

# **APPLICATION GUIDELINES FOR ACADEMIC AUDITORS (GRADUATE PROGRAM) OF THE UNIVERSITY OF TSUKUBA FOR AY 2024 (APRIL 2024 – MARCH 2025)**

## **Credited Auditors (Single Course Study)**

"Credited Auditors" is a lifelong education program that allows the public including working professionals to study part-time and for the university to evaluate their learning outcomes.

Enrolled auditors can take courses offered by graduate programs at the University of Tsukuba, and the university gives them a credit if they complete a course.

A broad range of courses is available, and everyone is welcome to learn as a credited auditor.

When admitted to the graduate school of the University of Tsukuba as a regular student, depending on the situation, credits earned through "Credited Auditors" can be recognized as credits earned as a regular student.

## **January 2024**

### **<Tsukuba Campus>**

*Division of Educational Reform Support,*

*Department of Educational Promotion,*

*University of Tsukuba*

1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8577

Email: gm.kkikakugrp"a"un.tsukuba.ac.jp

### **<Tokyo Campus>**

*Academic Service Office for the Business*

*Sciences Area,*

*University of Tsukuba*

3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012

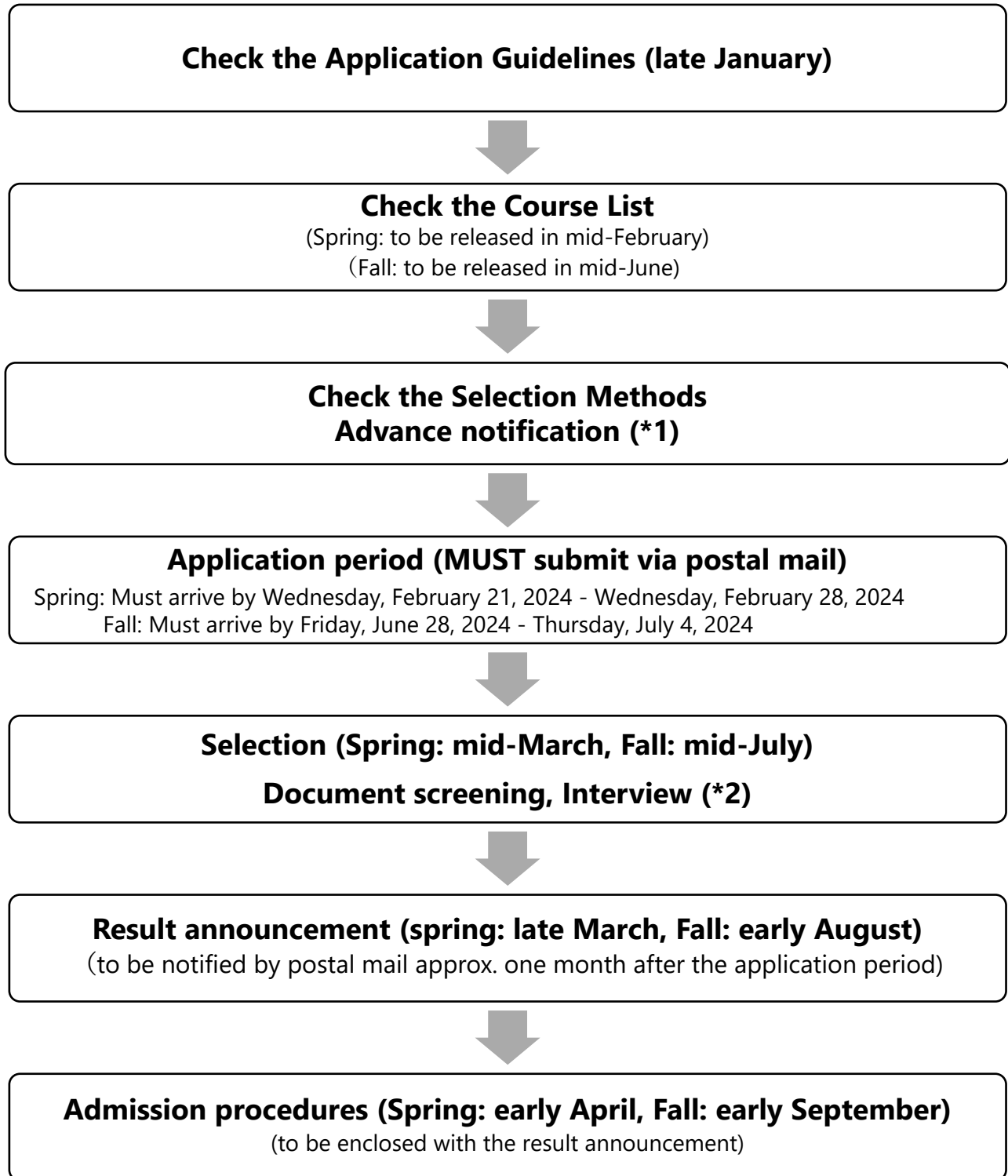
Email: businessentrance"a"un.tsukuba.ac.jp

(Please replace "a" with @ when sending an inquiry.)

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## 1. Screening Schedule



\*1 Selection methods vary depending on the course. Some courses require an interview and advance notification before application. Please check the information in the "Course List," "Selection Methods," and "Interview for International Applicants" on the website, and contact the educational organization listed in the "Selection Methods" before submitting the application materials.

\*2 Please also refer to "8. Selection Methods and Interview" in these Guidelines.

## 2. Qualification for Admission

Applicants who have been deemed to have sufficient academic ability to take the pertinent coursework can be admitted as credited auditors.

Applicants should submit the complete documentation within the designated application period after preparing the documents required, etc. as set forth in the Application Guidelines.

### **For International Applicants ONLY** **(IMPORTANT: Status of Residence and Period of Stay)**

#### **Qualification for Application**

International applicants MUST hold the appropriate status of residence in Japan and an ample period of stay for the semester when the course to be registered is offered at the time of application.

- ※ For the course offering period (enrollment period) for taking spring semester courses, you will be admitted until September 30, 2024 and for the course offering period (enrollment period) for taking fall semester courses, until March 31, 2025, so the application requirement is that you have the period of stay as shown in the table below.

Period of Study of the Course to be Registered	Necessary Period of Stay
Spring semester (incl. summer vacation) ONLY	1 <sup>st</sup> April - 30 <sup>th</sup> September
Fall semester (incl. spring vacation) ONLY	1 <sup>st</sup> October – 31 <sup>st</sup> March of the following year
All year	1 <sup>st</sup> April – 31 <sup>st</sup> March of the following year

#### **The University of Tsukuba DOES NOT accept applications if:**

- International applicants hold the appropriate status of residence in Japan, but the period of stay is NOT enough for the period of study.
- International applicants have been staying in Japan under short-term stay.
- International applicants have been residing overseas and DOES NOT have the appropriate status of residence in Japan.

Student visa holders still can apply as a credited auditor; however, they CANNOT extend their period of stay and/or CANNOT newly obtain a student visa as a credited auditor.

Those international applicants who apply for courses offered in the spring semester and would like to add courses offered in the fall, their period of stay on the approved status of residence MUST be enough for the period of study (to 31<sup>st</sup> March of the following year).

#### **Interview**

Regardless of their status of residence, all international applicants are required to take an interview. An educational department will contact international applicants to adjust the interview schedule. Please check the "Interview for International Applicants".

### 3. How to Choose a Course

The Course List showing the course name that can be applied, semester, day and period, prerequisite, selection method, etc. is expected to be released on the website of the university. Before application, check the Course List and then apply.

If there are any inquiries about the available courses, please consult the Academic Service Office (see "14. Offices) that each program is assigned.

**Course List (For Graduate Programs)**  
<https://www.tsukuba.ac.jp/education/other-auditors/in/#list>

#### **Important notes on choosing courses.**

a. Courses listed on the Course List

Content of the available courses on the Course List may be changed without advanced notice, make sure all applicants check the latest version of the Course List before submitting the application documents.

In addition to this, the semester, method, etc. may also be changed in the middle of the academic year depending about infectious diseases.

b. Prerequisite for taking a course.

There are several courses available with prerequisites and those are usually mentioned in the remark's column and prerequisites column of the Course List. Applicants cannot take those courses unless they meet the conditions.

e.g.: "Already taken XXXX course," "Only for the purpose of taking teacher's license," etc.

c. Course offering methods.

Course offering methods (e.g., face-to-face, online, etc.) are usually mentioned in the remarks column of the Course List, make sure all applicants check them in advance. To take an online course, an appropriate device such as laptops, smartphones, etc. and network environment that allows you to watch online courses are needed. Details will be notified after the screening process. Credited auditors still can utilize campus facilities approved to use for taking online courses, however, the University of Tsukuba does not lend any mobile devices (e.g., laptop, wi-fi router, etc.).

d. Intensive courses and semester

Intensive courses with yet-to-be-determined dates and courses with yet-to-be-determined semester, day and period are listed on the Course List. Applicants still can apply for yet-to-be-determined courses; however, the paid fees will not be refunded even if you cannot take the courses when the schedule is confirmed.

e. Schedule overlapping with other courses.

Applicants still can apply for overlapping courses; however, they cannot register for those courses at the same time and need to decline either of those courses during the admission procedures. Furthermore, credited auditors cannot take overlapping courses even if those courses are provided on-demand. Even if applicants paid tuition for both courses, the University of Tsukuba will NOT refund the fees. The University of Tsukuba would strongly recommend all applicants to check the course schedule in advance.

f. Classroom language

In the Course List, if it reads as “lectures are conducted in English,” etc. in the remark’s column, it means that the course will be taught in English. All courses are usually conducted in Japanese unless there is any specific note on classroom language in the remark’s column.

g. For acquiring a teacher’s license

In advance, obtain a “certificate confirming basic qualifications” (certificate of graduation) and “certificate confirming the credits acquired for the license you wish to obtain” (certificate regarding academic ability) issued by your alma mater and be sure to check with each prefectural board of education for which you plan to apply a license to determine the number of credits you lack in courses prescribed in the Order for Enforcement of the School Teacher’s License Act.

#### 4. Application Materials

All applicants should submit the complete documentation within the designated application period. Designated forms can be obtained from the same webpage with the Application Guidelines. We only provide the forms in PDF format. Applicants may directly type in the relevant section and print it or print and complete the forms by hand. The form must be printed on A4-single-sided paper. Please read the Notes Written in the Application Check List (see No. 1 below) and ensure that you have included the complete documentation.

No.	Materials	Qty	Required for	Remarks
1	Application Check List <u>Designated form</u>	1	All	Write the number of sheets you submit and check the boxes when you submit the application materials.
2	Application Form <u>Designated form</u>	1	All	Fill in the required fields and <u>affix an ID photo (30 X 24mm)</u> taken within the last three months; full face; front view; bareheaded; plain light-colored background.
3	Certificate of Application Fee Payment (Affix it to the Application Form)	1	All	A non-refundable application fee (9,800 yen) will be payable at a convenience store in Japan or by credit card. Payment must be made before submitting the application materials. Regardless of the payment method, you will need to access the payment platform <e-shiharai.net>. For details, please refer to “5. Application Fee.” Even if you apply for more than 1 course, the application fee is fixed at 9,800 yen. ○If you pay the fee at a convenience store in Japan, after payment, please affix the tear-off portion of the Certificate of Payment in the designated location of the

				<p>Application Form. The convenience store's official stamp is not required.</p> <p>○If you pay the fee by credit card, after completing payment, access “申込内容照会 (Inquiry)” and print “収納証明書 (Certificate of Payment).” Affix the tear-off portion of “収納証明書 (Certificate of Payment)” in the designated location of the 2nd sheet of the Application Form.</p> <p>*Refund Policy</p> <p>If you cancel your application after the application period has passed once your application materials have been received, the application fee you paid will not be refunded. However, in the following cases, we will accept returns at your request within the application period.</p> <p>○If you do not apply after paying the application fee</p> <p>○If you have applied and wish to cancel your application within the application period.</p> <p>If applicants want to get a refund, please do the refund procedure as soon as possible. Please note that the applicants must bear the refund fee.</p>
4	Course Application Form <u>Designated form</u>	1 or more	All	<p>Check the Course List and fill in the designated form accurately and properly with the course name of your choice, course number, etc., and submit.</p> <p>If there are many courses, please make a copy of the required number.</p>
5	Interview Form <u>Designated form</u>	1 per course	If applicable	<p>*Only for courses that require an interview.</p> <p>After checking whether or not there is an interview in the “Course List” and “Selection Methods,” submit it for each course (fill in the bold frame).</p>
6	Academic Transcript from Last School Attended	1	All	<p>The transcript must be original. <u>Those who continuously apply from the previous year do not need to submit again.</u></p> <p>For those who fall under any of the following conditions, submit the designated material.</p> <p>a. Withdrew from an institution: official transcript issued by the institution.</p>

				<p>b. Graduated/Withdrew from an institution overseas: official transcript issued by the institution.</p> <p>c. The institution an applicant graduated was abolished: 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.</p> <p>d. The institution an applicant graduated from does NOT issue the certificate since a certain period has passed after the graduation: Submit a document that certifies the institution cannot issue an academic transcript.</p> <p>e. Enrolled in the last year of an undergraduate program or a graduate program: Transcript issued by the institution.</p>
7	Documentary Evidence of a Change of Name (Abstract of Family Register)	1	If applicable	If your current family name is different from that on your submitted certificates, submit a proof of name change (e.g., Abstract of Family Register).
8	Residence Card (photocopy, both sides) or Certificate of Residence (住民票, original, without the My Number written on it)	1	International applicants	<p>Regardless of the status of residence, international applicants must submit the photocopy of the Residence Card (both sides) or Certificate of Residence (original). Photocopy of the passport will not be accepted.</p> <p>If the approved period of stay is not enough for the period of study (spring semester: 30<sup>th</sup> September, fall semester: 31<sup>st</sup> March of the following year), one CANNOT apply for the credited auditor.</p>
9	Certificate of Japanese Proficiency	1	International applicants who would like to take a course offered in Japanese	<p>Regardless of the status of residence, international applicants must submit either of the following Certificate of Japanese proficiency (see the example below). Photocopy will be accepted.</p> <p><u>If all the courses that international applicants choose are fully taught in a</u></p>



				<p>foreign language, the <u>Certificate of Japanese Proficiency is not required</u>. If there is ONE course taught in Japanese included, the Certificate of Japanese Proficiency is mandatory.</p> <p>「日本語能力検定」 「BJT ビジネス日本語能力テスト」 「J.TEST 実用日本語検定」</p>
10	<p>Interview Form for International Applicants <u>Designated form</u></p>	1	International applicants	<p>Regardless of the status of residence, international applicants must take an interview.</p> <p>Fill in the form and submit it together with other application materials.</p>
11	<p>Photo Mount Sheet for the Student ID Card <u>Designated form</u></p>	1	All	<p>Fill in the required fields and <u>affix an ID photo (30 X 24mm)</u> taken within the last three months; full face; front view; bareheaded; plain light-colored background. Submitted ID photos are not returned.</p>
12	<p>Return (Self-addressed) Envelope for Notification of Selection Results (no stamps required)</p>	1	All	<p><u>Clearly write your name, zip code and address in BLOCK LETTERS</u> on a "332 X 240mm" sized envelope, postal stamps are NOT necessary.</p> <p>*Not required if applying only for courses offered at Tokyo Campus.</p>
13	<p>Address sheet <u>Designated form</u></p>	1	All	<p>The university address and other required information are written on the address sheet. Fill in the required fields and affix it on the surface of "332 X 240mm" sized envelope when submitting the application materials.</p>

\*There may be specific documents required for application by each educational organization or course and those are usually mentioned in the remark's column and prerequisites column of the Course List.

## 5. Application Fee

### 9,800 yen

**A non-refundable application fee** will be payable online by credit card or at a convenience store in Japan. Payment must be made before submitting the application. Applicants need to access a payment platform <e-shiharai.net> regardless of the payment method. Check the detailed procedure on "How to Make Payment of Examination Fee at a Convenience Store or by Credit Card."

Please note that any transaction charges shall be borne by the applicants.

<e-shiharai.net>

- <https://e-shiharai.net/> (Only available in Japanese)
- <https://e-shiharai.net/english/> (English, only for credit card payment)

Payment period: Spring: From 1<sup>st</sup> February / Fall: From 1<sup>st</sup> June

< How to Make Payment of Examination Fee at a Convenience Store or by Credit Card >

- [https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/11\\_Payment.pdf](https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/11_Payment.pdf)

### **Payment at a Convenience Store (Seven-Eleven, LAWSON, MINI STOP, Family Mart)**

(1) Advance web application

Access the payment platform (<https://e-shiharai.net/>) and fill in the required section by following the instruction to obtain a payment number necessary for the payment at a convenience store.

(2) Payment at a convenience store

Visit a convenience store in Japan with the payment number to pay the application fee. The Certificate of Payment will be issued when completing the payment. Please note that applicants might be required to operate an information device (Loppi, Fami Port, etc.) placed in the convenience store before paying the application fee, however, applicants MUST pay the application fee at the cash register.

(3) Submit

Affix the tear-off portion of the Certificate of Payment in the designated location of the Application Form and submit it together with other application materials. The University of Tsukuba will NOT accept any application without the Certificate of Payment.

### **Online Payment by Credit Card (VISA, MasterCard, JCB, AMERICAN EXPRESS)**

\*Please make sure you have access to a printer with A4 sized paper.

(1) Payment at the payment platform

Access the payment platform (<https://e-shiharai.net/> or <https://e-shiharai.net/english/>) and fill in the required section by following the instruction to pay the application fee.

(2) Submit

Access "申込内容照会" (Inquiry) when completing the payment and input your "Receipt Number" and "Date of Birth." Then, print "収納証明書" (Certificate of Payment) and affix it in the designated location of the Application Form. The University of Tsukuba will NOT accept any application without the Certificate of Payment.

## 6. How to Submit Your Application

Application period and mailing address

<Tsukuba Campus>

Application category	Semester applied for	Application period by postal mail	Mailing address
Spring (including summer vacation)	All	Wednesday, February 21, 2024 - Wednesday, February 28, 2024 【Postal mail (simplified registered mail) Must arrive within the period】	<i>Educational Reform Support, Department of Educational Promotion, University of Tsukuba (Credited Auditor Application)</i> 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8577, Japan
Fall (including spring vacation)	Only fall	Friday, June 28, 2024 - Thursday, July 4, 2024 【Postal mail (simplified registered mail) Must arrive within the period】	

<Tokyo Campus>

Application category	Semester applied for	Application period by postal mail	Mailing address
Spring (including summer vacation)	All	Wednesday, February 21, 2024 - Wednesday, February 28, 2024 【Postal mail (simplified registered mail) Must arrive within the period】	<i>Academic Service Office for the Business Sciences Area, University of Tsukuba (Credited Auditor Application)</i> 3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan
Fall (including spring vacation)	Only fall	Friday, June 28, 2024 - Thursday, July 4, 2024 【Postal mail (simplified registered mail) Must arrive within the period】	

\*If you are applying only for courses offered in the fall semester, please apply under the "Fall" application category.

### **Important notes on submitting the application.**

- The University of Tsukuba only accepts the applications of credited auditors via postal mail, we will NOT accept any applications submitted in person.
- Submit the complete documentation via simplified registered mail. Applications will not be accepted in case of any incomplete documentation and/or applications arriving after the application period.
- Submit original certificates.
- Make sure to affix the address sheet on the surface of the 332 X 240mm sized envelope when submitting the application materials.

- e. The available Course List will be updated in mid-February for the spring semester and in mid-June for the fall semester. Make sure all applicants check the latest version before submitting the application materials.
- f. For the application category, please refer to "11. Course Offering Period, etc." Applicants must submit their application during the right period of application category. Be sure to apply for courses held during the "summer vacation" during the "spring" application category. In case applicants submit their application only for the courses conducted during the fall semester in the period of the application category of spring, the enrollment period will be the first day of the fall semester (1<sup>st</sup> October).
- g. Applicants cannot change their list of courses after the application period.
- h. Ensure that you have filled in your email address and your phone number on the Application Form. The University of Tsukuba may contact the applicant to confirm the application only if there is any incomplete and/or missing document. The university will not contact the applicant if all required documents are confirmed.
- i. At Tokyo Campus, the Academic Service Office for the Business Sciences only accepts the application for the courses offered by the program affiliated at Tokyo Campus. For courses of other degree programs, etc., please take note that even when classes are held in Tokyo Campus, the office is still in Tsukuba Campus.

(1) Extra course application

Credited auditors enrolled in the spring semester can add courses offered in the fall semester of the same academic year.

- Extra course application period: Friday, June 28, 2024 - Thursday, July 4, 2024  

【Must arrive by mail (simplified registered mail)】
- Mailing address for extra course application: Academic Service Office corresponding to the educational organization to which the credited auditor will belong (See "14. Offices").
- Applicants must submit the required materials as follows.
  - 1) Extra Course Application Form (designated form)
  - 2) Interview Form (\* Only for courses that require an interview.)
  - 3) Return (Self-addressed) Envelope (no stamps required) (Clearly write your name, zip code and address in BLOCK LETTERS on a 332 X 240mm sized envelope)

\*Additional documents may be required depending on the course you have chosen.  
 \*Not required if applying only for courses offered at Tokyo Campus.
- Application fee/admission fee/insurance fee are not required for extra course application.

The Extra Course Application Form (designated form) can be obtained from the same webpage with the Application Guidelines. We only provide the forms in PDF format. Applicants may directly type in the relevant section and print it or print and complete the forms by hand. The form must be printed on A4-single-sided paper.

For extra course application, a credited auditor must submit the required documents via simplified registered mail or bring them to the counter by the deadline to the Academic Service Office corresponding to the educational organization to which the credited auditor will belong (See "14. Offices").

## **Note**

In case of an application beyond the academic year, applicants must pay the application fee/admission fee/insurance fee for each year.

## **7. 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 (See "14. Offices") in advance to discuss your application. At the time of application, you may be required to additionally submit a doctor's medical certificate stating the degree of disability, etc.

## **8. Selection Methods and Interview**

Credited auditors are screened for admission to each course for which they apply. Selection methods differ depending on the educational organization. Some courses require an interview in addition to the document screening.

Please be sure to confirm interview dates and times with your educational organization before submitting your application.

### (1) Interview for each course

Please refer to the Course List (For Graduate Programs) and confirm the educational organization that offers the course for which you are applying. Interview methods differ between educational organizations, so be sure to check the attached "Selection Methods" in advance.

#### **『Selection Methods』**

**<https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/pdf/2-14-en.pdf>**

### (2) Interview for international applicants

Regardless of their status of residence, all international applicants are required to take an interview. Interview methods differ between educational organizations, so be sure to check the "Interview for International Applicants" in advance.

#### **『Interview for International Applicants』**

**<https://www.tsukuba.ac.jp/en/academics/international-exam-scheduleauditors/pdf/2-15-en.pdf>**

## **9. Result Announcement**

The result will be notified to all applicants by postal mail about one month after the application deadline. Documents necessary for the admission procedures will also be sent to the successful applicants. Any inquiries by telephone or email about the result will not be accepted.

## 10. Admission Procedures

### (1) Fees

Please see the documents enclosed in the letter of acceptance and pay the designated fees before submitting the admission documents.

Fees	Amount to be paid
Admission fee	28,200 yen
Tuition	14,800 yen/credit (e.g.: 14,800-yen X number of credits that the applicant is permitted to register)
Insurance fee	1,000 yen/per year (In Tsukuba Campus) 450yen/per year (In Tokyo Campus)

### (2) Important notes about fees

- a. If there is any change in fees including the admission fee, tuition and insurance fee during the school year, the newly adopted amount will be applied.
- b. Applicants who continuously register from the previous academic year still need to pay the admission fee and insurance fee for each year as well as tuition.
- c. For the insurance fee, according to university policy, all students including credited auditors are asked to join the Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai") to secure students' engagement in educational research and extracurricular activities. Credited auditors who enroll from the fall semester still need to pay the annual insurance fee of 1,000 yen (450 yen for Tokyo Campus).
- d. The admission fee and tuition will not be refunded under any circumstances. However, if you have overpaid your insurance fee you can only get a refund if the amount you paid exceeds the refund fee (1,800 yen), so please contact Student Support, Division of Student Welfare below.
- e. The insurance fee for those enrolled as a degree student at the University of Tsukuba will be handled in one's affiliation as a degree student. Please make sure to consult the Student Support, Division of Student Welfare, and Department of Student Affairs before paying the insurance fee.

**Student Support, Division of Student Welfare, Department of Student Affairs**

**TEL: 029-853-2248**

### (3) Affiliation

Confirmed affiliation will be notified with the result announcement. Make sure to fill in the right name of the affiliation in the required fields of documents necessary for the admission procedures. Any administrative matter related to the credited auditor is handled at the Academic Service Office corresponding to the academic organization to which the credited auditor will belong (See "14. Offices") after enrollment.

#### (4) Admission approval

The University of Tsukuba accepts the successful candidates as credited auditors, when they complete the admission procedures during the designated period. Those who are inevitably unable to continue the admission procedures and would like to decline the offer of acceptance, please submit a declination letter in free format immediately to the Academic Service Office (See "14. Offices").

Admission approval will be canceled in case of misstatements and material omissions.

#### (5) Use of campus facilities after admission

As with regular students at the University of Tsukuba, credited auditors are also able to utilize some of the university facilities. For details, please consult the Academic Service Office (See "14. Offices").

Access to facilities and services (TSUKUBA CAMPUS)	Access to facilities and services (TOKYO CAMPUS)
<ul style="list-style-type: none"><li>•Libraries, cafeteria, facilities for extracurricular activities</li><li>•Parking, transportation system (bus) (upon students' request; with fees)</li><li>•Services provided by the Academic Computing &amp; Communications Center (ACCC) for students, such as the campus wireless LAN system</li></ul>	<ul style="list-style-type: none"><li>•Library</li><li>•Satellite computer room</li><li>•Services provided by ACCC for students, such as the campus wireless LAN system</li></ul> <p>*There are no cafeteria or concession counter.</p> <p>*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.</p>

Unavailable facilities and services (for both TSUKUBA and TOKYO CAMPUS)
<ul style="list-style-type: none"><li>•School dormitories</li><li>•Student travel discount ticket</li><li>•Student commuter pass</li></ul>

## 11. Course Offering Period, Etc.

### (1) Semester system

The University of Tsukuba implements the spring/fall semester system, and those semesters consist of 3 modules each (Spring ABC, Fall ABC).

Please refer to the "Academic Calendar" for the period of each module, the course starting date, examination week, etc. Course conducted days may be transferred to ensure enough days for the courses. For details, please also refer to the "Important Notes for Course Registration."

Furthermore, changes in schedule and classroom of courses, implementation period of intensive courses, etc. will be announced via TWINS (Web bulletin board), KdB (Curriculum

Scheduling Support System), etc. that can be accessed from "Campus Web Tools" on the university website. In addition to this, at Tokyo Campus, that information are usually posted on bulletin board and/or Tokyo Campus students' website, etc. so do your own checking and try not to miss them. User PW and ID for using those systems will be provided after admission procedures. Any inquiries by phone and/or email will not be accepted.

**"Campus Web Tools"**  
<https://www.tsukuba.ac.jp/en/campuslife/>

(2) Course offering period (enrollment period)

The course offering period (enrollment period) for the credited auditor shall be decided depending on the semester in which the course is offered. For those apply only for the courses offered in the spring semester and apply for extra courses in the fall, their course offering period (period of enrollment) will be extended to the end of March of the following year.

For those who applied only for the courses conducted in the fall semester in the period of the application category of spring, the course offering period (enrollment period) shall be from 1<sup>st</sup> October to 31<sup>st</sup> March of the following year. If so, the Student ID and the university facilities (see "10. (5)") are only available from the fall semester (1<sup>st</sup> October).

Period of Study of the Course to be Registered	Course Offering Period (Enrollment period)
Spring semester (incl. summer vacation) ONLY	1 <sup>st</sup> April - 30 <sup>th</sup> September
All year	1 <sup>st</sup> April – 31 <sup>st</sup> March of the following year
Fall semester (incl. spring vacation) ONLY	1 <sup>st</sup> October – 31 <sup>st</sup> March of the following year

## 12. Credit Conferred

Credited auditors earn the course credits, by which the instructors comprehensively evaluate their classroom participation, test, assignments, final examinations, and so forth, and acknowledge that all learning results meet the grading criteria. The University of Tsukuba will issue the academic transcript upon their request. For details, please consult the Academic Service Office (See "14. Offices").

\*Issue of certificates may take some time depending on the type of certificate.

## 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 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 procedures for credited auditors>

*Division of Educational Reform Support, Department of Educational Promotion (Administration Center 2F)*

Email: gm.kkikakugrp"a"un.tsukuba.ac.jp (Please replace "a" with @ when sending an inquiry.)

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/requirements/course addition of each program>

#### Tsukuba Campus

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
<p><i>Academic Service Office for the Humanities and Social Sciences Area (1A Building 3F)</i></p> <p>Tel: 029-853-5652 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan</p>	<p>&lt;Degree Programs in Humanities and Social Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Humanities</li> <li>• Doctoral Program in Humanities</li> <li>• Master's Program in International Public Policy</li> <li>• Doctoral Program in International Public Policy</li> <li>• Master's Program in International and Advanced Japanese Studies</li> <li>• Doctoral Program in International and Advanced Japanese Studies</li> </ul>
<p><i>Academic Service Office for the Pure and Applied Sciences Area (1A Building 3F)</i></p> <p>Tel: 029-853-4030 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan</p>	<p>&lt;Degree Programs in Pure and Applied Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Mathematics</li> <li>• Master's Program in Physics</li> <li>• Master's Program in Chemistry</li> <li>• Master's Program in Engineering Sciences</li> <li>• Master's Program in International Materials Innovation</li> </ul>
<p><i>Academic Service Office for the Systems and Information Engineering Area (3A Building 2F)</i></p> <p>Tel: 029-853-5251 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8573, Japan</p>	<p>&lt;Degree Programs in Systems and Information Engineering&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Policy and Planning Sciences</li> <li>• Master's Program in Service Engineering</li> <li>• Master's Program in Risk and Resilience Engineering</li> <li>• Master's Program in Computer Science</li> <li>• Master's Program in Intelligent and Mechanical Interaction Systems</li> <li>• Master's Program in Engineering Mechanics and Energy</li> </ul>

<p><i>Academic Service Office for the Life and Environmental Sciences Area</i> (2B Building 3F)</p> <p>Tel: 029-853-2418 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan</p>	<p>&lt;Degree Programs in Life and Earth Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Biology</li> <li>• Master's Program in Agro-Bioresources Science and Technology</li> <li>• Master's Program in Geosciences</li> <li>• Master's Program in Environmental Sciences</li> <li>• Master's Program in Mountain Studies</li> </ul>
<p><i>Academic Service Office for the Human Sciences Area</i> (2A Building 2F*)</p> <p>Tel: 029-853-5609 Email: ningen-dkyomu"a"un.tsukuba.ac.jp (Please replace "a" with @when inquiring) 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8572, Japan</p>	<p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Education</li> <li>• Master's Program in Psychology</li> <li>• Master's Program in Disability Sciences</li> </ul>
<p><i>Academic Service Office for the Art and Sports Sciences Area</i> (5C Building 2F)</p> <p>Tel: 029-853-2841 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8574, Japan</p>	<p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Neuroscience</li> <li>• Master's Program in Physical Education, Health and Sport Sciences</li> <li>• Master's Program in Sport and Olympic Studies</li> <li>• Master's Program in Art</li> <li>• Master's Program in Design</li> <li>• Master's Program in Heritage Studies</li> </ul>
<p><i>Academic Service Office for the Medical Sciences Area</i> (4A Building 2F)</p> <p>Tel: 029-853-5668 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8575, Japan</p>	<p>&lt; Degree Programs in Comprehensive Human Sciences &gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Medical Sciences</li> <li>• Master's Program in Public Health</li> <li>• Master's Program in Nursing Science</li> <li>• Doctoral Program in Nursing Science</li> <li>• Doctoral Program in Medical Sciences</li> </ul>
<p><i>Academic Service Office for the Library, Information and Media Sciences Area</i> (7B Building 2F) *Kasuga area</p> <p>Tel: 029-853-1120 1-2 Kasuga, Tsukuba-shi, Ibaraki 305-8550, Japan</p>	<p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"> <li>• Master's Program in Informatics</li> <li>• Doctoral Program in Informatics</li> </ul>

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**<Course overview/requirements/course addition of each program>**

Tokyo Campus

Response time

- Mondays : 10:00 ~ 18:30
- Tuesday-Friday : 10:00 ~ 21:10
- Saturdays : 10:00 ~ 20:00

(Except Sundays, National holidays and New Year holidays, and other holidays.)

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

Operating hours are subject to change due to infectious disease countermeasures.

Various notices will be posted in the "Notices" section of the above website.

For inquiries, please use the "Contact Us" form on the above website.

Academic Service Office	Program
<p><i>Academic Service Office for the Business Sciences Area</i> (Tokyo Campus 3F 334)</p> <p>Tel: 03-3942-6918</p> <p>Email: <a href="mailto:businessentrancea@un.tsukuba.ac.jp">businessentrance"a"un.tsukuba.ac.jp</a> (Please replace "a" with @when inquiring)</p> <p>3-29-1 Otsuka, Bunkyo-ku, Tokyo 112-0012, Japan</p>	<p>&lt;Degree Programs in Business Sciences&gt;</p> <ul style="list-style-type: none"><li>• Master's Program in Law</li><li>• Master's Program in Business Administration</li></ul> <p>&lt;Law School Program&gt;</p> <p>&lt;MBA Program in International Business&gt;</p> <p>&lt;Degree Programs in Comprehensive Human Sciences&gt;</p> <ul style="list-style-type: none"><li>• Master's Program in Counseling</li><li>• Master's Program in Rehabilitation Science</li><li>• Master's Program in Sport and Wellness Promotion</li></ul>