

AOYAMA GAKUIN UNIVERSITY (AGU)

Application Guidelines for Exchange Students

-Fall Semester of 2024-



This guideline is for Exchange Student candidates from AGU's partner universities. Students who wish to apply for the exchange program at AGU must read the following information and go through the application process after being nominated by the international office at their school.

<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) At the time of application, be a student enrolled in a regular course at one of the overseas universities, etc. that has a student exchange agreement with Aoyama Gakuin University (hereinafter referred to as the "partner university").
- 2) At the time of application, 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. (To be filled out by the faculty members in charge at the university you belong to)
- 3) At the time of application, be able to submit transcripts from at least one semester of a partner university that meet the prescribed G.P.A
- 4) Be enrolled in a partner university until the end of their exchange program at Aoyama Gakuin University.
- 5) If applicants are applying to a graduate school (master's program), 1) They belong to a graduate school at a partner university at the time of application. 2) The exchange of graduate students is allowed in the student exchange agreement between the partner university and AGU.

In addition, applicants who wish to apply to graduate school, should be sure to check with the International Center in advance by e-mail to see if they can apply.

- 6) Language requirements:

[Aoyama Campus]

College of Literature, College of Education, Psychology and Human Studies, College of Economics, Faculty of Law, School of Business, School of International Politics, Economics and Communication, and School of Cultural and Creative Studies

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

[Sagamihara Campus]

(1) For College of Science & Engineering or College of Community Studies

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

(2) For School of Social Informatics:

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

(3) For School of Global Studies and Collaboration:

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

OR

-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

Students who wish to apply for the exchange program, must first be nominated by the international affairs staff at their school.

	Application for Fall Semester 2024	Application for Spring Semester 2025
1) Confirmation of number of nominations available (international affairs staff)	By Early March 2024	By Early September 2024
2) Deadline for online candidate recommendation (international affairs staff)	By March 31, 2024	By October 31, 2024
3) Deadline for submitting application documents (applicant)	April 10, 2024	November 10, 2024
4) Acceptance notification from AGU to the staff and student (email)	Early June 2024	Early December 2024
5) Sending of admission documents from AGU to students	July 2024	February to March 2025
6) CoE issued by the immigration bureau	July 2024 (planned)	March 2025 (planned)
7) Orientations for Exchange Students at AGU	Early September 2024-	Early April 2025-
8) Classes begin	Mid-September, 2024	Mid-April, 2024

*These dates are subject to change.

3. Nomination from international affairs staff

After confirming the number of nominations available for the Fall Semester 2024, please make the nominations of the student applicants to each campus according to the school your students wish to register at. Please be careful not to nominate 1 student for both campuses.

Deadline for nominations: **March 31, 2024 (JST)**

If an applicant is currently receiving special treatment or support at the home university, please be sure to notify the International Center of the chosen campus before nomination.

Nomination for students wishing to study at Aoyama Campus

College of Literature, College of Education, Psychology and Human Studies, College of Economics, Faculty of Law, School of Business, School of International Politics, Economics and Communication, and School of Cultural and Creative Studies

<https://business.form-mailer.jp/fms/48543a64226523>

Nomination for students wishing to study at Sagamihara Campus

College of Science & Engineering, School of Social Informatics, School of Global Studies and Collaboration, College of Community Studies

<https://business.form-mailer.jp/fms/5abec03d226418>

4. Application Documents (**Deadline : April 10, 2024 JST**)

After the nomination is done, students must submit the required documents via the online form below for applying to the exchange programs at AGU. [Please send us the ID photos by post](#). For the **Application of Certificate of Eligibility**, please submit the excel file that you have edited.

1	<p>Submitting the Student Application online Please choose the online form for the campus of the faculty you wish to study at. The form needs to be filled out and submitted by April 10, 2024 (JST). Please prepare the other required documents as PDF files. 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 preparing in advance via Word etc. and pasting it.</p> <p>Application to Aoyama Campus College of Literature, College of Education, Psychology and Human Studies, College of Economics, Faculty of Law, School of Business, School of International Politics, Economics and Communication, and School of Cultural and Creative Studies https://business.form-mailer.jp/fms/48543a64226523</p> <p>Application to Sagamihara Campus College of Science & Engineering, School of Social Informatics, School of Global Studies and Collaboration, College of Community Studies https://business.form-mailer.jp/fms/5abec03d226418</p> <p>*Please choose the faculty that provides the most courses that you intend to register for.</p>
2	<p>A Letter of Recommendation Must be written by a faculty member who belongs to a university (or equivalent institution of higher education) and issued <u>within 3 months</u> from the time of application. There is no designated format. The Letter can be submitted directly to the AGU International Center from the faculty member.</p>
3	<p>Photocopy of Score Report of JLPT (if applicable) Only those who took the JLPT are required to submit. Starting from Spring 2024, only students with Japanese language skills of at least JLPT N4 can register for Japanese language courses with credits. Those who do not meet this requirement can register for extracurricular (non-credit) courses held to study Japanese in English.</p>

4	<p>Evaluation of Japanese Language Proficiency* (if applicable) Applicants who have experience of studying Japanese must have their most recent Japanese teacher fill out this sheet for application. Those who had taken the JLPT N1-N5 are also required to submit this sheet. If you only have experience of self-studying Japanese, please add a notice to your answer for “How many years have you learned Japanese?” on the online application form. (eg: 5 years (self-study) If you only have experience of self-studying Japanese, you do not need to submit this " Evaluation of Japanese Language Proficiency “.</p> <p>https://ac.cdn-aoyamagakuin.com/wp-content/uploads/2022/08/ukeire_Evaluation_of_Japanese_Language_Proficiency.pdf</p>
5	<p>IELTS/TOEFL iBT score report, or English Language Proficiency (if applicable) For applicants who have not taken the JLPT, please include a photocopy (Screenshots are not accepted) of the score report for IELTS 5.5 or TOEFL iBT 68 or above. (This does not apply for native English speakers.) *TOEFL iBT Best Score, Home Edition, and IELTS Indicator are not accepted. If you do not have an IELTS 5.5 or TOEFL iBT 68 or higher score report, please download the following "English Proficiency Certificate" and have a faculty member of your university fill it out to submit it.</p> <p>https://ac.cdn-aoyamagakuin.com/wp-content/uploads/2022/08/ukeire_English-Proficiency-Report-.pdf</p>
6	<p>Transcript of Home University (in English) Please enclose the documents regarding the grading system at your university as well. Be sure to submit documents officially issued by your university. Screenshots are not accepted. 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.</p> <p>https://ac.cdn-aoyamagakuin.com/wp-content/uploads/2022/08/ukeire_Verification_of_Academic_Standings.pdf</p>
7	<p>Information for Tutors* Based on this document, a Japanese student at AGU will be assigned as a tutor to support international students and help with course registration and everyday life. You can also paste your photo.</p> <p>https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fac.cdn-aoyamagakuin.com%2Fwp-content%2Fuploads%2F2022%2F08%2Fukeire_Information_for_Tutor.docx&wdOrigin=BROWSELINK</p>
8	<p>Certificate of Physical Condition* You are required to <u>have a health check within 3 months from the time of application</u>. It is essential to take a chest x-ray. The certificate must be filled out by the medical institution including both the date of the health check and the chest x-ray.</p> <p>https://ac.cdn-aoyamagakuin.com/wp-content/uploads/2023/07/Health_Certificate.pdf</p>
9	<p>Medical Certificate of Chronic Illness or documentation for reasonable accommodation (if applicable) After admission, if you need reasonable accommodation during a class/exam (such as extending the exam time), this documentation is necessary to make an application for reasonable accommodation for an illness.</p>
10	<p>Bank Certification of Deposit and/or Certificate of Scholarship (in English or Japanese) Please submit a bank certification of the person who will be covering the fees of the exchange program. *Account name, issue date, and balance must be listed. This information will be used for the Application for Certificate of Eligibility, so it must match the information written in the “Supporter” field. If you are receiving scholarships to cover the fees, you must submit the certificate for the scholarship. The certificate should state JPY 1,550,000 for 1 year of study, or JPY 780,000 for 6 months of study. The “Supporter” does not have to be the applicant, but can be a parent or other family member.</p>
11	<p>Photocopy of Passport ID page. (Facial photo double-page spread) The passport photocopy will be submitted to the immigration bureau. The photocopy must be properly scanned and photos taken by smart phones cannot be accepted. Please make sure that that all of the information, including your photo, is legible and there is nothing in its background. The passport must be valid until the end of the exchange period. Applicants of Japanese nationality must also submit a copy of their Japanese passport. Please make the photocopy in a double-page spread as shown below.</p>



12 **Four ID Photos (Color Photos)**
 4 cm (height) × 3 cm (width) size, plain background, head and shoulders without headgear (except for religious or medical reasons). Taken **within 3 months** from the time of application.
 Please write your name on the back of all the photos..
Please submit the photos by postal mail to reach the International Center of the chosen campus by the deadline (April 10, 2024). If you are late in submitting your photos, your visa application may be delayed.
 *Be sure to print on photo paper. Black and white photos are not acceptable.

in mm (millimeter)

13 **Application for Certificate of Eligibility***
 The Certificate of Eligibility (CoE) is a necessary document for making applications for Japanese visas. AGU will apply for the CoE to the immigration bureau as a representative for exchange students. **It usually takes 2 to 3 months for the screening results to be released.**
 Once the CoE (digital) is issued, AGU will send it to each applicant via email. After receiving this, you must take the CoE to the nearest Japanese embassy or consulate to apply for a student visa. Please note that AGU cannot clearly tell you when the Certificate of Eligibility will be issued, as it depends on the status of the screening by the Immigration Bureau.
 Please download and fill out the CoE of the campus the application will be made to.
<https://www.aoyama.ac.jp/en/admission/exchange/material.html>
 Students will fill out 3 sheets; the Sheet stating “AGU Office Use” should not be touched. **The document must be submitted as an excel file.**
 Please be sure to read the notes written on the sample sheets carefully, and fill out all the colored fields.
 Those with a Japanese nationality (and will enter using a Japanese passport) will not be required to submit this.
 P1 Name: Must match your passport and should be in capital letters.
 P1 Place of birth: Must match your passport.
 P1 Home town/city: Enter your current address without any shortening.
 P1 Photo: **Keep blank (do not paste photo data)**
 P.1 16 "Intended place to apply for a visa": Please enter [the Japanese embassy/consulate](#) that has jurisdiction over where you live.
 P.2 25 Please fill in your academic background from high school onward to your expected graduation

	<p>date from the university you are currently enrolled in. If there was a period when you were not attending school, please write down what you were doing.</p> <p>P.2 28 “Method of support to pay for expenses while in Japan”: (1) Choose the person who will pay for your study abroad in Japan, and please enter the amount of payment per month. If you are using a scholarship to fund your study abroad, please also submit a certificate of receipt of the scholarship.</p> <p>(2) “Supporter”: If the student will pay the expenses, please provide the student’s information; if the student’s family member will pay, please provide the information of the family member. Please enter correctly.</p>
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5. Housing

For detailed information about Housing, please see the [Housing Information](#) which is uploaded on the website of the International Center. There is separate Housing Information for each campus. The International Center has a recommended dormitory managed by “Kyoritsu Maintenance Co., Ltd.”. This dorm has an easy process for entering from abroad, has a dorm manager 24 hours with high security, and the possibility to make a contract that includes meals.

If you wish to stay at recommended dormitories, Dormy (Aoyama Campus) and “Diakonia Hashimoto” (Sagamihara Campus), please check “I will apply for the recommended dormitory” on the online form and contact “Kyoritsu Maintenance Co., Ltd.” directly via the online form or email. The application deadline for these dormitories is the same as the deadline for the exchange program.

For students who do not wish to live in the recommended dormitory, please refer to the Housing Information, as it contains information for apartments, guesthouses and homestays as well.

6. Mailing Address of ID Photos/Contact Information

Aoyama Campus	Sagamihara Campus
Inbound Exchange Team International Center, Aoyama Gakuin University 4-4-25, Shibuya, Shibuya-Ku, Tokyo, JAPAN 1508366 Tel: +81 3 3409 8462 Email: exchange@aoyamagakuin.jp	International Center, Aoyama Gakuin University 5-10-1, Fuchinobe, Chuo-Ku, Sagamihara, Kanagawa, JAPAN 2525258 Tel: +81 42 759 6034 Email: agu-exchange@aoyamagakuin.jp