

2017

Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences

[Doctoral Program]

“Tokyo Human Resources Fund for City Diplomacy”
International Student Special Selection

Application Guidelines

<“Tokyo Human Resources Fund for City Diplomacy” International Student Special Selection>

The Tokyo Metropolitan Government (TMG) has established the “Tokyo Human Resources Fund for City Diplomacy” in 2015, at the prospect of over the next ten years in order to implement policies aiming at fostering excellent human resources who will contribute to the promotion of intercity cooperation in the future.

Under the “Tokyo Human Resources Fund for City Diplomacy” program, the Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University (TMU), which is run by the public university corporation founded by the Tokyo Metropolitan Government, is recruiting excellent international students to study at TMU. This program provides financial supports including tuition exemption, stipend and others, for the students who passed this special selective examination to concentrate on their study and research.

Please note that this program is presupposed to be implemented that Tokyo Metropolitan Government budget for fiscal year of 2017 is enacted by March 31, 2017.

1 Number of students from each field of study

Ten (temporary) (Six for General and Four for Urban Water Problem)

2 Eligibility

When applying, the candidate must submit the required documentation specified by the Graduate School of Urban Environmental Sciences for preliminary screening and receive a “Permission to take the examination” from the school. Before submitting the formal application, it is required to make an enquiry with the school and the prospective supervisor by Wednesday, March 15, 2017.

To be eligible for the “Tokyo Human Resources Fund for City Diplomacy” International Student Special Selection, the applicant must:

- (1) Hold the equivalent of master’s or professional degree (including a person with clear prospect of obtaining a master’s/professional degree) or have an academic ability equal to or surpassing that of students who hold master’s /professional degree based on an individual screening conducted by Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University.
- (2) Be either one of the following:
 - (a) Those possessing a nationality of one of the Asian countries or regions (Note 1) and newly coming to Japan as an international student
 - (b) Those possessing a nationality other than an Asian country or a region, and enrolling in the educational institution or government office with its main campus/institute/office located in either in an Asian country/region or an international sister-city of Tokyo Metropolitan Government.
- (3) Have sufficient communication skills in Japanese or English for pursuing study and living in Japan.
Willingness to learn basic Japanese language and reach the level of understanding daily conversation by the time of completion of the course is strongly recommended.
- (4) Be willing to work for any of the following after the completion of his/her program:
 - (a) A Japanese company with its headquarters or a branch office in Tokyo (regardless of work location in Japan or overseas)
 - (b) University or a research institution in Japan or overseas
 - (c) Civil service in Japan or overseas

- (5) Be willing to cooperate in the formation of a human network and contribute to promoting the strength of mutual understanding/friendship between Japan and international cities after the completion of his/her program.
- (6) Be able to obtain a “College student” visa at the time of entry to Japan. 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.
- (7) Be mentally and physically sound to pursue coursework and research at the university.
- (8) Not fall under any of the following category: In case false entry is revealed, the acceptance to TMU may be cancelled.
 - (a) Those with Japanese citizenship, special permanent resident status, or who are allowed to reside in Japan permanently according to the Immigration Control and Refugee Recognition Act at the time of applying
 - (b) Those are performing active military duty or civilian employee
 - (c) Those who will receive a scholarship, research fund and the like from other institutions at the time of enrollment
 - (d) Those who have ever enrolled in a doctoral program of Tokyo Metropolitan University or another university in Japan as a Japanese Government Scholarship international student

(Note 1) “Asian countries and regions” refer to the counties or regions of the East Asia, the Southeast Asia, and the South Asia, including India, Indonesia, Cambodia, Singapore, Sri Lanka, Thailand, South Korea, China, Nepal, Pakistan, Bangladesh, East Timor, Philippines, Bhutan, Brunei, Vietnam, Malaysia, Myanmar, Maldives, Mongolia, Laos and Taiwan.

(Note 2) “Sister-city of Tokyo Metropolitan Government” refers to the following cities, cities which belong to Asian Network of Major Cities 21, and major cities Tokyo Metropolitan Government have inter-city relationship:

<Sister-city>

New York, Beijing, Paris, New South Wales, Seoul, Jakarta, Sao Paulo, Cairo, Moscow, Berlin, Rome and London

<Member of Asian Network of Major Cities 21>

Bangkok, Delhi, Hanoi, Jakarta, Kuala Lumpur, Manila, Seoul, Singapore, Taipei, Tomsk, Ulan Bator and Yangon

3 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) Required documents

	Notes
A: Application for Admission,	<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 • In the designated space, attach a picture (4cm (H) ×3cm (W)) taken within the past three months showing your face and torso, without cap or head covering. (unless it's for religious or medical reasons)
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: Future Career Plans and Future Contribution of Tokyo Metropolitan University and Tokyo Metropolitan Government (Form 3)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese
I: Written Pledge (Form 4)	<ul style="list-style-type: none"> • Use the prescribed form
J: Photocopied Passport	<ul style="list-style-type: none"> • Submit photocopies of cover page and the page where your name and nationality are printed .
K:Housing Inquiry (Form 5)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese • Scheduled to be distributed in the end of February

L: Pictures for ID card	• Prepare 2 copies of your picture (40mm × 30mm)
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(Note) Documents D to K are to be submitted at the time of preliminary screening. Concerning the time of submission, please follow the instructions from your prospective supervisor.

4 Selection Method of Applicants

Accepted students will be selected based on the results of their oral 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.

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

*You will be contacted by the faculty in your desired field of study about test times, etc.

5 Announcement of Results

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

(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 and enrollment forms from the prospective supervisor.

6 Enrollment Date

Sunday, October 1, 2017

7 Supports for Enrollees

The following financial assistances will be provided to those who have completed the enrollment procedures.

(1) Entrance Examination Fee and Admission fee

Exempted

(2) Tuition Fees

Exempted for the designated duration of doctoral program (three consecutive years)

(3) Stipend

Students will be provided with a monthly stipend of 150,000 yen. The period of the stipend is three consecutive years for doctoral program from commencement to the final month.

(4) Travel Expenses

Students will be provided with a one-way ticket (economy-class) from the nearest international airport to the place where they live to either Narita or Haneda International Airport. When students return to their country after receiving a degree, a return ticket (economy-class) from either Narita or Haneda International Airport to the nearest international airport to the place where they came from will be provided. Students need to pay transportation fee from Narita or Haneda International Airport to the campus or from the campus to either Narita or Haneda Airport by themselves.

*The return ticket will not be provided for students who do not fulfill the requirements of each degree or withdraw

from the University. (In case the students earn required number of credits in designated period of time and withdraw from the University, the travel expenses will be covered by the University.)

(5) Housing Assistances

Rental housing is introduced through the real estate company which TMU designates (only for the first year). Information on the rental housings and conditions of contract will be provided together with the form "Housing Inquiry" around end of February. All applicants must submit the housing inquiry regardless of the presence or absence of their requests. Please read the information carefully and apply for housing arrangement only when students agree to all conditions, and note that after submitting housing enquiry form at the time of applying, cancellation of housing arrangement is not permitted.

*Students are responsible for the rent, utility costs, phone and Internet costs, common-area charges, residents' association fees, food expenses, etc.

*Accommodation arrangement is made only for single stay students. TMU is not able to introduce any family-type accommodation. If students wish to live with their family, TMU is not capable to provide any help on family matters. Students need to be responsible for all procedures regarding their family.

(6) Notes

* In the event that students violate their pledge made at their enrollment or significantly infringe the rules, regulations, etc. of Tokyo Metropolitan University, the University shall expel them from the University and discontinue the aforementioned financial supports. The University may also demand full payment of the enrollment fees or a refund of the money already paid as financial supports depending on the situation.

*In addition to the above, in the event that students take a leave of absence from the University or neglect the monthly confirmation of the enrollment, etc., the University may take measures to suspend the payment of financial supports such as "exemption of tuition fees" and "monthly stipend."

* In the event that students apply for another scholarship during studying on this program, the University will withdraw financial supports for such students. However, this does not include such scholarships as start the payment of stipend after this program is completed.

8 Points to Remember

(1) You must bring your examination admission card on the day of your exam.

(2) Even after you have been accepted for enrollment, your enrollment status will be revoked if any impropriety or fraud is discovered during the testing or the application procedures.

9 Duties after the completion

By utilizing the knowledge and technology gained during the stay at TMU, students who completed the program must cooperate in the formation of human network and contribute to promoting the strength of mutual understanding/friendship between Tokyo and international cities.