

Graduate Schools for International Trainees

Application Guidelines

*In order to prevent the spread of the novel coronavirus (COVID-19), some classes may be conducted in a non-face-to-face style in AY2023. (If the situation worsens, all classes may be conducted in a non-face-to-face style.) Please be aware of this situation before submitting your application.

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

2023

Toyo University Graduate Schools

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Application Documents

In accordance with the Act on the Protection of Personal Information, personal information related to applications, such as information contained in documents, shall not be used for any purpose other than the selection for this program and related surveys and statistics.

Application for the Graduate Schools for International Trainees

Toyo University Graduate Schools (hereinafter, referred to as the “Graduate Schools”) offer training courses for foreign nationals staying in Japan who wish to receive research advising at the Graduate Schools for the purpose of enrolling in the master's program of the Graduate Schools.

Please complete the application procedures after having an interview and obtaining an approval from your academic supervisor of the Graduate Schools.

Graduate Schools and Courses Accepting International Trainees

Graduate School	Course	Form of class	Campus
Graduate School of Letters	Course of International Culture and Communication Studies	Day	Hakusan
Graduate School of Global and Regional Studies	Course of Global Innovation Studies *1	Day and evening	
	Course of Regional Development Studies		
Graduate School of International Tourism Management	Course of International Tourism Management		
Graduate School of Information Sciences and Arts	Course of Information Sciences and Arts	Day	Kawagoe
Graduate School of Life Sciences	Course of Life Sciences		Itakura

Note: Graduate Schools and Courses other than the above do not provide research advising only by English.

*1. All classes in the Course of Global Innovation Studies are offered in English.

Application Eligibility

1. Applicants must meet one of the following qualifications to be eligible to apply to the Graduate Schools for International Trainees.
 - (1) Persons who have completed a 16-year program of school education in a foreign country, or those who are expected to complete the same by March 31, 2023 (however, persons who are expected to complete the same by September 30, 2023, shall be included in the case of admission in the fall semester);
 - (2) Persons who have been recognized by the respective graduate schools as having academic ability equivalent or superior to those of graduates of universities as defined in Article 83 of the School Education Act;
 *If you wish to apply to the Graduate Schools for International Trainees but have not graduated from a university or obtained a bachelor's degree, you are required to submit documents for a preliminary screening. If you wish to apply for the preliminary screening, please consult with the office at each campus (see page 8) by the respective due dates (Spring semester application: Friday, February 3, 2023; Fall semester application: Saturday, June 24, 2023).
2. Applicants to the Graduate Schools for International Trainees must have a valid status of residence for the duration of their enrollment at the time of application.

Training Methods and Other Information

1. Training methods

The international trainee is entitled to receive research advising on their project from a specific faculty member and to take courses necessary for their research.

2. Training period

- (1) The training period for international trainees is as follows:

Graduate Schools and Courses	Training period		
	Full year (spring and fall semesters)	Spring semester only	Fall semester only
Graduate School of Letters	○	—	—
Graduate School of Global and Regional Studies, Graduate School of International Tourism Management, Graduate School of Information Sciences and Arts, and Graduate School of Life Sciences	○	○	○

International trainees are accepted from April, and research advising is provided throughout the year at the following Graduate School: Letters

The training period at the following Graduate Schools is a half-year for each spring or fall semester: Global and Regional Studies, International Tourism Management, Information Sciences and Arts, and Life Sciences. If you wish to receive research advising throughout both the spring and fall semesters, please select full-year (spring and fall semesters) at the time of application, and you will not need to submit another application at the beginning of the fall semester.

- (2) If you wish to continue as an international trainee, you may extend for one year only (you need to re-apply).

Training Fees

Training fees	
Annual	Half-year
120,000 yen	60,000 yen

*No training fees will be refunded.

*In the case of a half-year program, classes are held in the spring or fall semester, and the training will be completed in that semester.

Class Hours

Location of classes	Hakusan Campus	
Day Class period	Day courses	Day and evening courses
	Monday to Saturday	Monday to Saturday
1	9:00-10:30	9:00-10:30
2	10:40-12:10	10:40-12:10
3	13:00-14:30	13:00-14:30
4	14:45-16:15	14:45-16:15
5	16:30-18:00	16:30-18:00
6	—	18:15-19:45
7	—	19:55-21:25

Location of classes	Kawagoe Campus	Itakura Campus
Day Class period	Day courses	Day courses
	Monday to Saturday	Monday to Saturday
1	9:00-10:30	9:30-11:00
2	10:40-12:10	11:10-12:40
3	13:10-14:40	13:20-14:50
4	14:50-16:20	15:00-16:30
5	16:30-18:00	16:40-18:10
6	—	—
7	—	—

Application and Selection Schedule

【Frequency of accepting applications】

	★Applications are accepted once a year	★Applications are accepted twice a year
	Graduate School of Letters	Graduate School of Global and Regional Studies, Graduate School of International Tourism Management, Graduate School of Information Sciences and Arts, and Graduate School of Life Sciences

【Application schedule】

	Full-year and spring semester students	Fall semester students
Hakusan Campus	<Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management>	<Graduate School of Global and Regional Studies and Graduate School of International Tourism Management>
	Period for receiving application documents: Tuesday, March 7, 2023, to Wednesday, March 8, 2023	Period for receiving application documents: Monday, August 21, 2023
	Hours for receiving application documents: 10:00-13:00, 14:00-16:00	Hours for receiving application documents: 10:00-13:00, 14:00-16:00
	Office for receiving application documents: Education Affairs Section for Graduate Schools, Hakusan Campus	Office for receiving application documents: Education Affairs Section for Graduate Schools, Hakusan Campus
Kawagoe Campus	<Graduate School of Information Sciences and Arts>	<Graduate School of Information Sciences and Arts>
	Period for receiving application documents: Monday, March 6, 2023	Period for receiving application documents: Friday, August 18, 2023
	Hours for receiving application documents: 10:00-13:00	Hours for receiving application documents: 10:00-13:00
	Office for receiving application documents: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus	Office for receiving application documents: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus
Itakura Campus	<Graduate School of Life Sciences>	<Graduate School of Life Sciences>
	Period for receiving application documents: Monday, March 6, 2023	Period for receiving application documents: Friday, August 18, 2023
	Hours for receiving application documents: 10:00-12:50	Hours for receiving application documents: 10:00-12:50
	Office for receiving application documents: Administration Section, Itakura Campus Office, Itakura Campus	Office for receiving application documents: Administration Section, Itakura Campus Office, Itakura Campus

【Announcement of application results】

Notification of results	Thursday, March 23, 2023 The notification will be sent to applicants. (It will take two or three days to arrive.)	Thursday, September 7, 2023 The notification will be sent to applicants. (It will take two or three days to arrive.)
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*The selection process is based on document screening only.

*If you are unable to apply during the reception hours, please contact us in advance.

*If you have any questions, please contact the office at each campus (see page 8).

Application Procedures

1. Method of application

- (1) If you wish to apply to the Graduate Schools for International Trainees, please complete the application procedures **after having an interview and obtaining an approval from your academic supervisor at the graduate schools.**
- (2) Applications are accepted only at the reception of the office.
- (3) Please check and meet the application and selection schedule described on page 4.
- (4) After paying the application fee (20,000 yen) at our certificate-issuing machine, please fill in the necessary items on the Application Form (申込書) printed by the machine, and bring the complete set of application documents with you.

2. Application fee

..... 20,000 yen

- (1) Please pay the application fee at our certificate-issuing machine on the campus of the graduate school to which you are applying during the office hours described on page 8. For how to use the certificate-issuing machine, please refer to "How to pay the application fee at the certificate-issuing machine" described at the end of these guidelines.
*Please make an inquiry about the reception hours for the fall semester application at the time of the application.

Campus	Location
Hakusan	1st floor, Building 6, 4th floor, Building 8
Kawagoe	In front of Education and Student Affairs Section, Kawagoe Campus Office (1st floor, Building 4)
Itakura	In front of Administration Section, Itakura Campus Office (1st floor, Building 1)

- (2) After paying the application fee, please fill in the necessary items on the Application Form (申込書) printed by the machine, and submit the application documents to the office designated to receive them.

3. Application documents

Once the application documents are submitted, they will not be returned for any reason.

(1) Application ((a)-(1) and (a)-(2): Designated form)

The field to attach "your face photo":

Please attach a color photograph (4cm high by 3cm wide) taken within three months from the date of submission. The photo should be of the upper body (from shoulders up) of the applicant, without wearing a hat and taken from the front with no background.

The field to enter the "Training period":

Please check "2. Training period" described on page 2 as the training period differs depending on the graduate schools and courses.

The field to enter the "Guarantor":

The guarantor must be a person whose identity is certain and who is able to take responsibility for the applicant during the training period.

If the guarantor is a foreign national, the guarantor must be a person with a status of residence other than a status of residence of Student. Please submit a copy of the guarantor's certificate of residence (issued within three months from the time of submission, showing the status of residence and the period of stay).

The fields to enter the "Academic background" and "Work experience":

Please make sure to enter each year in the Western calendar. If you are a foreign national and your status of residence is "Student," please make sure to enter the organization to which you currently belong.

Health status:

You do not need to submit a health certificate as one of the application documents. However, if you need support in your student life due to illness or disability, you may be asked to submit a document showing your health condition. Please consult with the office at each campus (see page 8) before the application procedure.

(2) Research Plan (b. Designated form)

(3) Recommendation and Approval from the Academic Supervisor (c. Designated form)

This is the recommendation and approval from the faculty member who will be your academic supervisor at the graduate schools. Please have this ready as soon as possible.

(4) Examinee's Slip (d. Designated forms)

(5) Address Slip (e. Designated forms)

This slip will be used to send a notification of acceptance or rejection by postal mail. Please accurately fill in your address with the postal code.

After filling out the slip, please tear it off along the outer frame.

(6) Certificate of (Expected) Graduation and Academic Transcript (Photocopies are not acceptable)

Please submit the certificate and transcript from your last school. If you have submitted a certificate of expected graduation, please make sure to submit your “certificate of graduation” and “academic transcript issued after the date of graduation” at the time of enrollment procedures.

If your certificate of (expected) graduation or academic transcript does not clearly indicate the degree you have earned, please submit a "certificate proving degree obtained." The certificate and transcript must be written in Japanese or English. For other languages, please attach a Japanese translation certified by a public institution, Japanese language school, etc.

(*) If the name on the application documents is different from the current name, please submit a document that can prove that you are the applicant.

(7) Application Form (申込書)

Please pay the application fee at our certificate-issuing machine, and submit the “application form (申込書)” printed by the machine.

For how to use the certificate-issuing machine, please read “How to pay the application fee at the certificate-issuing machine” described at the end of these guidelines.

(8) An original Certificate of Residence (issued within three months from the time of submission, showing nationality, status of residence and period of stay) or a photocopy of both sides of the Residence Card

*Please make sure that you have a valid status of residence for the duration of enrollment at the time of application.

Graduate School accepting international trainees	Period of stay required at the time of application
Graduate School of Letters	Until March 31, 2024
Graduate School of Global and Regional Studies, Graduate School of International Tourism Management, Graduate School of Information Sciences and Arts, and Graduate School of Life Sciences	(If you apply for the spring semester) Until September 30, 2023 (If you apply for the fall semester) Until March 31, 2024

Announcement of Application Results

1. All applicants will be notified of the results of the selection, regardless of whether they have passed or failed.
2. We will send the application result and documents for the enrollment procedures to successful applicants by postal mail on the day of the announcement of application results. It takes two or three days to receive them, depending on the postal service.
3. We will not respond to any inquiries regarding acceptance or rejection.

Enrollment Procedure

1. Please bring the necessary enrollment documents directly to the following office for enrollment procedures at each campus.
2. Please make sure that you have no omissions or other mistakes on the necessary enrollment documents. If you have any questions, please contact us in advance.

	Full-year and spring semester students	Fall semester students
Hakusan Campus	<Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management>	<Graduate School of Global and Regional Studies and Graduate School of International Tourism Management>
	Date of enrollment procedure: Wednesday, April 5, 2023	Date of enrollment procedure: Tuesday, September 19, 2023
	Hours for procedures: 10:00-13:00, 14:00-16:45	Hours for procedures: 10:00-13:00, 14:00-16:45
	Office for procedures: Education Affairs Section for Graduate Schools, Hakusan Campus	Office for procedures: Education Affairs Section for Graduate Schools, Hakusan Campus
Kawagoe Campus	<Graduate School of Information Sciences and Arts>	<Graduate School of Information Sciences and Arts>
	Date of enrollment procedure: Tuesday, April 4, 2023	Date of enrollment procedure: Thursday, September 14, 2023
	Hours for procedures: 10:00-13:00	Hours for procedures: 10:00-13:00
	Office for procedures: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus	Office for procedures: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus
Itakura Campus	<Graduate School of Life Sciences>	<Graduate School of Life Sciences>
	Date of enrollment procedure: Wednesday, April 5, 2023	Date of enrollment procedure: Friday, September 15, 2023
	Hours for procedures: 10:00-12:50	Hours for procedures: 10:00-12:50
	Office for procedures: Administration Section, Itakura Campus Office, Itakura Campus	Office for procedures: Administration Section, Itakura Campus Office, Itakura Campus

Contacts for Inquiries

1. Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management
Education Affairs Section for Graduate Schools: 4th floor, Building 8, Hakusan Campus
5-28-20 Hakusan Bunkyo-ku, Tokyo, 112-8606
TEL: 03(3945)7251 / Email: mldaig-ad@toyo.jp
Weekdays: 9:30-13:00, 14:00-16:45
Saturdays: 9:30-12:45
2. Graduate School of Information Sciences and Arts
Education and Student Affairs Section, Kawagoe Campus Office: 1st floor, Building 4, Kawagoe Campus
2100 Kujirai, Kawagoe, Saitama, 350-8585
TEL: 049(239)1313
Weekdays: 9:30-13:00, 14:00-16:45
Saturdays: 9:30-12:45
3. Graduate School of Life Sciences
Administration Section, Itakura Campus Office: 1st floor, Building 1, Itakura Campus
1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma 374-0193
TEL: 0276(82)9119
Weekdays: 9:20-13:00, 14:00-16:50
Saturdays: 9:20-12:50

*Please make an inquiry about the reception hours for the fall semester application at the time of the application.
Please note that the reception hours may change due to vacation periods and other reasons. For more details, please refer to our official website.