

Academic Year 2025 Application Guidelines

Special Selection

(Entrance Examination for International Students)

(Selection Based on the Nationwide University Entrance Examination Score)

Department of Biological Sciences Faculty of Science

Read the Guidance page on the internet application system carefully before making an application.
Pay close attention to the application period and procedures.

Schedule

Application period	August 16 (Fri) – 20 (Tue), 2024
Announcement of the first-stage screening results	September 20 (Fri), 2024
Second-stage selection	October 18 (Fri), 2024
Announcement of successful applicants	November 1 (Fri), 2024



TOKYO METROPOLITAN UNIVERSITY

東京都立大学

June 2024

Contents

I.	Number of Students to be Admitted	----	1
II.	Qualification for Application	----	1
III.	Application Procedures	----	2
IV.	Payment for Examination Fee	----	8
V.	Selection Process	----	9
VI.	Announcement of Final Successful Applicants	----	10
VII.	Admission Procedures After Passing the Examination	----	10
VIII.	Handling of Personal Information	----	11
IX.	Contacts	----	12
	Examination Fee Exemption for the Natural Disaster Victims	----	13

Admission Policies of the Faculty of Science, Tokyo Metropolitan University

The Faculty of Science aims to develop researchers and engineers who are full of creativity and ambition, are capable of discovering 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 a bachelor's degree education based on the educational goals set in each department of the Faculty of Science and will continuously aim high and spare no effort in 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 finding and resolving their issues

Admission Policies of the Department of Biological Sciences

Biological science is the study of giving light to life mechanisms and considering the relationships between organisms and their environment and evolution. The Department of Biological Sciences welcomes the following students to develop study and research of biology and biological sciences 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

Department of Biological Sciences, Faculty of Science --- 2

[Note 1] The length of study is four years.

[Note 2] No one may be selected depending on the selection results.

[Note 3] Students can graduate from the University by taking only the courses conducted in English.

II. Qualification for Application

Foreign national applicants who fall under one of the following 1. and one of the following 2. and meet the requirement of 3.

1.

- (a) Applicants who have completed 12 years of formal school education overseas (including those who are expected to complete by March 31, 2025) [Note 1]
- (b) Applicants equivalent to (a) above [Note 2]
- (c) Applicants who have completed 12 years of school education overseas at an educational institution accredited by the international accreditation organization (WASC, CIS, ACSI, NEASC, or Cognia) (including those who are expected to complete by March 31, 2025) [Note 1]
- (d) Applicants who have obtained one of the following qualifications overseas (for the International Baccalaureate, Applicants who are expected to obtain it by March 31, 2025 are included.)
 - i. Applicants who have obtained (or are expected to obtain by March 31, 2025) the International Baccalaureate Diploma (from the International Baccalaureate Organization, a corporate body funded in conformity with the Swiss Civil Code)
 - ii. Applicants who have obtained the Abitur Certificate (recognized by each state in Germany as a university admission qualification)
 - iii. Applicants who have obtained the Baccalauréat diploma (university admission qualification in France)
 - iv. Applicants who have completed the General Certificate of Education Advanced Level or **the International General Certificate of Education Advanced Level (a university admission qualification in the United Kingdom of Great Britain and Northern Ireland) with at least three A-level subjects or two A-level and two AS-level subjects (four subjects in total)**
 - v. **Applicants who have obtained the European Baccalaureate diploma (university admission qualification in the member states of the European Union)**
- (e) Applicants who are recognized by this University as having acquired the academic ability equivalent to (a) – (d) above and will have reached the age of 18 by March 31, 2025

2.

- (a) Applicants who have taken an SAT Reasoning Test or ACT (+ Optional Writing Test) administered after April 1, 2023
- (b) Applicants who have obtained (including those who are expected to obtain) the International Baccalaureate Diploma with six subjects, including Mathematics and two subjects from chemistry, biology, and physics (Any level is acceptable.)
- (c) Applicants who have taken a University Entrance Qualification Examination or Nationwide University Entrance Examination administered after January 1, 2021 in a country other than Japan and can submit the transcript and an official explanation document on the examination. Subjects equivalent to science (chemistry, biology, physics, etc.) and mathematics must be included in the examination. Those under (c) above must contact the Admission Division, Administrative Affairs Department of TMU

before applying.

3. Applicants who have taken a TOEFL iBT or IELTS Academic Module administered after April 1, 2023
[Note] Scores from any tests taken at home are not accepted.

[Note 1]

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

*1: It includes schools located overseas that provide school education conformable to the Japanese School Education Act.

*2: "A school overseas" refers to one located overseas and provides school education in accordance with the formal education system of the given foreign country or one accredited by the international accreditation organization.

[Note 2]

"Applicants equivalent to (a)" refers to ones that fall under one of the following:

- (a) Applicants who have passed a national certification examination (including one corresponding to it) in a foreign country that is officially approved as an assessment of academic ability equivalent to those who have completed 12 years of formal school education in the given country and will have reached the age of 18 by March 31, 2025
- (b) Applicants who have completed a course of study 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 examination officially approved as an assessment of academic ability equivalent to the former or passed one corresponding to it), and have completed the Japanese university preparatory course at the school designated by the Japanese Minister of Education, Culture, Sports, Science and Technology (including those who are expected to complete by March 31, 2025)
- (c) Applicants who have completed in a foreign country a course of study corresponding to secondary school education 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 given foreign country and meet the requirements set by the Japanese Minister of Education, Culture, Sports, Science and Technology) (including those who are expected to complete by March 31, 2025)

[Notes on qualification approval/ confirmation]

- (1) Applicants who fall under qualification 1. (e) must undergo application qualification screening in advance. Contact the Admission Division, Administrative Affairs Department of TMU no later than July 5 (Fri) 2024, at 5:00 pm JST.
- (2) There may be cases where some students from international schools are not eligible to apply or it takes more time for the University to confirm their application qualification. Contact the Admission Division, Administrative Affairs Department of TMU ahead of time.

III. Application Procedures

An application must be conducted through the internet application system. 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 the Application Form and send it by post with other application documents, including a Certificate of Graduation.

(The form can be printed out after the examination fee payment is completed.)

The internet application is incomplete when you enter the application information and pay the examination fee. Send the necessary application documents by registered express mail (from Japan) or EMS (from overseas) in time for the application deadline.

Please visit the Guidance page at <https://www.guide.52school.com/guidance/net-tmu-en/> to learn detailed application procedures.

1. Application period

August 16 (Fri) – 20 (Tue) 2024, at 8:00 pm JST (Due NLT August 20 at 8:00 pm)

“My Page” registration and examination fee payment will become available on the internet application system on July 26 (Fri), 2024 at 9:00 am JST. Due to the short application period, documents can be mailed before August 16 (Fri). Any postal delay due to traffic conditions will not be considered. 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 the required forms on white A4 vertical papers from the University’s website and the internet application system.

	Documents/ certificates	Remarks
1	Application Form	After entering the required information, print out your Application Form from “My Page” on the internet application system.
2	Essay Form	Print out the Essay Form from the University’s website. Reasons for applying, aspirations after enrollment, etc. must be written by the applicant in their own handwriting, clearly and thickly in English.
3	Certificate of Graduation and Academic Transcript [Note] The original hard copy must be submitted unless otherwise specified.	Required documents differ depending on the applicant’s application qualification. Confirm your qualification on pages 1 - 2 of these Guidelines and submit relevant proofs of your qualification from (1) to (7) below. The academic transcript should include records for the last 3 years out of 12 years of school education. Note that the transcript that cannot provide all of 3 years’ academic records must be submitted with a separate certificate stating the period during which the records are not included in the transcript and its reasons (arbitrary format, issued by the relevant high school/institution).

	<p>(1) Those who apply under II. Qualification 1. (a)</p> <ul style="list-style-type: none"> • One Certificate of Graduation and one Academic Transcript from the secondary school <p>(2) Those who apply under II. Qualification 1. (b), Note 2 (a)</p> <ul style="list-style-type: none"> • One Transcript of the national certification examination <p>(3) Those who apply under II. Qualification 1. (b), Note 2 (b)</p> <ul style="list-style-type: none"> • One Certificate of Graduation and one Academic Transcript from both the secondary school and the university preparatory course <p>(4) Those who apply under II. Qualification 1. (b), Note 2 (c)</p> <ul style="list-style-type: none"> • One Certificate of Graduation and one Academic Transcript from “a course of study corresponding to secondary school education” <p>(5) Those who apply under II. Qualification 1. (c)</p> <ul style="list-style-type: none"> • One Certificate of Completion and one Academic Transcript from the educational institution • One document certifying that the educational institution is accredited by the international accreditation organization <p>Students from international schools must submit a document certifying that the school follows the official school curriculum in the given home country or is accredited by the international evaluation organization (WASC, CIS, ACSI, NEASC, or Cognia).</p> <p>(6) Those who apply under II. Qualification 1. (d)</p> <p>i .International Baccalaureate diploma holders (including prospective holders)</p> <ul style="list-style-type: none"> • One photocopy of the International Baccalaureate Diploma • One Transcript of Grades <p>[Note]</p> <p>By referring to page 7 of these Guidelines, request your Transcript of Grades to arrive at the University in time for the application deadline.</p> <p>Applicants who took the International Baccalaureate Examination in May 2024 and are unable to submit one photocopy of the International Baccalaureate Diploma by the application period should submit it to the University by <u>October 17 (Thu), 2024</u>.</p> <p>Applicants who will take the International Baccalaureate Examination in November 2024, see “6 b. <u>[International Baccalaureate] Transcript of Grades</u>” on the next page.</p> <p>ii .Abitur certificate holders</p> <ul style="list-style-type: none"> • One photocopy of the Zeugnis der Allgemeinen Hochschulreife and one Transcript <p>iii. Baccalauréat diploma holders</p> <ul style="list-style-type: none"> • One photocopy of the Diplôme du Baccalauréat de l’Enseignement du Second Degré and one Relevé de note <p>iv .GCE Advanced Level holders and International Advanced Level holders</p> <ul style="list-style-type: none"> • One Certificate of the Results with at least three A-Level subjects or two A-Level and two AS-Level subjects (four subjects in total)
--	--

		<p>v. European Baccalaureate Diploma holders</p> <ul style="list-style-type: none"> • One Photocopy of European Baccalaureate Diploma and one Transcript <p>(7) Those who apply under II. Qualification 1. (e)</p> <ul style="list-style-type: none"> • Certificates specified by the University
4	Japanese or English translation of the Certificate of Graduation	<p>The Certificate of Graduation (Completion) /Certificate of Expected Graduation (Completion) written in a language other than Japanese or English <u>must attach a Japanese or English translation</u>. The translation by the applicant is acceptable. <u>Make sure to include the following information in the translation.</u></p> <ul style="list-style-type: none"> • Name and contact information (telephone number) of the translator
5	Japanese or English translation of the Academic Transcript	<p>The Academic Transcript written in a language other than Japanese or English <u>must attach a Japanese or English translation</u>. The translation by the applicant is acceptable. <u>Please include the following information in the translation.</u></p> <ul style="list-style-type: none"> • Name and contact information (telephone number) of the translator • Subject full names (if abbreviated) • Full marks for each subject • The grading system (grading scales, clarification of assessment standards, etc.)
6	<p>a. [SAT Reasoning Test / ACT (+Optional Writing Test)] Official Scores Report</p> <p>b. [International Baccalaureate] Transcript of Grades</p>	<p>a. For those who apply under II. Qualification 2. (a) By referring to page 7 of these Guidelines, request your Official Score Report of the SAT Reasoning Test or ACT (+Optional Writing Test) to be delivered to the University in time for the application deadline.</p> <p>b. For those who apply under II. Qualification 2. (b) By referring to page 7 of these Guidelines, request your Transcript of Grades to be delivered to the University in time for the application deadline.</p> <p>Applicants who will take the International Baccalaureate Examination in November 2024, submit one copy of each of the following documents 1 through 3. Note that documents 1 and 2 must be issued by the principal or diploma program coordinator of the school currently attending /attended. Print Form 1 (document 3) from the University's website and complete the applicant and school write-in fields.</p> <ol style="list-style-type: none"> 1. Certificate of Prospective Acquisition of International Baccalaureate Diploma (arbitrary format) 2. IB Predicted Grades or IB Anticipated Grades 3. Written Acknowledgement Regarding the International Baccalaureate Transcript of Grades (Form 1) <p>In this case, submit (1) an original <u>Transcript of Grades by January 24 (Fri), 2025</u>. If unable to do so, submit (2) a <u>Certificate of Grades of IB Final Examinations in Six Subjects (arbitrary format)</u> issued by the principal or diploma program coordinator of the school currently attending/attended by <u>January 24 (Fri), 2025</u>. The final selection will be based on (1) or (2) submitted to the University by the above deadline.</p>

	<p>c. [University Entrance Qualification Examination / Nationwide University Entrance Examination] Transcript</p>	<p>No further selection will be made if there are any changes to (1) or (2) after January 24 (Fri), 2025.</p> <p>When the University does not receive (1) or (2) by the deadline or an applicant applying as a prospective International Baccalaureate diploma holder fails to obtain the diploma by <u>March 31 (Mon), 2025</u>, the admission shall be revoked. The admission may also be revoked when an applicant applying as a prospective International Baccalaureate diploma holder receives lower scores and grades than predicted at the time of application.</p> <p>c. For those who apply under II. Qualification 2. (c) Submit one Transcript and one official explanation document on the examination. If the document is unavailable, present the examination's official website URL.</p> <p>[Note] <u>Attach a Japanese or English translation to the Transcript and the document written in a language other than Japanese or English. (The translation by the applicant is acceptable.) Please include the translator's name and contact information (telephone number) in the translation.</u></p>
7	TOEFL iBT or IELTS Official Score Report	<p>Request your TOEFL iBT Official Score Report or IELTS (Academic module) Test Report Form to be delivered to TMU by the end of the application period. (Refer to page 7 of these Guidelines for details.)</p> <p>If you submit TOEFL iBT scores, submit a document certifying that you have requested to send your official score report to TMU, such as a printout of the request completion email.</p>
8	Document certifying the applicant's foreign nationality status	<p>(1) Applicants who have the status of residence in Japan Submit either one Residence Card photocopy (both sides) or one <u>original</u> copy of the Certificate of Resident Registration 住民票の写し (which includes the 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> <p>(2) Others Submit one passport photocopy (the pages on which the applicant's name, nationality, and face photo appear). The passport must be valid at the time of application.</p>

3. Important notes for application

- (1) Any documents arriving after the application period will not be accepted under any circumstances. Send the application documents well in advance to meet the deadline. (It is not acceptable for applicants to bring and submit the application documents directly to the University.)
- (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, etc. is unacceptable.
- (4) If there are any flaws in their application documents, the Admission Division, Administrative Affairs Department of TMU will contact relevant applicants by phone or email. (In principle, those living outside Japan will be contacted by email.) If there are any deficiencies in the application documents, they will not be accepted unless they are corrected and resubmitted by the designated period by the university.
- (5) Any documents submitted will not be returned under any circumstances.
- (6) The Recipient Number will be shown on “My Page” upon receipt of the application documents, no later than August 30 (Fri), 2024. This number will be used to announce the first-stage screening results. If your number is not displayed on “My Page,” contact the Admission Division, Administrative Affairs Department of TMU by September 2 (Mon).
- (7) If you are found unqualified after your application is received, you shall be treated as an unqualified applicant.
- (8) If fraud is found in the application documents, certificates, etc., admission will be rescinded even after enrollment.
- (9) If you need help obtaining a student visa, changing your residence status to “student,” or extending your “period of stay in Japan” for enrollment in this University, submit a Student Visa Support Request Form together with other application documents.
- (10) If you have a physical disability that you would like help with during examinations and school attendance, contact the Admission Division, Administrative Affairs Department of TMU. Please see “IX Contacts” for the contact details. After the consultation, submit a Request Application Form by July 5 (Fri), 2024, at 5:00 pm JST. Please note that the University may be unable to respond to a request made after the deadline. An early consultation is encouraged as it may take some time to respond to your request in some cases.
- (11) Request official scores, such as TOEFL iBT Official Score Report, IELTS Test Report Form, SAT Reasoning Test Scores, ACT (+Optional Writing Test) Scores, and International Baccalaureate Transcript of Grades, to be sent directly to the University well in advance, considering the time required for mailing. For the TOEFL iBT scores, the Test Date Score is only valid, not My Best Score.

【 Sending Test Scores from the External Testing Organizations 】

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

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

[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

Select TMU as a college to be sent scores upon registration or request to send your scores in the way designated by the testing organization.

Delivery may take three to four weeks at most for the IELTS Test Report Form and seven to eight weeks for the rest after placing a request. Have plenty of time for the procedures so that your test scores will reach the University by the end of the application period. For details, please contact the testing organizations.

IV. Payment for Examination Fee

- (1) Payment can be made via credit card (domestic/international), convenience store (Japan only), or Pay-easy (bank ATM or internet banking) (Japan only). (Business hours vary depending on the financial institution through which you make the payment.) For details, please refer to the Guidance page of the internet application system.
- (2) Payment must be completed by August 20 (Tue), 2024 at 8:00 pm JST. 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 refunded for whatever reason after the application is processed. Make the payment only after careful consideration of the application.
- (5) Applicants may be exempted from paying the entrance examination fee if they or those chiefly responsible for their school expenses were affected by natural disasters designated by the University. For details, see the last page of these Guidelines or the University's website at <https://www.tmu.ac.jp/entrance/faculty/outline/15374.html> (Japanese site).
(Academic Year 2025 Undergraduate Entrance Examination)

- (6) A refund for the entrance examination fee can be claimed if you paid the fee but did not apply or made a double payment by mistake. (A refund to a foreign bank account is not available.) For details, see the University's website at https://www.tmu.ac.jp/campuslife_career/expenses.html (Japanese site) or contact the Fund Management Section, Accounting Division, General Affairs Department. (See "IX Contacts" for the contact details.)

V. Selection Process

1. Selection method for the first-stage selection

The first-stage selection is conducted based on the following documents.

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

- (1)
 - a. SAT Reasoning Test or ACT (+ Optional Writing Test) score
 - b. International Baccalaureate final examination score (including prospected score)
 - c. University Entrance Qualification Examination or Nationwide University Entrance Examination score
 - (2) TOEFL iBT or IELTS score
 - (3) Essay Form
2. **Announcement of successful applicants from the first-stage selection**

Date: September 20 (Fri), 2024 at 2:00 pm JST

Method: Successful applicants from the first-stage selection will be announced on the University's website at <https://www.tmu.ac.jp/>. (Recipient numbers of successful applicants will be posted on the list.)

An Examination Card for the second-stage selection will be shown on "My Page" of the successful applicants, which shall be replaced with a Successful Notification. Those who proceed to the second stage must read the Examination Guidelines on the University's website.

Information on the partial refund of the entrance examination fee (13,000 Japanese yen) will be shown on "My Page" of the unsuccessful and unqualified applicants, which shall be replaced with an Unsuccessful /Unqualified Notification. (A refund to a foreign bank account is not available.)

Note that it may take up to one hour from the announcement time before the notification is shown on "My page." If you cannot confirm it on September 20 (Fri), contact the Admission Division, Administrative Affairs Department of TMU.

2. The second-stage selection

An individual interview examination (oral examination included) in English will be conducted as follows.

Date: October 18 (Fri), 2024 [Substitute examination-day*: October 19 (Sat) or 20 (Sun), 2024]

* Substitute examination-day is set as above in case the interview examination cannot be held on the selected date due to unforeseen circumstances, such as earthquakes and power outages.

Place: Minami-Osawa Campus, Tokyo Metropolitan University

[Important points for the interview examination]

- (1) Print out your Exam Card from “My Page” and bring it to the examination.
- (2) Read Examination Guidelines carefully in advance.
- (3) The University will not be liable for travel arrangements for the interview examination conducted on the Minami-Osawa Campus, Tokyo Metropolitan University.

4. Decision of final successful applicants

Final successful applicants will be selected comprehensively based on the results of the first and second selection stages and the high school transcript. However, no one may be selected depending on the selection results.

VI. Announcement of Final Successful Applicants

1. Announcement

Date: November 1 (Fri) 2024 at 2:00 pm JST

Method: The Examinee’s numbers of successful applicants will be posted on the University’s website at <https://www.tmu.ac.jp/> for seven days, starting from the announcement.

2. Letter of Acceptance

A Letter of Acceptance will be shown on “My Page” of the final successful applicants. Note that it may take up to one hour from the announcement time before the notification is shown. If you cannot confirm it on November 1 (Fri), 2024, contact the Admission Division, Administrative Affairs Department of TMU on November 5 (Tue).

3. Important notes

- (1) Any result inquiries by telephone, email, post, etc. are unacceptable.
- (2) The University does not offer a result notification in a way other than that mentioned above; if anyone calls you to stop off campus on the examination day, they have nothing to do with the University.

VII. Admission Procedures After Passing the Examination

1. Admission procedures

Successful applicants must complete the enrollment procedures via the "Admission Procedures" button on your My Page after 6:00 pm on December 16 (Mon), 2024 (JST).

Details of the documents to be submitted will be provided on the Academic Affairs Division’s website at <https://kyomu.jim.tmu.ac.jp/tetsuduki.html> (Japanese site) in mid-December. Please see “IX Contacts” for the contact details.

Admission procedure period:

January 22 (Wed) – 23 (Thu), 2025 (Documents are due NLT January 23.)

(Scheduled to be mid-February 2025 for IB Diploma candidates)

2. Admission and tuition fees

(1) **Admission fee**

- Residents of Tokyo: 141,000 Japanese yen (tentative amount)
- Others: 282,000 Japanese yen (tentative amount)

[Notes]

- Should the fee be revised, the revised price shall apply.
- To be eligible for the Tokyo resident classification, an applicant or their spouse/relative of the first degree must have resided in Tokyo continuously for over one year before enrollment (from April 1, 2024 to April 1, 2025). Eligibility must be certified by the municipality on the University's designated form "Certificate of Items Stated in Resident Register 住民票記載事項証明書."

(2) **Tuition fee**

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

[Notes]

- Should the tuition fee be revised while attending the University, the revised price shall apply.
- 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 May and October, respectively.

For full details on the admission and tuition fee payment, please see the University's website at https://www.tmu.ac.jp/campuslife_career/expenses.html (Japanese site).

There is a tuition reduction/exemption system available to students. Whether or not it will be available in the 2025 academic year will be notified on the website of the Student Affairs Division, Administrative Affairs Department of TMU at <https://gs.tmu.ac.jp/exemption/> (Japanese site) in mid-January. Please see "IX Contacts" for the contact details.

3. **Important notes on post-acceptance and post-enrollment procedures**

- (1) This selection is for April 2025 enrollment. Enrollment time cannot be changed.
- (2) Those who fail to submit admission documents within the specified period will be treated that they have declined admission to this University.
- (3) No admission fee will be returned once admission procedures are completed.
- (4) After completing all required admission procedures, a Notice of Admission Procedure Completion will be shown on "My Page."
- (5) In principle, a person residing in Japan must be registered as the guarantor for the admission procedures. However, if you wish to register a person living other than in Japan, the "contact person in Japan" must be separately appointed in case of an emergency. If you do not have one, please contact the Admission Division, Administrative Affairs Department of TMU.
- (6) Those enrolled through this 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 confirm the privacy policy on the Guidance page of the internet application system at <https://www.guide.52school.com/guidance/net-tmu-en/> before making an application.

IX. Contacts

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

Inquiry details	Relevant section	Telephone number and email address
<ul style="list-style-type: none"> ● Application ● Selection ● Matters concerning accommodations for disabilities 	<p style="text-align: center;">Admission Division, Administrative Affairs Department of TMU</p>	<p style="text-align: center;">042-677-1111 (Rep) Ext.: 2208 admission-tokubetsu●jmj.tmu.ac.jp</p>
<ul style="list-style-type: none"> ● Admission procedures 	<p style="text-align: center;">Academic Affairs Division, Administrative Affairs Department of TMU</p>	<p style="text-align: center;">042-677-1111 (Rep) Ext.: 2222 kyomu●jmj.tmu.ac.jp</p>
<ul style="list-style-type: none"> ● Admission and tuition fees reduction/exemption ● Students' dormitory 	<p style="text-align: center;">Student Welfare Section, Student Affairs Division, Administrative Affairs Department of TMU</p>	<p style="text-align: center;">042-677-2373 (Direct) genmen-bunnou●jmj.tmu.ac.jp (Tuition fees exemption) gakuseiryō-tantou●jmj.tmu.ac.jp (Dormitory)</p>
<ul style="list-style-type: none"> ● Examination fee refund 	<p style="text-align: center;">Fund Management Section, Accounting Division, General Affairs Department</p>	<p style="text-align: center;">042-677-1111 (Rep) Ext.: 1046</p>

Please change “●” to “@” to send an email.

【 Examination Fee Exemption for the Natural Disaster Victims 】

Applicants affected by the following natural disasters will be exempted from the entrance examination fee.

1. Targeted natural disasters

(1) Great East Japan Earthquake (2) 2020 July Heavy Rain (3) 2024 Noto Peninsula Earthquake

2. Eligible persons

- (1) An applicant or a person chiefly responsible for the applicant's school expenses, who was living in one of the areas designated under the Disaster Relief Act* on the date of the disaster, and who falls under one of the following conditions
 - a. A Disaster Victim Certificate can be acquired.
 - b. The person chiefly responsible for the applicant's school expenses is dead or missing.
[Note] *Areas designated under the Disaster Relief Act exclude the municipalities in Tokyo, where the Disaster Relief Act applies to those having difficulty returning home.
- (2) An applicant or a person chiefly responsible for the applicant's school expenses, whose registered residential area as of March 11, 2011 was designated as a 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

(1) Application deadline:

By the end of the application period for the entrance examination to which an applicant tends to apply.

(2) How to apply:

Submit the following documents mentioned in (3) with the application documents. **Please refrain from paying the examination fee.**

(3) Required documents:

- Application Form for Examination Fee Exemption (prescribed form by the University)
- One of the following certificates (A photocopy is acceptable.)

For those falling under (1) a. in "2. Eligible persons"	Disaster Victim Certificate
For those falling under (1) b. in "2. Eligible persons"	A document certifying the loss or missing of the person chiefly responsible for the applicant's school expenses
For those falling under (2) in "2. Eligible persons"	A document certifying that the registered residential area as of March 11, 2011 was designated as a difficult-to-return zone, restricted residence area, zone in preparation for the lifting of the evacuation order, or deliberate evacuation area

Please obtain the prescribed application form on the University's website at <https://www.tmu.ac.jp/entrance/faculty/outline/15374.html> (Japanese site).

[Contact]

Admission Division, Administrative Affairs Department of TMU

Tel: 042-677-1111 (Rep) Ext: 2206, 2212, 2238

E-mail: admission-tokubetsu●jmj.tmu.ac.jp