

Academic Year 2022 Admission
Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences
[Doctoral Course]

October Admission Application Guidelines
(Date of Admission: October 1, 2022)

<Winter Exam Sessions>

- Department of Urban Science and Policy



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Information in the Application Guidelines is subject to change due to the spread of the COVID-19(Novel Coronavirus). Please confirm the latest information on the website of Tokyo Metropolitan University and the Graduate School of Urban Environmental Sciences regularly.

Tokyo Metropolitan University
Information on Admission



Please refer to the News and Events
on Graduate School Admission.
<https://www.tmu.ac.jp/entrance.html>

Faculty of Urban Environmental
Sciences



Please refer to the News and Events.
<https://www.ues.tmu.ac.jp/>

Please see the TMU website for the Graduate School and Faculty of Urban Environmental Sciences admission policy (Japanese site only) .

Tokyo Metropolitan University Website>>Top>>ADMISSION>>Graduate Entrance Examination
>>Admission Policies>> Graduate School and Faculty of Urban Environmental Sciences
https://www.tmu.ac.jp/entrance/graduate/admission_policy/ues.html

1 Entrance Examination Schedule

Exams are held on dates designated by the department during the period below:

February 8 (Tue.) to February 9 (Wed.), 2022

Make sure to review page 12 for details on the dates, time, and other details of the exams.

2 Admission Quota

Department	Quota
Department of Urban Science and Policy	A Few Students

(Notes)

- (1) The Graduate School of Urban Environmental Sciences does not accept multiple applications to our departments from a single applicant.
- (2) Please contact the respective departments for details on exemptions to the written exam. Please make an inquiry by the end of October if possible.
- (3) A separate application guide is provided for April 2022 admission.

3 Supervisors and Research Fields

The codes on the far-right column (602, 603 etc.) are the numbers you put in the “Desired Field” section of your application form.

	Field	Supervisor	Research Contents	Code
Department of Urban Science and Policy	Urban Planning and Analysis	—	—	—
		Professor Fumiko ITO	Urban/Regional Planning and Evaluation, Urban/Regional Analysis, Urban Environmental Psychology and Behavioral Analysis	602
		Professor Shin AIBA	Urban Planning, Community Planning, Urban Design, Urban Planning Systems, Method of Designing Workshop	603
		Professor Taro ICHIKO	Urban Planning, Disaster Research, Hazard Mitigation Planning	604
		Professor Chisato ASAHI	Environmental Economics, Urban and Regional Economics, Program Evaluation, Evaluation Research, Cost-benefit Analysis, Evaluation of Infrastructure	605
	Administrative, Financial and Legal Systems	Professor Mami OKU	Environmental Legal Policy, Urban Policy and Legal Affairs, Administrative Law, the Local Autonomy Act	606
		Professor Ken SHIRAIISHI	Law and Economics, Economic Criminal Law, Corporate Criminal Law, Behavioral Economics, Cognitive Psychology, Positive Psychology	607
		Associate Professor Akira KANEKO	Public Finance, Regional Finance, Public Economics	608
		Professor Nozomi MATSUI	Public Administration, Municipal Government and Administration, Bureaucratic Systems	609
		Associate Professor Motoki NAGANO	Public Administration, Local Government Studies, Local Governance, Performance Measurement in Local Governments, Comparative Local Government Studies	610
	Urban Community and Well-being	Associate Professor Shigemi OHTSUKI	Urban Sociology, Regional and Community Studies, Social Stratification, Multicultural Coexistence, Quantitative and Qualitative Social Research	611
		Associate Professor Yoko SUGIHARA	Health Sociology, Social Gerontology, Public Health, Elderly Well-being, Mental Health, Community Welfare	612
		Associate Professor Kahoruko YAMAMOTO	Urban Sociology, Regional and Community Studies, Inner Urban Areas, Qualitative Social Research	613

4 Application Qualification

- (1) Has received or is expected to receive a master's degree from a Japanese educational institution by September 2021
- (2) Has received or is expected to receive a professional degree by September 2021. (This refers to professional degrees prescribed in Article 5-2 of the Degree Regulations [Ministry of Education, Science and Culture Ordinance No. 9, 1953], based on Article 104, Paragraph 1 of the School Education Law. The same shall apply hereinafter within this section.)
- (3) Has received or is expected to receive a degree equivalent to a master's degree or professional degree in a foreign country by September 2021
- (4) Has received or is expected to receive a degree equivalent to a master's degree or professional degree by September 2021 while in Japan, taking classes as part of correspondence education program conducted by a school in a foreign country
- (5) Has received or is expected to receive a degree equivalent to a master's degree or professional degree by September 2021 upon completion of a course of study offered at a foreign educational institution that is positioned in Japan as offering graduate programs under the schooling system in the said foreign country and has been designated by the Minister of Education, Culture, Sports, Science and Technology.
- (6) Individuals designated by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education Public Notice No. 118, 1989; refer to “*Notes” below)
- (7) Individuals recognized via the individual assessment of admission qualifications conducted by this TMU graduate school (Graduate School of Urban Environmental Sciences) to have academic ability equivalent or superior to a holder of a master's degree or professional degree graduate and have reached twenty-four years of age (as of October 1, 2021)

*Notes “Individuals designated by the Minister of Education, Culture, Sports, Science and Technology” specified in Application Qualification (6) above—which represents individuals recognized to have academic ability equivalent or superior to a holder of a master's degree for the purpose of graduate school admissions—refers to individuals who meet either of the following conditions:

- (1) Individuals who have graduated from a university and subsequently engaged in research at a university, research institute or other institution for at least two years, and have been recognized as having academic ability equivalent or superior to a holder of a master's degree based on achievements related to said research, etc., by a graduate school
- (2) Individuals who have completed sixteen years of school education in a foreign country or in Japan while taking classes as part of a correspondence education program conducted by a school or schools in a foreign country, and subsequently engaged in research at a university, research institute or other institution for at least two years and have been recognized as having academic ability equivalent or superior to a holder of a master's degree based on achievements related to said research, etc., by a graduate school

5 Review of Application Qualification

Individuals in categories (6) and (7) listed in “4 Application Qualification” above need to undergo an application qualification review before applying to any department.

Please make sure to carefully note the document submission procedures and the submission period, since no documents will be accepted after the submission deadline.

(1) Review of Application Qualification for individuals in categories (6) or (7) listed in “4 Application Qualification”

① Documents to be submitted

Please submit the documents listed below for a review of application qualification. You will be notified of the results of the review by postal mail.

< Individuals to Whom “4 Application Qualification - (6)” Applies >

- a Resume (download the graduate school's prescribed form from the website)
- b Certificate of graduation (or expected graduation) for highest level of education achieved
- c Academic transcripts for highest level of education achieved
- d Research achievement record (use the form designated by the graduate school)
- e Certificate of engagement in research work
- f A self-addressed envelope (23.5 cm × 12.0 cm) with ¥374 in postage affixed (including express mail charges). (The graduate school will use this envelope to mail the results of the screening back to you.)

< Individuals to Whom “4 Application Qualification - (7)” Applies >

- a Resume (download the graduate school's prescribed form from the website)
- b Certificate of graduation (or expected graduation) for highest level of education achieved
- c Academic transcripts for highest level of education achieved
- d A self-addressed envelope (23.5 cm × 12.0 cm) with ¥374 in postage affixed (including express mail charges). (The graduate school will use this envelope to mail the results of the screening back to you.)

② **Submission Period**

Tuesday, November 30 to Tuesday, December 7, 2021 (Must arrive by December 7)

③ **Address for Submission**

The Academic Affairs Office of Urban Environmental Sciences, Tokyo Metropolitan University

(1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397)

Note: Send the documents as **registered express mail (*kakitome-sokutatsu*)** in an envelope (24.0 cm × 33.2 cm, which accepts unfolded A4-size sheets ["JIS *kaku-ni*" in Japanese]) clearly marked "Graduate School and Faculty of Urban Environmental Sciences Master's Program, Request for the Review of Application Qualification (*1)" on the bottom half of the envelope's front.

(*1)···State "6" if you are applying based on "4 Application Qualification - (6)" listed on the previous page.
State "7" if you are applying based on "4 Application Qualification - (7)" listed on the previous page.

④ **Prescribed Forms for Review of Application Qualification Requests**

Please download the forms from the Graduate School of Urban Environmental Sciences website (https://www.ues.tmu.ac.jp/review_application.html).

If you want copies of the documents mailed to you, please send the following two items to the Academic Affairs Office of Urban Environmental Sciences:

- a A self-addressed envelope (23.5 cm × 12.0 cm) with ¥84 in postage affixed. (The graduate school will use this envelope to mail the forms back to you.)
 - b A note clearly stating your contact information (cell phone number, email address, etc.) and the phrase "Request for Department of [Insert Desired Department Here] Master's Program Review of Application Qualification Documents (*2)."
- (*2)···State "6" if you are applying based on "4 Application Qualification - (6)" listed on the previous page.
State "7" if you are applying based on "4 Application Qualification - (7)" listed on the previous page.

6 Special Arrangements

If you need to make special arrangements related to a handicap during your exam or while attending the graduate school, you must declare your request for such arrangements in advance as detailed below.

(1) Declaration Period

Tuesday, November 30 to Tuesday, December 7, 2021 (Must arrive by December 7)

(2) Request for a declaration form and submit:

The Academic Affairs Office of Urban Environmental Sciences, Tokyo Metropolitan University (Tel: 042-677-1111, Ext: 4027)

Please request a declaration form by phone. Requests for the form and declarations are accepted on **weekdays from 10:00 a.m. to noon and from 2:00 to 5:00 p.m.**

Please note that you may ask questions and/or receive advice regarding this matter before the declaration period.

7 Application Procedures and Documents

You should discuss research topics and other matters with a supervisor in your desired field before going through the application procedures. The following application documents are required:

<Common to All Departments>

	Application Documents	Notes
Submitted by All Applicants	① Application form	<ul style="list-style-type: none"> • Use the graduate school's prescribed form. • If you apply for the Department of Urban Science and Policy, please fill in the "Desired Field" section with the codes of your first and second choices. If you apply the other departments, please write the code of you first choice only. (see "3 Supervisors and Research Themes" on pp. 2-3). (Example: Department of Architecture and Building Engineering 301- 313)
	② Exam admission ticket, photo card, desk card	<ul style="list-style-type: none"> • Use the graduate school's prescribed set of three forms. Do not separate these forms before submitting them. • Photographs should have been taken within three months of the submission of your application. They should be taken without any head coverings and include your face and upper body. (Size: 4 cm tall × 3 cm wide)
	③ Academic transcripts	<ul style="list-style-type: none"> • Official documentation issued by the president of your university or dean of your school
	④ Certificate of graduation (or expected graduation)	<ul style="list-style-type: none"> • If supplied by a foreign school or institution in a language other than Japanese or English, please attach Japanese translation
	⑤ Submit one of the following forms of proof of payment of the examination fee. <ul style="list-style-type: none"> a Proof of payment b Proof of bank transfer (Slip A) c Transaction result page <p>*In the case of a or b, attach the proof of payment to a "Proof of payment of application screening fee before submitting it.</p>	<p>*Individuals who are expected to complete the program between March 2021 and September 2021 do not need to submit this form(Examination fee is exempted). The documents you must submit depend on how you choose to pay the examination fee.</p> <ul style="list-style-type: none"> ① After referring to p. 11 "9 Payment of Examination Fees" and "How to make the Payment for the Examination" (Supplementary materials), please make the payment by either online or via bank transfer by the deadline.. ② Please follow the instructions on p. 11 "9 Payment of Examination Fees" and submit either of these three items shown to the left: a. Certificate of payment, b. proof of bank transfer (Slip A), or c. transaction result page. <p>* The application screening fee is 30,000JPY. * Your application screening fee will not be refunded under any circumstances after your application has been received.</p>
	⑥ Envelope for sending exam admission ticket	Clearly write your postal code, address and name on the envelope prescribed by the graduate school with ¥374 in postage affixed (including express mail charges).
	⑦ Contact name and address sticker	<p>This information will be used to contact/notify you regarding matters related to your admission documents, etc. Please provide an address at which you can reliably receive mail, writing clearly in print characters.</p> <p>If you change your address after submitting your application, promptly notify the Academic Affairs of Urban Environmental Sciences and complete the necessary procedures at the post office to have your mail forwarded.</p>

	Application Documents	Notes
Submitted by Foreign Nationals Only	⑧ Certificate of items stated in the resident record, Etc.	This document must be submitted by foreign nationals only—except for individuals with permanent residency—and must have been issued no more than three months before your application submission. You may also submit a certificate of residence, but copies that include your individual number (“My Number”) will not be accepted. If you do not have a fixed address in Japan, you must submit a copy of your passport.
	⑨ Student Visa Support Form	Use the graduate school’s prescribed form. This document is to be submitted by foreign nationals only—except for individuals with permanent residency. Please make certain to write your signature in the “Signature” field using a ballpoint or felt-tipped pen. (If you do not sign this form, your application documents will be considered incomplete.)
Submitted by Applicable Individuals Only	⑩ Degree (or degree expected) certificate (original only)	If you fall under Application Qualification category (3) or (4), please submit an original copy of your Master’s degree or professional degree (or certificate of expected completion)
	⑪ Copy of “certificate of permission to apply”	Individuals who have undergone an Review of Application Qualification and been issued a certificate of permission to apply should attach a copy of that certificate.
	⑫ Application for Long-Term Study • Documents that prove long-term study is necessary	• If you want to apply for the long-term study system upon admission, please carefully read p. 15 “14 The Long-Term Study System” and “Long-Term Study System Overview” on the graduate school website (https://www.ues.tmu.ac.jp/en/admission_graduate.html) and submit the required documents. The application form can be downloaded from the aforementioned website. Please make sure to consult with the desired supervisor beforehand and get the signature on the form.

Japanese government (MEXT) scholarship students (embassy recommendation or domestic selection) currently enrolled at universities who wish to attend TMU’s graduate school should submit proof of their status as a scholarship recipient. Further, any Japanese government (MEXT) scholarship students looking to pursue a higher degree (regardless of whether they do so at TMU or not) should check with their current university about the necessary procedures for requesting a scholarship extension.

<Department Specific> Only applicants to the department in question should submit these forms / documents.

Department Name	Application Documents	Notes
Department of Urban Science and Policy	Oral exam interview sheet	Use the graduate school’s prescribed form.
	Research proposal	Use the graduate school’s prescribed form.
	Outline of Master’s thesis or equivalent research paper	Use the graduate school’s prescribed form. The outline of the master’s thesis, etc. should be about two thousand words long, including all necessary charts and figures.
	Master’s thesis or equivalent research paper	Submit one copy of Master’s thesis or equivalent research paper as the most related achievement to the research at the doctoral program.

[Notes]

- Any document listed as being the graduate school's prescribed form is included in this booklet.
- Fill in application documents, etc. only with a black ballpoint or felt-tip pen (i.e., no pencil, mechanical pencil or erasable ballpoint pen).
- You do not need to resubmit any of the application documents listed above already submitted to the graduate school as part of a request for Review of Application Qualification.
- Attach a Japanese translation to any documents issued by a foreign school or institution in a language other than Japanese or English
- Application documents, etc. that are incomplete or contain errors will not be accepted, and your application will be rejected.
- No documents that have been accepted will be returned for any reason.
- Admission will be revoked even after you are accepted if it is discovered that fraud occurred during the entrance examination or the application process.

8 About Foreign-Language (English) Testing

***Subject to change due to COVID-19. Please check the erratum.**

- (1) Applicants to the Department of Tourism Science and the Department of Urban Science and Policy must submit English-language proficiency test scores meeting the standards each department sets in lieu of taking a written exam on English. Make sure to review [Notes Regarding the Submission of Test Scores] and submit your scores by the designated deadline. **If we cannot confirm that your score was submitted, we will assume that you did not complete Foreign-Language (English) Testing.**
- (2) Only scores from tests taken within two years prior to the date of each department's written exam are considered valid.
- (3) Individuals exempted from the written exam do not need to submit scores.

[Notes on the submission of test scores]

■ When submitting TOEFL scores, **please submit the following two items:**

- ① **A copy of the examinee's score record sent from the institute administering the TOEFL test (Educational Testing Service [ETS]). Please bring the copy with you on the day of the exam and submit it when directed to do so.**

Note: While the cost of one examinee's score record is included in the TOEFL exam fee, you will not be given one if you do not select "Online score report AND a paper copy mailed to you" as your score reporting preference on your My Home Page when signing up for the test online (as of April 2020).

- ② **Official score report sent directly to TMU from the institute administering the TOEFL test (ETS)**

Request an official score report from the institute administering the TOEFL test (ETS) and arrange for it to arrive at TMU **by the day before the exam conducted by the relevant department**. (The code for Tokyo Metropolitan University is "7169.") It may take up to two months from the time you submit your request until your official score report arrives at TMU, so please make your request well in advance to ensure that it arrives on time. Make sure to check the latest information on how to request a score report, how long reports will take to arrive, etc. on the website of the test organizer or elsewhere.

<Note>

TOEFL-iBT (internet-based test) scores are valid. However, TOEFL-ITP (institutional tests) scores are not accepted.

■ When submitting TOEIC scores, **please bring the original copy of your score certificate with you on the day of the exam and submit it when directed to do so**. It will be returned to you after a copy is taken.

<Notes>

- Submit an original copy of your official score certificate for a TOEIC listening & reading test or a score report for a TOEIC listening & reading institutional program test.
- Please note that scores from the TOEIC speaking & writing tests, TOEIC speaking test, TOEIC writing test and TOEIC bridge test are not eligible.

■ When submitting an IELTS score, **please bring the original copy of your score certificate with you on the day of the exam and submit it when directed to do so**. It will be returned to you after a copy is taken.

<Note>

- Academic module scores are valid. However, general training module scores are not accepted.

9 Payment of Examination Fees

Please pay your examination fee during the designated payment period using one of the two methods below. Additional handling fees may be charged depending on which method is used.

(1) Paying online (Using “E-shiharai.net”)

For details, please see “How to Pay Examination Fees”(Supplementary materials).

- ① You must first make a payment application on the E-shiharai website. Follow the instructions on the screen and enter the required information, and you will receive the number needed to make your payment.
- ② If you choose the convenience store payment option (available on the Japanese site), make sure you get the statement of payment of examination fee from the store employee as proof of payment.
If you use other online payment methods (credit card, etc.), print the proof of payment that can be accessed from the top screen of the e-shiharai site. If you use English-language site, print out the result page that appears after you complete an online payment to confirm your transaction.
- ③ When applying, cut out the proof of payment section as specified on the sheet and affix it to the form for mounting examination fee proof of payment. However, if you pay using the English-language version of the E-shiharai site and print out the result page, you do not need to affix your proof of payment to that form. Instead, just submit the page you printed out.

Note: Please keep the statement of payment section in a safe place. Please keep a copy of your proof of payment if you printed it out from the E-shiharai site.

(Notes)

If you have questions about using the E-shiharai site, check the site’s FAQ page, (<https://e-shiharai.net/Syuno/FAQ.html>), and contact their e-service support center if you still need help.

Japanese-language site: <https://e-shiharai.net/Syuno/FAQ.html>

English-language site: <https://e-shiharai.net/ecard/sss/FAQ.html>

(2) Paying by Bank Transfer (at a Bank Service Counter)

- ① Fill in the bank transfer request slip inserted in this booklet with the required information, take it to your financial institution, and make a wire transfer for the prescribed amount, ensuring that the money arrives by the application deadline. Fill in the “Name” field on the bank transfer request slip with your name/the name of the applicant.
notes:
 - *DO NOT make your transfer from an ATM.
 - *Transfers cannot be made from Japan Post Bank, foreign banks, or internet banks.
 - *If you make a transfer from any Mizuho Bank branch, no fees will be charged.
 - *Be careful to note the closing time of the financial institution’s service window.
- ② After making your bank transfer, obtain Slip A and Slip B, and confirm that both have been stamped as paid.
- ③ Affix Slip A to the form for mounting examination fee proof of payment and submit it with your application. Keep Slip B in a safe place as your copy.

Payment Period

Tuesday, December 21, 2021 to 2:00 p.m. on Tuesday, January 11, 2022

Examination Fee Exemption System

We offer an exemption from the examination fee to individuals affected by natural disasters. Please contact the Academic Affairs Office of Urban Environmental Science, Tokyo Metropolitan University **before you pay the examination fee** (Tel: 042-677-1111, Ext: 4027).

The target disasters are as follows.

- ① Great East Japan Earthquake
- ② Kumamoto Earthquake
- ③ Heavy Rain in Northern Kyushu
- ④ Heavy Rain in July 2018
- ⑤ Eastern Hokkaido Iburi Earthquake in 2018
- ⑥ Typhoon 15 and Typhoon 19 in 2019
 - Heavy rain accompanying the front in August 2019: (Reference date of residence) As of August 28, 2019
 - Typhoon 15 in 2019: (Reference Date of Residence) As of September 8, 2019
 - Power outage due to the effects of Typhoon 15 in 2019: (Reference Date of Residence) As of September 9, 2019
 - Typhoon 19 in 2019: (Reference Date of Residence) As of October 12, 2019

Examination Fee Refund Procedures

If you paid the examination fee but did not apply or mistakenly paid the examination fee more than once, you can request a refund.

See the TMU website (https://www.tmu.ac.jp/campus_life/tuition/expenses.html) for details.

“Top Page”→ “Admissions”→ “Graduate School Entrance Examination”→ “Examination Fees, Admission Fees, and Tuition”

10 Schedule and Other Details

(1) Application Period

Tuesday, January 4, 2022 to Tuesday, January 11, 2022 (Must arrive by January 11)

*Applications are **only accepted by mail**. Applications will not be accepted at university administrative office service desks.

*Please use the envelope prescribed by the graduate school included in this booklet to send your application to the Tokyo Metropolitan University Faculty of Urban Environmental Sciences Academic Affairs Section by **registered express mail (*kakitome-sokutatsu*)**.

(2) Sending Exam Admission Tickets

After your application documents are checked and accepted, you will be sent an exam admission ticket.

If you do not receive your exam admission ticket by **Wednesday, January 26, 2022**, please contact the Academic Affairs Office of Urban Environmental Science, Tokyo Metropolitan University (Tel: 042-677-1111 Ext: 4027).

[Note] Be sure to bring your exam admission ticket with you on exam day.

(3) Selection Schedule and Exam Subjects

Please see the relevant pages for each department for information.

(4) Selection Method

Selection will be conducted based on the results of a review of submitted documents, an examination of academic ability, interviews, etc.

(5) Announcement of Results

① Time and Date: **2:00 p.m. Thursday, February 24, 2022**

② Place: Tokyo Metropolitan University Graduate School of Urban Environmental Sciences website
<https://www.ues.tmu.ac.jp/>

Note: We are unable to respond to phone inquiries about the results of the exam.

*We accept requests to send the list of successful applicants (examinee numbers only) in advance of the announcement of the results. If you wish to receive a copy of the list, submit a self-addressed envelope (23.5 cm × 12.0 cm) with ¥374 of postage affixed (including express mail charges) on which your postal code, address and name are clearly written to the Faculty of Urban Environmental Sciences Academic Affairs Section after the end of the exam (or after the final day of the exam, in the case of exams that take place over two or more days).

(6) Issuance of Acceptance Letters

An acceptance letter will be sent to your address at the time of application (the address listed on your contact name and address sticker). If you are unable to receive your letter of acceptance or your mailing address has changed due to a change of residence, etc., be sure to inform The Academic Affairs Office of Urban Environmental Science of that fact. If you do not receive your acceptance letter and enrollment documents by Tuesday, March 1, 2022, please contact the The Academic Affairs Office of Urban Environmental Science (Tel: 042-677-1111 Ext: 4027).

You will also be given a prescribed form of confirmation of intent to enroll when you receive your letter of acceptance. **Please be sure to declare your intent to enroll by submitting this document, even if you eventually decline to attend the university.** If you do not submit a confirmation of intent to enroll by **Thursday, April 28, 2022**, and do not contact us regarding your intentions, we will consider this as a declaration that you will not attend the university.

11 Enrollment Procedures, Admission Fees, Tuition, Etc.

(1) Enrollment Procedures

If you pass the exam and indicate your intent to enroll via a confirmation of intent to enroll, you will be sent a set of enrollment documents in August, 2021 (subject to change). Please pay the admission fee by the designated date, prepare your enrollment documents, and send them to The Academic Affairs Office of Urban Environmental Science. **If you fail to do this, you will not be allowed to enroll.**

(2) Admission Fee

- Tokyo residents(*) 141,000 JPY (amount subject to change)
- Nonresidents 282,000 JPY (amount subject to change)

Payment of admission fees is a part of the enrollment procedure.

Admission fees are subject to change. The new amount shall take effect immediately and apply to all new students.

*"Tokyo residents" refers to individuals who have had an address in Tokyo for at least a full year before the date of admission (October 1, 2021 to October 1, 2022), as well as individuals whose spouse or family member of the first degree has had an address in Tokyo for that period. If the incoming student is a Tokyo resident, his/her residence status must be certified with a certificate of items stated in the resident record. If the individual's spouse or family member resides in Tokyo, residence status shall be certified with the certificate of items stated in the resident record of the spouse or family member and an excerpt of a family register or other document showing their familial relationship.

*Reductions of or exemptions from the admission fee are available in some cases. (However, privately financed international students are not eligible.)

(3) Tuition

Annual tuition 520,800 JPY (as of academic year 2021*)

*Tuition is subject to change. The new amount shall take effect immediately and apply to all new and current students.

*Reductions of or exemptions from tuition are available in some cases.

The deadline for enrollment is planned to be in early September 2022. For information on the official enrollment deadline, the documents required to be submitted during enrollment, and details on matters such as the method of payment for admission fees and tuition, please see the "Guide to Enrollment Procedures" that is sent to individuals who pass the entrance examination.

(4) Financial Support

After enrollment, students who pass the selection process may be eligible to take out student loans from the Japan Student Services Organization (JASSO). Further, TMU also offers a scholarship to graduate students.

If you have applied for the "Research Fellowships of Japan Society for the Promotion of Science for Young Scientists" DC-1" and would like to apply for the TMU scholarships, please contact the Academic Affairs Office of Urban Environmental Sciences after confirming the details of the scholarship on the website of Student Affairs Section (<https://gs.tmu.ac.jp/scholarship/kenkyu.html>)

12 Viewing or Obtaining Past Exam Questions

Please contact the supervisor(s) of your desired department or your desired field directly.

13 The Long-Term Study System

You may be permitted to study and complete your course on a pre-planned basis for fixed periods exceeding the standard period of study (e.g., three years for the Doctoral program) if you wish, because of circumstances such as your occupational, parental or nursing care leave commitments.

Students permitted to undertake long-term study upon admission may pay the same amount of tuition paid over the standard period of study in installments. For details, please visit the graduate school website (<https://www.ues.tmu.ac.jp>).

Students approved for the long-term study program at the time of enrollment can pay the full amount of tuition for the standard term of their course in installments over the length of their approved period of enrollment.

*For details, please review the guide to application procedures (which can be downloaded from the graduate school website [<https://www.ues.tmu.ac.jp/>]).

<Application Qualification>

To be eligible, you must have difficulty completing a program during the standard term of a course due to one of the following reasons:

- (1) Has occupational needs
- (2) Has childbirth, childcare, or nursing care needs
- (3) Has other reasons the graduate school deems appropriate

<Applying for the Program>

You must apply for the long-term study program when applying for the entrance exam. Individuals who pass the entrance examination will receive a notice of whether they have been approved for the program along with their letter of acceptance. Please submit the following documents when applying for the entrance examination:

- (1) Long-term study system application form (use the graduate school's prescribed form): Please download this form from the graduate school website.
- (2) Proof of need for long-term study (employment certificate, *Maternal and Child Health Handbook* in the case of childbirth or childcare, etc.)

<Exam Schedule and Notes>

The back cover of this booklet has important notes regarding the application process and the entrance examination that are relevant to every department. Please be sure to read them carefully.

Department of Urban Science and Policy

***Important: Exam Time AND Eligible English Scores are subject to change due to COVID-19. Please make sure to check the erratum.**

Exam Date	Exam Subject	Exam Time	Points
February 9 (Wed.)	Specialized Subjects	9:00 – 10:30 a.m.	100
	Interview (including oral exam)	11:30 a.m. –	100
—	Foreign Language (English)*	—	100

- Specialized Subjects... Examinees will be tested on their specialized knowledge about their chosen field.
Dictionaries, calculators, and other items are not allowed.
- Interview (including oral exam)... Examinees will undergo an oral exam based on their oral exam interview sheet, research proposal, master's thesis, etc.
Examinees may not bring reference materials or any other items.

* Eligible Scores: TOEFL, TOEIC, IELTS (converted to a 100-point scale, with 100 points being a perfect score)

I. Notes Regarding Applications and the Entrance Examination

- 1 Please review your application documents before sending them to make sure there are no omissions.
- 2 Applications are only accepted by mail, whether you are a TMU student or otherwise.
- 3 Information regarding the exam venue, the interviewee waiting room, etc. will be posted at Building No. 11 on the day of the exam. (See the “Minami-Osawa Campus Map” on the back of this booklet.)
- 4 Make certain to bring your exam admission ticket with you to the exam.
- 5 Please enter the designated exam venue at least twenty minutes before the start of the exam.
The doors to the exam venue will open one hour before the exam starts.
- 6 In principle, you will not be able to take the exam if you arrive more than thirty minutes after it starts.
However, you may be allowed to do so if you are late due to unavoidable reasons such as public transportation delays.
- 7 Examinees are not allowed to use mobile devices (cell phones, smartphones, etc.) or wearable devices (smart watches, etc.) to check the time. Please turn off all personal electronic devices during the exam.
- 8 You will be disqualified from the exam if you:
 - (1) Failed to take a subject (includes those who did not submit their Foreign-Language [English] Testing test scores).
 - (2) Are found to have committed misconduct.
 - (3) Fail to follow the rules or follow the instructions of an attendant, in addition to (1) and (2) above.

II. Handling of Personal Information

Please be aware that Tokyo Metropolitan University uses personal information in the following ways in accordance with the relevant laws and ordinances:

- (1) Personal information such as names, addresses, etc. provided during the TMU entrance examination will be used during the admissions selection process (for processing applications, selecting applicants, and announcing the results) and during enrollment procedures. Further, in the case of individuals admitted to the university, it will also be used for ① academic-related matters (registration, scholastic guidance, etc.), ② student support-related matters (health management, employment support, tuition reductions and exemptions, financial aid applications, etc.), and ③ tasks related to collecting tuition.
- (2) The results of the examinations used in the admissions selection process may be used for purposes such as preparing materials for the purpose of discussing future admissions selection methods.
- (3) TMU may contact individuals who pass the entrance examination for reasons including confirmation of their intent to enroll.

〈Contact Information〉

Tokyo Metropolitan University
Faculty of Urban Environmental Sciences
Academic Affairs Section

(Minami-Osawa Campus Building No. 9, 2F)

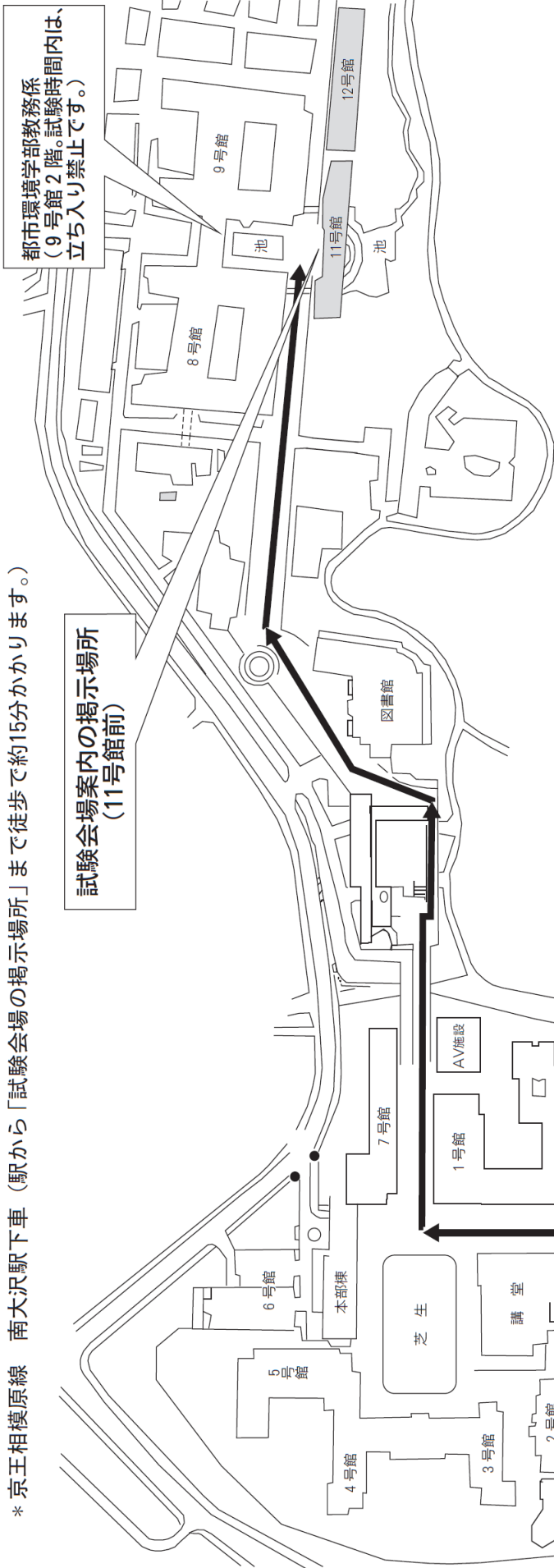
Tel: 042-677-1111 (main switchboard) Ext. 4027

Office hours: 9:00 a.m. – 5:00 p.m.

(closed 12:30 – 1:30 p.m.)

東京都立大学南大沢キャンパス案内図

* 京王相模原線 南大沢駅下車（駅から「試験会場の掲示場所」まで徒歩で約15分かかります。）



鉄道路線図

