

# ABOUT “SYSTEM FOR EXTENDING THE PERIOD OF REGISTRATION”

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Degree Programs in Systems and Information Engineering  
July, 2025



# Contents

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1. [About "System for Extending the Period of Registration"](#)
2. [Good point and Bad point](#)
3. [Example of Extending the Period](#)
4. [How to Apply](#)
5. [Change of the Extended Period of Registration](#)
6. [Related Links](#)



# About “System for Extending the Period of Registration”

This system allows students who have difficulty completing their studies within the standard period of study **to extend the period of study within the limits of their enrollment period** and to **take courses systematically** within the extended period of study.

## Eligible Applicants

**! Students in the final year are not eligible to apply※**

1. Having an occupation
2. Must take care of family members (e.g. children and elderly)
3. Having a disability
4. Other reasons deemed justifiable to apply

Applications must be made within the year prior to the start of use of the system.

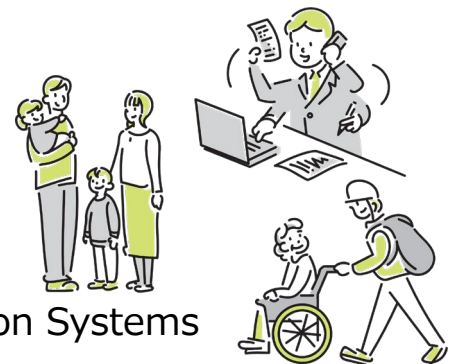
The application periods are as follows:

Master: From admission to 1st year(M1)

Doctor: From admission to 2nd year(D2)

## List of Programs

- Master's/Doctoral Program in Policy and Planning Sciences
- Master's Program in Service Engineering
- Master's/Doctoral Program in Risk and Resilience Engineering
- Master's/Doctoral Program in Computer Science
- Master's/Doctoral Program in Intelligent and Mechanical Interaction Systems
- Master's/Doctoral Program in Engineering Mechanics and Energy
- Doctoral Program in Empowerment Informatics



### ! Note

Those who have been appointed as **JSPS Research Fellowship for Young Scientists (DC1/DC2)** are not eligible to use the system.

If your application is accepted as DC1/DC2, your permission for the system will be cancelled and you will be required to pay back tuition fees. Therefore, if you are planning to apply for DC1/DC2, we do not recommend that you apply for the system.

# Good point and Bad point

Good

The total amount of **tuition** to be paid for the approved extended period is the **same as the standard period of study!**

Tuition for the standard will be paid in **installments during the approved extended period.**

**Ex: permitted to extend the period from 3 to 5 years (Doctoral program)**

Tuition(1 year) : ¥ 535,800

Total tuition for standard period(3 year) : ¥1,607,400

→ Tuition for the approved extended period

**Total = ¥1,607,400**

**1 year =  $\frac{¥1,607,400}{5 \text{ years}}$  = ¥321,480**



# Good point and Bad point

Bad

If you fail to complete your study as planned, you may **incur more tuition than planned**...



The system is **based on planned study**.

Therefore, if your plans change due to **a leave of absence or withdrawal**, and your **permit is cancelled**, you may be **responsible for a larger tuition payment** than you had planned.

I was in the system but had to **withdrawal** ...



Withdrawal after 5 years of extending the period(Doctoral program)

➡ Extending the period is cancelled and additional payment will be made the difference between the tuition.

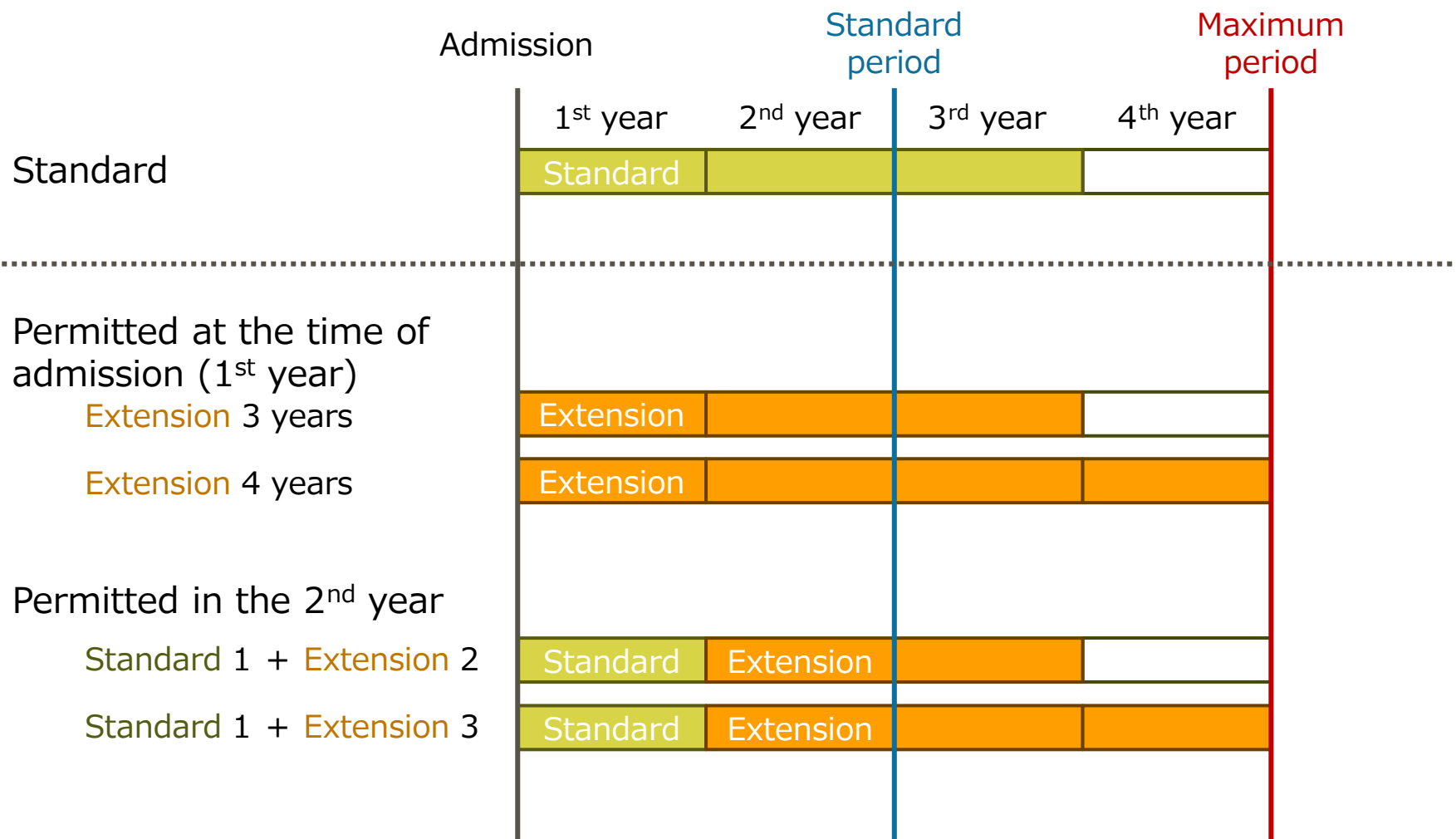
Tuition paid	—	Regular tuition(5 years)	=	<b>additional payment</b>
¥1,607,400		¥2,679,000		<b>¥1,071,600</b>



Please consider carefully whether you can plan your study before applying.

# Example of Extending the Period

**Master's Program** standard period **2** years, maximum period **4** years



# Example of Extending the Period

**Doctoral Program** standard period **3** years, maximum period **5** years

	Admission			Standard period		Maximum period
	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	5 <sup>th</sup> year	
Standard	Standard					
<hr/>						
Permitted at the time of admission (1 <sup>st</sup> year)						
Extension 4 years	Extension					
Extension 5 years	Extension					
Permitted in the 2 <sup>nd</sup> year						
Standard 1 + Extension 3	Standard	Extension				
Standard 1 + Extension 4	Standard	Extension				
Permitted in the 3 <sup>rd</sup> year						
Standard 2 + Extension 2	Standard		Extension			
Standard 2 + Extension 3	Standard		Extension			

# How to Apply

## Procedures

1. Prepare the application documents.  
(To be prepared in consultation with your academic advisor.)
2. Consult with the Chair of the Program and your supervisor, and obtain approval for applying for system for extending the period of registration.
3. Submit the application documents by the deadline.
4. Based on the submitted documents, each application will be examined individually to determine whether it is acceptable or not.



### Precautions when applying (for those who have not yet enrolled)

In the Web Entry System for Graduate School Entrance Examinations, there is a section that confirms whether or not you wish to apply for the system for extending the period of registration. However, selecting “Yes” in this item does not automatically complete the procedure. Please make sure to complete the prescribed application procedures after you have passed the entrance examination.

Applications submitted after the deadline will not be accepted.



# How to Apply

## Application Documents

- 長期履修申請書  
(Application for extending the period of registration)
- 長期履修計画書  
(Plan for the extended period of registration)
- 長期履修が必要であることを証明する書類  
(Documents certifying that the extension of the registration period is necessary)
- 長期履修申請に関する確認書  
(Consent form for precautions regarding the application for extending the period of registration)



# How to Apply

## Submission Deadline

Before enrollment (Successful applicants for the entrance examination)

- ➡ Same as the deadline for submitting the documents regarding admission procedures

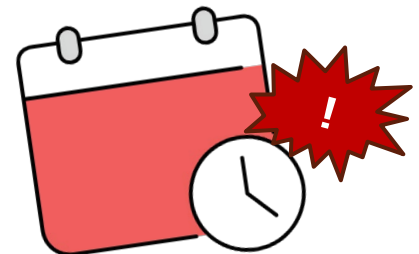
After enrollment (Current students)

- ➡ for admission in April:  
By the end of January of the academic year before the academic year in which you wish to start to study under the system

for admission in October:

By the end of July of the academic year before the academic year in which you wish to start to study under the system

\* Students in the final year are not eligible to apply



# How to Apply

## Submission Method

Submit at the counter or by post

Counter :

Graduate Support  
Academic Service Office for the Systems and Information Engineering Area  
(3A Bldg. Room 201)

Posting address :

Graduate School Academic Affairs,  
Academic Service Office for the Systems and Information Engineering Area,  
University of Tsukuba 3A201, 1-1-1 Tennodai, Tsukuba, Ibaraki  
305-8573 Japan

\* Original application documents must be submitted.  
Data will not be accepted.



# Change of the Extended Period of Registration

If you need to change the period of registration after the extension is granted, please submit the required documents.

(e.g.) Acceleration or postponement of completion schedule, leave of absence, etc.

## Application Documents

- 長期履修申請書  
(Application for extending the period of registration)
- 長期履修計画書  
(Plan for the extended period of registration)
- 長期履修申請に関する確認書  
(Consent form for precautions regarding the application for extending the period of registration)

\*If there is a change in the reason for the need for extending the period of registration, please submit “長期履修が必要であることを証明する書類 (Documents certifying that the extension of the registration period is necessary)” in addition to the documents listed below.

# Change of the Extended Period of Registration

## Submission Deadline



For admission in April:

By January of the academic year preceding the final academic year of the approved extended period of registration

For admission in October:

By July of the academic year preceding the final academic year of the approved extended period of registration

**ex) Approved to complete the program in five years**



**When considering a leave of absence, be aware of the submission deadline!**

There have been a number of situations where students who have decided to take a leave of absence in their final year of study have missed the deadline to apply for a change of the extended period, resulting in the cancellation of their extending the period. Please note that if you cancel your extending the period, you will be charged for additional tuition.

## Case study example

# Taking a leave of absence during the final academic year

I'm in my final year, but work is too busy. Maybe I should take a leave of absence.



### ◀ Student

- Enrolled in a doctoral program (admission in April)
- Approved extended period: 5 years

I was supposed to graduate this year, can I still take a leave starting in May?



Student

You can take a leave of absence, but **the deadline for applying to change of the extended period of registration has already passed.**

So, **extending the period will be canceled**, and **additional tuition fees will apply.**



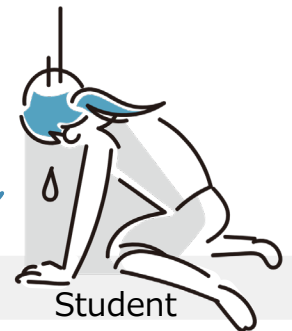
Staff

Since there will be a difference in tuition compared to a regular 5-year enrollment ...

The additional tuition fee will be **¥857,280**.

**¥857,280** ?!

I have no choice. I'll pay the ¥857,280 and take the leave of absence. If only the period had been submitted in time ...



Student



Extending the Period of Registration require **careful planning** !  
If your plan fails, it might not be cost-effective after all.

# Related Links

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- ◆長期履修制度（University of Tsukuba Website） \*Japanese only  
<https://www.tsukuba.ac.jp/education/g-courses-chokirishu/>
- ◆System for Extending the Period of Registration  
（Degree Programs in Systems and Information Engineering Website）  
<https://www.sie.tsukuba.ac.jp/eng/visitor/student/longterm>

