

# First-year Selection for International Students (Global Technology Architects Course) Application Guidelines

## 1. Number of applicants to be accepted

| School                    | Program   | Number of applicants to be accepted |
|---------------------------|---|-------------------------------------|
| Department of Engineering | Mechanical Engineering                            | 10<br>(batch acceptance)            |
|                           | Electrical and Electronic Information Engineering |                                     |
|                           | Computer Science and Engineering                  |                                     |
|                           | Applied Chemistry and Life Science                |                                     |
|                           | Architecture and Civil Engineering                |                                     |

## 2. Eligible parties

Parties who meet all of the following requirements:

- (1) Those who do not possess Japanese nationality(Those who have permanent residence are not eligible.)
- (2) Took three subject tests, mathematics (course 2) and science (two of the following: physics, chemistry, and biology), and received a total score of 240 or more on these tests Examination for Japanese University Admission for International Students given by Japan Student Services Organization in June 2022 or November 2022

\*Applicants who do not meet the above criteria will not be allowed to take the examination and the examination fee will not be refunded, even after the application has been submitted.

- (3) Took one of the following English proficiency tests in January 2021 or later and earned the following score for the respective test:.

- |                    |                                      |
|--------------------|--------------------------------------|
| (i) TOEIC L&R (SP) | Score of 550 or greater              |
| (ii) TOEFL iBT     | Score of 42 or greater               |
| (iii) IELTS*       | Overall Band Score of 4.0 or greater |

\*IELTS(General Training Module) is ineligible.

- (4) Parties who meet any one of the following requirements:

- (i) Completed a twelve-year program or expect to do so by March 31, 2023 at an overseas educational institution that the Ministry of Education, Culture, Sports, Science and Technology (MEXT) Minister has designated as being equivalent to a high school program.
- (ii) Earned an international baccalaureate degree, French baccalauréat degree, German Abitur degree, or General Certificate Education Advanced Level (GCEA) qualification
- (iii) Completed or expected to have completed 12 years of schooling at an academic institution outside Japan accredited by the international accreditation body (WASC, CIS, ACSI)

In any of the cases (4)(i) through (iii) above, applicants must already have legal resident status in Japan which qualifies the applicant to enter a Japanese university in compliance with Japan's "Immigration Control and Refugee Recognition Act" or be expected to obtain the status after entering the university.

### 3. Program selection

As a general rule, successful applicants are assigned to the program they applied to. However, depending on the desired number of the applicants, you may not be assigned to the program of your choice.

### 4. Application procedures

#### (1) Application period, fees and deadlines

|                                  |  |
|----------------------------------|--|
| Application submission period    | Dec. 15, 2022 – Dec. 21, 2022 (arriving at the University by 5:00 p.m. Japan time) |
| Internet registration period     | Dec. 6, 2022 (9:00 a.m. Japan time)–Dec. 20, 2022 (11:59 p.m. Japan time)          |
| Application fee payment deadline | Dec. 20, 2022 (11:59 p.m. Japan time)  |

\*Applications will be accepted by mail only.

\*Applications that arrive after the application submission period will not be accepted.

\*After registering your application through the online application system, pay the application fee and send in your application materials. Please see page 6 for information on how to register for the internet application system.

#### (2) How to apply

The application process consists of four steps:

##### Step 1: 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/>

##### Step 2: Pay the exam fee

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

##### Step 3: Send the application materials

Send all the materials listed in “(3) Application materials, etc.” well in advance to the Admission Division by a trackable delivery service, such as registered express mail or EMS if sending from overseas, during the application period. Only applications sent by mail will be accepted.

Mail application to:

Admission Division, Toyohashi University of Technology

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

##### Step 4: Print out the exam admission slip

After application materials are processed, the exam admission slip can be printed out, starting from January 13, 2023. Please log in to the application tracking screen and print it out on A4-size paper by yourself. Be sure to bring the printed exam admission slip with you on the exam day.

\* Parties who do not have Internet access should contact the Admission Division by Dec.12, 2022.

#### (3) Application materials, etc.

| Item, etc.                      | Notes   |
|---------------------------------|---|
| 1 Application confirmation slip | After completing application registration procedures, applicants should print out the form on A4 paper.   |
| 2 Photo sheet                   | After completing application registration procedures, applicants should print out the form on A4 paper. The photo must show the upper half of your body and taken within three months. Applicants must be facing forward and may not wear hats. |

|   |   |  |
|---|---|--|
| 3 | Certificate of Graduation or Certificate of Expected Graduation                                   | Applicants who meet the eligibility requirements described in 2 (4) (i) or (iii) must submit the Certificate of (Expected) Graduation issued by the last school attended (which is equivalent to a high school in Japan). Only an original or certified copy is accepted. Applicants who meet the requirement (iii) must also submit a document which certifies the school is accredited. Applicants who meet the eligibility requirement in 2 (4) (ii) must submit a copy of certificate of each qualification, such as International Baccalaureate Diploma etc.  |
| 4 | Transcripts   | Applicants who meet the requirements in 2 (4) (i) or (iii) must submit the transcripts from the last school attended (which is equivalent to a high school in Japan). Only an original or certified copy is accepted. If subject names or academic grades are indicated by codes/symbols or abbreviations, a document explaining them should be attached. International baccalaureate degree holders should submit the official certificate of IB final exam results in six subjects. French baccalauréat degree holders should submit the “Relevé de Notes”. GCEA Level qualification holders should submit the official transcript for the Advanced Level. German Abitur degree holders should submit the copy of “Zeugnis der allgemeinen Hochschulreife” instead of a transcript.  |
| 5 | Copy of the Examination for Japanese University Admission for International Students Score Report | Applicants can submit a copy of the exam voucher for the Examination for Japanese University Admission for International Students instead of the score report.   |
| 6 | Score certificates, etc.  | <ul style="list-style-type: none"> <li>Applicants who took the TOEIC L&amp;R must submit the official score certificate (must be original).</li> <li>Applicants who took the TOEFL test must complete the ETS (Educational Testing Service) request procedures so that the official score is sent to the Admission Division, Toyohashi University of Technology (DI-CODE: 9381; DI-NAME: TOYOHASHI UNIV OF TECHNOLOGY) by the deadline.</li> <li>Applicants who took the IELTS must complete the testing agency (in case of Japan, Eiken Foundation of Japan) request procedures so that the IELTS official test report form is sent to Toyohashi University of Technology by the deadline.</li> </ul> <p>* In case applicants cannot submit the original score certificate by deadline, submit the copy of the score report sent to the applicants by deadline first, then make sure to submit the original score certificate by January 23, 2023. If the original score certificate is not submitted, or the original certificate differs from the copy submitted with application, the applicant is not allowed to take the exam and the examination fee will not be refunded</p> |
| 7 | Statement of reason for applying (English or Japanese)  | The form can be downloaded from the TUT's website ( <a href="https://www.tut.ac.jp/exam/collect.html">https://www.tut.ac.jp/exam/collect.html</a> ) to be filled out by the applicant.   |
| 8 | Essay (English or Japanese)   | The form can be downloaded from the TUT's website ( <a href="https://www.tut.ac.jp/exam/collect.html">https://www.tut.ac.jp/exam/collect.html</a> ) to be filled out by the applicant. The topics will be announced around the middle of November 2022.  |
| 9 | Confirmation sheet for qualification for application (English or Japanese)                        | The form can be downloaded from the TUT's website ( <a href="https://www.tut.ac.jp/exam/collect.html">https://www.tut.ac.jp/exam/collect.html</a> ) to be filled out by the applicant.   |

|    |  |   |
|----|--|---|
| 10 | Certificate of Residence or Resident Card (copy of alien registration certificate) (only for those applicable) | (Only for non-Japanese currently living in Japan) Submit a copy, listing nationality, resident status, and period of residence.                 |
| 11 | Exam fee   | 17,000 yen<br>Payment procedures must be completed before sending the application materials. Payment from overseas must be made by credit card. |

- Notes. 1. Certificates must be original and in either Japanese or English (except for those specified as a "copy" in the table above). If applicants are unable to submit the originals, submit a certified true copy issued by the school attended or a proof of the original certificate issued by a public entity, such as an embassy. Documents written in language other than Japanese or English must be accompanied by Japanese or English translations certified by a public entity in the applicant's home country (Certification/proof by Japanese language school is not accepted).
2. Use a black pen or ballpoint pen to fill out the application materials by hand.
  3. Exam fee will not be refunded under any circumstances once payment is made.
  4. Incomplete application materials will not be accepted.
  5. Submitted application materials will not be returned. No changes are allowed after the application is submitted except for the contact information.  
If applicants need to make a change in current address (contact information) after the application has been submitted, applicants must promptly notify TUT.

(4) Advance advising for applicants with disabilities

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 that fall under the Services and Supports for Persons with Disabilities Act) who wish to apply to TUT must contact the university before applying in case special considerations are necessary to study. For those who need consulting/advising, follow the instructions below:

Period for requesting consulting/advising

By December 2, 2022,

How to receive consultations/advice

Submit the advising request (no specific forms) accompanied by necessary documents, such as the health exam certificate. If necessary, the University will conduct interviews with the applicant, an individual from the applicant's school who can represent the applicant, or a person equivalent.

Contact: Admission Division, Toyohashi University of Technology  
1-1 Hibarigaoka, Tempaku-cho, Toyohashi, Aichi, 441-8580  
Tel. 0532-44-6581

## 5. How successful applicants are selected

Successful applicants are selected based on a comprehensive evaluation, including transcripts, a statement of reason for applying, an essay, the English proficiency test score, and score for the Examination for Japanese University Admission for International Students, and an interview (in both Japanese and English).

(1) Time and location of the interviews

- Date and time: January 23, 2023  
\* TUT will contact applicants individually regarding the meeting time.
- Location: Toyohashi University of Technology

## **6. Announcement of successful applicants**

February 3, 2023 (11:00 a.m. Japan time)

The examinee number for the successful applicants will be posted on the TUT's website (entrance exam information page), and an official "the Letter of Acceptance" will be sent to successful applicants on the same day.

TUT will not respond to any phone calls or other inquiries regarding the exam results.

## **7. Enrollment procedures, etc.**

Enrollment procedures can be completed by mail.

- (1) Enrollment period  
Scheduled for late February..
- (2) Fee payment (estimated amount)  
Admission fee: 282,000 yen  
First semester tuition: 267,900 yen (535,800 for the full year)  
If the fees are revised at the time of enrollment or while attending TUT, the new admission fee and tuition will be applied.
- (3) Successful applicants will receive the enrollment materials together with the Letter of Acceptance.

## **8. Use of personal information**

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

- (1) Selecting applicants, announcing successful applicants, completing enrollment procedures and procedures associated with enrollment
- (2) Managing student registration and grades after admission
- (3) For statistical data to improve the method for selecting applicants

## **9. Security export controls**

TUT has created the Toyohashi University of Technology Security Export Control Rules based on the Foreign Exchange and Foreign Trade Act and conduct a rigorous screening when accepting international students.

If admitted students fall under any of the regulations, he/she may not be able to enroll in the program they desire or engage in research.

## **10. Student dormitories**

All GAC students are expected to live in the TUT Global House (A shared-house style accommodation for International and Japanese students). Move-in details will be enclosed with the Letter of Acceptance.

## **11. Inquiries regarding the entrance exam**

Inquiries regarding the entrance exam should be addressed to the following:

Admission Division, Toyohashi University of Technology

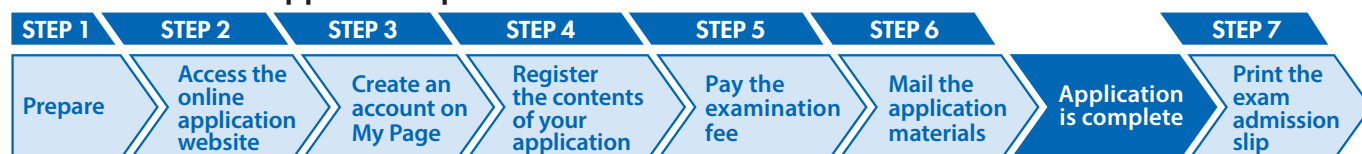
1-1 Hibarigaoka, Tempaku-cho, Toyohashi, Aichi, 441-8580

tel. 0532-44-6581

email: nyushi@office.tut.ac.jp

# Online Application Procedure

The entire online application procedure is as follows.



## STEP

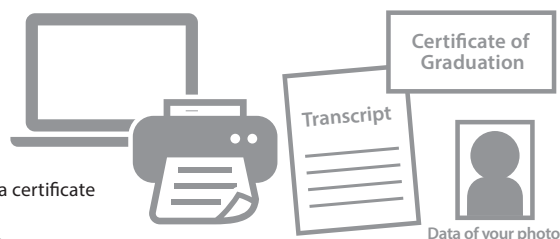
# 1



## 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](#)

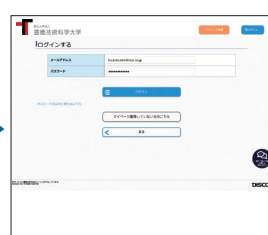


③ Click on the [To the log-in page](#) from the user registration screen.



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

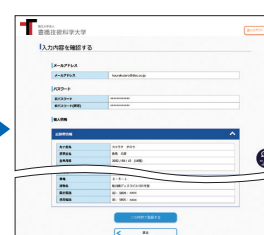
[log-in](#)



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 Daily YAMAZAKI, Seicomart

|   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| Online payment number by Memo (11 digits) |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|

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

|                                  |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|
| Customer number memo (11 digits) |  |  |  |  |  |  |  |  |  |  |
|----------------------------------|--|--|--|--|--|--|--|--|--|--|

|                                     |  |  |  |  |  |
|-------------------------------------|--|--|--|--|--|
| Confirmation number memo (6 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.

# STEP

# 5



## 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

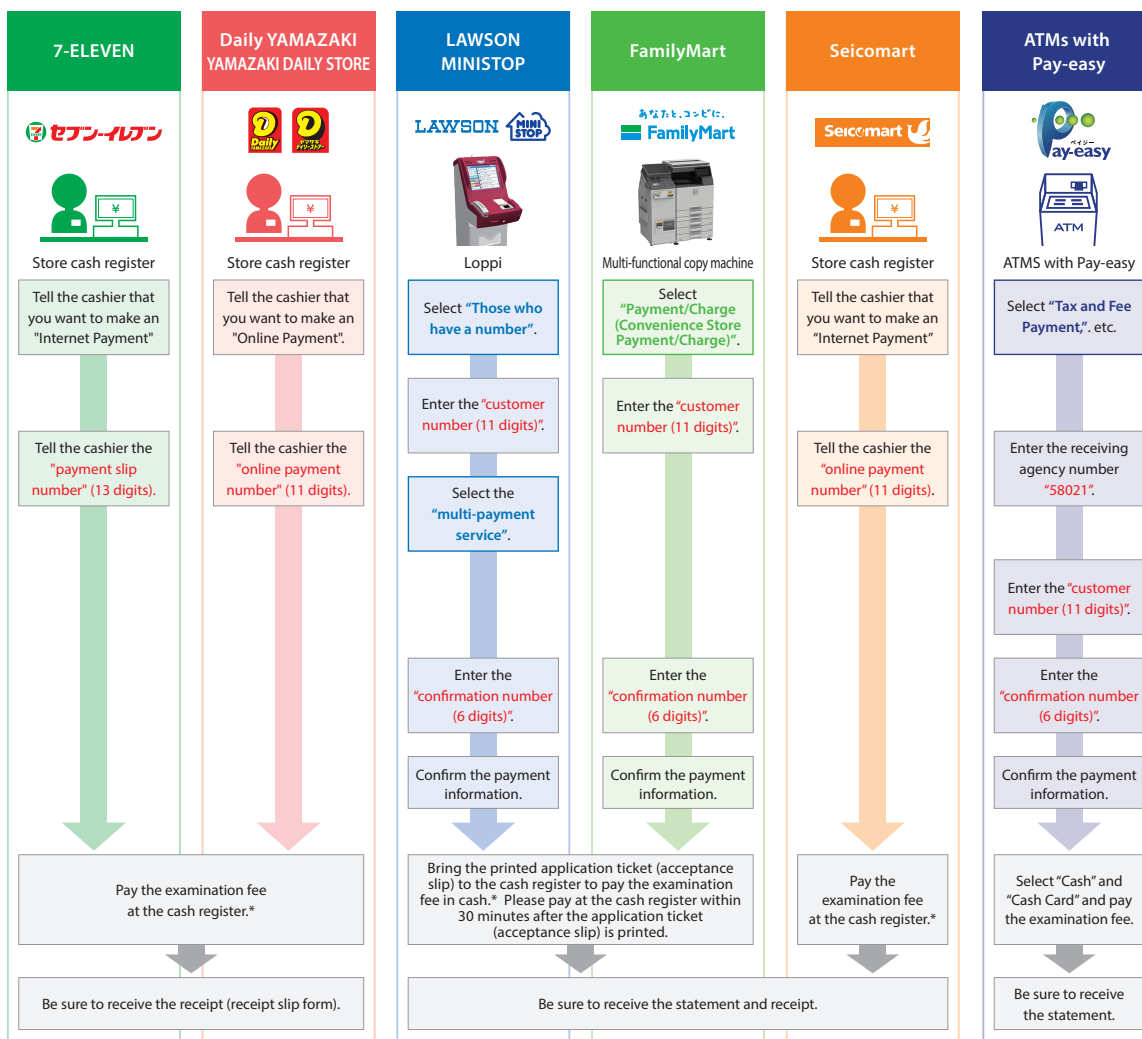
Payment can be made using the payment number that will appear after you have registered the application information at bank ATMs with Pay-easy by following the instructions on the ATM screen.



\*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

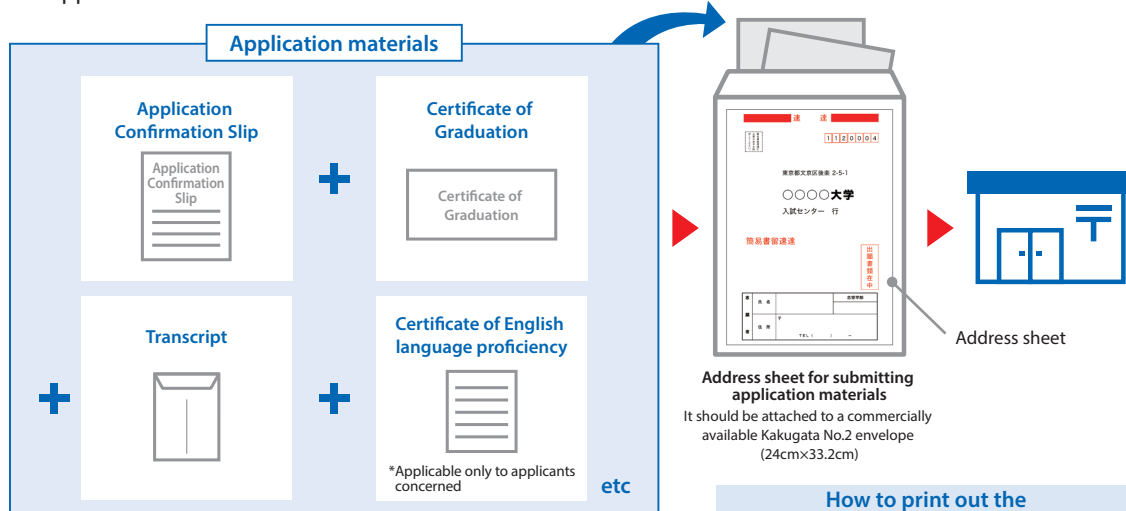
# 6



## 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.

