

**AOYAMA GAKUIN UNIVERSITY (AGU)**  
**Application Guidelines for Exchange Students**  
**-Fall 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](#) has started accepting exchange students from School Year 2025.

**<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**

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) be able to submit official transcripts for at least one semester from the partner institution 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) agree to the pledge 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 must have an agreement to exchange graduate

students with AGU.

- \* Please note that some master's programs require a high level of Japanese language proficiency (JLPT N1 or equivalent) or require the submission of materials related to the thesis or research results, so applicants who wish to apply to a graduate school (master's program) should confirm by e-mail with the International Center before applying whether they will be accepted or not.

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)**

(1) the applicant must have 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) and College of Community Studies (※1)**

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

**School of Social Informatics (※1) and Graduate School of Social Informatics (※1)**

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

**School of Global Studies and Collaboration and Graduate School of Science & Engineering**

(1) the applicant must have studied Japanese for more than 1 year, and have 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 and its equivalent IELTS or TOEFL iBT score on an official conversion table 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 either 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 to AGU by the international affairs staff at their school. Deadline for nominations: **March 31, 2025 (JST)**

	Application for Fall Semester 2025	Application for Spring Semester 2026
1) Confirmation of the number of nominations available (by international affairs staff)	By early March 2025	By early October 2025
2) Deadline for online candidate recommendation (by international affairs staff)	<b>By March 31, 2025</b>	<b>By October 31, 2025</b>
3) Deadline for submitting the application documents (by an applicant)	<b>April 10, 2025</b>	<b>November 10, 2025</b>
4) The deadline for applying for a dormitory (by an applicant)	April 10, 2025	November 10, 2025
5) Acceptance notification from AGU to the staff and student (email)	Early June 2025	Late December 2025
6) Sending of admission documents from AGU to students	Late June 2025	February 2026
7) CoE issued by the immigration bureau (estimated issue timing)	August 2025	March 2026
8) Orientations for Exchange Students at AGU	Early September 2025	Late March 2026
9) Classes begin	Mid-September 2025	Early April 2026


\* These dates are subject to change.

**3. Student Application Documents (Deadline: April 10, 2025 (JST))**

After the student nomination has been done by a person in charge at a partner institution, the applicant must submit the required documents via the online form below. From the Fall semester 2025 it is no longer necessary to send the color ID photos by post. Regarding the Application for the Certificate of Eligibility (#16), please upload the Excel file with the facial ID photos, edited by the applicant.

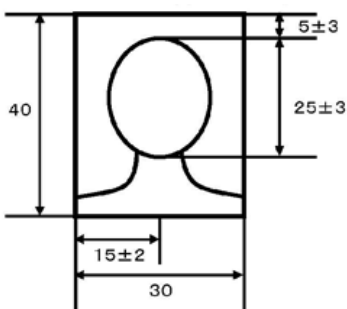
<p>1</p>	<p><b>Submitting the Online Student Application Form</b>  Please choose the link to the online form for the campus where the applicant wishes to study. The form needs to be filled out and submitted by <b>April 10, 2025 (JST)</b>. <u>Please prepare the other required documents as PDF files as well as the facial ID photo data.</u>  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 task in time by preparing in advance via Word, etc., and pasting it.   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><b>&lt;Course Information for Exchange Students&gt;</b>  <a href="https://www.aoyama.ac.jp/en/admission/exchange/course.html">https://www.aoyama.ac.jp/en/admission/exchange/course.html</a>  This page also includes a list of English courses offered (School Year 2024). <b>The courses offered are generally the same each year but are subject to change.</b> Please inquire about graduate school (master's) courses.</p> <p>Application to <b>Aoyama Campus</b>: <a href="https://business.form-mailer.jp/fms/af096927268308">https://business.form-mailer.jp/fms/af096927268308</a></p> <p><b>&lt;Undergraduate Program&gt;</b>  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><b>&lt;Master's Program&gt;</b>  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, Graduate School of Cultural and Creative Studies, and Aoyama Business School</p> <p>Application to <b>Sagamihara Campus</b>: <a href="https://business.form-mailer.jp/fms/5896f011268311">https://business.form-mailer.jp/fms/5896f011268311</a></p> <p><b>&lt;Undergraduate Program&gt;</b>  College of Science &amp; Engineering, School of Social Informatics, School of Global Studies and Collaboration, and College of Community Studies</p> <p><b>&lt;Master's Program&gt;</b>  Graduate School of Science &amp; Engineering and Graduate School of Social Informatics</p>
<p>2</p>	<p><b>A Letter of Recommendation</b>  Must be written by a <u>faculty member</u> who has belonged to a university (or equivalent institution of higher education) <b>within three months of the application</b>. There is no designated format. A faculty member can submit the letter directly to the AGU International Center.</p>
<p>3</p>	<p><b>Aoyama Gakuin University Exchange Program Pledge</b> (the page with the applicant's signature)  Please read <a href="#">the Pledge</a> and submit the page with the applicant's signature.  <a href="#">2 AGU-Exchange-Program-Pledge-Signature-page.pdf (aoyama.ac.jp)</a></p>

4	<p><b>Emergency Contact Information Form</b></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.  <a href="#">3_Emergency-Contact-Info.pdf (aoyama.ac.jp)</a></p>
5	<p><b>Photocopy of the Score Report of the Japanese Language Proficiency Test (JLPT) or Japanese Proficiency Test (JPT) (if applicable)</b></p> <p>Only those who took the JLPT or JPT are required to submit the test score.</p> <p>Please note that starting in Spring 2024, students with Japanese language skills of at least <u>the JLPT N4 or CEFR-A1 level</u> can register for credited Japanese language courses.</p> <p>Students who wish to enroll in credited Japanese language courses must take the Japanese placement test before coming to Japan. If you are judged to be at or above the JLPT N4 or CEFR-A1 level, you may enroll in credited Japanese language courses. If you do not take the Japanese Placement Test, you cannot enroll in regular Japanese courses.</p> <p>We also offer “Japanese Class Taught in English” (non-credit) for those who have never studied Japanese at the beginner level. If you wish to take this class, please apply during the designated period after your arrival in Japan.</p>
6	<p><b>Evaluation of Japanese Language Proficiency* (if applicable)</b></p> <p>Applicants with experience studying Japanese must have their most recent Japanese instructor fill out this document for application. Those who have 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 "How many years have you learned Japanese?" answer on the online application form. (e.g., five years (self-study))  <a href="#">JAPANESE LANGUAGE PROFICIENCY (aoyama.ac.jp)</a></p>
7	<p><b>IELTS/TOEFL iBT score report or English Language Proficiency (if applicable)</b></p> <p>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 <b>English Proficiency Report</b>.  <a href="#">international ukeire English-Proiciency-Report-.pdf (aoyama.ac.jp)</a></p>
8	<p><b>Official Transcripts of the Home University (in English)</b></p> <p>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.  <a href="#">international ukeire Verification of Academic Standing.pdf (aoyama.ac.jp)</a></p>
9	<p>(Only for Master's Program applicants) * Additional documents may be required.</p> <ol style="list-style-type: none"> <li>1) Official Transcripts of the Undergraduate Program</li> <li>2) Official Certificate of Graduation of the Undergraduate Program</li> </ol>
10	<p><b>Information for Tutors*</b></p> <p>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.  <a href="#">ie Information for Tutor.docx (live.com)</a></p>

11	<p><b>Certificate of Physical Condition*</b>  The applicant must have a health check within three (3) months before the application deadline. <b>The medical institution must fill out the certificate and include the date of the health check and a chest X-ray. A chest X-ray is required.</b>  <a href="#">ie Health Certificate.pdf (aoyama.ac.jp)</a></p>
12	<p><b>(If applicable)</b>  If the applicant needs reasonable accommodation during a class/exam (such as extending the exam time), these documents are necessary to apply for such accommodation at our university. Please submit them if applicable.</p> <ol style="list-style-type: none"> <li>1) Documents showing the reasonable accommodations that the applicant receives at their home university.</li> <li>2) Medical Certificate of Chronic Illness</li> </ol> <p><b>Please understand in advance that the same reasonable accommodations may not necessarily be provided as those at your home university. Also, please understand that we may refuse to accept a student if we cannot guarantee the student's safety or if we deem that we cannot provide sufficient reasonable accommodations.</b></p>
13	<p><b>Bank Certification of Deposit and/or Certificate of Scholarship (in English)</b>  Please submit a bank certificate of deposit of the person who will pay the costs for the applicant's study in Japan, <b>issued within two months at the time of application.</b>  (The account holder's name, the date of issue, and the balance must be shown. Preferably in US dollars.)</p> <p><b>This information will be used for the Application for a Certificate of Eligibility, so it must match the information in the "Supporter" field of the Certificate of Eligibility (#16 below). Applicants must submit the scholarship certificate if they receive scholarships to cover the study abroad costs.</b>  <b>The certificate of deposit should state at least JPY 1,550,000 for 1 year of study or JPY 780,000 for 6 months of study.</b> The "Supporter" does not have to be the applicant themselves, it can be a parent or other family member.</p>
14	<p><b>Scanned Photocopy of Passport Facial ID Page.</b>  A photocopy of the passport will be submitted to the immigration bureau. <b>The photocopy must be properly scanned, and smartphone photos cannot be accepted.</b> Please ensure all 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> 
15	<p><b>Uploading Color Facial ID Photos (JPEG or JPG format) *No need to send the ID photos by post to AGU</b>  <b>4 cm (height) × 3 cm (width) size, plain background, head and shoulders without headgear (except for religious or medical reasons), without smiling, taken within the previous 3 months.</b>  Black and white photos are not allowed.</p>

Applicants can use an online app such as below:

[Free Passport Size Photo Maker | \(no sign-up\)](#)



(in millimeters)

For detailed specifications of the photograph, please refer to the Immigration Services Agency's website: [https://www.moj.go.jp/isa/applications/status/photo\\_info\\_00002.html](https://www.moj.go.jp/isa/applications/status/photo_info_00002.html)

Some examples from the website:

An appropriate photo



Inappropriate photos



#### 16 Application for Certificate of Eligibility\* (an Excel file)

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. **The review process usually takes 2 to 3 months.** 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. <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 Japanese nationality (who will enter Japan using a Japanese passport) will not be required to submit this Excel file. If you have been a student at another Japanese university before enrolling in AGU, please include this information in the comments section of the application form.

- 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 Facial ID Photo: **Copy and paste the facial ID photo data created in #15 above. There is no need to send physical ID photos to AGU by post.**
- 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.



	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 <u>per month</u>. 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, input the family member's information.</li> </ul> <p><b>Important Note:</b></p> <p>The Japanese government has initiated a pre-entry tuberculosis screening for nationals of <u>the Philippines, Vietnam, Indonesia, Nepal, Myanmar, and China</u>, (countries that account for a large percentage of foreign-born patients diagnosed with tuberculosis during their stay in Japan), who intend to enter and stay in Japan as mid- to long-term residents. For these nationals, a "JAPAN Pre-Entry Tuberculosis Screening Clearance Certificate" issued by a designated medical institution will be required when applying for a Certificate of Eligibility.</p> <p>Details regarding the required documents are not yet available. Those affected by these regulations will be notified individually of any additional submission requirements as soon as the information is finalized.</p>
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※Documents marked with an asterisk (\*) can be downloaded from the International Center's website.

#### 4. Housing in Japan

For detailed housing information in Japan, please see the [Housing Information](#) uploaded to the International Center's website. There is separate Housing Information for each campus.

We provide recommended dormitory managed by "Kyoritsu Maintenance Co., Ltd" for exchange students. 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. If an applicant wishes to stay at one of the recommended dormitories, Dormy (Aoyama Campus) and "Diakonia Hashimoto or Dormy Sagamiono" (Sagamihara Campus), please apply for it using the online form provided by Kyoritsu Maintenance on the Housing Information. The application deadline for these dormitories is the same as the deadline for the exchange program.

For applicants who do not wish to live in the recommended dormitory, please also check the Housing Information. We recommend choosing a shared house, as the contract procedures are relatively easier than those for apartments.

#### 5. Overseas Travel Insurance

Exchange students are required by Japanese law to enroll in the National Health Insurance (NHI) after arriving in Japan. The NHI can be used for medical treatment in case of injury or illness during your stay in Japan.

However, the NHI does not cover the cost of death in the event of an accident of any kind, the cost of a family member coming to Japan to help a student, or the cost of a claim for expenses incurred when causing damage of any kind to another person.

For this reason, AGU requires all exchange students to purchase travel insurance covering the period of their study abroad. They will be required to submit a certificate of overseas travel insurance before they arrive in Japan after their acceptance to AGU has been officially approved. Your home university may



provide overseas travel insurance; please check with your home university first for details.

**6. 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: <a href="mailto:exchange@aoyamagakuin.jp">exchange@aoyamagakuin.jp</a>	Inbound Exchange Team International Center, Aoyama Gakuin University 5-10-1, Fuchinobe, Chuo-Ku, Sagamihara, Kanagawa, JAPAN 2525258 Tel: +81 42 759 6034 Email: <a href="mailto:agu-exchange@aoyamagakuin.jp">agu-exchange@aoyamagakuin.jp</a>

\* From the Fall 2025 application, there is no need to send physical facial ID photos to the campus by post.