

2021 APU Online Application Guidelines (for Undergraduate Applicants)

Sep. 30, 2020

To all applicants,

Thank you very much for your interest in applying to APU!

While it is possible to submit your application online, there are a number of documents that you must prepare in advance. Please review the following guidelines and prepare all the necessary documents before starting your online application.

Your application will only be considered complete only after you have submitted your online application, paid your application fee, and finished your online assessment. All three items listed above must be completed before the deadline.

Please apply through our [Online Application](#). For further details regarding the application process and requirements for each application document, please refer to our [Application Handbook](#).

Important notes:

1. Please begin preparing your application documents at least two weeks before the application deadline. As there are many documents necessary for completing your application, you may not be able to submit your application in time if you begin preparing right before the application deadline.
2. Even if you prepare all the required documents in advance, it might take at least an hour to complete the online application.
3. As the online application is divided into multiple steps, after you complete each step you can save and return afterwards to continue completing the application. We recommend that you save and complete your application in multiple sessions.
4. For documents not written in English or Japanese, you must also upload 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. Both the original document and the official translation must be submitted. Translations on their own will not be accepted.
5. For required documents, you must upload a PDF version of the original document. Only PDF documents up to 2MB can be uploaded. Please convert any documents to a PDF format using a computer software or smartphone application such as **Adobe Scan** or **Office Lens**.
 - Please upload the digital copy of original documents and their translation (if necessary) together as one PDF document. If you are unable to upload original documents and translations together, please use the "Additional Document" section at the end of the Document Uploads Step to submit remaining documents.
6. You must pay the application fee in order to complete your application. After you submit the application information, you will be taken to the application fee payment step.
 - If you choose to pay by credit card, you will be directed to the credit card payment page.
 - **If you choose to pay by bank transfer, you must upload a copy of the bank transfer payment receipt. Please complete the bank transfer payment beforehand.**
7. **After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post.** If the original or certified documents submitted after acceptance differ from the digital copies uploaded with the online application, or if enrolling students are not able to submit original or certified documents, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

The online application contains the following steps. (The estimated time to complete each step listed assumes that all required PDF documents have been prepared in advance.)

STEP 1 Applicant Information (approximately 5 minutes)

STEP 2 Education History (approximately 5 minutes)

Please include details regarding your education history. In principle, applicants must have completed or be scheduled to complete 12 years of formal education. (Applicants from Uzbekistan, Sudan, Belarus, Peru, Myanmar, and Russia only need to have completed 11 years of formal education.)

STEP 3 Transcript Information (approximately 5 minutes)

Please upload a PDF version your academic transcripts. You must upload at least one academic transcript as part of the online application. In the event that you are unable to directly upload your transcript due to your school's rules, please have your school email or post your transcripts to us directly.

First Year Applicants

- If you have not yet graduated from high school, please upload your most recent academic transcripts covering a period of **at least 2 years**. The transcripts must be issued within 2 months of the date of your application submission.
- If you have already graduated from high school, please upload the last **3 years** of your most recent academic transcripts. If you have been enrolled in university for over 1 year at the time of application, please also upload the academic transcripts from your university study. If you have already graduated from university, please upload your university transcript only.

Second Year Transfer Applicants

Please upload 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

Please upload 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, please upload academic transcripts covering a period of **at least 1.5 years**.

STEP 4 Standardized Tests (approximately 5 minutes)

If you have taken any of the following standardized tests, please upload PDF version of your standardized test results. If you have taken the Sri Lanka GCE A Level, SAT, or ACT, please also request to have your score report sent to APU directly in advance.

- **GCE A Level/AS Level**
 - Sri Lanka GCE A Level: results from three subjects
 - Singapore GCE A Level: results from three subjects
 - International and other GCE A Level: results from at least two subjects (or at least four subjects for AS Level)
- **International Baccalaureate (IB) Diploma** Predicted scores accepted. Please note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma.
- **Abitur**
- **Baccalaureate**
- **General Educational Development (GED)**
- **Senior Secondary School Certificate Examination Results**
- **Examination for Japanese University Admission for International Students (EJU) - Japan and the World + Mathematics (Course 1))**
- **Old SAT** (Critical Reading + Mathematics + Writing)
- **New SAT**(Reading & Writing + Mathematics)
- **ACT**
- **Other standardized tests**

STEP 5 Language Proficiency (approximately 5 minutes)

If you will submit any of the following English or Japanese language proficiency test results, please upload a PDF version of your test results. If you have taken the TOEFL® iBT Test or PTE Academic, please also request to have your score report sent to APU directly in advance.

- **TOEFL iBT® Test**
- **TOEFL iBT® Special Home Edition**
- **TOEFL ITP® Plus for China (China Only)**
- **IELTS**
- **IELTS Indicator**
- **TOEIC® L&R Test**
- **Duolingo English Test**
- **EIKEN**
- **PTE Academic**
- **Cambridge English Language Assessment**
- **EJU Japanese**
- **Japanese Language Proficiency Test (JLPT)**

If you cannot submit language proficiency test scores, submit APU's English Proficiency Evaluation form or Japanese Proficiency Evaluation form*. Please provide the direct link to APU's English Proficiency Evaluation form (English: <http://r.apu.jp/d3r8> Japanese: <http://r.apu.jp/s2q3>) and your APU Online Application System login ID to one of your language instructors, who has known you for at least half a year, then have them complete this form online in English or Japanese. By completing the necessary information online and including their digital signature, your instructor will be able to submit their completed form directly to APU. Please note that 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

*Please note that as of September 2020, Japanese-basis international applicants residing inside Japan will not be able to submit the Language Proficiency Evaluation form.

STEP 6 Application Essays (approximately 3 minutes after writing the essays in advance)

Please prepare your answers to the following four essay questions in advance. You may write the essay in another file first and then copy and paste it into the response textbox within the application. Each essay response should be approximately 150 words.

1. Explain in detail what you aim to learn within your college of choice (APM/APS) and how it relates to your future goals.
2. Discuss a topic that is relevant to your preferred area of study (e.g. world economy, business strategy, international relations, cross-cultural understanding, social issues in your country, etc.). Please state your opinion on this topic.
3. Describe a personal challenge you faced or a situation that you found to be particularly difficult. How did you overcome this obstacle and what did you gain from the experience?
4. Explain about an interest you have pursued outside your academic classes (either independently or through a student organization, volunteering, part-time work, sport, playing a musical instrument, etc.). What knowledge or skills did you gain as a result?
5. For second-time applicants only: Please explain why you wish to apply again. In your explanation, please also describe in detail any areas that you have improved upon since your last application.

STEP 7 Extracurricular Activities (A – E) (approximately 3 minutes each)

APU will evaluate any cultural/artistic performances, sports competitions, student council activities, volunteer work, language learning activities, and/or other events you have participated in from grade 10 (or equivalent) and above. Submission of this step is optional. If you have no activities or results to submit, please leave all the questions blank and proceed to the next step. Apart from section 7-A, you must submit proof of participation in extracurricular activities. Please prepare proof in the form of PDF documents in advance.

- **STEP 7-A Extracurricular Activities:** Student Council Activities
- **STEP 7-B Extracurricular Activities:** Tournament and Contest Participation
- **STEP 7-C Extracurricular Activities:** Additional Activities (volunteer activities, model UN participation, scholarship awards, internship experience, etc.)
- **STEP 7-D Extracurricular Activities:** Additional Qualifications and Standardized Test Results
- **STEP 7-E Extracurricular Activities:** Experience Living or Studying Abroad (including experience living or studying in Japan, but excluding travel or returning home to visit family).

Transfer Student Educational Background Information (transfer applicants only) (approximately 5 minutes)

Please prepare in advance a PDF version of your transfer eligibility documents (documents showing the classes you are currently taking and documents which show the graduation requirements for your current program, such as student handbooks or school websites that provide the relevant information) if applicable.

Document Uploads (approximately 10 minutes)

➤ **Photograph**

Please upload a photograph of yourself, taken within three months of the date you submit your application and showing a front view above chest level with a plain background. Caps and hats are not allowed. The photograph may be in color or black and white. (The photograph should be approximately 560 X 420 pixels in size.)

➤ **Attendance Report from Language Programs and Technical Colleges in Japan** (only if applicable)

➤ **Certificate of Graduation or Certificate of Scheduled Graduation**

First Year Applicants:

- If you have graduated from high school, please upload your **High School Graduation Certificate** (required).
- If you have not yet graduated from high school, please upload a **Certificate of Scheduled Graduation** if possible.

Transfer Applicants:

- If you have graduated from a higher education institution, please upload the **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, please upload a **Certificate of Scheduled Graduation** if possible.

➤ **Proof of Language Proficiency**

Please specify how you will prove your language proficiency (either submit a language proficiency test score, submit the APU Proficiency Evaluation form, or clarify why you are exempted from submitting proof of language proficiency)

➤ **Letter of Recommendation**

Ask an instructor from the last education institution you attended (including language schools) or a supervisor at the company you worked for or interned at (not including part-time jobs) to write the Letter of Recommendation. This must be a person who has known you for at least half a year. Please provide the direct link to APU's Letter of Recommendation form (English: <http://r.apu.jp/h58z> Japanese: <http://r.apu.jp/4e5x>) and your APU Online Application System login ID to your referee, then have them complete this form online in English or Japanese. By completing the necessary information online and including their digital signature, your referee will be able to submit their completed form directly to APU.

Please note that you will not be able to see the form your referee submits. In addition, we will not be able to accept this form completed in any language other than English or Japanese.

➤ **Passport Copy**

➤ **Copy of Residence Card** (only for applicants who already have a valid status of residence in Japan)

➤ **Letter of Intent to Change to Student Residency Status form** (only if applicable)

➤ **Certification of scholarships received from organizations other than APU** (only if applicable)

➤ **Application to Transfer Credit as an APU Major Subject** (Third year transfer applicants only)

Third year transfer applicants must submit this form in order to have any subjects transferred to APU be approved as an APU major subject.

➤ **Syllabus** (Third year transfer applicants only)

You must submit a syllabus for any courses you have taken or are currently taking that you wish to have approved for credit transfer as an APU major subject. A course will not be eligible for transfer as an APU major subject without a syllabus.

Submit All Application Information (approximately 3 minutes)

Application Fee Payment (approximately 3 minutes)

After you submit all the application information, you will be directed to the application fee payment stage. Please be sure to complete the application fee payment.

Payment Receipt Upload (approximately 1 minute)

If you pay the application fee by bank transfer, you must upload a copy of the transfer receipt in this section.

Online Assessment (approximately 50 minutes)

After you have paid the application fee by credit card or uploaded your bank transfer receipt, a link to the online assessment will be displayed. Please check the [admissions website](#) beforehand for more detailed information as well as sample questions.

Your application will only be considered complete only after you have submitted your online application, paid your application fee, and finished your online assessment. All three items listed above must be completed before the application deadline.

APU Survey