

2018 Academic Year

Application Guidelines

Entrance Examination for
International Students

Department of English, College of Literature

Admissions Division, Student Recruitment and Public Relations Department

Aoyama Gakuin University

4-4-25 Shibuya, Shibuya-ku, Tokyo 150-8366, Japan

<Inquiries> e-mail: agu_adm_e@aoyamagakuin.jp

Handling of personal information

Personal information, such as a person's address, name and birth date, included in an application, is used (1) when receiving an application, (2) implementing an admissions exam, (3) notifying successful applicants, (4) for admission procedures and operations related thereto.

In addition, within the above described operations, some activities are carried out by a company outsourced by Aoyama Gakuin University according to a non-disclosure agreement (hereinafter referred to as "contracted party").

Personal information which is necessary to carry out the consigned operation may be provided to the contracted party.

Admissions policy (Policy to accept an enrollee)

College of Literature

Department of English

Knowledge and skills

- Understands the Japanese language, a foreign language, geography, history, and civics at the high school level, and has knowledge corresponding to that of a high school graduate.

Thinking ability, judgment ability, expression ability

- Has an ability to examine things logically from multiple viewpoints, and express and convey independent thinking.

Eagerness, interest, and attitude

- Shows interest, respect, and curiosity in literature, language, and the Cultures of English speaking countries, and an eagerness to respect different ways of life, cultures, values, and thinking, and contribute to the realization of an inclusive society.

The “Curriculum policy” and the “Diploma policy” are inserted in the official website of this university shown below (Only Japanese).

➤ Curriculum policy (education course development and implementation policy)

Aoyama Gakuin University official website (<http://www.aoyama.ac.jp/>) ⇒ University guide ⇒ Information publication ⇒ Information regarding education course and policy ⇒ Curriculum policy

➤ Diploma policy (policy of conferment of a degree)

Aoyama Gakuin University official website (<http://www.aoyama.ac.jp/>) ⇒ University guide ⇒ Information publication ⇒ Information regarding education policy and course ⇒ Diploma policy

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<Inquiries> Department of English, College of Literature e-mail : agu_adm_e@aoyamagakuin.jp

If special assistance is needed due to sickness, injury, or physical handicap during the examination or study, please contact the following address before submitting an application form.

➤ Contact: Department of English, College of Literature
e-mail: agu_adm_e@aoyamagakuin.jp

1. Application Qualifications

Each of the following conditions (1) – (3) must be satisfied.

(1) Academic Requirements

Persons who fall under (a) or (b).

- (a) Persons who have completed 12 years of school education in a foreign country or its equivalent, as designated by the Minister of Education, Culture, Sports, Science and Technology(*) (including those expected to complete such by March 31, 2018).
- (b) For persons who have been designated by the Minister of Education, Culture, Sports, Science and Technology as having the equivalent education of a high school graduate according to the educational system of Japan, one of the following qualifications is required.
 - Persons holding an International Baccalaureate certificate granted by the bureau of the International Baccalaureate according to the Swiss Civil Code and who will be 18 years old or older by March 31, 2018.
 - Persons holding an Abitur certificate, authorized for university admission in each Land of the Federal Republic of Germany, and who will be 18 years old or older by March 31, 2018.
 - Persons holding a Baccalaureate certificate, recognized for university admission in the French Republic, and who will be 18 years old or older by March 31, 2018.

*Based on the Public Notification by the Ministry of Education No.153, 1981.

However, in cases where a 12 year program of school education includes an enrollment period at a high school (or a second term program of a secondary educational school; the same shall apply hereinafter) under the Japanese educational system, the period of such enrollment shall be limited to less than one year.

➤ **Application by persons enrolled in a school for foreigners in Japan for high school program (10-12th grade)**

Application by students of schools for non-Japanese citizens located in Japan is not allowed.

➤ **Application by persons enrolled in a school in Japan prior to high school (1st -9th grade)**

Application by students who attended an elementary and/or junior high school program in Japan is allowed.

(2) Status of Residence

Persons who fall under any of (c) – (e).

- (c) Persons possessing foreign nationality and residence status as “Student” according to the Immigration Control and Refugee Recognition Act.
- (d) Persons who currently have residence status other than “Student” with permission to stay in Japan for a mid-to long period, who have passed the admissions examination of the university, and who can obtain the residence status “Student” before March 31, 2018, by applying for a change in residence status after completing the specific admission procedures. However, in cases where the application to change residence status to that of “Student” is rejected, university admission will be cancelled.

*** Persons with residence status as a “Permanent resident,” “Spouse or child of permanent resident,” “Spouse or child of Japanese national,” or “Special permanent resident(*)” should apply after confirming and understanding application matters regarding change of residence status before enrolling at the University and after graduating from the University at the Regional Immigration Bureau which holds jurisdiction in the residential area of the applicant before application for admissions. The University does not accept any responsibility regarding the application for change in residence status.**

(*) For details regarding residence status and “special permanent resident,” please contact the Immigration Bureau of Japan.

(e) Persons without residence status, who have passed the admissions exam of the university, and who have completed an application for residence eligibility to the Immigration Bureau of the Ministry of Justice by March 31, 2018, can submit this certificate.

However, in cases where the application to change residence status to that of “Student” is rejected, university admission will be cancelled.

(3) Application Requirements

Persons who can submit both the following (1) and (2).

(1) SAT (Reading, Writing, Math) scores or ACT with writing scores

*If you wish to have your score directly sent to Aoyama Gakuin University, please include the institution code and follow the procedures according to the agency.

Institution Code for SAT: “0053”

Institution Code for ACT: “1409”

(2) Qualification Examination of English as Foreign Language

TOEFL iBT® Score 80 or more

TOEIC® Score 830 or more

IELTS Academic Module Overall Band Score 6.0 or more

Practical English Proficiency Test (STEP Eiken) Class 1

* This can be waived for students who have studied at least five years out of the last six years at an institution where English is the primary medium of instruction.

* Except for STEP Eiken which can be submitted without restriction, only certifications obtained within the two years preceding the application term are valid.

* Please submit all relevant documents.

* If you wish to have your score directly sent to Aoyama Gakuin University, please include the institution code and follow the procedures according to the agency.

Institution Code for TOEFL iBT®: “0794”

[Regarding Japanese ability]

Most lectures at the university are mainly conducted in Japanese, so Japanese ability at a level which enables understanding of the lectures is necessary.

2. Application and Selection Method

[First Review]

(1) Application Procedures

Application period: **Friday, September 8, 2017 - Thursday, September 14. Must arrive by the deadline.**

Applications **are only accepted via postal mail**. Please use the envelope label for application (specified Form No. 5) and affix it to a store-bought envelope. Insert all the required documents into the envelope and send as recorded delivery mail. In addition, when sending internationally, use the envelope label for application (specified Form No. 5) and affix it to a store-bought envelope. Insert all the required documents into the envelope and mail to the address described on the cover sheet (Admissions Division, Student Recruitment and Public Relations Department, Aoyama Gakuin University) by EMS or international parcel delivery service.

*Applications must be received by the university before Thursday, September 14. However, applications arriving at the Shibuya post office on the date of the application deadline and sent the following day to the university are determined as valid even if the deadline date has passed.

(Note) Application documents arriving before the beginning of the application period are considered to have been received within the application period.

Be sure to send the application sufficiently in advance in order for it to arrive before the deadline date.

In the event the application form is incomplete or inaccurate, such application cannot be accepted.

➤ Delivery of the “Notification of application form acceptance and notification of the first examination number” is scheduled to be approximately October 6.

(2) Selection Method

Judgment by exam achievement listed in “1. Application Qualifications,” (3) Application Requirements.

(3) Notification of Acceptance (Success in First Application Stage)

Friday, October 20, 2017, 13:00

Notification on the Website

Please access the official website of the university (<http://www.aoyama.ac.jp/>). The examination numbers of successful applicants will be announced by Friday, October 27.

- On the day of notification of passing the first exam, the second exam admission ticket will be sent to the successful applicants by postal mail (express).
- Inquiries regarding exam result by postal mail or telephone are not allowed.
- Furthermore, in the event documentation such as notification of acceptance is not received by October 24, please contact the Department of English, College of Literature e-mail: agu_adm_e@aoyamagakuin.jp

[Second Review] Only for persons who pass the first review

➤ No application procedures are needed. Please be sure to bring “exam admission ticket” with you on the day of the exam.

(1) Selection Method

Document Review, Written Examination (refer below for the test subjects), and Interview

(2) Examination Date and Location

Saturday, November 11, 2017, Aoyama Campus

Please come to the test room at least 30 minutes before the exam starts. The location of the test room will be announced on the university premises on the day of the exam.

Note 1. Entrance to the test room will be allowed up to 20 minutes after the first section of the exam begins, after which entrance will not be allowed.

Note 2. Examinees are required to take all the designated test subjects.

Note 3. There is no clock in the test room.

(3) Examination Subjects and Time

Short Essay (*) 9 : 30-10 : 30

Interview (*) 13 : 00 -

(*) In English and Japanese

(4) Announcement of Acceptance

Friday, November 17, 2017, 13:00

Notification on the Website

Please access the official website of the university (<http://www.aoyama.ac.jp/>). The examination number of successful applicants will be announced before the deadline date of the enrollment procedures.

- Notification of passing the exam and documents required for enrollment procedures will be sent to successful applicants by postal mail (express).
- Inquiries regarding exam result by postal mail or telephone are not allowed.
- Furthermore, only the applicants who have passed the entrance exams will receive a notification of passing the exams and documents needed for enrollment. If you do not receive these documents by November 20th, contact the Department of English, College of Literature, after 9:00 am on November 21st.

e-mail: agu_adm_e@aoyamagakuin.jp

3. Application Documents

1. Notes regarding document submission

- **All submitted documents should be written in Japanese or English.** For identification documents etc. which may be written in a language other than Japanese or English, a translation which has been certified as consistent with the original copy by a public agency, such as an embassy or notary's office of the applicant's home country, must be included and attached to the original document. Please note that obtaining certification from a public agency such as an embassy takes time.
- **In principle, all application documents should be original copies.** If submission of the original copy is not possible and only a copy is available, please prepare the document according to the method described in “11. Return of original copies of various certificates.”
- Please write your name as described in E “Documents Identifying Foreign Nationality” from the “List of Application Documents.” In addition, do not use an alias.
- Documents to be submitted with an application should be one copy each. If some documents are missing or incomplete, application will not be accepted.
In case an application document is directly sent from a processing agency or affiliated school, please describe this in the remarks column of the “Application Document Check List (No.4).”
- Submitted documents are not returned.
- The university does not bear responsibility for any disadvantage which may occur due to incorrect description on a submitted document.

2. List of application documents

Name of document		Points to note
A	Admissions Application (Specified Form No.1)	Use a black ball-point pen to personally fill out the application, and be sure not to leave any entries blank.
B	Photo tag (Specified Form No.2)	Personally fill out the application, and be sure not to leave any entries blank.
C	High school graduation certificate or certificate of expected graduation	<ul style="list-style-type: none"> • Please submit a document to certify that you have completed 12 years of school education. Even if your final education is from a university, etc., please submit a high school graduation certificate. • If a copy of the certificate cannot be issued, please submit the graduation certificate (original). • If you graduated from a school where the usual education course is less than 12 years in a foreign country, and then attended a preparatory education course from a educational institution designated by the Minister of Ministry of Education, Culture, Sports, Science and Technology, please submit a certificate of such course, too. • If you have met the qualifications for application by passing a University Entrance Qualification Examination or compatible exam, please submit such certification. • If you have met the qualifications for application by acquiring an International Baccalaureate, please submit the IB diploma and academic assessment certificate of your IB final exam in 6 subjects.

D	Educational achievement certificate for all terms of high school (Grades10-12)	<ul style="list-style-type: none"> • Please submit achievement descriptions for all terms (Grades 10-12) of the school corresponding to a high school in Japan. • If you have attended multiple schools during grades 10-12, please submit your educational achievement certificates from all schools. • If you graduated from a school where the usual education course is less than 12 years in a foreign country, and then attended a preparatory education course from an educational institution designated by the Minister of Education, Culture, Sports, Science and Technology, please submit the educational achievement certificate also. • If you skipped grades or graduated early, please describe information to wit. If the educational achievement certificate does not provide such description, please submit documents issued by the school to certify these facts.
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	Name of document	Points to note
E	Document to certify the foreign nationality (Form to attach a copy of the Residency Card, Form to attach a copy of one's passport) (Specified Form No.3)	<p>When submitting your application, include the following documents, depending on your place of residence. Furthermore, when preparing a copy, make sure you copy the entire document.</p> <p>1. Residents in Japan</p> <p style="padding-left: 20px;">Copy of Residency Card</p> <ul style="list-style-type: none"> • Copy both of the front and back of the card, enlarged 120% and attach to the “Specified Form No.3-1”. • The validity period of the residency visa should include the end of the application term. <p>*The current name, nationality, and address should be described. *Furthermore, if you are in the process of application for renewal of the residency period to the Immigration Bureau during the application period, check the box “Renewal of the residency period under application” on “Specified Form No. 3-1, and attach a copy of the back of the residency card which is stamped as under the renewal by the Immigration Bureau to the column designated for attaching a copy of the residency card (back and column listing place of residence).</p> <p>2. Overseas residents</p> <p style="padding-left: 20px;">Copy of passport (Name, passport no./ area showing period of validity)</p> <ul style="list-style-type: none"> • A4 size copy, attach to the “Specified Form No.3-2”. <p>*At the time of enrollment, a residence certificate issued within three months from the date of enrollment procedures is required.</p>
F	Two photos	Size 4cm long, 3cm side. Write your name and the Department to which you are applying on the back of the photo, and attach to the admissions application and photo tag. Submit two copies of the same photo (no snapshots allowed).
G	Envelop label for application (Specified Form No.5)	Affix the label to a store-bought envelope. Print with a color printer, and then send as recorded delivery mail from the post office.
H	Application document check list (Specified Form No.4)	Please double check to make sure nothing is missing before sending the application documents. If any documents are sent separately, or there are any other matters which should be informed, please describe such in the remarks column.

I	Bank transfer notification (for submission to the university) (Specified Form No.6)	To transfer the admissions examination fee, refer to “5. Deposit of the admissions examination fee,” and submit the form by attaching the bank transfer notification (Specified Form No.7) .
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◆ Thoroughly read (3) “Application Requirements” of 1. Application Qualifications, and submit either the SAT or ACT document.

J	SAT Scores	If you wish to have your score directly sent to Aoyama Gakuin University, please include the institution code and follow the procedures according to the agency. Institution Code for SAT: “0053”
K	ACT with Writing Scores	If you wish to have your score directly sent to Aoyama Gakuin University, please include the institution code and follow the procedures according to the agency. Institution Code for ACT: “1409”

◆ Thoroughly read (3) “Application Requirements” [(2) Qualification Examination of English as Foreign Language] of 1. Application Qualifications, and submit all the corresponding scores and certifications.

Name of document		Points to note
L	TOEIC® Official Score Certificate or Official Score Report	A certificate issued within two years from the expiration date of the application is considered valid. Include the Official Score Certificate or Official Score Report in the application documents. Notice: The IP (Institutional Program) is not recognized as a test that satisfies the application requirement.
M	TOEFL iBT® Official Score Report, Examinee Score Report, or Test Taker Score Report	A certificate issued within two years from the expiration date of the application is considered valid. Send either the Official Score Report directly, or include the Examinee Score Report or Test Taker Score Report with the application document. (However, a Test Taker Score Report downloaded from the Internet is not valid.) • If you directly send your TOEFL iBT® score to the university, please follow the required procedures of the processing agency. The registration code No. of Aoyama Gakuin University is “0794.” Notice: The ITP (Institutional Testing Program) is not recognized as a test that satisfies the application requirement.
N	IELTS Test Report Form	A certificate issued within two years from the expiration date of the application is considered valid. Include the Test Report Form with the application documents.
O	Certificate of passing the STEP Eiken	Please include the certificate of passing with the application documents.

* If you are exempt from submitting the score or certification of the External English language certification examination, please submit document P as described below. (Only for persons who received education at an institution where English is the main language for at least five years, within the most recent 6 years of school education)

P	Certificate of enrollment or transcript of results of the school education institution where the main language is English	To verify the period of your school attendance, submit a certificate of enrollment or a transcript clearly indicating the period of your attendance, one which has been issued by an educational institution that teaches classes primarily in English.
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3. Only for persons who want an original copy of the certificate returned.

	Name of document	Points to note
Q	Application for return of an original copy of a certificate (Specified Form No.8)	Please submit this form only when you want an original copy of a certificate, etc. to be returned on unavoidable grounds. Thoroughly read “11. Return of original copies of various certificates” and prepare the form.

4. Notes regarding Application

(1) Please be fully aware that in the event of a deficiency in the application document (unsubmitted document, incomplete form, expired document, inconsistency between the document of application for admission and other documents, etc.) or if dishonesty in the submitted documents or description is observed, entrance examination will not be permitted. Furthermore, even after university entrance, in the event any description which is against the facts is revealed, enrollment will be canceled.

(2) After submission of the application, switching department, faculty, or testing subject of application is not allowed.

(3) Only application documents sent through the post office will be accepted by the university office. Furthermore, **the application deadline is strictly enforced. Applications submitted after the application deadline are not accepted.**

*Application documents arriving before the application deadline are considered to be received within the application period. Be sure to send the application sufficiently in advance in order for it to arrive before the deadline date.

(4) For the application (postal mail), use the attached envelope label for application (specified Form No. 5), **and affix the label to a store-bought envelope. Send the application via recorded delivery mail.**

(5) When sending a certificate directly from a processing agency to the university, set the destination as “Aoyama Gakuin University Admissions Division,” and send to the address on the cover page (Aoyama Campus). Moreover, please describe such in the remarks column of the “Application Document Checklist (Specified Form No.4).” If the document is not delivered to the university before the application deadline, your application will not be accepted. Confirmation of the date of arrival is the responsibility of the applicant.

(6) “Notification of application form acceptance and notification of the first examination number” will be sent to persons who completed the specified application procedures.

5. Deposit of the admissions examination fee

(1) Admissions examination fee 35,000 yen

(2) Deposit of the admissions examination fee

Use the Specified Form No.6 “Transfer Receipt Form” **to send a bank transfer from a financial agency in Japan (except for the post office, Japan Post Bank)**. (ATM or Internet banking is not allowed). Please send the “Transfer Receipt Form (to submit to the university) and include the Specified Form No.7) with other application documents. The transferred admissions examination fee will not be refunded for any reason.

Note when filling out the Transfer Receipt Form

Use a black ball-point pen

- Fill out the **Date** on the Transfer Receipt Form.
- Fill out the **Name of the Applicant** on each slip.
- Fill out your name in English for the “Name of the Applicant” on the “Transfer Receipt Form.”
- Fill out your phone number and address for the “address” on the “Transfer Receipt Form.”
- If you need to make a correction, strike through with a double line, and add a signature.

(3) Note when transferring the admissions examination fee from outside Japan

In addition to the handling charge imposed by the local bank and intermediate bank, a handling charge will also be needed for an international bank transfer, and will be more expensive than a domestic transfer within Japan.

When a separate handling charge is required by the local transferring bank, it must be paid at the bank in addition to the admissions examination fee. Moreover, an additional handling charge might be imposed by the local bank later.

Please carry out procedures for foreign remittance of the admissions examination fee according to the following procedures.

Please make the bank transfer at the local bank at least **6 days before** the application deadline.

When submitting the application documents, include a copy of the foreign remittance request form affixed to the bank transfer notification form (to submit to the university).

- | |
|---|
| (1) Type of remittance: Wire transfer |
| (2) Method of payment: Advise and credit |
| (3) Paying bank’s charges: Due remitter |
| (4) Amount of remittance: Screening fee + Handling charge |
| (5) Purpose of payment: Screening fee |
| (6) Information regarding recipient of payment |
| Name of bank: Sumitomo Mitsui Banking Corporation |
| Name of branch: Shibuya branch |
| Swift code: SMBCJPJT |
| Address of bank: 20-2 Udagawa-cho, Shibuya-ku, Tokyo, Japan 150-0042 |
| Account number: Savings Account 8180105(A/C 8180105) |
| Name of recipient’s account: Aoyama Gakuin Kentei (Tokubetsu A) |
| Address of recipient: 4-4-25 Shibuya, Shibuya-ku, Tokyo, Japan 150-8366 |

When completing the Application for Remittance at your bank, please write “PAY IN FULL” in the space provided for messages to the recipient’s bank.

[Request]

- (1) If payment is made by someone other than the applicant, the applicant's name in full should be written in the space provided for messages to the recipient in the Application for Remittance.
- (2) The remittance amount must include the sum of the handling charges assessed by your bank and the receiving bank in Japan. Aoyama Gakuin reserves the right to disqualify the applicant if the remittance amount is insufficient.

6. Entrance Procedures

Entrance Procedures Deadline. Documents must arrive by December 7, 2017. (*)

***The deadline is handled in the same way as the application.**

Details of the enrollment procedures are described in the enrollment procedures guide sent to successful applicants.

Successful applicants must provide the academic fee, and submit the required documents.

<<Enrollment procedures for applicants who wish to postpone payment of the academic fees, etc.>>

In principle, enrollment procedures should be completed before their deadline date. However, if you wish to postpone payment of academic fees, etc., please carry out the following procedures.

- (1) Pay the enrollment application fee (amount corresponding to the admission charges), and send the enrollment procedure documents including academic charge payment postponement application form as recorded delivery mail. These should be received before the deadline of the enrollment procedures.
Please refer to Page13 regarding academic charges.
- (2) If the above-described procedures are not completed before the enrollment procedure deadline, enrollment in the university will not be accepted.
- (3) If you decide to enroll in the university, please complete the specified procedures, including payment of any remaining academic charges, etc. (the amount minus enrollment charges), within the designated period (Tuesday, January 9, - Tuesday, January 23, 2018]

7. Status of Residence

《Status of Residence》

If you are accepted to attend Aoyama Gakuin University, you will need to obtain residence status as a “Student.”

Students with the residence status of “Student,” can apply for various scholarships for foreign students.

For the details on various residence procedures, please refer to the Immigration Bureau, Ministry of Justice website (<http://www.immi-moj.go.jp>).

Persons with residence status as a “Student”

Please submit the “application for permission to extend the term of residence/visa extension” to the Immigration Bureau according to your period of stay. The procedure requires an **admissions permit**. After completing payment of the academic charge and enrollment procedures, request an issuance of admissions permit from the website of the International Exchange Center of the university. Request procedures are described in the enrollment procedure guidelines. Furthermore, issuance of admissions permits starts on Wednesday, January 10th, 2018.

Persons with residence status other than “Student”

If you have a long-term resident status in Japan and need to change your status to “Student,” you must submit an application for change of resident status. The procedure requires an **admissions permit**. After completing payment of the academic charges and enrollment procedures, request an issuance of admissions permit from the website of the International Exchange Center of the university. Request procedures are described in the enrollment procedure guidelines. Furthermore, issuance of admissions permits starts on Wednesday, January 10th, 2018.

In principle, however, persons who have entered Japan under the status of “Temporary visitor” are not allowed to change residence status in Japan and will be handled the same as “Persons without residence status” as described in the following item. In this case, please consult with the international exchange center in advance.

Persons without residence status

Persons without residence status in Japan, and who have entered under the country as a “Temporary visitor” must apply for residence status as a “Student” from the Japanese Embassy or consulate, after the person himself/herself or his/her representative obtains “Authorization for residence eligibility” from the Immigration Bureau, Ministry of Justice in Japan. “Authorization for residence eligibility” requires 1-2 months from application to obtain, so please be sure to carry out application procedures as early as possible.

However, **in the case of persons living overseas and who do not have a representative in Japan**, Aoyama Gakuin University may apply as proxy to the Immigration Bureau for “Authorization for residence eligibility.” If you wish to apply by proxy, thoroughly read the “To persons entering the university” on the website of the International Exchange Center of the university (<http://web.iec.aoyama.ac.jp/>) and send the required documents to the International Exchange Center.

***Application by proxy is only allowed by persons who have completed the enrollment procedures and have paid the academic charges.**

*Screening for “Authorization for residence eligibility” is carried out by the Ministry of Justice. In the event authorization is not approved, the university does not bear responsibility.

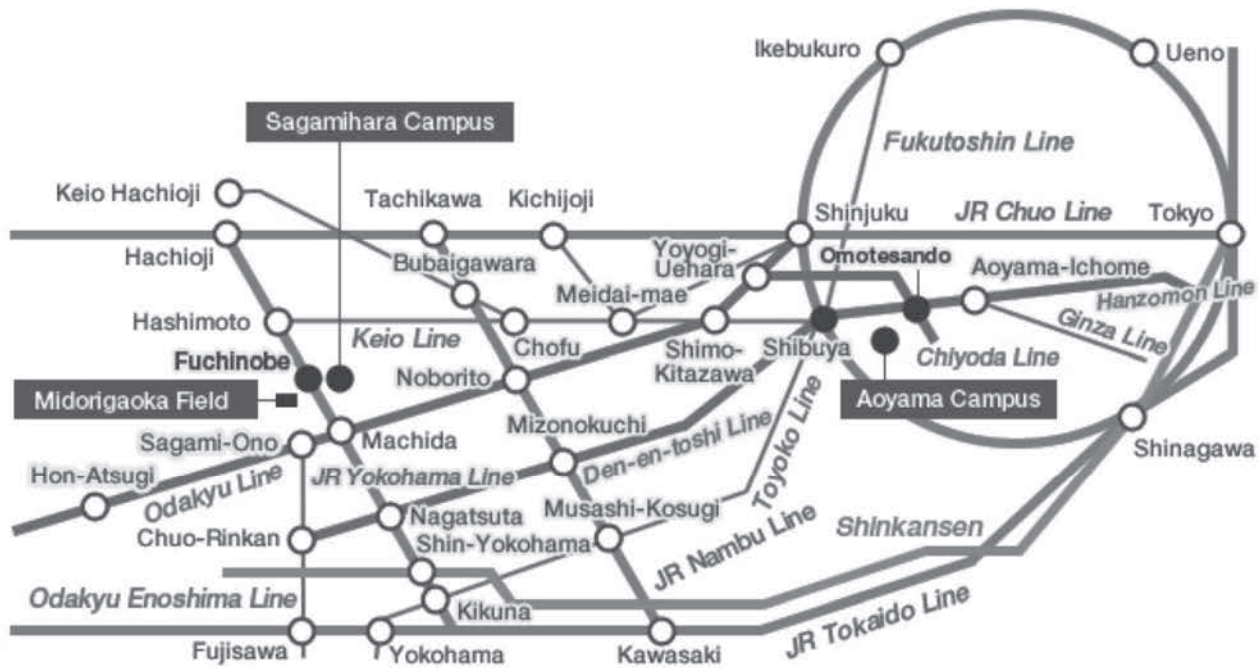
Common points to consider

Persons who have enrolled in a Japanese language education facility or advanced vocational school (Japanese language school, Japanese language department of college, junior college, and other vocational technical school)

When applying for a renewal of the period of stay and change of residence status, submission of certificates of attendance and achievement is required by the Immigration Bureau. In the event there is a problem in the enrollment conditions, approval may not be given. Hence effort to improve achievement and attendance scores even after passing the admissions exam of the university, and avoiding dropping out under false assumptions are recommended.

8. Attending campus

Years 1-4 Aoyama Campus



Aoyama Campus

4-4-25 Shibuya, Shibuya-ku, Tokyo. 150-8366

■ JR Yamanote Line, Tokyo Line, Keio Inokashira Line, Tokyo Metro Fukutoshin Line

: 10 minute walk from Shibuya Station

■ Tokyo Metro (Ginza Line, Chiyoda Line, Hanzoumon Line)

: 5 minute walk from Omotesando Station

9. Academic fees, etc.

(1) List of academic fees, etc. (listed in reference with the 2017 guide for new students)

Academic fees for 2018 will be included in the enrollment procedure guidelines

(Unit: yen)

Department / Academic fees	School year	Academic fees						Various Charges					First school year Total amount of payment	For enrollment procedures Amount of payment (Tuition fees for the first term)
		Admission fees *	Tuition fees (year)	Enrollment basic fees	Facility and equipment fees	Educational activities	fees	Alumnae association fees	Supporter club fees	Graduate association fees *◎	Academic society fees	Total amount of various membership fees		
		A	B	C	D	E	A+B+C+D+E	f	f	f	f	F(f total)		
Department of English, College of Literature	First school year	160,000	813,000	80,000	193,000	25,000	1,271,000	7,000	10,000	15,000	2,200	34,200	1,305,200	898,700

(consumption tax not charged)

*Within the academic fees, fees for the facilities and equipment are expected to increase 4,000 yen each year, in consideration of increases in educational research related expenses.

(2) Payment method of academic fees (tuition fees)

Tuition fees can be paid at the time of enrollment procedures (refer to “Total amount of payment of the first year”)

(3) Revision of academic fees, etc.

In the event of revision of academic fees, etc. depending on future economic conditions, the amount after the revision may be applied.

(4) Remarks

(a) Payment of items marked with * is not required until the second year.

(b) The graduate association fee marked with ◎, can be refunded by application to the main office of the Graduate Association, when a person drops out of the university or association.

(c) For persons applying for a School Teacher’s License, a payment of 7,000 yen for teacher-training course fees for each application year will be incurred. (Payment should be received during September of the applied year).

(5) Refund of academic fees, etc. due to termination of enrollment

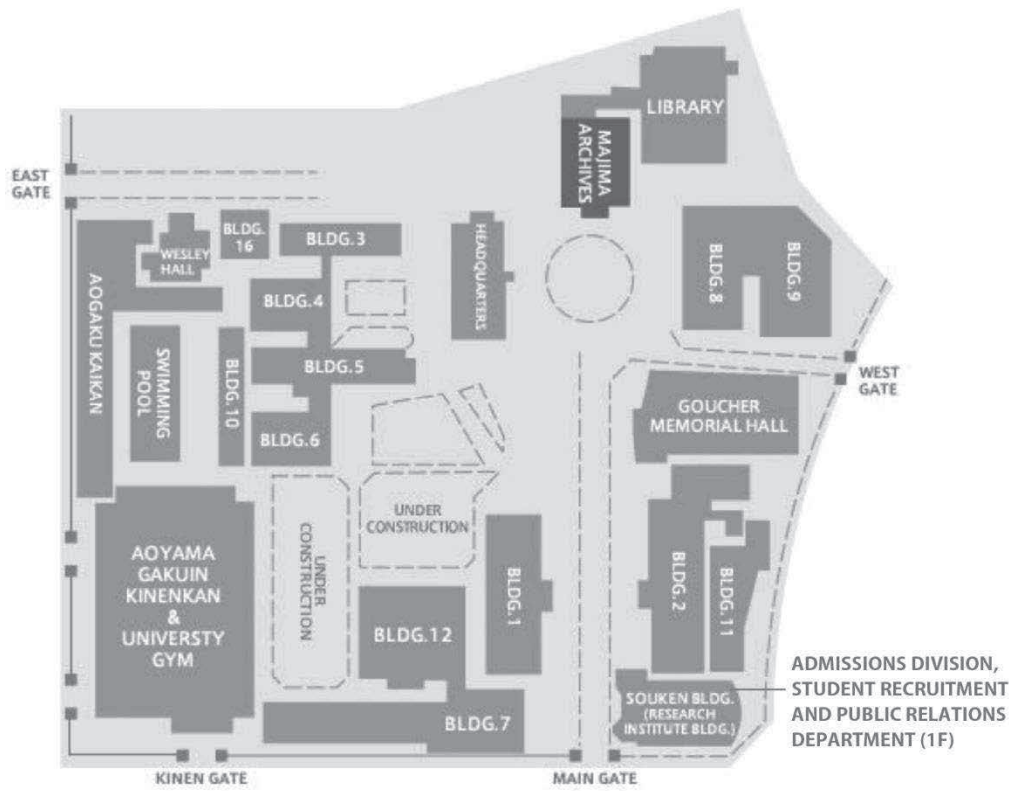
In cases of termination of enrollment after enrollment procedures have been completed and application has been accepted before March 31, 2018, payment excluding admission fees shall be refunded. For details, please refer to the enrollment procedures sent to successful applicants.

10. Map

Aoyama Campus



Location and Buildings



11. Return of original copies of various certificates

Graduation certificate (or certificate of expected graduation), educational achievement certificate from an overseas high school, or certificate to verify the foreign language ability requirement are to be submitted using an original copy in principle. However, if an original copy cannot be submitted for a proper reason such as that there is only one original copy, prepare the document as described in a or b.

a: Bring the original copy to the Admissions Division, Student Recruitment and Public Relations Department in Aoyama Campus, and follow the procedures for comparison with the original copy.

b.: Follow the procedures for the return of an original copy

Method for the return of an original copy

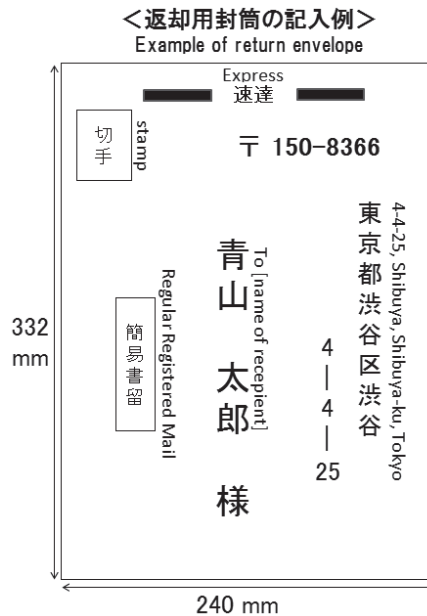
(1) Fill in the necessary items on the “Application for the return of an original copy of a certificate” (Specified Form No.8)

(2) Prepare an envelope for return according to the following procedures.

- Use a store-bought square envelop size 2 (240mm×332mm)
- Write the name, zip code and address of the return destination (limited to addresses in Japan)
- Write “Kanikakidome (recorded delivery) in red, to the left of the address on the envelop.
- If you would the document to be sent by express mail, write “-Sokutatsu (express)-” in red on the top of the envelope.
- Affix a 430 yen stamp

(If you would like the document to be sent by express mail, affix an additional 280 yen stamp for the express mail fee)

(3) Include “(1)” and “(2)” with the application documents



[Points to note]

- In case of b, if the document, envelope, or postage is inadequate or defective, request for returning cannot be accepted.
- In principle, an original copy can only be returned if the an application for document return and a return envelope are included at the time of the application. Please be aware that requests to return a document after application has been received cannot be not accepted.
- In case of b, several weeks are required for return.
- Destination addresses for document return are limited to those in Japan. If a destination address in Japan is not possible, please inquire at the Admissions Division, Student Recruitment and Public Relations Department.

学 部 College	学 科 Department
文学部 College of Literature	英米文学科 Department of English

審査番号 Audit Number	※
受験番号 Examination Number	※

2018年度 青山学院大学 外国人留学生入学願書

Admissions Application for Aoyama Gakuin University, Academic Year 2018 (International Students)

フリガナ Name in Katakana				写真貼付欄 1. 最近3ヶ月以内に撮影した上半身正面脱帽のもの。 2. 写真の裏面に出席学科と氏名を記入してください。 3. 全面糊付してください。 4. 写真は縦4cm横3cm Affix Photo Here 1. Affix a photo taken in the past 3 months, including upper-body, full face and without hat or cap. 2. Write the department to which you are applying and your name on the back of the photo. 3. Securely glue the photo. 4. Photo size should be 3cm wide and 4 cm high.
氏 名 Name	手書き / Fill out by hand			
	姓(Family Name)	名(First Name)	(Middle Name)	
英字氏名 Name in Roman Alphabet				
性 別 Sex				
生年月日 Date of Birth			高等学校 High School	
本国における住所 Address in Home Country	〒		TEL: 携帯電話: Mobile	
日本における住所 Address in Japan	〒		TEL: 携帯電話: Mobile	
E-mail Address				

国籍・地域 Nationality		母国語 Native Language	
在留資格 Status of Residence		在留期間満了日 Expiration Date of the Period of Stay (YYYY/MM/DD)	年 月 日
外国籍を証明する書類 Proof of Foreign Nationality	<input type="checkbox"/> 在留カード Residence Card <input type="checkbox"/> パスポート Passport (<input checked="" type="checkbox"/> チェックを付けてください) Check the Box		

■取得している英語資格の種類

Certification of English Proficiency

検定・試験名 Name of Examination	点数または級 Score/Class	証明書年月(西暦記入)(YYYY/MM) Certificate Date (In Gregorian Calendar)	提出方法 Submission Method
		年 月	<input type="checkbox"/> 直送 <input type="checkbox"/> 同封 Send directly/Enclosed
		年 月	<input type="checkbox"/> 直送 <input type="checkbox"/> 同封 Send directly/Enclosed
		年 月	<input type="checkbox"/> 直送 <input type="checkbox"/> 同封 Send directly/Enclosed
		年 月	<input type="checkbox"/> 直送 <input type="checkbox"/> 同封 Send directly/Enclosed

■英語資格の証明書類以外で出身校や実施機関から直送される書類

Documents directly sent from the school you graduated from or from the examination agency (excluding English certificate)

直送の出願書類 Application documents sent directly	<input type="checkbox"/> 有 Applicable <input type="checkbox"/> 無 Not Applicable 発送依頼日 Shipping Date (YYYY/MM/DD) 年 月 日	書類名 Document Name	
--	--	----------------------	--

手書き/Fill out by hand

審査番号 Audit Number	※
受験番号 Examination Number	※

志願者氏名
Name of Applicant

学歴 Educational Background	学校名 Name of School	所在国 School's Country	在籍期間 Period of Attendance (YYYY/MM~YYYY/MM)	修業年数 Total (Years and Months)
※12年の学校教育課程（小中高すべて）を記入 ※Fill in 12 years of school education (all elementary, junior high and high school). ※準備教育課程修了についても記入（修了見込を含む） ※Fill in any completed preparatory courses (including date of expected completion). ※高等学校名は提出する卒業（見込）証明書と同じ表記で記入（日本語または英語のみ） ※The name of high school should be written the same as appears on the Graduation (Expected) Certificate (Only in Japanese or English). ※塾や日本語学校は記入しない ※Private school and Japanese school should not be written here.	小学校 Elementary School		西暦 (In Gregorian Calendar) 年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
初等・中等教育の通算就学年数（予定も含む） 例）12年 Total years of attendance of primary and secondary education (until graduation) (e.g. 12 years)				年 Years

日本語 学習経歴 Background in Japanese language study	学校名 Name of Institution	所在国 Location	期間 Period (YYYY/MM~YYYY/MM)	年数 Total (Years and Months)
※日本語学校、専門学校も含む ※最近のものから順に記入 ※Including Japanese schools and colleges. ※Describe in order from the most recent.			西暦 (In Gregorian Calendar) 年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月

職歴 Work Experience	勤務先 Name of Company/Employer	所在地 Location	勤務期間 Period of Employment (YYYY/MM~YYYY/MM)	年数 Total (Years and Months)
			西暦 (In Gregorian Calendar) 年 月～ 年 月	年 ヶ月
			年 月～ 年 月	年 ヶ月

記入例 Example of the Form この記入例は提出不要です。
Do not submit this sheet.

手書き/Fill out by hand

審査番号 Audit Number	※
受験番号 Examination Number	※

志願者氏名
Name of Applicant

学歴 Educational Background	学校名 Name of School	所在国 School's Country	在籍期間 Period of Attendance (YYYY/MM~YYYY/MM)	修業年数 Total (Years and Months)	
<small>※12年の学校教育課程（小中高すべて）を記入 ※Fill in 12 years of school education (all elementary, junior high and high school). ※準備教育課程修了についても記入（修了見込を含む） ※Fill in any completed preparatory courses (including date of expected completion). ※高等学校名は提出する卒業（見込）証明書と同じ表記で記入（日本語または英語のみ） ※The name of high school should be written the same as appears on the Graduation (Expected) Certificate (Only in Japanese or English). ※塾や日本語学校は記入しない ※Private school and Japanese school should not be written here.</small>	小学校 Elementary School 北京市〇〇	中国	西暦 (In Gregorian Calendar) 2000年9月~2006年7月	6年0ヶ月	
	北京市〇〇初級中学	中国	2006年9月~2009年7月	3年0ヶ月	
	〇〇〇 High School	中国	2009年9月~2012年7月	3年0ヶ月	
				年 月~ 年 月	年 ヶ月
				年 月~ 年 月	年 ヶ月
				年 月~ 年 月	年 ヶ月
				年 月~ 年 月	年 ヶ月
				年 月~ 年 月	年 ヶ月
				年 月~ 年 月	年 ヶ月
				年 月~ 年 月	年 ヶ月
初等・中等教育の通算就学年数（予定も含む） 例）12年 Total years of attendance of primary and secondary education (until graduation) (e.g. 12 years)				12年	



日本語 学習経歴 Background in Japanese language study	学校名 Name of Institution	所在国 Location	期間 Period (YYYY/MM~YYYY/MM)	年数 Total (Years and Months)
<small>※日本語学校、専門学校も含む ※最近のものから順に記入 ※Including Japanese schools and colleges. ※Describe in order from the most recent.</small>	〇〇〇 外国語学院	日本	西暦 (In Gregorian Calendar) 2014年4月~2016年3月	2年0ヶ月
			年 月~ 年 月	年 ヶ月
			年 月~ 年 月	年 ヶ月

職歴 Work Experience	勤務先 Name of Company/Employer	所在地 Location	勤務期間 Period of Employment (YYYY/MM~YYYY/MM)	年数 Total (Years and Months)
			西暦 (In Gregorian Calendar) 年 月~ 年 月	年 ヶ月
			年 月~ 年 月	年 ヶ月

審査番号 Audit Number	※
受験番号 Examination Number	※

志願者氏名
Name of Applicant

日本における連絡先: 本人に連絡のとれないとき、本人に代わって連絡のとれる親戚または知人等。

Emergency Contact in Japan: Relative or acquaintance who can be contacted in case of emergency.
(Person who can be contacted by telephone)

(チェックを付けてください) Check the box.

有
Available

無 (無の場合、下欄は記入不要)
Not available (In such case, leave the columns below blank)

氏名 (カナ) Name (Name in Katakana)			志願者との関係 Relationship
電話番号 TEL		携帯電話番号 Mobile	

手書き/Fill out by hand

志願者氏名
Name of Applicant

審査番号 Audit Number	※
受験番号 Examination Number	※

学 習 計 画 / Study Plans

学習または研究計画(日本語で詳細に記載してください)
Proposed plans of study or research (to be written in Japanese)

卒業後の計画(日本語で詳細に記載してください)
Plans after completing study at Aoyama Gakuin University (to be written in Japanese)

運動

Sports in which you are proficient:

趣味

Special interests or hobbies:

課外活動

Extra-curricular activities:

2018年度 青山学院大学 外国人留学生入学試験
 Entrance Exam for International Students, Aoyama Gakuin University, Academic Year 2018

写真票
Photo Sheet

出願 学部・学科 College/Department to which you are applying	文学部 College of Literature	写真貼付欄 1. 最近3か月以内に撮影した上半身 正面脱帽のもの。 2. 写真の裏面に出席学科と氏名を 記入してください。 3. 全面糊付してください。 4. 写真は縦4cm横3cm Affix Photo Here 1. Affix a photo taken in the past 3 months, including upper-body, full face and without hat or cap. 2. Write the department to which you are applying and your name on the back of the photo. 3. Securely glue the photo. 4. Photo size should be 3cm wide and 4 cm high.
	英米文学科 Department of English	
フリガナ Name in Katakana		性別 Sex
英字氏名 Name in Roman Alphabet		

審査番号 Audit Number
※
受験番号 Examination Number
※

出欠欄 Presence/Absence
※
筆記 出・欠 Written Exam Present/Absent
面接 出・欠 Interview Present/Absent

※欄は何も記入しないでください
 Columns with ※ should remain blank.

審査番号 Audit Number	※
受験番号 Examination Number	※

2018年度 青山学院大学 外国人留学生入学試験
Entrance Exam for International Students, Aoyama Gakuin University, Academic Year 2018

「在留カード」コピー貼付用紙
Form for a Copy of the Residence Card

学部・学科 College/ Department	文学部英米文学科 Department of English, College of Literature	フリガナ Name in Katakana	
		氏名 Name	

【該当する場合はいずれかにチェックしてください】 If applicable, check one of the boxes.

在留資格変更申請中
Applying for change in residency status

在留期間更新申請中
Applying for extension of stay

在留カード（表）のコピー貼付
Attach a copy of the front of your Residence Card

* 在留資格・在留期間・在留カード番号が はっきりとわかるよう120%に拡大してコピーしてください。
* Copy, enlarged to 120%, so residency status, period of stay and Residence Card number are clearly visible.

* カード右上の在留カード番号が途中で切れていないか必ず確認のうえ、貼付してください。
* Please make sure the Residence Card number in the upper right is not cut off, and affix here.

在留カード（裏/住居地記載欄）のコピー貼付
Attach a copy of the back of your Residency Card
(Residential Address Column)

* 住居地および資格外活動許可の有無等がはっきりとわかるよう120%に拡大してコピーしてください。
* Copy, enlarged to 120%, so that it clearly shows your residential address and status with respect to permission to engage in activity other than that permitted under the status of residence previously granted.

(裏面に何も記載がない場合でも、コピーは必要となります)
Include even if blank.

審査番号 Audit Number	※
受験番号 Examination Number	※

2018年度 青山学院大学外国人留学生入学試験

Entrance Exam for International Students, Aoyama Gakuin University, Academic Year 2018

パスポートコピー貼付用紙

Form for a Copy of One's Passport

学部・学科 College/Department	文学部英米文学科 Department of English, College of Literature		
フリガナ Name in Katakana		性別 Sex	
氏名 Name		生年月日 Date of Birth	
		国籍・地域 Nationality/Region	

貼付欄

Attach a copy here

この枠内に貼付してください。

Affix within this frame.

パスポートの、氏名・パスポートNo.・有効期間が記載されたページ
を等倍サイズでコピーし、この枠内に貼付してください。

Make an actual size copy of the passport page with name, passport
number and expiration date. Then affix it within this frame.

2018年度 青山学院大学外国人留学生入学試験 出願書類チェックリスト

Application Documents Checklist, Entrance Exam for International Students, Aoyama Gakuin University, Academic Year 2018

◆ 下記の「確認及び注意事項」を確認して、各書類のチェック欄に、書類が揃っている場合は「○」、該当がない場合には「/」を記入してください。

また、別送書類やその他の連絡事項がある場合には備考欄に記入してください。

◆ Check the following 'Confirmation and Notes'. Add ○ if documents are complete, or / in cases not applicable in the check column for each document.

出願学部・学科

College/Department to which you are applying _____

フリガナ Name in Katakana _____

氏名 Name _____

	出願書類 Application Document	確認及び注意事項 Confirmation and Notes	チェック Check
A	入学願書 Admissions Application	<ul style="list-style-type: none"> • 志願者本人が記入しましたか？ • 記入漏れはありませんか？ • Was it filled out by the applicant? • Are there any omissions? • 記入誤りはありませんか？ • Is everything correctly entered? 	
B	写真票 Photo Sheet	<ul style="list-style-type: none"> • 志願者本人が記入しましたか？ • Was it filled out by the applicant? • 記入誤りはありませんか？ • Is everything correctly entered? 	
C	高等学校の卒業証明書 または卒業見込証明書 Graduate Certificate or Expected Graduate Certificate of High School	<ul style="list-style-type: none"> • 卒業証明書または卒業見込証明書の原本を入れましたか？ ※日本語又は英語以外の言語の場合、翻訳した書類と大使館等の公的機関で翻訳された内容が原本と相違ないことを証明した書類が必要です • Is an original of Graduate Certificate or Expected Graduate Certificate included? ※If the document is in a languages other than Japanese or English, a translated document and a document certifying that the contents are the same as the original by a notary agency such as an embassy are needed. 	
D	高等学校全期間の 学業成績証明書 Achievement Certificate for all terms of high school	<ul style="list-style-type: none"> • 高等学校の全期間(10～12年生)の成績が記載されている原本を入れましたか？ ※日本語又は英語以外の言語の場合、翻訳した書類と大使館等の公的機関で翻訳された内容が原本と相違ないことを証明した書類が必要です • Are original transcripts for all terms in high school (10-12 grade) included? ※If the document is in a language other than Japanese or English, a translated document and a document certifying that the contents are the same as the original by a notary agency such as an embassy are needed. 	
E	外国籍を証明する書類 (在留カードコピー貼付用紙、 パスポートコピー貼付用紙) Documents certifying Foreign Nationality (Form to attach a copy of the Residency Card, Form to attach a copy of one's passport)	<ul style="list-style-type: none"> 〈日本国内に居住している場合〉 • 「在留カード」のコピーを貼りましたか？ • 表面右上の在留カード番号が途中で切れずにコピーしましたか？ 〈海外に居住している場合〉 • パスポートのコピーは氏名・パスポートNo.・有効期間が記載されているページですか？ またA4サイズ等倍にコピーしましたか？ 〈In case of residency in Japan〉 • Did you attach a copy of your Residence Card? • Does your copy include the Residence Card number on the upper right of the card? 〈In case of residency overseas〉 • Does the copy of the page of your passport show your name, passport number and expiration date? Is the copy in actual size on A4-sized paper? 	
F	写真2枚 Two photos	<ul style="list-style-type: none"> • 入学願書と写真票に同じ写真を貼りましたか？ • Did you attach the same photo on both the admissions application and the photo sheet? 	
G	出願用封筒貼付用紙 Envelope Label for Application	<ul style="list-style-type: none"> • 記入誤りはありませんか？ • Is everything correctly entered? 	
H	出願書類チェックリスト Application Documents Check List		

◆ “1. 出願資格”の(3)出願要件の内容をよく読み、SATもしくはACTいずれかの書類を提出してください。
Thoroughly read (3) “Requirements for application” of 1. Application Qualifications , and submit either the SAT or ACT document.

J	SAT Scores		
K	ACT with Writing Scores		

◆ ”1. 出願資格”の(3)出願要件(②英語外部資格試験)の内容をよく読み該当するものすべてのスコア・証明書を提出してください。

Read the content of (3)Application Requirement ((2) in ‘1. Application Qualification’ carefully, and submit the document of whether SAT or ACT.

L	TOEIC® Official Score Certificate または (OR) Official Score Report	<ul style="list-style-type: none"> 出願時に取得後2年以内のものを入れましたか？ Is the certificate issued within two years of application? 	
M	TOEFL Official Score Report または (OR) Examinee Score Report または (OR) Test Taker Score Report	<ul style="list-style-type: none"> 出願時に取得後2年以内のものを入れましたか？ ※Official Score Report の場合は直送に限ります ※インターネットからダウンロードしたTest Taker Score Reportは無効です Is the certificate issued within two years of application? ※In case of Official Score Report, it should be sent only directly. ※Test Taker Score Report downloaded from the Internet is not valid. 	
N	IELTS Test Report Form	<ul style="list-style-type: none"> 出願時に取得後2年以内のものを入れましたか？ Is the certificate issued within two years of application? 	
O	実用英語技能検定 合格証明書 Certificate of the EIKEN Test in Practical English Proficiency	<ul style="list-style-type: none"> 合格証明書を入れましたか？ Have you included the certificate? 	

※ 英語外部資格試験のスコア・証明書の提出免除者は下記Pの書類を提出してください(直近の6年間の学校教育のうち、少なくとも5年以上を英語を主言語とする機関で教育を受けてきた者のみ対象)

If you are exempt from submitting the score or certification of the External English language certification examination, please submit document P as described below. (Only for persons who received education at an institution where English is the main language for at least five years, within the most recent 6 years of school education)

P	英語を主言語とする学校教育機関の在籍証明書または成績証明書 Enrollment Certificate or Transcript of educational institutions where English is the primary language	<ul style="list-style-type: none"> 英語を主言語とする学校教育機関の直近の5年以上の在籍証明書または成績証明書を入れましたか？ Have you enclosed an Enrollment Certificate or Transcript of the most recent five years or more from an educational institute where English is the main language? 	
---	---	--	--

◆備考(別途書類、連絡事項等があれば記入してください)

◆Remarks (If you have any additional documents or information, please note such here.)

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1 5 0 - 8 3 6 6

東京都渋谷区渋谷4-4-25

青山学院大学入学広報部入試課
入学願書受付係

4-4-25 Shibuya, Shibuya-ku, Tokyo
Admissions Division, Student Recruitment and Public
Relations Department, Aoyama Gakuin University
Reception for Application

Regular Registered Mail



外国人留学生入学試験

Entrance Exam for International Students

受付番号 Receiving Number	
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差出人 Sender	出願学部・ 学科 Applied College/ Department	文学部英米文学科 Department of English, College of Literature		
	住所 Address	〒		
	氏名 Name		電話番号 TEL	

《注意事項》 Notes

- この用紙を必ずカラープリンターで出力し、封筒に貼付してご使用ください。
Print with a color printer, and affix to the envelope.
- 出願書類は募集要項で確認し、漏れのないよう確認してからお送りください。
Check the required application documents following the Application Guidelines, make sure nothing is missing, and then mail them.
- 郵便局窓口で簡易書留扱いの手続きをして郵送してください。
Send as regular registered mail according to the procedures of the post office.
- 願書受付最終日を過ぎた消印のものは受理せず返送します。
Applications postmarked after the application deadline are not accepted and will be returned.

日本国内の金融機関窓口(郵便局・ゆうちょ銀行を除く)より入学検定料を振り込む場合は、この用紙を使用してください。(ATM・インターネットバンキング等は不可)。

When making payment for the entrance examination fee via teller at a Japanese banking institution (excluding the post office and Yucho Japan Post Bank), please use this form.
(This form cannot be used for ATM, Internet banking, etc.)

•Please use a ballpoint pen to fill out only the areas within the thick borders on each sheet.
•Sender will be required to pay a transfer fee.

志願者切り取り線

Cut on This Line



振込通知書(大学提出用)

Receipt for submission to the university

金額	35,000 円	
先方銀行	三井住友銀行 渋谷支店	
受取人	預金種目 普通預金	口座番号 8180105
御依頼人	(学)青山学院検定(特別A)	
備考	入試コード 40113	受験者氏名 フリガナ
	外国人留学生入学検定料	
上記の通り振り込みました。		
取扱銀行収納印		
(取扱店→御依頼人(受験者)→大学)		

振込金受取書(ご依頼人控)

Receipt for sender

金額	35,000 円	
先方銀行	三井住友銀行 渋谷支店	
受取人	預金種目 普通預金	口座番号 8180105
御依頼人	(学)青山学院検定(特別A)	
備考	入試コード 40113	受験者氏名 フリガナ
	外国人留学生入学検定料	
上記の金額正に受け取りました。		
取扱銀行収納印		
(取扱店→御依頼人(受験者))		

振込依頼書

Transfer request form

依頼日 Date yy/mm/dd	年月日	電信料	手数料
先方銀行	金額	35,000 円	
受取人	預金種目 普通預金	口座番号 8180105	
御依頼人	(学)青山学院検定(特別A)		
おところ Address	入試コード 40113	受験者氏名 フリガナ	
	外国人留学生入学検定料		
上記の金額正に受け取りました。			
取扱銀行収納印			
(取扱店→御依頼人(受験者)→大学)			

手数料振込人負担

◎各欄の太枠の中だけボールペンで記入してください。

振込通知書(大学提出用)貼付用紙

Bank Transfer Notification (for submission to the university)

審査番号 Audit Number
※
受験番号 Examination Number
※

太枠線内を記入してください。
Fill in the areas within the thick borders.

学部・学科 College/Department	入試コード Entrance Examination Code
文学部英米文学科 Department of English, College of Literature	4 0 1 1 3
フリガナ Name in Katakana	連絡先電話番号 Contact TEL
氏名 Name	()

- ◇金融機関窓口にて必要金額を振り込み後、はがれないよう全面のり付けしてください。
After transferring the proper amount of fees via teller at a banking institution, securely affix the receipt so it does not come off.
- ◇金融機関の収納印の無いもの、金額が訂正されたものは無効です。
Receipts without a receipt stamp from the banking institution or on which the amount has been modified are invalid.

はがれないように
全面のり付けしてください。
Securely affix so
that receipt does not come off.

振込通知書(大学提出用)
貼付位置
Affix the Transfer Receipt
(for submission to the
university) here.

証明書原本返却願

Application for Return of an Original Copy of a Certificate

高等学校の卒業証明書（または卒業見込証明書）、学業成績証明書、外国語能力条件を証明するスコア・証明書、外国籍を証明する書類、日本語能力試験の合否結果通知書等の原本を同封し、やむを得ない理由により返却を希望する場合は書類名を明記のうえ、出願書類と一緒に提出してください。原本返却の手続方法は“11.各種証明書の原本返却について”で確認してください。

In case an original graduation certificate (or certificate of expected graduation), educational achievement certificate from an overseas high school, or certificate to verify the foreign language ability requirement, or a document that verifies foreign nationality or results notification of a Japanese-Language Proficiency Test has been submitted, and you would like such certificate to be returned for an unavoidable reason, write the name of document clearly on this sheet and submit this form with the application documents. Regarding procedures for the return of original documents, check “11. Return of Original Copies of Various Certificates”.

フリガナ Name in katakana	
氏名 Name	
出願学部学科 College/Department to which you are applying	文学部 英米文学科 Department of English, College of Literature
返却希望書類名 Name of documents which you would like to be returned	

大学使用欄 For University use

返却日 Date of Return	
送付控貼付欄 Attachment Column for the Receipt	
備考 Remarks	

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.

Aoyama Gakuin School Motto

“The Salt of the Earth, The Light of the World.”

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.