

APPLICATION GUIDE FOR THE AY 2024 UNIVERSITY OF AIZU GRADUATE SCHOOL NON-DEGREE STUDENT ADMISSION

1. Courses Open to Non-Degree Status Students

Regular courses scheduled to be offered in AY 2024

2. Admission Capacity

A select number

3. Application Qualifications

Individuals who satisfy one of the following requirements:

- (1) Individuals who have graduated from universities described in Article 83 of the School Education Law of Japan, or those who are expected to graduate from one by March 31, 2024
- (2) Individuals who have Bachelor's degrees under Paragraph 7, Article 104 of the School Education Law of Japan, or those who are expected to earn one by March 31, 2024
- (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, 2024
- (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, 2024
- (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, 2024
- (6) Individuals who have earned a degree equivalent to Bachelor's degree at a foreign university or other school (limited to institutes which, in terms of comprehensive status of the education and research activities, have been evaluated by the relevant government or by persons certified by the appropriate organization of the relevant foreign country, or which have been designated separately by the Minister of Education, Culture, Sports, Science and Technology as being equivalent thereto) by completing a program with an enrollment period of at least three years, or those who are expected to earn one by March 31, 2024. (This includes those who have completed a foreign program while living in Japan through correspondence courses provided by a school in the relevant country or completed a program in an institute authorized by the school education system of the relevant foreign country and designated as described in the preceding Item)
- (7) 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) 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, 2024

- (8) Individuals who are designated by the Minister of Education, Culture, Sports, Science and Technology, under the Ruling on the Implementation of the School Education Law of Japan, Item 6, Paragraph 1, Article 155 (Notification No. 5, Ministry of Education, 1953)
- (9) Individuals who have been admitted to graduate schools in accordance with the provisions of Paragraph 2, Article 102 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
- (10) Individuals who will have reached the age of 22 as of March 31, 2024 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
- (11) Individuals satisfying any of the following requirements as of March 31, 2024 and who are recognized as having earned academic credits for courses designated by the University of Aizu Graduate School with excellent results
 - a. Individuals who have been enrolled at a university described in Article 83 of the School Education Law of Japan 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 2024 2nd Quarter Admission, the date, "March 31, 2024", shall be read as "May 31, 2024" in the application qualifications described above. For applicants for the AY 2024 3rd Quarter Admission, the date, "March 31, 2024", shall be read as "September 30, 2024". For applicants for the AY 2024 4th Quarter Admission, the date, "March 31, 2024", shall be read as "November 30, 2024".

4. Application Procedures

(1) Application Method

Applications must be submitted in person or by postal service.

In the case that you will bring the applications 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).

When applying from outside Japan, electronic files of the application documents must be sent via e-mail to receive confirmation from the University, and send all the original hardcopies by a traceable method such as EMS so that they arrive at the University by the deadline.

(2) Deadlines for Completion of Application Procedures

(Applicants residing in Japan)

1st Quarter Admission: Friday, February 9, 2024 (as postmarked on the envelope)

2nd Quarter Admission: Friday, April 19, 2024 (as postmarked on the envelope)

3rd Quarter Admission: Friday, August 2, 2024 (as postmarked on the envelope)

4th Quarter Admission: Friday, October 18, 2024 (as postmarked on the envelope)

(Applicants residing outside Japan)

1st Quarter Admission: Friday, October 20, 2023

2nd Quarter Admission: Friday, February 9, 2024

3rd Quarter Admission: Friday, April 19, 2024

4th Quarter Admission: Friday, August 2, 2024

(3) Applications must be sent to:

The same address given in "9. Contact."

(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 2023)

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.

(Applicants residing in Japan)

Bank Name: Toho Bank, Aizu Main Office

Account Number: 2268703

Account Holder: The University of Aizu

SWIFT code: TOHOJPJT

(Applicants residing outside Japan)

Bank Name: Mizuho Bank, LTD., Aizu Branch

Account Number: 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 a. of (5) "Points to note" below.

* The application fee for AY 2024 (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 an applicant was (have been) enrolled.

An applicant from a foreign university must also submit (Expected) Certificate of Bachelor's degree.

* Not necessary for those who are expected to graduate from the University of Aizu by the end of March or the end of September, 2024.

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 2024.
- e. A copy of an official certificate of English proficiency test (TOEIC, TOEFL, IELTS or Duolingo) from within two years of the application deadline
 - * The requirement does not apply to native speakers of English or to those whose education was administrated in English. However, in the latter case, applicants must submit a document issued by the highest educational institute proving the official language of instruction of the applicant's education.
- * (Applicants without Japanese citizenship)
Following documents are also required.
 - f. Statement of Financial Support (prescribed form)
The provided form should be filled out by applicant's sponsor.
 - g. Documents proving assets of applicant's sponsor. Some examples of the proof are listed below.
 - Certificate of account balance (in English)
 - Certificate of employment and documents proving annual income (in English)
 - Those who have been accepted as a financial aid (Scholarship etc.) recipient by the time of application must submit a certificate of reception including information on the recipient period and the amount. (in English)
 - h. A photocopy of a passport, a certificate of residence, or residence card. Some examples of the proof are listed below.
 - The page of applicant's passport carrying applicant's name and nationality
 - Certificate of residence (including permanent residence address)
 - Applicant's residence card or identity card

(5) Points to note

- a. When paying by international remittance, please assure that the remitter name is identical to the applicant name, that the sender must pay all the remittance/transfer charges, and that the amount deposited in the designated account becomes exactly 9,800 yen.
- 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 applicant's address or contact address, an applicant 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. Documents in any other languages should be translated into English or Japanese. Translations, which can be made by the applicant, must be accompanied by an official seal of approval from an educational institute, an embassy, a public notary, or a government-approved institution.
- g. Applicants with handicaps who may require special considerations to be given for studying at

the University must submit a consultation application (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

h. International students must apply for enrollment in courses for a total of at least 12 classes per week. (Registration for 10 hours or more in actual class time per week is required to obtain the status of residence for study in Japan.)

5. Selection Method

Successful applicants shall be selected based on screening of documents submitted. If there is something unclear about the documents, applicants may be asked detailed questions over the phone, e-mail or online interview.

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

Admission procedures and the period for completion of admission procedures will be notified when the successful notification is sent to each successful applicant.

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

(2) Admission Fee: 28,200 yen (for AY 2023)

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

(3) Tuition: 14,400yen per credit (for AY 2023)

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.

International students must pay 86,400 yen (six credits) into designated bank account by the admission deadline. Those who wish to take academic credits over six must pay the additional tuition fee by the last day of the month they are admitted to the University.

* The admission fee and tuition for AY 2024 (the amounts and the method of payment) are subject to change.

* Once received, admission documents will not be returned under any circumstances.

- * Once received, admission fees will not be returned in principle.
- * If an applicant who applies with "expected to graduate/complete/earn a degree" becomes unable to fulfill the qualification requirement, their admission will be revoked.
- * If an applicant is unable to receive a certificate of eligibility for residence in Japan due to reasons such as their lack of ability to pay their expenses, their admission will be revoked.

8. Other

(1) Living Expenses

Approximately 50,000 - 100,000 yen per month is necessary for living expenses, excluding tuition.

(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.

9. Contact

Student Recruiting Section, Student Affairs Division, The University of Aizu

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

Phone: (+81) 242-37-2723

E-mail: admission@u-aizu.ac.jp