

2017

Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences

[Doctoral Program]

Special Selection for Overseas Students

Application Guidelines

These application guidelines are established about the special selection for foreign students who have a nationality except Japan and live abroad as of May 1, 2017, and are able to get a recommendation from the president or the dean of the university from which ones graduated or the institution with which ones are affiliated, which has academic exchange agreements with the Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University, and those who hope to study the doctoral program in the Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University.

1 Number of students to be admitted by each field of study

Department of Geography	A few students
Department of Civil and Environmental Engineering	A few students
Department of Architecture and Building Engineering.....	A few students
Department of Urban Science.....	A few students
Department of Applied Chemistry.....	A few students
Department of Tourism Science.....	A few students

2 Eligibility

To be eligible to apply, the applicant must:

- (1) Have a foreign nationality and live in a foreign country as of May 1, 2017.
- (2) Be the person who falls either one of the following.
 - (a) Foreign nationals who have completed or expect to complete 18 years of institutional education in another country and have been awarded or expect to be awarded a degree equivalent to a master’s degree.
 - (b) Foreign nationals who have completed 18 years of institutional education in another country but have not obtained a degree equivalent to a master’s degree.
 - (c) Foreign nationals who have acquired academic competence equivalent to the above in another country and have been judged by this Graduate School as having reached a suitable age.
 - (d) Foreign nationals who have completed university education in another country where institutional education lasts for less than 18 years and who have reached the age of 24 (as of October 1, 2017).
- (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) Have sufficient communication skills in Japanese or English for pursuing study and living in Japan.
- (6) The person who take the permission of application by pre-application consultation mentioned in the section 3.
- (7) Be able to get a recommendation from the president or the dean of the university from which ones graduated or the institution with which ones are affiliated, which has research exchange activities with the Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University,

[Please be sure that:]

Those coming to Japan with a visa or a status of residence other than “College student”, those who change their status of residence to the one other than “College student” after enrolling at the Tokyo Metropolitan University and those who are enrolled at a university in Japan with a “College student” status of residence (including research students) are ineligible to apply.

3 Application and eligibility screening

The candidate must submit the required documentation specified by the Graduate School of Urban Environmental Sciences in advance and receive a permission to take the examination.

The candidate needs to notify the intention of the application to the Graduate School of Urban Environmental Sciences by Wednesday, March 22, 2017, through a professor that he/she wishes to be instructed.

After having notified, the candidate submits the required documentation which the Graduate School of Urban Environmental Sciences specified by the following date. The Graduate School of Urban Environmental Sciences conducts pre-application consultation and confirms whether the candidate satisfies the application qualification.

(1) Documents to be submitted

D: Application Form (Form 1 – 1)

E: Recommendation Form (Form 2)

F: Academic Transcript

G: Field of Study and Study Program (Form 1 – 2)

(2) Application Period for screening

Wednesday, March 22, 2017 to Wednesday, March 29, 2017

(3) Address for submission

Academic Affairs Section, Graduate School of Urban Environmental Sciences,
Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji, Tokyo 192-0397, Japan

4 Application

(1) Application Period: Friday, April 14, 2017 to Friday, April 21, 2017

(Application forms must arrive here on or before April 21, 2017)

(2) Submit to: Academic Affairs Section, Graduate School of Urban Environmental
Sciences, Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji, Tokyo 192-0397, Japan

(3) Application documents

	Notes
A: Application for Admission, Examination Admission Card, Photo Card	<ul style="list-style-type: none"> • Prescribed form of the graduate school (reverse side also to be filled in)
B: Certification of (Prospective) Completion of Pre-doctoral Coursework	<ul style="list-style-type: none"> • Official documentation issued by the president of your university • If created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.
C: Medical Report	<ul style="list-style-type: none"> • Use the prescribed form
D: Application Form (Form 1 – 1)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese • Attach an outline of your master’s thesis
E: Recommendation Form (Form 2)	<ul style="list-style-type: none"> • Official documentation issued by the president of your university or the head of your workplace • Use the prescribed form and complete in English or Japanese
F: Academic Transcript	<ul style="list-style-type: none"> • Official documentation issued by the president of your university Submit the transcript that shows all credits taken from the first year of undergraduate until most recent • If created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.
G: Field of Study and Study Program (Form 1 – 2)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese
H: Photocopied Passport	<ul style="list-style-type: none"> • • Submit cover page and the page where your name and nationality are printed .
I: Pictures for ID card	<ul style="list-style-type: none"> • Prepare 2 copies of your picture (4cm × 3cm) • In the designated space, attach a picture (4cm (H) ×3cm (W)) taken within the past three months showing your face and torso, without any cap or other head covering.
J: Examination fee	<ul style="list-style-type: none"> • 30,000 yen • After the application documents are received, the examination fee will not be refunded under any circumstances. • If paying online via the Japanese website, please cut out the “Certification of Payment” part of “Admission and Selection Fees Itemization”, and attach a copy to the “Sheet for Application Screening Fee Certificate”. Please also submit the “Certification of Payment” (original) at the same time. The original will be returned after confirmation of payment.

	If paying via the English site, please submit 2 copies of the printed out “Results page”.
K: Diploma or degree certificate	<ul style="list-style-type: none"> A person who has been awarded a degree equivalent to a master’s degree in [2. Eligibility-(2)-(a)] <p>If created and issued by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.</p>
L: Application for Long-Term Study	<ul style="list-style-type: none"> Only for the applicant of the long-term study. Confirm “11The Long-Term Study System” well.
<ul style="list-style-type: none"> The documents which prove that long-term study is necessary 	

<Individual Departments>

M: TOEFL or TOEIC score	<ul style="list-style-type: none"> Submitted only by applicants to the Department of Urban Science and the Department of Tourism Science. <p>Submit the original certificate (Examinee’s Score Record) of your score in a TOEFL test or TOEIC test taken on or after April 14, 2015.</p> <ul style="list-style-type: none"> TOEFL-PBT and TOEFL-iBT scores are valid as TOEFL test scores. TOEFL-CBT and TOEFL-ITP (group tests) are not valid. <p>Examinees submitting a TOEFL score should request an Official Score Report from ETS (the code number for procedures to send to our University (Tokyo Metropolitan University) is “7169”), and submit a copy of the Examinee’s Score Record On the application date. As it is thought to take 1-2 months for the Official Score Report to be received, please check carefully and follow the procedures in advance.</p> <ul style="list-style-type: none"> TOEIC scores on the TOEIC-TEST, and TOEIC-IP (group tests) are accepted, however, the TOEIC SW-TEST is not accepted.
N: Summary of master’s thesis	Please use the form provided by our Graduate School. This document is submitted only by applicants to the Department of Urban Science. A summary of the master’s thesis, etc., including necessary figures and tables in about 4,000 characters of Japanese (about 2,000 words of English, etc.).

(Notes)

- If you have already submitted any of the above documents for application and eligibility screening, there is no need to resubmit them.
- If documents created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.

- Your application will not be accepted if any of the application documents, is incomplete (the application will be treated as void).
- Once accepted, no documents will be returned for any reasons.
- Even after admission has been approved, the approval will be cancelled if it is judged that there was any wrong either during the examination or in the application procedure.

5 Selection Method of Applicants

Accepted students will be selected based on the results of their examination and upon the content of the documents submitted.

- (1) Selection Date: Date designated by the school between Monday, May 1, and Wednesday, May 31, 2017
- (2) Test Venue: Tokyo Metropolitan University, Minami-Osawa Campus or other location designated by the school.
(Generally, the exam will be held in the place where the candidate lives)
- (3) Test Subjects: Oral Exam-questioning centered on your subject of specialization.
*You will be contacted by a professor that he/she wishes to be instructed about test schedule, etc.

6 Handling of Personal Information

Please be aware that, at Tokyo Metropolitan University, we handle personal information as follows, in compliance with legal requirements.

- (1) The name, address and other personal information notified when taking entrance examinations to this University will be used to carry out the selection of admission candidates (application processing, selection and pass notification) and admission procedure.
Besides the above, for admitted students only, they will also be used for carrying out work related to [1] academic administration (enrollment register, scholastic guidance, etc.), [2] student support (health management, employment support, reduction or exemption of tuition fees, scholarship applications, etc.), and [3] collection of tuition fees.
- (2) The examination results used to select admission candidates may be used to create review data for future selection methods.

7 Transfer of Examination Fee

After applying to register with the e-shiharai site (<https://e-shiharai.net/english/>), please pay by using a credit card, Alipay international payment, or Union Pay online payment .

For details of the payment method, see the separate “Fee Payment Method (for Applications in Overseas) for Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University”. The applicant is responsible for paying transfer fees.

- (1) Paying from the Japanese site

After paying, please cut out the “Certification of Payment” part of “Admission and Selection Fees Itemization”, attach a copy on the “Sheet for Application Screening Fee Certificate”, and submit

it together with the application documents.

(2) Paying from the English site

After paying, please submit 2 copies of the printed out “Results page” and submit it together with the application documents.

Payment period

April 14 (Fri) to April 28 (Fri), 2017 at 15:00 Japan time

(Note)

If you have any questions concerning procedures on the e-shiharai site, etc., please first check “Frequently Asked Questions” (<https://e-shiharai.net/English/sss/FAQ.html>) on the site before contacting the e-Service Support Center.

***Procedure for refunding the application screening fee**

If you have paid an application screening fee but have ultimately not applied, or have mistakenly paid the application screening fee twice, etc., you may request a refund (please note, however, that refunds are not possible in certain cases). Please send an “Application Screening Fee Refund Request” (any format) stating 1) the reason for the refund request, 2) name of transferor, 3) current address and 4) contact telephone number, enclose the “Receipt for Transferred Money (plus Transfer Fee)” (original only - copies not accepted), payment receipt (original only - copies not accepted), or printed out “results page”, and mail to the contact address below. We will send the necessary documents by return post.

If you have paid by credit card and wish to be refunded on your credit card, a charge of 1,540 yen will be made. The applicant is responsible for paying this charge.

Address: Fund Management Section, Accounting Department, General Affairs Division, Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397
Tel. 042-677-1111 Extension 1046

8 Notification of Results

(1) Date and Time: Friday, June 23, 2017 at 14:00 Japan time

(2) Location: In front of the Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University.

Accepted students will receive a letter of acceptance from the prospective supervisor.

9 Admission Procedure, Admission Fees, Tuition Fees, etc

(1) Admission procedure

Admission procedure documents are sent to accepted students.

Please fill out and return the documents to the Academic Affairs Section, Faculty of Urban Environmental Sciences by the designated date. If TMU cannot confirm the applicant's willingness to enroll, the applicant's wish to be admitted cannot be confirmed due to a failure to carry out this procedure, or if there are omissions or other problems in the documents, admission may be refused.

(2) Admission fees

- 282,000 yen (tentative amount)
- If admission fees are revised upon admission or during enrollment, the amount after the revision will be applied.

(3) Tuition fees

- 520,800 yen per annum (as of Academic Year 2016*)
- If tuition fees are revised upon admission or during enrollment, the amount after the revision will be applied.
- Details on how to pay admission fees and tuition fees, etc., are explained in the admission procedure documents.
- Tuition fees may be reduced or exempted in certain cases.

(4) Scholarship system

There is a system of "scholarships in support of graduate students at Tokyo Metropolitan University."

10 Enrollment Date

Sunday, October 1, 2017

11 The Long-Term Study System

Students may be permitted to study and complete their courses on a pre-planned basis for fixed periods exceeding the standard years of study (3 years for the Doctoral Program) if they so desire, due to circumstances such as their occupational commitments.

Students permitted to undertake long-term study upon admission must pay the same amount of tuition fee to be paid over the standard years of study in installments over the permitted period of long-term study.

<Who is eligible>

Students who have difficulty in completing their course within the standard years of study due to one or more of the following reasons:

- (1) Their occupation
- (2) Childbirth, childcare, or nursing needs
- (3) Other reasons approved by the Graduate School

<How to apply, etc.>

An application is made when applying for admission examination, and the decision of permission is notified along with the examination result.

Applicants must submit the following form and documents.

(1) Long-Term Study Application Form prescribed by the Graduate School

(2) Documents which certify the above reasons such as Certificate of Employment etc.

This system may be applied for the enrolled students who were originally admitted in a regular system and decide to use this system afterwards due to the change in the condition of workplace, family status, etc., provided the application is submitted in or before the previous year of the course completion. Those who are permitted in mid-course are able to receive the benefit of this system in and after the academic year following the year of application. However, students who are in 3rd year of the doctoral course will not be able to apply.

12 Important notices

(1) You must carry your examination admission card with you during the examination.

(2) Even after you are accepted for enrollment, your enrollment status is revoked if any impropriety or fraud is discovered in the examination and/or the application procedures afterwards.

➤ For further details, please contact the Academic Affairs Section, Faculty of Urban Environmental Sciences, Tokyo Metropolitan University.

(Tel. +81-42-677-1111 Extension 4027)

(E-mail: fues-k@jmj.tmu.ac.jp)