

AOYAMA GAKUIN UNIVERSITY (AGU)

Application Guidelines for Exchange Students

-First (Spring) Semester of 2027-



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 registered in one of the Colleges/Schools. Please select the College/School that matches the applicant's major or interest on the online student application form.

1. Information for Exchange Students (links)

1) International exchange student website

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

[Japanese] https://www.aoyama.ac.jp/international/from_overseas/exchange/

2) Application Documents

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

[Japanese] https://www.aoyama.ac.jp/international/from_overseas/exchange/application.html

2. Basic information about Aoyama Gakuin University

1) Academic Calendar https://www.aoyama.ac.jp/en/campuslife/academic_calendar.html

2) Courses for exchange students

[English] [Courses | Aoyama Gakuin University](#)

[Japanese] [Curriculum & Courses / カリキュラム & 履修科目 \(交換留学生/Exchange Students\) | 青山学院大学](#)

3) Syllabus search system [http://syllabus.aoyama.ac.jp/\(Link\)](http://syllabus.aoyama.ac.jp/(Link))

4) Class, Tests, and Grades [CLASS/TESTS/GRADES | Aoyama Gakuin University\(Link\)](#)

5) Issuing academic transcripts
Certificate for the first semester: from late September
Certificate for the second semester: from late March

3. Eligibility (We added #5, 6, and 7 below in the first semester of 2026.)

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) **At Aoyama Gakuin University, undergraduate students must enroll for at least 14 credits, and graduate students (master's degree) must register for at least one subject of their enrolled master's program.**

- 6) Be able to spend their daily life in Japan independently (*)
- (*) Specifically, applicants are required to be able to do the following:
- Be able to self-manage daily life, such as eating, hygiene, and nocturnal habits.
 - Be able to travel to and from school alone (including use of public transportation)
 - Be able to take and manage available medicines
 - Bring their own medicines, or alternative medication they use in their home country, to Japan
 - Visit medical institutions (using simple Japanese language or using translation apps, etc.)
- 7) During the course of study, the student should be in a healthy condition where they can attend classes regularly and undergo classes in-person. During study at AGU, students are not allowed to take online courses only. In addition, bringing therapy pets into classrooms is not permitted.
- 8) The student must agree to the pledge stated in the Aoyama Gakuin University Exchange Program Pledge.
- 9) When applying to a graduate school (master's degree),
- At the time of application, the student should belong to the graduate school of the partner school.
 - Graduation certificates and academic transcripts must be submitted at the time of application.
 - The exchange of graduate students must be permitted in the agreement between the partner school and Aoyama Gakuin University.

In some cases, for applicants to graduate schools (master's degree), a higher level of Japanese language proficiency (JLPT N1 level) or graduation paper data or research results may be required. Therefore, students must confirm these details with the International Center prior to submitting an application, to determine whether they can be accepted.

- 10) Language requirements:
- Language requirements for each faculty are as follows:

[[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 hold one of the following English proficiency scores:
- IELTS 5.5
 - TOEFL iBT 4.0 or above overall under the new score scale/ TOEFL iBT 68 or above under the old score scale

- Duolingo English Test (DET) score of 95 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

- (1) applicants who wish to take courses in English only: must be a Native English speaker or hold one of the following English proficiency scores:
 - IELTS 5.5
 - TOEFL iBT 4.0 or above overall under the new score scale/ TOEFL iBT 68 or above under the old score scale
 - Duolingo English Test (DET) score of 95 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 hold one of the following English proficiency scores:
 - IELTS 5.5
 - TOEFL iBT 4.0 or above overall under the new score scale/ TOEFL iBT 68 or above under the old score scale
 - Duolingo English Test (DET) score of 95 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 or Duolingo English Test (DET) score, please follow the procedures below:

- (1) submit an official English test score and its equivalent IELTS or TOEFL iBT or DET 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.

4. 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: **October 31, 2026 (JST)**

	Admission for: April 2027 (First Semester)	Admission for: Sep. 2027 (Second Semester)
1) Confirmation of the number of nominations available (by international affairs staff)	By early October 2026	By early March 2027
2) Deadline for online candidate recommendation (by international affairs staff)	By October 31, 2026	By March 31, 2027
3) Deadline for submitting the application documents (by an applicant)	First Application Deadline: October 10, 2026 Final Application Deadline: November 10, 2026	First Application Deadline: March 10, 2027 Final Application Deadline: April 10, 2027
4) The deadline for applying for a dormitory (by an applicant)	November 10, 2026	April 10, 2027
5) Acceptance notification from AGU to the staff and students (email)	Late December 2026	Early June, 2027
6) Sending of admission documents from AGU to students	Around February 2027	Late June, 2027
7) CoE issued by the immigration bureau (estimated time of issue)	Around March 2027	Around August 2027
8) Application for a student visa at an overseas embassy → Entry to Japan	By late March 2027	From August to early Sep. 2027
9) [At Aoyama Gakuin University] Orientation for exchange students	Late March, 2027	Early Sep., 2027
11) Start of classes	Early April, 2027	Middle Sep., 2027

* These dates are subject to change.

5. Student Application Documents and the Checklist

First Application Deadline: October 10, 2026 (JST)/ Final Application Deadline: November 10, 2026 (JST)

After a person in charge at a partner institution nominates a student, the applicant must submit the required documents via the online form below. Regarding the Application for the **Certificate of Eligibility** (#15), please upload the Excel file with the facial ID photos, edited by the applicant.

Due to the recent increase in processing time for the Certificate of Eligibility (CoE) examination by the Immigration Bureau of Japan, we have introduced a two-step application deadline starting from the Fall 2026 applicants. Applications submitted by the First Deadline will allow us to begin the CoE preparation process earlier. Therefore, we strongly recommend submitting all required documents by the First Deadline. If students are unable to meet the First Deadline, please ensure that all necessary documents are submitted by the Final Deadline.

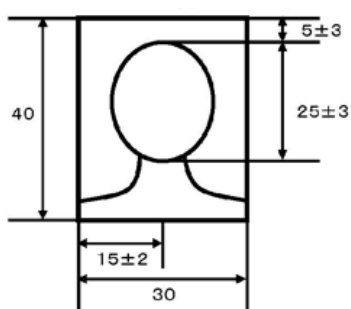
	Application Documents and Important Notes	Check
1	Submitting the Online Student Application Form Please choose the link to the online form for the campus where the applicant wishes to study. The form must be completed and submitted by the application deadlines(JST). <u>Please prepare the other required documents as PDF files, as well as the facial ID photo data.</u> The application form will time out after a certain period. Since the applicant will be asked to enter a study plan (300 words), they can complete the task on time by preparing it in advance in MS Word 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. <Course Information for Exchange Students> https://www.aoyama.ac.jp/international/from_overseas/exchange/courses.html This page also includes a list of English courses offered (School Year 2026). The courses offered are generally the same each year, but they may change. Please inquire about graduate school (master's) courses. Please also check "10. Courses for Exchange Students" for details. Application to Aoyama Campus: https://business.form-mailer.jp/fms/9025f50f293226> <Undergraduate Program> 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 <Master's Program> 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 Application to Sagami-hara Campus: https://business.form-mailer.jp/fms/8c001360293230> <Undergraduate Program> College of Science & Engineering, School of Social Informatics, School of Global Studies and Collaboration, and College of Community Studies <Master's Program> Graduate School of Science & Engineering and Graduate School of Social Informatics	☐
2	A Letter of Recommendation <u>Must be written by a faculty member</u> 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.	☐
3	Aoyama Gakuin University Exchange Program Pledge (the page with the applicant's signature) Please read the Pledge and submit the page with the applicant's signature. 2 AGU-Exchange-Program-Pledge-Signature-page.pdf (aoyama.ac.jp)	☐
4	Emergency Contact Information Form 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)	☐

5	Photocopy of the Score Report of the Japanese Language Proficiency Test (JLPT) or Japanese Proficiency Test (JPT) (if applicable) Only those who took the JLPT or JPT are required to submit the test score. There is no requirement as to when the exam was taken. Students who wish to enroll in credited Japanese language courses at AGU must take the Japanese placement test before coming to Japan. <u>If you are judged to be at or above the JLPT N4 or CEFR-A2 level, you may enroll in credited Japanese language courses.</u> If you do not take the Japanese Placement Test, you cannot enroll in regular Japanese courses. 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.	☐
6	Evaluation of Japanese Language Proficiency* (if applicable) <u>Applicants with experience studying Japanese</u> must have their most recent Japanese instructor fill out this document for the application. Those who have taken the JLPT N1-N5 must also submit this document. 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)) JAPANESE LANGUAGE PROFICIENCY (aoyama.ac.jp)	☐
7	IELTS/TOEFL iBT/Duolingo English Test(DET) score report or English Language Proficiency (if applicable) <u>For applicants who have not taken the JLPT</u>, please include a photocopy of one of the following English proficiency score report for IELTS 5.5, TOEFL iBT 4.0 overall/TOEFL iBT 68 or DET 95 or above. (Screenshot of the score report is not accepted.) This requirement does not apply to native English speakers. * TOEFL iBT Best Score, Home Edition, and IELTS Indicator are NOT acceptable. If the applicant cannot submit an IELTS, TOEFL or DET score, please refer to the link below and complete the English Proficiency Report. international.ukeire English-Proficiency-Report-.pdf (aoyama.ac.jp)	☐
8	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. international.ukeire Verification of Academic Standing.pdf (aoyama.ac.jp)	☐
9	(Only for Master's Program applicants) * Additional documents may be required. 1) Official Transcripts of the Undergraduate Program 2) Official Certificate of Graduation of the Undergraduate Program	☐
10	Information for Buddy* An AGU degree-seeking student will be assigned as a buddy to support international students and help with their study/work and everyday life, including differences in language and culture. ie Information for Buddy.docx (live.com)	☐
11	Certificate of Physical Condition* The applicant must undergo a health check within three (3) months prior to the application deadline. Required Tests & Important Notes: 1. Chest X-ray: The date of examination must be clearly indicated. 2. Rubella and Measles Vaccination Records (each requires record of two vaccine doses) • Two doses of both Rubella and Measles vaccines are mandatory for studying in Japan. Certificate of Physical Condition cannot be accepted if only one dose or no dose is	☐

	recorded. - Please note that the second dose of Rubella and Measles often requires a waiting interval of several weeks, depending on your country or medical provider. If you have received zero or only one dose, please begin the vaccination process as early as possible. If the vaccination is done right before the application deadline, the required interval for the second dose may not be completed in time for submission. In that case, please enter the expected date of completion of vaccination in the comments section at the end of the Student Application Form. - In some cases, additional medical certificates or other documents may be required. ie Health Certificate.pdf (aoyama.ac.jp)	
12	Bank Certification of Deposit and/or Certificate of Scholarship (in English) Please submit a bank certificate of deposit of the person who will pay the costs for the applicant's study in Japan, issued within two months at the time of application. (The account holder's name, the date of issue, and the balance must be shown. Preferably in US dollars.) 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 (15 below). Applicants must submit the scholarship certificate if they receive scholarships to cover the study abroad costs. 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. The "Supporter" need not be the applicant themselves; it can be a parent or other family member.	☐
13	Scanned Photocopy of Passport Facial ID Page (two-page spread photo page in clear image) A photocopy of the passport will be submitted to the immigration bureau. <u>The photocopy must be properly scanned, and smartphone photos cannot be accepted.</u> Please ensure all the information, including the applicant's photo, is legible and <u>there is nothing in its background, and all four corners of the passport pages are clearly shown.</u> <u>(The Immigration Bureau cannot accept copies with shadows, fingers, distortion, or blurred text.)</u> <u>The passport must be valid until the end of the exchange period.</u> Applicants of Japanese nationality must also submit a copy of their Japanese passport. <u>If your passport will expire during your study period in Japan, please renew it as soon as possible.</u> 	☐
14	Uploading Color Facial ID Photos (JPEG or JPG format) *No need to send the ID photos by post to AGU 4 cm (height) × 3 cm (width) size, plain background, head and shoulders without headgear (except for religious or medical reasons), without smiling, taken <u>within the previous 3 months.</u> Black and white photos are not allowed. To fit the standards for a Japanese residence card,	☐

please use a photo app like the one in the link below to adjust to the specifications. (You may use other apps, but **do not edit the facial contours or eye size with any app.**)

[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

Some examples from the website:

An appropriate photo



Inappropriate photos



Application for Certificate of Eligibility* (an Excel file)

Please make sure to download the Excel template, fill in the required information, and submit it in Excel format.

The Certificate of Eligibility (CoE) is necessary for applying for Japanese student visas. AGU will apply for the CoE to the immigration bureau for 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>

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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 Hometown/city: Enter the applicant's current complete address



	• P.1 Facial ID Photo: Copy and paste the facial ID photo data created in #14 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. • 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 <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.	
16	<For applicants from the Philippines, Vietnam, Indonesia, Nepal, Myanmar, and China> Pre-Entry Tuberculosis Screening (JPETS) for a "Tuberculosis Free Certificate" (TB Clearance Certificate) The Japanese government initiated Pre-Entry Tuberculosis Screening for foreign-born nationalities from countries that account for a high proportion of foreign-born patients diagnosed with tuberculosis while staying in Japan (Philippines, Vietnam, Indonesia, Nepal, Myanmar and China) who intend to enter and reside in Japan as middle-and long-term residents. For students from these nationalities, a "Tuberculosis Free Certificate" issued by a designated medical institution is required when applying for a certification of residence. Please undergo a medical examination and chest X-ray examination at a designated medical institution in your country and submit a "Tuberculosis Free Certificate". Pre-entry tuberculosis screening Home (Japanese) (Link)	☐
17	<For applicants who have previously stayed in Japan under the visa status of "Student"> Certificates showing your attendance and academic records during your previous period of stay, a certificate confirming your period of enrollment, and a certificate confirming graduation or withdrawal. If your attendance rate was below 80%, please also submit a written statement explaining the reason for the low attendance rate and supporting documents.	☐
18	<Japanese nationals only> A copy or an extract copy of the Japanese family register If you have a Japanese nationality, submit a copy, or an abridged copy, of the Japanese family register. The academic register at Aoyama Gakuin University is created using the name described in the Japanese family register. Documents issued by universities, such as academic transcripts, are also written under the name of the Japanese family register.	☐
19	<For applicants who wish to receive academic reasonable accommodation> If you wish to receive academic reasonable accommodation, please consult with the International Center of the campus you want to apply for BEFORE applying. For details, please refer to Section 6. "If you wish to receive reasonable accommodation due to your disability."	☐
20	<For applicants who wish to live in the recommended dormitory> If you wish to live in the recommended dormitory, please submit your online application form by the application deadline. For details, please refer to Section 8. "Housing in Japan."	☐
21	Overseas Travel Insurance (including that provided by your home university) Once your acceptance at our university has been officially confirmed, you will be required to submit a copy of your insurance certificate. For details, please refer to Section 9. "Overseas	☐

	Travel Insurance.”	
22	Confirmed the courses For details, please refer to Section 10. “Courses for Exchange Students.”	☐

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

6. If you wish to receive academic reasonable accommodation due to your disability during your study abroad

The University aims to create an environment where students can study with peace of mind. However, an exchange study requires a certain self-management ability that allows you to adapt to living and learning in a cross-cultural environment.

If you are receiving academic reasonable accommodations at your home university because of a disability or medical conditions and wish to receive academic reasonable accommodations at AGU, please consult with the International Center of the campus you want to apply to **before applying**. In addition, we strongly recommend that you share the information with the study abroad coordinator of your home university. In collaboration with the Support Center for Students with Disabilities, the AUG International Center responds to exchange students who wish to receive academic reasonable accommodations, and will determine whether AGU can provide the reasonable accommodations desired. The application requires the submission of a medical certificate from a doctor and a support letter issued by your home university. If, after consultation, the University and its faculty judge that there is a significant concern about mental and physical health during the study period, they may recommend forgoing acceptance.

Reference : Aoyama Gakuin University support center for students with disabilities

https://www.aoyama.ac.jp/life/disabilities_supportcenter/Supporting_Students_with_Disabilities | 青山学院大学

Reasonable accommodation for academic assistance

- (1) Academic reasonable accommodations are not to assess performance, but to request that the faculty in charge of the class considers the student's situation during the class and exams.
- (2) Aoyama Gakuin University's exchange program requires regular commuting to school and attending classes. Enrollment in online classes only is not allowed.
- (3) It is not necessarily possible to receive the same academic assistance as the partner university.
- (4) If you wish to extend the time for regular exams at AGU, it is up to 1.3 times the normal test time (60 minutes).
- (5) We do not provide individual physical support (e.g., transfer, meals, assistance, etc.) for commuting to school or engaging in daily activities.
- (6) When using a dormitory recommended for exchange students, it takes about 40 to 70 minutes to commute to school by train and on foot. In the suburbs of Tokyo, trains are very crowded every morning and evening. Be sure to check in advance if you have a health condition that may not allow you to attend school safely and securely, after consulting with your family, and your family doctor.
- (7) If the required documents are not submitted by the deadline, we may not be able to respond

in time for the anticipated semester of acceptance.

7. Importing medications into Japan and visiting medical institutions in Japan

If it is necessary to bring medications into Japan, the applicant themselves should check the information and consult with their doctor if necessary. Some medications are not allowed to be brought into or used in Japan, even if they have been approved abroad. In addition, it may be necessary to obtain an "import confirmation certificate" due to the quantity of available medicines to be brought in. Applicants themselves must be responsible for collecting information on importing medication into Japan and obtaining additional supplies in Japan.

Precautions for students who want to bring their medications to Japan or who need to visit medical institutions in Japan

- (1) If you have any medications that are prohibited from being brought to Japan, consult with your doctor and make sure to switch to any alternative medications that can be brought to Japan. In the absence of alternative medications, be sure to consult with your doctor and share the information with your college staff to determine if there would be any problems with your daily life without any of those medications available.
- (2) If you have an on-going medical condition and there is a possibility of visiting a medical institution in Japan, ask your home doctor to fill out the Patient Referral Document (Link) and bring it to your doctor in Japan.
- (3) When it is necessary to seek medical attention in Japan, most medical institutions respond only in Japanese. Students can be provided with information on medical institutions that use English, but the students themselves should appoint and visit the hospital. Except in the case of an emergency, this staff member does not accompany a student's visit to a medical institution.

MHLW website on the introduction of medicines

<English>

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

<Japanese>

- (1) [医薬品等の輸入手続について](#)
- (2) [医薬品等の個人輸入について](#) | 厚生労働省

Important Notes on Bringing Medication into Japan	Check
1. Confirmed with my doctor whether my medication is permitted to be brought into Japan.	☐
2. Checked the amount of medication that is allowed to be brought into Japan.	☐
3. Confirmed the procedures required to obtain an "Import Confirmation Certificate", if necessary.	☐
4. If there is a possibility of visiting a medical institution in Japan, obtained a "Patient Referral Document" from my doctor and prepared to bring it with me.	☐

8. Housing in Japan

For detailed housing information in Japan, please see the Housing Information (Link) uploaded to the

International Center's website. There is separate Housing Information for each campus.

We provide recommended dormitories managed by "Kyoritsu Maintenance Co., Ltd" for exchange students. These dorms offer an easy process for international students, with a dorm manager available 24/7 and high security. They also provide the option to contract 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, because the contract procedures are relatively easier than those for apartments. **Exchange students are legally required to register their residence at the local city office within 14 days after arriving in Japan.**

Please make sure to arrange accommodation before coming to Japan that allows you to stay for at least the first three months from entry. Do not choose housing options such as hotels, Airbnbs, or other short-term stays where registration for residency is not accepted.

9. 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.

10. Courses for Exchange Students

Exchange students enrolled in a faculty are required to enroll for at least 14 credits (approx. seven to ten courses/semester). Graduate students (master's degree) must enroll in at least one subject in their research course. Enrollment must be completed during the enrollment period designated by AGU after entry into Japan.

In principle, students can take classes at either the Aoyama or Sagamihara campuses, except for regular Japanese courses. Details of each lecture can be found in the lecture content search page: [http://syllabus.aoyama.ac.jp/\(Link\)](http://syllabus.aoyama.ac.jp/(Link))

In addition, there are some subjects for which exchange students cannot apply, such as foreign-language subjects and didactic courses for regular students.

<Courses taught in English>

A listing of English-language courses is available on the International Center's website ([Link](#)). Subjects

listed on the English Course List on the website ([Exchange Program | Aoyama Gakuin University](#)) can be registered for, in principle. However, the details of and the status of the courses change every year, and some courses have conditions and limited enrollment. At the time of the application, please check the reference material, and also check the "List of Courses available to Exchange Students" at the time of enrolment.

<Courses taught in Japanese>

In order to take the course, **you need to have a good understanding of the classes conducted in Japanese and have enough Japanese language skills to be able to write reports and take tests in Japanese.** For courses that can be completed in an entry year, please check the "List of Courses available for Exchangeable Students" that will be provided during enrolment.

<Regarding selected courses for exchange students>

Courses for international students include the following: For more information, please check the topic on p.1 under Courses for Exchange Students.

1) Japanese (language courses)

Japanese (credited course): 1 credit each

- You can take Japanese (credited courses) if you take an on-line placement test designated by the university prior to coming to Japan and are judged to be level CEFR-A2 or above.
- At the Aoyama Campus, there are seven levels of Japanese I to VII, and at the Sagami-hara Campus, there are four levels of Japanese I to IV. There are classes of each level A-D.
 - A: to improve listening skills B: to improve speaking skills
 - C: to improve reading skills D: to improve writing skills
- The main time for the Japanese class (credited course) is the 1st period (9:00-10:30). More than two-thirds of attendance is required for credit acquisition. For details, check the syllabus for each class.

Japanese class in English (not to be given credit)

A class that takes place 10 times per half-term on the Aoyama campus for those who have never learned Japanese or who have not been assigned to a formal Japanese subject in the placement test. The classes are in English.

2) Society and Culture of Japan: 2 credits each

The goal of this class is to deepen your understanding of Japanese culture and society, as well as Japan in the world (Japanese language, Japanese culture, Japanese society, etc.). There are lectures in Japanese and English.

3) Japanese Studies (A and B): 2 credits each

This course offers a unique opportunity to learn about Japanese history and culture, while also providing hands-on experience with traditional Japanese practices. At Aoyama Campus, lectures are held in the second semester.

11. After You Submit Your Application Documents

After submitting your application materials, the process leading up to your arrival in Japan will proceed as follows:

1) Internal Approval at Aoyama Gakuin University

After review and approval within Aoyama Gakuin University, an official admission will be issued.

This process takes approximately **one month after the application deadline**.

AGU will then apply to the Immigration Bureau of Japan for your **Certificate of Eligibility (CoE)**.

2) Issuance of the Certificate of Eligibility (CoE)

The Immigration Bureau will review the application and, if approved, issue the CoE.

This process typically takes **around three months**. Please note that if the CoE is not granted, you will not be able to enroll at AGU.

3) Sending the CoE to Students

Once issued, AGU will email you the Certificate of Eligibility (CoE).

4) Student Visa Application

After receiving the CoE by email, you must apply in person for a **Student Visa** at the Japanese embassy or consulate that has jurisdiction over your place of residence.

Information about Japanese embassies and consulates worldwide can be found here:

https://www.mofa.go.jp/about/emb_cons/mofaserv.html

5) Booking Your Flight

6) Arrival in Japan

12. Contact Information

Aoyama Campus	Sagamihara Campus
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