

# 2023 Application Guidelines

## Special Selection for Overseas Residents

### 1. Schedule

This special selection will be held twice, in January - February 2023 (“January – February Selection Process”) and July 2023 (“July Selection Process”). In the January-February Selection Process, applicants can choose their desired date of enrollment from either April 1, 2023 or October 1, 2023. In the July Selection Process, successful applicants will be admitted on October 1, 2023.

Date/Deadline		Tasks & Events
[January – February Selection Process]	[July Selection Process]	
October 28, 2022	TBD (Mid-May 2023)	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	TBD (Late May 2023)	Examination fee payment form opens
December 1, 2022	TBD (Late May 2023)	Examination application opens
December 9, 2022	TBD (Early June 2023)	Deadline for payment of examination fee
December 16, 2022	TBD (Early June 2023)	Deadline for all application documents
January 11, 2023 – January 27, 2023	TBD (Early July 2023)	Oral examination
February 15, 2023	TBD (Mid-July 2023)	Announcement of examination results
<b>[For Enrollment in April 2023]</b>	<b>[For Enrollment in October 2023]</b>	
After February 15, 2023	TBD (Mid-July 2023)	Enrollment procedure guidelines will be sent out to the successful applicants
March 3, 2023	TBD (Late August 2023)	Submission deadline for enrollment procedure documents
April 1, 2023	October 1, 2023	Date of enrollment

Notes:

- 1) The dates and times listed in this document are in Japan Standard Time (JST).
- 2) The finalized schedule will be announced on the following web page after April 2023.  
Degree Programs in Systems and Information Engineering  
<https://www.sie.tsukuba.ac.jp/eng/visitor/exam/entra/>

### 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

#### **[For Enrollment in April 2023]**

- (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

**[For Enrollment in October 2023]**

- (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](mailto:sysinfo.admission@un.tsukuba.ac.jp).

## 4. Fees & Tuition

### (1) Examination Fee

**30,000 Japanese Yen (non-refundable)**

The examination fee must be paid before applying. Your application will be invalid if the payment is delayed. The examination fee is non-refundable after submission of the application documents. Payment can be made by credit card (VISA, MasterCard, JCB, American Express) by following the steps below.

1) Visit E-shiharai.net website linked below during the designated payment period. <a href="https://e-shiharai.net/english/?schoolcode=OPU510085000000">https://e-shiharai.net/english/?schoolcode=OPU510085000000</a>	
<b>[January – February Selection Process]</b> <b>Payment period: December 1, 2022 - December 9, 2022 (JST)</b> <b>[July Selection Process]</b> <b>Payment period: TBD (Late May 2023 – Early June 2023)</b>	
2) Top page	Click "Examination Fee."
3) Terms of Use and Personal Information Management	Please read the Terms of use and Personal Information Management. Click "Agree" button in the lower part of the page if you agree with the terms.
4) School Information	Read the information carefully and click "Next."
5) Category Selection	Choose First – Forth Selection category and click "Add to Basket." The First Selection will be "Degree Programs in Systems and Information Engineering." In the Forth Selection, choose your desired program.
6) Basket Contents	Confirm the contents and click "Next."
7) Basic Information	Input the applicant's basic information. Choose your credit card and click "Next."
8) Credit Card Information	Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.
9) Payment Result	Confirm all the information displayed and click "Confirm."
10) Credit Card Payment Completed	Click "Print this page" button and print out "Result" page. <u>Both the printed page and its PDF version (Save the "Result" page as a PDF file or scan the printed document to PDF) are required to be submitted.</u> See also <b>No. 8</b> in " <a href="#">6. Documents to Be Submitted.</a> "

Note: The examination fees will not be charged for foreign students who are supported by the Japanese Government (Monbukagakusho: MEXT) scholarships.

**(2) Admission Fee**  
**282,000 Japanese Yen (non-refundable)**

**(3) Tuition for the First Year**

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.

**[For Enrollment in April 2023]**

Semester	Amount
Spring AY 2023 (April 2023 – September 2023)	267,900 JPY
Fall AY 2023 (October 2023 – March 2024)	267,900 JPY
Total amount per year	535,800 JPY

**[For Enrollment in October 2023]**

Semester	Amount
Fall AY 2023 (October 2023 – March 2024)	267,900 JPY
Spring AY 2024 (April 2024 – September 2024)	267,900 JPY
Total amount per year	535,800 JPY

\*JPY = Japanese Yen

## 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/](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

### **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](mailto:sysinfo.admission@un.tsukuba.ac.jp) by the following deadline.

**[January - February Selection Process]**

**Deadline: October 28, 2022 5:00 PM (JST)**

**[July Selection Process]**

**Deadline: TBD (Mid-May 2023)**

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

### **Pay the Examination Fee**

The examination fee must be paid before applying. The payment period is as follows:

**[January – February Selection Process]**  
**Payment period: December 1, 2022 - December 9, 2022 (JST)**  
**[July Selection Process]**  
**Payment period: TBD (Late May 2023 – Early June 2023)**

See also "[4. Fees & Tuition.](#)"

**Apply for Entrance Examination**

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

**[January – February Selection Process]**  
**Application Period: December 1, 2022 - December 16, 2022 5:00 PM (JST)**  
**[July Selection Process]**  
**Application Period: TBD (Late May 2023 – Early June 2023)**

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.

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](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

**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(s) must clearly indicate the date of enrollment and [expected] completion, the type and name of the degree.

No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
				-- <b>[Electronic file]</b> Scan original paper document(s) to PDF. <b>[Original copy/Printed document]</b> 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 " <a href="#">3. Eligibility for Admission.</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>[Electronic file]</b> Scan an original paper document to PDF. <b>[Original copy/Printed document]</b> Submit the original copy.
4	Research Plan	Required (PDF)	-	Use the prescribed form. Summarize your research plans within 1000 words in English. -- A printed document is not required.
5	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.
6	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	Examination Fee Payment Proof Document	Required (PDF)	Required	Please submit the "Result" page displayed on the E-shiharai.net website when the payment of examination fee is completed. The See also " <a href="#">4. Fees &amp; Tuition.</a> " -- <b>[Electronic file]</b> Save the "Result" page as a PDF file or scan the printed document to PDF. <b>[Original copy/Printed document]</b> Print out the "Result" page on E-shiharai.net website.
9	Letter of approval to take the entrance examination	If applicable (PDF)	If applicable	Those who fall under either or both of the following items must submit the letter of approval to take the entrance examination: 1) Students who are currently enrolled in a university and are NOT expected to complete the enrolled course before the desired date of enrollment in UT (i.e. April 1, 2023 or October 1, 2023) must submit a letter of approval for them to take UT's entrance examination, issued in the name of the president of the university or the

No.	Document	Electronic file (Format)	Original copy/ Printed document	Instructions
				<p>dean of graduate school. Any format is acceptable.</p> <p>2) Full-time workers at a company or a government agency must submit a letter of approval for them to take UT's entrance examination, issued by their manager. Any format is acceptable.</p> <p>--</p> <p><b>[Electronic file]</b> Scan an original paper document to PDF.</p> <p><b>[Original copy/Printed document]</b> Submit the original copy.</p>
10	ID Photo	Required (JPEG)	-	<p>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.</p> <p>--</p> <p>Printed photo is not required.</p>

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**

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**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.

**[January – February Selection Process]**  
**Examination Period: January 11, 2023 – January 27, 2023**

**[July Selection Process]**  
**Examination Period: TBD (Early July 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**

**[January – February Selection Process]**  
**February 15, 2023**

**[July Selection Process]**  
**TBD (Mid-July 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](mailto:sysinfo.admission@un.tsukuba.ac.jp) by the following deadline, 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.

**[January – February Selection Process]**

**Deadline: January 31, 2023 (JST)**

**[July Selection Process]**

**Deadline: May 31, 2023 (JST)**

### **Receive Enrollment Procedure Guidelines**

**[For Enrollment in April 2023]**

**After February 15, 2023**

**[For Enrollment in October 2023]**

**TBD (Mid-July 2023)**

Successful applicants will receive enrollment procedure guidelines, which contain documents to be submitted before enrollment. Follow the instructions in the guidelines.

Important:

Applicants should send an e-mail to [sysinfo.admission@un.tsukuba.ac.jp](mailto:sysinfo.admission@un.tsukuba.ac.jp) by the following deadlines, 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.

**[For Enrollment in April 2023]**

**Deadline: January 31, 2023 (JST)**

**[For Enrollment in October 2023]**

**Deadline: May 31, 2023 (JST)**

### **Obtain a Visa**

Applicants with foreign nationality must acquire a status of residence which is suitable for admission, 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."

### **Obtain a Letter from Employer**

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

### **Submit Documents to Confirm Enrollment**

**[For Enrollment in April 2023]**

**Deadline: March 3, 2023)**

**[For Enrollment in October 2023]**

**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**

**April 1, 2023/October 1, 2023**

Those who apply for the January-February entrance examination can choose the admission date from April and October. Those who applied for the July entrance examination can only enter in October.

## 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](mailto: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](mailto:entexam_pps@sk.tsukuba.ac.jp)

**Doctoral Program in Risk and Resilience Engineering**

E-mail: [entexam@risk.tsukuba.ac.jp](mailto:entexam@risk.tsukuba.ac.jp)

**Doctoral Program in Computer Science**

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

**Doctoral Program in Intelligent and Mechanical Interaction Systems**

E-mail: [entexam@imis.tsukuba.ac.jp](mailto:entexam@imis.tsukuba.ac.jp)

**Doctoral Program in Engineering Mechanics and Energy**

E-mail: [entexam@kz.tsukuba.ac.jp](mailto:entexam@kz.tsukuba.ac.jp)