Documents Required for Applicants of Foreign Nationality Who Wish to Enroll with "Student" Status of Residence

To ensure the appropriate admission of international students, Toyo University verifies students' ability to cover all expenses during their stay in Japan (including tuition and living expenses), as well as their attendance rate at Japanese language schools, in accordance with the requirements of the Immigration Services Agency of Japan and guidance from the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Applicants of foreign nationality who wish to enroll with "Student" status of residence must submit the following documents by the applicable enrollment procedure deadline stated in the application guidelines, using the submission method below: 1. Documents Certifying Financial Capacity, and 2. Certificate of Attendance from a Japanese Language School (if applicable).

Important: If false information, falsification, or alteration is found in any submitted document, your eligibility for admission may be revoked even after you have been accepted.

Submission Period and Method (Common to Documents 1 and 2)

Undergraduate Programs

Enrollment Period	Submission Period	Submission Method
April 2027 Enrollment	(1) Successful applicants of the Entrance Examination for International Students: During the enrollment procedure period for the applicable examination (by the enrollment procedure deadline).	Submit the required documents through the PUGS system. During the applicable submission period, an email will be sent from PUGS (Toyo University Status of Residence Application System: noreply-pugs@tugs.co.jp) to the email address registered at the time of application. Please follow the instructions in the email and submit the required documents by the deadline.
	(2) Successful applicants of entrance examinations other than the above: Within one week after receiving the notification email from PUGS.	

Note (1): For the enrollment procedure period and deadline, please refer to the application guidelines for the entrance examination you took.

Note (2): Applicants in category (2) will receive the notification email from PUGS after the enrollment procedure period.

Graduate Programs

Enrollment Period	Submission Period	Submission Method
April 2027 Enrollment (August / November entrance examinations)	February 26 (Fri) – March 4 (Thu), 2027. Applicants without a valid status of residence (those not residing in Japan): Within one week after receiving the PUGS notification email sent following the announcement of examination results.	Submit the required documents through the PUGS system. During the applicable submission period, an email will be sent from PUGS (Toyo University Status of Residence Application System: noreply-pugs@tugs.co.jp) to the email address registered at the time of application. Please follow the instructions in the email and submit the required documents by the deadline.
April 2027 Enrollment (February entrance examination)	February 26 (Fri) – March 4 (Thu), 2027.	
April 2027 Enrollment (March entrance examination)	March 10 (Wed) – March 16 (Tue), 2027.	

IMPORTANT: To enroll at Toyo University, you must hold "Student" status of residence or another mid- to long-term status of residence as of April 1, 2027. Even if the procedures take time, you must obtain a Certificate of Eligibility (COE) and a visa, enter Japan, submit your residence card to Toyo University, and complete the prescribed procedures by April 30, 2027.

Required Documents

1. Documents Certifying Financial Capacity (Required for All Applicants)

Please prepare the following documents according to the category of your financial sponsor.

(1) If the Student Will Cover the Expenses

Certificate of bank balance in the student's name

Financial capacity requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)."

(2) If the Financial Sponsor Is a Relative or Other Person with Income

① Certificate of bank balance in the financial sponsor's name

Financial capacity requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)."

② Document certifying the relationship between the financial sponsor (the person paying tuition and living expenses) and the student

③ Certificate of the financial sponsor's income (e.g., certificate of income, tax payment certificate, certificate of employment)

If the amount shown on the certificate in ① is below the above requirement, please also submit the certificate in ③. In such cases, the University will assess whether the documents in ① and ③, taken together, demonstrate that the required level of financial capacity can be expected.

(3) If the Financial Sponsor Is a Relative or Other Person without Income

① Certificate of bank balance in the financial sponsor's name

Financial capacity requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)."

② Document certifying the relationship between the financial sponsor (the person paying tuition and living expenses) and the student

For details regarding documents certifying financial capacity and certificates of attendance from Japanese language schools, please be sure to check the following:

https://www.tugs.co.jp/wp-content/uploads/2026/07/8fce873877bb1c33cf734b0a9ffbfa7e.pdf

Important Notes

• All certificates must have been issued within three months prior to the date of submission to the University.

• There is no restriction on the currency used in a bank balance certificate (currencies other than Japanese yen are acceptable).

• For certificates issued in a language other than Japanese or English, a Japanese or English translation prepared on a computer must be attached.

• The translation must clearly state the translator's name, the date of translation, and the translator's relationship to the applicant.

• Certificates relating to securities, stocks, real estate, etc. cannot be used as proof of financial capacity. A certificate of bank balance must be submitted.

IMPORTANT: If sufficient financial capacity cannot be confirmed, "Student" status of residence may not be granted (including non-issuance of a Certificate of Eligibility (COE)), or an extension of the period of stay may not be approved by the Immigration Services Agency of Japan. As a result, you may be unable to continue your studies at Toyo University and may be removed from the University register. Please be sure to prepare documents that meet the above requirements.

2. Certificate of Attendance from a Japanese Language School (If Applicable)

If you are currently enrolled in, or have previously attended, a Japanese language school in Japan, please submit a certificate showing your attendance rate.

Important Notes

• All certificates must have been issued within three months prior to the date of submission to the University.

• The certificate must be issued by the head of a Japanese language school in Japan and bear the school’s official seal.

• The certificate must state the period of enrollment and the attendance rate.

• If your attendance rate is below 80%, you must attach a written statement explaining the reason for the low attendance rate (no prescribed format).

• If your attendance rate declined due to illness, an unforeseen accident, or similar circumstances, please upload objective supporting documentation, such as a medical certificate or accident certificate, together with the written statement.

• If you have attended more than one Japanese language school, please submit attendance certificates from all Japanese language schools you previously attended.

• If you are unable to submit an attendance certificate, please submit, in any format, the name and address of the school you attended, your period of enrollment, and the reason why the certificate cannot be submitted.

IMPORTANT: When applying for or extending "Student" status of residence, the Immigration Services Agency of Japan reviews not only financial capacity but also attendance at Japanese language schools. In particular, if your attendance rate at a Japanese language school is below 80%, there is a higher possibility that an extension of your period of stay will not be approved. If your attendance record is significantly poor, Toyo University may be unable to carry out the procedures required for your status-of-residence extension.