

APPLICATION GUIDE FOR THE AY 2025 UNIVERSITY OF AIZU NON-DEGREE STUDENT ADMISSION

1. Courses Open to Non-Degree Status Students

Courses scheduled to be offered in AY 2025

Note that non-degree students may not be allowed to enroll for some courses depending on the educational and research situation of regular full-time students.

2. Admission Capacity

A select number

3. Application Qualifications

Individuals who satisfy one of the following requirements:

- (1) Individuals who have graduated from high schools or secondary schools, or those who are expected to graduate from high schools or secondary schools by March 31, 2025
- (2) Individuals who have completed twelve years of regular school education through regular educational curriculums (including those who have completed school education equivalent to that provided for herein through other educational curriculums than those provided for herein), or those who are expected to complete the said education by March 31, 2025
- (3) Individuals who have completed twelve years of school education outside Japan or those who are expected to complete the said education outside Japan by March 31, 2025, or those who have been recognized as having achievement equivalent to the said individuals and who are designated by the Minister of Education, Culture, Sports, Science and Technology
- (4) Individuals who have completed a program of an educational institution overseas, which have been authorized by the Minister of Education, Culture, Sports, Science and Technology as having a program equivalent to that of a high school, or those who are expected to complete the said program by March 31, 2025
- (5) Individuals who have completed or expected to complete upper secondary curriculums of specialized training colleges (limited to courses which satisfy the criteria established by the Minister of Education, Culture, Sports, Science and Technology, such as an enrollment period of three years or longer which is required for completion of the relevant course) designated separately by the Minister of Education, Culture, Sports, Science, on or after the date designated by the Minister of Education, Culture, Sports, Science and Technology or those who are expected to complete the relevant curriculums by March 31, 2025
- (6) Individuals who are designated by the Minister of Education, Culture, Sports, Science and Technology
- (7) Individuals who have passed the High School Equivalency Examination under the Ruling on the High School Equivalency Examination (including those who have passed the University Entrance Qualification Examination under the Ruling on the University Entrance Qualification Examination before it was repealed in accordance with the provisions of Article 2 of the additional provisions of the Ruling on the High School Equivalency Examination)
- (8) Individuals who have been admitted to universities in accordance with the provisions of Article

90, Paragraph 2 of the School Education Law of Japan, and who have been recognized as having scholastic ability appropriate for education at the University of Aizu

- (9) Other than those individuals provided for in the preceding items, individuals who have been recognized by the University President through examination of qualifications for application to the University of Aizu as possessing scholastic ability equivalent to or higher than that of a high school graduate and who will have reached the age of eighteen by March 31, 2025

* Foreign nationals must also meet one of the following conditions.

- Those who have or can obtain a "Student" status of residence.
- Those who have a status of residence other than "Student" that does not hinder admission to the university.

* With regard to applicants for the AY 2025 October Admission, the date, "March 31, 2025", shall be read as "September 30, 2025" in the application qualifications described above.

4. Application Procedures

(1) Application Method

Applications must be submitted by postal service or in person.

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)

April Admission: Friday, February 7, 2025 (as postmarked on the envelope)

October Admission: Friday, August 1, 2025 (as postmarked on the envelope)

(Applicants residing outside Japan)

April Admission: Friday, October 18, 2024

October Admission: Friday, April 18, 2025

(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 2024)

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

(Transfer in Japan)

Bank Name: Toho Bank, Aizu Main Office (Branch Number: 401)

Account Number: 2268703

Account Holder: The University of Aizu

(Transfer from outside Japan)

Bank Name: Mizuho Bank, LTD., Aizu Branch (Branch Number: 725)

SWIFT code: MHCBJPJT

Account Number: 1178709

Account Holder: The University of Aizu

- * For notes on money transfers to be made from outside Japan, please refer to item a. of (5) "Points to note" below.
- * The application fee for AY 2025 (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.
 - * Not necessary for those who are expected to graduate from the University of Aizu by the end of March or the end of September, 2025.
- 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, 2025.
- * Foreign nationals must submit the following documents in addition to those listed above.
 - e. A copy of an official certificate of Japanese or English proficiency test (JPLT, 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.
 - 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 passport, certificate of residence, or residence card. Some examples of the proof are listed below.
 - Photocopy of the page of applicant's passport carrying applicant's name, birth date and nationality
 - Photocopy of applicant's certificate of residence (including permanent residence address)
 - Photocopy of both sides of applicant's residence card
 - i. Letter of Recommendation

This should be prepared in English using any format and sealed by a faculty advisor, etc. who

can objectively attest to the applicant's academic ability, achievements, etc.

(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 by 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 2024)

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

(3) Tuition: 14,400 yen per credit (for AY 2024)

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 2025 (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" 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" 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