

# 2024 Application Guidelines

## Special Selection for Students of Double Degree Program (University of Tsukuba – University of Grenoble Alpes)

Application procedure for admission to Master's Programs at the University of Tsukuba (UT) : Special selection for international students to be enrolled in Degree Programs in Systems and Information Engineering at the Graduate School of Science and Technology for Academic Year 2024

If you wish to enroll in our graduate school from Academic Year 2024, apply according to the following procedure.

### 1 . 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

### 2 . Eligibility for Admission

Student in Master's program or its equivalent program of the University of Grenoble Alpes

### 3 . Fees & Tuition

There will be no examination fee, admission fee, or tuition fee for this special program.

### 4 . 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).

International students 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.



### **Application Deadline**

All applicants are required to submit the entrance examination application documents.

#### **Application Period: December 22, 2023**

Please send all application documents to be submitted electronically to the email address below.

<email address> sysinfo.admission@un.tsukuba.ac.jp

Note: Once your application has been received, you will be notified of the details of the examination by email.



### **Selection method**

Candidates for admission shall be comprehensively determined on the basis of the submitted documents and examination results.

#### **Entrance examination and schedule**

(1) Time and date: **January 19, 2024 – January 26, 2024**

After your application has been accepted, you will be notified of the time schedule by e-mail.

(2) Examination type and allocated points: **Oral examination (200 points)**

(3) Content of Oral Examination: **Individual interview. It focuses on your major field of study, etc.**



### **Notification**

**Examination Results: On Thursday, February 15, 2024**

A letter of acceptance will be sent to each successful applicant.



### **Admission procedure**

Please go ahead with the admission procedure according to the admission procedure guide which will be sent to each successful applicant. The required documents for enrollment will be enclosed with the admission procedure guide.

Shipping date: On Thursday, February 15, 2024



### **Entrance**

**April 1, 2024**

## 5. Application form and other documents

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

No.	Documents	Remarks
1	Application form	Fill out the required information on the form designated by the University of Tsukuba. Be sure to include your email address.
2	CV for international applicants	Fill out the required information on the form designated by the University of Tsukuba.
3	Certificate of enrollment	Submit a Certificate of enrollment issued by University of Grenoble Alpes.
4	Academic Transcript	Submit an academic transcript issued by a university from which you earned your bachelor's degree.
5	Reference card / Photo sheet	Fill out the required items on a form designated by University of Tsukuba. You must attach your photograph (4cm x 3cm), taken in the last three months; an upper-body shot without any headwear is considered suitable.
6	Confirmation Letter	Submit the Confirmation Letter for the use of personal information related to the entrance examination.

### Note:

1. All documents must be written in Japanese or English. Otherwise, attach a Japanese or English translation.
2. Submitted documents will not be returned.
3. Your application will not be evaluated if the above documents are incomplete or not accurately completed. Applications received after the deadline will not be processed.
4. Before applying, you have to contact a prospective supervisor (a faculty member from whom you wish to receive academic instruction) and obtain their consent to your application in advance.

## 6. Handling of Personal Information

The University of Tsukuba uses the entrance examination results and other personal information that it obtains from application documents only for matters related to admissions and screening or to improve its admission processes and education systems. The identity of each applicant is kept strictly confidential.

## 7. 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. International applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.

## 8. 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](mailto: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: [ddp@cs.tsukuba.ac.jp](mailto:ddp@cs.tsukuba.ac.jp)