

JAPANESE GOVERNMENT (MEXT) SCHOLARSHIP PROGRAM FOR 2023
DEGREE STUDENTS
(UNIVERSITY RECOMMENDATION)
Bachelor's Program in Global Issues

B) MEXT Scholarship Track Application Guidelines

For applicants submitting the ③Single application to *MEXT Scholarship Track*

MEXT (Ministry of Education, Culture, Sports, Science and Technology) offers scholarships to international students who wish to study as degree students at Bachelor's Program in Global Issues (BPGI) at the University of Tsukuba. Application Guidelines for the Japanese Government (MEXT) Scholarship Program for 2023 – Degree Students (University Recommendation) are as follows:

1. Qualifications and Conditions

(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 Appendix 1 for calculation method), 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 applicants 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 university or place of employment, etc.) will not be considered exceptions.

(4) Academic background

Only those who fulfill any of the requirement [1] through [4] 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 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. If you have a permanent residence permit of Japan, please see (9) Visa requirement.

[2] Applicants who hold or are expected to hold an International Baccalaureate, Abitur (Germany), Baccalauréat (France), or GCE Advanced Level (United Kingdom)*² by September 30, 2023.

[3] 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).

[4] Others*³

- *1 Individuals from an **international school** may not be eligible. For more details, please contact “11. Contact Desk” **by February 28, 2023.**
- *2 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.
- *3 We will check or screen your application eligibility individually if you do not fall under any one of categories [1] through [3] above. For inquiries, please contact “11. Contact Desk” **by February 28, 2023.**

(5) Field of study and number of students to be enrolled
Bachelor's Program in Global Issues 3 students

(6) Language 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*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, Bachelor's Program in Global Issues 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 “11. Contact Desk” by February 28, 2023.

(7) Health

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

(8) 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.

(9) 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.

(10) 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.

(11) 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. Term of scholarship

The scholarship will be paid during the standard training period of each program in Japan.
[Bachelor's Programs] 4 years (From October 2023 until the end of September 2027)

3. Scholarship benefits

(1) Allowance

The amounts listed below shall be paid depending on the course enrolled in. A supplemental regional allowance of 2,000 yen or 3,000 yen per month will be added to the monthly scholarship amount for the grantees studying or conducting research in specially designated regions. Due to the situation of the Japanese Government's

budget, the amount of payment may be subject to change each fiscal year. If a grantee is absent from the university for an extended period, the scholarship shall be suspended for that period.

[Bachelor's Programs] 117,000 yen per month

(2) Traveling costs

① Transportation to Japan

In principle, MEXT stipulates the travel schedule and route, and provides an economy-class air ticket for the flight from the recipient's residence (in principle, the country of citizenship) to Narita International Airport or to any other international airport on the normal route to the accepting university. The grantee shall bear at their own expense all costs related to domestic travel from the grantee's residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, expenses related to baggage, unaccompanied baggage, etc. The grantee shall also bear at their own expense travel and lodging costs incurred in a third country if the grantee must travel to a third country before coming to Japan for visa purposes because there is no embassy of Japan in their country or there is no direct flight from their home country. In principle, MEXT or the university will only provide an economy class ticket to the international airport that the host university will use in the domestic route on ordinary routes from the visiting country. However, MEXT will not provide the air ticket in cases when the grantee arrives in Japan from a country other than the country of citizenship due to personal issues that had moved to the country before their arrival in Japan. ("Residence place" of foreign students is in principle the "current address" stated in the application form. However, if the student moved to another place in the country of citizenship before arrival, the new address stated in the application form "address" column will be referred as "residence place").

② Transportation from Japan

Grantees shall graduate from the accepting university and return to their home country by the end of the final month of the period of scholarship designated by MEXT. Based on the application by the grantee, MEXT, in principle, shall provide an economy-class air ticket from Narita International Airport or the international airport used for the normal route to and from the accepting university to the international airport (in principle, in the country of citizenship) nearest to the returning grantee's residence. The grantee shall bear at their own expense all costs related to travel from the grantee's residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of citizenship (including airline transit costs), travel insurance expenses, expenses related to baggage, unaccompanied baggage, etc. Due to personal reasons and the reason of "4. Suspension of payment of scholarship," if you return from Japan before the end of the scholarship period, you will not be provided with the return travel expenses. In addition, if you continue to stay in Japan after the scholarship payment period ends (for example, going to school or employment in Japan), you will not be provided with the return travel expenses when you return to Japan temporarily.

(3) Tuition and other fees

The entrance examination fee, admission fee and tuition will be borne by the University of Tsukuba. However, if you lose your status as a national scholarship student after enrolling, you will be charged the tuition fees from that semester.

4. Suspension of payment of scholarship

The scholarship will be canceled for a grantee in the following cases. Furthermore, if scholarship payments were made during the period the following cases applied, the grantee may be ordered to return scholarship payments received during that period. The scholarship payment may be suspended until the disposition is decided.

- ① When a false statement is detected in the information provided on the application or other documents.
- ② When a grantee has violated their pledge to the MEXT.
- ③ When the recipient violates any Japanese laws and is sentenced to imprisonment with or without work for life or for a period of exceeding one year.
- ④ A grantee is suspended from their university or preparatory educational institution or receives other punishment, or is removed from enrollment, in accordance with school regulations of the accepting

institution.

- ⑤ When a grantee is deemed unable to complete their study during the standard duration program due to deficiencies in academic performance or suspension.
- ⑥ When a grantee has changed their status of residence from “College Student (ryuugaku 留学)” or has come to Japan without acquiring a new residence status of "College Student (ryuugaku 留学)" which is defined in the Immigration Control and Refugee Recognition Act.
- ⑦ When a grantee has been awarded a different scholarship (excluding grants designated for research expenses).
- ⑧ When a grantee has dropped out of the host university or transferred to a different university.
- ⑨ When the annual Grade Point Average (GPA) is below 2.30 or below the grading standard set by the university.

5. 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.

6. Documents to be submitted

Please read the list and notes below carefully and submit the necessary documents for application to the mailing address below. Your completed application form and other supporting documents will not be returned to you.

[Electronic files]

- Application period: March 1 (from 12 p.m. JST) to March 31 (until 5 p.m. JST), 2023
- Email: bpgi-admissions[at]un.tsukuba.ac.jp *When you send Email, replace [at] with @.

[Original copy/printed documents]

- Deadline: April 7, 2023 (JST)
- Address: MEXT Scholarship Track, BPGI Admissions Officer, Division of Admission, University of Tsukuba
1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 Japan

Items	File format	Original copy/printed version	Remarks
1. Application checklist	XLSX	-	Use the prescribed form to make sure you have all the documents you need to submit (Form A).
2. Application form (MEXT)	PDF	-	Use the prescribed form (Form B).
3. Application form (BPGI)	PDF	-	Use the prescribed form (Form C).
4. Study plan (Essay)	PDF	-	Use the prescribed form (Form D). 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 written in English within 1,200 words. It may include data, e.g., graphs, figures, tables, etc. Each graph, figure, etc., is counted as 200 words. NOTES: ➤ 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)
5. Copy of passport	PDF/ JPEG	-	A scanned image of the ID page of your passport. If you do not have a passport, please submit a certificate of your name, birth date, and nationality.
6. Qualification Certificate	PDF	Required	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 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. ➤ 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.
7. Transcript	PDF	Required	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> NOTES: ➤ If you have any further education such as universities, please also submit a transcript for that period of education.
8. Reference Letter	-	Required	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.</u> NOTES: ➤ 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).

			<ul style="list-style-type: none"> ➤ If the academic achievement cannot be calculated numerically, please provide objective explanation in the letter that applicant is in the top 30% of their class at school currently/last enrolled. ➤ 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 program website at https://bpgi.tsukuba.ac.jp/jp/exam/application/
9. School Information and School Profile / Brochure	PDF	Required	<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 program website at https://bpgi.tsukuba.ac.jp/jp/exam/application/
10. Certificate of English proficiency test	PDF	Required	<p>If you have a score report of TOEFL iBT, TOEIC Listening & Reading, IELTS Academic, or an equivalent official English examination, submit the scanned data of the certificate. <u>TOEIC Institutional Program (IP) Score Report and TOEFL Institutional Test Score Record are excluded.</u></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ Submit certificates obtained within two years of the start of the application process (March 1, 2023). ➤ Those who certify their language ability by having completed an English language course must submit documentation that they have completed a course of study with English as the primary language.
11. Other certificates	PDF	-	<p>If you have qualification by any standardized test, please also submit the grades transcript.</p> <p>Examples of standardized test:</p> <ul style="list-style-type: none"> • SAT (United States of America) • College Scholastic Ability Test (South Korea) • National Higher Education Entrance Examination (People's Republic of China) <p>If you are currently enrolled in a university/college, please submit a certificate of enrollment from the university/college.</p>

Note:

- ① If your current name is different from that on the documents you submit (for example, because of marriage), you will be required to submit proof of your name change (e.g., copy of marriage license).
- ② All documents must be written in Japanese or English. Otherwise, attach a Japanese translation.
- ③ All documents should be created and printed on A4 size paper, preferably in a typed format.
- ④ Documents 6, 7, 8, 9 and 10 to be mailed must be original. However, if the original cannot be submitted due to circumstances, a photocopy which is attested by an authorized official of a university are also acceptable. The photocopies without an official seal of a university will not be accepted.
- ⑤ Submitted documents will not be returned.
- ⑥ Your application will not be evaluated if the above documents are incomplete or not accurately completed. Applications received after the deadline will not be processed.
- ⑦ If any factual discrepancies are found in the information in the application documents after admission to the university, admission may be revoked.
- ⑧ 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.

- ⑨ 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.

7. 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 Program website shown below. We will not respond to any inquiries regarding the outcome.

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

(2) Second Stage Screening

Examinee numbers of final successful applicants will be announced on the Program 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.

8. Admission procedures

After successful applicants confirm their enrollment to BPGI, you will receive a packet of Admission Procedure Documents (which contain documents to be submitted before entrance). Follow the instructions stated in documents.

* Successful applicants need to notify us in advance via email at [bpgi-admissions\[at\]un.tsukuba.ac.jp](mailto:bpgi-admissions[at]un.tsukuba.ac.jp), if you are moving permanently or will be away in June, 2023.

9. Disclosure of Information about the Entrance Examination

The university discloses information about the entrance examinations for the Bachelor's Program in Global Issues for AY2023 to applicants upon their request from October 1, 2023 to November 30, 2023. For detailed information, please contact "11. Contact Desk."

10. 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 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.

11. Contact desk

Bachelor's Program in Global Issues Office
Department of Educational Promotion
University of Tsukuba

E-mail Address: [bpgi-admissions\[at\]un.tsukuba.ac.jp](mailto:bpgi-admissions[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

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