

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

2020 Fall Semester Enrollment

Doctoral Program in Environmental Studies
Degree Program in Life and Earth Sciences
Graduate School of Science and Technology



University of Tsukuba

1. Enrollment quota

Limited

*The admission is in October.

2. Program outline

This program accepts Japanese students as well as students from foreign countries, who are expected to engage in practical research, policymaking or project implementation, and are highly motivated to learn advanced and practice-oriented expert knowledge. This program is a three-year program, but early completion is also available. All courses and instruction are provided in English.

3. Admission requirements

Applicants must satisfy one of the following requirements:

- (1) Applicants must have been granted a master's degree or expect to receive one by the end of September 2020.
- (2) Or persons who have been recognized in the individual qualification screening process as having ability equivalent to (1) mentioned above. (Please contact our office no later than March 23rd (Monday), 2020 using the contact details on page 5, section 12 to inquire whether you fall under this category.)

4. Application documents

- (1) Application Form: Use prescribed form
- (2) Curriculum Vitae: Use prescribed form
- (3) Work Experience [if applicable]: Use prescribed form if you have work experience.
- (4) Admission, Photo, and Table Identification Tickets for the Examination: Use prescribed form and attach photographs to the designated areas (Size H4cm×W3cm, full face, upper half of the body, and hat off; 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, attach the receipt for the examination fee to the Application Form (1). We will not accept payment by cash, revenue stamp, or cheque. Please refer to Section 5 (Page 2) below about the method and period of payment.
- (6) (Expected) Graduation Certificate of Master's Degree: This document must validate your graduation from master's program issued from the university. A photocopy is not accepted.
- (7) Degree Certificate: Submit the original or notarized copy of a certificate from university that verifies your master's degree. A photocopy is not accepted.
- (8) Academic Transcript (certified copy): The transcript must be issued by the graduate school or university that meets the requirement of the University of Tsukuba in applying for its doctoral programs. If the applicant has credits transferred from other universities, attach these academic transcripts as well. In cases the applicant received a degree from the National Institution for Academic Degrees, the degree certificate, academic transcripts and all other certificates concerning

the acquisition of the degree are necessary. A photocopy is not accepted.

- (9) List of Academic Achievements [A4 size; free format]: Provide a list of publications in a free format.
- (10) Research Plan: Use a prescribed form. The applicant must contact a prospective academic supervisor and print his/her name in this form.
- (11) Approval Letter [A4 size; for applicants who are presently employed]: 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 organizations. In the latter case, the document proving resignation or applicant's letter with signature can suffice.
- (12) An Official Score Certificate of English Proficiency Test (original copy with photo attached):
A valid official score such as 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 this application, is required to be submitted by the end of the application period. The score certificates must be submitted to the office of the Doctoral Program in Sustainable Environmental Studies 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 (13)".
- (13) Certificate of English Proficiency Waiver Request [If applicable]: Use prescribed form
- (14) 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.
- (15) Name and Address Sheet: Use prescribed form
- (16) Application Checklist: Use prescribed form
- (17) Envelope Cover: Use prescribed form

[Note]

- In case your current name is different from that on the documents you submit due to marriage and other reasons, submit the proof (e.g., copy of marriage certificate) to show you are the same person.
- Any question about the Official Score in the Certificate of English Proficiency Test should be directed to the organization that issued the certificate.
- The applicant is 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] The exemption of this fee applies to those applicants who will receive Monbukagakusho (MEXT) Scholarship. Those who are expected to complete a master's program at the University of Tsukuba in July or September 2020, and wishes to continue education in the Doctoral Program in Sustainable Environmental Studies, please contact at admission@envr.tsukuba.ac.jp before making payment of this fee.

① Payment period

April 1st (Wednesday) ~ April 19th (Sunday), 2020

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), prior online registration is needed via PC, cell phone or convenience store information terminal for the payment. Please realize 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 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 Doctoral Program in Sustainable Environmental Studies, the Graduate School of Life and Environmental Sciences. Place all documents in an envelope, attach the prescribed envelope cover and submit it 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 Doctoral Program in Sustainable Environmental Studies

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.
- (2) The oral examination is done via an individual interview about the applicant's research plan and related matters.
- (3) Applicants who reside overseas can take an oral examination via 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) May 8th (Friday), 2020
- (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 Doctoral Program in Sustainable Environmental Studies.

9. Notification of the results

May 29th (Friday), 2020. The results will be sent to successful candidates by post.

10. Entrance procedures

- (1) Only successful applicants will be notified by mail about the end of June 2020 and will be informed of the date and place of the admission procedures and the necessary documents to be submitted at that time.
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:
267,900 JPY (from October 2020 to March 2021) (paid with admission fee)

267,900 JPY (from April 2021 to September 2021) (paid in the 2021 academic year)

Total/year: 535,800 JPY

[Note] 1. If the fee is revised, the new one will be adapted accordingly.
2. The exemption of this fee applies to those applicants who will receive Monbukagakusho (MEXT) Scholarship. Those who are expected to complete a master's program at the University of Tsukuba in July or September 2020, and wishes to continue education in the Doctoral Program in Environmental Studies, please contact admission@envr.tsukuba.ac.jp before making payment of this fee.

(3) It is necessary for foreign students to have the appropriate visa status for study when they enter the program on October 1, 2020.

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 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 Doctoral Program in Sustainable Environmental Studies in the Graduate School of Life and Environmental Sciences.

12. Contact

Office of Doctoral Program in Sustainable Environmental Studies

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

博士後期課程 持続環境学専攻事務室

admission@envr.tsukuba.ac.jp

**IMPORTANT DATES FOR EXAMINATION AND ENROLLMENT, OCTOBER 2020
(Fall Semester)**

- Application period: April 1st (Wednesday) ~ April 17th (Friday), 2020
(9:00 am – 12:00pm, 1:30 pm – 5:00 pm during weekdays)
- Examination: May 8th (Friday), 2020
- Result Notification: May 29th (Friday), 2020
- Admission Procedure: Admission documents will be sent out in the end of June 2020.
- Admission date: October 1st (Thursday), 2020
- Entrance ceremony: Late September, 2020