

**AY2024/2025**

# **Admission Procedure Guide**

## **TOYO UNIVERSITY**

## **GRADUATE SCHOOLS**

The university will **NOT** send you any documents regarding admission procedures. Please download the documents from the website and proceed with the procedures by yourself.

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



# Table of Contents

[Admission Process] .....	1
■How to Log in to the Admission Procedure Site.....	2-4
■About Application Procedure Site.....	5
I . Admission Procedures.....	6-7
<b>(A) Two-time Admission Procedure</b>	
■How to Complete Two-time Admission Procedure and Important Notes.....	8
<1> The First-Phase Procedure (Admission Confirmation Procedure).....	9
<2> The Second-Phase Procedure (Main Procedure).....	10
<b>(B) Two-time Admission Procedure (for persons whose Admission Fee is exempt)</b>	
■How to Complete the Two-time Admission Procedure (for persons whose Admission Fee is exempt) and Important Notes.....	11
<1> The First-Phase Procedure (Admission Confirmation Procedure).....	12
<2> The Second-Phase Procedure (Main Procedure).....	13
<b>(C) One-time Admission Procedure</b>	
■How to Complete the One-time Admission Procedure and Important Notes.....	14
II. Payment of Tuition and Fees.....	15-22
III. Breakdown of Tuition and Fees.....	23-24
IV. Withdrawal from Admission and the Refund of Tuition and Fees after the Admission Procedures.....	25
V. Online Admission Procedures.....	26
■Login/Register Course Information for the Admission Procedure.....	27
■Admission Confirmation Procedure.....	28
■Main Procedure.....	29-35
VI. Schedule after Completing the Admission Procedures.....	36-38
VII. Frequently Asked Questions Regarding the Admission Procedures.....	39
VIII. About the Status of Residence (Those with nationality other than Japanese) .....	40-44
IX. Toyo University Educational Loan.....	45
X. Long-term Study System.....	45
XI. Undergraduate Courses Available for Graduate School Students.....	46
XII. Support through Special Disaster Scholarships for Students Affected by Natural Disasters.....	46
XIII. Support for Students with Disabilities.....	47
XIV. Housing Options (Toyo's dormitories, and student apartments) .....	48-50
XV. Regarding the Determination of the Candidates for the Toyo University Partial Tuition Waiver for Privately Financed International Students.....	51
XVI. Handling of Personal Information at Toyo University.....	52-53

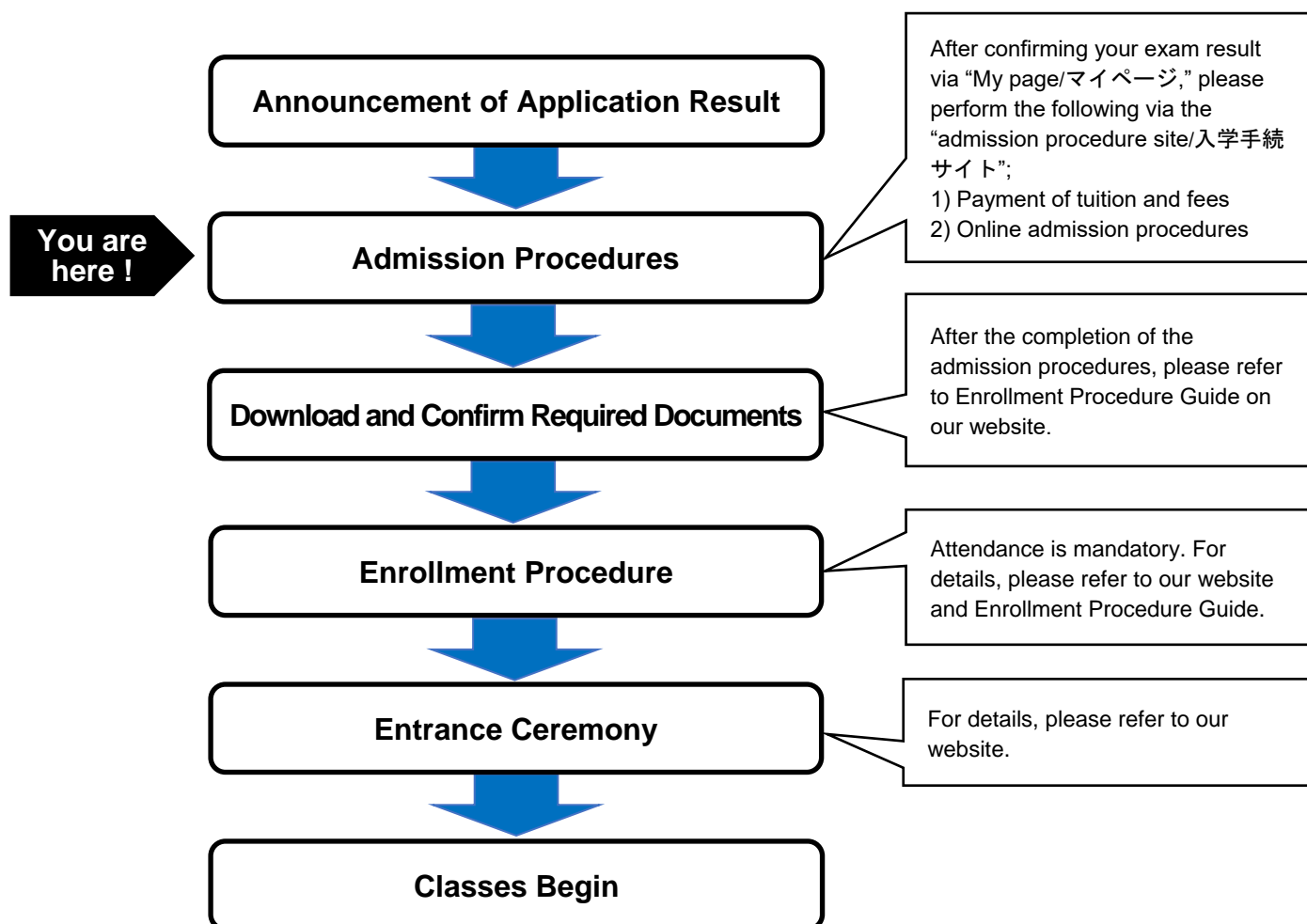
Contacts

Access Map



# [Admission Process]

**Please note that the bank transfer form for the payment of tuition and fees will NOT be sent via postal mail.**



## Admission in Fall 2024

Month of Entrance Examination	Announcement Date of Application Results	Admission Procedure Period
Entrance examination in August (Admission in Fall)	September 5 (Thu), 2024	One-time procedure: September 5 (Thu) – September 9 (Mon), 2024

## Admission in April 2025

Month of Entrance Examination	Announcement Date of Application Results	Admission Procedure Period
Entrance examination in August (Admission in April)	September 10 (Tue), 2024	The first-phase procedure: September 10 (Tue) - September 17 (Tue), 2024 The second-phase procedure: February 27 (Thu) - March 5 (Wed), 2025
Entrance examination in November (Admission in April)	December 4 (Wed), 2024	The first-phase procedure: December 4 (Wed) - December 11 (Wed), 2024 The second-phase procedure: February 27 (Thu) - March 5 (Wed), 2025 [Concentration in SME Consultant Certification] One-time procedure: December 4 (Wed) - December 11 (Wed), 2024
Entrance examination in February (Admission in April)	February 27 (Thu), 2025	One-time procedure: February 27 (Thu) - March 5 (Wed), 2025
Entrance examination in March (Admission in April)	March 5 (Wed), 2025	One-time procedure: March 5 (Wed) - March 11 (Tue), 2025




# ■How to Log in to the Admission Procedure Site

All admission procedures can be done via the “admission procedure site/入学手続サイト.” Log in to “My page/マイページ” that you created at the time of the application, follow the guide below and go to the “admission procedure site.”

URL for My page: <https://exam-entry.52school.com/toyo-g/my/>

## My Page Login Screen

To log in, please enter your email address and password, and then click  (Log in) button.

東洋大学大学院マイページ  
Toyo University Graduate Schools My Page

文字サイズ 小 中 大  
サイトカラー 薄い 標準 濃い

マイページログイン

マイページログイン My page login

ログイン Login

メールアドレス、パスワードを入力してください。 Please enter your email address and password below.  
1つのメールアドレスで複数人のご利用はできません。 The use of one email address with more than two applicants is not allowed.

メールアドレス  
Email address

パスワード  
Password

ログイン Log in

マイページを初めてご登録の方 First-time users of My page

初めてマイページをご利用の方は[こちら](#)よりお願いします。  
If you are a first-time user of My page, please create an account to start from [こちら](#).

パスワードをお忘れの方 Those who forgot your password

パスワードを忘れた方は[こちら](#)から再設定をお願いします。  
If you have forgotten your password, you may request a reset from [こちら](#).



## My Page Menu Screen

After login, you will see the following screen. To confirm your application result, please click **合否結果** (Application Result) button below.

東洋大学大学院マイページ  
Toyo University Graduate Schools My Page

文字サイズ 小 中 大  
サイトカラー 薄い 標準 濃い


ログアウト  
Log out

マイページトップ

マイページメニュー My page menu

STEP1 ガイダンス閲覧・確認 Reference and confirmation of the procedure guide

東洋大学大学院のインターネット出願ガイダンスを確認してください。  
Refer to the online application guidelines of Toyo University Graduate Schools.




ガイダンス閲覧・確認  
出願手続きの流れや支払可能な金融機関、出願時のよくある質問など出願登録に関する内容を確認できます。  
Reference and confirmation of the guide of the admission procedures

ガイダンス確認に進む  
Go

STEP2 個人情報の登録と確認 Registration and confirmation of personal information

東洋大学大学院で利用する個人情報を登録することができます。  
個人情報を画面の表示に従って登録して下さい。  
You can register personal information that is used for the university.  
※すでに登録完了した個人情報は変更することができません。  
Once you have completed the online application, you cannot change the information registered.




個人情報の登録・編集と確認  
出願者の個人情報の登録・編集、確認ができます。  
Registration and confirmation of your personal information

登録・確認に進む  
Go

STEP3 出願登録 Online Registration of application

東洋大学大学院の入学試験に出願登録をします。  
Online registration for the Entrance Examination of Toyo University Graduate Schools




出願登録  
画面の表示に従って出願に必要な情報を入力し、その内容を登録・確認してください。  
Registration and application

出願登録に進む  
Go


STEP4 出願確認 Confirmation of application

東洋大学大学院の入学試験に出願登録した情報を確認いただけます。  
You can check the entered information for the Entrance Examination.



出願確認  
東洋大学大学院の入学試験に出願登録した情報を確認いただけます。  
Confirmation of the registered application

出願確認に進む  
Go



合否結果  
受験済みの合否結果をご案内いたします。  
Application Result

.....

メールアドレス変更  
当サイトログイン用のメールアドレスを変更できます。  
Change your email address

.....

パスワード変更  
当サイトログイン用のパスワードを変更できます。  
Change your password

STEP1 ガイダンス閲覧・確認

STEP2 個人情報の登録と確認

STEP3 出願登録

STEP4 出願確認

合否結果

メールアドレス変更

パスワード変更



## Announcement of Application Result Screen

After you click [合否結果](#) button, you will see the following screen. To confirm your application result, please click [合否結果照会](#) (Application Result Inquiry) button below.

[合否結果照会](#)

東洋大学大学院  
Toyo University Graduate Schools

文字サイズ 小 中 大  
サイトカラー 薄い 標準 濃い

インターネット出願  
Online Application

合否照会一覧 List of application result (s)

受験番号	試験区分 Exam Category	受験研究科 Desired Graduate School	合否照会 Application Result
A1001	【4月入学】白山・朝霞 一般入試 (8月)	ライフデザイン学研究科 生活支援学専攻 高齢者・障害者支援学コース (修士課程)	<a href="#">合否結果照会 Application Result Inquiry</a>

マイページに戻る  
Return to My page

## Announcement of Application Result (Individual) Screen

If you are a successful applicant, please click [「入学手続」へ](#) (Go to Admission Procedure) button and go to the admission procedure site.

東洋大学  
Toyo University

文字サイズ 小 中 大  
サイトカラー 薄い 標準 濃い

オンライン合格発表(個人照会) Online Announcement of Application Result (s) (Individual)

合否結果 Application Result (s)

受験番号●●●●●の方は、  
Application result (s) for the applicant with examinee number ●●●●●:

1. ライフデザイン学研究科 生活支援学専攻 高齢者・障害者支援学コース 修士課程 一般入試 (4月入学)

おめでとうございます。合格です。  
引き続き、入学手続を行ってください。

“合格” → Congratulations! You passed the exam. Please continue on with the admission procedure.  
“不合格” → We are very sorry, but you did not pass the exam.

合格通知書  
Notification of Application Results

合格通知書は必要に応じて印刷し、各自保管をしてください。郵送による発送は行いません。  
Please print the Notification of Application Result as necessary. We do not send it to you by post.

「入学手続」へ  
Go to Admission Procedure

こちらから入学手続を行います。  
Click here to start admission procedure.

注意事項  
WEB上で表示できない文字は、JIS第2水準の文字で表示しております。

閉じる Close



# ■About Admission Procedure Site

東洋大学  
Toyo University

Menu

下記の「入学手続きのしおり」を確認し、この画面から「納付金納入手続」および「オンライン入学手続」を行ってください。合格した入試方式に応じて手続方法が異なるため、必ず「入学手続きのしおり」をご一読ください。

また、下記の入学手続情報に誤りがないか事前に確認の上、入学手続を行ってください。

合格された方への情報提供サイト「合格者の方へ」を公開しております。入学手続に関する情報等の重要なお知らせを随時掲載しますので、必ず確認してください。

入学手続サイトが動作しない、PDFの閲覧ができない場合は、[こちら](#)より、推奨環境を満たしているか確認してください。

なお、モバイル端末については、推奨環境を満たしていても、お使いの環境によっては、一部機能が動作しないことがあります。原則として、入学手続はPC端末を利用して行ってください。

入学手続きのしおり  
Admission Procedure Guide

Access the Admission Procedure Guide via the button below, and perform the Tuition and Fee Payment Process and the Online Admission Procedures. Be sure to read the Admission Procedure Guide before you perform the procedures because the procedures vary depending on the entrance examination taken. In addition, before you perform the procedures, confirm that the following pieces of admission procedure information shown are correct. If the admission procedure site does not properly work or if you cannot browse PDF documents, click here [こちら](#) to check whether your device meets the system requirements. Please note that, if you use a mobile device, some functions of the site may not properly work even if the device meets the system requirements. In principle, please use a computer to complete the admission procedures.

入学手続情報  
Admission Procedure Information

入試方式  
Exam Category

研究科・専攻・コース・課程  
Graduate School, Course and Program

合格者番号  
Successful Applicant's No.

[Note] You can find this Number on your Application Result.

## “Admission Procedure Information”

Exam Category (enrollment month), graduate school, course, program admitted to, and successful applicant's No. are displayed here.

入学手続  
Admission Procedures

ステータス  
Status

【納付金納入手続】【Tuition and Fee Payment Process】

入学手続締切日までに納付金の納入手続を行ってください。  
Complete the procedure for paying tuition and fees by the deadline for the admission procedure.

【オンライン入学手続】【Online Admission Procedures】

オンライン入学手続を行ってください。  
Please complete the online admission procedures.

## “Admission Procedures”

Status of admission procedure is displayed here. Status displayed here is “Not Completed” version.

未手続  
Not Completed

納付金納入手続  
Tuition and Fees Payment Process

支払方法の登録  
Payment Method Registration

支払手続

「支払方法の登録」より、支払方法を選択してください。Please click [支払方法の登録](#) button, and select payment method.

“Tuition and Fee Payment Process”

手続区分

金額

納入状況

Your payment information (amount and due date of the one-time or two-time admission procedure, etc.) will be displayed here.

Please check the Japanese-English translation for each word below.

## “Payment Method Registration”

### “Payment Process”

Click here to go to the payment process page. (→p. 15) Please select full payment or installment payment. Respective amount and due date are displayed here.

未手続  
Not Completed

オンライン入学手続  
Online Admission Procedures

学生情報の登録  
Registration of Student Information

こちらから学生情報、保証人情報等の登録を行ってください。Register student information, guarantor information, etc. here.

## “Registration of Student Information”

Click here to go to the online admission procedure page. (→p. 26)

Please click [学生情報の登録](#) (Registration of Student Information) button, register student information, and guarantor information and so on.

## Japanese-English Translation for Tuition and Fee Payment Process

### 【手続区分：Procedure category】

- 一括入学手続：One-time admission procedure
- 一括：全納（入学金含む）：One-time: full payment (with admission fee)
- 一括：分納（入学金含む）：One-time: installment payment (with admission fee)

### 2段階入学手続：Two-time admission procedure

- 1次（入学申込金のみ）：first-phase (payment of admission confirmation fee only)
- 2次：全納：second-phase: full payment
- 2次：分納：second-phase: installment payment

### 【金額：Amount】

【納入状況：Payment status】未入金：Not paid 入金済：Paid

【支払い期限：Due date 入金日：Date of payment】

【ステータス：Status】未手続：Not completed 入学申込手続完了：Admission confirmation procedure completed 完了：Completed

— 5 —



# I . Admission Procedures

## Three types of admission procedures

There are three types of admission procedures: (A) Two-time admission procedure, (B) Two-time admission procedure (for persons whose Admission Fee is exempt) and (C) One-time admission procedure.

Deadlines and procedures vary depending on the type of the admission procedure. To ensure that the appropriate procedure is performed, please use the flowchart (see p. 7).

### (A) Two-time admission procedure

This procedure is designed for successful applicants who are to be enrolled in April via an entrance examination held in August or November and who do not fall under the "(B) Two-time admission procedure (for persons whose Admission Fee is exempt)."

### (B) Two-time admission procedure (for persons whose Admission Fee is exempt)

This procedure is designed for successful applicants who are to be enrolled in April via an entrance examination held in August or November and who are advancing to a graduate school from an undergraduate faculty of Toyo University (excluding correspondence courses and Toyo University Junior College) or who are advancing to a Doctoral Program from a Master's Program of Toyo University.

### (C) One-time admission procedure

This procedure is designed for successful applicants who are to be enrolled in Fall via an entrance examination held in August or who are to be enrolled in April via an entrance examination held in November\*, February or March.

\*Only for the Concentration in SME Consultant Certification via an entrance examination held in November

## In all cases, (A), (B) or (C), you need to take the following two steps prior to the deadline of the admission procedures.

### 1 Payment of tuition and fees

For the breakdown of tuition and fees, please see pp. 23 - 24.

**(A) Two-time admission procedure:** The admission confirmation fee (the amount equivalent to the admission fee) must be paid in the first-phase procedure (Admission Confirmation Procedure), and the remaining amount of tuition and fees must be paid in the second-phase procedure. If you complete the second-phase procedure, the admission confirmation fee (the amount equivalent to the admission fee) will be applied towards your admission fee.

**(B) Two-time admission procedure (for persons whose Admission Fee is exempt):** Tuition and fees, excluding the admission confirmation fee (the amount equivalent to the admission fee), must be paid in the second-phase procedure.

**(C) One-time admission procedure:** Tuition and fees, including the admission fee, must be paid in one lump sum.

### 2 Performing the online admission procedure

**(A) Two-time admission procedure:** Complete registration for "Admission Confirmation Procedure" in the first-phase procedure and for "Main Procedure" in the second-phase procedure.

**(B) Two-time admission procedure (for persons whose Admission Fee is exempt):** Complete registration for "Admission Confirmation Procedure" in the first-phase procedure, and for "Main Procedure" in the second-phase procedure.

**(C) One-time admission procedure:** Complete registration for the "Main Procedure."

## What you need to do in Admission Procedures

		1 Payment of tuition and fees	2 Online admission procedures
(A)Two-time admission procedure	First-phase procedure	Payment of admission confirmation fee (the amount equivalent to the admission fee) only	Admission confirmation procedure
	Second-phase procedure	Payment of tuition and fees, excluding admission fee (the admission confirmation fee will be applied to your admission fee)	Main procedure
(B)Two-time admission procedure (for persons whose Admission Fee is exempt)	First-phase procedure	— (No need to pay any fees at this stage)	Admission confirmation procedure
	Second-phase procedure	Payment of tuition and fees, excluding admission fee	Main procedure
(C) One-time admission procedure		Payment of tuition and fees, including admission fee	Main procedure

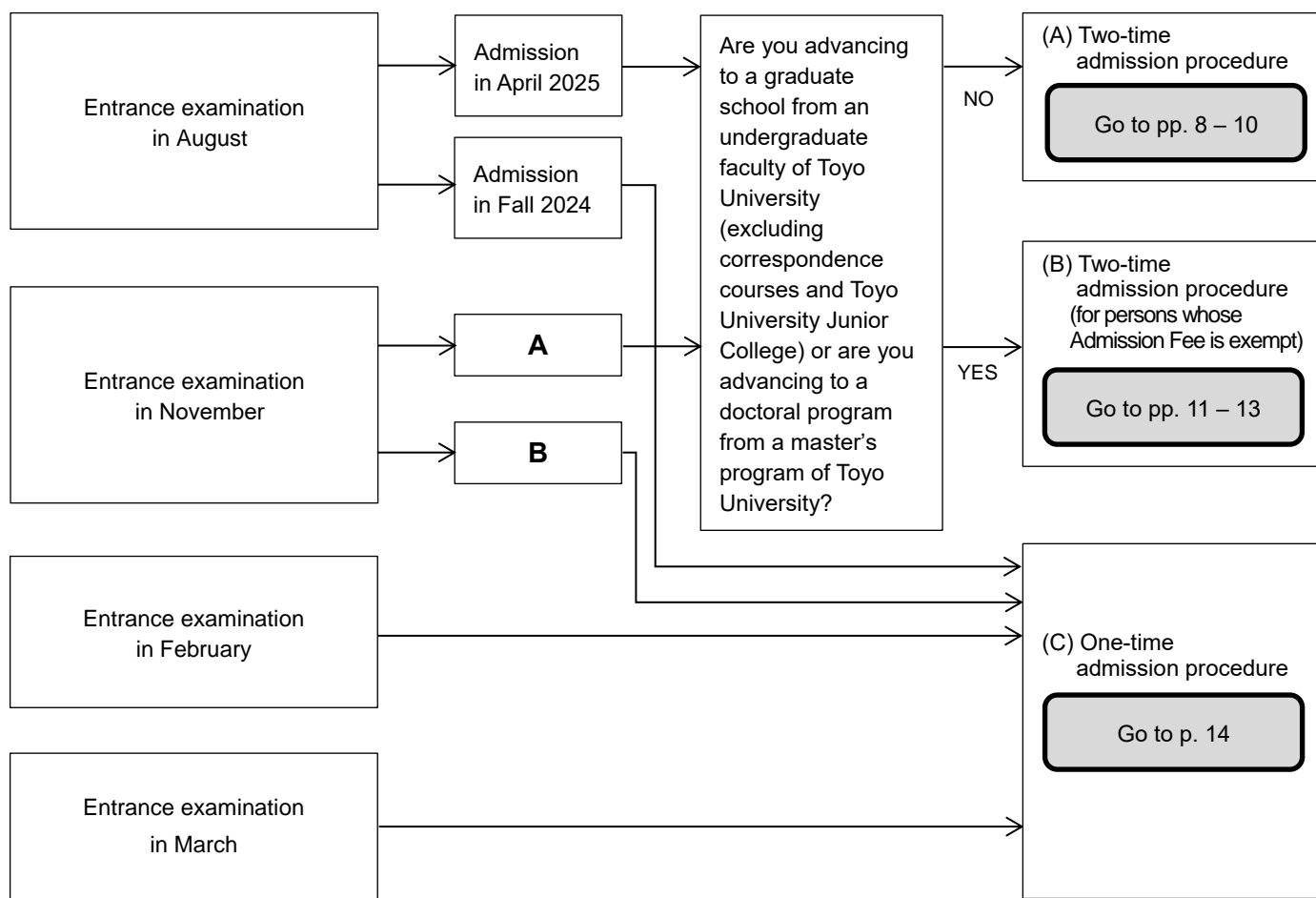
\*Successful applicants who fail to complete their admission procedure by the specific due date(s) shall be considered as unwilling to be enrolled in Toyo University Graduate Schools. You will not be allowed to proceed the admission procedure outside of the admission procedure period.



**Please check the type of procedure you should perform, and go to the relevant pages.**

**<Entrance examination month>**

**<Type of procedure>**



**A:** Other than those who are to be enrolled in the Concentration in SME Consultant Certification

**B:** Those who are to be enrolled in the Concentration in SME Consultant Certification



# (A) Two-time Admission Procedure

## ■ How to Complete Two-time Admission Procedure and Important Notes

### [Subjects of Two-time Admission Procedure]

For successful applicants to be enrolled in April via an entrance examination in August

For successful applicants to be enrolled in April via an entrance examination in November (excluding the Concentration in SME Consultant Certification)

\*If you are a student who is proceeding to a graduate school after the completion of a Toyo University undergraduate course (excluding correspondence courses and Toyo University Junior College) or who is proceeding to a doctoral program after the completion of a master's program of the university, please see "(B) Two-time Admission Procedure (for persons whose Admission Fee is exempt)" (See p. 11).



### ◆ Announcement Dates of Application Results ◆

Entrance examination in August 2024 (Admission in April) → September 10 (Tue), 2024

Entrance examination in November 2024 (Admission in April) → December 4 (Wed), 2024

The two-time admission procedure consists of <1> and <2> phases below. Please complete both phases by the end of the designated admission procedure period.

After the completion of each step, place a checkmark in the checkbox on the right side.

<p>&lt;1&gt; The first-phase procedure (p. 9)</p>	<div> <div> <div>1</div> <div>Log in to My page and <b><u>perform the admission confirmation fee (the amount equivalent to the admission fee) payment process</u></b> (See pp. 15 - 22)</div> <div><input type="checkbox"/></div> </div> <div> <div>2</div> <div>Complete the online admission procedure (<b><u>Admission Confirmation Procedure</u></b>) (See pp. 26 - 28)</div> <div><input type="checkbox"/></div> </div> </div> <p>Admission procedure period for the above 1 and 2            Entrance examination in August 2024 (Admission in April) → September 10 (Tue) – 17 (Tue), 2024            Entrance examination in November 2024 (Admission in April) → December 4 (Wed) – 11 (Wed), 2024</p> <div>  </div> <p>The first-phase procedure (Admission Confirmation Procedure) has been completed.  <b><u>IMPORTANT: Your admission procedure has not been completed yet!</u></b>  <b><u>Make sure you complete the second-phase procedure online by the end of the designated procedure period.</u></b>  <b><u>Please make a note of the second-phase procedure period on a calendar or in a planner so as not to forget.</u></b></p> <div> <div><input type="checkbox"/></div> </div>
<p>&lt;2&gt; The second-phase procedure (p. 10)</p>	<div> <div> <div>3</div> <div>Log in to My page and <b><u>perform the tuition and fees payment process</u></b> (See pp. 15 - 22)</div> <div><input type="checkbox"/></div> </div> <div> <div>4</div> <div>Complete the online admission procedure (<b><u>Main Procedure</u></b>) (See pp. 29 - 35)</div> <div><input type="checkbox"/></div> </div> </div> <p>Admission procedure period for the above 3 and 4            Entrance examination in August and November 2024 (Admission in April) → <b>February 27 (Thu) – March 5 (Wed), 2025</b></p> <div>  </div> <p>The second-phase procedure (Main Procedure) has been completed.  <b><u>All admission procedures have been completed!</u></b></p>



## <1> The First-Phase Procedure (Admission Confirmation Procedure)

Successful applicants are required to complete both steps **1** and **2** by the end of the first-phase procedure period. Please note that the procedure period varies depending on the month of the entrance examination.

### **1** Payment of admission confirmation fee (the amount equivalent to the admission fee)

Log in to the My page and perform the admission confirmation fee (the amount equivalent to the admission fee) payment process. (See pp. 15 - 22)

### **2** Online registration for your admission procedure (Admission Confirmation Procedure)

Enter the necessary information online for your admission procedure (Admission Confirmation Procedure). (See pp. 26 - 28)



### **The first-phase procedure has been completed!**

Make sure to complete the second-phase procedure (Main Procedure) during the period from February 27 (Thu) to March 5 (Wed), 2025. (See p. 10)

Note: There is no order as to which step you should take first.

#### **[Important Notes]**

**\*You must complete the “payment of admission confirmation fee (the amount equivalent to the admission fee)” and the “online registration for admission procedure” by the end of the first-phase procedure period specified. If you fail to complete the first-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The first-phase procedure cannot be carried out outside of the first-phase procedure period.**

**\*In the process of payment of tuition and fees, payments made in person at the university office or payments by international bank transfer will not be accepted.**

**\*If you complete the second-phase procedure (Main Procedure), the admission confirmation fee (the amount equivalent to the admission fee) will be applied towards your admission fee.**

**\*The admission confirmation fee (the amount equivalent to the admission fee) that has been paid will **not be refunded** for any reason including withdrawal from admission, as it is a “consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course at Toyo University Graduate Schools for which the applicant has been accepted.” Submitted documents will not be returned.**

**\*The tuition and fees with the exception of the admission confirmation fee (the amount equivalent to the admission fee) that has been paid will be refunded if the university accepts your request for withdrawal from admission. No refund will be made in any other case, including an erroneous payment regardless of the circumstances. Bank transfers are not accepted.**



## <2> The Second-Phase Procedure (Main Procedure)

Successful applicants are required to complete both steps **3** and **4** by the end of the second-phase procedure period.

### **3** Payment of tuition and fees

Log in to the My page and perform the tuition and fees payment process. (See pp. 15 - 22)

### **4** Online registration for your admission procedure (Main Procedure)

Enter the necessary information online for your admission procedure (Main Procedure). (See pp. 29 - 35)

Note: Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.



**The second-phase procedure has been completed!**

Note: There is no order as to which step you should take first.

#### [Important Notes]

**\*You must complete the “payment of tuition and fees” and the “online registration for admission procedure” by the end of the second-phase procedure period specified. If you fail to complete your second-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The second-phase procedure cannot be carried out outside of the second-phase procedure period.**

**\*In the process of payment of tuition and fees, payments made in person at the university office or payments by international bank transfer will not be accepted.**

**\*The second-phase procedure will only be conducted for the graduate school and course in the entrance examination category for which you paid the admission confirmation fee (the amount equivalent to the admission fee) in the first-phase procedure (Admission Confirmation Procedure). Therefore, if you are admitted to a graduate school and course at the university (including the same one) for a different entrance examination category and wish to enter the graduate school and course, you must pay the admission confirmation fee (the amount equivalent to the admission fee) again.**

**This admission confirmation fee (the amount equivalent to the admission fee) may not be applied to the admission confirmation fee (the amount equivalent to the admission fee) for a graduate school and course in any other entrance examination categories. Please be careful not to make a mistake when paying the admission confirmation fee (the amount equivalent to the admission fee).**



## (B) Two-Time Admission Procedure (for persons whose Admission Fee is exempt)

### ■ How to Complete Two-time Admission Procedure (for persons whose Admission Fee is exempt) and Important Notes

#### **[Subjects of Two-time Admission Procedure (for persons whose Admission Fee is exempt)]**

For successful applicants to be enrolled in April via an entrance examination in August or via an entrance examination in November, the subjects are those who are proceeding to a graduate school after the completion of a Toyo University undergraduate course (excluding correspondence courses and Toyo University Junior College) or those who are proceeding to a doctoral program after the completion of a master's program of the university.



#### ◆ Announcement Dates of Application Results ◆

Entrance examination in August 2024 (Admission in April) → September 10 (Tue), 2024

Entrance examination in November 2024 (Admission in April) → December 4 (Wed), 2024

The two-time admission procedure consists of <1> and <2> phases below. Please complete both phases by the end of the designated admission procedure period.

After the completion of each step, place a checkmark in the checkbox on the right side

<p><b>&lt;1&gt; The first- phase procedure (p. 12)</b></p>	<p><input type="checkbox"/> <b>1</b> Complete the online admission procedure (<b>Admission Confirmation Procedure</b>) (See pp. 26 - 28)</p> <p>Admission procedure period for the above <input type="checkbox"/> <b>1</b>  Entrance examination in August 2024 (Admission in April) → September 10 (Tue) – 17 (Tue), 2024  Entrance examination in November 2024 (Admission in April) → December 4 (Wed) – 11 (Wed), 2024</p> <div style="text-align: center;">  </div> <p>The first-phase procedure (Admission Confirmation Procedure) has been completed. <input type="checkbox"/></p> <p><b><u>IMPORTANT: Your admission procedure has not been completed yet!</u></b>  <b><u>Make sure you complete the second-phase procedure online by the end of the designated procedure period.</u></b>  <b><u>Please make a note of the second-phase procedure period on a calendar or in a planner so as not to forget.</u></b></p>
<p><b>&lt;2&gt; The second- phase procedure (p. 13)</b></p>	<p><input type="checkbox"/> <b>2</b> Log in to My page and <b><u>perform the tuition and fees payment process</u></b> (See pp. 15 - 22)</p> <p><input type="checkbox"/> <b>3</b> Complete the online admission procedure (<b>Main Procedure</b>) (See pp. 29 - 35)</p> <p>Admission procedure period for the above <input type="checkbox"/> <b>2</b> and <input type="checkbox"/> <b>3</b>  Entrance examination in August and November 2024 (Admission in April) → <b>February 27 (Thu) – March 5 (Wed), 2025</b></p> <div style="text-align: center;">  </div> <p>The second-phase procedure (Main Procedure) has been completed.  <input type="checkbox"/> <b>All admission procedures have been completed!</b></p>



## <1> The First-Phase of the Procedure (Admission Confirmation Procedure)

Successful Applicants are required to complete the step **1** by the end of the first-phase procedure period.  
Please note that the procedure period varies depending on the month of the entrance examination.

### **1 Online registration for your admission procedure (Admission Confirmation Procedure)**

Enter the necessary information online for your admission procedure (Admission Confirmation Procedure). (See pp. 26 - 28)



### **The first-phase procedure has been completed!**

Make sure to complete the second-phase procedure during the period from February 27 (Thu) to March 5 (Wed), 2025. (See p. 13)

#### **[Important Notes]**

**\*You must complete the “online registration for admission procedure” by the end of the first-phase procedure period specified. If you fail to complete the first-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The first-phase procedure cannot be carried out outside of the first-phase procedure period.**

**\*Students proceeding to a graduate school after the completion of a Toyo University undergraduate course (excluding correspondence courses and Toyo University Junior College) and those proceeding to a doctoral program after the completion of a master’s program of the university are exempt from payment of the admission fee. However, it is necessary to complete the step **1** “online registration for your admission procedure (admission confirmation procedure).”**



## <2> The Second-Phase Procedure (Main Procedure)

Successful applicants are required to complete both steps **2** and **3** by the end of the second-phase procedure period.

### **2** Payment of tuition and fees

Log in to My page and perform the tuition and fees payment process. (See pp. 15 - 22)

### **3** Online registration for your admission procedure (Main Procedure)

Enter the necessary information online for your admission procedure (Main Procedure). (See pp. 29 - 35)

Note: Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.



**The second-phase procedure has been completed!**

Note: There is no order as to which step you should take first.

#### [Important Notes]

**\*You must complete the “payment of tuition and fees” and the “online registration for admission procedure” by the end of the second-phase procedure period specified. If you fail to complete your second-phase procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The second-phase procedure cannot be carried out outside of the second-phase procedure period.**

**\*In the process of payment of tuition and fees, payments made in person at the university office or payments by international bank transfer will not be accepted.**

**\*The second-phase procedure will only be conducted for the graduate school and course in the entrance examination category for which you paid the admission confirmation fee (the amount equivalent to the admission fee) in the first-phase procedure (Admission Confirmation Procedure). Therefore, if you are admitted to a graduate school and course at the university (including the same one) for a different entrance examination category and wish to enter the graduate school and course, you must pay the admission confirmation fee (the amount equivalent to the admission fee) again.**

**This admission confirmation fee (the amount equivalent to the admission fee) may not be applied to the admission confirmation fee (the amount equivalent to the admission fee) for a graduate school and course in any other entrance examination categories. Please be careful not to make a mistake when paying the admission confirmation fee (the amount equivalent to the admission fee).**



## (C) One-time Admission Procedure

### ■ How to Complete the One-time Admission Procedure and Important Notes

#### [Subjects of One-time Admission Procedure]

For successful applicants to be enrolled in Fall via an entrance examination in August

For successful applicants to be enrolled in April via an entrance examination in November\*, February, or March

\*Only for the Concentration in SME Consultant Certification via an entrance examination held in November

#### ◆ Announcement Dates of Application Results ◆

Entrance examination in August 2024 (Admission in Fall) → September 5 (Thu), 2024

Entrance examination in November 2024 (Admission in April) → December 4 (Wed), 2024

Entrance examination in February 2025 (Admission in April) → February 27 (Thu), 2025

Entrance examination in March 2025 (Admission in April) → March 5 (Wed), 2025

Successful applicants are required to complete both steps 1 and 2 by the end of the admission procedure period.

Please note that the procedure period varies depending on the month of the entrance examination.

After the completion of each step, place a checkmark in the checkbox on the right side.

#### 1 Payment of tuition and fees

Log in to My page and perform the tuition and fees payment process. (See pp. 15 - 21)

☐

#### 2 Online registration for your admission procedure

Enter the necessary information online for your admission procedure. (See pp. 26 - 35)

Note: Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.

☐

Admission procedure period for the above 1 and 2

Entrance examination in August 2024 (Admission in Fall) → September 5 (Thu) – September 9 (Mon), 2024

Entrance examination in November 2024 (Admission in April) → December 4 (Wed) – December 11 (Wed), 2024

Entrance examination in February 2025 (Admission in April) → February 27 (Thu) – March 5 (Wed), 2025

Entrance examination in March 2025 (Admission in April) → March 5 (Wed) – March 11 (Tue), 2025



**Your admission procedure has been completed!**

Note: There is no order as to which step you should take first.

#### [Important Notes]

**\*You must complete the “payment of tuition and fees” and the “online registration for admission procedure” by the end of the admission procedure period specified. If you fail to complete your admission procedure by the designated due date, we will conclude that you do not wish to be enrolled in the graduate school of Toyo University. The admission procedure cannot be carried out outside of the admission procedure period.**

\*In the process of payment of tuition and fees, **payments made in person at the university office or payments by international bank transfer will not be accepted.**

\*The admission fee that has been paid will **not be refunded** for any reason including withdrawal from admission, as it is a “consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course at Toyo University Graduate Schools for which the applicant has been accepted.” Submitted documents will not be returned.

\*The tuition and fees with the exception of the admission fee that has been paid will be refunded if the university accepts your request for withdrawal from admission.

No refund will be made in any other case, including an erroneous payment regardless of the circumstances. Bank transfers are not accepted.



## II . Payment of Tuition and Fees

### (1) Amounts of Tuition and Fees

The amounts of tuition and fees vary depending on graduate school, course, concentration, and program.

**You may choose to pay the entire amount (full payment) or pay your tuition, facility fee and lab fee in two installments per year (installment payment). (About the breakdown of the tuition and fees, see pp. 23- 24)**

• **If you select the installment payment plan, the scheduled period of the second payment will be from early October to early November, 2025 (from late April to late May, 2025 for fall admission students.)** After admission, please pay from the tuition and fees payment site for current students. The university will not send the bank transfer form.

In addition, the admission procedure site is only available during the admission procedure. The site will not be available after admission. For details, please check the university's website after admission.

### (2) Method of Paying the Tuition and Fees

Please select one of the following six methods:

- 1) By credit card
- 2) Use online banking via the admission procedure site
- 3) Use Pay-easy at a financial institution ATM
- 4) Through a convenience store (up to JPY 300,000)
- 5) Bank transfer (download a bank transfer form and pay at a financial institution counter)
- 6) Others (By the means of settlement of your choice, pay into the account specified on the bank transfer form.)

The table below lists the characteristics of each payment method.

	Entry of name	Entry of management number	Deadline	Handling fees and usage fees, etc.	Payment limit	Procedure
1) By credit card	No entry required (managed by the system)		As a general rule, available until 11:59 p.m. (Japan time) on the due date for your admission procedure (Service hours may vary with the payment system, e.g., the financial institution.)	Check them on the settlement screen.	Depending on the credit card limit	See p. 19
2) Use online banking via the admission procedure site				JPY 660 for payment less than JPY 300,000	Depending on your agreement with the financial institution	
3) Use Pay-easy at a financial institution ATM				JPY 880 for payment JPY 300,000 or more		
4) Through a convenience store				JPY 660	JPY 300,000	
5) Bank transfer	No entry required (The financial institution counter will take care of it.)		Depending on branch business hours	Amount specified by the financial institution	None	See p. 22
6) Others	Please pay under your (successful applicant's) name.	Please enter your payment management number before your (successful applicant's) name.	Depending on the means of settlement of your choice	Depending on the means of settlement of your choice	Depending on the means of settlement of your choice	Other methods are not recommended by the university but may be selected at your own risk.



**[Important] Please be sure to read.**

If the amount is insufficient due to an error in the amount deposited or a low transaction limit, it will be considered that the necessary procedures for admission have not been completed and you will lose your admission qualification. Please be sure to confirm the payment amount when completing the procedure. Also, be sure to check the transaction limit on your account and credit card in advance and **transfer the required amount in one payment.**

When you carry out the admission procedure in payment method 6, please pay under the **“successful applicant’s number (tuition and fees management number)” followed by the “successful applicant’s name” (Example: 2025999999 トウヨウタロウ).** Payments made under any other name will result in an error. If the due date for your admission procedure passes without the names of the successful applicants being identified, for example, if a transfer is made using the name of your guarantor or the name of the applicant's organization without prior to consultation, you will lose your eligibility for admission for failure to complete the admission procedure in your own name, even if a payment was made.

The admission fee (admission confirmation fee) paid will not be refunded in any case.

● **Handling fees and usage fees, etc.**

Before settling the payment, be sure to check the handling fees and usage fees, etc. that you will incur. Some means of settlement may incur high handling fees and usage fees, etc. Especially if you pay by credit card, be sure to check the service charges on the table below. The payment method cannot be changed after payment.

● **Payment limit**

Pay attention to the limit you can settle per day or at one time. Be sure to check the payment limit beforehand. If it prevents you from settling the full amount of the required payment, increase the payment limit and **pay the required amount in one settlement.** Please note that the limit for a payment through a convenience store is JPY 300,000 by regulation.

● **Service Charges when using a credit card**

Tuition and Fees	Service charges (tax included)
JPY 260,000	JPY 4,700
JPY 270,000	JPY 4,900
JPY 295,000	JPY 5,300
JPY 305,000	JPY 5,500
JPY 345,000	JPY 6,200
JPY 375,000	JPY 6,800
JPY 400,000	JPY 7,200
JPY 450,000	JPY 8,100
JPY 530,000	JPY 9,500
JPY 540,000	JPY 9,700
JPY 565,000	JPY 10,200
JPY 575,000	JPY 10,400
JPY 615,000	JPY 11,100
JPY 645,000	JPY 11,600
JPY 670,000	JPY 12,100
JPY 720,000	JPY 13,000
JPY 845,000	JPY 15,200

Tuition and Fees	Service charges (tax included)
JPY 520,000	JPY 9,400
JPY 540,000	JPY 9,700
JPY 590,000	JPY 10,600
JPY 610,000	JPY 11,000
JPY 690,000	JPY 12,400
JPY 750,000	JPY 13,500
JPY 790,000	JPY 14,200
JPY 795,000	JPY 14,300
JPY 800,000	JPY 14,400
JPY 810,000	JPY 14,600
JPY 860,000	JPY 15,500
JPY 880,000	JPY 15,800
JPY 960,000	JPY 17,300
JPY 1,020,000	JPY 18,400
JPY 1,065,000	JPY 19,200
JPY 1,070,000	JPY 19,300
JPY 1,150,000	JPY 20,700
JPY 1,420,000	JPY 25,600

For service charges that do not apply to the above, please be sure to check the “Confirm the payment information” screen (see p. 18) of the admission procedure menu before making a payment.



### (3) Steps of Paying the Tuition and Fees

\*In this system, please always use the 戻る (Back) button on the screen, not your browser's back button. If you use the browser's back button, the operation will be disabled.

The image is an example. It may differ from the actual screen displayed, etc. Please check the actual screens and the admission procedure guide for the amount, payment deadline, etc., and strictly observe them.

1) From My page, go to the admission procedure site. In the Tuition and Fees Payment Process section, click 支払方法の登録 (Payment Method Registration) button.

支払方法の登録 ▶

未手続 Not Completed 納付金納入手続 Tuition and Fees Payment Process 支払方法の登録 Payment Method Registration 支払手続

「支払方法の登録」より、支払方法を選択してください。Please click "Payment Method Registration" button, and select payment method.

[2段階入学手続]  
Your payment information will be displayed here.  
Please check the Japanese-English translation for each word on p. 5.

2) Select a payment amount and method and click 次へ (Next) button.

以下の項目を選択し、次の画面に進んでください。Please select the following items and go on to the next screen.

手続方法選択 Select a procedure method

2段階入学手続 You can select one- or two-time admission procedure.

納付金選択 Select a payment amount

270,000円 (1次 入学申込金のみ) You can select full payment or installment payment.

※全納・・・一年間の学費 Full Payment・・・Tuition and Fees for one academic year (with admission fee for applicants from universities other than Toyo University)  
分納・・・半期分の学費 Installment Payment・・・1/2 Tuition and Fees of one academic year (with admission fee for applicants from universities other than Toyo University)

支払方法選択 Select a payment method

クレジットカード Credit card 選択 Select

コンビニエンスストア・ペイジー (ATM) ・ネットバンキング Pay through a convenience store, Pay-easy (ATM), online banking 選択 Select

銀行振込 Bank transfer 選択 Select

※支払方法に応じて手数料が異なります。  
・クレジットカード・・・支払金額の1.8%  
・コンビニエンスストア・・・600円  
・ペイジー (ATM) およびネットバンキング・・・600円 (30万円未満) ・800円 (30万円以上)  
・銀行振込の場合・・・ご利用になる金融機関により異なります。

※コンビニエンスストア・ペイジー (ATM) ・ネットバンキングを選択される方へ  
コンビニエンスストアによるお支払い金額の上限は30万円です。  
30万円を超える場合は、ペイジー (ATM) またはネットバンキングによるお支払いとなります。

メンテナンス情報 2019/08/08 01:00 ~ 2019/08/08 05:00を予定しています。

戻る Back 次へ Next

\*Please select one of the three payment methods: (a) Credit card, (b) Online banking, Pay-easy (ATM), or Payment through a convenience store, or (c) Bank transfer. Please note that usage fees etc. vary with the payment method. Check the amounts displayed on the screen before confirming the payment method.

\*Service hours depend on the payment method. If you make a transfer on the due date, for example, at a financial institution counter or ATM, please do so with time to spare.

\*Do not attempt to pay just before the payment deadline, for example, past 11:00 p.m. on the last day of the payment period. The procedure for transferring the money into the receiving account may not be completed in time, and after the due date for your admission procedure, you will not be allowed to carry out the procedure. Please allow enough time for the procedure. Also, please note that we are unable to respond to inquiries outside our office hours.



3) Confirm the registered payment method and click **次へ ▶ (Next) button.**

東洋大学  
Toyo University

文字サイズ 小 中 大  
サイトカラー 薄い 標準 濃い

選択した支払方法を確認してください。誤りがなければ、次の画面に進んでください。  
Check the payment method you have selected. If it is correct, go to the next screen.

支払情報の確認 Confirm the payment information

Your payment information will be displayed here.  
Please check the Japanese-English translation for each word on p. 5.

支払情報 Payment Information

手続方法 Procedure method	2段階入学手続
支払方法 Payment method	クレジットカード
支払金額 Payment amount	合計274,900円 (270,000円 (1次 (入学金のみ) ) + 4,900円 (手数料) )

戻る Back 次へ Next ▶

Be sure to check the handling fee.

\*The payment method registration process is now complete.

\*If you have selected "Two-time admission procedure," you will need to conduct the payment method registration process twice: first when you pay the admission confirmation fee (the amount equivalent to the admission fee) and again when you pay the tuition and fees excluding the admission confirmation fee (the amount equivalent to the admission fee). Please note that your payment method registration is preserved only for a limited time. When it expires, please register it again.

\*To modify the payment method, click **戻る** (Back) to return to the previous screen.

\*Once you click **次へ ▶ (Next)** to go to the next screen, your payment information will be registered, and you will no longer be able to modify your admission procedure or payment method. If you want to make a modification, click **戻る** (Back) to return to the previous screen.



4) Click **支払手続 ▶ (Payment Process) button.**

東洋大学  
Toyo University

文字サイズ 小 中 大  
サイトカラー 薄い 標準 濃い

支払方法の登録が完了しました。 The payment method has been registered.  
引き続き、下記より支払手続を行ってください。 Please go on to the payment process below.

納付金の支払い Payment of tuition and fees

支払手続 Payment Process ▶

Clicking this button will take you to the payment process screen.

入学手続画面に戻る Return to "Admission Procedure" ▶

Clicking this button will take you back to the top page of the admission procedure site. (the screen on p. 5)

\*If you have returned to the admission procedure site, you can resume the procedure by clicking **支払手続 ▶ (Payment Process)** button on the site.





## 5) Conduct the payment process.

If you pay by bank transfer, click "Print the Bank Transfer Request."  
If you pay in a different way, click "To the Payment Process Screen."

\*If you find an error in the registered information, click the **取り消し** (Cancel) button and then conduct the **支払方法の登録** (Payment Method Registration) (p. 17) again.

However, you need to wait for an hour until you can select a payment method again. If the deadline is close, for example on the very due date for your admission procedure, be careful to complete the procedure in time.

If the payment is not completed by the admission procedure deadline, the successful applicant will be deemed to have no intention of entering the university and the admission will not be accepted entrance.



## 6) Payment process

### (a) By credit card

The card brands available are VISA, MasterCard, JCB, American Express, and Diners Club.

The cardholder is not required to be the successful applicant.

A service charge for a collection agency will be charged.

The service charge will be settled with the tuition and fees. Once the payment is settled, you cannot modify the payment method or switch between full payment and installment payment.

If you pay by credit card, you may only choose one-time payment.

Please make sure that your credit card limit is high enough. If the payment is not settled due to an excess of the limit and so on, your payment process will be incomplete.

“東洋大学大学院入学納付金” or “TOYO TUITION AND FEE” will appear on usage details statement, etc.



Please note that a payment through a convenience store is limited to less than JPY 300,000.

**If the settlement amount is less than JPY 300,000:**

Clicking this button will take you to a screen where you can select your financial institution.

Clicking this button will take you to a screen displaying your customer number and other information.

**If the settlement amount is JPY 300,000 or more:**

Clicking this button will take you to a screen where you can select your financial institution.

Clicking this button will take you to a screen displaying your customer number and other information.

■ If you pay through online banking

This is a payment method that uses the payment service Pay-easy.

Please refer to p. 15 for the service charge.

Please note that you cannot pay over the daily usage limit. Please check the limit in advance. To use an online banking service, you need to conclude an online banking service agreement with a financial institution. About the service charge, check it on the "Confirm the payment information" screen.


**ネットバンキングでのお支払い**

ご入力情報をご確認ください。

氏名	東洋 花子
別称	トヨタ 花子

下のボタンをクリックして表示される画面で、お支払いを行う金融機関を選択し、各金融機関の画面でお支払いを完了してください。 **(ご利用可能な金融機関一覧)**

※あらかじめ各金融機関においてネットバンキングのご契約がされている必要があります。  
 ※ご契約の契約状況によっては一部金融機関が利用できない場合がございます。

**お支払金融機関選択**

**お支払い内容**

店名	東洋大学
取引ID	Txxxxxxxxxxxxxxxxxxxxxxxxxxxx
お名前氏名	東洋花子
ご注文内容	1次：入学申込金
金額	250,660 円
画面有効期限	20xx/xx/xx 23:59:59

Click the name of a financial institution with which you have concluded an online banking service agreement. You will be taken to a screen for online banking through the financial institution you have just selected.

"Paygent Co., Ltd." may be displayed as the recipient. Toyo University Graduate Schools entrusts Paygent Co., Ltd. with the collection of tuition and fees paid in the admission procedure.



■ If you pay at an ATM

This is a payment method that uses the payment service Pay-easy.

Please refer to p. 15 for the service charge.

To pay at a financial institution ATM, you need a cash card.

You cannot pay by simply putting cash into an ATM.

Also, please note that you cannot pay over the daily usage limit for your cash card. Please check the limit in advance.

About the service charge, check it on the “Confirm the payment information” screen.

ATM (ハイジー)でのお支払い

20xx/xx/xx 23:59:59 までに「次へ」ボタンを押して、お支払いに必要な情報をご入力ください。

以下の金融機関のペイジーマーク  のあるATMでお支払いいただけます。

- ゆうちょ銀行
- 三菱UFJ銀行
- みずほ銀行
- 三井住友銀行
- りそな銀行
- 埼玉りそな銀行
- 群馬銀行
- 千葉銀行
- 広島銀行
- 福岡銀行
- 横濱銀行
- 北都銀行
- 京東銀行
- 足利銀行
- 南都銀行
- 七十七銀行

※一部のATMでは対応金融機関のキャッシュカードが必要なケースもあります。  
※ATMから10万円を超える現金の取込みは出来ません。

[\[ATMでの支払方法はこちら\]](#)

次へ

支払方法を変更する

お支払い内容

店名

東洋大学

取引ID

Txxxxxxxxxxxxxxxxxxxxxxxxxxx  
xxx

お客様氏名

東洋花子

ご注文内容

1次：入学申込金

金額

250,660 円

請求有効期限

20xx/xx/xx 23:59:59

ATM (ハイジー)でのお支払い

以下の情報でお支払いができます。  
メモをとるか、このページを印刷して対応ATMでお支払いください。

このページを印刷する 

取引機関番号

●●●●●

お客様番号

●●●●●●●

確認番号

●●●●

お支払期限

20xx/xx/xx 23:59:59

以下の金融機関のペイジーマーク  のあるATMでお支払いいただけます。

- ゆうちょ銀行
- 三菱UFJ銀行
- みずほ銀行
- 三井住友銀行
- りそな銀行
- 埼玉りそな銀行
- 群馬銀行
- 千葉銀行
- 広島銀行
- 福岡銀行
- 横濱銀行
- 北都銀行
- 京東銀行
- 足利銀行
- 南都銀行
- 七十七銀行

※一部のATMでは対応金融機関のキャッシュカードが必要なケースもあります。  
※ATMから10万円を超える現金の取込みは出来ません。

！お支払い時に印刷されるご利用明細書が領収書となりますので、大切に保管してください。

[\[ATMでの支払方法はこちら\]](#)

支払方法を変更する

お支払い内容

店名

東洋大学

取引ID

Txxxxxxxxxxxxxxxxxxxxxxxxxxx  
xxx

お客様氏名

東洋花子

At a financial institution ATM with the “P” mark on it, enter these three numbers to pay.

“Paygent Co., Ltd.” may be displayed as the recipient. Toyo University Graduate Schools entrusts Paygent Co., Ltd. with the collection of tuition and fees paid in the admission procedure.



■ If you pay through a convenience store

Please note that a payment through a convenience store is limited to less than JPY 300,000. The service charge is JPY 660.

Subsequent steps depend on the convenience store you have just selected.  
You can see the details by clicking the link below. (available only in Japanese)

[https://www.paygent.co.jp/payment\\_service/way\\_to\\_pay/cvs/](https://www.paygent.co.jp/payment_service/way_to_pay/cvs/)



(c) Bank transfer (at a financial institution counter)

Click the **振込依頼書印刷** (Print the Bank Transfer Request) button, and a bank transfer form will be displayed in PDF format. Print it out on **A4-sized paper in landscape orientation** and take the paper to a financial institution counter.

Please note that you will be charged the handling fee specified by the financial institution.

Once the payment is settled, you cannot modify the payment method or switch between full payment and installment payment. Please pay under the “successful applicant’s number (tuition and fee management number)” followed by the “successful applicant’s name.”

Example: 2025999999 トウヨウタロウ

Please also note that Japan Post Bank, JA Bank (Japan Agricultural Cooperatives) and JF Marine Bank (Japan Fisheries Cooperative) do not accept the bank transfer form specified by the university. Follow the teller’s instructions to make the transfer.

\*Toyo University Graduate Schools entrusts KEI Advanced, Inc. with the collection of tuition and fees.

**\*At a financial institution counter, a person who brings a bank transfer form is asked to present his or her personal identification. Please do not forget to carry it with you.**

[Important]

The university’s bank account to which you pay in your admission procedure should not be registered. This account is for the admission procedure only, not for paying tuition and fees after admission. Pay extra attention not to use this account after admission. If you pay to this account after admission, that money may be processed as money received for someone else’s admission procedure.



### III. Breakdown of Tuition and Fees

#### Tuition and fees

Admission fee (admission confirmation fee) This is a consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course for which the applicant was accepted.

Tuition The tuition is money paid as the price of receiving the prescribed education.  
The amount of tuition is not the sum of the fees for the individual classes but the amount defined by dividing the total amount of fees to receive the education required to obtain an academic degree.

Facility fee The facility fee is not the price of using the facilities but rather the amount that each student should pay for the necessary expenses for improving the educational environment.  
The facility fee also covers the cost of maintaining the Internet environment for giving classes and various services online.

Lab fee The lab fee is to cover the expenses for a student to gain expertise, which depends on the graduate school and course he or she chooses.

The amount of tuition and fees is based on the overall expenses the university incurs to have a student complete education worthy of an academic degree. Therefore, the amount to be paid is not affected by changes in class type or an increase or decrease in the number of credits to be earned.

Toyo University continuously provides access to education and strives to improve the educational and learning environments while responding to changes in social conditions. We would appreciate your understanding about the tuition and fees and paying them by the due date.

Admission in Fall 2024

(Unit: JPY)

Graduate School/Course and Program			Academic Fees				Total	Full Payment (at the time of admission procedure)	Installment Payments	
			Admission Fee (admission confirmation fee)	Tuition	Facility Fee	Lab Fee			First payment (at the time of admission procedure)	Second payment (April)
Graduate School of Business Administration (excluding the Course of Business, Accounting and Finance: the Concentration in SME Consultant Certification)	Master's Program	From Toyo University*1	—	450,000	90,000	—	540,000	540,000	270,000	270,000
		From other universities	270,000	450,000	90,000	—	810,000	810,000	540,000	270,000
	Doctoral Program	From Toyo University*1	—	450,000	70,000	—	520,000	520,000	260,000	260,000
		From other universities	270,000	450,000	70,000	—	790,000	790,000	530,000	260,000
Graduate School of Economics Course of Public-Private Partnership Standard Program	Master's Program	From Toyo University*1	—	600,000	90,000	—	690,000	690,000	345,000	345,000
		From other universities	270,000	600,000	90,000	—	960,000	960,000	615,000	345,000
Graduate School of Economics Course of Public-Private Partnership Professional Intensive Program	Master's Program	From Toyo University*1	—	990,000	90,000	—	1,080,000	1,080,000	540,000	540,000
		From other universities	270,000	990,000	90,000	—	1,350,000	1,350,000	810,000	540,000
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	Master's Program	From Toyo University*1	—	550,000	130,000	120,000	800,000	800,000	400,000	400,000
		From other universities	270,000	550,000	130,000	120,000	1,070,000	1,070,000	670,000	400,000
	Doctoral Program	From Toyo University*1	—	550,000	80,000	120,000	750,000	750,000	375,000	375,000
		From other universities	270,000	550,000	80,000	120,000	1,020,000	1,020,000	645,000	375,000
Graduate School of Information Networking for Innovation and Design	Master's Program	From Toyo University*1	—	550,000	250,000	—	800,000	800,000	400,000	400,000
		From other universities	270,000	550,000	250,000	—	1,070,000	1,070,000	670,000	400,000
	Doctoral Program	From Toyo University*1	—	550,000	200,000	—	750,000	750,000	375,000	375,000
		From other universities	270,000	550,000	200,000	—	1,020,000	1,020,000	645,000	375,000



Graduate School/Course and Program			Academic Fees				Total	Full Payment (at the time of admission procedure)	Installment Payments	
			Admission Fee (admission confirmation fee)	Tuition	Facility Fee	Lab Fee			First payment (at the time of admission procedure)	Second payment (October)
Graduate School of Letters Graduate School of Sociology Graduate School of Law Graduate School of Business Administration (excluding the Course of Business, Accounting and Finance: the Concentration in SME Consultant Certification) Graduate School of Economics (excluding the Course of Public-Private Partnership) 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)	Master's Program	From Toyo University*1	—	450,000	90,000	—	540,000	540,000	270,000	270,000
		From other universities	270,000	450,000	90,000	—	810,000	810,000	540,000	270,000
	Doctoral Program	From Toyo University*1	—	450,000	70,000	—	520,000	520,000	260,000	260,000
		From other universities	270,000	450,000	70,000	—	790,000	790,000	530,000	260,000
Graduate School of Business Administration Course of Business, Accounting and Finance: the Concentration in SME Consultant Certification	Master's Program	From Toyo University*1	—	900,000	90,000	160,000	1,150,000	1,150,000	575,000	575,000
		From other universities	270,000	900,000	90,000	160,000	1,420,000	1,420,000	845,000	575,000
Graduate School of Economics Course of Public-Private Partnership Standard Program	Master's Program	From Toyo University*1	—	600,000	90,000	—	690,000	690,000	345,000	345,000
		From other universities	270,000	600,000	90,000	—	960,000	960,000	615,000	345,000
Graduate School of Economics Course of Public-Private Partnership Professional Intensive Program	Master's Program	From Toyo University*1	—	990,000	90,000	—	1,080,000	1,080,000	540,000	540,000
		From other universities	270,000	990,000	90,000	—	1,350,000	1,350,000	810,000	540,000
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	From Toyo University*1	—	450,000	90,000	70,000	610,000	610,000	305,000	305,000
		From other universities	270,000	450,000	90,000	70,000	880,000	880,000	575,000	305,000
	Doctoral Program	From Toyo University*1	—	450,000	70,000	70,000	590,000	590,000	295,000	295,000
		From other universities	270,000	450,000	70,000	70,000	860,000	860,000	565,000	295,000
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 Health and Sports Sciences Course of Nutritional Sciences	Master's Program	From Toyo University*1	—	550,000	130,000	120,000	800,000	800,000	400,000	400,000
		From other universities	270,000	550,000	130,000	120,000	1,070,000	1,070,000	670,000	400,000
	Doctoral Program	From Toyo University*1	—	550,000	80,000	120,000	750,000	750,000	375,000	375,000
		From other universities	270,000	550,000	80,000	120,000	1,020,000	1,020,000	645,000	375,000
Graduate School of Information Networking for Innovation and Design	Master's Program	From Toyo University*1	—	550,000	250,000	—	800,000	800,000	400,000	400,000
		From other universities	270,000	550,000	250,000	—	1,070,000	1,070,000	670,000	400,000
	Doctoral Program	From Toyo University*1	—	550,000	200,000	—	750,000	750,000	375,000	375,000
		From other universities	270,000	550,000	200,000	—	1,020,000	1,020,000	645,000	375,000

\*1 If advancing to a graduate school from an undergraduate faculty of Toyo University (excluding correspondence courses and Toyo University Junior College) and advancing to a Doctoral Program from a Master's Program of Toyo University, the admission fee (admission confirmation fee) will be exempt.

#### Remarks:

1. The admission fee (admission confirmation fee) is only required in the first academic year.
2. Students can choose to pay the entire amount (full payment) or to pay their tuition, facility fee and lab fee in two installments per year (installment payment).
3. The admission fee (admission confirmation fee) that has been paid will not be refunded for any reason including in the case of withdrawal from admission, as it is a "consideration for obtaining a position that will enable the applicant to enroll in a graduate school and course at Toyo University Graduate Schools for which the applicant was accepted." Submitted documents will not be returned.
4. The tuition and fees with the exception of the admission fee (admission confirmation fee) that has been paid will be refunded if the university accepts your request for withdrawal from admission.  
No refund will be made in any other case, including an erroneous payment regardless of the circumstances. Bank transfers are not accepted.
5. For students who exceed years required for completion of the course of study, the amounts of the tuition and fees are subject to change.
6. For the tuition and fees for students using the long-term study plan system, please see our website.  
<https://www.toyo.ac.jp/academics/gadmissions/long/>



## IV. Withdrawal from Admission and the Refund of Tuition and Fees after the Admission Procedures

If due to any unavoidable circumstances you need to withdraw your admission to Toyo University after completing the necessary procedures by the deadline, the university will accept your request of withdrawal and refund the payment that you made **except for the admission fee (admission confirmation fee)**.

If you do not withdraw your admission, you will become an enrolled student on the first day of the semester in which you enroll and will be obligated to pay the tuition and fees.

### [Procedure method]

Please enter the required information to the data entry form for Enrollment Withdrawal and send it by the deadline specified. You can find the data entry form for Enrollment Withdrawal by clicking the URL at the bottom of this page or proceeding from the QR code.

\*When entering the required data, you will need to enter your "successful applicant's number." Please check the "successful applicant's number" at the page of "notification of application result" on My page in advance.

### [Procedure deadline]

■For those enrolling in fall 2024: **September 13 (Fri), 2024**

■For those enrolling in April 2025: **March 31 (Mon), 2025**

### [Estimated date of refund]

■For those enrolling in fall 2024: **around late October 2024**

■For those enrolling in April 2025: **around late April 2025**

### [Important Notes]

- 1) Once you submit the data entry form for Enrollment Withdrawal, you will be considered as having submitted a notification of withdrawal from admission. After submitting the notification (submitting the form), it cannot be cancelled.
- 2) If you submit the data entry form for Enrollment Withdrawal after the deadline, you cannot be allowed to withdraw from admission, and tuition and fees excluding the admission fee (the admission confirmation fee) will not be refunded.
- 3) Please make sure that you obtain agreement from those who are concerned (e.g., your family, workplace, financial institution) before submitting the notification of withdrawal from admission.  
Even if you submit the notification (submit the form) without the consent of all those who are concerned, Toyo University will consider that the form has been submitted with their consent, and after submitting the notification (submitting the form), it cannot be cancelled.
- 4) After accepting your notification of withdrawal from admission, the university will send a document notifying you of the acceptance to the postal address registered at the time of application, not to your email address.
- 5) When completing the refund of your tuition and fees, the university will not inform you of the completion. When the scheduled date of refund comes, please check that they have been paid into your account, for example, by checking your bank book.
- 6) The handling fee and usage fee and other charges paid at the time of payment of the tuition and fees are not refundable.
- 7) Refunds will be made by bank transfer to a bank account in Japan, and will not be sent to an overseas bank account.

入学辞退入力フォーム/Enrollment Withdrawal (The data entry form for Enrollment Withdrawal)

<https://forms.gle/CjY9765msXYaKAsZ7>





## V. Online Admission Procedures

Access the admission procedure site and complete online registration by 23:59 (Japan Time) on the due date for your admission procedure. (Do not use mobile phones, smartphones, or tablets for registration.)

**\*Make sure you complete both the “payment of tuition and fees” and “online admission procedures” by the designated deadline.**

**\*The information to input/select, layout, etc. are subject to change.**

The online admission procedures are as follows. Please enter the necessary information according to the instructions.

(A) Two-time Admission Procedure

(B) Two-time Admission Procedure (for persons whose Admission Fee is exempt)

Two-time Admission Procedure			
The First-Phase Procedure	STEP 1	Login	p. 27
	STEP 2	Confirming the course information	
	STEP 3	Confirming the information for the admission confirmation procedure	p. 28
	STEP 4	Completing the registration for the [Admission Confirmation Procedure]	
The Second-Phase Procedure	STEP 5	Information entry [Main Procedure] (1. Registration of a password) (2. Registration of basic personal information)	p. 29   p. 34
	STEP 6	Confirming the information for the [Main Procedure]	p. 35
	STEP 7	Completing the registration for the [Main Procedure]	p. 35
	STEP 8	Printing the registered information	p. 35
	Online Admission Procedures are completed		

(C) One-time Admission Procedure

One-time Admission Procedure		
STEP1	Login	p. 27
STEP2	Confirming the course information	
STEP 3	Information entry [Main Procedure] (1. Registration of a password) (2. Registration of basic personal information)	p. 29   p. 34
STEP 4	Confirming the information for the [Main Procedure]	p. 35
STEP 5	Completing the registration for the [Main Procedure]	p. 35
STEP 6	Printing the registered information	p. 35
Online Admission Procedures are completed		

### [Important Notes]

**Please read the following carefully and check the information you will enter and keep pertinent documents handy before logging in to start the admission procedures.**

\*It takes about 10 minutes for the admission confirmation procedure, and 40 minutes for the main procedure.

\*If you log in to the admission procedure site and there is no activity for more than 60 minutes, the network connection will automatically time out.

\*Ensure that your printer is ready to print before entering information on the registration form.



# ■Login/Register Course Information for the Admission Procedures

\*For the one-time admission procedure and the two-time admission procedure

## STEP 1: Log in to the Online Admission Procedure Site from **マイページ** (My page) button.

Click **学生情報の登録 ▶** at the bottom of the admission procedure site.

## STEP 2: Confirming the course information Confirm the information displayed shown on the screen.

Check that all the displayed information of your entrance examination type and the names of the graduate school, course, concentration and program are correct. If the contents displayed are correct, select

**手続種類 (Type of Procedure)**. From STEP 3, different screens are displayed, depending on the type of procedure.

- Two-time Admission Procedure
  - For the first-phase procedure, select **入学申込手続 (Admission Confirmation Procedure)** (Go to p. 28)
  - For the second-phase procedure, select **本手続 (Main Procedure)** (Go to p. 29)
- One-time Admission Procedure
  - Select **本手続 (Main Procedure)** (Go to p. 29)

\*When you go back to the previous screen

Please use the **戻る (Return)** button on the screen on this site, not your browser's "Back" button. If you use the "Back" button on your browser, it will clear all the information you have entered up to this point.



# ■Admission Confirmation Procedure

\*This is the first-phase procedure of the two-time admission procedure. If you have chosen the one-time admission procedure, go to STEP 3 (One-time Admission Procedure) of the Main Procedure on the next page.

## STEP 3: Confirming the information for the admission confirmation procedure

The message to confirm your willingness to enter Toyo University Graduate School is displayed here.

Check the information displayed, and if you are willing to enter the graduate school, click **確定 (Confirm)**.

## STEP 4: Completing the registration for the [Admission Confirmation Procedure]

A "Registration is completed" message will be displayed when you have successfully completed your online admission procedure (admission confirmation procedure).

\*The admission confirmation procedure alone does not complete the university admission procedure. If you decide to enroll at a later date, please be sure to complete the main procedure on pp. 29-35.

## Printing the registered information

Click **印刷画面へ (To Print screen)**, and you can confirm the information you entered and print it out. Please print out your registered information and retain a copy for your records.

The first-phase procedure will be completed by performing the admission confirmation fee (the amount equivalent to the admission fee) payment process through My page. (See pp. 9 and 12)



### Important: Your admission procedures have not been completed yet!

For the two-time admission procedure, the completion of the first-phase procedure (admission confirmation procedure) does NOT mean the completion of all the necessary admission procedures. You are required to "pay the tuition and fees" and "complete the online admission procedures (main procedure)" **by the end of the second-phase procedure period (from February 27 (Thu) to March 5 (Wed), 2025).**



# ■Main Procedure

\*For the one-time admission procedure and the second-phase admission procedure of two-time admission procedure

## STEP 3 (One-time Admission Procedure) : Information entry [Main Procedure] STEP 5 (Two-time Admission Procedure)

### Enter the required information for the [Main Procedure]

(Enter for both "1. Registration of a password" and "2. Registration of basic personal information.")

## 1. Registration of a password

You will need this password to use the automatic certificate-issuing machine on campus after enrolling to the university.  
**(The four-digit password will be valid until you complete graduate school, so please make sure to keep a memo of the password for your records.)**

### 1) Enter your password

(four-digit arbitrary number)

(Click **次へ (Next)** and go on.)

### 2) Confirm the entry

The password entry screen will appear only for the first-time access.  
Please note that your password cannot be changed after the registration.  
If the information displayed is correct, click

### 2. 基本情報等登録へ (To register basic information).

\*If there is any change to the registered basic information, you can update the information until the designated deadline.

\*For details, see "Modification of Registered Information" on p. 35.





## 2. Registration of basic personal information

**\*Please note that halfwidth and fullwidth characters are distinguished in the following fields.**

**\*Select and enter information in all applicable fields.**

**\*Please note that the content displayed will vary depending on the graduate school and course.**

**\*Use JIS level 1 and 2 Kanji characters when entering text in Kanji characters. Do not use machine-dependent characters. They may cause garbled characters. Example: 高→髙、崎→崎、徳→德、柳→柳、瀬→瀬、濱→濱、吉→吉**

**If you enter invalid characters, an error will be displayed and you will not be able to proceed to the next page. Be sure to check your entry and make modifications as needed.**

**be sure to make the changes during the period in which they can be made.**

**If there are any changes to your registered information due to relocation or other reasons, please be sure to make the changes during the period when they can be corrected.**

### 1) Basic personal information

#### • Name

**Be sure to enter your name as it appears on your Certificate of Residence.** If your name is written in katakana or English letters, enter as is. However, please do not use arbitrarily used close substitute kanji characters or katakana in place of registered kanji characters. Foreign nationals can use their name written in kanji or in the alphabet as it is written in their passport.

**\*The entered name will be reflected on diplomas, various certificates, Student ID, etc. Be careful not to enter or convert your name incorrectly.**

**\*If you have a middle name, enter it in the “Surname” field. Enter a double-byte space between “surname” and “middle name.”**

**\*If you wish to use a nickname after admission, please consult with us at the time of the Enrollment Procedure in April. (If you are enrolling in the fall, please consult at the time of the Enrollment Procedure which is explained on p. 37 “For those enrolling in fall 2024”)**

#### • Name in English

##### **[For Japanese nationals]**

Enter your first name followed by your surname (in half-width characters). **Capitalize the first letter of your first name and enter your surname in all capital letters.** Spell your name exactly as it appears on your passport. If you do not have a passport, enter your name in Hepburn-style Romaji letters. Enter a half-width space between the first name and surname.

Example 1: 東洋 太郎 → Taro TOYO

Example 2: 高橋 花子 → Hanako TAKAHASHI

##### **[For foreign nationals]**

**Enter your name exactly as it appears on your passport. Enter your surname and first name in all capital letters.** Enter a half-width space between the first name and surname.

Example: 王 蘭 → WANG LAN

#### • Permanent address (Permanent domicile) **[Japanese nationals only]**

#### • Nationality **[Foreign nationals only]**

Select your prefecture or country. Select “Other” if your country is not in the list.

The screenshot displays the 'Registration of Basic Personal Information' page on the University of Tsukuba's admission portal. The page is titled '2. 基本情報登録 (Registration of Basic Personal Information)' and includes a 'Return to TOPI' link. It contains several input fields for personal data:

- 姓 (Surname):** Input field with '東洋' (Toyo) entered. Below it, a note states: '必ず姓と名の間に半角スペースを入力してください。' (Be sure to enter a space between the first and last name.)
- 氏名 (Name):** Input field with '太郎' (Taro) entered. Below it, a note states: 'パスポートをお持ちの場合はここに記載されている表記で、持っていない場合は、通常記載する表記を入力してください。(半角)' (For passport holders, enter your name as shown on the passport. For non-passport holders, normally enter your name. (in half-width characters))
- 名 (First name):** Input field with '花子' (Hanako) entered. Below it, a note states: '必ず名と姓の間に半角スペースを入力してください。' (Be sure to enter a space between the first and last name.)
- 名 (First name):** Input field with '太郎' (Taro) entered. Below it, a note states: '必ず名と姓の間に半角スペースを入力してください。' (Be sure to enter a space between the first and last name.)
- 姓 (Surname):** Input field with '東洋' (Toyo) entered. Below it, a note states: '必ず姓と名の間に半角スペースを入力してください。' (Be sure to enter a space between the first and last name.)
- 氏名 (Name):** Input field with '太郎' (Taro) entered. Below it, a note states: 'パスポートをお持ちの場合はここに記載されている表記で、持っていない場合は、通常記載する表記を入力してください。(半角)' (For passport holders, enter your name as shown on the passport. For non-passport holders, normally enter your name. (in half-width characters))
- 名 (First name):** Input field with '花子' (Hanako) entered. Below it, a note states: '必ず名と姓の間に半角スペースを入力してください。' (Be sure to enter a space between the first and last name.)
- 名 (First name):** Input field with '太郎' (Taro) entered. Below it, a note states: '必ず名と姓の間に半角スペースを入力してください。' (Be sure to enter a space between the first and last name.)

Other fields include '姓 (Surname)' (Toyo), '氏名 (Name)' (Taro), '名 (First name)' (Hanako), '姓 (Surname)' (Toyo), '氏名 (Name)' (Taro), '名 (First name)' (Hanako), '姓 (Surname)' (Toyo), '氏名 (Name)' (Taro), '名 (First name)' (Hanako), '姓 (Surname)' (Toyo), '氏名 (Name)' (Taro), '名 (First name)' (Hanako).



## 2) Student information

### • Address (including a zip code and building name)

Enter the address of the residence you will settle at after your admission to graduate school. (The data entered at the time of application is displayed. Please update the information as needed.)

In the field of “Condominium name, etc.,” please enter the name of the building you live in and your room number.

\*If you are planning to move, please enter the current address and later update the information.

(See “Modification of Registered Information” on p. 35.)

### • Telephone number

Make sure you enter a mobile phone number.

If you have a fixed phone, please also enter a fixed phone number.

### • Email address

Enter an email address that you use regularly and can check at all times.  
(PC email address, mobile phone email address, and smart phone email address are also acceptable.)

**\*[Current students of Toyo University] Your email address given by Toyo University (toyo.jp) will no longer be available after graduation/completion. Please enter your different email address.**

\*If you cannot enter your email address due to a character limitation, etc., please get an email address that you can type.

### • The nearest station (train/bus)

Enter the name of the nearest train station/bus stop to the residence you will live at after your admission to the university. (Make sure to enter the nearest train station. If you will not take a bus, please leave the “Nearest station (bus)” field blank.)

The screenshot shows a web form for student information registration. At the top, it says '学生項目 (Student)' and 'ログイン画面 (Return to TOP)'. Below this, there are several sections with input fields and labels. The first section is for '郵便番号 (Postal Code)' with a field containing '112' and a label '〒 112-8806'. The second section is for '都道府県 (State/Province/Prefecture)' with a dropdown menu showing '東京都 (Tokyo)'. The third section is for '市区町村 (City/Town/Village)' with a field containing '文京区白山 (Bunkyo-ku, Shirogane)'. The fourth section is for '丁目 (Block)' with a field containing '2丁目 (2-chome)'. The fifth section is for 'マンション名 (Condominium name, etc.)' with a field containing '101号 (101-gou)'. The sixth section is for '電話番号 (Telephone Number)' with fields for '固定電話番号 (Fixed Telephone Number)' and '携帯電話番号 (Mobile Number)'. The seventh section is for 'FAX番号 (Fax Number)' with a field containing '03-1234-5678'. The eighth section is for 'Email' with a field containing 'xxxx@toyo.jp'. The ninth section is for '駅 (Station)' with a field containing '新大塚 (Shinjuku)'. The tenth section is for 'バス会社 (Bus company)' with a field containing '東武バス (Toei Bus)'. The eleventh section is for 'バス停留所 (Bus stop)' with a field containing '新大塚 (Shinjuku)'. The form includes various instructions and warnings in Japanese and English.



### 3) Guarantor information

In case we have trouble getting in touch with the student, he/she will be the person the university may contact.

Enter a family member, relative, or acquaintance **who lives in Japan** and can be contacted by the university during the period of enrollment in case of emergency.

\*Although the term "guarantor" is used, **the person does NOT have to take the responsibility of the guarantor in a general sense (for example, co-signing a pledge or paying tuition and fees, etc.).**

The guarantor is the person who will be contacted from the university when the university cannot reach the student.

- **Relationship**

Select your relationship to the quarantor.

• **Address** (including a zip code and building name, etc.)

If the guarantor's address is the same as yours, please click the **「学生項目より」コピー (Copy from "Student")** button on the top of this screen.

- Telephone number

Make sure you enter either a fixed phone number or a mobile phone number. If he/she has both a fixed phone and a mobile phone, please enter both numbers.

In addition, please enter a phone number that is different from the student's phone number and the emergency contact person's phone number.

- **Email address**

Enter the email address that your guarantor uses regularly and can check at all times. (PC email address, mobile phone email address, and smart phone email address are also acceptable.)

- **Place of employment**

Not required to enter.

**In case we have trouble getting in touch with the student himself/herself, the university may contact the guarantor.**

<p><b>保証人項目 (Guarantor)</b></p> <p>*申請時に入学される方々：親類・友人等から選ばれる方が必要となります。          *大学校に入学される方々：家族、親戚、知人等でご自宅居住の方を記入してください。          *Those who will enroll in the faculties and departments: Guarantor should be basically your parent or spouse.          *Those who will enroll in the graduate school: Please enter your family members, relatives, or acquaintances who live in Japan.</p>	<p>トピックに戻る (Return to TOP)</p>
<p>姓 (Surname) <input type="text"/></p> <p>名字 <input type="text"/></p> <p>(例) 東村 (全角: full-width characters)          Name (First name) <input type="text"/></p> <p>姓 <input type="text"/></p> <p>(例) 一郎 (全角: full-width characters)</p>	
<p>姓 (Surname) <input type="text"/></p> <p>トウゴウ <input type="text"/></p> <p>(例) トウゴウ (全角カタ: full-width kana)          Kana (First name) <input type="text"/></p> <p>ヒロシ <input type="text"/></p> <p>(例) イナブツ (全角カタ: full-width kana)</p>	
<p>続柄 Relationship <input type="text"/> 父 <input type="button" value="▼"/></p> <p>112 - - 8606 <input type="text"/></p> <p>(例) 351-0007 (半角数字: half-width numeric characters)          郵便番号を入力すると郵便局名、都道府県町村に絞られる場合があります。          (State/Province/Prefecture and County/City/Town/Village names will be set after you enter your postal code.)          郵便番号がわからない場合は郵便番号検索で検索してから入力してください。          (If you do not know your postal code, you may look for it using a postal code finder.)          郵便番号と郵便局名(市町村)または郵便局名から郵便コードを入手してください。例: 351-0000          You cannot find your postal code, enter "0000" as the last four-digit numbers. Example: 351-0000          ※学費納付通知書、授業料の徴収状を送信いたしますので、正確に入力してください。          ※Correctly input information as you will be the addressee of notification on tuition transfers and other important documents.</p>	
<p>都道府県名 State/Province/Prefecture <input type="text"/> 東京都 <input type="button" value="▼"/></p> <p>市区町村名 City/Town/Village <input type="text"/> 文京区西山 <input type="button" value="▼"/>          (例) 8824区 (全角: full-width characters)</p>	
<p>丁番地 Street Name and No./Room No <input type="text"/> 5丁目2-8-20 <input type="button" value="▼"/>          (例) 4-8-1 (全角: full-width characters)</p>	
<p>マンション等 Condominium name, etc. <input type="text"/> (例) トーヨービルディング101号 (全角: full-width characters)</p>	
<p>固定電話番号 (Fixed Telephone Number) <input type="text"/> 03 - 1234 - 5678 <input type="button" value="▼"/>          (例) 03-1234-5678 (半角数字: half-width numeric characters)</p>	
<p>電話番号 Telephone Number <input type="text"/> 携帯電話番号 (Mobile Number) <input type="text"/> 090 - 4321 - 8765 <input type="button" value="▼"/>          (例) 090-4321-8765 (半角数字: half-width numeric characters)          ※大学の広報活動にご協力くださいますので、必ず入力してください。          ※You must provide your contact information in case you may receive a call from the university.</p>	
<p>FAX番号 Fax Number <input type="text"/> 03 - 1234 - 5678 <input type="button" value="▼"/>          (例) 03-1234-5678 (半角数字: half-width numeric characters)</p>	
<p>Emailアドレス Email Address <input type="text"/> yyy@toyos.jp <input type="button" value="▼"/>          (例) xxx@toyos.jp(半角100文字まで: up to 100 half-width characters)          ※確認のためもう一度入力してください。          Please enter again for confirmation  <input type="text"/> yyy@toyos.jp <input type="button" value="▼"/>          ※大学から入力されたアドレスにメールが届きますことお祈りしますので、必ず入力してください。          ※Please be sure to enter it as we may contact you at the address entered from the university.</p>	
<p>実業関係 自由記述 <input type="text"/>          できるだけ詳しく入力してください (自営業と専業主婦が記入済みであることを示す)。          Enter details as much as possible if self-employed and owns a business, provide details).          例: 海外旅行の代理店に勤めている会社員 [職種] を入力してください。          I am currently engaged at specified work, enter "Therapist".          (例) 東京山崎建設株式会社 営業課 営業1課 (全角: full-width characters)          (例) 東京山崎建設</p>	
<p>勤務先電話番号 Work Phone Number <input type="text"/> 03 - 9999 - 9999 <input type="button" value="▼"/>          (例) 03-1234-5678 (半角数字: half-width numeric characters)</p>	



#### 4) Emergency contact person information

In case we have trouble getting in touch with the student, he/she will be the person the university may contact.

Enter a family member, relative, or acquaintance **who lives in Japan** and can be contacted by the university during the period of enrollment in case of emergency, and must be different from the person entered as “3) Guarantor information.”

Enter the necessary information in the same way as in the Guarantor information.

\*Please enter a phone number that is different from the student's phone number and the guarantor's phone number.

**In case we have trouble getting in touch with the student himself/herself and the guarantor, the university may contact the emergency contact person.**

The form is titled "緊急時連絡人項目 (Emergency Contact Person)" and includes a "トップへ戻る (Return to TOP)" link. It contains fields for Surname, Name, First name, and Last name, each with a "姓 (Surname)" label and a "氏名 (Name)" label. There are also fields for Kana (姓, 名, 姓カナ, 名カナ) and a Relationship dropdown menu. A Postal Code field is present with a note: "郵便番号を入力すると郵便局名・都道府県名・市区町村名が自動でセットされます。" (If you enter the postal code, the post office name, prefecture name, and city/town/village name will be set automatically). Below this are fields for State/Province/Prefecture, City/Town/Village, Street Name and No./Room No., and Condominium name, etc. There are also fields for Fixed Telephone Number, Mobile Number, and Fax Number, each with a "電話番号 (Telephone Number)" label. A note at the bottom states: "※ 必ずしもこの順番で入力してください。" (Please do not necessarily enter in this order).

#### 5) Foreign national's information [Foreign nationals only]

##### • Nickname

Please don't enter anything here.

##### • Residence Card number

Enter the alphanumeric characters indicated on the top right corner of your Residence Card.

Example: AB12345678CD → Enter AB12345678CD

##### • Status of residence / type of international student / period of stay

Select or enter the type of status of residence you have and its period of stay. If you possess a status of residence of “Student”, select “Type of overseas student” from the drop-down list.

##### • Permanent address and telephone number in your home country

Enter the phone number in the order of country code, area code and phone number.

The form is titled "外国人項目 (Foreign Nationals)" and includes a "トップへ戻る (Return to TOP)" link. It contains fields for Surname, Name, First name, and Last name, each with a "姓 (Surname)" label and a "氏名 (Name)" label. There are also fields for Kana (姓, 名, 姓カナ, 名カナ) and a Relationship dropdown menu. A note at the bottom states: "※ 必ずしもこの順番で入力してください。" (Please do not necessarily enter in this order). Below this are fields for State/Province/Prefecture, City/Town/Village, Street Name and No./Room No., and Condominium name, etc. There are also fields for Fixed Telephone Number, Mobile Number, and Fax Number, each with a "電話番号 (Telephone Number)" label. A note at the bottom states: "※ 必ずしもこの順番で入力してください。" (Please do not necessarily enter in this order).



## 6) Other information

### • Occupation type / Workplace name

If you have a job (including a part-time job) and continue to be employed on and after April 1, 2025 for April admission, please select or enter the necessary information.

After all the necessary information is entered, click **次へ (Next)**.

その他の項目 (Others) トップへ戻る (Return to TOP)

職業区分  
Occupation status  
正職職業

職業種類  
Type of occupation  
会社員

勤務先名  
Workplace name  
東京大学 山手校舎 経済学  
Enter details as much as possible (if self-employed and owns a business, provide details).  
例) 東京大学山手校舎 経済学 東京1区 (全角・全角半角混在可)

勤務先住所  
Workplace address  
郵便番号 (Postal Code)  
112 - 0001  
例) 351-0007 (半角数字・half-width numeric characters)  
住所 (Address)  
東京都文京区山手5-5-5  
例) 351-0007 (半角数字・half-width numeric characters)  
勤務先電話番号  
Place of work Telephone Number  
03 - 1111 - 1111  
例) 03-1234-5678 (半角数字・half-width numeric characters)

## 7) Graduate School information

If applicable, enter your academic qualifications acquired before your admission to Toyo University Graduate Schools. (If you are an international student, provide information regarding your academic background in your home country also.)

After all the necessary information is entered, click **次へ (Next)**.

大学院情報 (Graduate School) トップへ戻る (Return to TOP)

学校名 (School Name)  
東京大学大学院文学部  
Enter your school name in 40 character or less.  
入学年月 (Date of Enrollment)  
202104  
例) 2021年4月入学 (半角数字)  
卒業・退学 (Date of Graduation/Withdrawal)  
202403 卒業 (Graduated)  
例) 2021年3月卒業 (半角数字)  
学号番号 (Student ID Number)  
1020120000  
例) 2021年3月卒業 (半角数字)  
氏名 (Maiden Name)  
例) 2021年3月卒業 (半角数字)  
学歴 (Academic Background)  
例) 2021年3月卒業 (半角数字)  
最終学歴 (Final Academic Background)  
例) 2021年3月卒業 (半角数字)

※ブラウザの「戻る」ボタンは使用せず、画面内の「戻る」ボタンを使用してください。  
\*Use the "Return" button on the screen instead of your browser's "Return" button.



## STEP 4 (One-time Admission Procedure) STEP 6 (Two-time Admission Procedure) : Confirming the information for the [Main Procedure]

### Confirm the information you have entered.

All the information you have entered up to this point is displayed.

Check the following items. If any corrections or changes are needed, press the **戻る (Return)** button on the screen and make the appropriate changes.

<Check Items>

- ☐ Make sure that there aren't any input omissions.
- ☐ Make sure that you enter all the necessary Information according to the instructions.
- ☐ Make sure that there aren't any input errors.
- ☐ **Make sure that there aren't any ■ marks (which represent the use of a Kanji character outside the range of JIS level-1 and level-2 Kanji set) (See p. 30.)**

### Confirmation of the entry you made

If everything is OK, click the **確定 (Confirm)** button to register the information you have entered.

## STEP 5 (One-time Admission Procedure) STEP 7 (Two-time Admission Procedure) : Completing the registration for the [Main Procedure]

A message **登録完了しました (Registration is completed)** will appear to tell you that you have successfully completed your online admission procedure (Main Procedure).

## STEP 6 (One-time Admission Procedure) STEP 8 (Two-time Admission Procedure) : Printing the registered information

Click **印刷画面へ (To Print screen)** for confirmation and a printout of your registered information.

**Please make sure to print out your registered information and retain a copy for your records.**

The screenshots show the '市洋大学' (Shikoku University) admission portal. The first screenshot shows the '本手続 (確認) (Admission procedure (confirmation))' screen, where users can review their entered information, including payment management number, screening method, and academic background. The second screenshot shows the '登録完了しました' (Registration is completed) message. The third screenshot shows the '印刷画面へ (To Print screen)' button, which leads to a confirmation and printout of the registered information, including the registered password and basic personal information.



### Important: Modification of Registered Information

Please **enter all the required information** and complete the registration for the online admission procedures by the designated due date. If any corrections or changes are needed after the completion of the admission procedures, be sure to make necessary changes from “学生情報の登録” on the admission procedure site by the following period.

However, please note that you cannot change the item of “1. Registration of a password” (For details, please refer to the explanation for each item.)

**[Modification period (period during which your information can be updated)]**

**Fall Admission: from the announcement date of application result to 23: 59 on September 9 (Mon), 2024**

**April Admission: from the announcement date of application result to 23: 59 on March 23 (Sun), 2025**

**\*Make sure that up-to-date information has been registered** as of the last day of the above period. If there is a need to make any changes to your registered information after the above period, please correct the registered information with a red ink on a printout, and submit it to the university at the time of the enrollment procedure.



# VI. Schedule after Completing the Admission Procedures

\*Please note that there will be no notification when the admission procedure is complete.

## (1) Integrated account

An integrated account is the ID and password you will use after admission to access the university's on-campus systems. **You will need your integrated account right after admission, and you will use it in your campus life and at classes until you complete.**

You will receive a predetermined ID from the university, but you will need to register a password of your choice.

After you complete the admission procedures, the university will confirm it and send you an email with the subject line "[Toyo University] Admission Letter has been published. (important)" at its earliest convenience to the email address that you registered during the admission procedures. Students for fall admission will receive the email around mid September 2024, and those for April admission around mid March 2025.

Please note that it may take you about two weeks to receive the email after you complete the admission procedures.


After receiving the email, access the webpages in the order listed below, confirm your integrated account ID, and register your password.

●Log in to the Online Admission Procedure system → Click **Register integrated account password** at the bottom of the "Register Course Information" screen → Follow the on-screen instructions, confirm your ID and register your password

\*Your password must be at least six characters long and a mix of letters and numbers.

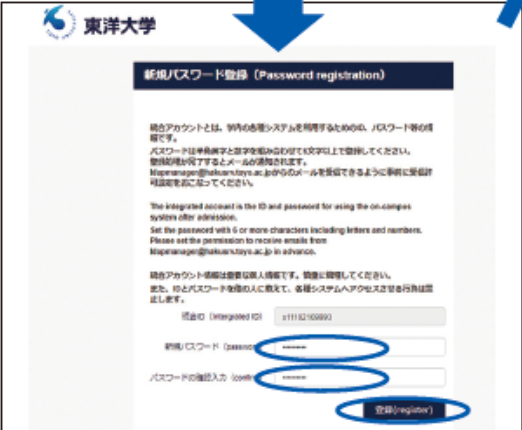
\*You will perform this registration process only once. Once you register a password, you can change it on ToyoNet Information Technology Portal Site (<https://sites.google.com/toyo.jp/toyonet/>).

①




Click "Register integrated account password."


②



③



④



After registering your password, an email titled "Password registration completion notification" will be sent to the email address that you registered during the admission procedures.

Enter your desired password in the "password" and "confirm" fields, then click "register."

\*Please take care not to forget your password.



(2) Obtainment of Admission Letter

After completing the registration with your integrated account as described in “(1) Integrated account” (p. 36), you will be able to print out your Admission Letter, so please follow the instructions below to do so. If you have not completed the integrated account password registration procedure, you cannot print the Admission Letter.

●Log in to the Online Admission Procedure system → Click **入学許可書(Admission Letter)** at the bottom of the “Register Course Information” screen → Confirm that the information listed on the displayed Admission Letter is correct and print it.

東洋大学

STEP1 ログイン  
STEP2 入学許可書  
STEP3 入学許可書  
STEP4 入学許可書  
STEP5 入学許可書

よろしくければ「次へ」ボタンを押してください。  
If all information is correct, press the "next" button.  
※システムは60分で自動的にログアウトします。  
You will be automatically logged out from the system in 60 minutes.

氏名 (カナ) トウヨウ タロウ  
入試方式 一般入試 (4月入学)  
志願研究科・専攻・コース・課程  
生活支援学専攻 高齢者・障害者支援学コース 修士課程  
Master's Program in Graduate School of Human Life Design, Course of Human Care and Support, Concentration in Care for People with Disabilities and Elderly People  
合格番号  
2024210986  
合格者パスワード  
7giku

申請状況  
学生データ入力済  
Student data entered

申請種類 (Type of Procedure)  
☐ 本学既入力の申請 (Standard required time for entering information: 40 minutes)  
Admission procedure (Standard required time for entering information: 40 minutes)

「統合アカウント」の「パスワード登録」(Register integrated account password) を押して、パスワードを変更してください。  
「統合アカウント」の「パスワード登録」(Register integrated account password) を押した後、入学許可書、誓約書の表示が可能となります。  
Click "Register integrated account password" and change the password.  
After clicking "Register integrated account password", you will be able to view the admission letter and pledge.

統合アカウントのパスワード登録 (Register integrated account password) 入学許可書 (Admission Letter) 誓約書 (PLEDGE)

次へ (Next) 入学許可書印刷 (Website for Enrollee)



入学許可書  
(Admission Letter)

第 320822001 号  
(No. 320822001)

氏名 (NAME) トウヨウ タロウ

上記の者、2024年度 本学 ライフデザイン学研究科 生活支援学専攻  
高齢者・障害者支援学コース 修士課程  
へ入学することを許可する。  
(This is to certify that above mentioned person has been admitted to Master's Program in Graduate School of Human Life Design, Course of Human Care and Support, Concentration in Care for People with Disabilities and Elderly People, Toyo University for the 2024 academic year.)

2024年 5月 30日  
(May 30, 2024)

東洋大学 長  
(PRESIDENT OF TOYO UNIVERSITY)

学生証引換票  
(Claim Ticket for Student ID)

ライフデザイン学研究科 生活支援学専攻 高齢者・障害者支援学コース 修士課程  
(Master's Program in Graduate School of Human Life Design, Course of Human Care and Support, Concentration in Care for People with Disabilities and Elderly People)

学生番号 3A11900000

氏名 トウヨウ タロウ

希望入学時等に本票と引き換えに学生証を交付します。この引換票は再交付しません。  
(Your student ID will be issued in exchange for this certificate. This certificate will not be reissued.)

東洋大学

Clicking **入学者向けサイト(Website for Enrollee)** will display the “About Admission Procedure” site, where you can check enrollment procedure documents.

■For those enrolling in fall 2024

For details about the enrollment procedure for fall admission 2024, please check the following admission procedure page on the university's website.

<https://www.toyo.ac.jp/en/academics/gadmissions/nyugaku/>

Fall semester classes will start on Friday, September 20.

Date	Description	Remarks
September 14, 2024	Entrance Ceremony	<b>These events are very important. Students must be present in person.</b> The event dates vary depending on the graduate school/course you belong to. If you are unable to attend these events, please contact the relevant office in charge in advance.
	Enrollment Procedure	
	New student orientations	
Mid-September, 2024	Course Registration	Hakusan: September 17 - 27 Kawagoe: September 14 - 18 Asaka: September 19 - 22 Akabanedai (INIAD): September 13 - 17
September 20, 2024	Start of fall semester classes	



■ For those enrolling in April 2025

Date	Description	Remarks
From late March to early April 2025	Enrollment Procedure (*)	<b>These events are very important. Students must be present in person.</b> The event dates vary depending on the graduate school/course you belong to. If you are unable to attend these events, please contact the relevant office in charge in advance.
	New student orientations	
April 6, 2025	Entrance Ceremony	
Early April, 2025	Start of spring semester classes	

\*The enrollment procedure (for all students) is scheduled on Wednesday, April 2 for the graduate schools of Hakusan Campus. If you fail to attend the enrollment procedure, your enrollment may not be accepted.  
 Schedules for Kawagoe, Asaka, and Akabane-dai campuses will be indicated in Enrollment Procedure Guide.  
 At the enrollment procedure, you are required to submit the original of certificate of graduation or certificate of completion if you submitted the original of your certificate of expected graduation/completion at the time of the application. Please prepare it in advance.

• **The Original of Certificate of Graduation or Certificate of Completion** ..... 1 Certificate  
 Students must submit the certificate issued after their graduation or completion.

〈Upcoming Schedule〉

Schedules are subject to change. Finalized schedules will be announced on the website for enrollees. Please be sure to check them.



## Ⅶ. Frequently Asked Questions Regarding the Admission Procedures

### [Online Admission Procedures]

**Q: Is it possible to make any changes to the registered information?**

A: You can change the contents of the registered information only during a specific period (see p. 35). However, no changes can be made to the following item.

- “1. Registration of a password”

**Q: Even after I made correction data, the error message does not disappear.**

A: Please check if the characters (full-width, half-width and alphanumeric characters) have been entered correctly. A space is also recognized as input values. Please make sure that a space has not been entered accidentally at the end of the characters.

**Q: I've completed the admission procedures without printing out the registered information.**

A: You can log in to the admission procedure site again during the designated period (see p. 35). Please print out your registered information and retain a copy for your records so that you can check the information you have entered and avoid any issues.

**Q: The registration period has already ended, but it becomes necessary to change my registered information.**

A: Please correct the registered information with a red ink on a printout, and submit it to the university at the time of the enrollment procedure.

### [Information Entry in Each Item]

**Q: I'm planning to live alone, but I have not decided where to live at the time of information entry.**

A: First, enter your current address to complete your online registration. Once you have decided a new address, please log in again to update your registered information. If the specified period of time for alterations or correction of the registered information (see p. 35) has already ended, please correct the registered information with a red ink on a printout, and submit it to the university at the time of the enrollment procedure.

**Q: Are there any occasions in which the university will contact my guarantor or emergency contact person?**

A: If we can reach you, we won't contact them. They won't be asked to pay your tuition and fees.

### [Schedule after the Admission Procedures]

**Q: Please tell me about the schedule after the completion of the admission procedures.**

A: Documents necessary for the enrollment procedure will be downloaded from the website for enrollees (see p. 39). Please read through them and make the necessary preparations. (Some documents require bureaucratic paperwork from the local government with which your residency has been registered.)

### [Status of Residence]

**Q: Since the period of my stay in Japan will expire soon, I need an admission letter from Toyo University as soon as possible. What should I do?**

A: As a general rule, the educational institute you currently belong to will take necessary procedures to extend your period of stay. If it is difficult to do so because you are going to graduate from the educational institution, please contact the office in charge. Please note that for the issuance of documents necessary for an application for extending the period of stay, you must have paid your tuition and fees.

**Q: I will be graduating from my current educational institution in September. Do I have to return to my home country?**

A: If you have been accepted to our university, you can change your status of residence to "Designated Activities."  
For more information, please visit [https://www.toyo.ac.jp/academics/gadmissions/zairyu\\_shikaku/](https://www.toyo.ac.jp/academics/gadmissions/zairyu_shikaku/)



## VIII. About the Status of Residence (Those with nationality other than Japanese)

### I. Common Points

#### (1) Status of Residence

Non-Japanese students (individuals who hold nationalities other than Japanese) entering Toyo University are required to possess a student or another medium- or long-term status of residence by the date specified in the table below. **\*It is not possible to enter the University with a short-term status of residence.**

Enrollment	As of
Fall 2024	September 20, 2024
April 2025	April 1, 2025

#### (2) Student Status of Residence

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

Undergraduate students		<ul style="list-style-type: none"> <li>- Students enrolling in the Evening Course cannot obtain the student status of residence.</li> <li>- The University does not handle proxy applications for status of residence for students who take entrance exams conducted after February 2025 or using the Common Test for University Admissions.</li> </ul>
Graduate students	Fall 2024 enrollment	- The University will not make a proxy application for status of residence for students who take entrance exams conducted in August 2024.
	April 2025 enrollment	<ul style="list-style-type: none"> <li>- Students enrolling in the Training Course for Registered Small and Medium Enterprise Consultant within the Graduate School of Business Administration cannot obtain the student status of residence.</li> <li>- The University does not handle proxy applications for status of residence for students who take entrance exams conducted in February or March 2025.</li> </ul>
Application for student status of residence takes a long time. For successful applicants through admissions conducted in February, March or August who only has short-term status of residence, it will not be possible for them to obtain student status of residence by September 20, 2024 for Fall 2024 enrollment or April 1, 2025 for April 2025 enrollment.		

#### (3) Being Eligible for Aid Programs for International Students

Aid programs such as tuition reduction and scholarships available to international students are applicable to those with a student status of residence. While it is possible to enroll in and attend the University with a status of residence other than student that allows for long-term stays in Japan, in such cases, they will not be eligible to apply for the aid programs such as tuition reduction and scholarships. If the student wishes to be eligible for programs for international students, please apply for a change of status of residence.

#### (4) Pre-procedures and Orientations

As part of the procedures for admission to this University, please ensure that you complete pre-procedures, orientations, and enrollment procedures conducted at each campus. Additionally, depending on the faculty, graduate school, or course, there may be separate pre-procedures, so please make sure to complete those procedures as well.

#### (5) Withdrawal from Enrollment

If the applicant wishes to withdraw from enrollment due to unavoidable reasons after completing the enrollment procedures and submit the required notification by the deadline, the paid fees excluding the admission fee will be refunded.

#### (6) Points to Note

Regarding the specified procedures for residence status applications, re-applications, appeal for cancellation, etc., the University shall not be responsible for any disadvantages such as missing classes etc.

#### (7) Others

Information required before entry into the country will be provided on the following website:  
<https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/>



## II. For Those who Possess a Valid Status of Residence (Current Residents in Japan)

### (1) Status of Residence

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

- 1) The applicant obtained student status of residence at the educational institution he/she attended prior to enrolling at the University, and there is a gap of more than 3 months between the completion (graduation) of the course of study at the previous educational institution and his/her enrollment at the university.
- 2) The applicant obtained student status of residence at the educational institution that he/she attended prior to enrolling at the University, and the University has deemed it inappropriate to apply for permission to extend his/her period of stay because he/she left (or plans to leave) the previous (or currently enrolled) educational institution without completing (graduating from) the course of study there, regardless of the timing.

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

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

### (2) Revocation of Enrollment Permission

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

Enrollment	As of
Fall 2024	September 20, 2024
April 2025	April 1, 2025

Official revocation date:

September 19, 2024 for students enrolling in Fall 2024

March 31, 2025 for students enrolling in April 2025

### (3) Expulsion

If the applicant is under the application for extension of stay or change of status of residence, and the permission for extension of stay or change of status of residence **cannot be confirmed** by November 19, 2024 for Fall 2024 enrollment or May 31, 2025 for April 2025 enrollment, he/she will be expelled from the University as of the date specified by the University. Therefore, please proceed with the necessary procedures promptly. In case of expulsion, upon completion of the required procedures, the paid fees excluding the admission fee will be refunded. Please note that the period for the application for extension of stay or change of status of residence includes the time for reapplication or appeal for cancellation.

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

If it is necessary to renew the residence period for student status of residence before enrollment or if the applicant wishes to change the residence status from a medium- to long-term status of residence to student, the University will apply for online proxy application to the Immigration Services Agency of Japan. Please refer to the section under ●Application Details below and proceed with the necessary procedures according to your current residence qualification period.



●Application Details

Who can apply	<ul style="list-style-type: none"> <li>- Those who are going to renew the student status of residence whose residence period finishes at some point during the following period: Students enrolling in Fall 2024: Mid-June 2024 – Mid-November 2024 Students enrolling in April 2025: January 2025 -June 2025</li> <li>- Those who wish to switch their medium- or long-term status of residence into student status</li> </ul>
When to apply	<p>(Undergraduate Students) Within 1 week after the enrollment procedure deadline *If the status of residence expires before that, please contact the Residence Status Support Office.</p> <p>(Graduate Students) Within 1 week after completing the payment of fees *If the status of residence expires before that, please contact the Residence Status Support Office.</p>
How to apply	<ol style="list-style-type: none"> <li>1) Fill in the necessary information on the application form. Application Form URL: <a href="https://forms.gle/q1WYNgSfuyfXK3A76">https://forms.gle/q1WYNgSfuyfXK3A76</a></li> <li>2) After confirming the contents of step 1), Toyo University Support Office for COE and Status of Residence (toyo-pugs@tugs.co.jp) will send you an email with instructions for the procedure.</li> <li>3) Follow the instructions in the email you received and submit the necessary information, documents for residence period renewal or change of status of residence, and the admission permission letter on the PUGS (Toyo University Residence Qualification Application System) website. PUGS Login URL: <a href="https://toyo-pugs.com/sp/entry">https://toyo-pugs.com/sp/entry</a> PUGS User Manual: <a href="https://sites.google.com/tugs.co.jp/pugs">https://sites.google.com/tugs.co.jp/pugs</a></li> <li>4) After confirming the submitted information, the University will proceed with the online proxy application.</li> <li>5) After the review by the Immigration Services Agency of Japan is completed, a notification email will be sent to the student. The University will distribute the result notification letter, so please come to the campus. <b>For Fall 2024 enrollment:</b> Visit Toyo University Residence Status Support Office in Hakusan campus on and before September 19 or visit the respective campus office after that date. <b>For April 2025 enrollment:</b> Visit Toyo University Residence Status Support Office in Hakusan campus before the end of March or visit the respective campus office from April 1 and afterwards.</li> <li>6) With the result notification letter, residence card, and passport, please go to the Immigration Bureau to receive your new residence card.</li> </ol>
Where to inquire	<p>Toyo University Residence Status Support Office Second floor of building 8 in Hakusan campus Open from 9:30 to 17:00 on weekdays Visits are available except weekends and days when campus entry is not allowed Check Toyo's website for days when campus is closed (<a href="https://www.toyo.ac.jp">https://www.toyo.ac.jp</a>)</p>
Website	<a href="https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/">https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/</a>



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

Non-Japanese students (individuals who hold nationalities other than Japanese) entering Toyo University are required to possess a student or another medium- or long-term status of residence by the date specified in the table below.

Enrollment	As of
Fall 2024	September 20, 2024
April 2025	April 1, 2025

Even if the procedures take time, the applicant must receive the Certificate of Eligibility and visa and come to Japan by October 19, 2024 for Fall 2024 enrollment or April 30, 2025 for April 2025 enrollment, submit your residence card to the University, and complete the necessary procedures.

#### (1) Proxy Application for Certificate of Eligibility (only for student status of residence)

- 1) Upon completion of the prescribed enrollment procedures, you can apply for a proxy issuance of the Certificate of Eligibility to the Immigration Services Agency through an administrative scrivener designated by the University. If you request Toyo University to apply for a proxy issuance of the Certificate of Eligibility on your behalf, please complete the procedure promptly. After examination by the Immigration Services Agency, the Certificate of Eligibility will be issued. Subsequently, the administrative scrivener designated by the University will send the Certificate of Eligibility to you. Upon receipt, promptly apply for the issuance of the visa at the Japanese diplomatic mission in the applicant's home country or country of residence.
- 2) A Proof of Financial Ability to Pay Tuition Fees is required for proxy applications. As preparation may take time, please ensure you have sufficient time in advance.
- 3) If the applicant wishes to apply for proxy issuance of the Certificate of Eligibility at our university, accurately report the number of past applications and their issuance. If any falsification is detected in submitted documents or information, the University will not accept re-applications.
- 4) The Immigration Services Agency will review the Certificate of Eligibility, while the Japanese diplomatic mission in your country of residence will handle visa issuance. The University assumes no responsibility in case of non-issuance or refusal. Please note that proxy applications for re-application due to non-issuance of the Certificate of Eligibility will not be accepted.
- 5) Changing from short-term to student status of residence within Japan is generally not allowed. The applicant must obtain a visa from the Japanese diplomatic mission in your home country or country of residence before coming to Japan.

#### (2) Revocation of Enrollment Permission

If confirmation of obtaining a residence card is not received by October 19, 2024 for Fall 2024 enrollment or April 30, 2025 for April 2025 enrollment, regardless of reasons including periods for re-application or litigation, enrollment permission to the University will be revoked effective on the following date. In this case, the paid fees excluding the admission fee will be refunded upon completing the necessary procedures.

Official revocation date:

September 19, 2024 for students enrolling in Fall 2024

March 31, 2025 for students enrolling in April 2025

#### (3) Expulsion

If the applicant fails to complete the required procedures despite having obtained a residence card by October 19, 2024 for Fall 2024 enrollment or April 30, 2025 for April 2025 enrollment, he/she will be expelled. In this case, neither the admission fee nor the other paid fees (the fall semester fees for Fall enrollment, the spring semester fees for April enrollment) will be refunded.

Official expulsion date:

October 19, 2024 for students enrolling in Fall 2024

April 30, 2025 for students enrolling in April 2025



●Proxy application of Certificate of Eligibility (COE)

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

**For successful applicants who have been admitted through the Online Admissions offered for International students, the procedures are different from those who have been admitted through other types of admissions. Please refer to the following:**

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



## IX. Toyo University Educational Loan

Toyo University, in corporation with financial institutions, has established the Toyo University Educational Loan program for prospective students that can be used to pay admission fee, tuition, lab fee, etc. It aims to reduce the economic burden on students who have the will to study at Toyo University but for whom admission is difficult due to financial reasons.

Persons who are certain to enroll in Toyo University are eligible for the Education Loan program. Since the Toyo University Educational Loan program is a bank loan, please prepare a reliable repayment plan when applying.

For details of the contents, please contact the following affiliated financial institutions.

### Affiliated Financial Institution

Sumitomo Mitsui Banking Corporation

Contact information: Hakusan Branch

TEL: 03-3828-5151

The Bank of Mitsubishi UFJ

Contact information: Ikebukuro Branch

TEL: 03-3984-2131

Rakuten Bank Ltd.

Contact information: Toll-free number for education loan

TEL: 0120-61-6910

Affiliated school code: TYU00074 / Application code: 1001

## X. Long-term Study System

The long-term study plan system allows students to systematically complete the curriculum over a period of time beyond the standard period of study (long-term study period) if it is difficult for them to complete a Master's Program in the standard period of study required for completion (two years) due to various reasons, including employment (work circumstances), childcare, or care for a relative. The long-term study period is three years. Please note that international students are not eligible to apply.

Certain procedures are required before entering graduate school. The application periods for the long-term study plan system are as follows. Please note that the application periods for the long-term study plan system are not necessarily the same as the application periods for the entrance examinations. For more details, please check our official website (<https://www.toyo.ac.jp/academics/gadmissions/long/>).

### [Application Period]

Students scheduled to enroll in April	Successful applicants of the entrance examination between April and December	Application period for the entrance examination in February of the respective academic year
	Applicants who take the entrance examination in February and March	Application period for the entrance examination
Students scheduled to enroll in the fall		Application period for the entrance examination in August of the respective academic year



## XI. Undergraduate Courses Available for Graduate School Students

If students who have passed an entrance examination of Toyo University Graduate School wish to take courses (including certification courses) available for undergraduate students, they may be allowed to take undergraduate courses as a non-matriculated student for academic courses or a non-matriculated student for certification courses (except for the Graduate School of Information Networking for Innovation and Design)

### ◆ Category ◆

Non-matriculated student for academic courses: an individual who wishes to take a specific course to increase his/her general knowledge  
Non-matriculated student for certification courses: an individual who desires to acquire a qualification, such as a teacher's license (first class)

### ◆ Procedure, Fees, etc. ◆

Applicants are required to complete the necessary procedures before enrollment in graduate school (early March) to take undergraduate courses.

It is necessary to pay fees, separately from tuition fees, of the graduate school.

Please note that applicants who wish to take the courses necessary to obtain a teacher's license (first class) need to satisfy certain application qualifications, including the (expected) completion of the Toyo University's undergraduate program.

The credits acquired as a non-matriculated student will not be recognized as credits required for the completion of graduate school.

### ◆ Application Guidelines ◆

Application guidelines are scheduled to be issued in February 2025. Please check our website.

## XII. Support through Special Disaster Scholarships for Students Affected by Natural Disasters

Toyo University expresses its sincerest condolences for those who have been affected by natural disasters.

Toyo University is supporting new students who belong to households that have been affected by natural disasters through special disaster scholarships depending on the amount of damage incurred.

Natural disasters applicable under the system are limited to disasters that have occurred after April 2024, in which the Disaster Relief Act has been applied, and that have been determined by Toyo University as applicable for support. For more information, please refer to the regularly updated “特別被災奨学金” (<https://sites.google.com/toyo.jp/gakubu-scholarship/sc/index/hisai/>), and after admission, please apply within the specified period. A disaster certificate issued by a public institution is required to apply.

After admission, please also consider applying for the JASSO scholarships available for situations when there is a sudden change in the financial circumstances of students' families. For more information, please refer to “家計が急変した世帯の方へ” (<https://sites.google.com/toyo.jp/gakubu-scholarship/sc/index/kakei-kyuhen/>) on our official website.



## XIII. Support for Students with Disabilities

Toyo University will accommodate the learning environment where students with disabilities participate in classes in the same manner as other students in accordance with the “Toyo University’s Basic Policy on Support for Students with Disabilities” (refer to the website). Upon admission, please consult Toyo University if you have any concerns or wishes concerning disabilities. We will accept inquiries before admission or at any stage of the admission procedure. Students can prepare for a smooth start to university life by consulting in advance. Please note that you will be required to display documentation showing the state of disability (disability certificate, medical certificate) when you request a consultation.

Counseling services are listed below. Please contact the counseling service of the graduate school you are scheduled to enter.

Graduate School	Study Campus	Counseling Service	Contact Information
Letters, Sociology, Law, Business Administration, Economics, Global and Regional Studies, International Tourism Management	Hakusan	In charge of student with disabilities support (Peer Support Room) Student Counselling Office	mlprsupport@toyo.jp
Science and Engineering, Information Sciences and Arts	Kawagoe	In charge of student life Education and Student Affairs Section, Kawagoe Campus Office	mlkawagak@toyo.jp
Life Sciences, Food and Nutritional Sciences	Asaka	In charge of student life Administration Section, Asaka Campus Office	<a href="https://docs.google.com/forms/d/e/1FAIpQLScqbYM3b8QhyO56oDZdHNoD4mLckP5jh3tBec4uB2h1N5DZLg/viewform">https://docs.google.com/forms/d/e/1FAIpQLScqbYM3b8QhyO56oDZdHNoD4mLckP5jh3tBec4uB2h1N5DZLg/viewform</a>
Information Networking for Innovation and Design	Akabanedai	In charge of student life Administration Section, Akabanedai Campus Office (INIAD)	ml-iniad-fs@toyo.jp
Human Life Design, Health and Sports Sciences, Social Welfare		In charge of student life Administration Section, Akabanedai Campus Office (WELLB)	akabanedai-support@toyo.jp

●Toyo University’s Basic Policy on Support for Students with Disabilities

<https://www.toyo.ac.jp/about/effort-activity/disability/>

(To be updated in AY2024)

Basic policies and guidelines of the university will be updated in accordance with changes in the law.

●Guide to Toyo University Support for Students with Disabilities

[https://www.toyo.ac.jp/campuslife/student\\_support/handicap/](https://www.toyo.ac.jp/campuslife/student_support/handicap/)

The Guide introduces the system for supporting students with disabilities and provides examples of support when difficulties are encountered in attending school.



## XIV. Housing Options (Toyo's dormitories, and student apartments)

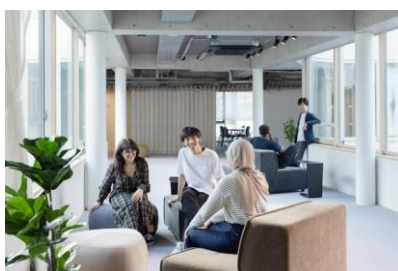
### (1) Toyo University's International Dormitories

Toyo University owns two international dormitories. Each dormitory has its own concept and offers educational programs and events that promote interactions among residents, making the dormitory more than a place to sleep and stay. They are the best fit for students who would like to interact with other residents, improve language skills or stay close to friends. Please consider staying in our dormitory and try to improve global minds through first-hand experiences that you may not be able to get when you live alone. There is no requirement on language skills or whatsoever to apply for the dormitories.

#### ① AI-House HUB-4

AI-House HUB-4 is a new international dormitory opened in April 2022 in Akabanedai campus. All dormitory rooms are single and meals are provided during semesters. Both domestic and international students stay there. Dormitory managers or security guard are at work for 24 hours, which secures safety in the dormitory. Meals are organized by nutritionist so they are well-balanced. Resident Assistants (RAs) supports daily life of the residents.

Location	Akabanedai, Kita-ku, Tokyo (Within Akabanedai campus; 40 minutes to Hakusan campus)
Transportation	8 minutes to JR Akabane station; 10 minutes to Tokyo Metro Akabane Iwabuchi station
Who is eligible	Degree-seeking students (no requirement on language skills or other aspects)
Rooms and capacity	Single room (9m <sup>2</sup> ); shared shower rooms and restrooms; capacity 292 persons
Facility	Cafeteria, shared kitchens, studio, music room, study hall, laundry etc
Monthly fees	Initial moving-in fee 50,000 JPY (one time only) Standard room 96,000 JPY; wheelchair-friendly room 108,000 JPY Breakfast and dinner included
Application	Apply from the AI-House website



#### ② International House

Located in Sendagi, Bunkyo-ku, the International House opened in 2008. Bedrooms are either single or double. There are single units and double/triple units where you share a living room, kitchen and bathroom with other residents.

Location	Sendagi, Bunkyo-ku, Tokyo (15 minutes to Hakusan campus)
Transportation	3 minutes to Tokyo Metro Sendagi station
Who is eligible	Degree-seeking students (no requirement on language skills or other aspects)
Rooms and capacity	Single, double, or triple units; capacity 117 persons
Facility	Kitchen, bathroom, washing machine, clothes dryer, air conditioner in each unit
Monthly fees	Initial moving-in fee 50,000 JPY (one time only) Single bedroom 81,000 JPY; double bedroom 51,000 JPY (no meals provided)
Application	Apply from the International House website

Inquiry    Housing Team in the Center for Global Education and Exchange    [mlidorm@toyo.jp](mailto:mlidorm@toyo.jp)



## (2) Information about student apartments, student condominiums, apartment

Toyo University in cooperation with Toyo University Global Services Co., Ltd. (a company wholly owned by Toyo University) supports all students including international students to find student apartments, student condominiums and other properties. If you apply through Toyo University Global Services Co., Ltd., you can receive services exclusive to Toyo University students, such as properties that are convenient for commuting to each campus (Hakusan, Akabanedai, Kawagoe, Asaka), properties that provide with meals and furniture, and properties with a 50% discount on brokerage fees or no brokerage fees. Digital brochures, VR video tours, and online consultations are available at any time. Please check the website below for detailed information.

### ■Information about on-campus consultation sessions

On-campus consultation sessions will be held for incoming students at each campus.

\*Online consultations and online viewings are always available.

\*The consultation schedule may be subject to change. For the latest information, check Toyo University's website (<https://www.toyo.ac.jp/academics/student-support/support/apartment/>) or the website below.

\*If you would like to tour the campus in addition to the consultation session, please be sure to check the university's website in advance for acceptance.

**[Hakusan Campus/Bunkyo-ku, Tokyo] Graduate School of Letters, Sociology, Law, Business Administration, Economics, Global and Regional Studies, and International Tourism Management**  
**[Akabanedai Campus/Kita-ku, Tokyo] Graduate School of Information Networking for Innovation and Design, Social Welfare, Human Life Design, Health and Sports Sciences**

Dates: Scheduled for Saturday, December 21, 2024, February 15, March 8, March 15, 2025

Time: 10a.m.-4p.m. (reception: until 3p.m.)

Location: Hakusan Campus, Hosui Kaikan

\*The location is across the road from the campus.

**[Asaka Campus/Asaka City, Saitama] Graduate School of Life Sciences, Food and Nutritional Sciences**

Dates: Scheduled for Sunday, December 22, 2024, March 9, 2025

Time: 10a.m.-4p.m. (reception: until 3p.m.)

Location: Asaka Campus, Building 5 Room5105

**[Kawagoe Campus/Kawagoe City, Saitama] Graduate School of Science and Engineering, Information Science and Arts**

Dates: Scheduled for Sunday, February 23, March 16, 2025

Time: 10a.m.-4p.m. (reception: until 3p.m.)

Location: Kawagoe Campus, Building 1 Room1101

■Contact information: Toyo University Global Services Co., Ltd. [info@tugs.co.jp](mailto:info@tugs.co.jp)

■Website: <https://www.tugs.co.jp/information/housing-for-students/>



In addition to the above, Toyo University also introduces student dormitories and recommended student dormitories.

Request for information/contact information

Kyoritsu Maintenance Co., Ltd. Student Dormitory Office

2-18-8 Sotokanda, Chiyoda-ku, Tokyo 101-8621

TEL: 0120-88-1030 FAX: 03-5295-5906

URL: <https://www.gakuseikaikan.com/dp/toyo/>



### **(3) Guarantor support when searching for housing**

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

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 off the guarantor service fee. Global Trust Networks also supports apartment search in many languages, including Japanese, English, Chinese, Korean, Vietnamese, and Nepalese, and it handles many apartments for international students.

- Global Trust Networks Co., Ltd. website (<https://www.gtn.co.jp/en/>)



## XV. Regarding the Determination of the Candidates for the Toyo University Partial Tuition Waiver for Privately Financed International Students

All the International students who have passed the Toyo University entrance examination have been selected as candidates for the Toyo University partial tuition waiver for privately financed international students. Please read the following requirements and carry out the procedures.

### 1. Requirements for the partial tuition waiver

<b>Tuition and fees</b>	The regular tuition and fees have been paid. *The wavier amount will be refunded after admission.
<b>Status of residence</b>	Privately financed international students with a status of residence of "Student"
<b>Application method</b>	Students who have applied via the on-campus system, ToyoNet-ACE, after admission
<b>Economic situation</b>	Students who have difficulty pursuing their studies due to economic reasons (The monthly amount of financial support [excluding academic fees] students receive from their parents, siblings or other relatives is 120,000 yen or less.)

### 2. Procedure for receiving the waiver

The candidates should apply via the on-campus system, ToyoNet-Ace, at their earliest convenience after admission. For more information, please check the e-mail that will be sent to you after the admission procedure.

### 3. Period and waiver amount

- (1) Period: (2024 Fall Admission) October 1, 2024 - September 30, 2025  
(2025 April Admission) April 1, 2025 - March 31, 2026
- (2) Waiver amount: 30% of the tuition specified in the academic rules and regulations

### 4. Notes

- (1) The waiver amount will be refunded through the following method to students who have been determined as recipients of the partial tuition waiver and have completed the admission procedure after admission.
  - Students paying the tuition and fees in full: The waiver amount will be refunded in two repayments:  
one in spring semester (August) and the other in fall semester (January)
  - Students paying the tuition and fees in installments: (Fall Admission)  
The waiver amount for fall semester will be refunded in January.  
As for spring semester, please pay the amount after reduction.  
(April Admission)  
The waiver amount for spring semester will be refunded in August.  
As for fall semester, please pay the amount after reduction.
- (2) Students are disqualified as candidates if they are unable to acquire a status of residence of "Student" by admission or if they do not enroll at the university.
- (3) Even if students are selected as candidates, the waiver may be terminated if they fall under any of the following conditions.
  - 1) When students do not satisfy any of the conditions listed in the above, "1. Requirements for the partial tuition waiver"
  - 2) When students are suspended, withdraw, or they are dismissed and receive disciplinary action from the university



## XVI. Handling of Personal Information at Toyo University

In recognition of the importance of our responsibility to protect personal information on students, their guarantors (parents, etc.) and their emergency contact person, Toyo University (hereinafter, the “university”) handles as follows all personal information respectfully and appropriately in accordance with laws.

Note: The term “personal information” means information on a person who is alive and which can identify a certain individual by their name, date of birth, etc. included in the said information.

1. Please note that the use of the personal information provided by students this time will be handled as follows.

The personal information such as address, student name, guarantor’s name, name of emergency contact person, password, personal information acquired via questionnaire survey, etc. will be used **within the scope necessary for the creation of a student ID card, the checking at the time of issuance of certificates, and improvements in instruction methods**. Personal information is also used for issuing certificates and solicit donations by postal mail while in the university and after completion.

2. Management and protection of personal information

In compliance with the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution, Toyo University appoints a chief privacy officer, etc. and establishes the Personal Information Protection Committee, etc., to further strive to ensure appropriate and fair management and protection of personal information.

\*We may contact you regarding the enrollment procedure at the email address you registered at the time of application.

### Toyo University Basic Policy for Protecting Personal Information (Established in August 2019)

Recognizing the importance of protecting personal information, Toyo University Incorporated Educational Institution (hereinafter, the “Institution”) shall implement necessary measures to protect personal information based on the principle of respect for human rights when it acquires, manages, uses, provides and discloses personal information, in compliance with the Basic Policy stipulated below, the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution, and related laws and ordinances, including the Act on the Protection of Personal Information (Act No. 57 of 2003).

#### 1. Acquisition of Personal Information

The Institution shall specify the purposes of using personal information for education, research and other duties as clearly as possible and acquire personal information using appropriate and fair means.

#### 2. Handling of Personal Information

The Institution shall carefully and appropriately handle the personal information that it acquires. In compliance with the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution, the Institution shall appoint a chief privacy officer to be responsible for protecting personal information and continuously improve the handling of personal information at the Institution.

#### 3. Security Management Measures for Personal Information

The Institution shall adopt necessary security management measures to protect personal information, including technological measures concerning information systems and physical measures, while establishing organizational and personnel security management systems.

#### 4. Provision of Personal Information

When the Institution needs to provide personal information to a third party, the Institution shall inform related persons of the fact and get their agreement in principle. However, when a third party appropriately requests the Institution to provide personal information while complying with laws and ordinances, the Institution may provide the third party with personal information without the agreement of the related persons. When providing (and jointly using) personal information, the Institution shall fully implement necessary measures to prevent the leakage, loss, falsification, etc. of personal information.

#### 5. Response to Requests for Information Disclosure, etc.

The Institution shall respond without delay to requests for the disclosure, correction, addition, deletion, etc. of an individual’s personal information. In addition, the Institution shall establish a Complaint Review Board to promptly and appropriately respond to complaints against decisions on information disclosure, etc.

#### 6. Handling of Anonymously Processed Information

The Institution shall adopt appropriate measures to compile, manage the security of, and provide third parties with anonymously processed information (information compiled by processing personal information so that particular individuals cannot be identified and the original personal information cannot be restored).

#### 7. Education and Training

The Institution shall recognize the importance of protecting personal information and strive to raise awareness of the importance among faculty and staff members. The Institution shall also give necessary and appropriate supervision and guidance to faculty and staff members who handle personal information, and provide them with necessary education and training to promote the appropriate use and protection of personal information.

Toyo University shares the personal information it possesses with Toyo University Global Service Co., Ltd. and Toyo University Facilities Co., Ltd., which are wholly owned subsidiaries of Toyo University Incorporated Educational Institution.



### 3. Provision of Personal Information to third parties

#### (1) Provision of information to Toyo University Alumni Association (General Incorporated Association):

Toyo University Alumni Association (hereinafter "the Alumni Association") is an organization that connects graduates with their alma mater, Toyo University, with the aim of promoting mutual friendship among its members, manifesting the founding spirit of Toyo University, and contributing to the further prosperity and development of Toyo University. Upon application from the Alumni Association, Toyo University will provide the personal information of graduates to the extent necessary only for the following purpose.

- For sending out invitations to join the Alumni Association, the following information will be provided: Your graduate school and course, the date of your enrollment, and your name, address, telephone number, and e-mail address.

#### (2) The university will not provide third parties with personal information without obtaining students' own agreement in advance, except in cases based on laws and ordinances. When the university provides third parties with personal information about students for the purposes of education offered by the university and support for students' learning and incidental student lives, the university will disclose the recipients of personal information, the purposes of use, etc. (on the university's website or elsewhere). If you do not agree with the provision of personal information, contact the section in charge at the university.

### 4. Joint use of personal information

#### (1) Purposes of use

Conducting education and research at educational institutions run by the Toyo University Incorporated Educational Institution; providing student life support; sending service information materials concerning career support

#### (2) Items of personal data

Students' names, student ID numbers (Graduate School; Course), and contact information (addresses; phone numbers; email addresses)

#### (3) Joint users

Toyo University Facilities Co.,Ltd.; Toyo University Global Service Co., Ltd.

(The two companies are wholly owned subsidiaries of Toyo University Incorporated Educational Institution.)

#### (4) Responsible manager: Toyo University Incorporated Educational Institution



# Contacts

If you have any questions or urgent inquiries, please contact the following email address directly.

In addition, please refer to “VII. Frequently Asked Questions Regarding the Admission Procedures” (p. 39) before making an inquiry.

The university counters are closed on Sundays, public holidays, and other dates.

Please check the following website for the information on the university counters and operating hours.

[https://www.toyo.ac.jp/campuslife/student\\_support/info/](https://www.toyo.ac.jp/campuslife/student_support/info/)

## 1. Admission Procedures

Contact Office	Contact Information
Admission procedures office at each campus	Please contact the administrative office at each campus listed on the Application Guidelines.

## 2. Tuition and Fees

Contact Office	Email	Office Hour
Finance Section, Budget and Finance Office	mlgakuhi@toyo.jp	(Monday to Friday) 9:30 - 13:00 14:00 - 16:45 (Saturday) 9:30 - 12:45

## 3. Status of Residence/Visa

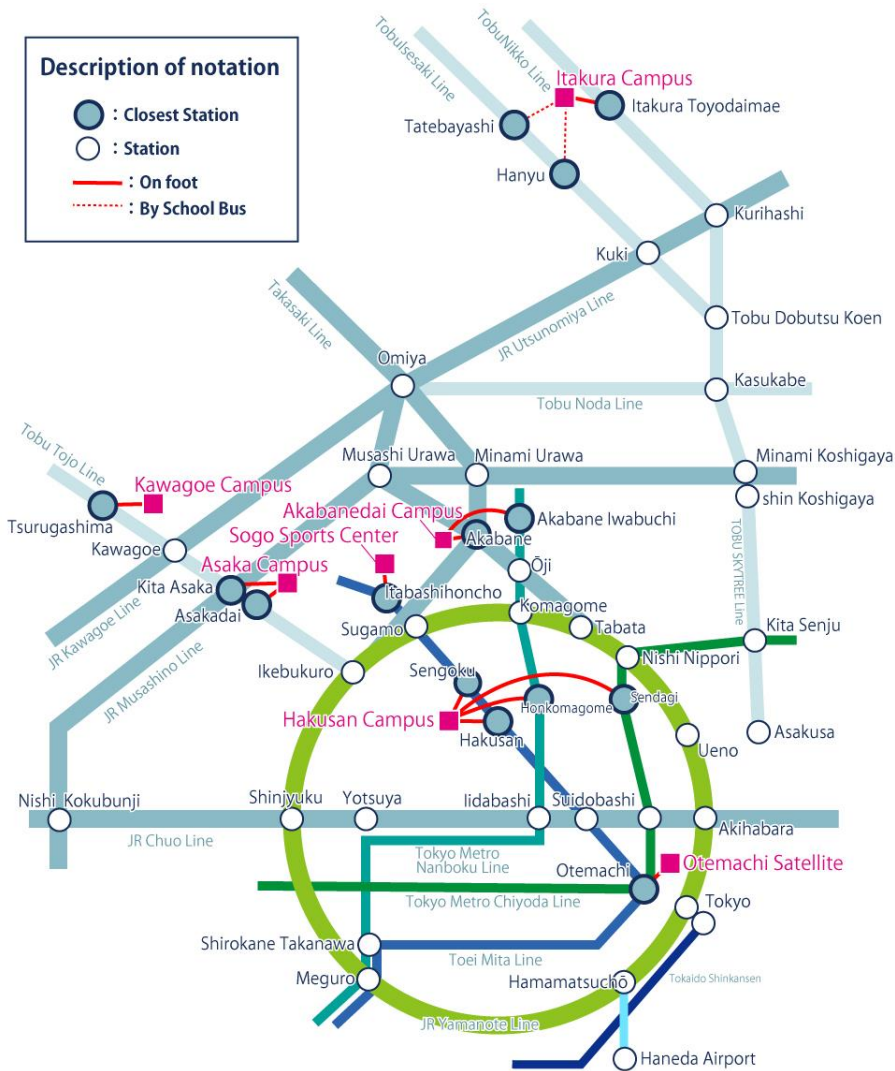
Contact Office	Email	Office Hour
Toyo University Support Office for COE and Status of Residence (wholly owned subsidiary of Toyo University Incorporated Educational Institution)	toyo-pugs@tugs.co.jp	(Monday to Friday) 9:30 - 17:00



# Access Map

## Description of notation

- : Closest Station
- : Station
- : On foot
- : By School Bus



### ◆ Hakusan Campus

- 10-minute ride from JR Sugamo Station on the bus bound for Asakusa Kotobuki-cho; get off at Toyo-daigakumae
- 5-minute walk from Hakusan Station on the Toei Mita Line
- 7-minute walk from Sengoku Station on the Toei Mita Line
- 5-minute walk from Hon-Komagome Station on the Tokyo Metro Namboku Line
- 15-minute walk from Sendagi Station on the Tokyo Metro Chiyoda Line

### ◆ Kawagoe Campus

- 10-minute walk from Tsurugashima Station, which is 40 minutes from Ikebukuro Station by express on the Tobu Tojo Line

### ◆ Asaka Campus

- 10-minute walk from Asakadai Station on the Tobu Tojo Line
- 10-minute walk from Kita-Asaka Station on the JR Musashino Line

### ◆ Akabanedai Campus

- 8-minute walk from JR Akabane Station
- 12-minute walk from Akabane-iwabuchi Station on the Tokyo Metro Namboku Line