

**AOYAMA GAKUIN UNIVERSITY (AGU)**  
**Application Guidelines for Exchange Students**  
**-Fall Semester of 2023-**



This guideline is for Exchange Student candidates from AGU's partner universities. Please read the following information and submit the application documents at your university's study abroad office.

**<Application Documents>**

Please download from the website: <https://www.aoyama.ac.jp/en/admission/exchange/material.html>

**1. Eligibility**

In order to apply for the AGU Exchange Program, you must meet all of the following requirements:

- 1) be a student in one of AGU's partner universities
- 2) have a 2.5 G.P.A. or higher (on a 4.0 scale)  
\*If your university's G.P.A. is not on a 4.0 scale, please submit a "Verification of Academic Standing" (AGU's specified form) to state that you have scored on average or above average in your official grades.
- 3) language requirements:

**[Aoyama Campus]**

➤ **For All Departments:**

- (1) have studied Japanese for more than 1 year, and have Japanese language ability equivalent to N5 Japanese Language Proficiency Test (JLPT)

OR

- (2) applicants who wish to take courses in English only: Native English speaker or have IELTS 5.5 or TOEFL iBT 68 or above ※

➤ **For International Program for Japan Studies (IPJS):**

Native English speaker or have IELTS 5.5 or TOEFL iBT 68 or above ※

**[Sagamihara Campus]**

➤ **For School of Social Informatics:**

have studied Japanese for more than 1 year, and have Japanese language ability equivalent to N5 JLPT

➤ **For College of Science & Engineering**

Details are currently under consideration. To be announced in mid to late February 2023.

➤ **For School of Global Studies and Collaboration:**

- (1) have studied Japanese for more than 1 year, and have Japanese language ability equivalent to N5 JLPT

OR

- (2) applicants who wish to take courses in English only: Native English speaker or have IELTS 5.5 or TOEFL iBT 68 or above ※

※ If you cannot submit a TOEFL or IELTS score, please follow the procedures below:

- 1) submit an official English test score along with its equivalent IELTS or TOEFL iBT score on an official conversion table as issued by the relevant examining board.  
OR
- 2) submit the “English Proficiency Report” (AGU’s specified form), completed by a full-time faculty member of your University who teaches English language classes or who has obtained a degree in English.

## 2. Schedule for admission procedures

	Application for Spring Semester 2023	Application for Fall Semester 2023
Deadline for online candidate recommendation	October 31, 2022	March 31, 2023
Deadline for submitting application documents	November 10, 2022	April 10, 2023
Deadline for applying for dormitory	November 10, 2022	April 10, 2023
Acceptance notification from AGU (email)	Late December, 2022	Late May, 2023
Sending of admission documents	February, 2023	July, 2023
Orientations for Exchange Students	Late March, 2023-	Early September, 2023-
Classes begin	Early April, 2023	Mid-September, 2023

These dates are subject to change.

## 3. Application Documents

When applying for exchange programs at Aoyama Gakuin University, please submit the required documents online. However, you are required to send your 5 ID photos by post. You can access to an online form through the website of International Center.

**Please be sure to read ‘Online Application Form Guide’ firstly.**

**\*Please submit 5 ID photos by postal mail as we need the original one.**

<b>1</b>	<b>Applicant’s Information</b> Please directly enter to online form. The application form will time out in 60 minutes. Since you will be asked to enter a study plan (400-500 words), you can complete the work in time by creating a sentence in advance with words etc. and pasting it.
<b>2</b>	<b>A Letter of Recommendation</b> Must be written by a faculty member who belongs to a university (or equivalent institution of higher education).
<b>3</b>	<b>Evaluation of Japanese Language Proficiency* (if applicable)</b>
<b>4</b>	<b>Photocopy of Score Report of JLPT (if applicable)</b>
<b>5</b>	<b>English Language Proficiency (if applicable)</b> For applicants who have not taken the JLPT, please include a photocopy of the score report for IELTS 5.5 or TOEFL iBT 68 or above. This does not apply for native English speakers. If you cannot submit an IELTS or TOEFL score, please refer to <b>1. Eligibility</b> and follow the procedures ※2.
<b>6</b>	<b>Transcript of Home University (in English)</b> Please enclose the documents regarding the grading system at your university as well. If your university’s G.P.A. is not on a 4.0 scale, please submit a “Verification of Academic Standing”* to show that you have scored on average or above average in your official grades.

7	<b>Information for Tutors*</b> A tutor will support international students to help with their study/work and everyday life.
8	<b>Certificate of Physical Condition*</b> You are required to have a health check within the 3 months before the deadline of application. The date of the health check must also be indicated and a chest x-ray included. <b>Medical Certificate of Chronic Illness (if applicable)</b> Please ask your doctor to issue one if this needs to be a consideration during a class/exam (such as extending the exam time).
9	<b>Bank Certification of Deposit and/or Certificate of Scholarship (in English)</b> The certificate should state: JPY1,550,000 for 1 year study, or JPY780,000 for 6 months study.
10	<b>Photocopy of Passport ID page.</b> Please make sure that that all of the information, including your photo, is legible.
11	<b>Five ID Photos</b> 4 cm (height) × 3 cm (width) size, plain background, head and shoulders without headgear (except for religious or medical reasons). Taken within the previous 6 months. Please write your name on the back of the photos. Colored photocopies are not acceptable. <b>Please submit by postal mail.</b>
12	<b>Application for Certificate of Eligibility*</b> Please refer to the example online when filling out this form.

※Documents marked with an asterisk (\*) can be downloaded from the website of the International Center.

#### 4. Certificate of Eligibility (CoE)

AGU will apply for a CoE to the Immigration Bureau as a representative for exchange students. Please refer to the sample pages of the Excel file online when filling out your application form. Make sure that there is no missing or insufficient information on your form. The CoE will be sent to your home university as soon as it is issued. You have to take The CoE to the nearest Japanese embassy or consulate in order to apply for a student visa.

#### 5. Housing

For detailed information about Housing, please see the [Housing Information Handbook](#) which is uploaded on the website of International Center. There is a separate [Housing Information Handbook](#) for each campus. For students who do not wish to live in the recommended dormitory, please also refer to the handbook, as it contains information for apartments, guesthouses and homestays as well.

If you wish to stay at recommended dormitories, Dormy (Soshigaya-Okura, Naka Kasai Global House, Kasai Global House) managed by Kyoritsu Maintenance (Aoyama campus) and “Diaconia Hashimoto” (Sagamihara campus), please check “I will apply for recommended dormitory” on the online form as well as contact “Kyoritsu Maintenance Co., Ltd.” (a management company of both recommended dormitories) directly via online form or email. The application deadline for these dormitories is same as the deadline for the exchange program.