



# ENROLLMENT PROCEDURES

For Graduate students / September 2024

In order to enroll at the university, all relevant **fees must be paid**, and all required documents must be completed and returned by the following dates. If these procedures are not completed by the designated dates, permission to enroll at the university will be withdrawn.

## My TIU Page

The enrollment procedure will be mainly on *My TIU Page*. Admitted students must check their My TIU Page constantly. The important notices, documents and messages will be provided on their own My TIU Page.

It is each student's responsibility to read the information provided.

① Click here to go to Enrollment procedures

② Confirm your payment status here.

③ Important notices are shown here.

## Important Dates

Date	Event	Available on My TIU Page
May 22, 2024	Announcement of Screening Results	●
	Receive Certificate of Acceptance, Invoice and other enrollment documents	●
May 27, 2024	COE Application due (Make sure to read " <a href="#">Visa Information</a> " first) ※The outsourced company or the International Exchange Office will send an email regarding the COE/Visa procedure approximately one month before the deadline. Please kindly wait for the email.	
May 31, 2024	Enrollment Fee due 1 <sup>st</sup> Semester Tuition & Fees due	● (To check payment status)
June 3 - 14, 2024	<b>【Students enrolled in Digital Business and Innovation (MANDATORY)】</b> Online Assessment Tests for <u>Mathematics</u> and <u>Statistics</u>	/
	<b>【Students enrolled in International Relations (Optional) ※】</b> Online Assessment Test for <u>Statistics</u> ※ It is required for "Thesis-Track" students to pass Statistics before Fall 2024 as part of the graduation requirements. For "Policy-Track" students, Statistics is optional.	
	NOTE: E-Track Academic Affairs Office will announce details after we receive your enrollment fee.	
Early August, 2024	Receive Information for E-Track Orientation	●

August 1 - 22, 2024 Subject to change	<b>【Students enrolled in DBI and IR (Thesis Track)】</b> Intensive Courses Begin (Business Mathematics/ Business Statistics/ Statistics) Students need to take the intensive courses for two – three weeks based on their results of the online assessment test held in June.	
August 21 - 27, 2024	E-Track Welcome Orientation & New Student Orientation Period**	
September 2, 2024	Matriculation Ceremony	
September 3, 2024	September 2024 Classes begin	

\*\* Arrival period may change. Please check regularly for updates from the university.

## Immigration Documents (International students only)

Download and read the VISA (COE) Information carefully and wait for an email from the outsourced company or the IEO. Please submit all the required documents to the outsourced company or the IEO as a reply to their or our message. Please keep the deadline.

### 【Note】

- If you have been denied a visa (COE) to enter Japan before, you must inform the IEO at [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp). Additional documents may be required for those who have been denied a visa in the past.
- If you do not have a valid passport, please apply for a new passport urgently and send a copy of the passport to the E-Track Admissions Center and the outsourced company right after the passport is issued.
- For Uzbek students: There are currently two types of passports in Uzbekistan, Green passport (old-styled passport) and Burgundy-colored passport (New international passport). If you have not sent a copy of your new international passport to the E-Track Admissions Center and the outsourced company, please send it. Please apply for COE and Visa with a new international passport.
- If you used a study abroad agent/TIU Overseas office for your admissions, you may have to submit your COE application documents to them. Please contact the agent/TIU overseas office to confirm where you should send your COE application documents.

## Payment of University Fees

An outline of fees and due dates is given below. Please find bank details on the invoice. (All fees must be paid in Japanese Yen)

(All fees are stated in Japanese Yen (JPY))	Enrollment Fee	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
	Payment Due: <b><u>May 31, 2024</u></b>		Payment Due: <b><u>May 2025</u></b>
No Reduction	250,000	660,000*	660,000
30% Reduction	250,000	495,000*	495,000
50% Reduction	250,000	385,000*	385,000
80% Reduction	250,000	220,000*	220,000
100% Reduction	250,000	110,000*	110,000

\* An additional ¥40,000 fee for Alumni Association is required.

- All fees must be paid in Japanese Yen via bank transfer. Payments in installments are not accepted.

- **If you wish to confirm your payment status, please check your My TIU Page.** Please note that it usually takes a few days for us to confirm your payment and update the status on the My TIU Page.

- The tuition will increase from the following year, while the operations fee will remain the same. See the application guidelines for details.

- Once enrolled, all tuition fees must be paid from your own Japanese bank account (**No international bank transfers are allowed**).

## Scholarships (International students only)

There are scholarships offered by public and private organizations outside of the university. Please be advised that most scholarships are competitive and require applicants to have a certain level of Japanese language skill. The International Exchange Office will inform all E-Track students as soon as each scholarship's application period starts.

## Bring Your Own Device (BYOD) Requirements

All new E-Track students must obtain their own laptop computers before enrollment in order to attend classes with their own device. For details of the recommended laptop specifications, please click [here](#). Please prepare a laptop with the particular specifications before your enrollment. However, if you already have one that meets these specifications, there is no need to purchase a new device.

## Contact us

- For questions about paying your tuition and fees, withdrawal from admission, proof of graduation:

**E-Track Admissions Center**

✉ [etrack-admissions@tiu.ac.jp](mailto:etrack-admissions@tiu.ac.jp)

- For questions about COE (visa), scholarships, student life, etc.:

**International Exchange Office (IEO)**

✉ [etrack-student@tiu.ac.jp](mailto:etrack-student@tiu.ac.jp)

- For questions about academic matters such as registration for classes, academic calendar:

**E-Track Academic Affairs Office (ETA AO)**

✉ [etrack-academics@tiu.ac.jp](mailto:etrack-academics@tiu.ac.jp)

- For questions about BYOD matters such as laptop specifications and BYOD standards:

**IT System Office**

✉ [jouhoushori@tiu.ac.jp](mailto:jouhoushori@tiu.ac.jp)