Example ・ **記入例**

Form 1 (1/3)

**APPLICATION FORM for English Course**

International Agricultural Sciences Program 2023

Master’s Program in Agro-Bioresources Science and Technology

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

(Admission for October, 2023)

|  |  |  |  |
| --- | --- | --- | --- |
| 1. 氏名(Full Name in CAPITAL letters)  (1) 姓名 Your name in predetermined order in CAPITAL letters.  　TSUKUBA , HANAKO , ,  氏名： 　姓 FAMILY NAME 　名 GIVEN NAME　MIDDLE NAME  (2) パスポートに記載されている順番（ 上記と異なっている場合）  Your full name as it appears on your passport in CAPITAL letters (If different from above).  　　　　 , , , | | | 写真添付  Please attach your photo  Frontal view of the face and upper half of your body **(4 cm x 5 cm**) taken within 6 months. |
| 2. 国籍等 Nationality  Japan | 3. 生年月日 Date of Birth 性別 未既婚の別 母語  Gender Marital Status Native  Language  1996 1 1 25 □ 男Male　 □ 未婚Single Japanese  年Year 月Month 日Day 年齢Age ☑ 女Female ☑ 既婚Married | | |
| 4. 現職 Present Status (在学大学または勤務先の名称および住所 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  □ 学生 Student Tel:+81-29-854-XXXX  ☑有職者(非常勤を除く) Employed (Except part-time job) Fax:  □ その他 Others (　　　　　　　　　) E-mail:XXXXX@un.tsukuba.ac.jp | | | |
| 5. 現住所 Present Address  1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572, Japan Tel: +81-29-854-XXXX  Fax:  E-mail: XXXXX@XXXXX.ac.jp | | | |
| 6. 緊急時の連絡先(現住所以外の本国のものを記入)  Contact address in case of emergency (the address other than your present one in your home country above)  Mr XXXX XXXX Tel: +81-29-XXX-XXXX  2-2-2 Tennodai, Tsukuba, Ibaraki 305-8572, Japan　 Fax:  E-mail: XXXXX@XXXXX.ac.jp | | | |
| 7. 選考結果送付先氏名・住所・電話番号 (上記5と同じ場合は記入不要)  Name and address to whom results should be sent if different from No. 5 above.  Tel:  Fax:  E-mail: | | | |
| 8. 学位プログラム　Affiliation  生物資源科学学位プログラム  Agro-Bioresources Science and Technology | | 9. 志望指導教員名 Name of prospective academic advisor  Dr Ibaraki TARO | |
| 10. 研究課題 Research Topic  Please write the research topic here. | | | |

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

Form 1 (2/3)

11. 学歴 Educational Background

|  |  |  |  |
| --- | --- | --- | --- |
| 学校教育  School Education | 学校名・所在地・専攻・取得学位(資格)名  Name and address of school, major and  title of diploma or degree awarded | 入学・卒業年月日  [自己の修学年数]  Dates of entrance  and graduation  [Number of years  attended] | 正規の修学  年数　Required number of years of schooling |
| 初等教育  Primary Education  [小学校]  Elementary School | 学校名 Name of the School : Tsukuba Elementary  School  住所 Address : Tsukuba 1-1-1  Tsukuba, Ibaraki Prefecture, Japan 305-0031 | 入学 From  2002 Yr., 4 Mon.  卒業 To  2008 Yr., 3 Mon.  [ 6 年 Years] | 6 年Years |
| 中等教育  Secondary Education  [中学校]  Lower Secondary  School  (Junior High School) | 学校名 Name of the School : Tsukuba Junior High  School  住所 Address : Tsukuba 2-2-2  Tsukuba, Ibaraki Prefecture, Japan 305-0031 | 入学 From  2008 Yr., 4 Mon.  卒業 To  2011 Yr., 3 Mon.  [ 6 年 Years] | 3年Years |
| [高等学校]  Upper Secondary  School  (High School) | 学校名 Name of the School : Tsukuba High  School  住所 Address : Tsukuba 3-3-3  Tsukuba, Ibaraki Prefecture, Japan 305-0031 | 入学 From  2011 Yr., 4 Mon.  卒業 To  2014 Yr., 3 Mon.  [ 6 年 Years] | 3年Years |
| 高等教育  Higher Education  [大　学]  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 | 入学 From  2014 Yr., 4 Mon.  卒業 To  2019 Yr., 3 Mon.  [ 5 年 Years] | 4年Years |
| [大学院]  Graduate School  (if applicable) | 大学名 Name of the University :  住所 Address :  学位(資格)名 Name of the diploma or degree : | 入学From  Yr., Mon.  卒業 To  Yr., Mon.  [ 年Years] | 年Years |
| 以上を通算した全学校教育修学年数  Total number of years of schooling as given above | | 17 年Years | 16年Years |
| 休学等、在籍中に修学を中断した期間(理由) 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 年Yr., 月Mon. ～ 年Yr., 月Mon. ( ) | | | |

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

Form 1 (3/3)

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

|  |  |  |  |
| --- | --- | --- | --- |
| 勤務先および所在地  Name and address of employer | 勤務期間  Period of employment | 役職名  Position | 職務内容  Type of work |
| XXXXXX Laboratory, the University of Tsukuba | From 2019.4 ～  To present | Researcher | XXXXXXXX |
|  | ～ |  |  |
|  | ～ |  |  |
|  | ～ |  |  |

13. 他大学への応募状況 Application to other universities

□他大学に応募している I have applied to other university

願書を提出した大学名 Name(s) of university that you have submitted the application.

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |

☑ 現在他大学に応募していない。I am currently not applying to other university.

私は、貴学に入学を希望し、出願書類等を提出します。なお、私が貴学に提出した出願書類等の全てに関して、記載事項等に虚偽があった場合は、入学許可を取り消されても異議を申し立てません。

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 2023

Master’s Program in Agro-Bioresources Science and Technology

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

(Admission for October, 2023)

|  |  |
| --- | --- |
| Name of Applicant (Name as it appears on 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 **motivation** for the application and **study plan** in English within 1,000 words. You may describe on a separate A4 size sheet and attach it to this form. | |

Form 3

**RECOMMENDATION LETTER**

International Agricultural Sciences Program 2023

Master’s Program in Agro-Bioresources Science and Technology

Degree Programs in Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

(Admission for October 2023)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. In case of our current research student, a letter from your academic advisor of 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 2023

Master’s Program in Agro-Bioresources Science and Technology

Degree Programs of Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

(Admission for October, 2023)

**\*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 Master’s Degree research, if he/she passes the entrance examination for admission to the Master’s Program in Agro-Bioresources Science and Technology, University of Tsukuba, Japan. | |
| Date (Year / Month/ Day) | Signature Seal |

Form 5

**PROOF of PAYMENT of EXAMINATION FEE**

International Agricultural Sciences Program 2023

Master’s Program in Agro-Bioresources Science and Technology

Degree Programs of Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

(Admission for October, 2023)

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

|  |
| --- |
| Please paste or 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. MEXT scholarship students are exempted from the fee. |

Form 6

**CHECK LIST**

International Agricultural Sciences Program 2023

Master’s Program in Agro-Bioresources Science and Technology

Degree Programs of Life and Earth Sciences

Graduate School of Science and Technology, University of Tsukuba

(Admission for October, 2023)

|  |  |  |  |
| --- | --- | --- | --- |
| Necessary Documents | | Description | Check   |
| 1 | Application Forms for Admission | Form 1 | ☐ |
| 2 | Study plan | Form 2 | ☐ |
| 3 | Recommendation Letter | Form 3 | ☐ |
| 4 | Supervisor’s Agreement | Did you request your prospective supervisor to submit Form 4? | ☐ |
| 5 | (Expected) Completion Certificate | Certificate of Graduation (Bachelor's).  or  A letter from the academic affairs of your university describing the expected date of completing the Bachelor's degree program. | ☐  ☐ |
| 6 | Degree Certificate | Applicants graduated from universities outside Japan. | ☐ |
| 7 | Transcript | Official transcripts of Bachelor’s degree | ☐ |
| 8 | Certificate of Sponsorship | Certificate from Funding Agency (If any) | ☐ |
| 9 | Passport | 1) If you already have a passport:  → Did you attach a copy of your passport with your name ?  2) You do not have a passport yet. | ☐  ☐ |
| 10 | Examination Fee | Form 5 | ☐ |
| 11 | English Proficiency | Results of Official English Test Records of  TOEFL, TOEIC or IELTS | ☐ |
| 12 | Checklist | Checklist (Form 6) 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 Master’s Program at the University of Tsukuba. I fully understand that my application becomes invalid if it is found incomplete and misrepresented myself within this application.

|  |  |
| --- | --- |
| Applicant Name |  |
| Signature | Please sign |
| Date |  |
|  | (Year / Month / Day) |