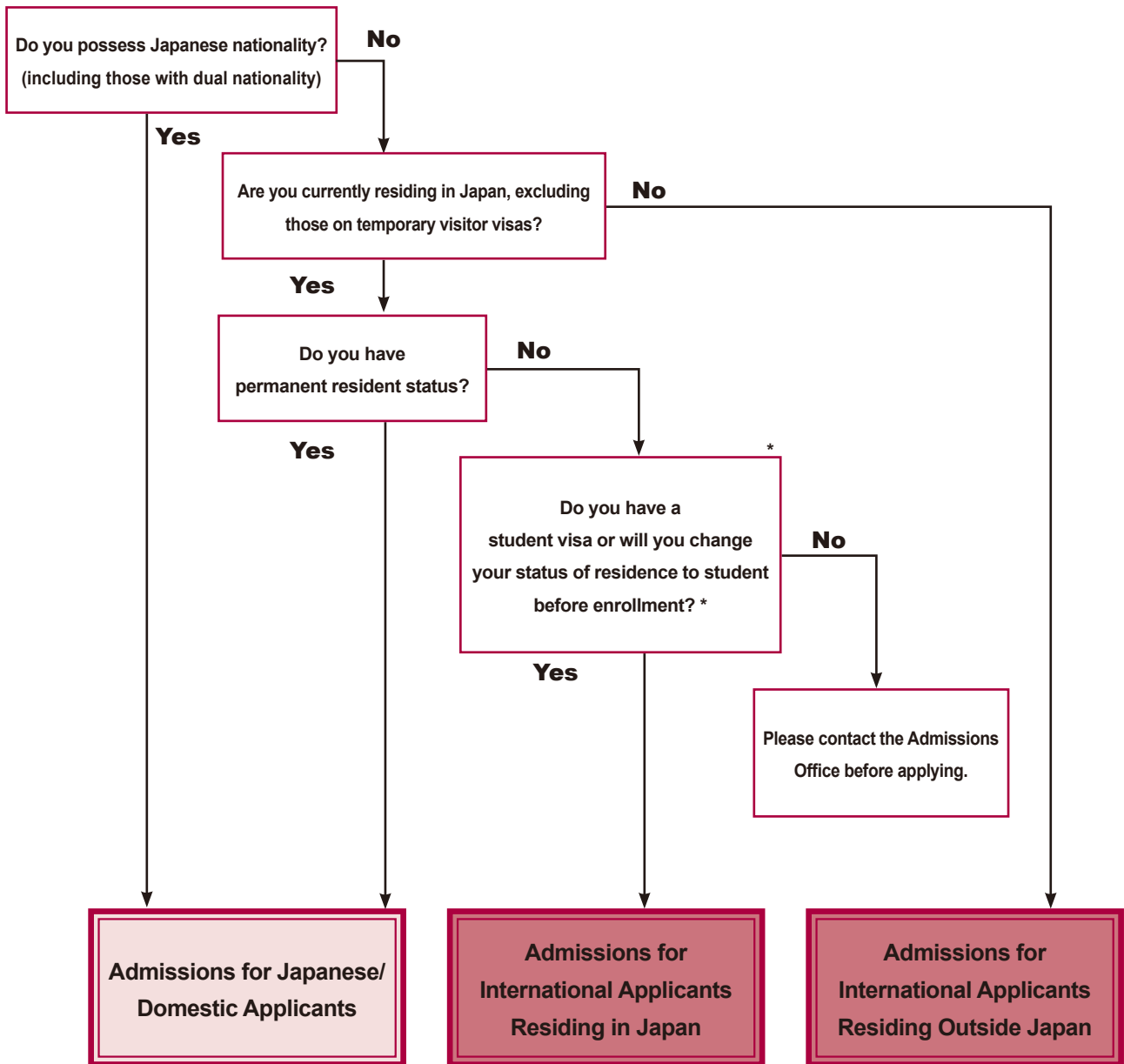


# **Undergraduate Application Form**

**For International Applicants  
April/September 2018 Enrollment**

**Please confirm your appropriate admissions category using the chart below.**



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

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

### Contact

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

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



<b>Name</b>		<b>Nationality</b>	
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## Application Document Checklist

\* When you submit your documents please make sure to put the checklist on the top.  
Please mark the method of submission you chose with a checkmark .

### I. Application Categories

#### First Year Student Application

- (i) Applicants who possess language proficiency test scores  **A** + **B** (+ **D**)
- (ii) Applicants who do not possess language proficiency test scores  **A** + **C** (+ **D**)
- (iii) Applicants who are native speakers of English or Japanese  **A** only (+ **D**)
- (iv) Applicants residing in Japan  **A** + **B** (+ **D**)

#### Transfer Student Application

- (v) Current university students or university graduates who wish to apply to APU as second year or third year transfer students are required to submit additional documents.  **A** + **E** (+ **B**, **C**, **D**) applicable forms only

### II. Application Document Checklist

Documents	Method of Submission
<p>[O] = Can be submitted online [P] = Send by post [F] = Fillable PDF forms can be downloaded from the admissions website. In some cases, applicants can choose between [O] or [P], but we recommend applicants to choose [O] Please refer to the Admissions Handbook for detailed information.</p>	

#### A Required Application for All Applicants

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

#### B Language Proficiency Test Scores

1. English-basis students: TOEFL® (iBT) Test / TOEFL® (PBT) Test / IELTS® L&R Test / The EIKEN Test in Practical English Proficiency / PTE Academic Original ONLY		<input type="checkbox"/>
2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section) Original ONLY		<input type="checkbox"/>

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

#### C Language Proficiency Forms

English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 [F] Original ONLY		<input type="checkbox"/>
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\* International applicants residing in Japan may not use this form.

#### D Additional Documents for Submission (If Applicable)

1. APU Tuition Reduction Scholarship Application p.13 [F]	<input type="checkbox"/>	<input type="checkbox"/>
2. Extracurricular Activities Report p.15, 16 [F]	<input type="checkbox"/>	<input type="checkbox"/>
3. Document(s) to prove participation in extracurricular activities		<input type="checkbox"/>
4. Certification of scholarships received from organizations other than APU		<input type="checkbox"/>

#### E Transfer Student Application

1. Transfer Student Academic Status p.17 [F]	<input type="checkbox"/>	<input type="checkbox"/>
2. List of classes currently attending		<input type="checkbox"/>
3. Credit requirements for graduation (e.g. student handbook or school website that provides the relevant information)		<input type="checkbox"/>
4. Higher institution (e.g. university) graduation certificate (in the case of graduates) or certificate of scheduled graduation (in the case of applicants currently undertaking programs other than bachelor's) Original or Certified Document		<input type="checkbox"/>

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

#### \* Certified Document

A certified document is one that has been marked with a stamp or seal by the issuing institution (preferred) or a notary public as being equivalent to the original.

Application handbooks and application forms are also available for download from the admissions website (<https://admissions.apu.ac.jp>).

# Notes for Completing the Undergraduate Application Form

## General Notes

Please type or hand-write the application forms in black or blue ink. (Applications written in pencil will not be accepted.)  
For questions with a , please mark your choice with a checkmark . You may only choose one box per question.

## Family Name / Given Name(s) in English

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

## Email

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

\*There have been instances where APU was not able to send emails to QQ.com email accounts, so please provide an email address from another email service.

## Current Address **\*Please write it legibly**

Please write in English if you are applying from outside Japan and in Japanese if you are applying from within Japan.  
You must also include your phone number.

## Mailing Address

Please fill in this information only in the case that the address listed as your current address is different to the address at which you wish to receive your admission result and other information (current school and company, etc.). If your mailing address is the same as your current address, please check  the appropriate box. You must also include a reachable phone number.  
Please write in English if you are applying from outside Japan and in Japanese if you are applying from within Japan.

## APU Tuition Reduction Scholarship

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

## Submitted Documents

APU will not return any of the submitted certificates (regardless of the certificate type). Therefore, please submit certified documents for original certificates that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.

## Extracurricular Activities Report

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

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

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

## Reapplying

Admitted applicants will not be allowed to reapply to the same college for the same enrollment period (April 2017 or September 2017 enrollment period). If an admitted applicant does reapply, a new interview will not be performed and results will not be given. The application fee will also not be returned.

## IMPORTANT

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





### III. Education History

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

\* Please consult with the Admissions office before applying if you are from a country or region where the standard length of education is 11 years. **Please fill in your education history as written in the example below.**

	School name	Location (City/country)	Year and month of entrance and completion		Current status	Program duration (years)
			Enrollment YYYY/MM	Graduation YYYY/MM		
(Elementary Education) Elementary School	AAAA Elementary School	Ottawa, Canada	2004/03	2010/02	/	6
(Secondary Education) Lower Secondary School	BBB Middle School CCC Junior High School	Boston, USA Montreal, Canada	2010/03 2012/09	2012/07 2013/02		1.5 1.5
Upper Secondary School	DDD High School EEE High School	Montreal, Canada Ottawa, Canada	2013/03 2015/03	2015/03 2016/02		<input checked="" type="checkbox"/> Graduated <input type="checkbox"/> Currently attending <input type="checkbox"/> Other:
(Higher Education) Undergraduate Level					<input type="checkbox"/> Graduated <input type="checkbox"/> Currently attending <input type="checkbox"/> Other:	
<b>Years of official education before enrollment at APU (total)</b>						12

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

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

#### REQUIRED

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

Date of Completion: \_\_\_\_\_ (Year) \_\_\_\_\_ (Month)

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

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

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



## IV. Application Fee

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

**It is preferred that you pay the application fee by credit card. You may pay by bank transfer (international or domestic)**

Payment methods for the application fee are as follows:

- Credit Card                      APU Online Application System Login ID: \_\_\_\_\_
- Bank Transfer (Overseas)              Payment Date: \_\_\_\_\_              Payer's Name: \_\_\_\_\_
- Bank Transfer (in Japan)              Payment Date: \_\_\_\_\_              Payer's Name: \_\_\_\_\_

## V. Language Proficiency

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

Test Name	Test Date (Year, Month)	Test Score	
<input type="checkbox"/> TOEFL®(iBT)	_____	_____	Registration Number: _____
<input type="checkbox"/> TOEFL®(PBT)	_____	_____	Registration Number: _____
<input type="checkbox"/> IELTS	_____	_____	Test Report Form (TRF) Number: _____
<input type="checkbox"/> TOEIC® L&R Test	_____	_____	
<input type="checkbox"/> The EIKEN Test in Practical English Proficiency	_____	_____	
<input type="checkbox"/> PTE Academic	_____	_____	Registration ID: _____
<input type="checkbox"/> JLPT	_____	_____	<input type="checkbox"/> N1 <input type="checkbox"/> N2
<input type="checkbox"/> EJU	_____	_____	

\* Period of Validity:

**2018 Spring Enrollment: Only scores of examinations taken on or after June 1, 2015 are valid.**

**2018 Fall Enrollment: Only scores of examinations taken on or after September 1, 2015 are valid.**

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

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

\* For PTE Academic results, please visit the PEARSON website (<http://pearsonpte.com/>) and register to send your score report to APU. Paper or PDF results will not be accepted.

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

\* JLPT: Please request the issuing institution to send your results directly to APU.

## REQUIRED

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

**Signature (required)** \_\_\_\_\_ **Date** \_\_\_\_\_

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

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<b>Name</b>		<b>Nationality</b>	
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# Application Essay

Please answer the following four essay questions using legible characters in your own words. Both handwritten and typed versions will be accepted. We recommend using the designated fillable PDF form available for download on the admissions website (<https://admissions.apu.ac.jp>). The length of each essay should be approximately **100-150 words**. Please include the word count at the end of each answer.

**1. Explain in detail what you aim to learn within your college of choice (APM / APS) and how it relates to your future goals.**

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( / 150 words)

**2. Discuss a topic that is relevant to your preferred area of study (e.g. world economy, business strategy, international relations, crosscultural understanding, social issues in your country, etc.). Please state your opinion on this topic.**

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( / 150 words)



**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?**

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( / 150 words)

**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 have you gained as a result?**

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( / 150 words)



FOR UNIVERSITY USE 大学使用欄	
受験番号	
会場名	

# Certificate of Eligibility / Resident Status Questionnaire

## I. Applicant Information

Applicant's Name:

1. Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

2. Current Status:  Student Name of School: \_\_\_\_\_

Employed (Excluding part-time jobs) Name of Company: \_\_\_\_\_

Occupation: \_\_\_\_\_

Other (Please specify): \_\_\_\_\_

## II. Immigration-Related Issues

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

3. Have you entered Japan previously?  No  Yes, number of times: \_\_\_\_\_

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

Date of Entry: \_\_\_\_\_ (yy/mm/dd) Date of Departure: \_\_\_\_\_ (yy/mm/dd)

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

No  Yes, number of times: \_\_\_\_\_

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

Application Date: \_\_\_\_\_ (yy/mm/dd) Place of Application: \_\_\_\_\_

Applied Status:  Pre-College  Student  Dependent  Temporary  Permanent resident

Long-term resident  Other

Issued/Denied:  Denied  Date of Issue: \_\_\_\_\_ (yy/mm/dd)

## III. Financial Information

5. Relationship with Financial Sponsor  Father  Mother  Other (Please specify): \_\_\_\_\_

Please fill in the following information about your financial sponsor.

Family Name : \_\_\_\_\_ Occupation: \_\_\_\_\_

Given Name(s): \_\_\_\_\_ Company Name: \_\_\_\_\_

Home Address : \_\_\_\_\_ Job Title: \_\_\_\_\_

Home Phone : \_\_\_\_\_ Company Address: (city/country) \_\_\_\_\_

Company Phone: \_\_\_\_\_

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# Letter of Recommendation / 推薦書

## To the Applicant 志願者へ

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

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

Applicant's Name 志願者氏名

Family Name 姓: \_\_\_\_\_ Given Name(s) 名: \_\_\_\_\_

## To the Individual Writing this Letter of Recommendation 推薦者へ

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

\*できるだけ詳しく書いてください。  
 \* 英語または日本語で明確に記入してください。  
 \* 記入後は全ての書類を厳封し志願者に渡すか、アドミッションズ・オフィスに直送してください。  
 書類送付先：立命館アジア太平洋大学  
 アドミッションズ・オフィス（国際）  
 〒 874-8577 日本国大分県別府市十文字原1丁目1番

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

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

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



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

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

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

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

志願者の成績証明書にあらわれない面、例えば特技や素質などをできるだけ詳しく記入してください。

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

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

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

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

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

志願者が、今後努力しなければいけないと思う分野は何ですか。

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

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

① Name of Recommender      推薦者の氏名      \_\_\_\_\_

② Occupation                      職業                      \_\_\_\_\_

③ Name of Institution              所属機関                      \_\_\_\_\_

④ Job Title                              役職                              \_\_\_\_\_

⑤ Email                                      メールアドレス                      \_\_\_\_\_

⑥ Phone                                      電話番号                              \_\_\_\_\_

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



# English Proficiency Evaluation\*

\* International applicants residing in Japan cannot use this form.

## To the Applicant

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

Applicant's Name

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

## To the Evaluator

\* Please make your evaluation as detailed as possible.

\* Please write your evaluation clearly in English or Japanese.

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

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

	Excellent TOEFL®(iBT) ≥ 100	Good 100 > TOEFL®(iBT) ≥ 81	Average 81 > TOEFL®(iBT) ≥ 61	Below Average 61 > TOEFL®(iBT)
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

- ① Name of Evaluator \_\_\_\_\_
- ② Occupation \_\_\_\_\_
- ③ Name of Institution \_\_\_\_\_
- ④ Job Title \_\_\_\_\_
- ⑤ Time period  
that you have taught the applicant \_\_\_\_\_  
YY / MM ~ YY / MM
- ⑥ Email \_\_\_\_\_
- ⑦ Phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ (yy/mm/dd)



# 日本語能力認定書\*

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

## 志願者へ

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

### 志願者氏名

姓： \_\_\_\_\_ 名： \_\_\_\_\_

## 認定者へ

\*できるだけ詳しく書いてください。

\*英語または日本語で明確に記入してください。

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

書類送付先：立命館アジア太平洋大学 アドミッションズ・オフィス（国際）

〒874-8577 日本国大分県別府市十文字原1丁目1番

	優 JLPT N1 ≥ 144	良 144 > JLPT N1 ≥ 100 JLPT N2 ≥ 135	可 100 > JLPT N1 ≥ 90 135 > JLPT N2 ≥ 100	不可 100 > JLPT N2
話す力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
聞く力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
書く力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
読む力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

志願者の言語能力についてご意見を聞かせてください。

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

- ① 認定者の氏名 \_\_\_\_\_
- ② 職業 \_\_\_\_\_
- ③ 所属機関 \_\_\_\_\_
- ④ 役職 \_\_\_\_\_
- ⑤ 志願者を指導した期間 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ ~ \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_
- ⑥ Email \_\_\_\_\_
- ⑦ 電話番号 \_\_\_\_\_

署名 \_\_\_\_\_

日付 \_\_\_\_\_ (年/月/日)





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name		Nationality	
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## Extracurricular Activities Report / 活動実績報告書

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

高校時代もしくはそれ以降に所属した部・クラブなど

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

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

Attached document number 資料番号	Year/month/day 開催年月日	Name of sponsor/organizer 主催団体名	Name of tournament/contest/competition 大会等の名称	Name of event 種目名	Type of event 大会の規模	Number of participants/groups 参加者・団体数	Rank, etc. 順位等
B-1					<input type="checkbox"/> International/海外 <input type="checkbox"/> National/国内 <input type="checkbox"/> Regional/地域		
B-2					<input type="checkbox"/> International/海外 <input type="checkbox"/> National/国内 <input type="checkbox"/> Regional/地域		
B-3					<input type="checkbox"/> International/海外 <input type="checkbox"/> National/国内 <input type="checkbox"/> Regional/地域		



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

その他の活動実績（ボランティア、模擬国連での活動、奨学金の受給経験など）があれば記入してください。

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

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

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

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

海外滞在経験（旅行、帰省は除く）

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



氏名		国籍	
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## Transfer Student Academic Status 編入学・転入学希望者学修状況記入書

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

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

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

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

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

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

現在高等教育機関に在学している場合は必ず記入してください。

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

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

もし、卒業要件に単位数での評価が無い場合、以下の質問に教えてください。

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

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

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

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

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

既に高等教育機関を卒業している場合は、「卒業証明書」を提出してください。

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## Personal Information Policy

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

(1) Purpose of Use of Personal Information

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

(2) Management of Personal Information

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

(3) Outsourcing of Handling of Personal Information

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

(4) Statistical Use of Personal Information

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

This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

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\* L&R is an abbreviation for LISTENING AND READING.