

Academic Year 2022 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 influence of the Novel Coronavirus. Also, students recruitment for this selection may be suspended if an emergency declaration is issued.

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

Schedule

Application period	September 1 (Wed) – 3 (Fri), 2021
Announcement of the first-stage screening results	September 16 (Thu), 2021
Second-stage of selection	October 22 (Fri), 2021
Announcement of successful applicants	November 1 (Mon), 2021

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



TOKYO METROPOLITAN UNIVERSITY

東京都立大学

旧首都大学東京

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Admissions Policies of Faculty of Science, Tokyo Metropolitan University

The 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, the 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 the 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
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 to mechanisms of life and 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
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. (a) – (e) and both 2. and 3.

1.
 - (a) Applicants who graduated after April 2018 or will have graduated by March 2022 from a senior high school located in Japan
 - (b) Applicants who completed after April 2018 or will have completed by March 2022 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 2018 or will have completed by March 2022 the courses at a foreign 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)
 - (d) Applicants who completed 12 years of school education at an educational institution accredited by an International Accreditation Organization (WASC, CIS, ACSI) after April 2018 or will have completed it by March 2022. This applies only to those who have Japanese nationality, Japanese permanent residency, or equivalent status if such school education was/ is being provided overseas.
 - (e) Applicants who have Japanese nationality, permanent residency in Japan, or the equivalent status who completed 12 years of school education overseas after April 2018 or who will have completed it by March 2022
2. Applicants who took an SAT Reasoning Test or ACT (+ Optional Writing Test) administered after April 1, 2020
3. Applicants who took a TOEFL iBT or IELTS Academic Module test administered after April 1, 2020

<IB Method>

Applicants must be those who obtained the International Baccalaureate Diploma from the International Baccalaureate Organization after April 1, 2018 or will have obtained it by March 31, 2022. Mathematics and two subjects from Chemistry, Biology, and Physics must be included in the six subject groups (any level is acceptable). 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

An application must be conducted through the Internet application system. Please contact the Admission Division, Administrative Affairs Department of TMU, if you have a problem 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 for My Page, upload your face photo data, and enter application information.
- (2) Pay the examination fee
- (3) Print out the application form and others, and send them by post together with other application documents, including a Certificate of graduation, etc.
(Forms can be printed out only after completion of the examination fee payment.)

Internet Application is NOT yet completed when an applicant entered the application information and paid the examination fee. Please send the necessary application documents by registered express mail in time for the application deadline.

For details, please visit the following website: <https://www.guide.52school.com/guidance/net-tmu-en/>.

1. Application period

September 1 (Wed) – 3 (Fri), 2021 at 8:00 pm JST (Documents must arrive by)

My Page registration and examination fee payment on the Internet application system becomes available on August 11 (Wed), 2021, 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.

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

Print out the application form and others in white A4 size paper.

<SAT/ACT Method>

	Documents and certificates	Remarks
1	Application Form	Enter the required information and print out your completed Application Form from “My Page” on the Internet application system.
2	Essay Form	Print out an Essay Form on the Internet application system or the university’s website. Write your motivation for applying and aspirations after enrollment in English clearly by hand.

3	Exam Admission Card and Photo Card	Print out an Exam Admission Card and Photo Card on the Internet application system. Then, fill in all the required fields clearly by hand.
4	Certificate of (expected) graduation and Academic transcript, etc. ※ The original copy must be submitted unless otherwise specified.	Submit certificates to prove your application qualification (refer to page 1 of these Guidelines) and your academic performance according to the following. [Applicants who fall under the Qualification 1. (a) – (d)] One Certificate of (expected) graduation/ completion and one School report of the last school attended/ attending (issued by the principal and sealed off) Note: Academic transcript is accepted as a substitute for School report to those who fall under 1. (b) – (d). [Applicants who fall under the Qualification 1. (e)] One Certificate of (expected) completion and one Academic transcript of the last school attended/ attending (Note) If you are from an international school, please enclose proof that your school falls under the formal school curriculum of the given foreign country or that it is accredited by an international evaluation organization (WASC, ACSI, CIS).
5	Japanese or English translation of Certificate of graduation	A Certificate of graduation written in a language other than Japanese or English <u>must attach the Japanese or English translation.</u> (Translation can be done by the applicant.) <u>In the translation, please include the following:</u> · Name and the contact information (telephone number) of the translator
6	Japanese or English translation of Academic transcript	An Academic transcript written in a language other than Japanese or English <u>must attach the Japanese or English translation.</u> (Translation can be done by the applicant.) <u>In the translation, please include the following:</u> · Name and contact information (telephone number) of the translator · Subject full names (if abbreviated) · Full marks of each subject · The grading system (grading scales and the clarification of assessment standards, etc.)
7	Official scores report of SAT Reasoning Test or ACT (+Optional Writing Test)	An official score report of either SAT Reasoning Test or ACT (+Optional Writing Test) must arrive at TMU from the testing organization before the end of the application period. (Refer to page 8 of these Guidelines for details.)
8	Official scores report of TOEFL iBT or IELTS	An official score report of TOEFL iBT or a Test report form of the IELTS Academic module must arrive at TMU from the testing organization before the end of the application period. (Refer to page 8 of these Guidelines for details.) Note: If you submit TOEFL iBT scores, please also submit a document showing that you have requested an official copy of

		your scores to be sent to TMU (e.g., a printout of the request completion e-mail or screenshot).															
9	Envelope for receiving the Exam Admission Card from TMU or International reply coupons	<p>[For applicants living in Japan] Print out the “mailing label” in color on the Internet application website and affix 374-yen postage stamps (express delivery fee included) to the specified space. Then, paste the label on a self-addressed return envelope (12 cm × 23.5 cm). 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"> <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>Number 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>Note: For applicants living outside Japan and having difficulty 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	Number 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	Document that certifies Japanese nationality or Document that certifies permanent residency status in Japan	<p>[Applicants who fall under the Qualification 1. (d) and have completed or will complete the courses overseas and those who fall under the Qualification 1. (e)]</p> <p>(1) <u>Those who have Japanese nationality</u> Submit either one passport photocopy (the pages of status items) or one original “Certificate of family register description 戸籍記載事項証明書” (including applicant’s name and date of birth, and householder’s name and the relationship to the applicant) issued by the municipal mayor. The passport must be valid at the time of application. A photocopy of the Certificate is not acceptable.</p> <p>(2) <u>Those who have permanent residency status in Japan or the equivalent status</u> Submit either one residence card photocopy (both sides) or one original “Certificate of resident registration 住民票の写し” (including applicant’s nationality, visa status, and visa expiration date) issued by the municipal mayor. The residence card must be valid at the time of application. A photocopy of the Certificate is not acceptable.</p>															

<IB Method>

	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 system or the university's website. Then, write your motivation for applying and aspirations after enrollment clearly in English by hand.
3	Exam Admission Card and Photo Card	Print out an Exam Admission Card and Photo Card on the Internet application system. Then, fill in all the required fields clearly by hand.
4	Certificate and Transcript of Results of the International Baccalaureate Diploma Programme	<p>Submit one photocopy of the International Baccalaureate Diploma (or Diplôme du Baccalauréat de l'Enseignement du Second Degré). Also, request an official copy of the Transcript of Results to be sent to TMU to make it in time for the application deadline. (Refer to page 8 of these Guidelines.)</p> <p>(Note)</p> <p>If you can't submit these documents by the end of the application period, submit a "Certificate of prospective acquisition of International Baccalaureate Diploma" (arbitrary format) and "IB Predicted Grades" or "Anticipated Grades" issued by the principal or diploma programme coordinator of the school attending/ attended. In this case, 1) <u>one photocopy of the International Baccalaureate Diploma (or Diplôme du Baccalauréat de l'Enseignement du Second Degré)</u> and 2) <u>one original Transcript of Results</u> must be submitted by <u>January 28 (Fri), 2022</u>. If unable to do so, send 3) <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.</p> <p>Please note that your admission will be revoked when the university can't confirm the receipt of your documents 1) and 2) or document 3) by the designated date, or you fail to obtain the IB diploma by <u>March 31 (Thu), 2022</u> if applying for this selection as a prospective IB diploma holder. In addition, the university may revoke your admission when your actual IB scores and grades are lower than those predicted at the time of application made as a prospective IB diploma holder.</p>
5	Envelope for receiving the Exam Admission Card from TMU or International reply coupons	<p>[For applicants living in Japan]</p> <p>Print out the "mailing label" in color on the Internet application website and affix 374-yen postage stamps (express delivery fee included) to the specified space. Then, paste the label on a self-addressed return envelope (12 cm × 23.5 cm). 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>Note: For applicants residing outside Japan and having difficulty 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	Document that certifies Japanese nationality or Document that certifies permanent residency status in Japan	<p>[Applicants who obtained or will obtain the International Baccalaureate Diploma overseas only]</p> <p>(1) <u>Those who have Japanese nationality</u> Submit either one passport photocopy (the pages of status items) or one original “Certificate of family register description 戸籍記載事項証明書” (including applicant’s name and date of birth, and householder’s name and the relationship to the applicant) issued by the municipal mayor. The passport must be valid at the time of application. A photocopy of the Certificate is not acceptable.</p> <p>(2) <u>Those who have permanent residency status in Japan or the equivalent status</u> Submit either one residence card photocopy (both sides) or one original “Certificate of resident registration 住民票の写し” (including applicant’s nationality, visa status, and visa expiration date) issued by the municipal mayor. The residence card must be valid at the time of application. A photocopy of the Certificate is not acceptable.</p>															

3. Important notes for application

- (1) Any documents that arrived after the 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) affixed with a color printed mailing label using a tracking service such as registered express mail (from Japan) or EMS (Express Mail Service) (from overseas). If the mailing label is printed in black and white, trace the letters and lines of “registered” and “express” with a red pen.
- (3) Sending an application from Japan via parcel delivery service (motorcycle courier included) is not acceptable. Also, direct application submission is not permitted under any circumstances.
- (4) If there are any flaws in the application documents, the Admission Division, Administrative Affairs Department of TMU will contact you by phone or e-mail. (In principle, applicants

living outside Japan will be contacted by the University by e-mail.) Incomplete application documents will not be accepted unless corrected and re-submitted within the application period.

- (5) The “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 for the General Entrance Examinations of TMU (in the first and second examination periods).
- (6) Successful applicants from the “Examination for selected candidate 学校推薦型選抜” and “Comprehensive selection 総合型選抜” conducted at the Japanese national and public universities are permitted to apply for admission to a single university/department only.
- (7) Applicants to this selection shall not be permitted to make a dual application to any of the “Examination for selected candidate 学校推薦型選抜” and “Comprehensive selection 総合型選抜” of TMU conducted in the same application schedule.
- (8) The Exam admission card will be sent by post to the applicants once their application documents are accepted. If you don't receive it by September 10 (Fri), 2021, please contact the Admission Division, Administrative Affairs Department of TMU by phone or e-mail on September 13 (Mon), 2021. (See page 12 for contact details.)
- (9) Any documents submitted will not be returned under any circumstances.
- (10) If any fraud is found in the application documents, certificates, etc., admission will be rescinded even after the enrollment.
- (11) Request official scores (TOEFL iBT Official Score Report, IELTS Test Report Form, SAT Reasoning Test Scores, ACT <+Optional Writing Test> Scores, IB Transcript of Results) to be sent directly to TMU well in advance considering the time required for mailing. Regarding the TOEFL iBT scores, the Test Date Score is only valid, not My Best Score.
- (12) If any individual consideration related to physical disability is required at the time of examinations or during school attendance, notify the Admission Division, Administrative Affairs Department of TMU no later than July 9 (Fri) 2021 at 5:00 pm JST. Please note that the university can't respond to a request made after the deadline. Early application is encouraged because it may take some time for us to respond to a request in some cases.

【 Sending test scores from the external testing organizations 】

Following test scores must be sent to Tokyo Metropolitan University directly from the testing organization.

- Official Scores Report of SAT Reasoning Test or ACT (+Optional Writing Test)
- TOEFL iBT Official Score Report
- IELTS Test Report Form (Academic module)
- International Baccalaureate Transcript of Results

[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.

Delivery may take up to 3 – 4 weeks for IELTS Test Report Form and 7 – 8 weeks for the rest after placing a request. Therefore, please give yourself plenty of time for the scores request procedure by considering the time necessary for delivery. For details, please contact the testing organization.

IV. Payment for examination fee

- (1) Payment can be made in Japan in any of the following ways: credit card, convenience store, Pay-easy ATM, and Internet Banking. (Business hours vary depending on the financial institution through which you make the payment.) For the payment made outside Japan, a credit card is acceptable. For details, please refer to the Internet application website.
- (2) Payment must be completed by September 3 (Fri), 2021. 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.
- (6) A refund request for 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 contact the Admission Division, Administrative Affairs Department of TMU. (See page 12 for contact details.)

[Reference URL] https://www.tmu.ac.jp/campus_life/tuition/expenses.html (Japanese site)

V. Selection process

There are two stages in the selection process.

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

(Note)

Selection methods for this year are subject to change (the interview will be held online, etc.) due to the influence of the Novel Coronavirus. Please check the latest changes and updates on the university's website regularly.

1. The first stage of selection

Selection is conducted based on the following documents.

<SAT / ACT Method>

- Official Scores Report of SAT Reasoning Test or ACT (+Optional Writing Test)
- TOEFL iBT Official Score Report or IELTS Test Report Form (Academic module)
- Essay Form

<IB Method>

- Final examination scores of International Baccalaureate (including prospected scores)
- Essay Form

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

Date: September 16 (Thu) 2021 at 2:00 pm JST

How: A list of successful applicants will be posted on the university's website.

URL: <https://www.tmu.ac.jp/>

Successful applicants must read the "Examination guidelines for the second stage of selection" posted on the university's website together with the list of successful applicants.

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

3. The second stage of selection

An individual interview examination (oral examination included) in English or Japanese will be conducted as below. Please see the "Examination guidelines for the second stage of selection" for meeting times and locations.

Date: October 22 (Fri), 2021

[Substitute examination-day: October 23 (Sat) or 24 (Sun)]

Place: Minami-Osawa Campus, Tokyo Metropolitan University

(Note) Substitute examination-day is set as above if the interview examination cannot be held on the selected date due to unforeseen circumstances.

4. Decision of final successful applicants

Final successful applicants are chosen based on the results of the first and the second stages of selection and the transcript of the high school, etc. in a comprehensive manner. It is possible, however, that no one is selected depending on the selection results.

VI. Announcement of final successful applicants

1. Announcement

Date: November 1 (Mon) 2021 at 2:00 pm JST

How: A list of successful applicants will be posted on the university's website for seven days only starting from the time of announcement.

URL: <https://www.tmu.ac.jp/>

2. Letter of acceptance

A Letter of acceptance will be sent by post to the final successful applicants to the address provided in the application form. If you do not receive it by November 10 (Wed), 2021, contact the Admission Division, Administrative Affairs Department of TMU by phone or e-mail on the following day. (Please refer to page 12 for contact details.)

3. Important notes

- (1) Any results inquiries by telephone, e-mail, and post, etc. are not acceptable.
- (2) The university does not offer a result notification in a way other than mentioned above. Please note that the university has nothing to do with any persons who attempt to call in outside the campus on the examination day.

VII. Admission procedures after passing the examination

1. Admission procedure

Final successful applicants must complete the admission procedure by following the "Admission guidance" to be sent in mid-December. Required submission documents are instructed in the information booklet.

Admission procedure period:

January 26 (Wed) – 27 (Thu), 2022 (Documents must arrive by January 27.)

(February 20 ~~15~~ (Sun ~~Tue~~) – 21 ~~16~~ (Mon ~~Wed~~) for IB Diploma candidates. <Documents must arrive by February 21 ~~16~~>)

2. 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)

(Note)

- Should the fee be revised in the future, the revised price shall be applied.
- If you wish 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 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, 2021) before the day of enrollment (April 1, 2022). 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)

(Note)

- Should the tuition fee be revised while attending the University, the revised price 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.

Tuition fees reduction/exemption systems are available to students. Information for Academic Year 2022 will be released on the website of the Student Affairs Division, Administrative Affairs Department of TMU in mid-December. Please see page12 for contact details.

[Reference URL] <https://gs.tmu.ac.jp/exemption/> (Japanese site)

3. Pre-enrollment education

Pre-enrollment education will be offered to those entering in the Academic year 2022. Details will be notified later.

4. Important notes on post-acceptance and post-enrollment procedures

- (1) Those who have passed this admission selection and completed the admission procedure 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) If you wish to decline admission to this university, please submit a “Letter of decline” (an arbitrary style) before the admission procedure period starts; 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) Registering a guarantor living in Japan is required in principle. However, if you wish to register a person living other than in Japan as your guarantor, a “Contact person in Japan” must be appointed in case of an emergency. If you do not have one, please contact the Admission Division, Administrative Affairs Department of TMU by phone or e-mail. (Please refer to page 12 for contact details.)

- (4) Those who haven't completed the admission procedure by the date designated by the university will lose the rights of a successful applicant.
- (5) No admission fee shall be returned once the admission procedure is completed.
- (6) A Notice of admission procedure completion will be sent to those who have completed all required admission procedures.
- (7) When an applicant fails to graduate from high school, his/her admission to this university shall not be permitted.
- (8) Students admitted through this admission selection may be restricted from changing their affiliation (department, faculty).

VIII. Handling of personal information

Tokyo Metropolitan University handles personal information strictly in accordance with laws and regulations. Please make sure to confirm the privacy policy on the Internet application system before making an application.

URL: <https://www.guide.52school.com/guidance/net-tmu-en/>

IX. Contacts

Office hours:

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

Inquiry details	Relevant section	Telephone number and e-mail address
Application and selection	Admission Division, Administrative Affairs Department of TMU	042-677-1111 (Rep.) Ext: 2238 admission-tokubetsu●jnj.tmu.ac.jp
Admission procedure	Academic Affairs Division, Administrative Affairs Department of TMU	042-677-2395 (Direct) kyomu●jnj.tmu.ac.jp
Admission and tuition fees reduction and exemption	Student Welfare Section, Student Affairs Division, Administrative Affairs Department of TMU	042-677-2373 (Direct)
Examination fee refund	Fund Management Section, Accounting Division, General Affairs Department	042-677-1111 (Rep.) Ext: 1046

Please change “●” to “@” to send an e-mail.

Examination fee exemption to the natural disaster victims

Tokyo Metropolitan University has an entrance examination fee exemption system for applicants in the natural disaster-affected areas 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 (9) Heavy Rain in July 2020

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 2022

Application Guidelines

Comprehensive Selection (SAT/ACT Method and IB Method)

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