

TOYO UNIVERSITY GRADUATE SCHOOLS

ADMISSION IN APRIL 2024

APPLICATION GUIDELINES

[Entrance Examination for 'The Top Leading Students Scholarship' of
Toyo Graduate Schools]

This is an entrance examination for international students only.

- Graduate School of Letters
- Graduate School of Sociology
- Graduate School of Law
- Graduate School of Business Administration
- Graduate School of Economics
- Graduate School of Global and Regional Studies
- Graduate School of International Tourism Management
- Graduate School of Science and Engineering
- Graduate School of Information Sciences and Arts
- Graduate School of Life Sciences
- Graduate School of Food and Nutritional Sciences
- Graduate School of Information Networking for Innovation and Design
- Graduate School of Social Welfare
- Graduate School of Human Life Design
- Graduate School of Health and Sports Sciences

All dates and times in this 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.

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

In case of any changes or corrections to this application guidelines, or in the event that special measures are taken due to a major natural disaster, etc., details will be posted on the Entrance Examination Information for Graduate Schools Toyo University website as necessary.

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[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.

Procedures from Application to Admission

| | | |
|--------------|----|--|
| pp.7-8 | 1 | Check for application eligibility |
| pp.2-6 | 2 | Select a course |
| p.9 | 3 | Apply for pre-application matching |
| p.9, 13 | 4 | Receive an application passcode for the examination from Toyo University by email (only those who passed the pre-application matching) |
| pp.13-14 | 5 | Prepare an email address for application, application documents and a credit card for payment of the application fee |
| pp.10-13 | 6 | Application |
| pp.13-14 | 7 | Payment of the application fee |
| pp.13-14 | 8 | Receive an application number and security code for My Page by email |
| pp.10-14 | 9 | Upload application documents on My Page |
| pp.13-14 | 10 | Confirm examinee number on My Page |
| pp.13-14 | 11 | Confirm the examination screening method on My Page |
| pp.13-14 | 12 | Connection test for online interview |
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| pp.13, 15 | 14 | Check the announcement of application results on My Page |
| pp.15-16, 22 | 15 | Admission procedure |
| pp.16, 19-20 | 16 | Application for a Certificate of Eligibility |
| pp.16, 19-20 | 17 | Issuance of a Certificate of Eligibility |
| pp.16, 19-20 | 18 | Apply for a student visa at the Japanese diplomatic mission in your home country or country of residence |
| p.16 | 19 | Obtain a student visa |
| p.16 | 20 | Arrival in Japan |
| p.16 | 21 | Attend the entrance ceremony and enrollment procedure |

Purpose

The purpose of the Graduate School Scholarship for Top Leading Students is to promote the globalization of Toyo University Graduate Schools by accepting outstanding international students from Japan and abroad (including those from within the university) to conduct research at the university through support to reduce the cost burden of studying abroad. A few top-ranked students may be recommended as scholarship students supported by the Japanese Government (Ministry of Education, Culture, Sports, Science and Technology) (Research Students).

Obligations and Roles of Advanced Students

International students who have passed the entrance examination for the Top Leading Students Scholarship of Toyo Graduate Schools and are admitted to the Graduate School or Course ("Top Leading Student Scholar") must fulfill all of the following obligations and roles:

- (1) Work as an educational assistant (TA, resident assistant at the International Residence, etc.)
- (2) Engage in international education, culture and other exchange activities with other fields of study
- (3) Periodically report his/her own research activities and the activities described in (1) and (2) above (holding activity reporting sessions)
 - *The content of the activity report including his/her own research activities will be evaluated and a decision will be made on whether or not to renew the period of accreditation for Top Leading Students at the time of promotion to the next grade.
- (4) Receive support from Toyo University to strengthen Japanese language skills (for English track curriculum students)
- (5) Cooperate with requests from Toyo University after the completion of study

Graduate School, Course and Admission Capacity, etc.

| Graduate School | Course | | Admission capacity*1 | Form of class *2 | Campus | Language used in classes |
|---|--|-------------------------------------|--|----------------------|---------|--------------------------|
| | | | Master's Program | | | |
| Letters | Philosophy | | All campuses and all Graduate Schools 10 in total | Day | Hakusan | Japanese |
| | Indian Philosophy and Buddhist Studies | | | | | |
| | Japanese Literature and Culture | | | | | |
| | Chinese Philosophy | | | | | |
| | English Language and Literature | | | Day and evening | | |
| | History | Japanese History | | | | |
| | | Oriental History | | | | |
| | | Western History | | | | |
| Education | | Day | | | | |
| International Culture and Communication Studies | | | | Japanese and English | | |
| Sociology | Sociology | Contemporary Sociology | Day and evening | Japanese | | |
| | | Socio-Cultural Symbiosis | | | | |
| | | Media and Communications | | | | |
| | | Pracademic Sociology | | | | |
| Social Psychology | | Day | | | | |
| Law | Private Law | | Day and evening | Japanese and English | | |
| | Public Law | | | | | |
| Business Administration | Business Administration and Marketing | | Evening | Japanese | | |
| | Business, Accounting and Finance (Excluding training courses for registration as a Small and Medium Enterprise Management Consultant) | Professional Accounting and Finance | | | | |

| Graduate School | Course | | Admission capacity*1 | Form of class *2 | Campus | Language used in classes |
|--|--|--|---|------------------|----------------------------|--------------------------|
| | | | Master's Program | | | |
| Economics | Economics | | All campuses and all Graduate Schools 10 in total | Day and evening | Hakusan | Japanese |
| | Public-Private Partnership *3 | Standard Program | | | On-demand, etc. Hakusan *4 | Japanese and English |
| | | Professional Intensive Program | | | Hakusan | English |
| Global and Regional Studies | Global Innovation Studies | | | | | Hakusan |
| | Regional Development Studies | | | | | |
| International Tourism Management | International Tourism Management | | | | Kawagoe | Japanese |
| Science and Engineering | Advanced Mechatronics Systems | | | | | |
| | Electricity, Electronics and Communications | | | | | |
| | Applied Chemistry | | | | | |
| | Civil and Environmental Engineering | | | | | |
| Information Sciences and Arts | Information Sciences and Arts | | | Asaka | Japanese and English | |
| Life Sciences | Life Sciences | | | | | |
| | Biomedical Engineering*5 | | | Akabanedai | Japanese | |
| Food and Nutritional Sciences | Food and Nutritional Sciences | | | | | |
| Information Networking for Innovation and Design | Information Networking for Innovation and Design | | | | | |
| Social Welfare | Social Welfare | | | Day and evening | Akabanedai | |
| Human Life Design | Human Care and Support | Care for People with Disabilities and Elderly People | | | | |
| | | Social Work and Child Care | | | | |
| | Human Environment Design | | | | | |
| Health and Sports Sciences | Health and Sports Sciences | | Akabanedai | Japanese | | |
| | Nutritional Sciences | | | | | |

*1 The admission capacity of the Entrance examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools is separate from other entrance examination categories.

*2 Toyo University adopts a semester system. The form of class shown is as on April 1, 2023. In case of a change, we will announce it on our university website.

*3 The Course of Public-Private Partnership has two programs to meet the various needs of students, and each program designates different recommended subjects. Because the standard number of years required for completion of the course of study is different between the Standard Program (City Management Domain, PPP Business Domain and Global PPP Domain) and the Professional Intensive Program, applicants must select one at the time of application. For more details, please check the website for the appropriate program.

*4 As part of its future plan, the Course of Public-Private Partnership in the Graduate School of Economics will start diversifying learning opportunities in April 2024 as follows. 1) On weekdays, lectures will be held as remote-learning classes on-demand or in a real time interactive style, and seminars will be held online in the evenings. 2) On Saturdays, in-person lectures and seminars will be held at the Hakusan Campus.

*5 We are in the process of submitting a notification to establish the Course of Biomedical Engineering, Graduate School of Life Sciences (as of June 2023). The Graduate School of Life Sciences and the Graduate School of Food and Nutritional Sciences will be relocated to the Asaka Campus (Asaka-shi, Saitama) in April 2024. However, due to the extended construction period for the new school building, there will be a slight delay in the start of use of some facilities. Therefore, depending on the content of the research, experiments may be conducted at the Itakura Campus or the Kawagoe Campus by the end of the spring semester at the latest. For more details, please visit our website (https://www.toyo.ac.jp/pickup/top/future_2021/).

Entrance Examination Schedule *1

| Graduate School | Course | Period of acceptance for pre-application matching *2 | Period of application procedures *3 | Date of entrance examination | Announcement date of application results | Period of procedures |
|----------------------|-------------|--|---|--|--|--|
| All Graduate Schools | All Courses | Friday, August 25 Saturday, September 23, 2023 | Monday, October 2 Friday, October 6, 2023 | Monday, October 9 Friday, October 27, 2023 | Wednesday, December 6, 2023 | Wednesday, December 6 Wednesday, December 13, 2023 |

*1 All entrance examination dates are in Japan Standard Time. The examination date and time may be moved forward due to time differences or other reasons.

*2 In order to prevent discrepancies in research themes after admission, all applicants who wish to take the Entrance examination for The Top Leading Students Scholarship' of Toyo Graduate Schools **are required to confirm their research theme with their desired academic supervisor in advance (hereinafter referred to as “pre-application matching”)**. Please refer to p. 9 for details on pre-application matching, fill out the prescribed form (Application for Confirmation of desired Academic supervisor and Research Theme), attach the prescribed set of documents, and submit the form by the deadline (confirmation of research theme only for applicants to the Course of Public-Private Partnership). Only those who have completed the above by the due date and passed the pre-application matching will be able to submit subsequent applications (those who have passed the pre-application matching will receive a passcode for the examination separately). The final decision of academic supervisor will be made after admission.

*3 Please refer to pp. 7-8 for confirmation of application eligibility.

Examination Contents

| Graduate School | Course | Examination Contents | Notes |
|----------------------|-------------|--|--|
| All Graduate Schools | All Courses | Document screening and oral examination (online) | The oral examination (online) will be implemented using the Web conference system designated by Toyo University. Details will be notified after the application is submitted. |

Admission Policy

| Graduate School | Admission Policy |
|-----------------------------|--|
| Letters | <p>Course of International Culture and Communication Studies [Master's Program]</p> <p>The course administers various forms of entrance exams that match various types of applicants, and admits applicants who demonstrate the following qualities and abilities through a written exam, an interview, a document screening, etc.</p> <ol style="list-style-type: none"> (1) A basic level of proficiency in English and other non-Japanese languages, and the motivation to further increase their language proficiency (2) Basic knowledge of linguistic and cultural diversity and the motivation to further explore that issue (3) Ability to adapt actively and flexibly to the international community to play an important role therein |
| Business Administration | <p>Course of Business Administration and Marketing [Master's Program]</p> <p>The Course of Business Administration and Marketing will accept students with the following qualities and abilities by conducting a variety of examinations, including a written exam, an oral exam, an interview and a screening of application materials, according to applicants' characteristics:</p> <ol style="list-style-type: none"> (1) Basic knowledge of business administration and marketing, and abilities necessary to conduct surveys and research (2) Motivation to strive for solutions to problems using specialized knowledge, and having a sufficient level of flexibility to devote efforts toward self-enlightenment and integrating other people's views (3) A spirit of inquiry into things, and the intention to contribute to global and local communities (4) Aspiration to serve as a researcher, educator, or highly skilled professional in academia, business or other organizations in Japan and/or abroad in the future |
| Economics | <p>Course of Public-Private Partnership [Master's Program]</p> <p>The Course of Public-Private Partnership will accept students with the following qualities and abilities by conducting a variety of examinations, including a pre-assignment, an interview and a screening of application materials, according to applicants' characteristics.</p> <ol style="list-style-type: none"> (1) General Category: an individual, regardless of his/her field of specialization, who has his/her own view on local economies and communities (which is assessed by an oral exam regarding his/her pre-assignment) and who plans to make use of his/her specialized knowledge on public-private partnership (PPP) acquired in and of the network of personal connections built through this Course (which is assessed by an interview) (2) Mature Student Category and Regional Revitalization Category: an individual who has experience in a PPP-related field or may have a chance to be involved in such a field in the future, and who plans to make use of his/her specialized knowledge on public-private partnership (PPP) acquired in and of the network of personal connections built through this Course (which is assessed by an interview) (3) For international students from overseas, those who have experience in a field related to public-private partnerships in their home country or may be in charge of such a field in the future and have certain views on public-private partnerships (to be evaluated by an oral examination for a preliminary assignment) or those who plan to apply the knowledge and personal connections in public-private partnerships gained through this course in their own career (to be determined based on an interview). (4) Those who have extensive experience and knowledge of public-private partnerships and who have a concrete research plan for working as a professional (to be determined based on the research plan prescribed by the department and an interview). |
| Global and Regional Studies | <p>Course of Global Innovation Studies [Master's Program]</p> <p>The course administers various forms of entrance exams that match diverse applicants, and admits applicants who demonstrate the following qualities and abilities through an interview, a document screening, or similar such process.</p> <ol style="list-style-type: none"> (1) A spirit of entrepreneurship characterized by the intention to contribute to the global society through innovation, and the motivation to, for that purpose, acquire practical knowledge, specialized ability based on mastery of English, and leadership (2) Motivation to become a researcher, educator, or highly specialized professional who will play a leading role in academia, companies, NGOs/NPOs or other organizations in the future (3) Basic ability to conduct surveys and research to understand global challenges in contemporary society and solve those challenges, and the motivation to devote positive efforts to improving themselves (4) Academic basis necessary for actively delivering messages to the international community, and the analytical and practical abilities necessary for putting the knowledge into practice (5) A tolerant attitude toward diversity and skills in harmonious communication, both of which are necessary for learning while sharing the same purposes with other students in a diverse environment consisting of Japanese and international students <p>Course of Regional Development Studies [Master's Program]</p> <p>The Course of Regional Development Studies will accept students with the following qualities and abilities by conducting a variety of examinations, including a written exam, an interview and a screening of application materials, according to applicants' characteristics:</p> <ol style="list-style-type: none"> (1) An individual who possesses knowledge of the current status and issues of regions in Japan and other countries (2) An individual equipped with the ability to understand and analyze the current status and issues of regions (3) An individual who is willing to proactively engage in research and study to understand and address regional issues in Japan and other countries |

| | |
|--|--|
| International Tourism Management | <p>Course of International Tourism Management [Master's Program]</p> <p>The Course of International Tourism Management will accept students with the following qualities and abilities by conducting a variety of examinations, including a written exam, an interview and a screening of application materials, according to applicants' characteristics:</p> <p>(1) An individual who is willing to address domestic and global issues facing the tourism industry and has sufficient basic knowledge to propose improvement measures and solutions</p> <p>(2) An individual with the English or other linguistic skills necessary to meet tourism needs on the ground</p> <p>(3) An individual who seeks to become an executive manager who can play the role of an engine in the field of tourism, especially the hospitality industry</p> <p>(4) An individual who is willing to actively engage in research and studies to address issues related to regional development in Japan and abroad and the development of global tourism</p> |
| Information Sciences and Arts | <p>Course of Information Sciences and Arts [Master's Program]</p> <p>We conduct various entrance examinations in an appropriate manner, according to the applicants' characteristics. We accept individuals who demonstrate the following qualities and abilities through a combination of interviews and document reviews.</p> <p>(1) A high level of interdisciplinary specialized expertise in any of the following: "System Informatics", "Media Informatics," or "Psychological and Sports Informatics," required to fully developing information's sciences and arts;</p> <p>(2) Advanced ICT skills, and the ability to use them to engage in practical activities in society;</p> <p>(3) The ability to pursue research, and logically explain research results, and the ability to write academic papers that are academically significant, innovative, creative, and applicable; and Practical English proficiency for writing and presenting academic papers in their specialized field.</p> |
| Life Sciences | <p>Course of Life Sciences [Master's Program]</p> <p>We conduct various entrance examinations in an appropriate manner, according to the applicants' characteristics. Through a combination of written examinations, interviews, and document selection, we accept applicants who demonstrate the following qualities and abilities:</p> <p>1) The basic knowledge necessary to acquiring advanced knowledge for understanding life phenomena and their applications.</p> <p>2) The ability to independently identify and solve problems, with the motivation to explore the life sciences.</p> <p>3) A strong willingness to acquire the abilities necessary for conducting advanced research in fields of expertise with respect to bioethics.</p> <p>Course of Biomedical Engineering [Master's Program]</p> <p>The Course of Biomedical Engineering will accept students with the following qualities and abilities by conducting a variety of examinations, including a written exam, an interview and screening of application materials, according to applicants' characteristics.</p> <p>(1) An individual who has basic academic skills in mathematics and biology, as well as physics or chemistry</p> <p>(2) An individual who has logical thinking skills required in the fields of biomedical science and medical engineering</p> <p>(3) An individual who is eager to acquire problem-setting and problem-solving skills in the fields of biomedical science and medical engineering</p> |

Application Eligibility (1)

<<Points of attention>>

- ★ This system is an entrance examination for the Master's Program only.
- ★ If an applicant who has passed the examination with "expected completion" for application eligibility does not meet such qualification by the day before admission, the admission will be canceled.

A person meeting all of the following criteria (1) through (5) and any of the following criteria (7) through (14).

Note that applicants for the Course of Public-Private Partnership must meet (6).

- (1) A person with non-Japanese nationality
- (2) A person with a grade of 2.5 or higher for the academic performance coefficient set by Toyo University for undergraduate study for the applicant's last level of education (including expected completion)
(→For the criteria, please check "Application Eligibility (2)" on p.8).
- (3) A person who meets the language proficiency (Japanese or English) criteria set by Toyo University (→For the criteria, please check "Application Eligibility (2)" on p.8).
- (4) A person who plans to obtain a "Student" status of residence in Japan by the time of admission
- (5) A person who has passed the pre-application matching by the prescribed date
- (6) For applicants for the Course of Public-Private Partnership, a person who has at least one year of experience working for a company or government agency at the time of admission

Those eligible to apply for the Master's Program must meet one of the following criteria.

- (7) A person who has graduated from a university stipulated in Article 83 of the School Education Act or is expected to graduate by March 31, 2024
- (8) A person who has been conferred a bachelor's degree pursuant to Article 104, Paragraph 7 of the School Education Act, or is expected to receive a bachelor's degree by March 31, 2024
- (9) A person who has completed or is expected to complete 16 years of school education in a foreign country by March 31, 2024
- (10) A person who has completed or is expected to complete by March 31, 2024, 16 years of school education in a foreign country by taking correspondence courses offered by foreign schools in Japan
- (11) A person who has completed or is expected to complete by March 31, 2024 a course of study at an educational institution in Japan (limited to courses of study whose graduates are considered to have completed 16 years of school education in a foreign country) positioned in the school education system of a foreign country as having a foreign university curriculum and that has been separately designated by the Minister of Education, Culture, Sports, Science and Technology
- (12) A person who has received or will receive a degree equivalent to a bachelor's degree by March 31, 2024 after completing a course of study that requires at least three years for completion (including completion of a course by taking correspondence courses offered by a foreign school in Japan and completion of a course at an educational institution that is part of the school education system in a foreign country and has been designated under the preceding item) at a university or other foreign school in a foreign country (limited to those that have been evaluated by a person accredited by the government or relevant organization of the foreign country with regard to the overall status of its education and research activities, etc., or those that are designated separately by the Minister of Education, Culture, Sports, Science and Technology as equivalent thereto).
- (13) A person who has completed or is expected to complete by March 31, 2024 a specialized course (limited to courses that require four years for completion and meet other criteria specified by the Minister of Education, Culture, Sports, Science and Technology) of study from a specialized training college designated separately by the Minister of Education, Culture, Sports, Science and Technology on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology
- (14) A person designated by the Minister of Education, Culture, Sports, Science and Technology

Application Eligibility (2)

(1) A person who has a grade of 2.5 or higher on the academic performance coefficient set by Toyo University for the most recent four years of undergraduate study at the school of the applicant's last level of education (including expected completion)

① Academic performance to be used for the calculation

Academic grades should be based on regular course grades only, and the coefficient of academic performance at the undergraduate level from the applicant's last level of education (including expected completion) should be calculated without including the grades of research students, etc. (non-regular courses, Japanese language institutes, etc.).

When calculating based on grades from multiple universities, etc., the calculation criteria should be aligned based on the ② Calculation procedure below.

② Calculation procedure

Calculate the "evaluation points" according to the table below and apply them to the calculation formula.

| Category | Grade evaluation | | | | |
|----------------------|------------------|---------------|--------------|--------------|--------------------|
| | | Excellent | Good | Satisfactory | Failure |
| 4-level evaluation | | A | B | C | F |
| 4-level evaluation | | 100-80 points | 79-70 points | 69-60 points | 59 points or lower |
| 5-level evaluation | S | A | B | C | F |
| 5-level evaluation | A | B | C | D | F |
| 5-level evaluation | 100-90 points | 89-80 points | 79-70 points | 69-60 points | 59 points or lower |
| Points of evaluation | 3 | 3 | 2 | 1 | 0 |

(Formula)

$$\frac{(\text{Number of credits for evaluation point } 3 \times 3) + (\text{Number of credits for evaluation point } 2 \times 2) + (\text{Number of credits for evaluation point } 1 \times 1) + (\text{Number of credits for evaluation point } 0 \times 0)}{\text{Total credits registered}}$$

- *1 If the credit system is not used for classes taken, the number of credits should be replaced by the number of courses.
- *2 For transfer students, the number of credits after the transfer should be included. If the grade evaluation before the transfer (grades at the school attended immediately prior to the current university) included in the most recent four-year period is not reflected in the credits after transfer, the calculation should be made based on the grade evaluation before the transfer.
- *3 Evaluations that are not included in the grade evaluation table above (e.g., "approved," "passed," etc.) should not be included.
- *4 Fractional numbers in the academic achievement coefficient should be rounded down to two decimal places.
- *5 If the academic record of the university currently enrolled in is less than one year and the academic record is determined on a semi-annual basis, and if the university enrolled in before that calculated the academic record on an academic year basis and there is a fraction less than one year, the academic record coefficient should be calculated based on the results of the most recent 1.5 years.
- *6 For evaluation levels not listed in the above table (e.g., 8-level, 10-level, etc.), if there is an official conversion table (e.g., 100-point conversion table) from the university that issued the student's Grade Report or from a public institution such as a local government, the academic achievement coefficient should be calculated using the conversion table.

(2) A person who satisfies the standards of language proficiency (English or English and Japanese) set by Toyo University.

① Japanese track curriculum student

A person who has passed Japanese-Language Proficiency Test N1 or Level 1 on the older version of the test (limited to those administered by Japan Educational Exchanges and Services and the Japan Foundation (co-sponsoring cooperative organizations)).

② English track curriculum student (targeting Graduate Schools and Courses that have an English track curriculum)

A person who meets one of the following criteria for English language proficiency

- TOEFL Internet version (including iBT *Home Edition) 95 or higher
*Scores from TOEFL ITP (Institutional Test Program) cannot be used
- IELTS Academic Module 7.0 or higher
*Scores from the general training module cannot be used
- TOEIC Listening & Reading Tests 945 or higher and Speaking & Writing Tests 360 or higher
*Scores for TOEIC L&R-IP (Institutional Test Program) cannot be used.

Pre-application Matching

1. Purpose of pre-application matching

In order to avoid discrepancies in research themes after admission, Toyo University Graduate Schools require all applicants who wish to take the Entrance examination for The Top Leading Students Scholarship' of Toyo Graduate Schools to confirm their research theme with their desired academic supervisor in advance. Fill out the prescribed form (Application for Confirmation of Desired Academic supervisor and Research Theme), attach the prescribed set of documents, and submit the form by the due date (confirmation of research theme only for applicants to the Course of Public-Private Partnership). Only those who have completed the above by the due date and passed the pre-application matching will be able to apply for the entrance examination (those who have passed the pre-application matching will receive a passcode for the examination separately). The final decision of academic advisors will be made after admission.

2. Period of acceptance and submission method of pre-application matching documents

●Period of acceptance:

Friday, August 25, 2023, Saturday, September 23, 2023 (JST)

*No applications will be accepted outside of this period.

3. Submission documents for pre-application matching (all Graduate Schools)

●Documents to be submitted

- Application Documents" pp. 10-12 for details on the documents to be submitted.
- The language used in the documents should be the same as that used in the classes (Japanese or English). The language used in the classes depends on the desired Graduate School and Course. For details, see pp. 2-4 "Graduate School, Course and Admission Capacity, etc."
- If you submit a Certificate of Japanese Language Proficiency at the time of application for admission, prepare documents No. 1-4 in Japanese and submit the Certificate of Japanese Language Proficiency as the No. 6 Certificates of Language Proficiency.
- If you plan to submit a Certificate of English Language Proficiency at the time of application for admission, prepare documents No.1-4 in English and submit the Certificate of English Language Proficiency as the No. 6 Certificates of Language Proficiency.
- Submission of No. 1-5 is mandatory, and submission of No. 6 Certificates of Language Proficiency is optional (only for those who have obtained the certificate at this time).
- When you attach documents to the form of the Application for Confirmation of Desired Academic Advisor and Research Theme, PDFs or scanned documents are acceptable.

●How to submit

- Fill out the Application for Confirmation of Desired Academic Supervisor and Research Theme (<https://forms.gle/1dDF8noRvvgg2vrr78>) and submit the form with a set of submission documents.
- Prepare and submit the documents by downloading the forms designated by the university from Entrance Examination Information for Graduate Schools at (<https://www.toyo.ac.jp/academics/g/prospective/overseas/>). Confirm the procedure forthwith, as it takes time to prepare the application documents.

| No. | Required /Optional | Documents for Confirmation of Desired Academic Supervisor and Research Theme | | Format | Notes |
|-----|--------------------|--|--|---|---|
| 1 | Required | Curriculum Vitae | | Form designated by Toyo University | — |
| 2 | Required | Personal Statement and Reason for Your Application | | Form designated by Toyo University | Applicants for the Course of Public-Private Partnership are not required to submit the form |
| 3 | Required | Undergraduate thesis (full text) and summary (English or Japanese) | | <ul style="list-style-type: none"> • A4 size • The volume of the summary is as follows. [English] about 1,500 words [Japanese] about 4,000 characters | |
| 4 | Required | Research Plan | | Form designated by Toyo University | — |
| 5 | Required | Academic Transcript issued by the last university/graduate school | | PDF of the original or scanned documents | The original must be submitted to the university after acceptance. |
| 6 | Optional | Certificates of Language Proficiency (either of ① or ②) | ①Certificate of Japanese Language Proficiency (Japanese-Language Proficiency Test N1 or Level 1 on the older version of the test) | PDF or scanned documents of the original | Submission required at the time of application The original must be submitted to the university after acceptance |
| | | | ②Certificate of English Language Proficiency (TOEFL iBT 95 or higher; IELTS Academic Module 7.0 or higher; or TOEIC L&R 945 or higher and S&W 360 or higher) | | |

Note that documents and certificates submitted for pre-application matching will not be returned.

Application Documents

As for the application procedure, applicants are required to enter their information on the Internet application web page, upload application documents on My Page, and transfer the application fee.
Application documents differ depending on the Graduate School or Course the applicant wishes to apply for, so check the list of application documents below.

***To prepare the documents, download the forms designated by Toyo University from Entrance Examination Information for Graduate Schools of Toyo University at: (<https://www.toyo.ac.jp/academics/g/prospective/overseas/>).**

*The language used in the documents and the Certificates of Language Proficiency should be the same as that used in the classes (Japanese or English). The language used in the classes depends on the desired Graduate School and Course. For details, see pp. 2-4 “Graduate School, Course and Admission Capacity, etc.”

- (1) If the language used in the classes of your desired Graduate School or Course is Japanese, prepare documents No. 1-5 in Japanese and submit the Certificate of Japanese Language Proficiency as the No. 8 Certificates of Language Proficiency.
- (2) If the language used in the classes of your desired Graduate School or Course is English, prepare documents No. 1-5 in English and submit the Certificate of English Language Proficiency as the No. 8 Certificates of Language Proficiency.
- (3) Documents other than (1) and (2) must be written in Japanese or English. If written in a language other than Japanese or English, be sure to attach a Japanese or English translation certified by a public institution, language school, or the school from which the applicant graduated.

□Documents

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

| No. | Upload | Submission at the time of admission | Application documents | Format | PPP | GINOS RDS ITM |
|-----|--------|-------------------------------------|--|---|-----|---------------------|
| 1 | ● | | Application Form | Form designated by Toyo University | ● | ● |
| 2 | ● | | Curriculum Vitae | Form designated by Toyo University | ● | ● |
| 3 | ● | | Personal Statement and Reason for Your Application (*1) | Form designated by Toyo University | | ● |
| 4 | ● | | Undergraduate thesis (full text) and summary (English or Japanese) | <ul style="list-style-type: none"> • A4 size • The volume of the summary is as follows. [English] about 1,500 words [Japanese] about 4,000 characters | | ● |
| 5 | ● | | Research Plan | Form designated by Toyo University | ● | ● |
| 6 | ● | ● (Original) | Certificate of (expected) graduation or certificate of (expected) completion from the school of the applicant's last level of education (certificate clearly indicating the degree earned) | [Upload] PDF of the original or scanned documents [Submission at the time of admission] Original | ● | ● |
| 7 | ● | ● (Original) | Academic Transcript issued by the last university/graduate school | [Upload] PDF of the original or scanned documents [Submission at the time of admission] Original | ● | ● |
| 8 | ● | ● (Original) | Certificates of Language Proficiency (either of ① or ②) ① Certificate of Japanese Language Proficiency (Japanese-Language Proficiency Test N1 or Level 1 on the older version of the test) ② Certificate of English Language Proficiency (TOEFL iBT 95 or higher; IELTS Academic Module 7.0 or higher; or TOEIC L&R 945 or higher and S&W 360 or higher) | [Upload] PDF of the original or scanned documents [Submission at the time of admission] Original | ● | ● |
| 9 | ● | ● (Original) | Two Letters of Recommendation | Form designated by Toyo University or any format [Upload] PDF of the original or scanned documents [Submission at the time of admission] Original | | ● |
| 10 | ● | ● | Photocopy of passport | — | ● | ● |
| 11 | ● | | Portrait photo (30mm (W) x 40mm (H)) | — | ● | ● |
| 12 | ● | | Other (Proof of receipt of scholarship payment, etc.) | — | ● | ● |

- **Application documents, must be uploaded from My Page.**
- **When uploading on My Page, PDF or scanned application documents are accepted. Keep the application documents in a safe place, as there are documents (No. 6- 10 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 change in Graduate School or Course will be accepted after the application has been submitted.

1. Application form

Form designated by Toyo University

2. Curriculum Vitae

Form designated by Toyo University

3. Personal Statement and Reason for Your Application

Form designated by Toyo University

(*1) Applicants for the Course of Public-Private Partnership in the Graduate School of Economics are not required to submit the form.

4. Undergraduate thesis (full text) and summary (English or Japanese)

- The full text of the undergraduate thesis can be in the language used when writing the thesis.
- For the summary of the undergraduate thesis, use Microsoft WORD and submit one copy written in Japanese or English. Use A4 size paper (about 4,000 characters in Japanese or about 1,500 words in English).
- Applicants who do not have an undergraduate thesis must submit one copy of an essay on past research written in Japanese or English as an alternative to the thesis. Use A4 size paper (about 8,000 characters in Japanese or about 3,000 words in English).
- When writing the "essay on past research", include the following information: problem-setting, past research, analytical framework, hypothesis, verification, consideration and conclusion.

5. Research Plan

Form designated by Toyo University

6. Certificate of (expected) graduation or certificate of (expected) completion from the school of the applicant's last level of education (certificate clearly indicating the degree earned) (original only)

Certificate of (expected) graduation or certificate of (expected) completion issued by the school of the applicant's last level of education

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

7. Academic Transcript issued by the last university/graduate school (original only)

Academic Transcript issued by the school of the applicant's last level of education

- 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.

8. Certificates of Language Proficiency (Japanese or English) (original only)

① Certificate of Japanese Language Proficiency (Japanese-Language Proficiency Test N1 or Level 1 on the older version of the test)

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

② Certificate of English Language Proficiency (IELTS or TOEFL)

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

1) TOEFL Internet version (including iBT *Home Edition) 95 or higher

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

2) IELTS academic module 7.0 or higher

*Scores from the general training module cannot be used

3) TOEIC Listening & Reading Tests 945 points or higher and Speaking & Writing Tests 360 points or higher

*Scores from other tests cannot be used.

*English proficiency test scores must have been obtained within 2 years (test taken on or after April 1, 2022).

9. Two Letters of Recommendation (originals only)

Please submit using a form designated by the university or in any format that covers the contents of the form designated by the university.

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

- Submit two letters of recommendation, one from each of your separate recommenders.
- The recommender must be the academic supervisor, homeroom teacher or instructor teaching a class at the school of the applicant's last level of education, or the university or graduate school the applicant graduated from or is expected to graduate from.
- The recommendation letter should be filled out by the recommender, and should include how the applicant worked on the research during his/her time at the university or graduate school, any strengths or weaknesses that should be noted, and research achievements.

10. Photocopy of passport (page with name and Portrait photo)

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

11. Portrait photo

Taken within 3 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 ID Card until completing Graduate School.

12. Other

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

■Health condition

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

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

Application Procedures

An Internet environment is required to submit an application.

Access the online application web page from the university's entrance examination information website and complete the application registration procedures.

*A passcode for examination is required to access the online application webpage. This code will be notified by email only to those who have conducted pre-application matching by the designated date and passed.

*Be sure to read this “APPLICATION GUIDELINES [Entrance examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools] of TOYO UNIVERSITY GRADUATE SCHOOLS for ADMISSION IN APRIL 2024” carefully before submitting your application.

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

Step 1: Receive a passcode for the examination from Toyo University by email

1) The university will notify the passcode necessary for the entrance examination by email only to those who have conducted pre-application matching by the designated date and passed.

Step 2: Prepare an email address for the application, application documents and a credit card for payment of the application fee

2) Prepare an email address for the application, application documents and a credit card

*An email address is required to register an application. In addition, prepare a credit card that can be used to pay the application fee described on p. 14.

Step 3: Application registration

3) Log in to the online application page and register your application.

*Select the desired Graduate School or Course and register your personal information for application.

Applications submitted for courses other than the one accepted in the matching will be considered invalid.

Step 4: Payment of the application fee

4) After application registration, pay the application fee.

*Payment must be made with a credit card. After registering the application, register your payment information and pay the application fee.

Step 5: Receiving the application number and security code for My Page by email

5) An application number and security code used to log in to My Page will be sent to the registered email address.

*When payment of the application fee is completed, the application number and security code used to log in to My Page will be sent to the registered email address. Use these to log in to My Page and confirm the details of the application registration.

Step 6: Uploading the application documents

6) Upload the application documents from My Page.

* Upload the required documents by referring to “Application Documents” on pp. 10-12.

Step 7: Confirmation of the examinee number

7) Confirm examination information including the examinee number on My Page.

*Confirm the application documents after STEP 6. If there are no problems, you will be notified of your examinee number.

Step 8: Confirm the examination method

8) Confirm the outline of examination implementation.

*After being notified the examinee number in STEP 7, you will be notified of the details of the examination. Confirm this on My Page.

*A connection test will be conducted before the examination. When the connection test is conducted, the connection test method

Application completed

Application Fee

Application fee: 35,000 yen

- (1) Check the application period in the “Entrance Examination Schedule” on p.4, register your application online and pay the application fee within that period. Application fees are not included in the scope of support under this program. 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 entrance 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. Cards accepted 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) The application period is based on JST.
- (3) Upload certificates and other documents on My Page.
- (4) The 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.
- (5) Download the forms designated by Toyo University from the online application web page.
- (6) Incomplete applications will not be accepted.
- (7) Submitted application documents and the application fee will not be returned.

Notification of Examination Information

- (1) Confirm the application documents after registration on the online application web page and uploading the required documents on My Page.
If there are no problems, you will be notified of your examinee number on My Page.
 - (2) After notifying the examinee number, the time and other details of the examination will be notified separately.
- *If an applicant is found to be ineligible to apply as a result of the document screening, the applicant will not be allowed to take the examination.
In that case, the applicant will be notified via My Page.

Examination Method

- (1) Online interview will be conducted using the Web Conferencing system designated by Toyo 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 Applicant Results

- (1) 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.

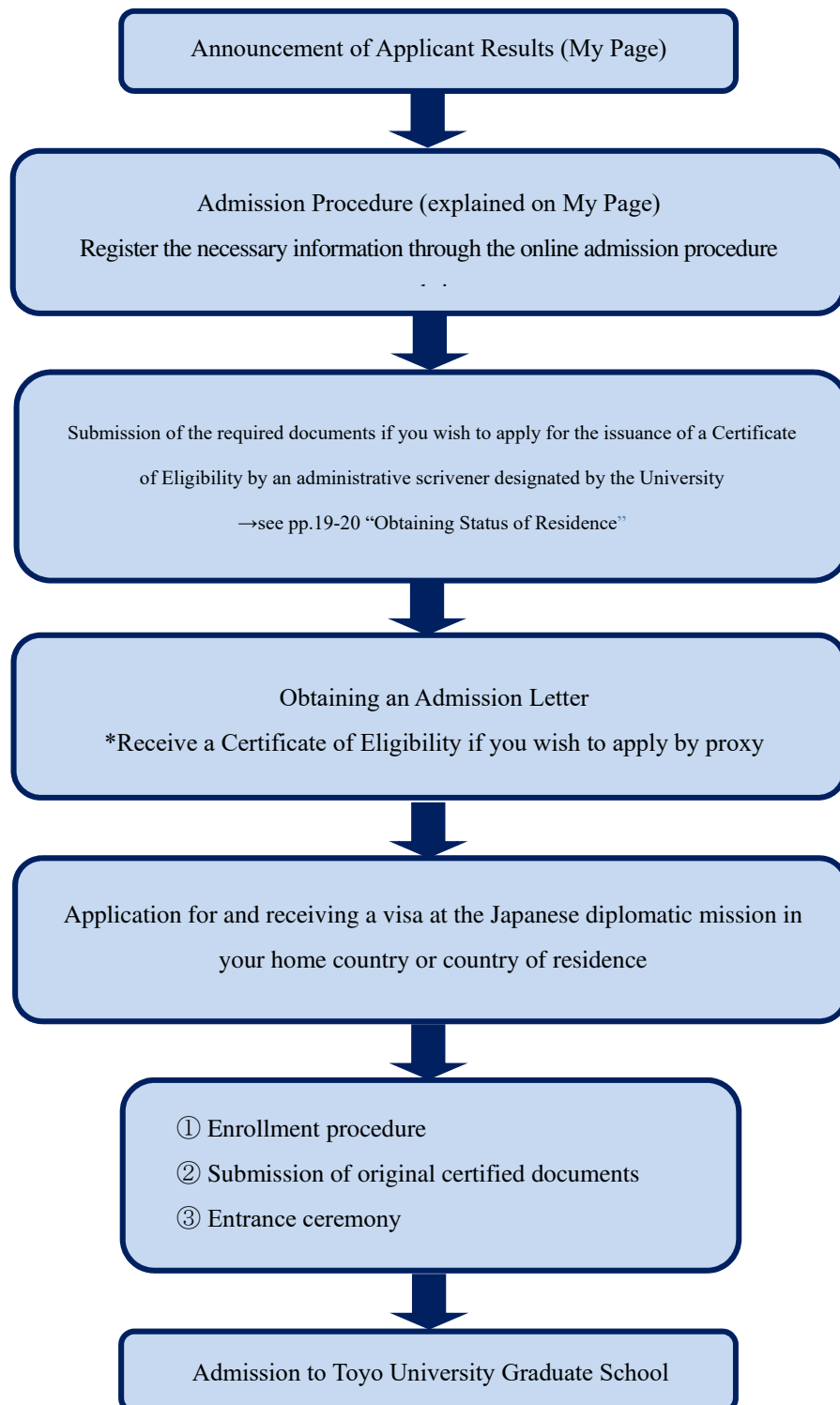
Admission procedure

Announcement of application results and the admission procedure for successful applicants are explained on My Page. Following the explanation, successful applicants are required to complete the admission procedure (online registration) by the designated deadline by accessing the online admission procedure website from the university's entrance examination information website.

- * If the admission procedure is not completed by the deadline, the successful applicant will be deemed to have no intention of entering the university, and the admission will not be accepted. Admission procedure after the deadline will not be accepted.
- *After the announcement of application results, if successful applicants wish, an administrative scrivener designated by the university can make a proxy application for the issuance of a Certificate of Eligibility (see pp. 19-20 "Obtaining Status of Residence").
- ***For a proxy application, a "Certificate of Ability of Payment of Expenses" is required. Please prepare in advance, as it takes time to prepare.**
- *For details, refer to the "Admission Procedure Guide" provided after notification of the application results.

From Acceptance to Admission

Successful applicants are required to submit the admission documents within the prescribed time frame. For details, refer to the “Admission Procedure Guide” provided after notification of the application results. Note that no procedures will be accepted after the deadline.



Tuition and Fees (Reference)

Those who pass this entrance examination will be exempted from paying the full amount of tuition and fees with the support of the university, so payment of tuition and fees during the admission procedure or after admission is not necessary. However, if a student loses his/her scholarship eligibility, he/she will be obliged to pay tuition and fees.

(Planned for the 2024 academic year)

(unit: yen)

| Graduate School and Course | | Program | University you have graduated | Academic fees | | | Total | |
|---|--------------------------------|------------------|-------------------------------|---|---------|--------------|---------|-----------|
| | | | | Admission fee (Admission Confirmation Fee) *1 | Tuition | Facility fee | | Lab fee |
| Graduate School of Letters Graduate School of Sociology Graduate School of Law Graduate School of Business Administration (excluding Concentration in SME Consultant Certification, Course of Business, Accounting and Finance) | | Master's Program | Toyo University* 1 | — | 450,000 | 90,000 | — | 540,000 |
| | | | Other universities | 270,000 | 450,000 | 90,000 | — | 810,000 |
| Graduate School of Economics (Course of Economics) Graduate School of Global and Regional Studies Graduate School of International Tourism Management Graduate School of Social Welfare Graduate School of Human Life Design (excluding the Course of Human Environment Design) | | Doctoral Program | Toyo University* 1 | — | 450,000 | 70,000 | — | 520,000 |
| | | | Other universities | 270,000 | 450,000 | 70,000 | — | 790,000 |
| Graduate School of Economics Course of Public-Private Partnership | Standard Program | Master's Program | Toyo University* 1 | — | 600,000 | 90,000 *2 | — | 690,000 |
| | | | Other universities | 270,000 | 600,000 | 90,000 *2 | — | 960,000 |
| | Professional Intensive Program | | Toyo University* 1 | — | 990,000 | 90,000 | — | 1,080,000 |
| | | | Other universities | 270,000 | 990,000 | 90,000 | — | 1,350,000 |
| Graduate School of Science and Engineering Graduate School of Information Sciences and Arts (General Course, Certified Public Psychologist Course) Graduate School of Life Sciences Graduate School of Food and Nutritional Sciences Graduate School of Health and Sports Sciences (Course of Nutritional Sciences) | | Master's Program | Toyo University | — | 550,000 | 130,000 | 120,000 | 800,000 |
| | | | Other universities | 270,000 | 550,000 | 130,000 | 120,000 | 1,070,000 |
| | | Doctoral Program | Toyo University | — | 550,000 | 80,000 | 120,000 | 750,000 |
| | | | Other universities | 270,000 | 550,000 | 80,000 | 120,000 | 1,020,000 |
| Graduate School of Information Networking for Innovation and Design | | Master's Program | Toyo University | — | 550,000 | 250,000 | — | 800,000 |
| | | | Other universities | 270,000 | 550,000 | 250,000 | — | 1,070,000 |
| | | Doctoral Program | Toyo University | — | 550,000 | 200,000 | — | 750,000 |
| | | | Other universities | 270,000 | 550,000 | 200,000 | — | 1,020,000 |
| Graduate School of Human Life Design (Course of Human Environment Design) Graduate School of Health and Sports Sciences (Course of Health and Sports Sciences) | | Master's Program | Toyo University | — | 450,000 | 90,000 | 70,000 | 610,000 |
| | | | Other universities | 270,000 | 450,000 | 90,000 | 70,000 | 880,000 |
| | | Doctoral Program | Toyo University | — | 450,000 | 70,000 | 70,000 | 590,000 |
| | | | Other universities | 270,000 | 450,000 | 70,000 | 70,000 | 860,000 |

*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 (admission confirmation fee) will be waived.

Withdrawal from Admission after the Admission Procedure

Students who wish to withdraw from admission for unavoidable reasons after completing the admission procedures are not eligible for the Top Leading Students Support Program. Therefore, such students will be obliged to pay the admission fee (application fee for admission), which is required for the admission procedure. Details will be notified at the time of the procedure after passing the examination.

Support for Successful Applicants

(1) Full exemption from payment of tuition and fees (paid by Toyo University)

However, after the standard enrollment period, students are responsible for all tuition and fees.

(2) Income from working as an educational assistant (TA, resident assistant at the International Residence, etc., working is obligatory)

(3) Scholarship and housing support

Scholarship: 120,000 yen per month (paid by Toyo University/including housing expenses)

Housing: International House (in Sendagi) is recommended. Entrance fee 50,000 yen + dormitory fees (51,000 yen/month for a double room)

When using the International House, students pay the occupancy fee from their monthly scholarship.

The university will not cover travel expenses for students who travel to Japan at the time of admission and leave the country after the completion of study, or for temporary return to their home country.

Students should prepare at least US\$2,000 for living expenses, as it takes one to one and a half months to receive a scholarship from the university after arriving in Japan.

(4) Recommendation for Japanese Government (MEXT) Scholarships (eligible students only)

Students accepted through this entrance examination who are particularly outstanding may be recommended for Japanese Government (MEXT) Scholarships.

Cancellation of Accreditation, Suspension of Support, and Disqualification as Top Leading Student Scholars

1. Cancellation of accreditation

If a Top Leading Student Scholar falls under any of the following, his or her certification may be revoked.

- (1) The Scholar fails to complete the admission procedure of Toyo University by the specified date without a valid reason.
- (2) The Scholar loses matriculation eligibility.
- (3) Notification of declining the status of the Top Leading Student Scholar is accepted.
- (4) It is determined that false information or other irregularities exist in the application documents.
- (5) The Scholar significantly defames the reputation of Toyo University.
- (6) Other cases in which the Dean's Council deems the student inappropriate as a Top Leading Student Scholar.

2. Suspension of support

If any of the following apply after enrollment as a Top Leading Student Scholar, support will be suspended.

- (1) The Scholar takes a leave of absence.
- (2) The Scholar studies or lives overseas for 1 semester or longer.
- (3) The Top Leading Student Scholar fails to renew their accreditation.

3. Disqualification

If any of the following apply after enrollment as a Top Leading Student Scholar, the status of the Top Leading Student Scholar will be lost.

- (1) The Scholar withdraws from the university.
- (2) The Scholar is dismissed.
- (3) The Scholar receives disciplinary action under the Academic Rules and Regulations.
- (4) It is recognized that false information exists in the application or other documents.
- (5) Other cases in which Dean's Council deems the student inappropriate as a Top Leading Student Scholar.

If a Top Leading Student Scholar has his/her support suspended or loses the indicated status due to the above, the Scholar may be required to return an amount equivalent to the scholarship (excluding the admission fee) for the semester in question.

In addition, if the Scholar continues to enroll in the Toyo University Graduate School after losing the status of Student Scholar, he/she will be required to pay the prescribed amount of fees.

Obtaining Status of Residence

I. General matters

- (1) International students (non-Japanese nationals) admitted to the university must have “Student” or other medium- to long-term residence status as of April 1, 2024. A “temporary visitor” visa status does not allow you to enroll in the university. Please be sure to check the information in II (1) or III (2) below for cancellation of enrollment.
- (2) Foreign students who are admitted to the university may apply for a “Student” status of residence (*).
 - *For undergraduate students
 - Foreign students enrolled in the second division evening course (evening) are not eligible for the “Student” status of residence.
 - *For graduate students (admission in April)
 - The university will not apply on behalf of applicants for a Certificate of Eligibility for the entrance examinations to be held in February and March 2024.
- (3) The partial tuition waiver, scholarship, etc. for international students can be applied for by international students whose status of residence is “Student.” Students with a status of residence other than “Student” that allows them to stay in Japan for an extended period of time may also enroll and study in Japan, but in that case, they will not be eligible for partial tuition waiver, scholarships, etc. for international students.
If you wish to use the system for international students, please apply for permission to change your status of residence.
- (4) Students are required to follow the procedures for admission to the university, including advance procedures, various orientations, and the enrollment procedure held on each campus.
Please note that some faculties, graduate schools, and majors may require separate advance procedures. In that case, these procedures must also be completed.
- (5) Please note that the university will not be held responsible for any disadvantages associated with missing classes, etc. due to the prescribed procedures for residence status applications, reapplications, cancellation lawsuits, etc.

II. If you have a valid status of residence in Japan (those who live in Japan)

- *Those with a status of residence of “Temporary Visitor” are not eligible to be enrolled in the university. International students are required to obtain a status of residence that permits medium- or long-term stay in Japan before entering the university. If you have Temporary Visitor status of residence, please refer to " III. If you do not have a valid status of residence in Japan (those who do not live in Japan)” and follow the instructed procedure.
 - *If you take the entrance exam in or after February with a short-term stay visa, it may be difficult to obtain the status of residence of “Student” by April 1, 2024. Even if you have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan, you are required to apply to extend your period of stay according to your current period of stay or change your status of residence. However, if there is a period during which you are not an international student for 3 months or more after completing (graduating) from the last school attended and before entering the university, please refer to " III. If you do not have a valid status of residence in Japan (those who do not live in Japan)”, and follow the same procedure.
- (1) If you have not obtained a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024 (except when your application for extension of period of stay or change your status of residence is being processed), your admission to the university will be canceled as of March 31, 2024. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
 - *The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.
 - (2) If you apply to extend your period of stay or change your status of residence as of April 1, 2024, and if it is not confirmed by May 31, 2024 that you are allowed to extend your period of stay or change your status of residence, you will be dismissed from the university as of the date designated by the university. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
 - *The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.
 - (3) If you need to apply for an extension of period of your stay or change your status of residence to “Student”, the university will issue an application form designated by the Immigration Services Agency of Japan. You are requested to apply for an extension of period of your stay on your own.

III. . If you do not have a valid status of residence in Japan (those who do not live in Japan)

- Admission to the university requires that you possess a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024. Even if the procedure takes a long time, you are required to come to Japan after obtaining a Certificate of Eligibility for Status of Residence (COE) and a visa, submit your Residence Card to the university, and complete the prescribed procedures by April 30, 2024.
- (1) Proxy application for a Certificate of Eligibility for Status of Residence (COE)
 - 1) When you complete the prescribed admission procedures, a legal administrative scrivener appointed by the university may file a proxy application for a COE on your behalf to the Immigration Services Agency of Japan. After the screening process, the Immigration Service Agency of Japan will issue the COE. After receiving the COE, a legal administrative scrivener appointed by the university will send it to you. Upon receiving the COE, please immediately visit a Japanese diplomatic office in your country or a country of your residence, carrying the COE with you to go through the visa application process.
 - 2) The status of residence that can be obtained by proxy application is “Student.”
 - 3) A Certificate of Academic Fee Payment Ability is necessary for a proxy application. Since the issuance of a Certificate of Academic Fee Payment Ability may take a long time, you are advised to allow for an adequate amount of time to prepare for the certificate.
 - 4) When requesting the university to apply for your COE on your behalf, please correctly indicate the number of past applications and the number of issuances. In addition, if the COE is not issued due to a false report made in the submitted documents and input contents, the university will not accept requests for proxy application for reapplication.
 - 5) The screening procedure for a COE is conducted by the Immigration Services Agency of Japan, while the screening procedure for a visa is conducted by a Japanese diplomatic office in a country of your residence respectively. The university takes no responsibility even if a COE or a visa is not issued. In the case where a COE is not issued, the university will not apply for reapplication of a COE as a proxy.
 - 6) In principle, you cannot change your status of residence from “Temporary Visitor” to “Student” in Japan. Please be sure to come to Japan after receiving a visa from a Japanese diplomatic office in your country or a country of your residence.
 - 7) The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination and/or the entrance examination using the Common Test for University Admissions conducted in or after February, 2024.
 - (2) If it cannot be confirmed by April 30, 2024 that you have obtained a Residence Card, your admission to the university will be canceled

as of March 31, 2024, regardless of the reason, even if you are reapplying for a status of residence and have taken action for cancellation. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

- (3) If you do not follow the prescribed procedures by April 30, 2024, despite having obtained a Residence Card, you will be dismissed from the university as of April 30, 2024.

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

●Inquiries about Status of Residence and Visa.

| Accepted Graduate School | Contact | |
|--------------------------|--|----------------------|
| All Graduate Schools | Toyo University Support Office for COE and Status of Residence | toyo-pugs@tugs.co.jp |

Support Schemes for International Students

1. Toyo University international student insurance

This insurance covers the costs incurred by family members to come to Japan from their home country in the event of the international student's illness or accident.

| | |
|--------------------|---|
| Eligible students | ①Regular international students whose status of residence is “Student” (No matter whether the student is state-funded, privately funded, or on a leave of absence) ②The student must have applied for a partial tuition waiver during the period designated by the university ③The student must have health insurance (e.g., National Health Insurance) |
| Insurance coverage | <ul style="list-style-type: none"> • Death benefit (up to 1,000,000 yen) • Residual disability insurance benefit (4% to 100% of the death benefit depending on the degree of disability) • Insurance coverage for rescuer's expenses (up to 3,000,000 yen) |
| Insurance fees | No charge (the university will pay the insurance fees) |
| Insurance period | While enrolled (even if you are on a leave of absence, you are still eligible) |

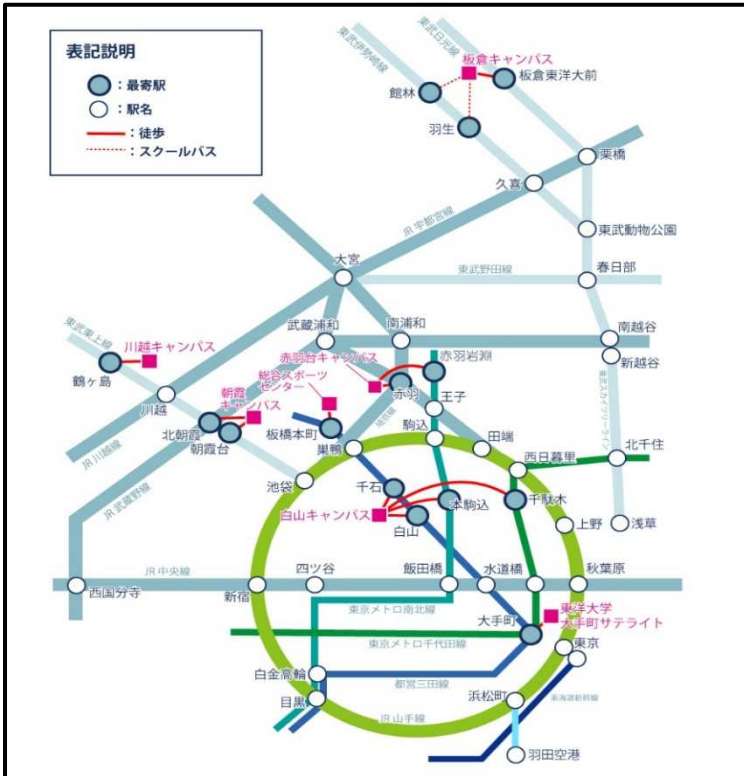
2. Guarantor support (for international students) in looking for an apartment

In Japan, when you rent an apartment, you need a “guarantor.” The guarantor is responsible for paying the rent for 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 guarantors, which may be difficult for international students. If this case applies to you, you may need to use a guarantor company.

Since 2018, 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 on the guarantor service fee. Global Trust Networks also supports apartment searches in many languages, including Japanese, English, Chinese, Korean, Vietnamese, and Nepalese, and it deals in many apartments for international students.

- For inquiries, contact Global Trust Networks Co., Ltd.
- Website: <https://www.gtn.co.jp/en/business/rent-warranty/>

Access map



◆Hakusan Campus

- Graduate School of Letters
- Graduate School of Sociology
- Graduate School of Law
- Graduate School of Business Administration
- Graduate School of Economics
- Graduate School of Global and Regional Studies
- Graduate School of International Tourism Management

5-28-20 Hakusan, Bunkyo-ku, Tokyo 112-8606

From JR Sugamo Station: 10-minutes via Toei bus (Stop at “Toyo Daigaku Mae” bound for “Asakusa Kotobukicho”)

5-minute walk from Hakusan Station on the Toei Mita Line.

7-minute walk from Sengoku Station on the Toei Mita Line.

◆Kawagoe Campus

- Graduate School of Science and Engineering
- Graduate School of Information Sciences and Arts

2100 Kujirai, Kawagoe-shi, Saitama 350-8585

10-minute walk from Tsurugashima Station on the Tobu Tojo Line.

◆Asaka Campus

- Graduate School of Life Sciences*
- Graduate School of Food and Nutritional Sciences*

48-1 Oka, Asaka-shi, Saitama 351-0007

10-minute walk from Asakadai Station on the Tobu Tojo Line.

10-minute walk from Kitaasaka Station on the JR Musashino Line.

◆Akabanedai Campus

- Graduate School of Information Networking for Innovation and Design (INIAD HUB-1)
- Graduate School of Social Welfare (WELLB HUB-2)
- Graduate School of Human Life Design (WELLB HUB-2)
- Graduate School of Health and Sports Sciences (HELSPH HUB-3)

1-7-11 akabanedai, Kita-ku, Tokyo 115-8650

8-minute walk from JR Akabane Station

12-minute walk from Akabane-iwabuchi Station on the Tokyo Metro Namboku Line and Saitama Railway.

2-minute walk from “Akabanedai Sanhome” bus stop via the Kokusai Kogyo bus.

◆Itakura Campus

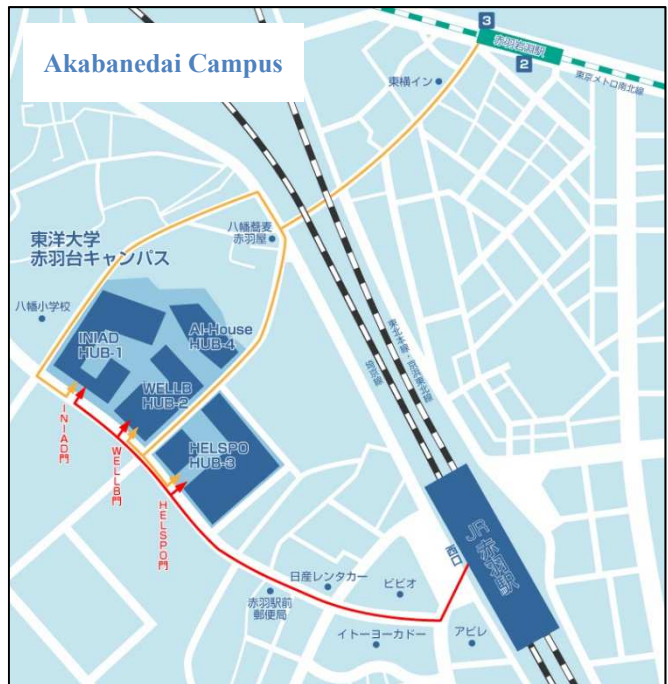
1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma 374-0193

10-minute walk from Itakura Toyo Dai Mae Station on the Tobu Nikko Line.

Free school bus available from Hanyu and Tatebayashi Stations on the Tobu Isezaki Line.

*The Graduate School of Life Sciences and Graduate School of Food and Nutritional Sciences will be relocated to the Asaka Campus (Asaka-shi, Saitama) in April 2024. However, due to the extended construction period of the new school building, there will be a slight delay in the start of use of some facilities. Therefore, depending on the content of the research, experiments may be conducted at the Itakura Campus or Kawagoe Campus by the end of the spring semester at the latest. We ask for your understanding. For more details, please visit our website (https://www.toyo.ac.jp/pickup/top/future_2021/).

Campus Map



*The Graduate School of Life Sciences and Graduate School of Food and Nutritional Sciences will be relocated to the Asaka Campus (Asaka-shi, Saitama) in April 2024. However, due to the extended construction period of the new school building, there will be a slight delay in the start of use of some facilities. Therefore, depending on the content of the research, experiments may be conducted at the Itakura Campus or Kawagoe Campus by the end of the spring semester at the latest. We ask for your understanding. For more details, please visit our website (https://www.toyo.ac.jp/pickup/top/future_2021/).

For inquiries regarding the entrance examination, visit inquiry form for the Entrance examination for 'The Top Leading Students Scholarship' of Toyo Graduate Schools.

<https://forms.gle/b4MNz3H1dMC7n8hj7>

