2016

Graduate School Application Guidelines

Master’s Program
Doctor’s Program
(for Foreign Students)

Graduate School of Science and Engineering
Aoyama Gakuin University

For detailed information on the Graduate School of Science and Engineering and its entrance examination, please visit the official website of Aoyama Gakuin University (http://www.aoyama.ac.jp/)
The Educational Policy of Aoyama Gakuin

Aoyama Gakuin has as its aim education based upon the Christian faith and as its purpose the building up of persons who live in sincerity before God, who seek for truth with humility, and who actively take responsibility for all people and for society in a spirit of love and service.

The Mission of Aoyama Gakuin University

Aoyama Gakuin University is an educational and research institution based on the Educational Policy of Aoyama Gakuin which is to serve God and persons, contributing to society as the Salt of the Earth and Light of the World. Our institution nurtures persons who, with a sound understanding based on global perspectives, possess the wisdom and strength with which to discover and solve issues personally. This is achieved through a wide range of barrier free academic research that pursues service and commitment to humanity.

With respect for one another and the traditions of our institution, all faculty members, personnel and students are making an effort towards the creation of a university that is able to respond to the needs of its era.
**Developing Human Resources**

In order for the human race to continue to thrive, we have the responsibility to protect the natural environment and to create a social environment full of vitality. To accomplish such tasks, the innovation and development of science and technology becomes essential. The individuals capable of meeting such demands of society not only possess the insight and executive ability derived from their field of study but also the ability to oversee other related academic fields. Moreover, respect towards the environment and adherence to such humility are indispensable.

The Graduate School of Science and Engineering has its educational aim based upon the Christian faith to nurture individuals according to the school motto “The Salt of the Earth and The Light of the World”. Through its instruction in the specialized area of studies, the Graduate School of Science and Engineering educates individuals to be professional researchers devoted to international leadership.

In the Master’s Program, students are exposed to a wide range of classes including those that will become the foundation of their area of specialization. As a result, students grow to possess the earnestness and fundamentals which become necessary for learning and research.

In the Doctor’s Program, students develop the ability to conduct innovative research to become leaders in their field of study and acquire the knowledge essential for the growth and development of human culture.

**Educational Goals**

In the Master’s Program, students are provided a well-balanced curriculum of classes to broaden their perspective and English classes which focus on practicality as well as high-quality classes in their area of specialty. As a result, students not only acquire the knowledge and ability to apply such knowledge but also logical decision-making skills and language tools necessary for international conferences. Moreover, through the guidance of their research thesis, students discover the process of identifying and resolving problems.

In the Doctor’s Program, students take initiative in planning and conducting their research under the supervision of their professors. The prospective Doctor students become role models for other students by evolving into independent researchers who present and publish their work to the outside world. Finally, it is the goal of the program to nurture them to become researchers who conduct research at the forefront of science and technology.

**Curriculum Features**

The future of scientific research and its development lies in the hands of those who not only possess the knowledge and expertise in the various fields as well as their area of specialty but also the ability to apply their knowledge with a broad perspective. In order to nurture such talents, the Graduate School of Science and Engineering removed barriers which have existed among the eight areas of specialization. Requirements in areas such as English in science and technology, ethics in science and technology, environment and welfare are offered to help create outstanding individuals. By offering one major and eight areas (8 courses) of specialization, students can:

1. Pursue an area of interest regardless of the kind of undergraduate degree.
2. Register for classes both in and out of their area of specialization in addition to the required courses.
3. Conduct cutting-edge research which is made possible because of the cooperation and cohesiveness in the school among the various areas of specialization.
4. Carry out interdisciplinary research as well as explore completely new areas.

Furthermore, the Specialized Frontier Program was established to meet the needs of those who wish to pursue advanced areas of research. Those who wish to pursue studies by contributing to society through a more broad foundation of science can join the Interdisciplinary Frontier Program.
(1) Course system

The Graduate School of Science and Engineering consists of one department, the Department of Science and Engineering, which includes the following eight special courses.

(1) Fundamental Science Course:
Focusing in particular on mathematical science, materials science, solid-state physics, astrophysics, and atomic, molecular, and plasma physics, the course is planned to serve students with a broad spectrum of interests and objectives in the natural science. Also, the course is extending to new fields such as complex systems, strongly correlated quantum systems, physics of friction, earthquake, etc. The specialty studies cultivate the students’ ability to build models for a range of issues and solve problems.

(2) Chemistry Course:
The course consists of three fields: physical chemistry, organic chemistry and inorganic analytic chemistry. Focusing on a wide range of molecular systems that include individual molecules and tissues showing organic functions and many other functions, the course bases its studies on the primary viewpoint of chemistry and broadens and deepens the students’ knowledge of chemistry.

(3) Materials Science Course:
Focusing on the creation of substances with new functions, the course provides comprehensive studies concerning material design, device manufacture and other applications. Based on material physics, solid-state chemistry, materials science, thin-film engineering, electrical engineering and other fields, the course trains future leaders of most advanced materials science who are well informed on a broad range of issues.

(4) Biological Science Course:
The rapid progress in biological science is not only expanding new frontiers of science and technology, but also beginning to influence the human society. The aim of the Biological Science Course is to provide students with fundamental knowledge of molecular biology as a common basis to work in this wide field and to develop abilities to plan and carry out research on their own by joining the ongoing research on the structure, function and regulation of the biological molecules. Taking advantage of being a member of The Graduate School of Science and Engineering, we also encourage students to take part in the technical advancements in this field.

(5) Electrical Engineering and Electronics Course:
A broad range of laboratories, including circuit systems, communication theory, and materials accept graduate students. With the aim of establishing themselves as engineers and researchers, the students are focused on fields that support the foundation of modern societies and include energies, measurement/control, information/communications, electronic devices, materials and any related fields. Emphasis is placed on directed research and, in the process; we endeavor to provide students with the ability to think independently make discoveries and solve problems. Students advancing to the course need clear study goals to establish themselves as engineers and researchers.

(6) Mechanical Engineering Course:
This course trains engineers and researchers who will contribute to the sustainable development of humanity by creating instruments and systems with superior performance. In other words, students base their studies on a broad range of viewpoints, such as energy, environment, safety and ethics, while deepening their understanding of shapes, mechanisms, and the dynamic actions of materials. Combining a range of factors, such as machines and intelligence, the course enables students to acquire advanced skills in information processing, measurement and analysis. The research and guidance foster comprehensive skills in the students, enabling them to identify and solve problems.

(7) Intelligence and Information Course:
Based on keywords that include knowledge processing, human interface and computer networks, the course covers a wide range of fields from engineering to business specializations. Leading the world in artificial intelligence and robotics, areas that are
currently attracting considerable attention, the course has a Specialized Frontier Program for graduates from the science and engineering departments to augment their expertise. The course also has an Interdisciplinary Frontier Program that uses latest network technologies to develop business and accepts graduates from departments other than science and engineering. Both programs require applicants to make prior contact with the teacher of the laboratory they want to enter, ask and solve questions, and clarify the field of study. The objective is for the student to clearly explain his or her intention to the teacher, thereby making their research in the graduate school fruitful.

(8) Management Technology Course:
The course teaches advanced management technologies applied in production systems, supply chain, business management, environmental management, quality management, and other related areas. By conceptualizing those technologies, the course emphasizes advanced data analysis, system modeling, and optimization techniques. The course enables students to acquire deep understanding the essence of advanced Japanese management systems, such as production systems, total quality management.

(2) Educational programs
The Graduate School of Science and Engineering aims to train talented individuals that can accurately assess the latest results of science and engineering and send the assessments to the society. In addition, the School aims at developing profound knowledge and research skills in a range of specialties.

For that purpose, the Master’s program include two educational programs: the Specialized Frontier Program and the Interdisciplinary Frontier Program.

As is the tradition in the Master’s Program, the Specialized Frontier Program is targeted at the most advanced studies on different specialties. Students are required to submit a master’s dissertation based on these studies before completing the course. The objective is for students to deepen their studies in their specialties of science and engineering, and develop into talented individuals that can take the lead in the most advanced studies and applications of their specialties.

The Interdisciplinary Frontier Program is concerned with studying a broad range of fields from different courses. Students are required to submit a doctor’s dissertation summarizing technological research and analyses, such as the involvement of technologies in society and culture, before completing the Master’s Program. In other words, the Program is intended to train talented individuals that will be able to assess the technological results from the perspective of social activities, and to estimate the technological needs of social and economic activities. Graduates from the course will join a think tank, enter the field of journalism or suchlike.

(3) The concurrent charge of course
Among the faculty of the Graduate School of Science and Engineering, an teacher who meets both following i) ii) condition can become an approved the course additional post (the concurrent charge of course).

Teachers are approved the course additional post by the screening in our graduate school based on the hope of the entrance examination passer.

When specialization course you wish to enroll, and the specialization courses of the teacher you would like to be taught are different, please report to a teacher hoping at the time of an application by all means.

i) The teacher who develops into the border domain has a study to specialize in steps over the research field of the other professional course.

ii) The student who assumes the study in a border domain stepping over the field (the subject) hopes for the teacher belongs to different professional course.

Applicants need the approval of the teacher by whom they want to be taught. Applicants for the Doctorate Course in the first term must choose between a Specialized Frontier Program and a Interdisciplinary Frontier Program.

Note: If you are applying as a publicly sponsored foreign student, follow the procedures that start on page 10.
[1] About foreign students

Foreign students at this University are those who have passed the first and second entrance examinations at the Graduate School after coming to Japan for the purpose of entering the School, and are allowed to enter the University after completing a specified procedure. The Master’s and Doctor’s Program last two and three years, respectively. Students completing the course are allowed to acquire a master’s or doctor’s degree.

[2] Classification of departments, courses and degrees that accept applications

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Degree (Master’s Program)</th>
<th>Degree (Doctor’s Program)</th>
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<tbody>
<tr>
<td>Graduate School of Science and Engineering</td>
<td>Fundamental Science Course</td>
<td>Specialized Frontier Program: Master of Science or Doctor of Science</td>
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<tr>
<td>Department of Science and Engineering</td>
<td>Chemistry Course</td>
<td>Master of Engineering</td>
<td>Doctor of Engineering</td>
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<td></td>
<td>Materials Science Course</td>
<td>Interdisciplinary Frontier Program: Master of Philosophy</td>
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<td>Biological Science Course</td>
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<td>Electrical Engineering and Electronics Course</td>
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<td>Management Technology Course</td>
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<td></td>
<td>Specialized Frontier Program: Master of Science or Doctor of Science</td>
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<tr>
<td></td>
<td>Interdisciplinary Frontier Program: Master of Philosophy</td>
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</table>

[3] Maximum number of applicants accepted

A few students for each course

[4] Time and year of entrance

Students enter the Graduate School in April. Their school year starts on April 1 and ends on March 31 the next year.

[5] Requirements for application (Apply after obtaining the approval of the teacher by whom you want to be taught.)

Master’s Program: Accept students who have completed a 16-year school education in another country or are expected to complete it by March 2016, or those whom the Graduate School deems as having abilities that are at least as equivalent to university graduates. Applicants are required to fill in and send the Study Plan (enclosed with the application documents) to the Academic Affairs Division, Sagamihara Campus. Be sure to apply after obtaining the approval of the teacher by whom you want to be taught.

Doctor’s Program: Accept students who have a degree from an overseas university equivalent to a master’s degree or are expected to acquire it by March 2016, or those whom the Graduate School deems as having abilities that are at least
equivalent. Applicants are required to fill in and send the Study Plan (enclosed in the application documents) to the Academic Affairs Division, Sagamihara Campus. Be sure to apply after obtaining the approval of the teacher by whom you want to be taught.

Note: All classes, seminars, experiments and guidance in this Graduate School are given in Japanese. Students taking them need to be adequately fluent in Japanese.

[6] Selection process

The selection of applicants is based on the first examination (papers) and second examination (written and oral). Only those who pass both of these examinations and who have completed the first and second an entrance procedure are allowed to enter the Graduate School.

The results of the first examination are sent prior to the end of July. Students who have passed the first examination will also be notified of the details of the second examination, including the subjects, date and place.

Notes:  
(1) Notice of passing the first examination certifies that the student is allowed to attempt the second examination. A Certificate of Passing is not issued until the student passes the second examination.
(2) It is unacceptable to reissue the notice of passing of the first examination, or extend the period of its validity.
(3) It is not possible to change the department of first choice after passing the first examination.


Applicants with physical disabilities who require special treatment for admission processes and school life shall consult personnel at the office above before submitting application documents.
1. First examination

(1) Period during which applications are accepted

1st period: Friday, August 14 - Friday, September 4, 2015
2nd period: Friday, December 4, 2015 - Friday, January 8, 2016

(Applications should be postmarked no later than the final date of acceptance.)
Be sure include the application documents and the fee for the first examination.

(2) Address for applications and contact

5-10-1 Fuchinobe, Chuo-ku, Sagamihara, Kanagawa 252-5258

Aoyama Gakuin University (Sagamihara Campus)
The Representative for Graduate School of Science and Engineering,
Academic Affairs Division
Phone 042-759-6033 (Direct)
Phone 042-759-6000 Extension: 42027

(3) The following is a list of documents that need to be submitted when filing an application (one copy each):

1. A foreign student application form for admission to the Graduate School of Aoyama Gakuin University (The form is specified by the University and must be filled in by the applicant.)
2. A photograph of the applicant, including the upper part of the body, without a cap or hat, no background color, 4 cm high x 3 cm wide, taken no more than three months prior to the application, to be pasted on the application form
3. A letter of recommendation (the form specified by the University)
4. A letter of guarantee (The form is specified by the University and must be signed by the guarantor. The guarantor must be able to guarantee the applicant’s qualifications and should be a resident of Tokyo or the neighboring areas.)
5. A certificate of graduation or completion or a certificate of expected graduation or completion of the last school the applicant attended
6. A list of the applicant’s grades from the last school from which the applicant graduated (must be in either Japanese or English)
7. Students applying for the Master’s Program: A certificate of Japanese proficiency (the form specified by the University)
   Either of the following certificates can be submitted instead of “A certificate of Japanese proficiency.”
   i) a copy of EJU (Examination for Japanese University Admission for International Students) :over 240 points, or
   ii) a copy of Level 1 of JLPT (Japanese Language Proficiency Test Certificate)
8. Students applying for the Doctor’s Program: A summary of the master’s dissertation (in either Japanese or English, not necessary if the applicant is from a graduate school that does not require the submission of a master’s dissertation) and a list of study results
9. Please submit the either i) or ii) below.
   i) certificate of residence (the information such as status of residence, period of stay, date of expiration and residence card No. should be provided)
   ii) photocopies of passport (the page of name, nationality and status of residence should be provided)
10. Study Plan (about 2000 Japanese words or a paper(A4sized) in English)
11. Address label: Two copies (the form specified by the University, used for mailing the notice of the first examination results)
Note: If the document indicated in 5. or 6. above is in a language other than Japanese or English, it must be translated into either Japanese or English. The translation needs to be checked and authorized by a public organization. Submission of a certificate of expected graduation must be followed by a certificate of graduation or completion after the applicant graduates.

(4) The first examination fee

10,000 yen: Applications from any part of Japan must be paid using a postal money order. Applications from overseas must be paid only using a yen-denominated bank check. The examination fee must be enclosed with the application documents.

Notes: (1) The examination fee for 2016 has not yet been determined. If it is revised, the new amount will apply.
(2) The application is invalid if any of the above documents are missing or incomplete or if the acceptance period has expired.
(3) Documents and fees that have been submitted will not be returned under any circumstances.

2. Second examination (only for applicants who have passed the first examination)

(1) Procedure

If you receive notification that you have passed the first examination, fill in the admission ticket for the second examination (the form specified by the University) and the address labels and mail them with the second examination fee no later than the date specified. When you have completed the examination procedure, you will be notified of your examinee number. On the day of the examination, present your passport to the Academic Affairs Division, (1st floor of Sagamihara Campus, Aoyama Gakuin University) to obtain your admission ticket. Be sure to bring your admission ticket on the day of the examination and the day that the examination results are announced.

(2) Deadline for submitting applications:

1st period: Wednesday, September 30, 2015
2nd period: Friday, January 29, 2016
(Applications should be postmarked no later than the deadline.)

(3) The second examination fee

20,000 yen: Applications from any part of Japan must be paid using a postal money order. Applications from overseas must be paid only using a yen-denominated bank check.

Note: The examination fee for 2016 has not yet been determined. If it is revised, the new amount will apply.

(4) Date and location of the second examination and the subjects to be examined

Date:

1st period: Saturday, October 10, 2015
2nd period: Saturday, February 13, 2016

Location: Sagamihara Campus, Aoyama Gakuin University
Remark: The classrooms and other details will be posted on the bulletin board on the day of the examination (see page 15) at the Graduate School of Science and Engineering located in the 1st floor of Building N.

### Subjects (Master’s Program)

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<thead>
<tr>
<th>Course</th>
<th>Time</th>
<th>Subject</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Fundamental Science Course</td>
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<td>Chemistry Course</td>
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<td>Materials Science Course</td>
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<td>Intelligence and Information Course</td>
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<td>Management Technology Course</td>
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<tr>
<td>Undecided</td>
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<td>Specialization/oral interview</td>
<td>Details will provided together with notification of the results of the first examination.</td>
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### Subjects (Doctor’s Program)

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<tr>
<th>Course</th>
<th>Time</th>
<th>Subject</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>Fundamental Science Course</td>
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<td>Oral interview</td>
<td>Details will provided together with notification of the results of the first examination.</td>
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<td>Chemistry Course</td>
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<td>Materials Science Course</td>
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<td>Management Technology Course</td>
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<td>Undecided</td>
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(5) Announcement of examination results

Date and time:

1st period: Friday, October 16, 2015
2nd period: Thursday, February 19, 2016

Note: (1) The examination results will be posted on the bulletin board on the day of the examination (see page 15) at the Graduate School of Science and Engineering located in the 1st floor of Building N.
(2) Results of the second examination will be sent out the appointed day. Applicants who have passed the second examination will also receive the Certificate of Acceptance and documents for the first admission procedure.


Applicants who pass the second examination are required to pay the specified admission fee and send the necessary documents to complete the admission procedure no later than the deadlines set for the first and second admission procedures.

The documents will not be accepted at any time other than that specified below under any circumstances.

Applicants who fail to complete the admission procedure by the deadline are deemed to have withdrawn their application.
Address for application and contact
5-10-1 Fuchinobe, Chuo-ku, Sagamihara, Kanagawa 252-5258

Aoyama Gakuin University(Sagamihara Campus)
Admission Representative, Student Affairs and Welfare Division
(1F, Building B Student Center, see page 15)
Phone 042-759-6004 (Direct)
Phone 042-759-6000  Extension: 42034

The first admission procedure
Deadline:  1st period:Friday, November 27, 2015
          2nd period: Wednesday, March 2, 2016
          (Applications should be postmarked no later than the deadline.)
Method: Mail only
Location: Student Affairs and Welfare Division, Sagamihara Campus

Documents required:
1. Written pledge, certification (forms specified by the University)
2. Payment notice (stating the amount of money paid for the first admission procedure)

The second admission procedure
Deadline: Wednesday, March 2, 2016 (Applications should be postmarked no later than the deadline.)
Method: Mail only
Location: Student Affairs and Welfare Division, Sagamihara Campus

Documents required:
1. School registration form (specified by the University)
2. Address registration form (specified by the University)
3. Certificate of graduation or completion and a list of the applicant’s grades (only where the applicant took the examination before officially graduating from the previous school)
4. Certificate of residence or certificate of entry in the resident card (not necessary where the applicant has already submitted the form when filing an application)
   The document should be issued within recent 3 months. The domicile of origin as well as the information of other family members are not necessary on your certificate of residence( certificate of entry in the resident card).
5. Photograph, 4 cm high x 3 cm wide, to be pasted onto the student ID card
6. Notice of payment (the form specified by the University)
   If you are applying in Japan: The notice submitted to the Graduate School must contain a bank seal indicating that the money has been paid (the form specified by the University)
   If you are applying from overseas: A bank check denominated in yen
7. Address label (the form specified by the University, for mailing out freshmen orientation documents and suchlike)

Notes: (1) The list of teachers (see page 15) is based on the reference data for 2015 and is therefore subject to change.
(2) Documents that have been submitted will not be returned under any circumstances.
(3) If any false statements are made on the application, the student’s enrollment in the Graduate School will be nullified, even if the student has already entered it.

Guidelines for Applications from Publicly Sponsored Foreign Students

[1] Definition of Publicly Sponsored Foreign Students

In this university, publicly sponsored foreign students are those who receive a scholarship from their government or an equivalent organization, who have passed the Graduate School examination and who are officially allowed to enter the school after completing the specified procedure. Publicly sponsored foreign students study under the Master’s Program for two years and the Doctor’s Program for three years. After completing the courses, the students can acquire either a master degree or a doctorate.

[2] Classification of Departments, Courses and Degrees for which Applications Are Accepted

<table>
<thead>
<tr>
<th>Department</th>
<th>Course</th>
<th>Degree (Master’s Program)</th>
<th>Degree (Doctor’s Program)</th>
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</thead>
<tbody>
<tr>
<td>Graduate School of Science</td>
<td>Fundamental Science Course</td>
<td>Specialized Frontier</td>
<td>Doctor of Science or</td>
</tr>
<tr>
<td>and Engineering</td>
<td>Chemistry Course</td>
<td>Program: Master of Science</td>
<td>Doctor of Engineering</td>
</tr>
<tr>
<td>Department of Science and</td>
<td>Materials Science Course</td>
<td>or Master of Engineering</td>
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<tr>
<td>Engineering</td>
<td>Biological Science Course</td>
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<td></td>
<td>Electrical Engineering and Electronics</td>
<td>Interdisciplinary</td>
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<td></td>
<td>Course</td>
<td>Frontier Program: Master</td>
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<td></td>
<td>Mechanical Engineering Course</td>
<td>of Philosophy</td>
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<td>Intelligence and Information Course</td>
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<td>Management Technology Course</td>
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</tbody>
</table>

[3] Maximum Number of Applicants that can Be Accepted

A few students for each course

[4] Time and Year of Entrance

Students enter the Graduate School in April. The school year starts on April 1 and ends on March 31 of the next year.

[5] Requirements for Application (Apply after obtaining the approval of the teacher by whom you want to be taught.)

Master’s Program: Accept students who have completed a 16-year school education in another country or are expected to complete it by March 2016, or those whom the Graduate School deems as having abilities that are at least as equivalent to university graduates. Applicants are required to fill in and send the Study Plan (enclosed with the application documents) to the Academic Affairs Division, Sagamihara Campus. Be sure to apply after obtaining the approval of the teacher by whom you want to be taught.
Doctor’s Program: Accept students who have a degree from an overseas university equivalent to a master’s degree or are expected to acquire it by March 2016, or those whom the Graduate School deems as having abilities that are at least equivalent. Applicants are required to fill in and send the Study Plan (enclosed in the application documents) to the Academic Affairs Division, Sagamihara Campus. Be sure to apply after obtaining the approval of the teacher by whom you want to be taught.

Note: All classes, seminars, experiments and guidance in this Graduate School are given in Japanese. Students taking them need to be adequately fluent in Japanese.

[6] Selection process

Applicants are selected by a region examination. Only those who pass both of these examinations and who have completed the first and second an entrance procedure are allowed to enter the Graduate School. The results of the examination will be sent to the first term applicants prior to the end of September, and to the second term applicants prior to the end of January.

Notes: (1) It is not possible to reissue the notice of passing the first examination or extend the period of validity.
(2) It is not possible to change the department of first choice after passing the first examination.

(1) Period during which applications are accepted (Submit your application during either of the following periods.)
   1st period: Friday, August 14 - Friday, September 4, 2015
   2nd period: Friday, December 4, 2015 – Friday, January 8, 2016

   Be sure to include the application documents and the examination fee. (Applications should be postmarked no later than the final date of acceptance.)

(2) Address for applications and contact
   5-10-1 Fuchinobe, Chuo-ku, Sagamihara, Kanagawa 252-5258
   Aoyama Gakuin University (Sagamihara Campus)
   The Representative for Graduate School of Science and Engineering,
   Academic Affairs Division
   Phone 042-759-6033 (Direct)
   Phone 042-759-6000 Extension: 42027

(3) The following is a list of documents that need to be submitted when filing an application (one copy each):
   1. A foreign student application form for admission to the Graduate School of Aoyama Gakuin University (The form is specified by the University and must be filled in by the applicant.)
   2. A photograph of the applicant, including the upper part of the body, without a cap or hat, no background color, 4 cm high x 3 cm wide, taken no more than three months prior to the application, to be pasted on the application form
   3. A letter of recommendation (the form specified by the University)
   4. A letter of guarantee (The form is specified by the University and must be signed by the guarantor. The guarantor must be able to guarantee the applicant’s qualifications and should be a resident of Tokyo or the neighboring areas.)
   5. A certificate of graduation or completion or a certificate of expected graduation or completion of the last school the applicant attended
   6. A list of the applicant’s grades from the last school from which the applicant graduated
7. Students applying for the Master’s Program: A certificate of Japanese proficiency (the form specified by the University)

Either of the following certificates can be submitted instead of “A certificate of Japanese proficiency.”

i) a copy of EJU (Examination for Japanese University Admission for International Students) : over 240 points, or

ii) a copy of Level 1 of JLPT (Japanese Language Proficiency Test Certificate)

8. Students applying for the Doctor’s Program: A summary of the master’s dissertation (in either Japanese or English, not necessary if the applicant is from a graduate school that does not require the submission of a master’s dissertation) and a list of study results

9. Please submit the either i) or ii) below.

   i) certificate of residence (the information such as status of residence, period of stay, date of expiration and residence card No. should be provided)

   ii) photocopies of passport (the page of name, nationality and status of residence should be provided)

10. Study Plan (about 2000 Japanese words or a paper (A4 sized) in English)

11. Address label: Two copies (the form specified by the University, used for mailing the notice of the first examination results)

Note: If the document indicated in 5. or 6. above is in a language other than Japanese or English, it must be translated into either Japanese or English. The translation needs to be checked and authorized by a public organization. Submission of a certificate of expected graduation must be followed by a certificate of graduation or completion after the applicant graduates.

(4) Examination fee

35,000 yen: Applications from any part of Japan must be paid using a postal money order. Applications from overseas must be paid only using a yen-denominated bank check. The examination fee must be enclosed with the application documents.

Notes: (1) The examination fee for 2016 has not yet been determined. If it is revised, the new amount will apply.

(2) The application is invalid if any of the above documents are missing or incomplete or if the acceptance period has expired.

(3) Documents and fees that have been submitted will not be returned under any circumstances.


After passing the first or second term examination, the applicants are required to complete the first and second procedures for their respective term by paying the specified amount of money and submitting all documents required prior to the deadline.

The documents will not be accepted at any time other than that specified below under any circumstances.

Applicants who fail to complete the admission procedure by the deadline are deemed to have withdrawn their application.

Address for application and contact

5-10-1 Fuchinobe, Chuo-ku, Sagamihara, Kanagawa 252-5258

Aoyama Gakuin University (Sagamihara Campus)
Admission Representative, Student Affairs and Welfare Division
(1F, Building B, Student Center, see page 15)
Phone 042-759-6004 (Direct)
Phone 042-759-6000 Extension: 42034
First procedure (only those who pass the first application)
Deadline: Friday, November 27, 2015 (Applications should be postmarked no later than the deadline.)
Method: Mail only
Location: Student Affairs and Welfare Division, Sagamihara Campus

Documents required:
1. Written pledge, certification (forms specified by the University)
2. Payment notice (stating the amount of money paid for the first admission procedure)

First procedure (only those who pass the second application)
Deadline: Wednesday March 2 2016 (Applications should be postmarked no later than the deadline.)
Method: Mail only
Location: Student Affairs and Welfare Division, Sagamihara Campus

Documents required:
1. Written pledge, certification (forms specified by the University)
2. Payment notice (stating the amount of money paid for the first admission procedure)

Second procedure (those who passed the first and second applications)
Deadline: Wednesday March 2 2016 (Applications should be postmarked no later than the deadline.)
Method: Mail only
Location: Student Affairs and Welfare Division, Sagamihara Campus

Documents required:
1. School registration form (specified by the University)
2. Address registration form (specified by the University)
3. Certificate of graduation or completion and a list of the applicant’s grades (only where the applicant took the examination before officially graduating from the previous school)
4. Certificate of residence or certificate of entry in the resident card (not necessary where the applicant has already submitted the form when filing an application)
   The document should be issued within recent 3 months. The domicile of origin as well as the information of other family members are not necessary on your certificate of residence (certificate of entry in the resident card).
5. A photograph (4 cm high x 3 cm wide) to be pasted on the student ID card
6. Payment notice (the form specified by the University)
   If you are applying in Japan: The notice submitted to the Graduate School must contain a bank seal indicating that the money has been paid (the form specified by the University)
   If you are applying from overseas: A bank check denominated in yen
7. If you are applying in Japan: The notice submitted to the Graduate School must contain a bank seal indicating that the Address label (the form specified by the University, for mailing out freshmen orientation documents and suchlike)

Notes:
(1) The list of teachers (see page 15) is based on the reference data for 2015 and is therefore subject to change.
(2) Documents that have been submitted will not be returned under any circumstances.
(3) If any false statements are made on the application, the student's enrollment in the Graduate School will be nullified, even if the student has already entered it.
[8] Breakdown of School Expenses and Other Payments (Reference data for 2015)

The examination fee for 2016 has not been determined. If it is revised, the new amount will apply.
(Reference data for 2015)

<table>
<thead>
<tr>
<th>Items</th>
<th>Master’s Program</th>
<th>Doctor’s Program</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>School expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission fee</td>
<td>290,000 Yen</td>
<td>290,000 Yen</td>
<td>Paid only when the student enters the school</td>
</tr>
<tr>
<td>Tuition</td>
<td>373,000 Yen</td>
<td>257,500 Yen</td>
<td>Half a year</td>
</tr>
<tr>
<td>Facility and equipment fee</td>
<td>100,000 Yen</td>
<td>100,000 Yen</td>
<td>100,000 yen for the second year</td>
</tr>
<tr>
<td>Experiment and seminar fee</td>
<td>80,000 Yen</td>
<td>110,000 Yen</td>
<td>Paid annually</td>
</tr>
<tr>
<td>Total</td>
<td>843,000 Yen</td>
<td>757,500 Yen</td>
<td></td>
</tr>
<tr>
<td>Membership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporters’ association</td>
<td>3,000 Yen</td>
<td>3,000 Yen</td>
<td>Paid annually</td>
</tr>
<tr>
<td>Alumni association</td>
<td>15,000 Yen</td>
<td>15,000 Yen</td>
<td>Paid only when the student enters the school</td>
</tr>
<tr>
<td>Society of science and engineering</td>
<td>4,000 Yen</td>
<td>4,000 Yen</td>
<td>Paid annually</td>
</tr>
<tr>
<td>Total</td>
<td>22,000 Yen</td>
<td>22,000 Yen</td>
<td></td>
</tr>
<tr>
<td>Total amount paid at the entrance</td>
<td>865,000 Yen</td>
<td>779,500 Yen</td>
<td>(Excluding tuition for the second term)</td>
</tr>
<tr>
<td>Total amount paid for the first year</td>
<td>1,238,000 Yen</td>
<td>1,037,000 Yen</td>
<td>Including second term tuition</td>
</tr>
</tbody>
</table>

* If you leave or are expelled from the school, you can request that your membership fee for the alumni association (entrance: 10,000 yen, sectional expense: 5000 yen) be refunded in full by the head office of the alumni association (Alumni Center).

Remarks
1. Revision of school expenses
   School expenses may be revised due to economic situations. In this case, the revised expenses may apply to students enrolled at that time.
2. Admission Withdrawal Request
   After completing the admission procedure for the Graduate School, there may be cases where the new must withdraw your application due to reasons beyond your control. If your Admission Withdrawal Request is accepted by 16:00, March 31, 2016, all money you have paid except the admission fee will be refunded. For details, refer to the Admission Procedure Guidelines that you will receive after you pass the examinations.

[9] About the Scholarship System

The Aoyama Gakuin Japan Foundation Scholarship System is available for students. However, it may not be applicable to all foreign students.

[10] About Housing

The Graduate School has no special dormitory or accommodation for foreign students. The applicants’ housing conditions are not considered in making decisions on their admission. Therefore, students are responsible for finding an apartment or room to rent and making the necessary arrangements.
[11] Campus Map
Access the following URL
http://www.aoyama.ac.jp/en/outline/sagamihara_campus.html#campus_map

[12] The list of teachers
Access the following URL
http://www.aoyama.ac.jp/en/graduate/science/#faculty
The Salt of the Earth, the Light of the World
The Motto of Aoyama Gakuin

Graduate School of Science and Engineering
Aoyama Gakuin University
5-10-1 Fuchinobe, chuo-ku, Sagamihara City, Kanagawa 252-5258
Telephone: 042 (759) 6033 (main)