

**Joint Master’s Degree Program in Sustainability and Environmental Sciences**  
**Graduate School of Science and Technology, University of Tsukuba**  
**Application Guideline for Enrollment**  
**(Examination: August 2024, Admission: April 2025)**

<p><b>For applicants who wish to choose the faculty members of the University of Tsukuba as their supervisor</b></p>
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With the aim to develop highly specialized professionals, who can be global leaders to solve global issues related to sustainability and environment, the University of Tsukuba has established the Joint Master’s Degree Program in Sustainability and Environmental Sciences (JMSES), in cooperation with the Malaysia-Japan International Institute of Technology (MJIIT), Malaysia. Students of this program, together with those of the MJIIT, 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 (<https://www.envr.tsukuba.ac.jp/jmses/>).

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 MJIIT as their supervisors cannot apply through this guideline.

#### Key Dates

Application Period	Tue. July 9 <sup>th</sup> , 2024 – Mon. July 22 <sup>nd</sup> , 2024
Oral Examination	Thr. August 22 <sup>nd</sup> , 2024
Announcement of Admission Results	Thr. September 12 <sup>th</sup> , 2024
Entrance	Tue. April 1 <sup>st</sup> , 2025

#### 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 the University of Tsukuba as their supervisors)

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 2025
- Individuals who have earned or will earn a bachelor's degree in Japan by March 2025
- 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 by March 2025
- Others to whom eligibility screening is not required

(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 the school curriculum
- Others

Individuals who are expected to undergo the Eligibility Screening must contact in advance the Admissions Staff for JMSES ("See "15. Contact Us") and send the documents required for screening by Wed. July 3<sup>rd</sup>, 2024. 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/grad-exam> ('Eligibility' in pdf file)

4. Notices Before Applying

The minimum score of 61 for TOEFL iBT, 650 for TOEIC, or 6.0 for IELTS is required to meet the eligibility for application, as this program conducts every lecture and research guidance in English. Scores are valid only when dated after August 2022 onwards.

Note 1) If a person who has been awarded a degree (Bachelor's degree, Master's degree, Doctoral degree) through an English curriculum applies, he/she will be exempted from submitting an English score. But his/her English proficiency will be examined at the time of an oral examination. If you wish to be exempted from submitting an English score, documents certifying that you have been awarded a degree through an English curriculum (diploma or transcript, official letter from the university) and an application for exemption form submitting an English score need to be

submitted.

(Note 2) If you take the TOEFL-iBT Home Edition, you need to have 61 or more as well.

#### 5. Application Requirement

- Contact the faculty member of your desired research area in advance of the application.
- Must have the ability to communicate 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:

From Tues. July 9<sup>th</sup>, 2024, until 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 the convenience store, follow the instructions given on 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, and AMERICAN EXPRESS can be accepted.

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

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

After the payment, print out the completed application 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 (Form A)	All	Follow the instructions. ※Applicants from foreign countries need to request your tentative academic supervisor to issue the TExCO reference number. It may take a considerable amount of time to issue the number. Please contact your tentative academic supervisor well in advance.
2	Curriculum Vitae (Form B)	All	Follow the instructions.
3	Employment Records (Form C)	All applicants who have an employment history	Follow the instructions.
4	Research Plan (Form D)	All	Summarize your research plan in English with your name, research title, and the name of a faculty member you have contacted.
5	Reference Card Photo Card (Form E)	All	Follow the instructions. The photo must be taken within 3 months with no hats or other head 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	Applicants living in a foreign country who	After the payment, print out the “Application Completed” page, and submit it with other required documents.

	Payment by Credit Card	made a credit card payment	
8	Name and Address Sheet (Form F)	All	Follow the instructions. We will use it to send out an acceptance letter to successful applicants.
9	Application Checklist (Form G)	All	Follow the instructions.
10	Envelope Cover	All	Attach to the envelope you are submitting by mail
11	Application for Certificate of English Proficiency Waiver (Form H)	If applicable	Submit a certification (Bachelor's, Master's, Doctoral) with documents that can prove that you have been awarded a degree in the English curriculum. Certificates shall be diplomas or transcripts, official letter from a university where applicants have completed the course, etc.
12	Self-Declaration on Specific Categories (Form 5)	If applicable (Applicants from foreign countries and Japanese applicants who lives in foreign countries)	Please refer to << <a href="#">here</a> >>. (1) Persons who fall under Category 1) or Category 2) (including Japanese nationals) (2) Persons from foreign universities, companies, government agencies, etc. (including Japanese nationals) 3 (3) International Students * If fall under the above categories, please download the form from the above link, fill the form, and submit it. If you do not fall under any of the above categories, submission is not required.

【The original copies need to be prepared by applicants】

	Documents	Who must submit	Remarks
1	Graduation Certificate (Expected)	All	Submit a graduation certificate (expected) with completion date 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 a master's or doctoral degree, you need to submit a degree certificate issued by a university where 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 with completion date for your bachelor's. All documents must be in English or in Japanese. Even if you have already earned a master's or doctoral degree, you need to submit a degree certificate issued by a university where you have earned a bachelor's degree.
3	Academic Transcript (with CGPA)	All	Submit an academic transcript (with CGPA) 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 a master's or doctoral degree, you need to submit a degree certificate issued by a university where you have earned a bachelor's degree.
4	<p>An original copy of the TOEIC Official Score Certificate, TOEFL Examinee (Test Taker) Score Report (that of TOEFL iBT® Home Edition is acceptable as well), or IELTS Academic Module Test Report Form</p> <p>Scores are valid only when dated after August 2022 onwards</p>	If applicable	<p>Make sure to submit the original TOEIC official certificate (with photo), TOEFL test taker copy score sheet (with photo), or IELTS Academic Module transcript (with photo) taken within 2 years from the test date. Copies will not be accepted. Neither TOEIC Institutional Program (IP) Score Report nor TOEFL Institutional Test Score Record will be accepted.</p> <p>* Please refer to &lt;&lt; <a href="#">here</a> &gt;&gt; for how to submit the score sheet for the TOEFL iBT® Home Edition and TOEFL iBT test and TOEIC Digital Official Score Certificate.</p> <p><u>* If you would like to submit IELTS Academic Module transcript, please inform us before your application (15. Contact Us).</u></p>

5	Letter of Approval for Entrance Examination (Format of your Choice)	If applicable	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.
6	Certificate of Government-sponsored Foreign Student (Format of your Choice)	If applicable, foreign applicants only	If you are enrolled in another university at the time of application, submit the certificate of government-sponsored foreign student issued by the university.
7	A Return Envelope (with postage stamps of 414 yen attached)	All	Prepare a standard size envelope with the applicant's zip code, address, and name written and postage stamps of 414 yen attached. This will be used to send your reference card.

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).

If the student wishes to register under his/her maiden name, he/she can apply for the use of his/her maiden name during the enrolment procedure.

\*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 mail by registered express to the address below. Attach the Envelope Cover to an envelope of the application documents you are submitting.

Applications must be submitted during the application submission period below.

Submitted documents will not be returned to the applicants. Paid examination fees are non-refundable.

- Application submission period:

Tue. July 9<sup>th</sup>, 2024 – Mon. July 22<sup>nd</sup>, 2024

- Where to submit (Mailing address):

Office of Joint Master’s Degree Program in Sustainability and Environmental Sciences,  
Graduate School of Life and Environmental Sciences,  
University of Tsukuba  
1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8572, Japan  
Natural Science Building B201

A reference card and guidelines for admission will be sent out by mail on or after Fri. July 26<sup>th</sup>, 2024 to the applicants whose application documents have been accepted. If the Reference card does not arrive by Fri. August 2<sup>nd</sup>, 2024, contact the Office of JMSES.

#### 9. Screening Criteria

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

#### Screening Method and Criteria

Application Document Screening (100 points)	Oral Examination	
	Individual Interview (100 points) 15 minutes	Joint Interview (100 points) 15 minutes
Aptitudes Screening Based on the Application Documents	Interview by the University of Tsukuba in English 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.

#### 10. Testing Location

Online

Individual Interview and Joint Interview: Thr. August 22<sup>nd</sup>, 2024

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



#### 11. Applicants Who Need Assistance

If you need any assistance because of disability, contact the Admissions Staff for the Joint Master's Degree Program in Sustainability and Environmental Sciences by Wed. July 3<sup>rd</sup>, 2024.

#### 12. Internet environment required should the entrance examination be held online

At the moment, the examination will be held online. The following preparations will be required on the part of the examinee;

- 1) Bright and quiet private room environment
- 2) Network environment where you can send and receive videos
- 3) Computer with camera and microphone (Speakers will be used for audio output. Wearable types such as earphones and headphones are prohibited)
- 4) Smartphone (with camera) \* 4) This is for an unexpected emergency measure in the event of network trouble.

If you have any questions regarding the examination environment or if you would like to test the network connection in advance, just in case, please contact "15. Contact Us".

#### 13. Examination Result Announcement

Thr. September 12<sup>th</sup>, 2024

The examinee's numbers of the successful applicants will be posted on the website (<https://www.envr.tsukuba.ac.jp/jmses/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.

Note: If you are not at home on the day of delivery, an "absentee delivery notice" will be left in your post box. Please make sure you receive it within a week, for example by requesting re-delivery from the post office.

#### 14. Enrollment Procedure

Enrollment Procedure Guidelines (which include documents to be submitted before entrance) will be sent to successful applicants on November 2024. 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 2025): JPY267,900

The second semester (October 2025-March 2026): JPY267,900

\* If admission fee and annual tuition change at or after admission, the new fees are applied immediately.

\* 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 the 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 resident status to enter the graduate school before proceeding with the enrollment procedure. Individuals who wish to enroll in the university as a foreign exchange student must be qualified for a “Student” resident status.

#### 15. 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 Tennodai, Tsukuba, Ibaraki, 305-8572, Japan  
Natural Science Building B201

Phone: +81-(0)29-853-7488

E-mail: [jmses@outlook.jp](mailto:jmses@outlook.jp), [jmses\\_office@un.tsukuba.ac.jp](mailto:jmses_office@un.tsukuba.ac.jp)

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