APPLICATION GUI

(4) Required documents

Please upload them at the time of application and mail the original documents uploaded at the time of admission.

No.	Documents	Format	Qty	Required for	Remarks
1	Academic Transcript from Last School Attended	One of the following formats: PDF JPEG PNG	1	All	*Those who continuously apply from the previous year do not need to submit again. Please be careful if you fall under any of the following: a. Those who have withdrawn from an institution: official transcript issued by the institution b. Those who have graduated or withdrawn from an institution overseas: official transcript issued by the institution or those that have been certified as original documents by the relevant school or public institution c. Those whose last school has been closed: Submit the transcript issued by an institution that took over the administrative issues from the original institution. If there is no institution that took over the administrative issues, submit the certificate for the second highest qualification. d. Those who have not been issued an official transcript because a certain number of years have passed since graduation: Submit a document that certifies the institution cannot issue an academic transcript. e. Those enrolled in an undergraduate or graduate program: Transcript issued by the institution.
2	Documentary Evidence of a Change of Name (Abstract of		1	If applicable	Only if the name at the time of application and the name on the certificate are different due to marriage, etc.

	Family Register)				
3	Certificate of Residence (住民票, original, without the My Number written on it)		1	International applicants *Those who have a status of residence other than "Temporary Visitor" at the time of application	Please check if the status of residence and period of stay are listed. Passports, residence cards, etc. are not accepted. *Except for those who take only fully online courses overseas, you cannot apply if your period of stay at the time of application does not meet the end of the semester (spring semester: September 30, 2026, fall semester/ year-round: March 31, 2027).
4	Passport		1	International applicants *Those who have a status of residence of "Temporary Visitor" at the time of application	*You do not need to present the original document at the time of admission. Page with your name, passport number, photo, and landing permission sticker.
5	Certificate of Japanese Proficiency		1	International applicants who would like to take a course offered in Japanese	*No need to mail the original Certificate of result and scores,etc.ofthe "Japanese-Language Proficiency Test", "BJT Business Japanese Proficiency Test", "Test of Practical Japanese",etc. If all the courses international applicants choose are fully taught in a foreign language, the Certificate of Japanese Proficiency is not required. (This is required if even one subject is taught in Japanese.)

In addition to the above table, each educational organization or course may separately request the documents necessary for selection.

(5) Application fee

9,800 yen

Please pay at a convenience store, credit card, or Pay-easy (ATM) within the application period. If you are an overseas resident, you can only pay by credit card.

We do not accept cash payments or payment slips (payment at financial institution counters). Please note that any transaction charges shall be borne by the applicant.

Important notes

a. If you cancel your application after the application period has passed, the application fee you paid will not be refunded.
b. The application fee paid cannot be carried forward to the next application.
c. We will accept refunds only if you cancel your application within the application period, so if you wish to request a refund, please notify us promptly. Please note that the applicants must bear the refund fee.
d. If you are a MEXT scholar (including those who plan to receive a scholarship) at the time of application, please contact the Division of Educational Reform Support, Department of Educational Promotion (refer to p. 19 "14. Offices" in these Guidelines) before the application period. In order to confirm the situation, you will be required to submit an official document that can prove that you are a prospective recipient of the MEXT scholarship, such as a "Certificate of MEXT International Student (free format)" (for those who are enrolled at another university and receiving a scholarship) and a "Certificate of Passing the First Screening" issued by an overseas diplomatic mission, etc.

6. For Applicants with Disabilities

The University of Tsukuba welcomes applications from applicants with disabilities and is committed to making reasonable adjustments to enable them to participate fully in the admission process and take courses. Please contact the Division of Educational Reform Support, Department of Educational Promotion (refer to p. 19 "14. Offices" in these Guidelines) in advance to discuss your application. As such, you may be required to submit an additional doctor's certificate stating the degree of disability (including findings such as requiring assistive devices) at the time of application.

7. Notification of Selection Result

Approximately one month after the end of the application period, you will be notified of the selection result and the affiliation[3] you are enrolled in online. If you have passed

3 The graduate school, degree program, or program to which you belong will be decided after taking into account the purpose of your application and the courses you will be taking. Those who have been enrolled as credited auditors (graduate program) and graduates of our graduate schools after AY 2020 will belong to the same affiliation as when they were enrolled in principle. In addition, those who have been enrolled as credited auditors (graduate program) and graduates of our graduate schools between AY 2004 and AY 2019 will belong to the graduate school, degree program, or program

the selection, please complete the admission procedures online. Please note that we will not provide written guidance before admission. Any inquiries by telephone or email about the selection result will not be accepted.

8. Admission Procedures

(1) Admission procedure method

This is an online-only procedure via the "Online Application and Admission Procedures System.

(2) Admission procedure period

Application category	Admission procedure period		Admission procedure method
	Online admission procedure period	Admission fee, tuition, and insurance fee payment period	
Spring	Monday, March 23, at noon, 2026 -Friday, March 27, at noon, 2026 【※Mailed documents must be postmarked on the same day.】	Friday, March 27, at noon, 2026 -Friday, April 3, at noon, 2026	【For online admission procedures】 【Some required documents are to be mailed】
Fall	Wednesday, August 26, at noon, 2026 -Friday, September 4, at noon, 2026	Friday,September 4, at noon, 2026-Friday, September 11, at noon, 2026	

(3) Admission process

Admission procedures are accepted only online. We do not accept submissions in person.

Those who submit the admission procedure documents within the prescribed period and complete the procedures will be admitted as credited auditors. If you wish to decline admission, please complete the withdrawal procedures online.

Since it is not possible to temporarily save your progress during the online admission procedures, please select the courses to be taken in advance and prepare documents, etc. to be mailed. We cannot accept the application for admission if there are missing

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that took over the program to which they belonged at the time of enrollment due to the reorganization of all graduate schools of our university.

documents or incomplete information. Applicants cannot change their list of courses after the admission procedures.

After the arrival of the admission documents, we may contact you by phone or email to confirm the contents. Please note that we will not notify you of the “receipt of admission documents” if there are no issues with them.

Advance preparation
①Select the courses *Check if there are any overlapping courses
②Check the payment method for the admission fee, tuition, and insurance fee
③Preparation for mailing required documents

【1】 Log in to My Page
↓
【2】 Access the admission procedure page
↓
【3】 Fill in the required information
*Fill in within the admission procedure period
↓
【4】 Print the mailing label
*Please mail it with a tracking service
↓
【5】 Mail original documents (Refer to p. 10 (4) Required documents)
※Mailed documents must be postmarked bythe final day.
↓
【6】 Pay the admission fee, tuition, and Gakkensai insurance fee
*Pay within the payment period
↓
Complete admission procedures

(4) Admission fee, tuition, and insurance fee

Fees	Amount to be paid
Admission fee	28,200 yen
Tuition	14,800 yen/credit
Insurance fee	1,000 yen/year (Tsukuba Campus) 450 yen/year (Tokyo Campus)

Payment method

Local resident		Overseas resident
Less than 300,000 yen	300,000 yen or more	Credit card
Convenience store, credit card, Pay-easy	Credit card, Pay-easy	

Please pay the total amount of the admission fee, tuition for the total number of credits of the course, and insurance fee at a convenience store, credit card, or Pay-easy (ATM) within the payment period.

We do not accept cash payments or payment slips (payment at financial institution counters). Please note that any transaction charges shall be borne by the applicant.

Important notes

a. In the event of a revision of the amount of admission fee, tuition, insurance fee, etc., the new amount will be applied from the time of revision.
b. Those who were enrolled as credited auditors in the previous academic year are also required to pay the admission fee, tuition, and insurance fee for each year of enrollment.
c. The insurance fee is related to enrollment in Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai"). Although we cannot force you to enroll, we strongly recommend that all students join the Gakkensai (including the special contract for commuting accidents) to ensure a safe environment for education, research, and extracurricular activities. Since it is handled on a yearly basis, it is necessary to pay the annual fee even if you enroll in the middle of the academic year. The annual amount of insurance fee differs between the Tsukuba Campus and Tokyo Campus. The amount for the area that offers more courses for credited auditors will apply.
d. The admission fee, tuition, and insurance fee will not be refunded under any circumstances.
e. If a person enrolled as a regular student of the University becomes a credited auditor, the insurance fee will be handled by the affiliation in which the student is enrolled as a regular student.

Inquiries about insurance fee: Student Support, Division of Student Welfare, Department of Student Affairs
TEL: 029-853-2248

9. Enrollment in Courses

After the admission procedures, the academic service office of the education organization to which each student belongs (refer to p. 19 "14. Offices" in these Guidelines) will handle credited auditors.

(1) Receipt of required documents

The ID and PW required to log in to the tools for current students will be given to you at the academic service office after admission. For those taking only fully online courses, your ID, PW, and ID (electronic media) will be distributed by email after admission.

(2) Check course information

You can check the schedule and classroom changes of courses, dates of intensive courses, etc. from TWINS (Web bulletin board) and KdB (Curriculum Scheduling Support System) that can be used from "Campus Web Tools". Be sure to check for yourself so that you don't miss anything. As a general rule, we do not respond to inquiries by phone.

(3) Course offering period (enrollment period)

The enrollment period for credited auditors is determined according to the semester in which the approved courses are offered. For those who apply only for the courses offered in the spring semester and apply for extra courses in the fall semester, their course offering period (enrollment period) will be extended to March 31.

Period of study of the course to be registered	Course offering period (enrollment period)
If taking only courses offered in the spring semester	April 1 – September 30
If taking courses offered in the spring semester and fall semester or throughout the year	April 1 – March 31
If taking only courses offered in the fall semester	October 1 – March 31

(4) Use of campus facilities and services after admission

Those who enroll as credited auditors will be able to use some of the campus facilities and services in the same way as regular students. Please refer to the examples in the table below and for details, contact the academic service office to which you belong (refer to p. 19 "14. Offices" in these Guidelines).

Please note that you may need a card-based ID to use some facilities and services. If you are taking only fully online courses and would like to use the following facilities and services, please check with the academic service office of your educational organization to see if you need one, and then pick up a card-based ID at the counter.

Available facilities and services (Tsukuba Campus)
•Libraries, cafeteria, facilities for extracurricular activities •Parking, transportation system (bus) (upon students' request; with fees) •Services provided by the Academic Computing & Communications Center (ACCC) for students, such as the campus wireless LAN system

Available facilities and services (Tokyo Campus)
•Library •Zengaku Computer Stytem Tokyo Satellite •Services provided by the Academic Computing & Communications Center (ACCC) for students, such as the campus wireless LAN system *There are no cafeteria or concession counter.*There are no parking lot for cars or bicycles for current students so for those who registered courses offered in Tokyo Campus, use public transportation.

Unavailable facilities and services (Common to both Tsukuba Campus and Tokyo Campus)
•School dormitories •Student travel discount ticket •Student commuter pass

10. Credit Conferred

Credits will be awarded for courses taken if credited auditors are evaluated as passing according to the grading method described in the syllabus. Upon request, a "Certificate of Academic Record" will be issued for the courses in which credits have been earned.

11. Extra Course Application

Those who have completed the admission procedures in the spring semester as credited auditors of the graduate school can apply for extra courses that will be offered in the fall semester of the same academic year. However, you can apply for extra courses only for courses offered by the graduate school.

During the application period for extra courses, only online applications will be accepted. Applications are not accepted by mail or in person.

When applying for extra courses, there is no need to pay the application fee, admission fee, or insurance fee.

Application category	Application period for extra courses	Application method for extra courses
Fall	Friday, June 26, at noon, 2026 – Thursday, July 2, at noon, 2026	【Online application】

Important notes

It is not possible to apply for extra courses beyond the academic year. In case of an application beyond the academic year, applicants must pay the application fee, admission fee, and insurance fee for each year.

12. Issuance of Various Certificates

For information on the issuance of various certificates, please refer to the "Application for Issuance of Certificates for Credited Auditors" on the university's website.

13. Privacy Policy

Personal information obtained by the University of Tsukuba from the application materials will be used not only for affairs concerning the selection of entrants, but also research and study aimed at improvement of the admission procedures and the university education. Furthermore, personal information of enrolled students will also be used when required including various procedures after admission. Personal information obtained will not be used for any purpose other than the intended use or provided to a third party without the consent of the individual, except as required by law.

14. Offices

<Application>
Division of Educational Reform Support, Department of Educational Promotion
(Building Layout ① Administration Center 2F)
Email: gm.kkikakugrp#@#un.tsukuba.ac.jp
(Replace #@# with @)
Office hours: Mondays to Fridays: 9:00 - 12:15 / 13:15 - 17:00
(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba holds events.)

<Course overview, application conditions, etc. for courses offered by each educational organization>
*【Tsukuba Campus】
Office hours: Mondays to Fridays 9:00 - 12:15 / 13:15 - 17:00
(Except Saturdays, Sundays, National holidays and on those dates the University of Tsukuba holds events.)

Academic Service Office	Program
Academic Service Office for the Humanities and Social Sciences Area (Building Layout②1A Building 3F) Graduate School Academic Affairs Email: jinsyainkyomu#@#un.tsukuba.ac.jp (Replace #@# with @) 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan	<Degree Programs in Humanities and Social Sciences> ・ Master's Program in Humanities ・ Doctoral Program in Humanities ・ Master's Program in International Public Policy ・ Doctoral Program in International Public Policy ・ Master's Program in International and Advanced Japanese Studies ・ Doctoral Program in International and Advanced Japanese Studies
Academic Service Office for the Pure and Applied Sciences Area (Building Layout ③ 1A Building 3F) Email:jimu-pas#@#un.tsukuba.ac.jp (Replace #@# with @) Graduate School Academic Affairs Tel: 029-853-4030 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan	<Degree Programs in Pure and Applied Sciences> ・ Master's Program in Mathematics ・ Doctoral Program in Mathematics ・ Master's Program in Physics ・ Doctoral Program in Physics ・ Master's Program in Chemistry ・ Doctoral Program in Chemistry ・ Master's Program in Engineering Sciences ・ Doctoral Program in Engineering Sciences ・ Master's Program in Materials Innovation

	・ Doctoral Program in Materials Innovation
Academic Service Office for the Systems and Information Engineering Area (Building Layout ④ 3A Building 2F) Graduate School Academic Affairs Tel: 029−853−6598 E-mail: sysinfo.kyomu#@#sie.tsukuba.ac.jp （#@#を「@」に置き換えてください） 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8573, Japan	<Degree Programs in Systems and Information Engineering> ・ Master's Program in Policy and Planning Sciences ・ Doctoral Program in Policy and Planning Sciences ・ Master's Program in Service Engineering ・ Master's Program in Risk and Resilience Engineering ・ Doctoral Program in Risk and Resilience Engineering ・ Master's Program in Computer Science ・ Doctoral Program in Computer Science ・ Master's Program in Intelligent and Mechanical Interaction Systems ・ Doctoral Program in Intelligent and Mechanical Interaction Systems ・ Master's Program in Engineering Mechanics and Energy ・ Doctoral Program in Engineering Mechanics and Energy
Academic Service Office for the Life and Environmental Sciences Area (Building Layout ⑤ 2B Building 3F) Graduate School Academic Affairs Tel: 029-853-2418 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan	<Degree Programs in Life and Earth Sciences> ・ Master's Program in Biology ・ Doctoral Program in Biology ・ Master's Program in Agro-Bioresources Science and Technology ・ Master's Program in Geosciences ・ Doctoral Program in Geosciences ・ Master's Program in Environmental Sciences ・ Master's Program in Mountain Studies

Academic Service Office for the Human Sciences Area (Building Layout ⑥ 2A Building 2F) Graduate School Academic Affairs Tel: 029-853-5609 Email: ningen-dkyomu#@#un.tsukuba.ac.jp (Replace #@# with @) 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan	<Degree Programs in Comprehensive Human Sciences> ・ Master's Program in Education ・ Doctoral Program in Education ・ Master's Program in Psychology ・ Doctoral Program in Psychology ・ Master's Program in Disability Sciences ・ Doctoral Program in Disability Sciences
Academic Service Office for the Art and Sports Sciences Area (Building Layout ⑦ 5C Building 2F) Graduate School Academic Affairs Tel: 029-853-2841 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8574, Japan	<Degree Programs in Comprehensive Human Sciences> ・ Master's Program in Neuroscience ・ Doctoral Program in Neuroscience ・ Master's Program in Public Health ・ Doctoral Program in Public Health ・ Master's Program in Physical Education, Health and Sport Sciences ・ Doctoral Program in Physical Education, Health and Sport Sciences ・ Master's Program in Sport and Olympic Studies ・ Master's Program in Art ・ Doctoral Program in Art ・ Master's Program in Design ・ Doctoral Program in Design ・ Master's Program in Heritage Studies ・ Doctoral Program in Heritage Studies
Academic Service Office for the Medical Sciences Area (Building Layout ⑧ 4A Building 2F) Graduate School Academic Affairs Tel: 029-853-5668 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8575, Japan	< Degree Programs in Comprehensive Human Sciences > ・ Master's Program in Medical Sciences ・ Master's Program in Public Health ・ Master's Program in Nursing Science ・ Doctoral Program in Nursing Science ・ Doctoral Program in Medical Sciences

Academic Service Office for the Library, Information and Media Sciences Area (Building Layout ⑨ 7B Building 2F) Graduate School Academic Affairs Tel: 029-853-1120 Email: tosyoss-daigakuin#@#un.tsukuba.ac.jp (Replace #@# with @) 1-2 Kasuga, Tsukuba-shi, Ibaraki 305-8550, Japan	<Degree Programs in Comprehensive Human Sciences> ・ Master's Program in Informatics ・ Doctoral Program in Informatics

***Tokyo Campus**

Office hours: Mondays 10:00 - 18:30
Tuesdays to Fridays 10:00 - 21:10
Saturdays 10:00 -18:30
(Except Sundays, National holidays and on those dates the University of Tsukuba hold events.)

Tokyo Campus Website: https://www.office.otsuka.tsukuba.ac.jp/

Office hours are subject to change due to infectious disease countermeasures. Various notices will be posted in the information column of the above site, so please check it. For inquiries, please use the "Contact Us" form on the above website.

Academic Service Office	Program
Academic Service Office for the Business Sciences Area (Building Layout ⑩ Bunkyo School Building 3F) Academic Affairs Tel: 03-3942-6918 Email: businessentrance#@#un.tsukuba.ac.jp (Replace #@# with @) 3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan	<Degree Programs in Business Sciences> ・ Master's Program in Law ・ Doctoral Program in Law ・ Master's Program in Business Administration ・ Doctoral Program in Business Administration ・ <Law School Program> <MBA Program in International Business> <Degree Programs in Comprehensive Human Sciences> ・ Master's Program in Counseling ・ Master's Program in Rehabilitation Science

	• Doctoral Program in Rehabilitation Science • Master's Program in Sport and Wellness Promotion • Doctoral Program in Sport and Wellness Promotion