

APPLICATION PROCEDURES
International Master's Degree Program
(TUT-USM TWINNING PROGRAM)
Graduate School of Engineering
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 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 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 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 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.

(3) 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.

(4) 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.

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

(6) 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.

(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 2022 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) 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.

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

(10) Examination fee: 30,000 yen

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

- (11) 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】 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: April 15, 2024 (9:00 a.m. Japan time)- May 31, 2024 (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, 2024 (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 14, 2024. Be sure to print it out on A4 size paper and keep it safe.

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 (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, 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 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: 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 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

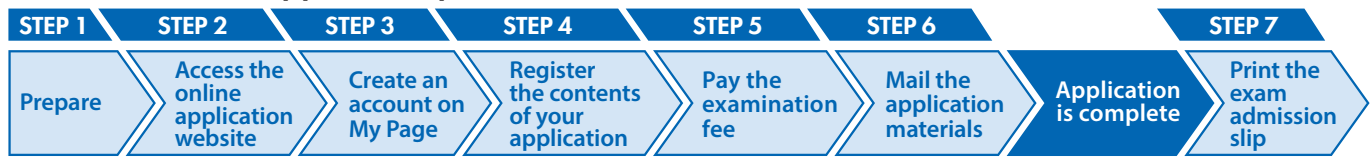
TEL: +81-532-44-6581 FAX: +81-532-44-6582

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 **To My Page**



⑩ When the above page appears, My Page registration is complete. Click on the **Log-out** button.

*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.

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.



4 Bank ATMs with Pay-easy

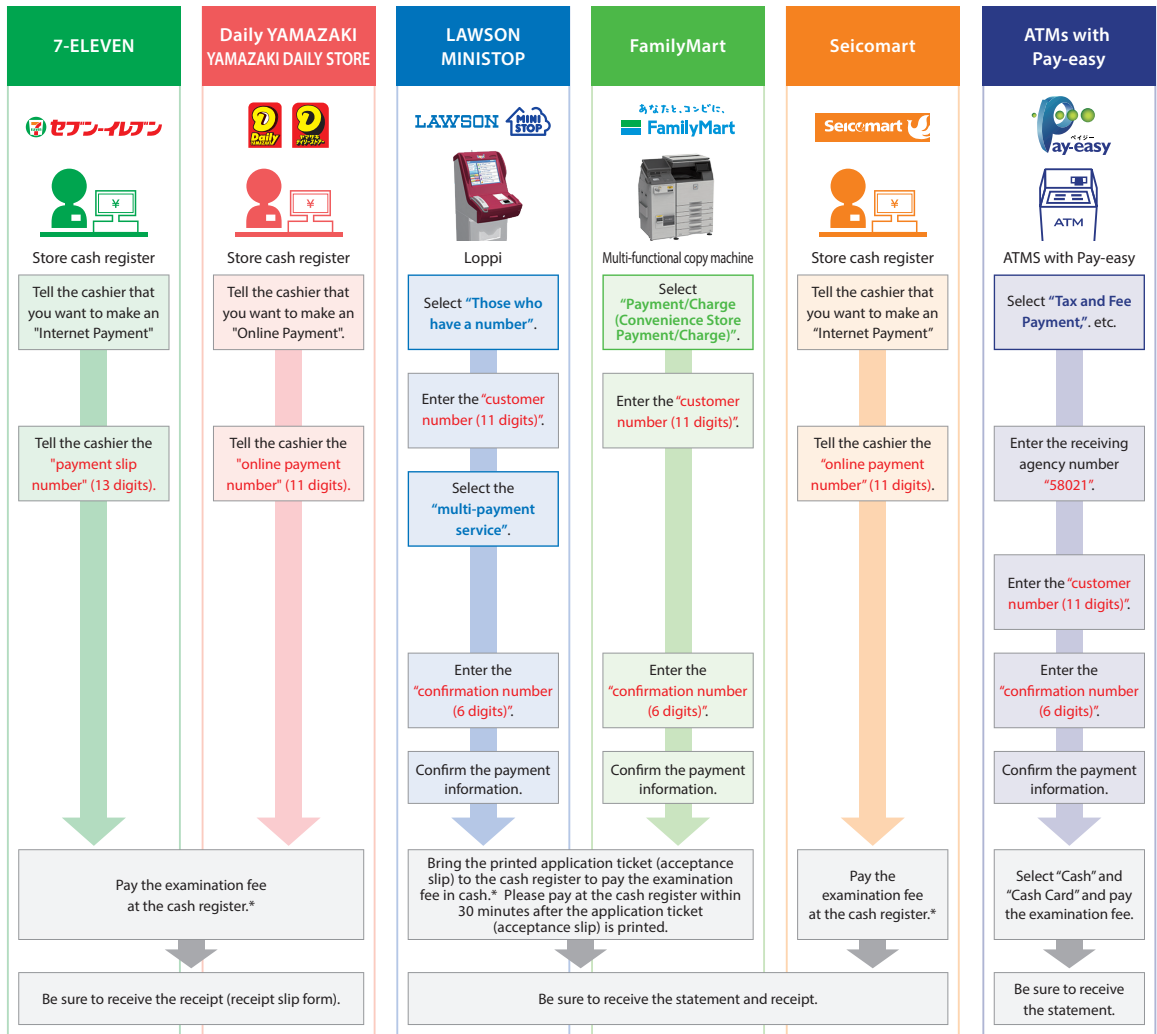
Payment can be made using the payment number that will appear after you have registered the application information at bank ATMs with Pay-easy by following the instructions on the ATM screen.



*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

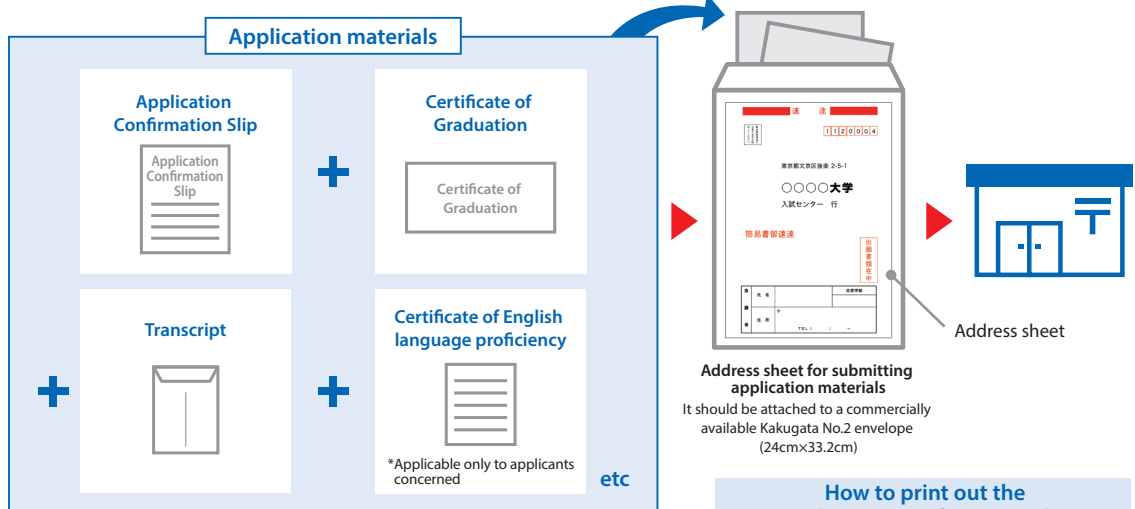
6



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.

