

2020年度（4月入学）

東洋大学に入学するにあたっての入学手続（在留資格等）について

I. 共通事項

- （1）本学に入学を許可された外国人学生は、「留学」の在留資格を申請することができます。「短期滞在」の在留資格で本学に入学することはできません。ただし、第2部（イブニングコース）に入学の外国人学生は、在留資格「留学」を取得することができます。
- （2）外国人留学生対象の授業料減免、奨学金受給等の制度は、在留資格が「留学」の外国人学生が申請できる対象となります。日本に長期に滞在できる「留学」以外の在留資格でも入学・在学することができますが、その場合は外国人留学生対象の授業料減免、奨学金受給等の制度は利用できません。
- （3）本学への入学手続を完了した後に、やむを得ない理由により入学辞退を希望し、期日までに所定の手続により届出をした者には、入学金を除く納付金を返還します。
- （4）本学への入学にかかる手続として、各キャンパスで実施する2020年3月の事前手続および2020年4月1日の就学手続については必ず行ってください。
- （5）在留資格申請にかかる所定の手続、再申請、取消訴訟等により、授業を欠席する等に伴う不利益について本学は一切の責任を負わないものとしますので、ご留意ください。

II. 日本での在留資格を有している場合（日本に居住している方）

「留学」または他の中長期在留資格を有している場合においても、現在の在留資格期限に応じて在留期間更新申請または在留資格変更申請を行ってください。詳しくは、合格発表後の入学手続のしおりでお知らせします。

- （1）2020年4月1日時点で、「留学」または他の中長期在留資格を取得していない場合（「在留期間更新申請中」または「在留資格変更申請中」は除きます。）は、本学への入学許可は2020年3月31日付けで取り消しとなります。この場合は、所定の手続を行なうことで入学金を除く納付金を返還します。
※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- （2）2020年4月1日時点で、「在留期間更新申請中」または「在留資格変更申請中」の場合で、2020年5月31日までに在留期間更新許可又は在留資格変更許可が確認できない場合は、本学が定める日付で除籍となります。この場合は、所定の手続を行なうことで、入学金を除く納付金を返還します。
※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。

III. 日本での在留資格を有していない場合（日本に居住していない方）

2020年4月30日までに、在留資格認定証明書の交付およびビザ（査証）の発給を受けて来日し、本学に在留カードを提出し、所定の手続を完了させる必要があります。

- （1）在留資格認定証明書の代理申請について
 - ① 所定の入学手続が完了した時点で、本学指定の行政書士が出入国在留管理庁に対し「在留資格認定証明書交付」の代理申請を行うことができます。代理申請に必要な書類の提出方法については、合格発表後の入学手続のしおりでお知らせします。
 - ② 代理申請を行う場合の在留資格は「留学」です。
 - ③ 代理申請には「学費支弁能力証明書」が必要です。準備には時間を要する場合がありますため、あらかじめ十分な時間的余裕をもって準備をしてください。
 - ④ 在留資格認定証明書については出入国在留管理庁が、ビザ（査証）取得については在留国の在外日本公館がそれぞれ審査を行います。不交付、不発給となった場合について、大学は一切責任を負いません。
なお、在留資格認定証明書不交付に伴う再申請の代理申請は行いません。
 - ⑤ 本学（指定の行政書士）では、「2月以降に実施する外国人留学生入試受験者」および「センター利用入試・一般入試・総合問題入試・実技入試・編入学入試・転入学入試・社会人編入学入試・社会人転入学入試の2月・3月入学手続き者」の代理申請は行いません。
- （2）2020年4月30日までに、在留カードの取得が確認できない場合は、再申請、取消訴訟等にかかる期間を含む一切の理由にかかわらず、本学への入学許可は2020年3月31日付けで取り消しとなります。この場合は、所定の手続を行なうことで入学金を除く納付金を返還します。
- （3）2020年4月30日までに、在留資格認定証明書、ビザ（査証）または在留カードを取得しているにもかかわらず、所定の手続を行なわなかった場合は、2020年4月30日付けで除籍となります。この場合は、入学金および納付金（春学期分）は返還しません。

2019年6月21日
東洋大学

※下線の箇所については、2019年9月19日付けで修正しました。

入学手続に関するお問い合わせ先

合格学部	問い合わせ先	電話番号
文学部	文学部教務課	03-3945-8544
経済学部	経済学部教務課	03-3945-7569
経営学部	経営学部教務課	03-3945-7255
法学部	法学部教務課	03-3945-8547
社会学部	社会学部教務課	03-3945-8064
国際学部	国際学部教務課	03-3945-4233
国際観光学部	国際観光学部教務課	03-3945-7733
理工学部	川越事務部教学課	049-239-1531
総合情報学部		
ライフデザイン学部	朝霞事務部朝霞事務課	048-468-6314
生命科学部	板倉事務部板倉事務課	0276-82-9114
食環境科学部		
情報連携学部	赤羽台事務部赤羽台事務課	03-5924-2600

For Admission in April 2020

Toyo University Admission Procedures (Status of Residence)

I. Common matters

- (1) International students who are admitted to Toyo University can apply for a "Student" status of residence. Those with a "Temporary Visitor" status are not eligible for admission to the university. International students who are admitted to the Evening Course cannot obtain a "Student" status of residence.
- (2) Only international students with a "Student" status of residence 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 allows for 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.
- (3) If, due to unavoidable circumstances, you are obliged to withdraw from enrollment in 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 submit a request for a refund through the prescribed procedures by the due date.
- (4) As part of the procedures related to admission to the university, you are required to follow pre-admission procedures and enrollment procedures implemented at each campus in March 2020 and on April 1, 2020, respectively.
- (5) 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 residence status application and reapplication and actions for residence status cancellation.

II. In the case where you have a status of residence in Japan (those who live in Japan)

Even if you have a "Student" status of residence or another status of residence that allows for 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. Details will be announced in the Admission Procedure Guide distributed after the announcement of application results.

- (1) If you have not obtained a "Student" status of residence or another status of residence that allows for medium- to long-term stay in Japan as of April 1, 2020 (except when you are applying to extend your period of stay or change your status of residence), your admission to the university will be canceled as of March 31, 2020. 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 you apply to extend your period of stay or change your status of residence includes the period required for residence status reapplication and actions for residence status cancellation.)
- (2) If you apply to extend your period of stay or change your status of residence as of April 1, 2020, and if it is not confirmed by May 31, 2020 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. 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 you apply to extend your period of stay or change your status of residence includes the period required for residence status reapplication and actions for residence status cancellation.

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

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, 2020.

- (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. Information on how to submit documents necessary for a proxy application will be announced in the "Admission Procedure Guide" distributed after the announcement of application results.
 - 2) The status of residence required for a 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 enough time to prepare the certificate.
 - 4) The Immigration Services Agency and a Japanese diplomatic office in your country administer a qualifying examination for the issuance of a COE and a visa, 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, a proxy application for reapplication for a COE is not filed.
 - 5) At our university, we (designated administrative scriveners) do not make proxy applications for "Facilities for International Students Taking the Examination After February" and "February and March Admission Procedures for Center Use Entrance Exams, General Entrance Exams, General Question Entrance Exams, Practical Skill Entrance Exams, Transfer Entrance Exams, Working Adult Entrance Exams, and Adult Transfer Entrance Exams".
- (2) If it cannot be confirmed by April 30, 2020 that you have obtained a Residence Card, your admission to the university will be canceled as of March 31, 2020 regardless of the reason, even if you are reapplying for a status of residence and have taken action for residence status 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 April 30, 2020, despite having obtained a COE, a visa, and a Residence Card, you will be dismissed from the university as of April 30, 2020. In this case, the admission fee and the tuition and fees for the spring semester will not be refundable.

June 21, 2019
Toyo University

※The underlined part was corrected on September 19, 2019.

Inquiries about admission procedures

Your Faculty	Contact	Phone Number
Faculty of Letters	Education Affairs Section for the Faculty of Letters	+81-3-3945-8544
Faculty of Economics	Education Affairs Section for the Faculty of Economics	+81-3-3945-8423
Faculty of Business Administration	Education Affairs Section for the Faculty of Business Administration	+81-3-3945-7255
Faculty of Law	Education Affairs Section for the Faculty of Law	+81-3-3945-8547
Faculty of Sociology	Education Affairs Section for the Faculty of Sociology	+81-3-3945-7968
Faculty of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	+81-3-3945-4233
Faculty of International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management	+81-3-3945-7733
Faculty of Science and Engineering	Education and Student Affairs Section, Kawagoe Campus Office	+81-49-239-1385
Faculty of Information Sciences and Arts		
Faculty of Human Life Design	Administration Section, Asaka Campus Office	+81-48-468-6314
Faculty of Life Sciences		
Faculty of Food and Nutritional Sciences	Administration Section, Itakura Campus Office	+81-276-82-9114
Faculty of Information Networking for Innovation and Design	Administration Section, Akabanedal Campus Office	+81-3-5924-2600

2020年度（秋入学）

東洋大学に入学するにあたっての入学手続（在留資格等）について

I. 共通事項

- (1) 本学に入学を許可された外国人学生は、「留学」の在留資格を申請することができます。「短期滞在」の在留資格で本学に入学することはできません。ただし、第2部（イブニングコース）に入学の外国人学生は、在留資格「留学」を取得することができます。
- (2) 外国人留学生対象の授業料減免、奨学金受給等の制度は、在留資格が「留学」の外国人学生が申請できる対象となります。日本に長期に滞在できる「留学」以外の在留資格でも入学・在学することができますが、その場合は外国人留学生対象の授業料減免、奨学金受給等の制度は利用できません。
- (3) 本学への入学手続を完了した後に、やむを得ない理由により入学辞退を希望し、期日までに所定の手続により届出をした者には、入学金を除く納付金を返還します。
- (4) 本学への入学にかかる手続として、各キャンパスで実施する2020年9月のオリエンテーション・就学手続については必ず行ってください。
- (5) 在留資格申請にかかる所定の手続、再申請、取消訴訟等により、授業を欠席する等に伴う不利益について本学は一切の責任を負わないものとしますので、ご留意ください。

II. 日本での在留資格を有している場合（日本に居住している方）

「留学」または他の中長期在留資格を有している場合においても、現在の在留資格期限に応じて在留期間更新申請または在留資格変更申請を行ってください。詳しくは、合格発表後の入学手続のしおりでお知らせします。

- (1) 2020年9月18日時点で、「留学」または他の中長期在留資格を取得していない場合（「在留期間更新申請中」または「在留資格変更申請中」は除きます。）は、本学への入学許可は2020年9月17日付けで取り消しとなります。この場合は、所定の手続を行なうことで入学金を除く納付金を返還します。
※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (2) 2020年9月18日時点で、「在留期間更新申請中」または「在留資格変更申請中」の場合で、2020年11月17日までに在留期間更新許可又は在留資格変更許可が確認できない場合は、本学が定める日付で除籍となります。この場合は、所定の手続を行なうことで、入学金を除く納付金を返還します。
※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。

III. 日本での在留資格を有していない場合（日本に居住していない方）

2020年10月17日までに、在留資格認定証明書の交付およびビザ（査証）の発給を受けて来日し、本学に在留カードを提出し、所定の手続を完了させる必要があります。

- (1) 在留資格認定証明書の代理申請について
 - ① 所定の入学手続が完了した時点で、本学指定の行政書士が出入国在留管理庁に対し「在留資格認定証明書交付」の代理申請を行うことができます。代理申請に必要な書類の提出方法については、合格発表後の入学手続のしおりでお知らせします。
 - ② 代理申請を行う場合の在留資格は「留学」です。
 - ③ 代理申請には「学費支弁能力証明書」が必要です。準備には時間を要する場合がありますため、あらかじめ十分な時間的余裕をもって準備をしてください。
 - ④ 在留資格認定証明書については出入国在留管理庁が、ビザ（査証）取得については在在国の在外日本公館がそれぞれ審査を行います。不交付、不発給となった場合について、大学は一切責任を負いません。
なお、在留資格認定証明書不交付に伴う再申請の代理申請は行いません。
- (2) 2020年10月17日までに、在留カードの取得が確認できない場合は、再申請、取消訴訟等にかかる期間を含む一切の理由にかかわらず、本学への入学許可は2020年9月17日付けで取り消しとなります。この場合は、所定の手続を行なうことで入学金を除く納付金を返還します。
- (3) 2020年10月17日までに、在留資格認定証明書、ビザ（査証）または在留カードを取得しているにもかかわらず、所定の手続を行なわなかった場合は、2020年10月17日付けで除籍となります。この場合は、入学金および納付金（春学期分）は返還しません。

2019年12月17日
東洋大学

入学手続に関するお問い合わせ先

合格学部	問い合わせ先	電話番号
国際学部	国際学部教務課	03-3945-4233
情報連携学部	赤羽台事務部赤羽台事務課	03-5924-2600

For Admission in September 2020

Toyo University Admission Procedures (Status of Residence)

I. Common matters

- (1) International students who are admitted to Toyo University can apply for a "Student" status of residence. Those with a "Temporary Visitor" status are not eligible for admission to the university. International students who are admitted to the Evening Course cannot obtain a "Student" status of residence.
- (2) Only international students with a "Student" status of residence 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 allows for 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.
- (3) If, due to unavoidable circumstances, you are obliged to withdraw from enrollment in 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 submit a request for a refund through the prescribed procedures by the due date.
- (4) As part of the procedures related to admission to the university, you are required to follow orientation and enrollment procedures implemented at each campus in September 2020, respectively.
- (5) 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 residence status application and reapplication and actions for residence status cancellation.

II. In the case where you have a status of residence in Japan (those who live in Japan)

Even if you have a "Student" status of residence or another status of residence that allows for 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. Details will be announced in the Admission Procedure Guide distributed after the announcement of application results.

- (1) If you have not obtained a "Student" status of residence or another status of residence that allows for medium- to long-term stay in Japan as of September 18, 2020 (except when you are applying to extend your period of stay or change your status of residence), your admission to the university will be canceled as of September 17, 2020. 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 you apply to extend your period of stay or change your status of residence includes the period required for residence status reapplication and actions for residence status cancellation.)
- (2) If you apply to extend your period of stay or change your status of residence as of September 18, 2020, and if it is not confirmed by November 17, 2020 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. 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 you apply to extend your period of stay or change your status of residence includes the period required for residence status reapplication and actions for residence status cancellation.

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

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 17, 2020.

- (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. Information on how to submit documents necessary for a proxy application will be announced in the "Admission Procedure Guide" distributed after the announcement of application results.
 - 2) The status of residence required for a 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 enough time to prepare the certificate.
 - 4) The Immigration Services Agency and a Japanese diplomatic office in your country administer a qualifying examination for the issuance of a COE and a visa, 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, a proxy application for reapplication for a COE is not filed.
- (2) If it cannot be confirmed by October 17, 2020 that you have obtained a Residence Card, your admission to the university will be canceled as of September 17, 2020 regardless of the reason, even if you are reapplying for a status of residence and have taken action for residence status 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 17, 2020, despite having obtained a COE, a visa, and a Residence Card, you will be dismissed from the university as of October 17, 2020. In this case, the admission fee and the tuition and fees for the spring semester will not be refundable.

December 17, 2019
Toyo University

Inquiries about admission procedures

Faculty of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	+81-3-3945-4233
Faculty of Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office	+81-3-5924-2600