

Payment of tuition and fees via overseas remittance

When you decide to enroll at AGU.

Please follow the procedures below and remit the appropriate amount if you wish to pay the fees by overseas remittance.

To complete the admission procedures, the tuition and fees (the amount of either a 1st/2nd semester split payment or a full year one-time payment) must be paid, and the required documents must arrive at AGU, by the following deadline. It takes approximately 7 ~ 10 days to confirm your remittance to AGU, so please allow sufficient time for this.

Faculty/Department	Deadline for admission procedures/payment of tuition and fees
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 possible.**

STEP 1. Payment of tuition and fees via overseas remittance

Please remit your payment to the following bank account. If there is an error in the recipient's information it may take more than 2 weeks to confirm your payment to AGU, so please take care to avoid mistakes.

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	: The amount required for each department
<p>*Please write PAY IN FULL in the space "message to payee".</p> <p>*All the handling charges must be paid by the successful candidates.</p>	
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 of recipient	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** to 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 tuition and fees (the amount of payment of either 1st/2nd semester split payment or full year one-time payment).
- (3) The remittance amount must include the sum of the handling charges assessed by your bank as well as the receiving bank in Japan.

Amount of payment: Please refer to **2019 International Students Admissions Procedures and Requirements page 7** for amount of payment for each department.

STEP 2. FAX/Telephone to Admissions Division

After remitting to AGU, please fill out the **Bank transfer notification (for submitting to AGU)**, affix on the attachment sheet, and then fax this sheet together with the **Application for Remittance** to Admissions Procedures office in Admissions Division, Student Recruitment and Public Relations Department. Please call and let us know after you have faxed them.

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). Then 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 service 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

**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.

<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 fees, **admission will be refused** as you have not completed the **admission application procedure/admission completion procedure**.
- (2) We will not return the submitted documents.
- (3) If you pay the tuition and fees using a 1st/2nd semester split payment, the payment for the 2nd semester must be paid via bank transfer from a banking institution within Japan.

<<Status of Residence>>

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