

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

Spring Semester

Issued on January 17, 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 As an exception, those who have graduated from or previously withdrawn from Institute of Science Tokyo (formerly Tokyo Institute of Technology) may take liberal arts and basic science courses or major courses that are not normally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- ② As an exception, those who have graduated from or previously withdrawn from Institute of Science Tokyo (formerly Tokyo Institute of Technology) and wish to re-enroll or acquire qualifications may extend their enrollment period by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- ② As an exception, those who have graduated from or previously withdrawn from Institute of Science Tokyo (formerly Tokyo Institute of Technology) may take more than the maximum number of course credits if it is deemed necessary for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: Monday, February 3, to Wednesday, February 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 Science Tokyo’s Undergraduate Services Group no later than February 5.

Enrollment	Study period	Course duration	
April 2025 (Spring semester)	April 1, 2025 to September 28, 2025	First quarter (1Q)	Refer to the Academic Calendar web page and information about class schedules.
		Second quarter (2Q)	

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.

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"> • 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. You do not need to write your student ID number. Also, carefully read no. 5 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 post office referring to the filling example of a payment slip, 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"> • Payment fees are borne by applicants. • We do not accept cash payments brought to the office. • Application fees will not be refunded.

6	The original copy of certificate of residence (<i>Jūminhyo</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 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 Science Tokyo.
8	Other documentation Science Tokyo 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 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)

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.

- 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. Please request the official forms from the Student Division if you want them mailed to you, enclosing a self-addressed A6 envelope with JPY 140 postage affixed.
<https://www.titech.ac.jp/english/student/industry-researchers/lifelong/auditors>
- ④ Submitted documents will not be returned, regardless of the screening results.
- ⑤ 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.

◆ **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 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 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 apply for up to 10 credits per academic year.

Please check Science Tokyo'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 syllabi 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

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.

Please refer to the List of Available Courses in AY 2025 regarding which courses can be taken.

Please note:

- Science Tokyo's regular students will be given priority in courses that have restrictions related to lecture rooms, 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 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 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 period 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 period.

(4) Enrollment procedures

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

Enrollment procedures dates

Spring semester: Friday, March 28, 2025 (tentative)

7. Expenses that must be paid for enrollment (as of June 2025)

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 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 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 13:30	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 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. Science Tokyo 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 Science Tokyo Web System for Students and Faculty.
- There may be instances in which faculty use email and/or Science Tokyo web services 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 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 ("GAKKENSAN") and Insurance for Accidents Involving Third Parties or Their Property ("GAKKENBAI"). In this case, please contact the Student Support Division.

11. Renewal of enrollment

Enrollment can only be registered during semesters when you are taking courses. A student ID card is issued for that period.

12. 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 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.

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

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

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

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