

APPLICATION GUIDELINES for
Master's Program in Agro-Bioresources Science and Technology
“Professional Training Program in International Agricultural Research”

Call for Applications: 2018 October Entrance

1. Objectives of Program and Admission Policy

Objectives of Education	<p>The Professional Training Program in International Agricultural Research is a multidisciplinary master's program focusing on agricultural topics dealing with Agro-Biological Science, Bioresource Environment Engineering, Applied Biochemistry, Agricultural Economics and Sociology, and Biosystems. The aim of this program is to develop leadership skills in agricultural experts capable of introducing innovative utilization of agricultural bioresources for sustainability.</p>
Admission Policy	<p>(1) Qualifications The University of Tsukuba seeks students who are interested in topics related to food, environment, and biological resource utilization, and who aim to solve current problems in these fields, with highly specialized knowledge as well as broad-based perspectives. This program emphasizes the sustainable use of agro-biological resources, and aims to develop individuals who are able to apply analytical skills from a variety of perspectives.</p> <p>(2) Student Selection Policy The University will comprehensively evaluate all applicants based on their submitted documents and on individual interviews to ascertain whether they have the necessary academic ability and proficiency in English to acquire advanced knowledge and understanding of problems in the fields of food, environment and biological resource utilization currently present in the world.</p>

2. Entrance Examination Schedule

The entrance examination schedule is as follows:

- (1) Announcement of guidelines for 2018 applications: December 1, 2017
- (2) Application Period: January 5, 2018 to January 30, 2018
- (3) Submission of Required Documents by Email: January 5, 2018 to January 16, 2018 (PDF)
- (4) Submission of Required Documents by Post: January 22, 2018 to January 30, 2018 (Originals)
- (5) Individual Interviews: February 19, 2018 to February 23, 2018
- (6) Announcement of Final Decision on Application: March 26, 2018
- (7) Enrollment Procedures: End of June, 2018 to beginning of September, 2018
(A separate notification will be sent)
- (8) Enrollment Date: October 1, 2018
- (9) Entrance Ceremony: End of September, 2018 (A separate notification will be sent)

3. Number of Students Accepted per Year

Limited

4. Qualifications of Applicants

Individuals falling under either of the categories below may apply for this program:

- (1) Individuals who have graduated or who will graduate from a Japanese four-year university by September 30, 2018.

- (2) Individuals who have graduated from a university outside Japan that implements 16 or more years of school curriculum up to university graduation, and earned a bachelor's degree by September 30, 2018.
- (3) Individuals who have been recognized by the University of Tsukuba Graduate School through the eligibility screening to have academic ability equivalent or superior to that of a bachelor's degree.

(If you have any questions about your eligibility, send us an e-mail to :

g30-daigakuin@un.tsukuba.ac.jp)

5. Documents Required for Application

The following documents are necessary for application. Please use the application forms that can be downloaded from the

<http://www.global.tsukuba.ac.jp/masters/professional-training-program-international-agricultural-research> website.

Necessary Documents		Prepared by	Remarks
1	Application Form	All	Complete Form 1 and attach a passport size photo (frontal view of the face and upper half of your body (4 cm x 5 cm) taken within 6 months. See Section 9 .
2	Study Plan	All	Use Form 2 .
3	Recommendation Letter	Reference person	Sealed confidential recommendation letter from the reference person. Use Form 3 . For details, see Section 6 .
4	Supervisor's Agreement	Prospective academic advisor at University of Tsukuba	"Supervisor's Agreement" from prospective academic advisor at University of Tsukuba. Use Form 4 . For details, see Section 7 .
5	(Expected) Graduation Certificate*	All	Certificate of Bachelor's Graduation. or Letter from the academic office of your university describing the expected date for completion of the Bachelor's degree program.
6	Degree Certificate*	Applicants Graduated from abroad	If you have graduated from a foreign university, submit a degree certificate for your bachelor's degree.
7	Transcript*	All	See Section 8 .
8	Passport	For those who already have a passport	If you already possess a passport, please submit a copy of your passport with your name. The passport will be solely used to confirm the name of applicant.
9	Certificate of Sponsorship	Funded Applicant	Please submit a "Certificate of Sponsorship" from a public funding agency (If any).
10	Certificate of Payment of Examination Fee	All	Use Form 5 . See Section 9(B) . [Exceptions] MEXT financed international students
11	English proficiency	All Non-native English speakers	Results of Official English Test TOEFL, TOEIC or IELTS etc. See Section 10 .
12	Checklist	All	Attach checklist (Form 6) at the top of the application documents.

Notes:

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

i) **All application documents must be written in English or Japanese.** 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 in English (no specific format is designated; please use A4/Letter size paper).

ii) Forms 1, 2, 3, 4, 5 and 6 can be found at the end of this “Guidelines for Application”.

6. Recommendation Letter

A sealed confidential recommendation letter needs to be prepared by the **Dean of the University, Research Supervisor or Head of the Institute** of the applicant. Use **Form 3**.

7. Supervisor’s Agreement from Prospective Advisor at University of Tsukuba

A letter of agreement (Form 4) should be prepared and submitted to Graduate Program Office for Agricultural Sciences (F306) by the prospective academic advisor at University of Tsukuba, confirming they agree to serve as an academic advisor if the applicant is successfully accepted by the Graduate School of the University of Tsukuba.

8. Transcript

Please submit an original academic transcript (not a copy). If the applicant is still in an undergraduate program, please submit a transcript that contains the results of the past study period at the undergraduate school. No specific format is designated.

9. Submission of Application Forms

(A) Preliminary E-mail submission of the application forms.

(1) Required documents

a) Form 1, 2, 4, and 6, Graduation Certificate, Degree Certificate, transcript, English score as well as other available documents.

b) Format : PDF

c) Submission Period : January 5, 2018 to January 16, 2018 (Japan Standard Time).

d) E-mail Address : g30-daigakuin@un.tsukuba.ac.jp

(2) Eligibility of the applicants will be checked by the administration office.

(3) Eligible applicants will receive an E-mail message instructing them to pay the examination fee and submit the hard copy of the application forms.

(B) Credit card payment of the Examination Fee.

[ATTENTION]

Payment should be made only after eligibility of application has been confirmed as described in Section 9(A).

Payment period: January 5 to January 30, 2018

URL for payment: <https://e-shiharai.net/english/>

Amount: 30,000 Japanese yen

Receipt: Please print the receipt page and attach to **Form 5**.

Please be aware that the examination fee is non- refundable.

(C) Final Submission of the Original printouts of Application Form.

(1) **Required documents**

All original documents

(2) **Submission period**

January 22, 2018 to January 30, 2018 (Japan Standard Time).

(3) **Mailing address**

Graduate Program Office for Agricultural Sciences (F306),

University of Tsukuba

1-1-1 Tennodai, Tsukuba,

Ibaraki 305-8572, Japan

Tel: +81-29-853-7228

(D) Remarks.

- (1) If any document is missing or is not completed correctly, your application will not be accepted. Please check thoroughly and carefully before sending the documents. Please note that the original application documents must be received during the period for accepting documents in Japanese Standard 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 by sending e-mail to the address below before applying.
E-mail address: "Professional Training Program in International Agricultural Research."
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.

10. English proficiency

- (1) Non-native English speakers must submit TOEFL, TOEIC or IELTS test results.
Please send one of the following test results with the Photo ID of the applicant;
 - i) Examinee Score Report (TOEFL),
 - ii) Official Score Certificate (TOEIC) or
 - iii) Test Results Form (IELTS)
- (2) Countries with different standard English proficiency tests
English proficiency test must satisfy equivalent scales of TOEFL, TOEIC or IELTS.
Please send original copies of any certificates other than TOEFL, TOEIC or IELTS that demonstrate the English proficiency of the applicant.
- (3) In principle, an applicant whose native language is English is not required to take an examination.

[ATTENTION]

Original test scores taken after January 2016 are valid.

11. Selection Method

Admission of an applicant will be decided based on individual interviews either in person or by teleconferences or Skype Communications. During the individual interviews, a comprehensive evaluation will be made of the applicant's basic knowledge, research interests, English ability, and motivation for seeking admission to the course.

12. Announcement of Successful Applicants

Final acceptance will be announced on March 26, 2018.

Notification of the final results will be sent by e-mail and post to all applicants. "Documents Required for Enrollment Procedures" to the University of Tsukuba will be mailed to successful applicants by the end of June 2018.

13. Enrollment Procedures

(A) Time period

- (1) The time period for enrollment procedures is the end of June 2018 to the beginning of September 2018.
- (2) Following receipt of the "Documents Required for Enrollment Procedures," submit all documents required for admission using an international courier service by the above deadline.

(B) Payment required by students (except MEXT Scholarship students)

- (1) The normal admission fee is ¥282,000.

- (2) The tuition fee is ¥267,900 for the 1st semester and ¥267,900 for the 2nd semester (¥535,800/year).
- (3) If these fees are revised at the time of admission or during enrollment, the new amount will be required from the date of revision.
- (4) The University offers, upon selection, a waiver of all or part of the tuition fee for students who are deemed to find it difficult to pay tuition due to financial reasons and for students who have other unavoidable circumstances.

14. Confidentiality of Personal Information

Personal information obtained by the University of Tsukuba from the application documents and other personal information will be used only for selecting applicants for admission and who applied for a tuition waiver will be used as a part of the materials for selection.

15. Disclosure of Information about Entrance Examination

The University of Tsukuba discloses information about entrance examinations for the “Professional Training Program in International Agricultural Research” of the Graduate School of Life and Environmental Sciences. Please contact the following address for detail information.

“Professional Training Program in International Agricultural Research.”

E-mail address: g30-daigakuin@un.tsukuba.ac.jp

16. Questions and Contact

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

E-mail address: g30-daigakuin@un.tsukuba.ac.jp