

# Short-Term Exchange Programs at the University of Tsukuba Application Guide 2021-2022

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## Program Outline

University of Tsukuba is offering the Short-term Exchange Program. We can accept students based on exchange agreements with our partner universities. The admission is granted upon mutual consultation between the two universities. Contact the international office at your home university to get help finding out if such an agreement with University of Tsukuba exists.

## Student Status

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 Student (*Tokubetsu Chokogakusei*)

Exchange Student (*Tokubetsu Chokogakusei*) is a status for undergraduate students or graduate students from other universities who wish to attend courses at the University of Tsukuba. Exchange Students can earn credits if they pass the required examinations, and credit transfer is also available depending on the system at their home university. Exchange Students are required to register for more than 8 periods (600 minutes) per week.

### - Exchange Research Student (*Tokubetsu Kenkyugakusei*)

Exchange Research Student (*Tokubetsu Kenkyugakusei*) is a status for graduate students from other universities who wish to conduct research under the guidance of an academic supervisor at the University of Tsukuba. 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.)

## IMPORTANT NOTES

### For Graduate Students who are considering to be Exchange Student (*Tokubetsu Chokogakusei*)

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.

## Tuition Fees and Waivers

### - Applicants Under Exchange Agreements

Students who join the exchange program from partner universities with which the University of Tsukuba has a reciprocal tuition waiver agreement can be granted a tuition waiver. The number of students who can be nominated under the agreement varies depending on the partner university. For more information, please consult with the international office at your home university.

### - Applicants Outside of Exchange Agreements

Students who join the program outside of exchange agreements 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**. It must be paid for the entire month in which the student is enrolled. Calculation by the day is impossible even if students start/end their research in the middle of the month.

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

	<b>Exchange Students (<i>Tokubetsu Chokogakusei</i>)</b>	<b>Exchange Research Students (<i>Tokubetsu Kenkyugakusei</i>)</b>
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
Start dates	Beginning of each semester (April or October)	From any month
Tuition waiver	Possible	Possible
<b>Only for Students Outside of Exchange Agreements</b>		
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

## 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's.

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.

### - Note for Undergraduate Applicants

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

### - Note for Graduate Applicants

In case your research theme does not match with any our professors', **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)."

If you wish to apply for this scholarship program, please read following information carefully and provide necessary information through our online application form.

### 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.**

### - Eligibility

Only students satisfying all the following conditions can apply for the JASSO scholarship:

1. Students facing financial difficulties.
2. Students not receiving more than 80,000 JPY in total from other scholarships for study in Japan.
3. Students who will complete their studies at their home university, upon termination of the period of study in University of Tsukuba.
4. Students demonstrating excellent academic and personal records at their home university. Specifically, students having a minimum of 2.30 GPA which is calculated using the JASSO scale based on an academic transcript of previous year. (see below)

## - How to Calculate your GPA on the JASSO Scale

To apply for the JASSO scholarship, information on your grade point average (GPA) is required. 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. Please check your academic transcript of previous year, calculate total number of credits for each JASSO grade points (0-3), and enter it on our online system. Your GPA will be calculated automatically. Please note that the GPA is just one of many criteria of screening by JASSO. It is not guaranteed that you win the scholarship even if your GPA is high.

Examples of grading scales used by universities	Grades				
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
<b>Grade Points on JASSO scale</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

## - 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
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		

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

















## - Results Notification of JASSO Scholarship

We will inform you of the result for your scholarship application once we receive it from JASSO. You can check tentative information in the "Exchange Student Status Information", which will be sent to you along with other documents about a month before you start your studies at Tsukuba. **We do not accept any inquiries regarding the results under any circumstances.**

## 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 session etc.				Entrance exam, degree review, etc
								
								
Examples of semester modules (15 weeks + final exams)								

Academic Schedule of AY 2021/2022 is as follows:

☐ Fall semester starts on October, 2021

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

☐ Spring semester starts on April, 2022

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

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

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

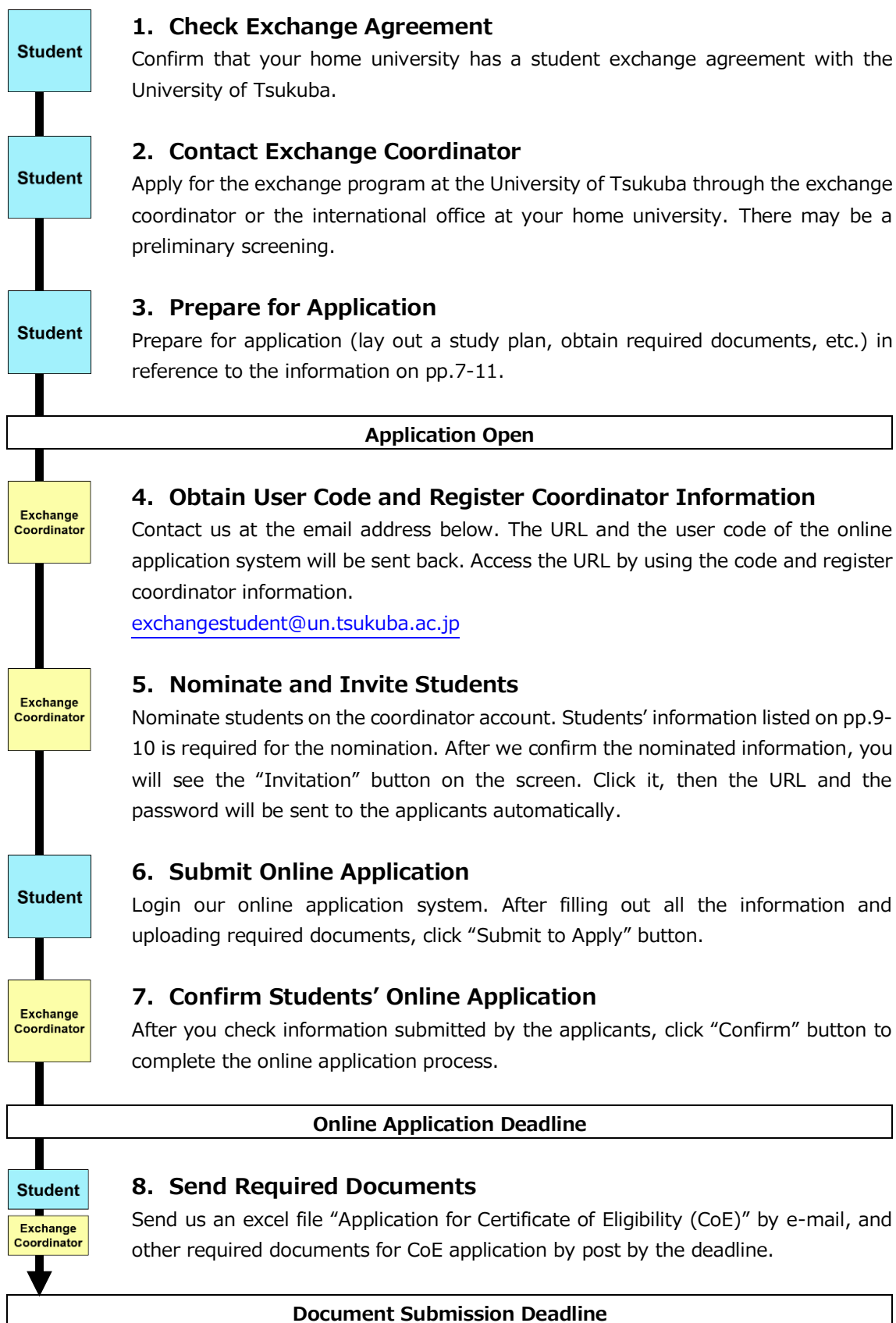
### IMPORTANT NOTES

#### 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.

# How to Apply

## Application Procedures



## Required Documents

How to Submit	Documents	Notes
<b>Online Submission</b>  Upload scanned data of the documents on our online form.  Valid image formats are followings: • <b>JPEG</b> • <b>JPG</b> • <b>PNG</b> • <b>GIF</b>  <b>PDF</b> file is <b>NOT</b> acceptable.  Poor quality data (photo taken with smartphones, etc.) cannot be acceptable.	Formal Letter of Request for Admission	<ul style="list-style-type: none"> <li>It should be signed by the <b>President or Dean</b> from the applicant's home university and addressed to the President of the University of Tsukuba.</li> <li>Please consult the international office at your home university to complete it.</li> <li>Please refer to the appendix to prepare the letter.</li> </ul>
	Official Transcript of Academic Records	<ul style="list-style-type: none"> <li>For the previous year</li> </ul>
	Certificate of Enrollment	<ul style="list-style-type: none"> <li>An official certificate issued by the home university.</li> <li>Including your name, your current year at the home university, the admission date and the expected graduation date at the home university is desirable.</li> <li>Please ensure that the information on the certificate is accordant with your online application form.</li> </ul>
	Copy of Passport	<ul style="list-style-type: none"> <li>ID page</li> <li>Students with dual nationality of Japan and another country need to upload <b>Japanese passport</b>.</li> <li>Please take photo copy to be able to see whole page which clearly shows your photo, passport number and details.</li> </ul>
	JLPT Certificate of Result and Score	<ul style="list-style-type: none"> <li>Only if you passed the JLPT (Japanese-Language Proficiency Test), please upload a certificate containing your scores.</li> <li>If you wish to belong to the <b>College of Japanese Language and Culture</b>, submitting a certificate of <b>N1 or N2 level</b> is mandatory required.</li> </ul>
	Certificate of Your Staying in Japan	<ul style="list-style-type: none"> <li>Only if you have experience staying in Japan <b>for purposes other than tourism</b>, please upload documents proving it (certificate of enrollment, the page of the copy of working visa, etc.).</li> <li>If you have ever enrolled in a Japanese university <b>for more than one semester</b>, please submit an official transcript of academic records issued by the university.</li> </ul>



How to Submit	Documents	Notes
Send by Post	Application Package Cover Sheet and Checklist	<ul style="list-style-type: none"> <li>Please write your name in Japanese Katakana if you could. We need it to know the pronunciation of your name.</li> </ul>
	Two ID Photographs (40 mm x 30 mm)	<ul style="list-style-type: none"> <li>The photographs must be formal, with no hat or background, and <b>taken within the past three months</b>.</li> <li>Please write your name and your home university on the back. All photographs must be identical.</li> <li>The photos must be printed on <b>quality photographic paper</b>.</li> <li>Cut the photos to the exact sizes if they are too big.</li> </ul>
	Certificate of Bank Balance <i>*Applicant's own</i> Latest bank account balance  and/or  Certificate of Scholarship/Student Loan	<ul style="list-style-type: none"> <li>Certificate of parents' bank account balance is <b>NOT</b> acceptable.</li> <li>You need to prove that you have following amount of money or more:  <b>1 Year Exchange—960,000 JPY</b>  <b>1 Semester Exchange—480,000 JPY</b> </li> <li>If you submit a certificate of a scholarship or a student loan, please make sure that it includes details such as <b>your name</b>, the <b>purpose of the scholarship/loan</b>, the <b>amount</b>, and the <b>term</b>.</li> <li>Clearly mark the essential information on the documents.</li> </ul>
Send by E-mail	Application for Certificate of Eligibility <i>*Excel file</i>	<ul style="list-style-type: none"> <li>File title should be as follows: CoE_your family name, first name (e.g. CoE_SMITH, John)</li> <li>Delivery address is <a href="mailto:exchangestudent@un.tsukuba.ac.jp">exchangestudent@un.tsukuba.ac.jp</a></li> <li>Don't need to submit this file if you have a Japanese passport.</li> </ul>

## IMPORTANT NOTES

### When You Submit Application Materials

- 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 for any reason.**
- Incomplete applications or applications that reach the University of Tsukuba after the designated submission deadline will not be accepted.**

## 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"> <li>Please enter the nominee's name with Roman letters. The name must match the passport exactly.</li> <li>If the nominee doesn't have any middle names, please leave it blank.</li> </ul>
E-mail	<ul style="list-style-type: none"> <li>Please ensure that the student edits the spam filter to receive e-mails from "ap-short-term.sec.tsukuba.ac.jp" domain.</li> </ul>
Program level the nominee would like to enroll in at the University of Tsukuba	<ul style="list-style-type: none"> <li>Please choose "Undergraduate", "Master's Program", or "Doctoral Program", according to the level of applicants' course at the home university.</li> </ul>
Status at the University of Tsukuba	<ul style="list-style-type: none"> <li>Please choose "Exchange Student" or "Exchange Research Student". If graduate students wish to be "Exchange Student", please confirm a notification on p.1 carefully.</li> </ul>
Enrollment Date in the University of Tsukuba	<ul style="list-style-type: none"> <li>Exchange Students can choose only April or October.</li> </ul>
Ending Date of Study in the University of Tsukuba	<ul style="list-style-type: none"> <li>Please decide the ending date carefully, considering the academic schedule of both universities.</li> <li>It is impossible to shorten or extend the enrollment period after finishing the application process in principle.</li> <li>The academic schedule of our university can be seen on p.5.</li> </ul>
Desired School/College/Program at the University of Tsukuba 【Only for Exchange Student (特別聴講学生)】	<ul style="list-style-type: none"> <li>Please select two choices of nominee's desired school/college/program at the University of Tsukuba in reference to following webpages.  <a href="#">Undergraduate Schools/Colleges</a>  <a href="#">Master's/Doctoral Programs</a> </li> </ul>
Desired Academic Supervisor in University of Tsukuba 【Only for Exchange Research Student (特別研究学生)】	<ul style="list-style-type: none"> <li>Please refer to the following website to find professors related to students' research field.  <a href="#">TRIOS (Tsukuba Researchers Information Online System)</a> </li> </ul>
Degree Program and Year at Home University	<ul style="list-style-type: none"> <li>Please enter information on nominee's academic belonging at home university, as of</li> </ul>

Expected Date of the Graduation from the Program Above	<p>the enrollment date in the University of Tsukuba.</p> <ul style="list-style-type: none"> <li>If the student is currently undergraduate and will enroll in a Master course before the enrollment date at Tsukuba, please enter information on the Master course.</li> <li>Please fill in the correct name of nominee's department, faculty, etc. <b>Only the name of the home university is not sufficient.</b></li> </ul>
Department/Faculty at 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 need to be entered by yourself.

Required Information	Notes
ID Photo	<p>The photo must be:</p> <ul style="list-style-type: none"> <li>Formal enough to be used for your student ID card.</li> <li>Taken in the last three months.</li> <li>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.)</li> <li>Within 3MB.</li> <li>In approximately 3:4 aspect ratio (the ratio of the width to the height).</li> </ul>
Date of Birth	
Gender	
Nationality	<ul style="list-style-type: none"> <li>Make sure to declare if you have Japanese nationality. If it is unclear whether you have it or not, please confirm to your family. <b>Incorrect information about Japanese nationality might cause trouble of immigration procedures.</b></li> </ul>
Address	
E-mail (secondary)	<ul style="list-style-type: none"> <li>We will send e-mails to this address if the E-mail1 does not work for some reasons.</li> </ul>
Place to Send the Application Result	<ul style="list-style-type: none"> <li>Please select from "Applicant's Home", "University", and "Other".</li> <li>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.</li> <li><b>When you select "University", be sure to inform your exchange coordinator of it to</b></li> </ul>

	<b>avoid losing the documents.</b>
Study/Research Plan	<ul style="list-style-type: none"> <li>Please write your study/research plan, academic interest, reason for application for the University of Tsukuba, goals for study abroad, etc., <b>in detail</b>.</li> <li>This information is quite important to decide your affiliation and academic supervisor. Your application may be rejected if the plan is unclear.</li> <li>If you choose "Exchange Research Student", your research theme (150 characters or less) is also required.</li> <li>If you have already contacted with the future supervisor in the University of Tsukuba, please include the full name of the professor.</li> </ul>
Desired Courses to Take	<ul style="list-style-type: none"> <li>If you choose "Exchange Student", please list up your desired course to take as much as possible.</li> <li>Please enter the course number(s) and its name.</li> <li>It is recommended to select courses offered by your desired school/college/program.</li> </ul>
Japanese Language Proficiency	<ul style="list-style-type: none"> <li>Select your level of Japanese proficiency.</li> <li>In the field of "Score", you can enter a level and score of JLPT test <b>you have already passed</b> only.</li> </ul>
English Language Proficiency	<ul style="list-style-type: none"> <li>Select your level of English proficiency. If you have taken any language tests before, enter the scores/grades as well.</li> </ul>
Staying Experience in Japan Other Than Tourism	<ul style="list-style-type: none"> <li>Please enter the name of institution attended and period of stay, if you have experience staying in Japan other than tourism.</li> </ul>
Information on Scholarship Other Than JASSO	<ul style="list-style-type: none"> <li>If you will receive scholarships from your university or any other organization, please enter the name and the monthly stipend.</li> <li>If you are currently applying, please enter the date of selection result announcement and let us know as soon as the result comes out.</li> </ul>
Information on JASSO Scholarship	<ul style="list-style-type: none"> <li>If you wish to apply for the JASSO scholarship, please check pp. 3-4 carefully and confirm whether you meet all requirements.</li> <li>Please check your academic transcript of previous year, calculate total number of credits for each JASSO grade points (0-3), and enter it on our online system. Your GPA will be calculated automatically.</li> </ul>

## Other Important Information

### - Visa

Successful applicants must obtain a “Student” visa\* to enter Japan as a short-term exchange student. To get the “Student” visa, you need to visit a Japanese Embassy/Consulate-General in your home country and submit an “Certificate of Eligibility (CoE)” issued by the Japanese immigration bureau.

We can process your CoE 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 CoE will arrive from the immigration bureau.

*\*Except students who have Japanese nationality.*

### - Medical Certificate and Vaccinations

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.

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.

#### IMPORTANT NOTES

##### Responses to COVID-19

We will inform successful applicants of necessary responses to COVID-19 (PCR test negative certificate, vaccination, travel insurance, etc.) before entering Japan separately, depending on the latest policy of Japanese government and University of Tsukuba.

### - 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.

- **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

- **Approximate Timeline**

Approximate timeline until you join the short-term exchange program is as shown below:

**【Example: October 2021 Enrollment】**

Nomination period	<b>March, 2021</b>
Deadline for online application	<b>April 16</b>
Deadline for submitting documents	<b>April 23</b>
Notification of designated arrival date	<b>Late June</b>
Confirmation of flight info and room request	<b>Early August</b>
Shipping acceptance package (CoE, acceptance letter, etc.)	<b>Mid-August (As soon as they are issued.)</b>
Notification of room number	<b>Mid-September</b>
Program starts	<b>October 1</b>

Application schedules of programs starting from other months can be seen on the website of the Short-term Exchange Program.

## Contact Information

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### Delivery Address

Below is the delivery address when you ship the required documents listed on p.8 to the University of Tsukuba.

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

### Contact

For general inquiries about the short-term exchange programs, please contact the Division of Student Exchange through the exchange coordinator or the international office at your home university.

Division of Student Exchange  
University of Tsukuba

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

#### IMPORTANT NOTES

- The Division of Student Exchange might not be able to answer to specific questions on courses offered by departments or programs at the University of Tsukuba. For those questions, please contact a person of each department or program directly.
- If you need a signature of the University of Tsukuba to some documents, such as "Learning Agreement" etc., please contact your exchange advisor first, and follow their instructions.



## Sample Formal Letter of Request for Acceptance

- Please make sure to revise personal pronouns and words which are marked in yellow as necessary.
- Please try to keep all the contents on a single page.

Dr. Kyosuke Nagata  
President  
University of Tsukuba  
Tsukuba, Ibaraki, 305-8577 Japan

Date: Month Day, 2021

The date of issue  
(e.g. March 1, 2021)

Dear Dr. Kyosuke Nagata:

It is my pleasure to recommend our student below to your Short-term Exchange Program.

Name: Student's Name

Affiliation: Department of xxxxx, Faculty of xxxxx, University of xxxxx

Student's department,  
faculty, and university

He/She is an excellent student who is very interested in the Japanese language, society, and culture. In pursuing his/her research theme, we believe that he/she would greatly benefit from a short-term exchange program in Japan.

Recommendation

We understand the following conditions of your Short-term Exchange program:

- Exchange Student (tokubetsu chokogakusei) joins courses at the University of Tsukuba and earn credit points depending on the academic results. The evaluation will be done by the University of Tsukuba grading system and an academic transcript shall be issued after the completion of study period.
- Exchange Research Student (tokubetsu kenkyugakusei) will conduct a research work with a supervisor at the University of Tsukuba. An official letter concerning the research work shall be issued after the completion of study period. No credit points are given in any case.

For details of his/her study/research plan, desired status, and study period at the University of Tsukuba, please refer to the application form.

I would greatly appreciate it if you would consider admitting him/her to your university.

Sincerely,  
Name, Title

(signature)

xxxx University

- Please type the name and title of the signer in Roman alphabet.
- It should be signed by the President or Dean. (Vice president or associate Dean is also okay.)
- If it is signed by the Dean, please also include what department/faculty of the university he/she belongs.

Please sign here by handwriting.