

Application Guidelines for

Interdisciplinary Program of Life and Environmental Sciences

(Transfer admissions)

For September 2024

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July 2023

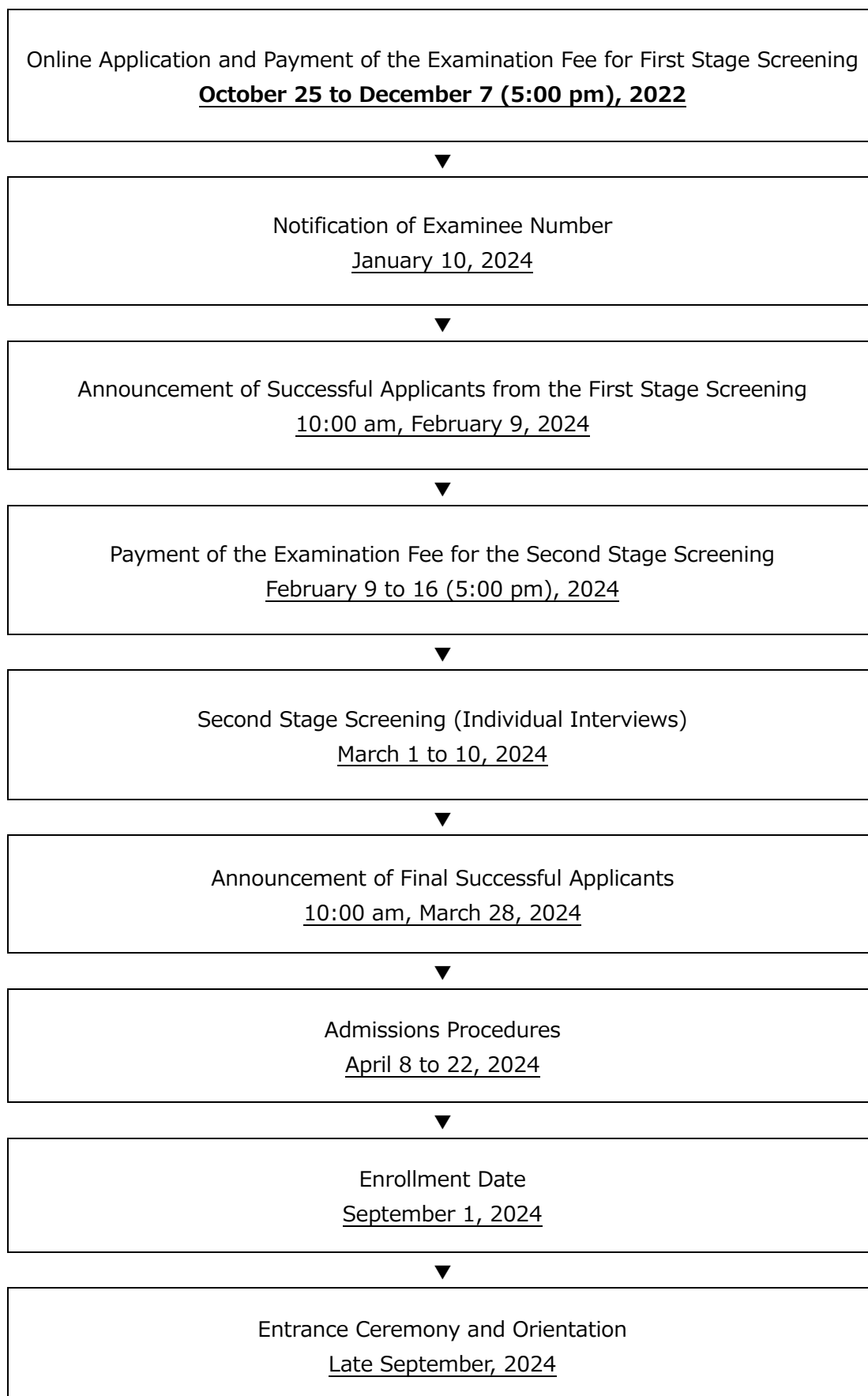
University of TSUKUBA

I. Program Overview

Interdisciplinary Program of Life and Environmental Sciences (Transfer admissions)

Academic Objectives	<p>This course, in which students are able to earn an academic degree through classes conducted only in English, aims to provide students with a firm foundation and specialized knowledge in the field of life and environmental sciences. Students will become global citizens who can contribute to the resolution of global issues pertaining to the environment, energy, and food from both regional and international perspectives.</p>
Admissions Policy	<p>1. General Qualifications Students with academic interests in various issues involving the life phenomena of living things and ecological systems, global environment, and sustainable usage of agro-biological resources, who possess the applicable skills to analyze events from a variety of perspectives, are sought for this program.</p> <p>2. Student Evaluation and Selection The university will make a comprehensive evaluation of applicants based on each student's English proficiency and basic academic ability to acquire knowledge in their major fields of study. In addition, their own unique perspective and analytical ability to resolve various problems in life and environmental sciences, based on the submitted documents and individual interviews, will be considered.</p>
Schools and Colleges	<p>School of Life and Environmental Sciences College of Biological Sciences College of Agro-Biological Resource Sciences College of Geoscience</p>
Year of Acceptance	Second or third year
Number of Students	Several students for each college
Degree	<p>Bachelor of Science (Colleges of Biological Science and Geoscience) Bachelor of Bioresource Science (College of Agro-Biological Resource Sciences)</p>
Inquiries about Application	E-mail Address: ac.intl@un.tsukuba.ac.jp
Inquiries about Program and Curriculum	E-mail Address: g30-support@un.tsukuba.ac.jp

II. Entrance Examination Schedule (Japan Standard Time (JST))



III. Application Requirements

A. Applicant Eligibility

Persons who possess a nationality other than Japanese and fall under any one of the categories 1 through 3 are eligible for this program.

1. Persons who have completed or are expected to complete a degree at a non-Japanese university or college in either biological sciences, agro-biological resource sciences and agriculture, geoscience, or a related discipline by August 31, 2024.
2. Persons who have been enrolled at a non-Japanese four-year university in either biological sciences, agro-biological resource sciences and agriculture, geoscience, or a related discipline for at least two years by August 31, 2024 and have completed or are expected to complete at least 62 credits.
3. Persons who have been enrolled at a program taught in English at a Japanese four-year university in either biological sciences, agro-biological resource sciences or agriculture, geoscience, or a related discipline for at least two years by August 31, 2024 and have completed or are expected to complete at least 62 credits.

* A “program taught in English at a Japanese university” is defined as a program where students can earn credits through classes taught in English.

* Applicants are required to have completed at least 14 years of school education by the time of admission.

* One credit equals 15 hours of coursework, 30 hours of practicum, or 45 hours of laboratory, training or practice.

B. Conditions for Application

Conditions for application include a recommendation by the school principal or similar person, and an English test score such as TOEFL, TOEIC, IELTS, or an equivalent test.

- Recommendation (Reference Letter)

Please see “VI. Application Documents” for details.

- English test

The required English levels are as follows:

- TOEFL (iBT): 75 or higher
- TOEIC (Listening & Reading): 700 or higher
- IELTS (Academic): 5.5 or higher

*Applicants whose language of instruction at the high school (upper secondary) or higher levels was English for three years including the final year are not required to submit TOEFL, TOEIC, or IELTS scores.

IV. Selection Method

Admission screening procedures consist of two selection stages. Only those who passed the first stage can proceed to the second stage.

A. First Stage Screening

A comprehensive evaluation of the submitted documents (qualification certificates, transcripts, certificates of English ability, reference letter, study plan, and other supporting documents)

B. Second Stage Screening

Individual interviews will be conducted via Zoom or other teleconferencing for applicants who have passed the first stage screening. The interview will be used for an overall evaluation of the applicant's English abilities, basic academic knowledge in the field of specialization, and desire to contribute to life and environmental sciences.

V. Application Procedures

A. Application Procedures

1. Online Application

- Access "The Admissions Office" (thereafter called just as TAO), an online application website, and select "University of Tsukuba" on the top page.

*You need to create an account as an applicant to apply.

- Select the "Department/Course", "Program/Major" and "Admission Scheme" that you want to apply for and click "Start my application".

"The Admissions Office" (<https://admissions-office.net/en/portal>)

2. Submitting the "documents prepared by applicant"

- Submit the necessary documents along the guidance on the left sidebar.
- Some documents require to type the necessary information into TAO, and others require to submit the documents by uploading PDF files. Please see "VI. Application Documents" for details.

3. Submitting the "documents prepared by person other than applicant"

* "Documents prepared by person other than applicant" are those submitted by a third person based on a request by applicant through TAO.

- An applicant needs to send the PDF forms to the person in advance and ask them to prepare the documents. Please see "VI. Application Documents" for details about the forms.
- Please type the email address of the person and other necessary information, and click "Request".

4. Payment of examination fee

- Make a payment for the 1st stage screening (JPY; Japanese Yen 7,000) via TAO. Payments can be made by credit card only. *An administrative fee will be charged at the time of payment.

(Important Notes)

- Please make sure to click “Complete my application” to finish the process. Be noted that you cannot change the contents of the application after you complete it.
- You don't need to send anything via postal mail at the stage of applying. Only those who passed the final exam will be required to submit the original copies of “Qualification Certificate” and “Official Transcript” by August 31, 2024.

B. Application Period and Due Dates (JST)

Online application website is available from **October 25 to December 7 (5:00 pm), 2023**.

It is necessary to complete the online registration, submitting necessary documents, and the payment of examination fee for the first stage screening via TAO by the end of this period.

C. Notes

1. You can apply for **only one** among the following programs:

- Undergraduate Program of International Social Studies
- Interdisciplinary Program of Life and Environmental Sciences (first year/transfer)
- Undergraduate Medical Science Program for International Students (transfer students)
- Bachelor's Program in Interdisciplinary Engineering
- Special Entrance Examination for Returnee Students (October admission, English course) / 帰国生徒特別入試 (10月募集 英語コース)

*You cannot change the program nor college once you apply.

2. Incorrect entries and incomplete applications can void your application.

3. If you need any special consideration for study due to disabilities or other issues, please contact us before application period.

4. Application documents and examination fee that has been paid will not be returned.

5. If any **falsification, fabrication or factual discrepancy is found** in the information in the application documents after admission to the university, **admission may be revoked**.

6. If you are **not able to meet applicant eligibility** by August 31, 2024 (JST), your **admission will be revoked**.

7. For all of the documents uploaded to the online application website, the **university may ask the applicant to send the original documents** if needed. Please keep the originals with you.

VI. Application Documents

A. Documents prepared by applicant

Documents	Notes
Entry Form	- Type the necessary information into the form on TAO.
Study Plan (form 1)	- Describe your study plan at the university on form 1 and upload it in PDF format. - Study plan should be written in 800 to 1,200 words. - See the attached "How to write your study plan" for details.
Financial Plan (form 2)	- Describe in detail your financial plan for study and living expenses after your enrollment on form 2 and upload it in PDF format. - See the attached "How to write your financial plan" for reference.
Certification of Applicant Eligibility	- Scan and upload the certification of your Applicant Eligibility in PDF format. * The required documents differ depending on your educational status, such as being currently enrolled in university/college or having graduated from university/college. Please <u>see the table 1</u> on page 9 as well.
Official Transcript	- Scan and upload the official transcripts of the last university/college that you attended.
Copy of Passport	- Scan and upload a copy of the ID page of your passport in PDF format. * If you do not have a passport, please submit a copy of a certificate of your name, birth date, and nationality.
English test score	- Scan and upload a copy of English test score (TOEFL iBT, TOEIC Listening & Reading, or IELTS Academic) in PDF format or make a request to the test organization to send your score directly to the university. * In the case of sending directly, the score should be received by the last day of the application period. * For TOEFL iBT, the institution code of University of Tsukuba is "C238".
"Syllabi"	- Submit a course catalogue describing the curricula, graduation requirements, or etc. - It should be described all the courses content you are taking or have taken listed on your transcript.

* Forms 1-4 are available on the website. (<https://www.global.tsukuba.ac.jp/apply>)

School Profile/Brochure	<ul style="list-style-type: none"> - Submit a profile/brochure of the last university/college that you attended. - It should state an overview and educational contents of the university/college. - A website link of the profile page can be accepted.
Other documents to support your application (optional)	<ul style="list-style-type: none"> - You can upload other documents that show your strengths as a candidate (SAT, EJU, awards, etc.) in PDF format. - In case you submit multiple documents, please combine them into a single file to be uploaded.

B. Documents prepared by person other than applicant

Documents	Notes
Reference Letter (form 4)	<ul style="list-style-type: none"> - Send the form 4 to a professor or teacher who knows you and your academic skills well to ask to write a reference letter for you, and then make a request to submit it via TAO. - Please follow the guidance by TAO about the submitting process.

* Forms 1-4 are available on the website. (<https://www.global.tsukuba.ac.jp/apply>)

(IMPORTANT)

You don't need to send anything via postal mail at the stage of applying. Only those who passed the final exam will be required to submit the original copies of "Qualification Certificate" and "Official Transcript" by August 31, 2024.

Notes:

- Forms 1-4 are available on the website. (<https://www.global.tsukuba.ac.jp/apply>)
 - *For transfer admissions, form 3 is not required to submit.
- All the documents uploaded on TAO should be in PDF format.
- All the documents must be written in English. If any documents issued by your school are in a language other than English, translate these documents into English, have your school certify the translation, and attach it to the original. Documents supporting your application (optional) can be translated by the applicants.
- For all of the documents uploaded to TAO, the **university may ask the applicant to send the original documents** if needed. It is recommended to keep the originals with you.

Table 1: Certification of Applicant Eligibility

Choose <u>1</u> or <u>2</u> and <u>A</u> to <u>C</u> to check your necessary document.	1: I have completed	2: I am expected to complete
A: <u>a degree at a non-Japanese university or college</u> in either biological sciences, agro-biological resource sciences or agriculture geoscience, or related discipline	1-A	2-A
B: <u>at least two years education and 62 credits at a non-Japanese four-year university</u> in either biological sciences, agro-biological resource sciences or agriculture geoscience, or related discipline	1-B	2-B
C: <u>at least two years education and 62 credits at a program taught in English at Japanese four-year university</u> in either biological sciences, agro-biological resource sciences or agriculture geoscience, or related discipline	1-C	2-C

1-A: Certificate of the degree you obtained.

1-B or 1-C: Official transcript and/or certificate which shows that you have been enrolled at the university for two years or more and have obtained 62 or more credits.

2-A: Certificate which proves your expected completion of the degree issued by the university/college.

2-B or 2-C: Official transcript and/or certificate which shows that you are expected to have been enrolled at the university for two years or more and to obtain 62 or more credits.

VII. Announcement of the Screening Results

A. First Stage Screening

- The examinee numbers of successful applicants will be announced on **February 9, 2024, 10:00 am (JST)** on the University of Tsukuba English Programs website. (<https://www.global.tsukuba.ac.jp/apply>)
- Successful applicants from the first stage screening must pay the fee for the second stage screening (JPY 23,000) within the designated payment period.
 - *Details about the second stage screening will be announced with the announcement of the first stage screening.
 - *Applicants who have not completed the payment procedures cannot proceed to the second stage screening.
 - *If an applicant has not paid the fee by the due date, he/she will be regarded as declining the offer of second stage screening.
 - *To those who completed the payment, information about the interview date/time will be announced.

B. Second Stage Screening

- Examinee numbers of final successful applicants will be announced on the University of Tsukuba English Programs website (please see the URL given above) on **March 28, 2024, 10:00 am (JST)**.
- The “Letter of Acceptance” and the other documents necessary for admission procedures will be sent to the final successful applicants.

VIII. Admissions Procedures

A. Period for Admission Procedures

1. The period for the procedures is **from April 8 to 22, 2024 (JST)**.
2. You need to complete the admission procedures within the above period.
 - *There are some documents to be sent via postal mail while the other items need to be registered on the online admission procedures website. More details will be sent along with the Letter of Acceptance.

B. Admission Fee and Tuition Fee

1. The standard admission fee is JPY282,000, **but all the successful applicants to these programs are exempted from paying the admission fee.**
2. The tuition fee for the Fall Semester (JPY267,900) together with the tuition fee for the Spring Semester (JPY267,900) amount to a total annual tuition fee of JPY535,800. **However, all the successful applicants to these programs are exempted from paying the tuition fees for the first Fall Semester (between September 2024 and March 2025).**

3. If any fees are revised at the time of admission or during enrollment, the new amounts will be applied from the time of revision.
4. Tuition should be paid by bank transfer through a Japanese financial institution in May (first period) and November (second period) from the Spring Semester in the following year after your enrollment.
5. The university offers a full or partial tuition fee waiver for those students who are deemed to find it difficult to pay the tuition for financial reasons or who are in the other unavoidable circumstances.

IX. Disclosure of Information about Entrance Examinations

The university discloses the information about entrance examinations for the 2024 Undergraduate English Programs to applicants upon their requests from September 1 to October 31, 2024 (JST). For detailed information, please contact the "XI. Contact Desk."

X. Handling of Personal Information

The University of Tsukuba is committed to the proper management of personal information in accordance with the "Act on the Protection of Personal Information" and the University of Tsukuba's Personal Information Protection and Management Regulations.

The names, birth dates, genders, and other personal information of applicants and examinees at the time of application and admission procedures will be handled strictly and used for the following purposes.

- Selection, Announcement of Successful Candidates and Admission Procedures
- Post-entrance services for successful applicants, including academic affairs (student registration, academic guidance, etc.), student support (health management, scholarship applications, etc.), and tuition fees.
- Research, analysis and study for improvement of admission selection methods, etc. and public relations
- Processing and use of statistical data in a form that does not allow individuals to be identified
- We will not provide personal information to any third party without the consent of the individual, except as stipulated in each item of Article 27, Paragraph 1 of the "Act on the Protection of Personal Information".

The University's handling of personal information is as follows

(<https://www.tsukuba.ac.jp/about/disclosure-ho-kisoku/s-01/pdf/2022hks17.pdf>)

XI. Contact Desk

Admissions Center, University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 Japan
E-mail Address: ac.intl@un.tsukuba.ac.jp

*Please refrain from making inquiries by phone.

XII. Notice of Changes in AY 2025 Entrance Examination

To increase educational variability and to pursue development of human resources required in the global society, the University of Tsukuba has decided to remove nationality constraints from the entrance examination in AY 2025 for the Interdisciplinary Program of Life and Environmental Sciences (transfer admissions).

In addition to this, the conditions for application will be partially changed.

The changes will be as follows:

Applicant Eligibility

After Change	Before Change
<p>A. Applicant Eligibility</p> <p>Persons who fall under any one of the categories 1 through 3 are eligible for this program.</p> <ol style="list-style-type: none"> 1. Persons who have completed or are expected to complete a degree at a non-Japanese university or college in either biological sciences, agro-biological resource sciences and agriculture, geoscience, or a related discipline 2. Persons who have been enrolled at a non-Japanese four-year university in either biological sciences, agro-biological resource sciences and agriculture, geoscience, or a related discipline for at least two years and have completed or are expected to complete at least 62 credits 3. Persons who have been enrolled at a program taught in English at a Japanese four-year university in either biological sciences, agro-biological resource sciences or agriculture, geoscience, or a related discipline for at least two years and have completed or are expected to complete at least 62 credits <p>(Omitted below)</p>	<p>A. Applicant Eligibility</p> <p><u>Persons who possess a nationality other than Japanese</u> and fall under any one of the categories 1 through 3 are eligible for this program.</p> <ol style="list-style-type: none"> 1. Persons who have completed or are expected to complete a degree at a non-Japanese university or college in either biological sciences, agro-biological resource sciences and agriculture, geoscience, or a related discipline 2. Persons who have been enrolled at a non-Japanese four-year university in either biological sciences, agro-biological resource sciences and agriculture, geoscience, or a related discipline for at least two years and have completed or are expected to complete at least 62 credits 3. Persons who have been enrolled at a program taught in English at a Japanese four-year university in either biological sciences, agro-biological resource sciences or agriculture, geoscience, or a related discipline for at least two years and have completed or are expected to complete at least 62 credits <p>(Omitted below)</p>

Conditions for Application

After Change	Before Change
<p>Conditions for application include a recommendation by the school principal or similar person, and an English test score such as TOEFL, TOEIC, IELTS, or an equivalent test.</p> <p>➤ Recommendation (Reference Letter)</p> <p>Please see “VI. Application Documents” for details.</p> <p>➤ English test</p> <p>The required English levels are as follows:</p> <p><u>College of Biological Sciences</u></p> <p><u>College of Geoscience</u></p> <ul style="list-style-type: none"> - TOEFL (iBT): 75 or higher - TOEIC (Listening & Reading): 700 or higher - IELTS (Academic): 5.5 or higher <p><u>College of Agro-Biological Resource Sciences</u></p> <ul style="list-style-type: none"> - TOEFL (iBT): <u>80 or higher</u> - TOEIC (Listening & Reading): <u>750 or higher</u> - IELTS (Academic): <u>6.0 or higher</u> <p>*Applicants whose language of instruction at the high school (upper secondary) or higher levels was English for three years including the final year are not required to submit TOEFL, TOEIC, or IELTS scores.</p> <p>(Omitted below)</p>	<p>Conditions for application include a recommendation by the school principal or similar person, and an English test score such as TOEFL, TOEIC, IELTS, or an equivalent test.</p> <p>➤ Recommendation (Reference Letter)</p> <p>Please see “VI. Application Documents” for details.</p> <p>➤ English test</p> <p>The required English levels are as follows:</p> <ul style="list-style-type: none"> - TOEFL (iBT): 75 or higher - TOEIC (Listening & Reading): 700 or higher - IELTS (Academic): 5.5 or higher <p>*Applicants whose language of instruction at the high school (upper secondary) or higher levels was English for three years including the final year are not required to submit TOEFL, TOEIC, or IELTS scores.</p> <p>(Omitted below)</p>

NOTE: The requirements and conditions can be changed. Please make sure to check the latest application guidelines when applying.

2024 University of Tsukuba Student Support Scholarship “Tsukuba Scholarship” for Undergraduate Students in English Programs

The University of Tsukuba offers the following scholarships in faculties offering English Programs.

Only students who have applied for English Programs can apply for this scholarship.

1. University of Tsukuba Student Support Scholarship “Tsukuba Scholarship”

The scholarship is provided for students with outstanding academic records. Eligible students will be selected from applicants who have passed the entrance examination for each program and also from university students who are currently enrolled in the program. The details of the scholarship are as follows:

Application Qualifications and Conditions

Applicants for this scholarship must fulfill the following conditions:

(1) Nationality: Applicants with non-Japanese nationalities.

Note: Applicants who have multiple citizenship with Japanese nationality and permanent residents are also eligible.

(2) Applicants who, upon entering the University of Tsukuba, do not receive nor expect to receive a scholarship or scholarships from any other scholarship-granting organizations or bodies for the purpose of studying abroad.

(3) As a general rule, applicants who are certain to obtain a “Student” visa before entering Japan.

(4) Applicants who fulfill the qualifications for entering the Degree Programs in English in any of the following undergraduate schools:

(Reference) Programs to be offered in 2023

-Undergraduate Program of International Social Studies, School of Social and International Studies

-Interdisciplinary Program of Life and Environmental Sciences, School of Life and Environmental Sciences

Scholarship Amount

A living allowance of ¥60,000 per month (From September 2024 to March 2025)

Selection Process for Scholarship Students

Year of Initial Admission: Selection is based on entrance examination scores, etc.

From successive years: Selection is based on the previous year’s grades during enrollment, etc.

Number of Tsukuba Scholarship Students in 2023

(Undergraduate Program of International Social Studies)

First-year Students: 3, Second-year Students: 3 Third-year Students: 2, Fourth-year Students: 2,
Fifth-year Students:2

(Interdisciplinary Program of Life and Environmental Sciences)

First-year Students: 3, Second-year Students: 3, Third-year Students: 2, Fourth-year Students: 3,
Fifth-year Students:3

2. [Important] How to Apply for the Tsukuba Scholarship

The University of Tsukuba will send a Tsukuba Scholarship application guide and an application form by email **between 13th February 2024 and 16th February 2024 (JST)** to all those who pass the first stage screening. Please use the application form if you plan to apply for the scholarship. **In case if you don't receive the application guide and the application form by 16th February 2024(JST), please inform us by email immediately.** The deadline for applications is 29th February 2024 (JST).

3. Inquiries about Scholarships

If you have any further inquiries about the Tsukuba Scholarship qualifications, please e-mail the following address.

E-mail Address: isc-shien@un.tsukuba.ac.jp