

Application Guidelines for

Medical Science Program for International Students

(Transfer admissions)

For September 2024

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July 2023

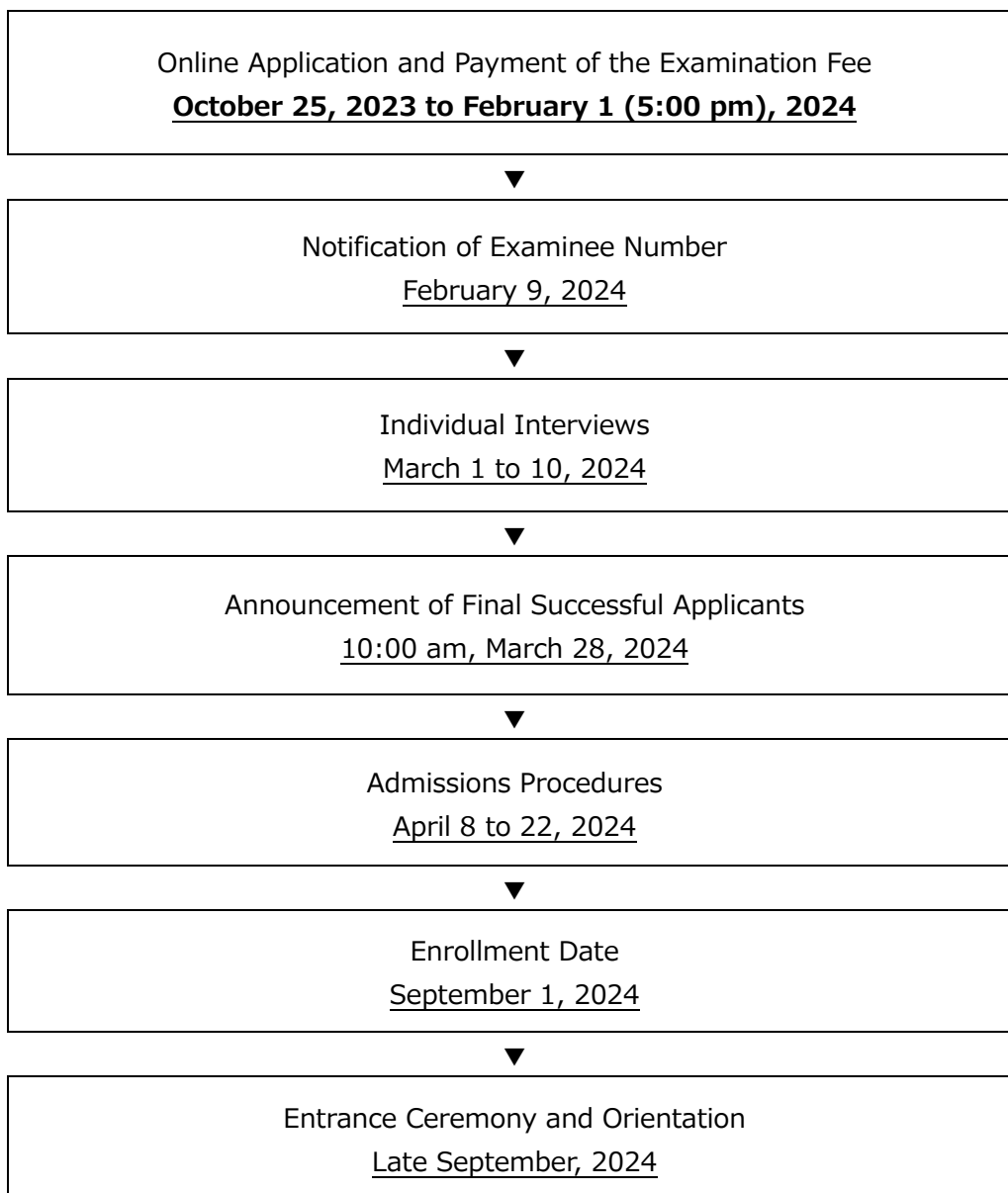
University of TSUKUBA

I. Program Overview

Undergraduate Medical Science Program for International Students

Academic Objectives	<p>The objective of this program is to provide education for students to become research scientists in Medical Science and clinical laboratory professionals. We seek students who have a strong motivation to study medical science. Students are expected to work in an international setting and learn laboratory techniques in the field of medicine and medical care. We aim to train our students in basic knowledge, technical skills, and professional perspective that are essential to succeed in medical sciences.</p>
Admissions Policy	<p>1. General Qualifications Given the rapid change in the medical care system, students are expected to have a broad perspective, knowledge, and initiative in solving global medical problems and lifestyle diseases affecting human lives.</p> <p>2. Student Evaluation and Selection The university will make a comprehensive evaluation of applicants based on submitted documents and individual interviews, proficiency in English, basic academic capability to acquire knowledge in their major fields of study, and their unique perspectives on various problems in the medical sciences.</p>
Schools and Colleges	<p>School of Medicine and Health Sciences College of Medical Sciences</p>
Students Accepted	<p>From the third year</p>
Number of Students	<p>Several students</p>
Degree	<p>Bachelor of International Medical Sciences</p>
Inquiries about Application	<p>E-mail Address: ac.intl@un.tsukuba.ac.jp</p>
Inquiries about Program and Curriculum	<p>E-mail Address: igaku-kyoumu@un.tsukuba.ac.jp</p>

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 four-year degree at a non-Japanese university in life sciences by August 31, 2024.
2. Persons who have completed or are expected to complete a three-year degree at a non-Japanese university or college in life sciences by August 31, 2024.
3. Persons who are currently enrolled at a non-Japanese four-year university in life sciences and have completed or are expected to complete at least two years and 62 credits by August 31, 2024.

* 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

- TOEFL (iBT): 61 or higher
- TOEIC (Listening & Reading): 600 or higher
- IELTS (Academic): 5.0 or higher

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

IV. Selection Method

- All documents submitted will be evaluated and interview (conducted by Zoom or other teleconferencing) will be conducted for the selection. The interview will be used to evaluate the applicant's English abilities, basic knowledge in the field of specialization, and eagerness/motivation toward medical sciences.
- Information on the dates, times, and interview method will be arranged with applicants by email.

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 you 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 examination fee (JPY 30,000) via TAO. Payments can be made by credit card only. *An administrative fee will be charged at the time of payment.

(Important Notes)

- Please click “Complete my application” to finish the submission process. Note that you cannot change the contents of the application after you submit it.
- You don’t need to send anything via postal mail at this stage. When you pass the final exam, you will be requested to submit the original copies of “Qualification Certificate” and “Official Transcript” by August 31, 2024.

B. Application Period and Due Dates (JST)

The online application website is available from **October 25, 2023 to February 1 (5:00 pm), 2024**. It is necessary to complete the online registration, submit the required documents, and pay the examination fee via TAO by the end of this period.

C. Notes

1. You can apply for only of 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 (only for 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 application documents after admission to the university, **admission may be revoked**.
6. Your admission will be denied if you cannot meet applicant eligibility by **August 31, 2024**.
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 table 1</u> on page 9.
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 the English test score (TOEFL iBT, TOEIC Listening & Reading, or IELTS Academic) in PDF format or make a request test organization to send your score directly to the university. * In the case of sending directly, the score should be received by the final date 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 describe 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. - If you have 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:

- The form 1-4 are available on the website below.
(<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: a four-year degree at a non-Japanese university or college in life sciences	1-A	2-A
B: a three-year degree at a non-Japanese university or college in life sciences	1-B	2-B
C: at least two years education and 62 credits at a non-Japanese four-year university in life science that you are currently enrolled	1-C	2-C

1-A or 1-B: Certificate of the degree you obtained

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

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

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

VII. Announcement of the Screening Results

- Examinee numbers of the successful applicants will be announced on **March 28, 2024, 10:00 am (JST)** on the University of Tsukuba English Programs website below:
<http://www.global.tsukuba.ac.jp/apply>
- The “Letter of Acceptance” and the other documents necessary for admission procedures will be sent to the successful applicants.

VIII. Admission 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 2023 and March 2024).
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.
 - 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. 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 Medical Science Program for International Students (Transfer admissions).

The requirement will be changed as follows:

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 four-year degree at a non-Japanese university in life sciences 2. Persons who have completed or are expected to complete a three-year degree at a non-Japanese university or college in life sciences 3. Persons who are currently enrolled at a non-Japanese four-year university in life sciences and have completed or are expected to complete at least two years and 62 credits <p>(Omitted below)</p>	<p>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 four-year degree at a non-Japanese university in life sciences 2. Persons who have completed or are expected to complete a three-year degree at a non-Japanese university or college in life sciences 3. Persons who are currently enrolled at a non-Japanese four-year university in life sciences and have completed or are expected to complete at least two years and 62 credits <p>(Omitted below)</p>

NOTE: The requirement 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 2024

-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: 2,
Fifth-year Students:2

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