



Shape your world
Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

Admissions Handbook and Application Form

April/September 2016 Enrollment

For All Graduate School Applicants

Contents

Graduate Admissions Guidelines

1. Educational Objectives	1
2. Admissions Policy	2
3. Application Category	2
4. Master's Program	3
Number of Students Accepted	
Application Eligibility	
Screening Schedule	
5. Doctoral (Ph.D.) Program	5
Number of Students Accepted	
Application Eligibility	
Prescreening Process	
Screening Schedule	
6. Application Documents	7
7. Application Fee	10
8. Application Submission	11
9. Screening Method	12
10. Application and Scholarship Screening Results Notification	12
11. Other (About Medical Institutions Near APU)	12

From Acceptance to Enrollment	13
--	-----------

Enrollment Procedure Fees

1. Admission Fee	14
2. Partial Tuition Fee	14
3. Comprehensive Renters' Insurance	14
4. AP House Entrance Fee	14
5. Advance Payment of Fees (ONLY for applicable students)	15
6. Other	15

Procedures Necessary for Entering Japan	15
--	-----------

Admissions for All Graduate School Applicants Application Document Checklist

Graduate School Application Form



To apply online, please go to
<http://admissions.apu.ac.jp>

■ Graduate Admissions Guidelines ■

Based on the education beliefs of “Freedom, Peace and Humanity”, “International Mutual Understanding” and “Creating the Future of Asia Pacific”, Ritsumeikan Asia Pacific University (APU) gathers diversified students from many countries and regions, and hopes to fulfill the mission of fostering future elites by the exchange of language and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication abilities, and have an international horizon to adapt to changing values.

To fulfill this mission, APU has set its target to recruit domestic and international students who are aiming to be active leaders of the 21st century international society in the Asia Pacific region, and the following graduate schools are established with the purpose of developing future talents.

1 Educational Objectives

The educational objectives of Ritsumeikan Asia Pacific University (APU) are established on the premise of 1) to 3) below.

- 1) To cultivate Japanese citizens with global perspectives and worldviews who can cooperate with peoples of various countries and regions in the spirit of mutual international understanding.
- 2) To cultivate international students who, by learning at a Japanese institute of higher education, develop a proper understanding of Japan and become active in the global arena.
- 3) To cultivate talented individuals who can build amicable and trustworthy relationships between Japan and the countries of the world and contribute to developing the future economies and societies in their respective countries and regions.

Graduate School of Asia Pacific Studies

Master in Asia Pacific Studies

The Master's Program in Asia Pacific Studies aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as international relations and social and cultural studies, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Master in International Cooperation Policy

The Master's Program in International Cooperation Policy aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as public administration, environment, development, health and tourism, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Doctor of Philosophy in Asia Pacific Studies

The Doctoral Program in Asia Pacific Studies aims to foster the advanced capacity for pioneering a new academic discipline (area) necessary for development of the Asia Pacific region and cultivate advanced researchers and highly qualified professionals with doctorate degree who will contribute to sustainable development of and coexistence in the region.

Graduate School of Management

The Mission of the Graduate School of Management is to cultivate creative well-rounded professionals and leaders who will play a central role in resolving management issues at globalizing enterprises and other organizations by imparting advanced management skills, a good understanding of business ethics and a deep insight into globalization.

APU hopes to realize these educational objectives by accepting outstanding students from all over the world.

2 Admissions Policy

The admissions policy for Ritsumeikan Asia Pacific University is established as follows.

While enrolled at APU, graduate students are expected to take advantage of every opportunity presented by the university's multicultural campus, in addition to taking classes, in order to acquire the knowledge, skills and attitudes required to contribute to the world once they graduate from one of the graduate schools. Graduate students are also expected to contribute to the learning of the entire university community by actively engaging in exchange on the multicultural campus. As such, new graduate students must possess the following skills in order to engage in this kind of learning:

- 1) Basic English skill for learning and communication;
- 2) Specialized knowledge required to engage in advanced studies in one's graduate school and division;
- 3) Analytical skills, perceptiveness and aptitude to solve real problems;
- 4) Motivation to actively take advantage of all learning opportunities with which one is presented;
- 5) Aptitude for coexistence in a multicultural environment.

Furthermore, students in each graduate school must possess the following skills:

Graduate School of Asia Pacific Studies

Master in Asia Pacific Studies

- 1) A keen interest in research pertaining to fields including international relations and social and cultural studies required for the development of the Asia Pacific;
- 2) A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Master in International Cooperation Policy

- 1) A keen interest in research pertaining to fields including administration, environmental studies, development, health science and tourism required for the development of the Asia Pacific;
- 2) A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Doctor of Philosophy in Asia Pacific Studies

- 1) A keen interest for pioneering new academic disciplines required for the development of the Asia Pacific;
- 2) Aptitude and skills for mastering new academic theories and applications as an independent researcher;
- 3) A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Graduate School of Management

- 1) A keen interest in companies in the Asia Pacific region and solving the management issues they face;
- 2) The ability to contribute to the sustainable development of the Asia Pacific region as an all-around manager or leader who possesses a highly ethical outlook.

To comprehensively assess the aforementioned knowledge, skills and motivations at the time of admissions, APU will use multifaceted screening methods and admit those graduate students deemed compatible with the APU style of learning.

3 Application Category

Before applying, it is advisable to first determine which category you fall under as the requirements and deadlines differ. The categories are as follows:

• Overseas Application

All applicants residing outside Japan, excluding Japanese nationals, fall under the Overseas Application category.

• Domestic Application

All international applicants residing in Japan **from the time of application to the date of the interview** and all Japanese nationals whether living in Japan or abroad fall under the Domestic Application category.

* Applicants who possess a short-term stay visa or any visa which will expire before or during the application process will not be considered as domestic applicants.

• Internal Application

Applicants currently enrolled in Ritsumeikan Asia Pacific University (APU) or Ritsumeikan University fall under the Internal Application category.

4 Master's Program

1. Number of Students Accepted

Graduate School of Asia Pacific Studies (GSA) Master of Science	Intake Period	Intake per Year	Standard Period of Completion*
<u>Asia Pacific Studies</u> (APS) • International Relations • Society and Culture	April / September	15	2 years
<u>International Cooperation Policy</u> (ICP) • Development Economics • International Public Administration • Sustainability Science • Tourism and Hospitality • Public Health Management	April / September	45	2 years
• International Material Flow Management (IMAT) Program	September Only		2 years

Graduate School of Management (GSM) Master of Business Administration	Intake Period	Intake per Year	Standard Period of Completion*
<u>Business Administration</u> (MBA) • Japanese Management • Accounting and Finance • Marketing and Management • Innovation and Operations Management	April / September	40	2 years

*Standard Period of Completion

The standard period of completion for the master's programs in the Graduate School of Asia Pacific Studies and the MBA program in the Graduate School of Management is 2 years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your master's program in less than 2 years.

The total tuition fees for the programs will not change even if you complete your degree before the standard period of completion. Please refer to our website for more information.

2. Application Eligibility

Applicants **MUST** fulfill the following requirements.

Requirement 1: Educational Qualifications

Applicants must fulfill **ONE** of the following conditions at the time of application.

- (1) Applicants who have graduated or are scheduled to graduate from a university.
- (2) Applicants who have completed or are scheduled to complete a 16-year standard education curriculum outside Japan.
- (3) Applicants who have completed a 15-year standard education curriculum outside Japan and academic achievement are determined to be outstanding by the University.
- (4) Applicants who are 22 years of age and have been individually screened by the graduate school to have the academic ability of a university graduate or higher.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research and produce well written reports in English. **Please refer to p. 8 “Documents Proving English Proficiency” for the required English language certifications.**

Minimum English Proficiency Requirement			
TOEFL® iBT	TOEFL® PBT	IELTS	TOEIC®
80	550	6.0	780

Requirement 3: GSM (MBA) Applicants ONLY

Applicants must have **at least one** of the following:

- Solid full time work experience of at least two years, preferably related to your desired major
- A satisfactory GMAT® score

Requirement 4: Internal Applicants ONLY

Students who are scheduled to graduate from APU or Ritsumeikan University directly before enrolling into the Graduate School (including those who graduated early or skipped grades) must satisfy a specific cumulative GPA requirement. For details please contact the Admissions Office.

3. Screening Schedule

April 2016 Enrollment

Application Category	Application Period	Interview Schedule*	Result Notification
Overseas Application	Sept 7, 2015 (Mon) ~ Oct 16, 2015 (Fri)	—	Nov 30, 2015 (Mon)
Domestic Application Internal Application		Nov 2, 2015 (Mon) ~ Nov 11, 2015 (Wed)	

September 2016 Enrollment

Application Category	Application Period	Interview Schedule*	Result Notification
Overseas Application	Mar 14, 2016 (Mon) ~ Apr 8, 2016 (Fri)	—	May 23, 2016 (Mon)
Domestic Application Internal Application		Apr 25, 2016 (Mon) ~ May 11, 2016 (Wed)	

*Details of interviews conducted in person (date and venue) will be designated by the University and notified to applicants.

Screening Result

Screening and scholarship result notification will be sent out by post on the date listed below and should arrive within a few days. We will also send an email with the necessary login information to check the screening result on the admissions website a day after the result notification is sent. (If the day after is a holiday, the email will be sent two days after the result notification date.)

Please be aware that phone, fax, or email inquiries regarding your application results will not be accepted.

5 Doctoral (Ph.D.) Program

1. Number of Students Accepted

Graduate School of Asia Pacific Studies (GSA) Doctor of Philosophy	Intake Period	Intake per Year	Standard Period of Completion*
<u>Asia Pacific Studies</u>	April / September	10	3 years

*Standard Period of Completion

The standard period of completion for the doctoral program in the Graduate School of Asia Pacific Studies is 3 years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your doctoral program in less than 3 years.

The total tuition fee for the program will not change even if you complete your degree before the standard period of completion. Please refer to our website for more information.

2. Application Eligibility

Applicants **MUST** fulfill the following requirements.

Requirement 1: Educational Qualifications

Applicants must fulfill **ONE** of the following conditions at the time of application.

- (1) Applicants who have completed or are scheduled to complete a graduate (master's) degree.
- (2) Applicants who have completed or are scheduled to complete a graduate (master's) degree outside Japan.
- (3) Applicants who are 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research and produce well written reports in English. **Please refer to p. 8 "Documents Proving English Proficiency" for the required English language certifications.**

Minimum English Proficiency Requirement			
TOEFL® iBT	TOEFL® PBT	IELTS	TOEIC®
80	550	6.0	780



3. Prescreening Process

Applicants to the doctoral (Ph.D.) program must submit the following for “**prescreening**” before submission of their formal application:

- (1) Pages 1 , 2 and 5 of the application form (enclosed at the back of this handbook)
- (2) Personal statement
- (3) Research proposal
- (4) A list of previous research achievements and an abstract of the applicant's master's thesis
- (5) Proof of English language ability (see p. 8 “Documents Proving English Proficiency”)
- (6) Academic transcripts

These documents should be submitted by email or fax according to the schedule below. This process is to ensure that the applicant has a sufficient academic background and that APU can provide proper supervision of the proposed research topic. Please contact the APU Admissions Office for more details about the prescreening process.

Applicants are not required to pay the application fee until you have successfully passed the prescreening process and have been informed that you may formally apply. We will not screen your formal application until we have received payment of the application fee. This fee is not required for internal doctoral applicants who will continue directly from an APU master's program.

Prescreening results will be sent by email according to the schedule below.

Prescreening Schedule

Enrollment	Intake Period	Result Announcement
April 2016	Aug 20, 2015 (Thu) ~ Sept 16, 2015 (Wed)	Oct 5, 2015 (Mon)
September 2016	Dec 17, 2015 (Thu) ~ Jan 20, 2016 (Wed)	Feb 8, 2016 (Mon)

4. Screening Schedule

April 2016 Enrollment

Application Category	Application Period	Interview Schedule*	Result Notification
Overseas Application	Sept 7, 2015 (Mon) ~ Oct 16, 2015 (Fri)	—	Nov 30, 2015 (Mon)
Domestic Application Internal Application		Nov 2, 2015 (Mon) ~ Nov 11, 2015 (Wed)	

September 2016 Enrollment

Application Category	Application Period	Interview Schedule*	Result Notification
Overseas Application	Mar 14, 2016 (Mon) ~ Apr 8, 2016 (Fri)	—	May 23, 2016 (Mon)
Domestic Application Internal Application		Apr 25, 2016 (Mon) ~ May 11, 2016 (Wed)	

*Details of interviews conducted in person (date and venue) will be designated by the University and notified to applicants.

Screening Result

Screening and scholarship result notification will be sent out by post on the date listed below and should arrive within a few days. We will also send an email with the necessary login information to check the screening result on the admissions website a day after the result notification is sent. (If the day after is a holiday, the email will be sent two days after the result notification date.)

Please be aware that phone, fax, or email inquiries regarding your application results will not be accepted.

6 Application Documents

Recommended

We recommend for applicants to apply online or by submitting the fillable PDF application forms.

Applicants can apply online through the APU admissions website. However, only the required documents below marked with a ● can be submitted online. Documents that are not marked with a ● must be submitted by post. You may also download the application materials from our website, fill in all required information and submit this by post.

IMPORTANT

1. Applicants are to complete the application form and related documents by themselves. All information required in this form and all required documents **MUST** be submitted in English.
2. **Applicants must submit original certificates.** For documents that are not written in English, please attach an official translation with the translator's name, contact details and signature. **ONLY** translations by document-issuing organizations, translation companies and certified translators will be accepted.
3. Only original documents that cannot be reissued will be returned to the applicants upon request. Please note that if a request is not made within half a year after enrollment, submitted documents will be discarded under APU's Document Preservation Regulation. In addition, documents will not be returned under any condition after graduation.
4. Acceptance to the University will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.

Required Documents for All Applicants

●	1. Graduate School Application Form	Applicants must complete all forms by themselves and attach a photograph directly to the application form in the provided space.
●	2. Personal Statement	Please follow the instructions on p. 3 of the application form.
●	3. Research Proposal / Study Plan	Please follow the instructions on p. 5 of the application form.
●	4. Certificate of Eligibility / Resident Status Questionnaire	Please follow the instructions on p. 6 of the application form.
Send by post (except for credit card payment)	5. Proof of Application Fee Payment • For details on the application fee payment, please refer to p. 10 Section 7: Application Fee.	<p>Note: Payment by credit card is strongly preferred. You may pay by bank transfer (international or domestic) or bank check only if you cannot pay by credit card.</p> <p>1. Credit Card Please complete the payment online by registering with the APU Online Application System through the admissions website (http://admissions.apu.ac.jp). Please include your APU Online Application System Login ID on "Section IV. Application Fee" of your application form. You do not need to send a receipt by post.</p> <p>2. Bank Transfer (international or domestic) Please send a copy of your payment receipt.</p> <p>3. Bank Check Please send the check by post.</p>
Send by post	6. University Graduation Certificate(s) (or Certificate of Scheduled Graduation) • Original or certified copy	All applicants must submit proof of graduation from every university attended. If you are currently attending a university for a bachelor's or master's program, you must submit proof that the program will be completed prior to your desired date of enrollment at APU. *High school certificates are not required.
Send by post	7. Academic Transcripts • Original or certified copy	All applicants must submit a transcript of grades for all university study to date together with the grading system sheet.

Send by post	<p>8. Documents Proving English Proficiency</p> <ul style="list-style-type: none"> • Original ONLY • Required from all applicants whose native language is not English 	<p>Please submit the <u>original results</u> from one of the English language proficiency exams listed on p.4 or 5 “Requirement 2: Language Proficiency”.</p> <p><u>Period of Validity</u></p> <ul style="list-style-type: none"> • April 2016 Enrollment: Only scores of examinations taken on or after June 1, 2013 will be valid • September 2016 Enrollment: Only scores of examinations taken on or after September 1, 2013 will be valid <p>It is recommended that applicants request the test center to send the score reports directly to APU. APU's institution code is 2791.</p> <ul style="list-style-type: none"> • If you provide your IELTS Test Report Form (TRF) number in “Section V. Language Proficiency” of the Application Form, you do not need to submit the original test report. <p>“Institutional” test results from institutions other than APU and Ritsumeikan University will not be accepted.</p> <p>EXEMPTION</p> <p>The following are exempt from having to provide documents proving English proficiency:</p> <ul style="list-style-type: none"> • Applicants who can certify that they have been educated exclusively in English for at least six years of their formal education from high school level or above • Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States <p>Clear documented proof must be included with the application. Proof may be in the form of an official letter from the institution or any other official document such as a transcript indicating the language of instruction.</p> <p>Applicants who do not meet the above requirements will not be considered. No exceptions will be made.</p>
Send by post	<p>9. Two Letters of Recommendation</p> <ul style="list-style-type: none"> • Original ONLY 	<p>One letter must be written by a university instructor who knows you well enough to write the recommendation.</p> <p>The second letter can be written by another instructor, an employer, or someone else who is a non-relative and knows you on a professional or academic level.</p> <p>*Both letters must be written in English. If the letters are written in another language, please attach an English translation.</p>
Send by post	<p>10. Passport Copy</p> <p>*not applicable to Japanese nationals</p>	<p>Applicants are required to submit a copy of their valid passport, showing their photo, name, passport number and date of expiration. If you already have a valid Japanese visa, please submit a photocopy of your visa.</p> <p>*Applicants who do not have a valid passport are still eligible for application.</p>
Send by post	<p>11. Two Identical Photographs (4cm × 3cm) or (1.57 in × 1.18 in)</p> <ul style="list-style-type: none"> • Original ONLY 	<p>Two identical photographs taken within 3 months, showing a front view above chest level with a plain background. No cap or hat is allowed.</p> <p>The photograph size MUST be 4 centimeters high by 3 centimeters wide (1.57 inches × 1.18 inches). Photographs may be in color or black and white. Please write your name and nationality in English on the back of the photographs. Please affix one of the photographs directly to the application form.</p>

Documents for Submission (If Applicable)

●	<p>1. APU Tuition Reduction Scholarship Application</p>	<p>Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to complete the application by themselves according to the guidelines in the application form.</p> <p>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 serve as role models for their country and regions.</p>
---	---	--

		<p>A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the Tuition Reduction Scholarship. Provided that the recipient maintains a good academic record and avoids any misconduct unbefitting of a scholarship recipient, the scholarship will remain valid until the standard number of credits required to graduate has been reached. In cases of inappropriate behavior or conduct that tarnishes the reputation of the University, the scholarship will be revoked.</p> <p>Interested applicants are to submit their scholarship application upon understanding of the above. An overall evaluation of all submitted documents will be conducted along with the application and scholarship screening and the scholarship result will be notified together with the application result.</p> <ul style="list-style-type: none"> • The scholarship will be decided based on the evaluation of the documents submitted for application. • Major areas of the application to be evaluated when awarding scholarships are English language proficiency, previous academic records, research proposal / study plan and professional experience (especially for MBA). • Tuition reduction only covers the least amount of credits required to graduate within the standard period of time. • The amount of scholarship awarded is final and will not be reconsidered under any circumstances. <p>APU Tuition Reduction Scholarships</p> <table border="1"> <thead> <tr> <th rowspan="2">Scholarship Award (Tuition Fee Reduction %)</th><th colspan="2">Amount of Annual Tuition Fees to be borne by the student</th></tr> <tr> <th>GSA (Master / Doctor)</th><th>GSM</th></tr> </thead> <tbody> <tr> <td>30% Tuition Reduction</td><td>980,000 JPY annually</td><td>1,260,000 JPY annually</td></tr> <tr> <td>50% Tuition Reduction</td><td>700,000 JPY annually</td><td>900,000 JPY annually</td></tr> <tr> <td>65% Tuition Reduction</td><td>490,000 JPY annually</td><td>630,000 JPY annually</td></tr> <tr> <td>80% Tuition Reduction</td><td>280,000 JPY annually</td><td>360,000 JPY annually</td></tr> <tr> <td>100% Tuition Reduction</td><td>None</td><td>None</td></tr> </tbody> </table>	Scholarship Award (Tuition Fee Reduction %)	Amount of Annual Tuition Fees to be borne by the student		GSA (Master / Doctor)	GSM	30% Tuition Reduction	980,000 JPY annually	1,260,000 JPY annually	50% Tuition Reduction	700,000 JPY annually	900,000 JPY annually	65% Tuition Reduction	490,000 JPY annually	630,000 JPY annually	80% Tuition Reduction	280,000 JPY annually	360,000 JPY annually	100% Tuition Reduction	None	None
Scholarship Award (Tuition Fee Reduction %)	Amount of Annual Tuition Fees to be borne by the student																					
	GSA (Master / Doctor)	GSM																				
30% Tuition Reduction	980,000 JPY annually	1,260,000 JPY annually																				
50% Tuition Reduction	700,000 JPY annually	900,000 JPY annually																				
65% Tuition Reduction	490,000 JPY annually	630,000 JPY annually																				
80% Tuition Reduction	280,000 JPY annually	360,000 JPY annually																				
100% Tuition Reduction	None	None																				
Send by post	<p>2. GMAT® Results</p> <ul style="list-style-type: none"> • Required for MBA applicants who do not have at least two years full-time work experience • Original ONLY 	<p>(MBA Applicants ONLY)</p> <p>MBA applicants who do not have at least two years of full-time work experience are required to submit an official GMAT® score. GMAT® scores must be forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GMAT® Institution Code number is 2791 and our Program Code is 6VF-X6-86. Test results are valid for five years from the test date. For more information regarding how and where to take the official GMAT®, please check the following website: http://www.mba.com/the-gmat</p>																				
Send by post	<p>3. Certificates of Employment</p> <ul style="list-style-type: none"> • Required for MBA applicants • Original ONLY 	<p>(MBA Applicants ONLY)</p> <p>If you have filled in details of any previous full-time work experience in the Personal History section, please provide written proof if possible. This proof may be in the form of a certificate of employment issued by your current employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties.</p> <p>These certificates or letters should also show the name and contact information of the employer in case we need to contact them to confirm the details given. The certificates or letters can be in any format you choose, but must be written in English or have an English translation.</p>																				

Send by post	4. Certificate of Residence and Copy of Alien Registration or Resident Card (both sides) • Required for domestic / Internal applicants • Original ONLY	Domestic applicants who are neither Japanese nationals nor permanent residents of Japan must obtain a “Certificate of Residence (住民票)” at their local city hall or municipal office. Applicants should also provide a copy of both sides of their certificate of alien registration or resident card. *Current APU students need only submit a copy of their alien registration or resident card.
Send by post	5. Certification of scholarships received from organizations other than APU • Original ONLY	Applicants who are due to accept scholarships offered by organizations other than APU after their admission are required to submit proof of the scholarship award.
Send by post	6. GRE® Results • Recommended for GSA applicants but not mandatory • Original ONLY	(GSA Applicants ONLY) If you are taking or have taken the GRE® test, you can have your score forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GRE® Institution Code number is 7116 . Test results are valid for five years from the test date. If you do not currently have a GRE® score, or taking this exam poses significant difficulties for you, we will accept your application without it. For more information regarding how and where to take the GRE® test, please refer to the following website: http://www.gre.org
Send by post	7. List of Research Achievements / Sample Work	(Applicants to the doctoral program or IMAT program ONLY) Applicants to the doctoral program or IMAT program must submit a list of previous papers written or presentations made which are relevant to their proposed field of study. Ph.D. applicants should also submit a copy of their master's thesis . If the sample work is in a language other than English, please submit an English abstract.

7 Application Fee

It is preferred that you pay the application fee by credit card. You may pay by bank transfer (international or domestic) or bank check **ONLY** if you cannot pay by credit card.

The payment must be made in Japanese yen (JPY). If you pay by bank transfer (international or domestic), include a copy of the payment receipt along with your application documents.

*Doctoral applicants currently enrolled in an APU master's program are not required to pay the application fee.

A. Credit Card

Fee Amount : **5,000 JPY** for Overseas Applicants (excluding Japanese nationals)
35,000 JPY for Domestic / Internal Applicants (for non-Japanese nationals currently living in Japan and all Japanese nationals whether living in Japan or abroad, as well as applicants currently enrolled in APU or Ritsumeikan University)

Payment Method: Register an account with the APU Online Application System through APU's admissions website (<http://admissions.apu.ac.jp>) and complete your payment. Please include your APU Online Application System Login ID on the application form. You do not need to send a receipt by post.



Please note that the layout of the website may change.

B. Bank Transfer *ONLY if you cannot pay by credit card

Fee Amount : **5,000 JPY** for Overseas Applicants (excluding Japanese nationals)
35,000 JPY for Domestic / Internal Applicants (for non-Japanese nationals currently living in Japan and all Japanese nationals whether living in Japan or abroad, as well as applicants currently enrolled in APU or Ritsumeikan University)

Payment Purpose : Application Fee

Contact Details : Applicant's Name

Bank Name : Sumitomo Mitsui Banking Corporation

Branch Name : 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 THE RITSUMEIKAN TRUST

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, please send a copy of the payment receipt to the Admissions Office. Please make sure to write the applicant's name and telephone number in the contact details when the payment is made.

C. Bank Check *ONLY if you cannot pay by credit card or bank transfer

Fee Amount : **8,000 JPY**

Payment Method: If it is not possible for overseas applicants to pay by bank transfer, the application fee can also be paid by a bank check. Obtain a bank check for 8,000 JPY that may be redeemed at a Japanese financial institution, and send it together with your application. To prevent any loss during the mailing process, please correctly fill in the recipient's name in English as "The Ritsumeikan Trust" or in Japanese 「学校法人立命館」.

*Any incurred transaction fees will be borne by the applicant.

*APU will not bear any responsibility for any loss during mailing.

IMPORTANT

1. Applications will not be processed until the application fee is paid. Please make sure to pay the application fee before the application deadline. Please take note that credit card payments will not be available after 23:59 Japan time on the day of the deadline.
2. The application fee is not refundable under any circumstances.
3. Cash or postal money orders will not be accepted. Please do not send cash with your application forms.

*The application fee includes the fee to determine application eligibility.

8 Application Submission

Please send all applications directly to APU by registered airmail or express mail service (DHL, FedEx, OCS, EMS, etc) which must be postmarked by the application deadline.

Address: Ritsumeikan Asia Pacific University
Admissions Office (International)
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
Tel: +81-977-78-1119

*It is not the responsibility of APU for any loss of the documents in the course of delivery.

9 Screening Method

All applicants are evaluated based on the information provided in their application. If deemed necessary, the Admissions Office may also carry out the following: contact the applicant's place of study or the person who wrote the recommendation letter; ask the applicant for an explanation regarding their original submitted documents; require the applicant to submit additional documents relating to academic background, transcripts and language proficiency.

- **Overseas applicants** are evaluated solely on the information provided in their application. (Japanese nationals residing overseas and non-Japanese nationals who do not require a Certificate of Eligibility must apply as domestic applicants.)
- **Domestic / internal applicants** (applicants residing in Japan) must first submit the application documents listed below. Domestic / internal applicants who do not possess Japanese citizenship must have a visa which is valid until the time of enrollment. Domestic / internal applicants who pass the initial document screening must attend an interview conducted by APU as part of the application process. (Alternate interview arrangements will be made for domestic applicants not physically present in Japan. If this applies to you, please inform the Admissions Office.)

In some cases, an interview may be required even for overseas applicants. In this situation, the Admissions Office will contact the applicant.

10 Application and Scholarship Screening Results Notification

We will begin processing your application once we have received all required application documents and the application fee. However, we may need to contact you for further information, so please **check your email regularly** after you have submitted your documents. **Please also make sure that APU emails are not directed to your SPAM box.** Once your application is complete, the APU Admissions Committee will conduct the final screening of your application. Domestic and internal applicants will be contacted separately regarding their interview.

EXTERNAL SCHOLARSHIPS

Periodically, APU will advertise external scholarships which can be applied for directly through APU. Details and special application instructions regarding these scholarships are provided through APU's official admissions website. Information regarding these awards are published before the application period. It is therefore advisable to check the website as early as possible as such scholarships require the applicant to submit additional documents and the application period differs from APU's application periods found on page 4.

When applying for external scholarships, please follow the relevant instructions provided on the website in addition to those included in this handbook.

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

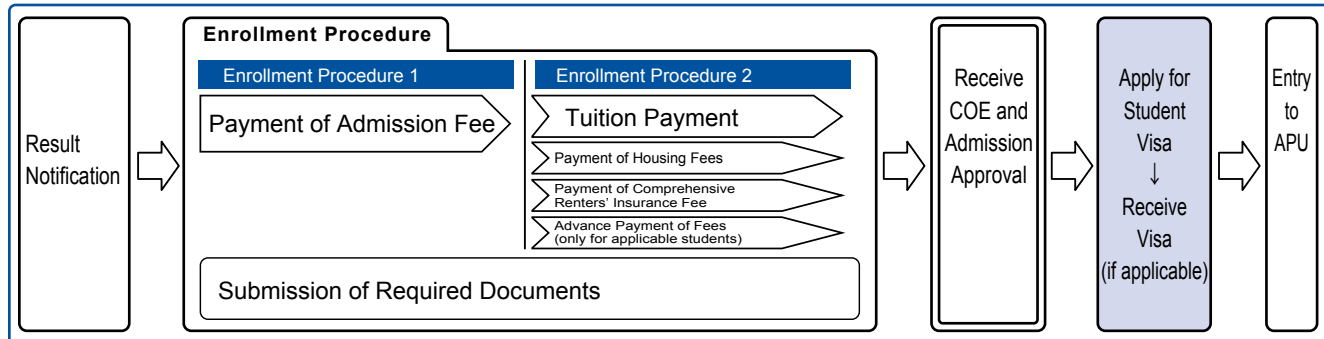
11 Other (About Medical Institutions Near APU)

There are no medical institutions near APU which can treat psychiatric or other issues (such as psychiatric disorders, developmental issues or sleep disorders) **in languages other than Japanese**. In addition, there are also strict restrictions for bringing medication into Japan. APU Health Clinic is also not a medical institution that has doctors who can perform medical procedures such as prescribing medicines or giving shots and infusions.

If you are currently receiving treatment for psychiatric or other issues (such as psychiatric disorders, developmental issues or sleep disorders) and will require continued treatment after you come to Japan, please inquire with the university before applying.

■ From Acceptance to Enrollment ■

Admitted applicants are required to pay all required admissions procedure payments together with the submission of documents within the specified deadlines. For more details, please refer to the Handbook for Enrollment Procedures which is sent together with your screening result notification. Please note that the submission of required payments and documents will not be accepted beyond the deadline.



Important Deadlines in the Admissions Procedures

Please confirm the payment deadlines below with the deadline that appears on the “Invoice for Enrollment Procedure Fees” that will be sent with your screening result notification.

April 2016 Enrollment

Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
Nov 30, 2015 (Mon)	Jan 8, 2016 (Fri)	Jan 15, 2016 (Fri)	Jan 8, 2016 (Fri)

September 2016 Enrollment

Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
May 23, 2016 (Mon)	June 24, 2016 (Fri)	July 1, 2016 (Fri)	June 24, 2016 (Fri)



■ Enrollment Procedure Fees ■

For enrollment procedures, the payment of the admission fee, portion of semester 1 tuition, AP House entrance fee, comprehensive renters' insurance and advance payment of fees (if applicable) is necessary. Please ensure that you have sufficient financial means before application. For admitted applicants, the invoice for the enrollment procedure fees will be sent along with the application results. It is compulsory for prospective enrollees to pay the stated fees in the invoice before the payment deadline. In case of failure to pay before the deadline, acceptance will be revoked.

1 Admission Fee

130,000 JPY

*The admission fee will not be refunded under any circumstances.

*Internal applicants and APU or Ritsumeikan University graduate are not required to pay the admission fee.

2 Partial Tuition Fee

GSA Master's Program, GSA Doctoral Program350,000 JPY

GSM Master's Program450,000 JPY

The partial tuition fee for each individual varies according to awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage		0%	30%	50%	65%	80%	100%
Partial tuition due before enrollment	GSA Master's Programs	350,000 JPY	245,000 JPY	175,000 JPY	122,500 JPY	70,000 JPY	0 JPY
	GSM Master's Program	450,000 JPY	315,000 JPY	225,000 JPY	157,500 JPY	90,000 JPY	0 JPY
	GSA Doctoral Program	350,000 JPY	245,000 JPY	175,000 JPY	122,500 JPY	70,000 JPY	0 JPY

3 Comprehensive Renters' Insurance

Master's Program (excluding IMAT)7,940 JPY

Master's Program (IMAT)4,380 JPY

Doctoral Program11,530 JPY

All international students, including those who do not stay in AP House, are to join the insurance program designated by the University. After acceptance, please refer to the issued "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan".

4 AP House Entrance Fee

The University established the student dormitory, AP House, not only to assist international students to adapt smoothly to life in Japan, but also to provide a place for multicultural exchange and language learning. For more information regarding this, please contact the Admissions Office.

Required Fees Before Moving in (unit: JPY)

Program	General Private Room (Student visa)		General Private Room (Other types of visa or Japanese nationals)		Doctoral Student Room	
	April	September	April	September	April	September
Moving in Fee* ¹	32,000	32,000	32,000	32,000	42,000	42,000
Security Deposit* ²	78,000	78,000	98,000	98,000	80,000	80,000
Rent* ³	78,000	58,500	98,000	73,500	80,000	60,000
Total	188,000	168,500	228,000	203,500	202,000	182,000

*1 The moving in fee is non-refundable under any circumstances.

*2 The security deposit serves as a guarantee. In case of non-payment of AP House fees, or any damage done to the room during the period of stay, charges will be deducted from the security deposit, and the remaining amount will be returned upon moving out of the dormitory.

*3 The monthly rent of AP House for students who will obtain a student visa (as described in the Immigration Control and Refugee Recognition Act) is 39,000 JPY (including rent, utilities and bedding rental). For students who will possess other types of visa or Japanese nationals, the monthly rent for AP House is 49,000 JPY. April enrollees are required to pay 2 months rent in advance (April and May). September enrollees are required to pay 1.5 months rent in advance (From mid-September and October).

5 Advance Payment of Fees (ONLY for applicable students)

IMPORTANT

Students applicable under the "Advance Payment of Fees" system will also be required to pay in advance before enrollment the remaining portion of tuition and other fees in addition to the amount listed in 1 to 4.

Reference

APU has a system that requires applicable students intending to enter APU to pay the full amount of their tuition fees for their first year in addition to other enrollment fees. This system provides assurance to the Japanese Government Bureau that the student has sufficient financial resources for their first year of studies.

Students subject to this system will be sent the required payment amount as part of the invoice of the enrollment fees, which is sent together with the notification of screening results. The total required is comprised of the tuition expenses borne by the student for their first year of studies and other fees.

6 Other

Reference Standard Tuition Fees for Each Program

Program	Tuition Fee (until completion of the program)	Standard Period of Completion
GSA Master's Programs	2,800,000 JPY	2 years
GSM Master's Program	3,600,000 JPY	2 years
GSA Doctoral Program	4,200,000 JPY	3 years

*In addition to the above GSA tuition fees, IMAT students must pay a program fee of 200,000 JPY per year. There are also administration fees of approximately 172 euros (amount subject to change) per semester during the third and fourth semesters to Trier University of Applied Sciences, Environmental-Campus Birkenfeld.

*The tuition fee for each individual varies according to the awarded amount of APU Tuition Reduction Scholarship. Please refer to page 7 for more information.

*Tuition fees may be subject to change.

■ Procedures Necessary for Entering Japan ■

1. Certificate of Eligibility (COE) and Student Visa Obtainment

In order to enter Japan as a college student, the following general procedures are required.

- ① Application for **the Certificate of Eligibility** at the Japanese Immigration Bureau
- ② After being issued with the COE, applicants must proceed to apply for the **Student Visa** at a Japanese embassy or consulate general in their country or region.

Regarding the COE application, it is possible for APU to apply for the COE on behalf of:

- a. Applicants who are residing outside Japan and require the COE to obtain a student visa.
- b. Applicants who have paid the necessary enrollment procedure fees, inclusive of admission fee, tuition fee, AP House entrance fee, comprehensive renters' insurance and money deposit (if applicable) by the stipulated deadline.
- c. Applicants who have submitted all the required documents by the stipulated deadline and are able to prove they possess sufficient finances for their period of studies.
- d. Those applicants deemed appropriate by the University.

Confirmation of the admitted applicants' intention of enrollment is necessary for APU to apply for the COE on their behalf. Confirmation is determined upon payment of all enrollment procedure fees.

2. Regarding renewal or change in residency status for those who already possess a visa in Japan

Please renew or change your visa as necessary.

Admissions for All Graduate School Applicants Application Document Checklist

Document Name		Graduate School of Asia Pacific Studies		Graduate School of Management
		Master	Doctor	
(i) Required documents for all applicants				
Graduate School Application Form	<input type="checkbox"/>	✓	✓	✓
University Graduation Certificate(s) or Certificate of Scheduled Graduation Original or certified copy	<input type="checkbox"/>	✓	✓	✓
Academic Transcripts Original or certified copy	<input type="checkbox"/>	✓	✓	✓
Documents Proving English Proficiency Original ONLY	<input type="checkbox"/>	✓	✓	✓
Personal Statement	<input type="checkbox"/>	✓	✓	✓
Research Proposal / Study Plan	<input type="checkbox"/>	✓	✓	✓
Certificate of Eligibility / Resident Status Questionnaire	<input type="checkbox"/>	✓	✓	✓
Application Fee Payment Credit Card → must register on the APU Online Application System through the admissions website Bank Transfer → send in proof of payment Bank Check → send in original	<input type="checkbox"/>	✓	✓	✓
Two Letters of Recommendation Original ONLY	<input type="checkbox"/>	✓	✓	✓
Passport Copy *Not applicable to Japanese nationals	<input type="checkbox"/>	✓	✓	✓
Two Identical Photographs (4cm × 3cm or 1.57inches × 1.18inches) Original ONLY	<input type="checkbox"/>	✓	✓	✓
GMAT® Results or Certificate of Employment (at least two years) Original ONLY	<input type="checkbox"/>			✓
List of Research Achievements / Sample Work	<input type="checkbox"/>	IMAT ONLY	✓	
(ii) Documents for submission (if applicable)				
APU Tuition Reduction Scholarship Application	<input type="checkbox"/>	✓	✓	✓
Certificate of Residence and Copy of Alien Registration Card or Resident Card (both sides) Original ONLY *Required for domestic applicants	<input type="checkbox"/>	✓	✓	✓
Certificate of scholarships received from organizations other than APU Original ONLY	<input type="checkbox"/>	✓	✓	✓
GRE® Results Original or certified copy *Recommended for GSA applicants, but not mandatory	<input type="checkbox"/>	✓	✓	



Graduate School Application Form

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/ /	受験番号	
<input type="checkbox"/> A ()			

I. Applicant Information

Please fill in 1 to 5 as shown on or will be shown on your passport.

1. Family Name in English : _____
2. Given Name(s) in English: _____
3. Name in Chinese Characters (if applicable): _____
4. Date of Birth : _____ Year _____ Month _____ Date _____
5. Gender : ☐ Male ☐ Female
6. Nationality : _____
7. Do you or your parents possess any form of Japanese nationality? ☐ Yes ☐ No
8. Native Language : ☐ English ☐ Japanese ☐ Other than English/Japanese
9. Email: _____

(Please write clearly, as this email will be used as the primary contact.)

* For 10 and 11, fill in this information in English if you are applying from outside Japan and in Japanese if you are applying from inside Japan.

10. Current Address in English : _____
City/State : _____ Country: _____ Postal Code: _____
Phone : _____ Mobile: _____

11. Mailing Address: ☐ Same as above

* As important documents, such as your screening result, will be sent to this mailing address, fill in this information accurately.

City/State : _____ Country: _____ Postal Code: _____
Phone : _____ Mobile: _____

12. Emergency Contact:

Relationship with Applicant: ☐ Father ☐ Mother ☐ Other (Please specify): _____
Family Name: _____ Given Name(s): _____
Phone : _____
Email : _____

II. Program of Study

*Please check ☒ only one box per question.

1. Program Commencement: ☐ Spring (April) ☐ Fall (September)
2. Program Choice: ☐ Graduate School of Asia Pacific Studies Master's Program (GSAM)
☐ Graduate School of Management (GSM)
☐ Graduate School of Asia Pacific Studies Doctoral Program (GSAD)*
*Prescreening must be completed before applying for the doctoral program.
3. Major, Division and Program / Specialization Choice (Master's Program ONLY):
Graduate School of Asia Pacific Studies Master's Program (GSAM)
Master in Asia Pacific Studies ☐ International Relations (IR) ☐ Society and Culture (SC)
Master in International Cooperation Policy ☐ International Public Administration (IPA)
☐ Public Health Management (PHM) ☐ Sustainability Science (SS)
☐ Tourism and Hospitality (TH) ☐ Development Economics (DE)
☐ Dual Master's Degree Program (IMAT) (begins in September only)
Graduate School of Management (GSM)
Master of Business Administration (MBA) ☐ Japanese Management (JM) ☐ Accounting and Finance (AF)
☐ Marketing and Management (MM) ☐ Innovation and Operations Management (IOM)
4. Scholarship:
Do you wish to apply for the APU Tuition Reduction Scholarship? ☐ Yes ☐ No
☐ Applied for scholarship offered by other organizations (Organizations: _____)
5. Internal Applicants ONLY (Please check your current university):
☐ Ritsumeikan Asia Pacific University ☐ Ritsumeikan University

FOR UNIVERSITY USE 大学使用欄			
検定料納入方法	<input type="checkbox"/> 海外送金 <input type="checkbox"/> CD (ID: _____)		
	<input type="checkbox"/> 国内送金 <input type="checkbox"/> 小切手 (番号: _____)		

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.

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

IV. Employment History / Other Activities

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

Type	Company Name	Company Address	Started (yy/mm)	Completed (yy/mm)	Responsibilities

V. Official Test Scores

Please request the test center to send the score reports to APU directly. 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	Registration ID:
TOEFL® (iBT / PBT)			
IELTS			Test Report Form Number:
TOEIC®			Submission of a GMAT® score is required for GSM (MBA) applicants who do not have at least two years full-time work experience.
GMAT®			Submission of a GRE® score is recommended, but not mandatory, for GSA applicants.
GRE®			

*Applicants who meet at least **ONE** of the following grounds for exemption are not required to submit English test scores. Please check ☒ if you are applicable.

- ☐ At least six years of education from high school or above in English language only (**MUST attach proof**)
- ☐ Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States

VI. Application Fee

A non-refundable application fee is compulsory for the application. Cash payments will not be accepted.

Payment methods for the application fee are as follows:

<input type="checkbox"/> Credit Card	APU Online Application System Login ID: _____
<input type="checkbox"/> Bank Transfer (Overseas)	Payment Date: _____ Payer's Name: _____
<input type="checkbox"/> Bank Transfer (in Japan)	Payment Date: _____ Payer's Name: _____
<input type="checkbox"/> Bank Check*	Bank Name: _____ Check Number: _____

*Applications will not be evaluated without the application fee.

*Payment by bank check is not applicable for applicants residing in Japan.

VII. Documents to be returned

Please note that APU will only return original documents that cannot be reissued upon request.

I request for document(s) to be returned. ☐ Yes ☐ No

Document name(s): _____

***Student Certification:** 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 records



Please write a statement according to the instructions below explaining why you wish to enroll in the Ritsumeikan Asia Pacific University Graduate School. Your statement should include responses to the following questions. Rather than answering each question individually, please write one continuous essay which addresses each question.

Please attach it to this application. **Handwritten statements will not be accepted.**

- (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 the above stated goals and objectives?

(5) How did you find out about the IMAT program?

(6) Why are you interested in studying Material Flow Management?

(7) Your past work experience in detail, if any, and your future career plan.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Name _____ Nationality _____

Topic: _____

Research Proposal / Study Plan***PLAGIARISM WARNING***

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

Applicants for GSA Programs (including master's in APS, ICP, IMAT and doctoral program)

Please provide a research proposal. The proposal should cover the following matters:

- (1) A brief review of the sources related to your topic that you reviewed before writing the research plan
- (2) The specific objectives of your research and how they relate to the program you are applying to
- (3) The research methods you intend to use to complete your research successfully
- (4) Potential significance of your proposed research

Rather than answering each statement above individually, please write one continuous proposal.

Master's proposals should be at least two A4 pages of typed / printed text. Doctoral proposals should be six to ten pages. Please write the topic of your proposal above and then attach your typed proposal to this application.

Regarding GSA Faculty Advisors

Applicants applying for the Graduate School of Asia Pacific Studies (**excluding IMAT program applicants**) must choose two faculty advisors within the division you chose listed on the Graduate School website. (Please go to http://admissions.apu.ac.jp/course_graduate/gsa_master/faculty/ to review the list.) Please note that faculty members not listed on this site cannot be requested as an advisor. Additionally, there are some cases where an advisor may not be available due to Academic Development Leave or other reasons.

For master's program applicants, please choose a faculty member marked "M" or "M, D" under advising.

For doctoral program applicants, please choose a faculty member marked "M, D" under advising.

Requested Faculty Advisors

Division*

①	Name		<input type="checkbox"/> IR	<input type="checkbox"/> SC	<input type="checkbox"/> IPA	<input type="checkbox"/> PHM	<input type="checkbox"/> SS	<input type="checkbox"/> TH	<input type="checkbox"/> DE
②	Name		<input type="checkbox"/> IR	<input type="checkbox"/> SC	<input type="checkbox"/> IPA	<input type="checkbox"/> PHM	<input type="checkbox"/> SS	<input type="checkbox"/> TH	<input type="checkbox"/> DE

*GSAM Majors, Divisions and Programs

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

Applicants for GSM (MBA) Program

Please provide an outline of your plans for study in the MBA program. Your outline should cover 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 and future career path, and current business or work related activities with the proposed area of specialization.
- (3) Management issues and interests related to your university studies or working experience that you wish to study in the MBA program.

Rather than answering each statement above individually, please write one continuous plan.

The plan should be approximately two A4 pages of typed / printed text. Please write the topic of your plan above and then attach your typed plan to this application.



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

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 : _____

Letter of Recommendation 1 (to be completed by a university instructor)

Applicant's Name in English: Family Name: _____ Given Name(s): _____

To the individual writing the recommendation

Thank you for your cooperation in providing a recommendation for the above applicant to Ritsumeikan Asia Pacific University Graduate School. Please answer the following questions in as much detail as possible. If writing by hand, please print clearly.

If there is insufficient space below, please attach a separate sheet.

You may then either return the sealed envelop to the student, or mail it to us at: Graduate School Admissions Office, Ritsumeikan Asia Pacific University, 1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN.

What is your relationship to the applicant and how long have you been acquainted with him / her?

What superior talents or character traits does the applicant possess? What areas do you feel the applicant needs to concentrate more on?

In what way do you feel that experiences at APU Graduate School will be of benefit to the applicant?

Are there any academic or professional areas that you would like to see the applicant expand or improve upon at APU and in the future?



Letter of Recommendation 1 (continued)

Please provide an appraisal of the applicant in terms of the qualities below:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Assess
Intellectual ability						
Analytical ability						
Judgment						
Maturity						
Motivation						
Flexibility						
Ability to work with others						
Oral communication						
Written communication						
Future potential						

Other comments: _____



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

- ① Name of Recommender _____
- ② Occupation _____
- ③ Name of Institution _____
- ④ Job Title _____
- ⑤ Email _____
- ⑥ Phone _____

Signature _____

Date _____ (yy/mm/dd)

Letter of Recommendation 2

(To be completed by a university instructor, or employer, or someone else who is a non-relative and knows you on a professional or academic level)

Applicant's Name in English: Family Name: _____ Given Name(s): _____

To the individual writing the recommendation

Thank you for your cooperation in providing a recommendation for the above applicant to Ritsumeikan Asia Pacific University Graduate School. Please answer the following questions in as much detail as possible. If writing by hand, please print clearly.

If there is insufficient space below, please attach a separate sheet.

You may then either return the sealed envelop to the student, or mail it to us at: Graduate School Admissions Office, Ritsumeikan Asia Pacific University, 1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN.

What is your relationship to the applicant and how long have you been acquainted with him / her?

What superior talents or character traits does the applicant possess? What areas do you feel the applicant needs to concentrate more on?

In what way do you feel that experiences at APU Graduate School will be of benefit to the applicant?

Are there any academic or professional areas that you would like to see the applicant expand or improve upon at APU and in the future?



Letter of Recommendation 2 (continued)

Please provide an appraisal of the applicant in terms of the qualities below:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Assess
Intellectual ability						
Analytical ability						
Judgment						
Maturity						
Motivation						
Flexibility						
Ability to work with others						
Oral communication						
Written communication						
Future potential						

Other comments: _____



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

- ① Name of Recommender _____
- ② Occupation _____
- ③ Name of Institution _____
- ④ Job Title _____
- ⑤ Email _____
- ⑥ Phone _____

Signature	_____
Date	_____ (yy/mm/dd)

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

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

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

- ☐ More than six months ago
- ☐ Three to six months ago
- ☐ Two to three months ago
- ☐ About a month ago
- ☐ Recently (Less than a month)

Please check within the provided boxes.

Example








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


- | | | | |
|---|--------------|--|--------------|
| <input type="checkbox"/> ① Internet | Name: _____ | <input type="checkbox"/> ② Newspaper / Magazine | Name: _____ |
| <input type="checkbox"/> ③ Government Embassy | | <input type="checkbox"/> ④ Graduate School Fair | Place: _____ |
| <input type="checkbox"/> ⑤ APU Information Session | Place: _____ | <input type="checkbox"/> ⑥ APU Overseas Office | |
| <input type="checkbox"/> ⑦ APU Staff / Faculty Member | | <input type="checkbox"/> ⑧ Family Member / Friends | |
| <input type="checkbox"/> ⑨ School Teacher / Counselor | | <input type="checkbox"/> ⑩ APU Student / Graduate | Name: _____ |
| <input type="checkbox"/> ⑪ APU Prospectus | | <input type="checkbox"/> ⑫ Others _____ | |



3. From Question 2, please choose the main factor that made you decide to apply to APU. (Choose only 1 option.)



- 



- ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

4. What are the influencing factors in choosing your university? (Up to 3 answers allowed)

- | | |
|--|---|
| <input type="checkbox"/> ① International recognition | <input type="checkbox"/> ② Reputation in home country |
| <input type="checkbox"/> ③ Curriculum contents | <input type="checkbox"/> ④ Strength of faculty / research |
| <input type="checkbox"/> ⑤ Language education | <input type="checkbox"/> ⑥ University location |
| <input type="checkbox"/> ⑦ Tuition fees / Scholarships | <input type="checkbox"/> ⑧ Graduate employment rate |
| <input type="checkbox"/> ⑨ Cultural diversity | <input type="checkbox"/> ⑩ Parent encouragement |
| <input type="checkbox"/> ⑪ Teacher recommendation | <input type="checkbox"/> ⑫ Others _____ |

Thank you for answering the survey.

FOR UNIVERSITY USE

--	--	--	--	--	--	--	--

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.

Organizations Providing Standardized Examinations

TOEFL® Test of English as a Foreign Language
by ETS: Educational Testing Service
<http://www.toefl.org>

IELTS International English Language Testing System
by the British Council
<http://www.ielts.org>

TOEIC® Test of English for International Communication
by ETS: Educational Testing Service
<http://www.toeic.com>

GMAT® Graduate Management Admission Test
by The Graduate Management Admission Council (GMAC)
<http://www.mba.com/the-gmat>

GRE® Graduate Record Examinations
by ETS: Education Testing Service
<http://www.gre.org>

Please send your inquiries to:

Ritsumeikan Asia Pacific University
Admissions Office (International)

1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

Choose your preferred method
of contacting us with your questions!



apugrad@apu.ac.jp



+81-977-78-1119

Available from 9:00 to 17:30 (Japan Time: Monday to Friday)
*Closed every Tuesday from 9:30-11:30



+81-977-78-1121

APU Overseas Offices

You can contact the following offices in your native language.

China

Ritsumeikan Liaison Office, Shanghai Jiaotong University
D, 18F Shentong Xinxu Guangchang, No. 55, Huaihai West Rd.,
Shanghai City 200030, China
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
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
#503, Halla Classic Officetel 5th Floor, 23 Gangnam
Daero 84 Gil, Gangnam-gu, Seoul 135-934 Korea
Tel: +82-2-564-3425/3427 Fax: +82-2-564-3427
www.ritsapu-kr.com Email: hello@ritsapu-kr.com

Taiwan

APU Taiwan Office
C/O MIBC, F10F., NO.209, Sec. 1, Civic Blvd., Datong Dist., Taipei City 103
Tel: +886-2-2181-1666 Email: taipei@apu.ac.jp

Thailand

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

Viet Nam

APU Viet Nam Office
1st Floor, No A31D11, Alley 66/1, Tran Thai Tong St., Cau Giay district, Hanoi, Vietnam
Tel: +84-4-32-000-619 Email: vietnam@apu.ac.jp

APU Overseas Representatives

The following overseas representatives do not accept application documents.
Please send documents to the Admissions Office directly.

India (North)

Ritsumeikan India Office
2nd Floor, The Japan Foundation Building 5-A,
Ring Road, Lajpat Nagar-IV, New Delhi, 110024, India
Tel/Fax: +91-11-4601-6824 Email: india@apu.ac.jp

India (South)

Mr. Vishnu Vankayala
4th Floor, Vansh Building, AP-801, 1st Street, G-Block,
10th Main Road, Anna Nagar, Chennai-040, Tamil Nadu, India
Tel: +91-44-4352-2078 Email: s-india@apu.ac.jp

Sri Lanka

Mr. Harin Gunawardena
183/1, Nawala Road, Nugegoda, Sri Lanka
Tel: +94-714251314 Email: harin@apu.ac.jp