

## Application Form for Academic Advisor Assignment for International Research Students (Kenkyusei)

**\* The current three programs related with Policy and Planning Sciences (Master's Program in Business Administration and Public Policy, Master's Program in Social Systems Engineering, Doctoral Program in Social Systems and Management) are under restructuring. The new Department of Policy and Planning Sciences will start from April 1, 2014, and will offer both master's degree and doctoral degree.**

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### Notes

- 1: This form provides us with the information which helps us assign an appropriate academic advisor to you prior to your official application for Research Student (Kenkyusei) in the Department of Policy and Planning Sciences.
- 2: This form is not related by any means with the International Student Center of the University of Tsukuba.
- 3: After your academic advisor has been determined, you must submit the official Application Form for Research Student to the International Student Center of the University of Tsukuba.
- 4: The information provided in this form is kept confidential and it is used only by authorized administrative staff for the purpose of finding academic advisors.
- 5: Inquiry about this form should be directed to the Office of Master's Program in Business Administration and Public Policy at e-mail [ryuugaku@sk.tsukuba.ac.jp](mailto:ryuugaku@sk.tsukuba.ac.jp), or phone +81-29-853-5178.

### Instruction

- 1: Fill out the form in person in English (or in Japanese).
- 2: Use the Arabic numerals for all numbers. All dates should be in the form yy/mm/dd (unless otherwise specified) in Western calendar, for example, 83/02/23 for February 23rd, 1983, and 00/11/02 for November 2<sup>nd</sup>, 2000.
- 3: Do not use any abbreviation for proper nouns.
- 4: You may expand the frame size of each item as necessary in filling out the form.
- 5: Send the following materials by attachment to e-mail to [ryuugaku@sk.tsukuba.ac.jp](mailto:ryuugaku@sk.tsukuba.ac.jp)
  - 1) The completed "Application Form for Academic Advisor Assignment"
  - 2) Certificate of Graduation
  - 3) Academic Transcript (undergraduate/graduate level)

You may also send the hardcopy of 1)-3) above to the following postal address:  
Office of Master's Program in Business Administration and Public Policy  
Graduate School of Systems and Information Engineering  
University of Tsukuba  
1-1-1 Tennoudai, Tsukuba-shi, Ibaraki 305-8573 Japan

### 1. Date of This Application

(yy/mm/dd)

### 2. Personal Data (*mandatory*)

Name in Full		
In your mother language		
Family Name:	First Name:	Middle Nam:
In alphabet		
Family Name:	First Name:	Middle Name:



After/during the period of Research Student, do you intend to become a regular student by taking an entrance examination?

Yes →  Master's Program in Department of Policy and Planning Sciences

Doctoral Program in Department of Policy and Planning Sciences

→ Other Program ( )

No

4. Educational Background

Education	Name and Address of School, Major Subject and Name of Diploma or Degree Awarded	Dates of Entrance and Graduation	Required Number of Years
Undergraduate Level	Name Major Address Diploma	From (yy/mm):  To (yy/mm):	Years
Graduate Level	Name Major Address Degree	From (yy/mm):  To (yy/mm):	years
Total number of years for the above schooling		years	Years
Leave of absence, if any		Reason	
From (yy/mm) :		To (yy/mm):	( )
From (yy/mm) :		To (yy/mm):	( )

5. Employment Record, beginning with the most recent one

Name and Address of Employer	Period of Employment	Position	Type of Work
	From: To:		

6. Present or Past Field of Study

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7. Academic/Professional Achievements (publications, presentations, patents, awards, and other related information)

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8. Proficiency in the Japanese language

Name and address of the institution you studied Japanese:		
Period of study or the total hours of study:	From:	To:
		Hours
A certificate for Japanese proficiency: - A test of the Japanese language proficiency ( requested to attach a copy of the test score ) - Others - None		

9. Proficiency in the English language

- TOEIC _____ ( requested to attach a copy of the official score certificate ) - TOEFL _____ ( requested to attach a copy of the official score report ) - Others (STEP Eiken, United Nation's Association's Test of English, CET-4, CET-6, etc.)
Remark: Your application for Research Student would not be under consideration if you could not provide us with your proficiency in the English language.

10. Foreign Language Ability

Japanese	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> None
English	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> None
Other [                    ]	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor

11. Any Special Reason for Applying for Research Student

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