筑波大学
University of Tsukuba

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

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Student Status and Tuition Fees

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 Students (*tokubetsu chokogakusei*)**

Exchange Students (*tokubetsu chokogakusei)* are undergraduate students or graduate students from other universities who wish to attend courses at the University of Tsukuba. Their admission is granted upon mutual consultation between the two universities. Exchange Students can earn credits if they pass the required examinations, and credit transfer is also available depending on the system at their home universities. Exchange Students should confirm the credit transfer arrangements with the international office at their home universities before applying to the exchange programs at the University of Tsukuba. Exchange Students are required to register for more than 8 periods (600 minutes) per week.

* Graduate-level Exchange Students cannot earn credits from the Japanese language courses offered by the Center for Education of Global Communication (CEGLOC). Therefore, it is highly recommended to check the website of each graduate school for the courses you can take before applying to our exchange program.

- **Exchange Research Students (*tokubetsu kenkyugakusei*)**

Exchange Research Students (*tokubetsu kenkyugakusei)* are graduate students from other universities who wish to conduct research under the guidance of an academic supervisor at the University of Tsukuba. Their admission is granted upon mutual consultation between the two universities. Exchange Research Students will focus on their research rather than attend courses, and therefore, they **cannot** earn credits. (It is possible, however, for them to audit some courses with prior approval from course lecturers.)

Tuition Fees and Waivers

- **Applicants from our partner universities**

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

- **Applicants from non-partner universities**

Both Exchange Students and Exchange Research Students must pay tuition fees to the University of Tsukuba at the beginning of their study term. The tuition amount for Exchange Students is calculated on a per-credit basis and is currently set at 14,800 yen per credit. The tuition fees for Exchange Research Students are calculated on a per-month basis and it is currently set at 29,700 yen per month.

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

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

NOTE: Only for Graduate Students

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

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

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

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

Affiliation and Academic Supervisor

A faculty member will be appointed to each exchange student as their academic supervisor. These supervisors work closely with students and provide necessary information, academic assistance, and other support. Students' affiliation at the University of Tsukuba will be same as their supervisor.
Your affiliation and academic supervisor at the University of Tsukuba will be determined by reference to your request entering in the application form. We will try to meet your request, but please understand that there is a possibility it may not turn out as you wished for some reasons.

IMPORTANT NOTES:

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

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

JASSO Scholarship

The Japan Student Services Organization (JASSO), an organization affiliated with the Japanese Ministry of Education, offers scholarships to international students through the "JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan)."

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

IMPORTANT NOTES:

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

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

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

How to Calculate your GPA on the JASSO Scale

To apply for the JASSO scholarship, information 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.

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
Grade Points on JASSO scale	**3**	**3**	**2**	**1**	**0**

Calculation Formula:

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

Example: If your institution uses a typical North American grading system (A, B, C, D, and F) or a system comparable to it, you may use the 5-level scale.

Course Title	Grade	Credit		JASSO Grade Point (above)		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

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

Notification of JASSO Scholarship

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

How to Apply

Application Procedures

Before Application Period

Student

Check Exchange Agreement

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

Student

Contact Exchange Coordinator

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

Student

Prepare for Application

Prepare for application (lay out a study plan, obtain required documents, etc.) in reference to the information on pp.6-7.

Application Open

Exchange Coordinator

Obtain Login Code and Register Coordinator Information

Contact us at the email address below. The URL and the login code of the online application system will be sent back. Access the URL by using the code and register coordinator information.

exchangestudent@un.tsukuba.ac.jp

Exchange Coordinator

Nominate and Invite Students

Nominate students on the coordinator account. Students' information listed on pp.8-9 is required for the nomination. After we confirm the nominated information, you will see the "Invitation" button on the screen. Click it, then the URL and the password will be sent to the applicants automatically.

Student

Submit Online Application

Login our online application system. After filling out all the information and uploading required documents, click "Submit to Apply" button.

Exchange Coordinator

Confirm Students' Online Application

After you check information submitted by the applicants, click "Confirm" button to complete the online application process.

Online Application Deadline

Student

Exchange Coordinator

Send Required Documents

Send us an excel file "Application for Certificate of Eligibility (CoE)" by e-mail, and other required documents for CoE application by post by the deadline.

Documents Submission Deadline

Required Documents

How to Submit	Documents	Notes
Online Submission Upload scanned data of the documents on our online form. Valid image formats are followings: • **JPEG** • **JPG** • **PNG** • **GIF** **PDF** file is **NOT** acceptable.	Formal Letter of Request for Admission	• It should be signed by the **President or Dean** from the applicant's home university and addressed to the President of the University of Tsukuba. • Please consult the international office at your home university to complete it. • Please refer to the appendix to prepare the letter.
	Official Transcript of Academic Records	• For the previous year
	Certificate of Enrollment	• An official certificate issued by the home university.
	Copy of Passport	• ID page • If you have Japanese nationality, please submit the Japanese passport's ID page. • Please take photo copy to be able to see whole page which clearly shows your photo, passport number and details.
	JLPT Certificate of Result and Score	• Only if you passed the JLPT (Japanese-Language Proficiency Test), please upload a certificate containing your scores. • If you wish to belong to the College of Japanese Language and Culture, submitting a certificate of N1 or N2 level is mandatory required.
	Certificate of Your Staying in Japan	• Only if you have experience staying in Japan for purposes other than tourism, please upload documents proving it (certificate of enrollment, the page of the copy of working visa, etc.). • If you have ever enrolled in a Japanese university for more than one semester, please submit an official transcript of academic records issued by the university.
Send by E-mail	Application for Certificate of Eligibility *Excel file	• File title should be as follows: CoE_your family name, first name (e.g. CoE_SMITH, John) • Delivery address is exchangestudent@un.tsukuba.ac.jp

How to Submit	Documents	Notes
Send by Post	Application Package Cover Sheet and Checklist	• Please write your name in Japanese Katakana if you could. We need it to know the pronunciation of your name.
	Two ID Photographs (40 mm x 30 mm)	• The photographs must be formal, with no hat or background, and taken within the past three months. • Please write your name and your home university on the back. All photographs must be identical. • The photos must be printed on quality photographic paper. • Cut the photos to the exact sizes if they are too big.
	Certificate of Bank Balance *Applicant's own Latest bank account balance and/or Certificate of Scholarship/Student Loan	• All applicants must submit documents to prove that you have enough savings to stay in Japan for the period of your study at the University of Tsukuba. • For a list of estimated costs for attending the University of Tsukuba, please see p.14. • If you submit a certificate of a scholarship or a student loan, please make sure that it includes details such as your name, the purpose of the scholarship/loan, the amount, and the term. • Clearly mark the essential information on the documents. • Please do not plan your living expenses in Japan based on the assumption that you will receive the JASSO scholarship.

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.**
- **Incomplete applications or applications that reach the University of Tsukuba after the designated submission deadline will not be accepted.**
- If you need any document signed by the University of Tsukuba, such as "Learning Agreement" etc., please contact your exchange advisor first, and follow their instructions. Please do not send it directly to us.

Required Information for Online Application

- For Exchange Coordinators

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

Required Information	Notes
Name	• Please enter the nominee's name with Roman letters. The name must match the passport exactly.
E-mail	• Please ensure that the student edits the spam filter to receive e-mails from "ap-short-term.sec.tsukuba.ac.jp" domain.
Program level the nominee would like to enroll in at the University of Tsukuba	• Please choose "Undergraduate", "Master's Program", or "Doctoral Program", according to the level of applicants' course at the home university.
Status at the University of Tsukuba	• Please choose "Exchange Student" or "Exchange Research Student". If graduate students wish to be "Exchange Student", please confirm a notification on p.2 carefully.
Enrollment Date in the University of Tsukuba	• Exchange Students can choose only April or October.
Ending Date of Study in the University of Tsukuba	• Please decide the ending date carefully, considering the academic schedule of both universities. • It is impossible to shorten or extend the enrollment period after finishing the application process in principle. • The academic schedule of our university can be seen on p.11.
Desired School/College/Program at the University of Tsukuba 【Only for Exchange Student (特別聴講学生)】	• Please select two choices of nominee's desired school/college/program at the University of Tsukuba in reference to following webpages. (Undergraduate Schools/Colleges) http://www.tsukuba.ac.jp/en/study-tsukuba/under-graduate (Master's/Doctoral Programs) http://www.tsukuba.ac.jp/grad-by-discipline/en/
Desired Academic Supervisor in University of Tsukuba 【Only for Exchange Research Student (特別聴講学生)】	• Please refer to the following website to find professors related to students' research field. https://trios.tsukuba.ac.jp/en/node

Degree Program and Year at Home University	• Please enter information on nominee's academic belonging at home university, as of the enrollment date in the University of Tsukuba. • If the student is currently undergraduate and will enroll in a Master course before the enrollment date at Tsukuba, please enter information on the Master course. • Please fill in the correct name of nominee's department, faculty, etc. Only the name of the home university is not sufficient.
Expected Date of the Graduation from the Program Above	
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 should be entered by yourself.

Required Information	Notes
ID Photo	The photo must be: • Formal enough to be used for your student ID card. • Taken in the last three months. • A portrait facing forward, without wearing a hat, in front of a plain background. (Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.) • Within 3MB. • In approximately 3:4 aspect ratio (the ratio of the width to the height).
Date of Birth	
Gender	
Nationality	• If you have Japanese nationality, please note that you need to do one of the following procedure to join the exchange program. 1. Use Japanese passport when entering Japan. 2. Renounce Japanese nationality and get a student visa as a foreign citizen.
Address	
E-mail (secondary)	• We will send e-mails to this address if the E-mail1 does not work for some reasons.
Place to Send the Application Result	• Please select from "Applicant's Home", "University", and "Other". • Select the place you can certainly receive the result. The sending schedule is about 1 or 2 months before the starting date of your enrollment. You cannot change the place you

	selected later in principle. • When you select "University", be sure to inform your exchange coordinator of it to avoid losing the documents.
Study/Research Plan	• Please write your study/research plan, academic interest, goals for study abroad, etc., in detail. • If you choose "Exchange Research Student", your research theme (150 characters or less) is also required. • If you have already contacted with the future supervisor in the University of Tsukuba, please include the full name of the professor.
Desired Courses to Take	• If you choose "Exchange Student", please list up your desired course to take as much as possible. • Please enter the course number(s) and its name. • It is recommended to select courses offered by your desired school/college/program.
Japanese Language Proficiency	• Select your level of Japanese proficiency. If you have taken any language tests before, enter the scores/grades as well.
English Language Proficiency	• Select your level of English proficiency. If you have taken any language tests before, enter the scores/grades as well.
Staying Experience in Japan Other Than Tourism	• Please enter the name of institution attended and period of stay, if you have experience staying in Japan other than tourism.
Information on Scholarship Other Than JASSO	• If you will receive scholarships from your university or any other organization, please enter the name and the monthly stipend. • If you are currently applying, please enter the date of selection result announcement and let us know as soon as the result comes out.
Information on JASSO Scholarship	• If you wish to apply for the JASSO scholarship, please check pp. 3-4 carefully and confirm whether you meet all requirements. • 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.

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:

☐ Spring semester starts on April, 2021
AB module classes end on July, and ABC module classes end on August.

☐ Fall semester starts on October, 2021
AB module classes end on December, and ABC module classes end on February.

*__Exchange Students__ need to leave Japan as soon as classes finish.
*__Exchange Research Students__ need to leave Japan as soon as 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.

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 submit an “Application for Certificate of Eligibility for the Status of Residence.”
We can process your visa application only after you have been accepted to the University of Tsukuba and after we check all of your documents, including financial documents.

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

- **Medical Certificate**

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

- **Vaccinations**

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

- **Housing**

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

- **Orientations**

Upon arrival in Tsukuba, you are required to attend orientations regarding foreign resident registration, course registration procedures, student health insurance, life in Tsukuba, and other useful matters.

- **Japanese Language**

Since most of the class instruction and research guidance is conducted in Japanese, a sufficient knowledge of Japanese is essential to pursue your study or research in Japan. Therefore, you are strongly recommended to study Japanese before coming to Japan. Every semester, CEGLOC (Center for Education of Global Communication) offers 15-week Japanese courses for international students. Courses for graduate students are 10 weeks.

- **Tutor**

Regular degree students of the University of Tsukuba will be assigned as tutors to each incoming international student to assist them in their study of the Japanese language, studies related to their academic field, and various kinds of procedures.

- **Advisory Services**

Advisory services are available at the International Relations Division of Global Commons. International students who have problems with academic matters, human relations, finances, and other everyday matters are welcome to seek guidance from experienced advisors.

- **Japanese National Health Insurance Plan**

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

- **Personal Accident Insurance for Students Pursuing Education and Research Activities**

We require all international students to enroll in this insurance so that they can engage in educational research, as well as extra-curricular activities. This insurance covers accidents that may occur during the following:
On-campus (excluding dormitory) activities and off-campus extracurricular activities that are registered at the university.

**We strongly advise all international students to purchase insurance in your home country before departure.*
For details on insurance policies, please consult the exchange program advisor of your home university or your health insurance agent.

- **Estimated Costs of Attending the University of Tsukuba**

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

Duration of study	Without tuition waiver	With tuition waiver
One semester	868,000 yen	600,000 yen
Two semesters	1,736,000 yen	1,200,000 yen

- **Approximate Timeline**

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

【Example: April 2021 Enrollment】

Nomination/Application period is open	**October 1, 2020**
Deadline for online nomination/application	**November 13**
Deadline for submitting documents	**November 20**
Notification of designated arrival date	**Late December**
Confirmation of flight info and room request	**Early February**
Shipping acceptance package (CoE, acceptance letter, etc.)	**Mid-February (As soon as they are issued.)**
Notification of room number	**Mid-March**
Program starts	**April 1**

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

Contact Information

Delivery Address

Below is the delivery address when you ship the required documents listed on p.7 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

Please note that we, 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/program directly.

Appendix

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.

Date: Month Day, 2020

The date of issue
(e.g. November 1, 2020)

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

Dear Dr. Kyosuke Nagata:

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

Student's department, faculty, and university

Name: Student's Name
Affiliation: Department of xxxxx, Faculty of xxxxx, University of xxxxx.

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 that 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 Univeristy 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 detailes 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

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 okey.)
If it is signed by the Dean, please also include what department/faculty of the university he/she belongs.

(signature)

University of xxxxx

Please sign here by handwriting.