 38). However, no changes can be made to the following item.

- “1. Registration of a password”

Q: Even after I made correction data, the error message does not disappear.

A: Please check if the characters (full-width, half-width and alphanumeric characters) have been entered correctly. A space is also recognized as input values. Please make sure that a space has not been entered accidentally at the end of the characters.

Q: I've completed the admission procedures without printing out the registered information.

A: You can log in to the admission procedure site again during the designated period (see p. 38). Please print out your registered information and retain a copy for your records so that you can check the information you have entered and avoid any issues.

Q: The registration period has already ended, but it becomes necessary to change my registered information.

A: Please correct the registered information with a red ink on a printout, and submit it to the university at the time of the enrollment procedure.

【Information Entry in Each Item】

Q: I'm planning to live alone, but I have not decided where to live at the time of information entry.

A: First, enter your current address to complete your online registration. Once you have decided a new address, please log in again to update your registered information. If the specified period of time for alterations or correction of the registered information (see p. 38) has already ended, please correct the registered information with a red ink on a printout, and submit it to the university at the time of the enrollment procedure.

Q: Are there any occasions in which the university will contact my guarantor or emergency contact person?

A: If we can reach you, we won't contact them. They won't be asked to pay your tuition and fees.

【Schedule after the Admission Procedures】

Q: Please tell me about the schedule after the completion of the admission procedures.

A: Documents necessary for the enrollment procedure will be downloaded from the website for enrollees (see p. 39). Please read through them and make the necessary preparations. (Some documents require bureaucratic paperwork from the local government with which your residency has been registered.)

【Status of Residence】

Q: Since the period of my stay in Japan will expire soon, I need an admission letter from Toyo University as soon as possible. What should I do?

A: As a general rule, the educational institute you currently belong to will take necessary procedures to extend your period of stay. If it is difficult to do so because you are going to graduate from the educational institution, please contact the office in charge. Please note that for the issuance of documents necessary for an application for extending the period of stay, you must have paid your tuition and fees.

VIII. About the Status of Residence (Those with nationality other than Japanese)

I. Common matters

- (1) International students (i.e., persons with nationalities other than Japan) who are admitted to Toyo University are required to have a status of residence of “Student” or status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024 (■ as of September 22, 2023 for Fall admission). Those with a status of residence of “Temporary Visitor” are not eligible to be admitted to the university. Please be sure to understand the contents of “II (1)” or “III (2)” below for cancellation of admission.
- (2) International students who have been accepted for admission to the university can apply for a status of residence of “Student.” (*)
 - *For undergraduate students
 - International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”
 - The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination and/or the entrance examination using the Common Test for University Admissions conducted in or after February, 2024.
 - *For graduate students (for April admission)
 - International students who are admitted to the Master’s Program in the Concentration in SME Consultant Certification, the Course of Business, Accounting and Finance, the Graduate School of Business Administration cannot obtain a status of residence of “Student.”
 - The university does not apply for a Certificate of Eligibility for Status of Residence for those who pass the entrance examination conducted in February or March, 2024.
 - *For graduate students (for Fall admission)
 - The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination conducted in August, 2023.
- (3) Only international students with a status of residence of “Student” are eligible for the university’s partial tuition waiver and scholarships for international students. Although those with a status of residence other than “Student” that permits a long-term stay in Japan can be admitted to and enrolled in the university, they cannot apply for the university’s partial tuition waiver and scholarships for international students. If you wish to benefit from the system for international students, please apply for the Change of Status of Residence.
- (4) If, due to unavoidable circumstances, you are obliged to withdraw from admission to the university after completing the admission procedures, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures by the due date.
- (5) As part of the procedures related to admission to the university, you are required to complete the pre-admission procedures and enrollment procedures, and participated in the orientation implemented at each campus, respectively. Depending on the faculty, department, graduate school, or course, you may need to perform separate pre-admission procedures. In that case, please be sure to perform that procedures as well.
- (6) Please note that the university takes no responsibility for any disadvantage that may arise from absence from classes due to following the prescribed procedures related to resident status application, reapplication and actions for cancellation.

II. If you have a valid status of residence in Japan (those who live in Japan)

*Those with a status of residence of “Temporary Visitor” are not eligible to be enrolled in the university. International students are required to obtain a status of residence that permits medium- or long-term stay in Japan before entering the university. If you have Temporary Visitor status of residence, please refer to “III. If you do not have a valid status of residence in Japan (those who do not live in Japan)” and follow the instructed procedure.

*It is highly likely that you will not be able to obtain a Student status of residence before April 1, 2024, if you only have a short-term status of residence such as Temporary Visitor and take an entrance examination that will be conducted after February 2024 (or September 22, 2023 for Fall admission).

Even if you have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan, you are required to apply to extend your period of stay according to your current period of stay or change your status of residence. However, if there is a period during which you are not an international student for 3 months or more after completing (graduating) from the last school attended and before entering the university, please refer to “III. If you do not have a valid status of residence in Japan (those who do not live in Japan)”, and follow the same procedure.

- (1) If you have not obtained a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024 (■ as of September 22, 2023, for Fall admission) (except when your application for extension of period of stay or change your status of residence is being processed), your admission to the university will be canceled as of March 31, 2024 (■ as of September 21, 2023, for Fall admission). In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

*The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.

(2) If you apply to extend your period of stay or change your status of residence as of April 1, 2024 (■as of September 22, 2023, for Fall admission), and if it is not confirmed by May 31, 2024 (■by November 21, 2023, for Fall admission) that you are allowed to extend your period of stay or change your status of residence, you will be dismissed from the university as of the date designated by the university. Therefore, you are encouraged to start your application well in advance. In case that you are dismissed, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

*The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.

(3) If you need to apply for an extension of period of your stay or change your status of residence to "Student", the university will make an application to the Immigration Services Agency of Japan. Please check the section below and apply for the extension/change of your status of residence accordingly.

●About Application for Application Form

Eligible persons

- ◆ Those who apply to extend their period of stay for a status of residence of "Student"
 - *Those whose status of residence expires between January and June 2024 (or mid-June and mid-November 2023 for Fall admission)
 - *You need the admission letter to apply for the application form. Please contact Toyo University Support Office for COE and Status of Residence if your period of stay is going to be expired before receiving the admission letter. (See contact information at the attached document)
- ◆ Those who apply to change from the other status of residence that permits a medium- to a long-term stay in Japan to a status of residence of "Student"

Application period

Apply via PUGS, Toyo's online application system for COE and status of residence, within 3 days of receiving the admission letter.

PUGS: <https://toyo-pugs.com/sp/entry>

Procedure method

- (1) Please submit the information, documents, and admission letter required to extend your period of stay and change your status of residence on PUGS system.
- (2) After confirming your input, the university will make an online application.
- (3) You will receive an email after screening by the Immigration Service Agency is completed. Please come to the Toyo University Support Office for COE and Status of Residence in Hakusan Campus if it is before March or administration office of your campus after April to receive the notification of screening result.
- (4) Please go to the Immigration Service Agency with the notification of screening result, residence card, and passport to receive the new residence card.

Office hour

Toyo University Support Office for COE and Status of Residence (2F, Building 8, Hakusan Campus)

Monday - Friday 9:30 - 17:00

*Except for the entrance restriction period and Saturdays, Sundays, and public holidays

*Please check our website for the entrance restriction period (<https://www.toyo.ac.jp>).

●About other required documents

Website

https://www.toyo.ac.jp/international-exchange/international/immigration_visa/pre-enrollment/visa-newstudents/

III. If you do not have a valid status of residence in Japan (those who do not live in Japan)

Admission to the university requires that you possess a status of residence of "Student" or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024 (■as of September 22, 2023, for Fall admission). Even if the procedure takes a long time, you are required to come to Japan after obtaining a Certificate of Eligibility for Status of Residence (COE) and a visa, submit your Residence Card to the university, and complete the prescribed procedures by April 30, 2024 (■by October 21, 2023, for Fall admission).

(1) Proxy application for a Certificate of Eligibility for Status of Residence (COE)

- 1) When you complete the prescribed admission procedures, a legal administrative scrivener appointed by the university may file a proxy application for a COE on your behalf to the Immigration Services Agency of Japan. When requesting a proxy application for a status of residence to Toyo University, please confirm the required documents in "★ How to ask for proxy application for a status of residence" below, and complete the procedure promptly. After the screening process, the Immigration Service Agency of Japan will issue the COE. After receiving the COE, a legal administrative scrivener appointed by the university will send it to you. Upon receiving the COE, please immediately visit a Japanese diplomatic office in your

country or a country of your residence, carrying the COE with you to go through the visa application process.

- 2) The status of residence that can be obtained by proxy application is “Student.”
- 3) A Certificate of Academic Fee Payment Ability is necessary for a proxy application. Since the issuance of a Certificate of Academic Fee Payment Ability may take a long time, you are advised to allow for an adequate amount of time to prepare for the certificate.
- 4) When requesting the university to apply for your COE on your behalf, please correctly indicate the number of past applications and the number of issuances. In addition, if the COE is not issued due to a false report made in the submitted documents and input contents, the university will not accept requests for proxy application for reapplication.
- 5) The screening procedure for a COE is conducted by the Immigration Services Agency of Japan, while the screening procedure for a visa is conducted by a Japanese diplomatic office in a country of your residence respectively. The university takes no responsibility even if a COE or a visa is not issued. In the case where a COE is not issued, the university will not apply for reapplication of a COE as a proxy.
- 6) In principle, you cannot change your status of residence from “Temporary Visitor” to “Student” in Japan. Please be sure to come to Japan after receiving a visa from a Japanese diplomatic office in your country or a country of your residence.
- 7) The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination and/or the entrance examination using the Common Test for University Admissions conducted in or after February, 2024. (■Entrance examinations conducted in August 2023 for Fall admission)

(2) If it cannot be confirmed by April 30, 2024 (■by October 21, 2023, for Fall admission) that you have obtained a Residence Card, your admission to the university will be canceled as of March 31, 2024 (■as of September 21, 2023, for Fall admission), for no matter what reason, even if you are reapplying for a status of residence and have taken action for cancellation. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

(3) If you do not complete the prescribed procedures by April 30, 2024 (■by October 21, 2023, for Fall admission), despite having obtained a Residence Card, you will be dismissed from the university as of April 30, 2024 (■as of October 21, 2023, for Fall Admission). In this case, the admission fee and the tuition and fees (for the spring semester for April admission, for the fall semester for Fall admission) will not be refunded.

★ How to ask for proxy application for a status of residence

▼Notes	Be sure to write your name in Roman alphabets as it appears on your passport. If you fail to acquire the COE due to any incompleteness in your documents, the university will not be held responsible.
▼Deadline for submitting the documents (data form)	Send the documents by the deadline for your admission procedures (Japan Time).
▼Necessary documents and where to submit the documents (data form)	Please log in to PUGS (Toyo's online application system for COE and status of residence), enter necessary information, and upload required documents. PUGS: https://toyo-pugs.com/sp/entry Inquiries: Email: toyo-pugs@tugs.co.jp

(4) Others

Please be sure to check the following URL as we inform you of necessary information before entering Japan.

<https://www.toyo.ac.jp/en/international-exchange/international/>

IX. Toyo University Educational Loan

At Toyo University, through partnering with financial institutions, we have established the **Toyo University Educational Loan** system for students who have been accepted into Toyo University. This system aims to reduce the economic burden of admission for students who want to study at Toyo University but face difficulties in attending university due to economic reasons. The system allows students to receive uncollateralized, low-interest loans from designated financial institutions for their tuition and fees.

Please note that this system is only available to students who are set to enter Toyo University. The Toyo University Educational Loan is a bank loan, so please make a reliable repayment plan before applying.

Overview of the Toyo University Educational Loan

Eligible persons (qualifications)	Parents and guardians of students who have been accepted for entry to Toyo University (as general rule, parents) A person who is eligible for guarantee from a credit guarantee company that the partner bank designates (a guarantor is typically not required) Enrollment in group credit life insurance depends on the bank.
Purpose	Tuition and fees to be paid to Toyo University (such as academic fees), other (differs depending on the bank)
Loan Amount	Under 3,000,000 or 5,000,000 yen (differs depending on the bank)
Interest Rate	Interest rate applicable for new loans Variable interest rate based on long-term loan interest rates tied to the short-term prime lending rates that each partner bank determines
Collateral	None
Loan term	Between 6 months to 14 years (differs depending on the bank)
Repayment method	Principal equal monthly payment, combination with bonus repayment possible
Procedure	If you wish to use the Toyo University Educational Loan, you need to have your parent or guardian apply directly at a main branch or branch of a partner bank. (After the application, it will take around a few days to two weeks to receive the loan)
Required documents	1. Seal registration certificate (issued in the last month) 2. Certificate of Residence (must list all members of the household and be issued in the last month) 3. Proof of income (Salaried workers: Written notice of determination of residence tax, Self-employed: Certificate of tax payment) 4. Copy of health insurance card 5. Application Result and bank transfer form for admission procedures Please inquire with your bank for details as the above are only basic documents.
Remarks	Please make a provisional application at the main branch or branch of a partner bank. When doing so, bring your Toyo University examinee's slip, Application Guidelines, and the required documents above, and make sure to inform the bank staff that you want to apply for the Toyo University Educational Loan. (The day you will receive the loan will differ depending on the bank, but it will take at least a few days to two weeks. Please check with the bank to make sure you meet the admission procedure deadline)
	After completing the provisional application, the tuition and fees will be loaned in accordance with your application result and the bank transfer form for the admission procedure, both of which can be downloaded from My page.
	Please inquire with your bank for more details.
	Affiliated banks Mizuho Bank, Ltd. Sumitomo Mitsui Banking Corporation (SMBC) MUFG Bank, Ltd. Rakuten Bank, Ltd. Inquiries Mizuho Bank, Hongo Branch TEL 03-3812-3267 SMBC, Hakusan Branch TEL 03-3828-5151 MUFG Bank, Ikebukuro Branch TEL 03-3984-2131 Rakuten Bank (toll-free number for educational loans) TEL 0120-61-6910 *The below codes are required for applying at Rakuten Bank. Partner school code: TYU00074, Application Code: 1001

X. Long-term Study System

Toyo University has introduced a “long-term study system.” This system enables students who have difficulty in completing study programs in the standard period of time (two years for master’s programs) for occupational and other reasons (e.g. childrearing and nursing care) to extend the duration of their study to three years.

The prescribed procedures must be completed prior to admission to graduate school. For details, please see our website. (<https://www.toyo.ac.jp/academics/gs/prospective/long/>) (available only in Japanese).

XI. Undergraduate Courses Available for Graduate School Students

If students who have passed an entrance examination of Toyo University Graduate School wish to take courses (including certification courses) available for undergraduate students, they may be allowed to take undergraduate courses as a non-matriculated student for academic courses or a non-matriculated student for certification courses (except for the Graduate School of Information Networking for Innovation and Design)

◆ Category ◆

Non-matriculated student for academic courses: an individual who wishes to take a specific course to increase his/her general knowledge

Non-matriculated student for certification courses: an individual who desires to acquire a qualification, such as a teacher’s license (first class)

◆ Procedure, Fees, etc. ◆

Applicants are required to complete the necessary procedures before enrollment in graduate school (early March) to take undergraduate courses.

It is necessary to pay fees, separately from tuition fees, of the graduate school.

Please note that applicants who wish to take the courses necessary to obtain a teacher’s license (first class) need to satisfy certain application qualifications, including the (expected) completion of the Toyo University’s undergraduate program.

The credits acquired as a non-matriculated student will not be recognized as credits required for the completion of graduate school.

◆ Application Guidelines ◆

Application guidelines are scheduled to be issued in February 2024. Please check our website.

XII. Support through Special Disaster Scholarships for Students Affected by Natural Disasters

Toyo University expresses its sincerest condolences for those who have been affected by natural disasters.

Toyo University is supporting new students who belong to households that have been affected by natural disasters through special disaster scholarships depending on the amount of damage incurred.

Natural disasters applicable under the system are limited to disasters that have occurred after April 2023, in which the Disaster Relief Act has been applied, and that have been determined by Toyo University as applicable for support. For more information, please refer to the regularly updated “被災支援” (<https://www.toyo.ac.jp/academics/student-support/support/da01/>) (available only in Japanese), and after admission, please apply within the specified period. A disaster certificate issued by a public institution is required to apply.

After admission, please also consider applying for the JASSO scholarships available for situations when there is a sudden change in the financial circumstances of students’ families. For more information, please refer to “家計が急変した世帯の方へ” (https://www.toyo.ac.jp/academics/student-support/award/gakubu/kakei_kyuhen/#jasso%20kinkyu) (available only in Japanese) on our official website.

XIII. Support for Disabled Students

Toyo University are working to create a learning environment where disabled students can attend classes the same way as other students can, in line with the “Toyo University’s Basic Policy on Support for Students with Disabilities.” Upon admission, please consult Toyo University if you have any concerns or wishes concerning disabilities. We will accept inquiries before admission or at any stage of the admission procedure. Students can prepare for a smooth start to university life by consulting in advance. Please note that you will be required to display documentation showing the state of disability (disability certificate, medical certificate) when you request a consultation.

Counseling services are listed below. Please contact the counseling service of the graduate school you are scheduled to enter.

Graduate School	Study Campus	Counseling Service	Contact Information
Letters, Sociology, Law, Business Administration, Economics, Global and Regional Studies, International Tourism Management	Hakusan	Disabled Student Support Desk (Peer Support Room), Student Counselling Office	mlprsupport@toyo.jp
Science and Engineering, Information Sciences and Arts	Kawagoe	Education and Student Affairs Section, Kawagoe Campus Office, Student Life Desk	mlkawagak@toyo.jp
Life Sciences, Food and Nutritional Sciences	Asaka*	Administration Section, Itakura Campus Office, Student Life Desk	mlfinkyomu@toyo.jp
Information Networking for Innovation and Design	Akabanedai	Administration Section, Akabanedai Campus Office (INIAD), Student Life Desk	ml-iniad-fs@toyo.jp
Human Life Design, Health and Sports Sciences, Social Welfare		Administration Section, Akabanedai Campus Office (WELLB), Student Life Desk	akabanedai-support@toyo.jp

●Toyo University’s Basic Policy on Support for Students with Disabilities

https://www.toyo.ac.jp/en/about/effort-activity/support_for_Students/
(To be updated in AY2023)

Basic policies and guidelines of the university will be updated in accordance with changes in the law.

●Guide to Toyo University Support for Students with Disabilities

<https://www.toyo.ac.jp/academics/student-support/handicap/campuslife-g03-index/> (available only in Japanese)

The Guide introduces the system for supporting students with disabilities and provides examples of support when difficulties are encountered in attending school.

*Students enrolled in Fall 2023 will start at the Itakura Campus.

XIV. Information on housing and Toyo University Dormitory

1. Information on Housing

There are services to help new students find housing at each campus. For more information, please refer to “Information on Housing” (<https://www.toyo.ac.jp/en/academics/student-support/support/apartment/>) on our official website. If you wish to use the housing services, please bring your admission letter or notification of application result. Please note that the housing services differ depending on the campus.

2. Information on Toyo University Dormitory and Recommended Dormitories

The Toyo University Dormitory, Filosofia Nishidai, is located in Takashimadaira, Itabashi-ku. At Filosofia Nishidai, breakfast and dinner are served, furniture and fittings are provided, and the dormitory manager and dormitory mother are always on site to support students. In addition to the Toyo University Dormitory, we also have many recommended dormitories for each campus.

◆Request Documents/Inquires

Student Dormitory Administrative Office, Kyoritsu Maintenance Co., Ltd.
2-18-8 Sotokanda, Chiyoda-ku, Tokyo 101-8621
TEL: 0120-88-1030 FAX: 03-5295-5906

Reception hours: 9:00 to 17:30

Regular holidays: None from October to March (excluding New Year's holiday)
Sat, Sun, and holidays from April to September

Website for Toyo University Dormitory and Recommended Dormitories
<https://www.toyo-philosofia.com/> (available only in Japanese)

3. Guarantor support (for international students) in looking for an apartment

To rent a room in Japan, you need to have a “guarantor,” who will pay the rent on your behalf if you fail to pay it. Japanese students can ask their family members or the like to be their guarantors. But international students who have difficulty in doing so should use a guarantee company.

Toyo University signed a memorandum with Global Trust Networks Co., Ltd. in AY 2018. International students from Toyo University can receive a 20% discount for the guarantor service from this company. Global Trust Networks Co. Ltd. also offers room search services in multiple languages, including Japanese, English, Chinese, Korean, Vietnamese and Nepali, with many apartments for international students available.

■For inquiries, contact Global Trust Networks Co., Ltd.

■Website <https://www.gtn.co.jp/en/business/rent-warranty/>

XV. Regarding the Determination of the Candidates for the Toyo University Partial Tuition Waiver for Privately Financed International Students

All the International students who have passed the Toyo University entrance examination have been selected as candidates for the Toyo University partial tuition waiver for privately financed international students. Please read the following requirements and carry out the procedures.

1. Requirements for the partial tuition waiver

Tuition and fees	The regular tuition and fees have been paid. *The wavier amount will be refunded after admission.
Status of residence	Privately financed international students with a status of residence of "Student"
Application method	Students who have applied via the on-campus system, ToyoNet-ACE, after admission
Economic situation	Students who have difficulty pursuing their studies due to economic reasons (The monthly amount of financial support [excluding academic fees] students receive from their parents, siblings or other relatives is 120,000 yen or less.)

2. Procedure for receiving the waiver

The candidates should apply via the on-campus system, ToyoNet-Ace, at their earliest convenience after admission. For more information, please check the e-mail that will be sent to you after the admission procedure.

3. Period and waiver amount

- (1) Period: (2023 Fall Admission) October 1, 2023 - September 30, 2024
(2024 April Admission) April 1, 2024 - March 31, 2025
- (2) Waiver amount: 30% of the tuition specified in the academic rules and regulations

4. Notes

- (1) The waiver amount will be refunded through the following method to students who have been determined as recipients of the partial tuition waiver and have completed the admission procedure after admission.
 - Students paying the tuition and fees in full: The waiver amount will be refunded in two repayments:
one in spring semester (August) and the other in fall semester (January)
 - Students paying the tuition and fees in installments: (Fall Admission)
The waiver amount for fall semester will be refunded in January.
As for spring semester, please pay the amount after reduction.
(April Admission)
The waiver amount for spring semester will be refunded in August.
As for fall semester, please pay the amount after reduction.
- (2) Students are disqualified as candidates if they are unable to acquire a status of residence of "Student" by admission or if they do not enroll at the university.
- (3) Even if students are selected as candidates, the waiver may be terminated if they fall under any of the following conditions.
 - 1) When students do not satisfy any of the conditions listed in the above, "1. Requirements for the partial tuition waiver"
 - 2) When students are suspended, withdraw, or they are dismissed and receive disciplinary action from the university

XVI. Handling of Personal Information at Toyo University

In recognition of the importance of our responsibility to protect personal information on students, their guarantors (parents, etc.) and their emergency contact person, Toyo University (hereinafter, the “university”) handles as follows all personal information respectfully and appropriately in accordance with laws.

Note: The term “personal information” means information on a person who is alive and which can identify a certain individual by their name, date of birth, etc. included in the said information.

1. Please note that the use of the personal information provided by students this time will be handled as follows.

The personal information such as address, student name, guarantor’s name, name of emergency contact person, password, personal information acquired via questionnaire survey, etc. will be used **within the scope necessary for the creation of a student ID card, the checking at the time of issuance of certificates, and improvements in instruction methods**. Personal information is also used for issuing certificates and solicit donations by postal mail while in the university and after completion.

2. Management and protection of personal information

In compliance with the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution, Toyo University appoints a chief privacy officer, etc. and establishes the Personal Information Protection Committee, etc., to further strive to ensure appropriate and fair management and protection of personal information.

*We may contact you regarding the enrollment procedure at the email address you registered at the time of application.

Toyo University Basic Policy for Protecting Personal Information (Established in August 2019)

Recognizing the importance of protecting personal information, Toyo University Incorporated Educational Institution (hereinafter, the “Institution”) shall implement necessary measures to protect personal information based on the principle of respect for human rights when it acquires, manages, uses, provides and discloses personal information, in compliance with the Basic Policy stipulated below, the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution, and related laws and ordinances, including the Act on the Protection of Personal Information (Act No. 57 of 2003).

1. Acquisition of Personal Information

The Institution shall specify the purposes of using personal information for education, research and other duties as clearly as possible and acquire personal information using appropriate and fair means.

2. Handling of Personal Information

The Institution shall carefully and appropriately handle the personal information that it acquires. In compliance with the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution, the Institution shall appoint a chief privacy officer to be responsible for protecting personal information and continuously improve the handling of personal information at the Institution.

3. Security Management Measures for Personal Information

The Institution shall adopt necessary security management measures to protect personal information, including technological measures concerning information systems and physical measures, while establishing organizational and personnel security management systems.

4. Provision of Personal Information

When the Institution needs to provide personal information to a third party, the Institution shall inform related persons of the fact and get their agreement in principle. However, when a third party appropriately requests the Institution to provide personal information while complying with laws and ordinances, the Institution may provide the third party with personal information without the agreement of the related persons. When providing (and jointly using) personal information, the Institution shall fully implement necessary measures to prevent the leakage, loss, falsification, etc. of personal information.

5. Response to Requests for Information Disclosure, etc.

The Institution shall respond without delay to requests for the disclosure, correction, addition, deletion, etc. of an individual’s personal information. In addition, the Institution shall establish a Complaint Review Board to promptly and appropriately respond to complaints against decisions on information disclosure, etc.

6. Handling of Anonymously Processed Information

The Institution shall adopt appropriate measures to compile, manage the security of, and provide third parties with anonymously processed information (information compiled by processing personal information so that particular individuals cannot be identified and the original personal information cannot be restored).

7. Education and Training

The Institution shall recognize the importance of protecting personal information and strive to raise awareness of the importance among faculty and staff members. The Institution shall also give necessary and appropriate supervision and guidance to faculty and staff members who handle personal information, and provide them with necessary education and training to promote the appropriate use and protection of personal information.

Toyo University shares the personal information it possesses with Toyo University Global Service Co., Ltd. and Toyo University Facilities Co., Ltd., which are wholly owned subsidiaries of Toyo University Incorporated Educational Institution.

3. Provision of Personal Information to third parties

(1) Provision of information to Toyo University Alumni Association (General Incorporated Association):

Toyo University Alumni Association (hereinafter "the Alumni Association") is an organization that connects graduates with their alma mater, Toyo University, with the aim of promoting mutual friendship among its members, manifesting the founding spirit of Toyo University, and contributing to the further prosperity and development of Toyo University. Upon application from the Alumni Association, Toyo University will provide the personal information of graduates to the extent necessary only for the following purpose.

- For sending out invitations to join the Alumni Association, the following information will be provided: Your graduate school and course, the date of your enrollment, and your name, address, telephone number, and e-mail address.

(2) The university will not provide third parties with personal information without obtaining students' own agreement in advance, except in cases based on laws and ordinances. When the university provides third parties with personal information about students for the purposes of education offered by the university and support for students' learning and incidental student lives, the university will disclose the recipients of personal information, the purposes of use, etc. (on the university's website or elsewhere). If you do not agree with the provision of personal information, contact the section in charge at the university.

4. Joint use of personal information

(1) Purposes of use

Conducting education and research at educational institutions run by the Toyo University Incorporated Educational Institution; providing student life support; sending service information materials concerning career support

(2) Items of personal data

Students' names, student ID numbers (Graduate School; Course), and contact information (addresses; phone numbers; email addresses)

(3) Joint users

Toyo University Facilities Co.,Ltd.; Toyo University Global Service Co., Ltd.

(The two companies are wholly owned subsidiaries of Toyo University Incorporated Educational Institution.)

(4) Responsible manager: Toyo University Incorporated Educational Institution

List of Input Items for Online Admission Procedures (For Confirmation)

Please read “V. Online Admission Procedures” (pp. 31 – 38) carefully and confirm the contents of the information you are required to enter in each field before logging in.

Information for Admission Procedures

Personal ID	
Desired Graduate School, Course and Program	Graduate School:
	Course (Concentration):
	Program:
Examinee Number	XXXXXXXXXX
Examination Category *Please circle one.	一般 (General) / 学内推薦 (Internal Recommendation) / 社会人 (Mature Student) / 外国人留学生 (International Student) / JICA ボランティア (JICA Volunteer) / 地方創生 (Regional Revitalization)

1. Registration of a Password

Password	XXXXXXXXXX
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2. Registration of Basic Personal Information

Basic Personal Information		
Name	Surname	First name
Kana	Surname	First name
Name in English	For passport holders, enter your name as shown in the passport. For non-passport holders, enter your name you normally use. e.g.) 【Japanese】東洋 太郎 → Taro TOYO 【Foreign nationals】王 蘭 → WANG LAN	
Date of Birth	/ / (YYYY/MM/DD)	
Telephone Number	- -	
Gender	Male / Female	
Permanent Address (Japanese nationals only)		
Nationality (Foreign nationals only)		

Student

*Enter the address where you will reside after admission. If you are undecided, enter your present address.

Postal Code	-
Prefecture	e.g.) 埼玉県 (Saitama)
City/Town/Village	e.g.) 朝霞市岡 (Oka Asaka)
Street Name and Number	e.g.) 48-1
Condominium Name/Room Number, etc.	Enter the condominium name and room number. e.g.) ハイツ朝霞台 101号 (Heights Asakadai 101)

Telephone Number	Fixed Telephone Number — — Mobile Phone Number — — *You must provide your contact information in case you receive a call from the university.
Fax Number	— —
Email Address	
Nearest Station (Train)	(Line) (Station) e.g.) Tobu Tojo Asakadai
Nearest Station (Bus)	(Bus company) (Bus stop)

Guarantor *Please enter a family member, relative, or acquaintance who lives in Japan and can be contacted by the university during the period of your enrollment in case of emergency.		
Name	Surname	First name
Kana	Surname	First name
Relationship *Please circle one.	父 (Father) / 母 (Mother) / 配偶者 (Spouse) / 祖父 (Grandfather) / 祖母 (Grandmother) / 兄 (Brother) / 姉 (Sister) / おじ (Uncle) / おば (Aunt) / その他 (Others) ()	
Postal Code	—	
Prefecture	e.g.) 埼玉県 (Saitama)	
City/Town/Village	e.g.) 朝霞市岡 (Oka Asaka)	
Street Name and Number	e.g.) 48-1	
Condominium Name/Room Number, etc.	Enter the condominium name and room number. e.g.) ハイツ朝霞台 101 号 (Heights Asakadai 101)	
Telephone Number	Fixed Telephone Number — — Mobile Phone Number — — *You must provide your contact information in case you receive a call from the university.	
Fax Number	— —	
Place of Work *If applicable	Enter as many details as possible (if you are self-employed and own a business, provide details). If you are not currently engaged in a specific job, enter 'Unemployed.' e.g.) Toyo Hakusan Electric Company Sales Department, Sales Division 1 e.g.) Toyo Hakusan Shop	
Workplace Phone Number *If applicable	— —	

Emergency Contact Person *Please enter a family member, relative, or acquaintance who lives in Japan and can be contacted by the university during the period of your enrollment in case of emergency, and must be different from the guarantor.		
Name	Surname	First Name
Kana	Surname	First Name
Relationship *Please circle one.	父 (Father) / 母 (Mother) / 配偶者 (Spouse) / 祖父 (Grandfather) / 祖母 (Grandmother) / 兄 (Brother) / 姉 (Sister) / おじ (Uncle) / おば (Aunt) / その他 (Others) ()	
Postal Code	—	
Prefecture	e.g.) 埼玉県 (Saitama)	

City/Town/Village	e.g.) 川越市鯨井 (Kujirai Kawagoe)
Street Name and Number	e.g.) 2100
Condominium Name/Room Number, etc.	Enter the condominium name and room number. e.g.) 川越プラザ 303号 (Kawagoe Plaza 303)
Telephone Number	Fixed Telephone Number — — Mobile Phone Number — — *You must provide your contact information in case you may receive a call from the university.
Fax Number	— —

Foreign Nationals *Fill out fields below. (Foreign nationals only)	
Nickname	Please don't fill in this field.
Residence Card Number	Enter the numbers on the top right corner of your residence card. e.g.) B123456789, AB12345678CD
Visa Status *Please circle one.	留学 (Student) / 家族滞在 (Dependent) / 定住者 (Long-term Resident) / 永住者 (特別永住除く) (Permanent Resident (except Special Permanent Resident)) / 日本人の配偶者 (Spouse of Japanese National) / 業務 (Services) / 学術研究 (Academic Research Activity) / 観光 (Sightseeing)
Type of Overseas Student (Foreign nationals only) *Please circle one.	私費 (Privately Financed) / 国費 (Japanese Government-sponsored) / 外国政府 (Foreign government-sponsored)
Duration of Stay	(Start date) / / ~ (End date) / / (YYYY/MM/DD) Enter the newest date of expiration in 8-digit numbers.
Permanent Address in Your Home Country	
Telephone Number in Your Home Country	— — Enter the number as the following order: country code, area code and telephone number including a hyphen. e.g.) 010-1234-5678 (half-width numeric characters)

Others	
Occupational Status *Please circle one.	なし (None) / 正規職業 (Regular) / アルバイト (→以下に詳細を入力) (Part-time (→Enter the details below)) *If you started working on April 1 after admission to the university, select '正規職業 (Regular)' or 'アルバイト (Part-time)' and input the name of your workplace. If you are not engaged in work, select 'なし (None).'
Type of Occupation *Please circle one.	教員 (Teacher) / 公務員 (Public servant) / 会社員 (Office worker) / 自営業 (Self-employed) / 無職 (Unemployed) / その他 (Others) / 自衛官 (Self-defense official) / 主婦 (Housewife) / 定年退職者 (Retired person) *Even if you select 'なし (None)' in the occupational status, select the type of occupation which you fall under.
Workplace Name	Enter as many details as possible (if you are self-employed and own a business, provide details). e.g.) Toyo Hakusan Electric Company Sales Department, Sales Division 1 (full-width characters) e.g.) Toyo Hakusan Shop
Workplace Address	Postal Code Address
Workplace Telephone Number	— —

Graduate School *Fill out all the fields which you fall under.																		
University 1	Name of University	Enter the name of the university, faculty, department and course in 40 characters or less.																
	Date of							Date of										

	Enrollment	Enter the year and month in 6-digit numbers. e.g.) April 2024 → 202404 (half-width numeric characters)	Graduation/Withdrawal	Enter the year and month in 6-digit numbers and choose either 'Graduated' or 'Withdrawn.' e.g.) March 2024 → 202403 (half-width numeric characters)
	Student ID Number	<input type="text"/>	Maiden Name	Enter if you are a Toyo University graduate and have changed your name since enrollment.
University 2	Name of University	Enter the name of the university, faculty, department and course in 40 characters or less.		
	Date of Enrollment	<input type="text"/>	Date of Graduation/Withdrawal	<input type="text"/> Graduated/Withdrawn
	Student ID Number	Enter the year and month in 6-digit numbers. e.g.) April 2024 → 202404 (half-width numeric characters)	Enter the year and month in 6-digit numbers and choose either 'Graduated' or 'Withdrawn.' e.g.) March 2024 → 202403 (half-width numeric characters)	
Graduate School 1	Name of University	Enter the name of the university in 40 characters or less.		
	Name of Graduate School	Enter the name of the graduate school in 40 characters or less.		
	Name of Course	Enter the name of the course in 40 characters or less.		
	Program	<input type="text"/>		
	Date of Enrollment	<input type="text"/>	Date of Completion/Withdrawal	<input type="text"/> Completed/Withdrawn/Withdrawn with full credits
		Enter the year and month in 6-digit numbers. e.g.) April 2024 → 202404 (half-width numeric characters)	Enter the year and month in 6-digit numbers and choose either 'Completed', 'Withdrawn' or 'Withdrawn with full credits.' e.g.) March 2024 → 202403 (half-width numeric characters)	
Graduate School 2	Name of University	Enter the name of the university in 40 characters or less.		
	Name of Graduate School	Enter the name of the graduate school in 40 characters or less.		
	Name of Course	Enter the name of the course in 40 characters or less.		
	Program	<input type="text"/>		
	Date of Enrollment	<input type="text"/>	Date of Completion/Withdrawal	<input type="text"/> Completed/Withdrawn/Withdrawn with full credits
		Enter the year and month in 6-digit numbers. e.g.) April 2024 → 202404 (half-width numeric characters)	Enter the year and month in 6-digit numbers and choose either 'Completed', 'Withdrawn' or 'Withdrawn with full credits.' e.g.) March 2024 → 202403 (half-width numeric characters)	
Final Academic Background (for those who have passed the Preliminary Screening only)	Academic Background	Enter in full-width characters. e.g.) Withdrawal from Course of Philosophy, Faculty of Letters, Toyo University		
	Year and Month	<input type="text"/>	Enter the year and month of the abovementioned final academic background in 6-digit numbers. e.g.) March 2024 → 202403 (half-width numeric characters)	

Contacts

If you have any questions or urgent inquiries, please contact the following email address directly.

In addition, please refer to "VII. Frequently Asked Questions Regarding the Admission Procedures" (p. 42) before making an inquiry.

The university counter is closed on Sundays, public holidays, September 1 (Fri), 2 (Sat), 8 (Fri), 9 (Sat), 16 (Sat) and March 30 (Sat).

For office hours during the student holidays (August 7 – September 21, December 26 – January 4), please refer to our website.

1. Admission Procedures

Contact Office	Contact Information
Admission procedures office at each campus	Please contact the administrative office at each campus listed on the Application Guidelines.

2. Tuition and Fees

Contact Office	Email	Office Hour
Finance Section, Budget and Finance Office	mlgakuhi@toyo.jp	(Monday to Friday) 9:30 - 13:00 14:00 - 16:45 (Saturday) 9:30 - 12:45

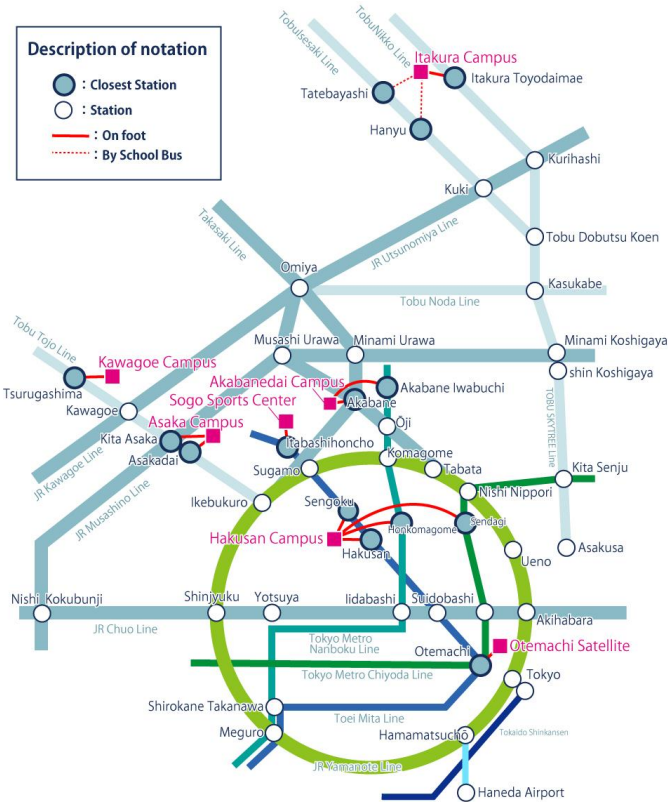
3. Status of Residence/Visa

Contact Office	Email	Office Hour
Toyo University Support Office for COE and Status of Residence (wholly owned subsidiary of Toyo University Incorporated Educational Institution)	toyo-pugs@tugs.co.jp	(Monday to Friday) 9:30 - 17:00

Access Map

Description of notation

- : Closest Station
- : Station
- : On foot
- - - : By School Bus



◆Hakusan Campus

- From JR Sugamo Station: 10 minutes via Toei bus (Stop at “Toyo Daigaku Mae” bound for “Asakusa Kotobuki-cho”)
- 5-minute walk from Hakusan Station on the Toei Mita Line
- 7-minute walk from Sengoku Station on the Toei Mita Line
- 5-minute walk from Hon-Komagome Station on the Tokyo Metro Namboku Line.
- 15-minute walk from Sendagi Station on the Tokyo Metro Chiyoda Line

◆Otemachi Satellite (Course of Public-Private Partnership)

- 1F Shin Otemachi Building, 2-2-1 Otemachi, Chiyoda-ku, Tokyo 100-0004
- 5-minute walk from the Marunouchi North Exit of JR Tokyo Station
- 1-minute walk from exit B3 of Otemachi Station on the Tokyo Metro Tozai Line
- 2-minute walk from exit A5 of Otemachi Station on the Tokyo Metro Hanzomon Line and the Tokyo Metro Marunouchi Line
- 5-minute walk from Otemachi Station on the Toei Mita Line and the Tokyo Metro Chiyoda Line
- 5-minute walk from Tokyo Station on the Tokyo Metro Marunouchi Line

◆Kawagoe Campus

- 10-minute walk from Tsurugashima Station, which is 40 minutes from Ikebukuro Station by express on the Tobu Tojo Line

◆Asaka Campus

- 10-minute walk from Asakadai Station on the Tobu Tojo Line
- 10-minute walk from Kita-Asaka Station on the JR Musashino Line

◆Itakura Campus

- 63 minutes from Ikebukuro Station on the JR Saikyo Line, the JR Tohoku Line, and Tobu Nikko Lines. 60 minutes by express from Kita Senju Station on the Tobu Nikko Line. 10-minute walk from Itakura-Toyodaimae Station.

*School bus

- 25 minutes from Tatebayashi Station (Tobu Isesaki, Koizumi, Sano Lines). 45 to 50 minutes from Hanyu Station (Tobu Isesaki Line, Chichibu Railway)

◆Akabanedai Campus

- 8-minute walk from JR Akabane Station
- 12-minute walk from Akabane-Iwabuchi Station on the Tokyo Metro Namboku Line