

Name		Nationality	
------	--	-------------	--

**Application Document Checklist** When you submit your documents please make sure to put the checklist on the top

## I. Application Categories

### First Year Student Application

- (i) Applicants who possess language proficiency test scores
- (ii) Applicants who do not possess language proficiency test scores
- (iii) Applicants who are native speakers of English or Japanese
- (iv) Applicants residing in Japan

- A + B (+ E)**  
 **A + C (+ E)**  
 **A only (+ E)**  
 **A + B (+ E)**

### Transfer Student Application

- (v) Current university students or university graduates who wish to apply to APU as second year or third year transfer students are required to submit additional documents.

- A + D + (B, C, E)**  
 applicable forms only)

## II. Application Document Checklist

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

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

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

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

Please refer to the Admissions Handbook for detailed information.

### A Required Documents for All Applicants

	O Can be submitted online	P Send by post
1. Undergraduate Application Form p.1~3 [D]	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Essay p.5 [D]	<input type="checkbox"/>	<input type="checkbox"/>
3. Certificate of Eligibility / Resident Status Questionnaire p.7 [D]	<input type="checkbox"/>	<input type="checkbox"/>
4. Application fee payment • Credit card: Must register on the APU Online Application System through the admissions website • Bank transfer: Send in proof of payment • Bank check: Send in bank check	<input type="checkbox"/>	<input type="checkbox"/>
5. Academic transcripts for most recent 3 years (If you are currently in high school, the most recent 2-2.5 years are acceptable)	/	<input type="checkbox"/>
6. Mandatory or standardized national test results to enter university / standardized test result certificates (only for those who have taken them)	/	<input type="checkbox"/>
7. Letter of Recommendation [D]	/	<input type="checkbox"/>
8. Passport copy (if available)	/	<input type="checkbox"/>
9. Two identical photographs (4 cm × 3 cm or 1.57 inches × 1.18 inches)	/	<input type="checkbox"/>
10. Copy of Alien Registration Card / Residence Card (Applicants who already have a valid Japanese visa ONLY)	/	<input type="checkbox"/>
11. Checklist (This form: When you submit your documents, please make sure to put this checklist on the top.) p.19	/	<input type="checkbox"/>

### B Language Proficiency Test Scores

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

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

### C Language Proficiency Forms

English Proficiency Evaluation p.11 / 日本語能力認定書 p.12 [D]	/	<input type="checkbox"/>
---	---	--------------------------

\*International applicants residing in Japan may not use this form.

### D Transfer Student Application

1. Confirmation of Transfer Student Education Background Form p.13 [D]	/	<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)	/	<input type="checkbox"/>

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

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

1. APU Tuition Reduction Scholarship Application p.15 [D]	<input type="checkbox"/>	<input type="checkbox"/>
2. Extracurricular Activities Report p.17, 18 [D]	<input type="checkbox"/>	<input type="checkbox"/>
3. Document(s) to prove participation in extracurricular activities	/	<input type="checkbox"/>
4. Certification of scholarships received from organizations other than APU	/	<input type="checkbox"/>

-If any document will be delivered after the deadline, please specify which ones and the reasons below.

Documents	Reason	Scheduled Date of Submission
_____	_____	_____
_____	_____	_____