

## **For Prospective Students Enrolling in Spring 2025**

### **Procedures Related to Status of Residence for Entering Toyo University (Information for Non-Japanese Students)**

#### **I. Common Points**

##### **(1) Status of Residence**

Non-Japanese students (individuals who hold nationalities other than Japanese) entering Toyo University are required to have a student visa or medium- or long-term status of residence as of April 1, 2025. It is not possible to enter the University with a short-term status of residence.

\*If the applicant takes the entrance examination in February or March with a short-term status of residence, it will be difficult to acquire a "student" status of residence by April 1, 2025, as it takes time to obtain it.

##### **(2) Student Status of Residence**

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

Undergraduate students		<ul style="list-style-type: none"><li>- Students enrolling in the Evening Course cannot obtain the student status of residence.</li><li>- The University does not handle proxy applications for status of residence for students who take entrance exams conducted after February 2025 or using the Common Test for University Admissions.</li></ul>
Graduate students	April 2025 enrollment	<ul style="list-style-type: none"><li>-Students enrolling in the Training Course for Registered Small and Medium Enterprise Consultant within the Graduate School of Business Administration cannot obtain the student status of residence.</li><li>- The University does not handle proxy applications for status of residence for students who take entrance exams conducted after February 2025.</li></ul>

##### **(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 major, 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 Those who Possess a Valid Status of Residence (Current Residents in Japan)

Those who are already in possession of the "student" status of residence should apply for renewal of their current status of residence as is required. Check the guide for the admissions procedure for more information. However, if any of the following applies to the applicant, he/she may be required to leave Japan once and follow the same procedures outlined in **III. For Applicants Without a Valid Residence Status**. In such cases, the University will not apply for renewal of his/her status of residence as student.

- 1) The applicant obtained student status of residence at the educational institution he/she attended prior to enrolling at the University, and there is a gap of more than 3 months between

the completion (graduation) of the course of study at the previous educational institution and his/her enrollment at the university.

- 2) The applicant obtained student status of residence at the educational institution that he/she attended prior to enrolling at the University, and the University has deemed it inappropriate to apply for permission to extend his/her period of stay because he/she left (or plans to leave) the previous (or currently enrolled) educational institution without completing (graduating from) the course of study there, regardless of the timing.

\*It should be noted that, depending on the circumstances, their Certificate of Eligibility for Resident Status may not be issued in time for enrollment on April 1, 2025. However, the University will not be held responsible for any disadvantages resulting from missed classes, etc., that result in such cases.

\*Applicants who possess any short-term residence status are not allowed to enroll at the University. It is mandatory to acquire the student status of residence before matriculation, so please follow the procedures outlined in **III. For Applicants Without a Valid Residence Status** below.

#### (1) Revocation of Enrollment Permission

If as of April 1, 2025, the applicant has not acquired a student or medium- to long-term status of residence (excluding those under the application for extension of stay or change of status of residence), his/her admission to the University will be revoked effective on March 31, 2025. In this case, upon completion of the required procedures, the paid fees excluding the admission fee will be refunded. However, the period for the application for extension of stay or change of status of residence includes the time for reapplication or appeal for cancellation.

#### (2) Expulsion

If the applicant is under the application for extension of stay or change of status of residence as of April 1, 2025, and the permission for extension of stay or change of status of residence cannot be confirmed by May 31, 2025, he/she will be expelled from the University as of the date specified by the University. Therefore, please proceed with the necessary procedures promptly. In case of expulsion, upon completion of the required procedures, the paid fees excluding the admission fee will be refunded. Please note that the period for the application for extension of stay change of status of residence includes the time for reapplication or appeal for cancellation.

#### (3) Renewal of Residence Period and Change of Residence Status

If it is necessary to renew the residence period for student status of residence before enrollment or if the applicant wishes to change the residence status from a medium- to long-term status of

residence to student, the University will apply for online proxy application to the Immigration Services Agency of Japan. Please refer to the section under Application below and proceed with the necessary procedures according to your current residence qualification period, etc.

#### Application Details

Who can apply	<ul style="list-style-type: none"><li>- Those who are going to renew the student status of residence whose residence period finishes at some point during the following period: Students enrolling in April 2025: January 2025 -June 2025</li><li>- Those who wish to switch their medium- or long-term status of residence into student status</li></ul>
When to apply	<p>(Undergraduate Students) Within 1 week after the enrollment procedure deadline *If the status of residence expires before that, please contact the Residence Status Support Office.</p> <p>(Graduate Students) Within 1 week after completing the payment of fees *If the status of residence expires before that, please contact the Residence Status Support Office.</p>
How to apply	<ol style="list-style-type: none"><li>1) Fill in the necessary information on the application form. Application Form URL: <a href="https://forms.gle/q1WYNgSfuyfXK3A76">https://forms.gle/q1WYNgSfuyfXK3A76</a></li><li>2) After confirming the contents of step 1), Toyo University Support Office for COE and Status of Residence (TUGS) (toyo-pugs@tugs.co.jp) will send you an email with instructions for the procedure.</li><li>3) Follow the instructions in the email you received and submit the necessary information, documents for residence period renewal or change of status of residence, and the admission permission letter on the PUGS (Toyo University Residence Qualification Application System) website. PUGS Login URL: <a href="https://toyo-pugs.com/sp/entry">https://toyo-pugs.com/sp/entry</a> PUGS User Manual: <a href="https://sites.google.com/tugs.co.jp/pugs">https://sites.google.com/tugs.co.jp/pugs</a></li><li>4) After confirming the submitted information, the University will proceed with the online proxy application.</li><li>5) After the review by the Immigration Services Agency of Japan is completed, a notification email will be sent to the student. The University will distribute the result notification letter, so please come to the campus. For April 2025 enrollment: Visit Toyo University Residence Status Support Office (TUGS) in Hakusan campus before the end of March or visit the respective campus office after April.</li><li>6) With the result notification letter, residence card, and passport, please go to</li></ol>

	the Immigration Bureau to receive your new residence card.
Where to inquire	Toyo University Residence Status Support Office Second floor of building 8 in Hakusan campus Open from 9:30 to 17:00 on weekdays Visits are available except weekends and days when campus entry is not allowed Check Toyo's website for days when campus is closed ( <a href="https://www.toyo.ac.jp">https://www.toyo.ac.jp</a> )
Website	<a href="https://www.toyo.ac.jp/international-exchange/international/immigration_visa/pre-enrollment/visa-newstudents/">https://www.toyo.ac.jp/international-exchange/international/immigration_visa/pre-enrollment/visa-newstudents/</a>

### III. Applicants without a Valid Resident Status (Current Non-Residents in Japan)

To enroll in the University, as of April 1, 2025, it is required to possess a student or another medium-to long-term status of residence. Even if the procedures take time, the applicant must receive the Certificate of Eligibility and visa by April 30, 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, the administrative scrivener designated by the University will send the Certificate of Eligibility to you. Upon receipt, 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 Proof of Financial Ability to Pay Tuition Fees 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 re-application 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 April 30, 2025, regardless of reasons including periods for re-application or litigation, enrollment permission to the University will be revoked effective March 31, 2025. In this case, all fees excluding the enrollment 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 April 30, 2025, he/she will be expelled effective April 30, 2025. In this case, neither the enrollment fee nor the other paid fees for the spring semester will be refunded.

**Proxy application of Certificate of Eligibility (COE)**

How to apply	Log into PUGS (Toyo University Support Office for COE and Status of Residence (TUGS)), fill in necessary information and submit the required documents. PUGS login URL: <a href="https://toyo-pugs.com/sp/entry">https://toyo-pugs.com/sp/entry</a> PUGS manual : <a href="https://sites.google.com/tugs.co.jp/pugs">https://sites.google.com/tugs.co.jp/pugs</a>
Deadline	Complete the above procedure by the deadline for admissions procedure (Japan time).
Notes	Your name on the document should match that on your passport in Roman alphabets. The University holds no responsibility even if the application is rejected because of deficiency or discrepancy of the documents.
Where to inquire	Toyo University Residence Status Support Office Second floor of building 8 in Hakusan campus Open from 9:30 to 17:00 on weekdays E-mail: <a href="mailto:toyo-pugs@tugs.co.jp">toyo-pugs@tugs.co.jp</a>

**For successful applicants who have been admitted through Online Admissions offered for International students (both for first-year and transfer students) and Online Admissions for International Baccalaureate Holders, the procedures are different from those who have been admitted through other types of admissions. Please refer to the following:**

How to apply	An email will be sent to the email address that the applicant registered at the time of application from <a href="mailto:noreply-pugs@tugs.co.jp">noreply-pugs@tugs.co.jp</a> under the subject <b>【PUGS】</b>
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	confirmation for your personal information/ 【PUGS】 個人情報のご確認。 It is possible that the email can be detected as spam. If the applicant does not receive the email, please contact the Resident Status Support Office. Using the long-in information indicated in that email, please log into the system, fill in necessary information, and submit the required documents on PUGS system. PUGS user manual: <a href="https://sites.google.com/tugs.co.jp/pugs">https://sites.google.com/tugs.co.jp/pugs</a>
Deadline	Complete the above procedure within a week after the applicant receives the email.
Notes	Your name on the document should match that on your passport in Roman alphabets. The University holds no responsibility even if the application is rejected because of deficiency or discrepancy of the documents.
Where to inquire	Toyo University Residence Status Support Office (TUGS) Second floor of building 8 in Hakusan campus Open from 9:30 to 17:00 on weekdays E-mail: <a href="mailto:toyo-pugs@tugs.co.jp">toyo-pugs@tugs.co.jp</a>

●Inquiries about admission procedures

Faculty name	Contact information	
Letters	Education Affairs Section for the Faculty of Letters	bungaku03@toyo.jp
Economics	Education Affairs Section for the Faculty of Economics	<a href="https://forms.gle/vHKkSjokxqPCQYTb6">https://forms.gle/vHKkSjokxqPCQYTb6</a>
Business Administration	Education Affairs Section for the Faculty of Business Administration	<a href="https://forms.gle/ce18YsceyNqEvQtf8">https://forms.gle/ce18YsceyNqEvQtf8</a>
Law	Education Affairs Section for the Faculty of Law	<a href="https://forms.gle/RUTrdDpptBZC1CgNA">https://forms.gle/RUTrdDpptBZC1CgNA</a>
Sociology	Education Affairs Section for the Faculty of Sociology	<a href="https://forms.gle/e45r66gWR2H5tpLEA">https://forms.gle/e45r66gWR2H5tpLEA</a>
Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	ml-grs-kyomu@toyo.jp
International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management	<a href="https://forms.gle/7qQFFM1mPEYoKQV37">https://forms.gle/7qQFFM1mPEYoKQV37</a>
Science and Engineering	Education and Student Affairs Section, Kawagoe Campus Office	<a href="https://onl.sc/zdjkkBu">https://onl.sc/zdjkkBu</a>
Information Sciences and Arts		
Life Sciences	Administration Section, Asaka Campus Office	<a href="https://forms.gle/aYAXQ1E5heeKGMd6A">https://forms.gle/aYAXQ1E5heeKGMd6A</a>
Food and Nutritional Sciences		



July 1, 2024  
Toyo University

Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office (INIAD)	<a href="mailto:ml-iniad-fs@toyo.jp">ml-iniad-fs@toyo.jp</a>
Design for Welfare Society	Administration Section, Akabanedai Campus Office (WELLB)	mlakyo@toyo.jp
Health and Sports Sciences		

●Inquiries about status of residence or visa

Contact	
Resident Status Support Office	toyo-pugs@tugs.co.jp