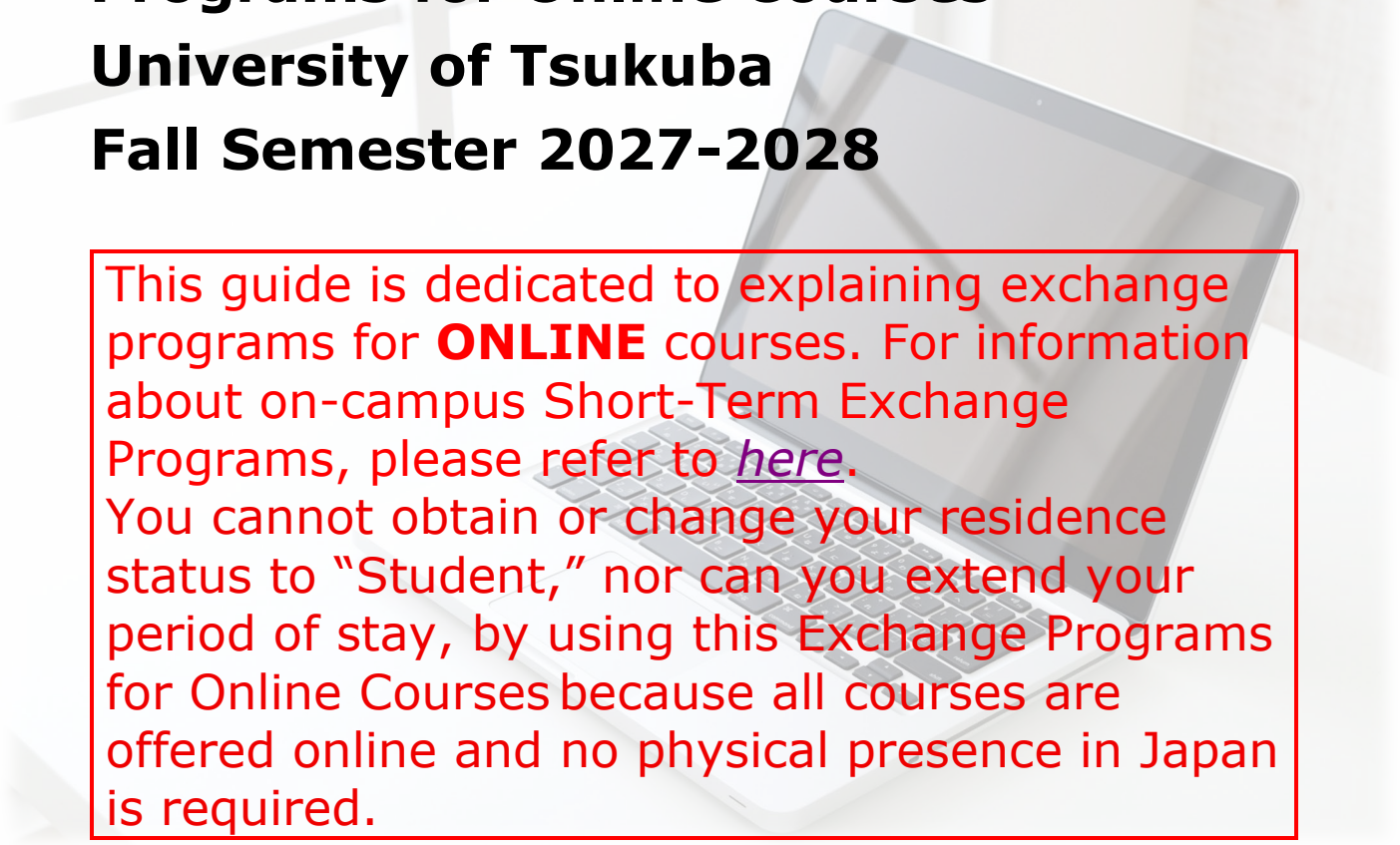
Application Guide for Exchange Programs for Online Courses University of Tsukuba Fall Semester 2027-2028



This guide is dedicated to explaining exchange programs for **ONLINE** courses. For information about on-campus Short-Term Exchange Programs, please refer to *here*.
You cannot obtain or change your residence status to "Student," nor can you extend your period of stay, by using this Exchange Programs for Online Courses because all courses are offered online and no physical presence in Japan is required.

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筑波大学 University of Tsukuba

How to Apply

Application Procedures

1. Check Exchange Agreement

Confirm that your home university has a student exchange agreement with the University of Tsukuba (list of Partner Organization). Tuition fee exemption will only be limited to students from partner universities with specific agreement. To check eligibility, please see the exchange coordinator or the international office at your home university.

2. Prepare Application

Prepare application (obtain required documents, etc.). Please Refer to pp.5-6 for more information.

3. Submit Online Application

Login to our online application system "Campus Entry" and proceed to fill out the application form. After filling out all the information and uploading the required documents, click the "Submit to Apply" button.

Online Application Deadline

4. Complete Online Admission Procedures

Login to the online application system again and complete the admission process. Those who need to pay tuition fee are required to complete the payment.

Online Admission Procedures Deadline

Approximate timeline for the Program

【Example: Spring 2027(April) Enrollment】

Period for online application and submitting documents	**November 2 to Nobember 30**
Application Screening	**December**
Notification of acceptance package (Acceptance letter, etc.)	**Mid-January (As soon as they are issued)**
Online Admission Procedures	**January 1 to January 27**
Program starts	**April 1st**

Program Outline

As a part of the Exchange Program, we accept students who take our online courses from our partner universities based on exchange agreements. Admission is granted upon mutual consultation between the two universities. The credits you earned from the courses can be transferred to your home university's credit under the regulations of the university. Contact the international office at your home university to confirm if such an agreement with the University of Tsukuba exists and credit transfer can be applied.

Student Status

◆ Exchange Student (*Tokubetsu Chokogakusei*)

Exchange Student (*Tokubetsu Chokogakusei)* is a status available for both undergraduate and graduate students from partner universities who wish to take courses at the University of Tsukuba. Exchange Students can earn credits if they pass the required examinations and credit transfer is also possible depending on the grading system at their home university. We have now made our online courses available for Exchange Students.

Tuition Fees and Waivers

◆ Applicants Under Exchange Agreements

Students who join the exchange program from CiC partners or partner universities that have a reciprocal tuition waiver agreement for online enrollment with the University of Tsukuba can be granted a tuition waiver. For more information, please consult the international office at your home university.

◆ Applicants Outside of Exchange Agreements

Students who join the exchange program from universities outside of the exchange agreement for online acceptance must pay tuition fees to the University of Tsukuba in the admission procedures. The tuition fee for Exchange Students is calculated on a per-credit basis and is currently set at **14,800 yen per credit**.

Summary:

	Exchange Students for Online Courses (*Tokubetsu Chokogakusei*)
Purpose of study	To attend online courses and earn credits
Level	Undergraduate or graduate
Admission	By mutual agreement between the University of Tsukuba and the student's home university
Earning credits	Possible
Credit transfer	Possible (confirm with your university)
Start dates	Beginning of each semester (April or October)

Tuition waiver	Possible
For Students Outside of Exchange Agreements	
Tuition fees	14,800 yen per credit
Fee payment	Payment by credit card in the admission procedures

Duration of Program

The duration of the program will be determined depending on the terms of the online courses you applied for. The course list shows the terms of each course held. For your reference, an academic year in the University of Tsukuba consists of two semesters－Spring semester and Fall semester. Spring semester consists of Spring A, Spring B, and Spring C modules. Fall semester consists of Fall A, Fall B, and Fall C modules.

Month	April - May	June - July	August - September	October - November	December – January	February - March
Semester	Spring Semester			Fall Semester		

Module (5-week units)	Spring A module	Spring B module	Spring C module	Summer Recess	Fall A Module	Fall B module	Fall C module	Spring Recess

	Start of Semester	End of AB module	End of ABC module
Spring semester	**April 1st**	**July**	**August**
Fall semester	**October 1st**	**December**	**February**

IMPORTANT NOTES

- **You are not allowed to shorten or extend your enrollment period once you submit the application.**

Affiliation

Your affiliation at University of Tsukuba will be determined by the number of courses you apply.

Courses Available for Exchange Student

Please check the available courses by referring to the course list.

IMPORTANT NOTES

- **Depending on certain conditions, some courses may not be available to Exchange Students.**
- **Undergraduate students cannot register courses for graduate school students, and vice versa.**

Required Documents

Required Documents

The following documents are required for application. Prepare necessary documents before you proceed with the online application system.

■ Online Submission

☐ Formal Letter of Request for Admission	● It should be signed by the **President or Dean** of your home university and addressed to the President of the University of Tsukuba. ● Please consult the international office at your home university for issuance. ● Please refer to the latest format sample for preparing the letter. ● Please submit a letter that is **issued within the last three months.**
☐ Official Transcript of Academic Records	● Provide the academic transcript from the previous year or semester at your home university.
☐ Copy of Student ID Card or Certificate of Enrollment	● Upload a photocopy of your student ID card or a Certificate of Enrollment issued by the home university. ● If you submit a Certificate of Enrollment, please include your name, your current year at the home university, the admission date and the expected graduation date in the home university. Also, the certificate must be issued within the last three months.
☐ Copy of Passport	● Upload the ID page (double-page spread) of your passport. If you don't have a passport, please upload a substitute official document that can be used for confirming your name. ● Please photocopy the entire page that we can clearly check your photo, name and other details.
☐ ID Photo Data	● Upload a photo of your face in accordance with the instructions on the web application system.

-Upload scanned data of the documents on our online application form.
-Valid image file formats are the following: **PDF, JPEG, PNG**.
Poor quality data (such as photo taken with smartphones) are not acceptable.
-Please submit **the official certificates written in English or Japanese**. If you are unable to provide it in the above languages, please attach a translation **confirmed by the exchange coordinator at your home university** with his/her signature.
-Submitted documents will not be returned under any circumstances.

Online Application

Access "Campus Entry" to proceed applying online. Details for the application procedures are explained in the separate guide.

IMPORTANT NOTES

- **Any incomplete documents or documents submitted after the deadline will not be accepted.**
- **After completion of an online application, you will receive the result of application from the University of Tsukuba. Move on to the admission procedures if you receive a notification with a successful result.**

Other Important Information

- **Guidelines for taking online courses**

Upon completion of all admission procedures, you will be notified how to take online courses. Please follow the guidelines and proceed with online study.

- **Personal Accident Insurance for Students Pursuing Education and Research Activities**

This insurance is mainly designed for students attending programs on campus covering accidents that may occur during on-campus activities and off-campus extracurricular activities that are registered in the university. However, it doesn't exclude online students from receiving compensation if an accident occurred that meets the conditions during the online course. If you wish to apply for the insurance, please carefully observe and understand the conditions for compensation, then apply through the online application system.

- **Course Hours per Credit**

Course Type	Course Hours per Credit
Lectures and Seminar	15 hours (1.5 hours per week × 10 weeks)

NOTE: The University of Tsukuba calculates 1 class period (75 minutes) as 1.5 hours.
One (1) unit of credit requires 45 hours of academic work. The University of Tsukuba calculates these course hours based on the teaching method, academic outcomes, and self-directed study outside of class required.

- **Handling of Personal Information**

Personal information provided in application documents will be used for admissions procedures only. Moreover, the information of applicants who have completed the admission formalities will be used as part of the school registration data.

- **Security Export Control**

University of Tsukuba has established the University of Tsukuba Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict screenings for acceptance of international students, etc. International applicants who fall under any of the conditions set out in said regulations may be unable to take courses.

Contact Information

For general inquiries about the online exchange programs, please contact the Office of International Online Education through the exchange coordinator or the international office at your home university.

Office of Educational Promotion,
Division of Educational Promotion,
University of Tsukuba
E-mail: jvc-entry@un.tsukuba.ac.jp