

Tokyo University of Foreign Studies

**Doctoral Program
Graduate School of Global Studies**

**October 2019
Admission Information**

**Doctoral Program in Global Studies
Doctoral Program in Japan Studies**

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Contact Information

Global Admissions Office (GAO), Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
TEL: 042-330-5179 (within Japan) / +81-42-330-5179 (outside Japan)
Office Hours: Monday to Friday, 10:00-12:00 and 13:00-16:00
(excluding national holidays and TUFS administrative summer and winter breaks)

Contact by E-mail:

Access the link below or scan the QR code and send your inquiry.
<https://business.form-mailer.jp/fms/4d86a3f475605>

The applicant himself/herself shall contact the GAO for inquiry.



Doctoral Program, Graduate School of Global Studies

[Admission Policy]

In order to be admitted and study in the TUFS Doctoral Program, Graduate School of Global Studies, applicants are expected to have acquired adequate basic knowledge in fields of study related to the diverse languages, cultures, and societies of the world and those that deal with global problems across regions. Applicants are also expected to have the ability to conduct interdisciplinary and cross-sectoral research, think flexibly, and possess the strong awareness of issues required to tackle the various problems arising in the globalized world.

In the entrance examination for October admission, applicants will present their ability, aptitude, and passion for conducting research based on their thesis and research proposal. Those who are interested in Peace and Conflict Studies and those who reside outside Japan and are employed as a regular employee at a governmental institution or an international organization of any country including Japan at the time of application are welcome to apply for October admission for the Doctoral Program in Global Studies.

1. Intake

Graduate School of Global Studies	April Admission	October Admission	Total
Doctoral Program in Global Studies	22	5	27
Doctoral Program in Japan Studies	9	1	10
Joint Doctoral Program for Sustainability Research	2	1	3

*The Joint Doctoral Program for Sustainability Research is scheduled to be established in April 2019.

Refer to the following website for more details. <http://www.tufs-tuat-uec.jp/>

2. Eligibility

Applicants must meet one of the following conditions. Those who wish to apply for the Doctoral Program in Global Studies must also check 3. October Admission for the Doctoral Program in Global Studies.

- (1) Those who have obtained or are expected to obtain a master's or a professional degree by September 30, 2019
- (2) Those who have obtained or are expected to obtain a master's degree according to Article 104, Clause 4 of the School Education Act of Japan by September 30, 2019 (Note 1)
- (3) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree at an educational institution outside Japan by September 30, 2019
- (4) Those who have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by September 30, 2019 within Japan through correspondence courses offered by a foreign educational institution
- (5) Those who have completed or are expected to complete a course and have obtained or are expected to obtain a degree equivalent to a master's or a professional degree by September 30, 2019 at a foreign educational institution in Japan, which is recognized to have graduate courses according to the educational system of that country and specifically designated by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT)
- (6) Those who have completed or are expected to complete a course offered by the United Nations University and have obtained or are expected to obtain a degree equivalent to a master's degree by September 30, 2019
- (7) Those designated as eligible by the MEXT (Note 2)
- (8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFS as having the academic ability equivalent to or higher than a master's or a professional degree holder and will be aged 24 or older by September 30, 2019 (Note 3)

(Note 1) Those who have been awarded or are expected to be awarded a master's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構)

(Note 2) In Eligibility (7), “those designated as eligible by the MEXT” are persons who meet one of the following conditions. See also, “Supplemental Information.”

1. Those who have engaged in research at a university or a research institution for a minimum of two years after graduating from a university, and approved by the Graduate School of TUFS based on their achievement as having the academic ability equivalent to or higher than a master's degree holder

2. Those who have engaged in research at a university or a research institution for a minimum of two years after completing 16 years of school education outside Japan, or after completing 16 years of

school education within Japan through correspondence courses offered by a foreign educational institution, and approved by the Graduate School of TUFS based on their achievement as having the academic ability equivalent to or higher than a master's degree holder

(Note 3) In Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a university, a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a master's degree.” If you wish to apply under Eligibility (8), you need to submit the following items to the Global Admissions Office (GAO) via e-mail before Friday, March 29, 2019 and request for an individual eligibility check.

- A) Request Form for Eligibility Check 出願資格認定申請書 (Form provided)
- B) Eligibility Check Form 入学試験出願資格認定審査調書 (Form provided)
- C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean)
- D) An academic paper that can be considered equivalent to a master's thesis
- E) Other documents requested by TUFS

Supplemental Information

- For Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学(大学院相当)日本校). [MEXT] http://www.mext.go.jp/a_menu/koutou/shikaku/07111317/001.htm
- Under Eligibility (7) and (8) requirements, those approved as “having the academic ability equivalent to or higher than a master's or a professional degree holder” are persons who have scholarly achievements such as publishing academic papers and books considered equivalent to or superior to a master's thesis.
- If you wish to apply under Eligibility (7), you need to request an individual eligibility check prior to your application. Please submit the following items to the Global Admissions Office (GAO) via e-mail before Friday, March 29, 2019.
 - A) Request Form for Eligibility Check 出願資格認定申請書 (Form provided)
 - B) Eligibility Check Form 入学試験出願資格認定審査調書 (Form provided)
 - C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean)
 - D) Document(s) presenting research achievements
 - E) Other documents requested by TUFS
- Those who would like to check their eligibility under Eligibility (7) or (8) must contact the GAO via e-mail for an individual eligibility check. Note that the deadline of the individual eligibility check is Friday, March 29, 2019. It is highly recommended to contact the GAO well in advance.

3. October Admission for the Doctoral Program in Global Studies

Applicants for October Admission for the Doctoral Program in Global Studies must meet 2. Eligibility and one of the following conditions:

- ① Those who are applying for Peace and Conflict Studies (PCS). Professors in PCS are Prof. Kenji Isezaki, Prof. Yasuyuki Matsunaga, and Prof. Hideaki Shinoda.
- ② Those who reside outside Japan and are employed as a regular employee at a governmental institution or an international organization of any country including Japan at the time of application.
- ③ Those designated as eligible as a result of an individual eligibility check by the Dean of the Graduate School of Global Studies of TUFS

*Those who wish to apply under ③ must submit an abstract of their research proposal and a resume to GAO via e-mail.

4. Application Procedure

Precautions on Application Procedure

Applicants must follow instructions in preparing their application.	
(1)	Applicants must submit all of the required application documents as one packet to the Admissions Office of TUFS (refer to (2) Where to Submit Your Application) by the designated deadline.
(2)	Submission of an application after the application deadline is not acceptable under any circumstances. Applicants are not allowed to change the Studies of their choice once their applications have been accepted.
(3)	Documents will not be returned once application has been accepted. Application fee is not refundable once application has been accepted.
(4)	The various certificates indicated in (3)-1 Application Documents must be original copies issued by the graduate school an applicant attended/is attending or a true (certified) copy of the original issued by the graduate school or a public institution, such as an embassy or a notary public. In cases where school-issued certificates are only available online, consult with the Admissions Office.
(5)	In case the original certificates are issued in a language other than Japanese, English, or Chinese, you must attach a Japanese or an English translation of the original certified and stamped/signed by your graduate school or a public institution. <u>TUFS does not provide the service to verify translated documents.</u>
(6)	<p>The TUFS Admissions Office issues a certified copy of original certificates. Follow the instructions below when you request the service.</p> <p>Contact the Admissions Office in advance. Bring or mail your original certificates to the Admissions Office.</p> <p>If you mail the original document, please include a self-addressed envelope and affix sufficient stamps for Japanese registered post. You must write down a Japanese address on the self-addressed envelope, and the envelope must be big enough to contain all the documents. Make sure to attach a memo indicating your own or your representative's contact information (telephone number, etc.) in case we need to reach you regarding your request.</p> <p>The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Friday, March 1, 2019 to Friday, May 10, 2019.</p> <p>*A certified copy will be given to the applicant in a sealed envelope. Do not open the envelope, and submit it as it is.</p> <p>*If you are requesting this service by post during the application period when sending in other application documents at the same time and you need to have the original certificates returned, attach a memo indicating this.</p>
(7)	Do not attempt to fill out your application form at the counter of the Admissions Office at the last minute. Should you have any questions concerning how to fill out the form, contact the Admissions Office in advance.
(8)	Even if you have submitted the same application documents to TUFS in the past, you are required to prepare and submit a new set of documents.
(9)	You are not allowed to simultaneously apply for the Doctoral Program and the Joint Doctoral Program for Sustainability Research.

Applicants must contact the Global Admissions Office (GAO) via e-mail prior to submitting their application **in** order to check their eligibility. (See “Contact Information” on the page of Table of Contents.)

Applicants must submit all the required application documents as one packet to the address indicated in (2) Where to Submit Your Application by the designated deadline. Application documents submitted as an e-mail attachment will not be accepted.

Please note that application documents, once submitted, will not be returned for any reason. Take utmost care in submitting your academic certificates. If you need to keep the original, you must submit a true copy of such certificates.

Applicants whose application has been accepted will be provided an Application Number and the schedule of the oral examination.

(1) Application Period

From Friday, March 1, 2019 to Friday, May 10, 2019, excluding weekends and national holidays

- Submit in Person

Weekdays 10:00-12:00 and 13:00-16:00

*It takes some time to check your application, so please do not wait until the last minute to come to the Admissions Office with your application.

*We will not accept any applications from persons arriving at the Admissions Office after 16:00 on the last day of the application period.

- Submit by Post

Send your application packet by registered postal mail or courier service (Japanese registered post, DHL, FedEx, EMS, etc.) so that you can ensure the delivery. Your application packet must be delivered within the application period. Your application must arrive at the Admissions Office before the deadline.

*We strongly suggest you should arrange to have your application packet arrive at the Admissions Office before Thursday, May 9, 2019.

*We will not accept any applications that arrive on or after May 11, 2019.

(2) Where to Submit Your Application

Admissions Office, Tokyo University of Foreign Studies
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
+81-(0)42-330-5179

(3)-1 Application Documents

Prepare the following application documents. Items with ★ are available on our website. Download the forms and print them double-sided on A4 size paper (210mm by 297mm). Make sure to check Precautions on Application Procedure, items 4), 5), and 6) on the previous page when preparing certificates.

	Documents	Details
<input type="checkbox"/>	★Application Form	<ul style="list-style-type: none"> - Applicants must choose one Studies. They are not allowed to apply for multiple Studies within the TUFS Doctoral Program. - Paste a photograph (4cm long by 3cm wide, upper body, face front, no hat, and taken within three months before the application). - Do not edit your photograph. The person in the picture should look the same as the person who appears in the examination.
<input type="checkbox"/>	Photograph	<ul style="list-style-type: none"> - Provide two identical photographs. Paste one on the Application Form, and submit the other as it is. <p>*Write your name on the back of the photographs.</p>

	<input type="checkbox"/>	Application Fee (JPY 30,000)	<p>Make a payment by credit card. Please note that (1) applicants who are currently enrolled in the TUFS Master's Program, are expected to graduate in September 2019, and wish to continue to the Doctoral Program, as well as (2) recipients of the MEXT scholarship as of May 10, 2019 are exempted from the application fee payment.</p> <p>Access the TUFS e-apply website (http://e-apply.jp/e/tufs-admission). Choose "October Admission – Doctoral Program 30,000yen" and complete the required procedure. After completing the transaction, print out the "Payment Information" page (or a confirmation email) and attach it to the application form.</p> <p>*In any of the payment methods, <u>the handling charge for payment must be borne by applicants</u>. Please note that an application cannot be accepted if the amount received is below the Application Fee. *In case a representative is making a payment on behalf of an applicant, make sure to complete the transaction <u>under the applicant's name</u>. *In case you need to make a bank transfer by domestic or overseas remittance, contact GAO for more details.</p>
	<input type="checkbox"/>	Proof of MEXT Scholarship (If applicable)	Recipients of the MEXT scholarship as of May 10, 2019 must submit an original certificate that confirms the receipt of the MEXT scholarship.
	<input type="checkbox"/>	Research Proposal (4 copies)	<p>No. of copies of Research Proposal to be submitted: 4 (copies are accepted) Style: Use A4 size paper and keep the word count within 4,000 characters in Japanese or the equivalent volume if writing in a different language. Attach a front page on which your name, the program and Studies you are applying for, and the title of your research are written. In case the Research Proposal is written in a language other than Japanese or English, you must attach a Japanese or an English translation of the original in A4 size paper. The same requirement is applied for any quote written in a language other than Japanese or English. *For those applying for PCS, download the "★Research Proposal Form" from our website. Write your research proposal in English within fifteen pages (maximum 4,500 words).</p>
	Certificate	<input type="checkbox"/> Transcript	<ul style="list-style-type: none"> - The transcript(s) must list all the classes and grades that you have taken/been awarded from the first semester in the graduate school to the last or the most recent semester. - Applicants who have attended/transferred to another or multiple schools as a regular degree student must <u>submit transcripts from all of them</u>.
		<input type="checkbox"/> Certificate of (Expected) Graduation (Those applying under Eligibility (2) must refer to 5. Alternative to Certificate of (Expected) Graduation on page 7.)	<ul style="list-style-type: none"> - Applicants who have graduated from a graduate school in China must submit Verification Report of China Higher Education Qualification Certificate instead of a Certificate of Graduation. Check (3)-2 Applicants Who Have Graduated from a Graduate School in China. *Applicants who are expected to graduate from a graduate school in China must submit a Certificate of Expected Graduation issued by the graduate school in which they are currently enrolled. - Applicants who have already graduated from a graduate school must arrange with their school to submit <u>a Certificate of Graduation on which the name of the degree awarded is written</u>. - Check "Certificate of Degree" below.
		<input type="checkbox"/> Certificate of Degree	<ul style="list-style-type: none"> - For those who have already graduated from a graduate school, if the name of the degree you were awarded is not stated on the Certificate of Graduation, you must also submit a Certificate of Degree that specifies the name of the degree.

Those applying for PCS must also submit the following documents:		
<input type="checkbox"/>	★Personal Statement (4 copies)	<p>Download the “Personal Statement Form” from our website. Write your personal statement in English within three pages (maximum 1,000 words).</p> <p>Describe your academic, professional, and relevant personal experience related to PCS, the reason why you wish to study in Japan and in TUFS, and your plans after graduation. Be concrete and detailed.</p>
<input type="checkbox"/>	Evidence of English Proficiency (TOEFL, IELTS, or TOEIC)	<p>Applicants whose native language is not English are required to submit an official TOEFL, IELTS, or TOEIC (Listening & Reading) score. Please take the test if you haven’t taken it within the last two years and/or arrange the test score to arrive at TUFS before the application deadline.</p> <p>Native speakers of English and <u>non-native speakers of English who have obtained or are expected to obtain a degree from an English-based degree program at an institution of higher education (a university or higher)</u> are not required to submit a test score. However, <u>it must be clearly stated on a transcript, a certificate of (expected) graduation, or a separate certificate issued by the attended institution that the medium of instruction is/was entirely English for the said program.</u></p> <p><How to Submit Your English Test Score to TUFS></p> <p>TOEFL</p> <p>Arrange with the TOEFL center to send your “Official Score Report” directly to the TUFS Admissions Office. (Institution Code: 3059) Note: TOEFL ITP score and TOEFL Examinee Score Report are not acceptable.</p> <p>IELTS (Academy Module)</p> <p>(1) Arrange with the IELTS center to send your “Test Report Form” directly to the TUFS Admissions Office (TUFS is listed in IELTS organizations); or (2) Arrange with the IELTS center to send your “Test Report Form” to you and include it in your application packet.</p> <p>TOEIC (Listening & Reading)</p> <p>The TOEIC center sends an “Official Score Certificate” only to test takers. Receive your score and include it in your application packet.</p> <p>*We do not accept a printout from a website, a copy of the original test score, or any document that is not official.</p>
<input type="checkbox"/>	Two Letters of Recommendation	<p>Download the “★Letter of Recommendation – Cover Letter Form (1) and (2)” from our website. <u>At least one letter must be written by a current or former academic professor.</u> Respondents must complete a cover letter using the provided form and prepare a letter of recommendation on a separate sheet. They must sign by hand or stamp the letter of recommendation, enclose both the cover letter and the letter of recommendation in an envelope, seal the envelope, and sign across the seal. We do not accept e-signatures.</p> <p>They can either (1) return the envelope to the applicant or (2) forward the envelope to the TUFS Admissions Office via first class mail.</p>
<input type="checkbox"/>	Proof of Citizenship or Proof of Residence in Japan	<p><International Applicants Residing Outside Japan> A copy of your passport (the page(s) that show your photo, name, and passport number). Contact the GAO in advance if you do not have a passport.</p> <p><International Applicants Residing in Japan> A copy of your residence (<i>Zairyu</i>) card (both sides)</p> <p><Japanese Nationals> No need to submit any document</p>

<input type="checkbox"/>	Copy of One Academic or Professional Publication (Optional)	Submission is optional. You can submit one publication if you have conducted research in the field of PCS and have published an academic or a professional paper. In case the publication is written in a language other than English, you must attach an English translation or abstract of the original.
<input type="checkbox"/>	★ Application Checklist	Download the “Application Checklist” from our website. When all the items are ready and checked, sign the Checklist by hand, and fill out the date. Include it in your application packet. *Note that we do not accept incomplete applications even if everything is marked in the Checklist.

(3)-2 Applicants Who Have Graduated from a Graduate School in China

Applicants who have graduated from a graduate school in China must prepare certificates according to the following instructions.

	Documents	Details
<input type="checkbox"/>	Verification Report of China Higher Education Qualification Certificate (Required)	<p><i>[If obtaining the Report from the CHSI website in China]</i> Submit a printout of an English version of the “Online Verification Report of China Higher Education Qualification Certificate (HEQC)” issued by the China Higher Education Student Information (CHSI). *No need to submit the Certificate of Graduation issued by your graduate school.</p> <p><i>[If obtaining the Report from the CHSI Japan Office]</i> Submit an original English version of the Verification Report of HEQC. *No need to submit the Certificate of Graduation issued by your graduate school.</p>
<input type="checkbox"/>	Transcript (Substitution allowed)	Submit a transcript issued by the graduate school you have graduated from. The transcript can be substituted with an original English transcript issued by CHSI Japan Office or an original English Credential Report issued by the China Academic Degree & Graduate Education Development Center (CDGDC). The transcript must list all the classes and grades earned at the graduate school.
<input type="checkbox"/>	Certificate of Degree (Substitution allowed)	Submit a Certificate issued by the graduate school you have graduated from. The Certificate can be substituted with an original English Credential Report issued by CDGDC.

Refer to the websites of the abovementioned institutions for more details.

- CHSI (in China) <http://www.chsi.com.cn/>
- CHSI Japan Office (in Japan) <http://www.chsi.jp/>
- CDGDC (in China) <http://www.cdgdc.edu.cn/>

Note that all of the documents except for the Online Verification Report of HEQC must be an original document verified and stamped by the issuing institution and must be submitted along with other application documents before the application deadline. Copies are not acceptable. It may take time to obtain the documents, so please prepare ahead of time.

(4) Submission of a Thesis (All applicants)

Applicants must submit a thesis according to the following instructions. We will decline the applications from applicants who fail to submit their thesis during the designated period.

① Submission Period

Weekdays 10:00-12:00 and 13:00-16:00 from Friday, March 1, 2019 to Monday, June 3, 2019, excluding national holidays

② Where to Submit Your Thesis

Refer to “(2) Where to Submit Your Application.”

Thesis (4 copies)	Four copies of one (or more) major thesis whose length and quality should be equivalent to a master’s thesis In case the thesis is written in a language other than Japanese or English, you must attach a Japanese or an English translation or abstract of the original in A4 size paper. Attach a front page on which your Application Number (if you already know), your name, the program and Studies for which you are applying, and the title of your thesis are written.
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	<p>*Those applying for PCS must submit a thesis written in English. In case the thesis is written in a language other than English, you must attach an English translation or abstract of the original.</p> <p><u>Alternation of or addition to the thesis will not be allowed once it is submitted.</u></p>
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5. [For those applying under Eligibility (2)] Alternative to Certificate of (Expected) Graduation

Prepare the following documents instead of the Certificate of (Expected) Graduation.

	Required Documents
Applicants who have obtained a master's degree	Copy of a diploma or certificate of laureation
Applicants who are expected to obtain a master's degree (Note 1)	A certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 indicating that the applicant has applied for a master's degree 学位授与申請受理証明書

(Note 1) Persons who are expected to obtain a master's degree and who have passed the entrance examination for the Graduate School of TUFs but who fail to apply for or obtain a master's degree must immediately report this to TUFs. Those who fail to apply for or obtain a master's degree will lose their eligibility for admission and will not be allowed to matriculate.

[Point of Contact] Admissions Office, Tokyo University of Foreign Studies

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

TEL: +81-(0)42-330-5179 (Direct)

Office hours: 10:00-12:00 and 13:00-17:00, Monday through Friday (excluding national holidays)

6. Selection

Selection will be made based on the transcript, research proposal, thesis, and other submitted documents and the results of the entrance examination (oral).

(1) Entrance Examination (Written)

There is no written examination.

(2) Entrance Examination (Oral)

The date will be scheduled on one weekday between late May and early June 2019.

The oral examination will be conducted based on the submitted thesis and research proposal. For applicants who reside outside Japan, the exam will be conducted through an internet video call.

The date and time of the exam will be announced through e-mail after the application period is closed.

(3) Announcement of Results

Late June 2019

Application Numbers of successful applicants will be posted on our website. Details on the date and URL will be provided to the applicants by e-mail during the selection process.

We will not answer any inquiry on the results of the application over the phone or e-mail.

7. Entrance Procedure

(1) Period for the Entrance Procedure

Late July 2019

Details will be provided to successful applicants after the Announcement of Results. Successful applicants who fail to complete the entrance procedure during the designated period will not be allowed to matriculate. Successful applicants who reside outside Japan and cannot complete the entrance procedure in Japan during the designated period must submit a Pledge of Entrance by Friday, July 26, 2019, to promise their matriculation.

(2) Admission Fee

JPY 282,000

Please note that (1) successful applicants who are currently enrolled in the TUFs Master's Program, are expected to graduate in September 2019, and will continue to the Doctoral Program, as well as (2) recipients of the MEXT scholarship as of and after October 1, 2019 are exempted from the admission fee payment. Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of October 1, 2019, or later are responsible for payment of the admission fee.

(3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- Successful applicants who were expected to graduate from a graduate school at the time of application

but who fail to do so will not be allowed to matriculate even if they have completed the entrance procedure.

- The payment of JPY 267,900 tuition is due in April, and the same amount due in October.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- Successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
- Successful applicants who will continue to work or be enrolled in another school must submit a “Letter of Approval to be Enrolled in the TUFS Doctoral Program” issued by their employer or school president in any form of paper during the entrance procedure.
- Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the Student Exchange Division of TUFS immediately after they receive their Notice of Acceptance.
[Student Exchange Division] Tel: +81-(0)42-330-5184, E-mail: ryugakusei-kyouiku@tufs.ac.jp

8. Consultation with Physically Challenged Applicants

Applicants with a disability or developmental disorder, as specified in Article 22, Clause 3 of the Order for Enforcement of the School Education Act of Japan, who need special adjustment and support in accordance with the degree of their difficulty during the examination and after being admitted to TUFS must consult with the Admissions Office prior to their application.

In case an applicant has become in need of such care after the deadline, contact the Admissions Office immediately. (See “Contact Information” on the page of Table of Contents.)

*Physically challenged applicants who reside outside Japan shall contact GAO via e-mail.

(1) Consultation Period

Until Friday, April 26, 2019

(2) What to Submit

Prepare the following documents in any form of paper. Bring them to the Admissions Office or send them by registered postal mail, courier service, or via e-mail to the Admissions Office/GAO. We may request a meeting with the applicant or their representative at TUFS if needed.

(3) [Necessary Information and Documents]

- ① Applicant’s name, age, and gender
- ② Applicant’s address and phone number
- ③ Name of graduate school attended/attending, (expected) graduation date (year and month)
- ④ Choice of Studies in the Doctoral Program
- ⑤ Type and degree of disability or disorder
- ⑥ Care needed during the entrance examination
- ⑦ Care needed after being admitted to TUFS
- ⑧ Submit the following documents
 - Medical Certificate written by a doctor
 - Copy of a handbook for the people with physical disabilities, etc.

9. Handling of Personal Information

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows:

- Information provided by the applicants is used only for the purpose related to selection, admission, and enrollment.
- Information of successful applicants who have completed the entrance procedure is used only for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.

10. Applicants who are Currently English Teachers

We offer two intensive courses (4 credits) per academic year. This enables doctoral degree candidates in Language Education (English Language Education), who are concurrently English teachers, to stay employed and enrolled, take the required 12 credits, and complete the Doctoral Program within three years.

11. Extension of Study Period for Working Adults

While the standard duration of study for the TUFS Doctoral Program is three years, a special provision to extend the study period beyond three years may be granted to employed persons. Details will be provided in the entrance procedure documents.

12. Precautions

- (1) **If the information submitted is detected to be false or does not include facts that must be presented to TUFS, we have all the right to cancel the applicant's matriculation even after they have completed the entrance procedure.**
- (2) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment (form provided) to the Admissions Office by Monday, September 30, 2019. If they fail to submit the request form by the deadline, they will be registered in our university system, be required to make a tuition payment, and may be subject to face other problems. Make sure to submit the request form as soon as possible.

*Obtain the request form from the Admissions Office as soon as you decide to withdraw.