

# Tokyo Metropolitan University

## Graduate School of Urban Environmental Sciences

### Application Guidelines for the Ph.D Program

**--Summary for Foreign Students Living in Japan--**

## Department of Tourism Science

\*This is a *summary* of the Japanese application guidelines. When applying, make sure to read the Japanese application guidelines thoroughly.

\*The application forms, etc. are not included. Please obtain these when applying for the Japanese application guidelines.

(How to apply)

Send a self-addressed envelope (rectangular Type 2 for A4-size paper) with a 240 yen stamp to the address below. On the left-hand side of the envelope addressed to the university, write "Request for Ph.D Application Guidelines (\*)" in red.

\*Add "First" for enrollment in the first semester, and "Second" for the second semester.

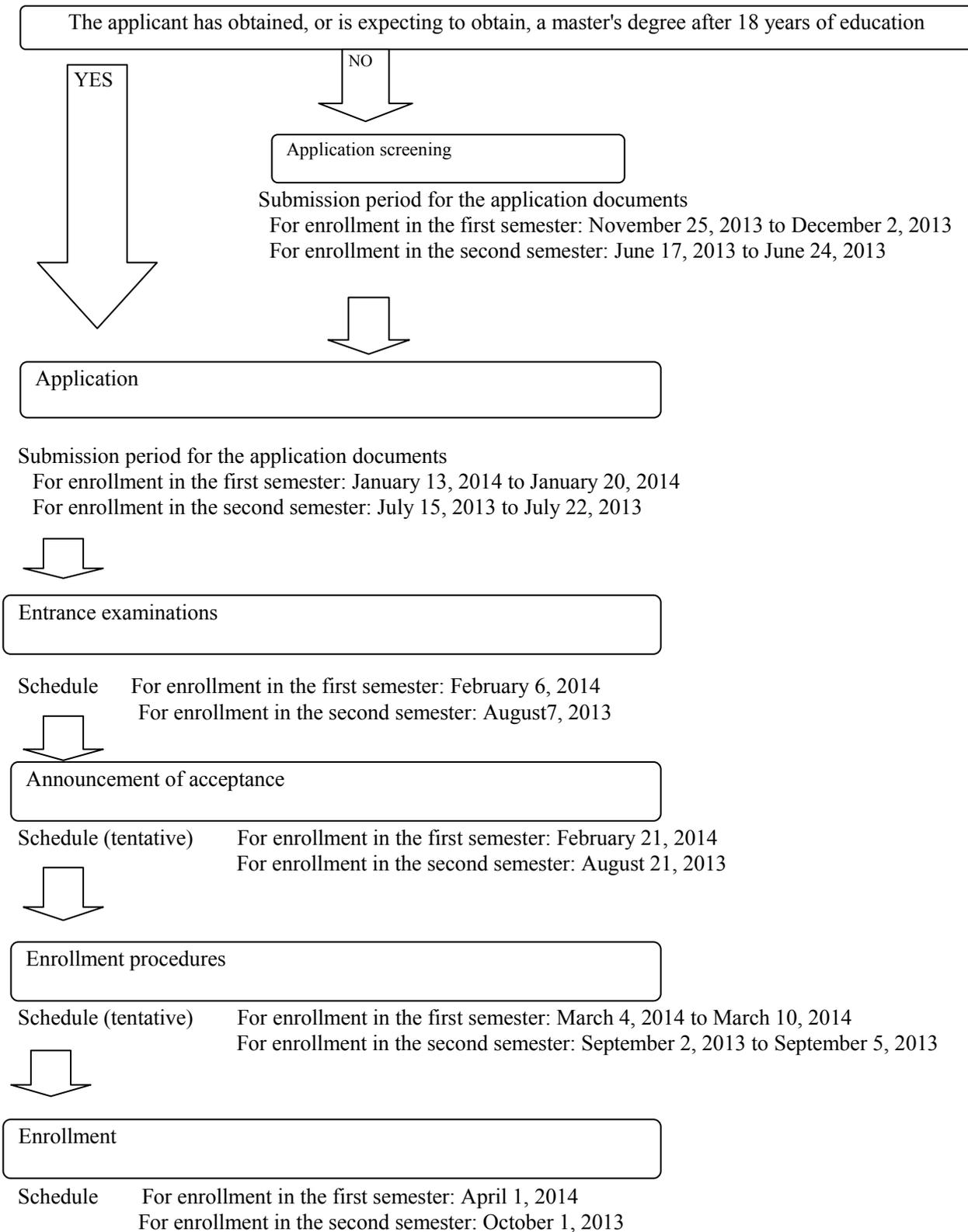
(Address)

Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University  
1-1 Minami-Osawa, Hachioji, Tokyo 192-0397, Japan

<For more information>

<http://www.ues.tmu.ac.jp/tourism/index.html>

# Flowchart from application to enrollment



# Application Guidelines for the Ph.D Program at the Department of Tourism Science

## --Summary for Foreign Students Living in Japan--

### 1. Number of students admitted

First semester: 5

Second semester: A limited number

The Graduate School of Urban Environmental Sciences does not accept multiple applications to different Departments.

### 2. Application qualifications

(1) The applicant must have completed a master's degree, or expect to complete a master's degree, by March 2014 if wishing to enter the program in the first semester and by September 2013 if the applicant wishes to enter in the second semester.

(2) The applicant must possess a level of academic competence that either surpasses or is equivalent to the abilities of applicants who possess a master's degree (refer to "\*Note" below)

\*Note: In the application process for the Graduate School, applicants who are judged to possess a level of academic competence that either surpasses or is equivalent to that of applicants who possess a master's degree must meet the following requirements:

a. Applicants who have committed themselves to research at a university, research institute, etc. for two years or more after graduating from a university, and, based on the results of their research, etc., have been judged by our graduate school to possess a level of academic competence that either surpasses or is equivalent to the abilities of applicants with a master's degree.

b. Applicants who have committed themselves to research at a university, research institute, etc. for two years or more after completing 16 years of education abroad, or after completing 16 years of education in a curriculum containing courses required in Japan and offered by an international school, and, based on the results of their research have been judged by our graduate school to possess a level of academic competence that either surpasses or is equivalent to the abilities of applicants with a master's degree.

#### **\*About application screening**

If you are applying under (2) above, your application needs to be screened in advance.

**In order to undergo this screening process, please consult your selected supervisor in advance and make an appointment for screening.**

(1) Application period for the application screening

Enrollment in the first semester (enrollment on April 1, 2014): November 25, 2013 to December 2, 2013

Enrollment in the second semester (enrollment on October 1, 2013): June 17, 2013 to June 24, 2013

(2) Documents to be submitted

A. A curriculum vitae (use the forms provided by the Graduate School)

B. A certificate verifying the completion of the candidate's final degree

C. A transcript verifying the grades obtained in the final academic program completed

D. A Certificate of items stated in resident register

E. A self-addressed envelope (rectangular Type 3, 23.5 x 12.0 cm, affixed with a 350-yen stamp for express delivery).

**\*The required documents may vary depending on your qualifications. Please be sure to check the details with the supervisor of your choice.**

(3) How to request the forms for application screening

Applicants should send an envelope and a memo to the address in (4) below. The envelope should contain the following:

-A rectangular Type 3 envelope (23.5 x 12.0 cm) with the applicant's address and affixed with an 80-yen stamp

-A memo with the applicant's address, name, contact information (e.g., cell phone number), and the name of the department that the applicant wishes to join. In the memo, also write: "Request for the forms for application, Ph.D program, Graduate School of Urban Environmental Sciences"

(4) Address

Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University

(1-1 Minami-Osawa, Hachioji-shi, Tokyo 192-0397)

**We cannot accept any submissions after the deadline. Please follow the procedures closely and to pay attention to the submission deadlines.**

### 3. Application deadline

If you would like to apply to the program, please follow the application procedures after consulting with the supervisor of your choice regarding your research topic and other matters. The following documents are required as part of the application.

#### (1) Application documents

Application documents	Notes
a. Application form*	-Please use the forms provided by the Graduate School. -For your "Preferred field of study," enter only the code for your first choice (refer to the "List of Supervisors and Research Themes in the Department of Tourism Science").
b. Examination slip* Photo slip Desk slip	-These three-page forms provided by the Graduate School. Please do not separate the forms when submitting them. -The photograph should have been taken within three months of the date of the application. The picture should show the applicant's upper half of the body shot from the front without a hat. (4 cm (length) x 3 cm (width))
c. Transcript verifying the grades obtained in the final academic program completed	-The transcript must be created by the president or the departmental head of the home university.
d. Certificate verifying the expected date of completion or the completion of a master's degree	-If the transcript was created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.
e. Application fee	30,000 yen *After the application documents have been received, the application fee that has been paid will not be reimbursed under any circumstances. [Online payments (e-shiharai)] If you have made the payment from a Japanese website, please submit the "Certificate of Payment" in "Entrance Application Fees: Itemization." If you have made the payment from an English website, please submit a printout of the "Results page."
f. An envelope for receiving the examination slip*	On an envelope provided by the Graduate School, please write your postal code, address, and name, and affix a 350-yen stamp (including the express delivery fee).
g. Certificate of items stated in resident register	This certificate must be submitted only if you are a foreign national (only certificates issued within three months of the date of the application will be accepted). If you do not have a permanent address in Japan, please submit a copy of your passport.
h. Forms for the screening of foreign students applying to the Ph.D program*	Use the forms provided by the Graduate School. These forms must be submitted only if you are a foreign national.
i. Diploma or certificate verifying the completion of the final degree obtained	This must be submitted only if you are a foreign national who has obtained a master's degree.
j TOEFL or TOEIC score	Required only if you are applying to the Department of Tourism Science Refer to the notes in the examination schedule.
k. A copy of "Application Approval," etc.	If you have undergone application screening and have been issued an "Application Approval" or a "Letter of Acceptance to Take an Entrance Examination," please submit a copy thereof.

\*The "forms provided by the Graduate School (the documents marked with "\*" above)" are included in the Japanese application guidelines. Please request a copy separately.

\*\*If you have already submitted any of the above documents for the application screening, you do not need to resubmit them.

\*\*\*If the documents were created by a foreign school or institution in a language other than Japanese or English, please attach a Japanese translation.

\*\*\*\*An application will not be accepted if any of the application documents is missing (it will not be processed).

## **(2) Application periods**

Enrollment in the first semester (enrollment on April 1, 2014): January 13, 2014 to January 20, 2014; (must arrive by this date)

Enrollment in the second semester (enrollment on October 1, 2013): July 15, 2013 to July 22, 2013 (must arrive by this date)

## **(3) How to submit the application documents**

Please use the envelope provided by the Graduate School that is included in the Japanese application guidelines and send the documents as a "registered express letter (kakitome sokutatsu)" to the Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University

## **(4) Issuance of an examination slip**

Once the documents have been inspected, confirmed, and accepted, an examination slip will be sent to the applicant by the following dates.

Enrollment in the first semester (enrollment on April 1, 2014): By January 30, 2014

Enrollment in the second semester (enrollment on October 1, 2013): By July 31, 2013

If the examination slip does not arrive by the above dates, please contact the Academic Affairs Section, Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University (Tel: 042-677-1111; extension 4027)

**Note: You must bring your examination slip on the day of the examination.**

## **4. Notification of acceptance**

Acceptance into the program will be determined based on the screening of the submitted documents and the results of the examinations, interviews, etc. conducted by the Graduate School. The following dates and site are scheduled for the announcement of acceptance for the 2013 and 2014 academic years. Please note that these are subject to change.

Enrollment in the first semester (enrollment on April 1, 2014): 2:00 p.m. on February 21, 2014

Enrollment in the second semester (enrollment on October 1, 2013): 2:00 p.m. on August 21, 2013

Site: In front of the Office of the Graduate School of Urban Environmental Sciences, Tokyo Metropolitan University (second floor of Building No. 9) and Graduate School of Urban Environmental Sciences web site

## **5. Enrollment procedures, enrollment and tuition fees, etc.**

### **(1) Enrollment procedures**

The following enrollment procedure periods are scheduled for the 2013 and 2014 academic years. Please note that these are subject to change. The documents required for enrollment procedures will be sent to the applicant after the announcement of acceptance.

**Enrollment in the first semester: March 4, 2014 to March 10, 2014 (the documents must be received by March 10)**

**Enrollment in the second semester: September 2, 2013 to September 5, 2013 (the documents must be received by September 5)**

### **(2) Enrollment fee**

-Tokyo Prefecture residents (\*): 141,000 yen (scheduled)

-Other than the above: 282,000 yen (scheduled)

\*"Tokyo Prefecture residents" refers to those who continue to reside at an address in Tokyo Prefecture since one year (April 1, 2013 for enrollment in the first semester and October 1, 2012 for enrollment in the second semester) prior to the date of enrollment (April 1, 2014 for enrollment in the first semester and October 1, 2013 for enrollment in the second semester). This will be verified using the applicant's Certificate of Items Stated in Resident Register.

### **(3) Tuition fees**

Annual: 520,800 yen (as of the 2013 academic year)

-The details on the payment methods for the enrollment and tuition fees are explained in the documents for enrollment procedures.

-There is a system for exemption of tuition fees.

<For the first half of the 2012 academic year> All twelve applicants who applied for tuition exemption were entirely exempted.

## <Examination schedule, subjects, and time, and notes>

Notes on taking the examination:

- a. Make sure to be at the designated examination site within twenty minutes before the start of the examination.
- b. Use of cell phones as a clock is not allowed.

### Enrollment in the First Semester (Enrollment on April 1, 2014)

Examination Schedule	Examination Subjects	Examination Time	Score allocation
February 6	Essay	9:30 a.m. to 11:30 a.m.	100
	Presentation -Interview (including an oral examination)	1:00 p.m. to 2:00 p.m.	100
---	Foreign language (English)	---	100

-Essay: Write responses in Japanese or English to one question regarding tourism and one question regarding your research plans after enrollment.

-Presentation and interview (including oral examination)

-Presentation duration: 10 to 15 minutes per person. A master's thesis (or equivalent) related to tourism in Japanese or English. Distribute copies of the summary and/or make a PowerPoint presentation (if using Windows, bring a USB memory device with the presentation materials saved on it. If using Macintosh, bring a USB memory device and a personal computer).

A Windows OS computer with PowerPoint 2007 installed will be made available at the interview venue.

- Foreign language (English)

**Submit the score (Examinee's Score Record) of a TOEFL test taken on or after February 6 2012, or submit, on the day of the examination (February 6), the original copy of the score obtained on the open TOEIC test.** Based on departmental standards, the score will be converted to a scale of 100.

#### notes

- Scores on TOEFL-PBT or TOEFL-iBT will be accepted as an official TOEFL score. TOEFL-CBT and TOEFL-ITP (tests administered on an organizational basis) will not be accepted.  
Applicants who wish to submit a TOEFL score must request ETS to send the Official Score Report to the university by December 11 (the code number for sending scores to Tokyo Metropolitan University is "7169"). In addition, on the day of the examination (February 6), the applicants must submit a copy of the Examinee's Score Record.
- The acceptable TOEIC tests refer to TOEIC-TEST. TOEIC-IP (tests administered on an organizational basis) is accepted, but the TOEIC SW-TEST is not accepted.  
Applicants submitting a TOEIC score must bring the original copy of the score on the day of the examination (February 6).  
The original copy will be photocopied and returned to you.

## Enrollment in the Second Semester (Enrollment on October 1, 2013)

Examination Schedule	Examination Subjects	Examination Time	Score allocation
August 7	Essay	9:30 a.m. to 11:30 a.m.	100
	Presentation -Interview (including an oral examination)	1:00 p.m. to 3:00 p.m.	100
	-Foreign language (English)	---	100

-Essay: Write responses in Japanese or English to one question regarding tourism and one question regarding your research plans after enrollment.

-Presentation and interview (including oral examination)

-Presentation duration: 10 to 15 minutes per person. A master's thesis (or equivalent) related to tourism in Japanese or English. Distribute copies of the summary and/or make a PowerPoint presentation (if using Windows, bring a USB memory device with the presentation materials saved on it. If using Macintosh, bring a USB memory device and a personal computer).

A Windows OS computer with PowerPoint 2007 installed will be made available at the interview venue.

- Foreign language (English)

**Submit the score (Examinee's Score Record) of a TOEFL test taken on or after August 7, 2011, or submit, on the day of the examination (August 7), the original copy of the score obtained on the open TOEIC test.** Based on departmental standards, the score will be converted to a scale of 100.

### notes

- Scores on TOEFL-PBT or TOEFL-iBT will be accepted as an official TOEFL score. TOEFL-CBT and TOEFL-ITP (tests administered on an organizational basis) will not be accepted.

Applicants who wish to submit a TOEFL score must request ETS to send the Official Score Report to the university by June 4 (the code number for sending scores to Tokyo Metropolitan University is "7169"). In addition, on the day of the examination (August 7), the applicants must submit a copy of the Examinee's Score Record.

- The acceptable TOEIC tests refer to TOEIC-TEST. TOEIC-IP (tests administered on an organizational basis) is accepted, but the TOEIC SW-TEST is not accepted.

Applicants submitting a TOEIC score must bring the original copy of the score on the day of the examination (August 7).

The original copy will be photocopied and returned to you.