

2024年4月入学生対象

東洋大学に入学するにあたっての入学手続（在留資格等）について

Ⅰ. 共通事項

- (1) 本学に入学する外国人学生（日本国以外の国籍を有する者）は2024年4月1日時点で「留学」または他の中長期在留資格を有していることが必要です。「短期滞在」の在留資格で本学に入学することはできません。入学取消しについては下記「Ⅱ（1）」または「Ⅲ（2）」の内容を必ず確認してください。
- (2) 本学に入学を許可された外国人学生は、「留学」の在留資格を申請することができます（※）。
- ※学部生の場合
- ・第2部・イブニングコース（夜）に入学の外国人学生は、在留資格「留学」を取得することができません。
 - ・本学では2024年2月以降に実施する入学試験および大学入学共通テスト利用試験の受験者の代理申請は行いません。
- ※大学院生の場合
- ・経営学研究科ビジネス・会計ファイナンス専攻中小企業診断士登録養成コースに入学の外国人学生は、在留資格「留学」を取得することができません。
 - ・本学では2024年2月・3月に実施する入学試験の在留資格認定証明書の代理申請は行いません。
- (3) 外国人留学生対象の授業料減免、奨学金受給等の制度は、在留資格が「留学」の外国人学生が申請できるものです。日本に長期に滞在できる「留学」以外の在留資格でも入学・在学することはできますが、その場合は外国人留学生対象の授業料減免、奨学金受給等の制度は利用できません。外国人留学生対象の制度利用を希望する場合は、在留資格変更許可申請を行ってください。
- (4) 本学への入学手続を完了した後に、やむを得ない理由により入学辞退を希望し、期日までに所定の手続により届出をした者には、入学金を除く納付金を返還します。
- (5) 本学への入学にかかる手続として、各キャンパスで実施する事前手続、オリエンテーション、就学手続は必ず行ってください。なお、学部・研究科・専攻によっては、別途事前手続を行う場合がありますので、その際はその手続も必ず行ってください。
- (6) 在留資格申請にかかる所定の手続、再申請、取消訴訟等により、授業を欠席する等に伴う不利益について、本学は一切の責任を負わないものとしますので、ご留意ください。

Ⅱ. 有効な在留資格がある場合（日本に居住している方）

- ※「短期滞在」の在留資格では、大学に在籍することができません。入学前に中長期の在留資格を取得する必要がありますので、「Ⅲ. 有効な在留資格がない場合」と同じ手続を行ってください。
- ※2月以降実施の入学試験において短期滞在ビザ等で受験した場合、在留資格の取得に時間を要するため、2024年4月1日までに「留学」の在留資格を取得することは困難です。

- 「留学」または他の中長期在留資格を有している場合においても、現在の在留資格期限に応じて在留期間更新申請または在留資格変更申請を行ってください。ただし、各学校修了（卒業）後、本学入学前までに3か月以上留学の活動を行わない期間がある場合は、「Ⅲ. 有効な在留資格がない場合（日本に居住していない方）」と同じ手続を取ってください。
- (1) 2024年4月1日時点で、「留学」または他の中長期在留資格を取得していない場合（「在留期間更新申請中」または「在留資格変更申請中」は除きます。）は、本学への入学許可は2024年3月31日付けで取り消しとなります。この場合は、所定の手続を行うことで入学金を除く納付金を返還します。
- ※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (2) 2024年4月1日時点で、「在留期間更新申請中」または「在留資格変更申請中」の場合で、2024年5月31日までに在留期間更新許可又は在留資格変更許可が確認できない場合は、本学が定める日付で除籍となりますので早めに手続を行ってください。除籍の場合は、所定の手続を行うことで、入学金を除く納付金を返還します。
- ※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (3) 入学前に「留学」の在留期間の更新をする必要がある場合、もしくは他の中長期在留資格から「留学」に在留資格の変更を希望する場合、東洋大学が出入国在留管理庁の申請書様式「所属機関等作成用」を発行します。申請書の申込方法は「入学手続のしおり」で確認してください。

Ⅲ. 有効な在留資格がない場合（日本に居住していない方）

- 本学に入学するには2024年4月1日時点で、「留学」もしくは他の中長期在留資格を有していることが必要です。手続に時間がかかる場合でも、2024年4月30日までに、在留資格認定証明書の交付およびビザ（査証）の発給を受けて来日し、本学に在留カードを提出し、所定の手続を完了させる必要があります。
- (1) 在留資格認定証明書の代理申請について
- ① 所定の入学手続が完了した時点で、本学指定の行政書士を通して出入国在留管理庁に対し「在留資格認定証明書交付」の代理申請を行

- うことができます。出入国在留管理庁による審査の後、「在留資格認定証明書」が交付されます。その後、本学指定の行政書士から本人に「在留資格認定証明書」を送付しますので、受領後ただちに自国または在住国の在外日本公館にてビザ（査証）の発給手続を行ってください。
- ② 代理申請を行う場合の在留資格は「留学」です。
- ③ 代理申請には「学費支弁能力証明書」が必要です。準備には時間を要する場合があるため、あらかじめ十分な時間的余裕をもって準備をしてください。
- ④ 本学で「在留資格認定証明書交付」の代理申請を希望する場合、過去の交付申請回数と交付になった回数を正しく申し出てください。また、提出した全ての書類および入力内容等に関して、虚偽の報告により不交付になった場合、大学での再申請は受付しません。
- ⑤ 在留資格認定証明書については出入国在留管理庁が、ビザ（査証）取得については在住国の在外日本公館がそれぞれ審査を行います。不交付、不発給となった場合について、大学は一切責任を負いません。
- なお、在留資格認定証明書不交付に伴う再申請の代理申請は行いません。
- ⑥ 日本国内で在留資格「短期滞在」から「留学」に資格変更することは原則できません。必ず自国または在住国の在外日本公館よりビザ（査証）の発給を受けてから来日してください。
- ⑦ 本学では2024年2月以降に実施する入学試験および大学入学共通テスト利用試験の受験者の代理申請は行いません。
- (2) 2024年4月30日までに、在留カードの取得が確認できない場合は、再申請、取消訴訟等にかかる期間を含む一切の理由にかかわらず、本学への入学許可は2024年3月31日付けで取り消しとなります。この場合は、所定の手続を行うことで入学金を除く納付金を返還します。
- (3) 2024年4月30日までに、在留カードを取得しているにもかかわらず、所定の手続を行わなかった場合は、2024年4月30日付けで除籍となります。この場合は、入学金および納付金（春学期分）は返還しません。

手続の方法等の詳細は、合格発表後「入学手続のしおり」でお知らせします。

2023年7月1日

東洋大学

●入学手続に関するお問い合わせ先

合 格 学 部	問 い 合 わ せ 先	
文学部	文学部教務課	bungaku03@toyo.jp
経済学部	経済学部教務課	https://forms.gle/vHKkSjokxqPCQYtB6
経営学部	経営学部教務課	https://forms.gle/ce18YsceyNqEvQtH8
法学部	法学部教務課	https://forms.gle/RUTrdDpPtBZC1CgNA
社会学部	社会学部教務課	https://forms.gle/e45r66gWR2H5tpLEA
国際学部	国際学部教務課	ml-grs-kyomu@toyo.jp
国際観光学部	国際観光学部教務課	https://forms.gle/7qQFFM1mPEYoKQV37
理工学部	川越事務部教学課	https://onl.sc/zdjkkBu
総合情報学部	川越事務部教学課	https://onl.sc/zdjkkBu
生命科学部	板倉事務部板倉事務課	https://forms.gle/aYAXQ1E5heeKGMd6A
食環境科学部	板倉事務部板倉事務課	https://forms.gle/aYAXQ1E5heeKGMd6A
情報連携学部	赤羽台事務部赤羽台事務課（INIAD）	ml-iniad-fs@toyo.jp
福祉社会デザイン学部	赤羽台事務部赤羽台事務課（WELLB）	mlakyo@toyo.jp
健康スポーツ科学部	赤羽台事務部赤羽台事務課（WELLB）	mlakyo@toyo.jp

●在留資格、ビザ（査証）等に関するお問い合わせ先

問 い 合 わ せ 先	
東洋大学在留資格サポートオフィス	toyo-pugs@tugs.co.jp

For Admission in April 2024

Toyo University Admission Procedures (Status of Residence)

I. Common matters

- (1) International students (persons with nationalities other than Japan) who are admitted to Toyo University are required to have a status of residence of "Student" or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024. Those with a status of residence of "Temporary Visitor" are not eligible for admission to the University. Please be sure to confirm the contents of "II (1)" or "III (2)" below for cancellation of admission.
- (2) International students who have been accepted for admission to the University can apply for a status of residence of "Student." (*)
- *For undergraduate students
- International undergraduate students admitted to the Evening Course cannot obtain a status of residence of "Student."
 - The University does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination and/or the entrance examination using the Common Test for University Admissions conducted in or after February, 2024.
- *For graduate students
- International students who are admitted to the Master's Program in the Concentration in SME Consultant Certification, the Course of Business, Accounting and Finance, the Graduate School of Business Administration cannot obtain a status of residence of "Student."
 - The University does not apply for a Certificate of Eligibility for Status of Residence for those who pass the entrance examination conducted in February or March, 2024.
- (3) Only international students with a status of residence of "Student" are eligible for the University's partial tuition waiver and scholarships for international students. Although those with a status of residence other than "Student" that permits a long-term stay in Japan can be admitted to and enrolled in the University, they cannot apply for the University's partial tuition waiver and scholarships for international students. If you wish to benefit from the system for international students, please apply for the Change of Status of Residence.
- (4) If, due to unavoidable circumstances, you are obliged to withdraw from admission to the University after completing the admission procedures, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures by the due date.
- (5) As part of the procedures related to admission to the University, you are required to complete the pre-admission procedures and enrollment procedures, and participated in the orientation implemented at each campus, respectively. Depending on the faculty, department, graduate school, or course, you may need to perform separate pre-admission procedures. In that case, please be sure to perform that procedures as well.
- (6) Please note that the University takes no responsibility for any disadvantage that may arise from absence from classes due to following the prescribed procedures related to resident status application, reapplication and actions for cancellation.

II. If you have a valid status of residence in Japan (those who live in Japan)

*Those with a status of residence of "Temporary Visitor" are not eligible to be enrolled in the University. International students are required to obtain a status of residence that permits medium- or long-term stay in Japan before entering the University. If you have Temporary Visitor status of residence, please refer to "III. If you do not have a valid status of residence in Japan (those who do not live in Japan)" and follow the instructed procedure.

※If you take the entrance exam in or after February with a short-term stay visa, it may be difficult to obtain the status of residence of "Student" by April 1, 2024.

Even if you have a status of residence of "Student" or another status of residence that permits a medium- to long-term stay in Japan, you are required to apply to extend your period of stay according to your current period of stay or change your status of residence.

However, if there is a period during which you are not an international student for 3 months or more after completing (graduating) from the last school attended and before entering the University, please refer to "III. If you do not have a valid status of residence in Japan (those who do not live in Japan)", and follow the same procedure.

- (1) If you have not obtained a status of residence of "Student" or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024 (except when your application for extension of period of stay or change your status of residence is being processed), your admission to the University will be canceled as of March 31, 2024. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
- *The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.
- (2) If you apply to extend your period of stay or change your status of residence as of April 1, 2024, and if it is not confirmed by May 31, 2024 that you are allowed to extend your period of stay or change your status of residence, you will be dismissed from the University as of the date designated by the University. Therefore, please complete the procedure as soon as possible. If you are removed from the register, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
- *The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.
- (3) If you need to apply for an extension of period of your stay or change your status of residence to "Student", the University will issue an application form designated by the Immigration Services Agency of Japan. Please refer to the "Admission Procedure Guide" for information about how to complete the application form.

III. If you do not have a valid status of residence in Japan (those who do not live in Japan)

Admission to the University requires that you possess a status of residence of "Student" or another status of residence that permits a medium- to long-term stay in Japan as of April 1, 2024. Even if the procedure takes a long time, you are required to come to Japan after obtaining a Certificate of Eligibility for Status of Residence (COE) and a visa, submit your Residence Card to the University, and complete the prescribed procedures by April 30, 2024.

- (1) Proxy application for a Certificate of Eligibility for Status of Residence (COE)
- 1) When you complete the prescribed admission procedures, a legal administrative scrivener appointed by the University may file a proxy application for a COE on your behalf to the Immigration Services Agency of Japan. After the screening process, the Immigration Service Agency of Japan will issue the COE. After receiving the COE, a legal administrative scrivener appointed by the University will send it to you. Upon receiving the COE, please immediately visit a Japanese diplomatic office in your country or a country of your residence, carrying the COE with you to go through the visa application process.

- 2) The status of residence that can be obtained by proxy application is "Student."
- 3) A Certificate of Academic Fee Payment Ability is necessary for a proxy application. Since the issuance of a Certificate of Academic Fee Payment Ability may take a long time, you are advised to allow for an adequate amount of time to prepare for the certificate.
- 4) When requesting the University to apply for your COE on your behalf, please correctly indicate the number of past applications and the number of issuances. In addition, if the COE is not issued due to a false report made in the submitted documents and input contents, the University will not accept requests for proxy application for reapplication.
- 5) The screening procedure for a COE is conducted by the Immigration Services Agency of Japan, while the screening procedure for a visa is conducted by a Japanese diplomatic office in a country of your residence respectively. The University takes no responsibility even if a COE or a visa is not issued. In the case where a COE is not issued, the University will not apply for reapplication of a COE as a proxy.
- 6) In principle, you cannot change your status of residence from "Temporary Visitor" to "Student" in Japan. Please be sure to come to Japan after receiving a visa from a Japanese diplomatic office in your country or a country of your residence.
- 7) The University does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination and/or the entrance examination using the Common Test for University Admissions conducted in or after February, 2024.

- (2) If it cannot be confirmed by April 30, 2024 that you have obtained a Residence Card, your admission to the University will be canceled as of March 31, 2024, regardless of the reason, even if you are reapplying for a status of residence and have taken action for cancellation. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

- (3) If you do not follow the prescribed procedures by April 30, 2024, despite having obtained a Residence Card, you will be dismissed from the University as of April 30, 2024. In this case, the admission fee and the tuition and fees (for the spring semester) will not be refunded.

Details will be announced in the "Admission Procedure Guide" distributed after the announcement of application results.

July 1, 2023
Toyo University

●Inquiries about admission procedures

Your Faculty	Contact
Faculty of Letters	Education Affairs Section for the Faculty of Letters bungaku03@toyo.jp
Faculty of Economics	Education Affairs Section for the Faculty of Economics https://forms.gle/vHKkSjokxqPCQYTb6
Faculty of Business Administration	Education Affairs Section for the Faculty of Business Administration https://forms.gle/ce18YsceyNqEvQif8
Faculty of Law	Education Affairs Section for the Faculty of Law https://forms.gle/RUTrdDpptBZC1CgNA
Faculty of Sociology	Education Affairs Section for the Faculty of Sociology https://forms.gle/e45r66gWR2H5tpLEA
Faculty of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies ml-grs-kyomu@toyo.jp
Faculty of International Tourism Management	Education Affairs Section for the Faculty of International Tourism Management https://forms.gle/7qQFFM1mPEYoKQV37
Faculty of Science and Engineering	Education and Student Affairs Section, Kawagoe Campus Office https://onl.sc/zdjKKBu
Faculty of Information Sciences and Arts	Education and Student Affairs Section, Kawagoe Campus Office https://onl.sc/zdjKKBu
Faculty of Life Sciences	Administration Section, Itakura Campus Office https://forms.gle/aYAXQ1E5heeKGMd6A
Faculty of Food and Nutritional Sciences	Administration Section, Itakura Campus Office https://forms.gle/aYAXQ1E5heeKGMd6A
Faculty of Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office (INIAD) ml-iniad-fs@toyo.jp
Faculty of Design for Welfare Society	Administration Section, Akabanedai Campus Office (WELLB) mlakyo@toyo.jp
Faculty of Health and Sports Sciences	Administration Section, Akabanedai Campus Office (WELLB) mlakyo@toyo.jp

●Inquiries about Status of Residence and Visa

Contact
Toyo University Support Office for COE and Status of Residence toyo-pugs@tugs.co.jp

2024年秋入学対象

東洋大学に入学するにあたっての入学手続（在留資格等）について

I. 共通事項

- (1) 本学に入学する外国人学生（日本国以外の国籍を有する者）は2024年9月20日時点で「留学」または他の中長期在留資格を有している必要があります。「短期滞在」の在留資格で本学に入学することはできません。入学取消しについては下記「II（1）」または「III（2）」の内容を必ず確認してください。
- (2) 本学に入学を許可された外国人学生は、「留学」の在留資格を申請することができます（※）。
- ※学部生の場合
- ・第2部・イブニングコース（夜）に入学の外国人学生は、在留資格「留学」を取得することができません。
- ※大学院生の場合
- ・経営学研究科ビジネス・会計ファイナンス専攻中小企業診断士登録養成コースに入学の外国人学生は、在留資格「留学」を取得することができません。
 - ・本学では2024年8月に実施する入学試験の在留資格認定証明書の代理申請は行いません。
- (3) 外国人留學生対象の授業料減免、奨学金受給等の制度は、在留資格が「留学」の外国人学生が申請できるものです。日本に長期に滞在できる「留学」以外の在留資格でも入学・在学することはできますが、その場合は外国人留學生対象の授業料減免、奨学金受給等の制度は利用できません。外国人留學生対象の制度利用を希望する場合は、在留資格変更許可申請を行ってください。
- (4) 本学への入学手続を完了した後に、やむを得ない理由により入学辞退を希望し、期日までに所定の手続により届出をした者には、入学金を除く納付金を返還します。
- (5) 本学への入学にかかる手続として、各キャンパスで実施する事前手続、オリエンテーション、就学手続は必ず行ってください。なお、学部・研究科・専攻によっては、別途事前手続を行う場合がありますので、その際はその手続も必ず行ってください。
- (6) 在留資格申請にかかる所定の手続、再申請、取消訴訟等により、授業を欠席する等に伴う不利益について、本学は一切の責任を負わないものとしますので、ご留意ください。

II. 有効な在留資格がある場合（日本に居住している方）

※「短期滞在」の在留資格では、大学に在籍することができません。入学前に中長期の在留資格を取得する必要がありますので、「III、有効な在留資格がない場合」と同じ手続を行ってください。

「留学」または他の中長期在留資格を有している場合においても、現在の在留資格期限に応じて在留期間更新申請または在留資格変更申請を行ってください。ただし、各学校修了（卒業）後、本学入学前までに3か月以上留学の活動を行わない期間がある場合は、「III、有効な在留資格がない場合（日本に居住していない方）」と同じ手続を取ってください。

- (1) 2024年9月20日時点で、「留学」または他の中長期在留資格を取得していない場合（「在留期間更新申請中」または「在留資格変更申請中」は除きます。）は、本学への入学許可は2024年9月19日付けで取り消しとなります。この場合は、所定の手続を行うことで入学金を除く納付金を返還します。
- ※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (2) 2024年9月20日時点で、「在留期間更新申請中」または「在留資格変更申請中」の場合で、2024年11月19日までに在留期間更新許可又は在留資格変更許可が確認できない場合は、本学が定める日付で除籍となります。この場合は、所定の手続を行うことで、入学金を除く納付金を返還します。
- ※「在留期間更新申請中」、「在留資格変更申請中」には再申請又は取消訴訟にかかる期間を含みます。
- (3) 入学前に「留学」の在留期間の更新をする必要がある場合、もしくは他の中長期在留資格から「留学」に在留資格の変更を希望する場合、東洋大学が出入国在留管理庁へオンライン申請を行います。現在の在留資格期限に応じて各自で手続を行ってください。

III. 有効な在留資格がない場合（日本に居住していない方）

本学に入学するには2024年9月20日時点で、「留学」もしくは他の中長期在留資格を有している必要があります。手続に時間がかかる場合でも、2024年10月19日までに、在留資格認定証明書の交付およびビザ（査証）の発給を受けて来日し、本学に在留カードを提出し、所定の手続を完了させる必要があります。

- (1) 在留資格認定証明書の代理申請について
- ① 所定の入学手続が完了した時点で、本学指定の行政書士を通して出入国在留管理庁に対し「在留資格認定証明書交付」の代理申請を行うことができます。出入国在留管理庁による審査の後、「在留資格認定証明書」が交付されます。その後、本学指定の行政書士から本人に「在留資格認定証明書」を送付しますので、受領後ただちに自国または在住国の在外日本公館にてビザ（査証）の発給手続を行ってください。
- ② 代理申請を行う場合の在留資格は「留学」です。
- ③ 代理申請には「学費支弁能力証明書」が必要です。準備には時間を要する場合があるため、あらかじめ十分な時間的余裕をもって準備

- をしてください。
- ④ 本学で「在留資格認定証明書交付」の代理申請を希望する場合、過去の交付申請回数と交付になった回数を正しく申し出てください。また、提出した全ての書類および入力内容等に関して、虚偽の報告により不交付になった場合、大学での再申請は受理しません。
- ⑤ 在留資格認定証明書については出入国在留管理庁が、ビザ（査証）取得については在住国の在外日本公館がそれぞれ審査を行います。不交付、不発給となった場合について、大学は一切責任を負いません。なお、在留資格認定証明書不交付に伴う再申請の代理申請は行いません。
- ⑥ 日本国内で在留資格「短期滞在」から「留学」に資格変更することは原則できません。必ず自国または在住国の在外日本公館よりビザ（査証）の発給を受けてから来日してください。
- ⑦ 本学では2024年8月に実施する入学試験の在留資格認定証明書の代理申請は行いません。
- (2) 2024年10月19日までに、在留カードの取得が確認できない場合は、再申請、取消訴訟等にかかる期間を含む一切の理由にかかわらず、本学への入学許可2024年9月19日付けで取り消しとなります。この場合は、所定の手続を行うことで入学金を除く納付金を返還します。
- (3) 2024年10月19日までに、在留カードを取得しているにもかかわらず、所定の手続を行わなかった場合は、2024年10月19日付けで除籍となります。この場合は、入学金および納付金（秋学期分）は返還しません。

手続の方法等の詳細は、合格発表後「入学手続のしおり」でお知らせします。

2024年1月9日
東洋大学

●入学手続に関するお問い合わせ先

合 格 学 部	問 い 合 わ せ 先	
国際学部	国際学部教務課	ml-grs-kyomu@toyo.jp
情報連携学部	赤羽台事務部赤羽台事務課	ml-iniad-fs@toyo.jp

●在留資格、ビザ（査証）等に関するお問い合わせ先

問 い 合 わ せ 先	
東洋大学在留資格サポートオフィス	toyo-pugs@tugs.co.jp

For Admission in Fall 2024

Toyo University Admission Procedures (Status of Residence)

I. Common matters

- (1) International students (persons with nationalities other than Japan) who are admitted to Toyo University are required to have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 20, 2024. Those with a status of residence of “Temporary Visitor” are not eligible for admission to the University. Please be sure to confirm the contents of “Ⅱ (1)” or “Ⅲ (2)” below for cancellation of admission.
- (2) International students who have been accepted for admission to the University can apply for a status of residence of “Student.” (*)
- *For undergraduate students
- International undergraduate students admitted to the Evening Course cannot obtain a status of residence of “Student.”
- *For graduate students
- International students who are admitted to the Master’s Program in the Concentration in SME Consultant Certification, the Course of Business, Accounting and Finance, the Graduate School of Business Administration cannot obtain a status of residence of “Student.”
 - The University does not apply for a Certificate of Eligibility for Status of Residence for those who pass the entrance examination conducted in August, 2024.
- (3) Only international students with a status of residence of “Student” are eligible for the University’s partial tuition waiver and scholarships for international students. Although those with a status of residence other than “Student” that permits a long-term stay in Japan can be admitted to and enrolled in the University, they cannot apply for the University’s partial tuition waiver and scholarships for international students. If you wish to benefit from the system for international students, please apply for the Change of Status of Residence.
- (4) If, due to unavoidable circumstances, you are obliged to withdraw from admission to the University after completing the admission procedures, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures by the due date.
- (5) As part of the procedures related to admission to the University, you are required to complete the pre-admission procedures and enrollment procedures, and participated in the orientation implemented at each campus, respectively. Depending on the faculty, department, graduate school, or course, you may need to perform separate pre-admission procedures. In that case, please be sure to perform that procedures as well.
- (6) Please note that the University takes no responsibility for any disadvantage that may arise from absence from classes due to following the prescribed procedures related to resident status application, reapplication and actions for cancellation.

II. If you have a valid status of residence in Japan (those who live in Japan)

*Those with a status of residence of “Temporary Visitor” are not eligible to be enrolled in the University. International students are required to obtain a status of residence that permits medium- or long-term stay in Japan before entering the University. If you have Temporary Visitor status of residence, please refer to “Ⅲ. If you do not have a valid status of residence in Japan (those who do not live in Japan)” and follow the instructed procedure.

Even if you have a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan, you are required to apply to extend your period of stay according to your current period of stay or change your status of residence.

However, if there is a period during which you are not an international student for 3 months or more after completing (graduating) from the last school attended and before entering the University, please refer to “Ⅲ. If you do not have a valid status of residence in Japan (those who do not live in Japan)”, and follow the same procedure.

- (1) If you have not obtained a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 20, 2024 (except when your application for extension of period of stay or change your status of residence is being processed), your admission to the University will be canceled as of September 19, 2024. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
- *The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.
- (2) If you apply to extend your period of stay or change your status of residence as of September 20, 2024, and if it is not confirmed by November 19, 2024 that you are allowed to extend your period of stay or change your status of residence, you will be dismissed from the University as of the date designated by the University. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.
- *The period when your application for extension of period of stay or change your status of residence is being processed includes the period required for resident status reapplication or actions for cancellation.
- (3) If you need to apply for an extension of period of your stay or change your status of residence to “Student”, the University will apply online to the Immigration Services Agency of Japan. You are requested to apply for an extension of period of your stay on your own.

III. If you do not have a valid status of residence in Japan (those who do not live in Japan)

Admission to the University requires that you possess a status of residence of “Student” or another status of residence that permits a medium- to long-term stay in Japan as of September 20, 2024. Even if the procedure takes a long time, you are required to come to Japan after obtaining a Certificate of Eligibility for Status of Residence (COE) and a visa, submit your Residence Card to the University, and complete the prescribed procedures by October 19, 2024.

- (1) Proxy application for a Certificate of Eligibility for Status of Residence (COE)
- 1) When you complete the prescribed admission procedures, a legal administrative scrivener appointed by the University may file a proxy application for a COE on your behalf to the Immigration Services Agency of Japan. After the screening process, the Immigration Service Agency of Japan will issue the COE. After receiving the COE, a legal administrative scrivener appointed by the University will send it to you. Upon receiving the COE, please immediately visit a Japanese diplomatic office in your country or a country of your residence, carrying the COE with you to go through the visa application process.
- 2) The status of residence that can be obtained by proxy application is “Student.”
- 3) A Certificate of Academic Fee Payment Ability is necessary for a proxy application. Since the issuance of a Certificate of Academic Fee Payment Ability may take a long time, you are advised to allow for an adequate amount of time to prepare for the certificate.

- 4) When requesting the University to apply for your COE on your behalf, please correctly indicate the number of past applications and the number of issuances. In addition, if the COE is not issued due to a false report made in the submitted documents and input contents, the University will not accept requests for proxy application for reapplication.
- 5) The screening procedure for a COE is conducted by the Immigration Services Agency of Japan, while the screening procedure for a visa is conducted by a Japanese diplomatic office in a country of your residence respectively. The University takes no responsibility even if a COE or a visa is not issued. In the case where a COE is not issued, the University will not apply for reapplication of a COE as a proxy.
- 6) In principle, you cannot change your status of residence from “Temporary Visitor” to “Student” in Japan. Please be sure to come to Japan after receiving a visa from a Japanese diplomatic office in your country or a country of your residence.
- 7) The University does not apply for a Certificate of Eligibility for Status of Residence on behalf of those who pass the entrance examination conducted in August, 2024.

- (2) If it cannot be confirmed by October 19, 2024 that you have obtained a Residence Card, your admission to the University will be canceled as of September 19, 2024, regardless of the reason, even if you are reapplying for a status of residence and have taken action for cancellation. In this case, you may receive a refund for the tuition and fees that you have paid, excluding the admission fee, provided that you follow the prescribed procedures.

- (3) If you do not follow the prescribed procedures by October 19, 2024, despite having obtained a Residence Card, you will be dismissed from the University as of October 19, 2024. In this case, the admission fee and the tuition and fees (for the spring semester) will not be refunded.

Details will be announced in the “Admission Procedure Guide” distributed after the announcement of application results.

January 9, 2024
Toyo University

●Inquiries about admission procedures

Your Faculty	Contact	
Faculty of Global and Regional Studies	Education Affairs Section for the Faculty of Global and Regional Studies	ml-grs-kyomu@toyo.jp
Faculty of Information Networking for Innovation and Design	Administration Section, Akabanedai Campus Office (INIAD)	ml-iniad-fs@toyo.jp

●Inquiries about Status of Residence and Visa

Contact	
Toyo University Support Office for COE and Status of Residence	toyo-pugs@tugs.co.jp