

Application Guidelines

English Track Program April & September 2021

Master's Degree Program: (2-year)

- **MS in Digital Business & Innovation**
- **MA in Economics**
- **MA in International Relations**

5-year Ph.D. Degree Program: (5-year)

- **Ph.D. in Digital Business & Innovation**



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1. PROGRAM OVERVIEW

Tokyo International University offers master's degrees in Digital Business & Innovation, Economics and International Relations with all courses taught in English. The programs are designed to meet the needs of students around the world, and enable graduates to flourish on the global stage through studying in a truly multi-cultural academic environment in Tokyo, the center of technological innovation, historical tradition, and global business of Japan. All master's programs welcome applications not only from current undergraduates but also from mid-career professionals and others who seek to advance their expertise in business and global affairs.

Master of Science (M.S.) in Digital Business & Innovation **(Graduate School of Business and Commerce)**

The dramatic changes caused by innovations in technology and the expanding global economy have opened up vast opportunities around the world, especially in emerging countries. Starting with well-rounded foundation courses, the newly developed Master's Program in Digital Business & Innovation offers a flexible curriculum that allows students to select a variety of courses from areas covering digital economy, digital marketing, digital technologies and business, and entrepreneurship that are paramount for building professional careers in demand today. Digital technologies that are covered include artificial intelligence, blockchain technology, deep learning, virtual reality (VR), augmented reality (AR), mixed reality (MR), social media, and more. A unique element of the program is it gives students hands-on experience in data analytics or running a business. Under supervision and guidance from faculty, students can write an Honor's Thesis to prepare for advancing to Ph.D. studies, or produce a thesis with research and practical orientation aimed to achieve career goals.

Master of Arts (M.A.) in Economics Program (Graduate School of Economics)

The Graduate School of Economics of Tokyo International University (GSE-TIU) aims to train creative experts who have the ingenuity to face diverse policy issues from a global perspective. It also focuses on developing basic research capabilities that enable students to explore policy challenges in the real economy. Students can hone their analytical skills by pursuing a well-rounded variety of courses in a multi-cultural environment. Through intensive tutorial seminars and joint workshops, students can advance their research to complete a truly outstanding thesis.

Master of Arts (M.A.) in International Relations Program **(Graduate School of International Relations)**

The master's program in International Relations provides students with a unique opportunity to develop expertise on a wide range of global issues, such as war and regional conflict, development and sustainability, climate change, and human rights. With its diverse faculty and student body combined with small class sizes, the program encourages active learning through debates, presentations, group projects, field studies, internships, and the like. It prepares students for global leadership and enables graduates to pursue careers in international organizations, business, education, public administration, and NGOs.

5-year Ph.D. Degree Program in Digital Business & Innovation
(Graduate School of Business and Commerce)*

This intensive program allows motivated, focused students to earn a Doctorate degree in Digital Business & Innovation in 5 years. Students spend the first 2 years intensively earning credits toward their Ph.D. degree. Students then take two preliminary examinations, then advance to the Ph.D. level upon passing the exams. During the final 3 years, students focus on their specializations even more as they prepare their Ph.D. dissertation. It is possible for students who do not pass the two preliminary exams and withdraw from the 5-year Ph.D. program to change their affiliation to the Master's Degree only program. Students who change their affiliation and meet all requirements for completion, including the thesis, may earn a Master's Degree. Students who pass the two preliminary exams but do not successfully complete their dissertation have the option to withdraw from the 5-year Ph.D. program and obtain just a Master's Degree.

*If you would like to apply for the 5-year Ph.D. Degree Program, please contact the E-Track Admissions Center before you apply. We also offer an independent 3-year Ph.D. Degree Program for those who already have a relevant Master's degree.

2. ADMISSIONS FLOW

Step 1: Before Applying	• Check the application schedule	p. 5
	• Decide your major	p. 6-7
	• Confirm your application eligibility	p. 8-9
	• Prepare required physical documents (certified copies) and draft a statement of purpose.	p. 14-16
Step 2: Application	• Send the required physical documents (certified copies) by a registered mail service	p. 14-16
	• Register My TIU Page account (online) ☞ www.tiu.ac.jp/apply/master Important: In order to complete the registration of your My TIU Page, you must first pay the application fee. Without the payment of the application fee, you cannot access the application system.	p. 10-9
	• Complete and submit an application on your My TIU Page ☞ www.tiu.ac.jp/mypage/master Important: Submit your application before the indicated deadline! Late submissions are not accepted.	p.11-13
Step 3: Screening	• TIU reviews all completed applications. The E-Track Admissions Center may contact you regarding your application. Communication will be primarily over email and through announcements on your My TIU Page. Applicants are required to check their email and My TIU Page on a regular basis. An interview may be conducted if deemed necessary.	
Step 4: Announcement of Results	• Confirm your admission and scholarship results on your My TIU Page and download the matriculation documents.	p. 16-17
Step 5: Enrollment Procedure & Visa	• Pay the tuition and fees by the designated date to formally accept our offer.	p.5, 19
	• Submit Certificate of Eligibility (COE) related documents.	p. 21
	• The Immigration Services Agency of Japan issues COEs. TIU sends COEs to admitted students. • Apply for a student visa at a Japanese Embassy or consulate.	p. 21
Step 6: Departure to Japan	• Receive information about orientation. • Arrive in Japan before the start of the semester.	

3. ADMISSIONS SCHEDULE

[April 2021 Intake] Spring Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Submission of Visa-related Documents	Payment of Tuition and Fees
For all applicants				
1	Sep 30 (Wed), 2020	Oct 14 (Wed), 2020	Nov 4 (Wed), 2020	Nov 13 (Fri), 2020
Only for applicants residing in Japan who do not need to apply for a new COE/Visa				
2	Jan 13 (Wed), 2021,	Jan 27 (Wed), 2021	Feb 17 (Wed) 2021	Feb 26 (Fri), 2021

[September 2021 Intake] Fall Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Submission of Visa-related Documents	Payment of Tuition and Fees
For all applicants				
1	Apr 14 (Wed), 2021	Apr 28 (Wed) 2021	May 26 (Wed), 2021	Jun 4 (Fri), 2021
Only for applicants residing in Japan who do not need to apply for a new COE/Visa				
2	Jun 2 (Wed), 2021,	Jun 16 (Wed), 2021	Jul 7 (Wed), 2021	Jul 16 (Fri), 2021

- If you are uncertain about your eligibility, contact the E-Track Admissions Center **before** the start of the application period by email using the eligibility verification form.
www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf
- Applicants are required to complete their online registration, My TIU Page, and submit the required documents **by 5:00 pm (UTC+9 Japan Standard Time)** on the date of the application deadline. Late submissions will not be accepted.
- Rejected applicants cannot re-apply for the same intake (semester), but can apply for the next intake.

4. NUMBER OF STUDENTS TO BE ACCEPTED

Major	Intake 2021(total of Spring and Fall)
Digital Business & Innovation (MS)	Approximately 30
Economics(MA)	Approximately 20
International Relations(MA)	Approximately 20
Digital Business & Innovation (5 year Ph.D. Program)	Approximately 3

The above totals are inclusive of students admitted to TIU's English-medium and Japanese-medium programs.

5. MAJORS & COURSES

Applicants are required to select a preferred faculty advisor depending on their field of interest. You will find the names of the Faculty Professors on the following website:

📄 www.tiu.ac.jp/etrack/graduate/admissions.html

Remember to include the name of your professor of choice on your My TIU Page.

TIU will assign the most appropriate faculty advisor to you after reviewing your research plan and other application documents.

Note: Courses are subject to change.

[Courses Offered in the Master's Degree Program in Digital Business & Innovation (Business and Commerce)]

- Business Mathematics (Intensive Course)
- Quantitative Research Method
- Qualitative Research Method
- International Finance
- Human Resource Management
- Machine learning in Economics
- Social Media Marketing
- Artificial Intelligence and Intelligent Product Development
- Implementing Blockchain Technologies
- Innovation Management and Open Innovation
- Digital Business Strategies
- Business Statistics (Intensive Course)
- Development Macroeconomics
- Development Microeconomics
- Corporate Finance (includes Accounting)
- Marketing Theory
- Digital Marketing
- Entrepreneurship Strategy
- Institutions and Business Transformation
- Python for Business Analysis: From Standard Methods to Deep Learning
- New Product Development (AR/MR Based)
- Project Management
- MS Thesis

[NOTE]

If you would like to apply for the 5-year Ph.D. Degree Program, please contact the E-Track Admissions Center before the application.

[Courses Offered in the Master's Degree Program in Economics]

- Microeconomics
- Macroeconomics
- Econometrics
- Statistics
- Money and Finance
- International Economics Workshop
- Development Economics Workshop
- Academic Reading and Writing
- Joint Workshop I-IV
- Academic Reading and Writing A/B
- Microeconomics Workshop
- Macroeconomics Workshop
- Econometrics Workshop
- Economic Statistics Workshop
- International Trade
- Development Economics
- Regional Economics
- Master's Seminar I-IV

[Courses Offered in the Master's Degree Program in International Relations]

- Quantitative Research Methods
- Comparative Culture
- Global Integration
- Human Rights
- International Development
- International Political Economy
- Maritime Security and Ocean Governance
- Theories of International Relations
- Qualitative Research Methods
- Comparative Politics
- Global Politics
- International Cooperation
- International Law
- International Security
- Political Economy of Development
- MA Thesis Seminar

6. APPLICATION ELIGIBILITY

Applicants must fulfill both **Requirement 1** and **Requirement 2**.

● Requirement 1: Educational Background

Applicants **must** complete, or be scheduled to complete **one** of the following criteria before the enrollment date* at TIU.

- ① Complete from a Japanese university.
- ② Complete a 16-year standard education curriculum outside Japan.
- ③ Hold a bachelor's degree or an equivalent awarded by a foreign educational institution which requires three years of education or more for graduation.

*The date of enrollment is April 1 for spring enrollment and end of August for fall enrollment.

Note: If you have other educational qualifications, download the "Eligibility Check Form" from the "Downloads" page of English Track Website, and email the completed form to the E-Track Admissions Center before the application period begins.

📄 www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf

● Requirement 2 : English Proficiency

Applicants must be able to demonstrate sufficient linguistic ability to understand lectures in English. Applicants are required to take **one** of the following English tests and achieve **at least** the minimum score indicated below.

	Tests / Examinations	Minimum Requirement	How to submit	
1	TOEFL (MyBest Score is not accepted.)	80	Order a score report at each test organization	Institutional Code : 4435
2	Pearson PTE Academic	50		Choose Tokyo International University
3	IELTS Academic Module (IELTS Indicator is accepted.)	Overall 6.0	Upload a score report on the My TIU Page (Hard Copy is NOT required)	
4	TOEIC (Listening & Reading)	780	Submit an original official score certificate (*Institutional Test is NOT acceptable)	
5	Duolingo English Test	95	Send a test score online	
	These tests must have been taken within the past two years of the date of application.			

Important:

- For English tests taken at home, there have been cases of the results being issued later than expected, for example due to a poor internet connection or other reasons. Please take the test earlier than later if possible, allowing yourself time to troubleshoot with the test provider should there be a delay in your results.
In principal, applications will not be considered if the English test score is not submitted by the deadline for any reason, in which case the applicant must apply again during the next application period.
- Results of Institutional Program (IP) tests are **not** accepted. (IP tests are held within schools or organizations. These tests are not accepted by universities.)

- **English test certificates will not be returned to applicants under any circumstances.**






English Test Exemption:

Applicants from Australia, Canada, Ireland, New Zealand, Singapore, The United Kingdom, or the United States who have undertaken their official secondary in the English language for at least 6 years, or higher education for at least 3 years are not required to submit an English test score.

However, those who received education in the English language, even at an international school, outside of the aforementioned countries must still provide a proof of English proficiency.

- Students currently enrolled in the E-Track Undergraduate Degree Program are not required to submit an English test score.

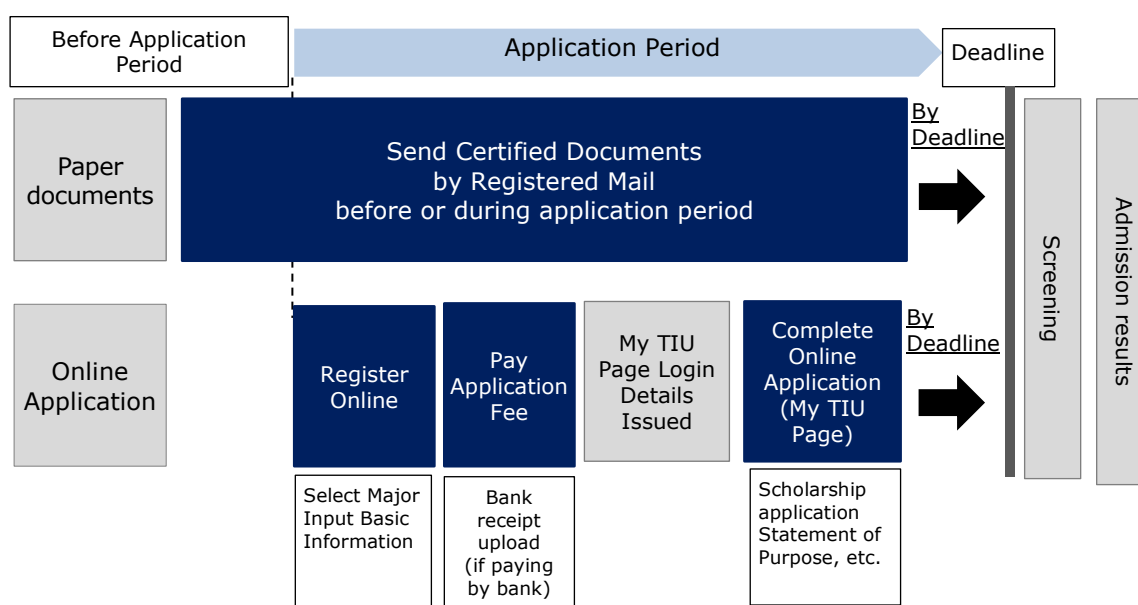
Useful links for English and tests:

TOEFL	 https://www.ets.org/toefl
Pearson PTE	 http://pearsonpte.com
IELTS	 https://takeielts.britishcouncil.org
TOEIC	 https://www.ets.org/toeic
Duolingo English Test	 https://englishtest.duolingo.com/home

7. APPLICATION PROCESS

Applications are only accepted during an ongoing application period (see page 5). Applicants must first register a “My TIU Page” account and pay an application fee before they can proceed with their application. Then, applicants must complete and submit an online application on their My TIU Page, and send all required certified documents to the E-Track Admissions Center, before the application period deadline. Please make sure to prepare necessary documents **well in advance**. Documents may be sent ahead of time. TIU may contact the applicant or the issuing entity with questions regarding the contents or authenticity of any submitted documents or information. In the event TIU learns false information or forged documents were submitted, acceptance will be withdrawn if discovered, even after enrollment.

Application Flow Chart



I. Register a My TIU Page Account

My TIU Page account registration: www.tiu.ac.jp/apply/master

Each My TIU Page account is tied to a specific application period. Accounts **cannot** be used to apply for other application periods or intakes. The following six steps must be completed in order to register a My TIU Page account:

- Step 1:** Select your preferred major.
- Step 2:** Agree to TIU’s privacy policy.
- Step 3:** Enter your basic information, click on “Send Test Email”, and enter the verification code sent to your email address.
- Step 4:** Confirm your information and finalize. **IMPORTANT!** Your choice major **cannot** be altered beyond this point.
- Step 5:** Pay the 5,000 JPY application fee (see next page)
- Step 6:** My TIU Page account created. The login details will be sent to your email address. From here, you can proceed to filling out your online application.

Important: Progress cannot be saved. All steps, including payment, must be completed to register an account. If you stop halfway, you will need to start over again from step 1.

• If paying by credit card, have your credit card with you when you start the online application.

Application Fee	5,000 JPY	<i>*Charged in Japanese yen.</i>
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The payment of the application fee is required **before** applicants can proceed with their online application on their My TIU Page. This fee is **non-refundable**. During step 4 of the My TIU Page account registration, applicants are required to select the payment method of the screening fee. The method can only be selected once. The following two payment methods are available:

1) Payment by Credit Card (Recommended)
TIU recommends using a credit card to pay the screening fee. Debit cards are not accepted.
2) Payment by Bank Transfer (only if any credit card is not available)
<p>Any bank transfer fees must be paid by the applicant. Bank transfer fees can amount to over 3,000 yen (~30 USD). Bank transfers may also experience processing delays. In order to avoid any extra fees and/or delays, we highly encourage applicants to use a credit card and pay through our online system.</p> <p>Bank Details:</p> <p>Bank name: Mizuho Bank, Ltd. Branch: Kawagoe Branch Account number: 1282121 Account type: Savings account (<i>futsū kōza</i> 普通口座) SWIFT code: MHCBJPJT Account name: Tokyo International University Bank address: 2-1-8 Shintomi-cho, Kawagoe, Saitama 350-0043 Japan Amount: 5,000 JPY</p> <p>*Bank remittance to Japan does not require an IBAN code.</p> <p>Once the bank transfer is completed, a scanned copy of the bank remittance receipt must be uploaded via your My TIU Page (see next section) before the deadline. Without a copy of the bank remittance receipt, TIU cannot link your payment to your account.</p>

II. Complete and Submit Application on My TIU Page

My TIU Page login URL: www.tiu.ac.jp/mypage/master

As soon as you have completed the registration of your My TIU Page, a "Web Registration ID" will be generated and sent to your email address. Please keep this information for your records. In order to log into your My TIU Page, you will need to provide your email address and Web Registration ID. **Bookmark** the link to the "My TIU Page". Once logged in to your My TIU Page, click on "Your Application" on the left hand side and proceed to fill out the

requested items under "Online Submission Required". Click on "Edit" to make any changes. All changes must be saved manually. Completed items will be indicated with a checkbox. When all required items are complete and you are ready to submit your application, click on "Submit Application" at the bottom of the page to finalize. For detailed instructions for each item, please refer to the following page.

Important: You cannot edit your My TIU Page after submitting your application!

My TIU Page Item	Instructions
Basic Information mandatory	This is the information submitted when you registered your My TIU Page. Please review if all information is correct. Information can be updated if necessary.
Upload Bank Transfer Receipt if applicable	<i>*Only displayed if you selected Bank Transfer as a payment method.</i> Upload a scan or photo of the receipt of the bank transfer. Allowed file types: JPEG, PDF or PNG (under 2 MB in size)
Educational Background mandatory	List all schools attended and the school you are currently attending (if any) in chronological order (from the first grade of Elementary School to the most recent school). Make sure you input all information accurately, including the full school name, category, location, attendance period, and language of instruction.
Score Information mandatory	Provide the details of your English proficiency, matching the eligibility requirements specified on pages 8 and 9, and upload a copy of your test report (unless exempted). Allowed file types: JPEG, PDF or PNG (under 2 MB in size)
	<GMAT scores>(optional) GMAT score holders should submit their test scores. (📄 www.mba.com/global) Scores are valid for five years after the test was taken. The score report must be sent directly to TIU.
	<GRE scores>(optional) GRE score holders should submit their scores online. (📄 www.ets.org/gre) For tests taken on or after July 1, 2016, scores can be requested for five years following your test date. For example, scores for a test taken on July 3, 2017, can be requested through July 2, 2022. For tests taken prior to July 1, 2016, scores can be requested for five years following your test date (July 1– June 30). For example, scores for a test taken on May 15, 2015, are reportable through June 30, 2020. GRE scores earned prior to July 2012 cannot be retrieved. Please request that the score report be sent directly to TIU. The GRE institutional code for TIU is 7101 .

Statement of Purpose mandatory	<p>Type your essay in English on the My TIU Page. Your statement should describe the following 4 points. Please be sure the essay is mainly focused on your Research Proposal.</p> <ol style="list-style-type: none"> 1) Research Proposal (including tentative title, research question, hypothesis/main argument, methodology, significance of study) 2) Academic background 3) Future career objective(s) 4) Desired faculty advisor(s) and the reasons <p>The essay length should be approximately 1,000 words and no more than 2,000 words.</p> <p>* TIU's Plagiarism Policy can be found on page 22.</p> <p>< Preferred Supervisor></p> <p>Please name one TIU faculty member after referring to the faculty list on the following website: https://www.tiu.ac.jp/etrack/graduate/admissions.html</p> <ul style="list-style-type: none"> • If you wish to name two as your preferred faculty advisors, please name them in order of priority. We cannot guarantee that the faculty you chose will be your advisor. TIU will assign the most appropriate faculty advisor. • Applicants are not required to contact the faculty directly before admitted.
Upload Photo mandatory	<p>Upload a passport-style photo. This photo will be used for your application, visa COE application, and your TIU student ID.</p> <p>The photo must:</p> <ul style="list-style-type: none"> • be taken within the last 3 months • feature a portrait view from above the chest • feature a plain background • not include a hat or cap. *Religious headgear is allowed, but make sure that it is not covering your face at all <p>Detailed specifications for photos can be found here: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html</p> <p>Allowed file types: JPEG or PNG (under 2 MB in size) File resolution: 480 (width) x 640 (height) pixels or larger</p>
Passport and Residence Card if available	<p>Upload a copy of your passport information page, which features your photo, full name, passport number etc. Type your passport details and make sure you input your name in all capital letters in the order shown on your passport. Answer the question about your previous visa/COE applications.</p> <ul style="list-style-type: none"> • Applicants who do not have a valid passport, or who are renewing their passport at the time of application, are still eligible for application. However, a new passport must be issued before the submission deadline of visa-related documents. • If there is an amendment in your passport, such as added or altered names, submit a copy of the endorsement or alterations page showing this information. <p>Holders of a Japanese Residence Card (<i>zairyū card</i>) are required to upload a copy of both sides of the card.</p> <p>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</p>
Tuition Reduction Scholarship Application Form mandatory	<p>All applicants are required to declare if they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO'. If you selected 'YES', state your reason for applying to the scholarship (up to 100 words). If you selected 'NO' you will not be considered for the TIU tuition reduction scholarship.</p>

**If you experience any issues when uploading files to our system, email them to the E-Track Admissions Center.*

III. Send Certified Documents by Registered Mail

TIU requires the physical submission of certain certified documents. Prepare the items A to G listed in the table on pages 15 and 16, and send them to the following address:

E-Track Admissions Center
Tokyo International University
4-23-23 Takadanobaba, Shinjuku,
Tokyo 169-0075 JAPAN
☎ +81-3-3362-9644

** If you live in Indonesia, Thailand, or Vietnam,
you can submit your documents to our local office.
Please refer to the addresses on the back of this
guideline.*

If you are sending documents from outside of Japan, use a traceable international courier service (e.g. DHL, EMS, FedEx). If you are sending domestically from Japan, use the Simplified Registered Mail (kan'i kakitome 簡易書留) service from Japan Post and let us know the tracking number. TIU strongly recommends that you make copies of all documents before sending, and email those digital copies to TIU.

Important:

- **Applicants must submit certified copies of documents unless stated otherwise. See the following link to know how to make a certified copy.**
https://www.tiu.ac.jp/etrack/info/docs/certified_copies.pdf
We do not accept original documents unless preparing certified copies is not possible.
- **A certified document is a document that has been marked with a stamp or seal by the issuing institution or a notary public as being equivalent to the original. If a document is photocopied after being marked with a stamp, TIU will not consider it a certified document.**
- **All documents must be written in English or Japanese.** Translation is required for other languages. Translations must be provided by a school official, an official agency such as embassy or consulate, the applicant, or an official translator. In the event that the documents are translated by the applicant or a translator, the translation must be certified by the school or the official agency. Make sure that the name of the translator and their contact information is included.
- When the document is translated, **both** the certified copy and translated documents must be submitted.
- Original certificates that cannot be reissued will be returned only if a 'Request Form for Return of Submitted Materials' is submitted during the application period. Certified copies, letters, and English test results will not be returned to applicants. The form is available from the E-Track website under Admissions:
<https://www.tiu.ac.jp/etrack/admissions/downloads.html>

Item	Documents to submit	Details
A	Official Transcript mandatory	<p>An official transcript showing all courses taken, grades received, and grading scheme in the current/former university must be submitted. If there are no explanations about the grading system on the transcript, official documents that explain about the grading system at the institution should also be submitted.</p> <p>The transcript must be certified by a university official and be officially sealed in a university envelope.</p> <p>TIU accepts digital transcript service. Students may have their institutions send digital transcripts through a company such as: Parchment (☐ http://www.parchment.com) and SCRIP-SAFE International (☐ http://www.scrip-safe.com)</p>
B	Certificate of Graduation from College or University mandatory	<p>Applicants are required to submit an official Certificate of Graduation. Those who have graduated early, or have skipped a grade, must submit an official document issued by the university certifying this fact. Admitted applicants who are attending universities at the time of application will be asked to submit a proof of graduation and/or final transcripts upon arrival at TIU.</p>
C	Proof of English Proficiency if applicable	<p>The method of submission of the English proficiency test score report is different for each test. Confirm the details on pages 8 and 9 under "Requirement 2: English Proficiency", and submit or order a document proving your English proficiency. Certain score reports can be delivered digitally.</p> <ul style="list-style-type: none"> - Most English test scores are valid for 2 years only. See page 8 for details. For English test exemptions, see page 9. <p>No institutional program (IP) test results are accepted.</p> <ul style="list-style-type: none"> - Students currently enrolled in the E-Track Undergraduate Degree Program are not required to submit an additional English test score.
D	Two Letters of Recommendation (originals required) Mandatory	<p>Two original letters of recommendation from a teacher, professor, academic advisor, or school official of the most recent university attended who can attest to the applicant's academic ability. Letters from workplace supervisors or others who have no academic relation to the student are not accepted.</p> <p>It must:</p> <ul style="list-style-type: none"> ● be physically signed and dated by the reference ● be issued within the last 6 months ● show the reference's contact information (telephone number and email address) <p>Note: If your reference has an official school domain email address (NOT @gmail, @outlook, etc.) and sends a scanned copy of the letter from this address, no original letter needs to be submitted afterwards. In all other cases, the original letter must be submitted by the deadline.</p> <p>Download a sample recommendation letter template here: ☐ https://www.tiu.ac.jp/etrack/admissions/downloads.html</p>

E	Documents from Schools in Japan if applicable	Applicants who have attended a language school or vocational college in Japan must submit 1) a certificate, 2) a transcript, and 3) a document showing the attendance rate at the school (<i>shussekiritsu shōmeisho</i>).
F	Proof of Scholarships from Other Organizations if applicable	Applicants who will receive scholarships offered by organizations other than TIU after their admission are required to submit proof of the scholarships (e.g. the CSN offered by the Swedish government, or other governmental financial aid from their home countries).
G	Application documents checklist optional	Complete the checklist on page 25, then copy and submit it with the rest of your documents. If you are submitting documents before the application period , you do not have to complete the check boxes referring to the online portion.

8.SCREENING PROCESS

TIU will make a comprehensive evaluation based on all submitted documents. Screening is performed both for admissions and scholarships simultaneously. There is no need for applicants to come to TIU's campus for an interview unless requested otherwise. If necessary, the applicant's school or recommendation letter references may be contacted for further information. Applicants and their schools may also be contacted in the event that clarification is needed in regards to the submitted documents or if there are any missing documents as well. Our communication will be primarily over email and messages on the My TIU Page, so applicants must check their email accounts on a regular basis.

At the end of the application period, application numbers will be assigned to all applicants who submitted their online application. You will receive a notice by email when your application number has been issued. You can confirm your application number on your My TIU Page by clicking on the 'Application Number' tab on the left hand side. Please contact the E-Track Admissions Center if you have not been issued an application number, even after submitting your application on your My TIU Page and sending in your documents.

9.ANNOUNCEMENT OF RESULTS

Applicants can confirm their admission and scholarship results through their My TIU Page from **10:00 a.m. (UTC+9 Japan Standard Time) on the date of announcement of results** (see page 5). First log in to the My TIU Page. After logging-in, click on 'Examination result announcement' on the left hand side. TIU does not disclose your admission and scholarship result via email or telephone. Accepted applicants will be able to download an acceptance letter, an invoice, and other documents required for enrollment from their My TIU Page. Please refer to page 20 for more information about the enrollment procedure.

Important:

- Your acceptance offer is valid only for the intake you applied for. You cannot defer or delay your university admission to another semester.
- The admission result and scholarship level are final with no option to appeal.
- Rejected applicants cannot re-apply for the same intake (semester), but can apply for the next intake. However, the application fee must be paid again, and a new application must be completed and submitted online.
- TIU is unable to disclose the reason for rejection, even when asked.

10.SCHOLARSHIPS

Scholarships can ease students' financial burden. However, financial support, either your own savings or financial supporter's income, is still necessary to live and study in Japan. The 'Student Guide to Japan', published by JASSO, includes a section on "Living Cost and Price" which may help you understand more about the cost of living in Japan:

📄 https://www.jasso.go.jp/en/study_j/sgtj.html

● TIU Tuition Reduction Scholarship

Anyone, including Japanese nationals, applying to the English Track Program is eligible to apply for the TIU tuition reduction scholarship at the time of application. Applicants who were granted a scholarship will have a reduction level applied to their tuition. The reduction will not be applied to the enrollment fee, operations fee, and alumni association fee. The amount of tuition reduction awarded ranges from 30% to 100%.

To apply for the TIU tuition reduction scholarship, see the explanation under 'Tuition Reduction Scholarship Application Form' on page 13.

Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the student applies.

Scholarships are awarded at the same time as the admission results are announced. Successful scholarship applicants and their rate of reduction are decided based on a comprehensive evaluation of all documents and information submitted, including the statement of purpose, official transcripts, letters of recommendation, a valid English proficiency score, and the Tuition Reduction Scholarship Application form.

The scholarship will remain valid for up to 2 years for students in the 2-year master's degree program or up to 5 years for students in the 5-year master's / Ph.D. program if the recipient meets requirements such as maintaining the necessary GPA, taking enough credits, and complying with TIU's behavioral expectations.

● TIU Tuition Reduction Scholarship for Students in 2021

(All amounts are stated in Japanese Yen.)

Tuition Reduction	30%	50%	80%	100%
Annual Reduced Amount 1 st Year	300,000	500,000	800,000	1,000,000
Annual Reduced Amount from 2 nd Year	360,000	600,000	960,000	1,200,000

* See Tuition and Fees on page 19

- **JASSO Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission**

One of the most commonly applied for scholarship by students enrolling to TIU is the “Monbukagakusho Honors Scholarship for Privately-Financed International Students Pre-arrival Admission (University Recommenders)” offered by the government affiliated Japan Student Services Organization (JASSO). TIU will provide information to admitted students on how to apply for this scholarship with TIU’s recommendation.

For more details, please refer to the following website:

📄 https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/tonichimaeyoyaku.html

- **Other Public / Private Scholarships Available after Enrollment (Japan)**

There are several other scholarships offered by public or private organizations in Japan. The Japan Student Services Organization (JASSO) provides a list of public and private scholarship programs for international students.

For more details, please refer to the following website:

📄 http://www.jasso.go.jp/study_j/scholarships_e.html

Applications for some of these scholarships are accepted by TIU after enrollment. Please note that each scholarship has its own requirements which must be met, such as language proficiency, nationality and/or visa type. The requirements may not be the same as TIU’s own application requirements.

Applicants who have been awarded a scholarship are required to inform TIU and submit proof as soon as it becomes available.

- **Scholarships and Financial Aid Offered by Foreign Organizations**

Students may be eligible for scholarships or financial aid offered by public or private organizations in their current country of residence. Currently, TIU students can receive financial aid provided by their home country’s organizations.

Students must apply for these scholarships or benefits on their own. If you are a recipient of any such scholarships, please submit a document to TIU to prove your entitlement as soon as it becomes available.

- **Scholarships Offered by the Ministry of Education, Culture, Sports, Science and Technology of Japan(MEXT Scholarship)**

TIU only accepts Embassy recommendation applicants, and do not accept university recommendation applicants. Applicants must apply directly to Japanese embassies or consular offices outside Japan, and pass the preliminary screening conducted by them.

11. TUITION AND FEES

The amount to be paid is stated in the table below. The enrollment fee, tuition, and fees for the 1st semester must be paid to secure your placement at TIU. The fees must be paid via bank transfer. Other methods are not acceptable. Due dates for all payments are stated on page 5.

The tuition and fees at TIU related to education consist of the following three elements:

- 1) Enrollment fee:** One-time **non-refundable** fee
- 2) Tuition:** Paid on a semester basis
- 3) Operations fee:** Paid on a semester basis. This fee is utilized for the upkeep and maintenance of university facilities.

TIU Tuition and Fees for 2021 (All amounts are stated in Japanese Yen.)

High Tuition and Fees for 2021 (All amounts are stated in Japanese Yen.)							
No.				At School entry	1 st Year (per semester)	2nd Year (per semester)	2-year total
1	Enrollment Fee (Only the first year)			250,000	-	-	250,000
2	Tuition	No Reduction			1,000,000 (500,000)	1,200,000 (600,000)	2,200,000
		Rate of Reduction	30%		700,000 (350,000)	840,000 (420,000)	1,540,000
			50%		500,000 (250,000)	600,000 (300,000)	1,100,000
			80%		200,000 (100,000)	240,000 (120,000)	440,000
			100%		0	0	0
3	Operations Fee				200,000 (100,000)	200,000 (100,000)	400,000

*Tuition and Fees do **not** include accommodation.

- A one-time 40,000 yen Alumni Association fee will be added to the first tuition and fees invoice.
- Applicants who have finished their undergraduate degree at TIU are required to pay 125,000 yen as the enrollment fee. (Half of the enrollment fee will be discounted.)

Tuition Reduction Scholarship	0%	30%	50%	80%	100%
2-Year Total Tuition and Fees (1 + 2 + 3 Combined)	2,850,000	2,190,000	1,750,000	1,090,000	650,000

The enrollment fee, and 1st semester tuition and operations fee must be paid by the deadlines specified in the schedule on page 5. From the 2nd semester onwards, students are required to pay the tuition and operations fee by means of automatic withdrawal from a bank account in Japan. Payments in installments are not accepted. All fees must be paid via bank transfer. Other methods are not accepted. The required amount needs to be deposited in a domestic account before the following withdrawal dates:

Spring Semester	Mid-May	Fall Semester	Mid-October
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12. ENROLLMENT PROCEDURES

The International Exchange Office (IEO) at TIU will be your point of contact for the enrollment procedure. Whenever you communicate with TIU, please make sure to include your Application Number (refer to 'Screening Process' on page 16 on how to confirm your Application Number).

Accepted applicants are required to confirm their admission offer by paying a 250,000 yen **non**-refundable enrollment fee, tuition and other fees, and submit the VISA-required documents by the designated deadlines. These fees will confirm your intention and secure your placement at TIU. Payments in installments are not accepted. Failure in completing all required payments before the due date will cause your admission offer to be revoked.

An enrollment packet, including an invoice for enrollment and other related fees, as well as a certificate of acceptance will become available on the My TIU Page of successful applicants. Other matriculation documents must be downloaded from the My TIU Page, completed, and submitted by their designated dates.

TIU will not refund the enrollment fee under any circumstances. In addition, as Certificates of Eligibility are issued by the Immigration Services Agency of Japan, and visas are issued by the Japanese Embassy under their jurisdiction, TIU will not take any responsibility in the rare event that the documents are not granted.

- For questions about topics including payment of tuition and fees, COE / visa, scholarships, student life, and student housing, contact:

International Exchange Office (IEO)

Phone: +81-49-277-5955/5950

E-mail: etrack-student@tiu.ac.jp

- For questions about academic matters including course registration, the academic calendar, and credit transfer, contact:

E-Track Academic Affairs Office (ETAAO)

Phone: +81-49-277-5943

Email: etrack-academics@tiu.ac.jp

13. VISA INFORMATION

International students who do not have a resident, diplomatic, dependent, or spousal visa must acquire a student visa to attend university in Japan. To obtain a student visa while residing outside of Japan, it is necessary to first apply for a Certificate of Eligibility (COE). TIU will submit the COE application documents to the Immigration Services Agency of Japan on behalf of admitted students if all required documents are submitted to TIU by the designated deadlines and their payments are confirmed by TIU.

- If you do not have a passport at the time of application, prepare one as soon as possible.
- Please do not purchase your flight ticket until you receive your COE.
- The visa procedure for accepted students will be processed by TIU's International Exchange Office (IEO).
- If you are a visa holder who already resides in Japan at the time of application and your visa expires before enrollment to TIU, you are required to visit the Immigration Services Agency of Japan and extend your visa on your own. Applications are accepted three months prior to the date of expiration.
- For current student visa holders residing in Japan: Regardless of the date of expiration stated on your resident card, your student visa will expire upon course completion and leaving your current school. Make sure to confirm the procedure you need to follow with the Immigration Services Agency of Japan. If you are asked to re-apply for a new student visa, please contact the International Exchange Office.
- Warning: If you stay in Japan illegally, you face a high risk of being arrested by authorities, which may result in deportation.
- Applicants who previously applied for a COE or visa to enter Japan, but were rejected, must inform TIU of this fact immediately.

Student Visa (COE) Application Process

STEP 1: Receive an email from TIU's International Exchange Office (IEO) regarding the COE/visa procedure.

STEP 2: Submit all required documents to the IEO as a direct reply to the email message from IEO (step 1). Inaccurate information or discrepancies in the documents may result in the rejection your COE application.

STEP 3: TIU will apply for your COE. IEO will only proceed with your COE application once we have confirmed your payment. It usually takes about 4-10 weeks for the COE to be issued.

STEP 4: Receive your issued COE. Once your COE has been issued, we will send it to you via a traceable courier (DHL, FedEx etc)

STEP 5: Upon receiving your COE, take the COE to the Japanese Embassy/ Consulate that has jurisdiction over your domicile in order to apply for your visa.

14.GENERAL POLICIES

● Refund Policy

If a successful applicant decides not to enroll in TIU after paying all fees from the invoice, TIU will refund the tuition, operations fee, and alumni association fee. However, the enrollment fee is **non-refundable**. In order to have the tuition, operations fee, and Alumni Association fee returned, a "Reimbursement Application Form" must be requested from the IEO by email (etrack-student@tiu.ac.jp) and submitted to TIU **no later** than 5pm (UTC +9 Japan Standard Time) on March 31 (Wed), 2021 for the Spring Semester, or one day before the matriculation ceremony (late August 2021) for the Fall Semester.

Refund requests made after the submission of visa-related documents deadline (see page 5), will have the cost of the Certificate of Eligibility application (33,000 JPY tax included) deducted from the refunded amount.

● Compliance with Act on Protection of Personal Information

Application documents and personal information will be shared confidentially with professional outsourced organizations in order to ensure application eligibility and help applicants during the visa application process. Personal information shall under no circumstances be disclosed to any other third parties without consent from the applicant.

● Storage Policy for Personal Documents

TIU will safely store all application related documents for 10 years upon receipt. If you require any of these documents to be returned, make sure to submit a 'Request Form for Return of Submitted Materials' to the E-Track Admissions Center at the time of your application. Once 10 years have passed, the documents will be disposed of securely and responsibly.

● Plagiarism Policy

Plagiarism is the act of taking another person's writing, work, or ideas and passing them off as your own. This includes information from web pages, books, email messages, articles, or any other medium. Plagiarism is regarded as a serious form of academic misconduct and cheating. Plagiarism on application documents will result in the revocation of admission or expulsion even if discovered after enrollment.

● Submission of Fraudulent Documents

A fraudulent document is any document which has been forged, or altered with false information. This includes falsified application forms, documents or certificates which differ from the original, or were issued by fake or non-accredited institutions, hiding relevant information, or providing false information. In the event TIU finds fraudulent information being submitted in any form of communication during the course of an application, acceptance will be revoked even after enrollment. Forms of communication include documents, certificates, letters, emails, and/or system entries among others. Enrollment fees will under no circumstance be reimbursed.

15. FREQUENTLY ASKED QUESTIONS

● Application Period	
Q1	I have already submitted my application documents, but I just decided that I want to apply during a different Application Period. Can you hold onto my application until then?
A1	We understand, sometimes plans change. If you contact us before the application period ends , we can hold onto your submitted application documents until the next application Period. However, you will be required to register a new application account during the period you actually choose to apply.
Q2	Is it a problem if I submit my documents, like my academic transcript, before an application period starts?
A2	If you send us your documents early we will keep your documents until you submit your online application during the period you wish to apply. Make sure to email us before you submit your documents early.
● Application Requirements	
Q3	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
A3	Yes! Japanese proficiency is not required for application.
Q4	I did not study Digital Business & Innovation, Economics, or International Relations at my former university. Is it still possible for me to apply?
A4	Answer: Having a degree in the major to which you are applying is not a requirement. However, basic knowledge of the major is a prerequisite to study at the graduate school.
Q5	Do I need to do an interview as part of the application?
A5	Basically no. TIU may hold an interview online or in person if deemed necessary.
● Application Documents	
Q6	I do not have a valid official English Test score, nor will I have one before the application deadline. Can I submit it later, after the deadline?
A6	No. All required documents must be submitted during the application period. Please make sure to take English proficiency tests well ahead of time.
Q7	I am working now. Can I ask my supervisor to write a recommendation letter?
A7	No. The letters have to be written by your university's teaching staff.
Q8	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
A8	No. We do not accept letters of recommendation in Japanese from your Japanese language school. The letters must be from your university's teacher. However, you are required to submit a Certificate of Attendance Rate and transcript from your language school. (not required if the school is outside Japan!)
Q9	I took a TOEIC / TOEFL test held in my school and received a score report marked as Institutional Program (IP). Is this acceptable to apply for the E-Track Program?
A9	No. You must submit an official score certificate. If you are not sure if the test you took was IP or not, check for the word "Institutional" on the top of the form.
● Application Registration and the My TIU Page	
Q10	I have friends or family in Japan. Can they pay the application fee on my behalf?
A10	Yes. Please upload a copy of the bank transfer receipt to your My TIU Page.

Q11	I paid the application fee by the deadline, but I only completed a few sections on My TIU Page and did not submit my application. Will you process my application?
A11	No. You are required to complete all required sections on your My TIU Page and submit your application by the designated deadline.
Q12	After I paid the application fee, I received a Web Registration ID by email. What is this number for? How is it different from an Application Number?
A12	The Web Registration ID and your email address are used to log in to the My TIU Page, where you are required to write a statement of purpose and submit other required information and documents. An Application Number will be issued upon the completion of your entire application. Please include your application number when contacting TIU during the enrollment procedure.
● Scholarships	
Q13	Does TIU offer any scholarships? Can I get both a tuition reduction scholarship from TIU and a scholarship from another organization at the same time?
A13	You can find information on the Tuition Reduction Scholarship on pages 17-18 of the Application Guideline. It is also permitted to receive other scholarships unrelated to TIU's Tuition Reduction Scholarship while studying at TIU.
Q14	What are TIU's criteria for deciding the rate of Tuition Reduction Scholarships?
A14	Screening for scholarships is based on a comprehensive evaluation of all submitted documents and information.
Q15	Can I apply for a student loan from Japan?
A15	This is possible for students whose parents reside in Japan.
Q16	(USA nationals only) Am I eligible to apply for FAFSA (Federal Student Aid)?
A16	No, TIU students are not eligible to apply for FAFSA.
● Tuition and Fee Payment	
Q17	How can I know if the fee I paid has safely reached TIU?
A17	You can check your payment status on your My TIU Page on the left hand side. Please note that it takes a few days for the My TIU Page to update after receiving your payment. ☐ http://www.tiu.ac.jp/mypage/master
Q18	Can I pay for all my living expenses and tuition just by working while studying?
A18	No. While a part time job may provide some supplemental income, it should not be your primary financial strategy. You should have sufficient savings and/or financial support from a guarantor to cover both living expenses and tuition. Working part-time should not be done at the expense of your academic success.
● Other	
Q19	I have a physical disability and need assistance. What should I do?
A19	Please contact the E-Track Admissions Center when you apply for more information.
Q20	How do I request a Notice of Admission issued by TIU?
A20	Please contact the International Exchange Office by email (etrack-student@tiu.ac.jp)
Q21	Will I be able to take Japanese classes at TIU?
A21	No. We do not have Japanese Language classes in the Master's program.

16. APPLICATION CHECKLIST

*Photocopy, fill out, and enclose this checklist when sending your documents.

Applicant's Name: (First) _____ (Last) _____
(Middle) _____

Email Address: _____ Intake: ☐ April 2021 ☐ September 2021

Preferred major: ☐ Digital Business & Innovation ☐ Economics ☐ International Relations

Application Deadline

- **All the required documents must arrive at the E-Track Admissions Center no later than the following dates. Make sure to send all of the required physical documents as soon as possible. Documents may be sent before the application period starts.**
- **Your My TIU Page application must be submitted by 5 pm (UTC+9 Japan Standard Time)**

Intake:	1 st Round	2 nd Round*
April 2021	October 14, 2020	January 27, 2021*
September 2021	April 28, 2021	June 16, 2021*

*Only for Applicants Residing in Japan

<ul style="list-style-type: none"> Required Physical Documents (Paper-based) <ul style="list-style-type: none"> Send all of the following items to the E-Track Admissions Center by registered mail. We recommend you scan or make copies of all documents before sending them to TIU. Items with an asterisk (*) are to be submitted only if available/applicable 		Comments
<input type="checkbox"/>	Official Transcript (Check item A on page 15)	
<input type="checkbox"/>	Certificate of (Expected) Graduation	
<input type="checkbox"/>	Proof of English Proficiency (Check item C on page 15) Name of English Test: _____	
<input type="checkbox"/>	Two Letters of recommendation from your university (includes signature, date and contact info)	
<input type="checkbox"/>	* Documents from Japanese language school or vocational school in Japan	
<input type="checkbox"/>	* Proof of Scholarship awarded by an external organization in Japan or abroad	
<ul style="list-style-type: none"> Online Registration and My TIU Page 		
<input type="checkbox"/>	I paid the application fee.	
<input type="checkbox"/>	* I uploaded a copy of my bank receipt to the My TIU Page and notified the E-Track Admissions Center. (Only for applicants who paid the application fee by bank transfer.)	
<input type="checkbox"/>	I have input my name carefully and correctly, as it is shown on my passport or national ID.	
<input type="checkbox"/>	I have declared whether or not I would like to apply for the tuition reduction scholarship.	
<input type="checkbox"/>	* Delivery of my GMAT score report has been arranged.	
<input type="checkbox"/>	* Delivery of my GRE score report has been arranged.	
<input type="checkbox"/>	* I have scanned <input type="checkbox"/> my passport and <input type="checkbox"/> residence card (<i>zairyū card</i>) (only for residents of Japan) and uploaded them to the My TIU Page.	
<input type="checkbox"/>	I have completed all sections on the My TIU Page and clicked the 'Submit Application' button to finalize my application.	

Contact Us

www.tiu.ac.jp/etrack/graduate/

【TIU Admissions Center】

- **Tokyo International University
E-Track Admissions Center**
4-23-23 Takadanobaba, Shinjuku,
Tokyo 169-0075 Japan
☎ +81-3-3362-9644
✉ etrack-admissions@tiu.ac.jp
🌐 www.facebook.com/etracktiu

Map



【TIU Overseas Offices】

- **TIU Indonesia Office**
Summitmas 1, 7th Fl.
Jl. Jend. Sudirman Kav. 61-62 Jakarta 12190 Indonesia
☎ +62-21-520-2112
✉ indonesia@tiu.ac.jp
🌐 www.facebook.com/tiuidonesia

Map



- **TIU Thailand Office**
10th Floor, Room 1002, Serm-Mit Tower, 159/16,
Sukhumvit 21 (Asoke) Rd., Klongtoey-Nua,
Wattana, Bangkok 10110, Thailand
☎ +66-2661-7590
✉ thailand@tiu.ac.jp
🌐 www.facebook.com/tiuthailand

Map



- **TIU Vietnam Office**
17 Kim Ma Thuong
Cong Vi ward, Ba Dinh district, Hanoi, Vietnam
☎ +84-24-6273-6945
✉ vietnam@tiu.ac.jp
🌐 <http://www.facebook.com/tiuvietnamoffice>

Map



- **TIU India Representative**
In-Country University Hub
☎ +91-1129810049
✉ india@tiu.ac.jp
Contact for Delhi & Mumbai teams 📧 <https://www.in-country.com/page/contact>

Announcement: Ikebukuro International Campus

Tokyo International University will be establishing a new urban international campus in Ikebukuro. The campus facilities are set to be opened in September of 2023. All classes for E-Track students in 2023 will be moved from Kawagoe to Ikebukuro.