

Application Guidelines on Tokyo Metropolitan University Scholarship  
for Privately Financed International Students (2025 Fall B)  
[For the 2<sup>nd</sup> and 3<sup>rd</sup> Year Undergraduate Students]

## 1 About the Scholarship

Tokyo Metropolitan University Scholarship for Privately Financed International Students is a grant-type scholarship program targeted at academically outstanding privately financed international students enrolled in the university's regular undergraduate courses.

This project is contingent upon the approval of the Tokyo Metropolitan Government's FY2026 budget by March 31, 2026.

## 2 Scholarship Application Outline

We are accepting applications for the scholarship (2025 Fall B) with the following eligibility and grant period.

Scholarship Type	Eligibility	Grant Period
2025 Fall B	Second or third year undergraduates at the time of application	From April 2026 to March 2027 (12 months)

### (1) Scholarship Amount:

150,000 yen per month (with no obligation of repayment)

If the recipient has been receiving a scholarship from another organization since academic year 2024, the amount of the other scholarship shall be deducted from this scholarship (150,000 yen per month)

### (2) Number of Recipients: about 25 students

### (3) Payment Method:

Transferred to a bank account in Japan of the recipient every month after their enrollment at TMU is confirmed.

### (4) Payment Start: April 2026 (scheduled)

## 3 Applicant Requirements

The scholarship is open to full-time privately financed international students that are enrolled in regular undergraduate courses at Tokyo Metropolitan University and meet all the eligibility requirements indicated in (1) – (6) below.

The following students are ineligible for this scholarship.

- i. International students financed by the Japanese government, MEXT
- ii. International students that have enrolled by the Special Selection (Entrance Examination for Fall Semester Entrance)

- (1) The applicants must have or be currently applying for “student” as their status of residence.
- (2) The applicant must have an academic score of 3.0 or above out of 5.0 in the target grades, based on the calculation method defined by Tokyo Metropolitan University as follows.

$$\{ (\text{number of credit scoring "5"} \times 5) + (\text{number of credit scoring "4"} \times 4) + (\text{number of credit scoring "3"} \times 3) + (\text{number of credit scoring "2"} \times 2) + (\text{number of credit scoring "1"} \text{ or "0"} \times 0) \} \div \text{total number of credits earned (round to two decimal places)}$$

<Target grades>

Grades for the first semester in AY2025 and second semester AY2024

- (3) The applicant must be able to graduate within their term of study (4 years)

※This scholarship is targeted for academically outstanding students. Therefore, if it is confirmed that graduation within the standard term of study is impossible due to poor academic performance and so on, as in the following example, the applicant is not eligible.

(Example)

- If a student has failed to meet the advancing a year requirements for his/her undergraduate program and has repeated a year or is confirmed to repeat a year.
- If a student has not meet requirements set by the department for applying to enroll in the Special Research (Graduation Research) course.

- (4) The applicant must not apply for a scholarship from another organization at the time of application (excluding a scholarship that may be withdrawn from, a scholarship with a scheduled payment period non-overlapping with this scholarship, or Monbukagakusho Honors Scholarship)

- (5) The applicant must have no plan to receive a scholarship from another organization during a payment period of this scholarship (excluding a scholarship continuing receiving from another organization since academic year 2024 or Monbukagakusho Honors Scholarship)

- (6) If the applicant has been disqualified from applying for a scholarship by the Committee of International Student and Study Abroad as stipulated in Article 9 of Tokyo Metropolitan University Guidelines Regarding the Recommendation of Privately Financed International Student Candidates for Scholarships (2013 Document #1226) or Article 8 of Tokyo Metropolitan University Guidelines Regarding the Recommendation of Candidates for Monbukagakusho Honors Scholarship (2013 Document #1248), the disqualification period should have already elapsed.

#### 4 Application Period

From Wednesday, September 3rd to Tuesday, September 16th, 2025

※ Deadline: Submission should be completed no later than 5pm on Tuesday, September 16th, 2025

#### 5 Application Method

Enter the information in the following FORMS and upload the submission documents to the link provided on the FORM.

<https://forms.office.com/r/kt7cqGpb7G>

【Important】 The grades for the "First Semester of the 2025 Academic Year," which are the target for selection, include the subjects taken in the second half of the first term of the intensive summer courses in September. When applying, only "Grade Calculation Form" and "Academic Transcript" should be submitted between Friday, September 26, 2025, and Wednesday, October 1, 2025. The method of submitting "Grade Calculation Form" and the "Academic Transcript" will be informed to the applicants' university-issued EMAIL addresses by Thursday, September 25. However, the entry and submission to this FORMS, as well as the submission of documents other than the above two, should be completed by the regular application deadline (5PM on September 16). If this procedure is not completed, or if "Grade Calculation Form" and "Academic Transcript" are not submitted between Friday, September 26, and Wednesday, October 1, it will be treated as submission uncompleted, so please be careful.

[Documents to be uploaded] Each file should have designated file name as below.

File Name: Doc. Number\_Your Full Name in Alphabet

Doc .No.	Documents to be submitted	Points to Note When Submitting	File Name (Sample)
1	Grade Calculation Form (EXCEL, the university's form)	<ul style="list-style-type: none"> <li>• Download the Excel file from the link of 'Grade Calculation Form' on the following website, fill it out, and submit the completed file as data.</li> <li>• Students enrolled in the second half of the first term of intensive summer courses should submit during the designated period.</li> </ul> <p><a href="https://www.ic.tmu.ac.jp/study_abroad/scholarship_pv_tmu.html">https://www.ic.tmu.ac.jp/study_abroad/scholarship_pv_tmu.html</a></p>	1_TORITSU TARO
2	Academic Transcript (PDF)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><u>Grades to be submitted</u></p> <p>Grades for the first semester in AY2025 (incl. subjects in the intensive summer courses) and the second semester AY2024</p> </div> <ul style="list-style-type: none"> <li>• Available through CAMPUSSQUARE</li> <li>• Students enrolled in the second half of the first term of intensive summer courses should submit during the designated period.</li> <li>• If you are unable to submit grades for the designated period due to a leave of absence for military service or other</li> </ul>	2_TORITSU TARO

		reasons, please contact the International Affairs Office indicated in Item 10.	
3	Copy of Residence Card (both sides) PDF as a rule	<ul style="list-style-type: none"> <li>• Submit a scanned copy with clearly visible content.</li> <li>• If you are in the process of renewing your residence period at the time of application, submit a copy of your current Residence Card. Once you obtain a renewed residence card, submit a copy of a new one.</li> </ul>	3_TORITSU TARO
4	Copy of Student Card (both sides) PDF as a rule	<ul style="list-style-type: none"> <li>• Submit a scanned copy with clearly visible content.</li> </ul>	4_TORITSU TARO

#### 《Application Notes》

- Between Wednesday, September 10th and Wednesday, September 17th, 2025, the International Affairs Office will send a confirmation email to all applicants' TMU-issued email address, acknowledging receipt of their application documents. If this confirmation email does not arrive to the applicant by Wednesday, September 17th, 2025, despite he/she having applied, he/she should contact the International Affairs Office via email by Friday, September 19th, 2025. Please note that inquiries made after this date will not be accepted.
- The International Affairs Office may contact applicants regarding their application documents. Therefore, after applying, regularly check TMU-issued email address and respond promptly.
- The International Affairs Office will individually notify all applicants of their application number via email by mid October 2025 after receiving the application documents.

## 6 Selection and Result Notification

In principle, screening is performed based on academic grades, and the application numbers of scholarship recipients will be posted on the International Center/International Affairs Office website of Tokyo Metropolitan University around November 2025. Scholarship recipients will receive official notification from the International Affairs Office by email (planned).

## 7 Procedures by Scholarship Recipients

The required procedures for scholarship recipients will be informed along with the official notification by email. Scholarship recipients must complete the required procedures before the specified deadline. Scholarship payments will be delayed if procedures such as the submission of the written pledge and registration of the bank account are not completed as scheduled.

## 8 Cancellation of Scholarship

If any of the following occur before or during the payment period, scholarship payment may be canceled, terminated, or suspended. If it is deemed appropriate that the recipient should repay the

scholarship that has already been paid, the recipient may be required to repay the scholarship in part or in full.

- (1) If the application documents are found to contain false information
- (2) If the recipient violates the written pledge made to the President
- (3) If the recipient is expelled or otherwise unenrolled
- (4) If the recipient is deemed unable to graduate within their term of study due to reasons such as poor grades, suspension

※This scholarship is targeted for academically outstanding students. Therefore, if it is confirmed that graduation within the standard term of study is impossible due to poor academic performance or suspension as in the following examples, the scholarship will be cancelled.

(Example)

- A student fails to meet advancing a year requirements of the undergraduate program and is confirmed to repeat a year.

- A student advancing to the fourth year but not being assigned to a graduation research project and is confirmed to remain at the university in the following year.

- (5) If the recipient changes their status of residence from “student” to another status
- (6) If the recipient is found to have applied for a scholarship from another organization (excluding a scholarship that may be withdrawn from, a scholarship with a scheduled payment period nonoverlapping with this scholarship, or a Monbukagakusho Honors Scholarship)
- (7) If the recipient is found to receive scholarship from another organization during a payment period of this scholarship (excluding a scholarship continuing receiving from another organization since academic year 2024 or Monbukagakusho Honors Scholarship)
- (8) If the President deems it inappropriate to grant the scholarship to the recipient for other reasons

## **9 Cautions (Regarding Concurrent Receipt with Another Scholarship)**

- (1) For academic year 2025 applications, this scholarship may be granted concurrently with a scholarship from another organization if it has been already provided since academic year 2024. However, the monthly payment of the scholarship received from the other organization is deducted from this scholarship (150,000 yen per month). For details, contact the International Affairs Office.
- (2) In principle, whether concurrent receipt with a scholarship already received from another organization is allowed or not depends on the rules of the other scholarship.

## **10 Inquiries**

International Student Exchange Section at International Affairs Office,  
Tokyo Metropolitan University  
E-mail: [ryuga-scholarship@jmj.tmu.ac.jp](mailto:ryuga-scholarship@jmj.tmu.ac.jp)