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APU

Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

Application Handbook and Application Form

April/September 2018 Enrollment

For All Graduate School Applicants

https://admissions.apu.ac.jp/graduate

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To apply online, please go to

https://admissions.apu.ac.jp/graduate

Admissions Guidelines

Based on the education beliefs of “Freedom, Peace and Humanity”, “International Mutual Understanding” and “The future shape of the Asia Pacific Region”, Ritsumeikan Asia Pacific University (APU) gathers diversified students from many countries and regions, and hopes to fulfill the mission of fostering future elites by the exchange of language and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication abilities and have an international horizon to adapt to changing values.

To fulfill this mission, APU has set its target to recruit domestic and international students who are aiming to be active leaders of the 21st century international society in the Asia Pacific region, and the following graduate schools were established with the purpose of developing future talents.

1 Educational Objectives

The educational objectives of Ritsumeikan Asia Pacific University (APU) are established on the premise of 1 to 3 below.

1. To cultivate Japanese citizens with global perspectives and worldviews who can cooperate with peoples of various countries and regions in the spirit of mutual international understanding.
2. To cultivate international students who, by learning at a Japanese institute of higher education, develop a proper understanding of Japan and become active in the global arena.
3. To cultivate talented individuals who can build amicable and trustworthy relationships between Japan and the countries of the world and contribute to developing the future economies and societies in their respective countries and regions.

Graduate School of Asia Pacific Studies

Master of Science in Asia Pacific Studies

The Master’s Program in Asia Pacific Studies aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as international relations and social and cultural studies, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Master of Science in International Cooperation Policy

The Master’s Program in International Cooperation Policy aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as public administration, environment, development, health and tourism, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Doctor of Philosophy in Asia Pacific Studies

The Doctoral Program in Asia Pacific Studies aims to foster the advanced capacity for pioneering a new academic discipline (area) necessary for development of the Asia Pacific region and cultivate advanced researchers and highly qualified professionals with doctorate degrees who will contribute to sustainable development and coexistence in the region.

Graduate School of Management

Master of Business Administration

The Mission of the Graduate School of Management is to cultivate well-rounded professionals and leaders who will play a central role in resolving management issues at globalizing enterprises and other organizations by imparting advanced management skills, a good understanding of business ethics and a deep insight into globalization.

APU hopes to realize these educational objectives by accepting outstanding students from all over the world.

2 Admissions Policy

The admissions policy for Ritsumeikan Asia Pacific University is established as follows.

While enrolled at APU, graduate students are expected to take advantage of every opportunity presented by the university's multicultural campus, in addition to taking classes, in order to acquire the knowledge, skills and attitudes required to contribute to the world once they graduate from one of the graduate schools. Graduate students are also expected to contribute to the learning of the entire university community by actively engaging in exchange on the multicultural campus. As such, new graduate students must possess the following skills in order to engage in this kind of learning:

1. English skills to engage in advanced studies in one's graduate school and division;
2. Specialized knowledge required to engage in advanced studies in one's graduate school and division;
3. Analytical skills, perceptiveness and aptitude to solve real world problems;
4. Aptitude for coexistence in a multicultural environment.

Furthermore, students in each graduate school must possess the following skills:

Graduate School of Asia Pacific Studies

Master of Science in Asia Pacific Studies

1. A keen interest in research pertaining to fields including international relations and social and cultural studies required for the development of the Asia Pacific;
2. A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Master of Science in International Cooperation Policy

1. A keen interest in research pertaining to fields including administration, environmental studies, development, health science and tourism required for the development of the Asia Pacific;
2. A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Doctor of Philosophy in Asia Pacific Studies

1. A keen interest for pioneering new academic disciplines required for the development of the Asia Pacific;
2. Aptitude and skills for mastering new academic theories and applications as an independent researcher;
3. A strong intention to contribute to sustainable development and coexistence in the Asia Pacific region.

Graduate School of Management

Master of Business Administration

1. A keen interest in companies in the Asia Pacific region and solving the management issues they face;
2. The ability to contribute to the sustainable development of the Asia Pacific region as an all-around manager or leader who possesses a highly ethical outlook.

To comprehensively assess the aforementioned knowledge, skills and motivation at the time of admission, APU will use multifaceted screening methods and admit those graduate students deemed compatible with the APU style of learning.

3 Application Category

Before applying, it is advisable to first determine which category you fall under as the requirements and deadlines differ. The categories are as follows:

Overseas Applicants

All applicants residing outside Japan, excluding Japanese nationals.

Domestic Applicants

All foreign nationals residing in Japan **from the time of application to the date of the interview** and all Japanese nationals whether living in Japan or abroad.

Internal Applicants

Applicants currently enrolled in Ritsumeikan Asia Pacific University (APU) or Ritsumeikan University.

Master's Programs

1 Number of Students Accepted

Graduate School of Asia Pacific Studies (GSA) Master of Science	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Asia Pacific Studies (APS) • International Relations (IR) • Society and Culture (SC)	April/ September	15	2 years	2,800,000 JPY
International Cooperation Policy (ICP) • International Public Administration (IPA) • Public Health Management (PHM) • Sustainability Science (SS) • Tourism and Hospitality (TH) • Development Economics (DE)	April/ September	45		
• International Material Flow Management (IMAT) Program*	September Only			

* In addition to tuition, IMAT students must pay a program fee of 200,000 JPY per year. They must also pay administration fees of approximately 172 euros per semester during the third and fourth semester to Trier University of Applied Sciences, Environmental Campus Birkenfeld.

Graduate School of Management (GSM) Master of Business Administration	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Business Administration (MBA) • Accounting and Finance (AF) • Marketing and Management (MM) • Innovation and Operations Management (IOM) • Japanese Management (JM)	April/ September	40	2 years	3,600,000 JPY

Tuition varies according to the awarded APU Tuition Reduction Scholarship percentage. Refer to p.6 for more information.
Tuition is subject to change.

Standard Period of Completion

The standard period of completion for the master's programs in the Graduate School of Asia Pacific Studies and the MBA program in the Graduate School of Management is two years. This standard period allows for in-depth study and research, and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your master's program in less than two years.

The total tuition fees for the programs will not change even if you complete your degree before the standard period of completion. Please refer to our website for more information.

2 Application Eligibility

Applicants must fulfill the following requirements.

Requirement 1: Educational Qualifications

Applicants must fulfill **one** of the following conditions at the time of application:

- Applicants who have graduated or are scheduled to graduate from a university.
- Applicants who have completed or are scheduled to complete a 16-year standard education curriculum outside Japan.
- Applicants who have completed a 15-year standard education curriculum outside Japan and academic achievements are determined to be oustanding by the university.
- Applicants who are at least 22 years of age and have been individually screened by the graduate school to have the academic ability of a university graduate or higher.

If you have other educational qualifications, please send your inquiries to the Admissions Office before applying.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research and produce well written reports in English. **Please refer to p.13 "Documents Proving English Proficiency" for the required English language certifications.**

Minimum English Proficiency Requirement				
TOEFL® iBT Test	TOEFL® PBT Test	IELTS	TOEIC® L&R Test	PTE Academic
80	550	6.0	780	50

Requirement 3: GSM (MBA) Applicants Only

Applicants must have **at least one** of the following:
- Full time work experience of at least three years, preferably related to your desired major.
- A satisfactory GMAT® score or GRE® score.

Requirement 4: Internal Applicants Only

Students who are scheduled to graduate from APU or Ritsumeikan University directly before enrolling into the Graduate School (including those who graduated early or skipped grades) must satisfy a specific cumulative GPA requirement. Please contact the Admissions Office for more details.

3 Screening Schedule

April 2018 Enrollment

	Application Period	Interview Schedule	Result Notification	No.*
MEXT Scholarship (Top Global University Project) Overseas Applicants	Aug 1, 2017 (Tue)- Sep 27, 2017 (Wed)	Oct 16, 2017 (Mon)- Oct 20, 2017 (Fri)	Nov 6, 2017 (Mon)	1
General Overseas Applicants Domestic/Internal Applicants	Sep 28, 2017 (Thu)- Oct 25, 2017 (Wed)	Nov 20, 2017 (Mon)- Nov 24, 2017 (Fri)	Dec 11, 2017 (Mon)	2
General Domestic/Internal Applicants	Oct 26, 2017 (Thu)- Nov 29, 2017 (Wed)	Dec 18, 2017 (Mon)- Dec 22, 2017 (Fri)	Jan 22, 2018 (Mon)	3

September 2018 Enrollment

	Application Period	Interview Schedule	Result Notification	No.*
MEXT Scholarship (Top Global University Project) Overseas Applicants	Oct 26, 2017 (Thu)- Nov 29, 2017 (Wed)	Dec 18, 2017 (Mon)- Dec 22, 2017 (Fri)	Jan 22, 2018 (Mon)	4
Asian Development Bank-Japan Scholarship Program (ADB-JSP) **Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)** Overseas Applicants	Nov 30, 2017 (Thu)- Feb 28, 2018 (Wed)	Mar 19, 2018 (Mon)- Mar 23, 2018 (Fri)	Apr 9, 2018 (Mon)	5
General Overseas Applicants Domestic/Internal Applicants	Mar 1, 2018 (Thu)- Apr 4, 2018 (Wed)	Apr 23, 2018 (Mon)- Apr 27, 2018 (Fri)	May 21, 2018 (Mon)	6
IMAT Program Domestic/Internal Applicants				
IMAT Program Overseas Applicants	Mar 1, 2018 (Thu)- Apr 18, 2018 (Wed)			
General Domestic/Internal Applicants	Apr 19, 2018 (Thu)- May 23, 2018 (Wed)	Jun 11, 2018 (Mon)- Jun 15, 2018 (Fri)	Jul 2, 2018 (Mon)	7

* No. corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on p.20. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

Interview Schedule

APU will decide the details (date and venue) of the interviews and notify applicants at a later date. Overseas applicants are evaluated solely on the information provided in their application documents. In some cases, an online interview may be required. Domestic/internal applicants who pass the initial document screening must attend an interview as part of the application process. Please refer to page 17 for details.

Screening Results

Screening and scholarship results will be sent out by post on the dates listed on the previous page and should arrive within several days. We will also send an email with the necessary login information to check these results on the Admissions website a day after the results are sent. If the day after is a holiday, the email will be sent two days after the results notification date.

Please be aware that phone, fax or email inquiries regarding application results will not be accepted.

Admitted applicants will not be allowed to reapply to the same graduate school for the same enrollment period (April 2018 or September 2018 enrollment period).

4 Scholarships

(1) APU Tuition Reduction Scholarship

The APU Tuition Reduction Scholarship covers 30%, 50%, 65%, 80%, or 100% of tuition until graduation. All applicants are eligible to apply for this scholarship. It can be applied for through our regular application form at the time of application to APU's graduate programs. Scholarship results will be notified together with screening results. Please note that the APU Tuition Reduction Scholarship will be cancelled if an applicant receives any of the external scholaships from categories (2) or (4) listed below. After enrolling at APU, students will also have opportunities to apply for additional scholarships.

(2) External Scholarships with APU Recommendation (for overseas applicants only)

Overseas applicants to APU Graduate Schools who meet certain criteria can apply for the scholarships listed below. Details on Eligibility Criteria for each scholarship are provided in the "Eligibility Criteria Checklist". Please check it carefully and apply for the appropriate scholarship(s).

In addition to completing the APU Graduate School Application Form, other documents are necessary to apply for the these scholarships.

List of Scholarships and Eligible Academic Programs at APU

Program		Division/Specialization	MEXT (Top Global University Project)	JJ/WBGSP	ADB-JSP
GSA (Doctoral Program)		Asia Pacific Studies	×	×	×
GSA (Master)	APS	International Relations (IR)	○	○	○
		Society and Culture (SC)	○	○	○
	ICP	International Public Administration (IPA)	○	○	○
		Public Health Management (PHM)	○	○	○
		Sustainability Science (SS)	○	○	○
		Tourism and Hospitality (TH)	○	○	○
		Development Economics (DE)	○	○	○
		Dual Master's Degree Program in International Material Flow Management (IMAT)	×	×	×
GSM		Japanese Management(JM)/ Marketing and Management(MM)/ Accounting and Finance (AF) / Innovation and Operations Management (IOM)	○	×	×

MEXT= Ministry of Education, Culture, Sports, Science and Technology
JJ/WBGSP= Joint Japan/World Bank Graduate Scholarship Program
ADB-JSP= Asian Development Bank-Japan Scholarship Program

Application Process

1. Submit the following documents and complete the application fee payment:
In addition to completing the APU Graduate School Application Form through the APU Online Application System, applicants should submit the external scholarship application documents listed below and post them directly to APU.

a. APU Graduate Schools Online Application
b. Required documents listed in the Application Handbook
c. Eligibility Criteria Checklist
d. Additional required documents listed for each scholarship
e. For the JJ/WBGSP scholarship: Additional online application form for this scholarship

2. After submitting:

(1) Applicants selected by APU will be recommended to the appropriate scholarship organizations.
(2) Final decisions regarding scholarship awards will be made by the scholarship organizations.

* Applicants who are not awarded an external scholarship will be considered for the APU Tuition Reduction Scholarship instead if they submit the APU Tuition Reduction Scholarship Application Essay at the time of application.

MEXT Scholarship (Top Global University Project)

About the Scholarship	This scholarship was established at APU after it was selected for MEXT's Top Global University Project (SGU). Universities selected for this project can provide this scholarship to outstanding international students with excellent academic performance. It also aims to enhance the international competitiveness of Japanese universities.
Eligibility	• Those intending to study abroad in Japan from overseas • Do not have Japanese nationality and is a national of a country that has diplomatic relations with Japan • Born on or after April 2, 1983 Notes: 1. Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible. 2. Those applying for this scholarship at APU cannot apply for it at other universities. 3. Scholarship recipients must have 'student' as their visa resident status.
Award	• 100% of tuition (covered by the APU Tuition Reduction Scholarship) • 144,000 JPY per month for living expenses (amount subject to change) Notes: 1. April 2018 Enrollment: MEXT Scholarship will be provided for one year from April 2018 to March 2019. 2. September 2018 Enrollment: MEXT Scholarship will be provided for six months from October 2018 to March 2019. 3. Continuation of the MEXT Scholarship is possible upon reapplication.
Additional Required Documents	Outstanding applicants for this scholarship will be selected by APU and recommended to MEXT. At that time, applicants will be required to submit additional documents to APU.

Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP)

About the Scholarship	This scholarship targets individuals from World Bank (WB) member countries who wish to undertake graduate studies at universities renowned for their development research and teaching. The aim of this scholarship is to help create an international community of highly-trained professionals working in the fields of economic and social development. The recipients will be expected to actively participate in capacity-building efforts in their home countries and regions upon graduation.
Eligible Countries	Please see the World Bank's website for the latest country list. Applicants who have been residing in an industrialized country for a period longer than one year will not be considered.
Award	• Full admission fee • Full tuition • 144,000 JPY/month for living expenses (amount subject to change for 2018). • Economy class air travel between the home country and APU at the beginning and end of the study program • 500 USD allowance for travel expenses (the first trip's allowance will be included with the first living expense payment)
Additional Required Documents	1. A copy of the submitted WB Online Application If the online application system of WB is opened after APU's deadline, please submit this as soon as it becomes available. 2. Certificate(s) of employment showing at least three years of work experience acquired after receiving a bachelor's degree 3. Abstract of a previously written thesis or an example of previous written work and/or list of research achievements to date

Asian Development Bank-Japan Scholarship Program (ADB-JSP)

About the Scholarship	The ADB-JSP Scholarship aims to provide an opportunity for well-qualified citizens of the Asian Development Bank's (ADB) developing member countries to pursue graduate studies in development-related fields of the Asia Pacific region. APU was selected as a designated institution by ADB in 2010, and will provide this scholarship each year to a few eligible GSA applicants (excluding IMAT program applicants).
Eligible Countries	Please refer to the Asian Development Bank website for the latest country list. Applicants living or working in a country other than their home country are not eligible for this scholarship.
Award	• Full admission fee • Full tuition • 144,000 JPY/month for living expenses (amount subject to change for 2018). • Economy class air travel between the home country and APU at the beginning and end of the study program
Additional Required Documents	1. Certificate(s) of employment showing at least two years of work experience acquired after receiving a bachelor's degree 2. Abstract of a previously written thesis or an example of previous written work and/or list of research achievements to date 3. The applicant's latest income tax return or proof of annual/monthly salary 4. Certification of family income (including the income of applicant's parents or spouse) 5. ADB-JSP Information Sheet Form downloadable from: http://www.adb.org/site/careers/japan-scholarship-program/procedures-applying

Notes

1. Due to the time required to create a bank account and arrival procedures, the first installment of living expenses will not be received until at least one month after arriving in Japan. Therefore, recipients are advised to bring at least 100,000 JPY along with them to Japan to cover initial expenses.
2. If the applicant cannot arrive in Japan during the set period, travel expenses to Japan will not be paid. Furthermore, if the arrival is delayed for a considerable period of time, the scholarship may be revoked.
3. Those who have or will receive scholarships from other institutions, including their own government, will not be selected.
4. Any false statements made in the application documents could be grounds for revoking a grantee's scholarship later.
5. The 2018 application guidelines for this scholarship have not yet been announced so there may be changes to the eligibility requirements and/or scholarship award.
6. Applicants can apply for the JJ/WBGSP and the ADB-JSP during the same application period. In all other cases, applicants are not be allowed to apply for multiple external scholarships in the same enrollment period.

(3) The Ryoichi Sasakawa Young Leaders Fellowship Fund (Sylff)

All eligible admitted applicants will be automatically recommended for this scholarship. No additional application documents are required to apply.

About the Scholarship	This scholarship is for master's applicants admitted to APU whose research relates to the following theme: "Issues and Opportunities in the Asia-Pacific Region: Rapid Transformation amid Accelerating Globalization". The research must also be related to the Sylff policy of taking a cross-disciplinary approach to tackle global issues and overcoming differences of nationality, language, religion and political systems.
Eligibility	Admitted master's applicants
Award	• 1,000,000 JPY annually from October 2018 to September 2020 (100,000 JPY/month for April and October, and 80,000 JPY/month for the remaining 10 months) Note: 1. This scholarship will be revoked if the candidate takes a leave of absence.
Selection Process	APU will select outstanding eligible candidates and recommend them to Sylff for this scholarship.

(4) Other External Scholarships

APU also accepts graduate students on scholarships from various other organizations. For these scholarships, applicants must apply directly to the organizations. Please refer to their websites for details.

MEXT Scholarship (Embassy Recommendation)
http://www.mext.go.jp/a_menu/koutou/ryugaku/boshu/1369743.htm

Japanese Grant Aid for Human Resource Development Scholarship (JDS)
http://jds-scholarship.org/

African Business Education Initiative for Youth (ABE Initiative)
http://education-japan.org/africa/

Pacific Leaders' Educational Assistance for Development of State (Pacific-LEADS)
http://www.jica.go.jp/english/countries/oceania/Pacific-LEADS.html

The Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)
http://www.education-japan.org/peace/

JICA Scholarship for Japanese Immigrants and Their Descendants in Latin America and the Caribbean
http://www.jadesas.or.jp/en/

The Nippon Foundation Nikkei Scholarship "Dreams Come True Project"
http://www.jadesas.or.jp/en/

Professional Human Resources Development Project IV (PHRDPIV)
http://www.jica.go.jp/english/our_work/social_environmental/id/asia/southeast/indonesia_c03.html

Japanese Initiative for the Future of Syrian Refugees (JISR)
https://www.jica.go.jp/syria/english/office/others/jisr.html

Doctoral (Ph.D.) Program

1 Number of Students Accepted

Graduate School of Asia Pacific Studies (GSA) Doctor of Philosophy	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Asia Pacific Studies	April/ September	10	3 years	4,200,000 JPY

Tuition varies according to the awarded APU Tuition Reduction Scholarship percentage. Refer to p.7 for more information.
Tuition is subject to change.

Standard Period of Completion

The standard period of completion for the doctoral program in the Graduate School of Asia Pacific Studies is three years.This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your doctoral program in less than three years.

The total tuition for the program will not change even if you complete your degree before the standard period of completion. Please refer to our website for more information.

2 Application Eligibility

Applicants must fulfill the following requirements.

Requirement 1: Educational Qualifications

Applicants must fulfill **one** of the following conditions at the time of application.

- Applicants who have completed or are scheduled to complete a graduate (master's) degree.
- Applicants who have completed or are scheduled to complete a graduate (master's) degree outside Japan.
- Applicants who are at least 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher.

If you have other educational qualifications, please send your inquiries to the Admissions Office before applying.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research and produce well written reports in English. **Please refer to p.13 "Documents Proving English Proficiency" for the required English language certifications.**

Minimum English Proficiency Requirement				
TOEFL® iBT Test	TOEFL® PBT Test	IELTS	TOEIC® L&R Test	PTE Academic
80	550	6.0	780	50

3 Prescreening Process

Applicants to the doctoral (Ph.D.) program must submit the following for prescreening before submission of their formal application:

1. Pages 1, 2 and 5 of the Application Form (at the back of this handbook)
   * A fillable PDF version of the Application Form can be downloaded from the Admissions website (https://admissions.apu.ac.jp/material_download/).
2. Personal statement
3. Research proposal
4. A list of previous research achievements and an abstract of the applicant's master's thesis
5. Proof of English language ability (see p.11 "Documents Proving English Proficiency")
6. Academic transcripts

These documents should be submitted by email according to the schedule below. The prescreening process is to ensure that the applicant has a sufficient academic background and that APU can provide proper supervision of the proposed research topic. Please contact the Admissions Office for more details about the prescreening process.
Prescreening results will be sent by email according to the schedule below.

Prescreening Schedule

	Enrollment	Prescreening Application Period	Results Annnouncement
Overseas Applicants Domestic/Internal Applicants	**April 2018**	Aug 1, 2017 (Tue)- Sep 20, 2017 (Wed)	Oct 9, 2017 (Mon)
Domestic/Internal Applicants		Sep 21, 2017 (Thu)- Oct 18, 2017 (Wed)	Nov 6, 2017 (Mon)
Overseas Applicants Domestic/Internal Applicants	**September 2018**	Nov 13, 2017 (Mon)- Jan 17, 2018 (Wed)	Feb 5, 2018 (Mon)
Domestic/Internal Applicants		Jan 18, 2018 (Thu)- Mar 28, 2018 (Wed)	Apr 16, 2018 (Mon)

Applicants are not required to pay the application fee until they have successfully passed the prescreening process and have been informed to formally apply. We will not screen the formal application until we have received the application fee payment. This fee is not required for internal doctoral applicants who will continue directly from an APU master's program.

4 Screening Schedule

April 2018 Enrollment

	Application Period	Interview Schedule	Results Notification	No.*
Overseas Applicants Domestic/Internal Applicants	Sep 28, 2017 (Thu)- Oct 25, 2017 (Wed)	Nov 20, 2017 (Mon)- Nov 24, 2017 (Fri)	Dec 11, 2017 (Mon)	2
Domestic/Internal Applicants	Oct 26, 2017 (Thu)- Nov 29, 2017 (Wed)	Dec 18, 2017 (Mon)- Dec 22, 2017 (Fri)	Jan 22, 2018 (Mon)	3

September 2018 Enrollment

	Application Period	Interview Schedule	Results Notification	No.*
Overseas Applicants Domestic/Internal Applicants	Mar 1, 2018 (Thu)- Apr 4, 2018 (Wed)	Apr 23, 2018 (Mon)- Apr 27, 2018 (Fri)	May 21, 2018 (Mon)	6
Domestic/Internal Applicants	Apr 19, 2018 (Thu)- May 23, 2018 (Wed)	Jun 11, 2018 (Mon)- Jun 15, 2018 (Fri)	Jul 2, 2018 (Mon)	7

* No. corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on p.20. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

Interview Schedule

APU will decide the details (date and venue) of the interviews and notify applicants at a later date. Overseas applicants are evaluated solely on the information provided in their application documents. In some cases, an online interview may be required. Domestic/internal applicants who pass the initial document screening must attend an interview as part of the application process. Please refer to page 17 for details.

Screening Results

Screening and scholarship results will be sent out by post on the dates listed above and should arrive within several days. We will also send an email with the necessary login information to check these results on the admissions website a day after the results are sent. If the day after is a holiday, the email will be sent two days after the result notification date.

Please be aware that phone, fax or email inquiries regarding application results will not be accepted.

Admitted applicants will not be allowed to reapply for the same enrollment period (April 2018 or September 2018 enrollment period).

Application Process

1 Application Documents

- Documents marked with a ● must be submitted online through the Online Application System.
- Documents that are not marked with a ● must be submitted by post.
- The Letter of Recommendation form can be downloaded from the Admissions website (https://admissions.apu.ac.jp/material_download/). Please enter the required information, print out the forms, sign any forms that require a signature and submit them by post.

* To apply online, you must register for an account with the APU Online Application System through the Admissions website (https://admissions.apu.ac.jp/).

IMPORTANT

1. Applicants are to complete the Application Form and related documents by themselves. All the application forms and documents must be submitted in English.
2. **Unless otherwise noted, applicants must submit either original certificates or certified documents***. For documents that are not written in English, please attach an official translation with the translator's name, address, contact details and signature or official seal. Only translations by the document-issuing organization, translation companies and certified translators will be accepted.
3. APU will not return any of the submitted certificates regardless of the certificate type. Therfore, please submit certified documents for original certificates that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
4. **Acceptance to APU will be revoked if any false information or forgery is found within the submitted documents, even after enrollment.**

* A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public.

Required Documents for All Applicants

●	**Graduate School Application Form**	Applicants must complete this by themselves.
●	**Personal Statement**	Please follow the instructions on p.3 of the application form.
●	**Research Proposal/ Study Plan**	Please follow the instructions on p.5 of the application form.
●	**Certificate of Eligibility/ Resident Status Questionnaire**	Please follow the instructions on p.6 of the application form.
Send by post (except for credit card payment)	**Proof of Application Fee Payment** Refer to p.16 for details on the application fee payment.	**Payment by credit card is strongly preferred.** You may pay by bank transfer (international or domestic) only if you cannot pay by credit card. **Credit Card** Please complete the payment online by registering with the APU Online Application System through the Admissions website (https://admissions.apu.ac.jp). Please include your APU Online Application System Login ID on Section IV. Application Fee of your application form. You do not need to send a receipt by post. **Bank Transfer (international or domestic)** Please send a copy of your payment receipt.
Send by post	**University Graduation Certificate(s)/Certificate of Scheduled Graduation** Submission of a certified document is recommended as submitted documents will not be returned.	All applicants must submit proof of graduation from every university attended. If you are currently attending a university for a bachelor's or master's program, you must submit proof that the program will be completed prior to your intended date of enrollment at APU. High school graduation certificates are not required.
Send by post	**Academic Transcripts** Original or certified document accepted.	All applicants must submit a transcript of grades for all university study to date along with information about the grading system.

Send by post	**Documents Proving English Proficiency** Original only. Required from all applicants whose native language is not English or who do not meet the exemption requirements.	Please submit the original results from one of the following English language proficiency examinations: TOEFL® iBT test, TOEFL® PBT test, IELTS, TOEIC® L&R test or PTE Academic. **Additional Notes for Submitting Results** ***TOEFL® iBT Test/TOEFL® PBT Test*** • Request for the test center to send the score reports to APU directly. **The institution code of APU is 2791.** • Provide the registration number in Section V. Official Test Scores of the application form. ***IELTS*** • Provide the test report form (TRF) number on Section V. Official Test Scores of the application form. • If you provide your TRF number on the application form, you do not need to submit the original test form. ***PTE Academic*** • Register to send your score report to APU on the PEARSON website (http://pearsonpte.com/). Paper or PDF results will not be accepted. • Provide your registration ID on Section V. Official Test Scores of the application form. **Examinations Not Accepted** TOEFL® ITP test, IELTS (General Training Module), TOEIC® IP test, and PTE General are not accepted. "Institutional" test results from institutions other than APU or Ritsumeikan University will not be accepted. **Period of Validity** April 2018 Enrollment: Only scores of examinations taken on or after June 1, 2015 are valid. September 2018 Enrollment: Only scores of examinations taken on or after September 1, 2015 are valid. **Exemption Requirements** The following applicants are exempt from having to provide documents proving English proficiency: • Applicants who can certify that they have graduated or are scheduled to graduate from a bachelor's program offered in English. • Applicants who can certify that they have been educated exclusively in English for at least six years of their formal education from high school level or above. • Applicants with nationality from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom or the United States. Clear documented proof must be included with the application. Proof may be in the form of an official letter from the institution or any other official document such as a transcript indicating the language of instruction. **Applicants who do not meet the above requirements will not be considered. No exceptions will be made.**
Send by post	**Two Letters of Recommendation** Original only.*	• One letter must be written by a university instructor who knows you well enough to write the recommendation. • The second letter can be written by another instructor, employer or someone who is a non-relative and knows you on a professional or academic level. • Both letters must be written in English. If the letters are written in another language, please attach an English translation. *** Recommendation letters send by email will be accepted only if the referees themselves send them.**
Send by post	**Passport Copy** Not applicable for Japanese nationals.	Applicants are required to submit a copy of their valid passport, showing their photo, name, passport number and date of expiration. Applicants who do not have a valid passport are still eligible for application. If you already have a valid Japanese visa, please also submit a photocopy of your visa.
Send by post	**Two Identical Photographs (4 cm x 3 cm)** Original only.	• Submit two identical photographs taken within three months, showing a front view above chest level with a plain background. No cap or hat is allowed. • The photograph size must be 4 cm high by 3 cm wide (1.57 in x 1.18 in). Photographs may be in color or black and white. • Please write your name and nationality in English on the back of the photographs and affix one directly to the application form. For online applications, submit both photographs by post.

Documents for Submission (if applicable)

<table>
<tr>
<td>●</td>
<td>APU Tuition Reduction Scholarship Application</td>
<td>
Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to complete the application by themselves. Interested applicants are to submit their scholarship application upon understanding of the following information.

About the Scholarship
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.

Application and Selection Process
The scholarship will be decided based on an overall evaluation of the documents submitted for application. Major areas of the application to be evaluated when awarding scholarships are English language proficiency, previous academic records, research proposal/study plan and professional experience (especially for the MBA program).

An overall evaluation of all submitted documents will be conducted along with the application and scholarship screening, and the scholarship results will be notified together with the application results. The awarded scholarship percentage is final and will not be reconsidered under any circumstances.

Assessment for Continuation
A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete assigned tasks on time and avoid any misconduct unbefitting of a scholarship recipient, their scholarship will remain valid until the standard number of credits required to graduate has been reached. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, the scholarship will be revoked.

<table>
<tr><th rowspan="2">Scholarship Award (Tuition Reduction %)</th><th colspan="2">Amount of Annual Tuition to be Paid by the Student</th></tr>
<tr><th>GSA (Master's/Doctoral)</th><th>GSM</th></tr>
<tr><td>30% Tuition Reduction</td><td>980,000 JPY</td><td>1,260,000 JPY</td></tr>
<tr><td>50% Tuition Reduction</td><td>700,000 JPY</td><td>900,000 JPY</td></tr>
<tr><td>65% Tuition Reduction</td><td>490,000 JPY</td><td>630,000 JPY</td></tr>
<tr><td>80% Tuition Reduction</td><td>280,000 JPY</td><td>360,000 JPY</td></tr>
<tr><td>100% Tuition Reduction</td><td>None</td><td>None</td></tr>
</table>
Please note that tuition is subject to change.
</td>
</tr>
<tr>
<td>Send by post</td>
<td>GMAT® Results
Original only. Required only for MBA applicants who do not have at least three years of full-time work experience and who will not submit GRE® results.</td>
<td>GMAT® scores must be forwarded directly to APU. Our GMAT® institution code number is 2791 and our program code is 6VF-X6-86. Test results are valid for five years from the test date.
Form more information regarding the official GMAT®, please refer to the following website: http://www.mba.com/the-gmat/.</td>
</tr>
<tr>
<td>Send by post</td>
<td>GRE® Results
Original only. Required only for MBA applicants who do not have at least three years of full-time work experience and who will not submit GMAT® results. Recommended for GSA applicants but not mandatory.</td>
<td>GRE® scores must be forwarded directly to APU. Our GRE® institution code number is 7116. Test results are valid for five years from the test date. GSA applicants who do not currently have a GRE® score, or if taking this exam poses significant difficulties, are not required to submit it.
Form more information regarding the GRE® test, please refer to the following website: http://www.gre.org/.</td>
</tr>
</table>

Send by post	**Certificate of Employment** Original only. Required only for MBA applicants who will not submit GMAT® or GRE® scores.	If you fill in previous full-time work experience on Section IV. Employment History/Other Activities of the Application Form, please also provide written proof of your employment. This proof may be in the in the form of a certificate of employment issued by your current employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties. This certificate or letter should also show the name and contact information of the employer in case we need to contact them to confirm the details given. The certificate or letter can be in any format you choose, but must be written in English or have an English translation.
Send by post	**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.	Domestic applicants must obtain a Certificate of Residence (住民票) at their local city hall or municipal office. Applicants should also provide a copy of both sides of their alien registration card or resident card. Current APU students only need to submit a copy of their alien registration card or resident card.
Send by post	**Proof of Scholarships Received from Organizations Other than APU** Original only.	Applicants who are due to receive scholarships offered by organizations other than APU after admission are required to submit proof of the scholarship award.
Send by post	**List of Research Achievements/Sample Work** Required only for applicants to the doctoral program or IMAT program.	Applicants must submit a list of previous papers written or presentations made which are relevant to their proposed field of study. Ph.D. applicants should also submit a **copy of their master's thesis.** If the sample work is in a language other than English, please submit an English abstract.
Send by post	**External Scholarship Eligibility Criteria Checklist**	Applicants who apply for an external scholarship are required to submit this checklist.
Send by post	**Additional Required Documents for Each External Scholarship**	—

2 Application Fee

It is preferred that you pay the application fee by credit card. You may pay by bank transfer (international or domestic) only if you cannot pay by credit card. Any incurred transaction fees will be bourne by the applicant.

Doctoral applications currently enrolled in an APU master's program are not required to pay the application fee.

IMPORTANT

1. Applications will not be processed until the application fee is paid. Please make sure to pay the application fee before the application deadline. Please take note that payments made by credit card will not be accepted after 23:59 Japan time on the day of the deadline.
2. The payment must be made in Japanese yen (JPY). If you pay by bank transfer, include a copy of the payment receipt along with your application documents.
3. The application fee is not refundable under any circumstances.
4. Cash or postal money orders will not be accepted. Please do not send cash with your application documents.

Credit Card

Fee Amount: **5,000 JPY** for overseas applicants
35,000 JPY for domestic and internal applicants

Payment Method: Register for an account with the APU Online Application System through APU's Admissions website (https://www.admissions.apu.ac.jp) and complete your payment. Please include your APU Online Application System Login ID on the application form. You do not have the send a receipt by post.



Click on the Apply Now button at the top of APU's Admissions website to access the APU Online Application System.

Please note that the layout of the website may change.

Bank Transfer (only for applicants who cannot pay by credit card)

Fee Amount: **5,000 JPY** for overseas applicants
35,000 JPY for domestic and internal applicants

Payment Purpose: Application fee

Contact Details: Applicant's Name, Phone Number
If the application fee is paid in Japan, please send a copy of the payment receipt to the Admissions Office. Please make sure to write the applicants name and telephone number in the contact details when the payment is made.

Bank Name: Sumitomo Mitsui Banking Corporation Oita Branch

Branch Address: 1-3-22 Chuo-machi, Oita-city, Oita-prefecture, 870-0035 JAPAN
Tel: +81 97-532-5161

Account Number: 1001673 (ordinary deposit account)

Account Name: RITSUMEIKAN ASIA PACIFIC UNIVERSITY

Swift Code: SMBCJPJT

IBAN CODE (if necessary): JP28 SMBC 0721 XXX2 4029 0868

Bank Transfer Fee: Bourne by the remitter

3 Application Submission

Please send all application documents directly to APU by registered airmail or express mail sevice (DHL, FedEx, OCS, EMS, etc.). Submitted documents **must reach APU no later than the application deadline.**

APU will not bear responsibility for any loss of documents in the course of delivery.

Address: **Ritsumeikan Asia Pacific University**
Admissions Office (International)
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
Tel: +81 977-78-1119

4 Screening Method

All applicants are evaluated based on the information provided in their application documents. If deemed necessary, the Admissions Office may also carry out the following:

- Contact the applicant's place of study or the person who wrote the Letter of Recommendation.
- Ask the applicant for an explanation regarding their original submitted documents.
- Require the applicant to submit additional documents relating to academic background, transcripts and/or language proficiency.

Overseas applicants are evaluated solely on the information provided in their application documents. In some cases, an interview may be required. In this case, the date of interviews will be designated by APU and notified to applicants about two weeks after the end of the application period. Interviews will be held online. It is not necessary for applicants to travel to Japan for the interview.

Domestic/internal applicants must first submit their application documents. Applicants who do not possess Japanese citizenship must have a visa which is valid until the time of enrollment. Those who pass the initial document screening must attend an interview conducted by APU as part of the application process. APU will contact applicants separately regarding their interview. Alternate interview arrangements will be made for domestic applicants not physically present in Japan. If this applies to you, please inform the Admissions Office.

5 Application and Scholarship Screening Results

APU will begin processing your application once all required application documents and the application fee are received. However, we may need to contact you for further information, so please **check your email regularly** after you have submitted your application documents.

Please also make sure that APU emails are not directed to your spam box. Once your application is complete, the APU Admissions Committee will conduct the final screening.

6 Admissions Support for Prospective Applicants with Medical Conditions or Disabilities

In accordance with the “Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities” (refer to the last page), APU offers special support during the admissions process to prospective applicants with medical conditions or disabilities when necessary. For those who would like to request this support, please read the following information carefully and submit the necessary documents.

Requesting Support During the Admissions Process for Domestic and Internal Applicants

For prospective applicants who would like to request support during the admissions process, please submit the Admissions Support Request Form provided by APU before applying for admission. If possible, please also submit a medical certificate or patient referral document issued by a physician.

Step 1: Making the Request

Applicant→APU

Documents to be submitted:

Required: Download the Admissions Support Request Form from the Admissions website (https://admissions.apu.ac.jp/material_download/).

Optional: Medical certificate or patient referral document

(Copies accepted. While submitting these forms is optional during the application process, they will be required if you are accepted and choose to enroll at APU.)

Only documents written in English or Japanese will be accepted. Please attach an English or Japanese translation if the documents are written in another language.

Submit to: apugrad@apu.ac.jp

Write in the email subject: Request for Support During the Admissions Process

Submission Deadline: Four weeks prior to the deadline of your intended application period.

If you are unable to make the submission deadline due to unavoidable circumstances, please include the reason for late submission on one of the documents to be submitted. Please note that even with a reason, late documents may not be accepted.



Step 2: Receiving the Support Request Arrival Receipt

APU→Applicant

APU will send an email to you upon receiving the support request documents listed above.

Applicant

Please include a printout of the receipt that is attached to the email along with the other required application forms and documents when applying to APU.



Step 3: Notification of Support Request Results

APU→Applicant

APU will send the Support Request Results in an email within three weeks after sending out the Support Request Arrival Receipt.

7 Information on Local Medical Services

1. APU Health Clinic

The APU Health Clinic is not a full service medical institution and therefore cannot perform medical procedures such as prescribing medication or administering injections and infusions. Students who will require medical care or treatment will need to use off-campus medical institutions.

2. Applicants Currently Receiving Medical Treatment

For those currently receiving medical treatment*[1], please consult with a physician before applying to APU about whether or not continued treatment will be necessary after enrolling. If continued treatment is necessary, you will be required to submit a **treatment plan** when completing the enrollment procedures. You must also submit a **patient referral document***[2] once you enter APU.

*[1] 'Receving medical treatment' refers to individuals who require such treatment as oral, injectable or topical medication, physical therapy, psychological treatment, etc., as advised by a medical professional.

*[2] The patient referral document must include the name of the condition, symptoms, test results and a course of treatment/treatment plan. The document must be written in English or Japanese. Please attach an English or Japanese translation if the document is written in a different language.

3. Restrictions on Bringing Medication into Japan

There are strict restrictions on bringing medication into Japan from abroad. It is recommended that prospective applicants check with their local Japanese embassy or Ministry of Health **before applying to APU** regarding whether or not it will be possible to bring the medication* that you are currently using into Japan. If you are accepted and intend to enroll at APU, please make sure to complete the legal procedures to bring medication into Japan. For more information, refer to the Ministry of Health, Labour, and Welfare Homepage (http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html).

* Injectable medicine that cannot be self-administered must then be administered at a medical institution under the supervision of a physician. However, depending on the facilities of the medical institution, there is a possibility that you may not be able to have the injection administered. Please also be aware that the APU Health Clinic cannot perform medical procedures such as administering injections.

4. Psychiatric Disorders/Disabilities (mental illnesses, developmental disorders, sleeping disorders, etc.)

There are no medical institutions near APU which can treat psychiatric disorders or disabilities **in languages other than Japanese**. In addition, there are stricit restrictions on bringing medcication into Japan. For individuals currently receiving treatment for psychiatric disorders or disabilities and who will require treatment after coming to Japan, please **inquire with APU before applying**.

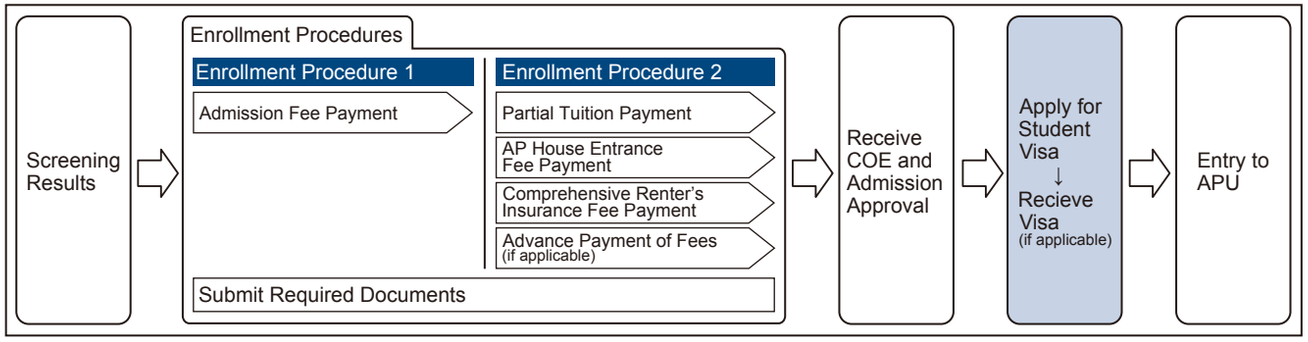
5. Accessibility

Wheelchair-accessible public transportation within Beppu is very limited. There are currently only a few wheelchair-accessible buses available on the routes used to commute to APU. Accordingly, it is difficult to commute to APU by bus. Students must contact the bus company in advance to use a wheelchair-accessible bus. It is advisable for wheelchair users considering APU to inquire to the university about accessibility accommodations before applying.

From Acceptance to Enrollment

1 Enrollment Process Overview

Admitted applicants must pay all required enrollment procedure fees and submit all necessary documents within the specified deadlines. More information will be provided in the Handbook of Enrollment Procedures, which will be sent together with your screening results. Please note that required payments and documents will not be accepted after the deadline. Therefore, please make sure to have sufficient financial means before applying.



Deadlines for Enrollment Procedures

The deadlines below are shown for your reference. The deadline specific to you will be printed on the "Invoice for Enrollment Procedure Fees" sent with your screening results.

April 2018 Enrollment

	Result Notification	Deadline for Admission Fee Payment	Deadline for Docoument Submission	Deadline for Payment of Other Fees
1	Nov 6, 2017 (Mon)	Dec 6, 2017 (Wed)	Jan 10, 2018 (Wed)	Jan 17, 2018 (Wed)
2	Dec 11, 2017 (Mon)	Jan 10, 2018 (Wed)		Jan 24, 2018 (Wed)
3	Jan 22, 2018 (Mon)	Feb 14, 2018 (Wed)	Feb 28, 2018 (Wed)	

September 2018 Enrollment

	Result Notification	Deadline for Admission Fee Payment	Deadline for Docoument Submission	Deadline for Payment of Other Fees
4	Jan 22, 2018 (Mon)	May 9, 2018 (Wed)	May 30, 2018 (Wed)	
5	Apr 9, 2018 (Mon)	Jul 4, 2018 (Wed)		Jul 11, 2018 (Wed)
6	May 21, 2018 (Mon)	Jun 27, 2018 (Wed)		Jul 11, 2018 (Wed)
7	Jul 2, 2018 (Mon)	Jul 27, 2018 (Fri)	Aug 22, 2018 (Wed)	

2 Explanation of Enrollment Procedures Fees

To enroll at APU, it is necessary to pay the Admission Fee, a portion of the tuition for your first semester, AP House Entrance Fee, the Comprehensive Renters' Insurance Fee and the Advance Payment of Fees (if applicable). It is compulsory for admitted applicants intending to enroll at APU to pay the stated fees in the "Invoice for Enrollment Procedure Fees" before the payment deadlines. In the case that you fail to pay before the deadline, your acceptance will be revoked.

Enrollment procedure fees for admitted applicants with external scholarships may differ from below. Please contact the Admissions Office for details. The amounts listed below are subject to change.

Admission Fee

130,000 JPY
The Admission Fee will not be refunded under any circumstances. Internal applicants, APU graduates and Ritsumeikan University graduates are not required to pay the Admission Fee.

Partial Tuition

GSA Master's/Doctoral Program ……**350,000 JPY**
GSM Master's Program ……**450,000 JPY**

The partial tuition payment amount varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
GSA Master's/Doctoral Program	350,000 JPY	245,000 JPY	175,000 JPY	122,500 JPY	70,000 JPY	0 JPY
GSM Master's Program	450,000 JPY	315,000 JPY	225,000 JPY	157,500 JPY	90,000 JPY	0 JPY

AP House Entrance Fee

All graduate students are guaranteed a room in AP House 4 (APU PLAZA OITA), one of APU's student housing facilities, which will help them adapt to their new life in Japan and to concentrate on their studies.

AP House 4 is located off campus in downtown Beppu. It takes about 30 minutes to campus by local bus.

AP House Entrance Fee Breakdown

Semester of Enrollment	April	September
Moving In Fee*1	33,000 JPY	33,000 JPY
Security Deposit*2	98,000 JPY	98,000 JPY
Rent*3	98,000 JPY	73,500 JPY
Total	**229,000 JPY**	**204,500 JPY**

*1 The moving in fee is not refundable under any circumstances.
*2 The securit deposit serves as a guarantee. In the case you fail to pay your rent, or if any damage is done to the room during your period of stay, charges will be deducted from the security deposit and the remaining amount will be returned to you upon moving out.
*3 April enrollees are required to pay two months of rent in advance (April and May), while September enrollees are required to pay one and half months of rent in advance (from mid-September and October). The rent for AP House is 49,000 JPY/month.

Comprehensive Renters' Insurance Fee

Master's Program…… **8,540 JPY**
IMAT Program …… **4,710 JPY**
Doctoral Program …… **12,380 JPY**

All international students, including those who will not live in AP House, must join the insurance program designated by APU. More information about this insurance program will be provided in the "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan" booklet.

Advance Payment of Fees (only required for certain nationalities)

Under the Advance Payment of Fees system, students of certain nationalities are required to pay the full amount of their tuition and AP House rent for their first year of studies in addition to the enrollment procedure fees listed above before applying for a Certificate of Eligibility (COE). This system provides assurance to the Japanese Government Bureau and APU that the student has sufficient financial resources to study abroad at APU.

Those who must pay the Advance Payment of Fees will be notified in the "Invoice for Required Enrollment Fees", which is sent together with the screening results. The nationalities required to pay the Advance Payment of Fees may change each year. For more information, please refer to the 'Cost' tab on the Admissions website (https://admissions.apu.ac.jp/).

3 Final Pre-Enrollment Procedures

Certificate of Eligibility (COE) and Student Visa

In order to enter Japan as a student, the following general procedures are required.
- Application for a COE at the Japanese Immigration Bureau
- After being issued the COE, applicants must proceed to apply for a student visa at a Japanese embassy or consulate general in their country or region.

APU will apply for a COE on behalf of those who meet all of the following requirements.
- Applicants who are residing outside Japan and require a COE to obtain a student visa.
- Applicants who have paid the necessary enrollment procedure fees, which include the Admission Fee, partial tuition payment, AP House Entrance Fee, Comprehensive Renters' Insurance Fee and Advance Payment of Fees (if applicable) by the stipuated deadlines.
- Applicants who have submitted all the required documents by the stipulated deadline and are able to prove they have sufficient financial means for the duration of their studies.
- Applicants deemed appropriate by the University.

APU will only apply for a COE on your behalf once you demonstrate your intent to enroll by paying all of the enrollment procedure fees.

Renewal or Change in Residency Status (for those who already possess a visa in Japan)

Please renew or change your visa as necessary.

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	☐	✓	✓	✓
Personal Statement	☐	✓	✓	✓
Research Proposal/Study Plan	☐	✓	✓	✓
Certificate of Eligibility/Resident Status Questionnaire	☐	✓	✓	✓
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.	☐	✓	✓	✓
University Graduation Certificate(s)/ Certificate of Scheduled Graduation Submission of a certified document is recommended as submitted documents will not be returned.	☐	✓	✓	✓
Academic Transcripts Original or certified document accepted.	☐	✓	✓	✓
Documents Proving English Proficiency Original only.	☐	✓	✓	✓
Two Letters of Recommendation Original only.	☐	✓	✓	✓
Passport Copy Not applicable for Japanese nationals.	☐	✓	✓	✓
Two Identical Photographs 4 cm x 3 cm or 1.57 in x 1.18 in Original only.	☐	✓	✓	✓
Documents for Submission (if applicable)				
APU Tuition Reduction Scholarship Application	☐	✓	✓	✓
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.	☐	✓	✓	✓
Proof of Scholarships Received from Organizations Other than APU Original only.	☐	✓	✓	✓
GMAT® Results or GRE® Results or Certificate of Employment (at least three years) Original only.	☐	Recommended but not Mandatory		✓
List of Research Achievements/Sample Work	☐	IMAT Only	✓	
External Scholarship Eligibility Criteria Checklist	☐	✓		
Additional Required Documents Listed for Each External Scholarship	☐	✓		

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

APU Ritsumeikan Asia Pacific University

Graduate School Application Form

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/ /	受験番号	
☐ A (			)

I. Applicant Information

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

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.

1. Family Name in English: _____
2. Given Name(s) in English: _____
3. Name in Chinese Characters (if applicable): _____
4. Date of Birth: _____ Year _____ Month _____ Date
5. Gender: ☐ Male ☐ Female
6. Nationality: _____
7. Do you or your parents possess any form of Japanese nationality? ☐ Yes ☐ No
8. Native Language: ☐ English ☐ Japanese ☐ Other than English/Japanese
9. Email: _____

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.

10. Current Address in English: _____

City/State: _____ Country: _____ Postal Code: _____

Phone: _____ Mobile: _____

11. 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: _____

12. Emergency Contact:

Relationship with Applicant: ☐ Father ☐ Mother ☐ Other (please specify): _____

Family Name: _____ Given Name (s): _____

Phone: _____

Email: _____

Languages he/she can speak: ☐ English ☐ Japanese ☐ Other (Please specify) _____

II. Program of Study

Please check ☑ only **one** box per question.

1. 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
☐ 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)

3. Scholarship:

Do you wish to apply for the APU Tuition Reduction Scholarship? ☐ Yes ☐ No

☐ Applied for scholarship(s) offered by other organization (Organization:)

4. Current University (internal applicants only):

☐ Ritsumeikan Asia Pacific University ☐ Ritsumeikan University

FOR UNIVERSITY USE 大学使用欄	
検定料納入方法	☐ 海外送金 ☐ CD (ID:) ☐ 国内送金 ☐ 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 for 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® L&R Test			
PTE Academic			Registration ID:
GMAT®			
GRE®			

GSM (MBA) applicants who do not have at least three 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: _____

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**

We strongly recommend that you keep a copy of all submitted materials for your record.

Name: _____ Nationality: _____

Personal Statement

Please write a statement according to the instructions below explaining the reason you would like to enroll in the Ritsumeikan Asia Pacific University Graduate School. The length of the personal statement must be at least one A4 page but no longer than two pages of typed/ printed text. Please attach it to this application. **Handwritten statements will not be accepted.**

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?

GSM Applicants Only

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

Name: _____ Nationality: _____

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 wil be considered plagiarism. **Evidence of plagiarism will result in the failure of the application.**

GSA Applicants - Research Proposal

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 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.

Research Title: _____

Preferred Research 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 (https://admissions.apu.ac.jp/graduate/academics/gsa_master/faculty/). 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'.

			Division (only for GSA master's program)
1	Name		☐ IR ☐ SC ☐ IPA ☐ PHM ☐ SS ☐ TH ☐ DE
2	Name		☐ IR ☐ SC ☐ IPA ☐ PHM ☐ SS ☐ TH ☐ DE

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

GSM Applicants - Study Plan

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. 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.

Topic: _____

FOR UNIVERSITY USE 大学使用欄	
受験番号	
会場名	

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.

By post: Graduate School Admissions Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
By email: grad-rec@apu.ac.jp

What is your relationship to the applicant and how long have you been acquainted?

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

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

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

Letter of Recommendation 1 (continued)

Please provide an evaluation 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:

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)

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.

By post: Graduate School Admissions Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
By email: grad-rec@apu.ac.jp

What is your relationship to the applicant and how long have you been acquainted?

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

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

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

Letter of Recommendation 2 (continued)

Please provide an evaluation 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:

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)

Name: _____ Nationality: _____

APU Tuition Reduction Scholarship Application

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.

Important

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.

A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete assigned tasks on time and avoid any misconduct unbefitting of a scholarship recipient, their scholarship will remain valid until the standard number of credits required to graduate has been reached. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, the scholarship will be revoked.

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

(/ 150 words)

2. Please check ☑ the appropriate box of your annual household income situation.

Below 1,500,000 JPY/ Below 14,000 USD	**Between 1,500,000 JPY and 3,000,000 JPY/ Between 14,000 USD and 28,000 USD**	**Between 3,000,000 JPY and 4,500,000 JPY/ Between 28,000 USD and 42,000 USD**	**Between 4,500,000 JPY and 6,000,000 JPY/ Between 42,000 USD and 56,000 USD**	**Above 6,000,000 JPY/ Above 56,000 USD**
☐	☐	☐	☐	☐

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.

2018 External Scholarships for APU Graduate Schools
Eligibility Criteria Checklist

Applicants must meet all of the following criteria for their application to be reviewed. Please complete the following checklist first and if you are eligible, submit this form along with the required application documents. If any of the boxes are left unchecked, APU will not consider you for the scholarship. If you are eligible and would like to apply for multiple scholarships, please fill in the appropriate checklists.

Applicants who are selected by APU will be recommended to the appropriate scholarship organizations. Final decisions regarding scholarship awards will be made by the scholarship organizations.

Applicant Information

1. Full Name:			
	Last (Surname)	*First*	*Middle*
2. Email Address:			

I. For all external scholarships applicants:

□ I meet the applicant eligibility requirements listed in the Application Handbook.
□ I have exceptional academic ability (ideally a cumulative GPA of 3.0 out of 4.0 or the equivalent of a score of 75% or higher).
□ I am in good health, as certified by a medical doctor, with respect to the capacity to be a productive scholar for the duration of the master's program.

II. MEXT Scholarship (Top Global University Project):

□ I am applying for one of APU's GSA master's programs (excluding IMAT) or MBA program.
□ I do not have Japanese nationality and am a national of a country that has diplomatic relations with Japan.
□ I am born on or after April 2, 1983.
□ I am not applying for this scholarship at any other university.
□ I am not serving on active military duty or am not a civilian employed by the military.

___ I have answered "yes" to all of I. and II. ___ No, I do not qualify for this scholarship.

III. Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP):

□ I am applying for one of APU's GSA master's programs (excluding IMAT).
□ I am a national of a World Bank member country, and am not currently residing in a developed country for a period longer than one year.
□ I am not a dual citizen of any industrialized country.
□ I am not an executive director and/or staff of the World Bank Group, nor a consultant, relative or in-law of the aforementioned.
□ I hold a Bachelor (or equivalent) degree earned at least 3 years prior to the Application Deadline date.
□ I am currently employed in a paid and full time position at the time of application.
□ At the time of application, I have at least three but no more than 20 years of full-time paid work experience in development-related work in my home country or another developing country after obtaining a bachelor's or equivalent university degree.

___ I have answered "yes" to all of I. and III. ___ No, I do not qualify for this scholarship.

IV. Asian Development Bank-Japan Scholarship Program (ADB-JSP):

□ I am applying for one of APU's GSA master's programs (excluding IMAT).
□ I am a citizen of an ADB developing member country, and am not currently living or working outside my home country.
□ I have at least two years of full-time work experience after obtaining a bachelor's degree.
□ I am presently not more than 35 years of age.
□ I have not previously studied abroad.
□ I presently do not possess a master's degree and will not obtain one prior to enrollment at APU.
□ I am not an executive director, alternate director, management or staff of ADB, nor a consultant or relative of the aforementioned.
□ My family's income is not more than 50,000 USD/year and my individual income is not more than 25,000 USD/year.
□ I agree to work in my home country after completion of studies under the Program.
□ I am not applying for this scholarship at any other university.

___ I have answered "yes" to all of I. and IV. ___ No, I do not qualify for this scholarship.

I certify that all of the information provided above is correct.

This form is to be submitted along with the 2018 APU Graduate School Application Form and required documents.

Date: _____

Signature: _____

2018

APU Admissions Survey

We would appreciate your cooperation in filling out this survey. Answers will not affect your application in any manner and will only be used in order to improve our admissions process.

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

☐ More than six months ago
☐ Three to six months ago
☐ Two to three months ago
☐ About a month ago
☐ Less than a month ago

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

☐ ① Internet Website Name: _____
☐ ② Newspaper/Magazine Name: _____
☐ ③ Government Embassy
☐ ④ Graduate School Fair Place: _____
☐ ⑤ APU Information Session Place: _____
☐ ⑥ APU Overseas Office
☐ ⑦ APU Staff/Faculty Member
☐ ⑧ Family Member/Friends
☐ ⑨ School Teacher/Counselor
☐ ⑩ APU Student/Graduate Name: _____
☐ ⑪ APU Prospectus
☐ ⑫ Other (please specify): _____

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

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

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

☐ ① International Recognition
☐ ② Reputation in Home Country
☐ ③ Curriculum Contents
☐ ④ Strength of Faculty/Research
☐ ⑤ Language Education
☐ ⑥ University Location
☐ ⑦ Tuition/Scholarships
☐ ⑧ Graduate Employment Rate
☐ ⑨ Cultural Diversity
☐ ⑩ Parent Encouragement
☐ ⑪ Teacher Recommendation
☐ ⑫ Other (please specify): _____

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

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

Thank you for answering the survey.

FOR UNIVERSITY USE

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Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities

Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as “disabled students”).
However, these guidelines serve to establish the university’s support service standards and core foundation. Support provisions will be finalized through thorough discussion between the disabled student and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability and the university’s support system.

1. Core Support Principles
All APU faculty and staff will support the process of enabling disabled students who request support, to have access to the appropriate support needed in order to use their learning experiences at our university to grow and fully connect with society. APU expects that all enrolled students and relevant parties understand these guidelines and will work together to realize our objectives.

2. Basic Policies
1) APU faculty and staff will provide support to disabled students, in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
2) Initiatives implemented as support for disabled students will aim to contribute to the overall growth and learning of all students.
3) In principle, support provisions for disabled students will be implemented based on a request for support by the disabled student.
4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT’s Investigative Report on Learning Support for Students with Disabilities (Preliminary Summary). Both the disabled student’s own individual situation and the university’s environment will be taken into consideration in these decisions.

3. Support Objectives
The primary objective of APU support for disabled students is to ensure that disabled students’ right to an education and learning is not wrongfully harmed because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

4. Support Framework
Individuals involved in support for disabled students will consist of APU faculty and staff in addition to enrolled students. We will cooperate closely with an external specialist on support for disabled persons.
A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to disabled students. Support Coordinators for Students with Disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of Student Coordinators in these offices will be made public to the student body. Students will not only have the option of the Consultation Desk available to them, but will also be able to directly consult with Support Coordinators.
Staff at the Consultation Desk for Students with Disabilities will connect disabled students who come in for consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for disabled students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

5. Protection of Personal Information and Confidentiality
1) Support persons who possess knowledge of a disabled student’s personal information (this includes information concerning the disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
2) Support persons may share personal information concerning the disabled student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

6. Disclosure of Information
Mediums such as APU website, etc., will be used to spread information on university support policies for disabled students, the support system, consultation process, and support provisions. APU will notify students and prospective applicants via appropriate means as seen fit.

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the university will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following:

1. Purpose of Use of Personal Information

i. To carry out the admissions process, such as screening, etc.
ii. To notify results
iii. To send enrollment-related documents
iv. To complete the procedures to attain the Certificate of Eligibility to issue a visa
v. To send the orientation guide for international students
vi. To send information on pre-enrollment education
vii. To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
viii. To send various questionnaires after admission

2. Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of application in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing of Handling of Personal Information

Ritsumeikan Asia Pacific University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan Asia Pacific University and the external organization will sign a contract regarding the appropriate management of personal information.

4. Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

Organizations Providing Standardized Examinations

TOEFL® Test of English as a Foreign Language
by ETS: Educational Testing Service
http://www.toefl.org

IELTS International English Language Testing System
by the British Council
http://www.ielts.org

TOEIC®(L&R) Test Test of English for International Communication
by ETS: Educational Testing Service
http://www.toeic.com

GMAT® Graduate Management Admission Test
by The Graduate Management Admission Council (GMAC)
http://www.mba.com/the-gmat

GRE® Graduate Record Examinations
by ETS: Education Testing Service
http://www.gre.org

PTE Academic Pearson Test of English Academic
by PEARSON
http://pearsonpte.com/

* TOEIC®, TOEFL® are registered trademarks of the Educational testing service (ETS). This publication is not endorsed or approval by ETS.
* L&R is an abbreviation for LISTENING AND READING.



Please send your inquiries to:

Ritsumeikan Asia Pacific University
Admissions Office (International)

1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

Choose your preferred method of contacting us with your questions!

E-MAIL | apugrad@apu.ac.jp

T E L | +81-977-78-1119

Available from 9:00 to 17:30 (Japan Time: Monday to Friday)
***Closed every Tuesday from 9:30-11:30**

F A X | +81-977-78-1121

APU OVERSEAS OFFICES

China
Ritsumeikan Liaison Office, Shanghai Jiaotong University
D, 18F Shentong Xinxi Guangchang, No. 55, Huaihai West Rd.,
Shanghai City 200030, China
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
Email: apuchina@apu.ac.jp

Indonesia
APU Indonesia Information Center
C/O MARQUEE, Mayapada Tower Ⅰ,
11th Floor, Jl.Jend. Sudirman Kav. 28
Jakarta 12920, Indonesia
Tel: +62-21-5289 7328/7392 Email: apu-ina@apu.ac.jp

Korea
APU Korea Office
#608, Halla Classic Officetel 6th Floor, 23 Gangnam
Daero 84 Gil, Gangnam-gu, Seoul 135-934, Korea
Tel: +82-2-564-3425/3426 Fax: +82-2-564-3427
www.ritsapu-kr.com Email: hello@ritsapu-kr.com

Taiwan
APU Taiwan Office
C/O MIBC, F10F., NO.209, Sec. 1, Civic Blvd.,
Datong Dist., Taipei City 103, Taiwan
Tel: +886-2-2181-1666 Email: taipei@apu.ac.jp

Thailand
APU Thailand Office
1015 Room, 10th Floor, Serm - Mit Tower, 159/16 Soi Asoke,
Sukhumvit 21 Road, Wattana, Bangkok 10110, Thailand
Tel: +66-2-665-7145 Email: thailand@apu.ac.jp

Viet Nam
APU Viet Nam Office

Hanoi:
No A31D11, Alley 66/1, Lane 84, Tran Thai Tong St.,
Cau Giay District, Hanoi, Viet Nam
Tel: +84-24-32-000-619 Email: vietnam@apu.ac.jp

Ho Chi Minh City:
238/2B Nguyen Thi Minh Khai St., Ward 6, District 3,
Ho Chi Minh City, Viet Nam
Tel: +84-28-39-306-432 Email: vietnam@apu.ac.jp

APU OVERSEAS REPRESENTATIVES

India
Mr. Vishnu Vankayala
4th Floor, Vansh Building, AP-801, 1st Street, G-Block,
10th Main Road, Anna Nagar, Chennai-040, Tamil Nadu, India
Tel: +91-44-4352-2078 Email: s-india@apu.ac.jp

Sri Lanka
Mr. Harin Gunawardena
183/1, Nawala Road, Nugegoda, Sri Lanka
Tel: +94-714251314 Email: harin@apu.ac.jp

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