



### **Program Eligibility**

Participants for this program must:

- be students of universities outside Japan
- be Native English speakers or have adequate English proficiency (TOEFL iBT 78 / IELTS 6.0 or equivalent)

\*Japanese language proficiency not necessary.

### **Program administration**

The Program Office in the International Exchange Center at Aoyama Gakuin University is responsible for the organization and administration of all aspects of the program including:

- Planning and carrying out the program;
- Responding to inquiries about the program;
- Processing applications and collecting fees for the program, university-arranged accommodation, and the pre-session Japanese language course;
- Arranging and/or providing information on the accommodation

### **Participants' responsibilities**

- You should ensure that you are punctual in attending lectures and fieldwork. Lecturers will record student attendance on a daily basis.
- The final version of the schedule including classroom locations will be given to you on the first day, at the program's orientation session.
- You are required to attend at least 80 % of the classes in order to qualify for an attendance certificate. If you are absent because of illness you must inform the International Exchange Center prior to the start of the lecture/fieldwork on the day.
- You may not register on the program until your program fees have been paid in full.
- In case of an emergency outside the campus or program activities, it is your responsibility to contact the Program Office, as soon as possible.
- You should ensure that you will follow the instructions given to you by the university staff and the program lecturers.

### **Accommodation (Off-Campus Only)**

The Program Office will support each participant in finding suitable accommodation. A limited number of rooms is available at off-campus student dormitories (detailed information to be announced in April), and the payment of the dormitory fee should be made through the Program Office. There are a number of hotels and sharehouses within



30 min. commuting distance (usually by train), and the program office will provide information on some of them as well.

### **Pre-session Japanese Language Course**

In cooperation with EF Tokyo, where courses start every Monday at six levels of Japanese proficiency, a pre-session Japanese language course will be offered on a request basis. Payment of the course fee should be made through the Program Office.

### **Visa**

Applicants requiring a visa should apply at the local Japanese embassy or consulate in your country. The program office will arrange the necessary documents, such as a 'Letter of Reason for Invitation' to those who require a visa for short-term stays. Please check the information on obtaining a visa on the Ministry of Foreign Affairs of Japan's website, below;

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

### **Travel insurance**

Health insurance is NOT provided for short-term visitors to Japan. For reasons of safety and risk management, participants are requested to arrange their own travel insurance from the time of their departure from their home country, after their arrival in Japan, during the program, and on their return journey to their home country.

### **Cancellation policy**

After your place is confirmed, if you wish to withdraw from the program you will have your program fee refunded as outlined below. Your cancellation and request for withdrawal must be made in writing on a Cancellation/Withdrawal Form. Please allow a couple of months for reimbursement of the program fees.

Date of cancellation	Refund rate
By May 31	100 % of the program fees
By June 30	50 % of the program fees
After 1 July; on and after the program	NO refund

### **Program capacity and its implementation**

The maximum intake is 15 on the program. The program will be cancelled if the number of participants does not reach 10. The final decision will be made on May 31 at the latest. However, Aoyama Gakuin University reserves the right to cancel at any time in the event



of an emergency, such as a natural disaster in Japan.

**Program contents**

Program contents are subject to change in case of urgent matters concerning lecturers or other unforeseen circumstances. In any case, the program co-ordinator will inform participants of any changes in advance. Program details should be available in late June and will be sent to participants together with pre-departure information.

**Student buddies**

The Program Office will arrange our AGU student buddies who will support the study of participants and other activities during the program.