# TOKIWA UNIVERSITY 2027 SPRING
# GUIDELINES FOR PART-TIME INTERNATIONAL STUDENTS

The following guidelines are for foreign individuals (non-Japanese nationals with their home address in foreign country) not currently enrolled in Tokiwa University (hereinafter referred to as "TU") who wish to enroll as a part-time international student starting from April 2027. Following a selection process, applicants will be admitted under the condition that the enrollment does not interfere with undergraduate classes and academic research at TU.

1. Faculties Open to Enrollment

Faculty of Human Sciences (excluding the Department of Health and Nutrition);
Faculty of Management and Administration

2. Admission Period

April 2027 (Spring 2027 Semester)

3. Part-Time International Students Enrollment Availability

Limited

4. Courses and Credits Available

(1) In addition to Regular Undergraduate Courses, Japanese Language, Japanese Affairs, and Japan Study Courses are available for part-time international students.

a Regular Undergraduate Courses
Part-time international students may take regular undergraduate courses according to their interest and expertise.
※Regular Undergraduate Courses require, at minimum, a Japanese language proficiency of JLPT N2 or equivalent at the time of application.
※Please note that enrollment in certain courses is restricted (refer to Appendix 2).

b Japanese Language Courses
Enrollment in Japanese Language courses must be in accordance with the results of the Japanese language placement test taken at the beginning of the semester.

c Japanese Affairs / Japan Study Courses
Several courses teaching about different aspects of Japan, including society, culture, history, etc., are offered in Japanese or English.

(2) Part-time international students may only enroll in courses in which commencement is confirmed. Please note that certain courses (i.e., practicum, skills training courses) may be restricted to undergraduate students ahead of course registration.

(3) A course may be cancelled if there are a total of 10 or fewer registered students.

(4) While there are no restrictions on the number of courses or credits that can be taken, part-time international students are required to take at least 7 courses (10 hours per week) at TU as part of the requirement to obtain a student visa for studying at a Japanese university.

5. Preliminary Consultation

(1) Preliminary consultation is required prior to application to confirm if the applicant’s academic goals can be achieved through the part-time international student program.
Please contact the International Exchange and Language Learning Center by e-mail (intlco@tokiwa.ac.jp).

(2) Preliminary consultation will be conducted online by a member of the International Center Committee and a faculty member in charge of international student courses.
Additional interviews will be conducted with the two faculty members requested for letters of recommendation (see "9. Application Documents") to confirm the applicant's academic background and demeanor.

6. Eligibility

Applicants must meet the following requirements to apply:

(1) Fulfill any one of the following:
   a. Have graduated from high school or secondary school
   b. Have completed 12 years of regular school education
   c. Have been recognized as having academic abilities equivalent or superior to those of high school graduates in accordance with the provisions of Article 150 of School Education Law Enforcement Regulations of Japan
   d. Is recognized as having academic abilities equivalent or superior to that of a high school graduate by TU's individual screening of admission qualifications, and is 18 years of age or older at the time of enrollment

(2) Ongoing Enrollment
Applicants must be currently enrolled in an undergraduate program, graduate program, other institution of higher education that has the right to confer degrees or titles, or other educational institution recognized by TU as equivalent to such an institution*.
Applicants must have the intention to graduate or complete their studies at their home institution.
*The above educational institutions must be located outside of Japan.

(3) Preliminary Consultation:
Any applications without preliminary consultation will not be accepted. Applicants must request a preliminary consultation within the designated period (see. "7. Selection Process and Schedule").

(4) Applicants must have the prerequisite Japanese language ability to study at TU as a part-time international student (see Appendix 1).

(5) Applicants must be able to cover the necessary tuition and living expenses to study at TU.

(6) Applicants must be 18 years of age or older at the time of enrollment

(7) Applicants must be able to obtain or renew a student visa under the Immigration Control and Refugee Recognition Act of Japan, which allows them to study at TU as a part-time international student and to continue their studies in Japan.
(*)The International Exchange and Language Learning Center of TU will apply for a Certificate of Eligibility on applicants' behalf. However, TU will not be held responsible for any failure to obtain a Certificate of Eligibility.

7. Selection Process and Schedule

(1) Selection Process
Selection is determined based on application documents and online interview.

(2) Announcement of Application Results
Notification of application results will be sent to the applicant's e-mail address.

(3) Schedule

| Item | Date |
|---|---|
| Preliminary Consultation Period | Aug. 10 to Oct. 2, 2026 |
| Period for Remitting the Selection Fee | Until Oct. 14, 2026 |
| Application Period | Oct. 16 to Nov. 5, 2026 |
| Screening Period | Nov. 9 to Dec. 2, 2026 |

| | |
|---|---|
| Announcement of Application Results | Dec. 11, 2026 |
| Application for Certificate of Eligibility | Early Jan. 2027 |
| Remittance of Tuition Fee | 1 week after issuance of Certificate of Eligibility (COE) |
| Delivery of Certificate of Eligibility (*2) | Early March 2027 |
| Student Visa Application and Acquisition at Local Japanese Embassy or Consulate | Mid-March 2027 |
| International Hall Move-in Period (*1) | Apr. 1 or 2, 2027 |
| Enrollment Procedure Date | Apr. 1, 2027 |
| Orientation (*3) | Apr. 5, 2027 |

The above dates and times are based in Japan.

Saturdays, Sundays, Japanese national holidays, and other dates that TU is closed are excluded.

【Notes on Schedule】

(*1) The International Hall dormitory move-in period is restricted to the days listed above. You may not move in before this period.

(*2) The Certificate of Eligibility (COE) will not be sent until payment of tuition and other fees has been finalized. Admission may be cancelled if TU cannot confirm payment by the deadline.

(*3) TU's International Exchange and Language Learning Center must be notified in advance if one cannot attend the orientation due to any unavoidable circumstances.

8. How to Apply

(1) Application Documents

a. The application documents are attached to the application guidelines. Please refer to "9. Application Documents" and use the appropriate documents.

(2) Selection Fee

a. The selection fee is 10,000 Japanese yen.
b. The selection fee may not be refunded for any reason whatsoever.
c. The selection fee must be remitted in Japanese yen to the designated bank account in advance.

【Designated Account】 Joyo Bank, Head Office
Savings Account No. 1967640
Account name: Tokiwa University

(3) How to Submit the Application Documents

Scan and send finalized PDF copies of all required documents to the following email:

【Submission Address】 Tokiwa University
International Exchange and Language Learning Center
E-mail address: intlco@tokiwa.ac.jp

9. Application Documents

(1) Application form (form provided)
(2) Certificate of Enrollment from applicant's educational institution
(3) Transcript from applicant's educational institution
(4) Letters of Recommendation from two (2) mentors or academic advisors,
(5) Certificate of Health (form provided)
(6) Proof of Japanese Language Proficiency (see "Appendix 1")
(7) Statement of Commitment (form provided)
(8) Required information for Certificate of Eligibility (form provided)
(9) Full-sized, high resolution copy of applicant's passport page with picture and passport number
(10) Bank statement of applicants' financial sponsor

(11) Statement of Financial Support (form provided)
*This MUST be filled out by the account holder of the bank statement. If applicants are the account holder—or in other words, applicants plan to financially support themselves—they must fill out the form for themselves.)
*“Living Expenses” should be estimated at 80,000 yen per month (approx. 320,000 yen for 4 months) as of July 2026. Please ensure this document is written in pen and without using correction tape or fluid—please re-write a using a new copy if there are any errors.
(12) Photograph {upper body, front view, 4cm (length) x 3cm (width), taken within the last 3 months}

【Note on application documents】
The application documents must be submitted in Japanese or English. If it is not possible to submit the documents in Japanese or English, they must be translated from the original language into Japanese or English with a proof of translation provided.

10. Orientation
Part-time international students must attend orientation and undertake post-admission procedures.

11. Tuition and Other Fees
(1) Selection fee: 10,000 yen
(2) Registration fee: 10,000 yen
(3) Handling fee for part-time international students: actual expenses (*)
(4) Course fees:
15,000 yen per unit of lecture and seminar
30,000 yen per unit for practicum, skills training courses, etc.
Additional expenses for practicum, skills training courses, etc. will be collected separately.
Example of the first year of enrollment taking 7 courses (14 credits: lectures and seminars):
Selection fee: 10,000 yen
Registration fee: 10,000 yen
Tuition: 210,000 yen (15,000 yen x 14 credits) = total of 230,000yen
* In addition to the above, an additional handling fee will be collected from part-time international students.

(Notes)
(1) The above fees must be paid by the designated date.
(2) Payments already made will not be refunded. However, if a course is cancelled due to TU’s circumstances, the tuition for the corresponding course will be refunded.

12. Period of Enrollment
(1) The period of enrollment for part-time international students is one year or less.
(2) During each term of enrollment, part-time international students must obtain permission from the respective faculty of the courses they wish to take and submit an "Application for Course Enrollment".

13. Post-Enrollment Precautions and Notices
(1) The faculty to which part-time international students belong can be any one of the Faculties listed in "1. Faculties Open to Enrollment”.
(2) Regardless of which faculty part-time international students belong to, they may take courses offered by the Faculty of Human Sciences (except the Department of Health and Nutrition) and the Faculty of Management and Administration (excluding courses with specific enrollment restrictions).

(3) Part-time international students must follow the rules and regulations that apply to regular students at TU unless special exceptions must be made beforehand.
(4) Approval of the course instructor is required to enroll in their courses. In some cases, part-time international students may not be allowed to take the classes they desire.
(5) Transcripts will be issued to part-time international students that wish to receive proof of their credit acquisition.
(6) After submitting the "Registration Form for Part-Time International Students" given during orientation, a student ID card will be issued. Part-time international students must always carry their student ID card and must present it when requested by TU's faculty or staff members.
(7) Part-time international students may use the Media and Information Technology Center (Library) and other on-campus facilities. Some facilities require a separate registration procedure prior to use. Details will be explained at orientation.
(8) If one's student visa is revoked or cannot be renewed after enrollment, the part-time international student must inform the International Exchange and Language Learning Center of TU immediately.
(9) Part-time international students must return to their home country as soon as possible after the completion of their courses.

14. Accommodation in Japan

(1) Part-time international students must stay in the International Hall dormitory during their enrollment period where they can enjoy the following conveniences:
   a. Less than a 5 minute-walk to the campus.
   b. Dormitory-wide WiFi internet access.
   c. An air-conditioned suite consisting of 3 bedrooms, a shared living room, a shared shower and a toilet. Within the living room, there is a kitchenette with a refrigerator. Additionally, there is a large kitchen and a common dining room available to all residents.
   d. A dorm manager.
   e. Use of the gym/weight room on campus by reservation.
(2) The following fees* apply for staying at the International Hall.
   a. Initial fee: One-time fee of 10,000 yen
   b. Boarding fee: Monthly fee of 25,000 yen

   These expenses must be paid in a lump sum at the time of move-in (if you are staying from April to August, you will need to pay 10,000 yen for the initial fee and 125,000 yen for the boarding fee (25,000 yen x 5 months), for a total of 135,000 yen).

   *Listed fees are as of July 2026. Both the one-time fee and monthly fees are subject to change by April 2027.
(3) In principle, the initial fee and boarding fees paid will not be refunded regardless of withdrawal from the International Hall or returning to one's home country during the enrollment period.

15. Obligations and Scholarships for Part-time International Students

(1) Part-time international students are prohibited from working to receive money and/or goods.
(2) Part-time international students are strongly encouraged to participate in various international exchange activities conducted by TU (e.g., foreign language conversation program for TU's students, Teaching Assistant activities, etc.).
(3) Part-time international students that participate in the activities listed in (2) may receive a scholarship of 10,000 yen per month, up to 40,000 yen per semester.

16. Other Expenses

In addition to the fees listed above, part-time international students are responsible for the following expenses:

(1) Airfare and Transportation

Part-time international students are required to arrange and pay for their trip to and from Japan and Tokiwa University.

(2) Additional Expenses Incurred by Courses

Part-time international students must bear all expenses related to course experiments, practical training, skills training, field trips, excursions etc., required for any individual course.

(3) Overseas Travel Insurance

Part-time international students are responsible for purchasing and paying for their own overseas travel insurance (TU will not pay for any medical expenses related to injuries or illnesses of part-time international students).

(4) Other Insurance

In addition to Overseas Travel Insurance (3), all part-time international students are required to enroll in and pay the expenses for the following insurance plans:

① National Health Insurance (NHI) – **approx. 2,000 yen per calendar month**

All part-time international students will be enrolled in Japan's National Health Insurance (NHI) upon arriving in Japan for the entire period of their stay. The NHI covers 70% of the fees for medical visits and treatment of injury or illness.

② Student Insurance for Injuries from Accidents with Liability Insurance – **1,340 yen per year**

All TU students are required to enroll in this insurance plan. This insurance covers injuries sustained in class and while commuting to the campus, as well as injuries and property damage sustained by third parties.

③ Comprehensive Insurance for International Students – **11,500 yen per year**

All part-time international students studying at TU are required to enroll in this insurance plan. In principle, this insurance returns all medical costs related to injuries and illness that occur while enrolled at TU (outside of class or while commuting to the campus). Additionally, up to 3 million yen in rescuer's expenses will be covered.

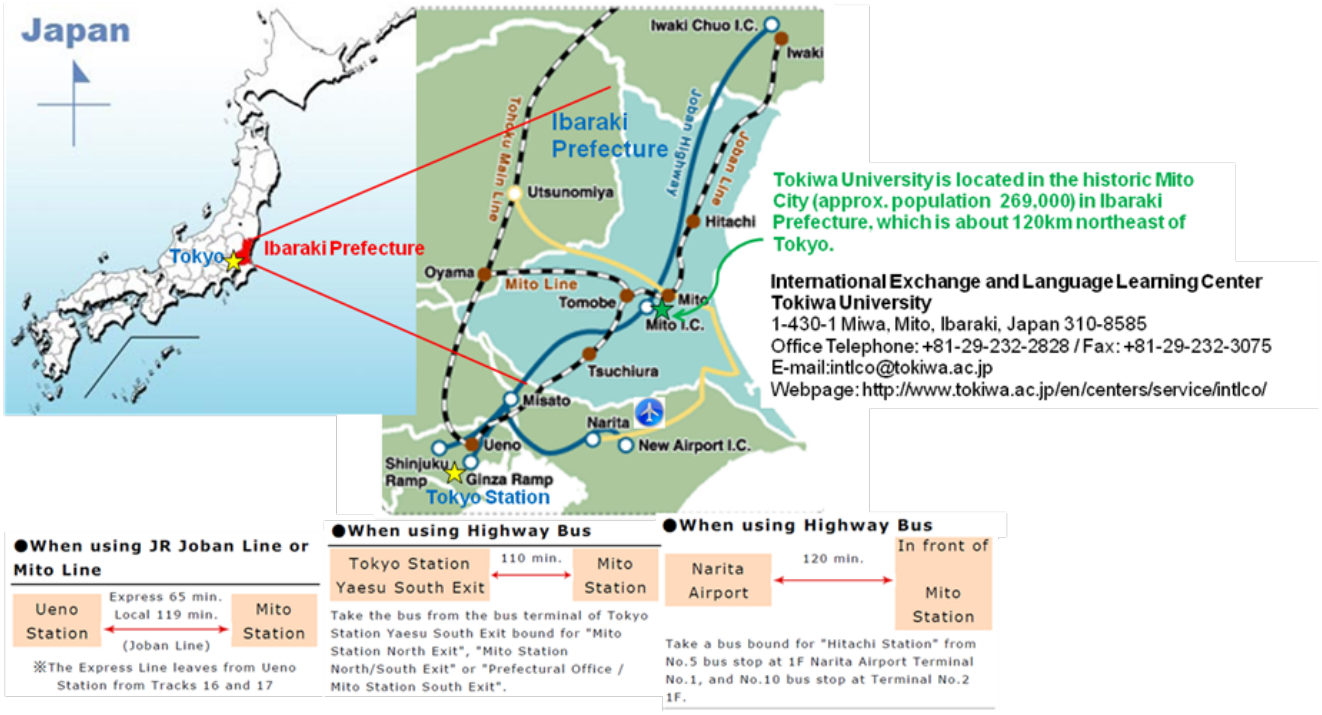
<Appendix 1>

Spring semester applicants must have the following Japanese language proficiency level to enroll in regular undergraduate courses at TU.

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|---|
| Japanese Language Proficiency Test (JLPT; administered by the Japan Educational Exchanges and Services, and the Japan Foundation) N1 or N2 certification, or equivalent Japanese language proficiency.<br>Please note that JLPT candidates must submit a "Japanese Language Proficiency Test (JLPT) Certificate of Results". If the test was taken on or after December 2025, the certificate must indicate B2 or C1. |

In addition to the above, other tests and scores that prove Japanese language proficiency may also be accepted. Such cases require applicants to inform TU during preliminary consultation.

< Tokiwa University Location Map >




【Contact Info for Inquiries】
Tokiwa University
International Exchange and Language Learning Center
1-430-1, Miwa, Mito-shi, Ibaraki-ken, Japan
TEL: 029-232-2828
E-mail: intlco@tokiwa.ac.jp

## Appendix 2 List of excluded Elective Courses for the 2027 Academic Year

In principle, part-time students and part-time international students may not enroll in the following courses.

※ Please note that this course list is subject to change, and will be finalized by November.

【Tokiwa University】

All Faculties

| | |
|---|---|
| Liberal Arts Courses | Basic Seminar of Web Design<br>Basic Seminar of Graphic Design<br>Health and Sports A・B |
| Language Courses | English Ⅰ・Ⅱ・Ⅲ・Ⅳ・Ⅴ・Ⅵ |
| University-wide General Education Courses | Study Skills Ⅰ・Ⅱ　　Introduction to Statistics<br>Computer Literacy Ⅰ・Ⅱ　　Computer Literacy<br>Career Design for University Students<br>Short-term Study Abroad A・B・C |
| Glocal Education | Local Culture Studies A・B・C<br>Community Studies A・B・C |

Faculty of Human Sciences

| | |
|---|---|
| Department of Psychology | Psychology Experiments Ⅰ・Ⅱ<br>Experimental Practicum in Basic and Applied Psychology<br>Experimental Practicum in Clinical Psychology<br>Practical Training in Psychology |
| Department of Education<br>Department-wide Shared Coursework | Care Work Experience<br>School Internship A・B・C<br>Teaching Practicum in Primary and Secondary Education |
| Primary Education Course | Practical Elementary Music Skills Ⅰ・Ⅱ<br>Elementary Physical Education<br>Teaching Practicum in Primary Education |
| Secondary Education Course | Teaching Practicum in Secondary Education |
| Department of Contemporary Social Studies | Practical Social Research |
| Department of Communication | Communication Practicum<br>Teaching Practicum for Japanese Language |
| All Departments of the Faculty of Human Sciences | Seminar Ⅰ・Ⅱ　　Graduation Thesis Ⅰ・Ⅱ |

Faculty of Management and Administration

| | |
|---|---|
| Faculty-wide Shared Coursework | Introduction to Management and Administration |
| Department of Management | Career Development　　Basic Business Seminar<br>Advanced Business Seminar　　Business ICT Seminar<br>Introduction to Secretarial Studies |
| Department of Law and Administration | Introduction to Law and Administration<br>Seminar for Legal and Administrative Practice Ⅰ・Ⅱ・Ⅲ |

| | |
|---|---|
| | Seminar for Social Safety Policy Ⅰ・Ⅱ・Ⅲ |
| Department of Policy Management | Introduction to Policy Studies<br>Introduction to Policy Management<br>Introduction to Fieldwork<br>Fieldwork A・B　　Community Design<br>Environmental Geography　　Digital Preservation Practicum |
| Curriculum prior to 2023 | Seminar for Policy Management: Politics and Public Management<br>Seminar for Policy Management: Economics and Management<br>Physical Geography I |
| All Departments of the Faculty of Management and Administration | Introduction to Seminar　　Seminar Ⅰ・Ⅱ<br>Graduation Thesis Ⅰ・Ⅱ・Ⅲ |