

# April 2018 Admission

## Application Information for Transfer Students



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### **Attached Forms:**

1. Application Form
2. Admission Form and Photo Form for Examination
3. Statement of Purpose
4. Letter of Recommendation

## ■ Admission policy

### (1) Akita International University Mission Statement

With its innovative international liberal arts educational philosophy, Akita International University aspires to prepare students to be leaders in global society. International Liberal Arts education at AIU enables students to acquire a broad scope of knowledge and sharpens their analytical thinking skills; it helps them gain insight into the critical issues confronting the world and develops in them a global outlook, as it equips them with the ability to communicate effectively in English and other languages.

AIU's International Liberal Arts education fosters self-realization; it opens minds, instills the will to act and develops the capacity to rise to the complex challenges of the times with integrity and discipline. AIU students learn to commit themselves to serving their local communities, their countries, and the world.

### (2) Characteristics of Akita International University

- From the perspective of an emphasis on education, we widely recruit faculty members with enthusiasm and capability for education from all over the world, regardless of nationality, age, or gender; All classes are conducted in English by the professors about half of whom are foreigners.
- In order to acquire international vision and sense through cross-cultural experience, our students are obliged to study abroad for one year.  
In conjunction with this, a cosmopolitan educational environment and campus life are offered where foreign students gather from across the globe.
- As a university open to the world based on constant exchanges with the cross-cultural community, we deepen cooperation with universities/colleges around the world including 185 partner universities/colleges in 47 countries/regions (as of July 1, 2017).
- As a select few, our students are provided a whole person education by, for example, everyone being obliged to live in a dormitory for at least one year after admission.
- Akita International University is an ambitious university that gives the highest priority to educational power based on application of not only fixed-term system but also tenure system.

### (3) Akita International University Future Students

At Akita International University, we want students who share our philosophy:

Successful applicants should be equipped with:

- Balanced basic academic competencies across the broad fields of the humanities, the natural and social sciences, as well as logical, critical and creative thinking skills and outstanding ability or experience in specific areas that they are enthusiastic about further developing within the scope of their learning
- Strong interest and an inquiring mind toward global affairs including the nature of

diverse cultures, languages, history and societies of the world based on their experiences in having studied abroad or participated in various international activities in and out of their countries

- Strong desire to gain practical skills of foreign languages (especially English) and knowledge from a broad range of liberal-arts subjects.

#### 1. Number of Students

2 <sup>nd</sup> year	7
3 <sup>rd</sup> year	1

#### 2. Application Qualifications

*Before the application period, applicants must send transcripts to AIU to confirm the expected number of credits to be transferred to AIU. Further information is found on P. 3.*

##### 【2<sup>nd</sup> Year Student】

Applicants must meet one of the following educational requirement criteria, (A)~(C). (Those who have already been enrolled at AIU are not eligible).

- (A) Graduated from a university, a junior college or a technical college, or be expected to graduate from one of these educational institutions by the end of March, 2018.
- (B) Completed two or more years of study at a higher vocational school (or the equivalent, as determined by the Minister of Education, Culture, Sports and Technology) by March, 2018 (limited to those who have an University Entrance Examination Qualification, as regulated by the School Education Law, Article 90).
- (C) Be a registered student at a university for one year or more and received 30 or more credits by the end of March, 2018.
- (D) Have attained the prescribed grade as a special non degree-seeking student of Akita International University

##### 【3<sup>rd</sup> Year Student】

Applicants must meet one of the following educational requirement criteria, (A)~(C).

(In principle, a student must have studied for the equivalent of two years or more at an English-medium institution of higher learning, of which one year was spent at an institution outside of Japan).

- (A) Graduated from a university, junior college, technical college, or expected to graduate from one of these educational institutions by the end of March, 2018.
- (B) Completed two or more years of study at a higher vocational school (or the equivalent, as determined by the Minister of Education, Culture, Sports and Technology) by March, 2018 (limited to those who have the University Entrance Examination Qualification, as regulated by the School Education Law, Article 90).
- (C) Be a registered student at a university for two years or more and received 60 or more credits by the end of March, 2018.

### 3. Credit transfer and status at AIU after Enrollment

Regardless of a student's year status when transferred, only credits with a grade corresponding to a "C-" or above by AIU standards (at least 70% of maximum credit in course assignments and exams) are transferrable. In addition, the number of credits in a course or courses transferred must be no less than the number of credits of the corresponding AIU course/courses. Maximum number of credits acceptable for transfer to AIU is 30 credits when the instruction of courses was in English and 18 credits for other cases. However, when a student is admitted as a 3<sup>rd</sup> year transfer student and has already earned 30 credits or more at a foreign university, the study abroad requirement is considered sufficient, and in this case, the maximum number of acceptable credits for transfer will be 60 and courses transferred must match the content of existing AIU courses. Course requirements not satisfied by transferred credits must be completed by courses taken at AIU. If 60 credits are approved for transfer, then the student will be admitted with a Junior status. In other cases, the student will be admitted with a Freshman or Sophomore status.

The transfer of credit is examined and approved after enrollment. Even if a student is admitted as a 2<sup>nd</sup> or 3<sup>rd</sup> year transfer student, the student's class status might be a freshman or sophomore due to the potential of credits not receiving approval. We highly recommend you to request an estimate of credits transfer in advance.

#### 【Classification of Status of Students at AIU】

Class	Credits Earned
Freshman	28 or lower
Sophomore	29 - 60
Junior	61 - 92
Senior	93 or above

Applicants must submit an official transcript and other academic documents (e.g., syllabi in English) by which AIU can identify the contents of each completed course and the number of total credits the applicant has earned. These documents must reach AIU by Tuesday, October 10, 2017.

Applicants are required to submit the documents to:

Akita International University  
Admissions Office  
Yuwa, Akita-city, 010-1292 Japan

\* Please write on the envelope "Documents of Confirmation for Spring Semester Admission as a Transfer Student."

#### 4. Application Requirements

##### (1) Language Ability

###### 【2<sup>nd</sup> Year Student】

Applicants must present a valid score of 71 points or higher on the TOEFL iBT<sup>®</sup> TEST, 530 or higher on the TOEFL<sup>®</sup> PBT TEST, or 6.5 or higher on the IELTS.

*NOTE: The score must be valid through the end of the application period.*

###### 【3<sup>rd</sup> Year Student】

Applicants must present a valid score of 79 points or higher on the TOEFL iBT<sup>®</sup> TEST, 550 or higher on the TOEFL<sup>®</sup> PBT TEST, or 6.5 or higher on the IELTS.

*NOTE: The score must be valid through the end of the application period.*

##### (2) Residential Status

Applicants who are not Japanese citizens or who do not have permanent residence status are requested to acquire a status of residence that has no obstacles to university enrollment according to the Immigration Control and Refugee Recognition Law in order to enter Japan by the end of March, 2018.

#### 5. Application Period

Monday, October 23, 2017, through Monday, November 6, 2017

- Application materials must reach AIU by November 6, 2017, without fail.

#### 6. Application Procedure

Applicants must post all required documents to AIU by registered air mail, or bring the documents directly to AIU. If the application materials are brought to AIU directly, it must be brought between 9:00 a.m. and 5:00 p.m., Japan time, Monday through Friday. If the documents are posted, they must be registered and sent by express mail. Overseas mail must be also registered and sent by air. The enclosed documents must be in an envelope addressed to AIU, with “Applicant Materials for Spring Transfer Admissions Enclosed” written in red.

Post application and direct all inquiries to:

Admissions Office

Akita International University

Yuwa, Akita 010-1292, Japan

Postal code is unique to AIU so that it is not necessary to write a street address.

Website: <http://web.aiu.ac.jp/en/> E-mail: [info@aiu.ac.jp](mailto:info@aiu.ac.jp)

#### 7. Application Documents

Name of Document(s)	Remark
1. Application Form	Please complete in English or Japanese.

2. Admission Form and Photo Form for Examination	<p>① Please complete in English or Japanese.</p> <p>② Please attach your photo to the form. The photo must have been taken within three months of application and be 3x4 cm, full frontal face, and of the upper half of your body. Please make sure not to wear a hat.</p>
3. Statement of Purpose	Please write in English (approximately 500 words).
4. Diploma	<p>Please submit proof of graduation or expected graduate certificate from a university, junior college or technical college. Applicants who apply with the above-mentioned application qualification (C) must submit a certificate of student enrollment or a certificate of enrollment period.</p> <ul style="list-style-type: none"> <li>• For documents issued in a language other than English or Japanese, please attach a Japanese or English translation, notarized by a Japanese embassy/consulate or an appropriate public office in your country.</li> </ul>
5. Transcript from University(ies)	<p>Please submit a transcript from a university, junior college or technical college in a sealed envelope. Applicants who are currently taking courses at their university, junior college or technical college must submit a certificate of course registration in which the expected number of credits is made clear.</p> <ul style="list-style-type: none"> <li>• For documents issued in a language other than English or Japanese, please attach a Japanese or English translation, notarized by a Japanese embassy/consulate or an appropriate public office in your country.</li> </ul>
6. Transcript from High School	<ol style="list-style-type: none"> <li>1) Use the format designated by the Minister of Education, Culture, Sports, Science and Technology (MEXT) of Japan. This must be prepared and completely sealed by the principal of the high school from which the applicant graduated.</li> <li>2) Use the format designated by the Minister of Education if the applicant has completed 3 years at one of the National Colleges in Japan, or has graduated from an educational institution which is accredited by the Minister of Education to be equivalent to high schools in Japan, or has graduated from an overseas educational institution of Japan.</li> <li>3) Applicants who have completed a 12-year curriculum of courses at an accredited school outside of Japan or applicants who possess the equivalent of the above-mentioned standard after graduating from one of the high schools accredited by the Minister of Education must submit an original transcript from the school. The following documents must be submitted if the applicant has acquired one.</li> </ol>

	<ul style="list-style-type: none"> <li>• International Baccalaureate – copy of Certificate and transcript of 6 subjects of the final examination</li> <li>• <i>Abitur</i> (Germany) – copy of Certificate</li> <li>• <i>Baccalaureat</i> (France) – copy of Certificate and official transcript</li> </ul> <p>Applicants who have taken the Examination for Japanese University Admission for International Students (EJU) should submit an original document of the result. Original documents will be returned upon request.</p> <p>Note: For documents issued in a language other than English or Japanese, please attach a Japanese or English translation, notarized by a Japanese embassy/consulate or an appropriate public office in your country.</p> <p>4) Applicants who have completed a specialist training course designated by the Minister of Education, who have passed the University Entrance Qualification Examination, or have acquired a Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates, can submit an original certificate of the results instead of an original transcript from high school. Should the applicant have obtained a portion of the required credits at a high school or high schools, please submit an original transcript for each, as well.</p> <p>Note: All the original transcripts except for the result of the University Entrance Qualification Examination or a Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates must have been issued after April 1, 2017.</p>
7. Letter of Recommendation	<p>One letter of recommendation is required. The recommendation must be written by a faculty member who was responsible for the applicant at the last institution he/she attended, or by the current dean of faculty he/she is enrolled in, or by anyone in an equivalent position. The letter may be written in English or Japanese.</p>
8. Document which verifies English Proficiency	<p>Please submit a TOEFL® TEST or IELTS score document. You may request that ETS send the score document directly to us. Please make sure the document reaches AIU by <u>the last day of the application period</u>. Should you request that ETS send your TOEFL score to AIU, please note that AIU’s Institution Code is 8524.</p> <p>*If you are a native speaker of English, these documents are not required.</p>



9. Application Fee	<p>Please pay the Application Fee in one of the following ways:</p> <p>1. Deposit the fee of 17,000 JPY into the following account:  The Akita Bank, Ltd. Kawabe Branch (Code: 261)  Ordinary Deposit Account  Account Number: 182072  Account Name: Kokusai Kyoyo Daigaku  President Norihiko SUZUKI  SWIFT Bank ID code: AKITJPJT</p> <p>* Any service charges to be incurred both inside and outside Japan must be paid by the applicant. Please ask a teller to use the code "OUR" in the field "71A: Details of Charges," when your bank remits the money by "SWIFT" in order that the beneficiary, AIU, will receive the full amount. If your teller uses "BEN" meaning "Beneficiary," or "SHA" meaning "Share," you will have to make an additional wire transfer to complete the full required payment.</p> <p>2. For applicants who are in Japan or whose relatives are in Japan, please send an Exchange Note for 17,000 JPY issued by the post office.</p> <p>* When getting an Exchange Note, please send it with a letter in which the name of the applicant is shown.</p> <p>* Please note that the Application Fee will not be refunded under any circumstances.</p>
10. Return Envelope	<p>Please enclose a designated self-addressed return envelope (applicant's name and address in Japan) with a 372 yen worth stamp.</p> <p>* You do not need to enclose a return envelope if you wish to send it overseas.</p>

\* In principle, documents and materials submitted will NOT be returned to you.

### 8. Screening Process

Screening is based on documents submitted (English Proficiency, Statement of Purpose, Letter of Recommendation, transcripts, etc.), an English essay examination and interview.

### 9. Exam Schedule

- 1) Exam Dates: November 25, 2017 and November 26, 2017.
- 2) Time Schedule:

	Assembly Time	Exam Time	Subject Matter
25 <sup>th</sup> (Sat)	❖ We will notify you at a later date		Interview
26 <sup>th</sup> (Sun)	9:40	10:00 - 11:30	English Essay

❖ Please note that the assembly time on the 25<sup>th</sup> (Sat) will differ dependent on your

Examination Number which will be sent to you along with your Examination Admission Packet.

#### **10. Exam Location**

Akita International University Campus: Yuwa, Akita city, Akita prefecture, 010-1292

- 10 minutes by car from Akita Airport and JR Wada Station
- \*On the day of exams, a roundtrip shuttle bus from JR Akita Station will be available. The bus schedule will be sent to you along with your Examination Admission Packet.

#### **11. Interview**

- 1) Based on submitted documents, individual interview in Japanese and English will be held.
- 2) Papers/materials will not be allowed in the interview room.

#### **12. Notice**

- 1) You must bring your Examination Admission Form to your exam. If you forget to bring it, you must quickly go to the Examination Administration building and receive a temporary Examination Admission Form. Please do not discard your Examination Admission Form; it will also be required after the exam for entrance registration.
- 2) Please arrive and be seated in your exam classroom 20 minutes prior to exam time.
- 3) The English Essay must be completed within 30 minutes. No extra time will be allowed.
- 4) In principle, late exam takers will not be allowed.
- 5) In order for instructors to easily identify you, place your Examination Admission Form face-up on your desk.
- 6) Items allowed during the English Essay include, a HB lead pencil (or mechanical lead pencil), pencil sharpener, eraser, and clock/watch (one with only a clock function). Earplugs are not allowed since directions from the instructor may not be heard.
- 7) Borrowing or lending items between exam takers during the exam is strongly disallowed.
- 8) Mobile phones must be turned off and stowed away.
- 9) Please prepare your own lunch.
- 10) Caution: Please be aware that there may be scam individuals or parties around the AIU neighborhood and JR Akita Station that claim they will notify you of your exam results by taking down your personal information. They are unequivocally not associated with Akita International University. AIU will contact you directly of exam results.
- 11) In the case of a health emergency, please bring your health insurance card.
- 12) A preview of the campus is limited in the afternoon on the day before your exam date only; a preview of the classroom is not allowed.
- 13) Any additional information will be included in your Examination Admission Packet.

#### **13. Date of Announcement**

Monday, December 4, 2017.

The application numbers of successful applicants will be posted in front of the entrance hall of the AIU Administration Building at 1:00 p.m. and on the AIU website

(<http://web.aiu.ac.jp/en/>) at 2:00 p.m. JST. Successful applicants will receive a letter of acceptance. AIU will not respond to any inquiries regarding the results of the examination.

#### 14. Entrance Procedure Period

Tuesday, December 5, 2017 through Thursday, January 11, 2018.

#### 15. Fees and Expenses for 1<sup>st</sup> Year Students

(1) Matriculation Fee:

423,000 JPY (282,000 JPY for residents of Akita prefecture).

A matriculation fee invoice will be sent with the letter of acceptance. Successful applicants must pay the matriculation fee by the period specified on the invoice. Your acceptance will be revoked if the fee is not sent by the designated date. Expenses for sending the matriculation fee must be paid by the applicant. Please note that the matriculation fee will not be refunded under any circumstance.

“Residents of Akita prefecture” refers to those who satisfy one of the following criteria:

- a) Those who will have continuously lived in Akita prefecture for one year or more by the date of matriculation, April 1, 2018.
- b) Those whose spouses or relatives within one generation will have continuously lived in Akita prefecture for one year or more by the date of matriculation, April 1, 2018.
- c) Those whom the President of Akita International University authorizes.

(2) Tuition: 696,000 JPY/year

Should the amount of tuition fee be changed, the new tuition fee will be applied at the time of revision. In principle, the tuition fee is paid separately each semester.

<u>Tuition per semester</u>	<u>Payment Deadline</u>
Spring Semester 348,000 JPY	May 1, 2018
Fall Semester 348,000 JPY	October 1, 2018

(3) Reduction or Exemption of Tuition Payment

AIU may reduce or exempt tuition payments of students who have extreme difficulty in paying tuition due to financial problems or unforeseen circumstances. Details will be informed to students after enrolled.

(4) Residence Hall Fee: Approximately 463,400 JPY/year

In principle, those admitted as transfer students will be required to live in the dormitory for 1 year.

The current fee is an estimate, which includes board (three meals a day on weekdays and two meals a day on weekends and holidays) – excluding summer, winter and spring breaks – and housing with utilities for one year. Students can stay at the Residence Hall during breaks with separate payment for board.

Should the Residence Hall fee be changed, the new fee will be applied at the time of revision. In principle, the new fee is paid each semester separately.

<u>Residence Hall Fee per semester</u>		<u>Payment Deadline</u>
Spring Semester	218,200 JPY	March, 2017
Fall Semester	245,200 JPY	August, 2017

(5) Other expenses

- (a) National Health Insurance (Approximately 25,000 JPY/year)
- (b) Personal Health Insurance (2,430 JPY/two years, 3,620 JPY/three years)
- (c) Student Activity fee (26,000 JPY)
- (d) Guardian Association fee (20,000 JPY)
- (e) Alumni Association fee (20,000 JPY)
- (f) Influenza Immunization fee (3,000 JPY/year)

\*Detailed information including the cost of textbooks and TOEFL® TEST will be provided with the admission procedure information.

\*Please note that the period covered by the Personal Health Insurance is April through March, thus the premium for those admitted in Fall will be different from those admitted in Spring.

\*The above amount is accurate for the Academic Year 2017 and subject to change.

## 16. Study Abroad

As a rule, students must spend one year studying abroad at a partner university. Partner universities for the study abroad program include 185 universities in 47 countries and regions as of July, 2017. Please be aware that some universities may require additional tuition fees.

\*If a 3<sup>rd</sup> Year Transfer Student satisfies all conditions below, the student may be exempt from the study abroad requirement.

- a) Has a TOEFL iBT®TEST score of 92 or higher or/and TOEFL®PBT/TOEFL ITP® TEST score of 580 or higher, or/and a IELTS score of 6.5 or higher.
- b) Has experienced study abroad for at least one academic year or longer at another accredited university before the transfer to AIU.
- c) Requests to waive the study abroad requirement.