

Toyo University Admission Procedures (Status of Residence)

I. Common matters

- (1) International students (persons with nationalities other than Japan) who are admitted to Toyo University are required to have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 22, 2023. Those with a status of residence of “Temporary Visitor” are not eligible for admission to the university. Please be sure to confirm the contents of “Ⅱ (1)” or “Ⅲ (2)” below for cancellation of admission.
- (2) International students who have been accepted for admission to the university can apply for a status of residence of “Student.” (*)
 - *For undergraduate students
 - International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”
 - *For graduate students
 - International students who are admitted to the Master’s Program in the Concentration in SME Consultant Certification, the Course of Business, Accounting and Finance, the Graduate School of Business Administration cannot obtain a status of residence of “Student.”
 - The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination conducted in August, 2023.
- (3) Only international students with a status of residence of “Student” are eligible for the university’s partial tuition waiver and scholarships for international students. Although those with a status of residence other than “Student” that permits a long-term stay in Japan can be admitted to and enrolled in the university, they cannot apply for the university’s partial tuition waiver and scholarships for international students. If you wish to benefit from the system for international students, please apply for the Change of Status of Residence.
- (4) If, due to unavoidable circumstances, you are obliged to withdraw from admission to the university after completing the admission procedures, 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 by the due date.
- (5) As part of the procedures related to admission to the university, you are required to complete the pre-admission procedures and enrollment procedures, and participated in the orientation implemented at each campus, respectively. Depending on the faculty, department, graduate school, or course, you may need to perform separate pre-admission procedures. In that case, please be sure to perform that procedures as well.
- (6) Please note that the university takes no responsibility for any disadvantage that may arise from absence from classes due to following the prescribed procedures related to resident status application, reapplication and actions for cancellation.

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.

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 September 22, 2023 (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 September 21, 2023. 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 September 22, 2023, and if it is not confirmed by November 21, 2023 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 September 22, 2023. 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 October 21, 2023.

- (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 conducted in August, 2023.
- (2) If it cannot be confirmed by October 21, 2023 that you have obtained a Residence Card, your admission to the university will be canceled as of September 21, 2023, 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 October 21, 2023, despite having obtained a Residence Card, you will be dismissed from the university as of October 21, 2023. In this case, the admission fee and the tuition and fees (for the fall semester) will not be refunded.

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

●Inquiries about admission procedures

Your Graduate School	Contact	
Graduate Schools: Business Administration, Economics, Global and Regional Studies, International Tourism Management	Education Affairs Section for Graduate Schools	mldaig@toyo.jp
Graduate Schools: Science and Engineering, Information Sciences and Arts	Kawagoe Campus Office Education and Student Affairs Section	mlkdaigakuin@toyo.jp
Graduate Schools: Life Sciences, Food and Nutritional Sciences	Itakura Administration Section	mlitakura@toyo.jp
Graduate School: Information Networking for Innovation and Design	Akabanedai Administration Section	ml-iniad-em@toyo.jp

●Inquiries about Status of Residence and Visa

Contact	
Toyo University Support Office for COE and Status of Residence	toyo-pugs@tugs.co.jp