

**Institute of Science Tokyo,
Graduate School of Medical and Dental Sciences
Doctoral Program, Medical and Dental Sciences Track
Guideline for International Working Professionals Course 2025
(Privately funded students)**

Tokyo Medical and Dental University (TMDU) and Tokyo Institute of Technology (Tokyo Tech) will be integrated to become "Institute of Science Tokyo" as of October 1, 2024.

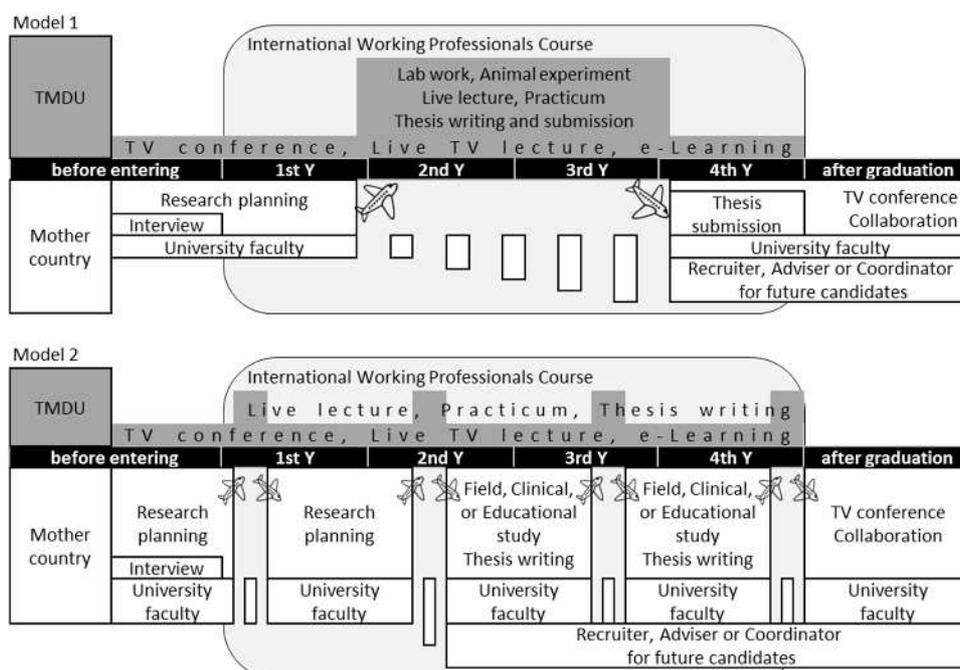
Please note that those who pass the selection processes will be among the first students of the new university.

*The Application Guidelines are in accordance with the application guidelines of Graduate School of Medical and Dental Sciences, Tokyo Medical and Dental University.

*Tokyo Medical and Dental University shall be read as Institute of Science Tokyo from October 1, 2024.

Tokyo Medical and Dental University (TMDU), Graduate School of Medical and Dental Sciences is recruiting students for its International Working Professionals Course, who will engage in study and research in English conducive to meeting the basic human needs in the area of oral health. The students in this course must hold a university faculty or government position at the time of application, maintain such a position through the study period, and intend to resume said position after completing the course. The timing and period of study at TMDU depend on the type of research and the situation of the student*.

*For a model curriculum, please see below.



Students enrolled in this 4-year course are eligible to submit a dissertation based on their research work to the Tokyo Medical and Dental University Graduate School. If the Graduate School deems the dissertation sufficient to earn a doctoral degree, the students will be awarded a Doctor of Philosophy in Dental Science or Doctor of Philosophy.

1. Number of students to be admitted

2-3 students

2. Field of recruitment

Courses offered in the field of dental research by the Graduate School of Medical and Dental Sciences

<https://reins.tmd.ac.jp/theme?m=home&l=en>

3. Enrollment Period

April 2025– March 2029

4. Applicant Qualifications

- (1) Applicants who hold a university faculty or government position at the time of application, will maintain that position through the study period, and will resume said position after completing the course.
- (2) Academic Background: Completion of 18 years of formal schooling, Doctor of Dental Surgery degree (DDS) or an equivalent degree outside Japan.
- (3) Health: Applicants must be in good health.
- (4) Language Ability: Applicants must be proficient in English.

Note: Applicants must be financially responsible for all fees (including entrance exam fee, admission fee, and tuition) and all travel and accommodation expenses for their stay in Japan.

5. Application Period and Mailing Address:

(1) Period:

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| Online Application Registration Period | <u>October 4, 2024, 10:00 a.m. – October 17, 2024, 3:00 p.m. (JST)</u> |
| Documents Submission Period | <u>October 4, 2024 – October 18, 2024, 5:00 p.m. (JST)</u> |

- (2) Mailing address: Graduate School Admission Team, Admissions Section,
Institute of Education, Tokyo Medical and Dental University
1-5-45 Yushima, Bunkyo-ku, Tokyo 113-8510, Japan

Send the application by registered express mail or courier so that it arrives before the application deadline. Please note that it may take considerable time for the package to arrive at TMDU depending on from where it is mailed.

6. Application Procedures

- (1) Applicants are required to contact a prospective supervisor (department head) at TMDU to discuss on their research and education plans before applying for this course.
- (2) Online Application
 - ① Access the following website and read though the “Online Application Procedure.”
<https://e-apply.jp/ds/tmdu-gs/>
 - ② Access the following website, register for the Online Application Website, enter the personal information and upload the required documents.
<https://e-apply.jp/ds/tmdu-gs/>
 - ③ Send the documents whose original copies are required (*)by registered express mail or courier. The application deadline is mentioned in the “5. Application Period and Mailing Address.”
*Refer to the “(3) Application Documents” for the details.
 - ④ After mailing the required documents to TMDU, confirm that your application documents have been received on the “Online Application Website.”
- (3) Application Documents: Please submit the following documents on the Online Application Website. Please submit the Application form (TMDU Form [Form 1]) and the original copies of the application documents marked *1. Also, please upload the A4 sized colored scanned data of the documents marked *2 as PDF files on the Online Application Website.

The copies of the documents marked *1 will NOT be accepted. After application registered, the original can be returned to the applicant if necessary. Please put a note to let us know that they should be returned. They will be sent to the address registered at the time of application.

- i. Application form (TMDU Form [Form 1])

This can be downloaded after entering the personal information on the Online Application Website.
Print it out and submit it by post.
- ii. Photo ID data
A photo of your upper body with nothing covering your head taken within three months of the application (Within 10 MB)
- iii. Field of Study and Research Plan (TMDU Form [Form 2])
*Upload the file as a PDF file.
- iv. Study plan to be prepared by the applicant’s prospective supervisor (department head) at TMDU (TMDU Form [Form 3]) (*1)(*2)
Applicants need to contact and discuss their study plan with the prospective supervisor at TMDU. Ask him or her to send the scanned data to you by e-mail and to submit the original directly to the Admission Section.

- v. Letter of consent from employer (TMDU Form [Form 4])
- vi. International application form for graduate school admission (TMDU Form [Form 10])
- vii. Recommendation Letter (*1)(*2)

Required: A letter of reference from the head of the institution/dental school to which the applicant belongs(TMDU Form [Form R*])

Desired: A letter of reference from a supervisor who knows the applicant personally

*Please submit the letters with physical signatures.

- viii. Official academic transcript and Certificate of (expected) graduation from university Japanese or English transcript issued by alma mater (*1)(*2)
- ix. Official academic transcript and Course completion (or expected completion) certificates of graduate school Master's or Doctoral program Japanese or English transcript issued by alma mater (Only applicants who have completed (or expect to complete) graduate school) (*1)(*2)
- x. Copy of Master's thesis or its equivalent in English (if applicable). If the applicant attended a master's program that does not require a master's thesis, please state so and submit its equivalent, if any
- xi. A photocopy of a passport (*2)
- xii. Original score record of the TOEFL-iBT/IETLS taken within 2 years (*1)(*2)
- xiii. Entrance exam fee
36,000JPY
* There is handling charge for each payment of the examination fee.
- xiv. Address sheet
This can be downloaded after completing the Online Application registration.
Submit this enclosed in an envelope with other required documents.
- xv. Other documents
Documentation deemed necessary by TMDU, other than the preceding, may be requested.

KEY POINTS TO REMEMBER WHEN SUBMITTING THE DOCUMENTS

- Applicants should download [TMDU Form] from TMDU's website.
[<https://www.tmd.ac.jp/english/admissions/application/graduate/index.html>].
 - Once submitted, application documents, except certificates which are put notes saying that they should be returned, will not be returned for any reason.
 - Applicants are advised to keep in close contact with their prospective supervisor and to regularly discuss their research in the course.
 - All documents should be typed in Japanese or English on paper of the same size (A4 size, preferably).
- A Japanese or English translation is needed if an official certificate is in a language other than

English.

7. Selection Methods

Acceptance to the Graduate School is determined by a review of the application documents submitted and an oral examination by the panel through a teleconference system.

Date of oral examination: November 25 –29, 2024(further details, TBA)

8. Announcement of Successful Applicants

December 20, 2024

Announcement will be posted on the university website (<https://www.tmd.ac.jp/english/>).

We cannot respond to any inquiries regarding application screening or its results.

9. Admission Procedure

Successful applicants must follow the required procedures as instructed including completing the payment (admission fee and tuition), and submitting the pledge attesting to the fact that they hold a university faculty or government position, and that they intend to resume that position upon completion of the TMDU course. Detailed procedures will be released after the announcement of the results.

(1) Period: January 10 –16, 2025

(2) Office hours: 9:00 to 17:00 Monday - Friday

(3) Place: Graduate School Admission Team, Admission Section, Institute of Education,
TMDU

(Building 1 West, 1st Floor)

(4) Tuition and Other Costs (As of FY2024)

Admission fee: 282,000 JPY

Tuition: 267,900 JPY (Six months)

535,800 JPY (One year)

10. Other

(1) Changes to the contents of an application (including change in the department you want to enter) are not allowed once application is accepted.

(2) If the name shown on a certificate you submit differs from that shown on your application form, be sure to attach proof of the change of your name.

(3) If applicants need special consideration (for example, due to a physical disability), please let us know by 5:00 p.m. on August 14, 2024. (JST)

* In principle, we will not be able to respond to requests received after the deadline.

(4) If any difference is found between facts and matters as described in your application documents, your enrollment may be canceled.

(5) Handling of personal information

- A) Personal information is collected in the application process and selection process, and may be used to carry out health guidance or education after admission. It will not be used for any other purpose.
- B) Regarding personal information collected in the process of selecting entrants, the “National University Corporation Tokyo Medical and Dental University Personal Information Management Rules” will be followed and TMDU will not disclose any such information to third parties without consent of the applicant.
- (6) Applicants are advised to acquire some knowledge of Japanese culture, customs, climate, and the university system before coming to Japan. The use of English is given priority in study and research; however, some ability to speak Japanese will be needed right away to conduct your daily affairs in Japan. It is strongly advised, therefore, that international students acquire some level of Japanese language proficiency before starting at the university.

Graduate School Admission Team, Admission Section, Institute of Education
Tokyo Medical and Dental University

1-5-45, Yushima, Bunkyo-ku, Tokyo 113-8510, JAPAN

TEL: +81-3-5803-4924 FAX: +81-3-5803-0106

E-mail: nyu-grad-02.adm@tmd.ac.jp

*Please contact us via e-mail.

URL: <https://www.tmd.ac.jp/english/admissions/application/graduate/index.html>

May, 2024



国立大学法人

東京医科歯科大学