

Tokyo Institute of Technology
Application Guide for Non-Degree Students
Academic Year 2019

1. Admissions eligibility

(1) Non-degree students in bachelor's degree programs

- High school graduates
- Acknowledged by Tokyo Tech as having academic ability equivalent to or better than a high school graduate
- Acknowledged by Tokyo Tech as having the ability to take Tokyo Tech bachelor's level courses

(2) Non-degree students in graduate degree programs

- For master's and professional degree programs, university graduates
- For doctoral degree programs, master's degree holders
- Acknowledged by Tokyo Tech as having the ability to take Tokyo Tech's respective graduate level courses

2. Application period

Application period: 9:30 a.m. to 3:30 p.m., February 12 to 14, 2019

Enrollment period	Duration	Class duration	
April 2019 (spring semester)	April 1, 2019 to March 31, 2020	First quarter	Classes from April 4 to June 1 and 8 <ul style="list-style-type: none"> • Monday classes will be held on May 9. • Classes will not be held on April 5 due to a seminar for new students. • Classes will not be held on May 25 due to Homecoming Day. • Final exams and make-up classes held June 3 to 12.
		Second quarter	Classes from June 13 to July 31 and August 3 <ul style="list-style-type: none"> • Classes will be held on July 15. • Final exams and make-up classes held August 1 to 9. • Summer break: August 10 to September 24

Application period: 9:30 a.m. to 3:30 p.m., August 5 to 7, 2019

Enrollment period	Duration	Class duration	
September 2019 (fall semester)	September 25, 2019 to March 31, 2020	Third quarter	Classes from September 26 to November 18 and 23 <ul style="list-style-type: none"> • Tuesday classes will be held on October 10. • Classes will be held on November 4. • Classes will be held on November 23. • Classes will not be held on October 11 and 12 due to Tokyo Tech Festival (including preparations). • Final exams and make-up classes held November 19 to 28.
		Fourth quarter	November 29 to December 26, 2019 and January 6 to 27 and 31, and February 1 and 8, 2020 <ul style="list-style-type: none"> • Classes will not be held on January 17 and 18, 2020 due to the National Center Test for University Admissions. • Final exams and make-up classes held January 28 to February 7, 2020. • Winter break: December 27, 2019 to January 5, 2020 • Spring break: From February 9, 2020

Spring semester (first and second quarters): April 1 to September 24, 2019

Fall semester (third and fourth quarters): September 25, 2019 to March 31, 2020

Note: Saturday classes will be held for the Graduate Major in Technology and Innovation Management and Graduate Major in Innovation Science. Other majors or programs may also hold classes on Saturdays if deemed necessary.

3. Application documents

No.	Documentation	Number of copies needed	Notes
1	Non-degree student application form	1	Please supply the required information on the official form. Affix a color photo (upper torso and head only, no hats, blank background, with your name written on the reverse side). The photo will also be used for your student ID application.
2	Statement of reason for application	1	Official form Not using the official form is acceptable if there is not enough space for your statement.
3	Graduation or completion certificate and transcript from last school attended	1 each	Please submit original copies (issued within the previous three months). Please attach documents that provide proof in case of a change of surname following graduation (family register excerpt or notarized family register). For reference: <ul style="list-style-type: none"> • Anyone still enrolled at another university: Enrollment certificate and up-to-date transcript • Anyone who has left university: Graduation certificate and transcript from senior high school attended • Anyone unable to get a transcript issued because a certain number of years have elapsed since graduation: Please submit a certificate issued by the school in question that provides proof that a transcript cannot be issued.
4	Student ID application	1	Please provide the required information, using the official form. No photo is needed. You do not need to write your student ID number.
5	¥9,800 application fee	-	An application fee must be paid by postal transfer at the local postal office using the official Tokyo Tech form, and the receipt handed in at the registrar office. Provide the same name and address you provided on your application form in the space for the name of the person requesting the payment transfer. <ul style="list-style-type: none"> • Applicants pay the payment fees. • We do not accept cash payments brought to the office. • Application fees will not be refunded.
6	Certificate of residence (Jūminhyo) or residence card	1	Only for applicants of foreign nationality: Certificate of residence (Jūminhyo) or residence card showing visa status and duration of stay
7	Documentation pertaining to academic ability (credit certificates of teacher education courses)	2	Only for applicants who want to take teacher education courses. This is not required when applying immediately after graduation from or course completion at Tokyo Tech.
8	Other documentation Tokyo Tech specifies	1 each	Only for relevant applicants

Points to note:

- ① *We do not accept mailed applications.* Please handle application procedures at the registrar office in the Student Division on the first floor of West Building 8 during the application period.
- ② You will not be able to handle procedures related to fall-semester courses during the February 2019 application period. You will need to apply for additional courses during the August 5 to 7, 2019 fall-semester application period.
- ③ Please be sure to check whether you are short of credits before you apply for courses with the goal of acquiring a teacher's license. Additionally, please check the teacher-training program website at:

<http://www.tp.hum.titech.ac.jp/menkyo.html>

- ④ Please download the official application documents: 1) Non-degree student application form, 2) Statement of reason for application, and 4) Student ID application from the link below. Please request the official forms from the Student Division if you want them mailed to you, enclosing a self-addressed A6 envelope with ¥120 postage affixed.
https://www.titech.ac.jp/graduate_school/auditors/auditors.html
- ⑤ Submitted documents will not be returned, regardless of the screening results.

◆ **Application documents required when re-applying following the previous academic year after completing one renewal of a period of study:**

- (1) Application for admission to Tokyo Institute of Technology (Non-Degree Students)
- (2) Statement of reason for application (Non-Degree Students)
- (3) Student ID application (Non-Degree Students)
- (4) ¥9,800 application fee

Note: You will need to pay the enrollment fee again if you receive permission to study.
See ①17R100XX in the chart in “12. Renewal of enrollment” below.

◆ **To international students**

Tokyo Tech does not accept applications from non-degree students if the following conditions do not apply:

- (1) The period of stay at the time of application covers the entire semester of the courses the applicant is applying to take. As such, people who reside in other countries or have come (or will be coming) to Japan temporarily on short-stay visas cannot apply.
- (2) Applicants must already possess a visa that is valid until March 31 of the following year at the time of the August application period when enrolled in April in the spring semester and also applying for the fall semester. The non-degree student program cannot be used to apply for or extend an international student visa.

◆ **Concurrent research applications**

We do not permit anyone to enroll as both a non-degree student and research student during the same semester.

4. Restrictions on number of credits and courses taken

◆ **Maximum number of course credits when applying**

There are restrictions on the number of course credits you can apply for.

Category	Maximum number of credits	Notes
Bachelor's degree programs	Twelve credits per semester	When wanting to take teacher's education courses and exceeding the maximum Please see “When your objective is the acquisition of a teacher's certificate” in the box on page 4.
Graduate degree programs	Six credits per semester	

Please check Tokyo Tech's OCW website (<http://www.ocw.titech.ac.jp/>) regarding which courses can be taken and class content.

Additionally, the information you can view is for previous academic years in some cases because decisions about syllabuses and schedules coincide with the application period. Please make a last-minute check with the office in such cases before you apply.

◆ **Restrictions on courses that can be taken**

Non-degree study applications are not permitted for some courses.

Courses for which non-degree studies are not permitted

Non-degree studies are not permitted as a rule for the following courses:

Bachelor's degree programs

- Experiment, exercise, practical training
- Information Literacy I and II, Computer Science I and II, Earth and Space Sciences Laboratory and Field Studies (geophysics), Fundamental Prospects of Engineering
- Japanese language and culture courses
- Breadth courses (wellness courses)
- Basic science and technology courses — Descriptive Geometry, Creativity Development, Frontiers of Science and Technology
- Teaching practice courses (limited to Tokyo Tech graduates)

Graduate degree programs

- Research seminars
- Special lectures
- Laboratory or field work

Please note:

- Tokyo Tech's regular students will be given priority in courses that have restrictions related to lecture halls, facilities, seating capacity, etc. In other cases as well, non-degree students will be admitted only when the relevant courses have leeway with regard to regular students.
- Please check OCW regarding the dates of intensive lectures. Application, admission, and tuition fees will not be refunded under any circumstances, even if you were unable to attend courses because you overlooked information or you could not work it into your schedule once course dates were determined. Additionally, you cannot apply for lectures whose schedule has not been set that take applications from regular students midway through a semester.

When your objective is to acquire a teacher's certificate

When your objective is to acquire a teacher's certificate, you need special permission to take experiment, exercise, or practical training courses (limited to those listed in the teacher training guidebook). Additionally, studies may be permitted when credits applied for exceed the maximum number allowed.

After talking with the instructors in charge of the courses before you apply, please submit a study plan in a format of your choosing and certification of your academic ability if the maximum will be exceeded. Screening will be based on submitted documents.

Enrollment in the required insurance program will be at your own expense if permission is granted.

5. Course numbers

Example: ABC.D123 → ABC (three letters of the alphabet) is the code for the academic unit or major
D (one letter of the alphabet) is the field code
The three numerals are the course level code

Course level codes

Course level	Competencies that will be developed	Target
100-level courses	<ul style="list-style-type: none">• Acquire knowledge and develop the mindset that is essential to study at the Institute, irrespective of school or department.	Bachelor's Degree Program
200-level courses	<ul style="list-style-type: none">• Acquire basic knowledge, receive education, and develop linguistic skills that are generally required at the student's affiliated school and department.• Develop the creativity and imagination based on the student's field of expertise.• (+) Understand the relationship between required courses and acquire specialized knowledge using the English language.	
300-level courses	<ul style="list-style-type: none">• Acquire knowledge, receive education, and develop linguistic and expressive skills that are required at the student's school or department.• Acquire knowledge related to the student's field of expertise and in other fields of study.• (+) In addition to the major, acquire basic knowledge of a minor field in a systematic manner.	
400-level courses	<ul style="list-style-type: none">• Acquire a deep understanding and knowledge of the major field in English.• Receive education essential for graduate students.	Master's Degree Program Professional Master's Degree Program
500-level courses	<ul style="list-style-type: none">• Acquire a deep understanding and knowledge of fields related to the major as well as in other fields of study in English.• (+) In addition to the major, acquire specialized knowledge of a minor field in a systematic manner.	
600-level courses	<ul style="list-style-type: none">• Carry out research on advanced topics in specialized fields and present findings in an international stage.• Acquire skills to form research questions.	Doctoral Degree Program

- Please pay attention to the days of the week and the hours courses are held if the course number has a suffix such as '-01' and '-02.' Please be sure to include the proper suffix when filling out your enrollment application.
- Screening will give priority to the course number if the course number and title do not match. Please pay sufficient attention to this, because we will not check with you.

6. Selection methods

(1) Selection

The school faculty council makes selections after reviews by the departments or major programs that offer the course subjects.

Selection is based on documents as a rule, but interviews may be conducted as needed.

(2) Acceptance or rejection

You will be notified at a later date by mail regarding the results of the selection process.

Successful applicants will be informed about such things as enrollment procedures at the same time.

Submitted documents will not be returned, regardless of the selection process outcome.

(3) Permission to enroll

Successful applicants who have completed enrollment procedures during the designated time frame are permitted to enroll.

Please notify the registrar office in the Student Division, Student Services Department if you have decided not to enroll.

You will not be enrolled if you do not complete enrollment procedures within the designated time frame.

(4) Enrollment procedures

Procedures are tentatively scheduled as shown below. Notification documents will provide information about the details.

Enrollment procedures dates

Spring semester: April 1, 2019 (tentative)

Fall semester: September 25, 2019 (tentative)

7. Expenses that must be paid at the time of enrollment (as of December 2018)

Admission fee: ¥28,200, paid by postal transfer before the date of enrollment procedures

Tuition fee: ¥14,800 per credit, paid by designated deadlines following enrollment procedures

*** New tuition fees apply from the date of revision if they are revised while you are at Tokyo Tech.**

Example 1

Course category	Course number	Course title	Credits	Quarter
Undergraduate Major in Computer Science	CSC.T271	Data Structures and Algorithms	2-1-0	Q4
Undergraduate Major in Computer Science	CSC.T371	System Software	2-0-0	Q3

¥14,800 X (2+1) credits = ¥44,400

¥14,800 X 2 credits = ¥29,600

Enrollment fee ¥28,200

Amount to be paid ¥102,200

Example 2

Course category	Course number	Course title	Credits	Quarter
Graduate major in Technology and Innovation Management	TIM.D516	Entrepreneurship and Business Development I	0.5-0.5-0	Q3
Graduate major in Technology and Innovation Management	TIM.D517	Entrepreneurship and Business Development II	0.5-0.5-0	Q4

¥14,800 X (0.5+0.5) credits X 2 courses = ¥29,600

Enrollment fee ¥28,200

Amount to be paid ¥57,800

8. Class schedules and timetable

Information about class schedules is provided on the date of enrollment. Information about classes is also provided on our Web System for Students and Faculty, so please check there.

Class times are 45 minutes per period, and most classes are for two consecutive periods, meaning that one class is 90 minutes long.

1–2 period	3–4 period	5–6 period	7–8 period	9–10 period	11–12 period
9:00 to 10:30	10:45 to 12:15	13:20 to 14:50	15:05 to 16:35	16:50 to 18:20	18:30 to 20:00

Saturday class times differ from classes held on weekdays at the Campus Innovation Center at the Tamachi campus.*

1–2 period	3–4 period	5–6 period	7–8 period	9–10 period	11–12 period
9:00 to 10:30	10:40 to 12:10	13:10 to 14:40	14:50 to 16:20	16:30 to 18:00	18:10 to 19:40

*Only applies to Tamachi campus

9. Awarding of course credits

Course assessment involves midterm and final exams as well as reports, etc. Students who pass or receive 60 points or more will be awarded course credits. Tokyo Tech credit certificates and academic transcripts will be issued upon request. You cannot retake a course once you have passed it (regardless of whether you are re-enrolled).

10. School affiliation

Your affiliation is basically determined by the courses you enroll in. The school that offers you the most credits from among your courses will be your affiliation.

11. Other points to note

- Announcements regarding changes in such things as the days classes are held, class periods, and classrooms are posted on bulletin boards on campus and on the Tokyo Tech Web System for Students and Faculty.
- There may be instances in which faculty use email to contact you, or you are asked to submit reports that will be evaluated for the purpose of awarding credits. You are requested to make sure you have a personal computer available.
- Reports submitted, questionnaires, etc. are handled similarly to regular students during your studies, so please comply with the instructions of faculty members so that you do not disrupt classes.
- Official forms must be submitted if you complete your studies or withdraw during the period you have been granted permission to study, so please contact the registrar office in the Student Division.
- You will need to register if you want to commute to campus by bicycle. Please take care of the procedures at the Student Division's General Administration Group.
- You can use Tokyo Tech's library.
- Non-degree students are not issued certificates for Student Commuter Passes or student discounts.

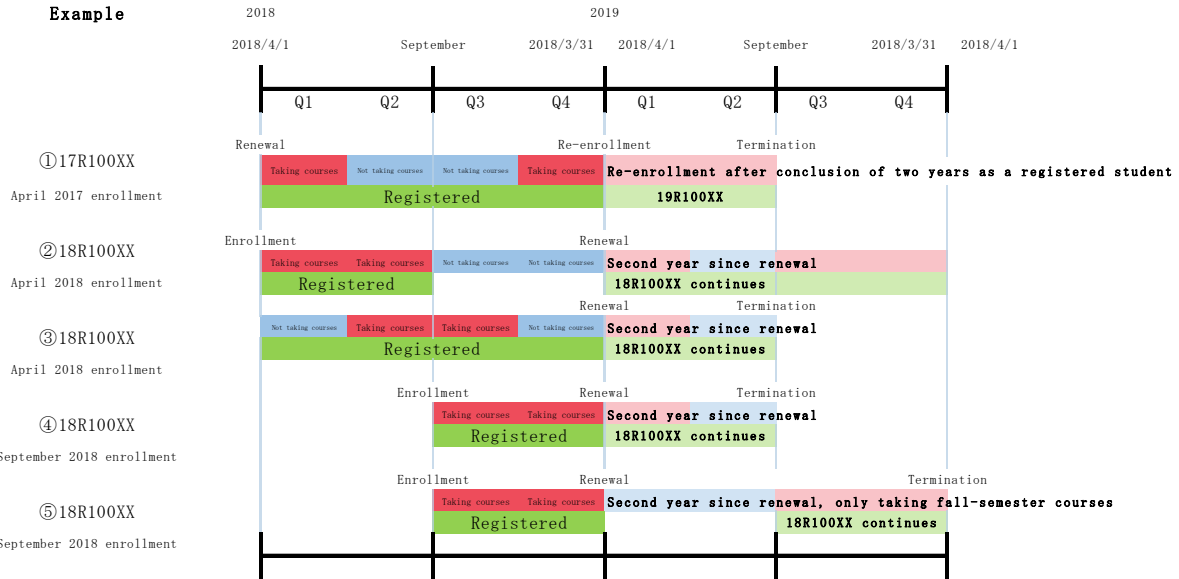
12. Renewal of enrollment

You can extend the duration of your studies via designated procedures at the end of the academic year if you wish. Renewal is permitted one time only, however, and the duration is until the end of the semester or within the academic year, depending on the courses studied. A maximum two years of enrollment is possible in the case of April enrollment, and one and a half years in the case of September enrollment.

Regarding the period of enrollment and issuing of student IDs

Enrollment can only be registered during semesters when you are taking courses. A student ID is issued for that period. When enrolling in April, you will be issued a student ID valid for one year, with fall semester enrollment as a prerequisite. The ID's validity will terminate on the last day of the spring semester if you will not be taking courses during the spring semester. You will be asked to return your ID. If you subsequently take steps to renew your studies, you will be re-registered for semesters in which you will be taking courses and will be issued a student ID.

Example



For more information or to request materials

Registrar
Student Division, Student Services Department
W8-101
Tokyo Institute of Technology
2-12-1 Ookayama, Meguro-ku
Tokyo 152-8550
JAPAN

Office: West Building 8E, Floor 1
Phone: 03-5734-3007
Fax: 03-5734-3674 Email: kyo.gsk@jim.titech.ac.jp
URL: http://www.titech.ac.jp/graduate_school/auditors/auditors.html