

Factsheet for 2022-23 SATOMU Program

1. General Information

University name	TOKYO METROPOLITAN UNIVERSITY
Website address	https://www.tmu.ac.jp/english/index.html
Established	2005 (TMU was originally established in 1949)
Students	9,212 (Undergraduates 6,803, Graduates 2,246, Others 10) Including 568 international students as of May 1, 2021
Faculty / Staff	1,026 (Academics 649, Staff 377) as of May 1, 2021
Main campuses	<p><u>Minami-Osawa Campus</u> 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><u>Hino Campus</u> Faculty: Systems Design Address: 6-6 Asahigaoka, Hino, Tokyo 191-0065 Japan</p> <p><u>Arakawa Campus</u> Faculty: Health Sciences Address: 7-2-10 Higashi-ogu, Arakawa, Tokyo 116-8551 Japan http://www.tmu.ac.jp/english/university/campusmap</p>

2. Contact Information

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

3. 2022-23 Academic Calendar and Important Dates

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. The calendar below shows important dates for exchange students.

	Spring semester	Autumn semester
Arrival dates	/	September 28, 2022
Welcome orientations		End of September, 2022
Classes start		October 4, 2022
Course registration periods		October 4 -18, 2022
Classes / exam periods end		February 10, 2023
Shipping academic transcripts		Early March, 2023

*Note: The calendar above 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, Japanese language proficiency at a level equivalent to Japanese Language Proficiency Test (JLPT) N1 or higher is strongly recommended.
<p>Q & A:</p> <p>Q1: Does TMU accept students who do not meet the Japanese language requirement?</p> <p>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 6 levels, starting from beginners, besides taking courses in English.</p> <p>Q2: Does TMU accept students with minimum English?</p> <p>A2: Yes, upon consultation with instructors of courses you wish to attend prior to course registration.</p>	

Note: We will set requirements on GPA and English language from the 2023 Spring admission. For partners planning to nominate students for the academic year of 2023, please be noted that the change may affect your future selections. Details will be informed at a later date.

5. Key Dates for Admission

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

	Spring semester	Autumn semester
Nomination deadlines	/	April 8, 2022
Application deadlines		May 9, 2022
Pledge* deadline *Travelers entering Japan are required to complete and sign COVID-19 safety pledge.		Late June – Middle July * Pledge forms and submission deadline will be given at a later date to partner universities and their nominated students.
Announcement of acceptance		Late July, 2022

*Note: The calendar above is subject to change.

Total number of students to be admitted	Up to 55 students
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◆ **Notes on Nomination:**

For the purpose of preventing COVID-19 infection outbreak, we set the limit on the total number of students to be admitted for this program.

In nominating students, we ask all partners to fill in the information on respective nominees (including those who have deferred their exchange) on Google Form **in the order of precedence**. After the nomination deadline shown above, we will take nominees from the top priority and fix the nominee list.

Please kindly be noted that **the completion of nomination does not necessarily mean the acceptance; we may have to decline nominations in case the total number of nominees exceeds the above maximum capacity as well as the redress of imbalance.**

Around a week or 10 days after the nomination deadline, we will inform respective partners of the result of nomination by email.

◆ **Final Decision on Viability of Program:**

Based on the future situation on COVID-19 pandemic and the border control measures implemented by the Japanese government **at the time of late July 2022**, we will make a final decision on the viability of our exchange program and inform all partners.

Please be noted that this program might possibly be suspended in response to sudden changes on the Japanese border enforcement measures and students should be responsible for all the costs incurred by the suspension of the program.

6. Application and Supporting Documents

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

<p>Prescribed forms</p>	<ul style="list-style-type: none"> ● CoE (Certificate of Eligibility) Application Form <ul style="list-style-type: none"> ➢ *Excel format only, no handwriting acceptable ● Health Certificate (Issued within 6 months) <ul style="list-style-type: none"> ➢ *chest X-ray examination mandatory ● Financial Plan ● Pledge ● Agreement ● Information Sheet on Desired Field of Study* <ul style="list-style-type: none"> ➢ *Only for students who have chosen the option of “General Program”. ● Japanese Language Evaluation Sheet ● Resident Registry for Student Dormitory ● COVID-19 Safety Pledge upon entry to Japan
<p>Documents issued by a partner university or other authorities concerned</p>	<ul style="list-style-type: none"> ● Recommendation letter issued by home university ● Official transcript issued by home university ● Certificate of enrollment issued by home university ● Photocopy of passport (PDF format preferable) <ul style="list-style-type: none"> ➢ *Clear copy of the page with their name, photo, ➢ nationality, passport number and expiry date ● Photo of applicant <ul style="list-style-type: none"> ➢ 4cm x 3cm, printable: JPEG, or PDF acceptable ➢ *Check the below website for the photo specification to avoid any delay in CoE application process: http://www.immi-moj.go.jp/english/tetuduki/zairyuu/photo_info.html ● Copy of Overseas Travel Insurance Policy <u>Students will be required to purchase travel insurance that covers medical or other possible costs incurred by COVID-19 infection. After the announcement of official acceptance, we ask all successful participants to take insurance and submit the copy of insurance policy.</u>
<p>For students who are fully-vaccinated against COVID-19</p>	<ul style="list-style-type: none"> ● Proof of COVID-19 vaccination (English preferred; Originals or copies are acceptable.) <ul style="list-style-type: none"> ➢ This does not mean that we will not accept students who are not able to have vaccination due to medical reasons. ➢ If your students do not complete vaccination before the application deadline, advise them to submit the certificate once it is available.

<u>Important Notice on CoE</u>	<p>Students who fall under either 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 <u>non-degree student</u> (exchange student) at other Japanese universities before 2) Those who have obtained a <u>Working visa</u> (ex. Internship) or a <u>Working Holiday visa</u> before, or are planning to apply for those visas</p> <p>Please advise your students to <u>contact us before application</u> 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.

It is strongly recommended that students who have a Japanese Language Proficiency Level equivalent to JLPT N1 or higher to attend regular courses for degree-seeking students.

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 <u>at least 7 courses per semester</u> .
Self-assessment for Japanese language course	Mandatory for exchange students at all levels. Self-assessment sheets will be distributed at a 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><u>Q & A:</u></p> <p>Q1: What courses are 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 and Syllabus of “SATOMU Program”. http://www.ic.tmu.ac.jp/english/study_abroad/exchange_class.html</p> <p>Q3: What kind of infection control and prevention practices are used in class?</p>	

A3: In the academic year of 2022, TMU classes will be conducted in person while adhering to prevention strategies including hand hygiene, physical distancing and blended medium of instruction. For details, please check the website below:

https://www.tmu.ac.jp/extra/download.html?d=assets/files/download/english/20211215_For_Students_Summary.pdf

The mode of instruction is subject to change due to COVID-19 impacts.

8. Housing

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

<p>Accommodation / Access to Minami-Osawa campus / Rent</p>	<p>Global House Chofu (opened in September 2017) Access: 30 minutes by train to Minami-Osawa Station Transportation cost: around 10,000 JPY / month</p> <p>Rent: 62,500 yen / month (housing subsidy by TMU may apply) Room inspection and cleaning fee: 9,000 JPY* <i>*The amount may vary depending on the fiscal year.</i></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><i>*Depending on the situation, students may be offered the accommodation other than above.</i></p>
<p>Rent payment</p>	<p>Advance payment of total amount: Students will be asked to pay the rents for <u>the entire duration of stay (one semester or two semesters) plus room inspection and cleaning fee before arrival</u> by PayPal.</p>
<p>Bedding</p>	<p>Bed-pad, comforters, pillows, and bed linen will be provided throughout your stay by rental service. <u>All exchange students are supposed to use this service.</u> Bedding fee of 15,000 JPY / set must be paid <u>after arrival</u> by cash.</p>
<p>Living costs</p>	<p>Around 70,000 - 80,000 JPYper month (including meals, books, mobile phone subscription, transportation, etc.)</p>

9. COVID-19-related Information / Others

Disclaimer	<ul style="list-style-type: none"> ● Students who are admitted to this program (Exchange Students) must follow the Japanese central and local municipal governments' border enforcement / infection prevention measures upon arrival in Japan and for the full period of their stay at TMU. ● Exchange Students are responsible for all the arrangements and costs such as accommodation and insurance* incurred during the period of self-quarantine required by the Japanese government. <p><u>*TMU is planning to offer a quarantine package for exchange students, which will include airport transfer to and from the quarantine hotel, accommodation, and travel insurance. A 7-day quarantine may cost approximately 150,000 JPY per student and all the cost of the quarantine support package and any other cost associated with self-quarantine must be borne by students themselves.</u> (The cost above is just one example and the contents of package are subject to change. We will inform the details and fixed cost of the package after May, when the application is closed.)</p>
Insurance requirement	<ul style="list-style-type: none"> ● All international students need to be registered under the National Health Insurance. The cost will be approximately 10,000 JPY per year. All registration and payment procedures will be done after arrival at TMU. ● Students are required to purchase overseas travel insurance that covers medical cost incurred by COVID-19 infection or other illnesses / injuries. The copy of insurance policy must be submitted along with other documents (see 6. Application and Supporting Documents).
Border enforcement measures / COVID-19 prevention measures	<ul style="list-style-type: none"> ➢ Ministry of Foreign Affairs: https://www.mofa.go.jp/pd/pds/page22e_000910.html ➢ Ministry of Health, Labor and Welfare: https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00001.html https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/0000164708_00079.html ➢ Tokyo Metropolitan Government: https://stopcovid19.metro.tokyo.lg.jp/en <p>Please be sure to advise your students to check the latest information at all times to ensure security.</p>
Notes	<ol style="list-style-type: none"> 1. The 2022-23 SATOMU Program might possibly be suspended or partially altered in response to the COVID-19 pandemic and further border enforcement measures implemented by the Japanese government. 2. Please also be noted that additional requirements may apply even right before the arrival date to ensure the prevention and control of any infectious diseases.