

Shape your world



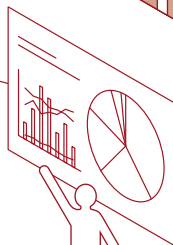
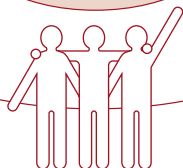
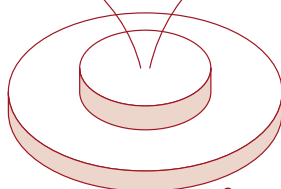
Ritsumeikan
Asia Pacific University

RITSUMEIKAN
**ASIA PACIFIC
UNIVERSITY** 2025

UNDERGRADUATE APPLICATION HANDBOOK

APRIL / SEPTEMBER 2025 ENROLLMENT

FOR INTERNATIONAL APPLICANTS
RESIDING OUTSIDE JAPAN



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

2025 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) To support the application process
- 2) To carry out the admissions process, such as screening, etc.
- 3) To notify results
- 4) To send enrollment-related documents
- 5) To complete the procedures to attain the Certificate of Eligibility to issue a visa
- 6) To send the orientation guide for international students
- 7) To send information on pre-enrollment education
- 8) To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
- 9) To send various questionnaires after admission

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/>).

Admission Policy

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.

WHO THIS APPLICATION HANDBOOK IS FOR

1. International Applicants Residing Outside Japan

- You are currently living outside of Japan and will continue to live outside of Japan during the entirety of the application process.

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).

OTHER APPLICANT CATEGORIES

1. Japanese/Domestic Applicants

- 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) to find out how to apply. If you are admitted as an international applicant even though you possess Japanese citizenship, your application will be voided and you need to start over your application as a Japanese/Domestic applicant. If you have any concerns, you may confirm further details via the Inquiry Form URL or QR code listed below before applying.

If you are in the process of renouncing your Japanese citizenship, please let us know before applying. If one of your parents possesses Japanese citizenship, you may also possess Japanese citizenship. APU may ask you for a proof that you do not possess Japanese citizenship.

2. International Applicants Residing in Japan

- 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 the spring semester is April 1 and the date of enrollment for the fall semester is September 21.)
- You will be able to renew your Student status of residence before your prospective enrollment date.

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/).

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

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



Contact us!



CONTENTS

<u>General Process from Application to Results</u>	4
---	---

<u>Online Application Checklist</u>	5
--	---

First Year Application Overview

1. Number of Students Accepted	6
2. Application Eligibility	6
3. Application Schedule	8

Second and Third Year Transfer Application Overview

1. Number of Students Accepted	12
2. Application Eligibility	12
3. Second Year Transfer Application Schedule	14
4. Third Year Transfer Application Schedule	15
5. Special Considerations for Transferring as a Third Year Student	15

How to Apply 16 |

1. Required Information and Documents When Applying	17
2. Documents and Information for Transfer Applicants	24
3. Application Fee	25
4. Recorded Video Interview and Online Assessment	26
5. Evaluation Method	27
6. Admissions Support for Prospective Applicants with Medical Conditions or Disabilities	27
7. Information on Local Medical Services	28
8. Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities	29
9. Policy Statement on Sexual and Gender Diversity	29

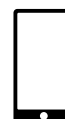
Scholarships

1. APU Tuition Reduction Scholarship for International Students	30
2. AP House Global Community Scholarship	31
3. External Scholarships (Determined After Enrollment).....	32

How to Enroll 33 |

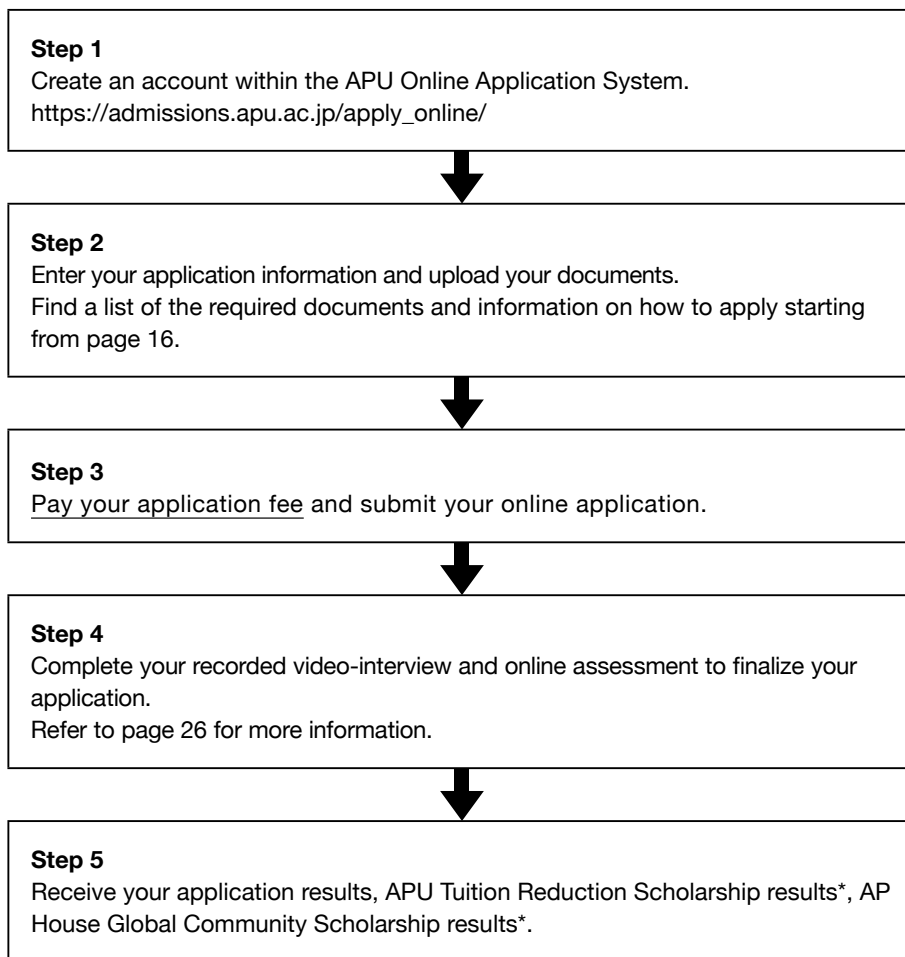
1. Submitting Required Application Documents	34
2. Enrollment Procedure Deadlines	35
3. Enrollment Procedure Fees	38
4. Procedures Necessary for Entering Japan	39

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



GENERAL PROCESS FROM APPLICATION TO RESULTS

The following is the general application process. Note that this process might be different for each applicant. It takes approximately three and a half months from the time you start your application to the time you receive your results.



*If applicable.

! After Being Admitted

Note that there are additional enrollment procedures that need to be completed if you are admitted. For more details on the enrollment process, including your student visa application, refer to pages 33–39.

ONLINE APPLICATION CHECKLIST

Apply online through the APU Online Application System at (https://admissions.apu.ac.jp/apply_online/).

- A digital copy of all required application documents should be submitted through the online application.
- There is no need to print out the documents submitted online and send them to APU at the time of application. All documents submitted online will be treated as an authentic copy.
- Upload an official English or Japanese translation for documents not written in English or Japanese (refer to page 34 for more details).

1. Sections to be Completed by All Applicants

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	A. General Information
<input type="checkbox"/>	B. Academic History
<input type="checkbox"/>	C. Academic Documents
<input type="checkbox"/>	D. Language Requirements
<input type="checkbox"/>	E. Test Scores, Test Information, and Documents
<input type="checkbox"/>	F. Application Essays
<input type="checkbox"/>	G. Letter of Recommendation (only if applying for the APU Tuition Reduction Scholarship)
<input type="checkbox"/>	H. Extracurricular Activities
<input type="checkbox"/>	I. APU Tuition Reduction Scholarship and AP House Global Community Scholarship*
<input type="checkbox"/>	J. Other Expected Scholarships
<input type="checkbox"/>	K. Housing Selection (AP House)
<input type="checkbox"/>	L. Previous Entry to Japan
<input type="checkbox"/>	M. Other Required Documents
<input type="checkbox"/>	N. Digital Signature, External Scholarships, and Overall Application Survey
<input type="checkbox"/>	O. Application Fee

*For first year applicants only.

2. Sections to be Completed by Transfer Applicants

<input type="checkbox"/>	A. Transfer Student Educational Background Information
<input type="checkbox"/>	B. Transfer Eligibility Documents
<input type="checkbox"/>	C. Application to Transfer Credits (Only Third Year Transfer Applicants)
<input type="checkbox"/>	D. Syllabus (Only Third Year Transfer Applicants)

Keep Your Documents

Enrolling students must submit original documents or certified copies of uploaded application documents to APU by post. Therefore, please 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.

FIRST YEAR APPLICATION OVERVIEW

This section is for first year applicants residing outside Japan who do not possess Japanese citizenship (including dual citizenship) or Japanese Permanent Resident status.

1. Number of Students Accepted

Expected yearly intake of international undergraduate students residing outside Japan:

	April 2025 Enrollment	September 2025 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 the time of enrollment* to APU.** If this applies to you, proceed to Requirement 2: Language Proficiency on page 7.

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

Please refer to the admissions website (https://admissions.apu.ac.jp/admissions/application_eligibility/) if you would like to confirm if you meet the educational qualifications necessary to apply. At the time of application, you must submit documents online proving that you will meet one of the above educational criteria by the time of enrollment to APU. After receiving your results, you must submit further documentation by post proving that you have successfully met the required educational criteria in order to enroll at APU. Failure to submit such documentation in a timely manner may result in your acceptance to APU being revoked. 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.

! Other Educational Qualifications

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 the time 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, 2025 for spring enrollment and September 21, 2025 for fall 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 be exempted from submitting a language proficiency test. Refer to the details stated below.

Minimum English Proficiency Requirements								
IELTS	IELTS Online	TOEFL iBT® Test	TOEIC® L&R Test	Duolingo	Cambridge English Language Assessment	Linguaskill	PTE Academic	EIKEN
6.0*		75	750	110	169		50	Grade Pre-1

*A minimum of 5.5 is required for each section

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

*Both minimum scores must be met

Only scores of examinations taken on or after June 6, 2022 (for April 2025 enrollment) and August 29, 2022 (for September 2025 enrollment) will be accepted. Examinations taken after the application deadline will not be accepted. If you are unable to provide a digital copy of your results by the application period deadline date, you will be asked to submit an original version of the score report. However, if you are unable to provide an original document, your score will not be evaluated.

Exemption Conditions for Submitting a Language Proficiency Score

English-Basis Applicants

English-basis applicants are not required 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) Best Scores for each subject will also be accepted separately.

Japanese-Basis Applicants

Japanese-basis applicants are not required to submit a Japanese proficiency test score if:

- You have undertaken 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.

If you are exempt from submitting a proficiency test score, make sure to select the option that best applies to your situation on the "Language Requirements" page within your online application.

3. Application Schedule

In the following application schedules, “No.” corresponds to the numbers for the *Enrollment Procedure Deadlines* on pages 35–37. Note that for the final application period for each enrollment semester (No. 4 and No. 13), the deadline to complete the enrollment procedures after being admitted is shorter than other periods. Be sure to check these deadlines before applying. Deadlines can not be extended.

The results will be posted on the admissions website on the result notification date. Information regarding how to view the results will be sent to you by email. Note that inquiries regarding results via email or phone call will not be accepted.

A. General Application Schedule

These schedules are for applicants residing outside Japan. If you reside in China, India, Indonesia, Korea, Thailand, or Viet Nam, please refer to *B. Country-Specific Application Schedules* on pages 9–11.

April 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
1	GSP1	Jun 6, 2024 (Thu)	Sep 18, 2024 (Wed)	Jun 26, 2024 (Wed)	Aug 5, 2024 (Mon)
2	GSP2	Jun 27, 2024 (Thu)		Aug 21, 2024 (Wed)	Oct 7, 2024 (Mon)
3	GSP3	Aug 22, 2024 (Thu)		Sep 18, 2024 (Wed)	Nov 4, 2024 (Mon)
4	GSP4	Sep 19, 2024 (Thu)		Oct 9, 2024 (Wed)	Dec 2, 2024 (Mon)

September 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
9	GFA1	Aug 29, 2024 (Thu)	Dec 4, 2024 (Wed)	Oct 2, 2024 (Wed)	Nov 18, 2024 (Mon)
10	GFA2	Oct 3, 2024 (Thu)		Oct 30, 2024 (Wed)	Jan 20, 2025 (Mon)
11	GFA3	Oct 31, 2024 (Thu)		Dec 4, 2024 (Wed)	Feb 10, 2025 (Mon)
12	GFA4	Dec 5, 2024 (Thu)		Jan 22, 2025 (Wed)	Mar 17, 2025 (Mon)
13	GFA5	Jan 23, 2025 (Thu)		Mar 5, 2025 (Wed)	May 12, 2025 (Mon)

*You must complete your application by this date if you would like to apply for the AP House Global Community Scholarship.

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 by email as well as on the admissions website (<https://admissions.apu.ac.jp/>) according to the schedule below.

Enrollment Semester	Announcement
September 2025	By early April 2025

B. Country-Specific Application Schedules

China

April 2025 Enrollment

Please use the schedule listed in section A. *General Application Schedule*. on page 8.

September 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
14	CHNFA1	Oct 24, 2024 (Thu)	Nov 13, 2024 (Wed)	Nov 13, 2024 (Wed)	Jan 20, 2025 (Mon)
15	CHNFA2	Dec 12, 2024 (Thu)		Jan 8, 2025 (Wed)	Mar 3, 2025 (Mon)
16	CHNFA3	Feb 20, 2025 (Thu)		Mar 12, 2025 (Wed)	May 5, 2025 (Mon)

India

April 2025 Enrollment

Please use the schedule listed in section A. *General Application Schedule*. on page 8.

September 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
17	INDFA1	Sep 12, 2024 (Thu)	Nov 13, 2024 (Wed)	Nov 13, 2024 (Wed)	Jan 20, 2025 (Mon)
18	INDFA2	Jan 9, 2025 (Thu)		Mar 19, 2025 (Wed)	May 12, 2025 (Mon)

*You must complete your application by this date if you would like to apply for the AP House Global Community Scholarship.

Indonesia

April 2025 Enrollment

Please use the schedule listed in section A. *General Application Schedule*. on page 8.

September 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
19	IDNFA1	Oct 10, 2024 (Thu)	Dec 4, 2024 (Wed)	Oct 30, 2024 (Wed)	Dec 16, 2024 (Mon)
20	IDNFA2	Nov 14, 2024 (Thu)		Dec 18, 2024 (Wed)	Feb 17, 2025 (Mon)
21	IDNFA3	Jan 9, 2025 (Thu)		Feb 5, 2025 (Wed)	Mar 24, 2025 (Mon)
22	IDNFA4	Mar 13, 2025 (Thu)		Apr 2, 2025 (Wed)	Jun 2, 2025 (Mon)

Korea

April 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
5	KORSP2	Jul 18, 2024 (Thu)	Sep 11, 2024 (Wed)	Sep 11, 2024 (Wed)	Nov 4, 2024 (Mon)
6	KORSP3	Oct 31, 2024 (Thu)		Nov 20, 2024 (Wed)	Jan 13, 2025 (Mon)

September 2025 Enrollment

No.	Code	Online Application Period		Result Notification Date
		Application Period Start Date	Application Period Deadline	
23	KORFA1	Jan 23, 2025 (Thu)	Mar 12, 2025 (Wed)	May 5, 2025 (Mon)

*You must complete your application by this date if you would like to apply for the AP House Global Community Scholarship.

Thailand

April 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
7	THASP1	Jun 6, 2024 (Thu)	Sep 18, 2024 (Wed)	Jul 17, 2024 (Wed)	Sep 16, 2024 (Mon)
8	THASP2	Aug 22, 2024 (Thu)		Nov 6, 2024 (Wed)	Dec 23, 2024 (Mon)

September 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
24	THAFA1	Oct 31, 2024 (Thu)	Dec 4, 2024 (Wed)	Jan 22, 2025 (Wed)	Mar 10, 2025 (Mon)
25	THAFA2	Jan 23, 2025 (Thu)		Mar 5, 2025 (Wed)	Apr 21, 2025 (Mon)

Viet Nam

April 2025 Enrollment

Please use the schedule listed in section A. *General Application Schedule*. on page 8.

September 2025 Enrollment

No.	Code	Online Application Period			Result Notification Date
		Application Period Start Date	AP House Scholarship Application Deadline*	Application Period Deadline	
26	VNMFA1	Sep 19, 2024 (Thu)	Nov 20, 2024 (Wed)	Oct 16, 2024 (Wed)	Dec 2, 2024 (Mon)
27	VNMFA2	Oct 24, 2024 (Thu)		Nov 20, 2024 (Wed)	Jan 27, 2025 (Mon)
28	VNMFA3	Jan 9, 2025 (Thu)		Feb 12, 2025 (Wed)	Apr 7, 2025 (Mon)
29	VNMFA4	Feb 27, 2025 (Thu)		Mar 19, 2025 (Wed)	May 12, 2025 (Mon)

*You must complete your application by this date if you would like to apply for the AP House Global Community Scholarship.

SECOND AND THIRD YEAR TRANSFER APPLICATION OVERVIEW

This section is for second and third year transfer applicants residing outside Japan who do not possess Japanese citizenship (including dual citizenship) or Japanese Permanent Resident status.

1. Number of Students Accepted

Expected yearly intake of all the international transfer students (residing both in and outside Japan):

	Second Year Transfer		Third Year Transfer	
	From a Non-Bachelor's Degree Program	From a Bachelor's Degree Program	From a Non-Bachelor's Degree Program	From a Bachelor's Degree Program
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.

**Please note that applicants who are considering transferring as a second year or a third year student may not apply to the College of Sustainability and Tourism (ST). Transfer applicants may only apply to the College of Asia Pacific Studies (APS) and the College of International Management (APM).

2. Application Eligibility

Applicants 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.

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

1. Have graduated from a junior college by the time of enrollment*¹ to APU.
2. Have graduated from a technical college in Japan by the time of enrollment*¹ to APU.
3. Have graduated from a special training school approved by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) by the time of enrollment*¹ to 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 or students who plan to transfer to APU after already receiving a bachelor's degree from another university. Students cannot apply if they have withdrawn from their university.

Second year transfer applicants must satisfy one of the two requirements below:

1. Applicants who meet all of the following requirements by the time of enrollment*¹ to 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*².
 - Have acquired at least one fourth of the credits needed to graduate from their current university's bachelor's degree program.
2. Applicants who 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 the time of enrollment*¹ to APU.

Third year transfer applicants must satisfy one of the two requirements below:

1. Applicants who meet all of the following requirements by the time of enrollment*¹ to 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*².
 - Have acquired at least half of the credits needed to graduate from their current university's bachelor's degree program.
2. Applicants who have completed at least two years of study in a university bachelor's degree program within Japan and acquired at least 60 course credits by the time of enrollment*¹ to APU.

At the time of application, you must submit documents online proving that you will meet one of the above educational criteria by the time of enrollment to APU. After receiving your results, you must submit further documentation by post proving that you have successfully met the required educational criteria in order to enroll at APU. Failure to submit such documentation in a timely manner may result in your acceptance to APU being revoked. 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.

*¹ The date of enrollment is April 1, 2025 for spring enrollment and September 21, 2025 for fall enrollment.

*² 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, you may 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 be exempted from submitting a result of a language proficiency test. Refer to the details stated below.

Minimum English Proficiency Requirements								
IELTS	IELTS Online	TOEFL iBT® Test	TOEIC® L&R Test	Duolingo	Cambridge English Language Assessment	Linguaskill	PTE Academic	EIKEN
6.5*		85	800	120	176		58	Grade 1

*A minimum of 6.0 is required for each section

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

*Both minimum scores must be met

Only scores of examinations taken on or after June 6, 2022 (for April 2025 enrollment) and August 29, 2022 (for September 2024 enrollment) will be accepted. Examinations taken after the application deadline will not be accepted. If you are unable to provide a digital copy of your results by the application period deadline date, you will be asked to submit an original version of the score report. However, if you are unable to provide an original document, your score will not be evaluated.

Exemption Conditions for Submitting a Language Proficiency Score

English-Basis Applicants

English-basis applicants are not required 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 these 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). Best Scores for each subject will also be accepted separately.

Japanese-Basis Applicants

Japanese-basis applicants are not required to submit a Japanese proficiency test score if:

- You have undertaken 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.

If you are exempt from submitting a proficiency test score, make sure to select the option that best applies to your situation on the "Language Requirements" page within your application.

3. Second Year Transfer Application Schedule

In the following application schedules, “No.” corresponds to the numbers for the Enrollment Procedure Deadlines on pages 35–37. Note that for the final application period for each enrollment semester (No. 4 and No. 13), the deadline to complete the enrollment procedures after being admitted is shorter than other periods. Be sure to check these deadlines before applying. Deadlines can not be extended.

The results will be posted on the admissions website on the result notification date. Information regarding how to view the results will be sent to you by email. Note that inquiries regarding results via email or phone call will not be accepted.

A. General Application Schedule

These schedules are for second year transfer applicants residing outside Japan. **If you are a second year transfer applicant and reside in China, India, Indonesia, Korea, Thailand, or Viet Nam, please follow the same schedules as first year applicants in section B. Country-Specific Application Schedules on pages 9–11.**

April 2025 Enrollment

No.	Code	Online Application Period		Result Notification Date
		Application Period Start Date	Application Period Deadline	
1	GSP1	Jun 6, 2024 (Thu)	Jun 26, 2024 (Wed)	Aug 5, 2024 (Mon)
2	GSP2	Jun 27, 2024 (Thu)	Aug 21, 2024 (Wed)	Oct 7, 2024 (Mon)
3	GSP3	Aug 22, 2024 (Thu)	Sep 18, 2024 (Wed)	Nov 4, 2024 (Mon)
4	GSP4	Sep 19, 2024 (Thu)	Oct 9, 2024 (Wed)	Dec 2, 2024 (Mon)

September 2025 Enrollment

No.	Code	Online Application Period		Result Notification Date
		Application Period Start Date	Application Period Deadline	
9	GFA1	Aug 29, 2024 (Thu)	Oct 2, 2024 (Wed)	Nov 18, 2024 (Mon)
10	GFA2	Oct 3, 2024 (Thu)	Oct 30, 2024 (Wed)	Jan 20, 2025 (Mon)
11	GFA3	Oct 31, 2024 (Thu)	Dec 4, 2024 (Wed)	Feb 10, 2025 (Mon)
12	GFA4	Dec 5, 2024 (Thu)	Jan 22, 2025 (Wed)	Mar 17, 2025 (Mon)
13	GFA5	Jan 23, 2025 (Thu)	Mar 5, 2025 (Wed)	May 12, 2025 (Mon)

4. Third Year Transfer Application Schedule

A. General Application Schedule

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

April 2025 Enrollment

No.	Code	Online Application Period		Result Notification Date
		Application Period Start Date	Application Period Deadline	
30	T3GSP1	Aug 22, 2024 (Thu)	Sep 25, 2024 (Wed)	Dec 2, 2024 (Mon)

September 2025 Enrollment

No.	Code	Online Application Period		Result Notification Date
		Application Period Start Date	Application Period Deadline	
31	T3GFA1	Jan 9, 2025 (Thu)	Feb 26, 2025 (Wed)	Apr 21, 2025 (Mon)

5. Special Considerations for Transferring as a Third Year Student

Because of the unique education and job-seeking system in Japan, there are times when we recommend that students apply as a second year transfer student even if they 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 plans for study and job-seeking after enrollment.

- In general, third year transfer students should be able to transfer at least 10 credits as major subject-equivalent credits. However, considering the limited time available to spend on student clubs, part-time work, job hunting, and other non-study activities, many may still find it challenging to acquire the necessary number of credits to graduate within two years.
- Job hunting is done while students are in 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 job hunt 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 will have the freedom 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.

HOW TO APPLY

Step 1

Create an account within the APU Online Application System on the APU admissions website (https://admissions.apu.ac.jp/apply_online/).



Step 2

- Input your information and submit digital versions of all required application documents listed on the following pages into the APU Online Application System.
- You must complete all the steps within the application by yourself. English-basis applicants should write in English, while Japanese-basis applicants should write in Japanese.
- If a document is not written in English or Japanese, it must be submitted **together with** an official translation. Refer to page 34 for details on translated documents.



Step 3

Pay the application fee and submit your online application.
Submit your recorded video interview and online assessment by 23:59 (Japan time) on the day of the application deadline.

Please Be Aware

- **Your application may be rejected if it or any accompanying documents contain forgery, false information, and/or plagiarism, or you were found to be cheating in the online assessment or recorded video interview of the application process. Additionally, your admission to APU will be revoked even if evidence of such acts is found after your acceptance or enrollment. You may also be prevented from reapplying to APU in the future.** Further information about our forgery policy can be found on the admissions website (https://admissions.apu.ac.jp/how_to_apply/forgery_policy).
- **In principle, admitted applicants will not be allowed to reapply for the same enrollment period (April 2025 / September 2025).** If an admitted applicant does reapply, new results will not be given. The application fee will also not be returned.
- If accepted, you must submit original documents or certified documents* (<http://r.apu.jp/certifiedcopy24E>) for your uploaded application documents to APU by post. Your acceptance to APU will be revoked if your original or certified documents* submitted after acceptance differ from those uploaded with the online application, or if you are not able to submit original or certified documents*. Be sure to keep the original versions of the documents you upload with your online application.

*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 about how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

1. Required Information and Documents When Applying

The whole application will be processed through our online application system.

The information required to input into the online application system at the time applying as well as the documents required to submit are as outlined in the below sections.

Sections A-O listed below correspond to the Online Application System. Please input the required information and/or submit the required documents in each section.

Within section A. General Information, the following pages of the application are explained: Application Information, Personal Background, Emergency Contact and Financial Sponsor.

Note that the documents required are different for first year applicants and transfer applicants. Transfer applicants should also refer to page 24 for additional information.

A. General Information

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

As the university application system only provides two options (male or female) at this time, choose one of the two as shown on or will be shown on your passport. If your passport indicates a third option, contact the Office of International Admissions.

*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 information about APU's response to sexual and gender diversity, 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. By clicking "Add New", you can add further columns. Make sure to include undergraduate programs, language schools in Japan, and any other level of study.

Refer to page 6 or 12 under A Requirement: Educational Qualification 1 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

Please submit transcripts and results of standardized tests. If you possess more than one document, please submit all of them.

Be sure to include information about the grading scale (maximum grade) and method of evaluation.

If no information about the grading scale is included, please also submit a separate document that indicates information about the grading scale. Note that only original transcripts or certified copies will be valid. For details, please refer to page 34.

If your transcripts or results of standardized tests are created in a language other than English or Japanese, an English or Japanese translation will be required.

The translation needs to be issued by the document's issuing institution or a translation company or a qualified translator and the name, address, contact details and signature (or stamp) will be required for the translation document.

For details about standardized tests, please refer to page 19 and 20.

You do not need to submit academic transcripts from language schools.

Academic Transcripts

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

- 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

- 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**.

Graduation Certificate or Expected Graduation Certificate

First Year Applicants

- If you have graduated from high school, submitting a digital copy of your high school graduation certificate will be required.
- If you have not yet graduated from high school, please submit an expected graduation certificate, including the month and year of expected graduation (if your academic transcript states your expected graduation date, you may submit the transcript.)
- If you have graduated from a higher education institution other than a university, submit a digital copy of your graduation certificate from the institution in addition to your high school graduation certificate.
- If you have already graduated from a university at the time of application, submit a digital copy of your graduation certificate from the school. If you are submitting a university graduation certificate, you do not have to submit your high school graduation certificate.

Transfer Applicants

- If you have graduated from a 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, if you are not currently enrolled in a bachelor's degree program, 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.

Home School Curriculum

We strongly recommend submitting an SAT, ACT, or GED score report if you are undergoing a home school curriculum. 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 listed on page 7 or page 13 as proof of your language proficiency. However, in case you fulfill certain conditions, you may be exempted from submitting a language proficiency score. Please see page 7, or page 13 for more details.

Period of Validity:

- April 2025 enrollment: Scores of examinations taken on or after June 6, 2022.
- September 2025 enrollment: Scores of examinations taken on or after August 29, 2022.

Examinations taken after the application deadline will not be screened.

APU's English/Japanese Proficiency Evaluation Forms

If you cannot provide one of the designated language proficiency test scores, you can submit an English Proficiency Evaluation or a Japanese Proficiency Certificate instead. Please provide the below URL to the instructor (evaluator) who has taught you in your selected language. Furthermore, it is required that the instructor has taught your for at least half a year. By completing the necessary information online and including their digital signature, your instructor will be able to submit their completed form directly to APU.

Note: You will not be able to see the form your instructor submits. In addition, we will not be able to accept this form completed in any language other than English or Japanese.

Japanese Proficiency Certificate:<http://r.apu.jp/JapanesePE>

English Proficiency Evaluation:<http://r.apu.jp/EnglishPE>

E. Test Scores, Test Information, and Documents

Click “Add Test” within the Online Application System on the Test Information and Certified Documents page to select the language proficiency test or standardized test scores you would like to submit, then submit a digital copy of the original results. The accepted tests are listed below.

Accepted English Language Proficiency Test Scores

Standardized Test	Documents to be Submitted
Cambridge English Language Assessment/Linguaskill	<ul style="list-style-type: none"> Result Statement Input the ID number and Secret Number
Duolingo English Test	Request to have your score sent directly to APU from the test provider.
EIKEN	Digital copy of the original test result
IELTS* IELTS Online*	Digital copy of the Test Report Form
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. However, IELTS One Skill Retake results are accepted.

*If you are unable to provide a digital copy of your results by the application period deadline date, you will be asked to submit an original version of the score report. However, if you are unable to provide an original document, your score will not be evaluated.

Accepted Japanese Language Proficiency Test Scores

Standardized Test	Documents to be Submitted
EJU Japanese	Digital copy of the original test result
Japanese Language Proficiency Test (JLPT)	Digital copy of the original test result

Accepted Standardized Tests

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

Furthermore, some of the standardized tests can also be used for the application eligibility Requirement 1: Educational Qualification (please refer to page 6 or page 12 for the application eligibility).

Standardized Test	Submission Method
Abitur	Upload your final result sheet (Abiturzeugnis).
ACT	Request to send your score report to APU directly using the institution code 5475 and upload a digital copy of the score report within the online application. Results of an ACT Superscore will also be accepted.
Baccalaureate	Upload your transcript. Note that your enrollment eligibility may be revoked if you are not able to successfully receive a Diploma.

Standardized Test	Submission Method
BTEC	Upload your scores from the following tests: <ul style="list-style-type: none"> • Level 3 Diploma/National Diploma • Level 3 Extended Diploma/National Extended Diploma • Tests of Level 4 and above.
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 your results from 4 core subjects and at least 1 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 send your score report to APU directly using the institution code 2791 and upload a digital copy of the score report within the online application. Results of an SAT (New) Superscore will also be accepted.
SAT (Old) (Critical Reading + Mathematics + Writing)	Request to send your score report to APU directly using the institution code 2791 and upload a digital copy of the score report within the online application. Results of an SAT (Old) Superscore will also be 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.

Advanced Placement (AP) Exams

Provide information on the exam subject and score and upload a digital copy of your results. This information will be used in the screening process. No credits will be awarded after enrollment.

Other Standardized Tests

Upload the results of up to two other standardized tests not listed on the “Test Scores” page on the following “Test Information and Documents” page. We will only accept standardized test score reports that are within their period of validity.

F. Application Essays

Follow the application essay guidelines within the online application. You must complete the essays by yourself. Note the strict word limit for each essay (200 words).

Strong emphasis is placed on academic honesty at APU, and acts of academic dishonesty are treated very severely. As one measure to review for academic dishonesty, we will compare the essays you submit in this application with past essays submitted to APU. **Any evidence of copied work will be considered academic dishonesty and result in the failure of your application.** If it is discovered that copied work was submitted with your application after you have been accepted to APU, your acceptance will be revoked.

For applicants who are reapplying to APU, you will need to submit a Reapplication Statement, which can be found within this section of the APU Online Application System. If applicants had enrolled at APU previously, APU will also use the maintained information of those applicants for the screening process. The information of applicants that will be used are about the overall student life, specifically the transcripts at the time being enrolled, information about rewards and punishments while enrolled and whether applicants had obeyed properly to the Immigration Control and Refugee Recognition Act while enrolled, etc.

G. Letter of Recommendation

Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to submit a Letter of Recommendation by 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:

Input the necessary information about your recommender into the related sections in the online application system. The Letter of Recommendation form will be automatically sent to your recommender by email. Make sure to confirm with your recommender that it has been delivered successfully. Upon completing the necessary information online in English or Japanese and including a digital signature, your recommender will be able to submit the completed form directly to APU. You will not be able to see the content in the submitted form, but you will be able to check the submission status of the form within the APU Online Application System.

We will not accept the form if it is completed in any language other than English or Japanese.

H. Extracurricular Activities

Applicants who have participated in the A-M categories of extracurricular activities listed below may submit documents regarding the content of these activities. If no related documents will be submitted, the activities will not be evaluated, except for extracurricular activities in category A. Only activities from high school grade 10 (or equivalent) and above will be considered.

For each category, you can provide the details for **one** activity in which you participated within the online application. If you have participated in more than one activity that falls under the same category, provide the information of the activity in which you put in the most time and effort. You can add information regarding activities that are not included on this page on the "Other Extracurricular Activities" page.

If the documents stating about your extracurricular activities is written in another language than English or Japanese, an English or Japanese translation will be required.

The translation needs to be issued by the document's issuing institution or a translation company or a qualified translator and the name, address, contact details and signature (or stamp) will be required for the translation document.

	Activities	Standard for Proving Participation / Achievements
A	Student Council Participation	Participation for one school year or more
B	Volunteer and Community Exchange Activities	Volunteer or other related activity that has received public recognition through the media (publication in a newspaper, etc.)
C	Arts, Culture, Academic, and Sports Competitions	Award from a regional or national level competition or achievement that has received public recognition through the media (publication in a newspaper, etc.)
D	Model United Nations Participation	—
E	Scholarship Awards	No requirement for the length of time or amount of the scholarship

Activities		Standard for Proving Participation / Achievements
F	Educational Program Participation	National-scale educational or exchange projects conducted by public organizations
G	Internship Experience	Employment experience as a trainee at a company
H	Japanese Language Proficiency	No minimum score required. JLPT, EJU, etc.
I	Other Language Proficiency	No minimum score required. Proficiency tests for languages as Chinese, French, German, Korean, Spanish, etc. (We recommend submitting results from a test that uses CEFR proficiency levels.)
J	Experience Living or Studying Abroad (or in Japan)	Study at a school overseas (including long-term study abroad), language-study program, or overseas summer school program
K	Other Qualifications and Certifications	Kumon High School Foundation Course Test results, Kumon Final Course Completion Test results, other academic qualifications, Technical skills qualifications etc.
L	APU-Related Activities	Participation in the Academic and Cultural Experience (ACE) Program or the Virtual Mini University Program (VMUP)
M	National Team	—

I. APU Tuition Reduction Scholarship and AP House Global Community Scholarship

Enter the required information within the online application system if you wish to receive the APU Tuition Reduction Scholarship and/or AP House Global Community Scholarship. For information about these scholarships, refer to pages 30 and 31.

J. Other Expected Scholarships

If you will receive scholarship awards from organizations other than APU before or after enrollment, submit proof of the scholarship award in the Other Expected Scholarships page.

K. Housing Selection (AP House)

There are 5 dormitories at APU (AP House). First year students are moving into AP House 1 and 2 or AP House 5. Please input your preferred AP House within the online application system. Please note that you cannot change your preference of housing once you have submitted your application. Your housing will be assigned by the university and will be notified by enrollment.

Monthly Rent

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

Be aware that the monthly rent differs for each building.

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

L. 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.

M. 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

It is required to possess a Student status of residence in order to receive the APU Tuition Reduction Scholarship. Applicants that are possessing a status of residence other than Student at the time of applying to APU, will be required to change their status of residence to Student if they wish to receive the APU Tuition Reduction Scholarship.

If this applies in your case, please submit the “Letter of Intent to Change to Student Residence Status” to the Other Required Documents page. Download this letter from the admissions website (https://admissions.apu.ac.jp/material_download/), sign it, and upload a digital copy within the online application.

Your APU Tuition Reduction Scholarship will be revoked if you do not change your status of residence to Student by the day before enrollment to APU (the date of enrollment for the spring semester is April 1 and the date of enrollment for the fall semester is September 21).

N. Digital Signature, External Scholarships, and Overall Application Survey

Before submitting your application, you will be asked to agree with the Application and Admissions Agreement. In addition, you will be provided with information about external scholarships and will need to complete the Overall Application Survey.

O. Application Fee

Please complete the application fee payment after having referred to page 25.

Payment by Credit Card

Complete the payment online through the APU Online Application System before submitting your application. You do not need to submit a digital copy of the payment receipt.

Payment by Bank Transfer

Submit a digital copy of your payment receipt.

! After the Application Fee Payment

After completing the application fee payment, make sure to submit your application from the “Review and Submit Online Application” page within the Online Application System. After submitting your application, you will also have to complete the recorded video interview and the online assessment (refer to page 26).

2. Documents and Information for Transfer Applicants

Sections A-D refer to the Application Information page within the Online Application System. Provide the following information within the the "Transfer Student Academic Status" page.

A. Transfer Student Educational Background Information

Provide the required information within the online application.

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, submission of just your graduation certificate is acceptable.

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/) 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 before you submit the online application. We will accept payment by bank transfer (international or domestic) only if you cannot pay by credit card. Applications are considered complete only when the application fee has been paid and the online application has been submitted.

¥ 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.
 - In general, the application fee is not 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). The application fee cannot be waived.

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 will be able to 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

Applicants who pay by bank transfer must upload a copy of their bank transfer payment receipt together with the rest of their application documents.

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.

4. Recorded Video Interview and Online Assessment

An online assessment and a recorded video interview will be administered to ensure the fair evaluation of the academic ability of all international applicants. After you pay the application fee and submit your online application, you will see instructions on how to complete the recorded video interview and the online assessment within the APU Online Application System. You must use a computer to complete the online assessment, and you must complete both assessments by the application deadline.

A. English-Basis Applicants

The online assessment consists of a recorded video interview, the Core Abilities Assessment test, and the Watson-Glaser Critical Thinking Appraisal III test. The entire online assessment will take approximately 60–90 minutes.

Recorded Video Interview

You will see a number of questions on your recorded video interview platform screen, and you will record your answers to them. Each question will have a set time limit for responding.

For the recorded video interview, we advise that you keep the APU2030 vision (<https://en.apu.ac.jp/home/about/content7/>) in mind: to contribute to freedom, peace, humanity, international mutual understanding, and the future shape of the Asia Pacific region. With this as our base, we are working towards our 2030 vision to provide an education to those who will change the world. We at APU are looking for students who embody these ideas and can inspire those around them to grow as well.

Core Abilities Assessment (CORE)

Time required: 15 minutes

The Core Abilities Assessment (CORE) consists of verbal, numerical, and abstract reasoning items and measures an individual's capacity to learn concepts and tasks, apply sound reasoning, and draw conclusions from information. Sample questions can be viewed from the following URL: <https://r.apu.jp/ExCore>.

Watson-Glaser III Critical Thinking Appraisal (WGIII)

Time required: 30 minutes

The Watson-Glaser III Critical Thinking Appraisal (WGIII) measures a person's ability to identify and analyze problems, as well as seek and evaluate relevant information to reach an appropriate and logical conclusion. The assessment reports on three aspects of verbal critical reasoning, specifically the ability to 1) recognize assumptions, 2) evaluate arguments, and 3) draw conclusions, as well as providing an overall measure of critical thinking proficiency.

B. Japanese-Basis Applicants

The online assessment measures your logical and critical thinking skills. It will be conducted within the recorded video interview platform. You will see a number of questions on your screen, and you will record your answers to them. Each question will have a set time limit for responding. It will take 60-90 minutes to complete the whole assessment.

For the recorded video interview, we advise that you keep the APU2030 vision (<https://en.apu.ac.jp/home/about/content7/>) in mind: to contribute to freedom, peace, humanity, international mutual understanding, and the future shape of the Asia Pacific region. With this as our base, we are working towards our 2030 vision to provide an education to those who will change the world. We at APU are looking for students who embody these ideas and can inspire those around them to grow as well.

5. Evaluation Method

Application evaluation is conducted based on all documents and information submitted with your online application, the online assessment, and the interview. If required, your school or the author of your Letter of Recommendation may be contacted for further information. APU may also contact you for more details regarding the information and documents submitted within the online application.

6. 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” (refer to page 29), 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.

For prospective applicants with disabilities or other medical conditions who 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.

Step 1

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 medical certificate or patient referral document at least four weeks prior to the deadline due to various reasons, please send us an email containing an explanation about your circumstances after you have received the necessary information via the Inquiry Form.

The mail address is mentioned within the necessary information. Please understand that we may be unable to accept your provided circumstances depending on the content.



Step 2

Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant. Submit a copy of the email to the Other Required Documents page in the Online Application System.



Step 3

Notification of Support Request Results

APU will send the Support Request Results in an email within three weeks after sending out the Support Request Arrival Receipt.

7. 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. Applicants Currently Receiving Medical Treatment

For those currently receiving 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*¹.

C. 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*² 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

D. Psychiatric Disorders/Disabilities

(Mental Illnesses, Developmental Disorders, Sleeping Disorders, etc.)

There are no medical institutions in Oita 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.

E. 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. Accordingly, it is difficult to commute to APU by bus. Students must also contact the bus company in advance to use a wheelchair-accessible bus. It is advisable for wheelchair users considering APU to inquire with the university about accessibility accommodations before applying.

F. 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.

*¹ 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.

*² 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.

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

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, Academic Office, Office of International Admissions, and Career Office. Information concerning the placement of Student Coordinators in these offices 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.

Supplementary Provision

These guidelines are in effect as of April 1, 2024.

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

9. Policy Statement on Sexual and Gender Diversity

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/>).

SCHOLARSHIPS

1. APU Tuition Reduction Scholarship for International Students

You can apply for the APU Tuition Reduction Scholarship within the APU Online Application System. **Applicants who apply earlier have a greater chance at receiving the APU Tuition Reduction Scholarship.**

About the APU Tuition Reduction Scholarship

This scholarship guarantees equal opportunities for education by decreasing the financial burden of international students through exempting their tuition reduction either partially or completely. It has been created with the purpose to support the continuance of studying and at the same time to support the student's extension of their many-sided proficiency. The application procedure will be conducted based on the documents submitted at the time of applying, the interview, the assessment results and the financial situation.

Applicants who will be eligible to receive this scholarship must obtain a Japanese Student residence status constituted by Japanese law (Immigration Control and Refugee Recognition Act) before enrolling at APU. Applicants who will obtain a Japanese Student Residence Status before enrolling at APU are eligible to apply for the APU Tuition Reduction Scholarship at the time of application to APU. **The APU Tuition Reduction Scholarship will be revoked if you are not able to receive a Student status of residence by the time of enrollment to APU.** The scholarship will also be revoked if you change to a status of residence other than Student while studying at APU.

A review of academic performance will be conducted each semester to determine whether or not recipients qualify for the renewal of receiving the APU Tuition Reduction Scholarship. Reception of the scholarship can be maintained up to four years of studying if the review of each semester was passed successfully. However, if a scholarship recipient became subject to punishment or in case inappropriate behavior was found, reception of the APU Tuition Reduction Scholarship may be revoked.

Refer to page 38 for information about standard tuition fees at APU.

A. 2025 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

B. 2025 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 amount may be subject to change. In addition, 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 the monthly dormitory (AP House) fees to students in financial need. Recipients of this scholarship are expected to be active members of AP House, APU, and local community events. **Applicants who apply earlier have a greater chance at receiving the AP House Global Community Scholarship.** Refer to the admissions website (https://admissions.apu.ac.jp/student_life/housing) for more information about AP House.

Eligibility Requirement: First year international applicants for 2025 admissions

Number of Recipients: Up to 70 students per year

A. Support Provided

The AP House Global Community Scholarship will cover the total amount of AP House rent (11 months for April Enrollment and 11.5 months for September Enrollment).

AP House Entrance Fee (Expenses Other than AP House Rent)

Fee	Regular Fees (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
Total	234,000 JPY	130,000 JPY

AP House Fees After Enrollment (April Enrollment)

Fee	Regular Fees (April Enrollment)	Amount to be paid by AP House Global Community Scholarship Recipients
Rent*	AP House 1 & 2: 50,000 JPY × 9 months AP House 5: 52,000 JPY × 9 months	0 JPY
Total (for 9 months)**	AP House 1 & 2: 450,000 JPY AP House 5: 468,000 JPY	0 JPY

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

**The payment will be for 9 months as the rent for 2 months would have been already paid previously.

AP House Fees After Enrollment (September Enrollment)

Fee	Regular Fees (September Enrollment)	Amount to be paid by AP House Global Community Scholarship Recipients
Rent*	AP House 1 & 2: 50,000 JPY × 9.5 months AP House 5: 52,000 JPY × 9.5 months	0 JPY
Total (for 9.5 months)**	AP House 1 & 2: 475,000JPY AP House 5: 494,000JPY	0 JPY

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

**The payment will be for 9.5 months as the rent for 2 months would have been already paid previously.

B. How to Apply and Application Deadline

Applicants who wish to apply for the AP House Global Community Scholarship must complete the relevant fields within the APU Online Application System by the application deadline. Questions regarding information such as household income and expenditures will be displayed for those who indicate their desire to apply for this scholarship, and each field must be completed and your application submitted by the deadline below. If you are unable to complete your application by the following deadline, you will not be considered for this scholarship.

Deadline: **September 18, 2024 for April 2025 enrollment,**
December 4, 2024 for September 2025 enrollment.

Note: Applicants residing in China, India, Indonesia, Korea, or Viet Nam have separate application periods. See pages 9-11 for more details.

C. Evaluation

Evaluation for the AP House Global Community Scholarship is conducted based on application information, submitted documents (including questions regarding your family's annual income), interview performance, and the online assessment. The results will be released together with the application results.

D. Other Information

Recipients of the scholarship are required to reside in AP House for 11 months and must agree to the pledge. Details on this will be provided to successful applicants.

In addition, students awarded the AP House Global Community Scholarship are required to act as model students during their time at AP House. The scholarship will be terminated in cases of inappropriate behavior unbecoming of an exemplary student.

3. External Scholarships (Determined After Enrollment)

A. JASSO Scholarships

After enrollment, you may be eligible for one of the following JASSO scholarships. (Students who have received the APU Tuition Reduction Scholarship are still eligible.)

- Reservation Program for Monbukagakusho Honors Scholarship for Privately-Financed International Students by Pre-arrival Admission (JASSO Scholarship A)
- Study in Japan Global Network Project Special Consideration (JASSO Scholarship B)

These scholarships are awarded to privately financed international students enrolling at APU with excellent academic and personal backgrounds with financial assistance needs. The purpose of these scholarships is to alleviate financial concerns for students coming to study in Japan, to encourage students to enroll in Japanese institutions from overseas, and to further enhance their learning experience. Students who meet the eligibility requirements and are selected will receive 48,000 JPY per month (as of FY 2023) from the Japanese government for living expenses. Students can receive the scholarship for up to one year for those who enroll in the spring and up to six months for those who enroll in the fall. Refer to the admissions website (https://admissions.apu.ac.jp/costs_scholarships/jasso/main/) for more information.

B. Other External Scholarships

Scholarships available after becoming APU students can be found on the Student Office website.
Students Office

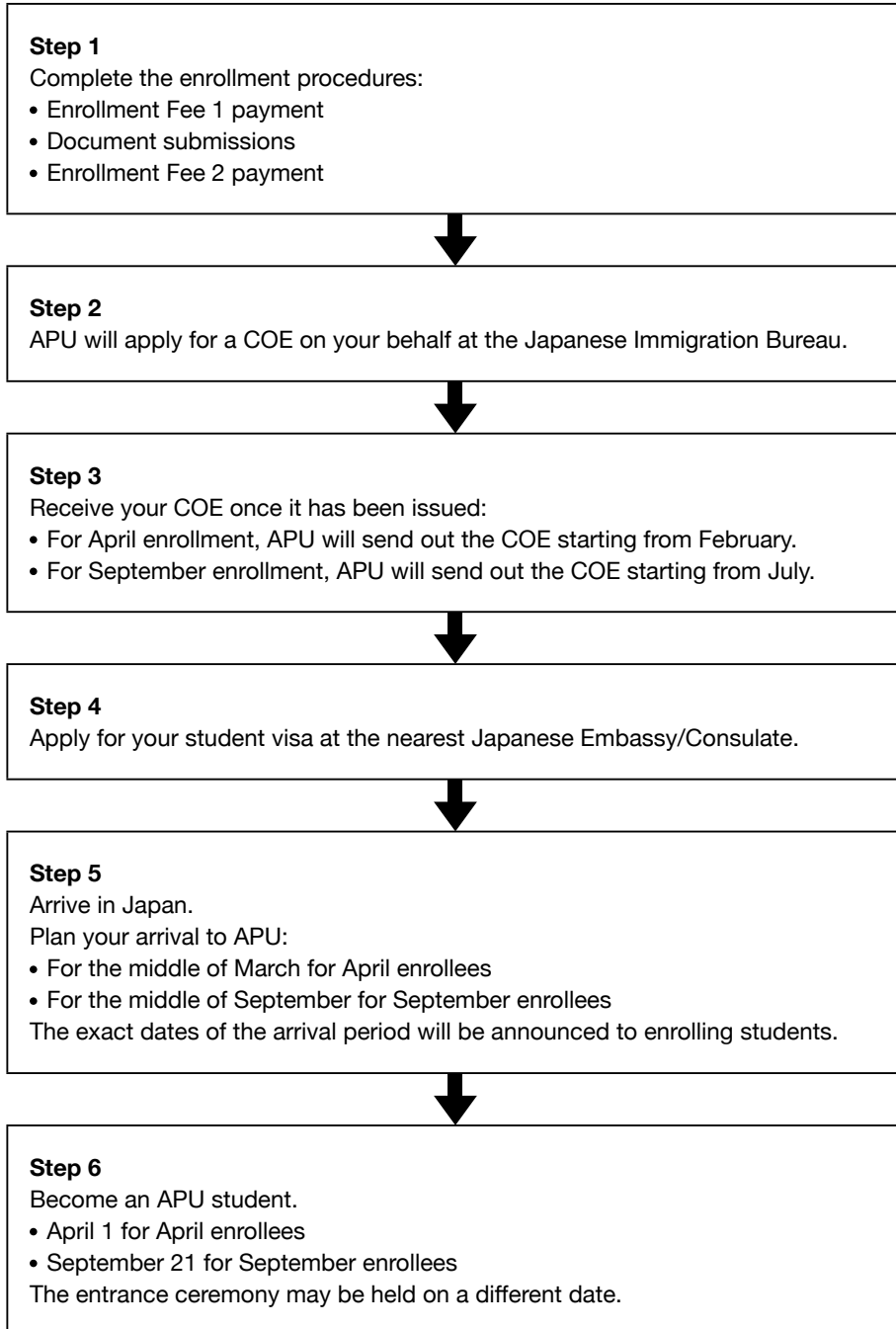
https://en.apu.ac.jp/studentssupport/scholarship_tuition/international/

Refer to the link below to find information about other scholarships you may receive while studying in Japan, and specifically at APU. Make sure to carefully read the details and conditions listed on the website (this website and the information on it are not directly affiliated or maintained by APU).

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

HOW TO ENROLL

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents within the specified deadlines. Refer to the Enrollment Procedures Handbook, available in the APU Online Enrollment Procedures System. Note that the required enrollment payments and documents will not be accepted beyond the specified deadline.



1. 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). Original documents will also be accepted, but all submitted documents will not be returned. Submit certified documents for original documents that cannot be reissued.

All documents sent must arrive by the deadline specified on pages 35–37. Refer to the back of this handbook for details regarding where to send documents. Enrolling students living in a country with an APU Overseas Office can either bring their documents directly to the office or send them to the office by registered airmail (documents sent must reach the office by the date of the submission deadline).

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, 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 uploaded 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.

2. Enrollment Procedure Deadlines

Confirm the payment and submission deadlines below with the deadlines that appear on the Invoice for Required Enrollment Fees and Procedures sent together with your results. “No.” corresponds to the “No.” column listed in the application schedules.

First year students and second year transfer students: Use section A. *General Enrollment Deadlines* or B. *Country-Specific Enrollment Deadlines* depending on your country of residence.

Third year transfer students: Use section C. *Third Year Transfer Enrollment Deadlines*.

A. General Enrollment Deadlines

These schedules are for “admitted applicants” residing outside Japan. If you reside in China, India, Indonesia, Korea, Thailand, or Viet Nam, please refer to B. *Country-Specific Enrollment Deadlines* below.

April 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
1	Aug 22, 2024 (Thu)	Nov 21, 2024 (Thu)	Sep 19, 2024 (Thu)
2	Oct 24, 2024 (Thu)	Nov 21, 2024 (Thu)	
3	Nov 21, 2024 (Thu)	Nov 28, 2024 (Thu)	Dec 19, 2024 (Thu)
4	Dec 19, 2024 (Thu)	Jan 9, 2025 (Thu)	Jan 16, 2025 (Thu)

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
9	Jan 23, 2025 (Thu)	Apr 3, 2025 (Thu)	Feb 20, 2025 (Thu)
10	Feb 13, 2025 (Thu)	Apr 10, 2025 (Thu)	Mar 13, 2025 (Thu)
11	Feb 27, 2025 (Thu)	Apr 24, 2025 (Thu)	Apr 3, 2025 (Thu)
12	Apr 3, 2025 (Thu)	May 8, 2025 (Thu)	May 1, 2025 (Thu)
13	May 29, 2025 (Thu)	Jun 12, 2025 (Thu)	Jun 19, 2025 (Thu)

B. Country-Specific Enrollment Deadlines

China

April 2025 Enrollment

Please use the schedule listed in A. *General Enrollment Deadlines*.

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
14	Feb 6, 2025 (Thu)	Apr 3, 2025 (Thu)	Mar 6, 2025 (Thu)
15	Mar 20, 2025 (Thu)	Apr 17, 2025 (Thu)	
16	May 22, 2025 (Thu)	Jun 12, 2025 (Thu)	Jun 19, 2025 (Thu)

India

April 2025 Enrollment

Please use the schedule listed in A. *General Enrollment Deadlines*.

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
17	Feb 6, 2025 (Thu)	Apr 3, 2025 (Thu)	
18	May 29, 2025 (Thu)	Jun 19, 2025 (Thu)	

Indonesia

April 2025 Enrollment

Please use the schedule listed in A. *General Enrollment Deadlines*.

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
19	Feb 13, 2025 (Thu)	Apr 3, 2025 (Thu)	Mar 13, 2025 (Thu)
20	Mar 6, 2025 (Thu)	Apr 3, 2025 (Thu)	
21	Apr 10, 2025 (Thu)	May 8, 2025 (Thu)	
22	June 19, 2025 (Thu)		June 26, 2025 (Thu)

Korea

April 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
5	Nov 21, 2024 (Thu)	Dec 12, 2024 (Thu)	Dec 19, 2024 (Thu)
6	Jan 23, 2025 (Thu)		

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
23	May 22, 2025 (Thu)	Jun 12, 2025 (Thu)	

Thailand

April 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
7	Oct 3, 2024 (Thu)	Nov 22, 2024 (Fri)	Oct 31, 2024 (Thu)
8	Jan 16, 2025 (Thu)	Jan 23, 2025 (Thu)	

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
24	Mar 27, 2025 (Thu)	May 15, 2025 (Thu)	Apr 24, 2025 (Thu)
25	May 8, 2025 (Thu)	Jun 5, 2025 (Thu)	

Viet Nam

April 2025 Enrollment

Please use the schedule listed in A. *General Enrollment Deadlines.*

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
26	Dec 19, 2024 (Thu)	Apr 3, 2025 (Thu)	Jan 23, 2025 (Thu)
27	Feb 20, 2025 (Thu)	Apr 10, 2025 (Thu)	Mar 13, 2025 (Thu)
28	Apr 24, 2025 (Thu)	May 22, 2025 (Thu)	
29	May 29, 2025 (Thu)	Jun 19, 2025 (Thu)	

C. Third Year Transfer Enrollment Deadlines

April 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
30	Dec 19, 2024 (Thu)	Jan 9, 2025 (Thu)	Jan 16, 2025 (Thu)

September 2025 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
31	May 8, 2025 (Thu)	Jun 5, 2025 (Thu)	

3. Enrollment Procedure Fees

Please make sure to pay the fees listed below to complete your enrollment procedures. Admitted applicants can view the invoice for the enrollment procedure fees in the APU Online Enrollment Procedures System. You need to pay the fees stated in the invoice by the payment deadline to enroll. **Your acceptance will be revoked if any deadlines are missed.** The admissions fee and AP House moving-in fee are non-refundable.

APU recommends the international payment service Convera for the payment of Enrollment Fee 1 and 2. If you are paying enrollment fees via regular bank transfer, an additional fee of 10,000 JPY will be charged separately to the amounts mentioned below. Further details can be found in the Enrollment Procedures Handbook provided after acceptance.

A. Enrollment Fee 1

Admission Fee: **200,000 JPY**

The admission fee will not be refunded under any circumstances.

B. Enrollment Fee 2

Important

Enrollment Fee 2 is composed of three different fees. You must pay all three fees to complete your Enrollment Fee 2 payment.

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**

If you applied for the APU Tuition Reduction Scholarship, the tuition fee varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
First Year Students: Tuition Due Before Enrollment	650,000 JPY	455,000 JPY	325,000 JPY	227,500 JPY	130,000 JPY	0 JPY
Transfer Students: Tuition Due Before Enrollment	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 programs designated by APU. All amounts are subject to change. More information can be found through the APU Online Enrollment Procedures System for admitted applicants.

AP House Entrance Fee

234,000 JPY

This fee is required for all enrollees, regardless of the scholarship amount. The fee includes a moving-in fee (**32,000 JPY**), security deposit (**98,000 JPY**), and rent (**52,000 JPY** per month*) for two months. 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.

C. Standard Tuition Fees for Four Years of Study

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

	First Year	Second Year	Third Year	Fourth Year
First Year Students	1,300,000 JPY	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY
Second Year Transfer Students	-	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY
Third Year Transfer Students	-	-	1,500,000 JPY	1,500,000 JPY

4. Procedures Necessary for Entering Japan

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 requested only APU to apply for a COE on your behalf.
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.
4. APU considers it appropriate to apply for a COE on your behalf.

Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for a 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. You must use your COE to apply for a student visa at a Japanese embassy or consulate in your country or region, **before coming to Japan.**

! If You Already Hold a status of residence in Japan

Consult with the Immigration Bureau regarding changing/renewing your status of residence and also with your local municipal authority (city hall) regarding changing/renewing registrations (such as moving-out/moving-in notification). Once you have confirmed the correct procedures, complete these procedures on your own.

Your APU Tuition Reduction Scholarship will be revoked if you do not change your status of residence to Student by the day before enrollment to APU (the date of enrollment for the spring semester is April 1 and the date of enrollment for the fall semester is September 21).

Organizations Providing Standardized Examinations

Japanese Language Proficiency Test

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

Test of English as a Foreign Language by ETS: Educational Testing Service

<http://www.ets.org/toefl>

IELTS

International English Language Testing System by the British Council

<https://www.ielts.org>

Cambridge English Language Assessment

Cambridge English Language Assessment by Cambridge Assessment English

<https://www.cambridgeenglish.org>

TOEIC® Test

Test of English for International Communication by ETS: Educational Testing Service

<https://www.ets.org/toeic>

PTE Academic Pearson Test of English Academic by PEARSON

<https://pearsonpte.com/>

EIKEN Test in Practical English Proficiency (実用英語技能検定)

The Society for Testing English Proficiency

<https://www.eiken.or.jp>

Duolingo English Test

<https://englishtest.duolingo.com/>

TOEIC, TOEFL, TOEFL iBT and TOEFL ITP are registered trademarks of Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.

L&R is an abbreviation for LISTENING AND READING.



APU OVERSEAS OFFICES

CHINA

Ritsumeikan Liaison Office –
Shanghai Jiao Tong University, 301-CD, 3F Shentong Xinxin
Guangchang, No. 55, Huaihai West Rd.
Shanghai City 200030 China
Tel: +86-21-6283-5104
Email: apuchina@apu.ac.jp

INDONESIA

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

KOREA

APU Korea Office
#608, Halla Classic Officetel 6th Floor, 23 Gangnam Daero
84 Gil, Gangnam-gu, Seoul 06233 Korea
Tel: +82-2-564-3425/3426
Email: hello@ritsapu-kr.com

TAIWAN

APU Taiwan Office
8F., No.560, Sec.4, Zhongxiao E. Rd.,
Xinyi Dist., Taipei City 110, Taiwan
Tel: +886-2-7718-8685
Email: taipei@apu.ac.jp

THAILAND

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

VIET NAM

APU Viet Nam Office
145A Phao Dai Lang Street, Dong Da District, Hanoi, Viet Nam
Tel: +84-24-3203-2063
Hotline: +84-981-32-6432
Email: vietnam@apu.ac.jp

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

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



Contact us!

- Ritsumeikan.APU
- APUAdmissionsOffice
- ritsumeikanapu
- ritsumeikanapu

APU OVERSEAS REPRESENTATIVES

HONG KONG & MACAU SAR

Mr. Daniel Smiley
Tel: +852-6858-5902
Email: smileyd@apu.ac.jp

INDIA (NORTH AND WEST)

Ms. Deepti Singh Ritsumeikan APU Delhi Office
Unit # 1206, Tower A, ATS Bouquet, Sector 132,
Noida - 201304 U.P, India
Tel: + 91- 73037 86004/ 88827 52126
Email: d-india@apu.ac.jp

INDIA (CENTRAL, EAST, AND SOUTH)

Ms. Ishana Malkani & Mr. Deeptanshu
Sakina Mansion, 2nd Floor, 18 Oliver Road,
Colaba, Mumbai 400001, India
Tel: +91-98-2187-4565, +91-79-0363-4641
Email: m-india@apu.ac.jp

MALAYSIA

Mr. Alex Long
Tel: +60-111-068-0111
Email: alexlong@apu.ac.jp

Ms. Sookfan Ho
Tel: +60-12-219-3312
Email: sookfan@apu.ac.jp

SRI LANKA

Dr. Harin Gunawardena
183/1, Nawala Road, Nugegoda, Sri Lanka
Tel: +94-714251314

NOT FOR SALE

Printed in June 2024

INT-E02

