

Admission in Fall 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 on September 13th.
- 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)
- Once the documents and certificates are submitted, they will not be returned under any circumstances.
- 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.)

Enrollment Procedure and Guidance

- Enrollment Procedure (including the guidance given by the staff Administration Section) is on September 13 (Sat), 12:00-at Room 421 (2nd Floor, 4thBLD) , Kawagoe Campus .

Submission of documents for enrollment procedure, issuance of your student ID, etc. will take place.

Schedule on September 13 (Sat):

12:00-12:30 Enrollment Procedure

12:30-13:00 Guidance by the staff of Education and Student Affairs Section

From 13:00- Course Guidance (the room will be informed on the day)

Documents to be Submitted

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

- Students who are foreign nationals

- 1) Confirmation of Name on Diploma

⇒ Please use the form designated by the university and attach passport copy as supporting documents

- 2) Certificate of Graduation/Completion (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 and Program at the top right on each document (2), (3) and (4) above.

- 3) Certificate of Residence (issued within three months)

- 4) A photocopy of both sides of the Residence Card

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.

[illegible]

Orientation for International Students

*Participation is required for International Students

September 17 (WED) 15:00-16:30 (Online Orientation)

*The URL will be informed later.

- About Center for the Global Education and Exchange
- About the status of residence
- PUGS System
- Japanese Lessons and Employment Support , etc.

Notes for Students of Foreign Nationals①

- 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 September 16, 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 Administration Section for Graduate Schools, Kawagoe Campus Office. (mlkdaigakuin@toyo.jp)

Notes for Students of Foreign Nationals②

● Submission of Residence Card Information

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

Submission period: From **September 1 (Mon) to September 16 (Tue), 2025**

Submission method: You will receive a notification email from PUGS (Toyo University Residence Status Application System). 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>

How to register your residence card: <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.

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/scholarships>
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.
 - 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/>