

Japan-Expert (Bachelor Degree) Program Application Guidelines for AY 2024

December 2023



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>Students will be comprehensively evaluated on their motivation, ability to learn Japanese, and their social adaptability, such as having an interest in biological resources, which are the foundation of human survival and a safe and prosperous life. Furthermore, having an interest in Japanese agricultural and forestry research and technology, and a desire to utilize them to contribute as an agronomist in research institutions or companies related to agriculture and forestry, in Japan or abroad in the future, will also be taken into account.</p> |
| | <p>College of Nursing, School of Medicine and Medical Sciences (Healthcare Course)</p> | <p>The incentive to learn basic academic skills, health care system and health care technology, ability to learn in Japanese, aptitude, sensibility, social adaptability, and sense of humanity will be comprehensively evaluated.</p> |
| | <p>School of Art and Design (Japanese 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 are aiming for 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 | <p>Japanese Language Teacher Training Course: Three students</p> <p>Other courses: Several students</p> | |
| Degree | <p>Agricultural Science Course: Bachelor of Agricultural Science</p> | <p>Healthcare Course: Bachelor of Science in Healthcare</p> |
| | <p>Japanese 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 | <p>Email Address: je-admissions@un.tsukuba.ac.jp</p> | |

2. Entrance Examination Schedule (Japan Standard Time)

Online Application and Payment of the Examination Fee for the First Stage Screening
Friday, March 1 (from 12 p.m. JST), to Friday, March 22 (until 5 p.m. JST), 2024



Acceptance of Application Documents
Must be received by Friday, March 29, 2024



Announcement of Successful Applicants from the First Stage Screening
Friday, April 19, 2024 (from 12 p.m. JST)



Payment of the Examination Fee for the Second Stage Screening
Friday, April 19 (from 12 p.m. JST) to Tuesday, April 30 (until 5 p.m. JST), 2024



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 13, 2024 (Monday)
Healthcare Course : May 14, 2024 (Tuesday)
Japanese Art and Design Course : May 14, 2024 (Tuesday)
Agricultural Science Course : May 17, 2024 (Friday)



Announcement of Final Successful Applicants
Friday, June 7, 2024



Enrollment Procedures
Friday, June 7, 2024 to Friday, June 28, 2024



Entrance Ceremony and Orientation
Monday, September 30, 2024 (To be announced)



Enrollment Date
Tuesday, October 1, 2024

For Applicants with Disabilities:

If you require special adjustments related to disabilities, please contact "12. Contact Desk" by Thursday, February 22, 2024. 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 [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, 2024 .
- [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, 2024 .
- [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, 2024 .
- [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, 2024 :
- Western Association of Schools and Colleges (WASC),
 - Council of International Schools (CIS),
 - Association of Christian Schools International (ACSI), and
 - New England Association of Schools and Colleges (NEASC).
- [5] Others*4

*1 Persons from an international school may not be eligible. For more details, please contact "12. Contact Desk" by Thursday , February 22 , 2024 .

*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, 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 Thursday , February 22 ,2024 .

(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 issued transcript (including successful applicants who passed Japanese language tests other than JLPT).

| Course | JLPT | J.TEST*1 | TOP-J*2 | AP*3 | EJU*4 |
|---|----------|------------------------------|-------------------------------------|--|--|
| Agricultural Science Course | Level N3 | D-E level 500 or above | Intermediate 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 | D-E level 500 or above | Intermediate 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 | D-E level 500 or above | Intermediate 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 | A-C level 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 | Average score or above in Japanese as a foreign language subject |

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

*2 Top Japanese Test

*3 The AP Japanese Language and Culture Exam

*4 Examination for Japanese University Admission for International Students

[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.

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 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. 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.

(2nd 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 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 minutes | With a view to engaging with policy and administration officers 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 Course | 30 minutes | Basic academic skills in art and design and enthusiasm, future prospects, and social nature will be assessed. At the same time, your Japanese language ability will be evaluated. |
| Japanese Language Teacher Training Course | 20~30 minutes | For a Japanese language teacher and to be able to study 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, March 1 (from 12 p.m. JST) to Friday, March 22 (until 5 p.m. JST), 2024.

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 29, 2024 (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 | <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)*." 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> | <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) : If you have already taken the JLPT test, please select the appropriate level. -Level 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 | <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 all job experience except for part time job. |

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|-------------------------------|------------|---|
| vi. Motivation and Study Plan | <u>All</u> | <input type="checkbox"/> 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 | <u>All</u> | <input type="checkbox"/> 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 29, 2024 (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> | 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> NOTES: <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 |

| | | |
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| | | <p>also submit a copy of the Diplome du Baccalauréat de l'Enseignement du Second Degré and an original of Relevé de Notes.</p> <ul style="list-style-type: none"> ➤ If you are applying with GCE A-Level (United Kingdom) qualification, please also submit the test results of Advanced Level subjects. |
| <p>ii. Transcript of the high school you are attending or graduated from.</p> <p>Please indicate "full points" of the scores in your transcript.</p> <p>Example: 60 /100 (60 points (your points) out of 100 points (full points))</p> | <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 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. |
| <p>iii. Academic transcript from university, etc.</p> | Applicable Persons | <p>If you have any further education such as universities, please submit a transcript for that period of education.</p> |

(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> | <p>Upload a scanned image of the ID page of your passport.</p> <p>If you do not have a passport, please upload a certificate of your name, birth date, and nationality.</p> |
| ii School Information Form and School Profile / Brochure | <u>All</u> | <p>Scan and upload the School Information Form of your last high school (secondary education) written by one of persons listed below electronically.</p> <ul style="list-style-type: none"> • home-room teacher • counselor |

| | | |
|--|--|---|
| | | <ul style="list-style-type: none"> school principal school official who can take the responsibility to complete the form. <p>In addition, upload a school profile/brochure 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).</p> <p>NOTE:</p> <ul style="list-style-type: none"> You may download “Form” from the program website at https://jp-ex.tsukuba.ac.jp/en/entry/ |
| iii. Photos or other records of your art work | <u>Applicants for Japanese Art and Design Course</u> | Please upload no more than three images of your own artwork, including blueprints, proposals, etc. |
| iv. 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. For those who passed the Japanese language tests other than JLPT, upload a scanned image of the transcripts that you passed. 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> |
| v. Examination for Japanese University Admission for International Students score report | <u>Applicable Persons</u> ※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 | <u>Applicable Persons</u> ※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 | ¥ 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 have passed the 1st stage screening 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

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 29, 2024 (JST).** 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.
- ◇ 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 the eligibility by September 30, 2024 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 19, 2024 (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 7, 2024 (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 7, 2024 to Friday, June 28, 2024 (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.
- ② The annual tuition fee is a total of ¥535,800 for the Fall Semester (¥267,900) and for the Spring Semester (¥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.
- 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 2024 to applicants upon their request from October 1, 2024 to November 30, 2024 (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