

Toyo University

Application Guide for Online Admissions Offered to

International Applicants

(for admission in September 2024)

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

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

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

This Application Guide describes all points pertaining to the admissions process, from application to enrollment.

Please read it thoroughly to ensure that you fully understand the required procedures.

Please note that any changes or revisions to the contents as well as details on any special measures executed in response to a major natural disaster or other event will be posted on Toyo University's admission website.



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【Regarding handling of personal information】

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

Toyo University outsources some of the above-mentioned operations.

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



Announcement of the special measures for 2024 admissions related to documents submission amid infectious diseases.

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

List of Faculties, Departments, and Campuses at the Time of 2024 Academic Year Enrollment

Faculty/Department (Course)		Campus
<p>Faculty of Letters Department of Philosophy Department of Eastern Philosophy and Culture Department of Japanese Literature and Culture Department of English and American Literature Department of History Department of Education (Human Development Course) Department of Education (Primary Education Course) Department of International Culture and Communication Studies Department of Eastern Philosophy and Culture (Evening Course) Department of Japanese Literature and Culture (Evening Course) Department of Education (Evening Course)</p> <p>Faculty of Economics Department of Economics Department of International Economics Department of Policy Studies Department of Economics (Evening Course)</p> <p>Faculty of Business Administration Department of Business Administration Department of Marketing Department of Accounting and Finance Department of Business Administration (Evening Course)</p>	<p>Faculty of Law Department of Law Department of Business Law Department of Law (Evening Course)</p> <p>Faculty of Sociology Department of Sociology Department of Global Diversity Studies Department of Media and Communications Department of Social Psychology Department of Sociology (Evening Course)</p> <p>Faculty of Global and Regional Studies Department of Global Innovation Studies Department of Regional Development Studies (Regional Development Studies Course) Department of Regional Development Studies (Regional Studies Course) (Evening Course)</p> <p>Faculty of International Tourism Management Department of International Tourism Management</p>	Hakusan Campus
<p>Faculty of Information Networking for Innovation and Design Department of Information Networking for Innovation and Design</p> <p>Faculty of Design for Welfare Society* Department of Social Welfare Studies Department of Child Studies Department of Human Environment Design</p> <p>Faculty of Health and Sports Sciences* Department of Health and Sports Sciences Department of Nutritional Sciences</p>		Akabanedai Campus
<p>Faculty of Science and Engineering Department of Mechanical Engineering Department of Biomedical Engineering Department of Electrical, Electronic and Communications Engineering Department of Applied Chemistry Department of Civil and Environmental Engineering Department of Architecture</p>	<p>Faculty of Information Sciences and Arts Department of Information Sciences and Arts</p>	Kawagoe Campus
<p>Faculty of Life Sciences Department of Life Sciences Department of Applied Biosciences</p>	<p>Faculty of Food and Nutritional Sciences Department of Food and Life Sciences (Food Science Course) Department of Nutritional and Health Sciences</p>	Asaka Campus

Online Entrance Examination Offered to International Applicants

Online Entrance Examination Offered to International Applicants is the entrance examination for international applicants who want to be admitted to Toyo University. The applicants make their registration for application and submit their application documents online. They take their entrance examinations online, using a Web meeting system for their interviews etc. Therefore, the applicants can take the examinations without coming to the examination venues. For applicants for admission in September 2024, the following types of entrance examinations are to be available.

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

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

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

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

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

Toyo SDGs Ambassador Program for International Students (pp.25-26)

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

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

Online Entrance Examination Offered to International Applicants (Type A)

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

*The number of the SDGs Ambassadors may be less than the number planned for the certified applicants depending on the number of the applications and the result of screening.

Hennyugaku (Transfer) Online Examination to the Second Year

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

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

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

Application Eligibility

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

1. Applicant is a national of a country other than Japan.
2. Applicant satisfies at least one of the following requirements:
 - (1) Applicant has completed coursework of 12 years in school education in a country other than Japan¹ (or is expected to complete such education by September 30, 2024).
[If coursework is of fewer than 12 years, applicant must have completed a preparatory education curriculum or curriculum of a training facility that is recognized by the Ministry of Education, Culture, Sports, Science and Technology (or is expected to complete the said curriculum by September 30, 2024).]
 - (2) Applicant has completed the curriculum of a school outside Japan¹ that is equivalent to a high school that meets certain requirements, such as having a curriculum of at least 11 years that is recognized by the Ministry of Education, Culture, Sports, Science and technology (or is expected to complete said curriculum by September 30, 2024).
 - (3) Applicant holds international eligibility for admission to a university, such as an International Baccalaureate, Abitur, Baccalauréat, or GCEA Level.
 - (4) Applicant has passed an equivalency examination of secondary education for 12 years, university entrance eligibility exam, or similar exam in a country outside Japan and also has been recognized by Toyo University as having academic ability at the same or higher level as a person who completed coursework of 12 years in school education based on an official certification issued by that country (Applicant must be the age of 18 by September 30, 2024).
 - (5) Applicant possesses a qualification recognized by Toyo University as being equal to or exceeding the above-mentioned eligibility criteria and will reach the age of 18 by September 30, 2024.
3. Applicant satisfies one of the following English proficiency requirements² or the equivalent.
 - TOEFL iBT®(including Home Edition)score of 79 or higher
 - IELTS™ score of 6.0 or higher
 - TOEIC® L&R score of 780 or higher
4. Applicant is seeking to enter Toyo University (desired department and course) as his / her first choice.

(Note1)

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

(Note 2)

A valid English proficiency requirement score must be one from a test taken on or after April 1, 2022. Scores of TOEFL ITP®, IELTS™ (General Training Module), IELTS™ Indicator, and TOEIC®L&R-IP (Institutional Program) will not be accepted.

Schedule

Application Period	Examinee Number Notification	Exam method notification (scheduled)	Exam Dates	Announcement of Results	Deadline for Admission Procedure
February 9 – February 18, 2024	March 12	April 5	April 13 or 15	April 25	May 9

*Applicant must upload all required documents and pay the application fee by the application deadline.

*Screening will be performed using the uploaded documents (see Subjects (Points Available) below). However, an applicant may be required to take an online interview. If doing so is necessary, only the applicable applicants will be notified of such interview on "My Page" (see the section " The Process from Application to Examination") during the period of the Exam method notification (scheduled) shown above. Online interviews will be conducted on the same days as the Exam Dates shown above (Inquiries concerning whether a web interview will be conducted will not be accepted).

*Interviews in April will be held on one of the dates listed under "Exam Dates". The applicant cannot choose the exam date.


*Selection of candidates for the Toyo SDGs Ambassador Program for International Students will be given to the applicants who have passed this admission.

Subjects (Points Available)

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

Application Documents

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

1	ID photo	<p>A photo file of the applicant with the specified size must be uploaded to applicant's My Page.</p>  <ul style="list-style-type: none"> ● The photo must be taken within three months of the time of application. It must be a glossy color with a plain background that measures 4 cm (height) x 3 cm (width). It must show the applicant from the shoulders above. The applicant must be shown looking straight at the camera and cannot be wearing a cap or hat. (Any attire is acceptable.) Photos with a matte finish, black and white, and <u>snapshots are not accepted.</u> ● If the applicant typically wears eyeglasses, the eyeglasses should be worn in the photograph. <p>* The uploaded photo will be used in the applicant's student ID after enrollment until graduation.</p>
2	Reason for Application (prescribed form)	<ol style="list-style-type: none"> (1) The form should be downloaded from Toyo University's admission website and filled out in English. (2) Applicant's name should be entered in the Name space as it appears in the Roman alphabet in the applicant's passport. (3) If the Reason for Application consists of more than one page, the pages should be combined into a single file for uploading. (4) The topics that must be addressed differ depending on the department. The form should be prepared in accordance with the following instructions: 【Department of Global Innovation Studies, Faculty of Global and Regional Studies】 <ul style="list-style-type: none"> · The applicant will read "Instruction for Global Innovation Studies (GINOS) Application Essay" and write a passage that responds to the designated questions. · "Instruction for Global Innovation Studies (GINOS) Application Essay" can be downloaded from Toyo University's admission website.

		<p>· The Reason for Application should be prepared using the designated form (PDF file) on a PC. If the applicant is unable to use the software needed to edit a PDF file, the Reason for Application may be prepared using word processing software. However, in this case, the form must be prepared so that is identical to the designated PDF form. No format other than the above-mentioned formats will be accepted.</p>
3	<p>Certificate of graduation (or expected graduation) from a secondary education institution (equivalent to a high school in Japan)</p>	<p>(1) The applicant is asked to upload a certificate that states his/her enrollment date, graduation date, schooling years, and graduation eligibility. (Diploma is not acceptable)</p> <p>(2) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which he/she graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload his/her diploma instead.</p> <p>(3) If the applicant took a uniform exam for admission to an institution of higher learning (e.g., university, etc.) in his/her country when graduating from his/her secondary education institution, the applicant should also upload a certificate stating that he/she passed the uniform exam. (The applicant's certificate of graduation [certificate of expected graduation] from the secondary education institution must also be submitted.)</p> <p>(4) When attaching a translation, the original document and the translation should be combined into a single file (PDF) for uploading.</p>
4	<p>Academic transcript from a secondary education institution (equivalent to a high school in Japan)</p>	<p>(1) The applicant is asked to upload a certificate that shows <u>his/her grades for all of the years (year by year) that the applicant was enrolled in school.</u> (If the applicant has attended more than one schools, all schools' transcripts should be uploaded.) If the applicant is enrolled in a school at the time of application, he/she is asked to upload a certificate noting his/her grades up to the most recent term for which results can be issued.</p> <p>(2) As a special case that applies only when the applicant cannot get the above - mentioned certificate due to unavoidable circumstances, such as the school from which he/she graduated cannot issue the certificate because it was closed or merged with another institution, the original grade reports may be uploaded instead.</p> <p>(3) If the applicant took a uniform exam for admission to an institution of higher learning (e.g., university, etc.) in his/her country when graduating from his/her secondary education institution, the applicant must also upload a copy of his/her academic transcript for the uniform exam. (The applicant must also upload his/her academic transcript from his/her secondary education institution.)</p> <p>(4) If the applicant skipped a year and it is not noted on his/her academic transcript, the applicant must upload a document issued by his/her graduation school that certifies that the applicant skipped a year officially.</p> <p>(5) If the applicant's academic transcript consists of more than one page or includes a translation, the pages should be combined into a single file (PDF) for uploading.</p>

<p>5 Documents concerning English-language ability</p>	<p>The applicant is asked to upload one of the following official certificates certifying that he/she satisfies the English proficiency requirement mentioned in the section on Application Eligibility. Only a certificate issued for a score from a test taken on or after April 1, 2022, will be considered valid.</p> <p>① TOEFL iBT®(including Home Edition) Official Score Reports (Scores from ITP or other non-official scores <u>will not be accepted.</u>)</p> <p>② TOEIC®L&R Official Score Certificate (Scores from Institutional Program or other non-official scores <u>will not be accepted.</u>)</p> <p>③ IELTS™ (Academic Module) Test Report Form (Scores from IELTS™ Indicator and other non-official scores <u>will not be accepted.</u>)</p> <p>*When uploading TOEFL score document, please make sure you complete both of the procedures described below:</p> <p>(1) <u>Please choose Toyo University as a score recipient so that the university can ensure applicant's TOEFL score on ETS data manager (Toyo University DI Code: 9867).</u> You can order this from your ETS account.</p> <p>(2) Applicant is asked to upload his/her examinee's copy of his/her score report via My Page.</p> <p>(If the applicant cannot upload his/her examinee's copy, he/she should submit a memo containing the following information from the time the applicant took the TOEFL® test: (1) Appointment (Registration) Number (2) Test Date (3) Full Name in English as registered with TOEFL®)</p> <p>*If, due to unavoidable circumstances, the applicant cannot submit the official certificate for ② or ③ above by the deadline, the applicant may upload the examinee's results report with which he/she was provided. However, if the applicant is admitted to Toyo, the applicant will be asked to submit the official copy when completing the enrollment formalities. The applicant's acceptance or eligibility to enroll may be cancelled if the submitted certificate is found to contain falsehoods or if the applicant cannot submit the official certificate.</p> <p>*As a special case that applies only if the applicant cannot upload a certificate because, for example, he/she is a native or advanced speaker of English and has never acquired an English proficiency qualification, he/she may upload an "English-Language Ability Certificate" instead of one of the above-mentioned certificates. The applicant is asked to download the designated form from Toyo University's admission website, fill it in, and then upload it after having it <u>certified (i.e., affixed with a school seal, etc.) by a public agency (e.g., an embassy, etc.), university, or high school.</u> Note that certification by an individual, such as an advising teacher, or a document bearing a signature only will not be accepted.</p> <p>(If the applicant received a school education in English through the ordinary curriculum in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States of America during the past six years, this should be noted on the English-Language Ability Certificate. Anyone in a position of authority may prepare the certificate.)</p> <p>*Files showing online grade inquiry screens or other screen shot images will not be accepted.</p> <p>【 Note for the applicants for Toyo SDGs Ambassador Program for International Students 】</p> <p>If an applicant is to apply for Toyo SDGs Ambassador Program for International Students, they need to satisfy the requirement for English ability. For details, see page 25.</p>
<p>6 Letter of recommendation</p>	<p>(1) The applicant is asked to upload a letter of recommendation written in English.</p> <p>(2) <u>The applicant is asked to upload a letter issued by a high school or an institution of higher education, such as a university</u> (The letter must bear an official seal or the institution's letterhead). *A letter from a language school will not be accepted.</p> <p>(3) There is no requirement for recommender's position.</p> <p>(4) The applicant is asked to upload a letter bearing the recommender's signature.</p>

7	Passport	<p>(1) The applicant's passport must be valid at the time of application. (The applicant should allow plenty of time when applying for the passport, as the issuance process may take time in some countries and regions.)</p> <p>(2) The applicant is asked to upload a copy of his/her passport that shows his/her name, photo, date of birth, nationality, and other information in English that proves the applicant's identity. (The applicant should use the same name as it appears in his/her passport when registering his/her name at the time of application. At that time, the applicant's family name and given name should be entered in the order that they appear to the right of the applicant passport photo.)</p>
8	Certificate of completion (or expected completion) of a university preparatory course (for applicable applicants only)	<p>If the applicant completed (or is expected to complete) a University Preparatory Course for Students with less than 12 Years of Education (authorized by the Japanese Ministry of Education, Culture, Sports, Science and Technology), he/she is asked to upload a certificate stating that he/she completed (or is expected to complete) this course.</p>
9	Copy of International Baccalaureate degree, Abitur qualification, certificate of Baccalauréat qualification, or GCE Advanced Level <for applicant who requires of Application Eligibility 2. (3) >	<p>If the applicant has an International Baccalaureate degree, Abitur qualification, Baccalauréat qualification or GCE Advanced Level, he/she is asked to upload a document that certifies this qualification.</p> <p><Applicants having international Baccalauréat qualification></p> <p>① International Baccalaureate Diploma and ② IB Transcript</p> <p><Applicants having Abitur qualification></p> <p>① Zeugnis der allgemeinen Hochschulreife</p> <p><Applicants having Baccalauréat qualification></p> <p>① Diplome du Baccalaureat de l'Enseignement du Second Degre and ② Releve de Notes et Resultats</p> <p><Applicants at GCE Advanced Level></p> <p>① General Certificate of Education and ② Statement of Results</p>
10	Certificate of Japanese language ability (Optional)	<p>The applicant is asked to upload a score certificate or score report for the Examination for Japanese University Admission for International Students (EJU) or certificate of result and scores the Japanese-Language Proficiency Test (JLPT).</p>
11	SDGs Action Plan (Required for applicants who wish to be considered for SDGs Ambassador Program)	<p>(1) Prepare the document in English.</p> <p>(2) The form should be downloaded from Toyo University's admission website. Merge it with the second and following pages that describe your plans as one file and submit it. The second and following pages can be in any format; however, they should be in three pages or less on A4-sized paper (four pages in total including the cover page). The applicant may use tables, illustrations, images, etc.</p> <p>(3) Prepare a SDGs Action Plan that they will cope with through the four years after the enrollment to our university, taking note of the following.</p> <p>【Notes】</p> <ul style="list-style-type: none"> · It is mandatory that the applicant cooperate with a group of Japanese students in the SDGs activities. · Describe the activities to be conducted for each year of the four years. · Describe how the applicant may use of the achievements from the activities after he/she graduates. <p>(4) The name on the plan should be the same as the one on the Reason for Application.</p>

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

Application Eligibility

[Third-year transfer (*hennyugaku*)]

The applicant must satisfy all of the following requirements (1 to 2).

1. Applicant is a national of a country other than Japan.
2. Applicant has completed (or is expected to complete) coursework of at least 14 years in school education in a country other than Japan by September 30, 2024.

【Applicants for the Department of Global Innovation Studies must satisfy eligibility requirements 1 and 2 above as well as one of the following English proficiency requirements or the equivalent】

- TOEFL iBT®(including Home Edition) score of 79 or higher
- IELTS™ score of 6.0 or higher
- TOEIC®L&R score of 780 or higher

*A valid English proficiency requirement score must be one from a test taken on or after April 1, 2022.

Scores of TOEFL ITP®, IELTS™(General Training Module), IELTS™ Indicator, and TOEIC® L&R-IP (Institutional Program) will not be accepted.

(Note)

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

[Third-year transfer (*tennyugaku*)]

The applicant must satisfy all of the following requirements (1 to 2).

1. Applicant is a national of a country other than Japan.
2. Applicant has been enrolled (or is expected to have been enrolled) in a university (excluding junior colleges) in a country other than Japan for at least 2 years by September 30, 2024.

【Applicants for the Department of Global Innovation Studies must satisfy eligibility requirement 1 and 2 above as well as one of the following English proficiency requirements or the equivalent】

- TOEFL iBT®(including Home Edition) score of 79 or higher
- IELTS™ score of 6.0 or higher
- TOEIC®L&R score of 780 or higher

*A valid English proficiency requirement score must be one from a test taken on or after April 1, 2022.

Scores of TOEFL ITP®, IELTS™(General Training Module), IELTS™ Indicator, and TOEIC®L&R-IP (Institutional Program) will not be accepted.

【Second-year transfer (*tennyugaku*)】

Applicant must satisfy all of the following requirements (1 to 2).

1. Applicant is a national of a country other than Japan.
2. Applicant has been enrolled (or is expected to have been enrolled) in a university (excluding junior colleges) in a country other than Japan for at least 1 year by September 30, 2024.

【Applicants for the Department of Global Innovation Studies must satisfy eligibility requirement 1 and 2 above as well as one of the following English proficiency requirements or the equivalent】

- TOEFL iBT®(including Home Edition) score of 79 or higher
- IELTS™ score of 6.0 or higher
- TOEIC®L&R score of 780 or higher

* A valid English proficiency requirement score must be one from a test taken on or after April 1, 2022.

Scores of TOEFL ITP®, IELTS™ (General Training Module), IELTS™ Indicator, and TOEIC® L&R-IP (Institutional Program) will not be accepted.

Schedule

Application Period	Examinee Number Notification	Exam method notification (scheduled)	Exam Dates	Announcement of Results	Deadline for Admission Procedure
February 9 – February 18, 2024	March 12	April 5	April 13 or 15	April 25	May 9

*Applicant must upload all required documents and pay the application fee by the application deadline.

*A **connection test for the online interview** will be conducted sometime between the scheduled date of the exam method notification and the day before the exam date.

*The interview will be held on one of the two dates listed under "Exam Dates." Applicants cannot choose the exam date.

Selection for the Faculty of Global and Regional Studies will be based on document screening (see Subjects [points available] below); however, an online interview will also be conducted if deemed necessary. The applicant will receive a notification concerning the interview in case of the interview will be conducted.

The notification will be sent to the applicant's My Page (see "The Process from Application to Examination" on page 29) on the scheduled date of exam method notification mentioned above."

Note that the online interview will be conducted following the same schedule as that provided under the "Exam Dates." (Inquiries concerning whether a web interview will be conducted will not be accepted.)


Subjects (Points Available)

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

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

Application Documents

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

<p>1 ID photo</p>	<p>A photo file of the applicant with the specified size must be uploaded to applicant's My Page.</p>  <ul style="list-style-type: none"> ● The photo must be taken within three months of the time of application. It must be a glossy color with a plain background that measures 4 cm (height) x 3 cm (width). It must show the applicant from the shoulders above. The applicant must be shown looking straight at the camera and cannot be wearing a cap or hat. (Any attire is acceptable.) Photos with a matte finish, black and white, and <u>snapshots are not accepted.</u> ● If the applicant typically wears eyeglasses, the eyeglasses should be worn in the photograph. <p>*The uploaded photo will be used in the applicant's student ID after enrollment until graduation.</p>
<p>2 Reason for Application (prescribed form)</p>	<ol style="list-style-type: none"> (1) The form should be downloaded from Toyo University's admission website. (2) Applicant's name should be entered in the Name space as it appears in the Roman alphabet in the applicant's passport. (3) If the Reason for Application consists of more than one page, the pages should be combined into a single file for uploading. (4) The topics that must be addressed differ depending on the faculty and / or department. The form should be prepared in accordance with the following instructions: 【 Department of Global Innovation Studies of Faculty of Global and Regional Studies 】 <ul style="list-style-type: none"> · The applicant will read "Instruction for Global Innovation Studies (GINOS) Application Essay" and write a passage that responds to the designated question <u>in English.</u>

		<ul style="list-style-type: none"> · "Instruction for Global Innovation Studies (GINOS) Application Essay" can be downloaded from Toyo University's admission website. · The Reason for Application should be prepared using the designated form (PDF file) on a PC. If the applicant is unable to use the software needed to edit a PDF file, the Reason for Application may be prepared using word processing software. However, in this case, the form must be prepared so that is identical to the designated PDF form. No format other than the above-mentioned formats will be accepted.
3	Certificate of Japanese language ability (Optional)	<p>Uploading of this certificate is optional.</p> <p>If the applicant decides to make a submission, he/she is asked to upload his/her score certificate or score report for the EJU or his/her certificate of result and scores for the Japanese-Language Proficiency Test (JLPT).</p>
4	Certificate of graduation (or expected graduation) from non-Japanese university or junior college	<ol style="list-style-type: none"> (1) Only applicants who is seeking to take the exam for transfer (<i>hennyugaku</i>) are asked to upload this document. (2) The applicant is asked to upload a certificate that states his/her enrollment date, graduation date, schooling years, and graduation eligibility. (This certificate differs from a diploma.) (3) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which his/her graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload his/her diploma instead. (4) When attaching a translation, the original document and the translation should be combined into a single file (PDF) for uploading.
5	Certificate of withdrawal from a non-Japanese university or certificate of enrollment in a non-Japanese university	<ol style="list-style-type: none"> (1) Only applicants who is seeking to take the exams for ordinary transfer (<i>tennyugaku</i>) are asked to upload this document. (2) The certificate must be issued by the non-Japanese university. (3) When attaching a translation, the original document and the translation should be combined into a single file (PDF) for uploading.
6	Academic transcript from a non-Japanese university or junior college	<ol style="list-style-type: none"> (1) The applicant is asked to upload a transcript that clearly shows his/her grades and earned credits for all courses taken. (2) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which his/her graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload copies of his/her original grade reports instead. (3) If the applicant's academic transcript consists of more than one page or includes a translation, the pages should be combined into a single file (PDF) for uploading.
7	Certificate of course completion from a non-Japanese university or junior college	<p>If the applicant is currently taking courses at the time, certificate states the course names, number of credits, and year of course completion and issued by the university or junior college in which you are enrolled must be uploaded.</p> <p>* The applicant need not to attach this certificate if the academic transcript states the course names, number of credits, and year of completion for courses that he/she is currently taking.</p>

8	Academic transcript from a Japanese university or junior college	<p>(1) Only applicants who have previously attended a Japanese university are asked to upload this document.</p> <p>(2) The applicant is asked to upload a transcript that clearly shows states grades and earned credits for all courses taken. *If the applicant is currently taking courses at the time, certificate states the course names, number of credits, and year of course completion on the certificate.</p> <p>(3) As a special case that applies only when the applicant cannot receive the above-mentioned certificate due to unavoidable circumstances, such as the school from which his/her graduated cannot issue the certificate because it was closed or merged with another institution, the applicant may upload copies of his/her original grade reports instead.</p> <p>(4) If the applicant's academic transcript consists of more than one page or includes a translation, the pages should be combined into a single file (PDF) for uploading.</p>
9	Passport	<p>(1) The applicant's passport must be valid at the time of uploading. (The applicant should allow plenty of time when applying for the passport, as the issuance process may take time in some countries and regions.)</p> <p>(2) The applicant is asked to upload a copy of his/her passport that shows his/her name, photo, date of birth, nationality, and other information in English that proves the applicant's identity. (The applicant should enter the same name as it appears in his/her passport when registering his/her name at the time of application. At that time, the applicant's family name and given name should be entered in the order that they appear to the right of the applicant's passport photo.)</p>
10	Copy of International Baccalaureate degree, Abitur qualification, certificate of Baccalauréat qualification, or GCE Advanced Level <for applicant who requires of Application Eligibility 2. (3) >	<p>If the applicant has an International Baccalaureate degree, Abitur qualification, Baccalauréat qualification or GCE Advanced Level, he/she is asked to upload a document that certifies this qualification.</p> <p><Applicants having international Baccalauréat qualification></p> <p>① International Baccalaureate Diploma and ② IB Transcript</p> <p><Applicants having Abitur qualification></p> <p>① Zeugnis der allgemeinen Hochschulreife</p> <p><Applicants having Baccalauréat qualification></p> <p>① Diplôme du Baccalauréat de l'Enseignement du Second Degré and ② Relevé de Notes et Resultats</p> <p><Applicants at GCE Advanced Level></p> <p>① General Certificate of Education and ② Statement of Results</p>

11 Documents concerning English language ability

The applicant is asked to upload one of the following official certificates certifying that he/she satisfies the English proficiency requirement mentioned in the section on Application Eligibility. Only a certificate issued for a score from a test taken on or after April 1, 2022, will be considered valid.

- ① TOEFL iBT®(including Home Edition) Official Score Reports
(Scores from ITP or other non-official scores will not be accepted.)
- ② TOEIC®L&R Official Score Certificate
(Scores from Institutional Program or other non-official scores will not be accepted.)
- ③ IELTS™ (Academic Module) Test Report Form
(Scores from IELTS™ Indicator or other non-official scores will not be accepted.)

*When uploading TOEFL score document, please make sure you complete **both** of the procedures described below:

- (1) Please choose Toyo University as a score recipient so that the university can ensure applicant's TOEFL score on ETS data manager (Toyo University DI Code: 9867). You can order this from your ETS account.
- (2) Applicant is asked to upload his/her examinee's copy of his/her score report via My Page.

(If the applicant cannot upload his/her examinee's copy, he/she should submit a memo containing the following information from the time the applicant took the TOEFL® test:

- (1) Appointment (Registration) Number (2) Test Date (3) Full Name in English as registered with TOEFL®)

*If, due to unavoidable circumstances, the applicant cannot upload the official certificate for ② or ③ above by deadline, the applicant may upload the examinee's results report with which he/she was provided. However, if the applicant is admitted to Toyo, applicant will be asked to submit the official copy when completing the enrollment formalities.

The applicant's acceptance or eligibility to enroll may be cancelled if the submitted certificate is found to contain falsehoods or if the applicant cannot submit the certificate.

*As a special case that applies only if the applicant cannot upload a certificate because, for example, he/she is a native or advanced speaker of English and has never acquired an English proficiency qualification, he/she may upload an "English-Language Ability Certificate" instead of one of the above-mentioned certificates. The applicant is asked to download the designated form from Toyo University's admission website, fill it in, and then upload it after having it **certified (i.e., affixed with a school seal, etc.) by a public agency (e.g., an embassy, etc.), university, or high school.** Note that certification by an individual, such as an advising teacher, or a document bearing a signature only will not be accepted.

(If the applicant received a school education in English through the ordinary curriculum in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States of America during the past six years, this should be noted on the English-Language Ability Certificate. Anyone in a position of authority may prepare the certificate.)

* Copies of online grade inquiry screens will not be accepted.

Important Reminders Concerning Application

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

Process from Application to Examination

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

- Required documents (e.g., certificate of graduation, academic transcripts, etc.) and electronic photo file
 - *Applicants should check the "Application Documents" page and double-check their documents to ensure that nothing is missing or erroneous.
 - *Applicants are asked to prepare their application documents in PDF files and their ID photograph in a JPG or JPEG file.
- A personal computer with an internet connection
- An email address for the internet application registration procedure
- A webcam, microphone, and speakers for the online interview
 - *Even if "subjects" is "document screening" only, as the applicant may still be required to participate in an online interview if needed.
- A credit card to pay the application fee

1. Online application registration and payment of the application fee

The applicant should access the application registration page from Online Entrance Examination Offered to International Applicants of Toyo University's admission website to apply:
<https://www.toyo.ac.jp/nyushi/en/admission/>

The applicant should select the exam he/she wants to apply for, and enter the necessary information. After completing the registration, the applicant should pay the application fee following the instructions provided. After completing registration, the online applicant's application number and security code needed to log in to personal admissions page "My Page" will be provided on the page. Applicants are advised to write down this information and should be kept it in a secure place.

*If the applicant wants to apply for Toyo SDGs Ambassador Program for International Students, select the option in the section to select the faculty and department of his/her choice.

2. Uploading of application documents and ID photo file

After completing the payment procedure, the applicant should log in to My Page using the application number and security code provided during application registration, and upload his/her ID photo file and requested application documents by the deadline.

*Applicants may not log in to My Page until they have completed the application fee payment procedure.

*Applicants need to upload "SDGs Action Plan" if they want to apply for Toyo SDGs Ambassador Program for International Students.

3. Confirmation of Examinee Number

The examinee number will be provided only to applicants who are considered to have application eligibility. Applicants are advised to check to see if they received an applicant number via "View Examination Information" section of My Page on the scheduled notification day.

4. Confirmation of Exam Method Outline

The university will provide applicants who have received an examinee number with detailed method of the connection test and online interview. Applicants can check the method and information via "View Interview Information" section of My Page.

*If it is the case that applicants for the Faculty of Letters, Faculty of Economics, Faculty of Business Administration, Faculty of Sociology, Faculty of Global and Regional Studies, Faculty of International Tourist Management are required to have an online interview, the university will notify only those to whom this applies in the same way as other faculties applicants. If an interview is required, the following steps outlined in 5 and 6 will also apply.

5. Connection Test

Connection test will be conducted on the scheduled date in step 4. Applicants should make sure to check the instruction to get a connection in "Guide for Interview via Web Conferencing System" and participate in the connection test as required between the day of the scheduled notification of the exam method and the day before the examination.

6. Examination

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

Application Fee

1. Application fee: 10,000 yen*

- (1) Payment of application fee must be completed by the application deadline provided in the exam schedule. Applicants will not be permitted to take the exam if they fail to complete their online application registration, application fee payment, or uploading of application documents during the application period.
- (2) **The application fee must be paid with a credit card.** After the online application registration, payment should be completed by following the instructions provided. Remittance from a bank or other financial institution will not be accepted.

*A system operation fee will be charged.

2. Refunds of the application fee

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

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

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

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

Notification of Examinee Number and Exam Outline

- (1) If an applicant's application is deemed to be eligible, the university will provide him/her with his/her Examinee Number via My Page on the scheduled day provided on the "Exam Schedule" page. Applicants should be sure to check this number. However, if an applicant's eligibility is not recognized as a result of document screening, the applicant will be notified by email that he/she will not be admitted to Toyo.
- (2) The university will provide applicants to take the online interview with the date and time for the connection test, the time of the interview to be held on the exam date, and other exam details on My Page. Applicants are asked to check the scheduled day for exam method notification on the "Exam Schedule" page.

Connection Test and Online Interview

- (1) An online interview will be conducted via a web conferencing system. Applicants should be sure to check the "Guide for Interview via Web Conferencing System" carefully beforehand.
- (2) **A connection test for use of the web conferencing system will be conducted prior to the online interview.** The test will check the connection status of the internet line, audio and visual settings, and other connection related matters; it will take about ten minutes. Applicants are asked to double-check the settings of their equipment beforehand. Applicants that do not participate in the connection test may be barred from participating in the online interview.
- (3) Applicants should participate in the online interview in the same environment as they were in during the connection test. The university will not accept requests for another interview due to equipment problems.
- (4) The following behaviors shall be considered inappropriate acts.
 - ① Taking of the interview by another person (i.e., a person impersonating the applicant).
 - ② Other behavior that obstructs the exam's fairness.

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

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

Announcement of Results

- (1) Results of the exam will be notified to all applicants via "My Page".
- (2) Results will not be provided in response to inquiries by telephone, e-mail, etc.
- (3) Results will not be sent out by post.
- (4) Announcement of results is scheduled to begin at 10:00 a.m. (Japan time) on the announcement date.

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

Admission Procedure

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

① Admission procedure (online registration)

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

② Payment

Admitted applicants are asked to complete the payment of tuition and fees by following the instructions provided. Payment must be made with a credit card.

Remittance from a bank or other financial institution will not be accepted.

Admitted applicants will only be able to make the payment after they have completed the procedure described in ① above.

* An applicant who fails to complete the procedures described in ① and ② above before the deadline will be considered to have no intention of entering Toyo University. In this case, the applicant will not be allowed to proceed with the acceptance procedure after the deadline.

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

Status of Residence (Nationals of Countries other than Japan)

International students who are accepted for admission to Toyo University are eligible for the residence status "Student."

However, applicants, who have not obtained the residence status of "Student" or any other status to reside for a mid to long term as of September 20, 2024, will not be permitted to enroll.

International students accepted for admission are advised to check this website for details prior to applying <https://www.toyo.ac.jp/s/residence/>

Students possessing the status of residence "Student" become eligible for Toyo University's tuition reduction for international students as well as scholarships. Although it is possible to enroll in and study at Toyo University with a status of residence other than "Student" that permits a mid-or long-term stay in Japan, such students will not be able to receive the services and benefits that are offered specifically to international students with the "Student" status of residence. It is not possible to study at Toyo University with the status of residence "Short-Term Stay."

Students accepted to Toyo University through the application procedures herein for students from overseas described in this Application Guide can request Toyo University's appointed administrative scrivener to file a proxy application for issuance of "Certificate of Eligibility for Resident Status" with the Immigration Services Agency on their behalf.

More information will be provided in the "Admissions Guide" after the announcement of results.

It should be noted that the issuance of "Certificate of Eligibility for Resident Status" will take one or two months from the time of application. Once they have been issued the "Certificate of Eligibility for Resident Status," applicants are asked to prepare the other necessary documents and receive a "Student" visa from a diplomatic office of Japan in their home country or country of residence before coming to Japan.

* Toyo University provides proxy applications for the status of residence "Student" only.

* A "Certificate of Ability to Pay School Expenses" is required for this proxy application. Arrangements should be made in advance, as issuance of this certificate may take time.

* Those who would like Toyo University to apply for a "Certificate of Eligibility for Resident Status" on their behalf must report accurately how many times they have applied for the COE and the number of times their applications have been refused. If their application for COE is refused because of reporting false information, Toyo University will not accept further requests for re-application.

* The Immigration Services Agency will handle screening of students' Certificate of Eligibility for Resident and the Status and the diplomatic office of Japan in students' country will handle screening of the visa. Toyo University will assume no responsibility if any of these documents is not granted.

Payment of Tuition and Fees

Breakdown of payments for students in 2024 (scheduled)

Contents		Amount (JPY)
Academic Fees	Admission Fee	250,000
	Tuition	780,000
	Facility Fee	220,000
	Subtotal	1,250,000
Other Fees	Membership fee of <i>Ikuseikai</i>	5,000
	Subtotal	5,000
Total (Single payment)		1,255,000
Total (Installments)		755,000
Amount of reduction or exemption in the case of a 30% tuition reduction or exemption*		234,000

* In the case of newly enrolled students, if the student pays the full tuition and then receives the tuition reduction after admission, he or she will receive a refund for the amount of the reduction. In the case of students in their second or subsequent year who met academic standards and are recognized as eligible for the tuition reduction, a new bank transfer form with a reduced tuition amount that corresponds to the academic standards will be sent to the student. For details on eligibility to receive the tuition reduction, see "Support Schemes for International Students."

《Remarks》

1. The Admission Fee is charged in the first year only.
2. Students are permitted to choose between paying the entire amount when completing the admission procedure or paying the tuition and Facility fee in two installments per year.
3. Some courses may charge an additional payment of activity fees.
4. The admission fee is money paid as "the price of obtaining a position that will allow enrollment to the faculty, department, and course of Toyo University where the applicant is allowed to enter." It is therefore non-refundable even if the applicant declines to enroll in the university. Submitted documents will likewise not be returned.
5. Tuition and fees may change for students who exceed the designated length of the course of study.
6. When the student chooses installment method of payment, the second installment will be in April 2025

*Toyo University may collect other expenses on behalf of various organizations based on their requests.

Withdrawal from Admission and Refund of Payments following the Admission Procedure

Students are not allowed to withdraw from enrollment in principle. However, in the event that it becomes difficult for a student to attend the university due to illness, disease, economic difficulty, or other such circumstances, if an applicant applies with the expected hopes of fulfilling admission requirements but fails to satisfy them by the time enrollment officially begins, or if it is discovered that an applicant has falsified any part of their application including certifications for application eligibility or documents for application examination, Toyo University will allow the student to withdraw from enrollment and refund his/her payments (excluding the admission fee) provided that the student submits a request through the procedure prescribed by Toyo University. Procedure details can be found in the "Admissions Procedure Guide".

Toyo SDGs Ambassador Program for International Students

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

(1) Applicable students

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

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

*For the departments and faculties that accommodate this program, see page 6.

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

- ① Students who satisfy one of the following English-language criteria or those who are recognized as equivalent
 - TOEFL iBT® (including Home Edition) score of 94 or higher
 - IELTS™(Academic Module) 6.5 or higher
 - TOEIC®L&R score of 780 or higher and S&W score of 310 or higher
- ② Students whose SDGs Action Plan is outstanding

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

(3) Details of the benefits

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

1) Financial aid

The Ambassadors will be exempted to pay the following costs:

① Admission fee

② Tuition (full or partial waiver depending on GPA)

First year: With this program, 70% of the tuition will be deducted. The rest 30 percent will be deducted by the Tuition Reduction Scholarship Scheme.

Second to fourth years: With this program, 60% of the tuition will be deducted. The rest 0 to 40 percent will be deducted by the Tuition Reduction Scholarship Scheme. Its percentage depends on one's GPA.

*To reduce financial burden, Toyo highly recommend to apply for Tuition Reduction Scholarship after enrollment. For more information see Support schemes for international students on page 28.

③ Lab fees

④ Facility fees

*There is no obligation to pay the received financial aid back.

*At the end of each academic year, the Ambassadors

Annual reports will be evaluated to decide whether they should be eligible to continue the program in the following year. When it is decided to discontinue student's recognition as an Ambassador, the above-mentioned financial aid will also be terminated.

*Students who lose eligibility may be requested to pay the received financial aid back to the university.

*The Ambassadors will be requested to participate in events and PR activities held by the university.

2) Provision of housing (including moving fees)

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

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

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

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

3) On-campus job opportunities

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

4) Support for learning Japanese

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

(4)Duration of eligibility and standard for renewal

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

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

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

Tuition and Other Fees of Toyo SDGs Ambassador under Aid

(Unit: yen)

		Faculty of Global and Regional Studies
Academic fees	Tuition fee	234,000
	Total	234,000
One lump payment		234,000
By installments [1st] At the admission		117,000
By installments [2nd] First ten days in October 2024 (if deducted 30%)		0
By installments [2nd] First ten days in October 2024 (if not deducted 30%)		117,000
Fees in and after 2nd school year (if deducted 40%)		0
Fees in and after 2nd school year (if deducted 30%)		78,000
Fees in and after 2nd school year (if deducted 20%)		156,000
Fees in and after 2nd school year (if not deducted)		312,000

1. The payment of 30% should be made at the admission registration to the university. Students are allowed to choose between one lump sum payment (all fees) and a two-installment payment.
2. The payment of 40% should be made for the second school year and after. If the tuition reduction program based on the academic achievement is applicable at the same time, payment should be made after the deduction.

Support Schemes for International Students

1. Tuition Reduction Scholarship

Toyo University assists international students through its Tuition Reduction Scholarship.

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

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

2. Toyo University International Student Insurance

This scheme compensates the cost of having family members come to Japan when an international student falls ill or is involved in an accident.

Eligibility requirements	1) The student is an international student whose status of residence is "Student" (regardless of whether his/her expenses are government or privately paid or if the illness/accident occurs during a period of absence from school). 2) The student has completed international student registration procedures within the period designated by the university. 3) The student is enrolled in a health insurance scheme (such as national health insurance).
Insurance	· Death Insurance (maximum of 1,000,000 yen) · Residual Disability Insurance (between 4% and 100% of the Death Insurance according to the degree of residual disability) · Rescue Expense Insurance (maximum of 3,000,000 yen)
Premium	Free (Insurance premiums are borne by the university.)
Period	The period of enrollment (Also applicable to periods of absence from school.)

3. Guarantor Support for Apartment Hunting

People wanting to rent a room in Japan must have a "guarantor." The guarantor's role is to pay the rent on the renter's behalf when the renter does not do so. Japanese students typically ask their relative or close associate to be their guarantor. However, because this is usually not an option for international students, they must use a corporate guarantee service.

Toyo University concluded a memorandum with Global Trust Networks Co., Ltd. This allows international students of Toyo University to receive a 20% discount off Global Trust Networks' guarantee fee when using its guarantor service. Global Trust Networks also provides apartment-hunting support in many languages (including Japanese, English, Chinese, Korean, Vietnamese, and Nepali) and has numerous apartments and other dwellings for international students listed.

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

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

Recognition of Previously Earned Credits

Faculty of Global and Regional Studies

- For transfer (*tennyugaku*) to the second year
 - (1) Of credits that were earned at a university or other institution prior to transfer (*tennyugaku*) to Toyo University, Toyo University will recognize up to 32 credits as credits earned in the first-year subjects of its Faculty of Global and Regional Development Studies.
 - (2) When it is deemed that subject credits earned prior to transfer (*tennyugaku*) to Toyo University match with the subject name, lecture content, number of credits, and other items in the Faculty of Global and Regional Studies' Curriculum Table, Toyo University will recognize credits individually for each subject by matching the studied subjects with the subjects of the faculty.
However, when subjects cannot be recognized individually as subjects of the Faculty of Global and Regional Development Studies, the university will recognize the number of credits as a lump sum for each subject field.
 - (3) After transferring (*tennyugaku*), students will earn the credits still needed to satisfy conditions of starting graduation research as well as graduation requirements in accordance with the number of recognized credits and course instruction in the department.
- For transfer (*hennyugaku* or *tennyugaku*) to the third year
 - (1) Of credits that were earned at a university or other institution prior to transfer (*hennyugaku* or *tennyugaku*) to Toyo University, Toyo University will recognize up to 62 credits as credits earned in the first-year subjects of its Faculty of Global and Regional Development Studies.
 - (2) When it is deemed that subject credits earned prior to transfer (*hennyugaku* or *tennyugaku*) to Toyo University match with the subject name, lecture content, number of credits, and other items in the Faculty of Global and Regional Studies' Curriculum Table, Toyo University will recognize credits individually for each subject by matching the studied subjects with the subjects of the faculty.
However, when subjects cannot be recognized individually as subjects of the Faculty of Global and Regional Development Studies, the university will recognize the number of credits as a lump sum for each subject field.
 - (3) After transferring (*hennyugaku* or *tennyugaku*), students will earn the insufficient credits needed to satisfy conditions of starting graduation research as well as graduation requirements in accordance with the number of recognized credits and course instruction in the department.
- Presentation of syllabi

After completing the admission procedure, transfer students will be asked to submit copies of syllabi (showing lecture content) for all credit subjects completed prior to their transfer (*hennyugaku* or *tennyugaku*) to Toyo University for recognition of credit. These syllabi should be arranged in advance.

In addition to the application documents, transfer students will be asked to submit a certificate of graduation (certificate of withdrawal) and academic transcript (issued on or after January 2024) together with the syllabi. (In principle, those documents should be written in English.)

- When transferring (*tennyugaku*) to the second year (curriculum for students transferring in the 2021 academic year)

Faculty of Global and Regional Studies, Department of Global Innovation Studies - Requirements of Graduation			
Required Number of Credits for Graduation: 124	Subject Category		International Students
	Study Skills	Philosophy and Toyo Univ.	
		Basic Study Skills	10 credits
		Advanced Study Skills	
		Communication Skills	8 credits or more
		English Language Skills	
		Second Foreign Language Skills	
	Academic Subjects	Japanese Language Skills	
		Global Entrepreneurship	44 credits or more
		Global Business	
Global Collaboration			
	Regional Development Studies		
Project Studies			

Contact Information for Toyo University

1. Inquiry about Admissions

[Admissions office]

E-mail mlglobal@toyo.jp

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

[Toyo University Support Office for COE and Status of Residence]

E-mail toyo-pugs@tugs.co.jp

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

[Finance Section, Budget and Finance Office]

E-mail mlgakuhi@toyo.jp

4. Inquiry on Toyo SDGs Ambassador Program for International Students (in relation to pages 27 and 28)

[Toyo SDGs Ambassador Program for International Students Office]

E-mail mlsdgs-amb@toyo.jp