

For Admission in Fall 2026

Toyo University Admission Procedures (Status of Residence)

I. Common matters

- (1) International students (persons with nationalities other than Japan) who are admitted to Toyo University are required to have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 16, 2026. **Those with a status of residence of “Temporary Visitor” are not eligible for admission to the university.** Please be sure to confirm the contents of “II (1)” or “III (2)” below for cancellation of admission.
- (2) International students who have been accepted for admission to the university can apply for a status of residence of “Student.” (*)
 - *For undergraduate students
 - International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”
 - *For graduate students
 - International students who are admitted to the Master’s Program in the Concentration in SME Consultant Certification, the Course of Business, Accounting and Finance, the Graduate School of Business Administration cannot obtain a status of residence of “Student.”
 - The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination conducted in August, 2026.
- (3) Only international students with a status of residence of “Student” are eligible for the university’s partial tuition waiver and scholarships for international students. Although those with a status of residence other than “Student” that permits a long-term stay in Japan can be admitted to and enrolled in the university, they cannot apply for the university’s partial tuition waiver and scholarships for international students. If you wish to benefit from the system for international students, please apply for the Change of Status of Residence.
- (4) As part of the procedures related to admission to the university, you are required to complete the pre-admission procedures and enrollment procedures, and participated in the orientation implemented at each campus, respectively. Depending on the faculty, department, graduate school, or course, you may need to perform separate pre-admission procedures. In that case, please be sure to perform that procedures as well.
- (5) If, due to unavoidable circumstances, you are obliged to withdraw from admission to the university after completing the admission procedures, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures by the due date.
- (6) Please note that the university takes no responsibility for any disadvantage that may arise from absence from classes due to following the prescribed procedures related to resident status application, reapplication and actions for cancellation.
- (7) 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. If you have a valid status of residence in Japan (those who live in Japan)

*Those with a status of residence of “Temporary Visitor” are not eligible to be enrolled in the university. International students are required to obtain a status of residence that permits medium- or long-term stay in Japan before entering the university. If you have Temporary Visitor status of residence, please refer to “III. If you do not have a valid status of residence in Japan (those who do not live in Japan)” and follow the instructed procedure.

Even if you have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan, you are required to apply to extend your period of stay according to your current period of stay or change your status of residence. However, if there is a period during which you are not an international student for 3 months or more after completing (graduating) from the last school attended and before entering the university, please refer to “III. If you do not have a valid status of residence in Japan (those who do not live in Japan)”, and follow the same procedure.

- (1) If you have not obtained a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 16, 2026 (except when your application for extension of period of stay or change your status of residence is being processed), your admission to the university

will be canceled as of September 15, 2026. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

*The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.

- (2) If you apply to extend your period of stay or change your status of residence as of September 16, 2026, and if it is not confirmed by November 15, 2026 that you are allowed to extend your period of stay or change your status of residence, you will be dismissed from the university as of the date designated by the university. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

*The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.

- (3) If you need to apply for an extension of period of your stay or change your status of residence to “Student”, the university will submit an online application to the Immigration Services Agency of Japan. You are requested to apply for an extension of period of your stay on your own.

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

Admission to the university requires that you possess a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 16, 2026. Even if the procedure takes a long time, you are required to come to Japan after obtaining a Certificate of Eligibility for Status of Residence (COE) and a visa, submit your Residence Card to the university, and complete the prescribed procedures by October 15, 2026.

(1) Proxy Application for Certificate of Eligibility

- 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, please download it from PUGS (Toyo University Residence Status Application System) by yourself and promptly apply for the issuance of the visa at the Japanese diplomatic mission in the applicant’s home country or country of residence.
 - 2) 'Documents certifying the ability to cover living expenses during the period of stay' are required for proxy applications. As preparation may take time, please ensure you have sufficient time in advance.
 - 3) As of October 2025, those who hold the nationality of the Philippines, Vietnam and Nepal must submit the TB Clearance Certificate. Please be sure to check the following website. The Ministry of Health, Labour and Welfare of Japan (Japan Pre-Entry Tuberculosis Screening) Website: <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 reapplication 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.
 - 8) The university does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination conducted in August, 2026.
- (2) If it cannot be confirmed by October 15, 2026 that you have obtained a Residence Card, your admission to the university will be canceled as of September 15, 2026, regardless of the reason, even if you are reapplying for a status of residence and have taken action for cancellation. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
- (3) If you do not follow the prescribed procedures by October 15, 2026, despite having obtained a Residence Card, you will be dismissed from the university as of October 15, 2026. In this case, the admission fee and the tuition and fees (for the fall semester) will not be refunded.

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

● Inquiries about admission procedures

Your Graduate School	Contact	
Graduate School of Business Administration	Education Affairs Section for the Faculty of Business Administration	https://forms.gle/GsMVF7eBMiD9yDSX7
Graduate School of Economics	Education Affairs Section for the Faculty of Economics	https://forms.gle/fWNgdwya28bxXaZK6
Graduate School of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	ml-grs-kyomu@toyo.jp
Graduate School of International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management	ml-itm-kyomu@toyo.jp
Graduate Schools: Science and Engineering, Information Sciences and Arts	Kawagoe Campus Office, Administration Section	mlkdaigakuin@toyo.jp
Graduate Schools: Life Sciences, Food and Nutritional Sciences	Asaka Administration Section	mllfinkyomu@toyo.jp
Graduate School: Information Networking for Innovation and Design	Akabanedai Administration Section	ml-iniad-em@toyo.jp

● Inquiries about Status of Residence and Visa

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