

Application Process Overview Chart

Non-degree Research Students (Kenkyusei)

Check your qualifications!

No eligibility screening is required for the following individuals:

- (1) Persons who have graduated from a Japanese university or are expected to graduate before the admission period.
- (2) Persons who have completed a 16-year school curriculum in a foreign country (or an 18-year school curriculum if they desire to enroll in **the Doctoral Program in Medical Sciences**) or will complete before the admission period.
- (3) Persons who have been granted a degree corresponding to a bachelor's degree and persons who are expected to be granted a degree corresponding to a bachelor's degree in the relevant year by completing a program where the course term is 3 years or more (for **the Doctoral Program in Medical Sciences**, 5 years or more) in overseas universities or other overseas schools (in regard to the general situation of education and research activities, etc., limited to those designated separately by the Minister of Education, Culture, Sports, Science and Technology as those assessed by persons authorized by relevant overseas governments or institutions concerned or anything equivalent thereto)

Eligibility screening is required for the following individuals:

- (4) Persons shown to have an equal or greater academic ability than graduates of a university by means of a screening on application

Please contact the Division of Student Exchange, Department of Student Affairs in

Get the Reference Number!

Applicants must communicate with their prospective academic adviser and receive the reference number.

- Before applying, establish sufficient contact with the faculty member of university about your research plan, Japanese language proficiency, etc. and get his/her informal consent to be your prospective academic advisor. He/she will notify you of the reference number which is required to be entered during the web application process.
- You should contact the faculty member 2-3months in advance of web application, considering that it may take some time before your reference number is provided after the prior consent.



WEB Entry

You can apply for the research student at University of Tsukuba online by our Web Entry system. Read below carefully before applying.

[Web Entry Application Period]

April 2021: Wednesday, September 23 to Friday, October 9 2020 (by 3 p.m. JST)

October 2021: Monday, March 22 to Friday, April 9 2021 (by 3 p.m. JST)

December 2021: Monday, May 24 to Friday, June 4 2021 (by 3 p.m. JST)

Sign Up

First, you will need your own account to login. Once you make an account, you may save the data you enter and log back in later to continue.



Activation

When you sign up, activation email will be sent to your email address registered. Click the activation URL on the email to activate your account.



Login

After the activation, you're already logged in. Just click on "Login" button to begin. When you visit our Login page for the second time or later, enter your email address and password to login.



My Page

At the "My Page", you need to click on the "Application Form" to enter your information. On the page, you can edit your login information or reset password.



Application Form

There are four sections in the Application Form.

- 1.Applicant's Information
- 2.Supervisor of Your Choice
- 3.Eligibility
- 4.Educational Background

Enter all the required items. The fields with * are required. Each section will be saved when you click on "Save & Quit" or "Proceed" button on each confirmation page. After saving, you can continue from where you leave off when you login back.

Upload the JPEG data of your ID photo in "1. Applicant's Information" section. Use one-byte alphabet and numbers to enter all the information.

You must enter the reference number in "2. Supervisor of Your Choice."

Note: Please refer to Application Guide for International Research Students for more information of application, necessary documents and etc..



Payment

You must pay the examination fee before submitting your application. The University can accept;

- Online credit card payment for both domestic and overseas applicants
- Convenience store payment for domestic applicants only.

[Instruction for Payment of Application Fee by Credit Card](#)

[Instruction for Payment of Application Fee at a convenience store](#)



Submit Application

After the payment is confirmed, you can submit your application **by clicking “Submit to Apply” button**. Once you click on the button, the information you have entered will be sent to the university. You will not be able to go back to edit. Be sure to double-check before proceeding.

After you submit your application, a confirmation email will be sent to the email address that you registered.

(*Check and adjust spam filter settings in your email account beforehand so that you can receive an email from "kenkyusei-entry.ap-graduate.tsukuba.ac.jp" domain.)



Print Documents

After submitting, the documents are created in PDF format. Be sure to download, save, and print all PDF files while the application is open.

[Web Entry Application Period]

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December 2021: Monday, May 24 to Friday, June 4 2021 (by 3 p.m. JST)

WEB Entry



Submit Documents

Submit application form, application documents and necessary documents for the Certificate of Eligibility(COE) to the university **by registered mail**.

[Deadlines]

April 2021: Wednesday, September 23 to Monday, October 19, 2020
(Must arrive)

October 2021: Monday, March 22 to Monday, April 19, 2021 (Must arrive)

December 2021: Friday, May 24 to Monday, June 14, 2021 (Must Arrive)



Announcement of Admission Results

April 2021: Beginning of December 2021
October 2021: Beginning of July 2021
December 2021: Beginning of August 2021



The Acceptance Letter and COE

The Division of Student Exchange will send you "The Acceptance Letter" and "COE."



Obtain Student Visa

Prospective enrollment students apply for the Student Visa in their



Procedure for Enrollment

April 2021: Beginning of April 2021
October 2021: End of September 2021
December 2021: Beginning of December 2021