

Academic Year 2021 Application Guidelines

Comprehensive Selection (SAT/ACT Method and IB Method)

Department of Biological Sciences
Faculty of Science

Information in these Application Guidelines is subject to change due to the impact of the Novel Coronavirus. Also, the application for students may result in cancellation if an emergency declaration is issued.

Please confirm the latest admission information on the University's website regularly.

Read the Guidance page on the Internet application website carefully before making an application.
Pay close attention to the application periods and procedures.



TOKYO METROPOLITAN UNIVERSITY

東京都立大学

現首都大学東京

The Japanese name of Tokyo Metropolitan University has been changed from “首都大学東京 (Shuto-Daigaku-Tokyo)” to “東京都立大学 (Tokyo-Toritsu-Daigaku)” effective April 1, 2020.
The English name “Tokyo Metropolitan University” remains unchanged.

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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 take on new challenges actively for the future of humanity. Therefore, Faculty of Science seeks individuals with the following qualities:

1. Individuals who have basic academic skills to receive bachelor's degree education based on the educational goals set at each department of Faculty of Science and will continuously 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 can advance toward their study and research with great individuality; and
3. Individuals who possess the theoretical capability of recognition, have a 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 the 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 us:

1. Individuals who like living organisms and are enthusiastic about experiments, observations, and research;
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 their English ability to perform internationally.

I. Number of students to be admitted

- SAT/ACT Method --- 2
 - IB Method --- 2
- (Notes)

1. The length of study is four years.
2. No one may be selected depending 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) Applicants who graduated after April 2017 or will have graduated by March 2021 from a senior high school located in Japan
- (2) Applicants who completed after April 2017 or will have completed by March 2021 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
- (3) Applicants who completed after April 2017 or will have completed by March 2021 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 of Japan (limited to those who have completed 12 years of school education in the said foreign country)
- (4) Applicants who completed 12 years of school education at an educational institution accredited by an International Accreditation Organization (WASC, CIS, ACSI) after April 2017 or will have completed it by March 2021. This applies only to those who have Japanese nationality, Japanese permanent residency, or equivalent status if such school education was/ is being provided overseas.
- (5) Applicants who have Japanese nationality, permanent residency in Japan, or the equivalent status who completed 12 years of school education overseas after April 2017 or who will have completed it by March 2021

[Note] The following conditions are not required for the application qualification this year.

1. Applicants who took an SAT Reasoning Test or ACT (+ Optional Writing Test) administered after April 1, 2019
2. Applicants who took a TOEFL iBT or IELTS Academic Module test administered after April 1, 2019

<IB Method>

Applicants who obtained after April 1, 2017, or will have obtained by March 31, 2021, 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 procedures

1. Application period and procedures

[Period] September 15 4 (Tue) – 17 4 (Thurs Fri), 2020 at 8:00 pm JST (Documents must arrive by.)

- ※ My Page registration, application for admission, and examination fee payment on the Internet application system become available on August 25 4 (Tue), 2020, at 9:00 am JST.
- ※ Due to the short application period, application documents can be sent by mail before the date above. Any postal delay due to traffic conditions will not be considered. Please send the application documents in time for the deadline.

[Procedures] Application must be conducted through the Internet application system. Please contact the Admission Division, Administrative Affairs Department of TMU, if you have a problem in applying due to faulty internet connections.

< Steps for Internet Application >

All steps must be completed according to the following order by the end of the application period.

- (1) Register My Page and proceed to Application for admission
- (2) Pay the 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 the examination fee payment.

Internet Application is NOT yet completed at a stage where an applicant entered the application information and paid the 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://www.guide.52school.com/guidance/net-tmu-en/>.

<Notes>

- (1) Any documents that 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). If the mailing label is printed in black and white, trace the letters and lines of “registered” and “express” with a red pen.
 - ※ Please contact the Admission Division, Administrative Affairs Department of TMU, if you live outside Japan and have a problem in sending application documents by EMS.

- (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.

Send to:

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

2. Application documents

<SAT/ACT Method> Print the application forms in white A4 size paper.

	Documents and certificates	Remarks
1	Application Form	Enter the 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 or the University's website and write motivation for applying and aspiration after enrollment clearly in English (applicant's handwriting).
3	Exam Admission Card and Photo Card	Print out an Exam Admission Card and Photo Card on the Internet application 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 three months of application).
4	Certificate of (expected) graduation, etc. and Transcript, etc. ※ The original copy must be submitted unless otherwise specified.	Submit one Certificate of (expected) graduation to prove your application qualification (* refer to page 1 of these Guidelines) and one Transcript as specified below. Original forms must be submitted in principle. a. [Applicants who fall under (1) – (4) in “II. Qualification for application”] One Certificate of (expected) graduation and one School report of the last school attended/attending (issued by the principal and sealed off) ※ Transcript is accepted as a substitute for School report to those who fall under (2) – (4) b. [Applicants who fall under (5) in “II. Qualification for application”] One Certificate of (expected) completion and one Transcript of the last school attended/attending
5	Japanese or English translation of Certificate of graduation, etc.	Certificate of graduation, etc. written in the language other than Japanese or English <u>must attach the Japanese or English translation. Please include the name and contact information (telephone number) of the translator.</u> ※ Translation can also be done by the applicant.

6	Japanese or English translation of Transcript, etc.	<p>Transcript, etc. written in the language other than Japanese or English <u>must attach the Japanese or English translation</u>. Please make sure to include the following.</p> <ul style="list-style-type: none"> · Name and contact information (telephone number) of the translator. <ul style="list-style-type: none"> ※ Translation can be done by the applicant. · Subject full names (if abbreviated) · Full marks of each subject · The grading system (grading scales and the clarification of assessment standard, etc.) 															
7	Official scores report of SAT Reasoning Test or ACT (+Optional Writing Test) *	<p>Official scores reports should arrive from the testing organizations before the end of the application period. Please refer to pages 8 - 9 of these Guidelines for details.</p>															
8	Official scores report of TOEFL iBT or IELTS *																
9	Envelope for receiving the Exam Admission Card from TMU or International reply coupons	<p>[For applicants living in Japan] Submit a self-addressed return envelope (12 cm × 23.5 cm) affixed with stamps worth 374 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>[For applicants living outside Japan] Submit International reply coupons as indicated below. (International express mail service [EMS] postage)</p> <table border="1" data-bbox="708 1247 1453 1561"> <thead> <tr> <th>Region</th> <th>Asia</th> <th>North/Central America, the 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 living outside Japan and having difficulty in submitting the International reply coupons, please contact the Admission Division, Administrative Affairs Department of TMU.</p>	Region	Asia	North/Central America, the 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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10	Official certificate verifying one’s nationality of Japanese (Original)	<p>[Applicants who fall under qualification (4) and have completed or will complete the courses overseas and who fall under qualification (5)] <u>Those who have the Japanese nationality</u> should 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.</p>															

11	Certificate of resident register <u>(Original)</u>	<p>[Applicants who fall under qualification (4) and have completed or will complete the courses overseas and who fall under qualification (5)]</p> <p><u>Those who have permanent residency in Japan or the equivalent status</u> should 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.</p>
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* This year, official scores reports of SAT Reasoning Test or ACT (+ Optional Writing Test) as well as TOEFL iBT or IELTS shall be submitted as reference materials. In such a case that a test you had applied for has been canceled, submit its application form, etc. as reference material. If unable to provide any of these, please contact the Admission Division, Administrative Affairs Department of TMU by phone or email before making an application.

<IB Method> Print the application forms in white A4 size paper.

	Documents and certificates	Remarks
1	Application Form	Enter the 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 or the University’s website and write motivation for applying and aspiration after enrollment clearly in English (applicant’s handwriting).
3	Exam Admission Card and Photo Card	Print out an Exam Admission Card and Photo Card on the Internet application 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 three months of application)
4	Certificate and Transcript of Results of International Baccalaureate Diploma Programme	<p>Submit one photocopy of International Baccalaureate Diploma or Diplôme du Baccalauréat de l’Enseignement du Second Degré. Also, request to send one original copy of Transcript of Results directly to TMU well in advance to make it in time for the application deadline, by referring to page 9 of these Guidelines.</p> <p>※ If you can’t submit these documents by the end of the application period, submit <u>“Certificate of prospective acquisition of International Baccalaureate Diploma”</u> (arbitrary format) and <u>“IB Predicted Grades”</u> or <u>“Anticipated Grades”</u> issued by the principal or diploma programme coordinator of the school attending/attended.</p> <p>In this case, 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</u></p>

		<p><u>Transcript of Results</u> must be submitted by <u>January 29 (Fri), 2021</u>. If unable to do so, send c) <u>Certificate of grades of IB final examinations in 6 subjects</u> (arbitrary format) issued by the principal or diploma programme coordinator of the school attending/attended, alternatively.</p> <p>One's admission to the University shall be rescinded in the events that the University can't confirm the receipt of documents a) and b), or document c) by the designated date, or that one applying as a prospective IB diploma holder fails to obtain the diploma by <u>March 31 (Wed), 2021</u>. 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 receiving the Exam Admission Card from TMU or International reply coupons	<p>[For applicants living in Japan] Submit a self-addressed return envelope (12 cm × 23.5 cm) affixed with stamps worth 374 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>[For applicants living outside Japan] Submit International reply coupons as indicated below. (International express mail service [EMS] fee)</p> <table border="1"> <thead> <tr> <th>Region</th> <th>Asia</th> <th>North/Central America, the 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 difficulty in submitting the International reply coupons, please contact the Admission Division, Administrative Affairs Department of TMU.</p>	Region	Asia	North/Central America, the 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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6	Official certificate verifying one's nationality of Japanese (Original)	<p>[Applicants who obtained or will obtain the International Baccalaureate Diploma overseas only] <u>Those who have the Japanese nationality</u> 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.</p>															
7	Certificate of resident register (Original)	<p>[Applicants who obtained or will obtain the International Baccalaureate Diploma overseas only] <u>Those who have permanent residency in Japan or the</u></p>															

		<p>equivalent status should 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.</p>
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3. Important notes for application

- (1) “Comprehensive selection 総合型選抜” applicants to any of the Japanese national and public universities (regardless of whether they are required to take the Common Test for University Admission 大学共通テスト) are eligible to apply concurrently to the General Entrance Examinations, choosing up to two universities/faculties (one each in the first and second examination periods). Therefore, applicants to this “Comprehensive selection” are permitted to make a dual application to the General Entrance Examinations of TMU (in the first and second examination periods), respectively.
- (2) Under the “Examination for Selected Candidates” and “Comprehensive selection” conducted at the Japanese national and public universities, it is only one university/faculty that successful applicants are permitted to proceed to admission procedures.
- (3) Applicants to this selection shall not be permitted to make a dual application to another “Examination for Selected Candidates” or “Comprehensive selection” of TMU that will be conducted in the same application period as this.
- (4) If any individual consideration or arrangements related to physical disability are required at the time of examinations or during school attendance, please notify the Admission Division, Administrative Affairs Department of TMU no later than July 10 (Fri), 2020, at 5:00 pm JST. Please note that requests after the deadline may not be accepted.
- (5) If there are any flaws in the application documents, the Admission Division, Administrative Affairs Department of TMU will contact you by phone or email (* by email to the applicants living outside Japan, in principle). Incomplete application documents will not be accepted unless corrected and re-submitted within the application period.
- (6) Any documents submitted will not be returned under any circumstances.
- (7) If any fraud is found in the application documents and certificates, admission will be rescinded even after the enrollment.
- (8) Request to send necessary official scores well in advance, considering the time required for mailing, such as TOEFL iBT Official Score Report (Institutional Score Report), IELTS Test Report Form, SAT Reasoning Test Scores, ACT (+Optional Writing Test) Scores, and IB Transcript of Results. Regarding the TOEFL iBT scores issued after August 1, 2019, Test Date Score is only valid, not My Best Score.

【 Sending SAT Reasoning Test Scores, ACT (+ Optional Writing Test) Scores and TOEFL iBT Official Score Report (Institutional Score Report) 】

Scores of SAT Reasoning Test, ACT (+Optional Writing Test), and TOEFL iBT should be directly sent from the testing organization and reach Tokyo Metropolitan University within the specified application period.

【University's mailing address】

- Department: Admission Division, Administrative Affairs Department of TMU
- University name: 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 way designated by the testing organization.

It may take up to 7 – 8 weeks for delivery after you place a request. Please give yourself plenty of time for the scores request procedure by taking into consideration the time necessary for delivery. 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]

ETS (For test-takers in Japan)

<https://www.ets.org/toefl/contact/test-takers/japan>

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

【 Sending an IELTS Test Report Form (Academic module) 】

An IELTS Test Report Form should be directly sent from the Eiken Foundation of Japan or an IELTS organizing institution outside Japan and reach Tokyo Metropolitan University within the specified application period.

【University's mailing address】

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

It may take up to 3 – 4 weeks for delivery after you place a request. Please give yourself plenty of time for the report request procedures by taking into consideration the time necessary for delivery. For details, please contact the following testing organizations.

[Contact]

Eiken Foundation of Japan (For test-takers in Japan)

<http://www.eiken.or.jp/ielts/en/contact/>

IELTS™ (For test-takers outside Japan)

<https://www.ielts.org/info-pages/contact-us>

【 Sending an International Baccalaureate Transcript of Results 】

A Transcript of Results should be sent directly from the testing organization and reach Tokyo Metropolitan University within the specified application period.

【University's mailing address】

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

It may take up to 7 – 8 weeks for delivery after you place a request. Please give yourself plenty of time for the transcript request procedures by taking into consideration the time necessary for delivery. For details, please contact the following testing organization.

[Contact]

International Baccalaureate

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

4. Inquiries for application and examination

Admission Division, Administrative Affairs Department of TMU

Tokyo Metropolitan University

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

Hours: 9:00 am - 5:00 pm (break 12:30 pm – 1:30 pm) (excluding weekends and holidays)

Email: admission-tokubetsu@jmj.tmu.ac.jp (Change“●” to “@” to send an email.)

* For inquiries from overseas, please contact by email.

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.

The University will send the Exam Admission Card back to the applicants whose application has been received successfully. If you do not receive it by September 24 11 (Thurs Fri), contact the Admission Division, Administrative Affairs Department of TMU by phone or email on September 25 14 (Fri Mon).

(Note) Selection methods for this year are subject to change (the interview will be held online, etc.) due to the impact of the Novel Coronavirus. Detail will be posted on the University's website in early August.

1. The first stage of selection

Selection will be conducted based on the following documents.

<SAT / ACT Method>

- Essay Form

<IB Method>

1. Final examination scores of International Baccalaureate (including prospected scores)
2. Essay Form

2. Announcement of successful applicants from the first stage of selection

Date: September 28 17 (Mon Thurs), 2020 at 2:00 pm JST

How: A list of successful applicants from the first stage of selection will be posted on the TMU's website (<https://www.tmu.ac.jp/>).

Successful applicants are required to read the "Examination guidelines for the second stage of selection" that will be posted on the university's website together with the announcement of successful applicants.

Unsuccessful applicants will receive information on the partial refund of the entrance examination fee (13,000 Japanese yen) by post at a later date.

3. The second stage of selection

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

Date: October 16 (Fri), 2020

Place: Minami-Osawa Campus, Tokyo Metropolitan University

* Details will be notified in the "Examination guidelines for the second stage of selection", etc.

4. Decision of final successful applicants

Final successful applicants will be selected based on the results of the first and the second

stages of selection as well as the transcript of the high school, etc. in a comprehensive manner. It is possible, however, that no one will be selected depending on the selection results.

V. Announcement of final successful applicants

1. Announcement

Date: November 1 (Sun), 2020 at 2:00 pm JST

How: A list of successful applicants' numbers will be posted on the university's website (<https://www.tmu.ac.jp/>) for seven days only starting from the time of announcement.

<Important notes>

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

2. Letter of acceptance

A Letter of acceptance will be sent by post to the successful applicants to the address provided in the application form.

If you do not receive it by November 11 (Wed), contact the Admission Division, Administrative Affairs Department of TMU by phone or email no later than November 12 (Thurs).

VI. Admission procedures

Final successful applicants are required to complete admission procedures by following the instructions explained in the "Admission guidance" that will be sent out in early December.

1. Admission procedure period, etc.

Period: January 27 (Wed) – 28 (Thurs), 2021 (Documents must arrive by Thursday, January 28.)
(* February 18 16 (Thurs Tue) – 19 17 (Fri Wed), 2021 for prospective IB Diploma holders)

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 or document certifying the completion of the fee payment
- (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 “4. Admission and tuition fees” in these Guidelines.)

- (4) Oath and Student Register Form
- (5) Others specified in the “Admission guidance”

<Important notes>

1. Information on admission procedures is subject to change. Please confirm the details with the “Admission guidance”.
2. Incomplete admission documents, etc. may not be accepted. Please begin admission procedures with time to spare, by taking into consideration of the prescribed admission procedure period.
3. Those who fail to observe the notes indicated below are considered to be incomplete.
 - Register a guarantor living in Japan, in principle.
 - If you register a person living other than in Japan as a guarantor, a “Contact person in Japan” should also be registered in case of an emergency.
 - ※ If you do not have one, please contact the Admission Division, Administrative Affairs Department of TMU by email at admission-tokubetsu●jmj.tmu.ac.jp. (Change “●” to “@” to send an email.)
 - Signatures of both applicant and his/her “guarantor” or “contact person in Japan” are required on the “Oath and Student Register Form”.
 - Pay the Admission fee by wire transfer using the prescribed transfer request form at a bank counter in Japan (Japan Post Bank, foreign banks, and internet banks are excluded) or by online payments system PayPal.
 - ※ If you wish to pay the fee by PayPal, please contact the Admission Division, Administrative Affairs Department of TMU, immediately after the announcement of the final successful applicants.

3. Pre-enrollment education

Pre-enrollment education will be offered to those admitted in the Academic year 2021. Details will be notified later.

4. Admission and tuition fees

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

※ To apply the admission fee for “Resident of Tokyo”, submit a prescribed form “Certificate of Items Stated in Resident Register” that has been certified by the municipal mayor. Failure to do so will result in application of the admission fee under the category of “others”.

A “resident of Tokyo” refers to the one whom he/she, or his/her spouse or a first-degree relative has lived in Tokyo continuously for one year or longer (from April 1, 2020) before the day of enrollment (April 1, 2021). The decision for granting certification of “resident of Tokyo” will be made based on the “Certificate of Items Stated in Resident Register” submitted by the applicant.

(2) **Tuition fee**

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

Should the tuition fee be revised while attending the University, the revised amount shall be applied.

The tuition fee should be paid by bank account transfer semiannually. Half of the annual tuition fee is charged from the bank account on the designated date in April and October, respectively.

(3) **Reduction and exemption of admission and tuition fees**

Application information for Academic Year 2021 will be released on the website of the Student Affairs Division, Administrative Affairs Department of TMU (<https://gs.tmu.ac.jp/exemption/>) (Japanese site) in mid-December. Please see “6. Contact” for contact details.

5. Important notes

- (1) Those who have passed this admission selection and completed admission procedures shall not be admitted to the General Entrance Examination of neither this University nor any other Japanese national and public universities (excluding the universities conducting examinations in their schedule), even if they take the examination.
- (2) Those who don't complete admission procedures by the date designated by the University will lose the rights of a successful applicant. If you wish to decline admission to the University, please submit a “Letter of decline” (an arbitrary style) by the end of the admission procedure period. Otherwise, you shall not be admitted to the General Entrance Examination of neither this University nor any other Japanese national and public universities, even if you take the examination.
- (3) No admission fee shall be returned once admission procedures are completed.
- (4) Notifications of admission completion and document reception will be sent to those who have completed all the required admission procedures.

6. Contacts

<For admission procedures>

Academic Affairs Division, Administrative Affairs Department of TMU

Tel: 042-677-2395 (Direct)

Email: kyomu●jnj.tmu.ac.jp (Change “●” to “@” to send an email.)

<For reduction and exemption of admission and tuition fees>

Student Affairs Division, Administrative Affairs Department of TMU

Tel: 042-677-2373 (Direct)

Office hours: 9:00 am - 5:00 pm (break 12:30 pm - 1:30 pm) (excluding weekends and holidays)

VII. Payment for examination fee

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, credit card is acceptable. (Business hours vary depending on the financial institution through which you make the payment.) For details, please refer to the “Entrance examination fee payment” on the Internet application website.
2. Payment must be completed by September 17 4 (Thurs Fri), 2020. Even if the payment is completed by then, the application will not be accepted unless the required application documents arrive at the University by 8:00 pm JST on that day.
3. The following fees shall be applied for application.
 - Examination fee: 17,000 Japanese yen
 - Service charge: 700 Japanese yen
4. The examination fee will not be returned after the application is processed. Make the payment after due consideration of the application.
5. For examination fee exemption to the natural disaster victims, please see the last page of these Guidelines.

(Note) A request for a refund of the entrance examination fee can be made only if the fee was paid, but application documents were not submitted, or if it was wire-transferred twice by mistake. For details, please see the following University’s website.

http://www.tmu.ac.jp/campus_life/tuition/expenses.html (Japanese site)

Go to Top page -> Admission -> Graduate school admission -> Examination, admission, and tuition fee

[Inquiries for the examination fee refund]

Fund Management Section, Accounting Division, General Affairs Department

Tel: 042-677-1111 Ext. 1046

Hours: 9:00 am - 5:00 pm (break 12:30 pm - 1:30 pm) (excluding weekends and holidays)

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 the 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 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 1. and 2. above 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 to individual's pass/ fail result and admission procedures, etc. (limited to the name and examination number for the Common Test for University Admission) shall be delivered to the National Center for University Entrance Examinations and other Japanese national and public universities.
 5. 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 victims

Tokyo Metropolitan University has an entrance examination fee exemption system to the applicants in the natural 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 (6) Heavy rain from the storm front in August 2019
- (7) Typhoon No. 15 in 2019 (power outage caused by Typhoon No. 15 included)
- (8) Typhoon No. 19 in 2019

2. Eligible persons

- (1) An applicant or the person chiefly bearing the applicant's school expenses after enrollment, who was living in one of the areas designated under the Disaster Relief Act as of the day of the disaster and fall under one of the following conditions.

- a. Disaster Victim Certificate can be acquired.

- b. The person mainly bearing the applicant's school expenses died 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.

- (2) An applicant or the person chiefly bearing the applicant's school expenses after enrollment, whose registered residence area as of March 11, 2011 was designated as either difficult-to-return zone, restricted residence area, zone in preparation for the lifting of the evacuation order, or deliberate evacuation area due to the accident at the Fukushima No. 1 nuclear power plant

3. Application method

Submit the following together with other required application documents within the specified application period. Please refrain from paying the examination fee.

- (1) Application form for examination fee exemption (prescribed form by the University)

- (2) One of the following certificates (a photocopy is acceptable.)

- Disaster Victim Certificate (For those applied to (1) a. in "2. Eligible persons")

- A document certifying the loss or missing of the person mainly bearing applicant's school expenses (For those applied to (1) b. in "2. Eligible persons")

- A document certifying the registered residence area as of March 11, 2011 was designated as either difficult-to-return zone, restricted residence area, zone in preparation for the lifting of the evacuation order, or deliberate evacuation area (For those applied to (2) in "2. Eligible persons")

※ Please obtain the prescribed application form on the University's website (<https://www.tmu.ac.jp/>).

Academic Year 2021
Application Guidelines
Comprehensive Selection
(SAT/ACT Method and IB Method)

Issued in June 2020

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