

Toyo University

Graduate Schools

Fall Admission 2025

Application Guideline for Entrance Examinations Offered to

International Applicants Overseas

This application guideline is applicable only to applicants residing outside Japan

- Graduate School of Information Sciences and Arts
Course of Information Sciences and Arts (Master's and Doctoral Programs)

The entrance examination described in this application guideline is for

- (1) persons who are nationals of countries other than Japan and
reside outside Japan at the time of application or the time of taking the entrance examination
- (2) persons who satisfy the standards of language proficiency
(English or Japanese) set by Toyo University.

*All dates and times in the application guidelines are based on Japan Standard Time (JST).

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

The application guidelines contain all the information from application to admission procedures, so please read them carefully to ensure that all procedures are followed correctly.

In case of any changes or corrections to the application guidelines, or in the event that special measures are taken due to a major natural disaster, etc., details will be posted on the "Graduate School Admissions" on our official website as necessary.



TOYO UNIVERSITY

Table of Contents

Flowchart to Check Before Applying for the Entrance Examinations Offered to International Applicants Overseas	1
Procedures from Application to Admission	2
Admission Capacity	3
Application Schedule and Screening Method	3
Application Eligibility	4-5
Preliminary Screening of Application Eligibility	6
Application Eligibility for the Entrance Examinations Offered to International Applicants Overseas ·	7
Application Passcode.....	7
Confirmation of Desired Academic Supervisor/Research Theme.....	8
Admissions Policy	9
Application Documents	10-12
Application Procedure.....	13
Application Fee	14
Notes on Application.....	14
Notification of Examination Information.....	14
Examination Method	14
Announcement of Application Results.....	15
Admission Procedures	15
Procedures from Acceptance to Admission.....	16
Tuition and Fees	17
Withdrawal from Admission and the Refund of Tuition and Fees After the Admission Procedure	17
Obtaining Status of Residence	18-19
Support Schemes for International Students	20
Maps and Directions	21

[Handling of personal information]

Address, name, and other personal information submitted at the time of application will be used for the purposes of (1) receiving applications, (2) conducting entrance examinations, (3) announcement of application results, (4) admission procedure, (5) pre-enrollment education, and other related matters. Some of these operations will be outsourced to subcontractors designated by Toyo University. We may provide personal information to subcontractors when outsourcing work.

Flowchart to Check Before Applying for the Entrance Examinations Offered to International Applicants Overseas

Please confirm the appropriate examination category using the flowchart below.

Those who are applying to take the Entrance Examination Offered to International Applicants Overseas are required to meet both the conditions below

(1) Persons who are nationals of countries other than Japan and reside outside Japan when they apply for or take the entrance examination

*Those whose status of residence/visa is "Permanent" or "Student", or who have a status of residence/visa that enables a long term stay in Japan at the time of application or the time of taking the entrance examination, are not eligible for this examination.

(2) Persons who satisfy the standards of language proficiency set by Toyo University

*Language proficiency requirements set by Toyo University → Please refer to page 10 for Application Documents.

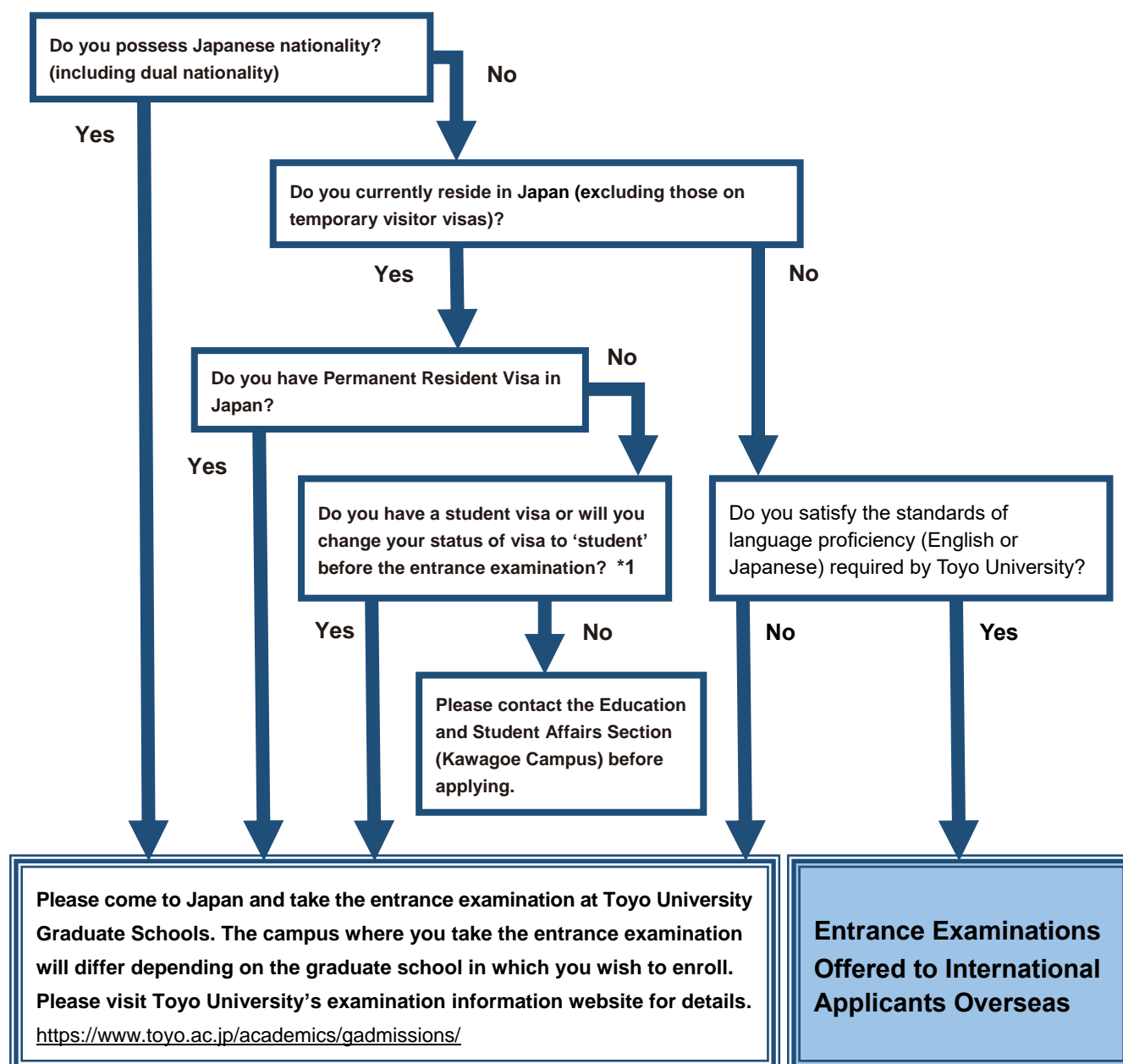
English: 1) IELTS (International English Language Testing System) Academic Module 6.0 or over

or

2) TOEFL (Test of English as a Foreign Language) Internet-based Test (iBT*Including Home Edition) 80 or

over

Japanese: Passing N1 or former Level 1 of the Japanese-Language Proficiency Test



*1 Please contact directly to the Immigration Services Agency regarding whether you can change your status

of residence to “Student” or not.

Procedures from Application to Admission

- | | | |
|----------|-----------|---|
| pp.4-7 | 1 | Confirm your application eligibility and determine whether the preliminary screening is required or not |
| pp.8-9 | 2 | Select a course and a desired academic supervisor/research theme |
| pp.7-9 | 3 | Contact your desired academic supervisor and confirm your research theme with him/her |
| pp.7-9 | 4 | Receive the application passcode by email from Toyo University |
| pp.13-14 | 5 | Prepare an email address for application, certified application documents, and a credit card for a payment of the application fee |
| pp.10-14 | 6 | Register with the online application system |
| pp.14-15 | 7 | Pay the application fee |
| pp.13-14 | 8 | Receive your application number and security code for My Page by email |
| pp.10-14 | 9 | Upload your application documents on My Page |
| pp.13-14 | 10 | Check your examinee number on My Page |
| pp.13-14 | 11 | Check the examination screening method on My Page |
| pp.13-14 | 12 | Conduct a connection test for the entrance examination online interview |
| pp.13-14 | 13 | Take the entrance examination online interview |
| pp.13-15 | 14 | Check the examination results on My Page |
| pp.15-17 | 15 | Complete the admission procedures |
| pp.16,18 | 16 | Begin the visa application process by applying for your Certificate of Eligibility |
| pp.16,18 | 17 | Receive your Certificate of Eligibility |
| pp.16,18 | 18 | Apply for your student visa at a Japanese diplomatic office in your country or a country of residence |
| p.16 | 19 | Obtain your student visa |
| p.16 | 20 | Arrive in Japan |
| p.16 | 21 | Attend an entrance ceremony and the enrollment procedures |

Admission Capacity

Graduate School	Course	Master's Program*	Doctoral Program*	Class times	Admission begins	Campus	Languages used in classes
Information Sciences and Arts	Information Sciences and Arts	15	3	Day Course	Fall	Kawagoe	Japanese English

* The admission capacity above includes the number of enrolled students from other categories of entrance examinations.

Application Schedule and Screening Method

Application Schedule for Fall Admission 2025

◆Examination in April 2025 Master's Program/Doctoral Program

Graduate School	Course	Period to choose and confirm academic supervisor	Application period	Examination date and time	Announcement of application result	Admission procedures period
Information Sciences and Arts	Information Sciences and Arts	Saturday, February 1 Thursday, March 6, 2025	Monday, April 14 Friday, April 18, 2025	Friday, May 9, 2025 At 10a.m.	Tuesday, May 27, 2025	Tuesday, May 27 Tuesday, June 3, 2025

- The entrance examination schedule above is in Japan Standard Time (JST).
The examination date and time may be moved forward due to time differences or other reasons.
- If you need to undergo the preliminary screening, please be sure to complete the procedure by the prescribed deadline. Please refer to pp. 4-5 for Application Eligibility.
- Persons who wish to take the entrance examination offered to international applicants overseas are required to confirm their desired academic supervisor/research theme. Please read pp. 8-9, prepare the documents to be submitted, and contact the Education Affairs Section for Graduate Schools by the prescribed deadline (applicants for the Course of Public-Private Partnership need to confirm their research theme only.) If you do not do so, you may not be able to take the examination.

Screening and Entrance Examination Method for Fall Admission 2025

◆Examinations in April 2025 Master's Program/Doctoral Program

Graduate School	Course	Screening and entrance examination method	Remarks
Information Sciences and Arts	Information Sciences and Arts	Document Review / online Interview	Online interview will be conducted using the web conferencing system designated by the university. The details will be notified after the application.

Application Eligibility

<<Important Points>>

- * Applicants who fall under **Master's Program Criteria (11) - (15) and Doctoral Program Criteria (9) - (11)** are required to undergo preliminary screening of application eligibility prior to application. Please refer to "Preliminary Screening of Application Eligibility" (on page 6) and complete the necessary procedures by the specified dates.
- * If applicants who have passed the entrance examination with "expected graduation/expected completion" for application eligibility do not meet such application eligibility by the day before admission, the admission will be cancelled.

1. Master's Program

Applicants must satisfy both (1) and (2), whereas (3) - (15) at least one provision must apply.

- (1) Applicants are a national of a country other than Japan, and reside outside Japan when applying for and taking the entrance examination.
- (2) Applicants satisfy the standards of language proficiency (English or Japanese) required by Toyo University. (→For the criteria, please check "Application Documents" on p. 10)

Persons who fall under any of the following provisions are eligible to apply for the Master's Program.

- (3) Applicants who graduated from a university prescribed in Article 83 of the School Education Act, or who are expected to graduate by September 30, 2025.
- (4) Applicants who have earned a bachelor's degree as prescribed in Article 104, Paragraph 7 of the School Education Act, or who are expected to do so by September 30, 2025.
- (5) Applicants who have completed a 16-year program of school education in a foreign country, or who are expected to do so by September 30, 2025.
- (6) Applicants who have completed a 16-year program of school education by taking a course in Japan through a correspondence course offered by a school in a foreign country, or who are expected to do so by September 30, 2025.
- (7) Applicants who have completed the 16 years of their primary education in a foreign country and subsequently acquired a degree from a foreign-based university in Japan, which are separately designated by the Minister of Education, Culture, Sports, Science and Technology, or who are expected to do so by September 30, 2025.
- (8) Applicants who have earned a degree equivalent to a bachelor's degree by having completed a program of at least three years (including having completed a program through taking a course in Japan through a correspondence course offered by a school in a foreign country, or having completed a program in an educational facility that is positioned in the school education system of the foreign country and has received designation per the preceding item) at a foreign university or other foreign school (limited to those for which the comprehensive status of educational and research activities, etc. has been evaluated by a party certified by the government of the foreign country or a related organization, or to those which have been designated by the Minister of Education, Culture, Sports, Science and Technology as equivalent to the same), or who are expected to do so by September 30, 2025.
- (9) Applicants who have completed a specialized program (limited to programs of at least four years or that otherwise fulfill criteria prescribed by the Minister of Education, Culture, Sports, Science and Technology) in an advanced vocational school designated separately by, and on or after a date stipulated by, the Minister of Education, Culture, Sports, Science and Technology, or who are expected to do so by September 30, 2025.
- (10) Applicants designated by the Minister of Education, Culture, Sports, Science and Technology
- (11) Applicants who were enrolled at a university for three years or more and who have been recognized by Toyo University Graduate Schools as having earned the prescribed credits with excellent grades (→See page 6 "Preliminary Screening of Application Eligibility")
- (12) Applicants who have completed a 15-year program of school education in a foreign country or who have completed a 15-year program of school education in the foreign country by taking a course in Japan through a correspondence course offered by a school in a foreign country, and who have been recognized by Toyo University Graduate Schools as having earned the prescribed credits with excellent grades (→See page 6 "Preliminary Screening of Application Eligibility")
- (13) Applicants who have, in Japan, completed a program in an educational facility that is positioned in the school education system of a foreign country as having the program in a university in that foreign country (limited to degree holders who have completed a 15-year program in the school education of the foreign country) and that is designated separately by the Minister of Education, Culture, Sports, Science and Technology, and who have been

recognized by Toyo University Graduate Schools as having earned the prescribed credits with excellent grades (→ **See page 6 “Preliminary Screening of Application Eligibility”**)

(14) Applicants who have enrolled in a graduate school as prescribed in Article 102, Paragraph 2 of the School Education Act and who have been recognized by Toyo University Graduate Schools as having academic ability suitable for undergoing education in a graduate school (→**See page 6 “Preliminary Screening of Application Eligibility”**)

(15) Applicants recognized as having academic abilities equivalent or better than university graduates in an individual entrance qualification examination conducted by the graduate school, and have reached 22 years of age. (→**See page 6 “Preliminary Screening of Application Eligibility”**)

2. Doctoral Program

Applicants must satisfy both (1) and (2), whereas (3) - (11) at least one provision must apply.

(1) Applicants are a national of a country other than Japan, and reside outside Japan when applying for and taking the entrance examination.

(2) Applicants satisfy the standards of language proficiency (English or Japanese) required by Toyo University.
(→**For the criteria, please check “Application Documents” on p. 10**)

Persons who fall under any of the following provisions are eligible to apply for the Doctoral Program.

(3) Applicants who have a master's degree or who are expected to earn one by September 30, 2025.

(4) Applicants who have a professional degree or who are expected to earn one by September 30, 2025.

(5) Applicants who have earned a degree equivalent to a master's degree or a professional degree in a foreign country, or who are expected to do so by September 30, 2025.

(6) Applicants who have taken a course in Japan through a correspondence course offered by a school in a foreign country and who have earned a degree equivalent to a master's degree or a professional degree, or who are expected to do so by September 30, 2025.

(7) Applicants who have completed a graduate program in a foreign educational system that is designated separately by the Minister of Education, Culture, Sports, Science and Technology in Japan, and who have earned a degree equivalent to a master's degree or a professional degree, or who are expected to do so by September 30, 2025.

(8) Applicants who have completed a program at the United Nations University as prescribed in Article 156, Item 4 of the Ordinance for Enforcement of the School Education Act and who have earned a degree equivalent to a master's degree, or who are expected to do so by September 30, 2025.

(9) Applicants who have passed the equivalent of an examination and screening as prescribed in Article 16-2 of the Standards for the Establishment of Graduate Schools in a school, etc. in a foreign country as prescribed in Article 156, Item 5 of the Ordinance for Enforcement of the School Education Act and who have been recognized by Toyo University Graduate Schools as having academic ability equal to or higher than that of applicants who have a master's degree (→**See page 6 “Preliminary Screening of Application Eligibility”**)

(10) Applicants designated by the Minister of Education, Culture, Sports, Science and Technology (→**See page 6 “Preliminary Screening of Application Eligibility”**)

(11) Applicants recognized as having academic abilities equivalent to or better than master's degree or professional degree holders in an individual entrance qualification examination conducted by the graduate school, and who have reached 24 years of age. (→**See page 6 “Preliminary Screening of Application Eligibility”**)

Preliminary Screening of Application Eligibility

1. What is preliminary screening?

Some applicants must undergo a screening of application eligibility in advance before applying for the Toyo University Graduate School Entrance Examination. For applicants to whom the points below apply, application for the Graduate School Entrance Examination will be allowed only when the applicants have passed the preliminary screening.

■ Applicants who satisfy **Master's Program Criteria (1) and (2)**, but fall under **Master's Program Criteria (11) - (15) in "Application Eligibility"**

■ Applicants who satisfy **Doctoral Program Criteria (1) and (2)**, but fall under **Doctoral Program Criteria (9) - (11) in "Application Eligibility"**

* Applicants who meet the **Master's Program Criteria (3) - (10) and Doctoral Program Criteria (3) - (8) in "Application Eligibility"** are not required to undergo preliminary screening procedures when applying to take the Toyo University Graduate School's entrance examination.

2. Period of acceptance and submission method

●Period of acceptance

From Saturday, February 1st, to **Tuesday, February 11th, 2025 (JST)**

*Please attach the required preliminary screening documents to an email within the application period. We will NOT accept any documents after this period.

●Submission method

- Send the complete set of documents to be submitted to the following address by email.
- Print and fill out the forms designated by the university from the "Entrance Examinations Offered to International Applicants Overseas (Kawagoe Campus)" on our official website (https://www.toyo.ac.jp/academics/gadmissions/other_admissions_en/overseas_kawagoe/) and submit them. Confirm the procedure forthwith, as it takes time to prepare the documents to be submitted.

3. Documents to be submitted

* Please submit the application documents as follows. The language of the documents will differ depending on the language (English or Japanese) in which you wish to demonstrate proficiency.

- (1) Applicant submitting No.7 Proof of Language Proficiency by ①Proof of English Language Proficiency: Please submit documents No. 1, 2, 3, and 4 in English.
- (2) Applicant submitting No.7 Proof of Language Proficiency by ②Proof of Japanese Language Proficiency: Please submit documents No. 1, 2, 3, and 4 in Japanese.
- (3) Other application documents:
The documents should be written in English or Japanese. If the original documents are written in a language other than English or Japanese, you must submit them together with an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.
- (4) PDFs or scans of original documents can be accepted when they are sent as email attachments.

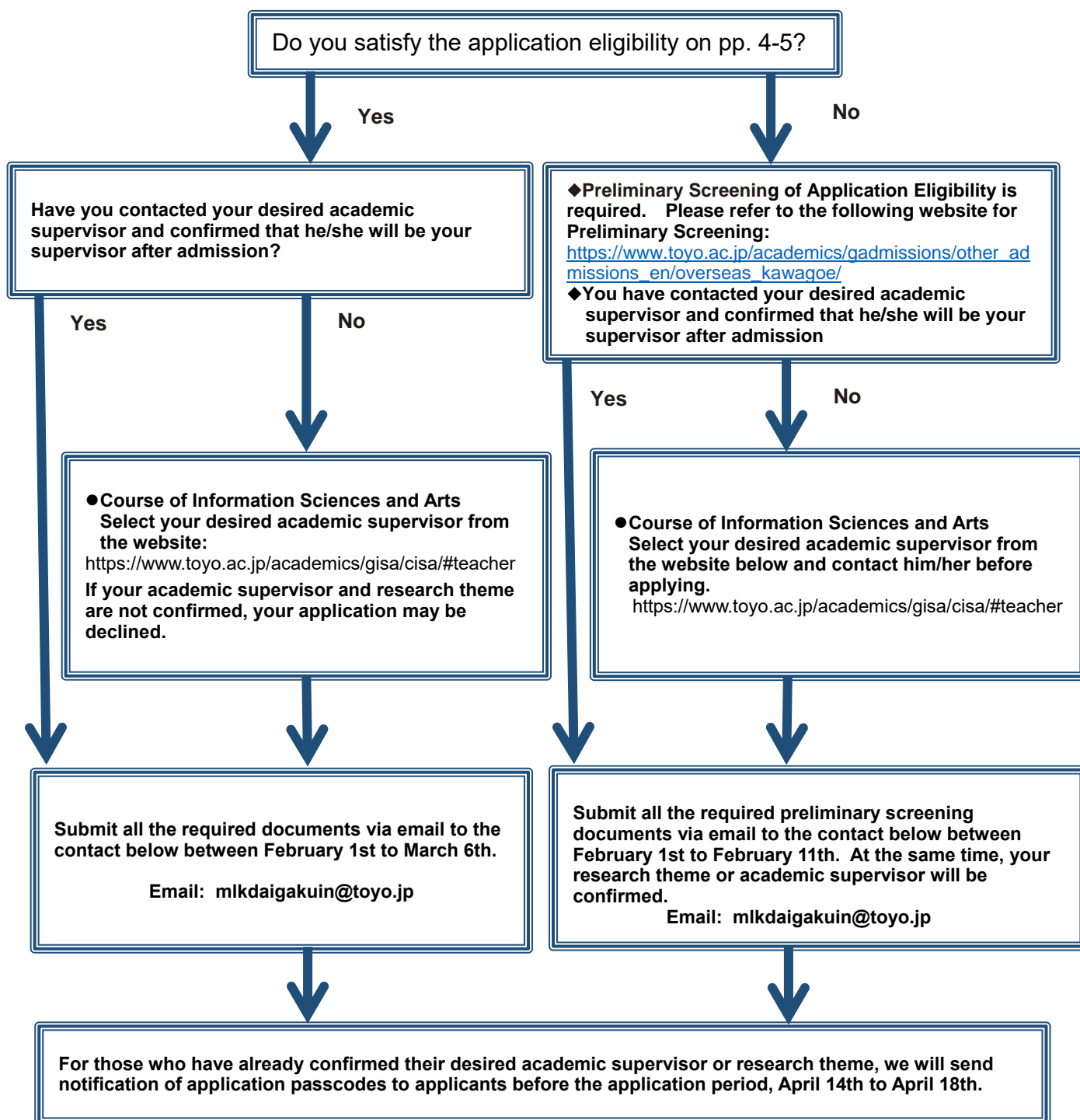
No.	Application Documents		Form Type	Remarks
1	Application Form for Preliminary Screening of Application Eligibility		designated form	—
2	Curriculum Vitae		designated form	—
3	Personal Statement and Reason for Your Application		designated form	—
4	Research Plan		designated form	—
5	Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained)		PDF files or scanned documents of original	Bring the original copy (certified copy of original) when coming to Japan
6	Academic Transcript Issued by the last University/Graduate School		PDF files or scanned documents of original	Bring the original copy (certified copy of original) when coming to Japan
7	Certificates of Language Proficiency (One from ① or ②) *Please refer to 《Exception》 on page 11.	①Certificate of English Language Proficiency (IELTS Academic Module 6.0 or higher; or TOEFL iBT 80 or higher) ②Certificate of Japanese Language Proficiency (Passing N1 or former Level 1 of the Japanese-Language Proficiency Test)	PDF files or scanned documents of original	Bring the original copy (certified copy of original) when coming to Japan
8	Photo [4cm (height) x 3cm (width)]		—	Taken within 3 months
9	Photocopy of your Passport ID Page		—	—
10	Others (certificate of receipt of scholarship payment, etc.)		—	—

Note that documents and certificates submitted for preliminary screening will not be returned.

4. Contact information and where to submit the documents

Toyo University Kawagoe Campus
Education and Student Affairs
Email: mlkdaigakuin@toyo.jp

Application Eligibility for the Entrance Examinations Offered to International Applicants Overseas



Application Passcode

You will need a reliable Internet connection to complete the application process. Please access the online application website from Toyo University's examination information website and complete the application registration procedure.

*To access the online application website, you will need the application passcode you receive via email after confirming your academic supervisor or research theme during the confirmation period.

Confirmation of Desired Academic Supervisor/Research Theme

1. What is confirmation of desired academic supervisor/research theme?

Toyo University Graduate Schools ask applicants to confirm their desired academic supervisor and/or their research theme in advance, to avoid discrepancies in their research theme and their desired academic supervisor after admission. Please check the following web page, prepare documents to be submitted and email them to the Education Affairs Section for Graduate Schools by the prescribed deadline. If applicants do not confirm their desired academic supervisor and/or their research theme, they may not be admitted to take the examination. Applicant's academic supervisor will be determined after admission. Please email the Education and Student Affairs Section for Graduate Schools in order to obtain the application passcode when they complete the confirmation of their desired academic supervisor and/or their research theme during the period of acceptance.

- Graduate School of Information Sciences and Arts, Course of Information Sciences and Arts (Master's and Doctoral Programs)
<https://www.toyo.ac.jp/staff/gisa/>

2. Application Period and Submission Method of the Documents for Confirmation of Desired Academic Supervisor/Research Theme

● Application Period

From Saturday, February 1st to Thursday, March 6th, 2025 (JST)

*Please attach the documents for confirmation of desired academic supervisor/research theme to an email within the above period. We will NOT accept any documents after this period.

● Submission Method

- Send the complete set of documents to be submitted to the following address by email.
- Print and fill out the forms designated by the university from the "Entrance Examinations Offered to International Applicants Overseas (Kawagoe Campus)" on our official website (https://www.toyo.ac.jp/academics/gadmissions/other_admissions_en/overseas_kawagoe/) and submit them. Confirm the procedure forthwith, as it takes time to prepare the documents to be submitted.

3. Documents to be submitted

*Please submit the application documents as follows. The language of the documents will differ depending on the language (English or Japanese) in which you intend to demonstrate proficiency.

(1) Applicant submitting No.7 Certificate of Language Proficiency by ①Certificate of English Language Proficiency: Please submit documents No. 1, 2, 3, and 4 in English.

(2) Applicant submitting No.7 Certificate of Language Proficiency by ②Certificate of Japanese Language Proficiency: Please submit documents No. 1, 2, 3, and 4 in Japanese.

(3) Other application documents:

The documents should be written in English or Japanese. If the original documents are written in a language other than English or Japanese, you must submit them together with an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

(4) PDFs or scans of original documents can be accepted when they are sent as email attachments.

No.	Application Documents	Form Type	Remarks
1	Application Form for Preliminary Screening of Application Eligibility	designated form	—
2	Curriculum Vitae	designated form	—
3	Personal Statement and Reason for Your Application	designated form	—
4	Research Plan	designated form	—
5	Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained)	PDF files or scanned documents of original	Bring the original copy (certified copy of original) when coming to Japan
6	Academic Transcript Issued by the Last University/Graduate School	PDF files or scanned documents of original	Bring the original copy (certified copy of original) when coming to Japan
7	<div> <div>Certificates of Language Proficiency (One from ① or ②) *Please refer to 《Exception》 on page 11.</div> <div> ①Certificate of English Language Proficiency (IELTS Academic Module 6.0 or higher; or TOEFL iBT 80 or higher) ②Certificate of Japanese Language Proficiency (Passing N1 or former Level 1 of the Japanese-Language Proficiency Test) </div> </div>	PDF files or scanned documents of original	Bring the original copy (certified copy of original) when coming to Japan
8	Photo [4cm (height) x 3cm (width)]	—	Taken within 3 months
9	Photocopy of your Passport ID Page	—	—
10	Others (certificate of receipt of scholarship payment, etc.)	—	—

Note that documents and certificates submitted for the confirmation of desired academic supervisor/research theme will not be returned.

4. Contact information and where to submit the documents

Toyo University Kawagoe Campus
Education and Student Affairs
Email: mlkdaigakuin@toyo.jp

Admission Policy (Student Acceptance Policy)

Graduate School	Abilities, Qualities, and Aptitudes Required of Applicants
Information Sciences and Arts	<p>Course of Information Sciences and Arts</p> <p><Master's Program> Based on the applicant's fields of interest, we conduct various entrance examinations using appropriate methods for the three fields of Information Sciences and Arts (Systems Information, Media Information, Psychology and Sports Information) and accept students who demonstrate the following qualities and abilities through interviews, oral examinations, presentations, document screening, etc.</p> <ol style="list-style-type: none">1. Students who are motivated to contribute to the establishment of Information Sciences and Arts while growing personally through the process of applying specialized knowledge to actual problems2. Students who possess communication skills in Japanese or English to explain their research field and the ability to apply information processing technology3. Students who have knowledge in multiple specialized fields related to Information Sciences and Arts <p><Doctoral Program> We conduct various entrance examinations using appropriate methods based on the characteristics of applicants and accept students who demonstrate the following qualities and abilities through interviews, oral examinations, presentations, document screening, etc.</p> <ol style="list-style-type: none">1. Students who are motivated to contribute to the development of Information Sciences and Arts2. Students who have information processing skills to write programs as needed, the ability to write papers in Japanese or English, and the ability to conduct research3. Students who have broad knowledge of the social background and related fields in the area of Information Sciences and Arts

Application Documents

To apply for the entrance examination, it is necessary to fill out the online application, upload required application documents on My Page, and pay the entrance examination fee.

The required application documents differ depending on the graduate school and the master's or doctoral program you wish to take. Please check the list below.

*Forms designated by the university can be downloaded from the "Entrance Examinations Offered to International Applicants Overseas (Kawagoe Campus)" on our official website.

(https://www.toyo.ac.jp/academics/gadmissions/other_admissions_en/overseas_kawagoe/)

***Please submit the application documents as follows. The examination will be implemented in the language of the submitted Certificates of Language Proficiency.**

(1) If the language you wish to use in the examination is English, please prepare the documents

No. 1-6 in English and submit the ①Certificate of English Language Proficiency as the document No. 7 Certificates of Language Proficiency.

(2) If the language you wish to use in the examination is Japanese, please prepare the documents No. 1-6 in

Japanese and submit the ②Certificate of Japanese Language Proficiency as the document No. 7 Certificates of Language Proficiency.

(3) Other application documents except (1) and (2):

The documents should be written in English or Japanese. If the original documents are written in a language other than English or Japanese, you must submit them together with an English or Japanese translation that is certified by a public agency, a language school, or your school of graduation.

Documents to be submitted

*Documents marked with ● in the list below must be uploaded and submitted at the time of admission.

No.	Upload	Submit at the time of admission	Application Documents		Form Type
1	●		Application Form		Form designated by the university
2	●		Curriculum Vitae		Form designated by the university
3	●		Personal Statement and Reason for Your Application *1		Form designated by the university
4	●		Research Plan		Form designated by the university
5	●		Short Essay		Form designated by the university
6	●		Financial Statement		Form designated by the university
7	●	● Original	<div> Certificates of Language Proficiency (One from ① or ②) *Please refer to 《Exception》 on p. 11. </div> <div> ①Certificate of English Language Proficiency (IELTS Academic Module 6.0 or higher; or TOEFL iBT 80 or higher) ②Certificate of Japanese Language Proficiency (Passing N1 or former Level 1 of the Japanese-Language Proficiency Test) </div>		【Upload】 PDF files or scanned documents of original 【Submit at the time of admission】 Original copy only
8	●	●	Photo [4 cm (height) x 3 cm (width)]		—
9	●	●	Photocopy of Passport		—
10	●	● Original	Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion Issued by the Last University/Graduate School (Certificate Proving Degree Obtained)		【Upload】 PDF files or scanned documents of original 【Submit at the time of admission】 Original copy only
11	●	● Original	Academic Transcript Issued by the Last University/Graduate School		【Upload】 PDF files or scanned documents of original 【Submit at the time of admission】 Original copy only
12	●	● Original	Two Letters of Recommendation		Form designated by the university or any format 【Upload】 PDF files or scanned documents of original 【Submit at the time of admission】 Original only
13	●		Others (Proof of receipt of scholarship payment, etc.)		—

Application documents must be uploaded from My Page.

***When uploading on My Page, PDF files or scanned documents are acceptable. Keep the application documents in a safe place, as there are documents (No. 7-12) that must be submitted to the university after acceptance.**

***It may take some time to receive certificates after application. Allow sufficient time for preparation.**

***If any false information is found in the application, the applicant will not be allowed to take the examination. If any falsehoods are found after the announcement of application results, the announcement will be cancelled.**

***No changes in the Graduate School or Course will be accepted after the application has been submitted.**

1. Application Form

Form designated by the university

2. Curriculum Vitae

Form designated by the university

3. Personal Statement and Reason for Your Application

Form designated by the university

4. Research Plan

Form designated by the university

5. Short Essay

Form designated by the university

6. Financial Statement

Form designated by the university

7. Certificates of Language Proficiency (English or Japanese)

① Certificate of English Language Proficiency (IELTS or TOEFL)

Submit a document proving the official score of one of the following tests:

1) IELTS (International English Language Testing System) Academic Module 6.0 or higher

*Scores from the IELTS General Training Module cannot be used.

2) TOEFL (Test of English as a Foreign Language) Internet-based Test (iBT, *Including Home Edition) 80 or higher

*Scores from TOEFL-ITP (Institutional Test Program) cannot be used.

*Scores from other tests cannot be used.

*Scores of English language proficiency must have been obtained within two years (tests taken on or after April 1st, 2023)

《**Exception**》 Applicants who meet one of the following conditions are exempt from submitting a score.

① Applicants whose first language is English, and have lived in and received their education in a country where the official language is English: Ireland, the U.K, Australia, Canada, New Zealand, and the U.S.A.

② Applicants who have formally graduated from or are expected to graduate from an English language university or graduate school in one of the following countries: Ireland, India, the U.K, Australia, Canada, Caribbean countries, Singapore, New Zealand, the Philippines, and the U.S.A.

③ Other than ① and ②, those who are allowed to exempt from submitting a score by Toyo University

② Certificate of Japanese Language Proficiency (Passing N1 or former Level 1 of the Japanese-Language Proficiency Test)

Administered by Japan Educational Exchanges and Services or the Japan Foundation (co-sponsoring cooperative organizations outside Japan)

《**Exception**》 If the university deems it unnecessary to submit the Certificate of Japanese Language Proficiency, applicants are not required to submit it.

8. Photo

Taken within three months before the application, size 30mm x 40mm (width x height), upper body (from the shoulders up), no hat, facing forward without a background, glossy color photo (any clothing OK). Silk finish (matte) photos, black and white photos and snapshots are not acceptable. For those who wear glasses during the examination, the photo must be taken with the glasses on.

The photo will be used for the student I.D. card until completing graduate school.

9. Photocopy of Passport (page with name and portrait photo)

Photocopy of the pages showing proof of identity, such as name, photo, date of birth, passport number, expiration date, etc.

10. Certificate(s) of (Expected) Graduation and/or Certificate(s) of (Expected) Completion issued by the last university/graduate school (certificate clearly indicating the degree obtained) (original copy only, *certified copy of original)

Certificate(s) of (expected) graduation and/or certificate(s) of (expected) completion issued by the last university/graduate school you completed/will complete

- If the degree you obtained is not specified on the certificate, please also submit a certificate clearly indicating the degree obtained.
- Certificates must be written in English or Japanese. If written in a language other than English or Japanese, be sure to attach an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated.

11. Academic Transcript issued by the last university/graduate school (original copy only, *certified copy of original)

Academic transcript issued by the last university/graduate school you completed/will complete

- Certificates must be written in English or Japanese. If written in a language other than English or Japanese, be sure to attach an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated.

12. Two Letters of Recommendation (original only)

Submit using a form designated by the university or any format that covers the contents of the form designated by the university.

- As described below, submit two letters of recommendation written in English or Japanese. If written in a language other than English or Japanese, be sure to attach an English or Japanese translation certified by a public institution, language school, or the school from which the applicant graduated.

Applicants who have work experience

- One letter of recommendation from your academic supervisor, homeroom teacher or professor teaching a class at last level of education or the university or graduate school the applicant graduated from or is expected to graduate from
- One letter of recommendation from your manager or equivalent at your current or previous workplace

Applicants who do not have work experience

- Two letters of recommendation from your academic supervisor, homeroom teacher or professor teaching a class at last level of education or the university or graduate school the applicant graduated from or is expected to graduate from

13. Others

Submit certificates of receipt of scholarship payment, etc., if any.

■State of Health

If you need support in your graduate school education or student life due to illness or disability, please consult with Education and Student Affairs Section for Graduate Schools prior to the application procedures.

Note that documents and certificates submitted with the application will not be returned.

Contact Information:

Education and Student Affairs, Toyo University Kawagoe Campus
Email: mlkdaigakuin@toyo.jp

Application Procedure

An Internet environment is required to apply. Access the online application website from “Graduate School Admissions” on our official website and complete the application registration procedure.

- * To access the online application website, you will need the application passcode you receive via email after confirming your academic supervisor/research theme during the confirmation period.
- * Application eligibility is limited to applicants who reside outside Japan. Registration from within Japan will not be accepted. (Please note that you may be asked to present an ID showing your residence outside Japan or a certificate of residence to confirm your place of residence at the time of application.)

*Be sure to read this “Application Guidelines for the Entrance Examinations Offered to International Applicants Overseas” before submitting your application.

*Some application documents (refer to pp. 10-12 “Application Documents”) may take time to issue, so prepare them forthwith.

STEP 1 Receive application passcode from Toyo University by email

Once you have confirmed your desired academic supervisor/research theme, Toyo University will email you your application passcode which is required to register as an applicant

- When you have confirmed your desired academic supervisor/research theme, we will notify you of your application passcode.

STEP 2 Prepare an email address for the online application, application documents and a credit card for the payment of the entrance examination fee

Make sure you have reliable access to the email address you use to register as an applicant.

- An email address is required for registration. Please prepare a valid credit card to use for the payment of the entrance examination fee (refer to page 14).

STEP 3 Application registration

Log in to the online application website and register your application.

- Select the graduate school and course you desire and then register your personal information for application.

STEP 4 Payment of the application fee

After selecting your graduate school, course and entering your personal information, pay the application fee.

- The application fee must be paid by credit card. Register your payment information after completing your applicant registration and then make the payment.

STEP 5 Receive the application number and security code by email to log on to My Page

Your application number and security code will be sent to the registered email address in order to log on to My Page.

- When the payment of the entrance examination fee is completed, the application number and security code will be emailed to your registered email address, to log on to My Page and confirm the details of your registration.

STEP 6 Upload the application documents

Upload the application documents onto My Page.

- Upload the necessary documents after referring to the “Application Documents” section on pages 10 to 12.

STEP 7 Confirmation of the examinee number

Confirm your information (including your examinee number) on My Page.

- Toyo University will provide you an examinee number on My Page, after confirming that all your documents are in order.

STEP 8 Confirm the examination method

Read the examination outline on My Page.

- After providing an examinee number, Toyo University will provide an examination outline on My Page.
- Toyo University will conduct a connection test prior to the examination. We will notify you of the date and time of the connection test, together with the examination outline. Please be sure to read and understand the details of this notification.

Application completed

Application Fee

Application Fee 35,000 yen

- (1) Check the application period in “Application Schedule and Screening Method” on p. 3, register your application online and pay the application fee within that period.

Applicants who have not registered their application online or paid the application fee by the end of the application period will not be allowed to take the examination.

- (2) The application fee can only be paid by credit card (use of a credit card from a person other than the applicant is acceptable)

Upon completing the online application procedure, follow the instructions on the website and complete the payment procedure. Credit cards include Visa, MasterCard, American Express, Diners Club, and JCB.

*Remittance from a bank or other financial institution will not be accepted.

*Applications can be accepted until 23:00 (JST) on the last day of the application period.

*Once paid, the application fee will not be refunded regardless of the circumstances.

Notes on Application

- (1) Applicants who do not upload all of the application documents will not be allowed to take the examination.
(2) Applicants residing in Japan are not eligible to apply.
(3) The application period is based on JST.
(4) Upload certificates and other documents on My Page.
(5) The certificates must be written in English or Japanese. If the certificate is written in a language other than English or Japanese, be sure to attach a translation in English or Japanese certified by an official institution, language school, or the school from which the applicant graduated.
(6) Download the forms designated by the university from the online application website.
(7) Incomplete applications will not be accepted.
(8) Submitted application documents and the application fee will not be returned.

Notification of Examination Information

- (1) After you have completed your registration on the online application website and uploaded your application documents onto My Page, Toyo University will check the application documents. If there is no problem, we will provide you with an examinee number on My Page
(2) After providing you with your examinee number, Toyo University will give you details on the entrance examination online interview time.
* If it is determined that your application is ineligible, you will not be able to take the examination. You will be informed of this result through My Page.

Examination Method

- (1) Online interview will be conducted using the web conferencing system designated by the university.
(2) A connection test will be conducted before the examination after notifying the examinee number.
(3) The following acts may be considered cheating. If judged as cheating, the applicant may not be allowed to take further examinations.

In addition, the results of all entrance examinations for the relevant year will be invalidated.

- ① A person other than the applicant pretending to be the applicant and taking the examination
② Any other conduct that undermines the fairness of the examination

Announcement of Application Results

- (1) Announcement of application results will be notified to all applicants via My Page regardless of whether they pass or fail.
- (2) We will not respond to any inquiries by phone or email.
- (3) Notification of pass/fail will not be sent by postal mail.
- (4) The opening time of the announcement of application results is scheduled at 11:00 (JST) on the announcement date of application results.

Admission Procedures

Announcement of application results and the admission procedures for successful applicants are explained on My Page. Successful applicants are required to complete the following procedures according to the explanation by the specified deadline.

- (1) Admission procedures (online registration)
Access the "Graduate School Admissions" web page on our official website and go to the admission procedure website, then register according to the instructions.

- (2) Payment of tuition and fees
Follow the instructions on the "Graduate School Admissions" web page on our official website to complete the payment procedure.

Payment must be made with a credit card only. (Payment may be made with a credit card in a name other than the applicant. Payment must be made in a lump sum.) Remittance from a bank or other financial institution will not be accepted.

Credit cards include Visa, MasterCard, American Express, Diners Club, and JCB.

*If the procedures (1) and (2) are not completed by the specified deadline, it is assumed that the successful applicant do not have intention to enter the university, and the admission will not be granted. Admission procedures after the deadline will not be accepted.

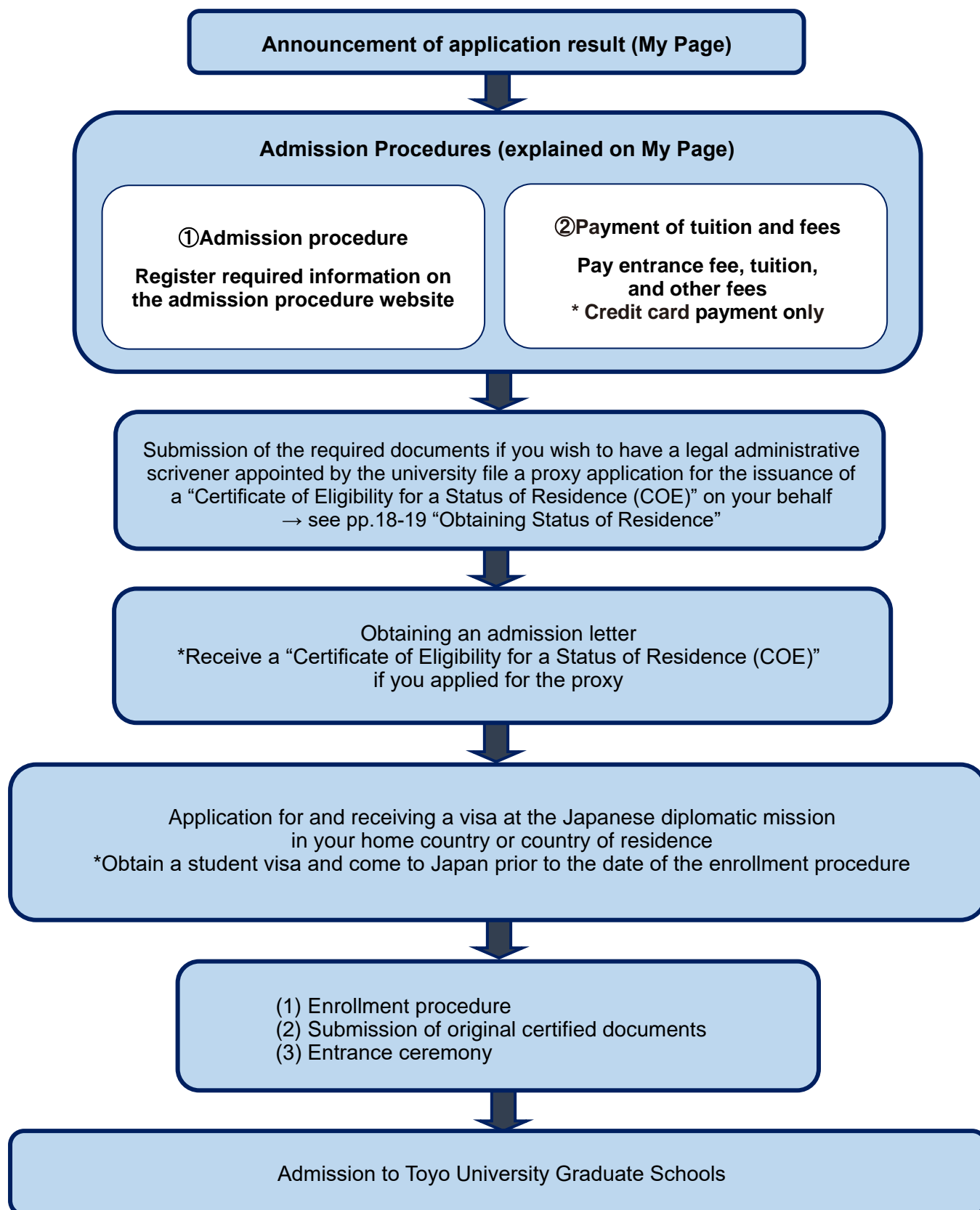
*After the announcement of application results, if successful applicants wish, a legal administrative scrivener appointed by the university can make a proxy application for the issuance of a Certificate of Eligibility for a Status of Residence (COE) (refer to pp. 18-19 "Obtaining Status of Residence").

***For a proxy application, a "Financial Statement" is required. Please prepare in advance, as it takes time to prepare.**

*For details, refer to the "Admission Procedure Guide" provided after announcement of the application results.

Procedures from Acceptance to Admission

Successful applicants are required to pay the admission fee, tuition, and other fees, and submit the admission documents within the designated period. For details, refer to the “Admission Procedure Guide” provided after announcement of the application results. **Note that no procedures will be accepted after the deadline.**



Tuition and Fees

The following fees may be subject to change.

(for AY2025)

(Unit: Yen)

Graduate school / Program			Academic fees				Total
			Admission fee	Tuition	Facility fee	Experiment training fee	
Graduate School of Information Sciences and Arts	Master's Program	From Toyo University*1		550,000	130,000	120,000	800,000
		From other universities	270,000	550,000	130,000	120,000	1,070,000
	Doctoral program	From Toyo University*1		550,000	80,000	120,000	750,000
		From other universities	270,000	550,000	80,000	120,000	1,020,000

*1. If advancing to a graduate school from an undergraduate faculty of Toyo University (excluding correspondence courses and Toyo University Junior College), the admission fee will be exempt.

If advancing to a Doctoral Program from a Master's Program of Toyo University, the admission fee will be exempt.

Those who have obtained a master's degree from another university's graduate school and advanced to a Doctoral Program of Toyo University, after graduating from an undergraduate faculty of Toyo University, will be exempted from the admission fee.

1. The admission fee is only required in the first academic year.
2. Students can choose to pay the entire amount (full payment) or to pay their tuition, facility fee in two installments per year (installment payment).
3. The admission fee will not be refunded even if you decline admission, as it is a "compensation for acquiring a position that allows you to enroll in the graduate school and course of Toyo University." In addition, the submitted documents will not be returned.
4. For those who exceed the prescribed period of study, the amount of payment may change.

Withdrawal from Admission and the Refund of Tuition and Fees after the Admission Procedure

If, due to unavoidable circumstances, you are obliged to withdraw from admission to the university after completing the admission procedure, 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 procedure specified by the university by the due date.

Details will be notified at the time of procedures after passing the entrance examination.

Obtaining Status of Residence

I. Common Points

(1) Status of Residence

Non-Japanese students (individuals who hold nationalities other than Japanese) entering Toyo University are required to possess a student or another medium- or long-term status of residence as of September 19, 2025. It is not possible to enter the University with a short-term status of residence. Please be sure to confirm the contents of “II (2)” below for revocation of enrollment permission.

(2) Student Status of Residence

Non-Japanese students who have been admitted to the University can apply for a student status of residence. (*)

*For undergraduate students

- International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”

*For graduate students

- International students enrolling in the Concentration in SME Consultant Certification in the Course of Business, Accounting and Finance of the Graduate School of Business Administration cannot obtain the student status of residence.

- The University does not handle proxy applications for status of residence for students who take entrance exams conducted in August, 2025.

(3) Being Eligible for Aid Programs for International Students

Aid programs such as tuition reduction and scholarships available to international students are applicable to those with a student status of residence. While it is possible to enroll in and attend the University with a status of residence other than student that allows for long-term stays in Japan, in such cases, they will not be eligible to apply for the aid programs such as tuition reduction and scholarships. If the student wishes to be eligible for programs for international students, please apply for a change of status of residence.

(4) Pre-procedures and Orientations

As part of the procedures for admission to this University, please ensure that you complete pre-procedures, orientations, and enrollment procedures conducted at each campus. Additionally, depending on the faculty, graduate school, or course, there may be separate pre-procedures, so please make sure to complete those procedures as well.

(5) Withdrawal from Enrollment

If the applicant wishes to withdraw from enrollment due to unavoidable reasons after completing the enrollment procedures and submit the required notification by the deadline, the paid fees excluding the admission fee will be refunded.

(6) Points to Note

Regarding the specified procedures for residence status applications, re-applications, appeal for cancellation, etc., the University shall not be responsible for any disadvantages such as missing classes etc.

(7) Others

Information required before entry into the country will be provided on the following website:

<https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/>

II. For Applicants without a Valid Residence Status (Current Non-Residents in Japan)

Non-Japanese students (individuals who hold nationalities other than Japanese) entering Toyo University are required to possess a student or another medium- to long-term status of residence as of September 19, 2025. Even if the procedures take time, the applicant must receive the Certificate of Eligibility and visa and come to Japan by October 18, 2025, submit your residence card to the University, and complete the necessary procedures.

(1) Proxy Application for Certificate of Eligibility (only for student status of residence)

1) Upon completion of the prescribed enrollment procedures, you can apply for a proxy issuance of the Certificate of Eligibility to the Immigration Services Agency through an administrative scrivener designated by the University. After examination by the Immigration Services Agency, the Certificate of Eligibility will be issued. Subsequently, please download it from PUGS (Toyo University Residence Status Application System) by yourself and promptly apply for the issuance of the visa at the Japanese diplomatic mission in the applicant's home country or country of residence.

2) A Certificate of Academic Fee Payment Ability is required for proxy applications. As preparation may take time, please ensure you have sufficient time in advance.

3) If the applicant wishes to apply for proxy issuance of the Certificate of Eligibility at our university, accurately report the number of past applications and their issuance. If any falsification is detected in submitted documents or information, the University will not accept re-applications.

4) The Immigration Services Agency will review the Certificate of Eligibility, while the Japanese diplomatic mission in your country of residence will handle visa issuance. The University assumes no responsibility in case of non-issuance or refusal. Please note that proxy applications for reapplication due to non-issuance of the Certificate of Eligibility will not be accepted.

5) Changing from short-term to student status of residence within Japan is generally not allowed. The applicant must obtain a visa from the Japanese diplomatic mission in your home country or country of residence before coming to Japan.

(2) Revocation of Enrollment Permission

If confirmation of obtaining a residence card is not received by October 18, 2025, regardless of reasons including periods for re-application or litigation, enrollment permission to the University will be revoked effective on September 18, 2025. In this case, the paid fees excluding the admission fee will be refunded upon completing the necessary procedures.

(3) Expulsion

If the applicant fails to complete the required procedures despite having obtained a residence card by October 18, 2025, he/she will be expelled as of October 18, 2025. In this case, neither the admission fee nor the other paid fees (for the fall semester) will be refunded.

Details will be announced in the “Admission Procedure Guide” distributed after the announcement of application results.

● Inquiry for Status of Residence, Visa, etc.

Your Graduate School	Contact	
All Graduate Schools	Toyo University Global Service Co., Ltd.	toyo-pugs@tugs.co.jp

Support Schemes for International Students

1. Partial Tuition Waiver and Scholarships (for reference only; AY 2024 data)

1) Toyo University Partial Tuition Waiver for Privately-Financed International Students

Toyo University Partial Tuition Waiver for Privately-Financed International Students scheme is designed to support international students who are enrolled in Toyo University or its graduate schools and to reduce their financial burdens for their everyday living.

【Requirements for Partial Tuition Waiver】

Tuition and fees	Tuition and Fees have been paid at the completion of admission procedures. *A refund for the amount of the exemption will be paid after enrollment.
Status of residence	Privately-financed international students with a status of residence of "Student"
Application method	After enrollment, complete the "Application Procedure for Partial Tuition Waiver".
Financial conditions	Students with financial difficulties (Allowance from parents, siblings or relatives must not exceed 120,000 yen a month, excluding school expenses.)
Description of exemption	30% of total tuition stipulated by the academic rules and regulations (1st Year). To renew the support scheme, students need to go through a prescribed procedure and satisfy certain scholastic performance standard.

2) Masajuro Shiokawa Scholarship

This scholarship was founded in April 2002, by the late Toyo University Chancellor Masajuro Shiokawa to promote international exchange at Toyo University and to contribute to the education of international students. The scholarship is awarded to privately-financed international students with excellent grades, who are of good character and health, and who intend to contribute to the development of their own countries after completion.

Number of scholarship recipients	No more than two graduate students
Description	Payment of 100,000 yen per month (annual total of 1,200,000 yen); May not be combined with other scholarships
Period	1 year
Selection	Recipients are selected from international students who have an excellent academic record and character, are in good health, and intend to contribute to their home country after completion.

*This scheme is not application-based.

2. Toyo University International Students Insurance

This insurance system compensates for the cost of bringing family members to Japan when an international student falls ill or is involved in an accident.

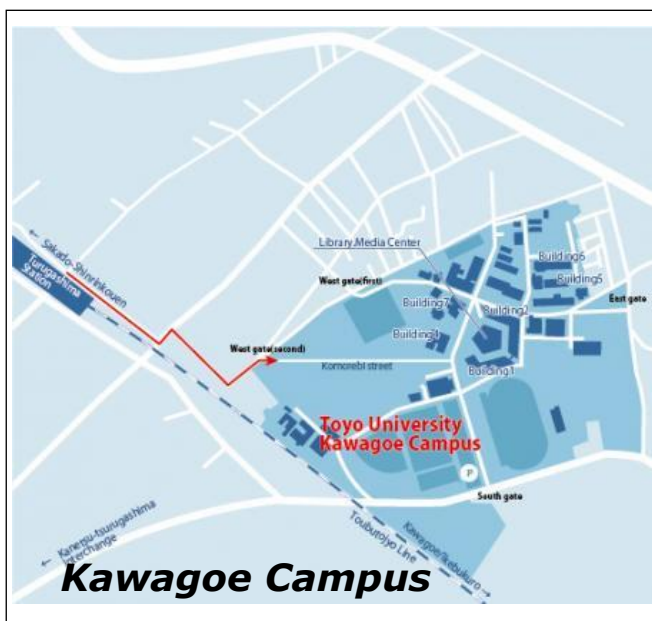
Eligibility requirements	1) International students with a status of residence of "Student" enrolled in Toyo University (including those that are government-sponsored, privately-financed and on a leave of absence from the University) 2) Students who have completed the Partial Tuition Waiver within the period designated by the University 3) Students who are enrolled in a health insurance scheme (such as the Japanese National Health Insurance Scheme)
Insurance coverage	<ul style="list-style-type: none"> Life Insurance (up to 1,000,000 yen) Disability Insurance (4% to 100% of the life insurance benefit according to the severity of residual difficulty) Rescue Expense Insurance (up to 3,000,000 yen)
Premium	Free of charge (Insurance premiums are borne by the University.)
Effective period	The period of enrollment (Also applicable to periods of absence from school.)

3. Guarantor support when searching for housing

In Japan, when you rent an apartment, you need a "guarantor." The guarantor is responsible for paying the rent on behalf of the renter if the renter does not pay it. Japanese students usually ask someone closely related to them, for example, their parent, to become their guarantor, which may be difficult in the case of international students. If this applies to you, you may need to use a guarantor company.

Toyo University has had an agreement with Global Trust Networks Co., Ltd. International students of Toyo University who use this company's guarantor service are entitled to a 20% discount off the guarantor service fee. Global Trust Networks also supports apartment searches in many languages, including Japanese, English, Chinese, Korean, Vietnamese, and Nepalese, and it handles many apartments for international students.

■Global Trust Networks Co., Ltd. website (<https://www.gtn.co.jp/>)



Kawagoe Campus

Kawagoe Education and Student Affairs Section

Graduate School of Information Sciences and Arts
Course of Information Sciences and Arts

2100 Kujirai, Kawagoe-shi, Saitama, 350-8585
Email: mlkdaigakuin@toyo.jp

● Tobu Tojo Line, Tsurugashima Station, 10min. walk

(January 2025)

