

Japan-Expert (Bachelor Degree) Program Application Guidelines for AY 2019

December 2018



1. Japan-Expert (Bachelor Degree) Program

Academic Objectives	<p>Japan-Expert (bachelor degree) Program has been established to train international students who possess a Japanese outlook to further understand Japan's culture and society, and hope to find employment at relevant companies in Japan or in their own countries. Four courses of study have been established—Agricultural Science, Healthcare, Art and Design, and Japanese Language Teacher Training. Each course is designed for international students interested in Japan, aimed to provide them with the expertise and critical thinking skills they need in Japanese to detect and solve local and global issues related to their respective fields. This includes acquiring specializations in agriculture, healthcare, Japanese art or Japanese language teaching after acquiring advanced Japanese-language skills and understanding Japan's culture and society.</p>	
Admission Policy	<p>College of Agro-Biological Resource Sciences, School of Life and Environmental Sciences (Agricultural Science Course)</p>	<p>We seek students who have an interest in biological resources—the foundations for human existence and safe, affluent lifestyles—as well as in Japanese agriculture and forestry research and technology, and who seek to use Japanese agriculture and forestry research and technology to make contributions as agronomists at research institutions or companies involved in agriculture and forestry in Japan and other countries.</p>
	<p>College of Nursing, School of Medicine and Medical Sciences (Healthcare Course)</p>	<p>We seek students who have an interest in the Japanese healthcare system and its technology, at the same time those who will take on roles as planners, administrators or healthcare technology developers who can engage in education or research with an academic foundation in healthcare.</p>
	<p>School of Art and Design (Art and Design Course)</p>	<p>In addition to learning achievements in high school (secondary education) and Japanese language ability, the applicant's motivation and quality of works submitted will be comprehensively evaluated.</p>
	<p>College of Japanese Language and Culture, School of Humanities and Culture (Japanese Language Teacher Training Course)</p>	<p>We seek students who have wide-ranging interests in the Japanese language and culture, and hope to become Japanese-language teachers and teach Japanese to people in Japan and elsewhere, and who want to attend school or work in Japan or work at Japanese companies.</p>
Students Accepted	From first-year	
Number of Students	Several students in each course	
Degree	<p>Agricultural Science Course: Bachelor of Agricultural Science</p>	<p>Healthcare Course: Bachelor of Science in Healthcare</p>
	<p>Art and Design Course: Bachelor of Art and Design</p>	<p>Japanese Language Teacher Training Course: Bachelor of Arts in Japanese Language Education</p>
Inquiries about Application	Email Address: jp-expert@un.tsukuba.ac.jp	
Inquiries about Program and Curriculum	Email Address: jp-expert@un.tsukuba.ac.jp	

2. Entrance Examination Schedule (Japan Standard Time)

Online Application and Payment of the Examination Fee for the First Stage Screening
March 1 (from 12 p.m. JST), to April 3 (until 5 p.m. JST), 2019



Acceptance of Application Documents
Must be received by April 10, 2019



Announcement of Successful Applicants from the First Stage Screening
(Art and Design Course and Japanese Language Teacher Training Course)
April 26, 2019 (from 12 p.m. JST)



Payment of the Examination Fee for the Second Stage Screening
(Successful Applicants for Art and Design Course and Japanese Language Teacher Training Course)
April 26 (from 12 p.m. JST) to May 8 (until 5 p.m. JST), 2019



Pre-operation Check for Web-based Interviews*:
Specified by Each Course (To be announced)

*NOTE: Applicants are allowed to sit for the exam (individual interview) in their country of residence via the Internet (e.g., through Skype). Before taking the web-based interviews, they must do a pre-operation check of their internet connection at a specified time.



Second Stage Screening (Individual Interviews)
Art and Design Course : May 13, 2019
Japanese Language Teacher Training Course : May 13, 2019
Healthcare Course : May 14, 2019
Agricultural Science Course : May 17, 2019



Announcement of Final Successful Applicants
June 6, 2019



Enrollment Procedures
June 7, 2019 to July 5, 2019



Entrance Ceremony and Orientation
September 30, 2019 (To be announced)



Enrollment Date
October 1, 2019

For Applicants with Disabilities:

If you require special adjustments related to disabilities, please contact "12. Contact Desk" by February 28, 2019. In case you don't consult with admission staff beforehand, we may not be able to make reasonable adjustments nor address any individual support requirements.

3. Requirements for Application

(1) Applicant Eligibility

Only those who possess a nationality other than Japanese (excluding permanent residents) and fall under any of the requirement [1] through [5] below may apply.

- [1] Persons who have completed or are expected to complete a 12-year curriculum of formal school education*1 in a country other than Japan by September 30, 2019.
- [2] Persons who have completed or are expected to complete a 12-year curriculum in Japan at an international school*2 designated by the Minister of MEXT by September 30, 2019.
- [3] Persons who hold or are expected to hold an International Baccalaureate, Abitur (Germany), Baccalauréat (France), or GCE Advanced Level (United Kingdom)*3 by September 30, 2019.
- [4] Persons who have completed or are expected to complete a 12-year curriculum at a school accredited by any of the following international accrediting groups by September 30, 2019:
- Western Association of Schools and Colleges (WASC),
 - Council of International Schools (CIS), and
 - Association of Christian Schools International (ACSI).

[5] Others*4

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

*2 See the MEXT website below:

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

「我が国において、高等学校相当として指定した外国人学校一覧」

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

➤ Agricultural Science Course, Healthcare Course, and Japanese Language Teacher Training Course: **Complete three or more Advanced Level subjects at grade E or above.**

➤ Art and Design Course:

Complete three or more Advanced Level subjects (including Art) at grade E or above.

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

(2) Conditions for Application

All applicants must meet the condition [1]. In addition, Arts and Design Course applicants must meet the condition [2], and Japanese Language Teacher Training Course applicants must meet the condition [3].

[1] Japanese Language Proficiency

Applicants are required to have a Japanese-Language Proficiency Test (JLPT) competence level of N3 or higher (N2 or above for applicants of the Japanese-Language Teacher Training Course), or the following scores of other Japanese Language Tests equivalent to JLPT levels.

Course	JLPT	J.TEST*1	TOP-J*2	AP
Agricultural Science Course	N3 or above	400 or above	Intermediate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale
Healthcare Course	N3 or above	400 or above	Intermediate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale
Art and Design Course	N3 or above	400 or above	Intermediate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale
Japanese Language Teacher Training Course	N2 or above	600 or above	Intermediate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale

*1 J.TEST Test of Practical Japanese (A-D level Examination)

*2 Top Japanese Test

*3 The AP Japanese Language and Culture Exam

[2] Art Works

Art and Design Course applicants must upload photos (multiple photos are permitted) of works they have created themselves or image files of blueprints or proposals.

Applicants must bring one piece of work or a blueprint or proposal if they take individual interview at University of Tsukuba. However, they will be asked to follow instructions and show the relevant work onscreen if the individual interview is conducted online.

[3] Examination for Japanese University Admission for International Students (EJU)

Japanese Language Teacher Training Course measures skills by Examination for Japanese University Admission for International Students (EJU) by the Japan Student Services Organization (JASSO):

Applicants may apply when their examination score (total score) is average or above.

● **Subject Specification: 1. Japanese as a Foreign Language**

2. Japan and the World

3. Mathematics (Course 1)

● **Examination Languages Option (Japanese or English): Free Choice**

4. Selection Method

A comprehensive decision is made based on interviews conducted in Japanese by each course and the information on submitted documents. The screening for the Art and Design Course and Japanese Language Teacher Training Course will be made in two stages: the 1st stage screening (by comprehensively assessing the submitted materials, etc.) and 2nd stage screening. The 2nd stage screening will be conducted on successful applicants in the 1st stage screening. Successful applicants in the 2nd stage screening (finalists) will be determined by comprehensive assessment with the inclusion of the results of the 1st stage screening.

Course	Interview Time	Details
Agricultural Science Course	20-30 minutes	Basic knowledge and understanding of Mathematics, Biology, Physics, Chemistry, etc. and whether the applicant is equipped to apply these information and understanding will be examined.
Healthcare Course	20-30 minutes	With a view to persons in charge of policies and administration and developers of healthcare technology in the field of healthcare and engaging in education and research, basic academic skills and an appetite for learning about necessary matters in regard to these will be assessed and a clear motivation for applying will be demanded.
Art and Design Course (2nd stage screening)	30 minutes	Basic academic skills in art and design and enthusiasm, future prospects, and social nature will be assessed.
Japanese Language Teacher Training Course (2nd stage screening)	20-30 minutes	Basic academic skills, appetite for learning, and motivation for applying necessary for learning the Japanese language and Japanese culture to be acquired as a Japanese language teacher will be assessed.

5. Online Application and Documents

To start an application, complete the online application form through the program website at <https://entry.ap-graduate.tsukuba.ac.jp/undergraduate/jp-ex/>.

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

NOTES:

- Once you have signed up, you may save and leave the page by clicking the “Save & Quit” Button. Before completing submission, you may manage the saved data any time.
- You will be asked to upload application documents online.
- **Some of the uploaded documents must be sent to “6. Mailing Address for Application Documents” by post. The mailed documents must be received by April 10, 2019 (JST).**
- Be sure to contact the post office or courier service with the tracking number to check whether the documents have been received. We cannot answer inquiries regarding receipt of application documents.

(1) Online Application Form

Items	For Whom	Remarks
i. Applicant's Information	<u>All</u>	<input type="checkbox"/> <u>Name</u> : Fill in your name in alphabet as written in your passport <input type="checkbox"/> <u>ID Photo</u> : Use a photo taken within the last three months with no hat nor any head adornment. Take the photo with your glasses on if you will be wearing glasses during interviews. Do not use retouched ID photo. <input type="checkbox"/> <u>Date of Birth</u> : <input type="checkbox"/> <u>Sex</u> : <input type="checkbox"/> <u>Nationality</u> : <input type="checkbox"/> <u>Contact Information</u> : Important messages will be forwarded to this contact information from the University of Tsukuba until enrollment. <input type="checkbox"/> <u>Emergency Contact</u> : Provide contact information other than the applicant's contact information above. <input type="checkbox"/> <u>School/College (Course)</u> : Select your desired school and course.
	Applicable Persons	<input type="checkbox"/> <u>Current Affiliation</u> : <input type="checkbox"/> <u>Status of Residence in Japan</u> : Only for those staying in Japan
ii. Test Site for the Individual Interview	<u>All</u>	<input type="checkbox"/> <u>Desired Examination Site</u> : Select "Tsukuba Campus, University of Tsukuba," or "Outside Japan (via Skype or other teleconferencing system)*." *In the latter case, fill in a name of city where you will take the individual interview online.
iii. Requirements for Application	<u>All</u>	<input type="checkbox"/> <u>Applicant Eligibility</u> : Select one from [1] through [5]. <input type="checkbox"/> <u>Conditions for Application</u> : -Level of Japanese-Language Proficiency Test (JLPT) : Select the level that applies -Level of Japanese Language Test other than JLPT : Select the test and level that applies
iv. Educational Backgrounds	<u>All</u>	<input type="checkbox"/> <u>Primary Education / Elementary School</u> <input type="checkbox"/> <u>Secondary Education (Lower) / Middle School</u> <input type="checkbox"/> <u>Secondary Education (Upper) / High School</u> <input type="checkbox"/> <u>Higher Education / University or College</u> <input type="checkbox"/> <u>Other</u>
v. Career History	Applicable Persons	<input type="checkbox"/> <u>Job Experience</u> : Fill in your job experience for the last 5 years except for part time job.
vi. Study Plan (Essay)	<u>All</u>	<input type="checkbox"/> <u>Study Plan (Essay)</u> : Describe your study plan which includes what you want to learn for 4 years and what you think about your future after you graduate from the University of Tsukuba (within 800 characters in Japanese or 400 words in English. For those who will take the Japanese Language Teacher Training Course, describe within 2,000 characters in Japanese).
vii. Financial Plan	<u>All</u>	<input type="checkbox"/> <u>Financial Plan</u> : Describe in detail your financial plan for study and living expenses after your enrollment. For example, how you (or someone other than yourself) will pay the tuition fees and living expenses for four years. Note that when you will apply for a "Student" visa upon acceptance to the university, you will be requested to submit specific documents that prove your ability to cover expenses during your studies in Japan such as your sponsor's certificate of bank.

(2) Application Documents (For Uploading & Mailing)

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

NOTES:

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

Items	For Whom	Remarks
i. Qualification Certificate	<u>All</u>	<p>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></p> <p>NOTES:</p> <ul style="list-style-type: none"> ➤ 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 Abitur (Germany) qualification, please also submit a copy of the Zeugnis der allgemeinen Hochschulreife and results described in the certificate. ➤ If you are applying with Baccalauréat (France) qualification, please also submit a copy of the Diplome du Baccalauréat de l'Enseignement du Second Degré 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	<u>All</u>	<p>Submit a transcript for three years including the final year of the last 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 submit a transcript for that period of education.

(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.

NOTE:

- **All documents must be written in Japanese or English.** If any documents issued by your school are in a language other than Japanese or English, translate these documents into Japanese or English, have your school certify the translation, and submit them with the original documents. (No specific format is designated.)

Items	For Whom	Remarks
i. Passport	<u>All</u>	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. JLPT certificate	<u>All</u>	Upload a scanned image of your Japanese-Language Proficiency Test certificate, which is issued to those who have passed the JLPT administered by the Japan Foundation and Japan Educational Exchanges and Services. It should be <small>しょうめいしょ</small> 証明書 which provides your score, NOT <small>にんていしょ</small> 認定書 . <u>A Certificate with <small>ふごうかく</small> 不合格 announcement cannot be accepted.</u>
iii. Examination for Japanese University Admission for International Students score report	Applicable Persons <u>(Mandatory for Japanese Language Teacher Training Course)</u>	Upload a scanned image of your score report for the Examination for Japanese University Admission for International Students (EJU) administered by the Japan Student Services Organization (JASSO).
iv. Photos or other records of your work	<u>Applicants for Art and Design Course</u>	Upload photos (multiple photos are permitted) of works created by yourself or scanned images of blueprints or proposals.
v. Other Supporting Documents	Applicable Persons	Upload a scanned image of your score report for the TOEFL, TOEIC, IELTS or other English-language ability examination.

(4) Payment of Examination Fee

Agricultural Science Course, Healthcare Course

Item	For Whom	Examination Fee
Examination Fee	All applicants	¥ 17,000

Art and Design Course, Japanese Language Teacher Training Course

Items	For Whom	Examination Fee
Examination Fee (First Stage Screening)	All applicants	¥ 4,000
Examination Fee (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 via CREDIT CARD payment (Visa, MasterCard, JCB or American Express). By clicking a link from the application form, you will be taken to another site to make your credit card payment. After the payment is completed, you will get a "reception number." Be sure to print out the confirmation page as a proof of payment. You will be asked to upload a scanned image of the confirmation page to complete your application.

NOTES:

- **The examination fee is non-refundable after the payment.**
- It is also acceptable if someone else pays the examination fee by credit card on your behalf.
- Applicants who pass the first stage screening for Art and Design Course and Japanese Language Teacher Training Course 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. In the absence of payment of the entrance examination fee, applicants cannot go on to the second stage screening. In default of payment of the entrance examination fee by the appointed time, applicants will be treated as those who declined the second stage screening.

(5) Examination ID Card

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

(6) Checklist for Supporting Documents

Be sure to print out the "Checklist." To confirm whether the required documents are ready, draw a circle on the listed items. You need to enclose the check list with other documents when you send them to the University by post.

6. Mailing Address for Application Documents

Division of Admissions, 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 post.
- **All of them must be received by April 10, 2019 (JST).** So, please contact the post office or courier service with the tracking number to check whether the documents have been received. We cannot answer inquiries regarding receipt of application documents.

7. Important Points

- ❖ **Applying to multiple courses (schools/colleges) in Japan-Expert Program is not permitted, nor changing to another course (school/college) after applying.**
- ❖ **Applying to Bachelor’s Program in Global Issues besides Japan-Expert Program is not permitted.**
- ❖ 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 eligibility by September 30, 2019, admission will be revoked.** For applicants with a certificate of expected completion, certificate of completion will be required to complete prospective procedures.

8. Announcement of the Screening Results

Announcement date: June 6, 2019 (from 12 p.m. JST)

Along with listing successful applicants’ entrance examination numbers on the website of the program shown below, applicants will be mailed notices regarding the outcome. At the same time, successful applicants will be e-mailed notices regarding documents for enrollment procedures. We will not respond to any phone inquiries regarding the outcome.

The results of the 1st stage screening for the Art and Design Course and Japanese Language Teacher Training Course will be announced on the website of this program on April 26, 2019 (from 12 p.m. JST).

Program Website: (Japanese) <https://jp-ex.tsukuba.ac.jp/> (English) <https://jp-ex.tsukuba.ac.jp/en/>

9. Admission Procedures

(1) Period of Admission Procedures

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

(2) Documents Required for Admission Procedures

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

(3) Admission Fee and Tuition Fee

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

10. Disclosure of Information about the Entrance Examination

The university discloses information about the entrance examinations for the Japan-Expert (bachelor degree) Program for AY 2019 to applicants upon their request from October 1, 2019 to November 30, 2019 (excluding weekends and public holidays). For detailed information, please contact "12. Contact Desk."

11. Handling of Personal Information

- (1) Personal information obtained by the university from application documents is completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, and pursuant to the University of Tsukuba Regulations on Personal Information.
- (2) Personal information obtained by the university from application documents and exam results will be used for processes for enrollee selection, admission procedures (including information on university events) and surveys and research conducted as part of the enrollee selection process. Personal information of the person completing the admission procedures will also be used after admission for academic affairs (training and guidance, etc.), student support services (tuition exemption, scholarship applications, health management, etc.) and other related processes.

12. Contact Desk

Japan-Expert Program Office, University of Tsukuba
Email Address: jp-expert@un.tsukuba.ac.jp