

APPLICATION GUIDELINES FOR CREDITED AUDITORS
OF THE UNIVERSITY OF TSUKUBA FOR AY 2025
(GRADUATE PROGRAM)

Credited Auditors

The “Credited Auditors” program 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 credited 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 2025

Division of Educational Reform Support

Department of Educational Promotion

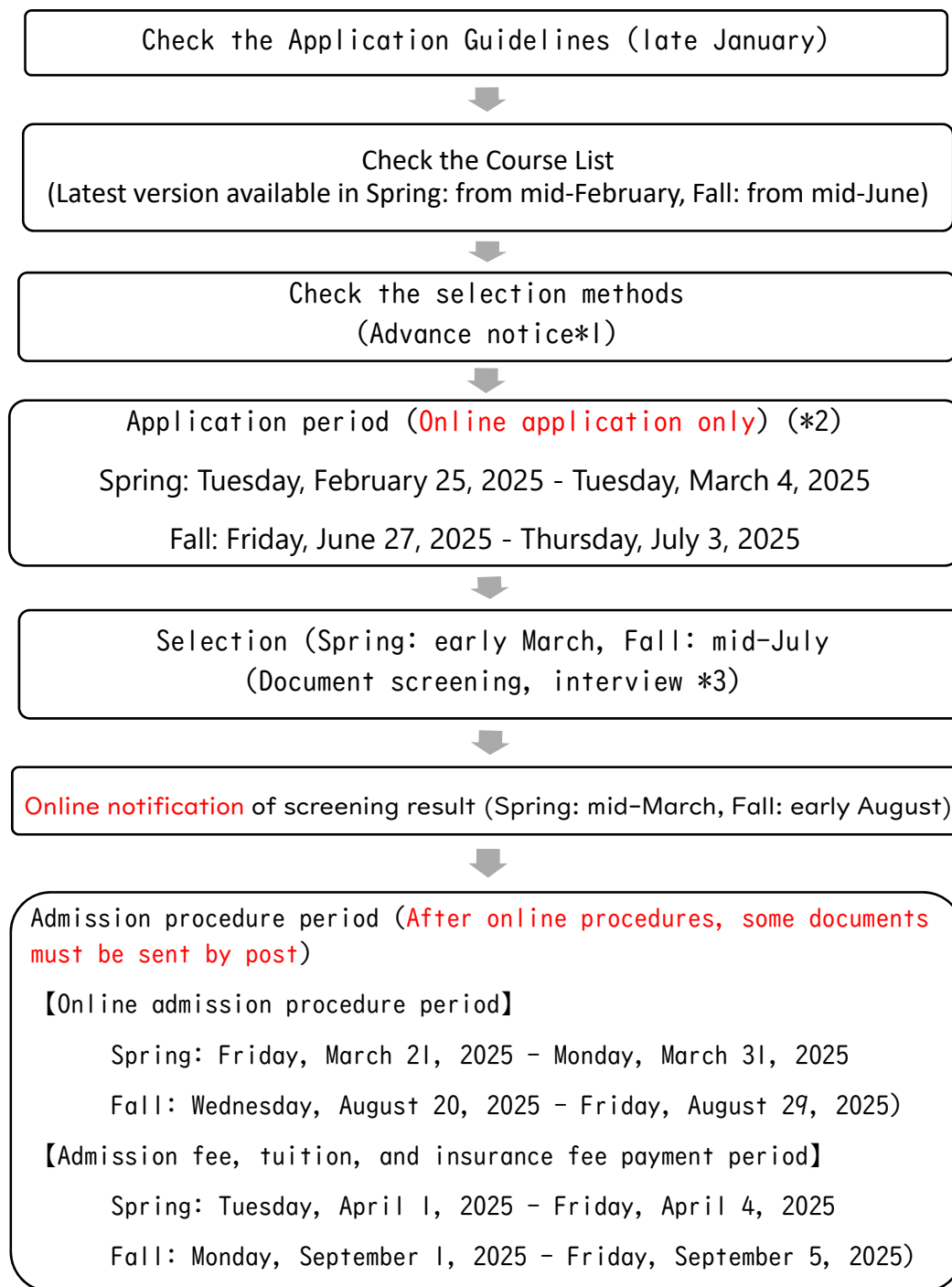
University of Tsukuba

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

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I. Overview of Application and Selection 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 Those who have completed the admission procedures in the spring semester as a credited auditor in the graduate school and want to take the courses offered by the graduate school in the fall semester must apply for extra courses. (Refer to p. 18

[“11. Extra Course Application”](#) in these Guidelines.)

*3 Please also refer to p. 7 [“4. Selection Methods for Courses and Interview”](#) in these Guidelines.

2. Qualification for Admission

A document screening will be conducted for all courses applied for, and those who are deemed to have sufficient academic ability to take the respective courses will be admitted as credited auditors.

【For international applicants】 Important

Status of residence *All

It is not possible to obtain or change to the status of residence of "College Student" or to renew the period of stay using the university's credited auditor system.

Qualification for application *Excludes those who take only fully online courses¹ overseas

At the time of application, you must have an appropriate status of residence for staying in Japan, and the period of stay must be sufficient for the semester in which the courses you are applying for are offered.

*For the course offering period (enrollment period) for taking spring semester courses, you will be admitted until September 30, 2025 and for the course offering period (enrollment period) for taking fall semester courses, until March 31, 2026, 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	Required period of stay
For spring semester (including summer recess) only	April 1, 2025 - September 30, 2025
For fall semesters (including spring recess) only	October 1, 2025 - March 31, 2026
For spring semester, fall semester, and year-round	April 1, 2025 - March 31, 2026

In addition, if you enroll in the spring semester and apply for extra courses to be offered in the fall semester, you must have a period of stay until March 31, 2026.

Interview *All

Regardless of status of residence, all applicants will undergo an “Interview for International Applicants”. Since the interview method differs depending on the educational organization, please refer to the [“Interview for International Applicants”](#)

¹ A fully online course is one in which all classes, including tests, are completed online.

posted on the website, check application process, the interview method of each educational organization, etc., and follow the instructions in the notes. Before submitting your application, be sure to contact your educational organization to confirm the date and time of the interview.

For those who fall under the following circumstances at the time of application

- Those who have a status of residence but do not meet the above "required period of stay" at the time of application
- Those who are temporarily staying in Japan with the status of residence of "Temporary Visitor"

Those listed above can only apply for fully online courses.

However, please ensure that you do not overstay your visa by adhering to the permitted period of stay and status of residence at the time of application. This includes returning to your home country before the end of your stay, extending your period of stay, or changing to an appropriate status of residence.

For those who plan to take only fully online courses overseas

If you wish to come to Japan after admission, please obtain an appropriate status of residence before coming to Japan.

3. How to Choose a Course

The ["Course List \(for graduate programs\)"](#) (hereinafter referred to as the "Course List") showing the course name that can be applied, term, meeting days, period, etc., application conditions, selection methods, etc. is expected to be released on the website of the university. Please check the latest information on the course you wish to take before applying.

For specific explanations of the term, meeting days, period, etc., please refer to ["Important Notes for Course Registration"](#) on the website.

If there are any inquiries about the available courses, please consult the academic service office (refer to p. 19 ["14. Offices"](#) in these Guidelines) that each program is assigned.

Important notes

- 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 materials.

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

b. Application conditions

Some courses have application conditions, which are described in the “Application conditions” column and “Remarks” column of the [“Course List”](#). If you do not meet the application conditions, you will not be able to apply for the course.

e.g.: “Already taken XXXX course”

c. Course offering methods

Course offering methods (e.g., face-to-face, online, etc.) are usually mentioned in the “Fully online courses” column and “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 selection 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. Courses for which the term, meeting days, period, etc., and date of implementation have not yet been decided

Courses for which the term, meeting days, period, etc. have not yet been decided, as well as intensive courses for which the date of implementation has not yet been decided, are also listed in the [“Course List”](#). The date of implementation of these courses will be decided after the application or admission procedures, but if the credited auditor is unable to take the course due to his/her own circumstances after the decision has been made, the course for which the applicant has applied for will not be changed, and the application fee, admission fee, tuition, etc. paid will not be refunded. The confirmed schedule to those courses and/or changes in schedule and classroom of courses will be disseminated in TWINS (Web bulletin board), KdB (Curriculum Scheduling Support System), etc. so do your own checking and try not to miss them.

In addition, if the class schedule or classroom is unavoidably changed, we will inform you as well, so please be careful not to overlook any information. User PW and ID for using those system will be provided after admission.

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. (Except for NT² courses)

² For NT courses, please refer to “(5) Key to the Course Catalogue” of [“Important Notes for Course Registration”](#) on the website

A request to change the courses you are taking or withdraw from the courses you are taking after the admission procedures will not result in a refund of the paid admission fee, tuition, etc., so please be sure to check that there is no overlap in the meeting days, period, etc. for the courses you are taking at the time of admission procedures.

f. Classroom language

In the [“Course List”](#), if it reads as “Lecture conducted in English,” etc. in the “Remarks” column, it means that the course will be taught in English. Courses without any specific indication are usually conducted in Japanese.

g. For the purpose of obtaining a teacher’s license (specialized certificate)

In advance, please obtain a "Certificate of credits for the license you wish to obtain" (Certificate of credits) and check with the prefectural board of education for which you plan to apply for a license the number of credits that you lack for the prescribed number of credits in the subject stipulated in the Order for Enforcement of the School Teacher’s License Act.

In addition, even if it is a subject required to obtain a license, if you do not meet the application conditions according to b. above, you will not be able to apply for the course, so please check in advance.

4. Selection Methods for Courses and Interview

Credited auditors are screened for admission to each course for which they apply. Selection methods differ depending on the educational organization that offers the course, so please refer to the [“Course List”](#) and [“Selection Methods”](#) posted on the website, check the application process, selection methods of each educational organization, and whether there is an interview for each course, and follow the instructions in the notes.

Before submitting the application documents, be sure to check the contact information of the educational organization listed in [“Selection Methods”](#) for each subject with the date and time of the interview.

This interview is only for the applicants who apply for applicable courses and differs from the “Interview for international applicants”.

5. How to Submit Your Application

(1) Application period

Application category	Semester in which the courses available for application are offered	Application period	How to submit your application
Spring	<ul style="list-style-type: none"> •Courses that begin classes in the spring semester •Year-round courses •Courses offered during summer recess <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <ul style="list-style-type: none"> — Spring A begins — Spring B begins — Spring C begins </div>	Tuesday, February 25, 2025 – Tuesday, March 4, 2025	【Online application】
Fall	<ul style="list-style-type: none"> •Courses that begin classes in the fall semester •Courses offered during spring recess <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <ul style="list-style-type: none"> — Fall A begins — Fall B begins — Fall C begins </div>	Friday, June 27, 2025 – Thursday, July 3, 2025	

(2) Application process

Applications for credited auditors will be accepted through **online applications only**. Applications are not accepted by mail or in person.

Since it is not possible to temporarily save your progress during the online application process, please confirm the courses you wish to enroll in and prepare the necessary documents in advance. Applications will not be accepted in case of any incomplete documentation. Applicants cannot change their list of courses after the application.

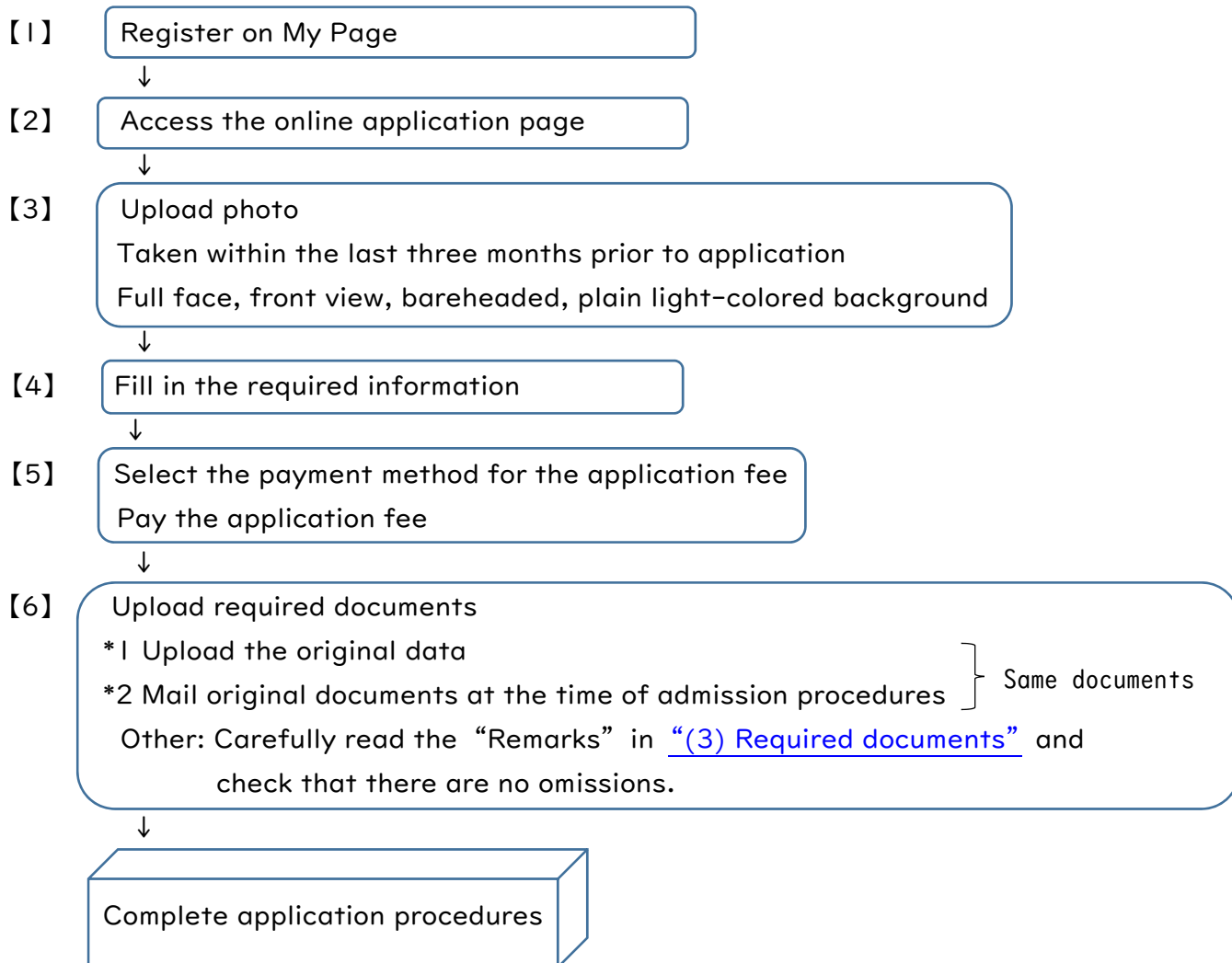
The University of Tsukuba may contact the applicant to confirm the application only if there is any incomplete and/or missing document. The University will not contact the applicant if all required documents are confirmed.

Advance preparation

- ① Check Application Guidelines
- ② Check the Course List, etc.
- ③ Select the courses
- ④ (International applicants only) Check the interview method, interview date and time, etc.*1
- ⑤ Check the selection method of the course to be applied for, interview date and time, etc.*2
- ⑥ Check the payment method for the application fee
- ⑦ Prepare required documents

*1 Please refer to the attached document on the [“Interview for International Applicants”](#) and be sure to contact the relevant educational organization to confirm the selection method and interview date and time, etc.

*2 Please refer to the attached document on [“Selection Methods”](#) and be sure to contact the relevant educational organization for each subject to confirm the interview date and time, etc.



(3) 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	One of the	1	All	<u>*Those who continuously apply from the previous year do not need to submit again.</u>

	School Attended	following formats: PDF JPEG PNG			<p>Please be careful if you fall under any of the following:</p> <ol style="list-style-type: none"> 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 the last year of an undergraduate program or a graduate program: Transcript issued by the institution.
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2	Documentary Evidence of a Change of Name (Abstract of Family Register)		1	If applicable	Only if the name at the time of application and the name on the certificate are different due to marriage, etc.
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. <u>Passports, residence cards, etc. are not accepted.</u> <u>*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, 2025, fall semester/year-round: March 31, 2026).</u>
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. of the "Japanese-Language Proficiency Test", "BJT Business Japanese Proficiency Test", "Test of Practical Japanese", etc. <u>If all the courses international applicants choose are fully taught in a foreign language, the Certificate of Japanese</u>

					Proficiency is not required. (This is required if even one subject is taught in Japanese.)
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In addition to the above table, each educational organization or course may separately request the documents necessary for selection.

(4) 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 affiliation³ you are enrolled in online. If you have passed 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 period

Application category	Admission procedure period		Admission procedure method
	Online admission procedure period	Admission fee, tuition, and insurance fee payment period	
Spring	Friday, March 21, 2025 - Monday, March 31, 2025	Tuesday, April 1, 2025 - Friday, April 4, 2025	【For online admission procedures】 【Some required documents are to be mailed】
Fall	Wednesday, August 20, 2025 - Friday, August 29, 2025	Monday, September 1, 2025 - Friday, September 5, 2025	

(2) 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

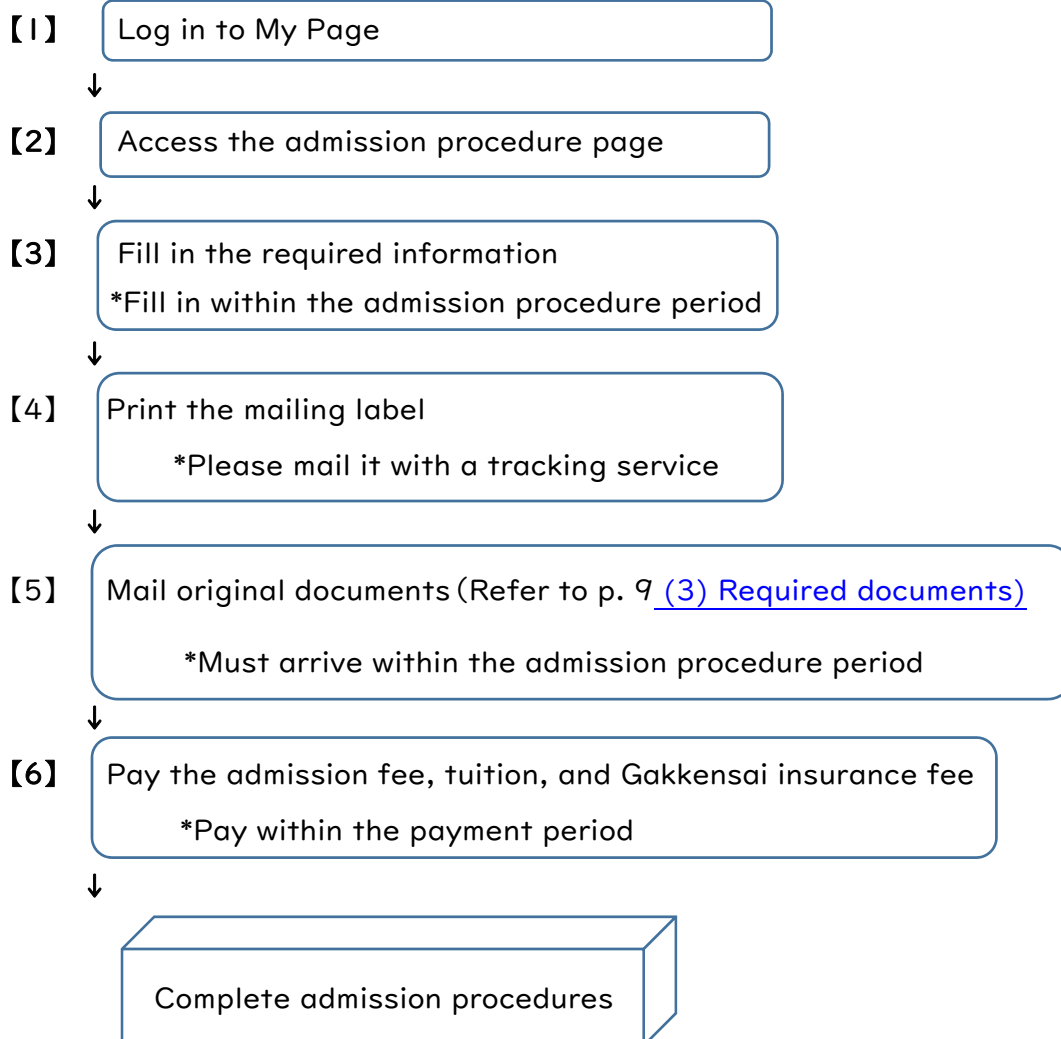
³ The graduate school, degree program, or program to which you belong will be decided after taking into account the purpose of your application and the courses you will be taking. Those who have been enrolled as credited auditors (graduate program) and graduates of our graduate schools after AY 2020 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 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.

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 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

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



(3) Admission fee, tuition, and insurance fee

Fees	Amount to be paid	Payment method		
		Local resident		Overseas resident
Admission fee	28,200 yen	Less than 300,000 yen	300,000 yen or more	Credit card
Tuition	14,800 yen/credit		Convenience store, credit card, Pay-easy	
Insurance fee	1,000 yen/year (Tsukuba Campus) 450 yen/year (Tokyo Campus)			

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)	Available facilities and services (Tokyo Campus)
<ul style="list-style-type: none">·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	<ul style="list-style-type: none">·Library·Zengaku Computer System Tokyo Satellite·Services provided by the Academic Computing & Communications Center (ACCC) for students, such as the campus wireless LAN system <p>*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.</p>
Unavailable facilities and services (Common to both Tsukuba Campus and Tokyo Campus)	
<ul style="list-style-type: none">·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 27, 2025 - Thursday, July 3, 2025	【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
<p>Academic Service Office for the Humanities and Social Sciences Area (Building Layout② IA Building 3F) Graduate School Academic Affairs Email: jinsyainkyomu#@un.tsukuba.ac.jp (Replace #@# with @) 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8571, Japan</p>	<p><Degree Programs in Humanities and Social Sciences></p> <ul style="list-style-type: none"> • 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
<p>Academic Service Office for the Pure and Applied Sciences Area (Building Layout ③ IA 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</p>	<p><Degree Programs in Pure and Applied Sciences></p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Doctoral Program in Materials Innovation
<p>Academic Service Office for the Systems and Information Engineering Area (Building Layout ④ 3A Building 2F) Graduate School Academic Affairs Tel: 029-853-6598 1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8573, Japan</p>	<p><Degree Programs in Systems and Information Engineering></p> <ul style="list-style-type: none"> • 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
<p>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</p>	<p><Degree Programs in Life and Earth Sciences></p> <ul style="list-style-type: none"> • 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

<p>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</p>	<p><Degree Programs in Comprehensive Human Sciences></p> <ul style="list-style-type: none"> • 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
<p>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</p>	<p><Degree Programs in Comprehensive Human Sciences></p> <ul style="list-style-type: none"> • Master's Program in Neuroscience • Doctoral Program in Neuroscience • Doctoral Program in Human Care Science • 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
<p>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</p>	<p>< Degree Programs in Comprehensive Human Sciences ></p> <ul style="list-style-type: none"> • 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

<p>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</p>	<p><Degree Programs in Comprehensive Human Sciences></p> <ul style="list-style-type: none"> • Master's Program in Informatics • Doctoral Program in Informatics
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***Tokyo Campus**

Office hours: Mondays 10:00 - 18:30
Tuesdays to Fridays 10:00 - 21:10
Saturdays 10:00 - 20:00

(Except Sundays, National holidays and on those dates the University of Tsukuba hold events.)

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Academic Service Office	Program
<p>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</p>	<p><Degree Programs in Business Sciences></p> <ul style="list-style-type: none"> • Master's Program in Law • Doctoral Program in Law • Master's Program in Business Administration • Doctoral Program in Business Administration • <p><Law School Program></p> <p><MBA Program in International Business></p> <p><Degree Programs in Comprehensive Human Sciences></p> <ul style="list-style-type: none"> • Master's Program in Counseling • Master's Program in Rehabilitation Science

	<ul style="list-style-type: none">• Doctoral Program in Rehabilitation Science• Master's Program in Sport and Wellness Promotion• Doctoral Program in Sport and Wellness Promotion
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