

Step by Step Application Procedure

Step 1: COMPLETE THE ONLINE APPLICATION

The online application forms are available to complete at the following website:
http://www.aiu.ac.jp/en/f2010/fs_application01.php

Step 2: CHECK YOUR "CONFIRMATION SHEET" IN PDF FILE SENT BY E-MAIL

After you submit your online application, you will receive from us an E-mail with a Confirmation Sheet. If the information in your Confirmation Sheet is correct, please go on to Step 3. In case you need to correct any information in your Confirmation Sheet, please send an E-mail to: international@aiu.ac.jp for guidance.

Step 3: COMPLETE YOUR CONFIRMATION SHEET

Attach your passport-size ID photo on page 1, sign your name and write the date in "Certification and Consent" on page 4, and finally ask your study abroad advisor to complete the "Study Abroad Advisor" section on page 4.

Step 4: SCAN YOUR DOCUMENTS AND MAKE A PDF FILE AND NAME IT

Scan your 1) completed Confirmation Sheet and 2) supporting documents to make a PDF file and name it as "your home institution, your last name, and your first name."

Step 5: SEND THE PDF FILE BY E-MAIL

Send the scanned PDF file by E-mail to international@aiu.ac.jp

Step 6: SEND THE ORIGINAL DOCUMENTS BY AIRMAIL

Send the original documents by airmail to: Division of International Affairs
Akita International University
Yuwa, Akita-City 010-1292 Japan