

March 7th, 2025

Application Guidelines on Tokyo Metropolitan University Scholarship
for Privately Financed International Students (Spring 2025)
《For New Undergraduate 2nd Year 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.

2 Scholarship Application Outline

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

Scholarship Type	Eligibility	Grant Period
Spring 2025	First year undergraduates at the time of application who are expected to advance to the second year in April 2025	From April 2025 to March 2026 (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 13 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: May 2025 (scheduled)

*The first bank transfer will include the payment for April 2025.

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 whole academic year 2024 (The first and the second semester in 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.

(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 Monday, March 10th, 2025 to Tuesday, March 18th, 2025

※ Deadline: Submission should be completed no later than 5pm on Tuesday, March 18th, 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/G8H1ZykEhi>

< Documents to be uploaded >

The file name should be document name followed by the applicant's full name for all documents.

(Full Name_Document name)

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"> 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. <p>https://www.ic.tmu.ac.jp/english/study_abroad/scholarship.html</p>	TORITSU TARO_学業成績評価点計算書
2 Academic Transcript (PDF)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <u>Grades to be submitted</u> Whole academic year 2024 (1st and 2nd semester of AY 2024) </div> <p>Available through CAMPUSSQUARE</p> <ul style="list-style-type: none"> If you are unable to submit grades for the designated period due to a leave of absence for military service or other reasons, please contact the International Affairs Office indicated in Item 10. 	TORITSU TARO_2024年度成績通知書
3 Copy of Residence Card (both sides) in PDF	<ul style="list-style-type: none"> Submit a scanned copy with clearly visible content. 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. 	TORITU TARO_在留カード
4 Copy of Student Card (both sides) in PDF	<ul style="list-style-type: none"> Submit a scanned copy with clearly visible content. 	TOROTSU TARO_学生証

《Application Notes》

- Between Friday, March 14th, 2025, and Wednesday, March 19th, 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, March 19th, 2025, despite he/she having applied, please contact the International Affairs Office via email by Friday, March 21st, 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 the end of March 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 May 2025. Scholarship recipients will receive official notification from the International Affairs Office by email.

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.

(3) Concurrent receipt of this scholarship and Monbukagakusho Honors Scholarship is permitted. Therefore, if an applicant also wishes to apply for Monbukagakusho Honors Scholarship, please complete the pre-registration for scholarship application (accepted by post from Monday, March 10th, 2025, to Friday, March 14th, 2025).

10 Inquiries

International Student Exchange Section at International Affairs Office,
Tokyo Metropolitan University

E-mail: ryuga-scholarship@jmj.tmu.ac.jp