

Academic Year 2024 Admission  
Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences  
[Master's Course]

## **April Admission Application Guidelines** (Date of Admission: April 1, 2024)

<Summer and Winter Exam Sessions>

- Department of Geography
- Department of Civil and Environmental Engineering
- Department of Architecture and Building Engineering
- Department of Applied Chemistry for Environment
- Department of Tourism Science
- Department of Urban Science and Policy



TOKYO  
METROPOLITAN  
UNIVERSITY

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Information on 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](https://www.tmu.ac.jp/entrance/graduate/admission_policy/ues.html)

## 1 Entrance Examination Schedule

Exams are held on dates designated by each department during the two periods below:

**Summer Exam Session: August 15 (Tue.) to August 16 (Wed.), 2023**

<Spare date in case of emergency: August 22 (Tue.), August 23 (Wed.), 2023>

**Winter Exam Session: February 14 (Wed.) to February 15 (Thurs.), 2024**

<Spare date in case of emergency: February 21 (Wed.), 2024>

**Make sure to review pages 18–26 for details on the dates, time, and other details of the exams each department conducts.**

## 2 Admission Quota

Department	Quota	Summer Exam	Winter Exam	Admission Details
Department of Geography	15	✓	✓	<ul style="list-style-type: none"> <li>The number of admission slots for the winter exam will be around 10-20% of the total admission quota.</li> <li>Applicants who are currently enrolled in TMU may be able to take advantage of the written exam exemption system. *(2)</li> </ul>
Department of Civil and Environmental Engineering	35	✓	✓	<ul style="list-style-type: none"> <li>There will only be a few admission slots for the winter exam.</li> <li>Applicants may be able to take advantage of the written exam exemption system. *(2)</li> </ul>
Department of Architecture and Building Engineering	35	✓	△	<ul style="list-style-type: none"> <li>A winter exam may be conducted in the event that the number of expected enrollees through the summer exam does not reach the admission quota.</li> <li>Applicants who are currently enrolled in TMU may be able to take advantage of the written exam exemption system. *(2)</li> </ul>
Department of Applied Chemistry for Environment	50	✓	✓	<ul style="list-style-type: none"> <li>There will only be a few admission slots for the winter exam.</li> <li>Applicants may be able to take advantage of the written exam exemption system. *(2)</li> </ul>
Department of Tourism Science	15	✓	✓	<ul style="list-style-type: none"> <li>The number of admission slots for the winter exam will be around 10-20% of the total admission quota.</li> <li>Applicants who are currently enrolled in TMU may be able to take advantage of the written exam exemption system. *(2)</li> </ul>
Department of Urban Science and Policy	15	<ul style="list-style-type: none"> <li>Including Special Selection for working adults *(3)</li> </ul>	<ul style="list-style-type: none"> <li>Including Special Selection for working adults *(3)</li> </ul>	<ul style="list-style-type: none"> <li>There will only be a few admission slots for the winter exam.</li> <li>Applicants may be able to take advantage of the written exam exemption system. *(2)</li> </ul>

Key: ✓ indicates that the exam will be conducted. △ indicates that an exam may be conducted. (Please refer to the Exam Details for the department in question.)

(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 from the written exam.
- (3) See page 25 for information for Applicants to the Department of Urban Science and Policy Special Selection for Working Adults.
- (4) A separate application guide is provided for October admission.

### 3 Supervisors and Research Fields

(1) Faculty marked with: ● will retire at the end of AY2023 / ★ will retire at the end of AY2024/ ◎ will retire at the end of AY2025/ ☆ will retire at the end of AY2026. In principal, we do not recruit students for the supervisor marked with ●.

(2) The codes on the far-right column (101, 102, etc.) are the numbers you put in the “Desired Field” section of your application form.

(3) Please make sure to discuss research topics etc. with a supervisor you wish to study under before going through the application procedures. As for the email address of each supervisor, please check the website of the department you wish to study in through the following website (<https://www.ues.tmu.ac.jp/index.html>). In case you cannot find the email address of the supervisor you wish to study under, please kindly send the email you wish to send them to the Academic Affairs of Urban Environmental Sciences (fues-k@jnm.tmu.ac.jp) so that the Academic Affairs of Urban Environmental Sciences can forward it to them.

	Field	Supervisor	Research Contents	Code
Department of Geography	Geomorphology and Quaternary Geology	Professor Takehiko SUZUKI Associate Professor Masaaki SHIRAI	Geomorphology, Quaternary Sciences, Volcanology, Tephrochronology, Seismotectonics, Sedimentology	101
	Climatology	Professor Hideo TAKAHASHI★ Professor Yoshihiro IJIMA	Climate Changes, Urban Climatology, Monsoon Climatology, Climatic Environment, Land-Atmosphere Interaction	102
	Environmental Geography	Professor Masayuki KAWAHIGASHI Professor Keiichiro YOSHIDA	Soil Geography, Geoecological Environment Sciences, Material Cycling in Agricultural and Forest Ecosystems, Environmental Dynamics Analysis, Environmental Conservation and Remediation, Vegetation Science, Biogeography, Interaction and Interdependence between Nature and Human Activities	103
	Geographical Information Sciences	Professor Hiroshi MATSUYAMA	Analysis on Natural Environment Using GIS, Modeling Related to Mathematical Geography, Remote Sensing	104
	Urban and Human Geography	Professor Yoshiki WAKABAYASHI● Associate Professor Akihiro TAKINAMI Associate Professor Naoto YABE	Quantitative Geography, Social Geography, Economic Geography, Urban Geography, Behavioral Geography, Cultural Geography, Geographic Information Sciences (GIS)	105

	Field	Supervisor	Research Contents	Code
Department of Civil and Environmental Engineering	Infrastructure	Professor Hiroyuki ONEYAMA	Traffic Engineering, Transportation Planning, Transportation Environmental Analysis, Traffic Simulation, Transportation Network Analysis	201
		Professor Jun MURAKOSHI	Bridge Engineering, Structural Engineering, Rationalized Bridge Design, Load Rating, Durability Evaluation and Repair/Strengthening of Existing Bridges	202
		Associate Professor Tomoki ISHIKURA	Infrastructure Policy, National and Regional Planning, Macroeconomic Dynamics, Spatial Economics, Computable General Equilibrium Analysis	203
		Associate Professor Hitoshi NAKAMURA	Structural Engineering, Bridge Engineering, Structural Characteristics of Cable-Supported Bridges, Application of Advanced Composite Materials for Infrastructures, Repair and Strengthening of Existing Structures	204
	Environmental Systems	Professor Katsuhide YOKOYAMA	Environmental Hydraulics, Sediment Transport and Water Environment in a Reservoir, a River, and an Estuary	205
		Professor Yoshiyuki IMAMURA	Flood Risk Management, Water Resources Management, International Water/Disaster Risk Policy, River Basin Management, Urban Flood	206
		Associate Professor Yasuhiro ARAI	Water Supply Engineering, Environmental Engineering, Municipal Solid Waste Management Planning, Optimization Model	207
		Associate Professor Hiroshi SAKAI	Water Treatment Technologies for Water Supply, Wastewater, Water Quality Conservation and Waterbody Management	208
		Associate Professor Tetsuya SHINTANI	Coastal and Ocean Engineering, Computational Fluid Dynamics, Visualization Measurement, and Stratified Flow Dynamics	209
	Safety and Disaster Prevention	Professor Nobuharu ISAGO	Tunnel Engineering, Underground Space Engineering, Design Method and Maintenance Method for Tunnel Structure and Attached Facilities	210
		Professor Yoshiya ODA	Exploration Geophysics, Engineering Seismology, Earthquake and Volcano Disaster Prevention	211

	Associate Professor	Mitsutoshi YOSHIMINE	Soil Mechanics, Laboratory and Field Tests of Geomaterials, Soil liquefaction, Stability of Slopes and Embankments, Soil Dynamics, Transportation and Sedimentation of Debris	212
	Associate Professor	Atsushi UENO	Concrete Engineering and Materials Science, Environmental Consideration of Concrete and Concrete Making Materials, Evaluation of Properties of Concrete Making Materials	213
	Associate Professor	Kentaro OHNO	Maintenance of Concrete Structures, Non-destructive Evaluation, Inspection and Diagnosis for Concrete Structures, Failure Mechanisms in Concrete	214

	Field	Supervisor	Research Contents	Code		
Department of Architecture and Building Engineering	Basic Research Course	Professor	Tohru YOSHIKAWA	Quantitative Urban Analysis, Land Use Planning, Optimum Location of Public Facilities, Urban Spatial Analysis	301	
		Professor	Kenji TAKEMIYA	Community Facility Planning, Elder Care Facilities, Living Support Facilities, Environmental Behavior Studies	302	
		Professor	Motoki TORIUMI	Urban Planning in France, History of cities in France, Landscape architecture in France	303	
		Professor	Masao KOIZUMI	Design Practice, Housing Planning, Architectural Design, Design Methodology	304	
			Associate Professor	Yoshihiko ITO	History of Western Architecture	305
			Associate Professor	Fuminori NOSAKU	Design Practice, Architectural Design, Architectural and Urban Compositional Study, Sustainable Design	306
		Professor	Makoto TSUNODA★	Management and Organization of the Building Process, Structure Planning, Renovation Methods, Durable Building System, Circulating System for Building	307	
			Associate Professor	Yoichiro KUNIEDA	Building Materials, Construction, Recycle Material Design, Aging of Building, High Performance Concrete	308
		Professor	Kazuhiro KITAYAMA	Reinforced Concrete, Seismic Design, Earthquake Engineering, Seismic Retrofit	309	
			Jiro TAKAGI	Structural Design, Steel Structures, Structural System Development	310	
			Associate Professor	Noriko TAKIYAMA	Timber Engineering, Dynamics of Structure, Regenerative Preservation of Built Environment	311
			Associate Professor	Toshikazu KABEYASAWA	Tsunami Resistant Design, Reinforced Concrete, Foundation and Ground Interaction	312
		Professor	Akihiro NAGATA	Building Environmental Engineering, Environmental Architecture Systems, Thermal Environment Simulation	313	
			Associate Professor	Masayuki ICHINOSE	MEP (Mechanical, Electrical and Plumbing), Urban and Architectural Environment, MEP System Development and Commissioning	314
		Project Research Course	We will not set up this course in AY2024			

	Field	Supervisor	Research Contents	Code	
Department of Applied Chemistry for Environment	Advanced Functional Materials	Professor Hiroyoshi KAWAKAMI◎	Polymer Separation Membrane, Polymer Electrolyte Membrane, Nanofiber Engineering, Supramolecular Catalyst Biomimetic, Biomaterials, Epigenetic Engineering, Cell Engineering, Engineering exosomes, Highly order structure control, Physical properties control by external field, Ionic Organics as Functional Materials, Functional Metal Complexes, Polymer Energy Materials, Fuel Cells, Secondary Batteries, Water Electrolysis	401	
		Associate Professor Kiyoshi SATO			
	Associate Professor Masafumi YAMATO				
	Associate Professor Manabu TANAKA				
			Professor Shoichiro ASAYAMA	Biomaterials, Drug Delivery Systems, Medical Polymer, Biomolecular Engineering, Biochemistry	402
	Advanced Material Design	Professor Yuji KUBO◎	Functional Supramolecular Polymers, Dyes for Energy Devices, Molecular Sensors, Functional Optical Materials, Dye-sensitized photocatalysis	403	
		Professor Wataru SETAKA	Molecular Machines, Flexible Macrocyclic Compounds, Topological Structural Chemistry, Main Group Element Materials, Nanosensing Molecules, Functional $\pi$ -Electron Systems	404	
	Energy Device Chemistry	Professor Koichi KAJIHARA	Photo-Electroactive Ceramics, Glasses, and Inorganic-Organic Hybrids, Low Environmental Impact Synthesis of Inorganic Materials, High-efficiency Energy Conversion Through Inorganic Materials	405	
		Professor Takashi YANAGISHITA	Nanofabrication by Electrochemical Process, Filtration, Energy Devices, High Density Recording Media, Functional Optical Devices, Colloid and Interface	406	
	Molecular Material Science	Professor Shinsuke TAKAGI	Nano-structural Chemistry, Photochemistry, Renewable Energy, Artificial Light Harvesting System and Photosynthesis, Nano-functional dyes, Clay Minerals, Inorganic-organic Hybrids, Photochemical Processes, Computational Chemistry, Chemistry and Information Technologies in Education, Metal Nanoparticle Catalysts, Gold Clusters, Green Reaction Processes	407	
		Professor Hiroshi TACHIBANA★			
		Associate Professor Tamao ISHIDA			
	Analytical Chemistry	Associate Professor Hizuru NAKAJIMA	Micro-Total Analysis System, Chemical Sensor, Biosensor, Chromatography, Capillary Electrophoresis, Atmospheric chemistry, Air Quality Measurement	408	
		Associate Professor Shungo KATO			
Sustainable Chemistry	Professor Tetsuya SHISHIDO	Solid acid and base catalysts (Elucidation of generation mechanism and application), Catalyst for energy conversion, Environmental catalyst, Development of highly-functional catalysts toward greener organic synthesis, Development of novel heterogeneous catalysts for environmentally-benign organic transformations	409		
	Associate Professor Hiroki MIURA				
	Professor Toshio SHUDO	Energy Engineering, Thermal Engineering, Automotive Power Systems, Fuel Cells, Hydrogen Engine, HCCI Combustion, Alternative Fuels	—		
Advanced Catalysis	Professor Fumiaki AMANO	Photocatalysts, Photoelectrodes, Electrocatalysts, Production of fuels and chemicals from renewable energies, Energy carriers	410		

	Field	Supervisor	Research Contents	Code
Department of Tourism Science	Tourism Science	Professor Tetsuo SHIMIZU	Regional Planning Management; Community-based Development & Tourism, Urban and Agricultural Community Planning, Tourism Planning, Transport Studies, Infrastructure Planning, Urban and Regional Design, History of Architecture and City, Regional Management	501
		Professor Susumu KAWAHARA		
		Associate Professor Yu OKAMURA		
		Professor Takaaki NIHEI	Environment Management; Rural Tourism and Rurality-based Tourism, Sustainable Rural System, Environmental Resource Utilization, Environmental Conservation, Human Geography, Environmental Education, Tropical Biology, Conservational Science, Protected Area Management, Biodiversity Information Science, Ecosystem Management	502
		Professor Shinya NUMATA		
		Associate Professor Takeshi OSAWA		
		Professor Katsuya HIHARA	Behavior and Management Science; Tourism Policy Theory, Principles of Tourism Studies, Behavioral Science for Spatio-Temporal Analysis, Psychology in Tourism, Tourism Informatics, Tourism Economics	503
		Professor Kenro AIHARA		
		Associate Professor Yohei KURATA		
		Professor		
		Associate Professor		
		Professor Lingling WU		

	Field	Supervisor	Research Contents	Code
Department of Urban Science and Policy	Urban Planning and Analysis	Associate Professor Shu YAMAMURA	Industry and Urban Space, Industrial Area Design, Urban and Regional Planning, Planning Theory on Spatial Spheres, Knowledge-creating Industries	601
		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, Emergency Management	604
		Professor Chisato ASAHU	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
		Professor Yoko SUGIHARA	Health Sociology, Social Gerontology, Public Health, Aging Policy Mental Health, Community Welfare	612
		Associate Professor Kahoruko YAMAMOTO	Urban Sociology, Regional and Community Studies, Ethnic Community, Inner Urban Areas, Social Research	613

## 4 Application Qualification

Applicants must fall under one of the categories listed in “4 Application Qualification”.

Individuals of categories (9) and (10) listed in “4 Application Qualification” need to undergo an application qualification review before applying to any department (please refer to p.7 “5 Review of Application Qualification”).

- (1) Has graduated or is expected to graduate from a Japanese university by March 2024(\*1)
- (2) Has received or is expected to receive a bachelor’s degree by March 31, 2024 (from the National Institution for Academic Degrees and Quality Enhancement of Higher Education [NIAD-QE]) in accordance with the provisions of Article 104, Paragraph 4 of the School Education Law (\*2)
- (3) Has completed or is expected to complete sixteen years of school education in a foreign country by March 2024
- (4) Has completed or is expected to complete sixteen years of school education while in Japan by taking classes as part of a correspondence education program conducted by a school in a foreign country by March 2024
- (5) Has completed or is expected to complete a foreign university’s program at an institution in Japan that is recognized by the educational system of the said foreign country as having university courses (limited to those who have completed sixteen years of school education in the said foreign country) and is accredited by the Minister of Education, Culture, Sports, Science and Technology by March 2024(\*3)
- (6) Individuals who have received a degree equivalent to a bachelor’s degree or are expected to receive one by March 2024 from a foreign university or a foreign school (limited to one that has been evaluated by an organization accredited by the government or a related governmental organization of the said country for the overall performance of its education and research activities or designated separately as so by the Japanese Minister of Education, Culture, Sports, Science, and Technology) upon completion of a three-year or longer course of study (including completion of an educational course of a foreign school through distant learning in Japan or an educational course of a foreign school positioned as an educational institution under the educational system of the said country and designated separately by the Japanese Minister of Education, Culture, Sports, Science, and Technology)
- (7) Has completed or is expected to complete an upper secondary course at a specialized training college (limited to courses that last at least four years and meet other standards set by the Minister of Education, Culture, Sports, Science and Technology) by March 2024
- (8) Individuals designated by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education Public Notice No. 5, 1953) (\*4)
- (9) Individuals who will have been enrolled in a university for at least three years as of March 2024, or have completed fifteen years of school education in a foreign country; or who have completed the overseas university curriculum while in Japan within the school system of the country in question at educational institutions in Japan that has been recognized by the Minister of Education, Culture, Sports, Science and Technology (limited to curriculums regarded as the equivalent of completing fifteen years of school education in the said country) and acknowledged as having earned, with excellent academic performance, the academic credits determined in advance by the Faculty of this TMU graduate school (\*5)
- (10) 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 university graduate and have reached twenty-two years of age (as of April 1, 2024) (\*6)

\*1...Universities as defined in Article 83 of the School Education Act of Japan

\*2...A certificate of degree issued by NIAD-QE must be submitted during enrollment procedures.

\*3...This refers to Temple University, Japan Campus graduates (or expected graduates), etc.

\*4...This refers to graduates (or expected graduates) of the National Defense Academy of Japan, the National Fisheries University, the Japan Coast Guard Academy, the Meteorological College, and other similar schools.

\*5...This refers to so-called advance admission. It does not apply to the individuals described in items (1) to (8) listed in this section (4 Application Qualification). This also applies to those who are qualified to apply as a prospective early graduating student and cannot submit a certificate of expected graduation at the time of application. These individuals must undergo their review of application qualification before formally applying.

\*6...This refers to graduates of junior colleges, any National Institute of Technology and specialized training colleges as well as individuals who have completed programs at other educational facilities. These individuals must undergo their review of application qualification before formally applying.

However, individuals who have completed (or are scheduled to complete) an advanced course certified by NIAD-QE at a National Institute of Technology or junior college meets Application Qualification (2) above. As such, these individuals do not need to undergo a review before they apply.



## 5 Review of Application Qualification (if applicable)

Individuals in categories (9) and (10) listed in “4 Application Qualification” above need to undergo an application qualification review before applying to any department.

Further, individuals who wish to apply for the Department of Urban Science and Policy’s Special Selection for Working Adults exam may need to undergo a review of application qualification beforehand. Please review “Information for Applicants to the Department of Urban Science and Policy Special Selection for Working Adults” on p.25.

**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) Documents to be submitted

Please submit the documents listed below for Review of Application Qualification. You will be notified of the results of the review by postal mail.

< Individuals to Whom “4 Application Qualification - (9)” (Advance Admission) Applies >

- a Review of Application Qualification Form (download the graduate school’s prescribed form from the website)
- b Statement of current courses (download the graduate school’s prescribed form from the website)
- c Academic transcripts (current as of the time of application)
- d A self-addressed envelope (23.5 cm × 12.0 cm) with ¥354 (The revised charges would cost in case of any revision of postal charges.) in postage affixed (including express mail charges). (The graduate school will use this envelope to mail the results of the screening back to you.)

Notes:

Qualifications for advance admission differ depending on the department. Please consult with the department you wish to enter before requesting a review of application qualification.

The review of application qualification for advance admission to the Department of Civil and Environmental Engineering is only conducted during the winter exam.

< Individuals to Whom “4 Application Qualification - (10)” 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 Statement of purpose (download the graduate school’s prescribed form from the website)
- e A self-addressed envelope (23.5 cm × 12.0 cm) with ¥354 (The revised charges would cost in case of any revision of postal charges.) in postage affixed (including express mail charges). (The graduate school will use this envelope to mail the results of the Review back to you.)

### (2) Submission Period

[Summer exam] **Friday, May 26 to Friday, June 2, 2023 (Must arrive by June 2)**

[Winter exam] **Tuesday, November 28 to Tuesday, December 5, 2023 (Must arrive by December 5)**

### (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 “9” if you are applying based on “4 Application Qualification - (9)” listed on the previous page.

State “10” if you are applying based on “4 Application Qualification - (10)” 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](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 Science:

- a A self-addressed envelope (23.5 cm × 12.0 cm) with ¥84 (The revised charges would cost in case of any revision of postal charges.) 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 “9” if you are applying based on “4 Application Qualification - (9)” listed on the previous page.  
State “10” if you are applying based on “4 Application Qualification - (10)” listed on the previous page.

## 6 Special Arrangements (if applicable)

Reasonable accommodation is provided to persons with disabilities to ensure that they will not be disadvantaged in taking entrance examinations or studying at our university. Those who require reasonable accommodation while taking entrance examinations or attending graduate school, you must declare your request for such arrangements in advance as detailed below.

### (1) Declaration Period

[Summer exam] **Friday, May 26 to Friday, June 2, 2023 (Must arrive by June 2)**

[Winter exam] **Tuesday, November 28 to Tuesday, December 5, 2023 (Must arrive by December 5)**

### (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, Email: admission-fues@jmj.tmu.ac.jp)

Requests for the form and declarations by phone 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

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"> <li>•Use the graduate school’s prescribed form.</li> <li>•Please fill in the “Desired Field” section with the codes of your first and second choices (see “3 Supervisors and Research Fields” on p. 2-5). (Example: Department of Geography 101- 105)</li> </ul>
	② Exam admission ticket, photo card, desk card	<ul style="list-style-type: none"> <li>•Use the graduate school’s prescribed set of three forms. Do not separate these forms before submitting them.</li> <li>•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)</li> </ul>
	③ Academic transcripts	<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 Japanese or English translation.</li> </ul>
	④ Certificate of graduation (or expected graduation)	
	⑤ Submit one of the following proof of payment of the examination fee. <ol style="list-style-type: none"> <li>Proof of payment*</li> <li>Transaction result page</li> </ol> <p>*In the case of submitting a., please attach the proof of payment to the “Proof of payment of application screening fee” and submit it.</p>	① After referring to p. 13 “9 Payment of Examination Fees” and “How to make the Payment for the Examination” (Supplementary materials), please make the payment online by the deadline. ② Please follow the instructions on p. 13 “9 Payment of Examination Fees” and submit either a. Proof of payment or b. Transaction result page. * The application screening fee is 30,000 JPY. * Your application screening fee will not be refunded under any circumstances after your application has been received.
	⑥ Envelope for sending the exam admission ticket (and English score)	Clearly write your postal code, address and name on a “Naga-san (長形 3 号)” envelope with ¥354 (the cost of the revised charges in case of any revision of postal charges) in postage affixed (including express mail charges).  If you submit the original copy of your TOEIC or IELTS score, the original copy will be sent back to you along with the exam admission ticket after the application period.

Submitted by All Applicants	⑦ Contact name and address card (please fill in both columns)	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.  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. In addition, please print the 'Contact name and address card' in A4 size.
	⑧ Contact Registration Form	Please register your contact information either through the QR code or URL and tick the box ( <input type="checkbox"/> ).

Submitted by Applicable Individuals Only	⑨ English-language proficiency test score (except for Department of Geography)	For details, please check p. 11 "8 About Foreign-Language (English) Testing".
	⑩ Degree (or degree expected) certificate (original only), or Applicant's Questionnaire for individuals in Application Qualification category (3) or (4)	If you fall under Application Qualification category (3), (4) or (6), please submit an original copy of your bachelor's degree (or certificate of expected completion) if available. However, if you are in Application Qualification category (3) or (4) but have not received a bachelor's degree or do not expect to receive one, please submit the Applicant's Questionnaire for individuals in Application Qualification category (3) or (4) (the graduate school's prescribed form).
	⑪ Copy of "certificate of permission to apply"	Individuals who have undergone a 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. 17"14 The Long-Term Study System" and "Long-Term Study System Overview" on the graduate school website ( <a href="https://www.ues.tmu.ac.jp/en/admission_graduate.html">https://www.ues.tmu.ac.jp/en/admission_graduate.html</a> ) 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.

	Application Documents	Notes
Submitted by Foreign Nationals Only	⑬ Copy of your residence card etc.	This document must be submitted by foreign nationals only.  Please submit the copy of your residence card ( <u>both sides</u> ). Please make sure it is valid at the time of application.  If you do not have a fixed address in Japan at the time of application, you must submit a copy of your passport (the page with your personal information).
	⑭ 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.)

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) 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 Geography	Research plan form	Use the graduate school's prescribed form.
Department of Civil and Environmental Engineering	Statement of purpose form	Use the graduate school's prescribed form.
Department of Architecture and Building Engineering	Research plan form	Use the graduate school's prescribed form.
Department of Applied Chemistry for Environment	Statement of purpose form	Use the graduate school's prescribed form.
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.

[Notes]

- Please download the graduate school's prescribed forms listed above from the university website.
- You may fill out the application form either by hand or by typing in the Word/Excel version. In case you handwrite the application documents, please make sure to use a black ballpoint pen 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.
- Parcel delivery services, motorcycle courier, and in-person submission at the university administrative office service desks will not be accepted.
- No documents that have been accepted will be returned for any reason.
- Tokyo Metropolitan University has established the "Tokyo Public University Corporation Security Export Control Regulations" based on the "Foreign Exchange and Foreign Trade Act" and carries out strict screening from the perspective of providing technology and exporting goods when accepting international students.

Please note that those falling under the regulated matters may not be admitted to the University or be restricted in the research activities they wish to do at the University. For further information, please refer to the following website of the University's Security Export Control.

<https://www.tmu.ac.jp/cooperation/compliance/exportcontrol.html>

- 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

- (1) Applicants to all departments except the Department of Geography 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 <Appended table 1> below and [Notes Regarding the Submission of Test Scores] and submit your scores along with the other application documents. **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 and applications for the Department of Urban Science and Policy’s Special Selection for Working Adults system do not need to submit scores.

<Appended table 1>

	TOEFL	TOEIC	IELTS
Department of Geography	A written exam will be conducted on Foreign Language (English), so no test scores need to be submitted.		
Department of Civil and Environmental Engineering	✓	✓	N/A
Department of Architecture and Building Engineering	✓	✓	N/A
Department of Applied Chemistry for Environment	✓	✓	N/A
Department of Tourism Science	✓	✓	✓
Department of Urban Science and Policy	✓	✓	✓

[Notes on the submission of test scores]

■ When submitting TOEFL scores (**for the Department of Civil and Environmental Engineering, Department of Architecture and Building Engineering, Department of Applied Chemistry for Environment, Department of Tourism Science, Department of Urban Science and Policy**), please submit the following **two items**:

- ① **A copy of the Test Taker Score Report sent from the institute administering the TOEFL test (Educational Testing Service [ETS]). Please submit the copy along with the other application documents.**

Note: While the cost of one Test Taker Score Report 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 2023).

- 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 at least 3 business days 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 iBT Home Edition scores are invalid.
- TOEFL-ITP (institutional tests) scores are not accepted.

■ When submitting TOEIC scores (for the **Department of Civil and Environmental Engineering, Department of Architecture and Building Engineering, Department of Applied Chemistry for Environment, Department of Tourism Science, Department of Urban Science and Policy**), **please submit the original and photocopy of your score certificate along with the other application documents.** The original copy will be sent back to you with the accepted exam admission ticket.

<Notes>

- Submit the original copy of your Official Score Certificate for a TOEIC listening & reading test.
- Please note that scores of TOEIC-IP test, TOEIC speaking & writing tests, TOEIC speaking test, TOEIC writing test and TOEIC bridge test are not eligible.

■ When submitting an IELTS score (for the **Department of Tourism Science, Department of Urban Science and Policy**), **please submit the original and photocopy of your score certificate along with the other application documents.** The original copy will be sent back to you with the accepted exam admission ticket.

<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. Please be noted that additional handling fee will be charged.

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

**For details, please refer to “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>

### Payment Period

[Summer exam] **Tuesday, June 27, 2023 to 2:00 p.m. on Tuesday, July 11, 2023**

[Winter exam] **Wednesday, December 27, 2023 to 2:00 p.m. on Wednesday, January 10, 2024**

### 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 disasters which apply to this system are as follows.**

- ① Great East Japan Earthquake
- ② Heavy Rain in July 2020

For more information, please refer to the University's website below.

([https://www.tmu.ac.jp/extra/download.html?d=assets/files/download/entrance/2024\\_entrance\\_examination\\_fee\\_refund.pdf](https://www.tmu.ac.jp/extra/download.html?d=assets/files/download/entrance/2024_entrance_examination_fee_refund.pdf))

### 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/campuslife\\_career/expenses.html](https://www.tmu.ac.jp/campuslife_career/expenses.html)) for details.

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

## 10 Summer Exam Schedule and Other Details

### (1) Application Period

**Tuesday, July 4, 2023 to Tuesday, July 11, 2023 (must arrive by July 11)**

Applications are **only accepted by mail** (parcel delivery services and motorcycle courier will not be accepted.). **Applications will not be accepted at university administrative office service desks.**

\*Applicants are required to send all the documents listed in "7 Application Documents" by registered express mail (*kakitome-sokutatsu*) in a square size-2 envelope ["JIS *kaku-ni*" in Japanese]. Please attach the label for sending application documents with necessary information filled in on the front of the envelope.

\*Please print out the label for sending application documents attached to this application guideline in color. If printed in black and white, please trace the letters of "Express Mail" and "Registered Mail", and the lines around them with a red pen.

### (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 **Thursday, July 27, 2023**, 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: **11:00 a.m. Wednesday, August 30, 2023 (Japan time)**

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 ¥354 (the cost of the revised charges in case of any revision of postal charges) 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).

**\*Individuals who passed the Graduate School of Urban Environmental Sciences summer exam cannot apply for the winter exam.**

### (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 if your mailing address has changed due to a change of residence, etc., be sure to inform The Academic Affairs Office of Urban Environmental Science. If you do not receive your acceptance letter and enrollment documents by Wednesday, September 6, 2023, please contact the The Academic Affairs Office of Urban Environmental Science (Tel: 042-677-1111 Ext: 4027).

You will also be sent a form of confirmation of intent to enroll enclosed with your letter of acceptance. **Please be sure to declare your intent to enroll by following the instructions written on the form, even if you eventually decline to attend the university.** If you do not do so by **Friday, October 27** and do not contact us regarding your intentions, we will consider this as a declaration that you will not attend the university.



## 11 Winter Exam Schedule and Other Details

### (1) Application Period

**Thursday, January 4, 2024 to Wednesday, January 10, 2024 (Must arrive by January 10)**

\*Applications are **only accepted by mail** (parcel delivery services and motorcycle courier will not be accepted.).

**Applications will not be accepted at university administrative office service desks.**

\*Applicants are required to send all the documents listed in "7 Application Documents" by registered express mail (**kakitome-sokutatsu**) in a square size-2 envelope ["JIS *kaku-ni*" in Japanese]. Please attach the label for sending application documents with necessary information filled in on the front of the envelope.

\*Please print out the label for sending application documents attached to this application guideline in color. If printed in black and white, please trace the letters of "Express Mail" and "Registered Mail", and the lines around them with a red pen.

### (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 **Friday, January 19, 2024**, please contact the Tokyo Metropolitan University Faculty of Urban Environmental Sciences Academic Affairs Section (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: **11:00 a.m. Thursday, February 29, 2024**

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 ¥354 (the cost of the revised charges in case of any revision of postal charges.) 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) along with a set of enrollment documents. If you are unable to receive your letter of acceptance or if 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 5, 2024**, please contact the The Academic Affairs Office of Urban Environmental Science (Tel: 042-677-1111 Ext: 4027).

### (7) Other

Whether the general selection for the Department of Architecture and Building Engineering will be conducted or not will be announced by the end of November 2023. Please check the Tokyo Metropolitan University Graduate School of Urban Environmental Sciences website (<https://www.ues.tmu.ac.jp/>).

## 12 Enrollment Procedures, Admission Fees, Tuition, Etc.

### (1) Enrollment Procedures

If you pass the summer exam and indicate your intent to enroll via a confirmation of intent to enroll, you will be sent a set of enrollment documents in early February (subject to change). Individuals who pass the winter exam will be sent a set of enrollment documents in the same envelope as their acceptance letter. 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(\*) 141,000JPY (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 (April 1, 2023 to April 1, 2024), 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 2023\*)

\*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 March 2024. 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 apply for the scholarship by the Japan Student Services Organization (JASSO). Further, TMU also offers a scholarship to graduate students.

## 13 Viewing or Obtaining Past Exam Questions

To view or obtain past exam questions, please visit the Tokyo Metropolitan University Graduate School of Urban Environmental Sciences website (<https://www.ues.tmu.ac.jp/graduate.html>). For more information, contact the Tokyo Metropolitan University Faculty of Urban Environmental Sciences Academic Affairs Section (Tel: 042-677-1111, Ext: 4027).

## 14 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, parental or nursing care leave commitments.

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 during 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/en/admission\\_graduate.html](https://www.ues.tmu.ac.jp/en/admission_graduate.html)]).

### <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 [[https://www.ues.tmu.ac.jp/en/admission\\_graduate.html](https://www.ues.tmu.ac.jp/en/admission_graduate.html)].
- (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 by Department>

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 Geography

★ Exam Schedule, Exam Subjects, Exam Time, and Other Notes

#### <Summer Exam>

Date	Exam Subjects	Exam Time	Points
August 15 (Tue.)	Foreign Language (English)	9:00 – 10:30 a.m.	120
	Specialized Subjects	11:00 a.m. – 12:30 p.m.	120
August 16 (Wed.)	Interview (including oral exam)	9:00 a.m. –	60

• Interview (including oral exam) ... Individuals exempted from the written exam are still required to go through an interview (about ten minutes). Examinees are not allowed to distribute handouts or use a PC projector.

#### <Winter Exam>

Date	Exam Subjects	Exam Time	Points
February 14 (Wed.)	Foreign Language (English)	9:00 – 10:30 a.m.	120
	Interview (including oral exam)	12:30 p.m. –	120

• Interview (including oral exam)... Examinees are required to give an oral presentation (no more than ten minutes) about their graduate thesis (or equivalent research) and about their research plans for the master's program.

• Examinees can choose to conduct their presentation by distributing handouts or by using a PC projector. Those who use a PC projector only need to bring a USB flash drive containing their presentation, since PowerPoint is installed on the Windows PC at the interview venue. If you will use a Mac, be sure to bring a USB flash drive, your computer, and a Mac-compatible projector cable.

• No exemptions are made to the written examination for individuals taking the winter exam.

## Department of Civil and Environmental Engineering

★ Exam Schedule, Exam Subjects, Exam Time, and Other Notes

### <Summer Exam>

Date	Exam Subjects	Exam Time	Points
August 15 (Tue.)	Specialized Subjects (1)	9:00 – 10:30 a.m.	200
	Specialized Subjects (2)	11:00 a.m. – noon	100
	Interview (including oral exam)	1:30 p.m. –	100
—	Foreign Language (English)*	—	100

• Specialized Subjects (1): Math (calculus, linear algebra)

• Specialized Subjects (2): Essay (Examinees must write an essay based on the themes of civil and environmental engineering. Essays may be in Japanese or English, and should be about a thousand Japanese characters or approximately four hundred English words.)

\*Eligible scores: TOEFL, TOEIC (scores are converted to a 100-point scale, with 100 points being a perfect score.)

### <Winter Exam>

Date	Exam Subjects	Exam Time	Points
February 14 (Wed.)	Specialized Subjects (1)	9:00 – 10:30 a.m.	200
	Specialized Subjects (2)	11:00 a.m. – noon	100
	Interview (including oral exam)	1:30 p.m. –	100
—	Foreign Language (English)*	—	100

• Specialized Subjects (1): Math (calculus, linear algebra)

• Specialized Subjects (2): Essay (Examinees must write an essay based on the themes of civil and environmental engineering. Essays may be in Japanese or English, and should be about a thousand Japanese characters or approximately four hundred English words.)

\*Eligible scores: TOEFL, TOEIC (scores are converted to a 100-point scale, with 100 points being a perfect score.)

### <Notes>

- 1 Be sure to consult with your desired Supervisor about your research content and other matters before applying.
- 2 Regarding admission quota: In principle, a single supervisor can take on up to three new students.

## Department of Architecture and Building Engineering

★ Exam Schedule, Exam Subjects, Exam Time, and Other Notes

### <Summer Exam>

Date	Exam Subjects	Exam Time	Points* <sup>1</sup>	Points* <sup>2</sup>
August 15 (Tue.)	Specialized Subjects (1)	9:00 a.m. – noon	300	200
	Specialized Subjects (2) (Architectural Design)	1: 30 –3: 30 p.m.* <sup>3</sup>	/	100
August 16 (Wed.)	Interview (including oral exam)	1:00 p.m. –	100	100
—	Foreign Language (English)* <sup>4</sup>	—	100	100

\*1 This is the point allocation for individuals not taking Specialized Subjects (2).

\*2 This is the point allocation for individuals who have selected Architectural Design for Specialized Subjects (2).

\*3 The finishing time for Specialized Subjects (2) (Architectural Design) may be delayed depending on the number of examinees.

\*4 Eligible scores: TOEFL, TOEIC

Scores are converted to a 100-point scale (with 100 points being a perfect score) based on departmental standards. Individuals with a TOEFL score less than 40 after the TOEFL-iBT score conversion or a TOEIC score of under 400 shall be disqualified. Either a TOEFL-iBT score conversion of 83 or above or a TOEIC score of 750 points or above shall be considered a perfect score.

### <Notes>

- Please be sure to thoroughly read “Important Notes to Department of Architecture and Building Engineering Applicants” on the next page.
- Examinees may use a calculator with basic arithmetic and function capabilities (programmable calculators are not allowed), a ruler and a compass. Dictionaries and other items are not allowed.

### <Winter Exam>

A winter exam may be conducted if the number of individuals tentatively admitted through the summer exam does not reach our admission quota. If a winter exam is given, a separate implementation guide for that exam will be provided.

## Important Notes to Department of Architecture and Building Engineering Applicants (Entrance Examination for Academic Year 2024 Admission)

### 1. About Specialized Subjects (1)

Twenty-four questions will be included in the Specialized Subjects (1) exam. They will consist of two questions from each of the twelve areas in the six groups shown in the table below. For example, there will be four questions from Group A—two questions from the Calculus area and two from the Linear Algebra area. Of these 24 questions, examinees must choose and answer a total of 15 (two questions from each of five groups, and five questions chosen from the remaining 14 questions). When selecting two questions from each of five groups, you may choose one question from each area in each group (for example, Calculus and Linear Algebra in Group A) or two questions from just one area in the group (for example, either Calculus or Linear Algebra in Group A).

You may also choose to answer more than fifteen questions. However, your score will be the total of (1) and (2) below, not a grand total of the scores of all questions answered.

- (1) The ten questions from five groups; these are extracted by selecting the two questions you achieve the highest score on from each group, adding the two scores, respectively, and picking five groups in the order of the highest total scores
- (2) The five questions with the highest scores from the remaining fourteen questions

Please note that you are required to select the questions you will answer during the test. There is no preliminary survey to choose questions. Further, each question is worth an equal number of points.

Group	Areas
A	Calculus* <sup>1</sup> , Linear Algebra* <sup>1</sup>
B	Structural Mechanics, Structural Engineering * <sup>2</sup>
C	Building Materials Science, Building Construction
D	Building Environmental Studies, Building Environmental Systems
E	Architectural Planning, Urban Planning
F	Architectural History, Architectural Design

\*1 Questions will be limited to basic university-level math.

\*2 Questions will be limited to steel, reinforced concrete, and wood construction as well as vibrational studies.

### 2. About Specialized Subjects (2)

You may choose Architectural Design for your Specialized Subjects (2) exam. In this case, please mark a circle in the field for Architectural Design in the Specialized Subjects (2) area on your research plan form. The Architectural Design exam subject will include an oral exam based on your portfolio, so please bring your portfolio to the exam. Portfolios should be about twenty pages (with no more than two joint projects, both of which should be clearly marked as such) in an A2-size clear file folder.

### 3. About Research Plan Forms

You must submit a research plan form along with your application to the Department of Architecture and Building Engineering (Use the form prescribed by the graduate school).

(1) Please enter your desired Supervisors (if you are applying for the basic research course) or project number (if you are applying for the project research course\*) in the 1<sup>st</sup> Choice and 2<sup>nd</sup> Choice sections. (\*We will not set up the project research course in 2024 Academic Year.)

(2) In the “Specialized Subjects (2)” section, mark the box for either “Not Taking this Exam Subject” or “Architectural Design” with a circle after consulting with your desired Supervisor(s). You cannot change this after you submit your application.

(3) In the “Research Plan” section, please detail the topic(s) you wish to research in the master’s program as well as the methods you intend to use. You may use any format. If you have a second choice, be sure to include a research plan for it on the back of the sheet. Be sure to contact and consult with both your first and second choices for Supervisor in depth before writing your research plan.

The content of your research plan will be reviewed during the interview. Depending on its content, we may not be able to accept your plan.

### 4. Other Notes

① Regarding admission quota: In principle, a single supervisor may take on up to four new basic research course students.

② Individuals with only one choice of research field should write “None” in the field for a second choice on their application form and their research plan form.

## Department of Applied Chemistry for Environment

★ Exam Schedule, Exam Subjects, Exam Time, and Other Notes

### <Summer Exam>

Date	Exam Subjects	Exam Time	Points
August 15 (Tue.)	Organic Chemistry *1	9:00 – 10:00 a.m.	100
	Physical Chemistry / Inorganic Chemistry *1,*2	10:30 a.m. – 12:30 p.m.	200
August 16 (Wed.)	Interview (including oral exam) *3	9:00 a.m. –	100
-	Foreign Language (English) *4	-	100

\*1 Examinees can select either Japanese or English for exam questions. Please specify your preferred language for exam questions on your statement of purpose form before submitting it.

\*2 Examinees cannot bring their own calculators. All examinees will be lent a calculator at the exam venue, which will be collected after the exam.

\*3 Individuals exempted from the written exam are still required to go through an interview.

\*4 Eligible scores: TOEFL, TOEIC (scores are converted to a 100-point scale, with 100 points being a perfect score)

### <Winter Exam>

Date	Exam Subjects	Exam Time	Points
February 14 (Wed.)	Interview (including oral exam) *5	10:00 a.m. –	200
-	Foreign Language (English) *6	-	100

\*5 Interview (including oral exam): You are required to give an oral presentation (of approximately ten minutes) summarizing your graduate thesis or your most recent research. You must bring and use your own computer. A Q&A session about the content of your presentation and chemistry in general will follow. HDMI and RGB cables to connect the projector to your computer will be provided in the interview room.

\*6 Eligible scores: TOEFL, TOEIC (scores are converted to a 100-point scale, with 100 points being a perfect score)

The Department of Applied Chemistry for Environment participates in the Ministry of Education, Culture, Sports, Science and Technology's WISE Program (Doctoral Program for World-leading Innovative & Smart Education). If you wish to apply for the program, you are required to take a separate admission examination. However, please note that only students who have passed the summer entrance examination are eligible to take the admission examination.

For details, please contact the Academic Affairs Office of the Faculty of Urban Environmental Sciences.  
(WISE Program Desk; Tel: 042-677-1111, ext. 4023)



## Department of Tourism Science

### ★ Exam Schedule, Exam Subjects, Exam Time, and Other Notes

#### <Summer Exam>

Date	Exam Subjects	Exam Time	Points
August 15 (Tue.)	Essay*1	9:00 – 11:00 a.m.	100
	Specialized Subjects *2	12:30 – 2:30 p.m.	100
August 16 (Wed.)	Interview (including oral exam)	9:30 a.m. –	100
—	Foreign Language (English)*3	—	100

\*1: You must write (in Japanese or English) an essay on two topics: tourism and your desired research theme.

\*2: You must select one of the following subjects and answer the questions in Japanese or English: Urban & Community Planning Studies, Transport Studies, Tourism Marketing, Tourism Informatics, Tourism Economics, Geography, or Ecology /Environmental Science.

\*3: Eligible scores: TOEFL, TOEIC, IELTS (scores are converted to a 100-point scale, with 100 points being a perfect score)

#### <Winter Exam>

Date	Exam Subjects	Exam Time	Points
February 15 (Thu.)	Essay*4	9:30 – 11:30 a.m.	100
	Presentation / Interview (including oral exam)*5	2:30 p.m. –	200
—	Foreign Language (English)*6	—	100

\*4 You must write (in Japanese or English) an essay on two topics: tourism and your desired research theme.

\*5 You must give an oral presentation in Japanese or English (10-15 minutes) about subjects such as your graduate thesis, graduate research, or research on tourism. You may do so by distributing handouts and/or using PowerPoint (if you use a Windows PC, simply bring a USB flash drive containing your presentation; if you use a Mac, bring a USB flash drive and a Mac computer). Please note that a Windows PC installed with PowerPoint will be provided at the interview venue.

\*6 Eligible scores: TOEFL, TOEIC, IELTS (scores are converted to a 100-point scale, with 100 points being a perfect score)

## Department of Urban Science and Policy

### ★ Exam Schedule, Exam Subjects, Exam Time, and Other Notes

#### <Summer Exam>

Date	Exam Subjects		Exam Time	Exam Content, Etc.	Points
August 15 (Tue.)	Written Exam *1	Essay	9:00 – 11:00 a.m.	Examinees are to write an essay on the subject of cities.	100
		Specialized Subjects	12:30 – 2:30 p.m.	Examinees will be tested on their specialized knowledge of their chosen field.	100
August 16 (Wed.)	Interview (including oral exam)*2 *3		1:00 p.m. –	Examinees will go through an oral exam based on their oral exam interview sheet, research proposal, etc.	100
—	Foreign Language (English)*4 *5		—	—	100

#### <Winter Exam>

Date	Exam Subjects		Exam Time	Exam Content, Etc.	Points
February 14 (Wed.)	Written Exam *1	Essay	9:00 – 11:00 a.m.	Examinees are to write an essay on the subject of cities.	100
		Specialized Subjects	12:30 – 2:30 p.m.	Examinees will be tested on their specialized knowledge of their chosen field.	100
February 15 (Thu.)	Interview (including oral exam)*2 *3		1:00 p.m. –	Examinees will go through an oral exam based on their oral exam interview sheet, research proposal, etc.	100
—	Foreign Language (English)*4 *5		—	—	100

\*1 Dictionaries, calculators and other items are not allowed.

\*2 Please note that the interview and oral exam times are subject to change based on the number of examinees and other factors. As such, make sure to pay attention to the instructions given during the previous day at the written exam venue.

\*3 Individuals exempted from the written exam are still required to go through the interview.

\*4 Eligible scores: TOEFL, TOEIC, IELTS (scores are converted to a 100-point scale, with 100 points being a perfect score)

\*5 Individuals applying for Special Selection for Working Adults will not be administered a foreign-language exam.

#### <Notes>

- 1 Regarding admission quota: In principle a single Supervisor can take on up to four new students.
- 2 Make certain to consult with your desired Supervisor about the research content and other matters before applying.
- 3 In principle, exemptions from the written exam are only available for the summer exam. Contact the department about the winter exam.

# Information for Applicants to the Department of Urban Science and Policy

## Special Selection for Working Adults

The goal of the Department of Urban Science and Policy is to develop individuals capable of broadly and comprehensively grasping the increasingly complex problems urban areas face while also taking into consideration the knowledge and theories of all relevant fields, exploring these problems through creative and original research, and contributing to the development of urban policy and solutions to urban problems.

In particular, the department willingly accepts working members of society who directly deal with real-world issues related to urban environments while working in public sectors at the national or local levels, in private sectors, or elsewhere, and are planning to pursue a specialized education to conduct research on urban policy in graduate school, whether sent by their employer or on their own initiative. The department is also eager to receive students who are participating in activities which are directly relevant to their research plan for the Master's thesis.

Applicants must receive permission from a professor whom they wish to learn under before applying for the Special Selection for Working Adults.

### 1 Admission Quota

Admission quota for the Department of Urban Science and Policy via the Special Selection for Working Adults is a few of the department's fifteen-person quota.

### 2 Application Qualification for the Special Selection for Working Adults

Individuals who have a research plan which is directly relevant to their work experience(s) and those whom any of items (1) to (10) listed in "4 Application Qualification" (p. 6) apply and who also meet either one of the following two conditions:

- ① Has at least two years of work experience and is also employed in a permanent position (excluding part-time work) at the time of application.
- ② Five or more years will have passed since the applicant graduated from university at the time of admission (April 1, 2024).

### 3 Review of Application Qualification

Applicants who wish to apply based on items (3) to (7) or (9) or (10) listed in "4 Application Qualification" (p. 6) must undergo a Review of Application Qualification before applying. To undergo said Review, please submit the following documents:

#### (1) Documents to be submitted

- a Resume (use the form prescribed by the graduate school)
- b Certificate of graduation (or expected graduation) for the highest level of education achieved. (Copies will not be accepted. A Japanese or English translation should be attached to any documents that are not in Japanese.)
- c Academic transcripts for the highest level of education achieved. (Copies will not be accepted. A Japanese translation should be attached to any documents that are not in Japanese.)
- d Statement of purpose (you are free to use any format, but it should be about one A4-size page) (Please clarify the relevance between your work experience(s) and your research plan for the Master's thesis.)
- e (When applying via qualification ① listed in Application Qualifications for the Special Selection for Working Adults above): Proof of fixed employment (copies of your ID card, insurance card, etc.)
- f (For foreign nationals) certificate of items stated in the resident record (copies and certificates issued more than three months before your application will not be accepted); if you have no fixed address in Japan, submit a copy of your passport
- g A self-addressed envelope (23.5 cm × 12.0 cm) with ¥354 (The revised charges would cost in case of any revision of postal charges.) of postage affixed (including express mail charges). (The graduate school will use this envelope to mail the results of the Review to you.)

#### (2) Application Period

- **Summer exam: May 26 (Fri.) to June 2 (Fri.), 2023 (Must arrive by June 2)**
- **Winter exam: November 28 (Tue.) to December 5 (Tue.), 2023 (Must arrive by December 5)**

#### (3) Submit to:

The Academic Affairs Office of Urban Environmental Sciences, Tokyo Metropolitan University (1-1 Minami-Osawa, Hachioji City, Tokyo 192-0397)

\*Send necessary documents as **registered express mail (*kakitome-sokutatsu*)** in an envelope (24.0 cm × 33.2 cm, which accommodates unfolded A4-size sheets) clearly marked "Graduate School of Urban Environmental Sciences, Department of Urban Science and Policy, Master's Program, the Special Selection for Working Adults, Request for Review of Application"

Qualification.”

(4) How to Acquire Review of Application Qualification Request forms

Please download the Review of Application Qualification request forms from the Graduate School of Urban Environmental Sciences website ([https://www.ues.tmu.ac.jp/review\\_application.html](https://www.ues.tmu.ac.jp/review_application.html)). If you wish to have copies of the forms mailed to you, please send the following two items to The Academic Affairs Office of Urban Environmental Science:

- a. A self-addressed envelope (23.5 cm × 12.0 cm) with ¥84 (The revised charges would cost in case of any revision of postal charges.) of postage affixed (the graduate school will use this envelope to mail the forms to you).
- b. A note clearly stating your contact information (cell phone number, email address, etc.) and the phrase “Request for Department of Urban Science and Policy Master’s Program Special Selection for Working Adults Review of Application Qualification forms.”

(5) You will be notified of the results of the Review by postal mail. Please note that if you did not undergo Review of Application Qualification you may be disqualified from taking the entrance examination.

4 Additional Documents Required for Application

Applicants to whom items (1), (2) or (8) listed in “4 Application Qualification” (p. 6) apply do not need to undergo a Review of Application Qualification. However, those employed in a permanent position (to whom qualification ① listed in Application Qualification for Special Selection for Working Adults above applies) are asked to submit proof of fixed employment (copies of your ID card, insurance card, etc.) along with the documents listed in “7 Application Procedures and Documents”(p.8-10)

## 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 (including 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.
- (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.)