

Department of Occupational Therapy

2020 Tokyo Metropolitan University  
Graduate School of Human Health Sciences  
[Master's Program]

“Asian Human Resource Development Project  
for Medical Professionals”  
International Student Special Selection

Application Guidelines

<“Asian Human Resource Development Project for Medical Professionals”  
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.

The Graduate School of Human Health Sciences, Tokyo Metropolitan University (TMU), which is run by the public university corporation founded by the TGM, is recruiting excellent international students from Asia for studying at TMU as “Asian Human Resources Development Project for Medical Professionals” under the “Tokyo Human Resources Fund for City Diplomacy” program. In this project, TMU will admit medical professionals from Asian countries to provide higher education in advanced and innovative health sciences, and thereby to promote the development of medical care in Asian countries. TMU will support Asian human resources in study and research of high health knowledge and skills.

This project provides financial supports including tuition exemption and scholarship for the students who pass the special selective examination to concentrate on their study and research.

Please note that this program is presupposed to be implemented that TMG budget for fiscal year of 2020 is enacted by 31 March 2020.

### **1 The number of students to be admitted**

2 students

### **2 Application Requirements**

To be eligible for the “Asian Human Resource Development Project for Medical Professionals” International Student Special Selection, the applicant must meet a requirement (1), (2) or (3), and must meet all requirements (4) to (10):

- (1) Have completed 16 years of academic education or be expected to complete the education by 31 March 2020 at an overseas school/institution.
- (2) Have completed over 3-year course at an overseas university or other school, whose comprehensive educational level is approved by the authorities in the concerned country or Japanese Minister of Education, Culture, Sports, Science and Technology, and have been conferred an academic degree equal to bachelor’s degree or be expected to by 31 March 2020.
- (3) Be accepted as applicant who has an academic ability equal to or surpassing that of university graduates after an individual screening conducted by the Graduate School of Human Health Sciences, Tokyo Metropolitan University, and reach 22 years of age by 31 March 2020. (Note 1)

(Note 1) If you do not meet a requirement (1) or (2), you must take and pass the “**3 Individual Application Qualification Screening**”.

- (4) Have a certificate of occupational therapist or prospective document of it.
- (5) Be either one of the following:
  - (a) Have a nationality of one of the Asian countries or regions (Note 2) and come to Japan as an international

student.

(Note 2) “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.

- (b) Have a nationality other than the above, and be enrolled in an educational institution or government office with its main campus/institute/office located in an Asian country/region at the time of application.
- (6) Preferably have basic Japanese ability (e.g. N5 or higher in Japanese-Language Proficiency Test) and intermediate English ability (e.g. IELTS 5.5, TOEFL iBT 70 points or higher) by the time of enrollment for study and life in Japan, and be motivated to learn advanced Japanese (N3 or higher in Japanese-Language Proficiency Test) by the time of completion of a master's program.
- (7) Be willing to work for a medical institution, educational institution or civil service organization as medical professional or go on to a doctoral program in an Asian country after the completion of his/her master's program.
- (8) Be willing to cooperate in the formation of a Japan-friendly human resource network of highly skilled professionals and contribute to promoting a better mutual understanding/friendship between Tokyo and overseas cities after the completion of his/her master's program.
- (9) Be able to obtain a “Student” visa at the time of entry to Japan. The applicant who has a visa or a status of residence other than “Student” and who has enrolled at a university in Japan with “Student” status of residence (including research students) is ineligible to apply.
- (10) Not fall under any of the following categories: If a successful applicant is found to have fallen under any, the acceptance to or enrollment in TMU may be cancelled.
  - (a) Those who have Japanese nationality, special permanent resident status, or who are allowed to reside in Japan permanently according to the Immigration Control and Refugee Recognition Act at the application.
  - (b) Those who are performing active military duty or civilian employee.
  - (c) Those who 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 other university in Japan as a Japanese Government Scholarship international student.
  - (e) Those who have not finished the prescribed course by 31 March 2020 in the case of being applicable to requirement (1), and have not received the prescribed degree by 31 March 2020 in the case of being applicable to requirement (2).
  - (f) Those who cannot present the certification as occupational therapist by 31 March 2020.

You should contact the Department of Occupational Therapy ([asia-ot@tmu.ac.jp](mailto:asia-ot@tmu.ac.jp)) (Note 3), and then decide the prospective supervisor in advance. After that, you can submit the required documentation specified by the Graduate School of Human Health Sciences.

Please use “Asian Human Resource Development Project for Medical Professionals” as the subject of e-mail.

(Note 3) Please replace “\_at\_” with “@”.

Please refer to the following web pages for details. ([http://www.hs.tmu.ac.jp/english/index\\_en.html](http://www.hs.tmu.ac.jp/english/index_en.html))

### 3 Individual Application Qualification Screening (Those who apply under 2 Application Requirements (3))

#### (1) Application procedure for Individual Qualification Screening

The applicant who is applicable to “2 Application Requirements (3)” need to take the individual application qualifications screening. The applicant must submit the following documents to Tokyo Metropolitan University Arakawa Campus within the following application period (submitted documents will not be returned). If you have been qualified through this screening to apply for admission, you do not need submit the same documents to apply for admission.

Required Documents	Notes
① Application for Application Qualification Screening Form (Form 1)	• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.
② Recommendation Form (Form 4)	• Be written by the president of your alma mater, the head of your place of employment or other equal position. • Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.
③ Copy of Passport	• Photocopy of the page bearing your name, nationality and birth date.

#### (2) Application Period

All application documents must be either posted or brought in person to the address below.

By post: Tuesday 2 July 2019 – Monday 29 July 2019  
(Applications must arrive no later than Monday 29 July 2019.)

By hand: Tuesday 2 July 2019 – Monday 29 July 2019 (10:00 – 12:00, 14:00 – 16:00) (JST)  
(except Saturdays, Sundays, and national holidays)

\*Application submitted via e-mail will not be accepted.

(3) Address “Asian Human Resource Development Project for Medical Professionals”  
International Student Special Selection  
Academic Affairs Section  
Graduate School of Human Health Sciences  
Tokyo Metropolitan University, Arakawa Campus  
7-2-10 Higashi-ogu, Arakawa-ku, Tokyo 116-8551 Japan

\*Please print in red “Admission Qualifications Screening Form Enclosed” on the envelope.

#### (4) Announcement of Results

Results will be sent to all applicants by post and e-mail. If you do not receive the result by the day before Monday 2 September 2019, please make an inquiry to Academic Affairs Section, Admission Office, Arakawa campus by e-mail (adm\_kyo\_at\_tmu.ac.jp) (Note 4).

(Note 4) Please replace “\_at\_” with “@”.

**\*Those who are qualified through this individual application must submit the required documents according to “4 Application”**

#### 4 Application

All application documents must be either posted or brought in person to the address below.

##### (1) Application Period

- By post: Monday 2 September 2019 – Wednesday 25 September 2019  
(Applications must arrive no later than Wednesday 25 September 2019)
- By hand: Monday 2 September 2019 – Wednesday 25 September 2019  
(10:00 – 12:00, 14:00 – 16:00) (JST)  
(except Saturdays, Sundays, and national holidays)

\*Application submitted via e-mail will not be accepted.

- (2) Address “Asian Human Resource Development Project for Medical Professionals”  
International Student Special Selection,  
Academic Affairs Section,  
Graduate School of Human Health Sciences,  
Tokyo Metropolitan University, Arakawa Campus  
7-2-10 Higashi-ogu, Arakawa-ku, Tokyo, 116-8551, Japan

\*Please print in red “Admission Qualifications Screening Form Enclosed” on the envelope.

##### (3) Materials for Submission

Required Documents	Note
① International Student Application Form (Form 2)	<ul style="list-style-type: none"><li>• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.</li><li>• In the designated space, attach a full-faced photograph (4cm (H) ×3cm (W)) taken within the past 3 months, without any cap or other head covering. If you cannot submit the prescribed photograph above due to specific religious or medical reasons, please contact the Office.</li></ul>
② Certificate of (Prospective) Graduation (Copy)	<ul style="list-style-type: none"><li>• Official documentation issued by the school you last attended.</li><li>• Complete in English or Japanese.</li></ul>
③ Academic Transcript	<ul style="list-style-type: none"><li>• Official documentation issued by the school you last attended.</li><li>• Include the record from first year to final year.</li><li>• Complete in English or Japanese.</li></ul>
④ Research Plan (Form 3)	<ul style="list-style-type: none"><li>• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.</li></ul>
⑤ Recommendation Form (Form 4)	<ul style="list-style-type: none"><li>• Be written by the president of your alma mater, the head of your place of employment or other equal position.</li><li>• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.</li></ul>
⑥ Future Career Plans and Future Contribution to Tokyo Metropolitan	<ul style="list-style-type: none"><li>• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.</li></ul>

University and Tokyo Metropolitan Government (Form 5)	
⑦ Written Pledge (Form 6)	<ul style="list-style-type: none"> <li>• Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.</li> </ul>
⑧ Medical Report (Form 7)	<ul style="list-style-type: none"> <li>• Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.</li> </ul>
⑨ Certificate of Professional Qualification (Copy)	<ul style="list-style-type: none"> <li>• Certification of Occupational Therapy or prospective document with the prospective acquisition date.</li> <li>*If the document is not in English please attach the document translated in English for reference.</li> </ul>
⑩ Certificate of Japanese and English Proficiency (Copy)	<ul style="list-style-type: none"> <li>• Certificates of Japanese (e.g. Japanese-Language Proficiency test) and English (e.g. IELTS, TOEFL iBT) proficiency in English or Japanese.</li> <li>• No earlier than one year before the date of application to TMU.</li> </ul>
⑪ Copy of Passport	<ul style="list-style-type: none"> <li>• Photocopy of the page bearing your name, nationality and birthdate.</li> </ul>
⑫ ID Photos	<ul style="list-style-type: none"> <li>• 2 identification photographs (size)4cm(H)×3cm(W) (The same as the photograph to be attached on Application Form)</li> </ul>

## 5 Entrance examination fee payment

All applicants will receive an exemption from the entrance examination fee.

## 6 Admission Selection Methods

A successful applicant will be selected based on the results of the screening of the submitted application documents (first screening) and the oral examination (second screening) on your professional area. Results of the first screening will be sent to all applicants by post and e-mail by Friday 11 October. An applicant who pass the first screening can take the second screening. The schedule for the second screening is as follows.

- (1) Oral Exam Date: Date designated by the Graduate School of Human Health Sciences between Saturday 26 October 2019 and Sunday 10 November 2019.
- (2) Exam Venue: The place designated by the Graduate School of Human Health Sciences  
\*The candidate must pay commuting and accommodation expenses yourself to take examination.
- (3) Subjects: The oral examination on your professional area  
\*The candidate will be informed the detailed schedule for second screening by e-mail.

## **7 Announcement of Results**

Date and Time: Thursday 28 November 2019 12:00 (JST)

Results will be released on the Tokyo Metropolitan University Graduate School of Human Health Science's website and sent to all examinees via post.

Our website: <https://www.hs.tmu.ac.jp/english/index.html>

## **8 Enrollment Procedures**

Accepted students must complete the necessary procedures by Friday 31 January 2020.

## **9 Enrollment Date**

Wednesday 1 April 2020

## **10 Supports for Enrollees**

The following financial and living support will be provided to those who have completed the enrollment procedures.

(1) Admission fee

Exempted

(2) Tuition Fees

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

(3) Scholarship

Students will be provided with a monthly scholarship of 180,000 yen. The period of the scholarship is two years, the designated duration of a master's program.

(4) Travel Expenses

Students will be provided with a one-way ticket (economy-class) from the nearest international airport 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 where they came from will be provided. Students need to pay transportation expenses from Narita or Haneda International Airport to the campus, and from the campus to either Narita, or Haneda Airport by themselves.

\*If it is difficult to provide the air ticket, the university will support the expense students pay for it.

\*The return ticket will not be provided for students who do not fulfill the requirements of degree or withdraw from the university.

(5) Notes

\*If students violate their pledge made at their enrollment or excessively infringe the rules or other regulations of Tokyo Metropolitan University, the university shall expel them from the university and discontinue the aforementioned financial supports. The university may also demand a refund of paid scholarship as financial supports depending on the situation.

\*In addition to the above, if students take a leave of absence from the university or neglect the monthly confirmation of the enrollment, the university may suspend the payment of financial supports such as "exemption of tuition fees" and "monthly scholarship."

\*If students wish to live with their family, Tokyo Metropolitan University is not able to provide any help with family matters. Students need to be responsible for all procedures regarding their family.

### 11 Duties after the graduation

Students must contribute to development of relationships between Tokyo and international cities abroad with the knowledge and technology learned during their program at Tokyo Metropolitan University, cooperate in the formation of a Japan-friendly human resource network of highly skilled professionals and contribute to promoting a better mutual understanding/friendship between Tokyo and overseas cities.

## Checklist for Application

When you submit application documents, please make sure the followings;

1. Did you contact the prospective supervisor and get permission of application?

2. Please check  the materials you enclosed.

Required Documents		<input checked="" type="checkbox"/>
①Application Form (Form 2)		<input type="checkbox"/>
②Certificate of Graduate		<input type="checkbox"/>
③Academic Transcript		<input type="checkbox"/>
④Research Plan (Form 3)		<input type="checkbox"/>
⑤Recommendation Letter (Form 4)*		<input type="checkbox"/>
⑥Future Career and Future Contribution to TMU and TMG (Form 5)		<input type="checkbox"/>
⑦Written Pledge (Form 6)		<input type="checkbox"/>
⑧Medical Report (Form 7)		<input type="checkbox"/>
⑨Certificate of Professional Qualification (Copy)		<input type="checkbox"/>
⑩Certificate of Japanese and English Proficiency (Copy)	Japanese	<input type="checkbox"/>
	English	<input type="checkbox"/>
⑪Copy of Passport*		<input type="checkbox"/>
⑫Two ID Photos (size: 3(H)×4(W))		<input type="checkbox"/>

\*If you are qualified through “Individual Application Qualification Screening” to apply for admission, you do not need submit the same documents to apply for admission.