

Bachelor's Program in Global Issues Student Application Guidelines for AY2023

A) General Track Application Guidelines

For applicants submitting the ① Single application to *General Track* and
② Dual applications to *General Track* and *MEXT Scholarship Track*

January 2023



筑波大学
University of Tsukuba

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

Academic Objectives	<p>The most important task for the international society in the 21st century is contributing to addressing global issues beyond national borders to become a sustainable society in which global conservation and humans coexist. This includes global environmental changes, population demographics and food security, among others. 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 this, the objectives of Bachelor's Program in Global Issues Program (hereinafter BPGI) shall be to cultivate human resources who will acquire broad basic knowledge for gaining an overall perspective of global issues, who will enthusiastically seek information on their own 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>University of Tsukuba (hereinafter 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, population aging, etc.) and who can contribute to society and innovate in the future in their 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	<p>E-mail Address: bpgi-office[at]un.tsukuba.ac.jp *When you send Email, replace [at] with @.</p>

1. Entrance Examination Schedule (Japan Standard Time)

Please refer to the entrance examination schedule indicated in the BPGI website (https://bpgi.tsukuba.ac.jp/exam/exam_info/).

2. 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, 2023.** In case you do not consult with our 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] Applicants 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, 2023.

However, those who have Japanese nationality, or those who have a permanent residence permit of Japan, must be enrolled or must have been enrolled in a high school based on the formal school education of their country of residence above for at least two consecutive years including the final year, and have graduated (completed) or are expected to graduate (complete) by September 30, 2023.

[2] Applicants who have completed or are expected to complete a 12-year curriculum in Japan at an international school*² designated by the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred as MEXT) by September 30, 2023.

[3] Applicants who hold or are expected to hold an International Baccalaureate, Abitur (Germany), Baccalauréat (France), or GCE Advanced Level (United Kingdom)*³ by September 30, 2023.

[4] Applicants 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, 2023:

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

[5] Others*⁴

*1 Individuals from an **international school** may not be eligible. For more details, please contact “12. Contact Desk” **by February 28, 2023.**

*2 See the MEXT website below:

https://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 application 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, 2023.**

★ If you submit the ② Dual applications to *General Track* and *MEXT Scholarship Track*, the eligibility requirements for the MEXT scholarship need to be fulfilled in addition to the above-mentioned eligibility.

[Qualifications and conditions of *MEXT Scholarship Track*]

(1) Eligibility

Applicants must be international students from abroad (expected to arrive at the time of enrollment) and must have demonstrated excellent academic achievement.

*Applicants currently enrolled at schools must have an academic record of 2.30 or higher in their current course of study (see the Appendix 1), while working adults must have an academic record of 2.30 or higher in their last school. They must be expected to maintain this record during the scholarship period. In addition, students must meet one of the conditions in "(6) Language proficiency" below.

(2) Nationality

Applicants must be citizens of a country that has diplomatic relations with Japan and be citizens of countries applicable for MEXT Scholarship (University Recommendation)*. In principle, an applicant who has Japanese citizenship at the time of application will not be eligible. However, only individuals with dual citizenship including Japanese citizenship who have a place of residence outside of Japan at the time of application may apply as long as they choose citizenship of the foreign country and renounce their Japanese citizenship by the date of their arrival in Japan (by the date of enrollment at the University of Tsukuba).

*Countries applicable for MEXT Scholarship (University Recommendation)

<https://www.tsukuba.ac.jp/en/admissions/financial-scholarships/mext/pdf/countries-mext-scholarship.pdf>

(3) Age

Applicants, in principle, must be born on or after April 2, 1998. Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to the situation or circumstances in the applicant's country (military service obligation, loss of educational opportunities due to disturbances of war, etc.) Personal circumstances (financial situation, family circumstances, state of health, circumstances related to applicant's school or place of employment, etc.) will not be considered exceptions.

(4) Health

Applicant must be physically and mentally healthy enough to pursue study at university.

(5) Schedule for arrival in Japan

The date of enrollment will be October 1, 2023. In principle, applicants must be able to leave for and arrive in Japan during the period set by the University of Tsukuba, which is in the period of two weeks before and after the starting date of the fall semester. Excluding cases in which MEXT deems as unavoidable circumstances, students must withdraw from this scholarship program if they are unable to arrive in Japan by the end of the specified period above.

(6) Visa requirement

Applicants shall, in principle, newly obtain a “Student” visa at the Japanese diplomatic mission located in their country of citizenship, and enter Japan with the residence status of “Student.” Accordingly, even if the applicant already has other residence status (“Permanent resident,” “Long-

term resident,” etc.), they must change it to the “Student” status and enter Japan. Moreover, the applicant should be aware that after expiration of the status as a MEXT scholarship student and even if the student applies again for their original resident status of “Permanent resident” or “Long-term resident,” such resident statuses might not be necessarily granted. The applicant should also be aware that the scholarship will be canceled if they arrive in Japan without a newly obtained “Student” visa.

(7) Non-eligibility

Individuals who meet any one of the following conditions are ineligible. If identified ineligible after being selected as a scholarship student, they must withdraw from the scholarship.

- ① Individuals who are military personnel or military civilian employees at the time of their arrival in Japan or during the period of the payment of the scholarship;
- ② Individuals who are unable to arrive in Japan by the last date of the period specified by MEXT or the accepting university;
- ③ Individuals who are previous grantees of Japanese Government (MEXT) scholarship programs (including those who withdraw from the scholarship program after the arrival in Japan). The MEXT Honors Scholarship for Privately-Financed International Students is not included in the Japanese Government (MEXT) Scholarship Programs;
- ④ Individuals who are currently also applying to another program under the Japanese Government (MEXT) Scholarship system. This includes the programs for which scholarship payments will begin in FY2023, although their final selection results have not been decided yet, and the programs for which scholarship payments will begin in FY2023;
- ⑤ Individuals who are in Japan at the time of application. Individuals who are already enrolled in a Japanese university or other institution with a residence status of “Student,” or who are going to be enrolled, or plan to enroll, in a Japanese university or other institution as a privately-financed international student from the time of application to the MEXT scholarship program in the applicant’s country until the commencement of the period for payment of the MEXT scholarship.
- ⑥ Individuals who are planning to receive scholarship money from an organization other than MEXT (including a government organization of the applicant’s country) on top of the scholarship money provided by MEXT after the start of the scholarship payment period;
- ⑦ Individuals who are expected to graduate at the time of application and cannot satisfy the condition of academic background by the deadline given;
- ⑧ Individuals of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan;
- ⑨ Individuals who plan to, from the time of application for the MEXT scholarship program, engage in long-term research (such as fieldwork or internship) outside Japan or plan to take a long-term leave of absence from the university.
- ⑩ Individuals who do not intend to obtain a degree.

(8) Others

MEXT Scholarship will be granted those who are willing to contribute to mutual understanding between Japan and their home country by participating in activities at schools and communities during their study in Japan while contributing to the internationalization of Japan. They shall also make efforts to promote relations between the home country and Japan by maintaining close relations with the university attended after graduation, cooperating with the conducting of surveys and questionnaires, and cooperating with relevant projects and events conducted by the Japanese diplomatic mission after they return to their home countries.

(2) Conditions for Application

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

[1] Recommendation by the School Principal or Equivalent Person

If it is difficult to obtain a letter of recommendation from the principal of the applicant's high school, e.g. if the applicant is a working adult, the applicant may submit a letter of recommendation from someone who can evaluate the applicant, i.e. the applicant's supervisor at work.

[2] English Proficiency

Proficiency in English is a minimum admission requirement for all English taught degree programs offered by the University. Applicants are required to have taken TOEFL, TOEIC, IELTS, or an equivalent official test^{*1}. The guidelines for required English level are as follows:

Qualification	Score
TOEFL (iBT) ^{*2}	79 or higher
TOEIC Listening & Reading	730 or higher
IELTS (Academic)	6.0 or higher

*1 **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.**

*2 **In response to difficulties caused by COVID-19, BPGI will accept TOEFL iBT Home Edition score for AY 2023 applicants. For those who cannot submit TOEFL, TOEIC or IELTS scores because of the outbreak of COVID-19 and would like to submit other scores, please contact "12. Contact Desk" by February 28, 2023.**

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 15 (Mon.) to 16 (Tue.), 2023

NOTES:

- Applicants who reside outside Japan are allowed to take the exam (individual interview) in the country of residence via Skype or other teleconferencing system. Due to the COVID-19 situation, there is a possibility that those who reside in Japan may have to take the exam 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 BPGI website at <https://entry.ap-graduate.tsukuba.ac.jp/undergraduate/bpgi/>

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 March 31 (until 5 p.m. JST), 2023.

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 your submission, you may revise the saved data at any time.
- You will be asked to upload the application documents online.
- **Some of the uploaded documents must be sent to “6. Mailing Address for Application Documents” via postal mail or international courier services. The mailed documents must be received by April 7, 2023 (JST).**
- Be sure to use the online tracking services with the tracking number to check whether the documents have been received. We cannot answer inquiries regarding the 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"/> Name: Fill in your name in alphabet as written in your passport. <input type="checkbox"/> ID Photo: 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"/> Date of Birth: <input type="checkbox"/> Sex: <input type="checkbox"/> Nationality: <input type="checkbox"/> Contact Information: Important messages will be forwarded to this contact information from the University until enrollment. <input type="checkbox"/> Emergency Contact: Provide contact information other than the applicant’s contact information above.
	If applicable	<input type="checkbox"/> Current Affiliation: <input type="checkbox"/> Status of Residence in Japan: Only for those staying in Japan
ii. Test Site for the Individual Interview	All	<input type="checkbox"/> Desired Examination Site: 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 for the exam (individual interview) in the country of residence via Skype or other teleconferencing system. Due to the COVID-19 situation, there is a possibility that those who reside in Japan may have to take the exam via Skype or other teleconferencing system.
iii. Requirements for Application	All	<input type="checkbox"/> Applicant Eligibility: Select one from [1] through [5] <input type="checkbox"/> Conditions for Application: - English Proficiency Select the 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	If applicable	<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> Select any one global issue of particular interest to you and write up a study plan which would address that issue. The study plan should be within 1,200 words. It may include data, e.g., graphs, figures, tables, etc. Each graph, figure, etc., is counted as 200 words. * The study plan is to be researched and written up by the applicant him/herself. * Citations from existing literature or internet sources must be clearly referenced. Failure to do so will be considered plagiarism and result in disqualification. References are not included in the aforementioned 1,200 words. (See link: How to write your study plan)
vii. Financial Plan	All	<input type="checkbox"/> <u>Financial Plan</u> Describe in detail your financial plan for studying 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. (See link: How to write your financial plan)

(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 7, 2023 (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	All	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: <ul style="list-style-type: none"> ➤ Even if you have graduated from university, the certificate of completion of high school (secondary education) is necessary. ➤ 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.

		<ul style="list-style-type: none"> ➤ If you are applying with <i>Baccalauréat</i> (France) qualification, please also submit a copy of the <i>Diplome 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.
ii. Transcript	All	<p>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></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ If you have any further education such as universities, please also submit a transcript for that period of education.
iii. Reference Letter	All	<p>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></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ 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). ➤ If it is difficult to obtain a letter of recommendation from the principal of the applicant's high school, e.g. if the applicant is a working adult, the applicant may submit a letter of recommendation from someone who can evaluate the applicant, i.e. the applicant's supervisor at work. ➤ You may download "Form 1" from the BPGI website at http://bpgi.tsukuba.ac.jp/exam/application/ <p>★For applicants submitting the ②Dual applications to <i>General Track</i> and <i>MEXT Scholarship Track</i>: Provide objective explanation in the reference letter indicating that applicant is in the top 30% of their class at school currently/last enrolled if the academic achievement cannot be calculated numerically.</p>
iv. School Information and School Profile / Brochure	All	<p>Submit the School Information Form (Form 2) written by the school principal of the high school (secondary education) attended. <u>When mailing documents, please enclose a school profile/brochure</u> 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>NOTES:</p> <ul style="list-style-type: none"> ➤ You may download "Form 2" from the BPGI website at http://bpgi.tsukuba.ac.jp/exam/application/

(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
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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	If applicable	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 certificates	If applicable	If you have qualification by any standardized test, please also submit the grades transcript. Examples of standardized test: SAT (United States of America) College Scholastic Ability Test (South Korea) National Higher Education Entrance Examination (People’s Republic of China)

(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 “receipt 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.**
- If you apply for the Entrance Examination of BPGI, *General Track* and *MEXT Scholarship Track*, you are required to pay the examination fee for *General Track*. The fee will not be refunded even if admitted by the *MEXT Scholarship Track*.
- 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

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

BPGI Admissions Officer, 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 7, 2023 (JST).** So, please use the online tracking services 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 the requirements for admission by September 30, 2023, 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 results (examinee numbers of successful applicants) will be announced on **April 21, 2023 (from 12 p.m. JST)** on the BPGI website shown below. We will not respond to any 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 BPGI website (please see the URL given above) **on May 24, 2023 (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 May 24, 2023 to June 21, 2023 (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 Fees

- 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.

*For MEXT Scholars, payment of admission fee and Tuition fees is not required. For further details on MEXT scholarship benefits, please refer to B) MEXT Scholarship Track Application Guidelines.

10. Disclosure of Information about the Entrance Examination

The University discloses information about the entrance examinations for the BPGI for AY2023 to applicants upon their request from October 1, 2023 to November 30, 2023. 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

- (3) When conducting investigations into the behavioral background of examinees who are suspected of being infected by COVID-19 or had close contact with infected individuals, the University may provide the examinee's information to relevant institutions, such as public health centers.

12. Contact Desk

Bachelor's Program in Global Issues Office

Department of Educational Promotion

University of Tsukuba

E-mail Address: bpgi-office[at]un.tsukuba.ac.jp *When you send Email, replace [at] with @.

Appendix 1: How to Calculate Your GPA for the MEXT Scholarship

Applicants currently enrolled at schools must have a Grade Point Average (GPA) of 2.30 (out of 3.00) or higher in their current course of study, while working adults must have an academic record of 2.30 or higher in their last school. They must be expected to maintain this record during the scholarship period.

* Please check your eligibility using the MEXT- specified grade conversion chart and GPA calculation formula below.

Grade Conversion Chart

Grading System	Grades				
Type 1: (4-point scale)		Excellent	Good	Fair	Poor
Type 2: (4-point scale)		A	B	C	F
Type 3: (4-point scale)		100-80	79-70	69-60	below 59
Type 4: (5-point scale)	S	A	B	C	F
Type 5: (5-point scale)	A	B	C	D	F
Type 6: (5-point scale)	100-90	89-80	79-70	69-60	below 59
Grade Point	3	3	2	1	0

GPA Calculation Formula

$$\frac{([\text{No. of GP3 Credits}] \times 3) + ([\text{No. of GP2 Credits}] \times 2) + ([\text{No. of GP1 Credits}] \times 1) + ([\text{No. of GP0 Credits}] \times 0)}{\text{Total No. of credits for all registered courses}}$$

References: No. = Number, GP = Grade Point

Note:

- If the courses do not go by the credit system, replace the "number of credits" with "number of courses" registered.
- Evaluations not included in the grading scale in the table above (e.g., "Certified", "Pass", etc.) should not be included.

[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	No. of credits		Grade Point (above)		Total Point
Japanese 1	A	3	×	3	=	9
Japanese 2	B	3	×	3	=	9
Intro to Japanese History	B	3	×	3	=	9
Intro to Business	D	3	×	1	=	3
Total:		12				30

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

