

**Tokyo Medical and Dental University, Graduate School of Medical and Dental Sciences,
Doctoral Program, Biomedical Sciences and Engineering Track,
2024 Application Guidelines for MEXT (Japanese government) Scholars**

1. Number of students to be admitted : A few students
2. Field of recruitment : Courses offered in the field of Life science and technology by the Graduate School.
(For details, see: “Research Information Database” [<https://reins.tmd.ac.jp/theme?m=home&l=en>])
3. Enrollment Period : April 2024
4. Application Schedule and Application Procedures

(1) Application Period

Online Application Registration Period	November 13, 2023, 10:00 a.m. – November 24, 2023, 3:00 p.m.
Documents Submission Period	November 20, 2023 – November 24, 2023, 5:00 p.m.

* Applicants living outside Japan: Send the application by registered express mail or courier so that it arrives before the application deadline.

Applicants living in Japan: Application documents that arrive later than the deadline mentioned above will be accepted only if they are postmarked by one day before each deadline and are sent by registered express mail or courier.

* Only those who have finished the enrollment procedures at International Student Support Unit of International Exchange Section are eligible to apply for this examination.

(2) Interview with Prospective Supervisor

Applicants should be sure to meet with prospective supervisors in their desired departments to discuss their future research and studies before applying. (Please be aware that some departments may not be recruiting applicants.)

You will be required to enter the date when you get permission for the application from your prospective supervisor. Please get their permission via e-mail and keep the e-mail until the entrance examination finishes. If any doubt arises in your application, you may be required to submit the e-mail.

* In case it is found that you have not gained permission for application from the prospective supervisor, your application may be revoked.

(3) Application Procedures

① Access the following website and read through 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 “(1) Application Period.”

*Refer to the “(6) Application Documents” for the details.

(4) Mailing Address

Graduate School Admission Team, Admission Section, Institute of Education,
Tokyo Medical and Dental University
1-5-45 Yushima, Bunkyo-ku, Tokyo 113-8510, Japan

(5) Confirmation for Application Completion and Examination Admission Slip

① Confirm that your application documents have been received on the “Online Application Website.”

② Download the “Examination Admission Slip” on the “Online Application Website” and print it out. Confirm that the examinee’s number is printed on the examination admission slip.

NOTES

1. The examination admission slip can be downloaded after January 18, 2024.

When the examination admission slip is ready, the notification will be sent via e-mail.

2. Print out the examination admission slip and bring it with you on the day of the examination.

3. Keep the examination admission slip because it could be needed for the enrollment procedures etc..

4. When there is an emergency announcement related to the Online Application Website, it will be posted on the TMDU website.

(6) Application Documents

Please submit the following documents on the Online Application Website. Please submit the original copies of the application documents marked *1 referring to “(3) Application Procedures③” and “(4) Mailing address.” Also, please upload the 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.

- ① Application form: TMDU form (form 1)
This can be downloaded after entering the personal information on the Online Application Website.
- ② Photo ID file
 - A photo of your upper body with nothing covering your head taken within three months of the application
 - Within 10 MB
- ③ Official academic transcript and Certificate of (expected) graduation from university (*1)(*2)
Japanese or English transcript issued by alma mater
- ④ Official academic transcript and Course completion (or expected completion) certificates of graduate school Master's or Doctoral program. (*1)(*2)
Japanese or English transcript issued by alma mater
- ⑤ Research plan (tentative) : TMDU form (form 6)
Describe the plan for the research you will conduct at this graduate school in 1000 Japanese characters or fewer
*Upload the file as a PDF file.
- ⑥ Record of achievements: No designated format. Use A4 size paper.
 - Name
 - Abstract of master's thesis or main research treatises (about 1000 Japanese characters)
 - List of achievements (main research treatises, conference presentations, and books listed in chronological order)Note : Attach copies of master's thesis, main research treatises, and conference presentation abstracts.
*Upload the file as a PDF file.
- ⑦ **Application fee will be waived.**
- ⑧ Documentary proof of surname change (*1)(*2)
Only if submitted ID documents differ from current surname.
Copies of both sides of driver's license, residence records, family register, passport, or other form of ID
* Residence records and family register are applicable to *1.
*Make sure that we can confirm the changes of your name.
- ⑨ International application form for graduate school admission (TMDU form (Form 10)
*Upload the file as a PDF file.
- ⑩ Color copies of both sides of either residence card or entry visa (*2)
Note: Please note the residence duration (expiration date) in the case of residence cards.
*Only applicants who already own it.
- ⑪ A photocopy of your passport (*2)
- ⑫ Address sheet
This can be downloaded after entering the personal information on the Online Application Web site. It should be glued/taped to a commercially available Kakugata No. 2 envelope.
※ For those applying from overseas, a Kakugata No. 2 envelope is not necessary.
※ For those applying from overseas, please print out the address sheet and enclose it in the envelope with other required documents.
- ⑬ Other documents TMDU deems necessary
Documentation other than the preceding may be requested

IMPORTANT NOTICES IN SUBMISSION OF THE DOCUMENTS

- TMDU Form can be downloaded from our website.
<https://www.tmd.ac.jp/english/admissions/application/graduate/index.html>
- Application documents once submitted, will not be returned for any reason.
- All documents should be typed in Japanese or English on paper of the same size (A4 size, preferably).
- An English translation is needed if an official certificate is in another language.

5. Selection Methods

Interview and application documents will be factors to select candidates for enrollment.

Applicants will be asked to provide 10-minute PowerPoint presentations about their research accomplishments to date and their future research plans. These presentations will be followed by a 20 minute question-and-answer session. (Note: Please bring your PC for the PowerPoint presentation on the exam day. Please also bring five printed copies of the PowerPoint slides that have been prepared. No other materials or manuscripts may be used for the presentations.)

Note : Please be sure to bring a VGA adapter cable if you bring a Mac PC.

6. Exam Date and Location

1.Date : **February 5, 2024 1:45 p.m.**

2.Location : Tokyo Medical and Dental University 1-5-45 Yushima, Bunkyo-ku, Tokyo

Note : There are no parking spaces for examinees. Please use train, buses or other forms of public transportation.

7. Announcement of Successful Applicants

March 1, 2024 1 p.m.

- Successful examinee numbers will be posted on the TMDU website (<https://www.tmd.ac.jp/english/>). In addition, notices will be sent to successful applicants along with documents related to enrollment procedures.

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

8. Admission Procedure

(1) Period : **March 8 to 14, 2024**

(2) How to apply: Send the application by registered express mail or courier so that it arrives before the application deadline.

Also, please inform to Admission Section by email in advance.

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

Tokyo Medical and Dental University

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

(4) **Enrollment and tuition fees will all be waived.**

9. Points to Note regarding Entrance Exams

Be certain to print out your exam admission slip and bring it with you on exam day. Further, please keep it in a safe place, because you will need it for enrollment procedures after successful applicants have been announced.

○ Transportation

- Please check in advance what types of transportation are available to get to the exam venue and how long it will take to get there.

- Please take note of the effects of bad weather on transportation facilities and take care not to arrive late.

○ Directions to the exam venue

- Please pay attention to posted notices that show the way to the exam venue on exam day so that you do not go to the wrong place.

- You may only check the exam building before the exam; you may not enter the rooms where exams will be held.

○ Entering and leaving the rooms where exams are held

- Examinees should enter the designated exam room and take their seats 15 minutes before the exam starts.

- Examinees who are carrying cell phones, portable audio players, or other devices should make certain to switch off alarm settings, turn off the power, and place the items in their bag (and not on their person).

- Please follow the instructions of TMDU officials if you arrive late on exam day due to circumstances beyond their control.

- Please have your admission slip with you when you enter the room.

- Please check around the desk to ensure that you do not leave anything behind when you leave the room.

○ Precautions during exams

- All access to areas other than the exam room and designated locations is prohibited.

○ Other points to note

- Please be aware that anyone who fails to take oral exams will fail the entrance exam.

- Parents and others who accompany examinees on the day of the exam will not be able to enter the TMDU campus.

Please be aware that there may be people offering to check the announcement of successful applicants for you and passing out leaflets in the vicinity, but these persons have no affiliation whatsoever with TMDU.

- Ask a TMDU representative (employee wearing an armband displaying the university's name) if you are unclear about anything else.

10. Others

- If you need special consideration (for example, due to a physical disability), please let us know at the earliest possible time before you make your application.
 - If any difference is found between facts and matters as described in your application documents, your enrollment may be canceled.
 - Handling of personal information.
 - ① 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 the purposes.
 - ② 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.
 - If the name shown on a certificate in your application package differs from that shown on your application form, be sure to attach proof of your change of name.
 - Please address inquiries about the entrance examination to the Graduate School Admission Team, Admission Section.
Note : Applicants must make inquiries in person.
 - Application guidelines are available at TMDU's Admission Section.
 - Incomplete application documents will not be accepted, so please take sufficient care when applying. Moreover, alterations to application documents that have been accepted are not permitted.
 - Documents submitted at the time of the application, will not be returned for any reason whatsoever. Before you submit your application, make copies of the originals and store them.
- ※ For inquiries on course curriculums, please contact the office (E-mail: grad02@ml.tmd.ac.jp)
Educational Planning Section, Institute of Education, TMDU (1F, First Building West).

Graduate School Admission Team, Admission Section
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
URL: <https://www.tmd.ac.jp/english/admissions/application/graduate/index.html>



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