

**Graduate School of Science and Technology, Degree Programs in Life and Earth Sciences  
University of Tsukuba**

**APPLICATION GUIDELINES for  
“International Agricultural Sciences Program”**

- a) Doctoral Program in Agricultural Sciences
- b) Doctoral Program in Life and Agricultural Sciences
- c) Doctoral Program in Bioindustrial Sciences

**Call for Applications: 2024 October Entrance**

**1. Objectives of Program and Admission Policy**

Objectives of Education	The International Agricultural Sciences is a multidisciplinary doctoral program focusing on agricultural topics that deal with agricultural sciences, life and agricultural sciences, and bioindustrial sciences. The aim of the international agricultural research program is to develop linkage with international organizations and partner universities contributing to agricultural developments. This program will be organized with the international research institutes collaborating with the University of Tsukuba. Contemporary agricultural and environmental issues throughout the world will be given priority for conducting research in this doctoral program.
Admission Policy	<p>(1) Qualifications The University of Tsukuba seeks students who are interested in topics related to food, life science, environment and bio-resources that aim to solve current problems with specialty and a broad knowledge. Applicants are requested to demonstrate academic interests in various issues involving the life phenomena of humans and other living organisms and the global environment. Special focus on the sustainable use of agro-biological resources and possession of applicable skills to analyze events from a variety of perspectives are sought for this program.</p> <p>(2) Policy of Selecting Students The University will make a comprehensive evaluation of applicants based on whether each applicant has the ability to conduct research in an advance field of agricultural sciences and proficiency in English. Additionally, academic ability to acquire advanced knowledge and understandings of contemporary problems existing in the world will be evaluated based on the submitted documents, research presentation, and individual interview.</p>

**2. Entrance Examination Schedule**

The entrance examination schedule is as follows:

(1) Announcement of guidelines for 2024 applications:	December 2023
(2) Application Period:	January 5, 2024 to January 25, 2024
(3) Submission of Required Documents <u>by Email</u>	January 5, 2024 to January 11, 2024 (PDF)
(4) Submission of Required Documents by Post:	January 12, 2024 to January 25, 2024 (Originals)
(5) Individual Interviews:	February 13, 2024 to February 27, 2024

(6) Announcement of Final Decision on Application:	March 22, 2024
(7) Enrollment Procedures:	Late June, 2024 to end of August, 2024 (A separate notification will be sent)
(8) Enrollment Date:	October 1, 2024
(9) Entrance Ceremony:	End of September, 2024

**3. Number of Students Acceptance per Year**  
Limited

**4. Qualifications of Applicants**

Individuals falling under any one of the categories below may apply for this program.

- (1) Persons who have earned or expect to earn a master's degree by September 30, 2024.
- (2) Persons who have earned or expect to earn a specialized graduate degree by September 30, 2024.
- (3) Persons who have been recognized as eligible during the screening processes conducted by the Graduate School of Life and Environmental Sciences at the University of Tsukuba. In the screening process, demonstration of superior academic abilities among university graduates and being 24 years old by September 30, 2024 are required.

**5. Documents Required for Application**

The following documents are necessary for application. Please use the application forms that can be downloaded from <http://www.global.tsukuba.ac.jp/doctoral/international-agricultural-sciences-program> website.

Necessary Documents		Submitting Person	Remarks
1	Application Form	All	Fill <b>Form 1</b> 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 7.
2	Study Plan	All	Please use <b>Form 2</b> .
3	Recommendation Letter	All	A confidential recommendation letter using <b>Form 3</b> . For details, see section 6-1.
4	Supervisor's Agreement	All	A letter of agreement prepared by the prospective supervisor to serve as an academic advisor when the applicant is successfully accepted by the Graduate School of the University of Tsukuba. Please use <b>Form 4</b> . For details, see section 6. (2).
5	(Expected) Completion Certificate*	All	Certificate of Master's Graduation, or Letter from the academic office of your university describing the expected date for completion of the Master's degree program (original with official stamp). Please make sure that the type of (expected or obtained) degree, enrolment date, (expected) completion date are included.

6	Degree Certificate*	Graduated from outside Japan	If you graduated from a graduate school outside Japan, please submit a degree certificate of your master's degree (original with official stamp). Please make sure that the type of (expected or obtained) degree, enrolment date, (expected) completion date are included.
7	Transcript*	All	Original transcript (with official stamp) of records from the previous university, including bachelor's degree and master's degree. If you are still attending a Graduate School, submit a transcript for the period from the enrolment to the point of current application.
8	Research Achievements	All	Please provide the list of publications (If any, please use A4 size paper)
9	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.
10	Certificate of Sponsorship	Funded Applicant	Please submit a "Certificate of sponsorship" from a public funding agency (If any)
11	Certificate of Payment of Examination Fee	All	¥30,000 <b>Use Form 5.</b> See section 7(B) <b><u>Exceptions</u></b> 1. MEXT financed international students 2. Who have completed the University of Tsukuba Master's Program and will continue on to the University Doctoral Program within one year of the completion date
12	English proficiency	All Non-native English speakers	Results of official English test records of TOEFL, TOEIC or IELTS etc. (original). <b>See Section 8.</b>
13	Checklist	All	Please submit this checklist ( <b>Form 6</b> ).

Note:

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

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

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

## 6. Recommendations and Prospective Advisor's Agreement Letters

- 1) A confidential recommendation letter from the Dean/research supervisor issued by the University/Institution where applicant has graduated or expect to graduate is required for application. In case of our current research students, the letter can be issued by the academic advisor of University of Tsukuba. The letter should be sealed by the Dean/research supervisor for confidentiality. Use **Form 3**
- 2) Applicants are requested to submit a prospective academic advisor's agreement letter along with the necessary documents. The letter should note that the academic advisor has agreed to supervise the applicant's research if the applicant successfully passes the entrance examination. Please use A4 size paper for the recommendation letter and supervisor agreement letter. Use **Form 4**.

## 7. Submission of Application Forms

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

- (1) Required documents : Form 1, 2 and 6, Completion (expected) Certificate, Degree Certificate, transcript, English score as well as other documents applicable.
- (2) Format : PDF
- (3) Submission Period : **January 5, 2024 to January 11, 2024 (Japan Standard Time)**.
- (4) E-mail Address : [intagrsciadm@un.tsukuba.ac.jp](mailto:intagrsciadm@un.tsukuba.ac.jp)
- (5) Eligibility of the applicants will be checked by the administration office.
- (6) Eligible applicants will receive an e-mail message instructing them to pay the examination fee and submit the hard copy of their application forms.

### (B) Credit card payment of the Examination Fee:

[ATTENTION]

Payment information is provided after the eligibility of application has been checked as described at Section 7(A).

Payment period: **January 12 to January 25, 2024 (Japan Standard Time)**.

Amount: 30,000 Japanese yen

Receipt: Please print the receipt page and attach to **Form 4**

**Please note that the examination fee is non-refundable.**

\*The examination fee is exempted for University of Tsukuba students who are to complete the master's program in March or April 2024.

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

- (1) Required documents:  
All original documents
- (2) Submission Period  
**January 12, 2024 to January 25, 2024 (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 filled in 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 JST 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 an e-mail to the address below before applying.  
E-mail address: [intagrsciadm@un.tsukuba.ac.jp](mailto:intagrsciadm@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.

## 8. English proficiency.

- (1) Non-native English speakers need to submit TOEFL/TOEIC/IELTS test result. Please send the original result of one of the following tests with Photo ID of the applicant.
  - i ) Examinee Score Report (TOEFL),
  - ii ) Official Score Certificate (TOEIC)
  - iii ) Test Results Form (IELTS)
- (2) In principle, an applicant whose native language is English is not required to submit the test result. . It will be determined from the applicant's educational background.

[ATTENTION]

**Original test scores taken after February 2022 are valid.**

## 9. Selection Method

Each applicant will be requested to appear for an interview either in person or by teleconferences or Skype Communication. In the individual interview, a comprehensive evaluation will be made on English ability, basic knowledge, research plan, and motivation to enter the “**International Agricultural Sciences Program**”.

## 10. Announcement of Successful Applicants

Final acceptance will be announced on **March 22, 2024**.

Notification of the final result will be sent by e-mail and post to all applicants. “Documents Required for Enrollment Procedures” at the University of Tsukuba will be mailed to successful applicants at the end of June 2024.

## 11. Enrollment Procedures

### (A) Time period

- (1) The time period for enrollment procedures is from the end of June 2024 to the end of August 2024.
- (2) Following receipt of the “Documents Required for Enrollment Procedures,” send 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.  
MEXT Scholarship students and Who have completed the University of Tsukuba Master's Program and will continue on to the University Doctoral Program within one year of the completion date.
- (2) The tuition fee is ¥267,900 for the spring semester and ¥267,900 for the fall semester (¥535,800/year).
- (3) If the amount of payment is revised at the time of admission or during enrollment, the new amount will be required from the time 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.

**12. Confidentiality of Personal Information**

Results from the entrance examination, as well as personal information obtained by the University of Tsukuba from the applicants' documents, will be used for affairs concerning admission and screening, or may be used to improve the way of admission and university education keeping each identity confidential.

**13. Questions and Contact**

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

E-mail address: [intagrsciadm@un.tsukuba.ac.jp](mailto:intagrsciadm@un.tsukuba.ac.jp)