

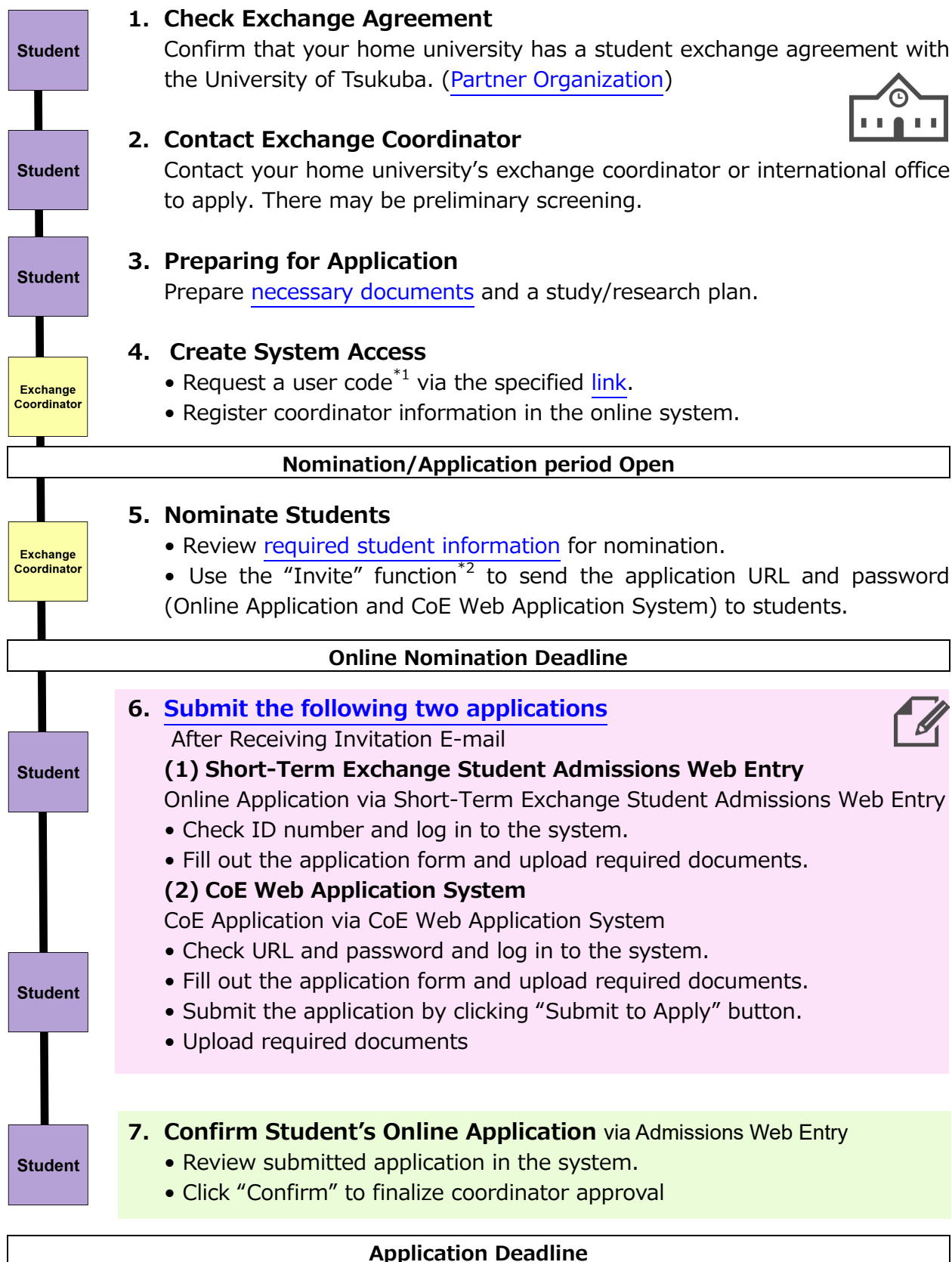
Short-Term Exchange Programs at the University of Tsukuba Application Guide 2027-2028

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1. How to Apply

1-1. Application Procedures



*1: User code and URL will be sent to coordinators after our confirmation.

*2: The "Invite" button will pop up after our confirmation.

1-2. Approximate timeline for the Program

Approximate timeline from the nomination to start the exchange program:

Stage		April 2027 enrollment	October 2027 enrollment
		Information for those who enroll in other months	
①	Nomination period	September 1 to 30, 2026	February 1 to 28, 2027
		6-8 months before the program starts (Details)	
②	Deadline for online application and submitting documents	October 10, 2026	March 6, 2027
		6-7 months before the program starts (Details)	
③	Screening	October 2026-January 2027	March-June 2027
		3-6 months before the program starts	
④	Notification of designated arrival dates* ¹	Late December 2026	Late June 2027
		*Only for April and October enrollment Do not book a flight before the announcement	
⑤	Confirmation of flight info and room request * ¹	Late January 2027	Mid-July 2027
		2 months before the program starts	
⑥	Notification of acceptance package (CoE * ² , Letter of Acceptance, etc.)	From mid-February 2027	From early August 2027
		1-2 months before the program starts (As soon as they are issued)	
⑦	Visa application (by students) * ¹	Right after receiving acceptance package	
⑧	Information before your arrival (room number, orientation info, etc.)	Mid-March 2027	Early September 2027
		2 weeks before the program starts	
⑨	Arrival to Japan * ¹	Early April 2027 (within the designated dates)	Mid-September 2027 (within the designated dates)
		At the beginning of the enrollment month	
⑩	Arrival Orientation * ¹	Early April 2027	Mid-September 2027
		Right after the arrival to Japan	
⑪	Program starts	April 1, 2027	October 1, 2027
		On the 1st day of the enrollment month	

*¹ : Check the details [here](#)

*² : The Certificate of Eligibility (CoE) is issued by the Immigration Services Agency of Japan. We are unable to answer inquiries regarding the issuance date or the progress of the application

2. Program Outline

The University of Tsukuba offers the Short-term Exchange Program. We accept students from our partner universities based on exchange agreements. Admission is granted upon mutual consultation between the two universities. Contact the international office at your home university to get help finding out if such an agreement with University of Tsukuba exists.

2-1. Student Status

There are two types of status for students from our overseas partner universities. Since there are big differences between the two, read the descriptions below carefully.



Exchange Student (*Tokubetsu Chokogakusei*)

For	Both undergraduate and graduate students
Purpose	Attending courses at the University of Tsukuba for credits.
Credit earning	Possible (if they pass the required examinations)
Credit transfer	Possible (depending on the grading system at their home university)
Program start and Duration	From beginning of each semester (April or October) Duration: one or two semesters ※Up to one year in total, including study at other universities in Japan.
Visa Requirement	Register for and attend at least 8 periods of courses (600 minutes) per week.
 Notes	(For graduate students) Students in Master's and Doctoral courses often have difficulty meeting the above visa requirement. View the website of your desired program carefully and confirm the following in advance: • The number of graduate level classes which you can take in your field of study • Semester and module of the desired classes



Exchange Research Student (*Tokubetsu Kenkyugakusei*)

For	Graduate students from partner universities
Purpose	Conducting research under the guidance of an academic advisor at the University of Tsukuba. (not attending courses)
Credit earning	Not possible but may audit courses with approval *No credit earned
Program start and duration	From any month Duration: from 1 to 12 months
Visa Requirement	Conduct at least 600 minutes of research activities per week.

2-2. Tuition Fees and Waivers

■ Applicants Under Exchange Agreements

Students who join the exchange program from partner universities that have a reciprocal tuition waiver agreement with the University of Tsukuba can be granted a tuition waiver. The number of students who can be nominated under the agreement varies depending on the partner university. For more information, consult the international office at your home university.

■ Applicants Outside of Exchange Agreements

Students from universities outside of the exchange agreement **MUST** pay tuition fees to the University of Tsukuba.

	Tuition Fee	Payment Timing
Exchange Student	-18,400 yen per credit	At the beginning of each semester (after course registration)
Exchange Research Student	-32,700 yen per month	At the beginning of exchange period and new academic year
-Tuition fees are subject to change. -Applicants from non-partner universities are required to make advance contact with an academic advisor in University of Tsukuba before application. Researcher Information: TRIOS		

(Examples of Tuition Fees)

AY	Academic Year 2027-2028												Academic Year 2028-2029						
Sem.	Spring 2027						Fall 2027						Spring 2028						
Year	2027										2028								
Month	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Exchange Student	18,400 yen per credit						18,400 yen per credit												
Exchange Research Student	32,700 yen × 9 (month)																		
Exchange Research Student							32,700 yen × 6 (month)						32,700 yen × 4 (month)						

※This tuition fee table is for students with a “Student” status of residence

2-3. Academic Calendar

An academic year consists of two semesters – Spring semester and Fall semester.

Spring semester consists of: Spring A, Spring B, and Spring C modules

Fall semester consists of: Fall A, Fall B, and Fall C modules

Depending on the combination of modules, class terms end at different timings as shown in the table below. Confirm in which module you will be able to take classes and decide the end date of study period at University of Tsukuba carefully.

Month	April - May		June - July	August - September	October - November	December – January		February - March
Semester	Spring Semester				Fall Semester			
Module (5-week units)	Spring A module	Spring B module	Spring C module	Summer Recess	Fall A Module	Fall B module	Fall C module	Spring Recess
Examples of class implementation modules (5 weeks or 10 weeks)				Summer session, intensive course, etc.				Entrance exam, degree review, intensive course, etc.
								
								
Examples of semester modules (15 weeks)								

※Final examinations are generally administered in the final week of the course.



Applicants who wish to apply for Exchange Student

AB Module Applicants CANNOT take courses in C Module.

ABC Module Applicants MUST take courses in C Module.



Academic Schedule is as follows:

	Start of Semester	End of AB module	End of ABC module
Spring semester	April 1st	July	August
Fall semester	October 1st	December	February

Click [here](#) for detailed calendar

IMPORTANT NOTES: When You Decide Your Enrollment Period

You are NOT allowed to shorten or extend your enrollment period once you submit the application.

You are NOT allowed to stay in Japan after your enrollment period ends.

You are NOT allowed to stay in our student residence hall after your enrollment period ends.

2-4. Affiliation and Academic Advisor

■ Affiliation

Determined by referring to your application form. We will try to meet your request but kindly understand that there is a possibility that it may not turn out as you wish.

Applicants for Exchange Student (*Tokubetsu Chokogakusei*)

Programs requiring language proficiency:

- College of Japanese Language and Culture JLPT N1 or N2
- Master's Program in Service Engineering JLPT N1

Graduate Applicants

The following programs are NOT available for exchange students:

- Degree Program in Business Sciences
- Law School Program
- MBA Program in International Business

Courses offered by these degree programs cannot be taken.

■ Academic Advisor

A faculty member will be appointed to each student as their academic advisor referring to your application form. Academic advisors work closely with the students and provide necessary information, academic assistance, and other support.

Applicants for Exchange Research Student (*Tokubetsu Kenkyugakusei*)

Search for the professors you wish to receive research guidance from using [TRIOS](#).

If your research topic does not match any of our professors' expertise, there is a possibility that we may not be able to accept your application. For highly specialized fields such as medicine, we strongly recommend obtaining prior consent from the professor before applying.

2-5. Courses for Exchange Student (*Tokubetsu Chokogakusei*)

Exchange students (*Tokubetsu Chokogakusei*) MUST register at least 8 periods of courses (600 minutes) per week due to requirement of Immigration Service Agency of Japan.

Try to find at least 8 courses that you would like to take when applying.

(Ideally 5 courses offered by College/Program of your first choice, 4 courses from your second choice.)

How to search for courses: [kdb-information-for-searching-courses.pdf](#)

Video Guide: [Information for Searching Courses \(Kdb\)](#)

2-6. JASSO Scholarship

The Japan Student Services Organization (JASSO) offers scholarships to international students through the “JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan).”

If you wish to apply for this scholarship program, read the following information carefully and provide the necessary information through our online application form.

IMPORTANT NOTES: JASSO Scholarship

It is highly competitive for applicants. Only a handful of applicants will be able to get the opportunity.

Plan your living WITHOUT relying on receiving JASSO scholarship.

■ Eligibility

Only students satisfying ALL the following conditions can apply for JASSO scholarship:

1. Students receiving no more than 80,000 JPY per month in total from other scholarships for studying in Japan.
2. Students who will complete their studies at their home university after the termination of study period in University of Tsukuba.
3. Students demonstrate excellent academic and personal records at their home university. Specifically, students have a minimum of 2.30 GPA, which is calculated with the JASSO scale based on an academic transcript from the previous year. (See the next page.)

■ How to Calculate your GPA on the JASSO Scale

To apply for the JASSO scholarship, information of your grade point average (GPA) at home university is required. Since each university may use different grading scales, JASSO has following table to convert the applicants' grades in JASSO's scale. Please check your academic transcript of the previous year, calculate the total number of credits for each JASSO grade points (0-3), and enter it in the online application form. Your GPA will be calculated automatically. GPA is one of the criteria for JASSO's screening process and please note that it is not guaranteed that you will be accepted for receiving the scholarship even if your GPA is high.

Examples of grading scales used by universities	Grades				
Example 1: 4-point scale	-	Excellent	Good	Fair	Poor
Example 2: 4-point scale	-	A	B	C	F
Example 3: 4-point scale	-	100-80	79-70	69-60	59 or below
Example 4: 5-point scale	100-90	89-80	79-70	69-60	59 or below
Example 5: 5-point scale	S	A	B	C	F
Example 6: 5-point scale	A	B	C	D	F
Grade Points on JASSO scale	3	3	2	1	0

- Calculation Formula

$$\frac{(\text{Total \# of Credits for JASSO Grade Point 3} \times 3) + (\text{Total \# of Credits for JASSO Grade Point 2} \times 2) + (\text{Total \# of Credits for JASSO Grade Point 1} \times 1) + (\text{Total \# of Credits for JASSO Grade Point 0} \times 0)}{\text{Total \# of Credits for All Registered Courses}}$$

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 #2.

Course Title	Grade	C.	JASSO Grade			Total Point
			Point (above)			
Japanese I	A	3	x	3	=	9
Japanese II	B	3	x	3	=	9
Intro to Japanese History	B	3	x	3	=	9
Intro to Business	D	3	x	1	=	3
12 credits in total						30 points in total

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

■ Results Notification of JASSO Scholarship

For result of JASSO scholarship, you can check the information in the “Exchange Student Status Information”, which will be sent to you along with other documents about a month prior to the enrollment date. **We do not accept any inquiries regarding the results under any circumstances.**

3. Required Information and Documents

3-1. Required Documents

■ Short-Term Exchange Student Admissions Web Entry



Upload scanned data of the documents on our online application system.

- | | |
|--|------------------|
| ☐ ID Photo Data | 顔写真データ |
| ☐ Formal Letter of Request for Acceptance | 受入依頼書 |
| ☐ Official Transcript of Academic Records | 成績証明書 |
| ☐ Certificate of Enrollment | 在籍証明書 |
| ☐ Copy of Passport | パスポートのコピー |
| ☐ Self-Declaration on Specific Categories (if applicable) | 特定類型自己申告書（該当者のみ） |

■ CoE Web Application System



Upload documents below by CoE Web Application System.

- | | |
|---|-----------------|
| ☐ ID Photo Data | 顔写真データ |
| ☐ Copy of Passport | パスポートのコピー |
| ☐ Certificate of Your Stay in Japan (if applicable) | 日本滞在の証明書（該当者のみ） |
| ☐ JLPT Certificate of Result and Score (if applicable) | JLPT 証明書（該当者のみ） |
| ☐ TB Clearance Certificate (if applicable) | 結核非発病証明書（該当者のみ） |
| ☐ Certificate of Bank Balance | 銀行口座残高証明書 |

IMPORTANT NOTES: When You Submit Application Materials

- Incomplete applications or applications submitted after the deadline will not be accepted.
- The documents submitted will not be returned under any circumstances.

3-1-1. Short-Term Exchange Student Admissions Web Entry

-Acceptable image formats: JPEG, JPG, PNG, GIF (PDF is not accepted)

-Image quality: Low-quality images (e.g., smartphone photos) are not accepted.

-File upload: DO NOT merge multiple pages into one file. Upload one page per file.

-Translations: If documents are in a language other than Japanese or English, attach a Japanese or English translation verified and signed by your home university.

ID Photo Data	顔写真データ
● Taken <u>within the last ONE month</u>, within 3MB ● Refer to the example. ● Different from your passport photo. ● Portrait orientation with a 3:4 aspect ratio (the ratio of the width to the height). ● A full-face view facing straight to the camera, without a hat, no background, and no teeth visible. (Head wrappings made of cloth, etc. are acceptable if the face is clearly visible.)	● <u>1 か月以内</u>に撮影され、データ容量が 3MB 以内のもの ● こちらの例を参照すること ● パスポートの写真と異なるもの ● 画像のアスペクト比（縦横の比率）が、横 3：縦 4 ● 無背景で帽子などを着用せず、歯が見えていない上半身正面を撮影した鮮明なもの (頭部が布などで覆われていても、顔が鮮明に写っていればよい)

Formal Letter of Request for Admission	受入依頼書
● Issued within the last THREE months ● Refer to the <u>LATEST</u> sample. ● Signed by the President or Dean of your home university ● Addressed to the President of the University of Tsukuba	● 3 ヶ月以内に発行されたもの ● <u>最新のサンプル</u>を参照すること ● 在籍大学の学長または学部長が署名したもの ● 筑波大学の学長宛てに作成されたもの

Official Transcript of Academic Records	成績証明書
● Previous year's <u>OFFICIAL</u> transcript of your home university	● 在籍大学の直近 1 年分の<u>公式</u>の証明書

Certificate of Enrollment	在籍証明書
● Issued <u>within the last THREE months</u> ● <u>OFFICIAL</u> certificate issued by the home university ● Required information: ・Your name ・Your current year ・The admission date	● <u>3 ヶ月以内</u>に発行されたもの ● 在籍大学が発行した<u>公式</u>の証明書 ● 必須情報: ・氏名 ・在籍大学での現在の学年 ・入学日

Copy of Passport	パスポートのコピー
● ID page (DOUBLE-PAGE SPREAD) (Sample) ● Ensure that your photo, name, passport number, and other details are clearly visible. <If your passport has not been issued yet> Upload a substitute document that proves you are currently applying for a passport. <Students with dual nationality> ● If you have a Japanese nationality, upload the Japanese passport.	● ID ページ (見開き両面) (Sample) ● 顔写真、氏名、パスポート番号など詳細情報がはっきりと確認できるようなこと <パスポートが未発行の場合> 現在申請中であることを証明する書類を提出すること <二重国籍の場合> ● 日本国籍を有している場合、日本のパスポートをアップロードすること

● For other nationalities, upload the passport indicated on the Application for CoE.	● 日本国籍以外の二重国籍の場合は、CoE 交付申請書に記載するパスポートをアップロードすること
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Self-Declaration on Specific Categories	特定類型自己申告書
● Download the LATEST form and refer to the sample ● (Acceptance) Department in University of Tsukuba: Leave the section blank. ● Required for those who have selected “Master's Program” or “Doctoral Program” as your program level at University of Tsukuba. *It is required in terms of export security control. Understand that it is not intended to apply unreasonable disadvantage treatment to you, but to ensure the University's compliance with laws and regulations.	● 最新のフォーマットを使用し、サンプルを参照すること ● 「所属（予定）部署名」は空欄にすること ● 筑波大学でのプログラムレベルを「Master's Program」または「Doctoral Program」と選択した場合、必ず提出すること *安全保障輸出管理の観点で必要なものです。これは本学が法令遵守の目的で行うものであり、あなたを不当に不利益に扱うことを目的としません。

3-1-2. CoE Web Application System

- Document requirements and submission may change.
- Students who have Japanese nationality are not required to apply for a Certificate of Eligibility (CoE).

ID Photo Data	顔写真データ
● Upload the same data that you submitted through the online application system.	● 出願システムにアップロードしたものと同一ものを提出すること。

Copy of Passport	パスポートのコピー
● Upload the same data that you submitted through the online application system.	● 出願システムにアップロードしたものと同一ものを提出すること。

JLPT Certificate of Result and Score	JLPT 証明書
● Official certificate showing your JLPT SCORES ● Programs which require the certificate: ・College of Japanese Language and Culture (N1 or N2) ・Master's Program in Service Engineering (N1) ● Certificates or letters issued by your home university are NOT accepted.	● スコアが記載された公式証明書 ● 以下の学類・学位プログラムを希望する場合は必須 ・日本語・日本文化学類（N1 または N2 レベル） ・サービス工学学位プログラム（N1 レベル） ● 在籍大学発行の証明書等は不可

Certificate of Your Stay in Japan	日本滞在の証明書
● If you have previously stayed in Japan for purposes other than tourism, upload proof (e.g., certificate of enrollment, copy of working visa page, etc.). ● If you have ever enrolled in a Japanese university or Japanese language institutes for one semester or more, submit an OFFICIAL transcript of academic records NEWLY issued by the university.	● 旅行以外の目的で日本に滞在した経験がある場合、その活動を証明する書類をアップロードすること（在籍証明書、就労ビザページのコピーなど） ● 日本の大学や日本語教育機関に 1 学期以上在籍したことがある場合は、在籍した大学が新たに発行した公式の成績証明書を提出すること

Certificate of Bank Balance	銀行口座残高証明書
● Issued JUST BEFORE submitting to us (if considered out of dated, reissues will be requested) ● Your OWN latest bank account balance and/or Certificate of Scholarship/Student Loan ● Required information: <Certificate of Bank Balance> ・The bank name ・Name of the holder ・Date of issue ・Type of currency ・Balance amount *You need to prove that you have the following amount of money or more. 1 year exchange – 1,440,000 yen 1 semester exchange - 720,000 yen *If submitting an online banking screenshot, all required information must appear on one page. <Certificate of Scholarship or Student Loan > ・Your name ・The purpose of the scholarship/loan ・The amount and scholarship/loan period	● 提出の直前に発行されたもの (発行日が古いと判断された場合は再発行が必要) ● 出願者本人名義の銀行口座残高 および/または奨学金・学生ローンの受給証明書 ● 必須情報: <銀行口座残高証明書> ・銀行名 ・名義人の名前 ・発行日 ・通貨の種類 ・残高金額 *おおよその目安として、下記の金額以上が用意されていることの証明が必要です。 1年間の留学：1,440,000 円 半年間の留学：720,000 円 *オンラインバンキングのスクリーンショットを提出する場合、必要な情報が1ページにすべて記載されていること <奨学金／ローンの受給証明書> ・氏名 ・奨学金／ローンの用途 ・受給金額、期間

TB Clearance Certificate (If applicable)	結核非発病証明書 (該当者のみ)
<Citizens of the Philippines, Nepal, and Vietnam> ● The certificate is valid for six months. ● After completing the application process, please visit a designated medical institution for medical checkup and chest x-ray in the target country. ● Submit "TB Clearance Certificate" through CoE Web Application System as soon as it is issued. ● For details, please refer to the relevant page of the Ministry of Health, Labor and Welfare. Japan Pre-Entry Tuberculosis Screening HOME (English) <Citizens of Indonesia, Myanmar, and China> ● It is expected to start in recent years. We will notify you when it is decided to start.	<フィリピン・ネパール・ベトナム国籍保有者> ● 証明書の有効期間は6か月間です。 ● 出願手続き終了後、対象国にある指定検診医療機関で医師の診察及び胸部レントゲン検査を受診すること ● 発行され次第、結核非発病証明書を CoE Web Application System で提出すること ● 詳細は厚生労働省の該当ページを参照すること Japan Pre-Entry Tuberculosis Screening HOME (Japanese) <インドネシア・ミャンマー・中国の国籍保有者> ● 近年中の開始が予定されています。開始が決定された次第、通知します。

3-2. Required Information for Online Nomination

■ For Exchange Coordinator

All information about the student other than the e-mail address can be corrected only on the student's page after nomination by the coordinator. As only students can login to the student's page, **please pay special attention upon entry not to make any mistakes.**

Name	氏名
● Student's full name with Roman capital letters *The order MUST exactly match the MRZ on the passport (Sample) ● If he/she doesn't have middle name, leave it blank.	● 学生の氏名（英字大文字） *順序をパスポートの MRZ と完全一致させること (Sample) ● ミドルネームが無い場合は空欄にすること

E-mail	メールアドレス
● Make sure that the student checks the spam filter so that he/she will be able to receive emails from "ap-short-term.sec.tsukuba.ac.jp" domain.	● "ap-short-term.sec.tsukuba.ac.jp"からのメールが正しく受け取れるよう、フィルタリングなどの設定を確認するよう学生に指示してください。

Degree Program and Year at Home University	在籍大学での所属課程・学年
● Degree Program and Year as of the Enrollment date in the University of Tsukuba. ● Select the year (grade), not the semester. (e.g. 5th semester = 3rd year – select "3")	● 筑波大学での留学開始日時点における所属課程・学年 ● 学期ではなく、学年を選択すること (例：所属して 5 学期目 = 3 年生 "3"を選択)

Department/Faculty at Home University	在籍大学で所属している学部・専攻
● Enter the information on the student's status at the home university, as of the enrollment date in the University of Tsukuba. ● Correct name of the student's department, faculty, etc. is required. Only the name of the home university is NOT sufficient. ● If the student is currently an undergraduate student and will enroll in a Master's course before the enrollment date at Tsukuba, enter information on the Master's course.	● 筑波大学での留学開始日時点における、在籍大学での所属 ● 出願者の学部、専攻などの正確な名称を入力すること。 在籍大学の入力だけでは不十分です。 ● 現在は学部生で、筑波大学留学開始日前に修士課程になる方は、修士課程の情報を入力すること

Expected Graduation from Home University	在籍大学での卒業予定日
● Enter the Date of expected graduation. ● Check the box after you confirm that the student will not be graduating from the home university during the study period at the University of Tsukuba.	● 本学へ留学した場合の卒業予定日 ● 以下の内容を確認したら、ボックスにチェックを入れること「当該学生は、筑波大学の留学期間中に在籍大学を卒業する予定はない。」

Program level the nominee would like to enroll in at the University of Tsukuba	筑波大学で在籍したい課程
● Choose "Undergraduate", "Master's Program", or "Doctoral Program", according to the level of the student's course at the home university.	● 出願者の在籍大学での身分をもとに「学士課程」「修士課程」「博士課程」のうちから選択

Status at the University of Tsukuba ● Choose between “Exchange Student” or “Exchange Research Student”. ● If graduate students wish to be “Exchange Student”, read the important notice here.	筑波大学での身分 ● 「特別聴講学生」または「特別研究学生」を選択 ● 大学院生が特別聴講学生を希望する場合、こちらの注意事項を確認すること
Enrollment Date in the University of Tsukuba ● Exchange Student can only choose April or October. ● Exchange Research Student may choose “Other” to enter their desired enrollment period if they wish to enroll in months other than April or October.	筑波大学での留学開始年月日 ● 特別聴講学生は 4 月または 10 月から選択 ● 特別研究学生が 4 月または 10 月以外の月に留学開始を希望する場合は、「その他」を選択し、希望する留学開始月を入力すること
End Date of Study in the University of Tsukuba ● Select the end date after confirming the last month of each module. ● If you choose “Other”, please also describe the reasons for your choice such as “I have adjusted the date with the advisor in the University of Tsukuba”. ● The end date MUST be BEFORE the student’s graduation date of the home university. An error will occur if the date entered is earlier than the expected graduation date. ● Shortening or extending the enrollment period after finishing the application process is NOT allowed. ● Check the notes here.	筑波大学での留学終了年月日 ● 各モジュールの終了月を確認し選択 ● 「その他」を選択する場合には、「受入指導教員と調整したため」等、理由を入力すること ● 留学終了日は、必ず在籍大学での卒業予定日より前であること。卒業予定日よりも前の日付の場合はエラーになります。 ● 出願完了後の留学期間の短縮や延長は認めません。 ● 注意点はこちらを確認すること
Desired School/College/Program at the University of Tsukuba [Only for Exchange Student] ● Select two choices for the student’s desired school/college/program at the University of Tsukuba referring to the following webpages. Undergraduate Schools/Colleges Master's/Doctoral Programs ● If the desired affiliation is different from the major at the home university, there are cases of not being accepted due to failing coordinating affiliation and academic advisor. ● Check the notes here.	筑波大学での希望学群・学類・学位プログラム 【特別聴講学生のみ】 ● 下記のサイトを参照し、出願者が希望する筑波大学の学群・学類・学位プログラムを 2 つ 選択 Undergraduate Schools/Colleges Master's/Doctoral Programs ● 在籍大学での専攻と異なる選択をした場合、受入組織及び指導教員が見つからず、受入ができないことがあります。 ● 注意点はこちらを確認すること
Desired Academic Advisor in University of Tsukuba [Only for Exchange Research Student] ● Refer to TRIOS to find professors related to the student’s research field.	研究指導を希望する筑波大学教員 【特別研究学生のみ】 ● 下記のウェブサイト参照し学生の研究分野に関連する教員を探すこと (TRIOS)

3-3. Required Information for Online Application

■ For Applicants

The above information entered by your exchange coordinator will appear automatically on online application form. Check it and correct it if there is any incorrect information. You will need to fill out the following information yourself.

3-3-1. Short-Term Exchange Student Admissions Web Entry

Name	氏名
● Check if your name is input the same as the spelling and order as your passport (Sample)	● 氏名がパスポートに記載のスペルと順序の通り入力されているか確認すること (Sample)

Japanese KATAKANA Name	氏名のカタカナ表記
● Write your name in Japanese KATAKANA in accordance with the same order as shown in your passport. It is necessary to confirm its pronunciation. ● If you do not know how to write your name in KATAKANA, use translation sites. - e.g. TSUKUBA Taro ツバ タロウ	● 日本語のカタカナ氏名をパスポートに記載されている順序の通り入力すること。氏名の発音を確認するために必要です。 ● カタカナ表記が不明の場合、翻訳サイトを利用すること - e.g. TSUKUBA Taro ツバ タロウ

Nationality	国籍
● Be sure to declare if you have Japanese nationality. If it is unclear whether you have it or not, confirm with your family. Incorrect information about Japanese nationality might cause trouble for immigration procedures.	● 日本国籍保持者は必ず申告すること 不明な場合は家族に確認すること 日本国籍の情報に誤りがあると、入国手続きに支障が生じる場合があります。

Residential Address	現住所
● Full address of your current residence with Roman letters	● 現在居住している自宅の詳細な住所

Zip Code	郵便番号
● If there is no zip code, enter "000-0000" in the box.	● 郵便番号がない場合は、「000-0000」を入力

TEL / Cell Phone Number	電話番号/携帯電話番号
● Enter the country code in the first box.	● 最初のボックスに国番号を入力すること

E-mail (secondary)	メールアドレス 2
● We will contact this e-mail address if we have trouble contacting E-mail 1.	● 1 のメールアドレスが何らかの理由で機能しない場合は、2 のメールアドレスに連絡します。

Desired Courses to Take 【Only for Exchange Student】	希望聴講科目【特別聴講学生のみ】
● <u>To maintain your Student Visa status, you need to register at least 8 periods (600 min) per week.</u> List at least 8 courses that you would like to take. ● Try to choose ideally 5 courses offered by College/Program of your first choice, 4 courses from your second choice.	● <u>入国管理局の規定により、週 8 コマ (600 分) 以上を履修する必要があります。</u> 8 科目以上入力すること

● Some Colleges/Programs have a limited number of courses available to Exchange Student. <u>If you cannot list 3 or more courses, check the boxes in the next section.</u> ● Enter both the course number and its name ● This information will not be used for course registration, but only as a reference for coordinating the affiliation and academic advisor. <u>The official course registration can be done after arrival at Tsukuba.</u> ● Check the notes here.	● 「筑波大学での希望学群・学類・学位プログラム」の項目で選択した教育組織の第一志望から5科目程度、第二志望から4科目程度選択すること ● 学類や学位プログラムによっては短期留学生在履修できる科目が限られています。挙げられる科目が3科目以下の場合は次の項目のボックスにチェックを入れること ● 科目番号・科目名両方を入力すること ● この情報は受講科目登録に使用するためではなく、あくまで受入組織や指導教員を調整するための参考情報となります。<u>正式な履修登録は、到着後に行います。</u> ● 注意点はこちらを確認すること
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Study Plan [Only for Exchange Student]	学修計画【特別聴講学生のみ】
● <u>It is very important to decide your affiliation and academic advisor.</u> Your application may be rejected if the plan is unclear/insufficient. ● More than 400 words in English / 800 characters in Japanese. Write in detail: -1. What you have studied at your home university -2. Reason to apply for the first-choice School/ College/Program at the University of Tsukuba. (Ideally, related to the courses from the first-choice School/College/Program you list up in the "Desired Courses to Take" section.) -3. Goals for studying abroad and etc... *Focus on academic activity. Statements such as "I want to learn Japanese" or "I want to experience living abroad" are not acceptable. *Refrain from directly using text generated by generative AI. ● If you have already been in contact with the professor you plan to have as your academic advisor at the University of Tsukuba, include their name.	● <u>筑波大学における所属・指導教員を決定するうえで、極めて重要です。</u> 内容が不十分である場合、出願が受け付けられない可能性があります。 ● 英語では400単語以上 / 日本語では800字以上以下について詳細に記入すること: -1. 在籍大学で何を学んできたか -2. 第1希望の学群・学類・学位プログラムへ出願する理由（希望聴講科目欄で選択した科目と関連付けること） -3. 留学の目標 など *学修内容に重点を置いて記述すること。「日本語を勉強したい」や「海外生活を体験したい」といった記述だけでは不十分です。 *生成AIが作成した文章の直接使用は控えること ● 筑波大学で指導教員になってもらう予定の教員とすでに連絡を取り合っている場合は、その教員の氏名も記入すること

Confirmation only for the applicants who have listed three or fewer courses in the 1st and 2nd section.	希望学類の科目が3科目以下の場合の確認欄（該当者のみ）
● If the courses you can take are limited, changing your desired affiliation(s) is an option. If you wish to apply without changing your choices, check the boxes to confirm the intention. ● Clearly state the reason for your choices and the goals of your studies in the Study Plan section.	● 希望の教育組織で短期留学生在が取得できる科目が限られている場合は希望所属を変更することも選択の一つです。希望を変更しない場合は意思確認のためのボックスにチェックを入れること ● 学修計画に所属を希望する理由や目標を明確に記載すること

Desired Academic Supervisor in University of Tsukuba 【Exchange Research Student Only】	研究指導を希望する筑波大学教員 【特別研究学生のみ】
● We will contact this e-mail address if we have trouble contacting E-mail 1. TRIOS (Tsukuba Researchers Information Online System)	● 学生の研究分野に関連する教員の検索にあたっては、下記のウェブサイトをご参照ください。TRIOS (Tsukuba Researchers Information Online System)

Study/Research Plan 【Exchange Research Student Only】	学修・研究計画【特別研究学生のみ】
● It is very important to decide your affiliation and academic advisor. Your application may be rejected if the plan is unclear/insufficient. ● What you write here is submitted to Immigration Bureau with your CoE application. ● Research theme is also required. (about 150 characters) ● At least 400 words in English / 800 characters in Japanese. Write in detail: study/research, schedule, academic interest, reason for application for the University of Tsukuba, goals for studying abroad, etc... *Focus on academic activity. Statements such as “I want to learn Japanese” or “I want to experience living abroad” are not acceptable. *Refrain from directly using text generated by generative AI. ● If you have already been in touch with your future advisor in the University of Tsukuba, please include the full name of the professor.	● 筑波大学における所属・指導教員を決定するうえで、極めて重要です。内容が不十分である場合、出願が受け付けられない可能性があります。 ● こちらの記述は、CoE 申請の際に入国管理局へ提出されます。 ● 研究テーマの記入も必要（150 字以内） ● 最低 400 単語(英語) / 800 字以上(日本語) 以下について詳細に記入すること: 学修・研究計画内容、スケジュール、学問的関心、筑波大学を志望する理由、留学の目標など *学修内容に重点を置いて記述すること。「日本語を勉強したい」や「海外生活を体験したい」といった記述だけでは不十分です。 *生成 AI が作成した文章の直接使用は控えること ● 筑波大学で指導教員になってもらう予定の教員とすでに連絡を取り合っている場合は、その教員の氏名も記入すること

Japanese Language Proficiency	日本語能力
● Select your level of Japanese proficiency. ● In the “Score” field, you can only enter the level and score of the JLPT test that you have already passed.	● 日本語能力のレベルを選択すること ● 「スコア」の項目には、合格済みの JLPT テストについてのみ記入すること

English Language Proficiency	英語能力
● Select your English proficiency level. ● If you have taken any exams, enter the test name and scores/grades. (TOEFL iBT 79 or Cambridge First Certificate level is recommended.)	● 英語能力のレベルを選択すること ● 受験した試験がある場合は、そのテスト名と点数等を記入すること (TOEFL79 点 もしくは Cambridge First Certificate level が目安となります。)

Staying Experience in Japan Other Than Tourism	旅行以外の目的での日本滞在経験の有無
● Enter the name of the institution that you belonged to and the period of your stay, if you have previously stayed in Japan for other than tourism.	● 観光以外で日本に滞在した経験がある場合は、在籍機関と滞在期間を入力すること

Information on Scholarship Other Than JASSO	JASSO 以外の奨学金について
● If you applied or are awarded scholarships from your university or any other organization, enter the name of the scholarship and the monthly stipend. ● If you are currently applying, enter the date of result announcement and let us know as soon as the result comes out.	● 在籍大学やほかの組織からの奨学金を受給する予定がある場合、奨学金の名称と受給金額を入力すること ● 申請中の場合は、発表日を入力すること また、結果がわかり次第連絡すること

Information on JASSO Scholarship	JASSO 奨学金について
● If you wish to apply for the JASSO scholarship, read here carefully and confirm whether you meet all the requirements. ● Check your academic transcript from the previous year, calculate the total number of credits for each JASSO grade points (0-3), and enter it in our online system. Your GPA will be calculated automatically. ● It is not guaranteed that you will be accepted for the scholarship even if you have a high GPA.	● JASSO 奨学を希望する場合、こちらをよく読んで、要件を満たしているか確認すること ● 前年度の成績証明書を確認し、JASSO の成績評価係数（0～3）の合計単位数を計算して入力すること。GPA は自動的に算出されます。 ● GPA は JASSO による審査基準の 1 つにすぎず、この数値が高くても奨学金を受給できるとは限りません。

Receipt Number (CoE Web Application System)	受付番号 (CoE Web 申請システム)
● Complete the CoE application using the URL and the password provided in the Invitation Email. After submitting the CoE application form, a receipt number will be issued. ● Make sure to submit all required documents by the specified deadline. <Japanese nationality holder> ● Enter 「0」	● Invitation Mail に記載の URL とパスワードで CoE 申請を完了してください。CoE 申請書を提出すると、受付番号が付与されます。 ● 提出が必要な書類を、必ず期限までに提出を完了すること。 <日本国籍保有者> ● 「0」と入力すること

3-3-2. CoE Web Application System

Check the link "How to Complete the CoE Web Application System" in the [How to Apply](#).

IMPORTANT NOTES
After completion online application… your application process is still in progress Any incomplete documents or documents submitted after the deadline will NOT be accepted.

4. Other Important Information

4-1. Visa

Students who have been accepted **MUST obtain a “Student” visa*** to enter Japan as a short-term exchange student. To get the “Student” visa, you need to visit the Japanese Embassy/Consulate-General in your home country and submit a “Certificate of Eligibility (CoE)” issued by the Immigration Service Agency of Japan.

We can process your CoE application only after you have been accepted in the University of Tsukuba and after we check all of your documents. We cannot answer any questions about status of the CoE being issued.

**Students who have Japanese nationality do not need Visa to enter Japan.*

4-2. Arrival Date

The designated arrival dates will be announced once they are confirmed. **DO NOT arrive earlier than those dates**, as your visa will be issued under the “Student” status, which authorizes your stay in Japan for studying at the University of Tsukuba. Arriving too early is not explainable in terms of immigration control. Also, you will not be able to stay in the Student Residence Hall before the dates.

4-3. Orientations

Upon arrival at the University, you are required to attend orientations regarding foreign resident registration at the city hall, course registration procedures, student health insurance, life in Tsukuba, and other useful matters.

4-4. Housing

We offer on-campus housing (Ichinoya area, Single-Type only)* for exchange students. We will ask for your room preference approximately two months before the program starts. Refer to the [residence hall information on our website](#).

*Only students themselves are permitted to move into the residence hall.

*Students are required to move-out from the residence hall **by the end of enrollment period**.

4-5. Medical Certificate, Vaccinations and Bringing Medicines

It is student’s responsibility to prepare and bring medical certificates or any other important information related to your health in English. Seeing a doctor can be difficult without a medical certificate, especially if you have a severe or chronic illness.

We also strongly recommend that you get vaccinated for tuberculosis, whooping cough, tetanus, measles, rubella, and diphtheria before you enter Japan, if you have not been vaccinated yet.

In case you need to bring your prescribed medicines into Japan, refer to the relevant authority’s information and complete the necessary procedures.

[Information for those who are bringing medicines for personal use into Japan | 厚生労働省](#)

4-6. Japanese Language Course

To make your academic and daily life fulfilling, we recommend you take the Japanese language courses offered by CEGLOC (Center for Education of Global Communication).

Website: <https://www.cegloc.tsukuba.ac.jp/page/dir000755.html>

Q&A: <https://www.cegloc.tsukuba.ac.jp/faq.php?mode=category&lc=2&c=16>

4-7. Tutor

A regular student at the University of Tsukuba will be assigned as tutor to each incoming international student to assist his/her study of the Japanese language, studies related to his/her academic field, and various kinds of procedures (for limited time only).

*Tutor is not assigned to students who start the program in February and March.

4-8. Counseling Services

Counseling services are available at the Student Support Center. International students who have any problems with academic matters, human relations, finances, and other everyday matters are welcome to seek guidance from experienced advisors ([information](#)).

4-9. Japanese National Health Insurance Plan

All international students must enroll in the Japanese National Health Insurance plan. The premiums are about 20,000 yen for one year. This plan will cover 70 percent of medical costs incurred.

4-10. Personal Accident Insurance for Students Pursuing Education and Research Activities

We require all international students to enroll in this insurance so that they can engage in educational research, as well as extracurricular activities. This insurance covers accidents that may occur during on-campus (excluding dormitory) activities and off-campus extracurricular activities that are registered in the university.

4-11. Estimated Costs of Attending the University of Tsukuba

You must have a solid financial foundation to live and study in a foreign country. The following table shows estimated average costs of studying and living in Tsukuba, including the costs of books and supplies, tuition fees, health insurance, and other necessary expenses.

Duration of study	Without tuition waiver	With tuition waiver
One semester	900,000 yen	720,000 yen
Two semesters	1,800,000 yen	1,440,000 yen

4-12. Course Hours per Credit

Course Type	Course Hours per Credit
Lectures and Seminar	15 hours (1.5 hours per week × 10 weeks)
Foreign Languages (English, The Second Foreign Languages and some Japanese)	22.5 hours (1.5 hours per week × 15 weeks)
Experiments and Practical Training	30 hours (3 hours per week × 10 weeks)
Physical Education	30 hours (1.5 hours per week × 10 weeks × 2 subjects)

NOTE: The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours. In regard to courses involving practical training or independent study, each school and college assigns a certain number of credits.

One (1) unit of credit requires 45 hours of academic work in the context of the course structure, academic outcomes, and self-directed learning other than coursework.

5. Contact Information

For general inquiries about the short-term exchange programs, please contact the Division of Student Exchange through the exchange coordinator or the international office at your home university.

Division of Student Exchange,
Short-Term Program Section (incoming)
University of Tsukuba

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

Phone: +81-29-853-6090
Fax: +81-29-853-7412

E-mail: exchangestudent@un.tsukuba.ac.jp

【Handling of Personal Information】

Personal information provided in application documents will be used for admissions processes only. Moreover, the information of applicants who have completed the admission formalities will be used as part of the school registration data.

【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.