

APPLICATION PROCEDURES
International Master's Degree Program
Graduate School of Engineering
TOYOHASHI UNIVERSITY OF TECHNOLOGY
For the Academic Year 2023

Toyohashi University of Technology offers a special program conducted in English, which is open for overseas students seeking a degree in specific areas (Master's Degree in the field of engineering).

1. Admission Policy for Toyohashi University of Technology

The mission of Toyohashi University of Technology (TUT) is to provide technological education in addition to quality research with the aim of furthering innovation in the science and technological fields. Based on this mission, our Master's Program endeavors to foster global, advanced-level engineers and researchers who are practical, creative and possess leadership skills; pioneers who can contribute to the sustainable development of society and undertake ground-breaking research that leads the next generation of technological advances. We also value social diversity and embrace active collaboration with the local community. Through these efforts, we aim to establish ourselves as a top-class engineering university that is open to the world.

TUT extensively recruits the following types of applicants:

1. Applicants who care for humanity and the environment, and strive to make contributions to both local communities and the global community as a whole
2. Applicants who aspire to acquire expertise in technology and science, and possess the basic academic abilities necessary for that study
3. Applicants with a capacity for independent study, thinking and action as well as the desire to open new horizons in technology and science

Admission Policies for Master's Programs at Toyohashi University of Technology

I. Mechanical Engineering

The Graduate Program in Mechanical Engineering aims to nurture students with practical, creative and leadership skills, enabling them to become world-class engineers to meet the challenges of an increasingly complex and globalized society. The program emphasizes mastering novel methods and technologies for the promotion and development of a sustainable environment on a global scale. The program seeks the following types of applicants:

- Applicants who wish to develop the skills required for planning and leading independent research based on an in-depth understanding and practical ability of the fundamental principles of mechanical engineering
- Applicants who wish to develop skills based on studies outside of the classroom and thereby contribute to societal development by earnestly devising solutions to demanding technical and social problems
- Applicants who wish to develop advanced analytical abilities, enhance their judgment skills, communicate complex and intricate concepts to both technical and non-technical audiences

II. Electrical and Electronic Information Engineering

The Graduate Program in Electrical and Electronic Information Engineering focuses on producing practical-minded and creative research-based engineers with skills to meet the challenges of our modern, technologically-based society. The Program emphasizes the importance of a deep understanding of the physical

properties of strategically important materials that form the backbone of electrical, electronic and information industries; knowledge of the processes and procedures employed in fabricating functional devices; and a first-hand understanding of the operating principles of integrated circuits, discrete electronic devices, energy systems, information and communication technology and networks. The program seeks the following types of applicants:

- Applicants who wish to pursue careers as globally-minded engineers with cutting-edge technological skills in electronic materials, electrical systems, integrated electronics, and information and communication systems
- Applicants who wish to resolve challenging issues in electrical and electronic engineering, and information engineering
- Applicants with solid backgrounds in natural sciences who wish to apply their expertise in creating systematic approaches toward the development of new technology
- Applicants with a strong desire to acquire globally applicable communication skills based on technical English and Japanese

III. Computer Science and Engineering

The Graduate Program in Computer Science and Engineering aims to foster advanced, senior engineers and researchers who have comprehensive and expert knowledge in Computer Science and Engineering, who are practical and creative in pursuing advanced technological development and design related to both basic and advanced technologies and have active global leadership skills as well as being able to contribute to the sustainable development of society. The program seeks the following types of applicants:

- Applicants who are motivated to autonomously pursue the acquisition of specialized knowledge and ability in the technical fields based on information technologies, and can carry out research sustainably, creatively and inquisitively
- Applicants who can actively make use of leadership skills in planning, designing, installing and maintaining large-scale integrated information systems by utilizing advanced information technologies acquired through study in the leading information engineering fields that include applied IT / ICT technologies
- Applicants who emphasize harmony between people, the environment and machines, possess language and communication skills, and the ability to judge things from a global perspective both at home and abroad

IV. Applied Chemistry and Life Science

The Graduate Program in Applied Chemistry and Life Science welcomes applicants from a variety of academic backgrounds. In particular, we seek applicants with high academic potential and interest in the fields of applied chemistry and life science, and related areas. The Program offers rich educational curricula designed to nurture graduates with outstanding scientific capability and technical skills required for understanding advanced technology and pursuing research, and solving technological issues by integrating and applying high-level, cutting-edge knowledge. The program seeks the following types of applicants:

- Applicants with excellent academic records and the ability to think independently and globally and apply their skills and knowledge to the development of a sustainable society for the mutual benefit of humankind and the environment
- Applicants who have a deep respect for humanity, critical thinking skills, are ethically and socially focused and have an in-depth understanding of physics, chemistry and biology, and a strong interest in interdisciplinary research and the ability to apply their skills to the fields of applied chemistry and life sciences to solve

technological issues by integrating and applying high-level, cutting-edge knowledge

- Applicants with a strong desire to study with a global perspective and excellent judgment skills for leading innovative research projects

V. Architecture and Civil Engineering

The Graduate Program in Architecture and Civil Engineering aims to foster world-class, globally-minded engineers and researchers with excellent leadership skills who will meet the challenge of contributing toward a society focused on sustainable development. We nurture practical and creative abilities necessary for the design and management of architecture, infrastructure and synthetic systems. The program seeks the following types of applicants:

- Applicants with a strong interest in a wide range of issues related to the natural environment, social systems, culture and human life, and who have the motivation to seek solutions to problems related to these issues
- Applicants with expertise in architecture and civil engineering, and a desire to earnestly conduct pioneering research and practice in these areas
- Applicants with creative ideas and the ability to actively contribute to the search for solutions to difficult problems

2. Number of students to be enrolled:

Majors	number of students to be enrolled
Mechanical Engineering	24 students
Electrical and Electronic Information Engineering	
Computer Science and Engineering	
Applied Chemistry and Life Science	
Architecture and Civil Engineering	

3. Qualifications for application:

This program is open to those candidates who have “Student” status of residence under the “Immigration Control and Refugee Recognition Act” of Japan, or who can change their status of residence to “Student” after enrolling in the university, and also to those pertaining to any of the following items from (1) to (5), and correspond to (6). Candidates who have Japanese nationality or permanent residence status are not eligible. However, candidates with dual nationality who hold Japanese nationality are eligible to apply as long as they obtain “Student” status of residence by the date of their arrival in Japan.

- (1) Those who have completed 16 years of school education and/or those who have prospects to graduate before this program begins.
- (2) Those who have been conferred, or will be conferred before the enrollment date, a Bachelor’s Degree or its equivalent from a university or school outside of Japan (Note 1), which requires at least 3 years for completion (Note 2). Note 1) Institutions that have been evaluated by the government or by persons who have the approval of relevant organizations or designated separately to be an equivalent by the Japanese Minister of Education, Culture, Sports, Science and Technology. Note 2) Includes completion of correspondence courses in the specific subject from a school in said country while resident in Japan or

completion of a program at an educational institution in Japan that is part of the school education system of the specific country and that is separately designated by the Japanese Minister of Education, Culture, Sports, Science and Technology.

- (3) Those who have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- (4) Those who have been recognized by TUT Graduate School based on individual screening of qualifications as having equal academic abilities as a university graduate, and of an age not less than 22 before this program begins.
- (5) Those who have been conferred a bachelor's degree in the countries where the education for completion of university is less than 16 years, after graduating from a university, conducting work as a research student or a researcher at a University inside or outside Japan, joint research Institute for National Universities or the corresponding research institution for a reasonable period (more than 1 year) and the age is above 22 before this program begins.
- (6) Those who have enough English proficiency to take research guidance during this program.

Note: Those who pertain to the above items (4) or (5) are required to submit to the procedures for the screening of qualifications before application. If you have any enquiries regarding the method of these procedures, please address them to the university's Admissions Division.

4. Application procedure

Applicants must find a prospective supervisor at TUT and thoroughly communicate with him/her, and then obtain his/her approval before applying.

Documents Required for Application

Application document should be downloaded from the TUT's website and typewritten in English on A4 size paper. Certificates, transcripts, and other documents must be written in either Japanese or English. A document written in any other language must be attached with a Japanese or English translation.

(1) Application confirmation slip and Photo sheet

After completing application registration procedures, applicants should print out the form on A4 paper.

(2) Application form

Attach the photo to the designated place. The photo must be of upper body (above waist, 40mm×30mm) with no hats, and not older than 3 months prior to this application. Digital photograph inserted in the form is also acceptable. This application form is required both-sided print.

(3) Certificate of graduation or prospective graduation issued by the last university the applicant has attended

Only the original or a certified copy of graduation or prospective graduation will be accepted.

If the applicant has graduated from schools other than universities, a document certifying or describing that the school (s)he graduated from is a formal higher education institution must be attached.

(4) Official Transcript issued by the last university the applicant has attended

Only the original or a certified copy of transcript will be accepted. Explanation on the grading system should be also provided if it is not described on your transcript.

(5) Research plan in detail on prescribed form (about 1,000 words)

(6) Letter of recommendation on prescribed form

An original letter must be submitted; copy, in any form, is unacceptable. It should be written by the dean or the academic supervisor of the applicant's last attended university, or by the employer if the applicant is presently employed. This letter should be prepared within one page.

(7) Score certificate of English proficiency test

Original score report of one of the following English proficiency tests designated by TUT. No photocopies are accepted. Only score reports for examinations taken after May 2021 are valid.

(1) TOEIC L&R (SP)

(2) TOEFL iBT

(3) IELTS*.

*IELTS General Training Module is not applicable.

Those who have received degrees from institutions where all instruction is provided in English are eligible for exemption from submitting English test scores, but instead, an official document from their institution attesting to this must be submitted. No photocopies are accepted.

(8) Photocopy of passport (only the page with the applicant's name, nationality, date of birth, and photo)

(9) Examination fee: 30,000 yen

Payment procedures must be completed before sending the application materials. Payment from overseas must be made by credit card.

No examination fee is required for those who will be Japanese government scholarship students in October 2023. Certificate of Japanese Government Scholarship should be submitted (for those applicable). Applicants who are in the process of being recommended to MEXT must pay the application fee. If the applicants are officially accepted by MEXT as Japanese Government Scholarship students, and if they pass the entrance examination and are admitted to TUT, TUT will refund the application fee at a later date.

(10) If you are a graduate or an expected graduate of a university in China, please obtain the English version of the following documents by downloading it from the website for higher education qualification certificate verification by the Chinese Ministry of Education: “中国高等教育学历证书查询 (CHSI)” (<http://www.chsi.com.cn/xlcx/bgys.jsp>), and submit it together with the “Certificate of graduation”. Be sure to check that there are 1 or more months left until the expiration date of the online verification at the time of its submission.

i) Graduates: Online Verification Report of Higher Education Qualification Certificate

(教育部学历证书电子注册备案表)

ii) Expected Graduates: Online Verification Report of Student Record (教育部学籍在线验证报告)

How to apply

【Step 1】 Send the application documents by e-mail

Compress the file to reduce the size and send it with a password. Make sure to inform the password in a separate e-mail.

【Step 2】 Register over the Internet

Access the registration site from the following URL during the Internet registration period and follow the instructions provided.

URL: <https://e-apply.jp/ds/tut-eng/>

Internet registration period: May 11, 2023 (9:00 a.m. Japan time)- May 31, 2023 (5:00 p.m. Japan time)

【Step 3】 Pay the examination fee

Pay the examination fee by credit card or at a convenience store, by the payment deadline.

Payment deadline: May 31, 2023 (5:00 p.m. Japan time)

【Step 4】 Send the application documents by post

Send the original documents by courier or international mail.

【Step 5】 Print out the exam admission slip

After application materials are processed, the exam admission slip can be printed out on the Internet application system from June 9, 2023. Be sure to print it out on A4 size paper and keep it safe.

Submission period:

(1) Scanned (PDF) documents: April 21, 2023- May 19, 2023 by 5:00 p.m. (Japan time)

(2) Original documents: May 11, 2023 - May 31, 2023 by 5:00 p.m. (Japan time)

Be noted that submission of scanned documents is for checking purpose only, and application is accepted only if all original documents arrive TUT office by the deadline.

Inquiries regarding arrival of your application documents will not be accepted. Contact the post office or the courier with the tracking number given by them.

Application documents submitted to:

Admissions Division

Toyohashi University of Technology

1-1 Hibarigaoka, Tempaku-cho, Toyohashi, Aichi, 441-8580 Japan

TEL: +81-532-44-6581 E-MAIL: nyushi@office.tut.ac.jp

<Notes>

- (1) Applications will not be considered if any of the documents are incomplete, incorrect, or lacking supporting evidence, nor will they be considered if they arrive after the deadline.
- (2) Application materials (including Examination fee) once submitted become the property of the university office and will not be returned. If any of the documents cannot be re-issued (such as graduation certificates, transcripts, etc.), please submit a certified copy instead.
- (3) After the submission of documents, no changes will be accepted. If your contact address is amended, please report it immediately.
- (4) Though supervision and instruction will be exclusively in English, successful applicants are strongly recommended to learn the Japanese language for their daily lives.

Advance Consultation for Physically Disabled Applicants

Applicants with disabilities (based on the level of the physical disability as stipulated in Article 22.3 of the School Education Act Enforcement Ordinance and the Services and Supports for Persons with Disabilities Act) should contact the Admissions Division in advance because special consideration may be required for studying.

5. Method of selection

The selection will be carried out based on the documents.

6. Announcement of examination result

July 21, 2023

Examinee's numbers of successful applicants will be posted on TUT's website (<https://www.tut.ac.jp/exam/success.html>) and the official notification and enrolment procedure documents will be also sent by postal mail to all successful applicants (to the current resident address described on the application form). No inquiry will be accepted by phone or other means.

7. Admission expenses

Admission fee: 282,000 yen

Tuition fee: 535,800 yen per year (267,900 yen for each semester)

The admission fee must be paid before the designated date the program begins, and the tuition must be paid within the same calendar month of the start date of the program. In the case of a revision of the tuition fee, the new tuition fee will be applied from the time the revision has been made.

In special cases, where regular students have financial difficulties in paying tuition but have shown excellent academic achievement, the university may waive the admission and tuition fee if the students apply for the waiver on the entrance formalities.

8. Enrolment

October 2023

9. Use of personal information

Personal information included on applications, such as the address, name, date of birth, etc., is properly managed and is used only for the following purposes:

- (1) Selecting applicants, announcing successful applicants, completing enrolment procedures and accompanying procedures
- (2) Manage enrolment and grades after enrolling
- (3) As statistical data to improve the method for selecting applicants

10. Security Export Control

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

11. For inquiries, please contact:

Admissions Division

Toyohashi University of Technology

1-1 Hibarigaoka, Tempaku-cho, Toyohashi, Aichi, 441-8580 Japan

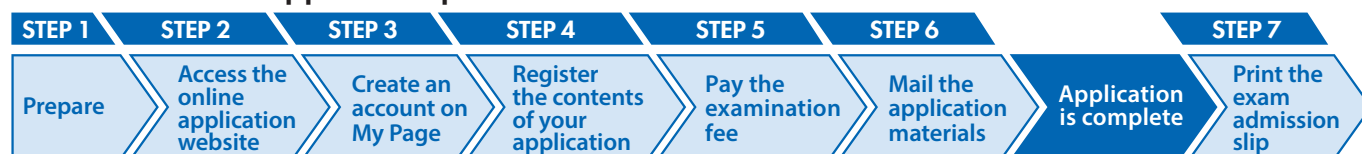
TEL: +81-532-44-6581 FAX: +81-532-44-6582

WEB: <https://www.tut.ac.jp/english/international/>

E-MAIL: nyushi@office.tut.ac.jp

Online Application Procedure

The entire online application procedure is as follows.



STEP

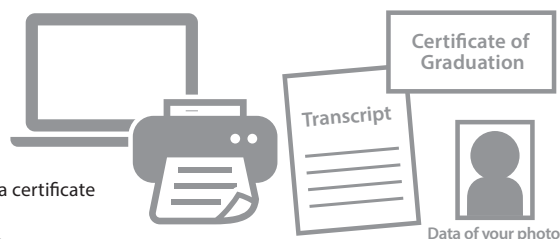
1



Prepare

Prepare a PC with an Internet connection and a printer, etc.
It may take time for the application materials* to be issued. Please start preparing them early and ensure that you have them with you before applying.

*Application Materials : An official transcript, data of your photo, and a certificate of graduation, etc.
For details, refer to the application guidelines.



Data of your photo

STEP

2



Access the Online Application Website

Access from the Online Application website

<https://e-apply.jp/ds/tut-eng/>

or

the University website

<https://www.tut.ac.jp/exam/collect.html>



STEP

3



Create an Account on My Page

Enter the required information according to the instructions on the screen to create an account on My Page.
If you have already registered on My Page, proceed to STEP 4.



① If you are registering for the first time, click

[My Page Registration](#)



② Register your e-mail address and click on

[Send an e-mail for temporary registration](#)

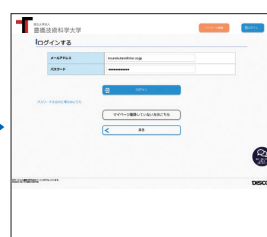


③ Click on the [To the log-in page](#) from the user registration screen.



④ A default password and a registration URL will be sent to your registered e-mail address.

*Configure your e-mail settings to receive e-mails from the @e-apply.jp domain.



⑤ From the log-in screen, use your registered e-mail address and the default password you received in step 4 and click

[log-in](#)



⑥ Change your default password.



⑦ Enter your personal information and click [Next](#)



⑧ Confirm your personal information and click [Register this information](#)



⑨ Registration is complete. Click **To My Page**



⑩ When the above page appears, My Page registration is complete.

* You can proceed to the application procedures by clicking on the **Apply** button only while applications are being accepted. You cannot proceed from here onward during times outside the period. Click on the **Log-out** button.

STEP

4



Register the Contents of Your Application

Make sure to check the procedures and important notices on the screen, and then enter the required fields according to the instructions on the screen.



① After logging in to My Page, click on the **Apply** button, and the registration page will appear.



② Select an entrance exam and confirm the important notices.



③ Select the desired department, etc.



④ Upload a photo. Click on the **Select Photo** button to select a photo.



⑤ Enter your information entrance (name, address, etc.).



⑥ Confirm the contents of your application. Click on the **Application Confirmation Slip (sample)** button to check your application confirmation slip.



⑦ Your application is registered. Click on the **Pay** button to proceed to the page where you can pay your examination fee.



⑧ Payment methods for examination fees.
● Convenience stores
● ATMs with Pay-easy
● Online banking
● Credit cards



⑨ Document required for the application in PDF format (Sample)

*This document can be printed out after the examination fee is paid.

If you have selected "Convenience Stores" or "ATMS with Pay-easy" as your payment method, write down the payment number, which will appear after the selection of a payment method, in the memo space below, and make the payment at a convenience store or an ATM with Pay-easy within the designated payment deadline.

For 7-ELEVEN

Payment slip number Memo (13 digits)

For LAWSON, MINISTOP, FamilyMart, ATMS with Pay-easy

Customer number memo (11 digits)

Confirmation number memo (6 digits)

For Daily YAMAZAKI, Seicomart

Online payment number by Memo (11 digits)

Receiving agency number (5 digits) 5 8 0 2 1

*A receiving agency number is required for payment Pay-easy.

A confirmation e-mail will be sent to you after the application registration is completed. If you have restricted the reception of e-mails, please allow e-mails from the sender (@e-apply.jp) to be received. *Please note that confirmation e-mails may be sorted into your junk e-mail folder, etc.

Please be careful not to enter incorrect information, as the registered information cannot be changed or modified after the application registration is completed. However, if you have not yet paid the examination fee, you can substantially modify the information by re-registering using the correct information.

*Please note that if you have selected a credit card for the "Payment Method for the Examination Fee," the payment will be completed simultaneously with the registration for application.



Pay the Examination Fee

1 Credit Card Payment

You can select this method and make a payment when registering your application.

[Accepted Credit Cards]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG Card, DC Card, UFJ Card, NICOS Card



Payment is completed upon registration.

2 Online Banking Payment

After registering your application, you will be redirected to the page of each financial institution from the current page. Please follow the instructions on the screen to make the payment.

*For online payment, your bank account must be signed up for internet banking.

The procedures are completed online.

3 Convenience Store Payment

Payment at a convenience store can be made using the payment number that will appear after you have registered the application information.

● Payment can be made at a cash register.

● Payment can be made using a store terminal.



Loppi



Multi-functional copy machine

あなたも、コンビニ。 FamilyMart



4 Bank ATMs with Pay-easy

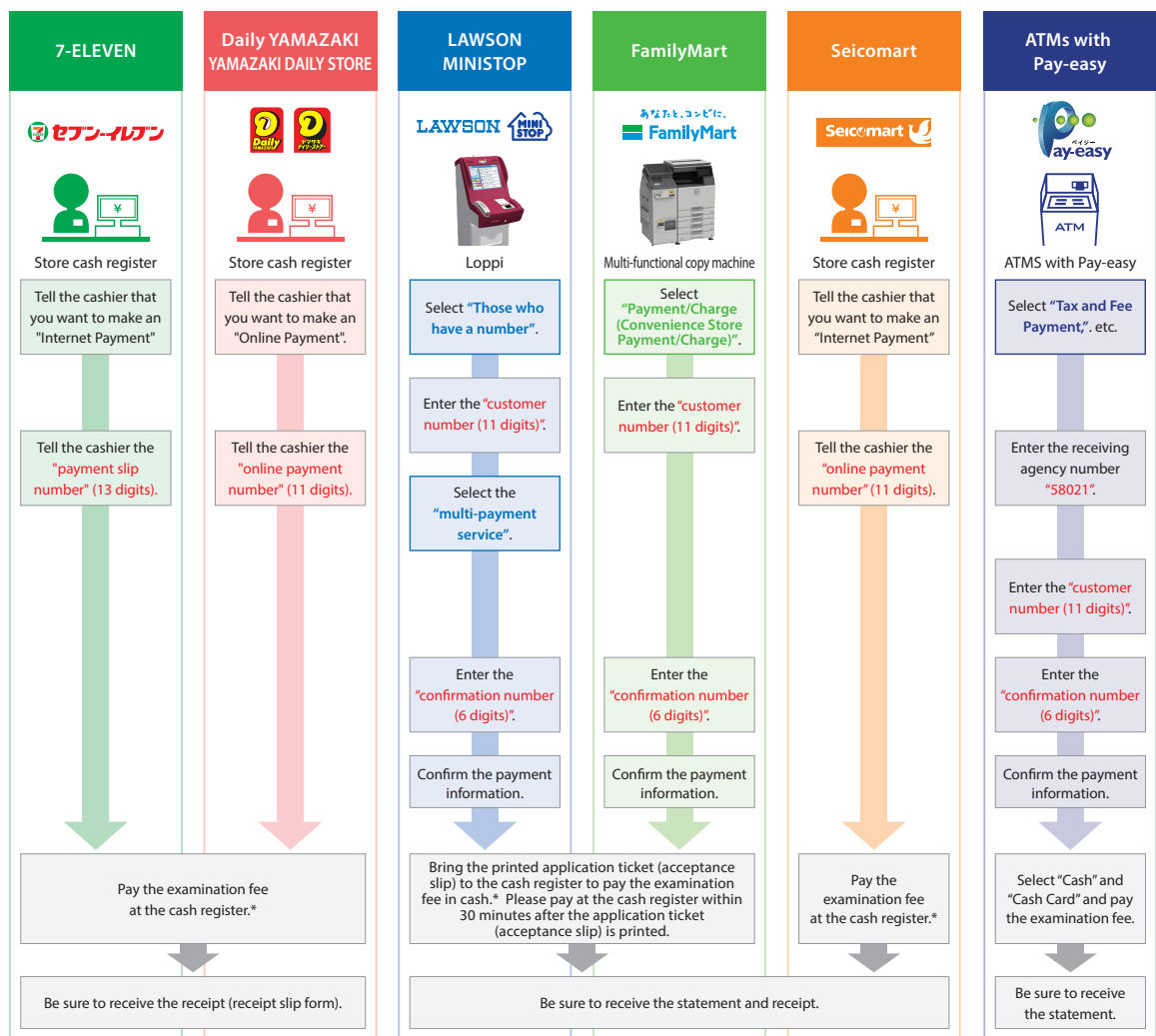
Payment can be made using the payment number that will appear after you have registered the application information at bank ATMs with Pay-easy by following the instructions on the ATM screen.



*Please check the "Payment Method Selection" screen to see the banks that offer this payment method.

Enter the required information following the instructions on the screen of each convenience store terminal or ATM and confirm the details before paying the examination fee.

3 Convenience Stores



*When using ATMs of Japan Post Bank or banks, you need to pay using a cash card if the amount exceeds 100,000 yen. When using a convenience store, you can pay up to 300,000 yen in cash.

STEP

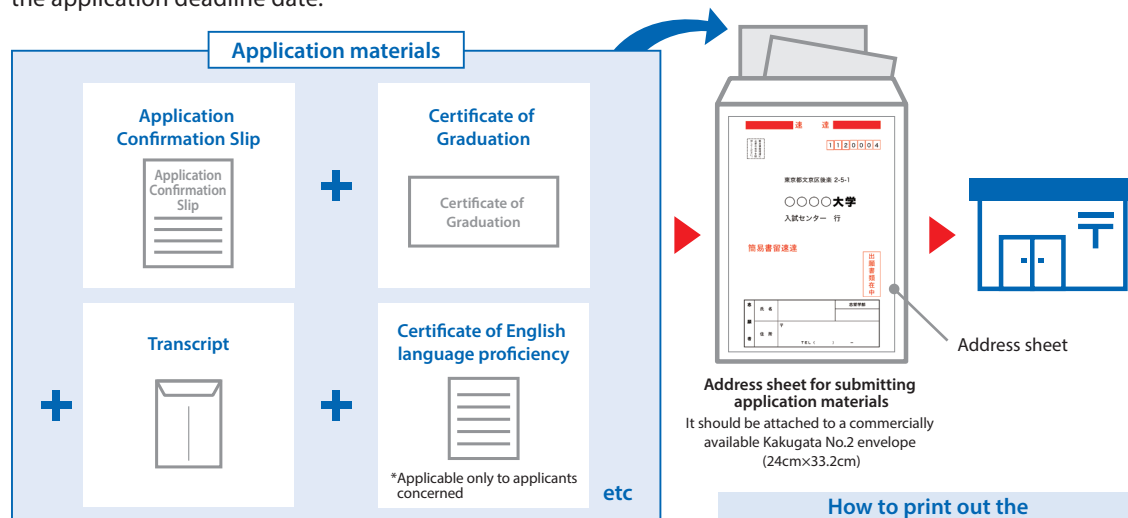
6



Print and Mail the Application Materials

Please note that registration alone does not complete the application procedures.

After completing the application registration and the payment of the examination fee, print out the downloadable documents, and mail them together with the other application materials by simplified registered mail from a post office within the application period. *The application must be postmarked by the application deadline date.



Addressee Toyohashi University of Technology, Admissions Division
Tempaku-cho, Toyohashi 441-8580, Japan

Application Materials

For details, please check "Application Materials" in the application guidelines.

*Once received, the examination fee will not be refunded, nor will any of the required documents be returned.

How to print out the "Application Confirmation Slip" "Photo Sheet" "Address Sheet"



- (1) Click on the **Print Application Confirmation Slip etc** button shown on My page.
- (2) Once the payment has been successfully completed, you will be able to click on the **Print Application Confirmation Slip etc** button to print out the application confirmation slip etc.

<Application is Complete.>

Important points when submitting your application

Your application will be completed by paying the examination fee and mailing the application materials after completing the registration on the online application website. Please note that even if you complete the registration, your application will not be accepted if the application materials are not received by the application deadline.

Online application is available 24 hours a day. Payment of the examination fee must be made by the application deadline. The application materials must be postmarked by the application deadline.

STEP

7



Print the Exam Admission Slip and the Photo Sheet

After applications are confirmed by the university, all exam admission slip will be distributed at once for each entrance exam from the date when you can print the exam admission slip described in the application guideline. It can be downloaded from the online application system. Please make sure to print it out and bring it with you on the day of the exam (*The examination admission ticket will not be mailed to applicants). When the examination admission ticket is ready for download, an e-mail notification will be sent to the e-mail address you registered at the time of application.

[Notes about Printing]

The exam admission slip must be printed single-sided on A4 paper.

