

## Application Document Checklist

Document	Graduate School of Asia Pacific Studies		Graduate School of Management	
	Master's	Doctoral		
Required Documents for All Applicants				
Graduate School Application Form	<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: Register on the APU Online Application System through the Admissions website. Bank Transfer: Submit a copy of your payment receipt. Bank Check: Submit the bank check.	<input type="checkbox"/>	✓	✓	✓
University Graduation Certificate(s)/ Certificate of Scheduled Graduation Submission of a certified document is recommended as submitted documents will not be returned.	<input type="checkbox"/>	✓	✓	✓
Academic Transcripts Original or certified document accepted.	<input type="checkbox"/>	✓	✓	✓
Documents Proving English Proficiency Original only.	<input type="checkbox"/>	✓	✓	✓
Two Letters of Recommendation Original only.	<input type="checkbox"/>	✓	✓	✓
Passport Copy Not applicable for Japanese nationals.	<input type="checkbox"/>	✓	✓	✓
Two Identical Photographs 4 cm x 3 cm or 1.57 in x 1.18 in Original only.	<input type="checkbox"/>	✓	✓	✓
Documents for Submission (if applicable)				
APU Tuition Reduction Scholarship Application	<input type="checkbox"/>	✓	✓	✓
Certificate of Residence and Copy of Alien Registration or Resident Card (both sides) Only the original Certificate of Residence will be accepted. Required for domestic and internal applicants who do not have Japanese nationality or permanent resident status in Japan.	<input type="checkbox"/>	✓	✓	✓
Proof of Scholarships Received from Organizations Other than APU Original only.	<input type="checkbox"/>	✓	✓	✓
GMAT® Results or GRE® Results or Certificate of Employment (at least two years) Original only.	<input type="checkbox"/>	Recommended but not Mandatory		✓
List of Research Achievements/Sample Work	<input type="checkbox"/>	IMAT Only	✓	

There are different checklists for MEXT Scholarship (Top Global University Project), MEXT Scholarship (University Recommendation), ADB-JSP Scholarship and JJ/WBGSP Scholarship applicants.

MEXT Scholarship (Top Global University Project) and MEXT Scholarship (University Recommendation) applicants may be required to submit additional documents. In this case, APU will contact the applicant directly.

## Graduate School Application Form

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/	/	受験番号
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### 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 affix a  
photograph  
(4 cm x 3 cm  
or  
1.57 in x 1.18 in)  
taken within the last  
three months against  
a white background.  
No cap or hat is  
allowed.

Please write clearly as this email address will be used as the primary contact.

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

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

- Mailing Address: ☐ Same as above

Fill in this information accurately as important documents, such as your screening results, will be sent to this mailing address.

City/State: \_\_\_\_\_ Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

- 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.

- Program Commencement: ☐ Spring (April) ☐ Fall (September)
- Program Choice:  
**Graduate School of Asia Pacific Studies**  
 Master in Asia Pacific Studies ☐ International Relations (IR) ☐ Society and Culture (SC)  
 Master in International Cooperation Policy ☐ International Public Administration (IPA) ☐ Public Health Management (PHM)  
☐ Sustainability Science (SS) ☐ Tourism and Hospitality (TH)  
☐ Development Economics (DE)  
☐ Dual Master's Degree Program (IMAT) (begins in September only)  
 Doctor of Philosophy in Asia Pacific Studies ☐ Asia Pacific Studies  
 Prescreening must be completed before applying for the doctoral program.  
**Graduate School of Management**  
 Master of Business Administration (MBA) ☐ Accounting and Finance (AF) ☐ Marketing and Management (MM)  
☐ Innovation and Operations Management (IOM) ☐ Japanese Management (JM)
- Scholarship:  
**Do you wish to apply for the APU Tuition Reduction Scholarship?** ☐ Yes ☐ No  
☐ Applied for scholarship(s) offered by other organization (Organization: \_\_\_\_\_)
- Current University (internal applicants only): ☐ Ritsumeikan Asia Pacific University ☐ Ritsumeikan University

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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 in English all the schools you have attended from elementary school to the most recent or current school you are attending. Nursery, kindergarten and language schools are not to be included.

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

### IV. Employment History/Other Activities

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

Type	Company Name	Company Address	Date Started (yy/mm)	Date Finished (yy/mm)	Responsibilities

### V. Official Test Scores

Please request the test center to send the score reports directly to APU. 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 Test/ TOEFL® PBT Test			Registration Number: _____
IELTS			Test Report Form Number: _____
TOEIC® Test			
PTE Academic			Registration ID: _____
GMAT®			
GRE®			

GSM (MBA) applicants who do not have at least two years of full-time work experience are required to submit either GMAT® or GRE® scores. For GRE applicants, submission of GRE® scores is recommended but not mandatory.

Applicants who meet at least **one** of the following exemption requirements do not have to submit English proficiency test scores. Please check ☒ if you are applicable.

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

### VI. Application Fee

The application fee is compulsory and applications will not be evaluated without it. It is not refundable. 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: \_\_\_\_\_

\* 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 the 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

Rather than answering the below questions individually, please write one continuous essay. Your statement should include responses to the following:

## All Applicants

1. What attracted you to this program?
2. How will your present academic achievements and professional experience help you succeed in this program?
3. What are your future goals and career objectives?
4. How will an advanced degree in your chosen division/specialization help you achieve these goals and objectives?

## IMAT Applicants Only

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

### GSM Applicants Only

7. Describe your past work experience in detail, if any, and your future career plans.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, 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. 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.**

**GSA Applicants (master's in APS, ICP, IMAT and doctoral program)**

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

Rather than answering each point individually, please write one continuous proposal. Your research proposal should address the following:

1. A brief literature review of sources related to your proposed research topic.
2. Specific research questions and objectives of your research, and how they relate to your intended program at APU.
3. The research methodology you intend to use to complete your research.
4. Potential significance of your proposed research.

**GSA Faculty Advisors**

GSA applicants (excluding the IMAT program) must choose two faculty advisors from their intended division of study. Please refer to our website to view the faculty list ([http://admissions.apu.ac.jp/graduate/academics/gsa\\_master/faculty/](http://admissions.apu.ac.jp/graduate/academics/gsa_master/faculty/)). Please note that only the faculty members listed on the website can 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 faculty members marked M or M, D under 'Graduate Advising'. For doctoral program applicants, please choose faculty members marked M, D under 'Graduate Advising'.

Requested Faculty Advisor

Division (only for GSA master's program)

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

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

**GSM (MBA) Applicants**

Please provide an outline of your study plans in the MBA program. The plan should be approximately two A4 pages of typed/printed text. Please write the topic name of your plan at the top of this page and then attach your typed plan to this application.

Rather than answering each point individually, please write one continuous plan. Your research plan should address 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, future career path and current business or work-related activities in your intended area of specialization.
3. Management issues/interests related to your university studies and/or working experience that you would like to study about in the MBA program.

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## International Students

# Certificate of Eligibility/Resident Status Questionnaire

### I. Applicant Information

1. Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_
2. Current Status: ☐ Student Name of School: \_\_\_\_\_
- ☐ Employed (excluding part-time jobs) Name of Company: \_\_\_\_\_
- ☐ Other (please specify): \_\_\_\_\_

### II. Immigration-Related Issues

You must fill in the following information. If you have entered Japan previously and 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 arrivals into and departures from Japan.**

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

If your answer to question 3 is 'Yes', please fill in the following information for your most recent entry into 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 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: ☐ Date of Issue (yy/mm/dd): \_\_\_\_\_ ☐ Denied

### 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): \_\_\_\_\_

### For the Recommender

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

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

You may either return this document to the applicant in a sealed envelope 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?

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

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

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

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## Letter of Recommendation 1 (continued)

Please provide an 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 if there are any unclear statements.

Name of Recommender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

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

_____ Signature	_____ Date (yy/mm/dd)
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## Letter of Recommendation 2

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

Applicant's Name in English

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

### For the Recommender

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

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

You may either return this document to the applicant in a sealed envelope 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?

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

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

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

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## Letter of Recommendation 2 (continued)

Please provide an 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 if there are any unclear statements.

Name of Recommender: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email: \_\_\_\_\_

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

_____ Signature	_____ Date (yy/mm/dd)
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All applicants, including those who are applying for an external scholarship, are eligible to apply for the APU Tuition Reduction Scholarship at the time of application to APU. Those who would like to apply for this scholarship must answer the following two questions.

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 their country or region.

1. How would the APU Tuition Reduction Scholarship assist you in reaching your educational and career goals? (approximately 150 words)

<b>Below 1,500,000 JPY/ Below 14,000 USD</b>	<b>Between 1,500,000 JPY and 3,000,000 JPY/ Between 14,000 USD and 28,000 USD</b>	<b>Between 3,000,000 JPY and 4,500,000 JPY/ Between 28,000 USD and 42,000 USD</b>	<b>Between 4,500,000 JPY and 6,000,000 JPY/ Between 42,000 USD and 56,000 USD</b>	<b>Above 6,000,000 JPY/ Above 56,000 USD</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

3. From question 2, please choose the main factor that influenced your decision to apply to APU. (choose only one option)

4. What are the influencing factors in choosing a university? (up to three answers allowed)

5. From question 4, please choose the main influencing factor in choosing a university. (choose only one option)

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