

**Bachelor's Program in Global Issues
Student Application Guidelines for AY2019**

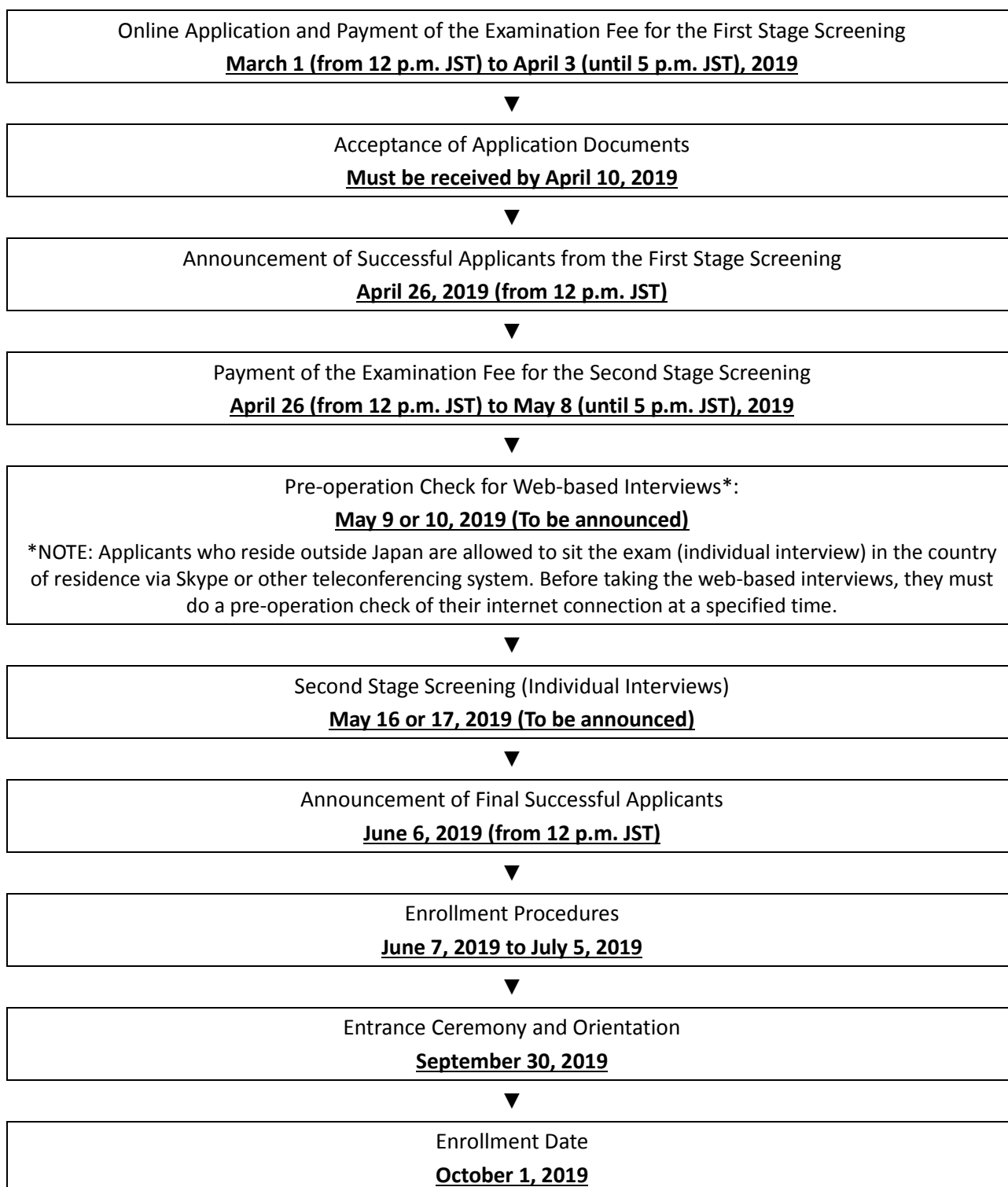
December 2018



1. Bachelor's Program in Global Issues (International Program taught in English)

Academic Objectives	<p>Contributing to address global issues beyond national borders including global environmental change and the world's population and food problems and to transform to a sustainable society in which global conservation and humans coexist is the most important task for the international society in the 21st century. Therefore, it is becoming more important all over the world to develop human resources with motivation and knowledge to resolve these issues.</p> <p>Considering such situation, the objectives of the Degree Program shall be to cultivate human resources who will acquire broad basic knowledge for gaining an overall perspective of global issues, who will enthusiastically seek on their own information and technology beyond their particular fields to resolve problems related to human beings and the environment, and who are capable of making decisions on optimal solutions from among many options.</p>
Admission Policy	<p>The University shall select applicants who have an interest in problems of the earth environment (climate change, destruction of nature, pollution, etc.) and human society (food, poverty, longevity of society, etc.) and who can contribute to society and innovation in the future at home countries and abroad through global corporations, international institutions, etc. as they apply their knowledge in the humanities and sciences.</p>
Students Accepted	From first-year
Number of Students	Several students
Degree	Bachelor of Arts and Science
Inquiries about Application	E-mail Address: bpgi-office@un.tsukuba.ac.jp
Inquiries about Program and Curriculum	E-mail Address: bpgi-office@un.tsukuba.ac.jp

2. Entrance Examination Schedule (Japan Standard Time)



For Applicants with Disabilities:

The University and its colleges view applications from students with disabilities on the same grounds as those from other candidates. **To this end, if you require special adjustments related to disabilities, please contact "12. Contact Desk" by February 28, 2019.** In case you don't consult with admission staff beforehand, we may not be able to make reasonable adjustments nor address any individual support requirements.

3. Requirements for Application

(1) Applicant Eligibility

Only those who fulfill any of the requirement [1] through [5] below may apply.

[1] Persons who have completed or are expected to complete a 12-year curriculum of formal school education*¹ in a country other than Japan by September 30, 2019.

In this regard, however, for nationals of Japan or persons with a permanent residence permit in Japan, persons who continue to be in school for over 2 years in principle including the final school year of senior high school based on the formal education system of the country of residence above and persons who have graduated (completed) or persons who are expected to graduate (complete) from April 1, 2019 to September 30, 2019.

[2] Persons who have completed or are expected to complete a 12-year curriculum in Japan at an international school*² designated by the Minister of MEXT by September 30, 2019.

[3] Persons who hold or are expected to hold an International Baccalaureate, Abitur (Germany), Baccalauréat (France), or GCE Advanced Level (United Kingdom)*³ by September 30, 2019.

[4] Persons who have completed or are expected to complete a 12-year curriculum at a school accredited by any of the following international accrediting groups by September 30, 2019:

- Western Association of Schools and Colleges (WASC),
- Council of International Schools (CIS), and
- Association of Christian Schools International (ACSI).

[5] Others*⁴

*¹ Persons from an **international school** may not be eligible. For more details, please contact “12. Contact Desk” **by February 28, 2019.**

*² See the MEXT website below:

http://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm

「我が国において、高等学校相当として指定した外国人学校一覧 (List of international schools designated as corresponding to a senior high school in Japan)」

*³ For the GCE A-Level, applicants must complete the subjects and assessments that have been set by the University below.

Complete three or more Advanced Level subjects at grade E or above.

*⁴ We will check or screen your applicant eligibility individually if you do not fall under any one of categories [1] through [4] above. For inquiries, please contact “12. Contact Desk” **by February 28, 2019.**

(2) Conditions for Application

All applicants must meet the following conditions [1] through [2].

[1] Recommendation by the School Principal or Similar Person

[2] English Proficiency

Proficiency in English is a minimum admission requirement for all English taught degree programs offered by the University of Tsukuba. Applicants are required to have taken TOEFL, TOEIC, IELTS, or an equivalent official test*. The guidelines for required English level are as follows:

Qualification	Score
TOEFL (iBT)	79 or higher
TOEIC Listening & Reading	730 or higher
IELTS (Academic)	6.0 or higher

*NOTE: **Applicants whose medium of instruction at the high school (upper secondary) level was English for three years are not required to submit TOEFL, TOEIC or IELTS scores, but recommended.**

4. Selection Method

Admission screening procedures consist of two selection stages. In the first stage, applicants will be screened through a comprehensive evaluation of the submitted documents. If successful, they will proceed to the second stage where individual interviews will determine the final selection of applicants.

(1) First Stage Screening

A comprehensive evaluation of the submitted documents (qualification certificates, transcripts, certificates of English ability, test results of standardized examinations, reference letter, study plan, and other supporting documents).

(2) Second Stage Screening

Individual interviews will be conducted for applicants who have passed the first stage screening and the final successful candidates will be determined through a comprehensive evaluation including the results from the first stage screening.

Type of examination	Duration	Examination date
Individual interviews	30 minutes	The dates are set by the university during the period from May 16 (Thu.) to 17 (Fri.), 2019

NOTES:

- Applicants who reside outside Japan are allowed to sit the exam (individual interview) in the country of residence via Skype or other teleconferencing system.
- The personnel in charge will send information on the examination date and method via e-mail.

5. Online Application and Documents

To start a new application, complete the online application form through the program website at <http://bpgi.tsukuba.ac.jp/exam/application/>

The period for the online application and the payment of the examination fee for the first stage screening is from March 1 (from 12 p.m. JST) to April 3 (until 5 p.m. JST), 2019.

NOTES:

- Fill in the form in English.
- Once you have signed up, you may save and leave the page by clicking the "Save & Quit" Button.
- Before completing submission, you may manage the saved data any time.
- You will be asked to upload application documents online.
- **Some of the uploaded documents must be sent to "6 Mailing Address for Application Documents" by post or international courier services. The mailed documents must be received by April 10, 2019 (JST).**
- Be sure to contact the post office or courier service with the tracking number to check whether the documents have been received. We cannot answer inquiries regarding receipt of application documents.
- At the above website, you may find the formats specified for "Reference Letter" and "School Information Form" for uploading.

(1) Online Application Form

Items	For Whom	Remarks
i. Applicant's Information	All	<input type="checkbox"/> <u>Name:</u> Fill in your name in alphabet as written in your passport. <input type="checkbox"/> <u>ID Photo:</u> Use a photo taken within the last three months with no hat nor any head adornment. Take the photo with your glasses on if you will be wearing glasses during interviews. <input type="checkbox"/> <u>Date of Birth:</u> <input type="checkbox"/> <u>Sex:</u> <input type="checkbox"/> <u>Nationality:</u> <input type="checkbox"/> <u>Contact Information:</u> Important messages will be forwarded to this contact information from the University of Tsukuba until enrollment. <input type="checkbox"/> <u>Emergency Contact:</u> Provide contact information other than the applicant's contact information above.
	Applicable Persons	<input type="checkbox"/> <u>Current Affiliation:</u> <input type="checkbox"/> <u>Status of Residence in Japan:</u> Only for those staying in Japan
ii. Test Site for the Individual Interview	All	<input type="checkbox"/> <u>Desired Examination Site:</u> Select "Tsukuba Campus, University of Tsukuba," or "Outside Japan (via Skype or other teleconferencing system)*." *In the latter case, fill in a name of city where you will take the individual interview online. Applicants who reside outside Japan are allowed to sit the exam (individual interview) in the country of residence via Skype or other teleconferencing system.
iii. Requirements for Application	All	<input type="checkbox"/> <u>Applicant Eligibility:</u> Select one from [1] through [5] <input type="checkbox"/> <u>Conditions for Application:</u> - English Proficiency Select a name of the test and enter your score, or check the box for "Applicants whose medium of instruction at the high school (upper secondary) level was English for three years." - Status of completion at high school (upper secondary) attended: Select your graduation status (graduated or expected to graduate), as well as the applicable graduation date or expected graduation date
iv. Educational Backgrounds	All	<input type="checkbox"/> <u>Primary Education / Elementary School</u> <input type="checkbox"/> <u>Secondary Education (Lower) / Middle School</u> <input type="checkbox"/> <u>Secondary Education (Upper) / High School</u> <input type="checkbox"/> <u>Higher Education / University or College</u> <input type="checkbox"/> <u>Other</u>
v. Career History	Applicable Persons	<input type="checkbox"/> <u>Job Experience</u> Fill in your job experience for the last 5 years except for part time job.
vi. Study Plan (Essay)	All	<input type="checkbox"/> <u>Study Plan (Essay)</u> ※ To be prepared by the applicant him/herself. Address 1 global issue of interest and describe your study plan pertaining to that issue within 1,200 words. It is recommended to include charts, etc. to facilitate the explanation but 1 chart, etc. shall be counted as 200 words.
vii. Financial Plan	All	<input type="checkbox"/> <u>Financial Plan</u> Describe in detail your financial plan for study and living expenses after your enrollment. For example, how you (or someone other than yourself) will pay the tuition fees and living expenses for four years.

(2) Application Documents (For Uploading & Mailing)

Upload scanned data of the following documents online. In addition, to complete the application procedure, uploaded documents must be sent to “6. Mailing Address for Application Documents” by April 10, 2019 (JST) via postal mail.

NOTES:

- **Submitted application documents will not be returned. If you cannot submit a certificate/transcript because you have only one original, please submit certified copies** which are signed by your school or official agencies such as an embassy and a notary public.
- **All documents must be written in English.** If any documents issued by your school are in a language other than English, translate these documents into English, have your school certify the translation, and submit them with the original documents. (No specific format is designated.)

Items	For Whom	Remarks
i. Qualification Certificate	<u>All</u>	Submit a certificate of completion (or expected completion) of the last high school (secondary education) attended. <u>Only original certificates or certified copies will be accepted.</u> NOTES: ➤ Even if you have graduated from university, the certificate of completion (or expected completion) is necessary.
ii. Transcript	<u>All</u>	Submit a transcript for three years including the final year of the high school (secondary education) attended. <u>Only original transcripts or certified copies will be accepted.</u> NOTE: ➤ If you have any further education such as universities, please also submit a transcript for that period of education. ➤ If you are applying with International Baccalaureate qualification, please also submit a copy of the International Baccalaureate Diploma certified by the International Baccalaureate Office and an original of your IB Final Examination Evaluation Certificate. ➤ If you are applying with <i>Abitur</i> (Germany) qualification, please also submit a copy of the <i>Zeugnis der allgemeinen Hochschulreife</i> and results described in the certificate. ➤ If you are applying with <i>Baccalauréat</i> (France) qualification, please also submit a copy of the <i>Diplôme du Baccalauréat de l'Enseignement du Second Degré</i> and an original of Relevé de Notes. ➤ If you are applying with GCE A-Level (United Kingdom) qualification, please also submit the test results of Advanced Level subjects.
iii. Reference Letter	<u>All</u>	Submit a reference letter (Form 1) written by the school principal of the high school (secondary education) attended. <u>This reference letter should be in a sealed envelope. For uploading, please use a scanned image of the face of the envelope where the applicant's name appears.</u> NOTE: ➤ If your school principal is unable to write the reference letter on your behalf, ask someone such as your counselor or home-room teacher (someone who knows you well and who has been involved in your educational activities). ➤ You may download “Form 1” from the program website at http://bpgi.tsukuba.ac.jp/jp/exam/application/
iv. School Information	<u>All</u>	Submit the School Information Form (Form 2) written by the school principal of the high school (secondary education) attended. <u>When</u>

and School Profile / Brochure		<p>mailing documents, please enclose a school profile/brochure that includes an overview (the official name, location, number of students, teachers, accreditation etc.) and education content (the educational goals, components and methods of admission exams, curriculum, and career patterns after graduation).</p> <p>NOTE:</p> <ul style="list-style-type: none"> ➤ You may download “Form 2” from the program website at http://bpgi.tsukuba.ac.jp/jp/exam/application/
v. Other certificates	Applicable Persons	<p>If you have qualification by any standardized test, please also submit the grades transcript. <u>Only original transcripts or certified copies will be accepted.</u></p> <p>Examples of standardized test:</p> <p>SAT (United States of America)</p> <p>College Scholastic Ability Test (South Korea)</p> <p>National Higher Education Entrance Examination (People’s Republic of China)</p>

(3) Application Documents (For Uploading Only)

Upload scanned data of the following documents. You do not have to submit the original documents via postal mail.

Items	For Whom	Remarks
i.Passport	All	Upload a scanned image of the ID page of your passport. If you do not have a passport, please upload a certificate of your name, birth date, and nationality.
ii.Certificate of English proficiency test	Applicable Persons	If you have a score report of TOEFL-iBT, TOEIC Listening & Reading, IELTS Academic, or an equivalent official English examination, upload the scanned data of the certificate. <u>TOEIC Institutional Program (IP) Score Report and TOEFL Institutional Test Score Record are excluded.</u>
iii.Other Supporting Documents	Applicable Persons	If you have any certificate of your Japanese proficiency (e.g. JLPT), upload the scanned files. They will be used only for the placement of Japanese courses after you enter this program and are not related to the selection procedure for the entrance.

(4)Payment of Examination Fee

The examination fee must be paid in two installments:

Stages	For Whom	Examination Fee
First Stage Screening	All applicants	¥ 4,000
Second Stage Screening	Only successful applicants through the first stage screening	¥13,000

Follow the step-by-step instruction given by the online application form for more details. Upon the completion of the application information, you will be asked to remit the examination fee (¥4,000 for the first stage screening) via CREDIT CARD payment (Visa, MasterCard, JCB or American Express). By clicking a link from the application form, you will be taken to another site to make your credit card payment.

After the payment is completed, you will get a “reception number.” Be sure to print out the confirmation page as a proof of payment. You will be asked to upload a scanned image of the confirmation page to complete your application.

NOTES:

- **The examination fee is non-refundable after the payment.**
- It is also acceptable if someone else pays the examination fee by credit card on your behalf.
- Applicants who pass the first stage screening are required to pay the examination fee for the second stage screening (¥13,000). The payment period and method will be announced with the result of the first stage screening.

(5) Examination ID Card

Be sure to print out your examination ID card after transmitting your application data. The card will be created in PDF format upon the transmission, with “(6) Checklist.” You will be asked to present the ID for your examination process.

(6) Checklist for Supporting Documents

Be sure to print out the “Checklist.” To confirm whether the required documents are ready, draw a circle on the listed items. You need to enclose the check list with other documents when you send them to the University via international post or international courier services.

6. Mailing Address for Application Documents

Division of Admission, University of Tsukuba

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

NOTES:

- Send the application documents listed in “5 (2) Application Documents (For Uploading & Mailing)” by international post or international courier service.
- **All of them must be received by April 10, 2019 (JST).** So, please contact the post office or courier service with the tracking number to check whether the documents have been received. We cannot answer inquiries regarding receipt of application documents.

7. Important Points

- ✧ **Applying to multiple programs (schools/colleges) is not permitted. For those whose admission process for another program is underway, please contact “12. Contact Desk”.**
- ✧ When sending your application documents, please consider the amount of time that will be necessary for your documents to reach the university and plan ahead accordingly.
- ✧ **Incomplete documents or incorrect entries will void your application. Please make sure that you have included all required documents prior to sending your application package. Please use “5 (6) Checklist for Application Documents.”**
- ✧ We are unable to accept scanned application documents sent by email.
- ✧ **Application documents and examination fee that has been paid will not be returned.**
- ✧ **If any factual discrepancies are found in the information in the application documents after admission to the university, admission may be revoked.**

- ✧ **If you are not able to meet applicant eligibility by September 30, 2019, admission will be revoked.**
For applicants with a certificate of expected completion: Certificate of completion will be required to complete prospective admission procedures.

8. Announcement of the Screening Results

(1) First Stage Screening

The first stage screening result (examinee numbers of successful applicants) will be announced on **April 26, 2019 (from 12 p.m. JST)** on the Program website shown below. We will not respond to any phone inquiries regarding the outcome.

<http://bpgi.tsukuba.ac.jp/>

Successful applicants from the first stage screening must pay the ¥13,000 fee for the second stage screening within the stated payment period. Applicants who have not completed the payment procedures cannot proceed to the second stage screening. If an applicant has not paid the fee by the due date, he/she will be regarded as declining the offer of second stage screening.

(2) Second Stage Screening

Examinee numbers of final successful applicants will be announced on the Program website (please see the URL given above) **on June 6, 2019 (from 12 p.m. JST)**. Notification of the results will also be sent by postal mail to all applicants. Final successful applicants will be sent other documents necessary for admission procedures.

9. Admission Procedures

(1) Period for Admission Procedures

- ① The period for the procedures is **from June 7, 2019 to July 5, 2019 (JST)**.
- ② Send all necessary documents by mail or international courier service. All documents must arrive at the university within the above time period.

(2) Documents Required for Admission Procedures

- ① Copy of the "Letter of Acceptance"
- ② Other necessary documents will be notified when the "Letter of Acceptance" is sent.

(3) Admission Fee and Tuition Fee

- ① The admission fee is ¥282,000. (Please remit payment at a financial institution or by overseas remittance in time for the enrollment period deadline. Details are shown in the enrollment procedures documents.)
- ② The tuition fee for the Fall Semester (¥267,900) together with the tuition fee for the Spring Semester (¥267,900) amount to a total annual tuition fee of ¥535,800.
- ③ If any fees are revised at the time of admission or during enrollment, the new amounts will be applied from the time of revision.
- ④ Tuition should be paid by bank transfer through a Japanese financial institution after enrollment.
- ⑤ The university offers a full or partial tuition fee waiver ONLY for a limited number of students who are deemed to find it difficult to pay the tuition.

10. Disclosure of Information about the Entrance Examination

The university discloses information about the entrance examinations for the Bachelor's Program in Global Issues for AY 2019 to applicants upon their request from October 1, 2019 to November 30, 2019. For detailed information, please contact "12. Contact Desk."

11. Handling of Personal Information

- (1) Personal information obtained by the university from application documents is completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, and pursuant to the University of Tsukuba Regulations on Personal Information.
- (2) Personal information obtained by the university from application documents and exam results will be used for processes for enrollee selection, admission procedures (including information on university events) and surveys and research conducted as part of the enrollee selection process.

Personal information of the person completing the admission procedures will also be used after admission for academic affairs (training and guidance, etc.), student support services (tuition exemption, scholarship applications, health management, etc.) and other related processes

12. Contact Desk

Bachelor's Program in Global Issues Office
Top Global University Project Office
University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 Japan
E-mail Address: bpgi-office@un.tsukuba.ac.jp