

APPLICATION GUIDE FOR THE AY 2019 UNIVERSITY OF AIZU GRADUATE SCHOOL NON-DEGREE STUDENT ADMISSION

1. Courses Open to Non-Degree Students:

Regular courses scheduled to be offered in AY 2019

2. Admission Capacity:

A limited number

3. Application Qualifications:

Individuals who satisfy one of the following requirements:

- (1) Individuals who have graduated from universities or those who are expected to graduate from one by March 31, 2019
- (2) Individuals who have bachelor's degrees under Article 104, Paragraph 4 of the School Education Law of Japan, or those who are expected to have one by March 31, 2019
- (3) Individuals who have completed sixteen years of school education outside Japan, or those who are expected to complete the said school education by March 31, 2019
- (4) Individuals who have completed sixteen years of school education of foreign countries through correspondence courses while living in Japan provided by schools in the relevant countries, or those who are expected to complete the said school education by March 31, 2019
- (5) Individuals who have completed a university program of a foreign educational institute located in Japan (limited to programs which students having completed are recognized as having completed sixteen years of school education of relevant foreign countries) authorized by the school education system of relevant foreign countries as those having university programs, and designated separately by the Minister of Education, Culture, Sports, Science and Technology, or those who are expected to complete the said program by March 31, 2019
- (6) Individuals who have completed specialized programs of specialized training colleges (limited to programs which satisfy the criteria established by the Minister of Education, Culture, Sports, Science and Technology, such as an enrollment period of four years which is required for completion of the relevant programs), and designated separately by the Minister of Education, Culture, Sports, Science and Technology, after the date determined by the Minister of Education, Culture, Sports, Science and Technology, or those who are expected to complete the said program by March 31, 2019
- (7) Individuals who are designated by the Minister of Education, Culture, Sports, Science and Technology

- (8) Individuals who have been admitted to graduate schools in accordance with the provisions of Article 102, Paragraph 2 of the School Education Law of Japan, and who have been recognized by the University of Aizu Graduate School as having scholastic ability appropriate for education at the University of Aizu Graduate School
- (9) Individuals who will have reached the age of 22 as of March 31, 2019 and are recognized by The University as having academic achievements equal to or higher than those of a university graduate through an individual inspection of the admission qualifications
- (10) Individuals satisfying any of the following requirements and who are recognized as having earned academic credits for courses designated by the University of Aizu Graduate School with excellent results as of March 31, 2019
 - a. Individuals who have been enrolled at a university for at least three years
 - b. Individuals who have completed 15 years of course work of school education abroad
 - c. Individuals who have completed 15 years of school education of foreign countries through correspondence courses while living in Japan provided by schools in the relevant countries
 - d. Individuals who have completed a university program of a foreign educational institute located in Japan (limited to programs which students having completed are recognized as having completed 15 years of school education of relevant foreign countries) authorized by the school education system of relevant foreign countries as those having university programs, and designated separately by the Minister of Education, Culture, Sports, Science and Technology

*With regard to applicants for the AY 2019 2nd Quarter Admission, the date, “March 31, 2019”, shall be read as “May 31, 2019” in the application qualifications described above. For applicants for the AY 2019 3rd Quarter Admission, the date, “March 31, 2019”, shall be read as “September 30, 2019”. For applicants for the AY 2019 4th Quarter Admission, the date, “March 31, 2019”, shall be read as “November 30, 2019”.

4. Application Procedures

(1) Application Method

Applications must be submitted in person or by postal service.

In the case that you will bring the application directly to the University, please submit the documents to the Student Recruiting Section of the Student Affairs Division. Applications will be accepted from 9:00 a.m. to 5:00 p.m. (excluding non-working days for the University).

(2) Deadlines for Completion of Application Procedures

(Applicants residing in Japan)

1st Quarter Admission: Friday, February 8, 2019 (as postmarked on the envelope)

2nd Quarter Admission: Friday, May 10, 2019 (as postmarked on the envelope)

3rd Quarter Admission: Friday, August 9, 2019 (as postmarked on the envelope)

4th Quarter Admission: Friday, November 8, 2019 (as postmarked on the envelope)

(Applicants residing outside Japan)

1st Quarter Admission: Friday, November 9, 2018

2nd Quarter Admission: Friday, February 8, 2019

3rd Quarter Admission: Friday, May 10, 2019

4th Quarter Admission: Friday, August 9, 2019

(3) Applications must be sent to:

The Student Recruiting Section of the Student Affairs Division,

The University of Aizu

Tsuruga, Ikki-machi, Aizu-Wakamatsu, Fukushima, 965-8580, JAPAN

(4) Application Documents (Fill in the provided forms clearly either in Japanese or in English.)

a. Admission Application Form (prescribed form)

b. Application Fee: 9,800 yen (for AY 2018)

The application fee should be paid to the bank account designated by the University of Aizu as noted below. Please make sure to attach proof of payment of the fee to the back of the admission application form.

Method: Bank transfer

(Applicants residing in Japan)

Bank Name : Toho Bank, Aizu Branch

Account No. : 2268703

Account Holder: The University of Aizu

SWIFT code : TOHOJPJT

(Applicants residing outside Japan)

Bank Name : Mizuho Bank, LTD. , Aizu Branch

Account No. : 1178709

Account Holder: The University of Aizu

SWIFT code : MHCBJPJT

For notes on money transfers to be made by applicants residing outside Japan, please refer to item (5) "Points to note", Item a. below.

*The application fee for AY 2019 (the amount and the method of payment) is subject to change.

- c. Academic Transcript and (Expected) Graduation Certificate issued by the highest educational institute in which you were (have been) enrolled.

(Not necessary for those who are expected to graduate from the University of Aizu by the end of March or the end of September, 2019.)

- d. Curriculum Vitae (prescribed form)

(Not necessary for those who are expected to graduate from the University of Aizu by the end of March or the end of September, 2019.)

* (Applicants without Japanese citizenship)

Following documents are also required.

- e. Statement of Financial Support

The provided form should be filled out by your sponsor.

- f. Documents proving assets. Some examples of the proof are listed below.

- Certification of the balance of a sponsor's account issued by a financial institute written in English. The sponsor's name, account balance and the date have to be included in the certification.
- Certification of employment and annual income of a sponsor issued by the sponsor's employer written in English.

- g. A photocopy of a passport, a certificate of residence, or residence card. Some examples of the proof are listed below.

- The page of your passport carrying your name and nationality.
- A photocopy of certificate of residence (including permanent residence address).
- Your residence card or identity card.

(5) Points to note

- a. When paying by international remittance, please assure that the remitter name is the same as the applicant name, and that the amount deposited in the designated account is 9,800 Yen. Further, attach documents verifying this remittance to the application package. Because an application cannot be accepted if the full examination fee is not received due to the deduction of remittance fees, make certain to inform the financial institution that the applicant will bear all remittance fees.

Further, please note that in the event that the bank where the remittance is requested cannot directly transfer funds to the account specified by the University, intermediary financial institutions will require payment of handling fees.

- b. Incomplete applications will not be accepted.

Once received, any change in the contents of the application documents will not be accepted. In the case of a change in your address or contact address, you should report this information immediately to Student Recruiting Section of the University of Aizu.

- c. Late applications will not be accepted.
- d. Once received, the application documents and application fee will not be returned under any circumstances.
- e. Should any false statements be discovered in the application documents, admission may be denied, even if admission has been approved.
- f. Applicants with handicaps who may require special considerations to be given for studying at the University must submit an application for consultation (no prescribed form) that describes the items listed below to the Student Affairs Division of the University of Aizu.
 - Applicant's name and address (including applicant's contact telephone number)
 - The name of the educational institute from which the applicant graduated
 - Types and seriousness of disability (those who receive medical treatment must attach a medical certificate.)
 - Specific items requiring special considerations for studying at the University
 - Special measures that had been taken at the educational institute, etc. from which the applicant graduated
 - The applicant's state in daily life
- g. International students must apply for enrollment in courses for a total of at least five academic credits per quarter.

5. Selection Method

Successful applicants shall be selected based on screening of documents submitted.

However, admission to the University of Aizu shall be cancelled, if the applicant's application for certificate of eligibility for residence in Japan is rejected by the Immigration Bureau.

6. Announcement of Successful Applicants

A notification shall be made to each successful applicant after the selection.

7. Admission Procedures

(1) Admission Procedures and the Period for Completion of Admission Procedures

Documents necessary for admission and the period for completion of admission procedures will be notified to successful applicants when the admission approval announcement is sent to them.

Should any individual fail to complete the admission procedure by the prescribed date, he/she shall be regarded as having declined enrollment in the University.

(2) Where to Complete the Procedure:

The Student Recruiting Section of the Student Affairs Division,
The University of Aizu
Tsuruga, Ikki-machi, Aizu-Wakamatsu, Fukushima, 965-8580, JAPAN

(3) Admission Fee: 28,200 yen (for AY 2018)

Admission fees must be paid to the designated bank account by the deadline.

(4) Tuition: 14,400yen / per credit (for AY 2018)

Non-degree status students will be requested to pay the tuition in one lump sum for the credits by the last day of the month they are admitted to the University.

*The admission fee and tuition for AY 2019 (the amounts and the method of payment) are subject to change.

8. Other

(1) Section for Contact

The Student Recruiting Section of the Student Affairs Division,
The University of Aizu
Tsuruga, Ikki-machi, Aizu-Wakamatsu, Fukushima, 965-8580, JAPAN
Phone: [+81] (242)37-2723 Fax: [+81] (242)37-2526
e-mail: admission@u-aizu.ac.jp
URL: <http://www.u-aizu.ac.jp/>

(2) Handling of Personal Information

Personal information shall be handled in accordance with the “Act on the Protection of Personal Information Held by Independent Administrative Corporations” and the “Regulation on the Protection, Etc. of Personal Information Handled by The Public University Corporation, The University of Aizu.”

Personal information provided by applicants including their names, addresses, etc. shall be used for clerical works related to selection of successful applicants, announcement of successful applicants, and admission procedures. Additionally, in regard to the enrolled students, personal information acquired upon reception of applications shall be used for the purposes such as academic affairs (learning guidance, etc.), student support (enrollment, health management, tuition waiver, scholarship applications, selection of dormitory residents, etc.), and collection of tuition.