

2016 Academic Year (Heisei 28)

Research Student Program

Application Guidelines

Tokyo Metropolitan University  
Graduate School of Human Health Sciences

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### 1. About the Program

The Research Student Program enables students to engage in research on a specialized topic or theme under the guidance of Tokyo Metropolitan University professors. The Program is not a preparatory course for enrollment into the graduate school.

### 2. Application requirements

Applicants must satisfy at least one of the following requirements:

- (1) The applicant must hold the equivalent of a bachelor's degree as per Article 83 and 104 of the Japanese School Education Act.
- (2) The applicant must have completed 16 years of education at a school in a foreign country.
- (3) The applicant must have shown academic ability equal to or greater than the requirements (1) or (2) at Tokyo Metropolitan University.

\* Applicants to whom requirement (2) or (3) applies must first pass **application qualification screening** before applying. After contacting the University's Academic Affairs Division in advance, send all application documentation to the Academic Affairs Division in one set by the following date. (Documentation must **arrive** by this date.)

If applying to begin in the **Spring Semester**:

Documentation must arrive by January 29, 2016

- For a 6-month period of study from April to September

OR

- For a 1-year period of study from April to March

If applying to begin in the **Fall Semester**:

Documentation must arrive by May 27, 2016

- For a 6-month period of study from October to March

The application qualification screening process requires approximately one month. However, those who have already passed application qualification screening for a Graduate School of Human Health Sciences entrance

examination in the past are not required to complete the process again. When applying, please attach a copy of your “certificate of application qualification” received after completion of screening.

### **3. Research period**

The duration of a student’s research period is six months or one year in the same academic year (from April 1, 2016 to March 31, 2017). It is possible to change the length of one’s research period at a later date. However, if the student is not a Japanese citizen, a “student” visa permits a maximum research period of two years, including any enrollment as research student at other universities. (Please confirm with the Immigration Bureau.)

### **4. Screening method**

The research student screening process is conducted twice a year (the April start and the October start) according to the following procedure:

- (1) Pre-screening review of submitted application documentation.
- (2) Supervisor interview (not required for those who applied via the graduate school entrance examination) and screening by a faculty committee on the basis of (1), to the greatest extent possible without interfering with regular students’ education and research.

### **5. Pre-screening review of submitted application documentation**

#### (1) Application period

For Spring Semester starts, documentation must be submitted between February 8, 2016 and February 19, 2016.

For Fall Semester starts, documentation must be submitted between June 6, 2016 and June 17, 2016.

\* Application documentation must be received by mail (Japan Post’s acceptance-recorded mail).

\* Applications will be accepted if they are postmarked with a date within the appropriate application period.

If sending an application from a foreign country, please ensure that application documents are received by the last day of the application period.

#### (2) Application documents

##### a. Application Form (Attachment 1)

- \* Please leave the supervisor’s signature and seal sections blank.
- \* Please enclose in your application a memo with your requested

supervisor's name. However, there is no guarantee that such requests can be fulfilled.

b. Statement of Research Plan (Attachment 2)

c. Certificate of Graduation (from most recent school): Original

d. Academic transcript (from most recent school): Original

e. Self-addressed envelope (120mm×235mm with a ¥82 stamp)

\* This envelope will be used to mail your results back to you.

\* If a Japanese stamp is difficult to obtain, please enclose an International Reply Coupon purchased at a post office in your country. Regardless of the rate, calculate the price at ¥130 per coupon and include enough coupons to cover postage to the reply address you provide.

\* In general, application documents will be accepted as long as they are written in Japanese or English. If the documents are written in another language, attach a Japanese or English translation (including the affiliation and name of the translator).

\* People of foreign nationality also need to submit the following:

- The applicant's certificate of residence (original), indicating nationality, residence status, period of stay (including the date of expiry).
- Copy of the applicant's Resident Card (both sides).

If you cannot submit these documents due to living outside of Japan and not having a Japanese address, please submit a copy of your passport's photo page. However, submit your certificate of residence and Resident Card as soon as your Japanese address has been determined.

\* If notification of your pre-screening results has not arrived by February 29 (the first day of Spring Semester) or July 4 (Fall Semester start), please contact the Academic Affairs Division.

## **6. Supervisor's approval and payment of the entrance examination fee (Applicants who pass pre-screening only)**

### (1) Supervisor's approval

If an applicant passes pre-screening, the applicant will conduct an interview with his/her requested supervisor. The supervisor must give his/her approval to the applicant.

### (2) Payment of the entrance examination fee

After obtaining the supervisor's approval, the applicant must pay the entrance examination fee (¥9,800) and submit a copy of the receipt ("receipt for transferred money" or "certificate of payment") to the Academic Affairs Division by the following deadlines:

Spring Semester: By March 7, 2016

Fall Semester: By July 11, 2016

a. Payment by bank transfer request form

A bank transfer form will be sent to the applicant along with pre-screening results. Please complete the bank transfer at a bank (not an ATM) within the period specified, and then submit a copy of the "receipt for transferred money" to the Academic Affairs Division.

b. Online payment (E-payment service)

Apply to the e-payment service in advance (refer to the end of this guide). Using this service, you will be able to pay at convenience stores, or by Pay-easy ATM net banking, credit card, Alipay, or China UnionPay. However, only credit cards, Alipay, or China UnionPay can be used to make payments from outside of Japan. In such cases, please contact the school for another guide with detailed payment instructions.

<i>Semester</i>	<i>Payment Period</i>
Spring	From February 22, 2016 to March 4, 2016
Fall	From June 27, 2016 to July 8, 2016

\*Please note that the payment period is different from the application period. After payment, submit a copy of the "certificate of payment" to the Academic Affairs Division. Refer to the section on examination fee e-payment at the end of this guide for more information on how to receive a "certificate of payment".

—Note—

For questions concerning e-payment services, please refer to the FAQ page of the site (<https://e-shiharai.net/Syuno/FAQ.html>) or contact the e-Service Support Center.

## **7. Acceptance and enrollment procedures**

### (1) Acceptance

The results of the faculty screening process will be mailed to applicants.

### (2) Notification

Spring Semester: End of March

Fall Semester: End of July

### (3) Enrollment procedures

Student status will be officially settled after tuition has been fully paid

within the appropriate time period below.

<i>Semester</i>	<i>Payment Period</i>
Spring	From April 1, 2016 to April 8, 2016
Fall	From October 3, 2016 to October 7, 2016

\*After payment, submit a copy of the "receipt for transferred money" and a photo (3cm x 3cm) for an ID card to the Academic Affairs Division by the dates below.

Spring Semester: April 11, 2016

Fall Semester: October 11, 2016

## **8. Tuition**

For 1 year: ¥346,800 (¥28,900 x 12 months)

For half a year: ¥173,400 (¥28,900 x 6 months)

If tuition fee is revised during the student's research period, the revised tuition fee will be effective on the date of the revision.

Once paid, tuition payments cannot be returned.

\* Tuition cannot be paid via the e-payment service. Instead, use the bank transfer request form (no ATM) included with the notification of screening results. Additionally, wire transfers are not accepted from outside of Japan. To apply from abroad, assistance will be required from someone within Japan who can make payments within the required. Inform the school at the time of application who will be making payments in Japan for the overseas applicant.

## **9. Unpaid tuition**

If tuition goes unpaid past the specified date, permission to conduct research at the school is withdrawn and canceled.

## **10. Extending the research period**

To extend a student's research period, first receive the supervisor's approval and then submit the Research Period Extension Application (Attachment 3) along with the Statement of Research Plan (Attachment 2) at least one month before the scheduled end of the research period.

However, these rules do not necessary apply if the faculty committee determines there to be special extenuating circumstances present.

## **11. Certificate of Research Completion**

Students who require a Certificate of Research Completion must submit a report (format optional) with their supervisor's approval one month before their scheduled research period ends.

## **12. Withdrawal from research**

To withdraw from the research, submit a Request to Withdraw from Research.

## **13. Other**

(1) Students who violate the University's regulations may have their enrollment terminated.

(2) Documents submitted will not be returned to applicants, except possibly in cases where submitted documents are impossible to reissue. If a piece of documentation cannot be reissued, include a memo indicating as such with your application.

(3) Once an application has been accepted, entrance examination fees are not refundable.

(4) Those with an urgent need for a "Certificate of Research Permission" for visa procedures must request this document in advance.

## **14. Contact Information**

Academic Affairs Section, Academic Affairs

Administrative Affairs Division of Arakawa Campus

Tokyo Metropolitan University

Address: 7-2-10 Higashiogu, Arakawa-ku, Tokyo, 116-8551, Japan

Tel: +81 (0)3 3819 1211 (ext. 223)

# Tokyo Metropolitan University

## How to make Payment of Examination Fee at E-shiharai.net.

### 1 Advance Web Application

Visit the payment site homepage from your computer or cell phone at:



<https://e-shiharai.net/>



※You can not correct or cancel anything once your credit card payment has been made. Please check all your information carefully before you confirm the application.

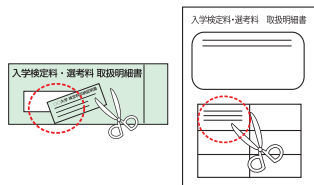
※If you input the wrong information when trying to obtain your application number, please start again from the beginning and then make your payment. If you are not able to make the required payment before the due date (you will receive this deadline upon completing the online application), all the information you had input will be canceled automatically.

### 2 Payment

<p><b>Seven-Eleven</b> [13-digit Payment Slip Number]</p> <p>Tell the counter staff that you want to make an "Internet shiharai." Then provide your "Payment Slip Number"</p> <p>A multifunction copier can not be used to make payment.</p>	<p><b>CircleK・Sunkus</b> [1 1-digit Online Transaction Number]</p> <p><b>K-station</b> ①Touch "各種支払い" ②Touch "11ケタの番号をお持ちの方" ③Touch "チケット受け取りはこちら" ④Touch "オンライン決済番号を入力してお支払い" ⑤Enter your Online Transaction Number.</p>	<p><b>Three-F・Daily-Yamazaki</b> [1 1-digit Online Transaction Number]</p> <p>Tell the counter staff that you want to make an "Online Kessai" Then provide your Payment Online Transaction Number.</p> <p><b>Seico Mart</b> [1 1-digit Online Transaction Number]</p> <p><b>Club Station</b> ①Touch "インターネット受付 各種代金お支払い" ②Enter your Online Transaction Number.</p>	<p><b>Pay-easy-compliant ATM</b> [1 1-digit Customer Number ] [4-digit Verification Code ]</p> <p>①Select "税金・各種料金(ページ)" ②Input [58021] as the "取納機関番号" ③Enter your Customer Number and Verification Code. ④Select your payment method from either cash or credit card, and pay your examination fee.</p>	<p>VISA MasterCard JCB American Express UnionPay 支付宝</p> <p>[1 1-digit Customer Number ]</p> <p>It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.</p>
<p><b>Lawson・Ministop</b> [1 1-digit Customer Number ] [4-digit Verification Code ]</p> <p><b>Loppi</b> ①Touch "各種サービスメニュー" ②Select "各種代金-インターネット受付" ③Touch "各種代金お支払い" ④Touch "マルチペイメントサービス" ⑤Enter your Customer Number and Verification Code.</p>	<p><b>Family Mart</b> [1 1-digit Customer Number ] [4-digit Verification Code ]</p> <p><b>Fami Port</b> ①Touch "代金支払い" ②Touch "各種代金お支払い" ③Touch "番号入力画面に進む" ④Enter your Customer Number and Verification Code.</p>	<p><b>Pay-easy-compliant Internet Bank</b> [1 1-digit Customer Number ] [4-digit Verification Code ]</p> <p>①Log into the internet bank and click "税金・各種料金の払込 (ページ)" ②Input [58021] as the "取納機関番号" ③Enter your Customer Number and Verification Code. ④Make sure the amount on the screen is correct, then pay your examination fee (by transferring from your account).</p>	<p><b>Internet-only Bank</b> [1 1-digit Customer Number ]</p> <p>①Click "ネットバンクでの支払い" on the Result Page. ②Select the internet bank you wish to use, then log in. ③If the case that you fail to close the browser, log in from "申込内容照会" ④Make sure all of the displayed information is correct, then pay your examination fee (by transferring from your account).</p>	<p>Please select "credit card" for the payment method when making your Web application. ↓ Input your card information. ↓ All of your application information is displayed. Check and Click "確定".</p>
<p>Make your payment at the register. Receive an Application Fee Statement.</p>		<p>After making your payment, please make sure you have access to a printer with paper(A4). Access "申込内容照会"(Inquiry) at e-shiharai.net. ※ If you are using a cell phone, please be aware that you need to have access to a printer.</p>		

### 3 Application

Cut out "取納証明書"(Certificate of Payment) from "入学検定料・選考料・取扱明細書" sheet and make a copy of it, then submit it to us.



Attach Your (Certificate of Payment) to the Application

Make a copy



Submit it to our school office in person or via post.

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, web applications will be closed at 11pm, and the final deadline for the information terminal at convenience stores will be at 11:30pm.
- Examination fee inquiries can not be handled at convenience stores. For further information, please check our website.
- Please contact your credit card company if your card is not accepted.
- For the user who paid by means other than Seven-Eleven, CircleK, Sunkus, Lawson, Ministop, or Family Mart, please access to "申込内容照会"(Inquiry) on e-shiharai.net after making your payment, then print out "取納証明書"(Certificate of Payment) to attach to your application sheet.
- You can only print out your "取納証明書"(Certificate of Payment) if you paid through a method other than at Seven-Eleven, CircleK, Sunkus, Lawson, Ministop, or Family Mart.
- Please note that refunds are not possible once you have made a payment of Entrance examination fee.
- A fee is added to your examination fee. For further info, please visit our website.