October, 2018

To All Students and Parents

Preparing for 2019 Enrollment Applications

Ritsumeikan Asia Pacific University

**For International Students Residing in Japan**

**2019 Enrollment Application Fee Waiver for Those Affected by Recent Natural Disasters**

Ritsumeikan Asia Pacific University (APU) extends its sympathies to all victims of recent disasters.

In order to guarantee application opportunities for students affected by earthquakes, typhoons, and other disasters that fall under the Disaster Relief Act, APU has implemented an application fee waiver process under which such students will be exempted from paying the application fee.

If you are eligible and wish to take advantage of this application fee waiver, please follow the procedures outlined below.

1. **Eligibility**

Applicants for April or September 2019 enrollment who were affected by a disaster in a district to which the Disaster Relief Act applies as shown below, and to whom one of the following circumstances applies:

* 1. Household provider has passed away, or is undergoing long-term hospitalization or medical treatment
  2. Home in which the household provider resides has been washed away, completely destroyed, significantly damaged, partially destroyed, or flooded above ground level
  3. Other disaster-related impacts judged by APU to be equivalent to (1) or (2) above

Districts to which the Disaster Relief Act applies

**Applicable districts can be viewed on the Cabinet Office of Japan’s Disaster Management website: http://www.bousai.go.jp/ (Japanese only)**

1. **Details of the Waiver**

Complete exemption from the payment of the application fee for 2019 enrollment to APU (all application methods)

1. **Required Documents** 
   1. Application for the Application Fee Waiver for Disaster-Affected Applicants \*Form designated by APU
   2. Disaster Victim Certificate (*risai shōmeisho*)
   3. Other materials proving sudden change in household financial circumstances (documentation of provider’s medical treatment, hospitalization, etc.)\*

\*Please inquire in advance if you are unsure what documentation is required for (3) above.

If you would like your Disaster Victim Certificate to be returned

In principle, submitted documents are not returned to applicants. However, it is possible to submit the original Disaster Victim Certificate and have it returned to you at a later date following confirmation by APU. Other documents will not be returned.

If you wish to have the certificate returned, please prepare a return envelope in accordance with the procedure shown below and enclose it when sending your documents (APU does not prescribe any specific envelope.)

1. Prepare a return envelope (for use with nonstandard size postal items), write your name and return address on it, and affix stamps to the value of postage for simple registered mail (430 yen). If the total weight of the documents you wish to have returned exceeds 50 grams, add extra stamps to cover the additional postage.
2. Place the documents you wish to have returned inside the return envelope (but do not seal the envelope).
3. **How and When to Apply**

Please send all required documents to the application address shown below.

**Documents must reach APU before the first day of your desired application period.**

\*Please note that the following application period has already begun. If you are applying during this period, you may submit the required documents after applying.

* April 2019 enrollment (International Students Residing in Japan)

Application period: October 1 (Mon.) to October 31 (Wed.)

1. **Notification of Screening Result**

APU will conduct a screening based on the documents submitted and send the results to the postal address or e-mail address designated on your application forms.

1. **Additional Notes**

* Please be sure to submit your application by the designated deadline. Late submissions will not be eligible for the waiver.

\*If you will not be able to obtain your documentation by the required date, please consult with APU in advance.

* If you have already paid the application fee, it will be refunded if you are considered eligible for the waiver.

\* If you have any questions or concerns, please contact the APU Admissions Office.

Address for Sending Applications:

Ritsumeikan Asia Pacific University Admissions Office (International)

Application Fee Waiver Team

Address: 1-1 Jumonjibaru, Beppu, Oita 874-8577

Telephone: 0977-78-1119 (9:00-17:30 Mon-Fri; closed Sat, Sun and public holidays)

**Application for the Application Fee Waiver for Disaster-Affected Applicants**

**International Students Residing in Japan**

TO: The President, Ritsumeikan Asia Pacific University

Application date: Year: Month: Day:

I hereby apply for the special arrangement as I was affected by a disaster to which the Disaster Relief Act applies, as detailed below.

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| --- | --- | --- | --- |
| Applicant’s Name | or signature | Date of Birth (Western calendar) | |
| Year: Month: Day: |
| Current Address | Postcode:　　　－  　　　　　　　　　　　　　　　　　　　Tel　　　　－　　　－ | |
| Address Affected by Disaster | Postcode:　　　－  　　　　　　　　　　　　　　　　　　　Tel　　　　－　　　－ | |
| Name  Contact Details  (Parent/Guardian\*) | or signature  Tel :　－　　　－  E-mail | Relationship to Applicant  Father / Mother  Other (specify: ) | |

\*If deceased as a result of the disaster, please provide details of another person in place of the parent/guardian

Grounds for Application　Circle the appropriate option and explain the circumstances in as much detail as possible.

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| --- |
| ・　Category 1: Household provider has passed away, or is undergoing long-term hospitalization or medical treatment  ・　Category 2: Home in which the household provider resides has been washed away, completely destroyed, significantly damaged, partially destroyed, or flooded above ground level  ・　Category 3: Other disaster-related impacts judged by APU to be equivalent to (1) or (2) above |
| Circumstances |

Disaster-related Documentation Submitted

Circle the type of certificate(s) you are submitting, and attach it to this form. If you circle “Other,” please write the name of the document. (Copies are acceptable for all documents other than the Disaster Victim Certificate.

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| ・　Disaster Victim Certificate  ・　Other documentation proving sudden change in household financial circumstances  (Name of document: ) |