

Sample Timeline of Application Procedures for Research Students (Privately Funded)

Applicants must contact their prospective academic supervisors at least 2 months prior to submitting application materials.

Admission in September

Period	Application process
March – Early May	Applicants research and contact a prospective academic supervisor.
	Applicants prepare for application, gathering necessary materials.
May - Early June	Applicants are interviewed by a prospective supervisor.
Early June	Prospective academic supervisors decide whether to accept the applicant into his or her laboratory based on interviews and application materials. Those accepted will receive consent from their academic supervisor.
Mid-June	Applicants must submit their application materials to the Student Division by the designated deadline.
Applications are screened	
Late July	Student Division notifies applicants of admission decisions.
Late July	Student Division applies for the Certificate of Eligibility (COE) of successful applicants at the Immigration Bureau of Japan.
Late July - August	Immigration Bureau will screen applications and issue a COE to those approved (the process takes about 2 months).
Early August	Student Division sends a Certificate of Enrollment Permit and admission documents to the contact address in Japan of successful applicants (or proxy or laboratory at Tokyo Tech).
Early September	Student Division sends COE to successful applicants.
September	Prospective students apply for a visa at the Japanese embassy or consulate in his or her country.
September	Prospective students follow admission procedures at Tokyo Tech.

Admission in April

Period	Application process
September - Early October	Applicants research and contact a prospective academic supervisor.
	Applicants prepare for application, gathering necessary materials.
November - Early December	Applicants are interviewed by a prospective supervisor.
Early December	Prospective academic supervisors decide whether to accept the applicant into his or her laboratory based on interviews and application materials. Those accepted will receive consent from their academic supervisor.
Mid-December	Applicants must submit their application materials to the Student Division by the designated deadline.
Applications are screened	
Late January	Student Division notifies applicants of admission decisions.
Late January	Student Division applies for the Certificate of Eligibility (COE) of successful applicants at the Immigration Bureau of Japan.
Late January – February	Immigration Bureau will screen applications and issue a COE to those approved (the process takes about 2 months).
Early February	Student Division sends a Certificate of Enrollment Permit and admission documents to the contact address in Japan of successful applicants (or proxy or laboratory at Tokyo Tech).
Early March	Student Division sends COE to successful applicants.
March	Prospective students apply for a visa at the Japanese embassy or consulate in his or her country, and follows other procedures necessary to enter Japan.
April	Prospective students follow admission procedures at Tokyo Tech.