



ENROLLMENT PROCEDURES

For Graduate students / April 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 If these procedures are not completed by the designated dates, permission to enroll at the university will be withdrawn.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
February 21, 2024	Announcement of Screening Results	●
	Receive Certificate of Acceptance, Invoice and other enrollment documents	●
March 1, 2024	Enrollment Fee due	●
	1 st Semester Tuition & Fees due Please read " Renewal of Student Visa " for your visa renewal.	(To check payment status)
February 26 (Mon) - March 4 (Mon), 2024	【Students enrolled in Digital Business and Innovation (MANDATORY)】 Online Assessment Tests for <u>Mathematics</u> and <u>Statistics</u>	/
	【Students enrolled in International Relations (Optional) ※】 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 March, 2024	Receive Information for E-Track Orientation	●
March 7 - 22, 2024	【Students enrolled in DBI and IR (Thesis Track)】 Intensive Courses Begin (Business Mathematics/ Business Statistics/ Statistics) Students need to take the intensive courses for two weeks based on their results of the online assessment test held in from February 26 (Mon) to March 4 (Mon).	/

March 18 - 29, 2024	E-Track Welcome Orientation & New Student Orientation Period**	
April 1, 2024	Matriculation Ceremony	
April 2, 2024	April 2024 Classes begin	

* The abovementioned dates are provisional, and will be finalized around late February.

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

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 st Semester	2 nd Semester
	Payment Due: <u>March 1, 2024</u>		Payment Due: <u>October 2024</u>
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

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

International Exchange Office (IEO)

✉ 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

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

IT System Office

✉ jouhoushori@tiu.ac.jp