

Pre-Arrival Information

2022 Graduate Students

Akita International University, Japan

Mission Statement of AIU Graduate School of Global Communication and Language

The Mission of the 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.

I Procedure for Enrollment

There are two procedures, submission by post and online. Please complete both steps.

1. Document submission by Post

	Document	Note
(1)	Letter of Agreement Regarding Personal Data Processing (Form 1) (p.13)	Please read "Letter of Agreement regarding Personal Data Processing" (p.11) thoroughly, and send the signed document to us by post by the deadline.
(2)	Application form for Alumni Membership (Form 2) (p.14)	Fill in the form and send it to us by post. If you have graduated from the Faculty of International Liberal Arts of AIU, you do not have to submit this form.

Deadlines for sending Form 1, 2

April Matriculation	Friday, March 11, 2022
September Matriculation	Wednesday, August 17, 2022



- If you wish to correct any information after filling anything out, please correct it by crossing out the mistake with double lines, put your hanko stamp on it, and write the correct information in any blank space nearby.
- Please remember that we do not accept the documents, if your signature or hanko stamp image is considered as someone else's.
- Please refer to p.1 for the mailing address.

2. Online Applications

Online form will be available for:

【Prospective Students from April】 Monday, February 14, 2022 – Friday, March 11, 2022

【Prospective Students from September】 Friday, August 5, 2022 – Wednesday, August 17, 2022

	Document	Note	URL/QR code
(1)	New Students Information Registration Form	<ul style="list-style-type: none"> • This is to register your basic information and your guardian's attendance at the matriculation ceremony. • You will be asked to upload a photo for your student ID. Please make sure you have a Google email account ready. 	https://forms.gle/GCAygtSywn5BEM6WA 
(2)	Health Information Form	Please read the "Completion of 'HEALTH INFORMATION FORM' and Vaccination" below thoroughly beforehand.	https://forms.gle/8edU6mHZYESXb9By5 

- If there is any change in the contents that you have submitted, please contact Student Affairs.
- Once you completed the online form, a confirmation email will be sent to your designated email address from forms-receipts-noreply@google.com. If you are protecting your email account with protection software, please adjust the setting so that you can receive email from forms-receipts-noreply@google.com.

Completion of “HEALTH INFORMATION FORM” and Vaccination

We request all matriculating students to complete and submit the “MEDICAL INFORMATION FORM”. The provided information will be used exclusively for student health care and education, and for providing necessary information for medical personnel and/or the hospital in case of an emergency. Health information will be processed statistically and may be used for some reports. Please check the following and enter the form.

- Please fill in all the sections.
- Please check any vaccinations, illness(es) or allergy (ies) you have experienced until now (if applicable) with the person who knows your health condition well and write the details in the box.
- Before entering information, please check if you have received the following vaccinations. If you cannot confirm whether you have taken the vaccination or not, please be sure to take an antibody test to clarify if you have the antibody or not. If you do not, please take the vaccination. If you cannot take the vaccination for some reason, please mention it in the remarks section.
 - MMR vaccine (measles-mumps-rubella vaccine)
- If you have some information that you would like to let us know in advance, please mention it in the remarks section.

II Tuition, Insurance Fee and Alumni Association Fee

1. Tuition and Payment Deadline

	Amount	Deadline
April Matriculation	348,000 JPY	Sunday, May 1, 2022
September Matriculation	348,000 JPY	Saturday, October 1, 2022

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

【Payment Method】

Please transfer the tuition fee to the account below by the payment deadline

If you wish an automatic bank transfer from the 2nd semester, please inform us of your mailing address to bursar@aiu.ac.jp so that we can mail you a "Deposit Account Transfer Request Form / Automatic Payment Application Form". Please submit the completed application form to the Division of General Affairs.

If you plan to apply for tuition reduction, your tuition payment will be suspended. Please do not pay the tuition by the deadline above. After receiving the notification of the result of the exemption application, please pay the specified tuition fee by the deadline stated in the notification.

- Please make a payment under the student's ID number and name.
- The sender of the fund is responsible for the handling charge or the commission to the bank.
- Please make a payment by the deadline. Otherwise, it may result in a dismissal from the university.
- Automatic withdrawal from the bank transfer will be done on May 1 for Spring Semester and on October 1 for Fall Semester (in case of holiday, the next business day). Please note that those dates will not be notified by the university each time.
- Tuition deferment and installment payments: If you are unable to pay the tuition fee in a lump sum by the due date due to financial reasons, you may make a deferred payment or pay in installments. Details will be informed after enrollment.

【Wired from domestic banks】

Beneficiary Name	Akita International University
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Account Number	0182072

【Wired from overseas】

Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	0182072
Beneficiary Address	Yuwa, Akita-city, 010-1292, Japan
SWIFT Bank Identification Code	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita, 019-2601, Japan

2. Insurance fee

【Regular Students】

	Insurance Fee	Breakdown	Deadline
April Matriculation	2,430 JPY	Insurance Fee (for 2 years)	Friday, March 25, 2022

【Pre-graduate Students】

As for Pre-graduate students, please make payments twice (in April and in September).

	Insurance Fee	Breakdown	Deadline
April	1,340 JPY	Insurance Fee (for 1 year)*	Friday, March 25, 2022
September	2,430 JPY	Insurance Fee (for 2 years)	Wednesday, August 17, 2022

*Although this is the fee for one year, a pre-graduate student should pay this amount since the minimum contract period of insurance is one year. At the time when you are enrolled as a regular graduate student, you have to pay the fee newly for two years.

Insurance Fee

All students are required to join the “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” and “Liability Insurance coupled with PAS” provided by the Japan Education Exchanges and Services (JEES) to cover any contingent liability and accidents during your campus life. These insurances cover injuries that you may suffer due to unexpected accidents during classes or extracurricular activities and also injuries and destruction of properties which may be caused by you during classes or extracurricular activities and when on the way to or from campus.

These insurances do not cover the cost of treatment for disease. The university will take care of the application process.

【Payment Method】

- Please pay the fee under the student’s name in case of bank transfer. If it is paid under the name of an account holder or guardian, it will take time to confirm the payment.
- Insurance fee must be paid in one payment by the deadline written above.
- The sender of the fund is responsible for the handling charge or the commission to the bank.
- We will not issue an invoice. Please make the required payment to the bank account below.

【Wired from domestic banks】

Beneficiary Name	Akita International University
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Account Number	0195034

【Wired from overseas】

Beneficiary Name	Akita International University
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	0195034
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. Alumni Association Fee

All AIU students are requested to pay the AIU Alumni Association 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. You can receive support in your student life. Please see the Alumni Association Website for details, <https://aiualumni.or.jp>.

	Regular Graduate Student	AIU Alumni	Deadline
Alumni Association Fee	20,000 JPY	0 JPY	April Matriculation: Friday, March 11, 2022 September Matriculation: Wednesday, August 17, 2022

【Payment Method】

Please pay the Alumni Association Fee with by bank transfer by the deadline. Please bear the handling charge or the commission to the bank. This fee is non-refundable.

【Wired from domestic banks】

Beneficiary Name	Akita International University Alumni Association
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Account Number	0207717

【Wired from overseas】

Beneficiary Name	Akita International University Alumni Association
Beneficiary Phone Number	+81-18-886-5900
Beneficiary Account Number	0207717
Beneficiary Address	Yuwa, Akita-city, 010-1292, Japan
SWIFT Bank Identification Code	AKITJPJT
Beneficiary Bank Name	Akita Bank, Kawabe Branch
Beneficiary Bank Address	12-4 Aza Hojogasaki, Wada, Kawabe, Akita-city, Akita, 019-2601, Japan

III Graduate Student Orientation and Matriculation Ceremony

1. Graduate Student Orientation

The Graduate Student Orientation will be held online (Zoom). You are required to attend all the programs of the Orientation since important information will be provided by representatives from each office in AIU.

Date: Saturday, April 2 9:00 – 17:00 (scheduled)

Information such as the details of the program, Zoom meeting ID, etc. will be informed to you by sending email to the address entered in the online form.

For students who are planning to move into Graduate House, an orientation on student life and housing will be held on Tuesday, April 5. We will send out the necessary information to those who are applicable by e-mail later.

2. Matriculation Ceremony

Date, Time and Venue

Matriculation	Date and Time	Venue
April	Friday, April 8, 2022 1:30 p.m. – 3:00 p.m.	Suda Hall
September	Thursday, September 1, 2022 1:30 p.m. – 3:00 p.m.	Suda Hall

- All freshmen are required to attend the Matriculation Ceremony wearing semi-formal attire. However, if you are unable to enter Japan due to the Japanese government's waterfront measures, you may participate online (Zoom). The details will be sent to you by e-mail later.
- If your guardian wishes to attend the ceremony, you should sign up for him/her in advance through "New Student Information and Service Application Form". In order to prevent the spread of the new coronavirus infection, the attendance of parent or family member will be limited to one per student.
- There is no bus service of the Matriculation Ceremony day.
- This information is subject to change depending on the spread of the new coronavirus infection. The latest information about the matriculation ceremony will be posted on the university website as soon as it is determined.

IV Campus Life

1. Financial Support

Financial Aid programs are available to AIU students. We regularly call for application of scholarship programs by AIU and other private sector foundations, and provide student loan opportunities by JASSO or municipalities. As for the details, you will be notified by email after your matriculation.

【AIU's own scheme for Tuition Reduction/Exemption】

AIU may reduce or exempt the tuition payments for the students who have extreme difficulty in paying tuition due to financial problems or unforeseen disasters. You will be informed about further details of the scheme after your matriculation.

【Student Loan by Japan Student Services Organization (JASSO)】

If you had made reservation for student loan by JASSO in your university, please make sure to bring “進学届” with you.

If you wish to apply for the loan after your matriculation, please obtain your transcript from your university in advance.

【Other scholarship opportunities】

After your matriculation, we will inform you of the scholarship application opportunities by private sectors or AIU. For the applications, you will have to submit transcripts from your university. Please obtain some copies in advance, if you wish to make applications.

2. Insurances

【Student Life Insurance coupled with PAS】

Although all students are obliged to join the “Personal Accident Insurance for Students Pursuing Education and Research (PAS)” and “Liability Insurance coupled with PAS” as a minimum safeguard, it may be insufficient because of the limited compensation.

“Student Life Insurance coupled with PAS” is an optional insurance which specially covers your medical expenses, academic expenses, and so on. You will also be supported if you cause damage to others or damage to the room you rented and you are legally liable for damages. Even if you do not join it, you are strongly recommended to join some kind of insurance that covers compensation to the same extent. Please refer to the URL below for details and fee. If you wish to join it, please go through the procedure by yourself.

<https://www.web-tac.co.jp/service/univ/>

3. Certificate of Enrollment

Certificate of Enrollment will be available right after the day of Matriculation Ceremony. You can print it out from a machine at the Administration Office for free of charge.

4. Academic Year Calendar

Class days and event schedules are posted on Academic Year Calendar. There are some class days on holidays. Please refer to the updated calendar on AIU Official Website when you plan to go home or to do other activity.

<https://web.aiu.ac.jp/graduate/academic/>

5. Preparing Your Laptop Computer

You will need a laptop computer to take online courses, to write essays and presentations, and to collaborate successfully in your academic career. If you already have a computer, make sure to have a webcam and microphone as they are required for online classes. If you don't have one yet, please purchase a laptop for your future student life. The required and recommended requirements for laptop computers are as follows.

Requirements

- CPU: Core i3 or higher for Intel, Ryzen 3 or higher for AMD
- Memory: 8GB or more
- Internal memory: SSD 250GB or more (HDD is not acceptable)
- OS: Windows 10, Mac OS X (Zoom client must be able to be installed)

- Webcam and microphone (If not built-in, prepare a USB webcam and an external microphone)
- Wired LAN port (If not built-in, prepare a USB adapter)

Recommended requirements

- External HDMI video output terminal (USB-HDMI adapter is also acceptable)
- Headset or earphones
- At least a 3-year warranty

*If you already have a laptop and the CPU and memory do not match the above, there is no need to buy another one before enrolling in a hurry.

*Microsoft Office is NOT a must because Google Workspace is available.

6. Healthcare

AIU aims to foster global human resources who can contribute to the international community. In order 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 any daily treatments for your condition.

【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)

【Medical Check-up】

AIU provides an annual health check-up, in accordance with the School Health and Safety Act. All graduate students whose ID numbers begin with “1” must undergo compulsory annual medical examinations during orientation period. Details will be informed later.

7. Special Accommodations

Based on the “Act for Eliminating Discrimination against Persons with Disabilities”, AIU provides special support to students with needs for support* by eliminating social and physical barriers in order for all students to exercise the right to study and experience university life, ensuring an equal opportunity environment regardless of disabilities.

* Refers to students who face restrictions on academic learning and/or daily life over an extended period because of physical disabilities, internal impediment and/or disease, and wish to receive support and are recognized to require support.

If you have a disability or illness that may affect your studies or student life and wish to receive (or consider receiving) special support, please consult with us before matriculation. Please let us know the details by using the online form (<https://forms.gle/npVDfz1LFaySATdV6>). After checking the contents, AIU staff will contact you. During the consultation, you may be asked to submit documents showing your disability or illness.

In addition to learning environment, if you need help with your Graduate House room assignment, please let us know using this online form.

Official applications will be accepted after matriculation. By discussing special needs in advance, you do not necessarily have to apply for special support. You can also apply for special support at any time after matriculation.

We recommend that you contact us as soon as possible if you wish to receive (or consider receiving) support since it will take time to review and decide on the details of the support. Please note that there could be some cases where the support is not provided.

8. Facilities on campus

【Health and Medical Care Room】

At the Health and Medical Care Room, the nurse with teacher’s qualification will provide first aid treatment

for illness and injury. There is no medical doctor stationed on campus. In addition, students can receive a medical examination, health consultation and health education such as AED seminar, building up physical strength, and food education, for health life on campus. Students are encouraged to visit the room if they seek health advice.

【Counseling Room】

The Counseling Room is located in Building E. Students can receive counseling for mental health issues from a qualified counselor. Students may also receive counseling services for a variety of mental health problems related to academic and/or social stressors. Students should feel free to visit the Counseling Room, rather than keeping their problems to themselves. Counseling is provided on an appointment basis. All information is kept confidential.

【ATM on campus】

There is an Akita-Bank (Kawabe branch) ATM on campus (operation hours: 9 a.m. – 6 p.m. between Monday to Friday, 9 a.m.-5 p.m. on Saturday, Sunday and Holidays). Please note that there are a limited selection of cards of other banks that can be used from this ATM. There's no "Japan Post" ATM on campus.

【AIU shop】

The AIU shop is located on the 1st floor of the Student Hall. You can buy snacks, sweets, drinks, sundries, stationary etc.

【Cafeteria】

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

【College Café】

Located on the 1st floor of Student Hall, the College Café serves light meals, non-alcoholic, and alcoholic beverages.

【Computer room】

There are three IT computer rooms, totaling 150 computers (Windows OS).

9. Public Transportation

As for details, please refer to our website.

10. Bicycles

Bicycles must be stored in the designated area with a security lock. The university is not responsible for any damage or theft of bicycles stored in the university property. Please take care of your bicycle on your own.

11. Car Parking

We do not have sufficient car parking on campus. Due to lack of parking spots in the dormitory area, it is highly likely that you will not be able to find a parking space for your car.

12. Car-sharing

You can use the car sharing service, which is being conducted as a joint demonstration project between the university and Toyota Corolla Akita, for a fee (limited to Japanese driver's license). For the service, two vehicles (as of February 1, 2022) are placed on the campus.

13. Moving Residency

If you move from outside Akita city, you should move your resident registration to Akita city based on Resident Registration Law. In order to complete this, you must get a certified copy of your moving-out record at the municipal office of your current residence. Please submit the certificate and register your residence at the municipal office in Akita City after you arrive.

V 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, Passport Information, Eligibility for Stay in Japan, Certificate of Graduation, Certificate of Enrollment, Period of Stay in Japan (In Case of Non-Japanese Students), Medical Information	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
Guarantor	Name, Relation to the Student, Sex, Address, Nationality, Place of Origin, Telephone Number, Workplace, Work Address, Work Telephone, Emergency Contact	Producing Official Documents Publication of Promotion Documents Supporting Study Abroad, Career Development and Internships
Student and/or Guarantor	Bank Account Information (Bank Name, Bank Code, Bank Book Number, Type of Bank Account, Bank Account Number, Stamp)	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.
Medical Institutions	Student Information	Name, Date of Birth, Sex, Medical Information	Consulting Medical Institutions

(*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@gl.aiu.ac.jp

VI Paperwork and Procedures for International Students

- **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.

- **Resident Registration**

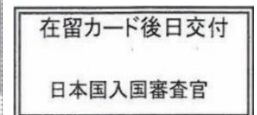
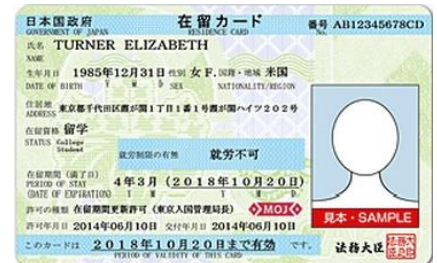
A residence card will be issued to foreign nationals who enter Japan through Narita, Haneda, Chubu, Kansai International, Shin-Chitose, Hiroshima, Fukuoka Airport under a student visa. All residence card holders must register their address at a municipal office within 14 days after arrival.

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.

For further information on residence card, please visit the following website:

http://www.immi-moj.go.jp/newimmiact_1/en/point_1-2.html

Sample



- **For current residents in Japan**

If you currently reside in Japan and wish to move into 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. Please submit the certificate and register your residence at the municipal office in Akita City.

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.



Sample

Sample

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.11).

Name of Student: _____

Signature: _____

Date: _____

(DD/MM/YY)

Name of Guarantor: _____

Signature: _____

Date: _____

(DD/MM/YY)

AIU Alumni Association ISH
Application form

Form 2

To The President of AIU Alumni Association ISH

Date (dd/mm/yy) _____ / _____ / 20_____

I agree with the purpose and business of the AIU Alumni Association ISH and hereby apply for the membership.

Year of Enrollment _____

Semester of Enrollment April / September

Zip code _____

Address _____

Name in English (First / Family) _____

Tel No. _____

E-mail Address _____

※Please note that this fee is non-refundable

※We will not use your personal information provided here for any other purpose than alumni activities

Personal Information Handling Agreement

I hereby confirm the following matters and agree with the handling of personal information by AIU Alumni Association ISH:

1. Purpose of personal information usage

The collected personal information shall not be used for any other purpose than our alumni activities.

2. Provision of personal information to third parties

The collected personal information shall not be provided to third parties except when it gets necessary to outsource any of Alumni activities to those parties or to submit a required report to the public organization by law, or in case of emergencies such as accidents.

3. Disclosure of personal information

Upon your request, we shall immediately disclose, correct, add, or delete any collected personal information.