

Sustainability Science, Technology, and Policy (SUSTEP) Program
Application and Admission Guidelines

2018 Fall Semester Enrollment

Master's Program in Environmental Sciences
Graduate School of Life and Environmental Sciences



University of Tsukuba

1. Enrollment quota

Limited

2. Program outline

This program accepts both Japanese and international students, who are expected to engage in practical research, policymaking or project implementation for sustainable development, and are highly motivated to learn advanced and practice-oriented expert knowledge. Although this is a two-year program, early completion is available. All courses and instructions are provided in English.

3. Admission requirements

Applicants must satisfy one of the following requirements:

- (1) Those who graduated from a four-year university within Japan, or are expected to graduate by late September 2018.
- (2) Those who completed 16 years of formal education by late September 2018 in foreign countries.
- (3) Or those who have been recognized in the individual qualification screening process as having an equivalent ability to (2) mentioned above.

(Please contact our office no later than April 6, 2018 using the contact details on page 5, section 12 to inquire whether you fall under this category.)

4. Application documents

- (1) Application Form: Use the prescribed form.
- (2) Curriculum Vitae: Use the prescribed form.
- (3) Work Experience: If you have work experience, use the prescribed form.
- (4) "Admission and Photograph Tickets for the Examination": Use the prescribed form.
Attach your photograph to the designated area (Size H4.0cm×W3.0cm; showing your full face, faced straight, upper half of the body, without hat; taken within three months of application). Non-compliant pictures are not acceptable.
- (5) Entrance Examination Fee (30,000 JPY): If you pay at a convenience store in Japan, paste the proper receipt (検定料収納証明書) on the designated area of the Application Form (1). If you pay by credit card, print out the page showing the completed payment and include it in the application package. We do not accept payment by cash, revenue stamp, and cheque.
- (6) (Expected) Graduation certificate of Bachelor's degree: This document must validate your graduation from bachelor's program issued from the university. Even though you already have master's degree or doctoral degree, please submit a certificate issued by the university, which you have earned a bachelor's degree. A photocopy is not accepted.
- (7) Degree certificate: If you graduated from a university or another educational institution outside Japan, please submit a degree certificate of your bachelor's degree. All documents must be in English or Japanese. Even if you have already earned a master's or doctoral degree, you need to submit a degree certificate issued by a university from which you earned a bachelor's degree.

- (8) Academic transcript: Provide a certified copy of academic transcript of Bachelor's program issued by a university. If the applicant has credits transferred from other universities, please attach the authorized academic transcripts for these credits as well.
- (9) A Statement of Research Plan: Use the prescribed form. Before submitting any application forms, an applicant must contact a prospective supervisor and discuss their research plan.
- (10) Approval letter [if applicants are presently employed]: Please submit one approval letter from applicant's employer or a letter of resignation signed by the applicant if he or she is working for government organizations, schools, companies, or other organization. In the latter case, the document proving resignation or applicant's letter with signature can suffice.
- (11) An Official Score Certificate of English Proficiency Test (original copy with photo attached): A valid official score is TOEFL Examinee Score Record, TOEIC Official Score Certificate, IELTS Academic Module Test Report, or its equivalent (confirmation is needed), taken within two years from the date of application. This certificate is required to be submitted either during the application period or on the day of the examination. Those applicants who are taking the examination through Skype or video conferencing, the score certificates must be submitted to the office of the Master's Program in Environmental Sciences before the end of the application period.
* An applicant whose mother tongue is English or a person who completed undergraduate/graduate degree in a country, which uses English as an official language may be exempted from this requirement by submitting a 'Certificate of English Proficiency Waiver Request (12)'.
- (12) Certificate of English Proficiency Waiver Request [If applicable]: Prescribed form.
- (13) Certificate of Government-sponsored (Japanese Government Monbukagakusho Scholarship) Foreign Student [if applicable: free format]: If you are enrolled in another Japanese university at the time of application, submit the certificate of government-sponsored (Japanese Government Monbukagakusho Scholarship) foreign student issued by the university.
- (14) Name and Address Sheet: Prescribed form
- (15) Application Checklist: Prescribed form
- (16) Envelope Cover: Prescribed form

[Note]

- An applicant who will receive a JDS scholarship may omit the following documents: (3), (7), (8), (9), (10) and (11).
- In case your current name is different from that on the documents you submit (e.g., marriage), submit with the proof (e.g., copy of marriage license).
- Any question about an Official Score Certificate of English Proficiency Test will be inquired to the organization that issues the score.
- The applicant must be responsible for checking all necessary documents before submission. If there is a missing document, the application is not valid.

- All documents submitted will not be returned in principle. The application fee is non-refundable.

5. Payment of examination fee

30,000 JPY

[Note] Applicants who will receive Monbukagakusho (MEXT) Scholarship are exempted from the payment of the examination fee.

① Payment period

From April 9, 2018 to May 1, 2018

② How to Pay

a) Convenience store [within Japan]

When applicants use a convenience store for payment (limited to the following stores: LAWSON, Seven-Eleven, Family Mart, Circle K, Sunkus), prior online registration is needed via PC, cell phone or convenience store information terminal for the payment. Please be aware that the terminal will differ at each store.

- › Prescribed form is not necessary.
- › Payment procedure is explained in the attached manual at the end (only available in Japanese).
- › Applicants pay a service fee for the transaction. Please note that examination fees will not be refunded under any circumstances.
- › After completing the payment procedure, please paste a receipt at the designated area of the "Application Form."

b) Credit card [Overseas]

Individuals who reside overseas can pay the examination fee online through the E-Payment Site with a credit card.

- › Proceed with the on-line payment by accessing the website.
- › <https://e-shiharai.net/english/?schoolcode=OPU5100850000000>
- › The following credit cards are acceptable: VISA, Master, JCB or AMEX
- › After completing the payment procedure, please paste a hard copy of the receipt page on the bottom of the "Application Form" and enclose it with other application documents. Please note that examination fees will not be refunded under any circumstances.

* Payment by credit card does not apply to individuals who reside in Japan.

6. Application procedures

The applicant should check his/her necessary application documents against the application checklist, and then submit them to the office of the Master's Program in Environmental Sciences, Graduate School of Life and Environmental Sciences directly (in person), or by express registered mail service.

- Dates for application (See page 6)
- Lodgment of application (or address by mail)

Office of the Master's Program in Environmental Sciences
Graduate School of Life and Environmental Sciences,
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8572 Japan

- After the complete application documents have been accepted, a receipt of application/admission ticket voucher and guidelines for admission will be sent by email to the address written on the application form. **Please make sure your email address is written clearly and correctly on the application form as this address will be used for official correspondence.**

7. Examination content and selection process

- (1) Applicants will be carefully screened both on their application documents and the results of an oral examination in English and English proficiency test score.
- (2) The oral examination is done in approximately 15 minutes by an individual interview about the applicant's research plan and related matters.
- (3) Applicants who reside overseas can take an oral examination by Skype. If you would like to have a Skype interview, please write this request in your "Research Plan" form along with your Skype ID.

8. Date and place of examination

- (1) See page 6.
- (2) Location
University of Tsukuba, 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572 Japan
[Note] Detailed information on the examination room and meeting time will be confirmed by email from the office of the Master's Program in Environmental Sciences.

9. Notification of the results

See page 6. The results will be sent to successful candidates by post.

10. Entrance procedures

- (1) Only successful applicants will be notified by mail at the end of June 2018 about the admission procedures and other necessary documents to be submitted.
If the applicant is currently employed (except part-time works), she/he must submit either a directive letter for study, warrant of leave, or acceptance letter to enter school issued by the appropriate authority along with the other necessary documents.
- (2) Expenses that must be paid on enrollment
 - ① Admission Fee: 282,000 JPY
 - ② Tuition Fee for the second period:
267,900 JPY (from October 2017 to March 2018) (paid with admission fee)

267,900 JPY (from April 2018 to September 2018) (paid in the 2018 academic year)

Total/year: 535,800 JPY

[Note] If the fee is revised, the new one will be adapted accordingly.

- (3) It is necessary for international students to have proper study visa status when they enter this Program on October 1st, 2018. You may have the visa that allows you to work in Japan before admission. However, once you are admitted to the program, you must switch to a "Student" visa.

11. Other information

- (1) Incomplete application documents will not be accepted nor considered.
- (2) It is not permitted to change your graduate school or program after submitting the application documents.
- (3) The application fee is non-refundable.
- (4) Application documents will not be returned.
- (5) The University of Tsukuba does not provide accommodation for examinees.
- (6) The University of Tsukuba will not reply to any inquiries regarding examination results.
- (7) Details of the examination procedures will be included in the admission guidelines sent out with the admission voucher by email.
- (8) For further inquiries regarding admission, please contact the Master's Program in Environmental Sciences, Graduate School of Life and Environmental Sciences.
- (9) A maximum of ten credits obtained from other graduate schools in the University of Tsukuba or other universities may be counted as part of the credits required for the completion of the program after the application procedure.

12. Contact

Office of the Master's Program in Environmental Sciences

Graduate School of Life and Environmental Sciences,

University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8572 Japan

admission@envr.tsukuba.ac.jp

〒305-8572

茨城県つくば市天王台1丁目1番地の1

筑波大学大学院 生命環境科学研究科

博士前期課程 環境科学専攻事務室

admission@envr.tsukuba.ac.jp

IMPORTANT DATES FOR EXAMINATION AND ENROLLMENT, OCTOBER 2018 (Fall Semester)

- Application period: April 9th (Monday) ~ May 1st (Tuesday), 2018
(9:00 am – 12:00pm, 1:30 pm – 5:00 pm during weekdays)
- Examination: May 15th (Tuesday) ~ May 16th (Wednesday), 2018
- Result Notification: May 31st (Thursday), 2018
- Admission Procedure: By the date described in the enrollment documents
which will be sent out in the end of June 2018.
- Admission date: October 1st (Monday), 2018
- Entrance ceremony: Late September, 2018