

APPLICATION GUIDE FOR THE AY 2023 UNIVERSITY OF AIZU RESEARCH STUDENT ADMISSION

1. Admission Capacity

A select number

2. Application Qualifications

Individual who have graduated from a university, those who are expected to graduate from one by March 31, 2023, or those who have been recognized by the President of the University of Aizu as having scholastic ability equivalent to or higher than that of university graduates.

* With regard to applicants for the AY 2023 October Admission, the date, "March 31, 2023", shall be read as "September 30, 2023" in the application qualifications described above.

3. 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)

April Admission: Friday, February 10, 2023 (as postmarked on the envelope)

October Admission: Friday, August 11, 2023 (as postmarked on the envelope)

(Applicants residing outside Japan)

April Admission: Friday, October 21, 2022

October Admission: Friday, April 21, 2023

(3) Applications must be sent to:

The same address given in "8. Contact."

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

- a. Admission Application Form (prescribed form)
- b. Research Plan (prescribed form)
- c. Application Fee: 9,800 yen (for AY 2022)

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 2023 (the amount and the method of payment) is subject to change.

- d. 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, 2023.

- e. 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, 2023.

- f. 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.

- g. Statement of Financial Support (prescribed form)

The provided form should be filled out by applicant's sponsor.

- h. 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)

- i. 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
- j. 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

4. 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.

5. Announcement of Successful Applicants

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

6. 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: 84,600 yen (for AY 2022)

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

(3) Tuition: 28,900 yen per month (for AY 2022)

Students will be requested to pay the tuition in one lump sum for their planned research period by the last day of the month they are admitted to the University.

- * The admission fee and tuition for AY 2023 (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" 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.

7. 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.

8. 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

Fax: (+81) 242-37-2526

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