

April 2011 Enrollment

**Undergraduate Admission Guidelines and
Application Form
for International Students**

Akita International University

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- 1 Application Form
- 2 Letter of Recommendation
- 3 Statement of Purpose

1. Outline

Number of Students Accepted	Variable
Start of Semester	April 2011
Requirements for Application	<p>Applicants who do not possess Japanese nationality or permission for permanent residence must meet either of following criteria.</p> <p>1) Applicants who are expected to complete a 12-year curriculum of courses at an accredited school outside of Japan by March 31, 2011 or applicants who possess the equivalent of the above-mentioned standard after graduating from one of the high schools accredited by the Japanese Ministry of Education, Culture, Sports, Science and Technology.</p> <p>2) Applicants who take or plan to take designated pre-university courses if their primary and secondary educations do not require 12 years to be completed in their countries.</p> <p>※As for the successful applicants who do not become 18 years old by March 31, 2011, they will be admitted in September 2011.</p>
Qualifications for Application	<p>Meeting all the following criteria:</p> <p>1) Applicants who meet the criteria for admission to a university in their own country.</p> <p>Meeting both of the following criteria:</p> <p>1) One of the following English test outcomes: TOEFL: 61 or higher (iBT), or 500 or higher (PBT), TOEIC: 730 or higher IELTS: 6.0 or higher STEP: Pre 1st Level or higher United Nations Association's Test of English: Level A or higher Cambridge Examination: FCE or higher</p> <p>Note: The score of the English qualification presented must be valid on the last day of the application period.</p> <p>※Native speakers of English do not have to submit a certificate of an official English language examination.</p> <p>2) Applicants who can acquire residency qualification : which means there is no obstacle to the student enrolling at AIU according to the Immigration Control and Refugee Recognition Law.</p>

List of Requirements for Admission for Each Country

Educational System	Requirements for Admission
U.S.A.	To have a high school diploma.
Canada	<p>To have taken the standardized test conducted in the applicant's province and to have passed the courses (or earned the credits) necessary to be admitted to a local university</p> <p>As for the provinces which do not have any standardized test, it is necessary to have a certificate of graduation from the high school the applicant attended.</p> <p>*Since each Province has its own education system, the above requirements may not apply to some applicants. In that case, please contact the Admissions Office of AIU.</p>
United Kingdom	To have taken more than one course of GCE(A Level) (except Japanese courses)
Germany	To have passed Abitur.
France	To have passed Baccalaureat
Australia	<p>To have taken the standardized test conducted in the applicant's state and to have passed the courses (or earned the credits) necessary to be admitted to a local university.</p> <p>As for the states which do not have any standardized test, it is necessary to have a certificate of graduation from the high school the applicant attended.</p> <p>*Since each state has its own education system, the above requirements may not apply to some applicants. In that case, please contact the Admissions Office of AIU.</p>
New Zealand	To have completed Year 13 and to passed Level 3 of NCEA (National Certificate of Educational Achievement)
International Baccalaureat System	<p>To have completed the IB curriculum and to have passed the six final examinations.</p> <p>*Application from any country where the qualified applicant resides will be accepted.</p>
Educational Systems of Other Countries	<p>To have passed or taken a university entrance examination or an equivalent to it in the country where the applicant resides. (The content of the entrance examination needs to be carefully assessed.)</p> <p>In case the above requirement does not apply, please contact the Admissions Office of AIU.</p>

*In case it is not possible to submit the certificates or any other documents mentioned above at the time of application, please submit a sheet of paper in English explaining the reasons documents are not available. In case the necessary documents are not submitted by the time of enrollment, admission will be canceled and the entrance examination fee and the entrance fee will not be refunded.

2. Application Period and Procedure

(1) Application Period

From Monday, October 18, 2010 to Tuesday, November 2, 2010

(9:00 a.m. to 5:00 p.m., JST)

For Applicants living in Japan : Valid even if postmarked the last day of application

For Applicants living outside of Japan : The completed documents must arrive at AIU during this period

(2) Application Procedure

Applicants must mail all required documents to AIU by Registered Air Mail, or bring them directly to AIU, which should be arrived by the last day of the application period. If the application materials are brought to AIU directly, they must be done between 9:00 a.m. and 5:00 p.m. on weekdays. If the documents are mailed, they must be registered and sent by express mail. Overseas mail must also be registered and sent by air. The enclosed must be stipulated in red on the envelope, addressed to AIU, as follows:

“Applicant Materials for International Student Enclosed”

(3) Application address and inquiries :

Admissions Office

Akita International University

Yuwa, Akita-city 010-1292 Japan

TEL +81-18-886-5931

FAX +81-18-886-5910

E-mail: info@aiu.ac.jp

Website: <http://www.aiu.ac.jp>

(4) Application Documents

Documents	Remark
1. Application Form	Please complete in English or in Japanese.
2. Statement of Purpose	Please write in English (approximately 500 words).
3. Diploma and Transcripts	(1)A certificate of High School Graduation or Certificate of Scheduled High School Graduation (Original) (2)A transcript of High School (Original) (3)A copy of the Certificate (International Baccalaureate and Transcript of 6 subjects of the final examination of International Baccalaureate, Abitur or Baccalaureate, as well as official transcript) (4) An original document of result of the Examination for Japanese University Admission for the International Students (EJU). (optional) Original documents will be returned upon request. Note: Documents that are written in a language other than English or Japanese must have an English or Japanese translation attached. In this case, the translator's name, address, and contact information must be included.
4. Documents which verifies English proficiency	Please submit one of the following test result documents: TOEFL、 TOEIC、 STEP Test (Eiken)、 IELTS、 Cambridge Examination、 United Nations Association Test. ※ If you ask ETS to send your TOEFL score to AIU, please note that AIU's Institution Code is 8524. ※Native speakers of English do not need to submit a certificate for any of the above examinations.
5. Letter of Recommendation	Please request a Letter of Recommendation from at least one teacher of your final educational institution who is acquainted with your work. If you have been working and cannot get a Letter of Recommendation from a school teacher, please request a letter from your supervisor at work.

<p>6. Application Fee (17,000 yen)</p> <p>(※US \$ 1 ≒ 85yen : August 2010)</p>	<p>Please pay the Application Fee in one of the following ways:</p> <p>(1) Deposit the fee of 17,000 yen into the following account:</p> <p>The Akita Bank, Ltd. Kawabe Branch (Code: 261), Ordinary Deposit Account Account Number: 182072 Account Name: Akita International University President Mineo NAKAJIMA SWIFT Bank ID code: AKITJPJT</p> <p>※When the applicant pays the application fee, any service charges both inside and outside Japan must be borne by the applicant. Please send the fee to ensure beneficiary AIU receives full amount (¥17,000). Applicants are responsible for all bank transaction fees associated with the payment</p> <p>(2) For applicants who are in Japan or whose relatives are in Japan, please send an Exchange Note for 17,000 yen issued by the post office.</p> <p>※When getting an Exchange Note, please send it with a letter in which the name of the applicant is shown.</p>
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3. Screening Process

Screening is carried out based on the documents submitted to AIU. If necessary, AIU may contact the applicant's educational institution or a person who has written a Letter of Recommendation or request that the applicant submit additional documents or information.

4. Date of Announcement

November 24, 2010 (Wed)

The application numbers of successful applicants will be posted in front of the

entrance hall of the AIU Administration Building at 1:00 p.m., JST. Each successful applicant will receive a letter of acceptance as well. In addition, the application numbers of successful applicants will be posted on the AIU website (URL below) at 2:00 p.m. JST:

<http://www.aiu.ac.jp>

AIU will not respond to any inquiries regarding the results of the examination.

5. Entrance Procedure Period

November 29, 2010 (Mon) — December 24, 2010 (Fri)

6. Fees and Expenses for the first year students

(1) Matriculation fee:

423,000 yen (282,000 yen for residents of Akita prefecture)

The invoice will be sent with the letter of acceptance. Successful applicants must pay the matriculation fee, tuition fee (for the first semester), and accommodation fee (for the first semester) by the period specified on the invoice. Your acceptance will be revoked if the fee is not sent by the designated date. Expenses for sending the matriculation fee must be paid by the applicant. Please note that the matriculation fee will not be refunded under any circumstances. If you were to decline the offer after paying all the fees, the fees except for the matriculation fee will be returned.

“Residents of Akita prefecture” refers to those who satisfy one of the following criteria:

- a) Those who will have continuously lived in Akita prefecture for one year or more by the date of matriculation, April 1, 2011.
- b) Those whose spouses or relatives within one generation will have continuously lived in Akita prefecture for one year or more by the date of matriculation, April 1, 2011.
- c) Those whom the President of Akita International University authorizes.

(2) Tuition: 535,800 yen/year

Should the amount of the tuition fee be changed, the new tuition fee will be applied at the time of revision. In principle, the tuition fee is paid separately each semester.

Spring Semester	267,900 yen	Pay when you pay matriculation fee
Fall Semester	267,900 yen	Payment Deadline: October 3, 2011

※The figures are based on Fiscal Year 2010.

(3) Reduction or Exemption of Tuition Payment

AIU may reduce or exempt the tuition payments of students who have extreme difficulty in paying tuition due to financial problems or unforeseen disasters.

(4) Residence Hall Fee: Approximately 433,000 yen/ year

The amount is an estimate, including board (three meals during weekdays and two meals a day during weekends and holidays) – excluding summer, winter and spring breaks – and housing with utilities for one year. Students can stay at the Residence Hall during breaks with separate payment for board.

Should the residence hall fee be changed, the new fee will be applied at the time of revision. In principle, the new fee is paid each semester separately.

Spring Semester 203,000 yen Pay when you pay matriculation fee
Fall Semester 230,000 yen Payment Deadline: September 1, 2011

(5) Other expenses

- (a) National Health Insurance (Approximately 25,000 yen/year)
- (b) Personal Health Insurance (4,560 yen/four years)
- (c) Student Activity fee (30,000 yen)
- (d) Parent Association fee (20,000 yen)
- (e) Alumni Association Entry Fee (20,000 yen)
- (f) New Student Reception Fee (1,000 yen)
- (g) Immunization against Influenza (2,500 yen/time)
- (h) TOEFL-ITP (4,000 yen/test)

※ Detailed information will be given with the necessary entrance procedure documents.

7. Study Abroad

Students at AIU, as a rule, must spend at least one year studying abroad at a partner university. Partner universities for the study abroad program currently include 111 universities in 31 countries and regions (August 2010). Please be aware that some universities ask students for an additional tuition fee beyond the tuition of AIU.

Application Form

入学志願票

大学使用欄 For University Use	
願書受付日	
受験番号	

Photograph 写真

3cm×4cm 3ヶ月以内に撮 影したもの。 Picture taken within the last 3 months.

1-① Name in English (The name must be spelled the same as the name on your passport) 英語表記姓名 (パスポートと同じ名前を記入してください。)

Family Name 姓																				
Given Name 名																				
Middle Name																				

1-② Name in Chinese Characters (if applicable) 漢字表記姓名がある者

Family Name 姓	Given Name(s) 名

2 Date of Birth (生年月日)

/	/	19
Day	Month	Year

3 Nationality (国籍)

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4 Sex (性別)

<input type="checkbox"/> Male 男
<input type="checkbox"/> Female 女

5 Native Language (母語)

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5 Educational History 学歴

Please include all schools attended from Elementary School through High School(s).
 中学校から最終学歴まで年代順に記入してください。

	Name of School 学校名	City and Country 都市・国	Years Attended 修学期間	Enrollment~Graduation 入学年月~卒業年月
Elementary School(s) 小学校				
Junior High or Middle School(s) 中学校				
High School(s) 高等学校				

6 Application Fee 検定料

- Direct Bank Deposit 銀行送金した。

Please make a copy of the bank deposit receipt and include it with your application forms in the return envelope. 送金控えのコピーを申請書送付時に同封してください。

- Exchange Note of Post Office enclosed 郵便為替証書を同封した。

7 Address 現住所

Address 住所：	
Postal Code 郵便番号：	Country 国名：
FAX ファックス：	TEL 電話：
E-mail： Please provide the e-mail address that can receive our domain , aiu.ac.jp 本学からメールで連絡することがありますので、本学ドメインを受信できるようにしてください。「aiu.ac.jp」	

8 Emergency Contact

We will contact the following mentioned individual if nessesary.

緊急連絡先 必要に応じて連絡を取る場合があります。

Address 住所：	
Postal Code 郵便番号：	Country/Region 国名／地域：
FAX ファックス：	TEL 電話：
Name 氏名：	

9 Submitted Certificates, Diplomas and Transcripts 同封した学歴・成績証明書

Name of Documents Submitted 同封した学歴証明書および成績証明書を記入してください。

If the documents were originally in a language other than English or Japanese, please provide the name and contact information of the person who translated the documents. 証明書が英語または日本語以外の場合には、その証明書を翻訳した機関・翻訳者・連絡先を記入してください。

Letter of Recommendation

推薦書

Please select an instructor from an institution or school you attended who is well acquainted with your school work and, who has known you for a relatively long period of time.

最終出身学校の教員または所属機関の長など、あなたを日頃からよく知っている人に作成を依頼してください。

Name of applicant 志願者氏名	
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The following is to be filled out by the individual writing the Letter of Recommendation.
以下は推薦者が記入してください。

To the individual writing the Letter of Recommendation: 推薦者の方へ

<ol style="list-style-type: none">1. Please make your frank recommendation with as much detail as possible.2. Please write your recommendation in English or Japanese.3. Please give the Letter of Recommendation to the applicant in a sealed, signed envelope. <hr/> <ol style="list-style-type: none">1. できるだけ詳しく、かつ、率直に書いてください。2. 英語または日本語で記入してください。3. 作成後は、厳封して学生に手渡してください。

1. Please fill in the following contact information as we may contact you directly if we require further clarification or information.

① Name of person writing the recommendation 推薦者の氏名

② Position 職業

③ Name of Institution 所属機関

④ Address 住所

⑤ Telephone/FAX 電話／F A X

⑥ E-mail Address

⑦ Signature 署名

⑧ Date 日付

2. Please present frankly, and with as much detail as possible, your assessment of the applicant, especially including factors which may not be obvious from reading the applicant's transcript, such as strong points and weak points of the applicant, the applicant's potential for academic achievement, as well as his/her talents and character.

志願者の成績証明書にあらわれない面（例えば特技や素質・長所・短所など）を含め、できるだけ詳しく、かつ率直に記入してください。

① What is your relationship to and how long have you been acquainted with the applicant? あなたは志願者をどのような関係でどれくらいの期間知っていますか？

- ② Please present your frank assessment of the applicant's strengths and weakness. For example, when he/she faces a difficulty, how does the applicant deal with it?
志願者の長所・短所について率直に記入してください。また、志願者が困難に直面した際、どのように克服していくと思いますか？

- ③ Please feel free to write anything else about the applicant that you think is relevant or important. 志願者について自由に記入してください。

Statement of Purpose

志願理由書

Name:

氏名 :

The statement of purpose that you prepare and present below is used by the Admissions Office of AIU to better understand your attitude towards learning, your future plans, your goals, and so on.

Using approximately 500 words (in English), please explain your reasons for choosing to apply to Akita International University (AIU). You may include any pertinent information related to your prior academic and life experiences that will make clear the reasons for your choice. In other words, what draws you to AIU?

Note : You may present your typed statement on a separate sheet of A4 paper, but be sure to put your name on the sheet and make sure your statement is no longer than one sheet of A4 paper. If it is not possible to type it, please print your statement clearly (do not use cursive writing).

この志願理由書は、あなたが国際教養大学を志望する理由、学問に対する姿勢、将来構想などについて判断する材料です。

500語程度の英語で国際教養大学に出願する理由を説明してください。その際、出願理由を明確にする為、あなたのこれまでの学歴、人生経験に関する情報を記述しても構いません。可能であればタイプで、それが不可能であれば活字体で明確に記述してください。(手書き不可。)