## General Information

<table>
<thead>
<tr>
<th>Office Dealing with Student Exchange</th>
<th>International Exchange Center</th>
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<tbody>
<tr>
<td>Contact Person for Incoming Students</td>
<td>Aya Nagasaku (Ms.)</td>
</tr>
</tbody>
</table>
| Contact Information | Email: anagasaku@aoyamagakuin.jp  
Phone: +81-3-3409-8462  
Fax: +81-3-3409-7923 |
| Website for Student Exchange Program | http://web.iec.aoyama.ac.jp/english/index.html |

### Academic Calendar

- **Semester 1 (Spring)**  
  March 27: Narita Airport – Dormitory shuttle bus service  
  March 30 – April 3: Orientation week  
  April 7 – July 23: Classes  
  July 24 – 31: Final Exam Period
- **Semester 2 (Fall)**  
  Sep 8: Narita Airport – Dormitory shuttle bus service  
  Sep 10 – 14: Orientation week  
  Sep 17 – Jan 25: Classes (Dec 23 – Jan 4: Winter break)  
  Jan 26 – Feb 2: Final Exam Period

### Exchange Programs

- **Aoyama Campus (Shibuya, Tokyo)**  
  - 7 Academic Departments  
  - Ideal for Students with 2 years or longer Japanese study  
  - Located in the heart of Tokyo (Shibuya)
- **Sagamihara Campus (Fuchinobe, Kanagawa)**  
  - 3 Academic Departments  
  - Ideal for Students with 1 year or less Japanese study  
  - Located in Sagamihara city, only 1 hour from Tokyo  
  - Cheaper living cost

## Academic Information

### Academic Departments

- **Aoyama Campus**  
  Literature, Economics, Law, Business, International Politics,  
  Economics & Communication, Education, Psychology & Human  
  Studies, Cultural and Creative Studies
- **Sagamihara Campus**  
  Science & Engineering, Social Informatics, Global Studies and  
  Collaboration (Japan Studies Program from Fall 2015)

### Required Courses for Exchange Students

- **Aoyama Campus**  
  Japanese Language Classes (Level 1 – 6)  
  *Pre-Intermediate to Advanced
- **Sagamihara Campus**  
  Japanese Language Classes  
  *Beginner to Advanced

### Course Syllabus (Japanese only)

- http://syllabus.aoyama.ac.jp/

### Courses in English

  *Please note that the course information and English course list  
  for 2015 will not be available until March 2015.*
<table>
<thead>
<tr>
<th>Course Restrictions for Exchange Students (if any)</th>
<th>MBA program, Physical Education classes, Teacher's Certificate courses, and courses that are full</th>
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<tbody>
<tr>
<td>Minimum number of credits</td>
<td>14 credits per semester</td>
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<tr>
<td>Course Registration</td>
<td>Register online during the registration period after attending the course registration orientation upon arrival</td>
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### Application

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<tbody>
<tr>
<td>Deadline for Application</td>
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<tr>
<td>November 15 every year</td>
<td>April 30 every year</td>
</tr>
<tr>
<td>Duration of Exchange</td>
<td>one semester or full-year (two semesters)</td>
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<tr>
<td>Required G.P.A</td>
<td>GPA 2.5 (4.0 scale) or above</td>
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#### Required Language Proficiency

- **All Departments at Aoyama Campus & Science Engineering and Social Informatics at Sagamihara Campus**
  - JLPT N5 or Equivalent
- **NEW! School of Global Studies and Collaboration at Sagamihara Campus (Japan Studies Program)**
  - Fall 2015
  - Japanese Proficiency NOT REQUIRED if the applicant is a Native English Speaker or have the following English Proficiency:
    - TOEFL iBT 78 or IELTS 6.0 or higher
  - If the Applicant does not have the above English Proficiency, JLPT N4 or equivalent is required

### Accommodation & Others

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<tr>
<td>Health Insurance</td>
<td>National Health Insurance (NHI) is compulsory (approx. 2000yen per month)</td>
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### Support for Exchange Students

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<thead>
<tr>
<th>International Exchange Center</th>
<th>English-speaking staff and faculty members will provide orientations and general / academic advising</th>
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<tr>
<td>Tutor System</td>
<td>Student volunteers (mostly local Japanese students) will be assigned to exchange students to provide peer support on school and day-to-day matters.</td>
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<tr>
<td>Chat Room</td>
<td>Chat Room is a space on campus where international students and Japanese students teach their languages to each other. <strong>Japanese Sessions</strong>: Japanese students teach exchange students conversational Japanese (free to participate) <strong>English Sessions</strong>: English-speaking exchange students can work as chat leaders to teach Japanese students conversational English (will be paid per hour)</td>
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<tr>
<td>Social and Cultural Events</td>
<td>International Coffee Meeting (every month) Day trip outside Tokyo (once every semester) Tea leaves harvesting Kabuki, Sumo wrestling, Kimono Workshop</td>
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<td>*varies each year</td>
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