

# Short-Term Exchange Programs at the University of Tsukuba Application Guide 2025-2026

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## Program Outline

University of Tsukuba offers the Short-term Exchange Program. We accept students from our partner universities based on exchange agreements. Admission is granted upon mutual consultation between the two universities. Contact the international office at your home university to get help finding out if such an agreement with University of Tsukuba exists.

### 1) Student Status

There are **two types of status** for students from our overseas partner universities: Exchange Student (*Tokubetsu Chokogakusei*) and Exchange Research Student (*Tokubetsu Kenkyugakusei*). Since there are big differences between the two, please read the descriptions below carefully.



#### Exchange Student (*Tokubetsu Chokogakusei*)

Exchange Student (*Tokubetsu Chokogakusei*) is a status available for both undergraduate and graduate students from partner universities who wish to attend courses at the University of Tsukuba. Exchange Students can earn credits if they pass the required examinations and credit transfer is also possible depending on the grading system at their home university. Exchange Students are required to register at least 8 periods (600 minutes) courses per week. Due to immigration regulations, exchange period is limited to 1 year, including the exchange periods in other universities in Japan.



#### Exchange Research Student (*Tokubetsu Kenkyugakusei*)

Exchange Research Student (*Tokubetsu Kenkyugakusei*) is a status available only for graduate students from partner universities who wish to conduct research under the guidance of an academic advisor at University of Tsukuba. Exchange Research Students will focus on their research rather than to attend courses, therefore, they **cannot** earn credits. (However, it is possible for them to audit some courses with prior approval from course lecturers.)

### IMPORTANT NOTES

#### For Graduate Students who are considering the Exchange Student (*Tokubetsu Chokogakusei*) status

To maintain student visa status as an "Exchange Student" at the University of Tsukuba, it is required for you to take at least 8 periods (600 min.) of classes per week. Since the Japanese language courses\* for graduate students are offered only in AB module and are limited to 6 periods per week, students in Master's and Doctoral courses often have difficulty meeting the above condition. Please view the website of your desired program carefully and confirm the followings in advance:

1. The number of graduate level classes which you can take in your field of study
2. Semester and module of the desired classes

\*Graduate students can attend Japanese language courses offered by the Center for Education of Global Communication (CEGLOC), which starts in April and October. The certificate of attendance can be issued upon request though you cannot earn credits for them.

## 2) Tuition Fees and Waivers

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### ■ Applicants Under Exchange Agreements

Students who join the exchange program from partner universities that have a reciprocal tuition waiver agreement with the University of Tsukuba can be granted a tuition waiver. The number of students who can be nominated under the agreement varies depending on the partner university. For more information, please consult the international office at your home university.

### ■ Applicants Outside of Exchange Agreements

Students who join the exchange program from universities outside of the exchange agreement must pay tuition fees to the University of Tsukuba at the beginning of their exchange period. The tuition fee for Exchange Students is calculated on a per-credit basis and is currently set at **14,800 yen per credit**. The tuition fee for Exchange Research Students is calculated on a monthly basis and is currently set at **29,700 yen per month**. The student must pay for the entire month in which he/she is enrolled.

Please note: Applicants from non-partner universities are required to make advance contact with an academic advisor in University of Tsukuba. Application will not be accepted without finding an academic advisor. Researcher Information: [TRIOS](#)



Summary: The following table compares the two student status types, Exchange Student and Exchange Research Student.

	<b>Exchange Students (Tokubetsu Chokogakusei)</b>	<b>Exchange Research Students (Tokubetsu Kenkyugakusei)</b>
Purpose of study	To attend classes and earn credits	To conduct research under the guidance of Tsukuba's academic advisor
Level	Undergraduate or graduate	Graduate only
Admission	By mutual consultation between the University of Tsukuba and the student's home university	
Earning credits	Possible to earn credits for courses taken at the University of Tsukuba	Not possible to earn credits, but may audit courses with approval
Credit transfer	Possible (confirm with your university)	Not possible
Start dates	Beginning of each semester (April or October)	From any month
Tuition waiver	Possible	Possible
<b>For Students Outside of Exchange Agreements</b>		
Tuition fees	14,800 yen per credit	29,700 yen per month
Fee payment	Beginning of each semester	Beginning of the first month after enrollment

### 3) Affiliation and Academic Advisor

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A faculty member will be appointed to each exchange student as their academic advisor. These advisors will work closely with the students and provide necessary information, academic assistance, and other supports. Students' affiliation at the University of Tsukuba will be the same as their advisors'.

Your affiliation and academic advisor at University of Tsukuba will be determined by referring to your request in the application form. We will try to meet your request, but please understand that there is a possibility that it may not turn out as you wish.

#### **Note for Applicants for Exchange Student (*Tokubetsu Chokogakusei*)**

If you wish to join the **College of Japanese Language and Culture**, **JLPT (Japanese Language Proficiency Test) N1 or N2 is required.**

If you wish to join the **Master's Program in Service Engineering**, **JLPT (Japanese Language Proficiency Test) N1 is required.**

#### **Note for Graduate Applicants**

If your research topic does not match with any of our professors', **there will be a possibility that we might not be able to accept your application.**

### 4) JASSO Scholarship

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The Japan Student Services Organization (JASSO) offers scholarships to international students through the "JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan)."

If you wish to apply for this scholarship program, please read the following information carefully and provide the necessary information through our online application form.

#### **IMPORTANT NOTES**

JASSO Scholarship is highly competitive for applicants. Only a handful applicants will be able to get the opportunity.

**Plan your living without relying on receiving JASSO scholarship.**

#### ■ Eligibility

Only students satisfying all of the following conditions can apply for JASSO scholarship:

1. Students receiving no more than 80,000 JPY in total from other scholarships for studying in Japan.
2. Students who will complete their studies at their home university after the termination of study period in University of Tsukuba.
3. Students demonstrating excellent academic and personal records at their home university. Specifically, students having a minimum of 2.30 GPA, which is calculated with the JASSO scale based on an academic transcript from the previous year. (See the next page.)

## ■ How to Calculate your GPA on the JASSO Scale

To apply for the JASSO scholarship, information of your grade point average (GPA) at home university is required. Since each university may use different grading scales, JASSO has following table to convert the applicants' grades in Jasso's scale. Please check your academic transcript of the previous year, calculate the total number of credits for each JASSO grade points (0-3), and enter it in the online application form. Your GPA will be calculated automatically. GPA is one of the criteria for JASSO's screening process and please note that it is not guaranteed that you will be accepted for receiving the scholarship even if your GPA is high.

Examples of grading scales used by universities	Grades				
Example 1: 4-point scale	-	Excellent	Good	Fair	Poor
Example 2: 4-point scale	-	A	B	C	F
Example 3: 4-point scale	-	100-80	79-70	69-60	59 or below
Example 4: 5-point scale	100-90	89-80	79-70	69-60	59 or below
Example 5: 5-point scale	S	A	B	C	F
Example 6: 5-point scale	A	B	C	D	F
<b>Grade Points on JASSO scale</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

### - Calculation Formula

$$\frac{(\text{Total \# of Credits for JASSO Grade Point 3} \times 3) + (\text{Total \# of Credits for JASSO Grade Point 2} \times 2) + (\text{Total \# of Credits for JASSO Grade Point 1} \times 1) + (\text{Total \# of Credits for JASSO Grade Point 0} \times 0)}{\text{Total \# of Credits for All Registered Courses}}$$

Example: If your institution uses a typical North American grading system (A, B, C, D, and F) or a system comparable to it, you may use the 5-level scale .

Course Title	Grade	Credit	JASSO Grade	Point (above)	Total Point
Japanese I	A	3	x	3	= 9
Japanese II	B	3	x	3	= 9
Intro to Japanese History	B	3	x	3	= 9
Intro to Business	D	3	x	1	= 3
		12 credits in total			30 points in total

$$\frac{(9 \times 3) + (0 \times 2) + (3 \times 1) + (0 \times 0)}{12} = \frac{30}{12} = 2.5$$

## ■ Results Notification of JASSO Scholarship

For result of JASSO scholarship, you can check the information in the "Exchange Student Status Information", which will be sent to you along with other documents about a month prior to the enrollment date. **We do not accept any inquiries regarding the results under any circumstances.**

## 5) Academic Calendar

An academic year in the University of Tsukuba consists of two semesters – Spring semester and Fall semester. Spring semester consists of Spring A, Spring B, and Spring C modules. Fall semester consists of Fall A, Fall B, and Fall C module.

Depending on the combination of modules, class terms end in different timings as shown in the table below. Please confirm in which module you will be able to take classes and decide the end date of study period at University of Tsukuba carefully.

Month	April - May		June - July		August - September	October - November	December – January		February - March
Semester	Spring Semester					Fall Semester			
Module (5-week units)	Spring A module	Spring B module	Spring C module	Summer Recess		Fall A Module	Fall B module	Fall C module	Spring Recess
Examples of class implementation modules (5 weeks or 10 weeks + final exams)	→	→	→	Summer session, intensive course, etc.		→	→	→	Entrance exam, degree review, intensive course, etc.
Examples of semester modules (15 weeks + final exams)	→					→			

### Japanese language courses offered by CEGLOC

- \* Comprehensive Japanese (for undergraduate students) is offered in the ABC module, and cannot be taken by students who select the enrolled period as the AB module.
- \* Supplementary Japanese (for graduate students) is offered in the AB module.



Academic Schedule is as follows:

	Start of Semester	End of AB module	End of ABC module
Spring semester	<b>April 1<sup>st</sup></b>	<b>July</b>	<b>August</b>
Fall semester	<b>October 1<sup>st</sup></b>	<b>December</b>	<b>February</b>

\* **Exchange Students** need to leave Japan and return to home university as soon as their classes and final exams finish.

\* **Exchange Research Students** need to leave Japan and return to home university as soon as their enrollment period ends.

### IMPORTANT NOTES

#### When You Decide Your Enrollment Period

- **You are not allowed to shorten or extend your enrollment period once you submit the application.**
- If you choose the status as **Exchange Student** (especially for undergraduates), please be sure to confirm the class schedules at the University of Tsukuba and your home university, and consider the End date of your study carefully.
- Your departure date from Japan should be **in the same month as the end date of your study period**. Due to the administrative policy for enrollment, you may return to your home country after the classes and final exams (approximately one month before the end of your study period is reasonable), but you are not allowed to stay in Japan after the end of your enrollment period.
- You cannot stay in student residence hall after your enrollment period ends.

# How to Apply

## 1) Application Procedures

Student

### 1. Check Exchange Agreement

Confirm that your home university has a student exchange agreement with the University of Tsukuba.



Student

### 2. Contact Exchange Coordinator

Apply for the exchange program at the University of Tsukuba through the exchange coordinator or the international office at your home university. There may be a preliminary screening.

Student

### 3. Prepare for Application

Prepare for application (lay out a study plan, obtain required documents, etc.). Reference to pp.7-9 for the information.

## Nomination/Application period Open

Exchange Coordinator

### 4. Obtain User Code and Register Coordinator Information

Submit the user code request from the link below. We will send you the URL and the user code of the online application system. Access the system with the code and register the coordinator information. [Link](#) for user code request.

\*We provide UTOS\*<sup>1</sup> information. Please inform it to nominees.

\*<sup>1</sup>:UTOS is the Online Storage System used at University of Tsukuba



Exchange Coordinator

### 5. Nominate and Invite Students

Student's information listed on pp.10-13 is required for the nomination on online application system. After we confirm the nominee's information, you will find "Invite" button in the student list. Once you click it, URL and password for student's application page will be sent to the applicants automatically.

Student

### 6. Submit Online Application

Login to our online application system and proceed to fill out your application form (Refer to pp.13-15). After filling out all the information and uploading the required documents, click the "Submit to Apply" button.

Exchange Coordinator

### 7. Confirm Student's Online Application

You will be notified when the application is submitted. Access the coordinator's page to review it and click "Confirm" button to complete the online application.

## Online Application Deadline

Student

### 8. Send Required Documents by UTOS

Send us "Application for Certificate of Eligibility (CoE)" and "Self-Declaration on Specific Category (Graduate Level)" by UTOS\*<sup>1</sup> before the deadline.

## Document Submission Deadline

## 2) Required Documents

The following documents are required for application. Prepare necessary documents while you proceed with the online application system.

<input type="checkbox"/> Formal Letter of Request for Admission	受入依頼書
<input type="checkbox"/> Official Transcript of Academic Records	成績証明書
<input type="checkbox"/> Certificate of Enrollment	在籍証明書
<input type="checkbox"/> Copy of Passport	パスポートのコピー
<input type="checkbox"/> JLPT Certificate of Result and Score (if applicable)	JLPT 証明書 (該当者のみ)
<input type="checkbox"/> Certificate of Your Stay in Japan (if applicable)	日本滞在の証明書 (該当者のみ)
<input type="checkbox"/> Certificate of Bank Balance	銀行口座残高証明書
<input type="checkbox"/> Application for Certificate of Eligibility	在留資格認定証明書交付申請書
<input type="checkbox"/> ID Photo Data	顔写真データ

### ■ Online Submission

-Upload scanned data of the documents on our online application form.

-Valid image formats are the followings: **JPEG, JPG, PNG, GIF** (PDF files are **NOT** acceptable).

Poor quality data (such as photo taken with smartphones) are not acceptable.

-Please submit **the official certificates written in English or Japanese**. If you are unable to provide it in the above languages, please attach a translation.

Formal Letter of Request for Admission	受入依頼書
<ul style="list-style-type: none"> <li>● It should be signed by the <b>President or Dean</b> of your home university and addressed to the President of the University of Tsukuba.</li> <li>● Please consult the international office at your home university for issuance.</li> <li>● Please refer to the latest <a href="#">sample</a> for preparing the letter.</li> <li>● Please submit the document <b>issued within the last three months</b>.</li> </ul>	<ul style="list-style-type: none"> <li>・自身の在籍大学の学長または学部長が署名し、筑波大学の学長宛てに送付する必要があります。</li> <li>・作成する際には、在籍大学の国際室等にご相談ください。</li> <li>・最新の<a href="#">サンプル</a>を参照して依頼書を作成してください。</li> <li>・<b>3ヶ月以内に発行された書類</b>を提出してください。</li> </ul>

Official Transcript of Academic Records	成績証明書
<ul style="list-style-type: none"> <li>● Provide previous year's transcript of your home university.</li> </ul>	<ul style="list-style-type: none"> <li>・在籍大学の直近1年分の証明書をご用意ください。</li> </ul>

Certificate of Enrollment	在籍証明書
<ul style="list-style-type: none"> <li>● Please prepare an official certificate issued by the home university.</li> <li>● Include <u>your name, your current year at the home university, the admission date and the expected graduation date in the home university</u>.</li> <li>● Please ensure the information on the certificate is in accordance with the one on</li> </ul>	<ul style="list-style-type: none"> <li>・在籍大学が発行する公式の証明書をご用意ください。</li> <li>・<u>氏名、在籍大学での現在の学年、入学日、卒業予定日</u>を内容に含めてください。</li> <li>・証明書の情報がオンライン申請フォームと一致していることを確認してください。</li> </ul>



<p>online application form.</p> <ul style="list-style-type: none"> <li>● Please submit the document <b>issued within the last three months.</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>3ヶ月以内に発行された書類</b>を提出してください。</li> </ul>
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<p><b>Copy of Passport</b></p> <ul style="list-style-type: none"> <li>● Please upload the ID page (double-page spread) of your passport. If your passport has not been issued yet, please upload a substitute document that proves you are currently applying for passport.</li> <li>● Students with dual nationality of Japan and another country need to upload <b>the Japanese passport.</b></li> <li>● Students with dual nationality other than Japanese need to upload the passport as indicated on the Application for CoE.</li> <li>● Please photocopy the entire page so that it clearly shows your photo, name, passport number, and other details.</li> </ul>	<p><b>パスポートのコピー</b></p> <ul style="list-style-type: none"> <li>● ID ページ（見開き両面）のコピーを提出してください。パスポートが未発行の場合は、現在申請中であることを証明する書類を提出してください。</li> <li>● 日本国籍と外国籍を有する二重国籍の学生は、<b>日本のパスポート</b>をアップロードしてください。</li> <li>● 日本国籍以外の二重国籍の学生は、CoE 交付申請書に記載するパスポートをアップロードしてください。</li> <li>● 顔写真、氏名、パスポート番号など詳細情報がきちんと確認できるようにページ全体をコピーしてください。</li> </ul>
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<p><b>JLPT Certificate of Result and Score</b></p> <ul style="list-style-type: none"> <li>● Please upload an official certificate containing your JLPT scores (only if you have passed).</li> <li>● If you wish to join the <b>College of Japanese Language and Culture</b>, submitting a certificate of <b>N1 or N2 level</b> is required.</li> <li>● If you wish to join the <b>Master's Program in Service Engineering</b>, submitting a certificate of <b>N1 level</b> is required.</li> </ul>	<p><b>JLPT 証明書</b></p> <ul style="list-style-type: none"> <li>● JLPT に合格している場合、スコアが記載されている公式証明書をアップロードしてください。</li> <li>● <b>日本語・日本文化学類への所属を希望する場合、N1 か N2 レベル</b>の証明書の提出が必須です。</li> <li>● <b>サービス工学学位プログラムの所属を希望する場合、N1 レベル</b>の証明書の提出が必須です。</li> </ul>
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<p><b>Certificate of Your Stay in Japan</b></p> <ul style="list-style-type: none"> <li>● If you have experience staying in Japan <b>for purposes other than tourism</b>, please upload documents as a proof (certificate of enrollment, the page of the copy of working visa, etc.).</li> <li>● If you have ever enrolled in a Japanese university or Japanese language institutes for more than one semester, please submit <b>an official transcript of academic records</b> issued by the university.</li> </ul>	<p><b>日本滞在の証明書</b></p> <ul style="list-style-type: none"> <li>● <b>旅行以外の目的で日本に滞在した経験がある場合</b>、その活動を証明する書類をアップロードしてください。（在籍証明書、就労ビザページのコピーなど）</li> <li>● 日本の大学や日本語教育機関に1学期以上在籍したことがある場合は、在籍した大学が発行した<b>公式の成績証明書</b>を提出してください。</li> </ul>
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<p><b>Certificate of Bank Balance</b></p> <ul style="list-style-type: none"> <li>● Your own latest bank account balance and/or Certificate of Scholarship/Student Loan.</li> <li>● Certificate of your parents' or family's bank</li> </ul>	<p><b>銀行口座残高証明書</b></p> <ul style="list-style-type: none"> <li>● <b>出願者本人名義</b>の最新の銀行口座残高 および/または奨学金・学生ローンの受給証明書。</li> <li>● 両親や家族等の口座残高証明書は受付できません。</li> </ul>
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<p>account balance is <b>NOT</b> acceptable.</p> <ul style="list-style-type: none"> <li>You need to prove that you have the following amount of money or more: <p>1 Year Exchange—1,200,000 JPY 1 Semester Exchange—600,000 JPY</p> <li><b>The bank name, name of the holder, date of issue, balance amount and type of currency</b> should be clearly indicated. When submitting screenshots of online banking, also ensure that the above information is included.</li> <li>If you submit a certificate of scholarship or student loan, please make sure that it includes details such as <b>your name, the purpose of the scholarship/loan, the amount, and the scholarship/loan period.</b></li> <li><u>Clearly mark the above essential information on the documents.</u></li> <li>Please submit the document <b>issued within the last one month.</b></li> </li></ul>	<ul style="list-style-type: none"> <li>• おおよその目安として、下記の金額以上が用意されていることの証明が必要です。 1年間の留学：1,200,000 半年間の留学：600,000円</li> <li>• <b>銀行名、名義人の名前、発行日、残高金額、通貨の種類が明記されているもの</b>を提出してください。ネットバンキングのスクリーンショットを提出する際にも、上記の情報が含まれているかご確認ください。</li> <li>• 奨学金や学生ローンの証明書を提出する場合、<b>氏名、奨学金/ローンの用途、受給金額、期間等</b>の詳細が記載されていることを確認してください。</li> <li>• <u>上記の重要な情報はわかりやすい書類にマークしてください。</u></li> <li>• <b>1ヶ月以内に発行された書類</b>を提出してください。</li> </ul>
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ID Photo Data	顔写真データ
<p>The photo must be:</p> <ul style="list-style-type: none"> <li>Formal enough to be used for your CoE application and your student ID card.</li> <li><b>Taken within the last one month.</b></li> <li>A full-face view facing straight to the camera, without a hat, no background, and no teeth visible. (<a href="#">example</a>) (Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.)</li> <li>Within 3MB.</li> <li>Portrait orientation with a 3:4 aspect ratio (the ratio of the width to the height).</li> <li>A photo which is not same as your passport photo.</li> </ul>	<ul style="list-style-type: none"> <li>• 学生証に使用する写真としてふさわしいもの</li> <li>• <b>1か月以内に撮影されたもの</b></li> <li>• 無背景で帽子などを着用せず、歯が見えていない上半身正面を撮影した鮮明なもの (<a href="#">例</a>) (頭部が布などで覆われていても、顔が鮮明に写っているものであれば差支えありません。)</li> <li>• データ容量が3MB以内のもの</li> <li>• 画像のアスペクト比(縦横の比率)が、おおよそ横3:縦4のもの</li> <li>• パスポートの写真と異なる写真</li> </ul>

## ■ Send by UTOS\*1

\*Each File title should be formatted as the following:

“your family name, first name \_CoE/Self-Declaration” (e.g., SMITH, John\_CoE)

\* Please note that the content of the documents and whether or not you need to submit is subject to change.

\*Please keep the original format when you submit.

- 各データのタイトルは以下のようにしてください。

「姓, 名前\_CoE/Self-Declaration (例: SMITH, John\_CoE)」

- 書類の内容、提出の要否は変更となる場合があります。
- 提出の際は、元データの様式を変更しないでください。

<b>Application for Certificate of Eligibility</b> (Excel)	<b>在留資格認定証明書交付申請書</b> (Excel)
<ul style="list-style-type: none"> <li>You don't need to submit this file if you have a Japanese passport.</li> <li>If you have a valid residence card, please submit the photocopy of both sides. (If you belong to another educational institution in Japan, you need to do notification procedures regarding active organization after arriving at University of Tsukuba)</li> </ul>	<ul style="list-style-type: none"> <li>日本のパスポートを持っている方は提出不要です。</li> <li>有効な在留カードを持っている方は在留カードの両面コピーを提出してください。 (日本の教育機関に所属している場合は、筑波大学到着後、所属機関に関する届出手続きが必要です。)</li> </ul>

<b>Self-Declaration on Specific Categories</b> (Word)	<b>特定類型自己申告書</b> (Word)
<ul style="list-style-type: none"> <li>For those who have selected "Master's Program" or "Doctoral Program" as your program level at University of Tsukuba, they are required to submit "Self-Declaration on Specific Categories". As it is required in terms of security export control, please fill in the form.</li> <li>Please understand that it is not intended to apply unreasonably disadvantageous treatment to you, but to ensure the University's compliance with laws and regulations.</li> <li>*(Acceptance) Department in University of Tsukuba: Please leave the blank.</li> </ul>	<ul style="list-style-type: none"> <li>筑波大学でのプログラムレベルを「Master's Program」または「Doctoral Program」と選択した方については、「特定類型自己申告書」の提出が必要です。安全保障輸出管理の観点で必要なものですので、必要事項をご記入ください。</li> <li>なお、特定類型自己申告書については、本学が法令遵守の目的で行うものであり、あなたを不当に不利益に扱うことを目的とするものではありません。</li> <li>「所属（予定）部署名」は空欄のままにしてください。</li> </ul>

<b>IMPORTANT NOTES</b>
<b>When You Submit Application Materials</b> <ul style="list-style-type: none"> <li>Necessary documents must be accompanied with either a <b>Japanese or English translation</b> if they are written in other languages and <b>confirmed by the exchange coordinator at your home university</b> with his/her signature.</li> <li><b>Submitted documents will not be returned under any circumstances.</b></li> <li><b>Incomplete applications or applications submitted after the deadline will not be accepted.</b></li> </ul>

### 3) Required Information for Online Application

#### ■ For Exchange Coordinator

All information about the student other than the e-mail address shall be corrected only on the student's page after nomination by the coordinator. As only students can login to the student's page, please pay special attention upon entry not to make any mistakes.

<b>Name</b>	<b>氏名</b>
<ul style="list-style-type: none"> <li>● Please enter the student's full name with Roman capital letters which <b>must exactly match the one on the passport</b>.</li> <li>● If he/she doesn't have any middle name, please leave it blank.</li> </ul>	<ul style="list-style-type: none"> <li>・パスポートに記載されている英字氏名を大文字で入力してください。</li> <li>・ミドルネームが無い場合は空欄にしてください。</li> </ul>
<b>E-mail</b>	<b>メールアドレス</b>
<ul style="list-style-type: none"> <li>● Please make sure that the student checks the spam filter so that he/she will be able to receive emails from "ap-short-term.sec.tsukuba.ac.jp" domain.</li> </ul>	<ul style="list-style-type: none"> <li>・"ap-short-term.sec.tsukuba.ac.jp"からのメールが正しく受け取れるよう、フィルタリングなどの設定をご確認いただくようご指示ください。</li> </ul>

<b>Program level the nominee would like to enroll in at the University of Tsukuba</b>	<b>筑波大学で在籍したい課程</b>
<ul style="list-style-type: none"> <li>● Please choose "Undergraduate", "Master's Program", or "Doctoral Program", according to the level of the student's course at the home university.</li> </ul>	<ul style="list-style-type: none"> <li>・出願者の在籍大学での身分をもとに「学士課程」「修士課程」「博士課程」のうちから選択してください。</li> </ul>

<b>Status at the University of Tsukuba</b>	<b>筑波大学での身分</b>
<ul style="list-style-type: none"> <li>● Please choose "Exchange Student" or "Exchange Research Student". <u>If graduate students wish to be "Exchange Student", please read the important notice on p.1 carefully.</u></li> </ul>	<ul style="list-style-type: none"> <li>・「特別聴講学生」または「特別研究学生」を選択してください。<u>大学院生が特別聴講学生を希望する場合、1 ページ目の注意事項をご確認ください。</u></li> </ul>

<b>Enrollment Date in the University of Tsukuba</b>	<b>筑波大学での留学開始年月日</b>
<ul style="list-style-type: none"> <li>● Exchange Students can choose only April or October.</li> <li>● Exchange Research Students may choose "others" to enter their desired enrollment date if they wish to enroll in months other than April or October.</li> </ul>	<ul style="list-style-type: none"> <li>・特別聴講学生は、4月または10月のみ選択できません。</li> <li>・特別研究学生が4月または10月以外の入学を希望する場合は、「その他」を選択し、希望する入学月を入力してください。</li> </ul>

<b>End Date of Study in the University of Tsukuba</b>	<b>筑波大学での留学終了年月日</b>
<ul style="list-style-type: none"> <li>● Please select the end date after confirming the last month of each module. If you choose "Others", please also enter the reasons for your choice, such as "I have adjusted the date with the advisor in the University of Tsukuba".</li> <li>● The end date should be before the student's graduation date of the home university.</li> <li>● Please let the student decide the end date carefully, taking into consideration the</li> </ul>	<ul style="list-style-type: none"> <li>・各モジュールの終了月を確認し、選択してください。「その他」を選択する場合には、「受入指導教員と調整したため」等、具体的な理由を入力してください。</li> <li>・留学終了日は、在籍大学での卒業予定日より前である必要があります。</li> <li>・在籍・受入大学両方の学年暦をよく確認し、留学終了日は慎重に決めるよう学生にご指導ください。</li> </ul>

<p>academic calendar of both universities.</p> <ul style="list-style-type: none"> <li>● <u>In principle, shortening or extending the enrollment period after finishing the application process is not allowed.</u></li> <li>● The academic calendar of the university of Tsukuba is shown on p.5.</li> </ul>	<ul style="list-style-type: none"> <li>● <u>原則として、出願完了後に留学期間の短縮や延長を行う事はできません。</u></li> <li>● 筑波大学の学年暦は5ページをご確認ください。</li> </ul>
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<b>Desired School/College/Program at the University of Tsukuba</b> 【Only for Exchange Student】	<b>筑波大学での希望学群・学類・学位プログラム</b> <b>【特別聴講学生のみ】</b>
<ul style="list-style-type: none"> <li>● Please select two choices for the student's desired school/college/program at the University of Tsukuba referring to the following webpages.  <a href="#">Undergraduate Schools/Colleges</a>  <a href="#">Master's/Doctoral Programs</a></li> <li>● If your desired affiliation is different from your major at home university, there are cases when not being accepted due to failing coordinating affiliation and academic advisor.</li> <li>● <u>Exchange student is unable to choose Degree Program in Business Sciences / Law School Program / MBA Program in International Business. Also, the courses offered by these degree programs are unable to be taken.</u></li> </ul>	<ul style="list-style-type: none"> <li>● 下記のサイトを参照し、出願者が希望する筑波大学の学群・学類・学位プログラムを2つ選択してください。  <a href="#">Undergraduate Schools/Colleges</a>  <a href="#">Master's/Doctoral Programs</a></li> <li>● 在籍大学での専攻と異なる場合は、受入組織及び指導教員が見つからないことから、受入ができない場合があります。</li> <li>● <u>ビジネス科学研究群／法曹専攻／国際経営プロフェッショナル専攻を選択することはできません。また、これらの学位プログラムで開講している科目も受講できません。</u></li> </ul>

<b>Desired Academic Advisor in University of Tsukuba</b> 【Only for Exchange Research Student】	<b>研究指導を希望する筑波大学教員</b> <b>【特別研究学生のみ】</b>
<ul style="list-style-type: none"> <li>● Please refer to the following website to find professors related to the student's research field.  <a href="#">TRIOS (Tsukuba Researchers Information Online System)</a></li> </ul>	<ul style="list-style-type: none"> <li>● 学生の研究分野に関連する教員の検索にあたっては、下記のウェブサイトをご参照ください。  <a href="#">TRIOS (Tsukuba Researchers Information Online System)</a></li> </ul>

<b>Degree Program and Year at Home University</b>	<b>在籍大学での所属課程・学年</b>
<ul style="list-style-type: none"> <li>● Please enter the Degree Program and Year as of the Enrollment in the University of Tsukuba.</li> <li>● Please select the year (grade), not the semester.          (e.g. 5th semester = 3rd year – select “3”)</li> </ul>	<ul style="list-style-type: none"> <li>● 筑波大学での留学開始日時点における所属課程・学年をご入力ください。</li> <li>● 学期ではなく、学年を選択してください。          (例：所属して5学期目＝3年生 “3”を選択)</li> </ul>

Department/Faculty at Home University	在籍大学で所属している学部・専攻
<ul style="list-style-type: none"> <li>Please enter the information on the student's status at the home university, as of the enrollment date in the University of Tsukuba.</li> <li>If the student is currently an undergraduate student and will enroll in a Master's course before the enrollment date at Tsukuba, please enter information on the Master's course.</li> <li>Please fill in the correct name of the student's department, faculty, etc. <b>Only the name of the home university is not sufficient.</b></li> </ul>	<ul style="list-style-type: none"> <li>筑波大学留学開始日時点における、在籍大学での情報をご入力ください。</li> <li>現在は学部生で、筑波大学留学開始日前に修士課程になる方は、修士として入力してください。</li> <li>出願者の学部、専攻などの正確な名称を入力してください。<b>在籍大学の入力だけでは十分ではありません。</b></li> </ul>

Confirmation of applicant's graduation	在籍大学の卒業に関する確認
<ul style="list-style-type: none"> <li>Please check the box after you confirm that the student will not be graduating from the home university during his/her enrollment in the University of Tsukuba and will return to home country immediately after the termination of the enrollment period.</li> </ul>	<ul style="list-style-type: none"> <li>以下の内容を確認したら、ボックスにチェックを入れてください。</li> </ul> <p>「当該学生は、筑波大学の留学期間中に在籍大学を卒業する予定はなく、留学期間終了後は速やかに帰国する予定である。」</p>

## ■ For Students

The above information entered by your exchange coordinator will appear automatically on online application form. Please check it and correct it if there is any incorrect information. You will need to fill-out the following information by yourself.

Japanese KATAKANA Name	氏名のカタカナ表記
<ul style="list-style-type: none"> <li>Please write your name in Japanese Katakana if you can. We need it to know the pronunciation of your name.</li> <li>If you do not know how to write your name in KATAKANA, try to use translation sites. - e.g. TSUKUBA Taro ツクバ タロウ</li> </ul>	<ul style="list-style-type: none"> <li>氏名の読み方をカタカナで入力してください。氏名の発音を確認するために必要です。</li> <li>カタカナ表記が不明の場合、翻訳サイトを利用するなどしてください。- e.g. TSUKUBA Taro ツクバ タロウ</li> </ul>

Nationality	国籍
<ul style="list-style-type: none"> <li>Be sure to declare if you have Japanese nationality. If it is unclear whether you have it or not, please confirm with your family. <b>Incorrect information about Japanese nationality might cause trouble for immigration procedures.</b></li> </ul>	<ul style="list-style-type: none"> <li>日本国籍保持者をお持ちの方は必ず申告してください。持っているかどうか不明な場合は、ご家族にご確認ください。<b>日本国籍の情報が誤りがあると、入国手続きに支障が生じる場合があります。</b></li> </ul>



<b>Residential Address</b>	<b>現住所</b>
<ul style="list-style-type: none"> <li>Enter the full address of your current residence with Roman letters.</li> </ul>	<ul style="list-style-type: none"> <li>現在居住している自宅の詳細な住所を入力してください。</li> </ul>
<b>Zip Code</b>	<b>郵便番号</b>
<ul style="list-style-type: none"> <li>If there is no zip code, enter "000-0000" in the box.</li> </ul>	<ul style="list-style-type: none"> <li>郵便番号がない場合は、「000-0000」を入力してください。</li> </ul>
<b>TEL / Cell Phone Number</b>	<b>電話番号/携帯電話番号</b>
<ul style="list-style-type: none"> <li>Enter the country code in the first box.</li> </ul>	<ul style="list-style-type: none"> <li>最初のボックスに国番号を入力してください。</li> </ul>
<b>E-mail (secondary)</b>	<b>メールアドレス 2</b>
<ul style="list-style-type: none"> <li>We will contact this e-mail address if we have trouble contacting the e-mail address provided in E-mail1.</li> </ul>	<ul style="list-style-type: none"> <li>1のメールアドレスが何らかの理由で機能しない場合は、2のメールアドレスに連絡します。</li> </ul>
<b>Study Plan [Only for Exchange Student]</b>	<b>学修計画【特別聴講学生のみ】</b>
<ul style="list-style-type: none"> <li>Please write <b>your study/research plan, academic interest, reason for application for the University of Tsukuba, goals for studying abroad, etc., in detail.</b></li> <li>This information is very important to decide your affiliation and academic advisor. Your application may be rejected if the plan is unclear/insufficient.</li> <li>If you have already been in touch with your future advisor in the University of Tsukuba, please include the full name of the professor.</li> </ul>	<ul style="list-style-type: none"> <li>学修・研究計画、学問的関心、筑波大学を志望する理由、留学の目標などについて詳細に記入してください。</li> <li>筑波大学における所属・指導教員を決定するために、本項目の情報は極めて重要です。計画内容が不十分である場合、出願が受け付けられない可能性があります。</li> <li>筑波大学で指導教員になってもらう予定の教員とすでに連絡を取り合っている場合は、その教員の氏名についても記入してください。</li> </ul>
<b>Desired Courses to Take [Only for Exchange Student]</b>	<b>希望聴講科目【特別聴講学生のみ】</b>
<ul style="list-style-type: none"> <li><u>Due to requirement of the Immigration Office, you need to register at least 8 periods (600 min) per week. Please try to list up at least 8 courses that you would like to take.</u></li> <li><u>Please try to choose ideally 5 courses offered by College/Program of your first choice, 4 courses from your second choice).</u></li> <li>Some Colleges/Programs have a limited number of courses available to Exchange Student. If you cannot list up 3 or more courses, please check the next section.</li> <li>Please enter both the course number and its name</li> <li><u>This information will not be used for course registration, but only as a reference for coordinating the affiliation and academic</u></li> </ul>	<ul style="list-style-type: none"> <li>入国管理局の規定により、週8コマ（600分）以上を履修する必要があります。<u>8科目以上入力するようにしてください。</u></li> <li><u>「筑波大学での希望学群・学類・学位プログラム」の項目で選択した教育組織の第一志望から5科目程度、第二志望から4科目程度）。</u></li> <li><u>学類や学位プログラムによっては短期留学生在が履修できる科目が限られています。挙げられる科目が3科目以下の場合は次の項目をチェックしてください。</u></li> <li>希望聴講科目を、科目番号・科目名両方を入力してください。</li> <li><u>この情報は受講科目登録に使用するためではなく、あくまで受入組織や指導教員を調整するための参考</u></li> </ul>

<p>advisor. <u>The official course registration can be done after arrival at Tsukuba.</u></p>	<p>情報となります。<u>正式な履修登録は、到着後に行います。</u></p>
<p><b>Confirmation only for the applicants who have listed up three or fewer courses in the 1st and 2nd section.</b></p>	<p><b>希望学類の科目が3科目以下の場合の確認欄 (該当者のみ)</b></p>
<ul style="list-style-type: none"> <li>● If the courses you can take are limited, changing your desired affiliation(s) is an option. If you wish to apply without changing your choices, please check the boxes to confirm the intention.</li> <li>● Please also clearly state the reason for your choices and the goals of your studies in the Study Plan section.</li> </ul>	<ul style="list-style-type: none"> <li>● 希望の教育組織で短期留学生が取得できる科目が限られている場合は希望所属を変更することも選択の一つです。希望を変更しない場合は意思確認のためのボックスにチェックを入れてください。</li> <li>● また、学修計画に所属を希望する理由や目標を明確に記載してください。</li> </ul>
<p><b>Study/Research Plan [Exchange Research Student Only]</b></p>	<p><b>学修・研究計画【特別研究学生のみ】</b></p>
<ul style="list-style-type: none"> <li>● If you choose "Exchange Research Student", your research theme (about 150 characters) is also required.</li> <li>● Please write your study/research plan, academic interest, reason for application for the University of Tsukuba, goals for studying abroad, etc., in detail.</li> <li>● This information is very important to decide your affiliation and academic advisor. Your application may be rejected if the plan is unclear/insufficient.</li> <li>● If you have already been in touch with your future advisor in the University of Tsukuba, please include the full name of the professor.</li> </ul>	<ul style="list-style-type: none"> <li>● 特別研究学生を選択した場合は、研究テーマの記入（150字以内）も必要です。</li> <li>● 学修・研究計画、学問的関心、筑波大学を志望する理由、留学の目標などについて詳細に記入してください。</li> <li>● 筑波大学における所属・指導教員を決定するために、本項目の情報は極めて重要です。計画内容が不十分である場合、出願が受け付けられない可能性があります。</li> <li>● 筑波大学で指導教員になってもらう予定の教員とすでに連絡を取り合っている場合は、その教員の氏名についても記入してください。</li> </ul>
<p><b>Japanese Language Proficiency</b></p>	<p><b>日本語能力</b></p>
<ul style="list-style-type: none"> <li>● Select your level of Japanese proficiency.</li> <li>● In the "Score" field, you can only enter the level and score of the JLPT test that you have <b>already passed</b>.</li> </ul>	<ul style="list-style-type: none"> <li>● 日本語能力のレベルを選択してください。</li> <li>● 「スコア」の項目には、<b>合格済みの</b> JLPT テストについてのみ記入してください。</li> </ul>
<p><b>English Language Proficiency</b></p>	<p><b>英語能力</b></p>
<ul style="list-style-type: none"> <li>● Select your level of English proficiency. If you have taken any language tests before, enter the examination name and scores/grades as well. (TOEFL79 or Cambridge First Certificate level is standard)</li> </ul>	<ul style="list-style-type: none"> <li>● 英語能力のレベルを選択してください。受験した試験がある場合は、そのテスト名と点数等をご記入ください。(TOEFL79点もしくはCambridge First Certificate levelが目安となります)</li> </ul>



<b>Staying Experience in Japan Other Than Tourism</b>	<b>旅行以外の目的での日本滞在経験の有無</b>
<ul style="list-style-type: none"> <li>Please enter the name of the institution that you have attended and the period of stay, if you have experience staying in Japan for other than tourism.</li> </ul>	<ul style="list-style-type: none"> <li>観光以外で日本に滞在した経験がある場合は、在籍機関と滞在期間を入力してください。</li> </ul>

<b>Information on Scholarship Other Than JASSO</b>	<b>JASSO 以外の奨学金について</b>
<ul style="list-style-type: none"> <li>If you applied or are awarded scholarships from your university or any other organizations, please enter the name of the scholarship and the monthly stipend.</li> <li>If you are currently applying, please enter the date of result announcement and let us know as soon as the result comes out.</li> </ul>	<ul style="list-style-type: none"> <li>在籍大学やほかの組織からの奨学金を受給する予定がある場合、奨学金の名称と受給金額を入力してください。</li> <li>申請中の場合は、発表日を入力してください。また、結果がわかり次第ご連絡ください。</li> </ul>

<b>Information on JASSO Scholarship</b>	<b>JASSO 奨学金について</b>
<ul style="list-style-type: none"> <li>If you wish to apply for the JASSO scholarship, please read pp. 3-4 carefully and confirm whether you meet all the requirements.</li> <li>Please check your academic transcript from the previous year, calculate the total number of credits for each JASSO grade points (0-3), and enter it in our online system. Your GPA will be calculated automatically. It is not guaranteed that you will be accepted for the scholarship even if you have a high GPA.</li> </ul>	<ul style="list-style-type: none"> <li>JASSO 奨学を希望する場合、3-4 ページをよく読んで、受給要件を満たしているかどうか確認してください。</li> <li>前年度の成績証明書を確認し、JASSO の成績評価係数 (0~3) の合計単位数を計算し、入力してください。GPA は自動的に算出されます。</li> <li>GPA は JASSO による審査基準の 1 つにすぎず、この数値が高くても奨学金受給者に採用されるとは限りませんのでご注意ください。</li> </ul>

## Other Important Information

### ■ Visa

Students who have been accepted must obtain a “Student” visa\* to enter Japan as a short-term exchange student. To get the “Student” visa, you need to visit the Japanese Embassy/Consulate-General in your home country and submit a “Certificate of Eligibility (CoE)” issued by the Immigration Service Agency of Japan.

We can process your CoE application only after you have been accepted in the University of Tsukuba and after we check all of your documents. We cannot answer any questions about status of the CoE being issued.

*\*Students who have Japanese nationality do not need Visa to enter Japan.*

### ■ Medical Certificate and Vaccinations

It is student’s responsibility to prepare and bring medical certificates or any other important information related to your health in English. Seeing a doctor can be difficult without a medical certificate, especially if you have a severe or chronic illness. We also strongly recommend that you get vaccinated for tuberculosis, whooping cough, tetanus,

measles, rubella, and diphtheria before you enter Japan, if you have not been vaccinated yet.

## ■ Housing

The University of Tsukuba offers on-campus housing (Single-Type only) \* to accepted students.

We will ask you to fill the form for room preference when the time comes. Until then, please refer to the information about the residence hall on our website (<https://www.tsukuba.ac.jp/en/campuslife/support-healthlife/accommodation/>). Please note that you will need to pay the first month rent and deposit of 30,000 yen when you move in. \*Only exchange students are allowed to move in.

## ■ Arrival Date

Designated arrival dates will be informed when they are decided. Please DO NOT arrive too early before the dates. You will not be able to stay in the Student Residence Hall before the dates.

The most important thing is that your Visa will be issued as "STUDENT" status, which means that it will be issued to study at University of Tsukuba and not for anything else. Coming to Japan too early is not explainable in terms of immigration control.

## ■ Orientations

Upon arrival at the University, you are required to attend orientations regarding foreign resident registration at the city hall, course registration procedures, student health insurance, life in Tsukuba, and other useful matters.

## ■ Japanese Language

To make your academic and daily life fulfilling, we recommend you take the Japanese language courses offered by CEGLOC (Center for Education of Global Communication).

Website: <https://www.cegloc.tsukuba.ac.jp/page/dir000755.html>

Q&A: <https://www.cegloc.tsukuba.ac.jp/faq.php?mode=category&lc=2&c=16>

## ■ Tutor

A regular student of the University of Tsukuba will be assigned as tutor to each incoming international student to assist his/her study of the Japanese language, studies related to his/her academic field, and various kinds of procedures.

\* Tutor is not assigned to exchange students who start the program in February and March.

## ■ Counseling Services

Counseling services are available at the Student Support Center. International students who have any problems with academic matters, human relations, finances, and other everyday matters are welcome to seek guidance from experienced advisors.

## ■ Japanese National Health Insurance Plan

All international students must enroll in the Japanese National Health Insurance plan. The premiums are about 20,000 yen for one year. This plan will cover 70 percent of incurred medical costs.

## ■ Personal Accident Insurance for Students Pursuing Education and Research Activities

We require all international students to enroll in this insurance so that they can engage in educational research, as well as extracurricular activities. This insurance covers accidents that may occur during on-campus (excluding dormitory) activities and off-campus extracurricular activities that are registered in the university.

## ■ Estimated Costs of Attending the University of Tsukuba

You must have a solid financial foundation to live and study in a foreign country. The following table shows estimated average costs of studying and living in Tsukuba, including the costs of books and supplies, tuition fees, health insurance, and other necessary expenses.

Duration of study	Without tuition waiver	With tuition waiver
One semester	900,000 yen	600,000 yen
Two semesters	1,800,000 yen	1,200,000 yen

## ■ Course Hours per Credit

Course Type	Course Hours per Credit
Lectures and Seminar	15 hours (1.5 hours per week × 10 weeks)
Foreign Languages	22.5 hours (1.5 hours per week × 15 weeks)
Experiments and Practical Training	30 hours (3 hours per week × 10 weeks)
Physical Education	30 hours (1.5 hours per week × 10 weeks × 2 subjects)

NOTE: The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours. In regard to courses involving practical training or independent study, each school and college assigns a certain number of credits.

One (1) unit of credit requires 45 hours of academic work in the context of the course structure, academic outcomes, and self-directed learning other than coursework.

## Approximate Timeline for the program

Approximate timeline from the nomination to start the exchange program is as shown below:

### [Example: Spring 2025 (April) Enrollment]

Nomination period	<b>October, 2024</b>
Deadline for online application and submitting documents	<b>November 8<sup>th</sup></b>
Notification of designated arrival date	<b>End of December</b>
Confirmation of flight info and room request	<b>Early February 2025</b>
Notification of acceptance package (CoE, Acceptance letter, etc.) *the results of JASSO scholarship will also be announced around this time.	<b>Mid-February (As soon as they are issued)</b>
Notification of room number	<b>Mid-March</b>
Arrival to Japan	<b>First week of April</b>
Program starts	<b>April 1st</b>

Application schedules of programs starting in other month can be found on the website of the Short-term Exchange Program.

(<https://www.tsukuba.ac.jp/en/academics/international-exchange-students/programs/>)

## Contact Information

For general inquiries about the short-term exchange programs, please contact the Division of Student Exchange through the exchange coordinator or the international office at your home university.

Division of Student Exchange,  
Short-Term Program Section (incoming)  
University of Tsukuba

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

Phone: +81-29-853-6090  
Fax: +81-29-853-6204

E-mail: [exchangestudent@un.tsukuba.ac.jp](mailto:exchangestudent@un.tsukuba.ac.jp)

### 【Handling of Personal Information】

Personal information provided in application documents will be used for admissions processes only. Moreover, the information of applicants who have completed the admission formalities will be used as part of the school registration data.

### 【Security Export Control】

University of Tsukuba has established the University of Tsukuba Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students, etc. International applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.