

**Application Guidelines for Those Living Overseas Wishing to Take
Doctoral Programs Beginning April / October 2018 at the
Graduate School of Systems and Information Engineering, University of Tsukuba**

1. Number of Students to be Accepted

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

2. Eligibility for Admission

(A) For those wishing to enter in April 2018

Persons will be deemed eligible for a doctoral program at the Graduate School of Systems and Information Engineering from April 2018, if they meet one of the following requirements:

[No eligibility screening is required for the following individuals]

- (1) Individuals who have a master's degree or who will have one by March 2018
- (2) Individuals who have a specialized degree or who will have one by March 2018
- (3) Individuals who have the equivalent of a master's degree or a specialized degree awarded by a university outside Japan as of March 2018

[Eligibility screening is required for the following individuals]

- (4) Individuals who are 24 years of age or older as of March 2018, and whose qualification is recognized as equivalent to a master's degree or a specialized degree as the result of the eligibility screening conducted by us
- (5) Others

(If you have any questions about your eligibility, please e-mail to :

sysinfo.admission@un.tsukuba.ac.jp)

(B) For those wishing to enter in October 2018

Persons will be deemed eligible for a doctoral program at the Graduate School of Systems and Information Engineering from October 2018, if they meet one of the following requirements:

[No eligibility screening is required for the following individuals]

- (1) Individuals who have a master's degree or who will have one by September 2018
- (2) Individuals who have a specialized degree or who will have one by September 2018
- (3) Individuals who have the equivalent of a master's degree or a specialized degree awarded by a university outside Japan as of September 2018

[Eligibility screening is required for the following individuals]

(4) Individuals who are 24 years of age or older as of September 2018, and whose qualification is recognized as equivalent to a master's degree or a specialized degree as the result of the eligibility screening conducted by us

(5) Others

(If you have any questions about your eligibility, please e-mail to :

sysinfo.admission@un.tsukuba.ac.jp)

3. Application Schedule

The schedule for the application process is as follows:

- Application deadline for those who fall under (4) or (5) in 2. Eligibility for Admission :
October 27, 2017
- Application period for those who fall under (1), (2) or (3) in 2. Eligibility for Admission :
October 30, 2017 - November 17, 2017
- Oral examination : December 1, 2017 - February 2, 2018
- Announcement of acceptance : February 16, 2018
- Enrollment procedures :
 - (A) For those wishing to enter in April 2018 :
February 16, 2018 - In the beginning of March 2018
 - (B) For those wishing to enter in October 2018 : Early July 2018 - Early September 2018
- Date of Enrollment : April 1, 2018 / October 1, 2018

4. Application Documents

Each applicant must submit the following documents. The forms prescribed by the University of Tsukuba can be downloaded from this website.

Documents		Who must submit	Instructions
1	Application Form	All applicants	Use Form 1 (a prescribed form).
2	Examination Admission Slip	All applicants	Use Form 2 (a prescribed form).
3	Form for Submission of the Certificate of Payment of Application Fee	All applicants	Pay before submitting the application. For payment procedures, refer to the note (*) below this table. After the payment, print out the "Application Completed" page, and submit it to us.

4	(Expected) Graduation Certificate*	All applicants	Submit a graduation certificate (or an attested document certifying that you will graduate) issued by any university or other learning institution that meets the application requirements for the doctoral programs of this Graduate School.
5	Degree Certificate*	Those who graduated from a graduate school outside Japan	If you graduated from a foreign graduate school, submit a degree certificate for your master's. (All documents must be in English or in Japanese.)
6	Academic Transcript*	All applicants	Submit an academic transcript (the official transcript of programs record) issued by a university or another educational institution that meets the application requirements for the doctoral programs of this Graduate School. If any credits were transferred from another school, submit an academic transcript from that school. (All documents must be in English or in Japanese.)
7	Research Plan	All applicants	After consulting your prospective supervisor, state your research plan within 1,000 words in English on A4 paper. 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	If applicable	<p>(1) Individuals who currently attend a university or graduate school (except for those who are expected to graduate by March 2018 or September 2018) should submit a letter of approval allowing them to take the entrance examination, issued by the head of their university or graduate school (or the head of their department). Any format is acceptable.</p> <p>(2) Individuals who currently work for a government agency, school, or company (except for part-time workers) should submit a letter of approval allowing them to take the entrance examination, issued by their superior. Any format is acceptable.</p>
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*In the case that your current name is different from that on the documents you submit (for example, because of marriage), submit with the proof (e.g., copy of marriage license).

*** Payment of Examination Fee**

Make sure that the examination fee (30,000 yen) is paid before submitting your application. Any late payment of the examination fee will not be accepted. The examination fee will not be refunded after the application has been submitted.

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

- (1) Visit the website e-shiharai.net to make the payment:

e-shiharai.net

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

Payment period: October 1, 2017 - November 2, 2017

- (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

Each applicant must send all the application documents to the following address by international mail or international courier service. In addition, the applicant must transmit the application documents via e-mail (in PDF format).

- (1) Mailing Address:

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 for transmitting application documents:

sysinfo.kyomu@sie.tsukuba.ac.jp

(3) Application deadline:

Application documents must arrive between October 30, 2017 and November 17, 2017 (JST). No application documents submitted after the deadline will be accepted.

(Note) If you wish to apply, you must contact a prospective supervisor (a faculty member of this Graduate School from whom you wish to receive academic instruction) in advance.

6. Screening

Screening and selection are made on the basis of the submitted application documents and an oral examination.

- (1) The oral examination will be conducted between December 1, 2017 – February 2, 2018, with a video conference system or Skype, either at one of our overseas offices (except the Beijing Office) or at a university with whom the University of Tsukuba has an international exchange agreement. If you live far from these sites, consult 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 overseas offices of the University of Tsukuba, see the following site.

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

For the list of overseas partner universities, see the following site.

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

7. Announcement of Acceptance

Acceptances will be announced on February 16, 2018. An acceptance letter will be sent to successful applicants.

8. Enrollment Procedures

- (1) Successful applicants will receive Admission Procedure Documents (which contain documents to be submitted before entrance). The documents will be sent (A) on February 16, 2018 for those wishing to enter our Graduate School in April 2018, or (B) in early July 2018 for those wishing to enter in October 2018. Follow the instructions in the documents.

(Note) Successful applicants need to notify us (Please e-mail to sysinfo.admission@un.tsukuba.ac.jp.) in advance if they are moving permanently before the date above or going away when the documents are expected to be delivered.

- (2) The documents should be mailed in a designated envelope (which will be sent to you together with the Admission Procedure Documents) (A) by early March 2018 for those wishing to enter our Graduate School in April 2018, or (B) by early September 2018 for those wishing to enter in October 2018. The deadlines will be shown in Admission Procedure Documents.

- (3) Expenses Required upon Entrance

- (i) Entrance fee is 282,000 Japanese Yen, which is non-refundable.

- (ii) The tuition fee:

- (A) For those planning to enter in April 2018, the tuition fee of the 2018 school year is 535,800 yen in total. The tuition fee for the first semester (April 2018 - September 2018) is 267,900 yen, and that for the second semester (October 2018 - March 2019) is 267,900 yen.

- (B) For those planning to enter in October 2018, the tuition fee of the 2018 school year (October 2018 - March 2019) is 267,900 yen in total.

(Note) The tuition fee of subsequent years will be 535,800 yen (per year) for (A) and (B). If fees are revised before entrance or while enrolled in this Graduate School, the revised tuition fee will be applied.

- (4) All applicants with a job (except part-time) need a document or a letter (e.g.; an order for a training course, a letter of leave of absence or an approval letter) from the employer to prove that you are available to complete the program.
- (5) International applicants must acquire a Status of Residence suitable for entrance to a graduate school, in accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), before beginning enrollment procedures. Those who wish to enter this Graduate School as an international student must acquire Status of Residence as a "College Student."

9. Notes

- (1) Make sure that all necessary application documents are completed and submitted, as

incomplete documents may not be accepted.

- (2) You may not change your selection of field, department, or graduate school once your application has been submitted.
- (3) Documents will not be returned once submitted.
- (4) Your admission may be cancelled after the announcement of acceptance if it is discovered that any information used in your application is false or if there are any false statements in your application documents.
- (5) Results from the entrance examination, as well as personal information obtained by the University of Tsukuba from the application documents, will be used only for affairs concerning admission and screening, and as part of the materials to be used for screening students for tuition exemption or scholarships from the Japan Student Services Organization, which are offered to individuals who have completed the enrollment procedures.

10. Contact us

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

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

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

Doctoral Program in Intelligent Interaction Technologies: entexam@iit.tsukuba.ac.jp

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