

Academic Year 2021
Application Guidelines

Special Selection
(Entrance Examination for International Students)
(Selection Based on a Nationwide
University Entrance Examination Score)

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 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 their English ability to perform internationally.

I. Number of students to be admitted

Department of Biological Sciences, Faculty of Science --- 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

Foreign national applicants who fall under any of the following (1) and any of the following (2) and meet the requirement of (3)

(1)

- a. Applicants who completed (or will have completed by March 31, 2021) 12 years of formal school education overseas [Note 1], or applicants equivalent to the above [Note 2]
- b. Applicants who completed (or will have completed by March 31, 2021) 12 years of school education overseas at an educational institution accredited by an International Accreditation Organization (WASC, CIS, ACSD) [Note 1]
- c. Applicants who have obtained (or will have obtained by March 31, 2021) in a foreign country either the “International Baccalaureate Diploma” from the International Baccalaureate Organization (a corporate body funded in conformity with the Swiss Civil Code), the “Abitur Certificate” recognized by each state in Germany as a university admission qualification, the “Baccalauréat diploma” as a university admission qualification in France, or at least 3 A-Level subjects or 2 A-Level plus 2 AS-Level subjects (4 subjects in total) in “General Certificate of Education Advanced Level (GCE A level)” (a university admission qualification in the United Kingdom of Great Britain and Northern Ireland)
- d. Applicants who are recognized by this University as having acquired the academic ability equivalent to a. – c. above, and will have reached the age of 18 by March 31, 2021

(2)

- a. Applicants who took an SAT Reasoning Test or ACT (+ Optional Writing Test) administered after April 1, 2019
- b. Applicants who have obtained or will obtain the International Baccalaureate Diploma with six subjects including Mathematics and two subjects from Biology, Chemistry, and Physics (at either Standard Level or Higher Level)
- c. Applicants who took a University entrance qualification examination or a nationwide university entrance examination in a country other than Japan and can submit the transcript and an official document of the examination
* Those who apply under c. above should contact the Admission Division, Administrative Affairs Department of TMU before making an application.

(3) Applicants who took a TOEFL iBT (Test of English as a Foreign Language) (*1) or IELTS (International English Language Testing System) Academic Module test administered after April 1, 2019 (*2)

- * 1: TOEFL iBT Special Home Edition shall be valid this year.
- * 2: The test administered after April 1, 2018 shall be valid this year.

[Note 1]

For the applicants who have attended a junior and senior high school or a secondary school in Japan (* 1), the total duration of attendance at such school must not exceed three years, and one's 12th year of school education must be completed at a school overseas (* 2).

- * 1: Schools located in overseas conformable to the Japanese School Education Act are included.
- * 2: "School overseas" refers to one located in a foreign country and conformable to the formal educational system of the given country or one accredited by an International Accreditation Organization.

[Note 2]

"Applicants equivalent to the above" refers to ones who fall under one of the following:

- a. Applicants who have passed a national certification of a foreign country that is officially approved as a certification examination for the assessment of academic ability equivalent to the completion of 12 years of formal school education in the said country (the one corresponding to a national certification included), and will have reached the age of 18 by March 31, 2021
- b. Applicants who have completed a course corresponding to secondary school education in a foreign country where its formal school education is less than 12 years (including those who have passed a national certification officially approved as a certification examination for the assessment of academic ability equivalent to the former <the one corresponding to a national certification included>) and have completed (or will have completed by March 31, 2021) a Japanese university preparatory course at the school designated by the Japanese Minister of Education, Culture, Sports, Science and Technology
- c. Applicants who have completed (or will have completed by March 31, 2021) a course corresponding to secondary school education in a foreign country that is separately designated by the Japanese Minister of Education, Culture, Sports, Science and Technology (limited to those who are deemed to have completed 11 or more years of school education under the educational system of the said country and meet the requirements set by the Japanese Minister of Education, Culture, Sports, Science and Technology)

- (*) Applicants who fall under qualification (1) d. should undergo the application qualification screening in advance. Please contact the Admission Division, Administrative Affairs Department of TMU no later than Friday, July 10, 2020, at 5:00 pm JST.
- (*) There may be some cases for international school graduates that they are not permitted to make an application or it takes more time for the University to confirm their application qualification, etc. Please contact the Admission Division, Administrative Affairs Department of TMU ahead of time.

III. Application procedures

1. Application period and procedures

[Period] August 20 (Thurs) – 27 (Thurs), 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 July 30 (Thurs), 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 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 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://exam.52school.com/guide/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. Documents to be submitted

- ※ Print Internet 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	<p>Certificate of (expected) graduation, etc. and Transcript, etc.</p> <p>※ The original copy must be submitted unless otherwise specified.</p>	<p>Submit a document(s) proving your application qualification. (Refer to page 1 of these Guidelines.) Transcript etc. should include the academic record for the last 3 years out of 12 years of school education.</p> <p>[Those who apply under qualification (1) - a, Note 2 – a.] · Transcript, etc. of a national certification examination</p> <p>[Those who apply under qualification (1) - a, Note 2 – b.] · Certificate of graduation, etc. and Transcript, etc. from both secondary school and university preparatory course</p> <p>[Those who apply under qualification (1) - a, Note 2 – c.] · Certificate of graduation, etc. and Transcript, etc. from a course corresponding to secondary school education</p> <p>[Those who apply under qualification (1) - b] · Certificate of completion, etc. and Transcript, etc. from an educational institution attended · Document proving that the institution is accredited by an International Accreditation Organization</p> <p>[Those who apply under qualification (1) – c] ◆ International Baccalaureate Diploma or Baccalauréat diploma holders ◆ · International Baccalaureate Diploma or Diplôme du Baccalauréat de l'Enseignement du Second Degré (* Photocopy) · Transcript of Results (By referring to page 9 of these Guidelines, request to send one original copy directly to TMU well in advance to make it in time for the application deadline.) ※ For those who can't submit these documents by the end of the application period, refer to "6 – (2): For those who apply under qualification (2) – b." below.</p> <p>◆ Abitur Certificate holders ◆ · Zeugnis der allgemeinen Hochschulreife (* Photocopy) · Transcript</p> <p>◆ GCE Advanced Level holders ◆ · Certificate of the Results of GCE (at least 3 A-Level</p>

		subjects or 2 A-Level plus 2 AS-Level subjects <4 subjects in total>).
4	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.
5	Japanese or English translation of Transcript, etc.	Transcript, etc. written in the language other than Japanese or English <u>must attach the Japanese or English translation. Please make sure to include the following.</u> <ul style="list-style-type: none"> · Name and contact information (telephone number) of the translator. (* 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.)
6	<p>(1) [For those who apply under qualification (2) – a.] Official scores report of SAT Reasoning Test or ACT (+Optional Writing Test)</p> <p>(2) [For those who apply under qualification (2) – b.] Transcript of Results of International Baccalaureate Diploma</p> <p>(3) [For those who apply under qualification (2) – c.] Transcript of University entrance qualification examination, Nationwide university entrance examination, etc.</p>	<p>(1) [For those who apply under qualification (2) – a.] By referring to page 8 of these Guidelines, request to send an official score report of SAT Reasoning Test or ACT (+Optional Writing Test) to TMU well in advance to make it in time for the application deadline.</p> <p>(2) [For those who apply under qualification (2) – b.] By referring to page 9 of these Guidelines, request to send a Transcript of Results directly to TMU well in advance to make it in time for the application deadline. ※ If you can't submit International Baccalaureate Diploma (photocopy) and/or Transcript of Results 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. In this case, a) <u>International Baccalaureate Diploma or Diplôme du Baccalauréat de l'Enseignement du Second Degré (photocopy)</u> and b) <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. Please note that one's admission to the University shall be rescinded in the events that the University</p>

		<p>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> <p>(3) [For those who apply under qualification (2) – c.] Submit the transcript of the examination that you have taken, together with the official explanation of the examination. (* If unable to submit it, present the URL of the official website of the examination.)</p> <p><u>For any transcript, document, etc. written in the language other than Japanese or English, make sure to attach its Japanese or English translation.</u> Please include the name and contact information (telephone number) of the translator. (* Translation can also be done by the applicant.)</p>					
7	TOEFL iBT or IELTS scores *	By referring to page 8 of these Guidelines, request to send a TOEFL iBT Official score report (or institutional score report) or an IELTS (Academic module) Test report form directly to TMU well in advance to make it in time for the application deadline.					
8	Certificate of Resident Registration (*Original copy) or Photocopy of passport	<p>[For applicants living in Japan] Submit one original copy of “Certificate of Resident Registration 住民票の写し” issued by the municipal mayor, which includes applicant's nationality, visa status, and visa expiration date. For those who haven't completed resident registration or haven't received a residence card yet, submit a photocopy of the passport instead.</p> <p>[For applicants living outside Japan] Submit one photocopy of passport (*Cleared and colored, the front page and the page on which applicant's name, face, and nationality appear).</p>					
9	Envelope for receiving the announcement of the first stage of selection 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).</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="678 1966 1428 2042"> <tr> <td>Region</td> <td>Asia</td> <td>North/Central America, the Middle East,</td> <td>Europe</td> <td>South America and Africa</td> </tr> </table>	Region	Asia	North/Central America, the Middle East,	Europe	South America and Africa
Region	Asia	North/Central America, the Middle East,	Europe	South America and Africa			

			and Oceania		
	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
<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>					

* Late TOEFL iBT or IELTS scores will be accepted this year, if arrived by September 7 (Mon), 2020.

3. Important points to be noted for application

- (1) If individual consideration or arrangement related to physical disability is required at the time of examinations or during school attendance, please consult with 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. We may require a longer time to accommodate requests in some cases, so early consultation is preferable.
- (2) If there are any flaws in the application documents, you will be contacted by phone or email provided in the Application Form. Any incomplete application documents will not be accepted unless they are corrected and re-submitted within the application period.
- (3) Submitted documents will not be returned for any reason.
- (4) The application receipt number will be shown on the applicant's "My Page" on the Internet application website no later than September 4 (Fri). Once it becomes available, a notification will be sent to each applicant by email to the address provided in the Application form. The application receipt number is the one used for the announcement of the successful applicants from the first stage of selection. If you can't find your number on "My Page", contact the Admission Division, Administrative Affairs Department of TMU by September 7 (Mon).
- (5) If one is found to be unqualified for application after his/her application has been received, he/she shall be treated as an unqualified applicant.
- (6) If any fraud is found in the application documents and certificates, admission will be rescinded even after the enrollment.
- (7) Request to send necessary official scores well in advance, 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, considering the time necessary for mailing. 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 procedures 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 (IB) Transcript of Results 】

An IB 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/>

- (8) If any support is necessary to obtain a student visa, to change the status of residence to “college student”, or to extend the “period of stay in Japan” for the enrollment in this university, submit the “Student Visa Support Request Form” together with other application documents.

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.

※ For inquiries regarding external English examinations, please contact the testing organizations directly.

IV. 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 August 27 (Thurs), 2020. Even if the payment is completed by then, the application will not be accepted unless 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)

V. Selection process

(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 late July.

1. Selection methods for the first stage of selection

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

The first stage of selection will be conducted based on the following documents:

- (1) a. Scores of SAT Reasoning Test or ACT (+ Optional Writing Test)
- b. Scores of International Baccalaureate final examination
- c. Scores of University entrance qualification examination or Nationwide university

- entrance examination, etc.
- (2) TOEFL iBT or IELTS score
 - (3) Essay Form

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

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

- How: (1) A list of successful applicants from the first stage of selection will be posted on the TMU's website (<https://www.tmu.ac.jp/>).
- (2) A notification will be mailed out to the applicants on the same day.

Successful applicants will receive the “Exam Admission and Photo Cards to the Second Stage of Selection” and a document “How to take an interview for the second stage of selection”, which shall be replaced to a successful notification for the first stage of selection.

If you do not receive any notification by September 24 (Thurs), 2020, contact the Admission Division, Administrative Affairs Department of TMU by noon JST on the following day.

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. Selection method for the second stage of selection

An individual interview examination in English (oral examination included) will be conducted on the following date to those who successfully passed the first stage of selection.

Date: October 16 (Fri), 2020

Place: Minami-Osawa Campus, Tokyo Metropolitan University

4. Important points for the interview examination

- (1) Bring your “Exam Admission and Photo Cards to the Second Stage of Selection”, passport, and student ID card for the examination.
- (2) Read carefully “How to take an interview for the second stage of selection” in advance.
- (3) The University will not be made liable for any travel arrangements for the interview examination conducted at Minami-Osawa Campus of Tokyo Metropolitan University.

5. Decision of final successful applicants

Decision of final successful applicants will be made based on the results of the first and second stages of selection as well as the academic transcript of the last educational institution attended comprehensively. It is possible, however, that no one will be selected depending on the selection results.

VI. Announcement of final successful applicants

1. Announcement

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

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

<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. 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 to the successful applicants by post to the address provided in the Application form. If you do not receive it by November 11 (Wed), 2020, please contact the Admission Division, Administrative Affairs Department of TMU by phone or email by the following day.

VII. 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. Those who fail to complete within the indicated period will be denied admission.

1. Admission procedure period, etc.

Period:

January 27 (Wed) - 28 (Thurs), 2021 (Documents must arrive by January 28.)
(* February 16 (Tue) – 17 (Wed), 2021 for prospective IB Diploma holders)

How to submit admission documents:

By post only. Send in the return envelope provided by the University, by registered express mail (from Japan) or by EMS (from outside Japan).

2. Documents to submit

- (1) Admission Applicant Form
- (2) Certificate of the admission fee payment or document certifying completion of the fee payment (For the amount of the Admission fee, please refer to “3. Admission and tuition fees” on page 13 of these Guidelines.)
- (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” on page 13 of 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@jmi.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. 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 will 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 the 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 “5. Contact” below for contact details.

4. Important points

- (1) No admission fee shall be returned once admission procedures are completed.
- (2) Notifications of admission completion and document reception will be sent to those who have completed all the admission procedures.

5. Contacts

<For admission procedures>

Academic Affairs Division, Administrative Affairs Department of TMU

Tel: 042-677-2395 (Direct)

Email: kyomu●jmj.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)

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 education and school 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 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. 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 have passed this Special Selection for International Students are subject to restrictions in changing their affiliation (faculty, department, etc.) after enrollment.

Information for student dormitory

The student dormitory adjoins the Minami Osawa campus and is intended for the students who have difficulty in commuting to the university or who are under financial difficulty.

I. About the dormitory

- ◇ Capacity: 234 people
- ◇ Period of stay: 2 years
- ◇ Room: Unfurnished single room (10 m²) with interior lighting, an air conditioner, and a balcony.
- ◇ Bathroom, toilets, kitchen, laundry room, etc.: Common use
- ◇ Meals: Not provided (*There are shops and cafeterias available on campus.)
- ◇ Fee: 4,700 Japanese yen per month + utility (* as of the Year 2020)
- ◇ Location: 1-4 Minami-Osawa, Hachioji-shi, Tokyo (A few minutes from the campus on foot.)

II. Number of students to be accepted

Male --- A few Female --- A few

III. Application conditions

Students who take 2 hours or longer (one way) to commute to the university from home and wish to enter the dorm due to the financial situations.

IV. Application procedures

1. Distribution of Application guidelines: **January 18 (Mon) - February 19 (Fri), 2021**

(1) At counters

1. Student Affairs Division, Administrative Affairs Department of TMU
(Counter No. 2, first floor, Building No. 1, Minami-Osawa Campus)
2. Academic and Student Affairs Division, Administrative Affairs Department of Hino Campus (The first-floor office room, Building No. 1, Hino Campus)
3. Academic and Student Affairs Division, Administrative Affairs Department of Arakawa Campus (The first-floor office room, Health and Welfare Wing, Arakawa Campus)

(2) Download from the TMU website

Please download the Application guidelines on the University's website during the distribution period mentioned above.

2. Period of application (By post only)

February 10 (Wed) – 19 (Fri), 2021 (Should be postmarked on or before the deadline.)

For further details, please refer to the application guidelines for the student dormitory.

[Contact]

Student Affairs Division, Administrative Affairs Department of TMU

Tokyo Metropolitan University

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

TEL: +81-(0)42-677-1111(representative) Ext. 2228

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 applicant's school expenses died or has been missingNote: "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

Special Selection
(Entrance Examination for International Students)
(Selection Based on a Nationwide University Entrance Examination Score)

Department of Biological Sciences
Faculty of Science

Issued in June 2020

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