

# Ritsumeikan Asia Pacific University

## Undergraduate Application Handbook

**April/September 2019 Enrollment**

**For International Applicants  
Residing in Japan**

**First Year and Transfer Applicants**



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



## 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

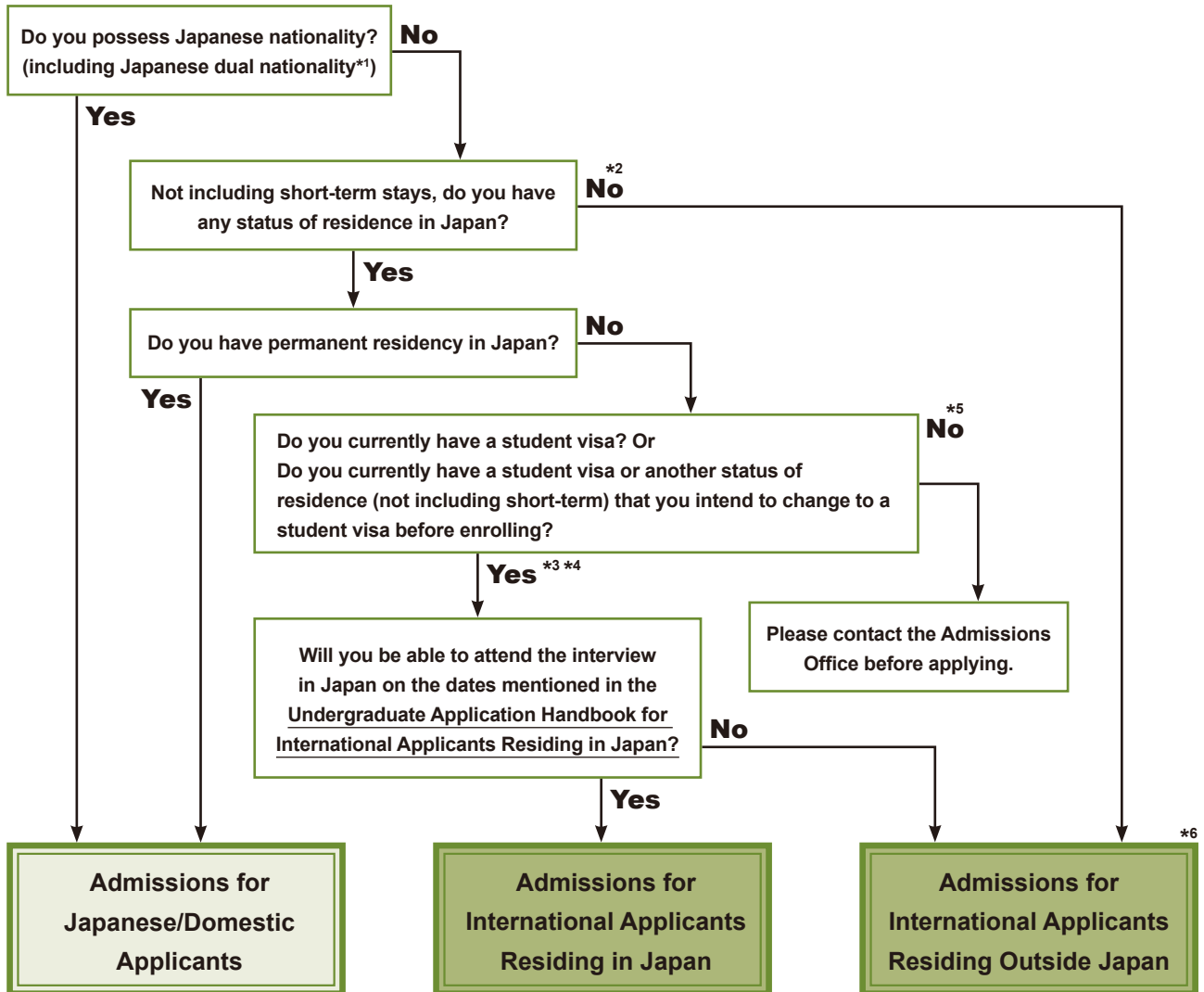
- 1) Ability to integrate large amounts of information, think from multiple angles and frame one's opinions;
- 2) Interest in the societies and cultures of the Asia Pacific region;
- 3) Insight into the society of the 21st century.

### 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 you have Japanese nationality before applying. If it is discovered that a successful applicant has Japanese nationality, their APU Tuition Reduction Scholarship offer will be withdrawn and their acceptance to APU may be revoked.

For those in the process of renouncing their Japanese nationality, please contact the Admissions Office before applying.

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

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

\*5 If you hold a visa other than a student visa, 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 permanent Japanese residency and have completed all required procedures before enrollment.

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

Contact	
<b>Admissions for Japanese/Domestic Applicants</b> <b>Admissions Office (Domestic)</b> TEL : +81-977-78-1120 Hours : Monday - Friday, 9:00 - 17:30 (Japan Time) FAX : +81-977-78-1199 Email : apumate@apu.ac.jp URL : http://www.apumate.net	<b>Admissions for International Applicants</b> <b>Admissions Office (International)</b> 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 URL : https://admissions.apu.ac.jp

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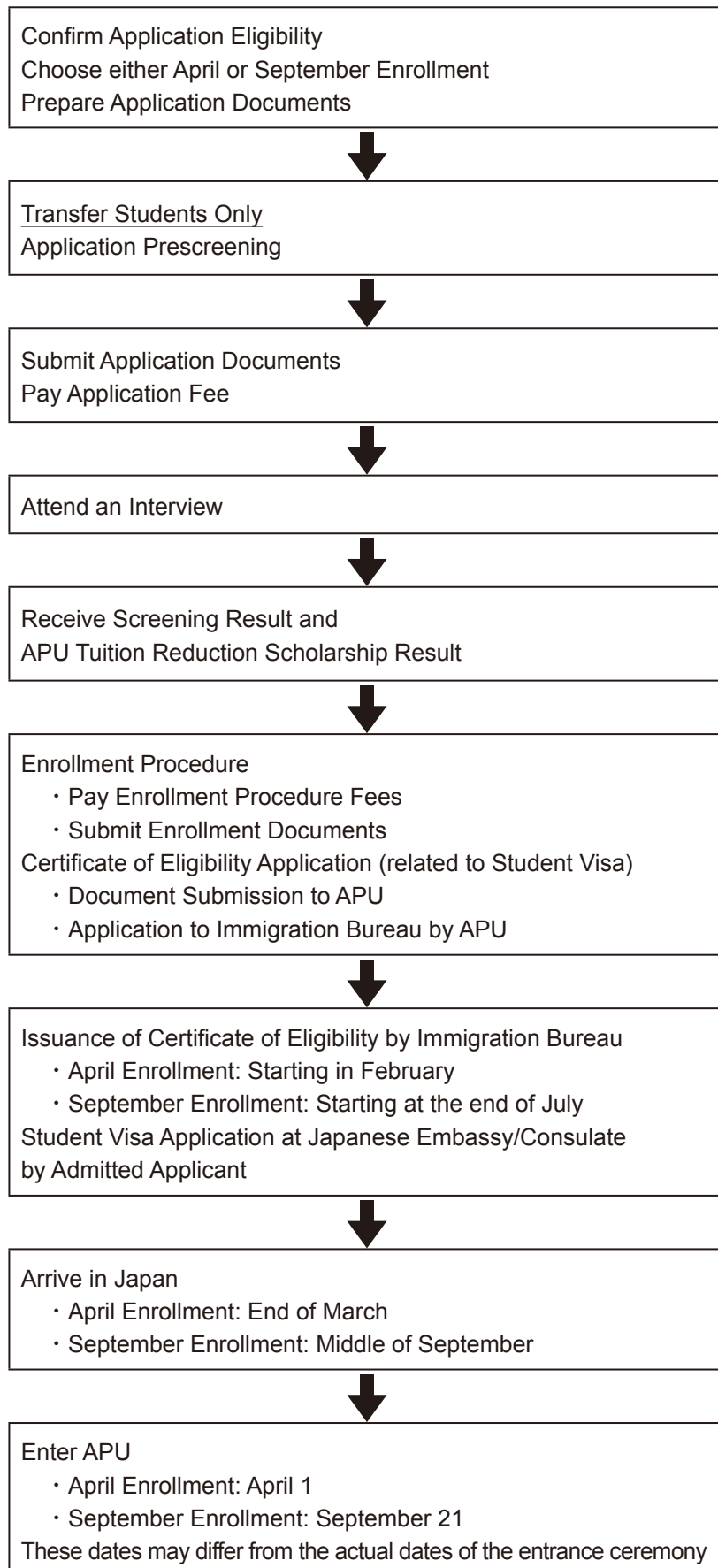
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**To apply online, please go to:**  
**<https://admissions.apu.ac.jp>**

## 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 Application Guidelines For First Year Students

**This section is for first year applicants residing in Japan who do not possess Japanese nationality (including Japanese dual nationality) of any form.**

For those who currently reside outside Japan and do not possess Japanese nationality (including Japanese dual nationality) of any form, please refer to the separate handbook, “Undergraduate Application Handbook for International Applicants Residing Outside Japan.”

## ■ First Year Students ■

### 1 Number of Students Accepted

2019 Intake for First Year International Students Residing in Japan

	April 2019 enrollment	September 2019 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 from a Japanese high school (or secondary school) designated by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT) 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 MEXT.
- (3) Have completed an upper secondary course at a special training college designated by MEXT.
- (4) Be at least 18 years of age and have completed a Japanese preparatory education curriculum designated by MEXT.
- (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.
- (8) 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 thus are younger than 18 years of age by the time of enrollment\* to APU, please contact the Admissions Office.

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 semester will begin on April 1 for spring enrollment and September 21 for fall enrollment.**



## □ Requirement 2: Language Proficiency

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

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement						
JLPT N1	JLPT N2	EJU Japanese	TOEFL iBT® Test	TOEFL® PBT 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	500 points	5.5	700 points	Grade pre-1	45	FCE

Please refer to page 17 “6. Documents Proving English/Japanese Proficiency” for additional details on the required language proficiency certifications.

### 3 Screening Schedule

#### Screening Result

An email containing information on how to check your application and scholarship results will be sent by email according to the schedule below.

Please be aware that no inquiries regarding your screening results will be accepted.

Admitted applicants **will not be allowed to reapply** to the same college for the same enrollment period (April 2019 or September 2019 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. The interview dates may change under certain circumstances.

##### April 2019 Enrollment

Application Period	Interview Date	Interview	Result Notification	No.*
<b>Oct 1, 2018 (Mon) – Oct 31, 2018 (Wed)</b>	<b>Nov 24, 2018 (Sat)</b>	<b>Online Interview</b>	<b>Dec 17, 2018 (Mon)</b>	1
	<b>Nov 25, 2018 (Sun)</b>			
<b>Dec 3, 2018 (Mon) – Jan 16, 2019 (Wed)</b>	<b>Feb 2, 2019 (Sat)</b>		<b>Feb 18, 2019 (Mon)</b>	2
	<b>Feb 3, 2019 (Sun)</b>			

##### September 2019 Enrollment

Application Period	Interview Date	Interview	Result Notification	No.*
<b>Feb 18, 2019 (Mon) – Mar 13, 2019 (Wed)</b>	<b>Apr 6, 2019 (Sat)</b>	<b>Online Interview</b>	<b>Apr 30, 2019 (Tue)</b>	3
	<b>Apr 7, 2019 (Sun)</b>			
<b>May 6, 2019 (Mon) – May 29, 2019 (Wed)</b>	<b>Jun 22, 2019 (Sat)</b>		<b>Jul 15, 2019 (Mon)</b>	4
	<b>Jun 23, 2019 (Sun)</b>			

\*No.s correspond to the numbers on the Enrollment Procedure Deadlines on page 24. Please note that for the final application period for each enrollment semester, the deadline to complete the enrollment procedures after being admitted is shorter than other periods (particularly for No. 2 and No. 4). Please make sure you have checked these deadlines before applying. Deadlines will not be extended under any circumstances.

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# Undergraduate Application Guidelines For Second or Third Year Transfer Students

**Please be aware that those who wish to apply as transfer students must first pass the Application Prescreening.**

**This handbook is for second or third year transfer applicants residing in Japan who do not possess Japanese nationality (including Japanese dual nationality) of any form.**

For those who currently reside outside Japan and do not possess Japanese nationality (including Japanese dual nationality) of any form, please refer to the separate handbook, "Undergraduate Application Handbook for International Applicants Residing Outside Japan."

## <Types of Transfer Student Applicants>

### **Transfer Students from University Level**

Someone who intends on transferring to APU from their current university or will transfer to APU with a completed bachelor's degree.

### **Transfer Students from Other Educational Levels**

Someone who has graduated from a higher-level education institution and will transfer to APU. Those who have completed their studies at a junior college, etc. will fall into this category.

## ■ Second or Third Year Transfer Students ■

### 1 Number of Students Accepted

2019 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

### 2 Application Eligibility

#### □ Requirement 1: Educational Qualifications

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

Applicants must fulfill ONE of the following requirements:

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

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

Applicants must fulfill ONE of the following requirements:

- (1) Applicants who meet ALL of the following requirements:
  - Have completed at least two years of enrollment in a university bachelor degree program outside Japan by the time of enrollment of APU.
  - Have completed 14 years of official education based on a standard course curriculum by the time of enrollment to APU.
  - Have acquired at least one half of the credits needed to graduate from their current university bachelor degree program by the time of enrollment to APU.
- (2) Applicants who have completed at least two years of enrollment in a university bachelor degree program within Japan and acquired at least 60 course 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 by the time of enrollment to APU.
- (2) Have completed their studies at a technical college in Japan by the time of enrollment to APU.
- (3) Have completed their studies at a special training school approved by the MEXT by the time of enrollment to APU.  
Please note application eligibility will be restricted to the terms stated in Article 90 of the School Education Law.

- Those who are unable to satisfy the application eligibility requirements by the time of enrollment\* will have their acceptance to APU revoked.
- Applicants must submit various documents to prove the above requirements for their application eligibility before enrollment. After the admissions result announcement, further documentation will be required and should be submitted promptly. Failure to submit such documents in a timely manner may result in their 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 semester will begin on April 1 for spring enrollment and September 21 for fall enrollment.

## □ Requirement 2: Language Proficiency

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

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement						
JLPT N1	JLPT N2	EJU Japanese	TOEFL iBT® Test	TOEFL® PBT 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	550 points	6.0	780 points	Grade 1	50	FCE Grade B

Please refer to page 17, “6. Documents Proving English/Japanese Proficiency”, for additional details on the required language proficiency certifications.

## 3 Application Prescreening

Those who wish to apply as transfer students must first **pass the application prescreening. Only those who pass the prescreening and decide to apply to APU must pay the application fee.** During prescreening, the school credits you will have by the time of your enrollment to APU will also be evaluated. Direct applications from those who have skipped or not passed the prescreening step will not be evaluated and no interview will be held. The application fee will also not be returned.

### Prescreening Process

#### Documents to submit

For items 1, 2, and 9, download and use the forms (PDF) from the APU admissions website (<https://admissions.apu.ac.jp>). Certificates, syllabus entries, and other documents that are written in a language other than English or Japanese must be accompanied by a translation into English or Japanese. APU will only accept translations produced by the organization issuing the certificate/syllabus, translation companies, or qualified individual translators. Translations must include the official seal of the translating organization, or the name, address, email address/telephone number, and the signature/personal seal of the translator.

- Pages 1 and 2 of the Undergraduate Application Form
- Transfer Student Academic Status Form
- Official language proficiency examination certificate, if you have taken such an examination in your basis language (Japanese or English)
- Academic transcripts
  - Second year transfer: Academic transcripts from senior high school and academic transcripts from any higher education institutions attended after graduating from senior high school
  - Third year transfer : Academic transcripts from any higher education institutions attended after graduating from senior high school (if currently enrolled in a higher education institution, transcripts covering a period of at least 1.5 years)
- If currently enrolled in a higher education institution: A document stating the requirements for graduation from the institution
- If currently enrolled in a higher education institution: A document confirming the subjects you are currently enrolled in
- If graduated from a higher education institution: Graduation certificate and document confirming the degree you received
- If completed or scheduled to complete a program other than a bachelor's degree or associate (junior college) degree program: A document confirming that upon completion of the program you will be eligible to transfer to a university bachelor's degree program at second or third year level
- Third year transfer: Application to Transfer Credit as an APU Major Subject\*1
- Third year transfer: Syllabus for any subjects you have taken or are currently taking that you wish to have approved for credit transfer as APU major subjects\*2

\*1 Please refer to the admissions website (<https://admissions.apu.ac.jp>).

\*2 A syllabus is not required if you wish to transfer to the College of International Management from an institution accredited by AACSB, EQUIS, AMBA, or EPAS. Instead, submit a document showing that the college or faculty you are attending has received accreditation (a printout of the relevant section of the institution's website is sufficient).

## Submission

- During the prescreening application periods shown on the website, submit your prescreening application by uploading all the required application documents at the designated link\*. We will not accept prescreening applications by any other method. If you have any difficulties uploading your prescreening application documents, please send an email describing the issue to [transfer@apu.ac.jp](mailto:transfer@apu.ac.jp).
- APU will send a confirmation email after receiving your prescreening application. If one week passes after you have uploaded your application documents and you still have not received a confirmation email, your application may not have been sent successfully. In this case, please be sure to send an inquiry to [transfer@apu.ac.jp](mailto:transfer@apu.ac.jp).

\*The **designated link** is posted at the following page on our website: [https://admissions.apu.ac.jp/how\\_to\\_apply/transfer\\_students/](https://admissions.apu.ac.jp/how_to_apply/transfer_students/)

## Documents to submit if having successfully passed the prescreening

If you pass the prescreening and wish to proceed with your application for admission to APU, the application form and certificates you emailed to APU during the prescreening application will need to be submitted by post as either original certificates or certified documents. When submitting these documents, please follow the necessary steps as directed in this [Application Handbook](#).

For the Undergraduate Application Form and Transfer Student Academic Status Form, you can update the PDF documents you completed for your prescreening application, print them out, and send them by postal mail. If you are going to use the APU Online Application System, please register an account within the system, re-enter the required data, and submit the application form electronically.

## 4 Screening Schedule

### Prescreening Results

- The prescreening results will be announced via email following the schedule listed below.
- The prescreening will be conducted to verify an applicant's eligibility to apply to APU as well as the number of credits they are projected to receive at the time of enrollment to APU. As an official evaluation process to confirm the number of credits a student can transfer to APU will be conducted after enrollment, the number of credits a student receives may change.

### Admissions Results

- Screening and scholarship results will be posted on the admissions website (<https://admissions.apu.ac.jp>) on the date listed below. The login information necessary to check these results will be sent to applicants by email. Please be aware that no inquiries regarding your screening results will be accepted.

Note: Admitted applicants will not be allowed to reapply to the same college for the same enrollment period (April 2019 or September 2019 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.

### Screening Schedule for Transfer Applicants Residing in Japan

#### April 2019 Enrollment

Prescreening			Application Period (For those who have passed Prescreening* <sup>1</sup> )		Interview Date	Interview	Result Notification	No.* <sup>2</sup>
Application Period		Result Notification	Start	Deadline				
Start	Deadline							
<b>Aug 6, 2018</b> (Mon)	<b>Sep 5, 2018</b> (Wed)	<b>Oct 1, 2018</b> (Mon)	<b>Oct 1, 2018</b> (Mon)	<b>Oct 31, 2018</b> (Wed)	<b>Nov 24, 2018 (Sat)</b> <b>Nov 25, 2018 (Sun)</b>	<b>Online Interview</b>	<b>Dec 17, 2018</b> (Mon)	5
<b>Oct 9, 2018</b> (Tue)	<b>Nov 7, 2018</b> (Wed)	<b>Dec 3, 2018</b> (Mon)	<b>Dec 3, 2018</b> (Mon)	<b>Jan 16, 2019</b> (Wed)	<b>Feb 2, 2019 (Sat)</b> <b>Feb 3, 2019 (Sun)</b>	<b>Online Interview</b>	<b>Feb 18, 2019</b> (Mon)	6

#### September 2019 Enrollment

Prescreening			Application Period (For those who have passed Prescreening* <sup>1</sup> )		Interview Date	Interview	Result Notification	No.* <sup>2</sup>
Application Period		Result Notification	Start	Deadline				
Start	Deadline							
<b>Dec 13, 2018</b> (Thu)	<b>Jan 16, 2019</b> (Wed)	<b>Feb 18, 2019</b> (Mon)	<b>Feb 18, 2019</b> (Mon)	<b>Mar 13, 2019</b> (Wed)	<b>Apr 6, 2019 (Sat)</b> <b>Apr 7, 2019 (Sun)</b>	<b>Online Interview</b>	<b>Apr 30, 2019</b> (Tue)	7

\*1 Please note that prescreening is only valid for the enrollment period in which it is undertaken. For example, those who pass the April prescreening but decide to enroll in September must redo the prescreening for September.

\*2 No. corresponds to the numbers on the Enrollment Procedure Deadlines on page 24. Please note that for some application periods, the deadline to complete the enrollment procedures after being admitted is shorter.

# Undergraduate Application Guidelines For All Applicants

1. Application Fee
2. Application Documents
3. Application Submission
4. Screening Method
5. Admissions Support for Prospective Applicants  
with Medical Conditions or Disabilities
6. Information on Local Medical Services
7. From Acceptance to Enrollment
8. Enrollment Procedure Fees
9. Procedures Necessary to Enter Japan

## ■ All Applicants ■

### 1 Application Fee

Please pay the application fee by credit card. You may pay by bank transfer (international or domestic) **ONLY if you cannot pay by credit card. Applications are considered complete only when the application fee has been paid and all application documents have been submitted.**

#### IMPORTANT

1. Applications will not be processed until the application fee is paid. Please make sure to complete the application fee before the application deadline. Please note that credit card payments will not be available 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 (international or domestic), include a copy of the payment receipt with your application documents.
3. Cash or postal money orders will not be accepted. Please do not send cash with your application forms.
4. The application fee is not refundable under any circumstances.

#### A. Payment by Credit Card

**recommended method**

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

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

**Payment Method** : Register an account with the APU Online Application System through the international undergraduate admissions website and complete your payment. Please include your APU Online Application System Login ID on your application form.



Please note that the layout of the website may change.

#### B. Payment by Bank Transfer (International or Domestic) \*ONLY if you cannot pay by credit card

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

\*Bank transfer fees vary from bank to bank. Please be sure to bear all the 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 in the case where it is paid by a friend or relative in Japan, please send a **copy of the payment receipt** to the Admissions Office. Have the payer write the **applicant's name** and **phone number** in the contact details when the payment is made.



## 2 Application Documents

1. We recommend applicants apply online\* at <https://admissions.apu.ac.jp> or submit 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, the Letter of Recommendation Form, and the Language Proficiency Evaluation Form can be downloaded from the admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://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.

\* Please submit your application and pay the application fee by 23:59 (Japan time) on the day of the deadline.

### IMPORTANT

1. Applicants must 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 certified documents\*. 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. If you have submitted original documents that cannot be reissued, you can apply to have your documents returned by cash on delivery.
4. Acceptance to APU will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.

\*A certified document is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. 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 for All Applicants** (Please note that required documents differ for first year applicants and transfer applicants.)

Can be Submitted Online = ●	Document	Details
●	<b>1. Undergraduate Application Form</b>	Applicants must complete all forms by themselves and attach a photograph directly to the application form in the provided space.  <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 27 for APU's Policy Statement on Sexual and Gender Diversity.
●	<b>2. Application Essay</b>	Please follow the application essay guidelines within the application form. Applicants must complete the essay by themselves.
●	<b>3. Certificate of Eligibility / Resident Status Questionnaire</b>	Please follow the questionnaire guidelines within the application form. Applicants must complete the questionnaire by themselves.

<p><b>Send by post</b> (except for credit card payment)</p>	<p><b>4. Proof of Application Fee Payment</b></p> <ul style="list-style-type: none"> <li>For more details about the application fee payment, please refer to page 14, Section 1: Application Fee.</li> </ul>	<p><b>Note: Payment by credit card is strongly preferred. You may pay by bank transfer (international or domestic) only if you cannot pay by credit card.</b></p> <p><b>1. Credit Card</b> Please complete the payment online by registering with the APU Online Application System through the admissions website (<a href="https://admissions.apu.ac.jp">https://admissions.apu.ac.jp</a>). 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></p> <p><b>2. Bank Transfer</b> Please send a copy of your payment receipt.</p>
<p><b>Send by post</b></p>	<p><b>5. Academic Transcripts/ 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.</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. 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 from document-issuing organizations, translation companies, and certified translators will be accepted.</p> <p><b>A. Academic Transcripts 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 transcripts. If you have been enrolled in university for over 1 year at the time of application, please submit the academic transcripts from your university in addition to your high school academic transcripts.</li> <li>Applicants yet to graduate from high school are required to submit <b>2-2.5 years</b> of their current academic transcripts. These transcripts must be issued within 2 months of the date of your application submission.</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 transcripts AND current transcripts from the higher education institution 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 transcripts from the higher education institution to which you do or did belong.</li> </ul> <p>If you have not yet completed your program, you are required to submit the transcript for <b>at least your first 1.5 years of study.</b></p> <p><b>B. Standardized Test Results</b></p> <p>For applicants 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) Please note: your enrollment eligibility may be revoked if you were not able to successfully receive an IB Diploma.</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 results certificates*1:</b> (Only test results that have not expired will be accepted)</p> <ul style="list-style-type: none"> <li>EJU - Examination for Japanese University Admission for International Students (Japan and the World + Mathematics (Course 1))*2</li> <li>Old SAT (Critical Reading + Mathematics + Writing)*3</li> <li>New SAT (Reading &amp; Writing + Mathematics)*3</li> <li>ACT, etc.*3</li> </ul>

		<p>*1 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>*2 If you provide your EJU Exam Registration Number in "Section V. Language Proficiency" of the application form, you do not need to submit the original test result.</p> <p><b>*3 For applicants who have taken the SAT, ACT or GCE (Sri Lanka) examinations, please have your score report forwarded directly to APU and note it in your APU application.</b> For the SAT, the institution code is 2791. For the ACT, the institution code is 5475.</p>
<p><b>Send by post</b></p>	<p><b>6. Documents Proving English/Japanese Proficiency</b></p> <ul style="list-style-type: none"> <li>Please submit originals (other than IELTS, PTE Academic, and Cambridge English Language Assessment).</li> </ul>	<div data-bbox="619 465 1417 660" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;"><b>Required</b></p> <p style="text-align: center;"><b>You are required to submit the original results from one of the English or Japanese language proficiency exams listed on page 7 and 11, "Requirement 2: Language Proficiency."</b></p> </div> <p><b>Period of Validity</b></p> <ul style="list-style-type: none"> <li>April 2019 Enrollment: Only scores of examinations taken on or after <b>June 1, 2016</b> will be accepted.</li> <li>September 2019 Enrollment: Only scores of examinations taken on or after <b>September 1, 2016</b> will be accepted.</li> </ul> <p><b>For English-basis Applicants</b></p> <ul style="list-style-type: none"> <li>Please provide the following information 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 Cambridge English Language Assessment: ID Number and Secret Number</li> <li><b>For TOEFL® Test results, applicants must request the test center to send the score reports to APU directly. The APU institution code is 2791.</b></li> <li><b>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.</b></li> <li><b>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 on the PEARSON website. Paper or PDF results will not be accepted.</b></li> <li><b>For Cambridge English Language Assessment results, please send a copy of the result statement together with the application form.</b></li> <li><b>TOEFL-ITP® Test, IELTS (General Training Module), TOEIC®L&amp;R Test (IP), PTE General are not accepted.</b></li> </ul> <div data-bbox="619 1413 1417 1742" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <ul style="list-style-type: none"> <li>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 most recent 6 years are not required to submit any documents.</li> <li>Applicants from countries other than those listed above who have undertaken their official education in the English language for the most recent 6 years are not required to submit proof of English ability if a letter is provided from their school stating that they have taken all of their subjects in English for 6 years.</li> <li>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.</li> </ul> </div> <p><b>For Japanese-basis Applicants</b></p> <div data-bbox="619 1809 1417 1906" style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <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> </div> <ul style="list-style-type: none"> <li>EJU Japanese: Exam Registration Number If you provide your EJU Exam Registration Number in "Section V. Language Proficiency" of the application form, you do not need to submit the original test result.</li> </ul>

<b>Send by post</b>	<b>7. Letter of Recommendation</b>	Please ask an instructor from the last school/institute you attended (including language schools) or employer/supervisor from the company you worked at or did internships for (not including part-time jobs) to write this recommendation letter. This must be a person who has known you for at least a year or more. 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. Recommendation Forms can be downloaded from the admissions website.
<b>Send by post</b>	<b>8. Passport Copy</b>	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 Landing Permission, please submit a photocopy of it on your passport. Applicants who do not have a valid passport are still eligible for application.
<b>Send by post</b>	<b>9. Two Identical Photographs (4 cm X 3 cm or 1.57 in X 1.18 in)</b>	Please submit two identical photographs taken within three months, showing a front view above chest level with a plain background. No cap or hat is allowed. The photograph size MUST be 4 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, and affix one of the photographs directly to the application form.
<b>Send by post</b>	<b>10. Copy of Alien Registration Card/ Residence Card</b>	(Applicants who already have a valid Japanese resident status ONLY) Please submit a copy of both sides of your Alien Registration Card or Residence Card.
<b>Send by post</b>	<b>11. Application Document Checklist</b>	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 your application documents.</b>

**Required Documents for Transfer Applicants ONLY**

Please be aware that those who wish to apply as transfer students must first pass the Application Prescreening.

<b>Can be Submitted Online = ●</b>	<b>Document</b>	<b>Details</b>
●	<b>1. Transfer Student Academic Status</b>	Applicants who are currently attending institutions of higher education (university bachelor's program, junior college, etc.) are required to fill out and submit the Transfer Student Academic Status form.  <b>Credit Transfer for Transfer Students</b> 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 in the result notification. If the applicant 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 applicant will not be eligible for credit transfer. Please note that students must complete a total of 124 credits to graduate from APU.
<b>Send by post</b>	<b>2. Transfer Eligibility Documents</b>	Please submit documents showing the list of classes you are currently taking and documents which show the graduation requirements for your current major (Student handbooks or school websites that provide the relevant information may also be used). <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 proof that you are scheduled to graduate from your program.

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

Can be Submitted Online = ●	Document	Details																																				
●	<b>1. APU Tuition Reduction Scholarship Application</b>	<p>Applicants who wish to apply for the APU Tuition Reduction Scholarship are required to complete the application by themselves according to the guidelines on the application form.</p> <p>Individuals who will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the <b>time of application</b>.</p> <p><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 the scholarship in your letter of acceptance.</b> The scholarship will also be revoked if it is found that a student has changed to a visa status other than student while at APU.</p> <p>This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with MEXT, that support the ideals of APU, and 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> 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 unbecoming 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 the University, the scholarship will be revoked. Interested applicants should submit their scholarship application upon understanding of the above. An overall evaluation of all submitted documents will be conducted for both the application and scholarship screening, and the scholarship result will be released together with the application result.</p> <p><b>2019 Tuition Reduction Scholarship Amount* for First Year Students</b></p> <table border="1" data-bbox="619 1171 1420 1411"> <thead> <tr> <th></th> <th>Annual Scholarship Subsidy</th> <th>Annual Tuition Fee Borne by Student</th> </tr> </thead> <tbody> <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. 1,050,000 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> </tbody> </table> <p>*Please note that the tuition amount may be subject to change.</p> <p><b>2019 Tuition Reduction Scholarship Amount* for Transfer Students</b></p> <table border="1" data-bbox="619 1503 1420 1742"> <thead> <tr> <th></th> <th>Annual Scholarship Subsidy</th> <th>Annual Tuition Fee Borne by Student</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>*Please note that the tuition amount may be subject to change.</p>		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. 1,050,000 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
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<b>Send by post</b>	<b>2. Letter of Intent to Switch to Student Residency Status</b>	<p>Currently, if you have a visa status in Japan other than <b>student</b> and wish to apply for the APU Tuition Reduction Scholarship, you will need to change your visa status to student before enrolling to APU. <b>If you choose to change your visa status to student, please submit a “Letter of Intent to Switch to Student Residency Status.”</b> This confirmation letter can be downloaded from the admissions website. <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 visa status to student by the day before enrollment to APU (March 31 for spring enrollment, September 20 for fall enrollment), <u>your APU Tuition Reduction Scholarship will be revoked.</u></p>																																				



### 3. Extracurricular Activities Report

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\*<sup>1</sup>. **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.\*<sup>2</sup>** 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.

\*<sup>1</sup> Please refer to “4. Document(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. See the chart below for details.

\*<sup>2</sup> 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.

Activities	Examples Proving Participation/Achievements	Section in the Extracurricular Activities Report Form	Certificate
Student Council Activities	Experience of participation in an executive position on the student council (chairperson, vice president, secretary, etc.) for more than 1 school year	Section (A)	Not Required
Cultural/ Traditional Arts, Academic Competitions, Sports *There are no limitations within these fields.	· Awards or certificates for having participated in any type of concerts or performances	Section (B)	Required (Copies Permitted)
	· Proof of public recognition gained from the results of the activity (publication in a newspaper, etc.)	Section (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 · Japanese-basis applicants: Official English language proficiency test scores	Section (D)	Required (Original Certificates or Certified Documents)
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, 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	Section (E)	Required (Copies Permitted)

**Send by post**

#### 4. Document(s) to Prove Participation in Extracurricular Activities

For each activity you include on the “2. Extracurricular Activities Report,” please submit an A4 size copy proving your participation. You must submit an original certificate or certified documents for language proficiency test results.

**Send by post**

#### 5. Certification of Scholarships Received from Organizations other than APU

Applicants who will accept scholarships offered by organizations other than APU before or after their admission are required to submit proof of the scholarship award in either English or Japanese.



# Application Document Checklist

## I. Application Categories

### First Year Student Application

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

### Transfer Student Application

- (v) Current university students or university graduates who wish to apply to APU as a second year or third year transfer student are required to submit additional documents.  **A** + **E** (+ **B**, **C**, **D** 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 In some cases, applicants can choose between [O] or [P], but we recommend applicants to choose [O]. When completing application forms by hand, Please use black or blue ink. The use of pencils and erasable pens (such as FriXion gel pens) is prohibited. Application forms written in pencil or erasable pen will not be accepted. It is not necessary to print out and mail documents that can be submitted online. We treat the online version of such documents as the original copy.	

### A Required Application 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	<input type="checkbox"/>	<input type="checkbox"/>
4. Application fee payment · Bank transfer: Send in proof of payment	<input type="checkbox"/>	<input type="checkbox"/>
5. Academic transcripts for most recent 3 years <i>Original or Certified Document</i> (If you are currently in high school, Please submit the most recent academic transcripts for 2 years or more that have been issued within the last 2 months) <i>Original or Certified Document</i>	<input type="checkbox"/>	<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> *For students who have taken the SAT, ACT or GCE (Sri Lanka) examinations, your score report must be forwarded directly to APU from the test center.	<input type="checkbox"/>	<input type="checkbox"/>
7. Letter of Recommendation p.9, 10 [F] <i>Original ONLY</i>	<input type="checkbox"/>	<input type="checkbox"/>
8. Passport copy (if available)	<input type="checkbox"/>	<input type="checkbox"/>
9. Two identical photographs (4 cm x 3 cm or 1.57 inches x 1.18 inches)	<input type="checkbox"/>	<input type="checkbox"/>
10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese resident status ONLY)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>

### B Language Proficiency Test Scores

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

Please complete the necessary procedures and fill out the examination date and your test score in the "Language Proficiency / Test Scores" section on page 3 of the application form before putting a check in the box.  
 International applicants residing in Japan MUST submit an official English or Japanese language test score.

### C Language Proficiency Forms

English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 [F] Original Document	<input type="checkbox"/>	<input type="checkbox"/>
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International applicants residing in Japan cannot 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"/>	<input type="checkbox"/>
4. Certification of scholarships received from organizations other than APU	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
3. Credit requirements for graduation (e.g. student handbook or school website that provides the relevant information)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>

If you have already graduated from a higher educational institution (e.g. university), items 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. Detailed information about how to get a document certified can be found on the admissions website (<https://admissions.apu.ac.jp>).

Application handbooks and application forms can be downloaded from the admissions website (<https://admissions.apu.ac.jp>).

### 3 Application Submission

Please send all application documents by registered mail, **postmarked by the application deadline**. APU will not bear responsibility for any loss of documents during the course of delivery.

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

### 4 Screening Method

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

### 5 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 26), 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.



## 6 Information on Local Medical Services

The following describes medical information in Japan, as well as the environment of medical care and welfare 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 an applicant wishes to continue treatment at a medical institution in Japan after enrollment, the applicant will be required to submit **a treatment plan or a patient referral document**\*1.

\*1 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.

### 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 Ministry of Health regarding whether it will be possible to bring the medications\*2 that you 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 Ministry of Health, Labour, and Welfare's webpage: "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>

\*2 Injectable Medicine: 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.\*3

### 5. Additional Support

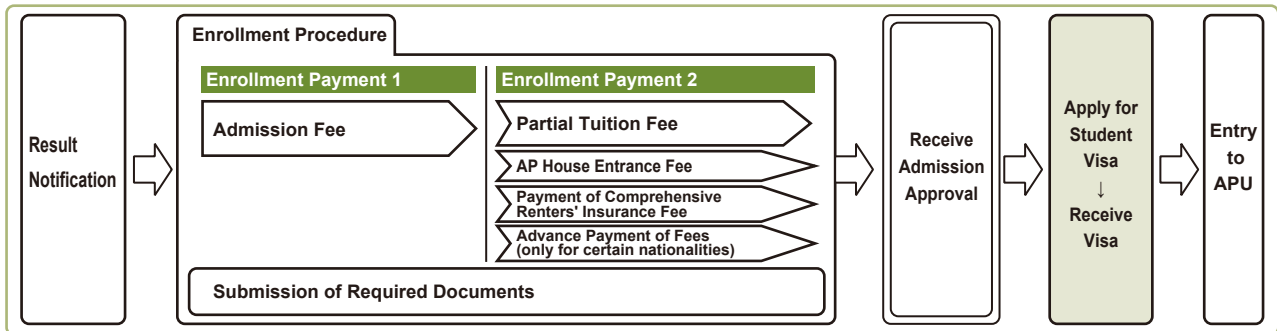
Please contact the Admissions Office (International) if you need assistance or care to make life after enrollment at APU more at ease. It will have no impact on whether you pass/fail. You may also contact us after being accepted to APU.

#### For Reference:

- ◆ \*3 Situations have arisen 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 the following number or address: + 81-977-78-1119 [welcome@apu.ac.jp](mailto:welcome@apu.ac.jp)

## 7 From Acceptance to Enrollment

Admitted applicants must pay all required enrollment 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 Procedure

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

#### April 2019 Enrollment

##### First Year Students

No.	Result Notification	Payment 1 Deadline	Payment 2 Deadline	Document Submission Deadline
1	<b>Dec 17, 2018 (Mon)</b>	<b>Jan 16, 2019 (Wed)</b>	<b>Feb 13, 2019 (Wed)</b>	<b>Jan 30, 2019 (Wed)</b>
2	<b>Feb 18, 2019 (Mon)</b>	<b>Mar 1, 2019 (Fri)</b>	<b>Mar 8, 2019 (Fri)</b>	<b>Mar 1, 2019 (Fri)</b>

##### Second or Third Year Transfer Students

No.	Result Notification	Payment 1 Deadline	Payment 2 Deadline	Document Submission Deadline
5	<b>Dec 17, 2018 (Mon)</b>	<b>Jan 16, 2019 (Wed)</b>	<b>Feb 13, 2019 (Wed)</b>	<b>Jan 30, 2019 (Wed)</b>
6	<b>Feb 18, 2019 (Mon)</b>	<b>Mar 1, 2019 (Fri)</b>	<b>Mar 8, 2019 (Fri)</b>	<b>Mar 1, 2019 (Fri)</b>

#### September 2019 Enrollment

##### First Year Students

No.	Result Notification	Payment 1 Deadline	Payment 2 Deadline	Document Submission Deadline
3	<b>Apr 30, 2019 (Tue)</b>	<b>May 29, 2019 (Wed)</b>	<b>Jun 26, 2019 (Wed)</b>	<b>Jun 19, 2019 (Wed)</b>
4	<b>Jul 15, 2019 (Mon)</b>	<b>Aug 7, 2019 (Wed)</b>	<b>Aug 21, 2019 (Wed)</b>	

##### Second or Third Year Transfer Students

No.	Result Notification	Payment 1 Deadline	Payment 2 Deadline	Document Submission Deadline
7	<b>Apr 30, 2019 (Tue)</b>	<b>May 29, 2019 (Wed)</b>	<b>Jun 26, 2019 (Wed)</b>	<b>Jun 19, 2019 (Wed)</b>

## 8 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.**

**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****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 are subject to change.

**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 before applying for a Certificate of Eligibility. This system provides assurance to the Japanese Government Bureau 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**, 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 for more information. <https://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 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	1,328,000 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

Please refer to page 19 "APU Tuition Reduction Scholarship Application" for more information. Tuition amounts may be subject to change.

**9 Procedures Necessary to Enter Japan****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 registrations. Once you have confirmed the correct procedures, please complete these on your own. **If you have a visa status in Japan other than student and wish to apply for the APU Tuition Reduction Scholarship, you will need to change your visa status to student before enrolling to APU. If you choose to change your visa status to student, please submit a "Letter of Intent to Switch 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 visa status 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**

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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.

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

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Based on its respect for human rights, 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.

## **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.

## 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>

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

\* L&R is an abbreviation for LISTENING AND READING.



**Please send your inquiries to:**

Ritsumeikan Asia Pacific University  
Admissions Office (International)

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

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

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

**T E L | 0977-78-1119**

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

**F A X | 0977-78-1121**

