

2020 APU Online Application Guidelines (for Graduate 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. In addition, after you complete the online application and payment, you will need to take an online recorded video interview and online assessment tests which will also take about an hour. Unless you complete all necessary procedures to submit your entire application, we will not be able to begin evaluating your 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. If you stay on one application page for more than an hour, information you put in the page will not be able to be submitted or saved due to our set security policy. Please be sure to save your application content every 30 minutes if you stay on the same page.
5. For documents not written in English, 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. Both the original document and the official translation must be submitted. Submitting only a translation is not accepted.
6. For required documents, you must upload a PDF version of the original document. Only PDF documents up to 2MB can be uploaded. Please convert any documents to a PDF format using a computer software or smartphone application such as **Adobe Scan** or **Office Lens**.
 - 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 any remaining documents.
 - When you submit your Personal Statement and Research Proposal or Study Plan, you can upload Word documents as well. If submitting in a PDF format, the files must be searchable PDF documents. To make sure a PDF file is searchable, please convert directly from a Word document to a PDF.
7. You must pay the application fee in order to move onto the last step of your application, the Online Assessment. 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.**
8. After completing the application fee, you will be asked to complete the [Online Assessment](#).
9. **After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post.** If the original or certified documents submitted after acceptance differ from the digital copies uploaded with the online application, or if enrolling students are not able to submit original or certified documents, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

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)

If you will be receiving a scholarship(s) offered by organizations other than APU, you will need to upload document(s) showing confirmation that you will receive the scholarship as well as information about what award(s) the scholarship will provide (e.g., provides full tuition, 500 USD per month for living expenses, covers flight tickets, etc.).

STEP 2 Education History (approximately 5 minutes)

Please include details regarding your education history. In principle, Master's program applicants must have graduated or be scheduled to graduate from a bachelor's program with a standard period of completion of at least 3 years or have a 16-year standard education curriculum outside of Japan.

Doctoral program applicants must have completed or be scheduled to complete a graduate (Master's) degree.

STEP 3 Employment History (approximately 10 minutes)

For GSM applicants, at least three years of full-time work experience (including full-time internship experience) by the time of enrollment to APU, preferably in a field related to the desired area of study, is needed. (Internal applicants who intend to enroll at APU in the semester directly after graduating from the undergraduate program do not need to meet the work experience requirement.)

STEP 4 Higher Education/University Academic Transcripts (approximately 5 minutes)

Please upload a PDF version your academic transcripts. You must submit at least one academic transcript. If you are unable to submit academic transcripts because your university cannot issue them to you, please contact the Admissions Office at apugrad@apu.ac.jp.

STEP 5 Official Test Scores (approximately 5 minutes)

If you will submit any of the following official test scores, please upload a PDF version of your test results. If you have taken the TOEFL® iBT Test, PTE Academic, GMAT or GRE please also request to have your score report sent to APU directly in advance.

- **TOEFL® iBT Test**
- **PTE**
- **Cambridge English Language Assessment**
- **IELTS**
- **TOEIC® L&R Test**
- **GMAT**
- **GRE**

STEP 6 Personal Statement (approximately 1 minute if the statement has been written in advance)

Please prepare your answers following the instructions below and upload your personal statement in a PDF or Word format. The length of the personal statement must be at least one A4 page but no longer than two pages of typed text.

Rather than answering the following 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?

Graduate School of Management (GSM) Applicants Only

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

STEP 7 Study Plan / Research Proposal (approximately 1 minute if it has been written in advance)

Please prepare your answers following the instructions below and upload in a PDF or Word format. 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 plagiarism. **Evidence of plagiarism will result in failure of the application.**

Study Plan - Graduate School of Management (GSM) Applicants Only

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 on this document and then attach your typed plan to this application. Rather than answering each point individually, please write one continuous plan. Your study plan should address the following:

1. Start with an outline of your working experience. Please describe your working history including company name and industry, work area, responsibility and what you learnt. Tell us experiences that you managed well, as well as experiences that you found challenging and in which you expect an MBA program to be helpful for your further development.
2. Relate your planned university study to your career to date, current business or work-related activities and your future career path. What benefit would your studies in Japan have for your intended career?
3. Describe a specific management issue as well as research questions preferably related to your working experience or future career that you would like to pursue as a research module in the MBA program. The research topic can be a managerial problem, an economic issue, a statistical inquiry, a decision task, or challenging problem faced by a specific company.

Research Proposal – Graduate School of Asia Pacific Studies (GSAM and GSAD) Applicants Only

Please provide a research proposal. Master's program proposals should be at least four to six A4 pages of typed text. Doctoral program proposals should be fifteen to twenty pages. Please write the research title on this document 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.
- *For PhD Applicants, the research proposal should include an academically-relevant and theoretically-focused questions.

Uploading Supervisor Confirmation Letter – Doctoral (GSAD) Applicants Only

GSAD applicants must select a doctoral faculty supervisor before submitting their application to APU. In order to apply, applicants must first contact their desired doctoral faculty supervisor by email and receive their agreement to act as the faculty supervisor for the duration the program. The current list of faculty supervisors and their contact information is available [here](#).

After receiving the agreement of a faculty supervisor, applicants must also request a signed Supervisor Confirmation Letter from the desired faculty supervisor. The Supervisor Confirmation Letter must be submitted with the rest of the application documents. For more information, please look at [here](#).

STEP 8 APU Tuition Reduction Scholarship Application (if applicable) (approximately 3 minutes if the essay has been prepared in advance)

Please prepare your response to the following essay 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.

1. How would the APU Tuition Reduction Scholarship assist you in reaching your educational and career goals? (approximately 150 words)
2. Please state your annual household income situation.

STEP 9 Required Documents Upload (approximately 10 minutes)

➤ **Photograph**

Please upload a photograph of yourself, taken within three months of the date you submit your application and showing a front view above chest level with a plain background. Caps and hats are not allowed. The photograph may be in color or black and white. (The photograph should be approximately 560 X 420 pixels in size.)

➤ **University Graduation Certificate(s)/Certificate of Scheduled Graduation**

➤ **Two Letters of Recommendation**

Please either ask the referee in advance to send their Letter of Recommendation directly to APU by email or upload the completed letter by yourself in this section. You can download the forms for the Letter of Recommendations [here](#).

➤ **Certificate of Employment (Mandatory for Graduate School of Management and IMAT program applicants)**

➤ **Sample Work or List of Research Achievements**

If the sample work is in a language other than English, please submit an English abstract. For GSAD applicants, a copy of their master's thesis is also required. Please e-mail your thesis to grad-rec@apu.ac.jp.

➤ **Curriculum Vitae**

➤ **Passport Copy**

➤ **Copy of both sides of your Residence Card** (If you live in Japan and do not possess Japanese Nationality)/ **Certificate of Residence** (住民票: If you live in Japan and possess Japanese nationality)

For more information, please look at the [Application Handbook](#) from page 17.

Additional Information and Online Application Final Confirmation

Once you complete the final confirmation of the online application, you cannot edit it anymore. All information you typed can be generated in a PDF format.

Application Fee Payment

After you submit all the required application information, you will be directed to the application fee payment stage. Please be sure to complete the application fee payment.

Payment Receipt Upload

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

Online Assessment

After completing all the procedures above, instructions for the Online Assessment which includes a video interview and online assessment tests will be shown. To take the assessment, please prepare a computer with a camera and working microphone. Do not attempt to take the online assessment using a smartphone or tablet.

Your application is considered complete only when the online application information is submitted, the application fee has been paid, and the Online Assessment is completed.

APU Survey