

## 2021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）本学に入学する外国人学生（日本国以外の国籍を有する者）は2021年4月1日時点で「留学」または他の中長期在留資格を有していることが必要です。「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。
- （2）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（※1～3）。
  - ※1 2021年4月1日時点で「留学」または他の中長期在留資格を有していない場合、本学に入学できません。入学取消しについては下記「II（1）」または「III（2）」の内容を必ず確認してください。
  - ※2 学部生の場合、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せん。
  - ※3 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」の在留資格認定証明書の代理申請は行いません。
- （3）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ものです（東洋トップグローバル奨学金A受給者は申請不可）。日本に長期に滞在できる「留学」以外の在留資格でも入学・在学することはできますが、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。外国人留学生対象の制度利用を希望する場合は、在留資格変更許可申請を行ってください。
- （4）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。
- （5）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2021年3月の事前手続および2021年4月1日の就学手続は必ず行ってください。なお、学部・学科によっては、別途事前手続を行う場合がありますので、その際はその手続きも必ず行ってください。
- （6）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. 現在有効な在留資格がある場合（日本に居住している方）

- ※学部生の「外国人留学生渡日前入試」および「国際バカロレア AO 渡日前入試」を除く
  - 「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）2021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2021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）2021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、2021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。
  - （3）入学前に「留学」の在留期間の更新をする必要がある場合、もしくは他の中長期在留資格から「留学」に在留資格の変更を希望する場合、東洋大学が出入国在留管理庁の申請書様式「所属機関等作成用」を発行します。現在の在留資格期限に応じて各自で手続を行ってください。手続の方法は合格発表後、「入学手続のしおり」でお知らせします。

#### III. 現在有効な在留資格がない場合（日本に居住していない方）

- 本学に入学するには2021年4月1日時点で、留学もしくは他の中長期在留資格を有していることが必要です。手続きに時間がかかる場合でも、2021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を通して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。出入国在留管理庁による審査の後、「在留資格認定証明書」が交付されます。その後、本学指定の行政書士から本人に「在留資格認定証明書」を送付しますので、受領後ただちに自国或いは在住国の在外日本公館にてビザ（査証）の発給手続きを行ってください。
    - 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）取得については在住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 日本国内で在留資格「短期滞在」から「留学」に資格変更することは原則できません。必ず自国或いは在住国の在外日本公館よりビザ（査証）の発給を受けてから来日してください。
    - ⑥ 東洋トップグローバル奨学金AまたはB受給者は在留資格「留学」の取得が必要です。
    - ⑦ 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）2021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2021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）2021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、2021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。

2020年7月3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	
文学部	文学部教務課	bungaku03@toyo.jp
経済学部	経済学部教務課	mlkeizai@toyo.jp
経営学部	経営学部教務課	<a href="https://forms.gle/ce18YsceyNqEvQtf8">https://forms.gle/ce18YsceyNqEvQtf8</a>
法学部	法学部教務課	<a href="https://forms.gle/RUTrdDpoptBZC1CgNA">https://forms.gle/RUTrdDpoptBZC1CgNA</a>
社会学部	社会学部教務課	151_shakai@toyo.jp
国際学部	国際学部教務課	ml-grs-kyomu@toyo.jp
国際観光学部	国際観光学部教務課	ml-itm-kyomu@toyo.jp
理工学部	川越事務部教学課	mlkawakyo@toyo.jp
総合情報学部	川越事務部教学課	mlkawakyo@toyo.jp
ライフデザイン学部	朝霞事務部朝霞事務課	ml-asakyolife@toyo.jp
生命科学部	板倉事務部板倉事務課	mlitakyomu@toyo.jp
食環境科学部	板倉事務部板倉事務課	mlitakyomu@toyo.jp
情報連携学部	赤羽台事務部赤羽台事務課	ml-iniad-fs@toyo.jp

#### ●在留資格、ビザ（査証）等に関するお問い合わせ先

合格学部	問い合わせ先	
全学部	東洋大学グローバルサービス株式会社	toyo-pugs@tugs.co.jp

**I. Common matters**

- (1) Admission to Toyo University requires that you to have a status of residence “Student” or other status of residence that permits a medium- to a long-term stay in Japan as of April 1, 2021. Status that only permits short-term stay does not qualify you to enroll in Toyo University.
- (2) International students who are admitted to the Evening Course cannot obtain a “ Student” status of residence (※1~3)
  - ※1 If you do not possess a status of residence “Student” or other status of residence that permits a medium- to a long-term stay in Japan as of April 1, 2021, you are not eligible to enroll Toyo University. If, due to unavoidable circumstances, you are to cancel entering Toyo University after completing the Admission procedure, please refer to II (1) or III(2) below for more details.
  - ※2 International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”
  - ※3 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”.
- (3) Only international students with a “ Student” status of residence are eligible for the university’s partial tuition waiver and scholarships for international students (Toyo Top Global Scholarship A recipients are not eligible to apply.) 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. If you wish to use support programs intended for international students, submit an “Application for Change of Status of Residence”
- (4) 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.
- (5) 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 2021 and on April 1, 2021, respectively. If your faculty or department does so, be sure to implement the procedure too.
- (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 residence status application and reapplication and actions for residence status cancellation.

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

※Excluding undergraduate students who passed Pre-Arrival Entrance Examination offered to international undergraduate students or Pre-Arrival Entrance Exam offered to International Baccalaureate holders

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, 2021 (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, 2021. 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, 2021, and if it is not confirmed by May 31, 2021 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.
- (3) If you need to apply for an extension of period of your stay or change your status of residence to “Student”, Toyo University will issue an application form designated by Immigration Services Agency of Japan. You are requested to apply for an extension of period of your stay on your own. Details will be announced in the Admission Procedure Guide distributed after the announcement of application results.

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

Admission to Toyo University requires that you possess a status of residence “Student” or other status of residence that permits a medium- to a long-term stay in Japan as of April 1, 2021. 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, 2021.

- (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. After the screening process, the Immigration Service Agency of Japan will issue the COE. Receiving the COE, the certified administrative procedures legal specialist designated by the University will send it to you. Upon receiving the COE, please immediately visit the nearest Japanese embassy or consulate in your homeland or the country where you currently live carrying the COE with you to go through the visa application process.
  - 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) In principle, after arriving in Japan, you cannot change your status of residence from “Short-Term Stay” to “Student”. Be sure to obtain a visa at the nearest Japanese embassy or consulate in your country before you come to Japan.
  - 6) Recipients of Toyo Top Global Scholarships A and B must obtain a status of residence of “Student.”
  - 7) 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, 2021 that you have obtained a Residence Card, your admission to the university will be canceled as of March 31, 2021 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, 2021, despite having obtained a COE, a visa, and a Residence Card, you will be dismissed from the university as of April 30, 2021. In this case, the admission fee and the tuition and fees for the spring semester will not be refundable.

●Inquiries about admission procedures

Your Faculty	Contact	
Faculty of Letters	Education Affairs Section for the Faculty of Letters	bungaku03@toyo.jp
Faculty of Economics	Education Affairs Section for the Faculty of Economics	mlkeizai@toyo.jp
Faculty of Business Administration	Education Affairs Section for the Faculty of Business Administration	<a href="https://forms.gle/ce18YsceyNqEvQtf8">https://forms.gle/ce18YsceyNqEvQtf8</a>
Faculty of Law	Education Affairs Section for the Faculty of Law	<a href="https://forms.gle/RUTrdDpptBZC1CgNA">https://forms.gle/RUTrdDpptBZC1CgNA</a>
Faculty of Sociology	Education Affairs Section for the Faculty of Sociology	151_shakai@toyo.jp
Faculty of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	ml-grs-kyomu@toyo.jp
Faculty of International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management	ml-itm-kyomu@toyo.jp
Faculty of Science and Engineering	Education and Student Affairs Section, Kawagoe Campus Office	mlkawakyo@toyo.jp
Faculty of Information Sciences and Arts	Education and Student Affairs Section, Kawagoe Campus Office	mlkawakyo@toyo.jp
Faculty of Human Life Design	Administration Section, Asaka Campus Office	ml-asakyolife@toyo.jp
Faculty of Life Sciences	Administration Section, Itakura Campus Office	mlitakyomu@toyo.jp
Faculty of Food and Nutritional Sciences	Administration Section, Itakura Campus Office	mlitakyomu@toyo.jp
Faculty of Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office	ml-iniad-fs@toyo.jp

●Inquiries about Status of Residence and Visa

Your Faculty	Contact	
All faculties	Toyo University Global Service Co., Ltd.	toyo-pugs@tugs.co.jp