

2020 APU Online Application Guidelines (for Undergraduate Applicants)

To all applicants,

Thank you very much for your interest in applying to APU!

While it is possible to submit your application online, there are a number of documents that you must prepare in advance. Please review the following guidelines and prepare all the necessary documents before starting your online application.

Please also refer to our [Application Handbook](#) for full details regarding the application process and requirements for each application document.

Important notes:

1. Please begin preparing your application documents at least two weeks before the application deadline. As there are many documents necessary for completing your application, you may not be able to submit your application in time if you begin preparing right before the application deadline.
2. Even if you prepare all the required documents in advance, it might take at least an hour to complete the online application.
3. As the online application is divided into multiple steps, after you complete each step you can save and return afterwards to continue completing the application. We recommend that you save and complete your application in multiple sessions.
4. For documents not written in English or Japanese, you must also upload an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.
5. For required documents, you must upload a PDF version of the original document. Please use a computer software, online tool, or smartphone application to convert files to PDF format.
 - Please upload the digital copy of original documents and their translation (if necessary) together as one PDF document. If you are unable to upload original documents and translations together, please use the "Additional Document" section at the end of the Document Uploads Step to submit remaining documents.
6. You will need to submit a photograph of yourself in the Document Uploads Step. The photograph must be taken within three months of the date you submit your application, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white. (The photograph should be approximately 560 X 420 pixels in size.)
7. You must pay the application fee in order to complete your application. After you submit the application information, you will be taken to the application fee payment step.
 - If you choose to pay by credit card, you will be directed to the credit card payment page.
 - **If you choose to pay by bank transfer, you must upload a copy of the bank transfer payment receipt. Please complete the bank transfer payment beforehand.**

The online application contains the following steps. (The estimated time to complete each step listed assumes that all required PDF documents have been prepared in advance.)

STEP 1 Applicant Information (approximately 5 minutes)

STEP 2 Education History (approximately 5 minutes)

Please include details regarding your education history. In principle, applicants must have completed or be scheduled to complete 12 years of formal education. (Applicants from Uzbekistan, Sudan, Belarus, Peru, Myanmar, and Russia only need to have completed 11 years of formal education.)

STEP 3 Transcript Information (approximately 5 minutes)

You must upload a PDF version of academic transcripts from the equivalent of high school level and above within the online application. If transcripts are not written in English or Japanese, please upload a translation together with the transcript in the same PDF document. (You must upload at least one academic transcript as part of the

online application. If you are unable to submit academic transcripts, please contact the APU Admissions Office at welcome@apu.ac.jp.)

STEP 4 Standardized Tests (approximately 5 minutes)

Please prepare a PDF version of your standardized test results. If you have taken the Sri Lanka GCE A Level, SAT, or ACT, please also request to have your score report sent to APU directly in advance. (If any of your standardized test results are written in a language other than English or Japanese, please submit a translation together with the results in the same PDF document.)

STEP 5 Language Proficiency (approximately 5 minutes)

Please prepare a PDF version of your standardized test results. If you have taken the TOEFL® iBT Test or PTE Academic, please also request to have your score report sent to APU directly in advance.

STEP 6 Application Essays (approximately 3 minutes after writing the essays in advance)

Please prepare your answers to the following four essay questions in advance. You may write the essay in another file first and then copy and paste it into the response textbox within the application. Each essay response should be approximately 150 words.

1. Explain in detail what you aim to learn within your college of choice (APM/APS) and how it relates to your future goals.
2. Discuss a topic that is relevant to your preferred area of study (e.g. world economy, business strategy, international relations, cross-cultural understanding, social issues in your country, etc.). Please state your opinion on this topic.
3. Describe a personal challenge you faced or a situation that you found to be particularly difficult. How did you overcome this obstacle and what did you gain from the experience?
4. Explain about an interest you have pursued outside your academic classes (either independently or through a student organization, volunteering, part-time work, sport, playing a musical instrument, etc). What knowledge or skills did you gain as a result? (Approx. 150 words)

STEP 7 Extracurricular Activities (A – E) (approximately 3 minutes each)

Submission of this step is optional. If you have no activities or results to submit, please leave all the questions blank and proceed to the next step. Apart from section 7-A, you must submit proof of participation in extracurricular activities. Please prepare proof in the form of PDF documents in advance. (If your documents proving participation in extracurricular activities are not written in English or Japanese, please upload a translation together with the proof in the same PDF document.)

- **STEP 7-A Extracurricular Activities:** Student Council Activities
- **STEP 7-B Extracurricular Activities:** Tournament and Contest Participation
- **STEP 7-C Extracurricular Activities:** Additional Activities (volunteer activities, model UN participation, scholarship awards, internship experience, etc.)
- **STEP 7-D Extracurricular Activities:** Additional Qualifications and Standardized Test Results
- **STEP 7-E Extracurricular Activities:** Experience Living or Studying Abroad (including experience living or studying in Japan, but excluding travel or returning home to visit family).

APU Tuition Reduction Scholarship Application (if applicable) (approximately 3 minutes after preparing the essay)

Please prepare your response to the following question in advance. You may write the essay in another file first and then copy and paste it into the response textbox within the application.

Please read the [APU 2030 Vision](#) then respond to at least two of the following questions in approximately 150 words.

1. How can you continue your personal growth and development at APU?
2. How will you contribute to the APU community?
3. How will you change our world for the better?

Transfer Student Educational Background Information (applicants only) (approximately 5 minutes)

Please prepare a PDF version of your transfer eligibility documents in advance. (If any of your transfer eligibility documents are written in a language other than English or Japanese, please submit a translation together with the documents in the same PDF document.)

Document Uploads (approximately 10 minutes)

Please upload your photograph and PDF versions of required application documents in this section. For the letter of recommendation, please either ask your teacher in advance to send their letter directly to APU or upload the completed letter by yourself in this section.

Documents for all applicants:

- Photograph
- Attendance Report from Language Schools and Technical Colleges in Japan (only if applicable)
- Certificate of Graduation or Certificate of Scheduled Graduation
- Proof of Language Proficiency
- Letter of Recommendation (your referee can also send this letter directly to APU)
- Passport Copy
- Copy of Residence Card (only for applicants who already have a valid status of residence in Japan)
- Letter of Intent to Change to Student Residency Status form (only if applicable)
- Certification of scholarships received from organizations other than APU (only if applicable)

Additional Documents for Third Year Transfer Applicants:

- Application to Transfer Credit as an APU Major Subject (Third year transfer applicants only)

Submit All Application Information

Application Fee Payment

After you submit all the application information, you will be directed to the application fee payment stage. Please be sure to complete the application fee payment. **Your application is considered complete only when both the online application information is submitted and the application fee has been paid.**

Payment Receipt Upload

If you pay the application fee by bank transfer, you must upload a copy of the transfer receipt in this section.

APU Survey