

AOYAMA GAKUIN UNIVERSITY (AGU)
Application Instructions for Exchange Students
-Academic Year 2016-

This information is for those who have been nominated as Exchange Students by our partner universities. Please read the list of the instructions below and submit application materials through your university's study abroad office.

1. Eligibility

In order to apply for Aoyama Gakuin University Exchange Program, you must:

- 1) be a student at one of Aoyama Gakuin University's partner institutions
- 2) have 2.5 G.P.A. or higher (4.0 scale)

Aoyama Campus

➤ **(For all Departments) :**

- (1) have studied Japanese for more than 1 year, and have Japanese language ability equivalent to N5 Japanese Language Proficiency Test (JLPT)

OR

- (2) Native English Speaker or have IELTS6.0 or TOEFL iBT 78 or above

NOTE: Japanese Proficiency is not required IF the applicant will take only English-taught courses. However, Japanese for beginners is NOT available on this campus.

Sagamihara Campus

➤ **(For Science & Engineering / Social Informatics):**

- have studied Japanese for more than 1 year, and have Japanese language ability equivalent to N5 Japanese Language Proficiency Test (JLPT)

➤ **(For the School of Global Studies and Collaboration <Japan Studies Program>):**

- have the language ability equivalent to either one of below

- (1) N4 Japanese Language Proficiency Test (JLPT) or above

OR

- (2) Native English Speaker or IELTS6.0 or TOEFL iBT 78 or above

2. Application Materials

When you apply for Aoyama Gakuin University Exchange Program, you must submit all the following Materials. For “Application for Certificate of Eligibility”, you need to submit it via email:

1	Application for Admission*
2	A Letter of Recommendation
3	Evaluation of Japanese Language Proficiency*(if applicable)
4	Photocopy of Score Report of “Japanese Language Proficiency Test” (if applicable)
5	English Language Proficiency(if applicable) For applicants who do not have any Japanese Language Proficiency Test, please be sure to attach photocopy of Score Report of IELTS 6.0 or TOEFL iBT 78 or above. (Native English speaker does not apply to this)
6	Official Transcript of home University
7	Statement of Academic Objectives It must be more than <u>1 page</u> in <u>A4 size</u> . Written in English is acceptable however Japanese one is desirable. Students applying for Master’s course must write in Japanese.
8	Information for Tutors*
9	Certificate of Physical Condition* Please note that 5) X-ray is mandatory, and must be examined within 3 months prior to the deadline of application. The date of the examination must also be indicated.
10	Original Official Bank Statement and/or Certificate of scholarship More than 140,000JPY for 1 year study, or 700,000JPY for 6 months study.
11	Photocopy of valid passport Page with photo and personal information
12	Five ID Photos 4cm×3cm size, no background, half-length, taken within 6 months Please write your name on back of the photos. 1 photo should be pasted on the first page of the application form. Color photocopies are NOT acceptable.
13	Application for Certificate of Eligibility* Please refer to the sample when filling out this form. It MUST be submitted by email, <u>in Excel file</u> , to the campus which you are applying for. ➤ For applicants to Aoyama Campus: nmatsuki@aoyamagakuin.jp ➤ For applicants to Sagamihara Campus: agu-exchange@aoyamagakuin.jp
14	Dormitory Application* (if applicable) Dormitory Application are different depending on each Campus. For those of you applying for Science and Engineering/ Social Informatics/ Global Studies and Collaboration, please use application for Sagamihara Campus. For other studies, please use application for Aoyama Campus.

*Format is available online: <http://web.iec.aoyama.ac.jp/english/index.html>

4. Certificate of Eligibility (CoE)

AGU will, on behalf of Exchange Students, apply to the Tokyo Immigration Bureau for the Certificate of Eligibility (CoE). As soon as the Certificate is issued, it will be sent to your institution. You will need to bring the CoE to local Japanese embassy or consulate and obtain Student Visa.

5. Dormitory and Applying for the Dormitory

For students who wishes to apply for the dormitory, please see “Housing Information” handbook (available on website) for detailed information. There are two kinds of “Housing Information”- one is for Aoyama Campus and the other is for Sagamihara Campus. The deadline for the dormitory application is the same as the exchange student application deadline. For students who do NOT wish to live in the dormitory, information for apartment, guest houses and homestay is also in the “Housing Information” handbook.

6. Timeline for Admission

	Spring Semester (April) Application	Fall Semester (Sept)Application
DEADLINE for Exchange Application & Dormitory Application	November 15, 2015	April 30, 2016
Notification of admission to all the accepted exchange students (E-mail)	Late December	Late May
Welcome Package, including the Certificate of Eligibility and the detailed information about orientation week (sent to your institution)	Late February	Early August
Orientations for Exchange Students	Late March	Early September
Classes begin	April 7, 2016	September 16, 2016

Academic Calendar: http://web.iec.aoyama.ac.jp/english/student_life/calendar.html

The dates are subject to change