

September 2011 Enrollment
Admission Information
and
Application Form
for Transfer Students



CONTENTS

1. Number of Students.....	1
2. Application Qualifications	1
3. Application Requirements.....	1
4. Application Period	2
5. Application Procedure.....	2
6. Application Documents.....	2
7. Screening Process.....	5
8. Date of Announcement	5
9. Entrance Procedure Period.....	5
10. Fees and Expenses for first-year students	5
11. Study Abroad	7
12. Special Note about Course Registration at AIU	7

Attached Forms:

1. Application Form
2. Statement of Purpose
3. Essay

1. Number of Students

2 nd -year Student	1
3 rd -year Student	1

2. Application Qualifications

【2nd-year Student】

Applicants must meet one of the following educational requirement criteria, (A)~(C). (Those who have already been enrolled at AIU are not eligible.)

- (A) Have graduated from a university, a junior college or a technical college, or be expected to graduate from one of these educational institutions by the end of August, 2011.
- (B) Have completed two or more years of study at a higher vocational school (or the equivalent, as determined by the Minister of Education, Culture, Sports and Technology) by August, 2011. (Limited to those who have the University Entrance Examination Qualification, as regulated by the School Education Law, Article 90.)
- (C) Be a registered student at a university for one year or more by the end of August, 2011.

【3rd-year Student】

Applicants must meet one of the following educational requirement criteria, (A)~(C).

(In principle, a student must have studied for the equivalent of two years or more in an English-medium institution of higher learning, of which one year was spent at an institution outside of Japan.)

- (A) Have graduated from a university, a junior college or a technical college, or be expected to graduate from one of these educational institutions by the end of August, 2011.
- (B) Have completed two or more years of study at a higher vocational school (or the equivalent, as determined by the Minister of Education, Culture, Sports and Technology) by August, 2011. (Limited to those who have the University Entrance Examination Qualification, as regulated by the School Education Law, Article 90.)
- (C) Be a registered student at a university for two years or more by the end of August, 2011.

3. Application Requirements

(1) Language Ability

【2nd-year Student】

Applicants must present a valid score of 71 points or higher on the TOEFL (iBT), 530 or higher on the TOEFL paper-based exam (PBT), or 6.5 or higher on the IELTS.

NOTE: The score must be valid through the end of the application period.

【3rd-year Student】

Applicants must present a valid score of 79 points or higher on the TOEFL (iBT), 550 or higher on the TOEFL paper-based exam (PBT), or 6.5 or higher on the IELTS.

NOTE: The score must be valid through the end of the application period.

(2) Residential Status

Applicants who are not Japanese citizens, or who do not have permanent residence status in Japan, are requested to acquire a status of residence which has no obstacles to university enrollment according to the Immigration Control and Refugee Recognition Law so they can enter Japan by the end of August, 2011.

4. Application Period

Tuesday, February 1, 2011, through Friday, February 25, 2011

* Application materials must reach AIU by February 25, 2011, without fail.

5. Application Procedure

Applicants must mail all required documents to AIU by registered air mail, or bring the documents directly to AIU. If the application materials are brought to AIU directly, it must be done between 9:00 a.m. and 5:00 p.m., Japan time, Monday Friday. If the documents are mailed, they must be registered and sent by express mail. Overseas mail must be also registered and sent by air. The enclosed documents must be in an envelope addressed to AIU, listing “Applicant Materials for Spring Transfer Admissions Enclosed” in red.

Mail application and direct all inquiries to:

Admissions Office

Akita International University

Yuwa, Akita 010-1292, Japan

*Postal code is unique to AIU so that it is not necessary to write a street address.

E-mail: info@aiu.ac.jp

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

6. Application Documents

Name of Document(s)	Remark
1. Application Form	Please complete in English or in Japanese.
2. Statement of Purpose	Please write in English.(approximately 500 words)
3. Essay	Please write an essay on the given topic. The essay should be approximately 500 words and written in English.

4. Diploma	<p>Please submit proof of graduation or expected graduate certificate from a university, a junior college or a technical college. Applicants who apply with the above-mentioned application qualification (C) must submit a certificate of student enrollment or a certificate of enrollment period.</p> <p>* For documents issued in a language other than English or Japanese, please attach a Japanese or English translation, notarized by a Japanese embassy/consulate or an appropriate public office in your country.</p>
5. Transcripts from university	<p>Please submit a transcript from a university, a junior college or a technical college in a sealed envelope. Applicants who are currently taking courses in their university, junior college or technical college must submit a certificate of course registration in which the expected number of credits is made clear.</p> <p>* For documents issued in a language other than English or Japanese, please attach a Japanese or English translation, notarized by a Japanese embassy/consulate or an appropriate public office in your country.</p>
6. Transcript from high school	<ol style="list-style-type: none"> 1) Use the format designated by the Minister of Education, Culture, Sports, Science and Technology (MEXT) of Japan. This must be prepared and completely sealed by the principal of the high school from which the applicant graduated. 2) Use the format designated by the Minister of Education if the applicant has completed 3 years at one of the National Colleges in Japan, or has graduated from an educational institution which is accredited by the Minister of Education to be equivalent to high schools in Japan, or has graduated from an overseas educational institution of Japan. 3) Applicants who have completed a 12-year curriculum of courses at an accredited school outside of Japan, or applicants who possess the equivalent of the above-mentioned standard after graduating from one of the high schools accredited by the Minister of Education must submit an original transcript from the school. <p>The following documents must be submitted if the applicant has acquired one.</p> <ul style="list-style-type: none"> * International Baccalaureate – a copy of the Certificate and transcript of 6 subjects of the final examination * <i>Abitur</i> (Germany) – a copy of the Certificate * <i>Baccalaureat</i> (France) – a copy of the Certificate and an official transcript <p>Applicants who have taken the Examination for Japanese University</p>

	<p>Admission for International Students (EJU) should submit an original document of the result. Original documents will be returned upon request.</p> <p>Note: For the documents issued in a language other than English or Japanese, please attach a Japanese or English translation, notarized by a Japanese embassy/consulate or an appropriate public office in your country.</p> <p>4) Applicants who have completed a specialist training course designated by the Minister of Education, who have passed the University Entrance Qualification Examination, or have acquired a Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates, can submit an original certificate of the results instead of an original transcript from high school. Should the applicant have obtained a portion of the required credits at a high school or high schools, please submit an original transcript for each, as well.</p> <p>Note: All the original transcripts except for the result of the University Entrance Qualification Examination or a Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates must have been issued after April 1, 2010.</p>
7. Letter of Recommendation	<p>One letter of recommendation is necessary. The recommendation must be written by a faculty member who was responsible for the applicant at the last institution he/she attended, or by the current dean of faculty he/she is enrolled in, or by anyone in an equivalent position. The letter may be written in English or Japanese.</p>
8. Document which verifies English proficiency	<p>Please submit a TOEFL or IELTS score document. You may request that ETS send the score document directly to us. Please make sure that your TOEFL score reaches AIU by <u>the last day of the application period</u>. Should you request that ETS send your TOEFL score to AIU, please note that AIU's Institution Code is 8524.</p> <p>If you are a native speaker of English, this document is not required.</p>

<p>9. Application Fee 17,000 yen</p>	<p>Please pay the Application Fee in one of the following ways:</p> <p>1. Deposit the fee of 17,000 JPY into the following account: The Akita Bank, Ltd. Kawabe Branch (Code: 261) Ordinary Deposit Account Account Number: 182072 Account Name: Kokusai Kyoyo Daigaku President Mineo NAKAJIMA</p> <p>*When the applicant pays the application fee, any service charges both inside and outside Japan must be paid by the applicant. To ensure that AIU receives the correct amount after bank charges are deducted, please ask your bank to use the code “OUR” in the “71A: Details of Charges” field when remitting the money by “SWIFT.” SWIFT Bank ID code: AKITJPJT</p> <p>2. For applicants who are in Japan or whose relatives are in Japan, please send an Exchange Note for 17,000 JPY 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> <p>*Please note that the Application Fee will not be refunded under any circumstances.</p>
--	--

7. Screening Process

Each applicant will be considered comprehensively based on the submitted documents, such as his/her statement of purpose, transcript, English essay, and TOEFL score or IELTS.

8. Date of Announcement

Saturday, March 19, 2011

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. and on the AIU website (<http://www.aiu.ac.jp>) at 2:00 p.m. JST. Successful applicants will receive a letter of acceptance. AIU will not respond to any inquiries regarding the results of the examination.

9. Entrance Procedure Period

Monday, March 21, 2011, through Thursday, April 21, 2011

10. Fees and Expenses for first-year students

(1) Matriculation Fee:

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

A matriculation fee invoice will be sent with the letter of acceptance. Successful applicants must pay the matriculation fee 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.

“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, September 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, September 1, 2011.
- c) Those whom the President of Akita International University authorizes.

(2) Tuition: 535,800 JPY/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.

Fall Semester 267,900 JPY Payment Deadline: Monday, October 3, 2011

Spring Semester 267,900 JPY Payment Deadline: Tuesday, May 1, 2012

* These 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 circumstances.

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

Those who are admitted as 2nd-year transfer students will be required to live in the dormitory. Those who are admitted as 3rd-year transfer students may live in on-campus residence by lottery. 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.

Fall Semester 230,000 JPY Payment Deadline: Wednesday, August 24, 2011

Spring Semester 203,000 JPY Payment Deadline: Monday, April 2, 2012

(5) Other expenses

- (a) National Health Insurance (Approximately 25,000 JPY/year)
- (b) Personal Health Insurance (3,620 JPY/two years, 4,660 JPY/three years)
- (c) Student Activity fee (20,000 JPY)
- (d) Parent Association fee (20,000 JPY)
- (e) Alumni Association Entry Fee (20,000 JPY)
- (f) Immunization against Influenza (3,000 JPY/year)
- (g) New Student Reception Fee (1,000 JPY)

* Detailed information, including the cost of textbooks and TOEFL-ITP, will be provided with the entrance procedure documents.

* Please note that, as the period covered by the Personal Health Insurance is April through March, the premium for those admitted in Fall is different from those admitted in Spring.

* The above amount is accurate for the Academic Year 2010 and subject to change.

11. Study Abroad

Students at AIU, excluding those who are admitted as 3rd-year students, as a rule, must spend one year studying abroad at a partner university. Partner universities for the study abroad program include 111 universities in 31 countries and regions as of September, 2010. Please be aware that some universities ask students for an additional tuition fee beyond the tuition of AIU.

12. Special Note about Course Registration at AIU

Only credits with a grade corresponding to “C-” or above by the AIU standard (at least 70% of the maximum of credit in course assignments and tests) can be transferred, up to 30 credits when the instruction of the courses was in English and 18 credits for other cases. However, when an applicant has earned 30 credits or more at a university in a foreign country and studied at a university in a foreign country, that condition is considered sufficient to waive the requirement of study abroad. In such a case, the maximum number of acceptable credits for transfer will be 60. The courses to be transferred must match the content of existing courses at AIU. Course requirements not satisfied by transferred credits must be completed by courses taken at AIU. If 60 credits are approved for transfer, then the student will be admitted with Junior status. In other cases, the student will be admitted with Freshman or Sophomore status.

【Classification of Status of Students at AIU】

Class	Credits Earned
Freshman	28 or lower
Sophomore	29 ~ 60
Junior	61 ~ 92
Senior	93 or above

Applicants must submit an official transcript and other academic documents, e.g., syllabi in English, by which AIU can identify the contents of each completed course and the number of total credits which the applicant has earned. These documents must reach AIU by Friday, January 21, 2011.

Applicants are required to submit the documents to:

Akita International University
Admissions Office
Yuwa, Akita-city, 010-1292 Japan

* Please write “Documents of Confirmation for Fall Semester Admission as Transfer Students” on the envelope.