

# **Admission in April 2025 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 1

- 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<sup>st</sup>, 2025, 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 (mlkdaigakuin@toyo.jp).

# Notes to Students of Foreign Nationals 2

## ● Submission of Residence Card Information

\*Foreign nationals are required to submit their residence card information on the system.

### **Submission period: From March 14 (Fri) to March 31 (Mon), 2025**

Submission method: You will receive a notification email from PUGS (Toyo University Support Office for COE and Status of Residence). Please access the system from the URL provided in the email and submit your information.

Email subject: 【東洋大学】在留カードの情報をご登録ください。 / [Toyo University] Regarding registration of residence card information

Email from: noreply-pugs@tugs.co.jp

\*Please check your spam folder if you do not receive the email, as it may have been sorted into junk mail. For registration instructions, please refer to the following User Manual or the Usage of PUGS websites.

Usage of PUGS: <https://sites.google.com/tugs.co.jp/pugs/Home/Functions/Residence-card>

User Manual: <https://x.gd/BMyvb>

Notes: 1) If there are any errors in the data, such as a blurred photo, you will receive an "Incomplete" notification from the system, so please correct the specified information. 2) If you have renewed your period of stay and obtained a new residence card during the above period, please submit the new residence card again.

# 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<sup>th</sup> 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 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<sup>st</sup> .

# [Supplementary Information]

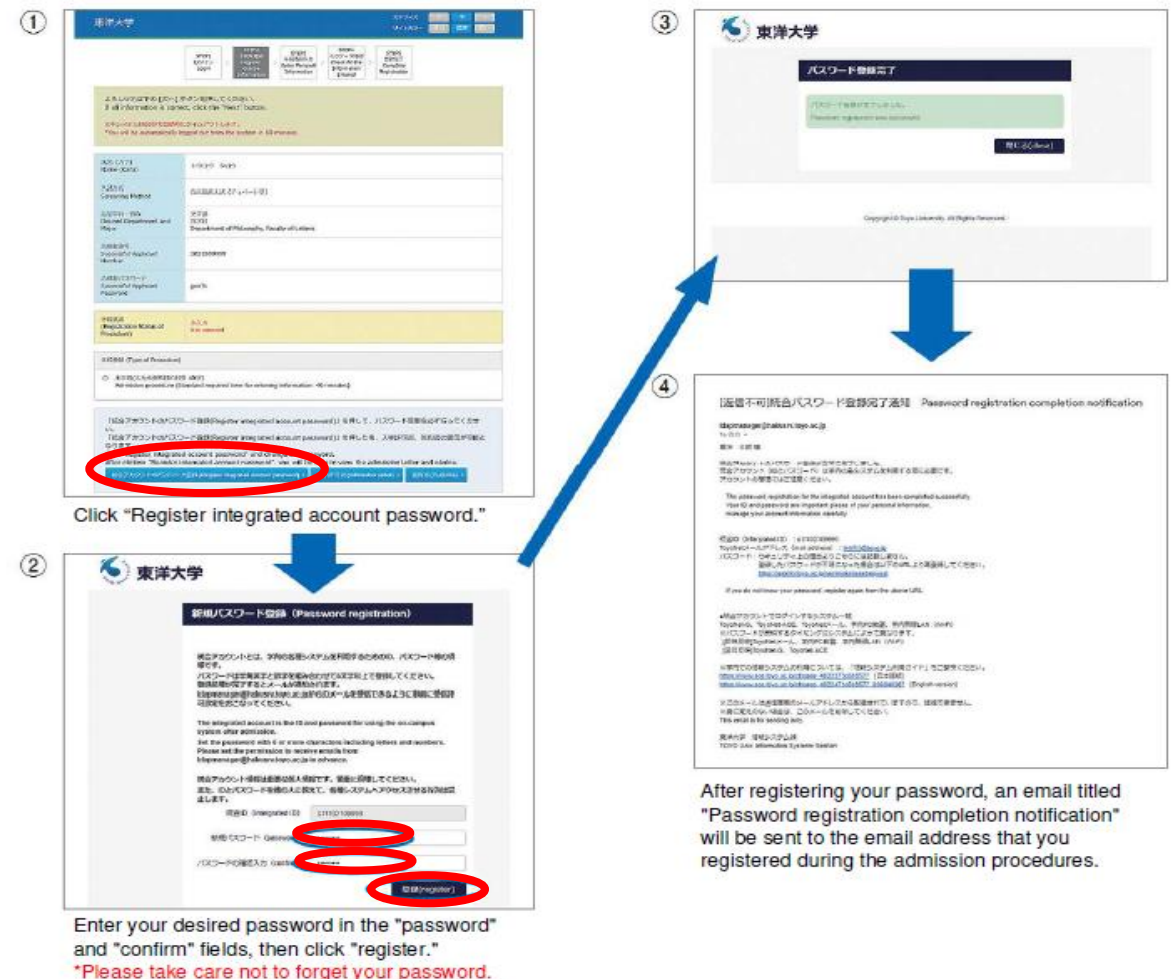
## Register for Integrated Account

- 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



# Details of Documents to be Submitted

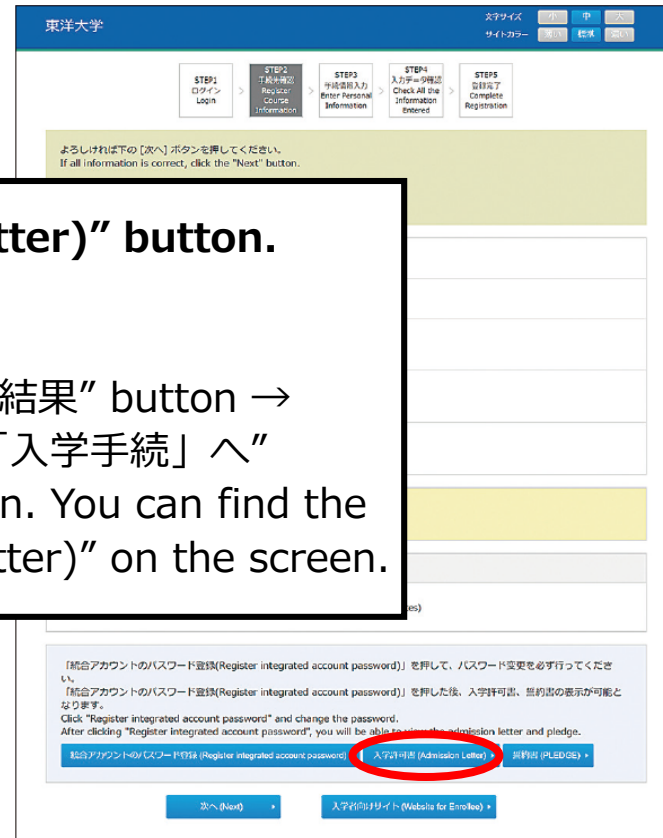
## ● Claim Ticket for Student ID (Admission Letter) \*Please sign.

1) You can print out your Admission Letter from “My page” on or after March 13<sup>th</sup> .

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.



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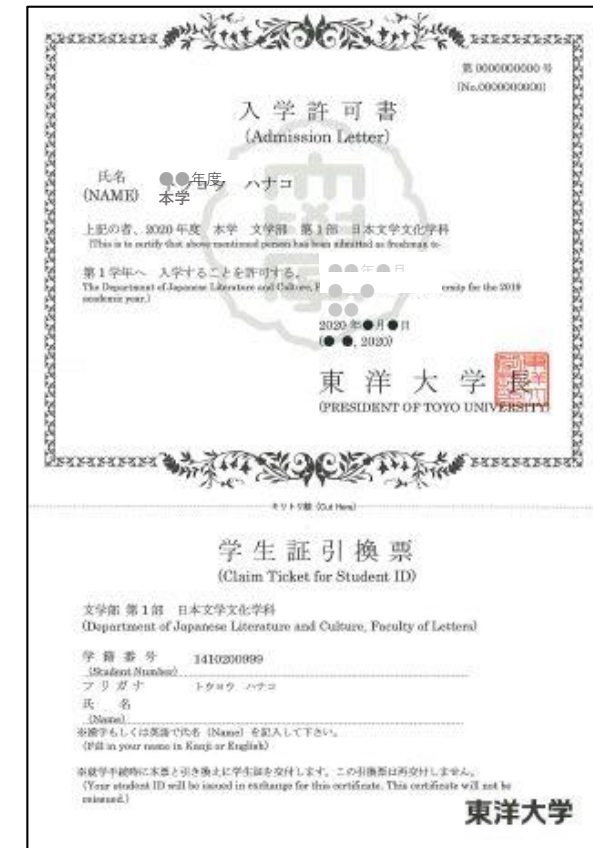
STEP1 ログイン  
STEP2 入学申込  
STEP3 入学許可書  
STEP4 入学許可書照会  
STEP5 入学許可書照会

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.

「総合アカウントのパスワード登録(Register integrated account password)」を押して、パスワード変更を必ず行ってください。  
「総合アカウントのパスワード登録(Register integrated account password)」を押した後、入学許可書、誓約書の表示が可能となります。  
Click "Register integrated account password" and change the password.  
After clicking "Register integrated account password", you will be able to see the admission letter and pledge.

総合アカウントのパスワード登録(Register integrated account password) 入学許可書(Admission Letter) 誓約書(PLEDGE)

次へ(Next) 入学許可書照会(Website for Enrolled)



入学許可書  
(Admission Letter)

氏名 (NAME) 本学 ハナコ

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 follows to:  
The Department of Japanese Literature and Culture, Faculty of Letters, 1st Division)

第1学年へ 入学することを許可する。  
(The Department of Japanese Literature and Culture, Faculty of Letters, 1st Division permits the student to enter the 1st year of the 2020 academic year.)

2020年●月●日  
(●●, 2020)

東洋大学長  
(PRESIDENT OF TOYO UNIVERSITY)

学生証引換票  
(Claim Ticket for Student ID)

文学部 第1部 日本文学文化学科  
(Department of Japanese Literature and Culture, Faculty of Letters)

学籍番号 (Student Number) 1410200899

フリガナ トクヨウ ハナコ

氏名 (Name) 本学 ハナコ

お名前もしくは英語で氏名 (Name) を記入して下さい。  
(Please enter your name in Kanji or English.)

本留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.)

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# 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.

第 0000000000 号  
(No.0000000000)

入学許可書  
(Admission Letter)

氏名 トウヨウ ハナコ  
(NAME)

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 to:  
The Department of Japanese Literature and Culture, Faculty of Letters, Toyo University for the 2019  
academic year.)

第 1 学年へ 入学することを許可する。  
(The Department of Japanese Literature and Culture, Faculty of Letters, Toyo University for the 2019  
academic year.)

2020 年 9 月 1 日  
(● ●, 2020)

東洋大学 長  
(PRESIDENT OF TOYO UNIVERSITY)

キリトシ線 (Cut Here)

学生証引換票  
(Claim Ticket for Student ID)

文学部 第 1 部 日本文学文化学科  
(Department of Japanese Literature and Culture, Faculty of Letters)

学 籍 番 号 1410200099  
(Student Number)

フリガナ トウヨウ ハナコ  
(Name)

氏 名 トウヨウ ハナコ  
(Name)

※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)

※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.)

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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<sup>th</sup> .

東洋大学

STEP1 ログイン  
STEP2 学籍入力  
STEP3 入学申し込み  
STEP4 入学申し込み確認  
STEP5 入学申し込み完了

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分で自動的にログアウトします。  
\*You will be automatically logged out from the system in 60 minutes.

氏名 (カナ)  
Name (Kana)

入学方式  
Screening Method

志望学部・専攻  
Desired Department and Major

合格者番号  
Successful Applicant Number

合格者パスワード  
Successful Applicant Password

学籍状況  
(Registration Status of Procedure)

学籍種別  
(Type of Procedure)

次へ (Next)

入学申し込み完了 (Website for Enrolled)

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 : 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

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.

Please see the information in English on the back.  
2024 Spring Enrollment

## Information of Name on Diploma

**example**

For more 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.

- ☐ The surname and the given name will be printed in the same order as my certificate of residence or passport 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 my passport.

Please read the confirmation carefully and write your graduate school, course, student ID number and name.

Graduate School / Course	Graduate School of Economics					Course of Economics				
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.  Toyo Hanako									

(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.

\*The price of Letter Pack Light has changed from 370 yen to 430 yen as of October 1, 2024. If you use Letter Pack Light, which was 370 yen before the change, please affix postage stamps for the difference between the new price and the old price.

- 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)



# 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<sup>st</sup>.  
Submission of documents for enrollment procedure, issuance of your student ID, etc. will take place.

Schedule on April 1<sup>st</sup> :      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 AY2025 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/>