



**AOYAMA GAKUIN UNIVERSITY (AGU)
SCHOOL OF GLOBAL STUDIES AND COLLABORATION (GSC)
Spring 2016 Application Instructions for Exchange Students**

Please read the list of the instructions below before applying for the School of Global Studies and Collaboration Exchange Program, Aoyama Gakuin University.

1. Eligibility

In order to apply for the School of Global Studies and Collaboration Exchange Program, you must:

- (1) be a student at one of Aoyama Gakuin University's partner institutions;
- (2) have a 2.5 G.P.A. or higher (4.0 scale)

2. Required Language Ability

The School of Global Studies and Collaboration requires exchange students to have the language ability equivalent to either of the below:

- (1) N4 Japanese Language Proficiency Test (JLPT) or above;
- (2) IELTS6.0 or TOEFL iBT 78 or above;
- (3) Native English speaker

Note: GSC (Sagamihara campus) provides "Japan Studies Program" (from Fall, 2015) with Japanese language classes for beginners and Japan studies courses in English. For this program, Japanese language requirement will be removed (under the condition that the student has adequate English language ability written above).

3. Application Materials

When you apply for GSC Exchange Program, you must submit all the following Materials. For "Application for Certificate of Eligibility", you need to submit it via email:

- Application for Admission*
- Letter of Recommendation
- Evaluation of Japanese Language Proficiency* (if applicable)
- Photocopy of Score Report of "Japanese Language Proficiency Test" (if applicable)
- Photocopy of Score Report of TOEFL or IELTS (Student not having Japanese Language Proficiency)
- Official Transcripts of Home University
- Statement of Academic Objectives (more than 1 page of A4 size)
- Information for Tutors*
- Certificate of Physical Condition*
- Original Official Bank Statement or Certificate of Scholarship
※It requires more than 800,000JPY to stay 1 year (400,000JPY to stay 6 months).
- Photocopy of valid passport
- 5 ID photos taken within 6 months (photos color copied are not acceptable)
- Application for Certificate of Eligibility*

Note: Please see the sample for each page when filling out the form. It MUST be submitted by email attachment to exchange@gsc.aoyama.ac.jp.

- Dormitory Application (The dormitory specified by GSC.)*

*available at the international office of your home institution



4. Certificate of Eligibility (COE)

AGU will, on behalf of Exchange Students, apply to the Tokyo Immigration Bureau for the Certificate of Eligibility. As soon as the Certificate is issued, it will be sent to your institution. You will need to bring the COE to local Japanese embassy or consulate and obtain Student Visa.

5. Dormitory Information and Applying for the Dormitory

GSC will require exchange students to live in the dormitory specified by the school. (Monthly rent for the accommodation will be waived based upon the agreements between universities.) Further details of the dormitory will be forwarded to your home institution separately.

The deadline for the dormitory application is the same as the exchange student application deadline.

6. Timeline for Admission

Spring Semester (April)	
November 15, 2015	Deadline for Exchange Application & Dormitory Application
Late December, 2015	Notification of admission to all the accepted exchange students (Email)
Late February, 2016	Welcome Package, including the Certificate of Eligibility* and the detailed information about orientation week, will be sent to your institution. *You will need to bring the COE and other necessary documents to local Japanese embassy or consulate and obtain Student Visa.
Late March-Early April, 2016	Orientations for Exchange Students
April 7, 2016	Classes begin