

Application Document Checklist

Document	Graduate School of Asia Pacific Studies		Graduate School of Management	
	Master's	Doctoral		
Required Documents				
Graduate School Application Form	<input type="checkbox"/>	✓	✓	✓
Personal Statement	<input type="checkbox"/>	✓	✓	✓
Research Proposal/ Study Plan	<input type="checkbox"/>	✓	✓	✓
Certificate of Eligibility/ Resident Status Questionnaire	<input type="checkbox"/>	✓	✓	✓
Proof of Application Fee Payment Refer to page 16 for details on the application fee payment.	<input type="checkbox"/>	✓	✓	✓
University Graduation Certificate(s)/ Certificate of Scheduled Graduation Submission of a certified document is recommended as submitted documents will not be returned.	<input type="checkbox"/>	✓	✓	✓
Academic Transcripts Original or certified document accepted.	<input type="checkbox"/>	✓	✓	✓
Documents Proving English Proficiency Original only. Required for all applicants who do not meet the exemption requirements.	<input type="checkbox"/>	✓	✓	✓
Supervisor Confirmation Letter Required only for doctoral program applicants.	<input type="checkbox"/>		✓	
GMAT® Results, GRE® Results, or Certificate of Employment Original only.	<input type="checkbox"/>	Recommended but not mandatory	Recommended but not mandatory	✓
Sample Work or List of Research Achievements Required only for applicants to the doctoral program or IMAT program.	<input type="checkbox"/>	IMAT Only	✓	
Two Letters of Recommendation Original only.	<input type="checkbox"/>	✓	✓	✓
Passport Copy Not necessary for Japanese nationals.	<input type="checkbox"/>	✓	✓	✓
Two Identical Photographs (4 cm x 3 cm) Original only.	<input type="checkbox"/>	✓	✓	✓
Movie Interview	<input type="checkbox"/>	✓	✓	✓
Additional Documents for Submission (if applicable)				
APU Tuition Reduction Scholarship Application	<input type="checkbox"/>	✓	✓	✓
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.	<input type="checkbox"/>	✓	✓	✓
Proof of Scholarships Received from Organizations Other than APU Original only.	<input type="checkbox"/>	✓	✓	✓
External Scholarship Eligibility Criteria Checklist	<input type="checkbox"/>	✓		✓
Additional Required Documents for Each External Scholarship	<input type="checkbox"/>	✓		✓

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

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.

Type	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 Name	Test Date (month, year)	Test Score	
TOEFL® IBT Test/ TOEFL® PBT Test	_____	_____	Registration Number: _____
IELTS	_____	_____	Test Report Form Number: _____
TOEIC® L&R Test	_____	_____	
PTE Academic	_____	_____	Registration ID: _____
Cambridge English	_____	_____	ID Number: _____
Language Assessment	_____	_____	Secret Number: _____
GMAT®	_____	_____	
GRE®	_____	_____	

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 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.

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: _____

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) _____ **Date** _____

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.

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

Preferred Research Supervisor

Name	Division

Allow APU to select the supervisor

Program	Division
<i>Asia Pacific Studies</i>	International Relations (IR)
	Society and Culture (SC)
<i>International Cooperation Policy</i>	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: _____

FOR UNIVERSITY USE 大学使用欄	
受験番号	
会場名	

International Students

Certificate of Eligibility/Resident Status Questionnaire

I. Applicant Information

1. Family Name: _____ Given Name(s): _____
2. Current Status: Student Name of School: _____
- Employed (excluding part-time jobs) Name of Company: _____
- Other (please specify): _____

II. Immigration-Related Issues

You must fill in the following information. If you have entered Japan previously and 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 arrivals into and departures from Japan.

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

If your answer to question 3 is 'Yes', please fill in the following information for your most recent entry into 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 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: Date of Issue (yy/mm/dd): _____ Denied

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: _____

