

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

2023 Fall Semester Enrollment

Master's Program in Environmental Sciences  
Degree Program in Life and Earth Sciences  
Graduate School of Science and Technology



*University of Tsukuba*

**1. Enrollment quota**

Limited

**2. Program outline**

This program accepts both Japanese and international students, who are expected to engage in practical research, policymaking or project implementation for sustainable development, and are highly motivated to learn advanced and practice-oriented expert knowledge. Although this is a two-year program, early completion is available. All courses and instructions are provided in English.

**3. Admission requirements**

Those applicants with the following qualification are eligible to apply for the SUSTEP examination (for more details, see <https://www.tsukuba.ac.jp/admission/graduate-overview/shikaku/pdf/t1-1.pdf>):

- (1) Those who graduated from a university in Japan or those who are expected to do so by September 2023.
- (2) Those in a foreign country who completed 16 years of formal school education (from elementary school admission to university graduation) or those who are expected to do so by September 2023.
- (3) The following individual must pass a qualification review by the graduate school of this University by April 7th (Friday), 2023 prior to the application submission. Necessary documents for this review must be in compliance with University policies (<https://www.tsukuba.ac.jp/admission/graduate-overview/shikaku/pdf/t2-7.pdf>)

**4. Application documents**

- (1) Application Form (Year, month, and day are to be indicated): Use the prescribed form.
- (2) Curriculum Vitae (Year, month, and day are to be indicated): Use the prescribed form. (Information provided here must match the contents of documents provided under [6], [7], and [8].)
- (3) Work Experience: If you have work experience, use the prescribed form.
- (4) “Admission and Photograph Tickets for the Examination”: Use the prescribed form. Attach your photograph to the designated area (Size H4.0cm×W3.0cm; showing your full face, faced straight, upper half of the body, without hat; 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 4) below about the method and period of payment.
- (6) (Expected) Graduation Certificate of Bachelor's Degree (Year, month, and day are to be indicated): This document must validate your graduation from bachelor's program issued from the university. Even though you already have master's degree or doctoral degree, please submit a

certificate issued by the university, which you have earned a bachelor's degree. **A photocopy is not accepted.**

- (7) Degree Certificate (Year, month, and day are to be indicated): If you graduated from a university or another educational institution outside Japan, please submit the original or notarized copy of a certificate of your bachelor's degree. All documents must be in English or Japanese. Even if you have already earned a master's or doctoral degree, you need to submit a degree certificate issued by a university from which you earned a bachelor's degree. **A photocopy is not accepted.**
- (8) Academic Transcript (certified copy): Provide a certified copy of academic transcript of Bachelor's program issued by a university. If the applicant has credits transferred from other universities, please attach the authorized academic transcripts for these credits as well. **A photocopy is not accepted.**
- (9) Research Plan: Use the prescribed form. Before submitting any application forms, an applicant must contact a prospective supervisor and discuss their research plan.
- (10) Approval Letter [if applicants are presently employed]: Please 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 organization. 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 is TOEFL Examinee Score Record, TOEIC Official Score Certificate, IELTS Academic Module Test Report, IELTS indicator, or its equivalent (confirmation is needed), taken after June 2021. This certificate must be enclosed in the application package to be sent to the Environmental Science Program Office.  
\* An applicant whose mother tongue is English or a person who completed undergraduate or 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]: 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: Prescribed form
- (15) Application Checklist: Prescribed form
- (16) Envelope Cover: Prescribed form

[Note]

- An applicant who will receive a JDS scholarship may omit the following documents: (3), (7), (8), (9), (10) and (11).
- In case your current name is different from that on the documents you submit due to marriage and other reasons, submit the proof (e.g., copy of marriage license) to show you are the same person.

- 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] Applicants who will receive Monbukagakusho (MEXT) Scholarship are exempted from the payment of the examination fee.

### ① Payment period

April 10th (Monday)- May 8th (Monday), 2023

### 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), prior online registration is needed via PC, cell phone or convenience store information terminal for the payment. Please be aware 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

Applicants 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 acceptable: 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.

## 6. Application procedures

The applicant should check his/her necessary application documents on the application checklist. Place all documents in an envelope, attach the prescribed envelope cover and submit it directly (in person), or by express registered mail service. Submit the documents to the following address:

Office of the Master's Program in Environmental Sciences  
Graduate School of Science and Technology,

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 and English proficiency test score.
- (2) The oral examination is done in approximately 15 minutes by an individual interview about the applicant's research plan and related matters.
- (3) Applicants who reside overseas can take an oral examination via Zoom. If you choose to take examination on Zoom, the examination committee will contact your selected email address and provide necessary information.

## 8. Date and place of examination

- (1) June 8th (Thursday)- 9th (Friday), 2023
- (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 Master's Program in Environmental Sciences.

## 9. Notification of the results

June 30th (Friday), 2023. The results will be sent to successful candidates by post on the same day.

## 10. Entrance procedures

- (1) Only successful applicants will be notified by mail about the admission procedures and other necessary documents to be submitted.

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

② Tuition Fee:

267,900 JPY (from October 2023 to March 2024) (paid with admission fee)

267,900 JPY (from April 2024 to September 2024) (paid in the 2024 academic year)

Total/year: 535,800 JPY

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

- (3) It is necessary for international students to have proper study visa status when they enter this Program on October 1st, 2023. You may have the visa that allows you to work in Japan before admission. However, once you are admitted to the program, you must switch to 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) For further inquiries regarding admission, please contact the Master's Program in Environmental Sciences, Graduate School of Science and Technology.

#### 12. Contact

Office of the Master's Program in Environmental Sciences  
Graduate School of Science and Technology,  
University of Tsukuba  
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8572 Japan  
[admission@envr.tsukuba.ac.jp](mailto:admission@envr.tsukuba.ac.jp)

### IMPORTANT DATES FOR EXAMINATION AND ENROLLMENT, OCTOBER 2023 (Fall Semester)

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|------------------------|--|
| ■ Application period:  | April 10th (Monday)-May 8th (Monday), 2023<br>(9:00 am–12:00pm, 1:30 pm–5:00 pm during weekdays) |
| ■ Examination:         | June 8th (Thursday)-9th (Friday), 2023   |
| ■ Result Notification: | June 30th (Friday), 2023   |
| ■ Admission Procedure: | Admission documents will be sent out in the end of June 2023.                                    |
| ■ Admission date:      | October 1st (Sunday), 2023   |
| ■ Entrance ceremony:   | Late September 2023  |