

# **Application Guidelines**

## **English Track Program April & September 2022**

### **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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## **◆ Admissions Flow**

<b>Step 1:</b> Before Applying	Confirm your application eligibility
	Choose your major
	*Applicants majoring in International Relations, choose your track (see page 9)
	Check the application schedule



<b>Step 2:</b> Application	Register My TIU Page account (online) 📄 <a href="http://www.tiu.ac.jp/apply/master">www.tiu.ac.jp/apply/master</a>
	Pay the application fee
	Complete your Online Application (My TIU Page) 📄 <a href="http://www.tiu.ac.jp/mypage/master">www.tiu.ac.jp/mypage/master</a>
	Send the physical documents to our office before the deadline



<b>Step 3:</b> Screening	TIU reviews all completed applications.
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<b>Step 4:</b> Announcement of Results	Confirm your admission and scholarship results on your My TIU Page if admitted. Download the matriculation documents and proceed to Step 5.
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<b>Step 5:</b> Enrollment Procedure & Visa	Pay the tuition fee by the deadline to formally accept our offer.
	Submit Certificate of Eligibility (COE) related documents by the deadline.
	The Immigration Services Agency issues COEs. TIU sends COEs to admitted students.
	Apply for a student visa at a Japanese embassy or consulate.



<b>Step 6:</b> Departure to Japan	Receive information about orientation. Arrive in Japan before the start of the semester.
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## **◆ CHECKLIST**

### **1. Documents for the Online Application**

See page 14-16 for detail.

<input type="checkbox"/>	Educational Background (academic history)
<input type="checkbox"/>	English score
<input type="checkbox"/>	Statement of Purpose
<input type="checkbox"/>	Tuition Reduction Scholarship Application
<input type="checkbox"/>	Bank receipt (Only for applicants who paid the application fee by bank transfer.)
<input type="checkbox"/>	Upload photo
<input type="checkbox"/>	(*)Passport / (*) Japanese Residence card ( <i>zairyū card</i> ) for residents of Japan
<input type="checkbox"/>	(*)GMAT score
<input type="checkbox"/>	(*)GRE score

**(\*) only if applicable**

### **2. Physical Documents (Paper-based)**

See page 18-19 for detail.

<input type="checkbox"/>	Official Transcript/School Report/Mark Sheet
<input type="checkbox"/>	Certificate of (Expected) Graduation
<input type="checkbox"/>	(*) Proof of English Proficiency
<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

**(\*) only if applicable**

#### **Note**

- Please scan and email all documents to TIU E-Track Admissions Center before sending the physical copies. ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp))

## PROGRAM OVERVIEW

Tokyo International University offers master's degrees in Digital Business & Innovation, Economics and International Relations with all courses taught in English. And 5-year Ph.D. Degree in Digital Business & Innovation. 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.

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**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. thesis seminar 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.**

# 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 September 1 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](http://www.tiu.ac.jp/etrack/info/docs/eligibility_verification_form.pdf)

## Requirement 2: English Proficiency

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

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- **English test certificates will not be returned to applicants under any circumstances.**
- Results of **institutional program (IP) tests are not accepted** (IP tests are held within schools or organizations. These tests are not accepted by universities).
- 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 as early as possible, allowing yourself time to troubleshoot with the test provider should there be a delay in your results. In principle, 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.

## English Test Exemption

- Applicants who have undertaken their official **secondary education** in the English language for **at least 6 years**, or **higher education for at least 3 years** in Australia, Canada, Ireland, New Zealand, Singapore, The United Kingdom, or the United States are NOT required to submit an English test score.
- However, those who received their education in the English language, even at an international school, outside of the aforementioned countries must still provide 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:

<b>TOEFL</b>	<a href="https://www.ets.org/toefl">https://www.ets.org/toefl</a>
<b>Pearson PTE</b>	<a href="https://pearsonpte.com/">https://pearsonpte.com/</a>
<b>IELTS</b>	<a href="https://takeielts.britishcouncil.org">https://takeielts.britishcouncil.org</a>
<b>TOEIC</b>	<a href="https://www.ets.org/toEIC">https://www.ets.org/toEIC</a>
<b>Duolingo English Test</b>	<a href="https://englishtest.duolingo.com/home">https://englishtest.duolingo.com/home</a>

## NUMBER OF STUDENTS TO BE ACCEPTED

Major	Intake 2022 (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.

## CHOOSE YOUR MAJOR

You must enter the name of your preferred faculty advisor in your My TIU Page. Check the faculty profiles carefully and make sure your interests and research goals match the interests and experience of your chosen professor. If admitted, TIU will assign the most appropriate faculty advisor to you based on your research plan and application documents. Faculty profiles can be found here:

- For Digital Business & Innovation : <https://www.tiu.ac.jp/etrack/faculty/dbi.html>  
For Economics : <https://www.tiu.ac.jp/etrack/faculty/be.html>  
For International Relations : <https://www.tiu.ac.jp/etrack/faculty/ir.html>

**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
- 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 Economics
- 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
- Research Design
- 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

Our master's program in International Relations has two tracks: the Thesis Track and the Policy Track. Applicants must declare which track they wish to pursue in the application form, although they can change tracks at the end of their first semester. Here are brief descriptions of each track:

The Thesis Track is for applicants who 1) have a background in international relations or political science; 2) plan to later pursue a Ph.D.; and 3) plan to pursue an academic career in places such as universities and think tanks. In addition to course work, submission of a thesis is required.

The Policy Track is for applicants who may or may not have a background in international relations or political science but are interested in policy issues on topics such as environmental protection, poverty alleviation, refugees, national security, and foreign affairs. The Policy Track is designed for students who wish to pursue a career in international organizations, NGOs, foreign service, and global corporations. In addition to course work, submission of a policy paper is required.

### **Note:** Online Interview

Those who want to apply for our master's program in International Relations are advised to have an online interview with a faculty member under whose guidance the applicant wishes to write a thesis or policy paper. While not mandatory, this informal interview is highly recommended as it allows applicants to meet with their preferred adviser. The faculty member can explain our program/curriculum in further detail, give advice on which track to choose, and answer other questions. Applicants should contact their preferred faculty adviser to schedule an online interview before submitting their application. Faculty member profiles and e-mail addresses can be found at: <https://www.tiu.ac.jp/etrack/faculty/ir.html>.

# ADMISSIONS SCHEDULE

## [April 2022 Intake] Spring Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Payment of Enrollment, Tuition and Fees	Submission of Visa-related Documents
<b>For all applicants</b>				
1	Sep 29 (Wed), 2021	<b>Oct 13 (Wed), 2021</b>	Nov 2 (Tue), 2021	Nov 12 (Fri), 2021
<b>Only for</b> applicants residing in Japan who do not need to apply for a new COE/Visa				
2	Jan 12 (Wed), 2022,	<b>Jan 26 (Wed), 2022</b>	Feb 16 (Wed) 2022	Feb 25 (Fri), 2022

## [September 2022 Intake] Fall Semester

Application Procedure			Enrollment Procedure	
Application Start	Application Deadline	Announcement of Results	Payment of Enrollment, Tuition and Fees	Submission of Visa-related Documents
<b>For all applicants</b>				
1	Apr 6 (Wed), 2022	<b>Apr 20 (Wed) 2022</b>	May 25 (Wed), 2022	Jun 3 (Fri), 2022
<b>Only for</b> applicants residing in Japan who do not need to apply for a new COE/Visa				
2	Jun 1 (Wed), 2022,	<b>Jun 15 (Wed), 2022</b>	Jul 6 (Wed), 2022	Jul 15 (Fri), 2022

- 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.

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# HOW TO APPLY

- Applicants must first register a “My TIU Page” account and pay the application fee before proceeding with their application.
- Applicants must then complete and submit an online application on their My TIU Page before the deadline.
- Please also scan copies of all documents and email them to the E-Track Admissions Center ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)) before the application period deadline, and then send them to our office by registered mail to arrive by the deadline (see page 17 for address). Applicants may send documents before the application period begins.
- 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, even after enrollment.
- Applications are only accepted during an ongoing application period (see page 10).

## 1. Register My TIU Page Account

### Create My TIU Account

 [www.tiu.ac.jp/apply/master](http://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 sequence to register a My TIU Page account:

**Step 1:** Select your preferred intake, 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 of intake, major **cannot** be altered beyond this point.

**Step 5:** Pay the 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.

## Online Application Form Instructions

 [https://www.tiu.ac.jp/etrack/admissions/docs/Online\\_Application\\_Instructions.pdf](https://www.tiu.ac.jp/etrack/admissions/docs/Online_Application_Instructions.pdf)

## 2. Application Fee

Paying the application fee is required **before** applicants can proceed with their online application on their My TIU Page. This fee is **non-refundable** under any circumstances.

<b>Application Fee</b>	5,000 JPY	<i>*Charged in Japanese yen.</i>
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During step 4 of the My TIU Page account registration, applicants are required to select the payment method of the application. The method can only be selected once. The following two payment methods are available:

<b>1) Payment by Credit Card (Recommended)</b>
TIU recommends using a credit card to pay the screening fee. Debit cards are not accepted.
<b>2) Payment by Bank Transfer (only if no credit card is available)</b>
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 <b>*Bank remittance to Japan does not require an IBAN code.</b>

### If paying by bank transfer

- Please indicate **the applicant's name and Web Registration ID** in the "sender's" information so we can identify the applicant. Without this information, it may be difficult to link the payment to the applicant.
- 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.
- Any bank transfer fees must be paid by the applicant. Bank transfer fees can amount to over 3,000 JPY (~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.

### 3. Complete your Online Application (My TIU Page)

- 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.

#### Log into My TIU Page

 [www.tiu.ac.jp/mypage/master](http://www.tiu.ac.jp/mypage/master)

- **Bookmark the link to the "My TIU Page".** Once logged in to 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.**
- See below for detailed instructions for each item.

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

My TIU Page Item	Instructions
Basic Information <b>mandatory</b>	This is the information submitted when you registered your My TIU Page. Please review if all information is correct and exactly the same as your passport name. Information can be updated if necessary.
Upload Bank Transfer Receipt <b>if applicable</b>	<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. <b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b>
Educational Background <b>mandatory</b>	List all schools attended and the school you are currently attending (if any) <b>in chronological order (from top to bottom)</b> / 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 <b>mandatory</b>	Provide the details of your English proficiency, matching the eligibility requirements specified on pages 6-7, and upload a copy of your test report (unless exempted). <b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b>
	<GMAT scores>(optional) GMAT score holders should submit their test scores. (🖨 <a href="http://www.mba.com/global">www.mba.com/global</a> ) 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. (🖨 <a href="http://www.ets.org/gre">www.ets.org/gre</a> ) 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.  Please request that the score report be sent directly to TIU. The GRE institutional code for TIU is <b>7101</b> .

Overview

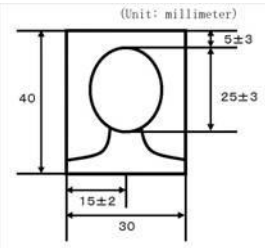
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<p>Statement of Purpose</p> <p><b>mandatory</b></p>	<p>Type your essay in English on the My TIU Page. Your statement should describe the following 4 points. Please be sure the essay is mainly focused on your Research Proposal.</p> <ol style="list-style-type: none"> <li>1) Research Proposal (including tentative title, research question, hypothesis/main argument, methodology, significance of study)</li> <li>2) Academic background</li> <li>3) Future career objective(s)</li> <li>4) Desired faculty advisor(s) and the reasons</li> </ol> <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 26.</p> <p>&lt; Preferred Supervisor&gt;</p> <p>Please name one TIU faculty member after referring to the faculty list on the following website:  <a href="https://www.tiu.ac.jp/etrack/graduate/admissions.html">https://www.tiu.ac.jp/etrack/graduate/admissions.html</a></p> <p>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.</p>
<p>Upload Photo</p> <p><b>mandatory</b></p>  <p>Source : Immigration Services Agency HP</p>	<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"> <li>● be taken within the last 3 months</li> <li>● feature a portrait view from above the chest</li> <li>● feature <b>a plain background</b></li> <li>● not include a hat or cap. *Religious headgear is allowed, but make sure that it is not covering your face.</li> </ul> <p>Detailed specifications for photos can be found here:  <a href="https://www.isa.go.jp/en/applications/guide/photo_info.html">https://www.isa.go.jp/en/applications/guide/photo_info.html</a></p> <p><b>Allowed file types: JPEG or PNG (under 2 MB in size)</b>  <b>File resolution: 480 (width) x 640 (height) pixels or larger</b></p>

<p>Passport and Residence Card</p> <p><b>if available</b></p>  <p>Source: ministry of foreign Affairs of Japan HP</p>	<ul style="list-style-type: none"> <li>• Upload a copy of your latest passport information page, which shows your photo, full name, passport number, etc.</li> <li>• Please input your name <b><u>in the same order as shown in your passport in capital (uppercase) letters. (Example: SMITH JOHN)</u></b></li> <li>• Applicants who do not have a valid passport, or who are renewing their passport at the time of application, are still eligible to apply. However, a new passport must be issued before the submission deadline of visa-related documents.</li> <li>• 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.</li> <li>• Holders of a Japanese Residence Card (<i>zairyū card</i>) are required to upload a copy of both sides of the card.</li> </ul> <p><b>Allowed file types: JPEG, PDF or PNG (under 2 MB in size)</b></p> <p><u>Answer the question about your previous visa/COE applications.</u></p> <p>* How to respond to the question:</p> <p>"Have you ever applied for a Japanese visa / COE and had your application rejected?"</p> <p>(a) If you have never applied for a COE / visa, or have only visited Japan for sightseeing (not as a long-term student or resident requiring a COE / visa), then check "No, I have never applied for a Japanese visa / COE."</p> <p>(b) If you have applied for and successfully received a COE / visa in the past (e.g. Student visa), then check "No, I successfully received a Japanese visa / COE in the past."</p> <p><u>Applicants from Uzbekistan</u></p> <ul style="list-style-type: none"> <li>• Applicants must have a passport colored in pink or bordeaux to enter Japan. Please obtain one of these passports as soon as possible if you do not have one.</li> </ul>
<p>Tuition Reduction Scholarship Application Form</p> <p><b>mandatory</b></p>	<p>All applicants are required to declare if they wish to apply for the TIU tuition reduction scholarship by selecting 'YES' or 'NO'.</p> <p>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>
<p>Other Scholarships</p> <p><b>if applicable</b></p>	<p>Please enter the name of the scholarship(s) <b>you have already received</b> or are confirmed to receive upon enrollment if admitted.</p>

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

## 4. Send Physical Documents

TIU requires the physical submission of certain certified documents. Prepare items A to F listed in the table on pages from 18 to 19, and send them to the following address:

### 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 offices. Please refer to the addresses on the back of this guideline.*

### Before you send the documents, please read

- Please make copies of all documents before sending, and email digital copies to TIU ([etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)).
- Please use the same email address used in your application.
- 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.
- **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 an 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 in the original language and translated documents must be submitted.

### What is "certified true copy"?

- "Certified true copy" means that the document was affixed with an official seal by the issuing institution or a notary public. The seal with a clear date and signature shows that the document is a true copy of the original.
  - See the following link to know how to make a certified copy.  
📄 [https://www.tiu.ac.jp/etrack/info/docs/certified\\_copies.pdf](https://www.tiu.ac.jp/etrack/info/docs/certified_copies.pdf)
- TIU does NOT consider photocopies or scanned files as a "certified true copy".
- Applicants are required to submit a certified true copy of the document **so that they can retain the original** unless stated otherwise.
- TIU does NOT accept original documents unless preparing certified copies is not possible.
- TIU will NOT return any submitted documents, regardless of the document type. This means that original documents will not be returned even if submitted by mistake.

## 5. Required Physical Documents (Paper-based)

Item	Documents to submit	Details
A	Official Transcript <b>mandatory</b>	<p>An official transcript showing all courses taken, grades received, and grading scheme in the current/former university must be submitted.</p> <p>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 (☞ <a href="http://www.parchment.com">http://www.parchment.com</a>) and SCRIP-SAFE International (☞ <a href="http://www.scrip-safe.com">http://www.scrip-safe.com</a>)</p>
B	Certificate of Graduation from College or University <b>mandatory</b>	<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.</p> <p>Admitted applicants who are attending universities at the time of application will be asked to submit a proof of graduation and/or final transcripts before enrolling at TIU.</p>
C	Proof of English Proficiency <b>if applicable</b>	<p>The method of submission of the English proficiency test score report is different for each test. Confirm the details on pages 6-7 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"> <li>● <b>No institutional program (IP) test results are accepted.</b></li> </ul>

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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.</p> <p><b><u>Letters from workplace supervisors or others who have no academic relation to the student are not accepted.</u></b></p> <p>It must:</p> <ul style="list-style-type: none"> <li>● <b>be physically signed and dated by the reference</b></li> <li>● <b>be issued within the last 6 months</b></li> <li>● <b>show the reference's contact information (telephone number and email address)</b></li> </ul> <p><b>Important:</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● In all other cases, a copy of the letter may be sent by post or any email address, but <u>the original letter must be submitted</u> either during the application period or before enrolling at TIU.</li> <li>● Download a sample recommendation letter template here: <a href="https://www.tiu.ac.jp/etrack/admissions/downloads.html">https://www.tiu.ac.jp/etrack/admissions/downloads.html</a></li> </ul>
E	Documents from Schools in Japan if applicable	<p>Applicants who have attended a Japanese language school or vocational college with a student visa must submit 1) a certificate of (expected) graduation, 2) a transcript, and 3) a document showing the attendance rate at the school (<i>shussekiritsu shōmeisho</i>).</p>
F	Proof of scholarships from other organizations if applicable	<p>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).</p>

## 6. 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 an interview unless requested otherwise. (Applicants majoring in International Relations, see page 9.)
- 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.
- Communication will be handled primarily via 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.

## 7. Announcement of Result

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 10). First log in to the My TIU Page by entering your email address and web registration ID. 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 the My TIU Page. Please refer to page 24 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 results 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.

# TUITION AND FEES

If admitted, you must complete all payments by their respective deadlines to enroll (see page 10). Not paying by the deadline will lead to your admission being revoked.

There are three education-related fees at TIU.

- 1) Enrollment fee:** One-time **non-refundable** fee required to secure your place at TIU.
- 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 2022** (All amounts are stated in Japanese Yen.)

No.				At School entry	1 <sup>st</sup> 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

- A one-time 40,000 JPY Alumni Association fee will be added to the first tuition and fees invoice.
- Tuition and Fees do not include accommodation.
- 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.)

## 2 –Year Total Tuition and Fees

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

## From the 2<sup>nd</sup> semester onwards

From the 2<sup>nd</sup> 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:

<b>Spring Semester</b>	Mid-May	<b>Fall Semester</b>	Mid-October
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# SCHOLARSHIPS

## TIU Tuition Reduction Scholarship

- Applicants who are awarded this scholarship will have their tuition fee reduced by 30%, 50%, 80% or 100%. **The reduction will not be applied to the enrollment fee, operations fee, and alumni association fee.**

### Criteria:

- 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.

### Application Process:

- To apply for the TIU tuition reduction scholarship, see the explanation under "Tuition Reduction Scholarship Application Form" on page 16.
- Scholarship results are announced on the same day as the admission results.
- Applications for the TIU Tuition Reduction Scholarship are accepted only during the application period in which the student applies.
- Successful scholarship applicants and their rate of tuition reduction are decided based on a comprehensive evaluation of all documents and information submitted, including the statement of purpose, official transcripts, letter of recommendation, English proficiency score, 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 the requirements such as maintaining the necessary GPA, taking enough credits, and complying with TIU's behavioral expectations.

### TIU Tuition Reduction Scholarship for Students Enrolling in 2022

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

(All amounts are stated in Japanese Yen.)

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## Other Scholarships

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

One of the most commonly applied for scholarships by students enrolling at 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](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](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 with 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.

## Living Cost in Japan

- Scholarships can ease students' financial burden. However, financial support, either your own savings or a 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 "Expenses" which may help you understand more about the cost of living in Japan:

📄 [https://www.jasso.go.jp/en/study\\_j/sgtj.html](https://www.jasso.go.jp/en/study_j/sgtj.html)

# ENROLLMENT PROCEDURES

You must pay the enrollment fee, the operations fee, the tuition fee and alumni association fee in order to complete your 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 20 on how to confirm your application number).

- 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.
- First, accepted applicants are required to confirm their admission offer by paying **the enrollment fee, tuition and other fees, and to submit all required visa documents** by the deadlines. Payments in installments are not accepted. **Failure in completing all required payments by the due date will cause your admission offer to be revoked.**
- Subsequently, other enrollment documents must be downloaded from the My TIU Page, completed, and submitted by the deadline.
- TIU will not refund the enrollment fee under any circumstances.
- In addition, as a Certificate of Eligibility will be issued by the Immigration Services Agency of Japan and a visa will be issued by the Japanese Embassy under their jurisdiction, TIU will not take any responsibility in the rare event that these documents are not granted.

## Inquiries AFTER you have been accepted

- **International Exchange Office (IEO)**  
For questions about enrollment, paying your tuition and fees, COE (visa), scholarships, housing, student life, etc.:  
✉ [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)
- **E-Track Academic Affairs Office (ETAAO)**  
For questions about academic matters such as credit transfer, registration for classes, academic calendar:  
✉ [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)

Please indicate **your name and "Application Number"** when you contact us.

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## 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 Japanese Immigration Services Agency on behalf of admitted students if all required documents are submitted to TIU by the deadlines and their payments are confirmed by TIU.
- Even if you have completed all enrollment procedures, your admission to TIU will be revoked if it's discovered you provided fake documentation and/or false information.
- Only the Japanese government's immigration authorities can issue a COE and visa. The COE is issued by the Japanese Immigration Services Agency, and the student visa is issued by the Japanese Embassy. TIU cannot be held responsible if either of these are not issued. Additionally, if you are unable to obtain your COE or visa, your enrollment fee will not be refunded.
- Applicants who previously applied for a COE or visa to enter Japan, but were rejected, must inform TIU of this fact immediately.
- The visa procedure for accepted students will be processed by TIU's International Exchange Office (IEO).
- 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.
- 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 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. 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.

### 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 of your COE application.
- STEP 3:** TIU will apply for your COE. The IEO will only proceed with your COE application once we have confirmed your enrollment fee payment. It usually takes about 4-12 weeks for the COE to be issued. The Immigration Services Agency's official document states that it takes 2-3 months for the COE to be issued, so keep the deadline specified by TIU.
- 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.

## IMPORTANT NOTES

- **Refund Policy**

If a successful applicant decides not to enroll in TIU after paying all stipulated fees, they are eligible to have the tuition, operations fee, and Alumni Association fee refunded back to them. However, the enrollment fee is non-refundable.

### To receive the refundable fees

To receive the refundable fees, a "Reimbursement Application Form" must be requested and submitted to the IEO ([etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)) by the deadlines listed below.

Under no circumstances will it be possible to request a refund after the deadlines have passed.

#### Deadlines

**Spring intake:** No later than 5pm (UTC +9 Japan Standard Time) on Thursday, March 31.

**Fall intake** : One business day before the matriculation ceremony (late August 2022) for the Fall semester. The matriculation ceremony date will be published on the 2022 Academic Calendar on our website.

- **Submission of Fraudulent Information**

A fraudulent document is a 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, 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.

- **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.

- **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 ten years upon receipt. Once ten years have passed, the documents will be disposed of securely and responsibly.

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## FREQUENTLY ASKED QUESTIONS

● <b>Application Period</b>	
<b>Q1</b>	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?
<b>A1</b>	We understand, sometimes plans change. If you contact us <b>before the application period ends</b> , 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.
<b>Q2</b>	Is it a problem if I submit my documents, like my academic transcript, before an application period starts?
<b>A2</b>	If you send us your documents early we will keep your documents until you submit the online application during the period you wish to apply. Make sure to email us before you submit your documents early.
● <b>Application Requirements</b>	
<b>Q3</b>	I have never studied Japanese and I don't speak Japanese at all. Can I apply?
<b>A3</b>	Yes! Japanese proficiency is not required for application.
<b>Q4</b>	I did not study Digital Business & Innovation, Economics, or International Relations at my former university. Is it still possible for me to apply?
<b>A4</b>	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.
<b>Q5</b>	Do I need to do an interview as part of the application?
<b>A5</b>	Basically no. TIU may hold an interview online or in person if deemed necessary.
● <b>Application Documents</b>	
<b>Q6</b>	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?
<b>A6</b>	No. All required documents must be submitted during the application period. Please make sure to take English proficiency tests well ahead of time.
<b>Q7</b>	I am working now. Can I ask my supervisor to write a recommendation letter?
<b>A7</b>	No. The letters have to be written by your university's teaching staff.
<b>Q8</b>	I am currently attending a Japanese language school. Can I get a letter of recommendation from the Japanese language school?
<b>A8</b>	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, official transcript and a certificate of (expected) graduation from your language school <b>(not required if the school is outside Japan!)</b> .
<b>Q9</b>	I took a TOEIC 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?
<b>A9</b>	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.
● <b>Application Registration and the My TIU Page</b>	
<b>Q10</b>	I have friends or family in Japan. Can they pay the application fee on my behalf?
<b>A10</b>	Yes. Please upload a copy of the bank transfer receipt to your My TIU Page.

<b>Q11</b>	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?
<b>A11</b>	No. You are required to complete all required sections on your My TIU Page and submit your application by the designated deadline.
<b>Q12</b>	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?
<b>A12</b>	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.
<b>● Scholarships</b>	
<b>Q13</b>	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?
<b>A13</b>	You can find information on the Tuition Reduction Scholarship on pages 21-22. It is possible to receive outside scholarships while also receiving the TIU Tuition Reduction Scholarship.
<b>Q14</b>	What are TIU's criteria for deciding the rate of Tuition Reduction Scholarships?
<b>A14</b>	Screening for scholarships is based on a comprehensive evaluation of all submitted documents and information.
<b>Q15</b>	Can I apply for a student loan from Japan?
<b>A15</b>	This is possible for students whose parents reside in Japan.
<b>Q16</b>	(USA nationals only) Am I eligible to apply for FAFSA (Federal Student Aid)?
<b>A16</b>	No, TIU students are not eligible to apply for FAFSA.
<b>● Tuition and Fee Payment</b>	
<b>Q17</b>	How can I know if the fee I paid has safely reached TIU?
<b>A17</b>	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. ☐ <a href="http://www.tiu.ac.jp/mypage/master">http://www.tiu.ac.jp/mypage/master</a>
<b>Q18</b>	Can I pay for all my living expenses and tuition just by working while studying?
<b>A18</b>	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.
<b>● Other</b>	
<b>Q19</b>	I have a physical disability and need assistance. What should I do?
<b>A19</b>	Please contact the E-Track Admissions Center when you apply for more information.
<b>Q20</b>	How do I request a Notice of Admission issued by TIU?
<b>A20</b>	Please contact the International Exchange Office by email ( <a href="mailto:etrack-student@tiu.ac.jp">etrack-student@tiu.ac.jp</a> )
<b>Q21</b>	Will I be able to take Japanese classes at TIU?
<b>A21</b>	No. We do not have Japanese Language classes in the Master's program.

Overview

How to Apply

Fees &amp; Scholarships

How to Enroll

Important Notes

FAQs

## Contact Us

[www.tiu.ac.jp/etrack/graduate/](http://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](mailto:etrack-admissions@tiu.ac.jp)

🌐 [www.facebook.com/etracktiu](https://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](mailto:indonesia@tiu.ac.jp)

🌐 [www.facebook.com/tiuidonesia](https://www.facebook.com/tiuidonesia)

#### Map



- **TIU Thailand Office**

10<sup>th</sup> 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](mailto:thailand@tiu.ac.jp)

🌐 [www.facebook.com/tiuthailand](https://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](mailto:vietnam@tiu.ac.jp)

🌐 <http://www.facebook.com/tiuvietnam>

#### Map



- **TIU India Representative**

In-Country University Hub

☎ +91-1129810049

✉ [india@tiu.ac.jp](mailto: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.