

Name		Nationality	
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## 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 |
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### 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. In some cases, applicants can choose between [O] or [P], but we recommend applicants to choose [O] Please refer to the Admissions Handbook for detailed information.		

#### A Required Documents for All Applicants

	O Can be submitted online	P 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 • Credit card: Must register on the APU Online Application System through the admissions website • Bank transfer: Send in proof of payment • Bank check: Send in bank check	<input type="checkbox"/>	<input type="checkbox"/>
5. Academic transcripts for most recent 3 years (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 / 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"/>
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\*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 (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) <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.