

2021

Tokyo Metropolitan University

Graduate School of Urban Environmental Sciences

[Master's 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 established the “Tokyo Human Resources Fund for City Diplomacy” in 2015 to seamlessly implement programs for fostering human resources that are essential to promote intercity cooperation, for approximately next ten years.

Accordingly, under the “Tokyo Human Resources Fund for City Diplomacy” Scholarship Program, the Graduate School of Urban Environmental Sciences, at Tokyo Metropolitan University (TMU), run by the public university corporation founded by the Tokyo Metropolitan Government, is accepting excellent international students to study at TMU for the academic year 2021. This program provides financial support including tuition exemption, stipend and others, for the students who pass our special selective examination in order to concentrate on their study and research.

Please note that this program may not be implemented unless Tokyo Metropolitan Government budget for fiscal year of 2021 is enacted by March 31, 2021.

1 Number of students to be admitted

Two

2 Eligibility

When applying, the candidate must submit the required documentation specified by the Graduate School of Urban Environmental Sciences for preliminary screening and receive a “Permission to take the examination” from the school. Before submitting the formal application, it is required to make an enquiry with the prospective supervisor by Friday, February 26, 2021.

To be eligible for the “Tokyo Human Resources Fund for City Diplomacy” International Student Special Selection, applicants must meet all of the following requirements in each item:

- (1) Have completed 16 years of academic education or hold a bachelor’s degree (including persons with clear prospect of completing the above education or obtaining a bachelor’s degree). Or be considered to have an academic ability at least equal to that of a bachelor’s degree holder, based on an individual screening conducted by the Graduate School of Urban Environmental Sciences, and have reached the age of 22 at the time of enrollment.
- (2) Be either one of the following:
 - (a) Possess a nationality of one of the Asian countries or regions (Note 1) and newly enter Japan as an international student
 - (b) Possess a nationality of a country/region other than the Asian countries or regions (Note 1), and be registered with an educational institution or a central/local government organization or a similar public organization with its main campus/institute/office located in either in an Asian country/region or in one of the Sister and Friendship Cities/States of Tokyo and Others (Note 2) at the time of application
- (3) Have sufficient communication skills in Japanese or English for pursuing study and living in Japan, and willingness to learn basic Japanese language to the level of understanding daily conversation by the time of completion of their program.
- (4) Be willing to work for any of the following after completion of their program:
 - (a) Company with its headquarters or a branch office in Tokyo (regardless of work location in or outside Japan)

- (b) University or a research institute in or outside Japan
- (c) Central/local government organization or a similar public organization in or outside Japan
- (5) Be willing to cooperate in forming a human network of Japan specialists and contribute to deepening the mutual understanding/friendship between Japan and international cities by utilizing knowledge and technology gained at TMU after completion of their program.
- (6) Obtain a “Student” visa at the time of entry to Japan. Therefore, the following are not eligible: persons entering Japan with a visa or a status of residence other than the “Student,” or being enrolled at a university in Japan with a “Student” status of residence at the time of application (including research students).
- (7) Be mentally and physically sound to pursue study and research at the university.
- (8) Not fall under any of the following : once an applicant has been found to fall under any after being accepted , 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 application
 - (b) Those who are military personnel on active duty or army civilian employees
 - (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

(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 and Friendship Cities/States of Tokyo and others” refers to the following cities, cities which belong to Asian Network of Major Cities 21, and other major cities with which the Tokyo Metropolitan Government explores inter-city diplomacy:

< Sister and Friendship Cities/States of Tokyo >

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

3 Application

- (1) Application Period: Monday, April 5, 2021 to Monday, April 12, 2021
(Application forms must arrive here on or before April 12, 2021)
- (2) Submit to: Academic Affairs Section, Graduate School of Urban Environmental Sciences,
Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji, Tokyo 192-0397, Japan

(3) Required documents

	Notes
A: Application for Admission,	<ul style="list-style-type: none">• Prescribed form of the graduate school (reverse side also to be filled in)
B: Certificate graduation or expected graduation	<ul style="list-style-type: none">• Official documentation issued by the president of your university• If created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.
C: Medical Report	<ul style="list-style-type: none">• Use the prescribed form
D: Application Form (Form 1 – 1)	<ul style="list-style-type: none">• Use the prescribed form and complete in English or Japanese• Attach an outline of your master's thesis• In the designated space, attach a picture (4cm (H) ×3cm (W)) taken within the past three months showing your face and torso, without cap or head covering. (unless it's for religious or medical reasons)
E: Recommendation Form (Form 2)	<ul style="list-style-type: none">• Official documentation issued by the president of your university or the head of your workplace• Use the prescribed form and complete in English or Japanese
F: Academic Transcript	<ul style="list-style-type: none">• Official documentation issued by the president of your university• Submit the transcript that shows all credits taken from the first year of undergraduate until most recent• If created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.
G: Field of Study and Study Program (Form 1 – 2)	<ul style="list-style-type: none">• Use the prescribed form and complete in English or Japanese
H: Future Career Plans and Future Contribution to Tokyo Metropolitan University and Tokyo Metropolitan Government (Form 3)	<ul style="list-style-type: none">• Use the prescribed form and complete in English or Japanese
I: Written Pledge (Form 4)	<ul style="list-style-type: none">• Use the prescribed form
J: Photocopied Passport	<ul style="list-style-type: none">• Submit photocopies of cover page and the page where your name and nationality are printed .
K: Housing Inquiry (Form 5)	<ul style="list-style-type: none">• Use the prescribed form and complete in English or Japanese

L: Pictures for ID card	• Prepare 2 copies of your picture (40mm × 30mm)
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(Note) Documents D to K are to be submitted at the time of preliminary screening. Concerning the time of submission, please follow the instructions from your prospective supervisor.

4 Selection Method of Applicants

Accepted students will be selected based on results of the first screening (evaluation of all the documents submitted) and results of the second screening (oral examination). Only those who pass the first screening can take the second screening.

- (1) Selection Date: Date designated by the school between Thursday, May 6, and Monday, May 31, 2021
- (2) Test Venue: Tokyo Metropolitan University, Minami-Osawa Campus or other location designated by the school.
- (3) Test Subjects: (Oral Exam) Questioning centered on your subject of specialization.
*You will be contacted by the faculty in your desired field of study about test times, etc.

5 Announcement of Results

- (1) Date and Time: Wednesday, June 23, 2021 at 14:00
- (2) Location: In front of the Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University.
Accepted students will receive a letter of acceptance and enrollment forms from the prospective supervisor.

6 Enrollment Date

Friday, October 1, 2021

7 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 prescribed duration of a master's program (two consecutive years)

- (3) Stipend

Students will be provided with a monthly stipend of 150,000 yen. The stipend is provided for a maximum duration of two consecutive years for master's students starting from October 2021.

- (4) Travel Expenses

Students will be provided with a one-way ticket (economy-class) from the nearest international airport to the place of their residence to Narita or Haneda International Airport. When students return to their country after receiving a degree, a return ticket (economy-class) from Narita or Haneda International Airport to the nearest international airport to the place of their residence will be provided. However, students need to pay transportation fee from Narita or Haneda International Airport to their campus and from their campus to Narita or Haneda International

Airport by themselves.

*A return ticket will not be provided for students who take a leave of absence or withdraw from TMU and for those who make a temporary return home when remaining in Japan after the end of scholarship period. However, if students withdraw after earning all the required credits within the prescribed duration of a program, the travel expenses will be covered.

(5)Housing Assistances

Students can apply for TMU International Student House (for the first one year of stay only.) All applicants must submit the housing inquiry regardless of the presence or absence of their requests.

*Students are responsible for the rent, food expenses, etc.

*Housing arrangements will be made only for single stay students. TMU is not able to introduce any family-type housing. If students wish to bring their family, students are responsible for all procedures regarding their family. (TMU is unable to provide assistances on family matters.)

(6)Notes

* In the event that students violate their pledge made at their enrollment or significantly infringe the rules, regulations of Tokyo Metropolitan University, that students take a leave of absence from TMU and that students change their status of residence as “Student” into another status of residence, TMU shall discontinue the aforementioned financial assistances. TMU may also demand full repayment of the enrollment fees or the money already paid as financial assistances, depending on the situation.

*In addition to the above, in the event that students neglect the monthly confirmation of the enrollment, TMU may suspend the payment of “exemption of tuition fees” and “monthly stipend.”

* In the event that students apply for another scholarship while studying on this program, TMU will withdraw financial support from such students. However, this does not include such scholarships as start the payment of stipend after this program is completed.

8 Points to Remember

Even after you have been accepted for enrollment, your enrollment status will be revoked if any impropriety or fraud is discovered during the testing or the application procedures.

9 Duties after the graduation

After completion of their program, by utilizing knowledge and technology gained during the stay at TMU, students must cooperate in forming a human network of Japan specialists and contribute to deepening the mutual understanding/friendship between Tokyo and international cities.