

Fact Sheet Tokyo University of Science (2024-25)

◆Contact Information

Name of Institution	Tokyo University of Science (TUS)
Coordinating Office	International Affairs Section
Mailing Address	1-3 Kagurazaka Shinjuku-ku Tokyo 162-8601
Phone Number	+81-3-5228-8726
Website	https://www.tus.ac.jp/en/

◆General Information

Qualification	<ul style="list-style-type: none"> • Graduate Students with Research Purpose ※ Students cannot be enrolled in Courses to transfer credit. ※ Official transcript will not be issued by TUS. • Students who are approved by supervisor in sending institution and TUS host supervisor.
Language	<ul style="list-style-type: none"> English or Japanese ※ Classes are fundamentally conducted in Japanese. ※ English can be used upon request in the laboratories and seminar lesson.
Length of Visit	1 month - 12 months
Accommodation	<ul style="list-style-type: none"> • TUS will provide you with the housing information near each Campus. • TUS is able to introduce University Dormitory only for students who will study at Noda Campus.
VISA Support	<ul style="list-style-type: none"> • TUS will support COE / VISA application. • Fee for supporting COE application will be covered by TUS.
Financial Support	Tuition waiver (based on MoU)
Application	Please find the more detailed information below.

◆Procedures from Nomination to the arrival in TUS

1. Nomination

- (1) Before the nomination letter is sent, mutual agreement is needed between the TUS professor and your university professor to exchange the student and supervise them during the exchange period. The mutual agreement is premised on being based on already established connections, such as prior joint research.

- (2) Nomination Letter should be sent to “the Director of the Center for Promotion of Internationalization of TUS” via email **4 months prior to the starting date of visit by the International Office of Sending University.**
- (3) **The letter of nomination must include the exact dates of the exchange visit, and the names of the TUS professors who agree to be their supervisors.**
- (4) **Following documents will be required via online application form:**
 - **A photocopy of the student’s passport**
 - **CV**
 - **Research plan**
 - **Official transcript or enrollment certificate**

2. Procedures after the Nomination

(1) Letter of Acceptance (LoA)

LoA will be sent to the Sending University and Nominated students a few month after the nomination.

(2-1) VISA Application (only for students who will stay in TUS more than 91 days)

- ① Nominated students will apply for Certificate of Eligibility (COE) to Japanese Immigration Bureau by the support of TUS and a Proxy of COE application. This step takes approximately 12 weeks. The detailed procedure and schedule will be sent to Nominated students from TUS soon after TUS has received the Nomination. Prompt responses from students are required. TUS covers the charge of proxy for COE application.
- ② Issued COE (original) will be sent to the home address of Nominated Students by Express Mail.
- ③ Nominated students will apply for student VISA with the COE at Japanese Embassy in their home country. It takes 1 week to obtain student VISA after application.
- ④ Nominated students must enter Japan with student VISA.

(2-2) VISA Application (only for students as Temporary Visitors)

Students with VISA Exemption : No procedures.

Students without VISA Exemption : Please consult it to the host supervisor.

(3) Accommodation

TUS is able to share the information regarding apartment, share house or guest house near each Campus. In addition, TUS is able to introduce University Dormitory only for students who will study at Noda Campus. Students must make a contract by themselves.

(4) Flight

Please make sure to purchase the air-ticket after you have obtained the visa.

(5) Insurance

- Japanese National Health Insurance (only for students staying more than 91 days)
Students must apply for this insurance after coming to Japan. It is an obligation for foreign visitors staying over 91 days in Japan.
- Travel Insurance
All nominated students must purchase Travel Insurance. Japanese National Health Insurance only covers the risk of own health problem or injury. In order to cover the other risks (ex. property damage for research facilities, lost articles, damage to other individuals) Travel Insurance is required. Since students who stay in Japan within 90 days are not protected by Japanese Health Insurance, Travel Insurance is the only way for short-term visitors to cover whole the risk.

◆ After arrival in TUS

(1) Student Registration

Filling out required information on the form at the department to issue the student ID

(2) Resident Registration at Municipal Office of own resident area (only for students staying more than 91 days).

(3) Registration to join Japanese National Health Insurance at Municipal Office of own resident area (only for students staying more than 91 days)

※ International Affairs Section of TUS will provide more detailed information regarding these procedures before the students' entry into Japan.