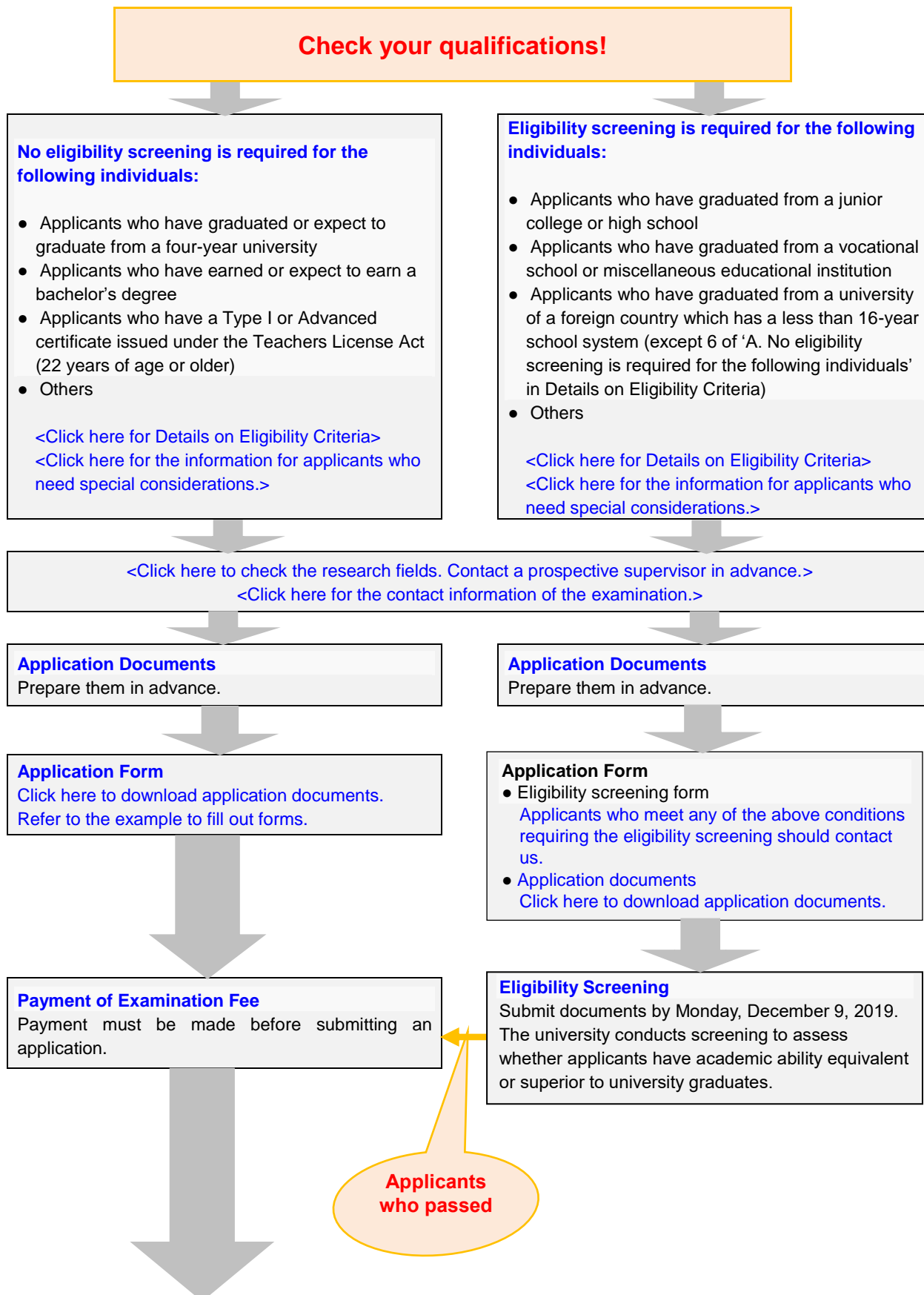


Admission Guidelines for Graduate Admission 2020 (Additional Recruitment)
Graduate School of Comprehensive Human Sciences, University of Tsukuba and Graduate School of Physical Education, National Institute of Fitness and Sports in KANOYA Joint Master's Program in International Development and Peace through Sport

● **Application Process Overview Chart**



Application Period

Friday, January 10 – Thursday, January 16, 2020.
The deadline is strictly observed.
Submit documents to the university where your prospective supervisor belongs to by hand or by post.
Incomplete applications will not be considered.



Admission Ticket for Examination

Reference cards will be sent out on Friday, January 24, 2020.



General Instruction for Examinees

“General Instructions for Examinees” will be posted on [the Joint Master’s Program website](#) on Friday, January 24, 2020.



Examination Date

Sunday, February 2, 2020.



Announcement of Acceptance

Monday, February 17, 2020.



Enrollment Documents

Documents will be sent out in the middle of February, 2020.



Enrollment Procedure

March, 2020.



Entrance

Applicants Who Need Special Considerations

Request for special considerations

Applicants who need special considerations due to disability must submit [a designated application form](#), a medical certificate, and a copy of their disability certificate by Monday, December 9, 2019.

● Objective of Joint Master's Program

The objective of Joint Master's Program in International Development and Peace through Sport is “to educate persons who will contribute to the development of international peace, friendship and development of individuals and societies through studies of theoretical and practical knowledge of sport, physical education and health in English.”

● Main Features of Joint Master's Program

1. You are to receive the Joint Master's degree of University of Tsukuba and National Institute of Fitness and Sports in KANOYA.
2. You are to be enrolled in both University of Tsukuba and National Institute of Fitness and Sports in KANOYA. However, your main school will be the university where your research supervisor belongs to. (Refer to 1. Admission Capacity, Note 2)
3. Since you are to be enrolled in both universities, you are allowed to use facilities of both University of Tsukuba and National Institute of Fitness and Sports in KANOYA.
(Some facilities cannot be used due to the reasons attributable to the universities.)
4. If you have enrolled in University of Tsukuba (or National Institute of Fitness and Sports in KANOYA), you can also receive advice from the supervisors (vice-supervisors) of National Institute of Fitness and Sports in KANOYA (or University of Tsukuba.)
5. You can take courses of the Joint Master's Program held in both universities.

1. Admission Capacity

We are recruiting 3 students in total.

Applying of applicants is limited in National Institute of Fitness and Sports in KANOYA.

Note 1: Time of entrance is April.

Note 2: You shall apply to the university where your prospective supervisor belongs to. After enrollment, you are to study at the university you applied to and are to be treated as a student of the university regarding matters such as payment of tuition or application for scholarship.

2. Eligibility Criteria

Applicants must meet one of the following educational requirement criteria, (1) to (5):

- (1)Have graduated or expect to graduate from a four-year university by March 2020.
- (2)Have earned or expect to earn a bachelor's degree by March 2020.
- (3)Have completed or expect to complete a 16-year school education curriculum in foreign countries by March 2020.
- (4)Have been designated by the Minister of Education, Culture, Sports, Science and Technology.
- (5)Have been recognized by the Joint Master's Program through the eligibility screening to have academic ability equivalent or superior to a university graduate and will be 22 years of age or older by March 2020.

(Click here for more information: [check your qualifications and the necessity of eligibility screening other than above.](#))

3. Application Documents

While preparing your application documents, refer to the remarks column below and to the “Sample Entry Form.”
Submit the original copy of the documents unless otherwise specified.

[Joint Master's Program designated forms]

Documents		Required for	Remarks
1	Application Form	All applicants	Fill out the required items.
2	Curriculum Vitae	All applicants (Except foreign applicants)	Fill out the required items.
3	Curriculum Vitae for Foreign Applicants	All foreign applicants	Fill out the required items.
4	Employment Record	All applicants who have employment history	Fill out the required items.
5	Admission Ticket for Examination / Photo Card	All applicants	Fill out the required items, attach identical photographs of the applicant taken within the last three months (4 x 3cm headshot, with no hats), and cut out along the lines. Cards that do not meet the requirements above will not be accepted. Photographs may be in color or in black and white.
6	Desktop Admission Ticket	All applicants	Fill out the required items and cut out along the lines.
7	Research Plan	All applicants	Fill out the required items in English. Write the background, purpose, method and expected result of study within 600 words.
8	TOEIC Official Score Certificate, TOEFL Test Taker Score Report / Examinee Score Report or IELTS (Academic Module) Official Test Report Form	All applicants	<p>Applicants must submit original of the one of the official documents from 1-3 below to National Institute of Fitness and Sports in KANOYA by registered mail or courier service. Certificates 1-3 must be taken within the past two years from the date of Joint Master's Program in International Development and Peace through Sport (Additional Recruitment) are valid.</p> <ol style="list-style-type: none"> 1. TOEIC Official Score Certificate (with a photo) 2. TOEFL Test Taker Score Report / Examinee Score Report (with a photo) 3. IELTS (Academic Module) Official Test Report Form <p><u>Documents below are not acceptable</u></p> <ul style="list-style-type: none"> •Uncertified photocopy of the certificate •TOEIC Institutional Program (IP) Score Report •TOEFL Institutional Test Score Record •Official Score Certificate of TOEIC SW Test or TOEIC Bridge Test <p><u>Note1:</u> Please do not send official scores directly from ETS (English Testing Service), IELTS testing center or any other English center.</p> <p><u>Note2:</u> Any questions arising out of or in connection with the TOEIC Official Score Certificate, TOEFL Test Taker Score Report / Examinee Score Report, or IELTS Official Test Report Form will be referred to the issuing organizations.</p>
9	Certificate of Research Activities	Foreign applicants who meet the	Foreign applicants <u>who have completed a university education in a country which has a less than 16 years of</u>

Documents		Required for	Remarks
		criteria specified in the remarks	<p><u>school education curriculum up to the level of university graduation</u>, and have or will have conducted research for a sufficient period of time (generally one year or more) as a research student or researcher at a university, inter-university research institute, or other similar research institutes inside or outside Japan, and also will be 22 years of age or older must submit this certificate authorized by the director of their institute.</p> <p>Foreign students who have enrolled in University of Tsukuba as research students may submit a Certificate of Enrollment (scholarship application form) designated by the university as a substitute for this certificate. The certificate can be issued by certificate issuing machines at University of Tsukuba.</p> <p>Foreign students who have enrolled in National Institute of Fitness and Sports in KANOYA Graduate School as research students may submit a Certificate of Enrollment for Research Students designated by the institute as a substitute for this certificate. The certificate can be issued upon request at the Educational Assistance Section, Educational Affairs Office of National Institute of Fitness and Sports in KANOYA.</p>
10	Address Sheet #1	All applicants	<p>Fill out the required items.</p> <p>This address sheet will be used to send out acceptance letters and other documents to the successful applicants.</p>
11	List of Application Documents	All applicants	Fill out the required items.
12	Address Sheet #2	All applicants	Fill out the required items in this address sheet and attach it to a K2 size envelope. Put documents in the envelope and submit it by registered express mail or by hand.

[Certificates and other documents to be prepared by applicants]

Documents		Required for	Remarks
1	(Expected) Graduation Certificate (See Note)	All applicants	<p>Submit a certificate of (expected) graduation issued by a university (generally the undergraduate school from which applicants have earned a bachelor's degree) which meets the application requirements for the Joint Master's Program in International Development and Peace through Sport.</p> <p>Note: Applicants who have a master's or doctoral degree must submit a graduation certificate issued by a university from which they earned a bachelor's degree.</p>
2	Degree Certificate (See Note)	<ol style="list-style-type: none"> Applicants who graduated from a foreign university Applicants who obtain a qualification for application from 	<ol style="list-style-type: none"> Applicants who have graduated from a foreign university must submit a document (degree certificate) to certify that they have a degree equivalent to a bachelor's degree. <p>Note: Even if you have a master's or doctoral degree, you must submit a degree certificate issued by the</p>

Documents		Required for	Remarks
		the National Institution for Academic Degrees and University Evaluation	<p>university from which you earned your bachelor's degree.</p> <p>2. Applicants who obtain a qualification for application from the National Institution for Academic Degrees and University Evaluation must submit a certificate of the degree awarded (a certificate of acceptance of application for the degree), an academic transcript, and other certificates related to earning the degree.</p>
3	Academic Transcript (See Note)	All applicants	<p>1. Submit an academic transcript issued by a university (generally the undergraduate school from which you have earned your bachelor's degree) which meets the application requirements for the Joint Master's Program in International Development and Peace through Sport.</p> <p>Note: Even if you have a master's or doctoral degree, you must submit an academic transcript issued by the university from which you earned your bachelor's degree. <u>Applicants who have credits transferred from another school must submit an academic transcript issued by that school as well.</u></p> <p>2. Applicants who have completed or expect to complete a graduate school must submit an academic transcript issued by the graduate school as well.</p>
4	Letter of Approval for Taking the Entrance Examination (Format of your choice)	Applicants who meet the criteria specified in the remarks	<p>1. Applicants who currently attend a university or graduate school (except those who will graduate or complete in March 2020) must submit a letter of approval for taking the entrance examination issued by the head of their university (or department.) (Format of your choice, A4 size)</p> <p>2. Applicants who currently work for a government agency, school, or company (except part-time workers) must submit a letter of approval for taking the entrance examination issued by their supervisor or a declaration written by the applicants themselves. (Format of your choice, A4 size) [Applicants who plan to leave their company to enroll in the graduate school may instead submit a document written by the applicants themselves (affixed with their seals). In this case, the applicants must submit a certificate of resignation at the time of the enrollment procedure.]</p>
5	Certificate of Government-Sponsored Foreign Student (Format of your choice)	Foreign applicants who meet the criteria specified in the remarks	Government-sponsored foreign students enrolled in another university must submit a certificate of government-sponsored foreign student issued by the university.
6	Reply Envelope (with a JPY 374 postage stamp attached)	All applicants	Prepare an N3 size envelope with the applicant's zip code, address, and name written and a JPY 374 postage stamp attached. [This will be used to send your admission ticket for examination.]

Note

If your current name differs from that on any of your certificates due to marriage or other reasons, enclose an extract of your family register (a copy is acceptable.)

- * Results from the entrance examination, as well as personal information obtained by the University of Tsukuba from the application documents, will be used not only for affairs concerning admission and screening, but also research and study aimed at improvement of the admission procedure and the university education. We will carefully take care of the data not to be disclosed as a specific person. Also, we will use the data to screen students for scholarships from the Japan Student Services Organization, which are offered to individuals who have completed the enrollment procedures.

4. Examination Fee

JPY 30,000 (except for government-sponsored foreign students)

Payment must be made through designated financial institutions.

- (1) Fill in the sections marked with ✕ in the payment slip designated by National Institute of Fitness and Sports in KANOYA. Payment must be made on or after Wednesday, December 11, 2019 at a post office. Payment cannot be made through an ATM.

Remittance charge should be paid by the applicant.

Fill in the sections marked with ✕ in the payment slip with your (the applicant's) address, name, and phone number.

After remittance, make sure that the receipt and certificate of payment have the date stamped by the post office, and then attach it to the specified place on the application form.

- * Prepare an N3 size envelope with the applicant's zip code, address, and name written and an 84 yen postage stamp attached. In the envelope, enclose a note requesting a payment slip and send it to the address below.

Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA, 1 Shiromizu,
Kanoya, Kagoshima
891-2393 Japan

- (2) Applicants who reside outside of Japan are permitted to remit the examination fee to the account below after Wednesday, December 11, 2019.
The transaction fee must be paid by the applicants. After remittance, attach the receipt to the specified place on the application form.

Bank: Kagoshima Bank Kanoya Branch

Account type: Saving account

Account number: 1488273

Account name: National Institute of Fitness and Sports in KANOYA

The examination fee paid shall not be refunded except in the following cases:

- ① Application was not accepted.
Once you receive contact, take the necessary procedures by the specified date.
- ② Did not apply to the Joint Master's Program in International Development and Peace through Sport after the payment was made.
- ③ Made payment of the examination fee twice or made overpayment of the examination fee.

In cases of 2 and 3, refund can be made according to your request. Make sure to contact us by Friday, January 31, 2020.

5. Application Procedures

(1) Prepare all the application documents specified in the List of Application Documents, and either bring them in by hand, or mail them to the Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA by registered express mail.

(2) Application submission period

Friday, January 10 – Thursday, January 16, 2020, 9:00 a.m. – 3:00 p.m.

(closed for lunch: KANOYA 12:00 p.m. – 1:00 p.m.)

(This deadline is strictly enforced. Applications received after the deadline will not be accepted.)

(3) Where to submit

Applicants to National Institute of Fitness and Sports in KANOYA

Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA

1 Shiromizu, Kanoya, Kagoshima, 891-2393 Japan (Phone: +81-994-46-4869)

Map URL: <https://www.nifs-k.ac.jp/en/en-outline/en-facilities/en-school.html>

(4) Admission Ticket for examination will be sent out on Friday, January 24, 2020 to the applicants whose application documents have been accepted.

If the Admission Ticket does not arrive by Tuesday, January 28, 2020, contact the university you have applied to.

(5) Notes on application submission

- ① Make sure before submitting that all the required documents are prepared and required items are completed. Otherwise the application may not be accepted.
- ② Submitted documents and examination fee will not be returned.
- ③ If you have any questions about the curriculum or research fields, contact the office. Contact information can be found in "[11. Contact Us.](#)"

6. Screening Process

- **Screening Process**

Screening is based on documents submitted (English, Written Examination, Oral Examination.)

- **Examination Schedule and Subjects**

Refer to the schedule below.

Date	Sunday, February 2		
Subject (Point Allocation)	English (100 Points)	Written Examination (100 Points)	Oral Examination (100Points)
Time		13:30 – 14:30	15:00 ~
Examination Content	Submit the original of TOEIC Official Score Certificate, TOEFL Test Taker Score Report / Examinee Score Report, or IELTS Official Test Report Form together with the application document. The score is converted to 100 points.	Basic knowledge of health and sport sciences will be assessed.	A 15-minute individual interview focusing on the research proposal will be conducted in English.

Notes

1. Japanese and English answers can be acceptable for the Written Examination.
2. The Oral examination will be carry out in English.
3. Make sure to contact your prospective supervisor before submitting the application.

4. As a proof of English proficiency, attach the original of TOEIC Official Score Certificate, TOEFL Test Taker Score Report / Examinee Score Report, or IELTS Test Report Form to the designated application document. Documents below are not acceptable

- Uncertified photocopy of the certificate
- TOEIC Institutional Program (IP) Score Report
- TOEFL Institutional Test Score Record
- Official Score Certificate of TOEIC SW Test or TOEIC Bridge Test5.

Only the TOEIC Official Score Certificate, TOEFL Test Taker Score Report/Examinee Score Report, and IELTS Test Report Form of the test taken within the past two years from the date of Joint Master's Program in International Development and Peace through Sport (Additional Recruitment) is valid. We will not return the submitted original document.

● **Examination Venue**

University of Tsukuba Bunkyo School Building, Tokyo Campus (3-29-1 Otsuka, Bunkyo-ku, 112-0012 Tokyo)
[Refer to the "General Instruction for Examinees" in [10. Instructions for Taking the Examination](#) for details.]

7. Announcement of Acceptance and Enrollment Procedure

● **Announcement of Acceptance**

Monday, February 17, 2020 10:00 a.m.

The examinee numbers of successful applicants will be posted on the Joint Master's Program website. Acceptance letters will be sent out to successful applicants on the same day by registered mail. The examinee numbers will remain on the website for a week.

We will not respond to questions about the acceptance by phone or any other methods.

● **Enrollment Procedure**

Enrollment procedure guidelines (enclosed with documents to be submitted) will be sent to successful applicants in the middle of February 2020. Refer to the guidelines for the necessary procedures within the application period specified below (1).

If applicants cannot finish the procedure within the period, they shall lose the eligibility for enrollment.

(1) Application Period: Monday, March 16, 2020 – Monday, March 23, 2020

- ① By hand: 8:30 a.m. – 5:15 p.m. at the date above
- ② By mail: No later than Monday, March 23, 2020 5:15 p.m.

Note

Application will not be accepted after the application period. Make sure to mail the documents in plenty of time for the period.

(2) Documents to be Submitted

- ① Admission Ticket for Examination
- ② Agreement
- ③ Guarantee
- ④ Identical photograph of the applicant (4 x 3cm headshot, with no hats: 1 piece)
- ⑤ Graduate (Completion) certificate (If it is not available in time, submit it as it becomes available.)
- ⑥ Other documents (specified in the procedure guidelines)

(3) Payment for Admission

- ① Admission fee: JPY282,000 (estimated amount)
- ② Tuition fees: The first semester: JPY267,900 (estimated amount)
Annual Total: JPY535,800 (estimated amount)

- a) The admission and tuition fees above are the estimated amount. Applicants will be notified if there is a price change.
- b) Tuition fees are subject to change after enrollment.

③ Miscellaneous fees

- Entrance fees for the welfare association: JPY2,000 (Not necessary for graduates of National Institute of Fitness and Sports in KANOYA)
- Personal Accident Insurance for Students Pursuing Education and Research (including the additional coverage for commuting accidents) (2years): JPY 1,750
- The additional fees are necessary if you are applying to comprehensive accident insurance and liability. Liability Insurance coupled with “Gakkensai”(“Futaibaiseki”)(2years) : JPY 680

8. Past Examination Questions

Past examination questions are available on [the Joint Master’s Program website](#).

9. Applicants Who Need Special Considerations

Applicants who need special considerations due to disability must contact the Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA (refer to “[11. Contact Us](#)”) and submit documents required (a designated application form, a medical certificate, and a copy of their disability certificate) by Monday, December 9, 2019.

Examples of special considerations:

- Extended exam time, separate testing room, preferred seating location, etc.
- Braille and other accessible formats
- Use of a computer for writing, vision aid, hearing aid, and other aids
- Sign language interpreter and other assistants

To request these accommodations, applicants must submit documents to prove their condition.

10. Instructions for Taking the Examination

Read through and follow the instructions in the “General Instruction for Examinees” to take the examination.

General Instruction for Examinees will be posted on [the Joint Master’s Program website](#) on Friday, January 24, 2020.

11. Contact Us

If you have any questions about the application procedure, contact the university you apply to.

Where to Submit and Contact	<p>1 Shiromizu, KANOYA, Kagoshima, 891-2393 Japan</p> <p>[About requirement for application and entrance examination] Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA Phone: +81-994-46-4869</p> <p>[About curriculums and research areas] Educational Planning Section, Educational Affairs Office Phone: +81-994-46-4853 Fax: +81-994-46-2515 (Both for Educational Planning Section and Admissions Section)</p>
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Hours of Operation: 9:00 a.m. – 5:00 p.m. on Monday through Friday (except national holidays)

Details on Eligibility Criteria

A. No eligibility screening is required for the following individuals:

1. Individuals who have graduated or will graduate from a university as stipulated under Article 83 of the School Education Law (hereinafter referred to as a “university”) by March 2020.
2. Individuals who have received or will receive a bachelor’s degree as stipulated under Article 104, Paragraph (4) of the School Education Law by March 2020.
3. Individuals who have completed or will complete a 16-year school education curriculum in foreign countries by March 2020.
4. Individuals who have completed or will complete a 16-year school education curriculum of foreign countries through correspondence courses offered by schools outside Japan by March 2020.
5. Individuals who have completed or will complete a course of a foreign university (which must be recognized as equivalent to completing a 16-year school education curriculum of the country) by March 2020 at an educational institution located in Japan that is operated under the school education system of the foreign country and also designated by the Minister of Education, Culture, Sports, Science and Technology.
6. Individuals who have received or will receive a degree which is equivalent to a bachelor’s degree by completing more than 3 years of an education curriculum (including completion of an education curriculum through correspondence courses offered by schools outside of Japan and at an educational institution located in Japan that is operated under the education system of the foreign country and designated by 5. above) at a university or other schools (schools that are recognized by the government of the foreign country or persons who are authorized by affiliated organizations and designated by the Minister of Education, Culture, Sports, Science and Technology) in foreign countries by March 2020.
7. Individuals who have completed a course at a specialized training college designated by the Minister of Education, Culture, Sports, Science and Technology (which must have a curriculum of at least 4 years and meet other criteria specified by the Minister) after the date designated by the Minister as stipulated in Article 155, paragraph (1) item (5) of the Enforcement Regulations of the School Education Law, or will complete it by March 2020.
8. Individuals who have been designated by the Minister of Education, Culture, Sports, Science and Technology (The Ministry of Education Notification No.5, 1953: individuals who have graduated from a university specified in the former University Ordinance, or a college specified in Act for Establishment or Order for Organization of the Ministries and Agencies, or the Acts Governing Individual Incorporated Administrative Agencies).

B. Eligibility screening is required for the following individuals*:

9. Individuals whose academic ability has been assessed by the Joint Master’s Program in International Development and Peace through Sport through individual eligibility screening for admission as equivalent or superior to that of a university graduate and who will reach the age of 22 or older as of March 2020 (See Notes 1 and 2 below)
10. Individuals who will have attended a university for at least three years as of the end of March 2020 and are recognized by the Joint Master’s Program to have acquired the specified credits with excellent results (See Note 1)
11. Individuals who will, as of the end of March 2020, have completed either a 15-year school education curriculum in foreign countries, 15-year school education curriculum of foreign countries by taking a correspondence course in Japan offered by a school of the foreign country, or course of a foreign university (which must be recognized as equivalent to completing a 15-year school education curriculum of the country) at an educational institution located in Japan, that is operated under the school education system of the foreign country and also designated by the Minister of Education, Culture, Sports, Science and Technology, and are recognized by the Joint Master’s Program to have acquired the specified credits with excellent results (See Note 1)
12. Individuals who have enrolled in a graduate school as stipulated under Article 155, Paragraph (1) Item (7) of the Enforcement Regulations of the School Education Law and are recognized by the Joint Master’s Program, where the individuals will subsequently enroll, to have academic ability sufficient to receive education (See Note 1)

* The Joint Master's Program in International Development and Peace through Sport conducts eligibility screening before accepting an application to assess whether the applicant has academic ability equivalent or superior to that of a university graduate. Applicants who meet any of the criteria (9) to (12) are required to undergo an eligibility screening.

Read Notes 1 and 2 below carefully and submit the application with reference to the Note 1.

Note 1: Individuals who meet any of the criteria (9) to (12) are required to undergo an eligibility screening. Contact to the Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA (refer to "[11. Contact Us](#)") and receive the designated forms and documents listed below.

Make sure to complete and submit them by Monday, December 9, 2019.

The application documents will be accepted when you pass the screening.

- (1) Individuals who meet any of the criteria (9) to (12)
 - ① Questionnaire for Applicants: Designated form
 - ② Application documents (make sure not to remit the examination fee until you receive the result of the screening.)
 - ③ Other documents to be requested by the program

- (2) Foreign individuals, in principle, who meet criterion (9), have completed a university in a country that has a school education curriculum of less than 16 years leading to a university degree, fall under the condition below (a) and have been recognized by the Joint Master's Program in International Development and Peace through Sport as having academic ability equivalent or superior to a university graduate specified in above (1).
 - (a) Individuals who have or will have conducted research for a sufficient period of time (generally one year or more) as a research student or researcher at a university, inter-university research institute, or other similar research institutes inside or outside Japan by March 2020.
 - ① Application documents (make sure not to remit the examination fee until you receive the result of the screening.)

Note 2: Individuals who meet the criteria (9) must have graduated (or expect to graduate) from a junior college, college of technology, specialized training college, and miscellaneous educational institution or must have completed (or expect to complete) an international branch campus in Japan, school for foreigners and other institutions. They also must have been recognized by the Joint Master's Program through the eligibility screening to have academic ability equivalent or superior to a university graduate.

If you have any questions about eligibility, contact the Admissions Section, Educational Affairs Office, National Institute of Fitness and Sports in KANOYA (Refer to "[11. Contact Us](#)").