

Application Guidelines for

Undergraduate Program of
International Social Studies

For September 2025

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July 2024

University of TSUKUBA

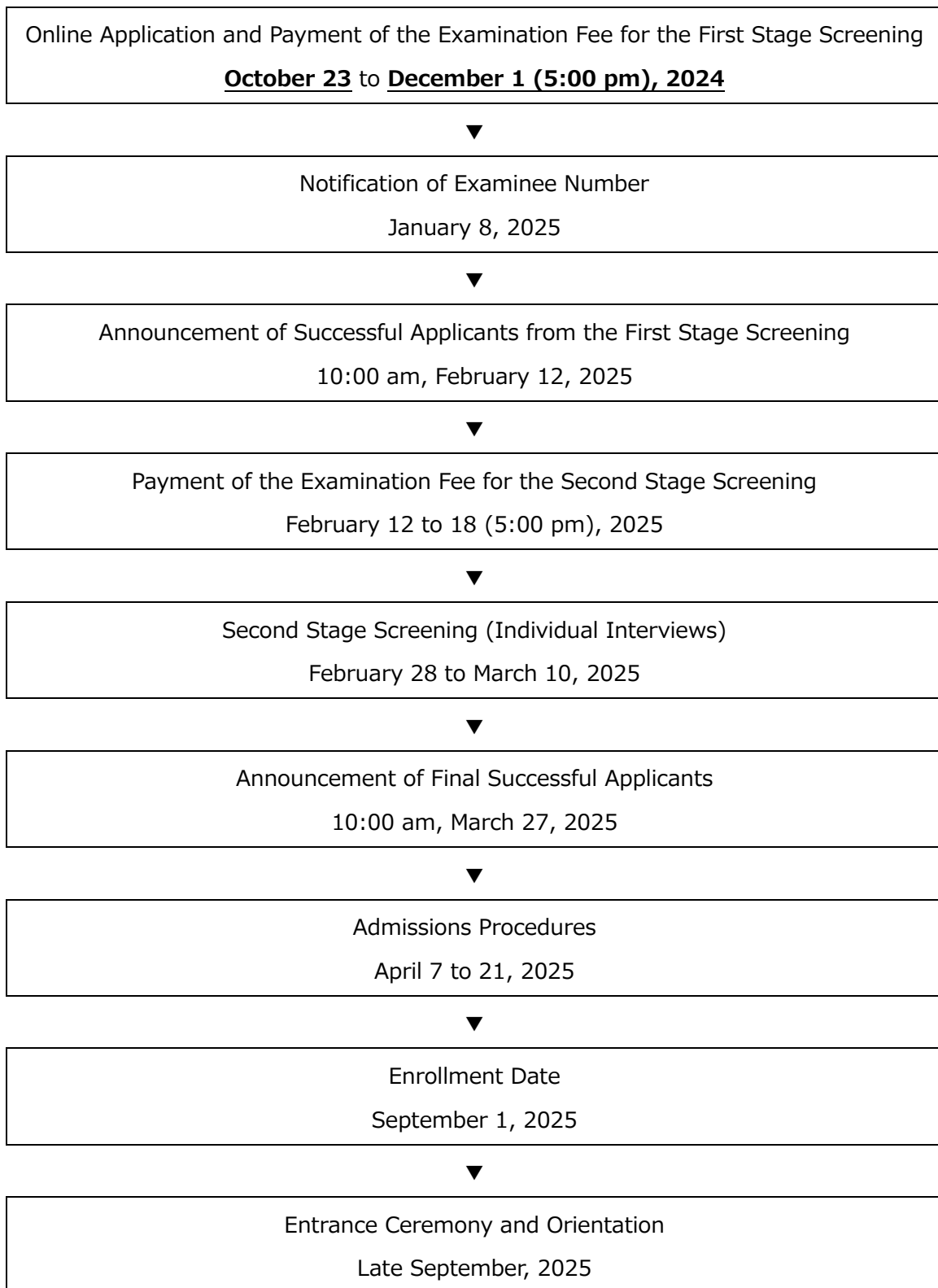
I. Program Overview

Undergraduate Program of International Social Studies

Academic Objectives	This course, in which students are able to earn an academic degree through classes conducted in English, aims to develop students into global citizens who can respond to a range of global issues by analyzing political, economic, cultural, and other significant issues that arise in international societies, as well as in Japan, from multi-disciplinary perspectives.
Admissions Policy	<p>1. General Qualifications As globalization progresses, students who can demonstrate academic interest in political, economic, cultural and international issues and who possess a potential 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 submitted documents and individual interviews, proficiency in English, basic academic capability to acquire knowledge in the applicants' major fields of study, and their own unique perspectives on various problems in modern society, etc.</p>
Schools and Colleges *	School of Social and International Studies College of Social Sciences College of International Studies
Year of Acceptance	The first year
Number of Students	8 students 4 for College of Social Sciences 4 for College of International Studies
Degree	Bachelor of Arts in International Social Sciences
Inquiries about Application	E-mail Address: ac.intl@un.tsukuba.ac.jp
Inquiries about Program and Curriculum	E-mail Address: jinsya-g30@un.tsukuba.ac.jp

*In the Undergraduate Program of International Social Studies, the college that applicants choose to apply for will be regarded as their **first choice**; the other college will automatically be regarded as their **second choice**. An acceptance to the **second choice may be offered to some applicants**.

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



III. Application Requirements

A. Applicant Eligibility

Persons who fall under any one of categories 1 through 5 are eligible.

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, 2025.
2. Persons who have completed or are expected to complete a 12-year curriculum in Japan at an international school designated by the Minister of MEXT (*2) by August 31, 2025.
3. Persons who hold or are expected to hold an International Baccalaureate, European Baccalaureate, Abitur (Germany), Baccalauréat (France), or GCE A-Level/International A-Level (United Kingdom*3) by August 31, 2025.
4. Persons who have completed or are expected to complete a 12-year curriculum at a school accredited by WASC (Western Association of Schools and Colleges), CIS (Council of International Schools), ACSI (Association of Christian Schools International), NEASC (New England Association of Schools and Colleges), or Cognia by August 31, 2025.
5. Among those who do not fall under any one of categories 1 to 4 above, those who take the individual eligibility screening conducted by the university and are regarded as eligible to apply for the program by September 30, 2024.

*Please send an email to “XI. Contact Desk” by September 30 if you are not sure if you are eligible or not.

*1. Persons from an **international school** might not fall under the eligibility 1 above. Please ask “XI. 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: “List of Schools for Non-Japanese Designated as Equivalent to Foreign Upper Secondary Schools in Japan”

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

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

- Complete three or more Advanced Level subjects at grade E or above, including a “social science” subject. (It is recommended to include a “natural science or mathematics” subject as well.)

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): 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) level was English for three years including the final year are not required to submit TOEFL, TOEIC, or IELTS scores.

C. Application Fees

JPY17,000 in total

- You need to pay JPY4,000 via online application website when applying.
- If you pass the first stage screening, you need to pay JPY13,000 for the second stage screening.

IV. Selection Method

Admissions 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 system 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 international social studies.

V. Application Procedures

A. Application Procedures

1. Online Application

- Access "The Admissions Office" online application website (hereinafter called "TAO"), 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 following the guidance on the left sidebar.
- Some documents require typing the necessary information into TAO, and others require submitting 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 (JPY4,000) 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, 2025 (JST).

B. Application Period and Due Date (JST)

Online application website is available from **October 23 to December 1 (5:00 pm), 2024**.

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
 - Undergraduate Medical Science Program for International Students (only for transfer students)
 - Bachelor's Program in Interdisciplinary Engineering
 - Bachelor's Program in Global Issues

*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 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, 2025 (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. - The 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. *Please <u>see the table 1</u> on page 10 as well.
Official Transcript	- Scan and upload the official transcripts for three years including the final year of the last high school (upper secondary) 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 and the date of birth.
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".
Other documents to support your application (optional)	- 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.

* Forms 1-4 are available on the website.

(<https://ac.tsukuba.ac.jp/en/examinations/application-guidelines/#global>)

B. Documents prepared by person other than applicant

Documents	Notes
School Information Form (form 3)	<ul style="list-style-type: none">- Send the form 3 to a teacher or an officer of your school to ask the person to fill out the form in advance, and then make a request to submit it via TAO.- Please follow the guidance by TAO about the submitting process.
Reference Letter (form 4)	<ul style="list-style-type: none">- Send the form 4 to the school principal or similar person to ask the person to write a reference letter for you in advance, 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://ac.tsukuba.ac.jp/en/examinations/application-guidelines/#global>)

(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, 2025.

Notes:

- Forms 1-4 are available on the website below.
(<https://ac.tsukuba.ac.jp/en/examinations/application-guidelines/#global>)
- All the documents uploaded on TAO should be in PDF 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 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 (for First Year Admission)

Choose <u>1</u> or <u>2</u> and <u>A</u> to <u>G</u> to check your necessary document.	1: I have completed/hold	2: I am expected to complete/hold
A: a 12-year curriculum of formal school education in a country other than Japan.	1-A	2-A
B: a 12-year curriculum in Japan at an international school designated by the Minister of MEXT.	1-B	2-B
C: an International Baccalaureate	1-C	2-C
D: an European Baccalaureate	1-D	2-D
E: an Abitur (Germany)	1-E	2-E
F: a Baccalauréat (France)	1-F	2-F
G: GCE A levels/International A-Level (United Kingdom)	1-G	2-G
H: a 12-year curriculum at a school accredited by WASC, CIS, ACSI, NEASC, or Cognia	1-H	2-H

1-A, 1-B or 1-H: Certificate of graduation/completion issued by the school/ministry of education etc.

1-C: International Baccalaureate Diploma. *Please make a request to the IB office to send your Final Examination Result to the university as well.

1-D: European Baccalaureate Diploma

1-E: Zeugnis der Allgemeinen Hochschulreife and results described in the certificate.

1-F: Diplome du Baccalauréat de l'Enseignement du Second Degré and Relevé de Notes.

1-G: Test results of Advanced Level subjects.

2-A, 2-B or 2-H: Certificate of expected graduation/completion issued by the school/ministry of education etc.

2-C: Certificate that you are expected to hold the International Baccalaureate Diploma and predicted grades issued by the school/IB coordinator. *Please remember to make a request to the IB office to send your Final Examination Result to the university when you take the final examination.

2-D: Certificate that you are expected to hold European Baccalaureate Diploma issued by the school.

2-E: Certificate that you are expected to hold Abitur issued by the school.

2-F: Certificate that you are expected to hold a Baccalauréat issued by the school.

2-G: Predicted grades of Advanced Level subjects issued by the school.

VII. Announcement of the Screening Results

A. First Stage Screening

The examinee numbers of successful applicants will be announced on **February 12, 2025, 10:00 am (JST)** on the University of Tsukuba English Programs website.

(<https://ac.tsukuba.ac.jp/en/>)

- Successful applicants from the first stage screening must pay the fee for the second stage screening (JPY 13,000) within the designated payment period.
 - *Details about the second stage screening will be announced together with the first stage screening results.
 - *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 later.

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 27, 2025, 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 7 to 21, 2025 (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 admission fee is JPY282,000.
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.
 - *In addition to the above, tuition fee for September (JPY44,650) is necessary to be paid along with the fee for the first Fall Semester.
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 2025 Undergraduate English Programs to applicants upon their requests from September 1 to October 31, 2025 (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.

2025 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 2025

-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 2025 to March 2026)

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 2024

(Undergraduate Program of International Social Studies)

First-year Students: 2, Second-year Students: 2 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: 4, Fourth-year Students: 3,
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 10th February 2025 and 14th February 2025 (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 14th February 2025(JST), please inform us by email immediately.** The deadline for applications is 28th February 2025 (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