

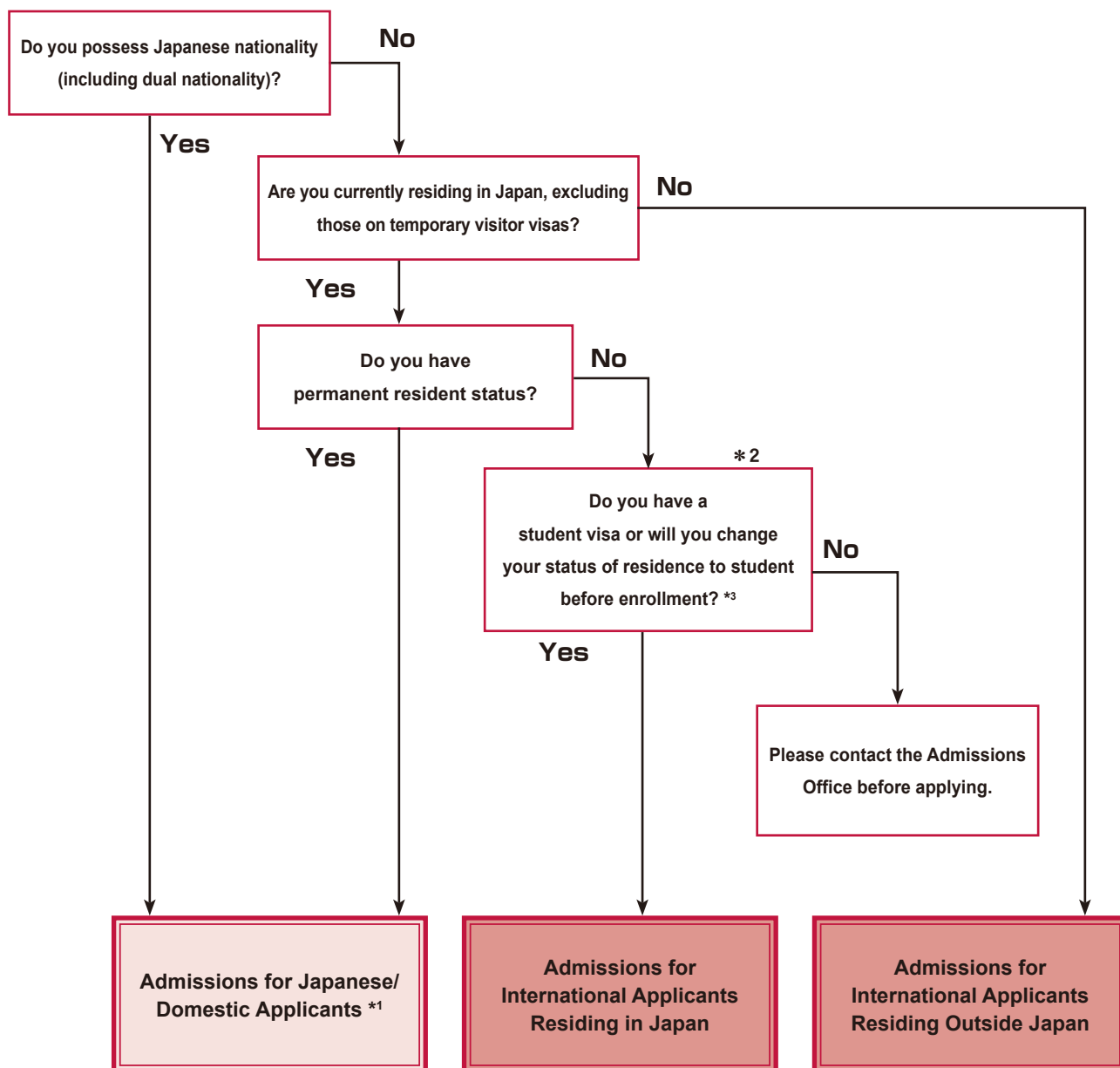


Shape your world
Ritsumeikan
Asia Pacific University

Undergraduate Application Form

For International Applicants
April/September 2016 Enrollment

Please confirm your appropriate admissions category using the chart below.



^{*1} Admissions for Japanese/Domestic Applicants refers to those who possess Japanese nationality or Japanese permanent residency even if they are residing outside Japan.

^{*2} Individuals who will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the time of application. APU offers support in obtaining a student visa if admitted applicants do not possess Japanese nationality, are residing outside of Japan, and have completed all required procedures before enrollment.

^{*3} Please send your inquiries directly to the Immigration Bureau of Japan regarding whether you can change your status of residence to student.

Contact

Admissions for Japanese/Domestic Applicants
Admissions Office (Domestic)
TEL : +81-977-78-1120
Office Hours: 9:00~17:30 (Japan Time: Monday to Friday)
FAX : +81-977-78-1199
Email : apumate@apu.ac.jp
URL : <http://www.apumate.net>

Admissions for International Applicants
Admissions Office (International)
TEL : +81-977-78-1119
Office Hours: 9:00~17:30 (Japan Time: Monday to Friday)
**Closed every Tuesday from 9:30~11:30*
FAX : +81-977-78-1121
Email : welcome@apu.ac.jp
URL : <http://admissions.apu.ac.jp>

Application Categories

1. First Year Student Application

- (i) Applicants who possess language proficiency test scores → **A** + **B** (**E**)
- (ii) Applicants who do not possess language proficiency test scores → **A** + **C** (**E**)
- (iii) Applicants who are native speakers of English* or Japanese → **A** only (**E**)
* See p. 11 of the Admissions Handbook for details.
- (iv) Applicants residing in Japan → **A** + **B** (**E**)

2. Transfer Student Application

- (v) Current university students or university graduates who wish to apply to APU as second year or third year transfer students are required to submit additional documents: **D** Transfer Eligibility Documents

Application Document Outline

See the Admissions Handbook for a list of documents which must be submitted with this form.

A Required Documents for All Applicants

1. Undergraduate Application Form
2. Application Essay
3. Certificate of Eligibility / Resident Status Questionnaire
4. Application fee payment
 - Credit card → Must register on the "APU Online Application System" on the Admissions website
 - Bank transfer → Send in proof of payment
 - Bank check → Send in bank check
5. Academic transcripts for most recent 3 years (if you are currently in high school, the most recent 2-2.5 years are acceptable)
6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them)
7. Letter of Recommendation
8. Passport copy (if available)
9. Two identical photographs (4 cm X 3 cm) or (1.57 inches X 1.18 inches)
10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese visa ONLY)
11. Checklist

B Language Proficiency Test Scores

1. English-basis students: TOEFL® (iBT) / TOEFL® (PBT) / IELTS / TOEIC® / The EIKEN Test in Practical English Proficiency
 (The following test scores are not accepted: TOEFL® -ITP, IELTS (General Training Module), TOEIC® -IP)
2. Japanese-basis students: JLPT/ EJU (Japanese-not including the writing section)
 * International applicants residing in Japan MUST submit an official English or Japanese test score.

C Language Proficiency Forms

English Proficiency Evaluation / 日本語能力認定書

* International applicants residing in Japan may not use this form.

D Transfer Eligibility Documents

1. Confirmation of Transfer Student Educational Background Form
2. List of classes currently attending
3. Credit requirements for graduation (e.g. student handbook or school website that provides the relevant information)
4. Higher institution (e.g. university) graduation certificate (in the case of graduates) or certificate of scheduled graduation (in the case of applicants currently undertaking programs other than bachelor's)
 * If you have graduated from a higher educational institution (e.g. university), item 2 and 3 are not required.

E Additional Documents for Submission (If Applicable)

1. APU Tuition Reduction Scholarship Application
2. Extracurricular Activities Report
3. Document(s) to Prove Extracurricular Activities
4. Certification of scholarships received from organizations other than APU

Admissions handbooks and application forms are also available for download from the admissions website.

Notes for Completing the Undergraduate Application Form

General Notes

Please type or hand-write the application forms in black or blue ink. (Applications written in pencil will not be accepted.)

For questions with a ☐ , please mark your choice with a checkmark ☒ . You may only choose one box per question.

Family Name / Given Name(s) in English

Please write your family name and given name(s) in English separately as printed in or will be printed in your passport.

Email

Please write your email address accurately. (Please write in English clearly.)

Current Address * Please write it accurately

Please write in English if you are applying from outside Japan and in Japanese if you are applying from within Japan.

You must also include your phone number.

Mailing Address

Please fill in this information only in the case that the address listed as your current address is different to the address at which you wish to receive your admission result and other information (current school and company, etc.). You must also include a contactable phone number. If your mailing address is the same as your current address, please check ☒ the appropriate box.

Please write in English if you are applying from outside Japan and in Japanese if you are applying from within Japan.

APU Tuition Reduction Scholarship

Only applicants who do not possess Japanese nationality and will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship.

Documents to be Returned

Diplomas and other original documents that cannot be reissued will only be returned upon request. If you wish for an original document to be returned, please check ☒ yes. Documents such as language proficiency tests score reports, academic transcripts, recommendation letters, certified copies, etc. will not be returned. Please note that if a request is not made within half a year after enrollment, submitted documents will be discarded under APU's Document Preservation Regulation. In addition, documents will not be returned under any condition after graduation.

Extracurricular Activities Report

Applicants who have participated in cultural/traditional performances, sports competitions, student council, volunteer work, language learning activities and other events are asked to list these activities on the Extracurricular Activities Report. Please only include activities from high school level grade 10 or above (or equivalent of high school level grade 10 or above).

*Only the official form designated by APU will be considered for assessment. Portfolios, CDs, DVDs, etc. created by the applicant will not be considered proof of extracurricular activities so please do not submit them. (These items will not be returned to you even if you do submit them.)

*Only regional, national and international extracurricular activities will be considered for assessment. Activities organized within the school other than student council leadership position, Model UN, etc. will not be considered so please do not submit them.

Reapplying

Admitted applicants will not be allowed to reapply to the same college for the same enrollment period (April 2016 or September 2016 enrollment period). If an admitted applicant does reapply, a new interview will not be performed and results will not be given. The application fee will also not be returned.

IMPORTANT

Acceptance to APU will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.

International Students Undergraduate Application Form

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/ /	受験番号	
☐ 現地面接		☐ Online Interview	

I. Applicant Information

* Please fill in 1 to 5 as shown on or will be shown on your passport.

- Family Name in English : _____
- Given Name(s) in English: _____
- Name in Chinese Characters (if applicable): _____
- Date of Birth : _____ Year _____ Month _____ Date _____
- Gender : ☐ Male ☐ Female
- Nationality : _____
- Do you or your parents possess any form of Japanese nationality? ☐ Yes ☐ No
- Native Language : ☐ English ☐ Japanese ☐ Other than English/Japanese
- Email: _____

(Please write clearly, as this email will be used as the primary contact.) Skype ID: _____

* For 10 and 11, fill in this information in English if you are applying from outside Japan and in Japanese if you are applying from inside Japan.

- Current Address: _____
City/State : _____ Country: _____ Postal Code: _____
Phone : _____ Mobile: _____

- Mailing Address: ☐ Same as above

* Important documents, such as your screening result, will be sent to this mailing address. Please fill in this information accurately.

City/State : _____ Country: _____ Postal Code: _____
Phone : _____ Mobile: _____

- Emergency Contact:

Relationship with Applicant: ☐ Father ☐ Mother ☐ Other (Please specify) _____

Family Name: _____ Given Name(s): _____

Phone : _____

Email : _____

II. Undergraduate Program of Study and Other Information

Please check ☒ only one box per question.

- Semester of Enrollment: ☐ Spring (April) ☐ Fall (September)
- College : ☐ College of Asia Pacific Studies (APS) ☐ College of International Management (APM)
- Enrollment Status : ☐ First Year Student ☐ Second Year Transfer ☐ Third Year Transfer
- Language Basis : ☐ English ☐ Japanese
- Type of Application : ☐ Residing Outside Japan ☐ Residing in Japan
- Scholarship : **Do you wish to apply for the APU Tuition Reduction Scholarship?** ☐ Yes ☐ No

* Only applicants who do not possess Japanese nationality and will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship.

☐ Applied for scholarship offered by other organizations (Organizations: _____)

- Interview Location : **Please confirm the date and interview location in the Undergraduate Admissions Handbook.**

- * Please fill in only if you reside in China. ☐ Shanghai ☐ Wuhan ☐ Shijiazhuang ☐ Chongqing
- * Please fill in only if you reside in India. ☐ Chennai ☐ New Delhi
- * Please fill in only if you reside in Viet Nam. ☐ Hanoi ☐ Ho Chi Minh
- * Please fill in only if you reside in Japan. ☐ Tokyo ☐ Osaka ☐ Fukuoka ☐ Beppu

FOR UNIVERSITY USE 大学使用欄	
☐ 新入生 ☐ 編入生 ☐ 転入生	☐ 推薦 ☐ 一般
検定料納入方法	☐ 海外送金 ☐ CD (ID: _____) ☐ 国内送金 ☐ 小切手 (番号: _____)

III. Education History

In chronological order, please list all schools in English that you have attended from elementary school level to the last or current school you are attending. (Nursery, kindergarten and language schools are not to be included.) Please write the school name in English (if the school is located in Japan, in Japanese). Note that first year student applicants must complete (or be scheduled to complete) 12 years of education according to the standard curriculum established under Japan's education law or an equivalent school education.

Please fill in your education history as written in the example below.

	School name	Location (City/country)	Year and month of entrance and completion		Current status	Program duration (years)
			Enrollment YYYY/MM	Graduation YYYY/MM		
(Elementary Education) Elementary School	AAAA Elementary School	Ottawa, Canada	2003/03	2009/02		6
(Secondary Education) Lower Secondary School	BBB Middle School CCC Junior High School	Boston, USA Montreal, Canada	2009/03 2011/09	2011/07 2012/02		1.5 1.5
Upper Secondary School	DDD High School EEE High School	Montreal, Canada Ottawa, Canada	2012/03 2014/03	2014/03 2015/02		☒ Graduated ☐ Currently attending ☐ Other:
(Higher Education) Undergraduate Level					☐ Graduated ☐ Currently attending ☐ Other:	
Years of official education before enrollment at APU (total)						12

	School name	Location (City/country)	Year and month of entrance and completion		Current status	Program duration (years)
			Enrollment YYYY/MM	Graduation YYYY/MM		
(Elementary Education) Elementary School						
(Secondary Education) Lower Secondary School						
Upper Secondary School					☐ Graduated ☐ Currently attending ☐ Other:	
(Higher Education) Undergraduate Level					☐ Graduated ☐ Currently attending ☐ Other:	
Years of official education before enrollment at APU (total)						

Note: If the blank spaces above are not sufficient for the information required, please attach a separate sheet. If you are applying as a transfer student and are currently enrolled in college, university or other institution of higher education, you must submit a document stating the number of credits required for graduation from your institution. If you have already graduated, you must submit your graduation certificate/diploma.

REQUIRED

The institution name where you completed (or are scheduled to complete) 12 years of official education: _____

Date of Completion: _____ (Year) _____ (Month)

If you will not complete 12 years of education by the time of enrollment at APU (due to skipping a grade or for another reason), please include an explanation on a separate sheet (there is no specific format for this).

If you have attended other schools, e.g. language schools or specialized institutions, please fill in the information below.

Institution Name	City/Country	Started (yy/mm)	Completed (yy/mm)	Course/Award

IV. Application Fee

A non-refundable application fee is compulsory for the application. Applications will not be evaluated without the application fee. Cash payments will not be accepted.

It is preferred that you pay the application fee by credit card. You may pay by bank transfer (international or domestic) or bank check ONLY if you cannot pay by credit card.

Payment methods for the application fee are as follows:

☐ Credit Card	APU Online Application System Login ID: _____	
☐ Bank Transfer (Overseas)	Payment Date: _____	Payer's Name: _____
☐ Bank Transfer (in Japan)	Payment Date: _____	Payer's Name: _____
☐ Bank Check*	Bank Name: _____	Check Number: _____

*Payment by bank check is not applicable for applicants residing in Japan.

V. Language Proficiency

If you have taken any language proficiency tests in the list below, please fill in your test details and attach the original score report with your application*. Photocopies or certified copies of the test score reports will not be accepted.

Test Name	Test Date (Year, Month)	Test Score	
☐ TOEFL®(iBT)	_____	_____	Registration Number: _____
☐ TOEFL®(PBT)	_____	_____	Registration Number: _____
☐ IELTS	_____	_____	Test Report Form (TRF) Number: _____
☐ TOEIC®	_____	_____	
☐ The EIKEN Test in Practical English Proficiency	_____	_____	
☐ JLPT	_____	_____	☐ N1 ☐ N2
☐ EJU	_____	_____	

* Period of Validity:

2016 Spring Enrollment: Only scores of examinations taken on or after June 1, 2013 are valid.

2016 Fall Enrollment: Only scores of examinations taken on or after September 1, 2013 are valid.

* TOEFL® and IELTS: Please request the test center to send the score reports to APU directly. The institution code of APU is 2791.

* If you provide your IELTS TRF Number, you do not need to submit an original test report.

* International applicants residing in Japan MUST submit an official English or Japanese test score.

VI. Documents to be Returned

Diplomas and other original documents that cannot be reissued will only be returned upon request. If you wish for an original document to be returned, please check ☒ yes. Documents such as language proficiency tests score reports, academic transcripts, recommendation letters, certified copies, etc. will not be returned. Please note that if a request is not made within half a year after enrollment, submitted documents will be discarded under APU's Document Preservation Regulation. In addition, documents will not be returned under any condition after graduation.

I request for document(s) to be returned. ☐ Yes ☐ No

Document name(s): _____

REQUIRED

I certify that all information on this application and on all required documents is complete and accurate to the best of my knowledge. Failure to report all institutions attended will invalidate my application and may result in dismissal if admitted. I agree to the "Personal Information Policy" included at the end of this application.

Signature (required) _____ Date _____

* We strongly recommend you keep a copy of all submitted materials for your records.

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6

FOR UNIVERSITY USE 大学使用欄

受験番号

会場名

Certificate of Eligibility / Resident Status Questionnaire

I. Applicant Information

Applicant's Name:

1. Family name: _____ Given name(s): _____

2. Current Status: ☐ Student Name of School: _____☐ Employed (Excluding part-time jobs) Name of Company: _____

Occupation: _____

☐ Other (Please specify): _____

II. Immigration-Related Issues

You must fill in the following information. If you have entered Japan previously and you applied for a "Certificate of Eligibility for Status of Residence", please fill in this information even if your "Certificate of Eligibility for Status of Residence" was not accepted or you did not enter Japan. **You must submit photocopies of all passport pages with immigration stamps showing your arrivals and departures into Japan.**

3. Have you entered Japan previously? ☐ No ☐ Yes, number of times: _____

If your answer to Question 3 is "Yes", please fill in the following information only for your most recent entry to Japan:

Date of Entry: _____ (yy/mm/dd) Date of Departure: _____ (yy/mm/dd)

4. Have you ever applied for a "Certificate of Eligibility for Status of Residence" in Japan?

☐ No ☐ Yes, number of times: _____

If your answer to Question 4 is "Yes", please fill in the following information only for your most recent application for a "Certificate of Eligibility for Status of Residence":

Application Date: _____ (yy/mm/dd) Place of Application: _____

Applied Status: ☐ Pre-College ☐ Student ☐ Dependent ☐ Temporary ☐ Permanent resident☐ Long-term resident ☐ OtherIssued/Denied: ☐ Denied ☐ Date of Issue: _____ (yy/mm/dd)

III. Financial Information

5. Relationship with Financial Sponsor ☐ Father ☐ Mother ☐ Other (Please specify): _____

Please fill in the following information about your financial sponsor.

Family Name : _____ Occupation : _____

Given Name(s): _____ Company Name : _____

Home Address : _____ Job Title : _____

Home Phone : _____ Company Address: (city/country) _____

Company Phone : _____

(This is a blank page.)

Letter of Recommendation / 推薦書

To the Applicant 志願者へ

Please ask an instructor from the last school/institute you attended (language school, etc also acceptable) or employer/supervisor from the company you worked or did internships for (excluding part time-jobs) to write this recommendation letter. **This must be a person who have known you for at least a year or more.**

最終出身学校の教員（語学学校等も可）もしくは勤務先・インターンシップ先（アルバイトは除く）の上司・雇用主などで、**志願者を最低1年以上知っている人物**に記入を依頼してください。

Applicant's Name 志願者氏名

Family Name 姓 : _____ Given Name(s) 名 : _____

To the Individual Writing this Letter of Recommendation 推薦者へ

* Please make your recommendations as detailed as possible.
 * Please write your recommendation clearly in English or Japanese.
 * You may then either return the recommendation letter in a sealed envelope to the applicant or mail it to us at:
Ritsumeikan Asia Pacific University
Admissions Office (International)
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

* できるだけ詳しく書いてください。
 * 英語または日本語で明確に記入してください。
 * 記入後は全ての書類を厳封し志願者に渡すか、アドミッションズ・オフィスに直送してください。
書類送付先：立命館アジア太平洋大学
アドミッションズ・オフィス（国際）
〒874-8577 日本国大分県別府市十字原1丁目1番

1. How does the applicant compare in the following areas with other students in general? Please check ☒ the appropriate box.

他の一般的な学生との比較において、本志願者をどのように評価されますか。あてはまると思われるレベルに☒を記入してください。

	Truly Exceptional 非常に優秀	Excellent 優秀	Very Good とても良い	Good 良い	Below Average 平均以下	Unable to Assess 評価不可能
Academic Ability 学力						
Analytical Ability 分析力						
Originality / Creativity 独創性・創造性						
Flexibility 柔軟性						
Ability in Oral Expression 口頭表現能力						
Ability in Written Expression 文章表現能力						
Ability to Work with Others 協調性						
Leadership 指導力						

2. If possible, please indicate the approximate academic rank of the applicant by checking ☒ the appropriate box.

可能であれば、志願者の学業におけるおおよその順位にあてはまるレベルに ☒ をつけてください。

☐ Top 5% ☐ Top 10% ☐ Top 25% ☐ Middle 50% ☐ Lower 25%

3. Please include any other comments about the applicant's character/personality that may not be reflected on his/her academic transcripts.

志願者の成績証明書にあらわれない面、例えば特技や素質などをできるだけ詳しく記入してください。また長所だけでなく、志願者の短所もあわせて記入してください。

① What talents or unique character traits does the applicant possess (including school-related or independent activities)?

志願者の得意分野や特技、他の者より優れている素質・特徴は何ですか（学内および学外における活動などを含む）。

.....

.....

.....

② In what way do you feel that the applicant's experiences at Ritsumeikan Asia Pacific University will benefit him/her in the future?

立命館アジア太平洋大学での経験を、志願者は将来どのように役立てていくと思いますか。

.....

.....

.....

③ What area or field do you feel the applicant needs to concentrate more on?

志願者が、今後努力しなければいけないと思う分野は何ですか。

.....

.....

.....

4. Please fill in the following information as we may contact you directly if there are any unclear statements.

不明な点がある場合は、記入者に直接問い合わせることがありますので、以下にご記入ください。

① Name of Recommender	推薦者の氏名	_____
② Occupation	職業	_____
③ Name of Institution	所属機関	_____
④ Job Title	役職	_____
⑤ Email	メールアドレス	_____
⑥ Phone	電話番号	_____

Signature	署名	_____
Date	日付	_____ (yy/mm/dd) (年 / 月 / 日)

English Proficiency Evaluation*

* International applicants residing in Japan cannot use this form.

To the Applicant

Please ask your English teacher to write this evaluation. If possible, the teacher should have taught you for at least a year or more.

Applicant's Name

Family Name: _____ Given Name(s): _____

To the Evaluator

* Please make your evaluation as detailed as possible.

* Please write your evaluation clearly in English or Japanese.

* You may then either return this evaluation in a sealed envelope to the applicant, or mail it to us at:

Ritsumeikan Asia Pacific University, Admissions Office (International), 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

	Excellent TOEFL®(iBT) > 100	Good 100 ≥ TOEFL®(iBT) > 80	Average 80 ≥ TOEFL®(iBT) > 61	Below Average 61 > TOEFL®(iBT)
Speaking	☐	☐	☐	☐
Listening	☐	☐	☐	☐
Writing	☐	☐	☐	☐
Reading	☐	☐	☐	☐

Please write your comments about the applicant's language abilities.

.....

.....

.....

Please fill in the following information as we may contact you directly if there are any unclear statements.

① Name of Evaluator

② Occupation

③ Name of Institution

④ Job Title

⑤ Time period
that you have taught the applicant

_____ YY / MM ~ YY / MM

⑥ Email

⑦ Phone

Signature

Date

_____ (yy/mm/dd)

日本語能力認定書*

*日本国内に在住する国際学生を対象とした入学試験での受験を希望する方は、使用できません。

志願者へ

あなたの日本語指導教員に渡してください。可能な限り、最低 1 年以上あなたを指導した教員に依頼してください。

志願者氏名

姓：_____ 名：_____

認定者へ

*できるだけ詳しく書いてください。

*英語または日本語で明確に記入してください。

*記入後は全ての書類を厳封し志願者に渡すか、アドミッションズ・オフィスに直送してください。

書類送付先：立命館アジア太平洋大学 アドミッションズ・オフィス（国際）

〒874-8577 日本国大分県別府市十文字原 1 丁目 1 番

	優 JLPT N1>144	良 144 ≥ JLPT N1 > 99 JLPT N2 > 135	可 99 ≥ JLPT N1 > 89 135 ≥ JLPT N2 > 99	不可 99 ≥ JLPT N2
話す力	☐	☐	☐	☐
聞く力	☐	☐	☐	☐
書く力	☐	☐	☐	☐
読む力	☐	☐	☐	☐

志願者の言語能力についてご意見を聞かせてください。

.....

.....

.....

.....

不明な点がある場合は、記入者に直接問い合わせることがありますので、以下にご記入ください。

① 認定者の氏名

② 職業

③ 所属機関

④ 役職

⑤ 志願者を指導した期間

_____ 年 _____ 月 _____ ~ _____ 年 _____ 月 _____

⑥ Email

⑦ 電話番号

署名

日付

_____ (年 / 月 / 日)

Name		Nationality	
------	--	-------------	--

Confirmation of Transfer Student Educational Background 編入学・転入学希望者の学歴確認

Fill in the following information if you are applying as a second or third year transfer student.

2 回生編入学・転入学もしくは 3 回生編入学・転入学希望の場合、必ず記入してください。

1. Educational History (After high school) / 高校卒業後の学歴について

	Name of Institution 学校名	Entrance Date 入学年月	Graduation Date (expected) 卒業（予定）年月	Degree 取得学位
☐ University (Bachelor's Program) 大学（学士課程以上）				
☐ Junior college 短期大学				
☐ Polytechnic ポリテクニク				
☐ Technical college 高等専門学校				

2. Requirements for Graduation / 卒業要件について

(1) Fill in the following information if you are currently attending an institution of higher education.

現在高等教育機関に在学している場合は必ず記入してください。

- ① Number of credits required for graduation 卒業に必要な単位数 : _____
- ② Number of credits already taken 取得済みの単位数 : _____
- ③ Number of credits currently taking 履修中の単位数 : _____

(2) If your program of study does not have assessment based on credits, please fill in the following information.

もし、卒業要件に単位数での評価が無い場合、以下の質問に教えてください。

- ① Number of subjects required for graduation 卒業に必要な科目数 : _____
- ② Number of subjects already taken 取得済みの科目数 : _____
- ③ Number of subjects currently taking 履修中の科目数 : _____
- ④ Total No. of classes required to complete one subject 一つの科目の全授業回数 : _____
- ⑤ Hours of class required per subject / No. of classes per week 一科目一回の授業時間 / 一週間の授業回数 : _____ / _____

3. Documents Proving Graduation Requirements / 卒業要件を示す書類の提出について

- ① Submit documents showing the list of classes you are currently taking and documents which show the graduation requirements for your current major (e.g. student handbook or school website that provides the relevant information). If your academic transcript shows this information, you are not required to submit these documents.

現在高等教育機関に在学している場合は、上記「2. 卒業要件について（1）」の内容を示す証明書類（または学生ハンドブックや大学のホームページより印刷したもの）を提出してください。提出される成績証明書にその内容が含まれている場合は、証明書類の提出は不要です。

- ② Students who have already graduated do not need to submit the above documents but they MUST submit their graduation certificate / diploma.

既に高等教育機関を卒業している場合は、「卒業証明書」を提出してください。

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Name		Nationality	
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Extracurricular Activities Report / 活動実績報告書

Fill in details of your activities, qualifications, licenses, achievements, etc. from high school grade 10 and above (or equivalent of high school grade 10 and above). Please note that any activities, qualifications, licenses, achievements, etc. not listed on this form will not be considered in your application's evaluation. If you need more space, please copy this form and use it to write additional information. Attach copies (A4 or letter size) of awards or certificates which prove the result/grade/score/etc. written on sections (B) to (E) below. However, for language proficiency test scores, you must submit the original score report. Please also include a reference number written as B-1, B-2, C-1, etc. on each copy. For documents that are not written in English or Japanese, attach an official translation. Please note that documents to prove extracurricular activities attached to this form will not be considered in your application's evaluation if they do not have an official translation.	あなたの高校時代もしくはそれに相当する課程 (Grade 10) 以降の活動実績について、その詳細を下欄に記入してください。この報告書に記入されていないものは評価の対象となりません。記入欄が不足する場合には、この様式をコピーし追記のうえ提出しても構いません。 なお、下欄 (B) ~ (E) に記入した実績については、それを証明する資料・合格証書・成績証明書等のコピー (A4 サイズ) に資料番号「B - 1」「B - 2」「C - 1」などのように番号を記入し提出してください (言語能力証明書は原本提出)。英語または日本語以外で作成された証明書等は、英語または日本語の翻訳を添付してください。翻訳を添付されていないものは評価の対象となりません。
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(A) Fill in any clubs, groups, organizations, etc. that you participated in during grade 10 and later.

高校時代もしくはそれ以降に所属した部・クラブなど

Organization's Name 団体名	From, to 所属期間	Your Position/Role 役職
A-1	年Y 月M ~ 年Y 月M	
A-2	年Y 月M ~ 年Y 月M	
A-3	年Y 月M ~ 年Y 月M	

(B) Fill in the results of tournaments/contests, etc. that you participated in. 大会・競技会・コンテスト等の実績

Attached document's number 資料番号	Year/month/day 開催年月日	Name of sponsor/organizer 主催団体名	Name of tournament/contest/competition 大会等の名称	Name of event 種 目 名	Type of event 大会の規模	Number of participants/groups 参加者・団体数	Rank, etc. 順位等
B-1					☐ International/海外 ☐ National/国内 ☐ Regional/地域 ☐ School/学内		
B-2					☐ International/海外 ☐ National/国内 ☐ Regional/地域 ☐ School/学内		
B-3					☐ International/海外 ☐ National/国内 ☐ Regional/地域 ☐ School/学内		
B-4					☐ International/海外 ☐ National/国内 ☐ Regional/地域 ☐ School/学内		
B-5					☐ International/海外 ☐ National/国内 ☐ Regional/地域 ☐ School/学内		

(C) Fill in the details of any other activities, etc. that you would like to include in addition to those listed on the previous page.

その他の活動実績があれば記入してください。

Attached document's number 資料番号	Details of additional activities 活動の概要	From, to 期間 年 Y/ 月 M ~ 年 Y/ 月 M
C-1		
C-2		
C-3		
C-4		
C-5		

(D) Fill in your results of qualifications/standardized tests, etc. 資格・検定・段位・スコア等

Attached document's number 資料番号	Date of completion (yy/mm/dd) 取得年月日	Name of qualification/ standardized test, etc. 資格・検定等の名称	Name of issuing authority 認定機関の名称	Level of attainment/score/results 取得段位・スコア・成績等
D-1				
D-2				
D-3				

(E) Fill in any experience you have living abroad (excluding travel or returning home to visit family).

海外滞在経験（旅行・帰省は除く）

Attached document number 資料番号	From, to 滞在期間・滞在年数	Country/region/city 滞在国内・地域名	Reasons for residing abroad, name of school attended, type of activities involved in, etc. 滞在目的・理由、在籍学校名、滞在期間中の活動概要など
E-1	Y M 年 月 ~ Y M 年 月		
E-2	Y M 年 月 ~ Y M 年 月		

Name		Nationality	
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Application Document Checklist When you submit your documents please make sure to put the checklist on the top

I. Application Categories

First Year Student Application

- (i) Applicants who possess language proficiency test scores
- (ii) Applicants who do not possess language proficiency test scores
- (iii) Applicants who are native speakers of English or Japanese
- (iv) Applicants residing in Japan

- ☒ **A** + **B** (+ **E**)
- ☐ **A** + **C** (+ **E**)
- ☐ **A** only (+ **E**)
- ☐ **A** + **B** (+ **E**)

Transfer Student Application

- (v) Current university students or university graduates who wish to apply to APU as second year or third year transfer students are required to submit additional documents.

- ☐ **A** + **D** + (**B**, **C**, **E**) applicable forms only)

II. Application Document Checklist

Documents	Method of Submission
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[O] = Can be submitted online [P] = Send by post [D] = Designated fillable PDF forms can be downloaded from the admissions website.

Please mark the method of submission you chose with a checkmark ☒.

In some cases, applicants can choose between [O] or [P], but we recommend applicants to choose [O]

Please refer to the Admissions Handbook for detailed information.

A Required Documents for All Applicants

	O Can be submitted online	P Send by post
1. Undergraduate Application Form p.1~3 [D]	☐	☐
2. Application Essay p.5 [D]	☐	☐
3. Certificate of Eligibility / Resident Status Questionnaire p.7 [D]	☐	☐
4. Application fee payment • Credit card: Must register on the APU Online Application System through the admissions website • Bank transfer: Send in proof of payment • Bank check: Send in bank check	☐	☐
5. Academic transcripts for most recent 3 years (If you are currently in high school, the most recent 2-2.5 years are acceptable)		☐
6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them)		☐
7. Letter of Recommendation [D]		☐
8. Passport copy (if available)		☐
9. Two identical photographs (4 cm × 3 cm or 1.57 inches × 1.18 inches)		☐
10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese visa ONLY)		☐
11. Checklist (This form: When you submit your documents, please make sure to put this checklist on the top.) p.19		☐

B Language Proficiency Test Scores

1. English-basis students: TOEFL® (iBT) / TOEFL® (PBT) / IELTS / TOEIC® / The EIKEN Test in Practical English Proficiency		☐
2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section)		☐

*International applicants residing in Japan MUST submit an official English or Japanese test score.

C Language Proficiency Forms

English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 [D]		☐
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*International applicants residing in Japan may not use this form.

D Transfer Student Application

1. Confirmation of Transfer Student Education Background Form p.13 [D]		☐
2. List of classes currently attending		☐
3. Credit requirements for graduation (e.g. student handbook or school website that provides the relevant information)		☐
4. Higher institution (e.g. university) graduation certificate (in the case of graduates) or certificate of scheduled graduation (in the case of applicants currently undertaking programs other than bachelor's)		☐

*If you have graduated from a higher educational institution (e.g. university), item 2 and 3 are not required.

E Additional Documents for Submission (If Applicable)

1. APU Tuition Reduction Scholarship Application p.15 [D]	☐	☐
2. Extracurricular Activities Report p.17, 18 [D]	☐	☐
3. Document(s) to prove participation in extracurricular activities		☐
4. Certification of scholarships received from organizations other than APU		☐

-If any document will be delivered after the deadline, please specify which ones and the reasons below.

Documents	Reason	Scheduled Date of Submission

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APU Survey

We would appreciate your kind cooperation in filling out this survey. Answers will not affect your application in any manner and will be used to improve our admissions process.

1. When did you start to think about applying to APU?

- ☐ More than 6 months ago
- ☐ 3 to 6 months ago
- ☐ 2 to 3 months ago
- ☐ About a month ago
- ☐ Recently (less than a month)

Please check the boxes as shown below.

Example: 

2. How did you obtain information about APU? (multiple answers allowed)

- ☐ ① Website (Name: _____) ☐ ② Newspaper/Magazine (Name: _____)
☐ ③ Government Embassy ☐ ④ College Fair
☐ ⑤ APU Information Session (at high school) ☐ ⑥ APU Information Session (non-school venue)
☐ ⑦ APU Overseas Office ☐ ⑧ APU Staff/Faculty Member
☐ ⑨ Family Member/Friends ☐ ⑩ School Teacher/Counselor
☐ ⑪ APU Student/Graduate (Name: _____) ☐ ⑫ APU Prospectus
☐ ⑬ Other (_____)

3. Which of the following factors influenced your decision to apply to APU? (please choose only 1 option)

- ☐ ① Website (Name: _____) ☐ ② Newspaper/Magazine (Name: _____)
☐ ③ Government Embassy ☐ ④ College Fair
☐ ⑤ APU Information Session (at high school) ☐ ⑥ APU Information Session (non-school venue)
☐ ⑦ APU Overseas Office ☐ ⑧ APU Staff/Faculty Member
☐ ⑨ Family Member/Friends ☐ ⑩ School Teacher/Counselor
☐ ⑪ APU Student/Graduate (Name: _____) ☐ ⑫ APU Prospectus
☐ ⑬ Other (_____)

4. Which of the following criteria were the most influential in your choice of university? (up to 3 answers are allowed)

- | | |
|--|---|
| ☐ ① International recognition | ☐ ② Reputation in home country |
| ☐ ③ Curriculum | ☐ ④ Strength of faculty/research |
| ☐ ⑤ Language education | ☐ ⑥ University location |
| ☐ ⑦ Tuition fees/scholarships | ☐ ⑧ Graduate employment rate |
| ☐ ⑨ Cultural diversity | ☐ ⑩ Parent encouragement |
| ☐ ⑪ Teacher recommendation | ☐ ⑫ Other() |

Thank you for answering this survey.

FOR UNIVERSITY USE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following:

(1) Purpose of Use of Personal Information

- i To carry out the admissions process, such as screening, etc.
- ii To notify results
- iii To send enrollment-related documents
- iv To complete the procedures to attain the Certificate of Eligibility to issue a visa
- v To send the orientation guide for international students
- vi To send information on pre-enrollment education
- vii To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
- viii To send various questionnaires after admission

(2) Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of application in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

(3) Outsourcing of Handling of Personal Information

Ritsumeikan Asia Pacific University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan Asia Pacific University and the external organization will sign a contract regarding the appropriate management of personal information.

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process.

This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University.

However, the university shall ensure that any information made public cannot be used to identify specific individuals.