

September 2022 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) Mission Statement

With its innovative international liberal arts educational philosophy, Akita International University aspires to prepare students to be leaders in global society.

The International Liberal Arts education at AIU enables students to acquire a broad scope of knowledge and sharpen analytical thinking skills while gaining insight into various critical issues that are confronting the world and develop in them a global outlook, and equip 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 a 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

- 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 200 partner universities/colleges in 51 countries/regions (as of November, 2021).
- 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) Future Students

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

Successful applicants should be equipped with:

- A balanced basic academic competencies across the broad fields of humanities, the natural and social sciences, as well as logical, critical and creative thinking skills, and an outstanding ability or experience in specific areas that they are enthusiastic about further developing within the scope of their learning
- A 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

- A 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 nd year | 1 |
| 3 rd 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.

【2nd Year Student】

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

- (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 August 2022.
- (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 August 2022 (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 August 2022.
- (D) Have attained the prescribed grade as a special non degree-seeking student of Akita International University

【3rd 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 August 2022.
- (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 August 2022 (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 August 2022.

Applicants must submit an official transcript and other academic documents (e.g., ①syllabi in English, ②a document that indicates information on class hours, ③a document that indicates information on grading system, and ④a document that indicates information on the institution's accreditation) by which AIU can identify the contents of each completed course and the number of total credits the applicant has earned. Also, please enclose a document that includes applicant's name, home address, E-mail address, and phone number. These documents must reach AIU by Friday, January 7, 2022.

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 Fall Semester Admission as a Transfer Student."

※Due to the restructuring of undergraduate programs, the "2021 curriculum" will be applied to students who matriculate AIU in April 2021 and after, however, the "2008 curriculum" will be applied to students who matriculate AIU as a 3rd Year Student in Fall 2022.

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 3rd 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 2nd or 3rd 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 |

4. Application Requirements

(1) Language Ability

【2nd Year Student】

Applicants must present a valid score of 71 points or higher on the TOEFL iBT[®] TEST, 530 or higher on the TOEFL[®] PBT TEST, or 6.5 or higher on the IELTS[™].

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

【3rd Year Student】

Applicants must present a valid score of 79 points or higher on the TOEFL iBT[®] TEST, 550 or higher on the TOEFL[®] PBT TEST, or 6.5 or higher on the IELTS[™].

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

※As a consideration for the COVID-19 situation, the following English qualifications will be accepted in addition to the above for the 2022 entrance examination.

- TOEFL iBT[®] Home Edition
- IELTS[™] Indicator
- Computer-delivered IELTS (CD IELTS)

(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 August, 2022.

5. Application Period

Tuesday, February 1, 2022, through Friday, February 25, 2022.

- Application materials must be postmarked by Friday, February 25, 2022, without fail.

6. Application Procedure

Applicants must post all required documents to AIU by registered air mail. The documents 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 Fall Transfer Admissions Enclosed” written in red.

Post application and direct all inquiries to:

Admissions Office

Akita International University

193-2 Okutsubakidai Tsubakigawa Yuwa, Akita 010-1292, Japan

Website: <https://web.aiu.ac.jp/en/> E-mail: ugrad@gl.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 | ① Please complete in English or Japanese. 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. |
| 3. Statement of Purpose | Please write in English (approximately 500 words). |
| 4. Diploma | Please submit the original certificate of graduation or expected graduate certificate from a university, junior college or technical college in a sealed envelope. Applicants who apply with the above-mentioned application qualification (C) must submit the original certificate of student enrollment or a certificate of enrollment period in a sealed envelope. (A copy is not acceptable.) <ul style="list-style-type: none"> • 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. |
| 5. Transcript from University(ies) | Please submit the original 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 the original certificate of course registration in which the expected number of credits is made clear. (A copy is not acceptable.) <ul style="list-style-type: none"> • 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. |
| 6. Transcript from High School | 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. (A copy is not acceptable.) 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. (A copy is not acceptable.) |

| | |
|-----------------------------|---|
| | <p>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.</p> <ul style="list-style-type: none"> • International Baccalaureate – copy of Certificate and transcript of 6 subjects of the final examination • <i>Abitur</i> (Germany) – copy of Certificate • <i>Baccalaureat</i> (France) – copy of Certificate and official transcript <p>Applicants who have taken the Examination for Japanese University Admission for International Students (EJU) should submit the original document of the result. Original documents will be returned upon request. (A copy is not acceptable.)</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, 2021.</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 and should be in a sealed envelope.</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>*Scores downloaded from websites or photocopies will not be accepted as certificates.</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 Monte Cassim 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 400 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: Monday, March 14, 2022.

2) Time Schedule:

| Subject Matter | Schedule | Exam Time |
|----------------|--|------------------------------------|
| English Essay | Friday, March 4, 2022 (noon) to Saturday, March 5, 2022 (5:00 p.m.) (Japan Time) | Submitted in advance |
| Interview | Monday, March 14, 2022. | We will notify you at a later date |

10. Exam Location

Online

11. English Essay

We are using the service "Google Form." Please submit an answer sheet in advance.

Please be sure to submit it within the above period. The details of how to submit will be announced separately.

12. Interview

We will use a live interview system called "HARUTAKA" provided by ZENKIGEN Corporation. The interview will be conducted in both English and Japanese based on the contents of the "Personal Appeal Form" and other documents that you submit.

Details of the interview process and how to use the system will be announced separately.

13. Prepare for the English Essay

① PC (Microsoft Word)

You are required to submit your English essay in a Word format specified by the university.

You will be asked to type directly into the file and submit your answers via Google Form.

② Internet Connection

You are required to submit an answer sheet online. Please prepare an Internet connection and ensure that you have an Internet speed of 10Mbps in the environment where you will actually submit your answers.

*For the Internet speed test, enter "speed test" in Google's search window, and you will find several measurement sites. (It takes about 30 seconds)

*Please check if the download/upload speed is more than 10Mbps by performing a speed test. If you cannot guarantee a sufficient network speed, it may take some time to upload the answers (Word file). In addition, we will not accept any answer sheet after the submission period. Please make sure you have enough time to submit it within the specified period.

14. Prepare for the WEB interview

① Internet Connection

You are required to take the interview online. Please prepare an Internet connection and ensure that you have an Internet speed of 10Mbps in the environment where you will actually submit your answers.

*For the Internet speed test, enter "speed test" in Google's search window, and you will find several measurement sites. (It takes about 30 seconds)

*Please check if the download/upload speed is more than 10Mbps by a speed test. If you cannot guarantee a sufficient network speed, please be sure to contact the Admissions Office of Akita International University in advance.

*The Internet speed may change depending on the condition of the same line. Please tell your family members to not use the same Internet connection at the time of the interview.

We recommend a private room at home or school for the interview. Please make sure that no one else is in the same room with you during the interview.

② PC with a Camera

Please prepare the following OS/browser to conduct the interview.

*The use of Google Chrome is recommended.

*You can also use a smartphone, but for stability reasons, we recommend using a computer.

| Device / OS | | Browser |
|--|---------------------|---------------------------------|
| PC | | Chrome (Latest version) |
| Windows 8.1 or higher / Mac HighSierra or higher | | Microsoft Edge (Latest version) |
| Smartphones / Tablets | iOS13 or higher | Safari (Latest version) |
| | Android 5 or higher | Chrome (Latest version) |

*In case of network trouble, we may use alternative tools such as Zoom or Google Meet. The university will send the URL for the web interview to the PC email account registered with Harutaka. Please make sure that you can receive emails from @gl.aiu.ac.jp.

③ Earphone Microphone (Headset)

The university recommends using an earphone microphone or headset to avoid surrounding noise.

*To ensure stability, please refrain from using Bluetooth earphones and use a wired earphone microphone.

④ PC Email Account

To conduct the interview online, we will use your PC email to send important information in advance.

*Please make sure to prepare your Gmail account in advance.

*If you have specified a domain name in your email settings, there is a possibility that your email will not reach you or will be classified as spam. Please make sure to set @gl.aiu.ac.jp and @harutaka.jp as domains that you can receive.

15. Notes on the Examination

< English Essay >

- (1) The answers to the English essay must be written and submitted by the applicant.
(Corrections by a third party or a substitute will not be accepted.)
- (2) The applicants must not change the answer format (Word file) specified by the university.
- (3) Applicants must not share the URL or link information for the examination with any third party.
- (4) Applicants must not leak or publish the examination questions. Applicants are responsible for any copyright violations that may occur due to unauthorized distribution.

< WEB Interview >

- (1) Applicants must not share the URL or link information for the examination with any third party.
- (2) Applicants must not let their family members, teachers at high schools or cram schools, or any other third party observe the selection process.
- (3) Only the applicant, the interviewer, and the staff member of the university will be allowed to enter the interview room.
- (4) The university will record the interview, but it is prohibited for applicants to take pictures, record, or broadcast the interview to other places online.
- (5) Please contact the Admissions Office of Akita International University as soon as possible if you have difficulty entering the room due to a problem with the Internet connection or devices on the interview day.
- (6) If you cannot take the interview on time due to the above problems, you will be required to attend the interview on another date. Please make sure to keep [Tuesday, March 15, 2022] open as a backup date for the interview.
- (7) Please note that the start time of the interview may be slightly earlier or later depending on the status of the interview of the previous applicant.
- (8) Before the interview starts, please connect any devices to a power supply and close all other web pages and applications except for the interview room.
- (9) If there is a problem with devices or network connection before or during the interview, the university will contact the applicants by phone. Please be ready to answer the phone.
- (10) The interviewer will confirm your name and examination number before the interview begins, so please have your examination ticket ready.
- (11) Due to unforeseen circumstances, such as the spread of a new coronavirus infection or a natural disaster, the university may determine that it is not possible to conduct the entrance examination according to the schedule and examination content announced in these guidelines. In such cases, we will announce changes to the dates of the examination, the examination content, etc., on our website. The University will not be responsible for any costs or personal disadvantage caused by the above unforeseen circumstances.

16. Date of Announcement

Tuesday, March 22, 2022.

The application numbers of successful applicants will be posted on the AIU website (<https://web.aiu.ac.jp/en/>) at 2:00 p.m. JST. In addition, successful applicants will receive a letter of acceptance. AIU will not respond to any inquiries regarding the results of the examination.

17. Admission Procedure Period

Wednesday, March 23, 2022 through Friday, April 15, 2022.

18. Fees and Expenses for 1st 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, September 1, 2022.
- 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, September 1, 2022.
- c) Those who graduated high schools in Akita
- d) 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> |
|-----------------------------|-------------------------|
| Fall Semester 348,000 JPY | October 1, 2022 |
| Spring Semester 348,000 JPY | May 1, 2023 |

(3) Residence Hall Fee: Approximately 494,595 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> |
|--|-------------|-------------------------|
| Fall Semester | 287,235 JPY | Mid August, 2022 |
| Spring Semester | 207,360 JPY | Late March, 2023 |

(4) Financial Support

AIU has its own tuition reduction program for students who have extreme difficulty in paying tuition due to financial difficulties or unforeseen circumstances. Details will be announced after admission. Please also note that information on scholarship and other financial aid programs will be distributed after your matriculation.

(5) Other expenses

- (a) Personal Health Insurance (2,430 JPY/two years, 3,620 JPY/three years)
- (b) Student Activity fee (26,000 JPY)
- (c) Guardian Association fee (20,000 JPY)
- (d) Alumni Association fee (20,000 JPY)
- (e) 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 2021 and subject to change.

19. Study Abroad

As a rule, students must spend one year studying abroad at a partner university. Partner universities for the study abroad program include 200 universities in 51 countries and regions as of November 2021. Please be aware that some universities may require additional tuition fees.

*If a 3rd 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.

20. Vaccinating against the Coronavirus

Our campus is a place where learning and living are integrated. Therefore, our learning environment entail classes that focus on discussion and group work, and with mandatory dormitory on campus students sleep and eat within the same facilities in order to further foster self-development. From April 2022, we plan to re-open our doors to exchange

students from partner universities from around the world, allowing for study, extracurricular activities, and living together with international students to commence once again.

Since our campus is a unique environment, we ask for your cooperation in vaccinating against the Coronavirus, except in cases where there is special health concerns. We thank you in advance for your cooperation.

In addition, we would like to emphasize that the University takes the utmost consideration to ensure that any infected persons and/or unvaccinated persons do not suffer any potential discrimination or disadvantage.