

AIU Application Guidelines for Short-term International Students

Spring Semester 2010 Admission

Application Deadline: November 1, 2009

Eligibility

To be eligible for enrollment, all applicants who wish to study at AIU for one or two semesters as non-degree-seeking students must meet the following three requirements:

① Enrollment Status	Applicants must be enrolled at their home university/college both at the time of application and during their stay at AIU, and have completed at least two semesters of studies at the time of application.
② GPA	Applicants must have a cumulative GPA (Grade Point Average) of 2.50 or higher.
③ English Proficiency	Applicants whose first language is not English must have a TOEFL score of 500 (PBT) or higher. Please see our website for a list of acceptable certificates: http://www.aiu.ac.jp/en/admissions/pdf/e_requirements.pdf NOTE: No Japanese language qualification is required. All courses (except Japanese language courses) are offered in English and opened to qualified undergraduate students of all majors.

Application Documents

Applicants must prepare the following documents with regard to their application for both AIU admission and application for a Certificate of Eligibility.

For AIU Admission

- **Printed Application Form for AIU Admission (2 pages)**
- **Questionnaire on Japanese Language Competency**
- **Official Academic Transcript(s)**
- **Statement of Purpose (300-500 words)**
- **One Completed Set of Reference Forms (2 pages)** – Forms are available to download at our following webpage: <http://www.aiu.ac.jp/en/admissions/admissions01.html>. Two references are required if you are NOT from one of our partner institutions.
- **Proof of English Competency** (if your first language is not English.)
- **One ID Photo** – attach to your application form for AIU admission
 - Passport size (3cm x 4cm) photo that clearly shows your head and shoulders.
 - A personal snapshot is not acceptable; this must be official ID photo.
 - Photos in which you wear sunglasses and a cap/hat are not acceptable.

For Application for Certificate of Eligibility

- **Printed Application Form for Certificate of Eligibility (3 pages)**
- **Financial Statement** - Submit one of the following documents which indicate that you have sufficient financial resources to cover your study abroad expenses, including tuition, room and board, and living costs
 - which would preferably be more than 350,000 JPY per semester.
 - Bank Statement
 - Certificate of Scholarship
 - Certificate of Financial Aid
 - Certificate of Student Loan

If the name on the financial statement is not yours, please provide supporting documentation as proof of the relationship between the person listed on the document and you, and that the amount in the statement is to finance your expenses to study at AIU.
- **Copy of Passport** - Photocopy of your passport, showing all information clearly. If your current passport will expire during your stay in Japan, it is strongly recommended that you renew it before leaving your home country.
- **One ID Photo** – attach to your application form for AIU admission
 - Passport size (3cm x 4cm) photo that clearly shows your head and shoulders.
 - A personal snapshot is not acceptable; this must be official ID photo.
 - Photos in which you wear sunglasses and a cap/hat are not acceptable.

Application Procedure for AIU Admission and Certificate of Eligibility

The application procedure is comprised of the following 7 steps:

Step 1: **DOWNLOAD APPLICATION FORM**



Download the application form from the following URL:
<http://www.aiu.ac.jp/en/admissions/admissions01.html>

Step 2: **FILL IN APPLICATION FORM**



Fill in the necessary information in the highlighted sections on the application form for AIU admission and Certificate of Eligibility in PDF format. In case you are not able to see any highlighted sections, click "Highlight Fields" in the opened file. Note that common sections are automatically filled in once you fill in either part.
(If you are not able to type your name in *katakana* and *kanji* via your word processor, you can fill these parts in on your printed application form.)

Step 3: **PRINT OUT THE APPLICATION FORM**



Print out your completed application forms (6 pages). On your printed hardcopy of the application form, complete the following parts: ID photo, "DECLARATION" and "STUDY ABROAD ADVISOR".

Step 4: **SCAN THE DOCUMENTS FOR ADMISSION LISTED BELOW**



Scan the following documents for AIU admission:

- 1) Application Forms for AIU Admission (2 pages),
- 2) Questionnaire on Japanese Language Competency
- 3) Academic Transcript(s),
- 4) Statement of Purpose,
- 5) Reference Forms, and
- 6) Proof of English Competency (if your first language is not English.)

Note: Do not scan the documents for application for Certificate of Eligibility.

Step 5: **SAVE THE SCANNED DOCUMENTS IN ONE PDF FILE**



Save the file of your scanned application documents as "HOME INSTITUTION, LAST NAME, FIRST NAME" in ONE PDF file in your computer.

Step 6: **SEND THE FILE BY EMAIL**



The saved file must be sent to: international@aiu.ac.jp

Step 7: **SEND ALL APPLICATION DOCUMENTS BY POSTAL MAIL**

Send all original materials indicated in page 2 for both AIU admission and application for Certificate of Eligibility to the following address through your home institution to reach us by our application deadline*

Division of International Affairs
Akita International University
Yuwa, Akita-City 010-1292 Japan



Your application has been completed.

***Application deadline for Spring Semester 2010 is November 1, 2009.**

If you have any questions about the application procedures, feel free to contact us

by email: international@aiu.ac.jp

Important Information

■ Admission Process

By November 1 ↓	Application Deadline for Spring 2010 Admission
By late December ↓	Receipt of Acceptance Details from AIU
By mid-January ↓	Submission of your "Acceptance Form"
By late February ↓	<ul style="list-style-type: none"> • Payment for Spring Semester 2010, • Submission of housing application and • Submission of "Medical Information Form"
By mid-March ↓	Submission of "Arrival Form"
April 2, 2010	Arrival at AIU Campus

■ Visa

All international students studying in Japan as full time students must obtain a visa. For a visa application, you need to apply for a Certificate of Eligibility at the immigration office in Japan through AIU, and it can take about 6 weeks for the immigration office to process such applications. Please submit all of the required documents to us along with your application materials for AIU admission. Please also submit your "Acceptance Form," as soon as possible after you are accepted so that AIU is able to arrange your Certificate of Eligibility well in advance. The sooner you submit all required documents, the sooner you receive your Certificate of Eligibility.

■ Visa Application Process

By November 1 ↓	You submit your application form for Certificate of Eligibility along with an application form for AIU admission
By mid-January ↓	Upon our receipt of your "Acceptance Form," AIU will submit your application for a Certificate of Eligibility to the immigration office in Japan
By late February – early March ↓	AIU will receive the Certificate of Eligibility from immigration in about 6 weeks after submission and send it to the international office of your school or to you.
By early March ↓	You are able to apply for a student visa at the nearest Japanese Embassy/Consulate in your local by presenting your Certificate of Eligibility.
Before your departure	You obtain your visa and you are ready to depart for Japan

■ Academic Calendar

Spring Semester 2010	
Check-in	April 2
New Students Orientation (Mandatory)	April 3-7
Course Registration	April 6, 7
Spring Semester Matriculation Ceremony	April 8
Spring Semester Classes begin	April 9
ADD/DROP Period	April 9-16
Withdrawal Deadline	June 25
Final Examination Week	July 26-30
Semester End Gathering	June 29
Summer Break (August 1-31)	
Fall Semester 2010	
Course Registration	August 30, 31
Fall Semester Classes begin	September 2
ADD/DROP Period	September 2-9
AIU Festival	October 10, 11
Withdrawal Deadline	November 12
Semester End Gathering	December 10
Final Examination Week	December 16-22
Winter Break (December 24-March 31)	
Winter Program 2011 (optional)	
Course Registration	January 6, 7
Winter Program Classes begin	January 11
ADD/DROP Period	January 11-18
Withdrawal Deadline	February 12
Final Examination Week	February 28- March 4

Contact

If you have any questions or inquiries, please contact us.

Division of International Affairs

Akita International University

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