

# Toyo University

# Graduate Schools

**Fall Admission 2022**

## Application Guideline for Entrance Examinations Offered to International Applicants Overseas

This application guideline is applicable only to applicants residing outside Japan

➤ **Graduate School of Life Sciences  
Course of Life Sciences (Master's and Doctoral Program)**

**This entrance examination described in this application guideline is for**

- ① **persons who are nationals of countries other than Japan and reside outside Japan at the time of application or the time of taking the entrance examination**
- ② **persons who satisfy the standards of language proficiency (English or Japanese) set by Toyo University.**

\*Note that all dates and times in this application guideline are based on Japan Standard Time.

\*If there are any contradictions between the Japanese version and the English, then the Japanese version shall take precedence.

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This application guideline explains all points concerning the entrance examination, from application to admission. Please read it thoroughly to ensure that you fully understand the required procedures.

Please note that any changes or revisions to the application guideline's contents as well as information on any new special measures conducted in response to major natural disasters or other events will be posted on Toyo University's examination information website as they become available.

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**TOYO UNIVERSITY**

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## **【Regarding handling of personal information】**

Toyo University shall use addresses, names, and other forms of personal information that are contained in applications submitted for the purposes of 1) receiving applications, 2) implementing the entrance examination, 3) announcing examination results, 4) conducting admission procedures, and 5) providing pre-admission education, etc., as well as completing tasks associated with these operations. Toyo University shall outsource some of the above-mentioned operations to a business designated by Toyo University. In some cases, Toyo University will provide personal information it has received to said designated business so that it may perform the outsourced operations.

Flowchart to Check Before Applying for International Applicants Overseas Examination

Please confirm your appropriate examination category using the flowchart below. Those who are applying to take the Entrance Examination for International Applicants Overseas are required to meet both the conditions below.

**(1) Persons who are nationals of countries other than Japan and reside outside Japan when they apply for or take the entrance examination.**

※Those whose status of residence/visas are “Permanent” or “Student”, or who have a status that enables a long stay in Japan at the time of application or the time of taking the entrance examination, are not eligible for this examination.

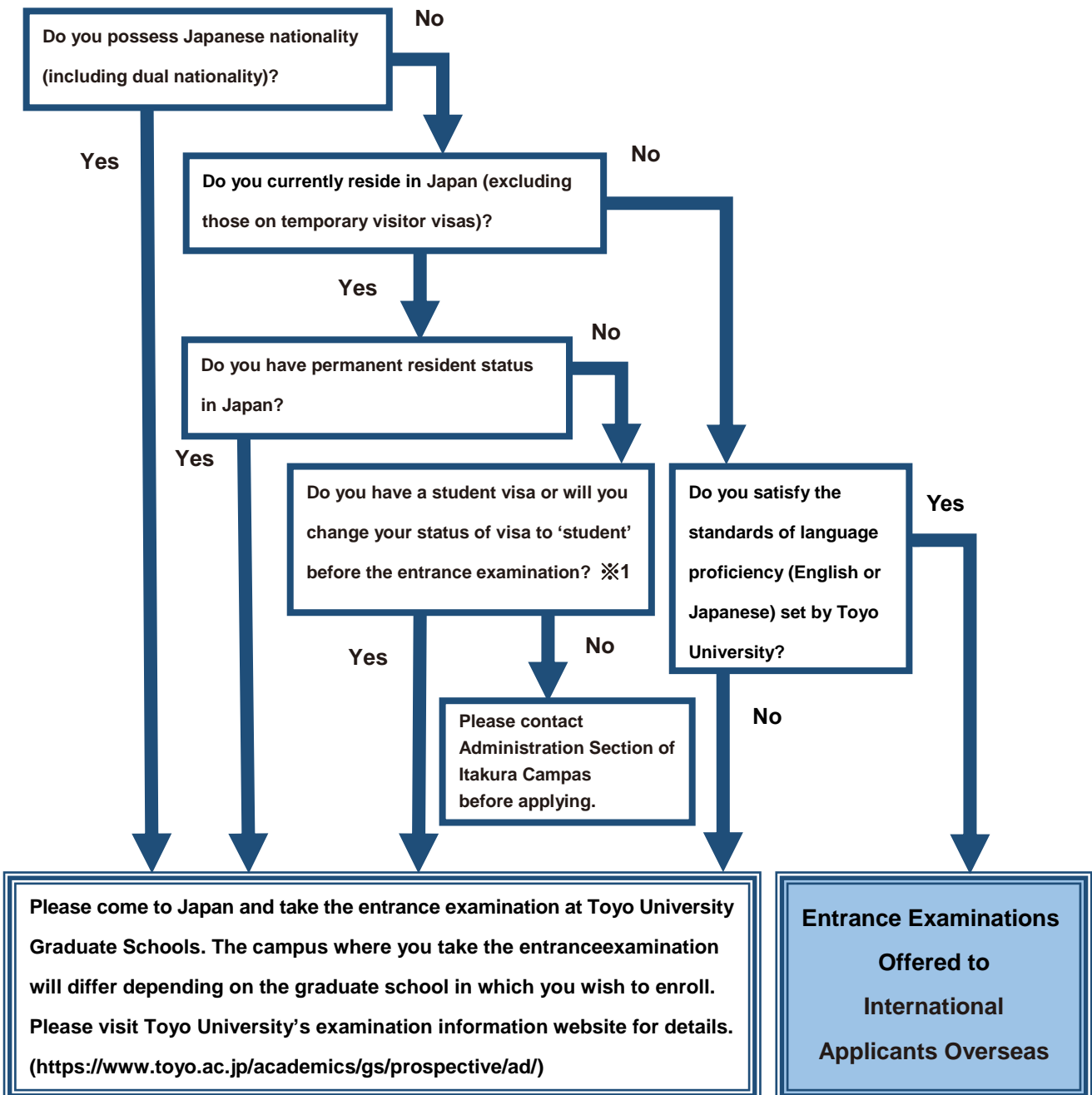
**(2) Persons who satisfy the standards of language proficiency set by Toyo University.**

※Language proficiency requirements set by Toyo University→Please refer to page 10 for Application Documents.

**English:** 1) IELTS (International English Language Testing System) Academic 6.0 or over or

2) TOEFL (Test of English as a Foreign Language) paper based test (PBT) 550 or over or Internet-based test (iBT) 80 or over

**Japanese:** JLPT (Japanese Language Proficiency Test) N1 or Level 1 on the older version of the test



\*1 Please contact directly to the Immigration Services Agency regarding whether you can change your status of residence to “student” or not.

## Procedures from Application to Admission

- PP.4-7 1 Confirm your application eligibility and determine whether the preliminary screening is required or not
- PP.8-9 2 Select a course and a desired academic supervisor
- PP.7-9 3 Contact your desired academic supervisor and confirm your research theme with him/her
- PP.7-9 4 Receive the application passcode by email from Toyo University
- PP.13-14 5 Prepare an email address for application, certified application documents, and a credit card for a payment of the application fee
- PP.10-14 6 Register with the online application system
- PP.14-15 7 Pay the application fee
- PP.13-14 8 Receive your application number and security code for My Page by email
- PP.10-14 9 Upload your application documents on My Page
- PP.13-14 10 Check your examinee number on My Page
- PP.13-14 11 Check the examination screening method on My Page
- PP.13-14 12 Conduct a connection test for the entrance examination online interview
- PP.13-14 13 Take the entrance examination online interview
- PP.13-15 14 Check the examination results on My Page
- PP.15-17 15 Complete the admission procedures
- PP.16,18 16 Begin the visa application process by applying for your Certificate of Eligibility
- PP.16,18 17 Receive your Certificate of Eligibility
- PP.16,18 18 Apply for your student visa at the local Japanese Embassy/Consulate
- P.16 19 Obtain your student visa
- P.16 20 Arrive at Japan
- P.16 21 Attend an entrance ceremony and complete the enrollment procedures

## Admission Capacity

Graduate School	Course	Master's Program *	Doctoral Program *	Class times	Admission begins	Campus	Languages used in classes
Life Sciences	Life Sciences	20 students	4 students	Day Course	Fall	Itakura	Japanese English

The admission capacity above includes the number of enrolled students from other categories of entrance examinations.

## Application Schedule and Screening Method

### Application Schedule for Fall Admission 2022

#### ◆Examinations offered in April 2022◆ Master's Program and Doctoral Program

Graduate School	Course	Period to choose and confirm academic supervisor	Application period	Examination date and time	Announcement of application results	Admission procedures period
Life Sciences	Life Sciences	Monday, January 17, 2022 to Friday, March 11, 2022	Friday, April 1, 2022 to Tuesday, April 5, 2022	Friday, April 15, 2022 At 10a.m.	Friday, April 22, 2022	Friday, April 22, 2022 to Wednesday, April 27, 2022

※The schedule above is based on Japan Standard Time (J.S.T.).

※If you need to undergo the preliminary screening, please be sure to complete the procedure by the prescribed deadline. Please refer to pages 4 to 5 for Application Eligibility.

※Prospective applicants to take the Entrance Examination for International Applicants Overseas are required to confirm their research theme and desired academic supervisor. Please read page 8 and prepare the required documents, and then contact the Education Affairs Section of the course that you wish to take by the prescribed deadline. If you do not do so, you may not be able to take the examination.

※The examination date and time can be ahead of schedule due to the time difference, etc

### Screening and Entrance Examination Method for Autumn Fall Admission 2020

#### ◆Examinations offered in April 2022◆ Master's Program and Doctoral Program

Graduate School	Course	Screening and entrance examination method	Remarks*
Life Sciences	Life Sciences	Documents & entrance examination online interview*	Online interview will be conducted using the web conferencing system designated by the university. The details will be notified after the application.

## Application Eligibility

### <<Important Points>>

- ★ Applicants who fall under **any of Master's Program application eligibilities (12) - (16) and Doctoral Program application eligibilities (9) - (11)** are required to undergo preliminary screening of application eligibility prior to application. Please refer to "Preliminary Screening of Application Eligibility" (on page 6) and complete the necessary procedures by the specified dates.
- ★ All applicants currently in school who have not completed their degrees or studies, but pass the entrance examination must meet the qualifications below before enrolling in the graduate schools.

### 1. Master's Program

Applicants must satisfy the application eligibilities both (1) and (2), and are also required to meet one of the application eligibilities (4) - (16).

In addition, those applying for the Course of Public-Private Partnership must meet the application eligibility (3).

- (1) Applicants are a national of a country other than Japan, and reside outside Japan when applying for or taking the entrance examination.
- (2) Applicants satisfy the standards of language proficiency (English or Japanese) set by Toyo University. (→See page 10 "**Application Documents**" to check the standards)
- (3) Applicants have a total of one or more years of work experience at a company, public office, or the like at the time of admission in the graduate school (Only for those applying for the Course of Public-Private Partnership).

Persons who fall under any of the following provisions are eligible to apply for the Master's Program.

- (4) Persons who graduated from a university prescribed in Article 83 of the School Education Act, or who are expected to graduate by September 30, 2022
- (5) Persons who have earned a bachelor's degree as prescribed in Article 104, Paragraph 7 of the School Education Act, or who are expected to do so by September 30, 2022
- (6) Persons who have completed a 16-year program of school education in a foreign country, or who are expected to do so by September 30, 2022
- (7) Persons who have completed a 16-year program of school education by taking a course in Japan through a correspondence course offered by a school in a foreign country, or who are expected to do so by September 30, 2022
- (8) Persons who have, in Japan, completed a program in an educational facility that is positioned in the school education system of a foreign country as having the program in a university in that foreign country (limited to degree holders who have completed a 16-year program in the school education of the foreign country) and that is designated separately by the Minister of Education, Culture, Sports, Science and Technology, or who are expected to do so by September 30, 2022
- (9) Persons who have earned a degree equivalent to a bachelor's degree by having completed a program of at least three years (including having completed a program through taking a course in Japan through a correspondence course offered by a school in a foreign country, or having completed a program in an educational facility that is positioned in the school education system of the foreign country and has received designation per the preceding item) at a foreign university or other foreign school (limited to those for which the comprehensive status of educational and research activities, etc. has been evaluated by a party certified by the government of the foreign country or a related organization, or to those which have been designated by the Minister of Education, Culture, Sports, Science and Technology as equivalent to the same), or who are expected to do so by September 30, 2022
- (10) Persons who have completed a specialized program (limited to programs of at least four years or that otherwise fulfill criteria prescribed by the Minister of Education, Culture, Sports, Science and Technology) in an advanced vocational school designated separately by, and on or after a date stipulated by, the Minister of Education, Culture, Sports, Science and Technology, or who are expected to do so by September 30, 2022
- (11) Persons designated by the Minister of Education, Culture, Sports, Science and Technology
- (12) Persons who were enrolled at a university for three years or more and who have been recognized by Toyo University Graduate Schools as having earned the prescribed credits with excellent grades (→See page 6 "**Preliminary Screening of Application Eligibility**")
- (13) Persons who have completed a 15-year program of school education in a foreign country or who have completed a 15-year program of school education in the foreign country by taking a course in Japan through a correspondence course offered by a school in a foreign country, and who have been recognized by Toyo University Graduate Schools as having earned the prescribed credits with excellent grades (→See page 6 "**Preliminary Screening of Application Eligibility**")
- (14) Persons who have, in Japan, completed a program in an educational facility that is positioned in the school education system of a foreign country as having the program in a university in that foreign country (limited to degree holders who have completed a 15-year program in the school education of the foreign country) and that is designated separately by the Minister of Education, Culture, Sports, Science and Technology, and who have been recognized by

Toyo University Graduate Schools as having earned the prescribed credits with excellent grades (→See page 6 **“Preliminary Screening of Application Eligibility”**)

- (15) Persons who have enrolled in a graduate school as prescribed in Article 102, Paragraph 2 of the School Education Act and who have been recognized by Toyo University Graduate Schools as having academic ability suitable for undergoing education in a graduate school (→See page 6 **“Preliminary Screening of Application Eligibility”**)
- (16) Persons of age 22 or older who have been recognized by Toyo University Graduate Schools through individual admission qualification screening as having academic ability equal to or higher than that of university graduates (→See page 6 **“Preliminary Screening of Application Eligibility”**)

## 2. Doctoral Program

Applicants must satisfy the application eligibilities both (1) and (2), and are also required to meet one of the application eligibilities (3) - (11).

- (1) Applicants are a national of a country other than Japan, and reside outside Japan when applying for or taking the entrance examination.
- (2) Applicants satisfy the standards of language proficiency (English or Japanese) set by Toyo University. (→See page 10 **“Application Documents” to check the standards**)

Persons who fall under any of the following provisions are eligible to apply for the Doctoral Program.

- (3) Persons who have a master's degree or who are expected to earn one by September 30, 2022
- (4) Persons who have a professional degree or who are expected to earn one by September 30, 2022
- (5) Persons who have earned a degree equivalent to a master's degree or a professional degree in a foreign country, or who are expected to do so by September 30, 2022
- (6) Persons who have taken a course in Japan through a correspondence course offered by a school in a foreign country and who have earned a degree equivalent to a master's degree or a professional degree, or who are expected to do so by September 30, 2022
- (7) Persons who have, in Japan, completed a program in an educational facility that is positioned in the school education system of a foreign country as having the program in a graduate school in that foreign country and that is designated separately by the Minister of Education, Culture, Sports, Science and Technology, and who have earned a degree equivalent to a master's degree or a professional degree, or who are expected to do so by September 30, 2022
- (8) Persons who have completed a program at the United Nations University as prescribed in Article 156, Item 4 of the Ordinance for Enforcement of the School Education Act and who have earned a degree equivalent to a master's degree, or who are expected to do so by September 30, 2022
- (9) Persons who have passed the equivalent of an examination and screening as prescribed in Article 16-2 of the Standards for the Establishment of Graduate Schools in a school, etc. in a foreign country as prescribed in Article 156, Item 5 of the Ordinance for Enforcement of the School Education Act and who have been recognized by Toyo University Graduate Schools as having academic ability equal to or higher than that of persons who have a master's degree (→See page 6 **“Preliminary Screening of Application Eligibility”**)
- (10) Persons designated by the Minister of Education, Culture, Sports, Science and Technology (→See page 6 **“Preliminary Screening of Application Eligibility”**)
- (11) Persons of age 24 or older who have been recognized by Toyo University Graduate Schools through individual admission qualification screening as having academic ability equal to or higher than that of persons who have a master's degree or a professional degree (→See page 6 **“Preliminary Screening of Application Eligibility”**)

## Preliminary Screening of Application Eligibility

### 1. What is preliminary screening?

If persons who fall under the following wish to apply for Toyo University Graduate School, it may be possible for persons to take the entrance examinations subject to passing the preliminary screening. However, you are required to satisfy the application eligibilities both (1) and (2) on pages 4 to 5 (applicants for the Course of Public-Private Partnership are required to satisfy the application eligibility (3) also).

- If there is a possibility that you fall under any of the application eligibilities (12) to (16) for the master's program, you are required to undergo the preliminary screening to receive a grade evaluation prior to the application period for the "Graduate School's Entrance Examination".
- If there is a possibility that you fall under any of the application eligibilities (9) to (11) for the doctoral program, you are required to undergo the preliminary screening to receive an evaluation to determine whether you have academic ability equivalent to persons holding a master's degree or a professional degree prior to the application period for the "Graduate School's Entrance Examination".

\*Applicants who fall under Master's Program application eligibilities (4) - (11) and Doctoral Program application eligibilities (3) - (8) are not required to undergo "preliminary screening" procedures when applying to take the Toyo University Graduate School's entrance examination.

### 2. Application period and submission method for the preliminary screening documents

#### ● Application period

Monday, January 17th, 2022 to **Monday, February 7th, 2022** (Japan Standard Time)

\*Please attach the required preliminary screening documents to an email within the application period. We will NOT accept any documents after this period.

#### ● Submission method

- Email the following set of preliminary screening documents to the appropriate graduate school by the deadline (see contact information below).
- The designated forms can be found on the Toyo University Graduate School's examination information website (<https://www.toyo.ac.jp/en/academics/gs/prospective/overseas/>). We suggest that you check the documents for submission early as getting and preparing them may require some time.

### 3. Preliminary screening documents to be submitted (all graduate schools)

※Please submit the application documents as follows. The language of the submitting documents will differ depending on the language (English or Japanese) in which you wish to demonstrate proficiency.

(1) Applicant submitting No.8 Proof of Language Proficiency by ①Proof of English Language Proficiency:

Please submit documents No. 1, 2, 3, and 4 in English.

(2) Applicant submitting No.8 Proof of Language Proficiency by ②Proof of Japanese Language Proficiency:

Please submit documents No. 1, 2, 3, and 4 in Japanese.

(3) Other application documents:

The documents should be written in English or Japanese. If the original documents are written in a language other than English or Japanese, you must submit them together with an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

(4) PDFs or scans of original documents can be accepted when they are sent as email attachments.

	Application Documents	Form Type	Remarks
1	Application Form for Preliminary Screening	Designated form	—
2	Personal History Form	Designated form	—
3	Personal Statement	Designated form	*Applicants for the Course of PPP are exempted.
4	Research Plan	Designated form	—
5	Photo [4cm (height) x 3cm (width)]	—	Taken within 3 months
6	Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained)	PDF file of original	Submit the original copy after coming to Japan
7	Academic Transcript Issued by the Last University/Graduate School	PDF file of original	Submit the original copy after coming to Japan
8	Proof of Language Proficiency (One from ① or ②) ※Please refer to (exception) on page 11	PDF file of original	Submit the original copy after coming to Japan
	①Proof of English Language Proficiency (IELTS Academic Module 6.0 or over or TOEFL iBT80 or over) ②Proof of Japanese Language Proficiency (Japanese-Language Proficiency Test, N1 or Level 1 on the older version of the test)		
9	Photocopy of Passport	—	—
10	Others (Proof of receipt of scholarship payment, etc.)	—	—



Please note that once the documents and certificates for the preliminary screening are submitted, they will not be returned

### Contact Information

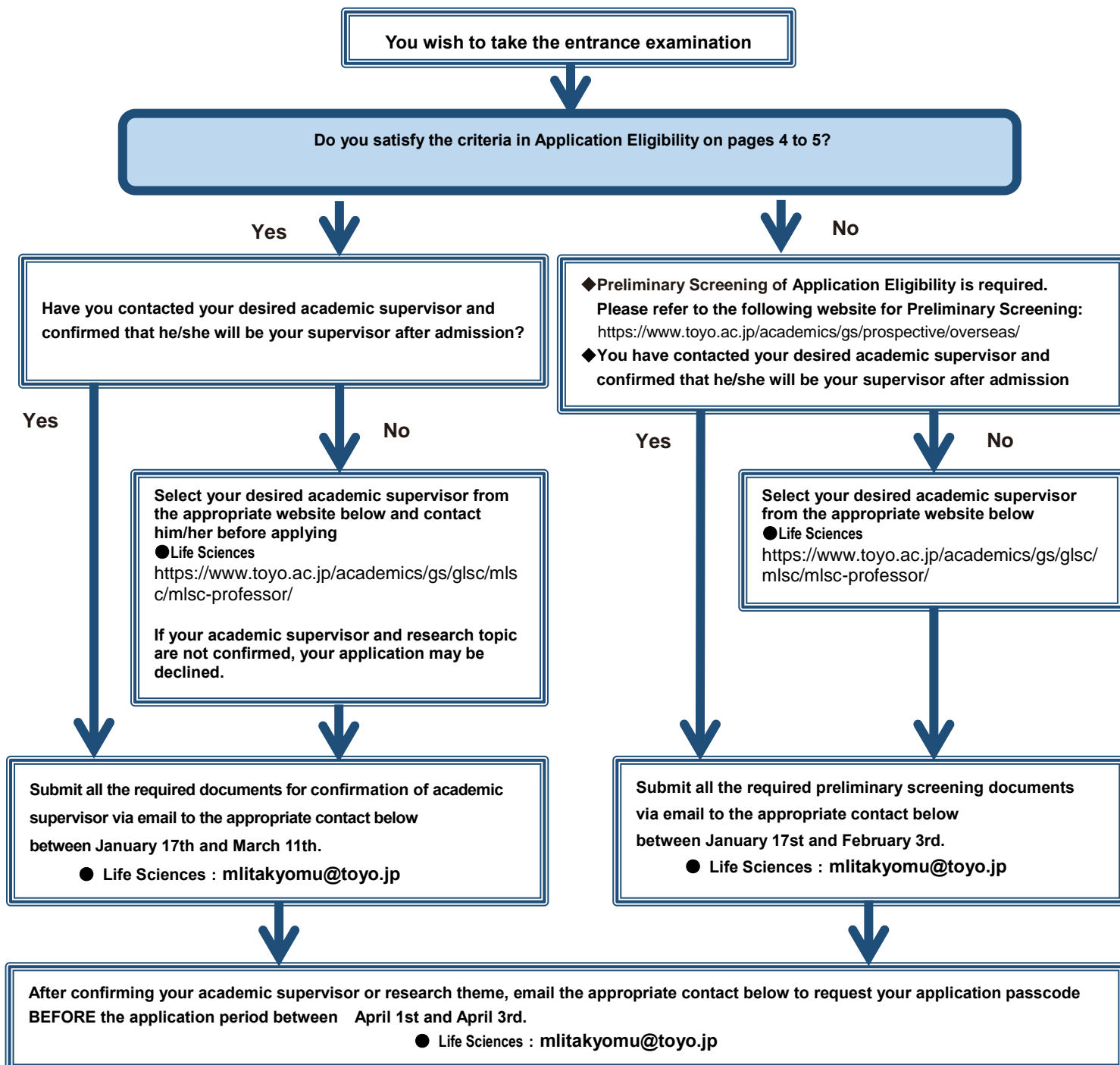
● Administration Section, Itakura Campus

Graduate School of Life Sciences, Course of Life Sciences

Email [mlitakyomu@toyo.jp](mailto:mlitakyomu@toyo.jp)

### Application Eligibility for International Applicants Overseas Examination

This is for candidates applying for the master's program. Doctoral program applicants should contact the appropriate graduate school directly.



## Application Passcode

You will need a reliable Internet connection to complete the application process. Please access the online application website from Toyo University's examination information website and complete the application registration procedure.

※To access the online application website, you will need the application passcode you receive via email after confirming your academic supervisor or research theme during the confirmation period.

## Confirmation of Desired Academic Supervisor/Research Theme

### **What Is Confirmation of Desired Academic Supervisor/Research Theme?**

Toyo University Graduate Schools ask applicants to confirm your research theme and desired academic supervisor prior to submitting the application documents for the entrance examination. To avoid a mismatch between your research theme and desired academic supervisor, please check the <List of Academic Supervisors> below. Next, prepare your documents for submission and email them to the Administration Section, Itakura Campus by the prescribed deadline. If you do not confirm your research theme and your desired academic supervisor, you may not be able to take the examination. Your academic supervisor will be determined after admission. Please email [mlitakyomu@toyo.jp](mailto:mlitakyomu@toyo.jp) in order to obtain the application passcode when you finish confirming your desired academic supervisor during the confirmation period.

#### <List of Academic Supervisors>

- Graduate School of Life Sciences, Course of Life Science (Master's and Doctoral Programs)  
<https://www.toyo.ac.jp/academics/gslsc/mlsc/mlsc-professor/>

### **Application Period and Submission Method of the Documents for Confirmation of Desired Academic Supervisor**

#### ● Application Period

Monday, January 17th, 2022 to **Friday, March 11th, 2022** (Japan Standard Time)

※Please attach the documents for confirmation of desired academic supervisor to an email within the application period. We will NOT accept any documents after this period.

#### ● Submission Method

- Email the following set of documents for confirmation of desired academic supervisor to the appropriate graduate school by the deadline (see contact information below).
- The designated forms can be found on the Toyo University Graduate School's examination information website (<https://www.toyo.ac.jp/academics/gs/prospective/overseas/>). We suggest that you check the documents for submission early as getting and preparing them may require some time.

### **Documents for the Confirmation of Desired Academic Supervisor/Research Theme**

※Please submit the application documents as follows. The language of the submitting documents will differ depending on the language (English or Japanese) in which you intend to demonstrate proficiency.

- (1) Applicant submitting No.8 Proof of Language Proficiency by ①Proof of English Language Proficiency:  
Please submit documents No. 1 - 4 in English.
- (2) Applicant submitting No.8 Proof of Language Proficiency by ②Proof of Japanese Language Proficiency:  
Please submit documents No. 1 - 4 in Japanese.
- (3) Other application documents:

The documents should be written in English or Japanese. If the original documents are written in a language other than English or Japanese, you must submit them together with an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

- (4) PDFs or scans of original documents can be accepted when they are sent as email attachments.

	Application Documents		Form Type	Remarks
1	Application Form for Confirmation of Desired Academic Supervisor/Research Theme		Designated form	—
2	Personal History Form		Designated form	—
3	Personal Statement		Designated form	Applicants for the Course of PPP are exempted.
4	Research Plan		Designated form	—
5	Photo [4cm (height) x 3cm (width)]		—	Taken within 3 months
6	Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained)		PDF file of original	Submit the original copy after coming to Japan
7	Academic Transcript Issued by the Last University/Graduate School		PDF file of original	Submit the original copy after coming to Japan
8	Proof of Language Proficiency (One from ① or ②) ※Please refer to (exception) on page 11	①Proof of English Language Proficiency (IELTS Academic Module 6.0 or over or TOEFL iBT80 or over)	PDF file of original	Submit the original copy after coming to Japan
		②Proof of Japanese Language Proficiency (Japanese-Language Proficiency Test, N1 or Level 1 on the older version of the test)		
9	Photocopy of Passport		—	—
10	Others (Proof of receipt of scholarship payment, etc.)		—	—

Please note that once the documents and certificates for confirmation of desired academic supervisor are submitted, they will not be returned.

## Contact Information

### ●Administration Section, Itakura Campus

Graduate School of Life Sciences, Course of Life Sciences

Email | [mlitakyomu@toyo.jp](mailto:mlitakyomu@toyo.jp)

## Admission Policy

Graduate School	Abilities, qualities, and aptitudes sought in enrolled students
Life Sciences	<p><b>Course of Life Sciences</b></p> <p><b>&lt;Master's Program &gt;</b></p> <p>In its two-year first-term doctoral program, the Graduate School of Life Sciences aims to nurture researchers and engineers who are not simply tied to classic classifications of organisms, such as animal, plant and microorganism. Rather, they will play an active role in multifaceted fields of life sciences, including the functions in an organism, coactions between organisms and the global environment, and further, the relationship between humanity and organisms. To do so, this Graduate School will proactively accept students with the following kinds of abilities, qualities and drive.</p> <ul style="list-style-type: none"> <li>Students who possess the basic knowledge necessary to acquire advanced knowledge for understanding life phenomena and their applications</li> <li>Students who possess strong aspirations toward acquiring high-level research capabilities in his/her field of specialization</li> </ul> <p><b>&lt;Doctoral Program&gt;</b></p> <p>In its three-year second-term doctoral program, the Graduate School of Life Sciences aims to nurture human resources who will promote and provide guidance on creative research in multifaceted fields of life sciences, including coactions between organisms and between organisms and the global environment. To do so, this Graduate School will proactively accept students with the following kinds of abilities, qualities and drive.</p> <ul style="list-style-type: none"> <li>Students who possess advanced knowledge for understanding life phenomena and their applications</li> <li>Students who possess high-level research capabilities in his/her field of specialization</li> <li>Students who have the drive to acquire international broad views and promote independent research activities</li> </ul>

## Application Documents

To apply for the entrance examination, it is necessary to fill out the online application, upload required application documents on My Page, and pay the entrance examination fee.

The required application documents differ depending on the graduate school and the master's or doctoral program you wish to take. Please check the list below.

※Designated forms can be downloaded from Toyo University Graduate School's examination information website. (<https://www.toyo.ac.jp/academics/gs/prospective/overseas/>)

※Please submit the application documents as follows. Please note that the language which will be used at your entrance examination will be determined according to the language of the submitted proof of language proficiency.

(1) Applicant submitting No.6 Proof of Language Proficiency by ①Proof of English Language Proficiency: Please submit the documents No. 1 - No.5 in English.

(2) Applicant submitting No.6 Proof of Language Proficiency by ②Proof of Japanese Language Proficiency: Please submit the documents No. 1 - No.5 in Japanese.

(3) Other application documents except (1) and (2):

The documents should be written in English or Japanese. If the original documents are written in a language other than English or Japanese, you must submit them together with an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

### Documents to be submitted (all graduate schools)

★The documents are required to submit if the ● is marked in the list for the course you wish to take.

	Upload	Submit	Application Documents		Form Type
1	●		Application Form		Designated form
2	●		Personal History Form		Designated form
3	●		Personal Statement		Designated form
4	●		Research Plan		Designated form
5	●		Financial Statement		Designated form
6	●	● Original	Proof of Language Proficiency (One from ① or ②) ※Please refer to (Exception) on page 11	①Proof of English Language Proficiency (IELTS Academic Module 6.0 or over or TOEFL iBT80 or over)	【Upload】 PDF file of original 【Submit】 Original copy only
				②Proof of Japanese Language Proficiency (Japanese-Language Proficiency Test, N1 or Level 1 on the older version of the test)	
7	●	●	Photo [4 cm (height) x 3 cm (width)]		—
8	●	●	Photocopy of Passport		—
9	●	● Original	Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained)		【Upload】 PDF file of original 【Submit】 Original copy only
10	●	● Original	Academic Transcript Issued by the Last University/Graduate School		【Upload】 PDF file of original 【Submit】 Original copy only
11	●	● Original	Two Letters of Recommendation		Designated form (forms other than the designated one will be also accepted.) 【Upload】 PDF file of original 【Submit】 Original copy only
12	●		Others (Proof of receipt of scholarship payment, etc.)		—

※PDFs or scans of original documents can be uploaded onto My Page at the time of application. After passing the entrance examination, you will be required to submit ORIGINAL COPIES of proof of language proficiency, certificates of graduation and/or completion (certificate proving degree obtained), academic transcripts, and letters of recommendation to the Education Affairs Section of the course that you wish to take.

- ※Allow plenty of time when preparing certificates, etc. as receiving items that you request from various organizations may take time.
- ※Applicants who upload and submit a document containing any falsehoods will be barred from taking the examination. Those who are found to have submitted fallacious information after the announcement of examination results will have their admission rejected.
- ※Changes concerning the graduate school or course will NOT be permitted after an application has been submitted.

## **You are required to upload the documents onto My Page.**

### **1. Application Form**

Use the designated form

### **2. Personal History Form**

Use the designated form

### **3. Personal Statement**

Use the designated form

### **4. Research Plan**

Use the designated form

### **5. Financial Statement**

Use the designated form

### **6. Proof of Language Proficiency (English or Japanese) (Original only)**

#### **●Proof of English Language Proficiency (IELTS or TOEFL)**

You are required to submit one of the following official score reports.

- 1) IELTS (International English Language Testing System) Academic 6.0 or over  
Scores from the IELTS General Training format will not be accepted.
- 2) TOEFL (Test of English as a Foreign Language) Paper-based Test (PBT) 550 or over or Internet-based Test (iBT) 80 or over  
TOEFL-ITP, TOEFL-IP, and TOEFL-CBT scores will not be accepted.

NOTE1: Other tests will not be accepted.

NOTE2: Only scores from tests taken within two years will be accepted. (The scores of English language proficiency tests are valid after April 1st, 2018)

※(Exception): Applicants who meet one of the following conditions are exempt from submitting a score.

- ①Applicants whose first language is English, and have lived in and received their education in a country where the official language is English: Ireland, the U.K, Australia, Canada, New Zealand, and the U.S.A.
- ②Applicants who have formally graduated from or are expected to graduate from an English language university or graduate school in one of the following countries: Ireland, India, the U.K, Australia, Canada, Caribbean countries, Singapore, New Zealand, Philippines, and the U.S.A.
- ③Other than ① and ②, those who are allowed to exempt from submitting a score by Toyo University.

#### **●Proof of Japanese Language Proficiency (Japanese-Language Proficiency Test (JLPT) N1 or Level 1 on the older version of the test)**

Only the test conducted by Japan Educational Exchanges and Services and the Japan Foundation (Co-sponsored overseas cooperation organizations) will be accepted.

※(Exception) Applicants that Toyo University exempts from submitting a Japanese score are not required to submit it.

### **7. Photo**

The photo must have been taken within three months of the time of application. It must be a glossy color photo with a plain background that measures 4cm (height) x 3cm (width). It must show you from your shoulders above. You must look straight at the camera and cannot wear a cap or hat. (Any attire is acceptable.)

Photos with a matte finish, black-and-white photos, and snapshots will not be accepted.

If you are expected to wear eyeglasses during the entrance examination online interview, you should have yourself photographed wearing those eyeglasses.

**After admission, the photo you submit will be used on your Student ID until your completion.**

### **8. Photocopy of Passport (Name and Photo page)**

Submit a photocopy of the pages that include your name, photo, date of birth, passport number, expiry date, and other information that proves your identity

### 9. Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained) (Original only)

- Certificate(s) of (expected) graduation and/or certificate(s) of (expected) completion issued by the last university/graduate school you completed/will complete

If the name of the degree you obtained is not clearly stated on the aforementioned certificate, you will be required to submit a certificate proving degree obtained with a certificate of graduation of your degree.

The degree should be written in English or Japanese. If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

### 10. Academic Transcript Issued by the Last University / Graduate School (Original only)

- Academic transcript issued by the last university / graduate school you completed/will complete

The transcript(s) should be written in English or Japanese. If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

### 11. Two Letters of Recommendation (Original only)

The designated form or forms other than the designated form will be accepted. The letters of recommendation should be written in English or Japanese. If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

#### Applicants who have work experience

- One letter of recommendation from your academic advisor, supervisor or professor of the university/graduate school you are studying at or graduated from.
- One letter of recommendation from your manager or equivalent at your current or previous workplace.

#### Applicants who do not have work experience

- Two letters of recommendation from your academic advisors, supervisors or professors of the university/graduate school you are studying at or graduated from.

### 12. Others

Submit proof of the receipt of any relevant scholarship payment, etc. you receive.

#### ■ State of Health

If you have special needs due to illnesses or disabilities and require additional support in taking graduate school courses or carrying out your student life, consult with the Itakura Campus Office Administration Section (Graduate School of Life Sciences) before carrying out your application procedures.

Please note that once the documents and certificates are submitted, they will not be returned

## Contact Information

### ●Administration Section, Itakura Campus

Graduate School of Life Sciences, Course of Life Sciences

Email | [mlitakyomu@toyo.jp](mailto:mlitakyomu@toyo.jp)

## Application Procedure

You will need a reliable internet connection to complete the online application. Please access the online application website from Toyo University's examination information website and complete the application registration procedure.

- ※To access the online application website, you will need the application passcode you receive via email after confirming your academic supervisor/research theme during the confirmation period.
- ※Application eligibility is limited to persons who reside outside Japan. Registration from within Japan will not be accepted. (Please note that you may be asked to present an ID showing your residence outside Japan or a certificate of residence to confirm your place of residence at the time of application.)
- ※A Skype name will be required to apply. Please register on Skype before applying.

- Apply only after thoroughly reading this Application Guideline for Entrance Examinations Offered to International Applicants Overseas.
- Begin making preparations early, as it may take time to receive some application documents (see pages 10 to 12).

### STEP 1 Receive application passcode by email from Toyo University

1) Once you have confirmed your desired academic supervisor/research theme, Toyo University will email you your application passcode which is required to register as an applicant

- When you have confirmed your desired academic supervisor/research theme, please contact Toyo University to obtain the application passcode.

### STEP 2 Prepare an email address for the online application, application documents and a credit card for the payment of the entrance examination fee

2) Make sure you have reliable access to the email address you use to register as an applicant.

- An email address is required for registration. Please prepare a valid credit card to use for the payment of the entrance examination fee (refer to page

### STEP 3 Register as an applicant

3) Register as an applicant on the online application website. .

- Select the graduate school and course you desire and then register your personal information for application.

### STEP 4 Pay the application fee

4) After selecting your graduate school, course and entering your personal information, pay the application fee.

- The application fee must be paid by credit card. Register your payment information after completing your applicant registration and then make the payment.

### STEP 5 Receive application number and security code by email to log on to My Page.

5) Your application number and security code will be sent to the registered email address in order to log on to My Page.

- When the payment of the entrance examination fee is completed, the application number and security code will be emailed to your registered email address in order to log on to My Page. Please use them to log on to My Page and confirm the details of your registration.

### STEP 6 Upload the application documents

6) Upload the application documents onto My Page.

- Upload the necessary documents after referring to the "Application Documents" section on pages 10 to 12.

### STEP 7 Check your examinee number

7) Confirm your information (including your examinee number) on My Page.

- After confirming there are no problems with your application documents, Toyo University will provide you with an examinee number on My Page.

### STEP 8 Confirm the examination method

8) Read the examination outline on My Page.

- After providing an examinee number to you, Toyo University will provide you with an examination outline on My Page.
- Toyo University will conduct a connection test (Skype, etc.) prior to the examination, notifying you of the entrance examination online interview date and time together with the examination outline. Please be sure to read and understand the details of this notification.

**Application procedure is complete.**

## Application Fee

### Application Fee ..... 35,000 yen

- (1) Check the application period noted in “Application Schedule and Screening Method” (See page 3), complete the online application registration procedure during this period, and then pay your application fee. **You will not be permitted to take the examination if you fail to complete your online application registration and/or pay your application fee during the application period.**
- (2) **Pay the application fee by credit card** (Visa, MasterCard, American Express, Diners Club, and JCB). It is possible to use a credit card with someone else’s name (i.e. a parent). Proceed with the payment following the instruction on the screen of the online application after completing your registration as an applicant.

**\*The fee cannot be remitted from banks or other financial institutions.**

\*The application registration and payment procedures must be completed by 11:00p.m. on the final day of the application period.

\*The application fee will not be refunded under any circumstances once the payment has been made.

## Important Points Concerning Your Application

- (1) You may not take the examination unless you have uploaded all the required application documents.
- (2) You may not apply if you reside in Japan.
- (3) The application period is based on Japan Standard Time.
- (4) Upload your certificates and other documents onto My Page.
- (5) The certificates should be written in English or Japanese. If they are not written in English or Japanese, you must attach an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.
- (6) Download designated forms from the online application website.
- (7) Toyo University will not accept any documents with an error or deficiency.
- (8) The paid application fee and submitted documents will not be returned.

## Notification of Examinee Number and Examination Method

- (1) After you have completed your registration on the online application website and uploaded your application documents onto My Page, Toyo University will check the application documents. If there is no problem, we will provide you with an examinee number on My Page
- (2) After providing you with your examinee number, Toyo University will give you details on the entrance examination online interview time.

\*If, through the screening, it is determined that your application is ineligible, you will not be able to take the examination. You will be informed of this result through My Page.

## Information for the Entrance Examination Online Interview

- (1) Online interview using the web conferencing system designated by the university will be conducted.
- (2) After providing your examinee number to you, we will conduct a connection test prior to the examination.
- (3) If it is discovered that a person other than you (i.e. a person impersonating you) took your examination or you compromised the integrity of the examination in any other way, you will be barred from continuing with the examination. Additionally, all entrance examination results you have attained for the relevant academic year will be declared void.



## Announcement of Application Results

- (1) All examinees will be notified of the results of their examination via My Page.
- (2) Any email, telephone or other inquiries regarding the examination result will not be answered.
- (3) The results will not be sent out by postal mail.
- (4) Announcement of application results is scheduled to begin at 11:00a.m. of the announcement date (Japan Standard Time).

## Admission Procedures

Announcement of application results and the details of the admission procedures for successful applicants are explained on My Page. If you have passed the entrance examination, please complete the following procedures according to the instruction by the deadline.

### ① Admission procedures (Online registration)

Access the admission procedure website from the examination information website and register by following the instructions on the screen.

### ② Payment of tuition and fees

From the examination information website, complete the payment procedure by following the instructions on the screen.

**Payment must be made by credit card** (Visa, MasterCard, American Express, Diners Club, or JCB). **As a rule, remittance from banks or other financial institutions cannot be made.**

\*If you fail to complete the admission procedures described in ① and ② above before the deadline, you will be considered to have no intention of entering Toyo University and will not be allowed to proceed with the admission procedure.

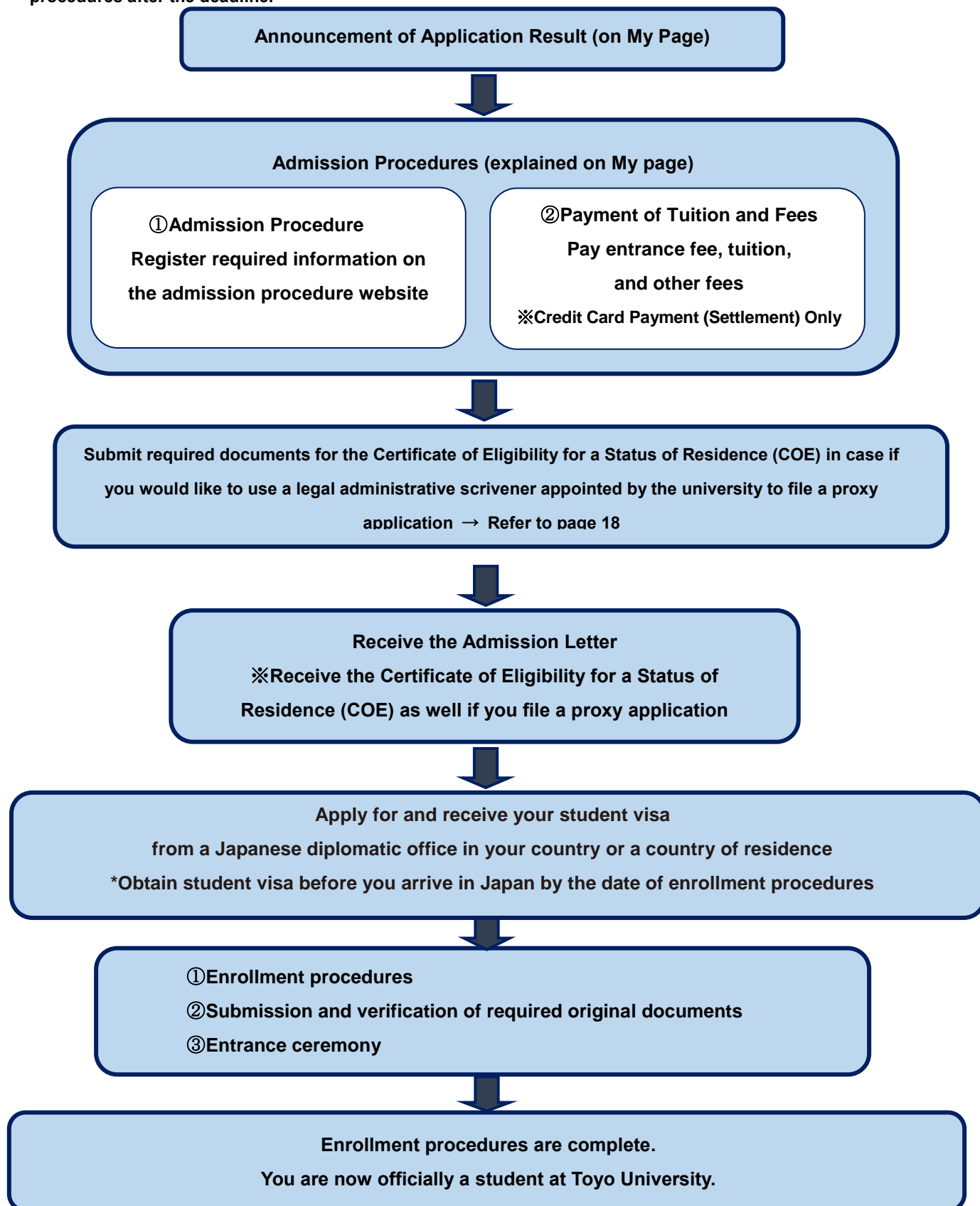
\*Once you have completed the admission procedures, you can use a legal administrative scrivener appointed by the university to file a proxy application for the issuance of a Certificate of Eligibility for a Status of Residence (COE) (See page 18).

**\*A “Financial Statement” is required for this proxy application. Please arrange the necessary paperwork in advance, as issuance of the certificate may take some time.**

\*For details, see the “Admission Procedure Guide” that will be available on the date that the results are announced.

## Procedures From Acceptance to Admission

Once you have passed the entrance examination online interview, you must next pay the admission fee, tuition, and other fees, and complete the admission procedure by the deadline. Please refer to the "Admission Procedure Guide" you receive after the announcement of application results. **You will not be allowed to proceed with the admission procedures after the deadline.**



## Tuition and Fees

The following amounts are the tentative.

(Scheduled for 2022)

(Unit: Yen)

Graduate School / Course and Program			Academic fees				Total
			Admission fee	Tuition	Facility fee	Experiment and Training expenses	
Graduate School of Life Sciences  Course of Life Sciences	Master's Program	From Toyo University	/	550,000	130,000	120,000	800,000
		From other universities	270,000	550,000	130,000	120,000	1,070,000
	Doctoral Program	From Toyo University	/	550,000	80,000	120,000	750,000
		From other universities	270,000	550,000	80,000	120,000	1,020,000

※Students going on to graduate school from Toyo University's undergraduate faculties (excluding correspondence courses and junior college) will be exempted from paying the admission fee.

※Students going on to doctoral program from Toyo University's master's program will be exempted from paying the admission fee.

※The admission fee is only required in the first year.

※In principle, a payment of the full amount of academic fees in one lump is required as a part of admission procedures. However, tuition, facility fee, and experiment and training expenses can be paid in two installments within the year.

※The admission fee will not be refunded even if you decline admission, as it is a "compensation for acquiring a position that allows you to enroll in the graduate school and course of Toyo University." In addition, the submitted documents will not be returned.

※For those who exceed the prescribed period of study, the amount of payment may change.

## Withdrawal from Enrollment and the Refund of Tuition and Fees After the Admission Procedure

After admission procedures for Toyo University have been completed, withdrawal from enrollment will be accepted and tuition and fees, excluding the admission fee, will be refunded to persons who request withdrawal from enrollment due to unavoidable reasons, and who notify the university through procedures specified by the university by the due date. The details will be notified at the time of procedures after you pass the entrance examination.

## Acquisition of Status of Residence

### I. Common matters

(1) International students (persons with nationalities other than Japan) who are admitted to Toyo University are required to have a status of residence of "Student" or another status of residence that permits a medium- to long-term stay in Japan as of September 23, 2022. Those with a status of residence of "Temporary Visitor" are not eligible for admission to the University. Please be sure to confirm the contents of "II (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."

\*For graduate students

· 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, 2022.

(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 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 September 23, 2022. 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 October 22, 2022.

(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. 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 conducted in August, 2022.

(2) If it cannot be confirmed by October 22, 2022 that you have obtained a Residence Card, your admission to the University will be canceled as of September 22, 2022, regardless of the 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 follow the prescribed procedures by October 22, 2022, despite having obtained a Residence Card, you will be dismissed from the University as of October 22, 2022. In this case, the admission fee and the tuition and fees (for the fall semester) will not be refunded.

**Details will be announced in the "Admission Procedure Guide" distributed after the announcement of application results.**

●Inquiry for Status of Residence, Visa, etc.

Your Graduate School	Contact
All Graduate Schools	Toyo University Global Service Co., Ltd.   <a href="mailto:toyo-pugs@tugs.co.jp">toyo-pugs@tugs.co.jp</a>

# Support Schemes for International Students

## 1. Partial Tuition Waiver and Scholarships (for reference only; AY 2021 data)

### 1) Toyo University Partial Tuition Waiver for Privately-Financed International Students

Toyo University Partial Tuition Waiver for Privately-Financed International Students scheme is designed to support international students who are enrolled in Toyo University or its graduate schools and to reduce their financial burdens for their everyday living.

#### 【Requirements for Partial Tuition Waiver】

Payment	Tuition and Fees have been paid at the completion of admission procedures. *A refund for the amount of the exemption will be paid after enrollment.
Status of residence	Privately-financed international students with a status of residence of "Student"
Application method	After enrollment, complete the "Application Procedure for Partial Tuition Waiver".
Financial conditions	Students with financial difficulties (Allowance from parents, siblings or relatives must not exceed 120,000 yen a month, excluding school expenses.)
Description of exemption	30% of total tuition stipulated by the academic rules and regulations (1st Year). To renew the support scheme, students need to go through a prescribed procedure and satisfy certain scholastic performance standard.

### 2) Scholarships

#### ① Masajuro Shiokawa Scholarship

This scholarship was founded in April 2002, by the late Toyo University Chancellor Masajuro Shiokawa to promote international exchange at Toyo University and to contribute to the education of international students. The scholarship is awarded to privately-financed international students with excellent grades, who are of good character and health, and who intend to contribute to the development of their own countries after completion.

Number of scholarship recipients	No more than two graduate students
Description	Payment of 100,000 yen per month (annual total of 1,200,000 yen); May not be combined with other scholarships
Period	1 year
Selection	Recipients are selected from international students who have an excellent academic record and character, are in good health, and intend to contribute to their home country after completion.

\*This scheme is not application-based.

#### ② Monbukagakusho Honors Scholarship for Privately-Financed International Students

This is a scheme implemented by the Japan Student Services Organization (JASSO) to encourage education and study. It is available to privately-financed international students who are enrolled in Toyo University, demonstrate excellence in terms of both academic performance and personal character, and have difficulty studying for financial reasons.

Number of scholarship recipients	Determined by the number of enrolled privately-financed international students and other factors
Description	48,000 yen (per month) for graduate students
Period	1 year
Selection	Recipients are selected from students who meet scholastic performance standards as well as other criteria.

## 2. Toyo University International Students Insurance

This insurance system compensates for the cost of bringing family members to Japan when an international student falls ill or is involved in an accident.

Eligibility requirements	1) International students with a status of residence of "Student" enrolled in Toyo University (including those that are government-sponsored, privately-financed and on a leave of absence from the University) 2) Students who have completed the Partial Tuition Waiver within the period designated by the University 3) Students who are enrolled in a health insurance scheme (such as the Japanese National Health Insurance Scheme)
Insurance coverage	• Life Insurance (up to 1,000,000 yen) • Disability Insurance (4% to 100% of the life insurance benefit according to the severity of residual difficulty) • Rescue Expense Insurance (up to 3,000,000 yen)
Premium	Free of charge (Insurance premiums are borne by the University.)
Effective period	The period of enrollment (Also applicable to periods of absence from school.)

## 3. Regarding Guarantor Support when Searching for Accommodation

When you rent an apartment in Japan, you are required to have a guarantor. In the event that the person renting the room does not pay the rent, the guarantor will pay the rent on their behalf. Japanese students will ask someone close to them, such as family. However, this is difficult for international students, so we recommend that they use a guarantee company. For international students of Toyo University, Global Trust Networks Co., Ltd. provides apartments, etc. for international students.

●Website for Global Trust Networks Co., Ltd. (<https://www.gtn.co.jp/>)

**Itakura Campus**  
Itakura Campus Office  
Administration Section

Graduate School of Life Sciences  
Course of Life Sciences

1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma  
374-0193

Email: [mlitakyomu@toyo.jp](mailto:mlitakyomu@toyo.jp)

● Tobu Nikko Line Itakura-toyodaimae Station,  
10min. walk

※A school bus runs directly to the campus from  
Tatebayashi station and Hanyu station

