

**AOYAMA GAKUIN UNIVERSITY (AGU)**  
**Eligibility, Deadline, and Application Instructions**  
**for Exchange Students**  
**-Academic Year 2018-**

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

[http://web.iec.aoyama.ac.jp/int\\_exchange/partner\\_universities](http://web.iec.aoyama.ac.jp/int_exchange/partner_universities)

- 2) have 2.5 G.P.A. or higher (on 4.0 scale)

Note: If G.P.A. is not on a 4.0 scale, submit a 'Verification of Academic Standing' (format downloadable from <http://web.iec.aoyama.ac.jp/foreigner/exchange/material> ) written by the International Office Director that states that the student has scored on average or above average in his or her official grades.

- 3) Refer below for language abilities

#### **[Applicants to 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 IELTS5.5 or TOEFL iBT 68 or above ※2  
if the applicant will take only English-taught courses ※1

#### **[Applicants to Sagami-hara 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>:**

- (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 IELTS5.5 or TOEFL iBT 68 or above ※2  
if the applicant will take only English-taught courses ※1

※1 Please refer below for the departments which offer courses taught in English:

<http://web.iec.aoyama.ac.jp/foreigner/exchange/course>

※2 In case TOEFL or IELTS are not held at your country, follow below:

1) submit Official English Test Score along with an official conversion table of IELTS or TOEFL iBT score, issued by the test organization

OR

2) submit the 'English Proficiency Report' (format downloadable from below) completed by a full-time faculty member teaching English language classes or full-time faculty member who has obtained a degree from a university where the instruction was in English <http://web.iec.aoyama.ac.jp/foreigner/exchange/material>

## 2. Timeline for Admission

	Spring Semester 2018 (April) Application	Fall Semester 2018 (Sept) Application
DEADLINE for Nomination on-line	October 27, 2017	March 23, 2018
DEADLINE for Exchange Application	November 15, 2017	April 20, 2018
DEADLINE for Dormitory Application	November 15, 2017	April 20, 2018
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	Mid-July
Orientations for Exchange Students	Aoyama Campus: March 30, 2018- Sagamihara Campus: March 27, 2018-	September 7, 2018-
Classes begin	April 7, 2018-	September 14, 2018-

Academic Calendar: [http://web.iec.aoyama.ac.jp/english/student\\_life/calendar.html](http://web.iec.aoyama.ac.jp/english/student_life/calendar.html)

The dates are subject to change

## 3. Application Materials

When you apply for Aoyama Gakuin University Exchange Program, you must submit all the following Materials by post. For "Application for Certificate of Eligibility", you need to submit it via email in Excel file.

1	Application for Admission* 3. Write full name in English as shown on your passport. Also, name in <i>katakana</i> is required. 13. Tick on only 1 College/School which offers majority of classes you wish to take 16. Indicate the year(s) you have studied Japanese. If none, please write '0'.
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 5.5 or TOEFL iBT 68 or above. Refer to 3) ※2 if above does not apply. (Native English speaker does not apply to this.)

6	Official Transcript of home University (in English) Please include information regarding Grading System at your university. If G.P.A. is not on a 4.0 scale, submit a 'Verification of Academic Standing' * written by the International Office Director that states that the student has scored on average or above average in his or her official grades.
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 Buddy*
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 (in English) More than 1,550,000JPY for 1 year study, or 780,000JPY for 6 months study.
11	Photocopy of valid passport Page with photo and personal information. Passport should be valid through the period of study at AGU.
12	<u>Five ID Photos</u> 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: <a href="mailto:exchange@iec.aoyama.ac.jp">exchange@iec.aoyama.ac.jp</a> ➤ For applicants to Sagamihara Campus: <a href="mailto:agu-exchange@aoyamagakuin.jp">agu-exchange@aoyamagakuin.jp</a>
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/exchange/materials.html>

#### **4. Certificate of Eligibility (CoE)**

AGU will, on behalf of Exchange Students, apply to the Immigration Bureau in Japan for the Certificate of Eligibility (CoE). It usually takes approximately over 1 month for it to be issued, so please refer to the samples on the other sheets of the Excel file and be sure there are no mistakes. 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 wish to apply for the dormitory, please see "Housing Information" handbook 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.