

To: Successful candidates  
for the graduate program  
commencing in April 2021

T. Mizumoto  
Executive Vice President for Education  
Tokyo Institute of Technology

## Notification of Enrollment Procedures

We are pleased to inform you that you have successfully passed the entrance examination for the graduate program commencing in April 2021. Please complete the enrollment procedure which consists of four steps (i.e., Step A, B, C, and D) as detailed below.

**Important: Failure to meet the deadline for Step B (i.e., B-1 and B-2) is deemed equivalent to withdrawal from enrollment.**

### 1. Outline of the enrollment procedure

	Required documents	Submission instructions	See
A	<p>① Graduate School Student ID Card Application Form</p>	<p><b><u>Follow instructions in the attached document.</u></b></p>	Attachment
B-1	<p>①-1 Certificate of Receipt for Enrollment Fee Payment*</p> <p style="text-align: center;">OR</p> <p>①-2 Receipt of application for enrollment fee exemption/postponement (免除・徴収猶予受理申請書【入学料】)*</p> <p>*EXCEPT the Japanese Government (MEXT) Scholarship students.</p> <p>② Pledge</p>	<p><b><u>Deadline: Friday, March 19</u></b></p> <p><b><u>Digital copies of</u></b></p> <ul style="list-style-type: none"> <li>・ ①-1 or ①-2</li> <li>・ ②</li> </ul> <p><b>【School of Science, School of Engineering, School of Materials and Chemical Technology】</b>  <a href="mailto:apply.nyugaku.ogu@jim.titech.ac.jp">apply.nyugaku.ogu@jim.titech.ac.jp</a></p> <p><b>【School of Computing, School of Life Science and Technology, &amp; School of Environment and Society】</b>  <a href="mailto:apply.nyugaku.szgu@jim.titech.ac.jp">apply.nyugaku.szgu@jim.titech.ac.jp</a></p>	<p style="background-color: black; color: white; padding: 5px; text-align: center;">Deadlines for B-1 and B-2 must be strictly observed.</p> <p>pp.4-7</p>
B-2		<p><b><u>Deadline: Friday, March 19</u></b></p> <p>Complete and submit pre-enrollment information form on webpage;  <a href="https://www.ocans.jp/titech/enquete?eid=d600hOnA">https://www.ocans.jp/titech/enquete?eid=d600hOnA</a></p>	

<b>C</b>	<p>② <b>Pledge (original copy only)</b></p> <p>③ <b>Master's Program Registration Card</b></p> <p>④ <b>Notification of Personal Guarantor or Contact Person</b></p> <p>⑤ <b>Official academic transcripts and certificate of graduation/completion</b> (if applicable)</p> <p>⑥ <b>Notification of Student ID Number</b> (applicable only to those requesting correction of the printed name)</p>	<p><b>Deadline: Friday, April 16</b></p> <p>Put Step C documents in the enclosed pink envelope and send them to the Student Division by post.</p> <p><u>Note: International students are permitted to submit Step C &amp; D documents after arriving in Japan.</u></p>	pp.8-9
<b>D</b>	<p>⑦ <b>Certificate of Receipt for Insurance Fee Payment (GAKKENSAI / GAKKENBAI)</b></p> <p>⑧ <b>A copy of residence card</b></p> <p>⑨ <b>Kuramae Kougyoukai Application Form</b> (if applicable)</p>	<p>Put Step D documents in the enclosed pink envelope along with Step C documents and send them to the Student Division by Post. OR, follow submission instructions specified in the relevant section.</p>	pp.9-10
	<p>⑩ <b>Request for Bank Transfer of Tuition</b> (if applicable)</p>	<p><b>Deadline: Friday, April 2</b></p> <p>Send it by post to the Revenue Group, Accounting Division</p>	

### [Contact]

Your school	Contact office <b>Where to submit the required documents</b>
<ul style="list-style-type: none"> <li>● School of Science (理学院)</li> <li>● School of Engineering(工学院)</li> <li>● School of Materials and Chemical Technology (物質理工学院)</li> </ul>	<p>(Ookayama Campus 大岡山キャンパス)</p> <p><b>Graduate Services Group, Student Division, Student Services Department, Tokyo Institute of Technology</b></p> <p>Bldg. TP-101, 2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550 Phone: 03-5734-7642/3005 Email address for inquiries: <a href="mailto:oo.nyugaku.gu@jim.titech.ac.jp">oo.nyugaku.gu@jim.titech.ac.jp</a></p> <p><b>Email address for submitting Step B documents:</b> <a href="mailto:apply.nyugaku.ogu@jim.titech.ac.jp">apply.nyugaku.ogu@jim.titech.ac.jp</a></p>
<ul style="list-style-type: none"> <li>● School of Computing (情報理工学院)</li> <li>● School of Life Science and Technology (生命理工学院)</li> <li>● School of Environment and Society (環境・社会理工学院)</li> </ul>	<p>(Suzukakedai Campus すずかけ台キャンパス)</p> <p><b>Suzukakedai Student Group, Student Division, Student Services Department, Tokyo Institute of Technology</b></p> <p>Bldg.J1-1, 4259 Nagatsutacho, Midori-ku, Yokohama-shi, Kanagawa 226-8503 Phone: 045-924-5934 Email address for inquiries: <a href="mailto:suz.nyugaku.gu@jim.titech.ac.jp">suz.nyugaku.gu@jim.titech.ac.jp</a></p> <p><b>Email address for submitting Step B documents:</b> <a href="mailto:apply.nyugaku.szgu@jim.titech.ac.jp">apply.nyugaku.szgu@jim.titech.ac.jp</a></p>

- Individuals applying for exemption/postponement of the enrollment fee must carefully follow the instructions provided in the enclosed "Enrollment Fee and Tuition Exemption Application Guide" and the relevant webpage. Be sure to complete an online pre-application as specified.
- Individuals intending to withdraw from enrollment should submit the enclosed "Notification of Withdrawal from Enrollment" to the contact address above.
- Tokyo Tech may not allow students to come to campus and ask students to stay home depends on the COVID-19 situation.  
Obtain the latest information on the below site.  
<https://www.titech.ac.jp/english/enrolled/health/coronavirus.html>
- For more details, refer to page 15.

## 2. List of documents to submit

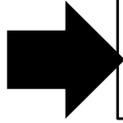
Step	No.	Required Documents	Required for
<b>A</b> Attachment	①	Graduate School Student ID Card Application Form	All students
<b>B</b> pp.4-7	①	Certification pertaining to the enrollment fee	All students <b>except MEXT scholarship recipients</b> (either ①-1 or ①-2 as applicable)
		-1 Certificate of Receipt for Enrollment Fee Payment (Light yellow form) -2 Receipt of application for enrollment fee exemption/postponement (免除・徴収猶予受理申請書【入学科】) (Must be submitted by applicants for exemption/postponement)	
<b>C</b> pp.8-9	②	Pledge (Light yellow form)	All students
	③	Master's Program Registration Card	
	④	Notification of Personal Guarantor or Contact Person	If applicable
	⑤	Official academic transcripts and certificate of graduation/completion	
⑥	Notification of Student ID Number	Students requesting correction of the printed name only	
<b>D</b> pp.9-10	⑦	Certificate of Receipt for Insurance Fee Payment (GAKKENSAN / GAKKENBAI) (Pink form)	All students
	⑧	A copy of residence card	
	⑨	Kuramae Kougyoukai Application Form	If applicable
	⑩	Request for Bank Transfer of Tuition	If applicable

### Notes:

- Information provided in the documents relating to enrollment procedures will be used for internal and educational purposes only.
- All successful applicants must submit documents marked "all students."
- Refer to the relevant sections for detailed instructions.

### 3. Details of the enrollment procedure

#### Step A Submit ① Graduate School Student ID Card Application Form



Follow instructions on the attached document, "Important! Student ID Cards", to have your student ID card issued without delay.

#### Step B Submit copies of ① and ②, and pre-enrollment information Deadline: March 19

**Important: Failure to meet the deadline for Step B is deemed equivalent to withdrawal from enrollment. Be sure to complete both B-1 and B-2 process.**

#### B-1. Email digital copies of ① and ② to the Student Division

Send digital copies (e.g., PDF file) of ① certification pertaining to the enrollment fee and ② Pledge via email to the Student Division no later than March 19.

Never too soon to submit them to us.  
Thank you for your cooperation!

**[Deadline] Friday, March 19**

\*Note: The procedure has been changed from the application guidelines to prevent the spread of COVID-19.

Either ①-1 or ①-2

#### **[Required documents (digital copies)]**

- ① -1 **Certificate of Receipt for Enrollment Fee Payment** (Light yellow form)
- or
- ① -2 **Receipt of application for enrollment fee exemption/postponement**

② **Pledge** (Light yellow form)

→ The **original** paper of "② Pledge" must be submitted in **Step C**.

#### Notes:

- Applicants for enrollment fee exemption/postponement must email a digital copy of a receipt (①-2) which you will receive via online application. Do not pay the enrollment fee yet if you apply for payment exemption/postponement.
- Japanese Government (MEXT) Scholarship students are not required to submit any enrollment fee document, ①.

## **【Enrollment Fee Payment】**

If the Self-supporting international students who cannot arrive in Japan by March 19,  
please follow the procedure as below:

1. Apply for "Postponement of Enrollment Fee Payment (or Exemption from Enrollment Fee)".
2. (Step B) Submit a document ①-2 (Receipt of application for enrollment fee exemption/postponement).
3. Make your payment after arriving in Japan.

### **Notes:**

- If you wish to pay the admission fee by overseas transfer, please refer to the attached "Bank information".
- "Enrollment Fee Payment Slip (入学料払込取扱票)" are printed payment slips used for paying an enrollment fee in Japan only and are included in your enrollment packet which is sent to either your Japanese address or your lab at Tokyo Tech. There are no PDF files available.

## **【Certification document regarding the enrollment fee】**

### **① -1 Receipt for Enrollment Fee Payment (Light yellow form)**

- After making payment of the enrollment fee (JPY 282,000), affix a receipt to Certificate of Receipt for Enrollment Fee Payment (refer to p. 11 for the payment method, etc.).

### **① -2 Receipt of application for enrollment fee exemption or postponement (email)**

- A receipt will be issued upon application made online.
- Regarding application for exemption/postponement of the enrollment fee, refer to enclosed "Enrollment Fee and Tuition Exemption Application Guide" and the relevant webpage. Be sure to complete an online pre-application as specified.
- If the self-supporting international students cannot arrive in Japan by March 19, please submit a document ①-2.

## **【Where to send】**

Digital copies of ① and ② must be sent to the below:

Your school	Mail to:
School of Science School of Engineering School of Materials and Chemical Technology	<a href="mailto:apply.nyugaku.ogu@jim.titech.ac.jp">apply.nyugaku.ogu@jim.titech.ac.jp</a> <b>Graduate Services Group, Student Division</b>
School of Computing School of Life Science and Technology School of Environment and Society	<a href="mailto:apply.nyugaku.szgu@jim.titech.ac.jp">apply.nyugaku.szgu@jim.titech.ac.jp</a> <b>Suzukakedai Student Group, Student Division</b>

Emails sent to other addresses will be disregarded.

### **Notes:**

- Put "Enrollment procedure\_[your student ID]" in the subject line.
- Include your name, student ID no., and affiliation (e.g., school, department, major) in the body of your email. Make sure your email content is accurate before sending it.

**Step B is not completed yet. You must proceed to B-2.**



## **B-2. Submit pre-enrollment information online**

Complete and submit a pre-enrollment information form on webpage;  
<https://www.ocans.jp/titech/enquete?eid=d600hOnA>



**[Strict Deadline] Friday, March 19**

### **[Required information]**

**(1) Enter your information** such as Student ID No., name, email address, phone number, and residential address in Japan.

#### **Notes:**

- Provide us your phone number and email address which you can be easily contacted.
- [For students residing in Japan as of March 19] Notification of Enrollment and other important documents will be sent on or after Tuesday, March 30. Be sure to provide us a residential address where you can receive our mail. Your laboratory's address cannot be used to receive the documents.
- [For International students unable to arrive in Japan by March 19] Those who do not have a fixed address in Japan are not required to fill in the address in the form. Please choose "(B) Outside Japan (Arrival date)", then enter a tentative arrival date. Notification of Enrollment and other important documents will be sent to your laboratory at Tokyo Tech.

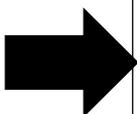
### **(2) Complete "a Personal Guarantor or Contact Person" online**

Students enrolling in Tokyo Institute of Technology from the 2013 academic year must notify the Institute of a Personal Guarantor or Contact Person.

**Please be sure to complete your information on the web form.** For more details, refer to the attached document ④, "Notification of a Personal Guarantor or Contact Person".

#### **Notes:**

- **Be sure to obtain prior consent from the person who will be your "Personal Guarantor or Contact Person".**
- Select either "Personal Guarantor" or "Contact Person" and fill out information such as "Name", "Address", "Phone number", and "Relationship (e.g. Father)".



1. Complete the above information on the Web form.
2. Obtain the signature or seal for the "④ **Notification of a Personal Guarantor or Contact Person**" document.
3. **Submit the document to Student Division as STEP C.**

**Notes of "pre-enrollment information online":**

- **You do NOT receive any "automatic reception emails" from this website.**
- There is no preview screen.
- Review the contents well as you CANNOT MODIFY any after you submit information.

**Be sure to complete both B-1 and B-2 as Step B.  
Do NOT forget to complete the Web form before sending us  
your documents by mail.**

◎ **Notification of Enrollment**

Tokyo Tech will send Notification of Enrollment and other documents on or after Tuesday, March 30 to successful applicants. International students who choose "student residing outside Japan" on the pre-enrollment information form will receive the documents at their laboratories after arriving in Japan.

**Step C Submit documents ②, ③, ④, ⑤, and ⑥ <Deadline: April 16>**

Put the documents listed below in the enclosed pink envelope (240 mm x 332 mm, *Kaku 2* (角 2) size) with 『教務関係書類提出用封筒 (Documents relevant to the Student Division)』 printed on the surface, and send them to the Student Division by post.

**【Deadline】 Friday, April 16**

International students who are unable to arrive in Japan in time for the deadline must email a digital copy of ④ Notification of Personal Guarantor or Contact Person to the Student Division by April 16, and submit the rest of the documents after arriving in Japan.

Your school	Mail to:
School of Science School of Engineering School of Materials and Chemical Technology	<a href="mailto:apply.nyugaku.ogu@jim.titech.ac.jp">apply.nyugaku.ogu@jim.titech.ac.jp</a> <b>Graduate Services Group, Student Division</b>
School of Computing School of Life Science and Technology School of Environment and Society	<a href="mailto:apply.nyugaku.szgu@jim.titech.ac.jp">apply.nyugaku.szgu@jim.titech.ac.jp</a> <b>Suzukakedai Student Group, Student Division</b>

**【Required documents】**

- ② Pledge (original)
- ③ Master's Program Registration Card
- ④ Notification of Personal Guarantor or Contact Person
- ⑤ Official academic transcripts and certificate of graduation/completion (if applicable)
- ⑥ Notification of Student ID Number (applicable only to those requesting correction of the printed name)

Note: You must submit digital copies of ② by March 19 (see Step B).

**③ Master's Program Registration Card (photo required)**

- Affix your photo in the designated place on the form.
- Refer to the enclosed Guidance for preparing documents for details.

**④ Notification of Personal Guarantor or Contact Person**

- Required Signature or Seal of both yourself and "a guarantor or contact person" as "StepB-2".

**⑤ Official academic transcripts and certificate of graduation/completion (if applicable)**

- Not required for students who have graduated from Tokyo Tech or those who have submitted final academic transcripts and a certificate of graduation/completion (a statement of expected graduation/completion is deemed insufficient).
- New students who graduated from other universities on March, 2021 need to submit ⑤ certificates.

**⑥ Notification of Student ID Number (if applicable)**

- Make sure that your name is printed correctly on the notification. It should be the same as it appears on your passport. Make any corrections in red ink.

### **[Where and how to submit]**

Send “② original” and “documents No. ③ to ⑥” by using pink envelope as “registered mail” to your student group indicated in this document by April 16. Use the attached address label to the last page of this document.

We would appreciate in advance your cooperation for sending your documents by postal mail to avoid crowds at the office counter.

## **Step D Submit other required documents**

### **⑦ Personal Accident Insurance for Students Pursuing Education and Research (GAKKENSAI) and Liability Insurance coupled with "Gakkensai" (GAKKENBAI)**

#### **[Deadline] Friday, April 16**

Note: Payment for the insurance can be made by those residing in Japan. If international students outside of Japan miss the deadline, they must email a digital copy of the certificate as soon as they make payment after arriving in Japan.

#### **[How to submit]**

Enclose the certificate along with the documents required for Step C in the pink envelope and submit to the Student Division. The students who miss the deadline are required to email a digital copy to the Campus Life Support Group (see contact address below).

#### **[How to purchase the insurance]**

### **Personal Accident Insurance for Students Pursuing Education and Research (GAKKENSAI) and Liability Insurance coupled with "Gakkensai" (GAKKENBAI)**

1. Insurance covers: educational and research activities, school events, extracurricular (club) activities, and commuting to the Institute. All students are requested to join.
2. Fill out the application form and pay the premium at a Japan Post Bank (post office) by **March 19**. Please note that if there are any omissions, payment cannot be confirmed.

\*You cannot pay remittances from overseas. If you live overseas and cannot pay by the deadline, it is OK to pay it as soon as your arrival in Japan.

3. Insurance premiums

#### **Master's students: JPY 2,430 (two years)**

4. Affix a receipt of “振替払込請求書兼受領証” to the pink form “Certificate of Receipt for Insurance Fee Payment (GAKKENSAI / GAKKENBAI).”

→You may transfer the money at an ATM. In this case, affix an ATM receipt in place of a 「振替払込請求書兼受領証」 receipt to the certificate form. Do not use internet banking services for the payment.

#### **[Contact]**

Campus Life Support Group Phone: 03-5734-3015

\*A digital copy of the certificate of payment for GAKKENSAI/GAKKENBAI insurance should be emailed to [gak.sei@jim.titech.ac.jp](mailto:gak.sei@jim.titech.ac.jp).

Please put “GAKKENSAI/GAKKENBAI payment (doctoral/master's program 2021 spring semester)” along with your name and student ID no. in the subject line of your email.

⑧ **A copy of residence card** (International students)

**【Deadline】** Friday, April 16

Note: If international students residing outside of Japan miss the deadline, they must email a digital copy of their residence card as soon as they obtain it after arriving in Japan.

**【How to submit】**

- A copy of both sides of your residence card must be attached to the form printed on light blue paper.
- Enclose a copy along with the documents required for Step C in the pink envelope and submit to the Student Division. Students who miss the deadline are required to email a digital copy to the Campus Life Support Group.

**【Contact】** Campus Life Support Group Phone: 03-5734-3015

\*A digital copy of your residence card should be emailed to [gak.sei@jim.titech.ac.jp](mailto:gak.sei@jim.titech.ac.jp). Please put "Residence card (doctoral/master's program 2021 spring semester)" along with your name and student ID no. in the subject line of your email.

⑨ **Kuramae Kougyokai Application Form** (if applicable)

**【How to submit】**

Enclose a completed form along with the documents required for Step C in the pink envelope and submit to the Student Office. Alternatively, you may directly send the form to the Office of Kuramae Kogyokai by post.

**【Contact】** Office of Kuramae Kogyokai Phone: 03-3748-2211

• **Alumni Association**

"Kuramae Kougyokai(蔵前工業会)" (abbr. "Kuramae") is the alumni association for all students at the bachelor, master's, and doctoral level at Tokyo Tech. Kuramae contributes to the development of technology and industry, supports the Institute, and promotes collaboration and friendship among members. We recommend you to join Kuramae in order to participate in various student programs such as leadership training, Kuramae seminars, and job-matching consultations (see enclosed leaflets).

Two types of Kuramae membership fee are available:

- **Type A** is valid for life: JPY 100,000 (lump sum payment)
- **Type B** is valid during your master's studies and for 4 years following completion: JPY 18,000 (lump sum payment)

To join, select either A or B payment slip provided, make payment at a Japan Post Bank (post office), and affix the payment certificate received to the application form to be submitted.

Individuals who paid the Kuramae membership fee during their undergraduate or master's study at Tokyo Tech are not required to pay again. However, you should submit the membership application form in order to update your registered information.

⑩ **Request for Bank Transfer of Tuition** (if applicable)

**【Deadline】** Friday, April 2

⇒ For details, refer to 4. Enrollment fee and tuition payments.

## 4. Enrollment fee and tuition payments

### Cash payments at banks

Some banks may not accept cash payments via ATM if the amount exceeds JPY 100,000 or require ID (driver's license, health insurance card, residence card, etc.) at the counter. Please contact the bank directly if you need further information.

### **1. Enrollment Fee: JPY 282,000**

Make payment using the enclosed payment slip at either a bank or a post office well in advance of the deadline. Affix a receipt on Certificate of Receipt for Enrollment Fee Payment (individuals wishing to apply for exemption/postponement of the Enrollment fee should *not* make payment).

If you would like to transfer the enrollment fee overseas, please refer to the attached Bank information.

### **Notes:**

1. Japanese Government (MEXT) Scholarship students do not need to pay Enrollment fees.
2. Enrollment fees cannot be refunded under any circumstances.
3. Individuals applying for exemption/postponement of the enrollment fee must carefully follow the instructions provided in enclosed "Enrollment Fee and Tuition Exemption Application Guide" and the relevant webpage. Be sure to complete an online pre-application as specified.
4. After notification of the assessment results, individuals wishing to apply for exemption/postponement of the enrollment fee should make payment by the due date. Your enrollment will be cancelled if payment cannot be confirmed.

### **2. Tuition: JPY 317,700** for the spring semester, paid after enrollment

The tuition for one year is JPY 635,400 (JPY 317,700 each for the spring and fall semesters).

- Tuition payments are made by account transfer. You should complete enclosed Request for Bank Transfer of Tuition and send it to the Revenue Group by post no later than Friday, April 2, by following steps below.

Japan Post Bank: You → Tokyo Tech

Other Bank: You → bank receipt → you → Tokyo Tech

The third page of the registration sheet is required when checking your registered account, so please keep it safe.

### **[Submission Address]**

Revenue Group, Accounting Division, Finance Department

E3-5 Tokyo Institute of Technology 2-12-1 Ookayama, Meguro-ku, Tokyo 152-8550

- Tuition payments are due at the end of May and the end of November. Bank transfers will be made on May 27 for the spring semester and November 27 for the fall semester, or on the next business day if those dates are bank holidays. Information regarding account transfers will be posted on the following URL:

<https://www.titech.ac.jp/english/enrolled/tuition/tuition.html>

Please check the above for the updates.

**Notes:**

1. Individuals applying for exemption/postponement of tuition must carefully follow the instructions provided in enclosed "Enrollment Fee and Tuition Exemption Application Guide" and the relevant webpage. Be sure to complete an online pre-application as specified.
2. Japanese Government (MEXT) Scholarship students do not need to pay tuition or submit the Request form for Bank Transfer of Tuition.
3. If your application for exemption/postponement of tuition is rejected, you must pay the tuition by the due date.

**【Contacts】**

Revenue Group, Accounting Division, Finance Department  
Email: kei.syu@jim.titech.ac.jp

**【Inquiries concerning exemption/postponement of tuition/ enrollment fee】**

<https://www.titech.ac.jp/english/enrolled/tuition/exemptions.html>

Please do not hesitate to email us with any questions or concerns that you may have regarding exemption/postponement of tuition. Include your name, student ID no., and phone number in your email.

<Ookayama>

Financial Aid Group, Student Support Division, Student Services Department  
Email: gak.kei@jim.titech.ac.jp

<Suzukakedai>

Suzukakedai Student Support Group, Student Support Division,  
Student Services Department  
Email: suz.gak@jim.titech.ac.jp

## 5. Other information on insurance services, etc.

### 1. Comprehensive Insurance for Students' Lives Coupled with "Gakkensai" (Futaigakuso)

Students who have purchased GAKKENSAI and GAKKENBAI (see "Step D Submit other required documents") are advised to buy this supplemental insurance. A broader range of optional coverage will provide comprehensive protection in various aspects of student life, while participating in an internship program hosted by a company, working part-time, etc. Please see the brochure for details.

【Inquiries about Futaigakuso】

E-mail : [futaigakuso.inbound@tmnf.jp](mailto:futaigakuso.inbound@tmnf.jp) (Only available in Japanese and English)

\* Please be sure to include your university name, name, and student ID number in the email.

### 2. Tokyo Tech COOP and Univ. COOP's Student Mutual Insurance

1. If you are already a member, please immediately submit a *Henko Todoke*, a notification of change, via the QR code printed below. If you are not, you should seriously consider joining. The membership fee will be fully refunded upon completion of your studies.
2. Members can enjoy the following advantages:
  - Purchase books at 10% discount
  - You can join UNIV. COOP's Student Mutual Insurance (KYOSAI)
  - You can get a TUO card (COOP VISA credit card)
3. Univ. COOP's Student Mutual Benefit covers you during your studies.  
For a low premium, you will be covered 24 hours a day no matter where you are (in Japan or overseas) and also includes internships.
4. Please see the enclosed " Would you like to join Co-op ?"



## 6. Miscellaneous

<b>Entrance ceremony</b>	You can access information regarding the entrance ceremony scheduled on Monday, April 5 by the QR code. Refer to enclosed "Information for Prospective Students [QR CODES]".
<b>Web System for Students and Faculty</b>	Please enter your personal data on the Web System for Students and Faculty immediately after receiving your student ID card. This process enables you to register courses for the semester. You can log in to the Web System for Students and Faculty through Tokyo Tech Portal → <a href="https://portal.titech.ac.jp/">https://portal.titech.ac.jp/</a>
<b>Dormitory</b>	Those who wish to apply for a dormitory are required to follow instructions provided on the following webpage. Please refer to <a href="#">FAQ</a> page for any questions you may have.  <a href="https://www.titech.ac.jp/english/enrolled/dormitories_and_accommodations/dormitories.html">https://www.titech.ac.jp/english/enrolled/dormitories_and_accommodations/dormitories.html</a> 
<b>COVID-19</b>	Visit the following webpages for information regarding Tokyo Tech's measures in response to COVID-19. <a href="https://www.titech.ac.jp/english/">https://www.titech.ac.jp/english/</a> <a href="https://www.titech.ac.jp/english/enrolled/health/coronavirus.html">https://www.titech.ac.jp/english/enrolled/health/coronavirus.html</a>
<b>Prevention of Infectious Diseases</b>	To manage the risk of infectious diseases at the Institute, international students (including those from other domestic universities, technical colleges, and Japanese language schools) who have passed the entrance exam, are urged to submit the health certificate, prior to enrolling, signed by a physician in the last three months before enrollment. Please set the password [tokyotech2021] on the health certificate (PDF or ZIP) to be uploaded. Please refer to <a href="https://www.titech.ac.jp/english/enrolled/health/international.html">https://www.titech.ac.jp/english/enrolled/health/international.html</a> 

## 7. Contact list

Please call us between 9 a.m. and 5 p.m., except Saturdays, Sundays, and national holidays

Services	Relevant office	Contact
Enrollment Procedures in general (for specific inquiries, refer to the list below)	<School of Science, Engineering, Materials> Graduate Services Group, Student Division	03-5734-7642 · 3005
	<School of Computing, Life Science, Environment & Society> Suzukakedai Student Group, Student Division	045-924-5934
"GAKKENSAI" and "GAKKENBAI"	Campus Life Support Group, Student Support Division	03-5734-3015
Seikyo(COOP), Gakusei Sogo Kyosai, and Student Mutual Benefit Life and Personal Liability Insurance	Seikyo (COOP) Tokyo Tech	03-3728-8023
Residence card	Campus Life Support Group, Student Support Division	03-5734-3015
Exemption or Postponed Payment of the Enrollment and/or the Tuition Fees  *Be sure to include your name, student ID no., and phone number in your email.	<Ookayama> Financial Aid Group, Student Support Division	gak.kei@jim.titech.ac.jp
	<Suzukakedai> Suzukakedai Student Support Group, Student Support Division	suz.gak@jim.titech.ac.jp
Payment of the Enrollment and the Tuition Fees	Revenue Group, Accounting Division	kei.syu@jim.titech.ac.jp
Privately-funded Scholarships	Financial Aid Group, Student Support Division	gak.kei@jim.titech.ac.jp
Alumni Association	Office of Kuramae Kogyokai	03-3748-2211
Health management, Measures to help control infection for international students	<Ookayama > Ookayama Health Support Center	03-5734-2065
	<Suzukakedai>Suzukakedai Health Support Center	045-924-5107
Student Accessibility Services, Student Support Center	Student Support Center	03-5734-2989
Consulting about entering Japan	Contact Office for International Students	contact.intl.student@jim.titech.ac.jp

## 8. Q&A

### Q1. What should I do if I miss deadlines?

A1. The following documents must be submitted by March 19:

- Certificate of Receipt for Enrollment Fee Payment (document (①-1)), or Receipt of application for enrollment fee exemption/postponement (免除・徴収猶予受理申請書【入学料】) (a printout of the confirmation notice emailed to applicants) (document (①-2))

- Pledge (document (②))

Regarding delays in the submission of other documents, please consult the Student Division or the relevant office (see "7. Contact list").

### Q2. Can I submit the documents relevant to the Student Division earlier than the due date of April 16?

A2. You are welcome to submit them as soon as all the documents are completed.

## Contents of this envelope

1. Notification of Enrollment Procedures
2. Documents related to Academic Affairs
  - (A) Notification of Student ID Number
  - (B) Graduate School Student ID card application Form (Except IGP students)
  - (C) Certificate of Receipt for Enrollment Fee Payment (Except Japanese Government (MEXT) Scholarship Students)
  - (D) Pledge
  - (E) Master's program Registration Card
  - (F) Notification of a Personal Guarantor or Contact Person (Graduate Schools)
  - (G) About Student ID Cards
  - (H) Notification of Withdrawal from Enrollment
  - (I) Envelope for you to send your graduate school student ID card application form (a stamp is necessary) (Except IGP students)
  - (J) Designated pink envelope (240mm X 332mm) to enclose documents relevant to the Student Division
3. Documents related to Student Support
  - (K) Application for Exemptions from Enrollment Fee and Tuition (Except Japanese Government (MEXT) Scholarship Students)
  - (L) Tokyo Tech Coop and UNIV.COOP Student Mutual Insurance
  - (M) Insurance "GAKKENSAI/GAKKENBAI" receipt (pink color)
  - (N) Personal Liability Insurance for Students - supplementary to the Disaster and Accident Insurance for students (GAKKENBAI) (Gakkensai Futai Baisho Sekinin Hoken)
4. Kuramae Kougyoukai (The Tokyo Tech Alumni Association)
  - (O) Application form
5. Documents for international students
6. Documents related to the Enrollment and Tuition Fees (Except Japanese Government (MEXT) Scholarship Students)
  - (P) Enrollment Fee Payment Slip
  - (Q) Request form for Bank Transfer of Tuition
7. Information for New Students [QR CODES]

## Important ! Student ID Cards

**【Deadline】** February 5, Friday

**【Name of form】** ①“Graduate School Student ID card application Form”

**You need your Student ID card to register your courses.** (You must register your courses to take classes online.) **You must submit your form by the deadline.**

### **【How to apply】**

1. Prepare a color photo (\*1)
2. Affix a photo to an application form. (\*2)
3. Submit your form by sending by postal mail. (\*3)

### **NOTE:**

(\*1 ) Ensure to follow ID photo guideline written on application form.

(\*2 ) It is unnecessary to describe both sides.

Put a photo on either side and confirm your name carefully.

(\*3) If you miss a deadline, you may not be able to obtain your student ID card with delay.

### **【When & where do I pick up my new Student ID card?】**

- You will be able to pick up your card at the beginning of April. We will inform you the details later on.
- Pick-up Location will be the one you selected on " Graduate School Student ID card Application form". If it is not clearly stated, your pick-up campus will be set at Ookayama.

### **※To International Graduate Program [IGP] students**

We will inform you the details of “Graduate School Student ID card application Form” and how to submit your form later on by e-mail.

( “Graduate School Student ID card application Form” is not enclosed in the enrollment procedure package.)

The Bank details:

All financial transactions will be done on a Japanese yen basis and the handling fee must be prepaid by the sender.

【CAUTION!】 The client bears all bank charges.

**Please be sure to select "OUR" as the fee burden category for foreign remittances.**

**If there is a shortage, we will ask you to remit it again.**

Be sure to enter your "name" and "student ID number" in the message field.

It will take several days from the transfer to the deposit to the university account.

Please send money in sufficient time.

-swift code: SMBCJPJT ※If 11 digits are required, SMBCJPJTXXX.

-bank name: Sumitomo Mitsui Banking Corporation

-branch name: Tokyo Public Institutions Operations Office

-bank address: 18F Nishi-shimbashi square, 1-3-1 Nishi-shimbashi, Minato-ku, Tokyo,  
105-0003, Japan

-bank code: 0009

-branch code: 096

-account number: 152218

-recipient: Tokyo Institute of Technology

-address: 2-12-1 O-okayama, Meguro-ku, Tokyo 152-8550 Japan

-tel: (03)5734-2313

振込先口座

銀行名： 三井住友銀行（銀行コード：0009）

支店名： 東京公務部（支店コード：096）

口座番号： 普通預金 152218

口座名義： 国立大学法人 東京工業大学 学納金

※全ての取引は日本円で行います。

※送金時にかかる手数料は全て送金元が負担（依頼者負担）してください。

※必ず「氏名」・「学籍番号」をメッセージ欄に記入してください。

※外国送金の手数料負担区分は必ず「OUR」を選択してください。

※不足額があれば再度送金を依頼します。

※振込から大学口座への入金までは数日かかります。時間に余裕をもって送金してください。

## Guidance for preparing documents

### ③ Doctoral or Master's Program Registration Card

#### 【Front】

- ① Leave areas marked ※ blank.
- ② Fill in your School, Department, and Major in accordance with the enclosed notification.
- ③ Fill in your student ID number in accordance with the enclosed notification.
- ④ Fill in your nationality.
- ⑤ A color photograph taken within the last 3 months. Snapshots are not accepted.  
Be sure to write your name and student ID number on the back of the photograph before affixing.
- ⑥ International students should write their home country address and a telephone number.
- ⑦ "Current Address" refers to your term-time address.  
Leave blank if unconfirmed at the time of submission.
- ⑧ Academic background must include the period from undergraduate study to doctoral or master's program admission at Tokyo Tech. Be sure to provide the full name of the university (indicating national, public, or private entity), undergraduate/graduate school, and department. Fill in your academic degree (e.g., "MSc") in parentheses.
- ⑨ Only complete "Work Experience" if applicable.
- ⑩ **"Personal guarantor or contact person" must be the same person as on the Notification of Personal Guarantor document.**
- ⑪ Enter "2021 4 (April) 1" for "Date of Entrance."

#### 【Back】

- ⑫ Fill in "Academic Supervisor" in accordance with the enclosed notification.
- ⑬ "Physical Condition"
  - a. For "Eyesight" fill in your uncorrected eyesight outside the parentheses, and corrected eyesight inside the parentheses.
  - b. For "Medical History & Current State of Health" write whether you are in a good health or not.
- ⑭ Fill in details about yourself.
- ⑮ Fill in details about your family.