

Be a global leader with
AIU SPIRIT!

Pre-Arrival Information

Fall 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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Philosophy of Akita International University

The mission of the Akita International University Graduate School of Global Communication and Language (AIU GSGCL) is to prepare students for careers in professional communication fields that make positive contributions to today’s global society. With programs in English and in Japanese that engage students in classroom and practical training activities, the GSGCL provides students with the knowledge and practical skills they need to advance their careers.

1. Procedure for Enrollment

Please submit the followings by no later than the deadline indicated. 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.	https://goo.gl/forms/e343jsovTNmCcUXy1 	Friday, August 17 th
(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.	https://goo.gl/forms/2faHpcYOaezkrK1M2 	
(3) 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.		Orientation day (August 26 th)

If you wish to correct any the information after filling anything out, please correct it by crossing out the mistake with double lines, put your hanko stamp, and write the correct information one in any blank space nearby. Please remember that we do not accept the documents, if your signature or hanko stamp image is considered identical to someone else’s.

* Once you completed the online form, confirmation email will be sent to the designated email address from studentaffairs@gl.aiu.ac.jp and healthcare@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 and healthcare@gl.aiu.ac.jp.

2. Inquiry/Mail Address

【Inquiry】

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

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	Monday, October 1, 2018
2nd Semester	348,000 JPY	Wednesday, May 1, 2019

* 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. More information about a bank transfers and an automatic withdrawal will be distributed after your arrival to AIU.

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)	Friday, August 17, 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
Total	25,430 JPY	5,430 JPY

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 refer to the brochures entitled 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. Please see Alumni Association Website for details, <http://www.aiu.ac.jp/~global-arch/>. This fee is non-refundable.

(2) Bank information

Tuition, other fees 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	Sunday, August 26, 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">• Timetable and registration• Advice on registration• Library and LDIC• Computer• Photo shoot for student ID

(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

The cafeteria on campus is open between 11:30 a.m. and 1:30 p.m. on the day.

(4) Orientation Schedule

(Tentative. Fixed and detailed schedule will be distributed at the Graduate Student orientation.)

August	26(Sun.)	Orientation
	31(Fri.)	Health Check-up
September	1(Sun)	Matriculation Ceremony
	3(Mon)	Classes begin

(5) Medical Check-up

This is required for all new students. It is scheduled on August 31 (Fri.) 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 **Saturday, September 1.**

	Time	Venue
Matriculation Ceremony	1:30 p.m. – 2:30 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 “New 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	http://www.plaza-crypton.jp ☎ 018-882-4811
JR Akita Station Area	
Akita View Hotel	http://www.viewhotels.co.jp/akita/ ☎ 018-832-1111
Hotel Metropolitan Akita	http://www.metro-akita.jp ☎ 018-831-2222
Toyoko Inn Akita	http://www.toyoko-inn.com/hotel/00087/index.html ☎ 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

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.

3. Financial Support

Financial Aid programs are available to AIU students. Information regarding JASSO student loan and tuition reduction and exemption system will be provided during orientation session. If you consider to apply for them, please attend the scholarship guidance session and e-mail message from us.

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

❖ ATM

There is an Akita-Bank (Kawabe branch) 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 the only a limited selection of cards of other banks can be used at this ATM.

❖ AIU shop

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

❖ Cafeteria

Microwaves and toasters are available at the cafeteria for students to use when needed.

Please refer following website for opening hours. <https://web.aiu.ac.jp/campuslife/campusmap/> (Japanese only)

❖ College Café

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

Please refer following website for opening hours. <https://web.aiu.ac.jp/campuslife/campusmap/> (Japanese only)

6. Transportation

【JR (Japan Railway) & Local Bus Services】 Wada station

Please refer following website for transportation schedule. <https://web.aiu.ac.jp/en/about/access/>

【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.

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.

AIU offers ‘special support’ for those who need it. If you need, please let us know details such as condition, symptom, support you want to take. Also, please submit doctor’s note (sealed) to the coordinator of student well-being and study support.

(What’s ‘special support?’?)

Disability includes visual disability, hearing disability, physical disability, internal disability, mental disability and development disability. This applies for people who have certificates of disability, and who receive severe influence due to the disabilities for studying and living in a long time. If the student wish to be applied support, and its necessary is well-recognized, AIU will consider to take accommodations

(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.

* IF YOU CANNOT CONFIRM WHETHER YOU HAVE TAKEN THE VACCINATION OR NOT:

Please be sure to take antibody test to clarify if you have antibody or not. If you don’t, please take the vaccination

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 give you the guideline for resident registration in the orientation. Please carefully read the guideline and take the necessary procedures. If you need a support for resident registration, please visit the office of Student Affairs.

● 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



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 ‘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

By August 26

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.

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	Akita View Hotel	http://www.akitaviewhotel.jp ☎ 018-832-1111
	Toyoko Inn Akita	http://www.toyoko-inn.com/hotel/00087/index.html ☎ 018-889-1045
	Plaza Crypton	http://www.plaza-crypton.jp ☎ 018-882-4811
	Hotel Metropolitan Akita	http://www.metro-akita.jp ☎ 018-831-2222
Restaurant	Restaurant SORA at Akita Airport	http://www.akita-airport.com/floor/shop.php ☎ 018-886-3366
Souvenir	A-air at Akita Airport	http://www.akita-airport.com/floor/shop.php ☎ 018-886-3366
	Akita Souvenir Plaza	http://www.a-bussan.jp/ ☎ 018-836-7830



参照①大学周辺地図 / Reference① MAP OF THE SURROUNDING AREA



8月26日(日)に臨時バスを運行予定です。Special bus is planning to run on Saturday, August 26th.

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

8月26日臨時バス停車予定場所
Special Bus Stop on Aug. 26th
*Tentative

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

イオンモールを経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

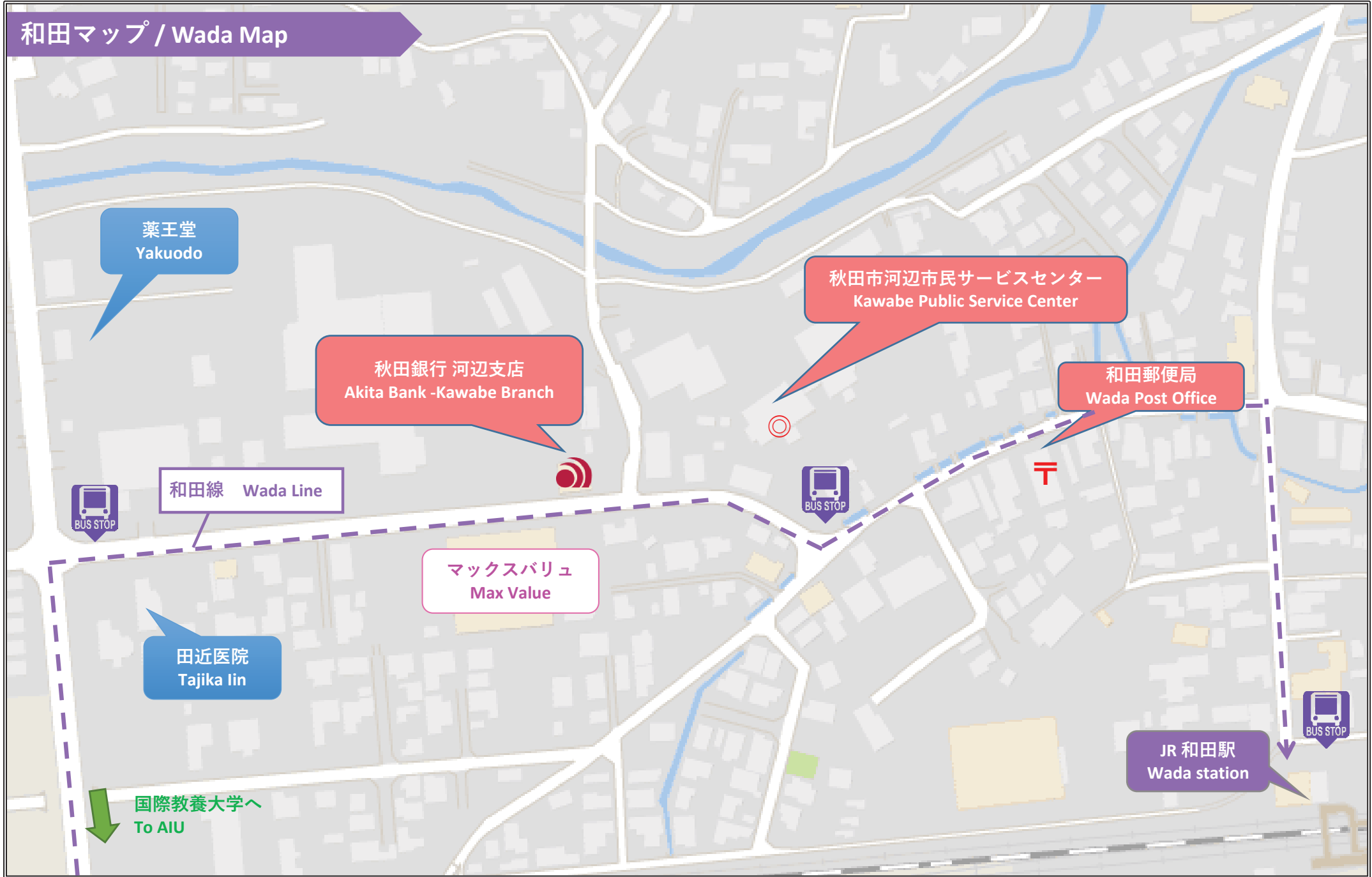
スーパーセンターアマノ
SUPER CENTER AMANO

8月26日臨時バス停車予定場所
Special Bus Stop on Aug. 26th
*Tentative

ヤマダ電機
YAMADA DENKI

御所野マップ①へ
To the Goshono Map ①

和田マップ / Wada Map



参照②キャンパス内駐車案内/ Reference②Parking Map in AIU campus

