Short-Term Exchange Programs
at the University of Tsukuba, 2017-2018
Application Guide

Contents

Student Status and Tuition Fees .............................................. 1
JASSO Scholarship ................................................................. 3
How to Apply ........................................................................ 5
Various Arrangements ............................................................. 8
Inquiries ................................................................................... 10

Appendix
Sample of Application for Certificate of Eligibility (English version) ...................................................... 11
Sample of Application for Certificate of Eligibility (Japanese version) .................................................... 14
Student Status and Tuition Fees

There are two types of statuses for students coming from our overseas partner universities: exchange student (or tokubetsu chokogakusei) and exchange research student (or tokubetsu kenkyugakusei). Since the difference between the two is significant, please carefully read the descriptions below.

Exchange students (or tokubetsu chokogakusei)

Exchange students (or tokubetsu chokogakusei) are undergraduate students or graduate students from other universities who wish to attend courses at the University of Tsukuba. Their admission is granted upon mutual consultation between the two universities. Exchange students can earn credits if they pass the required examinations, and credit transfer is also available depending on the system at their home universities. Exchange students should confirm the credit transfer arrangements with the International Office at their home universities before applying for the exchange programs at the University of Tsukuba. Exchange students are required to register for more than 8 periods per week.

* Graduate-level exchange students cannot earn credits from the Japanese Language Courses offered by the Center for Education of Global Communication (CEGLOC). Therefore, it is highly recommend to check the website of each graduate school on the courses you can take before applying for our exchange program.

Exchange research students (or tokubetsu kenkyugakusei)

Exchange research students (or tokubetsu kenkyugakusei) are graduate students from other universities who wish to conduct research under the guidance of an academic advisor (Academic Supervisor) at the University of Tsukuba. Their admission is granted upon mutual consultation between the two universities. Exchange research students will focus on their research rather than attending courses, and therefore they cannot earn credits. (It is possible, however, for them to audit some courses with the prior approval from course lecturers.)

Tuition fees and tuition waiver

Applicants from our partner universities

Students who are admitted under either status from institutions with which the University of Tsukuba has a reciprocal tuition waiver agreement may be granted a tuition waiver. Please be aware, however, that the existence of an exchange agreement does not necessarily mean that you will be automatically granted a tuition waiver. (The number of students eligible for tuition fee waiver is fixed according to each student exchange agreement. In cases where the number of applicants exceeds the fixed number of tuition waiver places, the tuition fees will not be waived, even if the University of Tsukuba has a reciprocal tuition waiver agreement with the home university. For more information, please consult with the International Office at your home university.)

Applicants from our non-partner universities

Both types of students must pay tuition fees to the University of Tsukuba. The amount of tuition for exchange students is calculated on a per-credit basis and is currently set at 14,800 yen per credit. The tuition fees for exchange research students are calculated on a per-month basis and are currently set at 29,700 yen per month.
Exchange students must pay their tuition fees at the beginning of each semester. Exchange research students must pay the tuition fees for their entire exchange period at the beginning of their first semester.

Summary: The following table compares the two student status types, the exchange student status and the exchange research student status.

<table>
<thead>
<tr>
<th></th>
<th>Exchange students <em>(tokubetsu chokogakusei)</em></th>
<th>Exchange research students <em>(tokubetsu kenkyugakusei)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of study abroad</td>
<td>To attend classes and earn credits</td>
<td>To conduct research under the guidance of Tsukuba's faculty</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate or graduate</td>
<td>Graduate only</td>
</tr>
<tr>
<td>Admission</td>
<td>By mutual consultation between the University of Tsukuba and the student’s home university</td>
<td></td>
</tr>
<tr>
<td>Earn credits</td>
<td>Possible to earn credits for courses taken at the University of Tsukuba</td>
<td>Not possible to earn credits, but may audit courses with approval</td>
</tr>
<tr>
<td>Transfer credits</td>
<td>Possible (confirm with your university)</td>
<td>Not possible</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>14,800 yen per credit</td>
<td>29,700 yen per month</td>
</tr>
<tr>
<td>Fee payment</td>
<td>Beginning of each semester</td>
<td>Beginning of the first semester after enrollment</td>
</tr>
<tr>
<td>Tuition waiver</td>
<td>Possible</td>
<td>Possible</td>
</tr>
<tr>
<td>Start dates</td>
<td>Exchange students are recommended to start their studies at the beginning of each semester.</td>
<td>Exchange research students can start their research in the middle of the semester, if they need to. However, please be aware that tuition fees and rent for residence halls cannot be paid on the daily basis, but must be paid for the entire month in which the students enroll.</td>
</tr>
</tbody>
</table>
JASSO Scholarship

JASSO program description

The Japan Student Services Organization (JASSO), an organization affiliated with the Japanese Ministry of Education, offers scholarships to international students through the “JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan).”

The aim of this program is to promote student exchange between Japanese universities and those overseas, to jointly enhance the quality of educational and scholastic activities, and to further mutual understanding and foster friendship between nations.

The JASSO scholarships will be provided to qualified students at the undergraduate and graduate levels who are currently enrolled at universities abroad and will also be admitted to Japanese universities as exchange students.


How I calculate my GPA on the JASSO scale?

JASSO uses its own grading scheme to evaluate applicants’ academic performance. Its grade point average (GPA) is based on the grades at applicants’ home universities. Since different universities may use different grading scales, JASSO has prepared the following table of examples to demonstrate the way for converting applicants’ grades to JASSO’s scale. As you can see, JASSO’s GPA is based on a three-point scale, and your GPA in the JASSO scheme is to be rounded to two decimal places. Your grades during the previous year must be included in this calculation.

<table>
<thead>
<tr>
<th>Examples of grading scales used by universities</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example 1: 4-point scale</td>
<td>Excellent</td>
</tr>
<tr>
<td>Example 2: 4-point scale</td>
<td>A</td>
</tr>
<tr>
<td>Example 3: 4-point scale</td>
<td>100-80</td>
</tr>
<tr>
<td>Example 4: 5-point scale</td>
<td>100-90</td>
</tr>
<tr>
<td>Example 5: 5-point scale</td>
<td>S</td>
</tr>
<tr>
<td>Example 6: 5-point scale</td>
<td>A</td>
</tr>
</tbody>
</table>

Grade Points on JASSO scale

| 3 | 3 | 2 | 1 | 0 |
Converting formula:

\[
\frac{(\text{Total \# of Credits} \times 3) + (\text{Total \# of Credits} \times 2) + (\text{Total \# of Credits} \times 1) + (\text{Total \# of Credits} \times 0)}{12} = \text{Total \# of Credits for All Registered Courses}
\]

Example: If your institution uses a typical North American grading system (A, B, C, D, and F) or a system comparable to it, you may use the 5-level scale #2.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Grade</th>
<th>Credit</th>
<th>JASSO Grade Point (above)</th>
<th>Total Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Japanese I</td>
<td>A</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Japanese II</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Intro to Japanese History</td>
<td>B</td>
<td>3</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Intro to Business</td>
<td>D</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

12 credits in total 30 points in total

\[
\frac{(9 \times 3) + (0 \times 2) + (3 \times 1) + (0 \times 0)}{12} = \frac{30}{12} = 2.5
\]

Result of JASSO Scholarship

Please see the “Exchange Student Status Information” which will be sent to you along with the “Letter of Acceptance” and other documents.

Payment of the JASSO scholarship

The payment schedule of JASSO scholarship will be given at the arrival orientation. Please ensure that you bring enough money to live in Japan for approximately two months with you.
How to Apply

Application procedures

1. Confirm that your home university has a student exchange agreement with the University of Tsukuba.

2. Apply for the exchange program at the University of Tsukuba with the International Office or through the Exchange Advisor (Coordinator) at your home university. There may be a preliminary screening.

3. Applications are then sent to the Exchange Coordinator at the University of Tsukuba by post. The coordinator evaluates the study plan and recommends candidates to an appropriate college or graduate school participating in the student exchange agreement.

4. Qualified applicants will be recommended for the Japan Student Services Organization (JASSO) scholarship by Tsukuba’s selection committee.

Application documents

Please submit the following documents together in a package, otherwise your application will not be considered. Necessary documents must be accompanied with either Japanese or English translations if they are written in other languages.

<table>
<thead>
<tr>
<th>Document</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Package Cover Sheet and Checklist</td>
<td></td>
</tr>
<tr>
<td>Application Form for Enrollment as Exchange Student/ Exchange Research</td>
<td></td>
</tr>
<tr>
<td>Student at the University of Tsukuba (Form 2)</td>
<td>This letter will be used in the selection process. Please consult the International Office at your home university to complete it. Please use the format of our samples. Sample A is for exchange students and Sample B for exchange research students. Each applicant needs to submit this formal letter.</td>
</tr>
<tr>
<td>Admission request made via formal letter sent by President or Dean from</td>
<td></td>
</tr>
<tr>
<td>the applicant’s home university and addressed to the President of the</td>
<td></td>
</tr>
<tr>
<td>University of Tsukuba</td>
<td></td>
</tr>
<tr>
<td>Official transcript of academic records</td>
<td></td>
</tr>
<tr>
<td>Application for Certificate of Eligibility (hard copy) and its Excel file</td>
<td>Please send the soft copy (Excel file) via Email to <a href="mailto:exchangestudent@un.tsukuba.ac.jp">exchangestudent@un.tsukuba.ac.jp</a> an attached file from each applicant’s Email address. We don’t accept the Excel file from a person other than the applicant. When you send the excel file, please write your name and the name of your university at the subject of your email.</td>
</tr>
</tbody>
</table>
A copy of your passport, if you already have it.  

Copies should include ID page and pages with Japanese immigration stamps, if any.

| I . Certificate to confirm the applicant’s bank account balance (if the applicant intends to come with his/her own funds) and/or | All applicants must submit the documents to prove that you have enough savings to stay in Japan for the period of your study at the University of Tsukuba. For a list of estimated costs of attending the University of Tsukuba, please see page 9. Your supporter’s bank account balance should exceed the amount indicated in the list. Mark the essential information so that we can check the documents at a glance. |
| II . 1) Supporter’s certificate of bank account balance, 2) certificate of income, and 3) certificate of employment (if parents, relatives, or friends support your study with their funds) and/or | You need to submit the documents as follows. **Ex.**  
· You and your parent(s) support(s) you. → I & II  
· You are told to be a JASSO scholar. → You do not need to submit the document. |
| III. Document to certify that the applicant is a recipient of a scholarship. This document must include the amount of the financial support while studying in Japan. | *Please do not plan your living expense in Japan based on the assumption that you will receive JASSO scholarship.*  
*If it is impossible for you to submit the documents certifying you and/or your supporter have enough savings to stay in Japan, please let us know via email so that we can suspend the procedures of your acceptance.* |

| Three ID (3) photographs (Two photos sized 40 mm x 30 mm, and one of 30 mm x 24 mm) | The photographs must be formal, hatless, without background, and taken within the past three months. Please write your name on the reverse side. All photographs must be identical. |
| | Your ID photos are printed on quality photographic paper. Cut the photos to the exact sizes by yourself. |

*A document certifying that you will enroll in graduate school of your home university.*  

If you are an undergraduate student at the time of filling the application and would like to enroll in a master program at the University of Tsukuba, please submit this document.
**IMPORTANT NOTES:**

- All application materials should be sent by post directly from the Exchange Coordinator or the International Office at your home university to the Exchange Coordinator at the University of Tsukuba. Those applications without prior approval by the International Office/Coordinator at their home university will not be accepted.
- Necessary documents must be accompanied with either Japanese or English translations if they are written in other languages.
- Submitted documents will not be returned.
- Incomplete applications or applications which have reached the University of Tsukuba after the designated submission deadline will not be accepted.
- If you need any document signed by the University of Tsukuba such as “Training Agreement” etc., please send it to us along with your application documents.
- All the documents should be single-sided, and don’t bind the documents with a stapler or strings so that we can make copies easily.

**Academic calendar**

The academic calendar of the University of Tsukuba is as follows:

- Spring semester: April 1, 2017 to September 30, 2017
- Fall semester: October 1, 2017 to March 31, 2018

**Application schedule**

There are different deadlines for applying to study at the University of Tsukuba, depending on when you want to commence your study or research. Please see the table below.

<table>
<thead>
<tr>
<th>Program start dates</th>
<th>Deadline for application</th>
<th>Admission notification via email</th>
<th>Time of the dispatch of admission documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2017</td>
<td>December 1, 2016</td>
<td>End of February, 2017</td>
<td>Mid-March, 2017</td>
</tr>
<tr>
<td>October 1, 2017</td>
<td>April 28, 2017</td>
<td>Mid-August, 2017</td>
<td>Early September, 2017</td>
</tr>
</tbody>
</table>

*It takes more than one month to receive the certificate of eligibility from the immigration bureau after submitting the application documents.*

*We will let you know the tracking number when we dispatch of admission documents.*
Various Arrangements

Visa

Successful applicants must obtain a “College Student” visa to enter Japan as short-term exchange students. To obtain the “College Student” visa, you need to submit the “Application for Certificate of Eligibility for the Status of Residence.” We can process your visa application only after you have been accepted to the University of Tsukuba and after we confirm all of your documents, including financial documents. That is why it is of utmost importance that you correctly complete the “Application for certificate of eligibility” before sending it to us. Please read the “sample” when you fill in the forms.

*It takes more than one month to receive the certificate of eligibility from the immigration bureau after submitting the application documents.

Airport Transportation from Narita Airport or Haneda Airport

Express buses are available from Narita Airport or Haneda Airport to the central part of Tsukuba Science City, where the University of Tsukuba is located. It takes about two hours from Narita Airport or Haneda Airport to the Tsukuba Center Bus Terminal.

Housing

The University of Tsukuba will make efforts to secure residence halls for successful applicants. You do not need to submit any documents to us before arriving to Tsukuba. The University will assign a room for each exchange student. Please note that when you move into a university residence hall, you need to pay a deposit of 30,000 yen.

*You do not necessarily live in a room of a residence hall. If you find accommodation by yourself, please let us know it immediately.

Orientations

Upon arrival in Tsukuba, you are required to attend orientations regarding foreign resident registration, course registration procedures, student health insurance, life in Tsukuba, and other useful matters.

Japanese language

Since most of the class instruction and research guidance is given in Japanese, a sufficient knowledge of Japanese is essential to pursue your study or research in Japan. Therefore, you are strongly recommended to study Japanese before coming to Japan.

Every semester, the CEGLOC offers 15-week courses of Japanese for international students. The courses for graduate students are 10 weeks.
Academic advisor

A faculty member of an appropriate college will be appointed to each exchange student as their academic advisor. These advisors will work closely with students and provide necessary information, academic assistance, and other support.

Tutor

A student of the University of Tsukuba will be assigned as a tutor to each incoming international student to assist them in the study of the Japanese language, studies related to their academic field, and various kinds of procedures.

Advisory services

Advisory services are available at the International Student Center. International students who are confronted with problems in academic matters, human relations, finances, and other everyday matters are welcome to seek guidance from experienced advisors.

Japan’s National Health Insurance plan

All international students must enroll in Japan’s National Health Insurance plan. The premiums are about 20,000 yen for a year. This plan will cover seventy (70) percent of incurred medical costs.

Estimated costs of attending the University of Tsukuba

You must have a solid financial basis to live and study in a foreign country. The following table provides the estimated average costs of studying and living in Tsukuba, including books and supplies, tuition fees, health insurance, and other necessary expenses.

<table>
<thead>
<tr>
<th>Duration of study</th>
<th>Without tuition waiver</th>
<th>With tuition waiver</th>
</tr>
</thead>
<tbody>
<tr>
<td>One semester</td>
<td>868,000 yen</td>
<td>600,000 yen</td>
</tr>
<tr>
<td>Two semesters</td>
<td>1,736,000 yen</td>
<td>1,200,000 yen</td>
</tr>
</tbody>
</table>
Inquiries

□ General inquiries about our short-term exchange programs should be directed to the below faculty member through your exchange program office.

Dr. Nobutaka SUZUKI
Global Commons, Short-Term Program Section (in coming)
University of Tsukuba
1-1-1 Tennodai, Tsukuba
Ibaraki 305-8577 JAPAN
Phone: +81-29-853-2776
Fax: +81-29-853-6204

□ Specific questions on courses offered by departments or programs should be directed to an exchange coordinator at Tsukuba in charge of the agreement with your institution through your exchange program office. All application materials must be sent to the exchange coordinator by post.
<table>
<thead>
<tr>
<th>項目</th>
<th>内容</th>
</tr>
</thead>
<tbody>
<tr>
<td>国籍</td>
<td>USA</td>
</tr>
<tr>
<td>名前</td>
<td>NELSON</td>
</tr>
<tr>
<td>住所</td>
<td>Salt Lake city, Utah, USA</td>
</tr>
<tr>
<td>電話番号</td>
<td>029-853-6089</td>
</tr>
<tr>
<td>携帯電話番号</td>
<td>なし</td>
</tr>
<tr>
<td>パスポート番号</td>
<td>1523578</td>
</tr>
<tr>
<td>期日</td>
<td>2020年1月1日</td>
</tr>
<tr>
<td>期日</td>
<td>6ヶ月</td>
</tr>
<tr>
<td>オープニングシート</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>申請者</td>
<td>茨城県つくば市天王台1-1-1 筑波大学 学生部 学生交流課</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 国籍／地域</td>
<td>USA</td>
</tr>
<tr>
<td>2. 生年月日</td>
<td>1995年1月1日</td>
</tr>
<tr>
<td>3. 氏名</td>
<td>NELSON</td>
</tr>
<tr>
<td>4. 性別</td>
<td>女</td>
</tr>
<tr>
<td>7. 職業</td>
<td>student</td>
</tr>
<tr>
<td>8. 本国における居住地</td>
<td>九州</td>
</tr>
<tr>
<td>9. 日本における連絡先</td>
<td>4354 Wisteria Lane, Fairview city, California</td>
</tr>
<tr>
<td>10. 電話番号</td>
<td>029-853-6089</td>
</tr>
<tr>
<td>11. パスポート番号</td>
<td>1523578</td>
</tr>
<tr>
<td>12. 期日</td>
<td>6ヶ月</td>
</tr>
<tr>
<td>13. 入国目的</td>
<td>ホームステイ</td>
</tr>
<tr>
<td>14. 滞在予定期間</td>
<td>6ヶ月</td>
</tr>
<tr>
<td>15. 同伴者の有無</td>
<td>なし</td>
</tr>
</tbody>
</table>

**申請の手順および注意事項**

1. **写真**
   - 申請に必要な写真を添付してください。
   - 写真は4cm x 3cmの大きさで、名前と連絡先を含むようにしてください。

2. **申請書の記入**
   - 申請書の各項目を正確に記入してください。
   - 必要な情報が不足している場合は、別紙に記入して添付すること。

3. **必要な文件**
   - 申請に必要な書類を必要に応じて添付してください。

Please submit your photograph (4 cm x 3 cm, clear background, and with your name and nationality written on the back of the photograph) along with your application. Do not paste it onto the application.

Write your name in capitalized block letters of alphabet as written in your passport.

Write the complete address. Chinese students must write in Chinese characters.

Make sure to write the city name of the place where you are planning to apply for a visa. Regarding the city name, the following URL.

Under the field "Past entry/Departure from Japan", write the number of entries into Japan in the past, if any, and the latest period of stay. If you fail to report the accurate record of entry, the certificate of eligibility will never be issued. In the worst case scenario, you will not be able to enter Japan for years to come.

If you have a family or co-residents in Japan, write their names and other information. If you don’t have any family in Japan, just write "NONE", under the field "Family in Japan or co-residents".

Regarding Item 20, if there is not enough space in the given columns to write in all of your family in Japan, fill in and attach a separate sheet.
申請人等作成用 2  P（「留学」）
For applicant, part 2 P（"Student"）

21 通学先  Place of study
(1) 名称  Name of school
(2) 所在地  Address

筑波大学

茨城県つくば市天王台1ー1ー1

22 修学年数（小学校〜最終学歴）
Total period of education (from elementary school to last institution of education)

23 最終学歴（又は在学中の学校）
Education (last school or institution) or present school

(1) 在籍状況  □ 卒業  ■ 在学中  □ 休学中
Reregistered enrollment  Graduated  In school  Temporary abs

(2) 学校名  Name of the school

Northwestern University

24 日本語能力（専修学校又は各種学校において日本語教育以外の教育を受ける場合に記入）
Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school)

(1) 級又は点数  Grade or score

(2) 学校名 年
School name Year

(3) 試験による証明  Proof based on a Japanese language test

25 日本語学歴（高等学校において教育を受ける場合に記入）
Japanese education history (Fill in the followings when the applicant plans to study in high school)

(1) 名称  Name of the test

(2) 学校名 年
School name Year

(3) 卒業又は卒業見込み年月
Date of graduation or expected graduation

26 溶在費の支弁方法等  Method of support to pay for expenses while in Japan

(1) 支弁方法及び月平均支弁額  Method of support and an amount of support per month (average)

□ 自身  Self
□ 在日経費支弁者負担  Scholarships

□ 在日経費支弁者負担  Scholarships

□ その他 Others

□ 外国からの携行  Remittances from abroad or carrying cash

□ 外国からの携行  Remittances from abroad or carrying cash

□ その他 Others

(2) 携行者  Name of the individual carrying cash

(3) 経費支弁者  Supporter

① 氏名  Name

NELSON, MATHEW LAWLENCE

② 住所  Address

435 Wisteria Lane, Fairview city, California

③ 職業（勤務先の名称）  Occupation (place of employment)

Engineer (Panda, Ltd.)

④ 年収  Annual income

6,000,000 yen

日本語学歴（高等学校において教育を受ける場合に記入）

(1) 名称  Name of the test

(2) 学校名 年
School name Year

(3) 卒業又は卒業見込み年月
Date of graduation or expected graduation

Check the field that matches your current student status and institution. Write the name of the institution and the (expected) date of graduation.

For those who took an examination that certifies their Japanese language ability, write the name of the examination and the acquired class or score. In addition, send a copy of the certificate.

Please attach the certificate of Attendance and academic record (including students admitted in exchange program) if you stayed in school in Japan (Japanese language school etc.) before enrolling in our university.

Estimated costs of attending the University of Tsukuba
The following table provides the estimated average costs of studying and living in Tsukuba, including books and supplies, tuition fees, health insurance, and other necessary expenses.

Date of study Without tuition waiver With tuition waiver
One semester 868,000 yen 600,000 yen
Two semesters 1,736,000 yen 1,200,000 yen

Write the total period of education from elementary school to the current education institution where you will graduate in your country.

Write the average amount of support per month and also how the supporter will send money for your cost of living and tuition fee in Japan. For scholarship recipients, check the field and also write the amount of the scholarship per month. If you are nominated as a recipient of JASSO scholarship, the stipend is 80,000 yen per month.

Write your supporter’s name, address, occupation, telephone number and annual income. If you are nominated as a recipient of JASSO scholarship, you do not need to fill out this field.

※The amount of your supporter’s annual income must be equivalent to the amount certified by the enclosed Certificate of Income. (We do not consider income that cannot be certified as annual income.)
申請人等作成用 3 P （「留学」）
在留資格認定証明書用
For applicant, part 3 P ("Student")
For certificate of eligibility

<table>
<thead>
<tr>
<th>Relationship with the applicant (Check one of the followings when your answer to the question 26(1) is supporter living abroad or Japan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 夫 □ 妻 ■ 父 □ 母 ■ 祖父 □ 祖母 □ 養父 □ 養母</td>
</tr>
<tr>
<td>□ 兄弟姉妹 □ 叔父（伯父）・叔母（伯母） □ 受入教育機関</td>
</tr>
<tr>
<td>□ 友人・知人</td>
</tr>
</tbody>
</table>

Check the corresponding relationship between you and your supporter.

(5)奨学金支給機関 (上記(1)で奨学金を選択した場合に記入)
Organization which provide scholarship (Check one of the following when the answer to the question 26(1) is scholarship)

<table>
<thead>
<tr>
<th>方式</th>
<th>Japanische go</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 外国政府 □ 日本国政府 □ 地方公共団体</td>
<td></td>
</tr>
<tr>
<td>□ 公益社団法人又は公益財団法人</td>
<td></td>
</tr>
</tbody>
</table>

For scholarship recipients, write down the name of the scholarship. If you are a recipient of the JASSO scholarship, please check the field of “Others” and write "JASSO".

27 卒業後の予定
Plans after graduation

■ 帰国 □ 日本での進学 |
| 日本での就職 □ その他 |

If you request our university to apply for the certificate of eligibility on your behalf, DO NOT WRITE HERE. (We will fill in these fields.)

28 本邦における申請人の監護人 (通学先が中学校又は小学校の場合に記入)
Actual guardian in Japan (Fill in the following if the applicant is to study at a junior high school or elementary school)

(1)氏名 (2)本人との関係 (3)住所
Name Relationship with the applicant Address

Telephone No. 携帯電話番号

I hereby declare that the statement given above is true and correct.
Signature of the applicant (representative) / Date of filling in this form

以上の記載内容は事実と相違ありません。申請人（代理人）の署名／申請書作成年月日
以上の記載内容は事実と相違ありません。申請人（代理人）の署名／申請書作成年月日

Attention In cases where descriptions have changed after filling in this application form up until submission of this application, the applicant (representative) must correct the part concerned and sign their name.

※ 取次者 Agent or other authorized person

(1)氏名 (2)住所
Name Address

電話番号 Telephone No.
在留資格認定証明書交付申請書
APPLICATION FOR CERTIFICATE OF ELIGIBILITY

写真
Photo
40mm × 30mm

△ 有効期限 日

（注）裏面参照の上，申請に必要な書類を作成して下さい。

1  入国目的 (次のいずれか該当するものを選んでください。)

□ 役務 (i) □ 役務 (ii) □ 役務 (iii) □ 役務 (iv) □ 役務 (v) □ 役務 (vi) □ 役務 (vii) □ 役務 (viii) □ 役務 (ix) □ 役務 (x) □ 役務 (xi) □ 役務 (xii) □ 役務 (xiii) □ 役務 (xiv) □ 役務 (xv) □ 役務 (xvi) □ 役務 (xvii) □ 役務 (xviii) □ 役務 (xix) □ 役務 (xx)

パスポート番号 有効期限

写真 (縦4cmx横3cm、無背景、裏に名前と国籍を記入) は、貼り付けずに、申請書と一緒に提出

2  退去強制又は出国命令による出国の有無 有・無

3  犯罪を理由とする処分を受けたことの有無 (日本国外におけるものを含む。)

4  氏名

5  配偶者の有無

6  出生地

7  職業

8  本国における居住地

9  日本における連絡先

10  旅券 (1)番

11  入国目的 (次のいずれか該当するものを選んでください。)

12  入国予定年月日 日

13  上陸予定港

14  滞在予定期間

15  同伴者の有無 有・無

16  査証申請予定地

17  过去の出入国歴 有・無

18  入国期間を正確に記載してください。記載内容に虚偽があると、行政法第7条第2項第2号に違反するとみなされます。

19  退去強制又は出国命令による出国の有無 有・無

20  出国期間を正確に記載してください。記載内容に虚偽があると、行政法第7条第2項第2号に違反するとみなされます。

日本に親族または同居者がいる場合には名前、その他の情報を記載して下さい。いない場合は「NONE」と記載

別記第六号の三様式

Pursuant to the provisions of the certificate showing eligibility, the certificate showing eligibility for the conditions provided for in 7, Paragraph 1, Item 2 of the said Act.

Pursuant to the provisions of Article 7-2 of the Immigration Control and Refugee Recognition Act, I hereby apply for the said Act.

To the Director General of

日本国政府法務省

申請人等作成用

http://www.mofa.go.jp/mofaj/annai/zaigai/list/

注: Please fill in forms required for application. (See notes on reverse side.)

(注) 裏面参照の上，申請に必要な書類を作成して下さい。
申請人等作成用 2  P（「留学」）

For applicant, part 2 P （"Student"）

在留資格認定証明書用
For certificate of eligibility

<table>
<thead>
<tr>
<th>項目</th>
<th>内容</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Place of study&lt;br&gt;名称: 筑波大学&lt;br&gt;所在地: 茨城県つくば市天王台1-1-1</td>
</tr>
<tr>
<td>22</td>
<td>Total period of education (from elementary school to last institution of education)</td>
</tr>
<tr>
<td>23</td>
<td>Education (last school or institution) or present school&lt;br&gt;在籍状況: 卒業&lt;br&gt;学校名: Western University</td>
</tr>
<tr>
<td>24</td>
<td>Japanese language ability (Fill in the followings when the applicant plans to study at advanced vocational school or vocational school (except Japanese language))&lt;br&gt;試験名: 日本語能力試験1級&lt;br&gt;取得級: 1級</td>
</tr>
<tr>
<td>25</td>
<td>Method of support to pay for expenses while in Japan&lt;br&gt;支弁方法及月平均支弁額: 本人負担 100,000 円&lt;br&gt;在日経費支弁者負担 6,000,000 円&lt;br&gt;奨学金 100,000 円/月</td>
</tr>
<tr>
<td>26</td>
<td>Name of the individual carrying cash&lt;br&gt;Name: NELSON, MATHEW LAWLENCE&lt;br&gt;Address: 4354 Wisteria Lane, Fairview city, California&lt;br&gt;電話番号: 1-801-44-7534&lt;br&gt;職業: Engineer (Panda, Ltd.)&lt;br&gt;年収: 6,000,000 円</td>
</tr>
</tbody>
</table>

日本語能力を証明する試験を受けた者は、試験名と、取得級又は点数を書いてください。また、その修学年数を書きます。
<table>
<thead>
<tr>
<th>項目</th>
<th>内容</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. 卒業後の予定</td>
<td>■帰国 □日本での進学 □日本での就職 □その他（）</td>
</tr>
<tr>
<td>28. 本邦における申請人の監護人</td>
<td>(1)氏名 (2)本人との関係 (3)住所 電話番号 携帯電話番号</td>
</tr>
<tr>
<td>29. 申請人、法定代理人、法第7条の2第2項に規定する代理人</td>
<td>(1)氏名 (2)本人との関係 (3)住所 電話番号 携帯電話番号</td>
</tr>
</tbody>
</table>

以上の記載内容は事実と相違ありません。申請人（代理人）の署名／申請書作成年月日
注 意 申請書作成後申請までに記載内容に変更が生じた場合、申請人（代理人）が変更箇所を訂正し、署名すること。

※取次者 Agent or other authorized person
(1)氏名 (2)住所 電話番号
(3)所属機関等 Organization to which the agent belongs Telephone No.