

2024 Application Guidelines

Special Selection for Overseas Residents

1. Schedule

This special selection will be held in January - February 2024 (“January – February Selection Process”). Successful applicants will be admitted on April 1, 2024.

Date/Deadline [January – February Selection Process]	Tasks & Events
November 10, 2023	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 1, 2023	Examination fee payment form opens
December 1, 2023	Examination application opens
December 8, 2023	Deadline for payment of examination fee and application documents as electronic files via e-mail
December 15, 2023	Deadline for all application documents
January 19, 2024 – January 26, 2024	Oral examination
February 15, 2024	Announcement of examination results
After February 15, 2024	Enrollment procedure guidelines will be sent out to the successful applicants
March 1, 2024	Submission deadline for enrollment procedure documents
April 1, 2024	Date of enrollment

Notes: The dates and times listed in this document are in Japan Standard Time (JST).

2. Number of Students to be Accepted

The following master’s program at the Degree Programs in Systems and Information Engineering is recruiting students in this special selection.

Program	Number of students to be admitted
Master’s Program in Computer Science	A few

3. Eligibility for Admission

- (1) Applicants who have completed 16 years of education and earned a bachelor’s degree, or expected to graduate and receive the bachelor’s degree by March 2024
- (2) Individuals who have completed less than 16 years of school education in a country other than Japan and have been awarded or are expected to be awarded a degree equivalent to a bachelor’s degree by March 2024 after completing a course of at least three years of study at a university or other institution accredited by a foreign government or related organization at that country (Eligibility requirement (2); prior confirmation of the eligibility required)
- (3) Applicants who are 22 years or older as of March 2024, and recognized as having academic competency equivalent to university graduates, as a result of the eligibility screening conducted by UT (Eligibility requirement (3); prior confirmation of the eligibility required)

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=OPU510085000000	
Payment period: December 1, 2023 - December 8, 2023 (JST)	
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. <u>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.</u> See also No. 8 in " 6. Documents to Be Submitted. "

Note: The examination fees will not be charged for foreign students who are supported by the Japanese Government (Monbukagakusho: MEXT) scholarships.

(2) Admission Fee

282,000 Japanese Yen (non-refundable)

(3) Tuition for the First Year

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 2024]

Semester	Amount
Spring AY 2024 (April 2024 – September 2024)	267,900 JPY
Fall AY 2024 (October 2024 – March 2025)	267,900 JPY
Total amount per year	535,800 JPY

*JPY = Japanese Yen

5. Application Procedures

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:

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 program will need a "reference number" 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.

- Master's Program in Computer Science

Apply for Eligibility Screening

Those who fall under the category (2) or (3) 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.

Deadline: November 10, 2023 5:00 PM (JST)

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

Pay the Examination Fee

The examination fee must be paid before applying. The payment period is as follows

Payment period: December 1, 2023 - December 8, 2023 (JST)

See also "[4. Fees & Tuition.](#)"

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.

- **Electronic files Submission Deadline: December 8, 2023 5:00 PM(JST)**

- **Original copy/Printed documents Deadline: December 15, 2023 5:00 PM (JST)**

Note:

1) The deadlines are strictly observed. Applications received after the deadline will not be accepted.

2) You cannot change the desired program from one to another after the submission of application documents.

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 copy/ Printed document' column in the table below. For documents not marked 'Required' in this column, only electronic data shall be submitted.

Your completed application form and other supporting documents will not be returned to you.

[Electronic files] Submission Deadline: December 8, 2023 5:00 PM(JST)

[Original copy/Printed documents] Submission Deadline: December 15, 2023 5:00 PM (JST)

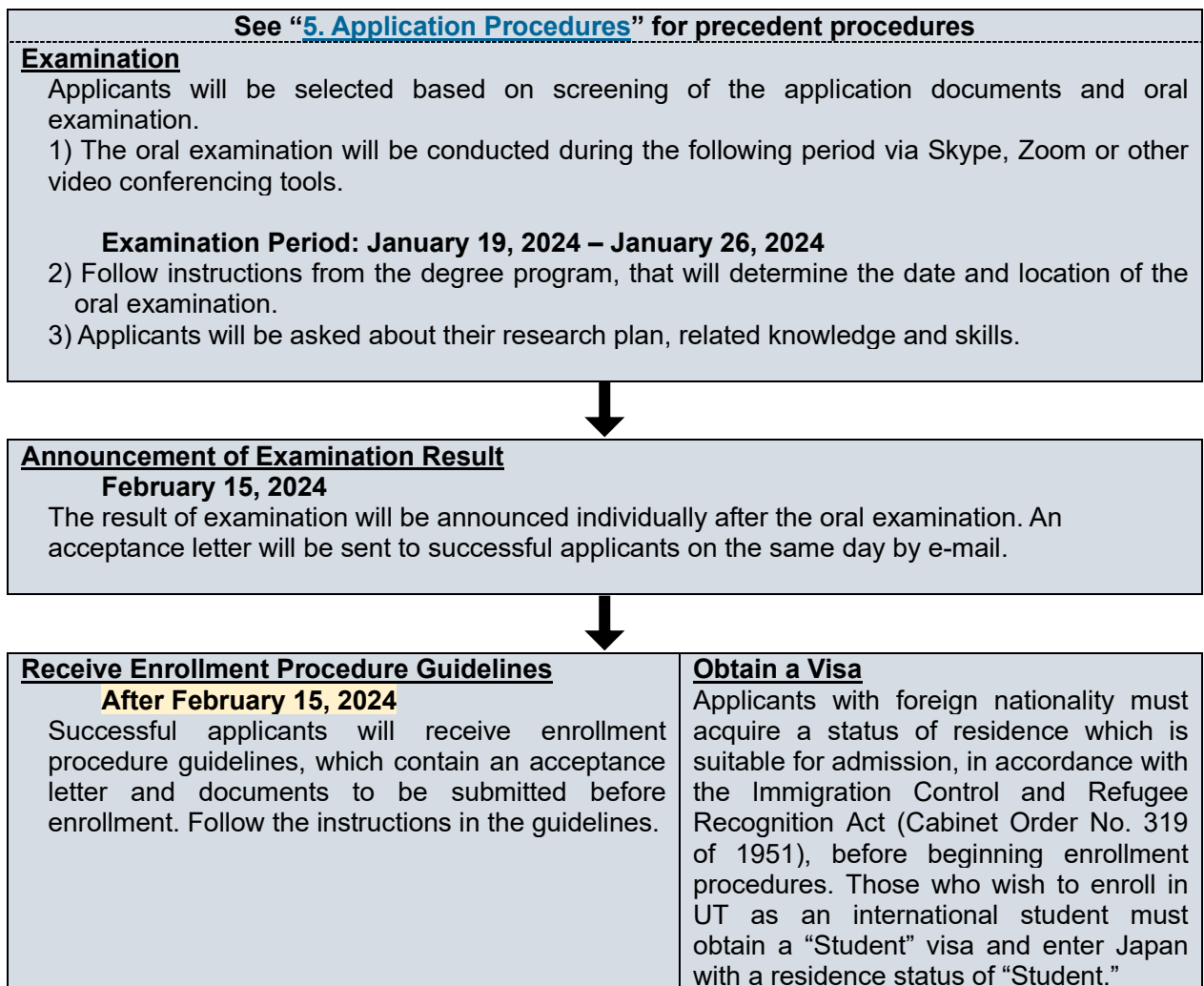
No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
1	Application Form	Required (XLSX)	-	Use the prescribed form. -- A printed document is not required.
2	[Expected] Graduation Certificate/ [Expected] Degree Certificate	Required (PDF)	Required	Submit the certificate of [expected] graduation and degree certificate to certify that you have or expected to achieve a bachelor's degree. The document(s) must clearly indicate the date of enrollment and [expected] completion, the type and name of the degree. -- [Electronic file] Scan original paper document(s) to PDF. [Original copy/Printed document] Submit the original copy(-ies).
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 credits were transferred from another school, an academic transcript issued by that school is also required. -- [Electronic file] Scan an original paper document to PDF. [Original copy/Printed document] Submit the original copy.
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	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. See also " 4. Fees & Tuition ." -- [Electronic file] Save the "Result" page as a PDF file or scan the printed document to PDF. [Original copy/Printed document] Print out the "Result" page on E-shiharai.net website.
6	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) 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

No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
				format is acceptable. -- [Electronic file] Scan an original paper document to PDF. [Original copy/Printed document] Submit the original copy.
7	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.

7. Examination Schedule, Announcement of Acceptance & Enrollment Procedures



Important:

Applicants should send an e-mail to sysinfo.admission@un.tsukuba.ac.jp by the following deadlines, if they want the enrollment procedure guidelines to be delivered to an address different from the "Current Address" given on the Application Form (**No. 1**). Otherwise, the documents will be sent to the "Current Address" on the Application Form.

Deadline: January 31, 2024 (JST)

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).

Submit Documents to Confirm Enrollment

Deadline: March 1, 2024

The documents should be mailed in a designated envelope (which will be sent to you together with the enrollment procedure guidelines). The deadline date will be stated in the enrollment procedure guidelines.

Enrollment

April 1, 2024

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 the degree program.

Master's Program in Computer Science

E-mail: exam@cs.tsukuba.ac.jp