

# **Admission in April 2024 Toyo University Graduate Schools Enrollment Procedure Guide (Kawagoe Campus)**

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

# Enrollment Procedure

- Please prepare the required documents for the Enrollment Procedure and mail them by March 25, (Postmark valid) by postal mail.
- If you are regarded as having no intention to study at Toyo University, including when you have not finished course registration, even though you have undergone the enrollment procedure, you will be dismissed from the university according to the Academic Rules and Regulations. (Article 37 (3) of the Toyo University Graduate Schools Academic Rules and Regulations)
- Dual enrollment is prohibited at Toyo University Graduate Schools by the Toyo University Graduate Schools Academic Rules and Regulations. If you are enrolled as a full-time student at another university or graduate school (including undergraduate faculty or graduate school of Toyo University, or Japanese language school), you are required to graduate, complete, or withdraw by the time of admission to Toyo University Graduate Schools (provided that you have acquired the required degree for enrollment.)
- Once the documents and certificates are submitted, they will not be returned under any circumstances.

# Notes to Students of Foreign Nationals

- International students who have been accepted for admission to the university can apply for a status of residence of “Student.”
- If you have not obtained a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024, you cannot be admitted to the university.  
Those with a status of residence of “Temporary Visitor” are not eligible for admission to the university.  
Please refer to the Admission Procedure Guide for more details about a status of residence.  
<https://www.toyo.ac.jp/academics/gadmissions/tetuduki/>
- If you wish to use a nickname, please consult with the Education and Student Affairs Section for Graduate Schools.

# Documents to be Submitted

- Please check the documents to be submitted (forms designated by the university) on our official website below.

<https://www.toyo.ac.jp/academics/gadmissions/nyugaku/#kawagoe-shinnyusei>

## ● Students who are foreign nationals

- 1) Claim Ticket for Student ID (Admission Letter) \*Please sign.
  - 2) Pledge \*Please sign.  
⇒You can print out each document 1) and 2) from “My page” on or after March 13 (Wed) after registering for Integrated Account.
  - 3) Confirmation of Name on Diploma  
⇒Please use the form designated by the university and attach passport copy as supporting documents
  - 4) A copy of the Certificate of Residence (issued within three months)
  - 5) A photocopy of both sides of the Residence Card
  - 6) Certificate of Graduation or Certificate of Completion (Paper original certificate)  
(Only those who have submitted a Certificate of Expected Graduation or a Certificate of Expected Completion when applying for the examinations must submit)  
⇒Please fill in your Course, Program and Student ID number at the top right on each document 4), 5) and 6).
- \*If you do not have all the documents by the due date (for example, certificate of graduation, etc.), please give us a note informing about the situation, then submit them at the time of the Enrollment Procedure on April 1 (Mon).

# [Supplementary Information]

## Register for Integrated Account

- Integrated Account ID and Password are required to use the Toyo University's information systems after your enrollment.
- Please note that the documents to be submitted 1) and 2) cannot be displayed until you complete the password registration of this Integrated Account.

- 1) Claim Ticket for Student ID (Admission Letter)
- 2) Pledge

- Please check the Integrated Account ID and email address (@toyo.jp) in the registration completion notification email.

Notification email subject: Password registration completion notification

① Click "Register integrated account password."

② Enter your desired password in the "password" and "confirm" fields, then click "register."  
\*Please take care not to forget your password.

③ Password registration completed

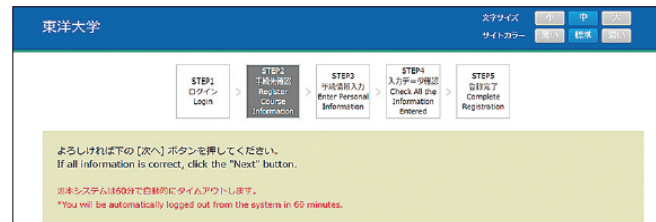
④ Password registration completion notification

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

# Details of Documents to be Submitted

## ● Claim Ticket for Student ID (Admission Letter) \*Please sign.

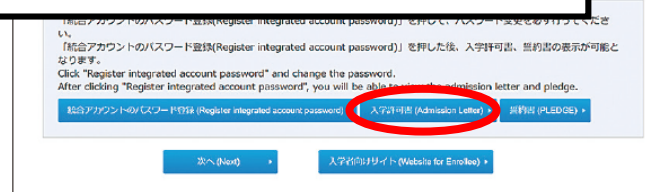
1) You can print out your Admission Letter from “My page” on or after March 13 (Wed).



Click the “入学許可書(Admission Letter)” button.

<How to get to this page>

Log in to the “My page” → click “合否結果” button → click “合否結果照会” button → click “「入学手続」へ” button → click “学生情報の登録” button. You can find the link for the “入学許可書(Admission Letter)” on the screen.



# Details of Documents to be Submitted

2) The “Claim Ticket for Student ID” is at the bottom of the Admission Letter.  
Please **handwrite** your name in the space for “Name” and submit it.

\*Your student ID number is on the Claim Ticket for Student ID.

The image shows two forms from Toyo University. The top form is an Admission Letter (入学許可書) with a decorative border. It includes a header with the number 0000000000, the title '入学許可書 (Admission Letter)', and a name field '氏名 トウヨウ ハナコ (NAME)'. Below this is a confirmation statement in Japanese and English: '上記の者、2020年度 本学 文学部 第1部 日本文学文化学科 (This is to certify that above mentioned person has been admitted as freshman in the 1st year.)'. The date is '2020年●月●日 (●●, 2020)'. The bottom of the form features the university's name '東洋大学 (PRESIDENT OF TOYO UNIVERSITY)' and a red seal.

The bottom form is a Claim Ticket for Student ID (学生証引換票). It has a title '学生証引換票 (Claim Ticket for Student ID)' and identifies the department as '文学部 第1部 日本文学文化学科 (Department of Japanese Literature and Culture, Faculty of Letters)'. It contains a student number field '学籍番号 1410200899 (Student Number)'. The name field 'フリガナ 氏名 (Name)' is circled in red. Below this is a note: '※姓字もしくは英語で氏名 (Name) を記入して下さい。 (Fill in your name in Kanji or English)'. At the bottom, it states: '※就学手続時に本票と引き換えに学生証を交付します。この引換票は再交付しません。 (Your student ID will be issued in exchange for this certificate. This certificate will not be reissued.)' and the university name '東洋大学'.

**Please write  
your name here.**



# Details of Documents to be Submitted

## ● Pledge \*Please sign.

1) You can print out your Pledge from “My page” on or after March 13 (Wed).

東洋大学

STEP1 ログイン > STEP2 学籍登録 (Register Course Information) > STEP3 学籍入力 (Enter Personal Information) > STEP4 入力確認 (Check All the Information Entered) > STEP5 学籍完了 (Complete Registration)

よろしければ下の【次へ】ボタンを押してください。  
If all information is correct, click the "Next" button.

※本システムは60分で自動的にタイムアウトします。  
\*You will be automatically logged out from the system in 60 minutes.

氏名 (カナ) Name (Kana)	トウヨウ タロウ
入学方式 Screening Method	自己推薦入学 (ディベート)
志望学科・専攻 Desired Department and Major	文学部 哲学科 Department of Philosophy, Faculty of Letters
合格者番号 Successful Applicant Number	2022999999
合格者パスワード Successful Applicant Password	gjn7c

学籍状況 (Registration Status of Procedure) 未入力 (Not entered)

学籍種類 (Type of Procedure)

本手続(入力所滞り時間の目安: 40分)  
Admission procedure (Standard required time for entering information: 40 minutes)

誓約書 (PLEDGE)

Click the “誓約書(PLEDGE)” button.



誓約書  
PLEDGE

東洋大学長 殿  
To the President of Toyo University

今般貴大学への入学の上は諸規則を固く守り兼学の義務に於うことを誓います。  
I pledge to strictly adhere to the rules and educational principles of the University and follow the instructions given by the faculty members and administrative staff during my time at Toyo University.

誓約日 Date of Pledge : (西暦) 2022 年 4 月 1 日  
(Year) (Month) (Day)

学籍番号 (10桁) Student ID number (10 digits) : \_\_\_\_\_

本人氏名 Student Name : \_\_\_\_\_



# Details of Documents to be Submitted

2) Please handwrite your name in the space for "Student Name."

\*"Date of Pledge" and "Student ID number" will be automatically entered.

\*If you need any corrections, please press the correction stamp. (Correction fluid or correction tape cannot be used)

誓約書  
PLEDGE

東洋大学長 殿  
To the President of Toyo University

今般貴大学への入学の上は諸規則を固く守り建学の趣旨に沿うことを誓います。  
I pledge to strictly adhere to the rules and educational principles of the University and follow the instructions given by the faculty members and administrative staff during my time at Toyo University.

誓約日 Date of Pledge : (西暦) ●●●●年 ●月 ●日  
(Year) (Month) (Day)

学籍番号 (10桁) Student ID number (10 digits) : ●●●●●●●●●●

本人氏名 Student Name : 東 洋 太 郎

**Date of Pledge and Student ID number will be automatically entered.**

**Please handwrite your name in block letters.**

# Details of Documents to be Submitted

## ● Confirmation of Name on Diploma (To be submitted by students of foreign nationals only)

- 1) Please print out and fill out the form designated by the university on our official website.
- 2) Please check the example on the right for instructions on how to fill this out.

[English] All International students are required to submit this form. Please see the information in English on the back. 2024 Spring Enrollment

**example** Information of Name on Diploma

Please read the information carefully, please complete the form in the bold frame and attach a copy of your passport.

Please note that we cannot change the notation unless you change your name.

The diploma that will be awarded upon completion of the program is based on the information stated in this form. The diploma will be produced in both Japanese and English.

Please tick  either.  Certificate of residence or passport will be used.  Passport does not list your name.  Your certificate of residence will be used.

(Check one of the boxes below)


- Use the name as on my certificate of resident
- Use the name as on my passport

< Name on Diploma in English >

- The alphabetic name in your passport will be printed.
- The surname and the given name will be printed in the same order as your passport.

Graduate School / Course	Graduate School of <b>Economics</b>		Course of <b>Economics</b>							
Student ID No. (10digits)	3	2	1	0	0	0	0	0	0	1
Your Signature	I agree the above statement about the name on my diploma. <b>Toyo Hanako</b>									

[Please attach a copy of your passport or other.]



Please attach a copy of your passport.

# How to submit the documents

- Please purchase a pre-paid *Letter Pack Light* envelope at post offices or convenience stores, enclose all the required documents and mail it to the university.
- Send to: Toyo University,  
Education and Student Affairs Section for Graduate Schools  
2100 Kujirai, Kawagoe-shi, Saitama, 350-8585
- From: In the space for “Name,” write **your student ID number** next to your name.
- Write “Documents for Enrollment Procedure” in the space for “Contents Description.”
- Remove the label “Sender To Retain” and keep it until you receive documents from the university.
- Please send the documents by March 25, (Postmark valid)

郵便受けに配達してほしいときは…  
郵便受け

## レターパックライト

Letter Pack Light



商品イメージ表面



商品イメージ裏面

Size	340mm×248mm (A4)		
Thickness	up to 3cm	Weight	up to 4kg
Delivery Method	It is delivered to mailboxes.		

# Procedures and events after mailing the documents

- Enrollment Procedure (including the guidance given by the staff of Education and Student Affairs Section) is on **April 1 (Mon)**.  
Submission of documents for enrollment procedure, issuance of your student ID, etc. will take place.

**Schedule on April 1 (Mon):** Enrollment Procedure  
Guidance by the staff of Education and Student Affairs Section  
Course Guidance (schedule might be changed)

- Details will be announced around mid-March.

# Support for Graduate Students

## 1) Toyo University Scholarship and Grant

- Toyo University Graduate School Scholarship
- Toyo University Graduate School Research Presentation Grant

## 2) External Scholarship and Support

- Japan Society for the Promotion of Science Research Fellowship

## 3) Support for International Students

- Partial Tuition Waiver for Privately Financed International Students  
⇒Privately Financed International students who have passed the entrance examination have been selected as candidates for the partial tuition waiver for privately financed international students. You can apply for it after admission. (There are some eligibilities to receive it.)

- For more details on scholarships and grants, please check the links below.

Scholarships: <https://sites.google.com/toyo.jp/daigakuinjoho/gs-index1>

Grants: <https://sites.google.com/toyo.jp/daigakuinjoho/kenkyuhappyou>

# Others

- We are going to keep the important notices updated on the following websites, so please check the websites regularly.
  - TOYO UNIVERSITY GRADUATE SCHOOLS Kawagoe Campus Student PORTAL SITE  
<https://sites.google.com/toyo.jp/kawagoe-en/> (English)  
<https://sites.google.com/toyo.jp/kawagoe/> (Japanese)  
⇒Information necessary for admission through completion including course curriculum and timetable of classes is posted. (Information on AY2024 will be posted in mid March.)
  - Toyo University Official Website  
<https://www.toyo.ac.jp/en/> (English) / <https://www.toyo.ac.jp/> (Japanese)
  - Toyo University Official Website - Webpage for new students (Graduate Schools)  
<https://www.toyo.ac.jp/academics/gadmissions/tetuduki/>