To All 1st Year Graduate Students

NOTIFICATION

Accreditation of Credits Earned at
Other Graduate Schools Prior to Admission to University of Tsukuba

All those who would like to request for the credits accreditation, please take the application procedures with reference to the Graduate School Handbook 2024.

Statement

Due Date:	Friday, October 18, 2024
How to apply:	Please submit to the Graduate Student Affairs at Academic Service Office for the Systems and Information Engineering Area [3A201]

* Applications may also be submitted via e-mail. (sysinfo.kyomu@sie.tsukuba.ac.jp)
   However, please be sure to submit the original transcripts at a later date.

Documents to Submit:
(1) Application Form for Accreditation of Credits
(2) Transcript (original)

* If you are applying for the credits for courses at other Graduate Schools, please submit in addition to the above documents, the completion requirements of your home Graduate School and materials (syllabus, etc.) showing the content of the courses for which you are applying.

*Please download the form from the following page.
   https://www.sie.tsukuba.ac.jp/visitor/student/

Excerpts from the Graduate School Handbook 2024
*Please refer to the item of "● Approval of Credits Completed at Other Graduate Schools or Institutions before Enrollment and Shortening the Academic Years Required for Graduation" on the following URL.
   http://www.tsukuba.ac.jp/en/study-tsukuba/study-graduate/graduate-school-handbook

● **Approval of Credits Completed at Other Graduate Schools or Institutions Before Enrollment and Shortening the Academic Years Required for Graduation**

(i) Approval of credits

The University of Tsukuba may approve up to 15 transfer credits a student has earned for courses completed at another institution before enrolling at the university (including credits earned as a non-degree student) pursuant to the Graduate School Rules. These credits are converted to those required by the student's graduate school and program.

The university may also approve more than 15 credits earned for courses completed at the university's graduate schools before enrolling in the current program (including credits earned as a non-degree student).

(ii) How to request approval

To request approval for transfer credits, fill out the "Transfer Credit Request Form" available at the Graduate School Academic Affairs at the relevant Academic Service Office soon after enrollment, and submit the complete Form, together with a transcript from the graduate school that has granted the credits, to the same Academic Service Office by the deadline announced at the new student orientation and on the bulletin board.

> * Please consult with your supervisor regarding the details of your application before submitting your application.
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> * Credits used as a completion requirement for the Graduate School from which you graduated are not eligible for accreditation.