

September 2010 Enrollment

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

Akita International University

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1. Outline

Number of Students Accepted	Variable
Start of Semester	September 2010
Requirements for Application	<p>Meeting both of the following criteria:</p> <p>1) Applicants who do not possess Japanese nationality or permission for permanent residence.</p> <p>As for the successful applicants who do not become 18 years old by August 31, 2010, they will be admitted in April 2011.</p> <p>2) Meeting either the 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 August 31, 2010 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 meet the criteria for admission to a university in their own country.</p>
Qualifications for Application	<p>Meeting both of the following criteria:</p> <p>1) One of the following English test outcomes:</p> <p>TOEFL: 61 or higher (iBT), 500 or higher (PBT), 173 or higher (CBT), TOEIC: 730 or higher IELTS: 6.0 or higher STEP: Pre 1st Level or higher</p> <p>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 13 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, February 1, 2010 to Friday, February 26, 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 method

Applicants must mail all required documents to AIU by Registered Air Mail, or bring them in person to AIU. If the application materials are brought to AIU in person, they must be delivered between 9:00 a.m and 5:00 p.m on weekdays. If the documents are mailed from within Japan, they must be registered and mailed by express. Overseas mail must also be registered and should arrive at AIU during the application period. The following must be clearly written in red on the envelope and addressed to AIU, as follows:

“Application 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 fill out in English or Japanese.
2. Statement of Purpose	Please write in English (approximately 500 words).
3. Diploma and Transcripts	①Certificate of High School Graduation or Certificate of Scheduled High School Graduation (Original) ②Transcript of High School (Original) ③ 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) 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.
6.Contact list of two persons well acquainted with you	Please provide the name, the relationship to, and the address for, each of the two persons acquainted with you. AIU will contact these individuals, if necessary.

<p>7. Application Fee (17,000 yen)</p> <p>(※US \$ 1 ≒ 90yen : September 2009)</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: Kokusai Kyoyo Daigaku President Mineo NAKAJIMA</p> <ul style="list-style-type: none"> ※ When you pay 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 “71 A : Details of Charges” field when remitting the money by “SWIFT” . ※ For applicants who are staying in Japan or whose relatives are staying in Japan, please send AIU an Exchange Note of 17,000 yen issued by the Japan Post Office. ※ When an Exchange Note is acquired, a commission (420 yen) is required. When sending an Exchange Note, please send it with a letter in which the name of the applicant is noted. ※ Please note that the Application Fee will not be refunded under any circumstances.
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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. Acceptance/Non-Acceptance Notification

(1)Date of Announcement

March 19, 2010 (Fri)

The application numbers of successful applicants will be posted in front of the entrance hall of the Administration Building of AIU at 1:00 p.m., JST. Each successful applicant will receive a letter of acceptance as well. Also, the application numbers of successful applicants can be found on the AIU web site from 2:00 p.m, JST. URL : <http://www.aiu.ac.jp>

We will not respond to any inquiries regarding the results of the screening.

5. Enrollment Procedure Period:

(1)Period: From Sunday, March 21, 2010 to Wednesday, April 21, 2010

(2)Necessary fee and documents: Matriculation Fee, Application for Certificate of Eligibility, Documents of Financial Sponsorship and Health Certificate.

These forms are sent with Letter of Acceptance and must be submitted to AIU as soon as possible.

Note: If you can not submit these completed documents by the deadline, you will not be able to enter Japan by the day of the dormitory check-in.

6. Fees and Expenses for the First Year

(1) Matriculation Fee

Amount: 423,000 yen

※Payment

The invoice for the matriculation fee will be sent with the Letter of Acceptance. Successful applicants must pay the matriculation fee within the period specified on the invoice. Your acceptance is revoked if the fee is not delivered by the designated deadline date. Expenses for sending the fee must be paid by the applicant. Please note that the matriculation fee will not be refunded under any circumstances.

(2)Tuition:

① 535,800 yen (per year)

In the case that the amount of the tuition fee is changed, the new tuition fee will be applied as of the time of revision.

② Payment:

The tuition is paid separately for each semester.

(3)Residence Hall Fee: (After admission, all students are required to live in the Residence Hall for a year.)

Approximately 500,000 yen (per year), which includes single room fee, three meals

per day, with utility charges included.

- ① In the case that the amount of the residence hall fee is changed, the new fee will be applied as of the time of revision.
- ② The residence hall fee is paid separately for each semester.

(4) Other expenses :

- (a) National Health Insurance (Approximately* 25,000 yen/year)
- (b) Personal Accident Insurance (5,600 yen/four years)
- (c) Student Activity fee (30,000 yen/four years)
- (d) Parent Association fee (20,000 yen/four years)
- (e) Immunization against Influenza (2,500yen/time)
- (f) TOEFL-ITP (4,000 yen/each test)

Detailed information will be given with the documents sent with the Letter of Acceptance.

All costs for textbooks and pension premiums will also have to be covered in addition to the above costs.

*In case you have previously paid for Japanese National Health Insurance, please contact AIU Admissions Office or your local government office to get a more accurate estimate.

7. Study Abroad

Students at AIU, as a rule, are required to spend at least one year studying abroad at a partner university. Our partner universities, currently number 93 located in 29 countries and regions. (Mongolia, Taiwan, China, Singapore, Malaysia, Thailand, Hong Kong, Macao, South Korea, Philippines, Hungary, France, Norway, the United Kingdom, Sweden, Austria, Germany, Switzerland, the United States, Canada, Australia, Russia, New Zealand, Malta, Cyprus, Portugal, Czech Republic, Denmark and Egypt)

Please be aware that some study abroad universities ask students to pay an additional tuition fee beyond the AIU tuition.

※US \$ 1 ≒90yen (November, 2009)

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																				

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 Junior High (Middle) 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
Junior High or Middle School(s) 中学校				
High School(s) 高等学校				
Specialty Schools, Universities 専修学校・大学				

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：	

8 Mailing Address, if Different From Above

Applicants who would like to have their “Letter of Acceptance” and other documents sent to a different address (parents’ address, etc.) should include that address here.

現住所以外の住所（両親の住所など）に合格通知などを送付希望の場合は以下に記入して下さい。

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

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.

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。)

Contact List of Acquaintances

志願者の知人の連絡先

Please write here the names, addresses and contact phone numbers of two persons (such as teachers, etc.) you are well acquainted with. These 2 persons will serve as references, for you in addition to the person who wrote your letter of recommendation. We will contact these individuals if necessary to get additional information about your qualifications for study at AIU.

推薦書を作成した人以外に、志願者を日頃から知っている人物（先生等）2名の氏名・住所・連絡先を以下に記入してください。必要に応じて、連絡を取る場合があります。

1. Acquaintance 知人

① Name of person 知人の氏名

② Relationship with applicant 志願者との関係

③ Address 住所

④ Telephone/FAX 電話／F A X

⑤ E-mail メールアドレス

⑥ Occupation 職業

⑦ Name of Institution 所属機関

2. Acquaintance 知人

① Name of person 知人の氏名

② Relationship with applicant 志願者との関係

③ Address 住所

④ Telephone/FAX 電話／F A X

⑤ E-mail メールアドレス

⑥ Occupation 職業

⑦ Name of Institution 所属機関
