

# Application of TAG-AIMS program for Fall semester 2018

## Application Materials (submit by post)

1. Application Package Cover Sheet and Checklist

Link to download a file in MS Excel format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_short-checklist.xls](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_short-checklist.xls)

2. Application for Exchange student at the University of Tsukuba (Form 2)

Link to download a file in MS Word format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_short-application.docx](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_short-application.docx)

Link to download a file in MS Excel format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_short-application.xlsx](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_short-application.xlsx)

3. A formal letter of request for admission addressed to the President of the University of Tsukuba

Link to download a sample of formal letter in PDF format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_short-sample-letter-chokogakusei.pdf](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_short-sample-letter-chokogakusei.pdf)

4. Official transcript of academic records

5. A copy of your passport (copies should include the ID page and pages with Japanese immigration stamps, if you have any)

6. A certificate confirming the bank account balance that you intend to use to support your study and/or documents that certifies that you are a recipient of a scholarship or a student loan from your government or other institutions.

7. Three ID photos

**Two(2) 40mm long × 30mm wide**

**One(1) 30mm long × 24mm wide**

Please be sure to refer to the ID examples that you can see [here](#).

8. JLPT Certificate of Result and Score (if you have any)

9. A document certifying that you have experience studying in Japan

If you have experience studying in Japan, please submit the copy of the academic records or the certificate of enrollment.

**Mailing address for post:**

**Dr. Nakao NOMURA**

**Global Commons, University of Tsukuba**

**TENNODAI 1-1-1, TSUKUBA, IBARAKI 305-8577, JAPAN**

**EMAIL: [nomura.nakao.fa@u.tsukuba.ac.jp](mailto:nomura.nakao.fa@u.tsukuba.ac.jp), TEL:+81-29-853-7203, FAX:+81-29-853-6624**

## **Submission of MS Excel data (submit through e-mail)**

- Please send 2 Excel files to

**Ms. Kazuko FUJITA <fujita.kazuko.fn@un.tsukuba.ac.jp>**

**and**

**Dr. Nakao NOMURA <nomura.nakao.fa@u.tsukuba.ac.jp>**

through the exchange coordinator or the international office at your home university.

### 1. Information of Applicants (Form 3)

Link to download a file in MS Excel format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_Information\\_of\\_Applicants\\_University\\_name.xlsx](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_Information_of_Applicants_University_name.xlsx)

If there are multiple applicants from your university for the same month, please submit just one file from your university with everyone's information on it.

\*We will need the person in charge of your university's confirmation. If a student fills out this form, you will need to get permission to submit it beforehand.

### 2. Application for Certificate of Eligibility

Link to download a file in MS Excel format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_COE\\_Family-name-First-name.xlsx](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_COE_Family-name-First-name.xlsx)

Link to download a sample of COE application form in PDF format

[http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS\\_Application\\_2018-F\\_short-COE-sample.pdf](http://www.u.tsukuba.ac.jp/~nomura.nakao.fa/TAG-AIMS_Application_2018-F_short-COE-sample.pdf)

- Do not use a Mac computer.

- Please read the SAMPLE carefully

**DEADLINE for SUBMISSION both by POST and through EMAIL:**

**12:00 (Japan time), MAY 30, 2018**