

2024

Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences

[Doctoral Program]

“Tokyo Global Partner Scholarship”
International Student Special Selection

Application Guidelines

< Tokyo Global Partner Scholarship Program >

Under this program, Tokyo Metropolitan University (hereinafter referred to as “TMU”), operated by Tokyo Metropolitan Public University Cooperation and established by Tokyo Metropolitan Government (hereinafter referred to as TMG), calls for excellent international students to study at the graduate school of TMU. Scholarship is granted to successful applicants to provide support, for example, in the context of tuition-free enrollment and stipend for living, so that they can focus on their studies and research. This program is being advanced based on the assumption that the revenue and expenditure budgets of Tokyo for 2024 will be approved by March 31, 2024.

1 Number of students to be admitted

Eleven

2 Eligibility

When applying, the candidate must submit the required documentation specified by the Graduate School of Urban Environmental Sciences for preliminary screening and receive a “Permission to take the examination” from the school. Before submitting the formal application, it is required to make an enquiry with the prospective supervisor by Friday, March 8, 2024.

Applicants eligible to apply for this program must meet each of the following requirements:

- (1) For the doctoral course, a person who has or is expected to acquire a master’s degree, has or is expected to acquire a degree equivalent to a professional degree, or who has been recognized by the graduate school as having academic ability equivalent to or higher than that of those who have a master’s degree or a professional degree through individual screening of admission qualifications. The person should also have reached 24 years of age at the time of enrollment.
- (2) Those who fall under any of the following categories: (a) to (c)
 - (a) Those who are enrolled in a research institution such as a university, governmental agency, local governmental agency (hereinafter referred to as "the Institution"), company, etc. whose main campus, laboratory, or office, etc. is located in Asian countries/regions (*note1) or Sister and Friendship Cities/States of TMG (*note2), etc., or those who have graduated from or completed an educational course at the Institution less than one year before applying for the program.
 - (b) Those who are enrolled in any of the universities listed in the International Partner Universities/Institutions shown in Attachment 1(*note3), or those who have graduated from or completed an educational course at international partner universities/institutions less than one year before applying for the program.
 - (c) Those who are enrolled in a master's course (equivalent to the master's course at TMU) at a university in Japan with a visa status of residence of "Student" at the time of application.
- (3) A 2.30 Grade Point Average (GPA) or above, calculated by the following conversion table and formula, is required either in the course at the Institution, an international partner university/institution or a Japanese university enrolled at the time of application, or in the last educational institution attended prior to application. All applicants are expected to maintain a 2.30 GPA or above in the course they are enrolled during the scholarship period.

Conversion Table

Grading System	Evaluation Scale				
	Pattern 1		優 Excellent	良 Good	可 Fair
Pattern 2		A	B	C	F
Pattern 3		100-80	79-70	69-60	59-0
Pattern 4	S	A	B	C	F
Pattern 5	A	B	C	D	F
Pattern 6	100-90	89-80	79-70	69-60	59-0
Grade point	3	3	2	1	0

Formula

{(“Number of credits for grade point 3” x 3) + (“number of credits for grade point 2” x 2) + (“number of credits for grade point 1” x 1) + (“number of credits for grade point 0” x 0)} ÷ (total number of registered credits)

- If the credit system is not applicable for the classes you took, use the number of subjects instead of the number of credits to calculate your GPA.
- If you are a transfer student from one university/institution to another, use the number of credits you gained at the university from which you have transferred. However, also calculate the GPA in the same way as the grades you gained before the transfer (grade point at the university/institution previously enrolled before the present one).
- The subjects for which the grades do not fit the evaluation scale, such as those evaluated as “Pass” or “Approved,” must be excluded.
- A fraction in the GPA should be rounded down to the nearest third decimal place.

(4) Applicants must meet one of the following requirements for proficiency in Japanese or English:

- (a) Those who have passed the Japanese Language Proficiency Test (JLPT) level N2 or higher at the time of admission to the doctoral course of TMU.
- (b) Those who have completed or are expected to complete an educational course that satisfies the qualifications for admission to a doctoral course in Japan, with Japanese as the primary language.
- (c) Those who can be judged by the respective graduate school that accepts them to have Japanese language skills equivalent to (a) or (b).
- (d) Those who have qualifications or certification test scores equivalent to level B2 of the Common European Framework of Reference for Languages (CEFR) or higher in English at the time of admission to the doctoral course of TMU.
- (e) Those who have completed or are expected to complete an educational course that satisfies the qualifications for admission to a doctoral course in Japan, with English as the primary language.
- (f) Those who can be judged by the respective graduate school that accepts them to have English language skills

equivalent to (d) or (e).

- (5) Applicants must be willing to learn basic Japanese language up to the level of understanding daily conversation by the time of completion of their program.
- (6) Applicants should be willing to seek employment in one of the following: (a) to (c).
 - (a) A company with its headquarters or a branch office in Tokyo (regardless of work location in or outside Japan)
 - (b) A university or research institute in or outside Japan
 - (c) A central/local government organization or a similar public organization in or outside Japan
- (7) Applicants must be willing to cooperate in forming a network of Japan-friendly cohorts and contribute to deepening the mutual understanding/friendship between Japan and foreign countries/regions and to the development of Tokyo and the world by utilizing knowledge and technology gained at TMU after completion of their program.
- (8) Each applicant must obtain a new "Student" visa at a diplomatic mission or some other facility overseas before entering Japan and enter Japan with the newly acquired "Student" status. (If they already have another status of residence such as "Permanent Resident," "Long Term Resident," it must be changed to "Student" before entering Japan.) However, this does not apply to cases falling under (2) (c) of "Eligibility" given above.
- (9) Applicants must be mentally and physically sound to pursue study and research at the university.
- (10) Applicants should not fall under any of the following categories: (a) to (d). If an applicant is found to fall under these after being accepted, the support, such as scholarship, shall not be granted in principle.
 - (a) Those with Japanese citizenship, special permanent resident status, or who are allowed to reside in Japan permanently
 - (b) Those who are military personnel on active duty or army civilian employees
 - (c) Those who will receive a scholarship, research fund, and the like from other institutions at the time of enrollment
 - (d) Those who have previously been enrolled in a doctoral program of TMU or another university in Japan as a Japanese Government Scholarship international student

*note 1

Asian countries/regions refer to the following countries and regions: East Asia, Southeast Asia, and South Asia. India, Indonesia, Cambodia, Singapore, Sri Lanka, Thailand, South Korea, China, Nepal, Pakistan, Bangladesh, East Timor, the Philippines, Bhutan, Brunei, Vietnam, Malaysia, Myanmar, Maldives, Mongolia, Laos, and Taiwan.

*note 2

Sister and Friendship Cities/States of TMG, etc. refer to the following sister and friendship cities/states of TMG, member cities of the Asian Network of Major Cities 21, and other major cities overseas with which TMG conducts urban diplomacy.

<Sister and Friendship Cities>

New York City, Beijing, Paris, New South Wales, Seoul, Jakarta, Sao Paulo (state), Cairo, Moscow, Berlin, Rome, and London.

<Member cities of the Asian Network of Major Cities 21>

Bangkok, Delhi, Hanoi, Jakarta, Kuala Lumpur, Manila, Seoul, Singapore, Taipei, Tomsk, Ulaanbaatar, and Yangon.

*note 3

If the university where you are enrolled or have graduated or completed your course of study is not on the list of partner universities, please inquire the latest information on partner universities in advance to the academic affairs office which you are submitting your application.

3 Application

- (1) Application Period: Wednesday, April 3, 2024 to Tuesday, April 16, 2024
(Application forms must arrive on or before April 16, 2024)
- (2) Submit to: Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji, Tokyo 192-0397, Japan

(3) Required documents

	Notes
A: Application for Admission	<ul style="list-style-type: none"> • Prescribed form (reverse side also to be filled in)
B: Certification of (Prospective) Completion of Pre-doctoral Coursework	<ul style="list-style-type: none"> • Official documentation issued by the president of your university • If issued by a foreign school or institution in a language other than English or Japanese, please attach a translation in English or Japanese.
C: Medical Report	<ul style="list-style-type: none"> • Use the prescribed form
D: Application Form (Form 1 – 1)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese • In the designated space, attach an ID photo (4cm (H) ×3cm (W)) without headwear (unless it's for religious or medical reasons) taken within the past three months.
E: Recommendation Form (Form 2)	<ul style="list-style-type: none"> • Official documentation issued by the supervisor of your university or the head of your workplace • Use the prescribed form and complete in English or Japanese
F: Academic Transcript of final education	<ul style="list-style-type: none"> • Official documentation issued by the president of your university • If created by a foreign school or institution in a language other than English or Japanese, please attach a translation in English or Japanese.
G: Certification of language proficiency	<ul style="list-style-type: none"> • Objective evidence of language proficiency(e.g. scores of TOEFL, TOEIC, the Japanese test in the Examination for Japanese University Admission for International Students (EJU), Japanese language proficiency tests, etc.) • If the applicant fall under the category 2(4)b or e, the objective evidence to prove it is required.
H: Academic Performance Entry Sheet	<ul style="list-style-type: none"> • Use the prescribed form
I: Field of Specialization Studied and Publications	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese • Attach an outline of your master's thesis

in the Past / Proposed Field of Study and Study Program (Form 1 – 2)	
J: Future Career Plans and Future Contribution to Tokyo Metropolitan University and Tokyo Metropolitan Government (Form 3)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese
K: Written Pledge (Form 4)	<ul style="list-style-type: none"> • Use the prescribed form
L: Photocopied Passport	<ul style="list-style-type: none"> • Photocopies of cover page and the page where your name and nationality are printed .
M: Housing Inquiry (Form 5)	<ul style="list-style-type: none"> • Use the prescribed form and complete in English or Japanese
N: Pictures for ID card	<ul style="list-style-type: none"> • 2 ID photos (4cm (H) ×3cm (W)) without headwear (unless it's for religious or medical reasons) taken within the past three months
O: Enrollment certificate or employment certificate	<ul style="list-style-type: none"> • Submit the documentation created by the head of your affiliation (the educational institution or government office). • If you are enrolled in Tokyo Metropolitan University or affiliation of the person who wrote Recommendation Form(Form2) and your affiliation is the same, there is no need to submit this document.

(Note) Documents D to I and O are to be submitted at the time of preliminary screening. Concerning the time of submission, please follow the instructions from your prospective supervisor.

4 Selection Method of Applicants

Accepted students will be selected based on results of the first screening (evaluation of all the documents submitted) and results of the second screening (oral examination). Only those who pass the first screening can take the second screening.

- (1) Selection Date: Date designated by the school between Wednesday, May 1, and Friday, May 24, 2024
- (2) Test Venue: Tokyo Metropolitan University, Minami-Osawa Campus or other location designated by the school.
- (3) Test Subjects: (Oral Exam) Questioning centered on your subject of specialization.

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

5 Announcement of Results

- (1) Date and Time: Wednesday, June 19, 2024 at 2:00 p.m. (Japan time)
- (2) Location: In front of the Academic Affairs Section, Graduate School of Urban Environmental Sciences, TMU.

Accepted students will receive a letter of acceptance and enrollment forms from the Academic Affairs Section, Urban Environmental Sciences, Tokyo Metropolitan University.

6 Enrollment Date

The date of enrollment is October 1, 2024.

7 Content of Support

Full exemption of entrance examination fee will be provided to applicants.

The following support will be provided to international students who have completed the admission procedures.

- (1) Full exemption of admission fee.
- (2) Full tuition exemption for the prescribed years of study until the completion of the program (three consecutive years for a doctoral program).
- (3) The scholarship money provided to international students will be 150,000 yen per month from October 2024 for three consecutive years for a doctoral program.
- (4) One-way air tickets for entry into Japan and return to their home country after the student has acquired the degree. Economy tickets are provided between the international airport nearest to the student's place of residence and either Narita or Tokyo International Airport (Haneda Airport). The travel expenses from Narita or Haneda Airport to each TMU campus and vice versa shall be borne by the students themselves. Please note that a return ticket will not be provided for students who withdraw from TMU or earn a degree beyond the prescribed years of study. It will also not be provided for students who temporarily return home while remaining in Japan after the end of the scholarship period. However, if students withdraw after earning all the required credits within the prescribed duration of a program, the travel expenses will be covered.
- (5) Housing referral services will be provided. TMU's cooperating company shall provide support to those who wish for the service to provide housing information and contract procedure. All applicants must submit the housing referral form whether they wish for the service or not.

*The housing rent and other expenses for meals, etc. are to be borne by the student.

* The International Student House is for single students only. We cannot provide information on housing for families. In addition, if you are bringing your family, afterwards, from your home country, all necessary procedures must be done by yourself.

*Please note that the housing referral service does not guarantee to present housing information that meets all the conditions you wish to have.

(6) Items to be noted

Scholarship payments begin in the month of enrollment. However, if a student's arrival in Japan is delayed for more than one month due to visa procedures, etc., scholarship payments will begin in the month of arrival and will not be retroactively paid for the previous month. In addition, the payment may be delayed depending on the date of completion of account registration, etc.

When an international student falls under any of the following cases, the support prescribed above shall be terminated in principle.

- When the application documents are found to have a false statement.
- When the student violates the pledge made to the President.
- When the student has been subject to disciplinary action at TMU or has been expelled from TMU.
- When it is confirmed that the student will not be able to complete the course of study within the prescribed years of study due to poor academic performance, leave of absence, etc.

- When the student withdraws from TMU (except for withdrawal after acquiring credits needed to complete the course within the prescribed years of study) or transfers to another graduate school.
- When the student loses their visa status of residence of "Student" or changes their status of residence to another status.
- When the student applies for other financial support programs such as scholarships. However, this does not apply to applications for scholarships that the student will begin to receive after completing the course under this program.
- When the student finds it difficult to continue studying in Japan due to health reasons.
- When it is found that the student falls under the items (a) to (d) of (10) for "Eligibility."

8 Duties after the graduation

After the program, international students are expected to put the utmost effort to contribute to the development of Tokyo and the world by deploying the knowledge and skills acquired through the experience under the program and by fostering a network of highly skilled Japan-friendly cohorts. The students are also expected to promote mutual understanding and friendly relations between Tokyo and foreign countries/regions from which the students originally come.

9 Points to Remember

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

*The submitted documents and certificates will not be returned under any circumstances.

*Tokyo Metropolitan University has established the "Tokyo Public University Corporation Security Export Control Regulations" based on the "Foreign Exchange and Foreign Control Trade Law" 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> (Japanese only)