Graduate School of Life and Environmental Sciences, University of Tsukuba  
Guidelines for Application to Global 30 English Course  
“Arid Land Resources Science Course”  
Doctoral Programs in  
a) Appropriate Technology and Sciences for Sustainable Development  
b) Biosphere Resource Science and Technology  
- Admission for October 2017-

1. Objectives of Education and Admission Policy

| Objectives of Education | The objectives of this Doctoral Course (3 years) are to provide education and to train international students, enabling them to deal with global warming and environment degradation, alongside with reduction on biological resources and extinction of living species. This course provides comprehensive education based on multidisciplinary fields of study, encompassing common subjects and specialized subjects covering research on various areas such as biological, environmental and rural development, besides providing field study trips for direct training on arid land bioresources. |
| Admissions Policy | *Arid Land Resources Science Course for Doctoral Program* has been established at the University of Tsukuba as a special Course for Global 30, aiming to nurture and to train potential human resources, enabling them to deal with actual problems of underutilized arid land bioresources, besides training them to work at an international basis, with basic understanding of world food and agriculture. For this purpose, the prospective candidates should be able to identify global issues related to environment degradation, energy and food safety. Successful candidates must have the willingness to work on a multidisciplinary environment. Through the education, based on common and specialized subjects, graduates from this course should be able to deal concretely with the effective utilization of arid land resources for sustainable development. Focus is given on the utilization of arid land bioresources, biological, environmental and rural development, tools of development economics and various research fields offered by the program. This course was established conjointly with the Division of Appropriate Technology and Science for Sustainable Development, and the Division of Biosphere Resource Science and Technology, belonging to the Graduate School of Life and Environmental Sciences, alongside with the Alliance for Research on North Africa at the University of Tsukuba, Japan. The classes are taught in English. |
2. Entrance Examination Schedule
The entrance examination schedule is as follows.

(1) Announcement of guidelines for 2017 applications: March 2017

(2) Application Period: April 10, 2017 to May 2, 2017
   - Submission of PDF data by Email: April 10, 2017 to April 19, 2017
   - Submission of original documents by post-mail: April 17, 2017 to May 2, 2017

(3) Individual Interviews (Oral Examination): May 16, 2017 to May 17, 2017

(4) Announcement of Final Decision on Application: June 1, 2017

(5) Enrollment procedures: End of June 2017 to beginning of September, 2017

(6) Enrollment Date: October 1, 2017.


3. Number of Students Acceptance per Year
Limited

4. Qualifications of Applicants
Individuals falling under any one of the categories below may apply for this program.

   (1) Persons who graduated or are expected to graduate from a Master Course by September 30, 2017.

   (2) Persons who have earned or expect to earn a master’s degree by September 30, 2017.

   (3) Persons who have been recognized eligible during the screening process conducted by the Graduate School of Life and Environmental Sciences at the University of Tsukuba. In the screening process, the demonstration of academic abilities of those should be superior among university graduates and have reached 24 years old or are going to reach 24 years old by September 30, 2017.

5. Documents Required for Application
The following documents are necessary for application. Please use the application forms that can be downloaded from the following URL:
http://www.global.tsukuba.ac.jp/doctoral/doctoral-program-arid-lands-resource-science

Applicants are advised to confirm the eligibility to apply to this program. Applicants are requested first to complete the documents listed below and send as PDF files via email. We will confirm your eligibility by sending you an email. Once you get the confirmation, please pay an examination fee using a credit card. No exemptions for any reasons are made for the examination fee payment. Delayed payments will not be accepted. Please be aware that the examination fee is non-refundable.
<table>
<thead>
<tr>
<th>Necessary Documents</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form for Admission</td>
<td>This is to confirm the intent of the applicant. Use the <strong>Form 1</strong> and attach a passport size photo (frontal view of the face and upper half of your body, (4cm × 5cm) taken within 6 months.</td>
</tr>
<tr>
<td>Research Plan</td>
<td>Please use the <strong>Form 2</strong>.</td>
</tr>
<tr>
<td>Recommendation Letter</td>
<td>A confidential recommendation letter from the Dean of your faculty/Provost/Chairperson of Program/Academic Advisor is required. No specific format is designated Please use A4/Letter size paper. For details, see section 6-2.</td>
</tr>
<tr>
<td>Supervisor’s Agreement</td>
<td>Applicants are required to confirm with their prospective supervisor for their research supervision. In this regard, an Agreement Letter is required along with application documents. Applicant's prospective supervisor is requested to provide a letter in A4/Letter size paper that mention, he/she is agreed to accept the applicant as a graduate student. For details, see section 6-2.</td>
</tr>
<tr>
<td>(Expected) Graduation Certificate*</td>
<td>Submit a graduation certificate (or an attested document certifying that you will graduate) issued by any university or other learning institution that meets the application requirements for the doctoral programs of this Graduate School.</td>
</tr>
<tr>
<td>Degree Certificate*</td>
<td>If you graduated from a foreign graduate school, submit a degree certificate for your master’s degree. (All documents must be written in English or in Japanese.)</td>
</tr>
<tr>
<td>Transcript*</td>
<td>Original transcript of records from the university, including bachelor’s degree and master’s degree. If you are still attending a Graduate School, submit the available transcript of records at the timing of application.</td>
</tr>
<tr>
<td>Research Achievements</td>
<td>Please make a list of your publications (A4 format).</td>
</tr>
</tbody>
</table>
| TOEFL/TOEIC/IELTS test results. Document that certifies the applicant’s proficiency in | 1) Submission of the TOEFL (Examinee Score Report), TOEIC (Official Score Certificate), or IELTS (Test Results Form) test results certificate that comes with Photo ID of the applicants.  
2) Countries that have different standards of English proficiency test must have to satisfy equivalent scales of TOEFL, TOEIC or IELTS. Please submit |
<table>
<thead>
<tr>
<th></th>
<th>English column</th>
<th>The original test results certificate mentioned above. (In principle, an applicant whose native language is English or students who are expected to finish the Master’s course at the University of Tsukuba by March 2017 and continue studying in this university is not required to take the examination.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Certificate of Payment of Examination Fee</td>
<td>All</td>
</tr>
<tr>
<td>11</td>
<td>Certificate of Sponsorship</td>
<td>Public Fund Applicant</td>
</tr>
<tr>
<td>12</td>
<td>Checklist</td>
<td>All</td>
</tr>
</tbody>
</table>

Notes:
*In case that your current name is different from that on the documents you submit (for example, because of marriage), please attach the proof (e.g., copy of marriage license).

- **Form 1** and **Form 2** (mentioned above) must be written in English. If the documents or qualification certificates issued by your school are in a language other than English or Japanese, translate and type the entire text into English (no specific format is designated; please use A4/Letter size paper).

- **Forms 1, 2** and **3** as well as the checklist can be found at the end of this “Guidelines for Application”.

6-1. **Payment of Examination Fee**
Applicants are requested to pay the examination fee by the due date and submit the payment receipt along with the original of the application documents. Only a credit card payment outlined below is accepted.
[Credit card payment]
- Access the following website to make the payment:
  https://e-shiharai.net/english/?schoolcode=OPU510085000000
- Credit card payment URL could be accessed during April 10, 2017 to May 2, 2017

- Once the payment is completed successfully, a receipt will be displayed. It shows transactions details and receipt number. Please print out and attach it to the **Form 3**.

6-2. **Recommendation Letter and Prospective Advisor’s Agreement Letter**
1. A confidential recommendation letter from the Dean/research supervisor is required for application. The recommendation letter should be addressed to the President, University of Tsukuba and must be issued from the University/Institution where you have graduated or are expected to graduate. The letter should be sealed by the Dean/research supervisor for confidentiality.

2. Applicants are also requested to send prospective academic advisor’s agreement letter along with the application documents. The letter should note that the academic advisor have agreed to supervise the applicant’s research if he/she successfully passes the entrance examination. There is no specific format. Please use A4/Letter size paper for both of the letters.

7. Submission of Application Documents
   (A) Period of accepting application documents and sending methods
      (1) The deadline for accepting application documents by Email (PDF):
          April 19, 2017 (JST)
      (2) How to send
          ☑ Please fill out the Form 1, 2 and convert them into Portable Document Format (PDF) along with all the other application documents described in section 5, except the Recommendation letter.
          Please send the PDFs by email to: Arid Land Resources Science Course for Doctoral Program <g30-daigakuin@un.tsukuba.ac.jp>
          ☑ We will send you a confirmation E-mail after checking your documents.
          ☑ After receiving the email, please pay the examination fee and send all the original documents by post mail.
      (3) The period for accepting the original documents by post mail:
          April 17, 2017 to May 2, 2017 (JST)
      (4) Please send all the original documents “Documents Required for Application” by international mail or internal courier service to the address described below in (B). Please let the program office know after you finish posting the originals by E-mail.
      (5) The original of “Documents Required for Application” should reach at the University of Tsukuba during the period mentioned above. Please consider the transit time for postal/courier services.
      (6) Once the original documents are received by the University of Tsukuba, an E-mail notification will be sent to the applicants.

   (B) Address and Department for sending the application documents
      (1) Please send all the documents by post mail or internal courier service to the following address:

         Arid Land Resources Science Course for Doctoral Program Support Desk
         Graduate Program Office for Agricultural Sciences (F306),
         University of Tsukuba
         1-1-1 Tennodai, Tsukuba,
         Ibaraki305-8572, Japan
         Tel: +81-29-853-8497

   (C) Notes when sending your application documents
      (1) If any documents are missing or are not filled correctly, your application will not be accepted. Please check thoroughly and carefully before sending the documents by PDF and by post mail.
Please note that the original application documents must be received during the period of accepting documents in JST time.

(2) Application documents will not be returned.

(3) For persons who require special considerations for study due to disabilities or other issues, please consult us via E-mail to the address below before applying.
   E-mail address: <g30-daigakuin@un.tsukuba.ac.jp>

(4) If any factual discrepancies are found in the application or application documents after admission to the University, admission may be revoked.

8. Selection Method
   The applicants will be requested to have an interview either in person or teleconferences/Skype. In the individual interview, a comprehensive evaluation will be made on English ability, basic scholastic knowledge, research achievements and plan, and motivation for the “Arid Land Resources Science Course for Doctoral Program”.

9. Announcement of Successful Applicants
   The notification of the final result will be sent by E-mail and postal mail to all applicants. The announcement of the acceptance is June 1, 2017. The “Documents Required for Enrollment Procedures” at the University of Tsukuba will be post-mailed to successful applicants.

10. Enrollment Procedures, etc.
    (A) Time Period
        (1) Deadline for enrollment procedures is scheduled in the beginning of September, 2017.
           (Details will be informed to successful applicants)
        (2) You will be requested to submit all the enrollment documents by deadline.
    (B) Fees
        (1) Enrollment fee: 282,000 JPY
        (2) Tuition:
           - Spring semester: 267,900 JPY
           - Fall semester: 267,900 JPY  (Total JPY 535,800 for one year)
           (Note) Students will be requested to submit the Automatic Account Transfer Form at the time of enrollment. Details can be found in the enrollment documents.
        (3) If the tuition may be revised at the time of enrollment or when you are in the school, the new fee will be applied from the time of revision.
        (4) The University offers, upon selection, a waiver of all or part of tuition for those students who are deemed to be in difficult circumstances to pay tuition due to financial or other unavoidable reasons.
    (C) Enrollment Fees
       Japanese government scholarship for foreign students (MEXT) and students graduating from a Master’s Program of the University by September 2017 are not required to pay admission fees (As per rules of the University of Tsukuba).

11. Disclosure of Information about Entrance Examination
   The University of Tsukuba discloses information about entrance examinations for the Graduate School of Life and Environmental Sciences English Course “Arid Land Resources Science Course for Doctoral Program”.
   E-mail address: <g30-daigakuin@un.tsukuba.ac.jp>
12. **Confidentiality of Personal Information**
   Personal information obtained by the University of Tsukuba through the application procedure will be used only for the admissions.

13. **Questions and Contact**
   If you have any questions about the admissions, please contact the address below:
   E-mail address: <g30-daigakuin@un.tsukuba.ac.jp>