

Academic Year 2024 Admission
Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences
[Doctoral Course]

October Admission Application Guidelines
(Date of Admission: October 1, 2024)

<Summer 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



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Any changes in the conduct of the examinations will be announced on the following website. Please confirm the latest information on the website of Tokyo Metropolitan University and the Graduate School of Urban Environmental Sciences regularly.

Tokyo Metropolitan University
Information on Admission



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

Faculty of Urban Environmental
Sciences



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

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

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

1 Entrance Examination Schedule

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

July 30 (Tue.) to July 31 (Wed.), 2024

<Spare date in case of emergency: August 6 (Tue.), August 7 (Wed.), 2024>

Make sure to review pages 16–18 for details on the dates, time, and other details of the exams each department conducts.

2 Admission Quota

Department	Quota
Department of Geography	A few students
Department of Civil and Environmental Engineering	A few students
Department of Architecture and Building Engineering	A few students
Department of Applied Chemistry for Environment	A few students
Department of Tourism Science	A few students
Department of Urban Science and Policy	A few students

(Notes)

(1) The Graduate School of Urban Environmental Sciences does not accept multiple applications to our departments from a single applicant.

(2) Please contact the respective departments for details on exemptions to the written exam.

(3) A separate application guide is provided for April admission.

3 Supervisors and Research Fields

(1) Faculty marked with: ● will retire at the end of AY2024/★ will retire at the end of AY2025/◎ will retire at the end of AY2026/ ☆will retire at the end of AY2027. 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.tmu.ac.jp/stafflist.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@jmj.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●	Climate Changes, Urban Climatology, Monsoon Climatology, Climatic Environment	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	Associate Professor Akihiro TAKINAMI Associate Professor Naoto YABE Associate Professor Masahiro TANAKA	Quantitative Geography, Social Geography, Economic Geography, Urban Geography, Behavioral Geography, Cultural Geography, Geographic Information Sciences (GIS), Spatial Representation, Philosophy and Methodology of Geography	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	Architectural Planning / City Planning	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
		Architectural Design and History	Professor	Masao KOIZUMI	Design Practice, Housing Planning, Architectural Design, Design Methodology	304
			Associate Professor	Yoshihiko ITO	History of Western Architecture	305
		Building Production	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
		Structural Engineering	Professor	Kazuhiro KITAYAMA◎	Reinforced Concrete, Seismic Design, Earthquake Engineering, Seismic Retrofit	309
			Professor	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
		Architectural Environment and Building Services	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

	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, 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
		Associate Professor Motoki UEDA		
	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, Topological Structural Chemistry, Main Group Element Materials, Nanosensing Molecules, Functional π -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		
		Professor Shinya NUMATA	Environment Management; Rural Tourism and Rurality-based Tourism, Sustainable Rural System, Environmental Resource Utilization, Environmental Conservation, Human Geography, Tropical Biology, Conservational Science, Protected Area Management, Biodiversity Information Science, Ecosystem Management	502
		Associate Professor Takeshi OSAWA		
		Professor Katsuya HIHARA		
		Professor Kenro AIHARA		
		Associate Professor Yohei KURATA	Behavior and Management Science; Tourism Policy Theory, Behavioral Science for Spatio-Temporal Analysis, Psychology in Tourism, Tourism Informatics, Tourism Economics	503
		Associate 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 ASAHI	Environmental Economics, Urban and Regional Economics, Program Evaluation, Evaluation Research, Cost-benefit Analysis, Evaluation of Infrastructure	605
	Administrative, Financial and Legal Systems	Professor Mami OKU	Environmental Legal Policy, Urban Policy and Legal Affairs, Administrative Law, the Local Autonomy Act	606
		Professor Ken SHIRAISHI◎	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 (6) and (7) listed in “4 Application Qualification” need to undergo an application qualification review before applying to any department (please refer to p.6 “5 Review of Application Qualification”).

- (1) Has received or is expected to receive a master’s degree from a Japanese educational institution by September 2024
- (2) Has received or is expected to receive a professional degree by September 2024.
- (3) Has received or is expected to receive a degree equivalent to a master’s degree or professional degree in a foreign country by September 2024
- (4) Has received or is expected to receive a degree equivalent to a master’s degree or professional degree by September 2024 while in Japan, taking classes as part of correspondence education program conducted by a school in a foreign country
- (5) Has received or is expected to receive a degree equivalent to a master’s degree or professional degree by September 2024 upon completion of a course of study offered at a foreign educational institution that is positioned in Japan as offering graduate programs under the schooling system in the said foreign country and has been designated by the Minister of Education, Culture, Sports, Science and Technology.
- (6) Individuals designated by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education Public Notice No. 118, 1989; refer to “*Notes” below)
- (7) Individuals recognized via the individual assessment of admission qualifications conducted by this TMU graduate school (Graduate School of Urban Environmental Sciences) to have academic ability equivalent or superior to a holder of a master’s degree or professional degree graduate and have reached twenty-four years of age (as of October 1, 2024)

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

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

5 Review of Application Qualification (if applicable)

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

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

(1) Documents to be submitted

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

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

- a Resume(download the graduate school’s prescribed form from the website)
- b Certificate of graduation (or expected graduation) for highest level of education achieved(Official documentation)
- c Academic transcripts for highest level of education achieved(Official documentation)
- d Research achievement record (use the form designated by the graduate school)
- e Certificate of engagement in research work
- f A self-addressed envelope (23.5 cm × 12.0 cm) with ¥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.)

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

- a Resume (download the graduate school’s prescribed form from the website)
- b Certificate of graduation (or expected graduation) for highest level of education achieved
- c Academic transcripts for highest level of education achieved
- d (Dept. of Applied Chemistry for Environment) Documents to certify your research achievement
- 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 screening back to you.)

(2) Submission Period

Tuesday, May 21 to Tuesday, May 28, 2024 (Must arrive by May 28)

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

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

(4) Prescribed Forms for Review of Application Qualification Requests

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

6 Special Arrangements (if applicable)

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

(1) Declaration Period

Tuesday, May 21 to Tuesday, May 28, 2024 (Must arrive by May 28)

(2) Request for a declaration form and submit:

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

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

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

(Tel: 042-677-1111, Ext: 4027, Email: fues-k@jmj.tmu.ac.jp)

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

7 Application Procedures and Documents

Please make sure to discuss research topics etc. with a supervisor you wish to study under before going through the application procedures. The following application documents are required:

<Common to All Departments>

	Application Documents	Notes
Submitted by All Applicants	① Application form	<ul style="list-style-type: none"> • Use the graduate school's prescribed form. • If you apply for the Department of Urban Science and Policy, please fill in the "Desired Field" section with the codes of your first and second choices. If you apply the other departments, please write the code of you first choice only. (see "3 Supervisors and Research Fields" on p. 2-5). (Example: Department of Geography 101)
	② Exam admission ticket, photo card	<ul style="list-style-type: none"> • Use the graduate school's prescribed form. Do not separate these forms before submitting them. • Photographs should have been taken within three months of the submission of your application. They should be taken without any head coverings and include your face and upper body. Do not edit photographs. (Size: 4 cm tall × 3 cm wide)
	③ Academic transcripts	<ul style="list-style-type: none"> • Official documentation issued by the president of your university or dean of your school • Photocopies are not accepted.
	④ Certificate of graduation (or expected graduation)	<ul style="list-style-type: none"> • If supplied by a foreign school or institution in a language other than Japanese or English, please attach Japanese translation
	⑤ Envelope for sending the exam admission ticket (and English score)	<p>Clearly write your postal code, address and name on a "Naga-san (長形3号)" envelope with ¥354 (The revised charges would cost in case of any revision of postal charges.) in postage affixed (including express mail charges).</p> <p>In case 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.</p>
	⑥ Contact name & address card and Contact Registration Form	<ul style="list-style-type: none"> • 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. • Please register your contact information either through the QR code or URL and tick the box (□). • For security export control purposes, foreign nationals are required to fill out a special form.

Submitted by Applicable Individuals Only	⑧ English-language proficiency test score (Only for Department of Tourism Science & Urban Science and Policy)	For details, please check p. 11 “8 About Foreign-Language (English) Testing”.
	⑨ Submit one of the following proof of payment of the examination fee. a. Proof of payment b. Transaction result page *In the case of submitting a., please attach the proof of payment to the “Proof of payment of application screening fee” at the bottom of ②.	<u>*Individuals who have completed the Tokyo Metropolitan University Graduate School master’s program in or after March 2024 or are expected to complete the program in September 2024 do not need to pay the examination fee.</u> •After referring to p. 12 “9 Payment of Examination Fees” and “How to make the Payment for the Examination” (Supplementary materials), please make the payment online by the deadline. •Please follow the instructions on p. 12 “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.
	⑩ Degree (or degree expected) certificate (original only)	If you fall under Application Qualification category (3) or (4), please submit an original copy of your Master’s degree or professional degree (or certificate of expected completion)
	⑪ Copy of “certificate of permission to apply”	Individuals who have undergone 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. 15 “13 The Long-Term Study System” and “Long-Term Study System Overview” on the graduate school website (https://www.ues.tmu.ac.jp/en/admission_graduate.html) and submit the required documents. The application form can be downloaded from the aforementioned website. Please make sure to consult with the desired supervisor beforehand and get the signature on the form.

	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 or not) should check with their current university about the necessary procedures for requesting a scholarship extension.

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

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

[Notes]

- Please download the graduate school's prescribed forms listed above from the university website (<https://www.tmu.ac.jp/entrance/graduate/18517.html>).
- 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).
- Please print out the label for sending application documents(Japanese) attached to this application guideline.
- Please print on both sides of the paper as much as possible.
- 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 handing in 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 the Department of Tourism Science and the Department of Urban Science and Policy must submit English-language proficiency test scores meeting the standards each department sets in lieu of taking a written exam on English. Make sure to review [Notes Regarding the Submission of Test Scores] and submit your scores 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.

[Notes on the submission of test scores]

■ When submitting TOEFL scores, **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 2024).

- 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, **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.

In case you submit the digital score report, please submit the photocopy of the digital score with the QR code on it.

<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, **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 (if applicable)

Please pay your examination fee during the designated payment period. Please be noted that additional handling fee will be charged.

*Individuals who have completed the Tokyo Metropolitan University Graduate School master's program in or after March 2024 or are expected to complete the program in September 2024 do not need to pay the examination fee.

Paying online (Using "E-shiharai.net")

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

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

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

(Notes)

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

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

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

Payment Period

Wednesday, June 19 to 2:00 p.m. on Wednesday, July 3, 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
- ③ The 2024 Noto earthquake

For more information, please refer to the website below.

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

Examination Fee Refund Procedures

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

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

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

10 Exam Schedule and Other Details

(1) Application Period

Wednesday, June 26 to Wednesday, July 3, 2024 (must arrive by July 3)

*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.

*Please use the envelope prescribed by the graduate school included in this booklet to send your application to The Academic Affairs Office of Urban Environmental Science, Tokyo Metropolitan University by **simplified registered express mail (*kanni-kakitome and sokutatsu*)**.

(2) Sending Exam Admission Tickets

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

If you do not receive your exam admission ticket by **Wednesday, July 17, 2024**, 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 28, 2024 (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.**

***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) along with a set of enrollment documents. If you are unable to receive your letter of acceptance or your mailing address has changed due to a change of residence, etc., be sure to inform The Academic Affairs Office of Urban Environmental Science of that fact. If you do not receive your acceptance letter and enrollment documents by **Monday, September 2, 2024**, please contact the The Academic Affairs Office of Urban Environmental Science (Tel: 042-677-1111 Ext: 4027).

11 Enrollment Procedures, Admission Fees, Tuition, Etc.

(1) Enrollment Procedures

Individuals who pass the 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(*) 141,000 JPY (amount subject to change)
- Nonresidents 282,000 JPY (amount subject to change)

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

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

*"Tokyo residents" refers to individuals who have had an address in Tokyo for at least a full year before the date of admission (October 1, 2023, to October 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 520,800JPY (as of academic year 2024*)

*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 on Friday, September 6, 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 take out student loans from the Japan Student Services Organization (JASSO). Further, TMU also offers a scholarship to graduate students.

12 Viewing or Obtaining Past Exam Questions

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

13 The Long-Term Study System

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

Students 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]).

<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].
- (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 Date	Exam Subject	Exam Time	Points
July 30 (Tue.)	Foreign Language (English)	9:00 – 10:30	120
July 31 (Wed.)	Interview (including oral exam)	9:00 a.m. –	120

- Interview (including oral exam)
... Examinees are required to give an oral presentation (ten minutes or less) about their master's thesis (or equivalent research) and about their plans for research while in the doctoral program. Examinees can choose to conduct their presentation by distributing a handout for discussion or by using a PC projector. If you choose to use a PC projector, simply bring a USB flash drive containing your presentation, since the Windows PC at the interview venue has PowerPoint installed on it. If you will use a Mac, please bring your computer, a USB flash drive, and a Mac-compatible projector cable.
- No exemptions are made to the written examination for individuals taking exam for the October Admission.

Department of Civil and Environmental Engineering

Exam Date	Exam Subject	Exam Time	Points
July 31 (Wed.)	Specialized Subjects	10:00 – 11:30 a.m.	50
	Interview (including oral exam)	1:00 p.m. –	50

- Specialized Subjects... Examinees will take a written exam on their research theme and on a foreign language (English).
- Interview (including oral exam)
... Examinees will use a projector to make a presentation about the nature and outcomes of the research they conducted during their master's program (or in the course of their work), as well as their plans for research after admission to the doctoral program. Afterward, there will be a Q&A session about the content of the presentation.

Department of Architecture and Building Engineering

Exam Date	Exam Subject	Exam Time	Points
July 31 (Wed.)	Specialized Subjects	9:00 – 11:00	50
	Interview (including oral exam)	11:30 a.m.-	50

- Specialized Subjects... Examinees will take a written exam on their specialized field and on a foreign language (English). Bring a pencil and an eraser for the written exam. Please contact your desired supervisor for information on the exam subjects.
- Interview (including oral exam)
... Examinees should bring thirteen copies of a summary of their master's thesis or their recent research (around four to six pages, A4 size, in Japanese or English).

Department of Applied Chemistry for Environment

Exam Date	Exam Subject	Exam Time	Points
July 30 (Tue.)	Specialized Subjects	10:30 a.m. – 12:30 p.m.	50
	Interview (including oral exam)	2:00 p.m. –	50

- Specialized Subjects... Examinees will take a written exam on specialized subjects and on a foreign language.
- Interview (including oral exam)
... Examinees must bring their own computers and make a presentation (of about twenty minutes) summarizing their master's thesis or their recent research. A Q&A session about the presentation's content will follow. HDMI and RGB cables to connect the projector and computers of examinees will be provided in the interview room.

Department of Tourism Science

Exam Date	Exam Subject	Exam Time	Points
July 30 (Tue.)	Essay	9:00 – 11:00 a.m.	100
	Presentation / Interview (including oral exam)	1:00 p.m. –	100
—	Foreign Language (English)*	—	100

- Essay... Examinees must write essays in Japanese or English on two topics: a) tourism and b) their plans for research after admission.
- Presentation / Interview (including oral exam)
... Examinees must give an oral presentation in Japanese or English (from 10-15 minutes in length) about subjects such as their master's thesis or equivalent research about tourism. They may do so by distributing a handout for discussion and/or using PowerPoint. (Windows PC users should bring a USB flash drive containing their presentation. Mac users should bring a USB flash drive and their computer.) Please note that a Windows PC installed with PowerPoint will be available at the interview venue.

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

Department of Urban Science and Policy

Exam Date	Exam Subject	Exam Time	Points
July 31 (Wed.)	Specialized Subjects	9:00 – 10:30 a.m.	100
	Interview (including oral exam)	11:30 a.m. –	100
—	Foreign Language (English)*	—	100

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

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

I. Notes Regarding Applications and the Entrance Examination

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