

# **Admission in April 2024 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 March 26, (Tue) by postal mail.
- 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

- 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, 2024, 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.

# 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 who are foreign nationals

- 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 March 13 (Wed) after registering for Integrated Account. (on or after March 18 (Mon) for successful applicants for the March Entrance Examination)
  - 3) Confirmation of Name on Diploma  
⇒Please use the form designated by the university on our official website.
  - 4) A copy of the Certificate of Residence (issued within three months)
  - 5) A photocopy of both sides of the Residence Card
  - 6) 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, Program and Student ID number at the top right on each document 4), 5) and 6).
- \*If you do not have all the documents by the due date (for example, certificate of graduation, etc.), please give us a note informing about the situation, then submit them at the time of the Enrollment Procedure on April 2 (Tue).

# [Supplementary Information]

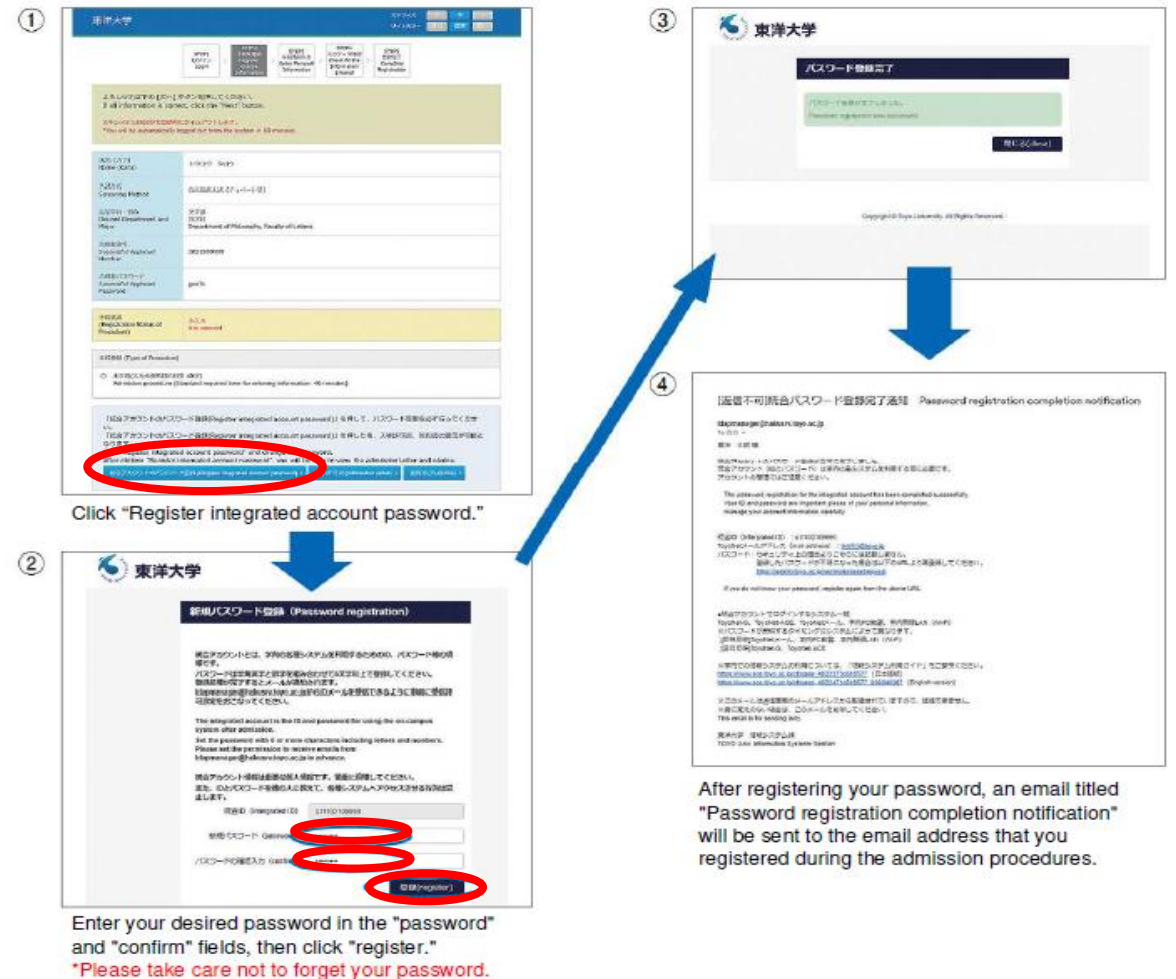
## Register for Integrated Account

- 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.

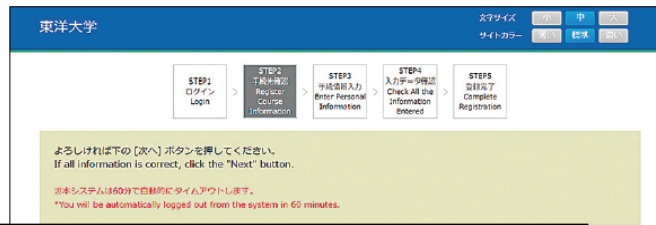
Notification email subject: Password registration completion notification



# Details of Documents to be Submitted

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

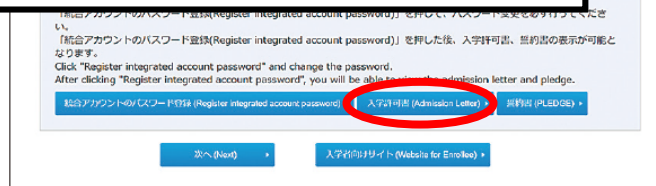
- 1) You can print out your Admission Letter from “My page” on or after March 13 (Wed). (on or after March 18 (Mon) for successful applicants for the March Entrance Examination)



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 “学生情報の登録” 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) The “Claim Ticket for Student ID” is at the bottom of the Admission Letter.  
Please **handwrite** your name in the space for “Name” and submit it.

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

The image shows two forms from Toyo University. The top form is an Admission Letter (入学許可書) with the following details: No. 0000000000, Name (氏名) トウヨウ ハナコ, Department of Japanese Literature and Culture, Faculty of Letters, Toyo University for the 2019 academic year, and the date 2020年●月●日 (●●, 2020). The bottom form is a Claim Ticket for Student ID (学生証引換票) with the following details: Department of Japanese Literature and Culture, Faculty of Letters, Student Number (学籍番号) 1410200099, and a name field (フリガナ 氏名) circled in red. A red stamp of the President of Toyo University is visible on the Admission Letter. A red box highlights the name field on the Claim Ticket with the text "Please write your name here."

第 0000000000 号  
(No.0000000000)

入学許可書  
(Admission Letter)

氏名 トウヨウ ハナコ  
(NAME)

上記の者、2020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 in  
第1学年へ 入学することを許可する。  
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)

※就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 March 13 (Wed). (on or after March 18 (Mon) 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 誓約書 (PLEDGE)

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 (ディベート制)
志望学科・専攻 Desired Department and Major	文学部 20学部 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(入力所滞り時間の目安: 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  
字群可読、誓約書の表示が可能です

誓約書 (PLEDGE)

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) 2022 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 by \_\_\_\_\_  
during my time at Toyo University.

誓約日 Date of Pledge : (西暦) 2023 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

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

Please handwrite your name in block letters.

# 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.

Please see the information in English on the back.  
2024 Spring Enrollment

[English] All International students are required to submit this form.

example

### Confirmation of Name on Diploma

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.

State of residence or passport will be used.  
 If your passport does not list your name, use your certificate of residence.  
 The surname and the given name will be printed in the same order as your passport.

(Check one of the boxes below)

Use the name as on my certificate of resident

Use the name as on my passport

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

< 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 your passport.

Graduate School / Course	Graduate School of <i>Economics</i>		Course of <i>Economics</i>							
Student ID No. (10 digits)	<i>3</i>	<i>2</i>	<i>1</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>1</i>
Your Signature	I agree the above statement about the name on my diploma. <i>Toyo Hanako</i>									

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

Please attach a copy of your passport.

# How to submit the documents

- Please purchase a pre-paid *Letter Pack Light* envelope at post offices or convenience stores, enclose all the required documents and mail it to the university.
- Send to: Toyo University,  
Education Affairs Section for Graduate Schools/  
Enrollment Procedure  
5-28-20 Hakusan, Bunkyo-ku, Tokyo, 112-8606
- From: In the space for “Name,” write **your student ID number** next to your name.
- Write “Documents for Enrollment Procedure” in the space for “Contents Description.”
- Remove the label “Sender To Retain” and keep it until you receive documents from the university.

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

Size	340mm×248mm (A4)		
Thickness	up to 3cm	Weight	up to 4kg
Delivery Method	It is delivered to mailboxes.		

# Procedures and events after mailing the documents

- Enrollment Procedure (including the guidance given by the staff of Education Affairs Section) is on **April 2 (Tue)**.  
Submission of documents for enrollment procedure, issuance of your student ID, etc. will take place. For students who are foreign nationals, please do not forget to bring your Residence Card with you as it will be read.

(Students of foreign nationals)

Meeting time: 11:00 / Venue: Room 1305 (3F, Building 1, Hakusan 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/>
- We are currently restricting access to the campus. Please enter the campus through the gate of Building 8 in the same way as you did for the entrance examination and present your "Admission Letter" at the gate.  
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 websites, 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 for admission through completion including course curriculum and timetable of classes is posted. (Information on AY2024 will be posted 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 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/>