

2020 APU Online Application Guidelines (for Undergraduate Applicants)

To all applicants,

Thank you very much for your interest in applying to APU!

While it is possible to submit your application online, there are a number of documents that you must prepare in advance. Please review the following guidelines and prepare all the necessary documents before starting your online application.

Please also refer to our [Application Handbook](#) for full details regarding the application process and requirements for each application document.

Important notes:

1. Please begin preparing your application documents at least two weeks before the application deadline. As there are many documents necessary for completing your application, you may not be able to submit your application in time if you begin preparing right before the application deadline.
2. Even if you prepare all the required documents in advance, it might take at least an hour to complete the online application.
3. As the online application is divided into multiple steps, after you complete each step you can save and return afterwards to continue completing the application. We recommend that you save and complete your application in multiple sessions.
4. For documents 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. Both the original document and the official translation must be submitted. Submitting only a translation is not accepted.
5. For required documents, you must upload a PDF version of the original document. Only PDF documents up to 2MB 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**.
 - Please upload the digital copy of original documents and their translation (if necessary) together as one PDF document. If you are unable to upload original documents and translations together, please use the "Additional Document" section at the end of the Document Uploads Step to submit remaining documents.
6. You must pay the application fee in order to complete your application. After you submit the application information, you will be taken to the application fee payment step.
 - If you choose to pay by credit card, you will be directed to the credit card payment page.
 - **If you choose to pay by bank transfer, you must upload a copy of the bank transfer payment receipt. Please complete the bank transfer payment beforehand.**
7. **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.**

The online application contains the following steps. (The estimated time to complete each step listed assumes that all required PDF documents have been prepared in advance.)

STEP 1 Applicant Information (approximately 5 minutes)

STEP 2 Education History (approximately 5 minutes)

Please include details regarding your education history. In principle, applicants must have completed or be scheduled to complete 12 years of formal education. (Applicants from Uzbekistan, Sudan, Belarus, Peru, Myanmar, and Russia only need to have completed 11 years of formal education.)

STEP 3 Transcript Information (approximately 5 minutes)

Please upload a PDF version your academic transcripts. You must upload at least one academic transcript as part of the online application. If you are unable to submit academic transcripts, please contact the APU Admissions Office at welcome@apu.ac.jp.

First Year Applicants

- 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.
- 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.

Second Year Transfer Applicants

Please upload your high school academic transcripts AND your academic transcripts from the higher education institutions you enrolled in after graduating from high school.

Third Year Transfer Applicants

Please upload your academic transcripts from the higher education institutions you enrolled in after graduating from high school. If you have not yet completed your current program, please upload academic transcripts covering a period of **at least 1.5 years**.

STEP 4 Standardized Tests (approximately 5 minutes)

If you have taken any of the following standardized tests, please upload PDF version of your standardized test results. If you have taken the Sri Lanka GCE A Level, SAT, or ACT, please also request to have your score report sent to APU directly in advance.

- **GCE A Level/AS Level**
 - Sri Lanka GCE A Level: results from three subjects
 - 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** Predicted scores accepted. Please note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma.
- **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)
- **New SAT**(Reading & Writing + Mathematics)
- **ACT**
- **Other standardized tests**

STEP 5 Language Proficiency (approximately 5 minutes)

If you will submit any of the following English or Japanese language proficiency test results, please upload a PDF version of your test results. If you have taken the TOEFL® iBT Test or PTE Academic, please also request to have your score report sent to APU directly in advance.

- **TOEFL® iBT Test**
- **IELTS**
- **TOEIC® L&R Test**
- **EIKEN**
- **PTE Academic**
- **Cambridge English Language Assessment**
- **EJU Japanese**
- **Japanese Language Proficiency Test (JLPT)**

STEP 6 Application Essays (approximately 3 minutes after writing the essays in advance)

Please prepare your answers to the following four essay questions in advance. You may write the essay in another file first and then copy and paste it into the response textbox within the application. Each essay response should be approximately 150 words.

1. Explain in detail what you aim to learn within your college of choice (APM/APS) and how it relates to your future goals.
2. Discuss a topic that is relevant to your preferred area of study (e.g. world economy, business strategy, international relations, cross-cultural understanding, social issues in your country, etc.). Please state your opinion on this topic.
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?
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 did you gain as a result? (Approx. 150 words)

STEP 7 Extracurricular Activities (A – E) (approximately 3 minutes each)

APU will evaluate any cultural/artistic performances, sports competitions, student council activities, volunteer work, language learning activities, and/or other events you have participated in from grade 10 (or equivalent) and above. Submission of this step is optional. If you have no activities or results to submit, please leave all the questions blank and proceed to the next step. Apart from section 7-A, you must submit proof of participation in extracurricular activities. Please prepare proof in the form of PDF documents in advance.

- **STEP 7-A Extracurricular Activities:** Student Council Activities
- **STEP 7-B Extracurricular Activities:** Tournament and Contest Participation
- **STEP 7-C Extracurricular Activities:** Additional Activities (volunteer activities, model UN participation, scholarship awards, internship experience, etc.)
- **STEP 7-D Extracurricular Activities:** Additional Qualifications and Standardized Test Results
- **STEP 7-E Extracurricular Activities:** Experience Living or Studying Abroad (including experience living or studying in Japan, but excluding travel or returning home to visit family).

APU Tuition Reduction Scholarship Application (if applicable) (approximately 3 minutes after preparing the essay)

If you state that you would like to apply for the APU Tuition Reduction Scholarship in STEP 1, you will be taken to the APU Tuition Reduction Scholarship Application Step. Please prepare your response to the following question in advance. You may write the essay in another file first and then copy and paste it into the response textbox within the application.

Please read the [APU 2030 Vision](#) 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?

Transfer Student Educational Background Information (transfer applicants only) (approximately 5 minutes)

Please prepare in advance a PDF version of your transfer eligibility documents (documents showing the classes you are currently taking and documents which show the graduation requirements for your current program, such as student handbooks or school websites that provide the relevant information) if applicable.

Document Uploads (approximately 10 minutes)

- **Photograph**
Please upload a photograph of yourself, taken within three months of the date you submit your application and showing a front view above chest level with a plain background. Caps and hats are not allowed. The photograph may be in color or black and white. (The photograph should be approximately 560 X 420 pixels in size.)
- **Attendance Report from Language Programs and Technical Colleges in Japan** (only if applicable)

➤ **Certificate of Graduation or Certificate of Scheduled Graduation**

First Year Applicants:

- 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 Scheduled Graduation** if possible.

Transfer Applicants:

- If you have graduated from a higher education institution, please upload the **Graduation Certificate** and **proof of the degree earned**.
- If you will transfer to APU from a non-bachelor's degree program and have yet to graduate, please upload a **Certificate of Scheduled Graduation** if possible.

➤ **Proof of Language Proficiency**

Please specify how you will prove your language proficiency (either submit a language proficiency test score, submit the APU Proficiency Evaluation form, or clarify why you are exempted from submitting proof of language proficiency)

➤ **Letter of Recommendation**

Please either ask your teacher in advance to send their Letter of Recommendation directly to APU by email or upload the completed letter by yourself in this section.

➤ **Passport Copy**

➤ **Copy of Residence Card** (only for applicants who already have a valid status of residence in Japan)

➤ **Letter of Intent to Change to Student Residency Status form** (only if applicable)

➤ **Certification of scholarships received from organizations other than APU** (only if applicable)

➤ **Application to Transfer Credit as an APU Major Subject** (Third year transfer applicants only)
Third year transfer applicants must submit this form in order to have any subjects transferred to APU be approved as an APU major subject.

➤ **Syllabus** (Third year transfer applicants only)
You must submit a syllabus for any courses you have taken or are currently taking that you wish to have approved for credit transfer as an APU major subject. A course will not be eligible for transfer as an APU major subject without a syllabus.

Submit All Application Information

Application Fee Payment

After you submit all the application information, you will be directed to the application fee payment stage. Please be sure to complete the application fee payment. **Your application is considered complete only when both the online application information is submitted and the application fee has been paid.**

Payment Receipt Upload

If you pay the application fee by bank transfer, you must upload a copy of the transfer receipt in this section.

APU Survey