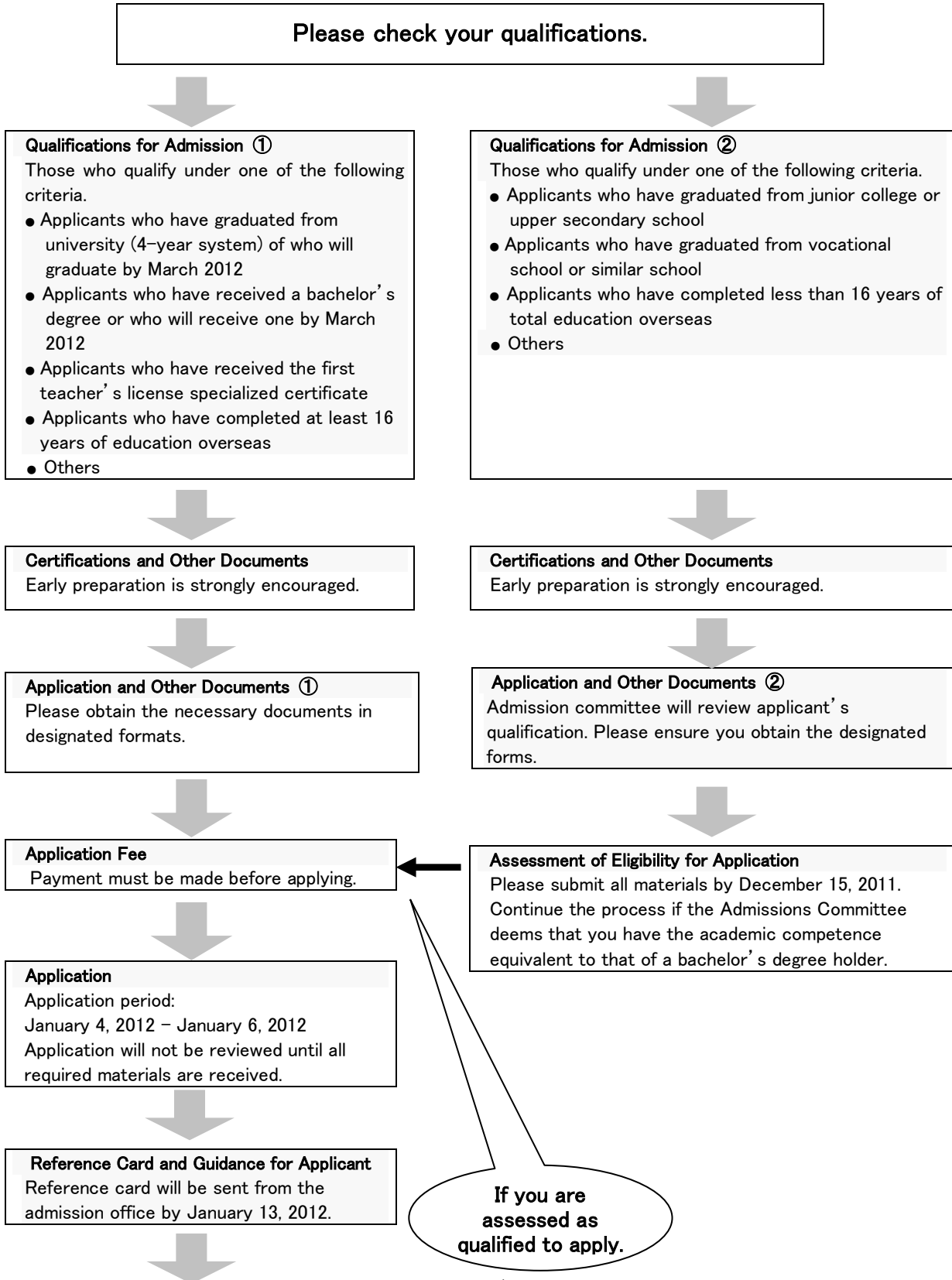
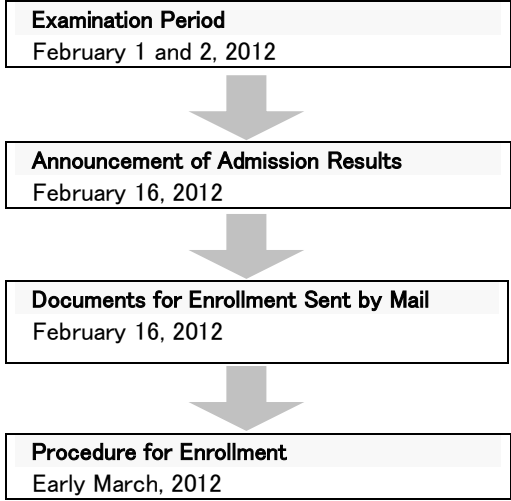


# 2012 Applicant Guidelines for Doctoral Programs of the Graduate School of Systems and Information Engineering, Master's Programs (February General Entrance Examination – 2<sup>nd</sup> Round)

## ○ Admission and Application Procedure





## 1. Number of Students Admitted

Program	Number of Students Admitted
Computer Science	6 students (including admissions prepared for cooperative graduate school, foreign students) and a few others [1 student and a few others] (including admissions for practical software development specialization program for advanced IT personnel training)

### (Notes)

1. For the Graduate School of Systems and Information Engineering, the second admissions and secondary admissions are conducted at the same time. The screening method including examination procedure and contents are the same for the second admissions and secondary admissions.
2. The enrollment period is in April.
3. Numbers in square brackets are for admission of special selections of working students.
4. For special selections of working students, joint research applications and international student applications are also accepted.
5. The practical software development specialization program for advanced IT personnel training is implemented under the Department of Computer Science (master's program). The program plans to accept approximately 30 students out of 113 persons admitted in July, August and February.  
Individuals who wish to take the practical software development specialization program for advanced IT personnel training should visit the website of the Department of Computer Science (<http://www.cs.tsukuba.ac.jp/>).

## 2. Qualifications for Admission

### Qualifications for Admission ①: Applicants who do not require eligibility screening.

- (1) Applicants who have graduated or will graduate by March 2012 from universities or colleges recognized under article 83 of the School Education Law of Japan.
- (2) Applicants who have received a bachelor's degree under Article 104-4 of the School Education Law of Japan or will receive one by March 2012.
- (3) Applicants who have completed at least 16 years of education, and who have a university degree from overseas or will receive one by March 2012.
- (4) Applicants residing in Japan who have completed at least 16 years of education through correspondence courses offered by accredited colleges or universities outside Japan or will do so by March 2012.
- (5) Applicants who have completed at least 16 years of education at an educational institution established under the educational system of an overseas country which has been recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology, or will do so by March 2012.
- (6) Applicants who have graduated from specialized training colleges designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology under the Education Enforcement Order (article 155-1-5 of Minister Ordinance), or will do so by March 2012.
- (7) Applicants who have been designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (Notification Number 5 (1953) of the Ministry of Education: Applicants who have graduated from a university under the old University Ordinance or a university under Establishment Laws, Organizational Ordinance, Act of General Rules for Incorporated Administrative Agency and so on.)

### Qualifications for Admission ②: Applicants who must be screened for eligibility.

- (8) Applicants who are recognized by the eligibility screening of the Graduate School of University of Tsukuba to have equal to or higher academic ability than applicants who are university graduates, and will be 22 years of age on or before March 2012 (See Note 1 and Note 2).
- (9) Applicants who have spent three years or more at a university by the last day of March, 2012 and are recognized by the Graduate School of University of Tsukuba as having obtained the designated credits with excellent results (See Note 1).
- (10) Applicants who have completed a 15-year education overseas by the last day of March, 2012, completed 15-year education overseas by studying the relevant subject in Japan via distance learning offered by overseas institutions,

or completed courses at overseas education system (limited to applicants who have completed 16 years of education overseas), which is assessed in Japan to have university courses in the education system and they are recognized by the Graduate School of University of Tsukuba as having obtained the designated credits with excellent results (See Note 1).

- (11) Applicants who are admitted to a graduate school pursuant to the provisions of article 155-1-7 of the Enforcement Regulations for the School Education Act and are recognized to have the academic ability to receive education at the Graduate School of University of Tsukuba (See Note 1).

(Note 1) There will be a requirement screening for the applicants who intend to apply with any one of the requirements from (8) to (11). Please contact the Division of Educational Planning and Administration of the Department of Educational Promotion in advance and submit the following documents by December 15, 2011. Admission documents will be pending until the screening procedure is completed.

(A) Applicants who intend to apply with one of the requirements from (8) to (11)

- (a) Questionnaire for Applicants (prescribed form)
- (b) General Application Form (Please do not pay the application fee until after passing the admission committee review's final decision.)
- (c) Other documents specified by the School

(B) Among applicants intending to apply with the requirement (8), in principle, foreign applicants who have completed university education in a country where the formal education system until the completion of the university is less than 16 years, should meet the below requirement (a) and be recognized by the Graduate School of University of Tsukuba as having academic ability equal to or higher than university graduates of (1).

- (a) Applicants who have worked as research students or researchers at universities within Japan or overseas, Inter-University research institutes or other equivalent research institutes for a considerable amount of time (more than 1 year approximation) or who are expected to have done so by March, 2012.
- i) General Application Form (Please do not pay the application fee until after passing the admission committee review's final decision.)

(Note 2) Applicants who meet the requirement (8) refers to the graduates (and those expected to graduate) of junior colleges, special training colleges, vocational schools, foreign branch campuses in Japan, international schools and other educational institutes and who are recognized to have academic ability equal to or higher than university graduates by the Graduate School of University of Tsukuba.

### 3. Application Documents

Applicants should read the applicable summary column below, and fill out and submit the necessary application documents.

#### 【Forms Designated by this School】

Documents		Submission Required by	Remarks
1	Application Form	All applicants	Please fill out the necessary information on the application form.
2	Curriculum Vitae	All applicants	Please fill out and submit the necessary information on the designated form.
3	Employment History	Applicants with employment experience	Please fill out and submit the necessary information on the designated form.
4	Reference Card, Photo Sheet	All applicants	Please fill out and submit the necessary information with a photo pasted in the designated space (The photo must be taken of the upper body facing forward without any accessories in the hair or on the face and taken within three months of the application. Size: 4cm × 3cm). Please be reminded that any noncompliant photos are not acceptable.
5	Desktop Identification Card	All applicants	Please fill out and submit the necessary information on the designated form.
6	Form (Statement Form) Affixed with TOEIC Official Score Certificate or TOEFL Examinee's Score Record	All applicants	Provide an original copy of the Official Score Certificate or Examinee's Score Record for a TOEIC or TOEFL test taken no later than July 2009, by attaching it to the form designated by the school and submitting the form at the time of application. If the applicant has not yet received the test results at the time of application and is able to bring the test results on the day designated by the department (date of oral examination or first day of examinations), the application form (Statement Form) designated by the school. In the event that the test results are not submitted on the date designated by the Department, the applicant is considered to have been absent from the foreign language examination and will not be considered for selection. The school will not accept copies of the Official Score Certificate or Examinee's Score Record, or submission of a TOEIC Institutional Program (IP) Score Report or TOEFL Institutional Test Score Record. If the Official Score Certificate or Examinee's Score Record is doubtful, the school will confirm to the issuer.
	TOEIC Official Score Certificate or TOEFL Examinee's Score Record		

Documents		Submission Required by	Remarks
7	Questionnaire for Foreign Applicant	All foreign applicants	Please fill out and submit the necessary information on the designated form.
8	Certificate of Research History	Relevant foreign applicants	Among foreign applicants, those who have completed university education in a country where the formal school education until the completion of university is less than 16 years; have worked as a research student or a researcher at a Japanese or overseas university, inter-university research institutes or other equivalent research institutes for a considerable amount of time (more than 1 year in approximation); have reached or will be 22 years old by a particular date are requested to submit the certificate of research history issued by the head of the relevant institution (designated form). However, those foreign applicants who are research students of our university may submit the certificate of enrollment as a substitute.
9	Return Envelope	All applicants	Please submit a stamped (¥350), self-addressed, designated envelope for delivery of your examination admission card, a guidebook for the exam and so on.
10	Mailing Label ①	All applicants	Please fill out and submit the necessary information on the designated form. The mailing label will be used when sending the Notification of Admission to successful applicants.
11	Mailing Label ②	All applicants	Please fill out the necessary information, place the application documents in the envelope, and send by Registered Express mail or bring to the school.
12	Application Documentation Checklist	All applicants	Please fill out and submit the necessary information on the designated form.

## 【Other Necessary Documents】

Documents		Submission Required by	Remarks
1	Certificate of (Expected) Graduation	All applicants (see note)	<p>Submit a Certificate of (Expected) Graduation for a university that meets the enrollment qualifications for this graduate school. (Normally, this is the university [department or school] from which the applicant has obtained a bachelor's degree.)</p> <p>Individuals who have obtained a master's or doctoral degree must submit a certificate for the university from which they obtained their bachelor's degree. Individuals who graduated from a university outside of Japan must also submit proof (such as a certificate of degree conferred) of having obtained a degree equivalent to a bachelor's degree.</p>
2	Academic Transcript	All applicants (see note)	<p>a) Please submit academic transcripts awarded by your university that meet the admission requirements of our university. Normally, one issued by the university where you received your bachelor's degree. Even when you have a Master's or Doctorate degree, you will need to submit the certificate issued by the university where you received your bachelor's degree. Also, if you have transferred universities, you will need to submit the academic transcript from your previous university as well.</p> <p>b) For those who fulfill the admission requirements for the evaluation at NIAD-UE (National Institution for Academic Degrees and University Evaluation, please submit the certificate of degree (certificate acknowledging application for the award of a degree), academic transcript and other proof of documents relevant to the granting of a degree.</p> <p>c) Graduated of graduate school (including those expected to graduate) are requested to submit the academic transcript of the graduate school.</p> <p>※Previously, research students of our graduate school were able to replace the research student certificate with the academic transcript. From this entrance examination, all applicants are requested to submit the academic transcript.</p>
3	Letter of Acknowledgement (open format)	Relevant applicants	<p>a) Applicants currently enrolled in a university or graduate school (except those expected to graduate in March, 2012) are requested to submit the permission issued by the president of the university or the head of the institution (open format with A4-sized paper).</p> <p>b) Applicants currently working at government offices, schools, companies and so on (except those working part-time) are requested to submit the permission issued by a representative of the place of employment or a self-written permission (open format with A4-sized paper). Those who</p>

Documents		Submission Required by	Remarks
			are leaving their work for the admission may substitute the permission with a self-written document (with the personal seal stamped) and they will need to submit the certificate of retirement along with the document.
4	Certificate of <i>Monbukagakusho</i> Scholarship Student (open format)	Relevant foreign applicants	<i>Monbukagakusho</i> Scholarship students who are enrolled in another Japanese university are requested to submit the certificate issued by that university.

(Note) If your current name is different from the one that appears on your certificates due to marriage or other reasons, please submit your family registry (a copy is acceptable).

※From this entrance examination, it is not necessary to submit a research student certificate.

※Personal information obtained from application documents and personal information from examination records will be used for tasks related to entrance screening. For individuals who have completed the enrollment procedure, only the personal information of those persons who have applied for tuition exemption and have applied for scholarships from the Japan Student Services Organization (JASSO) will be used to screen documents at the time of selection.

## 4. Application Fee

30, 000 Yen (except Monbukagakusho Scholarship student)

### ① Payment Period

Please make your payment from December 1 (Thu), 2011 to before the end of the application period.

### ② Payment Location

Foreign applicants can pay in with a credit card (VISA, MasterCard, JCB and AMERICAN EXPRESS).

Please refer to the website. (<http://www.tsukuba.ac.jp/admission/graduate/information.html>)

## 5. Application Methods

(1) Please confirm your application documents with the detailed list after filling in your application form and put them all in the designated envelope. Please bring in the designated envelope or send it by registered express mail to the Division of Educational Planning and Administration within the dates shown below.

(2) Acceptance schedule of application

January 4 (Wed), 2012 – January 6 (Fri), 2012

9:00 am – 3:00 pm (lunch break 12:00 pm – 1:00 pm)

Applications after the deadline will not be accepted. Please bring it in or mail it before the deadline.

(3) Where to submit

Division of Educational Planning and Administration

University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577, Japan

[http://www.tsukuba.ac.jp/access/map\\_central.html](http://www.tsukuba.ac.jp/access/map_central.html)

(4) We will send you an admission card and a guidebook for the exam upon receiving your application on January 13 (Fri).

When the admission card does not arrive by January 20 (Fri), please inquire for the following.

Division of Educational Planning and Administration

University of Tsukuba

1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577, Japan

Tel. (029)853-2230, 2231

## 6. Selection Method and Examination Period

### ○ Selection Method

Candidates will be selected upon thorough consideration of the application documents submitted and the examination results.

### ○ Examination Period

Examinations will be administered as per the schedule in the table below.

You may choose the examination subject in advance except the subject that you are asked to choose at the time of examination.

### Computer Science

(including The Practical Software Development Specialization Program for Advanced IT Personnel Training)

Program	Dates	February 1 (Wed)		February 2 (Thu)	
	Subjects	Foreign Language (100 points)	Basic Subjects (200 points)		Oral Examination (200 points)
			Mathematics (100 points)	Fundamentals of Computer Science (100 points)	
Time		10:00 – 11:00	11:45 – 12:45	10:00 – 17:00	
Computer Science	<p>English</p> <p>Select one from the below</p> <ol style="list-style-type: none"> <li>1. Submission of TOEIC Official Score Certificate at the time of application.</li> <li>2. Submission of TOEFL Examinee's Score Record at the time of application.</li> <li>3. Submission of the Statement Form, and bring TOEIC Official Score Certificate on the first day of examinations.</li> <li>4. Submission of the Statement Form, and bring TOEFL Examinee's Score Record on the first day of examinations (See Notes 3 and 4).</li> </ol>	Applicants will be tested on their basic knowledge and comprehension.		Individual Interview (Applicants will be asked questions related to their specialized area and reasons for pursuing education)	

(Note)

1. Please contact the Academic Advisor of the field you wish to apply to prior to the examination.  
<http://www.intersc.tsukuba.ac.jp/pdf/enrollmentguidebook2012/annex/2-2-4.pdf>
2. Check the details of the examination questions for Information Basics in the “admission information” on the school's website <http://www.cs.tsukuba.ac.jp/>
3. Regarding the English examination, applicants must submit an original copy of Official Score Certificate of TOEIC or Examinee's Score Report of TOEFL along with the application documents. The Official Score Certificate of TOEIC or Examinee's Score Report of TOEFL is valid only if the exam was taken after July, 2009.
4. For examination questions from the past entrance examinations and further details, please refer to the “admission information” on the school's website <http://www.cs.tsukuba.ac.jp/>

5. Applicants can also apply for The Practical Software Development Specialization Program for Advanced IT Personnel Training, however, changing the program after being accepted is not allowed.

**【The Practical Software Development Specialization Program for Advanced IT Personnel Training】**

1. Please contact the Academic Advisor of the field you wish to apply to prior to the examination.
2. For further details of the program, please refer to <http://www.cs.tsukuba.ac.jp/ITsoft/>
3. The above examinations will be used for the screening of applicants to our program; however, for those applicants only applying to our program, taking a math examination is not necessary. Please take Information Basics, English and Oral examinations only. For special selection, the maximum point for Information Basics is 200 points.
4. Applicants can also apply for the Computer Science program; however, changing the program after being accepted is not allowed. For applicants of our program who are applying for both programs, points earned from the mathematics examination will not be counted toward the screening. Instead, points earned from the Information Basics examination will be calculated with the maximum points being 200 points.

**○ Location of Entrance Examination**

University of Tsukuba (1-1-1 Tennodai, Tsukuba, Ibaraki)

[The details will be listed in the guidebook for the examination.]

**7. Announcement of the Results and Admission Procedure**

**○ Announcement of the Results**

10 am Thursday, February 16, 2012

The results of the examination will be posted on the bulletin board at the parking lot of the Administration Center and sent to applicants by registered mail on the same day.

**○ Admission Procedure**

- (1) The admission guidelines will be sent to applicants who passed the examination. The package contains information on the date, location and documents necessary for the admission procedure.  
Please follow the guideline for the admission procedure.  
For those who are currently working (except part-time workers) are requested to submit documents (such as “notification of leave of absence from work”, or “approval of entering school”) issued by their employer along with other documents.
- (2) Fees required for admission
  - (A) Enrollment fee: ¥282,000 (Please note that once paid, the enrollment fee is non-refundable.)
  - (B) Tuition fee (for the first half year – from April to September): ¥267,900 (¥535,800 per year)(Note) Fees required for admission are subject to change.
- (3) Pursuant to the Immigration Law (No. 319 of 1951), foreign students must obtain a visa status that allows them to study at our graduate school before the admission procedures begin. For those who wish to be admitted as our international exchange students, please obtain the residence status of “College Student” visa.

**8. Previous entrance examination questions**

Regarding the past entrance examination questions, please refer to “past entrance questions” of the program’s website. (<http://www.sie.tsukuba.ac.jp/admission/admission.html#pastexam>)

## 9. Inquiries

If you have any questions regarding the application guidelines, please contact the Section of Entrance Examinations of the Division of Educational Planning and Administration.

Section of Entrance Examination, Division of Educational Planning and Administration,  
Department of Educational Promotion, University of Tsukuba  
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577, Japan  
Tel. (029)853-2230, 2231 (Direct number for Division of Educational Planning and  
Administration)

## Cautions when filling out application form

1. Please fill out your name, date of birth and sex accurately.
2. Please do not write anything in the spaces marked with ✕.
3. In the space for your legal domicile (nationality), write down the name of the country.
4. When writing down the name of your program, please use the following Graduate School and Program Codes:  
[Graduate School and Program Code]

Graduate School	Code	Program	Code
Systems and Information Engineering (Master's Programs)	8U(ウ)	Computer Science	3

5. When writing down the research field of your interest, please write the name of professor in that research from the list of research fields and faculty. For those applicants of Cooperative Graduate School, please circle number 1 of the application method (2) in the application form.
6. For the examination subject, write the name of the subject relevant in your program in each space specified (See application form sample). Applicants are requested to select the examination subject in advance except those administered at the time of the exam.
7. When writing down the contact number of your family members, please write a person who can be reached within Japan. For Japanese government scholarship foreign students, write a contact person other than the Ministry of Education, Culture, Sports, Science and Technology.
8. Please use a photo that is identical to the one pasted in the examination admission card and photo identification card.
9. In cases where there is any change to your contact information after the application form has been submitted, please contact us immediately.

## <Application form samples for program>

<Computer Science>

Applicants are requested to fill out the name of their requested academic advisor in “Research Fields and Academic Advisor”. For applicants who have second choices for research fields and academic advisor, please write it down in the same space. For the Foreign Language Examination, please circle the number of your choice.

Application form

Graduate School and Code			Program and Code		Research Fields and Academic Advisor			
Systems and Information Engineering	8	U (ウ)	<b>Computer Science</b>	3	1 <sup>st</sup> choice	<i>Hiroyuki Kitagawa</i>		
					2 <sup>nd</sup> choice	<i>Yoshinori Yamaguchi</i>		
Single/Duplicate Application	Please circle the one that applies to you. For applicants who are applying for an IT specialist program as well as the general program, please circle the number of your first choice.							
	General program only		Specialist program only		Both general and specialist program		①	Specialist Program
	Exam: math and fundamentals of computer science		Exam: fundamental of computer science		Exam: math and fundamentals of computer science		2	General Program
Examination Subjects	Foreign Language		Specialized Subjects		Basic Subjects		Oral Examination	
	2							
	Selection of Foreign Language Examination - Please circle the number of your choice.			<ol style="list-style-type: none"> <li>1. Submission of TOEIC Official Score Certificate at the time of application.</li> <li>②. Submission of TOEFL Examinee’ s Score Record at the time of application.</li> <li>3. Submission of the Statement Form, and bring TOEIC Official Score Certificate on first day of examinations.</li> <li>4. Submission of the Statement Form, and Bring TOEFL Examinee’ s Score Record on first day of examinations.</li> </ol>				