

# 2024 Application Guide Professional Degree Program School of Public Health (Professional Graduate School) (1 year & 2 year courses) Graduate School of Medicine, the University of Tokyo

This application guide may change. The University of Tokyo website (<https://www.m.u-tokyo.ac.jp/english/daigakuin/apply/appguidemain.html>) will continuously announce if there is any change, so please check the newest information constantly.

## Education & research aims

The aims of the Graduate School of Medicine are to promote advanced research that will contribute to breakthroughs in our understanding of the mechanisms of life, conquest of diseases, and improvements in health, as well as to produce international leaders in various medical fields who possess outstanding scholastic competence and a high level of creative research ability.

## Admission Policy

The Graduate School of Medicine is looking for the following traits in prospective students:

- Individuals with a fundamental knowledge of medicine who are capable of engaging in creative research directed towards achieving breakthroughs in our understanding of life, overcoming diseases, promoting recovery, and improving health.
- Individuals capable of pioneering the future of medicine using clear, logical analytical skills and an ability to think outside the box.
- Individuals with the potential to become international leaders in their respective fields of medicine based on advanced knowledge and research skills acquired at the Graduate School of Medicine.

The Professional Degree Program at the School of Public Health (professional graduate school) aims to produce highly-advanced professionals capable of performing leadership roles in the field of public health in order to maintain, promote and restore health as well as enhancing the quality of life of a broad range of people including patients, local residents, and the nation .

The School of Public Health is a professional graduate school which aims to develop highly-advanced public health professionals capable of meeting the challenges described above, in addition to providing refresher education. The School therefore offers a standard two year course targeting regular new faculty graduates, as well as a one year course for working students with a certain degree of experience. The requirements for working students emphasize both practical experience and the length of this experience in the healthcare field. For details, refer to the eligibility criteria listed below, and the attached 'Entrance Examination Guideline'.

Upon successfully competing either of these courses, students will receive a Master of Public Health Degree.

# 1. Eligibility criteria

Prospective students must satisfy the following eligibility criteria and, in the case of the one year course, must possess separately-specified practical experience in the healthcare field (Note 1).

- (1) Persons who have graduated or are expected to graduate from a Japanese university by 31 March 2024. (Note 2)
- (2) Persons who have completed, or are expected to complete sixteen years of school education abroad by 31 March 2024. (Note 3)
- (3) Persons who have been conferred a degree equivalent to that of a bachelor's degree or are expected to be conferred on or before March 31, 2024 from a foreign university or other foreign institution (limited to those whose comprehensive status of education and research activities have been assessed by the government of the said foreign country or a related organization), having completed a program with a completion period of 3 years or more. (Note 3)
- (4) Persons who are designated by the Minister of Education, Culture, Sports, Science and Technology or persons who have graduated or are expected to graduate by March 31, 2024 from an educational institution designated by the Minister. (Note 4)
- (5) Persons who have been conferred a bachelor's degree or are expected to have conferred on or before March 31, 2024 by the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD).
- (6) Persons who are 22 years or older on March 31, 2024, whom this graduate school has recognized through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university. (Note 2) (Note 5)

(Note 1)

As for eligibility criteria, required practical experience may vary according to the applicant's academic history including employment requirements. Refer to the School of Public Health's 'Entrance Examination Guideline' for details.

(Note 2)

Japanese universities mentioned in Eligibilities (1) and (6) above are universities within the boundaries of Japan and as prescribed in Article 83 of the School Education Law.

(Note 3)

Eligibilities (2) and (3) above includes the case of having completed a correspondence program provided by a foreign school of said country while residing in Japan.

(Note 4)

Those as mentioned in Eligibility (4) above referred to any who have graduated from the following schools or educational institutions.

- The Japan branch of a foreign school as designated by the Minister of Education, Culture, Sports, Science and Technology.
- Specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology (limited to programs where the program duration is at least 4 years and which satisfies standards determined by the Minister)
- Universities under the old university ordinances, or higher educational institutions (daigakko) under the national/provincial/independent administrative agency ordinances

(Note 5)

- 1) Those mentioned in Eligibility (6) above refers to those who do not fall into any of the Eligibilities (1) through (5) above but have graduated from an educational institution equivalent to a 4-year university, and whom this graduate school has recognized, through individual screening of entrance qualifications, as having abilities that are at least equivalent to those who have graduated from a Japanese university.

2) Those who wish to apply based on Eligibility (6) above must submit all the documents specified by the administrative department of this graduate school by Wednesday, 31 May, 2023 as the eligibility for application is confirmed individually in advance by document screening. Please inquire the administrative department of the graduate school in advance about the eligibility for application and the documents to be submitted.

Eligibility review result will be notified by Email around Thursday, 15 June, 2023.

3) Those who are recognized as having abilities that are at least equivalent to those who have graduated from a Japanese university through screening of entrance qualification will be permitted to apply and take the entrance examination.

## 2. Admission criteria

Admission shall be determined based on a comprehensive judgment of the academic performance of the school they came from, the results of other documents screening, written examination and oral exam and so on.

## 3. Exam subjects and quotas

Department	Course	Written Exam Subjects		Oral Examination	Quota
		Foreign Language	Specialized Subject		
School of Public Health	2 year course	English	Following four subjects: ① General health sciences/social medicine ② General Statistics ③ Choose 4 out of the following specialized fields: - Epidemiology - Medical statistics - Preventive medicine - Health education - Mental health - Medical ethics - Medical law - Public health survey methodology - Biomedical Informatics ④ Short essay	An oral examination will be given to those who pass the written examination.	30 20 (2 year course) 10 (1 year course)
	1 year course				

Notes:

- (1) Depending on the exam results, the number of admitted students may be less than the quota.
- (2) Those who wish to take the one year course can change to the two year course (maximum of two years study), and can also request assessment (i.e., pass/fail) for both courses.
- (3) For the contents of Specialized Subject, see the 'Entrance Examination Guideline' for more details.

## 4. Exam dates & venues

Department	Course	Written exam	Announcement of written exam results	Oral exam
School of Public Health	2 year course	Mon, 21 August 2023	7:00 p.m. Wed, 23 August 2023	Thurs, 24 August 2023
	1 year course			

Notes:

- (1) Each applicant will be notified around the beginning of August, 2023 by Email about the time and place of the examination.
- (2) Information regarding those who pass the written examination will be posted on the website (<http://www.m.u-tokyo.ac.jp/index.html>).

## 5. Announcement of successful applicants & admission procedures

- (1) A list of successful applicants will be posted on the website (<http://www.m.u-tokyo.ac.jp/index.html>) at 12:00 p.m. on Friday, 8 September 2023.
- (2) An Admission Certificate will be posted to each successful applicant in late February 2024.
- (3) Admission Certificate recipients are required to complete the necessary admission procedures (i.e., payment of admission fees and submission of admission forms) in accordance with the accompanying Admissions Guide within a designated period on early March, 2024. Failure to complete the admission procedures shall be regarded as refusal of admission.
- (4) Estimated costs of admission in 2024  
(International students with a Japanese Government [*Monbukagakusho*: MEXT] Scholarship are exempt from these fees)
  - ① Admission fee: ¥282,000 (estimated)
  - ② Tuition fee: ¥267,900 (annual tuition fee of ¥535,800; estimated)

The above fees are estimates only. Any revisions to student fees upon admission or during enrollment shall become effective immediately.

## 6. Application procedure

- (1) Applications must be sent by postal mail.  
Place all of the necessary 'application documents' in a single envelope designated by the Graduate School of Medicine and send by registered mail.  
Graduate School of Medicine's Admission Office does not respond to inquiries on about individual delivery status. Each delivery status must be confirmed by tracking number on applicants' side.
- (2) Acceptance period  
Applications must arrive between Wednesday 21 June, 2023 through Friday 30 June, 2023. The envelope must be postmarked no later than Friday 30 June 2023, and must arrive no later than Tuesday 4 July 2023.
- (3) In case you live abroad and having a difficulty in submitting the application documents by post, you may submit them online.  
Submission period would be same as Wednesday 21 June, 2023 through Friday 30 June, 2023 JPT 23:59. However, when the postal mail becomes available, please submit the original application documents via postal mail immediately. Also, if you submit documents by both postal mail and online, we will presume the documents sent by postal mail as the final version.  
Format on submission of application documents via online
  - All documents in section "a" to "i", excepting b. Self-addressed envelopes, must be submitted in the PDF format or as image files and upload to the following address.  
Applicants for School of Public Health: <https://onl.sc/RdZKfPF>
  - The name of the each file have to be [SPH] "the application document's name " / "applicant's name"  
e.g.: [SPH]Application Form/Hanako Igaku.pdf
- (4) Address  
Academic Affairs Team (for graduate students), Graduate School of Medicine, the University of Tokyo  
7-3-1 Hongo, Bunkyo-ku, Tokyo, Japan 113-0033  
[in.m@gs.mail.u-tokyo.ac.jp](mailto:in.m@gs.mail.u-tokyo.ac.jp)

(5) Application documents (asterisk [\*] indicates that a specific form must be used)

Document	Who should submit	Description
a.* Application Form	All applicants	Attach three identical passport photos taken within three months of the application date to the space provided on the: 1) Application Form; 2) Photo ID Card; and 3) Exam Card ( <i>jukenhyo</i> ; 受験票). See the “Entrance Examination Guideline” of each school as to how to fill in the application forms.
b.* Self-addressed envelopes	All applicants	Submit three self-addressed envelopes and affix ¥84 worth of postage stamps to the envelope marked 'Exam Card Enclosed' ( <i>jukenhyo zaichu</i> ; 受験票在中). If your sending address is outside Japan, please enclose sufficient IRC(International Reply Coupons, 1 piece of IRC=130 yen). The cost depends on the area where you receive.
c.* Exam fee (¥30,000)	All applicants ( <i>Japanese Government [Monbukagakusho: MEXT] Scholarship</i> students are exempt)  * <i>Monbukagakusho</i> Scholarship students currently enrolled at a different university must submit their official scholarship certificate.	The exam fee must be paid at a bank branch or convenience store, or by credit card. The applicant is responsible for any fees or charges associated with the payment.  <i>Bank transfer:</i> Fill out the designated Transfer Request Form and submit it together with the exam fee at your nearest bank branch. The payment cannot be made at a Japan Post Bank ( <i>Yucho Ginko</i> ), post office, ATM, or via the internet. The bank will give you the Transfer Receipt (' <i>Furikomikin Uketorisho</i> '; Form B) which you should retain for your own records, and the Certificate of Transfer Receipt (' <i>Furikomikin Uketsuke Shomeisho</i> '; Form C) which you should submit.  <i>Convenience store &amp; credit card payments:</i> Refer to the attachment ' <i>How to Pay the Graduate School of Medicine Exam Fee at a Convenience Store or by Credit Card</i> ' for details on how to make the payment.
d. Academic transcript/s	All applicants	Must certify bachelor's results (including liberal arts courses); original certificates only. In the case of students graduating from universities outside Japan, please submit transcripts in English. If documents cannot be submitted in English, you must submit English translation of transcripts provided by official agencies. Photocopies are not acceptable. If the applicant has changed the applicant's university or participated in exchange programs and if the applicant's home university does not report grades earned, name of courses and dates of attendance, he/she must include official transcripts from all the former universities or colleges.

e. (Anticipated) Certificate of graduation	ALL applicants	In the case of students graduating from universities outside Japan, please submit certificate in English. If documents cannot be submitted in English, you must submit English translation of transcripts provided by official agencies. Photocopies are not acceptable. The degree acquired must be indicated. If the name and the date of the degree awarded are contained in the Official Transcript, applicants do not have to submit the Official Proof of Graduation. Submit a certificate of the degree conferred, created by the National Institution for Academic Degrees and University Evaluation if you have been awarded a degree from the National Institution for Academic Degrees and University Evaluation.
f. Certificate of employment (format optional)	1 year course only	Must be issued by the applicant's immediate manager and attest to the fact that the applicant has at least 3 years of practical experience. <sup>Note)</sup>
g. Study Plan	Only required for those who wish to maintain their employment at a government office, school, hospital or private company during enrollment	Summarize your intended study plan in two A4 pages and write 'Study Plan' along with your name and page number at the top left of each page.
h. Proof of change in name	if applicable	Those who have changed their name and will submit supporting documents that were issued under their former name are required to enclose an ORIGINAL document that proves change in name. (e.g. Certificate of Individual Records, Certificate of Acceptance of Marriage Report). Photocopy cannot be acceptable.
i.* Certificate of Japanese language ability	Non-Japanese applicants only [NOT required for those who have graduated or are expected to graduate from a Japanese university]	Must be issued by a Japanese instructor or equivalent person who is able to objectively assess your Japanese language ability. Alternatively, a certificate issued by a Japanese language school is also acceptable. Those who have taken the '日本語検定試験' (Japanese Language Examination) may instead submit a copy of their test certificate.

Note

Required practical experience may vary according to the applicant's academic history including employment requirements. Refer to the School of Public Health's ' Entrance Examination Guideline ' for details.

## 7. Other important points

- (1) We will send you the examination card by post and notes on the examination by Email in the beginning of August, 2023. If you have not received them by four days prior to the exam, contact the Graduate School of Medicine's Administrative Division (see 6(4) above) for instructions.
- (2) Following the submission of application documents, changes to the documents or the refund of exam fees will not be allowed under any circumstances. Once application documents are received, they are not returnable.

- (3) You can also attach any certificates from your immediate manager regarding the details of your work performed to date (format optional), along with any relevant research papers or reports, to the application documents listed in 6(5) above.
- (4) Those who wish to maintain their employment at a government office, school, hospital, or private company during enrollment are required to submit a consent form (format optional) from their employer when completing the admission procedures according to 5(3) above, to the fact that they will enter our school maintaining the employment.
- (5) International students are required to obtain the appropriate visa according to the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951) prior to undertaking the admission procedures.
- (6) Admission fees shall not be refunded under any circumstances following the completion of admission procedures.
- (7) Applicants with a physical disability who require special consideration or assistance during the entrance exam or after enrollment should contact the Administrative Division (see 6(4) above) when submitting their application.
- (8) Names, addresses, or other personal information obtained from applications will be used for: ① screening of applicants (application processing & screening); ② the announcement of successful applicants; and ③ tasks related to admission procedures. This personal information will also be used for: ① academic affairs (enrollment records, learning etc.); ② student support (health management, employment assistance, applications for scholarships and exemption from tuition fees, use of libraries, etc.); and ③ collection of tuition fees.
- (9) If any false statement or forgery in the application documents, or if there is clear evidence that there was any fraudulent activity during the examination, that student's admittance may be canceled even after passing the examination or the enrollment.
- (10) The examination results used in the selection of entrants may be used in future studies for the improvement of both the entrance examination and the education at the University of Tokyo.
- (11) The University of Tokyo has established the "The University of Tokyo Security Export Control Regulations" in accordance with Japan's "Foreign Exchange and Foreign Trade Act", and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for Japanese students in certain circumstances. Please be aware that applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the university or may have their research activities restricted after their enrollment even if they have passed the entrance examinations.

May 2023