



# RITSUMEIKAN ASIA PACIFIC UNIVERSITY UNDERGRADUATE APPLICATION HANDBOOK

**ONLINE APPLICATION**

APRIL/SEPTEMBER 2020 ENROLLMENT

FOR INTERNATIONAL APPLICANTS  
RESIDING IN JAPAN

<https://admissions.apu.ac.jp>

## **2020 Personal Information Policy**

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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.

## Educational Objectives

The educational objectives of Ritsumeikan Asia Pacific University (APU) are established on the premise of the following:

- 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.

### College of Asia Pacific Studies

The mission of the College of Asia Pacific Studies is to cultivate human resources who, upon comprehensive understanding of the diverse political conditions, economies, societies, and cultures of the Asia Pacific region, will (1) achieve basic and advanced knowledge in such areas as global society, environment and development, and tourism; (2) develop language, communication and problem-solving abilities; and (3) through understanding of the diverse problems facing the Asia Pacific, be able to contribute to the sustainable development and coexistence in the region.

### College of International Management

The mission of the College of International Management is to cultivate human resources with strong business ethics that will play an active role in resolving management issues at globalizing enterprises and other organizations by imparting fundamental knowledge in management, enhancing intercultural communication skills and upholding cultural diversity.

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

## Admissions Policy

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

While enrolled at APU, undergraduate 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. Undergraduate 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 undergraduate students must possess the following skills in order to engage in this kind of learning:

- 1) Japanese or English communication skills;
- 2) Strong desire and aptitude to learn the non-basis language;
- 3) Required basic knowledge for university-level learning;
- 4) Analytical skills, creativity and aptitude to solve real problems;
- 5) Motivation to actively take advantage of all learning opportunities with which one is presented with;
- 6) Aptitude for coexistence in a multicultural environment.

Furthermore, students in each college must possess the following skills:

### College of Asia Pacific Studies

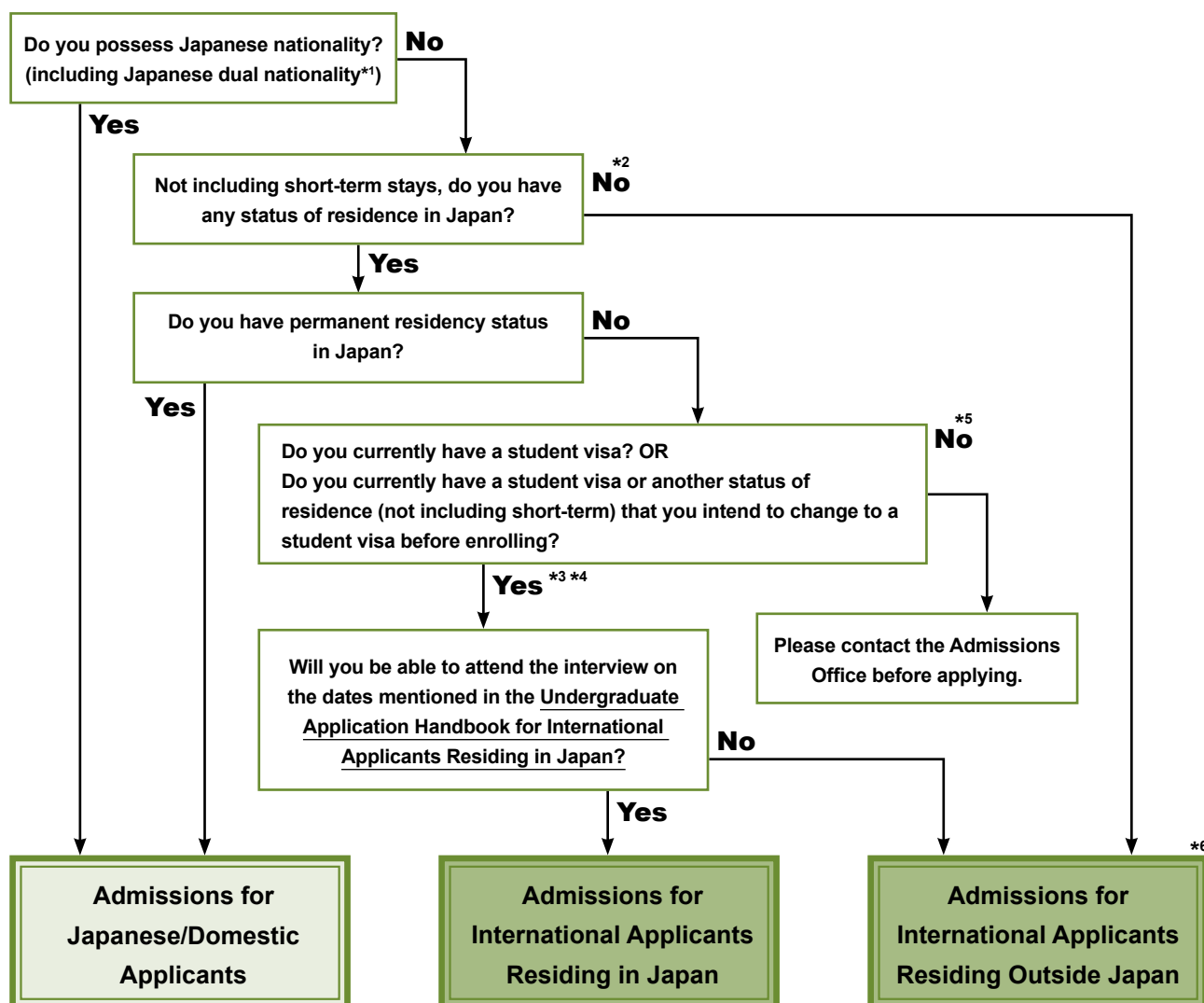
- 1) Ability to integrate large amounts of information, think from multiple angles and frame one's opinions;
- 2) Interest in the societies and cultures of the Asia Pacific region;
- 3) Insight into the society of the 21st century.

### College of International Management

- 1) Interest in business;
- 2) Strong ethical outlook and interest in developing the Asia Pacific region through business;
- 3) Insight into the society of the 21st century.

To comprehensively assess the aforementioned knowledge, skills, aptitude and motivations, a multifaceted screening method will be used to admit those applicants deemed compatible with APU's style of learning.

Please confirm your appropriate admissions category using the chart below.



\*1 If one of your parents has Japanese nationality, it is possible that you also have Japanese nationality. Please confirm whether or not you have Japanese nationality before applying. If it is discovered that an admitted applicant has Japanese nationality, their APU Tuition Reduction Scholarship award will be withdrawn and their acceptance to APU may be revoked. If you are in the process of renouncing your Japanese nationality, please contact the Admissions Office before applying.

\*2 If you are a US armed forces personnel, family member, or civilian under the US-Japan Status of Forces Agreement (SOFA), please contact the Admissions Office before applying.

\*3 Those who will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the time of application.

\*4 If you currently possess a status of residence (visa status) other than *student* but intend on changing to *student* before enrolling at APU, you must complete the necessary procedures to change your status of residence by yourself. Please consult the Japanese Immigration Bureau directly for details regarding how to change your current status of residence to *student*. In addition, please submit the **Letter of Intent to Change to Student Residency Status** and inform APU of your decision via email.

\*5 If you hold a status of residence other than *student*, please consult the Admissions Office to determine how you should apply.

\*6 APU offers support in obtaining a student visa if admitted applicants do not possess Japanese nationality or Japanese permanent residency status and have completed all required procedures before enrollment.

Acceptance to APU will be revoked if any false information or forgeries are found within submitted documents, even after enrollment.

### Contact

#### Admissions for Japanese/Domestic Applicants

##### APU Admissions Office (Domestic)

TEL: +81-977-78-1120  
Hours: Monday - Friday, 9:00 - 17:30 (Japan Time)  
FAX: +81-977-78-1199  
Email: [apumate@apu.ac.jp](mailto:apumate@apu.ac.jp)  
URL: <http://www.apumate.net>

#### Admissions for International Applicants

##### APU Admissions Office (International)

TEL: +81-977-78-1119  
Hours: Monday - Friday, 9:00 - 17:30 (Japan Time)  
Closed Tuesdays 9:30 - 11:30  
FAX: +81-977-78-1121  
Email: [welcome@apu.ac.jp](mailto:welcome@apu.ac.jp)  
URL: <https://admissions.apu.ac.jp>

# Contents

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## **General Process from Application**

<b>to Enrollment at APU</b> .....	4
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## **First Year Application Overview**

1. Number of Students Accepted .....	5
2. Application Eligibility .....	5
3. Application Process and Schedule .....	6

## **Second and Third Year Transfer Application Overview**

1. Number of Students Accepted .....	8
2. Application Eligibility .....	8
3. Application Process and Schedule .....	9

## **How to Apply and Enroll**

1. Online Application .....	13
2. Application Fee .....	19
3. Online Application Checklist .....	20
4. Online Assessment .....	21
5. Evaluation Method .....	22
6. Admissions Support for Prospective Applicants with Medical Conditions or Disabilities .....	22
7. Information on Local Medical Services .....	23
8. Process from Acceptance to Enrollment .....	24
9. Submitting Original Versions of Required Application Documents .....	24
10. Enrollment Procedure Deadlines .....	25
11. Enrollment Procedure Fees .....	25
12. Procedures Necessary for Entering Japan .....	26

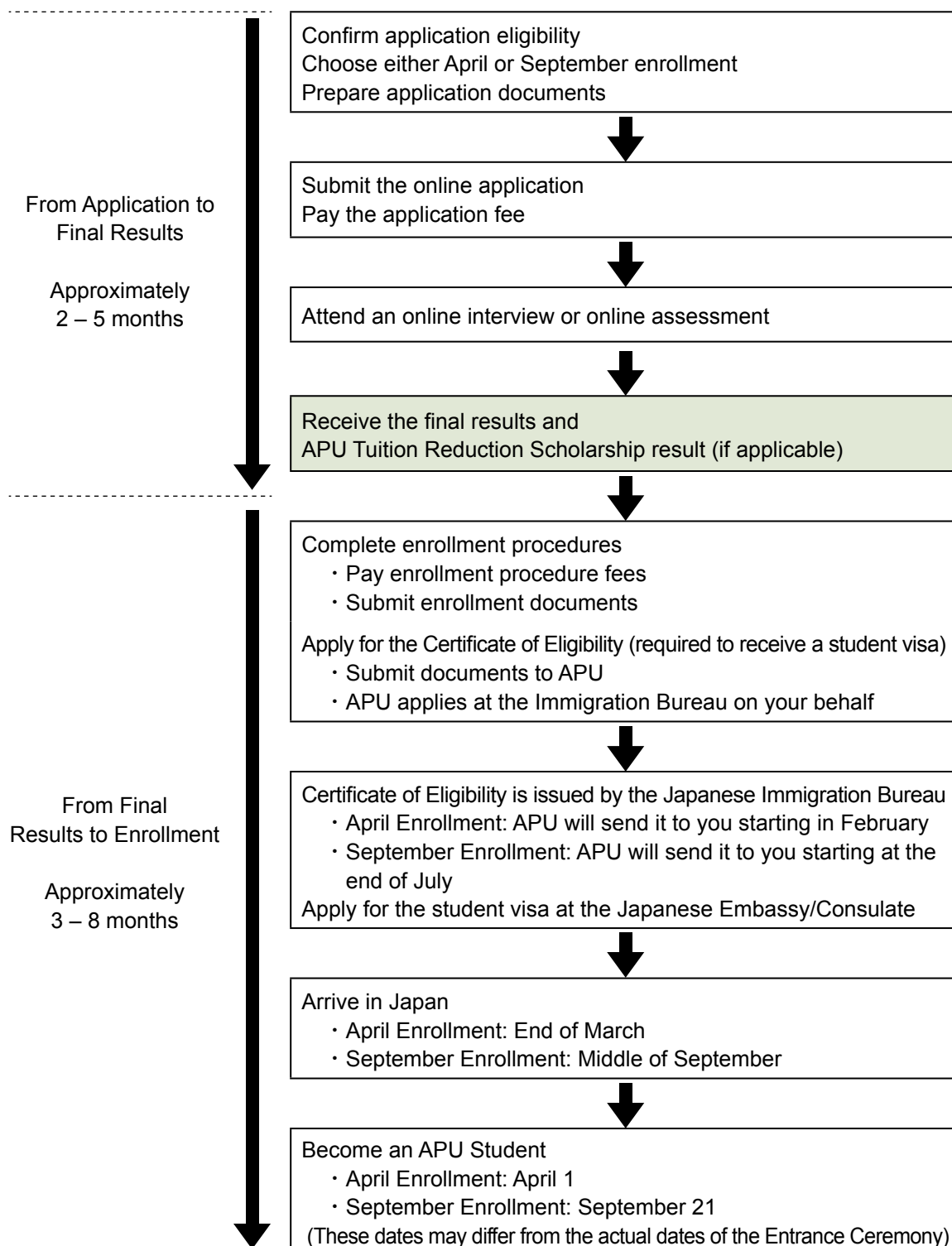
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**To apply online, please go to:**  
**<https://admissions.apu.ac.jp>**

## General Process from Application to Enrollment at APU

The following is the general application and enrollment process.  
Please note that this process might be different for each individual.



# First Year Application Overview

**This section is for first year applicants residing in Japan who do not possess Japanese nationality (including dual nationality) or Japanese permanent residency status.**

For those who currently reside outside Japan and do not possess Japanese nationality (including dual nationality) or Japanese permanent residency status, please refer to the “Undergraduate Application Handbook for International Applicants Residing Outside Japan.”

## 1 Number of Students Accepted

2020 intake for first year international students residing in Japan:

	April 2020 enrollment	September 2020 enrollment
College of Asia Pacific Studies	10	5
College of International Management	10	5

## 2 Application Eligibility

**Applicants must fulfill BOTH of the following requirements:**

### ☐ Requirement 1: Educational Qualifications

Applicants must have graduated or be scheduled to graduate from a high school (or secondary school) determined by the Japanese School Education Act or have an academic background equivalent to one of the following educational criteria by **the time of enrollment\* to APU**:

1. Have completed a 12-year standard education curriculum at an educational institution.
2. Have completed a standard overseas education curriculum at an education institution in Japan designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
3. Have completed an upper secondary course at a special training college designated by MEXT.
4. Have completed a standard education curriculum in less than 12 years at an overseas institution and have completed a curriculum at a preparatory education institution designated by MEXT or at an educational center designated by MEXT.
5. Have received an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A Level results.
6. Have completed a 12-year standard education curriculum accredited by an international evaluation group (WASC, CIS, ACSI).
7. Be at least 18 years of age and have passed an official examination that shows academic background equivalent or superior to that obtained from a 12-year standard education curriculum.
8. Be at least 18 years of age and recognized through an individual screening by APU as having an academic background equivalent to or higher than a high school graduate.
9. Have completed an 11-year standard education curriculum at an educational institution in Uzbekistan, Sudan, Belarus, Peru, Myanmar, or Russia.
10. Have completed more than 11-years of education at an educational institution designated by MEXT, even though your country's standard length of education is 11 years. For more details, please contact the Admissions Office before applying.

Submission of documents as proof of at least one of the above educational criteria is required before entering APU. If you have other educational qualifications, please send your inquiries to the Admissions Office before applying.

### **Additional information:**

- If you have completed a 12-year standard elementary and secondary school education curriculum in less than 12 years as a result of grade skipping or early graduation and will be younger than 18 years of age by the time of enrollment\*, please contact the Admissions Office.
- If you withdrew from school and did not graduate from high school, it is still possible to apply to APU if you have passed an examination equivalent to the Japanese Upper Secondary School Equivalency Examination and you are at least 18 years of age by the time of enrollment.\*

**\*The date of enrollment is April 1 for spring enrollment and September 21 for fall enrollment.**

## □ Requirement 2: Language Proficiency

Applicants must meet one of the following English or Japanese language proficiency requirements.

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement					
JLPT N1	JLPT N2	EJU Japanese	TOEFL® iBT Test*	IELTS	TOEIC® L&R Test*	EIKEN	PTE Academic	Cambridge English Language Assessment
90 points	100 points	220 points (not including the writing section)	61 points	5.5	700 points	Grade pre-1	45	FCE

\*TOEIC® and TOEFL® are registered trademarks of the Educational Testing Service (ETS). This publication is not endorsed or approved by ETS. L&R is an abbreviation for LISTENING AND READING.

Please refer to page 14, “4. Documents Proving English/Japanese Proficiency,” for additional details regarding the required language proficiency certifications.

## 3 Application Process and Schedule

The application process is divided into two stages. Please continue reading for more details regarding **stage 1**, **stage 2**, the process after applying, and the application schedule.

### 1. Stage 1: Online Application

Please apply by submitting your application online through the APU admissions website ([https://admissions.apu.ac.jp/apply\\_online/](https://admissions.apu.ac.jp/apply_online/)). Details regarding how to submit the online application is available on pages 13 – 18.

If you would like to apply for the **APU Tuition Reduction Scholarship**, you can apply through the online application. **Please note that there is a limit to the amount of APU Tuition Reduction Scholarships available. While the date you apply to APU will not have an impact on your final results, applicants who apply earlier will have a greater chance at receiving a scholarship.** Please refer to page 18 for more information regarding the APU Tuition Reduction Scholarship.

### 2. Stage 2: Online Interview

After you submit the online application, you will be contacted by email with details regarding the stage 2 online interview. **It is not necessary to travel to APU for the online interview.** The online interview will be conducted through a video-calling platform, and the date and time will be set by APU. Please note that additional online assessment tests may also be required. More details regarding the online assessment can be found on page 21.

### 3. Final Results

The final results will be posted on the admissions website on the **final result notification date** listed on page 7. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

Admitted applicants **will not be allowed to reapply** to the same college for the same enrollment period (the April 2020 or September 2020 enrollment period). If an admitted applicant does reapply, a new interview will not be performed and new results will not be given. The application fee will also not be returned.

### 4. Enrollment Procedures

In the application schedules on page 7, “No.” corresponds to the numbers on the Enrollment Procedure Deadlines on **page 25. Please note that for certain application periods (particularly No. 2, No. 4, and No. 5), the deadline to complete the enrollment procedures after being admitted is shorter than other periods.** Please be sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.



## Schedule for International First Year Applicants Residing in Japan

This schedule applies to international first year applicants residing in Japan from the time of application to the date of the interview. The interview dates may change under certain circumstances.

### April 2020 Enrollment

Online Application Period		Stage 2 Online Interview Date	Final Results	No.
Application Period Start Date	Application Period Deadline			
<b>Sep 30, 2019 (Mon)</b>	<b>Oct 29, 2019 (Tue)</b>	<b>Nov 23, 2019 (Sat)</b>	<b>Dec 16, 2019 (Mon)</b>	2
		<b>Nov 24, 2019 (Sun)</b>		
<b>Dec 2, 2019 (Mon)</b>	<b>Jan 14, 2020 (Tue)</b>	<b>Feb 1, 2020 (Sat)</b>	<b>Feb 17, 2020 (Mon)</b>	3
		<b>Feb 2, 2020 (Sun)</b>		

### September 2020 Enrollment

Online Application Period		Stage 2 Online Interview Date	Final Results	No.
Application Period Start Date	Application Period Deadline			
<b>Dec 2, 2019 (Mon)</b>	<b>Jan 14, 2020 (Tue)</b>	<b>Feb 1, 2020 (Sat)</b>	<b>Feb 17, 2020 (Mon)</b>	4
		<b>Feb 2, 2020 (Sun)</b>		
<b>Feb 10, 2020 (Mon)</b>	<b>Mar 10, 2020 (Tue)</b>	<b>Apr 4, 2020 (Sat)</b>	<b>Apr 27, 2020 (Mon)</b>	5
		<b>Apr 5, 2020 (Sun)</b>		
<b>Apr 27, 2020 (Mon)</b>	<b>May 26, 2020 (Tue)</b>	<b>Jun 20, 2020 (Sat)</b>	<b>Jul 13, 2020 (Mon)</b>	6
		<b>Jun 21, 2020 (Sun)</b>		

# Second and Third Year Transfer Application Overview

**This section is for second and third year transfer applicants residing in Japan who do not possess Japanese nationality (including dual nationality) or Japanese permanent residency status.**

For those who currently reside outside Japan and do not possess Japanese nationality (including dual nationality) or Japanese permanent residency status, please refer to the “Undergraduate Application Handbook for International Applicants Residing Outside Japan.”

## 1 Number of Students Accepted

2020 intake for international undergraduate transfer students (residing both inside and outside of Japan):

	Second Year Transfer	Third Year Transfer
College of Asia Pacific Studies	10	15
College of International Management	20	28

## 2 Application Eligibility

**Applicants must fulfill BOTH of the following requirements:**

### ☐ Requirement 1: Educational Qualifications

#### Transfer Students from Non-Bachelor's Degree Programs

This refers to students who plan to transfer to APU from an educational program other than a bachelor's degree program.

#### Second and Third Year Transfer Students

Applicants must fulfill ONE of the following requirements:

- (1) Have graduated from a junior college by the time of enrollment\* to APU.
- (2) Have graduated from a technical college in Japan by the time of enrollment\* to APU.
- (3) Have graduated from a special training school approved by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) by the time of enrollment\* to APU. Please note that application eligibility will be restricted to the terms stated in Article 90 of the School Education Law.

#### Transfer Students from Bachelor's Degree Programs

This refers to students who plan to transfer to APU from a bachelor's degree program at another university or students who plan to transfer to APU after already receiving a bachelor's degree from another university.

#### Second Year Transfer Students

Applicants must satisfy either (1) or (2) below:

- (1) Applicants who meet all of the following requirements by the time of enrollment\* to APU:
  - Have completed at least one year of study in a university bachelor's degree program outside Japan.
  - Have completed 13 years of formal education based on a standard course curriculum.
  - Have acquired at least one fourth of the credits needed to graduate from their current university's bachelor's degree program.
- (2) Applicants who have completed at least one year of study in a university bachelor's degree program within Japan and acquired at least 30 course credits by the time of enrollment\* to APU.

**\*The date of enrollment is April 1 for spring enrollment and September 21 for fall enrollment.**

### Third Year Transfer Students

Applicants must satisfy either (1) or (2) below:

(1) Applicants who meet all of the following requirements by the time of enrollment\* to APU:

- Have completed at least two years of study in a university bachelor's degree program outside Japan.
- Have completed 14 years of formal education based on a standard course curriculum.
- Have acquired at least half of the credits needed to graduate from their current university's bachelor's degree program.

(2) Applicants who have completed at least two years of study in a university bachelor's degree program within Japan and acquired at least 60 course credits by the time of enrollment\* to APU.

- Those who are unable to satisfy the educational qualification requirements by the time of enrollment\* will have their acceptance to APU revoked.
- Applicants must submit documents to prove the above requirements for their application eligibility before enrollment. After the final result announcement, further documentation will be required and should be submitted promptly. Failure to submit such documents in a timely manner may result in acceptance to APU being revoked.
- **Transfer applicants from countries and regions that do not satisfy the standard 12-year education requirement must have completed or be scheduled to complete their second or third year of university level-education.**

\*The date of enrollment is April 1 for spring enrollment and September 21 for fall enrollment.

### □ Requirement 2: Language Proficiency

Applicants must meet one of the following English or Japanese language proficiency requirements.

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement					
JLPT N1	JLPT N2	EJU Japanese	TOEFL® iBT Test*	IELTS	TOEIC® L&R Test*	EIKEN	PTE Academic	Cambridge English Language Assessment
100 points	135 points	250 points (not including the writing section)	79 points	6.0	780 points	Grade 1	50	FCE Grade B

\*TOEIC® and TOEFL® are registered trademarks of the Educational Testing Service (ETS). This publication is not endorsed or approved by ETS. L&R is an abbreviation for LISTENING AND READING.

Please refer to page 14, "4. Documents Proving English/Japanese Proficiency," for additional details regarding the required language proficiency certifications.

## 3 Application Process and Schedule

The application process is divided into two stages. Please continue reading for more details regarding **stage 1**, **stage 2**, the process after applying, and the application schedule.

### 1. Stage 1: Online Application

Please apply by submitting your application online through the APU admissions website ([https://admissions.apu.ac.jp/apply\\_online/](https://admissions.apu.ac.jp/apply_online/)). Details regarding how to submit the online application is available on pages 13 – 18.

If you would like to apply for the **APU Tuition Reduction Scholarship**, it is possible to apply through the online application. **Please note that there is a limit to the amount of APU Tuition Reduction Scholarships available. While the date you apply to APU will not have an impact on your final results, applicants who apply earlier will have a greater chance at receiving a scholarship.** Please refer to page 18 for more information regarding the APU Tuition Reduction Scholarship.

### 2. Stage 2: Online Interview or Online Assessment

After you submit the online application, you will be contacted by email with details regarding Stage 2. Stage 2 will be conducted either in the form of an online interview or an online assessment. **It is not necessary to travel to APU for stage 2.** The online interview will be conducted through a video-calling platform, and the date and time will be set by APU. More details regarding the online assessment can be found on page 21.

### 3. Final Results

The final results will be posted on the admissions website on the **final result notification date** listed on pages 10 and 11. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

Admitted applicants **will not be allowed to reapply** to the same college for the same enrollment period (the April 2020 or September 2020 enrollment period). If an admitted applicant does reapply, a new online interview or online assessment will not be performed and new results will not be given. The application fee will also not be returned.

### 4. Enrollment Procedures

In the following application schedules, "No." corresponds to the numbers on the Enrollment Procedure Deadlines on page 25. Please note that for certain application periods (particularly No. 2, No. 4, and No. 5), the deadline to complete the enrollment procedures after being admitted is shorter than other periods. Please be sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

#### Schedule for Second Year Transfer Applicants Residing in Japan

##### April 2020 Enrollment

Online Application Period		Stage 2 Online Interview Date	Final Results	No.
Application Period Start Date	Application Period Deadline			
<b>Sep 30, 2019 (Mon)</b>	<b>Oct 29, 2019 (Tue)</b>	<b>Nov 23, 2019 (Sat)</b>	<b>Dec 16, 2019 (Mon)</b>	2
		<b>Nov 24, 2019 (Sun)</b>		
<b>Dec 2, 2019 (Mon)</b>	<b>Jan 14, 2020 (Tue)</b>	<b>Feb 1, 2020 (Sat)</b>	<b>Feb 17, 2020 (Mon)</b>	3
		<b>Feb 2, 2020 (Sun)</b>		

##### September 2020 Enrollment

Online Application Period		Stage 2 Online Interview Date	Final Results	No.
Application Period Start Date	Application Period Deadline			
<b>Dec 2, 2019 (Mon)</b>	<b>Jan 14, 2020 (Tue)</b>	<b>Feb 1, 2020 (Sat)</b>	<b>Feb 17, 2020 (Mon)</b>	4
		<b>Feb 2, 2020 (Sun)</b>		
<b>Feb 10, 2020 (Mon)</b>	<b>Mar 10, 2020 (Tue)</b>	<b>Apr 4, 2020 (Sat)</b>	<b>Apr 27, 2020 (Mon)</b>	5
		<b>Apr 5, 2020 (Sun)</b>		
<b>Apr 27, 2020 (Mon)</b>	<b>May 26, 2020 (Tue)</b>	<b>Jun 20, 2020 (Sat)</b>	<b>Jul 13, 2020 (Mon)</b>	6
		<b>Jun 21, 2020 (Sun)</b>		

#### Schedule for Third Year Transfer Applicants Residing in Japan

##### Stage 1 Results

Third year transfer applicants must first pass stage 1 in order to proceed to stage 2 of the application process. If you pass stage 1, you will be notified by email with information regarding how to proceed to stage 2. If you do not pass stage 1, you will be notified by email on the corresponding **stage 1 result notification date** listed in the schedules on page 11. (In some cases, applicants who pass stage 1 may be contacted regarding how to proceed to stage 2 before the stage 1 result notification date.)

## April 2020 Enrollment

Online Application Period		Stage 1 Results	Stage 2 Online Assessment*	Final Results	No.
Application Period Start Date	Application Period Deadline				
<b>Sep 2, 2019 (Mon)</b>	<b>Oct 1, 2019 (Tue)</b>	<b>Oct 17, 2019 (Thu)</b>	<b>Within 2 weeks after the application period deadline</b>	<b>Dec 9, 2019 (Mon)</b>	1
<b>Nov 5, 2019 (Mon)</b>	<b>Dec 3, 2019 (Tue)</b>	<b>Dec 19, 2019 (Thu)</b>		<b>Feb 3, 2020 (Mon)</b>	3

## September 2020 Enrollment

Online Application Period		Stage 1 Results	Stage 2 Online Assessment*	Final Results	No.
Application Period Start Date	Application Period Deadline				
<b>Feb 3, 2020 (Mon)</b>	<b>Mar 3, 2020 (Tue)</b>	<b>Mar 19, 2020 (Thu)</b>	<b>Within 2 weeks after the application period deadline</b>	<b>Apr 27, 2020 (Mon)</b>	5
<b>Apr 6, 2020 (Mon)</b>	<b>May 12, 2020 (Tue)</b>	<b>May 28, 2020 (Thu)</b>		<b>Jul 13, 2020 (Mon)</b>	6

\*For Japanese-basis applicants, stage 2 will be conducted in the form of an **online interview** instead of an online assessment. The online interview will be conducted within four weeks after the application period deadline.

## 5. Is transferring as a third year student right for me?

Because of the unique education and job-seeking system in Japan, there are times when we recommend that students apply as a second year transfer student even if they will complete two years of study at a higher education institution before enrolling at APU. Before applying, please read the following points while taking into consideration your plans for study and job-seeking after enrollment. The standard period of enrollment at APU for those who enter as a third year transfer student is two years.

### 1. It might be difficult to graduate from APU in two years.

It will be difficult to graduate from APU in two years unless you are able to transfer at least 10 credits as APU major education subjects. However, even if you are able to transfer 10 credits as APU major education subjects, it may still take you more than two years to graduate. In addition, as a third year student you may have limited time to spend on job-seeking, student clubs, part-time work, and other non-study activities.

If you wish to seek employment in Japan after graduating we recommend that you enter as a second year transfer student. In order to find employment in Japan, you will need to devote a certain amount of your time to job-seeking activities in the second semester of your third year and during your fourth year (the 6<sup>th</sup> through 8<sup>th</sup> semesters of the undergraduate curriculum), meaning that you may not have time to take as many credits as you will need to in order to graduate on time.

### 2. It might be difficult to take language classes.

If you are entering as a third year transfer student, it is not mandatory to take language education subjects (Japanese if you are enrolling on an English-basis or English if you are enrolling on a Japanese-basis), but you may do so if you wish and if your schedule allows. However, because language subjects require twice the study time of regular lecture subjects, it is extremely difficult to take language subjects simultaneously with your major studies and graduate within two years. Japanese language study is also highly recommended if you intend on working in Japan after graduation. If you wish to take language subjects, we recommend that you enter as a second year transfer student.

Please refer to the admissions website (<https://admissions.apu.ac.jp/>) for more details regarding transferring to APU.

## **How to Apply and Enroll**

1. Online Application
2. Application Fee
3. Online Application Checklist
4. Online Assessment
5. Evaluation Method
6. Admissions Support for Prospective Applicants with Medical Conditions or Disabilities
7. Information on Local Medical Services
8. Process from Acceptance to Enrollment
9. Submitting Original Versions of Required Application Documents
10. Enrollment Procedure Deadlines
11. Enrollment Procedure Fees
12. Procedures Necessary for Entering Japan

## 1 Online Application

1. Please apply online through the APU admissions website (<https://admissions.apu.ac.jp>). In order to apply, you must first create an account within the APU Online Application System.
2. A digital copy of all required application documents listed on the following pages must be submitted online through the APU Online Application System.
3. After completing all the information and uploading all the required documents, please be sure to submit your online application and pay the application fee by **23:59 (Japan time) on the day of the deadline**.

### Important Notes for the Online Application

1. Applicants must complete all steps within the application by themselves. English-basis applicants should write in English, while Japanese-basis applicants should write in Japanese.
2. Within the online application, please **upload a digital copy of the original version** of the required documents listed on pages 13 – 18. If any document is not written in English or Japanese, you must also upload an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator. A digital version of both the original document and the official translation must be submitted. **Submitting only a translation is not accepted.**
3. Apart from the photograph, only **PDF documents** up to 2 MB can be uploaded. Please convert any documents to a PDF format using a computer software or smartphone application such as Adobe Scan or Office Lens. **If a document is not written in English or Japanese, please upload a translation together in the same PDF document.**
4. **Acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment.**
5. **After being accepted to APU, enrolling students must submit original documents or certified documents\* for the documents uploaded within the online application to APU by post.** If the original or certified documents\* submitted after acceptance differ from the digital copies uploaded within the online application, or if enrolling students are not able to submit original or certified documents\*, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

\*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. Detailed information about how to get a document certified can be found on the admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)).

### ☐ Required Documents and Information to be Uploaded by All Applicants

(Please note that the documents required differ for first year applicants and transfer applicants.)

Document	Details
<b>1. Applicant Information</b>	<p>Please complete the personal information as shown on your passport.</p> <p><b>Notes on sex as shown on your passport:</b> Information regarding sex will be used for university registration. As the university application system only provides two options (male or female) at this time, please choose one of the two as shown on or will be shown on your passport. If your passport indicates a third option or if you would like to share more about your gender identity, please contact the Admissions Office at <a href="mailto:welcome@apu.ac.jp">welcome@apu.ac.jp</a>. Please refer to page 28 for APU's Policy Statement on Sexual and Gender Diversity.</p>
<b>2. Education History</b>	<p>Please complete the details of <b>all schools</b> you have attended in chronological order from elementary school level to the last or current school you are attending.</p> <p>Note that applicants must complete or be scheduled to complete either 12 years of education according to the standard curriculum established under Japan's education law or an equivalent school education. Please consult with the Admissions Office before applying if you completed or will complete an education curriculum with a standard period of completion of 11 years.</p>

<p><b>3. Academic Transcripts and Standardized Test Results</b></p>	<p>If you have both A and B below, please submit both. If you do not have B, submitting only A is also acceptable. Depending on the academic transcripts and standardized tests you submit, additional assessment tests may also be conducted.</p> <p>If you are undergoing a homeschool curriculum, please also refer to C below.</p> <p><b>A. Academic Transcripts</b></p> <p><b>All Applicants</b> If you have attended a language school or technical college in Japan for any length of time, you must submit academic transcripts from these institutions in addition to academic transcripts from other educational institutions (high school, university, etc.). Please upload a digital copy of academic transcripts from language schools or technical colleges within the online application.</p> <p><b>First Year Applicants</b></p> <ul style="list-style-type: none"> <li>• If you have already graduated from high school, please upload the last <b>3 years</b> of your most recent academic transcripts. If you have been enrolled in university for over 1 year at the time of application, please also upload the academic transcripts from your university study. If you have already graduated from university, please upload your university transcript only.</li> <li>• If you have not yet graduated from high school, please upload your most recent academic transcripts covering a period of <b>at least 2 years</b>. The transcripts must be issued within 2 months of the date of your application submission.</li> </ul> <p><b>Second Year Transfer Applicants</b> Please upload your high school academic transcripts AND your academic transcripts from the higher education institutions you enrolled in after graduating from high school.</p> <p><b>Third Year Transfer Applicants</b> Please upload your academic transcripts from the higher education institutions you enrolled in after graduating from high school. If you have not yet completed your current program, please upload academic transcripts covering a period of at least <b>1.5 years</b>.</p> <p><b>B. Standardized Test Results</b></p> <p>If you have taken any of the following standardized tests, please upload a digital copy of the official result certificate/transcript together with your online application. If you have taken the Sri Lanka GCE A Level, SAT, or ACT, please be sure to complete steps ① and ② in order to submit your test results. Only test results that have not expired will be accepted.</p> <ul style="list-style-type: none"> <li>• <b>GCE A Level/AS Level</b> <ul style="list-style-type: none"> <li>- <b>Sri Lanka GCE A Level:</b> results from three subjects               <ol style="list-style-type: none"> <li>① Request to send your score report to APU directly from the test provider.</li> <li>② Upload a digital copy of the score report within the online application.</li> </ol> </li> <li>- <b>Singapore GCE A Level:</b> results from three subjects</li> <li>- <b>International and other GCE A Level:</b> results from at least two subjects (or at least four subjects for AS Level)</li> </ul> </li> <li>• <b>International Baccalaureate (IB) Diploma</b> Predicted scores accepted. Please note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma.</li> <li>• <b>Abitur</b></li> <li>• <b>Baccalaureate</b></li> <li>• <b>General Educational Development (GED)</b></li> <li>• <b>Senior Secondary School Certificate Examination Results</b></li> <li>• <b>Examination for Japanese University Admission for International Students (EJU) - Japan and the World + Mathematics (Course 1))</b></li> <li>• <b>Old SAT (Critical Reading + Mathematics + Writing)</b> <ol style="list-style-type: none"> <li>① Request to send your score report to APU directly. <b>The institution code is 2791.</b></li> <li>② Upload a digital copy of the score report within the online application.</li> </ol> </li> <li>• <b>New SAT (Reading &amp; Writing + Mathematics)</b> <ol style="list-style-type: none"> <li>① Request to send your score report to APU directly. <b>The institution code is 2791.</b></li> <li>② Upload a digital copy of the score report within the online application.</li> </ol> </li> <li>• <b>ACT</b> <ol style="list-style-type: none"> <li>① Request to send your score report to APU directly. <b>The institution code is 5475.</b></li> <li>② Upload a digital copy of the score report within the online application.</li> </ol> </li> <li>• <b>Other Standardized tests</b></li> </ul> <p><b>C. Home School Applicants</b></p> <p>We strongly recommend submitting an SAT, ACT, or GED score report if you are undergoing a home school curriculum. If deemed necessary during the application screening, you may be required to submit one of these score reports.</p>
<p><b>4. Documents Proving English/Japanese Proficiency</b></p>	<p><b>Required</b></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>You must submit the results from one of the English or Japanese language proficiency exams listed on page 15 if you are not exempted.</b></p> </div> <p>Please upload a digital copy of the original results from one of the accepted English or Japanese language proficiency exams using the method specified on page 15.</p>



**Period of Validity**

- April 2020 Enrollment: Only scores of examinations taken on or after **June 1, 2017** will be accepted.
- September 2020 Enrollment: Only scores of examinations taken on or after **September 1, 2017** will be accepted.

**English-Basis Applicants**• **TOEFL® iBT Test:**

- ① Request to send the score report to APU directly from the TOEFL website (<https://www.ets.org/toefl>).  
**The APU institution code is 2791.**
- ② Input the date you requested to have the score report sent to APU within the online application.
- ③ Upload a digital copy of the score report within the online application.

• **IELTS:**

Upload a digital copy of the Test Report Form within the online application.

• **TOEIC® L&R Test:**

Upload a digital copy of the original score report within the online application.

• **EIKEN:**

Upload a digital copy of the original test result within the online application.

• **PTE Academic:**

**You can receive a 10% discount when registering for a PTE Academic test.** Please visit the admissions website (<https://admissions.apu.ac.jp/>) for more information.

- ① Request to send your score report to APU directly from the PEARSON website (<http://pearsonpte.com/>).
- ② Input the date you requested to have the score report sent to APU within the online application.
- ③ Upload a digital copy of the score report within the online application.

• **Cambridge English Language Assessment:**

- ① Input the ID Number and Secret Number within the online application.
- ② Upload a digital copy of the result statement within the online application.

**TOEFL® ITP Test, IELTS (General Training Module), TOEIC® L&R Test (IP), and PTE General are not accepted.**

- Applicants who have undertaken their **most recent 6 years** of formal education in the English language in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States are not required to submit an English proficiency test score.
- Applicants who have undertaken their **most recent 6 years** of formal education in the English language in countries other than those listed above are not required to submit an English proficiency test score if a letter is provided from their school stating that they have taken all of their subjects in English for the past 6 years.
- Applicants who have received or will receive an International Baccalaureate Diploma with English as the language of instruction do not need to submit an English proficiency test score.

**For Japanese-basis Applicants**• **EJU Japanese:**

Upload a digital copy of the original test result within the online application.

• **Japanese Language Proficiency Test (JLPT):**

Upload a digital copy of the original test result within the online application.

- Applicants who have undertaken their formal education in the Japanese language within Japan for the **most recent 6 years** are not required to submit a Japanese language proficiency test score.
- Applicants who have undertaken their formal education in the Japanese language outside of Japan for **most recent 6 years** are not required to submit a Japanese language proficiency test score if a letter is provided from their school stating that they have taken all of their subjects in Japanese for the past 6 years.

**5. Application Essays**

Please follow the application essay guidelines within the online application. Applicants must complete the essays by themselves.

**6. Attendance Report from Language Programs and Technical Colleges in Japan****If you have attended a language program in Japan for any length of time:**

Please upload a digital copy of your attendance report for your entire period of study in the language program within the online application.

**If you have attended a technical college in Japan for any length of time:**

If possible, please upload a digital copy of your attendance report for your entire period of study at the technical college within the online application.

<b>7. Certificate of Graduation or Certificate of Expected Graduation</b>	<p><b>First Year Applicants</b></p> <ul style="list-style-type: none"> <li>If you have graduated from high school, please upload your <b>High School Graduation Certificate</b> (required).</li> <li>If you have not yet graduated from high school, please upload a <b>Certificate of Expected Graduation</b> if possible. (It is not required to upload a Certificate of Expected Graduation, but APU may contact applicants regarding their education history in order to confirm that they will complete the equivalent of 12 years of standard education.)</li> </ul> <p><b>Transfer Applicants</b></p> <ul style="list-style-type: none"> <li>If you have graduated from a higher education institution, please upload the <b>Graduation Certificate</b> and <b>proof of the degree earned</b>.</li> <li>If you will transfer to APU from a non-bachelor's degree program and have yet to graduate, please upload a <b>Certificate of Expected Graduation</b> if possible. In addition, if you are not currently enrolled into a bachelor's degree program, if possible please upload proof from your current institution that, upon completing your current program, you will be able to transfer as a second year or third year student into a bachelor's program, such as in the form of documents issued by the institution or a screenshot of the corresponding explanation on the institution's website.</li> </ul>
<b>8. Letter of Recommendation</b>	<p>Please ask an instructor from the last education institution you attended (including language schools) or a supervisor at the company you worked for or interned at (not including part-time jobs) to write the Letter of Recommendation. This must be a person who has known you for at least <b>half a year</b>.</p> <p>The Letter of Recommendation form can be downloaded from the admissions website (<a href="https://admissions.apu.ac.jp/material_download/">https://admissions.apu.ac.jp/material_download/</a>). The letter should be written in English or Japanese. Please attach a translation in either English or Japanese if the letter is not written in either of these languages.</p> <p>Please submit the Letter of Recommendation either by uploading a digital copy within the online application or having the referee send the letter directly to APU by email at <a href="mailto:applied@apu.ac.jp">applied@apu.ac.jp</a>.</p>
<b>9. Photograph</b>	<p>Please upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white.</p>
<b>10.Passport</b>	<p>If you have a valid passport, please upload a digital copy of the information page showing your name, photograph, and passport number. Please also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. Applicants who do not have a valid passport are still eligible to apply.</p>
<b>11. Residence Card</b>	<p><b>For applicants who already have a valid Japanese status of residence only:</b> Please upload a digital copy of both sides of your Residence Card.</p>
<b>12.Proof of Application Fee Payment</b>  For more details about the application fee payment, please refer to page 19, Section 2: Application Fee.	<p><b>Payment by Credit Card:</b> Please complete the payment online through the APU Online Application System when submitting your application. You do not need to submit a digital copy of the payment receipt.</p> <p><b>Payment by Bank Transfer:</b> Please upload a digital copy of your payment receipt within the online application.</p>

## ☐ Required Documents for Transfer Applicants

Document	Details
<b>1. Transfer Student Educational Background Information</b>	<p>If you are currently attending a higher education institution (university bachelor's program, junior college, etc.), please provide the required information within the online application.</p> <p><b>Credit Transfer for Transfer Students</b></p> <p>Second year transfer students may transfer up to <b>30 credits</b> and third year transfer students may transfer up to <b>62 credits</b>. However, the number of transfer credits awarded will be determined after review of final academic transcripts and syllabi submitted by admitted transfer applicants. Admitted applicants will be notified about the number of transfer credits awarded with the final results. <b>If you are still taking classes at the time of application, the final results for these classes must be submitted to the Admissions Office once they have been released. If you do not submit the final results, your eligibility to enroll at APU may be revoked.</b> Please note that students must complete a total of 124 credits to graduate from APU.</p>
<b>2. Transfer Eligibility Documents</b>	<p>Please upload documents showing the classes you are currently taking and documents which show the graduation requirements for your current program, such as student handbooks or school websites that provide the relevant information.</p>
<b>3. Application to Transfer Credit as an APU Major Subject</b> (Third year transfer applicants only)	<p>Please download the <b>Application to Transfer Credit as an APU Major Subject</b> form from the admissions website (<a href="https://admissions.apu.ac.jp/material_download/">https://admissions.apu.ac.jp/material_download/</a>).</p> <p>Within the form, please input the following information for credits you wish to have transferred: <b>Subject Name, Course Type, Number of Credits, Course Duration, Class Length, Total Number of Classes, Total Class Time, and Language of Instruction</b>. (If you are unsure of any of the required information, please contact the institution you are transferring from for confirmation.)</p> <p>After completing the form, please upload it within the online application.</p>

**4. Syllabus** (Third year transfer applicants only)

Please upload a **syllabus** for each course you have taken or are currently taking that you wish to have approved for credit transfer as an APU major subject. **A course will not be eligible for transfer as an APU major subject without a syllabus.** Please refer to the APU Major subject list on the admissions website for more details regarding the courses APU offers as major subjects.

**1. What is a syllabus?**

A syllabus is a document that outlines the goals and content students will be studying in a specific course. A syllabus includes information such as the **subject name, course overview, evaluation criteria used for the course, goals for each class, class length and the number of classes.** If this information is not included in the syllabus you have received for a course, please submit documents that include this information separately.

**2. If the syllabus is written in a language other than English or Japanese**

**If the syllabus is not written in English or Japanese, you must submit an English or Japanese translation together with the original syllabus.** Only translations from the organization issuing the syllabus, a translation company, or qualified individual translator will be accepted. The translation must include the official seal of the translating organization, or the name, address, email address/telephone number, and the signature or personal seal of the translator.

**3. A syllabus is not required if you wish to transfer to the College of International Management (APM) from an institution accredited by AACSB, EQUIS, AMBA, or EPAS.** Instead, please provide a document showing that the institution has received accreditation (a screenshot of the relevant section of the institution's website is sufficient).

☐ **Additional Documents for Submission (If Applicable)**

Document	Details																							
1. Extracurricular Activities Report	Applicants will be assessed on any cultural/artistic performances, sports competitions, student council activities, volunteer work, language learning activities, and/or other events they have participated in. Please list any activities you have participated in or any achievements you have received in the Extracurricular Activities section of the online application.																							
	<b>Only activities from high school grade 10 (or equivalent) and above at the regional, national, and international level will be considered.</b> For activities conducted within your school, only student council leadership positions, Model United Nations participation, and scholarship awards from within your school will be considered. Please refer to the chart below for examples of the types of activities to include.																							
	Please provide proof of participation as outlined in “2. Documents to Prove Participation in Extracurricular Activities” on page18. Apart from extracurricular activities that fall under category A below, <b>extracurricular activities will not be evaluated without proof.</b> (Please note that portfolios, CDs, DVDs, etc. created by applicants will not be accepted. These items will not be returned even if they are submitted).																							
	You can provide information for up to three activities in category A, B, D, and E. You can provide information for up to five activities in category C.																							
	<table><tr><th>Activities</th><th>Examples Proving Participation/Achievements</th><th>Extracurricular Activity Category</th></tr><tr><td>Student Council Activities</td><td>· Experience of participation in an executive position on the student council (chairperson, vice president, secretary, etc.) for at least 1 school year</td><td>A</td></tr><tr><td rowspan="2">Cultural/Traditional Arts, Academic Competitions, Sports (There are no specific limitations within these fields.)</td><td>· Awards or certificates for having participated in any type of concerts or performances</td><td>B</td></tr><tr><td>· Proof of public recognition gained from the results of the activity (publication in a newspaper, etc.)</td><td rowspan="3">C</td></tr><tr><td>Volunteer/Independent Activities</td><td>· Proof of independent activities (volunteer etc.) that have received public recognition (publication in a newspaper, etc.) · Proof of participation in volunteer activities</td></tr><tr><td>Other Activities</td><td>· Proof of participation in Model United Nations activities · Proof of being a scholarship recipient · Proof of participating in an internship (employment experience as a trainee at a company)</td></tr><tr><td>Opposite Language Proficiency</td><td>· English-basis applicants: Official Japanese language proficiency test scores (JLPT, EJU, etc.) · Japanese-basis applicants: Official English language proficiency test scores (TOEFL® iBT, IELTS, TOEIC®, EIKEN, PTE Academic, Cambridge English Language Assessment, etc.)</td><td rowspan="3">D</td></tr><tr><td>Any Academic Certificates or Other Language Proficiency</td><td>· Official language proficiency test scores other than English or Japanese · Other English proficiency qualifications (TEPS, CU-TEP, etc.) · Other qualifications or certificates, etc. (We will evaluate qualifications/certificates that are internationally qualified or highly qualified)</td></tr><tr><td>Experience Living or Studying Abroad</td><td>· Evidence of having studied outside of your home country for the purpose of language education, summer programs, or full-time education, etc. (including experience living or studying in Japan).</td><td>E</td></tr></table>	Activities	Examples Proving Participation/Achievements	Extracurricular Activity Category	Student Council Activities	· Experience of participation in an executive position on the student council (chairperson, vice president, secretary, etc.) for at least 1 school year	A	Cultural/Traditional Arts, Academic Competitions, Sports (There are no specific limitations within these fields.)	· Awards or certificates for having participated in any type of concerts or performances	B	· Proof of public recognition gained from the results of the activity (publication in a newspaper, etc.)	C	Volunteer/Independent Activities	· Proof of independent activities (volunteer etc.) that have received public recognition (publication in a newspaper, etc.) · Proof of participation in volunteer activities	Other Activities	· Proof of participation in Model United Nations activities · Proof of being a scholarship recipient · Proof of participating in an internship (employment experience as a trainee at a company)	Opposite Language Proficiency	· English-basis applicants: Official Japanese language proficiency test scores (JLPT, EJU, etc.) · Japanese-basis applicants: Official English language proficiency test scores (TOEFL® iBT, IELTS, TOEIC®, EIKEN, PTE Academic, Cambridge English Language Assessment, etc.)	D	Any Academic Certificates or Other Language Proficiency	· Official language proficiency test scores other than English or Japanese · Other English proficiency qualifications (TEPS, CU-TEP, etc.) · Other qualifications or certificates, etc. (We will evaluate qualifications/certificates that are internationally qualified or highly qualified)	Experience Living or Studying Abroad	· Evidence of having studied outside of your home country for the purpose of language education, summer programs, or full-time education, etc. (including experience living or studying in Japan).	E
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<b>2. Documents to Prove Participation in Extracurricular Activities</b>	<p>Please upload a digital copy of any documents, certificates, score reports, etc. that prove your participation in extracurricular activities following the categories within the online application (B – E in the table above).</p> <p>For documents written in languages other than English and Japanese, please also upload a translation. (Please refer to page 13 – Important Note 2 for more details). <b>Documents uploaded without a translation will not be evaluated.</b></p>																																				
<b>3. APU Tuition Reduction Scholarship Application</b>	<p>If you would like to apply for the <b>APU Tuition Reduction Scholarship</b>, please input the required information within the online application following the application guidelines.</p> <p>Applicants who will obtain a Japanese status of residence (visa status) of <i>student</i> before enrolling at APU are eligible to apply for the APU Tuition Reduction Scholarship at the time of application to APU. <b>If you are not able to receive a status of residence of <i>student</i> by the time of enrollment to APU, the APU Tuition Reduction Scholarship will be revoked.</b> The scholarship will also be revoked if you change to a status of residence other than <i>student</i> while studying at APU.</p> <p>This scholarship is made possible by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science, and Technology, that support the ideals of APU. Its purpose is to help reduce the financial burden for outstanding international students. <b>Students awarded with this scholarship are expected to maintain a good academic record and serve as role models for other students.</b></p> <p><b>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.</b> Provided that the recipients maintain a good academic record, complete the tasks assigned to them on time, and avoid any misconduct unbefitting of a scholarship recipient, the 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. Interested applicants should submit their scholarship application upon understanding of the above.</p> <p>An overall evaluation of all submitted documents will be conducted for both the undergraduate application and scholarship application, and the <b>scholarship result will be released together with the final application results.</b></p> <p><b>2020 Tuition Reduction Scholarship Amounts* for First Year Students</b></p> <table><tr><th></th><th>Annual Scholarship Amount</th><th>Annual Tuition Fee Borne by Student</th></tr><tr><td>30% Tuition Reduction</td><td>approximately 390,000 JPY</td><td>approximately 910,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>approximately 650,000 JPY</td><td>approximately 650,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>approximately 845,000 JPY</td><td>approximately 455,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>approximately 1,040,000 JPY</td><td>approximately 260,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>approximately 1,300,000 JPY</td><td>0 JPY</td></tr></table> <p><b>2020 Tuition Reduction Scholarship Amounts* for Transfer Students</b></p> <table><tr><th></th><th>Annual Scholarship Amount</th><th>Annual Tuition Fee Borne by Student</th></tr><tr><td>30% Tuition Reduction</td><td>approximately 450,000 JPY</td><td>approximately 1,050,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>approximately 750,000 JPY</td><td>approximately 750,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>approximately 975,000 JPY</td><td>approximately 525,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>approximately 1,200,000 JPY</td><td>approximately 300,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>approximately 1,500,000 JPY</td><td>0 JPY</td></tr></table> <p>*Please note that the tuition amount may be subject to change.</p>		Annual Scholarship Amount	Annual Tuition Fee Borne by Student	30% Tuition Reduction	approximately 390,000 JPY	approximately 910,000 JPY	50% Tuition Reduction	approximately 650,000 JPY	approximately 650,000 JPY	65% Tuition Reduction	approximately 845,000 JPY	approximately 455,000 JPY	80% Tuition Reduction	approximately 1,040,000 JPY	approximately 260,000 JPY	100% Tuition Reduction	approximately 1,300,000 JPY	0 JPY		Annual Scholarship Amount	Annual Tuition Fee Borne by Student	30% Tuition Reduction	approximately 450,000 JPY	approximately 1,050,000 JPY	50% Tuition Reduction	approximately 750,000 JPY	approximately 750,000 JPY	65% Tuition Reduction	approximately 975,000 JPY	approximately 525,000 JPY	80% Tuition Reduction	approximately 1,200,000 JPY	approximately 300,000 JPY	100% Tuition Reduction	approximately 1,500,000 JPY	0 JPY
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80% Tuition Reduction	approximately 1,200,000 JPY	approximately 300,000 JPY																																			
100% Tuition Reduction	approximately 1,500,000 JPY	0 JPY																																			
<b>4. Letter of Intent to Change to Student Residency Status</b>	<p>If you currently have a status of residence (visa status) in Japan other than <i>student</i> and wish to apply for the APU Tuition Reduction Scholarship, you will need to change your status of residence to <i>student</i> before enrolling to APU.</p> <p><b>If you choose to change your status of residence to <i>student</i>, please submit the “Letter of Intent to Change to Student Residency Status.”</b> Please download this letter from the admissions website (<a href="https://admissions.apu.ac.jp/material_download/">https://admissions.apu.ac.jp/material_download/</a>), sign it, and upload a digital copy within the online application. <b>If you do not submit this confirmation letter, you will not be eligible to apply for the APU Tuition Reduction Scholarship.</b> In the event you do not change your status of residence to <i>student</i> by the day before enrollment to APU (March 31 for spring enrollment, September 20 for fall enrollment), your APU Tuition Reduction Scholarship will be revoked.</p>																																				
<b>5. Certification of Scholarships Received from Organizations other than APU</b>	<p>If you will receive scholarship awards from organizations other than APU before or after enrollment, please upload proof of the scholarship award in either English or Japanese.</p>																																				

## 2 Application Fee

Please pay the application fee by bank transfer before you submit the online application or by credit card when you submit the online application. **Applications are considered complete only when the application fee has been paid and the online application has been submitted.**

### Important

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

### A. Payment by Credit Card

**Fee Amount :** **36,800 JPY**

(The fee consists of 35,000 JPY for screening and 1,800 JPY for administrative purposes.)

**Payment Method :** After submitting your application through the APU Online Application System on the admissions website (<https://admissions.apu.ac.jp/>), you will be able to proceed to the payment page.



Please note that the layout of the website may change.

### B. Payment by Bank Transfer

**Applicants who submit their application online must upload a copy of their bank transfer payment receipt together with the rest of their application documents.**

**Fee Amount :** **35,000 JPY**

Please note that bank transfer fees vary from bank to bank. Please be sure to bear all bank transfer fees yourself. If you pay the application fee by bank transfer but the amount we receive does not cover the entire application fee, we will bill you for the remaining amount.

**Payment Purpose :** Application Fee

**Contact Details :** Applicant's Name, Phone Number

**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 :** Borne by remitter

If the application fee is paid in Japan, even if it is paid by a friend or relative in Japan, please write the **applicant's name** and **phone number** in the contact details when the payment is made and upload a digital copy of the payment receipt within the online application.



### 3 Online Application Checklist

#### I. What documents do I need to submit?

- Applicants who possess language proficiency test scores: ☐ **A** + **B** ( + **D** )
- Applicants who do not possess language proficiency test scores: ☐ **A** + **C** ( + **D** )
- Applicants who are native speakers of English or Japanese: ☐ **A** only ( + **D** )
- Applicants residing in Japan: ☐ **A** + **B** ( + **D** )

**Transfer applicants: Please also submit **D** together with your other documents.**

#### II. Online Application Upload Checklist

Please apply online through the APU Online Application System at [https://admissions.apu.ac.jp/apply\\_online/](https://admissions.apu.ac.jp/apply_online/).

- A digital copy of all required application documents should be submitted through the online application.
- There is no need to print out the documents submitted online and send them to APU at the time of application. All documents submitted online will be treated as the authentic copy.
- **For documents not written in English or Japanese, please also upload an official English or Japanese translation.**  
(Please refer to page 13 – Important Note 2 for more details).

<b>A</b> Required for All Applicants	<input checked="" type="checkbox"/>
Account creation within the APU Online Application System	<input type="checkbox"/>
1. Applicant information (input within the online application system)	<input type="checkbox"/>
2. Education history (input within the online application system)	<input type="checkbox"/>
3. Academic transcripts	<input type="checkbox"/>
4. Standardized test results (only if you have taken a standardized test) Score reports for the SAT, ACT, and GCE (Sri Lanka) examinations must be forwarded directly to APU from the test provider and uploaded within the online application.	<input type="checkbox"/>
5. Application essays (input within the online application system)	<input type="checkbox"/>
6. Attendance reports from language schools and technical colleges in Japan (if you have attended)	<input type="checkbox"/>
7. Certificate of Graduation or Certificate of Expected Graduation (if you are currently a student and can submit it)	<input type="checkbox"/>
8. Letter of Recommendation (either upload the letter within the online application or have the referee send it to APU directly).	<input type="checkbox"/>
9. Photograph	<input type="checkbox"/>
10. Passport (if available)	<input type="checkbox"/>
11. Residence Card (only for applicants who already have a valid Japanese status of residence)	<input type="checkbox"/>
12. Proof of application fee payment: digital copy of the bank transfer payment receipt (only if you pay by bank transfer)	<input type="checkbox"/>

<b>B</b> Language Proficiency Test Scores* Please upload documents after following the procedures listed on pages 14 – 15.	
1. English-basis Applicants: TOEFL® iBT Test / IELTS / TOEIC® L&R Test / The EIKEN Test in Practical English Proficiency / PTE Academic / Cambridge English Language Assessment	<input type="checkbox"/>
2. Japanese-basis Applicants: JLPT / EJU Japanese	<input type="checkbox"/>

**\*International applicants residing in Japan MUST submit an official English or Japanese language test score.**

<b>C</b> Additional Information (if applicable)	
1. APU Tuition Reduction Scholarship application	<input type="checkbox"/>
2. Extracurricular activities	<input type="checkbox"/>
3. Documents to prove participation in extracurricular activities	<input type="checkbox"/>
4. Certification of scholarships received from organizations other than APU	<input type="checkbox"/>

<b>D</b> Transfer Student Application Information	
1. Transfer student educational background information	<input type="checkbox"/>
2. Documents showing classes currently enrolled in	<input type="checkbox"/>
3. Credit requirements for graduation (e.g. from a student handbook or school website that provides the relevant information)	<input type="checkbox"/>
4. Application to Transfer Credit as an APU Major Subject form (Third year transfer applicants only)	<input type="checkbox"/>
5. Syllabus (Third year transfer applicants only)	<input type="checkbox"/>

**Application Handbooks can be downloaded from the admissions website at [https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/).**

**After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post.** If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if enrolling students are not able to submit hard copies, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

## 4 Online Assessment

An online assessment will be administered to ensure the fair evaluation of the academic ability of the following 2020 enrollment English-basis international applicants:

1. Applicants residing outside Japan, China, India, Indonesia, Korea, Thailand, and Viet Nam who do not apply for the APU Tuition Reduction Scholarship
2. Applicants who apply as a third year transfer applicant
3. Applicants who meet either of the following criteria by the time of enrollment to APU:
  - Meet APU's educational qualification requirements by having completed the 11-year standard educational curriculum of certain countries approved for university admission by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT)
  - Be an applicant from a region where many applicants have completed an educational curriculum other than a 12-year standard educational curriculum

**For 2020 enrollment, applicants from the following countries will be considered as meeting these criteria:** Bangladesh, Belarus, Myanmar, Peru, Russia, Sudan, and Uzbekistan

Please note that depending on an applicant's educational background, there may be cases where the online assessment is not administered for applicants from these countries. In addition, the online assessment will not be administered if applicants from these countries have received or are scheduled to receive an International Baccalaureate Diploma, Arbitur, Baccalaureate Diploma, or GCE A Level results.

The online assessment is composed of a recorded video interview, the Watson-Glaser Critical Thinking Appraisal III test, and the Core Abilities Assessment test. The entire online assessment will last approximately 60 - 70 minutes. Instructions for how to complete the online assessment will be sent to corresponding applicants by email.

### Video Interview (5 – 15 minutes)

For the video interview, you will not be speaking with a person. Instead, through a video interview platform you will see a number of questions on your screen, and you will record your answers to them. Each question will have a set time limit for responding.

### Watson-Glaser III Critical Thinking Appraisal (30 minutes)

The Watson-Glaser III Critical Thinking Appraisal (WGIII) measures a person's ability to identify and analyze problems, as well as seek and evaluate relevant information to reach an appropriate and logical conclusion. The assessment reports on three aspects of verbal critical reasoning, specifically the ability to 1) recognize assumptions, 2) evaluate arguments, and 3) draw conclusions, as well as providing an overall measure of critical thinking proficiency.

### Core Abilities Assessment (20 minutes)

The Core Abilities Assessment (CORE) consists of verbal, numerical, and abstract reasoning items and measures an individual's capacity to learn concepts and tasks, apply sound reasoning, and draw conclusions from information.

### Core Abilities Assessment Sample Questions:

[https://downloads.pearsonassessments.com/images/assets/caa/example\\_questions\\_coreabilities.pdf](https://downloads.pearsonassessments.com/images/assets/caa/example_questions_coreabilities.pdf)

## 5 Evaluation Method

Your application will be evaluated based on all the documents and information you submit with the online application and online interview or online assessment. If required, your school or the author of your letter of recommendation may be contacted for further information. APU may also contact you for more details regarding the information and documents you submitted within the online application.

## 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” (please refer to page 27), APU offers special support during the admissions process to prospective applicants with disabilities or other medical conditions 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 prospective applicants with disabilities or other medical conditions 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.

Applicant→APU

#### Step 1: Making the Request

##### Documents to be submitted:

**Required** Download the Admissions Support Request Form from our website:  
[https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)

**Optional** Medical certificate or patient referral document\*  
Copies accepted. Submitting these forms is optional during the application process, but will be required if accepted to 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:** [welcome@apu.ac.jp](mailto:welcome@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.



APU→Applicant

#### Step 2: Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant.

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



APU→Applicant

#### Step 3: Notification of Support Request Results

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

The following describes medical information in Japan, as well as the availability of medical care in and around our university. By providing this information, we hope to ensure a smooth transition for our students to Japan's and APU's medical system. If you have any questions, please contact the Admissions Office (International).

### 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 giving injections and infusions (IV). 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, please consult with a physician about whether or not continued treatment will be necessary after enrolling. If you wish to continue treatment at a medical institution in Japan after enrollment, please be sure to submit a **treatment plan** or a **patient referral document**\*<sup>1</sup>.

\*<sup>1</sup> The patient referral document (which must include the name of the condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese.

### 3. Restrictions on Bringing Medication into Japan

There are heavy restrictions on bringing medication into Japan from abroad. Prospective applicants must check with their local Japanese embassy or the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring the medications\*<sup>2</sup> they are currently using into Japan. Before coming to Japan, please make sure to complete the legal procedures to bring medication into Japan.

For further information, please refer to the following page on the Ministry of Health, Labour, and Welfare's website:

#### Information for those who are bringing medicines for personal use into Japan

English: <http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese: <http://www.mhlw.go.jp/topics/0104/tp0401-1.html>

\*<sup>2</sup> Injectable medicine that cannot be self-administered must be administered at a medical institution under the supervision of a doctor. However, depending on the facilities of the medical institution, there is a possibility that you may not be able to have the medicine administered. Please also be aware that the APU Health Clinic cannot perform medical procedures such as giving 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**. As mentioned above, there are many restrictions for bringing medication into Japan. For individuals currently receiving psychiatric treatment and who will require treatment after coming to Japan, please consult with your primary care provider and then with the university before deciding to enroll.

### 5. Accessibility

Wheelchair-accessible public transportation within Beppu City is 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 also contact the bus company in advance to use a wheelchair-accessible bus. It is advisable for wheelchair users considering APU to inquire with the university about accessibility accommodations before applying.

### 6. Additional Support

Please contact the Admissions Office (International) if you need assistance or care to make life after enrollment at APU more at ease. It will have no impact on your application screening results. You may also contact us after being accepted to APU.

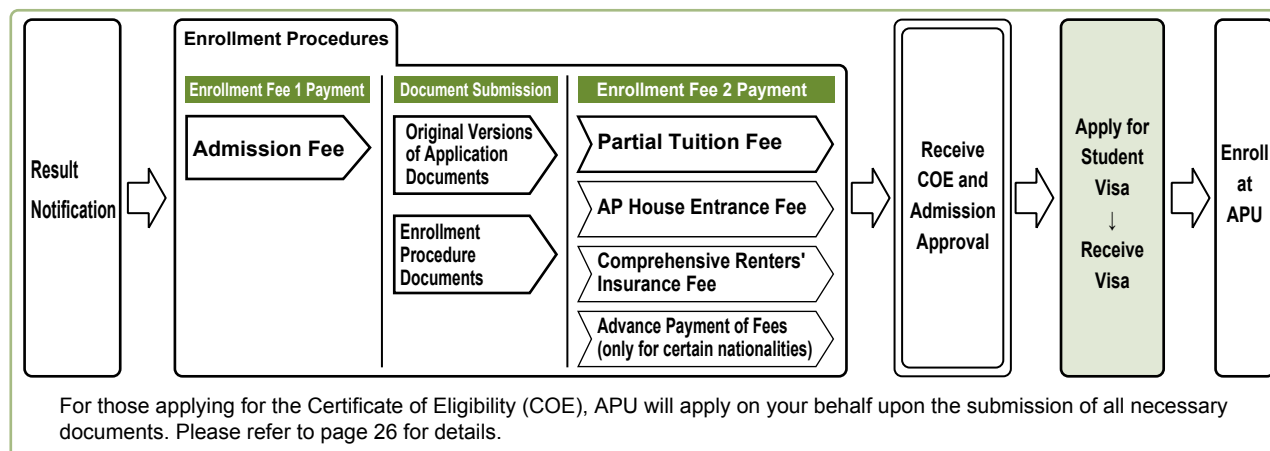
#### Please note:

There have been situations in the past where, for example, a student taking medicine in their home country could not be prescribed the same medicine in Japan, or where although self-injection was possible in a student's home country, self-injection could not be done in Japan. In order to avoid such situations and to have a fulfilling student life, we kindly ask that you make your enrollment decision after consultation with your primary care provider and careful consideration of your medical situation and the circumstances in Japan.

If you have any questions, or if you would like to consult with the university, please contact the Admissions Office (International) at + 81-977-78-1119 or [welcome@apu.ac.jp](mailto:welcome@apu.ac.jp).

## 8 Process from Acceptance to Enrollment

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents within the specified deadlines. For more details, please refer to the Enrollment Procedures Handbook, which will be sent together with your final results. **Please note that the required enrollment payments and documents will not be accepted beyond the specified deadline.**



## 9 Submitting Original Versions of Required Application Documents

As part of the enrollment procedures, enrolling students must submit original versions of the documents uploaded within the online application. Only original documents or certified documents\* will be accepted for the original version.

All documents sent must arrive by the deadline specified on page 25. Please refer to the back of this handbook for details regarding where to send documents. Enrolling students living in a country with an APU Overseas Office can either bring their documents directly to the office or send them to the office by registered airmail (documents sent must reach the office by the date of the submission deadline).

### Original Documents to be Submitted after Acceptance

- **Academic Transcripts** Original certificate or certified document\*
- **Standardized Test Results** (if submitted with your application and not sent to APU directly from the test provider) Original certificate or certified document\*
- **Certificate of Graduation or Certificate of Expected Graduation** (if submitted with your application) Original certificate or certified document\*
- **Letter of Recommendation** (if the referee did not send it to APU by email) Original only
- **Results of Language Proficiency Tests** (if you submitted results for the TOEIC® L&R Test, EIKEN, or JLPT) Original only
- **Translation Documents** Original only  
(English or Japanese translations are required for documents written in languages other than English or Japanese. Please submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.)

#### Important:

1. There may be cases where APU asks you to submit the original version of additional documents other than those listed above.
2. **APU will not return any of the submitted documents, regardless of the certificate type.** Please submit certified documents\* for original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
3. **If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if any false information or forgeries are found within the submitted documents, your acceptance to APU will be revoked.**

\*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. Detailed information regarding how to get a document certified can be found on the admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)).

## 10 Enrollment Procedure Deadlines

Please confirm the payment and submission deadlines below with the deadlines that appear on the **Invoice for Required Enrollment Fees and Procedures** sent together with your final results.

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
1	<b>Jan 9, 2020 (Thu)</b>	<b>Jan 16, 2020 (Thu)</b>	<b>Jan 23, 2020 (Thu)</b>
2	<b>Jan 16, 2020 (Thu)</b>	<b>Jan 30, 2020 (Thu)</b>	<b>Feb 13, 2020 (Thu)</b>
3	<b>Feb 27, 2020 (Thu)</b>		<b>Mar 5, 2020 (Thu)</b>
4	<b>Feb 27, 2020 (Thu)</b>	<b>Apr 9, 2020 (Thu)</b>	
5	<b>May 28, 2020 (Thu)</b>	<b>Jun 18, 2020 (Thu)</b>	<b>Jun 25, 2020 (Thu)</b>
6	<b>Aug 6, 2020 (Thu)</b>	<b>Aug 20, 2020 (Thu)</b>	

## 11 Enrollment Procedure Fees

To complete your enrollment procedures, the payment of the admission fee, partial tuition fee for the first semester, AP House entrance fee, Comprehensive Renters' Insurance, and an advance payment of remaining tuition and other fees (if applicable) is necessary.

Please ensure that you have sufficient financial means before applying. For admitted applicants, the invoice for the enrollment procedure fees will be sent along with the result notification. It is compulsory for prospective enrollees to pay the stated fees in the invoice by the payment deadline. **Acceptance will be revoked if any deadlines are missed.**

### Enrollment Fee 1

#### Admission Fee

**200,000 JPY**

The admission fee will not be refunded under any circumstances.

### Enrollment Fee 2

#### Partial Tuition Fee

**380,000 JPY**

The partial tuition fee for each individual varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
Partial Tuition Due Before Enrollment	380,000 JPY	266,000 JPY	190,000 JPY	133,500 JPY	76,000 JPY	0 JPY

#### Comprehensive Renters' Insurance

**17,010 JPY** — First year students

**13,010 JPY** — Second year students

**8,980 JPY** — Third year students

All international students must join the insurance program designated by APU. After acceptance, please refer to the "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan."

#### AP House Entrance Fee

**228,000 JPY** — April enrollment

or

**203,500 JPY** — September enrollment

This fee is required for all enrollees, regardless of scholarship amount. The fee includes a moving-in fee (32,000 JPY), security deposit (98,000 JPY) and rent (49,000 JPY per month) for two months for April enrollees and for one and a half months for September enrollees.

The amounts listed in numbers 1-4 above are subject to change.

## **Important Advance Payment of Fees (Only Required for Certain Nationalities\*)**

The Advance Payment of Fees system requires students of certain nationalities intending to enter APU to pay the full amount of their tuition expenses and AP House rent for their first year of study before applying for a Certificate of Eligibility. This system provides assurance to the Japanese Government and APU that the student has sufficient financial resources to study abroad at our university. Students of certain nationalities\* are required to pay the remaining portion of tuition and housing fees in addition to the enrollment procedure fees (number 1-4) under the "Advance Payment of Fees" system before they enroll. Those who must pay the Advance Payment of Fees will be notified in **the Invoice for Required Enrollment Fees and Procedures**, which is sent together with the result notification.

\*The nationalities that are required to pay the Advance Payment of Fees varies each year. Please click on the 'Cost' tab on the admissions website (<https://admissions.apu.ac.jp/>) for more information.

## **Reference Standard Tuition Fees for Four Years of Study**

Generally, students need to earn a total of at least 124 credits over four years to graduate from APU. Below is an example of tuition for each year.

### **Tuition for April and September 2019 Enrollees (Based on Four Years of Studies)**

	First Year	Second Year	Third Year	Fourth Year
First Year Students	1,300,000 JPY	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY
Second Year transfer Students	—	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY
Third Year transfer Students	—	—	1,500,000 JPY	1,500,000 JPY

Please refer to page 18 "APU Tuition Reduction Scholarship Application" for more information. Tuition amounts may be subject to change.

## **12 Procedures Necessary for Entering Japan**

### **Apply for a Student Visa**

In order to obtain a student visa, it is necessary to have the **Certificate of Eligibility (COE)** which will be officially issued by the Japanese Immigration Bureau. APU will apply for the COE on your behalf as long as you meet all the criteria below.

1. You have requested only APU to apply for the COE on your behalf
2. You have paid all the necessary enrollment procedure fees by the stipulated deadlines
3. You are able to prove that you possess sufficient financial means for the entire period of study and have submitted all the required documents
4. APU considers it appropriate to apply for the COE on your behalf

Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for the COE on your behalf. After the COE is issued, applicants must proceed to apply for a student visa at a Japanese embassy or consulate in their country or region.

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

Please consult with the Immigration Bureau regarding changing/renewing your residence status and also with your local municipal authority (city hall) regarding changing/renewing any other registrations. Once you have confirmed the correct procedures, please complete these on your own. **If you have a status of residence (visa status) in Japan other than *student* and wish to apply for the APU Tuition Reduction Scholarship, you will need to change your status of residence to *student* before enrolling to APU. If you choose to change your status of residence to *student*, please submit a "Letter of Intent to Change to Student Residency Status."** This confirmation letter can be downloaded from the admissions website. **If you do not submit this confirmation letter, you will not be eligible to apply for the APU Tuition Reduction Scholarship.** In the event you do not change your status of residence to *student* by the day before enrollment to APU (March 31 for spring enrollment, September 20 for fall enrollment), your APU Tuition Reduction Scholarship will be revoked.

# **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 “students with disabilities”).

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 students with disabilities and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability.

## **1. Core Support Principles**

All APU faculty and staff will aid in the process of enabling students with disabilities 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 students with disabilities, in a way that will avoid making distinctions between students with and without disabilities, so that all are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on requests for support by the students with disabilities.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Persons with Disabilities, as well as the standards and treatment set out in MEXT’s Investigative Report on Learning Support for Students with Disabilities (Preliminary and Secondary 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 students with disabilities is to ensure that their right to an education and learning is not wrongfully harmed because of their disabilities. 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 students with disabilities will consist of APU faculty and staff in addition to enrolled students. APU will cooperate closely with an external specialist regarding support for persons with disabilities.

A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to students with disabilities. 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 students with disabilities 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 students with disabilities, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that efforts are appropriately carried out.

## **5. Protection of Personal Information and Confidentiality**

- 1) Support persons who possess knowledge of a personal information of students with disabilities (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 students with disabilities while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

## **6. Disclosure of Information**

Mediums like APU website, will be used to spread information on university support policies for students with disabilities, 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.**

Supplementary Provision

These guidelines are in effect as of April 1, 2016.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.

## **Policy Statement on Sexual and Gender Diversity**

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APU respects sexual and gender diversity as part of its commitment to human rights. APU aims to create an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected, that they will be treated fairly, and that they need not suffer any discomfort or pain as a consequence of their sexual orientation or gender identity.

For more information regarding Policies and Resources Regarding Sexual and Gender Diversity at APU, please visit <http://en.apu.ac.jp/home/life/content57/>.

## Organizations Providing Standardized Examinations

<b>Japanese Language Proficiency Test</b>	The Japan Foundation/Japanese Educational Exchange and Services <a href="http://www.jlpt.jp">http://www.jlpt.jp</a>
<b>Examination for Japanese University Admission (EJU)</b>	Japan Student Services Organization (JASSO) <a href="http://www.jasso.go.jp/ryugaku/study_j/eju/index.html">http://www.jasso.go.jp/ryugaku/study_j/eju/index.html</a>
<b>TOEFL®</b>	Test of English as a Foreign Language by ETS: Educational Testing Service <a href="http://www.ets.org/toefl">http://www.ets.org/toefl</a>
<b>IELTS</b>	International English Language Testing System by the British Council <a href="http://www.ielts.org">http://www.ielts.org</a>
<b>Cambridge English Language Assessment</b>	Cambridge English Language Assessment by Cambridge Assessment English <a href="http://cambridgeenglish.org">http://cambridgeenglish.org</a>
<b>TOEIC®</b>	Test of English for International Communication by ETS: Educational Testing Service <a href="http://www.ets.org/toeic">http://www.ets.org/toeic</a>
<b>PTE Academic</b>	Pearson Test of English Academic by PEARSON <a href="http://pearsonpte.com/">http://pearsonpte.com/</a>
<b>EIKEN Test in Practical English Proficiency (実用英語技能検定)</b>	The Society for Testing English Proficiency <a href="http://www.eiken.or.jp">http://www.eiken.or.jp</a>

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