

2026 Application Guidelines
Graduate Program for Transforming Society
Through Artificial Intelligence and Intelligent Robotics
JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP PROGRAM
(UNIVERSITY RECOMMENDATION)

The University of Tsukuba (UT) is recruiting excellent international students of graduate school level for the "Graduate Program for Transforming Society Through Artificial Intelligence and Intelligent Robotics," the scholarship program adopted and funded by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

Those who applied for this program and passed the entrance examination shall be recommended to MEXT by UT as candidates for the scholarship provided by the Japanese government.

Note:

The official scholarship application conditions are scheduled to be announced by MEXT in December 2025. Therefore, scholarship conditions and other information in this application guidelines are subject to change. UT will notify the applicants if there are any changes to the information provided in the guidelines.

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1. Schedule

Date/Deadline	Tasks & Events	
July 1, 2025	Examination application opens	See “7. Application Procedures” and “8. Documents to Be Submitted” for details.
August 22, 2025 3:00 PM (JST)	Submission deadline for pre-screening	
August 29, 2025 3:00 PM (JST)	Deadline for application for eligibility screening and inquiries regarding eligibility	
September 26, 2025 3:00 PM (JST)	Submission deadline for examination application documents <i>as electronic files in the designated format</i> (via e-mail)	
October 10, 2025 5:00 PM (JST)	Submission deadline for <i>the original document</i> for examination application (via a tracked delivery service)	
October 20, 2025 - October 24, 2025	Examination period (oral examination will be conducted online one day during the period)	
Mid-to late November 2025	Announcement of examination results	
Mid-to late November 2025	Enrollment procedure guidelines will be sent out to successful applicants (via e-mail)	See “9. Enrollment Procedures” for details.
Early December 2025 (TBA)	Submission deadline for scholarship application documents <i>as electronic files in the designated format</i> (via e-mail)	See “7. Application Procedures” and “8. Documents to Be Submitted” for details.
Mid- December 2025 (TBA)	Submission deadline for <i>the original document</i> for scholarship application (via a tracked delivery service)	
Early March 2026	Announcement of the selection result of the MEXT scholarship	
Early March 2026	Submission deadline for enrollment procedure documents	See “9. Enrollment Procedures” for details.
April 1, 2026	Date of enrollment	

2. Number of Students to Be Admitted

The following master’s/doctoral programs are recruiting students for this program.

[Master’s Programs]

Program	Number of students to be admitted
Master's Program in Intelligent and Mechanical Interaction Systems	4

[Doctoral Programs]

Program	Number of students to be admitted
Doctoral Program in Intelligent and Mechanical Interaction Systems	4

3. Qualifications and Conditions

UT and MEXT accept applications from international students of graduate school level who are newly coming to Japan and satisfy the following qualifications and conditions. Applicants must commit to enrolling in the University of Tsukuba if they are accepted.

(1) Academic Performance

Applicants must have demonstrated excellent academic achievement with a Grade Point Average of 2.30 (out of 3.00) or above at the previous school, and the evaluation on the same level is expected during the scholarship payment period.

Note: See [Appendix 1](#) to calculate your GPA yourself. The calculation of GPA has to follow the MEXT's rule.

(2) Nationality

Applicants must have the nationality of a country that has diplomatic relations with Japan. An applicant who has Japanese nationality at the time of application is not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply as long as they choose the nationality of the other country and renounce their Japanese nationality by the date of their arrival in Japan.

(3) Age

Applicants, in principle, must be born on or after April 2, 1991. Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to the situation or circumstances in the applicant's country (military service obligation, loss of educational opportunities due to disturbances of war, etc.) Personal circumstances (financial situation, family circumstances, state of health, circumstances related to the applicant's university or place of employment, etc.) will not be considered for exceptions. Those who completed the Young Leaders' Program and wish to enroll in a doctoral course can apply within 5 years after completing the program, even if they do not meet the eligible age limit.

(4) Academic Background

Applicants must satisfy any one of the following conditions for admission to be accepted in the Master's/Doctoral Program in Computer Science from April 2026. (Applicants who will certainly satisfy any of the following conditions by the time of enrollment are eligible.)

[Master's Programs]

- 1) Applicants who have completed 16 years of education in countries other than Japan and earned a bachelor's degree, or expected to graduate and receive the bachelor's degree by March 2026
- 2) Applicants who are 22 years or older as of March 2026, and recognized as having academic competency equivalent to university graduates, as the result of the eligibility screening conducted by UT

[Doctoral Programs]

- 1) Applicants who have been awarded a master's degree or are expected to achieve it by March 2026
- 2) Applicants who have been awarded a professional degree or are expected to achieve it by March 2026
- 3) Applicants who have been awarded an overseas degree equivalent to a master's degree or professional degree as of March 2026
- 4) Applicants who are 24 years or older as of March 2026, 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: Those who have completed a doctoral course and have no intention to obtain a degree are not eligible to apply. (See also "[3.\(9\) Non-eligibility](#).")

(5) Language Proficiency

Applicants must satisfy any one of the following conditions for language proficiency in Japanese or English.

[Japanese]

- 1) Those who have passed N2 or higher level of the Japanese language proficiency test (JLPT) by the time of enrollment
- 2) Those who have completed a curriculum that meets the conditions for admission in Japan for a master's course/doctoral course by using Japanese as the main language

- 3) Those who are regarded by UT to have a Japanese language ability equivalent to or better than N2 of the Japanese language proficiency test (JLPT)

[English]

- 1) Those who have passed/achieved a score in a language proficiency test that corresponds to B2 or higher level in all sections (Listening, Reading, Writing, and Speaking) of the Common European Framework of Reference for Languages (CEFR) at the time of enrollment. (See Appendix 2 to check your score)
- 2) Those who have completed a curriculum that meets the conditions for admission in Japan for a master's course/doctoral course by using English as a main language
- 3) Those who are regarded by UT to have an English language ability equivalent to or better than B2 of the Common European Framework of Reference for Languages (CEFR)

(6) Health

An applicant must be physically and mentally healthy enough to pursue study at university.

(7) Arrival in Japan

The date of enrollment will be April 1, 2026. In principle, applicants must be able to arrive in Japan on the date set by UT, which is normally at the beginning of April. Departure from the home residence should be on or after April 1, 2026. Excluding cases in which MEXT deems as unavoidable circumstances, the applicant must withdraw from this scholarship program if the applicant cannot arrive in Japan by the end of the specified period above which is decided by MEXT or UT.

(8) Visa Requirement

An applicant shall, in principle, newly obtain a "Student" visa at the Japanese diplomatic mission located in the applicant's country of nationality, and enter Japan with the residence status of "Student."

Accordingly, even if the applicant already has other residence status ("Permanent resident," "Long-term resident," etc.), the applicant must change it to the "Student" status and re-enter Japan. Moreover, the applicant should be aware that after expiration of the status as a MEXT Scholarship student and even if the student again applies for their original resident status of "Permanent resident" or "Long-term resident," such resident statuses might not be necessarily granted. The applicant should also be aware that the scholarship will be cancelled if he/she arrived in Japan without a newly obtained "Student" visa.

(9) Non-eligibility

Those who meet any one of the following conditions are ineligible. If identified ineligible after being selected as a scholarship student, he/she must withdraw from the scholarship.

- 1) Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
- 2) Those who cannot arrive in Japan by the last date of the period specified by MEXT or the accepting university;
- 3) Those who are previous grantees of Japanese Government (MEXT) scholarship programs (including those who withdraw from the scholarship program after the arrival in Japan). This does not apply to: those who have educational or work experience exceeding more than three years from the following month of the period of the previous scholarship to the estimated first month of the payment of this scholarship; and the past grantees of the Japanese Studies Students program who have graduated or are going to graduate from universities in their home countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments and Young Leaders' Program. The Monbukagakusho Honors Scholarship for Privately-Financed International Students is not included in the Japanese Government (MEXT) Scholarship Programs;
- 4) Those who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system, for which scholarship payments will begin in FY 2026;
- 5) Those who are planning to receive scholarships or fellowships funded by the Japanese government or related organizations after the start of the scholarship payment period;
- 6) Those who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
- 7) Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan;

- 8) Those who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or internship) outside Japan or plan to take a long-term leave of absence from the university;
- 9) Those who have no intention to obtain a degree.

(10) Others

MEXT Scholarship will be granted to those who are willing to contribute to mutual understanding between Japan and their home country by participating in activities at schools and communities during their study in Japan while contributing to the internationalization of Japan. They shall also make efforts to promote relations between the home country and Japan by maintaining close relations with the university attended after graduation, cooperating with the conducting of surveys and questionnaires, and cooperating with relevant projects and events conducted by the Japanese diplomatic mission after they return to their home countries.

4. Period of Scholarship

The scholarship will be paid during the standard study period for each program.

[Master's Programs] 2 years (From April 2026 until the end of March 2028)

[Doctoral Programs] 3 years (From April 2026 until the end of March 2029)

5. Scholarship Benefits

(1) Allowance

The amounts listed below shall be paid depending on the course enrolled in. A supplemental regional allowance of 2,000 yen or 3,000 yen per month will be added to the monthly scholarship amount for the grantees studying or conducting research in specially designated regions. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change each fiscal year. If a grantee is absent from the university for an extended period, the scholarship shall be suspended for that period.

[Master's Programs] 144,000 yen per month

[Doctoral Programs] 145,000 yen per month

(2) Traveling Costs

1) Transportation to Japan: In principle, MEXT will stipulate airline tickets to students who arrive in Japan during the designated period specified in section 3. (7) "Arrival in Japan." The airline ticket will cover the international airfare from the international airport nearest to the grantee's residence (in principle, within the country of nationality) to an international airport in Japan that is commonly used for travel to the UT. The ticket will be for economy class. The grantee shall bear at his/her own expense all costs related to domestic travel from the grantee's residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. In the following cases (a) or (b), the grantee must bear the cost of travel and accommodation in the transit country. MEXT will only provide an economy-class ticket from the home country to the transit country and from the transit country to the international airport in Japan that is typically used by the UT, the accepting university:

(a) When there is no Japanese diplomatic mission in the student's home country, or when the mission is temporarily closed, and the student must travel to a third country to apply for a visa.

(b) When there is no direct flight from the student's home country to Japan.

In principle, the address listed in the "Current Address" section of the Application Form (for the MEXT scholarship) (Document D-2) will be recognized as the grantee's residence. However, if the grantee relocates within their home country prior to departure, the address listed in the "Your address before departure for Japan" section of the same form will be considered the residence, and the airline ticket will be arranged from the nearest international airport accordingly. Except in cases where the grantee must travel to a third country to obtain a visa, MEXT will not provide an airline ticket if the grantee travels to Japan from a country other than their country of

residence for personal reasons. Furthermore, if the grantee arrives in Japan outside the designated period specified in section 3. (7) Arrival in Japan" due to personal circumstances, travel expenses will not be provided.

2) Transportation from Japan: Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate from UT and return to their home country by the end of the final month of the period of scholarship (See "[4. Period of Scholarship](#)") designated by MEXT. MEXT shall provide an economy-class airline ticket from the international airport in Japan used for the normal route to and from UT, to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. If a grantee returns to their home country before the end of the period of scholarship due to personal circumstances, or reasons stated in "[6. Suspension of Payment of Scholarship](#)," MEXT will not pay for the returning travel expenses. If a grantee continues to stay in Japan after the scholarship period has ended (ex. proceeding to further education or being employed in Japan, continuing to register at the university), travel expenses for a temporary return will also not be paid. In addition, if the grantee remains in Japan after the scholarship period ends (e.g., for further studies, employment, or continued enrollment at a university as a privately financed international student), MEXT will not cover the cost of travel for temporary return to the home country.

(3) Tuition and Other Fees

The entrance examination fee, admission fee, and tuition will be paid by UT. However, those who have been suspended from scholarships for the reasons described in the next section must pay the tuition, the amount of which is stipulated in UT's school rules and other regulations.

6. Suspension of Payment of Scholarship

Payment of the scholarship will be cancelled for the reasons given below. Should any of the following reasons apply, the grantee may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- 1) A grantee is determined to have made a false statement on his/her application;
- 2) A grantee violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- 3) A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or a period exceeding 1 year;
- 4) A grantee is suspended from the university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with UT's school rules and other school regulations;
- 5) It has been determined that it will be impossible for a grantee to complete the course within the standard period of study because of poor academic grades or suspension or absence from the university;
- 6) A grantee came to Japan without newly acquiring the "Student" residence status, or changed his/her residence status to one other than "Student";
- 7) A grantee has received another scholarship (excluding those specified for research expenditures);
- 8) A grantee proceeds to a more advanced level of education without receiving approval for an extension of the period of the scholarship;
- 9) A grantee has dropped out of the university or transferred to another graduate school;
- 10) A grantee's annual Grade Point Average (GPA) is below 2.30, or below the grading standard set by the university.

7. Application Procedures

Note: The deadlines are strictly enforced. Applications received after the deadlines will not be accepted.
In case of delays caused by the carrier, submit a written notice from the carrier explaining the situation.

Before Applying

Before applying, applicants must contact a faculty member and obtain consent to become their prospective supervisor (the person who gives them academic instructions after enrollment).

For the lists of faculty members and their fields of research, see:

<https://www.sie.tsukuba.ac.jp/eng/visitor/exam/inter-student/>

International students will need a "reference number" for Security Export Control to complete the application. 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.



Apply for the application prescreening

All the applicants need to pass the prescreening before taking the entrance exam.

- 1) Submit the required documents (A-1 to A-3) as electronic files in the designated format via e-mail.

Deadline: August 22, 2025 3:00 PM (JST)

Mail to: sysinfo-gakuseishien@un.tsukuba.ac.jp



Apply for Eligibility Screening (if required)

Those who don't satisfy the qualification of "3-(4) academic background" need to apply for Eligibility Screening before submitting the application for the entrance exam.

The eligibility screening is conducted by the University of Tsukuba to confirm that the applicant has academic ability equivalent or superior to that of university graduates prior to application. For details of the eligibility requirements, see <https://www.tsukuba.ac.jp/en/admissions/grad-eligibility/index.html>

- 1) Submit the required documents (B-1 to B-4 and others) as electronic files in the designated format via e-mail.

Deadline: August 29, 2025 3:00 PM (JST)

Mail to: sysinfo.admission@un.tsukuba.ac.jp



Apply for Entrance Examination

Applicants are required to submit the entrance examination application documents in a two-step process.

- 1) Submit the required documents (C-1 to C-8) as electronic files in the designated format via e-mail.

Deadline: September 26, 2025 3:00 PM (JST)

Mail to: sysinfo.admission@un.tsukuba.ac.jp

- 2) Submit the original documents via a tracked delivery service.

Deadline: October 10, 2025 5:00 PM (JST)

Shipping address:

Graduate Support, Academic Service Office for Systems and Information Engineering Area

University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573 Japan



Examination

The recipient 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 Zoom or other web meeting services.

Examination Period: October 20 – 24, 2025

- 2) Follow instructions from your prospective supervisor, who will determine the date and location of the oral examination.

- 3) Applicants will be asked about their research plan, related knowledge and skills, including mathematics (for Master's Programs applicants).

Announcement of Examination Result

Mid-late November 2025

The result of the examination will be announced individually after the oral examination. The successful applicants will be recommended to MEXT as the scholarship candidates. Prepare in advance so that you can submit the documents (D-1 to D-5) by the deadline.

Apply for Scholarship

The applicants who passed the entrance examination are required to submit the scholarship application documents in a two-step process.

- 1) Submit the required documents (D-1 to D-5) as electronic files in the designated format via e-mail.

Deadline: Early December (TBA)

Mail to: sysinfo-gakuseishien@un.tsukuba.ac.jp

- 2) Submit the original documents via a tracked delivery service.

Deadline: Mid- December (TBA)

Shipping address:

Student support, Academic Service Office for Systems and Information Engineering Area

University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573 Japan

Announcement of Scholarship Selection Result

Early March 2026

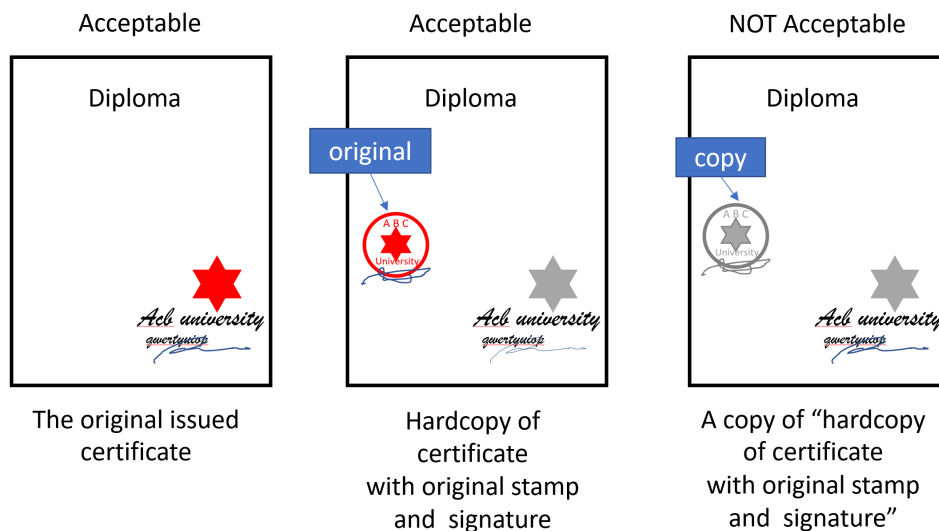
The selection result of the MEXT scholarship will be notified to applicants from UT via e-mail.

See “[9. Enrollment Procedures](#)” for subsequent procedures

8. Documents to Be Submitted

Please read the lists and notes below carefully and prepare the necessary documents for application.

- **In principle, all documents submitted will not be returned to you.** If your academic transcript cannot be reissued, do not submit the certificates. In such a case, photocopies that are certified by the issuer of the certificate that the photocopies do not differ from the original will be accepted. (To verify authenticity, the official seal of the issuer must be stamped directly on the photocopy (paper media) to be submitted.



- If you are unable to obtain a photocopy that meets our requirement, please submit the original document with a return request. The request form will be provided individually. Upon request in the designated manner, the original certificate (limited to those that cannot be reissued) will be returned after the entrance examination. You need to pay the shipping charge if you wish to ship it by return, or come to the office in Tsukuba and pick it up yourself after the enrollment.
- If you have graduated or are expected to graduate from a university which 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
*However, 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

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., a copy of your 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 the issuer's verification on it.
3. All documents should be created and printed on A4 size paper, preferably in a typed format.

(1) Prescreening Application Documents

[Electronic files] Submission Deadline: August 22, 2025 3:00 PM (JST)

Document		File format	Original document	Instructions
A-1	Cover page and Calculation Sheet	EXCEL	-	Use the template. Send your calculation to show that your GPA is higher than 2.30. See Appendix 1 for how to calculate your GPA. The calculation of GPA has to follow the MEXT's rule. If the grading system does not align with a 4-point or 5-point scale, please reach out to us directly.
A-2	Academic Transcript	PDF	-	Submit an official academic transcript issued by the university that awarded/will award the most recent degree which meets the application conditions for the master's/doctoral programs (See " 3.(4) Academic Background "). No other documents (high school etc.) are required. The document must cover all academic years in the said university. If any credits were transferred from another school, an academic transcript issued by that school is also required. Note: If the grading system is not indicated in the academic transcript, you will need to submit an additional document officially issued by the university that specifies and explains their grading system.

Document		File format	Original document	Instructions
A-3	Document to certify the language proficiency	PDF	-	<p>The type of document to be submitted is determined by which condition of “3.(5) Language Proficiency” you meet. If none of the following conditions apply, please contact us individually.</p> <p>[Japanese]</p> <p>1) Those who have passed N2 or higher level of the Japanese language proficiency test (JLPT) must submit the certificate for passing the exam of N2 or higher level of JLPT. The certificate obtained after January 2024 is valid.</p> <p>2) Those who have completed a curriculum that meets the conditions for admission in Japan for a master’s/doctoral course by using Japanese as the main language must submit an official document issued by the university they graduated from.</p> <p>[English]</p> <p>1) Those who have passed/achieved a score in a language proficiency test that corresponds to B2 or higher level in all sections (Listening, Reading, Writing, and Speaking) of the Common European Framework of Reference for Languages (CEFR) must submit the score report of a language proficiency test that corresponds to B2 or higher level of CEFR. The score obtained after January 2024 is valid. (See Appendix 2 to check your score)</p> <p>[Valid score report to prove English proficiency]</p> <ul style="list-style-type: none"> • Cambridge English Qualifications • Test in Practical English Proficiency (EIKEN) • GTEC (Advanced / Basic / Core / CBT) • IELTS (Academic Module / General Training Module) • TEAP / TEAP CBT • TOEFL iBT • TOEIC L&R and TOEIC S&W (required to take two exams) <p>2) Those who have completed a curriculum that meets the conditions for admission in Japan for a master’s/doctoral course by using English as the main language must submit an official document issued by the university they graduated from. If your academic transcript or degree certificate states that the medium of instruction for the course was English, you may use it as a document to certify the language proficiency.</p>

(2) Eligibility Screening Application Documents (if required)**[Electronic files] Submission Deadline: August 29, 2025 3:00 PM (JST)**

Please check if you need for Eligibility screening or not.

<https://www.tsukuba.ac.jp/en/admissions/grad-eligibility/index.html>

Those who wish to apply Eligibility screening have to contact us before applying.

The format (B-5 to B-7) will be provided individually via e-mail upon request.

Document		File format	Original document	Instructions
B-1	Application Form	PDF	-	Please download the template from the UT website .
B-2	Curriculum Vitae	PDF	-	
B-3	Graduation Certificate and Degree Certificate	PDF	-	Submit an official certificate issued by the university that awarded / will award the most recent degree
B-4	Academic Transcript	PDF	-	Same as A-2.
B-5	Certificate of Research Activities	PDF	-	Only for Master's applicants (if needed)
B-6	Research Outlines	PDF	-	Only for Doctoral applicants
B-7	Research Plan	PDF	-	Only for Doctoral applicants

(3) Entrance Examination Application Documents**[Electronic files] Submission Deadline: September 26, 2025 3:00 PM (JST)****[Original documents] Submission Deadline: October 10, 2025 5:00 PM (JST)**

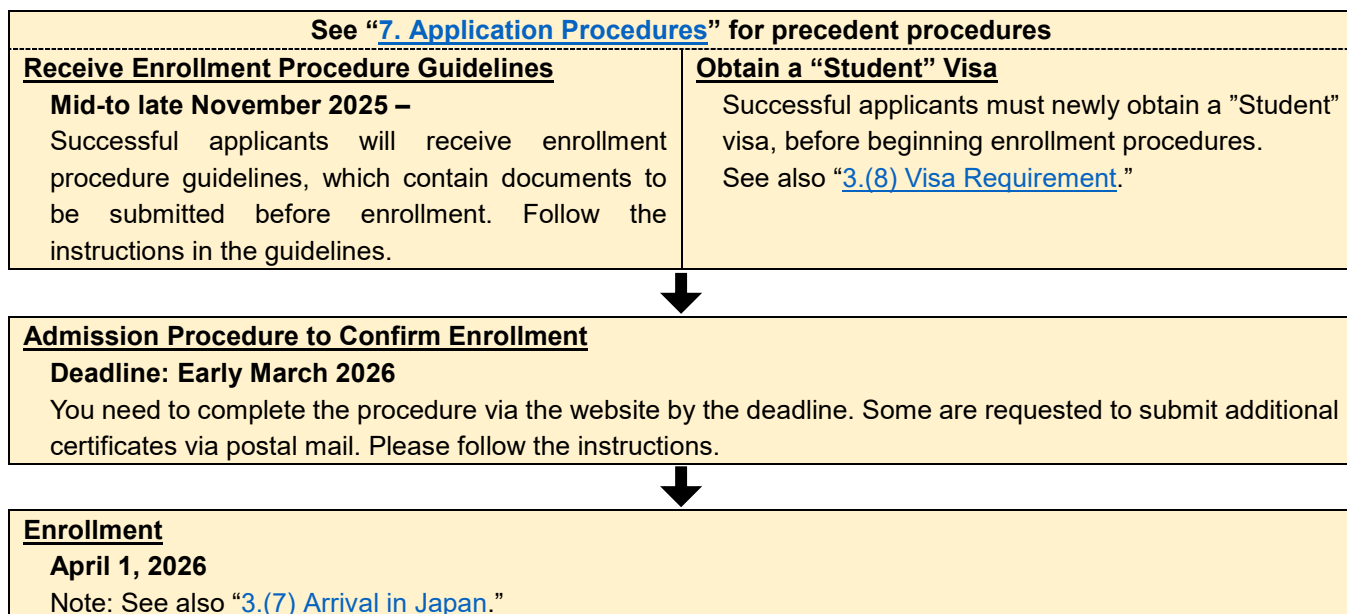
Document		File format	Original document	Instructions
C-1	Application Checklist [A]	PDF	-	Use the checklist to make sure you have all the documents you need to submit.
C-2	Application Form (for the University of Tsukuba)	XLSX	-	Printed document not required.
C-3	Field of Study and Research Plan	PDF	-	Use the template. Printed document not required.
C-4	Academic Transcript	PDF	Required	Same as A-2. The original document is required to be sent by air. Photocopies without verification are not accepted.
C-5	Graduation Certificate and Degree Certificate	PDF	Required	Documents to be submitted differ depending on whether you apply for a master's program or a doctoral program. [Master's Programs] Submit the certificate of [expected] graduation and degree certificate to certify that they have or are expected to achieve a bachelor's degree. [Doctoral Programs] Submit the certificate of [expected] graduation and degree certificate to certify that they have or are expected to achieve a master's degree, professional degree, or overseas degree equivalent to a master's/professional degree. The original document is required to be sent by air. Photocopies without verification are not accepted.

Document		File format	Original document	Instructions
C-6	Degree Thesis Abstract	PDF	-	If you have written a thesis, submit a summary of its content. If there are books, academic papers, reports or presentation materials of academic conferences that show your achievements and research abilities, attach a list of publications. Printed document not required. Do not forget to write your name on it.
C-7	Document to Certify the Language Proficiency	PDF	Required	Same as A-3. The original document is required to be sent by air. Photocopies without verification are not accepted. For TOEFL iBT and IELTS, we also accept their "Official Score Report" by direct delivery to the university. Those who have TOEFL iBT or IELTS scores, and are unable to submit the original score by the due date can choose their services. In case of using the "Official Score Report" service, please complete the process by 30 th September and let us know.
C-8	ID Photo	JPEG	-	Your ID photo must be: 45 x 35 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 the last 3 months. Submit the digital image in JPEG format. Printed photo not required.

(4) Scholarship Application Documents**[Electronic files] Submission Deadline: Early 2025 (TBA)****[Original documents] Submission Deadline: Mid- December 2025 (TBA)**

Documents		File Format	Original documents	Instructions
D-1	Application Checklist [B]	PDF	-	Use this form to make sure you have all the documents you need to submit.
D-2	Application Form (for the MEXT scholarship)	PDF	Required	Use the prescribed form. Use double-sided printing. Unless otherwise specified, paste the same photo as C-8. Signature required. Sign the printed document, scan it, and convert it to PDF. Submit the PDF file via email and send the printed document via a tracked delivery service.
D-3	Recommendation letter from the president/dean at the former or current university	PDF	Required	The recommendation letter should be dated and addressed to the attention of the President of the University of Tsukuba, and the recommender's name and Title/Position must be stated therein. The recommender must be the dean or the president of the university that awarded/will award the most recent degree to the applicant which meets the application conditions for the master's/doctoral programs (See “3.(4) Academic Background”). If GPA cannot be calculated from your academic transcript (Document A-2), the letter of recommendation must clearly state that the applicant's grade ranking at the university/faculty or graduate school is within the top 30%. A recommendation letter that doesn't meet the above requirements will not be accepted.
D-4	Photocopy of your passport	PDF	-	If you do not have a passport yet, submit a certificate of family register or a certificate of citizenship issued by the government of your home country.
D-5	A certificate indicating the applicant's academic excellence at the former or current university, such as GPA or class rank	PDF	Required	Submit an official certificate issued by the former or current university. You may omit the document if the necessary information (i.e. GPA or class rank) is included in your academic transcript (Document A-3).

9. Enrollment Procedures



10. 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 the improvement of the admission procedure and the university education.

11. 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.

12. Contact

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

Graduate Schools 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 0:15 PM - 1:15 PM) (JST)

E-mail: sysinfo.admission@un.tsukuba.ac.jp

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

Master's/Doctoral Program in Intelligent and Mechanical Interaction Systems

E-mail: entexam@imis.tsukuba.ac.jp

Appendix 1: How to Calculate Your GPA for the MEXT Scholarship

To be eligible for the MEXT scholarship for students of graduate school level, applicants must have a Grade Point Average (GPA) of 2.30 (out of 3.00) or above at the previous school, and the evaluation on the same level is expected during the scholarship payment period. Please check your eligibility using the MEXT- specified grade conversion chart and GPA calculation formula below.

Note: The MEXT- specified grade conversion chart and GPA calculation formula provided in this document are as of November 20, 2024. The official scholarship application conditions for 2026 are scheduled to be announced by MEXT in December 2025. Therefore, the information provided in this document is subject to change. UT will notify the applicants if there are any changes to the information provided in this document.

Grade Conversion Chart

Grading System	Grades				
Type 1: (4-point scale)		Excellent	Good	Fair	Poor
Type 2: (4-point scale)		A	B	C	F
Type 3: (4-point scale)		100-80	79-70	69-60	below 59
Type 4: (5-point scale)	S	A	B	C	F
Type 5: (5-point scale)	A	B	C	D	F
Type 6: (5-point scale)	100-90	89-80	79-70	69-60	below 59
Grade Point	3	3	2	1	0

GPA Calculation Formula

$$\frac{([No. \text{ of GP3 Credits}] \times 3) + ([No. \text{ of GP2 Credits}] \times 2) + ([No. \text{ of GP1 Credits}] \times 1) + ([No. \text{ of GP0 Credits}] \times 0)}{\text{Total No. of credits for all registered courses}}$$

References: No. = Number, GP = Grade Point

Note:

If the grading system is numerical and the minimum passing score is not 60%, please provide the official conversion table issued by the university or the relevant government authority or please contact us individually.

If the courses do not go by the credit system, replace the "number of credits" with "number of courses" registered.

Example: If your institution uses a typical North American grading system (A, B, C, D, and F) or a system comparable to it, you may use the 5-level scale.

Course Title	Grade	No. of credits	Grade Point (above)	Total Point
Japanese 1	A	3	3	9
Japanese 2	B	3	3	9
Intro to Japanese History	B	3	3	9
Intro to Business	D	3	1	3
Total:		12		30

$$\frac{(9 \times 3) + (0 \times 2) + (3 \times 1) + (0 \times 0)}{12} = \frac{30}{12} = 2.5$$

Appendix 2: Conversion Table for English Exam and CEFR

MEXT (March 2018)

CEFR	ケンブリッジ 英語検定 <small>Cambridge English Language Proficiency Test</small>	実用英語技能検定 1級-3級 <small>Practical English Proficiency Test</small>	GTEC Advanced Basic Core CBT <small>Global Test of English for Communication</small>	IELTS	TEAP	TEAP CBT	TOEFL iBT	TOEIC L&R/ TOEIC S&W
C2	230 200 <small>(230) (210)</small>			9.0 8.5				
C1	199 180 <small>(190) (180)</small>	3299 2600 <small>(3299) (2630)</small>	1400 1350 <small>(1400) (1350)</small>	8.0 7.0	400 375	800	120 95	1990 1845
B2	179 160 <small>(170) (160)</small>	2599 2300 <small>(2599) (2304)</small>	1349 1190 <small>(1349) (1280)</small>	6.5 5.5	374 309	795 600	94 72	1840 1560
B1	159 140 <small>(150) (140)</small>	2299 1950 <small>(2299) (1980)</small>	1189 960 <small>(1189) (1080)</small>	5.0 4.0	308 225	595 420	71 42	1555 1150
A2	139 120 <small>(130) (120)</small>	1949 1700 <small>(1949) (1728)</small>	959 690 <small>(959) (840)</small>		224 135	415 235		1145 625
A1	119 100 <small>(110) (100)</small>	1699 1400 <small>(1699) (1456)</small>	689 270 <small>(689) (270)</small>					620 320

The numbers in the table refer to the test result scores as defined by each certification /examination.

The Cambridge English Language Proficiency Test, the EIKEN and the GTEC consist of several tests, and the range of competence that each test can measure is defined as a contrast with the CEFR. In case of below the range, no determination of the CEFR is made. In case of above the range, a determination of the CEFR positioned at the upper end of the range is made.

TOEIC L&R/ TOEIC S&W will be judged based on the combined score of both but TOEIC S&W multiplied by 2.5.