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Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

Application Handbook and Application Form

April / September 2017 Enrollment

For All Graduate School Applicants

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

■ Graduate Admissions Guidelines ■

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

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

Educational Objectives

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

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

Graduate School of Asia Pacific Studies

Master in Asia Pacific Studies

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

Master in International Cooperation Policy

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

Doctor of Philosophy in Asia Pacific Studies

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

Graduate School of Management

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

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

Admissions Policy

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

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

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

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

Graduate School of Asia Pacific Studies

Master in Asia Pacific Studies

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

Master in International Cooperation Policy

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

Doctor of Philosophy in Asia Pacific Studies

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

Graduate School of Management

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

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

Application Category

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

• Overseas Application

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

• Domestic Application

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

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

• Internal Application

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

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Admissions for All Graduate School Applicants Application Document Checklist

Graduate School Application Form



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

■ Master's Program ■

1. Number of Students Accepted

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

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

*Standard Period of Completion

The standard period of completion for the master's programs in the Graduate School of Asia Pacific Studies and the MBA program in the Graduate School of Management is 2 years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your master's program in less than 2 years. The total tuition fees for the programs will not change even if you complete your degree before the standard period of completion. Please refer to our website for more information.

2. Application Eligibility

Applicants **MUST** fulfill the following requirements.

Requirement 1: Educational Qualifications

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

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

If you have other educational qualifications, please send your inquiries to 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 p.11 “Documents Proving English Proficiency” for the required English language certifications.**

Minimum English Proficiency Requirement				
TOEFL® iBT	TOEFL® PBT	IELTS	TOEIC®	PTE Academic
80	550	6.0	780	50

Requirement 3: GSM (MBA) Applicants ONLY

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

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

Requirement 4: Internal Applicants ONLY

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

3. Screening Schedule (General)

April 2017 Enrollment

Application Category	Application Period	Interview Schedule	Result Notification	No*
Overseas	Oct 10, 2016 (Mon) ~ Nov 2, 2016 (Wed)	—	Dec 12, 2016 (Mon)	1
Domestic Internal		Nov 16, 2016 (Wed) ~ Nov 25, 2016 (Fri)		
Domestic Internal	Nov 14, 2016 (Mon) ~ Dec 7, 2016 (Wed)	Dec 19, 2016 (Mon) ~ Dec 22, 2016 (Thu)	Jan 23, 2017 (Mon)	2

September 2017 Enrollment

Application Category	Application Period	Interview Schedule	Result Notification	No*
Overseas	Feb 6, 2017 (Mon) ~ Apr 5, 2017 (Wed)	—	May 22, 2017 (Mon)	3
Domestic Internal		Apr 19, 2017 (Wed) ~ Apr 28, 2017 (Fri)		
Domestic Internal	Apr 10, 2017 (Mon) ~ May 24, 2017 (Wed)	June 7, 2017 (Wed) ~ June 16, 2017 (Fri)	July 3, 2017 (Mon)	4

*No.s correspond to the numbers on the Enrollment Procedure Deadlines on p.18. Please make sure you have checked these deadlines before applying. Deadlines may not be extended under any circumstances.

Interview Schedule for Domestic and Internal Applicants

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

Screening Result

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

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

4. Scholarships

There are 4 categories of scholarships available before enrollment for graduate students:

- (1) **APU Tuition Reduction Scholarship**
- (2) **External Scholarships with University Recommendation**
- (3) **External Scholarship with University Recommendation (for admitted applicants)**
- (4) **Other External Scholarships (apply directly to the organizations)**

(1) APU Tuition Reduction Scholarship

The **APU Tuition Reduction Scholarship**, ranging from 30% to 100% tuition reduction, is available to both Japanese nationals and international students. This scholarship can be applied for through our regular application form at the time of application to APU's graduate programs. [All applicants are eligible to apply for this scholarship.](#) The scholarship result will be notified together with the screening result. Please note that the APU Tuition Reduction Scholarship will be cancelled if you receive any scholarships from category (2) and (4). After enrolling at APU, students also have opportunities to apply for additional scholarships.

(2) External Scholarships with University Recommendation

In addition to completing the APU graduate school application form, other documents are necessary to apply for the following scholarships. Please review the 2017 External Scholarship Guidelines and Eligibility Criteria Checklist provided on the admissions website for complete information regarding eligibility and application requirements.

① MEXT Scholarship (Top Global University Project)

Eligibility	Overseas master's applicants
Benefits	Full Tuition Fee 144,000 ~ 147,000 JPY / month (amount subject to change)
No. of scholarships available	Several
Application period to APU	• April 2017 Enrollment: Aug 1, 2016 (Mon) ~ Sep 28, 2016 (Wed) • September 2017 Enrollment: Nov 14, 2016 (Mon) ~ Dec 7, 2016 (Wed)
Application and selection process	• Download the Eligibility Criteria Checklist from the APU admissions website and submit it along with all necessary documents to APU during the appropriate application period. • APU will recommend outstanding eligible candidates to MEXT for this scholarship after receiving their documents. Final decisions regarding scholarship awards will be made by MEXT. Results will be announced on Nov. 7, 2016 (Mon) for April 2017 Enrollment, and on Jan. 23, 2017 (Mon) for September 2017 Enrollment.
Purpose of Scholarship	This scholarship has been established at APU after it was selected for MEXT's Top Global University Project (SGU). Universities that were selected for this project are able to provide this scholarship to outstanding international students with excellent academic performance and potential to enhance the international competitiveness of Japanese universities.

② MEXT Scholarship (University Recommendation)

Eligibility	Overseas master's applicants
Benefits	Full Tuition Fee 144,000 ~ 147,000 JPY / month (amount subject to change) • Economy class air travel between the home country and APU at the start of the study program and one return journey following the end of the overall scholarship period.
No. of scholarships available	Several
Application period to APU	September 2017 Enrollment ONLY: Nov 14, 2016 (Mon) ~ Dec 7, 2016 (Wed)
Application and selection process	• Download the Eligibility Criteria Checklist from the APU admissions website and submit it along with all necessary documents to APU during the appropriate application period. • APU will recommend outstanding eligible candidates to MEXT for this scholarship after receiving their documents. Final decisions regarding scholarship awards will be made by MEXT. Results will be announced on Jan. 23, 2017 (Mon).
Purpose of Scholarship	MEXT provides this scholarship to international students who are recommended by APU in an attempt to enhance international competitiveness and promote active exchange of international students in Japanese universities.

③ Asian Development Bank-Japan Scholarship Program (ADB-JSP)

Eligibility	Overseas master's applicants (excluding MBA and IMAT)
Benefits	<ul style="list-style-type: none"> • Full Admission Fee • Full Tuition Fee • 144,000 JPY / month (amount subject to change) • Economy class air travel between the home country and APU at the start of the study program and one return journey following the end of the overall scholarship period.
No. of scholarships available	Several
Application period to APU	September 2017 Enrollment ONLY: Jan 10 , 2017 (Tue) ~ Mar 1, 2017 (Wed)
Application and selection process	<ul style="list-style-type: none"> • Download the Eligibility Criteria Checklist from the APU admissions website and submit it along with all necessary documents to APU including the ADB-JSP application form. • APU will recommend outstanding eligible candidates to the Asian Development Bank for this scholarship after receiving their documents. Final decisions regarding scholarship awards will be made by the Asian Development Bank. Results will be announced by the end of July 2017.
Purpose of Scholarship	The ADB-JSP scholarship aims to provide an opportunity for well-qualified citizens of ADB's developing member countries to pursue graduate studies in development-related fields in the Asia Pacific region. Upon completion of their study programs, scholars are expected to contribute to the economic and social development of their home countries.

④ Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)

Eligibility	Overseas master's applicants (excluding MBA and IMAT)
Benefits	<ul style="list-style-type: none"> • Full Admission Fee • Full Tuition Fee • 144,000 JPY / month (amount subject to change) • Economy class air travel between the home country and APU at the start of the study program and one return journey following the end of the overall scholarship period.
No. of scholarships available	Several
Application period to APU	September 2017 Enrollment ONLY: Jan 10 , 2017 (Tue) ~ Mar 1, 2017 (Wed)
Application and selection process	<ul style="list-style-type: none"> • Download the Eligibility Criteria Checklist from the APU admissions website and submit it along with all necessary documents to APU. Online application to the World Bank is also required. • APU will recommend outstanding eligible candidates to the World Bank for this scholarship after receiving their documents. Final decisions regarding scholarship awards will be made by the World Bank. Results will be announced by the end of July 2017.
Purpose of Scholarship	This scholarship targets individuals from World Bank member countries who wish to undertake graduate studies at universities renowned for their development research and teaching in order to help create an international community of highly trained professionals working in the field of economic and social development. The recipients will be expected to actively participate in capacity building efforts in their home countries and regions.

(3) External Scholarship with University Recommendation (for admitted applicants)

Eligible admitted applicants to APU will be automatically recommended for the following scholarship. No additional application documents are required at the time of application to APU.

The Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff)

Eligibility	All master's applicants
Benefits	1,000,000 JPY / annually (100,000 JPY/ month for April & October and 80,000 JPY/ month for the remaining 10 months) from October 2017 to September 2019 (2 years) (Cancelled if the candidate takes a leave of absence)
No. of scholarships available	Several
Application period to APU	September 2017 Enrollment ONLY: Feb 6, 2017 (Mon) ~ Apr 5, 2017 (Wed)
Selection process	APU will select and recommend outstanding eligible admitted candidates and recommend them to Sylff for this scholarship.
Purpose of Scholarship	This scholarship is for master's candidates admitted to APU, whose research fits with the basic principle of "Issues and Opportunities Facing the Asia-Pacific Region: Rapid Transformation amid Accelerating Globalization", and is 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.

(4) Other External Scholarships (apply directly to the organizations)

APU also accepts graduate students on scholarships from various other organizations. Please refer to their websites for details and apply directly to the organization.

Major Scholarships	Website
MEXT Scholarship (Embassy Recommendation)	http://www.mext.go.jp/a_menu/koutou/ryugaku/boshu/1369743.htm
Japanese Grant Aid for Human Resource Development Scholarship (JDS)	http://jds-scholarship.org/
African Business Education Initiative for Youth (ABE Initiative)	http://education-japan.org/africa/
Pacific Leaders' Educational Assistance for Development of State (Pacific-LEADS)	http://www.jica.go.jp/english/countries/oceania/Pacific-LEADS.html
The Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)	http://www.education-japan.org/peace/
JICA Scholarship for Japanese Immigrants and Their Descendants in Latin America and the Caribbean	http://www.jadesas.or.jp/en/
The Nippon Foundation Nikkei Scholarship "Dream Come True Project"	http://www.jadesas.or.jp/en/
Professional Human Resources Development Project IV (PHRDPIV)	http://www.jica.go.jp/english/our_work/social_environmental/id/asia/southeast/indonesia_c03.html

■ Doctoral (Ph.D.) Program ■

1. Number of Students Accepted

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

*Standard Period of Completion

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

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

2. Application Eligibility

Applicants **MUST** fulfill the following requirements.

Requirement 1: Educational Qualifications

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

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

If you have other educational qualifications, please send your inquiries to 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 p.11 "Documents Proving English Proficiency" for the required English language certifications.**

Minimum English Proficiency Requirement				
TOEFL® iBT	TOEFL® PBT	IELTS	TOEIC®	PTE Academic
80	550	6.0	780	50



3. Prescreening Process

IMPORTANT

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

- (1) Pages 1, 2 and 5 of the application form (enclosed at the back of this handbook)
- (2) Personal statement
- (3) Research proposal
- (4) A list of previous research achievements and an abstract of the applicant’s master’s thesis
- (5) Proof of English language ability (see p.11 “Documents Proving English Proficiency”)
- (6) Academic transcripts

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

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

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

Prescreening Schedule

Enrollment	Intake Period	Result Announcement
April 2017	Aug 1, 2016 (Mon) ~ Sept 28, 2016 (Wed)	Oct 17, 2016 (Mon)
September 2017	Nov 14, 2016 (Mon) ~ Jan 18, 2017 (Wed)	Feb 6, 2017 (Mon)

4. Screening Schedule

April 2017 Enrollment

Application Category	Application Period	Interview Schedule	Result Notification	No*
Overseas	Oct 10, 2016 (Mon) ~ Nov 2, 2016 (Wed)	—	Dec 12, 2016 (Mon)	1
Domestic Internal		Nov 16, 2016 (Wed) ~ Nov 25, 2016 (Fri)		

September 2017 Enrollment

Application Category	Application Period	Interview Schedule	Result Notification	No*
Overseas	Feb 6, 2017 (Mon) ~ Apr 5, 2017 (Wed)	—	May 22, 2017 (Mon)	3
Domestic Internal		Apr 19, 2017 (Wed) ~ Apr 28, 2017 (Fri)		

*No.s correspond to the numbers on the Enrollment Procedure Deadlines on p.18. Please make sure you have checked these deadlines before applying. Deadlines may not be extended under any circumstances.

Interview Schedule for Domestic and Internal Applicants

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

Screening Result

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

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

1 Application Documents

1. We recommend for applicants to apply online* or by submitting the fillable PDF Application Form.
2. Documents marked with a ● can be submitted online through the APU Online Application System.
3. Fillable PDF versions of the Application Form and the Letter of Recommendation form can be downloaded from the admissions website (http://admissions.apu.ac.jp/material_download/). Please enter the required information, print out the forms, sign any forms that require signatures, and then submit them by post.
4. Documents that are not marked with a ● must be submitted by post.

*To apply online, you must register an account with the APU Online Application System through the admissions website (<http://admissions.apu.ac.jp>).

IMPORTANT

1. Applicants are to complete the application form and related documents by themselves. All information required in this form and all required documents MUST be submitted in English.
2. Applicants must submit either original certificates or certified documents*. For documents that are not written in English, please attach an official translation with the translator's name, address, contact details and signature or official seal for documents. ONLY translations by document-issuing organizations, translation companies and certified translators will be accepted.
3. APU will not return any of the submitted certificates (regardless of the certificate type). Therefore, please submit certified documents for original certificates that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
4. Acceptance to the University will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.

*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.

Required Documents for All Applicants

●	1. Graduate School Application Form	Applicants must complete all forms by themselves and attach a photograph directly to the application form in the provided space.
●	2. Personal Statement	Please follow the instructions on p.3 of the application form.
●	3. Research Proposal / Study Plan	Please follow the instructions on p.5 of the application form.
●	4. Certificate of Eligibility / Resident Status Questionnaire	Please follow the instructions on p.6 of the application form.
Send by post (except for credit card payment)	5. Proof of Application Fee Payment <ul style="list-style-type: none"> For details on the application fee payment, please refer to p. 14 Application Fee. 	<p>Note: Payment by credit card is strongly preferred. You may pay by bank transfer (international or domestic) or bank check only if you cannot pay by credit card.</p> <p>1. Credit Card Please complete the payment online by registering with the APU Online Application System through the admissions website (http://admissions.apu.ac.jp). Please include your APU Online Application System Login ID on "Section IV. Application Fee" of your application form. You do not need to send a receipt by post.</p> <p>2. Bank Transfer (international or domestic) Please send a copy of your payment receipt.</p> <p>3. Bank Check Please send the check by post.</p>
Send by post	6. University Graduation Certificate(s) (or Certificate of Scheduled Graduation) <ul style="list-style-type: none"> Original or certified copy 	<p>All applicants must submit proof of graduation from every university attended. If you are currently attending a university for a bachelor's or master's program, you must submit proof that the program will be completed prior to your desired date of enrollment at APU.</p> <p>*High school certificates are not required.</p>

Send by post	7. Academic Transcripts • Original or certified copy	All applicants must submit a transcript of grades for all university study to date together with the grading system sheet.
Send by post	8. Documents Proving English Proficiency • Original ONLY • Required from all applicants whose native language is not English	<p>Please submit the <u>original results</u> from one of the English language proficiency exams listed on p.4 (Master's) or 8 (Doctoral) "Requirement 2: Language Proficiency".</p> <p><u>Period of Validity</u></p> <ul style="list-style-type: none"> • April 2017 Enrollment: Only scores of examinations taken on or after June 1, 2014 will be valid • September 2017 Enrollment: Only scores of examinations taken on or after September 1, 2014 will be valid <p>Please provide the following information for TOEFL® iBT Test, TOEFL® PBT Test, IELTS and PTE Academic on the application form, if possible.</p> <p>TOEFL® iBT Test: Registration Number TOEFL® PBT Test: Registration Number IELTS: Test Report Form (TRF) Number PTE Academic: Registration ID</p> <ul style="list-style-type: none"> • For TOEFL® Test results, applicants must request the test center to send the score reports to APU directly. The institution code of APU is 2791. • If you provide your IELTS Test Report Form (TRF) number in "Section V. Language Proficiency" of the Application Form, you do not need to submit the original test report. • For PTE Academic results, please visit the PEARSON website (http://pearsonpte.com/) and register to send your score report to APU. Paper or PDF results will not be accepted. • TOEFL®-ITP Test, IELTS (General Training Module), TOEIC®-IP Test, PTE General are not accepted. <p>"Institutional" test results from institutions other than APU and Ritsumeikan University will not be accepted.</p> <p>EXEMPTION</p> <p>The following are exempt from having to provide documents proving English proficiency:</p> <ul style="list-style-type: none"> • Applicants who can certify that they have graduated or are scheduled to graduate from a bachelor's course offered in English • Applicants who can certify that they have been educated exclusively in English for at least six years of their formal education from high school level or above • Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States <p>Clear documented proof must be included with the application. Proof may be in the form of an official letter from the institution or any other official document such as a transcript indicating the language of instruction.</p> <p>Applicants who do not meet the above requirements will not be considered. No exceptions will be made.</p>
Send by post	9. Two Letters of Recommendation • Original ONLY	<p>One letter must be written by a university instructor who knows you well enough to write the recommendation.</p> <p>The second letter can be written by another instructor, an employer, or someone else who is a non-relative and knows you on a professional or academic level.</p> <p>*Both letters must be written in English. If the letters are written in another language, please attach an English translation.</p>
Send by post	10. Passport Copy *not applicable to Japanese nationals	<p>Applicants are required to submit a copy of their valid passport, showing their photo, name, passport number and date of expiration. If you already have a valid Japanese visa, please submit a photocopy of your visa.</p> <p>*Applicants who do not have a valid passport are still eligible for application.</p>
Send by post	11. Two Identical Photographs (4cm × 3cm) or (1.57 in × 1.18 in) • Original ONLY	<p>Two identical photographs taken within 3 months, showing a front view above chest level with a plain background. No cap or hat is allowed.</p> <p>The photograph size MUST be 4 centimeters high by 3 centimeters wide (1.57 inches × 1.18 inches). Photographs may be in color or black and white. Please write your name and nationality in English on the back of the photographs. Please affix one of the photographs directly to the application form.</p>

Documents for Submission (If Applicable)

	<p>1. APU Tuition Reduction Scholarship Application</p>	<p>Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to complete the application by themselves according to the guidelines in the application form.</p> <p>This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), that support the ideals of APU, and its purpose is to help reduce the financial burden for outstanding students of lesser financial means. Students awarded with this scholarship are expected to maintain a good academic record, complete the tasks assigned to them, and serve as role models for other students.</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 the tasks assigned to them on time and avoid any misconduct unbefitting of a scholarship recipient, the scholarship will remain valid until the standard number of credits required to graduate has been reached. In cases of inappropriate behavior or conduct that tarnishes the reputation of the University, the scholarship will be revoked. Interested applicants are to submit their scholarship application upon understanding of the above. An overall evaluation of all submitted documents will be conducted along with the application and scholarship screening and the scholarship result will be notified together with the application result.</p> <ul style="list-style-type: none"> • The scholarship will be decided based on the evaluation of the documents submitted for application. • Major areas of the application to be evaluated when awarding scholarships are English language proficiency, previous academic records, research proposal / study plan and professional experience (especially for MBA). • Tuition reduction only covers the least amount of credits required to graduate within the standard period of time. • The amount of scholarship awarded is final and will not be reconsidered under any circumstances. <p>APU Tuition Reduction Scholarships</p> <table border="1"> <thead> <tr> <th rowspan="2">Scholarship Award (Tuition Fee Reduction %)</th><th colspan="2">Amount of Annual Tuition Fees to be borne by the student</th></tr> <tr> <th>GSA (Master / Doctor)</th><th>GSM</th></tr> </thead> <tbody> <tr> <td>30% Tuition Reduction</td><td>980,000 JPY annually</td><td>1,260,000 JPY annually</td></tr> <tr> <td>50% Tuition Reduction</td><td>700,000 JPY annually</td><td>900,000 JPY annually</td></tr> <tr> <td>65% Tuition Reduction</td><td>490,000 JPY annually</td><td>630,000 JPY annually</td></tr> <tr> <td>80% Tuition Reduction</td><td>280,000 JPY annually</td><td>360,000 JPY annually</td></tr> <tr> <td>100% Tuition Reduction</td><td>None</td><td>None</td></tr> </tbody> </table> <p>*Please note that the tuition amount may be subject to change.</p>	Scholarship Award (Tuition Fee Reduction %)	Amount of Annual Tuition Fees to be borne by the student		GSA (Master / Doctor)	GSM	30% Tuition Reduction	980,000 JPY annually	1,260,000 JPY annually	50% Tuition Reduction	700,000 JPY annually	900,000 JPY annually	65% Tuition Reduction	490,000 JPY annually	630,000 JPY annually	80% Tuition Reduction	280,000 JPY annually	360,000 JPY annually	100% Tuition Reduction	None	None
Scholarship Award (Tuition Fee Reduction %)	Amount of Annual Tuition Fees to be borne by the student																					
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80% Tuition Reduction	280,000 JPY annually	360,000 JPY annually																				
100% Tuition Reduction	None	None																				
Send by post	<p>2. GMAT® Results</p> <ul style="list-style-type: none"> • REQUIRED for MBA applicants who do not have at least two years full-time work experience and who will not submit GRE® results • Original ONLY 	<p>(MBA Applicants ONLY)</p> <p>MBA applicants who do not have at least two years of full-time work experience are required to submit an official GMAT® (or GRE®) score. GMAT® scores must be forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GMAT® Institution Code number is 2791 and our Program Code is 6VF-X6-86. Test results are valid for five years from the test date. For more information regarding how and where to take the official GMAT®, please check the following website: http://www.mba.com/the-gmat</p>																				

Send by post	<p>3. GRE® Results</p> <ul style="list-style-type: none"> · Recommended for GSA applicants but not mandatory · REQUIRED for MBA applicants who do not have at least two years full-time work experience and who will not submit GMAT® results · Original ONLY 	<ul style="list-style-type: none"> · MBA applicants who do not have at least two years of full-time work experience are required to submit an official GRE® (or GMAT®) score. If you are taking or have taken the GRE® test, you can have your score forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GRE® Institution Code number is 7116. Test results are valid for five years from the test date. · GSA applicants who do not currently have a GRE® score, or taking this exam poses significant difficulties, are not required to submit it. For more information regarding how and where to take the GRE® test, please refer to the following website: http://www.gre.org
Send by post	<p>4. Certificates of Employment</p> <ul style="list-style-type: none"> · Required for MBA applicants who will not submit either GMAT® or GRE® results · Original ONLY 	<p>(MBA Applicants ONLY)</p> <p>If you have filled in details of any previous full-time work experience in the Personal History section, please provide written proof if possible. This proof may be in the form of a certificate of employment issued by your current employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties. These certificates or letters should also show the name and contact information of the employer in case we need to contact them to confirm the details given. The certificates or letters can be in any format you choose, but must be written in English or have an English translation.</p>
Send by post	<p>5. Certificate of Residence and Copy of Alien Registration or Resident Card (both sides)</p> <ul style="list-style-type: none"> · Required for domestic / Internal applicants · Original ONLY 	<p>Domestic applicants who are neither Japanese nationals nor permanent residents of Japan must obtain a “Certificate of Residence (住民票)” at their local city hall or municipal office.</p> <p>Applicants should also provide a copy of both sides of their certificate of alien registration or resident card.</p> <p>*Current APU students need only submit a copy of their alien registration or resident card.</p>
Send by post	<p>6. Certification of scholarships received from organizations other than APU</p> <ul style="list-style-type: none"> · Original ONLY 	<p>Applicants who are due to accept scholarships offered by organizations other than APU after their admission are required to submit proof of the scholarship award.</p>
Send by post	<p>7. List of Research Achievements / Sample Work</p>	<p>(Applicants to the doctoral program or IMAT program ONLY)</p> <p>Applicants to the doctoral program or IMAT program must submit a list of previous papers written or presentations made which are relevant to their proposed field of study. Ph.D. applicants should also submit a copy of their master’s thesis. If the sample work is in a language other than English, please submit an English abstract.</p>

2 Application Fee

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

IMPORTANT

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

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

A. Credit Card

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

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



Please note that the layout of the website may change.

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

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

Payment Purpose : Application Fee

Contact Details : Applicant's Name

Bank Name : Sumitomo Mitsui Banking Corporation

Branch Name : Oita Branch

Branch Address : 1-3-22 Chuo-machi, Oita-city, Oita-Prefecture, 870-0035 JAPAN
Tel: +81- 97-532-5161

Account Number : 1001673 (Ordinary Deposit Account)

Account Name : RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST

Swift Code : SMBCJPJT

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

Bank Transfer Fee : Borne by remitter

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

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

Fee Amount : 8,000 JPY

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

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

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

3 Application Submission

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

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

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

4 Screening Method

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

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

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

5 Application and Scholarship Screening Results Notification

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

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” (please refer to the last page), APU offers special support during the admissions process to prospective applicants with disabilities or other medical conditions 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.

Applicant→APU

Step 1: Making the Request

Documents to be submitted:

Required Download the Admissions Support Request Form from our website:
http://admissions.apu.ac.jp/material_download/

Optional Medical certificate* or patient referral document*
Copies accepted. Submitting these forms is optional during the application process, but will be required if accepted to 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.



APU→Applicant

Step 2: Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant.

Applicant Please include a print-out of the receipt that is attached to this email along with the other required application forms and documents when applying to APU.



APU→Applicant

Step 3: Notification of Support Request Results

APU will send the **Support Request Results** in an email within 3 weeks after sending out the Support Request Arrival Receipt.

7 Information on Local Medical Services

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. 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 before applying to APU about whether or not continued treatment will be necessary after enrolling. If continued treatment is necessary, the applicant will be required to submit a **treatment plan** when completing their enrollment procedures. They must also submit a **patient referral document**** once they enter APU.

*‘Receiving medical treatment’ refers to individuals who require such treatment as oral, injectable, or topical medication, physical therapy, psychological treatment, etc., as advised by a medical professional.

**The patient referral document (which must include: name of condition, symptoms, test results, and course of treatment/ treatment plan) must be written in English or Japanese. Please attach an English or Japanese translation if the documents are written in another language.

3. Restrictions on Bringing Medication into Japan

There are strict restrictions on bringing medication into Japan from abroad. It is recommended that prospective applicants check with their local Japanese embassy or Ministry of Health **before applying to APU** regarding whether it will be possible to bring the medication* that you are currently using into Japan. If accepted to APU, please make sure to complete the legal procedures to bring medication into Japan.

(Further Information: Ministry of Health, Labour, and Welfare Homepage “Information for those who are bringing medicines for personal use into Japan”)

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

*Injectable Medicine: Injectable medicine that cannot be self-administered must then 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.** In addition, there are strict restrictions for bringing medication into Japan.

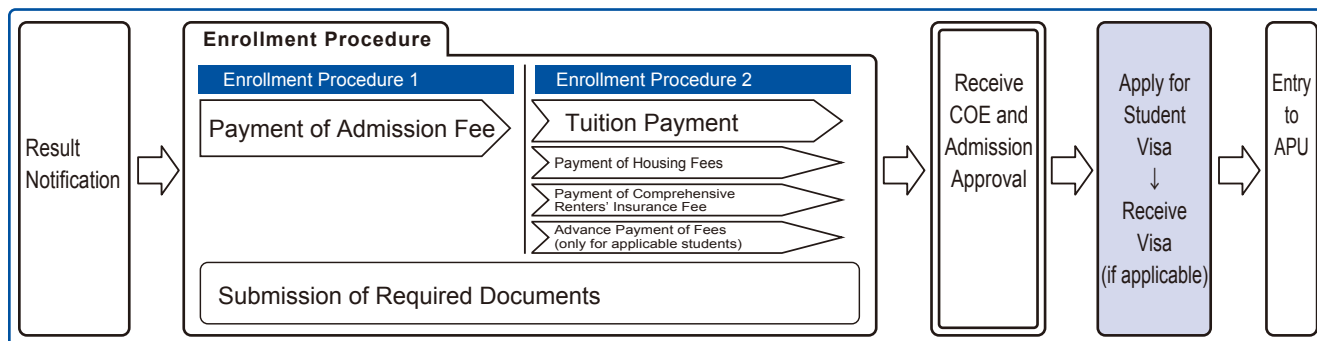
For individuals currently receiving treatment for psychiatric disorders or disabilities and who will require treatment after coming to Japan, please inquire with the university **before applying.**

5. Accessibility

Wheelchair-accessible public transportation within Beppu city is very limited. There are currently only a few wheelchair-accessible buses available on the routes used to commute to APU. Accordingly, it is difficult to commute to APU by bus. Students must also contact the bus company in advance to use a wheelchair-accessible bus. It is advisable for wheelchair users considering APU to inquire to the university about accessibility accommodations before applying.

■ From Acceptance to Enrollment ■

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



Important Deadlines in the Admissions Procedures

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

April 2017 Enrollment

	Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
1	Dec 12, 2016 (Mon)	Jan 13, 2017 (Fri)	Jan 27, 2017 (Fri)	Jan 13, 2017 (Fri)
2	Jan 23, 2017 (Mon)	Feb 10, 2017 (Fri)	Mar 3, 2017 (Fri)	

September 2017 Enrollment

	Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
3	May 22, 2017 (Mon)	June 30, 2017 (Fri)	July 14, 2017 (Fri)	June 30, 2017 (Fri)
4	July 3, 2017 (Mon)	July 28, 2017 (Fri)	Aug 18, 2017 (Fri)	

■ Enrollment Procedure Fees ■

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

[Enrollment procedure fees for admitted applicants with external scholarships may differ from below. Please contact the admissions office for details.](#)

1 Admission Fee

130,000 JPY

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

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

2 Partial Tuition Fee

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

GSM Master's Program450,000 JPY

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

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

3 Comprehensive Renters' Insurance

Master's Program (excluding IMAT)8,540 JPY

Master's Program (IMAT)4,710 JPY

Doctoral Program12,380 JPY

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

4 AP House Entrance Fee

All graduate students are guaranteed a room in AP House, APU's student housing facility, which will help them adapt to their new life in Japan and to concentrate on their studies.

From 2017 onwards, the residence designated for graduate students is AP House 4 which is located off-campus in downtown Beppu. It takes about 30 minutes to campus by bus and a single trip costs 540 JPY.

Required Fees Before Moving in (unit: JPY)

Program	General Private Room	
	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 non-refundable under any circumstances.

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

*³ The monthly rent of AP House for is 49,000 JPY (including rent, utilities and bedding rental). April enrollees are required to pay 2 months rent in advance (April and May). September enrollees are required to pay 1.5 months rent in advance (from mid-September and October).

[The amounts listed in numbers 1-4 are subject to change.](#)

5 Advance Payment of Fees (ONLY for applicable students)

IMPORTANT

Students of certain nationalities are required to pay the remaining portion of tuition and housing fees in addition to the enrollment procedure fees (number 1-4) under the "Advance Payment of Fees" system before they enroll.

Reference Advance Payment of Fees (Only Required for Certain Nationalities)

The Advance Payment of Fees system requires students of certain nationalities intending to enter APU to pay the full amount of their tuition expenses and AP House rent for their first year of studies before applying for a Certificate of Eligibility. This system provides assurance to the Japanese Government Bureau and APU that the student has sufficient financial resources to study abroad at our university.

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 result notification.

*The nationalities required to pay the Advance Payment of Fees may vary each year. Please click on the 'Cost' tab on the admissions website for more information.

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

6 Other

Reference Standard Tuition Fees for Each Program

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

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

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

*Tuition fees may be subject to change.

■ Procedures Necessary for Entering Japan ■

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

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

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

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

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

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

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

Please renew or change your visa as necessary.

Admissions for All Graduate School Applicants Application Document Checklist

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

- * 1 There are different checklists for ADB-JSP, JJ / WBGSP, MEXT Scholarship (Top Global University Project) and MEXT Scholarship (University Recommendation) applicants. Please refer to our homepage for details.
- * 2 MEXT Scholarship (Top Global University Project) / MEXT Scholarship (University Recommendation) applicants may be required to submit additional documents. APU will contact the applicant directly in such cases.

Graduate School Application Form

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/ /	受験番号	
□ A ()			

I. Applicant Information

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

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

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

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

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

11. Mailing Address: ☐ Same as above

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

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

12. Emergency Contact:

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

II. Program of Study

*Please check ☒ only one box per question.

1. Program Commencement: ☐ Spring (April) ☐ Fall (September)

2. Program Choice:

Graduate School of Asia Pacific Studies

- Master in Asia Pacific Studies ☐ International Relations (IR) ☐ Society and Culture (SC)
Master in International Cooperation Policy ☐ International Public Administration (IPA) ☐ Public Health Management (PHM)
☐ Sustainability Science (SS) ☐ Tourism and Hospitality (TH)
☐ Development Economics (DE)
☐ Dual Master's Degree Program (IMAT) (begins in September only)
Doctor of Philosophy in Asia Pacific Studies ☐ Major in Asia Pacific Studies
(Prescreening must be completed before applying for the Ph.D. program)

Graduate School of Management

- Master of Business Administration (MBA) ☐ Japanese Management (JM) ☐ Accounting and Finance (AF)
☐ Marketing and Management (MM) ☐ Innovation and Operations Management (IOM)

3. Scholarship:

Do you wish to apply for the APU Tuition Reduction Scholarship? ☐ Yes ☐ No
☐ Applied for scholarship offered by other organizations (Organizations: _____)

4. Internal Applicants ONLY (Please check your current university):

☐ Ritsumeikan Asia Pacific University ☐ Ritsumeikan University

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

III. Education History

In chronological order, please list all schools in English that you have attended from elementary school level to the last or current school you are attending. (Nursery, kindergarten and language schools are not to be included.) Please write the school name in English.

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

IV. Employment History / Other Activities

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

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

V. Official Test Scores

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

Test Name	Test Date (Month, Year)	Test Score	
TOEFL® (iBT / PBT)			Registration Number: _____
IELTS			Test Report Form Number: _____
TOEIC®			
PTE Academic			Registration ID: _____
GMAT®			Submission of a GMAT® score or GRE® score is required for GSM (MBA) applicants who do not have at least two years full-time work experience.
GRE®			Submission of a GRE® score is recommended, but not mandatory, for GSA applicants.

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

- ☐ Completed/is scheduled to complete a bachelor's program in English language or at least six years of education from high school or above in English language (**MUST attach proof**)
- ☐ Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States

VI. Application Fee

A non-refundable application fee is compulsory for the application. Cash payments will not be accepted. Payment methods for the application fee are as follows:

- ☐ Credit Card APU Online Application System Login ID: _____
- ☐ Bank Transfer (Overseas) Payment Date: _____ Payer's Name: _____
- ☐ Bank Transfer (in Japan) Payment Date: _____ Payer's Name: _____
- ☐ Bank Check* Bank Name: _____ Check Number: _____

*Applications will not be evaluated without the application fee.

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

VII. Student Certification

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

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

Signature (required)

Date

*We strongly recommend you keep a copy of all submitted materials for your records

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

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

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

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

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



Name _____ Nationality _____

Topic: _____

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

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

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

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

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

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

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

Regarding GSA Faculty Advisors

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

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

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

Requested Faculty Advisors

Division*

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

*GSAM Majors, Divisions and Programs

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

Applicants for GSM (MBA) Program

Please provide an outline of your plans for study in the MBA program. Your outline should cover the following:

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

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

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



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International Students Certificate of Eligibility / Resident Status Questionnaire

I. Applicant Information

Applicant's Name:

1. Family name: _____ Given name(s): _____
2. Current Status: ☐ Student Name of School: _____
- ☐ Employed (Excluding part-time jobs) Name of Company: _____
- Occupation: _____
- ☐ Other (Please specify): _____

II. Immigration-Related Issues

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

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

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

Date of Entry: _____ (yy/mm/dd) Date of Departure: _____ (yy/mm/dd)

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

☐ No ☐ Yes, number of times: _____

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

Application Date: _____ (yy/mm/dd) Place of Application: _____

Applied Status: ☐ Pre-College ☐ Student ☐ Dependent ☐ Temporary ☐ Permanent resident

☐ Long-term resident ☐ Other

Issued/Denied: ☐ Denied ☐ Date of Issue: _____ (yy/mm/dd)

III. Financial Information

5. Relationship with Financial Sponsor ☐ Father ☐ Mother ☐ Other (Please specify): _____

Please fill in the following information about your financial sponsor.

Family Name : _____ Occupation : _____

Given Name(s): _____ Company Name : _____

Home Address : _____ Job Title : _____

Home Phone : _____ Company Address: (city/country) _____

Company Phone : _____

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

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

To the individual writing the recommendation

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

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

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

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

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

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

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



Letter of Recommendation 1 (continued)

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

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

Other comments: _____



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

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

Signature _____

Date _____ (yy/mm/dd)

Letter of Recommendation 2

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

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

To the individual writing the recommendation

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

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

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

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

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

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

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



Letter of Recommendation 2 (continued)

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

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

Other comments: _____



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

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

Signature _____

Date _____ (yy/mm/dd)

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

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

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

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

Please check within the provided boxes.

Example



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

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

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



- ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

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

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

Thank you for answering the survey.

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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 wrongfully harmed 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.

Personal Information Policy

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

(1) Purpose of Use of Personal Information

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

(2) Management of Personal Information

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

(3) Outsourcing of Handling of Personal Information

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

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

Organizations Providing Standardized Examinations

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

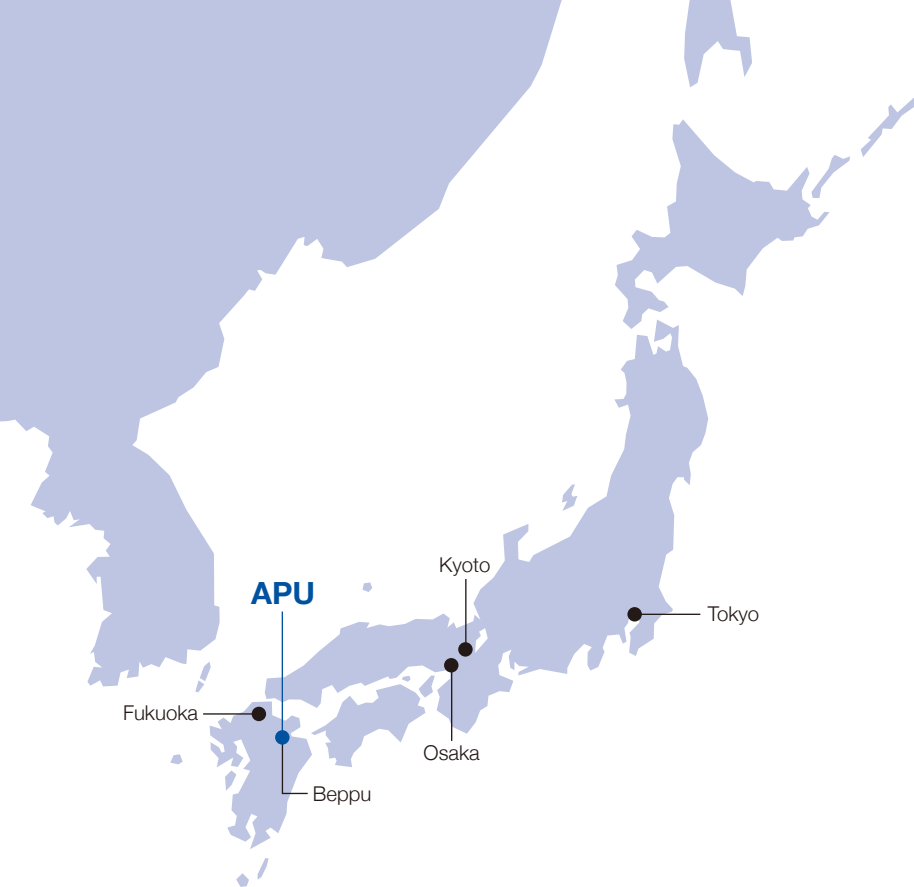
IELTS International English Language Testing System
by the British Council
<http://www.ielts.org>

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

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

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

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



APU OVERSEAS OFFICES AND REPRESENTATIVES

You can contact the following offices and representatives in your native language.

CHINA

Ritsumeikan Liaison Office, Shanghai Jiaotong University
D, 18F Shentong Xinxi Guangchang, No. 55, Huaihai West Rd.,
Shanghai City 200030, China
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
Email: apuchina@apu.ac.jp

INDONESIA

APU Indonesia Information Center
C/O MARQUEE, Mayapada Tower I,
11th Floor, Jl.Jend. Sudirman Kav. 28
Jakarta 12920, Indonesia
Tel: +62-21-5289 7328/7392 Email: apu-ina@apu.ac.jp

KOREA

APU Korea Office
#503, Halla Classic Officetel 5th Floor, 23 Gangnam
Daero 84 Gil, Gangnam-gu, Seoul 135-934, Korea
Tel: +82-2-564-3425/3426 Fax: +82-2-564-3427
www.ritsapu-kr.com Email: hello@ritsapu-kr.com

INDIA

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

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

F A X **+81-977-78-1121**

TAIWAN

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

THAILAND

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

VIET NAM

APU Viet Nam Office
A31D11, Alley 66/1, Lane 84, Tran Thai Tong Street, Cau Giay
district, Hanoi, Viet Nam
Tel: +84-4-32-000-619 Email: vietnam@apu.ac.jp

SRI LANKA

Mr. Harin Gunawardena
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