

Shape your world



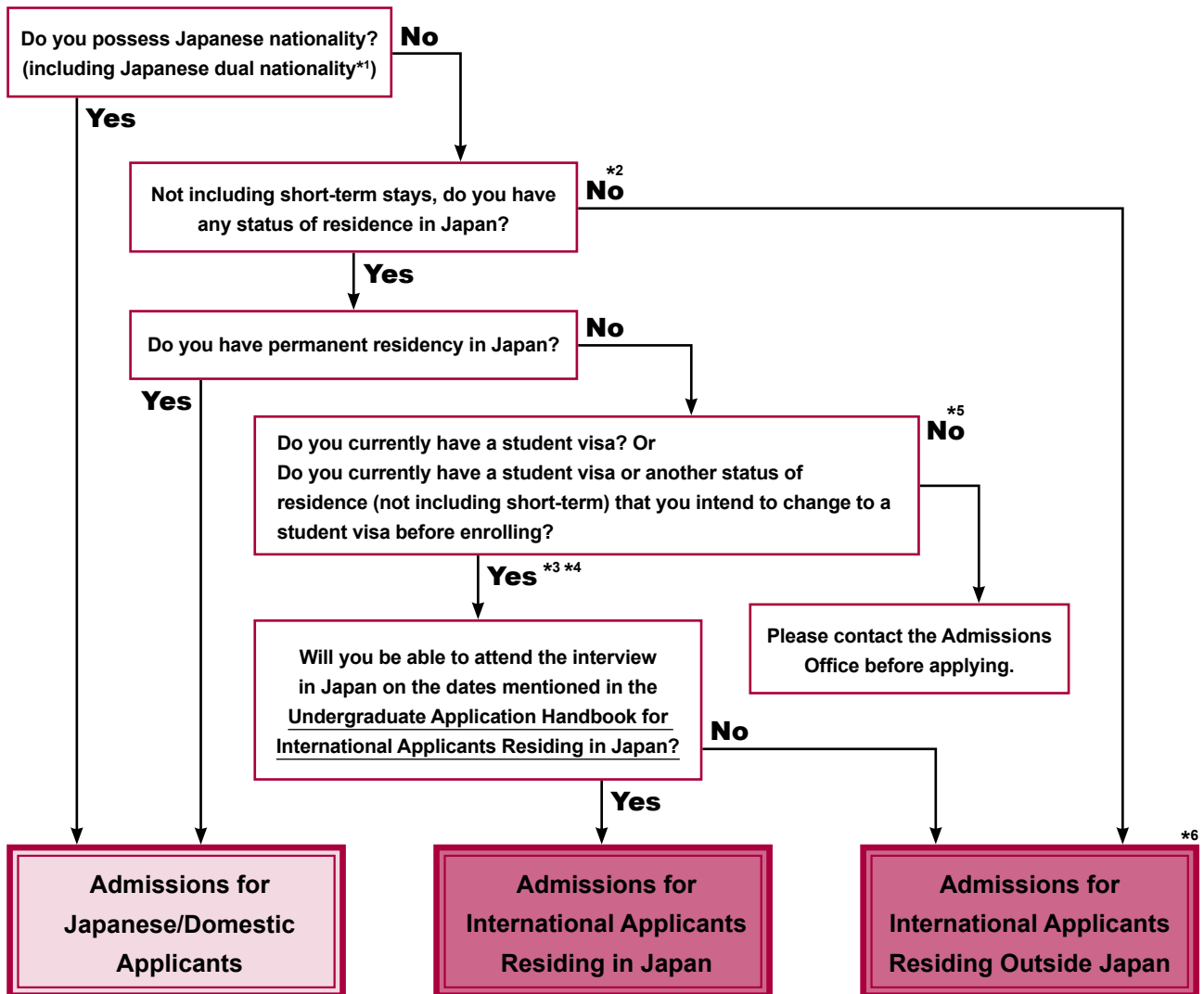
Ritsumeikan
Asia Pacific University

Undergraduate Application Form

**For International Applicants
April/September 2019 Enrollment**

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

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discovered that a successful applicant has Japanese nationality, their APU Tuition Reduction Scholarship offer will be withdrawn and their acceptance to APU may be revoked.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

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

Admissions for International Applicants
Admissions Office (International)
 TEL : +81-977-78-1119
 Hours : Monday - Friday, 9:00 - 17:30 (Japan Time)
 Closed Tuesdays 9:30 - 11:30
 FAX : +81-977-78-1121
 Email : welcome@apu.ac.jp
 URL : https://admissions.apu.ac.jp



Name		Nationality	
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Application Document Checklist

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

I. Application Categories

First Year Student Application

- (i) Applicants who possess language proficiency test scores **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
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[O] = Can be submitted online [P] = Send by post [F] = Fillable PDF forms can be downloaded from the admissions website.

In some cases, applicants can choose between [O] or [P], but we recommend applicants to choose [O]

Please refer to the Admissions Handbook for detailed information.

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"/>
5. Academic transcripts for most recent 3 years Original or Certified Document (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) Original or Certified Document		<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 Certified Document *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"/>
7. Letter of Recommendation p.9, 10 [F] 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 resident status 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® L&R Test / The EIKEN Test in Practical English Proficiency / PTE Academic / Cambridge English Language Assessment		<input type="checkbox"/>
2. Japanese-basis students: JLPT/ EJU Japanese (not including the writing section)		<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 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 ONLY		<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"/>
4. Certification of scholarships received from organizations other than APU		<input type="checkbox"/>

E Transfer Student Application

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

Notes for Completing the Undergraduate Application Form

General Notes

Please type or hand-write the application forms in 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.

For questions with a , please mark your choice with a checkmark . You may only choose one box per question.

Family Name / Given Name(s) in English

Please write your family name and given name(s) in English separately as printed on or will be printed on your passport.

Sex

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 welcome@apu.ac.jp. Please refer to APU's Policy Statement on Sexual and Gender Diversity at the back of the Undergraduate Application Handbook.

Email

Please write your email address accurately. (Please write in English clearly.)

*There have been instances where APU was not able to send emails to QQ.com email accounts, so please provide an email address from another email service.

Current Address **Please write legibly.**

Please write in English if you are applying from outside Japan and in Japanese if you are applying from within Japan.

You must also include your phone number.

Mailing Address

Please fill in this information only in the case that the address listed as your current address is different to the address at which you wish to receive your admission result and other information (current school and company, etc.). If your mailing address is the same as your current address, please check the appropriate box. You must also include a reachable phone number. Please write in English if you are applying from outside Japan and in Japanese if you are applying from within Japan.

APU Tuition Reduction Scholarship

Only applicants who do not possess Japanese nationality and will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship.

Submitted Documents

APU will not return any of the submitted certificates (regardless of the certificate type). Therefore, please submit certified documents for original certificates that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.

Extracurricular Activities Report

Applicants who have participated in cultural/traditional performances, sports competitions, student council, volunteer work, language learning activities and other events are asked to list these activities on the 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).

Only the official form designated by APU will be considered for assessment. Portfolios, CDs, DVDs, etc. created by the applicant will not be considered proof of extracurricular activities so please do not submit them. These items will not be returned to you even if you do submit them.

Only regional, national, and international extracurricular activities will be considered for assessment. Activities organized within the school other than student council leadership positions, Model UN, etc. will not be considered, so please do not list them.

Reapplying

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.

IMPORTANT

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



International Students Undergraduate Application Form

FOR UNIVERSITY USE 大学使用欄			
受付日	/ /	受験番号	
<input type="checkbox"/> Online Interview			

I. Applicant Information

*Please fill in 1 to 5 as shown on or will be shown on your passport as this information will be used for university registration.

1. Family Name in English : _____
2. Given Name(s) in English : _____
3. Name in Chinese Characters (if applicable): _____
4. Date of Birth : _____ Year _____ Month _____ Date _____
5. Sex : Male Female
6. Nationality : _____
7. Do you or your parents possess any form of Japanese nationality? Yes No

Please affix a photograph
(4 cm X 3 cm)
or
(1.57 in X 1.18 in)
taken within the last
3 months against a
plain background.
No cap or hat is
allowed.

*If you hold Japanese citizenship at the time of application (including Japanese dual nationality), instead of completing this application, you will need to apply via the "Admissions for Japanese/Domestic Applicants."

8. Native Language : English Japanese Other than English/Japanese
9. Email: : _____
(Please write clearly, as this email will be used as the primary contact.) Skype ID: _____

*For 10 and 11, fill in this information in English if you are applying from outside Japan and in Japanese if you are applying from inside Japan.

10. Current Address 1 : _____ (Within 35 characters)
(If your address is too long, you may use Current Address Lines 2 and 3 to fill out your full address.)
- Current Address 2 : _____ (Within 35 characters)
- Current Address 3 : _____ (Within 35 characters)
- City : _____ State: _____ Country: _____ Postal Code: _____
- Phone: _____ Mobile : _____

11. Mailing Address: Same as above

*Important documents, such as your screening result, will be sent to this mailing address. Please fill in this information accurately.

- Mailing Address 1 : _____ (Within 35 characters)
(If your address is too long, you may use Current Address Lines 2 and 3 to fill out your full address.)
- Mailing Address 2 : _____ (Within 35 characters)
- Mailing Address 3 : _____ (Within 35 characters)
- City : _____ State: _____ Country: _____ Postal Code: _____
- Phone: _____ Mobile : _____

12. Emergency Contact

- Relationship with Applicant: Father Mother Other (Please specify) _____
- Family Name: _____ Given Name(s): _____
- Phone: _____
- Email: _____
- Languages he/she can speak: English Japanese Other (Please specify) _____

II. Undergraduate Program of Study and Other Information

Please check only one box per question.

1. Semester of Enrollment : Spring (April) Fall (September)
2. College : College of Asia Pacific Studies (APS) College of International Management (APM)
3. Enrollment Status : First Year Student Second Year Transfer* Third Year Transfer*
*Applicants can only apply for second and third year transfer after passing a prescreening process.
4. Language Basis : English Japanese
5. Type of Application : Residing Outside Japan Residing in Japan
6. Scholarship : Do you wish to apply for the APU Tuition Reduction Scholarship? Yes No
Only applicants who do not possess Japanese nationality and will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship.
 Applied for scholarship offered by other organizations: _____)
7. Interview Location : Please confirm the date and interview location in the Undergraduate Application Handbook.
* Please fill in only if you reside in China. Shanghai Wuhan Shijiazhuang Chongqing
* Please fill in only if you reside in India. New Delhi Chennai
* Please fill in only if you reside in Viet Nam. Hanoi Ho Chi Minh

FOR UNIVERSITY USE 大学使用欄			
<input type="checkbox"/> 新入生	<input type="checkbox"/> 編入生	<input type="checkbox"/> 転入生	<input type="checkbox"/> 推薦 <input type="checkbox"/> 一般
検定料納入方法	<input type="checkbox"/> 海外送金 <input type="checkbox"/> CD (ID : _____)	<input type="checkbox"/> 国内送金 <input type="checkbox"/> 小切手 (番号 : _____)	



III. Education History

In chronological order, please list all schools in English that you have attended from elementary school level to the last or current school you are attending. (Nursery, kindergarten, and language schools are not to be included.) Please write the school name in English (if the school is located in Japan, in Japanese). Note that first year student applicants must complete (or be scheduled to complete) 12 years of education according to the standard curriculum established under Japan's education law or an equivalent school education.

* Please consult with the Admissions office before applying if you are from a country or region where the standard length of education is 11 years. **Please fill in your education history as written in the example below.**

	School name	Location (City/country)	Year and month of entrance and completion		Current status	Program duration (years)
			Enrollment YYYY/MM	Graduation YYYY/MM		
(Elementary Education) Elementary School	AAAA Elementary School	Ottawa, Canada	2004/03	2010/02		6
(Secondary Education) Lower Secondary School	BBB Middle School CCC Junior High School	Boston, USA Montreal, Canada	2010/03 2012/09	2012/07 2013/02		1.5 1.5
Upper Secondary School	DDD High School EEE High School	Montreal, Canada Ottawa, Canada	2013/03 2015/03	2015/03 2016/02	<input checked="" type="checkbox"/> Graduated <input type="checkbox"/> Currently attending <input type="checkbox"/> Other:	2 1
(Higher Education) Undergraduate Level					<input type="checkbox"/> Graduated <input type="checkbox"/> Currently attending <input type="checkbox"/> Other:	
Years of official education before enrollment at APU (total)						12

	School Name	Location (City/Country)	Year and Month of Entrance and Completion		Current Status	Program Duration (years)
			Enrollment YYYY/MM	Graduation YYYY/MM		
(Elementary Education) Elementary School						
(Secondary Education) Lower Secondary School						
Upper Secondary School	<input type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Home School				<input type="checkbox"/> Graduated <input type="checkbox"/> Currently attending <input type="checkbox"/> Other:	
(Higher Education) Undergraduate Level					<input type="checkbox"/> Graduated <input type="checkbox"/> Currently attending <input type="checkbox"/> Other:	
Years of official education before enrollment at APU (total)						

Note: If the blank spaces above are not sufficient for the information required, please attach a separate sheet. If you are applying as a transfer student and are currently enrolled in college, university or other institution of higher education, you must submit a document stating the number of credits required for graduation from your institution. If you have already graduated, you must submit your graduation certificate/diploma.

If you have completed or are planning to complete a 12-year standard education curriculum in less than 11 years, please describe the details below.

--

REQUIRED

The institution name where you completed (or are scheduled to complete) 12 years of official education: _____

Date of Completion: _____ (Year) _____ (Month)

If you have attended other schools, e.g. language schools or specialized institutions, please fill in the information below.

Institution Name	City/Country	Started (yy/mm)	Completed (yy/mm)	Course/Award



IV. Application Fee

A non-refundable application fee is compulsory for the application. Applications will not be evaluated without the application fee. Cash payments will not be accepted.

It is preferred that you pay the application fee by credit card. You may pay by bank transfer (international or domestic) only if you cannot pay by credit card.

Payment methods for the application fee are as follows:

- Credit Card APU Online Application System Login ID: _____
- Bank Transfer (Overseas) Payment Date: _____ Payer's Name: _____
- Bank Transfer (in Japan) Payment Date: _____ Payer's Name: _____

V. Language Proficiency / Test Scores

If you will submit an official Japanese or English language proficiency exam result or a standardized test result, please fill in the test date and test score and follow all the necessary submission guidelines below. When submitting original certificates or certified documents for proof of language proficiency, please only submit test scores that satisfy the eligibility requirements as written in the Undergraduate Application Handbook.

If there is any missing information or the necessary submission guidelines have not been followed, the results from your exam cannot be accepted.

- Period of Validity for Language Proficiency Tests:
 April 2019 Enrollment: Only scores of examinations taken on or after June 1, 2016 will be accepted.
 September 2019 Enrollment: Only scores of examinations taken on or after September 1, 2016 will be accepted.
- International applicants residing in Japan MUST submit an official English or Japanese test score.

	Test Name	Test Date (Year, Month)	Test Score	Submission Guidelines	
Language Proficiency					
1	TOEFL iBT® Test			① In the column to the right, fill out the Registration Number. ② On the test center's website, request to have the score report sent directly to APU. Institution Code : 2791	① Registration Number: () ③ Score Report Request Date: ()
2	TOEFL® PBT Test			③ In the column to the right, fill out the date when you requested to have the score report sent from the test center.	① Registration Number: () ③ Score Report Request Date: ()
3	IELTS			In the column to the right, fill out the Test Report Form (TRF) Number and if possible, submit a copy of the original certificate. *It is not required to submit the original certificate to APU.	Test Report Form (TRF) Number: ()
4	PTE Academic			① In the column to the right, fill out the Registration ID. ② On the issuing institution's website (http://pearsonpte.com), request to have the score report sent directly to APU. ③ In the column to the right, fill out the date when you requested to have the score report sent from the issuing institution.	① Registration ID: () ③ Score Report Request Date: ()
5	Cambridge English Language Assessment			① In the column to the right, fill out the ID Number and the Secret Number. ② Send a copy of the result statement together with the application form.	① ID Number: () ① Secret Number: ()
6	TOEIC® L&R Test			Submit the test reports by either method ① or ② : ① Send the original certificate together with the application form. *Sending copies (including certified documents) is not permitted.	
7	The EIKEN Test in Practical English Proficiency			② Have the score report sent directly to APU from the issuing institution. • APU cannot return any submitted documents. Please directly request the appropriate issuing institution to reissue your results by following their instructions and then submit those reissued results to APU.	
8	JLPT N1			• Depending on your country of residence and the issuing institution, the method of reissuance will differ. Please contact the institution directly for more details.	
9	JLPT N2			• Applicants who reside in China, Indonesia, Korea, Taiwan, Thailand, and Viet Nam that are still confused after contacting their issuing institution should contact their local APU office for further clarification. • Applicants who reside in other countries can contact the Admissions Office for further help.	
10	EJU - Japanese			In the column to the right, fill out the Exam Registration Number and if possible, submit a copy of the original certificate. *It is not required to submit the original certificate to APU.	Exam Registration Number: ()
Standardized Test Scores					
11	SAT			① Have the score report forwarded directly to APU from the test center. Institution Code : 2791 ② In the column to the right, fill out the date when you requested to have the score report sent from the test center.	② Score Report Request Date: ()
12	ACT			① Have the score report forwarded directly to APU from the test center. Institution Code : 5475 ② In the column to the right, fill out the date when you requested to have the score report sent from the test center.	② Score Report Request Date: ()
13	GCE (Sri Lanka)			① Have the score report forwarded directly to APU from the test center. ② In the column to the right, fill out the date when you requested to have the score report sent from the test center. *It is not required to submit the original certificate to APU.	② Score Report Request Date: ()
14	Other Standardized Tests ()			Submission of an original certificate or certified document is required. If a test score cannot be written in the column to the left, it can be left blank.	

REQUIRED

- I certify that all information on this application and on all the required documents are complete and accurate to the best of my knowledge.
- I confirm that I am an applicant for the "Admissions for International Applicants" because I do not hold Japanese nationality at the time of my application submission. If it becomes clear that I have maintained my Japanese nationality and my application is invalidated I will not voice any objections.
- I understand that any falsehoods found in the information I provide will invalidate my application and may result in my dismissal if I am admitted to APU.
- I agree to the "Personal Information Policy" included at the end of this application.

Signature (required) _____

Date _____

* We strongly recommend you keep a copy of all submitted materials for your record.

(This page is intentionally left blank.)



Name		Nationality	
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Application Essay

Please answer the following four essay questions using legible characters in your own words. Both handwritten and typed versions will be accepted. We recommend using the designated fillable PDF form available for download on the admissions website (<https://admissions.apu.ac.jp>). The length of each essay should be between **100-150 words**. Please include the word count at the end of each answer.

1. Explain in detail what you aim to learn within your college of choice (APM / APS), and how it relates to your future goals.

(/ 150 words)

2. Discuss a topic that is relevant to your preferred area of study (e.g. world economy, business strategy, international relations, crosscultural understanding, social issues in your country, etc.). Please state your opinion on this topic.

(/ 150 words)



3. Describe a personal challenge you faced or a situation that you found to be particularly difficult. How did you overcome this obstacle, and what did you gain from the experience?

Lined writing area for question 3, consisting of 20 horizontal dotted lines.

(/ 150 words)

4. Explain about an interest you have pursued outside your academic classes (either independently or through a student organization, volunteering, part-time work, sport, playing a musical instrument, etc.). What knowledge or skills have you gained as a result?

Lined writing area for question 4, consisting of 20 horizontal dotted lines.

(/ 150 words)



FOR UNIVERSITY USE 大学使用欄	
受験番号	
会場名	

Certificate of Eligibility / Resident Status Questionnaire

I. Applicant Information

Applicant's Name:

1. Family Name: _____ Given Name(s): _____

2. Current Status: Student Name of School: _____

Employed (Excluding part-time jobs) Name of Company: _____

Occupation: _____

Other (Please specify): _____

II. Immigration-Related Issues

You must fill in the following information. If you have entered Japan previously and you applied for a "Certificate of Eligibility for Status of Residence," please fill in this information even if your application was not accepted or you did not enter Japan. **You must submit photocopies of all passport pages with immigration stamps showing your arrivals and departures into Japan.**

3. Have you entered Japan previously? No Yes, number of times: _____

If your answer to Question 3 is "Yes," please fill in the following information only for your most recent entry to Japan:

Date of Entry: _____ (yy/mm/dd) Date of Departure: _____ (yy/mm/dd)

4. Have you ever applied for a "Certificate of Eligibility for Status of Residence" in Japan?

No Yes, number of times: _____

If your answer to Question 4 is "Yes," please fill in the following information only for your most recent application for a "Certificate of Eligibility for Status of Residence":

Application Date: _____ (yy/mm/dd) Place of Application: _____

Applied Status: Pre-College Student Dependent Temporary

Long-term Resident Other

*If you hold special permanent residence / permanent resident status in Japan, you need to apply via the "Admissions for Japanese/Domestic Applicants."

Issued/Denied: Denied Date of Issue: _____ (yy/mm/dd)

III. Financial Information

5. Relationship with Financial Sponsor Father Mother Other (Please specify): _____

Please fill in the following information about your financial sponsor.

Family Name : _____ Occupation: _____

Given Name(s): _____ Company Name: _____

Home Address: _____ Job Title: _____

Home Phone : _____ Company Address: (city/country) _____

Company Phone: _____

(This page is intentionally left blank.)



Letter of Recommendation / 推薦書

To the Applicant 志願者へ

Please ask an instructor from the last school/institute you attended (including language schools, etc.) or employer/supervisor from the company you worked at or did internships for (excluding part-time jobs) to write this recommendation letter. **This must be a person who has known you for at least a year or more.**

最終出身学校の教員（語学学校等も可）もしくは勤務先・インターンシップ先（アルバイトは除く）の上司・雇用主などで、**志願者を最低1年以上知っている人物**に記入を依頼してください。

Applicant's Name 志願者氏名

Family Name 姓 : _____ Given Name(s) 名 : _____

To the Individual Writing this Letter of Recommendation 推薦者へ

<p>* Please make your recommendation as detailed as possible.</p> <p>* Please write your recommendation clearly in <u>English or Japanese</u>.</p> <p>* You may then either return the recommendation letter in a <u>sealed envelope</u> to the applicant, or mail it to us at: Ritsumeikan Asia Pacific University Admissions Office (International) 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan</p>	<p>*できるだけ詳しく書いてください。</p> <p>* <u>英語または日本語</u>で明確に記入してください。</p> <p>* 記入後は全ての書類を<u>厳封し</u>志願者に渡すか、アドミッションズ・オフィスに直送してください。</p> <p>書類送付先：立命館アジア太平洋大学 アドミッションズ・オフィス（国際） 〒874-8577 日本国大分県別府市十文字原1丁目1番</p>
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1. How does the applicant compare in the following areas with other students in general? Please check the appropriate box.

他の一般的な学生との比較において、本志願者をどのように評価されますか。あてはまると思われるレベルにを記入してください。

	Truly Exceptional 非常に優秀	Excellent 優秀	Very Good とても良い	Good 良い	Below Average 平均以下	Unable to Assess 評価不可能
Academic Ability 学力						
Analytical Ability 分析力						
Originality / Creativity 独創性・創造性						
Flexibility 柔軟性						
Ability in Oral Expression 口頭表現能力						
Ability in Written Expression 文章表現能力						
Ability to Work with Others 協調性						
Leadership 指導力						



2. If possible, please indicate the approximate academic rank of the applicant by checking the appropriate box.

可能であれば、志願者の学業におけるおおよその順位のあてはまるレベルにをつけてください。

Top 5% Top 10% Top 25% Middle 50% Lower 25%

3. Please include any other comments about the applicant's character/personality that may not be reflected on his/her academic transcripts.

志願者の成績証明書にあらわれない面、例えば特技や素質などをできるだけ詳しく記入してください。

① What talents or unique character traits does the applicant possess (including school-related or independent activities)?

志願者の得意分野や特技、他の者より優れている素質・特徴は何ですか（学内および学外における活動などを含む）。

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② In what way do you feel that the applicant's experiences at Ritsumeikan Asia Pacific University will benefit him/her in the future?

立命館アジア太平洋大学での経験を、志願者は将来どのように役立てていくと思いますか。

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③ What area or field do you feel the applicant needs to concentrate more on?

志願者が、今後努力しなければいけないと思う分野は何ですか。

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4. Please fill in the following information as we may contact you directly if there are any unclear statements.

不明な点がある場合は、記入者に直接問い合わせることがありますので、以下にご記入ください。

① Name of Recommender 推薦者の氏名 _____

② Occupation 職業 _____

③ Name of Institution 所属機関 _____

④ Job Title 役職 _____

⑤ Email メールアドレス _____

⑥ Phone 電話番号 _____

Signature	署名	_____
Date	日付	_____ (yy/mm/dd) (年/月/日)



English Proficiency Evaluation

International applicants residing in Japan cannot use this form.

To the Applicant

Please ask your English teacher to write this evaluation. If possible, this teacher should have taught you for at least a year or more.

Applicant's Name

Family Name: _____ Given Name(s): _____

To the Evaluator

* Please make your evaluation as detailed as possible.

* Please write your evaluation clearly in English or Japanese.

* You may then either return this evaluation in a sealed envelope to the applicant or mail it to us at:

Ritsumeikan Asia Pacific University, Admissions Office (International), 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

	Excellent TOEFL iBT® Test \geq 100	Good 100 > TOEFL iBT® Test \geq 81	Average 81 > TOEFL iBT® Test \geq 61	Below Average 61 > TOEFL iBT® Test
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please write your comments about the applicant's English abilities.

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Please fill in the following information as we may contact you directly if there are any unclear statements.

- ① Name of Evaluator _____
- ② Occupation _____
- ③ Name of Institution _____
- ④ Job Title _____
- ⑤ How long you have taught the Applicant? _____
YY / MM ~ YY / MM
- ⑥ Email _____
- ⑦ Phone _____

Signature _____

Date _____

(yy/mm/dd)



日本語能力認定書*

*「日本国内に在住する国際学生を対象とした入学試験」での受験を希望する方は、使用できません。

志願者へ

あなたの日本語指導教員に渡してください。可能な限り、最低1年以上あなたを指導した教員に依頼してください。

志願者氏名

姓： _____ 名： _____

認定者へ

*できるだけ詳しく書いてください。

*英語または日本語で明確に記入してください。

*記入後は全ての書類を厳封し志願者に渡すか、アドミッションズ・オフィスに直送してください。

書類送付先：立命館アジア太平洋大学 アドミッションズ・オフィス（国際）

〒874-8577 日本国大分県別府市十文字原1丁目1番

	優 JLPT N1 ≥ 144	良 144 > JLPT N1 ≥ 100 JLPT N2 ≥ 135	可 100 > JLPT N1 ≥ 90 135 > JLPT N2 ≥ 100	不可 100 > JLPT N2
話す力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
聞く力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
書く力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
読む力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

志願者の言語能力についてご意見を聞かせてください。

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不明な点がある場合は、記入者に直接問い合わせることがありますので、以下にご記入ください。

- ① 認定者の氏名 _____
- ② 職業 _____
- ③ 所属機関 _____
- ④ 役職 _____
- ⑤ 志願者を指導した期間 _____ 年 _____ 月 ~ _____ 年 _____ 月
- ⑥ Email _____
- ⑦ 電話番号 _____

署名 _____

日付 _____ (年/月/日)



Name		Nationality	
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APU Tuition Reduction Scholarship Application

Only individuals who will obtain a student visa before enrollment are eligible to apply for the APU Tuition Reduction Scholarship at the time of application. Those who would like to apply for the APU Tuition Reduction Scholarship must answer the following two questions after having read the paragraph below.

IMPORTANT

This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (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. 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 regions.

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 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 tarnished the reputation of the University, the scholarship will be revoked. Interested applicants are to submit their scholarship application upon understanding all of the above.

1. Please read the "APU 2030 Vision" on the backside of this page*, then respond to at least two of the following questions in approximately 150 words. 1. How can you continue your personal growth and development at APU? 2. How will you contribute to the APU community? 3. How will you change our world for the better?

*The "APU2030 Vision" can also be found at the following website: <http://en.apu.ac.jp/home/about/content7/>

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(/ 150 words)

2. Please check the appropriate box for your annual household income situation.

A	B	C	D	E
Below 1,500,000JPY / Below 14,000USD	Between 1,500,000JPY and 3,000,000JPY / Between 14,000USD and 28,000USD	Between 3,000,000JPY and 4,500,000JPY / Between 28,000USD and 42,000USD	Between 4,500,000JPY and 6,000,000JPY / Between 42,000USD and 56,000USD	Above 6,000,000JPY / Above 56,000USD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT

If any of the information written here is proven to be false, eligibility for the APU Tuition Reduction Scholarship will be revoked. Submission of documents that prove household income, etc. will be required later on during the enrollment procedures.



| The APU 2030 Vision

APU Graduates possess the power to change our world.

In our global society of many different cultures and values, conflict and friction are bound to occur. APU strives to cultivate global citizens who will build a peaceful world by understanding and accepting cultural and historical differences. Fostering graduates with these abilities is at the core of APU's ideals of Freedom, Peace, and Humanity; International Mutual Understanding; and the Future Shape of the Asia Pacific Region.

APU Graduates will pursue freedom and peace with a deep respect for human dignity. By acting for the sake of both individuals and society, they can change the world.

Individuals who can change the world:

- Cooperate and overcome conflict through dialogue for the benefit of society.
- Tolerate cultural differences and unfamiliar challenges.
- Create new values incorporating diverse perspectives and ideas.
- Envision their own goals and continue to grow as lifelong learners.

To cultivate such individuals, APU will:

- Further utilize its preeminently multicultural campus to immerse students in a Global Learning Community that provides them with opportunities to grow.
- Create a new Global Learning standard by pursuing internationally compatible education and research.
- Strengthen ties with its invaluable stakeholders, from the local community to alumni around the world, working together to design the University and its educational programs.

Individuals who experience APU's unparalleled Global Learning Community will develop the power to change the world.



Name		Nationality	
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Extracurricular Activities Report / 活動実績報告書

<p>Fill in details of your activities, qualifications, licenses, achievements, etc. from high school grade 10 and above (or equivalent of high school grade 10 and above). Please note that any activities, qualifications, licenses, achievements, etc. not listed on this form will not be considered in your application's evaluation. If you need more space, please copy this form and use it to write additional information.</p> <p>Attach copies (A4 or letter size) of awards or certificates which prove the result/grade/score/etc. written on sections (B) to (E) below. For language proficiency test scores, you must submit the original score report or certified copy. Please also include a reference number written as B-1, B-2, C-1, etc. on each copy. For documents that are not written in English or Japanese, attach an official translation. Please note that documents to prove extracurricular activities attached to this form will not be considered in your application's evaluation if they do not have an official translation.</p>	<p>あなたの高校時代もしくはそれに相当する課程 (Grade 10) 以降の活動実績について、その詳細を下欄に記入してください。この報告書に記入されていないものは評価の対象となりません。記入欄が不足する場合には、この様式をコピーし追記のうえ提出しても構いません。</p> <p>なお、下欄 (B) ~ (E) に記入した実績については、それを証明する資料・合格証書・成績証明書等のコピー (A4 サイズ) に資料番号「B-1」「B-2」「C-1」などのように番号を記入し提出してください (言語能力証明書は原本または「原本証明がなされた複写」提出)。英語または日本語以外で作成された証明書等は、英語または日本語の翻訳を添付してください。翻訳を添付されていないものは評価の対象となりません。</p>
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(A) Fill in any student council activities in grade 10 or later (experience of participation in an executive position on the student council for more than 1 school year)

高校時代もしくはそれ以降の生徒会活動 (1年以上の執行部での活動)

	Organization's Name 団体名	From, to 所属期間	Your Position/Role 役職
A-1		年Y 月M ~ 年Y 月M	
A-2		年Y 月M ~ 年Y 月M	
A-3		年Y 月M ~ 年Y 月M	

(B) Fill in the results of tournaments/contests, etc. that you participated in. 大会・競技会・コンテスト等の実績

Attached Document number 資料番号	Year/Month/Day 開催年月日	Name of Sponsor/Organizer 主催団体名	Name of Tournament/Contest/Competition 大会等の名称	Name of Event 種目名	Type of Event 大会の規模	Number of Participants/Groups 参加者・団体数	Rank, etc. 順位等
B-1					<input type="checkbox"/> International/海外 <input type="checkbox"/> National/国内 <input type="checkbox"/> Regional/地域		
B-2					<input type="checkbox"/> International/海外 <input type="checkbox"/> National/国内 <input type="checkbox"/> Regional/地域		
B-3					<input type="checkbox"/> International/海外 <input type="checkbox"/> National/国内 <input type="checkbox"/> Regional/地域		



(C) Fill in the details of any other activities (volunteer, Model UN, scholarship awards, internship, etc.) that you would like to include in addition to those listed on the previous page.

その他の活動実績（ボランティア、模擬国連での活動、奨学金の受給経験、インターンシップなど）があれば記入してください。

Attached Document's number 資料番号	Details of Additional Activities 活動の概要	From, to 期間 年Y/月M ~ 年Y/月M
C-1		
C-2		
C-3		
C-4		
C-5		

(D) Fill in your results of qualifications/standardized tests, etc. 資格・検定・段位・スコア等

Attached Document's number 資料番号	Date of Completion (yy/mm/dd) 取得年月日	Name of Qualification/ Standardized Test, etc. 資格・検定等の名称	Name of Issuing Authority 認定機関の名称	Level of Attainment/Score/Results 取得段位・スコア・成績等
D-1				
D-2				
D-3				

(E) Fill in any experience you have living or studying abroad, including experience living or studying in Japan (excluding travel or returning home to visit family).

海外滞在経験（旅行、帰省は除く） * 日本での滞在経験、修学体験を含む。

Attached Document's number 資料番号	From, to 滞在期間・滞在年数	Country/Region/City 滞在国内・地域名	Reasons for Residing Abroad, Name of School Attended, Type of Activities Involved in, etc. 滞在目的・理由、在籍学校名、滞在期間中の活動概要など
E-1	Y M 年 月 ~ Y M 年 月		
E-2	Y M 年 月 ~ Y M 年 月		



Name		Nationality	
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Transfer Student Academic Status

編入学・転入学希望者学修状況記入書

Fill in the following information if you are applying as a second or third year transfer student.

2 回生編入学・転入学もしくは 3 回生編入学・転入学希望の場合、必ず記入してください。

1. Educational History (after high school) / 高校卒業後の学歴について

	Name of Institution 学校名	Entrance Date 入学年月	Graduation Date (expected) 卒業 (予定) 年月	Degree 取得学位
<input type="checkbox"/>	University (Bachelor's Program) 大学 (学士課程以上)	_____	_____	_____
<input type="checkbox"/>	Junior College 短期大学	_____	_____	_____
<input type="checkbox"/>	Other (_____) その他 (_____)	_____	_____	_____

2. Requirements for Graduation / 卒業要件について

(1) Fill in the following information if you are currently attending an institution of higher education.

現在高等教育機関に在学している場合は必ず記入してください。

- ① Number of credits required for graduation 卒業に必要な単位数 : _____
- ② Number of credits already received 取得済みの単位数 : _____
- ③ Number of credits currently being taken 履修中の単位数 : _____

(2) If your program of study does not have assessment based on credits, please fill in the following information.

もし、卒業要件に単位数での評価が無い場合、以下の質問に教えてください。

- ① Number of subjects required for graduation 卒業に必要な科目数 : _____
- ② Number of subjects already completed 取得済みの科目数 : _____
- ③ Number of subjects currently being taken 履修中の科目数 : _____
- ④ Total number of classes required to complete one subject 一つの科目の全授業回数 : _____
- ⑤ Hours of class required per subject/Number of classes per week 一科目一回の授業時間 / 一週間の授業回数 : _____ / _____

3. Documents Proving Graduation Requirements / 卒業要件を示す書類の提出について

① Submit documents showing the list of classes you are currently taking and documents that show the graduation requirements for your current major (e.g. student handbook or school website that provides the relevant information). If your academic transcript shows this information, you are not required to submit these documents.

現在高等教育機関に在学している場合は、上記「2. 卒業要件について (1)」の内容を示す証明書類 (または学生ハンドブックや大学のホームページより印刷したもの) を提出してください。提出される成績証明書にその内容が含まれている場合は、証明書類の提出は不要です。

② Students who have already graduated do not need to submit the above documents, but they MUST submit their graduation certificate/diploma.

既に高等教育機関を卒業している場合は、「卒業証明書」を提出してください。

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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.

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

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