

APPLICATION PROCEDURES
Master's Double Degree Program in Graduate School of Engineering
between
The UNIVERSITY of STUTTGART
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

[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

2. Number of students to be enrolled:

Majors	number of students to be enrolled
Mechanical 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 the University of Stuttgart, and who have been nominated by the University of Stuttgart.
- (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, L4.0cm x W3.0cm) 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 the University of Stuttgart. 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 the University of Stuttgart.

(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 the University of Stuttgart.

8. Enrolment

October 2024

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

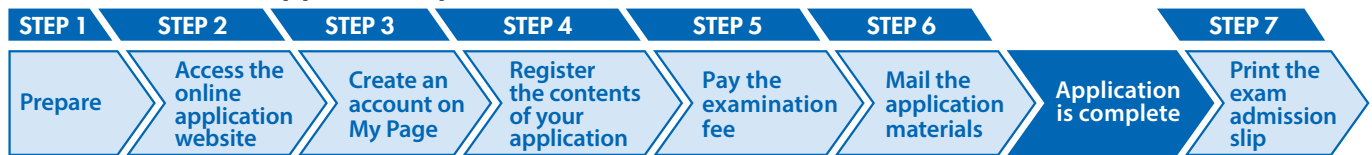
Toyohashi University of Technology has established the Toyohashi University of Technology Security Export Control Regulations in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students, etc. International applicants who fall 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

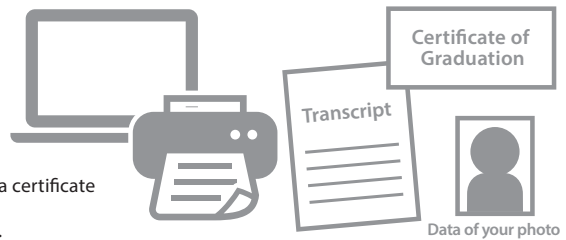
1



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.



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

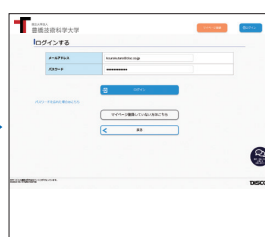


③ Click on the **To the log-in page** from the user registration screen.



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 



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

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

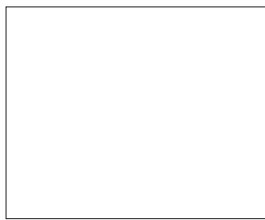
STEP


4

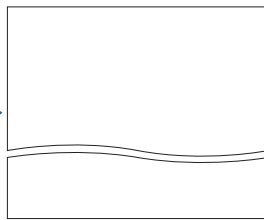


Register the Contents of Your Application

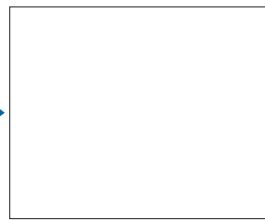
Make sure to check the procedures and important notices on the screen, and then enter the required fields according to the instructions on the screen.



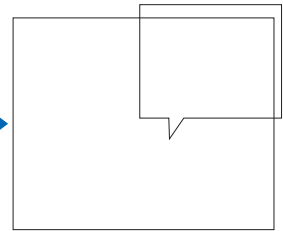
① After logging in to My Page, click on the  button, and the registration page will appear.




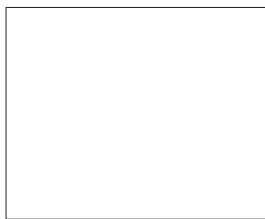
② Select an entrance exam and confirm the important notices.



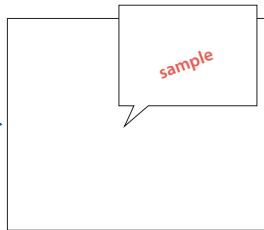
③ Select the desired department, etc.




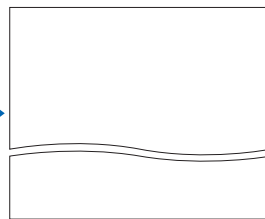
④ Upload a photo. Click on the  button to select a photo.




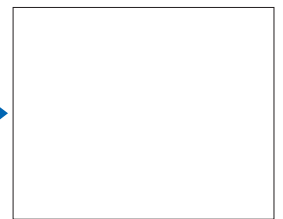
⑤ Enter your information entrance (name, address, etc.).



⑥ Confirm the contents of your application. Click on the  button to check your application confirmation slip.

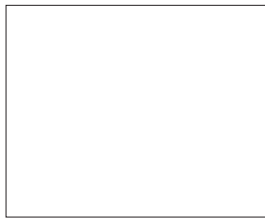


⑦ Your application is registered. Click on the  button to proceed to the page where you can pay your examination fee.



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.



