

## AY 2021 Research Students (Privately Funded)

### Application Guidelines

The following guidelines apply to international applicants wishing to enroll at Tokyo Institute of Technology (the “Institute”) as privately funded Research Students in AY 2021.

#### 1. Eligibility

Individuals must satisfy either of the following criteria:

- (i) He or she must be a university or college graduate, 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 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.

The expected time of enrollment will not change.

#### 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 the 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 and Start Dates

Enrollment	Application period	Start date
April, 2021	November 2–16, 2020	April 1, 2021 (tentative)
September, 2021	April 30- May 14, 2021	September 30, 2021(tentative)

※Please note that we cannot respond to inquiries on weekends and Japanese national holidays

## 5. Application Procedure

Submit all the documents listed in Table 1 to the Student Division of the Student Services Department on the first floor of Taki Plaza Bldg. at Ookayama Campus. **Applicants from overseas or remote areas of 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. Application forms without the seal of the supervisor will not be accepted.**



**※Please save the data or make copies of all the documents.**

An application fee of JPY 9,800 may be paid by credit card through the e-payment site [e-shiharai.net](https://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 form 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"> <li>Refer to the sample file and fill in the form provided.</li> <li><b><u>The form must be stamped with the seal of the intended academic supervisor.</u></b></li> <li>Be sure to fill in the resume section at the back of the form.</li> <li>If the applicant has resided in Japan in the past, it must be mentioned in the Notes section at the back of the form.</li> </ul>
2	Certificate of Graduation from the applicant's last school	1	<ul style="list-style-type: none"> <li>Submit the original copy with details of the awarded degree <b><u>in English or in Japanese.</u></b></li> <li>Although the original copy is preferred, if it can only be issued once, a copy that has been certified by the school (officially stamped) is also acceptable.</li> <li>Only if you are able to come to Tokyo Tech should you bring the original document with a non-certified copy to the Student Office as evidence when submitting the application (so that the office may then accept the uncertified copy). <b><u>Do not send us the original certificate or diploma if it can only be issued once.</u></b></li> <li>If the school issues separate certificates to verify graduation and the awarding of a degree, submit both certificates.</li> <li>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 enrollment procedure.</li> </ul>

3	Academic transcript from the applicant's last school	1	<ul style="list-style-type: none"> <li>• Submit the original copy <b><u>in English or in Japanese.</u></b></li> <li>• Although the original copy is preferred, if it can only be issued once, a copy that has been certified by the school (officially stamped) is also acceptable.</li> </ul> <p>Only if you are able to come to Tokyo Tech should you bring the original document with a non-certified copy to the Student Office as evidence when submitting the application (so that the office may then accept the uncertified copy). <b><u>Do not send us the original certificate if it can only be issued once.</u></b></p>
4	Document verifying the payment of application fee	1	A printout of the page confirming credit card payment made via e-shiharai.net.
5	A copy of both sides of the applicant's Residence Card	1	<ul style="list-style-type: none"> <li>• Required if the applicant resides in Japan.</li> </ul>
6	Mailing label with contact name and address (No prescribed form)	1	<ul style="list-style-type: none"> <li>• Required if the applicant resides in Japan.</li> </ul> <p>Successful applicants will receive an enrollment procedure packet at their address in Japan.</p> <ul style="list-style-type: none"> <li>• Those residing abroad are required to receive the packet after arriving in Japan at the laboratory they are joining.</li> </ul>
7	Set of documents required to apply for Certificate of Eligibility	1 each	<ul style="list-style-type: none"> <li>• The following documents must be submitted if the applicant resides outside Japan and plans to apply for a Student Visa.</li> </ul> <p><b><u>* Please be sure to contact us at <a href="mailto:research.stu.pf@jim.titech.ac.jp">research.stu.pf@jim.titech.ac.jp</a> to let us know if your application for a COE has been rejected in the past.</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Carefully read and follow the "How to Obtain a Student Visa"  Appendix A.</u></b></li> </ul> <p>(i) Application for the Certificate of Eligibility (both a hard and soft copy must be submitted. Send the soft copy (Excel file) to <a href="mailto:research.stu.pf@jim.titech.ac.jp">research.stu.pf@jim.titech.ac.jp</a>).</p> <p>(ii) A photo (size: 40mm x 30mm). Do not paste the photo onto the form.</p> <p>(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).</p> <p>(iv) A copy of the applicant's passport page showing the name and photo.</p> <p>(v) <u>Those who have attended school in Japan in the past</u> should submit a certificate of attendance or completion and transcripts relating to those studies.</p>
8	Application for Change of Status of Residence	1 each	<ul style="list-style-type: none"> <li>• Must be submitted if the applicant is residing in Japan with a visa other than Student Visa (excluding specific visa holders).</li> <li>• <b><u>Carefully read the "How to Obtain a Student Visa"  Appendix B.</u></b></li> </ul>

			<ul style="list-style-type: none"> <li>• Submit pages marked “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.</li> <li>• Submit both a hard and soft copy. Send the soft copy (Excel file) to <a href="mailto:research.stu.pf@jim.titech.ac.jp">research.stu.pf@jim.titech.ac.jp</a>.</li> </ul>
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## 6. Notification of Acceptance and Enrollment Procedure

Successful applicants will be sent a Certificate of Enrollment Permit and enrollment procedure packet at the beginning of January (for April enrollment) or the beginning of July (for September enrollment). These documents will be sent either to the applicant’s address in Japan, as written on the submitted address label, or to the laboratory they are joining (see 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/](http://www.titech.ac.jp/english/graduate_school/support/dormitories/)). For private accommodation options, please visit the Tokyo Tech Housing Support website (<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 the Institute for personal reasons, he or she must submit a “Request to Withdraw from the Institute (Research Student)” form (available for download at the Institute’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) are not eligible for exemption from application, admission, and tuition fees.

10.2 Research Students are not guaranteed enrollment in a Graduate School of the Institute. 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/](https://www.titech.ac.jp/english/graduate_school/)

## 11. Contact Address

For inquiries concerning Research Students, please contact us.

Student Division, Student Services Department

TP-101

Tokyo Institute of Technology

2-12-1 Ookayama, Meguro-ku

Tokyo 152-8550 JAPAN

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

Email: [research.stu.pf@jim.titech.ac.jp](mailto:research.stu.pf@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.