

**2022**

**Tokyo Metropolitan University**

**Graduate School of Urban Environmental Sciences**

[Master's Program]

**Special Selection for Overseas Students**

[For Applicants living outside Japan]

**April Admission Application**

**Guidelines**

(Winter Session)



TOKYO  
METROPOLITAN  
UNIVERSITY

# 1 Special Selection for Overseas Students [For Applicants living outside Japan]

This is a special selection for students with a nationality other than Japanese that are living abroad as of December 15, 2021, and hope to study in the Master's program in the Graduate School of Urban Environmental Sciences at Tokyo Metropolitan University.

This winter session is conducted only this year, in order to give opportunity to those who cannot take the general selection (winter session conducted in Japan) due to the immigrant restriction related to COVID-19.

## 1 Number of students to be admitted

Department of Urban Science and Policy

Limited

(There is a limit on admission slots for each Supervisor.

Please make certain to consult with your desired Supervisor about the slots in the pre-application consultation.)

## 2 Eligibility

To be eligible to apply, you must satisfy conditions (1) to (6) below:

- (1) Have foreign nationality and be living in a foreign country as of December 15, 2021 (limited to students coming to study from overseas).
- (2) Have completed 16 years of institutional education in foreign country and have been awarded a degree equivalent to a bachelor's degree. Alternatively, having been screened individually for entrance at our graduate school and been deemed to possess academic ability equivalent to that of a person that has graduated a university, or higher, and will reach the age of 22 by the time of admission.
- (3) Will have a visa with which admission to the university would not be in violation of the Immigration Control and Refugee Recognition at the time of entry to Japan.
- (4) Be mentally and physically sound enough 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) Have permission to apply via pre-application consultation mentioned in "3 Pre-application Consultation" below.

## 3 Pre-application Consultation

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

You need to notify us of your intention to apply to the Graduate School of Urban Environmental Sciences by Wednesday, January 5, 2022, through a professor that you wish to study under.

After having given notification, you must submit the required documentation specified by the Graduate School of Urban Environmental Sciences by the date given below. Eligibility screening pertaining to preceding item (2) will be conducted during the pre-application consultation.

(1) Documents to be submitted

Please submit the following from the documents to be submitted in “4 Application (2)” by PDF:

- Resume (Application document B)
- Field of Study and Study Program (Application document C)
- Academic Transcripts (Application document D)
- Outline of Bachelor's thesis or equivalent research paper (Application document F)
- Copy of English-language proficiency test scores (Application document G)

(2) Application period for pre-application consultation

Tuesday, January 11, 2022 to Thursday, January 13, 2022

(We will notify you of the results in about one week after we receive your documents.)

(3) Address for submission

Please e-mail to: [admission-fues@jmj.tmu.ac.jp](mailto:admission-fues@jmj.tmu.ac.jp)

Academic Affairs Section of Urban Environmental Sciences, Tokyo Metropolitan University

1-1 Minami-Osawa, Hachioji, Tokyo 192-0397, Japan

#### 4 Application

(1) Application period: (Accepted only by mail)

Monday, January 24, 2022 to Monday, January 31, 2022 (must arrive by January 31)

(2) Application documents

Application documents	Notes
A Application for Admission (Form 1)	<ul style="list-style-type: none"><li>- Use the graduate school's prescribed form (reverse side also to be filled in)</li><li>- Fill in your desired professor and research details in the research items column of the application for admission form</li></ul>
B Resume (Form 2-1)	<ul style="list-style-type: none"><li>- Use the graduate school's prescribed form and complete in English or Japanese</li><li>- Attach an outline of your graduation thesis</li></ul>
C Field of Study and Study Program (Form 2-2)	<ul style="list-style-type: none"><li>- Use the graduate school's prescribed form and complete in English or Japanese</li></ul>
D Academic Transcripts (Original)	<ul style="list-style-type: none"><li>- Official documentation issued by the president of your university or dean of your school</li><li>- Submit the transcripts that show all credits taken from the first year of undergraduate studies to most recent</li><li>- If supplied by a foreign school or institution in a language other than Japanese or English, please attach either Japanese or English translation</li></ul>

E Certification of (Prospective) graduation (Original)	<ul style="list-style-type: none"> <li>- Official documentation issued by the president of your university or dean of your school</li> <li>- If supplied by a foreign school or institution in a language other than Japanese or English, please attach either Japanese or English translation</li> </ul>
F Outline of Bachelor's thesis or equivalent research paper (Form 3)	<ul style="list-style-type: none"> <li>- Use the graduate school's prescribed form and complete in English or Japanese</li> <li>- For the outline of your master's thesis, write around 2000 characters if writing in Japanese, or around 1000 words if writing in English (including charts)</li> </ul>
G Copy of English-language proficiency test scores	Eligible scores: TOEFL, TOEIC, IELTS
H Medical Certificate (Form 4)	<ul style="list-style-type: none"> <li>- Use the graduate school's prescribed form</li> </ul>
I Copy of the passport	<ul style="list-style-type: none"> <li>- Submit cover page and the page where your name and nationality are printed</li> </ul>
J ID Photos	<ul style="list-style-type: none"> <li>- Prepare two ID photos</li> <li>- ID photos (40 mm [H] × 30mm [W]) should be taken within the past three months showing your face and upper body, without any cap or other head covering (unless there is a justifiable religious or medical reason for wearing such a head covering) Attach one of these photos in the designated space, and enclose the other with your name written on the back.</li> </ul>
K Proof of payment of application screening fee (Form 5)	<ul style="list-style-type: none"> <li>- After referring to P.5 "6 Payment of Application Screening Fee" and "Supplementary Documents," please make payment as necessary and submit either of the following by the deadline: <ul style="list-style-type: none"> <li>A Certification of Payment</li> <li>B Result Page</li> </ul> </li> </ul> <p>* The application screening fee is 30,000 yen.</p> <p>* Your application screening fee will not be refunded under any circumstances after your application has been received.</p>
L Diploma or Degree Certificate (original)	<ul style="list-style-type: none"> <li>- Persons who have completed 16 years of institutional education in foreign country and have been awarded a degree equivalent to a bachelor's degree in "2 Eligibility (2)." If issued by a foreign school or institution in a language other than Japanese or English, please attach either Japanese or English translation.</li> </ul>
M Copy of "certification of permission to apply"	Please submit a copy of certification which was issued when you have undergone the pre-application consultation.

<p>N Application for Long-Term Study</p> <ul style="list-style-type: none"> <li>- Documents that prove long-term study is necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Only for applicants for the Long-Term Study System</li> <li>- Be sure to fully confirm the details of the Long-Term Study System</li> </ul>
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### About Foreign-Language (English) Testing

(1) Applicants to the exam must submit English-language proficiency test scores of TOEFL, TOEIC, or IELTS. Make sure to review [Notes Regarding the Submission of Test Scores].

(2) Only scores from tests taken within four years prior to the date of the department's exam are considered valid.

(3) Please bring the original copy of your score certificate with you on the day the department directs if you pass the exam. It will be returned to you after a copy is taken.

<Note>

■ When submitting a TOEFL score, TOEFL-iBT (internet-based test) scores are valid. However, TOEFL iBT Home Edition scores are invalid. TOEFL-ITP (institutional tests) scores are not accepted.

■ When submitting a TOEIC score, TOEIC listening & reading test score or TOEIC listening & reading institutional program test are valid [TOEIC-IP (online) scores are not accepted]. The 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, academic module scores are valid. However, general training module scores are not accepted.

(3) Submit your application documents to:

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

(Notes)

- \* Even if you have already submitted any of the above documents to the graduate school for pre-application consultation, you must submit the original documents (except English language proficiency test scores) by post when you apply.
- \* If issued by a foreign school or institution in a language other than Japanese or English, please attach either Japanese or English translation.
- \* Your application will be considered void and will not be accepted if your documents are incomplete.
- \* Documents accepted will not be returned for any reason.

## 5 Applicant Selection Method

Students will be selected based on the results of their examination and the contents of the documents they submit.

(1) Selection Date:

Tuesday, February 8, 2022 to Wednesday, February 9, 2022

(2) Test Venue:

The location designated by the school. (Generally, the exam will be held in the place where the candidate lives.)

(3) Test Subjects:

Examinations will focus on subjects of urban science and public policy.

- \* You will be contacted by the department you have applied to regarding the test schedule, etc.

## 6 Payment of Application Screening Fee

- (1) After registering 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.
- (2) For details of the payment method, see the “Tokyo Metropolitan University Graduate School of Urban Environmental Sciences, How to make the payment for the Examination Fee” at the end of the application guidelines. You are responsible for paying all money transfer fees.
- (3) After you make the payment, please print out the certification of payment from the top page of the e-shiharai site (“Result Page” on the English-language site).

Please cut out the certification of payment and attach a copy to the sheet for application screening fee certificate (Form 6) and submit it. If you have printed it out from the English language site, however, do not attach it to Form 6; submit it as-is.

Application screening fee payment period

Monday, January 24, 2022 to Monday, January 31, 2022 at 2 p.m., Japan time

(Note)

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

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

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

### \* Procedure for obtaining a refund of the application screening fee

If you have paid an application screening fee but ultimately did not apply, or mistakenly paid the application screening fee twice, etc., you may request a refund. For details, please visit the university website.

Please see ([https://www.tmu.ac.jp/campus\\_life/tuition/expenses.html](https://www.tmu.ac.jp/campus_life/tuition/expenses.html)).

Top Page → Admission → Graduate School Admission → Application Screening Fee · Enrollment Fees · Tuition Fees

## 7 Notification of Results

Date and Time: Thursday, February 24, 2022 at 3 p.m., Japan time

Place: Tokyo Metropolitan University Graduate School of Urban Environmental Sciences Website

<https://www.ues.tmu.ac.jp>

If you are accepted, you will receive a letter of acceptance by e-mail.

## 8 Admission Procedure, Admission Fees, Tuition Fees, etc.

- (1) Admission procedure

Admission procedure documents will be sent to accepted students. Please pay the Admission Fees and fill out and return the documents to the Academic Affairs Section, Faculty of Urban Environmental Sciences by the designated date. **Failure to carry out this procedure will result in your admission being refused.**

- (2) Admission fees
  - 282,000 yen (tentative amount)
  - Admission fees are to be paid at the time of enrollment.
  - If admission fees are revised, the amount after the revision will be applied.
- (3) Tuition fees
  - 520,800 yen per annum (as of academic year 2022)
  - If admission fees are revised upon admission or during enrollment, the revised amount will apply.
  - The admission procedure documentation offers details on how to pay admission fees and tuition fees, etc.
  - The university offers a full/partial tuition exemption program.
- (4) Scholarship system

There is a system of scholarships in support of graduate students at Tokyo Metropolitan University. You may also be eligible to receive the “MEXT Honors Scholarship for Privately Financed International Students” in some cases (which requires separate screening).

## 9 Enrollment period

April 1, 2022

## 10 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., two years for the Master’s program) if you wish, because of circumstances such as your occupational (\*1), 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 (<http://www.ues.tmu.ac.jp>).

[Note]

**\*1 Employment is not permitted under the status of residence of “Student.”**

## 11 About the Handling of Personal Information

Tokyo Metropolitan University handles personal information in accordance with the law as follows:

- (1) The personal information you disclose when applying to the university, such as your name and address, is used during the screening of applicants (processing applications, screening, and announcement of results) and for the enrollment procedure.

In addition, for accepted students only, this data is used for A. related matters (the student register, learning and instruction), B. student support (health management, employment support, full/partial tuition fee exemptions, scholarship applications, etc.), and C. tasks relating to the collection of tuition fees.

- (2) The test results used for screening applicants may be used as reference materials for future selection methods.

## 12 Notes

Even after your admission has been approved, that approval will be canceled if it is judged that there was any wrongdoing either during the examination or in the application procedure.