

**Tokyo University of Foreign Studies**

**Master's Program**

**Graduate School of Global Studies**

**2023 Admission Information**

**《Winter Entrance Examination》**

**General Selection/ Special Selection for Adults**

**Global Studies**

**Language and Culture Studies Course (April 2023 Admission)**

**Area and International Studies Course (April 2023 Admission)**

**Peace and Conflict Studies Course (October 2023 Admission)**

**Japan Studies**

**Japan Studies Course (April 2023 Admission)**

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- 8) Instruction for payment of application fee at a Convenience Store (in Japanese language)

### NOTICE

\*If you have difficulties in preparing or submitting your applications due to the COVID-19, contact the Admissions Office as soon as possible.

\*Some Information may be changed due to the COVID-19. Any changes will be announced on the website.

- Master's Program: <http://www.tufs.ac.jp/english/admission/degree/pg/master/>
- Inquiry: Admissions Office, Tokyo University of Foreign Studies  
TEL: +81-(0)42-330-5179  
Inquiry Form [JP]: <https://business.form-mailer.jp/fms/7f613c11123711>

## **Admission Policy**

### **Master's Program, Graduate School of Global Studies**

Students who wish to receive their education under the Master's Program of Tokyo University of Foreign Studies must possess a sufficient language skill to accomplish their own research. Additionally, they must acquire sufficient basic discipline, including language, culture and society, and the various studies on international society from multidisciplinary viewpoints.

Students are also expected to have a flexible intellect and strong consciousness of relevant issues to be able to complete the multidisciplinary cross-divisional research that respond to the various problems worldwide in the context of dynamic globalization. Tokyo University of Foreign Studies selects the excellent students possessing the above-mentioned as ideal members of our university.

- Special Selection (Entrance Examination by Recommendation): Applicants who are expected to graduate in the same year are assessed with respect to the accomplishment of research, aptitude, and motivation through the Research Proposal, Recommendation Letter, and Oral Examination. (April Admission)
- Fall Entrance Examination: Applicants are evaluated for their fundamental knowledge and capability through their statement of purpose. Applicants are subsequently judged comprehensively regarding their aptitude and motivation through the Research Proposal and Oral Examination in their special academic fields. (April Admission)
- Winter Entrance Examination: Applicants are evaluated with respect to language skills through a written examination, and on the accomplishment of research, aptitude, and motivation through the Research Proposal and Oral Examination in the course of Global Studies. Applicants are judged regarding the accomplishment of research, aptitude, and motivation through the Research Proposal and Oral Examination in the course of Japan Studies. The submitted graduation thesis (or relevant thesis) is included in the assessment as well. (April Admission)
- Global Studies, Peace and Conflict Studies course: Applicants are evaluated regarding the accomplishment of research, aptitude, and motivation through their submitted English proficiency examination, Research Proposal, Letter of Recommendation, and Oral Examination. (October Admission)
- Recurrent Course in Japanese Language Education: Applicants are assessed for their accomplishment of research, aptitude, and motivation based on the submitted documents related to Japanese teaching background, Research Proposal, Letter of Recommendation, and Oral Examination. (October Admission)

All of the Entrance Examinations above are executed, including those for international applicants. The Entrance Examination for the special selection aims to Working Adults is executed and serves as exemption from the corresponding part of the subject in the regular written examination for all applicants taking the Fall Entrance Examination for the course of Global Studies. The Entrance Examination also reduces the required documents for submission in the case of the Winter Entrance Examination.

## 1. Studies and Courses

Each area (e.g., Studies and Courses) opens specialized subjects required to foster the following human resources.

### **Global Studies**

Global Studies focuses on research on the languages, cultures, and societies of various regions of the world, as well as the international society, from integrated and comprehensive perspectives, and fosters multilingual, globally competitive human resources who will thrive in the era of global society.

#### **(1) Language and Culture Studies Course**

This course promotes specialized education and research in the languages and cultures of various regions of the world, and fosters human resources who have advanced linguistic knowledge and a comprehensive perspective of regions.

Specialized subjects to be opened: Studies in English Linguistics and English Language Education, European and American Linguistic Studies, Asian and African Linguistic Studies, Linguistics, Phonetics, Linguistic Informatics, Cognitive Science, Practical Studies in Interpreting and Translation, European and American Literature and Culture, Asian and African Literature and Culture, Classical Literature and Culture, Human Culture, etc.

#### **(2) Area and International Studies Course**

This course promotes specialized education and research related to the societies of various regions of the world and the international society, and fosters human resources with coordination ability and tolerance for conflicts. Fields that can be explored are as follows:

Specialized subjects to be opened: European and American Studies, Asian, African and Oceanic Studies, Contemporary World Studies, International Relations, etc.

#### **(3) Peace and Conflict Studies Course (October Admission)**

This course promotes education and research in Peacebuilding and Conflict Prevention, utilizing networks with various universities in regions embroiled in conflicts, and fosters international leaders who play an active role in international society and contribute to peacebuilding. All classes are given in English.

Specialized subjects to be opened: PCS Research Methodology, Foundation for Peacebuilding, Applied Peacebuilding, Conflict and Social Change, International Relations and Cooperation, etc.

### **Japan Studies**

Japan Studies undertakes research from a comparative viewpoint on the Japanese language and Japanese language education, with respect to various languages in the world, as well as Japanese culture and Japanese society in the world. It aims to foster human resources who look at Japan from an objective viewpoint.

#### **(1) Japan Studies Course**

This course examines from a comparative viewpoint on the Japanese language and Japanese language education, with respect to various languages in the world, as well as Japanese culture and society in the world. It aims to foster human resources who look at Japan from an objective viewpoint. This course has four pillars.

- Japanese Linguistics: Students learn contemporary Japanese, the history of the Japanese language,

dialects, and comparative Japanese linguistics through the specialized subjects “Japanese Linguistics” and “Comparative Japanese Linguistics.”

- Japanese Language Education: Students learn the theory and practice of Japanese language education through the specialized subjects “Studies in Japanese Language Education” and “Practical Studies in Japanese Language Education.”
- Japanese Literature and Culture: Students learn classical literature, contemporary literature, and culture through the specialized subjects “Japanese Literature and Culture” and “Comparative Japanese Literature and Culture.”
- Contemporary Studies of Japan: Students learn Japan’s traditional society, contemporary society, and Japanese history through the specialized subjects “Contemporary Studies of Japan” and “Studies for International Relations and Cross-Cultural Exchanges.”

**(2) Recurrent Course in Japanese Language Education (October Admission)**

This course is a one-year course designated for current Japanese language teachers, and opens for October Admission.

2. Career Programs beyond Studies and Courses

The graduate school is a place that leads those who have completed their program to society as well as a place for specialized research. Students are expected to prepare by taking the next steps into conscious to utilize their academic studies in specialized fields. For this reason, the Master’s Program of TUFS has several arrangements that help students formulate their career after they complete the program. All students can pursue the programs below regardless of their studies or courses.

- Practicum in Japanese Language Education
- Multicultural Society Coordination
- New Second Language Education based on CEFR
- World History in Secondary Education
- Introduction to International Administration

■ **[Winter Entrance Examination] Intake, Master’s Program, Graduate School of Global Studies**

Studies	Intake	Courses	Winter Entrance Examination (General Selection)	Winter Entrance Examination (Special Selection for Adults)
Global Studies	102	Language and Culture Studies Course	A few	A few
		Area and International Studies Course	A few	A few
		Peace and Conflict Studies Course	12	---
Japan Studies	46	Japan Studies Course	A few	A few
		Recurrent Course in Japanese Language Education	---	---

(Note) The intake number for the Winter Entrance Examination includes the number of students that was admitted through the “Fall Entrance Examination” and the “Special Selection (Entrance Examination by Recommendation).”

# Winter Entrance Examination

(Except Peace and Conflict Studies Course)

Please refer to page 19 for the information of the Peace and Conflict Studies Course

## 1. Eligibility [Winter Entrance Examination]

Applicants must meet one of the following conditions (1)-(8).

Concerning Special Selection for Adults, applicants must have at least three years of work experience at the time of application and be 27 years old or older as of March 31, 2023. Furthermore, must have already obtained a bachelor's degree or a degree equivalent to a bachelor's degree (refer to supplemental information on below page).

- (1) Those who have graduated or are expected to graduate from university by March 31, 2023 (Note 1)
- (2) Those who have obtained or are expected to obtain a bachelor's degree according to Article 104, Clause 7 of the School Education Act of Japan by March 31, 2023 (Note 2)
- (3) Those who have completed or are expected to complete 16 years of school education outside Japan by March 31, 2023 (Note 3)
- (4) Those who have obtained or are expected to obtain a bachelor's degree or a degree equivalent to a bachelor's degree by completing courses which extend over three years at a foreign university or a foreign educational institution (Note 4) by March 31, 2023 (Note 3)
- (5) Those who have completed or are expected to complete a course, which is recognized by the Minister of Education, Culture, Sports, Science and Technology – Japan (MEXT) to be equivalent to an undergraduate course in a foreign country, at a foreign educational institution in Japan (文部科学大臣指定外国大学日本校) by March 31, 2023
- (6) Those who have completed or are expected to complete a special course, which is specifically designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程), at an advanced vocational school by March 31, 2023
- (7) Those designated as eligible by the Minister of MEXT (Note 5)
- (8) Those who have been screened individually for eligibility and approved by the Graduate School of TUFs as having the academic ability equivalent to or higher than a bachelor's degree holder and will be aged 22 or older by March 31, 2023 (Note 6)

### Supplemental Information

- TUFs considers those who meet the requirements under the Eligibility (1) to (5) are persons who have obtained or are expected to obtain a bachelor's degree or a degree equivalent to a bachelor's degree by March 31, 2023
- In the Eligibility (3), if an applicant, after completing less than 16 years of school education outside Japan (excluding those under Eligibility (4)), proceeded to a course by which they conclude 16 years of school education, they must have completed or be expected to complete the course and obtain a bachelor's degree or a degree equivalent to a bachelor's degree.  
E.g.,) An applicant who has attended/graduated from a specialized school (専科; *Zhuanke*) must enter or transfer to and graduate from a university (本科; *Benke*), and obtain a bachelor's degree or a degree equivalent to a bachelor's degree by March 31, 2023 to meet the Eligibility requirement.
- Under the Eligibility (3) and (4) requirements, the word “years” means years required for completion of the course, not the years that the applicant has attended the school.
- For the Eligibility (5), refer to the following website for the foreign educational institutions and courses that are recognized by the Minister of MEXT (文部科学大臣指定外国大学日本校).

[MEXT] [https://www.mext.go.jp/a\\_menu/koutou/shitu/08052204/1417852.htm](https://www.mext.go.jp/a_menu/koutou/shitu/08052204/1417852.htm)

- For Eligibility (6), refer to the following website for the special courses that are designated by the Minister of MEXT (文部科学大臣指定専修学校専門課程).

[MEXT] [http://www.mext.go.jp/a\\_menu/koutou/shikaku/07111316/002.htm](http://www.mext.go.jp/a_menu/koutou/shikaku/07111316/002.htm)

- Regarding the Eligibility (8), Applicants must submit the following items including biography which indicate the ability of the equal or higher than that of the university graduation and the document and/or the other deliverables which can certify the ability above.

(Note 1) “University” stipulated in the Eligibility (1) refers to universities in Japan based on the School Education Act of Japan. The Eligibility of those who are from foreign universities is judged based on the Eligibility (3) or (4).

(Note 2) Those who have completed an advanced course at a junior college or technical college and have obtained a bachelor’s degree by the National Institution for Academic Degree and Quality Enhancement of Higher Education 大学改革支援・学位授与機構 (formerly National Institution for Academic Degrees and University Evaluation included 旧大学評価・学位授与機構) or are applying for a bachelor’s degree to the institution

(Note 3) The Eligibility (3) and (4) include those who have completed correspondence courses offered by a foreign educational institution within Japan.

(Note 4) This is limited to the institutions that have been evaluated highly for their overall performance in educational and research activities by an official authorized by the government or a government-affiliated agency in that country, or specifically designated as equivalent by the Minister of MEXT.

(Note 5) In the Eligibility (7), “those designated as eligible by the Minister of MEXT” are the ones who fall into any of the following:

- a. Those who have graduated from a university (or have completed an undergraduate program) in accordance with the former University Ordinance, and those who have graduated or are expected to graduate from a university in accordance with the Order for Organization of the Ministers or the Act for Establishment of the Ministers by March 31, 2023
- b. Those who have obtained a specialized certificate or first category license for teachers of elementary, junior high, or high school, or kindergarten, or a school nurse in accordance with the Education Personnel Certification Act and will be aged 22 or older by March 31, 2023
- c. Those who have graduated from 旧国立養護教諭養成所 and have obtained a specialized certificate or first category license for teachers of junior high schools or a school nurse in accordance with the Education Personnel Certification Act
- d. Those who have graduated from 旧国立工業教員養成所 and have obtained a teaching license for high school in accordance with the Education Personnel Certification Act and have a testimonial issued by a supervisor to the effect that they worked as an excellent teacher for three years or longer

(Note 6) In the Eligibility (8), those who qualify for an individual eligibility check are the ones who do not fall into any of (1) to (7) and “are graduates of a junior college, a technical college, an advanced vocational school, or other types of educational institution and do not hold a bachelor’s degree except the Eligibility (6)”. If you wish to apply under the Eligibility (8), you need to request for an individual eligibility check prior to your application. Please bring the following items to the Admissions Office or send them by (simple) registered post by Friday, November 25, 2022. Refer to the mailing address provided in 2. Application Procedure (1) Where to Submit the Application.

- A) Request Form for the Eligibility Check (Request Form is provided on the website)
- B) Eligibility Check Form (Eligibility Check Form is provided on the website)

- C) A certificate of graduation and a transcript issued by the most recently attended school (Must be issued under the name of the school president or dean which are strictly sealed in the envelope)
- D) The documents which certify the ability of the equal or higher than that of the university graduation
- E) Letter Pack Light (please refer to “Letter Pack Light” on page 10).
- F) The other documents requested by TUFS

The Notification of the result of the eligibility: The results will be delivered to the applicants or their representative in Japan by post by Friday, December 9, 2022.

**EXAMPLES OF ELIGIBILITIES**

Eligibilities	Examples
(1)	<b>Those who have obtained or are expected to obtain a bachelor’s degree according to the School Education Act of Japan.</b>
(2)	<b>Those who have received or expected to receive a bachelor’s degree by the National Institution for Academic Degree Enhancement of Higher Education.</b>
(3)	<b>Those who have completed or are expected to complete 16 years of school education outside Japan and obtained or are expected to obtain a bachelor’s degree.</b>
(4)	<b>Those who have obtained or are expected to obtain a bachelor’s degree or a degree equivalent to a bachelor’s degree by completing courses extend over three years at a foreign university or a foreign educational institution.</b>
(5)	<b>Those who have completed or are expected to complete a course, which is recognized by the MEXT to be equivalent to an undergraduate course in a foreign country, at a foreign educational institution in Japan.</b>
(6)	<b>Those who have completed or are expected to graduate from a four year advanced vocational school, and received or expected to receive an advanced vocational diploma.</b>
(7)	<b>Those who have completed have graduated from university (or have completed an undergraduate program) in accordance with the previous laws such as the former University Ordinance.</b>
(8)	<b>Those who have been screened individually for eligibility and approved by the Graduate School of TUFS as having the academic ability equivalent to or higher than a bachelor’s degree holder (Eligibilities for screening: Applicants with outstanding achievements or Application documents are insufficient to prove that applicants obtain a bachelor’s degree or equivalent.)</b>



## 2. Application Procedure

### (1) Application Period

From Tuesday, December 20, 2022 to Friday, December 23, 2022

Applications must be sent by mail only

- ① Send the application packet by (simple) registered postal mail in the case of domestic mail or courier service (Japanese registered post, DHL, FedEx, EMS, etc.) in the case of international delivery so that the record of delivery can be tracked. The applications must arrive at the Admissions Office in the application period.
- ② Write “Application for the Master’s Program (xx Studies, yy Course)” in red on the envelope.
- ③ The Admissions Office exceptionally accept application packets that arrive after the deadline if it has been sent by Japanese (simple) registered post and postmarked before Wednesday, December 21, 2022. The applications not sent by Japanese (simple) registered post that arrive after the deadline of the application period will not be accepted.

#### 【Where to submit the Application】

Admissions Office, Tokyo University of Foreign Studies

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

### (2) Precautions on Application Procedure

- The applicants must submit all of the required documents for application as one packet to the Admissions Office of TUFS.
- It is only possible to apply for one Course/ Studies mentioned in the Application Form.
- Submission outside application period is not acceptable. Applicants are not allowed to change the studies, the course and the Examination Subject of their choice once their applications have been accepted. No document can be replaced once it is submitted.
- Under any circumstances, the accepted documents cannot be returned, and the application fee is not refundable as well to the applicants once application has been accepted.
- All the required documents must be submitted, including those that were previously submitted to the Admissions Office.
- Those who are eligible to apply for the Special Entrance Examination for Working People may also apply for the General Selection. However, it is not possible to apply for both Special and General Selections.
- Applicants who reside outside Japan need to designate a representative who resides in Japan. TUFS contacts the representative to send necessary documents.

(3) Application Documents

Prepare the following application documents. Items with ★ are available to obtain at the TUFS website. Download the forms and **print each of them double-sided on A4 size paper (210mm by 297mm).**

**【The list of the required documents except the certificates】**

	Documents	Detailed Requirements
<input type="checkbox"/>	★Application Form 入学志願票	<ul style="list-style-type: none"> <li>- The Applicants must choose one Studies/Course. They are not allowed to apply for multiple Studies/Courses within the TUFS Master's Program.</li> <li>- The Applicants who reside outside Japan must provide their representative's name and contact information in the section of Contact Information.</li> <li>- Paste a photograph (4cm long by 3cm wide, upper body, face front, with no hat on, and taken within three months before the application). Write down your name and the course for which you are applying on the back of your photo.</li> <li>- Do not edit the photograph. The person in the picture should look the same as the person who appears in the examination.</li> <li>- Do not use following E-mail domain names: qq.com, 163.com FAQ <a href="http://www.tufs.ac.jp/common/is/nyushi/FAQ/Q5index.html">http://www.tufs.ac.jp/common/is/nyushi/FAQ/Q5index.html</a></li> </ul>
<input type="checkbox"/>	★Examination Admission Card 受験票 and Photograph Card 写真票	<ul style="list-style-type: none"> <li>- Paste a photograph on the both cards. Use the same photograph which is pasted on the Application Form. Write down your name and the Course/Studies for which you are applying on the back of your photo.</li> </ul>
<input type="checkbox"/>	Research Proposal	<ul style="list-style-type: none"> <li>- 1 copy is needed</li> <li>- Style: Use A4 size paper and attach a front page on which your name, the Course / Studies you are applying for, and the title of your research are written. Keep the proposal in about 2,000 characters in Japanese (for English, 2.5 pages using A4 size paper) for Global Studies, 4,000 characters in Japanese (for English, 5 pages using A4 size paper) for Japan Studies.  <ul style="list-style-type: none"> <li>※ Submit papers fastened with a paper clip. (Do not bind a book.)</li> <li>※ Paginate it including a front page.</li> </ul> </li> <li>- Contents: State the reasons for application and research theme briefly, and describe the subject, method, preparation, progress of the research, as well as the prospect of the research development in the Master's Program concretely. Mention regarding the previous research and basic literature as well. If the research proposal is written in a language other than Japanese or English, you must attach a Japanese translation.</li> </ul>
<input type="checkbox"/>	Special Selection for Adults 【Personal Statement/ Reasons for Applying】	<p><b>【Special Selection for Adults (Personal Statement/ Reasons for Applying)】</b></p> <p>Follow the above instructions and keep the proposal in about 1,000 Japanese characters (for English, 1 page using A4 size paper) for both courses.</p>

<input type="checkbox"/> Thesis		<ul style="list-style-type: none"> <li>- 1 copy is needed</li> <li>- Style: The graduation thesis or the equivalent thesis (Note*). If the applicants whose research theme is not related to the research plan at TUFS, the other new thesis must be written to submit.</li> <li>- Front page: The front page with the subject chosen by the applicants and course, the title of thesis and the name of the writer of the thesis must be at the top page of the thesis.</li> <li>- If the thesis is written in a language other than Japanese or English, the applicants must attach a Japanese translation in A4 size paper.</li> <li>- Submit papers fastened with a paper clip. (Do not bind a book.)</li> <li>- Paginate it including a front page.</li> <li>- The applicants must be careful to submit the thesis because the replacement of the thesis is not permitted.</li> </ul> <p>Note*: The equivalent thesis must be written in about 12,000 characters in Japanese and 30 sheets of 400-character-size manuscript paper approximately (possible to increase a few), or approximately 15 sheets in A4 size paper in the case written in the other language.</p>
<input type="checkbox"/> Special Selection for Adults 【 Thesis or Short Thesis】		<p>【Special Selection for Adults (Thesis or Short Thesis)】</p> <ul style="list-style-type: none"> <li>- 1 copy is needed</li> </ul> <p>Style: Use A4 size paper. Attach a front page on which your name, the Studies/Course you are applying for, and the title of your research are written. Keep the thesis or short thesis in about 4,000 Japanese characters. If the paper is written in a foreign language, it should be approximately 5 pages on A4 size paper.</p>
<input type="checkbox"/> Reference of the Japanese Education (Optional)		<p>※Special Selection for Adults: For the applicants of Japan Studies, Japan Studies Course only</p>
<input type="checkbox"/> The Japanese Language Teaching Competency Test (Optional)		<p>※Special Selection for Adults: For the applicants of Japan Studies, Japan Studies Course only. Only the original is acceptable.</p>
<input type="checkbox"/> Identification Document (Those who are required)		<p>If your name (given or family name) is different from names on the Application Form and certificates, etc., applicants need to bring a documentation to verify your identity. ※It is preferable to contact the Admissions Office in advance.</p> <p>For example, for name change due to marriage, bring an original copy of residency certificate that states both new and old names.</p>
<input type="checkbox"/> Application Fee (JPY 30,000)		<p>The application fee must be paid according to the instructions below. Please note that <b>recipients of the MEXT scholarship as of December 23, 2022 are exempted from the application fee payment.</b></p> <p>① Payment at a Convenience Store Refer to the instructions on a later page. Paste the “proof of payment” on the designated section on the back of the Application Form.</p> <p>② Payment by Credit Card</p>

		<p>Access the TUFS e-apply website (<a href="http://e-apply.jp/e/tufs-admission">http://e-apply.jp/e/tufs-admission</a>). Choose 博士前期課程冬季募集 and complete the required procedure. After completing the transaction, print out the “Payment Information” page or a confirmation email, and the either document must be attached on the application form.</p> <p><b>*The applicants must contact the Admissions Office in the case of the overseas remittance.</b></p> <p><b>**In the case that the representative proceed the payment for the application fee on behalf of the applicants, the transaction must be completed <u>under the applicant’s name</u>.</b></p>
<input type="checkbox"/>	Proof of MEXT Scholarship (If applicable)	Recipients of the MEXT scholarship as of December 23, 2022 must submit an original certificate (The photo copy is NOT acceptable) that confirms the receipt of the MEXT scholarship. The certificate must be from an educational institute that you belong to.
<input type="checkbox"/>	★ Address Labels あて名票	- The applicants must write down the postal code, address (within Japan), and name where the Admissions Office can ensure the delivery of various documents on all three address labels あて名票. The applicants who reside outside Japan must write their representative’s name, mailing address in Japan, and the applicant’s name in parentheses alongside the representative’s name.
<input type="checkbox"/>	Letter Pack Light	Letter Pack Light will be used to send your Examination Admission Card 受験票. Fold it in half and submit it along with other documents. (Note 1) Letter Pack Light can be purchased at postal counters and most of locations selling postage stamps such as convenience stores. (Note 2) Applicants must write down their name, postal code, address (within Japan) where the Admissions Office can ensure the delivery of their Examination Admission Card. Furthermore, do not peel off a tracking sticker for sender (indicated as “Sender To Retain”). (Note 3) Applicants who reside outside Japan must write their representative’s name, mailing address in Japan, and the applicant’s name in parentheses alongside the representative’s name. Only the Letter Pack Light can be sent separately from other documents by a representative. In case of that, be sure to include a note of the applicant’s name.

**【Required Certificate for the application】**

< The applicants who apply under Eligibility (1) (6) (7) >

	Required Documents	Detailed Requirements
<input type="checkbox"/>	Transcript	<ul style="list-style-type: none"> <li>- The transcript(s) must list all the classes and grades that you have taken from the first semester to the latest semester in the institutions of higher education or the university which grant bachelor’s degree.</li> <li>- The applicants who have ever been enrolled or is currently enrolled multiple institutions for the higher education as a regular student on the reasons of transfer studies or double degree program must <u>submit transcripts from all of the institutions</u>.</li> </ul>

□	Certificate of (Expected) Graduation	<ul style="list-style-type: none"> <li>- Submit a Certificate issued by the university which is same as the name of institutions in the section of “出願資格 (Eligibility)” in your application form because the Certificate will be used for the confirmation at the period of the application.</li> <li>*For submitting the original graduation diploma, please follow the process for authentication by TUFS, indicated on page 13 (3).</li> </ul>
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< The applicants who apply under Eligibility (2) >

Required Documents	Detailed Requirements
□	<p><b>Transcript</b></p> <ul style="list-style-type: none"> <li>- <b>【The applicants who have obtained a bachelor’s degree】</b> The applicants must submit all certificates with credits which obtain bachelor’s degree.</li> <li>- <b>【The applicants who are expected to obtain a bachelor’s degree】</b> The applicants must submit all the transcripts of the credits which have already been earned to obtain a bachelor's degree.</li> </ul>
□	<p><b>Certificates of the conferment of degree (Acceptance of the degree-granting or Plan of the application)</b></p> <ul style="list-style-type: none"> <li>- <b>【The applicants who have obtained a bachelor’s degree】</b> The applicants must submit diplomas or the certificates of conferment of degree.</li> <li>- <b>【The applicants who are expected to obtain a bachelor’s degree】</b> Submit one document of the following 1. or 2.               <ol style="list-style-type: none"> <li>1. A certificate issued by the National Institution for Academic Degrees and Quality Enhancement of Higher Education indicating that the applicant has applied for a bachelor’s degree 学位授与申請受理証明書</li> <li>2. A certificate issued by the president of the junior college or the technical college in which the applicant is enrolled indicating that the applicant will be applying for a bachelor’s degree 学位授与申請予定証明書</li> </ol> </li> </ul>

(Note 1) In cases that the applicants who do not apply for, or obtain a bachelor's degree on some reasons, those who are expected graduation and have already passed the entrance examination of TUFS, must immediately report this to TUFS. Those applicants will lose their eligibility for admission and will not be permitted to matriculate.

< The applicants who are expected to graduate from a university in China >

Required Documents	Detailed Requirements
□	<p><b>Transcript</b></p> <ul style="list-style-type: none"> <li>- Submit transcript(s) which issued by the universities which the applicants graduated from.</li> <li>- The transcript(s) must list all the classes and grades that you have taken from the first semester to the latest semester in the institutions of higher education or the university (本科レベル).</li> <li>- The applicants who have ever been enrolled or is currently enrolled multiple institutions for the higher education including the special studies/subjects (専科) as a regular student on the reasons of transfer studies or double degree program must <u>submit transcripts from all of the institutions.</u></li> </ul>
□	<p><b>Certificate of Expected Graduation</b></p> <p>Submit a Certificate issued by the university (本科) whose name you have mentioned in the section of “出願資格 (Eligibility)” in your application form. A Certificate must be issued by the university you are from.</p>

< The applicants who have graduated from a university in Mainland China (Except the applicants from Hong Kong, Macau and Taiwan) >

	Required Documents	Detailed Requirements
<input type="checkbox"/>	Transcript	<ul style="list-style-type: none"> <li>- Applicants must submit transcript(s) issued by the universities which the applicants graduated from.</li> <li>- The transcript(s) must list all the classes and grades that have taken from the first to the final semester in the higher educational institutions or university (本科レベル).</li> <li>- Applicants who have been enrolled or are currently enrolled in multiple higher educational institutions including the special studies/subjects (専科) as regular students because of transfer or double degree program must <u>submit transcripts from all of the institutions</u>.</li> </ul>
<input type="checkbox"/>	Verification Report of China Higher Education Qualification Certificate	<ul style="list-style-type: none"> <li>- Applicants must submit printed data of 教育部学历证书电子注册备案表 (Online Verification Report of HEQC) as the English version in the case of application through the Chinese website of 中国高等教育学生信息网 (CHSI, China).</li> <li>- It can be substituted with the original certificate in English issued by 中国高等教育学生信息网 (CHSI, Japan Office 中国学籍・学歴認証センター日本代理機構.)</li> </ul>
<input type="checkbox"/>	Certificate of Degree	<ul style="list-style-type: none"> <li>- Applicants must submit a certificate issued by the universities which the applicants graduated from.</li> </ul> <p>*For submitting the original graduation diploma, follow the process for authentication by TUFS, indicated on page 13 (3).</p>

(Note 1) Refer to the websites of the abovementioned institutions for more details.

- CHSI (in China) <http://www.chsi.com.cn/>
- CHSI Japan Office (in Japan) <http://www.chsi.jp/>

(Note 2) When the applicants obtain the degrees by the Self-study examination (本科) of any particular institutes, the transcripts and the certificates of degrees must be issued at the same educational institutions. **TUFS will not accept the applications from the applicants who are expected to obtain the degree from this examination.**

< Others >

	Required Documents	Detailed Requirements
<input type="checkbox"/>	Transcript	<ul style="list-style-type: none"> <li>- Submit transcript(s) issued by the universities which the applicants graduated from.</li> <li>- The transcript(s) must list all the classes and grades that you have taken from the first semester to the final semester in the institutions of higher education or the university.</li> <li>- The applicants who have ever been enrolled or is currently enrolled multiple institutions for the higher education as a regular student on the reasons of transfer studies or double degree program must submit transcripts from all of the institutions.</li> </ul>
<input type="checkbox"/>	Certificate of (Expected) Graduation	<ul style="list-style-type: none"> <li>- <b>Submit certificate(s) issued by the universities which the applicants graduated from.</b></li> </ul> <p>*For submitting the original graduation diploma, please follow the process for authentication by TUFS, indicated on page 13 (3). Submit a Certificate issued by the university whose name you have mentioned in the section of “出願資格 (Eligibility)” in your application form. Refer to the following column for the requirements of “Certificate of Degree”.</p>
<input type="checkbox"/>	Certificate of Degree	<ul style="list-style-type: none"> <li>- The applicants who have already graduated previously must submit the Certificate of Degree in the case that the description regarding the obtained degree is not on the certificate of graduation. Submit certificate(s) issued by the universities which the applicants graduated from.</li> </ul>

		*For submitting the original graduation diploma, please follow the process for authentication by TUFS, indicated on page 13 (3).
□	Certificate which proves the diploma (Those who are required)	- Diplomas obtained by those who have graduated previously must specify a bachelor level or equivalent (universal indications such as Bachelor, B.A., B.S., etc.) In the absence of such indication, applicants must submit a certificate, provided by the university or the embassy, which proves that the diploma is equivalent to a Japanese bachelor's degree.

**【Notice】**

(1) The various certificates indicated in (3)-1 Application Documents (hereinafter referred to certificates) must be the original which was issued by the university, or the documents which was certified or authenticated by the university or the other public institutions such as the embassies and the notary's office.

(2) In the case that the original certificates are issued in a language other than Japanese or English, the applicants must attach a Japanese or an English translation.

(3) The TUFS Admissions Office issues a certified copy of original certificates. Follow the instructions below when you request the service.

Contact the Admissions Office in advance and bring or mail your original certificates such as a certificate of degree (Note 1) to the Admissions Office. Furthermore, TUFS shall not be held responsible for any loss during transportation or inconvenience caused due to delay in returning documents.

In the case of a request for the return of the document by mail, applicants must enclose an envelope guided by the following instructions below. Furthermore, TUFS shall not be held responsible for any loss during transportation or inconvenience caused due to delay in returning documents.

1. The self-addressed envelope must be of sufficient size to accommodate all documents.

2. Affix sufficient stamps for Japanese registered post. Website about postal fee :

Standard Mail Services (letter, postcard); Japan Post

3. Write down a Japanese address on the self-addressed envelope.

The Admissions Office will be accepting requests on weekdays, 10:00-12:00 and 13:00-16:00, from Monday, November 14, 2022 to Friday, December 23, 2022.

\*A certified copy will be given to the applicant in a sealed envelope. Do not open the envelope, and submit it as it is.

\*If you are requesting this service by post during the application period, also submit all the other application documents and enclose a memo indicating that the original certificates need to be returned.

(4) The Examination Admission Card 受験票 for the Applications Submitted by International Post

For the applicants who have submitted their applications by international post, their Examination Admission Card 受験票 stamped with an Application Number and a Guideline for the Entrance Examination will be delivered to their representatives' address in Japan using the submitted Letter Pack Light. Please confirm to collect applicants' representatives immediately as it is delivered by the Admissions Office.

### 3. International Students

There is no separate entrance examination for international students for the Graduate School of TUFS' Master's Program. International students must undergo the same examinations as Japanese and other applicants.

### 4. Application and Admission Fees for the MEXT Scholarship Recipients

#### [Application Fees (page 9-10)]

If an applicant is a MEXT Scholarship recipient on the last day of the application period, the application fee is exempted.

#### [Admission Fees (page 18)]

For an applicant guaranteed to become a MEXT Scholarship recipient on the first day of the admission month, the admission fee is exempted.

Confirm the following if the abovementioned criteria are applicable:

- (1) Applicants must check their scholarship duration indicated on the proof of the MEXT scholarship.
- (2) Applicants should follow the instructions mentioned in the enrollment procedures sent with the letter of acceptance.

### 5. Classes and Research Guidance for Working Adults

To proactively promote graduate school education for working adults while maintaining its research and education standards, the Master's Program of TUFS takes the following expedient measures for employed persons (those who have worked for two years or longer at the scheduled admission) pursuant to the special measures in Article 14 of the Standards for the Establishment of Graduate Schools.

- (1) Employed persons take classes and research guidance normally in their first year and can take research guidance in their second year while working at their workplace.
- (2) Employed persons who will apply for the special measures shall, in principle, acquire 26 credits, excluding 4 credits for MA Thesis Guidance taken in the second year, of the 30 credits required for completing the program, by taking classes during normal school hours in the first year.
- (3) Employed persons shall take research guidance within a specific time or period in the second year according to the special measures.
- (4) Those who wish to apply for the special measures must submit a "Request Form for Classes and Research Guidance for Working Adults (Request Form for the Special Measures in Article 14 of the Standards for the Establishment of Graduate Schools) 社会人の授業及び研究指導の特例申請書 (大学院設置基準第 14 条の特例適用希望申請書)" (designated form). (Download the form from our website.)

### 6. Consultation with Physically Challenged Applicants

Applicants who wish to enroll in the university and require special consideration for entrance examinations or schoolwork should consult with the Admission Office in advance.

Applicants who require special consideration for entrance examinations or schoolwork after the consultation deadline should consult with the Admissions Office in advance. (See "NOTICE" below the table of contents.)

#### (1) Consultation Period

By Friday, November 25, 2022

#### (2) What to Submit

Prepare the following documents in any form of paper. Bring them to the Admissions Office or send them by registered post. We may request a meeting with the applicant or their representative at TUFS if needed.

[Necessary Information and Documents]

- ① Applicant's name, age, and gender
- ② Applicant's address, phone number, and E-mail address
- ③ Name of university attended/attending, (expected) graduation date (year and month)



- ④ Choice of Studies/Course, and Examination Subject
- ⑤ Type and degree of disability or disorder
- ⑥ Care needed during the entrance examination
- ⑦ Care needed after being admitted to TUFS
- ⑧ Submit the following documents
  - Medical Certificate written by a doctor (original)
  - Copy of a handbook for the people with physical disabilities, etc.
- ⑨ Letter Pack Light used for sending announcement (please refer to the section “Letter Pack Light” on page 10)

## **7. Handling of Personal Information**

In accordance with the “Act on Protection of Personal Information held by Incorporated Administrative Agencies, etc.” and “Regulations on Personal Information Protection by National University Corporation, Tokyo University of Foreign Studies,” we handle personal information submitted by applicants at the time of application, such as an applicant’s name, address, phone number, academic grades, and test scores, as follows.

- Information provided by the applicants is used for the purpose related to the result of examination announcement, admission and enrollment.
- Information used in selection process such as test results can be used as data in a way that does not identify an individual to improve education and selection process in this university.
- Information of successful applicants who have completed the entrance procedure is used for the purpose related to educational matters (e.g., creating a student registry), student affairs, and collecting tuitions.
- When information is used for purposes above, some part of business can be outsourced to outside companies (contractors). In such cases, we sign contract about proper handling of personal information with contractors and provide whole or part of personal information we have to contractors to the extent necessary for business outsourced.

## 8. Selection

(1) Application Period

From Tuesday, December 20, 2022 to Friday, December 23, 2022

(2) Entrance Examination

**【Global Studies】**

Written Examination: Saturday, February 4, 2023

Oral Examination: Saturday, February 4, or Sunday, February 5, 2023

**【Japan Studies】**

Primary Screening <Documents Screening>: There is no written examination, documents screening only.

Secondary Screening <Oral Examination>: Saturday, February 4, or Sunday, February 5, 2023

(3) Announcement of Results

**【Global Studies】**

Announcement of the final successful applicants: 10:00 a.m. on Monday, February 20, 2023 on the TUFS Website

**【Japan Studies】**

Announcement of the successful applicants on the documents screening: 10:00 a.m. on Monday, January 16, 2023 on the TUFS Website

Announcement of the final successful applicants: 10:00 a.m. on Monday, February 20, 2023 on the TUFS Website

Notice of Acceptance will be sent to successful applicants by Japanese registered post to the address indicated on the Address Labels **あて名票**. Please remain available to receive the Notice of Acceptance for at least 5 days after the results have been announced.

Application Numbers of successful applicants will be posted on our website. (Details will be informed on the Guideline for Entrance Examination which will be delivered with the Entrance Admission Card **受験票**.) However, applicants should also make sure that they have received a formal Notice of Acceptance.

The Admissions Office will NOT answer to any inquiries on the results of the application over the phone or e-mail.

(4) Selection

Selection will be made based on the results of the entrance examination (written and oral), transcript, and the other submitted documents. In the written examination, whether or not an Examination Subject appropriate for Research Proposal was chosen will also be used as a criterion for selection.

**【Selection method for applicants residing outside of Japan for Global Studies】**

At the time of application, applicants residing outside of Japan will be selected based on the Transcript and other submitted documents and academic ability test (online written and oral examination (Zoom)).

\*Those who have already arrived in Japan or are planning to come to Japan will be required to take the written and oral exams held at the university.

\*When preparing the application form, please refer to “Precautions for Filling out Application Form, Address Labels, Examination Admission Card and Photograph Card” carefully.

\* Classes of this Master program will not be held online, but in person.

## (4-1) Entrance Examination (Written)

## Global Studies

Course		Examination Subjects	Time and Duration
Language and Culture Studies Course	Language Subject	Choose one language from the list below.	10:00~11:00 (60 minutes)
		<b>English, English (English Language Education)*<sup>1</sup>, English (Practical Studies in Japanese-English Interpreting and Translation)*<sup>2</sup>, German, French, Italian, Spanish, Portuguese, Russian, Chinese, Korean, Arabic, Japanese*<sup>3</sup></b>	
		* <sup>1</sup> If the research theme by the applicants are related to “English Language Education”, choose “English (English Language Education)” as your Language Subject. * <sup>2</sup> If the research theme by the applicants are related to “Practical Studies in Japanese-English Interpreting and Translation”, choose “English (Practical Studies in Japanese-English Interpreting and Translation)” as your Language Subject. * <sup>3</sup> The Language Subject “Japanese” can be chosen by only those who have completed secondary education in languages other than Japanese.	
Area and International Studies Course	Language Subject	Choose one language from the list below.	10:00~11:00 (60 minutes)
		<b>English, German, French, Italian, Spanish, Portuguese, Russian, Chinese, Korean, Arabic, Japanese*<sup>1</sup></b>	
		* <sup>1</sup> The Language Subject “Japanese” can be chosen by only those who have completed secondary education in languages other than Japanese.	

## Japan Studies

Course	Examination Subject	Time and Duration
Japan Studies Course	<b>There is no written examination.</b> (Documents Screening only)	---

(4-2) Oral Examination for the Entrance (As in Japan Studies, Oral Examination is the secondary screening)

For Global Studies, the oral examination will be given to those who took the written examination. The details including the time of the examination will be announced on the day of the written examination. Note that the applicants who do not take the written examination will be considered as abandoned eligibility requirements for the entrance examination.

For Japan Studies, details of the oral examination will be announced with an announcement of the successful applicants on the documents screening.

## 9. Entrance Procedure

### (1) Period for the Entrance Procedure

By Friday, March 24, 2023

The successful applicants who fail to complete the entrance procedure during the designated period will be considered as the declined applicants.

### (2) Admission Fee

JPY 282,000

**Recipients of the MEXT scholarship as of and after April 1, 2023 are exempted from the admission fee payment.** Please note that successful applicants who were recipients of the MEXT scholarship at the time of application but who will lose their scholarship status as of April 1, 2023, or later are responsible for payment of the admission fee. Admission fee is not refundable once the enrollment process is completed. Especially those who are expected to graduate and passed the entrance examination, ensure to check all matters concerning graduation and graduate by March 31, 2023.

### (3) Additional Information

- Details on the entrance procedure will be announced to each successful applicant.
- The successful applicants who were expected to graduate from a university at the time of application but who fail the graduation will not be allowed to matriculate even if they have completed the entrance procedure.
- The payment of JPY 267,900 tuition for the first half of one academic year is due in May. Another payment of JPY 267,900 for the second half is due in October.
- If the tuition is revised at the time of enrollment or during the academic year, the new tuition will be charged.
- The successful applicants are required to make a payment for the Personal Accident Insurance for Students Pursuing Education and Research (PAS) and other miscellaneous fees, in addition to the admission fee, during the entrance procedure.
- The successful applicants who will continue to work or be enrolled in another school must submit a “Letter of Approval to be enrolled in the TUFs Master’s Program” issued by their employer in any form of paper during the entrance procedure.
- Successful applicants who need to obtain a student visa to enter and study in Japan must consult with the Student Exchange Division of TUFs immediately after they receive their Notice of Acceptance.  
[Student Exchange Division] Tel: +81-(0)42-330-5184, E-mail: ryugakusei-kyouiku@tufs.ac.jp

## 10. Precautions

### (1) **If the information submitted is detected to be false or does not include facts that must be presented to TUFs, we have all the right to cancel the applicant’s matriculation even after they have completed the entrance procedure.**

### (2) If a successful applicant, after completing the entrance procedure, decides to decline their matriculation, they must submit a Request Form for Withdrawal from Enrollment to the Admissions Office by Friday, March 31, 2023. If they fail to submit the request form by the deadline, they will be registered in the university system by TUFs, be required to make a tuition payment, and may be subject to face other problems.

\* The Request Form for Withdrawal from Enrollment can be provided by the Admissions Office.

Contact the Admissions Office to get it as soon as possible.

### (3) In case that you do not apply while you already paid application fee, you can get a refund. Prepare documents about payment (original) and contact Admissions Office soon.

※If you contact Admissions Office late or do not have documents about payment, you might not get a refund.

## **Winter Entrance Examination**

### **Peace and Conflict Studies Course**

Details of the application for this course is posted on the following website.

[http://www.tufs.ac.jp/english/admission/degree/pg/master/m\\_pcs.html](http://www.tufs.ac.jp/english/admission/degree/pg/master/m_pcs.html)

1. Intake: 12
2. Eligibility: Refer to (the URL on) the TUFS website.
3. Admission: October 2023
4. Application Procedure
  - (1) Application Period: From Wednesday, January 4, 2023 to Tuesday, May 2, 2023
  - (2) How to Submit the Application: By post only.
  - (3) Where to Submit the Application  
Admissions Office, Tokyo University of Foreign Studies  
3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN
5. Selection and Announcement of Results
  - (1) Selection will be made based on the application documents submitted and the result of the oral examination. Each applicant will be informed of the date/time of the oral examination after application is closed.
  - (2) Announcement of Results: Late June 2023  
The results will be posted on our website. Each applicant will be informed of the URL via e-mail.
6. Entrance Procedure  
The period for the entrance procedure will be arranged flexibly with consideration for the successful applicants who are coming to Japan from overseas.

#### Contact Information

FAQ website

<http://www.tufs.ac.jp/common/is/nyushi/FAQ/index.html>

Admissions Office, Tokyo University of Foreign Studies

3-11-1 Asahi-cho, Fuchu-shi, Tokyo 183-8534, JAPAN

TEL: +81-(0)42-330-5179

Office Hours: 9:00-12:00 and 13:00-17:00, Monday through Friday

(excluding national holidays and TUFs administrative summer and winter breaks)

E-mail: [gao@tufs.ac.jp](mailto:gao@tufs.ac.jp)

Contact form: <https://business.form-mailer.jp/fms/7f613c11123711>

Opening hours are subject to change due to the COVID-19.

The applicant himself/herself shall contact the Admissions Office for inquiry.