

AY2026/2027

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.

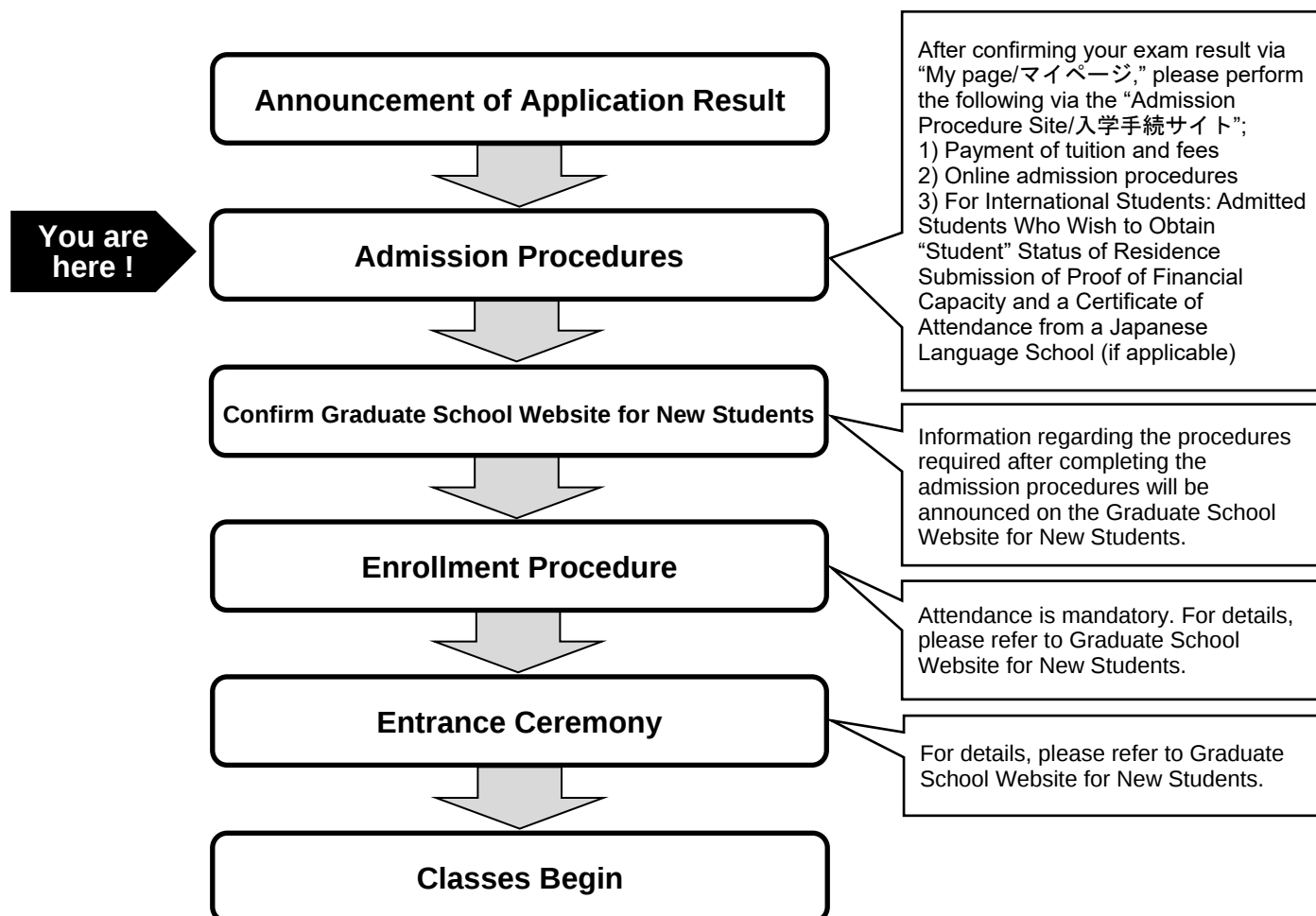
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Access to Toyo University
Access Map

[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 2026

Month of Entrance Examination	Announcement Date of Application Results	Admission Procedure Period
Entrance examination in August (Admission in Fall)	September 3 (Thu), 2026	One-time procedure: September 3 (Thu) – September 8 (Tue), 2026

Admission in April 2027

Month of Entrance Examination	Announcement Date of Application Results	Admission Procedure Period
Entrance examination in August (Admission in April)	September 10 (Thu), 2026	The first-phase procedure: September 10 (Thu) - September 16 (Wed), 2026 The second-phase procedure: February 26 (Fri) - March 4 (Thu), 2027
Entrance examination in November (Admission in April)	December 2 (Wed), 2026	The first-phase procedure: December 2 (Wed) - December 8 (Tue), 2026 The second-phase procedure: February 26 (Fri) - March 4 (Thu), 2027 [Concentration in SME Consultant Certification] One-time procedure: December 2 (Wed) - December 8 (Tue), 2026
Entrance examination in February (Admission in April)	February 26 (Fri), 2027	One-time procedure: February 26 (Fri) - March 4 (Thu), 2027
Entrance examination in March (Admission in April)	March 10 (Wed), 2027	One-time procedure: March 10 (Wed) - March 16 (Tue), 2027

■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)	合否結果照会 Application Result Inquiry

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

下記の「入学手続のしおり」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 納付金納入手続
Not Completed 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
1次 (入学申込金のみ) 100,000円 未入金
2次 全納 100,000円 入金済
2次 分納 100,000円 未入金
文部館 2019/07/14

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 オンライン入学手続
Not Completed 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. 25)

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

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 steps **1** - **3** prior to the deadline of the admission procedures.

1 Payment of tuition and fees

For the breakdown of tuition and fees, please see pp. 15 - 16.

(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."

3 For International Students: Admitted Students Who Wish to Obtain "Student" Status of Residence

Submission of Proof of Financial Capacity and Certificate of Attendance from a Japanese Language School (if applicable)

Please submit the required documents by the specified deadline after the announcement of admission results.

What you need to do in Admission Procedures

		1 Payment of tuition and fees	2 Online admission procedures	3 Submission of Proof of Financial Capacity and Certificate of Attendance from a Japanese Language School (*)
(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	See pp. 45 - 46
(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	See pp. 45 - 46
(C) One-time admission procedure		Payment of tuition and fees, including admission fee	Main procedure	See pp. 45 - 46

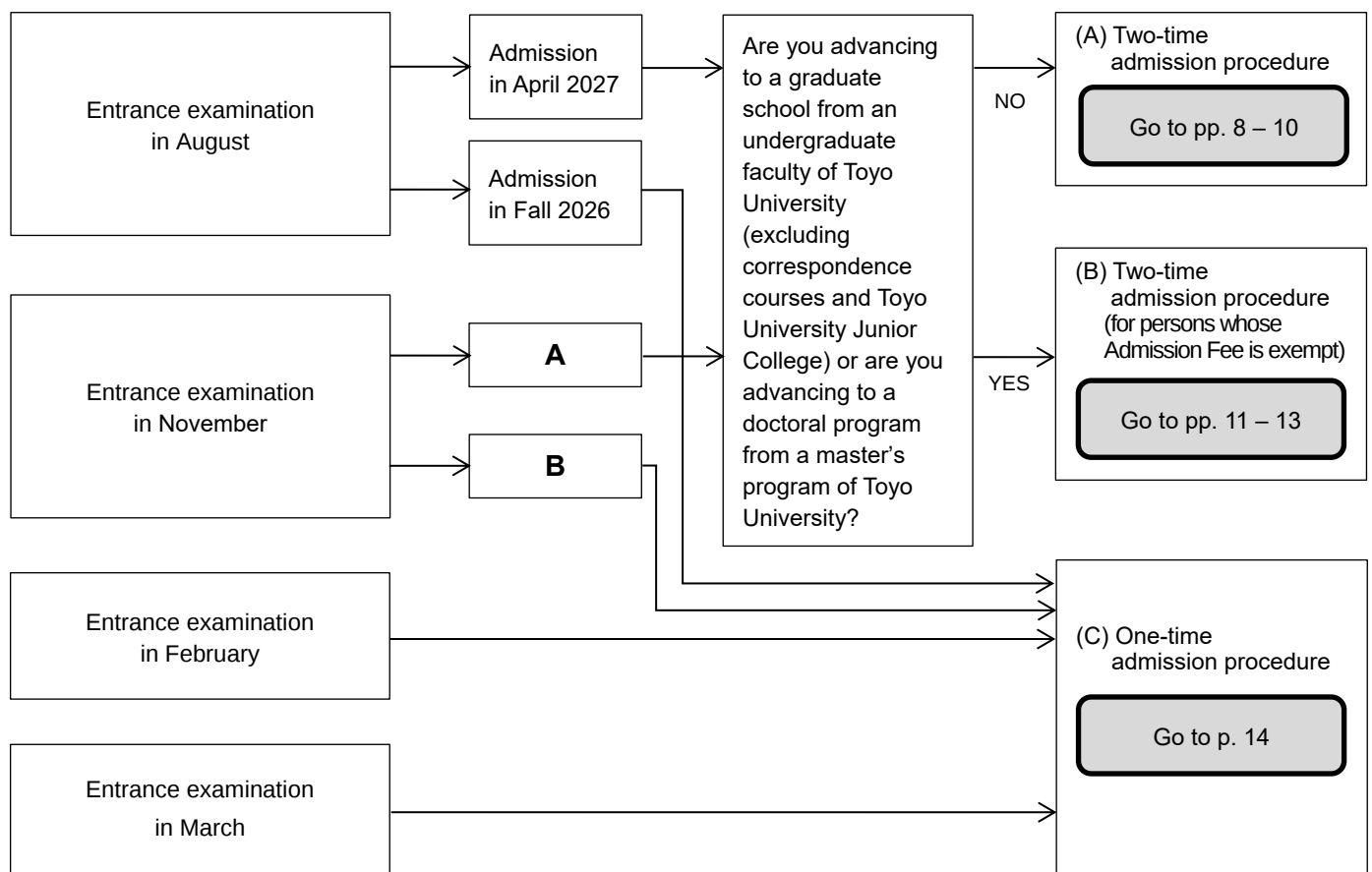
Successful applicants who fail to complete their admission procedure by the specific due date(s) shall be considered as unwilling to be enrolled in Toyo University Graduate Schools. You will not be allowed to proceed the admission procedure outside of the admission procedure period.

*For international students: admitted students who wish to obtain "Student" status of residence

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

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

*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).

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

— 8 —

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

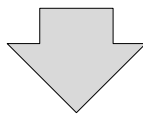
Successful applicants are required to complete both steps **1** and **2** by the end of the first-phase procedure period. Please note that the procedure period varies depending on the month of the entrance examination.

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 - 23)

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

Enter the necessary information online for your admission procedure (Admission Confirmation Procedure). (See pp. 25 - 27)



The first-phase procedure has been completed!

Make sure to complete the second-phase procedure (Main Procedure) during the period from February 26 (Fri) to March 4 (Thu), 2027. (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 the steps **3** - **5** 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 - 23)

4 Online registration for your admission procedure (Main Procedure)

Enter the necessary information online for your admission procedure (Main Procedure). (See pp. 28 - 34)

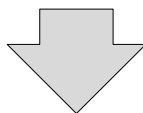
*Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.

5 For International Students: Admitted Students Who Wish to Obtain “Student” Status of Residence Submit Proof of Financial Capacity and a Certificate of Attendance from a Japanese Language School (if applicable)

Please submit the following documents (1) and (2). (See pp. 45 - 46)

(1) Proof of Financial Capacity

(2) Certificate of Attendance from a Japanese Language School (if applicable)



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) that you have paid at the first-phase procedure 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 any mistakes 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.

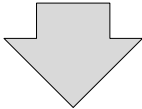
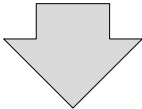
◆ Announcement Dates of Application Results ◆

Entrance examination in August 2026 (Admission in April) → September 10 (Thu), 2026

Entrance examination in November 2026 (Admission in April) → December 2 (Wed), 2026

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.

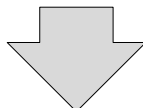
<1> The first-phase procedure (p. 12)	1 Complete the online admission procedure (Admission Confirmation Procedure) (See pp. 25 - 27) Admission procedure period for the step 1 Entrance examination in August 2026 (Admission in April) → September 10 (Thu) – 16 (Wed), 2026 Entrance examination in November 2026 (Admission in April) → December 2 (Wed) – 8 (Tue), 2026  The first-phase procedure (Admission Confirmation Procedure) has been completed. IMPORTANT: Your admission procedure has not been completed yet! <u>Make sure you complete the second-phase procedure online by the end of the designated procedure period.</u> <u>Please make a note of the second-phase procedure period on a calendar or in a planner so as not to forget.</u>
<2> The second-phase procedure (p. 13)	2 Log in to My page and perform the tuition and fees payment process (See pp. 15 - 23) 3 Complete the online admission procedure (Main Procedure) (See pp. 28 - 34) 4 For International Students: Admitted Students Who Wish to Obtain “Student” Status of Residence Submit Proof of Financial Capacity and a Certificate of Attendance from a Japanese Language School (if applicable) (See pp. 45 - 46) Admission procedure period for the steps 2 - 4 Entrance examination in August and November 2026 (Admission in April) → February 26 (Fri) – March 4 (Thu), 2027  The second-phase procedure (Main Procedure) has been completed. All admission procedures have been completed!

<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. 25 - 27)



The first-phase procedure has been completed!

Make sure to complete the second-phase procedure (Main Procedure) during the period from February 26 (Fri) to March 4 (Thu), 2027. (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 the steps **2** - **4** 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 - 23)

3 Online registration for your admission procedure (Main Procedure)

Enter the necessary information online for your admission procedure (Main Procedure). (See pp. 28 - 34)

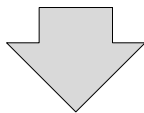
*Please allow sufficient time for the completion of your admission procedure, which requires the entry of a lot of information.

4 For international students: admitted students who wish to obtain “Student” status of residence Submit Proof of Financial Capacity and a Certificate of Attendance from a Japanese Language School (if applicable)

Please submit the following documents (1) and (2). (See pp. 45 - 46)

(1) Proof of Financial Capacity

(2) Certificate of Attendance from a Japanese Language School (if applicable)



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.**

(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 2026 (Admission in Fall) → September 3 (Thu), 2026

Entrance examination in November 2026 (Admission in April) → December 2 (Wed), 2026

Entrance examination in February 2027 (Admission in April) → February 26 (Fri), 2027

Entrance examination in March 2027 (Admission in April) → March 10 (Wed), 2027

Successful applicants are required to complete the steps **1** - **3** 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 - 23)

2 Online registration for your admission procedure

☐

Enter the necessary information online for your admission procedure. (See pp. 25 - 34)

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

3 For International Students: Admitted Students Who Wish to Obtain “Student” Status of Residence Submit Proof of Financial Capacity and a Certificate of Attendance from a Japanese Language School (if applicable)

☐

Please submit the following documents (1) and (2). (See pp. 45 - 46)

(1) Proof of Financial Capacity (2) Certificate of Attendance from a Japanese Language School (if applicable)

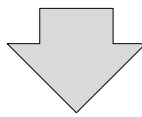
Admission procedure period for the steps **1** - **3**

Entrance examination in August 2026 (Admission in Fall) → September 3 (Thu) – September 8 (Tue), 2026

Entrance examination in November 2026 (Admission in April) → December 2 (Wed) – December 8 (Tue), 2026

Entrance examination in February 2027 (Admission in April) → February 26 (Fri) – March 4 (Thu), 2027

Entrance examination in March 2027 (Admission in April) → March 10 (Wed) – March 16 (Tue), 2027



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 . Procedures for Paying Tuition and Fees

(1) List of Payment Amounts

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).

Admission in Fall 2026

(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) Graduate School of Global and Regional Studies Graduate School of International Tourism Management	Master's Program	From Toyo University	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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	—	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

<Matters concerning payment amounts>

- 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.
- The admission fee (admission confirmation fee) is only required in the first academic year.
- 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.
- The amounts above are estimates and are subject to change.
- Additional fees may be required when obtaining qualifications, such as teaching licenses.
- For students who exceed years required for completion of the course of study, the amounts of the tuition and fees are subject to change.
- For the tuition and fees for students using the long-term study plan system, please see our website.

(2) 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 the fee paid for taking the prescribed classes. 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 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 regarding the payment of tuition and fees.

(3) How to Pay Tuition and Fees After Admission

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 official website after admission.

For those who paid tuition and fees in installments at the time of admission procedure, the period for the second payment is the following.

- Students enrolling in the fall of 2026... Late April to late May 2027
- Students enrolling in the spring of 2027... Early October to early November 2027

(4) Payment Methods of Tuition and Fees

Please select one of the following six methods.

Payment Methods	Deadline	Handling fees and service charges	Payment limit	Procedure
1) Credit card	Available until 11:59 p.m. (Japan time) on the due date for your admission procedure, as a general rule (Service hours may vary depending on the financial institution.)	See p. 20	Depending on the credit card limit	See p. 20
2) Online banking (via the Admission Procedure Site)		JPY 660 for payment less than JPY 300,000	Depending on your agreement with the financial institution	See p. 21
3) Pay-easy (at a financial institution ATMs)		JPY 880 for payment JPY 300,000 or more		
4) Convenience store	Service hours	JPY 660	Less than JPY 300,000	See p. 22
5) Bank transfer (at financial institution counters)	Counter service hours	Depending on the financial institution	None	See p. 23
6) Bank transfer (Other than at financial institution counters) *We do not recommend	Depending on the financial institution	Depending on the financial institution	Depending on your agreement with the financial institution	

<Important notes regarding the selection of payment method>

- Each payment method will incur a processing fee. In particular, credit card payments may incur higher processing fees than other payment methods.
- The payment method cannot be changed after payment has been completed.
- Please be aware of the daily and per-transaction payment limits. Be sure to check your credit limit in advance and arrange to pay the full amount in a single transaction.
- The payment method that you used at the time of admission will not automatically be taken over after admission.

(5) 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". If you use the browser's "Back", 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) Click **支払方法の登録** (Payment Method Registration), under the "Tuition and Fees Payment Process" on the Admission Procedure Site.



- 2) Select the procedure method, payment amount, and payment method, and click **次へ** (Next).



3) Confirm the registered payment method and click [次へ](#) (Next).

東洋大学入学手続サイト

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 Payment Information

支払情報 Payment Information

手続方法 Procedure method: 一括入学手続

支払方法 Payment method: **クレジットカード**

支払金額 Payment amount: 合計×××,×××円 (××,×××円 (一括: 分納 (入学金含む)) + ××,×××円 (サービス利用料))

戻る Back **次へ Next**

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

The payment method you have just selected will be displayed here.

Be sure to check the handling fee and service charges.

*The payment method registration process is now complete.

*To modify the payment method, click [戻る](#) (Back) button to return to the previous screen.



4) Click [支払手続](#) (Payment Process).

東洋大学入学手続サイト

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

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

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

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 top page of the Admission Procedure Site, you can resume the procedure by clicking [支払手続](#) (Payment Process) on the site.



5) Conduct the payment process.

東洋大学入学手続サイト

文字サイズ: 小 中 大
サイトカラー: 薄い 標準 濃い

支払選択 Selected Payment Method

手続区分 Procedure category	金額 Amount	納入状況 Payment status	支払期限/入金日 Due date/Date of payment	支払手続 Payment process
Your payment information will be displayed here. Please check the Japanese-English translation for each word on p. 5.				振込依頼書印刷 Print the Bank Transfer Request 支払手続画面へ To the Payment Process Screen 取り消し Cancel

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

If you pay by bank transfer, click [Print the Bank Transfer Request](#). (p. 23)
If you pay in a different way, click [To the Payment Process Screen](#).

*You can change the payment method before the payment procedure is completed. If you wish to change the payment method you registered, click the “Cancel” button and restart the procedure from the screen shown in 2) on p. 18. However, if the payment is not completed by the admission procedure deadline, you will be deemed to have no intention of enrolling, and your admission will not be accepted.

6-1) Payment process - Credit card

●Accepted Credit Cards

The card brands available are VISA, MasterCard, JCB, American express, and Diners Club. The cardholder is not required to be the successful applicant.

●Service Charges when using a credit card

Since our university provides payment methods through a payment processing company, service fees charged by the company apply to all payment methods. In particular, for credit card payments, the fee varies depending on the amount to be paid, so please be sure to check the table below. For service fees related to admission tuition and fees that do not fall under the categories listed below, please refer to the “Confirm Payment Information” screen (p. 19) in the enrollment procedures menu and be sure to confirm the fee before making your payment.

Tuition and Fees (Installment Payments)	Handling fees and usage fees, etc. (tax included)	Tuition and Fees (Full Payment)	Handling fees and usage fees, etc. (tax included)
JPY 45,000	JPY 800	JPY 90,000	JPY 1,600
JPY 125,000	JPY 2,300	JPY 250,000	JPY 4,500
JPY 260,000	JPY 4,700	JPY 520,000	JPY 9,400
JPY 270,000	JPY 4,900	JPY 540,000	JPY 9,700
JPY 305,000	JPY 5,500	JPY 610,000	JPY 11,000
JPY 345,000	JPY 6,200	JPY 690,000	JPY 12,400
JPY 375,000	JPY 6,800	JPY 750,000	JPY 13,500
JPY 530,000	JPY 9,500	JPY 790,000	JPY 14,200
JPY 540,000	JPY 9,700	JPY 810,000	JPY 14,600
JPY 575,000	JPY 10,400	JPY 880,000	JPY 15,800
JPY 615,000	JPY 11,100	JPY 960,000	JPY 17,300
JPY 645,000	JPY 11,600	JPY 1,020,000	JPY 18,400
JPY 670,000	JPY 12,100	JPY 1,070,000	JPY 19,300
JPY 575,000	JPY 10,400	JPY 1,150,000	JPY 20,700
JPY 810,000	JPY 14,600	JPY 1,350,000	JPY 24,300
JPY 845,000	JPY 15,200	JPY 1,420,000	JPY 25,600

For handling fees and usage fees, etc. that do not apply to the above, please be sure to check the “Confirm the payment information” screen (see p. 19) of the admission procedure menu before making a payment.

●Important notes when paying by credit card

- The payment amount and service fees will be charged at the same time.
- Once the payment has been completed, you cannot change the payment method or cancel the transaction.
- You cannot pay using more than one credit card.
- Please make sure that your credit card has sufficient available credit. If the payment cannot be completed because you have exceeded your credit limit or for any other reason, your payment procedure will not be completed.
- “東洋大学大学院入学納付金” or “TOYO TUITION AND FEE” will appear on your credit card statement.

6-2) Payment process - Online banking, Pay-easy

Once your payment has been processed, you cannot change your payment method under any circumstances.

These payment methods are safe to use. Since your data are transferred from the admission procedure site, the payment will be free of error in your name and management number and the amount.

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

お支払い方法を選んでください

今すぐお支払い完了

店舗・ATMでお支払い


ネットバンキング
 Online banking


コンビニ
 Convenience store


ATM(ペイジー)
 Pay-easy

お支払い内容

店舗名	東洋大学
取引ID	Txxxxxxxxxxxxxxxxxxxxxxx
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
画面有効期限	20xx/xx/xx 23:59:59

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

“株式会社ペイジェント” may be displayed as the recipient.

Toyo University entrusts Paygent Co., Ltd. with the collection of tuition and fees paid in the admission procedure.

*Due to the transaction limit, “コンビニ” will not be displayed if the amount exceeds JPY 300,000.

■ If you pay through online banking

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

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. Please check the service charge on p. 20 or on the “Confirm 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
フリガナ	トウヨウ 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。 (ご利用回数に制限あり)

※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をされている必要があります。
※加盟店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あります。

お支払金融機関選択

[支払方法を変更する](#)

お支払い内容

店舗名	東洋大学
取引ID	Txxxxxxxxxxxxxxxxxxxxxxx
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
画面有効期限	20xx/xx/xx 23:59:59

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ネットバンキングでのお支払い

東洋大学

お支払い内容	
店舗名	東洋大学
取引ID	Txxxxxxxxxxxxxxxxxxxxxxx
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

[銀行法に基づく表示](#)

■お支払いを行う金融機関を選択してください。
※一定回数以上金融機関へのリンクをクリックするとお支払いができなくなる場合があります。
※画面表示に制限がある場合があります。

三井住友銀行

三菱UFJ銀行

みずほ銀行

りそな銀行

愛媛銀行

楽天銀行 (旧イーバンク銀行)

おれんじ銀行

信託銀行 ネットバンク

ゆうちょ銀行

三井ネット

三井ネットバンク

地方銀行 一覧

信用金庫 一覧

労働金庫連合会

金融機関コード検索

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.

■If you pay at a financial institution ATM

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

To pay at a financial institution ATM, you need a cash card. You cannot pay in cash at ATMs.

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

Please check the service charge on p. 20 or on the “Confirm Payment Information” screen.

■If you pay at a convenience store

Please note that payments at convenience stores can **only be made in cash**. This service is available for payments totaling **less than JPY 300,000, including fees**. The service fee is JPY 660.

Subsequent steps depend on the convenience store you have just selected.

For more details, please visit the URL below or scan the QR code.

https://www.paygent.co.jp/payment_service/way_to_pay/cvs/



6-3) Payment process - Bank transfer

Click [Print Bank Transfer Request](#) and a bank transfer form will be displayed in PDF format. Print it out on A4-sized paper in landscape orientation and take it to a financial institution counter. When you present the bank transfer form at the financial institution counter, you will be asked to show your personal identification. Please be sure to bring it with you.

振込依頼書 (金融機関使用欄) 科目

振込金 (兼手数料) **領収書**

年 月 日

金額

先方銀行 三井住友銀行 首都圏支店

受取人 預金種目 普通 口座番号 (株) KEIアドバンス 東洋大学口

ご依頼人

【備考】 手数料

上記の金額正に受取りました。

収入印紙 収納印

(取扱店 → 依頼人)

振込依頼書

日

電信扱 手数料

金額

現金 口座 他手

銀行取扱締切日：締切後の振込・送金は禁止 振込手数料は依頼人負担

収納印

ご依頼人 (合格者番号) 20XXXXXXX (おなまえ) (おとこ)

電話

(取扱店保管)

Please enter the information of the person who will actually complete the procedure at the counter.

●If you pay using a bank transfer form at a place other than a financial institution counter

The university does not recommend making a transfer at a place other than a financial institution counter because you are required to enter many items. If we cannot identify you as a successful applicant due to an incorrect amount, recipient account, or sender name, you will be deemed to have failed to complete the admission procedure and you will not be able to enroll.

If you must pay via this method due to an unavoidable reason, check the recipient account, the amount, and the sender name, and proceed at your own risk.

Sender name: the “successful applicant’s number” followed by the “successful applicant’s name”

(Example) 2027XXXXX トウヨウ タロウ

*Please make the transfer using the sender name indicated above. Please note that we will not be able to identify the successful applicant if the transfer is made under a company name, a spouse's name, or any other name.

●Points to note when paying by bank transfer

- Japan Post Bank and certain other financial institutions do not accept the bank transfer form specified by the university as is. Follow the bank teller's instructions to make the transfer.
- Toyo University entrusts KEI Advanced, Inc. with the collection of tuition and fees.
- This account is for admission payments only. Do not save it as a recipient account.
- Payment made at the university office or by overseas bank transfer will not be accepted.

Ⅲ. Withdrawal from Admission and Refund of Tuition and Fees after 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 2026: **September 15 (Tue), 2026**

■For those enrolling in April 2027: **March 31 (Wed), 2027**

[Estimated date of refund]

The last day of the second month following the month of your request

[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) 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 your notification of withdrawal from admission is accepted, the university will notify you of this by email.
- 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>



IV. 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. 26
	STEP 2	Confirming the course information	
	STEP 3	Confirming the information for the admission confirmation procedure	p. 27
	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. 28 p. 33
	STEP 6	Confirming the information for the [Main Procedure]	p. 34
	STEP 7	Completing the registration for the [Main Procedure]	p. 34
	STEP 8	Printing the registered information	p. 34
	Online Admission Procedures are completed		

(C) One-time Admission Procedure

One-time Admission Procedure		
STEP1	Login	p. 26
STEP2	Confirming the course information	
STEP 3	Information entry [Main Procedure] (1. Registration of a password) (2. Registration of basic personal information)	p. 28 p. 33
STEP 4	Confirming the information for the [Main Procedure]	p. 34
STEP 5	Completing the registration for the [Main Procedure]	p. 34
STEP 6	Printing the registered information	p. 34
Online Admission Procedures are completed		

[Important Notes]

- 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.
- 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, the information you have entered up to this point may be cleared.
- The image is for illustrative purposes and may differ from the actual screens.
- As you need to enter a lot of information, please read the descriptions for each item carefully and check the information you will enter beforehand.
- 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. 27)
 - For the second-phase procedure, select **本手続 (Main Procedure)** (Go to p. 28)
- One-time Admission Procedure
 - Select **本手続 (Main Procedure)** (Go to p. 28)

■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. 28 - 34.

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 26 (Fri) to March 4 (Thu), 2027).**

■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)

Entering your admission procedure information (Main Procedure) in two stages:
“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.)

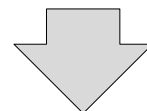
2) Confirm the entry

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. 34.



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→高、崎→崎、徳→徳、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. Foreign nationals should enter their name in alphabetical characters as it appears on their Certificate of Residence. However, if you have not yet obtained a Certificate of Residence at the time of admission procedures, please enter your name in alphabetical characters as it appears on your 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 2026”)

• 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 Certificate of Residence (or passport if you have not yet obtained a Certificate of Residence at the time of admission procedures) in half-width characters. 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.

東洋大学

STEP1 ログイン STEP2 学籍情報登録 STEP3 学籍情報入力 STEP4 学籍情報確認 STEP5 学籍情報完了

【本手続 (Admission procedure)】

※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.

納付金管理番号 Payment management number	2024210986
入試方式 Screening Method	一般入試 (4月入学) General Category (April Admission)
希望研究科・専攻・コース・課程 Desired Graduate School, Course, Concentration and Program	ライフデザイン学研究科 生活芸術学専攻 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

2. 基本情報等登録 (Registration of Basic Personal Information)

基本情報 (Basic Personal Information)

姓 (Surname)
漢字
例) 姓 (全角: full-width characters)

氏名
Name
名 (First name)
漢字
例) 太郎 (全角: full-width characters)

カナ
Kana
トウヨウ タロウ
例) Taro TOYO
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.
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を、持っていない場合は、渡米申請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.
例) 日本国籍の場合: 姓 太郎=Taro TOYO 【外国籍の場合: 姓=WANG LAN
Example: (Japanese) 姓 太郎=Taro TOYO (Foreigners) 姓=WANG LAN

生年月日
Date of Birth
1997/07/15

電話番号
Telephone Number
0312345678

性別
Gender
男 (Male)

本籍地
Permanent Address
東京都
日本国籍の場合を選択してください。
Choose a region; Japanese citizens only.

国籍
Nationality
外国籍を選択してください。
Choose nationality; foreigners only.

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. 34.)

• 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 for data entry:

- 郵便番号 (Postal Code):** A field with '112' and '8806' entered. Below it, instructions in Japanese and English explain that after enrollment, the address should be updated. If the postal code is unknown, '0000' should be entered.
- 都道府県名 (State/Province/Prefecture):** A dropdown menu with '東京都' (Tokyo) selected.
- 市区町村名 (County/City/Town/Village):** A text field with '文京区白山' (Bunkyo-ku, Shirogane) entered.
- 丁目地番 (Street Name and No./Room No.):** A text field with '5丁目28-20' entered.
- マンション名 (Condominium name, etc.):** A text field with 'トヨ大学マンション' (Toyo University Mansion) entered.
- 固定電話番号 (Fixed Telephone Number):** A field with '03' and '1234' entered.
- 携帯電話番号 (Mobile Number):** A field with '090' and '8765' entered.
- FAX番号 (Fax Number):** A field with '03' and '1234' entered.
- Email Address:** A field with 'xxxx@toyo.jp' entered. Below it, a note states that email addresses ending in '@toyo.jp' will no longer be available after graduation.
- 駅 (Line):** A dropdown menu with '有明線' (Arakawa Line) selected.
- 駅名 (Station):** A text field with '有明駅' (Arakawa Station) entered.
- バス会社 (Bus company):** A text field with '有明バス' (Arakawa Bus) entered.
- バス停留所 (Bus stop):** A text field with '有明バス停' (Arakawa Bus Stop) entered.

At the bottom, there is a note for bus users: 'バス利用の場合はバス会社と停留所を入力してください。 (必須) For bus users, enter bus company and bus stop name. (full-width characters)'.

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 the name of a family member, relative, or acquaintance who can be contacted by the university at any time 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 guarantor.

• 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

For Japanese nationals, 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.

For foreign nationals, make sure to enter a mobile phone number.

When entering the information, please make sure to include the hyphens (-) as well.

• 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.

保証人項目 (Guarantor) 「学生項目」よりコピー (Copy from "Student")

姓 (Surname) 氏名 (Full name) 姓 (Surname) 氏名 (Full name) 姓 (Surname) 氏名 (Full name)

関係 (Relationship) 父 (Father) 母 (Mother) 祖父 (Grandfather) 祖母 (Grandmother) 兄弟 (Brother/Sister) 叔父 (Uncle) 叔母 (Aunt) 従兄弟 (Cousin) 従姉妹 (Cousin) 友人 (Friend) その他 (Other)

郵便番号 (Postal Code) 112-8806 郵便番号 (Postal Code) 郵便番号 (Postal Code) 郵便番号 (Postal Code)

住所 (Address) 東京都 (Tokyo) 東京都 (Tokyo) 東京都 (Tokyo) 東京都 (Tokyo)

市町村 (City/Town/Village) 文京区 (Bunkyo-ku) 文京区 (Bunkyo-ku) 文京区 (Bunkyo-ku) 文京区 (Bunkyo-ku)

丁番地 (Street Name and No./Room No) 5丁目2番2号 (5-chome 2-ban 2-gou) 5丁目2番2号 (5-chome 2-ban 2-gou) 5丁目2番2号 (5-chome 2-ban 2-gou) 5丁目2番2号 (5-chome 2-ban 2-gou)

マンション等 (Condominium Name, etc.) トーヨー (Toyo) トーヨー (Toyo) トーヨー (Toyo) トーヨー (Toyo)

固定電話番号 (Fixed Telephone Number) 03-1234-5678 03-1234-5678 03-1234-5678 03-1234-5678

携帯電話番号 (Mobile Number) 090-4321-8765 090-4321-8765 090-4321-8765 090-4321-8765

FAX番号 (Fax Number) 03-1234-5678 03-1234-5678 03-1234-5678 03-1234-5678

Eメール (Email) yyy@toyo.jp yyy@toyo.jp yyy@toyo.jp yyy@toyo.jp

勤務先 (Place of work) 東京都 (Tokyo) 東京都 (Tokyo) 東京都 (Tokyo) 東京都 (Tokyo)

勤務先電話番号 (Work Phone Number) 03-1234-5678 03-1234-5678 03-1234-5678 03-1234-5678

4) Emergency contact person information

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

Enter the name of 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.

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

• Nickname

Please don't enter anything here.

• Residence Card number

Enter the alphanumeric characters indicated on your Residence Card.

• 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.

6) Other information

• Occupation type / Workplace name

If you have a job (including a part-time job) at the time of admission to this university and plan to continue working, please select the appropriate option and enter the required 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
正規職員

職業種類
Type of occupation
会社員

勤務先名
Workplace name
勤務先を記入してください (勤務先で雇用されている場合は、詳細をできるだけ記入してください)。
Enter details as much as possible (if self-employed and owns a business, provide details).
例) 東京山崎株式会社 営業部 営業1課 (全角・半角混在可)
例) 東京山崎商店

勤務先住所
Workplace address
郵便番号 (Postal Code)
112 - 0001
例) 351-0007 (半角数字・半角数字)
郵便番号を入力する住所に結びつきます。
Address 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](#).
郵便番号で検索出来なかった場合は後4桁に0000を入れてください。例) 351-0000
If you cannot find your postal code, enter "0000" as the last four-digit numbers. Example: 351-0000
住所 (Address)
東京都文京区西山5-5-5
全角で入力してください。
Enter in full-width characters.

勤務先電話番号
Place of work Telephone Number
03 - 1111 - 1111
例) 03-1234-5678 (半角数字・半角数字)

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)

学名 (School Name)
東京大学大学院文学部
学名を40文字以内で入力してください。
Enter your school name in 40 character or less.

入学年月 (Date of Enrollment)
201204
年を4桁、月を2桁で入力してください。
Enter the year and month in 6-digit numbers.
例) 2012年4月入学は"201204" (半角数字)
Example: "April 2012" should be "201204" (half-width numeric characters)

卒業・退学年月 (Date of Graduation/Withdrawal)
201603
年を4桁、月を2桁で入力してください。卒業・退学どちらを選択してください。
Enter the year and month in 6-digit numbers, and choose either "Graduated" or "Withdrawal".
例) 2012年3月の退学は"201203" (半角数字)
Example: "March 2012" should be "201203" (half-width numeric characters)

学号番号 (Student ID Number)
1020110000
東京大学大学院文学部入学時の学号番号を入力してください。
Enter your student ID number while at university if you are a Toyo University graduate.

旧姓 (Maiden Name)
東京大学大学院で入学時から使用している場合は入力してください。
Enter if you are a Toyo University graduate and have changed your name since enrollment.

学歴 (Academic Background)
東京大学で入力してください。
Enter in full-width characters.
例) 東京大学文学部国文学科 卒業
Example: Daisaku, Department of Literature, Faculty of Literature, Toyo University

最終学歴 (Final Academic Background)
上記欄の学歴を再入力してください。
Enter the year and month of the above-mentioned final academic background in 6-digit numbers.
例) 2012年4月の退学は"201204" (半角数字)
Example: "April 2012" should be "201204" (half-width numeric characters)

学歴 (Academic Background)
学歴を再入力してください。
Enter in full-width characters.
例) 東京大学文学部国文学科 卒業
Example: Daisaku, Department of Literature, Faculty of Literature, Toyo University

最終学歴 (Final Academic Background)
上記欄の学歴を再入力してください。
Enter the year and month of the above-mentioned final academic background in 6-digit numbers.
例) 2012年4月の退学は"201204" (半角数字)
Example: "April 2012" should be "201204" (half-width numeric characters)

戻る (Return) 次へ (Next)

*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]

Confirmation of 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. 29.)**

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' (Shiyou University) admission procedure website. 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 program details. 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. The fourth screenshot shows the '印刷画面へ (To Print screen)' button and the '登録完了しました (Registration is completed)' message. The fifth screenshot shows the '印刷画面へ (To Print screen)' button and the '登録完了しました (Registration is completed)' message.



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 8 (Tue), 2026

April Admission: from the announcement date of application result to 23: 59 on March 30 (Tue), 2027

***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.

V. 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 "[東洋大学]入学許可書の発行と統合アカウントの設定について (重要) / [Toyo University] Admission letter has been published./Registration of the integrated account is required (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 2026, and those for April admission around mid March 2027.

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

③ 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.

④ (This step is indicated by an arrow pointing from step 2 to the email notification screen, but no text is provided for it.)

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. 35), 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 (Login) STEP2 科目選択 (Register Course Information) STEP3 個人情報入力 (Enter Personal Information) STEP4 入学許可確認 (Check All the Information Entered) STEP5 登録完了 (Complete Registration)

よろしければ「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分で自動的にタイムアウトします。
(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 (Screening Method) 一般入試 (4月入学)
志願研究科・専攻・コース・課程 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
合格番号 (Successful Applicant Number) 2024210986
合格票パスワード (Successful Applicant Password) 7giku

登録状況 (Registration Status of Procedure) 学生データ入力済 (Student data entered)

登録履歴 (Type of Procedure)
☐ 本学既に入力済みの場合 (40分)
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、「パスワード変更を必ず行ってください」。
「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) 入学専用サイト (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 (Student Number) 3A11900000

氏名 トウヨウ タロウ

※入学手続き時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 **入学向けサイト(Website for Enrollee)** will display the “Admission Procedure (Graduate Schools)” page. You can access the enrollment procedure documents through the Graduate School Website for New Students on this page.

■For those enrolling in fall 2026

For details about the enrollment procedure for fall admission 2026, please check the Graduate School Website for New Students. Fall semester classes will start on Friday, October 2.

Scheduled Date	Description	Remarks
September 19, 2026	Entrance Ceremony	
Mid to late September 2026	Enrollment Procedure (*)	These events are very important. Students must be present in person. <u>The event dates vary depending on the graduate school/course you belong to.</u> Further details will be provided on the Graduate School New Student Website. If you are unable to attend these events, please contact the relevant office in charge in advance.
	New student orientations	
Mid-September, 2026	Course Registration	Hakusan: September 25 - 28 Kawagoe: September 25 - 28 Asaka: September 25 - 28 Akabanedai (INIAD): September 25 - 28
October 2, 2026	Start of fall semester classes	

■For those enrolling in April 2027

Scheduled Date	Description	Remarks
From late March to early April 2027	Enrollment Procedure (*)	These events are very important. Students must be present in person. <u>The event dates vary depending on the graduate school/course you belong to.</u> If you are unable to attend these events, please contact the relevant office in charge in advance.
	New student orientations	
April 6, 2027	Entrance Ceremony	
Early April, 2027	Start of spring semester classes	

*The detailed schedule and other information will be announced in the Graduate School Website for New Students. If you fail to attend the enrollment procedure, your enrollment may not be accepted, so please be sure to attend.

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.

• 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 Graduate School Website for New Students. Please be sure to check them.

VI. Frequently Asked Questions about 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. 34). 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. 34). 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. 34) 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 Graduate School Website for New Students (see p. 36). 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/

Q: I want to apply for an extension of the period of stay after admission to Toyo University. What is the procedure for renewal?

A: Please conduct the procedure through the Toyo University Residence Status Application System (PUGS).
<https://toyo-pugs.com/sp/login>

To apply for an extension of the period of stay, you need to fulfill the following two conditions,

(1) Proof of financial capacity to pay academic fees

It is necessary for the person who pays academic fees and living expenses (financial sponsor) to demonstrate that they have funds exceeding “one-year of living expenses (approximately. JPY 1.5 million) + tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)” with a certificate of deposit balance, etc.

(2) Attendance rate at the previous educational institution you belonged to (Japanese language school, technical school, etc.)

Your attendance rate at the educational institution you belonged to before admission to Toyo University must be 80% or higher.

If these conditions are not satisfied, your application for an extension of the period of stay may be denied following the examination by the Immigration Services Agency of Japan.

VII. Status of Residence

(For those with a 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 2026	September 16, 2026
April 2027	April 1, 2027

(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		- Students enrolling in the Evening Course cannot obtain the student status of residence. - The University does not handle proxy applications for status of residence for students who take entrance exams conducted after February 2027 or using the Common Test for University Admissions.
Graduate students	Fall 2026 enrollment	- The University will not make a proxy application for status of residence for students who take entrance exams conducted in August 2026.
	April 2027 enrollment	- 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. - The University does not handle proxy applications for status of residence for students who take entrance exams conducted in February or March 2027.
Application for student status of residence takes a long time. For successful applicants through admissions conducted in August, February, or March who only has short-term status of residence, it will not be possible for them to obtain student status of residence by September 16, 2026 for Fall 2026 enrollment or April 1, 2027 for April 2027 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.

*International students enrolling in April 2027 will not be eligible due to the end of this program.

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.**

*To demonstrate that you have sufficient financial resources to cover your tuition fees and living expenses in Japan, you are required to submit the Proof of Financial Capacity described on pp. 45 - 46.

*An applicant's academic record and attendance status at educational institutions that he/she previously attended (including attendance rates at Japanese language schools, academic performance at universities or vocational schools, etc.) may affect their application for an extension of period of stay. In particular, if the attendance rate at a Japanese language school or similar institution is below 80%, the application is highly likely to be denied by the Immigration Services Agency of Japan. In such cases, Toyo University may decline to support the application for the extension.

(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 2026	September 16, 2026
April 2027	April 1, 2027

Official revocation date:

September 15, 2026 for students enrolling in Fall 2026

March 31, 2027 for students enrolling in April 2027

(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 15, 2026 for Fall 2026 enrollment or May 31, 2027 for April 2027 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

- 1) If your attendance rate at your current educational institution (e.g., a Japanese language school) is below 80%, there is a higher risk that your application for an extension of period of stay will be rejected. Please note that if your extension application is rejected, your admission to Toyo University will be revoked.
- 2) If you need to renew your student visa status before enrollment, you must apply for the extension through your current educational institution.
- 3) If you wish to change your current residence status to “student” before enrollment, or if you plan to withdraw from your current educational institution, please contact us using the inquiry form below.
Inquiry Form: <https://forms.gle/MLLPBiLVQvecjCS68>

●Application Details

Who can apply	- 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 2026: Mid-June 2026 – Mid-November 2026 Students enrolling in April 2027: January 2027 -June 2027 - Those who wish to switch their medium- or long-term status of residence into student status
How to apply	1) Fill in the necessary information on the application form. Application Form URL: https://forms.gle/52bsWUvqn5qqDSWWA 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. 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 Status Application System) website. PUGS Login URL: https://toyo-pugs.com/sp/entry PUGS User Manual: https://sites.google.com/tugs.co.jp/pugs 4) After confirming the submitted information, the University will proceed with the online proxy application. 5) After the review by the Immigration Services Agency of Japan is completed, a notification email will be sent to the student. The University will distribute the result notification letter, so please come to the campus. For Fall 2026 enrollment: Visit Toyo University Support Office for COE and Status of Residence in Hakusan campus on and before September 15 or visit the respective campus office from September 16 and afterwards. For April 2027 enrollment: Visit Toyo University Support Office for COE and Status of Residence in Hakusan campus before the end of March or visit the respective campus office from April 1 and afterwards. 6) With the result notification letter, residence card, and passport, please go to the Immigration Bureau to receive your new residence card.
Where to inquire	Toyo University Support Office for COE and Status of Residence 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 (https://www.toyo.ac.jp)
Website	https://www.toyo.ac.jp/international-exchange/international/immigration_visa/pre-enrollment/visa-newstudents/

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 2026	September 16, 2026
April 2027	April 1, 2027

Even if the procedures take time, the applicant must receive the Certificate of Eligibility and visa and come to Japan by October 15, 2026 for Fall 2026 enrollment or April 30, 2027 for April 2027 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. 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) To demonstrate that you have sufficient financial resources to cover your tuition fees and living expenses in Japan, you are required to submit the Proof of Financial Capacity described on pp. 45 - 46.
- 3) Those who hold the nationality of the Philippines, Vietnam and Nepal must submit the TB Clearance Certificate. Please make sure to check the Ministry of Health, Labour and Welfare website for Pre-arrival Tuberculosis Screening procedures: <https://jpets.mhlw.go.jp/jp/>
- 4) If you have previously stayed in Japan and attended a Japanese language school, universities, or vocational schools, your attendance record at that school will also be subject to review.
Please note that if your attendance rate or academic performance was poor, your Certificate of Eligibility may not be issued.
- 5) The Immigration Services Agency will review the Certificate of Eligibility, while the Japanese diplomatic mission in your country of residence will handle visa issuance.
- 6) 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.
- 7) 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 15, 2026 for Fall 2026 enrollment or April 30, 2027 for April 2027 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 15, 2026 for students enrolling in Fall 2026

March 31, 2027 for students enrolling in April 2027

(3) Expulsion

If the applicant fails to complete the required procedures despite having obtained a residence card by October 15, 2026 for Fall 2026 enrollment or April 30, 2027 for April 2027 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 15, 2026 for students enrolling in Fall 2026

April 30, 2027 for students enrolling in April 2027

●Proxy application of Certificate of Eligibility (COE)

How to apply	Log into PUGS (Toyo University Residence Status Application System), fill in necessary information and submit the required documents. PUGS Account Registration URL: https://toyo-pugs.com/sp/entry PUGS Login URL: https://toyo-pugs.com/sp/login PUGS User Manual: https://sites.google.com/tugs.co.jp/pugs
Deadline	Submit the data within one week after receiving the email. *If it may take time to issue documents, please consult with the office in charge below early beforehand.
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 Support Office for COE and Status of Residence Second floor of building 8 in Hakusan campus Open from 9:30 to 17:00 on weekdays E-mail: toyo-pugs@tugs.co.jp

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 noreply-pugs@tugs.co.jp 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 Toyo University Support Office for COE and Status of Residence. 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: https://sites.google.com/tugs.co.jp/pugs
Deadline	Submit the data within one week after receiving the email. *If it may take time to issue documents, please consult with the office in charge below early beforehand.
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 Support Office for COE and Status of Residence Second floor of building 8 in Hakusan campus Open from 9:30 to 17:00 on weekdays E-mail: toyo-pugs@tugs.co.jp

IV. Documents Required for Applicants of Foreign Nationality Who Wish to Enroll with "Student" Status of Residence

To ensure the appropriate admission and enrollment management of international students, Toyo University verifies students' ability to cover all expenses incurred during their stay in Japan (including tuition and living expenses), as well as their attendance rate at Japanese language schools, in accordance with the requirements of the Immigration Services Agency of Japan and guidance from the Ministry of Education, Culture, Sports, Science and Technology (MEXT).

Applicants of foreign nationality who wish to enroll with "Student" status of residence must submit the following documents within the designated submission period: (1) documents certifying financial capacity and (2) a certificate of attendance from a Japanese language school (if applicable).

●Submission Period and Method (Common to Documents 1 and 2)

Admission Period	Submission Period	Submission Method
Fall 2026 successful applicants	September 3 (Thu) - September 8 (Tue), 2026	Upload the required documents via the Google Form: https://forms.gle/m4uVWShMbJbdSwe67 
April 2027 successful applicants (August, November, and February entrance examinations)	February 26 (Fri) - March 4 (Thu), 2027	Submit through the PUGS system. *Before the submission period shown at left, an email will be sent to the email address registered at the time of application from PUGS (Toyo University Status of Residence Application System: noreply-pugs@tugs.co.jp).
April 2027 successful applicants (March entrance examination)	March 10 (Wed) - March 16 (Tue), 2027	

●Required Documents

1. Documents Certifying Financial Capacity (Required for All Applicants)

Please prepare the documents listed below according to the category of your financial sponsor.

(1) If the student will cover the expenses

Certificate of bank balance in the student's name

Financial capacity requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)."

(2) If the financial sponsor is a relative or other person with income

1) Certificate of bank balance in the financial sponsor's name

Financial capacity requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)."

*If the amount shown on the certificate in item 1) is below the above requirement, please also submit the income certificate in item 3). In such cases, the University will assess whether the documents in items 1) and 3), taken together, demonstrate that the required level of financial capacity can be expected.

2) Document certifying the relationship between the financial sponsor (the person paying the tuition and living expenses) and the student

3) Certificate of the financial sponsor's income (e.g., income certificate, tax payment certificate, certificate of employment)

(3) If the financial sponsor is a relative or other person without income

1) Certificate of bank balance in the financial sponsor's name

Financial capacity requirement: A bank balance equal to or greater than "one year of living expenses (approximately JPY 1.5 million)" + "tuition fees required until completion of studies at Toyo University (including the initial payment, etc.)."

- 2) Document certifying the relationship between the financial sponsor (the person paying the tuition and living expenses) and the student

***For details regarding documents certifying financial capacity and certificates of attendance from Japanese language schools, please be sure to refer to the following:**

<https://www.tugs.co.jp/wp-content/uploads/2026/07/8fce873877bb1c33cf734b0a9ffbfa7e.pdf>

Important Notes

- All certificates must have been issued within three months prior to the date of submission to the University.
- There is no restriction on the currency used in the bank balance certificate (currencies other than Japanese yen are acceptable).
- For certificates issued in a language other than Japanese or English, a Japanese or English translation prepared on a computer must be attached.
- The translation must clearly state the translator's name, the date of translation, and the translator's relationship to the applicant.
- Certificates relating to securities, stocks, real estate, etc. cannot be used as proof of financial capacity. A certificate of bank balance must be submitted.

IMPORTANT: If sufficient financial capacity cannot be confirmed, the applicant may be unable to obtain "Student" status of residence (including non-issuance of a Certificate of Eligibility (COE)) or may be denied an extension of the period of stay by the Immigration Services Agency of Japan. As a result, the student may be unable to continue studying at Toyo University and may be removed from the University register. Please be sure to prepare documents that meet the above requirements.

2. Certificate of Attendance from a Japanese Language School (If Applicable)

If you are currently enrolled in, or have previously attended, a Japanese language school in Japan, please submit a certificate showing your attendance rate.

Important Notes

- The certificate must have been issued within three months prior to the date of submission to the University.
 - The certificate must be issued by the head of a Japanese language school in Japan and bear the school's official seal.
 - The certificate must state the period of enrollment and the attendance rate.
- *If your attendance rate is below 80%, you must attach a written statement explaining the reason for the low attendance rate (no prescribed format).
- *If your attendance rate declined due to illness, an unforeseen accident, or similar circumstances, please upload objective supporting documentation, such as a medical certificate or accident certificate, together with the written statement.
- *If you have attended more than one Japanese language school, please submit attendance certificates from all Japanese language schools you previously attended.
- *If you are unable to submit an attendance certificate, please submit, in any format, information about the school you attended (school name, address, etc.), the period of enrollment, and the reason why the certificate cannot be submitted.

IMPORTANT: When applying for or extending "Student" status of residence, the Immigration Services Agency of Japan reviews not only financial capacity but also attendance at Japanese language schools. In particular, if your attendance rate at a Japanese language school is below 80%, there is a higher possibility that an extension of your period of stay will not be approved. If your attendance record is significantly poor, Toyo University may be unable to carry out the procedures required for your status-of-residence extension.

VIII. 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: ネットローンプラザ

TEL: 0120-338-555

Rakuten Bank Ltd.

Contact information: Toll-free number for education loan

TEL: 0120-61-6910

Affiliated school code: TYU00074 / Application code: 1001

IX. Long-term Study Plan 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 and applications will not be accepted after the application period. For more details, please check our official website below.

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

X. Undergraduate Courses as Non-matriculated 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 2027. Please check our website.

XI. 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 2026, 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.

XII. 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	障がい学生支援に関する相 談フォーム（白山）/ Consultation form for Supporting Students with Disabilities (Hakusan) (available only in Japanese) <a href="https://forms.gle/8oyhSEUPh
nRpFkW66">https://forms.gle/8oyhSEUPh nRpFkW66 
Science and Engineering, Information Sciences and Arts, Environmental Innovation	Kawagoe	In charge of student life Administration 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://forms.gle/RaTPAYb3g
JBRbrHz9">https://forms.gle/RaTPAYb3g JBRbrHz9 
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・HELSP0)	akabanedai-support@toyo.jp

- Toyo University’s Basic Policy on Support for Students with Disabilities (To be updated in AY 2026)
<https://www.toyo.ac.jp/about/effort-activity/disability/>
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://sites.google.com/toyo.jp/peersup>
The Guide introduces the system for supporting students with disabilities and provides examples of support when difficulties are encountered in attending school.

XIII. 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 an international dormitory in Akabanedai campus. All dormitory rooms are single and meals are provided during semesters. 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 (in 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 (9㎡); 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	Undergraduate students (2nd – 4th year students in principle), graduate 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

(2) Student Housing & Accommodation Services

To assist students in finding safe and comfortable housing, Toyo University partners with Toyo University Global Service Co., Ltd. (TUGS, a wholly owned subsidiary of Toyo University) to offer referrals for student apartments, student dormitories, and standard apartments.

Applications through TUGS, come with exclusive benefits for Toyo University students, such as properties with convenient access to each campus (Hakusan, Akabanedai, Kawagoe, and Asaka), furnished rooms, meal plans, 50% off agency fees, or fee waivers. Digital brochures, VR virtual tours, and online housing consultations are available at any time. Dedicated housing support is also available for international students. Please visit the special website below for property listings and details.

■Housing Consultation Services

Both Online Consultations and On-Campus Housing Fairs are available to assist with housing searches.

Online Consultations: Available year-round. Please feel free to make inquiries via the contact details listed on the website below.

On-Campus Fairs: Scheduled to begin in December. Details will be updated on the website.

★Reservations prior to official admission results are available for select student properties. Inquiries are always welcome through Online Consultations!

https://www.tugs.co.jp/information/housing-for-students/#on_conference

■Request Housing Information Packets

By selecting a preferred housing type, informational materials will be sent from TUGS's partner companies. Requests can be submitted via the website below:

<https://www.tugs.co.jp/request-for-housing-brochure/>

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

■International Student Housing: https://www.tugs.co.jp/housing_international/

Contact Information

Toyo University Global Service Co., Ltd. (TUGS)

tugs-support@tugs.co.jp

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

Request for information/Contact information

Kyoritsu Maintenance Co., Ltd. Student Dormitory Office

URL: <https://www.toyo-philosophia.com/>

*For inquiries, please use the form on the website's inquiry page at the URL above.

(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/>)

XIV. Toyo University Partial Tuition Waiver for Privately Financed International Students

1. Requirements for the partial tuition waiver

Tuition and fees	The regular tuition and fees have been paid. *The wavier amount will be refunded after admission.
Status of residence	Privately financed international students with a status of residence of "Student"
Application method	Students who have applied via the on-campus system, ToyoNet-ACE, after admission
Economic situation	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: (2026 Fall Admission) From fall semester in AY 2026 to spring semester in AY 2027
(2027 April Admission) Not applicable as the program will end.
- (2) Waiver amount: 30% of the tuition specified in the academic rules and regulations

4. Notes

- (1) For graduate students, this program is available to students who enroll by the fall semester of AY 2026. The program will end at the conclusion of the spring semester of AY 2029.
*Please note that if the expected completion date is delayed due to a leave of absence or other reasons, students will no longer be eligible for the program as of the fall semester of AY 2029.
- (2) 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.
- (3) 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.
- (4) 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

XV. Handling of Personal Information at Toyo University

In compliance with the Act on the Protection of Personal Information, Toyo University (hereinafter, “the University”) recognizes the protection of personal information about students and their guarantors (parents, etc.) as its important responsibility and carefully handles personal information as stipulated below from the perspective of full respect for such information. If you do not agree to the handling of your personal information as described below, or if you have any questions or concerns, please contact the respective graduate school office of the University.

(Note) “Personal information” denotes information about a living individual that contains the name, date of birth or other descriptions whereby the specific individual can be used and handled as follows.

1. Personal information about students will be used and handled as follows:

(1) Use of personal information about students during their enrollment

The University uses personal information about students’ names, addresses, grades, condition of learning, career paths, etc. within the scope necessary to provide learning and student life support for students. The University also uses those items of personal information to issue certificates during students’ enrollment and after their completion.

The University uses personal information about students’ guarantors (parents, etc.) and emergency contact persons in order to provide student life support for students and manage their safety, to collect tuition fees and to send various information, announcements, requests or other documents from the University.

(2) Use of personal information about students after their completion

The University uses personal information about students within the scope necessary to send various information, announcements, notifications, requests, or other documents from the University.

Personal Information Protection Basic Policy of the Toyo University Incorporated Educational Institution

Toyo University Incorporated Educational Institution (hereinafter, the “Institution”), upon the acquisition, management, use, provision and disclosure of personal information, makes efforts to protect personal information based on the Basic Policies set forth below, the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution as well as the laws and ordinances related to the Act on the Protection of Personal Information (Act No. 57 of 2003), in light of the importance of personal information protection and under the principle of respect for the personality of the individual.

1. Acquisition of personal information

The Institution, upon designating the purpose of use of personal information as specifically as possible, acquires personal information through suitable and just means in the process of carrying out its duties related to education, research and other activities.

2. Handling of personal information

The Institution carefully and reasonably handles the acquired personal information. Also, the Institution assigns a head administrator of personal information protection in the Regulations for the Protection of Personal Information of Toyo University Incorporated Educational Institution and, in addition to having responsibility for personal information protection, continuously works on improvements.

3. Safety management measures of personal information

The Institution takes the necessary safety management measures to protect personal information. In addition to technological safety management measures related to information systems and other systems, the Institution also strives to protect personal information by taking physical safety management measures, and has in place a systematic human security management system.

4. Provision of personal information

In a case where it is necessary to provide personal information to a third party, the Institution shall, in principle, notify the person in question and receive their consent. However, where suitable provision is sought based on laws and ordinances, personal information may be provided without the consent of the person in question. When providing personal information (including joint usage), the Institution takes thorough measures to prevent any leak, loss or falsification.

When entrusting personal information to a business operator for the purpose of outsourcing some business activities, the Institution shall select the business operator based on appropriate standards and maintains necessary contracts to prevent the personal information from being improperly handled, such as leakage, loss or falsification, and conduct necessary and appropriate supervision of the business operator.

5. Dealing with disclosure

Recognizing that an individual has the right to request the disclosure, correction, addition, deletion, cease of use, elimination, suspension of provision to third parties, etc., of their personal information, the Institution shall respond within a reasonable range without delay to requests. In addition, the Institution shall establish a Complaint Review Board to promptly and appropriately respond to complaints against decisions on information disclosure etc.

6. Education and training

The Institution recognizes the importance of personal information protection and strives to raise the awareness of the staff and faculty members. Also, for staff and faculty members who handle personal information, the Institution provides the necessary training and education in addition to carrying out the necessary and appropriate supervision and guidance in order to promote the suitable use and protection of personal information.

2. Provision of Personal Information to Third Parties

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

The Toyo University Alumni Association (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 the University and contributing to the further prosperity and development of the 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.

Note: Toyo University Alumni Association Website (<https://www.alumni-toyo.jp>)

(Purpose of use) Sending out invitations to join the Alumni Association and information about the Alumni Association branch general meeting

(Items to be used) Graduates: graduate school, course, date of enrollment, date of completion, student ID number, name, address, birth date, deceased information, home phone number, cell phone number, e-mail address and gender

(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 consent or wish to suspend provision to a third party, please consult with the offices in charge.

3. The University handles joint use of personal information about students as follows:

(1) Purpose 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

Student's name, student ID numbers (graduate schools and courses) and contact information (addresses, phone numbers and email addresses)

(3) Joint users

Toyo University Facilities Co., Ltd.

Akaike Building 4F, 1-30-10 Hakusan, Bunkyo-ku, Tokyo 113-0001

President: Hiroyuki Michiue

Toyo University Global Service Co., Ltd.

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

President: Koichi Kaneko

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

(4) Responsible manager

Toyo University Incorporated Educational Institution

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

Chairman: Takashi Anzai

4. Management and protection of personal information

Recognizing that each student has the right to request the disclosure, correction, addition, deletion, cease of use, elimination, suspension of provision to third parties, etc. of their personal information, the University shall respond without delay to these requests within a reasonable range.

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

XVI. Contacts

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

In addition, please refer to “VI. Frequently Asked Questions Regarding the Admission Procedures” (pp. 38 - 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/

1. Admission Procedures

Contact Office	Contact Information	Office Hour
[August 2026 – January 2027] Please contact the following: Hakusan Campus: The office for each faculty of your prospective graduate school Campuses other than Hakusan Campus: The office in charge at each campus	Please check via Contact for Inquiries .	Please refer to the link above.
[February 2027 and later] The office in charge of the admission procedures (for all graduate schools)	03-3945-7114	(Monday to Friday) 10:00 - 18:00

2. Tuition and Fees

Contact Office	Contact Information	Office Hour
Finance Section, Budget and Finance Office	Inquiry form	(Monday to Friday) 9:30 - 13:00 14:00 - 16:45 (Saturday) 9:30 - 12:45

3. Status of Residence/Visa

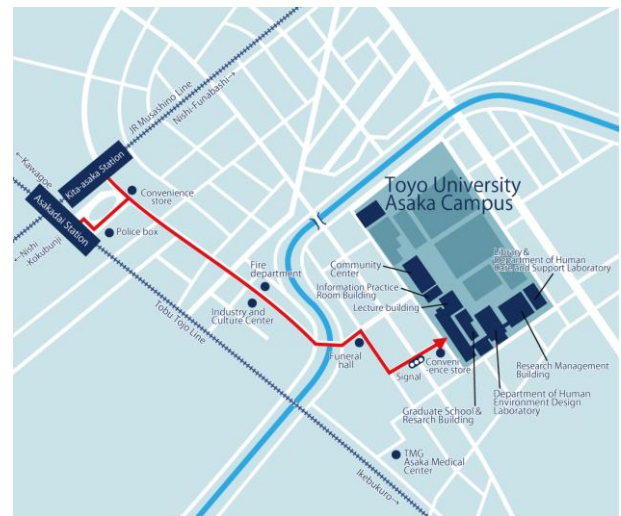
Contact Office	Email	Office Hour
Toyo University Support Office for COE and Status of Residence (wholly owned subsidiary of Toyo University Incorporated Educational Institution)	toyo-pugs@tugs.co.jp	(Monday to Friday) 9:30 - 17:00

Access to Toyo University

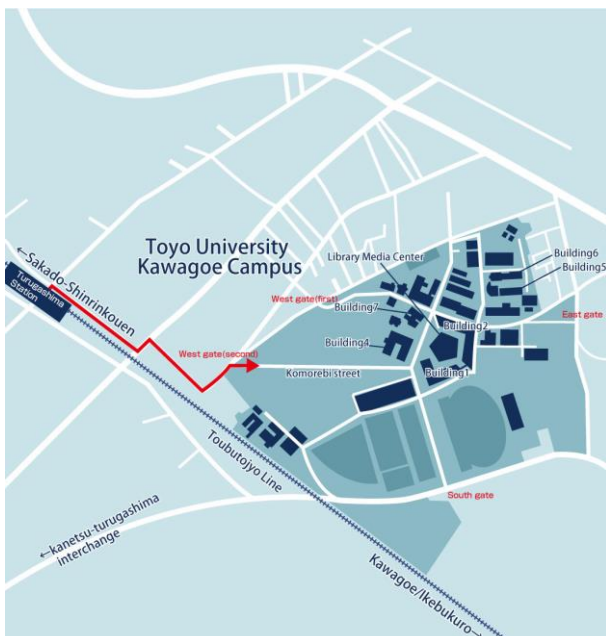
Hakusan Campus Map



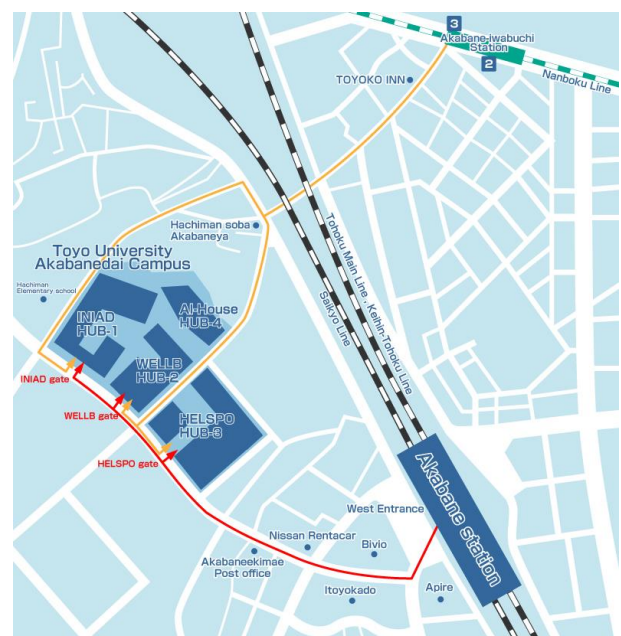
Asaka Campus Map



Kawagoe Campus Map



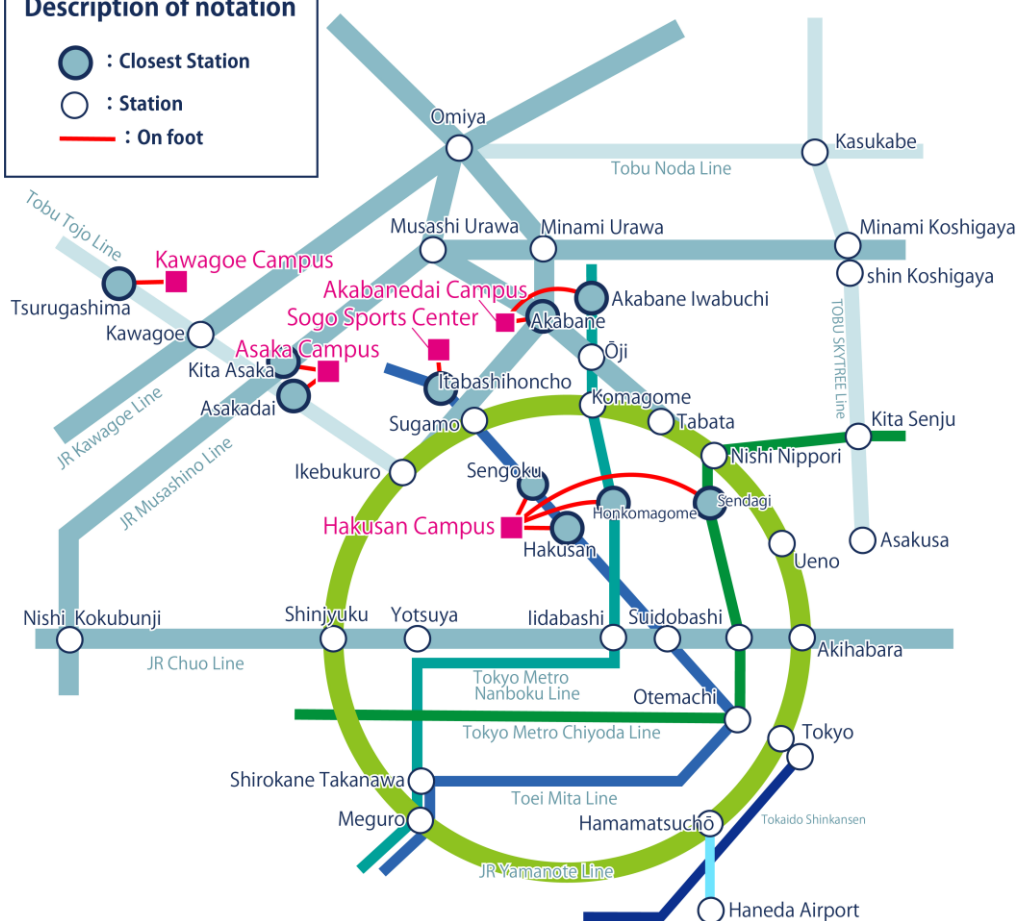
Akabanedai Campus Map



Access Map

Description of notation

- : Closest Station
- : Station
- : On foot



◆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