

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

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

2024 Fall Semester Enrollment

(Master's)  
Master's Program in Environmental Sciences  
Degree Program in Life and Earth Sciences,  
Graduate School of Science and Technology  
University of Tsukuba

(Fall Semester)

受験番号	※
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Application Form

<b>Current Status:</b> <input type="checkbox"/> Student <input type="checkbox"/> Employed <input type="checkbox"/> Other (including Kenkyusei)		
<b>Name in Full:</b>		<b>Reference Number:</b>
<b>Date of Birth:</b> Day / Month / Year	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Nationality:</b>
<b>Scholarship (foreign applicants):</b> <input type="checkbox"/> MEXT (Ministry of Education, Culture, Sports, Science and Technology, JAPAN) <input type="checkbox"/> Others <input type="checkbox"/> None		
<b>Current Address:</b>  Phone: E-mail:		
<b>Apply to</b>		
<b>Graduate School:</b> Degree Program in Life and Earth Sciences, Graduate School of Science and Technology		
<b>Program:</b> Master's Program in Environmental Sciences		
<b>Academic Supervisor (Tentative):</b>		
<b>Research Field:</b>		
<b>Examination:</b> Oral Examination		
<b>Contact in Japan (if applicable)</b>  Name: Relationship:  Address:  Phone: E-mail:		
<b>Academic Degree:</b>	Date <input type="checkbox"/> Obtained <input type="checkbox"/> Expected:	
Field:	/ / Day Month Year	
Institute, Faculty and Department: (Country)		

<b>Paste the Receipt here</b>
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(Master's)  
Master's Program in Environmental Sciences  
Degree Program in Life and Earth Sciences  
Graduate School of Science and Technology  
University of Tsukuba

(Fall Semester)

Curriculum Vitae

受験番号	※
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(for foreign applicants)

氏名 Name	フリガナ ローマ字	Family First Middle			男 (M) 女 (F) sex	生年月日 Date of Birth	年 月 日 yyyy mm dd	年齢 Age	国籍 Nationality	在留資格 Resident Status	
学校教育 Education	学校名・所在地 Name and Address of school				正規の修学年数 Officially Required Number of Years of Schooling	入学及び卒業年月 Year and Month of Entrance and Completion	修業年数 Period of Schooling	専攻科目 Major Subject if any	学位・資格 Diploma or Degree Awarded		
初等教育 Elementary Education 小学校 Elementary School	学校名 Name 所在地 Location				年 yrs	入学 from 卒業 to	年 yrs				
						年 yrs	入学 from 卒業 to				
中等教育 Secondary Education	中学 Lower 高校 Upper	学校名 Name 所在地 Location				年 yrs	入学 from 卒業 to				
高等教育 Higher Education 大学 Undergraduate Level	学校名 Name 所在地 Location				年 yrs	入学 from 卒業 to	年 yrs				
高等教育 Higher Education 大学院 Graduate Level	学校名 Name 所在地 Location				年 yrs	入学 from 卒業 to	年 yrs				
以上を通算した全学校教育就学年数 Total Number of Years of Schooling as given Above					年 yrs	TOTAL	年 yrs				
休学等、在籍中に修学を中断した期間 (理由)					Periods of interruption of studies, if any						
from 年.yr., 月mon. ~ to 年.yr., 月mon.( )											

研究歴 Research Activities (研究生の 経歴を含 む)	研 究 機 関 名 Name of Research Institution	所 在 地 Address	身 分 Status	研 究 期 間 Duration of Research	年数 yrs
				~	
				~	
				~	

記入は、日本語又はローマ字体を用いてください。 Please type or print in Japanese or English.

(Master's)  
Master's Program in Environmental Sciences  
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(Fall Semester)

受験番号	※
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Work Experience

Name in Full	Applying for  Degree Program in Life and Earth Sciences, Graduate School of Science and Technology Master's Program in Environmental Sciences
FAMILY                      First                      Middle	
Date of Birth:  /                      / Day                      Month                      Year	

Work Experience	From / To (Month/Year)
Name of Organization / Company	
Position and the Details of Your Job or Research	

Work Experience	From / To (Month/Year)
Name of Organization / Company	
Position and the Details of Your Job or Research	

Work Experience	From / To (Month/Year)
Name of Organization / Company	
Position and the Details of Your Job or Research	

Admission and Photograph Tickets for the Examination

Fill in your name and paste your photo. ※ Leave it blank.

Master's	Monbukagakusho
	Others

Master's	Monbukagakusho
	Others

Master's	Monbukagakusho
	Others

Admission Ticket

受験番号	※
Name	
Apply for	Degree Program in Life and Earth Sciences, Graduate School of Science and Technology Master's Program in Environmental Sciences
Examination	
Oral Examination	
Photo (4cm X 3cm)	
[Hatless, front photo taken within 3 months]	

Photo Ticket

受験番号	※
Name	
Apply for	Degree Program in Life and Earth Sciences, Graduate School of Science and Technology Master's Program in Environmental Sciences
Examination	
Oral Examination	
Photo (4cm X 3cm)	
[Hatless, front photo taken within 3 months]	

Admission Ticket on Table

受験番号	※
Name	
Apply for	Degree Program in Life and Earth Sciences, Graduate School of Science and Technology Master's Program in Environmental Sciences

(Master's)

(Fall Semester)

受験番号

※

Research Plan

Name		Date of birth (YYYY/MM/DD)	
		/ /	
Prospective supervisor			
(You MUST contact him/her before submission.)			
Prospective research title			
Academic Background			
University		Department	
Program	Main field	When you graduate (YYYY/MM)	
		/	
Describe your motive for applying, contents of research theme, career path after graduation and its connection with your proposed research. (Within 400 words)			
Key words:			

## Certificate of English Proficiency Waiver Request

I request an exemption from Certificate of English Proficiency submission for the following reason:

☐ I am a national of a country, which uses English as an official language.

\_\_\_\_\_  
Nationality

☐ I have completed undergraduate / graduate school in a country which uses English as an official language.

\_\_\_\_\_  
Country

\_\_\_\_\_  
Undergraduate / Graduate school

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Signature

受験番号

※

## Name and Address Sheet

This is used for a cover pasted on an envelope for notification of the results.

Write your name and address on the following sheets in clear and accurate writing.

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

### Overseas

<u>Name</u> _____
<u>Address</u> _____
_____
_____
<u>Country</u> _____
<u>Zip code</u> _____

### Japan

<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<u>Address</u> _____
_____
_____
<u>Name</u> _____



受験番号	※
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## Application Checklist

<b>Apply to</b>	
<b>Graduate School:</b>	Degree Program in Life and Earth Sciences, Graduate School of Science and Technology
<b>Program:</b>	Master's Program in Environmental Sciences
<b>Applicant's Name:</b>	

Check your documents on this list before submission.

Name of Paper	Check	Applicants	Note
<b>【Forms provided by University of Tsukuba】</b>			
1. Application Form		All	
2. Curriculum Vitae		All	
3. Work Experience		If applicable	
4. Admission, Photo and Table Identification Tickets		All	Non-compliant pictures are NOT accepted
5. Entrance Examination Fee		All	Attach the receipt to Application Form
6. Research Plan		All	
7. Certificate of English Proficiency Waiver Request		If applicable	
8. Name and Address Sheet		All	
9. Application Checklist		All	
10. Envelope Cover		All	
<b>【Documents prepared by Applicants】</b>			
1. (Expected) Graduation Certificate		All	Original/Notarized copy (Photocopy NOT accepted) (Bachelor's Degree)
2. Degree Certificate		All	Original/Notarized copy (Photocopy NOT accepted) (Bachelor's Degree)
3. Academic Transcript		All	Certified copy (Photocopy NOT accepted)
4. Approval Letter		Presently employed	Free format (A4size)
5. Official Score Certificate of English Proficiency Test		If applicable	Original copy with Photo (Photocopy NOT accepted)
6. Certificate of Government-sponsored Scholarship (MEXT)		If applicable	Free format (A4 size)

305 8572

茨城県つくば市天王台 1 - 1 - 1

1-1-1 Tennodai, Tsukuba-shi, IBARAKI

筑波大学大学院理工情報生命学術院  
生命地球科学研究群

Graduate School of Science and Technology University of Tsukuba  
Degree Programs in Life and Earth Sciences

☐ 環境科学学位プログラム事務室 御中  
Master's Program in Environmental Sciences

☐ 環境学学位プログラム事務室 御中  
Doctoral Program in Environmental Studies

書留速達（出願書類等在中）

Express Registered Mail (Application Documents Enclosed)

Name:
Address:
Telephone:

# University of Tsukuba

## How to make a Payment of Application Fee by Credit Card

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card



Web Application - Credit Card Transaction

Access

<https://e-shiharai.net/english/>



You can access from our website too !

### 1. Top Page

Click "Examination Fee".

### 2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.  
Click "Agree" button located in the lower part of this page if you agree with these terms.  
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

### 3. School Selection

Select the name of the Educational Institution.

### 4. School Information

Read the information carefully and click "Next".

### 5. Category Selection

Choose First to Fourth Selection and add to Basket.

### 6. Basket Contents

Check the contents and if it is OK, click "Next".

### 7. Basic Information

Input the applicant's basic information.  
Choose your credit card and click "Next".

### 8. Credit Card Information

Input Credit Card Number (15 or 16-digits) , Security Code and Expiration date.

### 9. Payment Result

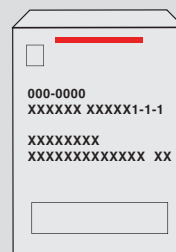
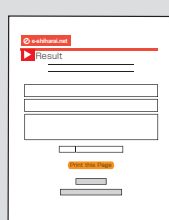
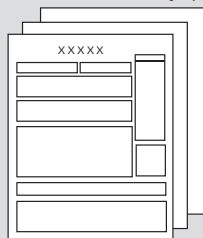
All of your application information is displayed. Check and Click "Confirm".

### 10. Credit Card Payment Completed

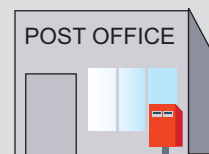
Click "Print this page" button and print out "Result" page.

Paste the printed "Application Completed" page on the back side of the "Form for Submission of the Certificate of Payment of Application Fee" and submit it together with the other necessary application documents.

Necessary application documents



Mail it from Post office



## [NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 11:00pm Japan time.
- A fee is added to Examination fee. For further info, please visit our website.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**

# University of Tsukuba

## How to make Payment of Examination Fee at Convenience Store or by Credit Card

Now you can transfer funds to pay for your entrance examination - 24 hours a day - from your nearest Lawson, Ministop, FamilyMart, Seven-Eleven, store or Credit Card.

### 1 Advance Web Application

Visit the payment site homepage from your computer or cell phone at:

**<https://e-shiharai.net/>**



※ You can not correct or cancel anything once your credit card payment has been made. Please check all your information carefully before you confirm the application.

※ If you input the wrong information when trying to obtain your application number, please start again from the beginning and make your payment.  
If you are not able to make the required payment before the due date you will receive this deadline upon completing the online application, all the information you had input will be canceled automatically.

### 2 Credit Card Payment

### Convenience Store Payment

The application fee cannot be paid through an ATM.  
Be sure to make your payment at the cash register.

**VISA** **Mastercard** **JCB** **American Express**

It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.

Please select "credit card" for the payment method when making your Web application.

Input your card information.

All of your application information is displayed. Check and Click "確定".

Payment has been completed.  
Please write down "受付番号"  
Please print out your "収納証明書"

**7 ELEVEN**

[13-digit Payment Slip Number]  
払込票番号

Tell the counter staff that you want to make an "Internet shiharai."  
Then provide your Payment  
【払込票番号】  
Payment Slip Number

A multifunction copier can not be used to make payment.

● Make the payment at the register.  
● Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

**LAWSON** **MINI STOP**

[11-digit Customer Number]  
お客様番号  
[4-digit Verification Code]  
確認番号

Touch the "各種サービスメニュー" option  
Select the "各種代金・インターネット受付" button on the touch screen  
Touch the "各種代金お支払い" option  
Touch "マルチペイメントサービス"  
Enter your  
【お客様番号】【確認番号】

● Loppi, FamiPort, issues a funds transfer receipt.  
You will need to take this to the cash register within 30 minutes and make the actual payment.  
● Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

**FamilyMart**

[11-digit Customer Number]  
お客様番号  
[4-digit Verification Code]  
確認番号

Select the "代金支払い" button on the touch screen  
Touch the "各種代金お支払い" option  
"番号入力画面に進む"  
Enter your  
【お客様番号】【確認番号】

● Loppi, FamiPort, issues a funds transfer receipt.  
You will need to take this to the cash register within 30 minutes and make the actual payment.  
● Receive an Application Fee Statement. Detach the Certificate of Payment (receipt) portion.

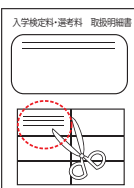
### 3 Application

#### [Paying by Credit Card]

After making your payment, please make sure you have access to a printer with paper (A4).  
Access "申込内容照会" (Inquiry) at e-shiharai.net.

Please 「1. Check your card.」 「2. Input Receipt Number.」 「3. Input your Birth Date.(YYYY/MM/DD)」, and click "照会する".

Then all of your application information is displayed. Click Blue-button "証明書を発行する".  
Affix the cutting portion of "収納証明書" (The Certificate of Payment) in the designated location.  
Enclose in an envelope with all other necessary application documents.



In the case that you have made your payment using a credit card, it is not necessary to enclose a bank receipt of any kind.

#### [Paying at Convenience Store]

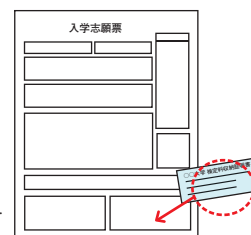
Affix the receipt portion to "The Certificate of Payment" in the designated location.



Attach Your (Certificate of Payment) to the Application

※ When attaching the certificate of payment, be sure to use glue which is suitable for use with thermal paper and pressure-sensitive paper. Please check the glue label.

※ In the case that you have made your payment at Convenience Store, it is not necessary to enclose a bank receipt of any kind.



- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, the web application will be closed at 11pm, and the final deadline for the information terminal at convenience stores (Loppi, Fami Port, ) will be at 11:30pm.
- Your inquiry about the payment of "the entrance examination fee" is not able to be handled at the convenience store. For further information, please check our website.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.

- A fee is added to Examination fee. For further info, please visit our website.
- Please directly contact the credit card company if your card is not accepted.
- It will be announced on our website if either the convenience stores which handle payments or the methods of payment are changed.

#### ■ Payment Commission

Convenience Store	Entrance exam fee \50,000 or less	432 yen (tax incl.)
	Entrance exam fee \50,000 or more	648 yen (tax incl.)
Credit Card	Flat Fee	432 yen (tax incl.)