

Bachelor's Program in Interdisciplinary Engineering Application Guidelines for AY 2021

The information contained in this Application Guidelines is subject to change as a result of the changing situation of the COVID-19 pandemic. The changes will be notified on the IDE program web page as soon as they become available. We suggest you monitor the web page for admission-related updates.

July 2020

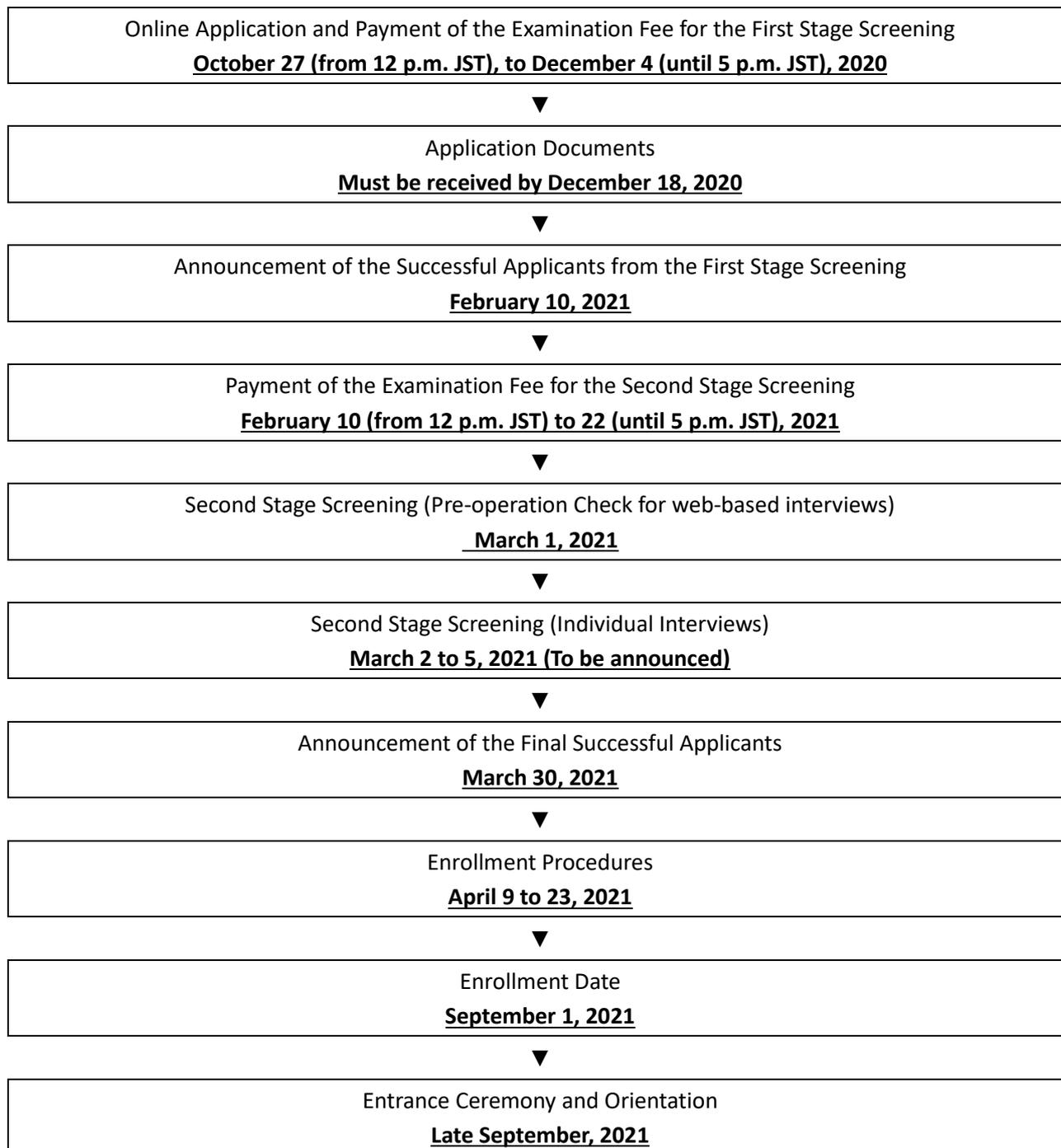


筑波大学
University of Tsukuba

1. Bachelor's Program in Interdisciplinary Engineering (International Program taught in English)

Academic Objectives	This program, which offers students opportunity to earn academic credits through classes conducted in English, aims to provide students with a firm foundation and specialized knowledge in the field of the Science and Engineering from interdisciplinary perspectives. The vision of this program is to make our graduates as a front-runner in Science and Technology, thus, contributing substantially in realizing the next-generation smart-society.
Admission Policy	<p>(1) General Qualifications</p> <p>Students who can demonstrate academic interests in the field of Science and Technology including mathematics, physics, chemistry, computer science, electronics <i>etc.</i>, and, in addition, who possess excellent potentials to analyze any natural phenomena from a variety of Engineering perspectives are sought for this program.</p> <p>(2) Student Evaluation and Selection</p> <p>As for the selection of the applicants, based on submitted documents and individual interviews, the University will make a comprehensive evaluation of applicants' proficiency in English; basic academic capability to acquire knowledge in his/her major fields of study; and his/her own unique perspectives and analytical ability to resolve various problems in the field of Interdisciplinary Engineering.</p>
Schools and Colleges	School of Science and Engineering (College of Engineering Sciences / College of Engineering Systems)
Students Accepted	From the first year
Number of Students	College of Engineering Sciences 3 College of Engineering Systems 2
Degree	Bachelor of Engineering
Inquiries about Application	E-mail Address: sougourikou-office@un.tsukuba.ac.jp
Inquiries about Program and Curriculum	E-mail Address: sougourikou-office@un.tsukuba.ac.jp

2. Entrance Examination Schedule (Japan Standard Time)



For Applicants with Disabilities:

The University and its colleges view applications from students with disabilities on the same grounds as those from other candidates. **To this end, if you require special adjustments related to disabilities, please contact “12. Contact Desk” before applying.** In case you don't consult with admission staff beforehand, we may not be able to make reasonable adjustments nor address any individual support requirements.

3. Requirements for Application

(1) Applicant Eligibility

Only those who possess a nationality other than Japanese and fall under any of the requirement [1] through [5] below may apply.

[1] Persons who have completed or are expected to complete a 12-year curriculum of formal school education*¹ in a country other than Japan by August 31, 2021.

[2] Persons who have completed or are expected to complete a 12-year curriculum in Japan at an international school*² designated by the Minister of MEXT by August 31, 2021.

[3] Persons who hold or are expected to hold an International Baccalaureate, *Abitur* (Germany), *Baccalauréat* (France), or GCE A-Level (United Kingdom)*³ by August 31, 2021.

[4] Persons who have completed or are expected to complete a 12-year curriculum at a school accredited by any of the following international accrediting groups by August 31, 2021:

- Western Association of Schools and Colleges (WASC),
- Council of International Schools (CIS), and
- Association of Christian Schools International (ACSI).

[5] Others*⁴

*1 Persons from an **international school** may not be eligible. For more details, please contact “12. Contact Desk” **by October 13, 2020.**

*2 See the MEXT website below:

<https://www.mext.go.jp/en/policy/education/highered/title02/detail02/sdetail02/1395424.html>

[List of Schools for Non-Japanese Designated as Equivalent to Foreign Upper Secondary Schools in Japan]

*3 For the GCE A-Level, applicants must complete the subjects and assessments that have been set by the University below.

➤ Bachelor’s Program in Interdisciplinary Engineering:

Complete three or more Advanced Level subjects (including mathematics) at grade E or above.

*4 We will check or screen your applicant eligibility individually if you do not fall under any one of categories [1] through [4] above. For inquiries, please contact “12. Contact Desk” **by October 13, 2020.**

(2) Application Conditions

All applicants must meet the following conditions [1] through [3].

[1] Recommendation by the School Principal or Similar Person

[2] English Proficiency

Proficiency in English is a minimum admission requirement for all English taught degree programs offered by the University of Tsukuba. Applicants are required to have taken TOEFL or IELTS. The guidelines for preferred English level are as follows:

Qualification	Score
TOEFL (iBT)	80 or higher
IELTS (Academic)	6.5 or higher

*NOTE: **Applicants whose medium of instruction at the high school (upper secondary) level was English for three years are not required to submit TOEFL or IELTS scores, but recommended.**

[3] Mathematical Skill

Another minimum requirement for the Bachelor's Program in Interdisciplinary Engineering is proficiency in Mathematics. We measure skills in Mathematics by test scores from one of the standardized examinations as listed below:

- International Baccalaureate,
- Abitur [Germany],
- GCE A-Level/International A-Level [UK],
- SAT/ACT [US]*,
- The National College Entrance Exam (GAOKAO) [China],
- College Scholastic Ability Test (CSAT) [South Korea],
- General Scholastic Ability Test (GSAT) [Taiwan],
- Examination for Japanese University Admission for International Students (EJU), administered by the Japan Student Service Organization (JASSO) [If applicable in your country]

*NOTE for SAT & ACT:

1. You are required to submit an official score directly from the testing agency.
2. We do not accept a "Super Score" from SAT.
3. We do not require the SAT Essay or ACT Writing exam sections.
4. You will self-report your test scores during the online application procedure. But you will be required to provide official scores directly from the testing agency by December 18, 2020.

4. Selection Method

Admission screening procedures consist of two selection-stages. In the first stage, applicants will be screened through a comprehensive evaluation of the submitted documents. If successful, they will proceed to the second stage, where the individual interview will determine the final selection of the applicant.

(1) First Stage Screening

A comprehensive evaluation of the submitted documents (qualification certificates, transcripts, certificates of English ability, test results of standardized examinations, reference letter, study plan, and other supporting documents).

(2) Second Stage Screening

Individual interviews will be conducted for applicants who have passed the first stage screening. The interview will be used for an overall evaluation of the applicant's English abilities, basic academic knowledge in the field of specialization, and motivation to contribute to the Bachelor's Program in Interdisciplinary Engineering.

5. Online Application and Application Documents

To start a new application, complete the online application form through the program website at <http://www.global.tsukuba.ac.jp/interdisciplinary-engineering/applications>. The period for the online application and the payment of the examination fee for the first stage screening is **from October 27 (from 12 p.m. JST) to December 4 (until 5 p.m. JST), 2020.**

NOTES:

- Fill in the form in English.
- Once you have signed up, you may save and leave the page by clicking the "Save & Quit" Button.
- Before completing submission, you may manage the saved data any time.
- You will be asked to upload and submit application documents online.

- **Some of the uploaded documents must be sent to “6 Mailing Address for Application Documents” via international post or international courier services. The mailed documents must be received by December 18, 2020 (JST).**
- Be sure to 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.
- At the above website, you will find the formats specified for “Reference Letter” and “School Information Form” for uploading.

(1) Online Application Form

Items	For Whom	Remarks
i. Applicant's Information	All	<input type="checkbox"/> Name: Fill in your name in alphabet as written in your passport. <input type="checkbox"/> ID Photo: Use a photo taken within the last three months with no hat nor any head adornment. Take the photo with your glasses on if you will be wearing glasses during interviews. <input type="checkbox"/> Date of Birth: <input type="checkbox"/> Sex: <input type="checkbox"/> Nationality: <input type="checkbox"/> Contact Information: Important messages will be forwarded to this contact information from the University of Tsukuba until enrollment. <input type="checkbox"/> Emergency Contact: Provide contact information other than the applicant's contact information above.
	Applicable Persons	<input type="checkbox"/> Current Affiliation: <input type="checkbox"/> Status of Residence in Japan: Only for those staying in Japan
ii. Test Site for the Individual Interview	All	<input type="checkbox"/> Desired Examination Site: Select “Tsukuba Campus, University of Tsukuba” if you apply from within Japan or “Outside Japan (via Skype)” if you apply from outside of Japan*. *In the latter case, fill in a name of city where you will take the individual interview online.
iii. Requirements for Application	All	<input type="checkbox"/> Applicant Eligibility: Select one from [1] through [5] <input type="checkbox"/> Conditions for Application : - English Proficiency Select a name of the test and enter your score, or check the box for “Applicants whose medium of instruction at the high school (upper secondary) level was English for three years. - Mathematical Skill Upload the test results and enter your score in the mathematics section.
iv. Educational Backgrounds	All	<input type="checkbox"/> Primary Education / Elementary School <input type="checkbox"/> Secondary Education (Lower) / Middle School <input type="checkbox"/> Secondary Education (Upper) / High School <input type="checkbox"/> Higher Education / University or College <input type="checkbox"/> Other
v. Career History	Applicable Persons	<input type="checkbox"/> Job Experience Fill in your job experience for the last 5 years except for part time job.
vi. Study Plan (Essay)	All	<input type="checkbox"/> Study Plan (Essay) Describe your study plan at the university in 800 to 1,200 words. See “How to write your study plan” at the following link for details: http://www.global.tsukuba.ac.jp/sites/default/files/study_guide.pdf
vi. Financial Plan	All	<input type="checkbox"/> Financial Plan Describe in detail your financial plan for study, and living expenses after

		<p>your enrollment. For example, how you (or someone other than yourself) will pay the tuition fees and living expenses for four years. See the links below for reference:</p> <p>http://www.global.tsukuba.ac.jp/finance http://www.global.tsukuba.ac.jp/sites/default/files/finance_1.pdf</p> <p>Note that when you will apply for a “Student” visa 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 deposit.</p>
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

(2) Application Documents

Upload and submit scanned data of the following documents through online. In addition, to complete the application procedure, some of the uploaded documents must be sent to “6. Mailing Address for Application Documents” by December 18, 2020 (JST) via postal mail or international courier services.

NOTES:

- **Submitted application documents will not be returned. If you cannot submit a certificate/transcript because you have only one original, please submit certified copies** which are signed by your school or official agencies, such as an embassy and a notary public.
- **All documents must be written in English.** If any documents issued by your school are in a language other than English, translate these documents into English, have your school certify the translation, and submit them with the original documents. (No specific format is designated. Please use A4 or letter-sized paper.) Documents supporting your application such as Abitur or Gaokao test scores, and other documents to support your application, can be translated by the applicants.

Items	For Whom	Remarks	How to Submit
i. Qualification Certificate	All	<p><u>Upload and submit a certificate of completion (or expected completion) of the last high school (secondary education) attended electronically. In addition, you are required to send us the certificate via regular post. Only original certificates or certified copies will be accepted.</u></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ If you are applying with International Baccalaureate (IB) qualification, please also submit a copy of the International Baccalaureate Diploma certified by the International Baccalaureate Office, and an original of your IB Final Examination Evaluation Certificate. ➤ If you are applying with <i>Abitur</i> (Germany) qualification, please also submit a copy of the <i>Zeugnis der allgemeinen Hochschulreife</i>, and results described in the certificate. ➤ If you are applying with <i>Baccalauréat</i> (France) qualification, please also submit a copy of the <i>Diplôme du Baccalauréat de l’Enseignement du Second Degré</i>, and an original of Relevé de Notes. ➤ If you are applying with GCE A-Level (United Kingdom) qualification, please also submit the test results of Advanced Level subjects. 	<u>Upload and Mailing</u>
ii. Academic Transcript	All	<p><u>Upload and submit a transcript for three years including the final year of the last high school (secondary education) attended electronically. In addition, you are required to send us the certificate via regular post. Only original transcripts or certified copies will be accepted.</u></p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ If you have any further education such as universities, please submit 	<u>Upload and Mailing</u>

		a transcript for that period of education.	
iii. Reference Letter	All	<p>Upload and submit a reference letter (Form 1) written by the school principal of the last high school (secondary education) attended via regular post. <u>This reference letter should be in a sealed envelope. For uploading, please use a scanned image of the cover-face of the envelope where the applicant’s name appears.</u></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ If your school principal is unable to write the reference letter on your behalf, ask someone such as your counselor or home-room teacher (someone who knows you well and who has been involved in your educational activities). ➤ You can download “Form 1” from the program website at http://www.global.tsukuba.ac.jp/interdisciplinary-engineering/applications 	<u>Upload and Mailing</u>
iv. School Information and School Profile / Brochure	All	<p>Upload and submit the School Information Form (Form 2) written by the school principal of the last high school (secondary education) attended via regular post. <u>When mailing documents, please enclose a school profile/brochure</u> that includes an overview (the official name, location, number of students, teachers, accreditation etc.) and education content (the educational goals, components and methods of admission exams, curriculum, and career patterns after graduation).</p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ If your school principal is unable to write the school information form on your behalf, ask someone such as your counselor or homeroom teacher (someone who knows you well and who has been involved in your educational activities). ➤ You may download “Form 2” from the program website at http://www.global.tsukuba.ac.jp/interdisciplinary-engineering/applications 	<u>Upload and Mailing</u>
v. Passport	All	Upload and submit a scanned image of the ID page of your passport electronically. If you do not have a passport, please upload a certificate of your name, birth date, and nationality.	<u>Upload Only</u>
vi. TOEFL or IELTS Test Score Report	Applicable Persons	Upload and submit a scanned image of the score report of TOEFL-iBT or IELTS Academic. <u>In addition, if you intend to submit the TOEFL-iBT test results, official scores should be sent to the University of Tsukuba directly from the testing agency using the code, “C238”.</u> We do not accept TOEIC Listening & Reading, TOEIC Institutional Program (IP) Score Report, and TOEFL Institutional Test Score Record. <u>If you intend to submit the IELTS test results, please arrange for the administering institution in your country to send the test results (original hard copy) to “6. Mailing Address for Application Documents” by the deadline (December 18, 2020).</u>	<u>Upload and Mailing directly from the test agency</u>
vii. Test Results and Official Materials of Standardized Examinations	All	<ul style="list-style-type: none"> ▪ Take one of the standardized examinations listed below, before applying. Upload and submit your test results and a copy of official materials explaining the standardized examination scheme electronically. We will accept these test results as documents supporting your academic performance. In addition, <u>official scores should be sent to the University of Tsukuba directly from the testing agency (SAT: Code 7264) or please submit a hard copy of the original</u> 	<u>Upload and Mailing directly from the test agency</u>

		<p><u>certificate. Those who take EJU do not need to submit an official score. These score reports should include Mathematics.</u></p> <ul style="list-style-type: none"> ▪ International Baccalaureate, ▪ Abitur [Germany], ▪ GCE A-Level/International A-Level [UK], ▪ SAT/ACT [US], ▪ The National College Entrance Exam (GAOKAO) [China], ▪ College Scholastic Ability Test (CSAT) [South Korea], ▪ General Scholastic Ability Test (GSAT) [Taiwan], ▪ Examination for Japanese University Admission for International Students (EJU), administered by the Japan Student Service Organization (JASSO) [If applicable in your country]- 	
viii. Other Supporting Documents	Applicable Persons	Upload and submit any other documents scanned that show your strengths as a candidate (superior academic performance, awards, etc.) electronically. You can also submit a score report for SAT Subject Test Mathematics Level 2 as "Other Supporting Documents."	<u>Upload Only</u>

(3) Payment of Examination Fee

The examination fee must be paid in two installments:

Stages	For Whom	Examination Fee
First Stage Screening	All applicants	¥ 4,000
Second Stage Screening	Only successful applicants through the first stage screening	¥13,000

Follow the step-by-step instruction given by the online application form for more details. Upon the completion of the application information, you will be asked to remit the examination fee (¥4,000 for the first stage screening) via CREDIT CARD payment (Visa, MasterCard, JCB or American Express). By clicking a link from the application form, you will be taken to another site to make your credit card payment.

After the payment is completed, you will get a "reception number." Be sure to print out the confirmation page as a proof of payment. You will be asked to upload a scanned image of the confirmation page to complete your application.

NOTES:

- **The examination fee is non-refundable after the payment.**
- It is also acceptable if someone else pays the examination fee by credit card on your behalf.
- Applicants who pass the first stage screening are required to pay the examination fee for the second stage screening (¥13,000). The payment period and method will be announced with the result of the first stage screening.

(4) Examination ID Card

Be sure to print out your examination ID card after transmitting your application data. The card will be created in PDF format upon the transmission, with "5 (5) Checklist." You will be asked to present the ID for your examination process.

(5) Checklist for Supporting Documents

Be sure to print out the "Checklist." To confirm whether the required documents are ready, draw a circle on the listed items. You need to enclose the checklist with other documents when you send them to the University via international post or international courier services.

6. Mailing Address for Application Documents

Top Global University Project Office, University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 Japan

NOTES:

- Send the application documents required to submit via regular post (see “5 (2) Application Documents”) by international post or international courier service.
- **All of them must be received by December 18, 2020 (JST).** So, 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.

7. Important Points

- ✧ **Applying to multiple programs of University of Tsukuba (schools/colleges/Undergraduate English Programs) is not permitted, nor is changing to another program (school/college/Undergraduate English Programs) after applying.** (Change of college is possible after admission, subject to transfer examination.)
- ✧ When sending your application documents, please consider the amount of time that will be necessary for your documents to reach the university and plan ahead accordingly.
- ✧ **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 “5 (5) Checklist for Application Documents.”**
- ✧ We do not accept scanned application documents sent by email.
- ✧ For persons requiring special consideration for study due to disabilities or other issues, please contact “12. Contact Desk” before applying.
- ✧ **Application documents and examination fee that has been paid will not be returned.**
- ✧ **If any factual discrepancies are found in the information provided in the application documents after admission to the university, admission may be revoked.**
- ✧ **If you are not able to meet applicant eligibility by August 31, 2021, admission will be revoked.**

8. Announcement of the Screening Results

(1) First Stage Screening

The first stage screening result (examinee numbers of successful applicants) will be announced **on February 10, 2021** on the University of Tsukuba English Programs website below:

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

Successful applicants from the first stage screening must pay the ¥13,000 fee for the second stage screening within the stated payment period. Applicants who have not completed the payment

procedures cannot proceed to the second stage screening. If an applicant has not paid the fee by the due date, he/she will be regarded as declining the offer of second stage screening.

(2) Second Stage Screening

Examinee numbers of final successful applicants will be announced on the University of Tsukuba English Programs website (please see the URL given above) **on March 30, 2021**. Notification of the results will also be sent by postal mail to all applicants. Final successful applicants will also receive other documents necessary for admission procedures by postal mail.

9. Admission Procedures

(1) Period for Admission Procedures

- ① The period for the admission procedures is **from April 9 to 23, 2021 (JST)**.
- ② Send all the necessary documents related to admission procedure by international mail or international courier service. All the documents must arrive at the university within the above time period.

(2) Documents Required for Admission Procedures

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

(3) Admission Fee and Tuition Fee

- ① The admission fee is ¥282,000.
- ② The tuition fee for the Fall Semester (¥267,900) together with the tuition fee for the Spring Semester (¥267,900) amounts to a total annual tuition fee of ¥535,800.
- ③ Should there be any revision of the admission fee at the time of the admission or during enrollment, then the new amounts will be applied from the time of revision.
- ④ Tuition fee should be paid by bank transfer through a Japanese financial institution after enrollment.
- 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 the tuition.

10. Disclosure of Information about the Entrance Examination

The university discloses information about the entrance examinations for the Bachelor's Program in Interdisciplinary Engineering for AY 2021 to applicants upon their request from September 1, 2021 to October 31, 2021. For detailed information, please contact "12. Contact Desk."

11. Handling of Personal Information

- (1) Personal information obtained by the university from application documents is completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, and pursuant to the University of Tsukuba Regulations on Personal Information.
- (2) Personal information obtained by the university from application documents and exam results will be used for the purpose of processing enrollee selection, admission procedures (including information on university events), and surveys and research conducted as a part of the enrollee selection process.

Personal information of the applicants completing the admission procedures will also be used after admission

for some academic and administrative purposes, e.g., academic affairs (training and guidance, etc.), student support services (tuition exemption, scholarship applications, health management, etc.) and other related processes.

12. Contact Desk

Office for Bachelor's Program in Interdisciplinary Engineering, University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 Japan

E-mail Address: sougourikou-office@un.tsukuba.ac.jp