

# **Admission in April 2026 Toyo University Graduate Schools Enrollment Procedure Guide**

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

# Enrollment Procedure

- Please prepare the required documents for the Enrollment Procedure and submit them by postal mail within the following acceptance period.  
Postal mail acceptance period: From Friday, March 13 to Friday, March 27 – Postmarked on or before the date  
\*Once you have prepared all the documents, please submit them as soon as possible within the acceptance period.
- If you are regarded as having no intention to study at Toyo University, including when you have not finished course registration, even though you have undergone the enrollment procedure, you will be dismissed from the university according to the Academic Rules and Regulations. (Article 37 (3) of the Toyo University Graduate Schools Academic Rules and Regulations)
- Dual enrollment is prohibited at Toyo University Graduate Schools by the Toyo University Graduate Schools Academic Rules and Regulations. If you are enrolled as a full-time student at another university or graduate school (including undergraduate faculty or graduate school of Toyo University, or Japanese language school), you are required to graduate, complete, or withdraw by the time of admission to Toyo University Graduate Schools (provided that you have acquired the required degree for enrollment.)
- Once the documents and certificates are submitted, they will not be returned under any circumstances.

# Notes to Students of Foreign Nationals (1)

- International students who have been accepted for admission to the university can apply for a status of residence of “Student.”
- 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 April 1, 2026, you cannot be admitted to the university.  
Those with a status of residence of “Temporary Visitor” are not eligible for admission to the university. Please refer to the Admission Procedure Guide for more details about a status of residence.  
<https://www.toyo.ac.jp/academics/gadmissions/tetuduki/>
- If you wish to use a nickname, please consult with the Education Affairs Section for Graduate Schools (mldaig@toyo.jp).

# Notes to Students of Foreign Nationals (2)

## ● Submission of Residence Card Information

\*Foreign nationals are required to submit their residence card information on the system.

**Submission period:** From Thursday, March 19, 2026 to Tuesday, March 31, 2026 (on or after Friday, March 27 for successful applicants to the March entrance examination)

**Submission method:** You will receive a notification email from PUGS (Toyo University Residence Status Application System). Please access the system from the URL provided in the email and submit your information.

**Email subject:** 【東洋大学】在留カードの情報をご登録ください。

/[Toyo University] Regarding registration of residence card information

**Email from:** noreply-pugs@tugs.co.jp

\*Please check your spam folder if you do not receive the email, as it may have been sorted into junk mail.

For registration instructions, please refer to the following User Manual or the Usage of PUGS websites.

Usage of PUGS: <https://sites.google.com/tugs.co.jp/pugs/Home/Functions/Residence-card>

PUGS User Manual: <https://x.gd/BMyvb>

- Notes:**
- 1) If there are any errors in the data, such as a blurred photo, you will receive an "Incomplete" notification from the system, so please correct the specified information.
  - 2) If you have renewed your period of stay and obtained a new residence card during the above period, please submit the new residence card again.

# Documents to be Submitted

- 1) Claim Ticket for Student ID (Admission Letter) \*Please sign.
- 2) Pledge \*Please sign.  
⇒You can print out each document 1) and 2) from “My page” on or after Thursday, March 12 after registering for Integrated Account. (It will be available on or after Tuesday, March 24 for successful applicants to the March entrance examination.)
- 3) A copy of the Certificate of Residence (issued within three months)  
⇒Please submit the original copy issued by the government office or convenience store as is. (Photocopies are not accepted. Please submit a certificate that do not include your My Number.)  
Please fill in your “10-digit student ID number” in the upper right corner.
- 4) Certificate of Graduation or Certificate of Completion (Paper original certificate)  
(Only those who have submitted a Certificate of Expected Graduation or a Certificate of Expected Completion when applying for the examinations must submit)  
⇒Please fill in your “10-digit student ID number” in the upper right corner.

If it is difficult to submit all the required documents within the acceptance period, please mail only those that are ready and submit the remaining documents at the time of Enrollment Procedure.

# [Supplementary Information]

## Register for Integrated Account

- Integrated Account ID and Password are required to use the Toyo University's information systems after your enrollment.
- Please note that the documents to be submitted 1) and 2) cannot be displayed until you complete the password registration of this Integrated Account.

- 1) Claim Ticket for Student ID (Admission Letter)
- 2) Pledge

- Please check the Integrated Account ID and email address (@toyo.jp) in the registration completion notification email.

Notification email subject: Password registration completion notification

① Click "Register integrated account password."

② Enter your desired password in the "password" and "confirm" fields, then click "register."  
\*Please take care not to forget your password.

③ Password registration completed

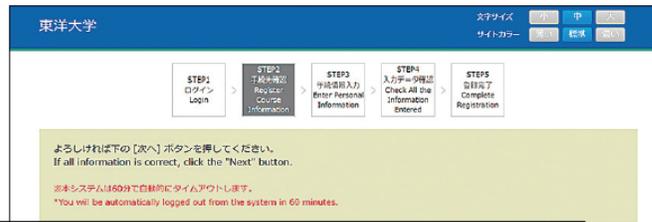
④ Password registration completion notification

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.

# Details of Documents to be Submitted

## ● Claim Ticket for Student ID (Admission Letter) \*Please sign.

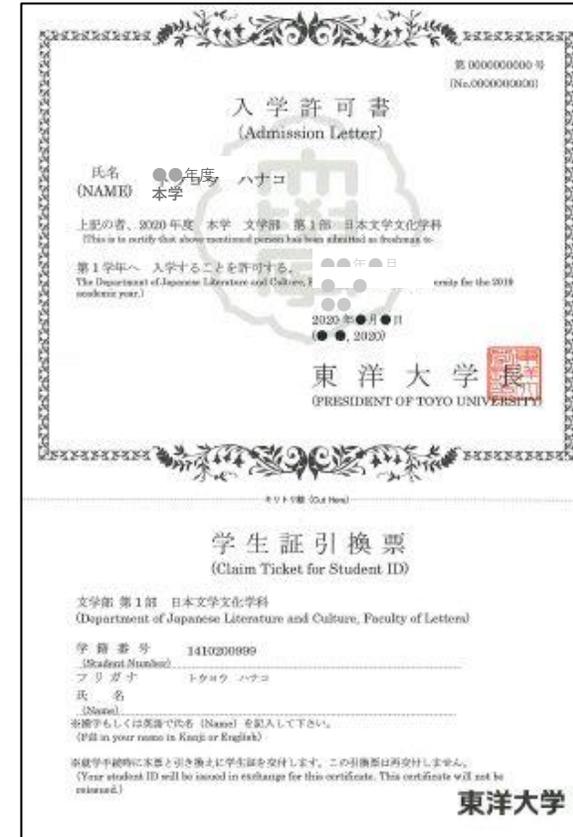
- 1) You can print out your Admission Letter from “My page” on or after Thursday, March 12. (on or after Tuesday, March 24 for successful applicants for the March Entrance Examination)



Click the “入学許可書(Admission Letter)” button.

<How to get to this page>

Log in to the “My page” → click “合否結果” button → click “合否結果照会” button → click “「入学手続」へ” button → click “学籍情報の登録” button. You can find the link for the “入学許可書(Admission Letter)” on the screen.



# Details of Documents to be Submitted

2) Please detach the “Claim Ticket for Student ID” at the bottom of the printed Admission Letter and fill in your name in the space for “Name”. Please bring the “Admission Letter” with you at the time of Enrollment Procedure. (It must be presented when entering the university campus.)

\*Your student ID number is on the Claim Ticket for Student ID.

第 000000000 号  
(No.000000000)

入学許可書  
(Admission Letter)

氏名 トウヨウ ハナコ  
(NAME)

上記の者、●●●●年度 本学 文学部 第1部 日本文学文化学科  
(This is to certify that above mentioned person has been admitted as freshman to  
the Department of Japanese Literature and Culture, Faculty of Letters, Toyo University for the 2019  
academic year.)

2020年●月●日  
(●●, 2020)

東洋大学長  
(PRESIDENT OF TOYO UNIVERSITY)

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

文学部 第1部 日本文学文化学科  
(Department of Japanese Literature and Culture, Faculty of Letters)

学籍番号 1410200099  
(Student Number)

フリガナ  
氏名                       
(Name)

※姓字もしくは英語で氏名 (Name) を記入して下さい。  
(Fill in your name in Kanji or English)

※入学手続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

Please write your name here.

# Details of Documents to be Submitted

## ● Pledge \*Please sign.

- 1) You can print out your Pledge from “My page” on or after Thursday, March 12. (on or after Tuesday, March 24 for successful applicants for the March Entrance Examination)

東洋大学

STEP1 ログイン > STEP2 予約申込 (Register Course Information) > STEP3 申込書入力 (Enter Personal Information) > **STEP4 入力内容確認 (Check All the Information Entered)** > STEP5 完了 (Complete Registration)

よろしければ下の【次へ】ボタンを押してください。  
If all information is correct, click the "Next" button.

※本システムは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) Name (Kana)	トウヨウ タロウ
入試方式 Screening Method	自己推薦入試 (デバイス入試)
志望学科・専攻 Desired Department and Major	文学部 20学科 Department of Philosophy, Faculty of Letters
合格者番号 Successful Applicant Number	2022999999
合格者パスワード Successful Applicant Password	gjn7c

手続状況 (Registration Status of Procedure)

手続種類 (Type of Procedure)

本手続(入力情報登録の目安: 40分)  
Admission procedure (Standard required time for entering information: 40 minutes)

パスワード変更を必ず行ってください  
パスワード変更を必ず行ってください  
字群可変、照会的表示が可能です

戻るアカウントのパスワード (Register integrated account password) | 入学許可書 (Admission Letter) | **誓約書 (PLEDGE)**

次へ (Next) | 入学許可書サイト (Website for Enrollee)

Click the “誓約書(PLEDGE)” button.



誓約書  
PLEDGE

東洋大学長 殿  
To the President of Toyo University

今般貴大学への入学の上は諸規則を固く守り兼学の義務に於うことを誓います。  
I pledge to strictly adhere to the rules and educational principles of the University and follow the instructions given by the faculty members and administrative staff during my time at Toyo University.

誓約日 Date of Pledge : (西暦) 2026 年 4 月 1 日  
(Year) (Month) (Day)

学籍番号 (10桁) Student ID number (10 digits) : \_\_\_\_\_

本人氏名 Student Name : \_\_\_\_\_

# Details of Documents to be Submitted

2) Please handwrite your name in the space for "Student Name."

\*"Date of Pledge" and "Student ID number" will be automatically entered.

誓約書  
PLEDGE

東洋大学長 殿  
To the President of Toyo University

今般貴大学への入学の上は諸規則を固く守り建学の趣旨に沿うことを誓います。  
I pledge to strictly adhere to the rules and educational principles of the University  
and follow the instructions given during my time at Toyo University.

誓約日 Date of Pledge : (西暦) 2026 年 4 月 1 日  
(Year) (Month) (Day)

学籍番号 (10桁) Student ID number (10 digits): ●●●●●●●●●●

本人氏名 Student Name : 東洋太郎

Please handwrite your name in block letters.

Date of Pledge and Student ID number will be automatically entered.

# How to submit the documents

- Please purchase a *Letter Pack Light envelope* at post offices or convenience stores, enclose all the required documents and mail it to the university.
  - Send to: 5-28-20 Hakusan, Bunkyo-ku, Tokyo, 112-8606  
Toyo University Hakusan Campus  
Education Affairs Section for the Faculty of ○○  
Enrollment Procedure Section
- \*Replace the ○○ in the space for "Send to" with the name of the faculty corresponding to the graduate school you plan to enter. (e.g., Graduate School of Letters → Faculty of Letters)
- From: In the space for "Name," write **your student ID number (the 10-digit number printed on your Claim Ticket for Student ID)** next to your name.
  - Write "Documents for Enrollment Procedure" in the space for "Contents Description."
  - Detach the label "Sender To Retain" and keep it for your record.



郵便受けに配達してほしいときは…  
郵便受け

**レターパックライト**  
*Letter Pack Light*

商品イメージ表面

商品イメージ裏面

Price	430yen throughout Japan		
Size	340mm x 248mm (A4)		
Thickness	within 3cm	Weight	within 4kg
Delivery Method	It will be delivered to your mailboxes.		

# Procedures and events after mailing the documents

- Please review the information at the URL below for details regarding the Enrollment Procedure (including the guidance conducted by the Education Affairs Section) and the course guidance and attend the Enrollment Procedure and the course guidance. (Please also check if the course guidance is conducted non-face-to-face via ToyoNet-ACE, etc.)

[https://www.toyo.ac.jp/academics/gadmissions/nyugaku\\_en/index.html](https://www.toyo.ac.jp/academics/gadmissions/nyugaku_en/index.html) (English)

<https://www.toyo.ac.jp/academics/gadmissions/nyugaku/> (Japanese)

- For students of foreign nationals, the International Affairs Section will hold an orientation for new international students on the following date. The orientation will be conducted in two languages, so please attend one of the sessions. Please arrive at least five minutes before the start of your chosen session.

Date and Time: Monday, March 30

Japanese Session: 10:00 - 11:20 (Meeting time: 9:55)

English Session: 10:50 - 11:45 (Meeting time: 10:45)

Location: Room 1102 (1st Floor, Building 1)

- Please present your "Admission Letter" at the entrance when you enter the campus. After entering the campus, please follow the information board.

# Support for Graduate Students

## 1) Toyo University Scholarship and Grant

- Toyo University Graduate School Scholarship
- Toyo University Graduate School Research Presentation Grant

## 2) External Scholarship and Support

- Japan Society for the Promotion of Science Research Fellowship

## 3) Support for International Students

- Partial Tuition Waiver for Privately Financed International Students  
⇒ Privately Financed International students who have passed the entrance examination have been selected as candidates for the partial tuition waiver for privately financed international students. You can apply for it after admission. (There are some eligibilities to receive it.)
- For more details on scholarships and grants, please check the links below.  
Scholarships: <https://sites.google.com/toyo.jp/daigakuinjoho/gs-index1>  
Grants: <https://sites.google.com/toyo.jp/daigakuinjoho/kenkyuhappyou>

# Others

- We are going to keep the important notices updated on the following URL, so please check the websites regularly.
  - TOYO UNIVERSITY GRADUATE SCHOOLS Hakusan Campus Student PORTAL SITE  
<https://sites.google.com/toyo.jp/hakusan-en/> (English)  
<https://sites.google.com/toyo.jp/hakusan/> (Japanese)  
⇒Information necessary from admission through completion is provided.  
(Information for AY 2026 will be available in early March.)
  - TOYO UNIVERSITY GRADUATE SCHOOLS Hakusan Campus Student PORTAL SITE  
– Notice from Toyo University  
<https://sites.google.com/toyo.jp/hakusan-en/others/notice-from-toyo-university> (English)  
⇒Important notices for new students from Toyo University and administrative guidance are provided.
  - Toyo University Official Website  
<https://www.toyo.ac.jp/en/> (English) / <https://www.toyo.ac.jp/> (Japanese)
  - Toyo University Official Website - Webpage for new students (Graduate Schools)  
<https://www.toyo.ac.jp/academics/gadmissions/tetuduki/>

# Contact Information

- For inquiries regarding Enrollment Procedure, please refer to the following URL.  
[https://www.toyo.ac.jp/academics/gadmissions/nyugaku\\_en/index.html](https://www.toyo.ac.jp/academics/gadmissions/nyugaku_en/index.html) (English)  
<https://www.toyo.ac.jp/academics/gadmissions/nyugaku/> (Japanese)