

## Admissions for All Graduate School Applicants Application Document Checklist

Document Name	Graduate School of Asia Pacific Studies		Graduate School of Management	
	Master	Doctor		
<b>(i) Required documents for all applicants</b>				
Graduate School Application Form	<input type="checkbox"/>	✓	✓	✓
University Graduation Certificate(s) or Certificate of Scheduled Graduation <b>Original or certified copy</b>	<input type="checkbox"/>	✓	✓	✓
Academic Transcripts <b>Original or certified copy</b>	<input type="checkbox"/>	✓	✓	✓
Documents Proving English Proficiency <b>Original ONLY</b>	<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 <b>Original ONLY</b>	<input type="checkbox"/>	✓	✓	✓
Passport Copy *Not applicable to Japanese nationals	<input type="checkbox"/>	✓	✓	✓
Two Identical Photographs (4cm × 3cm or 1.57inches × 1.18inches) <b>Original ONLY</b>	<input type="checkbox"/>	✓	✓	✓
GMAT® Results or GRE® Results or Certificate of Employment (at least two years) <b>Original ONLY</b>	<input type="checkbox"/>			✓
List of Research Achievements / Sample Work	<input type="checkbox"/>	IMAT ONLY	✓	
<b>(ii) Documents for submission (if applicable)</b>				
APU Tuition Reduction Scholarship Application	<input type="checkbox"/>	✓	✓	✓
Certificate of Residence and Copy of Alien Registration Card or Resident Card (both sides) <b>Original ONLY</b> *Required for domestic and Internal applicants	<input type="checkbox"/>	✓	✓	✓
Certificate of scholarships received from organizations other than APU <b>Original ONLY</b>	<input type="checkbox"/>	✓	✓	✓
GRE® Results <b>Original or certified copy</b> *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	
<input type="checkbox"/> A ( )			

## I. Applicant Information

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

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

(Please 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.

- Current Address in English : \_\_\_\_\_  
City/State : \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone : \_\_\_\_\_ Mobile: \_\_\_\_\_
- 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: \_\_\_\_\_

- Emergency Contact:  
Relationship with Applicant:  Father  Mother  Other (Please specify): \_\_\_\_\_  
Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_  
Phone : \_\_\_\_\_  
Email : \_\_\_\_\_

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

## II. Program of Study

\*Please check  only one box per question.

- 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

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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





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/](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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受験番号	
会場名	

## International Students Certificate of Eligibility / Resident Status Questionnaire

### I. Applicant Information

Applicant's Name:

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

### II. Immigration-Related Issues

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

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

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

Date of Entry: \_\_\_\_\_ (yy/mm/dd) Date of Departure: \_\_\_\_\_ (yy/mm/dd)

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

No  Yes, number of times: \_\_\_\_\_

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

Application Date: \_\_\_\_\_ (yy/mm/dd) Place of Application: \_\_\_\_\_

Applied Status:  Pre-College  Student  Dependent  Temporary  Permanent resident  
 Long-term resident  Other

Issued/Denied:  Denied  Date of Issue: \_\_\_\_\_ (yy/mm/dd)

### III. Financial Information

5. Relationship with Financial Sponsor  Father  Mother  Other (Please specify): \_\_\_\_\_

Please fill in the following information about your financial sponsor.

Family Name : \_\_\_\_\_ Occupation : \_\_\_\_\_

Given Name(s): \_\_\_\_\_ Company Name : \_\_\_\_\_

Home Address : \_\_\_\_\_ Job Title : \_\_\_\_\_

Home Phone : \_\_\_\_\_ Company Address: (city/country) \_\_\_\_\_

Company Phone : \_\_\_\_\_

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

Applicant's Name in English: Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

**To the individual writing the recommendation**

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

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

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

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

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

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

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**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?**

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**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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**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?**

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

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

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**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?**

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**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: \_\_\_\_\_  
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**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)



