

## Payment of tuition and fees via overseas remittance

If you wish to defer payment of tuition fees.

If you wish to defer payment of your tuition fees and would like to pay the fees by overseas remittance, you are required to remit the fees in two stages ① admission application fee JPY 160,000 and ② 1<sup>st</sup>/2<sup>nd</sup> semester split payment or a full year one-time payment. Also, you are required to (a) send the procedure documents by postal mail to AGU, and (b) pay the admission application fee by the following deadline. It takes approximately 7 ~ 10 days to confirm your remittance to AGU, so please allow sufficient time to prepare. You may remit ② 1<sup>st</sup>/2<sup>nd</sup> semester split payment or a full year one-time payment before the Admission Completion Procedure period only if you pay the tuition and fees by overseas remittance.

Faculty/Department	Deadline for submitting admission procedures documents/payment of admission application fee
All undergraduate programs	December 6, 2018 Estimated date of remittance at your home country's banking institution: November 22, 2018

\*Please be aware that all Faculties/Departments require you to make remittance as soon as the announcement of the successful candidates has been made.

### <<Stage 1. Admission Application Procedure>>

#### STEP 1. Payment of admission application fee

Please remit your payment to the following bank account.

**Amount of payment (admission application fee): JPY 160,000 (all undergraduate programs)**

\*Admission application fee will be transferred to entrance fee during the admission completion procedure.

1. Type of remittance : Telegraphic transfer
2. Currency : Japanese Yen
3. Method of payment : Advise and pay
4. Yen exchange charge : Due remitter
5. Remittance charge : Due remitter
6. Purpose of payment : Tuition fee
7. Amount of remittance : JPY 160,000 (all undergraduate programs)

\*Please write **PAY IN FULL** in the space "message to payee".

\*All the handling charges must be paid by the successful candidates.

#### 8. Information on recipient of payment

Paying bank	Sumitomo Mitsui Banking Corporation
Branch	Shibuya Branch
Swift code	SMBCJPJT
Bank address	20-2 Udagawa-cho, Shibuya-ku, Tokyo JAPAN 150-0042
Account number	A/C 8404651
Account name	AOYAMA GAKUIN TETSUZUKI (TOKUBETSU A) ※Do not abbreviate (TOKUBETSU A)
Address	4-4-25 Shibuya, Shibuya-ku, Tokyo JAPAN 150-8366

<Notes when making overseas remittance>

- (1) In cases where the remitter is not the successful candidate himself/herself, please fill in the space “message to payee” with the name of the successful candidate as shown on his/her passport.
- (2) Writing **PAY IN FULL** in the space “message to payee” helps to ensure that the payment to AGU’s bank account will be paid fully and that there will be no shortfall in the admission application fee, 160,000yen.
- (3) The remittance amount must include the sum of the handling charges assessed by your bank as well as the receiving bank in Japan.

**STEP 2. FAX/Telephone to Admissions Division** The procedure is the same for <<Stage 1. and Stage 2.>>

After remitting to AGU, please fill out and fax the **Tuition Delayed Payment Application Form** and **Application for Remittance Form** to Admissions Procedures office in Admissions Division, Student Recruitment and Public Relations Department. After you have faxed the forms, please call and let us know.

FAX number: +81-3-3407-4068

Telephone number: +81-3-3409-8627

**STEP 3. Sending required documents for admission procedures**

After remitting, take the 2 sheets you faxed in Step 2 and staple them together on the top left corner (with the **Application for Remittance** on the bottom), and send them together with the other required documents (refer to: **2019 International Students Admissions Procedures and Requirements, pages 5-6**) to the following address listed below via EMS or any international delivery services which has a package tracking service, such as FedEx, DHL, UPS, etc. The documents must arrive at AGU by **December 6, 2018**.

Address for sending the procedure documents. The procedure is the same for <<Stage 1. and Stage 2.>>

Gaikokujin Ryugakusei Nyugaku tetsuzuki-gakari,  
Admissions Division, Student Recruitment and Public Relations Department,  
Aoyama Gakuin University  
4-4-25 Shibuya, Shibuya-ku, Tokyo 150-8366, JAPAN TEL: +81-3-3409-8627

\*If you are sending mail from outside Japan, please write in Roman letters and do not abbreviate the sender’s address. The sender’s address will be used for returning mail via EMS.

## <<Stage 2. Admission Completion Procedure>>

Please follow the procedure below if you have completed the admission application procedure and decide to enroll at AGU.

**STEP 1. Payment of tuition and fees**

Please remit your payment to **AGU’s bank account (same as Stage 1. Admission Application Procedure)** during/before the **Admission Completion Procedure period**.

**1. Amount of payment:** Please refer to **2019 International Students Admissions Procedures and Requirements page 10** for amount of payment for each department.

## 2. Deadline for payment

Faculty/Department	Deadline
All undergraduate programs	Please remit by around January 10, 2019 so that we can confirm your payment by January 22, 2019.

### **STEP 2. FAX/Telephone to Admissions Division**

After remitting to AGU, please fill out and fax the **Admission Completion Procedure Application Form for those who have deferred payment (those who are going through admission application)** and **Application for Remittance** to Admissions Procedures office in Admissions Division, Student Recruitment and Public Relations Department. After you have faxed the forms, please call and let us know.

FAX number: +81-3-3407-4068

Telephone number: +81-3-3409-8627

### **STEP 3. Sending required documents for admission procedures**

After remitting, staple the 2 sheets you have faxed in STEP 2 on the top left corner (with the **Application for Remittance** on the bottom), and send to the address noted in **STEP 3 of <<Stage 1. Admission Application Procedure>>** via EMS or any international delivery service, such as FedEx, DHL, UPS, etc. which has a package tracking service.

Deadline for submitting the **Admission Completion Procedure** application documents: Arrive at AGU by **January 22, 2019**

#### <Notes>

- (1) We will not accept your admission to AGU unless you submit your procedure documents by the due date even if you have paid your entrance fee and tuition and fees as you have not completed the **admission application procedure/admission completion procedure, and admission will be refused.**
- (2) Neither the submitted documents, the admission application fee nor the payment for each faculty will be returned.
- (3) If you pay the tuition and fees using a 1<sup>st</sup>/2<sup>nd</sup> semester split payment, the payment for the 2<sup>nd</sup> semester must be paid via bank transfer from a banking institution within Japan.

### **<<Status of Residence>>**

#### ※ **For those who completed the admission procedures and reside outside Japan**

If you wish AGU to apply for a Certificate of Eligibility, please complete your admission completion procedure as soon as possible. It takes approximately 1.5-2 months after applying to receive a Certificate of Eligibility issued by the Immigration Bureau of Japan.

- ※ Please send those documents necessary when applying for a Certificate of Eligibility to the **International Center** by December 11, 2018 (1<sup>st</sup> deadline), December 20, 2018 (2<sup>nd</sup> deadline) or February 15, 2019 (3<sup>rd</sup> deadline) via EMS or any international delivery service, such as FedEx, DHL, UPS, etc. which has a package tracking service (refer to **2019 International Students Admissions Procedures and Requirements pages 15-20**).