Japan-Expert (Bachelor Degree) Program Application Guidelines for AY 2025

December 2024



1. Japan-Expert (Bachelor Degree) Program

Academic Objectives	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.			
Admission Policy	College of Agro-Biological Resource Sciences, School of Life and Environmental Sciences (Agricultural Science Course)	moti adap resol and inter and to as a relat	ents will be comprehensively evaluated on their vation, ability to learn Japanese, and their social stability, such as having an interest in biological urces, which are the foundation of human survival a safe and prosperous life. Furthermore, having an est in Japanese agricultural and forestry research technology, and a desire to utilize them to contribute in agronomist in research institutions or companies ed to agriculture and forestry, in Japan or abroad in uture, will also be taken into account.	
	College of Nursing, School of Medicine and Health Sciences (Healthcare Course)	The incentive to learn basic academic skills, health of system and health care technology, ability to learn Japanese, aptitude, sensibility, social adaptability, sense of humanity will be comprehensively evaluated		
	School of Art and Design (Japanese Art and Design Course) In addition to learning achievements in high school (upper secondary education) and Japanese language ability, the applicant's motivation and quality of works submitted will be comprehensively evaluated.			
	College of Japanese Language and Culture, School of Humanities and Culture (Japanese Language Teacher Training Course)	inter to l Japa want	are aiming for students who have wide-ranging ests in the Japanese language and culture, and hope become Japanese-language teachers and teach nese to people in Japan and elsewhere, and who to attend school or work in Japan or work at nese companies.	
Students Accepted	From first year			
Number of Students	Healthcare Course, Japanese Language Teacher Training Course: Three students Other courses: Several students			
Degree	Agricultural Science Course: Healthcare Course:			
	Bachelor of Agricultural Scien	ce	Bachelor of Science in Healthcare	
	Japanese Art and Design Course: Bachelor of Art and Design Japanese Language Teacher Training Course: Bachelor of Arts in Japanese Language Education			
Inquiries about Application	Email Address: je-admissions@un.tsukuba.ac.jp			

2. Entrance Examination Schedule (Japan Standard Time)

Online Application and Payment of the Examination Fee for the First Stage Screening Friday, February 28 (from 12 p.m. JST), to Friday, March 21 (until 5 p.m. JST), 2025

Acceptance of Application Documents

Friday, February 28 (from 12 p.m. JST), to Friday, March 28, 2025 Must be received by Friday, March 28, 2025

Announcement of Successful Applicants from the First Stage Screening

Friday, April 18, 2025 (from 12 p.m. JST)

Payment of the Examination Fee for the Second Stage Screening

Friday, April 18 (from 12 p.m. JST) to Wednesday, April 30 (until 5 p.m. JST), 2025

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 Zoom). 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)

Japanese Language Teacher Training Course: May 12, 2025 (Monday)

Healthcare Course: May 13, 2025 (Tuesday)

Japanese Art and Design Course: May 13, 2025 (Tuesday)

Agricultural Science Course: May 16, 2025 (Friday)

Announcement of Final Successful Applicants

Friday, June 6, 2025

Enrollment Procedures

Friday, June 6, 2025 to Friday, June 27, 2025

Entrance Ceremony and Orientation

Tuesday, September 30, 2025 (To be announced)

Enrollment Date

Wednesday, October 1,2025

For Applicants with Disabilities:

If you require special adjustments related to disabilities, please contact "12. Contact Desk" by Friday, February 21, 2025. 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 and fall under any of the requirement [1] through [4] below may apply.*5

- [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, 2025.
- [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, 2025.
- [3] Persons who hold or are expected to hold an International Baccalaureate, European Baccalaureate, Abitur (Germany), Baccalauréat (France), or GCE Advanced Level /International A Levels (United Kingdom)*3 by September 30, 2025.
- [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, 2025:
 - · Western Association of Schools and Colleges (WASC),
 - · Council of International Schools (CIS),
 - Association of Christian Schools International (ACSI),
 - · New England Association of Schools and Colleges (NEASC),
 - Cognia, and
 - Council of British International Schools (COBIS)

NOTES:*4

- *1 Persons from an international school may not be eligible. For more details, please contact "12. Contact Desk" by Friday , February 21, 2025.
- *2 See the MEXT website below:

https://www.mext.go.jp/a_menu/koutou/shikaku/07111314/003.htm 「我が国において、高等学校相当として指定した外国人学校一覧」

- *3 For the GCE A-Level / International 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 and 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 Friday, February 21, 2025.
- *5 If you own only a Japanese nationality or a permanent resident visa, and you fall under any of the eligibility [1] to [4], and do not have been enrolled in an elemental school, a junior high school, or a high school under the Japanese School Education Act for a total of 4 years or more, you may be eligible for the program based on individual applicant eligibility screening. Please contact "12. Contact Desk" by February 21, 2025 if applicable.

(2) Conditions for Application

[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. Please upload the image of the Official Score Certificate (including successful applicants who passed Japanese language tests other than JLPT).

Course	JLPT	J.TEST*1	TOPJ*2	AP*3	EJU*4
Agricultural Science Course	Level N3 or above	D-E level 500 or above	Interme diate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale	Average score or above in Japanese as a foreign language subject
Healthcare Course	Level N3 or above	D-E level 500 or above	Interme diate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale	Average score or above in Japanese as a foreign language subject
Japanese Art and Design Course	Level N3 or above	D-E level 500 or above	Interme diate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale	Average score or above in Japanese as a foreign language subject
Japanese Language Teacher Training Course	Level N2 or above	A-C level 600 or above	Interme diate A level or above	Anyone who passed AP test with a rating of 5 (extremely well qualified) on 5-point scale	Average score or above in Japanese as a foreign language subject

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

[2] Art Works

Japanese Art and Design Course applicants must upload photos of art works (within 3 pieces) they have created themselves or image files of blueprints or proposals.

If you live in Japan and are planning to take the oral exam at the University of Tsukuba, please bring with you the art works you have submitted as image files, blueprints, proposals, etc.

In contrast, applicants from other than Japan will be asked to follow instructions and show the relevant work onscreen if the individual interview is conducted online.

^{*2} Top Japanese Test

^{*3} The AP Japanese Language and Culture Exam

^{*4} Examination for Japanese University Admission for International Students

4. Selection Method

The screening procedure for the entrance examination 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. In the 2nd stage screening, a comprehensive decision is made based on oral interviews conducted <u>in</u> **Japanese** by each course and the information on submitted documents.

(2nd stage screening)

Course	Interview	Details
	Time	
Agricultural Science Course	20-30	Basic knowledge and understanding of Mathematics, Biology,
	minutes	Physics, Chemistry, etc. and whether the applicant is equipped
		to apply these kinds of information and understanding to the
		field of Agricultural Science will be examined. At the same
		time, your interests and eagerness to study biological
		resources, and your Japanese language ability will be
		evaluated.
Healthcare Course	20-30	With a view to engaging with policy and administration officers
	minutes	of healthcare technology, and education/research related
		matters, your basic academic ability, learning motivation, and
		Japanese speaking ability will be evaluated, along with asking
		you to have a clear motivation for your aspirations.
Japanese Art and Design	20-30	Basic academic skills in art and design and enthusiasm, future
Course	minutes	prospects, and social nature will be assessed. At the same
		time, your Japanese language ability will be evaluated.
Japanese Language	20-30	For a Japanese language teacher and to be able to study
Teacher Training Course	minutes	Japanese language and culture, it will be necessary to evaluate
		your basic academic ability, learning motivation, aspirations,
		and acquired Japanese language ability.

5. Online Application and Documents

To start an application, complete the online application form through the program website at https://webentry.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 Friday, February 28 (from 12 p.m. JST) to Friday, March 21 (until 5 p.m. JST), 2025.

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 Friday, March 28, 2025 (JST).

> To check the delivery status of your application documents, please be sure to use the tracking number with online tracking service of international mail or international courier service. We cannot answer inquiries regarding receipt of application documents.

(1) Online Application Form

Items	For Whom	Remarks
i. Applicant's Information	All	□ Name: Fill in your name in alphabet as written in your passport □ ID Photo: Use a photo taken within the last three months with no hat nor any head adornment. Take the photo with your glasses on if you will be wearing glasses during interviews. Do not use retouched ID photo. □ Date of Birth: Sex: □ Nationality: Contact Information: Important messages will be forwarded to this contact information from the University of Tsukuba until enrollment. □ Emergency Contact: Provide contact information other than the applicant's contact information above. □ School/College (Course): Select your desired school and course.
	Applicable Persons	☐ Current Affiliation: ☐ Status of Residence in Japan: Only for those staying in Japan
ii. Test Site for the Individual Interview	All	Desired Examination Site: Select "Tsukuba Campus, University of Tsukuba," or "Outside Japan (via Skype or other teleconferencing system)*." Only those who reside outside Japan can take the individual interview with Internet communication. Fill in the name of the city where you will take the interview.
iii. Requirements for Application	<u>All</u>	Applicant Eligibility: Select one from [1] through [4]. Conditions for Application: -Level of Japanese-Language Proficiency Test (JLPT): If you have already taken the JLPT test, please select the appropriate levelLevel of Japanese Language Test other than JLPT: If you have already taken a Japanese Language Test other than JLPT, please select the appropriate level.
iv. Educational Backgrounds	All	□ Primary Education / Elementary School □ Secondary Education (Lower) / Middle School □ Secondary Education (Upper) / High School □ Higher Education / University or College □ Other
v. Career History	Applicable Persons	☐ <u>Job Experience</u> : Fill in your all job experience except for part time job.

vi. Motivation and Study Plan	All	□ Motivation and Study Plan: Describe your motivation to study in the school/ college (course) you apply for, your study plan which includes what you want to learn for 4 years, what competency you want to gain, and what you think about your future after you graduate from the University of Tsukuba (within 2000 characters in Japanese or 1000 words in English. For those who will take the Japanese Language Teacher Training Course, describe within 2,000 characters in Japanese).
vii. Financial Plan	All	☐ Financial Plan: 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 Friday, March 28, 2025 (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	All	Submit a certificate of completion (or expected completion) of	
Certificate		the last high school (upper secondary education) attended. Only	
		original certificates or certified copies will be accepted.	
		NOTES:	
		> 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 European Baccalaureate qualification, please also submit a copy of European Baccalaureate Diploma certified by the European Schools and your official final transcript. If you are applying with GCE A-Level /International A-Level (United Kingdom) qualification, please also submit the test results of Advanced Level subjects.
ii. Transcript of the high school you are attending or graduated from. Please indicate "full points" of the scores in your transcript. Example: 60 /100 (60 points (your points) out of 100 points (full points)	All	Submit a transcript for three years including the final year of the last high school (upper secondary education) attended. Only original transcripts or certified copies will be accepted. NOTES: If the transcript doesn't mention the full points, please confirm your high school and submit a document which explains the points. Please note that if your acquired points are not mentioned along with the full (maximum) points, you will be asked to resubmit.
iii. Academic transcript from university, etc.	Applicable Persons	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	All	Upload a scanned image of the ID page of your passport. If you do not have a passport, please upload a certificate of your name, birth date, and nationality.

ii School Information Form and School Profile / Brochure	All	Scan and upload the School Information Form of your last high school (upper secondary education) written by one of persons listed below electronically. In addition, upload a school profile/brochure of no more than 9 MB that includes an overview (the official name, location, number of students, number of teachers, accreditation etc.) and education content (the educational goals, components and methods of admission exams, curriculum, and career patterns after graduation). NOTE: You may download "Form" from the program website at https://jp-ex.tsukuba.ac.jp/en/entry/application-information/ If you are unable to upload a school profile/brochure
iii Dhahaa ay akkay	Applicants for	due to its large data size, etc., please send it by post together with your application documents. Please upload no more than three images of your own
iii. Photos or other records of your art work	Japanese Art and Design Course	artwork, including blueprints, proposals, etc.
iv. Official Score Certificate for Japanese-language proficiency	All	Please upload a scanned image of JLPT Official Score Certificate, which is issued to those who have passed the JLPT administered by the Japan Foundation and Japan Educational Exchanges and Services. For those who have passed the Japanese language proficiency tests other than JLPT, please upload a scanned image of the official score certificate. • Japanese-Language Proficiency Test (JLPT) • J.TEST Test of Practical Japanese (A-D level Examination) (J.TEST) • Top Japanese Test (TOPJ) • The AP Japanese Language and Culture Exam (AP) • Examination for Japanese University Admission for

		International Students (EJU) Please note that in case of JLPT, it should be the Official Score Certificate, not Certificate of Results and Scores.
v. Examination for Japanese University Admission for International Students score report	Applicable Persons **Please upload in case of taking the test.	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).
vi. Others	Applicable Persons **Please upload in case of taking the test.	Upload a scanned image of your score report for the TOEFL (iBT), TOEIC (Listening & Reading), IELTS (Academic) or other English-language ability examination.

(4) Payment of Examination Fee

Items	For Whom	Examination Fee
Examination Fee (First Stage Screening)	All applicants	JPY 4,000
Examination Fee (Second Stage Screening)	Only Successful applicants through the first stage screening	JPY 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 have passed the 1st stage screening are required to pay the examination fee for the second stage screening (JPY 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

Japan-Expert Program Office, 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 Friday, March 28, 2025 (JST). If you reside overseas, please send by EMS, FedEx, DHL, or other means of transport (by which the status can be tracked) (must arrive by registered mail). Therefore, 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 the 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.
- ♦ When sending your application documents, please consider the amount of time that will be necessary for your documents to reach the university and plan ahead accordingly.
- ❖ Incomplete documents or incorrect entries will void your application. Please make sure that you have included all required documents prior to sending your application package. Please use "5 (6) Checklist for Application Documents."
- ♦ We are unable to accept scanned application documents sent by email.
- **♦** Application documents and examination fee that has been paid will not be returned.
- → If any factual discrepancies are found in the information in the application documents
 after admission to the university, admission may be revoked.
- → If you are not able to meet the eligibility by September 30, 2025 the 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

(1) Announcement of the Results of the First Stage Screening

The results of the first stage screening (successful applicants' entrance examination numbers) will be announced on the website of this program on **April 18, 2025 (from 12 p.m. JST)**. We will not respond to any inquiries by phone or etc. regarding the outcome.

(2) Announcement of the Results of the Second Stage Screening

Along with listing successful applicants' entrance examination numbers on the website of this program on **June 6, 2025 (from 12 p.m. JST)**, 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 inquiries by phone or etc. regarding the outcome.

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 Friday, June 6, 2025 to Friday, June 27, 2025 (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

Other necessary documents will be notified when the "Letter of Acceptance" is sent.

(3) Admission Fee and Tuition Fee

- 1) The admission fee is JPY 282,000.
- ② The annual tuition fee is a total of JPY 535,800 for the Fall Semester (JPY 267,900) and for the Spring Semester (JPY 267,900).
- 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.
- 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 2025 to applicants upon their request from October 1, 2025 to November 30, 2025 (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: je-admissions@un.tsukuba.ac.jp