

# Degree Programs in Comprehensive Human

## Sciences

### Master's Programs

### Heritage Studies

### Special Selection for Overseas Residents

## Application Process Overview Chart

**Check your qualifications!**



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

- Individuals who have graduated from, or who are expecting to graduate from, a Japanese four-year university
- Individuals who have graduated from a university outside Japan that implements 16 or more years of a school curriculum up to university graduation, and earned a bachelor's degree, or individuals who are expecting to graduate from such a university and earn a bachelor's degree



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

- Individuals who have graduated from a junior college or an upper secondary school as latest academic background
- Individuals who have graduated from a vocational school or a similar school as latest academic background
- Individuals who have graduated from a university of a foreign country that implements less than 16 years of a school curriculum

- Others  
(If you have any questions about your eligibility, send us an email.)



Before you apply, you are expected to contact a prospective supervisor (a faculty member from whom you wish to receive academic instruction) in advance.

Download the PDF below.

- [Heritage Studies](#)

If you have any questions about the curriculum or the research field, contact the department that runs your desired program.

Tel 029-853-7099

E-mail [office@heritage.tsukuba.ac.jp](mailto:office@heritage.tsukuba.ac.jp)



### **Assessment of Eligibility for Application**

Individuals who are expected to undergo the Eligibility Screening should contact Academic Service Office for the Art and Sport Sciences Area, University of Tsukuba in advance.

E-mail us to obtain necessary documents and e-mail the documents for the assessment. If you are deemed eligible for admission, you will be given a passcode required for the “Educational Background” page of the Web Entry system.  
(\* Individuals who have previously applied for the Eligibility Screening and been deemed eligible should also apply for the screening again.)

### **【Due Dates】**

- December 7, 2022



**Applicants Who Need Assistance**



If you need assistance due to disability, [contact us](#) by the following dates:

### **【Due Dates】**

- December 7, 2022

### **Examples**

- Extended time, taking the examination in a separate room, designation of seating area, etc.
- Braille for the examination, etc.
- Bringing in or using special equipment such as computers, visual aids, hearing aids, etc. for writing.
- Need for special personnel such as sign language interpreters, etc.



### **Web Entry**

You can apply to the University of Tsukuba online through our Web Entry system. Read the guidelines carefully before applying.

[You can submit a web application here.](#)

### **【Application Period】**

- December 1, 2022 – December 16, 2022 (by 3 p.m. JST)

### **Sign Up**

First, you will need your own account to login. Once create an account, you may save the data you entered and log back in later to continue.



### **Activation**

When you sign up, an activation URL will be sent to your registered e-mail address. Click the URL to activate your account.



### **Login**

For the first time after you activate your account, you will be automatically logged in. Just click the “Login” button to begin. Thereafter, when you visit our Login page, you will need to enter your e-mail address and password to begin.



### **My Page**

On “My Page,” you need to click the “Application Form” button for the appropriate program. On this page, you can edit your login information or reset your password.



### **Application Form**

There are four sections in the Application Form:

1. Applicant’s Information / Program of Your Choice
2. Field of Research
3. Eligibility
4. Educational Background

Each section will be saved when you click the “Proceed” button on each confirmation page. After saving, you can continue from where you left off when you login again. Use one-byte letters and numbers to input all the information.

Upload JPEG file of your ID photo in “1. Applicant’s Information / Program of Your Choice”.



### **Payment**

You must pay the examination fee before submitting your application. The university accepts:

–Online credit card payments for both domestic and overseas applicants

–Convenience store payments for domestic applicants only

**Credit Card Payment:** Follow the instructions given at the last stage of the Web Entry system and pay your fees by credit card. After the payment, you will be notified of a receipt number. Enter the number into the “Receipt Number” box and click the “Submit” button to proceed.

**Convenience Store Payment:** Follow the instructions given at the last stage of the Web Entry system and pay your fees at a convenience store in Japan. When you apply for ‘Convenience Store Payment’ online, you will receive the Examination Fee Statement with an 11–digit or a 13–digit code. After the payment, enter the code and payment date into the boxes on the Web Entry system and click the “Submit” button to proceed.

(\*The examination fees are exempted for the Government–Sponsored (Japanese Government Monbukagakusho scholarship) foreign students, as well as students applying for a Secondary Major (Master’ s Program) of a Dual Degree Program.)



### Submission

After the payment is confirmed, you can submit your application **by clicking the “Submit to Apply” button**. Once you click on the button, the information you have entered will be sent to the university, and you will not be able to go back to make edits. Be sure to double–check before proceeding.

After you submit your application, a confirmation e–mail will be sent to the registered e–mail address. Be sure to check it.

(\*Check and adjust the spam filter settings in your e–mail account beforehand so that you can receive an e–mail from the “entry.ap–graduate.tsukuba.ac.jp” domain.)



### Create PDF

After you submit your application, follow the instructions given at the last stage of the Web Entry and be sure to download the PDF documents. You can download them from the Web Entry system only while the system is open.

## 【Application Period】

- December 1, 2022 – December 16, 2022 (by 3 p.m. JST)



### **Submission of Documents**

Original copies of the documents listed in 3. Web Entry and Documents to be Submitted need to be received by mail no later than the deadlines mentioned below.

Your application will not be reviewed unless all required documents are received.

#### **【Due Dates】**

- December 16, 2022 (by 5 p.m. JST)



### **Information and Instructions for Examinees**

We will post the “Information and Instructions for Examinees” on [our website](#). Check the documents before the examination.

#### **【Estimated Release Dates】**

- January 10, 2023



### **Examination Dates**

- January 26, 2023



### **Announcement of Admission Results**

- February 15, 2023



### **Documents for Enrollment**

- February 15, 2023



### **Procedure for Enrollment**

- March 3, 2023



## Entrance

- On April 1, 2023

### 1. Number of Students to be Admitted

Program	Type of Selection	Number of Students to be Admitted	Remarks
Heritage Studies	Special Selection for Overseas Residents (Online)	A few	

### 2. Eligibility for Admission and Application Requirements (Both must be satisfied)

#### **【Eligibility for Admission】**

Applicants will be deemed eligible if they meet one of the following requirements:

#### **(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 2023
- Individuals who have earned or will earn a bachelor's degree in Japan by March 2023
- Individuals who have graduated from a university outside Japan that implements 16 or more years of a school curriculum up to university graduation, and earned a bachelor's degree

- Individuals who are expecting to graduate from a university described above, and earn a bachelor's degree by March 2023
- Others

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

- Individuals who are 22 years of age or older as of March 2023, and whose qualification is recognized as equivalent to a bachelor's degree as the result of the Eligibility Screening conducted by us
- Others  
(If you have any questions about your eligibility, send us an e-mail.  
[daigakuin.taigeiss@un.tsukuba.ac.jp](mailto:daigakuin.taigeiss@un.tsukuba.ac.jp))

### **【Application Requirements】**

Those who meet the following requirements:

- College Degree Holder in English-speaking countries.

## **3. Web Entry and Documents to be Submitted**

With our Web Entry system, you can submit the application online. Read this section carefully before applying online.

As for documents needed for application, you must submit the original documents to us by registered mail.

### **Information You Need for Web Entry**



Information	Required for	Remarks
1. Applicant's Information / Program of Your Choice	All applicants	<p>Follow the instructions on the Web Entry system.</p> <p>You are requested to upload a photograph for your Reference Card in JPEG format. The photograph must be taken within the last three months and must not include hats or other head adornments.</p>
2. Field of Research	All applicants	Follow the instructions on the Web Entry system.
3. Eligibility	All applicants	Follow the instructions on the Web Entry system.
	Research Plan	<p>Summarize your research plans in English in approximately 800 words.</p> <p>(You may use the prescribed form downloadable from the Web Entry system only if it is essential for you to use mathematical formulae, Greek letters, or special symbols, which cannot be entered into the system. Fill it out and submit it together with the other required documents by mail. The format of the form must not be changed. Do not write outside the box.</p> <p>References should also be included in the word count.)</p>
4. Educational Background	All applicants	Follow the instructions on the Web Entry system.

Information		Required for	Remarks
	Research Activities	All applicants who have research history	
	Employment Records	All applicants who have employment history	
Examination Fees		All applicants except foreign government-sponsored students etc., (*Refer to <a href="#">“4.Examination Fee.”</a> )	<p>Follow the instructions given on the last page of the Web Entry system and pay your fees. The following payment methods are available.</p> <p><b>Credit Card</b> (for all applicants): Pay your fees online. After the payment, enter the receipt number into the box on the Web Entry system.</p> <p><b>Convenience Store</b> (for domestic applicants only): Pay your fees at a convenience store in Japan. After the payment, enter the name of the convenience store, the date of payment, and the number given by the store into the box on the Web Entry system.</p>

### Documents Needed for Application

**(The original copies need to be submitted to us by mail.)**

Documents	Who must submit	Instructions
(Expected) Graduation Certificate*	All applicants	Submit a graduation certificate (or an attested document certifying that you will graduate) issued by a university or another

Documents	Who must submit	Instructions
		<p>educational institution that meets the application requirements for the Master's Programs of this Graduate School.</p> <p>Note: Even if you have already earned a master's or a doctoral degree, you need to submit a graduation certificate issued by the university from which you have earned a bachelor's degree.</p>
Degree Certificate*	All applicants	<p>If you graduated from a university or another educational institution outside Japan, submit a graduation certificate for your bachelor's degree. All documents must be in English or in Japanese.</p> <p>Note: Even if you have already earned a master's or doctoral degree, you need to submit a degree certificate issued by a university from which you have earned a bachelor's degree.</p> <p>Upload the JPEG file of your degree certificate to the Web Entry system.</p>
Academic Transcript*	All applicants	<p>Submit an academic transcript (the official transcript of your programs history) issued by a university or another educational institution that meets the application requirements for the Master's Programs of this Graduate</p>

Documents	Who must submit	Instructions
		<p>School. If any credits were transferred from another school, submit an academic transcript from that school.</p> <p>If you have completed or will complete a graduate school, submit an academic transcript (the official transcript of programs record) issued by the graduate school, too. (All documents must be in English or in Japanese.)</p>
Research Plan	<p>Only applicants whose “Research Plan” includes mathematical formulae, Greek letters, or special symbols that cannot be entered in the Web Entry system</p>	<p>Summarize plans in English in approximately 800 words.</p> <p>If applicable, check the box in the Web Entry system to download the form from the last page. Fill out the research plan on one page and submit it to us by mail. (The format of the form must not be changed. Do not write outside the box. References should also be included in the word count.)</p>
Motivation Letter	All applicants	<p>Fill in the required items on this sheet and submit it to us by mail.</p> <p><a href="#">Please get the form here.</a></p>
Letter of Approval for Entrance Exam (Form of Your Selection)	If applicable	<p>The letter must be submitted by mail.</p> <ol style="list-style-type: none"> <li>1. Individuals who currently attend a university or graduate school (except those who are expected to graduate by [April entry] March 2023/ [October entry] September 2023) need to submit a letter of approval allowing</li> </ol>

Documents	Who must submit	Instructions
		<p>them to take the entrance examination, issued by the head of their university or graduate school (or the head of their department). Any format is acceptable.</p> <p>2. Individuals who currently work for a government agency, school, or company (except for part-time workers) need to submit a letter of approval allowing them to take the entrance examination, issued by their superior. Any format is acceptable.</p>
<p>Certificate of Government-Sponsored (Japanese Government Monbukagakusho Scholarship) Foreign Student</p>	<p>If applicable</p>	<p>The certificate must be submitted by mail. If you expect to hold the status of a government-sponsored scholarship, submit a certificate showing that the person has passed the first screening. If you are enrolled in another university at the time of application, submit the certificate of the government-sponsored (Japanese Government Monbukagakusho Scholarship) foreign student issued by the university.</p>
<p>Application Form for Special Selection for Overseas Residents</p>	<p>All applicants</p>	<p>Please submit a letter of confirmation from the applicant stating that he/she is taking the Special Selection for Overseas Residents. (Please download the form here.)</p>
<p>Copy of “Application</p>	<p>Applicants who made a credit card</p>	<p>After the payment, print out the “Application Completed” page, and submit it to us by mail.</p>

Documents	Who must submit	Instructions
Completed” Page of Examination Fee Payment by Credit Card	payment (*Refer to <a href="#">“4.Examination Fee.”</a> )	
Receipt Portion (Certificate of Payment) of Examination Fee Statement	Applicants who made a convenience store payment (*Refer to <a href="#">“4.Examination Fee.”</a> )	After the payment, detach the Receipt Portion (Certificate of Payment) from the Examination Fee Statement given at the convenience store and submit it to us by mail. The Receipt Portion must be attached to the form created online and printed out after completing the Web Entry procedure.

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

### PDF to Be Created After Completing Web Entry

Documents	Created for	Remarks
Reference Card	All applicants	The Web Entry system instructs you to supply a photograph for your Reference Card in JPEG format. The photograph must be taken within the last three months and must not include hats or other head adornments. Print out the Reference Card with your photograph and bring a copy of the card to the venue with you on the examination day.

Documents	Created for	Remarks
Address Sheet	All applicants	<p>Attach the address sheet to your envelope when you submit the required documents to us by mail.</p> <p><b>【Submission Periods】</b></p> <ul style="list-style-type: none"> <li>December 16, 2022 (by 5 p.m. JST)</li> </ul>
Research Plan	Only applicants whose “Research Plan” includes mathematical formulae, Greek letters, or special symbols that cannot be entered in the Web Entry system	<p>Fill out the research plan within one page and submit it to us by mail. (The format of the form must not be changed. Do not write outside the box.)</p>
Form for Submission of the Certificate of Payment of Application Fee	Applicants who made a convenience store payment	<p>Attach the Receipt Portion (Certificate of Payment) of the Examination Fee Statement to the form and submit it to us by mail.</p>

Results from the entrance examination, as well as personal information obtained by the University of Tsukuba from the application documents, will be used not only for affairs concerning admission and screening, but also research and study aimed at improvement of the admission procedure and the university education. We will carefully take care of the data not to be disclosed as a specific person. Also, we will use the data to screen students for scholarships from the Japan Student Services Organization, which are offered to individuals who have completed the enrollment procedures.

## **4. Examination Fees**

30,000 Japanese Yen (nonrefundable)

(The examination fees are exempted for the Government-Sponsored (Japanese Government Monbukagakusho scholarship) foreign students, as well as students applying for a Secondary Major [Master's Program] of a Dual Degree Program.)

### **Credit Card Payment (for all applicants):**

Visa, MasterCard, JCB, and American Express are accepted.

You can make a payment by using your credit card at the last stage of the Web Entry system or at [this website](#).

After the payment, you will be provided with a receipt number; enter the number into the box on the Web Entry system.

Print out the application completed page after the payment and submit it together with other required documents to us by mail.

For details, see [the payment instructions](#).

Administration fees need to be covered by the applicant.

### **Convenience Store Payment (for domestic applicants only):**

at LAWSON, 7-Eleven, FamilyMart, or MINISTOP.

To pay your fee at a convenience store, follow the instructions given at the last stage of the Web Entry system or at [this website](#) (available in Japanese only).

After the payment, enter the name of the convenience store that you used, the date of payment, and the number given by the store into the box on the Web Entry system.



1. 7-Eleven: 13 digits
2. LAWSON, FamilyMart, MINISTOP: 11 digits

Detach the Receipt Portion (Certificate of Payment) from the Examination Fee Statement given to you at the convenience store and affix it to the "Form for Submission of the Certificate of Payment of Application Fee". You can create the form in PDF format and print it out from the Web Entry system. Submit it together with other required documents to us by mail.

For details, see [the payment instructions](#).

Administration fees need to be covered by the applicant.

## 5. Application Procedure

Visit the Web Entry System to apply. Once you submit your application, you will not be able to make edits. Be sure to double-check before proceeding.

[You can submit a web application here.](#)

### **【Application Period】**

- December 1, 2022 – December 16, 2022 (by 3 p.m. JST)

Some of the documents have to be submitted by mail, and these must be received by the deadline. When you submit your application online, the system will ask you to create an Address Sheet in PDF format. Print out the sheet and submit it along with the other required documents to us.

If your documents are not received by the due date, you will not be able to take the exam.

### **【Due dates】**

- December 16, 2022 (by 5 p.m. JST)

After you complete the application procedure on the Web Entry System, you are not allowed to change the program of your choice.

Unless requested, all documents submitted will not be returned to you.  
Examination fees which have been paid are non-refundable.

Should you have any question about the curriculum or the research field, contact the department that runs your desired program.

Tel 029-853-7099

E-mail [office@heritage.tsukuba.ac.jp](mailto:office@heritage.tsukuba.ac.jp)

## **6. Screening Criteria**

We will determine the students to be admitted by evaluating the submitted documents and their academic skills as a whole:

### **Examination Schedule and the Subjects**

Refer to the schedule below:

**Master's Program in Heritage Studies** 

Date	Thursday, January 26		Thursday, January 26 Friday, January 27 (Either of these dates will be held.)
Subject	Specialized Subject (300 points)	Oral Examination (200 points)	Foreign Language (100 points)
Time	10:00-12:30 (JST, UTC+09:00)	13:30-17:00 (JST, UTC+09:00)	undecided
Heritage Studies	Issues relating to Heritage Studies	Individual Interview (Interview about Heritage Studies)	Discussion (Tests to determine English proficiency will be administered.)

1. See <https://www.heritage.tsukuba.ac.jp/> for more details.
2. Contact the faculty member of your desired research area in advance of the application.
3. If you are required to take the exam at the exam site and are unavoidably unable to enter Japan, the exam will be administered online. If you wish to take the online exam, please contact us at the contact information below. The deadline is Friday, December 23.  
  
Tel 029(853)2575  
  
E-mail [daigakuin.taigeiss@un.tsukuba.ac.jp](mailto:daigakuin.taigeiss@un.tsukuba.ac.jp)
4. As shown in the table, an examination to determine English proficiency will be required on either Thursday, January 26 or Friday, January 27 (details will be provided after application).

## 7. Testing Location, Announcement of Acceptance, and Enrollment Procedure

### Testing Location

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

\* If you have no choice but to enter Japan, the exam will be administered online.

If you wish to take the online exam, please contact us at the contact information below.

Tel 029(853)2575

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

The deadline is Friday, December 23.

The following preparations and arrangements are required on the examinations are to be held online.

1. Have a bright quiet private room environment
2. Have a network environment capable of sending and receiving video
3. Have a personal computer with a camera and microphone  
(using a speaker for voice output. The use of earphones or headphones, etc., that are fitted to the body are prohibited)
4. Have a smartphone (with a camera) \* Item 4 on the left is for emergency use in case of occurrence of network problems

Note that if you have questions regarding the examination environment or if you would like to do a communication test as preparation in advance for the possibility of online examinations, contact the inquiry desk of your program.

### Announcement of Acceptance

- Wednesday, February 15, 2023

The examinee numbers of the successful applicants will be posted on the [website](#).

An acceptance letter will be sent to successful applicants on the same day by registered mail.

## Enrollment Procedure

Enrollment Procedure Guidelines (which include documents to be submitted before entrance) will be sent out to successful applicants. Follow the direction in the Guidelines.

As soon as the shipping date is determined, it will be announced on the application website (<https://eng.ap-graduate.tsukuba.ac.jp/>).

Note: The successful applicants need to [notify us](#) in advance if they are moving house permanently before the date above or travelling when the documents are expected to be delivered.

The documents should be mailed using a designated envelope (which will be sent to you long with the Enrollment Procedure Guidelines) by [April Entry] early March 2023 / [October Entry] early September 2023. The deadline will be mentioned in Enrollment Procedure Guidelines.

All applicants with a full-time job need a document or a letter (e.g., an order for a training course, a letter for a leave of absence, or an approval letter) from the employer to prove that they are available to complete the program.

International applicants must acquire a Status of Residence suitable for entrance to a graduate school, in accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), before beginning the enrollment procedures. Those who wish to enter this Graduate School as an international student must acquire Status of Residence as a "Student."

### Estimated Expenses Upon Entrance

(a) Entrance fees are 282,000 Japanese Yen (nonrefundable).

(b) Tuition: The tuition for the first semester of the 2020 academic year (April-September) is 267,900 Japanese Yen. The tuition for the second semester (October-March) is 267,900 Japanese Yen. (Yearly Amount: 535,800 Japanese Yen)

(Note)

(1) If fees are revised before entrance or while enrolled in this Graduate School, the revised tuition fees will be applied.

(2)The Government-Sponsored (Japanese Government Monbukagakusho scholarship) foreign students, as well as students enrolling in a Secondary Major (Master’s Program) of a Dual Degree Program are exempted from paying the entrance fees.

## 8. Previous Examinations

Graduate School (Program)	Browsing	Photocopy	Postal Delivery	Contact	Direct Phone Number
Heritage Studies	Available (Note 3)		Not Available	Graduate Academic Affairs, Academic Service Office for the Art and Sport Sciences Area	+81 29.853.2997

1. In the case of Master’s program in Heritage Studies, questions have been made public on the homepage of the Graduate School of Comprehensive Human Sciences’ Master’s program in Heritage Studies

<https://www.heritage.tsukuba.ac.jp/admission/>

## 9. Applicants Who Need Assistance

If you need assistance due to disability, contact the Division of Admission by following dates:

### 【Due Dates】

- November 25, 2022

## 10. Information and Instructions for Examinees

We will post the "[Information and Instructions for Examinees](#)" on our website.

### 【Estimated Release Dates】

- January 10, 2023

## 11. Contact Us

If you have any questions about the application guidelines, contact us at:

[Academic Service Office for the Art and Sport Sciences Area, University of Tsukuba](#)

1-1-1 Tennoudai, Tsukuba-city, Ibaraki-ken 305-8574 Japan

Hours: 9 a.m. to 12:15 p.m. and 1:15 p.m. to 5 p.m. on Monday through Friday except national holidays

## 12. 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.

## 13. Register Extending System

### Eligible Applicants

Working students or those who need to take care of family members, such as children or the elderly

## **Overview**

Register Extending System allows students to complete a master's or a doctoral program in a period longer than usual.

Master's programs: The period can be extended from standard 2 years to 3 or 4 years.

Doctoral programs: The period can be extended from standard 3 years to 4 or 5 years.

## **Application Period**

Consult the Chair of your program as well as your supervisor for approval of application.

Submit required documents within the time period for enrollment procedure.