

Joint Master’s Degree Program in Sustainability and Environmental Sciences
Graduate School of Science and Technology, University of Tsukuba
Application Guideline for Enrollment in April 2021

**For applicants who wish to choose the faculty members
of the University of Tsukuba as their supervisor**

With the aim to develop highly specialized professionals, who can be the global leaders to solve global issues related to sustainability and environment, the University of Tsukuba established the Joint Master’s Degree Program in Sustainability and Environmental Sciences (JMSES), in cooperation with the Malaysia-Japan International Institute of Technology (MJIT), Malaysia. Students of this program, together with those of the MJIT, attend lectures and receive research guidance for two semesters at each university. Graduates of this program will receive a “Master of Sustainability and Environmental Sciences,” a degree jointly awarded by the two universities. For more detail, please refer to our website (<http://ses-tsukuba.jp>).

If you wish to enroll in this program, please read the application guideline below before applying. Those who wish to choose the faculty members of the MJIT as their supervisor cannot apply through this guideline.

Key Dates

Application Period	Tuesday September 1, 2020 to Friday, September 18, 2020
Oral Examination	Thursday, October 15, 2020
Announcement of Admission Results	Friday, November 6, 2020
Entrance	April 1, 2021

1. Prospective Students

This program seeks students that, with a strong interest in issues to be solved in tropical Asia and a background in natural science or social science and a cooperative spirit, are strongly determined to innovate and contribute to the sustainable society by solving global issues with environmental scientific approaches.

2. Number of Students to be Admitted

3 students (who choose the faculty members of University of Tsukuba as their supervisor)

3. Eligibility for Application

(A) No Eligibility Screening is required for the following individuals:

- Individuals who have graduated or who will graduate from a Japanese four-year university by March 2021
- Individuals who have earned or will earn a bachelor's degree in Japan by March 2021
- Individuals who have graduated from a university outside Japan that implements 16 or more years of school curriculum up to university graduation, and earned a bachelor's degree
- Others

(B) Eligibility Screening is required for the following individuals:

- Individuals who have graduated from a junior college or high school
- Individuals who have graduated from a vocational school or miscellaneous educational institution
- Individuals who have graduated from a university in a foreign country that implements less than 16 years of school curriculum
- Others

Individuals who are expected to undergo the Eligibility Screening must contact in advance the Admissions Staff for JMSES (“See “14. Contact Us”) and send the documents required for screening by Wednesday, August 26th. For details of eligibility for application and the documents required for screening, refer to the relevant page of the university website.

<http://www.tsukuba.ac.jp/en/study-tasukuba/study-graduate/eligibility>

4. Notices Before Applying

The minimum score of 61 for TOEFL iBT*, 500 for TOEFL PBT, 695 for TOEIC, or 5.0 for IELTS is required to meet the eligibility for application, as this program conducts every lecture and research guidance in English.

* The minimum score of 61 for TOEFL-iBT Special Home Edition is required, too.

In accordance with postponement of the entrance examinations, which had been scheduled to be conducted in August, have been changed to October, those who have a score valid at the original dates of examinations will not be necessary to take an examination again.

5. Application Requirement

- Contact the faculty member of your desired research area in advance of the application.
- Must have ability to communication in order to complete the curriculum of this program provided in English.
- Be able to travel and enroll at the University of Tsukuba for a year and the Malaysia-Japan

International Institute of Technology for another year.

- Must pay your own living and travel expenses to study at both the University of Tsukuba and the MJIT. (Scholarships available)

6. Examination Fee

JPY 30,000 (except for government-sponsored foreign students)

➤ Payment Period:

Tuesday, September 1st, 2020- the end of the application period

➤ Procedure:

Convenience Store Payment (for domestic applicants only):

Payment can be made at LAWSON, Seven-Eleven, Familymart, or MINISTOP.

To pay your fee at a convenience store, follow the instructions given at the website.

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

After the payment, detach the Receipt Portion (certificate of payment) from your Examination Fee Statement given at the convenience store and attach it to the Application Form. Submit it together with other required documents. Administration fees need to be covered by the applicant.

Credit Card Payment (for applicants living in a foreign country only):

Visa, MasterCard, JCB, AMERICAN EXPRESS can be accepted.

You can make a payment by using your credit card at the website.

English: <https://e-shiharai.net/english/index.html>

After the payment, print out the application completed page of the payment and submit it together with other required documents. Administration fees need to be covered by the applicant.

7. Documents to be Submitted

All the documents must be written in English.

【Designated Form】

	Documents	Who must submit	Remarks
1	Application Form	All	Follow the instructions.

2	Curriculum Vitae	All	Follow the instructions.
3	Employment Records	All applicants who have employment history	Follow the instructions.
4	Research Plan	All	Summarize your research plan in English with your name, research title, and name of a faculty member you have contacted.
5	Reference Card Photo Card	All	Follow the instructions. The photo must be taken within 3 months with no hats or other heard adornments, We will not accept if those requirements are not met.
6	Receipt Portion (Certificate of Payment) of Examination Fee Statement	Applicants who made a convenience store payment	After the payment, detach the Receipt Portion (certificate of payment) from the Examination Fee Statement given at the convenience store and attach it to the Application Form.
7	Copy of “Application Completed” Page of Examination Fee Payment by Credit Card	Applicants living in a foreign country who made a credit card payment	After the payment, print out the “Application Completed” page, and submit it with other required documents.
8	Name and Address Sheet	All	Follow the instructions. We will use it to send out Acceptance letter to successful applicants.
9	Application Checklist	All	Follow the instructions.
10	Envelope Cover	All	Attach to the envelope you are submitting by mail

【The original copies need to be prepared by applicants】

	Documents	Who must submit	Remarks
1	Graduation Certificate (Expected)	All	Submit a graduation certificate (expected) issued by a university or another educational institution that meets the application requirements for the master’s programs of this Graduate School. Even if you have already earned master’s or doctoral degree, you need

			to submit a degree certificate issued by a university which you have earned a bachelor's degree.
2	Degree Certificate	Those who graduated from a university or another educational institution outside Japan	If you graduated from a university or another educational institution outside Japan, submit a degree certificate for your bachelor's. All documents must be in English or in Japanese. Even if you have already earned master's or doctoral degree, you need to submit a degree certificate issued by a university which you have earned a bachelor's degree.
3	Academic Transcript	All	Submit an academic transcript issued by a university or another educational institution that meets the application requirements for the master's programs of this Graduate School. If any credits were transferred from another school, submit an academic transcript from that school. Even if you have already earned master's or doctoral degree, you need to submit a degree certificate issued by a university which you have earned a bachelor's degree.
4	An original copy of TOEIC Official Score Certificate, TOEFL Examinee (Test Taker) Score Report, or IELTS Academic Module Test Report Form	All	<p>Submit an original copy of the TOEIC Official Score Certificate (with photo attached) or TOEFL Examinee Score Record (with photo attached) or IELTS Academic Module Test Report Form (with photo attached) of the test you took in 2 years.</p> <p>We will not accept a photocopy of the certificate. We will not accept either TOEIC Institutional Program (IP) Score Report nor TOEFL Institutional Test Score Record.</p> <p>Notice:</p> <p>-In accordance with postponement of the entrance examinations, which had been scheduled to be conducted in August, have been changed to October, those who have a score valid at the original dates of examinations will not be necessary to take an examination again.</p> <p>- In the case of TOEFL-iBT Special Home Edition, please follow the steps below. When you take the</p>

			<p>test, you need to ask your Official Score Report is sent directly from ETS to the university using the codes (Institution (DI) code: 9995, Department code: 99). After completing this procedure, you need to submit your original Test Taker Score Report by the submission deadline. When it is considered that the original will not arrive by the due date, download and print the PDF copy from your ETS account, and submit it by the due date. After received the original, you need to submit the original as well soon after it arrives.</p> <p>Your application or acceptance will be revoked if a falsehood is found in the score submitted.</p>
5	Letter of Approval for Entrance Examination (Format of your Choice)	If applicable	<p>Applicants who currently work for a government agency, school, or company (except part-time workers) must submit a letter of approval for taking the entrance examination issued by their supervisor or a declaration written by the applicants themselves. (Form of your choice) Applicants who plan to leave their company to enroll in the graduate school may instead submit a document written by the applicants themselves (affixed with their seal). In this case, the applicants must submit a certificate of resignation at the time of the enrollment procedure.</p>
6	Certificate of Government-sponsored Foreign Student (Format of your Choice)	If applicable, foreign applicants only	<p>If you are enrolled in another university at the time of application, submit the certificate of government sponsored foreign student issued by the university.</p>
7	A Return Envelope (with postage stamps of 402 yen attached)	All	<p>Prepare a standard size envelope with the applicant's zip code, address, and name written and postage stamps of 402 yen attached. This will be used to send your reference card.</p>

Note: In the case that your current name is different from that on the documents you submit (for example, because of marriage), submit with the proof (e.g. copy of marriage license).

*Results from the entrance examination, as well as personal information obtained by the University of

Tsukuba from the applicants' documents, will be used for affairs concerning admission and screening, or may be used to improve the way of admission and university education keeping each identity confidential.

8. Application Procedure

Prepare all the application documents specified in the list of "9. Application Checklist", and either bring them in by hand, or mail by registered express mail to the address below. Attach the Envelope Cover to an envelope of application documents you are submitting.

Applications must be received during the application submission period below. All documents submitted will not returned to you. Examination fees which have been paid are non-refundable.

➤ Application submission period:

Tuesday September 1, 2020 to Friday, September 18, 2020 no later than 15:00

➤ Where to submit (Mailing address):

Office of Joint Master's Degree Program in Sustainability and Environmental Sciences,
Graduate School of Science and Technology,

University of Tsukuba

1-1-1 Tennodai, Tsukuba-shi, Ibaraki, 305-8572, Japan

Laboratory for Environmental Disaster Prevention Research 103

Hours: 9:00am-12:15pm, 1:15pm-4:00pm on Monday through Friday

A reference card and guidelines for admission will be sent out by mail on Thursday, October 1, 2020 to the applicants whose application documents have been accepted. If the Reference card does not arrive by Thursday, October 8, 2020, contact the Office of JMSES.

9. Screening Criteria

Applicants are selected through a comprehensive assessment of their submitted documents and results of the oral examination.

Screening Method and Criteria

Application Document Screening	Oral Examination	
(100points)	Individual Interview (100 points) 15 minutes	Joint Interview (100 points) 15 minutes

Aptitudes Screening Based on the Application Documents	Interview about the area of specialization, understanding of environmental problems, and your career path, based on your research plan.	Joint interview by faculties of the University of Tsukuba and MJIT in English about the area of specialization, understanding of environmental problems, and your career path, based on your research plan.
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10. Testing Location

University of Tsukuba (1-1-1 Tennoudai, Tsukuba-shi, Ibaraki)

Individual Interview and Joint Interview: Thursday, October 15, 2020

For details of the date and meeting place, refer to the “Information and Hints for Examinees” that will be sent after the application.

11. Applicants Who Need Special Assistance

If you need special assistance because of disability, contact the Admissions Staff for the Joint Master’s Degree Program in Sustainability and Environmental Sciences by Wednesday, August 26, 2020.

12. Announcement of Acceptance

Friday, November 6, 2020

The examinee numbers of the successful applicants will be posted on the website (https://www.ses-tsukuba.jp/e_admission). Acceptance letters will be sent out to successful applicants on the same day by registered mail as well. We will not respond to any inquiries regarding the result of the examination.

13. Enrollment Procedure

Enrollment Procedure Guidelines (which include documents to be submitted before entrance) will be sent to successful applicants in the middle of February, 2021. Follow the direction in the guidelines.

Fees required for the enrollment

- Admission fee: JPY 282,000
- Annual Tuition Total: JPY 535,800
 - The first semester (April-September): JPY267,900
 - The second semester (October-March): JPY267,900

* Government-sponsored foreign students are exempted from paying the admission fee.

The students of this program will travel to the University of Tsukuba and Malaysia-Japan International Institute of Technology each semester to study. Students who have entered the University of Tsukuba through this examination will not be required to pay tuition and entrance fees to Malaysia-Japan International Institute of Technology.

Other notes

Individuals who possess a nationality other than Japanese must follow the Immigration Control and Refugee Recognition Act and be qualified for a resident status to enter the graduate school before proceeding to the enrollment procedure. Individuals who wish to enroll in the university as a foreign exchange student must be qualified for a “Student” resident status.

14. Contact Us

Admission Office
Joint Master’s Degree Program in Sustainability and Environmental Sciences,
Graduate School of Science and Technology
University of Tsukuba

1-1-1 Tennoudai, Tsukuba-city, Ibaraki-ken, 305-8572, Japan
Laboratory for Environmental Disaster Prevention Research 103

Phone: 029-853-7488 E-mail: jmses@outlook.jp
Hours: 9 a.m. - 12:15 p.m., 1:15 p.m. - 4 p.m. on Monday through Friday