

# Tokyo Institute of Technology

## Application Guide for Non-Degree Students

### Academic Year 2017

Admissions eligibility and application procedures for Non-Degree Students at Tokyo Institute of Technology (Tokyo Tech) are as follows:

#### 1. Admissions eligibility

(1) Study in bachelor's degree courses

Applicants must satisfy either of the following requirements:

1. Must have graduated from high school
2. Must be recognized by Tokyo Tech as having academic ability equivalent to or better than high school graduates

(2) Study in master's and doctoral degree courses

Applicants must satisfy either of the following requirements:

1. Must have graduated from university
2. Must be recognized by Tokyo Tech as having academic ability equivalent to or better than university graduates

#### 2. Date of entry and duration of study

Spring entry: April 2017

Fall entry: September 2017

Duration of study: From the beginning to the end of the semester (April or September) or academic year for which the student was admitted to take his/her courses

#### 3. Courses offered and restrictions

When applying, check the available courses and the course content for AY 2017 on Tokyo Tech OCW.

Course restrictions: In principle, courses with restrictions on student intake (due to limited classroom space, facilities, etc.) as well as experiment and exercise courses are not available to non-degree students. Students who are studying for a qualification such as a teaching certificate may, however, be granted special permission. Teaching practice courses are limited to Tokyo Tech graduates.

#### 4. Application period

For Spring Semester (April entry): From Monday, February 13 to Wednesday, February 15, 2017

For Fall Semester (September entry): From Monday, August 7 to Wednesday, August 9, 2017

\*Entrance date is September 22, 2017

Office hours for submission: From 10:00 a.m. to 5:00 p.m.

#### 5. Application documents

(1) Application for Admission to Tokyo Institute of Technology (Non-Degree Students)

(2) Certificates of graduation along with academic transcripts issued by the academic institution you have most recently attended

(3) For foreign students: Certificate of foreign registration, resident certificate, or residence card showing status of residence and period of stay

(4) Return address label with applicant's full name and address

(5) Examination fee: 9,800 yen

Payment should be made by postal transfer. When you submit your application, show the certificate of postal transfer at the desk.

(6) Credit certificates of teacher education courses if applying for Teacher Education Courses

(7) Any other documents requested by Tokyo Tech

Applications must be submitted at the desk. Submissions by mail are not accepted.

#### 6. Screening and admissions

(1) Admission screening will, in principle, be based on document review. Interviews or other such screening, in addition to document review, may be required in some cases.

(2) Screening results will be sent by post. Successful candidates will receive notification of admission procedures.

(3) Admission is only permitted for successful applicants who complete admission procedures within the designated period.

If you decide to withdraw your application for admission, you must promptly contact the Student Division.

#### **7. Awarding of course credits**

Course assessment involves midterm and final exams as well as reports, etc. Students who pass or receive 60 points or more will be awarded course credits. Tokyo Tech credit certificates and academic transcripts will be issued upon request.

#### **8. Affiliation**

Your affiliation is basically determined by the courses you enroll in. The school that offers you the most credits from among your courses will be your affiliation.

#### **9. Renewal of enrollment**

If you wish to extend the duration of your study, submit a Request for Renewal of Enrollment (Non-Degree Students). Renewal is permitted only once, and it can be extended by a semester or academic year, depending on the length of time necessary to complete the newly selected courses. Refer to the example schedule on the following page.

#### **10. Necessary admission expenses (as of October 2016)**

(1) Admission fee: 28,200 yen (Payment must be made by postal transfer prior to registration as a Non-Degree Student.)

(2) Tuition fee: 14,800 yen per course credit (Payment must be made by the designated due date after registration is completed.)

#### **11. Note:**

(1) Carefully check course schedules indicating days, hours and classrooms, on bulletin boards in designated places.

(2) Fees for examinations, admission, and tuition are non-refundable.

(3) If your purpose of enrollment is to pursue a teaching certificate, make sure before applying what credit requirements you are yet to satisfy. Check the information on Teacher Education Courses at the following website:

<http://www.tp.hum.titech.ac.jp/menkyo.html>

(4) You can apply for additional courses if they are conducted during your enrollment period. Note that the application period is the same as that stated in Section 4.

(5) If you decide to withdraw from courses during your enrollment period, submit a Request for Withdrawal from the Institute (Non-Degree Students).

(6) Contact the Student Division for permission to use facilities for extracurricular activities.

(7) Present your student ID card to use the library.

(8) Certificates for student commuter passes and student fares are not applicable to Non-Degree Students.

#### **12. Application documents for further extension of study duration**

Extensions of study duration are permitted only once as stated in Section 9, and if you wish to further continue your study, submit the following:

(1) Application for Admission to Tokyo Institute of Technology (Non-Degree Students)

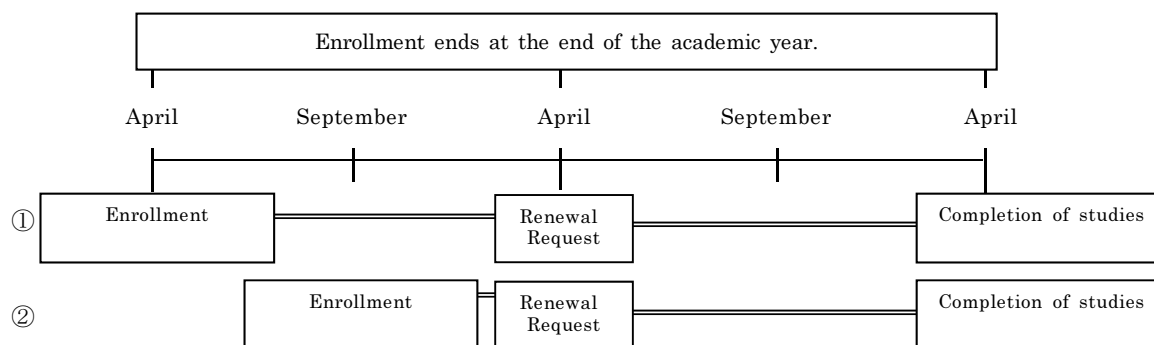
(2) Return address label with applicant's full name and address

(3) Examination fee: 9,800 yen

### Example schedule

1. April entry: If the duration of your study is one year at the time of application, it can be extended by another year by submitting a Request for Renewal of Enrollment.

2. September entry: The duration of your study cannot be one year at the time of application. It can be extended by a year by submitting a Request for Renewal of Enrollment at the end of the academic year.



### About the Non-Degree Study System

Tokyo Tech's Non-Degree Study System has been put in place to offer individuals, such as working adults, the opportunity to study on a part-time basis, providing adequate recognition of their academic achievements, for the pursuit of life-long learning.

If individuals who are not Tokyo Tech students enroll as Non-Degree Students and take courses offered at either the undergraduate or graduate level, they will be awarded official course credits upon successfully completing each course.

By using credits obtained through this system, Non-Degree Students who have graduated from junior college or technical college or who enrolled in university for more than 2 years and earned more than 62 credits may have the opportunity to receive a bachelor's degree equivalent to that conferred on university graduates.

A bachelor's degree will be conferred by the National Institution for Academic Degrees and Quality Enhancement of Higher Education upon successful applicants who pass its examination and evaluation on academic credits.

For details, make inquiries to:

The National Institution for Academic Degrees and Quality Enhancement of Higher Education

1-29-1, Gakuen-nishi-machi, Kodaira-shi, Tokyo 187-8587

Tel: +81-42-307-1550

URL : <http://www.niad.ac.jp/english/>

Contact address:

Tokyo Institute of Technology

Student Division

2-12-1-W8-101 Meguro-ku, Okayama,

Tokyo 152-8550

Tel: +81-3-5734-3007

Fax: +81-3-5734-3674

Email: [kyo.gsk@jim.titech.ac.jp](mailto:kyo.gsk@jim.titech.ac.jp)

URL : [http://www.titech.ac.jp/graduate\\_school/auditors/auditors.html](http://www.titech.ac.jp/graduate_school/auditors/auditors.html)