

2016 Tokyo Metropolitan University
Graduate School of Human Health Sciences

[Master's Program]

[Doctoral 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 2016, 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 Human Health Sciences, 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. 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 that this program is presupposed to be implemented that Tokyo Metropolitan Government budget for fiscal year of 2016 is enacted by March 31, 2016.

1 Number of applicants

3 students

2 Eligibility

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

- (1) (a) Hold the equivalent of master’s or professional degree (including a person with clear prospect of obtaining a master’s/professional degree) or have an academic ability equal to or surpassing that of students who hold master’s /professional degree based on an individual screening conducted by Graduate School of Human Health Sciences, Tokyo Metropolitan University. (If you apply for doctoral program.)
(b) 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 Human Health Sciences, Tokyo Metropolitan University. (If you apply for master’s program.)
- (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.
Willingness to learn basic Japanese language and reach the level of understanding daily conversation by the time of completion of the course is strongly recommended.
- (4) Be willing to work for any of the following after the completion of his/her 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 and contribute to promoting the strength of mutual understanding/friendship between Japan and international cities after the completion of his/her 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 ineligible 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 (if you apply for master’s program.)
Those who have ever enrolled in a doctoral program of Tokyo Metropolitan University or another university in Japan as a Japanese Government Scholarship international student (if you apply for doctoral program.)

(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.

When applying, you must submit the required documentation specified by the Graduate School of Human Health Sciences in advance and receive a permission to apply from the school. Before submitting the formal application, please make an enquiry with the school and the prospective supervisor.

Please refer to the following web pages for details. (<http://www.hs.tmu.ac.jp/>)

(<http://www.ic.tmu.ac.jp/>)

3 Application

(1) Application Period

By post: Friday, April 1, 2016 –Monday, April 25, 2016 (Applications must arrive no later than April 25, 2016)

Hand-delivery: Friday, April 1, 2016 –Monday, April 25, 2016
(10:00~12:00, 14:00~16:00)

(2) Address 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

(3) Materials for Submission

	Notes
A: Application Form	<ul style="list-style-type: none"> • Fill in the required spaces on the prescribed form of the Graduate School of Human Health Sciences. • In the designated space, attach a picture (4cm (H) ×3cm (W)) taken at least three months prior to application which shows your face and torso, without cap or head covering.
B: Applicant for master's course: Certificate of (Prospective) Completion of Bachelor's coursework Applicant for doctoral course: Certificate of (Prospective) Completion of Pre-doctoral coursework	<ul style="list-style-type: none"> • Documentation created by the president of your alma mater and complete in English or Japanese.
C: Academic Transcript	<ul style="list-style-type: none"> • Documentation created by the president of your alma mater. • Spanning from first year undergraduate until the most recent transcripts and complete in English or Japanese.
D: Application Form (Form 1 – 1)	<ul style="list-style-type: none"> • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese. • Attach an outline of your master's thesis.
E: Field of Study and Study Program (Form 1 – 2)	<ul style="list-style-type: none"> • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.
F: Recommendation Form (Form 2)	<ul style="list-style-type: none"> • Documentation created by the president of your alma mater or the head of your place of employment. • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.
G: Future Career Plans and Future Contribution to Tokyo Metropolitan University and Tokyo Metropolitan Government (Form 3)	<ul style="list-style-type: none"> • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.

H: Written Pledge (Form 4)	• Use the Graduate School of Human Health Sciences' prescribed form.
I: Housing Inquiry (Form 5)	• Use the Graduate School of Human Health Sciences' prescribed form.
J: Medical Report (Form 6)	• Use the Graduate School of Human Health Sciences' prescribed form.
K: Passport photocopy	• Photocopies of cover page and the page on which your name and nationality are printed.
L: Identification Photographs for certificate	• Two pieces of Identification Photograph for certificate (size)4cm(H)×3cm(W)

4 Applicant Selection Method

A successful applicant will be selected based on the results of the oral examination centered on your subject of specialization, and upon the content of the documentation submitted.

- (1) Selection Date: Date designated by the school between Wednesday, May 18, 2016 and Friday, June 3, 2016
- (2) Test Venue: Tokyo Metropolitan University Arakawa Campus
7-2-10 Higashi-ogu, Arakawa-ku, Tokyo
Or other location designated by the school
- (3) Test Subjects: The oral examination centered on your subject of specialization.
*You will be informed of the test time, etc. by the school.

5 Announcement of Results

Date and Time: Monday, June 27, 2016

Results will be sent to all applicants by post. The successful applicant will receive a written notice of acceptance and enrollment forms.

6 Enrollment Procedures

Accepted students must complete the necessary procedures by Friday, July 29, 2016

7 Enrollment Date

Saturday, October 1, 2016

8 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 either a master's program (two consecutive years) or doctoral program (three consecutive years)

- (3) Stipend

Students will be provided with a monthly stipend of 150,000 yen. (If students belong to the Department of Health Promotion Sciences of Graduate School of Human Health Sciences, 180,000 yen will be provided as a monthly stipend.) The period of the stipend is two consecutive years for master's program and three consecutive years for doctoral 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. Students make a contract with a building owner directly. The term of the contract is until the end of August 2017, and the contract cannot be terminated in the middle of the term. In the case of moving out before August 2017, students need to pay the rest of rent until August 2017 as the penalty. Please read the attached housing information carefully and apply for housing arrangement only when students agree to all conditions. 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."

9 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.