

2025 Spring Semester Non-Degree Student Application Check Sheet

Please submit all documents in order.

Documents
<input type="checkbox"/> Application form <input type="checkbox"/> Photo attached <input type="checkbox"/> Course name and course code are consistent. <u>If they do not match, the subject code will be given priority.</u> <input type="checkbox"/> Email address, telephone number We may need to contact you as soon as possible with questions from the teacher. Please make sure to provide an address and phone number where we can contact you.
<input type="checkbox"/> Reason for Application <input type="checkbox"/> Have you filled in what is required? (Regarding basic knowledge)
<input type="checkbox"/> Certificate of Graduation (Completion) and Transcript of Academic Record <input type="checkbox"/> Are they issued within the last 3 months? Are they originals? (Photocopies are not acceptable.) <input type="checkbox"/> If your most recent degree was a graduate degree, you will also need to provide evidence of your undergraduate studies. If you are re-enrolling, you do not need to submit the certificates again. However, if there has been a change in your educational background since the last time you were here, you will need to submit certificates.
<input type="checkbox"/> Application form for issuance of student ID card
<input type="checkbox"/> Receipt of payment of examination fee If you need the original, a photocopy is acceptable. Please attach the original to the application form.
<input type="checkbox"/> Copy of Residence Card or Residence Card Only for foreign nationals If your period of stay is not later than October 1, 2025, your application will not be accepted.
<input type="checkbox"/> Certificate of “学力に関する証明書 (Gakuryokuni kansuru shomeisho) “ If you wish to take a course for the purpose of obtaining a teacher's license.
<input type="checkbox"/> Others <input type="checkbox"/> In case the applicant's name is different from the graduation certificate. If you have changed your name due to marriage, etc., please submit a document that can prove it.

Application form should be sent to
 Non-degree Students Program “Spring semester, 2025 Application Section”
 Student Division, Institute of Science Tokyo
 TP-101, 2-12-1 Ookayama, Meguro-ku, Tokyo, Japan 152-8550