

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

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Program Outline

University of Tsukuba offers the Short-term Exchange Program. Based on exchange agreements with our partner universities, we accept students belonging to those universities. 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.

1) Student Status

There are **two types of status** for students from our overseas partner universities: Exchange Student (*Tokubetsu Chokogakusei*) and Exchange Research Student (*Tokubetsu Kenkyugakusei*). Since there are big differences between the two, please read the descriptions below carefully.



Exchange Student (*Tokubetsu Chokogakusei*)

Exchange Student (*Tokubetsu Chokogakusei*) is a status available for both undergraduate and graduate students from other universities that 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 possible depending on the system at their home university. Exchange Students are required to register more than 8 periods (600 minutes) per week. Due to immigration regulations, periods for exchange are limited to 1 year, including the time in other Japanese universities.



Exchange Research Student (*Tokubetsu Kenkyugakusei*)

Exchange Research Student (*Tokubetsu Kenkyugakusei*) is a status available only for graduate students from other universities that 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 to attend courses, and therefore, they **cannot** earn credits. (However, it is possible for them to audit some courses with prior approval from course lecturers.)

IMPORTANT NOTES

For Graduate Students who are considering the Exchange Student (*Tokubetsu Chokogakusei*) status

To maintain student visa status as an "Exchange Student" at the University of Tsukuba, it is required for you to take more than 8 periods (600 min.) of classes per week. Since the Japanese language courses* for graduate students are offered only in the AB module and is limited to 6 periods per week, students in Master's and Doctoral courses often have difficulty meeting the above condition. Please view the website of your desired program carefully and confirm the followings 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.

2) Tuition Fees and Waivers

■ Applicants Under Exchange Agreements

Students who join the exchange program from partner universities that have a reciprocal tuition waiver agreement with the University of Tsukuba 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 the international office at your home university.

■ Applicants Outside of Exchange Agreements

Students who join the exchange program from universities outside of the exchange agreement must pay tuition fees to the University of Tsukuba at the beginning of their study term. The tuition fee for Exchange Students is calculated on a per-credit basis and is currently set at **14,800 yen per credit**. The tuition fee for Exchange Research Students is calculated on a per-month basis and is currently set at **29,700 yen per month**. The student must pay for the entire month in which he/she is enrolled.



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	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
For Students Outside of Exchange Agreements		
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

3) Affiliation and Academic Supervisor

A faculty member will be appointed to each exchange student as their academic supervisor. These supervisors will work closely with the students and provide necessary information, academic assistance, and other supports. Students' affiliation at the University of Tsukuba will be the same as their supervisors'.

Your affiliation and academic supervisor at the University of Tsukuba will be determined by referencing to your request in the application form. We will try to meet your request, but please understand that there is a possibility that it may not turn out as you wish.

Note for Undergraduate Applicants

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

Note for Graduate Applicants

If your research topic does not match with any of our professors', **we might not be able to accept your application.**

4) JASSO Scholarship

The Japan Student Services Organization (JASSO) 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 the following information carefully and provide the necessary information through our online application form.

IMPORTANT NOTES

JASSO Scholarship is highly competitive for applicants.
Plan your living without relying on the JASSO scholarship.

■ **Eligibility**

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

1. Students receiving no more than 80,000 JPY in total from other scholarships for studying in Japan.
2. Students who will complete their studies at their home university upon termination of the period of study in University of Tsukuba.
3. 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 from the previous year. (See below.)

■ How to Calculate your GPA on the JASSO Scale

To apply for the JASSO scholarship, information of 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 from the previous year, calculate the total number of credits for each JASSO grade points (0-3), and enter it in 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 will be accepted for receiving 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
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

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

■ 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 the tentative information in the "Exchange Student Status Information", which will be sent to you along with other documents about a month prior to your study at Tsukuba. **We do not accept any inquiries regarding the results under any circumstances.**

5) 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, class terms end in different timings as shown in the table below. Please confirm in which module you will be 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:

	Start of Semester	End of AB module	End of ABC module
Fall 2021	October	December	February
Spring 2022	April	July	August

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

***Exchange Research Students** need to leave Japan as soon as their enrollment period ends.

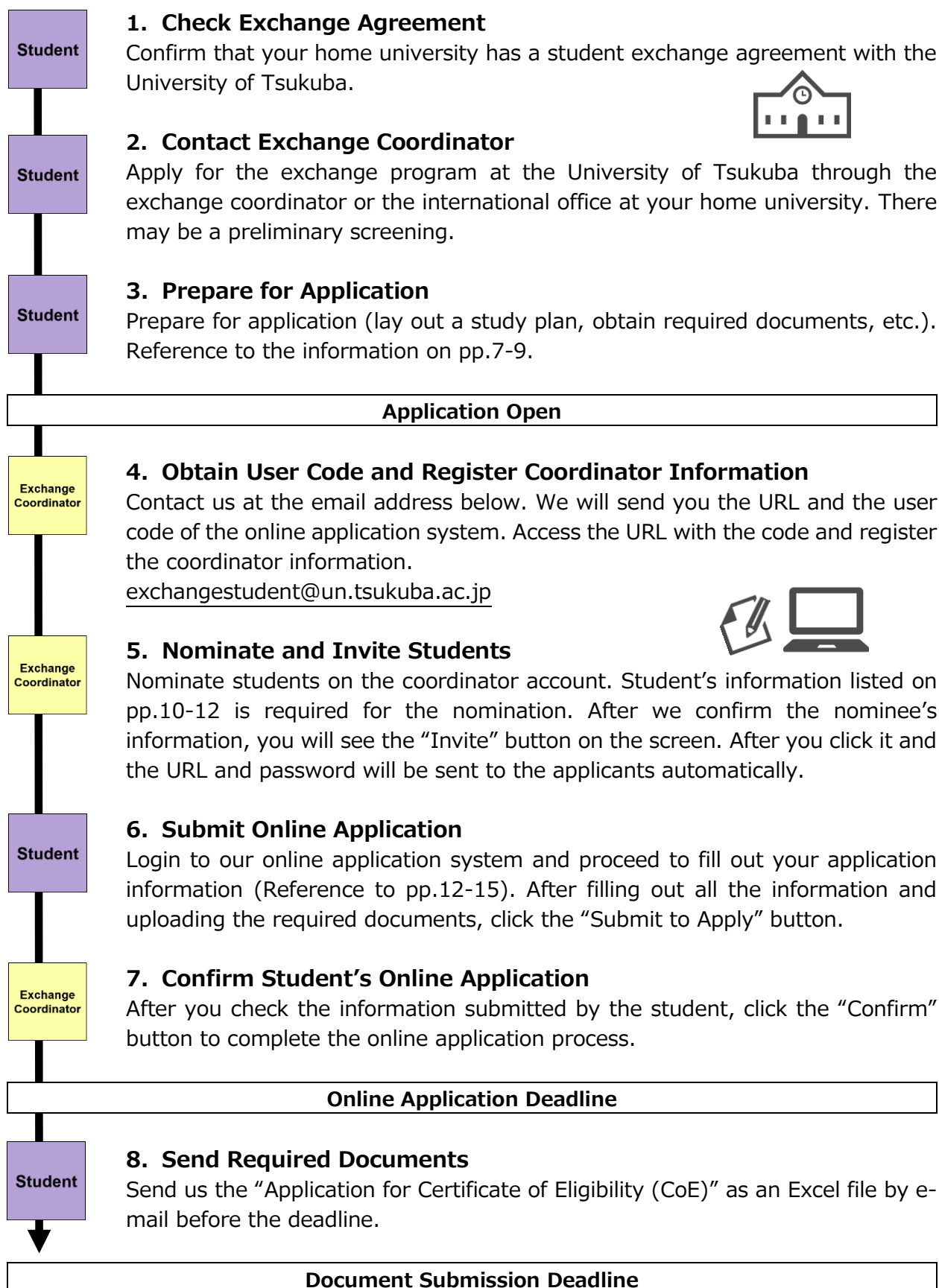
IMPORTANT NOTES

When You Decide Your Enrollment Period

- **You are not allowed to shorten or extend your enrollment period after finishing the application process.**
- If you choose the status as **Exchange Student** (especially for undergraduates), please be sure to confirm the class schedules at the 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 same month as the end date you chose in your application form**. Since the University of Tsukuba is managing the enrollments, you are not allowed to return to your home country before your enrollment period ends or stay in Japan after it ends.
- You cannot stay in student residences after your enrollment period terminates.

How to Apply

1) Application Procedures



2) Required Documents

The following documents are required for application. Prepare the necessary documents while you proceed with the online application system.

<input type="checkbox"/>	Formal Letter of Request for Admission	受入依頼書
<input type="checkbox"/>	Official Transcript of Academic Records	成績証明書
<input type="checkbox"/>	Certificate of Enrollment	在籍証明書
<input type="checkbox"/>	Copy of Passport	パスポートのコピー
<input type="checkbox"/>	JLPT Certificate of Result and Score (only if applicable)	JLPT 証明書 (該当者のみ)
<input type="checkbox"/>	Certificate of Your Stay in Japan (only if applicable)	日本滞在の証明書 (該当者のみ)
<input type="checkbox"/>	Certificate of Bank Balance	銀行口座残高証明書
<input type="checkbox"/>	Application for Certificate of Eligibility	在留資格認定証明書交付申請書
<input type="checkbox"/>	ID Photo Date	顔写真データ

■ Online Submission



- Upload scanned data of the documents on our online form.
- Valid image formats are the followings: **JPEG, JPG, PNG, GIF** (PDF files are **NOT** acceptable).
Poor quality data (such as photo taken with smartphones) are not acceptable.
- Please submit **the official certificates in English or Japanese**. If you are unable to provide it in the above languages, please attach a translation.

Formal Letter of Request for Admission	受入依頼書
<ul style="list-style-type: none"> ● 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 for issuing. ● Please refer to the latest sample for preparing the letter. 	<ul style="list-style-type: none"> ・自身の在籍大学の学長または学部長が署名し、筑波大学の学長宛てに送付する必要があります。 ・作成する際には、在籍大学の国際室等にご相談ください。 ・最新のサンプルを参照して依頼書を作成してください。

Official Transcript of Academic Records	成績証明書
<ul style="list-style-type: none"> ● Provide data from the previous year 	<ul style="list-style-type: none"> ・直近 1 年分をご用意ください。

Certificate of Enrollment	在籍証明書
<ul style="list-style-type: none"> ● Please prepare an official certificate issued by the home university. ● Include <u>your name, your current year at the home university, the admission date and the expected graduation date at the home university.</u> ● Please ensure that the information on the certificate is in accordance with the one on your online application form. 	<ul style="list-style-type: none"> ・在籍大学が発行する公式な証明書をご用意ください。 ・<u>氏名、在籍大学での現在の学年、入学日、卒業予定日</u>を内容に含めてください。 ・証明書の情報がオンライン申請フォームと一致していることを確認してください。

Copy of Passport	パスポートのコピー
<ul style="list-style-type: none"> ● Please upload the ID page of your passport. If your passport has not been issued yet, please upload a substitute document that proves you are currently applying for it. ● Students with dual nationality of Japan and another country need to upload the Japanese passport. ● Please take a photocopy of the entire page so that it clearly shows your photo, passport number, and other details. 	<ul style="list-style-type: none"> ・ ID ページのコピーを提出してください。パスポートが未発行の場合は、現在申請中であることを証明する書類を提出してください。 ・ 日本国籍と外国籍を有する二重国籍の学生は、日本のパスポートをアップロードしてください。 ・ 顔写真、パスポート番号など詳細情報がきちんと確認できるようにページ全体をコピーしてください。

JLPT Certificate of Result and Score	JLPT 証明書
<ul style="list-style-type: none"> ● Please upload an official certificate containing your JLPT scores (only if you have passed). ● If you wish to join the College of Japanese Language and Culture, submitting a certificate of N1 or N2 level is required. 	<ul style="list-style-type: none"> ・ JLPT に合格している場合、スコアが記載されている公式証明書をアップロードしてください。 ・ 日本語・日本文化学類への所属を希望する場合、N1 か N2 レベルの証明書の提出が必須です。

Certificate of Your Stay in Japan	日本滞在の証明書
<ul style="list-style-type: none"> ● If you have experience staying in Japan for purposes other than tourism, please upload documents as a proof(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. 	<ul style="list-style-type: none"> ・ 旅行以外の目的で日本に滞在した経験がある場合、その活動を証明する書類をアップロードしてください。(在籍証明書、就労ビザページのコピーなど) ・ 日本の大学に 1 学期以上在籍したことがある場合は、在籍した大学が発行した公式の成績証明書を提出してください。

Certificate of Bank Balance	銀行口座残高証明書
<ul style="list-style-type: none"> ● Applicant's own latest bank account balance and/or Certificate of Scholarship/Student Loan. ● Certificate of parents' or family's bank account balance is NOT acceptable. ● You need to prove that you have the following amount of money or more: 1 Year Exchange—960,000 JPY 1 Semester Exchange—480,000 JPY 	<ul style="list-style-type: none"> ・ 出願者本人名義の最新の銀行口座残高 および /または 奨学金/学生ローンの受給証明書。 ・ 両親や家族などの口座残高証明書は受け付けできません。 ・ おおよその目安として、下記の金額以上が用意されていることの証明が必要です。 1 年間の留学： 960,000 円 半年間の留学： 480,000 円

<ul style="list-style-type: none"> ● If you submit a certificate of scholarship or student loan, please make sure that it includes details such as your name, the purpose of the scholarship/loan, the amount, and the scholarship/loan period. ● <u>Clearly mark the above essential information on the documents.</u> 	<ul style="list-style-type: none"> ・奨学金や学生ローンの証明書を提出する場合、氏名、奨学金／ローンの用途、受給金額と期間のような詳細が記載されていることを確認してください。 ・<u>上記の重要な情報はわかりやすい書類にマークしてください。</u>
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ID Photo	証明写真
<p>The photo must be:</p> <ul style="list-style-type: none"> ● Formal enough to be used for your student ID card. ● Taken within the last three months. ● A full-face view directly facing the camera, without a hat, and no background. (Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.) ● Within 3MB. ● Portrait orientation with a 3:4 aspect ratio (the ratio of the width to the height). 	<ul style="list-style-type: none"> ・学生証に使用する写真としてふさわしいもの ・3か月以内に撮影されたもの ・無背景で帽子などを着用せずに上半身正面を撮影した鮮明なもの（頭部が布などで覆われていても、顔が鮮明に写っているものであれば差支えありません。） ・データ容量が3MB以内のもの ・画像のアスペクト比（縦横の比率）が、おおよそ横3：縦4のもの

■ Send by E-mail

Application for Certificate of Eligibility (Excel file)	在留資格認定証明書交付申請書 (Excel file)
<ul style="list-style-type: none"> ● File title should be formatted as the following: CoE_ your family name, first name (e.g., CoE_SMITH, John) ● Send it by e-mail to: exchangestudent@un.tsukuba.ac.jp ● You don't need to submit this file if you have a Japanese passport. 	<ul style="list-style-type: none"> ・データのタイトルは下記にしてください。 CoE_苗字, 名前 (例: CoE_SMITH, John) ・提出先: exchangestudent@un.tsukuba.ac.jp ・日本のパスポートを持っている方は提出不要です。

IMPORTANT NOTES

When You Submit Application Materials

- Necessary documents must be accompanied with either a **Japanese or English translation** if they are written in other languages and **confirmed by the exchange coordinator at your home university** with his/her signature.
- **Submitted documents will not be returned under any circumstances.**
- **Incomplete applications or applications submitted after the deadline will not be accepted.**

3) Required Information for Online Application

■ For Exchange Coordinators

All information about the student other than the e-mail address can be corrected only on the student's page after nomination by the coordinator. Only students can login to the page. Please pay special attention not to make any entry mistakes.

Name	氏名
<ul style="list-style-type: none"> Please enter the student's name with Roman capital letters. The name must exactly match the one on the passport. If s/he doesn't have any middle name, please leave it blank. 	<ul style="list-style-type: none"> ・パスポートに記載されている英字氏名を大文字で入力してください。 ・ミドルネームが無い場合は空欄にしてください。

E-mail	メールアドレス
<ul style="list-style-type: none"> Please make sure that the student checks the spam filter so that he/she will be able to receive emails from "ap-short-term.sec.tsukuba.ac.jp" domain. 	<ul style="list-style-type: none"> ・"ap-short-term.sec.tsukuba.ac.jp"からのメールが正しく受け取れるよう、フィルタリングなどの設定をご確認いただくようご指示ください。

Program level the nominee would like to enroll in at the University of Tsukuba	筑波大学で在籍したい課程
<ul style="list-style-type: none"> Please choose "Undergraduate", "Master's Program", or "Doctoral Program", according to the level of the student's course at the home university. 	<ul style="list-style-type: none"> ・出願者の在籍大学での身分をもとに「学部生」「院生」「修士」から選択してください。

Status at the University of Tsukuba	筑波大学での身分
<ul style="list-style-type: none"> Please choose "Exchange Student" or "Exchange Research Student". <u>If graduate students wish to be "Exchange Student", please confirm the important notice on p.1 carefully.</u> 	<ul style="list-style-type: none"> ・「特別聴講学生」か「特別研究学生」かを選択してください。<u>大学院生が特別聴講学生を希望する場合、1 ページ目の注意事項をご確認ください。</u>

Enrollment Date in the University of Tsukuba	筑波大学の入学年月日
<ul style="list-style-type: none"> Exchange Students can choose only April or October. Exchange Research Students may choose "others" to input their desired enrollment date if they wish to enroll in months other than April or October. 	<ul style="list-style-type: none"> ・特別聴講学生は、4月または10月のみ選択できます。 ・特別研究学生が4月または10月以外の入学を希望する場合は、「その他」を選択し、希望する入学月を入力してください。

Ending Date of Study in the University of Tsukuba	筑波大学での留学終了年月日
<ul style="list-style-type: none"> ● Please select the end date after confirming the last month of each module. If you choose "Others", please also enter the reasons for your choice, such as "I have adjusted the date with the supervisor in the University of Tsukuba". ● The end date should be before the student's graduation date of the home university. ● Please let the student decide the end date carefully, taking into consideration the academic calendar of both universities. ● In principle, shortening or extending the enrollment period after finishing the application process is not allowed. ● The academic calendar of our university is shown on p.5. 	<ul style="list-style-type: none"> ・各モジュールの終了月を確認し、選択してください。「その他」を選択する場合には、「本学の教員と調整した」などの理由を入力してください。 ・留学終了日は、在籍大学での卒業予定日より前である必要があります。 ・在籍・受入大学両方の学年暦をよく確認し、留学終了日は慎重に決めるよう学生にご指導ください。 ・原則として、出願完了後に留学期間の短縮や延長を行う事はできません。 ・筑波大学の学年歴は5ページをご確認ください。
Desired School/College/Program at the University of Tsukuba 【Only for Exchange Student】	筑波大学での希望学群・学類・学位プログラム 【特別聴講学生のみ】
<ul style="list-style-type: none"> ● Please select two choices for the student's desired school/college/program at the University of Tsukuba, while referencing the following webpages. Undergraduate Schools/Colleges Master's/Doctoral Programs 	<ul style="list-style-type: none"> ・下記のサイトを参照し、出願者が希望する筑波大学の学群・学類・学位プログラムを2つ選択してください。 Undergraduate Schools/Colleges Master's/Doctoral Programs
Desired Academic Supervisor in University of Tsukuba 【Only for Exchange Research Student】	指導を希望する筑波大学教員 【特別研究学生のみ】
<ul style="list-style-type: none"> ● Please refer to the following website to find professors related to the student's research field. TRIOS (Tsukuba Researchers Information Online System) 	<ul style="list-style-type: none"> ・学生の研究分野に関連する教員の検索にあたっては、下記のウェブサイトをご参照ください。 TRIOS (Tsukuba Researchers Information Online System)
Degree Program and Year at Home University	在籍大学での所属課程・学年
<ul style="list-style-type: none"> ● Please enter the Degree Program and Year as of the Enrollment in the University of Tsukuba. 	<ul style="list-style-type: none"> ・筑波大学への留学開始日時点における所属課程・学年をご入力ください。

Department/Faculty at Home University	在籍で所属している学部・専攻
<ul style="list-style-type: none"> ● Please enter the information on the student's status at home university, as of the enrollment date in the University of Tsukuba. ● If the student is currently an undergraduate student and will enroll in a Master's course before the enrollment date at Tsukuba, please enter information on the Master's course. ● Please fill in the correct name of the student's department, faculty, etc. Only the name of the home university is not sufficient. 	<ul style="list-style-type: none"> ・筑波大学留学開始日時点における、在籍大学での情報をご入力ください。 ・現在は学部生で、筑波大学留学開始日前に修士課程になる方は、修士として入力してください。 ・出願者の学部、専攻などの正確な名称を入力してください。在籍大学の入力だけでは十分ではありません。

Confirmation of applicant's graduation	卒業に関する確認
<p>Please check the box after you confirm that the student will not be graduating from home university during his/her enrollment in the University of Tsukuba and will return to home country immediately after the termination of the enrollment period.</p>	<p>以下の内容を確認したら、ボックスにチェックを入れてください。</p> <p>「当該学生は、筑波大学の留学期間中に在籍大学を卒業する予定はなく、留学期間終了後は速やかに帰国する予定である。」</p>

■ For Students

The above information entered by your exchange coordinator will appear automatically on your online form. Please check it and correct it if there is any incorrect information. In addition, the following information need to be entered by yourself.

Japanese KATAKANA Name	氏名のカタカナ表記
<ul style="list-style-type: none"> ● Please write your name in Japanese Katakana if you can. We need it to know the pronunciation of your name. 	<ul style="list-style-type: none"> ・氏名の読み方をカタカナで入力してください。氏名の発音を確認するために必要です。

Nationality	国籍
<ul style="list-style-type: none"> ● Please declare if you have Japanese nationality. If it is unclear whether you have it or not, please confirm with your family. Incorrect information about Japanese nationality might cause trouble for immigration procedures. 	<ul style="list-style-type: none"> ・日本国籍をお持ちの方は必ず申告してください。持っているかどうか不明な場合は、ご家族にご確認ください。日本国籍の情報に誤りがあると、入国手続きに支障をきたす場合があります。

Address	住所
<ul style="list-style-type: none"> ● Enter the full address with Roman letters. 	<ul style="list-style-type: none"> ・詳細な住所を入力してください。

Zip Code	郵便番号
<ul style="list-style-type: none"> If there is no zip code, enter "000-0000" in the box. 	<ul style="list-style-type: none"> 郵便番号がない場合は、「000-0000」を入力してください。

TEL / Cell Phone Number	電話番号/携帯電話番号
<ul style="list-style-type: none"> Enter the country code in the first box. 	<ul style="list-style-type: none"> 最初のボックスに国番号を入力してください。

E-mail (secondary)	メールアドレス 2
<ul style="list-style-type: none"> We will contact this address if we have trouble contacting the address provided in E-mail1. 	<ul style="list-style-type: none"> 1 のメールアドレスが何らかの理由で機能しない場合は、2 のメールアドレスにお送りします。

Place to Send the Application Result	申請結果書類送付先
<ul style="list-style-type: none"> Please select from "University", "Applicant's Home", and "Other". Select the place where you can definitely receive the result. We will send the results about 1 or 2 months prior to your enrollment. To avoid missing mail / lost package, please select the place carefully. Inform the address you selected to your exchange coordinator. 	<ul style="list-style-type: none"> 「大学」「自宅」「その他」から選択してください。 送付書類を確実に受け取れる住所を選択してください。送付時期は筑波大学での在籍が開始するおおよそ 1 か月前～2 か月前です。誤送や紛失を避けるため、注意して選択してください。 選択した送付先住所について、必ず担当の交換留学コーディネーターに共有してください。

Study/Research Plan	学修・研究計画
<ul style="list-style-type: none"> Please write your study/research plan, academic interest, reason for application for the University of Tsukuba, goals for studying abroad, etc., in detail. This information is very important for deciding your affiliation and academic supervisor. Your application may be rejected if the plan is unclear. If you choose "Exchange Research Student", your research theme (150 characters or less) is also required. If you have already contacted your future supervisor in the University of Tsukuba, please include the full name of the professor. 	<ul style="list-style-type: none"> 学修・研究計画、学問的関心、筑波大学を志望する理由、留学の目標などについて詳細に記入してください。 筑波大学における所属・指導教員を決定するために、本項目の情報は極めて重要です。計画内容が不十分である場合、出願が受け付けられない可能性があります。 特別研究学生を選択した場合は、研究テーマの記入（150 字以内）も必要です。 筑波大学で指導教員になってもらう予定の教員とすでに連絡を取り合っている場合は、その教員の氏名についても記入してください。

Desired Courses to Take	希望聴講科目
<ul style="list-style-type: none"> Please enter both the course number and its name, other than the Japanese Language Courses (i.e., course numbers that start with "39"). Your application may be rejected if the information is not sufficient. If you choose "Exchange Student", please try to list up the courses that you would like to take as many as possible. Also, due to requirement of the Immigration Office, you need to register at least 8 periods (10 hours) per week. If you choose "Exchange Research Student", it is not mandatory for you to fill in this part. 	<ul style="list-style-type: none"> 日本語コース（科目番号が 39 から始まる）を除く希望聴講科目を、科目番号・科目名両方を入力してください。情報に不備がある場合は出願が受け付けられない可能性があります。 特別聴講学生を選択した場合は、「筑波大学の希望学群・学類・学位プログラム」の項目で選択した教育組織が提供する科目をなるべく多く入力してください。また、入国管理局の規定により、週 8 コマ（10 時間）以上を履修する必要があります。 特別研究学生を選択した場合は、入力は任意です。

Japanese Language Proficiency	日本語能力
<ul style="list-style-type: none"> Select your level of Japanese proficiency. In the "Score" field, you can only enter the level and score of the JLPT test that you have already passed. 	<ul style="list-style-type: none"> 日本語能力のレベルを選択してください。 「スコア」の項目には、合格済みの JLPT テストについてのみ記入してください。

English Language Proficiency	英語能力
<ul style="list-style-type: none"> Select your level of English proficiency. If you have taken any language tests before, enter the scores/grades as well. 	<ul style="list-style-type: none"> 英語能力のレベルを選択してください。受験した試験がある場合は、その点数等をご記入ください。

Staying Experience in Japan Other Than Tourism	旅行以外の目的での日本滞在経験の有無
<ul style="list-style-type: none"> Please enter the name of the institution that you have attended and the period of stay, if you have experience staying in Japan for other than tourism. 	<ul style="list-style-type: none"> 観光以外で日本に滞在した経験がある場合は、在籍機関と滞在期間を入力してください。

Information on Scholarship Other Than JASSO	JASSO 以外の奨学金について
<ul style="list-style-type: none"> If you plan to receive scholarships from your university or any other organizations, please enter the name of the scholarship and the monthly stipend. If you are currently applying, please enter the date of result announcement and let us know as soon as the result comes out. 	<ul style="list-style-type: none"> 在籍大学やほかの組織からの奨学金を受給する予定がある場合、奨学金の名称と受給金額を入力してください。 申請中の場合は、発表日を入力してください。また、結果がわかり次第ご連絡ください。

Information on JASSO Scholarship	JASSO 奨学金について
<ul style="list-style-type: none"> ● If you wish to apply for the JASSO scholarship, please check pp. 3-4 carefully and confirm whether you meet all of the requirements. ● Please check your academic transcript from the previous year, calculate the total number of credits for each JASSO grade points (0-3), and enter it in our online system. Your GPA will be calculated automatically. ● It is not guaranteed that you will be accepted for the scholarship even if you have a high GPA. ● We will only notify the results to the ones who are awarded the scholarship. We do not accept any inquiries regarding the result. 	<ul style="list-style-type: none"> ・ JASSO 奨学を希望する場合、3-4 ページをよく読んで、受給要件を満たしているかどうか確認してください。 ・ 前年度の成績証明書を確認し、JASSO の成績評価係数（0～3）の合計単位数を計算し、入力してください。GPA は自動的に算出されます。 ・ GPA は JASSO による審査基準の 1 つにすぎず、この数値が高くても奨学金に採択されるとは限りませんのでご注意ください。 ・ 申請結果については、受給者のみ連絡いたします。結果についての質問は受け付けておりませんのでご了承ください。

Other Important Information

■ Visa

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

We can process your CoE application only after you have been accepted in 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 or any other important information related to your health in English. Seeing a doctor can be difficult without a medical certificate, especially if you have a severe or chronic illness.

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

■ Housing

The University of Tsukuba offers residences to accepted students. We will send you the "Selection Sheet of Residence Hall Rooms" when the time comes. Until then, please refer to the information about residences on our website. Please note that you will need to pay the first month rent and deposit of 30,000 yen when you move in.

■ 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

To make your academic and daily life fulfilling, we recommend taking the Japanese language courses offered by CEGLOC (Center for Education of Global Communication) .

■ Tutor

Regular students of the University of Tsukuba will be assigned as tutors to each incoming international student to assist he/she in his/her study of the Japanese language, studies related to his/her academic field, and various kinds of procedures.

■ Counseling Services

Counseling services are available at the Student Support Center. 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 extracurricular activities. This insurance covers accidents that may occur during the following:

On-campus (excluding dormitory) activities and off-campus extracurricular activities that are registered in 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: April 2022 Enrollment]

Nomination period	October, 2021
Deadline for online application	November 12
Deadline for submitting documents	November 19
Notification of designated arrival date	Late December
Confirmation of flight info and room request	Early February
Shipping of 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

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,
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

E-mail: exchangestudent@un.tsukuba.ac.jp

IMPORTANT NOTES

- If you need a signature of the University of Tsukuba for some documents, such as "Learning Agreement", please contact your exchange coordinator first, and follow their instructions.