

APPLICATION PROCEDURES
International Master's Degree Program
(TUT-USM TWINNING PROGRAM)
Graduate School of Engineering
TOYOHASHI UNIVERSITY OF TECHNOLOGY
For the Academic Year 2023

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

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
Architecture and Civil Engineering	5 students

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 all of the following items from (1) to (3). 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 are enrolled in the designated field of study in the Master Degree Course of Universiti Sains Malaysia (USM), and who are expected to obtain the required credits of the Twinning Program for the first half of their Master’s curriculum.
- (2) Those who are recommended by Universiti Sains Malaysia (USM).
- (3) Those who demonstrate sufficient degree of proficiency in English in order to take research guidance during this program.

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 Form

Attach the photo to the designated place. The photo must be of upper body (above waist, 40mm x 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.

(2) Certificate of graduation issued by the last university the applicant has attended

Only the original or a certified copy of 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.

(3) Official transcripts of both undergraduate course and master course

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 transcripts.

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

(5) Letter of recommendation on prescribed form

It should be issued by the dean or the applicant’s academic supervisor of Universiti Sains Malaysia (USM) with a personal knowledge of the applicant. This letter should be prepared within one page.

(6) 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.

(7) Details of subjects the applicant took in USM (Copy of the syllabus, etc.)

Brief explanation of the subjects the applicant took in the 1st semester and is taking (or planning to take) in the 2nd semester.

If the course syllabus or official explanation is not available, the applicant must ask the faculties of the subjects to write a brief explanation.

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

(9) Examination fee: 30,000 yen

An examination fee of 30,000 yen must be paid exactly and in full before application deadline. All additional charge for making the remittance is the responsibility of the applicant. For the payment method, please inquire at the Admissions Division of the university well in advance.

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】 Pay the examination fee

Complete the payment during the application period by the method notified by e-mail from the Admissions Division.

【Step 3】 Send the application documents by post

Send the original documents by courier or international mail.

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) When the application documents have been accepted, examinee's number will be notified to the applicants by e-mail after application deadline.
- (5) 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, and an interview test may be scheduled when necessary. The interview will be designed to assess the applicant's personality and whether (s)he will be able to undertake the program in Toyohashi University of Technology.

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 for the program 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