

Ritsumeikan Asia Pacific University

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# **Undergraduate Admissions Handbook**

**April/September 2016 Enrollment**

**For International Applicants  
Residing Outside Japan**

**First Year and Transfer Applicants**

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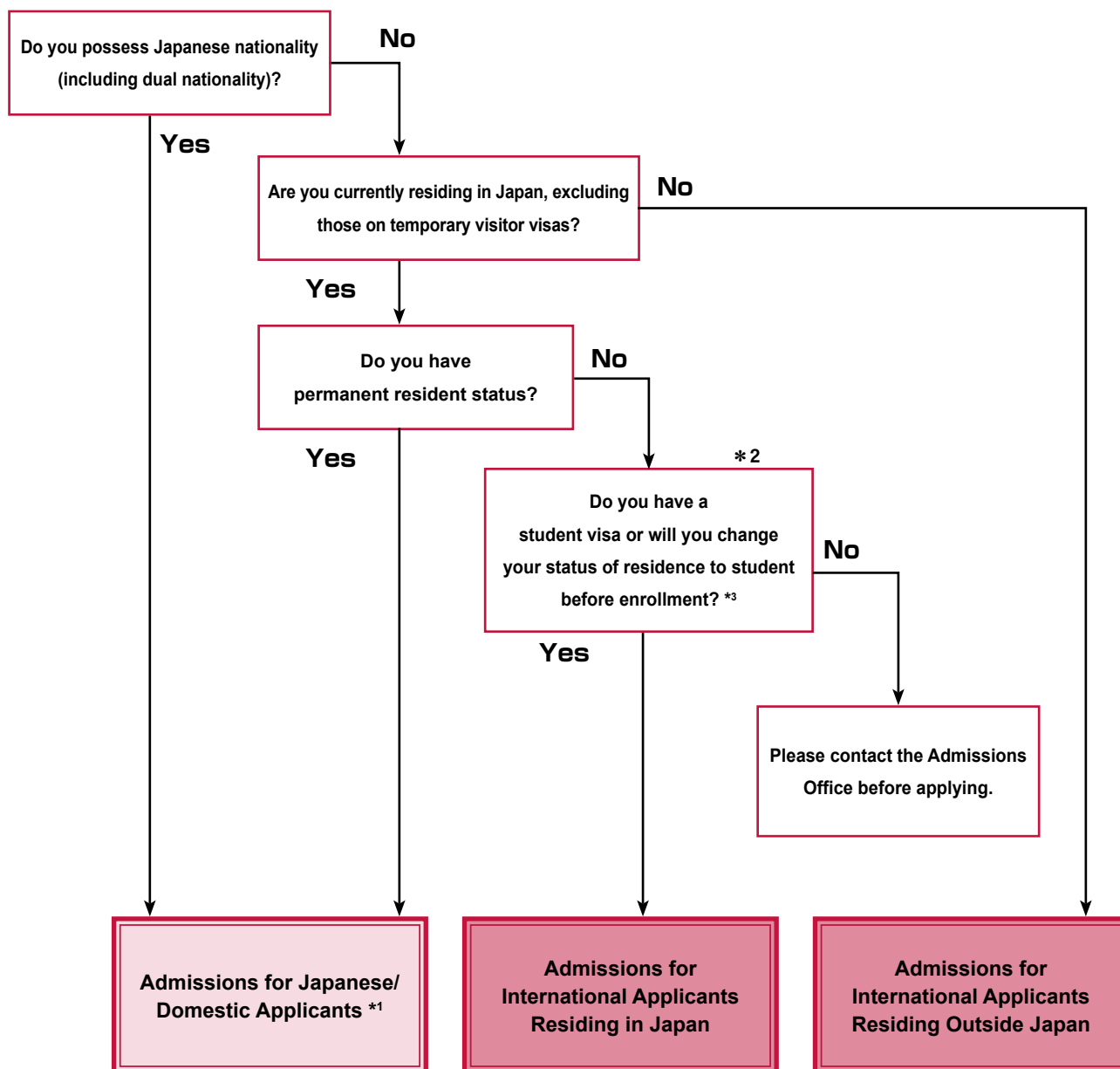


**To apply online, please go to:**

**Admissions website**

**<http://admissions.apu.ac.jp>**

Please confirm your appropriate admissions category using the chart below.



<sup>\*1</sup> Admissions for Japanese/Domestic Applicants refers to those who possess Japanese nationality or Japanese permanent residency even if they are residing outside Japan.

<sup>\*2</sup> 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.

<sup>\*3</sup> Please send your inquiries directly to the Immigration Bureau of Japan regarding whether you can change your status of residence to student.

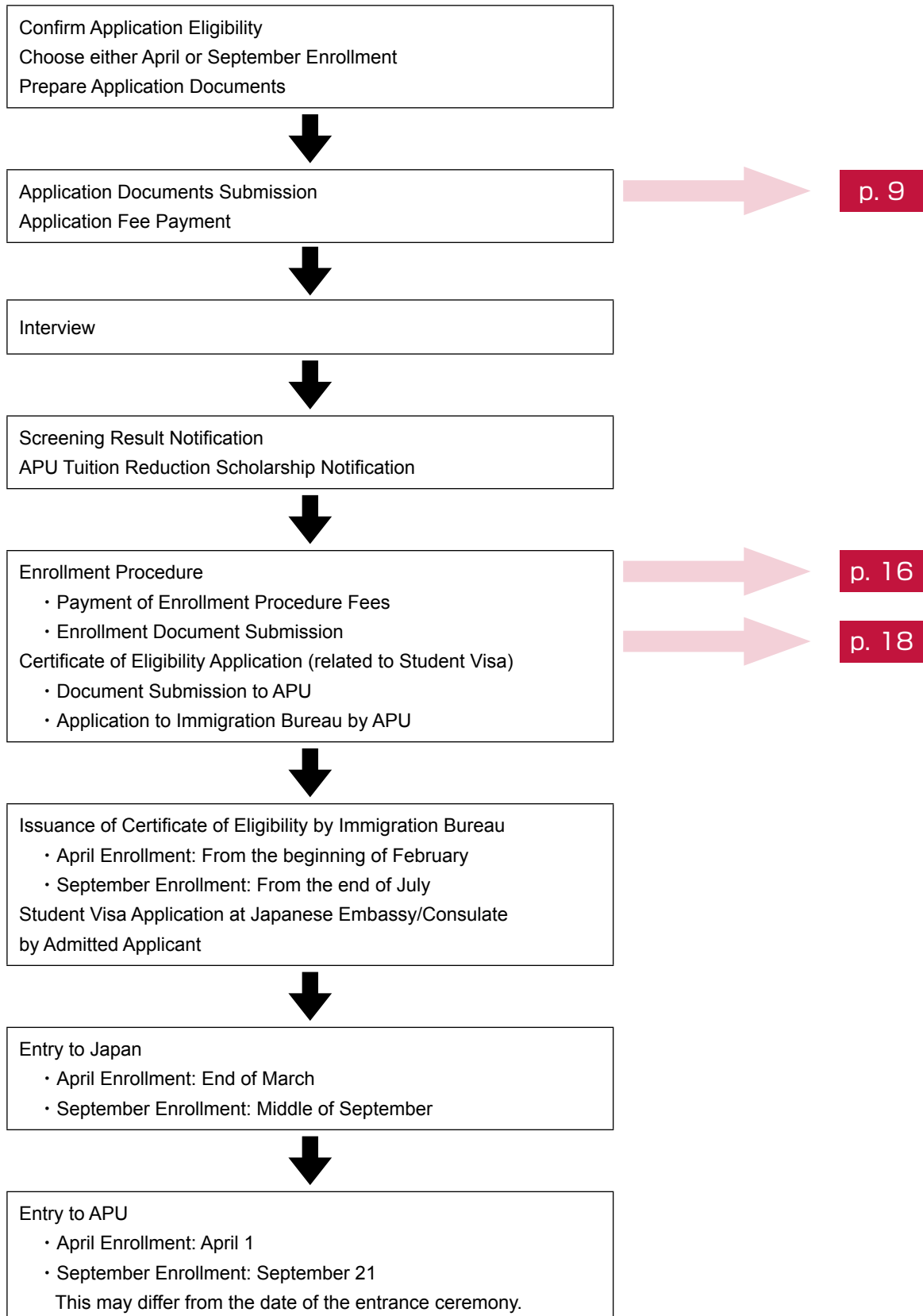
## Contact

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](mailto: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](mailto:welcome@apu.ac.jp)  
URL : <http://admissions.apu.ac.jp>

# General Process from Application to Entry at APU

The following chart explains the general process of entry to APU. It may be different for each individual.



# ■ Undergraduate Admissions Guidelines ■

This handbook is for first year applicants or second and third year transfer applicants who are residing outside Japan and do not possess a permanent resident status or Japanese nationality (including dual Japanese nationality) of any form.

For applicants residing in Japan from the time of application to the date of the interview, please refer to the separate "Undergraduate Admissions Handbook (For International Applicants Residing in Japan)".

## 1 Screening Schedule

### Screening Result

Screening and scholarship result notification will be sent out by post on the date listed below and should arrive within a few days. We will also send an email with the necessary login information to check the screening result on the admissions website a day after the result notification is sent. (If the day after is a holiday, the email will be sent two days after the result notification date.)

Please be aware that phone, fax, or email inquiries regarding your application results will not be accepted.

\*Note: 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.

### A. Schedule for International Applicants Residing Outside Japan

The application periods for applicants residing in China, India, Indonesia, Korea, Thailand and Viet Nam differ from the ones below, so please refer to the schedules on p. 4 and p. 5 instead.

#### April 2016 Enrollment

Application Period		Interview Date	Result Notification	No.*
Start	Deadline			
June 1, 2015 (Mon)	June 26, 2015 (Fri)	Online Interview Within 4 weeks after all required application documents have been received	Aug 3, 2015 (Mon)	1
	Aug 21, 2015 (Fri)		Sept 24, 2015 (Thu)	2
	Sept 18, 2015 (Fri)		Nov 2, 2015 (Mon)	3
	Oct 23, 2015 (Fri)		Dec 14, 2015 (Mon)	4

#### September 2016 Enrollment

Application Period		Interview Date	Result Notification	No.*
Start	Deadline			
Sept 1, 2015 (Tue)	Sept 18, 2015 (Fri)	Online Interview Within 4 weeks after all required application documents have been received	Nov 2, 2015 (Mon)	12
	Oct 30, 2015 (Fri)		Dec 14, 2015 (Mon)	13
	Dec 11, 2015 (Fri)		Feb 1, 2016 (Mon)	14
	Jan 22, 2016 (Fri)		Feb 29, 2016 (Mon)	15
	Feb 19, 2016 (Fri)		Mar 28, 2016 (Mon)	16
	Apr 1, 2016 (Fri)		May 30, 2016 (Mon)	17

\*No.s correspond to the numbers on the Enrollment Procedure Deadlines on p. 16 and 17. Please note that for the final application period for each enrollment, the deadline to complete the enrollment procedures after being admitted is shorter than other periods (particularly for No. 4 and No. 17). Please make sure you have checked these deadlines before applying. Deadlines may not be extended under any circumstances.

### About the Interview

It will not be necessary for applicants to travel to Japan for their interview. The interview date will be set by APU but additional time may be necessary during the university break period in summer, winter, etc.

## B. Schedule for Applicants Eligible for Interviews Conducted in Person

For applicants residing in China, India, Indonesia, Korea, Thailand, Viet Nam

Details of interviews conducted in person (date and venue) will be designated by APU and notified to applicants about 10 days after the end of the application period. Please note that interview dates and locations are subject to change.



### China

#### April 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.* <sup>2</sup>
Start	Deadline				
<b>Sept 1, 2015</b> (Tue)	<b>Oct 30, 2015</b> (Fri)	<b>Nov 14, 2015</b> (Sat) <b>Nov 15, 2015</b> (Sun)	<b>Shanghai</b>	<b>Dec 14, 2015</b> (Mon)	<b>5</b>

#### September 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.* <sup>2</sup>
Start	Deadline				
<b>Sept 1, 2015</b> (Tue)	<b>Nov 25, 2015</b> (Wed)	<b>Dec 12, 2015</b> (Sat)	<b>Shanghai</b> <b>Shijiazhuang</b> <b>Chongqing</b>	<b>Jan 12, 2016</b> (Tue)	<b>18</b>
		<b>Dec 13, 2015</b> (Sun)			
	<b>Dec 31, 2015</b> (Thu)	<b>Jan 16, 2016</b> (Sat)	<b>Shanghai</b> <b>Wuhan</b>	<b>Feb 1, 2016</b> (Mon)	<b>19</b>
		<b>Jan 17, 2016</b> (Sun)			
<b>Feb 10, 2016</b> (Web)	<b>Mar 31, 2016</b> (Thu)	<b>Apr 16, 2016</b> (Sat)	<b>Shanghai</b>	<b>May 2, 2016</b> (Mon)	<b>20</b>



### India\*<sup>1</sup>

#### September 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.* <sup>2</sup>
Start	Deadline				
<b>Dec 1, 2015</b> (Tue)	<b>Apr 28, 2016</b> (Thu)	<b>May 21, 2016</b> (Sat) <b>May 22, 2016</b> (Sun) <b>May 23, 2016</b> (Mon)	<b>New Delhi</b> <b>Chennai</b>	<b>June 6, 2016</b> (Mon)	<b>33</b>



### Indonesia\*<sup>1</sup>

#### September 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.* <sup>2</sup>
Start	Deadline				
<b>Oct 1, 2015</b> (Thu)	<b>Nov 30, 2015</b> (Mon)	<b>Dec 12, 2015</b> (Sat)	<b>Jakarta</b>	<b>Jan 12, 2016</b> (Tue)	<b>29</b>
		<b>Dec 13, 2015</b> (Sun)			
	<b>Jan 29, 2016</b> (Fri)	<b>Feb 13, 2016</b> (Sat)		<b>Feb 29, 2016</b> (Mon)	<b>30</b>
		<b>Feb 14, 2016</b> (Sun)			
	<b>Mar 31, 2016</b> (Thu)	<b>Apr 16, 2016</b> (Sat)		<b>May 2, 2016</b> (Mon)	<b>31</b>
		<b>Apr 17, 2016</b> (Sun)			
	<b>Apr 28, 2016</b> (Thu)	<b>May 21, 2016</b> (Sat) <b>May 22, 2016</b> (Sun)		<b>June 6, 2016</b> (Mon)	<b>32</b>

\*<sup>1</sup> Applicants residing in **India** and **Indonesia** who wish to apply for **April 2016 enrollment** should apply according to the schedule for **International Applicants Residing Outside Japan** on **p. 3**.

\*<sup>2</sup> No.s correspond to the numbers on the Enrollment Procedure Deadlines on **p. 16 and 17**. Please note that for some application periods, the deadline to complete the enrollment procedures after being admitted is shorter.



## Korea

### April 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*2
Start	Deadline				
<b>June 1, 2015</b> (Mon)	<b>June 26, 2015</b> (Fri)	<b>July 11, 2015</b> (Sat)	<b>Seoul</b>	<b>Aug 3, 2015</b> (Mon)	6
		<b>July 12, 2015</b> (Sun)			
	<b>Sept 25, 2015</b> (Fri)	<b>Oct 17, 2015</b> (Sat)		<b>Nov 2, 2015</b> (Mon)	7
		<b>Oct 18, 2015</b> (Sun)			
	<b>Nov 27, 2015</b> (Fri)	<b>Dec 12, 2015</b> (Sat)		<b>Jan 12, 2016</b> (Tue)	8
		<b>Dec 13, 2015</b> (Sun)			

### September 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*2
Start	Deadline				
<b>Sept 30, 2015</b> (Wed)	<b>Nov 27, 2015</b> (Fri)	<b>Dec 12, 2015</b> (Sat)	<b>Seoul</b>	<b>Jan 12, 2016</b> (Tue)	21
		<b>Dec 13, 2015</b> (Sun)			
	<b>Apr 28, 2016</b> (Thu)	<b>May 21, 2016</b> (Sat)		<b>June 6, 2016</b> (Mon)	22
		<b>May 22, 2016</b> (Sun)			



## Thailand

### April 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*2
Start	Deadline				
<b>June 2, 2015</b> (Tue)	<b>Aug 3, 2015</b> (Mon)	<b>Aug 29, 2015</b> (Sat)	<b>Bangkok</b>	<b>Sept 24, 2015</b> (Thu)	9
		<b>Aug 30, 2015</b> (Sun)			
<b>Sept 1, 2015</b> (Tue)	<b>Oct 30, 2015</b> (Fri)	<b>Nov 14, 2015</b> (Sat)		<b>Dec 14, 2015</b> (Mon)	10
		<b>Nov 15, 2015</b> (Sun)			

### September 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*2
Start	Deadline				
<b>Dec 1, 2015</b> (Tue)	<b>Jan 29, 2016</b> (Fri)	<b>Feb 13, 2016</b> (Sat)	<b>Bangkok</b>	<b>Feb 29, 2016</b> (Mon)	23
		<b>Feb 14, 2016</b> (Sun)			
<b>Feb 1, 2016</b> (Mon)	<b>Mar 25, 2016</b> (Fri)	<b>Apr 9, 2016</b> (Sat)		<b>May 2, 2016</b> (Mon)	24
		<b>Apr 10, 2016</b> (Sun)			



## Viet Nam

### April 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*2
Start	Deadline				
<b>Oct 1, 2015</b> (Thu)	<b>Nov 20, 2015</b> (Fri)	<b>Dec 5, 2015</b> (Sat)	<b>Hanoi</b> <b>Ho Chi Minh</b>	<b>Dec 21, 2015</b> (Mon)	11
		<b>Dec 6, 2015</b> (Sun)			

### September 2016 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*2
Start	Deadline				
<b>Oct 1, 2015</b> (Thu)	<b>Nov 20, 2015</b> (Fri)	<b>Dec 5, 2015</b> (Sat)	<b>Hanoi</b> <b>Ho Chi Minh</b>	<b>Dec 21, 2015</b> (Mon)	25
		<b>Dec 6, 2015</b> (Sun)			
	<b>Jan 15, 2016</b> (Fri)	<b>Jan 30, 2016</b> (Sat)		<b>Feb 29, 2016</b> (Mon)	26
		<b>Jan 31, 2016</b> (Sun)			
	<b>Mar 4, 2016</b> (Fri)	<b>Any time before</b> <b>Mar 25, 2016</b> (Fri)	<b>Online</b> <b>Interview</b>	<b>Apr 25, 2016</b> (Mon)	27
	<b>Apr 22, 2016</b> (Fri)	<b>May 14, 2016</b> (Sat)	<b>Hanoi</b> <b>Ho Chi Minh</b>	<b>June 6, 2016</b> (Mon)	28
		<b>May 15, 2016</b> (Sun)			

## 2 Educational Objectives

The educational objectives of Ritsumeikan Asia Pacific University (APU) are established on the premise of 1) to 3) below.

- 1) To cultivate Japanese citizens with global perspectives and worldviews who can cooperate with peoples of various countries and regions in the spirit of mutual international understanding.
- 2) To cultivate international students who, by learning at a Japanese institute of higher education, develop a proper understanding of Japan and become active in the global arena.
- 3) To cultivate talented individuals who can build amicable and trustworthy relationships between Japan and the countries of the world and contribute to developing the future economies and societies in their respective countries and regions.

### College of Asia Pacific Studies

The Mission of the College of Asia Pacific Studies is to cultivate human resources who, upon comprehensive understanding of the diverse political conditions, economies, societies, and cultures of the Asia Pacific region, will (1) achieve basic and advanced knowledge in such areas as global society, environment and development, and tourism; (2) develop language, communication and problem-solving abilities; and (3) through understanding of the diverse problems facing the Asia Pacific, will be able to contribute to the sustainable development and coexistence in the region.

### College of International Management

The Mission of the College of International Management is to cultivate human resources with strong business ethics that will play an active role in resolving management issues at globalizing enterprises and other organizations by imparting fundamental knowledge in management, enhancing intercultural communication skills and upholding cultural diversity.

APU hopes to realize these educational objectives by accepting outstanding students from all over the world.

## 3 Admissions Policy

The admissions policy for Ritsumeikan Asia Pacific University is established as follows.

While enrolled at APU, undergraduate students are expected to take advantage of every opportunity presented by the university's multicultural campus, in addition to taking classes, in order to acquire the knowledge, skills and attitudes required to contribute to the world once they graduate. Undergraduate students are also expected to contribute to the learning of the entire university community by actively engaging in exchange on the multicultural campus.

As such, new undergraduate students must possess the following skills in order to engage in this kind of learning:

- 1) Basic Japanese or English communication skills;
- 2) Strong desire and aptitude to learn the non-basis language;
- 3) Required basic knowledge for university-level learning;
- 4) Analytical skills, creativity and aptitude to solve real problems;
- 5) Motivation to actively take advantage of all learning opportunities with which one is presented with;
- 6) Aptitude for coexistence in a multicultural environment.

Furthermore, students in each College must possess the following skills:

### College of Asia Pacific Studies

- 1) Ability to integrate large amounts of information, think from multiple angles and frame one's opinions;
- 2) Interest in the societies and cultures of the Asia Pacific region;
- 3) Insight into the society of the 21st century.

### College of International Management

- 1) Interest in business;
- 2) Strong ethical outlook and interest in developing the Asia Pacific region through business;
- 3) Insight into the society of the 21st century.

To comprehensively assess the aforementioned knowledge, skills, aptitude and motivations, a multifaceted screening method will be used to admit those applicants deemed compatible with APU's style of learning.



## 4 Number of Students Accepted

### 2016 Intake for First Year International Students

	April 2016 Enrollment	September 2016 Enrollment
College of Asia Pacific Studies	75	117
College of International Management	95	260

### 2016 Total Intake for International Transfer Students

	Second Year Transfer	Third Year Transfer
College of Asia Pacific Studies	10	15
College of International Management	20	28

## 5 Application Eligibility

Applicants MUST fulfill both of the following requirements:

### ☐ Requirement 1: Educational Qualifications

#### For First Year Students

Applicants MUST have graduated or be scheduled to graduate from a Japanese high school (or secondary school) designated by Minister of Education, Culture, Sports, Science and Technology of Japan or have an equivalent academic background according to ONE of the following educational criteria at the time of application to APU:

- (1) Have completed or be scheduled to complete a 12-year standard education curriculum at an educational institution.
- (2) Be at least 18 years of age and have completed or be scheduled to complete a 12-year standard education curriculum at a school for foreign students in Japan designated by Minister of Education, Culture, Sports, Science and Technology of Japan.
- (3) Have completed or be scheduled to complete an upper secondary course at a special training college designated by Minister of Education, Culture, Sports, Science and Technology of Japan.
- (4) Be at least 18 years of age and have completed or be scheduled to complete a Japanese preparatory education curriculum designated by Minister of Education, Culture, Sports, Science and Technology of Japan.
- (5) Be at least 18 years of age and have passed or expect to pass an official examination that shows academic background equivalent or superior to that obtained from a 12-year standard education curriculum.
- (6) Be at least 18 years of age and have obtained an International Baccalaureate, Abitur or Baccalaureate Diploma.
- (7) Be at least 18 years of age and recognized through an individual screening by APU as having an equivalent or higher academic background than a high school graduate.

Additional Notes:

- ① If you have completed a 12-year standard elementary and secondary school education curriculum in less than 12 years as a result of grade skipping or early graduation and thus are younger than 18 years of age by the time of enrollment\* to APU, please contact the Admissions Office.
- ② It is possible to apply even if you withdrew and did not graduate from high school as long as you have passed an examination equivalent to the Japanese Upper Secondary School Equivalency Examination and you are at least 18 years of age by the time of enrollment\* to APU.

\*The date of enrollment is April 1 for April enrollment and September 21 for September enrollment.

#### Applicants who do not satisfy the 12 years of standard education requirement

Applicants from countries or regions where the standard length of education is less than 12 years must also complete part of a university or other higher education degree in order to apply to APU.

If you have other educational qualifications, please send your inquiries to the Admissions Office before applying. Submission of at least one of the above documents proving your qualification is required before entering APU.

#### For Second or Third Year Transfer Students

#### Second Year Transfer Students (University Level)

Applicants must fulfill **ONE** of the following requirements:

- (1) Individuals who have completed or are scheduled to complete their first year of studies at a university in Japan. In addition, it is compulsory to complete at least 30 credits before March 31, 2016. (September enrollees: Date of completion before September 20, 2016)
- (2) Individuals who have completed or are scheduled to complete 13 years of official education based on standard course curriculum before March 31, 2016 outside Japan. (September enrollees: Date of completion before September 20, 2016)

### Third Year Transfer Students (University Level)

Applicants must fulfill **ONE** of the following requirements:

- (1) Individuals who have completed or are scheduled to complete their second year of studies at a university in Japan. In addition, it is compulsory to complete at least 60 credits before March 31, 2016. (September enrollees: Date of completion before September 20, 2016)
- (2) Individuals who have completed or are scheduled to complete 14 years of official education based on standard course curriculum before March 31, 2016 outside Japan. (September enrollees: Date of completion before September 20, 2016)

### Second or Third Year Transfer Students (Other Educational Levels)

Applicants must fulfill **ONE** of the following requirements:

- (1) Individuals who have completed or are scheduled to complete their studies at a junior college or technical college before March 31, 2016. (September enrollees: Date of completion before September 20, 2016)
- (2) Individuals who have completed or are scheduled to complete their studies at a special training school approved by the Minister of Education, Culture, Sports, Science and Technology-Japan before March 31, 2016. (September enrollees: Date of completion before September 20, 2016) However, application eligibility is restricted to the terms stated in Article 90 of the School Education Law.

#### Academic Credit Requirements for Transfer Eligibility

##### Second Year Transfer Students

Applicants must have acquired at least one fourth of the credits needed to graduate from their current university OR be scheduled to graduate from a two-year college/technical college by the time of enrollment in APU.

##### Third Year Transfer Students

Applicants must have acquired at least one half of the credits needed to graduate from their current university OR be scheduled to graduate from a two-year college/technical college by the time of enrollment in APU.

Transfer applicants from countries and regions that do not satisfy the 12 years of standard education are required to have completed or be scheduled to complete the second or third year of university level education.

If you have other educational qualifications, please send your inquiries to the APU Admissions Office before applying. Submission of documents proving your qualification is required before entering APU.

#### ☐ Requirement 2: Language Proficiency

Applicants must meet one of these English or Japanese language criteria.

#### For First Year Students

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement				
JLPT Level N1	JLPT Level N2	EJU - Japanese	TOEFL®iBT	TOEFL®PBT	IELTS	TOEIC®	Eiken Test
90 points	100 points	220 points (not including the writing section)	61 points	500 points	5.5	700 points	Grade pre-1

#### For Second or Third Year Transfer Students

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement				
JLPT Level N1	JLPT Level N2	EJU - Japanese	TOEFL®iBT	TOEFL®PBT	IELTS	TOEIC®	Eiken Test
100 points	135 points	250 points (not including the writing section)	79 points	550 points	6.0	780 points	Grade 1

Please refer to **p. 10** "Documents Proving English/Japanese Proficiency" for details on the required language proficiency certifications.

## 6 Application Documents

### Recommended

**We recommend for applicants to apply online or by submitting the fillable PDF application forms.**

Please submit the required documents below marked with a ● online or download the application materials from the admissions website (<http://admissions.apu.ac.jp>), fill in all required information, print out and submit them by post.

**Documents that are not marked with a ● must be submitted by post.**

\*For online submission, please register an account in the APU Online Application System through the admissions website (<http://admissions.apu.ac.jp>).

### IMPORTANT

1. Applicants are to complete the application form and related documents by themselves. English-basis students should write in English while Japanese-basis students should write in Japanese.
2. **Applicants must submit original certificates.** For documents that are neither written in English nor Japanese, please attach an official translation with the translator's name, contact details and signature, or with an official seal. ONLY translations by document-issuing organizations, translation companies and certified translators will be accepted.
3. Only original documents that cannot be reissued will be returned to the applicants upon request. 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.
4. **Acceptance to APU will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.**

☐ **Required Documents for All Applicants** (Please note that required documents differ for first year applicants and transfer applicants.)

Can be Submitted Online=●	No.	Document	Details
●	1	<b>Undergraduate Application Form</b>	Applicants must complete all forms by themselves and attach a photograph directly to the application form in the provided space.
●	2	<b>Application Essay</b>	Please follow the application essay guidelines within the application form. Applicants must complete the essay by themselves.
●	3	<b>Certificate of Eligibility / Resident Status Questionnaire</b>	Please follow the questionnaire guidelines within the application form. Applicants must complete the questionnaire by themselves.
Send by post (except for credit card payment)	4	<b>Proof of Application Fee Payment</b> <ul style="list-style-type: none"> <li>• For details on the application fee payment, please refer to p. 14 Section 7: Application Fee.</li> </ul>	<p><b>Note: Payment by credit card is strongly preferred.</b>  <b>You may pay by bank transfer (international or domestic) or bank check <u>only if you cannot pay by credit card.</u></b></p> <p><b>1. Credit Card</b>  Please complete the payment online by registering with the APU Online Application System through the admissions website (<a href="http://admissions.apu.ac.jp">http://admissions.apu.ac.jp</a>). Please include your APU Online Application System Login ID on "Section IV. Application Fee" of your application form. You do not need to send a receipt by post.</p> <p><b>2. Bank Transfer (international or domestic)</b>  Please send a copy of your payment receipt.</p> <p><b>3. Bank Check</b>  Please send the check by post.</p>

Send by post	5	<b>Academic Transcripts/ Test Results</b>	<div data-bbox="679 163 1270 203" data-label="Section-Header"> <h2>A. Academic Transcript Requirements</h2> </div> <div data-bbox="679 212 944 239" data-label="Section-Header"> <h3>For First Year Students</h3> </div> <div data-bbox="679 244 1423 342" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Applicants who have already graduated from high school are required to submit the last <b>3 years</b> of their most recent academic transcript.</li> <li>• Applicants yet to graduate from high school are required to submit <b>2-2.5 years</b> of their current academic transcript.</li> </ul> </div> <div data-bbox="679 353 1423 380" data-label="Section-Header"> <h3>For Second Year University/Other Higher Education Institution Transfer</h3> </div> <div data-bbox="679 385 1423 434" data-label="List-Group"> <ul style="list-style-type: none"> <li>• High school transcript AND current transcript from the higher education to which you do or did belong.</li> </ul> </div> <div data-bbox="679 445 1423 472" data-label="Section-Header"> <h3>For Third Year University/Other Higher Education Institution Transfer</h3> </div> <div data-bbox="679 477 1423 553" data-label="List-Group"> <ul style="list-style-type: none"> <li>• Current transcript from the higher education to which you do or did belong. If you have not completed your program yet, you are required to submit the transcript for at least your first 1.5 years.</li> </ul> </div> <div data-bbox="679 573 1126 613" data-label="Section-Header"> <h2>B. Standardized Test Results</h2> </div> <div data-bbox="679 618 1423 667" data-label="Text"> <p>For those who have taken the following examinations, submit the official result certificate/transcript together with your application.</p> </div> <div data-bbox="679 678 1423 759" data-label="Section-Header"> <h3>①Mandatory or standardized national test results to enter university (applicable only to those who have taken such examinations):</h3> </div> <div data-bbox="703 759 1423 1077" data-label="List-Group"> <ul style="list-style-type: none"> <li>• GCE AS Level/A Level <ul style="list-style-type: none"> <li>- Sri Lanka and Singapore GCE A Level: applicants must submit results from three subjects</li> <li>- International and other GCE A Level: applicants must submit a minimum of two subjects (or a minimum of four subjects for AS Level)</li> </ul> </li> <li>• International Baccalaureate (IB) Diploma (predicted score accepted) <ul style="list-style-type: none"> <li>*However, your enrollment eligibility will be revoked if you were not able to successfully receive an IB Diploma.</li> </ul> </li> <li>• Abitur</li> <li>• Baccalaureate</li> <li>• General Educational Development (GED)</li> <li>• Senior Secondary School Certificate Examination Results, etc.</li> </ul> </div> <div data-bbox="679 1088 1423 1146" data-label="Section-Header"> <h3>②Standardized test result certificates (only for those who have taken them):</h3> </div> <div data-bbox="703 1146 1423 1249" data-label="List-Group"> <ul style="list-style-type: none"> <li>• EJU - Examination for Japanese University Admission for International students (Japan and the World + Mathematics (Course 1))</li> <li>• SAT (Critical Reading + Mathematics + Writing)</li> <li>• ACT, etc.</li> </ul> </div> <div data-bbox="679 1261 1423 1317" data-label="Text"> <p><b>-For those students who have taken the SAT, ACT or GCE (Sri Lanka) examinations, please have your score report forwarded directly to APU.</b></p> </div> <div data-bbox="703 1321 1104 1348" data-label="Text"> <p>For the SAT, the institution code is <b>2791</b>.</p> </div> <div data-bbox="703 1348 1104 1375" data-label="Text"> <p>For the ACT, the institution code is <b>5475</b>.</p> </div> <div data-bbox="679 1388 1423 1462" data-label="Text"> <p>-If a certificate has not recently been published, a certified copy, equivalent to the original, may be accepted if forwarded from the issuing authority. However, the original may be required in some instances.</p> </div> <div data-bbox="679 1473 1423 1594" data-label="Text"> <p>-For documents that are neither written in English nor Japanese, please attach an official translation with the translator's name, contact details and signature, or with an official seal. ONLY translations by the document-issuing organizations, translation companies and certified translators will be accepted.</p> </div>
Send by post	6	<b>Documents Proving English/Japanese Proficiency</b>	<div data-bbox="679 1615 1342 1655" data-label="Section-Header"> <h2>A. Applicants who will submit exam scores</h2> </div> <div data-bbox="679 1659 1423 1738" data-label="Text"> <p>Please submit the <u>original results</u> from one of the English or Japanese language proficiency Exams listed on p.8 "Requirement 2: Language Proficiency".</p> </div> <div data-bbox="679 1742 839 1767" data-label="Section-Header"> <h3>Period of Validity</h3> </div> <div data-bbox="679 1769 1423 1874" data-label="List-Group"> <ul style="list-style-type: none"> <li>• 2016 Spring Enrollment: Only scores of examinations taken on or after <b>June 1, 2013</b> will be valid</li> <li>• 2016 Fall Enrollment: Only scores of examinations taken on or after <b>September 1, 2013</b> will be valid</li> </ul> </div> <div data-bbox="679 1899 1027 1937" data-label="Section-Header"> <h3>English-basis Applicants</h3> </div> <div data-bbox="679 1937 1423 2123" data-label="List-Group"> <ul style="list-style-type: none"> <li>• TOEFL®-ITP, IELTS (General Training Module), TOEIC®-IP are not accepted.</li> <li>• In addition, please provide the following information for TOEFL® iBT, TOEFL® PBT and IELTS on the application form, if possible. <ul style="list-style-type: none"> <li>TOEFL® iBT: Registration Number</li> <li>TOEFL® PBT: Registration Number</li> <li>IELTS: Test Report Form (TRF) Number</li> </ul> </li> </ul> </div>

			<ul style="list-style-type: none"> <li>For TOEFL® and IELTS results, applicants must request the test center to send the score reports to APU directly. The institution code of APU is 2791.</li> <li><b>If you provide your IELTS Test Report Form (TRF) number in “Section V. Language Proficiency” of the Application Form, you do not need to submit the original test report.</b></li> </ul> <p>Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have undertaken their official education in the English language for the <b>most recent 6 years</b> are not required to submit the above documents.</p> <p>Applicants who are taking or have taken the International Baccalaureate Diploma with English as the language of instruction do not need to submit English Proficiency certificates.</p> <p><b>Japanese-basis Applicants</b></p> <p>Applicants who have undertaken their official education in the Japanese language for the <b>most recent 6 years</b> are not required to submit the Japanese language proficiency certificates.</p> <p><b>B. Applicants who will not submit exam scores</b></p> <p>Please submit APU’s “English Proficiency Evaluation” or “日本語能力認定書” form. <b>Please note that higher emphasis is placed on test score results during application screening so we recommend that you take these tests as much as possible.</b></p>
Send by post	7	<b>Letter of Recommendation</b> <ul style="list-style-type: none"> <li>The designated fillable PDF forms can be downloaded from the admissions website (<a href="http://admissions.apu.ac.jp">http://admissions.apu.ac.jp</a>).</li> </ul>	<p>Please ask an instructor from the last school/institute you attended (including language schools) or employer/supervisor from the company you worked or did internships for (not including part-time jobs) to write this recommendation letter. This must be a person whom you have known for at least a year or more.</p> <p>The letter must be written in English or Japanese. Please attach a translation in either English or Japanese if the letter is not written in either of the languages.</p>
Send by post	8	<b>Passport Copy</b>	Applicants are required to submit a copy of their valid passport, showing their photo, name and passport number. If you already have a valid Japanese visa, please submit a photocopy of your visa. Applicants who do not have a valid passport are still eligible for application.
Send by post	9	<b>Two Identical Photographs (4 cm X 3 cm) or (1.57 in X 1.18 in)</b>	Two identical photographs taken within 3 months, showing a front view above chest level with a white background. No cap or hat is allowed. The photograph size <b>MUST</b> be 4 centimeters high by 3 centimeters wide (1.57 inches X 1.18 inches). Photographs may be in color or black and white. Please write your name and nationality in English on the back of the photographs. Please affix one of the photographs directly to the application form.
Send by post	10	<b>Copy of Alien Registration Card/ Residence Card</b>	<p><b>(Applicants who already have a valid Japanese visa ONLY)</b></p> <p>Please submit a copy of both sides of your Alien Registration Card or Residence Card.</p>
●	11	<b>Confirmation of Transfer Student Educational Background</b>	<p><b>(Transfer Students ONLY)</b></p> <p>Applicants who are currently attending institutions of higher education (university bachelor’s program, junior college, polytechnic or technical college) are required to fill out and submit the Confirmation of Transfer Student Educational Background form.</p> <p><b>Credit Transfer for Transfer Students</b></p> <p>Students must complete a total of 124 credits to graduate. Therefore, according to the submitted documents which show the academic results and syllabus for transfer students who have been accepted by APU, second year transfer students may transfer up to <b>30 credits</b> and third year transfer students may transfer up to <b>62 credits</b>. Accepted students will be notified about the allowed number of transfer credits in the notification of acceptance. If the student is taking other classes during his or her application, the obtained results for these classes must be submitted to the Admissions Office after they have been released. If the additional results are not submitted, the student will not be eligible for credit transfer.</p>

Send by post	12	Transfer Eligibility Documents	<p><b>(Transfer Students ONLY)</b></p> <p>Please submit documents showing the list of classes you are currently taking and documents which show the graduation requirements for your current major in the institution (e.g. student handbook or school website that provides the relevant information). <b>Students who have already graduated do not need to submit the above documents but they MUST submit their graduation certificate.</b> If you are currently a student (excluding bachelor's program students) please submit proof that you are scheduled to graduate from your program.</p>
Send by post	13	Checklist	<p>Please complete the checklist and make sure you are not missing anything. <b>When you submit your documents, please make sure to put the checklist on the top.</b></p> <p>*If any documents will be arriving late, you must note the reasons.</p>

☐ **Additional Documents for Submission (If Applicable)**

Can be Submitted Online=●	No.	Document	Details																					
●	1	APU Tuition Reduction Scholarship Application	<p>Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to complete the application by themselves according to the guidelines in the application form.</p> <p>Individuals who will obtain a student visa as described in the Immigration Control and Refugee Recognition Act before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the <b>time of application</b>. <b>If you already possess a visa for Japan and you do not change your status of residence to “student” before enrollment, your APU Tuition Reduction Scholarship will be revoked, even if you are awarded with the scholarship in your letter of acceptance.</b></p> <p>This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), that support the ideals of APU, and its purpose is to help reduce the financial burden for outstanding international students of lesser financial means. <b>Students awarded with this scholarship are expected to maintain a good academic record, complete the tasks assigned to them and serve as role models for their country and region.</b></p> <p>A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete the tasks assigned to them on time and avoid any misconduct unbefitting of a scholarship recipient, the scholarship will remain valid until the standard number of credits required to graduate has been reached. In cases of inappropriate behavior or conduct that tarnishes the reputation of the University, the scholarship will be revoked. Interested applicants are to submit their scholarship application upon understanding of the above. An overall evaluation of all submitted documents will be conducted for the application and scholarship screening, and the scholarship result will be notified together with the application result.</p> <table><tr><th colspan="3">2016 Tuition Reduction Scholarship Amount for First Year Students</th></tr><tr><th></th><th>Annual Scholarship Subsidy</th><th>Annual Tuition Fee Borne by Student</th></tr><tr><td>30% Tuition Reduction</td><td>approx. 390,000 JPY</td><td>approx. 930,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>approx. 660,000 JPY</td><td>approx. 660,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>approx. 850,000 JPY</td><td>approx. 470,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>approx. 1,060,000 JPY</td><td>approx. 260,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>approx. 1,320,000 JPY</td><td>0 JPY</td></tr></table>	2016 Tuition Reduction Scholarship Amount for First Year Students				Annual Scholarship Subsidy	Annual Tuition Fee Borne by Student	30% Tuition Reduction	approx. 390,000 JPY	approx. 930,000 JPY	50% Tuition Reduction	approx. 660,000 JPY	approx. 660,000 JPY	65% Tuition Reduction	approx. 850,000 JPY	approx. 470,000 JPY	80% Tuition Reduction	approx. 1,060,000 JPY	approx. 260,000 JPY	100% Tuition Reduction	approx. 1,320,000 JPY	0 JPY
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●	2	<b>Extracurricular Activities Report</b>	<p>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). The following is a list of acceptable categories of extracurricular activities:</p> <ul style="list-style-type: none"><li>• Only the official form designated by APU will be considered for assessment. Portfolios, CDs, DVDs, etc. created by the applicant will NOT be accepted so please do not submit them. (These items will not be returned to you even if you do submit them.)</li><li>• Only regional, national and international extracurricular activities will be considered for assessment. Activities organized within the school other than those listed under “Other Activities” in the chart below will not be considered so please do not submit them.</li></ul> <table><tr><th>Activities</th><th>Examples of documents proving participation/achievements</th></tr><tr><td>Study Abroad</td><td>Evidence of having studied in an institution outside your home country for the purpose of language education, summer courses or full-time education.</td></tr><tr><td>Volunteer Work/ Independent Activities</td><td>Proof of participation in volunteer/independent activities through certificates or newspaper articles, etc. Awards or certificates for having participated in any speech/debate contests, or any other academically-orientated competitions.</td></tr><tr><td>Secondary Language Proficiency</td><td>Official language proficiency test scores for a second language (Japanese language test scores for English-basis students and English language test scores for Japanese-basis students). <b>*Please send the original score report.</b></td></tr><tr><td>Cultural/ Traditional Arts</td><td>Awards or certificates for having participated in any type of concerts or performances in high school or later.</td></tr><tr><td>Sports</td><td>Awards or certificates for having participated in tournaments or competitions or having participated as a team manager.</td></tr><tr><td>Academic Competitions</td><td>Awards or certificates in academic competitions that have been recognized in your community.</td></tr><tr><td>Internships</td><td>Evidence of having participated in an internship program.</td></tr><tr><td>Other Academic or Language Proficiency</td><td>TEPS, CU-TEP, Examination for Japanese University Admissions (EJU-Japan and the World), etc. <b>*Please send the original score report.</b></td></tr><tr><td>Other Activities</td><td>Evidence of having participated in student council leadership positions (such as president or vice-president), Model UN, received scholarship awards, etc.</td></tr></table>	Activities	Examples of documents proving participation/achievements	Study Abroad	Evidence of having studied in an institution outside your home country for the purpose of language education, summer courses or full-time education.	Volunteer Work/ Independent Activities	Proof of participation in volunteer/independent activities through certificates or newspaper articles, etc. Awards or certificates for having participated in any speech/debate contests, or any other academically-orientated competitions.	Secondary Language Proficiency	Official language proficiency test scores for a second language (Japanese language test scores for English-basis students and English language test scores for Japanese-basis students). <b>*Please send the original score report.</b>	Cultural/ Traditional Arts	Awards or certificates for having participated in any type of concerts or performances in high school or later.	Sports	Awards or certificates for having participated in tournaments or competitions or having participated as a team manager.	Academic Competitions	Awards or certificates in academic competitions that have been recognized in your community.	Internships	Evidence of having participated in an internship program.	Other Academic or Language Proficiency	TEPS, CU-TEP, Examination for Japanese University Admissions (EJU-Japan and the World), etc. <b>*Please send the original score report.</b>	Other Activities	Evidence of having participated in student council leadership positions (such as president or vice-president), Model UN, received scholarship awards, etc.	
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Send by post	3	<b>Document(s) to Prove Participation in Extracurricular Activities</b>	<p>For each activity you include on the 2. Extracurricular Activities Report, please submit a copy (A4 size or letter size) proving your participation. For any language proficiency test results, an original score report must be sent.</p>																					
Send by post	4	<b>Certification of Scholarships Received from Organizations other than APU</b>	<p>Applicants who are due to accept scholarships offered by organizations other than APU after their admission are required to submit proof of the scholarship award (English or Japanese).</p>																					

## 7 Application Fee

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**.

- **Credit Card Payment and Bank Transfer (International or Domestic): 5,000 JPY**

\*For payment by credit card or bank transfer, a 2,000 JPY administration fee will be required in addition to the 3,000 JPY screening fee.

- **Bank Check: 8,000 JPY**

\*For payment by bank check, a 5,000 JPY administration fee will be required in addition to the 3,000 JPY screening fee.

The payment must be made in **Japanese yen (JPY)**. If you pay by bank transfer (international or domestic), include a copy of the payment receipt along with your application documents.

### A. Credit Card

**Fee Amount : 5,000 JPY**

**Payment Method:** Register an account with the APU Online Application System through the International Undergraduate admissions website (<http://admissions.apu.ac.jp>) and complete your payment. Please include your APU Online Application System Login ID on the application form. You do not need to send a receipt by post.



Please note that the layout of the website may change.

### B. Bank Transfer (International or Domestic) \*ONLY if you cannot pay by credit card

**Fee Amount : 5,000 JPY**

**Payment Purpose :** Application Fee

**Contact Details :** Applicant's Name, Phone Number

**Bank Name :** Sumitomo Mitsui Banking Corporation

**Branch Name :** Oita Branch

**Branch Address :** 1-3-22 Chuo-machi, Oita-city, Oita-Prefecture, 870-0035 JAPAN  
Tel: +81- 97-532-5161

**Account Number :** 1001673 (Ordinary Deposit Account)

**Account Name :** RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST

**Swift Code :** SMBCJPJT

\*IBAN Code (if necessary): JP28 SMBC 0721 XXX2 4029 0868

**Bank Transfer Fee :** Borne by remitter

Note: If the application fee is paid in Japan, even in the case where it is paid by a friend or relative in Japan, please send a **copy of the payment receipt** to the Admissions Office. Please write the **applicant's name** and **phone number** in the contact details when the payment is made.

### C. Bank Check \*ONLY if you cannot pay by credit card or bank transfer

**Fee Amount : 8,000 JPY**

**Payment Method:** Obtain a bank check for 8,000 JPY that may be redeemed at a Japanese financial institution, and send it together with your application. To prevent any loss during the mailing process, please correctly fill in the recipient's name. Please fill in the recipient's name in English as "The Ritsumeikan Trust" or in Japanese as [学校法人 立命館] .

Note: Any incurred transaction fees will be borne by the applicant. APU will not bear any responsibility for any loss during mailing.



## IMPORTANT

1. Applications will not be processed until the application fee is paid. Please make sure to pay the application fee before the application deadline. Please take note that credit card payments will not be available after 23:59 Japan time on the day of the deadline.
2. The application fee is not refundable under any circumstances.
3. Cash or postal money orders will not be accepted. Please do not send cash with your application forms.

The application fee also includes the fee to determine application eligibility.

## 8 Application Submission

1. International applicants residing in the following countries or regions are to submit their application documents in person on weekdays only or send them by registered mail to the APU Overseas Office in their own country. In the case of registered mail, please make sure that it is **postmarked** by the application deadline.

- China
- Indonesia
- Korea
- Taiwan
- Thailand
- Viet Nam



← Please refer to this information

2. International applicants residing in all other countries or regions are to send their applications directly to APU by registered airmail or express mail service (DHL, EMS, FedEx, OCS, etc.), which must be **postmarked** by the application deadline.\*

**Address: Ritsumeikan Asia Pacific University  
Admissions Office (International)  
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan  
Tel: +81-977-78-1119**

\*It is not the responsibility of APU for any loss of the documents in the course of delivery.

## 9 Screening Method

Applicants residing outside Japan do not need to come to Japan for the screening. Application screening is based on all submitted documents and interview. If required, the applicant's school or author of the recommendation letter may be contacted for further information.

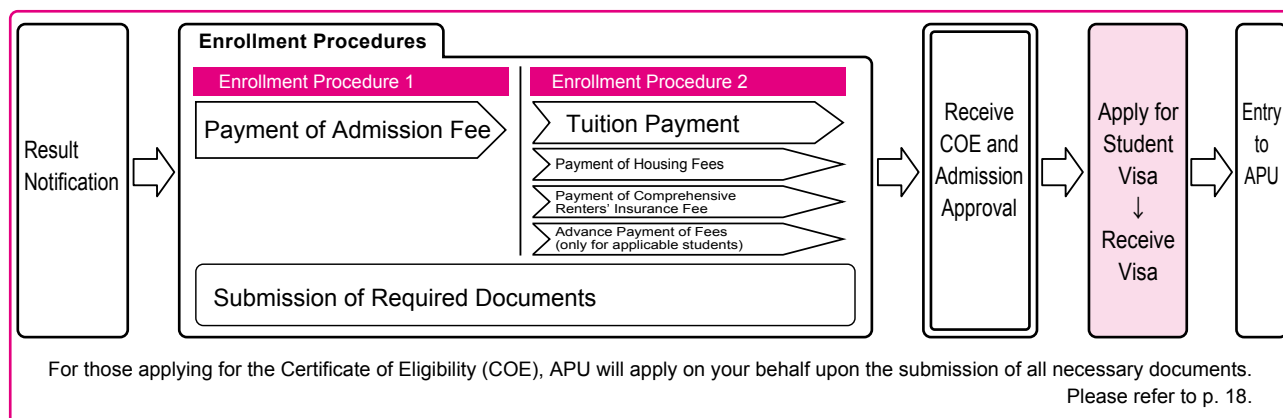
## 10 Other (About Medical Institutions Near APU)

There are no medical institutions near APU which can treat psychiatric or other issues (such as psychiatric disorders, developmental issues or sleep disorders) **in languages other than Japanese**. In addition, there are also strict restrictions for bringing medication into Japan. APU Health Clinic is also not a medical institution that has doctors who can perform medical procedures such as prescribing medicines or giving shots and infusions.

**If you are currently receiving treatment for psychiatric or other issues (such as psychiatric disorders, developmental issues or sleep disorders) and will require continued treatment after you come to Japan, please inquire with the university before applying.**

## ■ From Acceptance to Enrollment ■

Admitted applicants must pay all required admissions procedure payments together with the submission of documents within the specified deadlines. For more details, please refer to the Handbook for Enrollment Procedures, which is sent together with your screening result notification. Please note that the submission of required payments and documents will not be accepted beyond the specified deadline.



### Important Deadlines for the Enrollment Procedures

Please confirm the payment deadlines below with the deadline that appears on the Invoice for Enrollment Procedure Fees, which is sent together with the notification of screening results.

#### April 2016 Enrollment

**Applicants Residing Outside Japan** (not including applicants residing in China, Korea, Thailand and Viet Nam)

No.	Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
1	<b>Aug 3, 2015</b> (Mon)	<b>Sept 4, 2015</b> (Fri)	<b>Nov 6, 2015</b> (Fri)	
2	<b>Sept 24, 2015</b> (Thu)	<b>Oct 30, 2015</b> (Fri)	<b>Jan 8, 2016</b> (Fri)	
3	<b>Nov 2, 2015</b> (Mon)	<b>Dec 4, 2015</b> (Fri)	<b>Jan 8, 2016</b> (Fri)	
4	<b>Dec 14, 2015</b> (Mon)	<b>Jan 15, 2016</b> (Fri)		

**Applicants residing in China**

5	<b>Dec 14, 2015</b> (Mon)	<b>Jan 15, 2016</b> (Fri)	<b>Jan 29, 2016</b> (Fri)	
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**Applicants residing in Korea**

6	<b>Aug 3, 2015</b> (Mon)	<b>Sept 4, 2015</b> (Fri)	<b>Nov 6, 2015</b> (Fri)
7	<b>Nov 2, 2015</b> (Mon)	<b>Dec 4, 2015</b> (Fri)	<b>Feb 5, 2016</b> (Fri)
8	<b>Jan 12, 2016</b> (Tue)	<b>Feb 5, 2016</b> (Fri)	

**Applicants residing in Thailand**

9	<b>Sept 24, 2015</b> (Thu)	<b>Oct 30, 2015</b> (Fri)	<b>Jan 8, 2016</b> (Fri)	
10	<b>Dec 14, 2015</b> (Mon)	<b>Jan 15, 2016</b> (Fri)	<b>Jan 29, 2016</b> (Fri)	

**Applicants residing in Viet Nam**

11	<b>Dec 21, 2015</b> (Mon)	<b>Jan 29, 2016</b> (Fri)		
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#### September 2016 Enrollment

**Applicants Residing Outside Japan** (not including applicants residing in China, India, Indonesia, Korea, Thailand and Viet Nam)

No.	Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
12	<b>Nov 2, 2015</b> (Mon)	<b>Dec 4, 2015</b> (Fri)	<b>Feb 5, 2016</b> (Fri)	
13	<b>Dec 14, 2015</b> (Mon)	<b>Jan 15, 2016</b> (Fri)	<b>Apr 15, 2016</b> (Fri)	
14	<b>Feb 1, 2016</b> (Mon)	<b>Mar 4, 2016</b> (Fri)	<b>May 6, 2016</b> (Fri)	
15	<b>Feb 29, 2016</b> (Mon)	<b>Apr 1, 2016</b> (Fri)	<b>June 3, 2016</b> (Fri)	
16	<b>Mar 28, 2016</b> (Mon)	<b>Apr 28, 2016</b> (Thu)	<b>July 1, 2016</b> (Fri)	
17	<b>May 30, 2016</b> (Mon)	<b>July 1, 2016</b> (Fri)		

**Applicants residing in China**

18	<b>Jan 12, 2016</b> (Tue)	<b>Feb 12, 2016</b> (Fri)	<b>Apr 15, 2016</b> (Fri)
19	<b>Feb 1, 2016</b> (Mon)	<b>Mar 4, 2016</b> (Fri)	<b>May 6, 2016</b> (Fri)
20	<b>May 2, 2016</b> (Mon)	<b>June 3, 2016</b> (Fri)	<b>July 8, 2016</b> (Fri)

**Applicants residing in Korea**

21	<b>Jan 12, 2016</b> (Tue)	<b>Feb 12, 2016</b> (Fri)	<b>Apr 15, 2016</b> (Fri)
22	<b>June 6, 2016</b> (Mon)	<b>July 8, 2016</b> (Fri)	

**Applicants residing in Thailand**

23	<b>Feb 29, 2016</b> (Mon)	<b>Apr 1, 2016</b> (Fri)	<b>June 3, 2016</b> (Fri)
24	<b>May 2, 2016</b> (Mon)	<b>June 3, 2016</b> (Fri)	<b>July 8, 2016</b> (Fri)

**Applicants residing in Viet Nam**

25	<b>Dec 21, 2015</b> (Mon)	<b>Jan 29, 2016</b> (Fri)	<b>Mar 25, 2016</b> (Fri)
26	<b>Feb 29, 2016</b> (Mon)	<b>Apr 1, 2016</b> (Fri)	<b>June 3, 2016</b> (Fri)
27	<b>Apr 25, 2016</b> (Mon)	<b>May 27, 2016</b> (Fri)	<b>July 1, 2016</b> (Fri)
28	<b>June 6, 2016</b> (Mon)	<b>July 8, 2016</b> (Fri)	

**Applicants residing in Indonesia**

29	<b>Jan 12, 2016</b> (Tue)	<b>Feb 12, 2016</b> (Fri)	<b>Apr 15, 2016</b> (Fri)
30	<b>Feb 29, 2016</b> (Mon)	<b>Apr 1, 2016</b> (Fri)	<b>June 3, 2016</b> (Fri)
31	<b>May 2, 2016</b> (Mon)	<b>June 3, 2016</b> (Fri)	<b>July 8, 2016</b> (Fri)
32	<b>June 6, 2016</b> (Mon)	<b>July 8, 2016</b> (Fri)	

**Applicants residing in India**

33	<b>June 6, 2016</b> (Mon)	<b>July 8, 2016</b> (Fri)	
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## ■ Enrollment Procedure Fees ■

To complete your enrollment procedures, the payment of the admission fee, portion of semester 1 tuition, AP House entrance fee, Comprehensive Renters' Insurance and an advance payment of remaining tuition and other fees (if applicable) is necessary.

Please ensure that you have sufficient financial means before application. For admitted applicants, the invoice for the enrollment procedure fees will be sent along with the application results. It is compulsory for prospective enrollees to pay the stated fees in the invoice by the payment deadline. **In case of failure to pay by the deadline, acceptance will be revoked.**

**1. Admission Fee****130,000 JPY**

The admission fee will not be refunded under any circumstances.

**2. Partial Tuition Fee****370,000 JPY**

The partial tuition fee for each individual varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
Partial tuition due before enrollment	370,000 JPY	259,000 JPY	185,000 JPY	129,500 JPY	74,000 JPY	0 JPY

**3. Comprehensive Renters' Insurance****15,100 JPY** — First year students**11,530 JPY** — Second year students**7,940 JPY** — Third year students

All international students must join the insurance program designated by APU. After acceptance, please refer to the "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan".

**4. AP House Entrance Fee****188,000 JPY** — For April Enrollment

or

**168,500 JPY** — For September Enrollment

This fee is required for all enrollees, regardless of scholarship amount. The fee includes a moving-in fee (32,000 JPY), security deposit (78,000 JPY) and rent (39,000 JPY per month) for two months for April enrollees and for one and half months for September enrollees.

\* The amounts listed in numbers 1-4 are subject to change.

## IMPORTANT

Those applicable under the "Advance Payment of Fees" system will also be required to pay in advance before enrollment the remaining portion of tuition and other fees in addition to the amount listed in 1 to 4.

### Reference Advance Payment of Fees (Only for Applicable Enrollees)

APU has a system that requires applicable enrollees to pay the full amount of their tuition fees for their first year in addition to other enrollment fees. This system provides assurance to the Japanese Government Bureau that the student has sufficient financial resources for their first year of studies.

**Those subject to this system will be sent the required payment amount as part of the invoice of the enrollment fees, which is sent together with the notification of screening results.** The total required is comprised of the tuition expenses borne by the student for their first year of studies and other fees.

### Reference Standard Tuition Fees for Four Years of Study

Generally, students need to earn a total of at least 124 credits over four years to graduate from APU. Below is an example of the tuition for each year.

#### Tuition for April and September 2016 Enrollees (Based on Four Years of Studies)

	First Year	Second Year	Third Year	Fourth Year
First Year Students	1,328,000 JPY	1,412,000 JPY	1,412,000 JPY	1,412,000 JPY
Second Year Students	—	1,412,000 JPY	1,412,000 JPY	1,412,000 JPY
Third Year Students	—	—	1,412,000 JPY	1,412,000 JPY

Note: For APU Tuition Reduction Scholarship recipients, please refer to p. 12 "APU Tuition Reduction Scholarship Application" for more information. Tuition fees may be subject to change.

## ■ Necessary Procedures to Enter Japan ■

### 1. Apply for Student Visa

In order to obtain a student visa, it is necessary to have the Certificate of Eligibility (COE) which will be officially issued by the Japanese Immigration Bureau. APU will apply for the COE on your behalf as long as you meet all the criteria below.

- Applicants who have chosen APU to apply for the COE on their behalf.
- Applicants who have paid all the necessary enrollment procedure fees by the stipulated deadlines.
- Applicants who are able to prove they possess sufficient finances for their period of study and have submitted all the required documents.
- Those applicants deemed appropriate by the university.

Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for the COE on your behalf.

### 2. Renew or Change your Resident Status (Those who already have valid Japanese visa ONLY)

Please renew or change your visa as necessary. Please note that the APU Tuition Reduction Scholarship will be revoked for those who receive it but do not change their residency status to student before enrolling.

## Application Document Checklist

### I. Application Categories

#### 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)**

#### Transfer Student Application

- (iv) 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.

<b>A</b> Required Documents for All Applicants	<b>O</b> Can be submitted online	<b>P</b> Send by post
1. Undergraduate Application Form <b>[D]</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Essay <b>[D]</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Eligibility / Resident Status Questionnaire <b>[D]</b>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
5. Academic transcripts for most recent 3 years (If you are currently in high school, the most recent 2-2.5 years are acceptable)		<input type="checkbox"/>
6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them)		<input type="checkbox"/>
7. Letter of Recommendation <b>[D]</b>		<input type="checkbox"/>
8. Passport copy (if available)		<input type="checkbox"/>
9. Two identical photographs (4 cm × 3 cm or 1.57 inches × 1.18 inches)		<input type="checkbox"/>
10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese visa ONLY)		<input type="checkbox"/>
11. Checklist (When you submit your documents, please make sure to put the checklist on the top.)		<input type="checkbox"/>

<b>B</b> Language Proficiency Test Scores		
1. English-basis students: TOEFL® (iBT) / TOEFL® (PBT) / IELTS / TOEIC® / The EIKEN Test in Practical English Proficiency		<input type="checkbox"/>
2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section)		<input type="checkbox"/>

<b>C</b> Language Proficiency Forms		
English Proficiency Evaluation / 日本語能力認定書 <b>[D]</b>		<input type="checkbox"/>

<b>D</b> Transfer Student Application		
1. Confirmation of Transfer Student Education Background Form <b>[D]</b>		<input type="checkbox"/>
2. List of classes currently attending		<input type="checkbox"/>
3. Credit requirements for graduation (e.g. student handbook or school website that provides the relevant information)		<input type="checkbox"/>
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)		<input type="checkbox"/>

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

<b>E</b> Additional Documents for Submission (If Applicable)		
1. APU Tuition Reduction Scholarship Application <b>[D]</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Extracurricular Activities Report <b>[D]</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Document(s) to prove participation in extracurricular activities		<input type="checkbox"/>
4. Certification of scholarships received from organizations other than APU		<input type="checkbox"/>

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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.

## Organizations Providing Standardized Examinations

**Japanese Language Proficiency Test** The Japan Foundation/Japanese Educational Exchange and Services  
<http://www.jlpt.jp>

**Examination for  
Japanese University  
Admission (EJU)** Japan Student Services Organization (JASSO)  
<http://www.jasso.go.jp/eju>

**TOEFL®** Test of English as a Foreign Language  
by ETS: Educational Testing Service  
<http://www.toefl.org>

**IELTS** International English Language Testing System  
by the British Council  
<http://www.ielts.org>

**TOEIC®** Test of English for International Communication  
by ETS: Educational Testing Service  
<http://www.toeic.com>

**EIKEN Test in  
Practical English  
Proficiency** The Society for Testing English Proficiency  
<http://www.eiken.or.jp>  
(実用英語技能検定)

**Please send your inquiries to:**

**Ritsumeikan Asia Pacific University  
Admissions Office (International)**

**1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan**

**Choose your preferred method  
of contacting us with your questions!**



**welcome@apu.ac.jp**



**+81-977-78-1119**

Available from 9:00 to 17:30 (Japan Time: Monday to Friday)  
\*Closed every Tuesday from 9:30-11:30



**+81-977-78-1121**

## APU Overseas Offices

You can contact the following offices in your native language.

### China

Ritsumeikan Liaison Office, Shanghai Jiaotong University  
D, 18F Shentong Xinxi Guangchang, No. 55, Huaihai West Rd.,  
Shanghai City 200030, China  
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247  
Email: apuchina@apu.ac.jp

### Indonesia

APU Indonesia Information Center  
C/O MARQUEE, Mayapada Tower I,  
11th Floor, Jl.Jend. Sudirman Kav. 28  
Jakarta 12920, Indonesia  
Tel: +62-21-5289 7328/7392 Email: apu-ina@apu.ac.jp

### Korea

APU Korea Office  
#503, Halla Classic Officetel 5th Floor, 23 Gangnam  
Daero 84 Gil, Gangnam-gu, Seoul 135-934, Korea  
Tel: +82-2-564-3425/3427 Fax: +82-2-564-3427  
www.ritsapu-kr.com Email: hello@ritsapu-kr.com

### Taiwan

APU Taiwan Office  
C/O MIBC, F10F., NO.209, Sec. 1, Civic Blvd.,  
Datong Dist., Taipei City 103, Taiwan  
Tel: +886-2-2181-1666 Email: taipei@apu.ac.jp

### Thailand

APU Thailand Office  
1015 Room, 10th Floor, Serm-Mit Tower, 159/16 Soi Asoke,  
Sukhumvit 21 Road, Wattana, Bangkok 10110, Thailand  
Tel: +66-2-665-7145 Email: thailand@apu.ac.jp

### Viet Nam

APU Viet Nam Office  
1st Floor, No A31D11, Alley 66/1, Tran Thai Tong St., Cau Giay  
district, Hanoi, Viet Nam  
Tel: +84-4-32-000-619 Email: vietnam@apu.ac.jp

## APU Overseas Representatives

The following overseas representatives do not accept application documents.  
Please send documents to the Admissions Office directly.

### India (North)

Ritsumeikan India Office  
2nd Floor, The Japan Foundation Building 5-A,  
Ring Road, Lajpat Nagar-IV, New Delhi, 110024, India  
Tel/Fax: +91-11-4601-6824 Email: india@apu.ac.jp

### India (South)

Mr. Vishnu Vankayala  
4th Floor, Vansh Building, AP-801, 1st Street, G-Block,  
10th Main Road, Anna Nagar, Chennai-040, Tamil Nadu, India  
Tel: +91-44-4352-2078 Email: s-india@apu.ac.jp

### Sri Lanka

Mr. Harin Gunawardena  
183/1, Nawala Road, Nugegoda, Sri Lanka  
Tel: +94-714251314 Email: harin@apu.ac.jp