

*Short-Term Exchange Programs*  
*at the University of Tsukuba, 2012-2013*  
*Application Guide*

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## How to Apply

### Application procedures

1. Confirm that your home university has a student exchange agreement with the University of Tsukuba.
2. Apply at the International Office or through the Exchange Coordinator in your home university for the exchange program with the University of Tsukuba. There may be a preliminary screening involved.
3. Applications are sent to the Exchange Coordinator at the University of Tsukuba. The Coordinator evaluates the study plan and recommends candidates to an appropriate college or graduate school participating in the student exchange agreement.
4. Qualified applicants will be recommended for the Japan Student Services Organization (JASSO) scholarship by Tsukuba's selection committee.

### Application documentation

Please submit the following documentation together as a package, otherwise your application cannot be considered.

Document	Notes
Application Form for Exchange (Research) Student at the University of Tsukuba (Form 2)	See pp.13-18.
Formal letter of admission request by President or an appropriate representative of the applicant's home university addressed to President of the University of Tsukuba	This letter will be used for selection processes. Please consult the International Office of your home university to complete it. For format, please see samples in this guide, Sample A (p.28) for exchange students and Sample B (p.29) for exchange research students.
Official transcript of academic records (see p. 6, Item 3 of 'Do I Qualify?')	In cases where it is not possible to calculate your grade point average (GPA) using JASSO's scheme (see pp. 7-8), you must submit an officially authorized document from your home university which proves your excellence in academic performance.
Application for certificate of eligibility	Please see pp.20-22 of this guide.

Document	Notes
One (1) copy of the identification page of your passport (if available)	If you do not possess a valid passport, please submit a memo regarding when and where you will apply for a passport.
Two (2) photographs (3 cm x 4 cm)	The photographs must be formal, hatless, without background, and taken within three months. Please write your name on the reverse side. All photographs must be identical.
Certificate of Enrollment of Applicant for Student Exchange Support Program (Scholarship for Short-term Study in Japan) (Form 3-3).	For JASSO applicants only. See p.19.
Certificate of bank balance and/or certificate of financial assistance.	All applicants must submit this certificate. For a list of estimated costs of attending the University of Tsukuba, please see p.10. Your bank balance should be more than the amount indicated in the list. If you receive a scholarship other than the JASSO scholarship, please include a certificate of that financial assistance. In such a case, the amount of your bank balance should be more than the amount equal to the total amount of your scholarship when subtracted from your estimated costs in the list.

**IMPORTANT NOTES:**

- All application materials should be sent directly from the Exchange Coordinator or the International Program Office of your home university to the Exchange Coordinator of the University of Tsukuba. Those without prior approval of the International Program Office/Coordinator of a student's home university will not be accepted.
- All documents except your passport must be originals.
- Documents to be submitted must be accompanied with Japanese or English translations if they are written in other languages.
- Submitted documents will not be returned.
- Incomplete applications or those that have reached the University of Tsukuba after the appropriate deadline date will not be accepted.

**Academic calendar**

The academic calendar of the University of Tsukuba is as follows:

- First trimester: April 1 to July 31
- Second trimester: August 1 to November 30
- Third Trimester: December 1 to March 31

**Application schedule**

There are three different deadline dates for applying to study at the University of Tsukuba, depending on when you want to commence your study or research. Please see the table below.

<b>Date commencing studies</b>	<b>Deadline for application</b>	<b>Announcement of result</b>	<b>Receiving supporting documents</b>
April 1, 2012	January 6, 2012	Mid-March, 2012	Mid-March, 2012
August 1 or September 1, 2012	March 30, 2012	Mid-July, 2012	Mid-July, 2012
December 1, 2012	August 17, 2012	Early November, 2012	Early November, 2012

## Student Status and Tuition Fees

There are two types of status for students coming from our partner universities abroad: exchange student (or *tokubetsu chokogakusei*) and exchange research student (or *tokubetsu kenkyugakusei*). Since the difference between the two is critical, please read below carefully.

### **Exchange students (or *tokubetsu chokogakusei*)**

Exchange students or *tokubetsu chokogakusei* are undergraduate students or graduate students of another university who wish to attend courses at the University of Tsukuba. Their admission is granted by mutual consultation between the two universities. Exchange students can earn credits if they pass the required examinations, and credit transfer is also available, depending upon the system at their home universities. Exchange students should confirm credit transfer arrangements with the International Program Office at their home universities before applying for the exchange programs at the University of Tsukuba.

### **Exchange research students (or *tokubetsu kenkyugakusei*)**

Exchange research students or *tokubetsu kenkyugakusei* are graduate students of another university who wish to conduct research under the guidance of an academic advisor (host professor) at the University of Tsukuba. Their admission is granted by mutual consultation between the two universities. Exchange research students will focus on research rather than attending courses, and therefore they **cannot** earn credits. (It is possible, however, for them to audit some courses with the prior approval of course lecturers.)

### **Tuition fees and tuition waiver**

Both types of students must pay tuition fees to the University of Tsukuba. The amount for exchange students is calculated on a per-credit basis and is currently set at 14,800 yen per credit. The tuition fees for exchange research students are calculated on a per-month basis and are currently set at 29,700 yen per month.

**NOTE:** Since the tuition fees for exchange research students cannot be prorated on a daily basis, we advise that you do not commence your research here in the middle of a trimester.

Exchange students must pay his/her tuition fees at the beginning of each trimester. Exchange research students must do so for the entire exchange period at the beginning of their first trimester.

Students who are admitted as either type of exchange student from institutions with which the University of Tsukuba has a reciprocal tuition waiver agreement may be granted a tuition waiver. Please be aware, however, that the existence of an exchange agreement does not necessarily mean that you can be automatically granted a tuition waiver. (The number of students eligible for tuition fee waiver is fixed according to each student exchange agreement. In cases where the number of applicants exceeds the fixed number of tuition waiver places, the tuition fees will not be waived, even if the University of Tsukuba has a reciprocal tuition waiver agreement with the home university. For more information, please consult with the International Program Office of your university.)

Summary: The following table compares the two types of student status, exchange students and exchange research students.

	Exchange students ( <i>tokubetsu chokogakusei</i> )	Exchange research students ( <i>tokubetsu kenkyugakusei</i> )
Purpose of study abroad	To attend classes and earn credits	To conduct research under the guidance of Tsukuba's supervisor
Level	Undergraduate or graduate	Graduate
Admission	By mutual consultation between the University of Tsukuba and the student's home university	
Earn credits	Possible to earn credits for courses taken at the University of Tsukuba	Not possible to earn credits, but may audit courses with approval
Transfer credits	Possible (confirm with your university)	Not possible
Tuition Fees	14,800 yen per credit	29,700 yen per month
Fee payment	Beginning of each trimester	Beginning of first trimester of enrollment
Tuition waiver	Possible	Possible
When to start	Exchange students can start to enroll only at the beginning of the trimester. (Students who plan to start in the second trimester can do so either in August or September.)	Exchange research students can start to enroll in the middle of the trimester, if they need to. But please be aware that tuition fees and rent for residence cannot be paid on the prorated daily basis, but they must be paid from the first day of the month in which students first enroll.

## JASSO Scholarship

### JASSO program description

The Japan Student Services Organization (JASSO), an organization affiliated with the Japanese Ministry of Education, offers scholarships to international students through the “JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan).” Every year JASSO provides some 1,500 scholarships to promising exchange students studying in Japan.

The aim of this program is to promote student exchange between Japanese universities and those overseas, to jointly enhance the quality of educational and scholastic activities, and to further mutual understanding and foster friendship between nations.

The JASSO scholarships are available for qualified students at the undergraduate and graduate levels who are currently enrolled at universities abroad and also will be admitted to Japanese universities as exchange students. The scholarships are tenable for a period of up to one year of study in Japan through student exchange agreements between universities in Japan and those in foreign countries. During their exchange period, they are referred to as “short-term exchange students” and are financially supported by JASSO.

**NOTE:** JASSO scholarship grantees must remain as regular full-time students at their home universities throughout their exchange period in Japan.

### Do I qualify?

As noted above, this scholarship is available to regular full-time students of foreign universities. In addition, you must meet the following conditions:

- You do not have Japanese nationality.
- Your nationality is that of a country that has established diplomatic relations with Japan.\*
- You demonstrate excellent academic record with a GPA of 2.30 or higher on the JASSO grade scheme (see pp.7- 8 for details).
- You are certain to obtain a “College Student” visa to study in Japan.
- You will not receive any other scholarships whose monthly stipend(s) exceed(s) 80,000 yen while studying in Japan.
- You have not been supported by the “JASSO Student Exchange Support Program (Scholarship for Short-term Study in Japan)” for the past three years. (If you were a grantee of the scholarship in the past, at least three years must have passed since completing that scholarship period.)
- You do not apply for both the *Monbukagakusho* Scholarship and the JASSO scholarship at the same time.
- You are accepted by a Japanese university under a student exchange agreement with your home university.
- You will resume your studies or research at your home university after completing your exchange period in Japan.

\* Students of Taiwanese nationality are eligible to apply for the Interchange Association, Japan (or IAJ), scholarship, which is similar to the JASSO scholarship in its content. Detailed information can be found at: <http://www.koryu.or.jp/kaohsiung/>

**Is there anything JASSO places emphasis on?**

JASSO urges Japanese host universities to nominate students who intend to earn credits at Tsukuba and transfer them to their home universities.

**How long is my exchange period?**

The exchange period at the University of Tsukuba is from three months to one year.

**What are the details of the scholarship?**

JASSO provides its grantees with a stipend of 80,000 yen a month up to 12 months.

**When will I arrive in Japan?**

All JASSO grantees must arrive in Japan during the 2012-2013 academic year, i.e., between April 1<sup>st</sup>, 2012 and March 15<sup>th</sup>, 2013. Most arrive at Tsukuba prior to the beginning of the trimester in which their enrollment begins.

**Are there any other conditions I should know about?**

Yes. Upon completion of their stay, the grantees of the JASSO scholarship must submit reports on their studies or research at Tsukuba.

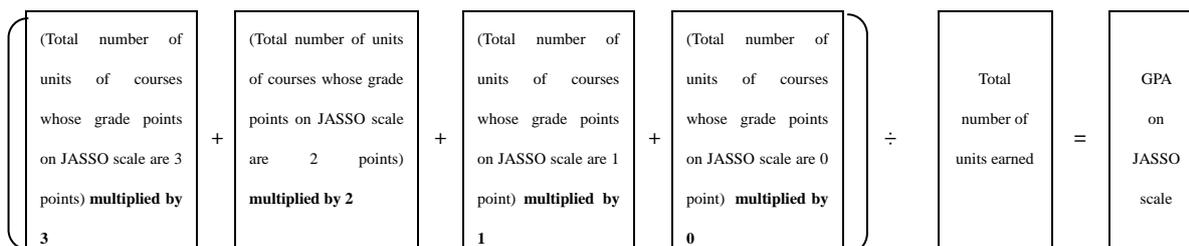


**How can I calculate my GPA on the JASSO scale?**

JASSO uses its own grading scheme to evaluate applicants' academic performance. Its grade point average (GPA) is based on the grades at applicants' home universities. Since different universities may use different grading scales, JASSO has prepared the following table of examples to demonstrate the way for converting applicants' grades to JASSO's scale. As you can see, JASSO's GPA is based on a three-point scale, and your GPA in the JASSO scheme is to be rounded to the nearest hundredth decimal place. Your most recent grades must be included in this calculation.

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
<b>Grade Points on JASSO scale</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

Converting formula:



**NOTES:**

- In cases where it is not possible to calculate your GPA using the above JASSO scheme, your home university must submit an officially authorized document demonstrating that you are a high-achieving student and your academic performance is equivalent to a GPA of 2.3 or higher.
- In cases where your home university gives letter grades, such as those in the above table, but does not count units for courses, please do the following calculation for your GPA:
  - Using the grade scheme in the above table, add your grade points for all courses you have completed.
  - Then divide it by the total number of courses completed.
- If you transferred to your home university from another university, your GPA must include all grade points before and after your transfer.
- If you are a graduate student and enroll at your home university for less than one year, your GPA must be calculated from the grade points of all the terms you have completed at the time of application.

## Various Arrangements

### Visa

Successful applicants must obtain a “College Student” visa to enter Japan as short-term exchange students. To obtain the College Student visa, you need “Certificate of Eligibility for the Status of Residence” issued by the Japanese Ministry of Justice.

We can process your visa application only after your acceptance to the University of Tsukuba is confirmed and also all your documents, including financial documentation, are confirmed to be complete. This makes your sending complete documentation to us essential for our handling of application. Please note that any application with incomplete documentation cannot be reviewed. For your reference to the schedule of application process, please see the “Application Schedule” section of this guide, pp. 2-3.

### Airport Transportation from Narita Airport or Haneda Airport

Express buses are available from Narita Airport or Haneda Airport to the central portion of Tsukuba Science City, where the University of Tsukuba is located. It takes about two hours from Narita Airport or Haneda Airport to Tsukuba Center Bus Terminal. If you arrive on the day the International Student Center specifies, our staff members will meet you at Tsukuba Center and accompany you to the university. If you prefer to take a taxi from the airports, discuss the payment when you get into the cab.

### Housing

The University of Tsukuba will make efforts to secure on-campus housing for successful applicants. But married students who wish to be accompanied by their spouses are advised to find off-campus housing, since rooms for married students are rather limited and the dates for applying for these rooms do not correspond to the start dates for each trimester at the University of Tsukuba.

### Orientations

Upon arrival at Tsukuba, you are required to attend orientations regarding foreigner registration, course registration procedures, student health insurances, Japanese language courses, life in Tsukuba, and other useful matters.

### Japanese language

Since most of the class instruction and research guidance are given in Japanese, a sufficient knowledge of Japanese is essential to pursue your study or research in Japan. Therefore, you are strongly recommended to study Japanese before coming to Japan.

Every trimester the International Student Center offers 4- to 10-week courses of the Japanese language for international students.

### Academic advisor

A faculty member of an appropriate college will be appointed to each exchange student as his/her academic advisor. These advisors will closely work with students and provide necessary information, academic assistance, and other support.

**Tutor**

A student of the University of Tsukuba will be assigned as a tutor to each incoming international student to assist in the study of the Japanese language, study in the international student's major field, and various kinds of procedures. Each tutor will provide about 30 hours of assistance per trimester.

**Advisory services**

Advisory services are available at the International Student Center. International students who are confronted with problems in academic matters, human relations, or financial matters, etc. are welcome to seek guidance from experienced advisors.

**Japan's national health insurance plan**

All international students must enroll in Japan's national health insurance plan, whose premiums are about 20,000 yen for a year. This plan will cover seventy (70) percent of incurred medical costs.

**Estimated costs of attending the University of Tsukuba**

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

<b>Duration of study</b>	<b>Without tuition waiver</b>	<b>With tuition waiver</b>
One (1) trimester	679,000 yen	535,000 yen
Two (2) trimesters	1,188,000 yen	900,000 yen
Three (3) trimesters	1,697,000 yen	1,265,000 yen

## Inquiries

- General inquiries about our short-term exchange programs should be directed to the advisor below through your exchange program office.

Futoshi KINOSHITA  
International Student Center  
University of Tsukuba  
1-1-1 Tennodai, Tsukuba  
Ibaraki 305-8577 JAPAN  
Phone: +81-29-853-2776  
Fax: +81-29-853-6204

- Specific questions on courses offered by departments or programs should be directed to an exchange coordinator at Tsukuba working for the agreement with your institution through your exchange program office. **All application materials also should be sent to the exchange coordinator.**