

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

2025 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) Individuals who have graduated from or who are expecting to graduate from a Japanese four-year university.
- (2) Individuals who have graduated from a university outside Japan that implements 16 or more years of a school curriculum up to university graduation, and earned a bachelor's degree, or individuals who are expecting to graduate from such a university and earn a bachelor's degree.
- (3) The following individual must pass a qualification review by the graduate school of this University by the end of March 2025 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. Before application, obtain a reference number from a prospective supervisor or degree program representative after signing a form for "Self-Declaration on Specific Categories" (Form 5).
(https://coi-sec.tsukuba.ac.jp/export_control/specific-categories/)
- (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 3) below about the method and period of payment.
- (6) Certificate of (expected) Graduation (indicating the year and month of (expected) graduation): A

certificate issued by the university from which you received your bachelor's degree certifying your graduation. Even if you have obtained a master's or doctoral degree, a certificate from the university from which you obtained your bachelor's degree is required. **A photo copy is not accepted.**

- (7) Certificate of Degree Acquisition (Please indicate the date of degree acquisition): Graduates of foreign universities must submit a document issued by an institution or notarized by a notary seal that certifies that they have obtained a degree equivalent to a bachelor's degree. Even if you have a master's or doctoral degree, a certificate from the university where you received your bachelor's degree is required. **A photo copy is not accepted.**
- (8) Transcripts: Transcripts of undergraduate courses. If there are courses approved by transfer or credit transfer, transcripts of those courses are also required. **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, Official Duolingo English Test Certificate, taken after June 2023. This certificate must be enclosed in the application package to be sent to the Environmental Science Program Office. For information on how to submit the Duolingo English Test Official Certificate, please refer to the separate document, Submission of Official Duolingo English Test Certificate.

* 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]

- Applicants who will receive a JDS scholarship, must submit an application.
- 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.
- All documents must be in English or Japanese.

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 7th (Monday)-May 7th (Wednesday), 2025.

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 5th (Thursday) - 6th (Friday), 2025.
- (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 (Monday), 2025. The results will be sent to successful candidates by post on the same day.

10. Entrance procedures

- (1) Successful applicants will be notified of the date, time, place, and documents to be submitted for enrollment procedures by June 30th (Monday) 2025, and are required to complete the enrollment procedures accordingly.
Applicants who are employed (excluding part-time workers) are required to submit documents issued by their appointing authority (training order, certificate of leave of absence, or letter of approval for enrollment).

(2) Expenses that must be paid on enrollment

① Admission Fee: 282,000 JPY

② Tuition Fee:

267,900 yen for the first half term (October to March) (to be paid at the same time as the entrance fee)

267,900 yen for the 1st term (April to September) (to be paid in the following 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, 2025. 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

IMPORTANT DATES FOR EXAMINATION AND ENROLLMENT, OCTOBER 2025 (Fall Semester)

- Application period: April 7th (Monday)-May 7th (Wednesday), 2025
(9:00 am–12:00pm, 1:30 pm–5:00 pm during weekdays)
- Examination: June 5th (Thursday)-6th (Friday), 2025
- Result Notification: June 30th (Monday), 2025
- Admission Procedure: Admission documents will be sent out on the June 30th (Monday), 2025.
- Admission date: October 1st (Wednesday), 2025
- Entrance ceremony: Late September 2025

Submission of Official Duolingo English Test Certificate

Applicants for the SUSTEP program may submit an Official Duolingo English Test (DET) Certificate as an "Official Score Certificate of English Proficiency Test" on their application.

Please follow the two procedures below when submitting the DET certificate.

1) Send your test results to our university from the DET My Page

- Log in to DET official HP with your account.
- Click on "My Tests" in the menu on the left side of the screen.
- Scroll down to your certified test result and click "Share Score."
- Select the institution:

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

- Press "Send."

2) Mailing of Official Certificate

- Log in to DET official HP with your account.
- Click on "My Tests" in the menu on the left side of the screen.
- Scroll down to your certified test result and click "Print Results."
- Save your certificate as a PDF, print it out and mail it with other application materials.

Only when the above two procedures are completed within the application period, the Official DET Certificate will be accepted as an application document.

Please refer to the ["Frequently Asked Questions - Sending your Results"](#) on the official website for details on the procedure.