

## **<Instructions for Preparing Application Documents for Visiting Students> (Special Auditing Students/Special Research Students)**

\*It is recommended that you use this list as a checklist.

No.	Documents	Notes
<input type="checkbox"/> 1	Application Form for Visiting Students Program	<ul style="list-style-type: none"> <li>✧ Use the designated form of TUT.</li> <li>✧ For faculty search, please refer to the following websites: &lt;Fields of Study at TUT&gt; <a href="https://www.tut.ac.jp/english/university/graduate/fields.html">https://www.tut.ac.jp/english/university/graduate/fields.html</a> &lt;Faculty Members List&gt; <a href="https://www.tut.ac.jp/english/university/faculty/">https://www.tut.ac.jp/english/university/faculty/</a></li> </ul>
<input type="checkbox"/> 2	Personal Information Sheet for Visiting Students Program	<ul style="list-style-type: none"> <li>✧ Use the designated form of TUT.</li> <li>✧ Attach a clear photograph taken within the past 6 months, printed on photographic paper (4.0 x 3.0 cm, upper body, front-facing, no hat). Write your nationality and name on the back. Digital images are also acceptable.</li> <li>✧ Include information on the academic program you are currently enrolled in and specify the expected date of graduation (completion).</li> <li>✧ Also include previously studied fields and published papers (if any).</li> </ul>
<input type="checkbox"/> 3	List of Preferred Courses ( <b><u>for Special Auditing Student only</u></b> )	<ul style="list-style-type: none"> <li>✧ Use the prescribed forms.</li> <li>✧ Due to the requirement of the Immigration Office, you need to take a minimum of 7 classes per week. Try to list at least 7 courses that you would like to take.</li> <li>✧ This information will not be used for course registration but will be used as a reference for coordinating with your host department and academic advisor. Official registration will take place after your arrival at TUT. This list will also be used as a document to be submitted to the Immigration Office when applying for your Certificate of Eligibility.</li> </ul>
<input type="checkbox"/> 4	Certificate of enrolment in your host university	<ul style="list-style-type: none"> <li>✧ <b>Submit the document issued within the last three months.</b></li> <li>✧ <b>The original must be submitted.</b> If only one original copy is issued, a copy certified as the original (with an official seal) by the issuing university is acceptable.</li> <li>✧ Include <b><u>your name, the department or major you are enrolled in, your current academic year, the date of admission, and the expected date of graduation</u></b> in the content.</li> <li>✧ If you are currently an undergraduate student and will be entering a master's program before the start date of your studies at TUT,</li> </ul>

		attach <b><u>a document issued by your home university stating that you expect to enter the program.</u></b>
<input type="checkbox"/> 5	Transcripts or certificate of your score	✧ <b>The original must be submitted.</b> If only one original copy is issued, a copy certified as the original (with an official seal) by the issuing university is acceptable.
<input type="checkbox"/> 6	Proof of your English/Japanese language skill	
<input type="checkbox"/> 7	Document that explains your current research theme	✧ The form may be any format.
<input type="checkbox"/> 8	Letter of Recommendation	✧ The form may be any format, but <b><u>it should be addressed to the President of Toyohashi University of Technology.</u></b> ✧ Letter of recommendation written by a faculty member in a responsible position such as the president, dean, or a professor (such as a former academic advisor, etc.) from the applicant's home university. ✧ <b>Signatures on recommendation letters should be handwritten.</b>
<input type="checkbox"/> 9	Photocopy of your passport	✧ Only the page with your name, photo, passport number, and expiration.
<input type="checkbox"/> 10	Application Form for Student ID Card	✧ Use the prescribed forms. ✧ Paste a suitable photo for use on your student ID card.
<input type="checkbox"/> 11	Pledge	✧ Use the prescribed forms.
<input type="checkbox"/> 12	Application form for International House	✧ Use the prescribed forms.

#### Documents for your visa:

\*Please check the notes on the designated page.

<https://www.tut.ac.jp/english/exam/applications/schedule-of-admission-visa.html>

**\* Submit these three documents (files) by email. There is no need to submit physical paper documents by postal mail.**

<input type="checkbox"/> 12	Application Form for Certificate of Eligibility	✧ Use the prescribed forms.
<input type="checkbox"/> 13	Face photograph data	✧ Taken within 6 months prior to the date of submission. ✧ <u>JPG, 50KB or less</u> ✧ A photo which is different from your passport photo. ✧ Make sure to check the following website. <Example> <a href="https://www.moj.go.jp/isa/applications/status/photo_info_00002.html">https://www.moj.go.jp/isa/applications/status/photo_info_00002.html</a>
<input type="checkbox"/> 14	Financial certificate	✧ <b>Bank account balance certificate of the applicant or financial</b>

		<p><b>sponsor</b> (The certificate must clearly state the bank name, account holder's name, date of issue, account balance, and currency type.) and/or</p> <p>✧ <b>Proof of scholarship or student loan</b> (The document must include the recipient's name, purpose of the scholarship/loan, amount awarded, duration, and other relevant details.)</p> <p>✧ As a general guideline, proof of financial resources equivalent to the following amounts is required:</p> <p style="padding-left: 40px;">For a six-month study: ¥600,000</p> <p style="padding-left: 40px;">For a one-year study: ¥1,200,000</p>
Other notes		
<p>✧ All documents should be prepared in a unified A4 size in either Japanese or English. If the documents are written in other languages, <u>please attach a Japanese or English translation.</u></p> <p>✧ All documents with a signature space must be signed in person.</p> <p>✧ It is not necessary to submit a copy of the thesis (work) as an annexed document.</p> <p>✧ Submitted documents are not returnable.</p>		