

SCHOOL OF GLOBAL STUDIES AND COLLABORATION (GSC)
AOYAMA GAKUIN UNIVERSITY (AGU)
Fall 2016 Application Instructions for Japan Studies Certificate Program

Please read the instructions below before applying to the School of Global Studies and Collaboration, Japan Studies Certificate Program of Aoyama Gakuin University.

1. Eligibility

In order to apply to the School of Global Studies and Collaboration, Japan Studies Certificate Program (GSC-JSCP), you must:

- (1) Be enrolled as a degree student at your home university;
- (2) Have completed at least one academic year of study at your home university; and
- (3) Be nominated by your home university. (An official coordinator's contact information from the home university is required.)

2. Required Language Ability

GSC requires international students whose first language is NOT English to have:

- (1) IELTS 6.0 or higher; or
- (2) TOEFL iBT 78 or higher

* If you would like to take courses in Japanese (besides the Japanese Language course), it is preferred that you have either one of the following language proficiency levels:

- Equivalency of JLPT N4 or higher
- More than one year of classroom study or self-study of Japanese

3. Application Materials

When you apply to GSC-JSCP, you must submit all the following materials. You need to submit the Application for Certificate of Eligibility via e-mail.

- Application form for GSC-JSCP Students *
- Nomination Letter
- Photocopy of score report of Japanese Language Proficiency Test (if applicable)
- Photocopy of score report of TOEFL or IELTS (if applicable)
- Official transcript of home university
- Statement of academic objectives (More than a page of A4 size.)
- Certificate of Physical Condition*
- Application for Certificate of Eligibility* (To be submitted via e-mail; Not required for students with Japan nationality.)
- Original official bank statement
(Minimum Japanese yen required: ¥ 1,200,000/year or ¥600,000/6 months)
- Photocopy of valid passport
- 5 ID photos (4 cm x 3 cm) taken in the last 6 months (Color photocopies are not acceptable. One photo should be pasted on the first page of this application form.)
- Course Registration List*
- Information for Buddies*
- Questionnaires on Internships * (if you are interested in participating in internships)

*AGU forms are available for download from the website.

4. Certificate of Eligibility (COE)

AGU will, on behalf of GSC-JSCP students, apply to the Tokyo Immigration Bureau for the Certificate of Eligibility (COE). As soon as the COE is issued, it will be sent to your home university. You will need to bring the COE to your local Japanese embassy or consulate and obtain a student visa.

5. Application Procedures

- A) Applicants send all required application materials by the deadline.
- B) GSC office will send a confirmation mail of receipt to applicants' registered e-mail address.
- C) After screening applications, results will be sent to applicants' registered e-mail address.
- D) GSC office will send an invoice and payment details for successful applicants.

6. Timeline for Admission

Fall 2016- Spring 2017	
April 30, 2016	Deadline for submission of application materials
June 2016	Notification of admission to all accepted GSC-JSCP students (by e-mail)
August 2016	A Welcome Package, including the Certificate of Eligibility (COE)* and detailed information about orientation week, is sent to your home university. *You will need to bring the COE and other necessary documents to your local Japanese embassy or consulate and obtain a student visa.
September 2016	Orientations for GSC-JSCP students
September 2016	Classes begin