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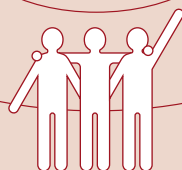
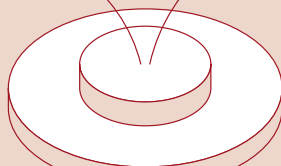
Ritsumeikan  
Asia Pacific University

RITSUMEIKAN  
**ASIA PACIFIC  
UNIVERSITY** 2026

**UNDERGRADUATE  
APPLICATION  
HANDBOOK**

APRIL / SEPTEMBER 2026 ENROLLMENT

FOR INTERNATIONAL APPLICANTS  
RESIDING OUTSIDE JAPAN



<https://admissions.apu.ac.jp/>

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**APU Admissions Website:**  
<https://admissions.apu.ac.jp/>



# WHO THIS APPLICATION HANDBOOK IS FOR

## 1. International Applicants Residing Outside Japan

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- You are currently living outside of Japan and will continue to live outside of Japan during the entirety of the application process.
- If you do not hold Japanese nationality (including dual nationality) or permanent residency status in Japan.

Note: If you are a US armed forces personnel, family member, or civilian under the US-Japan Status of Forces Agreement (SOFA), please confirm your status via the Inquiry Form before applying ([https://r.apu.jp/contact\\_en](https://r.apu.jp/contact_en)).

## OTHER APPLICANT CATEGORIES

### 1. Japanese/Domestic Applicants

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- You possess Japanese citizenship, including Japanese dual citizenship, or you have permanent residency status in Japan.

If you are a Japanese/domestic applicant, do not use the information in this handbook. Contact the Office of Domestic Admissions ([apumate@apu.ac.jp](mailto:apumate@apu.ac.jp)) to find out how to apply.

If you are in the process of renouncing your Japanese citizenship, be sure to inform us before applying. If one of your parents possesses Japanese citizenship, you may also possess Japanese citizenship. If you have any concerns, you may confirm further details via the Inquiry Form URL or QR code listed below before applying.

### 2. International Applicants Residing in Japan

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- You currently possess a “Student” status of residence or another status of residence (excluding short-term or permanent residency) which is valid until your prospective enrollment date. (The date of enrollment for April enrollment is April 1 and the date of enrollment for September enrollment is September 21.)

If you are an international applicant residing in Japan based on the above definitions, refer to our Undergraduate Application Handbook for International Applicants Residing in Japan, available to download on the APU admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)).

If you are still unclear about your admissions category, contact the Office of International Admissions using the Inquiry Form URL or QR code listed below.

### CONTACT US

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

Tel: +81-977-78-1119 (English)      +81-977-78-1200 (Japanese)

Contact us via our Inquiry Form:

[http://r.apu.jp/contact\\_en](http://r.apu.jp/contact_en)

<https://admissions.apu.ac.jp/>



Contact us!

 Ritsumeikan.APU

 APUAdmissionsOffice

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## Points to Keep in Mind When Applying

- All fees mentioned in this handbook, including the application fee, admission fee, and tuition fees, are subject to change.
- **Your application may be rejected if it or any accompanying documents contain forgery, false information, or plagiarism, or if you are found to have cheated during the recorded interview.** Additionally, your admission to APU will be revoked if evidence of such acts is discovered after your acceptance or enrollment. Review the Application Misconduct Policy for further details ([https://admissions.apu.ac.jp/how\\_to\\_apply/forgery\\_policy](https://admissions.apu.ac.jp/how_to_apply/forgery_policy))
- Applications will be processed only after the recorded interview has been submitted. Both the online application and the recorded interview must be completed by the application deadline. Once paid, the application fee will not be refunded if the recorded interview cannot be completed due to any circumstances, including technical issues.
- Once your application has been submitted, no changes can be made to its contents.
- Documents written in languages other than English or Japanese must be accompanied by an English or Japanese translation. The translation must include the translator's name, address, contact details, and signature or official seal. APU accepts translations only from the document's issuing institution, a licensed translator, or a translation company. Translations alone will not be accepted, so be sure to submit the original document along with the translation. Further information about translations can be found at (<http://r.apu.jp/certifiedcopy24E>).
- If accepted, you must submit the original documents or certified copies of the documents uploaded within the online application by post to APU. Your acceptance to APU will be revoked if the original or certified documents submitted after acceptance differ from those submitted at the time application, or if you are unable to submit them. Be sure to keep the original versions of the documents you submit with your online application. Further information about certified documents can be found at (<http://r.apu.jp/certifiedcopy24E>).
- In principle, **admitted applicants will not be allowed to reapply for the same enrollment period.** If you reapply to APU after you have already been admitted, your application will not be evaluated, and the application fee will not be refunded.
- Inquiries regarding the reasons for your final application results will not be accepted.
- **Applications, enrollment procedures, and payments will not be accepted after the stipulated deadlines under any circumstances.**
- **Your acceptance to APU will be revoked if any enrollment fees are unpaid by the stipulated deadlines. The admission fee and AP House moving-in fee will not be refunded under any circumstances.**

## Admission Policy

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Ritsumeikan Asia Pacific University (APU) welcomes students who will uphold the university's basic ideals of Freedom, Peace, and Humanity, International Mutual Understanding, and the Future Shape of the Asia Pacific Region. These students should also, while using both English and Japanese, be ready to acknowledge and understand differences in cultures and values, engage actively in an international campus community, and contribute to mutual learning.

New undergraduate students must possess the following attributes and abilities in order to engage in this kind of learning:

1. Knowledge and Skills
  - Basic knowledge required for studying at university
  - English or Japanese language proficiency required to pursue university-level studies
2. Reasoning, Judgment, and Expression
  - Critical thinking, analytical ability, and creativity needed to identify problems and proactively work towards their resolution
  - Ability to interpret information, as well as express one's own ideas clearly and logically using facts and data
3. Initiative and Capacity to Collaborate with Individuals from Diverse Backgrounds
  - Ability to pursue goals and follow them through
  - Readiness to engage with and support others on the basis of mutual understanding
  - Desire to make full use of a multicultural learning environment and participate in multicultural collaborative learning

### College of Asia Pacific Studies

1. Interest in one of the fields of "Culture, Society, and Media", "International Relations", and "Global Economy" in global society with a focus on the Asia Pacific region
2. Basic ability to study the field of social science with a focus on society, politics, and economics
3. Ability to read and write basic texts that will lead to reading and writing specialized texts at College of Asia Pacific Studies
4. Ability to pursue one's own interests and to express them clearly
5. Ability to integrate large amounts of information and think from multiple angles when framing opinions

### College of International Management

1. Interest in global management and business fields including Strategic Management and Leadership, Marketing, Accounting and Finance, Entrepreneurship and Operations Management
2. Ability and desire to develop creativity, leadership skills and problem-solving skills
3. Desire to make positive change through business and take action toward inclusion and sustainability in the Asia Pacific region and the world

### College of Sustainability and Tourism

1. Interest in tourism and hospitality and sustainable society
2. Interest in various regions both within Japan and abroad, as well as willingness to work toward solving problems for region sustainability
3. Willingness to learn across disciplines in collaboration with various social actors on and off campus

In order to admit undergraduate students compatible with APU's learning environment, applicants will be evaluated through a comprehensive assessment of the aforementioned knowledge, skills, reasoning, judgement, expression, initiative, and capacity to collaborate with individuals from diverse backgrounds using a variety of methods.

# FIRST YEAR APPLICATION OVERVIEW

## 1. Number of Students Accepted

Expected yearly intake of international undergraduate students residing outside Japan:

	April 2026 Enrollment	September 2026 Enrollment
College of Asia Pacific Studies	70	140
College of International Management	100	255
College of Sustainability and Tourism	32	95

## 2. Application Eligibility

You must fulfill **both** Requirement 1 and Requirement 2:

### A. Requirement 1: Educational Qualifications

1. **Completed a 12-year standard education curriculum at an educational institution by one day prior to your date of enrollment\* at APU.**

If you do not fulfill the above condition, please check whether you fulfill one of the conditions (2-9) below. If you fulfill one of the following educational criteria by the time of enrollment\* to APU, you fulfill Requirement 1 (Educational Qualifications).

2. Completed a standard overseas education curriculum at an educational institution in Japan designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
3. Completed an upper secondary course at a special training college designated by MEXT.
4. Completed a standard education curriculum in less than 12 years at an overseas institution and have completed a curriculum at a preparatory educational institution designated by MEXT or at an educational center designated by MEXT.
5. Received an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A Level results.
6. Completed a 12-year standard education curriculum accredited by an international evaluation group (WASC, CIS, ACSI, NEASC, Cognia, NCA CASI, NWAC, SACS CASI).
7. Be at least 18 years of age and have passed an official examination that shows academic background equivalent or superior to that obtained from a 12-year standard education curriculum (e.g. having received a GED certificate).
8. Be at least 18 years of age and have been recognized through an individual screening by APU as having an academic background equivalent to or higher than a high school graduate.
9. Completed a standard education curriculum equivalent to at least 11 years at an educational institution designated by MEXT or be expected to do so by one day prior to your date of enrollment\* should the standard education curriculum of your country or region not exceed 11 years (applicable as of August 21, 2023: standard education curricula in Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, and Uzbekistan). If this condition applies to you, please contact us before applying via the Inquiry Form URL or QR code listed on the back cover, as individual conditions need to be confirmed.

In the event of changes in the qualifications for university admission as stipulated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the changes will be applied accordingly. Refer to the admissions website ([https://admissions.apu.ac.jp/admissions/application\\_eligibility/](https://admissions.apu.ac.jp/admissions/application_eligibility/)) if you would like to confirm if you meet the educational qualifications necessary to apply.

If you possess an academic background other than those listed above, confirm further details via the Inquiry Form URL or QR code listed on the back cover before applying.

### ! Other Educational Backgrounds

If you left high school before graduating, or 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 will be younger than 18 years of age by one day prior to your date of enrollment\*, you may confirm further details via the Inquiry Form URL or QR code listed on the back cover before applying.

\*The date of enrollment is April 1, 2026 for April enrollment and September 21, 2026 for September enrollment.

## B. Requirement 2: Language Proficiency

You must meet one of the following English or Japanese language proficiency requirements. Applicants who fulfill certain conditions may choose not to submit a language proficiency test. Refer to the details stated below.

Minimum English Proficiency Requirements for English-basis Applicants								
IELTS	IELTS Online	TOEFL iBT® Test	TOEIC® L&R / S&W Test	Duolingo English Test	Cambridge English Qualifications	Linguaskill	PTE Academic	EIKEN
6.0*		75	1600	110	169		60	2304

\*A minimum of 5.5 is required for each section

For TOEIC® (L&R/S&W), multiply the S&W score by 2.5 and add to the L&R score.

EIKEN also includes EIKEN S-CBT and EIKEN S-Interview. The EIKEN CSE 2.0 score is also included, regardless of whether the test is passed or failed.

Minimum Japanese Proficiency Requirements for Japanese-basis Applicants		
JLPT N1	JLPT N2	EJU Japanese as a Foreign Language*
100	120	<ul style="list-style-type: none"> <li>• Reading Comprehension/Listening and Listening-Reading Comprehension: total score of 250</li> <li>• Writing: 30</li> </ul>

\*Both minimum scores must be met

For April 2026 enrollment, only scores of examinations taken after June 1, 2023 and by the application deadline will be accepted.

For September 2026 enrollment, only scores of examinations taken after September 1, 2023 and by the application deadline will be accepted.

If your score cannot be verified online by the application deadline, you must submit the original score report. Scores that are not accompanied by an original score report will not be evaluated.

### Exemptions from Submitting a Language Proficiency Score

#### English-Basis Applicants

English-basis applicants may choose not to submit an English proficiency test score if:

- You have completed or will complete your 12th year of formal education using English as the medium of instruction in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Fiji, Grenada, Guyana, Ireland, Jamaica, New Zealand, Papua New Guinea, Singapore, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.
- You have taken or will have taken your most recent three years of formal education before enrolling at APU in the English language in a country other than those listed above and submit either academic transcripts stating the language of instruction, a link and screenshot of your school's official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in English for the past three years.
- You have received or will receive an International Baccalaureate Diploma with English as the language of instruction.
- You have graduated from a bachelor's degree program or master's degree program that was conducted entirely in English.
- You have received one of the following standardized test scores:
  - Old SAT (Critical Reading and Writing): 1,100 or above
  - New SAT (Evidence-Based Reading and Writing): 590 or above
  - ACT: 25 or above (the average of English and Reading must be 25 or above). Superscores are accepted.

## Japanese-Basis Applicants

Japanese-basis applicants may choose not to submit a Japanese proficiency test score if:

- You have undertaken all your formal education in the Japanese language within Japan for the most recent three years.
- You have taken or will have taken your most recent three years of formal education before enrolling at APU in the Japanese language in a country other than Japan and submit either academic transcripts stating the language of instruction, a link and screenshot of your school's official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in Japanese for the past three years.

### 3. Evaluation Method

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Applications will be evaluated based on all submitted documents, information, and the recorded interview.

If required, your school or recommender may be contacted for further information. APU may also contact you for more details regarding the information and documents submitted within the online application.

If you have previously applied to APU, we may refer to your previous application(s) during the screening process.

If you were previously enrolled at APU, we may refer to your student records (grades, awards and disciplinary actions, residence status, and other relevant information) during the screening process.

#### Recorded Interview

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You must complete the recorded interview using a computer (Windows 10 or later or MacOS X 10.12 or later) equipped with a working camera and microphone through a designated online platform. During the interview, you will respond to the questions displayed on your screen, and your answers will be automatically recorded. Each question will have a specified time limit for your response. The entire interview will take approximately 30 minutes to complete.

You will be evaluated on aspects including your reasons for applying, motivation, personal attributes, suitability, critical thinking, and overall communication.

For the recorded interview, we advise that you keep the APU 2030 Vision (<https://en.apu.ac.jp/home/about/content7/>) in mind. APU's mission is to contribute to freedom, peace, humanity, international mutual understanding, and the future shape of the Asia Pacific region. Building on this foundation, the APU 2030 Vision aims to foster individuals who can change the world. APU welcomes students who embody these ideals and can inspire those around them to grow together.



# SECOND AND THIRD YEAR TRANSFER APPLICATION OVERVIEW

## 1. Number of Students Accepted

Expected yearly intake of all the international transfer students:

	Second Year Transfer		Third Year Transfer	
	From a Non-Bachelor's Degree Program	From a Bachelor's Program/ Second Bachelor's Applicants	From a Non-Bachelor's Degree Program	From a Bachelor's Program/ Second Bachelor's Applicants
College of Asia Pacific Studies	5*	5*	5*	5*
College of International Management	5*	5*	5*	5*
College of Sustainability and Tourism**				

\*This number also includes other types of applications. Accepted numbers may be less than indicated depending on the numbers of applicants and their results.

\*\*It is not possible to enter the College of Sustainability and Tourism (ST) as a second or third year transfer student.

## 2. Application Eligibility

You must fulfill **both** Requirement 1 and Requirement 2:

### A. Requirement 1: Educational Qualifications

#### Transfer Students from Non-Bachelor's Degree Programs

This refers to students who plan to transfer to APU from an educational program other than a bachelor's degree program.

**Both second and third year transfer applicants must fulfill one of the following requirements:**

1. Have graduated from a junior college by one day prior to your date of enrollment\*<sup>1</sup> at APU.
2. Have graduated from a technical college in Japan by one day prior to your date of enrollment\*<sup>1</sup> at APU.
3. Have graduated from a special training school approved by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) by one day prior to your date of enrollment\*<sup>1</sup> at APU. Note that application eligibility will be restricted to the terms stated in Article 90 of the School Education Act.

#### Transfer Students from Bachelor's Degree Programs

This refers to students who plan to transfer to APU from a bachelor's degree program at another university. You cannot apply if you have withdrawn from your university.

**Second year transfer applicants must fulfill one of the following requirements:**

1. Meet all of the following requirements by one day prior to your date of enrollment\*<sup>1</sup> at APU:
  - Have completed at least one year of study in a university bachelor's degree program outside Japan.
  - Have completed 13 years of formal education based on a standard course curriculum\*<sup>2</sup>.
  - Have acquired at least one fourth of the credits needed to graduate from their current university's bachelor's degree program.
2. Have completed at least one year of study in a university bachelor's degree program within Japan and acquired at least 30 course credits by one day prior to your date of enrollment\*<sup>1</sup> at APU.

**Third year transfer applicants must fulfill one of the following requirements:**

1. Meet all of the following requirements by one day prior to your date of enrollment\*<sup>1</sup> at APU:
  - Have completed at least two years of study in a university bachelor's degree program outside Japan.
  - Have completed 14 years of formal education based on a standard course curriculum\*<sup>2</sup>.
  - Have acquired at least half of the credits needed to graduate from their current university's bachelor's degree program.
2. Have completed at least two years of study in a university bachelor's degree program within Japan and acquired at least 60 course credits one day prior to your date of enrollment\*<sup>1</sup> at APU.

#### Second Bachelor's Degree Applicants

This refers to students who will have already completed a bachelor's degree program and plan to enter APU as a transfer student to obtain a second bachelor's degree.

**Second bachelor's applicants who plan to transfer to APU as a second or third year transfer student must fulfill the following requirement:**

- Have graduated from a bachelor's degree program by one day prior to your date of enrollment\*<sup>1</sup> at APU.

In the event of changes in the qualifications for university admission as stipulated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT), the changes will be applied accordingly.

If you possess an academic background other than those listed above, you may confirm further details via the Inquiry Form URL or QR code listed on the back cover before applying.

\*<sup>1</sup> The date of enrollment is April 1, 2026 for April enrollment and September 21, 2026 for September enrollment.

\*<sup>2</sup> If you have completed an 11-year standard education curriculum at an educational institution in a country designated by MEXT (Belarus, Kazakhstan, Myanmar, Peru, Russia, Sudan, Ukraine, or Uzbekistan) as of August 21, 2023 and are currently enrolled in an educational institution for your 12th or 13th year of formal education, confirm further details via the Inquiry Form URL or QR code listed on the back cover.

## B. Requirement 2: Language Proficiency

You must meet one of the following English or Japanese language proficiency requirements. Applicants who fulfill certain conditions may choose not to submit a result of a language proficiency test. Refer to the details stated below.

Minimum English Proficiency Requirements for English-basis Applicants								
IELTS	IELTS Online	TOEFL iBT® Test	TOEIC® L&R / S&W Test	Duolingo English Test	Cambridge English Qualifications	Linguaskill	PTE Academic	EIKEN
6.5*		85	1730	120	176		65	2630

\*A minimum of 6.0 is required for each section

For TOEIC® (L&R/S&W), multiply the S&W score by 2.5 and add the L&R score.

EIKEN also includes EIKEN S-CBT and EIKEN S-Interview. The EIKEN CSE 2.0 score is also included, regardless of whether the test is passed or failed.

Minimum Japanese Proficiency Requirements for Japanese-basis Applicants		
JLPT N1	JLPT N2	EJU Japanese as a Foreign Language*
110	140	<ul style="list-style-type: none"> <li>• Reading Comprehension/Listening and Listening-Reading Comprehension: total score of 280</li> <li>• Writing: 35</li> </ul>

\*Both minimum scores must be met

For April 2026 enrollment, only scores of examinations taken after June 1, 2023 and by the application deadline will be accepted.

For September 2026 enrollment, only scores of examinations taken after September 1, 2023 and by the application deadline will be accepted.

If your score cannot be verified online by the application deadline, you must submit the original score report. Scores that are not accompanied by an original score report will not be evaluated.

## Exemptions from Submitting a Language Proficiency Score

### English-Basis Applicants

English-basis applicants may choose not to submit an English proficiency test score if:

- You have completed or will complete your 12th year of formal education using English as the medium of instruction in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Fiji, Grenada, Guyana, Ireland, Jamaica, New Zealand, Papua New Guinea, Singapore, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.
- You have taken or will have taken your most recent three years of formal education before enrolling at APU in the English language in a country other than those listed above and submit either academic transcripts stating the language of instruction, a link and screenshot of your school's official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in English for the past three years.
- You have received or will receive an International Baccalaureate Diploma with English as the language of instruction.
- You have graduated from a bachelor's degree program or master's degree program that was conducted entirely in English.
- You have received one of the following standardized test scores:
  - Old SAT (Critical Reading and Writing): 1,100 or above
  - New SAT (Evidence-Based Reading and Writing): 590 or above
  - ACT: 25 or above (the average of English and Reading must be 25 or above). Superscores are accepted.

## Japanese-Basis Applicants

Japanese-basis applicants may choose not to submit a Japanese proficiency test score if:

- You have undertaken all your formal education in the Japanese language within Japan for the most recent three years.
- You have taken or will have taken your most recent three years of formal education before enrolling at APU in the Japanese language in a country other than Japan and submit either academic transcripts stating the language of instruction, a link and screenshot of your school's official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in Japanese for the past three years.

### 3. Evaluation Method

Applications will be evaluated based on all submitted documents, information, and the recorded interview.

If required, your school or recommender may be contacted for further information. APU may also contact you for more details regarding the information and documents submitted within the online application.

If you have previously applied to APU, we may refer to your previous application(s) during the screening process. If you were previously enrolled at APU, we may refer to your student records (grades, awards and disciplinary actions, residence status, and other relevant information) during the screening process.

#### Recorded Interview

You must complete the recorded interview using a computer (Windows 10 or later or MacOS X 10.12 or later) equipped with a working camera and microphone through a designated online platform. During the interview, you will respond to the questions displayed on your screen, and your answers will be automatically recorded. Each question will have a specified time limit for your response. The entire interview will take approximately 30 minutes to complete.

You will be evaluated on aspects including your reasons for applying, motivation, personal attributes, suitability, critical thinking, and overall communication.

For the recorded interview, we advise that you keep the APU 2030 Vision (<https://en.apu.ac.jp/home/about/content7/>) in mind. APU's mission is to contribute to freedom, peace, humanity, international mutual understanding, and the future shape of the Asia Pacific region. Building on this foundation, the APU 2030 Vision aims to foster individuals who can change the world. APU welcomes students who embody these ideals and can inspire those around them to grow together.

### 4. Important Considerations for Third Year Transfer Applicants

Because of the unique education and job-seeking system in Japan, there are times when we recommend that you apply as a second year transfer student even if you will complete two years of study at a higher education institution before enrolling at APU. Read the following points before applying and take into consideration your study and post graduation plans.

- In general, third year transfer students should be able to transfer at least 10 credits as major subject-equivalent credits. However, if you spend a considerable amount of time on student clubs, part-time work, job hunting, and other non-study activities, it may be challenging to acquire the necessary number of credits to graduate within two years.
- Job hunting usually begins from the second half of their third year and may continue until students are in their fourth year. If you wish to seek employment in Japan, you will need to devote a certain amount of time to job hunting activities and may therefore be unable to take as many credits as necessary to graduate within two years. Additionally, Japanese-language study is highly recommended for those who intend to work in Japan after graduation. Considering the above, we advise those who wish to find employment in Japan to apply as second year students.
- While Japanese (for English-basis students) or English (for Japanese-basis students) language study is not mandatory for third year transfer students, you may choose to enroll in these classes. However, as language subjects require a considerable amount of study time, taking these subjects alongside your major courses and graduating within two years is extremely demanding. We advise those who wish to study Japanese from beginner level to apply as second year students.

# APPLICATION SCHEDULE

## 1. First Year and Second Year Transfer Applicants

If you reside in Japan, refer to the Undergraduate Application Handbook for International Applicants Residing in Japan.

Applications must be completed by 23:59 (Japan Standard Time) on the application period deadline. Your application will be considered complete once the application fee has been paid and the online application has been successfully submitted.

Refer to the Scholarship page for information regarding the AP House Global Community Scholarship.

### A. General Application Schedule

These schedules are for applicants residing in countries and regions **other than Japan, China, India, Indonesia, Korea, Thailand, and Viet Nam**.

If you reside in China, India, Indonesia, Korea, Thailand, or Viet Nam, refer to B. Country-Specific Application Schedules on the following page.

#### April 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
GSP1	June 9, 2025	July 16, 2025	September 1, 2025	●
GSP2	July 17, 2025	August 27, 2025	October 13, 2025	●
GSP3	August 28, 2025	September 17, 2025	November 3, 2025	
GSP4	September 18, 2025	October 15, 2025	December 1, 2025	

#### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
GFA2	September 1, 2025	October 29, 2025	December 15, 2025	●
GFA3	October 30, 2025	December 17, 2025	February 23, 2026	●
GFA4	December 18, 2025	January 21, 2026	March 9, 2026	
GFA5	January 22, 2026	March 4, 2026	April 27, 2026	

#### Additional Application Periods

At APU, we aim to provide students with learning opportunities that make full use of our multicultural, multinational environment. To further strengthen the diversity of our enrolling student bodies and enhance our global learning community, additional application periods may be offered. In such cases, we will make an announcement on the admissions website (<https://admissions.apu.ac.jp/>) according to the schedule below.

Enrollment Semester	Announcement
September 2026	By early April 2026

## B. Country-Specific Application Schedules

### China

#### April 2026 Enrollment

Use the schedule listed in section A. General Application Schedule.

#### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
CHNFA1	September 1, 2025	November 12, 2025	January 5, 2026	●
CHNFA2	November 13, 2025	January 7, 2026	February 23, 2026	
CHNFA3	January 8, 2026	March 18, 2026	May 4, 2026	

### India

#### April 2026 Enrollment

Use the schedule listed in section A. General Application Schedule.

#### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
INDFA1	September 1, 2025	November 12, 2025	January 5, 2026	●
INDFA2	November 13, 2025	March 18, 2026	May 4, 2026	

### Indonesia

#### April 2026 Enrollment

Use the schedule listed in section A. General Application Schedule.

#### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
IDNFA1	September 1, 2025	October 29, 2025	December 15, 2025	●
IDNFA2	October 30, 2025	December 17, 2025	February 23, 2026	●
IDNFA3	December 18, 2025	January 21, 2026	March 9, 2026	
IDNFA4	January 22, 2026	April 1, 2026	May 18, 2026	

## Korea

### April 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
KORSP2	June 9, 2025	September 17, 2025	November 3, 2025	●
KORSP3	October 23, 2025	November 19, 2025	January 12, 2026	/

### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
KORFA1	January 22, 2026	March 18, 2026	May 4, 2026	/

## Thailand

### April 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
THASP1	June 9, 2025	July 16, 2025	September 1, 2025	●
THASP2	July 17, 2025	October 29, 2025	December 15, 2025	/

### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
THAFA1	September 1, 2025	January 21, 2026	March 9, 2026	●
THAFA2	January 22, 2026	March 4, 2026	April 27, 2026	/

## Viet Nam

### April 2026 Enrollment

Use the schedule listed in section A. General Application Schedule.

### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date	AP House Scholarship Application Period
VNMFA1	September 1, 2025	October 15, 2025	December 1, 2025	●
VNMFA2	October 16, 2025	November 12, 2025	January 5, 2026	●
VNMFA3	December 4, 2025	January 21, 2026	March 9, 2026	/
VNMFA4	January 22, 2026	March 18, 2026	May 4, 2026	/

## 2. Third Year Transfer Applicants

### A. Application Schedule

These schedules are for **all** third year transfer applicants residing outside Japan, **including those residing in China, India, Indonesia, Korea, Thailand, or Viet Nam.**

Applications must be completed by 23:59 (Japan Standard Time) on the application period deadline. Your application will be considered complete once the application fee has been paid and the online application has been successfully submitted.

#### April 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date
T3GSP1	June 9, 2025	September 17, 2025	November 3, 2025

#### September 2026 Enrollment

Code	Application Period Start Date	Application Period Deadline	Result Notification Date
T3GFA1	January 22, 2026	March 4, 2026	April 27, 2026

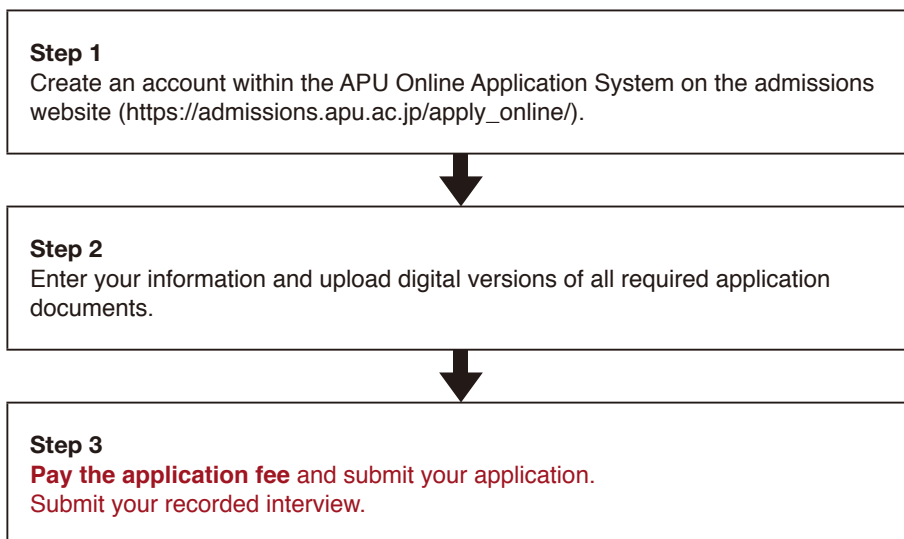
- First Year Application Overview
- Second and Third Year Transfer Application Overview
- Application Schedule
- How to Apply
- Tuition Fee
- Scholarships
- How to Enroll

# HOW TO APPLY

The entire application process can be completed through the APU Online Application System. The information and documents to be entered and submitted are outlined in the following pages.

Note that the required documents differ for first year applicants and transfer applicants. Transfer applicants should also refer to page 21 for additional details.

The following is the general application process. It may vary for each applicant.



# APPLICATION CHECKLIST

## Documents Needed by All Applicants

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Academic documents (transcripts and graduation certificate)
<input type="checkbox"/>	Language proficiency test score
<input type="checkbox"/>	Standardized test scores
<input type="checkbox"/>	Proof of extracurricular activities (if applicable)
<input type="checkbox"/>	Application fee
<input type="checkbox"/>	Essays (only if applying for the APU Tuition Reduction Scholarship)
<input type="checkbox"/>	Letter of Recommendation (only if applying for the APU Tuition Reduction Scholarship)

## Documents Needed by Transfer Applicants

<input type="checkbox"/>	Transfer student educational background information
<input type="checkbox"/>	Transfer eligibility documents
<input type="checkbox"/>	Application to Transfer Credits (only third year transfer applicants)
<input type="checkbox"/>	Syllabus (only third year transfer applicants)



# 1. Required Information and Documents

## A. General Information

For the Personal Background, Application Information, Emergency Contact and Financial Sponsor, and APU Representative or Educational Consultant sections:

Input your personal information (name, date of birth, sex\*, citizenship, etc.) as shown on your passport. Make sure that the country/region and city that you enter is where you will be residing up until the time of your enrollment at APU.

If you are applying through an APU representative or agent, confirm the office name, staff member, and contact information with them beforehand. Our representatives' information is listed on the last page of this handbook.

Choose the sex listed in your passport. If your passport lists other than male and female, please contact us.

\*In order for the university to operate in accordance with Japanese laws and regulations, applicants must input their sex as registered on legal documents. Information regarding sex will be used for university registration but will not affect the results of the admission screening or selection process in any way. For further information, refer to the Policy Statement on Sexual and Gender Diversity (<https://en.apu.ac.jp/home/life/content57/>).

## B. Academic History

Complete the details of all educational institutions you have attended from elementary school to the last or current school you are attending. Make sure to include undergraduate programs, language schools in Japan, and any other level of study.

Refer to the Application Eligibility page for details about the educational qualifications required to apply.

If you are currently employed (excluding part-time work), provide information about your current occupation.

## C. Academic Documents

Submit academic transcripts, a graduation certificate or certificate of expected graduation, and results of standardized tests.

If you submit a certificate of expected graduation and/or transcripts with predicted scores, you must provide additional documentation during the enrollment process to confirm that you will meet the educational requirements by the day before your enrollment at APU. Failure to provide such documentation in a timely manner may result in the revocation of your acceptance to APU.

### Academic Transcripts

If you have more than one transcript, such as transcripts from multiple schools, submit all of them.

If no information about the grading scale is included, also submit a separate document that indicates information about the grading scale.

For details about standardized tests, refer to page 18. You do not need to submit transcripts from language schools.

#### First Year Applicants

- If you have already graduated from high school, submit the last **three years** of your most recent academic transcripts. If you have been enrolled in university or another higher education institution for over one year at the time of application, also submit the academic transcripts from your study at that institution. If you have already graduated from university, submit your university transcript only.
- If you have not yet graduated from high school, upload your most recent academic transcripts covering a period of **at least two years**. The transcripts must be issued within two months of the date of your application submission.

#### Second Year Transfer Applicants (Excluding Second Bachelor's Degree Applicants)

- Submit your high school academic transcripts and your academic transcripts from the higher education institutions you enrolled in after graduating from high school.

#### Third Year Transfer Applicants (Excluding Second Bachelor's Degree Applicants)

- Submit your academic transcripts from the higher education institutions you enrolled in after graduating from high school. If you have not yet completed your current program, upload academic transcripts covering a period of **at least one and a half years**.

#### Second Bachelor's Degree Applicants

- If you have already completed a bachelor's degree program at the time of application, submit a transcript from that institution.
- If you are enrolled in a bachelor's degree program at the time of application, submit the most recent transcript from that institution.

## Graduation Certificate or Expected Graduation Certificate

### First Year Applicants

- If you have graduated from high school, you must submit a digital copy of your high school graduation certificate.
- If you have not yet graduated from high school, submit an expected graduation certificate, that includes the month and year of your expected graduation. If your academic transcript states your expected graduation date, you may simply submit the transcript.
- If you have already graduated from a university or another higher education institution at the time of application, submit a digital copy of your graduation certificate from the institution. If you are submitting a university graduation certificate, you do not have to submit your high school graduation certificate.

### Transfer Applicants (Excluding Second Bachelor's Degree Applicants)

- If you have graduated from a university or another higher education institution, submit a digital copy of your graduation certificate and proof of the degree earned.
- If you will transfer to APU from a non-bachelor's degree program and have yet to graduate, upload a document that states the details of your expected graduation date. In addition, submit proof from your current institution that, upon completing the program, you will be able to transfer as a second year or third year student into a bachelor's degree program. This could be documents issued by the institution or a screenshot of the corresponding explanation on the institution's website.

### Second Bachelor's Degree Applicants

- If you have already completed a bachelor's degree program at the time of application, submit a graduation certificate from that institution.
- If you are enrolled in a bachelor's degree program at the time of application, submit a certificate of expected graduation from that institution.

## Home-Schooled Applicants

If you have been home-schooled, we strongly recommend submitting an SAT, ACT, or GED score report. You may be required to submit one of these score reports if deemed necessary during the evaluation of your application.

## D. Language Requirements

Submit a language proficiency test score as proof of your language proficiency. You may choose not to submit a language proficiency score if you fulfill certain conditions. Refer to the Application Eligibility pages for details.

Only scores of examinations taken within the following period of validity will be accepted:

- April 2026 enrollment: On or after June 1, 2023 and until the application deadline
- September 2026 enrollment: On or after September 1, 2023 and until the application deadline

If we cannot verify your results online by the application deadline, you must upload a digital copy of the original score report. Otherwise, your score will not be evaluated.

### Keep Your Documents

**Enrolling students must submit original documents or certified copies of uploaded application documents to APU by post. Therefore, make sure to hold on to any documents you submit during the application process.** Your acceptance to APU will be revoked if your documents submitted after acceptance differ from those uploaded with your online application, or if you are not able to submit the necessary documents.

## E. Test Scores, Test Information, and Documents

Submit a digital copy of the original test results. The accepted tests are listed below.

### Accepted English Language Proficiency Test Scores

Standardized Test	Documents to be Submitted
Cambridge English Qualifications/Linguaskill	Result Statement Verification Number or Reference Number
Duolingo English Test	Request to have your score sent directly to APU.
EIKEN Test in Practical English Proficiency	Digital copy of the original test result
IELTS* IELTS Online*	Digital copy of the Test Report Form Test Report Form Number (TRF Number) IELTS One Skill Retake is accepted.
PTE Academic	Digital copy of the score report
TOEFL iBT® Test*	Digital copy of the score report. MyBest® scores are accepted.
TOEIC® L&R Test	Digital copy of the original score report

TOEFL ITP® Test, TOEFL iBT® Home Edition, IELTS (General Training Module), TOEIC® L&R Test (IP), and PTE General are not accepted.

### Accepted Japanese Language Proficiency Test Scores

Standardized Test	Documents to be Submitted
EJU Japanese	Digital copy of the Score Confirmation Report Examination Registration Number
Japanese Language Proficiency Test (JLPT)	Digital copy of the Certificate of Result and Scores

### Accepted Standardized Tests

Submit scores of the standardized tests listed below if you possess them (if you possess multiple test scores, submit all of them). These test scores will be used to screen your academic ability.

Some of the standardized tests can also be used for the application eligibility Requirement 1: Educational Qualification.

Standardized Test	Submission Method
Abitur	Upload your final result sheet (Abiturzeugnis).
ACT	Request to have your score report sent directly to APU using the institution code 5475 <b>and</b> upload a digital copy of the score report within the online application. Superscores are accepted.
Baccalaureate	Upload your transcript. Note that your enrollment eligibility may be revoked if you are unable to successfully receive a Diploma.

Standardized Test	Submission Method
BTEC	Upload scores from the following tests: <ul style="list-style-type: none"> <li>• Level 3 Diploma/National Diploma</li> <li>• Level 3 Extended Diploma/National Extended Diploma</li> <li>• Tests of Level 4 and above</li> </ul>
Examination for Japanese University Admission for International Students (EJU)	Upload scores from one or more of the following subjects: Japan & the World, Mathematics (Course 1), Mathematics (Course 2).
GCE A Level*	Upload results from at least two subjects, or at least four subjects for AS Level.
GCE A Level (Singapore)	Upload results from three subjects.
GCE A Level (Sri Lanka)	Upload a digital copy of the score report with results from three subjects and enter your reference number.
Pearson/Edexcel International A Levels (IAL)**	Upload results from at least two subjects, or at least four subjects for AS Level.
General Educational Development (GED)	Upload your Official GED Transcript.
Hong Kong Diploma of Secondary Education Examination (HKDSE)	Upload results from four core subjects and at least one elective subject. Predicted scores are accepted.
International Baccalaureate (IB) Diploma	Upload your results. Predicted grades are accepted. Note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma.
SAT (New) (Reading & Writing + Mathematics)	Request to have your score report sent directly to APU using the institution code 2791 <b>and</b> upload a digital copy of the score report within the online application. Superscores are accepted.
SAT (Old) (Critical Reading + Mathematics + Writing)	Request to have your score report sent directly to APU using the institution code 2791 <b>and</b> upload a digital copy of the score report within the online application. Superscores are accepted.

\*Submitting AS Level results alone is not sufficient and does not fulfill the required educational qualifications. We strongly recommend you submit three or more A Level subjects.

\*\*Submitting these results alone is not sufficient and does not fulfill the minimum educational qualifications. We strongly recommend you submit three or more A Level subjects.

### Other Standardized Tests

You may upload the results of up to two additional standardized tests not listed under the “Accepted Standardized Tests” above. Only standardized test score reports within their validity period will be accepted.

## F. Extracurricular Activities

If you have participated in any extracurricular activities listed under categories A–C below, upload documents to prove your participation. Activities without supporting documentation will not be considered for evaluation. Only activities from high school grade 10 (or equivalent) and above will be considered.

For each category, you may select one activity and provide its details in the online application. If you participated in multiple activities within the same category, choose the activity in which you invested the most time and effort.

Accepted Activities	
A	Student Council Participation
B	Volunteer and Community Exchange Activities
C	Arts, Culture, Academic, and Sports Competitions

## G. Housing Selection (AP House)

All international students entering APU are required to live on campus during their first year to help them adjust to their new environment and familiarize themselves with Japanese customs and rules. Among the five student housing facilities (AP House) at APU, new undergraduate students will reside in either AP House 1, 2, or 5. Select your preferred AP House building in the online application. Note that your preference cannot be changed after submission. Housing assignments will be determined by APU, and you will be notified of your assignment by the time of enrollment.

### Monthly Rent

	Rent	Period of Residence (April enrollees)	Period of Residence (September enrollees)
AP House 1&2	50,000 JPY/month	11 months (from mid-March to end of Feb. of the following year)	11.5 months (from mid-Sept. to end of Aug. of the following year)
AP House 5	52,000 JPY/month		

Be aware that the monthly rent differs for each building.

For information on each AP House building, refer to the admissions website ([https://admissions.apu.ac.jp/student\\_life/housing/](https://admissions.apu.ac.jp/student_life/housing/)).

Rent includes common service fees, utilities, internet, bedding rental, etc. All amounts are subject to change.

## H. Previous Entry to Japan (if applicable)

If applicable, provide information on whether you have previously entered Japan and/or applied for a Certificate of Eligibility for Status of Residence (COE). If you have previously applied for a COE and your application has been denied, or if you have previously submitted an *Application for Extension of Period of Stay* in Japan and were denied the extension, also explain when and why it occurred.

## I. Other Required Documents

### Photograph

Submit a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white.

### Passport

If you have a valid passport, submit a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan.

### Residence Card (Only for applicants who already have a valid Japanese status of residence)

Submit a digital copy of both sides of your Residence Card.

## Letter of Intent to Change to Student Residence Status

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If you hold a residence status in Japan other than “Student” at the time of application, you must change it to “Student” by one day prior to your date of enrollment at APU in order to receive the APU Tuition Reduction Scholarship.

If this applies to you, you must submit the “Letter of Intent to Change to Student Residence Status” with your application. Download this letter from the admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)), sign it, and upload it on the Other Required Documents page.

Your APU Tuition Reduction Scholarship will be revoked if you do not change your status of residence to “Student” by one day prior to your date of enrollment at APU (the date of enrollment for April enrollment is April 1 and the date of enrollment for September enrollment is September 21).

## J. Digital Signature

---

Complete the digital signature to finalize your application. Proceed with the application fee payment (refer to page 22) and submit your online application. **Your application will not be processed until the payment is confirmed.**

## 2. Documents and Information for Transfer Applicants

Submit the following information and documents in the “Transfer Student Academic Status” page of the online application.

### A. Transfer Student Educational Background Information

Provide the required information.

Second year transfer students may transfer **up to 30 credits** and third year transfer students may transfer up to **62 credits**. However, the number of transfer credits awarded will be determined after a review of final academic transcripts and syllabi submitted by admitted transfer applicants. You will be notified of the expected number of transfer credits awarded with your application results.

If you are still taking classes at the time of application, the final results (official transcript) for these classes must be submitted to the Office of International Admissions once they have been released. **Your eligibility to enroll at APU may be revoked if you do not submit the final results.** Note that students must complete a total of 124 credits to graduate from APU.

### B. Required Documents for Transfer Applicants

Submit documents showing the classes and number of credits you are currently taking and documents that show the graduation requirements for your current program, such as PDF copies of student handbooks or school websites that provide the relevant information.

If you have already graduated from a higher education institution, you may simply submit your graduation certificate.

### C. Application to Transfer Major Credits (Only Third Year Transfer Applicants)

Download the Application to Transfer Credit as an APU Major Subject form from the admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)) and input the required information. Contact the institution you are transferring from for confirmation if you are unsure of any of the required information. Submit the completed form.

### D. Syllabus (Only Third Year Transfer Applicants)

Submit a syllabus for each course you have taken or are currently taking that you wish to have approved for credit transfer as an APU major subject equivalent. A course will not be eligible for transfer without a syllabus. Refer to the APU Major subject list on the admissions website (<https://admissions.apu.ac.jp/course/>) for more details regarding the courses APU offers as major subjects.

A syllabus is a document that outlines the goals and content students will be studying in a specific course. A syllabus includes information such as the subject name, course overview, evaluation criteria used for the course, goals for each class, length of each class, and the number of classes. Submit documents that include this information separately if it is not included in the syllabus you received for the course.

If the syllabus is written in a language other than English or Japanese, you must submit an English or Japanese translation together with the original syllabus. Only translations from the organization issuing the syllabus, a translation company, or a qualified individual translator will be accepted.

A syllabus is not required if you wish to transfer to the College of International Management (APM) from an institution accredited by AACSB International - The Association to Advance Collegiate Schools of Business (AACSB), EQUIS (The European Quality Improvement System), AMBA (Association of MBAs), or EPAS (EFMD Programme Accreditation System). Instead, provide a document showing that the institution has received accreditation (a screenshot of the relevant section of the institution’s website is sufficient).

### 3. Application Fee

Pay the application fee by credit card by the application deadline. We will accept payment by bank transfer (international or domestic) only if you cannot pay by credit card. All amounts are subject to change.

#### A. Payment by Credit Card

##### Fee Amount

5,500 JPY (The fee consists of 5,000 JPY for evaluation and 500 JPY for administrative purposes.)

##### Payment Method

You can pay within the APU Online Application System.

#### B. Payment by Bank Transfer (Only if You Cannot Pay by Credit Card)

##### Fee Amount

7,000 JPY (The fee consists of 5,000 JPY for evaluation and 2,000 JPY for administrative purposes.)

Note: Bank transfer fees vary from bank to bank. All bank transfer fees must be covered by the payer. We will bill you for the remaining amount if you pay the application fee by bank transfer and the amount we receive does not cover the entire application fee.

##### Payment Method

Payment Purpose	Application Fee
Contact Details	Applicant's Name, Phone Number
Bank Name	Sumitomo Mitsui Banking Corporation 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
Swift Code	SMBCJPJT
IBAN Code (if necessary)	JP28 SMBC 0721 XXX2 4029 0868
Bank Transfer Fee	Borne by remitter

If the application fee is paid in Japan, even if it is paid by a friend or relative in Japan, write the **applicant's name and phone number** in the contact details when the payment is made and submit a digital copy of the payment receipt within the online application.

#### ¥ Regarding Payments

- Applications will not be processed until the application fee is paid. Be sure to complete the payment before the application deadline. Note that credit card payments will not be possible after **23:59 (Japan time) on the day of the deadline**.
  - The payment must be made in Japanese yen (JPY). Submit a copy of the payment receipt with your application if you pay by bank transfer (international or domestic).
  - Cash or postal money orders will not be accepted.
  - Domestic use-only credit cards and prepaid credit cards cannot be used.
  - The application fee cannot be waived and is generally non-refundable. However, a partial refund (after administrative fees are deducted) or a full refund may be possible in the following cases.
    - When the application fee has been paid multiple times, or in cases in when it is clear that the amount paid exceeds the amount for the application fee and administrative fees set by APU.
    - When your application is deemed inadmissible and is not screened.
- Further information about our refund policy for the application fee can be found on the admissions website ([https://admissions.apu.ac.jp/how\\_to\\_apply/refund\\_policy](https://admissions.apu.ac.jp/how_to_apply/refund_policy)).



# TUITION FEE

## Annual Tuition Fees for 2026 Enrollees (based on the standard duration of the program)

Note that tuition amounts may be subject to change.

First Year Enrollees	First year			Second year			Third year			Fourth year			
	1st Semester (Before Enrollment)	2nd Semester	Total	3rd Semester	4th Semester	Total	5th Semester	6th Semester	Total	7th Semester	8th Semester	Total	
Tuition Reduction Scholarship	none	650,000	650,000	1,300,000	750,000	750,000	1,500,000	750,000	750,000	1,500,000	750,000	750,000	1,500,000
	30%	455,000	455,000	910,000	525,000	525,000	1,050,000	525,000	525,000	1,050,000	525,000	525,000	1,050,000
	50%	325,000	325,000	650,000	375,000	375,000	750,000	375,000	375,000	750,000	375,000	375,000	750,000
	65%	227,500	227,500	455,000	262,500	262,500	525,000	262,500	262,500	525,000	262,500	262,500	525,000
	80%	130,000	130,000	260,000	150,000	150,000	300,000	150,000	150,000	300,000	150,000	150,000	300,000
	100%	0	0	0	0	0	0	0	0	0	0	0	0

Second Year Transfer Enrollees	Second year			Third year			Fourth year			
	3rd Semester (Before Enrollment)	4th Semester	Total	5th Semester	6th Semester	Total	7th Semester	8th Semester	Total	
Tuition Reduction Scholarship	none	750,000	750,000	1,500,000	750,000	750,000	1,500,000	750,000	750,000	1,500,000
	30%	525,000	525,000	1,050,000	525,000	525,000	1,050,000	525,000	525,000	1,050,000
	50%	375,000	375,000	750,000	375,000	375,000	750,000	375,000	375,000	750,000
	65%	262,500	262,500	525,000	262,500	262,500	525,000	262,500	262,500	525,000
	80%	150,000	150,000	300,000	150,000	150,000	300,000	150,000	150,000	300,000
	100%	0	0	0	0	0	0	0	0	0

Third Year Transfer Enrollees	Third year			Fourth year			
	5th Semester (Before Enrollment)	6th Semester	Total	7th Semester	8th Semester	Total	
Tuition Reduction Scholarship	none	750,000	750,000	1,500,000	750,000	750,000	1,500,000
	30%	525,000	525,000	1,050,000	525,000	525,000	1,050,000
	50%	375,000	375,000	750,000	375,000	375,000	750,000
	65%	262,500	262,500	525,000	262,500	262,500	525,000
	80%	150,000	150,000	300,000	150,000	150,000	300,000
	100%	0	0	0	0	0	0

(JPY)

First Year Application Overview

Second and Third Year Transfer Application Overview

Application Schedule

How to Apply

Tuition Fee

Scholarships

How to Enroll

# SCHOLARSHIPS

## 1. APU Tuition Reduction Scholarship for International Students

The APU Tuition Reduction Scholarship for International Students aims to reduce the financial burden on international students and help them continue their studies. This scholarship is made available by the financial contributions of domestic and international companies and individuals that support the ideals of APU, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).

### Support Provided

A tuition reduction of 100%, 80%, 65%, 50%, or 30%

#### Scholarship Duration

The minimum length of time required to graduate (up to the 8<sup>th</sup> semester)

(The scholarship will be suspended while taking a leave of absence.)

### Eligibility

Hold a “Student” status of residence while studying at APU.

Note:

- If you intend to hold a status of residence other than “Student” after entering APU, you cannot apply for this scholarship.
- If you currently have a status of residence other than “Student” but wish to apply for this scholarship, you must submit the “Letter of Intent to Change to Student Residence Status”.
- The scholarship will be revoked if you are not able to receive a “Student” status of residence by the time of enrollment to APU.
- To qualify for a renewal of the scholarship, recipients must pass a review of their academic performance and earn the required number of credits each semester.
- If the recipient is subject to disciplinary action or if inappropriate behavior is found, the scholarship may be revoked.

### Application and Selection

Enter the required information and submit the essay and letter of recommendation by the application deadline.

**You may have a greater chance of receiving the APU Tuition Reduction Scholarship if you apply earlier.**

Recipients will be selected based on a comprehensive evaluation of all submitted documents, the recorded interview, and information regarding their family financial situation. Results will be released together with the final application results.

### Essay and Letter of Recommendation

#### Essay

Follow the instructions within the online application and complete the essays by yourself within the word limit (350 words each).

#### Letter of Recommendation

A letter of recommendation is required from an instructor from the educational institution you attended most recently. The recommender must have known you for at least half a year. If you are currently enrolled at an educational institution, ask an instructor from that institution. If you have already graduated, you may ask a language school instructor or a supervisor at a place of employment or internship (not including part-time jobs).

<How to submit the Letter of Recommendation>

Enter the information about your recommender in the online application. A Letter of Recommendation form will be automatically emailed to them, so make sure to confirm that they have received it. After completing the necessary information in English or Japanese and including a digital signature, your recommender can submit the form online directly to APU. While you cannot view the contents of the submitted form, you can check its submission status within the Online Application System.

Required tuition fees for the first year if you receive the APU Tuition Reduction Scholarship.

## 2026 Tuition Reduction Scholarship for First Year Students

Tuition Reduction	Annual Scholarship Amount	Annual Tuition Fee
30%	390,000 JPY	910,000 JPY
50%	650,000 JPY	650,000 JPY
65%	845,000 JPY	455,000 JPY
80%	1,040,000 JPY	260,000 JPY
100%	1,300,000 JPY	0 JPY

## 2026 Tuition Reduction Scholarship for Transfer Students

Tuition Reduction	Annual Scholarship Amount	Annual Tuition Fee
30%	450,000 JPY	1,050,000 JPY
50%	750,000 JPY	750,000 JPY
65%	975,000 JPY	525,000 JPY
80%	1,200,000 JPY	300,000 JPY
100%	1,500,000 JPY	0 JPY

Note that tuition amounts may be subject to change. The tuition for the first year of study is different from the tuition for the second through fourth years of study.

## 2. AP House Global Community Scholarship

This scholarship aims to support students in financial need by covering their monthly AP House (student housing) fees. Recipients are expected to be active members of AP House, APU, and local community events. **Applicants who apply earlier may have a greater chance at receiving the AP House Global Community Scholarship.**

**Number of Recipients:** Up to 70 students per year

### Support Provided

A full exemption from the monthly AP House rent.

**Scholarship Duration:**

11 months for April Enrollment, 11.5 months for September Enrollment

**Monthly Rent**

Building	Rent
AP House 1 & 2	50,000 JPY/month
AP House 5	52,000 JPY/month

For information on each AP House building, refer to the admissions website (<https://admissions.apu.ac.jp/>).

\*Rent includes common service fees, utilities, internet, bedding rental, etc.

**The scholarship does not cover the moving-in fee (32,000 JPY) or security deposit (98,000 JPY). These fees must still be paid at the time of enrollment. Refer to the Enrollment Procedures Fees page for details.**

### Eligibility

- Be an international applicant for first year enrollment.
- Intend to reside in AP House for 11 months for April enrollment and 11.5 months for September enrollment.
- Must act as model students during their time at AP House.

The scholarship will be terminated in cases of inappropriate behavior that is unbecoming of an exemplary student.

## Application and Selection

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Complete the relevant fields in the online application and submit it by the designated deadlines for the enrollment period you are applying for. Be sure to confirm the deadlines on the Application Schedule pages. You must answer all questions regarding your family's household income and expenditures.

Recipients will be selected based on a comprehensive evaluation of their family financial situation, submitted documents, and recorded interview. Results will be released together with the final application results.

## 3. External Scholarships (Determined After Enrollment)

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### JASSO Scholarships

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These scholarships are offered by the Japan Student Services Organization (JASSO) to privately financed international students who plan to enroll at APU, have outstanding academic achievement and character, and who have financial difficulties in their studies.

### Support Provided

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Monthly stipend of 48,000 JPY (as of 2025)

**Scholarship Duration:**

April Enrollment: 12 months/ September Enrollment: 6 months

### Eligibility

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**Have a "Student" status of residence while studying at APU.**

The scholarship will be revoked if your status of residence is changed to something other than "Student". (This will not apply if you are still in the process of changing your status.)

Note:

- The average monthly remittance from your financial sponsors must be 90,000 JPY or less (excluding expenses for admissions fees and tuition, etc.).
- Only if you have dependents residing in Japan: The annual income of the dependent must be less than 5,000,000 JPY.
- Only for Japanese-Basis Applicants: You must have taken the EJU (Examination for Japanese University Admission for International Students) outside of Japan.

## Application and Selection

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Admitted applicants will receive instructions on how to apply. **Scholarship recipients will be notified after enrollment.**

### Requirements for Scholarship Recipients

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Recipients must sign a designated Sheet from JASSO every month at the Student Office. After the scholarship duration, they will also be required to participate in a career path survey conducted by JASSO. To qualify for a renewal of the scholarship, recipients must pass a review of their academic performance and earn the required number of credits each semester.

### Other External Scholarships

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Scholarships available after enrolling at APU can be found on the Student Office website.

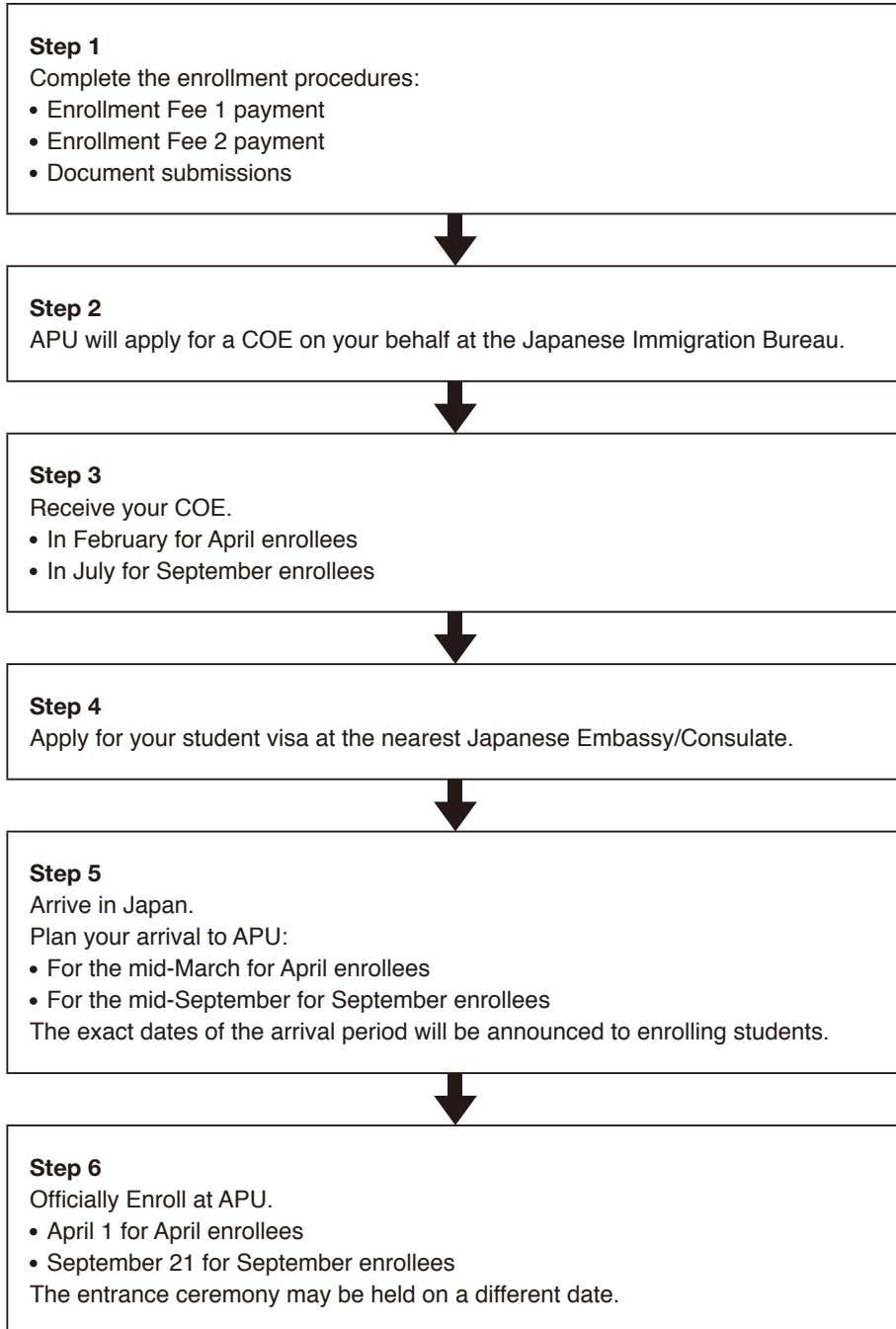
Students Office: [https://en.apu.ac.jp/studentsupport/scholarship\\_tuition/international/](https://en.apu.ac.jp/studentsupport/scholarship_tuition/international/)

You can find information about other scholarships available while studying in Japan, including at APU, from the link below. Make sure to carefully read the details and conditions listed on the website.

Japan Study Support: <https://www.jpss.jp/en/scholarship/>

# HOW TO ENROLL

Admission results will be posted on the Online Application System on the notification date. If you are admitted and plan to enroll, you must pay the enrollment fees and submit the required documents by the stipulated deadlines. You must concurrently complete the procedures for entering Japan. Further details will be provided in the Enrollment Procedures Handbook after acceptance.



# 1. Enrollment Procedure Fees

If you are admitted and plan to enroll, you must pay the fees listed below by the stipulated deadlines to complete the enrollment procedures. Amounts are subject to change. You can confirm the amounts and payment deadlines on the Invoice for Enrollment Procedure Fees found in the Online Enrollment System. **Your acceptance will be revoked if any deadlines are missed. The admissions fee and AP House moving-in fee are non-refundable.** Note that all fee amounts may be subject to change.

## A. Enrollment Fee 1

Admission Fee: 200,000 JPY

## B. Enrollment Fee 2

**Enrollment Fee 2 consists of the tuition fee for the first semester, an insurance fee, and the AP House entrance fee. All three fees must be paid by the stipulated deadline.**

### Tuition Fee

You must pay the entire first semester's tuition before enrolling at APU.

First year students: 650,000 JPY Transfer students: 750,000 JPY

The following is the actual tuition amount you will need to pay based on the APU Tuition Reduction Scholarship percentage you receive.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
First Year Students	650,000 JPY	455,000 JPY	325,000 JPY	227,500 JPY	130,000 JPY	0 JPY
Transfer Students	750,000 JPY	525,000 JPY	375,000 JPY	262,500 JPY	150,000 JPY	0 JPY

### Comprehensive Insurance for Students

First year students: 17,540 JPY Second year students: 13,400 JPY Third year students: 9,250 JPY

All international students must join the insurance program designated by APU for protection in case of liability. All amounts are subject to change. More information regarding this insurance will be available to admitted applicants on the Online Enrollment Procedures System.

### AP House Entrance Fee

234,000 JPY

The fee includes a moving-in fee (32,000 JPY), security deposit (98,000 JPY), and rent for two months (52,000 JPY/month x 2 months).

Fee	Regular Amount (Both April and September Enrollment)	Amount to be paid by AP House Global Community Scholarship Recipients
Moving-in Fee	32,000 JPY	32,000 JPY
Security Deposit	98,000 JPY	98,000 JPY
Rent (2 months)	104,000 JPY	0 JPY
<b>Total</b>	<b>234,000 JPY</b>	<b>130,000 JPY</b>

- Rent includes common service fees, utilities, internet, bedding rental, etc.
- All amounts are subject to change.
- The rent amount before enrollment is a flat rate of 52,000 JPY per month, regardless of the AP House building in which you will live. If this amount differs from your actual rent, the difference will be used to cover subsequent monthly rent payments or will be refunded when you move out of AP House.
- Rent is waived for AP House Global Community Scholarship recipients. The moving-in fee and the security deposit still must be paid.
- The security deposit is a deposit for living in AP House and will be refunded after you move out. However, if the rent goes unpaid or the you are at fault for damaging the room, expenses will be taken from the security deposit. Any remaining money will be returned to you after the fees and expenses have been deducted.
- The moving-in fee is non-refundable.

## 2. Submitting Required Application Documents

Enrolling students must submit certified copies of uploaded application documents to APU by post (all accompanying translations must be the original versions). All submitted documents will not be returned. Submit certified documents for original documents that cannot be reissued. All documents must arrive at APU by the stipulated deadlines.

If you live in a country or region with an APU Overseas Office or representative, you can either bring the documents or send them by registered airmail directly to the local office.

### A. Original Documents to be Submitted after Acceptance

Documents	Submission Method
Academic transcripts	Certified document*
Certificate of graduation/expected graduation (if submitted with your application)	Certified document*
Language proficiency test results for the language you are applying in (if you submitted results for the TOEIC® L&R Test, TOEIC® S&W Test, EIKEN, or JLPT)	Certified document*
Standardized test results (if submitted with your application and not sent to APU directly from the test provider)	Certified document*
Translation documents	Original only

English or Japanese translations are required for documents written in languages other than English or Japanese. Submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator. Translations alone will not be accepted. Make sure to submit the original document with the translation.

\*A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information regarding how to get a document certified can be found on the admissions website (<http://r.apu.jp/certifiedcopy24E>).

#### Please Be Aware

- There may be cases where you will be asked to submit a certified document or the original version of documents other than those listed above.
- **APU will not return any of the submitted documents**, regardless of the certificate type. Make sure to submit certified documents for original documents that cannot be reissued. Submitted certificates will be discarded under APU's Document Preservation Regulation.
- Your acceptance to APU will be revoked if the original or certified documents submitted after acceptance differ from those submitted with the online application, or if any false information or forgeries are found within the submitted documents even if evidence of such acts is found during or after enrollment.

### 3. Entering Japan

#### A. Certificate of Eligibility (COE)

In order to obtain a student visa, you will need to have a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.

##### Step 1

##### Request APU to apply for your COE

APU will apply for a COE on your behalf as long as you meet all the criteria below.

1. You have applied to APU from outside Japan and require a COE to apply for a student visa.
2. You have paid all the necessary enrollment procedure fees by the stipulated deadlines.
3. You are able to prove that you possess sufficient financial means for the entire period of study and have submitted all the required documents by the stipulated deadlines.
4. APU considers it appropriate to apply for a COE on your behalf.

Once APU receives all necessary enrollment fees, we will regard this as your intention to enroll at APU and will proceed to apply for the COE on your behalf.



##### Step 2

##### Use your COE to apply for your student visa

The COE will be sent to you once it has been issued. **Before coming to Japan**, you must use your COE to apply for a student visa at a Japanese embassy or consulate in your country or region.

#### ! If You Already Hold a Status of Residence in Japan

Visit the regional Immigration Services Bureau to change or renew your status of residence. For other necessary procedures, such as submitting moving-out/moving-in notifications, consult with your local municipal authority (city hall) and complete the procedures on your own.

#### B. Japan Pre-Entry Tuberculosis Screening (JPETS)

##### For Nationals of Nepal, the Philippines, Viet Nam, China, Indonesia, and Myanmar

From June 2025, those who are nationals of Nepal, the Philippines, Viet Nam, China, Indonesia, and Myanmar will be required by the Japanese government to complete the Japan Pre-Entry Tuberculosis Screening (JPETS) before applying for a Certificate of Eligibility (COE). The start time of this requirement varies by nationality.

**If you are required to complete this screening, be sure to check the designated websites for further information.**

##### 1. What is JPETS?

JPETS is a TB test required for those who intend to enter and stay in Japan as medium- to long-term residents. Submitting a TB Clearance Certificate will be required when applying for a COE.

- The TB Clearance Certificate must be issued by a designated Panel Clinic and will generally be valid for 180 days from the date of the TB medical examination (the date of chest X-ray examination).
- If you are unable to submit a TB Clearance Certificate, you will not be able to receive a COE and therefore will not be able to enroll in APU. In such a case, your enrollment to APU cannot be deferred, and your enrollment fee will not be refunded.
- **For more information on this screening, including the designated Panel Clinics in each country, check the special website of the Ministry of Health, Labour and Welfare.**

##### 2. Who is Required to Complete JPETS?

You will be required to complete the screening if you are a national of Nepal, the Philippines, Viet Nam, China, Indonesia, or Myanmar and intend to enter APU and stay in Japan as a medium- to long-term resident.



### 3. When the JPETS Requirement Begins

Nationality	Starting Time
Nepal, Philippines	From September 2025 Enrollees
Viet Nam	From April 2026 Enrollees
China, Indonesia, Myanmar	TBD

(Information as of March 2025)

### 4. Related Links

- Japan Pre-Entry Tuberculosis Screening (JPETS) Website  
<https://jpets.mhlw.go.jp/index.html>
- Ministry of Foreign Affairs Website (Immigration Services Agency) [https://www.mofa.go.jp/j\\_info/visit/visa/index.html](https://www.mofa.go.jp/j_info/visit/visa/index.html)
- Ministry of Health, Labour and Welfare Website (About the Japan Pre-Entry Tuberculosis Screening)  
[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/kenkou/kekkaku-kansenshou03/english.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/kenkou/kekkaku-kansenshou03/english.html)

## 4. Enrollment Procedure Deadlines

### A. General Enrollment Deadlines

These schedules are for applicants residing in countries and regions other than Japan, China, India, Indonesia, Korea, Thailand, and Viet Nam.

If you reside in China, India, Indonesia, Korea, Thailand, or Viet Nam, refer to B. Country-Specific Enrollment Deadlines on the following page.

If you reside in Japan, refer to the Undergraduate Application Handbook for International Applicants Residing in Japan.

#### April 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
GSP1	September 1, 2025	September 18, 2025	October 16, 2025	November 13, 2025
GSP2	October 13, 2025	October 30, 2025	November 27, 2025	November 27, 2025
GSP3	November 3, 2025	November 20, 2025	December 11, 2025	December 3, 2025
GSP4	December 1, 2025	December 18, 2025	January 15, 2026	January 8, 2026

#### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
GFA2	December 15, 2025	January 22, 2026	February 19, 2026	April 2, 2026
GFA3	February 23, 2026	March 12, 2026	April 9, 2026	May 7, 2026
GFA4	March 9, 2026	March 26, 2026	April 23, 2026	May 21, 2026
GFA5	April 27, 2026	May 14, 2026	June 11, 2026	June 25, 2026

## B. Country-Specific Enrollment Deadlines

### China

#### April 2026 Enrollment

Use the schedule listed in A. General Enrollment Deadlines.

#### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
CHNFA1	January 5, 2026	January 22, 2026	February 26, 2026	April 23, 2026
CHNFA2	February 23, 2026	March 12, 2026	April 9, 2026	May 7, 2026
CHNFA3	May 4, 2026	May 21, 2026	June 18, 2026	June 18, 2026

### India

#### April 2026 Enrollment

Use the schedule listed in A. General Enrollment Deadlines.

#### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
INDFA1	January 5, 2026	January 22, 2026	February 26, 2026	April 23, 2026
INDFA2	May 4, 2026	May 21, 2026	June 18, 2026	June 18, 2026

### Indonesia

#### April 2026 Enrollment

Use the schedule listed in A. General Enrollment Deadlines.

#### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
IDNFA1	December 15, 2025	January 22, 2026	February 19, 2026	April 2, 2026
IDNFA2	February 23, 2026	March 12, 2026	April 9, 2026	May 7, 2026
IDNFA3	March 9, 2026	March 26, 2026	April 23, 2026	May 21, 2026
IDNFA4	May 18, 2026	June 4, 2026	June 18, 2026	June 18, 2026

### Korea

#### April 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
KORSP2	November 3, 2025	November 20, 2025	December 11, 2025	December 4, 2025
KORSP3	January 12, 2026	January 22, 2026	January 22, 2026	January 22, 2026

#### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
KORFA1	May 4, 2026	May 21, 2026	June 18, 2026	June 18, 2026

## Thailand

### April 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
THASP1	September 1, 2025	September 18, 2025	October 16, 2025	November 13, 2025
THASP2	December 15, 2025	January 15, 2026	January 22, 2026	January 22, 2026

### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
THAFA1	March 9, 2026	March 26, 2026	April 23, 2026	May 21, 2026
THAFA2	April 27, 2026	May 14, 2026	June 11, 2026	June 25, 2026

## Viet Nam

### April 2026 Enrollment

Use the schedule listed in A. General Enrollment Deadlines.

### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
VNMFA1	December 1, 2025	December 18, 2025	January 15, 2026	April 2, 2026
VNMFA2	January 5, 2026	January 22, 2026	February 26, 2026	April 23, 2026
VNMFA3	March 9, 2026	March 26, 2026	April 23, 2026	May 21, 2026
VNMFA4	May 4, 2026	May 21, 2026	June 18, 2026	June 18, 2026

## C. Third Year Transfer Enrollment Deadlines

### April 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
T3GSP1	November 3, 2025	November 20, 2025	December 11, 2025	December 4, 2025

### September 2026 Enrollment

Code	Result Notification Date	Enrollment Fee 1 Payment Deadline	Enrollment Fee 2 Payment Deadline	Document Submission Deadline
T3GFA1	April 27, 2026	May 14, 2026	June 11, 2026	June 25, 2026

## 2026 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
  - (1) Supporting the application process
  - (2) Implementing the admissions and screening process
  - (3) Notification and announcement of results
  - (4) Sending various surveys after the conclusion of the admissions process
  - (5) Sending enrollment processing documents to admitted applicants
  - (6) Sending information on student life after admission (housing placement, accident insurance, and Co-Op information) to admitted applicants
  - (7) Administration of pre-enrollment English or Japanese placement tests for admitted applicants
  - (8) Creation of documents related to the acquisition or renewal of Status of Residence
  - (9) Conducting and sending information regarding orientation sessions for new students
  - (10) Duties related to pre-enrollment education
2. Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of applicants in compliance with the relevant law as well as the Ritsumeikan Trust Personal Information Protection Regulations. Information will be managed securely to prevent loss, destruction or divulgence.
3. Provision of Personal Data to Third Parties

The Ritsumeikan Trust does not provide personal data to third parties, without prior consent from the subject except where provision is required by law.
4. Outsourcing services associated with the provision of personal data

Ritsumeikan Asia Pacific University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.
5. 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.

Refer to the admissions website for detailed information about APU's GDPR policy (<https://admissions.apu.ac.jp/regulations/>).

## Admissions Support for Prospective Applicants with Medical Conditions or Disabilities

In accordance with the "Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities", APU offers special support during the admissions process to prospective applicants with disabilities or other medical conditions when necessary. For those who would like to request this support, read the following information carefully and submit the necessary documents.

If you are a prospective applicant or other medical conditions and would like to request support during the admissions process, submit the Admissions Support Request Form provided by APU **before applying for admission**. If possible, also submit a medical certificate or patient referral document issued by a physician.

### Making the Request

Before applying, you may confirm details via the Inquiry Form URL or QR code listed on the back cover **at least four weeks** prior to the deadline of your intended application period.

If you are unable to submit a request at least four weeks prior to the deadline, send us an email to explain your circumstances after you have received the necessary information via the Inquiry Form.

The email address is mentioned within the necessary information. Be aware that your reasons may not be accepted depending on the content.

### Receiving the Support Request Arrival Receipt

APU will send you an email upon receiving the support request documents. Submit a copy of the email to the Other Required Documents page in the online application.

### Notification of Support Request Results

You will receive the results of your requested admissions support by email within three weeks after receiving the Support Request Arrival Receipt.

# Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities

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Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as “students with disabilities”).

However, these guidelines serve to establish the university’s support service standards and core foundation. Support provisions will be finalized through a thorough discussion between the students with disabilities and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability.

## 1. Core Support Principles

All APU faculty and staff will aid in the process of enabling students with disabilities who request support, to have access to the appropriate support needed in order to use their learning experiences at our university to grow and fully connect with society. APU expects that all enrolled students and relevant parties understand these guidelines and will work together to realize our objectives.

## 2. Basic Policies

- 1) APU faculty and staff will provide support to students with disabilities, in a way that will avoid making distinctions between students with and without disabilities, so that all are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on requests for support by the students with disabilities.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Persons with Disabilities, as well as the standards and treatment set out in MEXT’s Investigative Report on Learning Support for Students with Disabilities (Preliminary and Secondary Summary). Both the disabled student’s own individual situation and the university’s environment will be taken into consideration in these decisions.

## 3. Support Objectives

The primary objective of APU support for students with disabilities is to ensure that their right to an education and learning is not wrongfully harmed because of their disabilities. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

An additional objective of support is to help students with disabilities understand the characteristics of their disability and develop self-advocacy skills to advocate for the types of support and resources they need.

## 4. Support Framework

Individuals involved in support for students with disabilities will consist of APU faculty and staff in addition to enrolled students. APU will cooperate closely with an external specialist regarding support for persons with disabilities.

A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to students with disabilities. Support Coordinators for Students with Disabilities will be placed in the Student Office. Information concerning the placement of Student Coordinators will be made public to the student body. Students will not only have the option of the Consultation Desk available to them but will also be able to directly consult with Support Coordinators. Staff at the Consultation Desk for Students with Disabilities will connect students with disabilities who come in for a consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for students with disabilities, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that efforts are appropriately carried out.

## 5. Protection of Personal Information and Confidentiality

- 1) Support persons who possess knowledge of a personal information of students with disabilities (this includes information concerning the disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
- 2) Support persons may share personal information concerning the students with disabilities while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

## 6. Disclosure of Information

Mediums like APU website will be used to spread information on university support policies for students with disabilities, the support system, consultation process, and support provisions. APU will notify students and prospective applicants via appropriate means as seen fit.

## 7. The Student Office will be in charge of all administrative matters concerning these guidelines.

## 8. The President of the university will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

For more information regarding the support services available to students at APU, please visit (<http://en.apu.ac.jp/home/life/content39/>).

# Policy Statement on Sexual and Gender Diversity

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APU respects sexual and gender diversity as part of its commitment to human rights. APU aims to create an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected, that they will be treated fairly, and that they need not suffer any discomfort or pain as a consequence of their sexual orientation or gender identity.

For more information regarding Policies and Resources Regarding Sexual and Gender Diversity at APU, please visit (<http://en.apu.ac.jp/home/life/content57/>).

## Information on Local Medical Services

The following describes medical information in Japan, as well as the availability of medical care in and around our university. By providing this information, we hope to ensure a smooth transition for our students to Japan's and APU's medical system.

### A. APU Health Clinic

The APU Health Clinic is not a full-service medical institution and therefore cannot perform medical procedures such as prescribing medication or giving injections and infusions (IV). Students who will require medical care or treatment will need to use off-campus medical institutions.

### B. Health Surveys and Measles and Rubella Immunization

In Japan, it is recommended that children be vaccinated against measles and rubella twice during childhood and school age with either a single vaccine or MR vaccine (measles-rubella combined vaccine) for each disease.

If you have been previously vaccinated, you should check any medical record handbook or other periodic vaccination records in advance to determine the dates and types of vaccines you received.

It is strongly recommended that you be vaccinated before coming to Japan if you do not have a vaccination history. Vaccination is also recommended if you do not know your vaccination history, if you have been vaccinated only once, or if you have previously been exposed to measles and rubella.

### C. Applicants Currently Receiving Medical Treatment

If you are currently receiving any type of medical treatment, please consult with a physician about whether or not continued treatment will be necessary after enrolling. If you wish to continue treatment at a medical institution in Japan after enrollment, you will need to submit a treatment plan or a patient referral document<sup>\*1</sup>.

### D. Restrictions on Bringing Medication into Japan

There are heavy restrictions on bringing medication into Japan from abroad. Prospective applicants must check with their local Japanese embassy or the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring their currently prescribed medicine<sup>\*2</sup> into Japan. Before coming to Japan, please make sure to complete the legal procedures to bring medication into Japan.

For further information, please refer to the following page on the Ministry of Health, Labour, and Welfare's website:

English:

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese:

[https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou\\_iryuu/iyakuhin/kojinyunyu/topics/tp010401-1.html](https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/iyakuhin/kojinyunyu/topics/tp010401-1.html)

### E. Psychiatric Disorders/Disabilities (Mental Illnesses, Developmental Disorders, Sleeping Disorders, etc.)

There are no medical institutions in Oita Prefecture that can treat psychiatric disorders or disabilities in languages other than Japanese. As mentioned above, there are many restrictions for bringing medication into Japan. If you are currently receiving psychiatric treatment and will require treatment after coming to Japan, you may confirm further details via the Inquiry Form URL or QR code listed on the back cover. Please also consult with your primary care provider about your treatment plan before deciding to enroll.

### F. Accessibility

Wheelchair-accessible public transportation within Beppu City is limited. There are currently only a few wheelchair-accessible buses available on the routes used to commute to APU. If you are a wheelchair user, please inquire with APU about accessibility accommodations before applying.

### G. Additional Support

You may confirm further details via the Inquiry Form URL or QR code listed on the back cover if you will require further assistance in your daily life at APU. This will be confidential and will have no bearing on your application's evaluation. You may also contact us after being accepted to APU.

Please note:

There have been situations in which students were unable to continue receiving prescriptions for the same medicine, or were unable to continue administering self-injections, in Japan. We strongly advise that you make your enrollment decision after consultation with your primary care provider and careful consideration of your medical situation and the circumstances in Japan.

You may contact us via the Inquiry Form URL or QR code listed on the back cover if you would like to consult with APU.

\*<sup>1</sup> The patient referral document (which must include the name of the condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese.

\*<sup>2</sup> Injectable medicine that cannot be self-administered must be administered at a medical institution under the supervision of a doctor. However, depending on the facilities of the medical institution, there is a possibility that you will be unable to have the medicine administered. Please also be aware that the APU Health Clinic will be unable to administer injections.



## Organizations Providing Standardized Examinations

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### Japanese Language Proficiency Test (JLPT)

The Japan Foundation/Japanese Educational Exchange and Services  
<https://www.jlpt.jp>

### Examination for Japanese University Admission (EJU)

Japan Student Services Organization (JASSO)  
<https://www.jasso.go.jp/en/ryugaku/eju/index.html>

### TOEFL® (Test of English as a Foreign Language) Test

ETS: Educational Testing Service  
<http://www.ets.org/toefl>

### IELTS (International English Language Testing System)

British Council/IDP: IELTS Australia/Cambridge Assessment English  
<https://www.ielts.org>

### Cambridge English Qualification/Linguaskill

Cambridge Assessment English  
<https://www.cambridgeenglish.org>

### TOEIC® (Test of English for International Communication) Test

ETS: Educational Testing Service  
<https://www.ets.org/toeic>

### PTE (Pearson Test of English) Academic

Pearson  
<https://pearsonpte.com/>

### EIKEN Test in Practical English Proficiency

Eiken Foundation of Japan  
<https://www.eiken.or.jp>

### Duolingo English Test

Duolingo  
<https://englishtest.duolingo.com/en/applicants>

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L&R is an abbreviation for Listening and Reading, and S&W is an abbreviation for Speaking and Writing.



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Contact us via our Inquiry Form:

[http://r.apu.jp/contact\\_en](http://r.apu.jp/contact_en)

<https://admissions.apu.ac.jp/>



Contact us!

- Ritsumeikan.APU
- APUAdmissionsOffice
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