

APPLICATION GUIDE FOR THE AY 2014 UNIVERSITY OF AIZU GRADUATE SCHOOL NON-DEGREE STATUS STUDENT ADMISSION

1. Courses Open to Non-Degree Status Students:

Regular courses scheduled to be offered in AY 2014

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, 2014
- (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, 2014
- (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, 2014
- (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, 2014
- (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, 2014
- (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, 2014
- (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, 2014 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, 2014
 - 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 2014 July Admission, the date, “March 31, 2014”, shall be read as “June 30, 2014” in the application qualifications described above. For applicants for the AY 2014 October Admission, the date, “March 31, 2014”, shall be read as “September 30, 2014”. For applicants for the AY 2014 January (January in 2015) Admission, the date, “March 31, 2014”, shall be read as “December 31, 2014”.

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, the Department for Student Affairs. 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)

April Admission: Friday, February 14, 2014 (The date of the official postmark on the

envelope will be accepted as the date the application was received.

The same shall apply hereinafter in 4-(2))

July Admission: Thursday, May 15, 2014

October Admission: Friday, August 15, 2014

January Admission: Friday, November 14, 2014

(Applicants residing outside Japan)

April Admission: Friday, November 15, 2013

July Admission: Friday, February 14, 2014

October Admission: Thursday, May 15, 2014

January Admission: Friday, August 15, 2014

(3) Applications must be sent to:

The Student Recruiting Section of the Student Affairs Division,

The Department for Student Affairs, 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.)

① Admission Application Form (prescribed form)

② Application Fee: 9,800 yen (for AY 2013)

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

Bank Name : Toho Bank, Aizu Branch

Account No. : 2268703

Account Holder: Public University Corporation, The University of Aizu

SWIFT code : TOHOJPJT

For notes on money transfers to be made by applicants residing outside Japan, please refer to item (5) "Points to note", Item① below.

※ The application fee for AY 2014 (the amount and the method of payment) is subject to change.

③ 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, 2014.)

④ Curriculum Vitae (prescribed form)

(Not necessary for those who are expected to graduate from the University of Aizu by the end of March, 2014.)

(5) Points to note

- ① Applicants are kindly requested to pay the processing fee when making a money transfer. At the time of payment, about 5,000 yen of the commission for transfer will be necessary per one case. (Please note that the amount of the commission varies by the bank.) In case of a bank transfer, please add 5,000 yen for commission to the total fee. After the money transfer has reached the University's account, a transfer statement from the bank will be sent to you as acknowledgement of receipt. After the prescribed procedure has been completed, the difference between the transferred amount and the fees incurred will be returned upon the relevant student's arrival at the University, or will be returned by a bank transfer.
- ② 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.
- ③ Late applications will not be accepted.
- ④ Once received, the application documents and application fee will not be returned under any circumstances.
- ⑤ Should any false statements be discovered in the application documents, admission may be denied, even if admission has been approved.
- ⑥ 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
- ⑦ Applicants residing outside Japan 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 Department for Student Affairs, The University of Aizu
Tsuruga, Ikki-machi, Aizu-Wakamatsu, Fukushima, 965-8580, JAPAN

(3) Admission Fee: 28,200 yen (for AY 2013)

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

(4) Tuition: 14,400yen / per credit (for AY 2013)

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 2014 (the amounts and the method of payment) are subject to change.

8. Section for Contact

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