

AY 2019 Research Student (Privately Funded)

Application Guidelines

The following guidelines apply to international applicants wishing to enroll as privately funded Research Students in AY 2019.

1. Eligibility

Individuals must satisfy either of the following criteria:

- (i) He or she must be a graduate of a university or college, or is expecting to graduate before enrollment at the Institute.
- (ii) He or she is recognized by the Institute as having academic abilities equal to that of university or college graduates.
- (iii) Individuals should not be registered as a student at any other university or college at the expected time of enrollment as a Research Student.

2. Enrollment Date and Research Period

Enrollment of research students at the Institute will start at the beginning of each semester, and the research period, which will be determined individually, will start and end within the same academic year.

3. Consent from Prospective Academic Supervisor

Prior to submitting application materials, applicants must contact their prospective academic supervisors directly, obtain his or her consent to serve in this capacity, and receive his or her seal on the Request for Admission as a Research Student form. Applicants are urged to complete this step well before the application deadline. Please note that the seal serves only to indicate a faculty member's consent to becoming a supervisor *should the applicant be admitted*, and does not guarantee a place as a Research Student.

For information on faculty members, please refer to the Institute's researcher database site, STAR Search, at the following URL.

<http://search.star.titech.ac.jp/titech-ss/lang.act?forward=search.act&lang=en&>

4. Application Period

Admission	Application period
April, 2019	November 1-15, 2018
September, 2019	April 24 - May 15, 2019

We accept applications from 10:30 to 12:00 and from 14:30 to 16:00 from Monday through Friday. Closed on weekends and national holidays. Please note that we have 10-day holiday from April 27 to May 6 in 2019.

5. Application Procedure

Submit all the documents listed in Table 1 to the Student Division of the Student Services Department of Ookayama Campus, West Bldg. 8, Rm E101. **Applicants residing outside Japan (or far away inside Japan) are required to ask their intended academic supervisor to submit on their behalf all application documents to the Student Division. All documents must be completed, except for the section asking for the academic supervisor's seal in the "Request for Admission as a Research Student" form, and sent to the supervisor upon receipt of his or her prior consent. The supervisor stamps his or her seal on the form after receiving the documents and then submits them to the Student Division.**

An application fee of JPY 9,800 may be paid by credit card through the e-payment site e-shiharai.net at <https://e-shiharai.net/English/index.html>. A printout of the page confirming the payment must be submitted with other application documents to the Student Division. Note that the Institute will not refund any fees.

Table 1. Documents to Submit

*Please download each format from the website for Research Students (Privately Funded).

No.	Item	No. of copies	Notes
1	Request for Admission as a Research Student	1	<ul style="list-style-type: none"> • Refer to the sample file and fill in the form provided. • The form must be stamped with the seal of the intended academic supervisor. • Be sure to fill in the resume section at the back of the form. • If the applicant has resided in Japan in the past, it must be mentioned in the Notes section at the back of the form.
2	Certificate of Graduation from the applicant's last school	1	<ul style="list-style-type: none"> • Submit the original copy <u>with details of the awarded degree</u>. • Although the original copy is preferred, a copy that has been certified by the school is also acceptable. If a certified copy cannot be obtained, the original document must be brought together with a noncertified copy to the Student Office as evidence when submitting the application (so that the office may then accept the uncertified copy). • If the school issues separate certificates to verify graduation and the awarding of a degree, submit both certificates. • If the applicant is expected to graduate but has not yet graduated at the time of application, indicate this status in the application form and submit a certificate of expected graduation instead. Successful applicants must submit their certificate of graduation before the admission procedure. • The document must be in English or Japanese. In cases where the national language of the country where the applicant studied is neither English nor Japanese, a document in English that is certified by the school must be submitted.

3	Academic transcript from the applicant's last school	1	<ul style="list-style-type: none"> • Submit the original copy. • Although the original copy is preferred, a copy that has been certified by the school is also acceptable. • The document must be in English or Japanese. If the national language of the country where the applicant studied is neither English nor Japanese, a document in English that is certified by the school must be submitted.
4	A copy of both sides of the applicant's Residence Card (or Certificate of Residence (Jūminhyo))	1	<ul style="list-style-type: none"> • Required if the applicant resides in Japan. • Certificate of Residence (Jūminhyo) without "My Number" (Individual Number) is acceptable.
5	Mailing label with contact name and address	1	<ul style="list-style-type: none"> • Applicants may use blank paper for Mailing label. • The provided address must be in Japan. If the applicant lives outside Japan, provide the address of a contact person in Japan. • If a contact person's address is to be used for receiving documents from the Institute, be sure to obtain prior consent from said person.
6	Document verifying the payment of application fee	1	A printout of the page confirming credit card payment made via e-shiharai.net.
7	Set of documents required to apply for Certificate of Eligibility	1 each	<ul style="list-style-type: none"> • The following documents must be submitted if the applicant resides outside Japan and plans to apply for a Student Visa: <ul style="list-style-type: none"> • <u>Carefully read and follow the "How to obtain a Student Visa" document via the Research Student (Privately Funded) web page.</u> (i) Application for the Certificate of Eligibility (both a hard and soft copy must be submitted. Send the soft copy (Excel file) to kyo.gsk@jim.titech.ac.jp) (ii) A photo (size: 40mm x 30mm) Do not paste the photo onto the form. (iii) Documents to prove the applicant's financial circumstances as separately specified by the Institute (documents will differ depending on applicant's sponsor and nationality). (iv) A copy of the applicant's passport page showing the name and photo
8	Documents to prove specified visa	1 each	<ul style="list-style-type: none"> • Relevant documents must be submitted if the applicant is a holder of one of the following specified visas: <ol style="list-style-type: none"> 1. Spouse or child of Japanese national 2. Spouse or child of permanent resident 3. Long-term resident 4. Designated activities • Examples: A copy of the family register, Certificate of Refugee Status

9	Application for Change of Status of Residence	1 each	<ul style="list-style-type: none"> • Must be submitted if the applicant is residing in Japan with a visa other than Student Visa (excluding specific visa holders). • <u>Carefully read the “How to obtain a Student Visa” document via the Research Student (Privately Funded) web page.</u> • Submit pages marked as “For Organization” that are required to be filled in by the organization where the individual intends to study. The applicant is required to fill in some of the entries prior to submission. Refer to the sample file provided to see which entries need filling in. • Submit both a hard and soft copy. Send the soft copy (Excel file) to kyo.gsk@jim.titech.ac.jp.
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6. Notification of Acceptance and Admission Procedure

Successful applicants will be sent a Certificate of Enrollment Permit and admission documents at the beginning of January (for April enrollment) or the beginning of July (for September enrollment). These documents will be sent to the individual applicant’s contact address in Japan written on the submitted address label (Table 1, item 5).

Individuals accepted for admission must pay the admission fee (JPY 84,600) and the first six months’ tuition fee (JPY 178,200*) by the date specified in the sent documents, as well as submit the Pledge and other required documents.

*The tuition fee is subject to change. The new tuition fee will become applicable upon revision.

7. Obtaining a Visa

For either of the following cases, follow the instructions detailed in “How to Obtain a Student Visa” for the necessary visa application procedure to study at the Institute.

7.1 Applicants Residing Outside of Japan Who Plan to Apply for a Student Visa

Applicants must submit relevant materials to apply for a Certificate of Eligibility (see Table 1, item 7). The Student Division will act as a proxy and apply for the certificates of successful applicants at the Immigration Bureau. The Certificate of Eligibility will be sent by airmail (Japan Post’s Express Mail Service) to successful applicants at the end of February (for April enrollment) or the end of August (for October enrollment). Applicants may then use this certificate to apply for the Student Visa at a Japanese embassy or consulate in their country.

7.2 Applicants Residing in Japan with a Visa Other Than Student Visa

Applicants need to submit pages of the Application for Change of Status of Residence form marked as “For Organization” (see Table 1, item 9). The Student Division will issue the completed pages to successful applicants.

Holders of visas such as Spouse of Japanese National Visa and Long-Term Resident Visa do not necessarily have to change to Student status.

8. Student Housing

There are student dormitories operated by the Institute. Detailed information on application procedures, room vacancies, etc., is available at the Institute website

(http://www.titech.ac.jp/english/graduate_school/support/dormitories/). For private accommodation options, please visit the website of the Tokyo Tech Housing Support (<http://www.iad.titech.ac.jp/housing/en/>).

9. Procedures after Enrollment

9.1 Tuition Fee Deadline

Tuition for Spring semester (April–September): must be paid by the end of May.

Tuition for Fall semester (September–March): must be paid by the end of November.

9.2 Request for Withdrawal

Should the applicant need to withdraw from Tokyo Tech due to personal circumstances, he or she must submit a “Request to Withdraw from the Institute (Research Student)” form (available for download at Tokyo Tech’s website) to the Student Division one month in advance. Please note that if the applicant neglects to take this step, he or she will continue to be enrolled as a Research Student and therefore be required to pay further tuition fees.

9.3 Attending Courses

Should the applicant’s research require him or her to attend a course, he or she will need to obtain approval from the academic supervisor and course instructor. However, please note that the applicant will not be able to earn credits for the course.

9.4 Discount for Public Transportation

Research Students may be issued a Certificate for Student Commuter Passes for Tokyu lines only.

10. Others

10.1 Research Students (Privately Funded) will incur charges for the entrance examination, admission, and tuition fees.

10.2 Research Students are not guaranteed enrollment in a Tokyo Tech Graduate School. Individuals wishing to enroll in a graduate school should refer to the website below and check with the Admissions Division prior to taking the entrance examination to ensure they meet the enrollment qualifications.

For prospective graduate students: https://www.titech.ac.jp/english/graduate_school/

11. Contact Address

For inquiries concerning Research Students, please contact us.

Student Division, Student Services Department

W8-101

Tokyo Institute of Technology

2-12-1 Ookayama, Meguro-ku

Tokyo 152-8550

JAPAN

TEL: +81-(0)3- 5734-3006

Email: kyo.gsk@jim.titech.ac.jp

12. How to Get to the Institute

Take either the Tokyu Meguro Line or the Tokyu Oimachi Line to Ookayama Station.