

Graduate School

Enrollment Procedure Guide

April 2024



Enrollment Procedure in Tokyo Tech Website→

<https://www.titech.ac.jp/english/student/prospective-students/admitted/igp-enrollment-procedure>

* Although the webpage is titled "Enrollment Procedure for IGP Students", this is for all new students.



東京工業大学
Tokyo Institute of Technology

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OVERVIEW

Your first step is to access the online enrollment procedure system through the URL notified to you by email sent from: enrollment-login@jim.titech.ac.jp. The required documents and the deadline vary depending on the program and the exam category. Please check carefully where it applies to you.

Group A	• Master's program entrants whose acceptance was announced by December
Group B	• Doctoral program entrants from OTHER THAN Tokyo Tech • Doctoral program entrants who completed the master's program at Tokyo Tech prior to March 2024 • Master's program entrants whose acceptance was announced in March
Group C	• Doctoral program entrants who are to complete the master's program at Tokyo Tech in March 2024

		Deadline			For details
		Group A	Group B	Group C	
STEP 1 ONLINE	① Register Basic Information (including your photo) ② Apply for Student ID card ③ Download Documents	Feb. 14	Mar. 12		P.4
STEP 2 ONLINE	① Register regarding Enrollment Fee ※Not required for MEXT students ② Register Your Personal Details ③ Kuramae (alumni association) Application ④ Upload Documents 〈a〉Pledge 〈b〉Notification of a Personal Guarantor or Contact Person	Mar. 7	Mar. 18	Mar. 18 ① Not required	P.6
STEP 3 BY POST	① Send Documents (Original) by post 〈a〉Pledge (Uploaded in STEP2) 〈b〉Notification of a Personal Guarantor or Contact Person (Uploaded in STEP2) 〈c〉Final Academic Transcripts (If applicable) 〈d〉Certificate of Graduation/Completion (If applicable)				P.8
STEP 4 BY POST and others	① Online Registration for Automatic Tuition Payment (If applicable) ※Not required for MEXT students ② Send Documents together with STEP3 by post otherwise follow the instruction of each office in charge 〈e〉Certificate of Receipt for Insurance Fee Payment (GAKKENSAN / GAKKENBAI) 〈f〉A Copy of Residence Card (International students only) 〈g〉 <i>Kuramae</i> Application Form If you upload the receipt of membership fee payment in STEP2, you do not need to submit this form. If you have already joined Kuramae Kogyokai please submit this form for the renewal of the name list.	Apr.10 〈c〉〈d〉 If applicable	Apr. 10 〈c〉〈d〉 Not required		P.9 P.10 P.11

Failure of completing STEP2 by the deadline will result in the withdrawal of enrollment.

UPCOMING SCHEDULE

Feb. 14 Mar. 12	STEP 1 Deadline	The deadlines vary depending on the program and the exam category (refer to P.1) If there are any incomplete procedures, you will be notified by email.
Mar. 7 Mar. 18	STEP 2 Deadline	Same above
Mar. 27 ~	"Notification of Enrollment" or "Admission letter" available	"Notification of Enrollment" (for Group A/B) or "Admission letter" (for Group C) will be available online. Only once download allowed.
Apr. 1 Apr. 2	Student ID Card Distribution	Details about student ID card distribution will be notified by email late March or "Download documents" in the Enrollment Procedure System.
Apr. 3	Entrance Ceremony	Check Information for Prospective Students[QR CODES](on the enrollment procedure webpage) for the latest information.
Apr. 4 ~	Course Registration	You will need your student ID card information for course registration.
Apr. 6	Starting of Classes	

- Check Information for Prospective Students[QR CODES](on the enrollment procedure webpage) or "Download documents" in the Enrollment Procedure System for orientation schedule.
- The schedule is subject to change. Please check your emails or Tokyo Tech Website for the latest information.

STUDENT ID CARD

■ Date and Place of Distribution

Student ID cards will be distributed on Monday, April 1 and Tuesday, April 2.
Details such as distribution time and location will be notified by email late March.
Check "Download documents" in the Enrollment Procedure System as well.

■ What to bring when receiving your student ID card

"Information Infrastructure Use Agreement" (**dated and signed**)
It should be printed at the online enrollment procedure system from Wednesday, March 27 to Sunday, March 31.

■ First thing to do when you receive your student ID card

Log in to Tokyo Tech Portal (<https://portal.titech.ac.jp/>) and complete "Name Registration".
You can access the online enrollment procedure system directly through Tokyo Tech Portal.

■ Certificate for the student commuter pass

You will receive a certificate for the student commuter pass with your student ID card.

ONLINE ENROLLMENT PROCEDURES SYSTEM

Successful applicants will receive an email sent from enrollment-login@jim.titech.ac.jp. Please access the enrollment procedures system from the URL notified in this email and set your password to log in.

To ensure that you have successfully received the email, we ask that you complete your **initial login within two days of receiving the email.**

*We recommend that you use a computer to complete the process. Using a smartphone may cause problems when uploading images.



Confirm your information on the "Upload documents" screen.

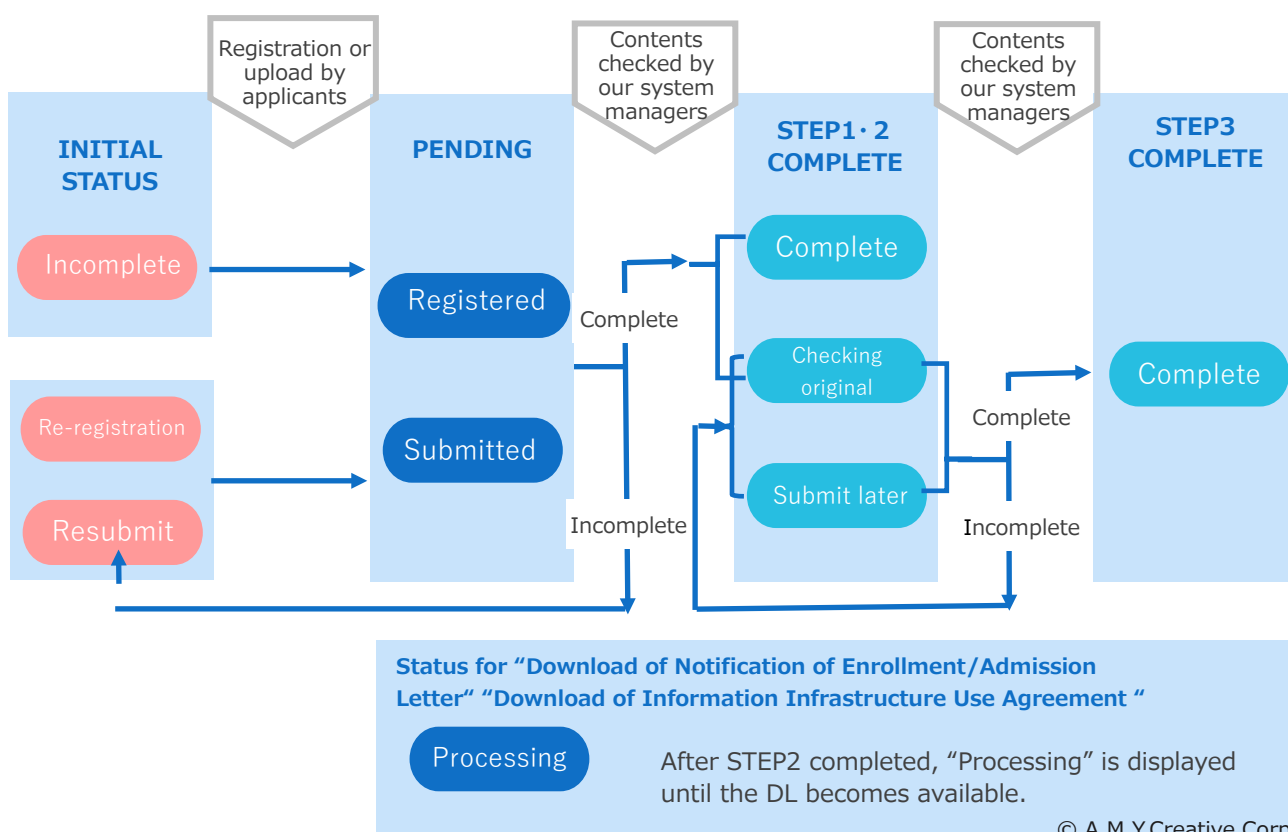
If you wish to correct your information, please send a message on the system.

Note

The deadline for using the private URL is Sunday, March 31.

After receiving your student ID card, please access the Enrollment Procedures System from the Tokyo Tech Portal.

PROCEDURE AND STATUS DISPLAY

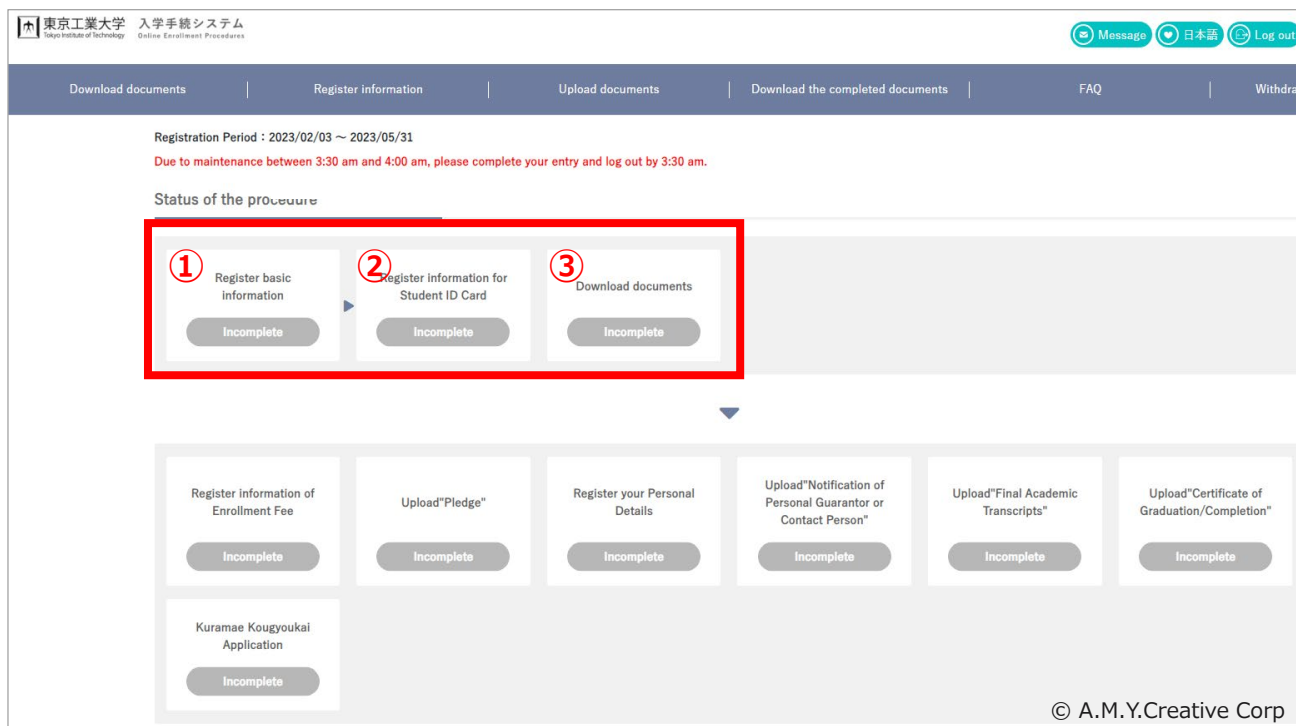


- Once the registration is in the completed state, you may not be able to view your registration. We recommend that you save your registration by taking a screenshot or other means.
- The registered/uploaded contents will be checked in turn. This process may take several days or several weeks.
- If any deficiencies are found, you will be notified by email or through the message function on the system.

STEP 1

STEP1 and STEP2 should be taken on the enrollment procedures system.

DEADLINE	Group A	Group B・C
	February 14	March 12



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▲System screen (may differ from actual screen)

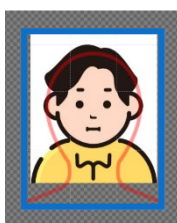
① Register Basic Information

■ Facial Photo

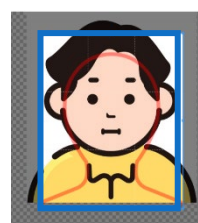
Uploaded photos will be used for your **student ID card**. Please upload an appropriate photo for identification. (Taken within the last 3 months/color/front facing/no hat or cap/**no other objects/top of head is shown**)

[Data Format]

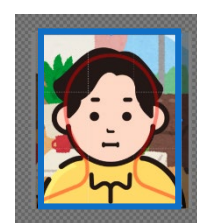
JPEG (extension ".jpg" or ".jpeg")



✗ Smaller than the blue frame



✗ Top of head is out of the blue frame



✗ Other objects are in the photo

Uploaded photos will be cropped with the blue frame:354 pixels (H) x 284 pixels (W).

Notes on image uploading

◆ When using a smartphone

Depending on the model of your smartphone, you may not be able to upload images to the system.

In that case, please transfer the images to your PC and upload from your PC.

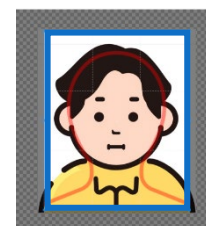
◆ If you are using an iPhone with iOS11 or later OS

On iPhone with iOS11 or later, the photo storage format is HEIC (extension "HEIC").

By transferring the image to your computer with the following settings, the image will be converted to JPEG format and can be uploaded.

[Settings] > [Photos], scroll down, and then tap "Automatic" under Transfer to Mac or PC.

If the file is not in the specified format, the image cannot be handled properly even if only the extension characters are changed manually.



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■ Personal Guarantor or Contact Person

Choose either a personal guarantor or contact person. Contact persons must reside in Japan, but this condition does not apply to personal guarantors.

Please register a person whose signature you can request, as **the signature will be required** for STEP2.



If the guarantor or the contact person is **not Japanese**, or if the guarantor's address is **outside of Japan**, please register using letters of the **ALPHABET**. Some letters may not be registered in the system to be used after enrollment. Letters of the alphabet can be registered.

② Apply for Student ID Card

Student ID cards will be distributed **at the campus which you register** to receive ID.

Details regarding the time and place of distribution will be sent to you by email at a later date. Check "Download documents" on the enrollment procedures system as well.

③ Download Documents

"Pledge" and "Notification of Guarantor or Contact Person" must be signed and completed with other necessary information to upload in STEP 2. Also, original copies must be submitted in STEP 3.

STEP 2



Failure of completing STEP 2 by the deadline will result in the withdrawal of Enrollment.

DEADLINE	Group A	Group B・C
	March 7	March 18

There is no order of procedures within STEP2 but you cannot proceed to STEP2 unless STEP1 is taken.

▲System screen (may differ from actual screen)

① Register regarding Enrollment Fee

■ If you pay the enrollment fee

Choose 'Pay enrollment fee'.

The enrollment fee of JPY 282,000 can be paid at convenience stores, bank ATMs (Pay-easy), credit cards or via online banking using the "e-shiharai.net" **Payment on the Web** (<https://e-shiharai.net/>). After paying the enrollment fee, please upload an image showing the "Certificate of Receipt (収納証明書)" to the "Online Enrollment Procedure" system.

"e-shiharai.net" Payment on the Web
(E-支払いサービス、Japanese only)
(<https://e-shiharai.net/>)



For details on various payment methods and the "Certificate of Receipt (収納証明書)" to be submitted, please refer to the payment method on "How to pay the enrollment fee on the e-shiharai.net (E-支払いサービス)" web site in the list of "Information for Prospective Students [QR CODES]".

Notes: A separate settlement fee will be charged.

Commission fees differ depending on the method of payment.

Payment at a bank counter is not accepted.

Payment cannot be made at bank ATMs located in convenience stores.

Payment by credit card or via online banking can also be processed in the name of your parents or guardians.

⇒ Refer to P.12-14 ENROLLMENT FEE AND TUITION PAYMENTS

■ If you apply for enrollment fee exemption/postponement

Choose 'Apply for enrollment fee exemption' or 'Apply for enrollment fee postponement'.

DO NOT pay your enrollment fee if you apply for enrollment fee exemption/postponement.

⇒ Refer to P.15-16 ENROLLMENT FEE AND TUITION EXAMPTION/POSTPONEMENT



MEXT scholarship students and students of Group C (doctoral students enrolling from Tokyo Tech master's program) do not need to pay the enrolment fee or apply for enrollment fee exemption/postponement.

If you cannot come to Japan by the deadline, please refer to the next page.

If you are outside Japan

If you are a privately-funded international student and are unable to arrive in Japan by the deadline, you have 2 options for STEP2①.

Option 1

Choose 'Pay enrollment fee' and pay your enrollment fee by overseas as remittance from your home country. For details, please refer to "**Overseas Remittance Information**"

(<https://www.titech.ac.jp/student/pdf/tuition-tuition-overseas-remittance-information.pdf>) in the list of "Information for Prospective Students [QR CODES]". After payment, upload the receipt as ①.

Option 2

Choose 'Apply for enrollment fee exemption' or 'Apply for enrollment fee postponement' and apply for enrollment fee exemption/postponement after enrollment

⇒ Refer to P.15-16 ENROLLMENT FEE AND TUITION EXAMPTION/POSTPONEMENT.

Payment due date will be extended so that you can pay your enrollment fee once you manage to arrive in Japan. However, if you cannot arrive by the extended payment due date, you will be asked to make a payment from your home country.

② Register your Personal Details

The information you registered will be kept as "student cumulative record" by our institute.

③ Kuramae (alumni association) Application

Applicant for membership should upload the payment certificate of *Kuramae* membership fee after completing payment.

⇒ Refer to P.11 STEP4②(g) Kuramae Kougyoukai Application Form

④ Upload Documents

Download PDF files from the online enrollment procedure system and upload the completed form (Scanned copy or digital image). **Handwritten signature** required.

Original documents (A)(B) must be submitted for STEP3

(a) Pledge

(b) Notification of a Personal Guarantor or Contact Person

Handwritten signature of personal guarantor or contact person required as well

STEP3

DEADLINE

Group A・B・C

April 10

① Send Documents by post

Those who are unable to reach Japan before the deadline are allowed to submit after arriving in Japan.

(a) Pledge

The original of the document uploaded in STEP 2.

(b) Notification of Personal Guarantor or Contact Person

The original of the document uploaded in STEP 2.

(c) Final Academic Transcripts If applicable

Photocopy is NOT acceptable

(d) Certificate of Graduation/Completion If applicable

Photocopy is NOT acceptable

Certificate of **expected** graduation/completion is NOT considered as (d).

■ Who needs to submit (c) and (d)

-Individuals who graduated from a university other than Tokyo Tech and have not submitted (c) and (d) to Admission Division upon applying for the program*

■ Who does NOT need to submit (c) and (d)

- Individuals who graduated from a university other than Tokyo Tech and have already submitted (c) and (d) to Admission Division upon applying for the program*
- Individuals who graduated from Tokyo Tech



Once submitted, you will need to go through the personal information disclosure process in order to view the certificates at a later date. We recommend that you make your own copies before submission.

1. Download "Postal mailing label for STEP3" through the online enrollment procedure system.
2. Paste the label on an envelope (size 240mm x 332mm).
3. Enclose the required documents and send by registered mail from a post office.

Write your student ID number in the upper corner of (c) and (d).

▲ (a)(b) (Mandatory)
(c)(d) (If applicable)

Check the box of the item enclosed

➤ Registered mail should be sent from a post office.

➤ Keep safe the tracking number (inquiry code number) issued by post office so that you can use Track & Trace Service in Japan Post website.

➤ You can also enclose STEP 4 document with STEP 3 documents.

▲ Envelope

▲ Postal mailing label for STEP3

STEP 4

DEADLINE

Group A·B·C

April 10

Those who are unable to reach Japan before the deadline are allowed to submit after arriving in Japan.

*Paper-based STEP 4 documents can be submitted with STEP 3 documents in the same envelop if these are ready by the deadline. If you fail to submit STEP 4 documents on time, submit each document separately to an appropriate office described below.

① Online Registration for Automatic Tuition Payment If applicable

Please register your bank account in Japan on the "New Registration page for automatic payment of Tuition Fees" as described on p.12-13 "ENROLLMENT FEE AND TUITION PAYMENTS".

Unless any of the following applies to you, you need to register your account as per these instructions, even if you are applying for exemption/postponement of tuition.

Those NOT required to register as per above

- MEXT students
- Those enrolling in bachelor's or master's programs at Tokyo Tech during the AY 2023 spring semester who have already registered a bank account for automatic tuition payments

⇒ Refer to P.12 "ENROLLMENT FEE AND TUITION PAYMENTS (2)".

② Send Documents together with STEP3 by post otherwise follow the instruction of each office in charge

⟨e⟩ Certificate of Receipt for Insurance Fee Payment Personal Accident Insurance for Students Pursuing Education and Research (GAKKENSAI) and Liability Insurance coupled with "Gakkensai" (GAKKENBAI)

[Deadline] Wed, April 10

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 3 in the envelope and submit to 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 March 29. Please note that if there are any omissions, payment cannot be confirmed.
3. Insurance premiums
Master's students: JPY 2,430 (for two years)
Doctoral students: JPY 3,620 (for 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 2024 spring semester)" along with your name and student ID no. in the subject line of your email.

〈f〉 A Copy of Residence Card (International students only)

【Deadline】 Wed, April 10

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 3 in the 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 2024 spring semester)" along with your name and student ID no. in the subject line of your email.

〈g〉 Kuramae Kougyoukai Application Form If applicable

If you upload the receipt of membership fee payment in STEP2, you do not need to submit this form.

If you have already joined Kuramae Kougyoukai, please submit this form for the renewal of the name list.

【How to submit】

Enclose a completed form along with the documents required for STEP 3 in the envelope and submit to the Student Office. Alternatively, you may directly send the form to the Office of Kuramae Kougyoukai by post.

【Contact】

Office of Kuramae Kougyoukai (Phone: 03-3748-2211)

•Alumni Association

“Kuramae Kougyoukai” (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) until 6years past since your entrance to Kuramae Kougyoukai:: JPY 18,000 (lump sum payment)
- (ii) until 4years past since your entrance to Kuramae Kougyoukai : 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.

ENROLLMENT FEE AND TUITION PAYMENTS

For Privately-Funded Students Only

1. **Enrollment Fee: JPY 282,000**

Make the payment through “e-shiharai.net” Payment on the Web (Japanese only, <https://e-shiharai.net/>) in advance of the deadline shown on page 4. Please refer to “Information for Prospective Students [QR CODES]” for how to pay the enrollment fee by e-shiharai.net (E-支払いサービス).

Upload certificate of receipt in STEP2.(Do not pay until further instructions if you apply for exemption/postponement of the Enrollment fee.)

If you are unable to arrive in Japan by the deadline and wish to pay the enrollment fee by overseas remittance, please refer to the web page below.

<https://www.titech.ac.jp/student/pdf/tuition-tuition-overseas-remittance-information.pdf>

Notes:

1. Japanese Government (MEXT) Scholarship students and doctoral students enrolling straight after completing Tokyo Tech master's program do not need to pay the enrollment fee.
2. The enrollment fee cannot be refunded under any circumstances.
3. Individuals applying for exemption/postponement of the enrollment fee must carefully follow the instructions on P.15-16 (ENROLLMENT FEE AND TUITION EXEMPTION / POSTPONEMENT). Be sure to complete an online application during the specified period.
4. After the decision on exemption/postponement entitlement is notified, individuals who have applied for exemption/postponement of the enrollment fee must pay the relevant amount in accordance with the decision by the due date. Your enrollment will be cancelled if payment cannot be confirmed.

2. **Tuition: JPY 317,700** for the spring semester, to be paid after enrollment

Tuition for one year is JPY 635,400 (JPY 317,700 each for the spring and fall semesters).

- Tuition must be paid via automatic bank transfer. Please register from the following “New Registration page for automatic payment of Tuition Fees” webpage, and complete the registration of your account online no later than Wednesday, April 10, 2024. For details on how to register your bank account, please refer to the “Information for Prospective Students [QR CODES]”.

New Registration page for automatic payment of Tuition Fees

https://srv5.asp-bridge.net/titech/top_new/

† MEXT Scholarship students do not need to register a bank account for tuition payment.

† It is possible to register the bank account of the student's financial supporter (the person paying educational fees) instead of the student himself/herself.

† If you wish to register an account in your company's name, you cannot do so from the web page. Please contact ahead of time the Revenue Group of the Accounting Division at the email address in the contact information.

Students who are not able to register for automatic tuition payment at the time of enrollment may do so later. However, please note that online registration may not be reflected until the following semester or later, depending on the time of registration.

« Special note for students enrolled in the Tokyo Tech bachelor's/master's program »

• Those who were bachelor's or master's students at Tokyo Tech in the AY 2023 fall semester and have already registered a bank account for tuition payments are not required to register the again. Their payments will continue to be withdrawn automatically.

Only if you wish to change your account, please make changes on the web site. Please note that it takes time for the change to take effect. Please apply for the change at least one month before the transfer date.

Change Registration page for automatic payment of Tuition Fees

https://srv5.asp-bridge.net/titech/top_chg/



Students enrolled in other than the above need to register a new account.

○ Tuition payments are due at the end of May and the end of November.

Automatic 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 web page:

<https://www.titech.ac.jp/english/enrolled/tuition/tuition.html>

Please check the above for updates.

○ If You Cannot Register Your Account Information Online

Registration in writing is also possible. The registration process requires some time, so please contact ahead of time the Revenue Group of the Accounting Division at the email address in the contact information .

○ If tuition is revised during enrollment, the revised amount must be paid.

○ For other tuition details, please refer to the following web page.

Amount and Payment of Tuition and Other fees
<https://www.titech.ac.jp/english/student/students/tuition/tuition>



Notes:

1. Individuals applying for exemption/postponement of enrollment fee and tuition must carefully follow the instructions on P.15-16 "ENROLLMENT FEE AND TUITION EXEMPTION/POSTPONEMENT" and the relevant web page. Be sure to complete online application during the specified period.
2. Japanese Government (MEXT) Scholarship students are exempt from paying tuition, and thus "Online Registration for Automatic Tuition Payment " is not required.
3. If your application for exemption/postponement of enrollment fee and tuition is rejected, you must pay the enrollment fee and tuition by the due date.
4. Regardless of whether you are applying for exemption or not, you must register your account for automatic tuition payment. However, depending on the exemption entitlement decision, you may be asked to pay by payment slip instead of by automatic bank transfer from the registered bank account. Please be aware of this in advance.

[Contact]

Revenue Group, Accounting Division, Finance Department
Email:kei.syu@jim.titech.ac.jp
Include your name and student ID number.

ENROLLMENT FEE AND TUITION EXEMPTION/POSTPONEMENT

For Privately-Funded Students Only

Tokyo Tech graduate students can apply for tuition and/or enrollment fee exemption. Students applying for exemption should follow instructions on the Tokyo Tech website and submit the required documents.

■ Types of exemptions

Applicants may be fully or partially exempted from paying enrollment fees and/or tuition. In the event that exemption is not granted, you may apply for an extension of the payment deadline. Decisions are based on applicants' academic performance, income and assets, and are in accordance with our regulations and comprehensive review of applications. Decisions on applications will be made as follows:

Enrollment fee

Exemption: 50% exemption, only postponement approved, or disapproved
Postponement (extension of payment deadline): approved or disapproved

Tuition

Exemption: full exemption, 50% exemption, or disapproved
Postponement (extension of payment deadline): approved or disapproved

■ Important notes:

- New international students who have just entered Tokyo Institute of Technology can apply only for postponement, not for exemption. Those who were registered in the Institute in the fall semester in 2023 can apply for exemption.
- Students who will pay fees in full may also apply for postponement of payment.

■ Application process

Application Acceptance Schedule : from Early February 2024 to March 7 or 18, 2024. Due date is different depend on your Group A,B. (through online enrollment procedure system)

If you wish to apply for enrollment fee exemption/postponement, please register at the time of enrollment through the Enrollment Procedures System. For tuition exemption application, please log in to the Tokyo Tech Portal after enrollment and apply through the System for Enrollment Fee & Tuition Exemption.

- After enrollment, please log in to the Tokyo Tech Portal, upload the designated documents from the System for Enrollment Fee & Tuition Exemption, and submit the original documents during the designated period.

-Applicants who apply for the postponement are required to upload only the attachment 1-1 "Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application" in STEP1 and submit the original in STEP2. No other documents are required.

The schedule and forms for the enrollment fee and tuition exemptions and postponements are available at the following website.

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

Home > Current Students > Tuition and Scholarships > Exemptions from Enrollment Fee and Tuition for Graduate Students



If you have any questions not addressed on the website, feel free to contact us by submitting your inquiries via email. Please include your name, student ID No., and phone number.

■ Notification of results

Scheduled for Early-August 2024

The latest dates will be posted on the website as soon as they are determined.

DO NOT pay the enrollment fee or tuition before being notified of the decision regarding your application, otherwise your application will automatically be canceled.

If you receive notice that full exemption has not been approved, you must pay the outstanding fee(s) by the due date.

Inquiries:

Tokyo Institute of Technology Student Support Division
Ookayama/Financial Aid Group (gak.kei@jim.titech.ac.jp)
Suzukakedai/Suzukakedai Student Support Group (suz.gak@jim.titech.ac.jp)

Scholarship Opportunities Requiring University Recommendation (for international students)

Students who wish to apply for a university-recommended private scholarship should register for recommendation. The procedure is written in our website.

If you wish to apply for a scholarship, we recommend you to register as soon as possible.



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

OTHER INSURANCE SERVICES, ETC.

1. Comprehensive Insurance for Students' Lives Coupled with "Gakkensai" (Futaigakuso)


Students who have purchased GAKKENSAN and GAKKENBAI (see "STEP 4 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.

[Inquiries about Futaigakuso]

Email : futaigakuso.inbound@tmnf.jp (Only available in Japanese and English)

- * Please be sure to include your university name, name, and student ID number in the email.

2. Tokyo Tech COOP and Univ. COOP's Student Mutual Insurance

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 and Use the cafeteria at 10% point return
 - You can join UNIV. COOP's Student Mutual Insurance (KYOSAI)
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. Please see the enclosed "Would you like to join Co-op?"

OTHER IMPORTANT THINGS

Dormitory

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



https://www.titech.ac.jp/english/enrolled/dormitories_and_accommodations/dormitories.html

Health Certificate for International Students

To manage the risk of infectious diseases at the Institute, international students (including internal students who have never submitted the documents before, and those from other domestic universities, technical colleges, and Japanese language schools) who have passed the entrance exam, are required to submit the health certificate prior to enrolling signed by a physician in the last three months before enrollment. Please upload from the system in [How to submit] on the following website.

***Does not apply to international students who submitted these health certificates before.**




<https://www.titech.ac.jp/english/student-support/prospective-students/admitted/international-infection>

[Deadline] March 31, 2024

CONTACT OFFICE

- For inquiries about matters other than those listed below, please email us through online enrollment procedure system.
- When sending an email to the following office, please include your **student ID number, name, and telephone number** in the body of the email.

What is about	Office	Contact	
Logging into the enrollment procedure system	If studying at School of Science/ Engineering/ Materials and chemical Technology : Student Division Graduate Services Group	enrollment-login@jim.titech.ac.jp	
	If studying at the school of Computing/ Life Science/ Environment and Society : Student Division Suzukakedai Student Group	(Please include your student ID number at the beginning of the subject line of the email.)	
Payment of the Enrollment and the Tuition Fees	Revenue Group, Accounting Division	kei.syu@jim.titech.ac.jp	
Exemption or Postponed Payment of the Enrollment and/or the Tuition Fees	<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	
"GAKKENSAI" "GAKKENBAI"	Campus Life Support Group, Student Support Division	03-5734-3015	
Residence Card	Campus Life Support Group, Student Support Division	03-5734-3015	
<i>Kuramae</i> Alumni Association	Office of Kuramae Kogyokai	03-3748-2211	
Seikyo (COOP), Gakusei Sogo Kyosai, and Student Mutual Benefit Life and Personal Liability Insurance	Seikyo (COOP) Tokyo Tech	03-3728-8023	
Privately-funded Scholarships	Financial Aid Group, Student Support Division	gak.kei@jim.titech.ac.jp	
Health management	<Ookayama> Ookayama Health Support Center	03-5734-2065	hokenkanri@jim.titech.ac.jp 
	<Suzukakedai> Suzukakedai Health Support Center	045-924-5107	
Health Certificate for International Students	<Ookayama> Ookayama Health Support Center	03-5734-2065	healthcertificate@jim.titech.ac.jp 

Support for students with disabilities	Student Accessibility Services, Student Support Center	03-5734-2989	barrierfree@jim.titech.ac.jp 
Consulting about entering Japan	Contact Office for International Students	contact.intl.student@jim.titech.ac.jp	

➤ Our office hours are on weekdays, between 9 a.m. and 5 p.m.

Q&A

Here are some typical questions and answers. Please see the other FAQs in the enrollment procedure system.

Q1. When will I get my student ID card?

A1. Your student ID card will be ready on April 1 and 2. Where and how to receive it will be emailed by the day before. Check "Download documents" on the enrollment procedures system as well.

Q2. In order to apply for a visa, I need a certificate to prove my enrollment. When can I get it?

A2. "Notification of Enrollment" or "Admission Letter", a certificate to prove your enrollment, will be able to be printed out through online enrollment procedure system on or after March 27. Also, you will be able to get "Certificate of Enrollment" through the automatic certificate issuance machine on/after April 1.

Q3. I cannot arrive in Japan by April. What should I do if I cannot prepare my enrollment documents on time?

A3. You can complete enrollment procedure STEP 1 and STEP 2 online regardless of where you are. You must complete these 2 STEPs before the deadline, otherwise your enrollment will be withdrawn. Submission of STEP 3 documents can be waited for until your arrival in Japan. As for STEP 4, contact an appropriate office directly.

Q4. What's the difference between a personal guarantor and contact person?

A4. A personal guarantor must be related to you within the third degree by consanguinity or an adult who is financially independent. On the other hand, a contact person must be an adult who has his/her address in Japan. If you want to change your personal guarantor/ contact person, please contact Student Division.

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.).

ENCLOSED IN ENROLLMENT PACKAGE

The following documents will be sent by mail to the address in Japan registered at the time of application OR campus mail to the laboratory to which the applicant will belong.

	Group A	Group B	Group C
	Mail to the address in Japan registered at the time of application For IGP students, campus mail to the laboratory		Campus mail to the laboratory
Notification of Enrollment Procedure	○	○	○
Letter of Acceptance	—	—	○
			—
Form to affix Certificate of Receipt for Insurance "GAKKENSAN/GAKKENBAI"	○	○	○
Personal Liability Insurance for Students - supplementary to the Disaster and Accident	○	○	○
Tokyo Tech Coop and UNIV.COOP Student Mutual Insurance	○	○	○
Documents for international students	○*	○*	○*
Kuramae Kougyoukai (The Tokyo Tech Alumni Association) Application form	○	○	○
Tokyo Tech Coop and UNIV.COOP Student Mutual Insurance	○	○	○

* For the international students only

Group A	<ul style="list-style-type: none"> • Master's program entrants whose acceptance was announced by December
Group B	<ul style="list-style-type: none"> • Doctoral program entrants from OTHER THAN Tokyo Tech • Doctoral program entrants who completed the master's program at Tokyo Tech prior to March 2024 • Master's program entrants whose acceptance was announced in March
Group C	<ul style="list-style-type: none"> • Doctoral program entrants who are to complete the master's program at Tokyo Tech in March 2024

If you decided to withdraw from enrollment

Take a procedure for withdrawal at online enrollment procedure by the deadline of STEP2.