

2016 Guide for Applications
Interdisciplinary Program of Life and Environmental Sciences (English Program, Transfer Admission)
School of Life and Environmental Sciences
University of Tsukuba

1. Objectives of Education and Admission Policy

Objectives of Education	This course, in which students are able to earn academic credits through classes conducted only in English, aims to provide students with a firm foundation and specialized knowledge in the field of the life and environmental sciences. Students will become global citizens who can contribute to the resolution of global issues pertaining to the environment, energy, and food security from both regional and international perspectives.
Admission Policy	<p>(1) Qualifications:</p> <p>Students who can demonstrate academic interests in the various issues involving the life phenomena of humans and other living things, global environment, and sustainable usage of agro-biological resources and possess the applicable skills to analyze events from a variety of perspectives are sought for this program.</p> <p>(2) Policy of Selecting Students</p> <p>The University will make a comprehensive evaluation of applicants based on whether each student has proficiency in English and basic academic ability to acquire knowledge in their major fields of study as well as their own unique perspective and analytical ability of various problems in the life and environmental sciences based on the submitted documents and individual interviews.</p>

2. Entrance Examination Schedule

The entrance examination schedule is as follows:

- | | |
|---|---|
| (1) Application Period | : November 16, 2015 to February 12, 2016 |
| (2) Individual Interviews | : February 19, 2016 to March 10, 2016 |
| (3) Announcement of Successful Applicants | : March 23, 2016 |
| (4) Enrollment Procedures | : April 8, 2016 to April 20, 2016 |
| (5) Enrollment Date | : September 1, 2016 |
| (6) Entrance Ceremony and Orientation | : Late September, 2016
(Separate notification will be sent.) |

3. Number of Students Accepted

Schools and Colleges		Number of Students	Transfer students accepted
School of Life and Environmental Sciences	College of Biological Sciences	Several students *A total of about 3students will be accepted.	From third year or From second year
	College of Agro-Biological Resource Sciences		
	College of Geoscience		

*Depending on subjects and credits which applicants have completed, we could accept them as second transfer students.

4. Applicant Eligibility

Individuals who possess a nationality other than Japanese and fall under any one of categories (1) through (3) are eligible for this program.

- (1) Persons who have completed a university degree either in biological sciences, agro-biological resource sciences and agriculture, geoscience, or fundamental knowledge and skills for the related fields outside Japan or are expected to complete a university degree either in the said fields outside Japan by August 31, 2016.
- (2) Persons who have completed a degree at a three-year university or college overseas either in biological sciences, agro-biological resource sciences and agriculture, geoscience, or fundamental knowledge and skills for the related fields or are expected to complete a degree at a three-year university or college overseas either in the said fields by August 31, 2016.
- (3) Persons who have been enrolled at a university outside Japan or an English program in a Japanese university either in biological sciences, agro-biological resource sciences and agriculture, geoscience, or fundamental knowledge and skills for the related fields for at least two years by August 31, 2016 and have completed at least 62 credits or are expected to complete the said number of credits.*

*1 An “English program in a Japanese university” is a program in which students are able to earn academic credits through classes conducted only in English.

*2 Applicants are required to have completed at least 14 years of school education by the time of admission.

*3 One credit equals 15 hours of coursework, 30 hours of practicum, or 45 hours of laboratory, training or practice.

5. Conditions for Application

Conditions for application include taking TOEFL, TOEIC, IELTS, or an equivalent English examination given in the applicant's home country. The guidelines for required English level are as follows:

TOEFL-iBT: 75 or higher

TOEIC: 700 or higher

IELTS: 5.5 or higher

(For applicants who received an education in English for three years at the high-school level, in principle, TOEFL, TOEIC, or IELTS Scores are not required.)

6. Application Procedure and Inquiries

To apply, complete the Entry Form (Form 1) found in the application section of the University of Tsukuba English Programs website below:

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

Print out the completed Entry Form (Form 1) and mail it together with the documents listed in Section 7 to the University of Tsukuba. Details about where to send the documents are given in Section 9.

If you indicate the wrong email address on the Entry Form, you might not receive notification from the University of Tsukuba. Please take care in completing this form. If you have any questions about the applicant eligibility (field to be studied) and submission of syllabi, please contact the following desk:

Contact Desk: Global 30 Support Room, Department of Life and Environmental Sciences, University of Tsukuba

E-mail Address: g30-support@un.tsukuba.ac.jp

Additionally, if you have any questions about student application process, please contact the following desk:

Contact Desk: Admission Center, University of Tsukuba

E-mail Address: g30.nyusi@un.tsukuba.ac.jp

*Please refrain from making inquiries by phone.

7. Documents Required for Application

The following documents are necessary for application. Forms 1 through 6 are available for download (Word/PDF documents) from the English Programs website (Please see the URL given in Section 6).

Payment of the examination fee is required before application. No exemptions are made for any reason. Delayed payments will not be accepted. Please be aware that the examination fee is non-refundable after application.

Necessary Documents		Who Should Complete	Remarks
1	Entry Form (Form 1)	All	Complete the online registration and print the completed Entry Form. Attach your photo (4 cm x 3 cm) to the form.
2	Certificate for Payment of the Examination Fee (Form 2)	All	¥30,000. Please pay before application. See Section 8-1 for the payment procedure. Please attach a payment receipt of the examination fee on the back side of Form 2.
3	Reference Letter (Form3)	All	A reference letter from your school principal, etc. is required. <u>This reference letter should be in a sealed envelope.</u> For entry details, see Section 8-2.
4	School Prospectus (Brochures, etc.) or School Information (Form 4)	All	Submit a brochure of the last school graduated with its overview (the official name, location, number of students and teachers, etc.) and education content (educational goals, components and methods of admission exams, curriculum, and career patterns after graduation), or use Form 4.
5	Study Plan (Form 5)	All	Describe your study plan at the university in 800 to 1,200 words.
6	Financial Plan (Form 6)	All	Describe your financial plan for study and living expenses after enrollment, for example, how you (or someone else) will pay your expenses during your studies. See Section 8-3 for details.
7	Qualification Certificate	All	Certificate of completion (or expected completion) for last graduated school. If you are applying with qualifications listed in Section 4(3), you must also submit the certificate explained in Section 8-4.
8	Transcript	All	Official transcript from the last graduated school. See Section 8-5 for details.
9	Syllabi	All	Submit Syllabi of each subject listed in your transcript. See Section 8-5 for details.
10	Copy of Passport	All	Submit a copy of your passport. If you do not have a passport, please submit a certificate of your name and nationality.

11	Test Score of TOEFL, TOEIC, IELTS or other English examinations equivalent for them	Applicable persons	Please take the TOEFL, TOEIC or IELTS before submitting your application. See Section 8-6 for details on how to submit your test score (For applicants who received an education in English for three years at the high-school level, in principle, TOEFL, TOEIC, or IELTS Scores are not required).
12	Test Scores and Copies of Official Materials of the Standardized Examinations	Applicable persons	If applicants are from countries that have standardized examinations, please submit a test score/grade and a copy of official materials of the standardized examination scheme. We accept the score as a document that attests to your academic performance. See Section 8-7 for details.
13	Results from the Examination for Japanese University Admission for International Students (EJU)	Applicable persons	If it is possible to take EJU in your country, please do so and submit the test score.
14	History of participation in the International Science Olympiads	Applicable persons	Applicants selected as representatives for International Science Olympiads or who achieved exceptional performance in a representative selection process (awards) should include documents to certify their accomplishments.
15	Other documents to support your application	Applicable persons	Include any other documents that show your strengths as a candidate (superior academic performance, awards, etc.).
16	Check List for Application Documents (Form 7)	All	Please make sure that you have included all required documents prior to sending your application package.

Note: All documents must be written in English. If any documents or qualification certificates issued by your school are in a language other than English, translate these documents into English, have your school certify the translation, and attach the original documents to your application (No specific format is designated. Please use A4 or letter- sized paper).

Documents supporting your application (test scores of standardized examinations, EJU test results, certificates for participation in the International Science Olympiads, and other documents to support your application) can be translated by the applicants. The Study Plan (Form 5) and Financial Plan (Form 6) can be handwritten or typed.

8-1. Payment of the Examination Fee

Complete the payment of the examination fee by credit card transaction or bank wire transfer before applying on the website. Credit card transactions are preferred, but if you cannot pay by credit card, please pay by bank wire transfer. Detailed procedures are given below:

(1) Credit Card payment

- ① Read the guidelines for "How to make a Payment of Examination Fee by Credit Card " (attached documents) and access the online payment website below:

<https://e-shiharai.net/english>

- ② After the payment process is completed, a " Receipt Number" is displayed. Enter this number into the "Credit Card Payment Reference Number" section on the Entry form (Form 1).

*If you are paying the examination fee by credit card, it will be paid in Japanese yen automatically.

(2) Bank Wire Transfer

- ① Before applying on the website, transfer the ¥30,000 examination fee and the ¥2,500 exchange rate handling charge into the bank account noted below (Section 8-1(2) ④) from the nearest bank that handles international bank wire transfers. The account is an exclusive account to receive overseas transfers. In the case where a remittance bank or intermediary bank commission fee is required separately, pay the total sum at the remittance bank.

Note: When transferring from the remittance bank to the university's designated bank, the remittance may not be handled directly and may be handled via another bank (intermediary bank). In that case, it may reach the designated account of our university after the bank fee of the intermediary bank is deducted. Therefore, please make sure to inform the remittance bank that "the payer (you) will pay all transfer charges" so that the final amount does not fall short.

<Amounts to be paid by applicants paying through foreign remittance>

Examination fee	30,000 yen
Handling charges of the university's designated bank	2,500 yen
<u>Commission fees for bank and intermediary bank to remit</u>	<u>Depends on the bank</u>
	Total amount

- ② If applicants are paying the examination fee in foreign currencies such as U.S Dollars or Euro (not Japanese yen), please contact the Admission Center at the University of Tsukuba (g30.nyusi@un.tsukuba.ac.jp) in advance. In this case, you have to pay extra fees for foreign currency exchange. Even if you overpay, we cannot refund the difference. Please try to pay the examination fee in Japanese yen.
- ③ Be sure to receive a receipt for the transfer, attach it to Form 2, and submit it with the application forms.
- ④ After the payment process is completed, please enter the payment date into the section "International Bank Transfer Date" on the Entry Form (Form1).

[Exclusive Bank Account to Receive Overseas Transfers]

Bank Name: The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch Name: HEAD OFFICE
Type of Account: Ordinary account
Account Number: 7862425
Account Name: University of Tsukuba GAKUNOUKINGUCHI
Transmission Currency: Yen
SWIFT Code :BOTKJPJT
Bank Address: 2-7-1 Marunouchi, Chiyoda-ku, Tokyo
Purpose of Remittance: UG APPLICATION FEE
Message column: UG APPLICATION FEE FOR [APPLICANT NAME]

*It is also acceptable if someone else pays the examination fee by credit card or bank wire transfer on your behalf. In this case, please make sure that your name (as applicant) is written in the message column.

8-2. Recommendation Conditions and Reference Letter

We require a reference letter from your school principal or similar official who can describe your academic background. This reference letter should be sealed and then submitted as part of your application package.

If your school principal is unable to write the reference letter on your behalf, please ask someone such as your counselor or home-room teacher (someone who knows you well and who has been involved in your educational activities).

8-3. Financial Plan

Please describe in detail your financial plan for study and living expenses after your enrollment. For example, how you (or someone other than yourself) will pay the tuition fees and living expenses during your studies. Please see the “Finance” section of the English Programs website (<http://www.global.tsukuba.ac.jp>) for reference. Please note that when you will apply for a “Student” visa and 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 balance, certificate of employment, and certificate of income.

8-4. Qualification Certificate

A person whose application qualification falls under Section 4(3) should submit official documents showing enrollment for at least two years and completion of at least 62 credits. Persons who expect to complete the required number of credits should submit an official document certifying the expected completion of said credits. If the transcript for Section 8-5 below shows the number of credits or the number of course hours for each course, the transcript can be accepted as proof of qualification.

8-5. Transcripts and Syllabi

- (1) Please submit a transcript from the last graduated school. If you are currently waiting for their latest marks, you should submit a transcript up until the last completed year. Please note that the format is not designated. Only original transcripts will be accepted.
- (2) Please also submit Syllabi, a course catalogue describing the curricula, graduation requirements etc. We require the explanation of each subject listed in your transcript. Copies of booklets or printed papers from online are also accepted.

8-6. How to Submit TOEFL, TOEIC or IELTS Test Results

(1) TOEFL Score Report

Please either send a copy of the TOEFL test results certificate together with the required application documents or request that ETS (the organization that administers the TOEFL) send the test results directly to the University of Tsukuba. The results must be received at the University of Tsukuba by February 12, 2016 to be valid. The institution code for the University of Tsukuba is "0439."

(2) TOEIC Score

Please submit a copy of your TOEIC results with the required application documents.

(3) IELTS Score

If you intend to submit these test results, please take the Academic Training version of the IELTS, Listening, Academic Reading, and Academic Writing. Only the original test score from IELTS will be accepted. Please arrange for the administering institution in your country to send the test results (original hard copy and not electronic version) so that they arrive at the University of Tsukuba by February 12, 2016 from the institution.

8-7. How to Submit Test Scores and Copies of Official Materials of Standardized Examination Schemes

If you are applying from a country that has standardized examinations (such as the SAT in the U. S.) and if you have taken such examinations, please submit your test score/grade and a copy of official materials explaining the standardized examination scheme. We will accept these test scores as documents supporting your academic performance.

If you cannot submit the test results of the standardized examination, please make sure that you write a note explaining the reason and send to us (A4 paper, the format is not designated).

If you have any questions, please contact the address below:

Contact Desk: Global 30 Support Room, Department of Life and Environmental Sciences, University of Tsukuba

E-mail Address: g30-support@un.tsukuba.ac.jp

*Please note that the institutional SAT code of the University of Tsukuba is "7264."

9. Application Submission

(1) Application Period and Procedures

- ① The application period is from November 16, 2015 to February 12, 2016 (Japan time).

- ② Send all documents mentioned in Section 7 (Documents Required for Application) by international post or international courier service. The documents must be received by the due date. (Please contact the post office or courier service with the tracking number to check whether the documents have been received. We cannot answer inquiries regarding receipt of application documents.)

We will notify you of your “examinee number” by email on February 17, 2016 (Japan time) when we have received your application documents. If you don’t receive an email, please contact the following desk:

Contact Desk :Admission Center, University of Tsukuba

E-mail Address : g30.nyusi@un.tsukuba.ac.jp

*Please refrain from making inquiries by phone.

(2) Mailing address for required documents

Admission Center, University of Tsukuba

Tennodai 1-1-1, Tsukuba, Ibaraki

Japan 305-8577

(3) Important points

- ① When sending your documents, please consider the amount of time that will be necessary for your documents to reach the University of Tsukuba in Japan and plan ahead accordingly.
- ② Incomplete documents or incorrect entries will void your application. Please make sure that you have included all required documents prior to sending your application package. Please use the “Check list for Application Documents” (Form 7).
- ③ We are unable to accept photocopies of application documents sent by email.
- ④ We will accept reference letters, qualification certificates, and transcripts sent directly from your school.
- ⑤ Application documents will not be returned.
- ⑥ For persons requiring special consideration for study due to disabilities or other issues, please consult us before applying.

Contact Desk :Admission Center, University of Tsukuba

E-mail Address : g30.nyusi@un.tsukuba.ac.jp

*Please refrain from making inquiries by phone.

- ⑦ If any factual discrepancies are found in the information in the application or application documents after admission to the University, admission may be revoked.

10. Selection Method

Consideration of all submitted documents and interview results will determine the final successful applicants. The interview will be used for an overall evaluation of the applicant's English abilities, basic academic knowledge in the field of specialization, and eagerness/motivation to enter the program of life and environmental science.

Information about the dates, times, and interview method will be sent to applicants by email.

11. Announcement of Successful Applicants

Examinee numbers of successful applicants will be announced on the University of Tsukuba English Programs website (<http://www.global.tsukuba.ac.jp>) on March 23, 2016 (Japan time). Notification of the results will also be sent by postal mail to all applicants on the same day. Successful applicants will be sent other documents necessary for enrollment procedures.

12. Enrollment Procedures

(1) Period for Enrollment Procedures

- ① The period for the procedures is from April 8, 2016 to April 20, 2016 (Japan time).
- ② Send all necessary documents by international mail or international courier service. All documents must arrive at the university within the above time period.

(2) Documents Required for Enrollment Procedures

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

(3) Admission Payment and First-year Scholarship

- ① The standard admission fee is ¥282,000, but this fee is waived for all applicants who have passed this entrance examination.
- ② The tuition fee for the first term (April to September: ¥267,900) together with the tuition fee for the second term (October to March: ¥267,900) amount to a total annual tuition fee of ¥535,800. However, successful applicants entering our program are exempted from paying tuition fees during their first academic year (between September 2016 and March 2017).
- 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 April 2017.
- ⑤ 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 tuition for financial reasons or for students who have other unavoidable circumstances.

13. Disclosure of Information about Entrance Examinations

The University of Tsukuba discloses information about entrance examinations for the 2016 Undergraduate English Programs to applicants upon their request from September 1, 2016 to October 31, 2016. For detailed information, please contact the following desk:

Contact Desk: Admission Center, University of Tsukuba

E-mail Address: g30.nyusi@un.tsukuba.ac.jp

*Please refrain from making inquiries by phone.

14. Handling of Personal Information

- (1) Personal information obtained by the University of Tsukuba from the application documents and other personal information will only be used for selecting applicants for admission.
- (2) Personal information of the person completing the enrollment procedure will be used only for sending information concerning university events.

University of Tsukuba English Programs Website

<http://www.global.tsukuba.ac.jp>

List of Contact E-mail Addresses

Program and Curriculum Inquiries	: g30-support@un.tsukuba.ac.jp
Application Documents and Receipt	: g30.nyusi@un.tsukuba.ac.jp
Scholarships	: isc-shien@un.tsukuba.ac.jp

2016 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. Please note that students cannot apply for the scholarship only.

[University of Tsukuba Student Support Scholarship “Tsukuba Scholarship”]

The details of the scholarship are as follows. Students with outstanding academic results will be selected from among persons who have passed the entrance examination of each program or current students and provided the following scholarship.

Scholarship Amount

Travel expense of ¥100,000 (one-time only for initial travel to Japan from abroad) and living allowance of ¥60,000 per month (From September 2016 to March 2017)

Selection Process of Scholarship Students

Year of Admission : Selection through scores on the entrance examination, etc.

From the following year : Selection through the grades of the previous year’s grade during enrollment, etc.

Number of Tsukuba Scholarship Students in 2014

(Interdisciplinary program of Life and Environmental Sciences)

First-year Students: 8

Second-year Students: 8

Third-year Students: 6

Fourth-year Students: 6

How to Apply for the Tsukuba Scholarship

The university will send a Tsukuba Scholarship application guide and application form by email to all students whose entrance exam application documents have been formerly accepted. Please use this application if you plan to apply for the scholarship. The deadline for applications is indicated on the application guide.

Inquiries about Scholarships

E-mail Address: isc-shien@un.tsukuba.ac.jp