

**Application Guidelines for Overseas Residents
October 2021 Enrollment in Doctoral Programs
Degree Programs in Systems and Information Engineering
University of Tsukuba (July Selection Process)**

1. Number of Students to be Accepted

Doctoral Program in Policy and Planning Sciences	a few students
Doctoral Program in Risk and Resilience Engineering	a few students
Doctoral Program in Computer Science	a few students
Doctoral Program in Intelligent and Mechanical Interaction Systems	a few students
Doctoral Program in Engineering Mechanics and Energy	a few students

2. Eligibility for Admission

The followings are eligible for application to one of the Degree Programs in Systems and Information Engineering (doctoral programs) from October 2021.

- (1) Individuals who have a Master's degree in Japan or who will have one by the end of September 2021
- (2) Individuals who have a specialized degree in Japan or who will have one by the end of September 2021
- (3) Individuals who have received the equivalent of a Master's degree or a specialized degree, or expected to receive one, which is awarded by a university outside Japan by the end of September 2021.
- (4) Individuals who are 24 years of age or older as of October 1, 2021, and whose qualification is recognized as equivalent to a Master's degree or a specialized degree in Japan through the eligibility screening conducted by the University of Tsukuba (For inquiries regarding qualifications and application for the eligibility screening, please contact us at sysinfo.admission@un.tsukuba.ac.jp).

3. Application Timeline

Date/Deadline	Task
May 18, 2021	Deadline for eligibility screening (for those who fall under the category 2-(4))
May 21, 2021	Application fee payment form opens UT application opens
June 4, 2021	Deadline for payment of 30,000 JPY application fee Deadline for all application materials
June 28 - July 1, 2021	Oral examination
July 12, 2021	Announcement of acceptance
After July 12, 2021	Successful applicant receives a letter of acceptance and a packet of admission acceptance packet
Early September, 2021	Deadline for admission procedure
October 1, 2021	Enrollment

Note: All of dates are shown based on Japan Standard Time (JST).

4. Application Documents

Applicants are required to submit the following documents. The forms prescribed by the University of Tsukuba can be downloaded from the website below.

<https://www.sie.tsukuba.ac.jp/eng/visitor/exam/entra>

If your current name is different from that on the materials you submit (e.g. because of marriage), you must also submit proof of your name change (e.g. copy of marriage license).

Document(s)		Required for:	Instructions
1	Application Form	All applicants	Use Form 1 (a prescribed form). Important: You must contact a faculty member in the Degree Programs in Systems and Information Engineering and ask to be your prospective supervisor before you submit your application.
2	Examination Admission Slip	All applicants	Use Form 2 (a prescribed form).
3	Examination Fee Payment Proof Document	All applicants	Applicants are required to complete 30,000 JPY examination fee payment before submitting the application. For details about payment procedures and the required document, see the note below this table.
4	Certificate of [Expected] Graduation	All applicants	Applicants are required to submit a certificate of graduation or certificate of expected graduation issued by a university/educational institution that meets the requirements for admission to the doctoral programs at the University of Tsukuba.
5	Degree Certificate	Applicants who graduated from a university outside Japan	Applicants who completed a Master's program at a university outside Japan are required to submit a Master's degree certificate. (The document must be in English or Japanese. If the document is not in English or Japanese, attach a translation.)
6	Academic Transcript	All applicants	Submit an academic transcript (the official transcript of academic record) issued by a university/educational institution that meets the requirements for admission to the doctoral programs at the University of Tsukuba. If any credits were transferred from other school(s), academic transcript(s) issued by the other school(s) is also required. (All documents must be in English or in Japanese. If the document is not in English or Japanese, attach a translation.)

Document(s)		Required for:	Instructions
7	Research Plan	All applicants	State your research plan within 1,000 words in English on A4 size paper after consulting with your prospective supervisor. Use Form 3 (a prescribed form) as the cover page for the research plan.
8	Research Outlines	All applicants	State research outlines of your Master's thesis or equivalent within 2000 words in English. Use Form 4 (a prescribed form) as the cover page for the research outlines.
9	Other Papers and Publications	All applicants	State bibliographic information (author names, title of the paper, journal name, volume, number, starting and ending pages, publication year) of your major papers within 300 words in English. Use Form 5 (a prescribed form) as the cover page for the other paper and publications.
10	Letter of approval for entrance examination	Student/ Full-time worker	(1) University students/graduate students who are NOT expected to graduate/complete by the end of September 2021 must submit a letter of approval allowing them to take the entrance examination, issued by the head of the university or graduate school (or the head of their department). Any format is acceptable. (2) Full-time workers at a government agency, school, or company must submit a letter of approval allowing them to take the entrance examination, issued by their superior. Any format is acceptable.

Note:

Please Make sure that the 30,000 JPY examination fee has been paid before applying. We do not accept delays in payment. The examination fee is non-refundable after submission of the application documents.

Payment should be made by credit card (VISA, MasterCard, JCB, American Express).

- (1) Visit the website e-shiharai.net to make the payment during the designated period.

e-shiharai.net

<https://e-shiharai.net/english?schoolcode-OPU5100850000000>

Payment period: May 21, 2021 - June 4, 2021 (JST)

- (2) When the payment is completed, a receipt number will be displayed. Enter this receipt number in the column named "International Bank Transfer Date or Credit Card Payment Date" on the information input screen.
- (3) Print out the page confirming the successful completion of the payment and submit it with the application documents.

5. Application Procedure

Applicants are required to send all the application documents to the designated address. Make sure that all necessary application documents are completed and submitted by the deadline. Incomplete documents may not be accepted.

(1) Mailing Address

Send all the application documents by international mail or international courier service to the address below.

Graduate Schools Affairs
Academic Service Office for Systems and Information Engineering Area
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573, JAPAN

(2) E-mail address

Send all the application documents (in PDF) via email at the email address below.

sysinfo.admission@un.tsukuba.ac.jp

(3) Application deadline:

Application documents must arrive between May 21, 2021 and June 4, 2021 (JST). Any application documents submitted after the deadline will not be accepted.

6. Oral Examination

The selection will be based on review of the application documents and oral examination.

- (1) The oral examination will be conducted between June 28, 2021 and July 1, 2021 (JST), with a video conference system (e.g. Skype), either at one of our overseas offices (except for some offices) or at a university that has an international exchange agreement with the University of Tsukuba. If you live far from these sites, consult with your prospective supervisor to check if it is feasible to take the oral examination at your office/school/home.
- (2) Follow instructions from your prospective supervisor, who will determine the date and location of the oral examination.
- (3) Each applicant will be asked about his/her research plan and related knowledge and skills.

For the list of overseas offices of the University of Tsukuba, see:

<http://www.global.tsukuba.ac.jp/overseas?language=en>

For the list of overseas partner universities, see:

<https://www.tsukuba.ac.jp/en/research/partnerships-overseas/>

7. Announcement of Acceptance

Acceptances will be announced on July 12, 2021. An acceptance letter will be sent to successful applicants.

8. Admission Procedures

(1) Receipt of admission procedure documents

Successful applicants will receive a packet of admission procedure documents, which

contains documents to be submitted before the person enrolls. The packet will be sent after mid-July 2021. Follow the instructions in the documents.

Please note that successful applicants need to notify us in advance at sysinfo.admission@un.tsukuba.ac.jp if they are moving permanently before the date above or going away when the documents are expected to be delivered.

(2) Submission of admission procedure documents

The admission procedure documents should be mailed to the university in a designated envelope (which is contained in the packet sent from the university) by early September 2021. The deadlines will be announced in the admission procedure documents.

(3) Admission fee and tuition

(i) Admission fee

282,000 JPY (non-refundable)

(ii) Tuition for the first year

Semester	Amount
Fall 2021 (October 2021 – March 2022)	267,900 JPY
Spring 2022 (April 2022 – September 2022)	267,900 JPY
Total amount per year	535,800 JPY

Note: 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.

(4) Document required for full-time workers

Full-time workers need a document or a letter from the 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).

(5) Document(s) required for non-Japanese students

Foreign students must obtain a Status of Residence suitable for admission to a university in Japan, in accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951) before beginning admission procedures. Those who wish to enroll in the University of Tsukuba as an international student must obtain a “College Student” Status of Residence.

9. Important information

- (1) You may not change the desired program from one to another after the submission of application documents.
- (2) All documents that are submitted in support of an application cannot be returned to the applicant.
- (3) Your admission may be cancelled if any information in your application turned out to be false or incorrect, even after the announcement of acceptance.
- (4) The University of Tsukuba will use the results of the entrance examination and personal information in the application documents only for affairs concerning selection, admission and screening of students for tuition exemption or scholarships offered by the Japan Student Services Organization.
- (5) All of dates in this application guidelines are shown based on Japan Standard Time (JST).

10. Contact

Doctoral Program in Policy and Planning Sciences: entexam_pps@sk.tsukuba.ac.jp

Doctoral Program in Risk and Resilience Engineering: entexam@risk.tsukuba.ac.jp

Doctoral Program in Computer Science: exam@cs.tsukuba.ac.jp

Doctoral Program in Intelligent and Mechanical Interaction Systems:

entexam@imis.tsukuba.ac.jp

Doctoral Program in Engineering Mechanics and Energy: entexam@kz.tsukuba.ac.jp

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