

AOYAMA GAKUIN UNIVERSITY (AGU)
Application Guidelines for Exchange Students
-Spring Semester of 2025-



These guidelines are for Exchange Student candidates from AGU's partner universities. Students who wish to apply for the exchange program at AGU must read the following information and submit their application documents to Aoyama Gakuin University after being nominated through their university's study abroad office.

In principle, exchange students can register for classes in any Colleges/Schools at Aoyama Gakuin University (with some exceptions), but they must be affiliated with one of the Colleges/Schools. Please select the College/School that matches the applicant's major, or interest, on the online student application form.

The Professional Graduate School of International Management (Master's Program) of **Aoyama Business School** will begin accepting exchange students from the first semester of the 2025 academic year.

<Website for Exchange Students>

<https://www.aoyama.ac.jp/en/admission/exchange/>

<Application Documents>

Please download from the website below:

<https://www.aoyama.ac.jp/en/admission/exchange/material.html>

<AGU Syllabus Search Engine>

<https://syllabus.aoyama.ac.jp/>

1. Eligibility

In order to apply for the AGU Exchange Program, an applicant must meet all of the following requirements:

- 1) be a student in one of AGU's partner universities
- 2) have a **2.5 G.P.A. or higher** (on a 4.0 scale)
*If an applicant's home university's G.P.A. is not on a 4.0 scale, please submit a "Verification of Academic Standing" (a specified form) to state that they have scored on average or above average in their official grades.
- 3) The applicant must be able to submit official transcripts from the partner institution for at least one semester that meet the required G.P.A. at the time of application.
- 4) Be enrolled at the partner institution until the end of the exchange program at Aoyama Gakuin University.
- 5) The applicant must be able to agree to the pledge stated in the "Aoyama Gakuin University Exchange Program Pledge".
- 6) If applying to a graduate school (Master's Program);
 - (1) The applicant must be a graduate student at the partner institution at the time of application.
 - (2) The applicant must be able to submit an undergraduate graduation certificate and the official transcripts of an undergraduate program at the time of application.

(3) The institution to which the applicant belongs and AGU have an agreement to exchange graduate students.

* Please note that some master's programs require a high level of Japanese language proficiency (the JLPT N1 or equivalent), so those wishing to apply to the graduate school must, **before applying**, confirm by email with the International Center whether they are eligible to apply.

* **The Professional Graduate School of International Management (Master's Program) of Aoyama Business School will begin accepting exchange students from the first semester of the 2025 academic year.**

7) Language requirements:

[Aoyama Campus]

<Undergraduate Program>

College of Literature, College of Education, Psychology and Human Studies (※1), College of Economics (※1), Faculty of Law (※1), School of Business, School of International Politics, Economics and Communication, and School of Cultural and Creative Studies

< Master's Program >

Graduate School of Literature, Graduate School of Education, Psychology and Human Studies (※1), Graduate School of Economics (※1), Graduate School of Law (※1), Graduate School of Business, Graduate School of International Politics, Economics and Communication, and Graduate School of Cultural and Creative Studies

(1) the applicant has studied Japanese for more than 1 year, and have Japanese language ability equivalent to the N5 Japanese Language Proficiency Test (JLPT)

OR

(2) applicants who wish to take courses in English only: must be a native English speaker or have IELTS 5.5 or TOEFL iBT 68 or above (※2)

<Aoyama Business School (MBA)>

(1) applicants wishing to take courses offered in Japanese must have passed the Japanese Language Proficiency Test (JLPT) **N1** at the time of application.

OR

(2) applicants who wish to take courses in English only: must be a Native English speaker or have IELTS 5.5 or TOEFL iBT 68 or above (※2)

[Sagamihara Campus]

College of Science & Engineering (※1), Graduate School of Science & Engineering, and College of Community Studies (※1)

- the applicant has studied Japanese for more than 1 year, and has Japanese language ability equivalent to the N5 JLPT

School of Social Informatics (※1), Graduate School of Social Informatics (※1)

- the applicant has studied Japanese for more than 1 year, and has Japanese language ability equivalent to the N5 JLPT

School of Global Studies and Collaboration:

(1) the applicant has studied Japanese for more than 1 year, and has Japanese language ability

equivalent to the N5 JLPT

OR

- (2) applicants who wish to take courses in English only: must be a native English speaker or have IELTS 5.5 or TOEFL iBT 68 or above (※2)

(※1): The colleges/schools/graduate schools where most classes are conducted in Japanese. If an applicant chooses these colleges/schools/graduate schools, they must have the necessary Japanese language skills to understand the courses taught in Japanese. If an applicant plans to take courses offered mainly in English, we recommend that they choose a college/school/graduate school without this mark.

(※2): If an applicant cannot submit a TOEFL or IELTS score, please follow the procedures below:

- (1) submit an official English test score, along with its equivalent IELTS or TOEFL iBT score on an official conversion table as issued by the relevant examining board.

OR

- (2) submit the "[English Proficiency Report](#)" (AGU's specified form), completed by a full-time faculty member of the applicant's home university who teaches English language classes or has obtained a degree in English.

2. Schedule for Admission Procedures

Students who wish to apply for the exchange program, must first be nominated by the international affairs staff at their school. Deadline for nominations: **October 31, 2024 (JST)**

	Application for Spring Semester 2025	Application for Fall Semester 2025
1) Confirmation of the number of nominations available (by international affairs staff)	By early October 2024	By early March 2025
2) Deadline for online candidate recommendation (by international affairs staff)	By October 31, 2024	By March 31, 2025
3) Deadline for submitting the application documents (by an applicant)	November 10, 2024	April 10, 2025
4) The deadline for applying for a dormitory (by an applicant)	November 10, 2024	April 10, 2025
5) Acceptance notification from AGU to the staff and student (email)	Late December 2024	Early June 2025
6) Sending of admission documents from AGU to students	February 2025	Late June 2025
7) CoE issued by the immigration bureau	March 2025	August 2025
8) Orientations for Exchange Students at AGU	Late March 2025	Early September 2025
9) Classes begin	Early April 2025	Mid-September 2025

* These dates are subject to change.


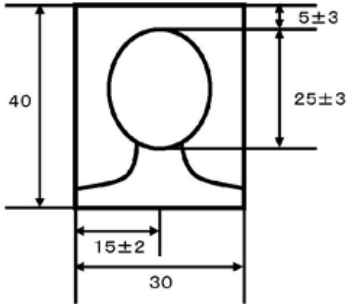
* **Please note that the deadline date (both the nomination and the student application) may be moved up by about one month for the Spring/Fall 2026 Semester due to the increase in the number of applications.**

3. Student Application Documents (Deadline: November 10, 2024 (JST))

After the student nomination is done by a person in charge at a partner institution, the applicant must submit the required documents via the online form below. [Please send us the color ID photos by post.](#) Regarding the Application for the Certificate of Eligibility (#16), please upload the Excel file edited by the applicant

1	<p>Submitting the Online Student Application Form</p> <p>Please choose the link to the online form for the campus where the applicant wishes to study. The form needs to be filled out and submitted by November 10, 2024 (JST). Please prepare the other required documents as PDF files.</p> <p>The application form will time out after a certain period of time. Since the applicant will be asked to enter a study plan (300 words), they can complete the work in time by preparing in advance via Word, etc., and pasting it.</p> <p>In addition, please select a College/School that offers many courses that the applicant wishes to take. If an applicant wants to apply to a graduate school, please confirm whether or not the graduate school of their choice will accept the applicant before sending the application form.</p> <p>Application to Aoyama Campus https://business.form-mailer.jp/fms/9c74ebfe248722</p> <p><Undergraduate Program></p> <p>College of Literature, College of Education, Psychology and Human Studies, College of Economics, Faculty of Law, School of Business, School of International Politics, Economics and Communication, and School of Cultural and Creative Studies</p> <p><Master's Program></p> <p>Graduate School of Literature, Graduate School of Education, Psychology and Human Studies, Graduate School of Economics, Graduate School of Law, Graduate School of Business, Graduate School of International Politics, Economics and Communication, and Graduate School of Cultural and Creative Studies</p> <p>Application to Sagamihara Campus https://business.form-mailer.jp/fms/68be946c248776</p> <p>College of Science & Engineering, Graduate School of Science & Engineering, College of Community Studies, School of Social Informatics, Graduate School of Social Informatics, School of Global Studies and Collaboration</p>
2	<p>A Letter of Recommendation</p> <p>Must be written by a faculty member who has belonged to a university (or equivalent institution of higher education) within three months of the application. There is no designated format. A faculty member can submit the letter directly to the AGU International Center.</p>
3	<p>Aoyama Gakuin University Exchange Program Pledge (the page with the applicant's signature)</p> <p>Please read the Pledge and submit the page with the applicant's signature. 2_AGU-Exchange-Program-Pledge-Signature-page.pdf (aoyama.ac.jp)</p>
4	<p>Emergency Contact Information Form</p> <p>In principle, emergency contact during study abroad will be made to the person in charge at the partner institution, but please provide information about one other person. 3_Emergency-Contact-Info.pdf (aoyama.ac.jp)</p>

5	<p>Photocopy of the Score Report of the Japanese Language Proficiency Test (JLPT) (if applicable) Only those who took the JLPT are required to submit it.</p> <p>Starting from Spring 2024, students with Japanese language skills of at least the JLPT N4 can register for Japanese language courses with credits. Those who do not meet this requirement can register for extracurricular (non-credit) courses held to study Japanese in English.</p>
6	<p>Evaluation of Japanese Language Proficiency* (if applicable) Applicants with experience studying Japanese must have their most recent Japanese instructor fill out this document for application. Those who had taken the JLPT N1-N5 must also submit this document.</p> <p>If the applicant only has self-study Japanese experience, there is no need to submit this document. Please add a note to the answer for "How many years have you learned Japanese?" on the online application form. (e.g., five years (self-study))</p> <p>JAPANESE LANGUAGE PROFICIENCY (aoyama.ac.jp)</p>
7	<p>IELTS/TOEFL iBT score report or English Language Proficiency (if applicable) For applicants who have not taken the JLPT, please include a photocopy of the score report for IELTS 5.5 or TOEFL iBT 68 or above. This requirement does not apply to native English speakers.</p> <p>* TOEFL iBT Best Score, Home Edition, and IELTS Indicator are NOT acceptable.</p> <p>If the applicant cannot submit an IELTS or TOEFL score, please refer to the link below and complete the English Proficiency Report.</p> <p>ukeire_English-Proficiency-Report-.pdf (aoyama.ac.jp)</p>
8	<p>Official Transcripts of the Home University (in English) Please enclose the documents regarding the grading system at the home university as well. If the applicant's home university's G.P.A. is not on a 4.0 scale, please submit a "Verification of Academic Standing"* to show that the applicant has scored on average or above average in their official grades.</p> <p>ukeire_Verification_of_Academic_Standig.pdf (aoyama.ac.jp)</p>
9	<p>(Only for Master's Program applicants)</p> <ol style="list-style-type: none"> 1) Official Transcripts of Undergraduate Program 2) Official Certificate of Graduation (undergraduate program)
10	<p>Information for Tutors* An AGU degree-seeking student will be assigned as a tutor to support international students and help with their study/work and everyday life, including differences in language and culture.</p> <p>ie_Information_for_Tutor.docx (live.com)</p>
11	<p>Certificate of Physical Condition* The applicant is required to have a health check within <u>three (3) months before</u> the application deadline. The medical institution must fill out the certificate and include the date of the health check and a chest x-ray.</p> <p>ie_Health_Certificate.pdf (aoyama.ac.jp)</p>
12	<p>(if applicable)</p> <ol style="list-style-type: none"> 1) Documents showing the reasonable accommodations that the applicant receives at their home university. 2) Medical Certificate of Chronic Illness <p>If the applicant needs reasonable accommodations during a class/exam (such as extending the exam time), these documents are necessary to apply for such accommodations at our university. Please submit them if applicable.</p> <p>Please understand that the reasonable accommodations provided at AGU may not necessarily be the same as those provided by an applicant's home university. Also, please be aware that there might be cases where AGU is unable to accept applicants based on their health conditions or the types of accommodations they need.</p>

<p>13</p>	<p>Bank Certification of Deposit and/or Certificate of Scholarship (in English) Please submit a bank certification of the person who will be covering the fees of the exchange program. This information will be used for the Application for a Certificate of Eligibility, so it must match the information in the "Supporter" field. Applicants must submit the scholarship certificate if they receive scholarships to cover the fees. The certificate should state at least JPY 1,550,000 for 1 year of study or JPY 780,000 for 6 months of study. The "Supporter" does not have to be the applicant themselves, it can be a parent or other family member.</p>
<p>14</p>	<p>Scanned Photocopy of Passport Facial ID Page. A photocopy of the passport will be submitted to the immigration bureau. The photocopy must be properly scanned, and smartphone photos cannot be accepted. Please ensure all of the information, including the applicant's photo, is legible and <u>there is nothing in its background</u>. The passport must be valid until the end of the exchange period. Applicants of Japanese nationality must also submit a copy of their Japanese passport.</p> 
<p>15</p>	<p>Four Color ID Photos 4 cm (height) × 3 cm (width) size, plain background, head and shoulders without headgear (except for religious or medical reasons). Taken within the previous 3 months. Please write the applicant's name on the back of all the photos. The photos must be printed on photo paper. Black and white photocopies are not acceptable. Please submit the photos by postal mail to the International Center of the campus to which the applicant is applying by the deadline (November 10, 2024).</p>  <p style="text-align: center;">(in millimeters)</p> <p>For detailed specifications of the photograph, please refer to the following website: https://www.moj.go.jp/isa/applications/status/photo_info_00002.html</p>
<p>16</p>	<p>Application for Certificate of Eligibility* The Certificate of Eligibility (CoE) is necessary for applying for Japanese visas. AGU will apply for the CoE to the immigration bureau on behalf of the exchange students. <u>The review process usually takes 2 to 3 months</u>. When the Certificate of Eligibility (electronic version) is issued, it will be emailed to the applicants. Upon receiving the CoE email, the applicants must visit a Japanese consulate or embassy immediately to apply for a student visa. Please note that AGU cannot specify the exact issuance date of the CoE, as it depends on the Immigration Bureau's review status. Please download and fill out the CoE of the campus to which the application will be made.</p>

<https://www.aoyama.ac.jp/en/admission/exchange/material.html>

Applicants will fill out three sheets; the Sheet stating "AGU Office Use" should not be touched. The document **must be submitted as an Excel file**. Be sure to carefully read the SAMPLE sheet and fill in all the sections highlighted in color. Those with a Japanese nationality (who will enter Japan using a Japanese passport) will not be required to submit this application.

- P.1 Nationality: Please enter the official name of the applicant's country.
- P.1 Name: Must match the applicant's passport and should be in all capital letters.
- P.1 Place of birth: Please fill in the city, state, and country.
- P.1 Home town/city: Enter the applicant's current complete address
- P.1 Photo: Keep this part blank (do not paste photo data)
- P.1 16 Intended place to apply for a visa: Please write down the name of the [Japanese embassy or consulate](#) in charge of the applicant's residency.
- P.1 21 Family in Japan: If the applicant doesn't have a relative in Japan, circle "No" and write "none" in the column.
- P.2 25 Personal history: Please list the educational history from the last five years since high school up to the expected graduation date from the applicant's home university.
- P.2 28 "Method of support to pay for expenses while in Japan": (1) Please select the option that applies to the applicant. Type the amount of funds per month. In case of funding the cost with a scholarship, please also submit a certificate of the scholarship. (2) Supporter: If the student is paying for their expenses, enter the student's information; if a family member is paying for the student's expenses, enter the family member's information.

※Documents marked with an asterisk (*) can be downloaded from the International Center's website.

4. Housing

For detailed housing information, please see the [Housing Information](#), which is uploaded to the website of the International Center. There is separate Housing Information for each campus. The International Center has a recommended dormitory managed by "Kyoritsu Maintenance Co., Ltd." This dorm has an easy process for entering from abroad, has a dorm manager 24 hours a day with high security, and can make a contract that includes meals.

For students who do not wish to live in the recommended dormitory, please refer to the Housing Information, which also contains information for apartments, guesthouses, and homestays.

If an applicant wishes to stay at the recommended dormitories, Dormy (Aoyama Campus) and "Diakonia Hashimoto or Dormy Sagamiono" (Sagamihara Campus), please check "I will apply for the recommended dormitory" on the online form and contact "Kyoritsu Maintenance Co., Ltd." directly via the online form or email. The application deadline for these dormitories is the same as the deadline for the exchange program.

5. Mailing Address of ID Photos/Contact Information

Aoyama Campus	Sagamihara Campus
Inbound Exchange Team International Center, Aoyama Gakuin University 4-4-25, Shibuya, Shibuya-Ku, Tokyo, JAPAN 1508366 Tel: +81 3 3409 8462 Email: exchange@aoyamagakuin.jp	Inbound Exchange Team International Center, Aoyama Gakuin University 5-10-1, Fuchinobe, Chuo-Ku, Sagamihara, Kanagawa, JAPAN 2525258 Tel: +81 42 759 6034 Email: agu-exchange@aoyamagakuin.jp