

Academic Year 2022

Schedule second semester

Tokyo City University
**Graduate School of
Environmental and Information Studies**

Environmental and Information Studies	> Master's Course > Doctoral Course	Yokohama Campus
Urban Life Studies	> Master's Course > Doctoral Course	Todoroki Campus

Admission Guidelines

Examination types	Special Screening for the overseas partner Institutions General screening (Japanese), General screening (English), Screening for working adults	
	Admission in February	Admission in May
Application period	Tuesday, January 11 to Monday, January 17, 2022	Monday, May 2 to Thursday May 5, 2022
Screening (examination) dates	Saturday, February 12	Wednesday, May 11
Notification of result	10:00 a.m., Tuesday, February 22	10:00 a.m., Monday, May 23
Enrollment deadline	Must be postmarked by Thursday, March 31	Must be postmarked by Friday, June 10

※ Certain entrance examinations will assess your eligibility to apply for the course. Details of this assessment, and the documents required are listed on page 13.

※ Applicants for the “JICA 2022 Long-Term Training Program (Autumn)” will be contacted by JICA with further information about examination results and deadlines for administrative procedures.

※ If the University judges that it is difficult to hold the examination on campus, it may give separate instructions to hold the examination via the Internet. In the event that the University determines that it is difficult to conduct the examination on campus, the University may instruct you to take the examination via the Internet.

An internet connection, computer, webcam, earphones, microphone, etc. that allows you to send and receive video and audio
A quiet environment that does not interfere with the interview.

Purposes of human resource development and our educational and research activities

Graduate School of Environmental and Information Studies

Quoted from Article 3, School Regulations of the Graduate School of Tokyo City University—

Purposes of human resource development and our educational and research activities

The Graduate School of Environmental and Information Studies aims to nurture human resources who will explore science related to the environment, information and urban areas, and the relationship between people and technologies, as well as the essence of human activities related to these elements. In addition, the objective is to develop human resources who are capable of bringing their studies into society and those who can take part in research and educational activities.

With the total population of 7.5 billion people, 75 trillion US dollars of the world GDP, 70% of the global Internet utilization rate, ten tons of annual consumption of resources per capita, and 3.5 billion people living in urban areas, our living environment continues to expand. On the other hand, such expansion has been presented as a major distortion in various aspects of the environment, society, information, politics and culture. Temperature has risen about 0.7 degrees Celsius in the last century. Nearly four billion people experienced water shortages and 2.4 billion people are still forced to live without access to toilets. By 2030, the urban population will exceed 60% of the total population. Japan sees ten billion cyberattacks each year. While refugees around the world exceed 65 million people, disparity and poverty become more pressing issues. Such as conflicts between countries, terrorism, and a growing number of immigrants, social issues continue to worsen. Despite these situations, human beings have not discovered the best way to resolve these issues.

In 2015, the United Nations took the lead in establishing sustainable development goals. The global goals aim to combat various issues of climate change, water, ecosystem, urban cities and infrastructures. To resolve a broad variety of global issues, human beings need to make excellent use of artificial intelligence, IoT, big data, and other cutting-edge information processing technologies to bring dramatic progress to eco-innovation, such as biomass and renewal energy, and realize smart cities and ecotowns promptly. Although the government, local governments, corporations, NPOs, NGOs, consumer organizations and various organizations are required to promote these efforts, there is a critical deficiency in human resources who can lead these organizations.

The mission of the Graduate School of Environmental and Information Studies is to deepen basic research and applied research related to the environment, information, and urban life, which are new research domains for the 21st century. Concurrently, it strives to realize sustainable society by implementing research findings in society. The school offers a curriculum that places emphasis on developing the ability to see things from a higher perspective and see through the true nature of problems, as well as the power of executing research backed up by specialized knowledge and skills and communication skills to share the research findings with the international community. The school has 63 personnel who are active in each field of the environment, information, and urban life to provide highly concentrated research guidance, which is close to a one-to-one basis. Students also receive internships and research projects through cooperation with corporations and local governments. The intermediate presentations and English presentations held regularly along with research presentations at an international conference held overseas will be valuable experiences and assets in the future for students studying in the graduate school.

The graduates of the Graduate School of Environmental and Information Studies work in various research institutions, consulting firms, information industry, and local governments while playing an active part as experts to resolve global environmental and social issues. Their achievements prove the high quality of the curriculums taught in the graduate school. Through the school's curriculum, students will deepen their expertise (warp) to understand a broad range of domains in a cross-sectoral manner (woof). By improving their well-rounded comprehensive skills with proportioned warp and woof, students are expected to develop to become human resources who can contribute to the realization of a sustainable society.

Graduate School of Environmental and Information Studies

Admission Policy

Master's Course	<p>[Purpose of Education, Research and Human Resource Development]</p> <p>The purpose of the Master's Course is to develop human resources who have critical awareness to find out specific issues in the field of environment, information or urban life and are willing to struggle to solve these issues. For this purpose, we are inviting students who can share with us the following points of view.</p> <p>[Invited Personality]</p> <ol style="list-style-type: none"> 1. Having sympathy with our philosophy of education 2. Critical thinking about modern society 3. International, future oriented and interdisciplinary points of view 4. Practical mind for solving problems 5. Communication ability with others 6. Morality and ethical mind as a scientist
Doctoral Course	<p>[Purpose of Education, Research and Human Resource Development]</p> <p>The purpose of the Doctoral Course is to develop human resources who have profound insight and ambition to explore new academic areas in relation to environment, information or urban life from interdisciplinary broad perspective, and advanced research and teaching ability</p> <p>[Invited Personality]</p> <p>We invites students who have critical mind to the issues and problems on modern human society, research mind to seek practical resolutions in order to maintain sustainable society, and ambitious mind for exploring brand new academic field.</p>

Curriculum Policy

Master's Course	<p>[Required Subjects]</p> <p>Students should take required subjects in order to complete master thesis under guidance and instruction by teachers of belonging laboratory.</p> <p>[Specialized Studies]</p> <p>Students should take subscribed number of "basic specialized subject" in order to acquire interdisciplinary broad knowledge, and also should take subscribed number of "specialized subject" in order to understand more specialized knowledge of each study field</p> <p>[General Common Subjects]</p> <p>Student should take some general common subjects in order to be a human resource with practical capability for success in the international society, and are required to make presentations including by English on your research.</p>
Doctoral Course	<p>[Advanced Skills for Professionals]</p> <p>In order to be a professional researcher as well as a teacher and an academic member of the society, students are required to acquire various advanced skills in the circumstance of easily taking advices from any teachers in the graduate school.</p> <p>[Research for Doctoral Dissertation]</p> <p>Students are promoting and making progress of their doctoral research under consultation, guidance or instruction by professor and other teachers of their laboratory. .Presentations of each semester are required.</p>

Diploma Policy

Master's Course	<p>[Specialized Knowledge and Applicable Skills]</p> <p>Acquired the abilities of profound consideration with specialized knowledge for seeking practical resolutions on specific issues in the field of environment, information or urban life.</p> <p>[Abilities for Analysis and Planning]</p> <p>Acquired the abilities to find practical resolutions through scientific way of thinking, survey, investigation and analysis.</p> <p>[Communication Ability and Sense of Responsibility]</p> <p>Having potentialities for making more progress on research and practices with communication ability and sense of responsibility in order to contribute to international society</p> <p>[Research Ethics]</p> <p>Having morality and ethical mind as a scientific researcher.</p>
Doctoral Course	<p>[Advanced Capability for Scientific Research]</p> <p>Acquired the advanced and profound research capabilities in terms of to accomplish a specific research project, to integrate a consistent output, to apply to practical resolutions as well as to make contribution by accumulation of wisdom to the society.</p> <p>[Interdisciplinary Perspective]</p> <p>Acquired interdisciplinary broad capabilities in terms of to contribute to create brand new value through finding various issues with bird eye's view and connecting them with advanced knowledge on environment, information or urban life.</p> <p>[Research Ethics]</p> <p>Having morality and ethical mind as a scientific researcher.</p>

Environmental and Information Studies

Admission Policy

Master's Course	<p>[Invited Personality]</p> <p>The Master's Course of Environmental and Information division seeks students with the following skills who are interested in the four fields such as "Environmental Management", "Communication Environment", "Information System", and "Regional/Urban Environment".</p> <ol style="list-style-type: none"> 1. Basic knowledge at the level of graduation with a bachelor's degree that is required of a researcher to undertake studies in the chosen field (However, it is not necessarily required to have taken environmental-and information-related classes.) 2. Language skills to participate in lectures and conduct research on a global scale 3. Specific awareness of environmental- and information-related issues and the skill to explain the issues to others <p>In order to recruit such students, we conduct entrance examinations such as the written test and interview in the general screening (Japanese and English). In the case of the adult screening (2 years or more of work experience is required) and the general screening (English), we consult with the applicants about the language used in their education before preparing the application documents.</p>
Doctoral Course	<p>[Invited Personality]</p> <p>The Doctoral Course of Environmental and Information division seeks students who have strong interest in either environmental field or information field with the following capabilities</p> <ol style="list-style-type: none"> 1. Specialized knowledge at the level of graduation with a master's degree that is required to research on one of the selected academic field from "Environmental Management", "Communication Environment", "Information System", and "Regional/Urban Environment". 2. Language skills to participate in lectures and conduct research on a global scale 3. Specific awareness of environmental- and information-related issues and the skill to explain the issues to others. <p>In order to recruit such students, we conduct entrance examinations such as the written test and interview in the general screening (Japanese and English). In the case of the adult screening (2 years or more of work experience is required) and the general screening (English), we consult with the applicants about the language used in their education before preparing the application documents.</p>

Curriculum Policy

Master's Course	<p>[Required Subjects]</p> <p>Students should take required subjects in relation to complete master thesis under guidance and instruction by teachers of belonging laboratory. Throughout these research process, students enhance their required capabilities on scientific way of thinking, survey, investigation and analysis in terms of solving problems on environmental or information issues.</p> <p>[Specialized Studies]</p> <p>Students should take subscribed number of "Basic Specialized Subject" in order to obtain interdisciplinary broad knowledge, and also take subscribed number of "Specialized Subject" in order to understand more specialized knowledge of each study field</p> <p>[General Common Subjects]</p> <p>Student should take some General Common Subjects in order to be a human resource who has practical capability for success in the international society, and are required to make presentations on your research.</p>
Doctoral Course	<p>[Advanced Research and Teaching Skills]</p> <p>In order to be a professional researcher as well as teacher and academic member of the society, students should acquire various advanced skills in the circumstance of easily taking advices from any teachers in the whole graduate school.</p> <p>[Making Progress on Academic Wisdom]</p> <p>In the academic field of environmental or information studies, students promote and carry out their doctoral research with advanced methodologies of investigation or analysis, integrate these findings, and complete a consistent doctoral dissertation. Throughout these process, each student are expected to be an independent professional researcher who has international and interdisciplinary perspective.</p>

Diploma Policy

Master's Course	<p>[Specialized Knowledge and Applicable Skills]</p> <p>Acquired the abilities of profound consideration with specialized knowledge for seeking practical resolutions on specific issues in the field of environmental or information studies.</p> <p>[Analytical Capacity and Imagination Ability]</p> <p>Acquired the abilities to find practical solutions through scientific way of thinking, survey, investigation and analysis in terms of modern issues of environmental or information studies</p> <p>[Communication Ability and Sense of Responsibility]</p> <p>Having potentialities for making more progress in research and practices with excellent communication ability and sense of responsibility in order to contribute for international society</p> <p>[Research Ethics]</p> <p>Having morality and ethical mind as a scientific researcher.</p>
Doctoral Course	<p>[Advanced Capability for Scientific Research]</p> <p>Acquired the advanced and profound research capability in terms of to accomplish a specific research issue in the academic field of environmental or information studies in order to find practical resolutions and to contribute for accumulation of wisdom.</p> <p>[Interdisciplinary Perspective]</p> <p>Acquired interdisciplinary capabilities in terms of to contribute to create brand new value by finding different issues with bird eye's view and connecting them with advanced knowledge and technologies on environmental or information study fields.</p> <p>[Research Ethics]</p> <p>Having morality and ethical mind as a scientific researcher.</p>

Urban Life Studies

Admission Policy

Master's Course	<p>[Purpose of Education, Research and Human Resource Development]</p> <p>The purpose of the Master Course of Urban Life Studies division is to develop human resources who have ability to find out specific issues that deserve to research, who have ability to investigate them with specialized knowledge and analytical knowhow, and who have ability to propose a practical and creative solution that leads to "quality of modern urban life".</p> <p>[Invited Personality]</p> <ol style="list-style-type: none"> 1. Having interest on urban issues, and willing to contribute to the society thorough research or projects in terms of creating "quality of modern urban life". 2. Basic knowledge at the level of graduation with a bachelor's degree, ability of logical thinking, motivation for new discover, inventive ideas or creative works. 3. Japanese language skills to participate in lectures. 4. Having communication ability with Japanese language 5. Having morality and ethical mind as a researcher
Doctoral Course	<p>[Purpose of Education, Research and Human Resource Development]</p> <p>The purpose of the Doctoral Course of Urban Life Studies division is to develop human resources who have profound insight on urban issues, ambition to explore brand new areas in order to create "quality of modern urban life", interdisciplinary bread perspective, and with advanced capability for research and teaching.</p> <p>[Invited Personality]</p> <ol style="list-style-type: none"> 1. Having interest on urban issues, and willing to contribute to the society thorough distinguished research or projects in terms of creating "quality of modern urban life". 2. Knowledge and capabilities for research work at the level of graduation with a master's degree, interdisciplinary perspective, ambition to explore brand new areas of academic field. 3. Language skills to participate in lectures and conduct research on a global scale 4. Having communication ability with Japanese language 5. Having morality and ethical mind as a researcher.

Curriculum Policy

Master's Course	<p>[Required Subjects]</p> <p>Students should take required subjects in relation to complete master thesis under guidance and instruction by teachers of belonging laboratory. Throughout these research process, students enhance their required capabilities on scientific way of thinking, survey, investigation and analysis in terms of solving problems of modern urban society or creating attractive modern urban life.</p> <p>[Specialized Studies]</p> <p>Students should take subscribed number of "Basic Specialized Subjects" in order to obtain interdisciplinary broad knowledge, and also take subscribed number of "Specialized Subjects" which correspond to four major field of urban life studies, i.e. Urban Lifestyle, Urban Design, Urban Social System and Project Management, in order to understand more specialized knowledge of each study field</p> <p>[General Common Subjects]</p> <p>Student should take some General Common Subjects in order to be a human resource who has practical capability for success in the international society, and are required to make presentations on your research.</p>
Doctoral Course	<p>[Advanced Research and Teaching Skills]</p> <p>In order to be a professional researcher as well as teacher and academic member of the society, students should acquire various advanced skills in the circumstance of easily taking advices from any teachers in the whole graduate school.</p> <p>[Making Progress on Academic Wisdom]</p> <p>In the academic field of urban life studies, students promote and carry out their doctoral research with advanced methodologies of investigation or analysis, integrate these findings and complete a consistent doctoral dissertation. Throughout these process, each student are expected to be an independent professional researcher who has international and interdisciplinary perspective, or a creative professional who has distinguished imaginative ability.</p>

Diploma Policy

Master's Course	<p>[Specialized Knowledge and Applicable Skills]</p> <p>Acquired the abilities of profound consideration with specialized knowledge for seeking practical solutions on specific issues in the field of such as urban lifestyle, urban design, urban social system, project management or other various issues relates to modern urban society.</p> <p>[Analytical Capacity and Imagination Ability]</p> <p>Acquired the abilities to find practical resolutions through scientific way of thinking, survey, investigation and analysis in terms of urban lifestyle, urban design, urban social system, project management or other various modern urban issues</p> <p>[Communication Ability and Sense of Responsibility]</p> <p>Having potentialities for making more progress in research and practices with excellent communication ability and sense of responsibility in order to contribute for international society</p> <p>[Research Ethics]</p> <p>Having morality and ethical mind as a scientific researcher.</p>
Doctoral Course	<p>[Advanced Capability for Scientific Research]</p> <p>Acquired the advanced and profound research capability in terms of to accomplish a specific research issue in the academic field of urban and urban life issues in order to find practical resolutions and to contribute for accumulation of wisdom.</p> <p>[Interdisciplinary Perspective]</p> <p>Acquired interdisciplinary capabilities in terms of to contribute to create brand new value by finding various kinds of issues with bird eye's view and connecting them with advanced knowledge on urban life, urban design or issues relates to modern urban society.</p> <p>[Research Ethics]</p> <p>Having morality and ethical mind as a scientific researcher.</p>

Purposes of human resource development and our educational and research activities

Graduate School of Environmental and Information Studies

Quoted from Article 3, School Regulations of the Graduate School of Tokyo City University—

Purposes of human resource development and our educational and research activities

The Graduate School of Environmental and Information Studies aims to develop human resources who explore science, technologies and human nature in relation to the Environment, Information and Urban Life areas, as well as to develop human resources who contribute to the society with research, education and practice using expertise of these specialized areas.

1. Master's Course

Course	Domain	Outline of Research and Education
Environmental and Information Studies	Environmental Management	Research and education in relation to policies for solving environmental problems of global scale, environmental friendly style of production and consumption including ecological system, sustainable management for business and society, and practices and evaluation for those implementation
	Communication Environment	Research and education on communication of modern society such as mass media and online network, methodologies and design for better way of decision making and consensus building, from the perspective of social science including sociology, psychology and cognitive science.
	Information System	Research and education on safe, secured and comfortable information systems which designed on the basis of various requirements and positions of users, from engineering points of view.
	Regional/Urban Environment	Research and education about buildings, cities, regions and natural environments in terms of preservation and restoration of ecological systems, focusing on harmonization and regeneration with human society, from ecology, built environment, landscaping and urban engineering points of view.
Urban Life Studies	Urban Life Studies	Research and education in relation to "Quality of Urban Life" in modern urban society, with both methodologies of social science and spatial design, including both business management and aesthetic points of view, intending to develop practical and creative human resources

2. Doctoral Course

The Doctoral Course of the Graduate School consists of three domains such as "Environmental", "Information" and "Urban Life Studies". The doctoral Course aims to develop human resources who could explore new frontiers of advanced interdisciplinary academism, as a professional researcher, educator or leader of society in each field of environmental science, information science and urban life studies.

Outline of the Establishment

Graduate School of Environmental and Information Studies

Graduate School of Environmental and Information Studies	Master's Course		Doctoral Course		Campus *
	Admission quota	Capacity	Admission quota	Capacity	
Environmental and Information Studies	20	40	2	6	Yokohama Campus
Urban Life Studies	6	12	2	6	Todoroki Campus From April, 2022 Setagaya Campus

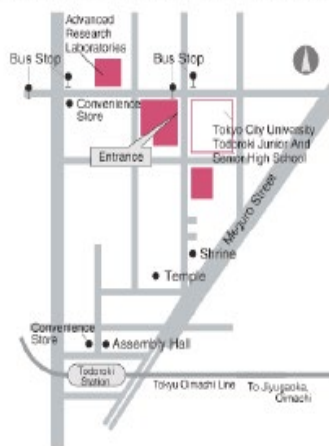
*Campus varies depending on an area of specialization in which a student belongs.



Todoroki Campus

- Faculty of Urban Life Studies
- Faculty of Human Life Studies
- Graduate School of Environmental and Information Studies - Urban Life Studies
- Advanced Research Laboratories

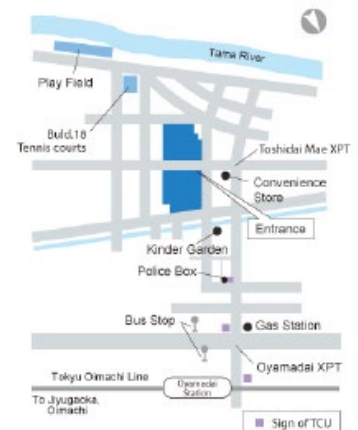
10min. walk from Todoroki Station



Setagaya Campus

- Faculty of Science and Engineering
- Faculty of Architecture and Urban Design
- Faculty of Information Technology
- Graduate School of Integrative Science and Engineering

12min. walk from Oyamada Station



*: Assistant research supervisors

Master's Course

Course	Domain	Instructor
Environmental and Information Studies	Environmental Management	<ul style="list-style-type: none"> ● ○ Prof. Norihiro Itsubo ● ○ Prof. Yoshiaki Otsuka ○ Prof. Koji Okada ● ○ Prof. Ikou Kaku △ ● ○ Prof. Masahisa Sato ● ○ Prof. Kenshi Baba ● ○ Prof. Ryuzo Furukawa ● ○ Assoc.Prof. Hiroki Okubo ● ○ Assoc.Prof. Akira Okada ● ○ Assoc.Prof. Mami Kimura Assoc.Prof. Tsutomu Furukawa
	Communication Environment	<ul style="list-style-type: none"> ● ○ Prof. Daisuke Okabe ● ○ Prof. Michihiro Okumura Prof. Seita Koike ○ Prof. Noriko Sudo ○ Prof. Masayuki Takada ● ○ Prof. Masako Nakamura ○ Prof. Sumire Hirota ● ○ Assoc.Prof. Hiroki Seki ● Assoc.Prof. Yusuke Nagamori ○ Assoc.Prof. Rie Yabuki ● Assoc.Prof. Mizuki Yamazaki
	Information System	<ul style="list-style-type: none"> ● Prof. Junko Ichino ● ○ Prof. Koji Iwano ○ Prof. Noriko Otani Prof. Yoshiaki Seki ● ○ Prof. Satoshi Masuda ● Prof. Hideo Miyachi ● ○ Prof. Toshiaki Yokoi ● Assoc.Prof. Nobuhiko Ogura ○ Lect. Kenji Fujiwara
	Regional/Urban Environment	<ul style="list-style-type: none"> ○ Prof. Kentaro Iijima ● ○ Prof. Zhongchao Shi ● ○ Prof. Akira Tanaka ● Prof. Masako Murota △ ○ Prof. H.B. Rijal ● ○ Assoc.Prof. Genku Kayo ● ○ Assoc.Prof. Wataru Kitamura ○ Assoc.Prof. Yukari Niwa ○ Assoc.Prof. Young-Sik Ham ○ Assoc.Prof. Shigehiro Yokota
Urban Life Studies	Urban Life Studies	<ul style="list-style-type: none"> ● Prof. Tatsuo Akashi ● Prof. Masaaki Uto ● Prof. Fumihiko Okiura ● Prof. Kazuhide Kawaguchi ● Prof. Aya Sakai ● Prof. Hideaki Takayanagi ● Prof. Nobuyoshi Nagae ● Assoc.Prof. Hwajin Lim ● Assoc.Prof. Koichi Kitami ● Assoc.Prof. Kei Saito ● Assoc.Prof. Kyosuke Sakakura ● Assoc.Prof. Yuichi Sueshige ● Assoc.Prof. Shin Nakajima ● Assoc.Prof. Toshiki Nishiyama ● Lect. Teruyuki Isagawa

(The names for each domain are listed in alphabetical order of the 50 Japanese hiragana characters according to titles and credentials)

Note 1

The above list of domains and instructors is that collected for Academic Year 2022.

Note 2:

The instructors marked with a triangle teach only during the Academic Year 2022(first year in the Master's Course).If a student wishes to take the classes taught by these instructors, please discuss with the instructor about the new instructor who will subsequently take over after Academic Year 2023 (second year, Master's Course) to make arrangements prior to submitting the application.

Doctoral Course

Course	Domain	Instructor
Environmental and Information Studies	Environment	<ul style="list-style-type: none"> Prof. Kentaro Iijima ○ Prof. Norihiro Itsubo ○ Prof. Yoshiaki Otsuka ○ Prof. Koji Okada ○ Prof. Ikou Kaku ◇ ○ Prof. Masahisa Sato ○ Prof. Zhongchao Shi ○ Prof. Akira Tanaka ○ Prof. Kenshi Baba ○ Prof. Ryuzo Furukawa ○ Prof. Masako Murota ◇ ○ Prof. H.B. Rijal ○ Assoc.Prof. Hiroki Okubo ○ Assoc.Prof. Akira Okada ○ Assoc.Prof. Genku Kayo ○ Assoc.Prof. Wataru Kitamura ○ Assoc.Prof. Yukari Niwa ○ Assoc.Prof. Young-Sik Ham ○ Assoc.Prof. Shigehiro Yokota
	Information	<ul style="list-style-type: none"> ○ Prof. Junko Ichino ○ Prof. Koji Iwano ○ Prof. Noriko Otani ○ Prof. Daisuke Okabe ○ Prof. Noriko Sudo ○ Prof. Yoshiaki Seki ○ Prof. Masako Nakamura ○ Prof. Sumire Hirota ○ Prof. Satoshi Masuda ○ Prof. Hideo Miyachi ○ Assoc.Prof. Nobuhiko Ogura ○ Assoc.Prof. Hiroki Seki ○ Assoc.Prof. Yusuke Nagamori ○ Lect. Kenji Fujiwara
Urban Life Studies	Urban Life Studies	<ul style="list-style-type: none"> ○ Prof. Tatsuo Akashi ○ Prof. Fumihiko Okiura ○ Prof. Kazuhide Kawaguchi ○ Prof. Aya Sakai ○ Prof. Hideaki Takayanagi ○ Assoc.Prof. Hwajin Lim ○ Assoc.Prof. Koichi Kitami ○ Assoc.Prof. Kei Saito ○ Assoc.Prof. Kyosuke Sakakura ○ Assoc.Prof. Yuichi Sueshige ○ Assoc.Prof. Shin Nakajima ○ Assoc.Prof. Toshiki Nishiyama ○ Lect. Teruyuki Isagawa

Note3

The instructors marked with a diamond only teach until Academic Year 2022(third year in the Doctoral Course) or Academic Year 2023(fourth year in the Doctoral Course.) If a student wishes to take classes taught by these instructors, please discuss with the instructor about the new instructor who will subsequently take over up to the final academic year to make arrangements prior to submitting the application.

Note 4:

The instructors marked with a black circle, circle, or a double circle teach the Doctoral Course for international students in English(these instructors provide research guidance in English).

[Master's Course]

- They can provide guidance on master's thesis in English (Year 2022-2024)

- They teach classes in English (Year 2022)

[Doctoral Course]

- ◎ They can provide guidance on doctoral thesis in English (Year 2022-2025)

Note 5:

Please be sure to contact the relevant instructor to discuss research plan, etc. prior to submitting the application.

Note 6:

To find out how to contact instructors, please inquire the Academic Support Center by phone or via e-mail provided in this guideline.

Quota and Examination Types

1. Quota

Graduate School	Major	Master's Course	Doctoral Course
Environmental and Information Studies	Environmental and Information Studies	20	2
	Urban Life Studies	6	2

*The quota includes the candidates of the examination for recommended candidates (Round A) and general examination (Round B and C).

2. The Outline of Entrance Examinations

Schedule name	Schedule Second Semester							
	Admission in February	Admission in May						
Special Screening for the overseas partner Institutions	<p>Candidates who received the recommendations from both of the following are selected based on the overall performance of the screening of application documents and interview examination.</p> <ul style="list-style-type: none"> The president of the university or graduate school to which the applicant belongs. The chief professor of the department to which the applicant belongs. <p><u>Master's Course</u> (1) Document screening (2) interview examination</p> <p><u>Doctoral Course</u> (1) Document screening (2) interview examination</p>							
General screening (Japanese) (English)	<p>Candidates are selected based on the performance of an academic assessment, interview, and the screening of application documents.</p> <p><u>Master's Course</u> (1) Document screening (2) Specialized examination for each domain (3) Interview</p> <p><u>Doctoral Course</u> (1) Academic assessment (English) *Only those who are from external entry. (2) Specialized examination for each domain (3) Interview (4) Document screening</p> <p>General screening (English) *For details, please refer to the eligibility and screening method described below.</p> <ul style="list-style-type: none"> Eligibility will be determined based on the candidate's preliminary application and the screening for the relevant course. In principle, candidates are required to apply more than a month in advance prior to the submission of their application. In principle, international students (students who can take classes in English) are eligible. 							
Screening for working adults	<p>Candidates with sufficient work experience related to the specialized area they are applying to major in (a minimum of two years) at the time of the application are selected based on the overall performance of the screening of application documents and interview, including an oral examination. Note that this selection is conducted in Japanese.</p> <p><u>Master's Course</u> (1) Document screening (2) Interview (including an oral examination.)</p> <p><u>Doctoral Course</u> (1) Document screening (2) Interview (including an oral examination.)</p>							
Application period	Tuesday, January 11 to Monday, January 17, 2022	Monday, May 2 to Thursday, May 5, 2022						
Examination dates	Saturday, February 12	Wednesday, May 11						
Notification of result	10:00 a.m., Tuesday, February 22	10:00 a.m., Monday, May 23						
Enrollment deadline	Must be postmarked by Thursday, March 31	Must be postmarked by Friday, June 10						
Examination center	<p>Please note that examination centers vary by courses. *Check the map of each campus on page 5.</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Environmental and Information Studies</td> <td>Yokohama Campus</td> </tr> <tr> <td>Urban Life Studies</td> <td>Todoroki Campus From April, 2022 Setagaya Campus</td> </tr> </tbody> </table>		Course	Location	Environmental and Information Studies	Yokohama Campus	Urban Life Studies	Todoroki Campus From April, 2022 Setagaya Campus
Course	Location							
Environmental and Information Studies	Yokohama Campus							
Urban Life Studies	Todoroki Campus From April, 2022 Setagaya Campus							

- ※ Admission in February will be held on the same schedule of 2022
- ※ Admission in May will be held on the same schedule of Schedule 2023
- ※ Another schedule will be instructed separately to applicants related to JICA
- ※ Different in instructions may be given to applying from outside Japan
- ※ Applicants for the government-sponsored international student program who have passed the initial screening by the embassy may, at the discretion of the Dean of the Graduate School of Environment and Information Studies, take an interview before the examination date instead of the specialized examination for each field.
- ※ If the University judges that it is difficult to hold the examination on campus, it may give separate instructions to hold the examination via the Internet. In the event that the University determines that it is difficult to conduct the examination on campus, the University may instruct you to take the examination via the Internet.

An internet connection, computer, webcam, earphones, microphone, etc. that allows you to send and receive video and audio
A quiet environment that does not interfere with the interview.

Eligibility and screening method (Recommendation of overseas partner schools)

Examination types	Special Screening for the overseas partner institutions	Master's Course	Doctoral Course												
Outline of examinations	<p>Candidates who received the recommendations from both of the following are selected based on the overall performance of the screening of application documents and interview examination.</p> <ul style="list-style-type: none"> The president of the university or graduate school to which the applicant belongs. The chief professor of the department to which the applicant belongs. 	(1) Document screening (2) interview examination	(1) Document screening (2) interview examination												
Eligibility	<p>Master's Course</p> <p>Applicants from overseas partner universities who meet any of the following criteria</p> <ol style="list-style-type: none"> Applicants who have already graduated from a university (including those who are expected to graduate by the end of September 20 2022). Applicants who have been granted a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement. Applicants who have completed 16 years of academic schooling outside of Japan (including those who are expected to complete by the end of September 20 2022). Applicants who have completed 16 years of international correspondence courses in Japan Applicants who have completed the courses by a school outside of Japan, which are specified as equivalent to university education by the government Applicants who have completed more than four years of a specialist course at a vocational school, which meets the criteria specified by the Minister of Education, Culture, Sports, Science and Technology, and designated separately by the Minister of Education, Culture, Sports, Science and Technology after the date specified by the Minister of Education, Culture, Sports, Science and Technology. Applicants who have been appointed by the Minister of Education, Culture, Sports, Science and Technology. Applicants who have been recognized to have abilities equivalent to those who have completed university by the Graduate School. <p>Doctoral Course</p> <p>Applicants from overseas partner universities who meet any of the following criteria.</p> <ol style="list-style-type: none"> Applicants who hold a master's degree or professional degree (including those who are expected to acquire the degree by the end of September 20 2022). Applicants who have been granted a master's degree or a degree equivalent to a professional degree outside of Japan (including those who are expected to acquire the degree by the end of September 20 2022). Applicants who have been granted a degree or a degree equivalent to a professional degree by taking correspondence courses provided by a school outside of Japan in Japan . Applicants who have been granted a master's degree or a degree equivalent to a professional degree by taking correspondence courses provided by a school outside of Japan in Japan and specified as equivalent to a graduate school outside of Japan. Applicants who have completed the courses of the United Nations University and have been granted a degree equivalent to a master's degree. Applicants who have been appointed by the Minister of Education, Culture, Sports, Science and Technology. Applicants who have been recognized to have abilities equivalent to those who have completed a master's degree or professional degree by the Graduate School. 														
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◆ If you have graduated from an overseas university with which Tokyo City University has an exchange agreement, you may be eligible for a tuition fee reduction. 75% or 50% of the annual tuition fee will be reduced or exempted.

※ International students living abroad may take the examination online from abroad.

※ If the University finds it difficult to administer the examination on campus, it may be possible to give separate instructions to administer the examination via the web. In that case In preparation for this instruction, please make sure that you have an environment in which you can do the following two things in advance.

Internet environment with video and audio transmission, computer, webcam, earphones, microphone, etc.
 A quiet environment that does not interfere with the written test and interview.

Eligibility and screening method (General screening(Japanese))

Examination types	General screening (Japanese)		Master's Course	Doctoral Course																		
Outline of examinations	Candidates are selected based on the performance of an academic assessment, interview, and the screening of application documents. Note that this selection is conducted in Japanese.		(1) Document Screening (2) Specialized examination for each domain (3) Interview	(1) Document screening (2) Academic assessment (English) <small>*Only those who are from external entry.</small> (3) Specialized examination for each domain (4) Interview																		
Eligibility	<p>Master's Course</p> <p>Applicants who fit one of the following criteria shall be eligible to apply.</p> <p>(1) Applicants who have already graduated from a university (including those who are expected to graduate by the end of September 20 2022).</p> <p>(2) Applicants who have been granted a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement.</p> <p>(3) Applicants who have completed 16 years of academic schooling outside of Japan (including those who are expected to complete by the end of September 20 2022).</p> <p>(4) Applicants who have completed 16 years of international correspondence courses in Japan</p> <p>(5) Applicants who have completed the courses by a school outside of Japan, which are specified as equivalent to university education by the government</p> <p>(6) Applicants who have completed more than four years of a specialist course at a vocational school, which meets the criteria specified by the Minister of Education, Culture, Sports, Science and Technology, and designated separately by the Minister of Education, Culture, Sports, Science and Technology after the date specified by the Minister of Education, Culture, Sports, Science and Technology.</p> <p>(7) Applicants who have been appointed by the Minister of Education, Culture, Sports, Science and Technology.</p> <p>(8) Applicants who have been recognized to have abilities equivalent to those who have completed university by the Graduate School.</p> <p>Note: Of those who are 22 years old and above as of September 1, 2022, who have graduated or completed a junior college, technical college, vocational school, other types of school, Japan campus of foreign university, or a school for international students, applicants who have been recognized to have abilities equivalent to those who have completed university by the Graduate School are also eligible.</p> <p>Note 1: Applicants who hold a foreign citizenship are required to submit the result of the Japanese-language examination from the Examination for Japanese University Admission for International Students (held by the Japan Student Services Organization) at the time of the application. (Refer to pages 13 of this document.) However, applicants who have graduated from a university in Japan or are expected to graduate (by September 20 2021), or those who have been recognized to have abilities equivalent by the Graduate School are excluded.</p> <p>Note 2: Application under the eligibility categories (7) and (8) above requires separate screening of the qualification for enrollment in advance. (Refer to "Screening of the qualification for enrollment" on page 13 of this document.)</p> <p>Doctoral Course</p> <p>Applicants who fit one of the following criteria shall be eligible to apply.</p> <p>(1) Applicants who hold a master's degree or professional degree (including those who are expected to acquire the degree by the end of September 20 2022).</p> <p>(2) Applicants who have been granted a master's degree or a degree equivalent to a professional degree outside of Japan (including those who are expected to acquire the degree by the end of September 20 2022).</p> <p>(3) Applicants who have been granted a degree or a degree equivalent to a professional degree by taking correspondence courses provided by a school outside of Japan in Japan .</p> <p>(4) Applicants who have been granted a master's degree or a degree equivalent to a professional degree by taking correspondence courses provided by a school outside of Japan in Japan and specified as equivalent to a graduate school outside of Japan.</p> <p>(5) Applicants who have completed the courses of the United Nations University and have been granted a degree equivalent to a master's degree.</p> <p>(6) Applicants who have been appointed by the Minister of Education, Culture, Sports, Science and Technology.</p> <p>(7) Applicants who have been recognized to have abilities equivalent to those who have completed a master's degree or professional degree by the Graduate School.</p> <p>Note 1: Application under the eligibility categories (6) and (7) above requires separate screening of the qualification for enrollment in advance. (Refer to "Screening of the qualification for enrollment" on page 13 of this document.)</p>																					
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Eligibility and screening method (General screening(English))

Examination types	General screening (English)																			
Outline of examinations	Candidates will be selected on the basis of their performance in academic tests, interviews and document screening. The examination will be conducted in English. Applicants are required to go through an eligibility screening to apply (p. 13).	<table border="1"> <thead> <tr> <th>Master's Course</th> <th>Doctoral Course</th> </tr> </thead> <tbody> <tr> <td>(1) Document Screening (2) Specialized examination for each domain (3) Interview Only for applicants of the major in Environmental and Information Studies.</td> <td>(1) Document screening (2) Academic assessment (English) <small>*Only those who are from external entry.</small> (3) Specialized examination for each domain (4) Interview</td> </tr> </tbody> </table>	Master's Course	Doctoral Course	(1) Document Screening (2) Specialized examination for each domain (3) Interview Only for applicants of the major in Environmental and Information Studies.	(1) Document screening (2) Academic assessment (English) <small>*Only those who are from external entry.</small> (3) Specialized examination for each domain (4) Interview														
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Eligibility and screening method(screening for working adults)

Examination types	Screening for working adults		Master's Course	Doctoral Course						
Outline of examinations	Applicants with sufficient work experience related to the specialized area they are applying to major in (a minimum of two years) at the time of the application are selected based on the overall performance of the screening of application documents and interview, including an oral examination. Note that this selection is conducted in Japanese. ※International students must be screened for eligibility to apply.		(1) Document screening (2) Interview (including an oral examination)	(1) Document screening (2) Interview (including an oral examination)						
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Doctoral Course <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 20%;">Time</th> <th style="width: 30%;">Subject</th> </tr> </thead> <tbody> <tr> <td>【Schedule February】 Saturday, February 12 【Schedule May】 Wednesday, May 11</td> <td>From 1:00 p.m. (Japan Time)</td> <td>Interview including oral examination (including the verification of English proficiency) based on research plan. (about 20 to 30 minutes per person)</td> </tr> </tbody> </table>					Time	Subject	【Schedule February】 Saturday, February 12 【Schedule May】 Wednesday, May 11	From 1:00 p.m. (Japan Time)	Interview including oral examination (including the verification of English proficiency) based on research plan. (about 20 to 30 minutes per person)	
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◆ The school offers a tuition reduction and exemption system for students enrolled under the screening for working adults. The school conducts screening upon request from the applicants. The Master's Course may offer a 50% reduction in the annual tuition, and the Doctoral Course may offer a 90% reduction in the annual tuition.

- ※ Different in instructions may be given to applying from outside Japan
- ※ Applicants for the government-sponsored international student program who have passed the initial screening by the embassy may, at the discretion of the Dean of the Graduate School of Environment and Information Studies, take an interview before the examination date instead of the specialized examination for each field.
- ※ If the University judges that it is difficult to hold the examination on campus, it may give separate instructions to hold the examination via the Internet. In the event that the University determines that it is difficult to conduct the examination on campus, the University may instruct you to take the examination via the Internet.

An internet connection, computer, webcam, earphones, microphone, etc. that allows you to send and receive video and audio
A quiet environment that does not interfere with the interview.

Qualification Screening

1. Confirmation of application approval

*Refer to the "Domains and Instructors" provided on a separate list.

Master's Course

Applicants are required to consult with their research supervisor in the area of their choice before submitting an application, and to obtain the supervisor's approval of the application by email or other means in advance.

If you wish to use an assistant research supervisor (marked with an asterisk) as your supervisor, you must obtain the approval of a research supervisor (unmarked) in the same field at the time of application. If you wish to apply for the position of assistant research supervisor, you must have the approval of a research supervisor in the same field (unmarked).

If your research advisor is marked with a minus sign or an asterisk (*), you must obtain the approval of the professor who will continue to supervise you at the time of application.

Doctoral Course

In addition to the seal of the supervising professor, a faculty member (other than those marked with an asterisk (*)) in the same field of study listed in the "Fields of Study and Supervising Professors" section of this guideline must also be present.

In addition to the supervising professor's seal, a faculty member (other than those marked with an asterisk (*)) in the same field of study listed in the "Field of Study and Faculty Advisors" section of this guideline (p. 8) must be designated as a secondary advisor in advance. You must also obtain the approval of your secondary advisor. You will also need the approval of your advisor.

2. Qualification Screening

Applicants who meet any of the following criteria will be screened for admission

◆ Screening of the qualification for enrollment

Master's Course	Doctoral Course
General screening (English)	General screening (English)
the eligibility categories (7) or (8) for general screening (Japanese)	the eligibility categories (6) or (7) for general screening (Japanese)
the eligibility categories (7) or (8) for screening for working adults	the eligibility categories (6) or (7) for screening for working adults

Necessary documents for the screening of the qualification for enrollment

Please submit the documents marked with ● for the course you are applying for.

Documents to submit	Remarks	Master's Course	Doctoral Course
(1) Application form for the screening of the qualification for enrollment	Form I	●	●
(2) Statement of purpose and research plan	Form C	●	●
(3) Transcripts from the school the applicant completed. *Please be sure to submit an original copy. (Photocopies are not accepted.)		●	—
(4) Graduation Certificate or Certificate of Expected Graduation from the last school the applicant completed. *Please be sure to submit an original copy. (Photocopies are not accepted.)		●	●
(5) A copy of application form	A copy of the separate Form A	●	●
(6) Application Form for General Selection (English)	Form G	General screening(English) only	General screening(English) only
(7) Research achievements. (If you have any qualifications related to the field you are applying to, please include the name and description of the qualification)	Any format	—	●
(8) Letter of recommendation (written by a person acquainted with the applicant)	Form E	—	●
(9) The summary of research the applicant conducted in the past (about 2,000 characters)	Any format	—	●
(10) A copy of academic papers (if the applicant has published academic papers)		—	●

Schedule (Japan Time)

	Admission in February	Admission in May
Deadline for submission of examination documents	Monday, November 29 until 5 p.m.	Wednesday, April 6 until 5 p.m.
Result notification shipping schedule	Tuesday, December 21	Monday, April 24
Confirmation deadline for arrival of result notification	Tuesday, January 11 until 5 p.m.	Monday, May 2 until 5 p.m.

Application procedures

(examination fee and application documents (recommendation test))

3. Application Fee

JPY 35,000 — Please pay the application fee using the application fee payment system.

<http://www.guide.52school.com/guidance/pay-tcu-g/>

Note 1: To pay for the application fee, access the website on the right (<http://www.guide.52school.com/guidance/pay-tcu-g/>). Upon registration, visit your nearest convenience store (7-Eleven, Lawson, Family Mart, Mini Stop, and Dairy Yamazaki) or Pay-Easy (ATMs of Japan Post Bank and banks in Japan with a Pay-Easy sign). You may also pay with a credit card. An additional payment fee of JPY 990 will be required at the time of the payment of the application fee.

*The application fee payment period is the same as the application period for each entrance examination.

*The application fee cannot be paid via the teller at bank institutions.

*Please note that the application fee, once paid, shall not be refunded under any circumstances.

*If the applicant's family member or acquaintance completes the application procedures on behalf of the applicant, the application documents must include information about the applicant.

4. List of application documents

Applicants must submit the documents marked with ● in the space provided under "Intended for" in the following table. Please be careful because the documents may differ depending on the course and examination types.

【Special Screening for the overseas partner institutions】

	Intended for		Prescribed Forms	Application Documents	Notes
	Master's Course	Doctoral Course			
1	●	●	Form A	Application Form	Specify the name of the course applying for and get the permission for application from the academic supervisor by e-mail.
	●	●	—	Permission e-mail	Enclose a copy of the e-mail by which the permission for application is got from the academic supervisor.
2	●	●	Form B	Application Fee	JPY 35,000 Please pay the application fee using the application fee payment system, and affix a receipt in the prescribed section on the Form B.
	●	●		Secondary Form (Photograph Ticket)	Affix a photograph taken within three months of submission of the application. The photograph must be taken from the waist up, directly facing the camera, and bareheaded. (width x height = 3 x 4 cm). Affix the photograph in the prescribed section of Form B.
3	●	●	Form C	Statement of purpose and research plan	Please discuss with an instructor of the domain you are applying for before preparation.
4	●	●	—	Transcripts	Applicants for the Master's Course Applicant's transcripts from the last school graduated (or the applicant is currently attending.) Applicants for the Doctoral Course Applicant's transcripts from the last graduate school graduated (or the applicant is currently attending.)
5	●	●	—	Graduation Certificate or Certificate of Expected Graduation	Applicants for the Master's Course Submit a graduation certificate (graduation and degree certificate) or a certificate of expected graduation obtained from undergraduate studies of a university. Applicants for the Doctoral Course Submit a completion certificate for a graduate school or Master's Course, or a certificate of expected graduation. <For international students, refer to "Notes for international students" in the next section.>
6	●	●	Form E	Letter of Recommendation	When the applicants wish to apply under Special Screening for the overseas partner Institutions submit the recommendation letter jointly named by · The president of the university or graduate school to which the applicant belongs. · The chief professor of the department to which the applicant belongs.
7	●	●	Form H	Applicant Survey Form	Applicants must attach copies of the relevant pages (pages showing their name, photograph, signature, etc.) of their passport or copies of both sides of their residence card to confirm their nationality, resident status, etc.

Application Documents (General Screening)

Applicants must submit the documents marked with ● in the space provided under “Intended for” in the following table. Please be careful because the documents may differ depending on the course and examination types.

	Intended for		Prescribed Forms	Application Documents	Notes
	Master's Course	Doctoral Course			
1	●	●	Form A	Application Form	Specify the name of the course applying for and get the permission for application from the academic supervisor by e-mail.
	●	●	—	Permission e-mail	Enclose a copy of the e-mail by which the permission for application is got from the academic supervisor.
2	●	●	Form B	Application Fee	JPY 35,000 Please pay the application fee using the application fee payment system, and affix a receipt in the prescribed section on the Form B.
3	●	●		Secondary Form (Photograph Ticket)	Affix a photograph taken within three months of submission of the application. The photograph must be taken from the waist up, directly facing the camera, and bareheaded. (width x height = 3 x 4 cm). Affix the photograph in the prescribed section of Form B.
4	●	●	Form C	Statement of purpose and research plan	Please discuss with an instructor of the domain you are applying for before preparation.
5	●	●	—	Transcripts	Applicants for the Master's Course Applicant's transcripts from the last school graduated (or the applicant is currently attending.) Applicants for the Doctoral Course Applicant's transcripts from the last graduate school graduated (or the applicant is currently attending.) <For international students, refer to "Notes for international students" in the next section.>
6	● Intended for the applicants of the [General screening]	—	—	Score for the TOEIC test or other external English tests	For TOEIC scores, the Secure Program Test and IP Test [TOEIC Institutional Program] are accepted. The scores shall be, in principle, issued within two years from the date of submission. <Refer to "Submission of a score for the TOEIC test or other external English tests" in the next section. <For international students, refer to "Notes for international students" in the next section.>
7	●	●	—	Graduation Certificate or Certificate of Expected Graduation	Applicants for the Master's Course Submit a graduation certificate (graduation and degree certificate) or a certificate of expected graduation obtained from undergraduate studies of a university. Applicants for the Doctoral Course Submit a completion certificate for a graduate school or Master's Course, or a certificate of expected graduation. <For international students, refer to "Notes for international students" in the next section.>
8	● Intended for the applicants of the [Screening for working adults]	● Intended for the applicants of the [Screening for working adults]	Form D	Curriculum Vitae	Submit either a Form D (filled out by the applicant) or a Form E (filled out by a person acquainted with the applicant.) In addition, other types of forms are also accepted if the forms include all items on the prescribed forms.
9	● Intended for the applicants of the [Screening for working adults]	● Intended for the applicants of the [Screening for working adults]	Form E	Letter of Recommendation	* Applicants applying under screening for working adults who wish to apply for the tuition reduction and exemption system must check the box for "Yes."
10	—	●	Form F	The Summary of Research in the Doctoral Course (First Semester), Etc.	
11	● Intended for the applicants of the [General screening (English)]	● Intended for the applicants of the [General screening (English)]	Form G	Special screening application form	If the applicants wish to apply under special screening, they must, in principle, ask an instructor for the domain they are applying for a month prior to the submission of their application. The applicants must arrange to submit a special screening application form at the time of submitting their application.
12	● Intended for international students	● Intended for international students	Form H	Applicant Survey Form	Applicants must attach copies of the relevant pages (pages showing their name, photograph, signature, etc.) of their passport or copies of both sides of their residence card to confirm their nationality, resident status, etc.
13	● Intended for international students	—	—	Result of the Examination for Japanese University Admission for International Students	The examination results must be from 2020 and 2021. Applicants who have graduated from a Japanese university or are expected to graduate (September 20, 2022) are excluded. <For international students, refer to "Notes for international students" in the next section.>
14	● Intended for applicants who are applying under the eligibility categories (7) or (8), and [General screening (English)].	● Intended for applicants who are applying under the eligibility categories (7) or (8), and [General screening (English)].	Form I	Application for individual screening of the qualification for enrollment	Only applicants who are applying under the eligibility categories (7) or (8) for the Master's Course, or those applying under the eligibility categories (6) or (7), for the Doctoral Course and general screening (English).
15	●	●	Form J	Address stickers for an examination ticket	Clearly state the address for sending an examination ticket, acceptance letter, and other documents related to admission.

Application documents (TOEIC and points to note for foreign students)

5. Submission of a score for the TOEIC test or other external English tests

■ TOEIC

The Secure Program Test

The Institute for International Business Communication, a nonprofit organization, administers the TOEIC tests ten times a year (January, March, April, May, June, July, September, October, November, and December) in 80 cities across the nation. The application may be submitted on the Internet and at convenience stores. For details, please refer to the website of the TOEIC Steering Committee below.

The IP Test

The TOEIC Institutional Program

As with the above, the organizers, which are organizations (corporations, schools, etc.) with a corporate entity, administer the test (limited to a group test of 10 people or more) to their members. In addition, the validity of the test result is considered equivalent to the regular Secure Program Test. Tokyo City University administers the test on each campus several times a year. For details on the administration and how to apply, please individually check the information posted separately.

■ External English tests (besides TOEIC)

For details, please contact the organization of external English test.

6. List of application documents

Notes for international students

Application documents: 5	Transcripts
Application documents: 7	Graduation Certificate/Certificate of Expected Graduation

The following items are not intended for applicants who have graduated (completed) universities in Japan or are expected to graduate (complete.)

- ▽ Please submit the original or a certified true copy (a copy certified by the school from which the applicant graduated [completed], an embassy, or other public institution that the copy was properly duplicated from the original). For Chinese applicants, please submit it as official documents.
- ▽ Please be sure to submit the documents in the applicants' native language.
- ▽ If the documents are in other languages than Japanese, English, and Chinese, please attach a translated document in Japanese or English. Please receive a certification for the translation at embassy or other public institutions.
- ▽ Please be sure to submit transcripts and a graduation (completion) certificate issued by the final school in the relevant country.
- ▽ Applicants who graduated from Tokyo City University are not required to submit a graduation (completion) certificate for both the Master's Course and the Doctoral Course.
- ▽ Besides a graduation (completion) certificate, submit copies of diplomas if possible.
- ▽ If the name and date of birth shown on a certificate differ from the passport, provide proof that the applicant is the same person at the embassy or other public institutions.
- ▽ The certificates must be issued within three months from the date of the application. However, this shall not apply if there is only one original.

Application document: 6	Score for the TOEIC test or other external English tests
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- ▽ International students who have graduated from university abroad or are expected to graduate or complete are not required to submit the score.

Application document: 13	Result of the Examination for Japanese University Admission for International Students
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- ▽ Students applying under the special screening for international students are not required to submit the result.
- ▽ The Examination for Japanese University Admission for International Students is an examination held twice a year (June and November) by the Japan Student Services Organization for international students who wish to enroll in a Japanese university (department) as international students. The examination aims to evaluate Japanese language proficiency and basic academic skills necessary to study in a Japanese university, etc.
- ▽ Please pay careful attention that it is different from the Japanese Language Proficiency Test offered by the Japan Educational Exchanges and Services.

Note 1: Even if the applicants graduated from a university overseas and have part of the original of submission documents, the school will always check the original. In this case, please contact the Academic Support Center prior to the submission of the application.

Note 2: Once submitted, the documents will not be returned, in principle. However, students who wish to request the return of documents may ask beforehand.

Note 3: If you have any questions, please contact the department you are interested in.

Note 4: Those who do not have a status of residence in Japan may delay your entry into Japan because of the necessity to apply for a new visa.

7. General Test (General Selection (English))

Environmental and Information Studies Urban Life Studies (Doctoral Course)

Amid calls for the internationalization of graduate school education today, the International Students Special Screening program proactively accepts international students from around the world to teach classes in English and holds a series of discussions based on mutual understanding of different cultures for in-depth international exchanges on a daily basis. The aim of the program is to develop young leaders who are equipped with the mindset to succeed on a worldwide scale in terms of environmental and information studies. In the International Students Special Screening Program, students in the **Master's Course take classes and receive research guidance in English. Students in the Doctoral Course engage in specialized research while receiving research guidance in the relevant domain in English.** This program enables students to obtain a degree in each program by taking class subjects, exercises, special studies (only in the Master's Course) in English, as well as by engaging in special research in each domain in English (only in the Doctoral Course). Students also receive guidance on writing thesis in each domain.

For the class subjects offered in the graduate school, students can take classes and receive research guidance entirely in English if international students admitted to the Graduate School of Environmental and Information Studies wish to do so.

After admission to the graduate school, students must complete a poster presentation, research presentation, intermediate presentation and the presentation for master's thesis entirely in English.

(1) Dates for starting classes will be determined upon consultation between applicants who wish to take the class and staff teaching class subjects.

(2) In principle, literature research, exercise and special research in English are provided within class hours.

Application period Screening date

8. Application period

Admission in February	Admission in May
<p>▽Application period(by E-Mail) Tuesday, January 11 to Monday, January 17, 2022</p> <p>*Complete and send all the required documents (Word files) to the address below by E-Mail.</p> <p>*When applying please write [your name] and [the course you are applying for] in the subject line.</p> <p>*We also need your original application documents. When finishing the E-Mail Application please post them to us by the deadline as below.</p> <p>▽Application Materials Receipt Deadline Friday, January 21, 2022.</p> <p>*Print out the required documents sent by E-Mail, affix a receipt on the Form B and send them to the address below.</p> <p>*You must submit your documents both by E-Mail and physical mail. If either is missing your application may not be accepted.</p>	<p>▽Application period(by E-Mail) Monday, May 2 to Thursday, May 5, 2022.</p> <p>*Complete and send all the required documents (Word files) to the address below by E-Mail.</p> <p>*When applying please write [your name] and [the course you are applying for] in the subject line.</p> <p>*We also need your original application documents. When finishing the E-Mail Application please post them to us by the deadline as below.</p> <p>▽Application Materials Receipt Deadline Friday, May 10, 2022</p> <p>*Print out the required documents sent by E-Mail, affix a receipt on the Form B and send them to the address below.</p> <p>*You must submit your documents both by E-Mail and physical mail. If either is missing your application may not be accepted.</p>
<p>* Please mail by EMS (Express Mail Services), DHL, FedEx or other courier service.</p> <p>Environmental and Information Studies Send E-Mail to: yckyoumu@tcu.ac.jp Send application materials to: Tokyo City University, Yokohama Campus Academic Support Center 3-3-1 Ushikubonishi, Tsuzuki, Yokohama, Kanagawa Prefecture 224-8551</p> <p>Urban Life Studies Send E-Mail to: tckyoumu@tcu.ac.jp</p> <p>(Admission in February) Send application materials to: Tokyo City University, Todoroki Campus Academic Support Center 8-9-18 Todoroki, Setagaya, Tokyo 158-8586</p> <p>(Admission in May) Send application materials to: Tokyo City University, Setagaya Campus Academic Support Center 1-28-1 Tamazutsumi, Setagaya-ku, Tokyo 158-8557,</p>	

After the application documents are submitted, the content of submitted documents cannot be changed or the return of submitted documents is not permitted. The refund of the application fee is not accepted. After submission, contact the Academic Support Center immediately if an examination ticket has not arrived.

9. Examination date, start time, and location

Graduate School	Major	Date and time	Location
Environmental and Information Studies	Environmental and Information Studies	Admission in February Saturday, February 12	Yokohama Campus
	Urban Life Studies	Admission in May Wednesday, May 11 For details, refer to pages 6 to 11.	Todoroki Campus

Note 1: Please note that examination centers vary by courses.

*Check the map of each campus on page 6.

Note 2: Please check the examination ticket and information display posted on the day of the examination to find information about a waiting room for applicants and assembly time.

Note 3: Although the submission of medical examination reports is not required at the time of the submission of the application, please contact the Academic Support Center prior to the submission if special consideration is required for taking the examination or schooling due to physical disabilities.

※If the University judges that it is difficult to hold the examination on campus, it may give separate instructions to hold the examination via the Internet. In the event that the University determines that it is difficult to conduct the examination on campus, the University may instruct you to take the examination via the Internet.

An internet connection, computer, webcam, earphones, microphone, etc. that allows you to send and receive video and audio
A quiet environment that does not interfere with the interview.

Notification of result and Enrollment Procedure, etc.

1. Notification of result and Enrollment Procedure, etc.

Schedule name	Admission in February	Admission in May
Notification of result	10:00 a.m. Tuesday, February 22	10:00 a.m. Monday May 23
Enrollment deadline	Thursday, March 31	Friday, June 10 ※

The identification numbers of successful applicants will be posted at each campus. Successful applicants will be sent a letter of acceptance and admission procedure documents by express mail.

Applicants for the "JICA 2022 Long-term Training Program (Autumn)" will be contacted by JICA with details of the examination results and deadline for procedures.

2. Enrollment procedures

- (1) To enroll in the graduate school, successful applicants will must submit enrollment procedure documents and pay enrollment fees before the prescribed deadline.
- (2) The deadlines for enrollment procedure are shown in the table above. However, because of unavoidable circumstances, the payment deadline of enrollment fees except for the entrance fee shall be extended up to Friday, August 19, 2022.
- (3) The submission of enrollment procedure documents and the payment of enrollment fees must be completed by mail and wire transfer. For details, please refer to the guidelines for enrollment procedure to graduate school, which is included with the letter of acceptance.
- (4) Please note that the tuition, once paid, shall not be refunded. However, the payment amount except for the entrance fee may be refunded after completion of the enrollment procedures. (Refer to "(7) The declination of enrollment" provided below.)
- (5) About payment amount (Reference: Payment amount for students for Academic 2022)
- (6) Separate instructions may be given for procedures from outside the country.

(Unit: JPY)

Category	Year enrolled (Tuition for the second semester)	Year following the year of enrollment	Expected year of completion (Tuition for the semester)
Entrance fee	240,000	—	—
Tuition	550,000	1,100,000 When paying in Installments First semester 550,000 Second semester 550,000	550,000
Total	790,000	1,100,000	550,000

- ① If you wish to pay your tuition fees in installments, you may do so between the time you apply for admission and October 20 of the following year. Details will be announced at the beginning of the academic year.
- ② Students from Tokyo City University (who are expected to graduate from Tokyo City University in September 2022) can receive an entrance fee of 240,000 yen based on the "Tokyo City University Graduate School Scholarship Regulations". In addition, the tuition fee is also exempted. In addition, tuition fees may also be exempted in accordance with the same regulations.
- ③ Please note that the entrance fee and tuition fee once paid will not be refunded regardless of the reason.
- ④ For privately financed international students (those who have or will obtain the status of residence of "College Student"), we are planning to provide special financial support by offering exemptions. If you wish to apply for the reduction or exemption, please follow the prescribed procedure after enrollment. For the first year, tuition fees for the second semester will be reduced. If you wish to be exempted from paying tuition fees for the first year, please follow the above procedure.
- ⑤ The purpose of this program is to reduce the financial burden on students who have been admitted through the Special Screening for overseas partner institutions and who meet certain conditions. In order to reduce the financial burden on students who have been admitted through the Special Screening for Overseas Partner Schools and to nurture outstanding human resources, tuition fees may be reduced or exempted. If you wish to apply for this exemption, please follow the prescribed procedure after admission.
If you wish to apply for the reduction, please follow the prescribed procedure after enrollment. For the first year, the tuition fee will be reduced for the second semester. Even if you wish to apply for the reduction, you must pay. If you wish to be exempted from paying the tuition fee, you must still pay the above amount in installments.
- ⑥ The tuition fee reduction system is available for students who are selected from among working adults. Based on the applicant's request, the University may reduce or exempt 50% of the annual tuition fee for the Master's Course and 90% of the annual tuition fee for the Doctoral Course.

(7) The declination of enrollment

After completion of the enrollment procedures, the school will refund the tuition payment, except for the entrance fee, if students wish to decline enrollment for unavoidable reasons and they submit an enrollment declination request by 17:00 p.m., Friday, September 16, 2022, in principle. For details, please refer to the guidelines for enrollment procedure to graduate school, which is included with the letter of acceptance.

3. Handling of personal information of applicants

Personal information, including address and name, collected through procedure documents will be used by the university to contact, send handouts, and for statistical purposes. The university will not use personal information outside of these operations. The university also places strict controls on personal information.

Notification of result and Enrollment Procedure, etc

4. Courses after enrollment

Master's Course

To complete the Master's Course of the Graduate School of Environmental and Information Studies, students are required study for a minimum of two years in the graduate school and acquire 30 credits. In addition, they must pass the screening for the doctoral thesis and exam provided by the graduate school after receiving the necessary research guidance. The breakdown of the number of required credits (30 credits) is shown on the right. Additionally, the Literature Research/Exercise, and Special Research are taught outside the class hours under the guidance of research supervisors.

Literature Research/ Exercise	4 credits
Special Research	6 credits
Subtotal	10 credits
Class subjects	20 credits or more
Total	30 credits or more

Doctoral Course

To complete the Doctoral Course of the Graduate School of Environmental and Information Studies, students are required study for a minimum of three years in the graduate school and pass the screening for the master's thesis and exam provided by the graduate school after receiving the necessary research guidance. The breakdown of the number of required credits (24 credits) from compulsory subjects (research guidance) is shown on the right.

Lecture and Investigation	8 credits
Research	16 credits
Total	24 credits

Principal schedule Plan

First year in the Master's Course	
Last September	Deadline for the submission of course registration (first semester)
Early December	Graduate School Research Presentation in English (December)
Late January	Guidance for the tentative submission of primary theme for thesis
Early April	Tentative submission of primary theme for thesis
Mid-April	Deadline for the submission of course registration (second semester)
Mid-July	Graduate School Research Presentation in English (July)

Third year in the Doctoral Course	
Late September	Submission of a confirmation letter for the guidance structure for thesis. Determination of research plan.
Early December	Graduate School Research Presentation in English (December)
Mid-April	Tentative submission of primary theme for doctoral thesis
Mid-July	Graduate School Research Presentation in English (July)

Second year in the Master's Course	
Late September	Poster presentation
Early October	Deadline for the submission of course registration (first semester/all year)
Early February	Deadline for the submission of primary theme, etc. for thesis
Mid-February	Intermediate presentation
Mid-April	Deadline for the submission of course registration (second semester)
Late June	Deadline for the submission of degree request form and thesis, etc.
July	Master's thesis presentation
Early September	Announcement of certified students for the conferment of degree (master's degree)
Mid-September	Degree conferment ceremony

Fourth year in the Doctoral Course	
Late September	Poster presentation
Mid-February	Intermediate presentation (First session)

Fifth year in the Doctoral Course	
Mid-October	Deadline for the submission of primary theme, etc. for thesis
Mid-November	Intermediate presentation (Second session)
Early May	Deadline for the submission of thesis
June	Presentation of doctoral thesis
Late June	Deadline for the submission of degree request form and thesis, etc.
Early September	Announcement of certified students for the conferment of degree (Doctoral degree)
Mid-September	Degree conferment ceremony

Notification of result and Enrollment Procedure, etc.

5. Scholarship programs

- The examination fee for all applicants who will graduate from Tokyo City University (those who are expected to graduate or complete in September 2022) is exempted from the entrance fee.
- For students in the Doctoral Course and Master's Course, the school offers scholarship programs that exempts students from paying tuition for students who demonstrate excellent academics and personalities (see (1) below). For the screening of these scholarship students, only students advanced internally and those who are specially recommended from four universities of science and technology in Tokyo are eligible for the screening. There are also grant-type scholarship programs from (2) to (3) shown in the tables below.
- A representative example of a scholarship loan is the scholarship by the Japan Student Services Organization, which are two types including the interest-free loan (Type One Scholarship) and the interest-bearing loan (Type Two Scholarship.) In addition, there is a program for students using the Type One Scholarship who especially demonstrate excellent academics, which exempts them from repaying their student loans (see (4) below).

(1) Scholarship for graduate school student (unique to TCU)

Course	School year	Amount of reduction and exemption	Remarks
Doctoral Course	D5	Total amount of tuition or half amount of tuition	Only for students advanced internally and those who are specially recommended from four universities of science and technology in Tokyo.
	D4		
	D3		
Master's Course	M2		
	M1		

(2) The reduction and exemption of tuition for students who enrolled in the screening for working adults (unique to TCU)

Course	School year	Amount of reduction and exemption	Remarks
Doctoral Course	D5	90% of tuition	Only for students who enrolled in the screening for working adults and wish to receive the reduction and exemption of tuition.
	D4		
	D3		
Master's Course	M2	50% of tuition	
	M1		

(3) Tuition Reduction and Exemption for Privately Financed International Students (Unique to TCU)

Eligibility	Amount of reduction and exemption	Remarks
Those who meet all of the following requirements (a) Have graduated from an overseas university with which the university has an exchange agreement. (b) Those who have a final GPA of 3.0 or higher at the partner university. (c) Those who are enrolled in the graduate school of the university.	75% of tuition	The university's Tuition Reduction and Exemption Committee for Privately Financed International Students selects the students and the president decides.
Those who meet all of the following requirements (a) Have graduated from an overseas university with which the university has an exchange agreement. (b) Those who have a final GPA of between 2.5 and 3.0 at the partner university. (c) Those who are enrolled in the graduate school of the university.	50% of tuition	
Those who are enrolled in the graduate school of the university.	30% of tuition	

(4) Other scholarships (Below is some of the grant-type scholarship programs)

Organization name	Monthly/annual amount	Condition
The Moritani Scholarship Foundation	JPY 120,000 (monthly)	Students who are enrolled in universities in Tokyo or reside in Tokyo and recognized as both academically and personally outstanding, and those who have difficulty paying their tuition.
HASEGAWA International Scholarship Foundation	JPY 110,000 (monthly)	A student from Asia who lives in Tokyo and attends a university in Tokyo.
The Kubota Fund	JPY 80,000~100,000 (monthly)	Open to applicants whose research or training covers technologies (Priority is given to civil engineering, electricity, machinery, agriculture, environment, energy, development economy, etc.) of a particular subject for development in developing countries.
Ministry of Education, Culture, Sports, Science and Technology's Scholarship for Privately-Financed International Students	JPY 48,000 (monthly)	Students recognized as both academically and personally outstanding who are acknowledged to be in need of financial support to study abroad.

(5) Japan Student Services Organization

(This program exempts students who especially demonstrate excellent academics from repaying their student loans)

Course	School year	Acknowledgement	Remarks
Doctoral Course	D5	All or some	If the organization acknowledges that students who receive the Type One Scholarship in graduate school and especially demonstrate excellent academics in school, this program exempts them from repaying their student loans in whole or in part at the end of the loan.
Master's Course	M2		



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