

**Joint Master's Degree Program in Sustainability and Environmental Sciences
Graduate School of Science and Technology, University of Tsukuba
Application Guideline for Enrollment in April 2022**

**For applicants who wish to choose the faculty members
of the University of Tsukuba as their supervisor**

With the aim to develop highly specialized professionals, who can be the global leaders to solve global issues related to sustainability and environment, the University of Tsukuba has established the Joint Master's Degree Program in Sustainability and Environmental Sciences (JMSES), in cooperation with the Malaysia-Japan International Institute of Technology (MJIT), Malaysia. Students of this program, together with those of the MJIT, attend lectures and receive research guidance for two semesters at each university. Graduates of this program will receive a "Master of Sustainability and Environmental Sciences," a degree jointly awarded by the two universities. For more detail, please refer to our website (https://www.ses-tsukuba.jp/e_home).

If you wish to enroll in this program, please read the application guideline below before applying. Those who wish to choose the faculty members of the MJIT as their supervisor cannot apply through this guideline.

Key Dates

Application Period	Thurs. July 1 st , 2021 to Fri. July 16 th , 2021
Oral Examination	Wed. August 18 th , 2021
Announcement of Admission Results	Wed. September 8 th , 2021
Entrance	Fri. April 1 st , 2022

1. Prospective Students

This program seeks students that, with a strong interest in issues to be solved in tropical Asia and a background in natural science or social science and a cooperative spirit, are strongly determined to innovate and contribute to the sustainable society by solving global issues with environmental scientific approaches.

2. Number of Students to be admitted

3 students (who choose the faculty members of University of Tsukuba as their supervisor)

3. Eligibility for Application

(A) No Eligibility Screening is required for the following individuals:

- Individuals who have graduated or who will graduate from a Japanese four-year university by March 2022
- Individuals who have earned or will earn a bachelor's degree in Japan by March 2022
- Individuals who have graduated from a university outside Japan that implements 16 or more years of school curriculum up to university graduation, and earned a bachelor's degree
- Others

(B) Eligibility Screening is required for the following individuals:

- Individuals who have graduated from a junior college or high school
- Individuals who have graduated from a vocational school or miscellaneous educational institution
- Individuals who have graduated from a university in a foreign country that implements less than 16 years of school curriculum
- Others

Individuals who are expected to undergo the Eligibility Screening must contact in advance the Admissions Staff for JMSES ("See "14. Contact Us") and send the documents required for screening by Tues. June 29th, 2021. For details of eligibility for application and the documents required for screening, refer to the relevant page of the university website.

<http://www.tsukuba.ac.jp/en/study-tsukuba/study-graduate/grad-exam> ('Eligibility' in pdf file)

4. Notices Before Applying

The minimum score of 61 for TOEFL iBT, 500 for TOEFL PBT, 650 for TOEIC, or 6.0 for IELTS is required to meet the eligibility for application, as this program conducts every lecture and research guidance in English.

Note 1) If a person who has been awarded a degree (Bachelor's degree, Master's degree, Doctoral degree) through an English curriculum applies, he / she will be exempted from submitting an English score. But his / her English proficiency will be examined at the time of an oral examination. If you wish to be exempted from submitting an English score, documents certifying that you have been awarded a degree through an English curriculum (diploma or transcript, official letter from the university) and an application for exemption form submitting an English score need to be submitted.

(Note 2) If you take the TOEFL-iBT Special Home Edition, you need to have 61 or more as well.

5. Application Requirement

- Contact the faculty member of your desired research area in advance of the application.
- Must have ability to communicate in order to complete the curriculum of this program provided in English.
- Be able to travel and enroll at the University of Tsukuba for a year and the Malaysia-Japan International Institute of Technology for another year.
- Must pay your own living and travel expenses to study at both the University of Tsukuba and the MJIT. (Scholarships available)

6. Examination Fee

JPY 30,000 (except for government-sponsored foreign students)

➤ Payment Period:

From Thurs. July 1st, 2021 until the end of the application period

➤ Procedure:

Convenience Store Payment (for domestic applicants only): Payment can be made at LAWSON, Seven-Eleven, Familymart, or MINISTOP.

To pay your fee at a convenience store, follow the instructions given at the website.

<https://e-shiharai.net/>

After the payment, detach the Receipt Portion (certificate of payment) from your Examination Fee Statement given at the convenience store and attach it to the Application Form. Submit it together with other required documents. Administration fees need to be covered by the applicant.

Credit Card Payment (for applicants living in a foreign country only): Visa, MasterCard, JCB, AMERICAN EXPRESS can be accepted.

You can make a payment by using your credit card at the website.

English: <https://e-shiharai.net/english/index.html>

After the payment, print out the application completed page of the payment and submit it together with other required documents. Administration fees need to be covered by the applicant.

7. Documents to be submitted

All the documents must be written in English.

【Designated Form】

	Documents	Who must submit	Remarks
1	Application Form	All	Follow the instructions.
2	Curriculum Vitae	All	Follow the instructions.
3	Employment Records	All applicants who have employment history	Follow the instructions.
4	Research Plan	All	Summarize your research plan in English with your name, research title, and name of a faculty member you have contacted.
5	Reference Card Photo Card	All	Follow the instructions. The photo must be taken within 3 months with no hats or other heard adornments, We will not accept if those requirements are not met.
6	Receipt Portion (Certificate of Payment) of Examination Fee Statement	Applicants who made a convenience store payment	After the payment, detach the Receipt Portion (certificate of payment) from the Examination Fee Statement given at the convenience store and attach it to the Application Form.
7	Copy of “Application Completed” Page of Examination Fee Payment by Credit Card	Applicants living in a foreign country who made a credit card payment	After the payment, print out the “Application Completed” page, and submit it with other required documents.
8	Name and Address Sheet	All	Follow the instructions. We will use it to send out Acceptance letter to successful applicants.
9	Application Checklist	All	Follow the instructions.
10	Envelope Cover	All	Attach to the envelope you are submitting by mail

11	English score submission exemption application	If applicable	Submit a certification (Bachelor's, Master's, Doctoral) with documents that can prove that you have been awarded a degree over the English curriculum. Certificates shall be diplomas or transcripts, official letters of universities where applicants have completed the course, etc.
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【The original copies need to be prepared by applicants】

	Documents	Who must submit	Remarks
1	Graduation Certificate (Expected)	All	Submit a graduation certificate (expected) issued by a university or another educational institution that meets the application requirements for the master's programs of this Graduate School. Even if you have already earned master's or doctoral degree, you need to submit a degree certificate issued by a university which you have earned a bachelor's degree.
2	Degree Certificate	Those who graduated from a university or another educational institution outside Japan	If you graduated from a university or another educational institution outside Japan, submit a degree certificate for your bachelor's. All documents must be in English or in Japanese. Even if you have already earned master's or doctoral degree, you need to submit a degree certificate issued by a university which you have earned a bachelor's degree.
3	Academic Transcript	All	Submit an academic transcript issued by a university or another educational institution that meets the application requirements for the master's programs of this Graduate School. If any credits were transferred from another school, submit an academic transcript from that school. Even if you have already earned master's or doctoral degree, you need to submit a degree certificate issued by a university which you have earned a bachelor's degree.
4	An original copy of TOEIC Official Score Certificate, TOEFL Examinee (Test Taker)	If applicable	Make sure to submit the original TOEIC official certificate (with photo), TOEFL test taker copy score sheet (with photo) or IELTS Academic Module transcript (with photo) taken within 2 years from the

	Score Report (that of TOEFL iBT® Special Home Edition is acceptable as well), or IELTS Academic Module Test Report Form Scores are valid only when dated after August 2019 onwards		test date. Copies will not be accepted. Neither TOEIC Institutional Program (IP) Score Report nor TOEFL Institutional Test Score Record will be accepted. * Please refer to << here >> for how to submit the score sheet for the TOEFL iBT® Special Home Edition and TOEFL iBT test.
5	Letter of Approval for Entrance Examination (Format of your Choice)	If applicable	Applicants who currently work for a government agency, school, or company (except part-time workers) must submit a letter of approval for taking the entrance examination issued by their supervisor or a declaration written by the applicants themselves. (Form of your choice) Applicants who plan to leave their company to enroll in the graduate school may instead submit a document written by the applicants themselves (affixed with their seal). In this case, the applicants must submit a certificate of resignation at the time of the enrollment procedure.
6	Certificate of Government-sponsored Foreign Student (Format of your Choice)	If applicable, foreign applicants only	If you are enrolled in another university at the time of application, submit the certificate of government sponsored foreign student issued by the university.
7	A Return Envelope (with postage stamps of 414 yen attached)	All	Prepare a standard size envelope with the applicant's zip code, address, and name written and postage stamps of 414 yen attached This will be used to send your reference card.

Note: In the case that your current name is different from that on the documents you submit (for example, because of marriage), submit with the proof (e.g. copy of marriage license).

*Results from the entrance examination, as well as personal information obtained by the University of Tsukuba from the applicants' documents, will be used for affairs concerning admission and screening, or may be used to improve the way of admission and university education keeping each identity confidential.

8. Application Procedure

Prepare all the application documents specified in the list of “9. Application Checklist”, and mail by registered express to the address below. Attach the Envelope Cover to an envelope of application documents you are submitting.

Applications must be submitted during the application submission period below.

Submitted documents will not be returned to the applicants. Paid examination fees are non-refundable.

➤ Application submission period:

Thurs. July 1st, 2021 – 3pm on Fri. July 16th, 2021

➤ Where to submit (Mailing address):

Office of Joint Master’s Degree Program in Sustainability and Environmental Sciences,
Graduate School of Life and Environmental Sciences,

University of Tsukuba

1-1-1 Tennodai, Tsukuba-shi, Ibaraki, 305-8572, Japan

Laboratory for Environmental Disaster Prevention Research 103

Hours: 9:00am-12:15pm, 1:15pm-4:00pm on Monday through Friday

A reference card and guidelines for admission will be sent out by mail on Thurs. July 29th, 2021 to the applicants whose application documents have been accepted. If the Reference card does not arrive by Thurs. August 5th 2021, contact the Office of JMSES.

9. Screening Criteria

Applicants are selected through a comprehensive assessment of their submitted documents and results of the oral examination.

Screening Method and Criteria

Application Document Screening (100 points)	Oral Examination	
	Individual Interview (100 points) 15 minutes	Joint Interview (100 points) 15 minutes
Aptitudes Screening Based on the Application Documents	Interview by University of Tsukuba in English about the area of specialization, understanding of environmental problems, and your career path, based on your research plan.	Joint interview by faculties of the University of Tsukuba and MJIT in English about the area of specialization, understanding of environmental problems, and your career path, based on your research plan.

10. Testing Location

University of Tsukuba (1-1-1 Tennodai, Tsukuba-shi, Ibaraki)

Individual Interview and Joint Interview: Wed. August 18th, 2021

For details of the date and meeting place, refer to the “Information and Hints for Examinees” that will be sent after the application.

11. Applicants Who Need Assistance

If you need an assistance because of disability, contact the Admissions Staff for the Joint Master’s Degree Program in Sustainability and Environmental Sciences by Tue. June 29th, 2021.

12. Internet environment required should the entrance examination be held online

At the moment, our announcements of the schedules are based on the assumption that the examination will be held on the university campus (Tsukuba area). However, if it becomes necessary to hold in online under certain circumstances, we will announce it on our homepage (http://www.ses-tsukuba.jp/e_home) as soon as it is decided (around one month before the examination date)

Should it be carried online, the following preparations will be required on the part of the

examinee;

- 1) Bright and quiet private room environment
- 2) Network environment where you can send and receive videos
- 3) Computer with camera and microphone (Speakers will be used for audio output. Wearable types such as earphones and headphones are prohibited)
- 4) Smartphone (with camera) * 4) This is for an unexpected emergency measure in the event of network trouble.

If you have any questions regarding the examination environment or if you would like to test the network connection in advance just in case, please contact “15. Contact Us”.

13. Examination Result Announcement

Wed. September 8th, 2021

The examinee's numbers of the successful applicants will be posted on the website (https://www.ses-tsukuba.jp/e_admission). Acceptance letters will be sent out to successful applicants on the same day by registered mail as well. We will not respond to any inquiries regarding the result of the examination.

14. Enrollment Procedure

Enrollment Procedure Guidelines (which include documents to be submitted before entrance) will be sent to successful applicants in the middle of February, 2021. Follow the direction in the guidelines.

Fees required for the enrollment

- Admission fee: JPY 282,000
- Annual Tuition Total: JPY 535,800
 - The first semester (April-September): JPY267,900
 - The second semester (October-March): JPY267,900

* Government-sponsored foreign students are exempted from paying the admission fee.

The students of this program will travel to the University of Tsukuba and Malaysia-Japan International Institute of Technology each semester to study. Students who have entered the University of Tsukuba through this examination will not be required to pay tuition and entrance fees to Malaysia-Japan International Institute of Technology.

Other notes

Individuals who possess a nationality other than Japanese must follow the Immigration Control

and Refugee Recognition Act, and be qualified for a resident status to enter the graduate school before proceeding to the enrollment procedure. Individuals who wish to enroll in the university as a foreign exchange student must be qualified for a “Student” resident status.

15. Contact Us

Admission Office
Joint Master’s Degree Program in Sustainability and Environmental Sciences,
Graduate School of Science and Technology,
University of Tsukuba

1-1-1 Tennodai, Tsukuba-city, Ibaraki-ken, 305-8572, Japan
Laboratory for Environmental Disaster Prevention Research 103

Phone: 029-853-7488 E-mail : jmses@outlook.jp
Hours: 10 a.m. - 12:15 p.m., 1:15 p.m. - 4 p.m. on Monday through Friday