Toyo University

Application Guide for Online Admissions Offered to

International Applicants

(for admission in September 2027)

Note that all dates and times in this Guide are based on Japan time.

Admission will be based on document screening, the results of other exams, and an interview if required.

This application guide is for applicants to **the Department of Global Innovation Studies (GINOS)** in the Faculty of Global and Regional Studies. Please refer to another Application Guide written in Japanese for the application information regarding the Department of Information Networking for Innovation and Design (INIAD).

This Application Guide describes all points pertaining to the admissions process, from application to enrollment.
Please read it thoroughly to ensure that you fully understand the required procedures.
Please note that any changes or revisions to the contents as well as details on any special measures executed in response to a major natural disaster or other event will be posted on Toyo University's admission website.

TOYO UNIVERSITY

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【Regarding handling of personal information】

Applicants' personal information including names, addresses, and other related forms that are contained in the application documents shall only be used for the purpose of 1) the application registration, 2) the entrance exams, 3) the announcement of the results, 4) the admission process, and 5) the pre-enrollment education, as well as for other tasks associated with these operations.

Toyo University outsources some of the above-mentioned operations.

The personal information mentioned above shall be provided to the designated business parties appointed by Toyo University.



Announcement of the special measures for 2027 admissions related to documents submission amid infectious diseases.

If there are changes to entrance examination schedules, screening methods, or other sections covered by this booklet due to the continued spread of infectious diseases, and a state of emergency declaration, the changes will be announced as they are decided on the Toyo University's admission website at https://www.toyo.ac.jp/nyushi/.

Online Entrance Examination Offered to International Applicants

Online Entrance Examination Offered to International Applicants is the entrance examination for international applicants who want to be admitted to Toyo University. The applicants make their registration for application and submit their application documents online. They take their entrance examinations online, using a Web meeting system for their interviews etc. Therefore, the applicants can take the examinations without coming to the examination venues. For applicants for admission in September 2027, the following types of entrance examinations are to be available.

This Application Guide is for the Online Entrance Examination Offered to International Applicants (Type A) and *Hennyugaku/Tennyugaku* (transfer) Online Examination. Toyo SDGs Ambassador Program for International Students is available for applicants to the Type A exam.

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1. Online Entrance Examination Offered to International Applicants (Type A)

   This is the entrance examinations for applicants who want to be admitted to the first year of undergraduate. Toyo SDGs Ambassador Program for International Students is applicable. When the successful applicants satisfy the conditions for certification etc. and if they are recognized as conspicuously excellent in their SDGs Action Plan, they will be then certified as a Toyo SDGs Ambassador.

2. *Hennyugaku/Tennyugaku* (Transfer) Online Examination Offered to International Students

   This is the entrance examinations for the applicants who want to be admitted to the second or the third year of an undergraduate. The "Toyo SDGs Ambassador Program for International Students" is not applicable.

Toyo SDGs Ambassador Program for International Students (pp.28-29)

This program provides financial and housing support to privately-funded international students who have the motivation and ability to contribute to global society toward the achievement of the SDGs and who are actively engaged in SDG-related activities and other activities that lead to globalization both on and off-campus. This program is applicable to successful applicants for the Online Entrance Examinations Offered to International Applicants (Type A) who apply for this program at the time of their application and satisfy the conditions for certification etc. and who are recognized as being conspicuously excellent in their SDGs Action Plan.

List of Faculties / Departments / Courses Accepting Applicants and Number of Openings

Online Entrance Examination Offered to International Applicants (Type A)

Faculty	Department (Course)	Openings	Number of students Certified in Toyo SDGs Ambassador Program for International Students
Global and Regional Studies	Global Innovation Studies	30	A few

* The number of openings includes the combined quota for other entrance examinations for international students within the same department (Course).
* The number of the SDGs Ambassadors may be less than the number planned for the certified applicants depending on the number of the applications and the result of screening.

Hennyugaku (Transfer) Online Examination to the Third Year

Tennyugaku (Transfer) Online Examination to the Second or Third Year

Faculty	Department (Course)	Openings
Global and Regional Studies	Global Innovation Studies	A few

1. Online Entrance Examination Offered to International Applicants (Type A)

Application Eligibility

Eligible applicants must satisfy all of the following requirements (1 to 4):

1. Applicant is a national of a country other than Japan.
2. Applicant satisfies at least one of the following requirements:
   (1) Applicant has completed coursework of 12 years in school education in a country other than Japan[1] (or is expected to complete such education by September 30, 2027).
   [If coursework is of fewer than 12 years, applicant must have completed a preparatory education curriculum or curriculum of a training facility that is recognized by the Ministry of Education, Culture, Sports, Science and Technology (or is expected to complete the said curriculum by September 30, 2027).]
   (2) Applicant has completed the curriculum of a school outside Japan[1] that is equivalent to a high school that meets certain requirements, such as having a curriculum of at least 11 years that is recognized by the Ministry of Education, Culture, Sports, Science and technology (or is expected to complete said curriculum by September 30, 2027).
   (3) Applicant holds international eligibility for admission to a university, such as an International Baccalaureate, Abitur, Baccalauréat, or GCEA Level, International A Level, or European Baccalaureate qualification.
   (4)Applicant has passed a n equivalency examination of secondary education for 12 years, university entrance eligibility exam, or similar exam in a country outside Japan and also has been recognized by Toyo University as having academic ability at the same or higher level as a person who completed coursework of 12 years in school education based on an official certification issued by that country (Applicant must be the age of 18 by September 30, 2027).
   (5) Applicant possesses a qualification recognized by Toyo University as being equal to or exceeding the above-mentioned eligibility criteria and will reach the age of 18 by September 30, 2027.
3. Applicant satisfies one of the following English proficiency requirements[2] or the equivalent.
   · TOEFL iBT® (including Home Edition)
   A score of 79 or higher under the former scoring format (for test-takers who took the test on or before January 20,2026), or a total band score of 4.5 or higher (for test-takers who took the test on or after January 21,2026)
   · IELTS™ score of 6.0 or higher
   · TOEIC® L&R score of 780 or higher
4. Applicant is seeking to enter Toyo University (desired department and course) as his / her first choice.

(Note1)
"Country other than Japan" refers to an address that is located outside of Japan. Applicants who are attending a school for foreigners, international school, or other such institution that is located within Japan do not have application eligibility even if they are enrolled in a curriculum of another country.

(Note 2)
A valid English proficiency requirement score must be one from a test taken on or after April 1, 2025. TOEFL iBT® accept only Test Date scores (My Best scores® are not accepted). IELTS One Skill Retake is not accepted.
Furthermore, cores of TOEFL ITP®, TOEFL® *Essentials*™, IELTS™ (General Training Module), and TOEIC®L&R-IP (Institutional Program) will not be accepted.

Schedule

Application Period	Examinee Number Notification	Exam method notification (scheduled)	Interview Dates	Announcement of Results	Deadline for Admission Procedure
January 11 – February 12, 2027	March 11	April 2	April 10 or 12	April 22	May 6

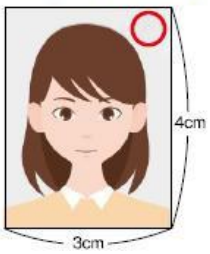
*Applicant must upload all required documents and pay the application fee by the application deadline.
*Screening will be performed using the uploaded documents (see Subjects (Points Available) below). However, an applicant may be required to take an online interview. If doing so is necessary, only the applicable applicants will be notified of such interview on "My Page" (see the section " The Process from Application to Examination") during the period of the Exam method notification (scheduled) shown above. Online interviews will be conducted on the same days as the Exam Dates shown above (Inquiries concerning whether a web interview will be conducted will not be accepted).
*Interviews in April will be held on one of the dates listed under "Exam Dates". The applicant cannot choose the exam date.
*Selection of candidates for the Toyo SDGs Ambassador Program for International Students will be given to the applicants who have passed this admission.

Subjects (Points Available)

Faculty	Department (Course)	Subjects (Points available)
		Document screening
Global and Regional Studies	Global Innovation Studies	100

Application Documents

1. The applicant should upload his/her application documents to his/her personal applicant's web page called "My Page" after completing the online application procedure.
2. All uploaded documents must be prepared in Japanese or English. If the documents are in other languages, their original copies must be uploaded with an official translation prepared and certified by a public agency (e.g., an embassy, etc.), university, or high school. A translation by the applicant or a private company will not be accepted. If the translation extends over more than one page, all of the pages, as a general rule, must be stamped with certification seals. However, this does not apply when certified by an apostille.
3. Applicant should download prescribed forms from Toyo University's admission website. (https://www.toyo.ac.jp/nyushi/admission/admission-data/international-student/requirements-online/)
4. Applicants are advised to allow plenty of time when gathering documents, as receiving requested items from various organizations may take time.
5. If there is anything in the applicant's uploaded application documents that must be verified or needs further authentication, Toyo University will contact the applicant via his/her registered email address. The university will not accept the application if the applicant does not respond, since his/her application eligibility or the content of application documents cannot be confirmed.
   Note that if the application is rejected due to the reason described above, the university will not accept a request for re-examination.
6. The original of each certificate must be submitted when completing the enrollment procedure.

1	**ID photo**	A photo file of the applicant with the specified size must be uploaded to applicant's My Page. 【Example of an acceptable photograph】  ● The photo must be a color photograph (not black and white) taken within three months of the time of application. It must show the applicant from the shoulders above with nothing in the background. The applicant must be shown looking straight at the camera and cannot be wearing a cap or hat. ● The photo must be in focus and clearly show the applicants shoulders and entire face. ● The applicant may wear either ordinary clothes or a uniform. However, the uploaded photo will be used on the applicant's student ID card after enrollment until graduation. ● If the applicant will wear glasses or other eyewear when taking the examination, the photograph must show the applicant wearing the eyewear. ● The photo must not be processed in any way. ● The photo data should be in JPG format and the file size should be between 100 KB and 5 MB. **【Examples of unacceptable photos】** 

2	**Reason for Application** **(prescribed form)**	(1) The form should be downloaded from Toyo University's admission website and filled out in English. (2) Applicant's name should be entered in the Name space as it appears in the Roman alphabet in the applicant's passport. (3) If the Reason for Application consists of more than one page, the pages should be combined into a single file for uploading. (4) The topics that must be addressed differ depending on the department. The form should be prepared in accordance with the following instructions: 【Department of Global Innovation Studies, Faculty of Global and Regional Studies】 · The applicant will read "Instruction for Global Innovation Studies (GINOS) Application Essay" and write a passage that responds to the designated questions. · "Instruction for Global Innovation Studies (GINOS) Application Essay" can be downloaded from Toyo University's admissions website. · The Reason for Application should be prepared using the designated form.
3	**Certificate of graduation (or expected graduation) from a secondary education institution** **(equivalent to a high school in Japan)**	(1) The applicant is asked to upload a certificate that states his/her enrollment date, graduation date, schooling years, and graduation eligibility. (Diploma is not acceptable) (2) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which he/she graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload his/her diploma instead. (3) If the applicant took a uniform exam for admission to an institution of higher learning (e.g., university, etc.) in his/her country when graduating from his/her secondary education institution, the applicant should also upload a certificate stating that he/she passed the uniform exam. (The applicant's certificate of graduation [certificate of expected graduation] from the secondary education institution must also be submitted.) (4) When attaching a translation, the original document and the translation should be combined into a single file (PDF) for uploading.
4	**Academic transcript from a secondary education institution** **(equivalent to a high school in Japan)**	(1) The applicant is asked to upload a certificate that shows his/her grades for all of the years (year by year) that the applicant was enrolled in school. (If the applicant has attended more than one schools, all schools' transcripts should be uploaded.) If the applicant is enrolled in a school at the time of application, he/she is asked to upload a certificate noting his/her grades up to the most recent term for which results can be issued. (2) As a special case that applies only when the applicant cannot get the above-mentioned certificate due to unavoidable circumstances, such as the school from which he/she graduated cannot issue the certificate because it was closed or merged with another institution, the original grade reports may be uploaded instead. (3) If the applicant took a uniform exam for admission to an institution of higher learning (e.g., university, etc.) in his/her country when graduating from his/her secondary education institution, the applicant must also upload a copy of his/her academic transcript for the uniform exam. (The applicant must also upload his/her academic transcript from his/her secondary education institution.)

		(4) If the applicant skipped a year and it is not noted on his/her academic transcript, the applicant must upload a document issued by his/her graduation school that certifies that the applicant skipped a year officially. (5) If the applicant's academic transcript consists of more than one page or includes a translation, the pages should be combined into a single file (PDF) for uploading.
5	**Certificate(s)regarding attendance status from the school (s)you are currently enrolled in or have previously attended <Relevant applicants only>**	· Applicants who are currently enrolled in, or have previously attended, a Japanese-language educational institution in Japan (such as a Japanese language school or vocational school) at the time of application must submit a certificate issued by the institution showing their attendance status for the entire period specified below (format optional; copies are not accepted). If you have attended more than one institution, submit a certificate from each institution. Attendance status from enrollment through December 31, 2026 · If your attendance rate, calculated based on class hours, is below 90%, please request that the institution includes the reason(s) (e.g., illness, injury, or other unavoidable circumstances) on the certificate. * If a certificate cannot be issued due to circumstances at the Japanese language educational institution, etc., submit a written explanation stating the reason (format optional). * Applicants who have never attended a Japanese- -language educational institution, etc. in Japan are not required to submit this document.

6	**Documents concerning English-language ability**	The applicant is asked to upload one of the following official certificates certifying that he/she satisfies the English proficiency requirement mentioned in the section on Application Eligibility. Only a certificate issued for a score from a test taken on or after April 1, 2025, will be considered valid. ① TOEFL iBT® (including Home Edition) Official Score Reports (Scores from ITP or other non-official scores will not be accepted.) ② TOEIC®L&R Official Score Certificate (Scores from Institutional Program or other non-official scores will not be accepted.) ③ IELTS™ (Academic Module) Test Report Form (Scores from IELTS™ Indicator and other non-official scores will not be accepted.) *When uploading TOEFL score document, please make sure that you complete both of the procedures described below: (1) Please choose Toyo University as a score recipient so that the university can ensure applicant's TOEFL score on ETS data manager (Toyo University DI Code: 9867). You can order this from your ETS account. (2) Applicant is asked to upload his/her examinee's copy of his/her score report via My Page. (If the applicant cannot upload his/her examinee's copy, he/she should submit a memo containing the following information from the time the applicant took the TOEFL® test: (1) Appointment (Registration) Number (2) Test Date (3) Full Name in English as registered with TOEFL®) *For the TOEIC score certificate mentioned in ②, the applicant should upload the downloaded PDF version of the digital official score certificate. The applicant should upload all parts of the certificate, including the Score Descriptors and ABILITIES MEASURED portions. *Regarding the IELTS certificate in ③, if you took the computer-delivered test, please upload the PDF version of the Test Report Form(eTRF)downloaded from the website. *If, due to unavoidable circumstances, the applicant cannot submit the official certificate for ② or ③ above by the deadline, the applicant may upload the examinee's results report with which he/she was provided. However, if the applicant is admitted to Toyo, the applicant will be asked to submit the official copy when completing the enrollment formalities. The applicant's acceptance or eligibility to enroll may be cancelled if the submitted certificate is found to contain falsehoods or if the applicant cannot submit the official certificate. *As a special case that applies only if the applicant cannot upload a certificate because, for example, he/she is a native or advanced speaker of English and has never acquired an English proficiency qualification, he/she may upload an "English-Language Ability Certificate" instead of one of the above-mentioned certificates. The applicant is asked to download the designated form from Toyo University's admission website, fill it in, and then upload it after having it certified (i.e., affixed with a school seal, etc.) by a public agency (e.g., an embassy, etc.), university, or high school. Note that certification by an individual, such as an advising teacher, or a document bearing a signature only will not be accepted. (If the applicant received a school education in English through the ordinary curriculum in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States of America during the past six years, this should be noted on the English-Language Ability Certificate. Anyone in a position of authority may prepare the certificate.) *Files showing online grade inquiry screens or other screen shot images will not be accepted. 【Note for the applicants for Toyo SDGs Ambassador Program for International Students】 If an applicant is to apply for Toyo SDGs Ambassador Program for International Students, he/she needs to satisfy the requirement for English ability. For details, see page 28.
7	**Letter of recommendation**	(1) The applicant is asked to upload a letter of recommendation written in English. (2) The applicant is asked to upload a letter issued by a high school or an institution of higher education, such as a university (The letter must bear an official seal or the institution's letterhead). *A letter from a language school will not be accepted. (3) There is no requirement for recommender's position. (4) The applicant is asked to upload a letter bearing the recommender's signature.

8	**Passport**	(1) The applicant's passport must be valid at the time of application. (The applicant should allow plenty of time when applying for the passport, as the issuance process may take time in some countries and regions.) (2) The applicant is asked to upload a copy of his/her passport that shows his/her name, photo, date of birth, nationality, and other information in English that proves the applicant's identity. (The applicant should use the same name as it appears in his/her passport when registering his/her name at the time of application. At that time, the applicant's family name and given name should be entered in the order that they appear to the right of the applicant passport photo.)
9	**Copy of both sides of the Residence Card** **〈Relevant applicants only〉**	・If you are already residing in Japan as a mid-to long-term resident, submit a copy of both sides of your Residence Card (or Special Permanent Resident Certificate for Special Permanent Residents). ・Submit a copy showing the status of residence and period of stay that remain valid through the examination date. ・Ensure that all information on both sides of the Residence Card is clearly visible and not cut off in the copies. *if your Residence Card is currently being renewed, you must submit one of the following documents showing that the renewal application if in progress and allowing confirmation of the Immigration Services Agency application number, application receipt date, and application name: 「The application receipt issued by the Immigration Services Agency(copy)」 「Application receipt email from the Residence Application Online System」 「Documentation showing that the Japanese language school submitted the application on your behalf (copies accepted)」
10	**Certificate of completion (or expected completion) of a university preparatory course** **〈for applicable applicants only〉**	If the applicant completed (or is expected to complete) a University Preparatory Course for Students with less than 12 years of Education (authorized by the Japanese Ministry of Education, Culture, Sports, Science and Technology), he/she is asked to upload a certificate stating that he/she completed (or is expected to complete) this course.
11	**Copy of International Baccalaureate degree, Abitur qualification, certificate of Baccalauréat qualification, or GCE Advanced Level** **<for applicant who requires of Application Eligibility 2. (3)only >**	If the applicant has an International Baccalaureate degree, Abitur qualification, Baccalauréat qualification or GCE Advanced Level, he/she is asked to upload a document that certifies this qualification. <Applicants having international Baccalauréat qualification> ① International Baccalaureate Diploma and ② IB Transcript <Applicants having Abitur qualification> ① Zeugnis der allgemeinen Hochschulreife <Applicants having Baccalauréat qualification> ① Diplome du Baccalaureat de l'Enseignement du Second Degre and ② Releve de Notes et Resultats <Applicants at GCE Advanced Level> ①Statement of Results <Applicants at International A Level> ①Statement of Results and ②Academic Transcript <Applicants having European Baccalaureate qualification > ①Baccalaureate Diploma and ② Academic Transcript
12	**Certificate of Japanese language ability** **(Optional)**	The applicant is asked to upload a score certificate or score report for the Examination for Japanese University Admission for International Students (EJU) or certificate of result and scores the Japanese-Language Proficiency Test (JLPT).

13	**SDGs Action Plan** **(Required for applicants who wish to be considered for SDGs Ambassador Program)**	(1) Prepare the document in English. (2) The form should be downloaded from Toyo University's admission website. Merge it with the second and following pages that describe your plans as one file and submit it. The second and following pages can be in any format; however, they should be in three pages or less on A4-sized paper (four pages in total including the cover page). The applicant may use tables, illustrations, images, etc. (3) Prepare a SDGs Action Plan that they will cope with through the four years after the enrollment to our university, taking note of the following. 【Notes】 · It is mandatory that the applicant cooperate with a group of Japanese students in the SDGs activities. · Describe the activities to be conducted for each year of the four years. · Describe how the applicant may use of the achievements from the activities after he/she graduates. (4) The name on the plan should be the same as the one on the Reason for Application.

2.*Hennyugaku /Tennyugaku* (Transfer) Online Examination Offered to International Applicants

Application Eligibility

[Third-year transfer (*hennyugaku*)]

The applicant must satisfy all of the following requirements (1 to3).

1. Applicant is a national of a country other than Japan.
2. Applicant has completed (or is expected to complete) coursework of at least 14 years in school education in a country other than Japan by September 30, 2027.
3. Applicants satisfies one of the following English proficiency requirements or the equivalent.

a. TOEFL iBT® (including Home Edition) score of 79 or higher

A score of 79 or higher under the former scoring format (for test-takers who took the test on or before January 20,2026), or a total band score of 4.5 or higher (for test-takers who took the test on or after January 21,2026)

b. IELTS™ score of 6.0 or higher

c.TOEIC®L&R score of 780 or higher

* A valid English proficiency requirement score must be one from a test taken on or after April 1, 2025.
For TOEFL iBT® only Test Date scores will be accepted (My Best scores® are not accepted). IELTS One Skill Retake is not accepted.
Scores of TOEFL ITP®, TOEFL *Essentials*™, IELTS™ (General Training Module), and TOEIC®L&R-IP (Institutional Program) will not be accepted.

(Note)

"Country other than Japan" refers to an address that is located outside of Japan. Applicants who are attending a school for foreigners, international school, or other such institution that is located within Japan do not have application eligibility even if they are enrolled in a curriculum of another country.

【Third-year transfer (*tennyugaku*) 】

The applicant must satisfy all of the following requirements (1 to 3).

1. Applicant is a national of a country other than Japan.
2. Applicant has been enrolled (or is expected to have been enrolled) in a university (excluding junior colleges) in a country other than Japan for at least 2 years by September 30, 2027.
3. Applicants satisfies one of the following English proficiency requirements or the equivalent.

a. TOEFL iBT® (including Home Edition) score of 79 or higher

A score of 79 or higher under the former scoring format (for test-takers who took the test on or before January 20,2026), or a total band score of 4.5 or higher (for test-takers who took the test on or after January 21,2026)

b. IELTS™ score of 6.0 or higher

c.TOEIC®L&R score of 780 or higher

* A valid English proficiency requirement score must be one from a test taken on or after April 1, 2025.
For TOEFL iBT® only Test Date scores will be accepted (My Best scores® are not accepted). IELTS One Skill Retake is not accepted.
Scores of TOEFL ITP®, TOEFL *Essentials*™, IELTS™ (General Training Module), and TOEIC®L&R-IP (Institutional Program) will not be accepted.

【Second-year transfer *(tennyugaku)* 】

Applicant must satisfy all of the following requirements (1 to 3).

1. Applicant is a national of a country other than Japan.
2. Applicant has been enrolled (or is expected to have been enrolled) in a university (excluding junior colleges) in a country other than Japan for at least 1 year by September 30, 2027.
3. Applicants satisfies one of the following English proficiency requirements or the equivalent.

a. TOEFL iBT® (including Home Edition) score of 79 or higher

A score of 79 or higher under the former scoring format (for test-takers who took the test on or before January 20,2026), or a total band score of 4.5 or higher (for test-takers who took the test on or after January 21,2026)

b. IELTS™ score of 6.0 or higher

c.TOEIC®L&R score of 780 or higher

* A valid English proficiency requirement score must be one from a test taken on or after April 1, 2025.
For TOEFL iBT® only Test Date scores will be accepted (My Best scores® are not accepted). IELTS One Skill Retake is not accepted.
Scores of TOEFL ITP®, TOEFL *Essentials*™, IELTS™ (General Training Module), and TOEIC®L&R-IP (Institutional Program) will not be accepted.

Schedule

Application Period	Examinee Number Notification	Exam method notification (scheduled)	Interview Dates	Announcement of Results	Deadline for Admission Procedure
January 11 –February 12, 2027	March 11	April 2	April 10 or 12	April 22	May 6

*Applicant must upload all required documents and pay the application fee by the application deadline.
*A connection test for the online interview will be conducted sometime between the scheduled date of the exam method notification and the day before the exam date.
*The interview will be held on one of the two dates listed under "Exam Dates." Applicants cannot choose the exam date.

Selection for the Faculty of Global and Regional Studies will be based on document screening (see Subjects [points available] below); however, an online interview will also be conducted if deemed necessary. The applicant will receive a notification concerning the interview in case of the interview will be conducted.
The notification will be sent to the applicant's My Page (see the section "The Process from Application to Examination") on the scheduled date of exam method notification mentioned above."
Note that the online interview will be conducted following the same schedule as that provided under the "Exam Dates."
(Inquiries concerning whether a web interview will be conducted will not be accepted.)

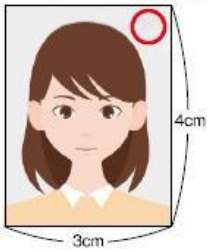
Subjects (Points Available)

Third-year transfer *(hennyugaku)*, third-year transfer *(tennyugaku)*, and second-year transfer *(tennyugaku)*

Faculty	Department (Course)	Subjects (Points available)
		Document screening
Global and Regional Studies	Global Innovation Studies	100

Application Documents

1. The applicant should upload his/her application documents to his/her personal applicant's web page called "My Page" after completing the online application procedure.
2. All uploaded documents must be prepared in Japanese, English, or Chinese. If the documents are in other languages, their original copies must be uploaded with an official translation prepared and certified by a public agency (e.g., an embassy, etc.), university, or high school. A translation by the applicant or a private company will not be accepted. If the translation extends over more than one page, all of the pages must, as a general rule, be stamped with certification seals. However, this does not apply when certified by an apostille.
3. Applicant should download prescribed forms from Toyo University's admission website. (https://www.toyo.ac.jp/nyushi/admission/admission-data/international-student/requirements-online/)
4. Applicants are advised to allow plenty of time when gathering documents, as receiving requested items from various organizations may take time.
5. If there is anything in the applicant's uploaded application documents that must be verified or needs further authentication, Toyo University will contact the applicant via his/her registered email address. The university will not accept the application if the applicant does not respond, since his/her application eligibility or the content of application documents cannot be confirmed.
   Note that if the application is rejected due to the reason described above, the university will not accept a request for re-examination.
6. The original of each certificate must be submitted when completing the enrollment procedure.

1	**ID photo**	A photo file of the applicant with the specified size must be uploaded to applicant's My Page. 【Example of an acceptable photograph】  ● The photo must be a color photograph (not black and white) taken within three months of the time of application. It must show the applicant from the shoulders above with nothing in the background. The applicant must be shown looking straight at the camera and cannot be wearing a cap or hat. ● The photo must be in focus and clearly show the applicants shoulders and entire face. ● The applicant may wear either ordinary clothes or a uniform. However, the uploaded photo will be used on the applicant's student ID card after enrollment until graduation. ● If the applicant will wear glasses or other eyewear when taking the examination, the photograph must show the applicant wearing the eyewear. ● The photo must not be processed in any way. ● The photo data should be in JPG format and the file size should be between 100 KB and 5 MB. **【Examples of unacceptable photos】** 

2	**Reason for Application** **(prescribed form)**	(1) The form should be downloaded from Toyo University's admission website and filled out in English. (2) Applicant's name should be entered in the Name space as it appears in the Roman alphabet in the applicant's passport. (3) If the Reason for Application consists of more than one page, the pages should be combined into a single file for uploading. (4) The topics that must be addressed differ depending on the department. The form should be prepared in accordance with the following instructions: 【Department of Global Innovation Studies, Faculty of Global and Regional Studies】 · The applicant will read "Instruction for Global Innovation Studies (GINOS) Application Essay" and write a passage that responds to the designated questions. · "Instruction for Global Innovation Studies (GINOS) Application Essay" can be downloaded from Toyo University's admissions website. · The Reason for Application should be prepared using the designated form (PDF file) on a PC. If the applicant is unable to use the software needed to edit a PDF file, the Reason for Application may be prepared using word processing software. However, in this case, the form must be prepared so that is identical to the designated PDF form. No format other than the above-mentioned formats will be accepted.
3	**Certificate of Japanese language ability** **(Optional)**	Uploading of this certificate is optional. If the applicant decides to make a submission, he/she is asked to upload his/her score certificate or score report for the EJU or his/her certificate of result and scores for the Japanese-Language Proficiency Test (JLPT).
4	**Certificate of graduation (or expected graduation) from non-Japanese university or junior college** **(Only for applicants for *hennyugaku*)**	(1) Only applicants who is seeking to take the exam for transfer *(hennyugaku)* are asked to upload this document. (2) The applicant is asked to upload a certificate that states his/her enrollment date, graduation date, schooling years, and graduation eligibility. (This certificate differs from a diploma.) (3) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which his/her graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload his/her diploma instead. (4) When attaching a translation, the original document and the translation should be combined into a single file (PDF) for uploading.
5	**Certificate of withdrawal from a non-Japanese university or certificate of enrollment in a non-Japanese university** **(Only for applications for *tennyugaku*)**	(1) Only applicants who is seeking to take the exams for ordinary transfer *(tennyugaku)* are asked to upload this document. (2) The certificate must be issued by the non-Japanese university. (3) When attaching a translation, the original document and the translation should be combined into a single file (PDF) for uploading.
6	**Academic transcript from a non-Japanese university or junior college**	(1) The applicant is asked to upload a transcript that clearly shows his/her grades and earned credits for all courses taken. (2) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which his/her graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload copies of his/her original grade reports instead. (3) If the applicant's academic transcript consists of more than one page or includes a translation, the pages should be combined into a single file (PDF) for uploading.

7	**Certificate of course completion from a non-Japanese university or junior college**	If the applicant is currently taking courses at the time, certificate states the course names, number of credits, and year of course completion and issued by the university or junior college in which you are enrolled must be uploaded. * The applicant need not to attach this certificate if the academic transcript states the course names, number of credits, and year of completion for courses that he/she is currently taking.
8	**Academic transcript from a Japanese university or junior college**	(1) Only applicants who have previously attended a Japanese university are asked to upload this document. (2) The applicant is asked to upload a transcript that clearly shows states grades and earned credits for all courses taken. *If the applicant is currently taking courses at the time, certificate states the course names, number of credits, and year of course completion on the certificate. (3) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which his/her graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload copies of his/her original grade reports instead. (4) If the applicant's academic transcript consists of more than one page or includes a translation, the pages should be combined into a single file (PDF) for uploading.
9	**Certificate(s)regarding attendance status from the school (s)you are currently enrolled in or have previously attended <Relevant applicants only>**	・Applicants who are currently enrolled in, or have previously attended, a Japanese-language educational institution in Japan (such as a Japanese language school or vocational school) at the time of application must submit a certificate issued by the institution showing their attendance status for the entire period specified below (format optional; copies are not accepted). If you have attended more than one institution, submit a certificate from each institution. Attendance status from enrollment through December 31, 2026 ・If your attendance rate, calculated based on class hours, is below 90%, please request that the institution includes the reason(s) (e.g., illness, injury, or other unavoidable circumstances) on the certificate. * If a certificate cannot be issued due to circumstances at the Japanese-language educational institution, etc., submit a written explanation stating the reason (format optional). * Applicants who have never attended a Japanese- -language educational institution, etc. in Japan are not required to submit this document.
10	**Passport**	(1) The applicant's passport must be valid at the time of uploading. (The applicant should allow plenty of time when applying for the passport, as the issuance process may take time in some countries and regions.) (2) The applicant is asked to upload a copy of his/her passport that shows his/her name, photo, date of birth, nationality, and other information in English that proves the applicant's identity. (The applicant should use the same name as it appears in their passport when registering their name at the time of application. At that time, the applicant's family name and given name should be entered in the order that they appear to the right of the applicant passport photo.)
11	**Copy of both sides of the Residence Card <Relevant applicants only>**	・If you are already residing in Japan as a mid-to long-term resident, submit a copy of both sides of your Residence Card (or Special Permanent Resident Certificate for Special Permanent Residents). ・Submit a copy showing the status of residence and period of stay that remain valid through the examination date. ・Ensure that all information on both sides of the Residence Card is clearly visible and not cut off in the copies. *if your Residence Card is currently being renewed, you must submit one of the following documents showing that the renewal application if in progress and allowing confirmation of the Immigration Services Agency application number, application receipt date, and application name:

		「The application receipt issued by the Immigration Services Agency(copy)」 「Application receipt email from the Residence Application Online System」 「Documentation showing that the Japanese language school submitted the application on your behalf (copies accepted)」
12	**Copy of International Baccalaureate degree, Abitur qualification, certificate of Baccalauréat qualification, or GCE Advanced Level** **<for applicant who requires of Application Eligibility 2. (3) >**	If the applicant has an International Baccalaureate degree, Abitur qualification, Baccalauréat qualification or GCE Advanced Level, he/she is asked to upload a document that certifies this qualification. <Applicants having international Baccalauréat qualification> ① International Baccalaureate Diploma and ② IB Transcript <Applicants having Abitur qualification> ①Zeugnis der allgemeinen Hochschulreife <Applicants having Baccalauréat qualification> ①Diplome du Baccalaureat de l' Enseignement du Second Degre and ②Releve de Notes et Resultats <Applicants at GCE Advanced Level> ① General Certificate of Education and ② Statement of Results

13	**Documents concerning English language ability**	The applicant is asked to upload one of the following official certificates certifying that he/she satisfies the English proficiency requirement mentioned in the section on Application Eligibility. Only a certificate issued for a score from a test taken on or after April 1, 2025, will be considered valid. ① TOEFL iBT® (including Home Edition) Official Score Reports (Scores from ITP or other non-official scores will not be accepted.) ② TOEIC®L&R Official Score Certificate (Scores from Institutional Program or other non-official scores will not be accepted.) ③ IELTS™ (Academic Module) Test Report Form (Scores from IELTS™ Indicator or other non-official scores will not be accepted.) * When uploading TOEFL score document, please make sure you complete both of the procedures described below: (1) Please choose Toyo University as a score recipient so that the university can ensure applicant's TOEFL score on ETS data manager (Toyo University DI Code: 9867). You can order this from your ETS account. (2) Applicant is asked to upload his/her examinee's copy of his/her score report via My Page. (If the applicant cannot upload his/her examinee's copy, he/she should submit a memo containing the following information from the time the applicant took the TOEFL® test: (1) Appointment (Registration) Number (2) Test Date (3) Full Name in English as registered with TOEFL®) *For the TOEIC score certificate mentioned in ②, the applicant should upload the downloaded PDF version of the digital official score certificate. The applicant should upload all parts of the certificate, including the Score Descriptors and ABILITIES MEASURED portions. *Regarding the IELTS certificate in ③, if you took the computer-delivered test, please upload the PDF version of the Test Report Form(eTRF)downloaded from the website. * If, due to unavoidable circumstances, the applicant cannot upload the official certificate for ② or ③ above by deadline, the applicant may upload the examinee's results report with which he/she was provided. However, if the applicant is admitted to Toyo, applicant will be asked to submit the official copy when completing the enrollment formalities. The applicant's acceptance or eligibility to enroll may be cancelled if the submitted certificate is found to contain falsehoods or if the applicant cannot submit the certificate. * As a special case that applies only if the applicant cannot upload a certificate because, for example, he/she is a native or advanced speaker of English and has never acquired an English proficiency qualification, he/she may upload an "English-Language Ability Certificate" instead of one of the above-mentioned certificates. The applicant is asked to download the designated form from Toyo University's admission website, fill it in, and then upload it after having it certified (i.e., affixed with a school seal, etc.) by a public agency (e.g., an embassy, etc.), university, or high school. Note that certification by an individual, such as an advising teacher, or a document bearing a signature only will not be accepted. (If the applicant received a school education in English through the ordinary curriculum in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States of America during the past six years, this should be noted on the English-Language Ability Certificate. Anyone in a position of authority may prepare the certificate.) * Copies of online grade inquiry screens will not be accepted.

Important Reminders Concerning Application

1. Applicants must complete the online application and application fee payment and upload their application documents by 11:59 p.m. (Japan Time) on the final day of the application period. Applicants can log into My Page only after completing the application fee payment. Applicants are advised not to wait until the last minute to pay the fee so that they have sufficient time to complete the entire application procedure before the application deadline.
2. If there are any items in an uploaded application document that require further verification or authentication, Toyo University will contact the applicant via his/her registered email address. Applicants are advised to register an email address that will allow them to receive communications from Toyo University.
3. Applicants are advised to enter the same name (spelling) exactly as it appears in their passport when registering their name at the time of application. The applicant's family name and given name should be entered in the order that they appear to the right of the passport photo
4. No changes to the desired course or exam method will be accepted once the application has been submitted.
5. No changes will be allowed to the application documents after submission.
6. The applicant will not be permitted to take the exam if an error or deficiency is found in his/her submitted documents.
7. No application documents will be accepted after the application period, even if the applicant has paid the application fee.
8. Application documents must be uploaded to My Page. They will not be accepted in any other manner. No documents mailed from outside Japan or attached to email will be accepted. Accordingly, applicants may not take the exam if their required application documents are not uploaded to My Page.
9. Any applicant who fabricated information on submitted documents will lose his / her admissions eligibility.
10. If an applicant desires special consideration during the admissions process or while pursuing his/her university studies due to an illness, injury, or disability, the applicant is asked to please consult with the Admissions Office before completing the application procedure.
11. After the announcement of exam results, any applicant who is found to have submitted fallacious information will not be admitted.

Process from Application to Examination

Applicants are asked to have the following items ready before starting their application.

- Required documents (e.g., certificate of graduation, academic transcripts, etc.) and electronic photo file
  * Applicants should check the "Application Documents" page and double-check their documents to ensure that nothing is missing or erroneous.
  * Applicants are asked to prepare their application documents as PDF files and their ID photograph as a JPG or JPEG file.
- A personal computer with an internet connection
- An email address for the internet application registration procedure
- A webcam, microphone, and speakers for the online interview

*Even if "subjects" is "document screening" only, as the applicant may still be required to participate in an online interview if needed.

- A credit card to pay the application fee

1. My page registration and uploading ID photo data

Access the page for the online Entrance Examination offered to International Applicants on our university's admissions website (URL: https://www.toyo.ac.jp/nyushi/admission/admission-data/international-student/requirementsonline/) and register your email address for creating "My Page." After registration, log in to "My Page" to enter your personal information and upload your ID photo data.

2. Uploading application registration and payment of the application fee

On the application registration page, select the exam you wish to apply for, follow the instructions on the screen and input the necessary information to complete your registration. After completing the registration, you will be guided on how to pay the application fee, so follow the instructions on the screen to proceed with the payment.

*If you wish to apply for the Toyo SDGs Ambassador Program for International Students, please select the option in the section to select your desired faculty and department.

3. Uploading application documents

After paying the application fee, please upload your application documents. You must complete all the steps 1 to 3 within the application period.

*If you wish to apply for the Toyo SDGs Ambassador Program for International Students, you must upload the "SDGs Action Plan."

4. Examinee number confirmation

Only applicants whose application documents are received by the university and confirmed to be free of deficiencies, and who meet the application qualifications, will be notified of their Examinee number. On the notification day, please check the examinee number from the "Examinee Ticket" on "My Page".

5. Confirmation of exam method online

The university will provide applicants who have received an examinee number with detailed method of the connection test and online interview. Applicants can check the method and information via "Examinee Ticket" section of My Page. Please note that only applicants that the university has decided to require an online interview will be notified of the interview schedule here. If an interview is required, the following steps outlined in 6 and 7 will also apply.

6. Connection test

Connection test will be conducted on the scheduled date in step 5. Applicants should make sure to check the instruction to get a connection in "Guide for Interview via Web Conferencing System" and participate in the connection test as required between the day of the scheduled notification of the exam method and the day before the examination.

7. Examination (online interview)

Please attend the Interview in the same environment that you were in during the connection test at the scheduled date and time.

Application Fee

1. Application fee: 10, 000 yen*

(1) Payment of application fee must be completed by the application deadline provided in the exam schedule. Applicants will not be permitted to take the exam if they fail to complete their online application registration, application fee payment, or uploading of application documents during the application period.

(2) **The application fee must be paid with a credit card.** After the online application registration, payment should be completed by following the instructions provided. Remittance from a bank or other financial institution will not be accepted.

*A system operation fee will be charged.

2. Refunds of the application fee

Paid application fees will not be refunded under any circumstances. However, a refund shall be made if either (1) or (2) below applies:

(1) The applicant paid the application fee but did not upload the required application documents.
(2) The applicant paid the application fee and uploaded the application documents, but his/her application was not accepted because the application documents contained an error(s) or were incomplete.

If a case is deemed eligible for a refund, either the credit card transaction will be canceled or the application fee will be refunded to a designated bank account, depending on the settlement date of the credit card that was used. Refunds to concerned applicants will be processed after screening of application eligibility by the university. Thus, refunds may take approximately two or three months to arrive following the application deadline. Because processing periods and methods vary depending on the credit card company used, the university cannot respond to individual inquiries concerning the timing of refund, etc. Applicants are asked to check their credit card statement approximately two or three months after the application deadline.

*The university will not accept any requests for refunds that do not conform to the points described above.

Notification of Examinee Number and Exam Outline

(1) If an applicant's application is deemed to be eligible, the university will provide him/her with his/her Examinee Number via My Page on the scheduled day provided on the "Exam Schedule" page. Applicants should be sure to check this number. However, if an applicant's eligibility is not recognized as a result of document screening, the applicant will be notified by email that he/she will not be admitted to Toyo.

(2) The university will provide applicants to take the online interview with the date and time for the connection test, the time of the interview to be held on the exam date, and other exam details on My Page. Applicants are asked to check the scheduled day for exam method notification on the "Exam Schedule" page.

Connection Test and Online Interview

(1) An online interview will be conducted via a web conferencing system. Applicants should be sure to check the "Guide for Interview via Web Conferencing System" carefully beforehand.

(2) A connection test for use of the web conferencing system will be conducted prior to the online interview. The test will check the connection status of the internet line, audio and visual settings, and other connection related matters; it will take about ten minutes. Applicants are asked to double-check the settings of their equipment beforehand. Applicants that do not participate in the connection test may be barred from participating in the online interview.

(3) Applicants should participate in the online interview in the same environment as they were in during the connection test. The university will not accept requests for another interview due to equipment problems.

(4) The following behaviors shall be considered inappropriate acts.

①Taking of the interview by another person (i.e., a person impersonating the applicant).

② Other behavior that obstructs the exam's fairness.

If an applicant is found to have conducted an inappropriate act, he/she will be barred from continuing the admissions process.

Additionally, all admissions results the applicant has attained will be declared void. Toyo University will not accept requests for a refund of the application fee in such cases.

*If misconduct is discovered measures such as filing a police report may be taken.

Announcement of Results

(1) Results of the exam will be notified to all applicants via "My Page".

(2) Results will not be provided in response to inquiries by telephone, e-mail, etc.

(3) Results will not be sent out by post.

(4) Announcement of results is scheduled to begin at 10: 00 a.m. (Japan time) on the announcement date.

The applicants having applied for the use of Toyo SDGs Ambassador Program for International Students at the time of their application will receive the notification about the result of the screening on their "My Page" at the time of the announcement of the result of their examination. (There may be a case in which an applicant has successfully passed the entrance examination but has not been chosen as one of Toyo SDGs Ambassador Program for International Students.)

Admission Procedure

Applicants who have been admitted must complete the following procedure by the deadline.

① Admission procedure (online registration)
Admitted applicants may log in to the admission procedure system from Toyo University's admission website and register their student information following the instructions (Admitted applicants will be provided with the ID and password for the system via My Page when results are announced).

② Payment
Admitted applicants are asked to complete the payment of tuition and fees by following the instructions provided.
Payment must be made with a credit card.
Remittance from a bank or other financial institution will not be accepted.
Admitted applicants will only be able to make the payment after they have completed the procedure described in ①above.

*If the above procedures are not completed by the enrollment procedure deadline, the successful applicant concerned will be regarded as having no intention to enroll, and no enrollment procedures will be accepted after the deadline. No individual reminders or notices regarding incomplete enrollment procedures will be provided, so applicants are responsible for ensuring that all procedures are completed on their own.

* Procedure details can be found in the "Admissions Procedure and Enrollment Procedure Guide" that will be made available on My Page on the day that the results are announced.

Status of Residence (Nationals of Countries other than Japan)

International applicants who are accepted for admission to Toyo University are eligible for the residence status "Student." However, those who have not obtained the residence status of "Student" or any other status to reside for a mid to long term as of September 20, 2027, will not be permitted to enroll the university. Successful international applicants are advised to check this website for details prior to applying
https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/

For those with a valid residence status (Successful applicants currently residing in Japan)

(1) **In case that the applicant has a valid status of residence**
Those who are already in possession of the "student" status of residence should apply for renewal of their current status of residence as is required. Check the "Admissions Guide" for more information.
However, if any of the following applies to the applicant, he/she may be required to leave Japan once and follow the same procedures outlined in "For applicants without a valid residence status." In such case, the university will not apply for renewal of his/her status of residence as "student."
①The applicant obtained "student" status at the educational institution he/she attended prior to enrolling at the university, and there is a gap of more than 3 months between the completion of his/her course of study (graduation) at the previous educational institution and his/her enrollment at the university.
②The applicant obtained "student" status at the educational institution he/she attended prior to enrolling at the university, and the university has deemed it inappropriate to apply for permission to extend his/her period of stay because, for example, he/she left (or plans to leave) the previous (or currently enrolled) educational institution without completing (graduating from) his/her course of study there, regardless of the timing.
*Applicants should note that, depending on the circumstances, their "Certificate of Eligibility for Resident Status" may not be issued in time for enrollment on September 20, 2027. However, the university will not be held responsible for any disadvantages resulting from missed classes, etc., that result in such cases.

(2) **In case that the applicant has a short-term status of residence**
Applicants who possess a "short-term" residence status are not allowed to enroll at Toyo University. It is mandatory to acquire the "student" status of residence before matriculation, so please follow the procedures outlined in **"For applicants without a valid residence status".**

(3) **In case that the applicant has a valid mid- or long-term stay in Japan other than "student" or "short-term"**

As long as the applicant has a valid mid- or long-term status of residence such as "Special Resident," "Dependent," etc., as of September 20, 2027, he/she will be eligible to enroll in the university. However, for those wishing to become eligible for Toyo University's tuition reduction for international students as well as scholarships, services, and benefits that are offered specifically to international students, it is required to acquire the "student" status of residence.
Should the student wish to make the change in residence status, please apply with the Immigration Services Agency. More information will be provided in the "Admissions Guide" after the announcement of results.
*Applicants must submit a bank balance certificate in the name of their financial sponsor(guarantor)or themselves during the enrollment procedure to demonstrate that they have sufficient funds to cover tuition fees and living expenses in Japan.
(Estimated annual living expenses (Approx. 1,500,000 JPY) + Tuition and fees until graduation/completion of program at Toyo University (including First-year payment, etc.)
*An applicant's academic record and attendance status at previously attended educational institutions (including attendance rates at Japanese language schools, academic performance at universities or vocational schools, etc.) may affect their application for an extension of period of stay. In particular, if the attendance rate at a Japanese language school or similar institution is below 80%, the application is highly likely to be denied by the Immigration Service Agency of Japan.
In such cases, Toyo University may decline to support the student's application for the extension.

For applicants without a valid residence status (applicants currently not residing in Japan)

It is mandatory to acquire a "Certificate of Eligibility for Resident Status" (COE) to enter Japan and enroll Toyo University. The application for COE has to be done through the Immigration Services Agency of Japan by the applicant him/herself, family member of the applicant, or the financial sponsor (the individual paying the University's tuition fees). In the case that both the individual or the individual's representative (family member or financial sponsor) does not reside in Japan, the applicant can request Toyo University's appointed administrative scrivener to file a proxy application for issuance of "Certificate of Eligibility for Resident Status" with the Immigration Services Agency on their behalf. More information will be provided in the "Admissions Guide" after the announcement of results. It should be noted that it will take a month or two until the COE is issued. Once the COE is issued, the applicant will be asked to prepare other necessary documents and receive a "Student" visa from a diplomatic office of Japan in his/her home country or country of residence before coming to Japan.

* Toyo University only provides proxy applications for the "Student" status of residence.
* A "Certificate of Ability to Pay School Expenses" is required for this proxy application. Arrangements should be made in advance, as issuance of this certificate may take time.
* Those who would like Toyo University to apply for a "Certificate of Eligibility for Resident Status" on their behalf must report accurately how many times they have applied for the COE and the number of times their applications have been refused. If their application for COE is refused because of reporting false information, Toyo University will not accept further requests for re-application.
* The Immigration Services Agency will handle screening of students' Certificate of Eligibility for Resident and the Status and the diplomatic office of Japan in students' country will handle screening of the visa. Toyo University will assume no responsibility if any of these documents is not granted.

Incoming students who wish to obtain a 'Student' status of residence must check the following URL.
https://www.toyo.ac.jp/academics/international-exchange/enroll/prearrival/status-of-residence-admission/

Payment of Tuition and Fees

Breakdown of payments for students in 2027 (scheduled) (unit: JPY)

Contents		By installments [1st] At the admission	By installments [2nd] First ten days in April 2027
Academic Fees	Admission Fee	250,000	–
	Tuition	430,000 (301,000)	430,000 (301,000)
	Facility Fee	110,000	110,000
	Subtotal	790,000	540,000

Total fee for the first year	1,330,000
(Amount of reduction or exemption in the case of a 30% tuition reduction or exemption*)	(1,072,000)

《Remarks》

1. The Admission Fee is charged in the first year only.
2. The tuition above is the full amount before the 30% reduction. The figure in parentheses is the amount for students eligible for a 30% reduction. If newly enrolled students pay the full tuition and are then applied a 30% reduction after admission, they will receive a refund. If students in their second or subsequent years meet the required academic standards and are approved for a reduction of their tuition, a new bill with the reduced tuition fee will be sent to them. For details on eligibility for Tuition Reduction Scholarship, refer to page 30
3. Students are permitted to choose between paying the entire amount when completing the admission procedure or paying the tuition and Facility fee in two installments per year.
4. Some courses may charge an additional payment of activity fees.
5. The admission fee is money paid as "the price of obtaining a position that will allow enrollment to the faculty, department, and course of Toyo University where the applicant is allowed to enter." It is therefore non-refundable even if the applicant declines to enroll in the university. Submitted documents will likewise not be returned.
6. Tuition and fees may change for students who exceed the designated length of the course of study.
7. The amount of tuition and fees will change if you are appointed as an SDGs Ambassador. In that case, make a payment of the amount displayed on the screen.

Withdrawal from Admission and Refund of Payments following the Admission Procedure

Generally, withdrawal from enrollment is not permitted. However, applicants who submit notification through the procedures prescribed by the university under any of the following circumstances will be permitted to withdraw from enrollment, and payments other than the admission fee will be refunded.

・If it becomes difficult to continue studies due to illness, injury, financial hardship, or similar circumstances.

・If the applicant took the examination based on expected fulfillment of application qualifications or university entrance qualifications but failed to satisfy the requirements by the time of enrollment.

・If, after the announcement of admission results or thereafter, false statements are discovered in documents related to application qualifications or application qualification screening

For details, please refer to the “Guide to Enrollment Procedures and Admission Procedures “available on the enrollment procedures website.

Toyo SDGs Ambassador Program for International Students

This program is designed for the successful applicants for Online Entrance Examinations Offered to International Applicants (Types A and B) who have applied for this program at the time of their application for the admission. Candidates will be selected from those who have passed admission based on their SDGs Action Plan and recognized as Toyo SDGs Ambassadors. The Ambassadors will be able to receive financial and academic benefits.

(1)Applicable students

Toyo SDGs Ambassadors (hereinafter referred to as "Ambassadors") will be selected from self-funded international students who satisfy all of the conditions stated below:

(1) Students who have willingness and capabilities to act and help the global society achieve the SDGs
(2) Students who are willing to participate in different activities that are related to promotion of SDGs or understanding the global society
(3) Students with high English proficiency level
(4) Students with clear career plans for before and after their graduation

*For the departments and faculties that accommodate this program, see page 3.

(2)Conditions for recognition and the number of students to be recognized

①Students who satisfy one of the following English-language criteria or those who are recognized as equivalent

· TOEFL iBT® (including Home Edition)
A score of 94 or higher under the former scoring format (for test takes on or before January 20,2026), or an overall band score of 5.0 or higher (for teat takes on or after Janyary21,2026)
· IELTS™ (Academic Module) 6. 5 or higher
· TOEIC®L&R score of 780 or higher and S&W score of 310 or higher

②Students whose SDGs Action Plan is outstanding

*The number of the Ambassadors recognized can be smaller than 10. Note that the examination held in September is not for Toyo SDGs Ambassador Program for International Students.

(3)Details of the benefits

The Ambassadors will receive benefits in the four areas: 1) financial aid, 2) provision of residence, 3) on-campus job opportunities, and 4) support for learning Japanese.

1) Financial aid

The Ambassadors will be exempted to pay the following costs:

①Admission fee
②Tuition (full or partial waiver depending on GPA)

First year: SDGs Ambassador Scholarship for International Students will be applied to reduce the amount equivalent to 70 percent of the tuition. The rest 30 percent will be deducted based on the Tuition Reduction Scheme for privately financed international students.

Second to fourth years: SDGs Ambassador Scholarship for International Students will be applied to reduce the amount equivalent to 60 percent of the tuition. The rest of tuition will be deducted based on the Tuition Reduction Scheme for privately financed international students. Its percentage depends on one's GPA.

*Students will be required to pay 30% of the fall Semester tuition.
*The payment of 40% should be made for the second school year and after. If the tuition reduction program based on the academic achievement is applicable at the same time, payment should be made after the deduction.
*See Support schemes for international students on page 30 for details of the tuition reduction program based on the academic achievement criteria.

③Lab fees
④Facility fees

*There is no obligation to pay the received financial aid back.
*At the end of each academic year, the Ambassadors' Annual reports will be evaluated to decide whether they should be eligible to continue the program in the following year. When it is decided to discontinue student' s recognition as an Ambassador, the above-mentioned financial aid will also be terminated.
*Students who lose eligibility may be requested to pay the received financial aid back to the university.
*The Ambassadors will be requested to participate in events and PR activities held by the university.

*For more information on tuition assistance, please check the university's website here:
https://www.toyo.ac.jp/campuslife/student_support/award/award_ssa/

2)Provision of housing (including moving fees)

The university ensures that the Ambassadors will be able to stay in the AI-House HUB-4 and the International House for four years in accordance with the conditions stated below:

- First to second years: the university will provide the Ambassadors with a single room in the AI-House HUB-4 and cover the housing cost including meals (breakfast and dinner*) served at the AI-House cafeteria.
- Third to fourth years: the university will provide the Ambassadors with a shared room in the International House upon their preference and cover the housing cost (no meals included). It will not be mandatory to stay in the International House and the Ambassadors will be allowed to arrange for their accommodations on their own. In such cases, no residential expenses will be covered by the university.
- The Ambassadors are obliged to actively participate in the educational programs held at the AI-House or the International House.

Note: During weekends, summer and spring breaks, cafeteria will be closed. No meals are available.

Students should prepare for living costs such as laundry fee etc.

3)On-campus job opportunities

- The Ambassadors will be employed as Student Assistants (SAs) for certain courses. It is planned that the reward from this opportunity will be part of financial assistance for living expenses.
- Each of the Ambassadors will have a faculty member and a Japanese student from the same department as the Ambassadors, who will function as mentors.
- They will provide support and assistance so that the Ambassador's SDGs Action Plan can be appropriately carried out to achieve the goals.

4)Support for learning Japanese

- The Ambassadors who have been admitted through the Type A admission will join a special Japanese language program to acquire JLPT N3 level or equivalent by the time of their graduation. (The Ambassadors are strongly encouraged to take part in this program.)

(4)Duration of eligibility and standard for renewal

Duration of the program: one year (renewable up to three times)

Standard for renewal: decision of renewal will be based on the achievements in SDGs-related activities (the Annual Activity Report).

*The Ambassadors' renewal will be judged based on the Annual Activity Report, considering the progress that has been made in the 4-year SDGs Action Plan submitted at the time of their application.

Tuition and Other Fees of Toyo SDGs Ambassador under Aid

(Unit: JPY)

		Faculty of Global and Regional Studies
Academic fees	Tuition fee	258,000
	Total	258,000
By installments [1st] At the admission		129,000
By installments [2nd] First ten days in April 2028 (if deducted 30%)		0
By installments [2nd] First ten days in April 2028 (if not deducted 30%)		129,000
Fees in and after 2nd school year (if deducted 40%)		0
Fees in and after 2nd school year (if deducted 30%)		86,000
Fees in and after 2nd school year (if deducted 20%)		172,000
Fees in and after 2nd school year (if not deducted)		344,000

Support Schemes for International Students

1. Tuition Reduction Scholarship

Toyo University assists international students through its Tuition Reduction Scholarship.
The Tuition Reduction Scholarship is designed to encourage learning by international students who are enrolled in Toyo University and reduce their financial burden associated with everyday living. Applications for the scheme are accepted after admission. The main application requirements include having the status of residence "Student," having difficulty with study for economic reasons, and satisfying prescribed academic standards (in the case of the first year, to complete course registration).
Details can be obtained in the section titled "Scholarships for International Students" on the Toyo University website by accessing the following link. (The information provided pertains to the previous academic year.)

https://www.toyo.ac.jp/campuslife/student_support/award/award_ssa/

2. Guarantor Support for Apartment Hunting

People wanting to rent a room in Japan must have a "guarantor." The guarantor's role is to pay the rent on the renter's behalf when the renter does not do so. Japanese students typically ask their relative or close associate to be their guarantor. However, because this is usually not an option for international students, they must use a corporate guarantee service.
Toyo University concluded a memorandum with Global Trust Networks Co., Ltd. This allows international students of Toyo University to receive a 20% discount off Global Trust Networks' guarantee fee when using its guarantor service. Global Trust Networks also provides apartment-hunting support in many languages (including Japanese, English, Chinese, Korean, Vietnamese, and Nepali) and has numerous apartments and other dwellings for international students listed.

*The discount may not be applicable for some properties. Inquiries for details should be made directly to Global Trust Networks.

● Website of Global Trust Networks Co., Ltd.: https://www.best-estate.jp/ja/

Recognition of Previously Earned Credits

Faculty of Global and Regional Studies

● For transfer (*tennyugaku*) to the second year

(1) Of credits that were earned at a university or other institution prior to transfer *(tennyugaku)* to Toyo University, Toyo University will recognize up to 32 credits as credits earned in the first-year subjects of its Faculty of Global and Regional Development Studies.

(2) When it is deemed that subject credits earned prior to transfer *(tennyugaku)* to Toyo University match with the subject name, lecture content, number of credits, and other items in the Faculty of Global and Regional Studies' Curriculum Table, Toyo University will recognize credits individually for each subject by matching the studied subjects with the subjects of the faculty.
However, when subjects cannot be recognized individually as subjects of the Faculty of Global and Regional Development Studies, the university will recognize the number of credits as a lump sum for each subject field.

(3) After transferring *(tennyugaku)*, students will earn the credits still needed to satisfy conditions of starting graduation research as well as graduation requirements in accordance with the number of recognized credits and course instruction in the department.

● For transfer (*hennyugaku* or *tennyugaku*) to the third year

(1) Of credits that were earned at a university or other institution prior to transfer *(hennyugaku* or *tennyugaku)* to Toyo University, Toyo University will recognize up to 62 credits as credits earned in the first-year subjects of its Faculty of Global and Regional Development Studies.

(2) When it is deemed that subject credits earned prior to transfer *(hennyugaku* or *tennyugaku)* to Toyo University match with the subject name, lecture content, number of credits, and other items in the Faculty of Global and Regional Studies' Curriculum Table, Toyo University will recognize credits individually for each subject by matching the studied subjects with the subjects of the faculty.
However, when subjects cannot be recognized individually as subjects of the Faculty of Global and Regional Development Studies, the university will recognize the number of credits as a lump sum for each subject field.

(3) After transferring *(hennyugaku* or *tennyugaku)*, students will earn the insufficient credits needed to satisfy conditions of starting graduation research as well as graduation requirements in accordance with the number of recognized credits and course instruction in the department.

● Presentation of syllabi

After completing the admission procedure, transfer students will be asked to submit copies of syllabi (showing lecture content) for all credit subjects completed prior to their transfer *(hennyugaku* or *tennyugaku)* to Toyo University for recognition of credit. These syllabi should be arranged in advance.
In addition to the application documents, transfer students will be asked to submit a certificate of graduation (certificate of withdrawal) and academic transcript (issued on or after January 2027) together with the syllabi. (In principle, those documents should be written in English.)

● When transferring *(tennyugaku)* to the second and the third year

Faculty of Global and Regional Studies, Department of Global Innovation Studies - Requirements of Graduation			
Required Number of Credits for Graduation: 124	Subject Category		International Students
	Study Skills	Basic Study Skills	10 credits
		Advanced Study Skills	
		Communication Skills	
		English Language Skills	
		Second Foreign Language Skills	
		Japanese Language Skills	
	Academic Subjects	Global Entrepreneurship	44 credits
		Global Business	
		Global Collaboration	
		Regional Development Studies	
	Project Studies		

Contact Information for Toyo University

1. Inquiry about Admissions

[International Affairs Office]
E-mail mlglobal@toyo.jp

2. Inquiry about Status of Residence, Visas, etc.

[Toyo University Support Office for COE and Status of Residence]
E-mail toyo-pugs@tugs.co.jp

3. Inquiry about payment of Tuition and Fees, and Refund of Payments

[Finance Section, Budget and Finance Office]
E-mail mlgakuhi@toyo.jp

4. Inquiry on Toyo SDGs Ambassador Program for International Students (in relation to pages 28 and 29)

[Toyo SDGs Ambassador Program for International Students Office]
E-mail mlsdgs-amb@toyo.jp