

Tokyo Institute of Technology  
Application Guide for Non-degree Students  
Academic Year 2023

Issued on December 1, 2022





## 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: Monday, February 6 to Wednesday, February 8, 2023

Application documents must be sent by a postal service such as "Letter Pack Light" that can provide tracking information, and be received by Tokyo Tech's Undergraduate Services Group no later than February 8.

Enrollment	Study period	Course duration	
April 2023 (spring semester)	April 1, 2023 to March 31, 2024	First quarter (1Q)	Refer to the Academic Calendar web page and information about class schedules.
		Second quarter (2Q)	

Application period: Friday, August 4 to Tuesday, August 8, 2023


Application documents must be sent by a postal service such as "Letter Pack Light" that can provide tracking information, and be received by Tokyo Tech's Undergraduate Services Group no later than August 9.

Enrollment	Study period	Course duration	
September 2023 (fall semester)	September 27, 2023 to March 31, 2024	Third quarter (3Q)	Refer to the Academic Calendar web page and information about class schedules.
		Fourth quarter (4Q)	

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.

The planned dates and schedule may change depending on the spread of COVID-19. Please stay aware of the latest information by regularly checking the Academic Calendar web page.

### 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).
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"> <li>• In case of a change of surname following graduation: Family register, extract of family register, or other document verifying the change</li> <li>• Anyone still enrolled at another university: Enrollment certificate and up-to-date transcript</li> <li>• Anyone who has left university: Graduation certificate and transcript from senior high school attended</li> <li>• 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.</li> </ul>
4	Student ID application	1	Please provide the required information, using the official form. You do not need to write your student ID number. Also, carefully read no. 6 of the "Points to note" below.
5	JPY 9,800 application fee    e-shiharai.net	-	The application fee must be paid by postal transfer at a local postal office using the official Tokyo Tech form, or through the e-payment site "e-shiharai.net." Please submit either a postal transfer receipt or a printout of the page confirming payment made via e-shiharai.net along with other application documents. Note that if you choose postal transfer, write 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"> <li>• Payment fees are borne by applicants.</li> <li>• We do not accept cash payments brought to the office.</li> <li>• Application fees will not be refunded.</li> </ul>
6	The original copy of certificate of residence ( <i>Jūminhyō</i> ) or a photocopy of residence card	1	Only for applicants of foreign nationality The documentation must show visa status and duration of stay.
7	Documentation pertaining to academic ability (credit certificates of	1	Only for applicants who want to take teacher education courses. This is not required when applying immediately after graduation from or course

	teacher education courses)		completion at Tokyo Tech.
8	Other documentation Tokyo Tech specifies	1 each	Only for relevant applicants

Points to note:

- ① *We do not accept applications sent by methods other than postal mail.* Use a postal service such as “Letter Pack Light” that can provide tracking information.
- ② You will not be able to apply for fall-semester courses during the February 2023 application period. You will need to apply for additional courses during the August 4 to 8, 2023 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>

### **Students taking courses taught via Zoom**

Regardless of whether you are taking courses taught online where physical attendance is not required, you need to come to campus to receive your student ID card, which is required to access information about your coursework. There may be cases, however, where you can receive it by postal mail due to campus access restrictions imposed in response to COVID-19.

- 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](https://www.titech.ac.jp/graduate_school/auditors/auditors.html)
- ⑤ Submitted documents will not be returned, regardless of the screening results.
- ⑥ Student ID cards will not be sent by mail and must be received by admitted students at the administrative office. Regardless of whether you are attending courses held online using Zoom, etc. where physical attendance is not required, you must come to campus to receive your student ID card. However, there may be cases where you can receive it by postal mail due to campus access restrictions imposed in response to COVID-19.

### ◆ **Application documents required to apply for the next cycle after the extended study period ends (applicable to April enrollees):**

- (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.

### ◆ **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. Before submitting your application, please check the latest provisional timetable that will be published on the website prior to the start of the application period.

##### ◆ 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
- Basic science and technology courses — Descriptive Geometry, Creativity Development, Frontiers of Science and Technology
- Teaching practice courses (limited to Tokyo Tech graduates)

###### **About laboratory courses**

Laboratory courses may have restrictions on student intake due to COVID-19, even for regular students. Non-degree students are not permitted to take laboratory courses during AY 2023 under any circumstances.

###### **Graduate level courses**

- Management of Intellectual Property I and II
- 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**

If the number of credits you intend to apply for exceeds the maximum, please consult the instructors in charge of the courses before you apply, and submit a study plan in a format of your choosing and certification of your academic ability. Screening will be based on submitted documents.

Enrollment in the required insurance 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"> <li>Acquire knowledge and develop the mindset that is essential to study at the Institute, irrespective of school or department.</li> </ul>	Bachelor's Degree Program
200-level courses	<ul style="list-style-type: none"> <li>Acquire basic knowledge, receive education, and develop linguistic skills that are generally required at the student's affiliated school and department.</li> <li>Develop the creativity and imagination based on the student's field of expertise.</li> <li>(+) Understand the relationship between required courses and acquire specialized knowledge using the English language.</li> </ul>	
300-level courses	<ul style="list-style-type: none"> <li>Acquire knowledge, receive education, and develop linguistic and expressive skills that are required at the student's school or department.</li> <li>Acquire knowledge related to the student's field of expertise and in other fields of study.</li> <li>(+) In addition to the major, acquire basic knowledge of a minor field in a systematic manner.</li> </ul>	
400-level courses	<ul style="list-style-type: none"> <li>Acquire a deep understanding and knowledge of the major field in English.</li> <li>Receive education essential for graduate students.</li> </ul>	Master's Degree Program Professional Master's Degree Program
500-level courses	<ul style="list-style-type: none"> <li>Acquire a deep understanding and knowledge of fields related to the major as well as in other fields of study in English.</li> <li>(+) In addition to the major, acquire specialized knowledge of a minor field in a systematic manner.</li> </ul>	
600-level courses	<ul style="list-style-type: none"> <li>Carry out research on advanced topics in specialized fields and present findings on the international stage.</li> <li>Acquire skills to form research questions.</li> </ul>	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 Undergraduate Services Group, Student Division 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: Thursday, April 3, 2023 (tentative)

Fall semester: Wednesday, September 22, 2023 (tentative)

### 7. Expenses that must be paid for enrollment (as of December 2022)

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
Graduate Major in Technology and Innovation Management	TIM.B513	Service Innovation I	1-0-0	1Q
Graduate Major in Technology and Innovation Management	TIM.B514	Service Innovation II	1-0-0	2Q

JPY 14,800 X 1 credit X 2 courses = JPY 29,600

Enrollment fee JPY 28,200

**Amount to be paid JPY 57,800**

#### Example 2

Course category	Course number	Course title	Credits	Quarter
Undergraduate Major in Mechanical Engineering	MEC.C201	Mechanics of Materials	1.5-0.5-0	2Q
Undergraduate Major in Mechanical Engineering	MEC.E201-01	Thermodynamics (Mechanical Engineering)	1.5-0.5-0	2Q
Undergraduate Major in Mechanical Engineering	MEC.C201	Mechanics of Materials	1.5-0.5-0	2Q

JPY 14,800 X (1.5+0.5) credits X 3 courses = JPY 88,800

Enrollment fee JPY 28,200

**Amount to be paid JPY 117,000**

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.

#### Current

1–2 period	3–4 period	Lunch break	5–6 period	7–8 period	9–10 period
8:50 to 10:30	10:45 to 12:25	12:25 to 13:45	13:45 to 15:25	15:40 to 17:20	17:30 to 19:10

**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. 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 and/or Tokyo Tech's web services such as OCW-i and T2SCHOLA 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 Undergraduate Services Group of 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 Support Division.
- You can use Tokyo Tech's library.
- Non-degree students are not issued certificates for Student Commuter Passes or student discounts.
- Depending on the courses you are going to take, the means of transportation you will use to come to campuses, etc., you will be required to purchase insurance, i.e., Personal Accident Insurance for Students Pursuing Education and Research ("GAKKENSAI") and Insurance for Accidents Involving Third Parties or Their Property ("GAKKENBAI"). In this case, please contact the Student Support Division.

## 11. 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.

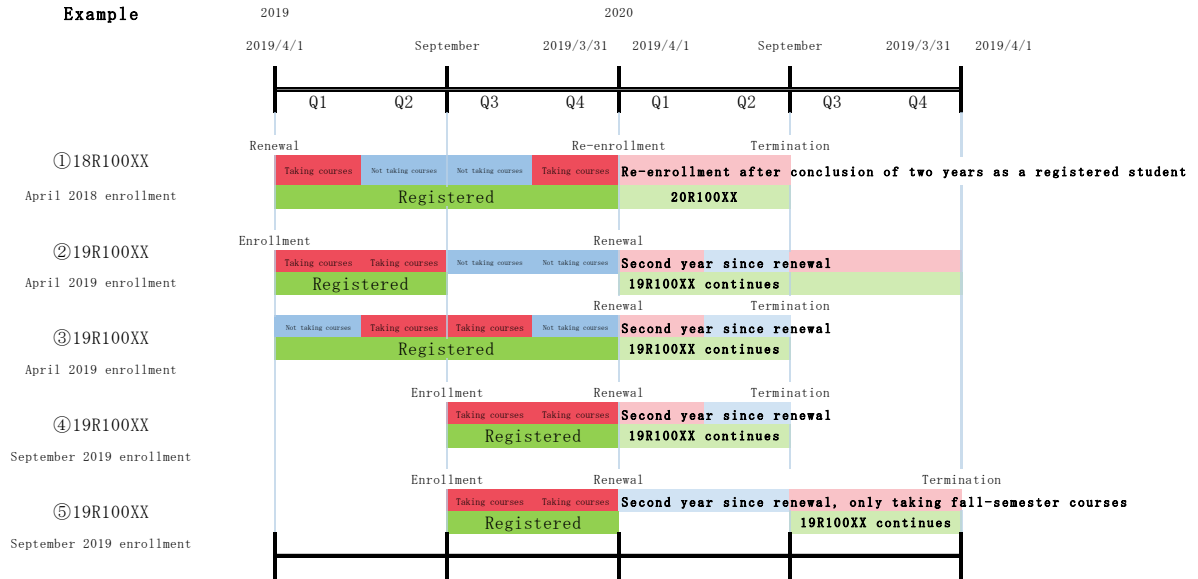
## 12. Duration of studies, period of enrollment, issuing of student IDs

The figure below shows the timeline for students whose enrollment or renewed enrollment began in April or September 2019.

**Regarding the period of enrollment and issuing of student IDs**

Enrollment can only be registered during semesters when you are taking courses. A student ID is issued for that period. When enrolling in April, you will be issued a student ID valid for one year, with fall semester enrollment as a prerequisite. The ID's validity will terminate on the last day of the spring semester if you will not be taking courses during the spring semester. You will be asked to return your ID. If you subsequently take steps to renew your studies, you will be re-registered for semesters in which you will be taking courses and will be issued a student ID.

**Example**



## 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. My address changed after submission of my application. Do I have to notify the Undergraduate Services Group 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.

**Where to send application documents, inquiries, or requests for materials**

Undergraduate Services Group  
Student Division, Student Services Department  
Tokyo Institute of Technology  
#TP-101 2-12-1 Ookayama, Meguro-ku,  
Tokyo 152-8550  
JAPAN

Office: Taki Plaza, Floor 1  
Email: [nondegree.stu@jim.titech.ac.jp](mailto:nondegree.stu@jim.titech.ac.jp)  
URL: <https://www.titech.ac.jp/english/student/industry-researchers/lifelong/auditors>