

Department of Occupational Therapy

2017 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 2017 is enacted by 31 March 2017.

1 The number 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 (9):

- (1) Have completed 16 years of academic education or be expected to complete the education by 30 September 2017 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 30 September 2017.
- (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 30 September 2017.

*If this requirement is applicable to you, you must take and pass the “**3 Individual Application Qualification Screening**”.

- (4) Be either one of the following:

- (a) Have a nationality of one of the Asian countries or regions (Note 1) and come to Japan as an international student.

- (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.
- (5) 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.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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 30 September 2017 in the case of being applicable to (1), and have not received the prescribed degree by 30 September 2017 in the case of being applicable to (2).
- (f) Those who cannot present the certification as occupational therapist by 30 September 2017.

(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.

You should contact the Department of Occupational Therapy (asia-ot at tmu.ac.jp), 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 enter "Asian Human Resource Development Project for Medical Professionals" in the subject line of e-mail.

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

3 Individual Application Qualification Screening (For a person who is applicable to 2(3))

(1) Application procedure for Individual Qualification Screening

The applicant who is applicable to “**2 Admission Qualification (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 (documents submitted 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 3)	• 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 Copies of Passport	• Photocopies of the cover page and 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: Wednesday 4 January 2017 – Tuesday 28 February 2017
(Applications must arrive no later than 28 February 2017)

By hand: Wednesday 4 January 2017 – Tuesday 28 February 2017
(10:00 – 12:00, 14:00 – 16:00)(JST)

(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 day before Monday 3 April 2017, please inquiry of Academic Affaires Section, Admission Office, Arakawa campus by e-mail (adm_kyo_at_tmu.ac.jp).

* Even if you have been qualified through this screening to apply for admission, you 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 3 April 2017 – Wednesday 26 April 2017
(Applications must arrive no later than 26 April 2017)

By hand: Monday 3 April 2017 – Wednesday 26 April 2017
(10:00 – 12:00, 14:00 – 16:00)(JST)

(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
A: Certificate of (Prospective) Graduation (Copy)	<ul style="list-style-type: none">• Official documentation issued by the school you last attended.• Complete in English or Japanese.
B: Academic Transcript	<ul style="list-style-type: none">• Official documentation issued by the school you last attended.• Include the record from first year to final year.• Complete in English or Japanese.
C: Certificate of Japanese and English Proficiency (Copy)	<ul style="list-style-type: none">• Certificates of Japanese (e.g. Japanese-Language Proficiency test) and English (e.g. IELTS, TOEFL iBT) proficiency in English.• No earlier than one year before the date of application to TMU.
D: Certificate of Professional Qualification (Copy)	<ul style="list-style-type: none">• Certification of Occupational Therapy or prospective document with the prospective acquisition date.*If the document is not in English please attach the document translated in English for reference.
E: International Student Application Form (Form2-1)	<ul style="list-style-type: none">• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.• 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.
F: Research Plan (Form2-2)	<ul style="list-style-type: none">• Use the Graduate School of Human Health Sciences’ prescribed form and complete in English or Japanese.
G: Recommendation Form (Form 3)	<ul style="list-style-type: none">• 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.

H: Future Career Plans and Future Contribution to Tokyo Metropolitan University and Tokyo Metropolitan Government (Form 4)	<ul style="list-style-type: none"> • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.
I: Written Pledge (Form 5)	<ul style="list-style-type: none"> • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese.
J: Medical Report (Form 6)	<ul style="list-style-type: none"> • Use the Graduate School of Human Health Sciences' prescribed form and complete in English or Japanese. .
K: A Copy of Passport	<ul style="list-style-type: none"> • Photocopies of the cover page and the page bearing your name and nationality and birthdate.
L: ID Photos	<ul style="list-style-type: none"> • Two identification photographs (size)4cm(H)×3cm(W) (The same as the photograph to be attached on Application Form)

5 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 on Tuesday 9 May. 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 20 May 2017 and Friday 2 June 2017
- (2) Test Venue: The place designated by the Graduate School of Human Health Sciences (Tokyo Metropolitan University Arakawa Campus, the designated place where applicant lives or other)
*You must pay commuting and accommodation expenses yourself to take examination.
- (3) Subjects: The oral examination on your professional area
*You will be informed the detailed schedule for second screening by the Graduate School of Human Health Sciences.

6 Announcement of Results

Date and Time: Tuesday 27 June 2017, 2 : 00pm (JST)

Results will be sent to all examinees by post and e-mail. The successful examinees will receive a written notice of acceptance and enrollment forms.

7 Enrollment Procedures

Accepted students must complete the necessary procedures by Monday 31 July 2017.

8 Enrollment Date

Monday 2 October 2017

9 Supports for Enrollees

The following financial and living support 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 (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) Housing Assistances

You can inquire at the university office (adm_kyo_at_tmu.ac.jp) or Tokyo Metropolitan University coop (<https://text.univ.coop/mfp415toi/tmu01res.html>) if you need to find suitable housing. The detailed information will be provided later.

*Students will contract to rent a flat/apartment rooms with the landlord by themselves.

*Students are responsible for the rent, utility costs, phone and internet costs, common-area charges, residents' association fees, food expenses, medical fees, insurance and so on.

*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.

(6) 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.”

10 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.