Toyohashi University
of Technology

# APPLICATION PROCEDURES
## Master's Double Degree Program in Graduate School of Engineering
### between
## INSTITUT TEKNOLOGI BANDUNG
### and
## TOYOHASHI UNIVERSITY of TECHNOLOGY
### For the Academic Year 2024

### 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 Designated field of study in Master's Double Degree Program**

**[ 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

**2. Number of students to be enrolled:**

| Majors | number of students to be enrolled |
|---|---|
| Computer Science and Engineering | Up to 5 students for one academic year |

**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 (1) and (2). 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 attend the Master Course of Institut Teknologi Bandung, and who have been nominated by Institut Teknologi Bandung.

(2) Those who have enough English proficiency 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 documents 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, L 4.0cm x W 3.0cm) 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 a prescribed form (about 1,000 words)**

(5) **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 Institut Teknologi Bandung. This letter should be prepared within one page.

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

(7) **Examination Fee**

Examination fee shall be exempt on the basis of Agreement for Granting Double Master's Degrees between Toyohashi University of Technology and Institut Teknologi Bandung.

(8) If you are a 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.

Graduates: Online Verification Report of Higher Education Qualification Certificate （教育部学历证书电子注册备案表）

**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】Send the application documents by post
Send the original documents by courier or international mail.

**Submission period**
(1) Scanned (PDF) documents: April 15, 2024 - May 17, 2024 by 5:00 p.m. (Japan time)
(2) Original documents: April 15, 2024 - May 31, 2024 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 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.

## 6. Announcement of examination result
July 19, 2024

Examinee's numbers of successful applicants will be posted on TUT's website (https://www.tut.ac.jp/exam/entrance/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 and tuition fee shall be exempt on the basis of Agreement for Granting Double Master's Degrees between Toyohashi University of Technology and Institut Teknologi Bandung.

## 8. Enrolment
October 2024
For the first academic year, students attend the program at Institut Teknologi Bandung, and for the second academic year, they attend the program at Toyohashi University of Technology.

## 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