

2019 Academic Year

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 (or will hold by March 31, 2019) 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 (or will have completed by March 31, 2019) 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 (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 25, 2019

- 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 24, 2019

- 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, 2019 to March 31, 2020). 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 4, 2019 and February 15, 2019.

For Fall Semester starts, documentation must be submitted between June 3, 2019 and June 14, 2019.

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

* Applications will be accepted if they arrive 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 check the supervisor’s contact address and contact your requested

supervisor before you apply. When you check the supervisor's contact address, please refer to the newest application guide for admission to graduation school.

- * Please leave the supervisor's signature and seal sections blank.
- * Please write your requested supervisor's name in the designated column. However, there is no guarantee that such requests can be fulfilled.

b. Statement of Research Plan (Attachment 2)

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

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

- * About items c and d, the applicant who expected to graduate, please submit Certificate of Graduation and Academic transcript when you enter this program.

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 25 (Applicants for Spring Semester start) or June 24 (Applicants for 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 4, 2019

Fall Semester: By July 8, 2019

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 18, 2019 to March 1, 2019
Fall	From June 24, 2019 to July 5, 2019

*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, 2019 to April 8, 2019
Fall	From October 1, 2019 to October 8, 2019

*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 10, 2019

Fall Semester: October 10, 2019

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, admission 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

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Tel: +81 (0)3 3819 1211 (ext. 225)