

Application Guidelines for AY2024

Special selection process for English speakers and overseas Japanese nationals

(英語による特別選抜)

Subprogram in International Education, Master's Program in Education
Degree Programs in Comprehensive Human Sciences,
Graduate School of Comprehensive Human Sciences, University of Tsukuba

Objectives of the specialization:

The objectives of the specialization are to develop internationally minded inquirers with a sound understanding of innovative thinking in education and the skills necessary to plan and conduct research on issues in international education. Students will investigate pedagogy, curriculum and assessment in the context of the International Baccalaureate and other international curricula.

Admission considerations:

Applications will be assessed according to the following conditions:

- English proficiency necessary to succeed in the courses delivered in English
- Prior knowledge and experience in the field of education
- Research goals

1. Application schedule

- 1.1. Application submission opens: 12 pm on Friday, September 1, 2023
- 1.2. Application deadline: 3 pm on Friday, September 15, 2023
- 1.3. Essay question available: 12 pm on Tuesday, August 1, 2023
- 1.4. Interviews for overseas candidates: Tuesday, October 10, 2023
- 1.5. Interviews for candidates who are residents of Japan: Monday, October 16, 2023
- 1.6. Announcement of selection results: Wednesday, November 1, 2023
- 1.7. Enrollment deadline: Early March 2024 (further details will be sent upon selection)
- 1.8. Program start date: April 2024

2. Number of students accepted:

The total number of students accepted into the program is 10 per year. Some of the ten students will be selected through the special selection process for English speakers and overseas Japanese nationals' pathway. This pathway has been developed for students who are English speakers who reside either within or outside of Japan and Japanese nationals who reside outside of Japan and are unable to sit the general entrance examination.

There are two other admission selection pathways:

2.1. General Admission

2.2. Special Selection Process for Working Individuals

All three entrance pathways are open to students regardless of nationality but the two selection pathways other than the special selection process for English speakers and overseas Japanese nationals require Japanese proficiency.

NB: While it is possible to complete this program completely in English, English speakers without Japanese proficiency will have limited course choice.

3. Eligibility for entrance examination

Persons will be deemed eligible to apply to participate in the entrance examination if they meet one of the following requirements.

- 3.1. Individuals who have graduated from, or who are expecting to graduate from, a Japanese four-year university by March 2024
- 3.2. Individuals who have earned or will earn a bachelor's degree in Japan by March 2024
- 3.3. Individuals who have graduated from, or who are expecting to graduate from a university outside Japan that implements 16 or more years of a school curriculum up to university graduation, and earned a bachelor's degree by March 2024
- 3.4. Individuals who have been designated by the Minister of Education, Culture, Sports, Science and Technology (MEXT)
- 3.5. Individuals who have been recognized in the individual qualification screening process as having the equivalent to the conditions above. (**The applicants fall under this category must contact us no later than August 30, 2023.**)

NB: Further information about the University of Tsukuba's entrance guidelines can be found on the website: <https://www.tsukuba.ac.jp/en/admissions/grad-eligibility/index.html>

4. Exemption from English proficiency testing

Candidates other than those listed below must submit the results of an English proficiency test (see Section 6.8.) that is **no more than 2 years old** at the time of application.

Conditions for exemption of English proficiency testing:

- 4.1. Applicants from countries where English is the sole language of instruction (Australia, Bahamas, Barbados, Canada (except Québec), England, Ghana, Ireland, India, Jamaica, Kenya, New Zealand, Nigeria, Scotland, St. Vincent and the Grenadines, Trinidad and Tobago, Uganda, United States, and Wales).
- 4.2. Applicants who have received or will receive a degree from an accredited university in one of the countries listed above. Students who have completed a bachelor's or master's degree in English must submit an official transcript or proof of your degree status from that institution to qualify for a waiver. If the official transcript or proof cannot be provided, an English proficiency test score is required.
- 4.3. Applicants who have received or will receive a degree from an accredited university where English is the sole language of instruction. If you are a degree candidate in a university program where English is the sole language of instruction, you must submit official verification from your institution verifying that English is/was the sole language of instruction. If official verification cannot be provided, an English proficiency test score is required.

5. Application procedures: Web entry

You can apply to the University of Tsukuba online through our Web Entry system (<https://webentry.ap-graduate.tsukuba.ac.jp/>). Please refer to Section 1 for application period.

5.1. Sign Up

First, you will need your own account to login. Once create an account, you may save the data you entered and log back in later to continue.

5.2. Activation

When you sign up, an activation URL will be sent to your registered e-mail address. Click the URL to activate your account.

5.3. Login

For the first time after you activate your account, you will be automatically logged in. Just click the “Login” button to begin. Thereafter, when you visit our Login page, you will need to enter your e-mail address and password to begin.

5.4. My Page

On “My Page,” you need to click the “Application Form” button for the appropriate program. On this page, you can edit your login information or reset your password.

5.5. Application Form

There are four sections in the Application Form:

1. Applicant’s Information / Program of Your Choice [All applicants]
(*You are requested to upload a photograph for your Reference Card in JPEG format. The photograph must be taken within the last three months and must not include hats or other head adornments. Furthermore, retouched photos are unacceptable.)
2. Supervisor of Your Choice [Only applicants for the Subprogram in Education Sciences]
3. Eligibility [All applicants]
4. Educational Background [All applicants]

Each section will be saved when you click the “Proceed” button on each confirmation page. After saving, you can continue from where you left off when you login again. Use one-byte alphabets and numbers to input all the information.

5.6. Payment

You must pay the examination fee before submitting your application. Please refer to Section 7.

5.7. Submission

After the payment is confirmed, you can submit your application by clicking the “Submit to Apply” button. Once you click on the button, the information you have entered will be sent to the university, and you will not be able to go back to make edits. Be sure to double-check before proceeding. After you submit your application, a confirmation e-mail will be sent to the registered e-mail address. Be sure to check it.

(*Check and adjust the spam filter settings in your e-mail account beforehand so that you can receive an email from the “entry.ap-graduate.tsukuba.ac.jp” domain.)

5.8. Create PDF

After you submit your application, follow the instructions given at the last stage of the Web Entry and be sure to download the PDF documents. You can download them from the Web Entry system only while the system is open.

6. Application documents

The following documents are required for application. All forms must be completed in English or Japanese. The application form 1 and 2 are provided at the end of this guidelines.

NB: Payment of an examination fee is required before sending the application documents. No exceptions are made for any reason. Payments that are delayed will not be accepted. Please be aware that the examination fee will not be refunded.

6.1. A copy of the photo page of your passport

6.2. Certificate of payment of examination fee

Please include a copy of the application completed page issued when you paid the examination fee (see Section 7).

6.3. Graduation certificate or evidence of impending graduation

If you graduated or will graduate from a university or another educational institution, submit a graduation certificate issued by your institution or a document from your institution certifying that you will graduate before March 2024. Even if you have earned a master’s or a doctoral degree, you need to submit a graduation certificate issued by the university which you have earned a bachelor’s degree. If your graduation certificate or evidence of impending graduation have been issued in a language other than English or Japanese, please provide a certified translation. If the date of admission is not written on the certificate, attach a document that proves the date.

6.4. Degree certificate

If you graduated from a university or another educational institution outside Japan, submit a degree certificate (proof of your degree status) for your bachelor's degree. Even if you have earned a master's or doctoral degree, you need to submit a degree certificate issued by the university which you have earned a bachelor's degree. If your degree certificates have been issued in a language other than English or Japanese, please provide a certified translation. If the date of admission is not written on the certificate, attach a document that proves the date.

6.5. Academic transcript(s)

Submit academic transcript(s) for the degrees that you have completed issued by your institution. If any credits for the degree(s) were transferred from another school, submit an academic transcript from that school as well. If your transcripts have been issued in a language other than English or Japanese, please provide a certified translation.

6.6. Research plan

The research plan must explain your motivation for application and outline your research interests and how they relate to the program as you understand it. The research plan must be completed on the required form (Form 1).

6.7. Financial plan

The financial plan should demonstrate an ability to meet financial obligations to the University and an awareness of the costs associated with two years of study in Tsukuba (accommodation etc.). The financial plan should be written on A4/Letter sized paper and should not exceed 800 words (2000 Japanese characters).

6.8. Essay

Submit your essay printed on A4/Letter sized paper and send the file in PDF format to the following email address with the designated filename. For more details, please see Section 9.3.

Email address: utie@un.tsukuba.ac.jp

Email title: UTIE AY2024 Essay_Examinee number

Filename: UTIE_AY2024_Essay_Examinee number_First name_Last name

6.9. English proficiency test score

If you do not qualify for exemption from the English proficiency test requirement (see Section 4), please submit the results of an English proficiency test that is **no more than 2 years old** at the time of application. TOEFL, IELTS, TOEIC, Cambridge English and Pearson Test of English Academic (PTE Academic) are acceptable. The test score certificate from the testing agency must be included in your application documentation. You are required to submit **an original copy** of the TOEFL Examinee's Score Record (with photo attached), TOEIC Official Score Certificate (with photo attached), IELTS Academic Module Test Report Form (with photo attached), Cambridge English Scale or PTE Academic Score Report (with photo attached). If you are planning to submit an alternative measure of English proficiency, please contact us to verify its eligibility **before submitting your application**.

6.10. Letter of approval for entrance exam [If applicable 1) or 2) below]

1) Individuals who are currently attending a university or graduate school (*Except for April entry applicants who are expected to graduate by March 2024)

Need to submit a letter of approval issued by the head of their university or graduate school (or the head of their department) allowing them to take the entrance examination or, submit a letter of application stating that they will withdraw from the university before enrolment. Any format is acceptable, but the letter must be printed on A4/Letter sized paper.

2) Individuals who are currently working for a government agency, school, or company (except for part-time workers)

Need to submit a letter of approval issued by a superior allowing them to take the entrance examination or a written self-declaration stating that attending the entrance examination will not adversely affect their duties. Any format is acceptable, but the letter must be printed on A4/Letter sized paper. (Individuals who are planning to resign and enter the university may replace the letter of approval for entrance examination with a letter clearly stating to that effect, provided. However, in this case, a 'letter of resignation' at admission procedures should be submitted.)

6.11. Application checklist

Please include the completed and signed application checklist (Form 2).

7. Payment of examination fees

Please pay the examination fees before submitting the application documents by credit card.

- 30,000 Japanese Yen (nonrefundable)
(*Examination fees are exempted for the Government-Sponsored (Japanese Government Monbukagakusho scholarship) foreign students.
- Visa, MasterCard, JCB, and American Express are accepted. You can make a payment by using your credit card at the last stage of the Web Entry system or at 'e-shiharai.net' website (<https://e-shiharai.net/english/?schoolcode=OPU5100850000000>). After the payment, you will be provided with a receipt number; enter the number into the box on the Web Entry system. Print out the application completed page after the payment and submit it together with other required documents by mail. For details, see the payment instructions (https://eng.ap-graduate.tsukuba.ac.jp/wp-content/pdf/for_cvs.pdf). Administration fees need to be covered by the applicant.

NB: If you are under the individual qualification screening process (see Section 3.5), please make sure to pay the fee **after your eligibility confirmed**.

8. Submission of application documents

All application documents must arrive before or on the deadline (see Section 1). Please take transit time into account.

- 8.1. Send all the application documents described in Section 6 by international mail or courier to the following address.

To: Graduate School Affairs Academic Service Office for the Human Sciences Area, University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 Japan Tel: +81-29-853-5606, 5609

- 8.2. Receipt of application

If any document is missing or is not filled in correctly, your application will not be accepted. Please check the documentation thoroughly before sending. Application documents will not be returned. If any factual discrepancies are found in the application documents during the application process or after admission to the University, admission may be revoked.

- 8.3. Special considerations

Those who require special considerations for study due to disabilities or other issues should consult with the University by email **no later than August 30, 2023**.

9. Selection processes

- 9.1. Evaluation of documentation (100 points)

The documents submitted will be evaluated comprehensively. English proficiency is evaluated based on a reference score: IELTS 5.5 (or equivalent).

- 9.2. Interview (200 points)

During the interview English proficiency, basic knowledge of the subject area, and interest in the field of international education will be evaluated. For the remainder of the interview the candidate will field questions from members of the selection committee. **The interview will be conducted via video conferencing for overseas residents or face to face for residents of Japan based on address information submitted to the Web entry system**. Please refer to Section 1 for the interview date.

- 9.3. Essay (200 points) ***Process of the Essay exam has been changed from this year.**

The essay will take the form of a response to one question on an issue in international education. You are free to use whatever academic resources you need to develop your essay. The essay question will be available from August 1 at 12 pm Japan Standard Time (JST) through the link below.

Master's Program in Education, University of Tsukuba
<https://www.education.tsukuba.ac.jp/en/masters-program/>

Word count: 1000-1200 English words (2400 Japanese characters). References are not included in the word count.

Requirements: Your essay must demonstrate academic integrity. Sources should be cited using a recognized referencing/citation style (APA, MLA, etc.) and used throughout the document.

10. Enrollment procedures

10.1. Enrollment period

Students must accept the offer of enrollment in early March 2024 (further details will be sent upon selection). Send all documents required for enrollment by international mail or courier before the deadline.

10.2. Estimated Expenses Upon Entrance

Entrance fees: 282,000 Japanese Yen (nonrefundable)

(*The Government-Sponsored (Japanese Government Monbukagakusho scholarship) foreign students are exempted from paying the entrance fees.)

Tuition: 267,900 Japanese Yen for the first semester (April-September) and the second semester (October-March) respectively. The yearly amount is 535,800 Japanese Yen.

(*If the tuition fee is revised at the time of admission or while students are enrolled, the updated tuition fee will be applied.)

Please visit the University's website for information regarding tuition and associated fees:

<http://www.tsukuba.ac.jp/en/study-tsukuba/tuition-and-fees>

10.3. Status of Residence

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 the enrollment procedures. Those who wish to enroll the Graduate School as an international student must acquire Status of Residence as a 'Student'.

11. Previous entrance examination questions

The previous entrance examination questions of the Master's Program in Education are posted on the website of the Master's Program in Education (excluding those not eligible for disclosure under the Copyright Act).

<https://www.education.tsukuba.ac.jp/en/masters-program/>

12. Information and Instructions for Examinees

We will post the "Information and Instructions for Examinees" for candidates who are residents of Japan on our website.

<https://eng.ap-graduate.tsukuba.ac.jp/#info> (*Estimated release date: September 25, 2023)

13. Handling of personal information

Personal information provided to the University of Tsukuba through the application documents will be used exclusively for selection purposes.

14. 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 (FEFTA), and conducts strict examinations for acceptance of international students, etc. International applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired program.

[IMPORTANT] Procedures for "Deemed Export" for Security Export Control

In order to strengthen the prevention of leakage of sensitive technology related to security, "deemed

export control” was clarified and related laws and regulations were revised (effective May 1, 2022). As a result, our university has decided to require all applicants to our graduate school to confirm the applicability of Specific Categories. Please review the link below and check the corresponding items on the web application system.

Procedures for “Deemed Export” for Security Export Control

https://eng.ap-graduate.tsukuba.ac.jp/wp-content/pdf/system/SEC_en.pdf

15. Extending System

15.1. Eligible Applicants

Working students or those who need to take care of family members, such as children or the elderly.

15.2. Overview

Register Extending System allows students to complete a master’s or a doctoral program in a period longer than usual.

Master’s programs: The period can be extended from standard 2 years to 3 or 4 years.

15.3. Application Period

Details of the register extending system will be published in website of the Graduate School of Human Sciences, University of Tsukuba (<http://www.chs.tsukuba.ac.jp/>) at the middle of January 2024. If you are interested in the register extending system, apply until the designated date after confirming the details published in the website.

16. Handling of personal information

Personal information provided to the University of Tsukuba through the application documents will be used exclusively for selection purposes.

17. Contact us

If you have any questions about the application guidelines, contact us at:

Academic Service Office for the Human Sciences Area, University of Tsukuba

1-1-1 Tennoudai, Tsukuba, Ibaraki 305-8577 Japan

Email: ningen-dnyushi#@un.tsukuba.ac.jp (Delete “#” when you send an email.)

Hours: 9 am to 12:15 pm and 1:15 pm to 5 pm on Monday through Friday except national holidays

Research plan

Considerations when completing your research plan (記入上の注意)

1. Your research plan is a significant part of our decision for student admissions. Please carefully consider your responses. (選考の際の重要な資料にします。できるだけ具体的に書いてください。)
2. Please be concise as your responses are meant to fit into the space provided. (簡潔にまとめ、スペース内に収まるよう記入してください。)

Name		Subprogram	International Education
I. Title of your research [研究課題]			
II. Purpose of your research and research question(s) [目的・内容 (具体的なリサーチクエスチョンを含む)]			
III. Research plan and methodology [計画・方法 (できるだけ箇条書きに)]			
IV. Literature review and originality and significance of the research [研究の特色 (先行研究の検討状況、本研究の独創的なところや意義など)]			
V. Connections to your previous experiences and reason for the application [これまでの活動との関連 (志望理由を含める)]			

Application checklist

Special selection process for English speakers and overseas Japanese nationals

Subprogram in International Education, Master's Program in Education
Degree Programs in Comprehensive Human Sciences,
Graduate School of Comprehensive Human Sciences, University of Tsukuba

	Yes / No
I have read and understand the objectives and structure of the master's program.	
I have paid the examination fee and understand that the fee will not be refunded.	
I understand that the interview will be conducted via video conferencing or face to face based on address information submitted to the Web entry system.	
I have researched the University of Tsukuba's other English programs and feel confident I will be able to make course selections to meet the elective credit requirements for the masters.	
I have visited the University's website and understand the support offered by the University for international students (Housing, medical services, etc.).	
Application documents (see Section 6)	
*Please ensure that the following documents are included in your application	
6.1 A copy of the photo page of your passport	
6.2 Certificate of payment of examination fee	
6.3 Graduation certificate or evidence of impending graduation	
6.4 Degree certificate	
6.5 Academic transcript(s)	
6.6 Research plan (Form 1)	
6.7 Financial plan	
6.8 Essay	
6.9 English proficiency test score [If you do not qualify for an exemption, see Section 4]	
6.10 Letter of Approval for Entrance Exam [If applicable]	
6.11 Application checklist (Form 2)	

Signature

Name (Print)			
Signature		Date	