

Graduate School of Life and Environmental Sciences, University of Tsukuba

**Application Guidelines for
“International Agricultural Sciences Program”**

**Doctoral Programs in a)Appropriate Technology and Sciences for Sustainable Development,
b)Biosphere Resource Science and Technology,
c) Life Sciences and Bioengineering, and
d) Bioindustrial Sciences**

Call for Applications : 2014 October Entrance

1. Objectives of Program and Admission Policy

Objectives of Education	The International Agricultural Sciences is a multidisciplinary doctoral program focusing on agricultural topics deal with appropriate technology and sciences for sustainable development, biosphere resource science and technology, life science and bioengineering, and bioindustrial sciences. The aim of the international agricultural research is to develop linkage programs with international organizations and partner universities contributing agricultural developments. This program will be organized with the international research institutes collaborating with the University of Tsukuba. The contemporary agricultural and environmental issues throughout the world will be given priority for conducting research in this doctoral program.
Admission Policy	(1) Qualifications The University of Tsukuba seeks students who are interested in the topics of food, life science, environment and bio-resource and aim to solve current problems with specialty and a wide knowledge. Applicants are requested to demonstrate academic interests in the various issues involving the life phenomena of humans and other living things and the global environment. Special focus on the sustainable use of agro-biological resources and possess the applicable skills to analyze events from a variety of perspectives are sought for this program. (2) Policy of Selecting Students The University will make a comprehensive evaluation of applicants based on whether each applicant has ability of research in the advance field of agricultural sciences and the proficiency in English. Additionally, academic ability to acquire advanced knowledge and understandings of contemporary problems existing in the world will be evaluated based on the submitted documents, research presentation, and individual interview.

2. Entrance Examination Schedule

The entrance examination schedule is as follows:

- (1) Application Period: April 21, 2014 to May 30, 2014
- (2) Submission of Required Documents: April 21, 2014 to May 30, 2014
- (3) Announcement of Results for First Screening: June 2, 2014
- (4) Individual Interviews (Oral Examination): June 9 to June 13, 2014
- (5) Announcement of Final Decision on Application: June 25, 2014
- (6) Enrollment Procedures: Early September, 2014
(A separate notification will be sent)

(7) Enrollment Date: October 1, 2014

3. Number of Students Acceptance per Year
Limited

4. Qualifications of Applicants

Individuals falling under any one of the categories (1) through (2) below may apply for this program.

- (1) Persons who graduated or are expected to graduate from a Master Course by September 30, 2014.
- (2) Persons who have been recognized eligible during screening by the Graduate School of Life and Environmental Sciences, demonstrating academic abilities superior to those of university graduates.

5. Requirements for Application

Requirements for application include a recommendation letter from the Dean of your Faculty/ Provost/ Chairperson of Program/Academic Advisor and records of TOEFL, TOEIC or IELTS examination, or Document that certifies applicant's English proficiency.

(In principle, an applicant whose native language is English is not required to take the TOEFL or TOEIC or IELTS examination.)

6. Documents Required for Application

The following documents are necessary for application. Please use the application forms which can be downloaded from <http://www.global.tsukuba.ac.jp> website.

Payment of an examination fee is required before applying. No exemptions are made for any reason. Payments that are delayed will not be accepted. Please be aware that the examination fee is non-refundable.

Necessary Documents		Submitted Person	Remarks
1	Application Form for Admission	All	This is to confirm the intent of the applicant. Use the Form 1 and please attach a passport size photo (frontal view of the face and upper half of your body) taken within 6 months.
2	Examination Fee	All	Examination fee 30,000 yen, is required for all applicants except Japanese government-financed foreign students (MEXT) and students who are expected to finish Master course at University of Tsukuba in July 2014 and continue studying in this university. Please pay before application. See section 7-1 for details on payment procedure.
3	Recommendation Letter	All	A recommendation letter from the Dean of your faculty/Provost/Chairperson of Program/ Academic Advisor is required. No specific format is designated. Please use A4/Letter size paper. For entry details, see section 6-2.
4	(Expected) Graduation Certificate*	All	Submit a graduation certificate (or an attested document certifying that you will graduate) issued by any university or other learning institution that meets the application requirements for the doctoral programs of this Graduate School.
5	Degree Certificate*	Graduated from	If you graduated from a foreign graduate school, submit a degree certificate for your master's. (All documents

		abroad	must be in English or in Japanese.)
6	Transcript*	All	Original transcript of records from the university, including bachelor's degree and master's degree. If you are still attending a Graduate School, submit transcript of records within the period available.
7	Study Plan	All	Please use the Form 2 .
8	Research Achievements	All	Please make list of publications (If any, A4 format)
9	Certificate of Sponsorship	Public Fund Applicant	Please send certificate of sponsorship from a public funding agency (If any)
10	Certificate of Payment of Examination Fee	All	Please use the Form 3 .
11	TOEFL/TOEIC/IELTS Test Results. Document that certifies applicant's English proficiency.	Non-native English speakers	Please take the TOEFL/TOEIC/IELTS examination before applying. For procedures for score notification, see section 6-5. Requirements for application include a recommendation by the Dean of the Faculty and taking TOEFL/TOEIC/IELTS examination, or Document that certifies applicant's English proficiency. (In principle, an applicant whose native language is English is not required to take the TOEFL/TOEIC/IELTS examination.)
12	Checklist	All	Please submit the checklist at the top of the application documents.
<p>Note:</p> <p>*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).</p> <p>(i) Form 1 and Form 2 (mentioned above) must be written in English. If the documents or qualification certificates <u>issued by your school</u> are in a language other than English or Japanese, translate and type the entire text into English (no specific format is designated; please use A4/Letter size paper).</p> <p>(ii) Examination fee will be exempted for the applicants enrolled in a Master's Program in University of Tsukuba.</p> <p>Forms 1, 2 and 3 can be found at the end of this "Guidelines for Application".</p>			

7-1. Payment of Examination Fee

Applicants are requested to pay the examination fee by the due date and payment receipt should be submitted along with the application documents. Please pay by international bank transfer or credit card. The specific payment procedures are outlined below.

(A) International wire transfer

- (1) Transfer ¥ 30,000 examination fee into the following bank account from the nearest bank which handles international bank transfers (bank wire transfer) by the date of submitting the application documents. The account is an exclusive account for receiving transfers from overseas.
- (2) All charges and fees for the transfer must be paid by the applicant. Please note that Japanese banks charge a Japanese yen currency exchange fee (¥2,500). Also, if the transfer is routed through another bank, an additional transfer fee will occur through the routing bank. These fees also must be paid by the applicant. When

sending the bank transfer, please inform the transferring bank that “the payer will pay any and all transfer charges and fees.”

- (3) Be sure to receive a receipt of transfer and attach the receipt to **Form 3**.

Bank Name:	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch Name:	HEAD OFFICE
Type of Account:	Ordinary account
Account Number:	7862425
Account Name:	University of Tsukuba GAKUNOUKINGUCHI
Currency:	JPY
SWIFT Code:	BOTKJPJT
Bank Address:	2-7-1 Marunouchi, Chiyoda-ku, Tokyo, Japan

(B) Credit card payments

- (1) Access the website below to make the payment.
Accessing this website: → Credit card payment URL could be accessed during April 21, 2014 to May 30, 2014.
[Payment of the examination fee is here.](#)
- (2) After the payment process is completed, a “Receipt Number” is displayed. Please print out the page which shows transactions details and receipt number. Please attach the printed page with **Form 3**.

7-2. Recommendation Letter

A recommendation letter from the Dean of your faculty is required for application. The recommendation letter should be sealed by the Dean for confidentiality. No specific format is designated. Please use A4/Letter size paper.

7-3. Qualification Certificate

A student whose educational qualification does not fall under 4-(1) to (2) and is from a country which has uniform examinations should submit a transcript of courses including Grade Point Average (GPA) and documents on the uniform examination system.

7-4. Transcript

Please submit an original transcript. If you are still in undergraduate school, submit a transcript contain the results of the past study period at undergraduate school. No specific format is designated. Please submit the original document.

7-5. Submission of TOEFL/TOEIC/IELTS test results

(1) TOEFL test results

Please send either a copy of the TOEFL test results certificate together with the required documents, or request ETS, the testing agency, to send the test results directly to the University of Tsukuba. Test results must reach the University of Tsukuba by May 30, 2014 to be deemed valid. The Institution Code of the University of Tsukuba is “0439.”

(2) TOEIC test results

Please send a copy of the TOEIC test results certificate together with the required documents.

(3) IELTS test results

Please send a copy of the IELTS test results certificate together with the required documents

(4) Certificate for the applicant's English Proficiency

Please send the Certificate other than TOEFL/TOEIC/IELTS that shows applicant's English proficiency.

8. Submission of Required Documents

(A) Period of accepting required documents and sending methods

- (1) The period of accepting required documents is April 21, 2014 to May 30, 2014 (Japan Time).
- (2) Fill out the required information in **Form1 and Form2** and convert the forms into Portable Document Format (PDF). Please send the PDF by email to International Agricultural Sciences Program <intagrsciadm@un.tsukuba.ac.jp> prior to send all documents by postal mail.
- (3) Please take the transit time into account when mailing your documents.
- (4) Once the documents are received, you will be notified by e-mail by May 30, 2014.
- (5) Announcement of first screening will be notified by e-mail on June 2, 2014.

(B) Address and Department for sending the required documents

- (1) Please mark the application documents using the following information:
Application Documents for University of Tsukuba, The Program Name of the English Course (“International Agricultural Sciences Program”), Your Name, Your E-mail Address.
- (2) Please send all documents describe in section 6 above “Documents Required for Application” by mail or internal courier service (must be received by the due date) to the following address:
Professor Yasuhisa Adachi, Chairperson, Doctoral Program in Appropriate Technology and Sciences for Sustainable Development, **Graduate Program Office for Agricultural Sciences University of Tsukuba (F306)**, 1-1-1 Tennodai, Tsukuba, Ibaraki, Japan, +81-298-53-7734
Postal code: 305-8572

(C) Notes when sending your application documents

- (1) If any document is missing or is not filled in correctly, your application will not be accepted. Please check thoroughly and carefully before sending.
- (2) Application documents will not be returned.
- (3) For persons who require special considerations for study due to disabilities or other issues, please consult by sending an e-mail to the address below before applying.
E-mail address: International Agricultural Sciences Program <intagrsciadm@un.tsukuba.ac.jp>. If any factual discrepancies are found in the application or application documents after admission to the University, admission may be revoked.

9. Selection Method

A comprehensive evaluation of the submitted documents will be made to determine the applicants who qualify the first screening. These qualified applicants will have individual interviews for selecting the final successful applicants. In the individual interviews, a comprehensive evaluation will be made on English ability, basic knowledge, and motivation to get admission to English Course “**International Agricultural Sciences Program**”.

10. Announcement of Successful Applicants

Applicants who qualify the first screening will be announced by email. Notification of the final result will be sent by email and postal mail to all applicants. “Documents Required for Procedures of Enrollment” at the University of Tsukuba will be mailed to successful applicants. Announcement of final acceptance is **June 25, 2014**.

11. Enrollment Procedures

(A) Time Period

- (1) The time period for enrollment procedures is from the beginning of September, 2014 (A separate notification will be sent).
- (2) Please submit all documents required for admission by the above deadline.

- (B) Documents required for procedures for enrollment
- (1) Copy of notice of permission for admission
 - (2) Other necessary documents will be indicated in “Documents Required for Procedures for Enrollment” to be enclosed with the notice of permission for admission.
- (C) Payment Required by Students
- (1) The normal admission fee is ¥282,000.
 - (2) The tuition fee (for the first half year): 267,900 yen (535,800 yen for one year).
 - (3) If the amount of payment may revise at the time of admission or during enrollment, the new amount will be applied from the time of revision.
 - (4) The University offers, upon selection, a waiver of all or part of tuition for students who are deemed to find it difficult to pay tuition due to financial reasons and for students who have other unavoidable circumstances.
 - (5) Japanese government scholarship for foreign students (MEXT) are waived of tuition fees (As per rules of the University of Tsukuba)
- (D) Admission Fees
- (1) Japanese government scholarship for foreign students (MEXT) and students graduating from a Masters Program of this University by July or September, 2014 do not require to pay admission fees to enroll in International Agricultural Sciences Program (As per rules of the University of Tsukuba).

12. Disclosure of Information about Entrance Examination

The University of Tsukuba discloses information about entrance examinations for the Graduate School of Life and Environmental Sciences English Course “International Agricultural Sciences Program”. Please contact the following address for detail information.

E-mail address: International Agricultural Sciences Program<intagrsciadm@un.tsukuba.ac.jp>

12. Confidentiality of Personal Information

- (1) Personal information obtained by the University of Tsukuba from the application documents and other personal information will be used only for selecting applicants for admission.
- (2) Personal information of the person who applied for a tuition waiver will be used as a part of the examination materials for selection.

14. Questions and Contact

If you have any questions about the application process, please contact the address below:

E-mail address: International Agricultural Sciences Program<intagrsciadm@un.tsukuba.ac.jp>

To Professor Yasuhisa Adachi, Convener, International Agricultural Sciences Program & Chairperson, Doctoral Program in Appropriate Technology and Sciences for Sustainable Development, University of Tsukuba, Japan