

## Application Eligibility

**[Note]** Dual enrollment is prohibited at Toyo University Graduate Schools by the Toyo University Graduate School 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.)

### 1. Master's Program

Persons who fall under any of the following are eligible to apply for the Master's Program.

- (1) Persons who graduated from a university, or who are expected to graduate
- (2) Persons who have completed a 16-year program of school education in a foreign country, or who are expected to do so
- (3) Persons who have earned a degree equivalent to a bachelor's degree by having completed a program of at least three years at a foreign university, or who are expected to do so
- (4) Persons who have completed a specialized program (limited to programs of at least four years or that otherwise fulfill criteria prescribed by the Minister of Education, Culture, Sports, Science and Technology) in an advanced vocational school designated separately by, and on or after a date stipulated by, the Minister of Education, Culture, Sports, Science and Technology, or who are expected to do so
- (5) Persons designated by the Minister of Education, Culture, Sports, Science and Technology (The Ministry of Education, Public Notice No.5 of 1953)
- (6) Persons who were enrolled at a university for three years or more and who have been recognized by Toyo University Graduate Schools as having earned the prescribed credits with excellent grades
- (7) Persons of age 22 or older by the time of admission who have been recognized by Toyo University Graduate Schools through individual admission qualification screening as having academic ability equal to or higher than that of university graduates\*

\*Since three-year universities (vocational colleges) do not confer a degree equivalent to a bachelor's degree, persons who do not have a background related to the research field (work experience, research history or academic background) are not able to apply for the preliminary screening of application eligibility.

### 2. Doctoral Program

Persons who fall under any of the following are eligible to apply for the Doctoral Program.

- (1) Persons who have a master's degree or a professional degree, or who are expected to earn one
- (2) Persons who have earned a degree equivalent to a master's degree or a professional degree in a foreign country, or who are expected to do so by the time of admission
- (3) Persons who have, in Japan, completed a program in an educational facility that is positioned in the school education system of a foreign country as having the program in a graduate school in that foreign country and that is designated separately by the Minister of Education, Culture, Sports, Science and Technology, and who have earned a degree equivalent to a master's degree or a professional degree, or who are expected to do so by the time of admission
- (4) Persons designated by the Minister of Education, Culture, Sports, Science and Technology (The Ministry of Education, Public Notice No.118 of 1989)
- (5) Persons of age 24 or older by the time of admission who have been recognized by Toyo University Graduate Schools through individual admission qualification screening as having academic ability equal to or higher than that of persons who have a master's degree or a professional degree

### 3. Application eligibility for persons with foreign nationality

- Persons with a status of residence of “Temporary Visitor” under the Immigration Control and Refugee Recognition Act may not take the February and March entrance examinations in the case of April admission, or the August entrance examination in the case of Fall admission.

### 4. Preliminary Screening

For persons who are willing to apply for the Master's Program or Doctoral Program and who do not fall under any of the application eligibility below, but who have a background related to the research field (work experience, research history or academic background), please read “Preliminary Screening of Application Eligibility” on p. 7 carefully and complete the procedure by the due date.

[Application Eligibility]

Master's Program • • • Application eligibility (1) – (6)

Doctoral Program • • • Application eligibility (1) – (4)

\*Persons who meet the application eligibility above are not required to undergo the preliminary screening of application eligibility. Please refer to “Application Procedures” on p. 8 and file the application.

\*Since three-year universities (vocational colleges) do not confer a degree equivalent to a bachelor's degree, persons who do not have a background related to the research field (work experience, research history or academic background) are not able to apply for the preliminary screening of application eligibility.

## Preliminary Screening of Application Eligibility

**[Note]** Applicants for the Master's Program who have a bachelor's degree and applicants for the Doctoral Program who have a master's degree are not required to undergo the preliminary screening of application eligibility. Applicants who do not have a bachelor's degree and do not have a background related to the research field for at least one year at the time of admission to this university after graduating from a three-year university are not able to apply for the preliminary screening of application eligibility.

### 1. What is preliminary screening

This is a system by which persons to whom application eligibility noted below applies must undergo the preliminary screening of application eligibility in advance when filing an application for the Toyo University Graduate Schools Entrance Examination. Only those who have passed the preliminary screening of application eligibility will be able to apply for the Graduate Schools Entrance Examination.

Master's Program . . . Application eligibility (1) – (6)  
 Doctoral Program . . . Application eligibility (1) – (4)

Persons who **do not fall under any of the application eligibility on the left**, but who have a background related to the research field (work experience, research history or academic background)

### 2. Submission due date and submission method for the preliminary screening documents

[Submission due date]

Months in which desired examination are held	Submission due date
August 2024	Friday, May 24, 2024
November 2024	Friday, September 13, 2024
February 2025	Friday, November 8, 2024
March 2025	Friday, January 24, 2025

[Submission method]

- Send a set of the following preliminary screening documents by “registered express postal mail/書留・速達” (These documents must be sent postmarked on or before the due date.)
- Please write “Preliminary Screening Documents Enclosed” in red on the front of the envelope.
- Applications will not be received other than by postal mail.
- All the preliminary screening documents listed below must be submitted by postal mail. If you fail to submit all necessary documents, your application will not be reviewed.

### 3. Preliminary screening documents to be submitted

- (1) [Form designated by the university] **Application Form for Preliminary Screening of Application Eligibility**
- (2) [Form designated by the university] **Personal History Form**
- (3) **Certificate of Graduation issued by the last university you attended** (a photocopy acceptable)
- (4) **Academic Transcript issued by the last university you attended** (a photocopy acceptable)  
 (If you transferred from another university, please submit the transcript issued by that former university in addition to the transcript by the last university you attended.)
- (5) **Certificate proving degree obtained if applicable** (a photocopy acceptable)

\* (1) and (2) are forms designated by the university.

- Please download the forms from our university website ([https://www.toyo.ac.jp/academics/gadmissions/english\\_track\\_curriculum/](https://www.toyo.ac.jp/academics/gadmissions/english_track_curriculum/)), print, fill out, and submit the documents. As preparing the documents for submission requires time, please complete the forms and gather certificates within an appropriate time.

\* Please submit the certificates (3) – (5) in either Japanese or English language.

- If the certificate is written in a language other than Japanese or English, please attach the following 1) and 2) (original certificate).  
 1) A Japanese or English translation  
 2) Verification of 1) (It must be issued by a public institution such as an embassy of the applicant's home country/graduation country or by a Japanese language school/translation agency with its official seal.)

**\*Documents and certificates submitted for the preliminary screening will not be returned.**

### 4. Where to make inquiries and send the preliminary screening documents

Graduate Schools: Letters, Business Administration, Economics, Global and Regional Studies, International Tourism Management

→ Toyo University Education Affairs Section for Graduate Schools

Address: 5-28-20 Hakusan, Bunkyo-ku, Tokyo, 112-8606 / Email: [mldaig-ad@toyo.jp](mailto:mldaig-ad@toyo.jp) / TEL: 03-3945-7251

(Office hours: Mon – Fri: 10:00 – 13:00, 14:00 – 16:00, Sat: 10:00 – 12:30)

### [Reference] Information data of preliminary screening of application eligibility (AY 2023)

Number of applicants	Number of eligible applicants	Number of successful applicants
21	16	2