

Admission in Fall 2025

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 at the time of the Enrollment Procedure on **September 13, (Sat)**.
- 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 September 16, 2025, 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 (mlaig@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 September 1 (Mon) to September 16 (Tue), 2025

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>

How to register your residence card: <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

- Please check the documents to be submitted (forms designated by the university) on our official website below.

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

- Students of foreign nationals

(1) Confirmation of Name on Diploma

⇒ Please use the form designated by the university on our official website.

(2) A copy of the Certificate of Residence (issued within three months)

⇒ Please submit the original copy issued by the government office as is.
(no photocopies allowed)

(3) A photocopy of both sides of the Residence Card

(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 Course and Program at the top right on each document (2), (3) and (4) above.

Details of Documents to be Submitted

● Confirmation of Name on Diploma
(To be submitted by students of foreign nationals only)

- 1) Please print out and fill out the form designated by the university on our official website.
- 2) Please check the example on the right for instructions on how to fill this out. You do not need to fill in your student ID number.

[English] All international students are required to submit this form. 2025 Autumn Enrollment

Information of Name on Diploma

example Information carefully, please complete the form in the bold frame and attach a copy of your passport.

Please note that we cannot change the notation unless you change your name.

The diploma that will be awarded upon completion of the program is based on the information stated in this form.
The diploma will be produced in both Japanese and English.

Please tick ✓ either.

- ☐ The surname and the given name will be printed in the same order as my passport.
- ☒ I agree the above statement about the name on my diploma.

Please read the confirmation carefully and write your graduate school, course, student ID number and name.

< Check one of the boxes below >

- ☐ Use the name as on my certificate of resident registration
- ☒ Use the name as on my passport

< Name on Diploma in English >

- The alphabetic name in your passport will be printed.
- The surname and the given name will be printed in the same order as my passport.

| | | | | | | | | | | |
|---------------------------|------------------------------|---|---|---|---|---------------------|---|---|---|---|
| Graduate School / Course | Graduate School of Economics | | | | | Course of Economics | | | | |
| Student ID No. (10digits) | 3 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Your Signature | Toyo Hanako | | | | | | | | | |

[Please attach a copy of your passport or other.]

Please attach a copy of your passport.

Enrollment Procedure and Orientation for Students who are Foreign Nationals

- Enrollment Procedure

(including the guidance given by the staff of Education Affairs Section)

Submission of documents for enrollment procedure, issuance of your student ID, etc. will take place.

- Japanese Students, Students who are foreign nationals (Students studying in Japanese)

Meeting date and time: 10:00, **September 13 (Sat)** / Venue: Room 8301 (3F, Building 8)

- Students who are foreign nationals (Students studying in English)

Meeting date and time: 10:00, **September 13 (Sat)** / Venue: Room 8302 (3F, Building 8)

- Entrance Ceremony

Meeting date and time: 11:50, **September 13 (Sat)** / Venue: 125 Commemorative Hall (7F, Building 8)

- Orientation for students of foreign nationals (for all students of foreign nationals)

Orientation will be held for all students of foreign nationals.

Please do not forget to bring your residence card with you as we will explain the precautions for students of foreign nationals and your residence card will be checked.

Meeting date and time: 15:00, **September 17 (Wed)** / Venue: Room 1307 (3F, Building 1)

Course Guidance and Precautions when Entering Campus

- For the course guidance given by the faculty members, please check the link below and be sure to attend the guidance in person on campus or via ToyoNet-ACE etc. in the case the guidance is online.
<https://www.toyo.ac.jp/academics/gadmissions/nyugaku/>
- Please enter the campus through the entrance of Building 8 in the same way as you did for the entrance examination and present the “入構証 (Entrance Pass)” which will be sent to you by email in advance at the entrance. 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 following URL.

Scholarships and Grants: <https://sites.google.com/toyo.jp/daigakuinjoho/scholarships> (English)

Scholarships: <https://sites.google.com/toyo.jp/daigakuinjoho/gs-index1> (Japanese)

Grants: <https://sites.google.com/toyo.jp/daigakuinjoho/kenkyuhappyou> (Japanese)

Others

- We keep important information updated, so please check the following URL.
 - 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 for admission through completion including course curriculum is posted.
 - 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)
<https://sites.google.com/toyo.jp/hakusan/%E7%B5%84%E7%B9%94%E8%A6%8F%E7%A8%8B%E3%81%9D%E3%81%AE%E4%BB%96%E5%A4%A7%E5%AD%A6%E9%99%A2%E3%81%AB%E3%81%A4%E3%81%84%E3%81%A6/%E6%9D%B1%E6%B4%8B%E5%A4%A7%E5%AD%A6%E3%81%8B%E3%82%89%E3%81%AE%E3%81%8A%E7%9F%A5%E3%82%89%E3%81%9B> (Japanese)
⇒ Important notice for new students from Toyo University is posted.
 - 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/>