

SCHOLARSHIP BOOKLET 2025

FOR PRIVATELY FINANCED INTERNATIONAL STUDENTS

(April 2025 Edition)

PERIOD OF SCHOLARSHIPS APPLICATION PRE-REGISTRATION

(accepted **only by post**)

Status	Application Period	How to Register
Current Student	MAR 10 - MAR 14, 2025 (due NLT)	<u>Submission by</u> <u>Postal Mail</u>
	※ Privately Financed International Students who go to the next grade and re-enroll in APR 2025	
Newly enrolled Student	APR 1 – APR 4, 2025 (due NLT)	
	※ Newly Enrolled Privately Financed International Students in APR 2025	

※ Students who will enroll or re-enroll and go to the next grade in October are not target. We will guide next September.

- Compiler/Contact

Tokyo Metropolitan University

International Affairs Office International Student Support Section

Address: 1-1 Minami-Osawa, Hachioji-shi

Tokyo 192-0397 Japan

Phone: 042-677-2030

For the updated Scholarship Booklet, download from the following link.

http://www.ic.tmu.ac.jp/english/study_abroad/scholarship_preregistration.html



PREFACE

This Booklet provides information on scholarships which financially support you, international students studying in Japan.

The Booklet covers scholarship application methods and scholarships requiring university recommendation. There are more scholarships available, which do not provide universities with application information. For information on such scholarships, please visit the sites of the [Japan Student Services Organization](http://www.jasso.go.jp/en/study_j/scholarships/brochure.html) (*1 JASSO) and the [Japan Educational Exchanges and Services](http://www.jees.or.jp/) (*2JEES), and apply individually.

If you have questions or need clarifications after reading this Booklet, please ask the International Student Exchange Section, International Affairs Office.

*1 http://www.jasso.go.jp/en/study_j/scholarships/brochure.html

*2 <http://www.jees.or.jp/>

Number of Successful Applicants in 2024

(Privately financed international students enrolled in TMU)

Number of Privately Financed Students* (as of December 2024)	Number of Scholarship Recipients	Scholarship Success Rate
403	20	4.9 %

* Exchange students are not included.

In addition to the scholarships, there is other financial support available such as the Full/Half Tuition Exemption Program offered by TMU for students with good academic results in order to financially support your student life. Applicants must apply for the tuition exemption twice a year, respectively in each semester. For further information, please read the “Handbook for International Students,” or visit the Student Affairs Section’s website at: http://www.gs.tmu.ac.jp/gakuseika/03_exemption/index.html

Please check the **updated scholarship information** posted below.

- TMU International Center Website (Site of scholarships)
http://www.ic.tmu.ac.jp/english/study_abroad/scholarship.html

CONTENTS

I	TMU Screening Policy on Scholarship Recommendation for Privately-Financed International Students	1
II	Scholarships	
	(1) Types of Scholarships.....	4
	(2) Scholarship Application Flow Chart.....	5
III	Scholarships Application Pre-Registration	
	(1) Scholarships Requiring Pre-Registration.....	6
	(2) Scholarship Orientations.....	6
	(3) Eligibility for Pre-Registration.....	7
	(4) Period of Scholarships Application Pre-Registration	7
	(5) Submission Method of Completed Application for Pre-Registration.....	7
	(6) Valid Term of Registered Information	8
	(7) Required Documents for Pre-Registration	8
	(8) How to Complete an Entry Sheet (Basic Information).....	9
	(9) How to Complete an Entry Sheet (Self-PR)	10
	(10) How Your Entry Sheet Is Evaluated.....	10
IV	How to Apply for Scholarships after Pre-Registration	
	(1) Notification of Completion of Pre-Registration.....	11
	(2) Provision of Scholarship Information	11
	(3) Submission of a Scholarship Application Request.....	11
	(4) Confirmation of a Scholarship Request.....	13
	(5) Notification of a Result of Screening by University.....	13
	(6) Preparation for Documents to be Submitted to Scholarships Foundation.....	13
V	How to Select Recommended Applicants	
	(1) <i>Monbukagakusho</i> Honors Scholarship for Privately-Financed International Students	14
	(2) Scholarships Requiring University Recommendation.....	15
	(3) Scholarships Requiring Blanket Application	17
VI	List of Scholarships with Application Requirements and Past Results.....	18
VII	Japanese Government (MEXT) Scholarships	
	<i>Monbukagakusho</i> Honors Scholarship for Privately-Financed International Students.....	19
VIII	Tokyo Metropolitan University Scholarship for Privately Financed International Students.....	19
IX	Points to Note When Preparing Application Documents.....	21
X	FAQ.....	23
XI	TMU Guidelines for University Recommendation.....	25

I TMU Screening Policy On Scholarship Recommendation for Privately Financed International Students

Adapted in 2013
By TMU Committee of International Student & Study Abroad
Effective from 9 January 2014

The Tokyo Metropolitan University Committee of International Student and Study Abroad declares its policy on recommendation of applicants for scholarships provided by scholarship foundations for privately financed international students as follows. The Committee opens it to the public in order to secure fairness, stability and sustainability in screening as well as to enhance the awareness of international students seeking for scholarship recommendation.

1. Those students who have clear goals and plans for study at TMU and who are expected to make outstanding results

[Results enhanced by the environment—matching with TMU]

Applicants must have not only clear goals for study abroad but also for study at TMU. The University is willing to recommend those who have a clear grasp of the characteristics of the Faculties (Schools & Divisions) and Graduate Schools (Law School & Departments) and who attempt to do what they could not unless they enroll in TMU, taking advantage of their opportunity to study abroad.

When considering a good match of a student and TMU, it is important for international students to evaluate TMU Faculties (Schools & Divisions) and Graduate Schools (Departments) from their own perspective as well; not merely relying on information on the website and the catalog provided by the University.

[Results brought by the student---having concrete and reachable goals in mind]

It is the key to making career path that the student can bring outstanding results by making clear and concrete plans, not only for his/her field of study, but also for a wider range of interest, viewing this study abroad as a turning point.

2. Those students who try to get involved in the local community with good understanding of Japanese culture, customs and manners

[Making a positive use of a chance of life time the studying abroad gives]

If study consists of gathering of information only, it is much more effective and much more time saving to manipulate the Internet terminal and to send for photocopies of academic materials while staying in the home country. Or, if the student wishes to speak Japanese with Japanese people, the wish could come true by being in a Japanese community in the home country.

Now that we can access information on the Internet from almost any part of the world, the University expects that international students can present accurately the meaning of coming to Japan and make proactive use of the environment of being in Japan, brought by this opportunity to study abroad.

[Those who try to get themselves proactively involved in communication]

Even if the purpose of studying at TMU is crystal clear, as long as the student is too reluctant to establish academic exchanges with his/her faculty and students, he/she cannot expect to accomplish the goals the student made at the enrollment in TMU. The students are expected to establish good relationship with people around them, not alone, good relationship with faculty members and other students in order to get help, which is essential for study.

3. Those students who are academically outstanding

Regarding the field of study for which an applicant came to study in Japan, he/she is highly evaluated if he/she already achieved good academic results in the home country. On the other hand, it is essential for the applicant to have well enough interest in the other fields and to make efforts to carry on such activities as the student is not always interested in. Therefore, the University evaluates the applicant's academic results comprehensively, seeing whether he/she performed unevenly in subjects, especially seeing whether he/she has reached a certain academic level in the subjects which require continued efforts.

4. Those students who are expected to play a role for bridging their country and Japan

It is important to understand the culture, customs and manners of other countries while having pride in your own country as you introduce the cultures and customs and manners of your country. The University is willing to give a scholarship opportunity to those who are eyeing at the culture of TMU and Japan and expects students to express assertively toward the outside the merits of TMU that the student have found through the first-hand experience, which will help the University secure prospective

students aiming at TMU.

5. Those students who are cooperative, honest and well-mannered in every aspect

Students are expected to understand and conform to the customs and manners as good common sense as well as to the rules of Japanese society. They must keep the basic rules such as to keep the deadline to submit required papers and documents in the prescribed form in connection with study at TMU.

Needless to say, regarding scholarships for privately financed international students, the overdue submission of application is not accepted, so is the application made not in the prescribed form, either.

When asking someone for a help, students are expected to exercise the minimum of good manners. The University would like to recommend applicants who understand fully what it means to get a financial help solely for the individual benefit of study abroad.

II SCHOLARSHIPS

(1) Types of Scholarships

Scholarships are classified into two types: scholarships requiring application through the university and scholarships requiring direct application to scholarship foundations. The university's original scholarship "Tokyo Metropolitan University Scholarship for Privately Financed International Students" was newly established in 2024.

• The scholarships requiring application through the university include the following five.

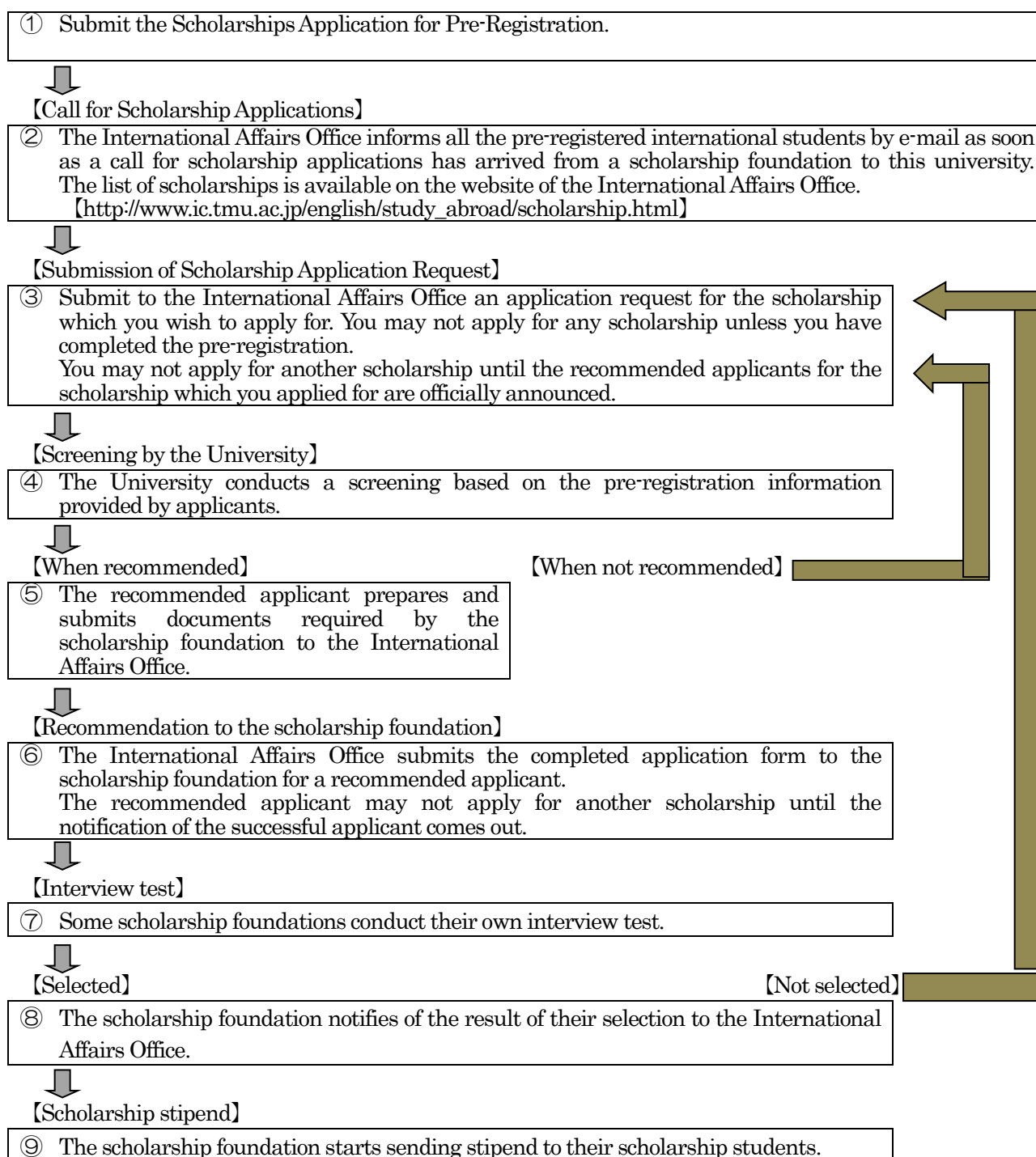
- ① Scholarships requiring university recommendation
 - ② Scholarships requiring collective application made by the university
 - ③ *Monbukagakusho* Honors Scholarship for Privately Financed International Students
 - ④ Japanese Government (MEXT) Scholarship Program (Domestic selection of research students)
 - ⑤ Tokyo Metropolitan University Scholarship for Privately Financed International Students
- ※ *Monbukagakusho* Honors Scholarship for Privately-financed International Students has been developed into a new program, "International Student Promotion Program" since the academic year 2016, however, the scholarship name remains the same.
- ※ The scholarships that require applicants to submit applications directly to the scholarship foundations are referred to as "scholarships requiring direct application" by this university.

Types of Scholarships	Pre-Registration for Scholarships Application	Description
① Scholarships requiring university recommendation	Required	When receiving the notification of an application offer from a scholarship foundation, the university calls for applications. The university selects applicants to be recommended through the university's screening. The university submits applications to the foundation only for the recommended applicants. Currently 20 foundations designate this university for recommendation.
② Scholarships requiring collective application by the university		When receiving the notification of an application offer from a scholarship foundation, the university calls for applications. The university collects applications of all eligible applicants and submits them collectively to the foundation. At present 7 foundations designate this university for collective application.
③ <i>Monbukagakusho</i> Honors Scholarship for Privately Financed International Students		This scholarship is administered by the Japan Student Services Organization (JASSO) for privately financed international students. The university selects applicants to be recommended through the university's screening.
④ Japanese Government (MEXT) Scholarship Program (Domestic Selection)	Not required	This program aims to take up privately financed international students studying in Japanese universities for the Japanese government scholarship. The university selects a few applicants to be recommended to the MEXT through the university's screening of application documents and interview.
⑤ Tokyo Metropolitan University Scholarship for Privately Financed International Students		The university's original scholarship started in 2024. This scholarship is eligible for academically outstanding privately financed international students that are regularly enrolled in an undergraduate course at Tokyo Metropolitan University. Application is accepted every year.
⑥ Scholarships requiring direct application		Scholarships require each applicant to submit an application directly to the scholarship foundations. For a list of such foundations, see JASSO's pamphlet " Scholarships for International Students in Japan ."

(2) Scholarship Application Flow Chart

Scholarships Requiring Scholarships Application Pre-Registration.

【Scholarships Application Pre-Registration】



*The scholarships not requiring the scholarships application pre-registration (e.g. MEXT Scholarship, domestic selection and scholarships requiring direct application) follow the flowcharts different from the above.

*If you passed the scholarship which was recommended from TMU, you can not cancel it. If you apply a scholarship requiring direct application at the same time, please notice your situation to International Affairs Office.

III SCHOLARSHIPS APPLICATION PRE-REGISTRATION

“Scholarship applications pre-registration” is required to apply for scholarships. Please note that those students having not completed the pre-registration within the designated period are not eligible to apply for any scholarships requiring application through the university for one year until the end of March 2026, therefore make sure to complete the pre-registration.

(1) Scholarships Requiring Pre-registration

Scholarships requiring pre-registration are as follows.

Recruitment period	2025 Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2026 Jan	Feb	Mar
Scholarship	JASSO Honors Scholarship for AY2025											
	Scholarships Requiring University Recommendation & Scholarships Requiring Collective Application Submission for AY 2025											
					Scholarships Requiring University Recommendation & Scholarships Requiring Collective Application Submission for AY2026							

*Scholarships requiring direct application and MEXT Scholarship Program (domestic selection) are excluded.

(2) Scholarship Orientations

There is no specific orientation for scholarship at present.

The summarized information materials can be found on the International Center HP.

URL: https://www.ic.tmu.ac.jp/english/study_abroad/for_incoming_students.html

Contact Address : International Affairs Office of Tokyo Metropolitan University

Tel : 042-677-2030

Mail : ryuga-scholarship@imj.tmu.ac.jp

(3) Eligibility for Pre-registration

- ① Applicants must have status residence as college student.
- ② Applicants must meet the following academic requirements.

Applicants	Academic Requirement (Grade Points)
Undergraduate	3.0 points and over out of 5.0 of the Academic results from the latest two semesters.
Graduate	3.5 points and over out of 5.0 of the Academic results from the latest two semesters.

- ✧ Students with grade points under the above are not eligible for pre-registration.
- ✧ New students whose applicable grades are those earned in the final year of the previous program.
- ✧ For converting the earned grades into points, see the separate material “2025 Spring Grades Evaluation for Privately Financed International Students”.

(4) Period of Scholarships Application Pre-registration

Status	Application Period	How to Register
Current Student	MAR 10 – MAR14 , 2025 (due NLT)	Submission by Postal Mail
	※ Privately Financed International Students who go to the next grade and re-enroll in APR 2025	
Newly enrolled Student	APR 1 - APR 4 , 2025 (due NLT)	
	※ Newly Enrolled Privately Financed International Students in APR 2025	

- ※ Students who will enroll or re-enroll and go to the next grade in October are not target.
- ※ We will guide next September.

(5) Submission Method of Completed Application for Pre-Registration

Submission Method
Only by post

Registered Express Mail (Sokutatsu-kan-i-kakitome)
Recipient: International Affairs Office
Kakuni size

- ① Send by registered express mail or EMS (from overseas), which provides a mailing receipt.
- ② Paste the address form designated by the University (PDF) on the envelope.
- ③ Applications arrived later than the deadline are not acceptable.
- ④ Direct submission made at the counter of the International Affairs Office or the Offices of the respective Campuses are not acceptable at all.
- ⑤ The *kakuni* size envelope is 240 mm x 332 mm, which accommodates A 4 paper unfolded.
- ⑥ After postal mailing is complete, fill out the Completion Report form to report your submission.
<https://forms.office.com/r/cbj0apWmGj>

(6) Valid Term of Registered Information

- ① The information contained in the Pre-registration is valid for one year (1 APR 2025– 31 MAR 2026).
- ② Scholarships application pre-registration must be completed each year within the specified period.

(7) Required Documents for Pre-Registration

For the updated Required Documents, download from the following link.

http://www.ic.tmu.ac.jp/english/study_abroad/scholarship_preregistration.html



No.	Required Documents	Note
1	An Entry Sheet (Basic Information)	① Download the designated form (Excel file) from. Complete the form, print it out and submit it. <u>Handwritten form is not acceptable.</u> ② The data file must be kept with you for a year.
2	An Entry Sheet (Self-PR)	① Download the designated form (Word file), and complete it by hand. ② <u>Only hand written forms are acceptable.</u> ③ <u>English forms are acceptable, only when written in Block letters. Note: Handwriting in cursive letters is not acceptable.</u> ④ <u>Write carefully. Note: This affects evaluation of your application.</u> ⑤ You can not use Friction ballpoint pen, pencil, Correction fluid.
3	A report of grades from the latest two semesters	① Current TMU students (including returnees & re-enrolled students): print out and submit your grades which can be downloaded from the Campus Square for Web. Not a transcript but a report of grades must be submitted. ② Newly enrolled students: Submit an official transcript (original) of the previous program. A photocopy is not acceptable. If your previous school does not provide any multiple copies of certificates, bring both an original transcript and a photocopy of it to the International Affairs Office so as to certify a true copy. ③ A newly enrolled student whose previous school is TMU (only those advanced from the degree course) is required to print out and submit the grades of the latest two semesters which can be downloaded from the Campus Square for web. Not a transcript but a report of grades must be submitted.
4	A photocopy of student ID card (both sides)	① Current students: Submit a photocopy of the student ID card (or research student ID) (both sides). ② In case your student ID card is not available during the pre-registration period, submit a photocopy of a letter of acceptance or a letter of acceptance as a prospective research student.
5	A photocopy of your resident card (both sides)	① Submit a photocopy of your resident card (both sides). ② New students, returnees, reenrolled students: In case your resident card is not available during the pre-registration period because of visa procedures currently in progress, notify the International Affairs Office of the reason why you cannot submit it and the estimated acquisition date in the A4-sized paper along with other documents.
6	A photocopy of your passport	A photocopy of pages bearing your ID photo and passport number
7	2025 Spring Grade Evaluation for Scholarships Application Pre-Registration for Privately Financed International Students	Download the prescribed form from the URL below and hand write it.

- ✧ Submitted documents are not returnable under any circumstances.
- ✧ Returnees and re-enrolled students are required to submit an acceptance letter of return/re-enrollment.

(8) How to Complete an Entry Sheet (Basic Information)

- ① Download an Entry Sheet (Excel file) from the following URL
http://www.ic.tmu.ac.jp/english/study_abroad/scholarship_preregistration.html
- ② Enter or choose information in the 50 cells and print it out on the A4 size paper.
- ③ **Any handwritten forms are not accepted.**
- ④ You do not need to submit the data file, but keep it with you for possible changes in the submitted information at least for a year.
- ⑤ For pink cells, you choose the appropriate from the list, for blue cells, you enter information.
- ⑥ Cells with※ are compulsory. If any compulsory cell is not filled out, your entry sheet is not accepted.
- ⑦ With this entry sheet, the intention to apply for the Honors Scholarship will be confirmed.
- ✧ For the Honors Scholarship, see V (1) on page 14.

受給決定奨学金名 (Name of Scholarship Awarded)		ID
平成〇〇年度春/秋 私費外国人留学生奨学金希望の事前登録 Entry Sheet(基本情報) 20〇〇 Spring/Fall Scholarships Application Pre-Registration Entry Sheet(Basic Information) for Privately Financed International Students		
※PCにて入力すること。手書きで記入したものは受理しません。		
基本情報(Basic Information)		
1 学修(研究生)番号(Student/Research Student #※		
2 氏名(Name) ※		
3 カタカナ(Name in Katakana)		
4 氏名(ローマ字)(Romanized Name) ※		
5 生年月日(Date of birth) ※	年(Year)	月(Month) 日(Date)
6 国籍(Nationality)※	中華人民共和国 (China)	
7 性別(Gender)※	男性 (Male)	
8 郵便番号(Zip Code)※	〒	
9 住所(Current Address)※		
10 電話 (Telephone Number)※		
11 E-mail Address(本学交付(provided by university)) ※	@ed.tmu.ac.jp	
12 E-mail Address(個人使用(private))	@	
13 在留資格(Visa Status)※	留学 (College Student)	
14 在留期限(Expiry Date)※	年(Year)	月(Month) 日(Date)
所属等(Academic Information)		
15 キャンパス (Campus)※		
16 学部・研究科等 (Faculty/Graduate School)※		
17 学科・コース・専攻・学域 (Division/Department)※		

Please use pull-down menus at Orange cell area.

(9) How to Complete an Entry Sheet (Self-PR)

- ① Download an Entry Sheet (PDF file) from the following URL and print it out on the A4 size paper.
http://www.ic.tmu.ac.jp/english/study_abroad/scholarship_preregistration.html
- ② **Complete it with black water-resistant pen or ball-point pen.**
Any Sheets completed on the PC is not acceptable.
- ③ **If you fill out in English, only Block letters are acceptable. Any application form filled out in any other letters (e.g. Cursive letters) is not acceptable.**
- ④ Any sheets completed with lead pencil, automatic pen or friction pen are not acceptable.
- ⑤ Any sheets corrected with liquid or tape whiteout are not acceptable.
- ⑥ Your entry sheet is examined by 3 faculty members. Handwrite the sheet legibly without omissions or misspellings.

Note: The carefulness of handwriting is also evaluated. Sloppy and careless handwriting may much lower your points.

(10) How Your Entry Sheet Is Evaluated

- ① The Entry Sheet (Self-PR) has 5 questions with 20 points each.
- ② Three faculty members examine.
- ③ Sum up the Professors' points for each question (full score of 60 points.)
- ④ Sum of scores for 5 questions is the total score (full score of 300 points)

〈Sample〉 Entry Sheet (Self-PR) of International Student W

	Professor A	Professor B	Professor C	Total Score of Each Question (60 points)
Question 1	18	19	18	55
Question 2	14	15	19	48
Question 3	19	18	18	55
Question 4	19	18	17	54
Question 5	19	18	17	54
Earned points (full score of 300 points)				266 points

IV HOW TO APPLY FOR SCHOLARSHIPS AFTER PRE-REGISTRATION

(1) Notification of Completion of Pre-Registration

A confirmation of completion of pre-registration will be sent to your E-mail address provided by the University xxxxxx@ed.tmu.ac.jp within 3 weeks after your submission of pre-registration application. In case you have not received the confirmation 3 weeks after submission, contact the International Affairs Office by the 4th week of April.

※ If newly enrolled students or research students who do not have the E-mail address from the University yet, the confirmation will be sent to their second E-mail address (private E-mail address). When you have got the E-mail address from the University, make sure to notify to the International Affairs Office.

(2) Provision of Scholarship Information

- ① Latest information about scholarships will be provided via E-mail to those who have completed pre-registration.
- ② Scholarship information will be sent only to the E-mail address provided by the University xxxxxx@ed.tmu.ac.jp.
- ③ If you usually do not use the E-mail address provided by the University xxxxxx@ed.tmu.ac.jp, make sure you set up the E-mail forwarding so as to receive information at the address you usually use. If you fail to do so, you will not be able to get the latest information. The International Affairs Office is not responsible when you failed to get the latest information due to your miss setting, etc.
- ④ A list of scholarships calling for applications (in a concise edition) will be posted on TMU International Center website periodically.

(3) Submission of a Scholarship Application Request

- ① When you wish to apply for a scholarship, submit a Scholarship Application Request to the E-mail address of the International Student Support Section (ryuga-scholarship@imj.tmu.ac.jp) as an attachment file.
- ② The submission deadlines of scholarship application requests will be set for each scholarship. No requests are accepted after the deadline (Japan time.)
- ③ The file name of a request form should be written as follows.
Scholarship Application Request (#12345678(your student ID number))
- ④ Make sure that you send your request from the E-mail address provided by the University. Request forms sent from any E-mail address other than the E-mail address provided by the University is not accepted.
However, Research students whose E-mail addresses are not available in time for the submission of a request are exempted.

- | | |
|--|--|
| How to Submit a Scholarship Application Request | |
| From: | xxxxxxx@ed.tmu.ac.jp |
| To: | ryuga-scholarship@jnj.tmu.ac.jp |
| Subject: | Scholarship Application Request/Name of Scholarship/Student ID No./Sender's Name |
| <div><div>Attachment File</div><div><div></div>Scholarship Application Request ○○××Scholarship(#12345678).xlsx</div></div> | |

12

(4) Confirmation of a Scholarship Request

The International Affairs Office sends a confirmation e-mail of receipt of request within 2 days from submission of request. When you have not received the confirmation 3 days after the deadline, be sure to contact the above Office within 4 days.

Note: Sundays, Saturday and national holidays are excluded when the International Affairs Office is closed.

(5) Notification of a Result of Screening by University

A notification e-mail of the result of a screening by the University is sent within 2 weeks from the application request submission deadline. The e-mail notification is sent only to those who submitted the request.

(6) Preparation of Documents to be Submitted to Scholarship Foundations

As recommended applicants are provided with an application form prescribed by the scholarship foundation, they must prepare supporting documents promptly. The applicants usually have a week to prepare them. Many scholarship foundations require a letter of recommendation by the applicant's academic supervisor. At the time of the submission of an application request, you need to check the schedule of your academic supervisor. When you submit the application request, you should prepare a certificate of residence and a transcript. If a recommended applicant fails to submit the required documents by the deadline set by the International Affairs Office, it is regarded that he/she has withdrawn the application. Those recommended applicants who do not have an academic supervisor should consult with the International Affairs Office.

V HOW TO SELECT RECOMMENDED APPLICANTS

(1) *Monbukagakusyo* Honors Scholarship (the Honors Scholarship) for Privately-financed International Students

- ① If you intend to seek university recommendation for the Honors Scholarship application, you must choose “Yes” in the 50th row in the Entry Sheet (Basic information) you submitted at the time of pre-registration.
Those students who chose “Yes” are automatically listed as eligible applicants for the Honors Scholarship. Those who chose “No” are not eligible to apply.
- ② Recommended applicants are chosen according to the “Tokyo Metropolitan University Screening Policy on Scholarship Recommendation for Privately Financed International Students,” an attachment to ‘Scholarship Booklet.’
- ③ The student whose application for the Honors Scholarship is being processed is not eligible for recommendation for another scholarship.
- ④ Recommended candidates for the Honors Scholarship will be contacted when TMU receives a notification of quota from JASSO.
- ⑤ TMU confirms enrollment of those who receive the Honors Scholarship, and reports to JASSO at the beginning of every month. Please sign for the enrollment conformation at the International Affairs Office, showing your student ID card and residence card.
- ⑥ Those who seek recommendation for the Honors Scholarship need to open an account at Japan Postal Bank by the end of the month of your enrollment.

〈Entry Sheet (Basic Information)〉

Row 50: “Preference of recommendation for the Honors Scholarship to recommendation for other scholarships”

A	B	C	D	P
55	40 その他(Others)			
56	41 収入合計(Total Amount)		80,000 円	
57				
58	58 支出(月額)(Monthly Expenditure)			
59	42 宿舎(Accommodation)※	民間宿舎(Commercial Housing)		
60	43 住居費(Rent)※		40,000 円	
61	44 食費(Meals)		20,000 円	
62	45 交通費(Transportation Fees)		5,000 円	
63	46 その他(Others)		15,000 円	
64	47 支出合計(Total Amount)		80,000 円	
65				
66	66 その他(Others)			
67	48 日本語能力(Japanese Proficiency)※	優(Excellent)		
68	49 ゆうちょ銀行口座の(Japan Post Bank Account)有無※	あり(I have one)		
69	50 I prefer recommendation for Honors Scholarship to recommendation for other scholarships※	Yes		
70		Yes		
71		No		
72				
73				

Applications with “Yes” are only eligible to apply.

〈The *Monbukagakusho* Honors Scholarship – Image of Screening Process〉

(Example) Quota of recommended applicants – 6 students (Graduate Courses)

Priority ① Place applicants into the following order

Graduate Courses: D3→M2→D2→D1→M1→OD→Research Students

Undergraduate Courses: 4th Year→3rd Year→2nd Year→1st Year

Priority ② Place in order of academic results in each year of enrollment

Priority ③ Place accumulative credit points in descending order

✧ At this stage, the recommended applicants are almost screened. However, at Priority ③, the screening ends up in a tie, recommendation is determined by housing costs of the applicants.

(For details, refer to the “TMU Screening Guidelines for University Recommendation for *Monbukagakusho* Honors Scholarship for Privately-Financed International Students.”)

[Graduate School Level]

						Priority 1	Priority 2	Priority 3	
	Order of Year	Order of Academic Results	Accumulative Credits			Order of Year	Order of Academic Results	Accumulative Credits	
Student A	D3	4.9	20		1	Student A	D3	4.9	20
Student B	D2	5	30		2	Student D	D3	4.82	21
Student C	D1	4.7	22		3	Student M	D3	4.62	12
Student D	D3	4.82	21		4	Student G	M2	5	34
Student E	D2	4.66	31		5	Student R	M2	5	17
Student F	M1	4.68	22		6	Student H	M2	4.5	21
Student G	M2	5	34		7	Student P	M2	4.5	18
Student H	M2	4.5	21		8	Student B	D2		30
Student I	M1	4.44	25		9	Student E	D2		31
Student J	D2	4.3	21		12	Student N	D2		10
Student K	D2	4.21	15		11	Student J	D2		21
Student L	D1	4.1	12		12	Student K			15
Student M	D3	4.62	12		13	Student C			22
Student N	D2	4.51	10		14	Student O			1
Student O	D1	4.43	11		15	Student L			2
Student P	M2	4.5	18		16	Student F			22
Student Q	M1	4.22	12		17	Student I			25
Student R	M2	5	17		18	Student Q			12

Reshuffle applicants at Priority①,②,③

The applicants with higher credits will be recommended.

(2) Scholarships Requiring University Recommendation

- ① Those students who have completed the scholarships application pre-registration as well as submitted a request for application for the given scholarship are only eligible.
- ② Applicants for a scholarship requiring university recommendation are not eligible to apply for another scholarship until the recommended applicants are selected for the given scholarship.
- ③ The recommended applicants are not eligible to apply for another scholarship until the successful applicants are selected for the given scholarship.
- ④ The recommended applicants are selected in accordance with “TMU Screening

Guidelines for University Recommendation for Scholarships for Privately-Financed International Students.”


- ⑤ “TMU Screening Guidelines for University Recommendation for Scholarships for Privately-Financed International Students” takes two stages to recommendation.

Image of Two-Stage Screening

- 1) Place applicants in descending order of academic results at the 1st stage.
- 2) The number of the applicants who can go for the 2nd stage is determined by 3)
- 3) After calculating as follows, we take the number which is larger. ①The number of the quota set by the given scholarship is multiplied by three or ② the number of applicants is divided by two (If the number of applicants is an odd number, it is rounded up).
- 4) At the 2nd stage, the applicant with highest score in the Entry Sheet (Self PR) will be recommended.
- 5) At the 2nd stage, the screening ended up in a tie for the Entry Sheet (Self PR), the applicant with a better academic result will be recommended.
- 6) For the quota is more than 1, place the recommended applicants in descending order of scores of the Entry Sheet (Self PR).

(Example 1) 12 applicants for A scholarship with a quota of 1

1 (quota) x 3 = 3 applicants < Applicants divided by 2 = 6 applicants
 ⇒top 6 go on to the second stage (A – F)
 ⇒Student C and Student F are in a tie in the Entry Sheet (Self PR)
 ⇒Student with the higher score at the 1st stage (Student C) is recommended

		1st Stage	2nd Stage	
		Order of Academic Results	Entry Sheet (Self-PR)	
1	Student A	5.00	270	 Recommendation
2	Student B	5.00	286	
3	Student C	4.90	290	
4	Student D	4.82	285	
5	Student E	4.70	277	
6	Student F	4.68	290	
7	Student G	4.66	280	
8	Student H	4.50	270	
9	Student I	4.44	291	
12	Student J	4.30	278	
11	Student K	4.21	280	
12	Student L	4.10	288	

(Example 2) 7 applicants for Scholarship B with a quota of 3

3 x 3 = 9 applicants > Applicants divided by 2 = 4 applicants

⇒7 applicants all go on to the 2nd stage

⇒Top 3 in the scores of Entry Sheet(Self-PR) (Students B,C,F)

⇒Student C and Student F are in a tie in the scores of Entry Sheet(Self-PR)
 ⇒Student with higher scores at the 1st stage (Student C) is recommended

		1st Stage	2nd Stage	
		Order of Academic Results	Entry Sheet (Self-PR)	
1	Student A	5.00	270	
2	Student B	5.00	286	Recommendation(3 rd)
3	Student C	4.90	290	Recommendation(1 st)
4	Student D	4.82	285	
5	Student E	4.70	277	
6	Student F	4.68	290	Recommendation(2 nd)
7	Student G	4.66	280	

(Example 3) 12 applicants for Scholarship C with a quota of 3

3 x 3 = 9 applicants > Applicants divided by 2=6 applicants

⇒9 applicants (Student A-I) go on to the 2nd stage
 ⇒Top 3 in the scores of Entry Sheet(Self-PR) (Students D, F, I)
 ⇒Student C and Student F are in a tie in the scores (Self-PR) of Entry Sheet
 ⇒Student with higher scores gets a higher place in recommendation

		1st Stage	2nd Stage	
		Order of Academic Results	Entry Sheet (Self-PR)	
1	Student A	5.00	270	
2	Student B	5.00	286	
3	Student C	4.90	290	Recommendation(2 nd)
4	Student D	4.82	285	
5	Student E	4.70	277	
6	Student F	4.68	290	Recommendation (3 rd)
7	Student G	4.66	280	
8	Student H	4.50	270	
9	Student I	4.44	291	Recommendation(1 st)
10	Student J	4.30	278	
11	Student K	4.21	280	
12	Student L	4.10	288	

(3) Scholarships Requiring Blanket Application

- ① The University accepts and submits all applications from those who have completed the pre-registration, submitted the request for application, and meet the requirements set by the scholarship foundation requiring blanket application.
- ② The recommended applicants are not eligible to apply for another scholarship until the final screening result comes out.

2024/12/16

18

VII JAPANESE GOVERNMENT (MEXT) SCHOLARSHIPS

(1) *Monbukagakusho* Honors Scholarship (the Honors Scholarship) for Privately-financed International Students (administered by JASSO)

- Scholarships application pre-registration: Required
- Eligibility:(as of 1 April of the applicable year of scholarship)
 - Course & Year: Undergraduate & graduate-level students (graduate and research students)
 - Others: Residence status of “College Student” (including students whose applications under process for the “College Student” status)
 - The monthly financial support (from family) does not exceed ¥90,000 in average
 - The annual earning of the financial supporter living in Japan should be less than ¥5,000,000
- Stipend (as of AY2024)
 - Undergraduate level: ¥48,000/month, graduate level: ¥48,000/month
- Duration of Scholarship
 - 1 year / 6 months
- Number of applicants recommended by TMU
 - Undergraduate level: 3/ 0 Graduate level: 1 / 2 (AY2024)
- Past Results

Academic Year		12	13	14	15	16	17	18	19	20	21	22	23	24
General	Undergraduate	4	3	2	1	2	1	1	1	10	6	6	4	3
	Graduate level	19	18	17	10	5	5	7	2	1	18	7	5	3

VIII Tokyo Metropolitan University Scholarship for Privately Financed International Students

This is a new scholarship started in the second semester in AY2024.

- Scholarships application pre-registration: Not-required
- Eligibility
 - Course & Year: International students that are regularly enrolled in an undergraduate course at Tokyo Metropolitan University
 - International students financed by the Japanese government, MEXT are not eligible.
 - International students that have enrolled by the Special Selection (Entrance Examination for Fall Semester Entrance) are not eligible.
 - The applicants must have or be currently applying for “student” as their status of residence.
 - 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.
 - The applicant must be able to graduate within their term of study (four years)
 - 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).

- No concurrent receipt with a scholarship from another organization is permitted. (excluding Monbukagakusho Honors Scholarship)

- Stipend (as of AY2024) 150,000JPY per month
- Duration of Scholarship one year (Application is accepted every year.)
- Past Results 27 students out of all undergraduate students (in the 2nd semester AY2024)

IX Points to Note When Preparing Application Documents

Those students recommended by university screening, applying for a scholarship requiring direct application and applying for MEXT Scholarship (Domestic Selection) for Privately Financed International Student must check the accuracy of all application materials before submitting. Incomplete applications will not be accepted. The following are the points to note when submitting applications.

1. A copy of Certificate of Residence

The Certificate of Residence is issued at the City Office of your residence. The application fee varies from city to city, however, it should be 200 yen-400 yen. A photocopy of Certificate of Residence should contain your name, nationality, status of residence and permitted period of stay in Japan, and information on the spouse, parents or children living together in Japan, if applicable. A photocopy is valid for 3 months from the date of issuance. Those whose application for extension of period of stay is under process must submit a photocopy of the page bearing a “under process” stamp in the passport.

2. Academic Transcripts and Grade Reports

Only originals or certified true copies of the originals are accepted. Therefore, students seeking scholarships need to retain several official transcripts and certificates of graduation issued by the school/university last attended (in their home country.) Any certificates printed in a language other than Japanese must be accompanied by a Japanese translation.

3. Health Certificate

TMU conducts a health examination in April or October for all students when they newly enroll in the University or advancing to an upper year or program. Degree students who had this health exam can obtain health certificates required for scholarship application without charge from the automatic issuing machine. For research students and those who did not have the health examination, please take a health exam at a private medical institution and have them issue a certificate when you need one. They charge fees for the services.

(Please keep in mind that the schedule is subject to change.)

Please note that you need to have a health certificate issued at a public health center or a private medical institution in the following cases:

- ① The health certificate validity period will be expired at the time of application:

Health certificates are usually valid for 3 to 6 months from the date of issue.

- ② Medical examination items which are not included in the university's health exam list, such as blood tests, are required. The issuance of such a health certificate by a medical institution costs about ¥6,000-¥12,000 and takes several days. Bearing this in mind, you must undergo the health exam well ahead of the application deadline.

The public health centers in the Tama districts currently do not provide health check-exams, and there are some medical institutions which do not conduct health exams or which medical examination items are limited. The Health Service Office on the 1st Floor in Bldg. #7 makes referral to medical institutions providing health exams.

4. The Others

- ✧ In order to review applicants' actual financial state, scholarship foundations may sometimes require a document showing the financial capacity of his/her relatives living together (e.g. a copy of withholding slip, tax paid certificate, certificate of a scholarship recipient, etc.).

- ✧ 【Procedures at the City Office】

Under the current residency management system, non-Japanese residents are also recorded in the Basic Resident Register. When medium- and long-term foreign residents moved, they must report their new address to the municipal hall of the new residence within 14 days of moving, bringing the Resident Card. Be sure that your scholarship recommendation will be revoked if any false information is included in any of the application supporting documents.

Students who violated the Japanese law, engaged in illegal work, or acted or behaved inappropriately as a TMU student may be suspended from recommendation for the time being, upon deliberation by the International Student and Study Abroad Committee.

X FAQ

<Q1> I'm a research student at TMU and will advance into one of its Master's degree programs. Is it possible for me as a current student to apply for the Scholarships Application Pre-Registration?

⇒A1. Please apply as a newly enrolled student.

<Q2> I am a new student, but I will not be able to attend the Orientation to be held at the beginning of October. Can't I apply for the Pre-Registration unless I attend the Orientation?

⇒A2. Even if you don't attend the Orientation, you can apply for the Pre-Registration.

<Q3> Can I submit my Pre-Registration application at the counter of the International Affairs Office?

⇒A3. No, you can't. All Pre-Registration applications must be sent by post.

<Q4> I know all applications sent by post must arrive at the International Affairs Office no later than the deadline, but I'm worried if my application arrives on time.

⇒A4. The mail by registered express (from Japan) or EMS (from abroad) can be traced through Japan Post's track & trace service. However, the International Affairs Office would not reply to inquiries about mail track & trace.

<https://trackings.post.japanpost.jp/services/srv/search/?locale=en>

<Q5> I'm right now in my home country taking a temporary leave from Japan. I won't be in Japan during the application period. Can I still apply for the Pre-Registration?

⇒A5. Yes, you can. However, when you send the completed application for the Pre-Registration from abroad, be sure that you prepare it well in time so that it will arrive at the International Affairs Office by the deadline.

<Q6> I can't prepare all the required documents at one time for Pre-Registration. Can I send the rest separately later?

⇒A6. We would not accept the rest of the documents separately. If you can't submit all the documents together for the Pre-Registration, your Pre-Registration is not complete.

<Q7> Is it possible to complete the Pre-Registration in Fall if I can't in Spring this year ?

⇒A7. You can't complete it in Fall if you entered TMU in Spring. You need to wait until the pre-registration in Spring next year, and vice versa.

<Q8> I am receiving a scholarship until the end of this academic year. Do I still need to complete the Pre-Registration this year?

⇒A8. The application of some scholarships for next academic year will start from fall this year. If you have not completed the Pre-Registration this year, you will not be able to apply for any of those scholarships for next year, so be sure you complete the Pre-Registration this year.

XI TMU Guidelines for University Recommendation

東京都立大学東京私費外国人留学生奨学金受給候補者の推薦選考に関する要項
TMU Screening Guidelines for University Recommendation for
Scholarships for Privately-Financed International Students

東京都立大学東京文部科学省外国人留学生学習奨励費受給候補者の推薦選考に
関する要項
TMU Screening Guideline for University Recommendation for
Monbukagakusho Honors Scholarship for Privately-Financed International
Students

The outlines of the above guidelines are provided in this Booklet.
The full-text guidelines are available at International Affairs Office.
You are welcome to view them anytime at International Affairs Office.