

**Graduate Schools
for International Trainees**

Application Guidelines

2024

Toyo University Graduate Schools

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Application Documents

In accordance with the Act on the Protection of Personal Information, personal information related to applications, such as information contained in documents, shall not be used for any purpose other than the selection for this program and related surveys and statistics.

Application for the Graduate Schools for International Trainees

Toyo University Graduate Schools (hereinafter, referred to as the “Graduate Schools”) offer training courses for foreign nationals staying in Japan who wish to receive research advising at the Graduate Schools for the purpose of enrolling in the master's program of the Graduate Schools.

Please complete the application procedures after having an interview and obtaining an approval from your academic supervisor of the Graduate Schools.

Graduate Schools and Courses Accepting International Trainees

Graduate School	Course	Form of class	Campus
Graduate School of Letters	Course of International Culture and Communication Studies	Day	Hakusan
Graduate School of Global and Regional Studies	Course of Global Innovation Studies *1	Day and evening	
	Course of Regional Development Studies		
Graduate School of International Tourism Management	Course of International Tourism Management		
Graduate School of Information Sciences and Arts	Course of Information Sciences and Arts	Day	Kawagoe
Graduate School of Life Sciences	Course of Life Sciences *2		Asaka

Note: Graduate Schools and Courses other than the above do not provide research advising only by the use of English.

*1. All classes in the Course of Global Innovation Studies are offered in English.

*2. The application and screening process for full year and spring semester students of the Course of Life Sciences in the Graduate School of Life Sciences will take place on Itakura Campus. However, the enrollment procedure and commuting to and from the school will be at Asaka Campus.

(For fall semester students, all application, screening process, enrollment procedure, and commuting to and from the school will be at Asaka Campus.)

Application Eligibility

1. Applicants must meet one of the following qualifications to be eligible to apply to the Graduate Schools for International Trainees.
 - (1) Persons who have completed a 16-year program of school education in a foreign country, or those who are expected to complete the same by March 31, 2024 (however, persons who are expected to complete the same by September 30, 2024, shall be included in the case of admission in the fall semester);
 - (2) Persons who have been recognized by the respective graduate schools as having academic ability equivalent or superior to those of graduates of universities as defined in Article 83 of the School Education Act;
 *If you wish to apply to the Graduate Schools for International Trainees but have not graduated from a university or obtained a bachelor's degree, you are required to submit documents for a preliminary screening. If you wish to apply for the preliminary screening, please consult with the office at each campus (see p. 8) by the respective due dates (Spring semester application: Friday, February 2, 2024; Fall semester application: Friday, June 21, 2024).
2. Applicants to the Graduate Schools for International Trainees must have a valid status of residence that permits a medium- to long term stay for the duration of their enrollment at the time of application. (see p. 6)

Training Methods and Other Information

1. Training methods

The international trainee is entitled to receive research advising on their project from a specific faculty member and to take courses necessary for their research.

2. Training period

(1) The training period for international trainees is as follows:

Graduate School and Course	Training period		
	Full year (spring and fall semesters)	Spring semester only	Fall semester only
Graduate School of Letters	○	—	—
Graduate School of Global and Regional Studies, Graduate School of International Tourism Management, Graduate School of Information Sciences and Arts, and Graduate School of Life Sciences	○	○	○

International trainees are accepted from April, and research advising is provided throughout the year at the following Graduate School: Letters

The training period at the following Graduate Schools is a half-year for each spring or fall semester: Global and Regional Studies, International Tourism Management, Information Sciences and Arts, and Life Sciences. If you wish to receive research advising throughout both the spring and fall semesters, please select full-year (spring and fall semesters) at the time of application, and you will not need to submit another application at the beginning of the fall semester.

(2) If you wish to continue as an international trainee, you may extend for one year only (you need to re-apply).

Training Fees

Training fees	
Annual	Half-year
120,000 yen	60,000 yen

*No training fees will be refunded.

*In the case of a half-year program, classes are held in the spring or fall semester, and the training will be completed in that semester.

Class Hours

Location of classes	Hakusan Campus	
	Day courses	Day and evening courses
Day Class period	Monday to Saturday	Monday to Saturday
1	9:00-10:30	9:00-10:30
2	10:40-12:10	10:40-12:10
3	13:00-14:30	13:00-14:30
4	14:45-16:15	14:45-16:15
5	16:30-18:00	16:30-18:00
6	—	18:15-19:45
7	—	19:55-21:25

Location of classes	Kawagoe Campus	Asaka Campus
	Day courses	Day courses
Day Class period	Monday to Saturday	Monday to Saturday
1	9:00-10:30	9:00-10:30
2	10:40-12:10	10:40-12:10
3	13:10-14:40	13:00-14:30
4	14:50-16:20	14:45-16:15
5	16:30-18:00	16:30-18:00
6	—	—
7	—	—

Application and Selection Schedule

【Frequency of accepting applications】

	★Applications are accepted once a year	★Applications are accepted twice a year
Graduate School of Letters		Graduate School of Global and Regional Studies, Graduate School of International Tourism Management, Graduate School of Information Sciences and Arts, and Graduate School of Life Sciences

【Application schedule】

	Full-year and spring semester students	Fall semester students
Hakusan Campus	<Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management>	<Graduate School of Global and Regional Studies and Graduate School of International Tourism Management>
	Period for receiving application documents: From Wednesday, March 6, 2024, to Thursday, March 7, 2024	Period for receiving application documents: Monday, August 19, 2024
	Hours for receiving application documents: 10:00-13:00, 14:00-16:00	Hours for receiving application documents: 10:00-13:00, 14:00-16:00
	Office for receiving application documents: Education Affairs Section for Graduate Schools, Hakusan Campus	Office for receiving application documents: Education Affairs Section for Graduate Schools, Hakusan Campus
Kawagoe Campus	<Graduate School of Information Sciences and Arts>	<Graduate School of Information Sciences and Arts>
	Period for receiving application documents: Monday, March 4, 2024	Period for receiving application documents: Monday, August 19, 2024
	Hours for receiving application documents: 10:00-13:00	Hours for receiving application documents: 10:00-13:00
	Office for receiving application documents: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus	Office for receiving application documents: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus
Itakura Asaka Campus (Note)	<Graduate School of Life Sciences>	<Graduate School of Life Sciences>
	Period for receiving application documents: Monday, March 4, 2024	Period for receiving application documents: Monday, August 19, 2024
	Hours for receiving application documents: 10:00-12:50	Hours for receiving application documents: 10:00-12:50
	Office for receiving application documents: Administration Section, Itakura Campus Office, Itakura Campus	Office for receiving application documents: Administration Section, Asaka Campus Office, Asaka Campus

(Note) It will be relocated to Asaka Campus in April 2024.

【Announcement of application results】

Notification of results	Thursday, March 21, 2024 The notification will be sent to applicants. (It will take two or three days to arrive.)	Thursday, September 5, 2024 The notification will be sent to applicants. (It will take two or three days to arrive.)
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*The screening process is based on document screening only.

*If you are unable to apply during the reception hours, please contact us in advance.

*If you have any questions, please contact the office at each campus (see p. 8).

*The application and screening process for full year and spring semester students of the Course of Life Sciences in the Graduate School of Life Sciences will take place on Itakura Campus. However, the enrollment procedure and commuting to and from the school will be at Asaka Campus.

(For fall semester students, all application, screening process, enrollment procedure, and commuting to and from the school will be at Asaka Campus.)

Application Procedures

1. Method of application

- (1) If you wish to apply to the Graduate Schools for International Trainees, please complete the application procedures **after having an interview and obtaining an approval from your academic supervisor at the graduate schools.**
- (2) Applications are accepted only at the reception of the office.
- (3) Please check and meet the application and selection schedule described on p. 4.
- (4) After paying the application fee (20,000 yen) at our certificate-issuing machine, please fill in the necessary items on the Application Form (申込書) printed by the machine, and bring the complete set of application documents with you.

2. Application fee

..... 20,000 yen

- (1) Please pay the application fee at our certificate-issuing machine on the campus of the graduate school to which you are applying during the hours for receiving application documents described on p. 4. For information how to use the certificate-issuing machine, please refer to “How to pay the application fee at the certificate-issuing machine” described at the end of these guidelines.

*Please make an inquiry about the reception hours for fall semester at the time of the application.

Campus	Location
Hakusan	1st floor, Building 6, 4th floor, Building 8
Kawagoe	In front of Education and Student Affairs Section, Kawagoe Campus Office (1st floor, Building 4)
Itakura (Note)	In front of Administration Section, Itakura Campus Office (1st floor, Building 1)
Asaka (Note)	Administration Section, Asaka Campus Office (2nd floor, Building 2)

(Note) It will be relocated to Asaka Campus in April 2024.

- (2) After paying the application fee, please fill in the necessary items on the Application Form (申込書) printed by the machine, and submit the application documents to the office for receiving application documents.

3. Application documents

Once the application documents are submitted, they will not be returned for any reason.

(1) Application ((a) - (1), (a) - (2). form designated by the university)

The field to attach “your face photo”:

Please attach a color photograph (4cm high by 3cm wide) taken within three months from the date of submission. The photo should be of the upper body (from shoulders up) of the applicant, without wearing a hat and taken from the front with no background.

The field to enter the “Training period”:

Please check "2. Training period" described on p. 2 as the training period differs depending on the graduate schools and courses.

The field to enter the “Guarantor”:

The guarantor must be a person whose identity is certain and who is able to take responsibility for the applicant during the training period.

If the guarantor is a foreign national, the guarantor must be a person with a status of residence other than a status of residence of “Student.” Please submit a copy of the guarantor's certificate of residence (issued within three months from the time of submission, showing the status of residence and the period of stay).

The fields to enter the “Academic background” and “Work experience”:

Please make sure to enter each year in the Western calendar. If you are a foreign national and your status of residence is “Student,” please make sure to enter the organization to which you currently belong.

Health status:

You do not need to submit a health certificate as one of the application documents. However, if you need support in your student life due to illness or disability, you may be asked to submit a document showing your health condition. Please consult with the office at each campus (see p. 8) before the application procedure.

(2) Research Plan (b. form designated by the university)

(3) Recommendation and Approval from the Academic Supervisor (c. form designated by the university)

This is the recommendation and approval from the faculty member who will be your academic supervisor at the graduate schools. Please have this ready as soon as possible.

(4) Examinee's Slip (d. form designated by the university)

(5) Address Slip (e. form designated by the university)

This slip will be used to send a notification of acceptance or rejection by postal mail. Please accurately fill in your address with the postal code.

After filling out the slip, please tear it off along the outer frame.

(6) Certificate of (Expected) Graduation and Academic Transcript (Photocopies are not acceptable)

Please submit the certificates from your last school. If you have submitted a certificate of expected graduation, please make sure to submit your “certificate of graduation” and “academic transcript issued after the date of graduation” at the time of enrollment procedure.

If the degree you obtained is not specified on the certificate of (expected) graduation or the academic transcript, please also submit a “certificate clearly indicating the degree obtained.” Certificates must be written in Japanese or English. If written in a language other than Japanese or English, be sure to attach a Japanese translation certified by a public institution, language school, etc.

(*) If the name on the application documents is different from the current name, please submit a document that can prove that you are the applicant.

(7) Application Form (申込書)

Please pay the application fee at the certificate-issuing machine, and submit the “application form (申込書)” printed by the machine.

For how to use the certificate-issuing machine, please read “How to pay the application fee at the certificate-issuing machine” described at the end of these guidelines.

(8) An original Certificate of Residence (issued within three months from the time of submission, showing nationality, status of residence and period of stay) or a photocopy of both sides of the Residence Card

*Please make sure that you have a valid status of residence that permits a medium- to long term stay for the duration of enrollment at the time of application.

Graduate School accepting international trainees	Period of stay required at the time of application
Graduate School of Letters	Until March 31, 2025
Graduate School of Global and Regional Studies, Graduate School of International Tourism Management, Graduate School of Information Sciences and Arts, and Graduate School of Life Sciences	[If you apply for the spring semester] Until September 30, 2024 [If you apply for the fall semester] Until March 31, 2025

Announcement of Application Results

1. All applicants will be notified of the results of the screening, regardless of whether they have passed or failed.
2. We will send the application result and documents for the enrollment procedure to successful applicants by postal mail on the day of the announcement of application results. It takes two or three days to arrive, depending on the postal service.
3. We will not respond to any inquiries regarding acceptance or rejection.

Enrollment Procedure

1. Please bring the enrollment documents directly to the following office for enrollment procedure at each campus.
2. Please make sure that you have no omissions or other mistakes on the enrollment documents. If you have any questions, please contact us in advance.

	Full-year and spring semester students	Fall semester students
Hakusan Campus	<Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management>	<Graduate School of Global and Regional Studies and Graduate School of International Tourism Management>
	Date of enrollment procedure: Friday, April 5, 2024	Date of enrollment procedure: Tuesday, September 17, 2024
	Hours for procedures: 10:00-13:00, 14:00-16:45	Hours for procedures: 10:00-13:00, 14:00-16:45
	Office for procedures: Education Affairs Section for Graduate Schools, Hakusan Campus	Office for procedures: Education Affairs Section for Graduate Schools, Hakusan Campus
Kawagoe Campus	<Graduate School of Information Sciences and Arts>	<Graduate School of Information Sciences and Arts>
	Date of enrollment procedure: Friday, April 5, 2024	Date of enrollment procedure: Thursday, September 19, 2024
	Hours for procedures: 10:00-13:00	Hours for procedures: 10:00-13:00
	Office for procedures: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus	Office for procedures: Education and Student Affairs Section, Kawagoe Campus Office, Kawagoe Campus
Asaka Campus	<Graduate School of Life Sciences>	<Graduate School of Life Sciences>
	Date of enrollment procedure: Friday, April 5, 2024	Date of enrollment procedure: Tuesday, September 17, 2024
	Hours for procedures: 10:00-12:50	Hours for procedures: 10:00-12:50
	Office for procedures: Administration Section, Asaka Campus Office, Asaka Campus	Office for procedures: Administration Section, Asaka Campus Office, Asaka Campus

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(For fall semester students, all application, screening process, enrollment procedure, and commuting to and from the school will be at Asaka Campus.)

Contacts for Inquiries

1. Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management
Education Affairs Section for Graduate Schools: 4th floor, Building 8, Hakusan Campus
5-28-20 Hakusan Bunkyo-ku, Tokyo 112-8606
Email: mldaig-ad@toyo.jp
Weekdays: 10:00-13:00, 14:00-16:45
Saturdays: 10:00-12:45
2. Graduate School of Information Sciences and Arts
Education and Student Affairs Section, Kawagoe Campus Office: 1st floor, Building 4, Kawagoe Campus
2100 Kujirai, Kawagoe, Saitama 350-8585
TEL: 049(239)1313
Weekdays: 9:30-13:00, 14:00-16:45
Saturdays: 9:30-12:45
3. Graduate School of Life Sciences
Administration Section, Itakura Campus Office: 1st floor, Building 1, Itakura Campus
1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma 374-0193
Email: mllfinkyomu@toyo.jp
Weekdays: 9:20-13:00, 14:00-16:50
Saturdays: 9:20-12:50
Administration Section, Asaka Campus Office: 2nd floor, Building 2, Asaka Campus
48-1 Oka, Asaka, Saitama 351-0007
Email: mllfinkyomu@toyo.jp
Weekdays: 9:20-12:50, 14:00-16:50
Saturdays: 9:20-12:50
*Any changes will be announced separately.

*Please make an inquiry about the reception hours for fall semester at the time of the application.

Please note that the reception hours may change due to vacation periods and other reasons. For more details, please refer to our official website.

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(For fall semester students, all application, screening process, enrollment procedure, and commuting to and from the school will be at Asaka Campus.)

Examinee number	*
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Items marked * are not required to fill in.

AY2024 Toyo University Graduate Schools: International Trainees Application (a) - (2)

For the fields of academic background, others and work experience, enter each year in the Western calendar.

Personal History	Academic background	Entered Elementary School in (Month) / (Year) and graduated in (Month) / (Year)
		Entered Junior High School in (Month) / (Year) and graduated in (Month) / (Year)
		Entered Senior High School in (Month) / (Year) and graduated in (Month) / (Year)
		Entered University in (Month) / (Year) and graduated in (Month) / (Year)
		(Month) / (Year) (Month) / (Year)
		(Month) / (Year) (Month) / (Year)
	Others (Language school, etc.) and Work experience	(Month) / (Year) (Month) / (Year)
		(Month) / (Year) (Month) / (Year)
		(Month) / (Year) (Month) / (Year)
		(Month) / (Year) (Month) / (Year)

【Reasons to apply for the international trainees】

For the use of Course Chair	Overall remarks and examination results	*	
		Signature _____ [Seal]	Result

Items marked * are not required to fill in.

AY2024 Toyo University Graduate Schools: International Trainees Examinee's Slip (d)

Examinee number	*	Reception seal
Furigana		*
Name		

Items marked * are not required to fill in.

AY2024 Toyo University Graduate Schools: International Trainees Address Slip (e)

- This slip will be used to send a notification of acceptance or rejection by postal mail.
- Please accurately fill in your address with the postal code.
- After filling out the slip, please tear it off along the outer frame and submit it together with other application documents.

AY2024 Toyo University Graduate Schools:
International Trainees Address Slip

Examinee number	*
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Address:

To Mr. / Ms.

Items marked * are not required to fill in.

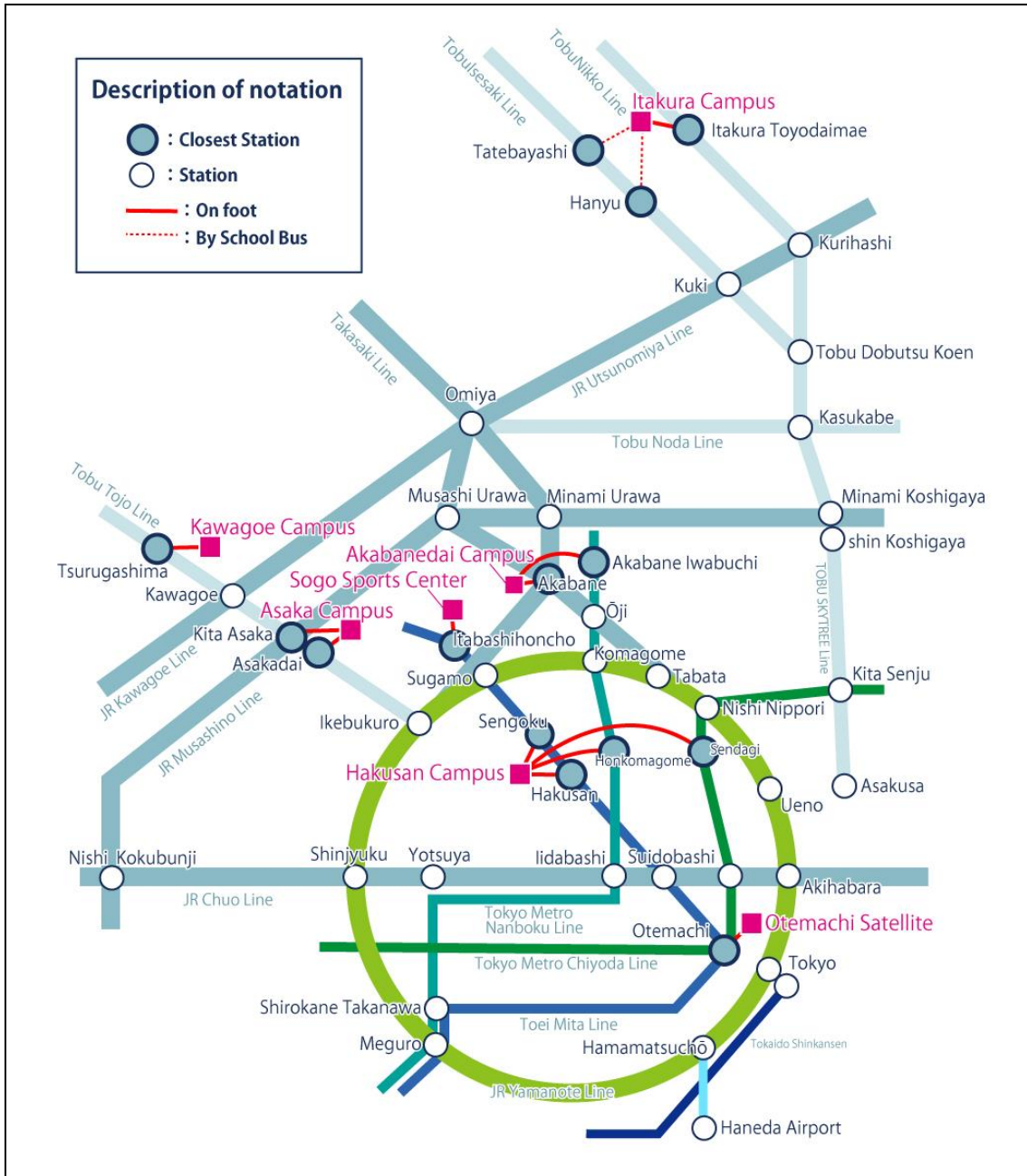
How to pay the application fee at the certificate-issuing machine

☆Select the required items on the touch panel and pay the application fee.

- Stand in front of the certificate-issuing machine and press the <卒業生・身分証をお持ちでない教職員の方はこちら/Click here if you are a graduate or a faculty member without an ID> button.
Note: If you are a current student of any faculty of Toyo University, swipe your student ID card and enter your pin number.
- Press the <教務関係/Academic Affairs> button.
- Press the <サブカテゴリ選択/Select Subcategory> button.
- Press the <その他/Others> button.
- Press the <大学院外国人研修生検定料/Application Fee for Graduate Schools for International Trainees> button.
- After confirming the selected application name and amount of the fee, press the <カートに入れる/Add to the Cart> button.
- Press the <カートを確認/Confirm the Cart> button.
- Press the <支払い画面~/Go to Payment Screen> button.
- Pay the application fee of **20,000 yen**.
- Press the <確定/Confirm> button.
- Please fill out the Application Form printed by the machine and submit it along with the other application documents to the office designated to receive them.

Note: If you are a current student of any faculty of Toyo University, the Application Form will be printed out with all the necessary information already filled in.

Access Map



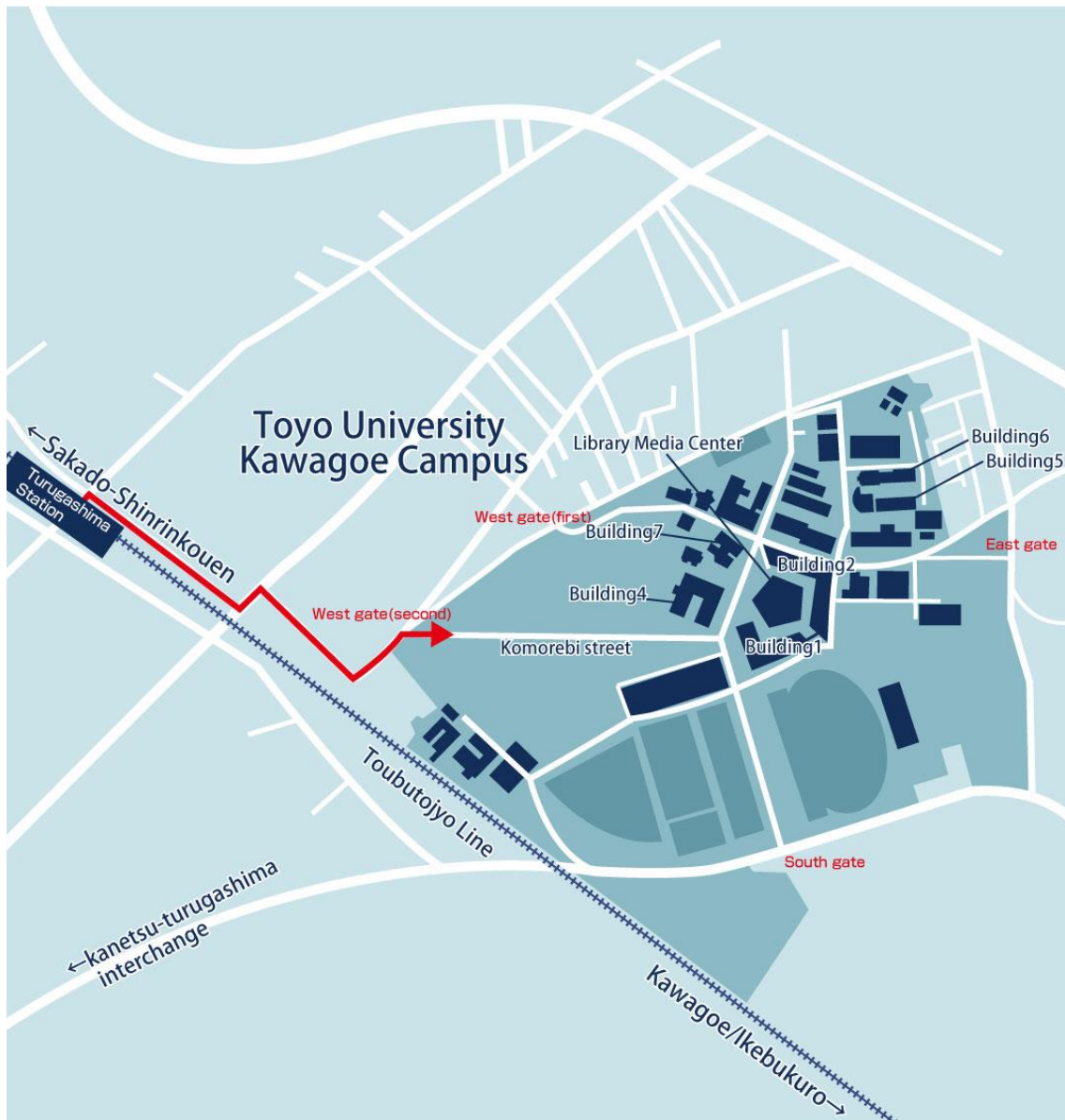
Hakusan Campus

Graduate School of Letters, Graduate School of Global and Regional Studies, and Graduate School of International Tourism Management
5-28-20 Hakusan Bunkyo-ku, Tokyo, 112-8606



Kawagoe Campus

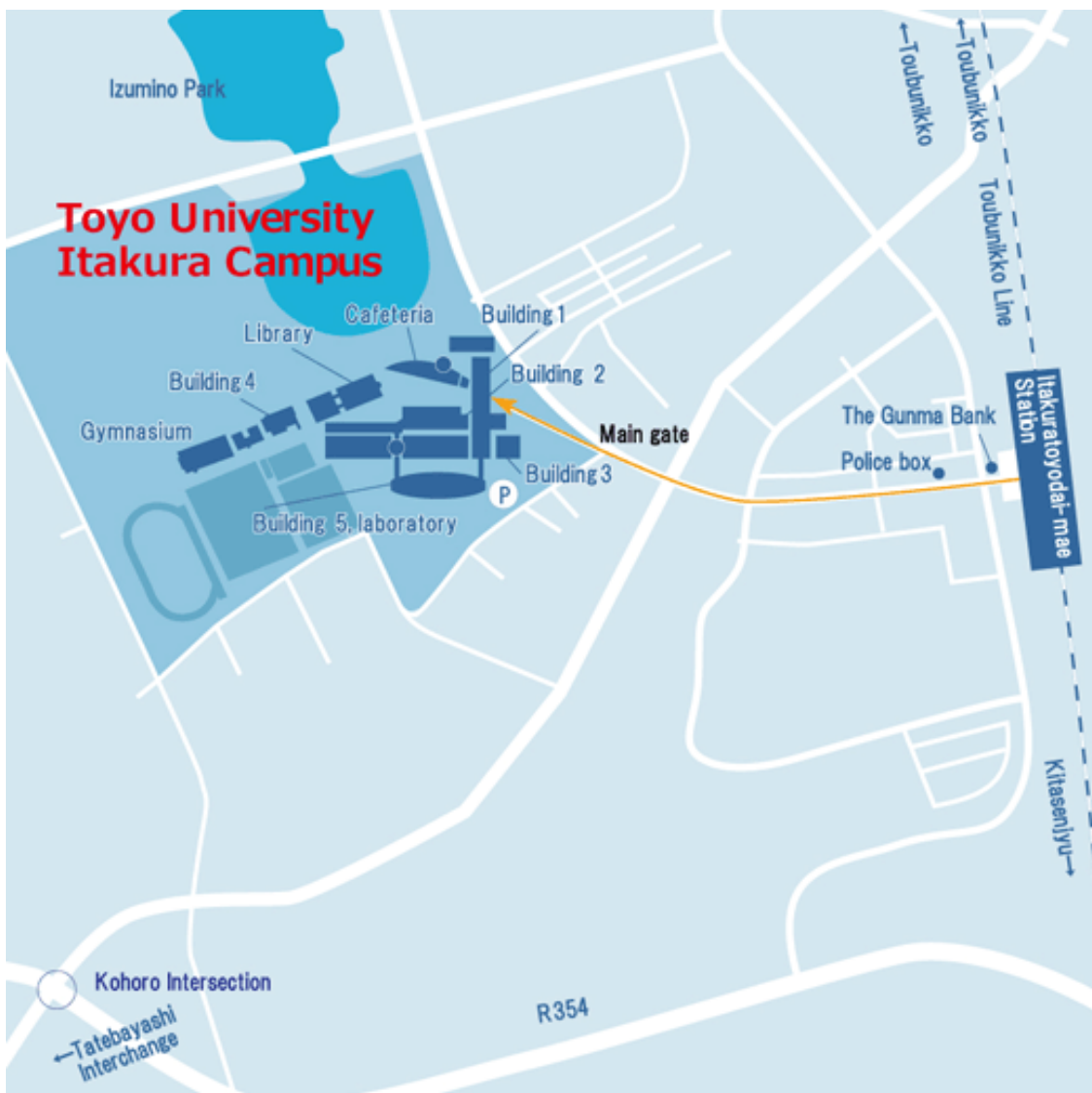
Graduate School of Information Sciences and Arts
2100 Kujirai, Kawagoe, Saitama, 350-8585



Itakura Campus

Graduate School of Life Sciences (*)

1-1-1 Izumino, Itakura-machi, Ora-gun, Gunma 374-0193

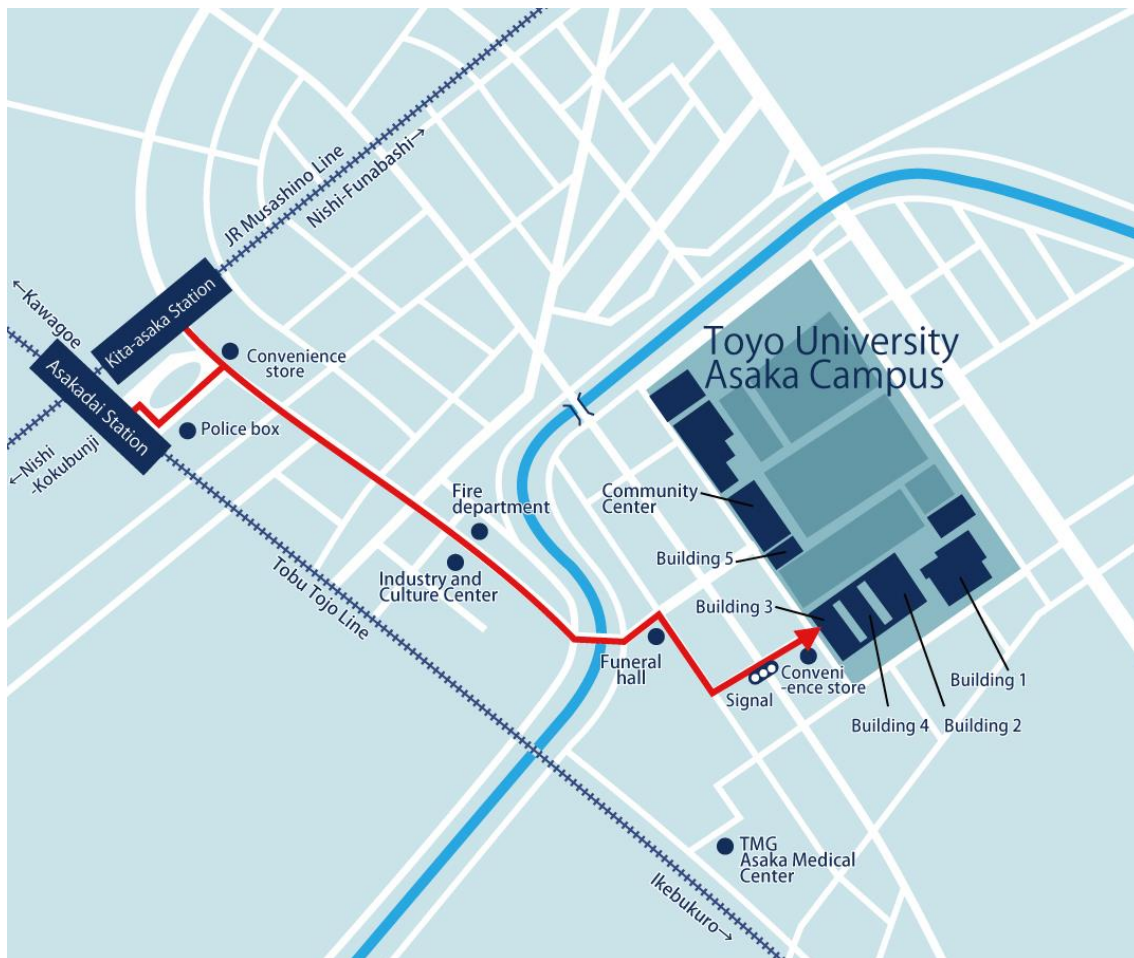


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(For fall semester students, all application, screening process, enrollment procedure, and commuting to and from the school will be at Asaka Campus.)

Asaka Campus

Graduate School of Life Sciences (*)
48-1 Oka, Asaka, Saitama 351-0007



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(For fall semester students, all application, screening process, enrollment procedure, and commuting to and from the school will be at Asaka Campus.)