Document		Graduate Asia Pacif	Graduate School of	
		Master's	Doctoral	Management
Required Documents				
Graduate School Application Form		$\checkmark$	$\checkmark$	$\checkmark$
Personal Statement		$\checkmark$	$\checkmark$	$\checkmark$
Research Proposal/ Study Plan		$\checkmark$	$\checkmark$	$\checkmark$
Certificate of Eligibility/ Resident Status Questionnaire		$\checkmark$	$\checkmark$	$\checkmark$
Proof of Application Fee Payment Refer to page 16 for details on the application fee payment.		$\checkmark$	$\checkmark$	$\checkmark$
University Graduation Certificate(s)/ Certificate of Scheduled Graduation Submission of a certified document is recommended as submitted documents will not be returned.		$\checkmark$	~	$\checkmark$
Academic Transcripts Original or certified document accepted.		$\checkmark$	$\checkmark$	$\checkmark$
<b>Documents Proving English Proficiency</b> Original only. Required for all applicants who do not meet the exemption requirements.		$\checkmark$	$\checkmark$	$\checkmark$
Supervisor Confirmation Letter Required only for doctoral program applicants.			$\checkmark$	
GMAT <sup>®</sup> Results, GRE <sup>®</sup> Results, or Certificate of Employment Original only.		Recommended but not mandatory	Recommended but not mandatory	$\checkmark$
Sample Work or List of Research Achievements Required only for applicants to the doctoral program or IMAT program.		IMAT Only	$\checkmark$	
Two Letters of Recommendation Original only.		$\checkmark$	$\checkmark$	$\checkmark$
Passport Copy Not necessary for Japanese nationals.		$\checkmark$	$\checkmark$	$\checkmark$
Two Identical Photographs (4 cm x 3 cm) Original only.		$\checkmark$	$\checkmark$	$\checkmark$
Movie Interview		$\checkmark$	$\checkmark$	$\checkmark$
Additional Documents for Submission (if app	lica	ble)		
APU Tuition Reduction Scholarship Application		$\checkmark$	$\checkmark$	$\checkmark$
Certificate of Residence and Copy of Alien Registration or Resident Card (both sides) Only the original Certificate of Residence will be accepted. Required for domestic and internal applicants who do not have Japanese nationality or permanent resident status in Japan.		$\checkmark$	$\checkmark$	$\checkmark$
Proof of Scholarships Received from Organizations Other than APU Original only.		$\checkmark$	~	$\checkmark$
External Scholarship Eligibility Criteria Checklist		$\checkmark$		$\checkmark$
Additional Required Documents for Each External Scholarship		$\checkmark$		$\checkmark$

# **Application Document Checklist**

MEXT Scholarship (Top Global University Project) applicants may be required to submit additional documents. In this case, APU will contact the applicant directly.



**Graduate School Application Form** 

	FOR	UNIVE	RSITY USE 大学的	吏用欄	
願書受付日	/	/	受験番号		
□ A (					)

□ 国内送金 □ 小切手 (番号:

)

Please fill in 1 to 5 as shown on or will be shown on yo					
Thease in it is to as shown on or win be shown on yo	ur passport <u>as this i</u>	nformation will used for u	niversity registr	ation.	
1. Family Name in English:					Please affix a
2. Given Name(s) in English:					photograph (4 cm x 3 cm
3. Name in Chinese Characters (if applicable):					or
	Month				1.57 in x 1.18 in)
5. Sex:	monar				taken within the last
					three months against a white background.
6. Nationality:			Nie		No cap or hat is
<ol> <li>Do you or your parents possess any form of</li> <li>Native Language:</li></ol>		ality? L Yes L Other than English/Ja			allowed.
<ol> <li>8. Native Language: English</li> <li>9. Email:</li> </ol>	Japanese		panese	L	
Please write clearly as this email address will be	e used as the pri r	mary contact.			
For 10 and 11, fill in the information in English if yo			Japanese if yo	ou are applying fro	om inside Japan.
10. Current Address 1 :					(Within 35 characters)
Current Address 2 :					(Within 35 characters)
Current Address 3 :					(Within 35 characters)
City : S				Postal Coo	de:
Phone:		-			
11. Mailing Address:					
Fill in this information accurately as important docu		ur screening results, wi	II be sent to th	is mailing addres	
Mailing Address 1 :					(Within 35 characters)
Mailing Address 2 :					(Within 35 characters)
Mailing Address 3 :					(Within 35 characters)
City : S	tate:	Country:		Postal Cod	de:
Phone:		Mobile:			
12. Emergency Contact:					
Relationship with Applicant:   Father					
	Mother	Other (please specify)	:		
Family Name:					
		Given Na			
Family Name: Phone:		Given Na			
Family Name: Phone:		Given Na	ime (s):		
Family Name: Phone: Email: Languages he/she can speak:		Given Na	ime (s):		
Family Name: Phone: Email:		Given Na	ime (s):		
Family Name: Phone: Email: Languages he/she can speak:		Given Na	ime (s):		
Family Name: Phone: Email: Languages he/she can speak:		Given Na	ime (s):		
Family Name: Phone: Email: Languages he/she can speak: □ English II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice:	□ Japanese	Given Na	ume (s):		
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English    II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice: Graduate School of Asia Pacific Studies	Japanese     Spring (April)	Given Na	ume (s):	er)	
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English    II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice: Graduate School of Asia Pacific Studies Master in Asia Pacific Studies	Japanese Spring (April) International	Given Na Other (Please sp )	ume (s): ecify) Fall (Septemb	er)	Culture (SC)
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English    II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice: Graduate School of Asia Pacific Studies	Japanese Japanese Spring (April) International International	Given Na	ume (s): ecify) Fall (Septemb	er) □ Society and □ Public Health	Culture (SC) n Management (PHM)
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English    II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice: Graduate School of Asia Pacific Studies Master in Asia Pacific Studies	Japanese Japanese Spring (April) International International Sustainability	Given Na	ume (s): ecify) Fall (Septemb	er) □ Society and □ Public Health	Culture (SC)
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English    II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice: Graduate School of Asia Pacific Studies Master in Asia Pacific Studies	Japanese Japanese Spring (April) International International Sustainability Development	Given Na	ecify) Fall (Septemb	er) Society and Public Health Tourism and	Culture (SC) n Management (PHM) Hospitality (TH)
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English    II. Program of Study Please check ☑ only one box per question. 1. Program Commencement: 2. Program Choice: Graduate School of Asia Pacific Studies Master in Asia Pacific Studies	Japanese Japanese Spring (April) International International Sustainability Developmen Dual Master	Given Na Giv	ecify) Fall (Septemb	er) Society and Public Health Tourism and	Culture (SC) n Management (PHM) Hospitality (TH)
Family Name:         Phone:         Email:         Languages he/she can speak:         English         II. Program of Study         Please check ☑ only one box per question.         1. Program Commencement:         2. Program Choice:         Graduate School of Asia Pacific Studies         Master in Asia Pacific Studies         Master in International Cooperation Policy	Japanese Japanese Spring (April) International International Sustainability Developmen Dual Master	Given Na Giv	ecify) Fall (Septemb	er) Society and Public Health Tourism and	Culture (SC) n Management (PHM) Hospitality (TH)
Family Name:         Phone:         Email:         Languages he/she can speak:         Languages he/she can speak:         English         II. Program of Study         Please check ☑ only one box per question.         1. Program Commencement:         2. Program Choice:         Graduate School of Asia Pacific Studies         Master in Asia Pacific Studies         Master in International Cooperation Policy         Doctor of Philosophy in Asia Pacific Studies	Japanese Japanese Spring (April) International International Sustainability Developmen Dual Master's Asia Pacific S	Given Na Giv	ecify) Fall (Septemb	er) Society and a Public Health Tourism and September only	Culture (SC) n Management (PHM) Hospitality (TH)
Family Name:	Japanese     Japanese     Spring (April)     International     International     Sustainability     Developmen     Dual Master':     Asia Pacific S     Accounting a	Given Na Given (Please sp Given (Please sp Given Comparison (IR) Public Administration Science (SS) t Economics (DE) s Degree Program (IM Given Studies	ume (s): ecify) Fall (Septemb (IPA) (IPA)	er) Society and Public Health Tourism and September only Marketing ar	Culture (SC) n Management (PHM) Hospitality (TH)
Family Name:	Japanese     Japanese     Spring (April)     International     International     Sustainability     Developmen     Dual Master':     Asia Pacific S     Accounting a     Innovation ar	Given Na Given Please sp Given Na Given Call Call Call Call Call Call Call Cal	ecify) Fall (Septemb (IPA) AT) (begins in ement (IOM)	er)  Society and the second se	Culture (SC) n Management (PHM) Hospitality (TH) ) nd Management (MM)
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Family Name:	Japanese Japanese Spring (April) International International Sustainability Developmen Dual Master's Asia Pacific S Accounting a Innovation ar Reduction Scho	Given Na Given Please sp Given Na Given Call Call Call Call Call Call Call Cal	ime (s): ecify) Fall (Septemb (IPA) (IPA) (AT) (begins in ement (IOM)	er)  Society and the second se	Culture (SC) n Management (PHM) Hospitality (TH) ) nd Management (MM) anagement (JM)
Family Name:	Japanese Japanese Spring (April) International International Sustainability Development Dual Master's Asia Pacific S Accounting a Innovation ar Reduction Scho Applied for se	Given Na Given Na Given Na Given Na Given Na Given (Please sp Given (Please sp Given (Please sp Given (Please sp Given (IM) Comparison (IR) Co	ecify) ecify) Fall (Septemb (IPA) (IPA) (AT) (begins ir ement (IOM) es y other organ	er)  Society and a Public Health Public Health Tourism and September only Marketing ar Japanese Ma No ization (Organiz	Culture (SC) n Management (PHM) Hospitality (TH) ) nd Management (MM) anagement (JM) ation: )
Family Name:	Japanese Japanese Spring (April) International International Sustainability Development Dual Master's Asia Pacific S Accounting a Innovation ar Reduction Scho Applied for se	Given Na Given (Please sp Given Na Given (IR) Context (Please sp Given Na Given Context (Please sp Given Na Given Context (Please sp Given Na Given	ecify) ecify) Fall (Septemb (IPA) (IPA) (AT) (begins ir ement (IOM) es y other organ	er)  Society and the second se	Culture (SC) n Management (PHM) Hospitality (TH) ) nd Management (MM) anagement (JM) ation: )
Family Name:	Japanese Japanese Spring (April) International International Sustainability Development Dual Master's Asia Pacific S Accounting a Innovation ar Reduction Scho Applied for se	Given Na Given Na Given Na Given Na Given Na Given Context (Please sp Given Na Given (Please sp Given Context) Given Context (	ime (s): ecify) Fall (Septemb (IPA) (IPA) (AT) (begins ir ement (IOM) es y other organ	er)  Society and a Public Health Public Health Tourism and September only Marketing ar Japanese Ma No ization (Organiz	Culture (SC) n Management (PHM) Hospitality (TH) ) nd Management (MM) anagement (JM) ation: ) University

## **III. Education History**

In chronological order, please list in English all the schools you have attended from elementary school to the most recent or current school you are attending. Nursery, kindergarten, and language schools are not to be included.

Institution Name and Country	Language of Instruction	Date Started (yy/mm)	Date Finished (yy/mm)	Course/Award

## **IV. Employment History/Other Activities**

In chronological order, please outline your work, internship, volunteer, and other activity history. In the 'Type' column, write the letter W for full-time work or employment, P for part-time work, I for internship, O for volunteer or any other type of activity. If there is insufficient space on this page, please attach additional pages or your resume.

Туре	Company Name	Company Address	Date Started (yy/mm)	Date Finished (yy/mm)	Responsibilities

## V. Official Test Scores

Please request for the test center to send the score reports directly to APU. The institution code of APU is 2791 and 7116 for GRE®. Photocopies or certified copies of the test score reports will not be accepted.

Test Date (month, year)	Test Score		
		Registration Number:	_
		Test Report Form Number:	_
		Registration ID:	_
		ID Number:	_
		Secret Number:	_
		Test Date (month, year)         Test Score	Registration Number:          Test Report Form Number:          Registration ID:

GSM (MBA) applicants who do not have at least three years of full-time work experience are required to submit either GMAT® or GRE® scores. For GSA applicants, submission of GRE® scores is recommended but not mandatory.

Applicants who meet at least one of the following exemption requirements do not have to submit English proficiency test scores. Please check *I* if you are applicable.

#### Master's applicants

Completed or are scheduled to complete a bachelor's program offered in English

#### Doctoral applicants

Completed a bachelor's program conducted in English and have completed or are scheduled to complete a master's program offered in English

□ Will submit a master's thesis or a draft of a master's thesis written in English.

□ Applicants with nationality from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States.

## VI. Application Fee

The application fee is compulsory and applications will not be evaluated without it. It is not refundable. Cash payments will not be accepted. othodo for the application for a a a fall

Name:

Payment methods for the app	dication 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
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## VII. Student Certification

· I certify that all information on this application and on all the required documents are complete and accurate to the best of my knowledge.

· I understand that any falsehoods found in the information I provide will invalidate my application and may result in my dismissal if I am admitted to APU.

· I agree to the "Personal Information Policy" included at the end of this application.

Signature (required)

Name:

Nationality:

## Personal Statement

Please write a statement according to the instructions below explaining the reason you would like to enroll in the Ritsumeikan Asia Pacific University Graduate School. The length of the personal statement must be at least one A4 page but no longer than two pages of typed/ printed text. Please attach it to this application. Handwritten statements will not be accepted.

Rather than answering the following questions individually, please write one continuous essay. Your statement should include responses to the following:

#### **All Applicants**

- 1. What attracted you to this program?
- 2. How will your present academic achievements and professional experience help you succeed in this program?
- 3. What are your future goals and career objectives?
- 4. How will an advanced degree in your chosen division/specialization help you achieve these goals and objectives?

## **IMAT Applicants Only**

- 5. How did you find out about the IMAT program?
- 6. Why are you interested in studying Material Flow Management?

## **GSM Applicants Only**

7. Describe your past work experience in detail, if any, and your future career plans.


Name: \_

Nationality:

## **Plagiarism Warning**

All written work submitted by applicants will be thoroughly checked for plagiarism. Applicants must write in their own words. Quotations and outside sources must clearly be cited, and references must be included at the end. Otherwise, it will be considered plagiarism. **Evidence of plagiarism will result in the failure of the application.** 

## **GSA Applicants - Research Proposal**

Please provide a research proposal. Master's program proposals should be at least two A4 pages of typed/printed text. Doctoral program proposals should be six to ten pages. Please write the research title on this document and then attach your typed proposal to this application.

Rather than answering each point individually, please write one continuous proposal. Your research proposal should address the following:

- 1. A brief literature review of sources related to your proposed research topic.
- 2. Specific research questions and objectives of your research, and how they relate to your intended program at APU.
- 3. The research methodology you intend to use to complete your research.
- 4. Potential significance of your proposed research.

#### Research Title: \_\_

#### **Preferred Research Supervisor**

GSA master's students will be assigned a supervisor for the duration of the program. Please refer to the faculty list on our website to confirm the available faculty supervisors (https://admissions.apu.ac.jp/graduate/academics/gsa\_master/faculty/).

If there is a specific Research Supervisor that you would like to request, please indicate your preference below. Please be aware that there are some cases where a supervisor may not be available due to Academic Development Leave or other reasons.

Division

If you do not have a preferred research supervisor, APU will assign your supervisor.

□ Preferred Research Supervisor

Name

 $\hfill \square$  Allow APU to select the supervisor

Program	Division			
Asia Pacific Studies	International Relations (IR)			
	Society and Culture (SC)			
International Cooperation Policy	International Public Administration (IPA)			
	Public Health Management (PHM)			
	Sustainability Science (SS) International Material Flow Management (IMAT)			
	Tourism and Hospitality (TH)			
	Development Economics (DE)			

## **GSM Applicants - Study Plan**

Please provide an outline of your study plans in the MBA program. The plan should be approximately two A4 pages of typed/printed text. Please write the topic name of your plan on this document and then attach your typed plan to this application.

Rather than answering each point individually, please write one continuous plan. Your study plan should address the following:

- 1. Your proposed area of specialization and course of study. Please refer to the Graduate School Prospectus, website, etc. for curriculum and syllabus details.
- 2. The relationship between your university studies, career to date, future career path and current business or work-related activities in your intended area of specialization.
- 3. Management issues/interests related to your university studies and/or working experience that you would like to study about in the MBA program.

Topic: \_

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受験番号				
会場名				

# International Students Certificate of Eligibility/Resident Status Questionnaire

I. Applicant I	nformation						
1. Family Name:			_ Given Name(s):				
2. Current Status:	□ Student		Name of School				
	Employed (exclude)	ling part-time jobs)	Name of Compa	ny:			
	□ Other (please spe	ecify):					
II. Immigratio	on-Related Issue	S					
Residence', please f	fill in this information ev	en if your 'Certificate	e of Eligibility for State	us of Residence' was	e of Eligibility for Status of not accepted or you did not enter and departures from Japan.		
3. Have you previou	sly entered Japan?	□ No	☐ Yes, number of	limes:			
If your answer to quest	ion 3 is 'Yes', please fill in	the following informatio	on for your most recent e	ntry into Japan.			
Date of Entry (yy/mr	n/dd):		Date of Departure (	yy/mm/dd):			
4. Have you ever ap	plied for a 'Certificate o	f Eligibility for Status □ No		oan? times:	_		
If your answer to quest	ion 4 is 'Yes', please fill in	the following informatic	on for your most recent a	pplication for a 'Certificat	te of Eligibility for Status of Residence'.		
Application Date (yy	/mm/dd):		Place of Application	1:			
Applied Status:	Pre-College	□ Student	Dependent	Temporary	Permanent Resident		
	Long-Term Resid	ent	□ Other				
Issued/Denied:	□ Date of Issue (yy/	mm/dd):		Denied			
III. Financial	Information						
5. Relationship with	Financial Sponsor:	□ Father	□ Mother	□ Other (please s	pecify):		
Please fill in the following	ng information about your f	inancial sponsor.					
Family Name:			Occupation:				
Given Name(s):			Company Name				
Home Address: J			Job Title:				
Home Phone:							
			Company Phone	:			

## **APU Tuition Reduction Scholarship Application**

All applicants, including those who are applying for an external scholarship, are eligible to apply for the APU Tuition Reduction Scholarship at the time of application to APU. Those who would like to apply for this scholarship must answer the following two questions.

## Important

This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) that support the ideals of APU, and its purpose is to help reduce the financial burden for outstanding students of lesser financial means. Students awarded with this scholarship are expected to maintain a good academic record, complete the tasks assigned to them, and serve as role models for their country or region.

A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete assigned tasks on time and avoid any misconduct unbefitting of a scholarship recipient, their scholarship will remain valid until the standard number of credits required to graduate has been reached. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, the scholarship will be revoked.

1. How would the APU Tuition Reduction Scholarship assist you in reaching your educational and career goals? (approximately 150 words)

/ 150 words)

(

#### 2. Please check I the appropriate box of your annual household income situation.

Below 1,500,000 JPY/ Below 14,000 USD	Between 1,500,000 JPY and 3,000,000 JPY/ Between 14,000 USD and 28,000 USD	Between 3,000,000 JPY and 4,500,000 JPY/ Between 28,000 USD and 42,000 USD	Between 4,500,000 JPY and 6,000,000 JPY/ Between 42,000 USD and 56,000 USD	Above 6,000,000 JPY/ Above 56,000 USD	

If any of the information provided here is proven to be false, eligibility for the APU Tuition Reduction Scholarship will be revoked. Submissions of documents that prove household income, etc. will be required later on during the enrollment procedures.

# **APU Admissions Survey**

We would appreciate your cooperation in filling out this survey. Answers will not affect your application in any manner and will only be used in order to improve our admissions process.

## 1. When did you start to think about applying to APU?

 $\Box$  More than six months ago

- $\hfill\square$  Three to six months ago
- $\Box$  Two to three months ago
- □ About a month ago
- Less than a month ago

#### 2. How did you obtain information about APU? (multiple answers allowed)

$\Box 0$	) Internet	Websit	te Nam	e:					2	Newspa	aper/Magazine Name:			
3	3 Government Embassy									④ Graduate School Fair Place:				
5	5 APU Information Session Place:								6	6 APU Overseas Office				
$\Box \overline{\mathcal{O}}$	□ ⑦ APU Staff/Faculty Member								8	⑧ Family Member/Friends				
0	9 School Teacher/Counselor							10	<sup>1</sup> <sup>(i)</sup> APU Student/Graduate Name:					
0	□ ① APU Prospectus							12	<sup>1</sup> <sup>1</sup> <sup>1</sup> Other (please specify):					
3. W	hich of t	he fact	ors fron	n quest	tion 2 h	ad the r	nost inf	luence	on your	decisio	on to apply to APU? (choose one option)			
$\overline{\mathbb{1}}$	2	3	4	5	6	$\overline{\mathcal{O}}$	8	9	10	11				
4. W	/hat are f	he fact	ors that	t influe	nce you	ır decisi	ion whe	n choo	sing a u	niversi	ty? (choose up to three answers)			
	Internat	tional R	ecogniti	on					2	Reputat	tion in Home Country			
3	□ ③ Curriculum Contents							☐ ④ Strength of Faculty/Research						
□ ⑤ Language Education								6	⑥ University Location					
$\Box $	□ ⑦ Tuition/Scholarships							③ Braduate Employment Rate						
0	9 Cultural Diversity							<sup>1</sup> <sup>10</sup> Parent Encouragement						
10 Teacher Recommendation								12	Other (please specify):					
5. W	hich of t	he fact	ors fron	n quest	ion 4 h	ave the	most in	fluence	e when c	hoosin	ng a university? (choose one option)			
1	2	3	4	5	6	7	8	9	10	1				

Thank you for answering the survey.

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