

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

1. Objectives of Education and Admission Policy

Objectives of Education	The objective of this Master's program is to educate international students in Library and Information Science. This course will provide a comprehensive education based on multidisciplinary fields of study, encompassing the fundamental and applied subjects in Library and Information Science. Students will also develop their research skills in the multidisciplinary fields of managing diverse information resources.
Admission Policy	Student applications will be assessed by the following criteria: 1) English proficiency necessary to study Library and Information Science; 2) Basic knowledge necessary to study Library and Information Science; and 3) Interest in studying topics in Library and Information Science.

2. Name of Degree

Master of Science in Library and Information Studies

3. Application Schedule

(A) Application period: December 1 - December 22, 2014 (JST)

(B) Interview by video conference: January 19 to 23, 2015

Or interview at the University of Tsukuba: February 3, 2015

(C) Announcement of the final selection results: February 18, 2015

(D) Enrollment period: September 2015 (further details will be sent upon selection)

(E) Program start date: October 1, 2015

4. Number of Students Accepted: several

5. Eligibility of Applicants

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

(A) University graduate;

- (B) Completed 16 years of schooling outside of Japan; or
- (C) Determined based on our admission screening to have at least the same level of academic ability as a university graduate and who must be at least 22 years of age as of the end of August 2015.

For category (C), applicants must submit additional documents for admission screening.

6. Exemption from English Proficiency Testing

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

- (A) Those from 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 an accredited university in the United States. 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, send the application documents described in Section 8 by following the instructions given in Section 9. The application documents must arrive before or on the deadline.

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

elis-info@slis.tsukuba.ac.jp

8. Application Documents

The following documents are necessary for application. Please use the document forms which can be found at the end of this “Guideline for Application”.

Payment of an examination fee is required before sending the application documents. No exceptions are made for any reason. Payments that are delayed will not be accepted. Please be aware that the examination fee will not be refunded after application regardless of the results.

Document		Applies to	Notes
1	Application Form	All	Please fill out Form 1 and attach a photo containing your full face, neck and shoulders in frontal view, 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 the payment procedure.
3	Recommendation Letter	All	A recommendation letter from your supervisor is required. No specific format is designated. Please use A4/letter size paper. For details, see Section 8-2.
4	Qualification Certificate	All	Certificate of completion (or expected completion) of an undergraduate degree, see Section 8-3.
5	Certificate of Payment of Examination Fee	All	Please use Form 2.
6	Study Plan	All	Describe your reasons for applying and your study plan in English (1,000 words maximum). Please use Form 3.
7	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 8-4.
<p>Notes:</p> <p><u>Forms 1 and 3 must be written in English.</u> If the documents or qualification certificates issued by your University are not in English or Japanese, translate the entire text into English (please type the translation and use A4/letter size paper). Form 1, 2, and 3 can be found at the end of this document.</p>			

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.

(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 routed through another bank, an additional transfer fee will occur through the routing bank. These fees also must 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.”

- 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) payments

Please make the payment via the following website between December 1, 2014 and December 22, 2014 (JST).

<http://www.tsukuba.ac.jp/english/admission/shiharai.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. 2015” 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 a printed copy of the payment receipt in Form 2.

8-2. Recommendation Letter

A letter of recommendation from your supervisor (or the Head of the Department, Dean of the Faculty, etc.) is required for the application. This recommendation letter should be written in English and sealed by your supervisor. No specific format is designated. Please use A4/letter size paper.

8-3. Qualification Certificate

Applicants who do not fulfill the requirements of either Section 5(A) or 5(B) and who are from those countries which have uniform examinations must submit a transcript of the courses taken including grade point average and a copy of the official materials of the uniform examination system.

8-4. Submission of TOEFL or TOEIC Score

(A) TOEFL Score

Please either include a 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 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 a 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 international mail or courier to the following address:

Graduate School of Library, Information and Media Studies University of Tsukuba 1-2 Kasuga, Tsukuba, Ibaraki, Japan Postal Code: 305-8550
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- 3) Please also send an email to the following address with attachment of your application documents (PDF files). 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 5, 2015 about the receipt of your application.

(B) Notes

- 1) If any document is missing or is not filled in correctly, your application will not be accepted. 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.

11. Announcement of Successful Applicants

Successful applicants will be mailed “Documents Required for Enrollment”. 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 2015 (further details will be sent upon selection).
- 2) Send all documents required for enrollment by international mail or courier before the deadline.

(B) Documents Required for Enrollment

- 1) Copy of the Notice of Permission for Admission
- 2) Other documents that are indicated in “Documents Required for Enrollment” to be enclosed in the admission package.

(C) Fees and Tuition Waiver

- 1) The enrollment fee is 282,000 JPY (First year only).
- 2) The tuition fee is 535,800 JPY / Year.
- 3) 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.
- 4) The University offers full or partial tuition waivers to students who, for reasons of financial difficulty, are deemed eligible.
- 5) Application documents for the enrollment fee waiver will be enclosed in the admission package.
- 6) Students can apply for the tuition waiver only after they enrolled to 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.

(September 30, 2014)

Application Form
Master of Science in Library and Information Studies (English Program)
Graduate School of Library, Information and Media Studies, University of Tsukuba

1. Full Name (1) In the language of your country _____ , _____ , _____ Last Name First Name Middle Name (2) In English (Must be identical to your name in Alphabetical letters on your passport) _____ , _____ , _____ Last Name First Name Middle Name		Photo 4cm × 5cm(1.6"×2")				
2. Nationality	3. Date of Birth _____ / _____ / _____ Month Day Year Age			Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Native Language
4. Present Status (Name and Address of University or Employer) <input type="checkbox"/> Student <input type="checkbox"/> Employed Tel: <input type="checkbox"/> Unemployed Fax: <input type="checkbox"/> Other E-mail:						
5. Present Address Tel: Fax: E-mail:						
6. Contact address in case of emergency (Please use an address other than your present one in your home country) Tel: Fax: E-mail:						
7. Name and address to whom results should be sent (Enter only if different from the address given in #5) Tel: Fax: E-mail:						
8. Name of prospective academic advisor						
9. Research Topic						

10. Educational Background

Education	Name and address of school, major and title of diploma or degree awarded	Dates of entrance and graduation [Number of years attended]	Required number of years of schooling
Primary Educ. Primary School	Name Address	From ____ Yr., ____ Mon. To ____ Yr., ____ Mon. [____ Years]	<u>Years</u>
Secondary Educ. Lower Secondary School	Name Address	From ____ Yr., ____ Mon. To ____ Yr., ____ Mon. [____ Years]	<u>Years</u>
Upper Secondary School	Name Address	From ____ Yr., ____ Mon. To ____ Yr., ____ Mon. [____ Years]	<u>Years</u>
Higher Education Undergraduate School	Name Address Diploma or degree awarded	From ____ Yr., ____ Mon. To ____ Yr., ____ Mon. [____ Years]	<u>Years</u>
Graduate School	Name Address Diploma or degree awarded	From ____ Yr., ____ Mon. To ____ Yr., ____ Mon. [____ Years]	<u>Years</u>
Total number of years of schooling as given above		____ Years	<u>Years</u>
Periods of interruption of studies, if any. Please indicate the reason. From ____ Yr., ____ Mon. ~ ____ Yr., ____ Mon. () From ____ Yr., ____ Mon. ~ ____ Yr., ____ Mon. ()			

11. Employment record, beginning with the most recent position, if applicable.

Name and address of employer	Period of employment	Position	Type of work
	From ~ To		

I hereby submit my application for admission to University of Tsukuba.
I understand that my application will be deemed invalid if it is found that I have declared any false information or misrepresented myself within this application.

Applicant Name (Print)

Signature

Date

2015

Form 2

Certificate of Payment of Examination Fee
Master of Science in Library and Information Studies (English Program)
Graduate School of Library, Information and Media Studies, University of Tsukuba

Name of Applicant	
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Please attach the payment receipt as indicated in Section 8-1.

2015

Form 3

Study Plan
Master of Science in Library and Information Studies (English Program)
Graduate School of Library, Information and Media Studies, University of Tsukuba

Name of Applicant	
<p>Describe your reasons for applying and your study plan in English (1,000 words maximum). If necessary, you may describe additional information on a separate A4/letter size sheet and attach it to this form.</p>	