

Admission in April 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 **by March 25, (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 (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, 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 (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 March 14 (Fri), 2025 to March 31 (Mon), 2025 (on or after March 21 (Fri) for successful applicants to the March entrance examination)

Submission method: You will receive a notification email from PUGS (Toyo University Support Office for COE and Status of Residence). 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

● 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) 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 (Thu) after registering for Integrated Account. (It will be available on or after March 18 (Tue) for successful applicants to 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)

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

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) above. Regarding the document 6) above, please submit it at the time of the Enrollment Procedure on April 2 (Wed), if you plan to graduate or complete your studies in March 2025. Please also enclose a note to that effect.

*If you do not have all the documents other than the certificates of expected graduation or completion in 2025 by the due date, please enclose a note to that effect and submit them at the time of the Enrollment Procedure on April 2 (Wed).

[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.

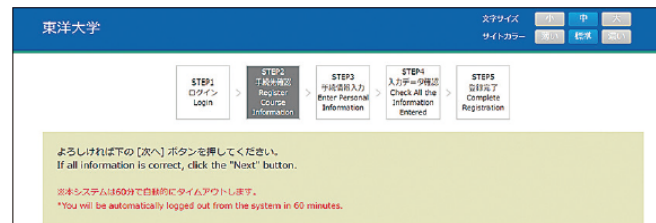
③ After registering your password, an email titled "Password registration completion notification" will be sent to the email address that you registered during the admission procedures.

④

Details of Documents to be Submitted

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

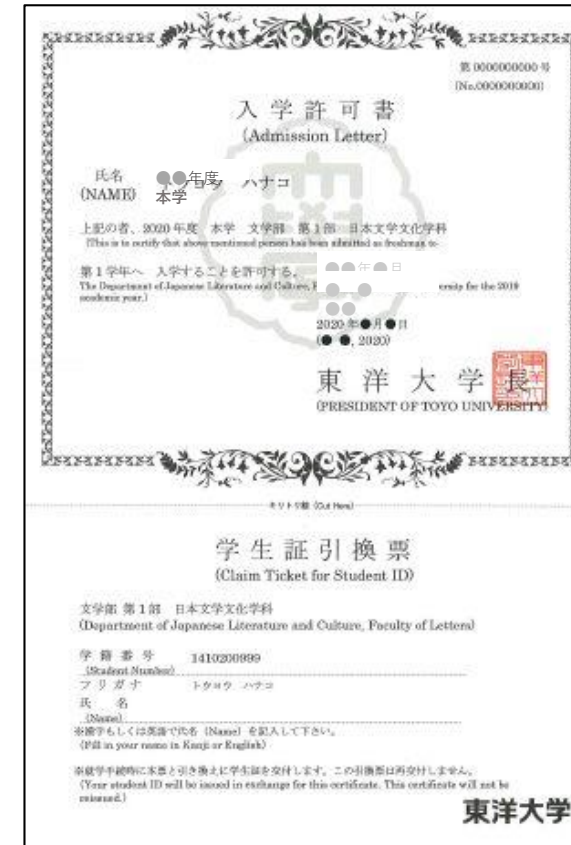
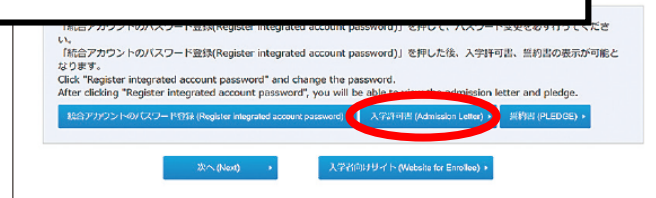
- 1) You can print out your Admission Letter from “My page” on or after March 13 (Thu).
(on or after March 18 (Tue) for successful applicants for the March Entrance Examination)



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.

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 to:
The Department of Japanese Literature and Culture, Faculty of Letters, Toyo University for the 2019
academic year.)

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)

キリトシ線 (Cut Here)

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.

● Pledge *Please sign.

- Click the “**誓約書(PLEDGE)**” button.

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Details of Documents to be Submitted

2) Please handwritten 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) 2025 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 handwritten your name in block letters.

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

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.

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

2025 Spring Enrollment

Information of Name on Diploma

Please complete the 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. Your certificate of residence or passport will be used.
 * If you have a certificate of residence, please use it. If you do not have one, please use your passport.
 * 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
☒ 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 your 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	I agree the above statement about the name on my diploma. Toyo Hanako									

[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.
*The price of *Letter Pack Light* has changed from 370 yen to 430 yen as of October 1, 2024. If you use *Letter Pack Light*, which was 370 yen before the change, please affix postage stamps for the difference between the new price and the old price.
- 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…
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

- Enrollment Procedure (including the guidance given by the staff of Education Affairs Section) is on **April 2 (Wed)**.
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 registered.

(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/>
- 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 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 for admission through completion including course curriculum and timetable of classes is posted. (Information on AY 2025 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/>