

Academic Year 2025 Application Guidelines

Special Selection (Entrance Examination for Fall Semester Entrance)

Department of Biological Sciences Faculty of Science

Read this application guidelines carefully before making an application.
Pay close attention to the application period and procedures.
All dates and times given in these Guidelines are in Japan time.

Schedule

Application period	April 9 (Wed) – 18 (Fri), 2025
Announcement of the first-stage screening results	May 16 (Fri), 2025
Second-stage of selection	June 16 (Mon), 2025
Announcement of successful applicants	July 2 (Wed), 2025



TOKYO METROPOLITAN UNIVERSITY

東京都立大学

December 2024

Contents

I.	Number of Students to be Admitted	-----	1
II.	Qualifications for Application	-----	1
III.	Application Procedures	-----	2
IV.	Examination Fee	-----	8
V.	Selection Process	-----	8
VI.	Announcement of Final Successful Applicants	-----	9
VII.	Admission Procedure after Passing the Examination	-----	9
VIII.	Handling of Personal Information	-----	10
IX.	Contacts	-----	11

Admissions Policies of Faculty of Science, Tokyo Metropolitan University

The faculty of Science aims to develop researchers and engineers who are full of creativity and ambition, are capable of discovering the structure of the natural world, and are willing to take on new challenges actively for the future of humanity. Therefore, the Faculty of Science seeks individuals with the following qualities:

1. Individuals who have basic academic skills to receive a bachelor's degree education based on the educational goals set in each department of the Faculty of Science and will continuously aim high and spare no effort in their study and research
2. Individuals who are full of intellectual curiosity, are willing to challenge the unknown, have abundant creativity, and can advance toward their study and research with great individuality
3. Individuals who possess the theoretical capability of recognition, have a deep interest in the present and future situations of nature and human society from a global standpoint, and are eager to contribute to finding and resolving their issues

Admission Policies of the Department of Biological Sciences

Biological science is the study of giving light to life mechanisms and considering the relationships between organisms and their environment and evolution. The Department of Biological Sciences welcomes the following students to develop study and research of biology and biological sciences together with us:

1. Individuals who like living organisms and are enthusiastic about experiments, observations, and research
2. Individuals who aim to acquire the abilities of research, planning, and implementation through the study of biological sciences
3. Individuals who wish to improve their English ability to perform internationally

I. Number of Students to be Admitted

Department of Biological Sciences, Faculty of Science: A few

[Note 1] The length of study is four years.

[Note 2] No one may be selected depending on the selection results.

[Note 3] Students can graduate from the University by taking only the classes conducted in English.

II. Qualifications for Application

Applicants must meet all of the following criteria 1. to 3.

1. Whether you are eligible for university admission

Applicants who meet any of the following (a) to (e)

- (a) Applicants who have completed or are expected to complete 12 years of formal school education between April 1, 2025, and September 30, 2025.
- (b) Applicants who have completed or are expected to complete 12 years of school education from an educational institution accredited by an International Accreditation Organization by the Minister of Education, Culture, Sports, Science and Technology (WASC, CIS, ACASI, NEASC, Cognia, COBIS) between April 1, 2025, and September 30, 2025.
- (c) Applicants who have obtained or expect to obtain one of following qualifications between April 1, 2025, and September 30, 2025.
 - i. Applicants who have obtained or are expected to obtain the International Baccalaureate Diploma (from the International Baccalaureate Organization, a corporate body funded in conformity with the Swiss Civil Code).
 - ii. Applicants who have obtained or are expected to obtain the Abitur Certificate (recognized by each state in Germany as a university admission qualification).
 - iii. Applicants who have obtained or are expected to obtain the Baccalauréat diploma (university admission qualification in France).
 - iv. Applicants who have obtained or are expected to obtain either the General Certificate of Education Advanced Level or the International General Certificate of Education Advanced Level (a university admission qualification in the United Kingdom of Great Britain and Northern Ireland) with at least three A-level subjects or two A-level and two AS-level subjects (total of 4 subjects).
 - v. Applicants who have obtained or are expected to obtain the European Baccalaureate diploma (university admission qualification in the member states of the European Union).
- (d) Applicants who have completed or are expected to complete an educational institution in Japan designated by the Minister of Education, Culture, Sports, Science, and Technology as offering a course of study equivalent to foreign high school education between April 1, 2025, and September 30, 2025.
- (e) Applicants who have completed or are expected to complete a course at an overseas educational institution accredited as equivalent to a high school (List of Overseas Educational Institutions Accredited by the Minister of Education, Culture, Sports, Science and Technology with an upper secondary school section) between April 1, 2025, and September 30, 2025.

2. Regarding whether External English Proficiency Test Scores are required or relevant

Applicants who took a TOEFL iBT (Test of English as a Foreign Language) or IELTS (International English Language Testing System) Academic Module administered on and after October 1, 2023.

[Note] Scores from any tests taken at home are not accepted.

3. Whether the applicant has obtained a score on the University Entrance Qualification Examination or the Unified University Admission Examination

Applicants who meet any of the following (a) to (c)

- (a) Applicants who took an SAT Reasoning Test or ACT (+ Optional Writing Test) administered on or after October 1, 2023.
- (b) Applicants who have obtained or are expected to obtain the International Baccalaureate Diploma from the International Baccalaureate Organization. Mathematics and two subjects from chemistry, biology, and physics must be included in the six subject groups (Any level is acceptable.).
- (c) Applicants who took the University Entrance Qualification Examination or Unified University Admission Examination in a country other than Japan on and after October 1, 2023, and who can submit the transcript and an official explanation document on the examination. The examination must include subjects equivalent to science, such as chemistry, biology, and physics, as well as mathematics.

Those who fall under (c) above must contact the Admissions Division, Administrative Affairs Department of TMU before applying.

【Notes on qualification approval/ confirmation】

Application from international school graduates may not be always accepted or may require additional time for qualification verification. Please contact the Admission Division, Administrative Affairs Department of TMU in advance.

III. Application Procedures

Applications are accepted by post. Please send the necessary application documents by post to the designated mailing address.

1. Application period

April 9 (Wed) – 18 (Fri), 2025 (Documents are due NLT April 18 at 8:00 pm JST.)

Send to:

Admissions Division, Administrative Affairs Department of TMU
Tokyo Metropolitan University
1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397

Due to the short application period, documents can be mailed after March 19 (Wed). Any postal delay due to traffic conditions will not be considered. Send the application documents in time for the deadline.

Application documents

Download the required forms on the University's website. After completing the forms, print them on white A4 vertical paper.

The original copy must be submitted unless otherwise specified.

	Documents and certificates	Remarks
1	Application Form	After entering the required information, print out your Application Form.
2	Essay Form	Download the Essay Form from the University website. Handwrite your motivation for applying, your interests in biology, your goals after enrollment, and what you wish to study at the university in clear English.
3	Proof of qualifications for application (Criterion 1)	Submit documents/certificates to prove your qualifications for application (Criterion 1) (Refer to page 1.) and academic records specified in the Appended Table 1 on page 6.
4	Proof of qualifications for application (Criterion 3)	Submit documents/certificates to prove your qualifications for application (Criterion 3) (Refer to page 2.) specified in the Appended Table 2 on page 7.
5	Japanese or English translation of Certificate of Graduation and Academic Transcript, etc.	<p>The Certificate of Graduation (Completion) /Certificate of Expected Graduation (Completion) and Academic Transcript written in a language other than Japanese or English <u>must attach its Japanese or English translation. (Translation may be done by the applicant.)</u></p> <p><u>Please include the following information in the translation.</u></p> <ul style="list-style-type: none"> · Name and contact information (telephone number and email address) of the translator <p><u>In addition, please be sure to include the following information on transcripts, etc.</u></p> <ul style="list-style-type: none"> · Explanation of the subject name (if the subject name is abbreviated) · Evaluation corresponding to the full score for each subject · Grading method (number of grading stages and evaluation criteria for each stage)
6	Photo Card	After entering the required information, paste your photo on your Photo Card.
7	Official Scores Report of TOEFL iBT or IELTS	<p>Request your TOEFL iBT Official Score Report or IELTS (Academic module) Test Report Form to be delivered to TMU by the end of the application period. (Refer to page 5.)</p> <p>Applicants submitting TOEFL iBT must also provide documentation that confirms the score has been sent to our university (e.g., a printed copy of the completion of the sending process).</p>

3. Important notes for application

- (1) Any documents arriving after the application period will not be accepted under any circumstances. Please send the application documents well in advance to meet the deadline. (Direct application to the University is not acceptable.)
- (2) Application documents must be sent as follows.
[For applicants in Japan]
Affix a color-printed “Address Label for Envelope” onto a self-prepared envelope (24×33.2 cm, A4 size) and send it by registered express mail 書留速達. Please obtain the “Address Label for Envelope” from the University’s website. If the mailing label is printed in black and white, trace the letters and lines of “Registered 書留” and “Express 速達” with a red pen.
[For applicants outside Japan]
Application documents must be sent by a tracking service such as EMS (Express Mail Service). Please write “Application documents enclosed” on the front of the envelope.
- (3) Applications from within Japan via parcel delivery service, motorcycle courier, etc. are not acceptable.
- (4) If there are any flaws in the application documents, the Admissions Division, Administrative Affairs Department of TMU will contact you by phone or email. (In principle, applicants living outside Japan will be contacted via email.) If there are any deficiencies in the application documents, they will not be accepted unless they are corrected and resubmitted by the designated period by the university.
- (5) After accepting application documents, the University will send applicants a notification email with their examinee’s number to the email address provided in the application form by May 1 (Thu), 2025. If you do not receive it, please contact the Admissions Division, Administrative Affairs Department of TMU on May 2 (Fri).
- (6) Once the application documents have been accepted, they will not be returned. Additionally, no substitutions of documents will be allowed.
- (7) If any fraud is found in the application documents, certificates, etc., admission will be rescinded even after enrollment.
- (8) If you need assistance obtaining a student visa, changing your residence status to “student”, or extending your “period of stay in Japan” for enrollment in this University, submit the Student Visa Support Request Form together with other application documents.
- (9) For any individual consideration related to physical disability during examinations or during school attendance, please contact the Admissions Division, Administrative Affairs Department of TMU. After the consultation, the required Request Application Form must be submitted no later than February 7 (Fri), 2025, at 5:00 pm JST. Please note that the University may not be able to respond to requests made after the deadline. An early consultation is encouraged as it may take some time to respond to requests in some cases.
- (10) Request official scores (TOEFL iBT Official Score Report, IELTS Test Report Form, SAT Reasoning Test Scores, ACT <+Optional Writing Test> Scores, IB Transcript of Results) to be sent directly to the University well in advance, considering the time required for mailing. For the TOEFL iBT scores, the Test Date Score is only valid, not My Best Score.

【 Sending test scores from the external testing organizations 】

The following test scores must be sent to Tokyo Metropolitan University directly from the testing organization.

- SAT Reasoning Test or ACT (+Optional Writing Test) Official Scores Report
- International Baccalaureate Transcript of Grades
- TOEFL iBT Official Score Report
- IELTS Test Report Form (Academic module)

[University's mailing address]

Department: Admissions Division, Administrative Affairs Department of TMU

University name: Tokyo Metropolitan University

Address: 1-1 Minami-Osawa, Hachioji-shi, Tokyo, Japan 192-0397

[Designated Institution (DI) codes for TMU]

- SAT Reasoning Test --- 6920
- ACT (+Optional Writing Test) --- 7774
- TOEFL --- 7169

Please select TMU as a university to be sent scores upon registration, or request to send scores after the test in the way designated by the testing organization.

Delivery may take up to 3 – 4 weeks for IELTS Test Report Form and 7 – 8 weeks for other scores after placing a request. Make sure to allocate enough time for the procedure to ensure your test score arrives at the university before the application deadline. For details, please contact the testing organizations.

[Appended Table 1]

List of Documents and Certificates to Prove Qualifications for Application - Criterion 1

The original copy must be submitted unless otherwise specified.

Qualification for application		Documents and certificates
Those who meet one of the following: Criterion 1. (a), Criterion 1. (b), Criterion 1. (d), Criterion 1. (e)		<ul style="list-style-type: none"> • Certificate of Graduation (Completion) / Expected Graduation (Completion) [*] from the last school attended • Academic Transcript <p>[Note] Academic Transcript should include academic records for the last 3 years out of 12 years of school education.</p>
Those who meet Criterion 1. (c)	International Baccalaureate Diploma holder	<ul style="list-style-type: none"> • Photocopy of the International Baccalaureate Diploma • Transcript of Grades (Refer to page 5 for submission instructions.)
	Abitur certificate holders	<ul style="list-style-type: none"> • Photocopy of the Zeugnis der Allgemeinen Hochschulreife (Certificate of General Qualification for University Entrance) • Transcript
	Baccalauréat Diploma holder	<ul style="list-style-type: none"> • Photocopy of the Baccalaureate Diploma (Diplôme du Baccalauréat de l'Enseignement du Second Degré) • Transcript of Grades (Relevé de notes)
	GCE Advanced Level or International Advanced Level holders	<ul style="list-style-type: none"> • Certificate of the Results of GCE (at least 3 A-Level subjects or 2 A-Level plus 2 AS-Level subjects <total of 4 subjects>)
	European Baccalaureate diploma holder	<ul style="list-style-type: none"> • Photocopy of the European Baccalaureate Diploma • Transcript of Grades
	Prospective candidates for various certifications	<ul style="list-style-type: none"> • Certificate of expected acquisition of various qualifications prepared by the principal of the school you are enrolled in or attended, or by the person in charge of career guidance. • Academic transcript from the school you are currently enrolled in.

[Note]

Documents/certificates marked with an asterisk [*] can be in an arbitrary format. Please be sure to affix the official seal of the school principal or the school of enrollment. If your school doesn't have a specified form, use the one designated by the University.

[Appended Table 2]

List of Documents and Certificates to Prove Qualifications for Application - Criterion 3

The original copy must be submitted unless otherwise specified.

Qualification for application		Documents and certificates
Those who meet Criterion 3. (a)		<ul style="list-style-type: none"> • Official Score Report of SAT Reasoning Test or ACT (+Optional Writing Test) (Refer to page 5 for submission instructions.)
Those who meet Criterion 3. (b)	International Baccalaureate Diploma holder	<ul style="list-style-type: none"> • Photocopy of International Baccalaureate Diploma • Transcript of Grades (Refer to page 5 for submission instructions.)
	International Baccalaureate Diploma <u>expected</u> holder	<ul style="list-style-type: none"> • Certificate of Prospective Acquisition of International Baccalaureate Diploma [*] issued by the principal or diploma program coordinator of the school attending/ attended. • IB Predicted Grades or Anticipated Grades • Written Acknowledgement Regarding the International Baccalaureate Transcript of Grades (Our university designated forms) <p>After submission of the above documents, submit (1) Transcript of Grades by July 25 (Fri), 2025. If unable to do so, submit (2) Certificate of Grades of IB Final Examinations in 6 Subjects (arbitrary format) issued by the principal or diploma program coordinator of the school attending/ attended by July 25 (Fri), 2025. The final selection will be based on (1) or (2) being submitted to the University by the above deadline. No further selection will be made if there are any changes to (1) or (2) after July 25 (Fri), 2025.</p> <p>If the University does not receive the document (1) or (2) by the deadline or an applicant applying as a prospective IB diploma holder fails to obtain the diploma by September 30 (Tue), 2025, the admission shall be revoked. The admission may also be revoked when an applicant applying as a prospective IB diploma holder receives lower IB scores and grades than predicted at the time of application.</p>
Those who meet Criterion 3. (c)		<ul style="list-style-type: none"> • Transcript of the examination taken and an official document related to the examination <p>If the official document is not available, present the examination's official website URL.</p>

[Note]

The certificate marked with an asterisk [*] can be in an arbitrary format. Please be sure to affix the official seal of the school principal or the school of enrollment. If your school doesn't have a specified form, use the one designated by the University.

IV. Examination Fee

As part of its internationalization efforts, the university will support undergraduate students enrolling in the fall semester. Therefore, you are not required to pay the entrance examination fee for the entrance examination for fall admission in 2025. For details, please see the website (<https://www.houjin-tmu.ac.jp/press/2024/press16695/>) .

V. Selection Process

1. Selection method for the first stage of selection

The first stage of selection is conducted based on the following documents.

The number of successful applicants from the first stage is a maximum of 10.

- (1) a. SAT Reasoning Test or ACT (+ Optional Writing Test) scores
- b. International Baccalaureate final examination scores
- c. University Entrance Qualification Examination or Nationwide University Entrance Examination scores
- (2) TOEFL iBT or IELTS scores
- (3) Essay form

2. Announcement of successful applicants from the first stage of selection

Date: May 16 (Fri), 2025 at 2:00 pm JST

How: Successful applicants from the first stage of selection will be announced on the University's website at <https://www.tmu.ac.jp/>.

(The examinee's number of successful applicants will be posted on the list.)

Those who will proceed to the second stage of selection must read the Examination Guidelines on the University's website.

The university will send the Examination Card to those who will proceed to the second stage to their email address provided in the application form. If you do not receive it on May 16 (Fri), please contact the Admissions Division, Administrative Affairs Department of TMU by May 19 (Mon).

3. The second stage of selection

An individual interview (oral examination included) in English or Japanese will be conducted as below. For the detailed meeting time and place, please see the Examination Guidelines.

Date: June 16 (Mon), 2025 [Substitute examination-day*: June 21 (Sat) or 22 (Sun)]

* Substitute examination-day is set as above in case the interview cannot be held on the selected date due to unforeseen circumstances, such as earthquakes and power outages.

Place: Minami-Osawa Campus, Tokyo Metropolitan University

[Important points for the interview]

- (1) Read the Examination Guidelines carefully beforehand.
- (2) Bring your Examination Card and photo ID document (original copy, issued by a public authority and within the validity period). Detailed information will be provided in the Examination Guidelines.
- (3) The University will not be liable for travel arrangements for the interview conducted on the Minami-Osawa Campus, Tokyo Metropolitan University.

4. Decision of final successful applicants

The final successful applicants will be determined based on a comprehensive evaluation of the first stage of selection score, interview (oral examination included) results, and submitted grades. However, no one may be selected depending on the selection results.

VI. Announcement of Final Successful Applicants

1. Announcement

Date: July 2 (Wed) 2025 at 2:00 pm JST

How: A list of successful applicants will be posted on the University's website at <https://www.tmu.ac.jp/> for seven days only, starting from the time of announcement.

2. Letter of Acceptance

The University will send successful applicants a Letter of Acceptance and instructions for admission procedures to the email address provided in the application form. If you do not receive it by July 3 (Thu), please contact the Admissions Division, Administrative Affairs Department of TMU on July 4 (Fri).

3. Important notes on the announcement of successful applicants

- (1) Any result inquiries by telephone, email, post, etc. are not acceptable.
- (2) The University does not offer result notification in a way other than that mentioned above. The University has nothing to do with anyone who attempts to call in outside the campus on the examination day.

VII. Admission Procedures after Passing the Examination

1. Admission procedure

Please follow the instructions provided with the Letter of Acceptance and complete the admission procedure.

Admission deadline: August 21 (Thu), 2025 (Documents are due NLT August 21.)

2. Admission and tuition fees

As part of its internationalization efforts, the university will support undergraduate students enrolling in the fall semester. Therefore, students who pass the entrance examination for fall

admission in 2025 will not be required to pay admission and tuition fees.
For details, please see the website (<https://www.houjin-tmu.ac.jp/press/2024/press16695/>).

3. Important notes on post-acceptance and post-enrollment procedures

- (1) This selection is for October 2025 enrollment. Enrollment period is fixed and cannot be altered.
- (2) In principle, a person residing in Japan must be registered as the guarantor for the admission procedure. However, if you wish to register a person living other than in Japan, the “contact person in Japan” must be separately appointed in case of an emergency. If you do not have one, please contact Academic Affairs Office, Faculty of Science at TMU.
- (3) Those who fail to complete admission procedures by the designated date will lose the rights of the successful applicants.
- (4) Those who have completed all admission procedures will receive a notification from the University to their email address provided in the application form.
- (5) If those who have completed admission procedures fail to graduate from high school or Inability to obtain university entrance qualifications, etc., their admission to the University shall not be permitted.
- (6) Those who enrolled through this selection may be restricted from changing their affiliation (department/ faculty).

VIII. Handling of Personal Information

Tokyo Metropolitan University handles personal information strictly in accordance with laws and regulations as follows:

1. Personal information obtained through this admission selection, including applicants’ names, addresses, entrance examination results, etc., will be used for the screening (processing applications, administrating section, conducting selection, and announcing successful applicants) and admission procedures. Additionally, data obtained through this admission selection will be utilized for improvement of the quality of students’ learning and life at the university, analysis and improvement of admission selections, and analysis of public relations activities, together with the results of follow-up surveys for students’ academic performances after enrollment and career pathway after graduation. The results of the survey and analysis may be published inside and outside of the university after being converted into a format where individuals are not identified.
2. Personal information of successful applicants, including names, addresses, entrance examination results, etc., obtained through this selection will be used for the procedures concerning a) academic affairs (school register, educational guidance, affiliation change, etc.), b) student support service (healthcare, employment support, tuition fee reduction/exemption, scholarship application, etc.), and c) clerical work for tuition collection.
3. In accordance with items 1 and 2 above, contractor entrusted by our university with certain tasks may use personal information, in whole or in part after taking necessary measures for proper management
4. To protect personal and private information, any documents and data that contain applicants’ personal information obtained through this admission selection will be strictly concealed and not be used for purposes other than those stated above.

IX. Contacts

Office hours:

9:00 am - 5:00 pm (break 12:30 pm - 1:30 pm) (excluding weekends and national holidays)

Inquiry details	Relevant section	Telephone number and email address
<ul style="list-style-type: none">• Application• Selection	Admissions Division, Administrative Affairs Department of TMU	042-677-1111 (Rep) Ext: 2238 (Ext 2208 for inquiries in English) admission-tokubetsu●jmj.tmu.ac.jp
<ul style="list-style-type: none">• Admission procedure	Academic Affairs Office, Faculty of Science at TMU	042-677-2444 (Direct) rikou.r●jmj.tmu.ac.jp

Please change “●” to “@” to send an email.