

RITSUMEIKAN ASIA PACIFIC UNIVERSITY APPLICATION HANDBOOK

ONLINE APPLICATION

FOR ALL GRADUATE SCHOOL APPLICANTS

APRIL/SEPTEMBER 2020 ENROLLMENT

<https://admissions.apu.ac.jp/graduate>

2020 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.

Application Process

Please apply online through the APU Online Application System at https://admissions.apu.ac.jp/apply_online/.

- A digital copy of all required application documents should be submitted through the online application.
- There is no need to print out the documents submitted online and send them to APU at the time of application. All documents submitted online will be treated as the authentic copy.
- For documents not written in English, please also upload an official English translation.

Application Requirements	<input checked="" type="checkbox"/>	Graduate School of Asia Pacific Studies		Graduate School of Management
		Master's	Doctoral	
1. Online Application a. Create an account online b. Applicant Information c. Personal Statement d. Research Proposal/Study Plan	<input type="checkbox"/>	✓	✓	✓
2. Proof of Application Fee Payment (bank transfer only)	<input type="checkbox"/>	✓	✓	✓
3. University Graduation Certificate(s)/ Certificate of Scheduled Graduation	<input type="checkbox"/>	✓	✓	✓
4. Academic Transcripts	<input type="checkbox"/>	✓	✓	✓
5. Curriculum Vitae	<input type="checkbox"/>	IMAT only		✓
6. Document(s) proving English proficiency <small>Required for all applicants who do not meet the exemption requirements.</small>	<input type="checkbox"/>	✓	✓	✓
7. Sample Work or List of Research Achievements	<input type="checkbox"/>	IMAT Only	✓	
8. Two Letters of Recommendation <small>Either upload the letter within the online application or have the referee send the letter to APU directly.</small>	<input type="checkbox"/>	✓	✓	✓
9. Passport scan (if available)	<input type="checkbox"/>	✓	✓	✓
10. Photographs	<input type="checkbox"/>	✓	✓	✓
11. Supervisor Confirmation Letter	<input type="checkbox"/>		✓	
12. GMAT® Results, GRE® Results, or Certificate of Employment	<input type="checkbox"/>	Recommended but not mandatory	Recommended but not mandatory	Recommended but not mandatory
13. Video Interview and Online Assessment	<input type="checkbox"/>	✓	✓	✓
Additional Requirements (only if applicable)				
1. APU Tuition Reduction Scholarship Application	<input type="checkbox"/>	✓	✓	✓
2. Residence Card (Only for applicants who already have a valid Japanese status of residence)	<input type="checkbox"/>	✓	✓	✓
3. Proof of scholarships received from organizations other than APU	<input type="checkbox"/>	✓	✓	✓
4. External Scholarship Eligibility Criteria Checklist	<input type="checkbox"/>	✓	✓	✓
5. Additional required documents for each external scholarship	<input type="checkbox"/>	✓	✓	✓

External scholarship applicants may be required to submit additional documents. In this case, APU will contact the applicant directly.

After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post. If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if enrolling students are not able to submit hard copies, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

Process from Application to Enrollment to APU

From Application
to Final Results
Approximately
2-5 months

Submit online application (including digital document uploads)
Pay the application fee
Submit the video interview and the online assessment

Receive final result and APU Tuition Reduction Scholarship result

Complete enrollment procedures

- Pay enrollment procedure fees
- Submit required enrollment documents

Receive Certificate of Eligibility issued by Japanese Immigration Bureau from APU

- April enrollment: receive starting in February
- September enrollment: receive starting at the end of July

Apply for a student visa at local Japanese Embassy/Consulate

From Final
Results to
Enrollment
Approximately
3-8 months

Arrive in Japan

- April enrollment: End of March
- September enrollment: Middle of September

Become an APU Student

- April enrollment: April 1
- September enrollment: September 21

(These dates may differ from the date of the Entrance Ceremony)

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To apply online, please go to:

https://admissions.apu.ac.jp/apply_online

■ Admissions Guidelines ■

Based on the educational philosophy of promoting “Freedom, Peace and Humanity,” “International Mutual Understanding” and “The future shape of the Asia Pacific Region,” Ritsumeikan Asia Pacific University (APU) gathers diverse students from many countries and regions and hopes to fulfill the mission of fostering future global leaders through the exchange of languages and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication skills and the ability to adapt to a changing international horizon.

To fulfill this mission, APU aims to recruit domestic and international students with the potential to be active leaders of the 21st century international society in the Asia Pacific region, and the following graduate schools were established with this purpose.

1 Educational Objectives

The educational objectives of Ritsumeikan Asia Pacific University (APU) were established on the premises 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 of Science 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 of Science 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 degrees who will contribute to sustainable development and coexistence in the region.

Graduate School of Management

Master of Business Administration

The mission of the Graduate School of Management is to cultivate 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 order to obtain the knowledge, skills and attitudes required to contribute to the world by the time they graduate. Graduate students are also expected to contribute to the learning of the entire university community by actively engaging on campus, both in and outside of their regular classes. As such, new graduate students must possess the following:

1. Specialized knowledge and sufficient English language ability to engage in advanced studies in one's chosen field;
2. Analytical skills, perceptiveness and aptitude to solve real world problems;
3. The ability to coexist and thrive in a multicultural environment.

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

Graduate School of Asia Pacific Studies

Master of Science in Asia Pacific Studies

1. A keen interest in research pertaining to international relations and sociocultural 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 of Science in International Cooperation Policy

1. A keen interest in research pertaining to public 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 potential 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

Master of Business Administration

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 motivation at the time of admission, APU will use multifaceted screening methods and admit those graduate students deemed compatible with the APU style of learning.

3 Application Category

Before applying, please confirm which category you fall under as the requirements and deadlines differ. The categories are as follows:

Overseas Applicants

All applicants residing outside Japan, excluding Japanese nationals.

Domestic Applicants

All foreign nationals residing in Japan with a visa status **other than short-term** (for example, a Work Visa or a Dependent Visa) and all Japanese nationals whether living in Japan or abroad. Applicants who do not possess Japanese nationality must have a visa which is valid until the time of enrollment at APU. If your current visa will expire within two months of the time of enrollment at APU, please confirm with the Japanese Immigration Bureau whether or not it will be possible for you to extend your current visa or change to a student visa **before applying to APU**.

Internal Applicants

Applicants currently enrolled at Ritsumeikan Asia Pacific University (APU) or Ritsumeikan University.

■ Master's Programs ■

1 Number of Students Accepted

Graduate School of Asia Pacific Studies (GSA) Master of Science	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
<u>Asia Pacific Studies (APS)</u> • International Relations (IR) • Society and Culture (SC)	April/ September	15	2 years	3,000,000 JPY
<u>International Cooperation Policy (ICP)</u> • International Public Administration (IPA) • Public Health Management (PHM) • Sustainability Science (SS) • Tourism and Hospitality (TH) • Development Economics (DE)	April/ September	45		
• International Material Flow Management (IMAT) Program*	September Only			

* In addition to tuition, IMAT students must pay a program fee of 200,000 JPY per year. They must also pay administration fees of approximately 172 euros per semester during the third and fourth semester to Trier University of Applied Sciences, Environmental Campus Birkenfeld.

Graduate School of Management (GSM) Master of Business Administration	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
<u>Business Administration (MBA)</u>	April/ September	40	2 years	4,000,000 JPY

Tuition fees vary on the basis of the awarded Tuition Reduction Scholarship. Refer to page 10 for more information.
Tuition fees may be subject to change.

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 two 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 two 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:

- Have graduated or be scheduled to graduate from a bachelor's program with a standard period of completion of at least 3 years
- Have completed or be scheduled to complete a 16-year standard education curriculum outside of Japan
- Have completed a 15-year standard education curriculum outside Japan and have academic achievements determined to be outstanding by the university
- Be at least 22 years of age and have been individually screened by the graduate school to have the academic ability of a university graduate or higher

If you have other educational qualifications, please send your inquiries to the Admissions Office before applying.

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 page 19 "Documents Proving English Proficiency" for details regarding English language proficiency certification.**

Minimum English Proficiency Requirement				
TOEFL® iBT Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment
80	6.0	780	50	FCE Grade B

Requirement 3: Work Experience (GSM Applicants Only)

Applicants must have at least three years of full-time work experience (including full-time internship experience) by the time of enrollment to APU, preferably in a field related to the desired area of study. (Internal applicants who intend to enroll at APU in the semester directly after graduating from the undergraduate program do not need to meet the work experience requirement.)

Requirement 4: Academic Ability (Internal Applicants Only)

Students who are scheduled to graduate from APU or Ritsumeikan University directly before enrolling into the Graduate School (including those who graduate early or skip grades) must satisfy a cumulative GPA requirement. Students who have a cumulative **GPA of 3.00 and above (APU) or 3.50 and above (Ritsumeikan University)** are preferred.

3 Screening Schedule

The application will open on **August 1, 2019**, and applicants may submit their application at any time before the deadline for their desired application type. Regardless of the time of submission, applications will not be screened until after the corresponding application deadline.

April 2020 Enrollment

Application Type	Who can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
1) Nikkei Leader Scholarship 2) Nikkei Scholarship	✓		August 20, 2019 (Tue)	September 13, 2019 (Fri)	1
1) MEXT Scholarship (SGU) 2) Mitsubishi Scholarship	✓	✓	September 24, 2019 (Tue)	November 11, 2019 (Mon)	
General Application 1	✓	✓			
General Application 2	✓	✓	October 23, 2019 (Wed)	December 9, 2019 (Mon)	2
General Application 3		✓	December 10, 2019 (Tue)	February 10, 2020 (Mon)	3

September 2020 Enrollment

Application Type	Who can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	November 19, 2019 (Tue)	January 20, 2020 (Mon)	4
MEXT Scholarship (UR)	✓				
General Application 1	✓	✓			
1) ADB Scholarship 2) World Bank Scholarship	✓		February 25, 2020 (Tue)	April 6, 2020 (Mon)	5
General Application 2	✓	✓			
General Application 3	✓	✓	March 31, 2020 (Tue)	May 18, 2020 (Mon)	6
General Application 4		✓	June 2, 2020 (Tue)	July 13, 2020 (Mon)	7

September 2020 Enrollment - IMAT Program

Application Type	Who can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
IMAT Program Application 1	✓	✓	November 19, 2019 (Tue)	January 20, 2020 (Mon)	4
IMAT Program Application 2	✓	✓	February 25, 2020 (Tue)	April 6, 2020 (Mon)	5
IMAT Program Application 3	✓	✓	March 31, 2020 (Tue)	May 18, 2020 (Mon)	6
IMAT Program Application 4	✓		April 14, 2020 (Tue)		
IMAT Program Application 5		✓	June 2, 2020 (Tue)	July 13, 2020 (Mon)	7

Please refer to pages 10-17 for scholarship information.

*1 This corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on page 27. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

Online Recorded Video Interview and Online Assessment

As the final step in the application process, applicants must complete an online interview and assessment. The interview will be conducted in the form of an **online recorded interview**; as such, you will not be speaking with a person. You will instead be recorded while answering questions that appear on your screen. You will be prompted to complete an online assessment test along with the interview.

Instructions for completing the online video interview and the online assessment will be made available on your online application form after you have submitted your application information, uploaded the necessary documents, and paid the application fee.

Please be sure to complete both the interview and the assessment by the application deadline.

Final Results

Application and scholarship results will be sent out by post on the dates listed on page 5 and should arrive within several days. We will also send an email with the necessary information for viewing the results on the admissions website.

Please be aware that phone, fax, or email inquiries regarding application results will not be accepted. Admitted applicants will not be allowed to reapply to the same graduate school for the same enrollment period.

■ 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	Total Tuition
<u>Asia Pacific Studies</u>	April/ September	10	3 years	4,500,000 JPY

Tuition fees vary on the basis of ones awarded Tuition Reduction Scholarship.
Tuition fees may be subject to change.

Standard Period of Completion

The standard period of completion for the doctoral program in the Graduate School of Asia Pacific Studies is three 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 three years.

The total tuition 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:

- Have completed or be scheduled to complete a graduate (master's) degree
- Be at least 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher

If you have other educational qualifications, please send your inquiries to the Admissions Office before applying.

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 page 19 "Documents Proving English Proficiency" for further details.**

Minimum English Proficiency Requirement				
TOEFL® iBT Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment
80	6.0	780	50	FCE Grade B

Requirement 3: Supervisor Confirmation

Applicants must select a doctoral faculty supervisor before submitting their application to APU. In order to apply, applicants must first contact their desired doctoral faculty supervisor by email and receive their agreement to act as the faculty supervisor for the duration the program. The current list of faculty supervisors and their contact information is available on our website: https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/faculty/

After receiving the agreement of a faculty supervisor, applicants must also request a signed **Supervisor Confirmation Letter** from the desired faculty supervisor. The Supervisor Confirmation Letter must be submitted with the rest of the application documents. It can be downloaded from our website: https://admissions.apu.ac.jp/material_download/

Important Notes:

1. Applicants should include their CV or resume as well as their research proposal when contacting a potential faculty supervisor.
2. Applicants **must** submit a completed Supervisor Confirmation Letter before the application deadline in order for the application to be considered.
3. Receiving a signed Supervisor Confirmation Letter **does not** mean you have been admitted to the doctoral program. Receiving a signed Supervisor Confirmation Letter only guarantees your eligibility to apply to the program.
4. When contacting desired faculty supervisors, please be sure to include the Admissions Office email address (apugrad@apu.ac.jp) in the CC field.
5. All contact with desired faculty supervisors should be conducted by email. Faculty members cannot send a signed Supervisor Confirmation Letter to you by post.

3 Application Process

The process for applying to the doctoral program is as follows:

1. Review the faculty supervisors listed on the admissions website (https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/faculty/) and find a supervisor whose research fields match your proposed area of research.
2. Send your CV/resume and research proposal to your desired doctoral program supervisor by email and request a signed Supervisor Confirmation Letter, which can be downloaded from our website: https://admissions.apu.ac.jp/material_download
3. Receive the Supervisor Confirmation Letter by email.
4. Submit the Online Application (including PDF versions of the required hard copy application documents and the Supervisor Confirmation Letter).
5. Pay the application fee.
6. Submit an online recorded video interview.

4 Screening Schedule

Applications will open on August 1, 2019. Applicants may submit their application at any time before the deadline for their desired application type. Regardless of the time of submission, applications will not be screened until after the corresponding application deadline.

April 2020 Enrollment

Application Type	Who can Apply		Application Deadline	Result Notification	No.
	Overseas Applicants	Domestic / Internal Applicants			
1) Nikkei Leader Scholarship 2) Nikkei Scholarship	✓		August 20, 2019 (Tue)	September 13, 2019 (Fri)	1
1) MEXT Scholarship (SGU) 2) Mitsubishi	✓	✓	September 24, 2019 (Tue)	November 11, 2019 (Mon)	
Doctoral Application 1	✓	✓			
Doctoral Application 2	✓	✓	October 23, 2019 (Wed)	December 9, 2019 (Mon)	2
Doctoral Application 3		✓	December 10, 2019 (Tue)	February 10, 2020 (Mon)	3

September 2020 Enrollment

Application Type	Who can Apply		Application Deadline	Result Notification	No.
	Overseas Applicants	Domestic / Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	February 25, 2020 (Tue)	April 6, 2020 (Mon)	4
MEXT Scholarship (UR)	✓				
Doctoral Application 1	✓	✓			
Doctoral Application 2	✓	✓	March 31, 2020 (Tue)	May 18, 2020 (Mon)	6
Doctoral Application 3		✓	June 2, 2020 (Tue)	July 13, 2020 (Mon)	7

Please refer to pages 10-17 for scholarship information.

Online Recorded Video Interview and Online Assessment

As the final step in the application process, applicants must complete an online interview and assessment. The interview will be conducted in the form of an **online recorded interview**; as such, you will not be speaking with a person. You will instead be recorded while answering questions that appear on your screen. You will be prompted to complete an online assessment test along with the interview.

Instructions for completing the online video interview and the online assessment will be made available on your online application form after you have submitted your application information, uploaded the necessary documents, and paid the application fee.

Please be sure to complete both the interview and the assessment by the application deadline.

Final Results

Application and scholarship results will be sent out by post on the dates listed on page 8 and should arrive within several days. We will also send an email with the necessary information for viewing the results on the admissions website.

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

Admitted applicants will not be allowed to reapply to the same graduate school for the same enrollment period.

■ Scholarships ■

1 APU Tuition Reduction Scholarship

The APU Tuition Reduction Scholarship covers 30%, 50%, 65%, 80%, or 100% of tuition costs during the standard period of program completion. All applicants can apply for this scholarship through the APU online application. This scholarship is awarded based on a comprehensive evaluation of all aspects of the application, including English language proficiency, previous academic achievements, the research proposal or study plan, professional experience (for MBA applicants), and the online video interview. Scholarship award results will be announced together with the final application results. We strongly encourage applicants to submit their application to APU as early as possible, as earlier applications will have a greater chance at receiving scholarship.

Please note that the APU Tuition Reduction Scholarship will be cancelled if an applicant receives any of the external scholarships listed on pages 10 to 17 that provide a full tuition award.

2 External Scholarships

APU Students are eligible to receive a number of scholarships through organizations outside of APU. Each Scholarships has different eligibility requirements and application procedures, so please be sure to review the information on each scholarship organization's website before applying.

Scholarships available by APU program

Scholarship	GSA (Doctoral Program)	GSA (Master's)	GSA (IMAT)	GSM	Application Process
Sylff	✓	✓		✓	Automatically recommended by APU
MEXT (SGU)	✓	✓		✓	Apply to APU
MEXT (UR)	✓	✓		✓	Automatically recommended by APU
Mitsubishi	✓	✓		✓	Apply to APU
JJ/WBGSP		✓			① Apply to APU ② Apply to organization
ADB-JSP		✓			Apply to APU
Nikkei Leader Scholarship	✓	✓			① Apply to APU ② Apply to organization
Nikkei Scholarship	✓	✓		✓	① Apply to organization ② Apply to APU
MEXT (Embassy)	✓	✓		✓	① Apply to organization ② Apply to APU
AfDB-JADS		✓			Apply to organization

•Sylff: The Ryoichi Sasakawa Young Leaders Fellowship Fund

•MEXT (SGU): Japanese Government (MEXT) Top Global University Project (SGU) Scholarship

•MEXT (UR): Japanese Government (MEXT) University Recommendation Scholarship

•Mitsubishi: Mitsubishi Research Institute, Inc. – Asia Research Fellow Scholarship

•JJ/WBGSP: Joint Japan/World Bank Graduate Scholarship Program

•ADB-JSP: Asian Development Bank - Japan Scholarship Program

•Nikkei Leader Scholarship: Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities

•Nikkei Scholarship: The Nippon Foundation Nikkei Scholarship "Dream Come True Project"

•MEXT (Embassy): Japanese Government (MEXT) Embassy Recommendation Scholarship

•AfDB-JADS: African Development Bank - Japan Africa Dream Scholarship

The Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff)

About the Scholarship	<p>This scholarship is for master's applicants admitted to APU whose research relates to the following theme: "Issues and Opportunities in the Asia-Pacific Region: Rapid Transformation Amid Accelerating Globalization." The research must also be related to the Sylff policy of taking a cross-disciplinary approach to tackle global issues and overcoming differences of nationality, language, religion, and political systems.</p> <p>APU will automatically recommend outstanding eligible candidates to the scholarship organization.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Intend to enroll at APU in September 2020 2. Intend to conduct research that relates to the Sylff policy of taking a cross-disciplinary approach to tackle global issues and overcoming differences of nationality, language, religion, and political systems.
Award	<p>1,000,000 JPY annually from October 2020 to September 2022 (100,000 JPY/month for April and October, and 80,000 JPY/month for the remaining 10 months).</p> <p>Note: This scholarship will be revoked if the candidate takes a leave of absence.</p>
Application and Selection Process	<ol style="list-style-type: none"> 1. Submit the APU online application. (Additional documents are not required to be considered for this scholarship.) 2. APU reviews application documents, selects eligible candidates, and automatically recommends them to Sylff 3. Applicants receive final APU application results 4. The final scholarship award results are decided by Sylff

MEXT Top Global University Project (SGU)

About the Scholarship	<p>This scholarship was established at APU after it was selected for the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) Top Global University Project (SGU). Universities selected for this project can provide this scholarship to outstanding international students with excellent academic performance. It also aims to enhance the international competitiveness of Japanese universities.</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Intend to study abroad in Japan 2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan 3. Be born on or after April 2, 1985 <p>Notes:</p> <ul style="list-style-type: none"> • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship • Recipients must be able to arrive in Japan during the arrival period stipulated by APU • Those who apply for this scholarship at APU cannot be applying for it or any other MEXT scholarship at another university • Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU • Recipients of this scholarship must have <i>student</i> as their status of residence (visa status) in Japan
Award	<ul style="list-style-type: none"> • 100% of tuition (covered by the APU Tuition Reduction Scholarship) • 144,000 JPY per month for living expenses (amount subject to change) <p>Notes:</p> <ul style="list-style-type: none"> • April 2020 Enrollment: this scholarship will be provided for one year from April 2020 to March 2021. • September 2020 Enrollment: this scholarship will be provided for six months from October 2020 to March 2021. • Continuation of this scholarship is possible upon reapplication.
Application and Selection Process	<ol style="list-style-type: none"> 1. Request to be considered for this scholarship within the APU online application and submit the application by September 24, 2019 (for April 2020 enrollment) or November 19, 2019 (for September 2020 enrollment). Additional documents are not required to be considered for this scholarship. 2. APU reviews application documents and selects outstanding candidates to recommend to MEXT 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results 4. Selected applicants complete and submit additional MEXT (SGU) application documents to APU 5. The final scholarship award results are decided by MEXT

MEXT University Recommendation (UR)

About the Scholarship	<p>This scholarship is awarded to outstanding international students who are recommended by APU. The Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) provides this scholarship with the aim of enhancing the international competitiveness and promoting the active exchange of international students in Japanese universities.</p> <p>APU will automatically recommend outstanding eligible candidates to the scholarship organization.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Intend to study abroad in Japan from overseas 2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan 3. Be born on or after April 2, 1985 <p>Notes:</p> <ul style="list-style-type: none"> • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship • Recipients must be able to arrive in Japan during the arrival period stipulated by APU • Those who apply for this scholarship cannot have received a MEXT scholarship in the past unless they have more than 3 years of educational research experience after the final payment of the previous MEXT scholarship award • Those who apply for this scholarship cannot be applying for another MEXT scholarship • Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU • Recipients of this scholarship must have <i>student</i> as their status of residence (visa status) in Japan
Award	<ul style="list-style-type: none"> • 100% of tuition (covered by the APU Tuition Reduction Scholarship) • 144,000 JPY per month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	<ol style="list-style-type: none"> 1. Submit the APU application by November 19, 2019 (for September 2020 enrollment). Additional documents are not required to be considered for this scholarship. 2. APU reviews application documents and selects outstanding candidates to recommend to MEXT 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results 4. Selected applicants complete and submit additional MEXT (SGU) application documents to APU 5. The final scholarship award results are decided by MEXT

Mitsubishi Research Institute, Inc. – Asia Research Fellow Scholarship

About the Scholarship	<p>This scholarship is awarded to privately-financed students from Asia to cultivate students who will contribute to the development of the Asia region and further the relationships between Japan and Asian countries.</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Be able to complete application forms and attend an interview in Japanese 2. Be a national of one of the 10 ASEAN countries or India 3. Intend to enroll at APU in April 2020 4. Have <i>student</i> as their status of residence (visa status) while studying in Japan 5. Be 35 years old or less as of April 1, 2020 6. Have an interest in the think tank or consulting industries 7. Be able to participate in an internship program provided by Mitsubishi Research Institute, Inc. <p>Note: Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU.</p>
Award	100,000 JPY per month for living expenses (amount subject to change)
Application and Selection Process	<ol style="list-style-type: none"> 1. Request to be considered for this scholarship within the APU online application and submit the application by September 24, 2019. In addition to the online application, applicants must submit the following documents to APU by post by September 24, 2019: <ol style="list-style-type: none"> a. Asia Research Fellow Scholarship application form (available on the APU admissions website) b. University graduation certificate (original or certified copy) 2. APU will reviews application documents and selects suitable candidates to be recommended for this scholarship. APU may request that the applicant attend an online interview in Japanese. 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results 4. Applicants attend an interview at the date and time designated by Mitsubishi Research Institute, Inc. 5. The final scholarship award results are decided by Mitsubishi Research Institute, Inc.

Joint Japan/World Bank graduate Scholarship Program (JJ/WBGSP)

About the Scholarship	<p>This scholarship is for individuals from World Bank (WB) member countries who wish to undertake graduate studies at universities renowned for their development research and teaching. The aim of this scholarship is to help create an international community of highly-trained professionals working in the fields of economic and social development. Recipients will be expected to actively participate in capacity building efforts in their home countries and regions upon graduation.</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization. After being selected for recommendation from APU, applicants must apply to the scholarship organization directly.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Be a national of a World Bank member developing country 2. Not be a dual citizen of any developed country 3. Hold a bachelor's degree (or equivalent degree) earned at least 3 years prior to the application deadline date 4. Have 3 years or more of recent development-related work experience after earning a bachelor's (or equivalent) degree 5. Be employed in development-related work in a paid full-time position at the time of submitting the scholarship application 6. Not be an Executive Director, his/her alternate, and/or staff of any type of appointment of the World Bank Group or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew 7. Intend to enroll at APU in September 2020 <p>Note: Please visit the World Bank's website for the latest country list.</p>
Award	<ul style="list-style-type: none"> • Full admission fee • Full tuition • 144,000 JPY/month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program • 500 USD allowance for travel expenses (the first trip's allowance will be included with the first living expense payment)
Application and Selection Process	<ol style="list-style-type: none"> 1. Request to be considered for this scholarship within the APU online application and submit the application by February 25, 2020. In addition to the required APU application documents, applicants must also upload a digital copy of the following documents within the APU online application: <ol style="list-style-type: none"> a. Certificate(s) of employment showing at least three years of work experience acquired after receiving a bachelor's degree b. Abstract of a previously written thesis or an example of previous written work and/or list of research achievements to date 2. APU reviews application documents and selects suitable candidates to recommend to the JJ/WBGSP 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results 4. Selected applicants submit the World Bank Online Application before the JJ/WBGSP application deadline 5. Applicants submit a copy of the submitted World Bank Online Application to APU by email 6. The final scholarship award results are decided by JJ/WBGSP and announced to those who are successfully selected to receive the scholarship in July. (Those who are not selected to receive the scholarship will not be contacted.)
URL	http://www.worldbank.org/en/programs/scholarships#3

Asia Development Bank – Japan Scholarship Program (ADB-JSP)

About the Scholarship	<p>The ADB-JSP Scholarship aims to provide an opportunity for well-qualified citizens of the Asian Development Bank's (ADB) developing member countries to pursue graduate studies in development-related fields of the Asia Pacific region. APU was selected as a designated institution by ADB in 2010 and will provide this scholarship each year to a few eligible GSA applicants (excluding IMAT program applicants).</p> <p>To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Be a national of an ADB borrowing member country 2. Not be currently living or working outside of your home country 3. Have at least two years of full-time work experience after obtaining a bachelor's degree at the time of application 4. Be 35 years old or less at the time of application 5. Not already be enrolled in a graduate degree program 6. Not be an executive director, alternate director, management or staff of ADB, nor a consultant or relative of the aforementioned

	<p>7. Agree to return to your home country after completion of studies under the program</p> <p>8. Intend to enroll at APU in September 2020</p> <p>Note: Please refer to the Asian Development Bank website for the latest country list.</p>
Award	<ul style="list-style-type: none"> • Full admission fee • Full tuition • 144,000 JPY/month for living expenses (amount may be subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	<p>1. Request to be considered for this scholarship within the APU online application and submit the application by February 25, 2020. Along with their application, applicants must upload the following documents:</p> <ol style="list-style-type: none"> a. Certificate(s) of employment showing at least two years of work experience acquired after receiving a bachelor's degree b. Abstract of a previously written thesis or an example of previous written work and/or list of research achievements to date c. Latest income tax return or proof of annual/monthly salary d. Certification of family income (including the income of the applicant's parents or spouse) e. ADB-JSP application form (available at https://www.adb.org/site/careers/japan-scholarship-program/procedures-applying) <p>2. APU reviews application documents and selects suitable candidates to recommend to the ADB – JSP</p> <p>3. Applicants selected to be recommended for this scholarship are notified with their final APU application results</p> <p>4. The final scholarship award results are decided by ADB-JSP</p>
URL	https://www.adb.org/site/careers/japan-scholarship-program/main

Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities (Nikkei Leader Scholarship)

About the Scholarship	<p>The aim of this scholarship program is to assist Japanese emigrants in their resettlement efforts and to help them establish their lives overseas by nurturing future leaders among Nikkei communities.</p> <p>To be considered for this scholarship, applicants must first apply to APU. After being accepted to APU, applicants must then apply to the scholarship organization directly.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Be a Japanese emigrant and descendant (in principle, up to third generation Nikkei) 2. Be a national of Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, Uruguay, or Venezuela 3. Be 40 years old or less as of April 1, 2020 (born after April 2, 1980) 4. Have Japanese language ability sufficient for daily life in Japan 5. Intend to enroll at APU in April 2020 <p>Notes:</p> <ul style="list-style-type: none"> • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship • Those who are currently employed must resign or take a leave of absence from work prior to enrolling at APU. • Those who are scheduled to receive a scholarship or financial aid from another organization while studying at APU are not eligible to apply for this scholarship • Those who plan to engage in employment while studying at APU are not eligible to apply for this scholarship • Recipients must have <i>student</i> as their status of residence (visa status) while studying in Japan and are not allowed to engage in work activities other than those permitted by the Ministry of Justice of Japan
Award	<ul style="list-style-type: none"> • Full admission fee • Full tuition • Approximately 5,000 JPY per day for living expenses (amount subject to change) • 100,000 JPY for purchasing daily necessities upon arrival in Japan • 164,000 -224,000 JPY moving (housing) allowance • 6,000 JPY document shipping allowance • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	<ol style="list-style-type: none"> 1. Request to be considered for this scholarship within the APU online application and submit the application by August 20, 2020. Additional documents are not required to be considered for this scholarship. 2. Receive final APU application results 3. Submit the Nikkei Leadership Scholarship application before the stipulated application deadline (Please refer to the scholarship program website for details regarding the required application documents and deadlines.) 4. Attend an interview at a JICA overseas office in October, 2019

	5. The final scholarship award results are announced by the Nikkei Leadership Scholarship in November, 2019.
URL	http://www.jadesas.or.jp/kenshu/jicaleader.html

The Nippon Foundation Nikkei Scholarship "Dream Come True Project" (Nikkei Scholarship)

About the Scholarship	<p>This scholarship project aims to provide opportunities to study in Japan for young Japanese descendants having definite plans and dreams of promoting understanding between their country of residence and Japan as well as contributing to the development of their country of residence and local communities.</p> <p>To be considered for this scholarship, applicants must first be recommended by an overseas Japanese descendant organization and apply to the Nikkei Scholarship directly. Applicants must then apply to APU afterwards.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Be a Japanese descendant (regardless of nationality, educational background or previous visits to Japan) 2. Be a national of a Central or South American country (Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, etc.) 3. Be between 18 to 35 years old 4. Be recommended by an overseas Japanese descendant organization 5. Have a dream of acquiring technical knowledge and, after returning home, playing an active role in your country of residence and local community 6. Have a dream of working as a bridge between your country of residence and Japan by making the most of your overseas study experience 7. Be willing to participate in international student volunteer activities and social action programs 8. Intend to enroll at APU in April 2020
Award	<ul style="list-style-type: none"> • Full admission fee • Full tuition • 130,000 JPY per month for living expenses (amount subject to change) • Up to 50,000 JPY per month for housing expenses • Up to 200,000 JPY for key money • Expenses for group workshops and participation fees for academic conferences • Additional living expenses (student commuter pass, medical insurance premiums, etc.) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	<ol style="list-style-type: none"> 1. Submit the Nikkei Scholarship application by July 31, 2019 (please refer to the scholarship program website for details regarding the required application documents and deadlines) 2. Submit the APU online application by August 20, 2019 3. Receive the primary scholarship selection results in early September 4. Receive the final APU applications results on September 13, 2019 5. Attend an interview with the Nikkei Scholarship in September/October, 2019 6. The final scholarship award results are announced by the Nikkei Scholarship in late October
URL	http://www.jadesas.or.jp/en/kenshu/scholarship.html

MEXT Scholarship (Embassy Recommendation)

About the Scholarship	<p>This scholarship is provided by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) through the recommendation of the Japanese embassy in the applicant's home country.</p> <p>To be considered for this scholarship, applicants must first apply through the Japanese embassy. After receiving the primary screening results from the embassy, applicants will then submit certain documents to APU. Most embassies accept applications around April each year, but please contact the embassy in your home country to confirm their application procedures.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Intend to study abroad in Japan from overseas 2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan 3. Be born on or after April 2, 1985 4. Be willing to learn Japanese, be interested in Japan, and be willing to deepen your understanding of Japan after arriving in Japan <p>Notes:</p> <ul style="list-style-type: none"> • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship • Recipients must be able to arrive in Japan during the arrival period stipulated by APU • Those who apply for this scholarship cannot have received a MEXT scholarship in the past unless they have more than 3 years of educational research experience after the final payment of the previous MEXT scholarship award • Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU • Recipients of this scholarship must have <i>student</i> as their status of residence (visa status) in Japan

Award	<ul style="list-style-type: none"> • Full application fee • Full admission fee • Full tuition • 144,000 JPY per month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	<ol style="list-style-type: none"> 1. Contact the embassy for further information 2. Submit application documents to the embassy 3. Receive the primary screening results from the embassy 4. Submit the following documents to APU by email: <ul style="list-style-type: none"> a. Copies of all documents submitted to the embassy b. Copy of the embassy's screening result c. Personal Statement (please follow the directions within the form available on the APU admissions website) d. Graduate School Application Form, pages 1, 2, and 5 (available on the admissions website at https://admissions.apu.ac.jp/graduate/how_to_apply/external_scholarship/embassy/) 5. Receive the "Letter of Acceptance" from APU 6. Submit the "Letter of Acceptance" to the embassy 7. Receive the final decision from the Embassy
URL	http://www.mext.go.jp/a_menu/koutou/ryugaku/1403778.htm

African Development Bank-Japan Africa Dream Scholarship (AfDB-JADS)

About the Scholarship	<p>This scholarship is open to applicants from African Development Bank member countries with relevant professional experience and a history of supporting their countries' development efforts who are applying to a graduate degree program in energy development and related disciplines.</p> <p>To be considered for this scholarship, applicants must apply to the scholarship organization directly.</p>
Eligibility Requirements	<ol style="list-style-type: none"> 1. Be a national of a AfDB member country 2. Be 35 years old or less 3. Have a bachelor's degree (or equivalent degree) in the energy area (or related field) earned at least 1 years prior to the application deadline 4. Have 1 year or more of recent development-related experience after earning a bachelor's degree (or equivalent degree) 5. Not be living or working outside of your home country 6. Not already be enrolled in a graduate degree program 7. Not be an Executive Director, his/her alternate, and/or staff of all types of appointments of the African Development Bank Group or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew. 8. Agree to return to your home country to contribute to its economic and social development after completion of studies under the program
Award	<ul style="list-style-type: none"> • Full tuition • 125,000 JPY per month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	All application procedures will be conducted by the African Development Bank. A separate application to APU is not required.
URL	https://www.afdb.org/en/about-us/careers/japan-africa-dream-scholarship-jads-program/

3. Additional External Scholarships

APU also accepts graduate students on scholarship programs from other organizations. For the following scholarships, applicants must apply directly to the organization. Please refer to their websites for details.

Japanese Grant Aid for Human Resource Development Scholarship (JDS)

<http://jds-scholarship.org/>

The Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)

<http://www.education-japan.org/peace/>

Professional Human Resources Development Project IV (PHRDPIV)

http://www.jica.go.jp/english/our_work/social_environmental/id/asia/southeast/indonesia_c03.html

Japanese Initiative for the Future of Syrian Refugees (JISR)

<https://www.jica.go.jp/syria/english/office/others/jisr.html>

African Business Education Initiative for Youth (ABE Initiative)

<http://education-japan.org/africa/>

4. External scholarships available after enrolling at APU

Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students by Pre-arrival Admission (JASSO Scholarship)

About the Scholarship	This scholarship is awarded to privately-financed international students with excellent academic and character records who have received pre-arrival admission to a graduate school and are facing financial difficulties. APU will apply for this scholarship on behalf of international students once they are accepted to APU. Successful recipients of this scholarship will be informed before enrollment.
Eligibility Requirements	1. Intend to study abroad in Japan from overseas 2. Not have Japanese nationality 3. Privately-financed
Award	48,000 JPY per month for living expenses (amount subject to change) Note: The scholarship award period depends on the time of enrollment: • April 2020 enrollment: 12 months • September 2020 enrollment: 6 months
URL	https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/tonichimaeyoyaku.html

Other external scholarships may also be available to students after beginning their studies at APU. If eligible, students can apply for these scholarships through APU's Student Office on campus.

Notes

1. Due to the time required to create a bank account and arrival procedures, students will not receive the first installment of living expenses until at least one month after arriving in Japan. Scholarship recipients are therefore advised to bring at least 100,000 JPY along with them to Japan to cover initial expenses.
2. If the applicant cannot arrive in Japan during the set arrival period, travel expenses to Japan will not be paid to applicants expected to receive them. Furthermore, if the arrival is delayed for a considerable period of time, the scholarship may be revoked.
3. Those who have or will receive scholarships from other institutions, including their own government, will not be selected for these scholarships.
4. Any false statements made in the application documents could be grounds for revoking a grantee's scholarship at a later date.
5. The 2020 application guidelines for these scholarships have not yet been announced, so there may be changes to the eligibility requirements and/or scholarship awards. In addition, detailed rules and conditions that applicants must comply with to receive the scholarship are available on each organization's website. Please be sure to confirm the regulations before applying.
6. Applicants can apply for both the JJ/WBGSP and the ADB-JSP during the same enrollment period. In all other cases, applicants are not allowed to apply for multiple external scholarships in the same enrollment period.
7. If you would like to apply for both the Nikkei Leader Scholarship and the Nikkei Scholarship, please consult with both scholarship organizations before applying to APU.

Application Process

1 Online Application

1. Please apply online through the APU admissions website (<https://admissions.apu.ac.jp>). In order to apply, you must first create an account within the APU Online Application System.
 2. A digital copy of all required application documents must be submitted online through the APU Online Application System.
 3. After completing all the information and uploading all the required documents, please be sure to submit your online application and pay the application fee by **23:59 (Japan time) on the day of the deadline**.
- If you would like to submit your application by post, please contact the Admissions Office.

IMPORTANT Notes for the Online Application

1. Applicants must complete the Application Form and related documents by themselves. All the application forms and documents must be submitted in English.
2. Within the online application, please **upload a digital copy of the original version** of the required documents listed on pages 18 – 21. For documents not written in English, please also upload an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.
3. **Acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment.**
4. **After being accepted to APU, enrolling students must submit original documents or certified documents* for the uploaded application documents to APU by post.** If the original or certified documents* submitted after acceptance differ from the digital copies uploaded with the online application, or if enrolling students are not able to submit original or certified documents*, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

*A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information about how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

Required Documents to be Uploaded by All Applicants

Applicant Information	<p>Applicants must complete all the information within the online application by themselves.</p> <p>Notes on sex as shown on your passport: Information regarding sex will be used for university registration. As the university application system only provides two options (male or female) at this time, please choose one of the two as shown on or will be shown on your passport. If your passport indicates a third option or if you would like to share more about your gender identity, please contact the Admissions Office at apugrad@apu.ac.jp. Please refer to the back of this hand book for APU's Policy Statement on Sexual and Gender Diversity.</p>
Personal Statement	Please follow the guidelines on page 37.
Research Proposal/Study Plan	Please follow the guidelines on page 38.
Proof of Application Fee Payment <small>Refer to page 22 for details on the application fee payment. Section 2: Application Fee</small>	<p>Please pay the application fee by credit card. You may pay by bank transfer (international or domestic) only if you cannot pay by credit card.</p> <p>Payment by Credit Card: Please complete the payment online through the APU Online Application System when submitting your application. You do not need to submit a digital copy of the payment receipt.</p> <p>Payment by Bank Transfer: Please upload a digital copy of your payment receipt within the online application. Applicants who submit a paper application must pay the application fee by bank transfer.</p>
University Graduation Certificate(s)/Certificate of Scheduled Graduation	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 intended date of enrollment at APU. High school graduation certificates are not required.

Academic Transcripts Original or certified document accepted.	<p>All applicants must submit a transcript of grades for all university study to date along with information about the grading system.</p> <p>If you have attended a language school or higher education institution in Japan for any length of time, please also submit academic transcripts and attendance reports covering your entire period of study.</p>
Documents Proving English Proficiency	<p>Please upload a digital copy of the original results from one of the accepted English language proficiency exams using the method specified below.</p> <p>If you have taken the TOEFL® iBT Test, PTE Academic, or Cambridge English Language Assessment, please be sure to complete steps ①, ② and ③ in order to submit your test results.</p> <p>Period of Validity</p> <ul style="list-style-type: none"> • April 2020 Enrollment: Only scores of examinations taken on or after June 1, 2017 will be accepted. • September 2020 Enrollment: Only scores of examinations taken on or after September 1, 2017 will be accepted. <p>Additional Notes for Submitting Results</p> <ul style="list-style-type: none"> • TOEFL® iBT Test: <ul style="list-style-type: none"> ① Request to send the score report to APU directly from the TOEFL website (https://www.ets.org/toefl). The APU institution code is 2791. ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. • IELTS: Upload a digital copy of the Test Report Form within the online application. • TOEIC® L&R Test: Upload a digital copy of the original score report within the online application. • PTE Academic: You can receive a 10% discount when registering for a PTE Academic test. Please visit the admissions website (https://admissions.apu.ac.jp/) for more information. <ul style="list-style-type: none"> ① Request to send your score report to APU directly from the PEARSON website (http://pearsonpte.com/). ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. • Cambridge English Language Assessment: <ul style="list-style-type: none"> ① Input the ID Number and Secret Number within the online application. ② Upload a digital copy of the result statement within the online application. <p>TOEFL® ITP Test, IELTS (General Training Module), TOEIC® L&R Test (IP), and PTE General are not accepted.</p> <p>Exemption Requirements The following applicants are exempt from having to provide documents proving English proficiency:</p> <p>Master's applicants</p> <ul style="list-style-type: none"> • Applicants who can certify that they have graduated or are scheduled to graduate from a bachelor's program offered in English. • Applicants with nationality from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States. <p>Doctoral applicants</p> <ul style="list-style-type: none"> • Applicants who can certify that they have graduated from a bachelor's program and have graduated or are scheduled to graduate from a master's program both offered entirely in English.*Research report is not acceptable. • Applicants who can 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. <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>

Supervisor Confirmation Letter Required only for doctoral program applicants.	Doctoral program applicants must submit a signed Supervisor Confirmation Letter with their application. Please see page 7 for more details. The Supervisor Confirmation Letter may be downloaded from our website: https://admissions.apu.ac.jp/material_download/
GMAT® Results Recommended but not mandatory.	<p>We highly recommend that you submit GMAT exam results, as strong emphasis is placed on GMAT results during the application evaluation process.</p> <ol style="list-style-type: none"> ① Request to have the score report sent directly to APU from the test center's website. The APU Institution Code: 2791, Program Code: 6VF-X6-86. ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. <p>Test results are valid for five years from the test date. For more information regarding the official GMAT®, please refer to the following website: http://www.mba.com/the-gmat/.</p>
GRE® Results Recommended but not mandatory.	<p>We highly recommend that you submit GRE test results, as strong emphasis is placed on GRE results during the application evaluation process.</p> <ol style="list-style-type: none"> ① Request to have the score report sent directly to APU from the test center's website. The APU Institution Code: 7116. ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. <p>Test results are valid for five years from the test date. GSA applicants who do not currently have a GRE® score, or for whom taking this exam poses significant difficulties, are not required to submit it. For more information regarding the GRE® test, please refer to the following website: http://www.gre.org/.</p>
Certificate of Employment Original only. Required only for MBA applicants.	<p>If you have previous full-time work experience, please upload a digital copy of written proof of your employment. This proof may be in the form of a certificate of employment issued by your employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties. This certificate or letter should also show the name and contact information of the employer in case we need to contact them to confirm the details given.</p> <p>The certificate or letter can be in any format you choose, but must be written in English or have an English translation attached.</p> <p>For MBA applicants, if you do not have three years of full-time work experience at the time of application but will have three full years by the time you enroll at APU, you must submit an official Certificate of Employment verifying your total work experience to the Admissions Office upon enrollment.</p>
Sample Work or List of Research Achievements Required only for applicants to the doctoral program or IMAT program.	Applicants must submit either examples or a list of previous papers written and/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.
Two Letters of Recommendation	<p>The Letter of Recommendation form can be downloaded from the admissions website (https://admissions.apu.ac.jp/material_download/). Please submit the Letter of Recommendation either by uploading a digital copy within the online application or having the referee send the letter directly to grad-rec@apu.ac.jp. (Emails containing Letters of Recommendation should be sent to APU using the referee's official email address at their corresponding university or organization.)</p> <ul style="list-style-type: none"> • One letter must be written by a university instructor who knows you well enough to write the recommendation. • The second letter can be written by another instructor, employer or someone who is a non-relative and knows you on a professional or academic level. • Both letters must be written in English. If the letters are written in another language, please attach an English translation.
Curriculum Vitae	A summary of the applicant's employment history, qualifications, education, and personal information in tabular form on at most two A4 pages.
Passport Copy	If you have a valid passport, please upload a digital copy of the information page showing your name, photo, and passport number. If you already have a valid Japanese Landing Permission, please also submit a photocopy of it on your passport. Applicants who do not have a valid passport are still eligible to apply.
Photograph	Please upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white.

Additional Documents for Submission (if applicable)

APU Tuition Reduction Scholarship Application	<p>Interested applicants are to submit their scholarship application upon understanding of the following information.</p> <p>About the Scholarship</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. 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.</p> <p>Application and Selection Process</p> <p>The scholarship will be decided based on an overall 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 the MBA program).</p> <p>Scholarship results will be notified together with the admissions results. The awarded scholarship percentage is final and will not be reconsidered under any circumstances.</p> <p>Assessment for Continuation</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 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.</p> <table><tr><th rowspan="2">Scholarship Award (Tuition Reduction %)</th><th colspan="2">Amount of Tuition to be Paid by the Student for the First Year</th></tr><tr><th>GSA (Master's/Doctoral)</th><th>GSM</th></tr><tr><td>30% Tuition Reduction</td><td>910,000 JPY</td><td>1,260,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>650,000 JPY</td><td>900,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>455,000 JPY</td><td>630,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>260,000 JPY</td><td>360,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>None</td><td>None</td></tr></table> <p>Please note that tuition is subject to change.</p>	Scholarship Award (Tuition Reduction %)	Amount of Tuition to be Paid by the Student for the First Year		GSA (Master's/Doctoral)	GSM	30% Tuition Reduction	910,000 JPY	1,260,000 JPY	50% Tuition Reduction	650,000 JPY	900,000 JPY	65% Tuition Reduction	455,000 JPY	630,000 JPY	80% Tuition Reduction	260,000 JPY	360,000 JPY	100% Tuition Reduction	None	None
Scholarship Award (Tuition Reduction %)	Amount of Tuition to be Paid by the Student for the First Year																				
	GSA (Master's/Doctoral)	GSM																			
30% Tuition Reduction	910,000 JPY	1,260,000 JPY																			
50% Tuition Reduction	650,000 JPY	900,000 JPY																			
65% Tuition Reduction	455,000 JPY	630,000 JPY																			
80% Tuition Reduction	260,000 JPY	360,000 JPY																			
100% Tuition Reduction	None	None																			
Residence Card (both sides) / Certificate of Residence	<p>If you live in Japan and do not possess Japanese nationality: Please upload a digital copy of both sides of your residence card within the online application.</p> <p>If you live in Japan and possess Japanese nationality: Please upload a digital copy of your Certificate of Residence (住民票) within the online application.</p>																				
Proof of Scholarships Received from Organizations Other than APU Original only.	Applicants who are due to receive scholarships offered by organizations other than APU after admission are required to submit proof of the scholarship award.																				
External Scholarship Eligibility Criteria Checklist	Applicants who apply for an external scholarship are required to submit this checklist.																				
Additional Required Documents for Each External Scholarship	—																				

2 Application Fee

It is preferred that you pay the application fee by credit card. You may pay by bank transfer (international or domestic) only if you cannot pay by credit card. Any incurred transaction fees will be borne by the applicant.

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

IMPORTANT

1. Applications will not be processed until the application fee is paid. Please make sure to complete the fee payment before the application deadline. Please note that credit card payments will not be possible after **23:59 (Japan Time)** on the day of the deadline.
2. The payment must be made in Japanese yen (JPY). If you pay by bank transfer (international or domestic), please submit a copy of the payment receipt with your application.
3. Cash or postal money orders will not be accepted. Please do not send cash with your application forms.
4. The application fee is not refundable under any circumstances.

Credit Card

Fee Amount: **3,500 JPY** for overseas applicants (3,000 JPY for screening and 500 JPY for administrative purposes)
36,800 JPY for domestic and internal applicants (35,000 JPY for screening and 1,800 JPY for administrative purposes)

Payment Method: Register for an account with the APU Online Application System through APU's admissions website (<https://www.admissions.apu.ac.jp>) and complete your payment. You do not have to send a receipt by post.



Click on the Apply Now button at the top of APU's admissions website to access the APU Online Application System.

Please note that the layout of the website may change.

Bank Transfer (only for applicants who cannot pay by credit card)

Fee Amount: **5,000 JPY** for overseas applicants (3,000 JPY for screening and 2,000 JPY for administrative purposes)
35,000 JPY for domestic and internal applicants

Payment Purpose: Application fee

Contact Details: Applicant's Name, Phone Number

Bank Name: Sumitomo Mitsui Banking Corporation 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

Swift Code: SMBCJPJT

IBAN CODE (if necessary): JP28 SMBC 0721 XXX2 4029 0868

Bank Transfer Fee: Borne by the remitter

If the application fee is paid in Japan, even if it is paid by a friend or relative in Japan, please write the **applicant's name** and **phone number** in the contact details when the payment is made and upload a digital copy of the payment receipt within the online application.

3 Application Submission

In order to complete your application, please note that you must:

1. Submit your online application (including uploads of the digital copies of all required application documents)
2. Pay the Application Fee
3. Submit an online recorded interview

Applicants who are accepted to APU will be required to send the original version of application documents to the APU Admissions Office by post as part of the enrollment procedures. Please refer to page 26 for more details.

4 Screening Method

All applicants are evaluated based on the information provided in their application documents, the video interview, and the online assessment. 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 Letter of Recommendation.
- Ask the applicant for an explanation regarding their original submitted documents.
- Require the applicant to submit additional documents relating to academic background, transcripts, and/or language proficiency.

Overseas applicants are evaluated on the information provided in their application documents, the video interview, and the online assessment. In some cases, an additional interview may be required. In this case, the date of interviews will be designated by APU and notified to applicants about two weeks after the end of the application period. Interviews will be held online. It is not necessary for applicants to travel to Japan for the interview.

Domestic/internal applicants must first submit their application documents, the video interview, and the online assessment. Applicants who do not possess Japanese citizenship must have a visa which is valid until the time of enrollment. Those who pass the initial document screening may also be required to attend an interview conducted by APU as part of the application process. APU will contact applicants separately regarding their interview. Alternate interview arrangements will be made for domestic applicants not physically present in Japan. If this applies to you, please inform the Admissions Office.

5 Additional Requests from APU

APU will begin processing your application once all required application documents and the application fee are received. However, we may need to contact you for further information, so please **check your email regularly** after you have submitted your application 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.

6 Admissions Support for Prospective Applicants with Medical Conditions or Disabilities

In accordance with the “Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities” (refer to the page 48), APU offers special support during the admissions process to prospective applicants with medical conditions or disabilities when necessary. For those who would like to request this support, please read the following information carefully and submit the necessary documents.

Requesting Support During the Admissions Process for Domestic and Internal Applicants

For prospective applicants who would like to request support during the admissions process, please submit the Admissions Support Request Form provided by APU before applying for admission. If possible, please also submit a medical certificate or patient referral document issued by a physician.

Step 1: Making the Request

Applicant→APU

Documents to be submitted:

Required: Download the Admissions Support Request Form from the Admissions website (https://admissions.apu.ac.jp/material_download/).

Optional: Medical certificate or patient referral document

(Copies accepted. While submitting these forms is optional during the application process, they will be required if you are accepted and choose to enroll at APU.)

Only documents written in English or Japanese will be accepted. Please attach an English or Japanese translation if the documents are written in another language.

Submit to: apugrad@apu.ac.jp

Write in the email subject: Request for Support During the Admissions Process

Submission Deadline: Four weeks prior to the deadline of your intended application period.

If you are unable to make the submission deadline due to unavoidable circumstances, please include the reason for late submission on one of the documents to be submitted. Please note that even with a reason, late documents may not be accepted.



Step 2: Receiving the Support Request Arrival Receipt

APU→Applicant

APU will send an email to you upon receiving the support request documents listed above.

Applicant

Please include a printout of the receipt that is attached to the email along with the other required application forms and documents when applying to APU.



Step 3: Notification of Support Request Results

APU→Applicant

APU will send the Support Request Results in an email within three weeks after sending out the Support Request Arrival Receipt.

7 Information on Local Medical Services

The following describes medical information in Japan, as well as the availability of medical care in and around our university. By providing this information, we hope to ensure a smooth transition for our students to Japan's and APU's medical system. If you have any questions, please contact the Admissions Office (International).

1. APU Health Clinic

The APU Health Clinic is not a full service medical institution and therefore cannot perform medical procedures such as prescribing medication or giving injections and infusions (IV). Students who will require medical care or treatment will need to use off-campus medical institutions.

2. Applicants Currently Receiving Medical Treatment

For those currently receiving medical treatment, please consult with a physician about whether or not continued treatment will be necessary after enrolling. If you wish to continue treatment at a medical institution in Japan after enrollment, please be sure to submit **a treatment plan or a patient referral document***¹.

*¹ The patient referral document (which must include the name of the condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese.

3. Restrictions on Bringing Medication into Japan

There are heavy restrictions on bringing medication into Japan from abroad. Prospective applicants must check with their local Japanese embassy or the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring the medications*² they are currently using into Japan. Before coming to Japan, please make sure to complete the legal procedures to bring medication into Japan.

For further information, please refer to the following page on the Ministry of Health, Labour, and Welfare's website:

Information for those who are bringing medicines for personal use into Japan

English: <http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese: <http://www.mhlw.go.jp/topics/0104/tp0401-1.html>

*² Injectable medicine that cannot be self-administered must be administered at a medical institution under the supervision of a doctor. However, depending on the facilities of the medical institution, there is a possibility that you may not be able to have the medicine administered. Please also be aware that the APU Health Clinic cannot perform medical procedures such as giving injections.

4. Psychiatric Disorders/Disabilities (Mental illnesses, developmental disorders, sleeping disorders, etc.)

There are no medical institutions near APU which can treat psychiatric disorders or disabilities **in languages other than Japanese**. As mentioned above, there are many restrictions for bringing medication into Japan. For individuals currently receiving psychiatric treatment and who will require treatment after coming to Japan, please consult with your primary care provider and then with the university before deciding to enroll.

5. Additional Support

Please contact the Admissions Office (International) if you need assistance or care to make life after enrollment at APU more at ease. It will have no impact on your application screening results. You may also contact us after being accepted to APU.

Please note:

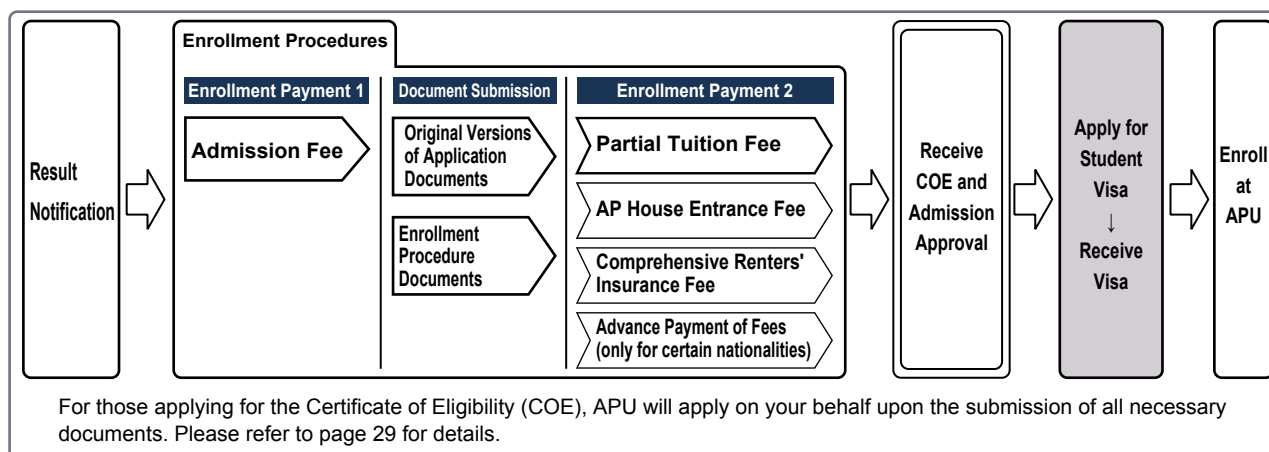
There have been situations in the past where, for example, a student taking medicine in their home country could not be prescribed the same medicine in Japan, or where although self-injection was possible in a student's home country, self-injection could not be done in Japan. In order to avoid such situations and to have a fulfilling student life, we kindly ask that you make your enrollment decision after consultation with your primary care provider and careful consideration of your medical situation and the circumstances in Japan.

If you have any questions, or if you would like to consult with the university, please contact the Admissions Office (International) at + 81-977-78-1119 or apugrad@apu.ac.jp.

■ From Acceptance to Enrollment ■

1 Enrollment Process Overview

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents within the specified deadlines. For more details, please refer to the Handbook for Enrollment Procedures, which will be sent together with your final results. **Please note that the required enrollment payments and documents will not be accepted beyond the specified deadline.**



2 Submitting Application Documents

As part of the enrollment procedures, enrolling students must submit original versions of the documents uploaded within the online application. Only original documents or certified documents* will be accepted for the original version.

All documents sent must arrive by the deadline specified on page 27. Please refer to the back of this handbook for details regarding where to send documents. Enrolling students living in a country with an APU Overseas Office can either bring their documents directly to the office or send them to the office by registered airmail (documents sent must reach the office by the date of the submission deadline).

Original Documents to be Submitted after Acceptance

- **Academic Transcripts** Original certificate or certified document*
- **Certificate of Graduation or Certificate of Scheduled Graduation** (if submitted with your application) Original certificate or certified document*
- **Letter or Recommendation** (if the referee did not send it to APU by email) Original only
- **Results of Language Proficiency Tests** (if you submitted results for the TOEIC® L&R Test). Original only
- **Translation Documents** Original only
(English translations are required for documents written in languages other than English. Please submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.)

Important:

1. There may be cases where APU asks you to submit the original version of additional documents other than those listed above.
2. **APU will not return any of the submitted documents, regardless of the certificate type.** Please submit certified documents* for original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
3. **If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if any false information or forgeries are found within the submitted documents, your acceptance to APU will be revoked.**

*A **certified document** is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information regarding how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

Deadlines for Enrollment Procedures

The deadlines below are shown for your reference. The deadline specific to you will be printed on the "Invoice for Enrollment Procedure Fees" sent with your screening results.

April 2020 Enrollment

	Result Notification	Deadline for Admission Fee Payment	Deadline for Admission Fee Payment	Deadline for Payment of Other Fees
1	Sep 13, 2019 (Fri) Nov 11, 2019 (Mon)	Dec 5, 2019 (Thu)	Jan 9, 2020 (Thu)	Jan 16, 2020 (Thu)
2	Dec 9, 2019 (Mon)	Jan 9, 2020 (Thu)	Jan 16, 2020 (Thu)	Jan 23, 2020 (Thu)
3	Feb 10, 2020 (Mon)	Feb 27, 2020 (Thu)		Mar 5, 2020 (Thu)

September 2020 Enrollment

	Result Notification	Deadline for Admission Fee Payment	Deadline for Admission Fee Payment	Deadline for Payment of Other Fees
4	Jan 20, 2020 (Mon)	Apr 2, 2020 (Thu)	May 21, 2020 (Thu)	May 28, 2020 (Thu)
5	Apr 6, 2020 (Mon)	Jul 2, 2020 (Thu)		Jul 9, 2020 (Thu)
6	May 18, 2020 (Mon)	Jun 25, 2020 (Thu)		Jul 9, 2020 (Thu)
7	Jul 13, 2020 (Mon)	Aug 6, 2020 (Thu)		Aug 20, 2020 (Thu)

Document Submission

Please send all application documents directly to APU by registered airmail or express mail service (DHL, FedEx, OCS, EMS, etc.). Submitted documents **must reach APU no later than deadline for document submission indicated above**. APU will not bear responsibility for any loss of documents in the course of delivery.

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

3 Explanation of Enrollment Procedure Fees

To enroll at APU, it is necessary to pay the Admission Fee, a portion of the tuition for your first semester, AP House Entrance Fee, the Comprehensive Renters' Insurance Fee, and the Advance Payment of Fees (if applicable). It is compulsory for admitted applicants intending to enroll at APU to pay the stated fees in the "Invoice for Enrollment Procedure Fees" before the payment deadlines. In the case that you fail to pay before the deadline, your acceptance will be revoked.

Enrollment procedure fees for admitted applicants with external scholarships may differ from below. Please contact the Admissions Office for details. The amounts listed below are subject to change.

Admission Fee

200,000 JPY

The Admission Fee will not be refunded under any circumstances. Internal applicants, APU graduates, and Ritsumeikan University graduates are not required to pay the Admission Fee.

Partial Tuition

GSA Master's/Doctoral Program **325,000 JPY**

GSM Master's Program **450,000 JPY**

The partial tuition payment amount varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
GSA Master's/Doctoral Program	325,000 JPY	227,500 JPY	162,500 JPY	113,750 JPY	65,000 JPY	0 JPY
GSM Master's Program	450,000 JPY	315,000 JPY	225,000 JPY	157,500 JPY	90,000 JPY	0 JPY

AP House Entrance Fee

All graduate students are guaranteed a room in AP House 4 (APU PLAZA OITA), one of APU's student housing facilities, which will help them adapt to their new life in Japan and to concentrate on their studies.

AP House 4 is located off campus in downtown Beppu. It takes about 30 minutes to campus by local bus.

AP House Entrance Fee Breakdown

Semester of Enrollment	April	September
Moving In Fee* ¹	33,000 JPY	33,000 JPY
Security Deposit* ²	98,000 JPY	98,000 JPY
Rent* ³	98,000 JPY	73,500 JPY
Total	229,000 JPY	204,500 JPY

*¹ The moving in fee is not refundable under any circumstances.

*² The security deposit serves as a guarantee. In the event that you fail to pay rent, or if any damage is done to the room during your period of stay, charges will be deducted from the security deposit and the remaining amount will be returned to you upon moving out.

*³ April enrollees are required to pay two months of rent in advance (April and May), while September enrollees are required to pay one and half months of rent in advance (from mid-September and October). The rent for AP House is 49,000 JPY/month.

Comprehensive Renters' Insurance Fee

Master's Program **8,980 JPY**

IMAT Program **4,950 JPY**

Doctoral Program **13,010 JPY**

All international students, including those who will not live in AP House, must join the insurance program designated by APU. More information about this insurance program will be provided in the "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan" booklet.

Advance Payment of Fees (only required for certain nationalities)

Under the Advance Payment of Fees system, students of certain nationalities are required to pay the full amount of their tuition and AP House rent for their first year of studies in addition to the enrollment procedure fees listed above before applying for a Certificate of Eligibility (COE). This system provides assurance to the Japanese Government Bureau and APU that the student has sufficient financial resources to study abroad at APU.

Those who must pay the Advance Payment of Fees will be notified in the "Invoice for Required Enrollment Fees", which is sent together with the screening results. The nationalities required to pay the Advance Payment of Fees may change each year. For more information, please refer to the 'Cost' tab on the admissions website (<https://admissions.apu.ac.jp/>).

4 Final Pre-Enrollment Procedures

Certificate of Eligibility (COE) and Student Visa

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

- Application for a COE at the Japanese Immigration Bureau
- After being issued the COE, applicants must proceed to apply for a student visa at a Japanese embassy or consulate general in their country or region.

APU will apply for a COE on behalf of those who meet all of the following requirements:

- Applicants who are residing outside Japan and require a COE to obtain a student visa.
- Applicants who have paid the necessary enrollment procedure fees, which include the Admission Fee, partial tuition payment, AP House Entrance Fee, Comprehensive Renters' Insurance Fee, and Advance Payment of Fees (if applicable) by the stipulated deadlines.
- Applicants who have submitted all the required documents by the stipulated deadline and are able to prove they have sufficient financial means for the duration of their studies.
- Applicants deemed appropriate by the University.

APU will only apply for a COE on your behalf once you demonstrate your intent to enroll by paying all of the enrollment procedure fees.

Renewal or Change in Residency Status (for those who already possess a visa in Japan)

Please consult with the Immigration Bureau regarding changing/renewing your residency status and also with your local municipal authority (city hall, etc.) regarding changing/renewing any other registrations. Once you have confirmed the correct procedures, please complete them on your own.

(This page is intentionally left blank.)

Applicants who are selected by APU will be recommended to the appropriate scholarship organizations. Final decisions regarding scholarship awards will be made by the scholarship organizations.

1. Full Name:

Last (Surname)

Given

2. Email Address:

- ☐ I meet the applicant eligibility requirements listed in the Application Handbook.
- ☐ I have exceptional academic ability (ideally a cumulative GPA of 3.0 out of 4.0 or the equivalent of a score of 75% or higher).
- ☐ I am in good health, as certified by a medical doctor, with respect to the capacity to be a productive scholar for the duration of the master's program.

☐ I am applying for one of APU's GSA master's programs (excluding IMAT), the GSA Doctoral program, or the MBA program.

☐ I do not have Japanese nationality and am a national of a country that has diplomatic relations with Japan.

☐ I am born on or after April 2, 1985.

☐ I am not applying for this scholarship at any other university.

☐ I am not serving on active military duty or am not a civilian employed by the military.

 I have checked (☒) all of I. and II. No, I do not qualify for this scholarship.

- ☐ I have sent the required application documents for this scholarship in Japanese to APU by post.
- ☐ I can attend an interview in Japanese.
- ☐ I am applying for one of APU's GSA master's programs (excluding IMAT), the GSA Doctoral program, or the MBA program.
- ☐ I am a national of one of the 10 ASEAN countries or India.
- ☐ I will be 35 years old or less as of April 1, 2020. (I was born on or after April 2, 1985.)
- ☐ I have an interest in the think tank and/or consulting industries.
- ☐ I can participate in an internship program provided by Mitsubishi Research Institute, Inc.

 I have checked (☒) all of I. and III. No, I do not qualify for this scholarship.

- ☐ I am applying for one of APU's GSA master's programs (excluding IMAT).
- ☐ I am a national of a World Bank member country, and I am not a dual citizen of any developed country.
- ☐ I hold a bachelor's degree (or equivalent degree) earned at least 3 years prior to the application deadline.
- ☐ I have 3 years or more of recent development-related work experience after earning a bachelor's degree (or equivalent degree).
- ☐ I am employed in development-related work in a paid full-time position at the time of submitting the scholarship application.
- ☐ I am not an executive director and/or staff of the World Bank Group, nor a consultant or close relative of the aforementioned by blood or adoption.

 I have checked (☒) all of I. and IV. No, I do not qualify for this scholarship.

- ☐ I am applying for one of APU's GSA master's programs (excluding IMAT).
- ☐ I am a national of an ADB borrowing member country, and I am not currently living or working outside my home country.
- ☐ I have at least two years of full-time work experience after obtaining a bachelor's degree at the time of application.
- ☐ I am presently not more than 35 years of age.
- ☐ I am not currently enrolled in a graduate degree program
- ☐ I am not an executive director, alternate director, management or staff of ADB, nor a consultant or relative of the aforementioned.
- ☐ I agree to return to my home country after completion of studies under the Program.

I have checked (☒) all of I. and V. No, I do not qualify for this scholarship.

VI. Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities (Nikkei Leader Scholarship)

- ☐ I am a Japanese emigrant and descendant.
- ☐ I am a national of Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, Uruguay, or Venezuela.
- ☐ I will be 40 years old or less as of April 1, 2020 (I was born after April 2, 1980).

____ I have checked (☒) all of I. and VI. ____ No, I do not qualify for this scholarship.

VII. The Nippon Foundation Nikkei Scholarship "Dream Come True Project" (Nikkei Scholarship)

- ☐ I have already submitted my application for this scholarship to the scholarship organization directly.
- ☐ I am a Japanese descendant.
- ☐ I am a national of a Central or South American country.
- ☐ I am currently between 18 to 35 years old.
- ☐ I have been recommended by an overseas Japanese descendant organization.

____ I have checked (☒) all of I. and VII. ____ No, I do not qualify for this scholarship.

I certify that all of the information provided above is correct.

This form is to be submitted along with the required application documents.

Signature: _____

Date: _____

Graduate School Application Form

I. Applicant Information

Please fill in 1 to 5 as shown on or will be shown on your passport as this information will be used for university registration.

- Family Name in English: _____
- Given Name(s) in English: _____
- Name in Chinese Characters (if applicable): _____
- Date of Birth: _____
Year Month Date
- Sex: ☐ Male ☐ Female
- Nationality: _____
- Do you or your parents possess any form of Japanese nationality? ☐ Yes ☐ No
- Native Language: ☐ English ☐ Japanese ☐ Other than English/Japanese
- Email: _____

Please affix a
photograph
(4 cm x 3 cm
or
1.57 in x 1.18 in)
taken within the last
three months against
a white background.
No cap or hat is
allowed.

Please write clearly as this email address will be used as the primary contact. (Please do not write a QQ.com email address.)

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

- Current Address 1 : _____ (Within 35 characters)
(If your address is too long, you may use Current Address Lines 2 and 3 to fill out your full address.)
Current Address 2 : _____ (Within 35 characters)
Current Address 3 : _____ (Within 35 characters)
City : _____ State: _____ Country: _____ Postal Code: _____
Phone: _____ Mobile : _____
- Mailing Address: ☐ Same as above
☐ APU Representative Representative Name: _____
(If you apply through an APU Representative, you do not need to complete the rest of 11.)

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

- Mailing Address 1 : _____ (Within 35 characters)
(If your address is too long, you may use Current Address Lines 2 and 3 to fill out your full address.)
Mailing Address 2 : _____ (Within 35 characters)
Mailing Address 3 : _____ (Within 35 characters)
City : _____ State: _____ Country: _____ Postal Code: _____
Phone: _____ Mobile : _____
- Emergency Contact
Relationship with Applicant: ☐ Father ☐ Mother ☐ Other (Please specify) _____
Family Name: _____ Given Name(s): _____
Phone: _____
Email: _____
Languages he/she can speak: ☐ English ☐ Japanese ☐ Other (Please specify) _____

II. Program of Study

Please check ☒ only **one** box per question.

- Program Commencement: ☐ Spring (April) ☐ Fall (September)
- Program Choice:
Graduate School of Asia Pacific Studies
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 Economic (DE)
☐ Dual Master's Degree Program (IMAT) (begins in September only)
Doctor of Philosophy in Asia Pacific Studies ☐ Asia Pacific Studies
Graduate School of Management ☐ Business Administration (MBA)
- Scholarship:
Do you wish to apply for the APU Tuition Reduction Scholarship? ☐ Yes ☐ No
☐ Applied for scholarship(s) offered by other organization (Organization: _____)
- Current University (internal applicants only): ☐ Ritsumeikan Asia Pacific University ☐ Ritsumeikan 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:	Course/Award:	
Language of Instruction:	Start Date (yy/mm):	End Date (yy/mm):
Institution Name and Country:	Course/Award:	
Language of Instruction:	Start Date (yy/mm):	End Date (yy/mm):
Institution Name and Country:	Course/Award:	
Language of Instruction:	Start Date (yy/mm):	End Date (yy/mm):
Institution Name and Country:	Course/Award:	
Language of Instruction:	Start Date (yy/mm):	End Date (yy/mm):
Institution Name and Country:	Course/Award:	
Language of Instruction:	Start Date (yy/mm):	End Date (yy/mm):
Institution Name and Country:	Course/Award:	
Language of Instruction:	Start Date (yy/mm):	End Date (yy/mm):

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:	City, Country:
Start Date (yy/mm):	End Date (yy/mm):	
Responsibilities:		
Type:	Company Name:	City, Country:
Start Date (yy/mm):	End Date (yy/mm):	
Responsibilities:		
Type:	Company Name:	City, Country:
Start Date (yy/mm):	End Date (yy/mm):	
Responsibilities:		
Type:	Company Name:	City, Country:
Start Date (yy/mm):	End Date (yy/mm):	
Responsibilities:		

Name: _____ Nationality: _____

V. Academic Transcripts and Standardized Test Results

Please complete the necessary information below and submit your academic transcripts. Refer to the Application Handbook for more details.

Academic Transcripts					
For each academic transcript you submit, please write how many years' worth of scores are included (e.g. 1 year, 1.5 years, etc.)	Name of University or Institution	Country Name (What country's education system does the school that issued the transcript use?)	① Date transcript was issued ② Date the transcript was printed (YYYY / MM / DD) (If the date is the same, only write it once)	Cumulative Grades If known, please write: Score you received / Maximum possible score (This corresponds to your cumulative GPA, score, percentage marks, etc.)	Check if you are submitting an explanation of your school's evaluation method.
1 _____ years			① : _____ / _____ / _____ ② : _____ / _____ / _____	_____ / _____	<input type="checkbox"/>
2 _____ years			① : _____ / _____ / _____ ② : _____ / _____ / _____	_____ / _____	<input type="checkbox"/>
3 _____ years			① : _____ / _____ / _____ ② : _____ / _____ / _____	_____ / _____	<input type="checkbox"/>
4 _____ years			① : _____ / _____ / _____ ② : _____ / _____ / _____	_____ / _____	<input type="checkbox"/>
5 _____ years			① : _____ / _____ / _____ ② : _____ / _____ / _____	_____ / _____	<input type="checkbox"/>

VI. Official Test Scores

If you will submit an official English or test result, please fill in the test date and test score and follow all the necessary submission guidelines below. When submitting original certificates or certified documents for proof of language proficiency, please only submit test scores that satisfy the eligibility requirements as written in the Undergraduate Application Handbook. If there is any missing information or the necessary submission guidelines have not been followed, the results from your exam cannot be accepted.

- Period of Validity for Language Proficiency Tests:

April 2020 Enrollment: Only scores of examinations taken on or after June 1, 2017 will be accepted.

September 2020 Enrollment: Only scores of examinations taken on or after September 1, 2017 will be accepted.

Test Name	Test Date (YYYY/MM)	Test Score	Submission Guidelines
1 TOEFL® iBT Test	_____ / _____		① Request to have the score report sent directly to APU from the test center's website. Institution Code: 2791 ② Write the date you requested to have the score report sent in the column on the right. ③ Submit a copy of the score report with your application. Date requested to send scores to APU (YYYY/MM/DD): _____ / _____ / _____
2 PTE Academic	_____ / _____		① Request to have the score report sent directly to APU on the issuing institution's website (http://pearsonpte.com/) ② Write the date you requested to have the score report sent in the column on the right. ③ Submit a copy of the score report with your application. Date requested to send scores to APU (YYYY/MM/DD): _____ / _____ / _____
3 Cambridge English Language Assessment	_____ / _____		① Write the ID Number and Secret Number in the column on the right. ② Submit a copy of the score report with your application. ID Number: _____ Secret Number: _____
4 IELTS	_____ / _____		Submit a copy of the score report with your application.
5 TOEIC® L&R Test	_____ / _____		
6 GMAT®			① Request to have the score report sent directly to APU from the test center's website. Institution Code: 2791, Program Code: 6VF-X6-86 ② Write the date you requested to have the score report sent in the column on the right. ③ Submit a copy of the score report with your application. Date requested to send scores to APU (YYYY/MM/DD): _____ / _____ / _____
7 GRE®			① Request to have the score report sent directly to APU from the test center's website. Institution Code: 7116 ② Write the date you requested to have the score report sent in the column on the right. ③ Submit a copy of the score report with your application. Date requested to send scores to APU (YYYY/MM/DD): _____ / _____ / _____

For GSM (MBA) applicants, submission of either GMAT® or GRE® scores is recommend but not mandatory. 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.

VII. Application Fee

Payment of a non-refundable application fee is required for application. Applications will not be evaluated without the application fee payment. Cash payments will not be accepted. The application fee can only be paid by credit card for online applications. If you do not submit an online application, you must pay the application fee by bank transfer.

☐ Bank Transfer (International) Payment Date: (YYYY / MM / DD) Payer's Name: _____
☐ Bank Transfer (Within Japan) Payment Date: (YYYY / MM / DD) Payer's Name: _____

VIII . Current Status

☐ Student Name of School: _____
☐ Employed (excluding part-time jobs) Name of Company: _____
☐ Other (please specify): _____

IX . Immigration-Related Issues

1. Have you previously entered Japan? ☐ No ☐ Yes
2. Have you ever applied for a 'Certificate of Eligibility for Status of Residence' in Japan? ☐ No ☐ Yes
3. Have you ever had your application for a 'Certificate of Eligibility for Status of Residence' denied? ☐ No ☐ Yes
If you checked 'Yes' above, please state the reason: _____

X . Financial Information

4. Relationship with Financial Sponsor: ☐ Father ☐ Mother ☐ Self-sponsor
☐ Other (please specify): _____

Please fill in the following information about your financial sponsor.

Name: _____ Company Name: _____
Home address: _____ Company Address: _____
Home Phone: _____ Company Phone: _____
Occupation: _____ Job title: _____

XI . Student Certification

- I certify that all the information within this application and all the required application 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 understand that if I am not able to fulfill the enrollment eligibility requirements* by the date of enrollment, or if I am not able to prove to APU that I have fulfilled the enrollment requirements, my acceptance to APU will be revoked.
- I confirm that I am an applicant for the "Admissions for International Applicants" because I do not hold Japanese nationality at the time of my application submission. If it becomes clear that I have maintained my Japanese nationality and my application is invalidated, I will not voice any objections.
- I agree to the "Personal Information Policy" included at the front of this application.

Signature (required) _____ Date _____

* Detailed information about the enrollment eligibility requirements can be found on the admissions website (<https://admissions.apu.ac.jp/>).
Note: We strongly recommend you keep a copy of all submitted materials for your record.

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.

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.

SAMPLE

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.

For GSM (MBA) Applicants Only - 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. Start with an outline of your working experience. Please describe your working history including company name and industry, work area, responsibility and what you learnt. Tell us experiences that you managed well, as well as experiences that you found challenging and in which you expect an MBA program to be helpful for your further development.
2. Relate your planned university study to your career to date, current business or work-related activities and your future career path. What benefit would your studies in Japan have for your intended career?
3. Describe a specific management issue as well as research questions preferably related to your working experience or future career that you would like to pursue as a research module in the MBA program. The research topic can be a managerial problem, an economic issue, a statistical inquiry or a decision task or challenging problem of a specific company.

Topic: _____

For GSA Applicants Only - Research Proposal

Please provide a research proposal. Master's program proposals should be at least four to six A4 pages of typed/printed text. Doctoral program proposals should be fifteen to twenty 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.

*For PhD applicants, the research proposal should include an academically-relevant and theoretically-focused question.

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
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)

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

Applicant's Name in English

Family Name: _____ Given Name(s): _____

For the Recommender

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

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

You may either return this document to the applicant in a sealed envelope, mail it to APU by post, or send it by email.

*By post: Graduate School Admissions Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan*

By email: grad-rec@apu.ac.jp

What is your relationship to the applicant and how long have you been acquainted?

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Please describe the applicant's character strengths and also the areas in which they need to improve.

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How do you think the applicant will benefit from studying at APU?

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Please describe an area that you think the applicant should improve upon academically or professionally while at APU.

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Letter of Recommendation 1 (continued)

Please provide an evaluation 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:

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

Name of Recommender:

Occupation:

Name of Institution:

Job Title:

Email:

Phone:

Signature

Date (yy/mm/dd)

Letter of Recommendation 2

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

Applicant's Name in English

Family Name: _____ Given Name(s): _____

For the Recommender

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

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

You may either return this document to the applicant in a sealed envelope, mail it to APU by post, or send it by email.

*By post: Graduate School Admissions Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan*

By email: grad-rec@apu.ac.jp

What is your relationship to the applicant and how long have you been acquainted?

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Please describe the applicant's character strengths and also the areas in which they need to improve.

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How do you think the applicant will benefit from studying at APU?

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Please describe an area that you think the applicant should improve upon academically or professionally while at APU.

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Letter of Recommendation 2 (continued)

Please provide an evaluation 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:

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

Name of Recommender:

Occupation:

Name of Institution:

Job Title:

Email:

Phone:

<p>Signature</p>	<p>Date (yy/mm/dd)</p>
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Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities

Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as “disabled students”).

However, these guidelines serve to establish the university’s support service standards and core foundation. Support provisions will be finalized through thorough discussion between the disabled student and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability and the university’s support system.

1. Core Support Principles

All APU faculty and staff will support the process of enabling disabled students who request support, to have access to the appropriate support needed in order to use their learning experiences at our university to grow and fully connect with society. APU expects that all enrolled students and relevant parties understand these guidelines and will work together to realize our objectives.

2. Basic Policies

- 1) APU faculty and staff will provide support to disabled students, in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for disabled students will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for disabled students will be implemented based on a request for support by the disabled student.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT’s Investigative Report on Learning Support for Students with Disabilities (Preliminary Summary). Both the disabled student’s own individual situation and the university’s environment will be taken into consideration in these decisions.

3. Support Objectives

The primary objective of APU support for disabled students is to ensure that disabled students’ right to an education and learning is not abused because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

4. Support Framework

Individuals involved in support for disabled students will consist of APU faculty and staff in addition to enrolled students. We will cooperate closely with an external specialist on support for disabled persons.

A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to disabled students. Support Coordinators for Students with Disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of Student Coordinators in these offices will be made public to the student body. Students will not only have the option of the Consultation Desk available to them, but will also be able to directly consult with Support Coordinators.

Staff at the Consultation Desk for Students with Disabilities will connect disabled students who come in for consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for disabled students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

5. Protection of Personal Information and Confidentiality

- 1) Support persons who possess knowledge of a disabled student’s personal information (this includes information concerning the disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
- 2) Support persons may share personal information concerning the disabled student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

6. Disclosure of Information

Mediums such as APU website, etc., will be used to spread information on university support policies for disabled students, the support system, consultation process, and support provisions. APU will notify students and prospective applicants via appropriate means as seen fit.

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the university will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.

Policy Statement on Sexual and Gender Diversity

In line with APU's commitment to upholding human rights, APU respects sexual and gender diversity. APU aims to create an environment in which people of any sexual orientation and/or gender identity are able to study and live secure in the knowledge that their human rights are fully protected, that they will be treated fairly, and that they need not suffer discomfort, pain or discrimination as a consequence of their sexual orientation or gender identity.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.

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®(L&R) Test Test of English for International Communication
by ETS: Educational Testing Service
<http://www.toeic.com>

Cambridge English Language Assessment Cambridge English Language Assessment
by Cambridge Assessment English
<http://cambridgeenglish.org>

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

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

PTE Academic Pearson Test of English Academic
by PEARSON
<http://pearsonpte.com/>

* TOEIC®, TOEFL® are registered trademarks of the Educational Testing Service (ETS). This publication is not endorsed or approval by ETS.

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



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!**

E-MAIL | apugrad@apu.ac.jp

T E L | +81-977-78-1119

Available from 9:00 to 17:30 (Japan Time: Monday to Friday)

*Closed every Tuesday from 9:30-11:30

<http://r.apu.jp/grad>

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