

2021

Tokyo Metropolitan University  
Graduate School of Systems Design  
[Master's Program]  
[April Admission]

“Tokyo Human Resources Fund for City Diplomacy”  
International Student Special Selection

Application Guidelines



**TOKYO METROPOLITAN  
UNIVERSITY**

## < “Tokyo Human Resources Fund for City Diplomacy” International Student Special Selection >

The Tokyo Metropolitan Government established the “Tokyo Human Resources Fund for City Diplomacy” in 2015 to seamlessly implement programs for fostering human resources that are essential to promote intercity cooperation, for approximately next ten years.

Accordingly, under the “Tokyo Human Resources Fund for City Diplomacy” Scholarship Program, the Graduate School of Systems Design at Tokyo Metropolitan University (TMU) run by the public university corporation founded by the Tokyo Metropolitan Government, is accepting excellent international students to study at TMU for the academic year 2021. This program provides financial support including tuition exemption, stipend and others, for students who pass our special selective examination in order to concentrate on their study and research.

Please note that this program may not be implemented unless Tokyo Metropolitan Government budget for fiscal year of 2021 is enacted by March 31, 2021.

### 1 Number of Applicants

The Graduate School of Systems Design (Master’s program) : A few students

### 2 Eligibility

When applying, you 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.)

To be eligible for the “Tokyo Human Resources Fund for City Diplomacy” International Student Special Selection, applicants must meet all of the following requirements in each item:

- (1) Have completed 16 years of academic education or hold a bachelor’s degree (including persons with clear prospect of completing the above education or obtaining a bachelor’s degree). Or be considered to have an academic ability at least equal to that of a bachelor’s degree holder, based on an individual screening conducted by the Graduate School of Systems Design, and have reached the age of 22 at the time of enrollment.
- (2) Be either one of the following:
  - (a) Possess a nationality of one of the Asian countries and regions (Note 1) and newly enter Japan as an international student
  - (b) Possess a nationality of a country/region other than the Asian countries or regions (Note 1), and be registered with an educational institution or a central/local government organization or a similar public organization with its main campus/institute/office located in either in an Asian country/region or in one of the Sister and Friendship Cities/States of Tokyo and Others (Note 2) at the time of application
- (3) Have sufficient communication skills in Japanese for pursuing study and living in Japan. Classes of master’s program at TMU are mostly in Japanese so you may require Japanese language skills.
- (4) Be willing to work for any of the following after completion of their program:
  - (a) Company with its headquarters or a branch office in Tokyo (regardless of work location in or outside Japan)
  - (b) University or a research institute in or outside Japan

- (c) Central/local government organization or a similar public organization in or outside Japan
- (5) Be willing to cooperate in forming a human network of Japan specialists and contribute to deepening the mutual understanding/friendship between Japan and international cities by utilizing knowledge and technology gained at TMU after completion of their program.
- (6) Not have a “Student” status of residence at the time of application, and newly obtain a visa and a “Student” status of residence when enrolling in TMU through this selection.
- (7) Be mentally and physically sound to pursue study and research at the university.
- (8) Not fall under any of the following; once an applicant has been found to fall under any after being accepted, the acceptance to TMU may be cancelled.
  - (a) Those with Japanese citizenship, special permanent resident status or who are allowed to reside in Japan permanently according to the Immigration Control and Refugee Recognition Act at the time of application
  - (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 ever enrolled in a master’s program of Tokyo Metropolitan University or another university in Japan as a Japanese Government Scholarship international student

(Note 1) “Asian countries and regions” refer to the countries or regions of the East Asia, the Southeast Asia, and the South Asia, including India, Indonesia, Cambodia, Singapore, Sri Lanka, Thailand, South Korea, China, Nepal, Pakistan, Bangladesh, East Timor, Philippines, Bhutan, Brunei, Vietnam, Malaysia, Myanmar, Maldives, Mongolia, Laos and Taiwan.

(Note 2) “Sister and Friendship Cities/States of Tokyo and others” refers to the following cities, cities which belong to Asian Network of Major Cities 21, and other major cities with which the Tokyo Metropolitan Government explores inter-city diplomacy:

<Sister and Friendship Cities/States of Tokyo>

New York, Beijing, Paris, New South Wales, Seoul, Jakarta, Sao Paulo, Cairo, Moscow, Berlin, Rome and London

<Member of Asian Network of Major Cities 21>

Bangkok, Delhi, Hanoi, Jakarta, Kuala Lumpur, Manila, Seoul, Singapore, Taipei, Tomsk, Ulan Bator 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), and brief outline of graduation thesis (within two pages) and list of publications (including conference papers) by October 16, 2020 by e-mail to the prospective supervisor.

E-mail addresses are listed on the “Staff” pages of our web site (<http://www.sd.tmu.ac.jp/en/>). For further information, please e-mail “info-sd@tmu.ac.jp”.

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

Please post the original application documents and submit a copy by e-mail (info-sd@ml.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 November 4, 2020 to November 6, 2020  
Application arriving before November 4, 2020 is also considered.  
Application must arrive by November 6, 2020.

(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.

	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 Bachelor's 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: Medical Report (Form5)	<ul style="list-style-type: none"><li>• Use the designated Form5.</li></ul>

J: Housing Inquiry (Form6)	• Use the designated Form6.
K: Photocopy of Passport	• Cover page and the page on which your name and nationality are printed.
L: Photograph for a certificate	• 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).
M: Document of evidence of Japanese language proficiency	• Certificate of result and score of “Japanese-language proficiency test” or “Examination for Japanese University Admission for International Students” etc. *optional submission
N: Enrollment certificate or employment certificate	<p>※Those who apply under requirement (2)(b) only</p> <ul style="list-style-type: none"> <li>• Those who apply under requirement (2)(b) should submit the documentation created by the head of your affiliation (the educational institution or government office).</li> <li>• If 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>

## 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 11, 2020
- (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 18, 2020

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

April 1, 2021

## 9 Supports for Enrollees

The following financial assistances will be provided to those who have completed the enrollment procedures.

- (1) Entrance Examination Fee and Admission Fee  
Exempted
- (2) Tuition Fees

Exempted for the designated duration of a master's program (two consecutive years)

### (3) Stipend

Students will be provided with a monthly stipend of 150,000 yen. The stipend is provided for a maximum period of two consecutive years for master's students from the date of enrollment (April 2021).

The stipend will begin to be provided after you arrive in Japan and complete various procedures (resident registration and opening a Japan Post Bank account).

### (4) Travel Expenses

Students will be provided with a one-way ticket (economy-class) from the nearest international airport to the place of their residence to Narita or Haneda International Airport. When students return to their country after receiving a degree, a return ticket (economy-class) from Narita or Haneda International Airport to the nearest international airport to the place of their residence will be provided. However, students need to pay transportation fee from Narita or Haneda International Airport to their campus and from their campus to Narita or Haneda International Airport by themselves.

\*A return ticket will not be provided for students who take a leave of absence or withdraw from TMU and for those who make a temporary return home when remaining in Japan after the end of 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 Assistances

Students can apply for TMU International Student House (for the first one year of stay only, in principle.) All applicants must submit the housing inquiry regardless of the presence or absence of their requests.

\*Students are responsible for the rent, food expenses, etc.

\*Housing arrangements will be made only for single stay students. TMU is not able to introduce any family-type housing. If students wish to bring their family, students are responsible for all procedures regarding their family. (TMU is unable to provide assistances on family matters.)

### (6) Notes

\*In the event that students violate their pledge made at their enrollment or significantly infringe the rules, regulations of Tokyo Metropolitan University, that students take a leave of absence from TMU and that students change their status of residence as "Student" into another status of residence, TMU shall discontinue the aforementioned financial assistances. TMU may also demand full repayment of the enrollment fees or the money already paid as financial assistances, depending on the situation.

\*In addition to the above, in the event that students neglect the monthly confirmation of the enrollment, TMU may suspend the payment of "exemption of tuition fees" and "monthly stipend."

\* In the event that students apply for another scholarship while studying on this program, TMU will withdraw financial support from such students. However, this does not include such scholarships as start the payment of stipend after this program is completed.

## 10 Duties after the graduation

After completion of their program, by utilizing knowledge and technology gained during the stay at TMU, students must cooperate in forming a human network of Japan specialists and contribute to promoting the mutual understanding/friendship between Tokyo and international cities.

## 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.

### **Inquiries**

Academic Affairs Section,

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

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

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>