

Sustainability Science, Technology, and Policy (SUSTEP) Program
Application and Admission Guidelines

2018 Fall Semester Enrollment

Doctoral Program in Sustainable Environmental Studies
Graduate School of Life and Environmental Sciences



University of Tsukuba

1. Enrollment quota

Limited

*The admission is in October.

2. Program outline

This program accepts Japanese students as well as students from foreign countries, who are expected to engage in practical research, policymaking or project implementation, and are highly motivated to learn advanced and practice-oriented expert knowledge. This program is a three-year program, but early completion is also available. All courses and instruction are provided in English.

3. Admission requirements

Applicants must satisfy one of the following requirements:

- (1) Applicants must have been granted a Master's Degree or expect to receive one by the end of September 2018.
- (2) Or persons who have been recognized in the individual qualification screening process as having ability equivalent to (1) mentioned above. (Please contact our office no later than April 6, 2018 using the contact details on page 5, section 12 to inquire whether you fall under this category.)

4. Application documents

- (1) Application Form: Use prescribed form
- (2) Curriculum Vitae: Use prescribed form
- (3) Work Experience: Use prescribed form if you have work experience.
- (4) Admission and Photograph Tickets for the Examination: Use prescribed form and attach photographs to the designated areas (Size H4cm×W3cm, full face, upper half of the body, and hat off; taken within three months of application). Non-compliant pictures are not acceptable.
- (5) Entrance Examination Fee (30,000 JPY): If you pay at a convenience store, attach the receipt for the examination fee to the Application Form (1). We will not accept payment by cash, revenue stamp, or cheque. Please refer to Section 5 (Page 2) below about the method and period of payment.
- (6) Degree Certificate: Submit the original or notarized copy of a certificate from university that verifies your master's degree.
- (7) Certified copy of academic transcript issued by university: The transcript to verify the degree program completion or expected completion. If the applicant has credits transferred from other universities, attach these academic transcripts as well. In cases the applicant received a degree from the National Institution for Academic Degrees, the degree certificate, academic transcripts and all other certificates concerning the acquisition of the degree are necessary.
- (8) List of academic achievements: Provide a list of publications in a free format.
- (9) A Statement of Research Plan: Use a prescribed form. The applicant must contact a prospective academic supervisor and print his/her name in the research plan.
- (10) Approval letter [for applicants who are presently employed]: Submit one approval letter from

applicant's employer or a letter of resignation signed by the applicant if he or she is working for government organizations, schools, companies or other organizations. In the latter case, the document proving resignation or applicant's letter with signature can suffice.

(11) An Official Score Certificate of English Proficiency Test (original copy with photo attached):

A valid official score (original copy with photo attached) such as TOEFL Examinee Score Record, TOEIC Official Score Certificate, IELTS Academic Module Test Report, or its equivalent (confirmation is needed), taken within two years from the date of application, is required to be submitted by the end of the application period. The score certificates must be submitted to the office of the Doctoral Program in Sustainable Environmental Studies before the end of the application period.

* An applicant whose mother tongue is English or who completed undergraduate/graduate degree in a country, which uses English as an official language may be exempted from this requirement by submitting a 'Certificate of English Proficiency Waiver Request (12)'.

(12) Certificate of English Proficiency Waiver Request [If applicable]: Use prescribed form

(13) Certificate of Government-sponsored (Japanese Government Monbukagakusho Scholarship)

Foreign Student [if applicable: free format]: If you are enrolled in another Japanese university at the time of application, submit the certificate of government-sponsored (Japanese Government Monbukagakusho Scholarship) foreign student issued by the university.

(14) Name and Address Sheet: Use prescribed form

(15) Application Checklist: Use prescribed form

(16) Envelope Cover: Use prescribed form

[Note]

- In case your current name is different from that on the documents you submit (e.g., marriage), submit with the proof (e.g., copy of marriage license).
- Any question about an Official Score Certificate of English Proficiency Test will be inquired to the organization that issues the score.
- The applicant must be responsible for checking all necessary documents before submission. If there is a missing document, the application is not valid.
- All documents submitted will not be returned in principle. The application fee is non-refundable.

5. Payment of examination fee

30,000 JPY

[Note] The exemption of this fee applies to those applicants who will receive Monbukagakusho (MEXT) Scholarship. Those who are expected to complete a master's program at the University of Tsukuba in July or September 2018, and wishes to continue education in the Doctoral Program in Sustainable Environmental Studies, please contact at admission@envr.tsukuba.ac.jp before making payment of this fee.

① Payment period

From April 9, 2018 to May 1, 2018.

② How to Pay

a) Convenience store [within Japan]

When applicants use a convenience store for payment (limited to the following stores: LAWSON, Seven-Eleven, Family Mart, Circle K, Sunkus), prior online registration is needed via PC, cell phone or convenience store information terminal for the payment. Please realize that the terminal will differ at each store.

- › Prescribed form is not necessary.
- › Payment procedure is explained in the attached manual at the end (only available in Japanese).
- › Applicants pay a service fee for the transaction. Please note that examination fees will not be refunded under any circumstances.
- › After completing the payment procedure, please paste a receipt at the designated area of the “Application Form.”

b) Credit card [Overseas]

Individuals who reside overseas can pay the examination fee online through the E-Payment Site with a credit card.

- › Proceed with the on-line payment by accessing the website.
- › <https://e-shiharai.net/english/?schoolcode=OPU5100850000000>
- › The following credit cards are available: VISA, Master, JCB or AMEX
- › After completing the payment procedure, please paste a hard copy of the receipt page on the bottom of the “Application Form” and enclose it with other application documents. Please note that examination fees will not be refunded under any circumstances.

* Payment by credit card does not apply to individuals who reside in Japan.

6. Application procedures

The applicant should check his/her necessary application documents against the application checklist, and then submit them to the office of the Doctoral Program in Sustainable Environmental Studies, Graduate School of Life and Environmental Sciences. Place all documents in an envelope, attach the prescribed envelope cover and submit it directly (in person), or by express registered mail service.

- Dates for application (See page 6)
- Lodgment of application (or address by mail)

Office of the Doctoral Program in Sustainable Environmental Studies
Graduate School of Life and Environmental Sciences,
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8572 Japan

- After the complete application documents have been accepted, a receipt of application/admission

ticket voucher and guidelines for admission will be sent by email to the address written on the application form. **Please make sure your email address is written clearly and correctly on the application form as this address will be used for official correspondence.**

7. Examination content and Selection process

- (1) Applicants will be carefully screened both on their application documents and the results of an oral examination in English.
- (2) The oral examination is done via an individual interview about the applicant's research plan and related matters.
- (3) Applicants who reside overseas can take an oral examination via Skype. If you would like to have a Skype interview, please write this request in your "Research Plan" form along with your Skype ID.

8. Date and place of examination

- (1) The date of the examination is set (See page 6).
- (2) Location

University of Tsukuba, 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572 Japan

[Note] Detailed information on the examination room and meeting time will be confirmed by email from the office of the Doctoral Program in Sustainable Environmental Studies.

9. Notification of the results

The date is set (See page 6). The results will be sent to successful candidates by post.

10. Entrance procedures

- (1) Only successful applicants will be notified by mail about the end of June 2018 and will be informed of the date and place of the admission procedures and the necessary documents to be submitted at that time.

If the applicant is currently employed (except part-time works), she/he must submit either a directive letter for study, warrant of leave, or acceptance letter to enter school issued by the appropriate authority along with the other necessary documents.

- (2) Expenses that must be paid on enrollment

① Admission Fee: 282,000 JPY

- ③ Tuition Fee for the second period:

267,900 JPY (from October 2017 to March 2018) (paid with admission fee)

267,900 JPY (from April 2018 to September 2018) (paid in the 2018 academic year)

Total/year: 535,800 JPY

[Note] 1. If the fee is revised, the new one will be adapted accordingly.

2. The exemption of this fee applies to those applicants who will receive Monbukagakusho (MEXT) Scholarship. Those who are expected to complete a master's program at the University of Tsukuba in July or September 2018, and wishes to continue education in the

Doctoral Program in Sustainable Environmental Studies, please contact at
admission@envr.tsukuba.ac.jp before making payment of this fee..

- (3) It is necessary for foreign students to have the visa status for study purposes when they enter the program on October 1, 2018. It may be permitted to have the visa status for working purposes before admission. However, once they are admitted to the program, they must have a “Student” visa.

11. Other information

- (1) Incomplete application documents will not be accepted nor considered.
- (2) It is not permitted to change your graduate school or program after submitting the application documents.
- (3) The application fee is non-refundable.
- (4) Application documents will not be returned.
- (5) The University of Tsukuba does not provide accommodation for examinees.
- (6) The University of Tsukuba will not reply to any inquiries regarding examination results.
- (7) Details of examination procedures will be included in the admission guidelines sent out with the admission voucher by email.
- (8) For further inquiries regarding admission, please contact the Doctoral Program in Sustainable Environmental Studies, Graduate School of Life and Environmental Sciences.

12. Contact

Office of Doctoral Program in Sustainable Environmental Studies
Graduate School of Life and Environmental Sciences,
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8572 Japan
admission@envr.tsukuba.ac.jp

〒305-8572

茨城県つくば市天王台 1 丁目 1 番地の1
筑波大学大学院 生命環境科学研究科
博士後期課程 持続環境学専攻事務室
admission@envr.tsukuba.ac.jp

**IMPORTANT DATES FOR EXAMINATION AND ENROLLMENT, OCTOBER 2018
(Fall Semester)**

- Application period: April 9th (Monday) ~ May 1st (Friday), 2018
(9:00 am – 12:00pm, 1:30 pm – 5:00 pm during weekdays)
- Examination: May 15th (Tuesday) ~ May 16th (Wednesday), 2018
- Result Notification: May 31st (Thursday), 2018
- Admission Procedure: By the date described in the enrollment documents
which will be sent out about the end of June 2018.
- Admission date: October 1st (Monday), 2018
- Entrance ceremony: Late September, 2018