

Institute of Science Tokyo
(Science and Engineering Fields)
Application Guide for Non-degree Students
Academic Year 2025

Fall Semester

Issued June 24, 2025



Notice

In line with the establishment of the new university, the non-degree student program for science and engineering fields at Institute of Science Tokyo (formerly Tokyo Institute of Technology) underwent significant changes. This affects those who enroll in or after the spring semester of 2025. Please take careful note of these changes if you plan to apply.

Details of changes

1. Available courses

- ① Courses available to Non-degree Students are limited to major courses selected and offered by each Department and graduate major, as decided by the faculty council of the School. The courses may change every year.
- ② Liberal arts and basic science courses, or major courses in special graduate degree programs, are not available. As an exception, those who have graduated from or previously withdrawn from Institute of Science Tokyo (formerly Tokyo Institute of Technology) may take liberal arts and basic science courses or major courses that are not normally offered to Non-degree Students if it is deemed necessary for the purpose of re-enrollment or acquiring qualifications.

2. Abolition of enrollment renewal system

- ① The enrollment renewal system, which allows Non-degree Students to extend their enrollment period for up to one year if approved, has been abolished. Those who wish to continue their enrollment in the following year are treated the same as new applicants and are required to pay the application fee and enrollment fee.
- ② As an exception, those who have graduated from or previously withdrawn from Institute of Science Tokyo (formerly Tokyo Institute of Technology) and wish to re-enroll or acquire qualifications may extend their enrollment period by up to one year, as per the current system.

3. Maximum number of course credits for enrollment applications

- ① Non-degree Students may apply for up to 10 credits per academic year.
- ② As an exception, those who have graduated from or previously withdrawn from Institute of Science Tokyo (formerly Tokyo Institute of Technology) may take more than the maximum number of course credits if it is deemed necessary for the purpose of re-enrollment or acquiring qualifications.

1. Admissions eligibility

Must be acknowledged by Science Tokyo as having the ability to take the courses you want.

2. Application period

Application period: Friday, August 1, to Tuesday, August 5, 2025

Application documents must be sent by a postal service such as “Letter Pack Light” that can provide tracking information, and be received by the Student Division no later than August 5.

Enrollment	Study period	Course duration	
September 2025 (Fall semester)	September 29, 2025 to March 31, 2026	Third quarter (3Q)	Refer to the Academic Calendar on the web site.
		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.



Academic Calendar

<https://www.titech.ac.jp/english/student/students/life/schedules>

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, taken within the last three months, 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 in the recent 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 after graduation: Family register, extract of family register, or another document verifying the change • Anyone still enrolled at another university: Enrollment certificate and up-to-date transcript • Anyone who has left any universities: Graduation certificate and transcript from senior high school attended • Anyone unable to get a transcript because certain years have elapsed since graduation: Please submit a certificate issued by the school which proves that a transcript cannot be issued.
4	Student ID application	1	Please provide the required information, using the official form. You do not need to write your student ID number. Affix a color photo (upper torso and head only, no hats, blank background, taken within the last three months, with your name written on the reverse side). Also, carefully read no. 5 of the "Points to note" below.
5	Proof of payment of application fee  e-shiharai.net (in Japanese only)	1	<ul style="list-style-type: none"> • The application fee must be paid using the online payment web site "e-shiharai.net." • Print the customer copy of the page confirming the completion of payment, cut out the "Certificate of receipt" portion, and attach it to the designated submission sheet. • Applicants are responsible for any processing fees. <p>※ Note that the application fee will not be refunded.</p>

6	*Applicants of foreign nationality: A copy of your residence card (both sides)	1	The “status of residence” and “period of stay” fields must be visible.
7	Applicants who want to take teacher education courses: Documents pertaining to academic ability (credit certificates of teacher education courses)	1	This is not required when applying immediately after graduation from or course completion at Science Tokyo.

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 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 Education Courses website at:

<https://www.tp.hum.titech.ac.jp/> (in Japanese only)

- ③ 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.

<https://www.titech.ac.jp/english/student/industry-researchers/lifelong/auditors>

- ④ Submitted documents will not be returned, regardless of the screening results.
- ⑤ Admitted students must pick up their student ID cards in person. Student ID cards are needed to access Science Tokyo’s online systems to find course information. Be aware that Science Tokyo does not distribute student ID cards by mail, so even students who only attend online courses via Zoom or other platforms must still pick up their ID card in person.

◆ To international students

Science Tokyo 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 have a status of residence visa that is valid at least until March 31 of the following year at the time of the application period in August. The non-degree student program cannot be used to apply for or extend a “Student” visa.

◆ Concurrent applications

We do not permit anyone to enroll as both a non-degree student and graduate research student during the same semester.

It is possible to apply concurrently as a non-degree student at Science Tokyo (medical and dental sciences fields). Please check the following website.

<https://www.tmd.ac.jp/admissions/major/> (in Japanese only)

4. Restrictions on number of credits and courses taken

◆ Maximum number of course credits when applying

Non-degree Students may only apply for up to a combined 10 credits from undergraduate or graduate courses per academic year. This is not the maximum number of credits for courses actually taken.

Note: An exception may be made for applicants who have graduated or withdrawn from Science Tokyo (in the science and engineering fields) if they must apply for credits that exceed this maximum to qualify for re-enrollment.

◆ Restrictions on courses that can be taken

See the attached List of Available Courses in AY 2025 (in Japanese, with English course names listed).

Courses available to Non-degree Students are limited to major courses selected and offered by each Department and graduate major, as decided by the faculty council of the School. The courses may change every year.

[Science Tokyo Syllabus in Science and Engineering Fields](#)

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.

Please note:

- Please check the Science Tokyo Syllabus in Science and Engineering Fields to find 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 had been determined.

For those who aim to acquire teacher's license

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 certificate 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-digit numeral is 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. 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 period are permitted to enroll.

Please notify the Student Division if you have decided not to enroll. You will not be enrolled if you do not complete enrollment procedures within the designated period.

(4) Enrollment procedures

Procedures are tentatively scheduled as shown below. Notification documents will provide information about the details.

Enrollment procedures

When: Thursday & Friday, September 25 & 26, 2025 (TBC)

Where: Student Division on Ookayama Campus (in-person only).

Note: Students will be issued their student ID cards as part of enrollment procedures.

7. Enrollment fee and tuition (as of June 2025)

Enrollment fee: JPY 28,200, paid through “e-shiharai.net” before the date of enrollment procedures

Tuition: JPY 14,800 per credit, paid by the designated deadline after enrollment procedures

*** New tuition amounts will apply to you from the date of revision if they are revised while you are at Science Tokyo.**

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 our web site and the Web System for Students and Faculty.

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 13:30	13:30 to 15:10	15:25 to 17:05	17:15 to 18:55

The timetable of Saturday class differs from weekdays at the Campus Innovation Center of the Tamachi campus. Students need to check the relevant timetable.

9. Course credits

Course evaluation involves final exams as well as reports, etc. Students who pass or receive 60 points or more will be granted course credits.

Academic transcripts will be issued upon your 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 class days, periods, classrooms, or other scheduling matters are posted on Science Tokyo LMS and the Web System for Students and Faculty.
- You are requested to make sure you have a personal computer available. There may be instances in which faculty use email and/or Science Tokyo web services to contact you, or you are instructed to submit reports.
- 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 procedures at the Student Support Division.
- You can use Science Tokyo'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. Frequently asked questions

Application process

- Q. Can I change (or cancel) courses I applied for?
- A. If you notify us of the change (or cancelation) 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.
- Q. Can I apply for any courses of medical and dental sciences fields based on this application guide?
- A. No, you can apply only for science and engineering fields.

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 cancelation) 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 Science Tokyo Syllabus 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.

Please read the application guide carefully and understand the Non-degree Students system before applying.



Inquiries

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JAPAN

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