

Application Guidelines (for privately funded applicants)

SPJES Program in the Degree Program in International Public Policy

*Preliminary application period for the Nippon Foundation Fellowship is now closed.

This program is designed for training people who can solve various problems and issues related to sustainable development in Central Asian states. This is a graduate program offering students from Kazakhstan, Uzbekistan, Kyrgyzstan, Turkmenistan, Tajikistan, and Azerbaijan an MA degree in 18 months. It is supported by the Nippon Foundation Central Asia Fellowship. Those applicants who demonstrate outstanding abilities will be awarded full scholarships from the Nippon Foundation (up to 10 scholarships per year).

1. Enrollment Program

1) Enrollment Program: Special Program in Japanese and Eurasian Studies, Degree Program in International Public Policy, Graduate School of Business Sciences, Humanities and Social Sciences, University of Tsukuba.

2. Eligibility

- 1) Applicants must be nationals from the following countries: Kazakhstan, Uzbekistan, Kyrgyzstan, Turkmenistan, Tajikistan, or Azerbaijan (6 countries).
- 2) Applicants who have an undergraduate degree (or are expected to have received one by the time they start the MA program) and who have completed 16 years of school education.
- 3) Applicants who have been designated by the Minister of Education, Culture, Sports, Science and Technology – Japan.
- 4) Those who have equivalent ability to the graduates of university and will become 22 years old as of October 1, 2022 (the special screening of eligibility is needed).

3. Application Documents:

- 1) “Application Form for Admission to the Master’s Program, 2022, University of Tsukuba”***
- 2) “Curriculum Vitae for foreign applicants”***
- 3) “Employment History”***
- 4) “Examination Admission Card and Photo Card”***

The photograph (30X40mm) must be taken within the last three months and must not

include hats or other head adornments.

** The applicants must download these documents from our website and fill them out.

5) Examination Fees: 30,000 Japanese Yen (non-refundable). For the payment method, please contact us by email: spca-info@ml.cc.tsukuba.ac.jp

Those who are permitted to apply for the Nippon Foundation Central Asia Fellowship are not required to pay Examination Fees.

6) Graduation Certificate***

Submit a graduation certificate (or an attested document certifying that you will graduate) issued by a university or another educational institution that meets the application requirements for the Master's Programs of this Graduate School. Note: Even if you have already earned a master's or a doctoral degree, you need to submit a graduation certificate issued by the university from which you have earned a bachelor's degree.

7) Academic Transcript***

Submit an academic transcript (the official transcript of your program history) issued by a university or another educational institution that meets the application requirements for the Master's Programs of this Graduate School. If any credits were transferred from another school, submit an academic transcript from that school.

8) Degree Certificate***

Submit a degree certificate for your bachelor's degree.

***Submit the originals of these documents (no. 6, 7, and 8) are required to be submitted. In case the applicant cannot submit these originals, submit the notarized copy of these documents.

9) SPJES application form. Fill out the columns 1, 2, 3, 4, 5, and 6 of the form.

<http://www.chiiki.tsukuba.ac.jp/spca/news-events/news-events.html#20211116>

10) Letter of Approval for Entrance Exam

Applicants who currently work for a government agency, school, or company (except for part-time workers) need to submit a letter of approval allowing you to take the entrance examination, issued by your superior. Any format (A4 Size) is acceptable.

Applicants who plan to leave the company to enroll in the graduate school may submit a written document (affixed with their seal) as a substitute for this letter of approval. In this case, the applicants must submit a certificate of resignation at the time of the enrollment procedure.

4. Application Method

Each applicant should send all related documents by post to the following address between April 1, 2022 and April 19, 2022.

Special Program in Japanese and Central Eurasian Studies, Degree Program in International Public Policy, Graduate School of Business Sciences, Humanities and Social Sciences, University of Tsukuba Tennodai 1-1-1, Tsukuba-shi, Ibaraki-ken JAPAN 305-8571

E-mail: spca-info@ml.cc.tsukuba.ac.jp

5. Selection Criteria

Judgment of document screening (100 points) and interview (100 points).

6. Examination Dates

Date: Late April 2022

Examination subject: Interview regarding the contents of “Research Plan and Essay”

7. Examination Place

Details will be delivered separately

8. Announcement of Admission Results

Late May 2022

Please note that in connection with the spread of the coronavirus (COVID-19) the announcement date may be subject to change.

9. Enrollment Procedure

1) Enrollment Procedure Guidelines (which include documents to be submitted before entrance) will be sent out to successful applicants. Follow the direction in the Guidelines. All applicants with a full-time job need a document or a letter (e.g., an order for a training course, a letter for a leave of absence, or an approval letter) from the employer to prove that they are available to complete the program.

2) Estimated Expenses Upon Entrance

a) Entrance fees are 282,000 Japanese Yen (non-refundable).

b) Tuition: The tuition for the Second semester of the 2022 academic year (October-March) is 267,900 Japanese Yen. (Yearly Amount: 535,800 Japanese Yen for the 2021 academic year, April 2021-March 2022)

Those who are enrolled with the status of the Nippon Foundation Central Asia Fellowship are not required to pay the entrance fees and the tuition until the end of the standard course duration (1.5 years).

3) International applicants must acquire a Status of Residence suitable for entrance to a

graduate school, in accordance with the Immigration Control and Refugee Recognition Act (Cabinet Order No. 319 of 1951), before beginning the enrollment procedures. Those who wish to enter this Graduate School as an international student must acquire Status of Residence as a “Student.”

10. Others

- 1) If the application documents are incomplete, the university office reserves the right to potentially refuse entry of said documents.
- 2) We do not permit the change of school or program the applicant applies for after the receipt of the application documents.
- 3) The examination fee will not be returned.
- 4) Submitted documents will not be returned (except for the only original of graduation certificate submitted by applicants).
- 5) Dormitory or other such accommodation facilities will not be offered to applicants who will be taking the examination.
- 6) Inquiry regarding unsuccessful applicants will not be addressed.
- 7) Please contact the office in case there are questions regarding the application process.
- 8) Applicant can include up to 10 credits acquired by him/her in other university to the credits required in our program, subject to the decision of the Dean of the School of Humanities and Social Sciences.

Contact Information

SPJES (Special Program in Japanese and Eurasian Studies)

Degree Program in International Public Policy

Graduate School of Business Sciences, Humanities and Social Sciences

University of Tsukuba

Tennodai 1-1-1, Tsukuba-shi, Ibaraki-ken JAPAN

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