筑波大学
University of Tsukuba

Guidelines for Application
Master's Program in Library, Information and Media Studies (English Program)
Graduate School of Library, Information and Media Studies, University of Tsukuba

1. Objectives of Education and Admission Policy

Objectives of Program	This program aims at providing a comprehensive education at graduate level, in a multi-disciplinary approach, encompassing the fundamental and applied courses in Library and Information Science (LIS). Students are trained to develop their research skills in the multidisciplinary fields of managing diverse information resources.
Admission Policy	Applicants will be selected will be based on the following criteria: 1) Demonstrate adequate English proficiency to perform successfully in our Library and Information Science (LIS) academic program; 2) Evidence of basic knowledge to perform successfully in our LIS program; 3) Genuine interest in studying LIS at graduate level.

2. Name of Degree Program

Master of Science in Library and Information Studies

3. Application Schedules

(A) Application period: December 1 - December 20, 2016 (JST)

(B) Interview via online video conference (e.g., Skype): January 10 to 31, 2017

or face-to-face interview at the University of Tsukuba:: February 2, 2017

(C) Announcement of the final selection results: February 17, 2017

(D) Enrollment period: October 1, 2017 (further details will be sent upon selection)

(E) Program start date: October 1, 2017

4. Number of Students Accepted: several

5. Eligibility of Applicants

Applicants must meet at least one of the following criteria, in order to apply:

(A) Graduation from a four-year university, or expect to graduate by the end of September 2017

(B) Completion of 16 years of formal education by the end of September 2017

(C) Or persons who have been recognized in the individual qualification screening process as having an equivalent ability to (B) mentioned above.

(Please contact our office no later than November 25, 2016 –via using the contact information stated on page 2, Section 7 to inquire whether you fall under this category.)

6. Exemption from English Proficiency Testing

Applicants other than those listed below must submit the score of English proficiency tests (TOEFL or TOEIC) described in Section 8 that is no more than 2 years old, to serve as evidence of their English proficiency.

(A) Those whose nationalities are the countries where English is the SOLE language of instruction (Australia, Bahamas, Barbados, Canada except Québec, England, Ghana, Ireland, India, Jamaica, Kenya, New Zealand, Nigeria, Scotland, St. Vincent and the Grenadines, Trinidad and Tobago, Uganda, United States, and Wales).

(B) Those who have received or will receive a degree from the university accredited by the U.S. Department of Education. If you are currently enrolled at a university in the United States, you must submit an official transcript or proof of your degree status from that institution to qualify for a TOEFL or TOEIC waiver. If the official transcript or proof cannot be provided, the English proficiency test score is required.

(C) Those who have received or will receive a degree from an accredited university where English is the SOLE language of instruction. If you are a degree candidate in a university where English is the SOLE language of instruction, you must submit official verification from that university that English is the SOLE language of instruction along with your anticipated date of graduation. If the degree or official verification cannot be provided, the English proficiency test score is required.

7. Application Procedures

To apply for the program, please send the application documents as described in Section 8 by following the instructions given in Section 9. The application documents must arrive on or before the deadline.

Since each applicant is required to name a prospective academic advisor on the application documents, each applicant needs to contact a faculty member - and confirm in advance whether you chosen/preferred faculty member is willing to serve as your academic advisor once you enroll.

The faculty member list is available at : http://www.slis.tsukuba.ac.jp/grad/english/education/faculty_e.html

If you have any questions about the application procedure, please contact us via email at:

elis-info@slis.tsukuba.ac.jp

8. Application Documents

The following documents are necessary for completing your application. Please use the specific application forms, which are available for downloading from our Graduate's school's website.

Payment of examination fee is required before sending your application documents. No exceptions are made regardless of reasons. NO late payments will be accepted. Please note that examination fee will not be refunded after application has been submitted, regardless of the final results.

Document		Applies to	Notes
1	Application Form	All	Please fill out (Form 1) and attach a photo showing your full face, neck and shoulders in frontal view. Photo must be taken within the last 6 months.
2	Examination Fee	All	30,000 Japanese yen. Please pay before submitting the application. See Section 8-1 for payment procedure in details.
3	Certificate of Payment for Examination Fee	All	Please use (form 2).
4	Letter of Recommendation	All	A Letter of Recommendation from your previous academic advisor (i.e., in a undergraduate program) is required. There is NO specified format. Please use A4/letter size paper. For details, see Section 8-2.
5	(Expected) Graduation Certificate*	All	Please 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. All documents must be in English or in Japanese. Note) Even though you have already earned a Master's or a Doctoral Degree, you need to submit a graduation certificate issued by the university which you have earned a Bachelor's Degree.
6	Degree Certificate*	All	If you graduated from a university or another educational institution outside Japan, submit a degree certificate for your bachelor's. All documents must be in English or in Japanese. Note) Even though you have already earned Master's or Doctoral Degree, you need to submit a degree certificate issued by a university which you have earned a Bachelor's Degree.

7	Academic Transcript*	All	Submit an academic transcript (the official transcript of programs record) 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. If you have completed or will complete a graduate school, submit an academic transcript (the official transcript of programs record) issued by the graduate school, too. All documents must be in English or in Japanese.
8	Research Plan	All	Describe your reasons for applying and your study plan in English (1,000 words maximum). Please use Form 3.
9	TOEFL or TOEIC Score	All except those indicated in Section 6	Please take the TOEFL or TOEIC examination before applying and include the test score certificate in the application documentation. For procedures for score notification, see Section 8-3.

Notes:

Forms 1 and 3 must be written in English. If the documents or qualification certificates issued by your university are not in English or Japanese, you MUST submit an official notarized translation for non-English documents with the original notary seal affixed (please use A4/letter size paper).

*The notary seal: To officially notarize the copied document, affixed by authorized public institutions or home university.

8-1. Payment of Examination Fee

Please pay the examination fee before submitting the application documents. Please pay by (A) international bank transfer or (B) credit card. The specific payment procedures are outlined below.

[Note] For the applicants who live in Japan, we recommend you to pay by (B) credit card.

The examination fees are exempted for those who are the Japanese Government (Monbukagakusho) scholarship students.

(A) International bank transfer

1) Transfer the 30,000 Japanese yen (JPY) examination fee into the following bank account before submitting the application documents. This is an exclusive account for receiving transfers from overseas.

2) All charges and fees for the money transfer must be paid by the applicant. Please note that Japanese banks charge a Japanese yen currency exchange fee (about 2,500 JPY). Also, if the transfer is

through another bank, an additional transfer fee will occur through the routing bank. These fees must also be paid by the applicant. When sending the bank transfer, please inform the transferring bank that "the payer will pay any and all transfer charges and fees involved in this transaction."

3) Be sure to secure a receipt of the transfer and attach it to Form 2.

Bank Name:	The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch Name:	HEAD OFFICE
Type of Account:	Ordinary account
Account Number:	7862425
Account Name:	University of Tsukuba GAKUNOUKINGUCHI
Currency:	JPY
SWIFT Code:	BOTKJPJT

(B) Credit card (Visa/MasterCard/JCB/AMERICAN EXPRESS) payments

Please make the payment via the following website between the payment period December 1, 2016 and December 20, 2016 (JST).

https://e-shiharai.net/english/index.html

The following instruction is valid only during the payment period.

When you access "Category Selection", please pay attention to the following points.

1) Choose "Graduate School of Library, Information and Media Studies" in the First Selection.

2) Then, choose "Master, Program Jan. 2017" in the Second Selection.

3) Finally, choose "Ms PG in Library, Information and Media Studies" in the Fourth Selection.

After the payment process is complete, a "Receipt Number" will be displayed. Please make sure to take a record of the receipt number, along with the copy of the payment receipt. Then attach the printed copy of the payment receipt in Form 2.

8-2. Letter of Recommendation

A Letter of Recommendation from your previous academic advisor (or the Head of the Department, Dean of the Faculty, etc.) is required for the application. This Letter of Recommendation should be written in either English or Japanese and sealed by the person who prepared this Letter of Recommendation. There is no specified format for this letter of recommendation. Please use A4/letter size paper.

8-3. Submission of TOEFL or TOEIC Score

(A) TOEFL Score

Please either include an original copy of the TOEFL Examinee Score Record in the application documents, or request ETS, the testing agency, to send the Examinee Score Record directly to the University of Tsukuba. The Score Record must arrive to the University before or on the deadline for the application to be deemed valid.

The Institutional Code of the University of Tsukuba is "0439".

(B) TOEIC Score

Please include an original copy of the TOEIC Official Score Certificate in the application documents.

9. Submission of Application Documents

(A) Mailing method

1) All application documents must arrive before or on the deadline (See Section 3).

2) Send all application documents described in Section 8 by mail or courier to the following address:

Graduate Affairs Section, Graduate School of Library, Information and Media Studies University of Tsukuba 1-2 Kasuga, Tsukuba, Ibaraki, Japan Postal Code: 305-8550

3) Please also send an email to the following address with attachment of your application documents (PDF files) except the Letter of Recommendation in a sealed envelope. Please use the Subject "ELIS Application Documents" in the email.

elis-info@slis.tsukuba.ac.jp

4) Please take the transit time into account when mailing your documents.

5) You will be notified by email by January 6, 2017 about the receipt of your application.

Please register the email address including "xxx@un.tsukuba.ac.jp" not to end up in spams or any others.

(B) Notes

1) If any document is missing or is not filled in correctly, your application will not be accepts. Please check the documentation thoroughly before sending.

2) Application documents will not be returned.

3) Those who require special considerations for study due to disabilities or other issues should consult with the University by sending an email to the address given in Section 9 (A) prior to application.

4) If any factual discrepancies are found in the application documents during the application process or after admission to the University, admission may be revoked.

10. Selection Method

During the interviews (via video conference or in person), a comprehensive evaluation will be made for English proficiency, basic knowledge, and interest in studying Library and Information Science.

Subject	English(100 points)	Oral Examination (300 points)
	Evaluate TOEIC Official Score Certificate or TOEFL Examinee's Score Record. Refer to Note 1	You will be giving a presentation about your previous research, the motivation for the application based on the research plan which you submitted upon application (for the initial 7 minutes), and you will be asked questions about the content of the presentation for the remaining 20 minutes. And, you may be asked about basic academic skills for related fields. Notes: - The selection is not determined by the research subject on the application form. - A research subject after enrollment will be determined after consulting with your academic advisor.

(Note)

1. Scores of TOEIC and TOEFL are evaluated based on the reference scores shown below. A score equal to or over the reference score is evaluated as perfect, and a lower score is proportionately reduced. And you will be given a perfect rating if you satisfy the qualification mentioned in the Section 6(A) or (B).

TOEIC®	TOEFL (PBT)	TOEFL-iBT
730	550	79

11. Announcement of Examination's Result

All applicants will be notified via postal mail regarding the result by EMS -- on the announcement day of the examination's result, and also by email as a matter of convenience. For successful applicants, "Documents Required for Enrollment" will be also enclosed. See Section 3 for the date of the announcement of the final selection results.

12. Enrollment Procedures

(A) Enrollment Period

1) Students must accept the offer of enrollment by August 2017 (further details will be sent upon selection).

2) Send all documents required for enrollment by mail or courier before the deadline.

(B) Documents Required for Enrollment

Documents that are indicated in "Documents Required for Enrollment" to be enclosed in the admission package.

(C) Fees and Tuition Waiver

The enrollment fee is 282,000 JPY (First year only).

1) The tuition fee is 535,800 JPY / Year.

2) If the tuition fee is revised at the time of admission or while students are enrolled, the updated tuition fee will be applied only to the subsequent payments after the time of revision.

3) The University offers full or partial tuition waivers to students who, for reasons of financial difficulty, are deemed eligible.

4) Application documents for the enrollment fee waiver will be enclosed in the admission package.

5) Students can apply for the tuition waiver only after they have enrolled in the program.

13. Handling of Personal Information

(A) Personal information provided to the University of Tsukuba through the application documents will be used exclusively for selection purposes.

(B) Personal information from tuition waiver application documents will be used during the selection process.

(November 7, 2016)