2023 Application Guidelines
Special Selection based on the Chinese Government Graduate Student Overseas Study Program (国家建設高水平大学公派研究生項目)

The University of Tsukuba (UT) will be accepting applications from Chinese students based on the Chinese Government Graduate Student Overseas Study Program (国家建設高水平大学公派研究生項目), which is conducted by the China Scholarship Council (CSC). In this special selection, receiving a scholarship from CSC will be a prerequisite for admission. Applicants who failed to win the scholarship will not be admitted to UT, regardless of the result of the entrance examination.

1. Schedule

Date/Deadline	Tasks & Events
October 28, 2022	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, 2022	Examination application opens
December 16, 2022	Deadline for all application documents
January 11, 2023 – January 27, 2023	Oral examination
February 15, 2023	Announcement of examination results
After February 15, 2023	A letter of acceptance will be sent out to those who passed the entrance examination
Mid-July 2023	Enrollment procedure guidelines will be sent out to those who won a CSC scholarship
TBD (Late August 2023)	Submission deadline for enrollment procedure documents
October 1, 2023	Date of enrollment

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

2. Number of Students to be Accepted

The following doctoral programs at the Degree Programs in Systems and Information Engineering are recruiting students in this special selection.

Program	Number of students to be admitted
Doctoral Program in Policy and Planning Sciences	A few
Doctoral Program in Risk and Resilience Engineering	A few
Doctoral Program in Computer Science	A few
Doctoral Program in Intelligent and Mechanical Interaction Systems	A few
Doctoral Program in Engineering Mechanics and Energy	A few

3. Eligibility for Admission

(1) Applicants who have been awarded with a master's degree or expected to achieve it by September 2023

(2) Applicants who have been awarded with a professional degree or expected to achieve it by September 2023

(3) Applicants who have been awarded with an overseas degree equivalent to a master's degree or professional degree as of September 2023

(4) Applicants who are 24 years or older as of September 2023, and recognized as having academic competency equivalent to persons with a master's degree or professional degree, as a result of the eligibility screening conducted by UT

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

The entrance examination fee for this special selection will not be collected.

Applicants who have passed the examination and confirmed to receive a CSC scholarship will be admitted to UT. Entrance fee and tuition will be waived. However, students must pay the tuition for the study period that exceeds the scholarship payment period (i.e. 36 months, which is the standard period required to complete the doctoral programs listed in "2. Number of Students to be Accepted").

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 programs 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.

- Doctoral Program in Risk and Resilience Engineering
- Doctoral Program in Computer Science
- Doctoral Program in Intelligent and Mechanical Interaction Systems
- Doctoral Program in Engineering Mechanics and Energy

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Apply for Eligibility Screening

Those who fall under the category (4) 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: October 28, 2022 5:00 PM (JST)

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

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Apply for Entrance Examination

All applicants are required to submit the entrance examination application documents during the following period.
Application Period: December 1, 2022 - December 16, 2022 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.

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

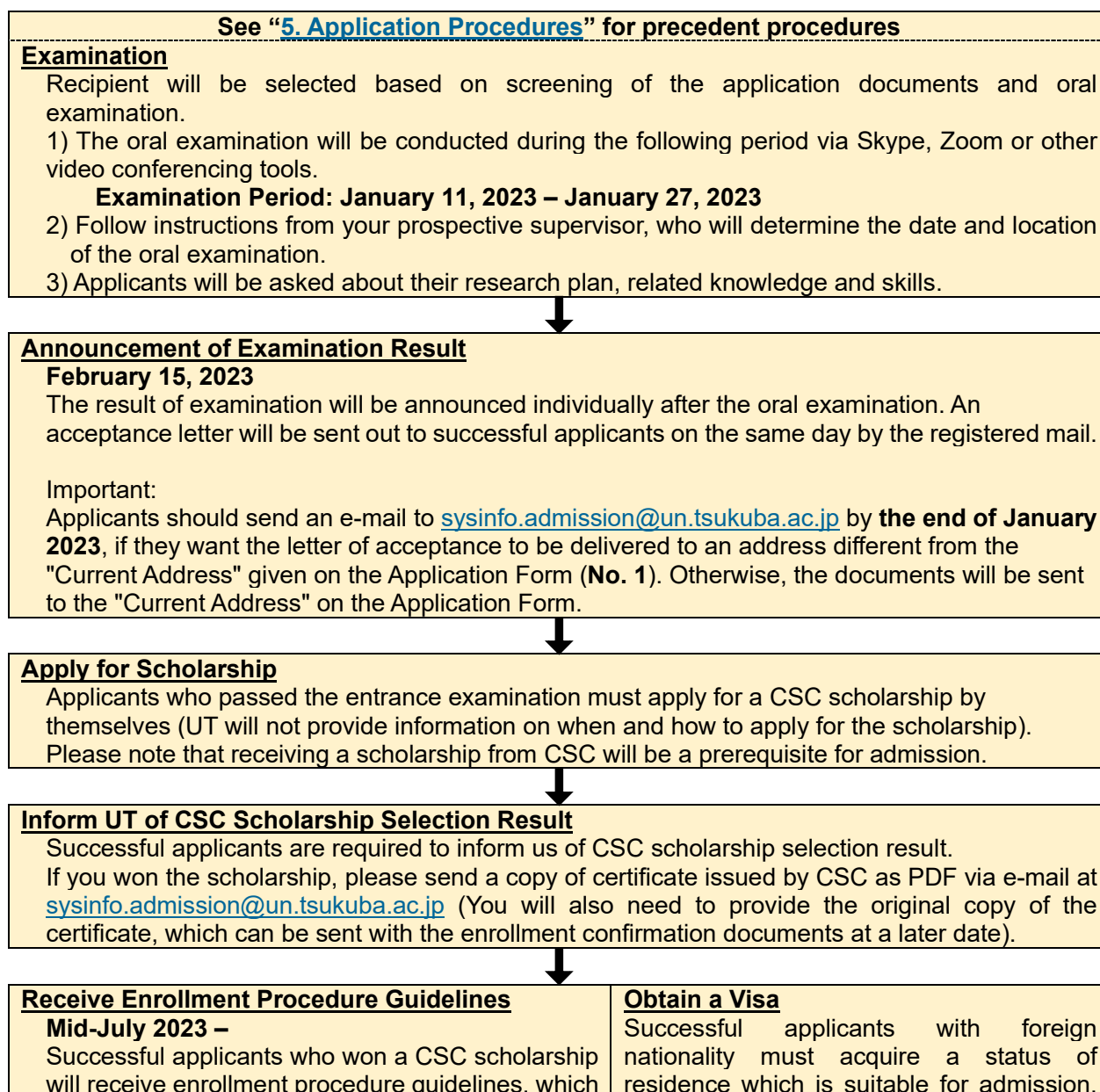| No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
1	Application Form	Required (XLSX)	-	Use the prescribed form. -- A printed document is not required.
2	[Expected] Graduation Certificate/ [Expected] Degree Certificate	Required (PDF)	Required	Submit official, university issued document(s) certifying that: 1) you have completed or expected to complete a regular course that awards a master's degree, professional degree or overseas degree equivalent to a master's/professional degree; 2) you have or expected to achieve a master's degree, professional degree or overseas degree equivalent to a master's/professional degree. The document must contain the date of enrollment and [expected] completion. The document(s) must clearly indicate the date of enrollment and 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.

No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
4	A Letter of Recommendation	Required (PDF)	Required	A letter of recommendation should be on official letterhead of the recommender's institution and signed by the recommender. The recommender should be the applicant's academic advisor who is a faculty member of the university that the applicant has completed or currently enrolled in. The letter must contain the following information: recommender's name, title, contact information; recommender's relationship with the applicant; applicant's name; evaluation of the applicant (academic performance, personal characters, etc.); date of issue. -- **[Electronic file]** Scan an original paper document to PDF. **[Original copy/Printed document]** Submit the original copy.
5	Research Plan	Required (PDF)	-	Use the prescribed form. Summarize your research plans within 1000 words in English. -- A printed document is not required.
6	Research Outlines	Required (PDF)	-	Use the prescribed form. Summarize research outlines of your master's thesis or equivalent within 2000 words in English. -- A printed document is not required.
7	List of Papers and Publications	If applicable (PDF)	-	Use the prescribed form. Provide 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. If there is no applicable paper or publication, you do not have to submit it. -- A printed document is not required.
8	Certificate of Language Proficiency	Required (PDF)	Required	Submit a photocopy of valid official score report for any of the language proficiency tests listed below (or equivalent tests) to prove your Japanese or English proficiency. * Please note that you cannot withdraw the submitted score and replace it with the new one even if you get a new score after submitting the application documents. **[Japanese]** JLPT **[English]** TOEFL, TOEIC or IELTS -- **[Electronic file]** Scan an original paper document to PDF. **[Original copy/Printed document]** Submit a photocopy.

No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
9	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

See "5. Application Procedures" for precedent procedures

Examination
Recipient will be selected based on screening of the application documents and oral examination.
1) The oral examination will be conducted during the following period via Skype, Zoom or other video conferencing tools.
   Examination Period: January 11, 2023 – January 27, 2023
2) Follow instructions from your prospective supervisor, who will determine the date and location of the oral examination.
3) Applicants will be asked about their research plan, related knowledge and skills.

Announcement of Examination Result
   February 15, 2023
   The result of examination will be announced individually after the oral examination. An acceptance letter will be sent out to successful applicants on the same day by the registered mail.

   Important:
   Applicants should send an e-mail to sysinfo.admission@un.tsukuba.ac.jp by **the end of January 2023**, if they want the letter of acceptance 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.

Apply for Scholarship
   Applicants who passed the entrance examination must apply for a CSC scholarship by themselves (UT will not provide information on when and how to apply for the scholarship).
   Please note that receiving a scholarship from CSC will be a prerequisite for admission.

Inform UT of CSC Scholarship Selection Result
   Successful applicants are required to inform us of CSC scholarship selection result.
   If you won the scholarship, please send a copy of certificate issued by CSC as PDF via e-mail at sysinfo.admission@un.tsukuba.ac.jp (You will also need to provide the original copy of the certificate, which can be sent with the enrollment confirmation documents at a later date).

Receive Enrollment Procedure Guidelines	Obtain a Visa
Mid-July 2023 – Successful applicants who won a CSC scholarship will receive enrollment procedure guidelines, which	Successful applicants with foreign nationality must acquire a status of residence which is suitable for admission,

contain documents to be submitted before enrollment. Follow the instructions in the guidelines. Important: Successful applicants should send an e-mail to sysinfo.admission@un.tsukuba.ac.jp by **the end of May 2023**, 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.	in accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), before beginning enrollment procedures. Those who wish to enroll in UT as an international student must obtain a "Student" visa and enter Japan with a residence status of "Student."

Submit Documents to Confirm Enrollment
 Deadline: TBD (Late August 2023)
 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
 October 1, 2023

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 your desired program.

 Doctoral Program in Policy and Planning Sciences
 E-mail: entexam_pps@sk.tsukuba.ac.jp
 Doctoral Program in Risk and Resilience Engineering
 E-mail: entexam@risk.tsukuba.ac.jp
 Doctoral Program in Computer Science
 E-mail: exam@cs.tsukuba.ac.jp
 Doctoral Program in Intelligent and Mechanical Interaction Systems
 E-mail: entexam@imis.tsukuba.ac.jp
 Doctoral Program in Engineering Mechanics and Energy
 E-mail: entexam@kz.tsukuba.ac.jp