

2022

Tokai University Graduate School

Guide to Application for Admission

International Admission (Spring Semester)

[For April 2022 Enrollment]

[Master's Program]

Graduate School of Economics

Graduate School of Engineering

(Except for the Course of Biomedical Engineering)

Graduate School of Information and Telecommunication Engineering

[Doctoral Program]

Graduate School of Science and Technology

Graduate School of Bioscience

Graduate School of Economics

Tokai University

Admissions Policy

Tokai University accepts students from Japan and abroad who resonate with the University's "founding spirit" and educational principles in the following ways.

1. Those who have the appropriate academic skills to study at Tokai University and a strong sense of purpose to contribute to the future of humankind.
2. Those who make efforts to cultivate a rich spirit and healthy body, and have the will to develop their personal qualities.
3. Those who have the desire to actively support and contribute to society as times change.

Campuses:

Shonan Campus

4-1-1 Kitakaname, Hiratsuka-shi, Kanagawa, 259-1292 Japan

Phone: 0463-58-1211 (Main number)

Graduate School of Economics, Graduate School of Engineering

Yoyogi Campus

2-28-4 Tomigaya, Shibuya-ku, Tokyo, 151-8677 Japan

Phone: 03-3467-2211 (Main number)

*"Yoyogi Campus" will be renamed "Shibuya Campus" from April 2022.

Takanawa Campus

2-3-23 Takanawa, Minato-ku, Tokyo, 108-8619 Japan

Phone: 03-3441-1171 (Main number)

Graduate School of Information and Telecommunication Engineering

Isehara Campus

143 Shimokasuya, Isehara-shi, Kanagawa, 259-1193 Japan

Phone: 0463-93-1121 (Main number)

Shimizu Campus

3-20-1 Orido, Shimizu-ku, Shizuoka-shi, Shizuoka, 424-8610 Japan

Phone: 054-334-0411 (Main number)

Kumamoto Campus

9-1-1 Toroku, Higashi-ku, Kumamoto-shi, Kumamoto, 862-8652 Japan

Phone: 096-382-1141 (Main number)

Sapporo Campus

1-1-1 5-jo Minamisawa Minami-ku, Sapporo-shi, Hokkaido, 005-8601 Japan

Phone: 011-571-5111 (Main number)

Students of School of Science and Technology, School of Bioscience will study at one of the above campuses where the professor of your study field is assigned.

*The professors of Kumamoto campus will mostly conduct classes and researches in Rinku campus (It is scheduled for completion in 2023), Kumamoto campus and Aso training field.

CONTENTS

1. Mission	3
2. Courses and Admission Quotas.....	3
3. Summary of Screening for Admission.....	4
4. Applicant Qualifications.....	5
5. Application Period and Application Office	7
6. Application Procedures.....	8
7. Announcement of Acceptance.....	10
8. Registration Procedures	10
9. Refund of Tuition and Fees.....	11
10. Documents Required after Registration	11
11. Privacy Policy.....	12
12. Security Export Control.....	12
13. Tuition and Fees.....	13

1. Mission

The aim of the Tokai University Graduate School is for students to research and study higher-level theory and applications in their specified fields in accordance with the philosophy of Tokai University. Students shall develop abilities and skills to excel in their field and contribute to the development and promotion of the culture and welfare of humanity.

2. Courses and Admission Quotas

[Note] The admission capacity indicated below is the total capacity of the Graduate School Admission (General applicants, Applicants on recommendation, Applicants on Special recommendation, Adult applicants, and International Admission applicants for Spring and Fall semesters.)

[Note] Please identify the program code (if applicable) on your application form.

1. Master's Program (2- year program)

Campus	School	Course	Program code	Course Code	Enrollment quotas
Shonan	Economics	Applied Economics		PEM	10
	Engineering	Electrical and Electronic Engineering		EIM	50
		Applied Science		AJM	45
		Architecture and Civil Engineering		CKM	25
		Mechanical Engineering		EMM	75
Takanawa	Information and Telecommunication Engineering	Information and Telecommunication Engineering		JNM	30

2. Doctoral Program (3- year program)

Campus	School	Course		Program code	Course Code	Enrollment Quotas
The campus where the professor of your study field is assigned	Science and Technology	Science and Technology	Physics and Mathematical Science	A1	TAD	35
			Information Science and Technology	A2		
			Electrical and Electronic Engineering	A3		
			Life Science and Technology	A4		
			Materials Science and Chemistry	A5		
			Mechanical Engineering and Aeronautics and Astronautics	A6		
			Architecture and Civil Engineering	A7		
			Marine Science and Technology	A8		
			Earth and Environmental Science	A9		
	Bioscience	Bioscience	Bioresource	E1	TLD	10
			Life Science	E2		
Shonan	Economics	Applied Economics			PED	5

3. Summary of Screening for Admission

Application Period	Screening Methods	Date of Acceptance Announcement	Period of Registration	Month of Enrollment
October 22 (Fri) ∩ November 12 (Fri) 2021	Screening of Application Documents	January 19 (Wed) 2022	January 19 (Wed) ∩ January 28 (Fri) 2022	April 2022

*Please confirm the month of enrollment before submitting your application.

4. Application Qualifications

1. Master's Program

Those who meet both the following category 1) and 2).

- 1) Those who are or will be sponsored by a foreign government or Japanese government (the Ministry of Education, Culture, Sports, Science and Technology (MEXT) Scholarship) or those who are nominated by an institution which has an Academic Exchange Agreement with Tokai University. Also, those who are nominated by an institution which has an Academic Exchange Agreement with Tokai University require to have at least a 2.8 GPA in principal.
- 2) Those who meet one of the following requirements (1)-(3) as stipulated in article 102 of the School Education Act, and who also satisfy both (4) and (5).
 - (1) Those who graduated or will graduate from a university or college, as defined in Article 83 of the School Education Act by March, 2022.
 - (2) As stipulated in Article 155 of the School Education Act Enforcement Regulations, those who are recognized by Tokai University to have academic abilities equivalent to those of university or college graduates and meet any of the following:
 - ① Those who completed or are expected to complete a bachelor's degree by March, 2022 according to the stipulations in Article 104, Item 4 of the School Education Act.
 - ② Those who completed or are expected to complete 16 years of formal school education outside Japan by March, 2022.
 - ③ Those who completed or are expected to complete 16 years of formal school education of a foreign country by March, 2022 by studying subjects in Japan via a correspondence course offered by a school in that country.
 - ④ Those who completed or are expected to complete a course of a foreign educational institution in Japan by March, 2022 (the graduate must be considered to have completed 16 years of formal school education in the foreign country), which is qualified to offer university courses in the foreign country's educational system, and is specifically designated by the Minister of Education, Culture, Sports, Science and Technology.
 - ⑤ Those who have been awarded a degree equivalent to a bachelor's degree through completion of a course at a foreign university or other foreign school in which the term of study is three years or more (the study and research must be acknowledged by the foreign government or must be designated by the Minister of Education, Culture, Sports, Science and Technology), and those who are expected to be awarded degrees by March 2022. This includes completion of online courses of foreign universities while in Japan or taking courses in educational facilities of foreign universities located in Japan.
 - ⑥ Those who completed or are expected to complete by March, 2022 a specialized course at a vocational school (the minimum course length must be four years or longer and the course must satisfy all other regulations designated by the Minister of Education, Culture, Sports, Science and Technology) specifically designated by the Minister of Education, Culture, Sports, Science and Technology, and which satisfies other conditions specified

by the Minister.

- ⑦ Those designated by the Minister of Education, Culture, Sports, Science and Technology (Official Announcement 5 issued by MEXT in 1953).
 - ⑧ Those who enrolled in another graduate school as stipulated in Article 102, Item 2 of the School Education Act, and who are recognized to have academic standards adequate to Tokai University Graduate School.
 - ⑨ Those who are deemed by a separate application qualification screening to have academic abilities equivalent to those of university or college graduates and who have reached 22 years old (those born on or before April 1st, 2000).
- (3) As stipulated in Article 156 of the School Education Act Enforcement Regulations those who are recognized to have academic standards equivalent to those who have a Master's degree or a degree specified by the Minister of Education, Culture, Sports, Science and Technology in Article 104, Item 1 of the School Education Act.
- (4) Those who have a Japanese ability equivalent to Japanese Language Proficiency Test (JLPT) Level 2 (N2) and have an English ability equivalent to TOEFL iBT[®] score of 45. In the case of those that cannot speak English, Japanese ability should be equivalent to JLPT Level 1 (N1). In the case of those that cannot speak Japanese, English ability should be the equivalent to TOEFL iBT[®] score of 60. However, regarding acceptance into the graduate school, in the case that there are no language issues upon acceptance the above requirements do not apply.
- (5) Those who can enter Japan on or before the designated date that will be notified after the announcement of acceptance.

2. Doctoral Program

Those who meet both the following category 1) and 2).

- 1) Those who are or will be sponsored by a foreign government or Japanese government (the Ministry of Education, Culture, Sports, Science and Technology (MEXT) Scholarship) or those who are nominated by an institution which has an Academic Exchange Agreement with Tokai University.
- 2) Those who meet one of the following requirements (1)-(3) as stipulated in the proviso of paragraph (1) of Article 102 of the School Education Act, and who also satisfy both (4) and (5).
 - (1) Those who completed or are expected to complete a Master's degree by March, 2022.
 - (2) Those who completed or are expected to complete a professional degree by March, 2022.
 - (3) As stipulated in Article 156 of the School Education Act Enforcement Regulations those who are recognized to have academic standards equivalent to those who have a Master's degree or a professional degree and satisfy one of the conditions listed below.
 - ① Those residing in a foreign country and completed a Master's degree or a professional degree or are expected to complete an equivalent degree by March, 2022.
 - ② Those who have taken overseas graduate programs via a correspondence course while in Japan and received or are expected to receive a degree equivalent to a Master's degree or a professional degree by March, 2022.
 - ③ Those who completed or are expected to complete a course of a foreign educational institution in Japan and received a degree equivalent to a Master's degree or a

professional degree by March, 2022, which is qualified to offer university graduate courses in the foreign country's educational system, and is specifically designated by the Ministry of Education, Culture, Sports, Science and Technology.

- ④ Those who completed a course at the United Nations University which was established as stipulated in the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University based on the approval by the UN General Assembly on December 11, 1972 and obtained a Master's degree or an equivalent degree.
 - ⑤ Those who completed a course at an overseas school, an educational institution specified in the above ③, or the United Nations University and passed an examination and a review specified in the Article 16-2 of the Standards for the Establishment of the Graduate Schools and are recognized to have academic standards equivalent to those who have a Master's degree.
 - ⑥ Those designated by the Minister of Education, Culture, Sports, Science and Technology (Official Announcement 118 issued by MEXT in 1989)
 - ⑦ Those who are deemed by a separate application qualification screening to have academic abilities equivalent to those of a Master's degree or a professional degree holder and who have reached 24 years old (those born on or before April 1st, 1998).
- (4) Those who have a Japanese proficiency equivalent to Japanese Language Proficiency Test (JLPT) Level 2 (N2) and have an English proficiency equivalent to TOEFL iBT[®] score of 45. In the case of those that cannot speak English, Japanese ability should be equivalent to JLPT Level 1 (N1). In the case of those that cannot speak Japanese, English proficiency should be the equivalent to the TOEFL iBT[®] score of 60. However, regarding acceptance into the graduate school, in the case that there are no language issues upon acceptance the above requirements do not apply.
- (5) Those who can enter Japan on or before the designated date that will be notified after the announcement of acceptance.

5. Application Period and Application Office

(1) Application Period: Friday, October 22 ~ **Friday, November 12, 2021**

[Documents must arrive during this period]

(2) Application Office

Tokai University Admission Team (international admission)

Kitakaname 4-1-1, Hiratsuka-shi, Kanagawa 259-1292, Japan

6. Application Procedures

Applicants must submit the following application documents to the application office in the designated envelope labeled “application documents enclosed” by registered mail.

Documents	Notes
Examination Fee (35,000 yen)	-From Japan: enclose a postal money order of JPY. 35,000 -From overseas: enclose an international postal money order for JPY. 35,000 *Do not send cash, check or postage stamp.
Application Slip etc.	<Designated form> Submit the Application Slip with other application documents to the application office without tearing off any part of the form.
Photo×1	Write your name on the back of the photo and paste it onto your Application Slip. (Unframed, 4cm long by 3cm wide; either color or black and white; must have been taken within the last three months; must be a clear shot of upper body without a cap/hat taken from front)
Latest academic transcript	Must be issued within the last three months by the school from which you graduated. (Those who are nominated by the institution which has an Academic Exchange Agreement with Tokai University, and applying for the Master’s Program: A document that can be verified Cumulative GPA if it is not stated on a transcript.)
International Student Resume	<Designated form> Give a detailed chronological account of your academic background (from elementary school), work experiences (include detailed descriptions of work duties in they relate to your purpose of application), and research experiences. Be sure to include your current activities. Years must be indicated according to the Western calendar.
(Expected) graduate certificate or certificate of completion to satisfy application qualifications	Must be issued within the last three months by the school from which you graduated.
Letter of Recommendation issued by a foreign or domestic governmental organization or a related office	Must be issued by the organization within the last three months.

Research plan or a copy of your academic paper	Post-admission research plans 1) Include ①Research activities up to now and ②Research plan. 2) Attach the designated Face Sheet (front page).
Certificate of Scholarship (Not applicable if you are a student from a partner university)	Must be issued by the organization within the last three months.
Proof of Language Proficiency	1) Those who use both Japanese and English for their study. A copy of the Japanese Language Proficiency Test (JLPT) score sheet and a copy of the TOEFL iBT® score sheet 2) Those who use English for their study. A copy of the TOEFL iBT® score sheet 3) Those who use Japanese for their study. A copy of score sheet of JLPT Those who didn't take JLPT or TOEFL iBT®, submit other Japanese or English language test scores.

[Note] Once submitted, the examination fee and the application documents are not returned for any reason.

*If your name is different from the one listed in the application documents above, please attach a paper issued by a public organization (copy of family registration issued within the last three months).

*Health Certificate

You do not need to submit a health certificate when applying. Please take a health exam at your local campus after enrollment into Tokai University.

***We may accept designated form by foreign or domestic or governmental organization or a related office, depending on the circumstances.**

7. Announcement of Acceptance

1. Application numbers of successful applicants will be posted at the time and place as follows.
2. For those who passed the screening, an acceptance letter will be sent by an express mail **to the current address you have written on the application slip.**

*As for names in Kanji characters, in principle, we use Kanji characters classified in the category of JIS code standard 1 and 2. The characters which do not appear in JIS code may be modified. And there is a limit in the number of characters to be written. Names may be partially shortened in case the number of characters exceeds the limit.

3. Nothing will be sent to the applicants who failed the screening.

4. Inquiry regarding the screening results will not be answered.

Date and Time	Location	Period of Registration	Month of Enrollment
January 19 (Wed), 2022 9:30 a.m. (until 4 p.m. on January 20)	Central bulletin board (for Graduate Schools) Shonan Campus Tokai University	January 19 (Wed) – January 28 (Fri) 2022 [The postmark affixed to the envelope should be during the period.]	April, 2022

Notification from our university will be mailed to the address you have indicated on your application slip. If your address has changed after you submitted your application, please notify us at the following address by an express mail including your admission application number, name, intended major, former address, new address, and telephone number.

Mailing Address: Tokai University Admission Team (international admission)
Kitakaname 4-1-1, Hiratsuka-shi, Kanagawa 259-1292, Japan

8. Registration Procedures

1. Period of registration
January 19 (Wed) – **January 28 (Fri), 2022**
[The postmark affixed to the envelope should be during this period.]
2. Please follow the instructions indicated in the Instructions for Registration Procedures sent to successful applicants. Transfer tuition and fees in a lump sum and send required documents by registered mail during the registration period.
3. Transfer of the fees via ATM, post office, or internet is not acceptable.
4. **If registration procedures are not completed by the due date, enrollment will not be permitted.**
5. A designated form is required for the transfer of tuition and fees. Please note that we will never request a transfer by telephone.

6. For applicants who applied with a certificate of expected graduation/completion, enrollment permission will be rescinded if qualifications to enroll in graduate school are not obtained by the end of March, 2022.
7. If false or incorrect information is found on application or registration documents, admission will be cancelled even after enrollment.

9. Refund of Tuition and Fees

In principal, refunds of paid tuition and fees will not be issued. Only if an applicant expresses his/her intention of withdrawal from enrollment for specific reasons and completes the procedures for withdrawal [detailed procedures can be found in the registration guide] by 5 o'clock on Thursday, March 31,2022, [documents must arrive or have been submitted by this time] will tuition and other fees, with the exception of the admission fee, be refunded.

Once the payment of tuition and fees is made, admission fee will not be returned for any reason.

10. Documents Required after Registration

1. **Those who applied for admission and registered for enrollment with the certificates of expected graduation (completion) or / and expected degree (master's) conferral document must submit a certificate of graduation (completion) or a certificate of degree when receiving student ID card.**
2. **In the case of the above-mentioned certificates are not submitted or the requirements for application / admission are not satisfied after the registration for enrollment, the acceptance for admission shall be canceled.**
3. (1) To those who registered for enrollment into the Master's program:
Those who registered for enrollment into the Master's program with academic credits from graduate programs of Tokai University or other universities in hand can apply for credits transfer at the time of admission. Be ready to submit the academic transcript. If the program was completed at another university, you will also be required to submit the syllabus.
- (2) To those who registered for enrollment into the Doctoral program (except for enrollment into the Graduate School of Science and Technology and Graduate School of Bioscience):
Those who have completed the Master's program and registered for enrollment into the Doctoral program can apply for credits transfer at the time of admission. Be ready to submit the academic transcript. If the program was completed at another university, you will also be required to submit the syllabus.

11. Privacy Policy

Personal information collected by Tokai University during the admissions process will be used as follows:

- For necessary operations from accepting application to enrollment, such as mailing an applicant's examination slip, acceptance letter, letter of admission (including announcement of Entrance Ceremony) and documentation for registration procedures (Inquiry Form and Letter of Consent), issuing student ID card, and aggregating statistical data, etc. (including usage for the purpose of educational improvement and academic research).
- For necessary services and announcements such as class registration, student lists, academic records, school registration, issuing of certificates, screening for scholarships, health exams, various applications for registration, and use of school facilities (including usage for the purpose of educational improvement and academic research).
- When the statistical aggregate results are publicly disclosed, it will contain only anonymized data, ensuring anonymity.
- *When outsourcing above operations, we will confirm the operational and financial stability of the company, and sign a confidentiality agreement to ensure proper treatment of personal information, and manage and supervise the operations (including the utilization of outside sources or outsourcing statistical research using personal information obtained by Tokai University).

12. Security Export Control

Tokai University has established the Tokai University Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students, etc. Please note that international applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.

13. Tuition and Fees

Tuition and fees for 2022 school year are as follows:

(Unit: Japanese Yen)

Item		Except Graduate school of Economics	Graduate school of Economics
Tuition and fees At the time of admission (Spring Semester)	Admission Fee	200,000	200,000
	Tuition	398,000	309,000
	Total	598,000	509,000
Tuition and fees (Fall Semester)	Tuition	398,000	309,000
	Total	398,000	309,000
Total		996,000	818,000

[Tuition and fees from the second year]

Tuition and fees from the second year may be revised in the case of changes in labor costs or government subsidy (expense subsidy for private universities), or other conditions such as price fluctuations or the university's financial situation.

[Note 1] ©Successful applicants of the Master's Program: Admission fee is waived for graduates (undergraduate and graduate schools) of Tokai University, Kyushu Tokai University and Hokkaido Tokai University.

©Successful applicants of the Doctoral Program: Admission fee is waived for graduates (Master's programs) of Tokai University, Kyushu Tokai University and Hokkaido Tokai University. For those who graduated from the undergraduate school of Tokai University, Kyushu Tokai University or Hokkaido Tokai University who then completed a graduate program in another university, admission fee is waived.

[Note 2] In addition to the fees included in the list above, fees listed below are also required. Please make these payments for these fees upon registration.

1. Student Health Insurance Union Fee

(Full payment including enrollment fee upon registration. The union's operation is funded by membership fees.)

A. Master's Program ---- 6,200 yen

B. Doctoral Program ---- 9,200 yen

*Graduates of Tokai University (undergraduate and graduate schools) are exempted from the enrollment fee (200 yen).

2. Alumni Association Fee ---- 3,000 yen for half year

*Graduates of Tokai University (undergraduate and graduate schools) are exempted from this fee.

[Note 3] In addition to the fees included in the list above the “practical training fee” may be charged if students need to take part in a special practical training program.

[Note 4] In principal, refunds of paid tuition and fees will not be issued. Only if an applicant expresses his/her intention of withdrawal from enrollment for specific reasons and completes the procedures for withdrawal [detailed procedures can be found in the registration guide] by 5 o'clock on Thursday, March 31, 2022, [documents must arrive or have been submitted by this time] will tuition and other fees, with the exception of the admission fee, be refunded. Once the payment of tuition and fees is made, admission fee will not be returned for any reason.