2025 Application Guidelines
Special Selection for Overseas Residents

1. Schedule

This special selection will be held twice, in January - February 2025 ("January – February Selection Process") and July 2025 ("July Selection Process"). In the January-February Selection Process, applicants can choose their desired date of enrollment from either April 1, 2025 or October 1, 2025. In the July Selection Process, successful applicants will be admitted on October 1, 2025.

Date/Deadline		Tasks & Events
[January – February Selection Process]	**[July Selection Process]**	
November 26, 2024	TBD (Mid-May 2025)	Deadline for eligibility screening (Eligibility screening is required for those who fall under the category (4) of the requirement of eligibility. See also "3. Eligibility for Admission.")
December 2, 2024	TBD (Late May 2025)	Examination fee payment form opens
December 2, 2024	TBD (Late May 2025)	Examination application opens
December 12, 2024	TBD (Early June 2025)	Deadline for payment of examination fee and application documents as electronic files via e-mail
December 13, 2024	TBD (Early June 2025)	Deadline for all application documents
January 28, 2025 – February 3, 2025	TBD (Early July 2025)	Oral examination
February 14, 2025	TBD (Mid-July 2025)	Announcement of examination results
[For Enrollment in April 2025]	**[For Enrollment in October 2025]**	
After February 14, 2025	TBD (Mid-July 2025)	Enrollment procedure guidelines will be sent out to the successful applicants
March 4, 2025	TBD (Late August 2025)	Submission deadline for enrollment procedure documents
April 1, 2025	October 1, 2025	Date of enrollment

Notes:
1) The dates and times listed in this document are in Japan Standard Time (JST).
2) The finalized schedule will be announced on the following web page after April 2025.
   Degree Programs in Systems and Information Engineering
   https://www.sie.tsukuba.ac.jp/eng/visitor/exam/entra/

2. Number of Students to be Accepted

The following doctoral programs at the Degree Programs in Systems and Information Engineering are recruiting students in this special selection.

Program	Number of students to be admitted
Doctoral Program in Policy and Planning Sciences	A few
Doctoral Program in Risk and Resilience Engineering	A few
Doctoral Program in Computer Science	A few
Doctoral Program in Intelligent and Mechanical Interaction Systems	A few
Doctoral Program in Engineering Mechanics and Energy	A few

3. Eligibility for Admission
[For Enrollment in April 2025]
(1) Applicants who have been awarded a master's degree or expected to achieve it by March 2025
(2) Applicants who have been awarded a professional degree or expected to achieve it by March 2025
(3) Applicants who have been awarded an overseas degree equivalent to a master's degree or

professional degree as of March 2025

(4) Applicants who are 24 years or older as of March 2025, and recognized as having academic competency equivalent to persons with a master's degree or professional degree, as a result of the eligibility screening conducted by UT

[For Enrollment in October 2025]

(1) Applicants who have been awarded a master's degree or expected to achieve it by September 2025

(2) Applicants who have been awarded a professional degree or expected to achieve it by September 2025

(3) Applicants who have been awarded an overseas degree equivalent to a master's degree or professional degree as of September 2025

(4) Applicants who are 24 years or older as of September 2025, and recognized as having academic competency equivalent to persons with a master's degree or professional degree, as a result of the eligibility screening conducted by UT

Note: If you have any questions about your eligibility or would like to be screened, please contact us individually at sysinfo.admission@un.tsukuba.ac.jp.

4. Fees & Tuition
(1) Examination Fee
30,000 Japanese Yen (non-refundable)

The examination fee must be paid before applying. Your application will be invalid if the payment is delayed. The examination fee is non-refundable after submission of the application documents. Payment can be made by credit card (VISA, MasterCard, JCB, American Express) by following the steps below.

1) Visit E-shiharai.net website linked below during the designated payment period. https://e-shiharai.net/english/?schoolcode=OPU5100850000000 **[January – February Selection Process]** **Payment period: December 2, 2024 - December 12, 2024 (JST)** **[July Selection Process]** **Payment period: TBD (Late May 2025 – Early June 2025)**	
2) Top page	Click "Examination Fee."
3) Terms of Use and Personal Information Management	Please read the Terms of use and Personal Information Management. Click "Agree" button in the lower part of the page if you agree with the terms.
4) School Information	Read the information carefully and click "Next."
5) Category Selection	Choose First – Forth Selection category and click "Add to Basket." The First Selection will be "Degree Programs in Systems and Information Engineering." In the Forth Selection, choose your desired program.
6) Basket Contents	Confirm the contents and click "Next."
7) Basic Information	Input the applicant's basic information. Choose your credit card and click "Next."
8) Credit Card Information	Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.
9) Payment Result	Confirm all the information displayed and click "Confirm."
10) Credit Card Payment Completed	Click "Print this page" button and print out "Result" page. Both the printed page and its PDF version (Save the "Result" page as a PDF file or scan the printed document to PDF) are required to be submitted. See also **No. 8** in "6. Documents to Be Submitted."

Note: Those who fall under the following categories are not required to pay the examination fee.
- Japanese Government (Monbukagakusho: MEXT) Scholarship students
- Students who have completed or expected to complete a master's program at the University of Tsukuba and will enroll in a doctoral program at the university within one year of the date of

completion.

(2) Admission Fee
282,000 Japanese Yen (non-refundable)

(3) Tuition for the First Year   **the payment made after enrollment
The tuition rates are subject to change. The tuition of subsequent years will be the same as the first year of enrollment unless the tuition rates are revised.

[For Enrollment in April 2025]

Semester	Amount
Spring AY 2025 (April 2025 – September 2025)	267,900 JPY
Fall AY 2025 (October 2025 – March 2026)	267,900 JPY
Total amount per year	535,800 JPY

[For Enrollment in October 2025]

Semester	Amount
Fall AY 2025 (October 2025 – March 2026)	267,900 JPY
Spring AY 2026 (April 2026 – September 2026)	267,900 JPY
Total amount per year	535,800 JPY

*JPY = Japanese Yen

5. Application Procedures

Before Applying
All the applicants must obtain prior consent from their supervisor (the person who gives them academic instructions after enrollment).
Before applying, applicants must contact a faculty member and obtain consent to become their prospective supervisor.
For the lists of faculty members and their fields of research, see:
   Faculty Directory: https://www.sie.tsukuba.ac.jp/fac_search2/
   Faculty List: https://www.sie.tsukuba.ac.jp/eng/org/staff/

International students who plan to apply for the following programs will need a "reference number" for Security Export Control to complete the application (It is a required item on the application form). The reference number will be issued via the prospective supervisor. Since it will take some time to obtain a reference number, please contact your desired faculty member as soon as possible.

- Doctoral Program in Risk and Resilience Engineering
- Doctoral Program in Computer Science
- Doctoral Program in Intelligent and Mechanical Interaction Systems
- Doctoral Program in Engineering Mechanics and Energy

Apply for Eligibility Screening
Those who fall under the category (4) of the requirement of eligibility (See "3. Eligibility for Admission") are required to undergo eligibility screening.
Apply for eligibility screening via e-mail at sysinfo.admission@un.tsukuba.ac.jp by the following deadline.

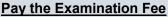**[January - February Selection Process]**
   Deadline: November 26, 2024 5:00 PM (JST)
[July Selection Process]
   Deadline: TBD (Mid-May 2025)

Note: The deadlines are strictly observed. Applications received after the deadline will not be

accepted.

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Pay the Examination Fee

The examination fee must be paid before applying. The payment period is as follows**[January – February Selection Process]**
Payment period: December 2, 2024 - December 12, 2024 (JST)
[July Selection Process]
Payment period: TBD (Late May 2025 – Early June 2025)

See also "4. Fees & Tuition."

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Apply for Entrance Examination

All applicants are required to submit the entrance examination application documents during the following period. In addition to submitting the application in electronic format, the original documents must also be sent by mail. Both must be completed within the application period.
[January – February Selection Process]
- Electronic files Submission Deadline: December 12, 2024 5:00 PM(JST)
- Original documents Deadline: December 13, 2024 5:00 PM (JST)

[July Selection Process]
Application Period: TBD (Late May 2025 − Early June 2025)

Note:
1) The deadlines are strictly observed. Applications received after the deadline will not be accepted. In case of delays caused by the carrier, submit a written notice from the carrier indicating the situation.
2) You cannot change the desired program from one to another after the submission of application documents.

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See "7. Examination Schedule, Announcement of Acceptance & Enrollment Procedures"
for subsequent procedures

[E-mail Address]
Please send all application documents to be submitted electronically to the email address below.
sysinfo.admission@un.tsukuba.ac.jp

[Mailing Address]
Send all the application documents to be submitted via a tracked delivery service to the address below.
Graduate Support
Academic Service Office for Systems and Information Engineering Area
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573 Japan
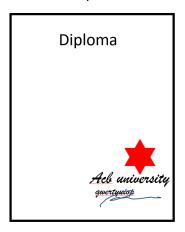
6. Documents to Be Submitted
Please read the lists and notes below carefully and prepare the necessary documents for application. Documents that require the original to be mailed are marked 'Required' in the 'Original document' column in the table below. For documents not marked 'Required' in this column, only electronic data shall be submitted.

[NOTE]
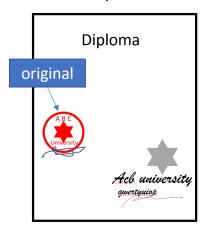**Your completed application form and other supporting documents will not be returned to you.**
For certificates that cannot be reissued, please submit a copy certified by the issuer or an official institution. See below picture for the details.
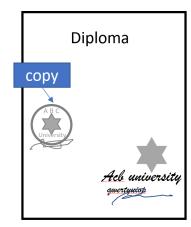
Acceptable	Acceptable	NOT Acceptable
Diploma	Diploma	Diploma
	original	copy
★ *Acb university* *qwertyuiop*	*Acb university* *qwertyuiop*	*Acb university* *qwertyuiop*
The original issued certificate	Hardcopy of certificate with original stamp and signature	A copy of "hardcopy of certificate with original stamp and signature"

If your university does not issue paper certificates, digital certificates will be accepted on the condition that the following 1 and 2.

1) URL of an online verification service that can verify the authenticity of the digital certificates
*Those that cannot be accessed from outside (e.g., those that require the use of the VPN of your university or cannot be accessed without an account at your university) are not acceptable.

2) URL of the official web page indicating that your university is using such online verification service

If you are unable to obtain a photocopy that meets our requirement, please submit the original document with a return request. "Return request form" will be provided individually. Please let us know if needed.

Regardless of the above, the External English Test Score Sheet will NOT be returned. Also, we will not provide you with a photocopy after submission. Please make your own copy and keep them before submission if necessary.

[For Enrollment in April 2025]
[Electronic files] Submission Deadline: December 12, 2024 5:00 PM(JST)
[Original documents] Submission Deadline: December 13, 2024 5:00 PM (JST)
[For Enrollment in October 2025]
TBD

No.	Document	Electronic file (Format)	Original document	Instructions
1	Application Form	Required (XLSX)	-	Use the prescribed form. -- A printed document is not required.
2	[Expected] Graduation Certificate/ [Expected] Degree Certificate	Required (PDF)	Required	Submit the certificate of [expected] graduation and degree certificate to certify that you have or expected to achieve a master's degree, professional degree or overseas degree equivalent to a master's/professional degree. The document(s) must clearly indicate the date of enrollment and [expected] completion, the type and name of the degree.
3	Academic Transcript	Required (PDF)	Required	Submit an official academic transcript issued by the university that awarded/will award the most recent degree which is required in "3. Eligibility for Admission." The document must cover all academic years in the said university. If any

No.	Document	Electronic file (Format)	Original document	Instructions
				credits were transferred from another school, an academic transcript issued by that school is also required.
4	Research Plan	Required (PDF)	-	Use the prescribed form. Summarize your research plans within 1000 words in English. -- A printed document is not required.
5	Research Outlines	Required (PDF)	-	Use the prescribed form. Summarize research outlines of your master's thesis or equivalent within 2000 words in English. -- A printed document is not required.
6	List of Papers and Publications	If applicable (PDF)	-	Use the prescribed form. Provide bibliographic information (author names, title of the paper, journal name, volume, number, starting and ending pages, publication year) of your major papers within 300 words in English. If there is no applicable paper or publication, you do not have to submit it. -- A printed document is not required.
8	Examination Fee Payment Proof Document	Required (PDF)	Required	Please submit the "Result" page displayed on the E-shiharai.net website when the payment of examination fee is completed. The See also "4. Fees & Tuition." -- **[Electronic file]** Save the "Result" page as a PDF file or scan the printed document to PDF. **[Original document]** Print out the "Result" page on E-shiharai.net website.
9	Letter of approval to take the entrance examination	If applicable (PDF)	If applicable	Those who fall under either or both of the following items must submit the letter of approval to take the entrance examination: 1) Students who are currently enrolled in a university and are NOT expected to complete the enrolled course before the desired date of enrollment in UT (i.e. April 1, 2024 or October 1, 2024) must submit a letter of approval for them to take UT's entrance examination, issued in the name of the president of the university or the dean of graduate school. Any format is acceptable. 2) Full-time workers at a company or a government agency must submit a letter of approval from them to take UT's entrance examination, issued by their manager. Any format is acceptable.
10	ID Photo	Required (JPEG)	-	Your ID photo must be: 40 x 30 mm in size; facing forward and looking straight at the camera; no hats or other objects that obscure your face. The photo quality must be: clear and in sharp focus; taken within last 3 months. Submit the digital image in JPEG format. -- Printed photo is not required.

Notes:
  1) If your current name is different from that on the documents you submit (for example, because of marriage), you will be required to submit proof of your name change (e.g., copy of marriage license).
  2) All documents must be written in Japanese or English. Otherwise, attach a Japanese or English translation. The translation must be verified officially. You may translate it by yourself with issuer's verification on it.

7. Examination Schedule, Announcement of Acceptance & Enrollment Procedures

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See "5. Application Procedures" for precedent procedures

Examination

Applicants will be selected based on screening of the application documents and oral examination.

1) The oral examination will be conducted during the following period via Skype, Zoom or other video conferencing tools.

[January – February Selection Process]
   Examination Period: January 28, 2025 – February 3, 2025
[July Selection Process]
   Examination Period: TBD (Early July 2025)

2) Follow instructions from the degree program, that will determine the date and location of the oral examination.
3) Applicants will be asked about their research plan, related knowledge and skills.

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Announcement of Examination Result
   [January – February Selection Process]
      February 14, 2025
   [July Selection Process]
      TBD (Mid-July 2025)

The result of examination will be announced individually after the oral examination. An acceptance letter will be sent to successful applicants on the same day by e-mail.

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Receive Enrollment Procedure Guidelines
   [For Enrollment in April 2025]
      After February 14, 2025
   [For Enrollment in October 2025]
      TBD (Mid-July 2025)

Successful applicants will receive enrollment procedure guidelines, which contain an acceptance letter and documents to be submitted before enrollment. Follow the instructions in the guidelines.

Obtain a Visa
Applicants with foreign nationality must acquire a status of residence which is suitable for admission, in accordance with the Immigration Control and Refugee Recognition Act, before beginning enrollment procedures. Those who wish to enroll in UT as an international student must obtain a "Student" visa and enter Japan with a residence status of "Student."

Obtain a Letter from Employer
Full-time workers need a document or a letter from their employer to prove that the person is available to complete the program (e.g. an order for a training course, a letter of leave of absence or an approval letter).

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> **Admission Procedure to Confirm Enrollment**
> **[For Enrollment in April 2025]**
>   **Deadline: March 4, 2025)**
> **[For Enrollment in October 2025]**
>   **Deadline: TBD (Late August 2025)**
>
> You need to complete the procedure via website by the deadline. Some are requested to submit additional certificates via postal mail. Please follow the instructions.

> **Enrollment**
> **April 1, 2025/October 1, 2025**
>
> Those who apply for the January-February entrance examination can choose the admission date from April and October. Those who applied for the July entrance examination can only enter in October.

8. Handling of Personal Information

Applicants' personal information obtained from the application documents and the results of the entrance examination will be used for the affairs concerning admission and screening. UT may also process the information so that it is not personally identifiable and use it for research and study aimed at improvement of the admission procedure and the university education.

9. Security Export Control

The University of Tsukuba has established the University of Tsukuba Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students. Applicants who fall under any of the conditions set out in the said regulations may be unable to enter their desired program.

10. Contact

1) If you have any questions about this application guidelines, please contact us:

Graduate Support, Academic Service Office for the Systems and Information Engineering Area
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573 Japan
Monday – Friday (except university holidays),
from 9:00 AM to 5:00 PM (except 12:15 PM - 1:15 PM) (JST)
E-mail: sysinfo.admission@un.tsukuba.ac.jp

2) If you have any questions about curriculum or research field, contact your desired program.

Doctoral Program in Policy and Planning Sciences
E-mail: entexam_pps@sk.tsukuba.ac.jp
Doctoral Program in Risk and Resilience Engineering
E-mail: entexam@risk.tsukuba.ac.jp
Doctoral Program in Computer Science
E-mail: exam@cs.tsukuba.ac.jp
Doctoral Program in Intelligent and Mechanical Interaction Systems
E-mail: entexam@imis.tsukuba.ac.jp
Doctoral Program in Engineering Mechanics and Energy
E-mail: entexam@kz.tsukuba.ac.jp