

Application Guide

2019 Ph.D. Program in Humanics

School of Integrative and Global Majors (SIGMA)
University of Tsukuba Graduate School

Updated on December 7, 2018

Admissions information website

<http://eng.ap-graduate.tsukuba.ac.jp/>

1. Schedule of Entrance Examination

The entrance examination is scheduled as follows:

(1) Date:

January 22, 2019 (Tue.)

(2) Venue: **University of Tsukuba (Tsukuba Campus)**

(3) Application Period:

December 14, 2018 (Fri.) - December 26, 2018 (Wed.) (Application must be received not later than December 26)

*After receipt of application is confirmed, examination slip and instructions for applicants will be sent on January 10, 2019 (Thu.).

(4) Announcement of Results

Results will be announced on the program website on

February 13, 2019 (Wed.)

*Successful applicants will be informed by e-mail. Admission documents will be mailed in the middle of February 2019.

(5) Date of Entrance

April 1, 2019 (Mon.) (start of spring semester)

*Information on detailed schedule of the orientation program and other procedures will be sent along with admission documents.

2. Eligibility of Applicants

(1) No eligibility screening is required for the following individuals;

- Applicants who have graduated or expect to graduate from a Japanese university (including courses in medicine or dentistry, or 6-year courses in veterinary medicine or pharmacy).
- Those who completed at least 16 years of education before graduating from a foreign university and earned a bachelor's degree or expect to graduate and earn a bachelor's degree by March 2019.
- Others.

(2) Eligibility screening is required for the following individuals;

- Graduates of junior colleges or high schools.
- Graduates of vocational or miscellaneous schools.
- Graduates of a foreign university requiring less than 16 years of education.
- Others.

[Eligibility screening]

The University of Tsukuba Graduate School shall determine if an applicant has qualifications equivalent to a graduate of a four-year university in Japan. Applicants requiring eligibility screening should contact the SIGMA Office in advance at humanics@tsukuba.ac.jp

3. Preparation of Documents

(1) Documents to be submitted:

- **Form 1: Application Form** (see sample)
- **Form 2: Curriculum Vitae** (see sample)
- **Form 3: Payment Receipt for Examination Fee** (see sample and instructions (i))
- **Form 4: Examination Slip** (see sample)
- **Form 5: Research/Development Proposal** (see sample and instructions (ii))
- **Letter of permission to apply** (only for applicants currently affiliated with a university, company, and other organizations; see instructions (iii))

- Certificate of graduation or prospective graduation from undergraduate program (see instructions (iv))
- Undergraduate transcripts (see instructions (v))

Follow the samples and instructions stated below and fill out Forms 1-5 **in English**. However, certificates and letters of permission to apply in Japanese will be accepted.

*Attach on **Forms 1 and 4** a passport-size photo of full head and upper shoulders facing forward taken within the past six months.

*For fields of interests and mentors in Forms 1 and 5, please go to the link below for a list of mentors. Please make preliminary contact with selected mentors. If unable to do so, please contact the SIGMA Office at humanics@tsukuba.ac.jp
https://www.tsukuba.ac.jp/organization/humanics/pdf/mentor_list_en.pdf

(2) Instructions

(i) Payment Receipt for Examination Fee (Form 3)

Please pay examination fee of 30,000 yen between **December 14 (Fri.) and December 26, 2018 (Wed.)**. **Under no circumstances will the examination fee be refunded.**

***Government-sponsored foreign students are exempt from the examination fee.**

Choose from the following payment methods;

- 1) By credit card (VISA, MasterCard, JCB, AMERICAN EXPRESS) Make payment by credit card at <https://e-shiharai.net/english/>. Attach a printout of the web page showing completion of payment on Form 3.
Please note that processing fee will be paid by applicant.
- 2) At convenience stores (Lawson, Seven-Eleven, Family Mart, Ministop)
Choose a convenience store on <https://e-shiharai.net/english/>. Make payment at chosen convenience store and attach the receipt on Form 3.
Please note that processing fee will be paid by applicant.

(ii) Research Proposal

Write a proposal in no longer than 1,000 English words in **Form 5**, for interdisciplinary research with another field of study under this Program. Oral Examination 2 will be based on this proposal.

(iii) Letter of permission to apply (free format)

To be submitted by the following applicants;

- 1) Current undergraduate and graduate students (except for those expecting to graduate by March 2019) must submit a letter of permission to apply (free format on A4 size paper) from the university president (or dean of graduate school).
- 2) Current employees of government offices, schools, companies, and other organizations (except for part-time or short-term workers) must submit a letter of permission to apply (free format on A4 size paper) from their supervisors or write a letter of declaration that enrollment in this program will not impede the performance of their duties. (Those who plan to resign upon admission to this program can submit a letter [with seal duly affixed] stating their intent in lieu of a letter of permission to apply. However, they must submit a certification of resignation subsequently as part of admission documentation.)

(iv) Certificate of graduation or prospective graduation from undergraduate program

Applicants must submit a certificate of graduation or prospective graduation from undergraduate program (in English or Japanese).

A certificate of graduation or prospective graduation by **March 31, 2019** is required.

Applicants who have completed master's or Ph.D. studies also need to submit a certificate of graduation from undergraduate program.

(v) Undergraduate transcripts

Submission of undergraduate transcripts (in English or Japanese) is required. Applicants who expect to graduate by **March 31, 2019** must submit transcripts of classes taken so far.

4. Mailing Address for Application Documents

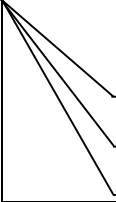
The SIGMA Office
University of Tsukuba
(Floor 7, Laboratory for Advanced Research A)
1-1-1, Tennodai, Tsukuba, Ibaraki
305-8577 JAPAN

[Notes]

- (1) Incomplete documentation will result in disqualification.
- (2) Submitted documents will not be returned, as a rule. Applicants wishing to request return of documents must contact the SIGMA Office in advance.
- (3) Applicants with special needs due to disabilities or other reasons, please contact humanics@un.tsukuba.ac.jp in advance.
- (4) Willful falsification of information will result in disqualification.

5. Screening Process

Screening is based on submitted documents and results of oral examinations.

 Date Subject Time	January 22, 2019 (Tue.)	
	Oral Examination 1	Oral Examination 2
	9:00~12:00	13:00~17:00
Content	Individual interview	Individual interview
Language	English (responses in Japanese acceptable)	English (responses in Japanese acceptable)

Oral Examination 1 concerns comprehension in area of proposed specialization, ability to adapt to different fields of study, and linguistic proficiency. Oral Examination 2 concerns research project proposal upon admission.

Individual interview will be on topics in English but applicants may answer in Japanese.

*Note: Examination slip will be used to verify identity on the day of the examinations. Please do not forget to bring your examination slip.

6. Number of Students to be Admitted

Number of Students to be Admitted	15
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7. Instructions for Examinations

Please read through the Instructions for Applicants for important information on the examinations and follow instructions when taking the examinations. The Instructions for Applicants will be sent to applicants with the examination slip on **January 10, 2019 (Thu.)**.

8. Student Support System

Details will be posted on the website of this Program at a later date.

Application Form Check List

Ph.D. Program in Humanics

*SIGMA Office use only

書類整理番号	*
受験番号	*

Name (Given/Middle/Family)	Hanako / / Tsukuba
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Document	Applicants concerned	Check	Notes
[Form 1] Application Form	All	✓	
[Form 2] Curriculum Vitae	All	✓	
[Form 3] Payment Receipt for Examination Fee	All (see Application Guide 3)	✓	
[Form 4] Examination Slip	All	✓	
[Form 5] Research proposal	All	✓	
Letter of permission to apply (free format)	If applicable		<ol style="list-style-type: none"> 1. Current undergraduate and graduate students (except for those expecting to graduate by March 2019) must submit a letter of permission to apply (free format on A4 size paper) from the university president (or dean of graduate school). 2. Current employees of government offices, schools, companies, and other organizations (except for part-time or short-term workers) must submit a letter of permission to apply (free format on A4 size paper) from their supervisors. 3. Applicants who plan to resign upon admission to this program can submit a letter [with seal duly affixed] stating their intent in lieu of a letter of permission to apply. However, they must submit a certification of resignation subsequently as part of admission documentation.
Certificate of graduation / prospective graduation for Bachelor's Degree or Bachelor's Degree Diploma(s)	All (see Application Guide 4)	✓	Certificate must include graduation date and major.
Undergraduate Transcripts	All	✓	
受付日	* / /	受付者	* 点検者

Application Form Check List

Ph.D. Program in Humanics

*SIGMA Office use only

書類整理番号	*
受験番号	*

Name (Given/Middle/Family)	/	/
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Document	Applicants concerned	Check	Notes
[Form 1] Application Form	All		
[Form 2] Curriculum Vitae	All		
[Form 3] Payment Receipt for Examination Fee	All (see Application Guide 3)		
[Form 4] Examination Slip	All		
[Form 5] Research proposal	All		
Letter of permission to apply (free format)	If applicable		<ol style="list-style-type: none"> 1. Current undergraduate and graduate students (except for those expecting to graduate by March 2019) must submit a letter of permission to apply (free format on A4 size paper) from the university president (or dean of graduate school). 2. Current employees of government offices, schools, companies, and other organizations (except for part-time or short-term workers) must submit a letter of permission to apply (free format on A4 size paper) from their supervisors. 3. Applicants who plan to resign upon admission to this program can submit a letter [with seal duly affixed] stating their intent in lieu of a letter of permission to apply. However, they must submit a certification of resignation subsequently as part of admission documentation.
Certificate of graduation / prospective graduation for Bachelor's Degree or Bachelor's Degree Diploma(s)	All (see Application Guide 4)		Certificate must include graduation date and major.
Undergraduate Transcripts	All		
受付日	* / /	受付者	* 点検者

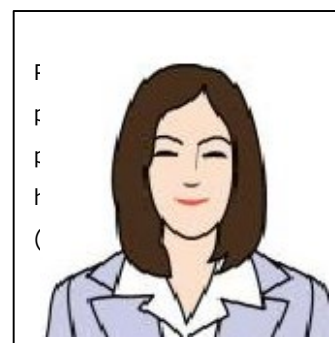
Application Form

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 1

Present Status	1. Student	2. Full-time employee	3. Part-time employee
	4. Unemployed		
Did you apply for Government Scholarship?	1. YES		2. NO



Registered address (本籍地) (Japanese student)	Ibaraki
Nationality (Foreign student)	

Given Name (漢字・ふりがな)		Middle Name		Family Name (漢字・ふりがな)			
Hanako (はなこ 花子)				Tsukuba (つくば 筑波)			
Gender	Year of Birth			Month/Date of Birth		Age	
Male	Female	1	9	9	6	6 / 22	22

Postal Address		Contact Information	
Street	Rm. 205 XX Apartment Amakubo x-x-x	E-mail Address	tsukuba.hanako@xxxx.jp
City	Tsukuba-shi	Phone # (including country code)	+81-29-853-0000
Postal Code	305-0005	Cell Phone # (including country code)	+80-90-9999-9999
Country	Japan	Fax # (including country code)	

Fields of Interest and Mentors <small>Please state two fields and at least one and up to two mentors you are interested in and you made preliminary contacts with. For research fields available in the program, see "Listing of Faculty Mentors" (メンター教員リスト) at the program website.</small>	Fields	Mentors (メンター教員)
	Stem Cell Biology	Dr. Xxxxx Xxxxx
	Informatics	

Type of University	Please provide details of the university where you earned your undergraduate degree.		
1 National	Name of the University	University of Tsukuba	
2 Public	Faculty / Department	School of Medicine and Medical Sciences	
3 Private	Course / Major	School of Medical Sciences	
4 Foreign country	Graduation Date or Expected Graduation Date	2019 / 3 / 25	
5 Others			

Application Form

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 1

Present Status	1. Student	2. Full-time employee	3. Part-time employee
	4. Unemployed		
Did you apply for Government Scholarship?	1. YES		2. NO

Paste your passport size photograph of the upper part of the body with no hat.
(4.5cm x 3.5cm)

Registered address (本籍地) (Japanese student)	
Nationality (Foreign student)	

Given Name (漢字・ふりがな)		Middle Name		Family Name (漢字・ふりがな)		
Gender		Year of Birth		Month/Date of Birth		Age
Male	Female	1	9		/	

Postal Address		Contact Information	
Street		E-mail Address	
City		Phone # (including country code)	
Postal Code		Cell Phone # (including country code)	
Country		Fax # (including country code)	

Fields of Interest and Mentors <small>Please state two fields and at least one and up to two mentors you are interested in and you made preliminary contacts with. For research fields available in the program, see "Listing of Faculty Mentors" (メンター教員リスト) at the program website.</small>	Fields	Mentors (メンター教員)

Type of University		Please provide details of the university where you earned your undergraduate degree.	
1	National	Name of the University	
2	Public	Faculty / Department	
3	Private	Course / Major	
4	Foreign country	Graduation Date or Expected Graduation Date	/ /
5	Others		

Curriculum Vitae

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 2

Given Name (漢字・ふりがな)		Middle Name		Family Name (漢字・ふりがな)			
Hanako (花子) はなこ				Tsukuba (筑波) つくば			
Gender	Year of Birth			Month/Date of Birth		Age	
Male	Female	1	9	9	6	6 / 22	22
Nationality					VISA Status (Foreign student)		
Japan							

Education	Name and Address of School	Officially Required Number of Years of Schooling	Year and Month of Entrance and Completion	Period of Schooling	Major Subject	Diploma or Degree Awarded
Elementary School	School Name ○○ Elementary School	6 yrs	From 2003/4	6 yrs		
	Address 13-XX Otemachi, Tsuchiura-shi Ibaraki-ken, 300-0044 Japan		To 2009/3			
Middle School	School Name ○○ Junior High School	3 yrs	From 2009/4	3 yrs		
	Address 3-X Bunkyo-machi, Tsuchiura-shi Ibaraki-ken, 300-0045 Japan		To 2012/3			
High School	School Name ○○ High School	3 yrs	From 2012/4	3 yrs		
	Address 4-X-X Manabe, Tsuchiura-shi Ibaraki-ken, 300-0045 Japan		To 2015/3			
Undergraduate School	School Name University of Tsukuba	4 yrs	From 2015/4	4 yrs		
	Address 1-1-1 Tennodai, Tsukuba, Ibaraki 305-857 7 JAPAN		To 2019/3			
Graduate School	School Name	yrs	From	yrs		
	Address		To			
Total number of years of schooling as stated above		16 yrs	TOTAL	16 yrs		
Period of interruption of studies, if any.		From.....to.....(yrs months)				
Other, if any.						

	Name of Research Institution	Address	Position	Duration of Research	Yrs
Research Activities	Institute of XXXXX	X-X-X XX Tsukuba, Ibaraki, Japan	Internship	Feb 2017 ~ Aug 2017	0.5
				~	

Curriculum Vitae

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 2

Given Name (漢字・ふりがな)		Middle Name		Family Name (漢字・ふりがな)		
Gender		Year of Birth		Month/Date of Birth		Age
Male	Female	1	9		/	
Nationality				VISA Status (Foreign student)		

Education	Name and Address of School	Officially Required Number of Years of Schooling	Year and Month of Entrance and Completion	Period of Schooling	Major Subject	Diploma or Degree Awarded
Elementary School	School Name Address	yrs	From To	yrs		
Middle School	School Name Address	yrs	From To	yrs		
High School	School Name Address	yrs	From To	yrs		
Undergraduate School	School Name Address	yrs	From To	yrs		
Graduate School	School Name Address	yrs	From To	yrs		
Total number of years of schooling as stated above		yrs	TOTAL	yrs		
Period of interruption of studies, if any.		From.....to.....(yrs months)				
Other, if any.						

	Name of Research Institution	Address	Position	Duration of Research	Yrs
Research Activities				~	
				~	

Payment Receipt for Examination Fee

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 3

Name Tsukuba Hanako Nationality Japan

Please paste a copy of Web page receipt or convenience store payment receipt.

Payment Receipt for Examination Fee

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 3

Name _____ Nationality _____

Please paste a copy of Web page receipt or convenience store payment receipt.

Examination Slip

Ph.D. Program in Humanics
School of Integrative and Global Majors

Given Name **Hanako**

Middle Name

Family Name **Tsukuba**

Applicant ID
受験番号

*



書類整理番号

*

Applicant ID
受験番号

*

Form 4

Photo Sheet*

Ph.D. Program in Humanics
School of Integrative and Global Majors

Given Name

Hanako

Middle Name

Family Name

Tsukuba

Applicant ID

*

受験番号



Examination Slip

Ph.D. Program in Humanics
School of Integrative and Global Majors

Given Name

Middle Name

Family Name

Applicant ID
受験番号

*

Paste your
photograph of the
upper part of the
body with no hat.
(4cm x 3.5cm)

書類整理番号

*

Applicant ID
受験番号

*

Form 4

Photo Sheet*

Ph.D. Program in Humanics
School of Integrative and Global Majors

Given Name

Middle Name

Family Name

Applicant ID
受験番号

*

Paste your passport size
photograph of the upper
part of the body with no
hat.
(4.5cm x 3.5cm)

Research Proposal

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 5

Name Tsukuba Hanako Nationality Japan

Fields of Interest and Mentors <small>Please state two fields and at least one and up to two mentors you are interested in and you made preliminary contacts with. For research fields available in the program, see "Listing of Faculty Mentors" (メンター教員リスト) at the program website.</small>	Fields	Mentors (メンター教員)
	Stem Cell Biology	Dr. Xxxxx Xxxxx
	Informatics	

Describe your research plan combining ideas from two different research areas (no more than 1,000 English words). One research area should be a field in biomedical sciences; the other a field in either physical sciences, engineering, or informatics.

XX
XX
XXXXXXXXXXXXX

Research Proposal

Ph.D. Program in Humanics

書類整理番号	*
Applicant ID 受験番号	*

Form 5

Name _____ Nationality _____

Fields of Interest and Mentors	Fields	Mentors (メンター教員)
Please state two fields and at least one and up to two mentors you are interested in and you made preliminary contacts with. For research fields available in the program, see "Listing of Faculty Mentors" (メンター教員リスト) at the program website.		

Describe your research plan combining ideas from two different research areas (no more than 1,000 English words). One research area should be a field in biomedical sciences; the other a field in either physical sciences, engineering, or informatics.