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## **Pre-Arrival Information**

Spring 2018, Graduate Students

Akita International University, Japan

# 国際教養大学

## 入学ガイド



公立大学法人  
国際教養大学  
Akita International University

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**Akita International University (AIU) aims to foster competent human resources who have the ability to tackle and overcome various problems or challenging situations by themselves. If you, as a future AIU student, have any questions about this booklet, please ask us by yourself, as your first step towards independence.**

### Philosophy of Akita International University



In this age of globalization, where multifaceted exchanges are ever increasing across national borders, we need to mutually accept different worldviews and value systems, work together to solve various issues, and have the strength to pioneer new paths to the future.

With this understanding, Akita International University, through its distinct International Liberal Arts approach, strives to help students acquire superior communication skills in English and other languages and provides them with a rich and holistic education. With a strong commitment to nurture students with practical expertise and specialist knowledge born of a global perspective, it is our mission to foster individuals who will contribute significantly to the international and local communities.

# 1. Procedure for Enrollment

Please submit the following four documents by no later than the deadline indicated (Even by post, too). The information provided by new students will be used exclusively for student health care, and educational purposes at the university. All information will be kept confidential.

## 1. Document/ online applications

Document	Note	Site/QR code	Deadline
(1) New Students Information and Service Application Form	This is to register your basic information, attendance at the Matriculation Ceremony, Bus service and rental bedding application.	<a href="https://goo.gl/forms/mfP40W0SE9ebfZZJ3">https://goo.gl/forms/mfP40W0SE9ebfZZJ3</a> 	Tuesday, March 13 <sup>th</sup> 12:00
(2) Medical Information Form	Please read the “Completion of ‘MEDICAL INFORMATION FORM’ and Vaccination” thoroughly. Please fill in the ‘remarks’ if you need to submit the result of the anti-body test or if you have not been vaccinated yet.	<a href="https://goo.gl/forms/NtIO207BvNCYujiv2">https://goo.gl/forms/NtIO207BvNCYujiv2</a> 	
(4) Letter of Agreement Regarding Personal Data Processing	Please read “Letter of Agreement regarding Personal Data Processing” thoroughly, and submit the signed “ <u>Letter of Agreement regarding Personal Data Processing</u> ” directly to the AIU staff who will speak at the time of the Orientation or send it by the deadline.		Orientation day (April 7 <sup>th</sup> )

\* Once you completed the online form, confirmation email will be sent to the designated email address from [studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp). If you are protecting your email account with protection software, please adjust setting so that you can receive email from [studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp).

## 2. Inquiry/Mail Address

### 【Inquiry】

Student Affairs, Akita International University,  
 TEL: 018-886-5935/5934  
[studentaffairs@gl.aiu.ac.jp](mailto:studentaffairs@gl.aiu.ac.jp).

### 【Mail Address】

Student Affairs, Akita International University,  
 193-2 Okutsubakitai Tsubakikawa,  
 Yuwa, Akita, Japan 010-1292

If you have a trouble submitting those forms online or any inquiry, please ask us by yourself as a future student of AIU.

## 2. Tuition, Other payment amount and Deadline

### 1. Tuition

#### (1) Payment Amount and Deadline

A total of ¥696,000 must be paid in two installments by the deadline of each semester.

Semester	Amount	Deadline
1st Semester	348,000 JPY	Tuesday, May 1, 2018
2nd Semester	348,000 JPY	Tuesday, October 1, 2018

\* Please note that when tuition is amended, the new tuition amount will be applied from that day forth.

#### (2) Payment Method

In dividing the tuition into halves, each amount must be paid either by bank transfer to the bank account below or through automatic withdrawal from your Japanese bank account each semester. Please contact the Office of General Affairs, 1st floor of A-building, for details on automatic withdrawal.

### 2. Other fee

#### (1) Payment Amount and Deadline

**The total amount must be paid by the deadline.**

Amount	Deadline
25,430 JPY (AIU Alumni; 5,430 JPY)	Tuesday, March 7, 2018

Breakdown	Amount	
	Non-AIU Alumni	AIU Alumni
① Influenza Immunization Fee/one injection	3,000 JPY	3,000 JPY
② Insurance Fees	2,430 JPY (for 2 years)	2,430 JPY (for 2 years)
③ Alumni Association Entry Fee	20,000 JPY	0 JPY
<b>Total</b>	<b>25,430 JPY</b>	<b>5,430 JPY</b>

#### ① Influenza Immunization Fee (3,000 JPY /one-time only)

Influenza is a contagious disease caused by a virus. All students without a valid excuse must be vaccinated against influenza in order to prevent further transmission on campus. It is scheduled in November. An influenza immunization fee must be paid in advance upon matriculation.

#### ② Insurance Fee (2,430 JPY /two years)

Insurance organized by JEES (see details below) will cover you for two years from the day of your matriculation. If you remain at the university longer than this period, you must consult the Office of Student Affairs about the re-entry procedure into the insurance before it expires.

#### **【Required Insurance】 University will take care of the application process.**

##### ❖ Personal Accident Insurance for Students Pursuing Education and Research (PAS)

All AIU students are required to join “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” while enrolled in the university. This insurance is a compensation system which covers injuries that students may suffer due to unexpected accidents during classes, extracurricular activities, or when they are on their way to or from campus.

##### ❖ Liability Insurance Coupled with PAS

All AIU students are also required to join a liability insurance program called “Liability Insurance coupled with PAS.” This insurance covers injuries and destruction of property which may be caused by students during classes, internships, university events, and on the way to or from campus.

**【Optional Insurance】 Student have to apply by yourself.**

**❖ Student Life Insurance Coupled with PAS (Option)**

In case the above insurances are insufficient, students can join for the “Student Life Insurance coupled with PAS.” This covers academic expenses when students’ guardians suffer an injury or pass away as a result of an unexpected accident, in addition to students’ medical expenses. If you wish to join this insurance, please directly contact Nakamura Insurance Service (Only Japanese speaking operators are available).

For more details, please come to Student Services, 1st floor of A-building and obtain the “Guide to Personal Accident Insurance for Students Pursuing Education and Research,” “Guide to Liability Insurance coupled with PAS,” and “Guide to Student Life Insurance coupled with PAS.”

**③ Alumni Association Fee (20,000 JPY, one-time only)**

All AIU students are required to pay the AIU Alumni Association Lifetime Membership Fee upon matriculation. The AIU Alumni Association was founded in March, 2008 to contribute to the development of the university, the international and local communities, and to deepen connections among its members.

Current students at the university are all considered as pre-members of the association. After graduating, they automatically become full members. As pre-members, all students have the opportunity to communicate with graduates and consult them on matters ranging from job hunting to study abroad. This fee is non-refundable.

**(2) Bank information**

**Tuition, other fees and the exact amount of the Graduate House (if applicable) must be paid by bank transfer to the AIU bank account below by the deadline. Any bank charges must be borne by the sender (student name).**

AIU Bank Account Information	
Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	195034
Beneficiary Address	Yuwa, Akita-city 010-1292, Japan
Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

## 3. Graduate Student Orientation

### (1) Date and Venue

You are required to attend the Graduate Student Orientation scheduled as below. Important information will be provided by representatives from each office in AIU. A detailed orientation schedule will be given to you on the day of the orientation.

Date and Time	Saturday, April 7, 2018 9:00 a.m. – 5:00 p.m.
Venue	Room 103, Building D of Akita International University
Content	<ul style="list-style-type: none"><li>• Timetable and registration</li><li>• Advice on registration</li><li>• Library and LDIC</li><li>• Computer</li><li>• Scholarship &amp; Tuition Reduction Program</li><li>• Scholarship</li><li>• Photo shoot for student ID</li></ul>

### (2) Financial Aid information

Important information on the student loan from JASSO (Japan Student Services Organization) and AIU Scholarships will be provided from the Office of Student Affairs. Freshmen who want to have the student loan should visit the Office of Student Affairs.

### (3) Lunch

Lunch time is scheduled from 12:30 p.m. to 1:30 pm. The cafeteria on campus is open between 11:30 a.m. and 1:30 p.m.

### (4) Orientation Schedule (tentative\*1)

April	1 (Sun) and after	Graduate House will be available for move-in
	5 (Thu)	Health Check-up
	7 (Sat)	Orientation/Free shuttle bus service ※2
	8 (Sun)	Matriculation Ceremony
	9 (Mon)	Classes begin

※1 Fixed and detailed schedule will be distributed at the Graduate Student orientation.

※2 The university will provide a bus service to Akita city between 9:30 a.m. and 7:30 p.m., free of charge for students. Bus route will be: AIU → JR Akita Station → AEON Shopping Mall → Yamada Denki (an electronic store) → AIU.

### (5) Medical Check-up

This is required for all new students. It is scheduled on April 5 (Thu) between 9:30 a.m. and 11:30 a.m. at the Student Hall. Please refer 'Health care' in the 'Campus Life' for details.

## 4. Matriculation

The Matriculation Ceremony will be held at the following times and venue on **Sunday, April 8.**

	Time	Venue
Matriculation Ceremony	1:30 p.m. – 3:00 p.m.	Suda Hall

### (1) Matriculation Ceremony

All freshmen are required to attend the Matriculation Ceremony wearing semi-formal attire. If your guardian will attend the ceremony, you should sign up in advance. Please apply via “Student Information and Service Application Form.”

### (2) Parking

If you come by car, park in the parking lot on the northern side of the dormitory or the parking lot in Akita Prefectural Park across from the university. Please do NOT park in front of the Student Hall or the Cycling Terminal.

### (3) Accommodations

Students and family or friends can stay at the following hotels with a special AIU discount by presenting the attached “A I U 優待カード” at the time of check-in. Please direct inquiries to the hotels.

VICINITY OF AIU
Plaza Crypton
<a href="http://www.plaza-crypton.jp">http://www.plaza-crypton.jp</a> 018-882-4811

JR Akita Station Area	
<b>Akita View Hotel</b>	<b>Hotel Metropolitan Akita</b>
<a href="http://www.viewhotels.co.jp/akita/">http://www.viewhotels.co.jp/akita/</a> ☎ 018-832-1111	<a href="http://www.metro-akita.jp">http://www.metro-akita.jp</a> ☎ 018-831-2222
<b>Hotel Alpha-One Akita</b>	<b>Toyoko Inn Akita</b>
<a href="http://www.alpha-1.co.jp/akita/">http://www.alpha-1.co.jp/akita/</a> ☎ 018-836-5800	<a href="http://www.toyoko-inn.com/hotel/00087/index.html">http://www.toyoko-inn.com/hotel/00087/index.html</a> ☎ 018-889-1045

## 5. Campus Life

### 1. Academic Year Calendar

Please visit the following site for Academic Year calendar:

[http://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/gr\\_calendar/AcademicCalendar\\_2018-2019.pdf](http://web.aiu.ac.jp/wp/wp-content/themes/aiu/doc/about/academic/gr_calendar/AcademicCalendar_2018-2019.pdf)

### 2. Certificate of Enrollment

A Certificate of Enrollment can be issued from a machine at the Administration Office with free of charge after the Matriculation Ceremony. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday except holidays.

### 3. Financial Support

Financial Aid programs are available to AIU students such as JASSO, AIU grants. Information on financial aid will be given by email. Information regarding JASSO scholarship will be provided during orientation program. If you consider to apply, please attend the scholarship program.

#### ❖ Tuition Reduction and Exemption

The university may reduce or exempt the tuition payments for students in financial difficulties. The "Application Form for Reduction or Exemption from Tuition Payment" must be submitted to the Office of Student Affairs **by 5 p.m. on April 13<sup>th</sup> (Fri)** for your 1st semester. You may be also required to submit additional documents to certify financial situation by **5 p.m. on June 29<sup>th</sup> (Fri)**. Please contact the Office of Student Affairs before deadline. **The university will not accept any applications after this deadline.** You have to submit each semester.

### 4. Healthcare

#### ❖ Check-Up

AIU provides an annual health check-up, in accordance to the School Health and Safety Act. All degree-seeking students (including special non-degree-seeking students) and graduate students must undergo compulsory annual medical examinations at a designated time. In case you cannot take it on the day scheduled, please take it by yourself and submit result to the healthcare room. If you have already taken it within three months, you can submit the result instead. Please see P5(5) for schedule of check-up.

#### ❖ National Health Insurance Card and First-Aid Kit

For unexpected injuries and diseases, please always keep your National Health Insurance Card and first-aid kit at hand. You will always be required to present your National Health Insurance Card each time you go to the hospital. In addition, your first-aid kit should contain the following items, including medicines suited for you.

- Medicine for Cold ●Antipyretic Analgesics ●Gastrointestinal Drugs ●Ointment ●Disinfectant
- Other items for injury care (thermometer, scissors, tweezers, sterile gauze, absorbent cotton, plaster tape, bandage, plastic bags)

### 5. Facility on campus

#### ❖ AIU shop

Located at 1<sup>st</sup> floor of student hall, you can buy lunch, sweets, drinks, sundries, stationary etc.

#### ❖ Cafeteria

The cafeteria serves "Meal Plan Menu," "Restaurant Menu," and "Menu of the Day" for Komachi residents, current students, faculty and staff members. Microwaves and toasters are available at the cafeteria for students to use when needed.

Business Hours			
	Breakfast	Lunch	Dinner
Monday – Friday	7:00 a.m. – 8:30 a.m.	11:00 a.m. – 1:30 p.m.	5:00 p.m. – 8:00 p.m. (Last Call 7:45 p.m.)
Saturday, Sunday & Holidays	7:30 a.m. – 9:00 a.m.	11:30 a.m. – 1:30 p.m.	5:30 p.m. – 8:00 p.m. (Last Call 7:45 p.m.)



## ❖ College Café

College Café serves light meals, non-alcoholic, and alcoholic beverages for students, faculty, and staff members.

Business Hours		
	Café Time	Bar Time
Monday – Friday	10:00 a.m. – 4:00 p.m.	4:00 p.m. – 8:00 p.m.
Semester Break	10:00 a.m. – 4:00 p.m.	4:00 p.m. – 6:00 p.m.
Saturday, Sunday & Holidays	Closed	Closed

## ❖ On-campus ATM

There is an Akita-Bank ATM on campus (operation hours: 9 a.m. – 6 p.m. between Monday and Friday, 9 a.m. – 5 p.m. on Saturday, Sunday, and holidays). Please note that only limited cards of other banks can be used at this ATM.

## 6. Transportation

### 【JR (Japan Railway)】

You can take Akita Shinkansen, Komachi, get off at the JR Akita station, and then transfer to the JR Oh'u Line bound for Innai, Shinjo, Yuzawa, or Yokote (13 minutes, 240 JPY/one way, the second stop from the JR Akita station). Get off at the JR Wada station and from the north exit of the JR Wada station, take the Akita Chuo Kotsu bus bound for the university (15 minutes, ¥160/one way) to reach the university.

### ●Railway Schedule

- ❖ JR Oh'u Line (奥羽本線) : JR Akita station (秋田駅) ⇒ JR Wada Station (和田駅)  
<http://www.jreast-timetable.jp/timetable/list0039.html>  
 \*Holiday Time Table for April 2(Sun) and 8(Sat)

### 【Local Bus Services】

From Terminal #2 of the east exit (approximately 30 minutes, 510 JPY /one way), or #13 of the west exit (approximately 30 minutes, 550 JPY /one way) of the JR Akita Station, and take the Akita Chuo Kotsu bus bound for AEON Mall Akita, get off at the bus rotary of AEON Mall Akita, and then take another Akita Chuo Kotsu bus bound for the university (approximately 15 minutes, 160 JPY /one way) from the same bus stop you got off to reach the university.

### ●Bus Schedules

- ❖ Hiroomote/Goshono Line (広面・御所野線) : JR Akita station (秋田駅) ⇔ AEON Shopping Mall (イオンモール秋田)  
<http://akita-aeonmall.com/static/detail/access-bustime1>
- ❖ Goshono Line (御所野線): AEON Shopping Mall (イオンモール秋田) ⇔ AIU (国際教養大学) & Wada Line (和田線): JR Wada station (和田駅) ⇔ AIU (国際教養大学)  
<http://www.akita-chuokotsu.co.jp/aiu.html>  
 \*Click on the tab of “休日 (和田駅)”.

### 【Taxi】

Local Taxi Companies	Telephone
Takao Hire	018-839-2231
Individual Taxi Association	018-863-9993

Route	Fare	Time
JR Akita Station ⇒ AIU	Around 6,000 JPY	About 35 minutes
JR Wada Station ⇒ AIU	Around 2,000 JPY	About 15 minutes
Akita Airport ⇒ AIU	Around 2,000 JPY	About 15 minutes

## 7. AIU campus and its surrounding map

Please refer attached.

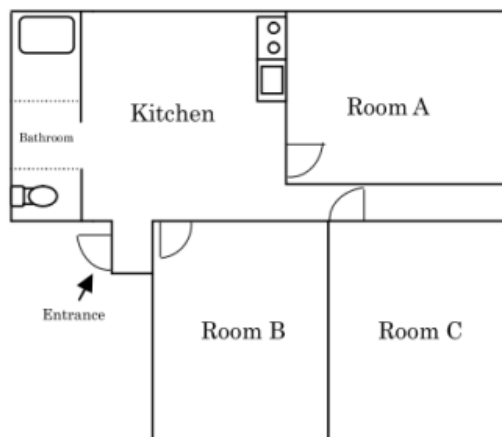
## 6. GRADUATE HOUSE

### GRADUATE HOUSE

**\* We will inform you about recruitment for the Graduate House separately at a later date.**

Information about Graduate House

[PICTURES]



Address	Graduate House Room D 000(Your room number) 194-6 Aza-Okutsubakidai Tsubakigawa Yuwa Akita City, Akita 010-1211 Japan	
Room	Capacity	Shared house: 8 (3 rooms/shared house) Single occupancy room: 24 rooms (6-tatami-sized/room)
	Common Space	Living area, kitchen, bathroom
	Furnishings	Desk, chair, book shelf, curtain, bed, desk lamp, closet
	Hot-Water Supply	Electric water heater
	Other	A/C, Internet Connection, gas stove, refrigerator, mailbox, washer, dryer

Rent	36,000 JPY/month/room (Utilities and Internet connection fees included)
Cleaning Fee	7,000 JPY(One-time only)
Internet Access	<ul style="list-style-type: none"> <li>• Wired and Wi-Fi internet connection are available to use in the rooms/houses.</li> <li>• For wired connection, you need to prepare your own LAN cable.</li> <li>• Your personal computers must have an Anti-Virus software installed with the latest update before connecting to the internet.</li> </ul>
Parking	<ul style="list-style-type: none"> <li>• Free parking space is available.</li> </ul>
Room Assignment	<ul style="list-style-type: none"> <li>• AIU assigns a room.</li> <li>• Occupants cannot exchange a room with other occupants without permission from AIU.</li> </ul>
Things to Note	<ul style="list-style-type: none"> <li>• No cancellation is accepted once a room has been assigned.</li> <li>• Only students of the same gender may share a house.</li> <li>• No smoking. No fire. No Pets.</li> <li>• You will share the common space with your housemates. Be respectful of others for a healthy housemate relationship.</li> <li>• Occupants must follow the university policy, rules and regulations of the Student Housing, etc. In the case that occupants do not follow the rules and regulations, Student Disciplinary Measures will be applied to the occupants depending upon their behaviors.</li> <li>• Komachi Hall staff assesses the condition of common spaces, individual rooms and bathroom when occupants move out to determine if there are any damages. Costs of repairs or replacements, both in common areas and individual rooms, are charged to occupants responsible for those areas.</li> <li>• If you are not registered for any classes; not seeking job / etc. during your period of residence, you basically must move-out.</li> </ul>

### Accommodation Period

Accommodation Period	Sunday, April 1, 2018 — Thursday, March 7, 2019
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### Payment Amount and Deadline

The rent can be paid either monthly or by each semester. Room cleaning fee of 7,000 JPY must be paid with the first payment. Please note that when the rent is amended, the new rent will be applied from the day of amendment.

#### ① Month-by-Month Payment

The rent must be paid by the 25th of the previous month. If banks are closed on the 25th, the deadline is the next business day. The rent can also be paid every few months. Please note that the first payment must be paid by March 27, 2018.

Month	Amount	Deadline
April	43,000 JPY (Room cleaning fee of 7,000 JPY included)	March 27, 2018
May	36,000 JPY	April 25, 2018
June	36,000 JPY	May 25, 2018
July	36,000 JPY	June 26, 2018
August	36,000 JPY	July 25, 2018

## ② Semester-by-Semester Payment

Period	Amount		Deadline
Spring Semester	187,000 JPY	36,000 JPY /month ×5 months & Cleaning Fee 7,000 JPY	March 27, 2018
Fall Semester	144,000 JPY	36,000 JPY /month × 4 months	August 25, 2018
Winter Program	90,000 JPY	36,000 JPY /month × 2.5 months	December 25, 2018

### Payment Method

The rent must be paid by bank transfer to the bank account below by the deadline. The rent can be paid together with the fees paid upon matriculation explained on P. 4.

AIU Bank Account Information	
Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	195034
Beneficiary Address	Yuwa, Akita-city 010-1292, Japan
Beneficiary Bank ABA or SWIFT Bank Identification Code (BIC)	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita 019-2601, Japan

### Things to Bring

Upon moving into the Graduate House, students will need items such as bedding\*, toilet papers, City specified garbage bags, a first-aid kit\*, cookware, dishes, and detergent\*. These can be purchased at the AIU Shop at the university, AEON Mall Akita, Amano (home amenity store) or Yamada Denki (an electronic store), which is at a 10-minute drive from the university.

\*Bedding: The inside dimension of our bed is approximately 2 meters × 1 meter.

\*A first-aid kit: plasters, disinfectant, thermometer, medicine for stomach, a cold, and fever) and etc.

### Sending Packages to AIU

Using the following mailing address, you may send up to three packages to the Residence Hall Office before your arrival. **Your room number will be notified to you upon your arrival at AIU.** There is no limit to bringing personal belongings to the Graduate House, but please note that you are required to move the packages by yourself when you check in. Please also note that there is no lift in the Graduate House.

All sending packages must be arrived on or after March 31 (Sat). If your packages are arrived before then, they may be returned.

**Once you bring in any belongings or furniture, you will be responsible for its disposal when you leave.** As it could cost you very much, we strongly recommend you to minimize your belongings during your stay on campus. In addition, we also recommend you to rent a bedding kit to promote good hygiene. (We will inform you of its arrangement later.)

#### MAILING ADDRESS

Your name (Graduate Student)

c/o Komachi Hall

Akita International University

Aza-Okutsubakidai, Tsubakigawa, Yuwa

Akita City, Akita 010-1211 Japan

☎ 81-18-881-0357

\* Write "(Graduate Student)" following your name

### **Check-In**

You may move into the Graduate House from April 1<sup>st</sup> (Sun) through April 5<sup>th</sup> (Thu). Please pick up your room key at the Komachi Hall Office between 9:00 a.m. and 5:00 p.m. If you have any questions, please ask the Komachi Hall staff or Student Affairs. Electricity, water, and gas contracts will be concluded by the university, but you will be asked to pay the utility charges.

### **Notification of moving in**

You need to submit a notification of moving in to the Akita City Hall. The nearest City Hall is located at the Kawabe area (Operation hours: 8:30 a.m. -5:15 p.m. Monday to Friday).

Direction: Take the Wada line bus from the AIU bus stop and get off at `Kawabe Shiminn center`. It takes roughly 10 minutes by bus from AIU.

# Completion of “MEDICAL INFORMATION FORM” and Vaccination

We request all the matriculating students to complete and submit the “MEDICAL INFORMATION FORM”. The provided information will be used exclusively for student health care and for providing necessary information for medical personnel and/or the hospital in case of an emergency. All information will be kept confidential.

## (1) Form Instructions

- Please fill in part one to five. Please specify the illness(es) or allergy (ies) you have experienced until now (if applicable) and write the details of the illness in the box. You will be asked to list your past vaccinations and the date of each.
- Academic support will be provided to students with disabilities. If you wish to receive support, please specify your medical condition(s), its history, and the type of assistance you require. In addition, please submit any of the following; a medical certificate, etc.

## (2) Vaccinations

To prevent the possible risk of infection, we strongly request you to receive the following vaccinations before your arrival at AIU:

- MMR vaccine (measles-mumps-rubella vaccine)

If you are not taken MMR vaccine yet, please consult your physician and take it before your arrival to AIU. If you cannot take it for any circumstance, please let us know by filling out the remarks section of the form.

AIU aims to foster global human resources who can contribute to the international community. To achieve this goal, each student is required to take action towards a healthy lifestyle and manage time wisely for his or her health maintenance.

It is highly recommended that students be prepared for life at AIU. There are neither hospitals nor pharmacies within walking distance from campus. If any medicines need to be taken regularly for any chronic symptoms including allergy or stress, please go to see a doctor to receive them and learn the daily treatments for your condition.

The AIU Health and Medical Care Room not only offers first-aid treatment, but also conducts regular health check-ups and health care education so that students can better manage their health.

# Letter of Agreement regarding Personal Data Processing

Akita International University is committed to treating all personal data properly in accordance with the Act for Protection of Computer Processed Personal Data Held by Administrative Bodies and the Akita Prefecture ordinance regarding personal data.

In accordance with the above ordinance, the university informs you of the purposes and usages of the personal data as indicated below. If you agree with the usage of your data below, please sign and submit the attached form to the Division of Student Records in the Administrative Office.

If you have any objection to the usage of your data as described below, please notify the university in writing. The usage below is limited to educational purposes at AIU. If the usage below is not allowed, the university may not be able to respond in its full capacity to some cases such as emergency situations.

We will appreciate your understanding and cooperation on this matter.

## 1 Personal data that the university will collect

Person	Information	Main Purposes
Student	Photo, Student ID(*1), Admission ID(*1), Name, Faculty & Program or Graduate School & Program(*1), Date of Birth, Sex, Educational History, Nationality, Home address and telephone number, Current address and telephone number, Addresses and telephone number during study abroad, Cell phone number, Place of origin, Commuting route, Vehicle investigation information, Passport information, Eligibility of stay in Japan, Certificate of graduation, Certificate of enrollment, Period of stay in Japan (In case of non-Japanese students) Bank Account Information (Bank name, Bank code, Bank book number, Type of bank account, Bank account number, stamp ), Health situation	Contacting student and guarantor Posting, emergency contacts Developing student database Processing admission and graduation Creating certificates Creating diplomas, student e-mail accounts Selecting of recipients of tuition waiver Assigning, selecting awards recipients Administering academic information (registration, grading, examinations, certificates) Sending grade summary Health check Producing official documents Publication of promotion documents Supporting study abroad, career development and internships. Automatic withdrawal of tuition Insurance registration

## 2 Data that the university will provide

Recipients	Type of Information	Information	Purpose
Guarantor	Student Information	Student ID(*1), Faculty & Program or Graduate School & Program(*1), Name, Date of Birth, Admission Date, Grade Information (Course Title, Instructor, Grade, Credits, etc.)	Sending Grades
Overseas Insurance Company (*2)	Student Information	Name, Student ID(*1), Sex, Destination of study abroad	Facilitating insurance Application process
Organizations which host or participate in community outreach/cultural exchange programs(*3)	Student Information	Name, Sex, Age, Place of origin (country or region )	Create a list of participants and event materials for the purpose to facilitate the cultural exchange activities.

(\*1) The Admission ID, Student ID, Belonging of Faculty & Program or Graduate School & Program are all considered as personal information.

(\*2) The insurance company which AIU requires students to purchase overseas insurance from at the time of departure for study abroad.

(\*3) The Organizations which the university recognizes as proper and appropriate for students' cultural exchange experience.

### [ INQUIRIES ]

The Division of Student Records, Office of Academic Affairs  
Akita International University

9:00 a.m.- 5:00 p.m., Monday-Friday except Holidays (Japan Time)

☎ +81-18-886-5871

✉ studentrecords@aiu.ac.jp

# Paperwork and Procedures for International Students

We will open a desk for international students in the Cafeteria on April 1st 9:00-16:00 to assist with all procedures for your residence record and national health insurance. Please visit the desk with your passport and residence card.

## ● National Health Insurance

National Health Insurance is a mandatory insurance program in Japan, which you must join even if you already have your own health insurance coverage. With this insurance, 70% of your medical costs (visits to clinics, medications, hospitalizations, etc.) will be covered. Student Affairs will complete the procedure at the municipal office on your behalf.

## ● Resident Registration

A residence card will be issued to foreign nationals who enter Japan through Narita, Haneda, Chubu, or Kansai International Airport under a student visa. All residence card holders must register their address at a municipal office within 14 days after arrival.

If you enter Japan through airports other than the above, a note "A residence card will be issued later" (lower right) will be stamped next to the landing verification seal (lower left) on your passport. In this case, your residence card will be directly mailed to you about a week after registering your address at the municipal office.

Student Affairs will assist you with this procedure at the check-in desk. For further information on residence card, please visit the following website:

[http://www.immi-moj.go.jp/newimmiact\\_1/en/point\\_1-2.html](http://www.immi-moj.go.jp/newimmiact_1/en/point_1-2.html)



## For current residents in Japan

If you currently reside in Japan but not in Akita city, you should move your resident registration to Akita city. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. You are encouraged to do this BEFORE coming to Akita.

If you made a resident registration in Japan in or after October 2015, you are automatically assigned a "My Number," which is a unique social security number in Japan. If you have either of the two "My Number" cards (right), please make sure to bring it with you when you register your residency in Akita city.



## ● Work Permit

Students who have a 'College Student' visa are allowed to work part-time for up to 28 hours per week during a semester period and eight hours per day during a long break period (summer break, winter and spring break). In order to be eligible to work, you must obtain a work permit (officially called 'Permission to Engage in Activity other than that Permitted under the Status of Residence Previously Granted.') beforehand. If this is your first entry into Japan, you can apply for a work permit at the airport of your arrival. After this point, you can still obtain a work permit, but will have to go to the immigration bureau in downtown Akita. For further information on work permits, please visit the following website: [http://www.immi-moj.go.jp/newimmiact\\_1/en/port-city.html](http://www.immi-moj.go.jp/newimmiact_1/en/port-city.html)



# PICK-UP BUS SERVICE

On April 8(Sun), new students and family members can use the free pick-up bus service (The reservation is required). The bus service is provided between: Akita Airport and AIU and JR Akita Station and AIU. A bus schedule and an application form for reservation will be available online as “New Students Information and Service Application Form”. Please have access to it for the reservation and the other details. A bus could be cancelled if nobody signed up for it. Therefore, make sure to apply by the deadline.

\* On 7<sup>th</sup> April there is an orientation for new graduate students. Please note, however, that there is no pick-up service on that day.

## Pick-up Location

AIU staff or Orientation Peer Supporters will meet students at the following pick-up locations. If students do not arrive at the pick-up locations by the bus departure time, the bus will leave without them even if they have reserved a seat.

### ❖ Akita Airport

Please meet in front of the convenience store “FamilyMart” on the 1st floor of Akita Airport.



### ❖ JR Akita Station

Please meet at the JR Akita Station, East Exit, **Bus Terminal #5. (See below)**



## Letter of Agreement Regarding Personal Data Processing

I hereby agree to the personal data processing of Akita International University, which was explained in the booklet (P.28).

Name of Student: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Name of Guarantor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

## Venue of AIU Special Discount

Special discounts have been provided for AIU students and your family and friends. Please show this information at each venue before you make a payment. The discount for the hotels is applicable only when you make a direct reservation by phone or through the websites of each hotel. For further details of discount, please contact the shops, the restaurants, and the hotels of your choice, respectively.

Hotel	<b>Akita View Hotel</b>	<a href="http://www.akitaviewhotel.jp">http://www.akitaviewhotel.jp</a> ☎ 018-832-1111
	<b>Toyoko Inn Akita</b>	<a href="http://www.toyoko-inn.com/hotel/00087/index.html">http://www.toyoko-inn.com/hotel/00087/index.html</a> ☎ 018-889-1045
	<b>Plaza Crypton</b>	<a href="http://www.plaza-crypton.jp">http://www.plaza-crypton.jp</a> ☎ 018-882-4811
	<b>Hotel Alpha-One Akita</b>	<a href="http://www.alpha-1.co.jp/">http://www.alpha-1.co.jp/</a> ☎ 018-836-5800
	<b>Hotel Metropolitan Akita</b>	<a href="http://www.metro-akita.jp">http://www.metro-akita.jp</a> ☎ 018-831-2222
Restaurant	<b>Komorebi Café at Akita Airport</b>	<a href="http://www.akita-airport.com/floor/shop.php">http://www.akita-airport.com/floor/shop.php</a> ☎ 018-886-3366
Souvenir	<b>A-air at Akita Airport</b>	<a href="http://www.akita-airport.com/floor/shop.php">http://www.akita-airport.com/floor/shop.php</a> ☎ 018-886-3366
	<b>Akita Souvenir Plaza</b>	<a href="http://www.a-bussan.jp/">http://www.a-bussan.jp/</a> ☎ 018-836-7830

# 大学周辺地図/ MAP OF THE SURROUNDING AREA



**4月7日(土)に臨時バスを運行します。**  
**Special bus run on Saturday, April 7<sup>th</sup>.**

国際教養大学発 Leave AIU	秋田駅発 Leave Akita Station	御所野(AEONモール)発 Leave Goshono (AEON Shopping Mall)	ヤマダ電機発 Leave Yamada Denki (Electrical store)	国際教養大学着 Arrive AIU
9:30	10:10	10:30	10:40	11:00
10:00	10:40	11:00	11:10	11:30
11:00	11:40	12:00	12:10	12:30
11:30	12:10	12:30	12:40	13:00
13:30	14:10	14:30	14:40	15:00
14:00	14:40	15:00	15:10	15:30
15:00	15:40	16:00	16:10	16:30
15:30	16:10	16:30	16:40	17:00
17:00	17:40	18:20	18:30	18:50
17:30	18:10	18:50	19:00	19:20

# 御所野マップ①/Goshono Map ①

↑赤十字病院へ  
To Red Cross Hospital

秋田銀行 御所野ニュータウン支店  
Akita Bank -Goshono New Town Branch

4月7日臨時バス停車場所  
Special Bus Stop (Apr. 7<sup>th</sup>)

御所野マップ②へ  
To the Goshono Map②

イオンモール  
AEON Mall

国際教養大学線(御所野)  
Goshono Line

秋田市マイタウン・バス  
Akita City My Town Bus

御所野郵便局  
Goshono Post Office

フレスポ御所野  
Frespo Goshono

イオンモールを經由する仁井田御所野線/広面御所野線で秋田駅へ行けます。  
From AEON Mall, Niida-Goshono Line and Hiroomote- Goshono Line goes to Akita Station.



御所野マップ②/Goshono Map ②

スーパーセンターアmano  
SUPER CENTER AMANO

4月7日臨時バス停車場所  
Special Bus Stop (Apr. 7<sup>th</sup>)

ヤマダ電機  
YAMADA DENKI

御所野マップ①へ  
To the Goshono Map①



和田マップ / Wada Map

薬王堂  
Yakuodo

秋田銀行 河辺支店  
Akita Bank -Kawabe Branch

秋田市河辺市民サービスセンター  
Kawabe Public Service Center

和田郵便局  
Wada Post Office

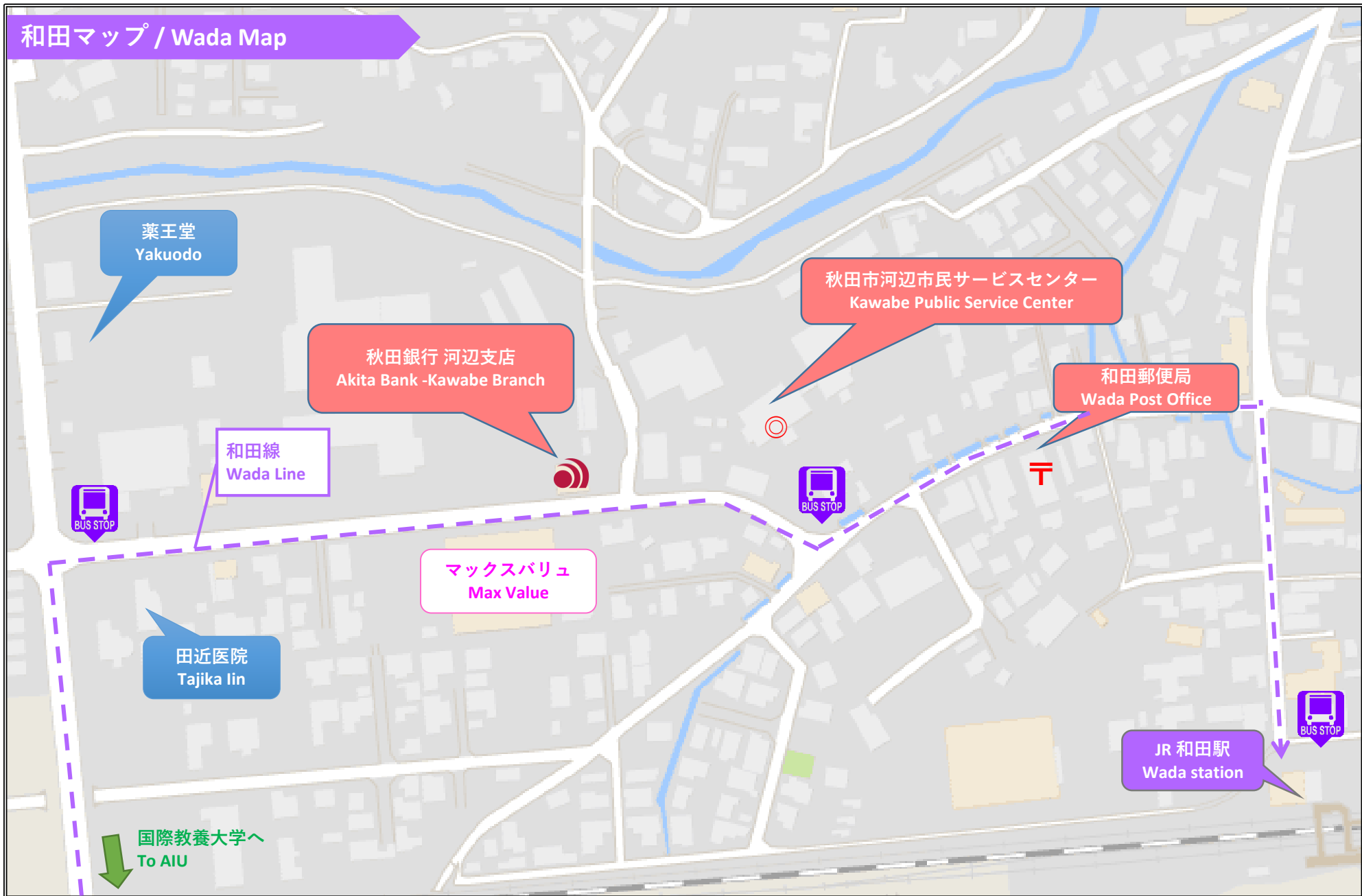
和田線  
Wada Line

マックスバリュ  
Max Value

田近医院  
Tajika lin

JR 和田駅  
Wada station

国際教養大学へ  
To AIU



# キャンパス内駐車案内/Parking Map in AIU campus

