

RITSUMEIKAN ASIA PACIFIC UNIVERSITY UNDERGRADUATE APPLICATION HANDBOOK

ONLINE APPLICATION

September 2020 Enrollment
Special Additional Application

For International Applicants
Residing Outside Japan

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

2020 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.

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.

This handbook is for first year applicants residing outside of Japan who do not possess Japanese nationality (including dual nationality) or Japanese permanent residency status.

For those who currently reside in Japan with a status of residence as approved by the Immigration Bureau of the Ministry of Justice of Japan (excluding short-term stays) and who can attend an interview in Japan, as well as for those who are being sponsored by a Japanese government scholarship, please refer instead to the “Undergraduate Application Handbook for International Applicants Residing in Japan.”

1 Number of Students Accepted

Intake of first year international undergraduate students residing outside Japan for this application:

	September 2020 enrollment
College of Asia Pacific Studies	15
College of International Management	15

2 Application Eligibility

Applicants must fulfill BOTH of the following requirements:

□ Requirement 1: Educational Qualifications

Applicants must have graduated or be scheduled to graduate from a high school (or secondary school) determined by the Japanese School Education Act or have an academic background equivalent 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. Have completed a standard overseas education curriculum at an education institution in Japan designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
3. Have completed an upper secondary course at a special training college designated by MEXT.
4. Have completed a standard education curriculum in less than 12 years at an overseas institution and have completed a curriculum at a preparatory education institution designated by MEXT or at an educational center designated by MEXT.
5. Have received an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A Level results.
6. Have completed a 12-year standard education curriculum accredited by an international evaluation group (WASC, CIS, ACSI).
7. 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.
8. Be at least 18 years of age and recognized through an individual screening by APU as having an academic background equivalent to or higher than a high school graduate.
9. Have completed an 11-year standard education curriculum at an educational institution in Uzbekistan, Sudan, Belarus, Peru, Myanmar, or Russia.
10. 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 will be younger than 18 years of age by the time of enrollment*, please contact the Admissions Office.
- If you withdrew from school and did not graduate from high school, it is still possible to apply to APU if 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*

***The date of enrollment is September 21 for fall enrollment.**

□ Requirement 2: Language Proficiency

Applicants must meet one of the following English or Japanese language proficiency requirements.

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

*TOEIC® and TOEFL® are registered trademarks of the Educational Testing Service (ETS). This publication is not endorsed or approved by ETS. L&R is an abbreviation for LISTENING AND READING.

Please refer to page 7, “4. Documents Proving English/Japanese Proficiency,” for additional details regarding the required language proficiency certifications.

3 Application Process and Schedule

1. Evaluation Method

You do not need to come to Japan for the evaluation process. Your application will be evaluated based on all the documents and information you submit with the online application, as well as your performance during an online assessment.

English-basis Applicants:

English-basis applicants must submit both the online application and the online assessment by the application period deadline listed below. Please refer to page 12 for more details regarding the online assessment.

Japanese-basis Applicants:

Japanese-basis applicants must submit the online application by the application period deadline listed below. After submitting the online application you will receive an email with more information regarding the online assessment, which will be conducted in the form of an online interview. Please refer to page 12 for more details regarding the online assessment.

2. Final Results

The final application results and APU Tuition Reduction Scholarship results will be posted on the admissions website on the **final result notification date** listed below. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

3. Enrollment Procedures

The deadlines for completing the enrollment procedures are very soon after the final result notification date. These deadlines are listed on page 16. Please be sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

Online Application Period		Final Results
Application Period Start Date	Application Period Deadline	
May 1, 2020 (Fri)	May 12, 2020 (Tue)	June 8, 2020 (Mon)

4 Online Application

1. Please apply online through the APU admissions website (<https://admissions.apu.ac.jp>). In order to apply, you must first create an account within the APU Online Application System.
2. A digital version of all required application documents listed on the following pages must be submitted online through the APU Online Application System.
3. After completing all the information and uploading all the required documents, please be sure to submit your online application and pay the application fee by **23:59 (Japan time) on the day of the deadline**.

If you would like to submit your application by post, please contact the Admissions Office.

Important Notes for the Online Application

1. Applicants must complete all steps within the application by themselves. English-basis applicants should write in English, while Japanese-basis applicants should write in Japanese.
2. Within the online application, please **upload a digital copy of the original version** of the required documents listed on pages 5 – 10. If any document is not written in English or Japanese, you must also upload an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator. A digital version of both the original document and the official translation must be submitted. **Submitting only a translation is not accepted.**
3. Apart from the photograph, only **PDF documents** up to 2 MB can be uploaded. Please convert any documents to a PDF format using a computer software or smartphone application such as Adobe Scan or Office Lens. **If a document is not written in English or Japanese, please upload a translation together in the same PDF document.**
4. **Acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment.**
5. **After being accepted to APU, enrolling students must submit original documents or certified documents* for the uploaded application documents to APU by post.** If the original or certified documents* submitted after acceptance differ from the digital copies uploaded with the online application, or if enrolling students are not able to submit original or certified documents*, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

*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/).

□ Required Documents and Information to be Uploaded by All Applicants

Document	Details
1. Applicant Information	<p>Please complete the personal information as shown on your passport.</p> <p>Notes on sex as shown on your passport: 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 page 19 for APU's Policy Statement on Sexual and Gender Diversity.</p>

2. Education History	<p>Please complete the details of all schools you have attended in chronological order from elementary school level to the last or current school you are attending.</p> <p>Note that first year student applicants must complete or be scheduled to complete either 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.</p>
3. Academic Transcripts and Standardized Test Results	<p>If you have both A and B below, please submit both. If you do not have B, submitting only A is also acceptable. Depending on the academic transcripts and standardized tests you submit, additional assessment tests may also be conducted.</p> <p>If you are undergoing a homeschool curriculum, please also refer to C below.</p> <p>A. Academic Transcripts</p> <p>You do not need to submit academic transcripts from language schools.</p> <p>First Year Applicants</p> <ul style="list-style-type: none"> ◦ If you have already graduated from high school, please upload the last 3 years of your most recent academic transcripts. If you have been enrolled in university for over 1 year at the time of application, please also upload the academic transcripts from your university study. If you have already graduated from university, please upload your university transcript only. ◦ If you have not yet graduated from high school, please upload your most recent academic transcripts covering a period of at least 2 years. The transcripts must be issued within 2 months of the date of your application submission. <p>B. Standardized Test Results</p> <p>If you have taken any of the following standardized tests, please upload a digital copy of the official result certificate/transcript together with your online application. If you have taken the Sri Lanka GCE A Level, SAT, or ACT, please be sure to complete steps ① and ② in order to submit your test results. Only test results that have not expired will be accepted.</p> <ul style="list-style-type: none"> • GCE A Level/AS Level <ul style="list-style-type: none"> - Sri Lanka GCE A Level: results from three subjects <ol style="list-style-type: none"> ① Request to send your score report to APU directly from the test provider. ② Upload a digital copy of the score report within the online application. - Singapore GCE A Level: results from three subjects - International and other GCE A Level: results from at least two subjects (or at least four subjects for AS Level) • International Baccalaureate (IB) Diploma <p>Predicted scores accepted. Please note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma.</p> • Abitur • Baccalaureate • General Educational Development (GED) • Senior Secondary School Certificate Examination Results • Examination for Japanese University Admission for International Students (EJU) - Japan and the World + Mathematics (Course 1)) • Old SAT (Critical Reading + Mathematics + Writing) <ol style="list-style-type: none"> ① Request to send your score report to APU directly. The institution code is 2791. ② Upload a digital copy of the score report within the online application. • New SAT (Reading & Writing + Mathematics) <ol style="list-style-type: none"> ① Request to send your score report to APU directly. The institution code is 2791. ② Upload a digital copy of the score report within the online application. • ACT <ol style="list-style-type: none"> ① Request to send your score report to APU directly. The institution code is 5475. ② Upload a digital copy of the score report within the online application. • Other standardized tests <p>C. Home School Applicants</p> <p>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>

4. Documents Proving English/Japanese Proficiency

Higher emphasis is placed on the results of official language proficiency examinations during the application screening process. We highly recommend that you take one of the tests listed below.

A. Applicants who can submit language proficiency test scores

Please upload a digital copy of the original results from one of the accepted English or Japanese language proficiency exams using the method specified below.

Period of Validity

- April 2020 Enrollment: Only scores of examinations taken on or after **June 1, 2017** will be accepted.
- September 2020 Enrollment: Only scores of examinations taken on or after **September 1, 2017** will be accepted.

English-Basis Applicants

- **TOEFL® iBT Test:**
 - ① Request to send the score report to APU directly from the TOEFL website (<https://www.ets.org/toefl>). **The APU institution code is 2791.**
 - ② Input the date you requested to have the score report sent to APU within the online application.
 - ③ Upload a digital copy of the score report within the online application.
- **IELTS:**
Upload a digital copy of the Test Report Form within the online application.
- **TOEIC® L&R Test:**
Upload a digital copy of the original score report within the online application.
- **EIKEN:**
Upload a digital copy of the original test result within the online application.
- **PTE Academic:**
You can receive a 10% discount when registering for a PTE Academic test. Please visit the admissions website (<https://admissions.apu.ac.jp/>) for more information.
Upload a digital copy of the score report within the online application.
- **Cambridge English Language Assessment:**
 - ① Input the ID Number and Secret Number within the online application.
 - ② Upload a digital copy of the result statement within the online application.

TOEFL® ITP Test, IELTS (General Training Module), TOEIC® L&R Test (IP), and PTE General are not accepted.

- Applicants who have undertaken their most recent 6 years of formal education in the English language in Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom, or the United States are not required to submit an English proficiency test score.
- Applicants who have undertaken their most recent 6 years of formal education in the English language in countries other than those listed above are not required to submit an English proficiency test score if a letter is provided from their school stating that they have taken all of their subjects in English for the past 6 years.
- Applicants who have received or will receive an International Baccalaureate Diploma with English as the language of instruction are not required to submit an English proficiency test score.

For Japanese-basis Applicants

- **EJU Japanese:**
Upload a digital copy of the original test result within the online application.
- **Japanese Language Proficiency Test (JLPT):**
Upload a digital copy of the original test result within the online application.
- Applicants who have undertaken their formal education in the Japanese language within Japan for the most recent 6 years are not required to submit a Japanese language proficiency test score.
- Applicants who have undertaken their formal education in the Japanese language outside of Japan for most recent 6 years are not required to submit a Japanese language proficiency test score if a letter is provided from their school stating that they have taken all of their subjects in Japanese for the past 6 years.

B. Applicants who cannot submit language proficiency test scores

Please submit APU's "English Proficiency Evaluation" or the "日本語能力認定書" form. You can download the form from the admissions website (https://admissions.apu.ac.jp/material_download). Please have one of your language instructors complete and sign the form, and upload a digital copy within the online application or have the instructor send it to APU directly by email.

5. Application Essays	Please follow the application essay guidelines within the online application. Applicants must complete the essays by themselves.
6. Certificate of Graduation or Certificate of Expected Graduation	<p>First Year Applicants</p> <ul style="list-style-type: none"> ◦ If you have graduated from high school, please upload your High School Graduation Certificate (required). ◦ If you have not yet graduated from high school, please upload a Certificate of Expected Graduation if possible. (It is not required to upload a Certificate of Expected Graduation, but APU may contact applicants regarding their education history in order to confirm that they will complete the equivalent of 12 years of standard education.)
7. Letter of Recommendation	<p>Please ask an instructor from the last education institution you attended (including language schools) or a supervisor at the company you worked for or interned at (not including part-time jobs) to write the Letter of Recommendation. This must be a person who has known you for at least half a year.</p> <p>The Letter of Recommendation form can be downloaded from the admissions website (https://admissions.apu.ac.jp/material_download/). 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.</p> <p>Please submit the Letter of Recommendation either by uploading a digital copy within the online application or having the referee send the letter directly to APU by email at apurec@apu.ac.jp.</p>
8. Photograph	Please upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white.
9. Passport	If you have a valid passport, please upload a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, please also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. Applicants who do not have a valid passport are still eligible to apply.
10. Residence Card	<p>For applicants who already have a valid Japanese status of residence only:</p> <p>Please upload a digital copy of both sides of your Residence Card.</p>
11. Proof of Application Fee Payment For more details about the application fee payment, please refer to page 11, Section 5: Application Fee.	<p>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.</p> <p>Payment by Credit Card: Please complete the payment online through the APU Online Application System when submitting your application. You do not need to submit a digital copy of the payment receipt.</p> <p>Payment by Bank Transfer: Please upload a digital copy of your payment receipt within the online application. (Applicants who submit a paper application must pay the application fee by bank transfer.)</p>

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

Document	Details																						
1. Extracurricular Activities Report	<p>Applicants will be assessed on any cultural/artistic performances, sports competitions, student council activities, volunteer work, language learning activities, and/or other events they have participated in. Please list any activities you have participated in or any achievements you have received in the Extracurricular Activities section of the online application.</p> <p>Only activities from high school grade 10 (or equivalent) and above at the regional, national, and international level will be considered. For activities conducted within your school, only student council leadership positions, Model United Nations participation, and scholarship awards from within your school will be considered. Please refer to the chart below for examples of the types of activities to include.</p> <p>Please provide proof of participation as outlined in “2. Documents to Prove Participation in Extracurricular Activities” below. Apart from extracurricular activities that fall under category A below, extracurricular activities will not be evaluated without proof. (Please note that portfolios, CDs, DVDs, etc. created by applicants will not be accepted. These items will not be returned even if they are submitted).</p> <p>You can provide information for up to three activities in category A, B, D, and E. You can provide information for up to five activities in category C.</p> <table border="1"> <thead> <tr> <th>Activities</th><th>Examples Proving Participation/Achievements</th><th>Extracurricular Activity Category</th></tr> </thead> <tbody> <tr> <td>Student Council Activities</td><td> <ul style="list-style-type: none"> Experience of participation in an executive position on the student council (chairperson, vice president, secretary, etc.) for at least 1 school year </td><td>A</td></tr> <tr> <td>Cultural/Traditional Arts, Academic Competitions, Sports (There are no specific limitations within these fields.)</td><td> <ul style="list-style-type: none"> Awards or certificates for having participated in any type of concerts or performances Proof of public recognition gained from the results of the activity (publication in a newspaper, etc.) </td><td>B</td></tr> <tr> <td>Volunteer/Independent Activities</td><td> <ul style="list-style-type: none"> Proof of independent activities (volunteer etc.) that have received public recognition (publication in a newspaper, etc.) Proof of participation in volunteer activities </td><td rowspan="2">C</td></tr> <tr> <td>Other Activities</td><td> <ul style="list-style-type: none"> Proof of participation in Model United Nations activities Proof of participation in international conferences or events Proof of being a scholarship recipient Proof of participating in an internship (employment experience as a trainee at a company) </td></tr> <tr> <td>Opposite Language Proficiency</td><td> <ul style="list-style-type: none"> English-basis applicants: Official Japanese language proficiency test scores (JLPT, EJU, etc.) Japanese-basis applicants: Official English language proficiency test scores (TOEFL® iBT, IELTS, TOEIC®, EIKEN, PTE Academic, Cambridge English Language Assessment, etc.) </td><td rowspan="2">D</td></tr> <tr> <td>Academic Certifications or Other Language Proficiency Certificates</td><td> <ul style="list-style-type: none"> 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) </td></tr> <tr> <td>Experience Living or Studying Abroad</td><td> <ul style="list-style-type: none"> 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). </td><td>E</td></tr> </tbody> </table>	Activities	Examples Proving Participation/Achievements	Extracurricular Activity Category	Student Council Activities	<ul style="list-style-type: none"> Experience of participation in an executive position on the student council (chairperson, vice president, secretary, etc.) for at least 1 school year 	A	Cultural/Traditional Arts, Academic Competitions, Sports (There are no specific limitations within these fields.)	<ul style="list-style-type: none"> Awards or certificates for having participated in any type of concerts or performances Proof of public recognition gained from the results of the activity (publication in a newspaper, etc.) 	B	Volunteer/Independent Activities	<ul style="list-style-type: none"> Proof of independent activities (volunteer etc.) that have received public recognition (publication in a newspaper, etc.) Proof of participation in volunteer activities 	C	Other Activities	<ul style="list-style-type: none"> Proof of participation in Model United Nations activities Proof of participation in international conferences or events Proof of being a scholarship recipient Proof of participating in an internship (employment experience as a trainee at a company) 	Opposite Language Proficiency	<ul style="list-style-type: none"> English-basis applicants: Official Japanese language proficiency test scores (JLPT, EJU, etc.) Japanese-basis applicants: Official English language proficiency test scores (TOEFL® iBT, IELTS, TOEIC®, EIKEN, PTE Academic, Cambridge English Language Assessment, etc.) 	D	Academic Certifications or Other Language Proficiency Certificates	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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). 	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Experience Living or Studying Abroad	<ul style="list-style-type: none"> 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). 	E																					
2. Documents to Prove Participation in Extracurricular Activities	<p>Please upload a digital copy of any documents, certificates, score reports, etc. that prove your participation in extracurricular activities following the categories within the online application (B – E in the table above).</p> <p>For documents written in languages other than English and Japanese, please also upload a translation. (Please refer to page 5 – Important Note 2 for more details). Documents uploaded without a translation will not be evaluated.</p>																						

3. APU Tuition Reduction Scholarship Application	<p>If you would like to apply for the APU Tuition Reduction Scholarship, please input the required information within the online application following the application guidelines.</p> <p>Applicants who will obtain a Japanese status of residence (visa status) of <i>student</i> before enrolling at APU are eligible to apply for the APU Tuition Reduction Scholarship at the time of application to APU. If you are not able to receive a status of residence of <i>student</i> by the time of enrollment to APU, the APU Tuition Reduction Scholarship will be revoked. The scholarship will also be revoked if you change to a status of residence other than <i>student</i> while studying at APU.</p> <p>This scholarship is made possible by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports Science, and Technology, that support the ideals of APU. Its purpose is to help reduce the financial burden for outstanding international students. Students awarded with this scholarship are expected to maintain a good academic record and serve as role models for other students.</p> <p>A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete the tasks assigned to them on time, and avoid any misconduct unbefitting of a scholarship recipient, the scholarship will remain valid until the standard number of credits required to graduate has been reached. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, 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 undergraduate application and scholarship application, and the scholarship result will be released together with the final application results.</p> <p>2020 Tuition Reduction Scholarship Amounts* for First Year Students</p> <table><tr><th></th><th>Annual Scholarship Amount</th><th>Annual Tuition Fee Borne by Student</th></tr><tr><td>30% Tuition Reduction</td><td>approx. 390,000 JPY</td><td>approx. 910,000 JPY</td></tr><tr><td>50% Tuition Reduction</td><td>approx. 650,000 JPY</td><td>approx. 650,000 JPY</td></tr><tr><td>65% Tuition Reduction</td><td>approx. 845,000 JPY</td><td>approx. 455,000 JPY</td></tr><tr><td>80% Tuition Reduction</td><td>approx. 1,040,000 JPY</td><td>approx. 260,000 JPY</td></tr><tr><td>100% Tuition Reduction</td><td>approx. 1,300,000 JPY</td><td>0 JPY</td></tr></table> <p>*Please note that the tuition amount may be subject to change.</p>		Annual Scholarship Amount	Annual Tuition Fee Borne by Student	30% Tuition Reduction	approx. 390,000 JPY	approx. 910,000 JPY	50% Tuition Reduction	approx. 650,000 JPY	approx. 650,000 JPY	65% Tuition Reduction	approx. 845,000 JPY	approx. 455,000 JPY	80% Tuition Reduction	approx. 1,040,000 JPY	approx. 260,000 JPY	100% Tuition Reduction	approx. 1,300,000 JPY	0 JPY
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100% Tuition Reduction	approx. 1,300,000 JPY	0 JPY																	
4. Letter of Intent to Change to Student Residency Status	<p>If you currently have a status of residence (visa status) in Japan other than <i>student</i> and wish to apply for the APU Tuition Reduction Scholarship, you will need to change your status of residence to <i>student</i> before enrolling to APU.</p> <p>If you choose to change your status of residence to <i>student</i>, please submit the “Letter of Intent to Change to Student Residency Status.” Please download this letter from the admissions website (https://admissions.apu.ac.jp/material_download/), sign it, and upload a digital copy within the online application. 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 status of residence to <i>student</i> 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.</p>																		
5. Certification of Scholarships Received from Organizations other than APU	<p>If you will receive scholarship awards from organizations other than APU before or after enrollment, please upload proof of the scholarship award in either English or Japanese.</p>																		

5 Application Fee

Please pay the application fee by credit card when you submit the online application. We will accept payment by bank transfer (international or domestic) ONLY if you cannot pay by credit card. Applicants who submit a paper application must pay the application fee by bank transfer. **Applications are considered complete only when the application fee has been paid and the online application (or paper application documents) have been submitted.**

Important

1. Applications will not be processed until the application fee is paid. Please make sure to complete the payment before the application deadline. Please note that credit card payments will not be possible 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), please submit a copy of the payment receipt with your application.
3. Cash or postal money orders will not be accepted.
4. The application fee is not refundable under any circumstances.

A. Payment by Credit Card

Fee Amount : **3,500 JPY**
(The fee consists of 3,000 JPY for screening and 500 JPY for administrative purposes.)

Payment Method : After submitting your application through the APU Online Application System on the admissions website (<https://admissions.apu.ac.jp/>), you will be able to proceed to the payment page.



Please note that the layout of the website may change.

B. Payment by Bank Transfer (ONLY if you cannot pay by credit card or if you are submitting a paper application)

Applicants who submit their application online must upload a copy of their bank transfer payment receipt together with the rest of their application documents.

Fee Amount : **5,000 JPY**
(The fee consists of 3,000 JPY for screening and 2,000 JPY for administrative purposes.)

Please note that 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 if it is paid by a friend or relative in Japan, please write the **applicant's name** and **phone number** in the contact details when the payment is made and upload a digital copy of the payment receipt within the online application.

6 Online Assessment

An online assessment will be administered to ensure the fair evaluation of the academic ability, logical reasoning, and cognitive ability of all applicants.

English-basis Applicants

After submitting the online application and paying the application fee, you will see instructions for how to complete the online assessment within the APU Online Application System. The online assessment is composed of three parts: a recorded video interview, the Watson-Glaser Critical Thinking Appraisal III test, and the Core Abilities Assessment test. The entire online assessment will last approximately 60 - 70 minutes.

Video Interview (approximately 15 minutes)

For the video interview, you will not be speaking with a person. Instead, you will see a number of questions on your screen through a video interview platform, and you will record your answers to them. Each question will have a set time limit for responding.

Watson-Glaser III Critical Thinking Appraisal (approximately 30 minutes)

The Watson-Glaser III Critical Thinking Appraisal (WGIII) measures a person's ability to identify and analyze problems, as well as seek and evaluate relevant information to reach an appropriate and logical conclusion. The assessment reports on three aspects of verbal critical reasoning, specifically the ability to 1) recognize assumptions, 2) evaluate arguments, and 3) draw conclusions, as well as providing an overall measure of critical thinking proficiency.

Core Abilities Assessment (approximately 20 minutes)

The Core Abilities Assessment (CORE) consists of verbal, numerical, and abstract reasoning items and measures an individual's capacity to learn concepts and tasks, apply sound reasoning, and draw conclusions from information. (Sample questions: https://downloads.pearsonassessments.com/images/assets/caa/example_questions_coreabilities.pdf)

Japanese-basis Applicants

The online assessment will be conducted in the form of an online interview. APU will contact you by email with more details regarding the interview date and time within one week after the application period deadline.

Online Interview (approximately 20 – 30 minutes)

The online interview will be conducted by two interviewers using an online video-calling platform.

7 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 18), 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 for 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/

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

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→APU 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.

8 Information on Local Medical Services

The following describes medical information in Japan, as well as the availability of medical care 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 you wish to continue treatment at a medical institution in Japan after enrollment, please be sure to submit **a treatment plan or a patient referral document***¹.

*¹ The patient referral document (which must include the name of the 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 the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring the medications*² they 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 following page on the Ministry of Health, Labour, and Welfare's website:

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 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.

5. Accessibility

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

6. 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 your application screening results. You may also contact us after being accepted to APU.

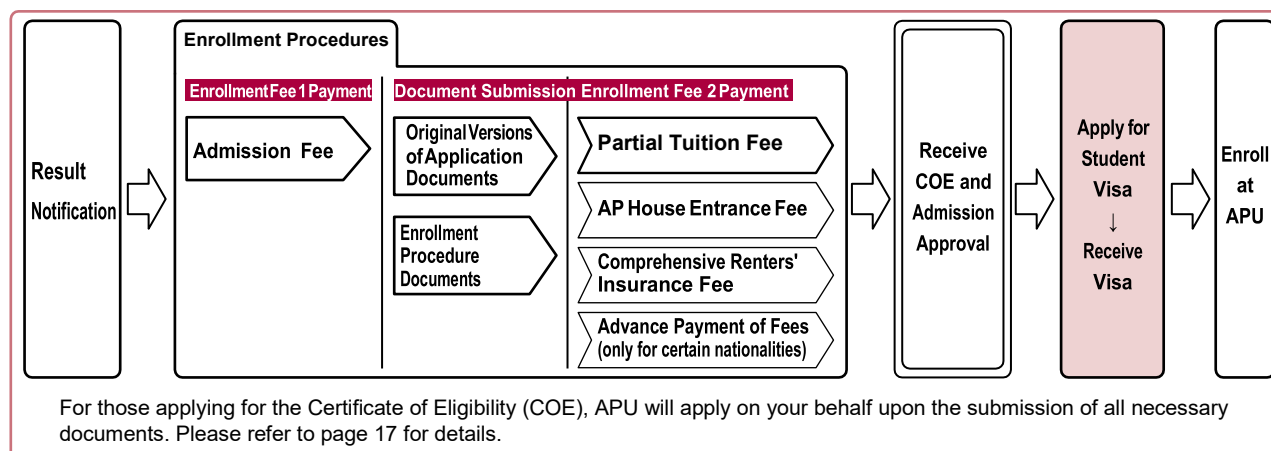
Please note:

There have been situations 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 + 81-977-78-1119 or welcome@apu.ac.jp.

9 Process from Acceptance to Enrollment

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents within the specified deadlines. For more details, please refer to the Enrollment Procedures Handbook, which will be sent together with your final results. **Please note that the required enrollment payments and documents will not be accepted beyond the specified deadline.**



10 Submitting Original Versions of Required Application Documents

As part of the enrollment procedures, enrolling students must submit original versions of the documents uploaded within the online application. Only original documents or certified documents* will be accepted for the original version.

All documents sent must arrive by the deadline specified on page 16. Please refer to the back of this handbook for details regarding where to send documents. Enrolling students living in a country with an APU Overseas Office can either bring their documents directly to the office or send them to the office by registered airmail (documents sent must reach the office by the date of the submission deadline).

Original Documents to be Submitted after Acceptance

- **Academic Transcripts** Original certificate or certified document*
- **Standardized Test Results** (if submitted with your application and not sent to APU directly from the test provider) Original certificate or certified document*
- **Certificate of Graduation or Certificate of Expected Graduation** (if submitted with your application) Original certificate or certified document*
- **Letter of Recommendation** (if the referee did not send it to APU by email) Original only
- **Results of Language Proficiency Tests** (if you submitted results for the TOEIC® L&R Test, EIKEN, or JLPT) Original only
- **Language Proficiency Evaluation Form** (if submitted with your application and your teacher did not send it to APU by email) Original only
- **Translation Documents** Original only
(English or Japanese translations are required for documents written in languages other than English or Japanese. Please submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.)

Important:

1. There may be cases where APU asks you to submit the original version of additional documents other than those listed above.
2. **APU will not return any of the submitted documents, regardless of the certificate type.** Please submit certified documents* for original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
3. **If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if any false information or forgeries are found within the submitted documents, your acceptance to APU will be revoked.**

*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 regarding how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

11 Enrollment Procedure Deadlines

Please confirm the payment and submission deadlines below with the deadlines that appear on the **Invoice for Required Enrollment Fees and Procedures** sent together with your final results.

Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
June 25, 2020 (Thu)		July 2, 2020 (Thu)

12 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.**

Enrollment Fee 1

1. Admission Fee

200,000 JPY

The admission fee will not be refunded under any circumstances.

Enrollment Fee 2

2. Partial Tuition Fee

380,000 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	380,000 JPY	266,000 JPY	190,000 JPY	133,500 JPY	76,000 JPY	0 JPY

3. Comprehensive Renters' Insurance

17,010 JPY — First 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

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 above may be subject to change.

Important 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 study before applying for a Certificate of Eligibility. This system provides assurance to the Japanese Government 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 and Procedures**, 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 (<https://admissions.apu.ac.jp/>) for more information.

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 2020 Enrollees

	First Year	Second Year	Third Year	Fourth Year
First Year Students	1,300,000 JPY	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY

Tuition amounts may be subject to change. Please refer to page 10 for more details regarding how the tuition fee differs depending on scholarship award amount.

13 Procedures Necessary for Entering Japan

Apply for a Student Visa

In order to obtain a student visa, it is necessary to have the **Certificate of Eligibility (COE)** which will be officially issued by the Japanese Immigration Bureau. APU will apply for the COE on your behalf as long as you meet all the criteria below.

1. You have requested only APU to apply for the COE on your behalf
2. You have paid all the necessary enrollment procedure fees by the stipulated deadlines
3. You are able to prove that you possess sufficient financial means for the entire period of study and have submitted all the required documents
4. APU considers it appropriate to apply for the COE on your behalf

Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for the COE on your behalf. After the COE is issued, applicants must proceed to apply for a student visa at a Japanese embassy or consulate in their country or region.

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 (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 status of residence (visa status) in Japan other than *student* and wish to apply for the APU Tuition Reduction Scholarship, you will need to change your status of residence to *student* before enrolling to APU. If you choose to change your status of residence to *student*, please submit a "Letter of Intent to Change 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 status of residence 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

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.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.

Policy Statement on Sexual and Gender Diversity

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.

For more information regarding Policies and Resources Regarding Sexual and Gender Diversity at APU, please visit <http://en.apu.ac.jp/home/life/content57/>.

Organizations Providing Standardized Examinations

Japanese Language Proficiency Test	The Japan Foundation/Japanese Educational Exchange and Services http://www.jlpt.jp
Examination for Japanese University Admission (EJU)	Japan Student Services Organization (JASSO) http://www.jasso.go.jp/ryugaku/study_j/eju/index.html
TOEFL®	Test of English as a Foreign Language by ETS: Educational Testing Service http://www.ets.org/toefl
IELTS	International English Language Testing System by the British Council http://www.ielts.org
Cambridge English Language Assessment	Cambridge English Language Assessment by Cambridge Assessment English http://cambridgeenglish.org
TOEIC®	Test of English for International Communication by ETS: Educational Testing Service http://www.ets.org/toeic
PTE Academic	Pearson Test of English Academic by PEARSON http://pearsonpte.com/
EIKEN Test in Practical English Proficiency (実用英語技能検定)	The Society for Testing English Proficiency http://www.eiken.or.jp

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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

T E L | +81-977-78-1119

Available from 9:00 to 17:30 (Japan Time: Monday to Friday)

*Closed every Tuesday from 9:30-11:30

<http://r.apu.jp/apply>

 **Ritsumeikan.APU**

 **APUAdmissionsOffice**

 **ritsumeikanapu**



**Visit our
website!**

You can contact the following offices and representatives in your native language.

APU OVERSEAS OFFICES

China

Ritsumeikan Liaison Office, Shanghai Jiao Tong University
D, 18F Shentong Xinxin Guangchang, No. 55, Huaihai West Rd.,
Shanghai City 200030, China
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
Email: apuchina@apu.ac.jp

Indonesia

APU Indonesia Information Center
C/O MARQUEE, Mayapada Tower I,
11th Floor, Jl. Jend. Sudirman Kav. 28
Jakarta 12920, Indonesia
Tel: +62-21-5289 7328/7392 Email: apu-ina@apu.ac.jp

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APU Korea Office
#608, Halla Classic Officetel 6th Floor, 23 Gangnam
Daero 84 Gil, Gangnam-gu, Seoul 06233, Korea
Tel: +82-2-564-3425/3426 Fax: +82-2-564-3427
www.ritsapu-kr.com Email: hello@ritsapu-kr.com

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APU Taiwan Office
C/O MIBC, F10F., NO.209, Sec. 1, Civic Blvd.,
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