

# APPLICATION GUIDELINES FOR CREDITED AUDITORS OF THE UNIVERSITY OF TSUKUBA FOR AY 2025 (UNDERGRADUATE PROGRAM)

## Credited Auditors

The “Credited Auditors” program is a lifelong education program that allows the public including working professionals to study part-time and for the university to evaluate their learning outcomes.

Enrolled credited auditors can take courses offered by undergraduate programs at the University of Tsukuba, and the university gives them a credit if they complete a course.

A broad range of courses is available, and everyone is welcome to learn as a credited auditor.

By adding the credits earned through the credited auditor program, credited auditors who have completed study at a junior college, higher vocational school or have enrolled in an undergraduate program for more than two years and have earned more than 62 credits may be awarded a bachelor’s degree.

The National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) awards bachelor’s degree to those who have acquired enough academic credits and have sufficient academic attainments in their discipline. For further details, please consult NIAD-QE.

(TEL: 042-307-1550 / URL: <https://www.niad.ac.jp/english/>)

**January 2025**

Division of Educational Reform Support

Department of Educational Promotion

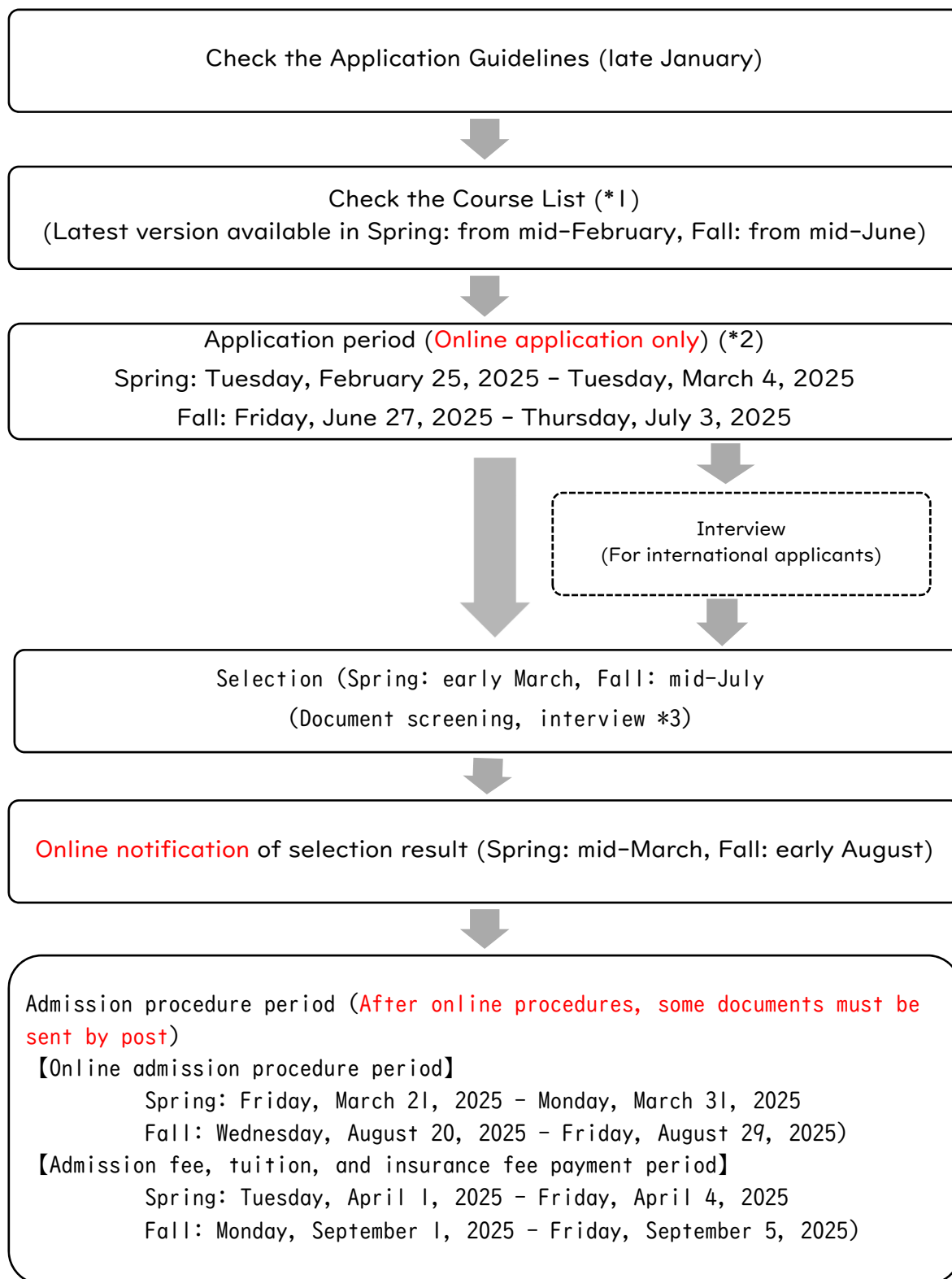
University of Tsukuba

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## I. Overview of Application and Selection Schedule



\*1 When applying online, be sure to check the latest information on the courses you wish to take on the [“Course List \(for undergraduate programs\)”](#).

(Refer to p. 8 [“\(2\) Check available courses”](#) in these Guidelines.)

\*2 Those who have completed the admission procedures in the spring semester as a credited auditor in the school and want to take the courses offered by the school in the

fall semester must apply for extra courses. (Refer to p. 21 [“9. Extra Course Application”](#) in these Guidelines.)

\*3 Course applicants will be selected on the basis of their application materials, but some courses may require an interview. For courses that require an interview, etc., “Interview required”, etc. is indicated in the “Application conditions” column of the [“Course List \(for undergraduate programs\)”](#), so please check whether or not an interview, etc. is required before applying. (This interview is different from the “Interview for International Applicants”.)

## II. Application

### I. Qualification for Admission

A document screening will be conducted for all courses applied for, and those who are deemed to have sufficient academic ability to take the respective courses will be admitted as credited auditors. However, depending on the course, the instructor in charge of the class may require an interview for pre-selection.

#### **【For international applicants】 Important**

##### **Status of residence** \*All

It is not possible to obtain or change to the status of residence of "College Student" or to renew the period of stay using the university's credited auditor system.

##### **Qualification for application** \*Excludes those who take only fully online courses<sup>1</sup> overseas

At the time of application, you must have an appropriate status of residence for staying in Japan, and the period of stay must be sufficient for the semester in which the courses you are applying for are offered.

\*For the course offering period (enrollment period) for taking spring semester courses, you will be admitted until September 30, 2025 and for the course offering period (enrollment period) for taking fall semester courses, until March 31, 2026, so the application requirement is that you have the period of stay as shown in the table below.

Period of study of the course to be registered	Necessary period of stay
For spring semester (including summer recess) only	April 1, 2025 - September 30, 2025
For fall semesters (including spring recess) only	October 1, 2025 - March 31, 2026
For spring semester, fall semester, and year-round	April 1, 2025 - March 31, 2026

In addition, if you enroll in the spring semester and apply for extra courses to be offered in the fall semester, you must have a period of stay until March 31, 2026.

##### **Interview** \*All

Regardless of status of residence, all applicants will be undergo an "Interview for International Applicants". After the application period ends, the educational organization will contact you within one week to arrange an interview date and time.

<sup>1</sup> A fully online course is one in which all classes, including tests, are completed online.

If the department cannot contact international applicants, the applicants cannot pass the selection.

For those who fall under the following circumstances at the time of application

- Those who have a status of residence but do not meet the above "required period of stay" at the time of application
- Those who are temporarily staying in Japan with the status of residence of "Temporary Visitor"

Those listed above can only apply for fully online courses.

However, please ensure that you do not overstay your visa by adhering to the permitted period of stay and status of residence at the time of application. This includes returning to your home country before the end of your stay, extending your period of stay, or changing to an appropriate status of residence.

For those who plan to take only fully online courses overseas

If you wish to come to Japan after admission, please obtain an appropriate status of residence before coming to Japan.

## 2. How to Choose a Course

(1) Check the course with reference to the major (area, course, etc.) of the school or college.

School, College, and Program		Major
School of Humanities and Culture	College of Humanities	Philosophy (Philosophy and Ethics, Religious Studies), History (Japanese History, Eurasian History (History of Ancient West Asia, Chinese History, European and American History), Historical Geography), Archaeology and Folklore (Prehistory, Archaeology, Folklore, Cultural Anthropology), Linguistics (General Linguistics, Applied Linguistics, Japanese Language Studies, English Studies)
	College of Comparative Culture	Comparative Culture (Japanese and Asian Studies, Anglo-American and European Studies, Field Studies, Cultural Expression, Cultural and Social Sciences, Philosophy and Religious Studies)
	College of Japanese Language and Culture	Japanese Language and Culture (Japanese Language, Japanese Culture)
School of Social and International Studies	College of Social Sciences	Sociology, Law, Political Science, Economics
	College of International Studies	International Relations, International Development
School of Human Sciences	College of Education	Education (philosophy and history, content and method, system and administration, environment and culture)
	College of Psychology	Psychology (Experimental Psychology, Educational Psychology, Developmental Psychology, Social Psychology, Clinical Psychology)
	College of Disability Sciences	Disability Sciences (Visual Impairment, Hearing Impairment, Speech-Language Impairment, Motor and Health Impairment, Mental and Developmental Retardation and Behavioral Disorders, Physical Therapy, Welfare Science and Theories)
School of Life and Environmental Sciences	College of Biological Sciences	Biology
	College of Agro-Biological Resource Sciences	Agro-Biological Resource Sciences
	College of Geoscience	Geoenvironmental Sciences, Earth Evolution Sciences
School of Science and Engineering	College of Mathematics	Mathematics
	College of Physics	Physics
	College of Chemistry	Chemistry

	College of Engineering Sciences	Applied Physics, Quantum and Electronic Engineering, Applied Condensed Matter Physics, Material and Molecular Engineering
	College of Engineering Systems	Intelligent Engineering Systems, Engineering Mechanics and Energy
	College of Policy and Planning Sciences	Social and Economics Sciences, Management Science and Engineering, Urban and Regional Planning
	Bachelor's Program in Interdisciplinary Engineering	Interdisciplinary Engineering
School of Informatics	College of Information Science	Software and Computing Science, Computer Systems, Machine Intelligence and Media Technologies
	College of Media Arts, Science and Technology	Media Arts, Science and Technology
	College of Knowledge and Library Sciences	Knowledge Studies, Knowledge Information Systems, Information Resources Management
School of Medicine and Health Sciences	College of Medicine	M.D. Course, Medical Scientist Course
	College of Nursing	Nursing Course
	College of Medical Sciences	Medical Science Course, International Medical Sciences Course
School of Physical Education, Health and Sport Sciences		Health and Physical Education
School of Art and Design		Art and Design (Art History, Arts Support, Western Painting, Japanese Painting, Sculpture, Calligraphy, Print, Constitution, Comprehensive Modeling, Crafts, Visual Design, Information/Product Design, Environmental Design, Architectural Design)
Bachelor's Program in Global Issues		Interdisciplinary

In addition to the courses offered by the educational organizations listed above, there are Common foundation subjects (Multidisciplinary subjects, Physical education, Foreign languages, Information literacy, Japanese language, Art), Free electives (Purpose-built subjects), Subjects related to the teaching profession and museum.

## (2) Check available courses

Before applying, be sure to check the latest version of the [“Course List \(for undergraduate programs\)”](#) (hereinafter referred to as the “Course List”) for the contents of the courses you wish to apply for and the credited auditors column.

For specific explanations of the term, meeting days, period, etc., please refer to [“Important Notes for Course Registration”](#).

If there are any inquiries about the available courses, please consult the academic service office (refer to p. 23 [“12. Offices”](#) in these Guidelines) that each program is assigned.



## Important notes

### a. Courses listed on the [“Course List”](#)

Content of the available courses on the Course List may be changed without advanced notice, make sure all applicants check the latest version of the Course List before submitting the application materials.

In addition to this, the semester, method etc. may also be changed in the middle of the academic year depending on the situation of infectious diseases.

### b. Application conditions

Some courses have application conditions, which are described in the “Application conditions” column and “Remarks” column of the [“Course List”](#). If you do not meet the application conditions, you will not be able to apply for the course.

e.g.: “Already taken XXXX course,” “Only for the purpose of obtaining a teacher’s license,” etc.

Please check the Course List before applying to see if there will be an interview for each course. Courses with entries such as “Δ” in the “Credited Auditors” column and “Interview required” in the “Application conditions” column are courses that require an interview. This interview is only for the applicants who apply for applicable courses and differs from the “Interview for international applicants”.

### c. Course offering methods

Course offering methods (e.g., face-to-face, online, etc.) are usually mentioned in the “Fully online courses” column and “Remarks” column of the [“Course List”](#), make sure all applicants check them in advance. To take an online course, an appropriate device such as laptops, smartphones, etc. and network environment that allows you to watch online courses are needed. Details will be notified after the selection process. Credited auditors still can utilize campus facilities approved to use for taking online courses, however, the University of Tsukuba does not lend any mobile devices (e.g., laptop, wi-fi router, etc.).

### d. Courses for which the term, meeting days, period, etc., and date of implementation have not yet been decided

Courses for which the term, meeting days, period, etc. have not yet been decided, as well as intensive courses for which the date of implementation has not yet been decided, are also listed in the [“Course List”](#). The date of implementation of these courses will be decided after the application or admission procedures, but if the credited auditor is unable to take the course due to his/her own circumstances after the decision has been made, the course for which the applicant has applied

for will not be changed, and the application fee, admission fee, tuition, etc. paid will not be refunded. The confirmed schedule to those courses and/or changes in schedule and classroom of courses will be disseminated in TWINS (Web bulletin board), KdB (Curriculum Scheduling Support System), etc. so do your own checking and try not to miss them.

In addition, if the class schedule or classroom is unavoidably changed, we will inform you as well, so please be careful not to overlook any information. User PW and ID for using those system will be provided after admission.

e. Schedule overlapping with other courses

Applicants still can apply for overlapping courses, however, they cannot register for those courses at the same time and need to decline either of those courses during the admission procedures. Furthermore, credited auditors cannot take overlapping courses even if those courses are provided on-demand. (Except for NT<sup>2</sup> courses)

A request to change the courses you are taking or withdraw from the courses you are taking after the admission procedures will not result in a refund of the paid admission fee, tuition, etc., so please be sure to check that there is no overlap in the meeting days, period, etc. for the courses you are taking at the time of admission procedures.

f. Classroom language

In the [“Course List”](#), if it reads as “Lecture conducted in English,” etc. in the “Remarks” column, it means that the course will be taught in English. Courses without any specific indication are usually conducted in Japanese.

g. Registration for the General foundation subject of “Physical education”

Those who register for the General foundation subject of “Physical education” will be required to apply for the type of physical education of their choice at the time of application. Please note that the decision on the type of physical education will be made after the payment period of the admission fee, tuition, and insurance fee, but even if the type of physical education does not meet your request and you decline to enroll, the tuition paid will not be refunded. (For details, please refer to [“Course List”](#))

h. For the purpose of obtaining a teacher’s license

In advance, please obtain a "Certificate of credits for the license you wish to obtain" (Certificate of credits) and check with the prefectural board of education for which you plan to apply for a license the number of credits that you lack for the prescribed number of credits in the category stipulated in the Order for Enforcement of the School Teacher’s License Act.

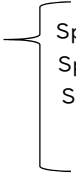
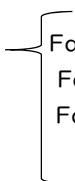
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<sup>2</sup> For NT courses, please refer to “(5) Key to the Course Catalogue” of [“Important Notes for Course Registration”](#) on the website

In addition, even if it is a subject required to obtain a license, if you do not meet the application conditions according to b. above, you will not be able to apply for the course, so please check in advance.

### 3. How to Submit Your Application

#### (1) Application period

Application category	Semester in which the courses available for application are offered	Application period	How to submit your application
Spring	<ul style="list-style-type: none"> <li>· Courses that begin classes in the spring</li> <li>· Year-round courses</li> <li>· Courses offered during summer recess</li> </ul> <div>  <ul style="list-style-type: none"> <li>Spring A begins</li> <li>Spring B begins</li> <li>Spring C begins</li> </ul> </div>	<p><b>Tuesday, February 25, 2025 - Tuesday, March 4, 2025</b></p>	<p><b>【Online application】</b></p>
Fall	<ul style="list-style-type: none"> <li>· Courses that begin classes in the fall semester</li> <li>· Courses offered during spring recess</li> </ul> <div>  <ul style="list-style-type: none"> <li>Fall A begins</li> <li>Fall B begins</li> <li>Fall C begins</li> </ul> </div>	<p><b>Friday, June 27, 2025 - Thursday, July 3, 2025</b></p>	

#### (2) Application process

**Applications for credited auditors** will be accepted through **online applications only**. Applications are not accepted by mail or in person.

Since it is not possible to temporarily save your progress during the online application process, please confirm the courses you wish to enroll in and prepare the necessary documents in advance. Applications will not be accepted in case of any incomplete documentation. Applicants cannot change their list of courses after the application.

The University of Tsukuba may contact the applicant to confirm the application only if there is any incomplete and/or missing document. The university will not contact the applicant if all required documents are confirmed.

Advance preparation ① Check Application Guidelines

② Check the Course List, etc.

③ Select the courses

④ Check the payment method for the application fee

⑤ Prepare required documents

【1】 Register on My Page



【2】 Access the online application page



【3】 Upload photo

Taken within the last three months prior to application

Full face, front view, bareheaded, plain light-colored background



【4】 Fill in the required information



【5】 Select the payment method for the application fee

Pay the application fee



【6】 Upload required documents

\*① Upload the original data

\*② Mail original documents at the time of admission procedures

} Same documents

Other: Carefully read the "Remarks" in "[\(3\) Required Documents](#)" and  
check that there are no omissions



Complete application procedures

### (3) Required documents

Please upload them at the time of application and mail the original documents uploaded at the time of admission.

No.	Documents	Format	Qty	Required for	Remarks
1	Academic Transcript from Last School Attended	One of the following formats: PDF JPEG PNG	1	All	<p><u>*Those who continuously apply from the previous year do not need to submit again.</u></p> <p>Please be careful if you fall under any of the following:</p> <p>a. Those who have withdrawn from an institution: official transcript issued by the institution</p> <p>b. Currently enrolled in a graduate program: Transcript of the graduate school</p> <p>If you are a 1st year student of a graduate school, submit the transcript of the undergraduate school.</p> <p>c. Those who have graduated or withdrawn from an institution overseas: official transcript issued by the institution or those that have been certified as original documents by the relevant school or public institution</p> <p>d. Those whose last school has been closed: Submit the transcript issued by an institution that took over the administrative issues from the original institution. If there is no institution that took over the administrative issues, submit the certificate for the second highest qualification.</p> <p>e. Those who have not been issued an official transcript because a certain number of years have passed since graduation: Submit a document that certifies the institution cannot issue an academic transcript.</p> <p>f. Those enrolled in the last year of an undergraduate program: Transcript issued by the institution</p>
2	Documentary Evidence of a		1	If applicable	Only if the name at the time of application and the name on the

	Change of Name (Abstract of Family Register)			certificate are different due to marriage, etc.
3	Certificate of Residence (住民票, original, without the My Number written on it)		I	<p>International applicants *Those who have a status of residence other than "Temporary Visitor" at the time of application</p> <p>Please check if the status of residence and period of stay are listed. <u>Passports, residence cards, etc. are not accepted.</u></p> <p><u>*Except for those who take only fully online courses overseas, you cannot apply if your period of stay at the time of application does not meet the end of the semester (spring semester: September 30, 2025, fall semester/year-round: March 31, 2026).</u></p>
4	Passport		I	<p>International applicants *Those who have a status of residence of "Temporary Visitor" at the time of application</p> <p>*You do not need to present the original document at the time of admission. Page with your name, passport number, photo, and landing permission sticker.</p>
5	Certificate of Japanese Proficiency		I	<p>*No need to mail the original</p> <p>Certificate of result and scores, etc. of the "Japanese-Language Proficiency Test", "BJT Business Japanese Proficiency Test", "Test of Practical Japanese", etc.</p> <p><u>If all the courses international applicants choose are fully taught in a foreign language, the Certificate of Japanese Proficiency is not required.</u> (This is required if even one subject is taught in Japanese.)</p>

In addition to the above table, each educational organization or course may separately request the documents necessary for selection.

#### (4) Application fee

**9,800 yen**

Please pay at a convenience store, credit card, or Pay-easy (ATM) within the application period. If you are an overseas resident, you can only pay by credit card.

We do not accept cash payments or payment slips (payment at financial institution counters). Please note that any transaction charges shall be borne by the applicant.

#### Important notes

- a. If you cancel your application after the application period has passed, the application fee you paid will not be refunded.
- b. The application fee paid cannot be carried forward to the next application.
- c. We will accept refunds only if you cancel your application within the application period, so if you wish to request a refund, please notify us promptly. Please note that the applicants must bear the refund fee.
- d. If you are a MEXT scholar (including those who plan to receive a scholarship) at the time of application, please contact the Division of Educational Reform Support, Department of Educational Promotion (refer to p. 22 [“12. Offices”](#) in these Guidelines) before the application period. In order to confirm the situation, you will be required to submit an official document that can prove that you are a prospective recipient of the MEXT scholarship, such as a “Certificate of MEXT International Student (free format)” (for those who are enrolled at another university and receiving a scholarship) and a “Certificate of Passing the First Screening” issued by an overseas diplomatic mission, etc.

#### **4. For Applicants with Disabilities**

The University of Tsukuba welcomes applications from applicants with disabilities and is committed to making reasonable adjustments to enable them to participate fully in the admission process and take courses. Please contact the Division of Educational Reform Support, Department of Educational Promotion (refer to p. 22 [“12. Offices”](#) in these Guidelines) in advance to discuss your application. As such, you may be required to submit an additional doctor's certificate stating the degree of disability (including findings such as requiring assistive devices) at the time of application.

## 5. Notification of Selection Result

Approximately one month after the end of the application period, you will be notified of the selection result and the school and college<sup>3</sup> you belong to during your enrollment online. If you have passed the selection, please complete the admission procedures online. Please note that we will not provide written guidance before admission. Any inquiries by telephone or email about the selection result will not be accepted.

## 6. Admission Procedures

### (1) Admission procedure period

Application category	Admission procedure period		Admission procedure method
	Online admission procedure period	Admission fee, tuition, and insurance fee payment period	
Spring	Friday, March 21, 2025 – Monday, March 31, 2025	Tuesday, April 1, 2025 – Friday, April 4, 2025	【For online admission procedures】 【Some required documents are to be mailed】
Fall	Wednesday, August 20, 2025 – Friday, August 29, 2025	Monday, September 1, 2025 – Friday, September 5, 2025	

### (2) Admission process

Admission procedures are accepted **only online**. We do not accept submissions in person.

Those who submit the admission procedure documents within the prescribed period and complete the procedures will be admitted as credited auditors. If you wish to decline admission, please complete the withdrawal procedures online.

Since it is not possible to temporarily save your progress during the online admission procedures, please select the courses to be taken in advance and prepare documents, etc. to be mailed. We cannot accept the application for admission if there are missing documents or incomplete information. Applicants cannot change their list of courses after the admission procedures.

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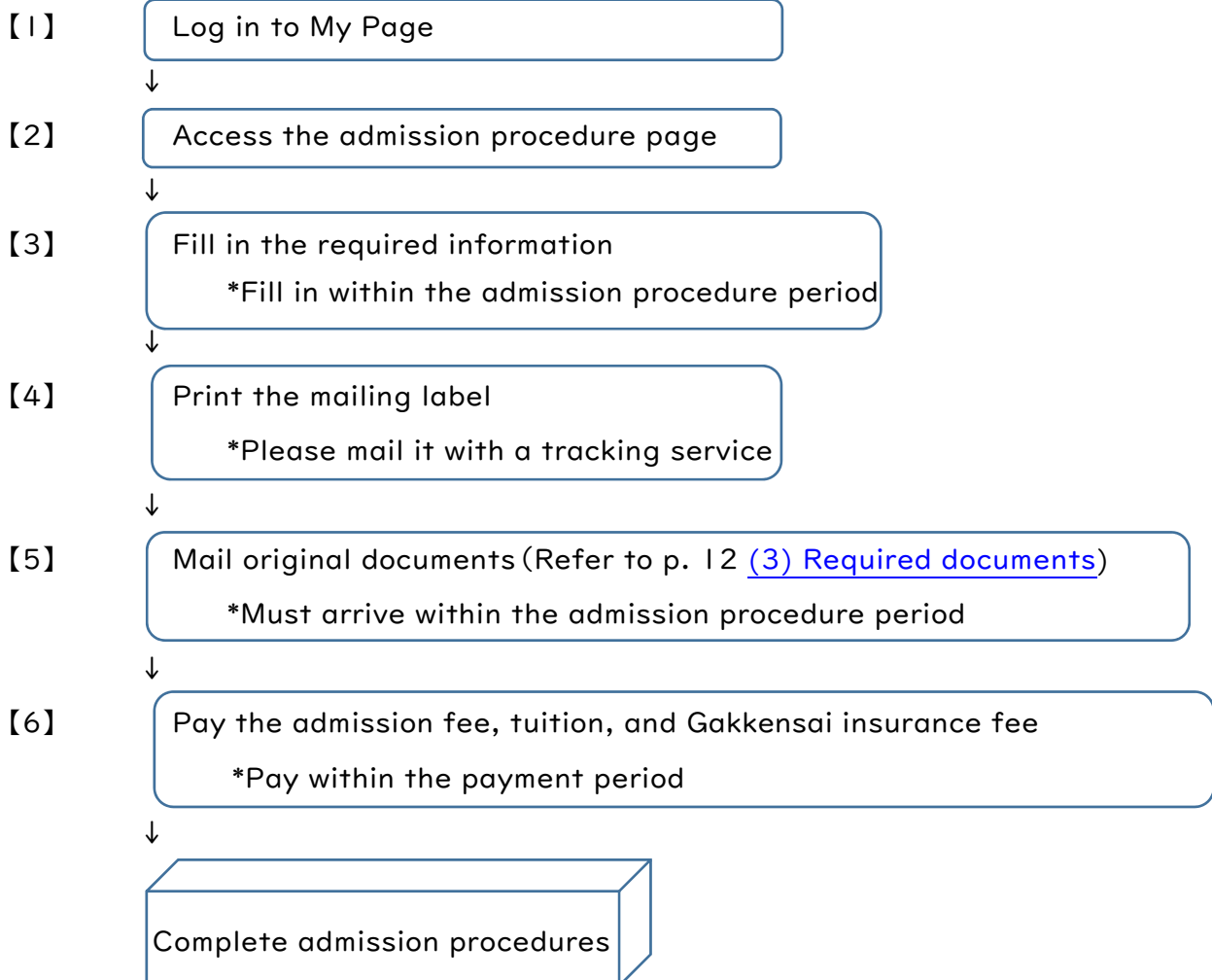
<sup>3</sup> The school or college to which you belong will be decided after taking into account the purpose of your application and the courses you will be taking. Those who have been enrolled as credited auditors (school) after AY 2004 and graduates of our schools will belong to the same affiliation as when they were enrolled in principle.



After the arrival of the admission documents, we may contact you by phone or email to confirm the contents. Please note that we will not notify you of the “receipt of admission documents” if there are no issues with them.

Advance preparation

- ① Select the courses \*Check if there are any overlapping courses
- ② Check the payment method for the admission fee, tuition, and insurance fee
- ③ Preparation for mailing required documents



### (3) Admission fee, tuition, and insurance fee

Fees	Amount to be paid
Admission fee	28,200 yen
Tuition	14,800 yen/credit
Insurance fee	1,000 yen/year

#### Payment method

Local resident		Overseas resident
Less than 300,000 yen	300,000 yen or more	Credit card
Convenience store, credit card, Pay-easy	Credit card, Pay-easy	

Please pay the total amount of the admission fee, tuition for the total number of credits of the course, and insurance fee at a convenience store, credit card, or Pay-easy (ATM) within the payment period.

We do not accept cash payments or payment slips (payment at financial institution counters). Please note that any transaction charges shall be borne by the applicant.

### Important notes

- In the event of a revision of the amount of admission fee, tuition, insurance fee, etc., the new amount will be applied from the time of revision.
- Those who were enrolled as credited auditors in the previous academic year are also required to pay the admission fee, tuition, and insurance fee for each year of enrollment.
- The insurance fee is related to enrollment in Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai"). Although we cannot force you to enroll, **we strongly recommend that all students join the Gakkensai (including the special contract for commuting accidents) to ensure a safe environment for education, research, and extracurricular activities.** Since it is handled on a yearly basis, it is necessary to pay the annual fee even if you enroll in the middle of the academic year.
- The admission fee, tuition, and insurance fee will not be refunded under any circumstances.
- The course type for the General foundation subject of "Physical Education" will be decided after the payment period of the admission fee, tuition, and insurance fee, but please note that even if the course is not as desired and the course is declined, the tuition, etc. paid will not be refunded. o
- If a person enrolled as a regular student of the university becomes a credited auditor, the insurance fee will be handled by the affiliation in which the student is enrolled as

a regular student.

**Inquiries about insurance fee: Student Support, Division of Student  
Welfare, Department of Student Affairs  
TEL: 029-853-2248**

## 7. Enrollment in Courses

After the admission procedures, the academic service office of the school or college to which each student belongs (refer to p. 23 [“12. Offices”](#) in these Guidelines) will handle credited auditors.

### (1) Receipt of required documents

The ID and PW required to log in to the tools for current students will be given to you after admission. For those taking only fully online courses, your ID, PW, and ID (electronic media) will be distributed by email after admission.

### (2) Check course information

You can check the schedule and classroom changes of courses, dates of intensive courses, etc. from TWINS (Web bulletin board) and KdB (Curriculum Scheduling Support System) that can be used from [“Campus Web Tools”](#). Be sure to check for yourself so that you don't miss anything. As a general rule, we do not respond to inquiries by phone.

### (3) Course offering period (enrollment period)

The enrollment period for credited auditors is determined according to the semester in which the approved courses are offered. For those who apply only for the courses offered in the spring semester and apply for extra courses in the fall semester, their course offering period (enrollment period) will be extended to March 31.

Period of study of the course to be registered	Course offering period (enrollment period)
If taking only courses offered in the spring semester	April 1 - September 30
If taking courses offered in the spring semester and fall semester or throughout the year	April 1 - March 31
If taking only courses offered in the fall semester	October 1 - March 31

#### (4) Use of campus facilities and services after admission

Credited auditors will be able to use some of the campus facilities and services in the same way as regular students. Please refer to the table below and for details, contact the academic service office of your educational organization (refer to p. 23 [“12. Offices”](#) in these Guidelines).

Please note that you may need a card-based ID to use some facilities and services. If you are taking only fully online courses and would like to use the following facilities and services, please check with the academic service office of your educational organization to see if you need one, and then pick up a card-based ID at the counter.

Available facilities and services	Unavailable facilities and services
<ul style="list-style-type: none"><li>● Libraries, cafeteria, facilities for extracurricular activities</li><li>● Parking, transportation system (bus) (upon students' request; with fees)</li><li>● Services provided by the Academic Computing &amp; Communications Center (ACCC) for students, such as the campus wireless LAN system</li></ul>	<ul style="list-style-type: none"><li>● School dormitories</li><li>● Student travel discount ticket</li><li>● Student commuter pass</li></ul>

## 8. Credit Conferred

Credits will be awarded for courses taken if credited auditors are evaluated as passing according to the grading method described in the syllabus. Upon request, a “Certificate of Academic Record” will be issued for the courses in which credits have been earned.

## 9. Extra Course Application

Those who have completed the admission procedures in the spring semester as credited auditors of the school can apply for extra courses that will be offered in the fall semester of the same academic year. However, you can apply for extra courses only for courses offered by the school.

During the application period for extra courses, only online applications will be accepted. Applications are not accepted by mail or in person.

When applying for extra courses, there is no need to pay the application fee, admission fee, or insurance fee.

Application category	Application period for extra courses	Application method for extra courses
Fall	Friday, June 27, 2025 - Thursday, July 3, 2025	【Online application】

#### Important notes

It is not possible to apply for extra courses beyond the academic year. In case of an application beyond the academic year, applicants must pay the application fee, admission fee, and insurance fee for each year.

#### **10. Issuance of Various Certificates**

For information on the issuance of various certificates, please refer to the [“Application for Issuance of Certificates for Credited Auditors”](#) on the university's website.

#### **11. Privacy Policy**

Personal information obtained by the University of Tsukuba from the application materials will be used not only for affairs concerning the selection of entrants, but also research and study aimed at improvement of the admission procedures and the university education. Furthermore, personal information of enrolled students will also be used when required including various procedures after admission. Personal information obtained will not be used for any purpose other than the intended use or provided to a third party without the consent of the individual, except as required by law.

## 12. Offices

【Office hours (common to all)】Monday - Friday 9:00 - 12:15 / 13:15 - 17:00

\* Excluding Saturdays, Sundays, national holidays, year-end and New Year holidays, and other holidays

### <Application>

Division of Educational Reform Support, Department of Educational Promotion

(Building Layout ① Administration Center 2F)

Email: gm.kkikakugrp#@#un.tsukuba.ac.jp (Replace #@# with @)

### <Obtaining a teacher's license, caregiver experience, and subjects related to the teaching profession >

Division of Educational Partnership, Department of Educational Promotion

(Building Layout ① Administration Center 2F)

Tel: 029-853-2209/2210

### <Course overview, application conditions, etc. for courses offered by each school or college>

Academic Service Office	Program
Academic Service Office for the Humanities and Social Sciences Area (Building Layout ② 1A Building 3F) School Academic Affairs Tel: 029-853-4468 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan	<School of Humanities and Culture> ・ College of Humanities <School of Social and International Studies> ・ College of Social Sciences
Academic Service Office for the Pure and Applied Sciences Area (Building Layout ③ 1A Building 3F) School Academic Affairs Tel: 029-853-7881 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan	<School of Life and Environmental Sciences> ・ College of Geoscience <School of Science and Engineering> ・ College of Mathematics ・ College of Physics ・ College of Chemistry

<p>Academic Service Office for the Systems and Information Engineering Area</p> <p>(Building Layout ④ 3A Building 2F)</p> <p>School Academic Affairs</p> <p>Tel: 029-853-5784</p> <p>1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8573, Japan</p>	<p>&lt;School of Social and International Studies&gt;</p> <ul style="list-style-type: none"> <li>• College of International Studies</li> </ul> <p>&lt;School of Science and Engineering&gt;</p> <ul style="list-style-type: none"> <li>• College of Engineering Sciences</li> <li>• College of Engineering Systems</li> <li>• College of Policy and Planning Sciences</li> <li>• Bachelor's Program in Interdisciplinary Engineering</li> </ul> <p>&lt;School of Informatics&gt;</p> <ul style="list-style-type: none"> <li>• College of Information Science</li> </ul>
<p>Academic Service Office for the Life and Environmental Sciences Area</p> <p>(Building Layout ⑤ 2B Building 3F)</p> <p>School Academic Affairs</p> <p>Tel: 029-853-4568</p> <p>1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan</p>	<p>&lt;School of Humanities and Culture&gt;</p> <ul style="list-style-type: none"> <li>• College of Comparative Culture</li> <li>• College of Japanese Language and Culture</li> </ul> <p>&lt;School of Life and Environmental Sciences&gt;</p> <ul style="list-style-type: none"> <li>• College of Biological Sciences</li> <li>• College of Agro-Biological Resource Sciences</li> </ul>
<p>Academic Service Office for the Human Sciences Area</p> <p>(Building Layout ⑥ 2A Building 2F)</p> <p>School Academic Affairs</p> <p>Tel: 029-853-5926</p> <p>1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan</p>	<p>&lt;School of Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• College of Education</li> <li>• College of Psychology</li> <li>• College of Disability Sciences</li> </ul>
<p>Academic Service Office for the Art and Sports Sciences Area</p> <p>(Building Layout ⑦ 5C Building 2F)</p> <p>School Academic Affairs</p> <p>Tel: 029-853-2804</p> <p>1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8574, Japan</p>	<p>&lt;School of Physical Education, Health and Sport Sciences&gt;</p> <p>&lt;School of Art and Design&gt;</p>



<p>Academic Service Office for the Medical Sciences Area (Building Layout ⑧ 4A Building 2F) School Academic Affairs Tel: 029-853-3018 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8575, Japan</p>	<p>&lt;School of Medicine and Medical Sciences&gt;</p> <ul style="list-style-type: none"> <li>• College of Medicine</li> <li>• College of Nursing</li> <li>• College of Medical Sciences</li> </ul>
<p>Academic Service Office for the Library, Information and Media Sciences Area (Building Layout ⑨ 7B Building 2F) School Academic Affairs Tel: 029-853-1112 1-2 Kasuga, Tsukuba-shi, Ibaraki 305-8550, Japan</p>	<p>&lt;School of Informatics&gt;</p> <ul style="list-style-type: none"> <li>• College of Media Arts, Science and Technology</li> <li>• College of Knowledge and Library Sciences</li> </ul>
<p>School of Integrative and Global Majors Office (Building Layout ⑩ Laboratory of Advanced Research A 7F) Global Issues Email: bpgi-office#@#un.tsukuba.ac.jp (Replace #@# with @) 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8575, Japan</p>	<p>&lt;Bachelor's Program in Global Issues&gt;</p>

### III. For Those Aiming to Acquire Qualifications

#### !!! IMPORTANT !!!

Those applying for the purpose of obtaining a Teaching credential and/or Curator etc. MUST check the following materials separately released (<https://www.tsukuba.ac.jp/education/other-auditors/gun/index.html>) as well as the application guidelines. Please note that all those materials are only available in Japanese since all processes for obtaining certification should be conducted in Japanese.

For further details, please refer to the same section of Application guidelines (Japanese version).

○教員免許状等資格取得のために科目等履修生を希望される方へ(手引き)

○教員免許状等資格取得関係