

|      |  |             |  |
|------|--|-------------|--|
| Name |  | Nationality |  |
|------|--|-------------|--|

## Application Document Checklist

\*When you submit your documents please make sure to put the checklist on the top.  
Please mark the method of submission you chose with a checkmark .

### I. Application Categories

#### First Year Student Application

- |   |  |
|---|--|
| (i) Applicants who possess language proficiency test scores         | <input type="checkbox"/> <b>A + B (+ D)</b>  |
| (ii) Applicants who do not possess language proficiency test scores | <input type="checkbox"/> <b>A + C (+ D)</b>  |
| (iii) Applicants who are native speakers of English or Japanese     | <input type="checkbox"/> <b>A only (+ D)</b> |
| (iv) Applicants residing in Japan                                   | <input type="checkbox"/> <b>A + B (+ D)</b>  |

#### Transfer Student Application

- |  |  |
|--|--|
| (v) Current university students or university graduates who wish to apply to APU as second year or third year transfer students are required to submit additional documents. | <input type="checkbox"/> <b>A + E + (B, C, D)</b><br>applicable forms only |
|--|--|

### II. Application Document Checklist

| Documents   | Method of Submission |  |
|---|----------------------|--|
| [O] = Can be submitted online [P] = Send by post [F] = Fillable PDF forms can be downloaded from the admissions website.<br>In some cases, applicants can choose between [O] or [P], but we recommend applicants to choose [O]<br>Please refer to the Admissions Handbook for detailed information. |                      |  |

#### A Required Documents for All Applicants

|   | O<br>Can be submitted online | P<br>Send by post        |
|---|------------------------------|--------------------------|
| 1. Undergraduate Application Form p.1~3 [F] (Please sign on page 3 of the application form)   | <input type="checkbox"/>     | <input type="checkbox"/> |
| 2. Application Essay p.5, 6 [F]   | <input type="checkbox"/>     | <input type="checkbox"/> |
| 3. Certificate of Eligibility / Resident Status Questionnaire p.7 [F]   | <input type="checkbox"/>     | <input type="checkbox"/> |
| 4. Application fee payment<br>• Credit card: Must register on the APU Online Application System through the admissions website<br>• Bank transfer: Send in proof of payment<br>• Bank check: Send in bank check | <input type="checkbox"/>     | <input type="checkbox"/> |
| 5. Academic transcripts for most recent 3 years<br>(If you are currently in high school, the most recent 2-2.5 years are acceptable) <i>Original or Certified Document</i>                                      |                              | <input type="checkbox"/> |
| 6. Mandatory or standardized national test results to enter university /<br>standardized test result certificates (only for those who have taken them) <i>Original or Certified Document</i>                    |                              | <input type="checkbox"/> |
| 7. Letter of Recommendation p.9, 10 [F] <i>Original ONLY</i>  |                              | <input type="checkbox"/> |
| 8. Passport copy (if available)   |                              | <input type="checkbox"/> |
| 9. Two identical photographs (4 cm × 3 cm or 1.57 inches × 1.18 inches)   |                              | <input type="checkbox"/> |
| 10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese resident status ONLY)  |                              | <input type="checkbox"/> |
| 11. Checklist ( <b>This form</b> : When you submit your documents, please make sure to put this checklist on the top.)  |                              | <input type="checkbox"/> |

#### B Language Proficiency Test Scores

|  |  |                          |
|--|--|--------------------------|
| 1. English-basis students: TOEFL® (iBT) Test / TOEFL® (PBT) Test / IELTS / TOEIC® Test / The EIKEN Test in Practical English Proficiency / PTE Academic <i>Original ONLY</i> |  | <input type="checkbox"/> |
| 2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section) <i>Original ONLY</i>  |  | <input type="checkbox"/> |

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

#### C Language Proficiency Forms

|  |  |                          |
|--|--|--------------------------|
| English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 [F] <i>Original ONLY</i> |  | <input type="checkbox"/> |
|--|--|--------------------------|

\*International applicants residing in Japan may not use this form.

#### D Additional Documents for Submission (If Applicable)

|   |                          |                          |
|---|--------------------------|--------------------------|
| 1. APU Tuition Reduction Scholarship Application p.13 [F]                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Extracurricular Activities Report p.15, 16 [F]                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Document(s) to prove participation in extracurricular activities         |                          | <input type="checkbox"/> |
| 4. Certification of scholarships received from organizations other than APU |                          | <input type="checkbox"/> |

#### E Transfer Student Application

|  |                          |                          |
|--|--------------------------|--------------------------|
| 1. Transfer Student Academic Status p.17 [F]   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. List of classes currently attending   |                          | <input type="checkbox"/> |
| 3. Credit requirements for graduation<br>(e.g. student handbook or school website that provides the relevant information)  |                          | <input type="checkbox"/> |
| 4. Higher institution (e.g. university) graduation certificate (in the case of graduates) or certificate of scheduled graduation (in the case of applicants currently undertaking programs other than bachelor's)<br><i>Original or Certified Document</i> |                          | <input type="checkbox"/> |

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

#### \*Certified Document

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