

# 2023 Application Guidelines

## International Program for Human-Centered AI Society

### JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP PROGRAM

#### (UNIVERSITY RECOMMENDATION)

The University of Tsukuba (UT) is recruiting excellent international students of graduate school level for the "International Program for Human-Centered AI Society," the scholarship program adopted and funded by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan.

Those who applied for this program and passed the entrance examination shall be recommended to MEXT by UT as candidates for the scholarship provided by the Japanese government.

#### Note:

The official scholarship application conditions are scheduled to be announced by MEXT in December 2022. Therefore, scholarship conditions and other information in this application guidelines are subject to change. UT will notify the applicants if there are any changes to the information provided on the guidelines.

## Table of Contents

1. Schedule .....	2
2. Number of Students to Be Admitted .....	2
3. Qualifications and Conditions.....	2
(1) Academic Performance .....	2
(2) Nationality.....	3
(3) Age .....	3
(4) Academic Background .....	3
(5) Language Proficiency.....	3
(6) Health .....	4
(7) Arrival in Japan.....	4
(8) Visa Requirement.....	4
(9) Non-eligibility .....	4
(10) Others.....	5
4. Period of Scholarship .....	5
5. Scholarship Benefits .....	5
(1) Allowance .....	5
(2) Traveling Costs .....	5
(3) Tuition and Other Fees.....	6
6. Suspension of Payment of Scholarship .....	6
7. Application Procedures .....	7
8. Documents to Be Submitted .....	8
(1) Entrance Examination Application Documents .....	8
(2) Scholarship Application Documents.....	10
9. Enrollment Procedures.....	11
10. Handling of Personal Information.....	11
11. Security Export Control .....	11
12. Contact.....	11
Appendix 1: How to Calculate Your GPA for the MEXT Scholarship .....	12

## 1. Schedule

Date/Deadline	Tasks & Events	
September 27, 2022 (JST)	Examination application opens	See <a href="#">“7. Application Procedures”</a> and <a href="#">“8. Documents to Be Submitted”</a> for details.
October 7, 2022 3:00 PM (JST)	Submission deadline for examination application documents <i>as electronic files in the designated format</i> (via e-mail)	
October 19, 2022 5:00 PM (JST)	Submission deadline for <i>the original copy/printed document</i> for examination application (via a tracked delivery service)	
October 24, 2022 - October 26, 2022	Examination period (oral examination will be conducted online one day during the period)	
Mid-late November 2022	Announcement of examination results	
Late November 2022	Enrollment procedure guidelines will be sent out to successful applicants	See <a href="#">“9. Enrollment Procedures”</a> for details.
December 16, 2022 5:00 PM (JST)	Submission deadline for scholarship application documents <i>as electronic files in the designated format</i> (via e-mail)	See <a href="#">“7. Application Procedures”</a> and <a href="#">“8. Documents to Be Submitted”</a> for details.
December 23, 2022 5:00 PM (JST)	Submission deadline for <i>the original copy/printed document</i> for scholarship application (via a tracked delivery service)	
Early March 2023	Announcement of the selection result of the MEXT scholarship	
Early March 2023	Submission deadline for enrollment procedure documents	See <a href="#">“9. Enrollment Procedures”</a> for details.
April 1, 2023	Date of enrollment	See <a href="#">“9. Enrollment Procedures”</a> for details.

## 2. Number of Students to Be Admitted

The following master’s/doctoral programs are recruiting students for this program.

### [Master’s Programs]

Program	Number of students to be admitted
Master’s Program in Computer Science	4

### [Doctoral Programs]

Program	Number of students to be admitted
Doctoral Program in Computer Science	4

## 3. Qualifications and Conditions

UT and MEXT accept applications from international students of graduate school level who are newly coming to Japan, and satisfy the following qualifications and conditions.

### (1) Academic Performance

Applicants must have demonstrated excellent academic achievement with a Grade Point Average of 2.30 (out of 3.00) or above at the previous school, and the evaluation on the same level is expected during the scholarship payment period.

Note: See [Appendix 1](#) to calculate your GPA yourself.

## **(2) Nationality**

Applicants must have the nationality of a country that has diplomatic relations with Japan. An applicant who has Japanese nationality at the time of application is not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply as long as they choose the nationality of the other country and renounce their Japanese nationality by the date of their arrival in Japan.

## **(3) Age**

Applicants, in principle, must be born on or after April 2, 1988. Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to the situation or circumstances in the applicant's country (military service obligation, loss of educational opportunities due to disturbances of war, etc.) Personal circumstances (financial situation, family circumstances, state of health, circumstances related to applicant's university or place of employment, etc.) will not be considered for exceptions. Those who completed the Young Leaders' Program and wish to enroll in a doctoral course can apply within 5 years after completing the program, even if they do not meet the eligible age limit.

## **(4) Academic Background**

Applicants must satisfy any one of the following conditions for admission to be accepted in the Master's/Doctoral Program in Computer Science from April 2023. (Applicants who will certainly satisfy any of the following conditions by the time of enrollment are eligible.)

### **[Master's Programs]**

- 1) Applicants who have completed 16 years of education in countries other than Japan and earned a bachelor's degree, or expected to graduate and receive the bachelor's degree by March 2023
- 2) Applicants who are 22 years or older as of March 2023, and recognized as having academic competency equivalent to university graduates, as the result of the eligibility screening conducted by UT

### **[Doctoral Programs]**

- 1) Applicants who have been awarded with a master's degree or expected to achieve it by March 2023
- 2) Applicants who have been awarded with a professional degree or expected to achieve it by March 2023
- 3) Applicants who have been awarded with an overseas degree equivalent to a master's degree or professional degree as of March 2023
- 4) Applicants who are 24 years or older as of March 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: Those who have completed a doctoral course and have no intention to obtain a degree are not eligible to apply. (See also "[3.\(9\) Non-eligibility.](#)")

## **(5) Language Proficiency**

Applicants must satisfy any one of the following conditions for language proficiency in Japanese or English.

### **[Japanese]**

- 1) Those who have passed N2 or higher level of the Japanese language proficiency test (JLPT) by the time of enrollment
- 2) Those who have completed a curriculum that meet the conditions for admission in Japan for a master's course/doctoral course by using Japanese as the main language
- 3) Those who have regarded by UT to have a Japanese language ability equivalent to or better than N2 of the Japanese language proficiency test (JLPT)

### **[English]**

- 1) Those who have passed/achieved a score in a language proficiency test that corresponds to B2 or higher level of the Common European Framework of Reference for Languages (CEFR) at the time of enrollment
- 2) Those who have completed a curriculum that meet the conditions for admission in Japan for a master's course/doctoral course by using English as the main language

- 3) Those who have regarded by UT to have an English language ability equivalent to or better than B2 of the Common European Framework of Reference for Languages (CEFR)

#### **(6) Health**

An applicant must be physically and mentally healthy enough to pursue study at university.

#### **(7) Arrival in Japan**

*\* Due to the COVID-19 situation, the schedule and the condition of traveling to Japan are subject to change.*

The date of enrollment will be April 1, 2023. In principle, applicants must be able to arrive in Japan on the date set by UT, which is normally in the beginning of April. Departure from the home residence should be on or after April 1, 2023. Excluding cases in which MEXT deems as unavoidable circumstances, the applicant must withdraw from the scholarship program if the applicant cannot arrive in Japan by the end of the specified period above which decided by MEXT or UT.

#### **(8) Visa Requirement**

An applicant shall, in principle, newly obtain a “Student” visa at the Japanese diplomatic mission located in the applicant’s country of nationality, and enter Japan with the residence status of “Student.”

Accordingly, even if the applicant already has other residence status (“Permanent resident,” “Long-term resident,” etc.), the applicant must change it to the “Student” status and re-enter Japan. Moreover, the applicant should be aware that after expiration of the status as a MEXT Scholarship student and even if the student again applies for their original resident status of “Permanent resident” or “Long-term resident,” such resident statuses might not be necessarily granted. The applicant should also be aware that the scholarship will be cancelled if he/she arrived in Japan without a newly obtained “Student” visa.

#### **(9) Non-eligibility**

Those who meet any one of the following conditions are ineligible. If identified ineligible after being selected as a scholarship student, he/she must withdraw from the scholarship.

- 1) Those who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
- 2) Those who cannot arrive in Japan by the last date of the period specified by MEXT or the accepting university;
- 3) Those who are previous grantees of Japanese Government (MEXT) scholarship programs (including those who withdraw from the scholarship program after the arrival in Japan). This does not apply to: those who have educational or work experience exceeding more than three years from the following month of the period of the previous scholarship to the estimated first month of the payment of this scholarship; and the past grantees of Japanese Studies Students program who have graduated or are going to graduate from universities in their home countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments and Young Leaders’ Program. The Monbukagakusho Honors Scholarship for Privately-Financed International Students is not included in the Japanese Government (MEXT) Scholarship Programs;
- 4) Those who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system, for which scholarship payments will begin in FY 2023;
- 5) Those who are already enrolled in a Japanese university or other institution with a residence status of “Student,” or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant’s country until the commencement of the period for payment of the MEXT scholarship. However, this stipulation does not apply to privately-financed international students who, even though they are enrolled, or are planning to enroll, in a Japanese university or other institution, verifiably complete their studies before the start of the scholarship payment period, return to their home country at the time of the scholarship application, and newly acquire the “Student” residence status and come to Japan;
- 6) Those who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant’s country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
- 7) Those who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
- 8) Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality

by the time of the arrival in Japan;

9) Those who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or internship) outside Japan or plan to take a long-term leave of absence from the university;

10) Those who have completed a doctoral course and have no intention to obtain a degree.

#### **(10) Others**

MEXT Scholarship will be granted those who are willing to contribute to mutual understanding between Japan and their home country by participating in activities at schools and communities during their study in Japan while contributing to the internationalization of Japan. They shall also make efforts to promote relations between the home country and Japan by maintaining close relations with the university attended after graduation, cooperating with the conducting of surveys and questionnaires, and cooperating with relevant projects and events conducted by the Japanese diplomatic mission after they return to their home countries.

## **4. Period of Scholarship**

The scholarship will be paid during the standard training period for each program.

**[Master's Programs]** 2 years (From April 2023 until the end of March 2025)

**[Doctoral Programs]** 3 years (From April 2023 until the end of March 2026)

## **5. Scholarship Benefits**

### **(1) Allowance**

The amounts listed below shall be paid depending on the course enrolled in. A supplemental regional allowance of 2,000 yen or 3,000 yen per month will be added to the monthly scholarship amount for the grantees studying or conducting research in specially designated regions. Due to the situation of the Japanese Government's budget, the amount of payment may be subject to change each fiscal year. If a grantee is absent from the university for an extended period, the scholarship shall be suspended for that period.

**[Master's Programs]** 144,000 yen per month

**[Doctoral Programs]** 145,000 yen per month

### **(2) Traveling Costs**

**1) Transportation to Japan:** In principle, MEXT will stipulate the travel schedule and route, and provides an airline ticket to grantees. The airline ticket will be an economy-class ticket for the flight from the international airport closest to the grantee's residence (in principle, the country of nationality) to an international airport in Japan used on the normal route to UT. The grantee shall bear at his/her own expense all costs related to domestic travel from the grantee's residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The grantee shall also bear at his/her own expense travel and lodging costs incurred in a third country if the grantee must travel to a third country before coming to Japan for visa purposes because there are no Japanese diplomatic missions in his/her country, or if there are no direct flights from the grantee's country of residence to Japan. MEXT will provide an economy-class airline ticket from the grantee's country of residence to the said third country, and from the third country to an international airport in Japan used on the normal route to UT. In principle, the address given in the space for "Your address before departure for Japan" on the Application Form (for the MEXT scholarship) (Document B-2) shall be recognized as the "residence," and the airline ticket will be arranged for a flight from the international airport nearest to the address recognized as the "residence". Except for cases when the grantee must travel to a third country to obtain a visa, MEXT will not provide an airline ticket for cases of travel to Japan from a country other than the grantee's country of residence due to the grantee's personal circumstances.

**2) Transportation from Japan:** Based on the application by the grantee, MEXT will provide an airline ticket to grantees who shall graduate UT and return to the home country by the end of the final month of the period of scholarship (See "[4. Period of Scholarship](#)") designated by MEXT. MEXT shall provide an economy-class airline

ticket from the international airport in Japan used for the normal route to and from UT, to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. If a grantee returns to the home country before the end of period of scholarship due to personal circumstances, or reasons stated in "[6. Suspension of Payment of Scholarship](#)," MEXT will not pay for the returning travel expenses. If a grantee continues to stay in Japan after the scholarship period has ended (ex. proceeding to further education or being employed in Japan, continuing to register at the university), travel expenses for a temporary return will also not be paid.

### **(3) Tuition and Other Fees**

The entrance examination fee, admission fee and tuition will be paid by UT. However, those who have been suspended from scholarships for the reasons described in the next section must pay the tuition, the amount of which is stipulated in UT's school rules and other regulations.

## **6. Suspension of Payment of Scholarship**

Payment of the scholarship will be cancelled for the reasons given below. Should any of the following reasons apply, the grantee may be ordered to return a part of, or all of, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

- 1) A grantee is determined to have made a false statement on his/her application;
- 2) A grantee violates any article of his/her pledge to the Minister of Education, Culture, Sports, Science and Technology;
- 3) A grantee violates any Japanese laws and is sentenced and imprisoned for an indefinite period or for a period exceeding 1 year;
- 4) A grantee is suspended from the university or receives other punishment, or is removed from enrollment; as a disciplinary action in accordance with UT's school rules and other school regulations;
- 5) It has been determined that it will be impossible for a grantee to complete the course within the standard period of study because of poor academic grades or suspension or absence from the university;
- 6) A grantee came to Japan without newly acquiring the "Student" residence status, or changed his/her residence status to one other than "Student";
- 7) A grantee has received another scholarship (excluding those specified for research expenditures);
- 8) A grantee proceeds to a more advanced level of education without receiving approval for an extension of the period of the scholarship;
- 9) A grantee has dropped out of the university or transferred to another graduate school;
- 10) A grantee's annual Grade Point Average (GPA) is below 2.30, or below the grading standard set by the university.

## 7. 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:

<https://www.sie.tsukuba.ac.jp/eng/visitor/exam/inter-student/>



### **Apply for Entrance Examination**

Applicants are required to submit the entrance examination application documents in a two-step process.

1) Submit the required documents (A-1 to A-8) as electronic files in the designated format via e-mail.

**Deadline: October 7, 2022 3:00 PM (JST)**

2) Submit the original copy/printed documents via a tracked delivery service.

**Deadline: October 19, 2022 5:00 PM (JST)**

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



### **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 Zoom or Skype.

**Examination Period: October 24 – 26, 2022**

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**

**Mid-late November 2022**

The result of examination will be announced individually after the oral examination. The successful applicants will be recommended to the MEXT as the scholarship candidates. Prepare in advance so that you can submit the documents (B-1 to B-5) by the deadline.



### **Apply for Scholarship**

The applicants who passed the entrance examination are required to submit the scholarship application documents in a two-step process.

1) Submit the required documents (B-1 to B-5) as electronic files in the designated format via e-mail.

**Deadline: December 16, 2022 5:00 PM (JST)**

2) Submit the original copy/printed documents via a tracked delivery service.

**Deadline: December 23, 2022 5:00 PM (JST)**



### **Announcement of Scholarship Selection Result**

**Early March 2023**

The selection result of the MEXT scholarship will be notified to applicants from UT via e-mail.



See "[9. 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](mailto: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

## 8. 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.**

### (1) Entrance Examination Application Documents

[Electronic files] Submission Deadline: October 7, 2022 3:00 PM (JST)

[Original copy/Printed documents] Submission Deadline: October 19, 2022 5:00 PM (JST)

Document		File format	Original copy/ Printed document	Instructions
A-1	Application Checklist [A]	-	-	Need not to submit this list. Use this form to make sure you have all the documents you need to submit.
A-2	Application Form (for the University of Tsukuba)	XLSX	-	Use the prescribed form. Printed document not required.
A-3	Field of Study and Research Plan	PDF	-	Use the prescribed form. Printed document not required.
A-4	Academic Transcript	PDF	Required	Submit an official academic transcript issued by the university that awarded/will award the most recent degree which meets the application conditions for the master's/doctoral programs (See " <a href="#">3.(4) Academic Background</a> "). 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. <b>Note:</b> If the grading system is not indicated in the academic transcript, you will need to submit an additional document officially issued by the university that specifies and explains their grading system.
A-5	Graduation Certificate and Degree Certificate	PDF	Required	Documents to be submitted differ depending on whether you apply for a master's program or a doctoral program. <b>[Master's Programs]</b> Submit the certificate of [expected] graduation and degree certificate to certify that they have or expected to achieve a bachelor's degree. <b>[Doctoral Programs]</b> Submit the certificate of [expected] graduation and degree certificate to certify that they have or expected to achieve a master's degree, professional degree or overseas degree equivalent to a master's/professional degree.
A-6	Degree Thesis Abstract	PDF	-	If you have written a thesis, submit a summary of its content. If there are books, academic papers, reports or presentation materials of academic conference that show your achievements and research abilities, attach a list of publication. Printed document not required.



Document		File format	Original copy/ Printed document	Instructions
A-7	Document to certify the language proficiency	PDF	Required	<p>Type of document to be submitted is determined by which condition of "<a href="#">3.(5) Language Proficiency</a>" you meet. If none of the following conditions apply, please contact us individually.</p> <p><b>[Japanese]</b>            1) Those who have passed N2 or higher level of the Japanese language proficiency test (JLPT) by the time of enrollment must submit the <b>certificate for passing the exam of N2 or higher level of JLPT.</b>            2) Those who have completed a curriculum that meet the conditions for admission in Japan for a master's course/doctoral course by using Japanese as the main language must submit an <b>official document issued by the university they graduated from.</b></p> <p><b>[English]</b>            1) Those who have passed/achieved a score in a language proficiency test that corresponds to B2 or higher level of the Common European Framework of Reference for Languages (CEFR) at the time of enrollment must submit the <b>score report of a language proficiency test that corresponds to B2 or higher level of CEFR.</b>            2) Those who have completed a curriculum that meet the conditions for admission in Japan for a master's course/doctoral course by using English as the main language must submit an <b>official document issued by the university they graduated from.</b></p> <p>[Valid score report to prove English proficiency]            • Cambridge English Qualifications            • Test in Practical English Proficiency (Jitsuyo Eigo Gino Kentei / EIKEN)            • GTEC (Advanced / Basic / Core / CBT)            • IELTS (Academic Module / General Training Module)            • TEAP / TEAP CBT            • TOEFL iBT</p>
A-8	ID Photo	JPEG	-	Your ID photo must be: 45 x 35 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 not required.

## (2) Scholarship Application Documents

[Electronic files] Submission Deadline: December 16, 2022 5:00 PM (JST)

[Original copy/Printed documents] Submission Deadline: December 23, 2022 5:00 PM (JST)

Documents		File Format	Original copy/ Printed document	Instructions
B-1	Application Checklist [B]	-	-	Need not to submit this list. Use this form to make sure you have all the documents you need to submit.
B-2	Application Form (for the MEXT scholarship)	PDF	Required	Use the prescribed form. Use double-side printing. Unless otherwise specified, paste the same photo as A-8. Signature required. Sign the printed document and convert it to PDF. Submit the PDF file via email and send the printed document via a tracked delivery service.
B-3	Recommendation letter from the president/dean at the former or current university	PDF	Required	The recommendation letter should be dated and addressed to the attention of the President of the University of Tsukuba, and the recommender's name and Title/Position must be stated therein. The recommender must be the dean or the president of the university that awarded/will award the most recent degree to the applicant which meets the application conditions for the master's/doctoral programs (See " <a href="#">3.4 Academic Background</a> "). If GPA cannot be calculated from your academic transcript (Document A-4), the letter of recommendation must clearly state that the applicant's grade ranking at the university/faculty or graduate school is within the top 30%. A recommendation letter that doesn't meet the above requirements will not be accepted.
B-4	Photocopy of your passport	PDF	Required	If you do not have a passport yet, submit a certificate of family register or a certificate of citizenship issued by the government of your home country.
B-5	A certificate indicating the applicant's academic excellence at the former or current university, such as GPA or class rank	PDF	Required	Submit an official certificate issued by the former or current university. You may omit the document if the necessary information (i.e. GPA or class rank) is included in your academic transcript (Document A-4).

### 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 translation.
- 3) All documents should be created and printed on A4 size paper, preferably in a typed format.
- 4) Documents A-4, A-5, A-7 (only for those who meet Condition 2 in Japanese or English respectively), B-3 and B-5 to be mailed must be original. However, if the original cannot be submitted due to circumstances, a photocopy which is attested by an authorized official of a university are also acceptable. The photocopies without an official seal of a university will not be accepted.

## 9. Enrollment Procedures

See "[7. Application Procedures](#)" for precedent procedures

### Receive Enrollment Procedure Guidelines

#### **Late November 2022 –**

Successful applicants will receive enrollment procedure guidelines, which 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](mailto:sysinfo.admission@un.tsukuba.ac.jp) by **the beginning of November 2022**, if they want the enrollment procedure guidelines to be delivered to an address different from the "Current Address" given on the Application Form (for the University of Tsukuba) (Document A-2).

Otherwise, the documents will be sent to the "Current Address" on Document A-2.

### Obtain a "Student" Visa

Successful applicants must newly obtain a "Student" visa, before beginning enrollment procedures.

See also "[3.\(8\) Visa Requirement](#)."

### Submit Documents to Confirm Enrollment

#### **Deadline: Early March 2023**

The documents should be mailed in a designated envelope (which will be sent to you together with the enrollment procedure guidelines) by early March 2023. The deadline date will be stated in the enrollment procedure guidelines.

### Enrollment

#### **April 1, 2023**

Note: See also "[3.\(7\) Arrival in Japan](#)."

## 10. 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.

## 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. Applicants who fall under any of the conditions set out in the said regulations may be unable to enter their desired program.

## 12. Contact

1) If you have any questions about this application guidelines, please contact us:

**Graduate Schools 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 your desired program.

**Master's/Doctoral Program in Computer Science**

E-mail: [exam@cs.tsukuba.ac.jp](mailto:exam@cs.tsukuba.ac.jp)

## Appendix 1: How to Calculate Your GPA for the MEXT Scholarship

To be eligible for the MEXT scholarship for students of graduate school level, applicants must have a Grade Point Average (GPA) of 2.30 (out of 3.00) or above at the previous school, and the evaluation on the same level is expected during the scholarship payment period. Please check your eligibility using the MEXT- specified grade conversion chart and GPA calculation formula below.

Note: The MEXT- specified grade conversion chart and GPA calculation formula provided in this document is as of December 10, 2020. The official scholarship application conditions for 2023 is scheduled to be announced by MEXT in December 2022. Therefore, the information provided in this document is subject to change. UT will notify the applicants if there are any changes to the information provided on this document.

### Grade Conversion Chart

Grading System	Grades				
		Excellent	Good	Fair	Poor
Type 1: (4-point scale)		Excellent	Good	Fair	Poor
Type 2: (4-point scale)		A	B	C	F
Type 3: (4-point scale)		100-80	79-70	69-60	below 59
Type 4: (5-point scale)	S	A	B	C	F
Type 5: (5-point scale)	A	B	C	D	F
Type 6: (5-point scale)	100-90	89-80	79-70	69-60	below 59
<b>Grade Point</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

### GPA Calculation Formula

$$\frac{([\text{No. of GP3 Credits}] \times 3) + ([\text{No. of GP2 Credits}] \times 2) + ([\text{No. of GP1 Credits}] \times 1) + ([\text{No. of GP0 Credits}] \times 0)}{\text{Total No. of credits for all registered courses}}$$

References: No. = Number, GP = Grade Point

Note: If the courses do not go by the credit system, replace the "number of credits" with "number of courses" registered.

.....

Example: If your institution uses a typical North American grading system (A, B, C, D, and F) or a system comparable to it, you may use the 5-level scale.

Course Title	Grade	No. of credits		Grade Point (above)		Total Point
Japanese 1	A	3	×	3	=	9
Japanese 2	B	3	×	3	=	9
Intro to Japanese History	B	3	×	3	=	9
Intro to Business	D	3	×	1	=	3
<b>Total:</b>		<b>12</b>				<b>30</b>

$$\frac{(9 \times 3) + (0 \times 2) + (3 \times 1) + (0 \times 0)}{12} = \frac{30}{12} = 2.5$$