

2017

Tokyo Metropolitan University

Graduate School of Science and Engineering

[Master's Program]

“Tokyo Human Resources Fund for City Diplomacy”

International Student Special Selection

Application Guidelines

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

The Tokyo Metropolitan Government (TMG) has established the “Tokyo Human Resources Fund for City Diplomacy” in 2015, at the prospect of over the next ten years in order to implement policies aiming at fostering excellent human resources who will contribute to the promotion of intercity cooperation in the future.

Under the “Tokyo Human Resources Fund for City Diplomacy” program, the Graduate School of Science and Engineering, Tokyo Metropolitan University (TMU), which is run by the public university corporation founded by the Tokyo Metropolitan Government, is recruiting excellent international students to study at TMU for the academic year 2017. This program provides financial supports including tuition exemption, stipend and others, for the students who passed this special selective examination to concentrate on their study and research.

Please note this program is presupposed to be implemented that Tokyo Metropolitan Government budget for fiscal year of 2017 is enacted by March 31, 2017.

1. Number of applicants

Approximately 2 students

2. Eligibility

To be eligible for the “Tokyo Human Resources Fund for City Diplomacy” International Student Special Selection, applicants must:

- (1) Complete 16 years of academic education and hold the bachelor’s degree (including a person with clear prospect of obtaining a bachelor’s degree) or have an academic ability equal to or surpassing that of students who hold bachelor’s degree based on an individual screening conducted by Graduate School of Science and Engineering, Tokyo Metropolitan University.
- (2) Be either one of the following:
 - (a) Those possessing a nationality of one of the Asian countries or regions (Note 1) and newly coming to Japan as an international student
 - (b) Those possessing a nationality other than an Asian country or a region, and enrolling in the educational institution or government office with its main campus/institute/office located in either in an Asian country/region or an international sister-city of Tokyo Metropolitan Government.
- (3) Have sufficient communication skills in Japanese or English for pursuing study and living in Japan and willingness to learn basic Japanese language and reach the level of understanding daily conversation by the time of completion of their program.
- (4) Be willing to work for any of the following after the completion of their program:
 - (a) A Japanese company with its headquarters or a branch office in Tokyo (regardless of work location in Japan or overseas)
 - (b) University or a research institution in Japan or overseas
 - (c) Civil service in Japan or overseas
- (5) Be willing to cooperate in the formation of a human network of Japan specialists and contribute

to promoting the strength of mutual understanding/friendship between Japan and international cities after the completion of their program.

- (6) Be able to obtain a “College student” visa at the time of entry to Japan. Those coming to Japan with a visa or a status of residence other than “College student”, those who change their status of residence to the one other than “College student” after enrolling at the Tokyo Metropolitan University and those who are enrolled at a university in Japan with a “College student” status of residence (including research students) are not eligible to apply.
- (7) Be mentally and physically sound to pursue coursework and research at the university.
- (8) Not fall under any of the following category: In case false entry is revealed, 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 applying
 - (b) Those are performing active military duty or civilian employee
 - (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.
- (9) Obtain a ‘Permission to take the examination’ from the school.

(Note 1) “Asian countries and regions” refer to the counties 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-city of Tokyo Metropolitan Government” refers to the following cities, cities which belong to Asian Network of Major Cities 21, and major cities Tokyo Metropolitan Government have inter-city relationship:

<Sister-city>

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. Pre-application Consultation

The candidate must submit the required documentation specified by the Graduate School of Science and Engineering in advance in order to receive a permission to take the examination.

The candidate must communicate with the prospective supervisor well before the deadline of the document submission, and must submit Materials D through J (digital data is also acceptable) in the following section of “4. Application (3) Materials” to the Academic Affairs Office, Graduate School

of Science and Engineering by Thursday, February 23, 2017. Blank data of prescribed formats will be sent from the prospective supervisor by email.

Further inquiries should be directed to the prospective supervisor or to the Academic Affairs Office, Graduate School of Science and Engineering (email address: rikou.r@jmj.tmu.ac.jp).

4. Application

(1) Application Period: Monday, April 3 to Friday, April 28, 2017

(Applications must arrive on or before April 28, 2017.)

(2) Address:

Academic Affairs Section,

Graduate School of Science and Engineering, Tokyo Metropolitan University

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

(3) Materials for Submission:

Materials	Notes
A/ Application for Admission, Examination Admission Card, Photo Card	<ul style="list-style-type: none"> • Use the form prescribed by Graduate School of Science and Engineering (reverse side needs also to be filled in) • In the designated space attach a picture, 4cm (H) x 3cm (W), which shows your face and torso. It must be taken within three months prior to applying. • Write your intended research topic (or topic of interest) in the space for research area on the application card.
B/ Certification of (Prospective) Graduation	<ul style="list-style-type: none"> • Documentation written by the President of your university.
C/ Medical Report	<ul style="list-style-type: none"> • Use the form prescribed by Graduate School of Science and Engineering.
D/ Application Form (Form 1)	<ul style="list-style-type: none"> • Use the form prescribed by Graduate School of Science and Engineering. Complete it in English or Japanese.
E/ Recommendation Form (Form 2)	<ul style="list-style-type: none"> • Documentation written by the supervisor of your university or the Head of your place of employment. • Use the form prescribed by Graduate School of Science and Engineering. Complete it in English or Japanese.
F/ Academic Transcript	<ul style="list-style-type: none"> • Documentation created by the President of your university spanning from the first year of undergraduate until the most recent transcripts.
G/ Description of Planned study (Form 3)	<ul style="list-style-type: none"> • Use the form prescribed by Graduate School of Science and Engineering and complete it in English or Japanese.
H/ Future Career Plans and Future Contribution of Tokyo Metropolitan University and Tokyo Metropolitan Government (Form 4)	<ul style="list-style-type: none"> • Use the form prescribed by Graduate School of Science and Engineering and complete it in English or Japanese.

I/ Written Pledge (Form 5)	• Use the form prescribed by Graduate School of Science and Engineering.
J/ Passport Photocopy	• Cover page and the page on which your name and nationality are printed.
K/ Housing Inquiry (Form 6)	• Use the form prescribed by Graduate School of Science and Engineering and complete it in English or Japanese.
L/ Picture for a certificate	• 4cm (H) x 3cm (W),two copies showing your face and torso. It must be taken within three months prior to applying.

5. Selection Method of Applicants

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

- (1) Selection Date: Date designated by the school between Monday, May 1 to Friday, May 26, 2017
- (2) Test Venue: Location designated by the school.
- (3) Test Subjects: (Oral Exam) Questioning centered on your subject of specialization.

Attention: You will be contacted by the faculty in your desired field of study about test times etc.

6. Notice of Results

Prospective date of mailing: Thursday, June 15, 2017

7. Enrollment Procedures

The documents for enrollment will be sent to successful applicant after the notice of results. Details will be provided following the announcement of acceptance.

8. Enrollment Date

Sunday, October 1, 2017

9. Support 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 period of the stipend is two consecutive years for master's program from commencement to the final month.

- (4) Travel Expenses

Students will be provided with a one-way ticket (economy-class) from the nearest international

airport to the place where they live to either Narita or Haneda International Airport. When students return to their country after receiving a degree, a return ticket (economy-class) from either Narita or Haneda International Airport to the nearest international airport to the place where they came from will be provided. Students need to pay transportation fee from Narita or Haneda International Airport to the campus or from the campus to either Narita or Haneda Airport by themselves.

*The return ticket will not be provided for students who do not fulfill the requirements of each degree or withdraw from the University. (In case the students earn required number of credits in designated period of time and withdraw from the University, the travel expenses will be covered by the University.)

(5)Housing Assistances

Rental housing is introduced through the real estate company which TMU designates (only for the first year). Information on the rental housings and conditions of contract will be provided together with the form “Housing Inquiry” around end of February. All applicants must submit the housing inquiry regardless of the presence or absence of their requests. Please read the information carefully and apply for housing arrangement only when students agree to all conditions, and note that after submitting housing enquiry form at the time of applying, cancellation of housing arrangement is not permitted.

*Students are responsible for the rent, utility costs, phone and Internet costs, common-area charges, residents’ association fees, food expenses etc.

*Accommodation arrangement is made only for single stay students. TMU is not able to introduce any family-type accommodation. If students wish to live with their family, TMU is not capable to provide any help on family matters. Students need to be responsible for all procedures regarding their family.

(6)Notes

*In the event that students violate their pledge made at their enrollment or significantly infringe the rules, regulations, etc. of Tokyo Metropolitan University, the University shall expel them from the University and discontinue the aforementioned financial supports. The University may also demand full payment of the enrollment fees or a refund of the money already paid as financial supports depending on the situation.

*In addition to the above, in the event that students take a leave of absence from the University or neglect the monthly confirmation of the enrollment, etc., the University may take measures to suspend the payment of financial supports such as “exemption of tuition fees” and “monthly stipend.”

*In the event that students apply for another scholarship during studying on this program, the University will withdraw financial supports for 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

By utilizing the knowledge and technology gained during the stay at TMU, students who completed the program must cooperate in the formation of human network and contribute to promoting the strength of 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 the testing or the application procedures.

*The submitted documents and certificates will not be returned under any circumstances.