

**ACADEMIC YEAR OF 2021  
(APRIL 2021 – MARCH 2022)**

**UNIVERSITY OF TSUKUBA CREDITED AUDITORS  
APPLICATION GUIDELINES  
(GRADUATE PROGRAM)**

**Credited Auditors (Single Course Study)**

“Credited Auditors” 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 auditors can take courses offered by graduate programs at the University of Tsukuba, and the University gives them a credit if they complete a course.

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

When entering the graduate school of the University of Tsukuba as a regular student, depending on the situation, credits earned through “Credited Auditors” can be recognized as credits earned as a regular student.

**DECEMBER 2020**

<Tsukuba Campus>

*Division of Educational Reform Support,*

*Department of Educational Promotion,*

*University of Tsukuba*

1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8577

E-mail: gm.kkikakugrp“a”un.tsukuba.ac.jp

<Tokyo Campus>

*Academic Service Office for the Business*

*Sciences Area,*

*University of Tsukuba*

3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012

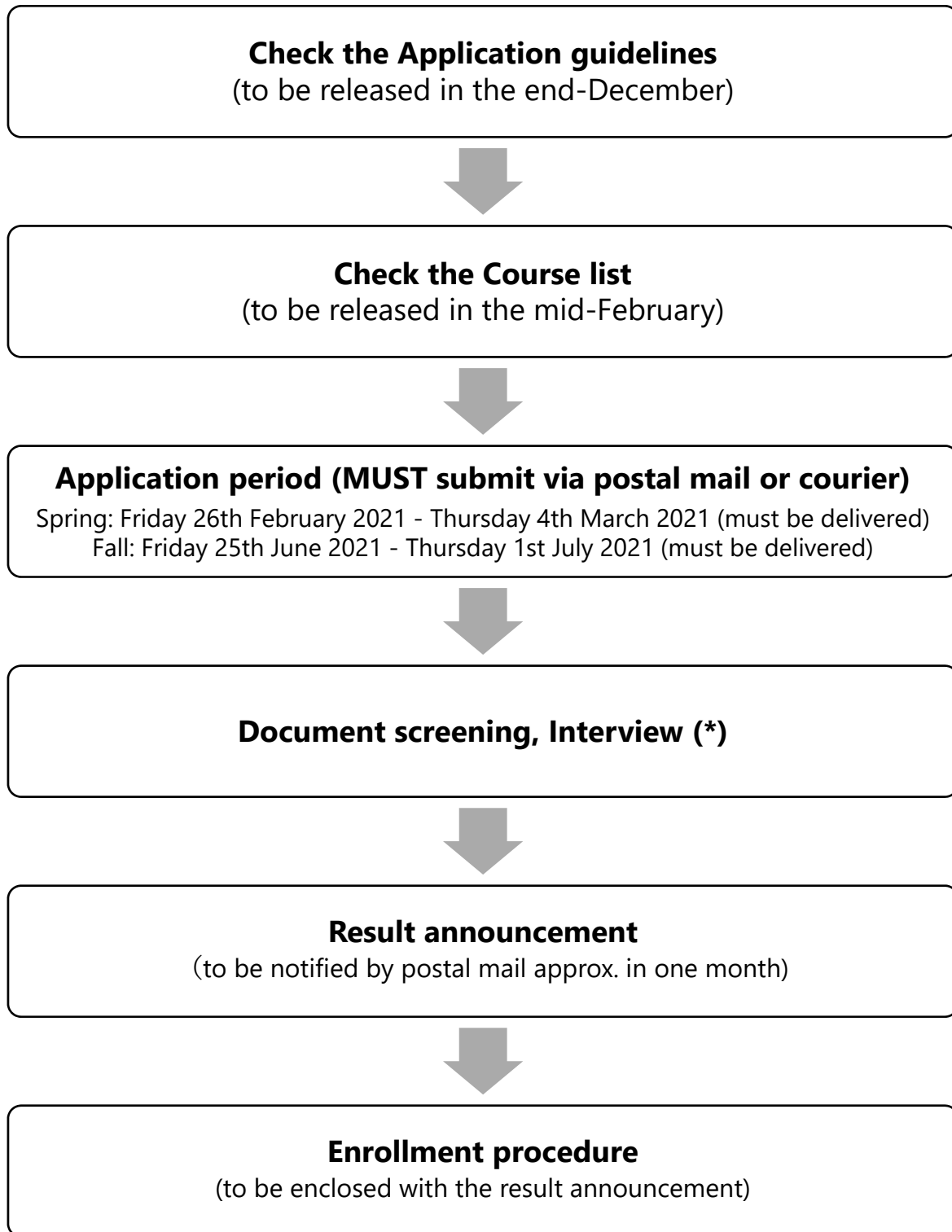
Email: businessentrance“a”un.tsukuba.ac.jp

(Please replace “a” with @ when sending an inquiry.)

# INDEX

1. Screening Schedule	-1-
2. Qualification for Admission	-2-
3. How to Choose a Course	-2-
4. Application Materials	-4-
5. Application Fee	-5-
6. How to Submit Your Application	-8-
7. For Applicants with Disabilities	-10-
8. How to Take an Interview	-10-
9. Result Announcement	-11-
10. Admission Procedures	-11-
11. Course Offering Period, Etc.	-12-
12. Credit Conferred	-13-
13. Privacy Policy	-13-
14. Offices	-14-

## 1. Screening schedule



\* Depending on the course, there may only be a document screening. There may be some courses which require the applicants to have an interview before the application period and/or during the application. In addition to this, all international applicants must take an "interview for foreign applicants" separately from the interview for each subject. For details, please refer to "Selection Methods" and "Interview for the International Applicants".

## 2. Qualification for Admission

Applicants who have been deemed to have sufficient academic ability to take the pertinent coursework can enroll as a credited auditor.

Applicants should submit the complete documentation within the designated application period after preparing the documents required, etc. as set forth in the application guidelines. The University of Tsukuba will evaluate their competence based on submitted documents and make the admission decision.

### **For International Applicants ONLY**

**(IMPORTANT: Status of Residence and Period of Stay)**

#### **Qualification for Application**

International applicants MUST hold the appropriate Status of Residence in Japan and an ample period of stay for the semester when the 'face-to-face' course to be registered is offered at the time of application.

Period of Study of the Course to be Registered	Necessary Period of Stay
Spring semester (incl. Summer Vacation) ONLY	1 <sup>st</sup> April - 30 <sup>th</sup> September
Fall semester (incl. Spring Vacation) ONLY	1 <sup>st</sup> October – 31 <sup>st</sup> March of the following year
All year	1 <sup>st</sup> April – 31 <sup>st</sup> March of the following year

#### **The University of Tsukuba DOES NOT accept applications if:**

- International applicants hold the appropriate Status of residence in Japan but the period of stay is NOT enough for the period of study.
- International applicants have been staying in Japan under Short-Term Stay.
- International applicants who have been residing overseas and DO NOT hold the appropriate Status of residence in Japan.

Student visa holders still can apply as a credited auditor, however, they CANNOT extend their period of stay and/or CANNOT newly obtain a student visa as a credited auditor.

Those international applicants who apply for courses offered in the Spring semester and would like to add courses offered in the Fall, their period of stay on the approved status of residence MUST be enough for the period of study (to 31<sup>st</sup> March of the following year).

#### **Interview**

Regardless of their Status of residence, all the international applicants are required to take an interview. An educational department will contact international applicants to adjust the interview schedule.

## 3. How to Choose a Course

The Course List showing the course name that can be applied, course offering semester, weekday and period, prerequisite, selection method, etc. is expected to be released on the website of the university. Before application, check the Course List and then apply.

If there's any inquiries about the available courses, please consult the Academic Service Office (see "14. Offices) that each program is assigned.

**Course List (For Graduate Programs)**  
<https://www.tsukuba.ac.jp/education/other-auditors/in/#list>

**Important notes on choosing courses**

- 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 Course list before submitting the application documents.  
In addition to this, course offering semester, method etc. may also be changed in the middle of academic year depending on the situation of infection diseases.
- b. Prerequisite for taking a course  
There are several courses available with prerequisites and those are usually mentioned in the remarks column and prerequisites column of the Course list. Applicants cannot take those courses unless they meet the conditions.  
e.g.: "Already taken XXXX course", "Only for the purpose of taking teacher's license, etc.
- c. Course offering method  
Course offering methods (e.g. Face-to-Face, Online etc.) are usually mentioned in the remarks column of the Course list, make sure all applicants check them in advance. To take an online course(s), an appropriate device such as Laptop, Smartphone etc. and network environment that allows you to watch online courses are needed. Details will be notified after the screening process. Credited auditors still can utilize the University's facilities approved to use for taking online courses, however, the University of Tsukuba does not lend any mobile devices (e.g. laptop, wifi router etc.).
- d. Intensive courses and course offering semester  
Intensive courses with yet-to-be-determined dates and courses with yet-to-be-determined course offering semester, weekday and period are listed on the Course list. Applicants still can apply for yet-to-be-determined courses, however, the paid fees will not be refunded even if you cannot take the courses when the schedule is confirmed.
- e. Schedule overlapping with other courses  
Applicants still can apply for overlapped courses, however, they cannot register those courses at the same time and need to decline either of those courses during the enrollment procedure. Furthermore, credited auditors cannot take overlapped courses even if those courses are provided on-demand. Even if applicants paid tuition for both courses, the University of Tsukuba will NOT refund the fees. The University of Tsukuba would strongly recommend all applicants to check the course schedule in advance.
- f. Classroom language  
In the Course list, if it reads as "lectures are conducted in English", etc. in the remarks column, it means that the course will be taught in English. All courses are usually conducted in Japanese unless there is any specific note on classroom language in the remarks column.
- g. For the purpose of acquiring a teaching credential  
Prepare a certificate of your academic achievements at the university you attended, check lacking credits at the Education Commission of the Prefectural Government you intend to apply for the teaching credential in advance.

#### 4. Application Materials

All applicants should submit the complete documentation within the designated application period. Designated forms can be obtained from the same webpage with the application guidelines. We only provide the forms in PDF format. Applicants may directly type in the relevant section and print it, or print and complete the forms by hand. The form must be printed on A4-single-sided paper. **Please read the Notes written in the Application Check List (see below No.1) and ensure that you have included the complete documentation.**

No.	Materials	Qty	Required for	Remarks
1	Application Check List <u>Designated form</u>	1	All	Write the number of sheets you submit and check the boxes when you submit the application materials.
2	Application Form <u>Designated form</u>	1	All	Fill in the required fields and <u>affix an ID photo (30 X 24mm)</u> taken within the last three months; full face; front view; bareheaded; plain light colored background.
3	Course Application Form <u>Designated form</u>	1 or more	All	Check the Course list and fill in the designated form accurately and properly with the course name of your choice, course number, etc., and submit. If there are many subjects, please make a copy of the required number.
4	Certificate of Application Fee Payment (Affix it to the application form)	1	All	A non-refundable application fee (9,800yen) will be payable at a convenience store in Japan or by a credit card. Payment must be made before submitting the application materials. For details, please refer to "4. Application fee". Even if you apply for more than 1 course, the application fee is fixed as 9,800 yen. ○If you pay fees at a convenience store in Japan, after payment, please affix the tear-off portion of the Certificate of payment in the designated location of the application form. The convenience store's official stamp is not required. ○If you pay fees at payment platform ( <a href="https://e-shiharai.net">https://e-shiharai.net</a> ) by Credit Card, after completing payment, access "申込内容照会 (Inquiry)" and print "収納証明書 (Certificate of Payment)". Affix the tear-off portion of "収納証明書" (Certificate of Payment) in the designated location of the 2nd sheet of the application

				<p>form. The convenience store's official stamp is not required.</p> <p>*Refund Policy</p> <p>Any application fees are not refundable after accepting the application materials or the application deadline. However, in case that the applicants decide not to apply for the program after paying the application fees or decline the applications before the deadline, the application fees will be paid back as to the requests. If applicants want to get a refund, please do the refund procedure as soon as possible. Please note that the applicants must bear the refund commission.</p>
5	Interview Form <u>Designated form</u>	One (1) copy per course	If applicable	<p>*Only for subjects that require an interview.</p> <p>After checking whether or not there is an interview in the "Course List" and "Selection Methods", submit it for each course (fill in the bold frame).</p>
6	Academic Transcript from Last School Attended	1	All	<p>The transcript must be original. <u>Those who continuously apply from the previous year do not need to submit again.</u></p> <p>For those who fall under any of the following conditions, submit the designated material.</p> <ol style="list-style-type: none"> <li>Withdrew from an institution: official transcript issued by the institution</li> <li>Graduated/Withdrew from an institution overseas: official transcript issued by the institution</li> <li>The institution an applicant graduated from was abolished: 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.</li> <li>The institution an applicant graduated from does NOT issue the certificate since a certain period of time has passed after the graduation: Submit a document that</li> </ol>

				certifies the institution cannot issue an academic transcript. e. Enrolled in the last year of an undergraduate program or a graduate program: Transcript issued by the institution.
7	Documentary Evidence of a Change of Name (Abstract of Family Register)	1	If applicable	If your current family name is different from that on your submitted certificates, submit a proof of name change (e.g. Abstract of Family Register).
8	Residence card (photocopy, both sides) or Certificate of Residence (Jyuminhyou, original)	1	International applicants	Regardless of the Status of residence, international applicants must submit the <b>photocopy of residence card (both sides) or Certificate of residence (original)</b> . Photocopy of the passport will not be accepted. If the approved Period of stay is not enough for the period of study (Spring semester: 30 <sup>th</sup> September, Fall semester: 31 <sup>st</sup> March of the following year), one CANNOT apply for the credited auditor.
9	Certificate of Japanese Proficiency	1	International applicants who would like to take a course(s) offered in Japanese	Regardless of the Status of residence, international applicants must submit either of the following Certificate of Japanese proficiency (see the example below). Photocopy will be accepted. <u>If all the courses that international applicants choose are fully taught in a foreign language, the Certificate of Japanese proficiency is not required.</u> If there is ONE course taught in Japanese included, the Certificate of Japanese proficiency is mandatory. 「日本語能力検定」 「BJT ビジネス日本語能力テスト」 「J. TEST 実用日本語検定」
10	Interview Form for International Applicants <u>Designated form</u>	1	International applicants	Regardless of the Status of residence, international applicants must take an interview. Fill in the form and submit it together with other application materials.



11	Photo Mount Sheet for the University of Tsukuba Student ID Card <u>Designated form</u>	1	All	Fill in the required fields and <u>affix an ID photo (30 X 24mm)</u> taken within the last three months; full face; front view; bareheaded; plain light colored background. Submitted ID photos are not returned.
12	Self-addressed envelope without stamps	1	All	<u>Clearly write your Name, Zip code and Address in BLOCK LETTERS</u> on a "332 X 240mm" sized envelope, postal stamps are NOT necessary.
13	Address sheet <u>Designated form</u>	1	All	University's address and other required information are written on the address sheet. Fill in the required fields and affix it on the surface of "332 X 240mm" sized envelope when submitting the application documents.

\*There may be specific documents required for application by each program and those are usually are usually mentioned in the remarks column and prerequisites column of the Course List.

## 5. Application Fee

**9,800 yen**

**A non-refundable application fee** will be payable online by credit card or at the convenience store in Japan. Payment must be made before submitting the application. Applicants need to access a payment platform (<https://e-shiharai.net/>) regardless of the payment method. Check the detailed procedure on "How to make Payment of Examination Fee at a Convenience Store or by Credit Card".

Please note that any transaction charges shall be borne by the applicants.

<[e-shiharai.net](https://e-shiharai.net/)>

- <https://e-shiharai.net/> (Only available in Japanese)

**Payment period: Spring: From 1<sup>st</sup> February / Fall: From 1<sup>st</sup> June**

< **How to make Payment of Examination Fee** >

- [https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/11\\_Payment.pdf](https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/11_Payment.pdf)

### **Payment at Convenience Store (Seven-Eleven, LAWSON, MINI STOP, Family Mart)**

(1) Advance Web Application

Access the payment platform (<https://e-shiharai.net/>) and fill in the required section by following the instruction to obtain a payment number necessary for the payment at convenience store.

(2) Payment at Convenience Store

Visit a convenience store in Japan with the payment number to pay the Application fee. The Certificate of payment will be issued when completing the payment. Please note

that applicants might be required to operate an information device (Loppi, Fami Port, etc.) placed in the convenience store before paying the application fee, however, applicants MUST pay the application fee at the cash register.

(3) Submit

Affix the tear-off portion of the Certificate of payment in the designated location of the application form and submit it together with other application materials. The University of Tsukuba will NOT accept any application without the Certificate of payment.

**Online Payment by Credit Card (VISA, MasterCard, JCB, AMERICAN EXPRESS)**

\*Please make sure you have access to a printer with A4 sized paper.

(1) Payment at payment platform

Access the payment platform (<https://e-shiharai.net/>) and fill in the required section by following the instruction to pay the application fee.

(2) Submit

Access "申込内容照会" (Inquiry) when completing the payment and input your "Receipt Number" and "Date of Birth". Then, print "収納証明書" (Certificate of Payment) and affix it in the designated location of the application form. The University of Tsukuba will NOT accept any application without the Certificate of payment.

**6. How to Submit Your Application**

(1) Application period and Place to submit

<Tsukuba Campus>

Application Category	Semester applied for	Application period (MUST be delivered)	Submit to
Spring (including Summer vacation)	All	Friday 26 <sup>th</sup> February 2021 - Thursday 4 <sup>th</sup> March 2021	<i>Educational Reform Support, Department of Educational Promotion, University of Tsukuba (Credited Auditor Application)</i> 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8577, Japan
Fall (including Spring vacation)	Only Fall	Friday 25 <sup>th</sup> June 2021 - Thursday 1 <sup>st</sup> July 2021	

<Tokyo Campus>

Application Category	Semester applied for	Application period (MUST be delivered)	Submit to
Spring (including Summer vacation)	All	Friday 26 <sup>th</sup> February 2021 - Thursday 4 <sup>th</sup> March 2021	<i>Academic Service Office for the Business Sciences Area, University of Tsukuba (Credited Auditor Application)</i> 3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan
Fall (including Spring vacation)	Only Fall	Friday 25 <sup>th</sup> June 2021 - Thursday 1 <sup>st</sup> July 2021	

### **Important notes on submitting the application**

- a. The University of Tsukuba only accepts the applications of Credited auditors via postal mail (registered mail or courier), we will NOT accept any applications submitted in person.
- b. Submit the complete documentation via postal mail (registered mail or courier). Applications will not be accepted in case of any incomplete documentation and/or applications delivered after the application period.
- c. Make sure to affix the address sheet on the surface of 332 X 240mm sized envelope when submitting the application documents.
- d. Available course list will be updated in the mid-February for Spring semester and in the mid-June for Fall semester. Make sure all applicants check the latest version before submitting the application documents.
- e. For the application category, please refer to "11. Course Offering Period, Etc.". Applicants must submit their application during the right period of application category. For example, applicants must submit their application in the period of the application category of Spring if there's any courses included conducted during summer vacation. In case applicants submit their application only for the courses conducted Fall semester in the period of the application category of Spring, enrollment period will be the first day of Fall semester (1<sup>st</sup> October).
- f. Applicants cannot change their list of courses after the application period.
- g. **Ensure that you have filled in your E-mail address and your phone number on the Application form.** 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.
- h. At Tokyo Campus, the Academic Service Office for the Business Sciences Area accepts only the application for the courses offered by the program affiliated at Tokyo Campus. For courses of other degree programs, etc., please take note that even when classes are held in the Tokyo Campus, the office is still in the Tsukuba Campus.

#### (2) Extra course application

Credited auditors enrolled in Spring semester can add the extra course offered in the Fall semester of the same academic year.

- Extra course application period: Friday 25<sup>th</sup> June 2021 – Thursday 1<sup>st</sup> July 2021  
(MUST be delivered by the deadline via postal mail (registered mail or courier))
- Submit to: Academic Service Office corresponding to the graduate program to which the credited auditor belongs (See "14. Offices"). Applicants must submit the required materials as followings.
  - 1) Extra course application form (designated form)
  - 2) Interview form (\* Only for subjects that require an interview.)
  - 3) Self-addressed envelope without stamps (Clearly write your Name, Zip code and Address in BLOCK LETTERS on a 332 X 240mm sized envelope, postal stamps are NOT necessary.)

\*Additional documents may be required depending on the course you have chosen.

- Application fee/Admission fee/Insurance fee are not required for extra course application.

Extra course application form (designated form) can be obtained from the same webpage with the application guidelines. We only provide the forms in PDF format. Applicants may directly type in the relevant section and print it, or print and complete the forms by hand. The form must be printed on A4-single-sided paper.

For extra course application, a credited auditor must submit the required documents via postal mail (registered mail or courier) by the deadline to the Academic Service Office corresponding to the graduate program to which the credited auditor belongs (See "14. Offices").

### **Note**

In case of the application beyond the academic year, applicants must pay the Application fee/Admission fee/Insurance fee for each year.

## **7. 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 taking courses. Please contact the Division of Educational Reform Support, Department of Educational Promotion (See "14. Offices") in advance to discuss your application. After having carefully studied the proposal, special measures may be offered.

## **8. How to Take an Interview**

### (1) Interview for each subject

Please refer to the Course List (For Graduate Programs) and confirm the educational organization that offers the subject you are applying for. Interview methods differ between educational organizations, so be sure to check the attached "Selection Methods" in advance.

#### **『Selection Methods』**

**<https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/pdf/2-14-en.pdf>**

### (2) Interview for the international applicants

Regardless of their Status of residence, all the international applicants are required to take an interview. Interview methods differ between educational organizations, so be sure to check the "Interview for the international applicants" in advance.

#### **『Interview for the international applicants』**

**<https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/pdf/2-15-en.pdf>**

## **9. Result Announcement**

The result will be notified to all applicants by postal mail about one month after the application deadline. Documents necessary for the Admission procedures will also be sent to the successful applicants. Any inquiries by telephone or email about the result will not be accepted.

## 10. Admission Procedures

### (1) Fees

Please see the documents enclosed in the letter of acceptance and pay the designated fees before submitting the admission documents.

Fees	Amount to be paid
Admission fee	28,200 yen
Tuition	14,800 yen/ credit (e.g.: 14,800 yen X number of credits that the applicant is permitted to register)
Insurance fee	1,000 yen/per year (In Tsukuba Campus) 450yen/per year (In Tokyo Campus)

### (2) Important notes about Fees

- a. If there is any change in the Fees including the admission fee, tuition and insurance fee during the school year, the newly adopted amount will be applied.
- b. Applicants who continuously register from the previous academic year still need to pay the Admission fee and Insurance fee for each year as well as tuition.
- c. For the insurance fee, according to the University's policy, all students including credited auditors are asked to join the Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai") in order to secure students' engagement in educational research and extracurricular activities. Credited auditors who enroll from the Fall semester still need to pay the annual insurance fees of 1,000yen.
- d. The Admission fee and Tuition will not be refunded under any circumstances. The Insurance fee may be refunded in case of overpayment, however, the transaction charge (1,800yen) exceeds the amount of insurance fee, the University of Tsukuba will NOT be able to proceed the refund process.
- e. The insurance fee for those enrolled as a degree student of the University of Tsukuba will be handled in one's affiliation as a degree student. Please make sure to consult the Student Support, Division of Student Welfare, Department of Student Affairs before paying the insurance fee

**Student Support, Division of Student Welfare, Department of Student Affairs**

**TEL: 029-853-2248**

### (3) Affiliation

Confirmed affiliation will be notified with the result announcement. Make sure to fill in the right name of affiliation in the required fields of documents necessary for the admission procedures. Any administrative matter related to the credited auditor are handled at the Academic Service Office corresponding to the graduate program to which the credited auditor belongs (See "14. Offices") after enrollment.

### (4) Enrollment approval

The University of Tsukuba accepts the successful candidates as the credited auditors, when they complete the admission procedures during the designated period. Those who are inevitably

unable to continue the admission procedures and would like to decline the offer of acceptance, please submit a declination letter in free format immediately to the Academic Service Office (See "14. Offices").

Enrollment approval will be canceled in case of misstatements and material omissions.

(5) Facilities at the University of Tsukuba

As with regular students of the University of Tsukuba, the credited auditors are also able to utilize the University facilities. For details, please consult the Academic Service Office (See "14. Offices").

Access to facilities and services (TSUKUBA CAMPUS)	Access to facilities and services (TOKYO CAMPUS)
<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>•Campus wifi network etc. those services provided by Academic Computing &amp; Communication Center</li> </ul>	<ul style="list-style-type: none"> <li>•Library</li> <li>•Satellite computer room</li> <li>•Campus wifi network etc. those services provided by Academic Computing &amp; Communication Center</li> <li>*There are no cafeteria or concession counter.</li> <li>*There are no parking lot for cars or bicycles for current students so for those who registered subjects offered in the Tokyo Campus, use public transportation.</li> </ul>
<b>No access to facilities and services (for both TSUKUBA and TOKYO CAMPUS)</b>	
<ul style="list-style-type: none"> <li>•School dormitories</li> <li>•Student travel discount ticket</li> <li>•Student commuter pass</li> </ul>	

**11. Course Offering Period, Etc.**

(1) Semester system

The University of Tsukuba implements the Spring/Fall semester system and those semesters consist of 6 modules (Spring ABC, Fall ABC).

Please refer to "Academic Calendar" for period of each module, the course starting date, examination week etc. Course conducted day may be transferred to ensure enough day for the courses. For details, please also refer to "Important Notes for Course Registration".

Furthermore, changes in schedule and classroom of courses, implementation period of intensive courses etc. will be disseminated in TWINS (Web bulletin board), KdB (Curriculum Scheduling Support System) etc. that can be accessed from "Campus Web Tools" on the University's website. In addition to this, at Tokyo Campus, those information are usually posted

on bulletin board and/or Tokyo Campus students website, etc. so do your own checking and try not to miss them. User PW and ID for using those system will be provided at the time of enrollment. Any inquiries by phone and/or Email will not be accepted.

**“Campus Web Tools”**  
<https://www.tsukuba.ac.jp/en/campuslife/>

(2) Period of Enrollment

Period of enrollment for the credited auditor shall be decided depending on the course(s) offering semester of which courses approved to take. For those apply only for the courses offered in the Spring semester and apply extra courses in Fall, their period of enrollment will be extended to the end of March of the following year.

For those submit their application only for the courses conducted in Fall semester in the period of the application category of Spring, period of enrollment shall be from 1<sup>st</sup> October to 31<sup>st</sup> March of the following year. If so, Student ID and the University facilities (see “10. (5)”) are only available from Fall semester (1<sup>st</sup> October).

Period of Study of the Course to be Registered	Period of Enrollment
Spring semester (incl. Summer Vacation) ONLY	1 <sup>st</sup> April - 30 <sup>th</sup> September
All year	1 <sup>st</sup> April – 31 <sup>st</sup> March of the following year
Fall semester (incl. Spring Vacation) ONLY	1 <sup>st</sup> October – 31 <sup>st</sup> March of the following year

**12. Credit Conferred**

The credited auditors earn the course credits, by which the instructors comprehensively evaluate their classroom participation, test, assignments, final examinations, and so forth, and acknowledge that all learning results meet the grading criteria. The University of Tsukuba will issue the Academic transcript upon their request. For details, please consult the Academic Service Office (See “14. Offices”).

**13. Privacy Policy**

Personal information obtained by the University of Tsukuba from the application documents will be used not only for affairs concerning admission and screening, but also research and study aimed at improvement of the admission procedure and the university education. Furthermore, personal information of enrolled students will also be used when required including various procedures after admission.

## 14. Offices

### <Application procedures for Credited auditor>

Division of Educational Reform Support, Department of Educational Promotion (Administrative Build. 2F)

E-mail: gm.kkikakugrp@un.tsukuba.ac.jp

Mondays to Fridays: 9:00 ~ 12:15 / 13:15 ~ 17:00

(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba hold events.)

### <Course overview/Requirements/Course addition of each Program>

#### Tsukuba Campus

Mondays to Fridays: 9:00 ~ 12:15 / 13:15 ~ 17:00

(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba hold events.)

Academic Service Office	Program
<p><i>Academic Service Office for the Humanities and Social Sciences Area</i> (1A Building 3F)</p> <p>Tel: 029-853-4029 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan</p>	<p>&lt;Degree Programs in Humanities and Social Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Humanities</li> <li>• Doctoral Program in Humanities</li> <li>• Master's Program in International Public Policy,</li> <li>• Doctoral Program in International Public Policy</li> <li>• Master's Program in International and Advanced Japanese Studies</li> <li>• Doctoral Program in International and Advanced Japanese Studies</li> </ul>
<p><i>Academic Service Office for the Pure and Applied Sciences Area</i> (1A Building 3F)</p> <p>Tel: 029-853-6142 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan</p>	<p>&lt;Degree Programs in Pure and Applied Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Mathematics</li> <li>• Master's Program in Physics</li> <li>• Master's Program in Chemistry</li> <li>• Master's Program in Engineering Sciences</li> <li>• Master's Program in International Materials Innovation</li> </ul>
<p><i>Academic Service Office for the Systems and Information Engineering Area</i> (3A Building 2F)</p> <p>Tel: 029-853-4979 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8573, Japan</p>	<p>&lt;Degree Programs in Systems and Information Engineering&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Policy and Planning Sciences</li> <li>• Master's Program in Service Engineering</li> <li>• Master's Program in Risk and Resilience Engineering</li> <li>• Master's Program in Computer Science</li> <li>• Master's Program in Intelligent and Mechanical Interaction Systems</li> <li>• Master's Program in Engineering Mechanics and Energy</li> </ul>
<p><i>Academic Service Office for the Life and Environmental Sciences Area</i> (2B Building 3F)</p> <p>Tel: 029-853-4570 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan</p>	<p>&lt;Degree Programs in Life and Earth Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Biology</li> <li>• Master's Program in Agro-Bioresources Science and Technology</li> <li>• Master's Program in Geosciences</li> <li>• Master's Program in Environmental Sciences</li> <li>• Master's Program in Mountain Studies</li> </ul>



<p><i>Academic Service Office for the Human Sciences Area (2A Building 2F*)</i></p> <p>Tel: 029-853-5609 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan</p>	<p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Education</li> <li>• Master's Program in Psychology</li> <li>• Master's Program in Disability Sciences</li> </ul>
<p><i>Academic Service Office for the Art and Sports Sciences Area (5C Building 2F)</i></p> <p>Tel: 029-853-2841 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8574, Japan</p>	<p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Neuroscience</li> <li>• Master's Program in Physical Education, Health and Sport Sciences</li> <li>• Master's Program in Sport and Olympic Studies</li> <li>• Master's Program in Art</li> <li>• Master's Program in Design</li> <li>• Master's Program in Heritage Studies</li> </ul>
<p><i>Academic Service Office for the Medical Sciences Area (4A Building 2F)</i></p> <p>Tel: 029-853-3020 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8575, Japan</p>	<p>&lt; Degree Programs in Comprehensive Human Sciences &gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Medical Sciences</li> <li>• Master's Program in Public Health</li> <li>• Master's Program in Nursing Science</li> <li>• Doctoral Program in Nursing Science</li> <li>• Doctoral Program in Medical Sciences</li> </ul>
<p><i>Academic Service Office for the Library, Information and Media Sciences Area (7B Building 2F)</i> *Kasuga area</p> <p>Tel: 029-853-1120 1-2 Kasuga, Tsukuba-shi, Ibaraki 305-8550, Japan</p>	<p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Informatics</li> <li>• Doctoral Program in Informatics</li> </ul>

**<Course overview/Requirements/Course addition of each Program>**

Tokyo Campus

Mondays: 10:00 ~ 18:30 / Tuesdays to Fridays: 10:00 ~ 21:10 / Saturdays: 10:00 ~ 20:00  
(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba hold events.)

Academic Service Office	Program
<p><i>Academic Service Office for the Business Sciences Area (Tokyo Campus 3F 334)</i></p> <p>Tel: 03-3942-6918 3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan</p>	<p>&lt;Degree Programs in Business Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Law</li> </ul> <p>&lt;Law School Program&gt;</p> <p>&lt;MBA Program in International Business&gt;</p> <p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Counseling</li> <li>• Master's program in Rehabilitation Science</li> <li>• Master's Program in Sport and Wellness Promotion</li> </ul>