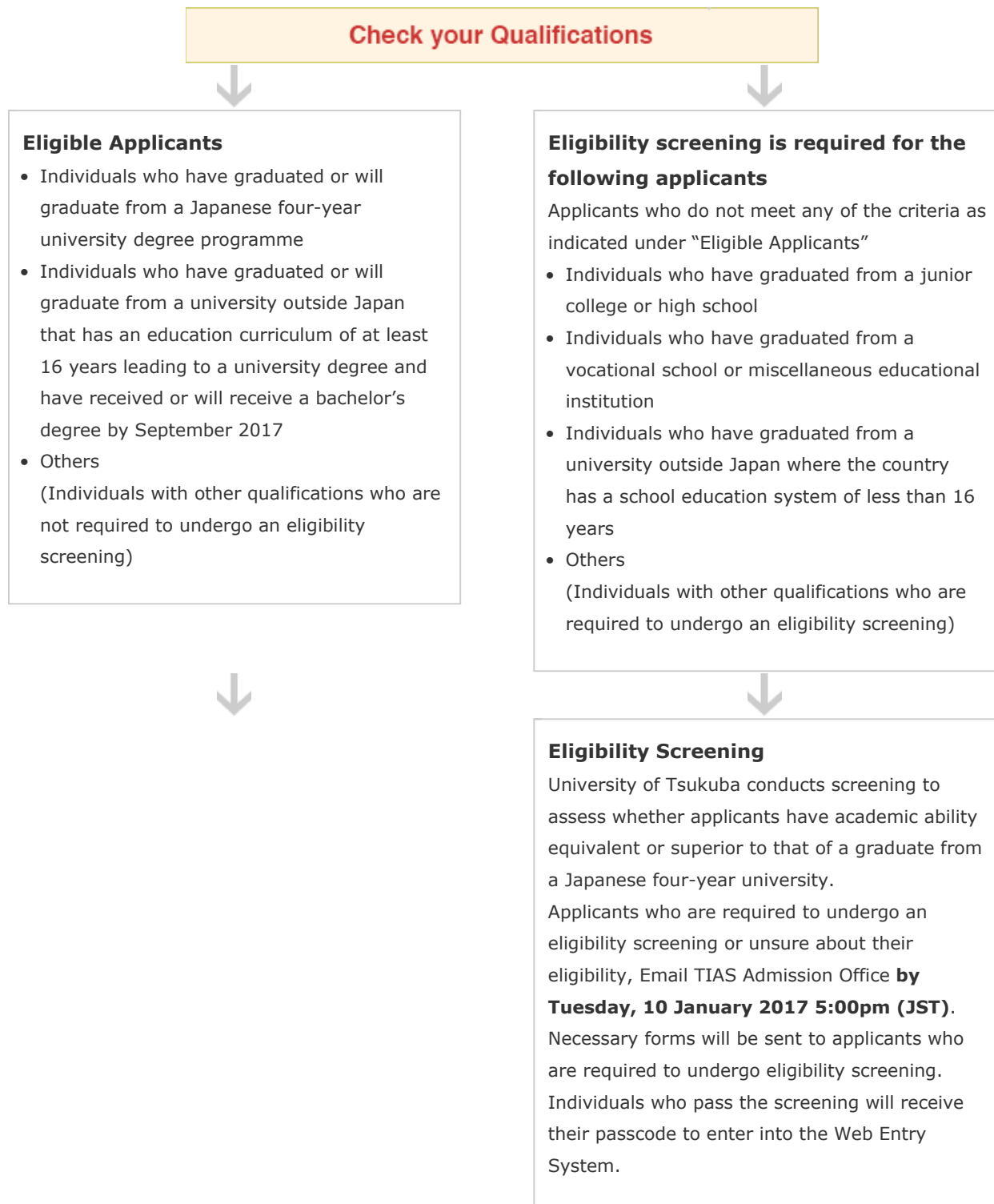


# Graduate School of Comprehensive Human Sciences

## General Admission Examination for Graduate School of Comprehensive Human Sciences, Master's Programme in Health and Sport Sciences, Master's Programme in Sport and Olympic Studies



### Application and Admission Procedures Overview Chart





### Applicants Who Need Special Assistance

Individuals who need special assistance due to disability are required to contact TIAS Admission Office by Tuesday, 10 January 2017 (JST).



### Web Entry System


All applications must be submitted online via the Web Entry System.

Read the guidelines carefully before filling out the application.

Applications can be submitted during the period of **Monday, 30 January 2017 12:00pm – Friday, 3 March 2017 3:00pm (JST)**.


#### Sign Up for Account

Enter your e-mail address and a password of your choice to create your account.




#### Account Activation

When you sign up, an e-mail with the subject "Signup mail" will be sent to your e-mail address. Click on the URL in the e-mail to activate your account.



#### Login


Click on the "Login" button to go to My Page. From the second time on, you will be required to enter your e-mail address and password to log in.



#### My Page

Click on the "Application Form" button to go to the entry form.

On My Page, you can edit your login information and reset your password.



#### Application Form

The application form consists of three sections:

1. Applicant's Information
2. Eligibility
3. Educational Background

Fields marked with a \* in each section are required to fill in. (If you leave any required fields blank or enter invalid information, an error message will appear and you cannot proceed to the next section) Click on the "Proceed to..." button on the confirmation page of each section to save the information entered. You can log in later and continue completing the rest of the form.

On "1. Applicant's Information," upload your ID photo in JPEG format. (The photo must be taken within 3 months prior to submission. Applicant should face the front without any head coverings or other adornments)

Foreign applicants currently residing in Japan are also required to upload their Residence Card in JPEG format. (for confirmation of their status of residence)

On "3. Educational Background," applicants who have graduated from a university outside Japan are required to upload their degree certificate in JPEG format, which is one of the documents to be submitted. (Since each country has different education systems, we need to confirm their eligibility for application)



#### **Submission of Application Information**

After completing the form, make sure to review the information you have entered before submitting. Once you click on the "Submit to Apply" button, you will no longer be able to edit the information.



#### **Print PDF Documents**

After clicking on the "Submit to Apply" button, "Letter of Recommendation for English Proficiency", "Admission Card" and "Address Sheet" will be available for printing.

**Web Entry**



#### **Submission of Certificates and Supporting Documents**

Submit all required certificates and supporting documents to University of Tsukuba **by Tuesday, 21 March 2017 5:00pm (JST)** by registered mail.



**Announcement of Result for Document Screening**

Friday, 31 March 2017 3:00pm (JST)

**Instructions for Taking the Examination**

Instructions for taking the examination will be released after the announcement of result for screening.  
Make sure to read through them.

**Examination Dates**

Monday, 17 April – Wednesday, 19 April 2017 (JST)

**Announcement of Examination Results**

Friday, 19 May 2017 3:00pm (JST)

Letters of acceptance will be dispatched to successful applicants by registered mail on the same day.

**Documents for Admission Procedure**

Documents for admission procedure will be dispatched by early July 2017.

**Admission Procedure**

Follow the admission guidelines and submit documents.

**Enrollment**

1 October 2017

(Entrance Ceremony is planned to be held at the end of September)

**| 1. Number of Students to be Admitted**

20 (15 International students and 5 Japanese students)

\* The students will enroll in October.

**| 2. Eligibility for Application**

Applicants must meet one of the following criteria.

1. Individuals who have graduated or who will graduate from a Japanese four-year university by September 2017.
2. Individuals who have earned or who will earn a Bachelor's degree from the National Institution for Academic Degrees and University Evaluation by September 2017.

3. Individuals who have graduated from a university outside Japan that implements a 16-year school curriculum and have earned a Bachelor's degree, or students who will finish or complete their degree by September 2017.
4. Individuals who have been recognised by the Japanese Ministry of Education, Culture, Sports, Science and Technology.
5. Individuals who are 22 years of age or older by September 2017, and whose qualification is recognised equivalent to a Bachelor's degree by the \*Eligibility Screening conducted by University of Tsukuba.

\*University of Tsukuba conducts eligibility screening to assess whether applicants have academic ability equivalent or superior to that of a graduate from a Japanese four-year university.

Applicants who do not meet any of the criteria 1-4 will need to contact TIAS Admission Office by Tuesday 10 January 2017 5:00pm (JST). Necessary documents will be sent to applicants who are required to undergo eligibility screening.

6. Others

### **| 3. Web Entry and Documents for Application**

Submit your application online through the Web Entry System from **Monday, 30 January 2017 12:00pm to Friday, 3 March 2017 3:00pm (JST)**. The application must be completed in English.

Certificates required for application must be originals (documents certified by public organisation is also acceptable) and to be sent by a registered mail to University of Tsukuba by **Tuesday 21 March 2017 5:00pm (JST)**.

#### **[Information Required for Online Application]**

<b>Information to be Entered</b>	<b>Required for</b>	<b>Remarks</b>
Applicant's Information	All applicants	Follow the instructions on the Web Entry System. Please write your name in alphabet as written in your passport. (This name will be used for the Letter of Acceptance, visa procedures and others) ID photo must be in JPEG format. (The photo must be taken within 3 months prior to submission. Applicant should face the front without any hats or other adornments)
Employment Records	All applicants who have work experience	Follow the instructions on the Web Entry System.
Research Activities	All applicants who have research experience	Follow the instructions on the Web Entry System.
Research Plan	All applicants	Follow the instructions on Web Entry Form and write your research plan including the Research Title, Outline, Objective, Methodology and Expected Results, etc. within the word limit shown in each "( )".

#### **[Documents Required for Application]**

When sending documents to University of Tsukuba, please send it by registered mail. All the documents MUST be in English or Japanese. No photocopies will be accepted.

Note 1: Please send us certificates (stamped and sealed) issued by your university.

Note 2: If your current name differs from that on any of your certificates due to marriage or other reasons,

enclose the family register (photocopy is acceptable) indicating the revision or relevant certificate of individual items in your family register.

Documents	Required for	Remarks
(Expected) Graduation Certificate (See the note)	All applicants	Submit a (expected) graduation certificate issued by a university (generally the undergraduate school where you received a Bachelor's degree) which meets the application requirements for University of Tsukuba. Note) Even if you have a Master's or Doctoral degree, you are required to submit a certificate issued by the university where you received a Bachelor's degree.
Degree Certificate (See the note)	1. Applicants who have graduated from a foreign university 2. Applicants who have obtained a qualification for application from the National Institution for Academic Degrees and University Evaluation	<p>1. Individuals who have graduated from a university outside Japan are required to submit a document (degree certificate) to certify that they have a degree equivalent to a Bachelor's degree. Note) Even if you have a Master's or Doctoral degree, you are required to submit a certificate issued by the university where you received a Bachelor's degree.</p> <p>2. Individuals who have obtained a qualification for application from the National Institution for Academic Degrees and University Evaluation are required to submit a certificate of the degree awarded (certificate of acceptance of application for the degree), an academic transcript, and other certificates related to receiving a degree.</p> <p>Individuals who have graduated from a university outside Japan are required to upload their degree certificate to the Web Entry System in JPEG format. Since foreign countries have different education systems, we need to assess their eligibility for application.</p>
Academic Transcript (See the note)	All applicants	<p>1. Submit an academic transcript issued by a university (generally an undergraduate school where you received a Bachelor's degree) which meets the application requirements for University of Tsukuba. Note) Even if you have a Master's or Doctoral degree, you are required to submit a transcript issued by the university where you received a Bachelor's degree. <u>Individuals who have credits transferred from another school are required to submit an academic transcript issued by the school as well.</u></p> <p>2. Individuals who have completed (or will complete) a graduate school are required to submit an academic transcript issued by the graduate school as well.</p>
Letter of Recommendation	All applicants	Submit a letter of recommendation (in any format) written by your director or academic advisor. The letter of recommendation must be duly signed and submitted to University of Tsukuba <b>by the recommender.</b>
TOEIC Official Score Certificate, TOEFL Examinee's Score Record, or IELTS (Academic Module) Official Test Report Form, Letter of	Applicants with a first language other than English	<p>Applicants must submit one of the official documents from 1-4 below to University of Tsukuba by registered mail. Certificates 1-3 must be taken in or after February 2015, and we do not accept any scores taken in or before January 2015.</p> <p>1. TOEIC Official Score Certificate (with a photo) 2. TOEFL Examinee's Score Record (with a photo)</p>

Documents	Required for	Remarks
Recommendation for English Proficiency		<p>3. IELTS (Academic Module) Official Test Report Form</p> <p>4. Applicants who do not have any of the above English scores (1-3) are required to ask the director or academic advisor to submit a "Letter of Recommendation for English Proficiency" directly to University of Tsukuba by registered mail (The form will be available for printing after the submission of online application).</p> <p><u>Documents below are not acceptable</u></p> <ul style="list-style-type: none"> <li>• Copy of the certificate</li> <li>• TOEIC Institutional Program (IP) Score Report</li> <li>• TOEFL Institutional Test Score Record</li> </ul> <p><u>Note1:</u> Please do not send official scores directly from ETS (English Testing Service), IELTS testing center or any other English center.</p> <p><u>Note2:</u> Any questions arising out of or in connection with the TOEIC Official Score Certificate, TOEFL Examinee's Score Record, or IELTS Official Test Report Form will be referred to the issuing organisations.</p>
Letter of Approval for Taking the Examination (Format of your choice)	Applicants who meet the following conditions	<p>1. Individuals who currently attend a university or graduate school (except those who will graduate or complete in September 2017) are required to submit a letter of approval for taking the examination issued by the head of their university or department. (Format of your choice, A4 size)</p> <p>2. Individuals who currently work for a government agency, school, or company (except part-time workers) are required to submit a letter of approval for taking the examination issued by their supervisor or a declaration written by the applicants themselves. (Format of your choice, A4 size)</p>
Certificate of Government-Sponsored International Student (Format of your choice)	International applicants who meet the following conditions	Government-sponsored international students enrolled in another university are required to submit a certificate of government-sponsored international student issued by the university.

### [Print out the following PDF documents]

Following PDF documents will be available for printing after the submission of online application. (Web Entry)  
Please print out and fill out the necessary PDF documents and submit them by registered mail with other necessary documents to University of Tsukuba.

Documents	Required for	Remarks
Letter of Recommendation for English Proficiency	Applicants with a first language other than English and who cannot submit TOEIC, TOEFL or IELTS documents	Please ask the director or academic advisor to submit "Letter of Recommendation for English Proficiency". The form must be submitted directly to University of Tsukuba by the recommender.
Admission Card	All applicants	Print out the card and show it to the interviewer on your interview day.
Address Sheet	All applicants	Submit all the original certificates and supporting documents by <b>Tuesday, 21 March 2017 5:00pm</b>

Documents	Required for	Remarks
		(JST). by registered mail with the Address Sheet glued on the envelope.

\* Personal information obtained from the application documents as well as the examination results will only be used for selection purposes. Applicants who have completed the admission procedure and have also applied for a scholarship from Japan Student Services Organization, their personal information will be used as reference during the selection process for the scholarship.

## 4. Examination Fees

30,000 Japanese Yen (JPY)

Applicants who have passed the document review are required to pay the examination fee of 30,000 JPY. International students are exempt from paying examination fees. (Excludes individuals residing in Japan as other than the status of student)

\* International students are required to refer to 7. (4).

Details will be sent after the announcement of the document review.

## 5. Application Procedure

1. Fill out the application on the Web Entry System and submit the information.

Applications can be submitted via the Web Entry System during the period **from Monday, 30 January 2017 12:00pm to Friday, 3 March 2017 3:00pm (JST)**.

\* Once you submit your application, you will no longer be able to edit the information. Review carefully before clicking on the "Submit to Apply" button.

2. Submit originals of all required certificates and supporting documents to University of Tsukuba by registered mail with "Address Sheet" glued on the envelope. The documents must be received by **Tuesday, 21 March, 2017 5:00pm (JST)**.

This deadline will be strictly enforced. If any documents are missing or not received by the deadline, application procedure will be deemed incomplete, and you cannot take the examination.

### [Certificates and supporting documents required to be submitted by registered mail]

All applicants: (Expected) Graduation Certificate, Academic Transcript, Letter of Recommendation (submitted by the recommender)

Applicants who meet specified conditions: Degree Certificate, TOEIC Official Score Certificate, TOEFL Examinee's Score Record, IELTS (Academic Module) Official Test Report Form, Letter of Recommendation for English Proficiency (submitted by the recommender), Letter of Approval for Taking the Examination, Certificate of Government Sponsored Foreign Student

Address:

Tsukuba International Academy for Sport Studies (TIAS), Academic Service Office for the Art and Sport Sciences Area, University of Tsukuba  
1-1-1 Tennodai, Tsukuba-shi, Ibaraki-ken 305-8574 Japan

3. In principle, submitted certificates and supporting documents will not be returned.

Examination fees once paid will not be refunded.

4. Notice/Warning for Submission

- We might not accept your application if necessary documents are missing.
- If any submitted documents are found to have been falsified, you will be disqualified, even if you have already been accepted or enrolled.



## | 6. Selection Process

### Selection Process

Document Review: Selection is made by reviewing the documents submitted.

Applicants who passed the document screening will be announced on the web at 3:00pm on Friday, 31 March 2017 (JST) and will receive information on the oral examination by email. Please note that we will not respond to any inquiries regarding your selection results.

Oral Examination: Applicants who passed the document review will proceed to an interview based on their research plans, conducted in English.

### Examination Content and Dates

Oral Examination will be conducted via Skype in English.

Oral Examination Period: Monday, 17 April 2017 – Wednesday, 19 April 2017 (JST)

Note 1) Oral Examination day will be scheduled by University of Tsukuba in principle.

Note 2) Refer to <http://tias.tsukuba.ac.jp/masters-programme/curriculum-speakers/> for faculty research fields and other information.

## | 7. Announcement of Examination Results and Admission Procedure

### Announcement of Examination Results

Friday, 19 May 2017 3:00pm (JST)

The examinee numbers of successful applicants will be published on University of Tsukuba Web Entry System (<https://entry.ap-graduate.tsukuba.ac.jp/>) and letters of acceptance will be dispatched to them by registered mail on the same day. \*Please note that we will not respond to any inquiries regarding your selection results.

### Admission Procedure

(1) Dispatch of documents for admission procedure

Admission guidelines (enclosed with documents to be submitted) will be dispatched to successful applicants by separate mail. Follow the guidelines to complete the admission procedure.

If your address has been changed, contact us [here](#).

(2) Fees required upon enrollment (International students are exempted from paying the fees.)

1. Admission fee 282,000 JPY (The admission fee paid upon enrollment will not be refunded.)

2. Tuition

• Oct 2017 – Mar 2018 : 267,900 JPY

• Apr 2018 – Sep 2018 : 267,900 JPY

• Oct 2018 – Mar 2019 : 267,900 JPY

(Note 1) Fees are subject to change upon and after enrollment and will be applied at the time of change.

(3) Applicants with a job (except part-time workers) are required to submit a document (either an order to attend a training course, a certification of leave of absence, or an approval for enrollment) issued by their supervisors as well, to ensure that they are allowed to enroll in the programme.

(4) International students are required to acquire a status of residence that permits enrollment in a graduate school, in accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), prior to the admission procedure.

Applicants who wish to enroll in University of Tsukuba as an international student must acquire a status of residence of "Student."

## | 8. Past Examination Questions

Past examination questions are not published.

## | 9. Applicants Who Need Special Assistance

Applicants who need special assistance due to disability are required to contact TIAS Admission Office by Tuesday, 10 January 2017 (JST).

## | 10. Instructions for Taking the Examination

Read through and follow the "Instructions for Taking the Examination".

Instructions for taking the examination will be released after announcing the results of the document review.

## | 11. Contact

If you have any questions regarding curriculum, research fields or admission procedures, please contact TIAS Admission Office by email. When emailing, type in "TIAS Admission Inquiry (Applicant's Name)" in subject line.

Tsukuba International Academy for Sport Studies (TIAS), Academic Service Office for the Art and Sport Sciences Area, University of Tsukuba

1-1-1 Tennodai, Tsukuba-shi, Ibaraki-ken 305-8574 Japan

Phone: +81-29-853-2947      E-mail: [tias-admin@un.tsukuba.ac.jp](mailto:tias-admin@un.tsukuba.ac.jp)

Office Hours: 9:00am – 5:00pm Mon – Fri

\*Office closed on Sat, Sun and public/national holidays