

## Factsheet for 2020-21 SATOMU Program

### 1. General Information

University name	TOKYO METROPOLITAN UNIVERSITY
Website address	<a href="https://www.tmu.ac.jp/english/index.html">https://www.tmu.ac.jp/english/index.html</a>
Establishment	2005 (former TMU was established in 1949)
Enrollment	9,134 (Undergraduate 6,895, Graduate 2,229, Other 10) Including 656 international students as of May 1, 2019
Faculty / Staff	1,262 (Academics 668, Staff 594) as of May 1, 2019
Main campuses	<p><b><u>Minami-Osawa Campus</u></b> Faculties: Humanities and Social Sciences, Law, Economics and Business Administration, Science, Urban Environmental Sciences Address: 1-1 Minami-Osawa, Hachioji, Tokyo 192-0397 Japan</p> <p><b><u>Hino Campus</u></b> Faculty: Systems Design Address: 6-6 Asahigaoka, Hino, Tokyo 191-0065 Japan</p> <p><b><u>Arakawa Campus</u></b> Faculty: Health Sciences Address: 7-2-10 Higashi-Ogu, Arakawa, Tokyo 116-8551 Japan <a href="http://www.tmu.ac.jp/english/university/campusmap">http://www.tmu.ac.jp/english/university/campusmap</a></p>

### 2. Contact Information

Office name	International Affairs Office
Mailing address	1F International House, 1-1 Minami-Osawa, Hachioji, Tokyo 192-0397
Website	<a href="http://www.ic.tmu.ac.jp/english/index.html">http://www.ic.tmu.ac.jp/english/index.html</a>
Telephone & FAX	Tel: +81-42-677-2030 Fax: +81-42-677-5644
Head of office	Hideaki Yazawa (Mr.)
Email address	<a href="mailto:outbound@jmj.tmu.ac.jp">outbound@jmj.tmu.ac.jp</a> (for outgoing students)
	<a href="mailto:inbound-to-tmu@jmj.tmu.ac.jp">inbound-to-tmu@jmj.tmu.ac.jp</a> (for incoming students)
	<a href="mailto:ryugawww@tmu.ac.jp">ryugawww@tmu.ac.jp</a> (for general inquiries in studying at TMU)

### 3. 2020-2021 Academic Calendar

TMU runs on two semesters per year with Spring Semester commencing in April and Autumn Semester commencing in October. Each semester consists of 15 weeks including lectures and 2-week exam period. Here below are semester dates for exchange students.

	Spring semester	Autumn semester
Arrival dates	March 31, 2020	September 28, 2020
Welcome orientations	April 2, 2020	September 30, 2020
Classes start	April 6, 2020	October 1, 2020
Course registration periods	April 6 – 17, 2020	October 1 -14, 2020
Classes / exam periods end	August 7, 2020	February 10, 2021
Shipping academic transcripts	Early September, 2020	Early March, 2021

\*Note: Above schedule is tentative and subject to change.

### 4. Admission Requirements

Students must be nominated by home university first and then upload the digital data of all application forms and documents through online system by the deadline.

Minimum GPA requirement	None
Minimum <u>English</u> language requirement	English ability equivalent to IELTS 5.0 or higher is preferable.
Minimum <u>Japanese</u> language requirement	None; but for those who wish to take courses offered in Japanese, it is strongly recommended to have a command of Japanese equivalent to Japanese Language Proficiency Test (JLPT) N1 or higher.
<u>Q &amp; A:</u> Q1: Does TMU accept students who do not meet the Japanese language requirement? A1: Yes, our program offers a variety of courses conducted in English for students with minimum Japanese ability. However, students will also be encouraged to take credit-bearing Japanese language courses provided at 7 levels, starting from beginner's level, besides taking courses in English. Q2: Does TMU accept students with minimum English? A2: Yes, upon consultation with instructors of courses you wish to attend prior to course registration.	

## 5. Key Dates for Admission

Please be sure to complete nomination and application by each deadline. Link to Google Form (nomination) and our online application system are provided in the email sent to respective partners universities.

	Spring semester	Autumn semester
Nomination deadlines	October 12, 2019	March 31, 2020
Application deadlines	November 8, 2019	April 30, 2020
Announcement of acceptance	Late January, 2020	Late July, 2020

## 6. Application and Supporting Documents

Students are required to collect all the documents in the below table and submit them via online application system. Prescribed forms can be downloaded from the link provided in the email sent to our partner universities.

Prescribed forms	<ul style="list-style-type: none"> <li>● CoE (Certificate of Eligibility) Application Form <ul style="list-style-type: none"> <li>➢ <b>*Excel format only, no handwriting acceptable</b></li> </ul> </li> <li>● Health Certificate (Issued within 6 months) <ul style="list-style-type: none"> <li>➢ <b>*chest X-ray examination mandatory</b></li> </ul> </li> <li>● Financial Plan</li> <li>● Pledge</li> <li>● Agreement</li> <li>● Information Sheet on Desired Field of Study* <ul style="list-style-type: none"> <li>➢ <b>*Students who have chosen the option of “General Program” are required to fill in this information sheet as well.</b></li> </ul> </li> <li>● Japanese Language Evaluation Sheet</li> <li>● Resident Registry for Student Dormitory</li> </ul>
Documents issued by a partner university or other authorities concerned	<ul style="list-style-type: none"> <li>● Official transcript issued by home university</li> <li>● Certificate of enrollment issued by home university</li> <li>● Photocopy of passport (PDF format preferable) <ul style="list-style-type: none"> <li>➢ *Clear copy of the page with their name, photo, nationality, passport number and expiry date</li> </ul> </li> <li>● Photo of applicant <ul style="list-style-type: none"> <li>➢ 4cm x 3cm, printable: JPEG, or PDF acceptable</li> <li>➢ *Check the below website for the photo specification to avoid any delay in CoE application process:  <a href="http://www.immimoj.go.jp/english/tetuduki/zairyuu/photo_info.html">http://www.immimoj.go.jp/english/tetuduki/zairyuu/photo_info.html</a> </li> </ul> </li> </ul>

<p><b><u>Important Notice on CoE</u></b></p>	<p>Students who fall under one of the following conditions may be required to submit additional documents by the Immigration Bureau in applying for CoE (Certificate of Eligibility) due to the stricter policy on applicant screening under the Immigration Control Law.</p> <p>1) Those who have studied as a <b><u>non-degree student</u></b> (exchange student) at other Japanese universities before  2) Those who have obtained a <b><u>Working visa</u></b> (ex. Internship) or a <b><u>Working Holiday visa</u></b> before, or am planning to apply for those visas</p> <p>Please advise your students to <b><u>contact us before application</u></b> without fail if either of the above conditions applies.</p>
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## 7. Classes and Courses

English-taught classes are offered mainly at Minami-Osawa Campus, one of our 3 main campuses. Although most of the classes are taught in Japanese, students who have the Japanese language ability of JLPT N1 or equivalent will have a chance to attend regular courses in Japanese.

Minimum credits / course load	Under the Immigration Control Law, students studying on a "Student" visa must be enrolled full time and required to have 10 or more hours of in-class study or academic work per week. This requirement will be achieved by taking and earning credits of at least 7 courses per semester.
Self-assessment for Japanese language course	Mandatory for exchange students at all levels. Self-assessment sheets will be handed at the welcome orientation.
Time length of one period of class	90 minutes (1.5 hours)
Number of credits per class	2 credits: for most courses 1 credit: for Japanese language and some other courses
Maximum credits / course load	N/A
<p><b><u>Q &amp; A:</u></b></p> <p>Q1: Is any course open to exchange students?</p> <p>A1: Courses in TMU are mostly given in Japanese and full-time students have registration priority for these courses. Those who wish to take these courses are required to consult with a course instructor before registration.</p> <p>Q2: What courses / fields of study are offered in English in this program?</p> <p>A2: Please refer to the course list of "SATOMU Program" 2019.  <a href="http://www.ic.tmu.ac.jp/english/study_abroad/exchange_class.html">http://www.ic.tmu.ac.jp/english/study_abroad/exchange_class.html</a>  *Fixed course list of SATOMU 2020 will be released on the website in early March 2020.</p>	

## 8. Housing

All exchange students are required to live in our guaranteed accommodation. Room will be assigned to respective students upon acceptance.

Accommodation / Access to Minami-Osawa campus / Rent	<p><b>Global House Chofu</b> (opened in September 2017) Access: 30 minutes by train to Minami-Osawa Station Transportation cost: around 10,000 yen / month</p> <p>Rent: 40,000 yen / month (housing subsidy by TMU applied) Room inspection and cleaning fee: 18,000 yen</p> <p>This is a shared apartment with single bedrooms and a common kitchen and shower rooms. Each private room is equipped with a bed, desk and chair, a closet, and air conditioner.</p> <p>*Depending on the situation, students may be offered a different accommodation from above.</p>
Rent payment	<p><b>Advance payment of total amount:</b> <u>Students will be asked to pay the rents for <b>the entire duration of stay (one semester or two semesters) plus room inspection and cleaning fee before arrival</b> by PayPal.</u></p>
Bedding	<p>Bed-pad, comforters, pillows and bed linen will be provided throughout your stay by rental service. <b><u>All exchange students are supposed to use this rental service.</u></b> Bedding fee of 15,000 yen / set must be paid <b><u>after arrival</u></b> by cash.</p>
Living costs	<p>Around 60,000 - 80,000 Japanese yen per month (including meals, books, mobile phone prescription, transportation, etc.)</p>

## 9. Others

Insurance requirement	<p>All international students need to be registered under the National Health Insurance. The cost will be approximately 10,000 Japanese yen per year. All registration and payment procedures will be done after arrival at TMU.</p> <p>It is also advisable to purchase traveler's insurance before coming to Japan to cover the case.</p>
Vaccination requirement	None