



Short-Term Exchange Programs at the University of Tsukuba Application Guide 2020-2021

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Student Status and Tuition Fees

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

Exchange Students (*tokubetsu chokogakusei*)

Exchange Students (*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 to the exchange programs at the University of Tsukuba. Exchange Students are required to register for more than 8 periods (600 minutes) 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 recommended to check the website of each graduate school for the courses you can take before applying to our exchange program.

Exchange Research Students (*tokubetsu kenkyugakusei*)

Exchange Research Students (*tokubetsu kenkyugakusei*) are graduate students from other universities who wish to conduct research under the guidance of an 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 attend courses, and therefore, they **cannot** earn credits. (It is possible, however, for them to audit some courses with prior approval from course lecturers.)

Tuition Fees and Waivers

Applicants from our partner universities

Students who are admitted under either of the two statuses from institutions with which the University of Tsukuba has a reciprocal tuition waiver agreement can be granted a tuition waiver. For more information, please consult with the international office at your home university.

Applicants from non-partner universities

Both Exchange Students and Exchange Research Students must pay tuition fees to the University of Tsukuba at the beginning of their study term. The tuition amount 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 it is currently set at 29,700 yen per month.

Summary: The following table compares the two student status types, the Exchange Student status and the Exchange Research Student status.

	Exchange Students (<i>tokubetsu chokogakusei</i>)	Exchange Research Students (<i>tokubetsu kenkyugakusei</i>)
Purpose of study abroad	To attend classes and earn credits	To conduct research under the guidance of Tsukuba's faculty
Level	Undergraduate or graduate	Graduate only
Admission	By mutual consultation between the University of Tsukuba and the student's home university	
Earning credits	Possible to earn credits for courses taken at the University of Tsukuba	Not possible to earn credits, but may audit courses with approval
Credit transfer	Possible (confirm with your university)	Not possible
Tuition fees	14,800 yen per credit	29,700 yen per month
Fee payment	Beginning of each semester	Beginning of the first month after enrollment
Tuition waiver	Possible	Possible
Start dates	Exchange Students are recommended to start their studies at the beginning of each semester. (April or October)	Exchange Research Students can start their research in the middle of the semester, if they choose to. However, please be aware that tuition fees and rent for residence halls cannot be paid on a daily basis, but must be paid for the entire month in which the student is enrolled.

NOTE: Only for Graduate Students

Please read this very carefully when you are choosing your student status.

To maintain student visa status as an "Exchange Student" at University of Tsukuba, taking over 8 periods (600 min.) of classes per week is required. Since Japanese language courses for graduate students are offered only in AB module and limited to take up to 6 periods per week, students in Master's and Doctoral courses often have difficulty meeting this condition. Please see the website of your desired program carefully and confirm following things in advance:

1. Number of graduate level classes taught in English in your field of study
2. Semester and module of the desired classes

* Graduate students can attend Japanese language courses offered by the Center for Education of Global Communication (CEGLOC) which starts on April and October, but cannot earn credits for them.

Affiliation and Academic Supervisor

A faculty member will be appointed to each exchange student as their academic supervisor. These supervisors work closely with students and provide necessary information, academic assistance, and other support. Students' affiliation at the University of Tsukuba will be same as their supervisor.

Your affiliation and academic supervisor at the University of Tsukuba will be determined by reference to your request entering in the application form. We will try to meet your request, but please understand that there is a possibility it may not turn out as you wished for some reasons.

For Exchange Students

If you wish to belong to the **College of Japanese Language and Culture**, **JLPT (Japanese Language Proficiency Test) N1 or N2 is mandatory required.**

For Exchange Research Students

In case your research theme does not match with any our professors' theme, **we might not be able to accept your application.**

JASSO Scholarship

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 JASSO Scholarship is provided to qualified students at the undergraduate and graduate levels who are currently enrolled at universities abroad and are admitted to Japanese universities as Exchange Students.

IMPORTANT NOTES:

- JASSO Scholarship is highly competitive for applicants. **Do not plan your living expenses in Japan based on the assumption that you will receive the JASSO scholarship.**
- Your results will be informed only when you can get the scholarship. **We will not answer any questions about your results under any circumstances.**

Please read the "Qualifications and Conditions for Students" of the JASSO Scholarship in the following website. You can apply for this scholarship only when you meet all requirements written in "Eligibility."

(ENG) http://www.jasso.go.jp/en/study_j/scholarships/scholarship/short_term.html

(JPN) https://www.jasso.go.jp/ryugaku/study_j/scholarships/short_term.html

How to Calculate your GPA on the JASSO Scale

To apply for the JASSO scholarship, information of your grade point average (GPA) calculated by JASSO's own scale is required. Please calculate **your GPA of previous year at your home university** by using a formula below and enter the result on the application form. Since different universities may use different grading scales, JASSO has prepared the following table to demonstrate the way to convert the applicants' grades to JASSO's scale. As you can see, JASSO's GPA is based on a three-point scale, and your GPA on the JASSO scale is to be rounded to two decimal places.

Examples of grading scales used by universities	Grades				
	-	Excellent	Good	Fair	Poor
Example 1: 4-point scale	-	Excellent	Good	Fair	Poor
Example 2: 4-point scale	-	A	B	C	F
Example 3: 4-point scale	-	100-80	79-70	69-60	59 or below
Example 4: 5-point scale	100-90	89-80	79-70	69-60	59 or below
Example 5: 5-point scale	S	A	B	C	F
Example 6: 5-point scale	A	B	C	D	F
Grade Points on JASSO scale	3	3	2	1	0

Calculation Formula:

$$\frac{(\text{Total \# of Credits for JASSO Grade Point 3} \times 3) + (\text{Total \# of Credits for JASSO Grade Point 2} \times 2) + (\text{Total \# of Credits for JASSO Grade Point 1} \times 1) + (\text{Total \# of Credits for JASSO Grade Point 0} \times 0)}{\text{Total \# of Credits for All Registered Courses}}$$

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 .

Course Title	Grade	Credit	JASSO Grade			Total Point
			Point (above)			
Japanese I	A	3	x	3	=	9
Japanese II	B	3	x	3	=	9
Intro to Japanese History	B	3	x	3	=	9
Intro to Business	D	3	x	1	=	3
12 credits in total						30 points in total

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

Notification of JASSO Scholarship

Please see the "Exchange Student Status Information" document which will be sent to you along with the "Letter of Acceptance" and other documents.
(You will receive them about a month before you start your studies at Tsukuba.)

How to Apply

Application procedures

STEP 1. By **students**

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

STEP 2. By **students**

Apply for the exchange program at the University of Tsukuba through the exchange coordinator or the international office at your home university. There may be a preliminary screening.

STEP 3. By **Exchange coordinators** -**Online Nomination**-

Contact us at the email address below. The URL of the online application system and the login code will be sent to the exchange coordinator.

exchangestudent@un.tsukuba.ac.jp

STEP 4. By **Exchange coordinators** -**Online Nomination**-

Access the URL, and register the information of the exchange coordinator, and all the applicants.

STEP 5. By **Exchange coordinators** -**Online Application**-

After we confirmed the applicants, you will see the "Invitation" button on the screen. Click it, then the URL and the password will be sent to the applicants automatically.

STEP 6. By **students** -**Online Application**-

Login our application system. After filling out all the information, and printing out, submit all application forms to the exchange coordinator or the international office at your home university.

This should be done during the "Online Application Period."

STEP 7. By **Exchange coordinators**

After you confirm all application documents, **send us the excel file "Application for Certificate of Eligibility" by e-mail, and other application materials by post** by the deadline.

Submission of Application for Certificate of Eligibility

Data	Notes
Application for Certificate of Eligibility *Excel file	<ul style="list-style-type: none"> File title should be as follows: CoE_your family name, first name (e.g. CoE_YAMADA, Taro) <u>Do not create the data on a Mac computer.</u>

Application Materials

Documents	Notes
Application Package Cover Sheet and Checklist	<ul style="list-style-type: none"> Please write your name in Japanese Katakana if you could. We need it to know the pronunciation of your name.
Application for Exchange Student/ Exchange Research Student at the University of Tsukuba	<ul style="list-style-type: none"> You can print this out after the Online Application is done. <u>Please be sure to be signed by both the applicant and the exchange coordinator.</u> <u>All signatures should be handwritten; be sure to send the original documents.</u>
Formal Letter of Request for Admission	<ul style="list-style-type: none"> It should be signed by the President or Dean from the applicant's home university and addressed to the President of the University of Tsukuba. 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 is for Exchange Research Students.
Official Transcript of Academic Records	<ul style="list-style-type: none"> For the previous year
Copy of Your Passport	<ul style="list-style-type: none"> ID page
Two ID Photographs (40 mm x 30 mm)	<ul style="list-style-type: none"> The photographs must be formal, with no hat or background, and taken within the past three months. Please write your name and your home university on the back. <u>All photographs must be identical.</u> <u>The photos must be printed on quality photographic paper.</u> Cut the photos to the exact sizes if they are too big.

<p>Certificate of Bank Balance *Applicant's own Latest bank account balance</p> <p>and/or</p> <p>Certificate of Scholarship/Student Loan</p>	<ul style="list-style-type: none"> • All applicants must submit 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 for attending the University of Tsukuba, please see page 13. • If you submit a certificate of a scholarship or a student loan, <u>please make sure that it includes details such as your name, the purpose of the scholarship/loan, the amount, and the term.</u> • <u>Clearly mark the essential information on the documents.</u> • Please do not plan your living expenses in Japan based on the assumption that you will receive the JASSO scholarship.
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Only Certain People

Document	Notes
<p>JLPT Certificate of Result and Score</p>	<ul style="list-style-type: none"> • If you have any, please submit it. • If you wish to belong to the College of Japanese Language and Culture, submitting a certificate of N1 or N2 level is mandatory required.
<p>Certificate of Your Staying in Japan *If you have experience staying in Japan for purposes other than tourism.</p>	<ul style="list-style-type: none"> • Please submit the academic records, certificate of enrollment, or the page of the copy of working visa, etc.

IMPORTANT NOTES: When You Submit Application Materials

- All documents should be **single-sided, and not bound with a stapler or string.**
- Necessary documents must be accompanied with either a **Japanese or English translation** if it is written in other language, and **confirmed by the exchange coordinator at your home university** with his/her signature.
- **Submitted documents will not be returned.**
- **Incomplete applications or applications that reach 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 "Learning Agreement" etc., please contact your exchange advisor first, and follow their instructions. Please do not send it directly to us.

Required Information for Online Application

For Exchange Coordinators

Following information is required to nominate students on our online application form. Please collect the information from your students before starting nomination.

Required Information	Notes
Name	<ul style="list-style-type: none"> Please enter the nominee's name with Roman letters. The name must match the passport exactly.
E-mail	<ul style="list-style-type: none"> Please ensure that the student edits the spam filter to receive e-mails from "ap-short-term.sec.tsukuba.ac.jp" domain.
Course the nominee would like to enroll in at the University of Tsukuba	<ul style="list-style-type: none"> Please choose "Undergraduate", "Master Course", or "Doctoral Course".
Status at the University of Tsukuba	<ul style="list-style-type: none"> Please choose "Exchange Student" or "Exchange Research Student". If graduate students wish to be "Exchange Student", please confirm a notification on page 2 carefully.
Enrollment Date in the University of Tsukuba	<ul style="list-style-type: none"> Exchange Students can choose only April or October.
Ending Date of Study in the University of Tsukuba	<ul style="list-style-type: none"> Please decide the ending date carefully, considering the academic schedule of both universities. It is impossible to shorten or extend the enrollment period after finishing the application process in principle. The academic schedule of our university can be seen on page 11.
Desired School/College/Program at the University of Tsukuba	<ul style="list-style-type: none"> Please fill in two choices of your desired school/college/program at the University of Tsukuba in reference to following webpages. <p>(Undergraduate Schools/Colleges) http://www.tsukuba.ac.jp/en/study-tsukuba/under-graduate e.g. College of Humanities, School of Humanities and Culture</p> <p>(Master's/Doctoral Programs) http://www.tsukuba.ac.jp/en/study-tsukuba/study-graduate e.g. Master's Program in International Area Studies, Graduate School of Humanities and Social Sciences</p>

Course and Year at Home University	<ul style="list-style-type: none"> • Please enter information of nominee's academic belonging at home university, as of the enrollment date in the University of Tsukuba. • If the student is currently undergraduate and will enroll in a Master course before the enrollment date at Tsukuba, please enter information of the Master course.
Date of Nominee's Admission to the Course Above	
Expected Date of Nominee's Graduation/Completion from the Course Above	
School/College/Department/Faculty of Home University	

For Students

Above information entered by your exchange coordinator will appear automatically on your online form. Please check it and correct if there is wrong information. In addition, following information is required for the online application.

Required Information	Notes
ID Photo	<p>The photo must be:</p> <ul style="list-style-type: none"> • Formal enough to be used for your student ID card. • Taken in the last three months. • A portrait facing forward, without wearing a hat, in front of a plain background. (Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.) • Within 3MB.
Date of Birth	
Gender	
Nationality	<ul style="list-style-type: none"> • If you have Japanese nationality, please note that you need to do one of the following procedure to enter Japan as a Short-Term Exchange Student. <ul style="list-style-type: none"> ① Get a Japanese passport or ② Renounce Japanese nationality and get a student visa
Address	
E-mail (secondary)	
Place to Send the Application Result	<ul style="list-style-type: none"> • Please select from "Applicant's Home", "University", and "Other". • Select the place you can certainly receive the result. The sending schedule is about 1 or 2 months before the starting date of your enrollment. You cannot change the place you selected later in principle. • Inform the address you selected to your exchange coordinator.

Study/Research Plan	<ul style="list-style-type: none"> • Please write your plan in detail. • If you have already contacted with the future supervisor in the University of Tsukuba, please include the full name of the professor.
Desired Academic Supervisor in University of Tsukuba (Exchange Research Student Only)	<ul style="list-style-type: none"> • If you choose "Exchange Research Student", please try to fill in the names of three desired supervising professors. • You can find information of professors from the following webpage. (The University of Tsukuba - Researchers information) https://trios.tsukuba.ac.jp/en/node
Desired Courses to Take	<ul style="list-style-type: none"> • If you choose "Exchange Student", please fill in your desired course to take as much as possible. • It is recommended to select courses offered by your desired school/college.
Japanese Language Proficiency	<ul style="list-style-type: none"> • Please enter your score of Japanese language tests if you have any.
English Language Proficiency	<ul style="list-style-type: none"> • Please enter your score of English language tests if you have any.
Staying Experience in Japan Other Than Tourism	<ul style="list-style-type: none"> • Please enter the name of institution attended and period of stay, if you have experience staying in Japan other than tourism.
Information of Scholarship Other Than JASSO	<ul style="list-style-type: none"> • If you will receive scholarships from your university or any other organization, please enter the name and the monthly stipend. • If you are currently applying, please enter the date of selection result announcement.
Information of JASSO Scholarship	<ul style="list-style-type: none"> • Please enter your GPA calculated by using JASSO's scale on page 4 if you wish to apply for JASSO scholarship.

Application Schedule Example

【April 2020 Enrollment】

Deadline for online application	November 8, 2019
Deadline for submission of application forms	November 22, 2019
Receiving the CoE and the acceptance letter via post	Early March, 2020
Program starts	April 1, 2020

Academic Calendar

An academic year in the University of Tsukuba consists of two semesters, Spring semester and Fall semester. Spring semester consists of Spring A, Spring B, and Spring C modules. Fall semester consists of Fall A, Fall B, and Fall C modules. Depending on the combination of modules, terms of classes end in different timing as shown in the table below. Please confirm in which module you are able to take classes and decide the ending date of study at Tsukuba carefully.

Month	April - May	June - July	August - September	October - November	December - January	February - March		
Semester	Spring Semester			Fall Semester				
Module (5-week units)	Spring A module	Spring B module	Spring C module	Summer Recess	Fall A module	Fall B module	Fall C module	Spring Recess
Examples of class implementation modules (5 weeks or 10 weeks + final exams)	→	→	→	Summer Recess Summer session etc.	→	→	→	Spring Recess Entrance exam, degree review, etc
	→	→	→		→	→	→	
	→	→	→		→	→	→	
Examples of semester modules (15 weeks + final exams)	→				→			

Academic Schedule of AY 2020 is as follows:

Spring semester starts on April

AB module classes end on June, and ABC module classes end on August.

Fall semester starts on October

AB module classes end on December, and ABC module classes end on February.

***Exchange Students** need to leave Japan as soon as classes finish.

***Exchange Research Students** need to leave Japan as soon as enrollment periods end.

IMPORTANT NOTES: When You Decide Enrollment Period

- **It is not allowed to shorten or extend your enrollment period after finishing the application process.**
- If you choose the status as **Exchange Student** (especially undergraduate), please be sure to confirm the class schedule at University of Tsukuba and your home university, and consider the ending date of your study carefully.
- Your departure date from Japan should be **in the month you choose as ending date in your application form**. It is not allowed to return to your home university before the month you choose in principle.
- It is unable to stay at a student residence hall after your enrollment period.

Other Important Information

Visa

Successful applicants must obtain a “Student” visa to enter Japan as a short-term exchange student. To obtain the “Student” visa, you need to submit an “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 check all of your documents, including financial documents.

**We cannot answer any questions about when the certificate of eligibility will arrive from the immigration bureau.*

Medical Certificate

It is the student’s responsibility to prepare and bring medical certificates in English or any important information related to your health, when you live overseas. Especially if you have a severe or chronic illness, seeing a doctor can be difficult without a medical certificate.

Vaccinations

We also strongly recommend that you get vaccinated for tuberculosis, whooping cough, tetanus, measles, rubella, and diphtheria before you come to Japan, if you have not been vaccinated yet.

Housing

The University of Tsukuba will offer residence hall rooms to successful applicants. We will send you the “Selection Sheet of Residence Hall Rooms” when the time comes. Until then, please refer to the information about residence halls on our website. Please note that when you move in, you will need to pay a deposit of 30,000 yen.

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 conducted 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, CEGLOC (Center for Education of Global Communication)

offers 15-week Japanese courses for international students. Courses for graduate students are 10 weeks.

Tutor

Regular degree students of the University of Tsukuba will be assigned as tutors to each incoming international student to assist them in their 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 Relations Division of Global Commons. International students who have problems with academic matters, human relations, finances, and other everyday matters are welcome to seek guidance from experienced advisors.

Japanese National Health Insurance Plan

All international students must enroll in the Japanese National Health Insurance plan. The premiums are about 20,000 yen for one year. This plan will cover 70 percent of incurred medical costs.

Personal Accident Insurance for Students Pursuing Education and Research Activities

We require all international students to enroll in this insurance so that they can engage in educational research, as well as extra-curricular activities. This insurance covers accidents that may occur during the following:

On-campus (excluding dormitory) activities and off-campus extracurricular activities that are registered at the university.

**We strongly advise all international students to purchase insurance in your home country before departure.*

For details on insurance policies, please consult the exchange program advisor of your home university or your health insurance agent.

Estimated Costs of Attending the University of Tsukuba

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

Duration 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

Delivery Address and Inquiries

- All application materials must be sent to the exchange office by post.

Division of Student Exchange,
Short-Term Program Section (incoming)
University of Tsukuba
1-1-1 Tennodai, Tsukuba
Ibaraki 305-8577 JAPAN

Phone: +81-29-853-6090
Fax: +81-29-853-6204

- General inquiries about our short-term exchange programs should be directed to the Division of Student Exchange through your exchange program office.

*When you send us e-mails, you must write a proper title, and your name and the name of home university in the text.

And when you reply to us, do not erase the email exchange.

Division of Student Exchange
University of Tsukuba

E-mail: exchangestudent@un.tsukuba.ac.jp

- Specific questions on courses offered by departments or programs at the University of Tsukuba should be directed to the exchange coordinator at Tsukuba in charge of the agreement with your institution through your exchange program office.