

Academic Year 2019
Application Guidelines

Admission Office Entrance Examination
(SAT/ACT Method and IB Method)

Department of Biological Sciences
Faculty of Science

Please also read Guidance page on the online application website carefully before making application.

Please pay close attention to the application period and procedure.



TOKYO METROPOLITAN UNIVERSITY

首都大学東京

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Admissions Policies of Faculty of Science, Tokyo Metropolitan University

Faculty of Science aims to develop researchers and engineers, who are full of creativity and ambition, can discover the structure of the natural world, and are willing to actively take on new challenges for the future of humanity. Therefore, Faculty of Science seeks individuals with the following qualities:

1. Individuals who have basic academic skills enough to receive Bachelor's degree education based on the educational goals set at each department of Faculty of Science, and who will constantly aim high and spare no effort to their study and research;
2. Individuals who are full of intellectual curiosity, are willing to challenge the unknown, have abundant creativity, and are capable of advancing toward their study and research with great individuality; and
3. Individuals who possess the theoretical capability of recognition, who have deep interest in the present and future situations of nature and human society from a global standpoint and are eager to contribute to find and resolve their issues.

Admission Policies of Department of Biological Sciences

Biological Science is the study to give light on mechanisms of life and to consider the relationships between organisms and their environment and evolution. Department of Biological Sciences welcomes the followings to develop study and research of biological sciences and biology together with:

1. Individuals who like living organisms and are enthusiastic about experiments, observations, and researches;
2. Individuals who aim to acquire the abilities of research, planning, and implementation through the study of Biological Sciences; and
3. Individuals who wish to improve English ability to be able to perform internationally.

I. Number of students to be admitted

- SAT/ACT Method --- 2
- IB Method --- 2

(Notes)

1. Length of study is 4 years.
2. It is possible that no one will be selected based on the selection results.
3. Students can graduate from the university by taking only the classes conducted in English.

II. Qualification for application

<SAT/ACT Method>

Applicants must fall under one of the following (1) ① – ⑤ and meet the requirements of (2) and (3).

(1)

- ① Applicants who graduated after April 2015 or will have graduated by March 2019 from a senior high school located in Japan
- ② Applicants who completed after April 2015 or will have completed by March 2019 education provided by an educational institution abroad which the Minister of Education, Culture, Sports, Science and Technology of Japan accredited or designated as providing the equivalent to high school education
- ③ Applicants who completed after April 2015 or will have completed by March 2019 (at least deemed 12 years of education completed in the given foreign country) education provided by a foreign educational institution in Japan, endorsed as equivalent to that of an institution under the educational system of the given foreign country and designated by the Minister of Education, Culture, Sports, Science and Technology of Japan, and also will have reached the age of 18 by March 31, 2019
- ④ Applicants who completed after April 2015 or will have completed by March 2019, 12 years of education provided by an educational institution whose educational activities accredited by an international accrediting organization designated by the Minister of Education, Culture, Sports, Science and Technology of Japan (WASC, ACSI, or CIS), and will have reached the age of 18 by March 31, 2019 as well. In the case of the above mentioned course overseas, this applies to those who have Japanese nationality, Japanese permanent residency or equivalent status only
- ⑤ Applicants of Japanese nationality or permanent residency or equivalent status who completed after April 2015 or will have completed by March 2019, 12 years of school education overseas, and will have reached the age of 18 by March 31, 2019 as well

- (2) Applicants who took a SAT Reasoning Test or ACT (+ Optional Writing Test) administered after April 1, 2017
- (3) Applicants who took a TOEFL or IELTS Academic Module administered after April 1, 2017

<IB Method>

Applicants who earned after April 1, 2015 or will have earned by March 31, 2019 an International Baccalaureate Diploma from the International Baccalaureate Organization, and will have reached the age of 18 by March 31, 2019. This method is available only to those who have Japanese nationality, Japanese permanent residency or equivalent status if the International Baccalaureate Diploma was earned or will earn overseas.

III. Application procedure

- (1) Application period

August 24 (Fri) – 30 (Thurs), 2018 at 8:00 pm (Documents must arrive by.)

Mailing address: **Admission Division, Administrative Affairs Department of TMU
Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397**

〒192-0397 東京都八王子市南大沢一丁目1番地 首都大学東京アドミッション・センター (入試課)

- * My Page registration, application for admission, and examination fee payment on the Internet application system become available on August 3 (Fri), 2018.
- * Due to short application period, application documents can be sent by mail prior to the date above. Any postal delay due to traffic conditions will not be considered. Please send the application documents in time for the deadline.

- (2) Application procedures

Application must be conducted through the Internet application system.

< Steps for Internet Application >

All steps must be completed according to the following order during the application period.

1. Register My Page and proceed to Application for admission
2. Pay an examination fee
3. Print out necessary forms, etc. and send them by post together with other application documents including certificate of graduation, etc.

* Forms can be printed out after examination fee payment has been completed.

Application is NOT yet completed at a stage where an applicant has entered the application information and paid an examination fee. Applicants must send the necessary application documents by registered express mail (for those in Japan) or EMS (for those outside Japan) in time for the application deadline.

For detailed Internet application procedures, please visit the following website.

<http://exam.52school.com/guide/tmu-en/>

(首都大学東京ウェブサイト Tokyo Metropolitan University website ≫ トップ Top page ≫ 入試案内 Admission ≫ インターネット出願 Internet application ≫ ガイダンスページ Guidance page)

<Notes>

1. Any documents arrived after the specified application period will not be accepted under any circumstances. Please make sure to send the application documents well in advance to meet the deadline.
2. Application documents must be sent in a self-prepared envelope (24×33.2 cm, A4 size) with color printed mailing label on it to the following address by “**registered express mail**” (applicants in Japan) or “**EMS (Express Mail Service)**” (applicants outside Japan). Mailing label can be printed from “Required document print screen” page on the Internet application website. If the mailing label is printed in black and white, trace the letters and lines of “registered” and “express” with a red pen.
3. Application via parcel delivery service (motorcycle courier, etc. included) is not acceptable. Direct submission of application is not permitted under any circumstances.
4. Incomplete application documents, etc. will not be accepted unless they are corrected and resubmitted within the application period.

(3) Application documents

<SAT/ACT Method>

* Print Internet application forms in white A4 size paper.

	Documents and certificates	Remarks
1	Application Form	Enter required information and print out the completed Application Form on the Internet application website.
2	Essay Form	Print out an Essay Form on the Internet application website and write clearly in English (applicant’s handwriting) motivation for applying and aspiration after enrollment in the form.
3	Exam Admission Card and Photo Card	Print out an Exam Admission Card and Photo Card on the website and fill in all the required fields clearly by hand. Paste a photograph of your face on the space

		provided in Photo Card. (Photograph should be 4 cm in height × 3 cm in width, taken within the last 3 months, being upper-body frontal without cap/hat.)
4	<p>Certificate of (expected) graduation and Transcript</p> <p>* Original copy must be submitted unless otherwise specified.</p>	<p>Submit one certificate of (expected) graduation which proves one’s application qualification (see page 1) and one transcript. In both cases, original form must be submitted in principle.</p> <p>A) [Applicants who fall under (1) ① – ④ of “II. Qualification for application”]</p> <p>One certificate of (expected) graduation and one school report of the last school attended (issued by the principal and sealed off).</p> <p>* Transcript is accepted as a substitute for school report to those who fall under (1) ② - ④.</p> <p>B) [Applicants who fall under (1) ⑤ of “II. Qualification for application”]</p> <p>One certificate of (expected) graduation/ completion and one transcript of the last school attended.</p> <p>[Note]</p> <p>Certificate of (expected) graduation and transcript written in the language other than Japanese or English must attach its <u>Japanese or English translation</u>. Translation can be also made by applicant him/herself. Please include the name and contact information (including telephone number) of the translator. Transcript must include the full marks of each subject. If any of the subject names, marks, and grades are written in signs or abbreviations, explanations must be added.</p>
5	Official scores of SAT Reasoning Test or ACT (+Optional Writing Test)	Official scores/ test report forms should arrive from the testing organizations before the end of application period.
6	Official scores of TOEFL or test report form of IELTS (Academic module)	Please refer to “(4) Important notes for application ⑨” in pages 8 for details.
7	Envelope for sending Exam Admission Card or International reply coupons	<p>[For residents in Japan]</p> <p>Submit a self-addressed return envelope (12 cm × 23.5 cm) with stamps worth 362 yen (82 yen+280 yen for express delivery fee) and a color printed mailing label*</p>

		<p>affixed. (* The mailing label can be printed on the Internet application website.) If the mailing label is printed in black and white, trace the letters and lines of “express” with a red pen.</p> <p>[For residents outside Japan]</p> <p>Submit International reply coupons as indicated below. (For International express mail service (EMS) postage)</p> <table border="1"> <thead> <tr> <th>Region</th> <th>Asia</th> <th>North/Central America, Middle East, and Oceania</th> <th>Europe</th> <th>South America and Africa</th> </tr> </thead> <tbody> <tr> <td>Numbers of International reply coupons</td> <td>11 coupons</td> <td>16 coupons</td> <td>17 coupons</td> <td>19 coupons</td> </tr> <tr> <td>Amount in Japanese yen</td> <td>1,400 yen</td> <td>2,000 yen</td> <td>2,200 yen</td> <td>2,400 yen</td> </tr> </tbody> </table>	Region	Asia	North/Central America, Middle East, and Oceania	Europe	South America and Africa	Numbers of International reply coupons	11 coupons	16 coupons	17 coupons	19 coupons	Amount in Japanese yen	1,400 yen	2,000 yen	2,200 yen	2,400 yen
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8	Official certificate verifying one’s nationality of Japanese (Original)	<p>[Applicants who fall under (1) ④ and completed/ will complete the course overseas and who fall under (1) ⑤]</p> <p><u>Those who have the Japanese nationality</u> must submit an official copy of “Certification of Family Register Description 戸籍記載事項証明書” etc. issued by the municipal mayor, which includes 1) applicant’s name, 2) applicant’s date of birth, 3) householder’s name and 4) the relationship to the applicant.</p>															
9	Certificate of resident register (Original)	<p>[Applicants who fall under (1) ④ and completed/ will complete the course overseas and who fall under (1) ⑤]</p> <p><u>Those who have the foreign nationality</u> must submit an official copy of “Certificate of Resident Registration 住民票の写し” issued by the municipal mayor, which includes 1) nationality, 2) visa status, and 3) visa expiration date of the applicant.</p>															

<IB Method>

* Print online application forms in white A4 size paper.

	Documents and certificates	Remarks
1	Application Form	Enter required information and print out the completed Application Form on the Internet application website.

2	Essay Form	Print out an Essay Form on the website, and write clearly in English (applicant's handwriting) motivation for applying and aspiration after enrollment on the form.
3	Exam Admission Card and Photo Card	Print out an Exam Admission Card and Photo Card on the website and fill in all the required fields clearly by hand. Paste a photograph of your face on the space provided in Photo Card. (Photograph should be 4 cm in height × 3 cm in width, taken within the last 3 months, being upper-body frontal without cap/hat.)
4	Certificate of International Baccalaureate Diploma, and Transcript of Results	<p>Submit one photocopy of International Baccalaureate Diploma and one original copy of Transcript of Results. Please request for a transcript well in advance to make it in time for the application deadline.</p> <p>[Note]</p> <p>In case that the above documents are unable to be submitted during application period, submit at the time of application both of a <u>Certificate of prospective acquisition of International Baccalaureate Diploma</u> (arbitrary format) created by the principal or an academic and career counselor (course coordinator) of the school attending/attended and an <u>IB Predicted/Anticipated Grades</u>. In this case, 1) a <u>photocopy of International Baccalaureate Diploma</u> and 2) an <u>original Transcript of Results</u> must be submitted by January 31 (Thurs), 2019.</p> <p>If these two documents are unable to be submitted, 3) a <u>Certificate of grades of IB final examinations in 6 subjects</u> (arbitrary format) created by the principal or an academic and career counselor (course coordinator) of the school attending/attended must be submitted by the above mentioned date.</p> <p>One's admission to the University shall be rescinded in the events that acceptance of his/her documents 1) and 2), or document 3) is not confirmed by the University until the designated date or that one applying as a prospective IB diploma recipient fails to obtain the diploma by March 31 (Sun), 2019. Furthermore, the</p>

		University may rescind one's admission if his/her actual scores and grades received are lower than those predicted at the time of application.															
5	Envelope for sending Exam Admission Card or International reply coupons	<p>[For residents in Japan] Submit a self-addressed return envelope (12 cm × 23.5 cm) with stamps worth 362 yen (82 yen + 280 yen for express delivery fee) and a color printed mailing label* affixed. (*The label can be printed on the online application website.) If the mailing label is printed in black and white, trace the letters and lines of “express” with a red pen.</p> <p>[For residents outside Japan] Submit International reply coupons as indicated below. (For International express mail service (EMS) fee)</p> <table border="1"> <thead> <tr> <th>Region</th> <th>Asia</th> <th>North/Central America, Middle East, and Oceania</th> <th>Europe</th> <th>South America and Africa</th> </tr> </thead> <tbody> <tr> <td>Numbers of International reply coupons</td> <td>11 coupons</td> <td>16 coupons</td> <td>17 coupons</td> <td>19 coupons</td> </tr> <tr> <td>Amount in Japanese yen</td> <td>1,400 yen</td> <td>2,000 yen</td> <td>2,200 yen</td> <td>2,400 yen</td> </tr> </tbody> </table>	Region	Asia	North/Central America, Middle East, and Oceania	Europe	South America and Africa	Numbers of International reply coupons	11 coupons	16 coupons	17 coupons	19 coupons	Amount in Japanese yen	1,400 yen	2,000 yen	2,200 yen	2,400 yen
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Amount in Japanese yen	1,400 yen	2,000 yen	2,200 yen	2,400 yen													
6	Official certificate verifying one's nationality of Japanese (Original)	<p>[Applicants who obtained/ will obtain an International Baccalaureate Diploma <u>overseas</u> only] <u>Those who have the Japanese nationality</u> must submit an official copy of “Certification of Family Register Description 戸籍記載事項証明書” etc. issued by the municipal mayor, which includes 1) applicant's name, 2) applicant's date of birth, 3) householder's name and 4) the relationship to the applicant.</p>															
7	Certificate of resident register (Original)	<p>[Applicants who obtained/ will obtain an International Baccalaureate Diploma <u>overseas</u> only] <u>Those who have the foreign nationality</u> must submit an official copy of “Certificate of Resident Registration 住民票の写し” issued by the municipal mayor, which includes 1) nationality, 2) visa status, and 3) visa expiration date of the applicant.</p>															

(4) Important notes for application

- ① Applicants to Admission Office Entrance Examination conducted at national and public universities are eligible to apply to General Entrance Examinations, choosing up to two universities/faculties (one each in the first and second periods). Therefore, **applicants to this examination can also apply to General Entrance Examinations of TMU (the first and second periods)**.
- ② Under “Examination for Selected Candidates” and “Admission Office Entrance Examination” conducted at national and public universities, successful applicants are allowed to register for one university/faculty only.
- ③ Dual application to another “Examination for Selected Candidates” or “Admission Office Entrance Examination” to be conducted at TMU in the same application period is not permitted.
- ④ Incomplete application documents will not be accepted unless they are corrected and re-submitted within the application period.
- ⑤ Affiliation change (faculty/department) will not be allowed after the application documents are once accepted.
- ⑥ Any documents and examination fee once submitted and paid will not be returned under any circumstances after the application documents are accepted. However, a refund of the examination fee can be requested in the case where it was paid but the application was not submitted, or it was wire-transferred twice by mistake. Please see the university’s website (http://www.tmu.ac.jp/campus_life/tuition/expenses.html) for details. (Japanese only)
- ⑦ If any fraud or other act of dishonesty is found in the application documents and certificates, admission will be rescinded even after the enrollment.
- ⑧ If special consideration or arrangement related to physical disability are required at the time of examination or during school attendance, please notify Admission Division, Administrative Affairs Department of TMU no later than **July 13 (Fri), 2018 at 5:00 pm**. **Requests after the deadline may not be possibly accepted.**
- ⑨ Tests necessary for application (SAT Reasoning Test, ACT (+Optional Writing Test), TOEFL, IELTS (Academic module), and IB) must be taken well in advance by taking into consideration of the score reports sending time.

[Score Reports for SAT Reasoning Test, ACT (+ Optional Writing Test), and TOEFL]

Official scores of SAT Reasoning Test, ACT (+Optional Writing Test), and TOEFL must be directly sent from the testing organization and reach Tokyo Metropolitan University within the specified application period without delay.

Mailing address is as follows:

·Name of person/department:

Admission Division, Administrative Affairs Department of TMU 首都大学東京
アドミッション・センター(入試課)

·Name of college/university/organization:

Tokyo Metropolitan University 公立大学法人首都大学東京

·Address:

1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397 192-0397 東京都八王子市南大沢一丁目1番地

[Designated Institution (DI) codes for TMU]

SAT Reasoning Test --- 6920

ACT (+Optional Writing Test) --- 7774

TOEFL --- 7169

Please select TMU as a college to be sent scores upon registration, or request to send scores after the test in the ways designated by the testing organization.

It may take up to 7 – 8 weeks after the mailing date for delivery. Please give yourself plenty of time for the score request procedure with taking into consideration of the sending time. For details, please contact the following testing organizations.

[Contact for SAT]

College Board <https://collegereadiness.collegeboard.org/contact-us>

[Contact for ACT]

ACT <http://www.act.org/content/act/en/contact-act.html>

[Contact for TOEFL]

(For test takers in Japan) ETS <https://www.ets.org/toefl/contact/japan>

(For test takers outside Japan) ETS <https://www.ets.org/toefl/contact>

[Test Report Form for IELTS (Academic module)]

An official Test Report Form must be directly sent from Eiken Foundation of Japan or an IELTS organizing institution outside Japan and reach Tokyo Metropolitan University within the specified application period without delay. Mailing address is as follows:

·Name of person/department:

Admission Division, Administrative Affairs Department of TMU 首都大学東京
アドミッション・センター (入試課)

·Name of college/university/organization:

Tokyo Metropolitan University 公立大学法人首都大学東京

·Address:

1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397 192-0397 東京都八王子市南大沢一丁目1番地

It may take up to 3 – 4 weeks after the mailing date for delivery. Please give yourself plenty of time for the score request procedure with taking into consideration of the sending time.

[Contact]

(For test takers in Japan) Eiken Foundation of Japan <http://www.eiken.or.jp/ielts/en/contact/>

(For test takers outside Japan) IELTS™ <https://www.ielts.org/info-pages/contact-us>

[Transcript of Results for International Baccalaureate Diploma]

An official Transcript of Results must be sent directly from International Baccalaureate Organization and reach Tokyo Metropolitan University within the specified application period without delay. Mailing is as follows:

·Name of person/department:

Admission Division, Administrative Affairs Department of TMU 首都大学東京
アドミッション・センター (入試課)

·Name of college/university/organization:

Tokyo Metropolitan University 公立大学法人首都大学東京

·Address:

1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397 192-0397 東京都八王子市南大沢一丁目1番地

It may take up to 7 – 8 weeks after the mailing date for delivery. Please give yourself plenty of time for the transcript request procedure with taking into consideration of the sending time. For details, please contact the following testing organization.

[Contact]

International Baccalaureate

<http://www.ibo.org/en/programmes/diploma-programme/assessment-and-exams/requesting-transcripts/>

IV. Selection process

There are two stages in the selection process.

The number of successful applicants from the first stage is a maximum of 10.

Exam Admission Card will be sent to the applicants whose application documents are received at the University. If you do not receive it by September 14 (Fri), 2018, contact Admission Division, Administrative Affairs Department of TMU by phone on September 18 (Tue).

(1) The first stage of selection

Selection will be conducted based on the following documents.

<SAT/ACT Method>

- ① SAT Reasoning Test or ACT (+ Optional Writing Test) score
- ② TOEFL or IELTS score
- ③ Essay Form

<IB Method>

- ① Final examination score of International Baccalaureate (including prospected score)
- ② Essay Form

(2) Announcement of successful applicants from the first stage of selection

Date: **October 2 (Tue), 2018 at 2:00 pm**

How: Results will be posted on the TMU's website (<http://www.tmu.ac.jp/>).

Successful applicants from the first stage of selection must see the “Examination guidelines for the second stage of selection” posted on the university’s website.

Results will be also distributed at **Admission Division, Administrative Affairs Department of TMU located on the first floor of the Head Office, Minami-Osawa Campus of Tokyo Metropolitan University** for those who are unable to confirm on the university’s website. Exam Admission Card must be presented to receive the results. (A representative person can receive the results on behalf of an applicant.)

Distribution date and time: October 2 (Tue), 2018 at 2:00 pm – 6:00 pm

(3) Selection methods for the second stage of selection

An individual interview examination in English (oral examination included) will be conducted at the following date.

Date: **October 12 (Fri), 2018**

Place: **Minami-Osawa Campus, Tokyo Metropolitan University**

* Details will be notified in the “Examination guidelines for the second stage of selection”.

(4) Final decision of successful applicants

Final decision of successful applicants will be made based on results of the first and the second stages of selection as well as the academic transcript of the last school attended in a comprehensive manner. It is possible, however, that no one will be selected based on the selection results.

V. Announcement of successful applicants

(1) Announcement

Date: **November 2 (Fri), 2018 at 2:00 pm**

Place: Minami-Osawa Campus, Tokyo Metropolitan University

How:

- ① Application numbers of successful applicants will be posted on the Bulletin board No. 7 (Information on entrance examination) in Building No. 1 of Minami-Osawa Campus, Tokyo Metropolitan University.
- ② Application numbers of successful applicants will be posted on the university's website (<http://www.tmu.ac.jp/>) for 7 days only starting from the above mentioned date and time.

<Important notes>

- ① Any inquiries by telephone, post, etc. are not acceptable.
- ② The university does not offer a result notification in ways other than mentioned above and has nothing to do with any of the persons who attempt to tout outside the campus on the examination day.

(2) Letter of Acceptance

Letter of Acceptance will be sent by post to the successful applicants addressing to the same address written in the application form. If you do not receive it by **November 9 (Fri), 2018**, please contact Admission Division, Administrative Affairs Department of TMU by phone no later than November 12 (Mon).

VI. Admission procedures

Successful applicants are required to complete admission procedures by following the instructions explained in “Admission Guidance”, which is scheduled to be sent out in early December.

Please note that those who fail to submit admission documents within the designated period will be denied admission.

(1) Period of admission procedures, etc.

Period: **January 8 (Tue) – 10 (Thurs), 2019**

(* **February 18 (Mon) – 19 (Tue), 2019** for those applying as a prospective IB Diploma recipient)

How to submit: By post only. Please see “Admission Guidance” for details.

<Important notes>

- ① Incomplete admission documents will not be accepted. Early procedures are encouraged to be taken considering the deadline of admission procedures.
- ② Read carefully “**Admission Guidance**” enclosed with the admission documents for details.
- ③ Give attention to the following points. Failure to do so will result in incompleteness of the admission procedures.

- As a general rule, a guarantor must be a person who lives in Japan.
- When a person living outside Japan is to be a guarantor, “contact person in Japan*” will be required.

* If you do not have one, contact Professor Takashi Okamoto of the Department of Biological Sciences by e-mail at okamoto-takashi●tmu.ac.jp. (Change “●” to “@” to send an e-mail.)

- Signatures of the applicant, his/her guarantor, and contact person in Japan are required in “Oath and Student Register”, one of the admission documents to be submitted.
- Admission fee must be paid at a bank counter in Japan by wire transfer using the designated transfer request form (Japan Post Bank, foreign banks, and internet banks are excluded).

(2) Admission and tuition fees (Payment at a bank counter using the transfer request form is required.)

① **Admission fee**

Residents of Tokyo: 141,000 Japanese yen (tentative amount)

Others: 282,000 Japanese yen (tentative amount)

Should the fee be revised in the future, the revised amount will be applied.

* If a successful applicant pays the admission fee as a “resident of Tokyo”, his/her residency for Tokyo must be proved in the University’s designated form “Certificate of Items Stated in Resident Register Form 住民票記載事項証明書” by the municipal mayor. Without the certificate, the admission fee under the category of “others” shall be applied.

A “resident of Tokyo” refers to the one whom he/she, or his/her spouse or first-degree relative has lived in Tokyo continuously for one year or longer (from April 1, 2018) before the day of enrollment (April 1, 2019).

② **Tuition fee**

Annual amount: 520,800 Japanese yen (tentative amount)

Should the fee be revised in the future, the revised amount will be applied.

Tuition fee should be paid by bank account transfer semiannually. Half of the annual

tuition fee is to be paid per semester.

*Admission and tuition fees reduction/ exemption system is available. (See “Admission Guidance” for details.)

<Contact (for reduction/ exemption system)>

Student Affairs Division, Student Support Center, Tokyo Metropolitan University

Tel: 042-677-2373 (Direct)

Hours: 9:00 am - 5:00 pm (excluding 12:30 pm - 1:30 pm) (Mon-Fri except public holidays)

(3) Important notes

- ① No admission fee will be returned after the completion of admission procedures.
- ② Notification of admission completion and documents reception will be sent to those who have successfully completed all the admission procedures.

VII. Payment for examination fee

Examination fee 17,000 Japanese yen

- (1) Payment can be made in Japan in any one of the following ways: credit card, convenience store, Pay-easy ATM, and Internet Banking. In the case of payment made outside Japan, only credit card is acceptable. For details, please see the Internet application website.
- (2) Payment must be completed by **August 30 (Thurs), 2018 at 12:00 pm**. Even if the payment is completed by then, application will not be accepted unless application documents arrive at the university by 8:00 pm on the day.
- (3) Service charge of 648 Japanese yen must be shouldered by the remitter.
- (4) Examination fee will not be returned after application is processed. Make the payment after due consideration of application.
- (5) For information about exemption from the entrance examination fee, please see the last page of the guidelines.

VIII. Handling of personal information

Tokyo Metropolitan University handles personal information strictly in accordance with laws and regulations as follows:

1. Personal information obtained through this admission selection including applicants' names, addresses, entrance examination results, etc. will be used for their screening (processing applications, administrating selection, conducting selection, and announcing successful applicants) and admission procedures. Additionally, data obtained through this admission

selection will be utilized for improvement of the quality of students' learning and life at the university and for study and analysis of public relation activities, together with the results of follow-up surveys for students' academic performances after enrollment and career pathway after graduation. The results of the survey and analysis may be published to inside and outside of the university after being converted into a format that individuals are not identified.

2. Personal information of successful applicants including names, addresses, entrance examination results, etc. that were obtained through this selection will be used for the procedures concerning ① academic affairs (school register, educational guidance, affiliation change, etc.), ② student support service (healthcare, employment support, tuition fee reduction/exemption, scholarship application, etc.), and ③ clerical work for tuition collection.
3. All or some of the operations stated in above 1 – 2 may be outsourced to an agency under the strict and proper supervision of the university, taking necessary measures to maintain the confidentiality of the personal information.
4. Personal information relating individual's pass/ fail result and admission procedures, etc. will be delivered to the National Center for University Entrance Examinations and another national/ public university that he/ she applied for, limited to the name and examination number for the National Center Test for University Admissions.
5. In order to protect personal and privacy information, any documents and data that contain applicants' personal information obtained through this admission selection will be strictly concealed and not be used for purposes other than those stated above.

IX. Changing students' affiliation after enrollment

Students who enter the University through this admission selection are subject to restrictions in changing their affiliation (faculty, department, etc.) after enrollment.

Exemption from the examination fee to the earthquake victims in East Japan and Kumamoto region and to the torrential rains victims in the northern part of Kyushu

Tokyo Metropolitan University has an examination fee exemption system to the applicants who have been facing difficult financial situations due to the Great East Japan Earthquake occurred on March 11, 2011, a series of earthquakes occurred in Kumamoto region after April 14, 2016, or a series of torrential rains occurred in the northern part of Kyushu after July 5, 2017.

[Eligibility for the exemption]

Exemption from the examination fee shall apply to an applicant or the person chiefly bearing the applicant's school expenses after enrollment, if their circumstances fall under any of the following cases 1) or 2):

- 1) Live in “the quake-affected area where the Disaster Relief Act is applied”, and fall under either one of the following two conditions:
 - a) Disaster Survivor Certificate or Certificate for Suffering Disaster Damage can be issued;
 - b) The main income earner passed away or has been missing.

Note: “The quake-affected area where the Disaster Relief Act is applied” excludes the municipalities in Tokyo, where the Disaster Relief Act is applied to the travelers (e.g. commuters, students, etc.) who have difficulty returning home, especially after a large-scale earthquake.

- 2) Having being forced to evacuate or move to another place because the region whose resident resister was certified had been designated as “difficult-to-return zone”, “restricted residence area”, “zone in preparation for the lifting of the evacuation order” or “deliberate evacuation area” after the nuclear accident at the Fukushima No. 1 nuclear power plant.

For further details, consult with Admission Division, Administrative Affairs Department of TMU before applying.

The particular application form is required to be submitted together with other application documents within the specified period. (* Examination fee must not be paid in this case.)

<Contact>

Admission Division, Administrative Affairs Department of TMU

Tokyo Metropolitan University

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

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Academic Year 2019
Application Guidelines

Admission Office Entrance Examination
(SAT/ACT Method and IB Method)

Issued in June 2018

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