

# Application Process Overview Chart

Non-degree Research Students (Kenkyusei)

## Check your eligibility!

No eligibility screening is required if any of the following conditions below apply to the applicant.

Applicants must hold a foreign citizenship on the following conditions.

- Persons who have graduated from 4-year university in Japan (or 6-year courses in medicine, dentistry, veterinary medicine and pharmacy for those to enroll in the Doctoral Program in Medical Sciences), or those expected to complete the course before the admission period.
- Persons who have completed a 16-year school curriculum in a foreign country (or an 18-year school curriculum if they desire to enroll in the Doctoral Program in Medical Sciences) or those expected to complete before the admission period.
- Persons who have earned or expect to earn a bachelor's degree from the university or college authorized by Minister of Education, Culture, Sports, Science and Technology that should be at least 3 years course, or 5 years course to enroll in the Doctoral Program in Medical Sciences, at university or college overseas.

Eligibility screening is required for the following individuals:

- Persons who show an equal or greater academic ability than graduates in the university qualification screening.

Please contact the Division of Student Exchange, Department of Student Affairs in advance.

Division of Student Exchange  
EMAIL: [isc@un.tsukuba.ac.jp](mailto:isc@un.tsukuba.ac.jp)

## Get the Reference Number!

Applicants must communicate with a prospective academic adviser to receive the reference number.

Prior to making application, establish sufficient contact with the faculty member of university and obtain his/her informal consent to be your academic advisor. Subsequently he/she will notify you of the reference number which is required for the web application process. Visit TRIOS (<https://trios.tsukuba.ac.jp/en/>) to find the professor's contact information.

**Necessary information to contact Prospective Academic Advisor:**

①Academic record, ②Employment record, ③Research achievements made in the past few years( eg. Graduation thesis, research topics), ④Statement of reason why you chose the prospective academic advisor, ⑤Statement of reason why you chose University of Tsukuba, ⑥Research plans, ⑦Statement of the presence or absence of desire to go to graduate school, ⑧Method of financial backing during your stay in Japan, ⑨Language proficiency level in Japanese and English, ⑩Self-Declaration on Specific Categories

Note:

- **You should contact the faculty member 2-3months in advance of web application, considering that it may take some time before your reference number is provided after obtaining the prior consent.**
- **We will not respond to any telephone calls or e-mails about a professor's email address or details in activities of the research group.** Please refer to "Graduate Course Websites/Contact Information" <https://www.tsukuba.ac.jp/en/academics/international-research-students/contact.pdf> on our website and ask Academic Service Office for your research area.

# WEB Entry

You can apply for the research student at University of Tsukuba through online Web Entry system. Read below carefully before applying.

[Web Entry Application Period]

April 2024: Tuesday, September 19 to Friday, October 6 2023 (by 3 p.m. JST)  
October 2024: Wednesday, March 13 to Friday, March 29 2024 (by 3 p.m. JST)  
December 2024: Monday, May 27 to Friday, June 7 2024 (by 3 p.m. JST)

## Sign Up

First, you need to make an account with your e-mail address and optional password.



## Activation

When you sign up, activation email will be sent to your registered email address. Click the activation URL on the email to activate your account.



## Login

After activating your account, you will be automatically logged in. Just click the "Login" button and proceed to "My Page". The next time you login, you need to enter your email address and password.



## My Page

On "My Page," click the "Application Form" button for the appropriate program. On this page, you can also edit your login information or reset your password.



## Application Form

There are four sections in the Application Form.

- 1.Applicant's Information
- 2.Supervisor of Your Choice
- 3.Eligibility
- 4.Educational Background

Fill out all the required fields indicated with \*(asterisk). If you skip the required field or enter incorrect data, you will get an error message and cannot move to the next section. Each section will be saved when you click on "Save & Quit" or "Proceed" button on each confirmation page. After saving, you can continue from where you left off when you login back.

Note: - Upload the JPEG data of your ID photo in "1. Applicant's Information" section.

- You must enter the reference number in "2. Supervisor of Your Choice."

## WEB Entry

### Payment

You must pay the examination fees before submitting your application. The university accepts:

- Online credit card payments (for both domestic and overseas applicants)
- Convenience store payments (for domestic applicants only)

Please refer to “Application Fee” on our website.

<https://www.tsukuba.ac.jp/en/academics/international-research-students/>



### Submit Application

After the payment is confirmed, you can submit your application **by clicking “Submit to Apply” button**. Once you click on the button, the information you entered are sent to the university. You cannot go back to edit. Be sure to double-check before proceeding.

After you submit your application, a confirmation email will be sent to the registered email address. (\*Check and adjust spam filter settings in your email account beforehand so as to receive an email safely from "kenkyusei-entry.ap-graduate.tsukuba.ac.jp" domain.)



### Print Documents

After submitting, follow the instructions given at the last stage of the Web Entry system and be sure to download and print out all PDF files. **You can download them from the Web Entry system only during the Web application period. Please note that you cannot apply if you do not download the PDF files during the Web Entry application period.**



## WEB Entry

<https://kenkyusei-entry.ap-graduate.tsukuba.ac.jp/>



### Submit Documents

Submit all the necessary documents to the university **by registered mail.**

[Deadlines] (Must arrive)

April 2024: Tuesday, September 19 to Monday, October 16, 2023

October 2024: Wednesday, March 13 to Monday, April 8, 2024

December 2024: Monday, May 27 to Monday, June 17, 2024



## **Announcement of Admission Results**

April 2024: Beginning of December 2023  
October 2024: Beginning of July 2024  
December 2024: Beginning of August 2024



## **The Acceptance Letter and COE**

The Division of Student Exchange will send you "The Acceptance Letter" and "COE."



## **Obtain Student Visa**

Prospective enrollment students apply for the Student Visa in their countries.



## **Procedure for Enrollment**

April 2024: Beginning of April 2024  
October 2024: End of September 2024  
December 2024: Beginning of December 2024