

Academic Year 2020  
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

東京都立大学

現首都大学東京

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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) a.- e. and meet the requirements of both (2) and (3).

(1)

- a. Applicants who graduated after April 2016 or will have graduated by March 2020 from a senior high school located in Japan
- b. Applicants who completed after April 2016 or will have completed by March 2020 the courses at an overseas Japanese school officially accredited or designated by the Minister of Education, Culture, Sports, Science and Technology of Japan as providing the courses comparable to or equivalent to high school education
- c. Applicants who completed after April 2016 or will have completed by March 2020 the courses at an overseas school located in Japan, which is accredited under the educational system of the said foreign country as providing the courses comparable to high school education, and is designated by the Minister of Education, Culture, Sports, Science and Technology (limited to those who have completed 12 years of school education in the said foreign country)
- d. Applicants who completed after April 2016 or will have completed by March 31, 2020 12 years of school education at an educational institution accredited by an International Accreditation Organization (WASC, CIS, ACSI). In the case of the above mentioned course overseas, this applies to those who have Japanese nationality, Japanese permanent residency, or equivalent status only
- e. Applicants of Japanese nationality, permanent residency, or equivalent status who completed 12 years of school education overseas after April 2016 or who will have completed it by March 2020

(2) Applicants who took a SAT Reasoning Test or ACT test (+ Optional Writing Test) administered after April 1, 2018

- (3) Applicants who took a TOEFL iBT or IELTS Academic Module test administered after April 1, 2018

#### <IB Method>

Applicants who obtained after April 1, 2016 or will have obtained by March 31, 2020 the International Baccalaureate Diploma from the International Baccalaureate Organization. This method is available only to those who have Japanese nationality, Japanese permanent residency or equivalent status if the International Baccalaureate Diploma was obtained or will be obtained overseas.

### III. Application procedure

- (1) Application period

**August 23 (Fri) – 29 (Thurs), 2019 at 8:00 pm JST** (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**

- \* My Page registration, application for admission, and examination fee payment on the Internet application system become available on August 2 (Fri), 2019.
- \* 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 only after completion of examination fee payment.

**Internet 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 details, please visit the following website: <https://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 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, fill in all the required fields clearly by hand, and paste a photograph of your face. (4 cm in height x 3 cm in width, upper-body, frontal and bare head, taken within the last 3 months of application)
4	Certificate of (expected) graduation and Transcript or the like  * <b>Original copy</b> must be submitted unless otherwise specified.	Submit one Certificate of (expected) graduation which proves one’s application qualification and one Transcript. In both cases, original form must be submitted in principle.  <b>a. [Applicants who fall under (1) a.- d. in “II. Qualification for application”]</b>  One Certificate of (expected) graduation and one School report of the last school attended/attending (issued by the principal and sealed off)

		<p>* Transcript is accepted as a substitute for School report to those who fall under (1) b. – d.</p> <p><b>b. [Applicants who fall under (1) e. in “II. Qualification for application”]</b></p> <p>One Certificate of (expected) completion and one Transcript of the last school attended/attending</p>															
5	Japanese or English translation of Certificate of graduation and Transcript or the like	Certificate of graduation and Transcript written in the language other than Japanese or English must attach the Japanese or English translation. Translation can be also made by applicant. Please include the name and contact information (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.															
6	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. Please refer to “(4) Important notes for application” in pages 7 -9 for details.															
7	Official scores of TOEFL iBT, or Test report form of IELTS (Academic module)																
8	Envelope for sending Exam Admission Card or International reply coupons	<p><b>[For residents in Japan]</b></p> <p>Submit a self-addressed return envelope (12 cm × 23.5 cm) affixed with stamps worth 362 yen (express delivery fee included) and a color printed mailing label printed out 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><b>[For residents outside Japan]</b></p> <p>Submit International reply coupons as indicated below. (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> <p>*For applicants residing outside Japan and having</p>	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													

		difficulty in submitting the International reply coupons, please contact Admission Division, Administrative Affairs Department of TMU.
9	Official certificate verifying one's nationality of Japanese <b>(Original)</b>	<b>[Applicants who fall under (1) d. and completed or will complete the courses overseas or who fall under (1) e.]</b> <b><u>Those who have the Japanese nationality</u></b> must submit one "Certification of Family Register Description 戸籍記載事項証明書" issued by the municipal mayor, which includes applicant's name and date of birth, and householder's name and the relationship to the applicant.
10	Certificate of resident register <b>(Original)</b>	<b>[Applicants who fall under (1) d. and completed or will complete the courses overseas or who fall under (1) e.]</b> <b><u>Those who have the foreign nationality</u></b> must submit one "Certificate of Resident Registration 住民票の写し" issued by the municipal mayor, which includes nationality, visa status, and visa expiration date of the applicant.

**<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, fill in all the required fields clearly by hand, and paste a photograph of your face. (4 cm in height x 3 cm in width, upper-body, frontal and bare head, taken within the last 3 months of application)
4	Certificate of International Baccalaureate Diploma, and Transcript of Results	Submit one photocopy of International Baccalaureate Diploma or Diplôme du Baccalauréat de l'Enseignement du Second Degré. Also, request one original copy of Transcript of Results to be sent to TMU well in advance to make it in time for the application deadline.  In any cases where applicant can't submit these documents by the end of application period, submit "Certificate of prospective acquisition of International Baccalaureate Diploma" (arbitrary format) created by the

		<p>principal or an academic and career counselor of the school attending/attended and “IB Predicted Grades” or “Anticipated Grades”.</p> <p>In this case, however, a) one photocopy of <u>International Baccalaureate Diploma</u> or <u>Diplôme du Baccalauréat de l’Enseignement du Second Degré</u> and b) one <u>original Transcript of Results</u> must be submitted <b>by January 31 (Fri), 2020</b>. If unable to do so, send alternatively c) one “Certificate of grades of IB final examinations in 6 subjects” (arbitrary format) created by the principal or an academic and career counselor of the school attending/attended.</p> <p>One’s admission to the University shall be rescinded in the events that the University cannot confirm the acceptance of documents a) and b), or document c) by the designated date, or that one applying as a prospective IB diploma recipient fails to obtain the diploma by <b>March 31 (Tue), 2020</b>. University may also rescind one’s admission if his/her actual scores and grades are lower than those predicted at the time of application.</p>															
5	Envelope for sending Exam Admission Card or International reply coupons	<p><b>[For residents in Japan]</b></p> <p>Submit a self-addressed return envelope (12 cm × 23.5 cm) affixed with stamps worth 362 yen (express delivery fee included) and a color printed mailing label printed out 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><b>[For residents outside Japan]</b></p> <p>Submit International reply coupons as indicated below. (International express mail service [EMS] fee)</p> <table border="1" data-bbox="691 1671 1442 1984"> <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> <p>*For applicants residing outside Japan and having</p>	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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		difficulty in submitting the International reply coupons, please contact Admission Division, Administrative Affairs Department of TMU.
6	Official certificate verifying one's nationality of Japanese <b>(Original)</b>	<b>[Applicants who obtained or will obtain the International Baccalaureate Diploma overseas only]</b> <b><u>Those who have the Japanese nationality</u></b> must submit one "Certification of Family Register Description 戸籍記載事項証明書" issued by the municipal mayor, which includes applicant's name and date of birth, and householder's name and the relationship to the applicant.
7	Certificate of resident register <b>(Original)</b>	<b>[Applicants who obtained or will obtain the International Baccalaureate Diploma overseas only]</b> <b><u>Those who have the foreign nationality</u></b> must submit one "Certificate of Resident Registration 住民票の写し" issued by the municipal mayor, which includes nationality, visa status, and visa expiration date of the applicant.

(4) Important notes for application

- a. AO applicants to national and public universities (regardless of whether or not National Center Test for University Admissions is imposed) are eligible to apply to General Entrance Examinations as well, choosing up to two universities/faculties (one each in the first and second examination periods). Therefore, **applicants to this Admission Office Entrance Examination are allowed to have dual applications to the General Entrance Examination of TMU (the first and second examination periods).**
- b. Under "Examination for Selected Candidates" and "Admission Office Entrance Examination" conducted at national and public universities, successful applicants are permitted to register for one university/faculty only.
- c. 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.
- d. Incomplete application documents will not be accepted unless they are corrected and re-submitted within the application period.
- e. Affiliation change (faculty/department) will not be allowed after the application documents are once accepted.
- f. 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. See the university's website ([https://www.tmu.ac.jp/campus\\_life/tuition/expenses.html](https://www.tmu.ac.jp/campus_life/tuition/expenses.html)) for details.

- g. If any fraud or other act of dishonesty is found in the application documents and certificates, admission will be rescinded even after the enrollment.
- h. 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 12 (Fri), 2019 at 5:00 pm JST. **Requests after the deadline may not be possibly accepted.**
- i. Requests for official scores and reports of SAT Reasoning Test, ACT (+Optional Writing Test), TOEFL iBT, IELTS, and IB must be made well in advance by taking into consideration the time necessary for mailing.

**Score Reports for  
SAT Reasoning Test, ACT (+ Optional Writing Test), and TOEFL iBT**

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

[Name of person/department] Admission Division, Administrative Affairs Department of TMU

[Name of college/university/organization] Tokyo Metropolitan University

[Address] 1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397

[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 by taking into consideration the time necessary for mailing. For details, please contact the following testing organizations.

[Contact for SAT] College Board    <https://pages.collegeboard.org/contact-us>

[Contact for ACT] ACT                    <https://www.act.org/content/act/en/contact-act.html>

[Contact for TOEFL iBT]

(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.

**[Name of person/department]** Admission Division, Administrative Affairs Department of TMU

**[Name of college/university/organization]** Tokyo Metropolitan University

**[Address]** 1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397

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 by taking into consideration the time necessary for mailing.

**[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.

**[Name of person/department]** Admission Division, Administrative Affairs Department of TMU

**[Name of college/university/organization]** Tokyo Metropolitan University

**[Address]** 1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397

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 by taking into consideration the time necessary for mailing. For details, please contact the following testing organization.

**[Contact]**

International Baccalaureate

<https://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 13 (Fri), 2019, contact Admission Division, Administrative Affairs Department of TMU by phone or e-mail on September 17 (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 iBT 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 1 (Tue), 2019 at 2:00 pm JST**

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

**“Examination guidelines for the second stage of selection” will be also posted on the university's website. Please make sure to read through the guidelines carefully.**

### (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 11 (Fri), 2019**

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 1 (Fri), 2019 at 2:00 pm JST**

Place: Minami-Osawa Campus, Tokyo Metropolitan University

How: Application numbers of successful applicants will be posted on the university's website (<https://www.tmu.ac.jp/>) for 7 days only starting from the above mentioned date and time.

<Important notes>

1. Any inquiries by telephone, e-mail, 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 11 (Mon), 2019, please contact Admission Division, Administrative Affairs Department of TMU by phone or e-mail no later than November 12 (Tue).

Please note that those who have been offered admission through the Admission office entrance examination are encouraged to attend the Pre-enrollment education to be conducted on the date below. (For details, see the letter "Pre-enrollment education for successful applicants" to be sent out in early December.) If there are classes to attend at high school, etc., please give priority to them.

Date: **December 14 (Sat), 2019 starting at 10:00 am JST** (scheduled)

## VI. Admission procedures

Successful applicants are required to complete admission procedures by following the instructions explained in "Admission Guidance" to be sent out in early December. Documents, etc. to submit will be notified in the Admission Guidance.

### 1. Period of admission procedures, etc.

Period: **January 7 (Tue) – 9 (Thurs), 2020** (Documents must arrive by Thursday, January 9.)

(\* **February 17 (Mon) – 18 (Tue), 2020** for those applying as a prospective IB Diploma recipient)

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

## 2. Documents to submit

- (1) Admission Applicant Form
- (2) Certificate of admission fee payment (\* For the amount of admission fee, etc. please refer to “3. Admission and tuition fees”.)
- (3) Certificate of Items Stated in Resident Register Form 住民票記載事項証明書 (\* This is necessary for those who will pay the admission fee as a “resident of Tokyo”. For details, please refer to “3. Admission and tuition fees”.)
- (4) Oath and Student Register Form
- (5) Others specified in “Admission Guidance”

### <Important notes>

- a. Incomplete admission documents, etc. may not be accepted. Be sure to complete all the necessary procedures early by taking into consideration of the admission procedure period stated above.
- b. Read carefully “Admission Guidance” for details.
- c. Those who fail to observe the notes indicated below are considered to be incomplete.
  - As a general rule, a guarantor living in Japan must be registered.
  - When a person living outside Japan is to be a guarantor, a “Contact person in Japan” who lives in Japan and can be contacted in case of emergency must be also registered.
    - \*If you do not have one, contact Admission Division, Administrative Affairs Department of TMU by email.
    - E-mail: [admission-tokubetsu@mj.tmu.ac.jp](mailto:admission-tokubetsu@mj.tmu.ac.jp) (Change “●” to “@” to send an e-mail.)
  - Signatures of applicant, his/her guarantor, and the contact person in Japan are required in “Oath and Student Register Form”, one of the admission documents to be submitted during the specified period of admission procedures.
  - Pay the Admission fee at a bank counter in Japan (Japan Post Bank, foreign banks, and internet banks are excluded) by wire transfer using the designated transfer request form.

## 3. Admission and tuition fees

- (1) **Admission fee** (Please see “Admission Guidance” for payment procedures.)

- 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.

\*To apply the admission fee for “Resident of Tokyo”, university’s designated form “Certificate of Items Stated in Resident Register” duly certified by the municipal mayor must be submitted. 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, 2019) before the day of enrollment (April 1, 2020) . The decision for granting certification of “resident of Tokyo” will be made based on the applicant’s “Certificate of Items Stated in Resident Register” submitted.

(2) **Tuition fee**

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

Tuition fee should be paid by bank transfer semiannually. Half of the annual tuition fee is to be paid per semester by the designated date in April and October respectively. Should the tuition fee be revised while attending the University, the revised amount will be applied.

(3) Exemption and reduction of admission and tuition fees

Information on the exemption and reduction of admission and tuition fees will be available on the website of the Student Affairs Office, Student Support Center ([http://www.gs.tmu.ac.jp/gakuseika/03\\_exemption/index.html](http://www.gs.tmu.ac.jp/gakuseika/03_exemption/index.html)) in mid-December. Please see page 13 of these guidelines for contact details.

4. Important notes

- (1) Those who have passed this Admission Office Entrance Examination and completed admission procedures shall not be admitted to the General Entrance Examination of this University and any other national and public universities (excluding ones conducting the examination in their own schedule) if applied.
- (2) Offer of admission will be rescinded for those who haven’t completed admission procedures by the date designated by the University.
- (3) No admission fee shall be returned once admission procedures are completed.
- (4) Notifications of admission completion and documents reception will be sent to those who have completed all the admission procedures.

5. Contact

Admission Division, Administrative Affairs Department of TMU

Tokyo Metropolitan University

Tel: 042-677-1111 (representative) Ext. 2238

Fax: 042-677-1224

Hours: 9:00 am - 5:00 pm (Mon-Fri except public holidays)

E-mail: [admission-tokubetsu●jmj.tmu.ac.jp](mailto:admission-tokubetsu●jmj.tmu.ac.jp) (Change “●” to “@” to send an e-mail.)

\*As a general rule, inquiries from overseas should be made via e-mail.

**<Contact (for admission procedures)>**

Academic Affairs Division, Administrative Affairs Department of TMU

Tel: 042-677-2395 (Direct)

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

E-mail: [kyomu ● mj.tmu.ac.jp](mailto:kyomu●jmj.tmu.ac.jp)(Change “●” to “@” to send an e-mail.)

**<Contact (for reduction/exemption of examination/tuition fees)>**

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)

## 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. (Business hours vary depending on the financial institution through which you make payment.) For details, please refer to “Entrance examination fee payment” on the Internet application website.
- (2) Payment must be completed by August 29 (Thurs), 2019. Even if the payment is completed by then, application will not be accepted unless application documents arrive at the university by 8:00 pm JST on that 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 examination fee exemption, please see the last page of these 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 a) academic affairs (school register, educational guidance, affiliation change, etc.), b) student support service (healthcare, employment support, tuition fee reduction/exemption, scholarship application, etc.), and c) 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.

## Examination fee exemption to the natural disaster (designated serious disaster) victims

Tokyo Metropolitan University has an entrance examination fee exemption system to the applicants in the natural disaster (designated serious disaster) affected areas as below.

### 1. Targeted natural disasters

- (1) Great East Japan Earthquake (2) Kumamoto Earthquake (3) Northern Kyushu Torrential Rain
- (4) Heavy Rain in July 2018 (5) 2018 Hokkaido Eastern Iburi earthquake

### 2. Eligible persons

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

- (1) Living in the area designated under the Disaster Relief Act and fall under either one of the following two conditions:

- a. Disaster Victim Certificate can be acquired
- b. The main income earner passed away or has been missing.

Note: "Areas designated under the Disaster Relief Act" excludes the municipalities in Tokyo, where the Disaster Relief Act applies to those having difficulty returning home. Please contact Admission Division, Administrative Affairs Department of TMU for details.

- (2) Having being forced to evacuate or move to another place after the registered (or having registered) residence area was designated as difficult-to-return zone, restricted residence area, zone in preparation for the lifting of the evacuation order, or deliberate evacuation area by the Fukushima No. 1 nuclear power plant at the time of Great East Japan Earthquake

To apply, send the designated form together with other application documents by post. Please refrain from paying the examination fee. For further details, consult with Admission Division, Administrative Affairs Department of TMU before making application for this Special selection.

#### <Contact>

Admission Division, Administrative Affairs Department of TMU

Tokyo Metropolitan University

Tel: 042-677-1111 (representative) Ext. 2238 Fax: 042-677-1224

Hours: 9:00 am - 5:00 pm (Mon-Fri except public holidays)

E-mail: admission-tokubetsu●jnj.tmu.ac.jp (Change "●" to "@" to send an e-mail.)

Academic Year 2020  
Application Guidelines

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

Issued in June 2019

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Admission Division, Administrative Affairs Department of TMU

Tokyo Metropolitan University

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