

Our application procedure consists of three parts:

- 1) Nomination,
- 2) Online Application, and
- 3) Submission of Required Documents.

1) Please complete and send us the attached Nomination Form via E-mail or FAX. Upon receipt of the Nomination Form, AIU will send you a username and password for your nominated student(s) to access our Online Application System. Please note that your nominated student(s) are not able to start the application procedure without official nomination by the home university. We therefore urge you to submit the nomination as soon as possible to ensure that your students have adequate time to complete the other steps.

2) Your nominated students will be able to access our online application system with a username and password to complete the Online Application Form. The Online Application System is available at: <https://abroad.aiu.ac.jp/>

3) Please send us the required documents by post to arrive at AIU by no later than November 1, 2013 after the nominated student(s) complete the Online Application Form. Delay of submission will cause delay of the admission procedure.

If your nominated student(s) need assistance on how to use the Online Application System, the usage manual is available to download at: <https://abroad.aiu.ac.jp/>.

Also, please refer to the admission procedure schedule from application to departure for Japan on the following webpage: <http://www.aiu.ac.jp/international/en/in/admission-information/application-process-timeline/>

-Eligibility to Apply

Please make sure that nominated students have met our admission conditions, on the following webpage: <http://www.aiu.ac.jp/international/en/in/admission-information/eligibility-to-apply/>

-Necessary Documents

Information about the necessary application documents is available at the following webpage: <http://www.aiu.ac.jp/international/en/in/admission-information/how-to-apply/>

As we are not able to process the application if there is any missing document, please make sure to send us completed documents.

Once again, please remember that your students cannot begin the application process until you have officially nominated them.

For the promotion of AIU to your students, please use our fact sheet that is available at the following webpage: <http://www.aiu.ac.jp/international/en/in/about-aiu/aiu-fact-sheet/>

If you have any inquiries about our admission, please contact me. I look forward to receiving your completed Nomination Form for Spring Semester 2014!

Sincerely,

Naoko Kawamura (Europe and UMAP) and Makiko Fujiwara (Africa, Asia, North America, and Oceania)

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