

2024

Tokyo Metropolitan University

Graduate School of Science

[Doctoral Program]

International Student Special Selection

**Application Guidelines**

## <About the International Student Special Selection>

This International Student Special Selection is conducted for the purpose of allowing those who wish to enroll in the Graduate School of Science to have sufficient time to obtain a student visa and to arrange for accommodation, etc. after admission is permitted.

Please note that applicants of this selection are not eligible to apply for the Doctoral Program (October enrollment) whose entrance selection will take place on Monday, August 26, 2024.

### 1. Number of Students to Be Recruited

A few

### 2. Eligibility

An applicant must fulfill all the following conditions:

- (1) Possesses a nationality of non-Japanese and newly enter Japan as an international student.
- (2) Be either a person with an equivalent degree to a master's or professional degree (including a person with clear prospect of obtaining a master's or professional degree) or a person considered to have qualifications equivalent to or higher than a master's or professional degree based on an individual screening conducted by the Graduate School of Science, Tokyo Metropolitan University and has reached the age of 24 at the time of enrollment.
- (3) Be able to obtain a "college student" visa at the time of entry to Japan
- (4) Be mentally and physically sound to pursue coursework and research at the university
- (5) Has sufficient communication skills in Japanese or English for pursuing study and living in Japan.

\* Those who apply under the latter case of condition (2) must obtain a permission to apply from the Graduate School of Science beforehand. Submit all the designated eligibility screening documents (photo card and items C- G specified in "3. Application, (3) Materials for Submission") to a prospective supervisor of the Graduate School by Friday, February 16, 2024.

### 3. Application

Please make sure to receive a permission to apply from a prospective supervisor prior to application.

- (1) Application Period: Friday, April 5 to Monday, April 22, 2024  
(Applications must arrive on or before April 22, 2024.)
- (2) Address: Academic Affairs Section of Science, Graduate School of Science,  
Tokyo Metropolitan University  
1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397 Japan

### (3) Materials for Submission:

Materials	Notes
<b>A/</b> Application for Admission, Examination Admission Card, Photo Card	<ul style="list-style-type: none"><li>• Use the form prescribed by the Graduate School of Science (reverse side needs also to be filled in)</li><li>• In the designated space, attach a picture (4cm (H) x 3cm (W)) which shows your face and upper body without cap or head covering. It must be taken within three months prior to applying.</li><li>• Write your intended research topic (or topic of interest) in the space for research area on the application card.</li></ul>
<b>B/</b> Certification of (Prospective) Completion of Pre-doctoral Coursework	<ul style="list-style-type: none"><li>• Documentation issued by the President of your university.</li></ul>
<b>C/</b> Application Form (Form 1)	<ul style="list-style-type: none"><li>• Use the form prescribed by the Graduate School of Science and complete it in English or Japanese.</li><li>• Attach an outline of your master's thesis.</li></ul>
<b>D/</b> Recommendation Form (Form 2)	<ul style="list-style-type: none"><li>• Documentation written by the Supervisor of your university or by a person who can replace the Supervisor.</li><li>• Use the form prescribed by the Graduate School of Science. Complete it in English or Japanese.</li></ul>
<b>E/</b> Academic Transcript	<ul style="list-style-type: none"><li>• Documentation issued by the President of your university spanning from the first year of undergraduate until the most recent transcripts.</li></ul>
<b>F/</b> Research Achievements and Study Program (Form 3)	<ul style="list-style-type: none"><li>• Use the form prescribed by the Graduate School of Science and complete it in English or Japanese.</li></ul>
<b>G/</b> Passport Photocopy	<ul style="list-style-type: none"><li>• Cover page and the page on which your name and nationality are printed.</li></ul>
<b>H/</b> 2 pictures for a certificate	<ul style="list-style-type: none"><li>• Submit 2 pictures (4cm (H) x 3cm (W)) which show your face and upper body without cap or head covering. It must be taken within three months prior to applying.</li></ul>
<b>I/</b> Certificate for Fee Payment	<ul style="list-style-type: none"><li>• 30,000 yen (Entrance examination fee)</li><li>• The entrance examination fee will not be refunded for any reason once the application is processed.</li></ul>

## 4. Selection Method of Applicants

A successful applicant will be selected based on the results of the oral examination and upon the content of the documentation submitted.

(1) Selection Date: Designated date between Wednesday, May 1 and Wednesday, May 22, 2024

(2) Test Venue: Designated location

(3) Test Subjects: (Oral Exam) Questioning centered on your subject of specialization

\* Details (date, exam start time, test venue, etc.) will be notified later from the applicant's desired department.

## **5. Notice of Results**

Prospective date of mailing: Friday, June 14, 2024

## **6. Enrollment Date**

October 1, 2024

## **7. Enrollment Procedures**

The documents for enrollment procedures will be sent to successful applicants after the notice of results. Accepted students must complete the necessary procedures by the mid-September 2024.

## **8. Admission Fee, Tuition Fee, and Scholarship System**

(1) Admission fee:

282,000 yen (current rate)

- New Fee will be applied if revisions are made.

(2) Tuition fee

Annual tuition fee: 520,800 yen (current rate)

- Payments should be made twice a year (late October and late May) by automatic remittance from your bank account. Half of the annual tuition fee (260,400yen, current rate) should be paid each time.
- New fee will be applied if revisions are made in the fiscal year 2024.
- Tuition exemption/reduction system is available.

## **9. Opportunities for Teaching Experience**

There are schemes of teaching assistant, research assistant and support for travels to attend domestic and international academic conferences.

## **10. Long-term Study System**

This Graduate School has a system in place in which students may complete their course on a pre-planned basis in a certain period exceeding the standard period of study (3 years for the Doctoral Program) if they so desire, due to such circumstances as occupation, childbirth, childcare, nursing needs, and the like.

Students permitted to undertake long-term study will be required to pay in installments the total

amount of tuition fees that must be paid during the standard period of study over their permitted period of study.

<Qualification criteria>

Students who have difficulty completing their course within the standard period of study due to any of the following reasons:

- (1) Occupation as full-time employee
- (2) Childbirth, childcare, or nursing needs
- (3) Other reasons approved as special circumstances

\* For details, please contact Academic Affairs Section of Science, Graduate School of Science.  
([rikou.r@jmj.tmu.ac.jp](mailto:rikou.r@jmj.tmu.ac.jp))

## 11. Points to Remember

- (1) Applications are not accepted if submitted materials have flaws.
- (2) The entrance examination fee will not be refunded for any reason once the application is processed.
- (3) Applicants must bring their own examination admission card on the examination day.
- (4) Enrollment status will be revoked if any impropriety or fraud is discovered during the testing or the application procedures, even after enrollment has been offered.
- (5) Tokyo Metropolitan University has established the “Tokyo Public University Corporation Security Export Control Regulations” based on the “Foreign Exchange and Foreign Control Trade Law” and carries out strict screening from the perspective of providing technology and exporting goods when accepting international students. Please note that those falling under the regulated matters may not be admitted to the University or be restricted in the research activities they wish to do at the University.

For further information, please refer to the following website of the University’s Security Export Control.

<https://www.tmu.ac.jp/cooperation/compliance/exportcontrol.html> (Japanese only)

## 12. Payment of Application Fee

The entrance examination fee shall be paid by credit card, at convenience stores in Japan, or by other means through the designated secure on-the-web payment and settlement system. (The system will support payment in English and payment made within Japan and from abroad.)

Detailed payment procedure will be individually informed to applicants. Please contact Academic Affairs Section of Science ([rikou.r@jmj.tmu.ac.jp](mailto:rikou.r@jmj.tmu.ac.jp)) no later than Friday, April 5, 2024.

<Payment period>      Friday, April 5 to Monday, April 22, 2024 (scheduled)

## 13. Personal Information Policy

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

1. An individual’s personal information stated on the application form such as names and

addresses will be used only for the entrance examination and admission procedures. Personal information of accepted students will be also used for the purposes of (1) educational affairs (school register, educational guidance, etc.), (2) student support service (health care, career services, tuition exemption or reduction, scholarships application, etc.), and (3) clerical work for tuition fee payment.

2. Individual examination results (with personal information deleted) may be used for future admissions planning and for statistical purposes.

Further inquiries should be directed to the prospective supervisor or to the following email address: [rikou.r@jmj.tmu.ac.jp](mailto:rikou.r@jmj.tmu.ac.jp)

## 2024 International Student Application Form

### 2024 年度外国人学生特別選抜申請書

#### Tokyo Metropolitan University Graduate school of Science (Doctoral Program) Application Form

#### INSTRUCTIONS (記入上の注意)

1. The application should be typed if possible, or neatly handwritten in block letters. (明瞭に記入すること。)
2. Numbers should be in Arabic numerals. (数字は算用数字を用いること。)
3. Years should be written using the Anno Domini system. (年号はすべて西暦とすること。)
4. Proper nouns should be written in full and not abbreviated. (固有名詞はすべて正式な名称とし、一切省略しないこと。)

\* Personal data entered in this application will only be used for the following purposes: entrance examination, admission procedure, schooling matters, student services, and tuition fee payment.)

(本申請書に記載された個人情報については、入学者選抜及び入学手続を行うこと、及び入学後に教務関係、学生支援関係、授業料徴収に関する業務を行うために使用する。)

1 Name in full in native language \_\_\_\_\_  
(姓名 (自国語)) (Family name), (First name) (Middle name)

In Roman block capitals \_\_\_\_\_  
(ローマ字) (Family name), (First name) (Middle name)

2 Nationality \_\_\_\_\_  
(国籍)

3 Date of birth (生年月日)  
\_\_\_\_\_  
Year (年) Month (月) Day (日)

4 Present address, telephone number, and e-mail address  
(現住所及び電話、E-mail アドレス)  
Present address (現住所): \_\_\_\_\_  
Telephone number (電話番号): \_\_\_\_\_  
E-mail address (メールアドレス): \_\_\_\_\_

Paste a passport photograph taken within the past 6 months. Write your name and nationality in block letters on the back of the photo.  
(4.5cm×3.5cm photo)  
(写真(4.5cm×3.5cm))

\* If possible, provide an e-mail address which you will maintain prior to, during, and after your stay in Japan.

(可能な限り、渡日前～日本留学中～帰国後にわたり使い続けることが予想されるメールアドレスを記入すること。)

5 Field of specialization studied in the past (be as detailed and specific as possible.)  
(過去に専攻した専門分野 (できるだけ具体的に詳細に書くこと。))

## 6 Educational background (学歴)

	Name and Address of School (学校名及び所在地)	Year and Month of Entrance and Graduation (入学及び卒業年月)	Amount of time spent at the School (修学年数)	Diploma or Degree awarded, Major Subject (学位・資格, 専攻科目)
Elementary Education (初等教育)  Elementary School (小学校)	Name (学校名)  Location (所在地)	From (入学)  To (卒業)	Years (年)  and Months (月)	
Secondary Education (中等教育)  Lower Secondary School (中学)	Name (学校名)  Location (所在地)	From (入学)  To (卒業)	Years (年)  and Months (月)	
Upper Secondary School (高校)	Name (学校名)  Location (所在地)	From (入学)  To (卒業)	Years (年)  and Months (月)	
Higher Education (高等教育)  Undergraduate Level (大学)	Name (学校名)  Location (所在地)	From (入学)  To (卒業)	Years (年)  and Months (月)	
Graduate Level (大学院)	Name (学校名)  Location (所在地)	From (入学)  To (卒業)	Years (年)  and Months (月)	
Total years of schooling given above (以上を通算した全学校教育修学年数) as of October 1, 2024 (2024年10月1日現在)			Years (年)	

\* If the blank spaces above are not sufficient for the information required, please attach a separate sheet.

((注) 上欄に書ききれない場合には, 適当な別紙に記入して添付すること。)



7 State the titles or subjects of books and papers (including graduation thesis authored by the applicant) , if any, with the name and address of the publisher and the date of publication.

(著書、論文(卒業論文を含む。))があればその題名、出版社名、出版年月日、出版場所を記すこと。)

\* Please attach abstracts of those papers to this application.

((注) 論文の概要を添付のこと。)

8 Employment Record: Begin with the most recent employment, if applicable. (職歴)

Name and address of organization (勤務先及び所在地)	Period of employment (勤務期間)	Position (役職名)	Type of work (職務内容)
	From To		
	From To		

9 Japanese language proficiency: Evaluate your level and insert an X where appropriate in the following blank space.

(日本語能力を自己評価のうえ、該当欄に×印を記入すること。)

	Excellent (優)	Good (良)	Fair (可)	Poor (不可)
Reading (読む能力)				
Writing (書く能力)				
Speaking (話す能力)				

10 Foreign language proficiency: Evaluate your level and insert an X where appropriate in the following blank space.

(外国語能力を自己評価のうえ、該当欄に×印を記入すること。)

	Excellent (優)	Good (良)	Fair (可)	Poor (不可)
English (英語)				
<del>French (仏語)</del>				
<del>German (独語)</del>				
<del>Spanish (西語)</del>				

11 Person to be notified in applicant's home country in case of emergency:

(緊急の際の母国の連絡先)

i) Name in full:

(氏名) \_\_\_\_\_

ii) Address: with telephone number and e-mail address

(住所：電話番号、メールアドレスを記入のこと。)

Present address (現住所) :

\_\_\_\_\_

Telephone number (電話番号) :

\_\_\_\_\_

E-mail address (メールアドレス) :

\_\_\_\_\_

iii) Occupation:

(職 業) \_\_\_\_\_

iv) Relationship:

(本人との関係) \_\_\_\_\_

I understand and accept all guidelines of the 2024 International Student Special Selection, and hereby apply for this program.

(私は2024年度外国人学生特別選抜募集要項に記載されている事項をすべて了解して申請します。)

Date of application:

(申請年月日)

\_\_\_\_\_

Applicant's signature:

(申請者署名)

\_\_\_\_\_

Applicant's name

(in Roman block capitals) :

(申請者氏名)

\_\_\_\_\_

RECOMMENDATION FORM

推薦調書

Date 年月日 \_\_\_\_\_

Affiliation 所属 \_\_\_\_\_

Name 氏名 \_\_\_\_\_

Signature 署名 \_\_\_\_\_

I recommend the following applicant for the International Student Special Selection.

下記の者を、外国人学生特別選抜留学生として推薦いたします。

Name 氏 名	
Reason for recommendation (*to be completed by the applicant's supervisor or other relevant party) 推薦理由 (※指導教員等が記入してください。)	

## Research Achievements and Study Program

研究業績及び研究計画

Full name in native language

(姓名 (自国語))

(Family name)

(First name)

(Middle name)

Nationality

(国 籍)

### 1 Research Achievements (研究業績)

2 Specific, detailed study program in Japan (研究計画：詳細かつ具体的に記入すること。)