

2016 Admission
Tokyo Metropolitan University
Graduate School of Science and Engineering
Doctoral Program Enrollment of April

Read the guide to completing an application before sending in your application. Please make sure you send all required documents. Only successful applicants will be accepted as International Students and allowed to enroll in the doctoral program on 1 April 2016. These instructions represent a summary of the Japanese application booklet, which should be consulted for ultimate information.

1. Objective

The objective of the doctoral program is to foster creative researchers, educators, and engineers who can contribute to international research projects and to achieve medium- to long-term research goals.

2. Qualified applicants

A candidate considered for admission to Tokyo Metropolitan University shall:

- 2.1 hold a master's degree or obtain a master's degree by 31 March 2016;
- 2.2 hold the equivalent of master's degree from an accredited institution in countries other than Japan, or expect to receive such a degree by 31 March 2016;
- 2.3 have completed their formal education in countries other than Japan by taking a correspondence course in Japan and hold the equivalent of master's degree, or expect to receive such a degree by 31 March 2016;
- 2.4 have an academic ability equal to or surpassing that of students who hold master's degree, by individual screening according to the

requirements for admission.

Documents which establish the qualification of the applicant in category 2.4 should be submitted between 12 November 2015 to 19 November 2015

3. Application procedure

Applicants must contact their prospective supervisors in advance to discuss the topic of research.

3.1 Applicants are required to submit all of the following documents at the same time to the Office of the Graduate School of Science and Engineering of Tokyo Metropolitan University by the due date. Applications should be sent by registered express mail using the prescribed application envelope or submitted to the Office of the Graduate School of Science and Engineering.

3.1.1 Application form, examination admission card and photo card

- Use the prescribed double-sided forms from the Japanese application booklet.
- Write the names of the first and second choice research supervisor, referring to the home page of the relevant department if necessary.
- The photograph must show a full front view of face and shoulders squared to the camera. It must be taken within three months of the date of application and measure 30mm by 40mm.

3.1.2 Transcripts

- Only original transcripts issued by the appropriate department of the university will be accepted.

3.1.3 Certificate of graduation or expected graduation

- Only an original certificate issued by the appropriate department of your university or the Academic Dean will be accepted.

3.1.4 Master thesis or equivalent

- Abstract of the thesis is required, if the theses cannot be submitted by the due date. Successful applicants will be selected based on the interview, master's thesis (or its equivalent) and transcripts of the appropriate documents.

3.1.5 Fee payment

The application fee (30,000 yen) should be paid by the following alternative ways. The application fee is not refundable.

(1) By Credit card, Union pay or Alipay through the web site

<https://e-shiharai.net/english/>

- Click "Examination fee".
- Read "Terms of use and personal information management" and click "Agree" button if you agree with these terms.
- Click "Tokyo Metropolitan University".
- Follow the instruction described in the "School information" page.
- Enclose the printed "Result" page and a copy of the page in application envelope.

(2) By Bank transfer

- The fee should be paid to the specified Japanese bank using the transfer application fee payment form inserted in the Japanese application booklet.
- Additional bank fees must also be paid by the applicant. Note, that the bank transfer fee is not charged when payment is made at Mizuho Bank.
- Attach the payment slip with the bank's receipt stamp to the specified area of the application form.

3.1.6 Envelope

- Provide a self-addressed (Japanese address) return envelope with 362 yen stamp affixed.
- If applicants are not resident of Japan, the envelope is not required.

3.1.7 Application form for the visa support

Applicants who request support in obtaining visas for the enrollment procedure should submit the form.

3.1.8 Certificate of the government-sponsored scholarship recipient

Foreign students with Japanese government scholarship (with embassy recommendation or acceptance in Japan only) enrolled in other universities should submit one.

4 Admission examinations

- Successful applicants will be selected based on the interview, oral presentation of master's thesis (or its equivalent) and transcripts.
- Interviews will be conducted either in English or in Japanese.
- Misrepresentation of any facts regarding the application may result in disqualification.

5 Examination dates

5.1 Application period

- Mail: 4 January 2016 to 8 January 2016 (as indicated by the postmark on the envelope)
- Hand-in: 12 January 2016, 10:00 – 12:00 and 14:00 – 15:30 at Room 210, Building 8

5.2 Examination date

- 2 February 2016

5.3 Announcement of results

- 12 February 2016 at 2PM

5.4 Certificate of acceptance

Successful applicants will receive their acceptance certificates at the Office of the Graduate School of Science and Engineering during the following period:

- Dates: 12 February 2016 to 18 February 2016

- Time: 10:00 to 12:00 and 14:00 to 17:00 (Afternoon only for 12 February)

6. Enrollment procedure and fee

6.1 Enrollment procedure

Successful applicants are required to complete the enrollment procedure by 4 March 2016.

Admission will be cancelled if the procedure is not completed by the due date.

6.2 Enrollment fee

- Tokyo residents*: 141,000 yen (current rate)
- Residents from other cities: 282,000 yen (current rate)

* In order to be approved as a resident of Tokyo, it is necessary to obtain a Certificate of Registration from the ward office for the area of residence. It is optional to include the information that the certificate holder will continue to reside in Tokyo city after 1 April 2015. Therefore, when applying for the certificate, please ask for this information to be written on the certificate. If you plan to continue to reside in Tokyo after 1 April 2015, but at a different address, have the new address written on the certificate.

6.3 Annual tuition fee

- 520,800 yen (current rate)
- Payments should be made twice a year (late April and late October) by automatic remittance from your bank account. Half of the annual tuition fee (260,400 yen, current rate) should be paid each time.
- Tuition Exception Students may be eligible for exemption or reduction of tuition fee.

7. Personal information policy

Tokyo Metropolitan University treats personal information in compliance with Japanese law.

- 7.1 Personal information, such as names and addresses, as stated on the application form, will be used only for the entrance examination and admission procedure. Enrollment information will be used for the following purposes:
- university admission
 - student welfare (health care, career services, tuition exemption or reduction, scholarships, etc.)
 - tuition fee payment.
- 7.2 Individual examination results (with personal information deleted) may be used for future admissions planning and for statistical purposes.

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