A ▶

Name		Nationality	

Application Document Checklist
* When you submit your documents please make sure to put the checklist on the top. Please mark the method of submission you chose with a checkmark ☑.
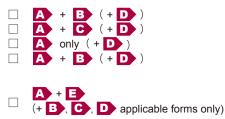
I. Application Categories

First Year Student Application
(i) Applicants who possess language proficiency test scores ☐ **A** + **B** (+ **D**)
(ii) Applicants who do not possess language proficiency test scores ☐ **A** + **C** (+ **D**)
(iii) Applicants who are native speakers of English or Japanese ☐ **A** only (+ **D**)
(iv) Applicants residing in Japan ☐ **A** + **B** (+ **D**)

Transfer Student Application
(v) Current university students or university graduates who wish to apply to APU as a second year or third year transfer student are required to submit additional documents. ☐ **A** + **E** (+ **B**, **C**, **D** applicable forms only)

II. Application Document Checklist

Documents	Method of Submission

「**O**」 = Can be submitted online 「**P**」 = Send by post 「**F**」 = Fillable PDF forms can be downloaded from the admissions website.
In some cases, applicants can choose between 「**O**」 or 「**P**」, but we recommend applicants to choose 「**O**」
Please refer to the Admissions Handbook for detailed information.
When completing application forms by hand, please use black or blue ink. The use of pencils and erasable pens (such as FriXion gel pens) is prohibited.
Application forms written in pencil or erasable pen will not be accepted.
It is not necessary to print out and mail documents that can be submitted online. We treat the online version of such documents as the original copy.

A Required Application for All Applicants

Documents	O Can be submitted online	P Send by post
1. Undergraduate Application Form p.1 ～ 3 「F」 (Please sign on page 3 of the application form)	☐	☐
2. Application Essay p.5, 6 「F」	☐	☐
3. Certificate of Eligibility / Resident Status Questionnaire p.7 「F」	☐	☐
4. Application fee payment ・Credit card: Must register on the APU Online Application System through the admissions website	☐	☐
4. Application fee payment ・Bank transfer: Send in proof of payment		☐
5. Academic transcripts for most recent 3 years Original or Certified Document (If you are currently in high school, please submit the most recent academic transcripts for 2 years or more that have been issued within the last 2 months) Original or Certified Document		☐
6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them) Original or Certified Document *For students who have taken the SAT, ACT or GCE (Sri Lanka) examinations, your score report must be forwarded directly to APU from the test center.		☐
7. Letter of Recommendation p.9, 10 「F」 Original ONLY		☐
8. Passport copy (if available)		☐
9. Two identical photographs (4 cm × 3 cm or 1.57 inches × 1.18 inches)		☐
10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese resident status ONLY)		☐
11. Checklist (This form: When you submit your documents, please make sure to put this checklist on the top.)		☐

B Language Proficiency Test Scores

Documents	O	P
1. English-basis students: TOEFL iBT® Test /TOEFL® PBT Test / IELTS / TOEIC® L&R Test / The EIKEN Test in Practical English Proficiency / PTE Academic / Cambridge English Language Assessment		☐
2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section)		☐

Please complete the necessary procedures and fill out the examination date and your test score in the "Language Proficiency / Test Scores" section on page 3 before putting a check in the box.
International applicants residing in Japan MUST submit an official English or Japanese language test score.

C Language Proficiency Forms

Documents	O	P
English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 「F」 Original ONLY		☐

International applicants residing in Japan cannot use this form.

D Additional Documents for Submission (If Applicable)

Documents	O	P
1. APU Tuition Reduction Scholarship Application p.13 「F」	☐	☐
2. Extracurricular Activities Report p.15, 16 「F」	☐	☐
3. Document(s) to prove participation in extracurricular activities		☐
4. Certification of scholarships received from organizations other than APU		☐

E Transfer Student Application

Documents	O	P
1. Transfer Student Academic Status p.17 「F」	☐	☐
2. List of classes currently attending		☐
3. Credit requirements for graduation (e.g. student handbook or school website that provides the relevant information)		☐
4. Higher institution (e.g. university) graduation certificate (in the case of graduates) or certificate of scheduled graduation (in the case of applicants currently undertaking programs other than bachelor's) Original or Certified Document		☐

If you have already graduated from a higher educational institution (e.g. university), items 2 and 3 are not required.

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

Application handbooks and application forms can be downloaded from the admissions website (https://admissions.apu.ac.jp).