



# Ritsumeikan Asia Pacific University

---

## Undergraduate Application Handbook

April/September 2017 Enrollment

### For International Applicants Residing in Japan

First Year and Transfer Applicants

## Educational Objectives

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

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

### 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, will 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) Basic 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

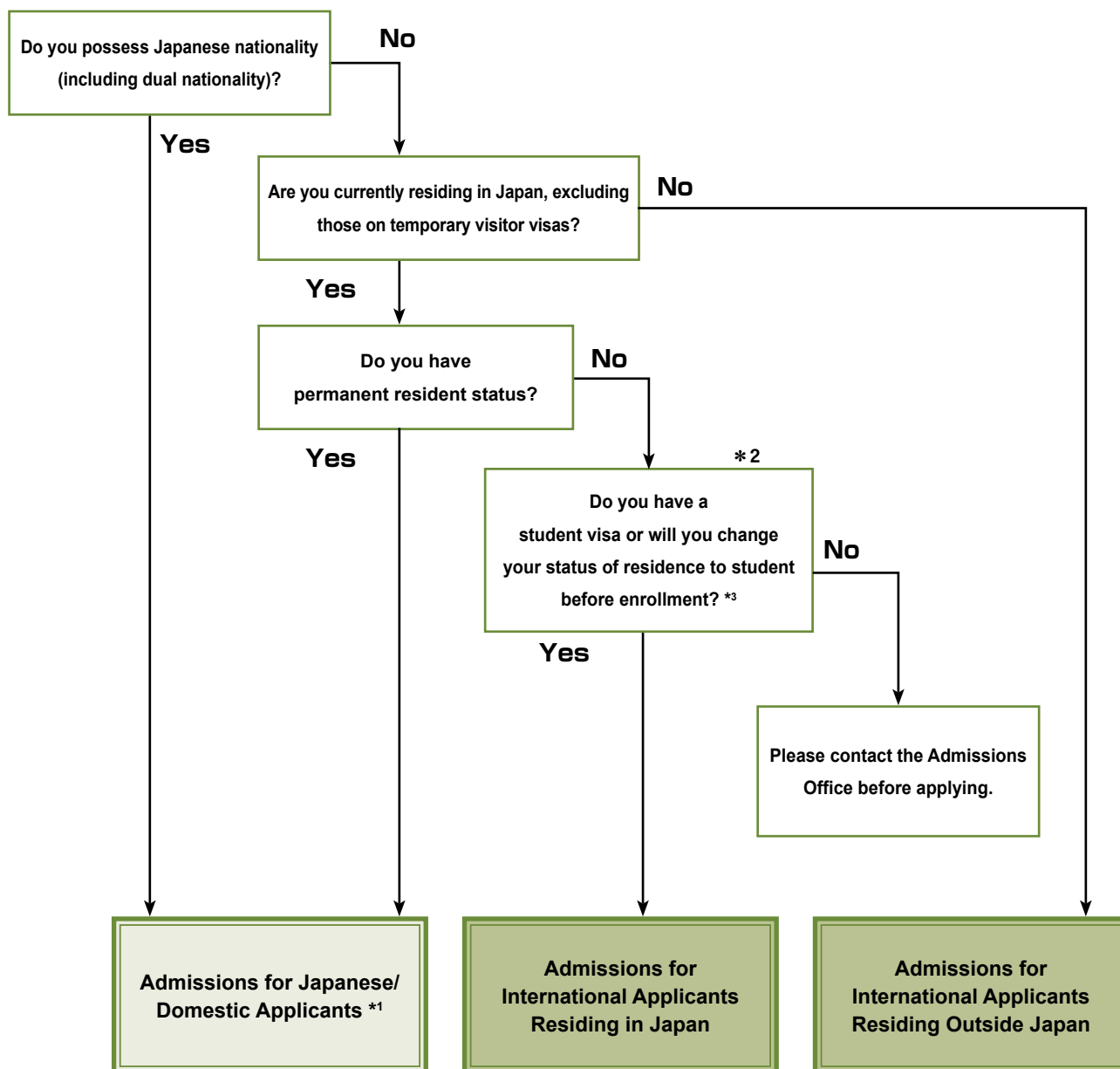
- 1) Ability to integrate large amounts of information, think from multiple angles and frame one's opinions;
- 2) Interest in the societies and cultures of the Asia Pacific region;
- 3) Insight into the society of the 21st century.

### 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 Admissions for Japanese/Domestic Applicants refers to those who possess Japanese nationality or Japanese permanent residency even if they are residing outside Japan.

\*2 Individuals who will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the time of application. APU offers support in obtaining a student visa if admitted applicants do not possess Japanese nationality, are residing outside of Japan, and have completed all required procedures before enrollment.

\*3 Please send your inquiries directly to the Immigration Bureau of Japan regarding whether you can change your status of residence to student.

## Contact

Admissions for Japanese/Domestic Applicants  
Admissions Office (Domestic)  
TEL : 0977-78-1120  
Office Hours: 9:00~17:30 (Japan Time: Monday to Friday)  
FAX : 0977-78-1199  
Email : [apumate@apu.ac.jp](mailto:apumate@apu.ac.jp)  
URL : <http://www.apumate.net>

Admissions for International Applicants  
Admissions Office (International)  
TEL : 0977-78-1119  
Office Hours: 9:00~17:30 (Japan Time: Monday to Friday)  
\*Closed every Tuesday from 9:30~11:30  
FAX : 0977-78-1121  
Email : [welcome@apu.ac.jp](mailto:welcome@apu.ac.jp)  
URL : <http://admissions.apu.ac.jp>

# Contents

---

General Process from Application to Entry at APU	4
--	---

## Undergraduate Application Guidelines

Screening Schedule	5
Number of Students Accepted	6
Application Eligibility	6
Application Documents	8
Application Fee	13
Application Submission	13
Screening Method	14
Admissions Support for Prospective Applicants with Medical Conditions or Disabilities	14
Information on Local Medical Services	15

From Acceptance to Enrollment	16
-------------------------------	----

Enrollment Procedure Fees	16
---------------------------	----

Procedures Necessary for Enrollment	17
-------------------------------------	----

Application Document Checklist	18
--------------------------------	----

---



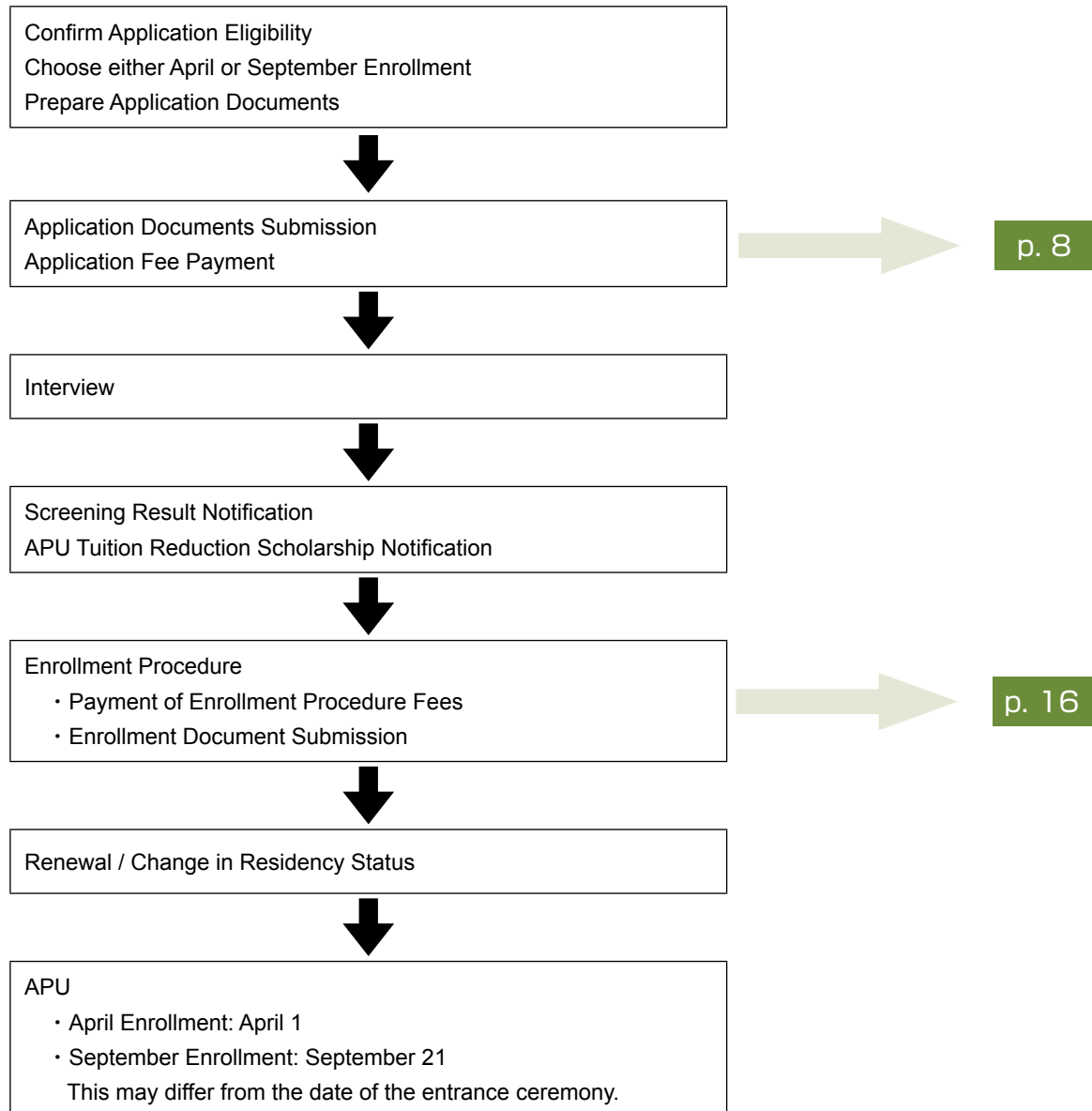
To apply online, please go to:

Admissions website

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

## General Process from Application to Entry at APU

The following chart explains the general process of entry to APU. It may be different for each individual.



# ■ Undergraduate Admissions Guidelines ■

This handbook is **ONLY** for First year applicants or Second and Third year transfer applicants who are residing in Japan and do not possess permanent resident status or Japanese nationality (including dual Japanese nationality) of any form.

For applicants residing outside Japan from the time of application to the date of the interview, please refer to the separate "Undergraduate Admissions Handbook (For International Applicants Residing Outside Japan)".

## 1 Screening Schedule

### Screening Result

Screening and scholarship result notifications will be sent out by post on the date listed below and should arrive within several days. We will also send an email with the necessary login information to check these results on the admissions website (<http://admissions.apu.ac.jp/>) one day after the result notification has been sent. (If the day after is a holiday, the email will be sent two days after the result notification date.)

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

\*Note: Admitted applicants **will not be allowed to reapply** to the same college for the same enrollment period (April 2017 or September 2017 enrollment period). If an admitted applicant does reapply, a new interview will not be performed and results will not be given. The application fee will also not be returned.

### Schedule for International Applicants Residing in Japan

This schedule applies to international applicants residing in Japan from the time of application to the date of the interview.

#### April 2017 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*
Start	Deadline				
<b>Oct 24, 2016</b> (Mon)	<b>Nov 4, 2016</b> (Fri)	<b>Nov 26, 2016</b> (Sat)	<b>Tokyo Osaka Fukuoka</b>	<b>Dec 12, 2016</b> (Mon)	1
<b>Jan 9, 2017</b> (Mon)	<b>Jan 20, 2017</b> (Fri)	<b>Feb 4, 2017</b> (Sat)		<b>Feb 20, 2017</b> (Mon)	2

#### September 2017 Enrollment

Application Period		Interview Date	Location of Interview	Result Notification	No.*
Start	Deadline				
<b>Oct 24, 2016</b> (Mon)	<b>Nov 4, 2016</b> (Fri)	<b>Nov 26, 2016</b> (Sat)	<b>Tokyo Osaka Fukuoka</b>	<b>Dec 12, 2016</b> (Mon)	3
<b>Mar 3, 2017</b> (Fri)	<b>Mar 17, 2017</b> (Fri)	<b>Apr 8, 2017</b> (Sat)		<b>Apr 24, 2017</b> (Mon)	4
<b>May 22, 2017</b> (Mon)	<b>June 2, 2017</b> (Fri)	<b>June 24, 2017</b> (Sat)	<b>Tokyo Osaka Beppu</b>	<b>July 24, 2017</b> (Mon)	5

\*No.s correspond to the numbers on the Enrollment Procedure Deadlines on p. 16. Please note that for the final application period for each enrollment, the deadline to complete the enrollment procedures after being admitted is shorter than other periods (particularly for No. 2 and No. 5). Please make sure you have checked these deadlines before applying. Deadlines may not be extended under any circumstances.

## 2 Number of Students Accepted

### 2017 Intake for First Year International Students Residing in Japan

	April 2017 Enrollment	September 2017 Enrollment
College of Asia Pacific Studies	10	5
College of International Management	10	5

### 2017 Total intake for International Transfer Students Residing Both in and Outside of Japan

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

## 3 Application Eligibility

Applicants MUST fulfill both of the following requirements:

### ☐ Requirement 1: Educational Qualifications

\*Please consult with the Admissions Office before applying if you are from a country or region where the standard length of education is 11 years.

#### For First Year Students

Applicants MUST have graduated from a Japanese high school (or secondary school) designated by the Minister of Education, Culture, Sports, Science and Technology of Japan or have an equivalent academic background according 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) Be at least 18 years of age and have completed a 12-year standard education curriculum at a school for foreign students in Japan designated by the Minister of Education, Culture, Sports, Science and Technology of Japan.
- (3) Have completed an upper secondary course at a special training college designated by the Minister of Education, Culture, Sports, Science and Technology of Japan.
- (4) Be at least 18 years of age and have completed a Japanese preparatory education curriculum designated by the Minister of Education, Culture, Sports, Science and Technology of Japan.
- (5) 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.
- (6) Be at least 18 years of age and have completed an International Baccalaureate, Abitur, Baccalaureate Diploma, or GCE-A level.
- (7) Be at least 18 years of age and recognized through an individual screening by APU as having an equivalent or higher academic background than a high school graduate.

Additional Notes:

- ① 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 thus are younger than 18 years of age by the time of enrollment\* to APU, please contact the Admissions Office.
- ② It is possible to apply even if you withdrew and did not graduate from high school as long as 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\* to APU.

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

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

#### For Second or Third Year Transfer Students

**\*Please also refer to the 'Academic Credit Requirements for Transfer Eligibility' section on the next page for more details.**

#### Second Year Transfer Students (University Level)

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

- (1) Have completed 13 years of official education based on a standard course curriculum by the time of enrollment to APU.
- (2) Have completed their first year of studies at a university in Japan. In addition, it is compulsory to complete at least 30 credits by the time of enrollment to APU.

### Third Year Transfer Students (University Level)

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

- (1) Have completed 14 years of official education based on a standard course curriculum by the time of enrollment to APU.
- (2) Have completed their second year of studies at a university in Japan. In addition, it is compulsory to complete at least 60 credits by the time of enrollment to APU.

### Second or Third Year Transfer Students (Other Educational Levels)

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

- (1) Have completed their studies at a junior college or technical college by the time of enrollment to APU.
- (2) Have completed their studies at a special training school approved by the Minister of Education, Culture, Sports, Science and Technology of Japan by the time of enrollment to APU. However, application eligibility is restricted to the terms stated in Article 90 of the School Education Law.

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

Academic Credit Requirements for Transfer Eligibility								
<b>Second Year Transfer Students</b>								
Applicants must have acquired at least one fourth of the credits needed to graduate from their current university OR have graduated from a two-year college/technical college by the time of enrollment to APU.								
<b>Third Year Transfer Students</b>								
Applicants must have acquired at least one half of the credits needed to graduate from their current university OR have graduated from a two-year college/technical college by the time of enrollment to APU.								

If you have other educational qualifications, please send your inquiries to the APU Admissions Office before applying.  
Submission of documents proving your qualification is required before entering APU.

### ☐ Requirement 2: Language Proficiency

Applicants must meet one of these English or Japanese language criteria.

#### For First Year Students

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement					
JLPT Level N1	JLPT Level N2	EJU - Japanese	TOEFL®iBT Test	TOEFL®PBT Test	IELTS	TOEIC® Test	Eiken Test	PTE Academic
90 points	100 points	220 points (not including the writing section)	61 points	500 points	5.5	700 points	Grade pre-1	45

#### For Second or Third Year Transfer Students

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement					
JLPT Level N1	JLPT Level N2	EJU - Japanese	TOEFL®iBT Test	TOEFL®PBT Test	IELTS	TOEIC® Test	Eiken Test	PTE Academic
100 points	135 points	250 points (not including the writing section)	79 points	550 points	6.0	780 points	Grade 1	50

Please refer to **p. 9 “6 Documents Proving English/Japanese Proficiency”** for additional details on the required language proficiency certifications.

\*TOEIC®, TOEFL® are registered trademarks of Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.



## 4 Application Documents

1. We recommend for applicants to apply online\* or by submitting the fillable PDF Application Form.
2. Documents marked with a ● can be submitted online through the APU Online Application System.
3. **Fillable PDF versions of the Application Form and the Letter of Recommendation form** can be downloaded from the admissions website ([http://admissions.apu.ac.jp/material\\_download/](http://admissions.apu.ac.jp/material_download/)). Please enter the required information, print out the forms, sign any forms that require signatures, and then submit them by post.
4. Documents that are not marked with a ● must be submitted by post.

\*To apply online, you must register an account with the APU Online Application System through the admissions website (<http://admissions.apu.ac.jp>).

### IMPORTANT

1. Applicants are to complete the application form and related documents by themselves. English-basis students should write in English while Japanese-basis students should write in Japanese.
2. **Applicants must submit either original certificates or notarized certificates\*.** Please attach an official translation with the translator's name, address, contact details and signature or official seal for documents that are written in neither English nor Japanese.
3. APU will not return any of the submitted certificates (regardless of the certificate type). Therefore, please submit notarized certificates for original certificates that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
4. **Acceptance to APU will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.**

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

### ☐ Required Documents for All Applicants (Please note that required documents differ for first year applicants and transfer applicants.)

Can be Submitted Online = ●	No.	Document	Details
●	1	<b>Undergraduate Application Form</b>	Applicants must complete all forms by themselves and attach a photograph directly to the application form in the provided space.
●	2	<b>Application Essay</b>	Please follow the application essay guidelines within the application form. Applicants must complete the essay by themselves.
●	3	<b>Certificate of Eligibility / Resident Status Questionnaire</b>	Please follow the questionnaire guidelines within the application form. Applicants must complete the questionnaire by themselves.
Send by post (except for credit card payment)	4	<b>Proof of Application Fee Payment</b> <ul style="list-style-type: none"> <li>• For details on the application fee payment, please refer to p. 13 Section 5: Application Fee.</li> </ul>	<b>1. Credit Card</b> Please complete the payment online by registering with the APU Online Application System through the admissions website ( <a href="http://admissions.apu.ac.jp">http://admissions.apu.ac.jp</a> ). Please include your APU Online Application System Login ID on "Section IV. Application Fee" of your application form. <u>You do not need to send a receipt by post.</u>  <b>2. Bank Transfer</b> Please send a copy of your payment receipt.  <b>*Applicants residing in Japan cannot pay by bank check.</b>

<p><b>Send by post</b></p>	<p><b>5</b></p>	<p><b>Academic Transcripts/ Test Results</b></p> <ul style="list-style-type: none"> <li>• <b>If you have both A and B, please submit both. If you do not have B, submitting only A is also acceptable.</b></li> <li>• You must submit originals or notarized certificates.</li> <li>• Attach a translation for transcripts/documents not written in English or Japanese.</li> </ul>	<p><b>A. Academic Transcript Requirements</b></p> <p><b>For First Year Applicants</b></p> <ul style="list-style-type: none"> <li>• Applicants who have already graduated from high school are required to submit the last <b>3 years</b> of their most recent academic transcript.</li> <li>• Applicants yet to graduate from high school are required to submit <b>2-2.5 years</b> of their current academic transcript.</li> </ul> <p><b>For Second Year University/Other Higher Education Institution Transfer Applicants</b></p> <ul style="list-style-type: none"> <li>• High school transcript AND current transcript from the higher education to which you do or did belong.</li> </ul> <p><b>For Third Year University/Other Higher Education Institution Transfer Applicants</b></p> <ul style="list-style-type: none"> <li>• Current transcript from the higher education to which you do or did belong. If you have not completed your program yet, you are required to submit the transcript for at least your first 1.5 years.</li> </ul> <p><b>B. Standardized Test Results</b></p> <p>For those who have taken the following examinations, submit the official result certificate/transcript together with your application.</p> <p>① <b>Mandatory or standardized national test results to enter university:</b></p> <ul style="list-style-type: none"> <li>• GCE A Level/AS Level <ul style="list-style-type: none"> <li>- Sri Lanka and Singapore GCE A Level: applicants must submit results from three subjects</li> <li>- International and other GCE A Level: applicants must submit a minimum of two subjects (or a minimum of four subjects for AS Level)</li> </ul> </li> <li>• International Baccalaureate (IB) Diploma (predicted score accepted) <ul style="list-style-type: none"> <li>*However, your enrollment eligibility will be revoked if you were not able to successfully receive an IB Diploma.</li> </ul> </li> <li>• Abitur</li> <li>• Baccalaureate</li> <li>• General Educational Development (GED)</li> <li>• Senior Secondary School Certificate Examination Results, etc.</li> </ul> <p>② <b>Standardized test result certificates:</b></p> <ul style="list-style-type: none"> <li>• EJU - Examination for Japanese University Admission for International students (Japan and the World + Mathematics (Course 1))</li> <li>• SAT (Critical Reading + Mathematics + Writing)</li> <li>• ACT, etc.</li> </ul> <p><b>-For those students who have taken the SAT, ACT or GCE (Sri Lanka) examinations, please have your score report forwarded directly to APU.</b>  For the SAT, the institution code is <b>2791</b>.  For the ACT, the institution code is <b>5475</b>.</p> <p>-A notarized certificate may be accepted if it is certified by the issuing institution (preferred) or a notary public as being equivalent to the original. However, the original may be required in some instances.</p> <p>-For documents that are not written in English or Japanese, please attach an official translation with the translator's name, contact details and signature, or with an official seal. ONLY translations by the document-issuing organizations, translation companies and certified translators will be accepted.</p>
<p><b>Send by post</b></p>	<p><b>6</b></p>	<p><b>Documents Proving English/Japanese Proficiency</b></p> <ul style="list-style-type: none"> <li>• Please submit originals (other than IELTS and PTE Academic).</li> </ul>	<p><b>REQUIRED</b></p> <p><b>You are required to submit the <u>original results</u> from one of the English or Japanese language proficiency Exams listed on p.6 "Requirement 2: Language Proficiency".</b></p> <p><u>Period of Validity</u></p> <ul style="list-style-type: none"> <li>• 2017 April Enrollment: Only scores of examinations taken on or after <b>June 1, 2014</b> will be accepted.</li> <li>• 2017 September Enrollment: Only scores of examinations taken on or after <b>September 1, 2014</b> will be accepted.</li> </ul> <p><b>English-basis Applicants</b></p> <ul style="list-style-type: none"> <li>• Please provide the following information for TOEFL® iBT Test, TOEFL® PBT Test, IELTS and PTE Academic on the application form, if possible.  TOEFL® iBT Test: Registration Number  TOEFL® PBT Test: Registration Number  IELTS: Test Report Form (TRF) Number  PTE Academic: Registration ID</li> </ul>

			<ul style="list-style-type: none"> <li>For TOEFL® Test results, applicants must request the test center to send the score reports to APU directly. The institution code of APU is 2791.</li> <li>For PTE Academic results, please visit the PEARSON website (<a href="http://pearsonpte.com/">http://pearsonpte.com/</a>) and register to send your score report to APU. Paper or PDF results will not be accepted.</li> <li>If you provide your IELTS Test Report Form (TRF) number in “Section V. Language Proficiency” of the Application Form, you do not need to submit the original test report.</li> <li>TOEFL®-ITP Test, IELTS (General Training Module), TOEIC®-IP Test, PTE General are not accepted.</li> </ul> <p>Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have undertaken their official education in the English language for the <b>most recent 6 years</b> are not required to submit English Proficiency Certificates.</p> <p>Applicants who are taking or have taken the International Baccalaureate Diploma with English as the language of instruction do not need to submit English proficiency certificates.</p> <p><b>Japanese-basis Applicants</b></p> <p>Applicants who have undertaken their official education in the Japanese language for the <b>most recent 6 years</b> are not required to submit Japanese proficiency certificates.</p>
Send by post	7	Letter of Recommendation	<p>Please ask an instructor from the last school/institute you attended (including language schools) or employer/supervisor from the company you worked or did internships for (not including part-time jobs) to write this recommendation letter. This must be a person whom you have known for at least a year or more. The letter must 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> <ul style="list-style-type: none"> <li>Forms can be downloaded from the admissions website (<a href="http://admissions.apu.ac.jp">http://admissions.apu.ac.jp</a>).</li> </ul>
Send by post	8	Passport Copy	Applicants are required to submit a copy of their valid passport, showing their photo, name and passport number. If you already have a valid Japanese visa, please submit a photocopy of your visa. Applicants who do not have a valid passport are still eligible for application.
Send by post	9	Two Identical Photographs (4 cm X 3 cm) or (1.57 in X 1.18 in)	Two identical photographs taken within three months, showing a front view above chest level with a white background. No cap or hat is allowed. The photograph size MUST be 4 centimeters high by 3 centimeters wide (1.57 inches X 1.18 inches). Photographs may be in color or black and white. Please write your name and nationality in English on the back of the photographs. Please affix one of the photographs directly to the application form.
Send by post	10	Copy of Alien Registration Card/ Residence Card	<p><b>(Applicants who already have a valid Japanese visa ONLY)</b></p> <p>Please submit a copy of both sides of your Residence Card.</p>
●	11	Transfer Student Academic Status	<p><b>For Transfer Students ONLY</b></p> <p>Applicants who are currently attending institutions of higher education (university bachelor's program, junior college, polytechnic or technical college) are required to fill out and submit the Transfer Student Academic Status form.</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 upon review of final academic transcripts and syllabi submitted by admitted transfer applicants. Accepted students will be notified about the number of transfer credits awarded in the notification of acceptance. If the student is still taking classes at the time of application, the final results for these classes must be submitted to the Admissions Office after they have been released. If the final results are not submitted, the student will not be eligible for credit transfer. Please note that students must complete a total of 124 credits to graduate from APU.</p>
Send by post	12	Transfer Eligibility Documents	<p><b>Transfer Students ONLY</b></p> <p>Please submit documents showing the list of classes you are currently taking and documents which show the graduation requirements for your current major (e.g. student handbook or school website that provides the relevant information). <b>Students who have already graduated do not need to submit the above documents but MUST submit their graduation certificate diploma.</b> If you are currently a student (excluding bachelor's program students), please submit a proof that you are scheduled to graduate from your program.</p>
Send by post	13	Application Document Checklist	Please complete the Application Document Checklist and make sure you are not missing any documents. <b>When you send your documents, please attach the checklist on the top of the application documents.</b>

☐ Additional Documents for Submission (If Applicable)

Can be Submitted Online=●	No.	Document	Details																																				
●	1	APU Tuition Reduction Scholarship Application	<p>Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to complete the application by themselves according to the guidelines in the application form.</p> <p>This scholarship is only applicable for those with a 'student' visa. The scholarship will be revoked if it is found that a student has changed to a visa status other than 'student' while at APU.</p> <p>Individuals who will obtain a student visa as described in the Immigration Control and Refugee Recognition Act before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the <b>time of application</b>. <b>If you already possess a visa for Japan and you do not change your status of residence to "student" before enrollment, your APU Tuition Reduction Scholarship will be revoked, even if you are awarded with the scholarship in your letter of acceptance.</b></p> <p>This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Ministry of Education, Culture, Sports, Science and Technology in Japan (MEXT), that support the ideals of APU, and its purpose is to help reduce the financial burden for outstanding international students of lesser financial means. <b>Students awarded with this scholarship are expected to maintain a good academic record, complete the tasks assigned to them and serve as role models for their country and region.</b></p> <p>A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete 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 cases of inappropriate behavior or conduct that tarnishes the reputation of the University, the scholarship will be revoked. Interested applicants are to submit their scholarship application upon understanding of the above. An overall evaluation of all submitted documents will be conducted for the application and scholarship screening, and the scholarship result will be notified together with the application result.</p> <p><b>2017 Tuition Reduction Scholarship Amount for First Year Students</b></p> <table><tr><th></th><th>Annual Scholarship Subsidy</th><th>Annual Tuition Fee Borne by Student</th></tr><tr><td>30% Tuition Reduction</td><td>approx. 390,000 JPY</td><td>approx. 930,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>approx. 660,000 JPY</td><td>approx. 660,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>approx. 850,000 JPY</td><td>approx. 470,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>approx. 1,060,000 JPY</td><td>approx. 260,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>approx. 1,320,000 JPY</td><td>0 JPY</td></tr></table> <p><b>2017 Tuition Reduction Scholarship Amount for Transfer Students</b></p> <table><tr><th></th><th>Annual Scholarship Subsidy</th><th>Annual Tuition Fee Borne by Student</th></tr><tr><td>30% Tuition Reduction</td><td>approx. 420,000 JPY</td><td>approx. 980,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>approx. 700,000 JPY</td><td>approx. 700,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>approx. 910,000 JPY</td><td>approx. 490,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>approx. 1,120,000 JPY</td><td>approx. 280,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>approx. 1,400,000 JPY</td><td>0 JPY</td></tr></table>		Annual Scholarship Subsidy	Annual Tuition Fee Borne by Student	30% Tuition Reduction	approx. 390,000 JPY	approx. 930,000 JPY	50% Tuition Reduction	approx. 660,000 JPY	approx. 660,000 JPY	65% Tuition Reduction	approx. 850,000 JPY	approx. 470,000 JPY	80% Tuition Reduction	approx. 1,060,000 JPY	approx. 260,000 JPY	100% Tuition Reduction	approx. 1,320,000 JPY	0 JPY		Annual Scholarship Subsidy	Annual Tuition Fee Borne by Student	30% Tuition Reduction	approx. 420,000 JPY	approx. 980,000 JPY	50% Tuition Reduction	approx. 700,000 JPY	approx. 700,000 JPY	65% Tuition Reduction	approx. 910,000 JPY	approx. 490,000 JPY	80% Tuition Reduction	approx. 1,120,000 JPY	approx. 280,000 JPY	100% Tuition Reduction	approx. 1,400,000 JPY	0 JPY
	Annual Scholarship Subsidy	Annual Tuition Fee Borne by Student																																					
30% Tuition Reduction	approx. 390,000 JPY	approx. 930,000 JPY																																					
50% Tuition Reduction	approx. 660,000 JPY	approx. 660,000 JPY																																					
65% Tuition Reduction	approx. 850,000 JPY	approx. 470,000 JPY																																					
80% Tuition Reduction	approx. 1,060,000 JPY	approx. 260,000 JPY																																					
100% Tuition Reduction	approx. 1,320,000 JPY	0 JPY																																					
	Annual Scholarship Subsidy	Annual Tuition Fee Borne by Student																																					
30% Tuition Reduction	approx. 420,000 JPY	approx. 980,000 JPY																																					
50% Tuition Reduction	approx. 700,000 JPY	approx. 700,000 JPY																																					
65% Tuition Reduction	approx. 910,000 JPY	approx. 490,000 JPY																																					
80% Tuition Reduction	approx. 1,120,000 JPY	approx. 280,000 JPY																																					
100% Tuition Reduction	approx. 1,400,000 JPY	0 JPY																																					

●	2	<b>Extracurricular Activities Report</b>	<p>Applicants who have participated in cultural/traditional performances, sports competitions, student council, volunteer work, language learning activities and/or other events are asked to list these activities on the Extracurricular Activities Report. <b>Please only include activities from high school level grade 10 or above (or equivalent of high school level grade 10 or above) that are at the regional, national, or international level.</b> Any activities that are organized in your school will not be assessed, so please do not include these on your application. However, exceptions will be made for activities such as student council leadership positions and Model UN, or scholarship awards. See the chart below for details:</p> <ul style="list-style-type: none"><li>• Please refer to '3 Documents(s) to prove participation in Extracurricular Activities' for more details about the submission of documents to prove your participation in the activities you list on the Extracurricular Activities Report.</li><li>• Only the official form designated by APU will be considered for assessment. Portfolios, CDs, DVDs, etc. created by the applicant will NOT be accepted so please do not submit them. (Please note that these items will not be returned to you even if they are submitted.)</li></ul> <table><tr><th>Activities</th><th>Examples of documents proving participation/achievements</th></tr><tr><td>Study Abroad</td><td>Evidence of having studied in an institution outside your home country for the purpose of language education, summer courses or full-time education.</td></tr><tr><td>Volunteer Work/ Independent Activities</td><td>Proof of participation in volunteer/independent activities through certificates or newspaper articles, etc. Awards or certificates for having participated in any speech/debate contests, or any other academically-orientated competitions.</td></tr><tr><td>Secondary Language Proficiency</td><td>Official language proficiency test scores for a second language (Japanese language test scores for English-basis students and English language test scores for Japanese-basis students). <i>*Please send the original score report.</i></td></tr><tr><td>Cultural/ Traditional Arts</td><td>Awards or certificates for having participated in any type of concerts or performances.</td></tr><tr><td>Sports</td><td>Awards or certificates for having participated in tournaments or competitions or having participated as a team manager.</td></tr><tr><td>Academic Competitions</td><td>Awards or certificates in academic competitions that have been recognized in your community.</td></tr><tr><td>Internships</td><td>Evidence of having participated in an internship program.</td></tr><tr><td>Other Academic or Language Proficiency</td><td>TEPS, CU-TEP, Examination for Japanese University Admissions (EJU-Japan and the World), etc. <i>*Please send the original score report.</i></td></tr><tr><td>Other Activities</td><td>Evidence of having participated in student council leadership positions (such as president or vice-president), Model UN, received scholarship awards, etc.</td></tr></table>	Activities	Examples of documents proving participation/achievements	Study Abroad	Evidence of having studied in an institution outside your home country for the purpose of language education, summer courses or full-time education.	Volunteer Work/ Independent Activities	Proof of participation in volunteer/independent activities through certificates or newspaper articles, etc. Awards or certificates for having participated in any speech/debate contests, or any other academically-orientated competitions.	Secondary Language Proficiency	Official language proficiency test scores for a second language (Japanese language test scores for English-basis students and English language test scores for Japanese-basis students). <i>*Please send the original score report.</i>	Cultural/ Traditional Arts	Awards or certificates for having participated in any type of concerts or performances.	Sports	Awards or certificates for having participated in tournaments or competitions or having participated as a team manager.	Academic Competitions	Awards or certificates in academic competitions that have been recognized in your community.	Internships	Evidence of having participated in an internship program.	Other Academic or Language Proficiency	TEPS, CU-TEP, Examination for Japanese University Admissions (EJU-Japan and the World), etc. <i>*Please send the original score report.</i>	Other Activities	Evidence of having participated in student council leadership positions (such as president or vice-president), Model UN, received scholarship awards, etc.
Activities	Examples of documents proving participation/achievements																						
Study Abroad	Evidence of having studied in an institution outside your home country for the purpose of language education, summer courses or full-time education.																						
Volunteer Work/ Independent Activities	Proof of participation in volunteer/independent activities through certificates or newspaper articles, etc. Awards or certificates for having participated in any speech/debate contests, or any other academically-orientated competitions.																						
Secondary Language Proficiency	Official language proficiency test scores for a second language (Japanese language test scores for English-basis students and English language test scores for Japanese-basis students). <i>*Please send the original score report.</i>																						
Cultural/ Traditional Arts	Awards or certificates for having participated in any type of concerts or performances.																						
Sports	Awards or certificates for having participated in tournaments or competitions or having participated as a team manager.																						
Academic Competitions	Awards or certificates in academic competitions that have been recognized in your community.																						
Internships	Evidence of having participated in an internship program.																						
Other Academic or Language Proficiency	TEPS, CU-TEP, Examination for Japanese University Admissions (EJU-Japan and the World), etc. <i>*Please send the original score report.</i>																						
Other Activities	Evidence of having participated in student council leadership positions (such as president or vice-president), Model UN, received scholarship awards, etc.																						
Send by post	3	<b>Document(s) to Prove Participation in Extracurricular Activities</b>	For each activity you include on the 2. Extracurricular Activities Report, please submit a copy (A4 size or letter size) proving your participation. You must submit the original score report form for language proficiency test result.																				
Send by post	4	<b>Certification of Scholarships Received from Organizations other than APU</b>	Applicants who will accept scholarships offered by organizations other than APU after their admission are required to submit proof of the scholarship award (English or Japanese).																				

## 5 Application Fee

### IMPORTANT

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

The application fee also includes the fee to determine application eligibility.

### A. Credit Card

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

**Payment Method:** Register an account with the APU Online Application System through the International Undergraduate admissions website (<http://admissions.apu.ac.jp>) and complete your payment. Please include your APU Online Application System Login ID on the application form. You do not need to send a receipt by post.



Please note that the layout of the website may change.

### B. Bank Transfer

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

**Payment Purpose** : Application Fee

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

**Bank Name** : Sumitomo Mitsui Banking Corporation

**Branch Name** : Oita Branch

**Branch Address** : 1-3-22 Chuo-machi, Oita-city, Oita-Prefecture, 870-0035 JAPAN  
Tel: 097-532-5161

**Account Number** : 1001673 (Ordinary Deposit Account)

**Account Name** : RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST

**Swift Code** : SMBCJPJT

*\*IBAN Code (if necessary): JP28 SMBC 0721 XXX2 4029 0868*

**Bank Transfer Fee** : Borne by remitter

Note: If the application fee is paid by a friend or relative in Japan, please send a **copy of the payment receipt** to the Admissions Office. Please write the **applicant's name** and **phone number** in the contact details when the payment is made.

## 6 Application Submission

Please send all application documents by registered mail, postmarked by the application deadline.

**Address: Ritsumeikan Asia Pacific University  
Admissions Office (International)  
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan  
Tel: 0977-78-1119**

\* It is not the responsibility of APU for any loss of the documents in the course of delivery.



## 7 Screening Method

Application screening is based on all submitted documents and interview. If required, the applicant's school or author of the recommendation letter may be contacted for further information.

## 8 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 p. 20), 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 condition 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:

[http://admissions.apu.ac.jp/material\\_download/](http://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 this 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 3 weeks after sending out the Support Request Arrival Receipt.

## 9 Information on Local Medical Services

### 1. APU Health Clinic

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

### 2. Applicants Currently Receiving Medical Treatment

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

\*‘Receiving medical treatment’ refers to individuals who require such treatment as oral, injectable, or topical medication, physical therapy, psychological treatment, etc., as advised by a medical professional.

\*\*The patient referral document (which must include: name of condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese. Please attach an English or Japanese translation if the documents are written in another language.

### 3. Restrictions on Bringing Medication into Japan

There are strict restrictions on bringing medication into Japan from abroad. It is recommended that prospective applicants check with their local Japanese embassy or Ministry of Health **before applying to APU** regarding whether it will be possible to bring the medication\* that you are currently using into Japan. If accepted to APU, please make sure to complete the legal procedures to bring medication into Japan.

(Further Information: Ministry of Health, Labour, and Welfare Homepage “Information for those who are bringing medicines for personal use into Japan”)

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

\*Injectable Medicine: Injectable medicine that cannot be self-administered must then 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.** In addition, there are strict restrictions for bringing medication into Japan.

For individuals currently receiving treatment for psychiatric disorders or disabilities and who will require treatment after coming to Japan, please inquire with the university **before applying.**

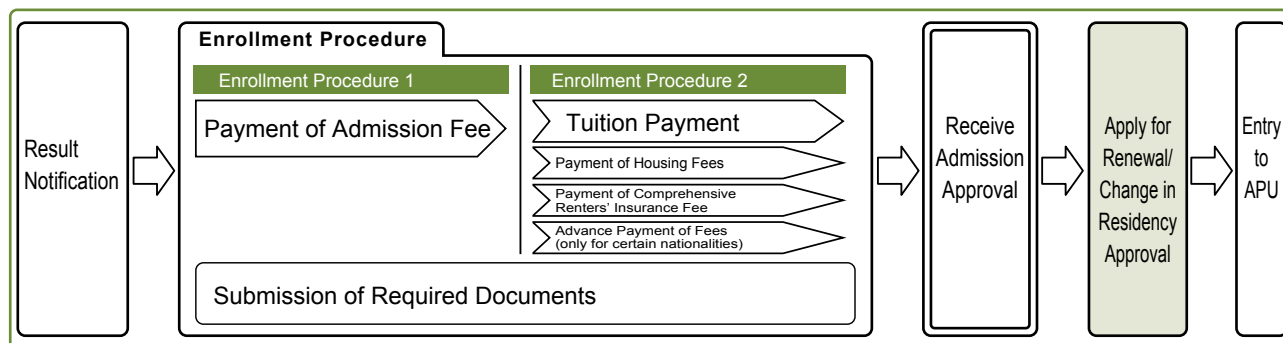
### 5. Accessibility

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



## ■ From Acceptance to Enrollment ■

Admitted applicants must pay all required admissions procedure payments together with the submission of documents within the specified deadlines. For more details, please refer to the Handbook for Enrollment Procedures, which is sent together with your screening result notification. **Please note that the completion of required payments and submission of documents will not be accepted beyond the specified deadline.**



### Important Deadlines in the Enrollment Procedures

Please confirm the payment deadlines below with the deadline that appears on the Invoice for Required Enrollment Procedure Fees sent with your result result notification.

#### April 2017 Enrollment

No	Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
1	<b>Dec 12, 2016</b> (Mon)	<b>Jan 13, 2017</b> (Fri)	<b>Feb 17, 2017</b> (Fri)	
2	<b>Feb 20, 2017</b> (Mon)	<b>Mar 10, 2017</b> (Fri)		

#### September 2017 Enrollment

No	Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
3	<b>Dec 12, 2016</b> (Mon)	<b>Jan 13, 2017</b> (Fri)	<b>Mar 17, 2017</b> (Fri)	
4	<b>Apr 24, 2017</b> (Mon)	<b>May 26, 2017</b> (Fri)	<b>June 30, 2017</b> (Fri)	
5	<b>July 24, 2017</b> (Mon)	<b>Aug 18, 2017</b> (Fri)		

## ■ Enrollment Procedure Fees ■

To complete your enrollment procedures, the payment of the admission fee, partial tuition fee of 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. **In case of failure to pay by the deadline, acceptance will be revoked.**

### 1. Admission Fee

**130,000 JPY**

The admission fee will not be refunded under any circumstances.

### 2. Partial Tuition Fee

**370,000 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	370,000 JPY	259,000 JPY	185,000 JPY	129,500 JPY	74,000 JPY	0 JPY

### 3. Comprehensive Renters' Insurance

**16,200 JPY** — First year students  
**12,380 JPY** — Second year students  
**8,540 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".

### 4. AP House Entrance Fee

**188,000 JPY** — For April enrollment  
or  
**168,500 JPY** — For September enrollment

This fee is required for all students, regardless of scholarship amount. The fee includes a moving-in fee (32,000 JPY), security deposit (78,000 JPY) and rent (39,000 JPY per month) for two months for April enrollees and for one and half months for September enrollees.

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

## IMPORTANT

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.

### Reference 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 studies. This system provides assurance that the student has sufficient financial resources to study abroad at our university.

Those who must pay the Advance Payment of Fees will be notified in the Invoice for Required Enrollment Fees, which is sent together with the result notification.

\*The nationalities required to pay the Advance Payment of Fees may vary each year. Please click on the 'Cost' tab on the admissions website for more information.

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

### 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 the tuition for each year.

#### Tuition for April and September 2017 Enrollees (Based on Four Years of Studies)

	First Year	Second Year	Third Year	Fourth Year
First Year Students	1,328,000 JPY	1,412,000 JPY	1,412,000 JPY	1,412,000 JPY
Second Year transfer Students	—	1,412,000 JPY	1,412,000 JPY	1,412,000 JPY
Third Year transfer Students	—	—	1,412,000 JPY	1,412,000 JPY

Note: For APU Tuition Reduction Scholarship recipients, please refer to p. 11 "APU Tuition Reduction Scholarship Application" for more information. Tuition fees may be subject to change.

## ■ Procedures Necessary for Enrollment ■

### 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 (i.e., city hall) regarding changing/renewing any other registration(s). Once you have confirmed the correct procedures, please complete these on your own. Please note that the APU Tuition Reduction Scholarship will be revoked for those who receive it but do not change their residency status to student before enrolling.

Admissions for International Applicants Residing in Japan  
**Application Document Checklist**

## I. Application Categories

### First Year Student Application

**A** + **B** (+ **C**)

### Transfer Student Application

Current university students or university graduates who wish to apply to APU as second year or third year transfer students are obliged to submit additional documents.

**A** + **B** + **D** (+ **C**)

## II. Application Document Checklist

Documents	Method of Submission
-----------	----------------------

[O] = Can be submitted online [P] = Send by post [D] = Designated fillable PDF forms can be downloaded from the admissions website.

Please mark the method of submission you chose with a checkmark ☒.

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 Application for All Applicants

	O online	P by post
1. Undergraduate Application Form [D]	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Essay [D]	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Eligibility / Resident Status Questionnaire [D]	<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) Original or Notarised Certificate		<input type="checkbox"/>
6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them) Original or Notarised Certificate		<input type="checkbox"/>
7. Letter of Recommendation [D] Original ONLY		<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 visa ONLY)		<input type="checkbox"/>
11. Checklist (This form: 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 Original ONLY		<input type="checkbox"/>
2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section) Original ONLY		<input type="checkbox"/>

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

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

1. APU Tuition Reduction Scholarship Application [D]	<input type="checkbox"/>	<input type="checkbox"/>
2. Extracurricular Activities Report *Please only include activities from high school level grade 10 or above (or equivalent of high school level grade 10 or above) [D]	<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"/>

### D Transfer Student Application

1. Transfer Student Academic Status [D]	<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) Original or Notarised Certificate		<input type="checkbox"/>

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

#### \*Notarised Certificate

A notarized certificate 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.

Application handbooks and application forms are also available for download from the admissions website (<http://admissions.apu.ac.jp>).

**(This is a blank page.)**

# **Ritsumeikan Asia Pacific University Guidelines on Support Services for Students With Disabilities**

---

Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as “disabled students”).

However, these guidelines serve to establish the university’s support service standards and core foundation. Support provisions will be finalized through thorough discussion between the disabled student and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability and the university’s support system.

## **1. Core Support Principles**

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

## **2. Basic Policies**

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

## **3. Support Objectives**

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

## **4. Support Framework**

Individuals involved in support for disabled students will consist of APU faculty and staff in addition to enrolled students. We will cooperate closely with an external specialist on support for disabled persons.

A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to disabled students. Support Coordinators for Students with Disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of Student Coordinators in these offices will be made public to the student body. Students will not only have the option of the Consultation Desk available to them, but will also be able to directly consult with Support Coordinators.

Staff at the Consultation Desk for Students with Disabilities will connect disabled students who come in for consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for disabled students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

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

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

## **6. Disclosure of Information**

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

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

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

## Personal Information Policy

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

(1) Purpose of Use of Personal Information

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

(2) Management of Personal Information

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

(3) Outsourcing of Handling of Personal Information

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

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process.

This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University.

However, the university shall ensure that any information made public cannot be used to identify specific individuals.

## Organizations Providing Standardized Examinations

<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® Test</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>TOEIC® Test</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</b> (実用英語技能検定)	The Society for Testing English Proficiency <a href="http://www.eiken.or.jp">http://www.eiken.or.jp</a>



## PLEASE SEND YOUR INQUIRIES TO:

Ritsumeikan Asia Pacific University  
Admissions Office (International)

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

**Choose your preferred method  
of contacting us with your questions!**

**E-MAIL** [welcome@apu.ac.jp](mailto:welcome@apu.ac.jp)

**TEL** **0977-78-1119**

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

**FAX** **0977-78-1121**



STUDY in JAPAN



TOP GLOBAL  
UNIVERSITY  
JAPAN