

【Master's and Doctoral International Student】
September 2021

To: Successful candidates
for the graduate program
commencing in September 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 September 2021. Please complete the enrollment procedures which consists of 4 steps (Step A to D) as detailed below.

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

1. Outline of enrollment procedures

	What to Submit	When & How to Submit	More Info
A	① Graduate School Student ID Card Application Form	Follow instructions in the attached document.	Attachment
B	<div><div>B-1</div><div>Digital Copies of</div><div><div>① -1 Certificate of Receipt for Enrollment Fee Payment*</div><div>OR</div><div>① -2 Receipt of application for enrollment fee exemption/postponement (免除・徴収猶予受理申請書【入学料】)*</div><div>*EXCEPT Japanese Government (MEXT) Scholarship students</div></div></div> <div><div>+</div><div>② Pledge</div></div>	<div>Deadline: Wednesday, September 22</div> <div>Submit by e-mail to: apply.nyugaku.ogu@jim.titech.ac.jp</div> <div>NO LATE SUBMISSION IS ACCEPTED</div>	pp.4-7
	<div>B-2</div> <div>Submit a web form of pre-enrollment information; https://www.ocans.jp/titech/enquete?eid=4VAjd5vn</div>	<div>Deadline: Wednesday, September 22</div> <div></div>	

C	② Pledge (ORIGINAL) ③ Doctoral or 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)	Deadline: Friday, October 15 Put them into a pink envelope enclosed ↓ Send them to Student Division by Post	p.8
Note: International students who are unable to arrive in Japan before the deadline are permitted to submit Step C & D documents once arriving in Japan.			
D	⑦ Certificate of Receipt for Insurance Fee Payment (GAKKENSAN / GAKKENBAI) ⑧ A copy of residence card ⑨ Kuramae Kougyoukai Application Form (if applicable) ⑩ Request for Bank Transfer of Tuition (if applicable)	Send them <u>with Step C documents</u> to Student Division by POST OR Submit <u>each document individually to the relevant office</u> as instructed on P.9-11 Deadline: Friday, October 1 Send by POST to REVENUE GROUP, Accounting Division	pp.9-11

[Contact]

Tokyo Institute of Technology

Student Division, Graduate Services Group

TP-101, 2-12-1 Ookayama, Meguro-ku, Tokyo, Japan POST CODE:152-8550

Tel: 03-5734-7642, 3005

Inquiries: oo.nyugaku.gu@jim.titech.ac.jp

Submission of Step B: apply.nyugaku.ogu@jim.titech.ac.jp

- Individuals who intend to apply for exemption/postponement of 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 who wish 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>

[Where to submit]

Your school	Contact office
School of Science	(Ookayama Campus) Graduate Services Group, Student Division
School of Engineering	
School of Materials and Chemical Technology	
School of Computing	(Suzukakedai Campus) Suzukakedai Student Group, Student Division
School of Life Science and Technology	
School of Environment and Society	

2. List of documents to submit

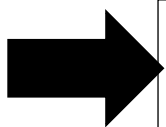
Step	No.	Required Documents	Who
A Attachment	①	Graduate School Student ID Card Application Form	All students
B pp.4-7	①	Certification pertaining to the enrollment fee	All students except MEXT scholarship recipients (either ①-1 or ①-2 as applicable)
	①-1	Certificate of Receipt for Enrollment Fee Payment (Light yellow form)	
	①-2	Receipt of application for enrollment fee exemption/postponement (免除・徴収猶予受理申請書【入学料】) (Must be submitted by applicants for exemption/postponement)	
	②	Pledge (Light yellow form)	All students
C p.8	③	Doctoral or Master's Program Registration Card	All students
	④	Notification of Personal Guarantor or Contact Person	All students
	⑤	Official academic transcripts and certificate of graduation/completion	If applicable
	⑥	Notification of Student ID Number	Students requesting correction of the printed name
D pp.9-11	⑦	Certificate of Receipt for Insurance Fee Payment (GAKKENSAN / GAKKENBAI) (Pink form)	All students
	⑧	A copy of residence card	All students
	⑨	Kuramae Kougyoukai Application Form	If applicable
	⑩	Request for Bank Transfer of Tuition	If applicable

Note:

- 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".

3. Details of enrollment procedures

Step A Submit ① Graduate School Student ID Card Application Form



Follow instructions in an enclosed sheet
"Important! Student ID Cards"

Step B Email digital copies of ① & ②. Register pre-enrollment information online.

Deadline: September 22

IMPORTANT!

Failure to meet the deadline for Step B is deemed equivalent to withdrawal from enrollment. Step B consists of B-1 and B-2.

If you wish to withdraw your enrollment, submit "Notification of withdrawal from Enrollment".

B-1. Email digital copies of ① & ② to;

apply.nyugaku.ogu@jim.titech.ac.jp

[Deadline] Wednesday, September 22

* Please be noted that due to current COVID-19 situation, the deadline has been changed from the original schedule on Application Guidelines.

- Make your email title as "STEP B documents_[your student ID No]"
- Write your name, student ID no, and affiliation (i.e. school, department, major) in the body of your email.

[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)

①-1 Certificate of 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. 12 for the payment method, etc.).

①-2 Receipt of application for enrollment fee exemption/postponement

- 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.

IMPORTANT!

Step B documents sent to other e-mail addresses will be disregarded

Note:

- You will also need to submit an original document of ② in Step C.
- Applicants for enrollment fee exemption/postponement must email a digital copy of a receipt (①-2), which will be issued upon application made online. (Do not pay enrollment fee if you are applying for payment exemption/postponement.)
- Japanese Government (MEXT) Scholarship students are not required to submit neither ①-1 nor ①-2.
- The procedure has been changed from the previous application guidelines to prevent the spread of COVID-19.

【Enrollment Fee Payment】

If you are a Self-supporting international student and cannot arrive in Japan by September 22;

A) You have a choice to apply for postponement of enrollment fee payment.

To do so;

1. Apply for "Postponement of Enrollment Fee Payment (or Exemption from Enrollment Fee)".
2. Submit Step B documents ①-2 (Receipt of application for enrollment fee exemption/postponement) & ② (Pledge).
3. Payment deadline will be extended. If you arrive in Japan before new extended payment deadline, you can make a payment in Japan.

B) You also have a choice to pay enrollment fee on time by overseas transfer. Please refer to the webpage for our international bank account below.

If you decide to do so, please send us a receipt/evidence of overseas transfer instead of And submit receipt/evidence of overseas transfer instead of ①-1.

http://www2.gakumu.titech.ac.jp/kyoumu/news/Bank_Information.pdf



Note: "Enrollment Fee Payment Slip (入学料払込取扱票)" is a payment slip which can be used only in Japan. This payment slip is in your enrollment packet which is sent to either your Japanese address or your lab at Tokyo Tech. There is no PDF version available.

Step B consists of B-1 & B-2. Don't forget to proceed B-2



B-2. Submit a web form of pre-enrollment information;

<https://www.ocans.jp/titech/enquete?eid=4VAjd5vn>



[Deadline] Wednesday, September 22

[Required information]

(1) Information of yourself

Student ID No. / Name / Email Address / Phone Number / Residential Address in Japan

*Provide us your phone number and email address which you can be easily contacted.

- [For students who will be in Japan as of September 22]
Notification of Enrollment and other important documents will be sent on or after Tuesday, September 28. Be sure to provide us a residential address where you can receive our mails. Your laboratory's address cannot be used as your mailing address.
- [For international students who are unable to arrive in Japan in September 22]
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) Information of "a Personal Guarantor or Contact Person"

From the 2013 academic year, students enrolling in Tokyo Institute of Technology must notify the Institute of a Personal Guarantor or Contact Person.

- Select either "Personal Guarantor" or "Contact Person" and fill out all information on a web form (for more details, refer to the attached document ④, "Notification of a Personal Guarantor or Contact Person").
- Be sure to obtain prior consent from the person who will be your "Personal Guarantor or Contact Person".

Even you register information of your personal guarantor or contact person in the web form (STEP B-2), you will also need to submit the ORIGINAL DOCUMENT with the signature or seal of his or hers (STEP C).

- **You will NOT receive any “automatic reply” from Tokyo Tech after submitting a web form.**
- There is no preview screen of a web form, and you CANNOT MODIFY any information once you submit a webform. So, make sure you input all your data correctly.

**Step B consists of B-1 & B-2.
Make sure that you complete both.**

© **Notification of Enrollment**

Tokyo Tech will send you “Notification of Enrollment” and other documents on or after Tuesday, September 28 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: October 15**

Put the documents listed below in an enclosed pink envelope, and send them to the Student Division by POST.

Make sure to send them as “registered mail (簡易書留)”. Use an address label attached to the last page of this booklet.

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

【Deadline】 Friday, October 15

*International students who are unable to arrive in Japan before the deadline must email a digital copy of ④ “Notification of Personal Guarantor or Contact Person” to Student Division at apply.nyugaku.ogu@jim.titech.ac.jp by April 16, and submit the rest of the documents after arriving in Japan.

【Required documents】**② Pledge (ORIGINAL)**

- You must also submit A DIGITAL COPY of ② by September 22 (see Step B).

③ Doctoral or Master’s Program Registration Card (with your photo)

- 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).
- The documents have to be the originals. Copies are not accepted.

⑥ Notification of Student ID Number (applicable only to those requesting correction of the printed name)

- 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.

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, October 15

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 September 22. Please note that if there are any omissions, payment cannot be confirmed.
3. Insurance premiums
Master's students: JPY 2,430 (two years)
Doctoral students: JPY 3,620 (three years)
4. Affix a receipt 「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, Student Support Division, Student Services Department
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.

Please put "GAKKENSAI/GAKKENBAI payment (doctoral/master's program 2021 fall 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, October 15

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, Student Support Division, Student Services Department
Phone: 03-5734-3015

*A digital copy of your residence card should be emailed to gak.sei@jim.titech.ac.jp.
Please put "Residence card (doctoral/master's program 2021 fall 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" (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 either:

- (i) during your master's studies and for 4 years following completion: JPY 18,000 (lump sum payment)
- (ii) during your doctoral studies and for 1 year following completion: JPY 12,000 (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, October 1

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

4. Enrollment fee and tuition payments

Note about 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 webpage below.

http://www2.gakumu.titech.ac.jp/kyoumu/news/Bank_Information.pdf



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 fall 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, October 1, 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.
- Those who were bachelor's or master's students at Tokyo Tech in AY 2021 spring semester and have already registered a bank account for tuition payments are not required to submit the Request for Bank Transfer of Tuition form. Their payments will continue to be withdrawn automatically.

【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>

If the schedule changes, we will inform you. Please check that page.

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
Include your name and student ID number in your email.

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

<https://www.titech.ac.jp/english/student-support/students/tuition/exemptions>

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.

2. Tokyo Tech COOP and Univ. COOP's Student Mutual Benefit Apartment for Rent

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 Benefit (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. You can access detailed information via QR codes. Please refer to enclosed "Information for Prospective Students [QR CODES]."
5. How to Apartment Hunt the Smart Way.



6. Miscellaneous

1. You can access information regarding the entrance ceremony scheduled on Thursday, September 30, via the relevant QR code. Refer to enclosed "Information for Prospective Students [QR CODES]".



2. 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 → <https://portal.titech.ac.jp/>

3. Those who wish to apply for a dormitory are required to follow instructions provided on the following webpage. Please refer to [FAQ](#) page for any questions you may have.

<https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations>



4. Visit the following webpages for information regarding Tokyo Tech's measures in response to COVID-19.

→ <https://www.titech.ac.jp/english>

→ <https://www.titech.ac.jp/english/student/students/health/coronavirus>

5. Prevention of Infectious Diseases

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 <https://www.titech.ac.jp/english/enrolled/health/international.html> for details.



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
"GAKKENSAT" 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
Enrollment fee and tuition payments	Revenue Group, Accounting Division	kei.syu@jim.titech.ac.jp
Alumni Association	Office of Kuramae Kogyokai	03-3748-2211
Health management <u>Measures to help control infection for international students</u>	<Ookayama> Ookayama Health Support Center	03-5734-2065
	<Suzukakedai>Suzukakedai Health Support Center	045-924-5107
Student Accessibility Services, Student Support Center		03-5734-2989

8. Q&A

Q1. What should I do if I miss STEP B deadline?

A1. You must submit STEP B documents before September 22, otherwise you will be withdrawal from enrollment.

Q2. Due to current COVID-19 situation, I will not arrive in Japan before STEP C deadlines. Do I need to post them from my home country?

A2. International students who are unable to arrive in Japan before the deadline are permitted to submit Step C & D documents once arriving in Japan.

Q4. Can I submit the original ④ "Notification of a Personal Guarantor or Contact Person (Graduate Schools)" without a signature of my personal guarantor/contact person?

A4. The original "Notification of a Personal Guarantor or Contact Person (Graduate Schools)" must have a signature of your personal guarantor/contact person. In addition, the signer has to be the same person whom you registered in Step B-2 web form.

If you want to change your personal guarantor or contact person from the one you have registered on the web form, contact Student Division.

Q5. According to "Application Guidelines" (or any other information provided before), the deadline of enrollment procedures is September 27. However, the deadline on the handout says it is September 22. Which is correct?

A5. Due to current COVID-19 situation, the deadline of enrollment procedure has been changed from the original schedule. You are now asked to complete STEP B-1& B-2 procedures by Wednesday, September 22.

Q6. I submitted the original "Pledge" with all other Step C documents before September 22. Do I still need to email a copy of pledge as STEP B-1 procedure?

A6. Even if you submit the original pledge before September 22, you are still asked to email us a copy of pledge as a part of STEP B-1 procedure.

Q7. I submitted STEP B documents to Student Division Email address but didn't receive any reply. How can I know whether my documents have been successfully received?

A7. We will not email you unless there are something missing in your submitted documents.

Guidance for preparing documents : ③

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.**
Please see below for more information on personal guarantors and contact persons.
- ⑪ Enter "2021 9 (September) 30" 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.

Guidance for preparing documents : ④

④ Notification of a Personal Guarantor or Contact Person(Graduate Schools)

Tokyo Tech requires all students to submit a Notification of Personal Guarantor or Contact Person (this became effective from 2013 admissions). Please select Personal Guarantor or Contact Person and fill out the form. Refer to the detailed explanation below.

Regarding Personal Guarantors or Contact Persons

At Tokyo Tech, the term, Personal Guarantor does not imply any financial or legal responsibility on the part of the Personal Guarantor regarding tuition, etc. The Personal Guarantor or Contact Person only needs to be aware of the student's situation through the sharing of information provided by the Institute regarding the student's academic work or change of status.

1. The Institute should be notified of a Personal Guarantor or Contact Person in order to foster a good relation between the two and to ensure cooperation with the student's parents, etc. In this way, the student will be able to pursue his/her studies and have a fulfilling student life.
2. The Personal Guarantor should be an adult who is a relative within the third degree of the student, or another financially independent adult.
3. Graduate students can notify the Institute of a Contact Person instead of Personal Guarantor. The Contact Person should be an adult living in Japan, who can be reached by the Institute in an emergency.
4. Students should promptly notify the Institute of any change of personal guarantor or in the personal guarantor's contact information by submitting the appropriate form with the Personal Guarantor's signature etc. This also applies to any changes in the contact person's information.
5. The Personal Guarantor needs to sign all forms requesting or notifying the Institute of a change of student status (leave of absence, re-enrollment, extended absence, study abroad or withdrawal), except when it is unavoidable due to the Personal Guarantor's circumstances.
6. The Institute will contact the Personal Guarantor in the following cases:
 - (1) Student receives an honor or award according to Institute regulations, etc.
 - (2) Student receives disciplinary action according to Institute regulations, etc.
 - (3) Student submits an application for a change of student status without the Personal Guarantor's signature and permission is granted or the student submits a notification without the Personal Guarantor's signature and it is accepted.
 - (4) Student transfers.
7. The Institute will contact the Personal Guarantor or Contact Person in the following cases:
 - (1) Student fails to make a tuition payment or he/she doesn't make a payment after being reminded.
 - (2) Student is dismissed from the Institute.
8. The Institute will disclose various information to the Personal Guarantor or Contact Person by means of sending its public relations magazines, for example.

【Student】 *Please write clearly.

Circle one

Sample

(The following person is my

Personal Guarantor

• Contact Person)

Date: _____ Student ID No: _____

School: _____

Department: _____

Your Information

Major (Course) : _____

Name: _____

Signature: _____

Please
sign(yours)

【Personal Guarantor / Contact Person】

*Please fill in a block capital clearly if the name and address of Personal Guarantor / Contact Person is not Japanese.

I agree to be the above-named person's Personal Guarantor / Contact Person.

Date: _____

Address: _____

Your "Personal Guarantor / Contact
Person's" Information

Name: _____

Signature: _____

Relation: _____

Telephone number: _____

Please
sign(Personal
Guarantor /
Contact Person)

※ご注意ください

新 入 生 の 皆 様 へ

新入生が大学職員を装った者に対して住所や連絡先を教えたことにより、不必要なダイレクトメールを送付されたケースがありました。

大学では、入学手続き時の提出書類以外には、特別の事情がない限り提出依頼や、問い合わせ等を行いません。昨今社会問題になっている振り込め詐欺等に利用されないよう、むやみに住所等を教えないよう十分注意してください。

東京工業大学学務部教務課

※Warning

To: Newly Enrolled Students of Tokyo Tech

Recently, a student was tricked into providing his personal contact information to a Tokyo Tech staff impersonator, and subsequently had junk mail delivered to his home address. Apart from exceptional circumstances, Tokyo Tech will not request additional documents or information from students other than those already provided at the time of enrollment. Students should be careful when disclosing their personal information to avoid falling prey to various types of fraud (e.g., relating to remittance, etc.).

Student Division
Student Services Department
Tokyo Institute of Technology

Mailing labels

If you wish to send the documents relevant to the Student Division by postal mail, place them in the enclosed envelope (240mm x 332 mm, Japanese *Kaku 2* (角 2) size) and affix a mailing label cut out from this page to its surface.

Mailing label for Ookayama Campus



Graduate Services Group, Student
Division
Student Services Department
TP-101

Tokyo Institute of Technology

2-12-1 Ookayama, Meguro-ku,
Tokyo 152-8550
JAPAN

Contents of this envelope

1. Notification of Enrollment Procedures
2. Documents related to Academic Affairs
 - Notification of Student ID Number
 - Graduate School Student ID card application Form (IGP students will not receive this form.)
 - Certificate of Receipt for Enrollment Fee Payment (Except Japanese Government (MEXT) Scholarship Students)
 - Pledge
 - Doctoral or Master's program Registration Card
 - Notification of a Personal Guarantor or Contact Person (Graduate Schools)
 - Important! Student ID Cards
 - Notification of Withdrawal from Enrollment
 - Envelope for you to send your graduate school student ID card application form (a stamp is necessary) (IGP students will not receive this envelope.)
 - Designated pink envelope (240mm X 332mm) to enclose documents relevant to the Student Division
3. Documents related to Student Support
 - Application for Exemptions from Enrollment Fee and Tuition (Except Japanese Government (MEXT) Scholarship Students)
4. Application form of Kuramae Kougyoukai (The Tokyo Tech Alumni Association)
5. Documents for international students
 - GAKKENSAI/GAKKENBAI
 - Futaigakuso
6. Documents related to the Enrollment and Tuition Fees (Except Japanese Government (MEXT) Scholarship Students)
 - Enrollment Fee Payment Slip
 - Request form for Bank Transfer of Tuition
7. Information for Prospective Students [QR CODES]