Example ・ **記入例**

Form 1 (Page 1)

**APPLICATION FORM**

International Agricultural Sciences Program for Doctoral Course - Year 2023

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Full Name in CAPITAL letters  (1) Your full name as it appears in your passport in CAPITAL letters.  FAMILY NAME　　　　TSUKUBA　　　　　　　　　　　　　 　　.  GIVEN NAME 　　HANAKO　　　　　　　　　　　　 　　　.  MIDDLE NAME　　　　　　　　　　　　　　 　　　　　. | | | Photo  Please attach your photo.  Frontal view of the face and upper half of your body taken within 6 months. |
| 2. Nationality  JAPAN | 3. Date of Birth Sex Marital Status Native language  1990 1 1 31 □ Male 　 □ Single　　　　　　Japanese  Year Month Day Age ☑ Female ☑ Married | | |
| 4. Present Status (Name and Address of University or Employer)  Affiliation：Researcher, XXX Laboratory, The University of Tsukuba  Address: 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572, Japan  □ Student Tel: +81-29-854-XXXX  ☑ Employed (Except part-time job) Fax:  □ Other E-mail: XXXXX@un.tsukuba.ac.jp | | | |
| 5. Present Address  1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572, Japan Tel: +81-29-XXX-XXXX  Fax:  E-mail: XXXXX@XXXXX.ac.jp | | | |
| 6. Contact address in case of emergency (Please use an address other than your present one in your home country)  Mr XXXX XXXX  2-2-2 Tennodai, Tsukuba, Ibaraki 305-8572, Japan Tel: +81-29-XXX-XXXX  Fax:  E-mail: XXXXX@XXXXX.ac.jp | | | |
| 7. Name and address to whom results should be sent (Not required if it is same as in 5 (above)  Tel:  Fax:  E-mail: | | | |
| 8. Name of the doctoral program.  Doctoral Program in XXXXX | | 9. Name of prospective academic advisor  Dr Ibaraki TARO | |
| 10. Research Topic  Please write your research topic here. | | | |

**\*Please do not alter the format.**

Form 1 (Page 2)

11. Educational Background

|  |  |  |  |
| --- | --- | --- | --- |
| School Education | Name and address of school, major and  title of diploma or degree awarded | Dates of entrance  and graduation  [Number of years  attended] | Required number of years of schooling |
| Primary Education  Elementary School | Name of the School : Tsukuba Elementary  School  Address : Tsukuba 1-1-1  Tsukuba, Ibaraki Prefecture, Japan 305-0031 | From  2002 Yr., 4 Mon.  To  2008 Yr., 3 Mon.  [ 6 年 Years] | 6 年Years |
| Secondary Education  Lower Secondary School  (Junior High School) | Name of the School : Tsukuba Junior High  School  Address : Tsukuba 2-2-2  Tsukuba, Ibaraki Prefecture, Japan 305-0031 | From  2008 Yr., 4 Mon.  To  2011 Yr., 3 Mon.  [ 6 年 Years] | 3年Years |
| Upper Secondary  School  (High School) | Name of the School : Tsukuba High  School  Address : Tsukuba 3-3-3  Tsukuba, Ibaraki Prefecture, Japan 305-0031 | From  2011 Yr., 4 Mon.  To  2014 Yr., 3 Mon.  [ 6 年 Years] | 3年Years |
| Higher Education  Undergraduate  School | 学校名 Name of the School : University of Tsukuba  住所 Address : Tennodai 1-1-1  Tsukuba, Ibaraki Prefecture, Japan 305-0031  学位(資格)名 Name of the diploma or degree :  Bachelor of Bioresource Sciences | From  2014 Yr., 4 Mon.  To  2019 Yr., 3 Mon.  [ 5 年 Years] | 4年Years |
| Graduate School 1 | Name of the University : University of Tsukuba  Address : Tennodai 1-1-1  Tsukuba, Ibaraki Prefecture, Japan 305-0031  Name of the diploma or degree : Master of Agricultural Science | From  2019 Yr., 4 Mon.  To  2021 Yr., 3 Mon.  [ 2 Years] | 2 Years |
| Graduate School 2  (If applicable) | Name of the University :  Address :  Name of the diploma or degree : | From  Yr., Mon.  To  Yr., Mon.  [ Years] | Years |
| Total number of years of schooling as given above | | 19 Years | 18 Years |
| Periods of interruption of studies, if any. Please indicate the reason.  From 2016 年Yr., 4 月Mon. ～ 2017 年Yr., 3 月Mon.  ( Leave of absence – personal issues  From Yr., Mon. ～ Yr., Mon. ( ) | | | |

* **Please write the schooling years carefully and correctly.**
* **Please do not alter the format.**

Form 1 (Page 3)

12. Employment record, beginning with the most recent position, if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Period of employment | Position | Type of work |
| XXXXXX Laboratory, the University of Tsukuba | From 2019.4 ～  To present | Researcher | XXXXXXXX |
|  | ～ |  |  |
|  | ～ |  |  |
|  | ～ |  |  |

I hereby submit my application for admission to the University of Tsukuba. I fully understand that my application becomes invalid if it is found that I have declared any false information or misrepresented myself within this application.

Applicant Name .

Signature Please sign here .

Date .

Year / Month / Day

**\*Please do not alter the format.**

Form 2

**STUDY PLAN**

International Agricultural Sciences Program for Doctoral Course - Year 2023

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

|  |  |
| --- | --- |
| Name of Applicant (Name appears in your passport) | |
| Name of Prospective Academic Advisor  Dr | How did you meet with your Prospective academic advisor?   □ Email-Internet, □ Conference, □ Education Fair, □ In-person  □ Other ( ) |

|  |
| --- |
| Describe your motives for the application and study plan in English within 1,000 words. If necessary, you may describe additional information on a separate A4 size sheet and attach it to this form. |

Form 3

**RECOMMENDATION LETTER**

International Agricultural Sciences Program for Doctoral Course - Year 2023

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

|  |
| --- |
| To the President of the University of Tsukuba  **\* A sealed confidential recommendation letter from the Dean of the University, Research supervisor or Head of the Institute of the applicant. For our current research students, the letter from the advisor of the University of Tsukuba is acceptable.**  Name of Institution 　　　　　　　　　 　　　　　　.  Position .  Name　　　　　　　　　　　　　　　　 　.  Signature　　　　　 　　　　　　　　　　　　　　　.  Date　　　　　 　　　　　　 　　　　　　 　　.  (Year / Month / Day) |

Form 4

**SUPERVISOR’S AGREEMENT FORM**

International Agricultural Sciences Program for Doctoral Course - Year 2023

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

**\*Please ask your prospective advisor from the University of Tsukuba to complete this form.**

Supervisor’s Information

|  |  |
| --- | --- |
| Name |  |
| Name of Institution |  |
| Position |  |

Applicant’s Information

|  |  |
| --- | --- |
| Applicant Name |  |
| Applicant University Name |  |
| Major in Undergrad/Graduate Program |  |
| Length of time you have known the applicant |  |
| Capacity in which you have known the applicant |  |

|  |  |
| --- | --- |
| I would be happy to supervise the applicant…Mr / Ms………………….……...……………. to carry out his/her Doctor’s Degree research, if he/she passes the entrance examination for admission to the Degree Programs in Life and Earth Sciences, University of Tsukuba, Japan. | |
| Date (Year / Month/ Day) | Signature Seal |

Form 5

**PROOF of PAYMENT of EXAMINATION FEE**

International Agricultural Sciences Program for Doctoral Course - Year 2023

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

|  |  |
| --- | --- |
| Name of Applicant |  |

|  |
| --- |
| Please attach the payment receipt here.  \*Please attach a proof of payment/bank transfer here (keep a photocopy for yourself). In case of online banking, provide a screen shot of your transaction. The fee is exempted for the MEXT scholarship students as well as current master’s program students of the University of Tsukuba.  Do not pay until your eligibility is confirmed by Admissions. |

Form 6

**CHECKLIST**

International Agricultural Sciences Program for Doctoral Course - Year 2023

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

|  |  |  |  |
| --- | --- | --- | --- |
| Necessary Documents | | Description | Check   |
| 1 | Application Forms for Admission | Form 1 | ☐ |
| 2 | Study plan | Form 2 | ☐ |
| 3 | Recommendation Letter | From Dean/Academic Advisor/ Head of the Institute, Form 3 | ☐ |
| 4 | Supervisor’s Agreement | Letter of Agreement from Prospective supervisor. | ☐ |
| 5 | (Expected) Completion Certificate | A letter from academic affairs or division describing the date or expected date of completing the Master’s degree program. | ☐ |
| 6 | Master’s Degree Certificate | Applicants completed from universities outside Japan. | ☐ |
| 7 | Transcript | Official Transcripts of Bachelor’s and Master’s Degrees | ☐ |
| 8 | Research Achievements | Publication List (If any) | ☐ |
| 9 | Passport | 1. If you already have a passport:   → Did you attach a copy of your passport with your name ?   1. You do not have a passport yet. | ☐  ☐ |
| 10 | Certificate of Sponsorship | Certificate from Funding Agency (If any) | ☐ |
| 11 | Examination Fee | Form 4 | ☐ |
| 12 | English Proficiency | Results of Official English Test Records of  TOEFL, TOEIC or IELTS etc | ☐ |
| 13 | Checklist | Checklist (Form 5) with check marks. | ☐ |

**\*Please make sure that all the completed documents are enclosed by checking and ticking each item.**

I hereby submit my application along with all necessary documents listed above for admission to Doctoral Program at the University of Tsukuba. I fully understand that my application becomes invalid if it is found incomplete and I have misrepresented myself within this application.

Applicant Name .

Signature Please sign manually .

Date .

Year / Month / Day