

2019

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, 2019.

### 1. Number of Students to Be Recruited

A few

### 2. Eligibility

An applicant must fulfill all of the following conditions:

- (1) Possesses a nationality other than Japan
- (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 the end of March, 2019.

### 3. Application

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

- (1) Application Period: Tuesday, April 9 to Tuesday, April 23, 2019  
(Applications must arrive on or before April 23, 2019.)
- (2) Address: Academic Affairs Section of Science, Academic and Student Affairs Division of Sciences, Administrative Affairs Department of TMU,  
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 Monday, May 27, 2019

(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 at a later date from the applicant's desired department.

## **5. Notice of Results**

Prospective date of mailing: Friday, June 14, 2019

## **6. Enrollment Date**

Monday, October 1, 2019

## **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, 2019.

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

(1) Admission fee:

Residents other than Tokyo: 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 April) by automatic remittance from your bank account. Half of the annual tuition fee (260,400 yen, current rate) should be paid each time.
- New fee will be applied if revisions are made in the fiscal year 2019.
- 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 of time 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, Academic and Student Affairs Division of Sciences, Administrative Affairs Department of TMU. (Tel: 042-677-1111 Ext. 3022)

## 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.

## 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 Tuesday, April 9, 2019.

<Payment period>      Tuesday, April 9 – Tuesday, April 23, 2019 (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)

2019年度 首都大学東京大学院 理学研究科(博士後期課程) 外国人学生特別選抜 Tokyo Metropolitan University Graduate School of Science and Engineering (Doctoral Program) Application Form 2019 International Student Special Selection  <b>受験票</b> Examination Admission Card	<b>※受験番号</b> *Examination No.	
	ふりがな	
	氏名 Full Name	

首都大・理・博後 2019 Tokyo Metropolitan University Science / Doctoral Program  <b>写真票</b> Photo Card		外国人学生特別選抜 International Student Special Selection	<b>写真貼付</b> <b>1. 最近3か月以内に撮影したもの</b> <b>2. 縦4cm×横3cm</b>  ATTACH PHOTO HERE 1. Photo taken within the past three months 2. Height 4cm x Width 3cm
<b>※受験番号</b> *Examination No.			
ふりがな			
氏名 Full Name			

首都大学東京大学院理学研究科 (博士後期課程) 入学願書  
Tokyo Metropolitan University Graduate School of Science (Doctoral Program) Application Form

2019年  
外国人学生特別選抜  
2019 International Student Special Selection

<b>※受験番号</b> *Examination No.		希望指導教員 Desired Supervisor	
志望 Desired Specialization	専攻 Specialization		
	分野番号 Field number		
氏名 Full Name	ふりがな	性別 Sex	男・女 Male / Female
	生 年 月 日 Date of Birth: (YYYY) (MM) (DD)	年齢 Age	才
国籍 Nationality			
現住所 Current Address	〒		
出身 Alma Mater	国立 National	大学大学院 University Graduate School	
	公立 Public	研究科 Graduate Course	
私立 Private	専攻 Major		
年 月 日 修了 (YYYY) (MM) (DD) completed			
修士論文 Master's Thesis Title			
	指導教員氏名 Supervisor Name		
連絡先 Contact	本人と速やかに連絡がとれる電話番号 Please provide a phone number by which you can be easily contacted.		
	(呼) 様方 (ask for)		
長期履修制度申請手続案内の郵送希望の有無 Extended Enrollment System		有 ・ 無 desire or not	

受験番号欄(※印)には記入しないこと。  
Do not fill in the box of \*Examination No.

- 1 この受験票は、口述試験の際、必ず携行呈示すること。  
忘れると受験できない。
  - 2 合格通知書および入学手続書類を受領の際には、受験票と引き換えになります。
1. You must have this examination admission card with you at the time of your oral examination.  
You will not be tested without it.
  2. Exchange your examination admission card for your written notice of acceptance and enrollment forms.

履 歴 書 Resume				
Full Name 氏名			Date of Birth 生年月日	年 月 日生 Date of Birth; (YYYY) (MM) (DD)
Section 区分	year	month	day	Particulars 事項
Educational History 学歴				高等学校卒業 High school graduation
Research Achievements 研究業績				
Employment History 職歴				
Rewards and Punishments 賞罰				
Notes 備考				

- 1 学歴は高等学校卒業から記入すること
  - 2 研究発表をしたことがあれば、研究業績欄に研究題名、研究機関、年月日等を記入すること。
1. Please write your educational history after graduation from high school.
  2. If you have presented research papers, please write the title, research organization, date, etc., of the research presented.

## 2019 International Student Application Form

### 2019 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))	_____	_____	_____	_____	(Sex) <input type="checkbox"/> Male (男) <input type="checkbox"/> Female (女)
		(Family name)	(First name)	(Middle name)		
	In Roman block capitals (ローマ字)	_____	_____	_____	_____	(Marital Status) <input type="checkbox"/> Single (未婚) <input type="checkbox"/> Married (既婚)
		(Family name)	(First name)	(Middle name)		

2 Nationality  
(国 籍) \_\_\_\_\_

3 Date of birth (生年月日)  
\_\_\_\_\_  
Year (年)    Month (月)    Day (日)    Age (as of October 1,2019) 年齢 (2019年10月1日現在)

4 Present address and telephone number, facsimile number, e-mail address  
(現住所及び電話、ファックス番号、E-mail アドレス)  
Present address (現住所): \_\_\_\_\_  
Telephone/facsimile number (電話番号/FAX 番号): \_\_\_\_\_  
E-mail address: \_\_\_\_\_

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 E-mail 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, 2019 (2019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)				
French (仏語)				
German (独語)				
Spanish (西語)				

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, facsimile number, e-mail address

(住所: 電話番号、ファックス番号及び E-mail アドレスを記入のこと。)

Present address (現住所): \_\_\_\_\_

Telephone/Facsimile number (電話番号/FAX 番号): \_\_\_\_\_

E-mail address: \_\_\_\_\_

iii) Occupation:

(職業) \_\_\_\_\_

iv) Relationship:

(本人との関係) \_\_\_\_\_

I understand and accept all guidelines of the 2019 International Student Special Selection, and hereby apply for this program.

(私は2019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)

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Applicant's signature:

(申請者署名)

---

Applicant's name

(in Roman block capitals):

(申請者氏名)

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RECOMMENDATION FORM

推薦調書

Date 年月日 \_\_\_\_\_

Sub-organ 所属 \_\_\_\_\_

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 (Sex) (性別)	( Male/Female )
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。)

## 「収納証明書」貼付用台紙

Certificate for a Fee Payment

「入学検定料・選考料 取扱明細書」の「収納証明書」部分を切り取り、下の枠内に貼り付け、他の書類と一緒に提出してください。

If the payment is made in Japan, submit your certificate for a fee payment by attaching it on this paper.

英語サイトから支払った場合は、「Result page」をそのままの状態での他の出願書類と一緒に提出してください。この台紙には貼付しないでください。

When the payment is made through the English web site, submit the printout of the "Result page" without using this sheet.

出願者氏名 Name	
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## 「収納証明書」貼付用台紙

Certificate for a Fee Payment

(受験票と一緒にお返しします。)

To be returned with your examination admission card.