

Admissions in Academic Year 2018

**ICT Global Program
All-English Undergraduate Course
(ICTG-U)**

**Application Guide for Advanced Standing Admission
(Applicants Residing Outside Japan)**

**The School of Computer
Science and Engineering
The Univ. of Aizu**



1. Admissions Capacity

A few individuals

2. Application Eligibility

Individuals who have completed a 14-year school education curriculum outside of Japan, or those expected to complete said curriculum by September 30, 2018.

However, this shall be restricted to individuals who have received a recommendation from, among universities that have concluded a general agreement with the UoA, universities which have concluded a special agreement on student admission with the UoA.

3. Application Procedures

(1) How to Apply

Application documents must be placed in the envelop designed by the UoA for the submission of application documents, which must be marked in red ink with the words “Application for Advanced Standing Admission Enclosed” and submitted through your home university.

(2) Address for submission

Promotion Office for Super Global University, the University of Aizu
Address: Tsuruga, Ikki-machi, Aizu-Wakamatsu City, Fukushima, 965-8580 JAPAN
e-mail: sgu-admission@u-aizu.ac.jp

(3) Application Period

- April 16 (Mon), 2018 to 5:00 PM (JST) May 11 (Fri), 2018
- Applications must arrive by the deadline listed above.
- Applications that arrive after this deadline will not be considered.
- If the documents cannot be sent to the University of Aizu by the deadline due to unavoidable circumstances, please contact us before the deadline and follow the instructions you are given.

(4) Application Documents

Please fill out all the forms in English or in Japanese.

Application Documents		Applicants	Description
1	Application Form	All	Type or fill in a form designated by the University and affix photographs, which have the applicant's name on the back, to the designated places on the form. (The photo must be a portrait measuring 4 cm long and 3 cm wide, and must have been taken within 3 months prior to the date of submission. The photo should show the head, shoulders, and upper chest, from the front, against a plain background.)
2	Application Reason Form	All	Type or fill in (by hand) the form designated by the UoA.
3	Certified Transcript	All	Submit an official transcript in a sealed envelope issued by the dean, etc. of the university the applicant attended (or is attending).
4	Diploma, Certificate of Expected Graduation, or Certificate of Enrollment	All	In a sealed envelope, submit an official certificate should be issued by the dean, etc. of the university the applicant attended/is attending.

5	Test Scores for English	All	Submit an official test score of TOEFL (iBT), TOEIC, or IELTS.
6	Other Documents	All	Submit other documents as required by a special agreement on student admission.
7	Examination Fee	All	The examination fee must be paid in Japanese yen to the following bank account. When paying by remittance from overseas, please make sure the remittance is made in the name of the applicant and that exactly 17,000 yen is deposited into the account, and attach documents proving the remittance. Applicants must also pay any remittance charges for the bank transfer. 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. Bank Name: Mizuho Bank, Aizu Branch Account Number :1178709 Name of Account Holder: The University of Aizu SWIFT Code : MHCBJPJT

4. Points to Note

- (1) Late or incomplete applications will not be accepted.
- (2) Once received, the application documents and the application fee will not be returned under any circumstances.
- (3) Once received, any changes in the contents of the application documents will not be accepted.
- (4) Any false statement found in the application documents will cause admission denial and subsequent refusal of acceptance to the University even if the student's admission has been previously approved.
- (5) **If an applicant cannot fulfill the requirement made by "2. Application Eligibility" mentioned above, his/her admission will be denied.**
- (6) In the cases of (4) and (5) above, application documents and the application fee will not be returned.

5. Selection Procedures

- (1) Applicants will be screened based on their application documents.
- (2) Only when necessary, for example, when there are doubts regarding an applicant's academic ability, a 15-minutes interview will be conducted.

6. Academic Year Status of Successful Applicants with Advanced Standing Admission

Successful applicants with advanced standing admission will be regarded as the third-year students.

7. Enrollment Date

October 1, 2018

8. Announcement of Successful Applicants

(1) Method for Announcement of Successful Applicants

The examinee numbers of successful applicants will be posted at the bulletin board in front of the Research Quadrangles at the UoA, and applicants will be notified of the examination results via e-mail.

In addition, written notification will be sent to successful applicants. The examinee numbers of successful applicants will be posted on the University website for reference.

<http://www.u-aizu.ac.jp/en/admissions/undergraduate/result/>

(2) Date of Announcement of Successful Applicants

June 15 (Fri), 2018, Around 11:00 AM (JST)

9. Admission Procedures

(1) Method for Admission Procedure

a. Successful applicants shall be notified by mail, at which time applicants will receive a “Notification of Successful Results” and documents necessary for admission.

b. The documents must be submitted by successful applicants in person at the location described in (2) below. Successful applicants may ask a person residing in Japan to submit the documents on their behalf, or mail them by air mail.

(2) Address for submission documents of admission procedure

Student Recruiting Section, Student Affairs Division, the University of Aizu
Address: Tsuruga, Ikki-machi, Aizu-Wakamatsu City, Fukushima, 965-8580 JAPAN
E-mail : admission@u-aizu.ac.jp

(3) Enrollment Period

Enrollment deadline: July 13 (Fri), 2018, 5:00 PM (JST)

(4) Payment for the first academic year (Expected amount for Academic Year 2018)

a) Admission fees and charges

Payments made at enrollment (expected amount) for AY2018 are as follows.

Admission Fee	Student casualty and accident insurance	Other Expenses	Total
564,000 yen* ³	1,750 yen	70,000 yen	635,750 yen

*³ 282,000 yen in the event that the applicant, or the spouse or first-degree relative of the applicant, has had an address in Fukushima prefecture for at least one year before the date of admission (October 1, 2018).

b) Tuition

The details of tuition (expected amount) for AY2018 are as follows.

	Amount	Payment Due	Payment Method
Tuition	520,800 yen	Tuition payment should be made in two installments of 260,400 yen each by the end of April and by the end of October.	Please transfer the amount to the bank account designated by the University of Aizu.

10. Recognition of Credits Earned Prior to Admission to the University

For students admitted through the advanced standing admission system, if the content of courses completed at the student's original university are recognized as equivalent to those of courses offered at the University, the academic credits earned for the relevant courses can be recognized as those earned at the University, after deliberation by the Academic Affairs Committee.

11. Academic Residence Requirement and Enrollment Period Limit

The period of academic residence required for graduation from the University will be two years for those admitted as third-year students, and students may not be enrolled for more than twice this period.

12. Other

(1) Immigration and Visa Procedures

All immigration and residence procedures required to enter the UoA must be completed before admission. The applicant is entirely liable in the event that immigration and other procedures are not completed, and he or she is unable to actually be admitted to the university. Submitted documents and payments made, etc. will not be returned.

Proof of admission is sometimes required in order to acquire a student visa. However, please note that proof of admission at the UoA is only submitted once admission fees are paid and admission procedures are completed. Please confirm with your embassy ahead of time regarding the acquisition of student visas.

(2) Scholarships

Scholarship information will be provided after admission.

(3) Housing

The UoA has on-campus housing in the form of Somei House, a dormitory aimed at supporting student learning (capacity: 105 residents). Residency in Somei House is selective. Besides Somei house, there are boarding houses, apartments, etc. targeted at students available around the city. For more information, visit the UoA homepage.

<http://www.u-aizu.ac.jp/en/campus/apartment/>

Contact regarding housing:

Student Health and Welfare Section, Student Affairs Division

E-mail : cl-health-welfare@u-aizu.ac.jp