

Tokyo Institute of Technology
Application Guide for Non-Degree Students
Academic Year 2020

1. Admissions eligibility

(1) Study in bachelor's level courses

Applicants must satisfy one of the following conditions:

- Must have graduated from high school
- Must be acknowledged by Tokyo Tech as having academic ability equivalent to or better than a high school graduate
- Must be acknowledged by Tokyo Tech as having the ability to take Tokyo Tech bachelor's level courses

(2) Study in master's, professional master's, or doctoral level courses

Applicants must satisfy one of the following conditions:

- For master's or professional master's level courses, applicants must have graduated from university
- For doctoral level courses, applicants must hold a master's degree
- Must be 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 10, 12, 13, 2020

Enrollment date	Study period	Course duration	
April 1, 2020 (spring semester)	April 1, 2020 to March 31, 2021	First quarter (1Q)	Classes from April 4 to May 27, May 30, and June 3 <ul style="list-style-type: none"> • Classes will be held on May 26. • Classes will not be held on May 2. • Classes will not be held on May 23 due to Homecoming Day. • Quarter-end exams and makeup classes held May 28 to June 6.
		Second quarter (2Q)	Classes from June 8 to July 28 <ul style="list-style-type: none"> • Thursday classes will be held on July 27. • Friday classes will be held on July 28. • Quarter-end exams and makeup classes held July 29 to August 5. • Summer break: August 6 to September 29

Application period: 9:30 a.m. to 3:30 p.m., August 3 to 5, 2020

Enrollment date	Study period	Course duration	
September 30, 2020 (fall semester)	September 30, 2020 to March 31, 2021	Third quarter (3Q)	Classes from October 1 to November 24 <ul style="list-style-type: none"> • Monday classes will be held on November 19. • Classes will not be held on October 9, 10, and 12 due to Tokyo Tech Festival (including preparations). • Quarter-end exams and makeup classes held November 25 to December 2.
		Fourth quarter (4Q)	Classes from December 3 to 26, 2020 and January 6 to February 2, 2021 <ul style="list-style-type: none"> • Classes will not be held on January 15 and 16, 2021 due to the University Admission Common Test (大学入学共通テスト). • Quarter-end exams and makeup classes held February 3 to 10, 2021. • Winter break: December 27, 2020 to January 5, 2021 • Spring break: From February 11, 2021

Spring semester (first and second quarters): April 1 to September 29, 2020

Fall semester (third and fourth quarters): September 30, 2020 to March 31, 2021

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.

Important

Class duration will be changed from 90 minutes to 100 minutes from April 2020.

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. Include information about previous study of subjects related to courses you are planning to take (e.g., duration of relevant programs and your grades). List texts and materials if you learned that subject other than at school or university.
3	Graduation or completion certificate and transcripts from the most recent educational institution attended	1 each	Please submit original copies (issued within the previous three months). The following transcripts must be submitted: High school graduates: High school transcripts Bachelor's graduates: Transcripts of bachelor's degrees Master's graduates: Transcripts of bachelor's and master's degrees Doctoral graduates: Transcripts of bachelor's, master's, and doctoral degrees Required documents: <ul style="list-style-type: none"> • In case of a change of surname following graduation: Family register, extract of family register, or other document verifying the change • 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	JPY 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"> • Payment fees are borne by applicants. • We do not accept cash payments brought to the office. • Application fees will not be refunded.
6	Certificate of residence (<i>Jūminhyo</i>) or residence card	1	Only for applicants of foreign nationality: Certificate of residence (<i>Jūminhyo</i>) or residence card showing visa status and duration of stay
7	Documentation pertaining to academic ability (credit certificates of teacher education courses)	1	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 apply for fall-semester courses during the February 2020 application period. You will need to apply for additional courses during the August 3 to 5, 2020 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 JPY 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 to apply for the next cycle after the extended study period ends:**

- (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) JPY 9,800 application fee

Note: You will need to pay the enrollment fee again if you receive permission to study.
See ①18R100XX 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 level courses	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.
Master's, professional master's, and doctoral level courses	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:

Undergraduate level courses

- 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 level courses

- 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, enrollment, 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 on the 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, 2020 (tentative)

Fall semester: September 30, 2020 (tentative)

7. Expenses that must be paid for enrollment (as of December 2019)

Enrollment fee: JPY 28,200, paid by postal transfer before the date of enrollment procedures

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

*** New tuition amounts will 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

JPY 14,800 X (2+1) credits = JPY 44,400

JPY 14,800 X 2 credits = JPY 29,600

Enrollment fee JPY 28,200

Amount to be paid JPY 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

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

Enrollment fee JPY 28,200

Amount to be paid JPY 57,800

Note: Application, enrollment, and tuition fees will not be refunded under any circumstances.

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 duration is 50 minutes per period, and most classes are for two consecutive periods, meaning that one class is 100 minutes long.

1–2 period	3–4 period	5–6 period	7–8 period	9–10 period	11–12 period
8:50 to 10:30	10:45 to 12:25	13:30 to 15:10	15:25 to 17:05	17:15 to 18:55	19:05 to 20:45

Saturday class times differ from classes held on weekdays at the Campus Innovation Center at the Tamachi campus. Students need to check the relevant timetable.

9. Awarding of course credits

Course assessment involves midterm and quarter-end 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.

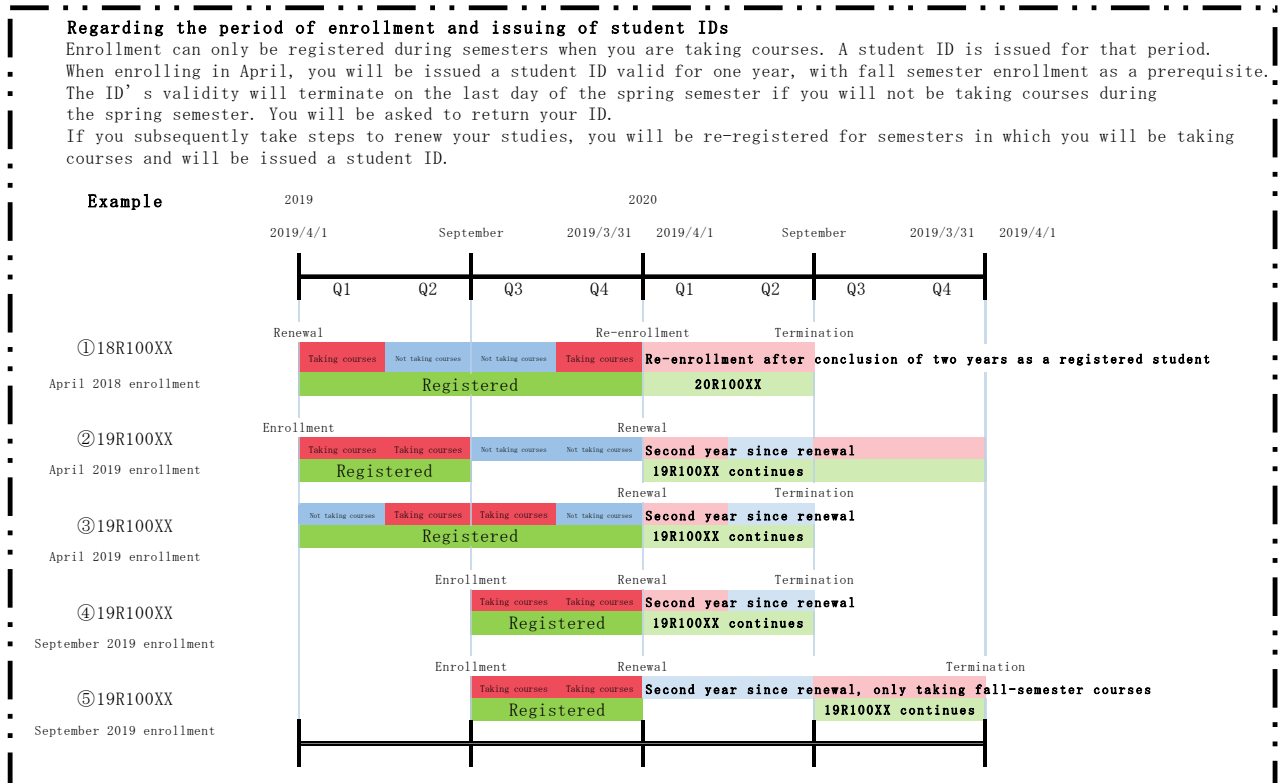
11. Other points to note

- 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 may request to extend the duration of your studies at the end of the academic year by submitting the designated documents. Renewal is permitted only once, and it can be extended by a semester or academic year, depending on the length of time necessary to complete the newly selected courses. 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.



13. Frequently asked questions

Application process

- Q. Can I change (or cancel) courses I applied for?
A. If you notify us of the change (or cancellation) during the application period, yes. If your application is accepted, cancellation is possible only during the specified period.
- Q. Can I submit application documents by mail?
A. No, application documents must be submitted to the registrar office in person during the application period.
- Q. I might miss the deadline. Can I have an extension?
A. No, all of your application documents must be received during the application period. Please hand deliver them to the registrar office within the specified time frame.
- Q. My address changed after submission of my application. Do I have to notify the registrar office of the change?
A. Yes. We mail notification of acceptance/rejection and other important documents to the address you provided on your application. Be sure to promptly notify us of any change of address, phone number, or email address. We accept no responsibility for problems such as lost or delayed mail caused by incorrect contact information.
- Q. I found that I was admitted to a course that I didn't apply for. Why so?
A. You may have submitted a course number inconsistent with the course you intended to take. When course numbers and titles do not match, application is processed based on course numbers.

Screening and enrollment procedures

- Q. Can I get my results over the phone or by email?
A. No, you will be notified by postal mail regarding the results of the selection. Inquiries made over the telephone or by email will not be answered.
- Q. May I ask why my application was rejected?
A. No, we do not respond to inquiries regarding the details of selection.
- Q. I got rejected from a course that I must complete to qualify for a professional certification exam. Can I request a review of my application?
A. No, we do not accept requests for review.
- Q. I missed the deadline for the enrollment procedure. Is there a process by which I could still be admitted?
A. No, applicants who fail to complete the enrollment procedure on the specified date will not be permitted to enroll.

Taking courses

- Q. I found that the course registration period (initial registration, additional registration, and cancellation) for non-degree students is earlier than that for regular students. Can I follow the schedule set for regular students?
A. No, non-regular students must determine which courses to take before the semester starts. The admissions process for non-degree students must be completed before the beginning of the semester.
- Q. I'd like to drop a course because the content was not what I had expected. Can I cancel my registration?
A. No, your registration cannot be cancelled. Tuition will not be refunded. Applicants are asked to consult with academic supervisors and refer to OCW to properly determine course choices before applying.
- Q. There was a change of plan. I am no longer able to attend class. Can I change my courses, or cancel my registration and get a refund of tuition before the course starts?

A. No. Cancellation or change must be requested during the specified period. Tuition will not be refunded under any circumstances.

Q. I didn't attend classes to which I was admitted. What happens if I fail to pay tuition?

A. If you fail to pay tuition by the due date, you will be dismissed. Admitted students will be officially registered for courses to which they have applied, unless a cancellation request is made during the specified period.

Q. Can I sit in on a few classes to determine which courses to take?

A. No, you are not allowed to audit classes. If discovered doing so, your future applications may be rejected.

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