

2024

Tokyo Metropolitan University  
Graduate School of Systems Design  
[April Admission]

“Tokyo Global Partner Scholarship Program”  
International Student Special Selection

Application Guidelines



**TOKYO METROPOLITAN  
UNIVERSITY**

## < “Tokyo Global Partner Scholarship Program” International Student Special Selection>

Under this program, Tokyo Metropolitan University (hereinafter referred to as “TMU”), operated by Tokyo Metropolitan Public University Corporation and established by Tokyo Metropolitan Government (hereinafter referred to as TMG), calls for excellent international students to study at the graduate school of TMU.

Scholarship is granted to successful applicants to provide support, for example, in the context of tuition-free enrollment and stipend for living, so that they can focus on their studies and research. This program is being advanced based on the assumption that the revenue and expenditure budgets of Tokyo for 2024 will be approved by March 31, 2024.

### 1 Number of Applicants

- (1) Master's Program : A few students
- (2) Doctoral Program : A few students

### 2 Eligibility

Applicants eligible to apply for this program must meet each of the following requirements:

When applying, applicants must submit the screening documentation specified by the Graduate School of Systems Design in advance and receive permission to apply by the school. Before submitting a formal application, please make an enquiry with the prospective supervisor. (Please refer to the following “3 Preliminary Application” for the details.)

- (1) For the doctoral course, a person who has or is expected to acquire a master's degree, has or is expected to acquire a degree equivalent to a professional degree, or who has been recognized by the graduate school as having academic ability equivalent to or higher than that of those who have a master's degree or a professional degree through individual screening of admission qualifications. The person should also have reached 24 years of age at the time of enrollment.  
For the master's course, a person who has completed the 16-year course of school education, has or is expected to acquire a bachelor's degree, or who has been recognized by the graduate school as having academic ability equivalent to or higher than that of those who have graduated from any Japanese university through individual screening of admission qualifications. The person should also have reached 22 years of age.
- (2) Those who fall under any of the following categories: (a) to (c)
  - (a) Those who are enrolled in a research institution such as a university, governmental agency, local governmental agency (hereinafter referred to as "the Institution"), company, etc. and whose main campus, laboratory, or office, etc. is located in Asian countries/regions (\*note1) , Sister and Friendship Cities/States of TMG (\*note2) , etc., or those who have graduated from or completed an educational course at the Institution less than one year before applying for the program.
  - (b) Those who are enrolled in any of the universities listed in the International Partner Universities/Institutions shown in Attachment 1, or those who have graduated from or completed an educational course at international partner universities/institutions less than one year before applying for the program.
  - (c) Those who are enrolled in a master's course (equivalent to the master's course at TMU) at a university in Japan with a visa status of residence of "Student" at the time of application.

- (3) A 2.30 Grade Point Average (GPA) or above, calculated by the following conversion table and formula, is required either in the course at the Institution, an international partner university/institution or a Japanese university enrolled at the time of application, or in the last educational institution attended prior to application. All applicants are expected to maintain a 2.3 GPA or above in the course they are enrolled in during the scholarship period.

**Conversion Table**

Grading System	Evaluation Scale				
Pattern 1		優 Excellent	良 Good	可 Fair	不可 Fail
Pattern 2		A	B	C	F
Pattern 3		100–80	79–70	69–60	59–0
Pattern 4	S	A	B	C	F
Pattern 5	A	B	C	D	F
Pattern 6	100–90	89–80	79–70	69–60	59–0
Grade point	3	3	2	1	0

#### **Formula**

$$\{(\text{"Number of credits for grade point 3"} \times 3) + (\text{"number of credits for grade point 2"} \times 2) + (\text{"number of credits for grade point 1"} \times 1) + (\text{"number of credits for grade point 0"} \times 0)\} \div (\text{total number of registered credits})$$

- If the credit system is not applicable for the classes you took, use the number of subjects instead of the number of credits to calculate your GPA.
- If you are a transfer student from one university/institution to another, use the number of credits you gained at the university to which you have transferred. However, also calculate the GPA in the same way as the grades you gained before the transfer (grade point at the university/institution previously enrolled before the present one).
- The subjects for which the grades do not fit the evaluation scale, such as those evaluated as “Pass” or “Approved,” must be excluded.
- A fraction in the GPA should be rounded down to the third decimal place.

- (4) Applicants must meet one of the following requirements for proficiency in Japanese or English:
- (a) Those who have passed the Japanese Language Proficiency Test (JLPT) level N2 or higher at the time of admission to the master's or doctoral courses of TMU.
  - (b) Those who have completed or are expected to complete an educational course that satisfies the qualifications for admission to a master's or doctoral course in Japan, with Japanese as the primary language.

- (c) Those who can be judged by the respective graduate school that accepts them to have Japanese language skills equivalent to (a) or (b).
  - (d) Those who have qualifications or certification test scores equivalent to level B2 of the Common European Framework of Reference for Languages (CEFR) or higher in English at the time of admission to the master's or doctoral courses of TMU.
  - (e) Those who have completed or are expected to complete an educational course that satisfies the qualifications for admission to a master's or doctoral course in Japan, with English as the primary language.
  - (f) Those who can be judged by the respective graduate school that accepts them to have English language skills equivalent to (d) or (e).
- (5) Applicants must be willing to learn basic Japanese language up to the level of understanding daily conversation by the time of completion of their program.
- (6) Applicants should be willing to seek employment in one of the following: (a) to (c).
- (a) A company with its headquarters or a branch office in Tokyo (regardless of work location in or outside Japan)
  - (b) A university or research institute in or outside Japan
  - (c) A central/local government organization or a similar public organization in or outside of Japan
- (7) Applicants must be willing to cooperate in forming a network of Japan-friendly cohorts and contribute to deepening the mutual understanding/friendship between Japan and foreign countries/regions and to the development of Tokyo and the world by utilizing knowledge and technology gained at TMU after completion of their program.
- (8) Each applicant must obtain a new "Student" visa at a diplomatic mission or some other facility overseas before entering Japan and enter Japan with the newly acquired "Student" status. (If they already have another status of residence such as "Permanent Resident," "Long Term Resident," it must be changed to "Student" before entering Japan.) However, this does not apply to cases falling under (2) (c) of "Application Eligibility" given above.
- (9) An applicant must be mentally and physically sound to pursue study and research at the university.
- (10) An applicant should not fall under any of the following categories: (a) to (e). If an applicant is found to fall under these after being accepted, the support provided, such as scholarship, shall not, in principle, be granted.
- (a) Those with Japanese citizenship, special permanent resident status, or who are allowed to reside in Japan permanently
  - (b) Those who are military personnel on active duty or army civilian employees
  - (c) Those who will receive a scholarship, research fund, and the like from other institutions at the time of enrollment
  - (d) Those who have previously been enrolled in a master's program of TMU or another university in Japan as a Japanese Government Scholarship international student (if you apply for a master's program)
  - (e) Those who have previously been enrolled in a doctoral program of TMU or another university in

Japan as a Japanese Government Scholarship international student (if you apply for a doctoral program)

**\*note 1**

Asian countries/regions refer to the following countries and regions: East Asia, Southeast Asia, and South Asia.

India, Indonesia, Cambodia, Singapore, Sri Lanka, Thailand, South Korea, China, Nepal, Pakistan, Bangladesh, East Timor, the Philippines, Bhutan, Brunei, Vietnam, Malaysia, Myanmar, Maldives, Mongolia, Laos, and Taiwan.

**\*note 2**

Sister and Friendship Cities/States of TMG, etc. refer to the following sister and friendship cities/states of TMG, member cities of the Asian Network of Major Cities 21, and other major cities overseas with which TMG conducts urban diplomacy.

- Sister and Friendship Cities  
New York City, Beijing, Paris, New South Wales, Seoul, Jakarta, Sao Paulo (state), Cairo, Moscow, Berlin, Rome, and London.
- Member cities of the Asian Network of Major Cities 21  
Bangkok, Delhi, Hanoi, Jakarta, Kuala Lumpur, Manila, Seoul, Singapore, Taipei, Tomsk, Ulaanbaatar, and Yangon.

### **3 Preliminary Application**

Persons wishing to apply should take the preliminary screening in order to get permission to apply.

Before submitting full application forms, please contact the prospective supervisor and send a completed application form (Form1-1), recommendation form (Form2), brief outline of master's thesis (within two pages) and list of publications (including conference papers) by October 13, 2023 by e-mail to the prospective supervisor.

E-mail addresses are listed on the "Staff" pages of our web site (<https://www.sd.tmu.ac.jp/english>). For further information, please e-mail "admission-sd@jmj.tmu.ac.jp".

### **4 Application Method and Period**

Please post the original application documents and submit a copy by e-mail (admission-sd@jmj.tmu.ac.jp). However, if the original application documents do not arrive by the application period due to the influence of the COVID-19, we will check the situation and decide whether to accept the application.

**(1) Application Period**

By post and e-mail: from October 30, 2023 to November 1, 2023  
Application arriving before October 30, 2023 is also considered.  
Application must arrive by November 1, 2023.

**(2) Submit to**

Tokyo Metropolitan University Hino Campus, Graduate School of Systems Design,  
Academic Affairs Section  
6-6 Asahigaoka, Hino-shi, Tokyo, 191-0065, Japan

### (3) Application Document

Application Document should be neatly handwritten in block letters and written in English or Japanese. The application may be typed on a PC, however signatures must be in the applicant's own handwriting.

	Notes
A: Application Form	<ul style="list-style-type: none"> <li>• Fill in English or Japanese on the prescribed form of the Graduate school of Systems Design.</li> <li>• In the designated space, attach a photo (4cm (H) ×3cm (W)) taken at least three months prior to application which shows your face and torso, without cap or head covering(unless it's for religious or medical reasons).</li> </ul>
B: Certification of (Prospective) Completion of Pre-doctoral Coursework	<ul style="list-style-type: none"> <li>• Documentation created by the president of your alma mater.</li> </ul>
C: Academic Transcript	<ul style="list-style-type: none"> <li>• Documentation created by the president of your alma mater.</li> <li>• Spanning from the first year of undergraduate until the most recent transcripts.</li> </ul>
D: Application Form (Form1-1)	<ul style="list-style-type: none"> <li>• Fill in English or Japanese on the designated Form1-1.</li> <li>• Attach an outline of your Master's thesis.</li> </ul>
E: Field of Major and Research Plan (Form1-2)	<ul style="list-style-type: none"> <li>• Fill in English or Japanese on the designated Form1-2.</li> </ul>
F: Recommendation Form (Form2)	<ul style="list-style-type: none"> <li>• Documentation created by the president/supervisor of your alma mater or the head of your place of employment.</li> <li>• Fill in English or Japanese on the designated Form2.</li> </ul>
G: Future Career Plans and Future Contribution to Tokyo Metropolitan University and Tokyo Metropolitan Government (Form3)	<ul style="list-style-type: none"> <li>• Fill in English or Japanese on the designated Form3.</li> </ul>
H: Written Pledge (Form4)	<ul style="list-style-type: none"> <li>• Use the designated Form4.</li> </ul>
I: Certificate of Health (Form5)	<ul style="list-style-type: none"> <li>• Use the designated Form5.</li> </ul> <p>However, applicants who qualify for “<b>2 Eligibility</b> (2) (c)” are exempt from submission.</p>
J: Housing Inquiry (Form6)	<ul style="list-style-type: none"> <li>• Use the designated Form6.</li> </ul>
K: Photocopy of Passport	<ul style="list-style-type: none"> <li>• Cover page and the page on which your name and nationality are printed.</li> </ul>
L: Photograph for a certificate	<ul style="list-style-type: none"> <li>• Two photos (4cm (H) ×3cm (W)) taken at three months prior to application which shows your face and torso, without cap or head covering(unless it's for religious or medical reasons).</li> </ul>
M: Enrollment certificate or employment certificate	<ul style="list-style-type: none"> <li>• Submit the documentation created by the head of your affiliation (the educational institution or government office).</li> <li>• If you are enrolled in Tokyo Metropolitan University or affiliation of the person who wrote Recommendation Form(Form2) and your affiliation is the same, there is no need to submit this document.</li> </ul>

N: Pledge for technical information (Form 7)	• Fill in English or Japanese on the designated Form7.
---	--

## 5 Applicant Selection Method

A successful applicant will be selected based on the results of their oral examination and upon the content of the documentation submitted.

- (1) Selection Date: Date designated by the school between November 13 and December 8, 2023
- (2) Test Venue: Location designated by the school
- (3) Test Subjects: (Oral Exam) Questioning centered on your subject of specialization.

\*You will be contacted separately about test times, etc.

## 6 Announcement of Results

Date: December 27, 2023

Results will be posted on the date above and mailed to all applicants. The successful applicant will receive a written notice of acceptance. (It will be sent to the address filled in the Application Form.)

## 7 Enrollment Procedures

Details will be provided following the announcement of results.

## 8 Enrollment Date

The date of enrollment is April 1, 2024.

## 9 Content of Support

Full exemption of entrance examination fee will be provided to applicants.

The following support will be provided to international students who have completed the admission procedures.

- (1) Full exemption of admission fee.
- (2) Full tuition exemption for the prescribed years of study until the completion of the program (two consecutive years for a master's program and three consecutive years for a doctoral program).
- (3) The scholarship money provided to international students will be 150,000 yen per month from April 2023 for two consecutive years for a master's program and three consecutive years for a doctoral program.
- (4) One-way air tickets for entry into Japan and return to their home country after the student has acquired the degree. Economy tickets are provided between the international airport nearest to the student's place of residence and either Narita or Tokyo International Airport (Haneda Airport). The travel expenses from Narita or Haneda Airport to each TMU campus and vice versa shall be borne by the students themselves. Please note that a return ticket will not be provided for students who withdraw from TMU or earn a degree beyond the prescribed years of study. It will also not be provided for students who temporarily return home while remaining in Japan after the end of the scholarship period. However, if students withdraw after earning all the required credits within the prescribed duration of a program, the travel expenses will be covered.
- (5) Housing referral services will be provided. TMU's cooperating company shall provide support to those who wish for the service to provide housing information and contract procedure. All applicants must submit the housing referral form whether they wish for the service or not.

\*The housing rent and other expenses for meals, etc. are to be borne by the student.

\* The International Student House is for single students only. We cannot provide information on housing for families. In addition, if you are bringing your family, afterwards, from your home country, all necessary procedures must be done by yourself.

\*Please note that the housing referral service does not guarantee to present housing information that meets all the conditions you wish to have.

(6) Items to be noted

The scholarship procedure for international students will begin after they have entered Japan. If they are unable to enter Japan due to restrictions imposed by the Japanese government, they will not receive the scholarship during that period. In addition, if it is necessary to take measures such as staying at a hotel after entering Japan due to the policy of the Japanese government, such expenses must also be borne by the student.

When an international student falls under any of the following cases, the support prescribed above shall be, in principle, terminated:

- (a) When the application documents are found to have a false statement.
- (b) When the student violates the pledge made to the President.
- (c) When the student has been subject to disciplinary action at TMU or has been expelled from TMU.
- (d) When it is confirmed that the student will not be able to complete the course of study within the prescribed years of study due to poor academic performance, leave of absence, etc.
- (e) When the student withdraws from TMU (except for withdrawal after acquiring credits needed to complete the course within the prescribed years of study) or transfers to another graduate school.
- (f) When the student loses their status of residence as a "Student" or changes their status of residence to another status.
- (g) When the student applies for other financial support programs such as scholarships. However, this does not apply to applications for scholarships that the student will begin to receive after completing the course under this program.
- (h) When the student finds it difficult to continue studying abroad due to health reasons.
- (i) When it is found that the student falls under the items (a) to (e) of (10) for "Application Eligibility."

## **10 Students' responsibility after returning home**

After the program, international students are expected to put the utmost effort to contribute to the development of Tokyo and the world by deploying the knowledge and skills acquired through the experience under the program and by fostering a network of highly skilled Japan-friendly cohorts. The students are also expected to promote mutual understanding and friendly relations between Tokyo and foreign countries/regions from which the students originally come.

## **11 Points to Remember**

Even after you have been accepted for enrollment, your enrollment status will be revoked if any impropriety or fraud is discovered during testing or the application procedures.

Submitted application documents will not be returned under any circumstances.

Tokyo Metropolitan University has established the "Tokyo Metropolitan Public University Corporation Security Export Control Regulations" based on the "Foreign Exchange and Foreign Trade Act" and conducts strict screening when accepting international students in terms of providing technology and exporting cargo. Please note



that if you fall under any of the restricted items, your admission may be denied or your desired research activities may be restricted. For more details, please refer to the following website of the University's Security Export Control.

<https://www.tmu.ac.jp/cooperation/compliance/exportcontrol.html>

### **Inquiries**

Academic Affairs Section,

Graduate School of Systems Design, Hino Campus, Tokyo Metropolitan University

Address: 6-6 Asahigaoka, Hino-shi, Tokyo, 191-0065, Japan

Email Address: [admission-sd@jmj.tmu.ac.jp](mailto:admission-sd@jmj.tmu.ac.jp)

Website of Tokyo Metropolitan University: <https://www.tmu.ac.jp/english>

Website of Graduate school of Systems Design: <https://www.sd.tmu.ac.jp/english>