

Bachelor's Program in Interdisciplinary Engineering Application Guidelines for AY 2024

SAMPLE

July 2023

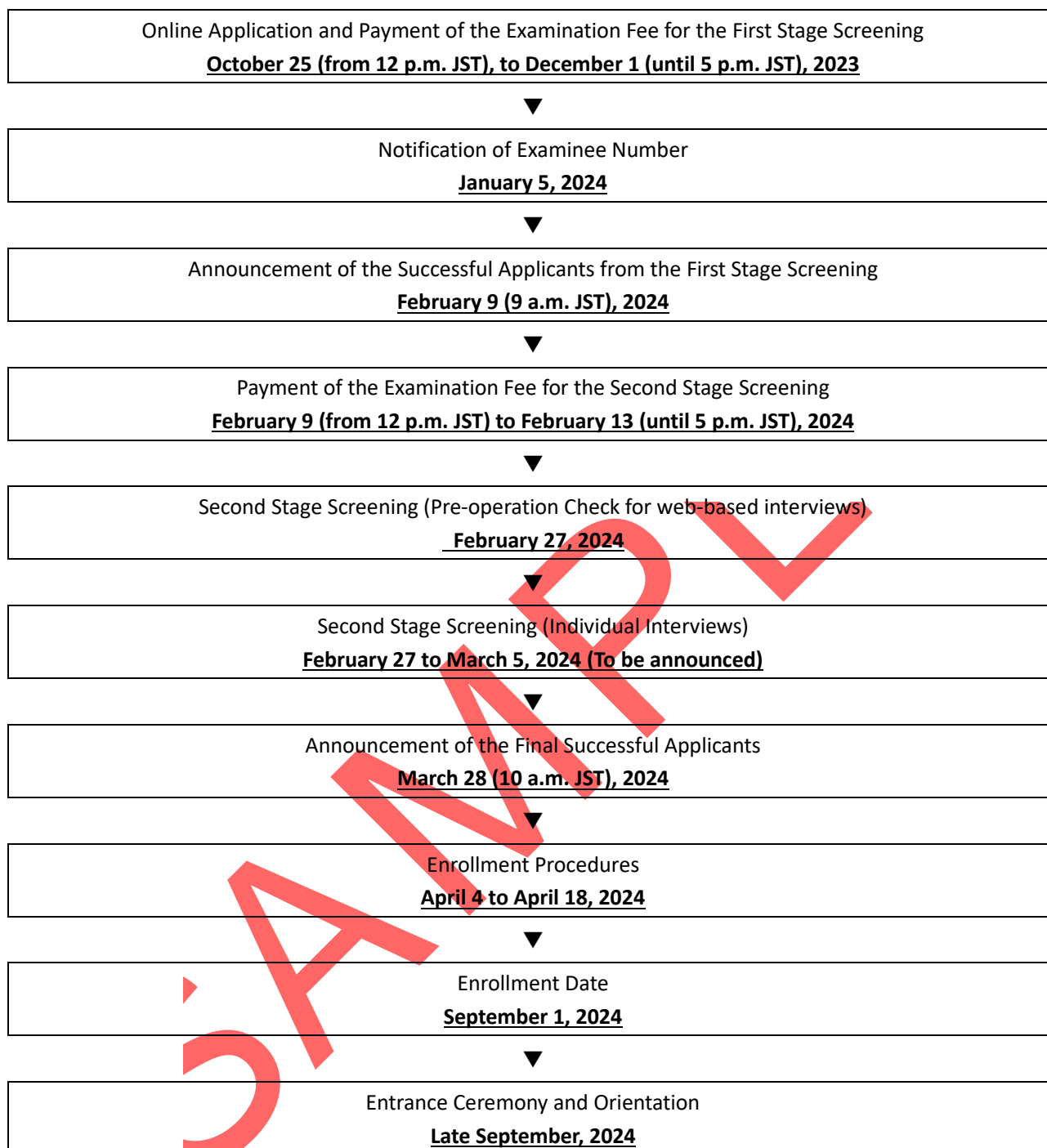


筑波大学
University of Tsukuba

1. Bachelor's Program in Interdisciplinary Engineering (International Program taught in English)

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| Academic Objectives | This program, which offers students opportunity to earn academic credits through classes conducted in English, aims to provide students with a firm foundation and specialized knowledge in the field of the Science and Engineering from interdisciplinary perspectives. The vision of this program is to make our graduates as a front-runner in Science and Technology, thus, contributing substantially in realizing the next-generation smart-society. |
| Admission Policy | <p>(1) General Qualifications</p> <p>Students who can demonstrate academic interests in the field of Science and Technology including mathematics, physics, chemistry, computer science, electronics <i>etc.</i>, and, in addition, who possess excellent potentials to analyze any natural phenomena from a variety of Engineering perspectives are sought for this program.</p> <p>(2) Student Evaluation and Selection</p> <p>As for the selection of the applicants, based on submitted documents and individual interviews, the university will make a comprehensive evaluation of applicants' proficiency in English; basic academic capability to acquire knowledge in his/her major fields of study; and his/her own unique perspectives and analytical ability to resolve various problems in the field of Interdisciplinary Engineering.</p> |
| Schools and Colleges | School of Science and Engineering (College of Engineering Sciences / College of Engineering Systems) |
| Students Accepted | From the first year |
| Number of Students | 5 |
| Degree | Bachelor of Engineering |
| Inquiries about Application, Program, and Curriculum | E-mail Address: sougourikou-office@un.tsukuba.ac.jp |

2. Entrance Examination Schedule (Japan Standard Time)



For Applicants with Disabilities:

The university and its colleges view applications from students with disabilities on the same grounds as those from other candidates. **To this end, if you require special adjustments related to disabilities, please contact “12. Contact Desk” before applying.** In case you don't consult with admission staff beforehand, we may not be able to make reasonable adjustments nor address any individual support requirements.

3. Requirements for Application

(1) Applicant Eligibility

Only those who fall under any of the requirements [1] through [5] below may apply.

- [1] Persons who have completed or are expected to complete a 12-year curriculum of formal school education*¹ in a country other than Japan by August 31, 2024. Persons must be enrolled in the school other than in Japan for a total of 8 to 12-years.
- [2] Persons who have completed or are expected to complete a 12-year curriculum in Japan at an international school*² designated by the Minister of MEXT by August 31, 2024, excluding those who were enrolled in Japanese formal school education for more than a total of 4 years.
- [3] Persons who hold or are expected to hold an International Baccalaureate, *Abitur* (Germany), *Baccalauréat* (France), or GCE A-Level (United Kingdom)*³ in a country other than Japan by August 31, 2024, excluding those who were enrolled in elementally school, junior high school or high school in Japan for more than a total of 4 years.
- [4] Persons who have completed or are expected to complete a 12-year curriculum at a school accredited by any of the following international accrediting groups by August 31, 2024, excluding those who were enrolled in Japanese formal school education for more than a total of 4 years.
- Western Association of Schools and Colleges (WASC),
 - Council of International Schools (CIS),
 - Association of Christian Schools International (ACSI), and
 - New England Association of Schools and Colleges (NEASC).
- [5] Among those who do not fall under any one of requirements [1] through [4] above, those who take the individual eligibility screening conducted by the university and are regarded as eligible to apply for the program by October 24, 2023.

Please send an email to “12. Contact Desk” by September 30 if you are not sure whether you are eligible or not. After eligibility check, if you are considered eligible, we will notify you a code to proceed with the application online.

*1 Persons from an international school might not fall under the eligibility [1] above. Please ask “12. Contact Desk” in case you are not sure if you are eligible to apply for the program or not.

*2 See the MEXT website below:

<https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395424.html>

[List of Schools for Non-Japanese Designated as Equivalent to Foreign Upper Secondary Schools in Japan]

*3 For the GCE A-Level, applicants must complete the subjects and assessments that have been set by the University below.

- Bachelor’s Program in Interdisciplinary Engineering:
Complete three or more Advanced Level subjects (including mathematics) at grade E or above.

(2) Application Conditions

All applicants must meet the following conditions [1] through [3].

[1] Recommendation by Home-room Teacher/ Counselor/ School Principal

Please see “6. Application Documents (3)” for detail.

[2] English Proficiency

Proficiency in English is a minimum admission requirement for all English taught degree programs offered by the University of Tsukuba. Applicants are required to have taken TOEFL or IELTS. The guidelines for preferred English level are as follows:

| Qualification | Score |
|-------------------------------------|---------------|
| TOEFL (iBT) /TOEFL iBT Home edition | 80 or higher |
| IELTS (Academic) /IELTS online | 6.5 or higher |

***NOTE: Applicants whose medium of instruction at the high school (upper secondary) level was English for three years are not required to submit TOEFL or IELTS scores, but recommended.**

[3] Mathematical Skill

Another minimum requirement for the Bachelor’s Program in Interdisciplinary Engineering is proficiency in Mathematics. We measure skills in Mathematics by test scores from one of the standardized examinations as listed below:

- International Baccalaureate
- Abitur [Germany]
- GCE A-Level/International A-Level [UK]
- SAT/ACT [US]*

*NOTE for SAT & ACT:

1. You are required to request the sending of an official score directly from the testing agency by December 1, 2023.
2. You will self-report your test scores during the online application procedure.
3. We do not accept a “Super Score” from SAT.
4. We do not require the SAT Essay or ACT Writing exam sections.
5. We accept “Digital SAT” as well.

4. Selection Method

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

(1) First Stage Screening

A comprehensive evaluation of the submitted documents (qualification certificates, transcripts, certificates of English ability, test results of standardized examinations, reference letter, personal statement, and other supporting documents).

(2) Second Stage Screening

Individual interviews will be conducted 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 motivation as well as awareness to contribute to the Bachelor’s Program in Interdisciplinary Engineering.

5. Online Application Procedures

I. Application Procedures

(1) Online Application through “The Admissions Office” (thereafter called just as TAO)

- Access 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 “School of Science and Engineering” for “Department/Course”, “Bachelor's Program in Interdisciplinary Engineering” for “Program/Major” and “Interdisciplinary Engineering” for “Admission Scheme” 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 image or PDF files. Please see “6. 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.
- Applicant needs to send the PDF form and ask the person in advance to prepare the document. Please see “6. Application documents” for details about the form.
- Please type the email address of the person to ask to submit the document and click “Request”.

(4) Payment of examination fee

- Make a payment for the 1st stage screening (JPY 4,000) via TAO. Only credit cards are available for the payment.
- The examination fee is non-refundable after the payment.
- It is also acceptable if someone else pays the examination fee by credit card on your behalf.
- Applicants who pass the first stage screening are required to pay the examination fee for the second stage screening (JPY 13,000). The payment period and method will be announced with the result of the first stage screening.

Overview of the examination fee:

| Stages | For Whom | Examination Fee |
|------------------------|--------------------------------------------------------------|-----------------|
| First Stage Screening | All applicants | JPY 4,000 |
| Second Stage Screening | Only successful applicants through the first stage screening | JPY 13,000 |

(5) Examination ID Card

After the date of notification of Examinee number, it will be available to download an Examination ID Card on TAO. Be sure to print out your examination ID card during the designated period. The card will be created in PDF format. You will be asked to present the ID for your examination process.

*Important Note

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.

II. Application Period and Due Date (JST)

Online application website is available from **October 25 (from 12 p.m. JST) to December 1 (until 5 p.m. JST)**,

2023. It is necessary to complete the online registration, submitting required documents, and the payment of examination fee for the first stage screening by the end of this period.

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
 - 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 “12. Contact Desk” before applying.
4. Application documents will not be returned and examination fees that has been paid will not be refunded.
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, 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.

6. Application Documents

(1) Online Application Form to be completed and submitted on TAO

| Items | For Whom | Remarks |
|----------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. Applicant’s Information | All | <input type="checkbox"/> <u>Name:</u> Fill in your name in alphabet as written in your passport. <input type="checkbox"/> <u>ID Photo:</u> Use a photo taken within the last three months with no hat nor any head adornment. Take the photo with your glasses on if you will be wearing glasses during interviews. <input type="checkbox"/> <u>Date of Birth:</u> <input type="checkbox"/> <u>Sex:</u> <input type="checkbox"/> <u>Nationality:</u> If you have more than two nationalities, please fill in all of them. <input type="checkbox"/> <u>Contact Information:</u> Important messages will be forwarded to this contact information from the University of Tsukuba until enrollment. <input type="checkbox"/> <u>Emergency Contact:</u> Provide contact information other than the applicant’s contact information above. |
| | Applicable Persons (Only for resident of Japan) | <input type="checkbox"/> <u>Current Affiliation:</u> <input type="checkbox"/> <u>Status of Residence in Japan:</u> |
| ii. Test Site for | All | <input type="checkbox"/> <u>Desired Examination Site:</u> |

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| the Individual Interview | | Select "Tsukuba Campus, University of Tsukuba" if you apply from within Japan or "Outside Japan (via the internet)" if you apply from outside of Japan*. *In the latter case, fill in a name of country and city where you will take the individual interview online. |
| iii. Requirements for Application | <u>All</u> | <input type="checkbox"/> <u>Applicant Eligibility:</u> Select one from [1] through [5] <input type="checkbox"/> <u>Conditions for Application :</u> - English Proficiency Select a name of the test, upload the test results and enter your score, or check the box for "Applicants whose medium of instruction at the high school (upper secondary) level was English for three years". - Mathematical Skill Select a name of the test, upload the test results and enter your score in the mathematics section. |
| iv. Educational Backgrounds | <u>All</u> | <input type="checkbox"/> <u>Primary Education / Elementary School</u> <input type="checkbox"/> <u>Secondary Education (Lower) / Middle School</u> <input type="checkbox"/> <u>Secondary Education (Upper) / High School</u> <input type="checkbox"/> <u>Higher Education / University or College</u> <input type="checkbox"/> <u>Other</u> |
| v. Career History | Applicable Persons | <input type="checkbox"/> <u>Job Experience</u> Fill in your job experience for the last 5 years except for part time job. |

(2) Application Documents to be prepared by applicant and uploaded on TAO.

| Items | For Whom | Remarks |
|----------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. Personal Statement (Essay) (Form 1) | <u>All</u> | Describe your personal statement on Form 1 and upload it in PDF format. It should be written in 800 to 1,200 words. See "How to write your Personal Statement" at the following link for details: https://www.ide.tsukuba.ac.jp/application-information-ide#h.swr6r3yc35bf NOTE: ➤ You may download "Form 1" from the program website at https://www.ide.tsukuba.ac.jp/application-information-ide#h.swr6r3yc35bf |
| ii. Financial Plan (Form 2) | <u>All</u> | Describe in detail your financial plan for study, and living expenses after your enrollment and explain how you (or someone other than yourself) will pay the tuition fees and living expenses for four years on Form 2 and upload it in PDF format. See the links below for reference to tuition fees and "How to write your Financial Plan": https://www.global.tsukuba.ac.jp/finance https://www.ide.tsukuba.ac.jp/application-information-ide#h.swr6r3yc35bf Note that when you will apply for a "Student" visa upon acceptance to the university, you will be requested to submit specific documents that prove your ability to cover expenses during your studies in Japan such as your sponsor's certificate of bank deposit. |

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| | | <p>NOTE:</p> <ul style="list-style-type: none"> ➤ You may download “Form 2” from the program website at https://www.ide.tsukuba.ac.jp/application-information-ide#h.swr6r3yc35bf |
| iii. Qualification Certificate | <u>All</u> | <p>Scan and upload a certificate of completion (or expected completion) of the last high school (secondary education) attended electronically.</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ If you are applying with International Baccalaureate (IB) qualification, please also scan and upload a copy of the International Baccalaureate Diploma certified by the International Baccalaureate Office and an original of your IB Final Examination Evaluation Certificate. ➤ If you are applying with Abitur (Germany) qualification, please also scan and upload a copy of the <i>Zeugnis der allgemeinen Hochschulreife</i>, and results described in the certificate. ➤ If you are applying with Baccalauréat (France) qualification, please also scan and upload a copy of the <i>Diplome du Baccalauréat de l’Enseignement du Second Degré</i>, and an original of Relevé de Notes. ➤ If you are applying with GCE A-Level (United Kingdom) qualification, please also scan and upload the test results of Advanced Level subjects. |
| iv. Academic Transcript | <u>All</u> | <p>Scan and upload a transcript for three years including the final year of the last high school (secondary education) attended electronically.</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ If you have any further education such as universities, please also scan and upload a transcript for that period of education. |
| v. School Information (Form 3) and School Profile / Brochure | <u>All</u> | <p>Scan and upload the School Information (Form 3) of your last high school (secondary education) written by one of persons listed below electronically.</p> <ul style="list-style-type: none"> ➤ home-room teacher ➤ counselor ➤ school principal ➤ school official who can take the responsibility to complete the form. <p>In addition, upload a school profile/brochure that includes an overview (the official name, location, number of students, number of teachers, accreditation etc.) and education content (the educational goals, components and methods of admission exams, curriculum, and career patterns after graduation).</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ You may download “Form 3” from the program website at https://www.ide.tsukuba.ac.jp/application-information-ide#h.swr6r3yc35bf |
| vi. Passport | <u>All</u> | <ul style="list-style-type: none"> ➤ Scan and upload a copy of the ID page of your passport electronically. If you do not have a passport, please upload a certificate of your name, birth date, and nationality. |
| vii. TOEFL or IELTS Test Score Report | Applicable Persons | <p>Scan and upload a copy of the score report of TOEFL-iBT or IELTS Academic electronically. We do not accept TOEIC Listening & Reading, TOEIC Institutional Program (IP) Score Report, and TOEFL Institutional Test Score Record. <u>In addition, if you intend to submit the TOEFL-iBT test results, official scores should be sent to the University of Tsukuba directly in original hard copy or made available online by the testing agency using the code, “C238”.</u></p> |

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| | | If you intend to submit the IELTS test results, please arrange for the administering institution in your country to send the test results (original hard copy or online official report) to “12. contact desk” . The request for sending an official score to the testing agency must be done by December 1. |
| viii. Test Results and Official Materials of Standardized Examinations | All | Take one of the standardized examinations listed below, before applying. Scan and upload your test results electronically. We will accept these test results as documents supporting your academic performance. Regarding SAT, ACT and IBDP Final Grades, <u>official scores should be sent to the University of Tsukuba directly in original hard copy or made available online by the testing agency (SAT: Code 7264, ACT: Code 1876).</u> The request for sending an official score to the testing agency must be done by December 1. These score reports should include Mathematics. <ul style="list-style-type: none"> ▪ International Baccalaureate* ▪ Abitur [Germany] ▪ GCE A-Level/International A-Level* [UK] ▪ SAT/ACT [US] <p>Note: For the starred(*) examinations, predicted grades can be acceptable.</p> |
| ix. Other Supporting Documents | Applicable Persons | <ul style="list-style-type: none"> ▪ Upload any other documents scanned that show your strengths as a candidate (superior academic performance, awards, etc.) electronically. |

(3) Application Documents to be processed on TAO.

| Items | For Whom | Remarks |
|------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. Reference Letter (Form 4) | All | <p>- Send Form 4 to one of persons of your last high school (secondary education) listed below to ask to write a reference letter for you in advance, and then make a request to submit it via TAO.</p> <ul style="list-style-type: none"> ➤ home-room teacher ➤ counselor ➤ school principal ➤ someone who knows you well and who has been involved in your educational activities. <p>- Please follow the guidance by TAO about the submitting process.</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ You may download “Form 4” from the program website at https://www.ide.tsukuba.ac.jp/application-information-ide#h.swr6r3yc35bf |

(IMPORTANT)

You don't need to send anything via postal mail at the stage of applying. **Only final successful applicants will be required to submit the original copies of “Qualification Certificate” and “Official Transcript” by August 31, 2024. Please keep the original documents.**

Notes:

- Forms 1-4 can be filled either by hand or computer.
- Forms 1-4 are available on TAO.
- All the documents uploaded on TAO should be in the designated format.
- Submitted application documents will not be returned.
- All 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 on TAO, the **university may ask the applicant to send the original documents** if needed. It is recommended to keep the originals with you.

7. Announcement of the Screening Results

(1) First Stage Screening

The first stage screening result (examinee numbers of successful applicants) will be announced **on February 9, 2024 (9 a.m. JST)** on the University of Tsukuba English Programs website below:

<https://www.global.tsukuba.ac.jp/apply>

Successful applicants from the first stage screening must pay the JPY 13,000 fee for the second stage screening within the stated payment period between February 9 and February 13. 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.

(2) 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 a.m. JST)**. The “Letter of Acceptance” and the other documents necessary for admission procedures will be sent to the final successful applicants.

8. Admission Procedures

(1) Period for Admission Procedures

- ① The period for the admission procedures is **from April 4 to April 18, 2024**.
- ② Send all the necessary documents related to admission procedure by international mail or international courier service. All the documents must arrive at the university within the above time period.

(2) Documents Required for Admission Procedures

- ① Copy of the “Letter of Acceptance”
- ② Other necessary documents will be notified when the “Letter of Acceptance” is sent.

Note:

- On top of the above, “Qualification Certificate” and “Official Transcript” are required to be submitted by August 31, 2024.

(3) Admission Fee and Tuition Fee

- ① The admission fee is JPY 282,000.
- ② The tuition fee for the Second Semester (October – March, JPY 267,900) together with the tuition fee for the First Semester (April – September, JPY 267,900) amounts to a total annual tuition fee of JPY 535,800.
- ③ For the Second Semester of the first year, a total of JPY 312,550 is required, including tuition of JPY 44,650 for September.
- ④ Should there be any revision of the admission fee at the time of the admission or during enrollment, then the new amounts will be applied from the time of revision.
- ⑤ Tuition fee should be paid by bank transfer through a Japanese financial institution after enrollment.
- ⑥ The university offers a full or partial tuition fee waiver ONLY for a limited number of students who are deemed to find it difficult to pay the tuition.

9. Disclosure of Information about the Entrance Examination

The university discloses information about the entrance examinations for the Bachelor's Program in Interdisciplinary Engineering for AY 2024 to applicants upon their request from September 1, 2024 to October 31, 2024. For detailed information, please contact "12. Contact Desk."

10. 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 rules for the handling of personal information is as follows

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

11. Advance Notice about the 2025 Entrance Examination

For the latest information about the entrance examination, please check the website of the Bachelor's Program in Interdisciplinary Engineering in "12. Contact Desk."

12. Contact Desk

Office for Bachelor's Program in Interdisciplinary Engineering, University of Tsukuba

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

E-mail Address: sougourikou-office@un.tsukuba.ac.jp

Website: <https://www.ide.tsukuba.ac.jp>