

Shape your world



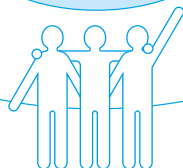
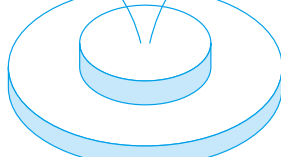
Ritsumeikan
Asia Pacific University

RITSUMEIKAN
**ASIA PACIFIC
UNIVERSITY** 2021

UNDERGRADUATE APPLICATION HANDBOOK

APRIL / SEPTEMBER 2021 ENROLLMENT

FOR INTERNATIONAL APPLICANTS
RESIDING INSIDE JAPAN



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

2021 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

- 1) To carry out the admissions process, such as screening, etc.
- 2) To notify results
- 3) To send enrollment-related documents
- 4) To complete the procedures to attain the Certificate of Eligibility to issue a visa
- 5) To send the orientation guide for international students
- 6) To send information on pre-enrollment education
- 7) To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
- 8) To send various questionnaires after admission

2. Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of applicants in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

3. Outsourcing services associated with the provision of personal data

Ritsumeikan Asia Pacific University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling 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.

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

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

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>

Duolingo English Test

<https://englishtest.duolingo.com/>

TOEIC, TOEFL, TOEFL iBT and TOEFL ITP are registered trademarks of Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.

L&R is an abbreviation for LISTENING AND READING.

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.

Admission Policy

Ritsumeikan Asia Pacific University (APU) welcomes students who will uphold the university's basic ideals of Freedom, Peace, and Humanity, International Mutual Understanding, and the Future Shape of the Asia Pacific Region. These students should also, while using both English and Japanese, be ready to acknowledge and understand differences in cultures and values, engage actively in an international campus community, and contribute to mutual learning.

New undergraduate students must possess the following attributes and abilities in order to engage in this kind of learning:

1. Knowledge and Skills
 - Basic knowledge required for studying at university
 - English or Japanese language proficiency required to pursue university-level studies
2. Reasoning, Judgment, and Expression
 - Critical thinking, analytical ability, and creativity needed to identify problems and proactively work towards their resolution
 - Ability to interpret information accurately, as well as express one's own ideas clearly and logically using facts and data
3. Initiative and Capacity to Collaborate with Individuals from Diverse Backgrounds
 - Ability to pursue goals and follow them through
 - Readiness to engage with and support others on the basis of mutual understanding
 - Desire to make full use of a multicultural learning environment and participate in multicultural collaborative learning

College of Asia Pacific Studies

1. Interest in one of the fields of environment and development, hospitality and tourism, international relations and peace studies, and culture, society, and media in the Asia Pacific region and global society
2. Ability to integrate large amounts of information and think from multiple angles when framing opinions

College of International Management

1. Interest in global management
2. Desire to contribute to the development of the Asia Pacific region and the world at large as a global citizen with an understanding of social responsibility

In order to admit undergraduate students compatible with APU's learning environment, applicants will be evaluated through a comprehensive assessment of the aforementioned knowledge, skills, reasoning, judgement, expression, initiative, and capacity to collaborate with individuals from diverse backgrounds using a variety of methods.

ADMISSIONS CATEGORIES

Apply as a Japanese/domestic applicant if:

- You possess Japanese nationality, including Japanese dual nationality.
- You have permanent residency status in Japan.

If you are a Japanese/domestic applicant, contact the APU Admissions Office (Domestic) using the contact information below to find out how to apply. If you are admitted as an international applicant even though you possess Japanese nationality, your APU Tuition Reduction Scholarship award will be withdrawn and your acceptance to APU may be revoked. If you have any concerns, contact the Admissions Office before applying.

Apply as an international applicant residing in Japan if:

- You currently reside in Japan, with a student visa or another status of residence (excluding short-term or permanent residency), and will continue to reside in Japan during the online interview dates for your application period.

If you currently possess a status of residence (visa status) other than student but intend on changing to “student” before enrolling at APU, you must complete the necessary procedures to change your status of residence by yourself. Consult the Japanese Immigration Bureau directly for details regarding how to change your current status of residence to “student”. In addition, submit the Letter of Intent to Change to Student Residency Status with your application and inform APU of your decision via email.

Apply as an international applicant residing outside Japan if:

- You are currently living outside Japan and will continue to reside outside Japan during the entirety of the application process.
- You are a US armed forces personnel, family member, or civilian under the US-Japan Status of Forces Agreement (SOFA). Contact the Admissions Office before applying.

Do not use this handbook if you are an international applicant residing outside Japan. Instead, refer to our Undergraduate Application Handbook for International Applicants Residing outside Japan.

If you are still unclear about your admissions category, contact the Admissions Office before applying.

Contact

Admissions for Japanese/Domestic Applicants
APU Admissions Office (Domestic)

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

Admissions for International Applicants
APU Admissions Office (International)

TEL: +81-977-78-1119
Hours: Monday - Friday, 9:00 - 17:30 (Japan Time)
Closed Tuesdays, 9:30 - 11:30 (Japan Time)
Email: welcome@apu.ac.jp
URL: <https://admissions.apu.ac.jp>

CONTENTS

General Process from Application to Final Results	4
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First Year Application Overview

1. Number of Students Accepted	5
2. Application Eligibility	5
3. Application Process	6
4. Application Schedule	7

Second and Third Year Transfer Application Overview

1. Number of Students Accepted	8
2. Application Eligibility	8
3. Application Process	9
4. Application Schedule	10
5. Schedule for all third year transfer applicants.....	11
6. Is transferring as a third year student right for me?	11

How to Apply and Enroll

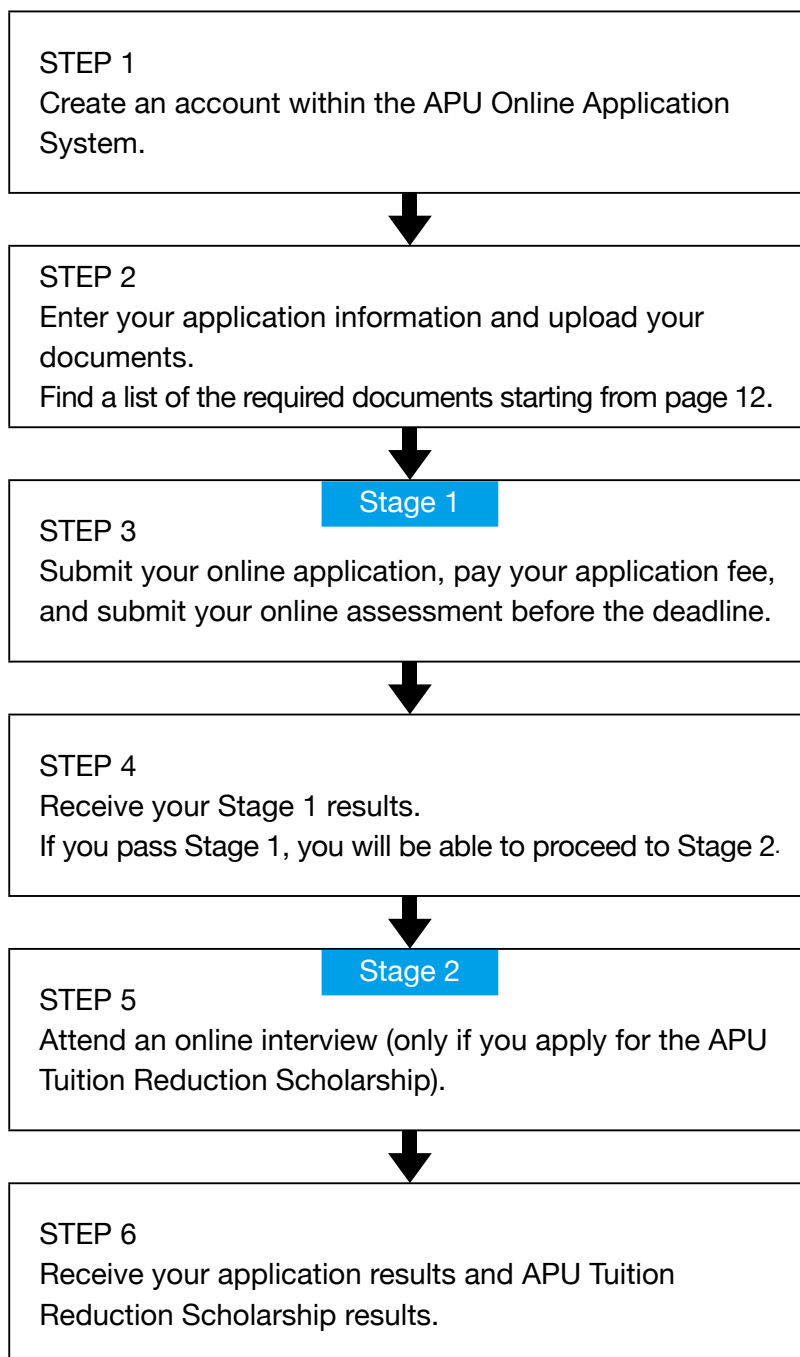
1. Online Application	12
2. APU Tuition Reduction Scholarship	20
3. Application Fee	21
4. Online Application Checklist	22
5. Online Assessment	23
6. Stage 2: Interview (Only if Applying for the APU Tuition Reduction Scholarship).....	23
7. Evaluation Method	23
8. Admissions Support for Prospective Applicants with Medical Conditions (or Disabilities)	24
9. Information on Local Medical Services	25
10. Process from Acceptance to Enrollment.....	26
11. Submitting Original Versions of Required Application Documents.....	27
12. Enrollment Procedure Deadlines.....	27
13. Enrollment Procedure Fees.....	28
14. Student Visa Procedures.....	29

To apply online, please go to:
<https://admissions.apu.ac.jp>



GENERAL PROCESS FROM APPLICATION TO FINAL RESULTS

The following is the general application process. Note that this process might be different for each applicant. It takes approximately 3 and a half months from the time you start your application to the time you receive your final results.



Note that there are additional enrollment procedures that need to be completed if you are admitted. For more details on the enrollment process, including your student visa application, refer to pages 26 to 29.

FIRST YEAR APPLICATION OVERVIEW

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

1. Number of Students Accepted

Expected yearly intake of international undergraduate students residing in Japan:

	April 2021 Enrollment	September 2021 Enrollment
College of Asia Pacific Studies	10	5
College of International Management	10	5

2. Application Eligibility

You must fulfill **both** Requirement 1 and Requirement 2:

REQUIREMENT 1: EDUCATIONAL QUALIFICATIONS

You must have graduated or be scheduled to graduate from a high school (or secondary school) designated by the Japanese School Education Act or have an academic background equivalent to one of the educational criteria listed below by the time of enrollment* to APU.

For most applicants, this means you must have:

1. **Completed a 12-year standard education curriculum at an educational institution.** If this applies to you, proceed to Requirement 2: Language Proficiency on page 6.

If you will not complete a 12-year standard education curriculum, you must have an academic background equivalent to one of the following educational criteria by the time of enrollment* to APU:

2. Completed a standard overseas education curriculum at an educational institution in Japan designated by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT).
3. Completed an upper secondary course at a special training college designated by MEXT.
4. Completed a standard education curriculum in less than 12 years at an overseas institution and have completed a curriculum at a preparatory educational institution designated by MEXT or at an educational center designated by MEXT.
5. Received an International Baccalaureate Diploma, Abitur, Baccalaureate Diploma, or GCE A Level results.
6. 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 have been recognized through an individual screening by APU as having an academic background equivalent to or higher than a high school graduate.
9. Completed an 11-year standard education curriculum at an educational institution in Belarus, Myanmar, Peru, Russia, Sudan, Uzbekistan, or at an educational institution designated by MEXT. (as of January 31, 2020) For more details, contact the Admissions Office before applying.

At the time of application, you must submit documents online proving that you will meet one of the above educational criteria by the time of enrollment to APU. After receiving your final results, you must submit further documentation by post proving that you have successfully met the required educational criteria in order to enroll at APU.

Failure to submit such documentation in a timely manner may result in your acceptance to APU being revoked.

If you have other educational qualifications, send your inquiries to the Admissions Office before applying.

- 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*, 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 April 1 for spring enrollment and September 21 for fall enrollment.

REQUIREMENT 2: LANGUAGE PROFICIENCY

You must meet one of the following English or Japanese language proficiency requirements:

Minimum English Proficiency Requirements					
IELTS	TOEFL iBT® Test	TOEIC® L&R Test	Cambridge English Language Assessment	PTE Academic	EIKEN
6.0*	75	750	169	50	Grade Pre-1

*A minimum of 5.5 is required for each section

Minimum Japanese Proficiency Requirements		
JLPT N1	JLPT N2	EJU Japanese*
100	120	Reading and Listening and Listening-Reading : 250 Writing: 30

*Both minimum scores must be met

Certain applicants may be exempted from having to submit a language proficiency test score. Refer to page 14 for more details.

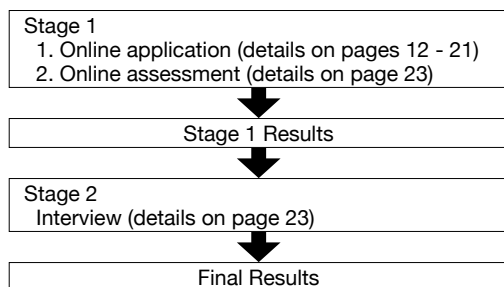
Note that only scores of examinations taken on or after June 1, 2018 (for April 2021 Enrollment) and September 1, 2018 (for September 2021 Enrollment) will be accepted.

3. Application Process

The application process will differ depending on whether or not you apply for the APU Tuition Reduction Scholarship. Details regarding the APU Tuition Reduction Scholarship are available on page 20.

Applicants who will apply for the APU Tuition Reduction Scholarship

Your application process will be divided into two stages. You must first pass stage 1 in order to proceed to stage 2.



Stage 1 Results

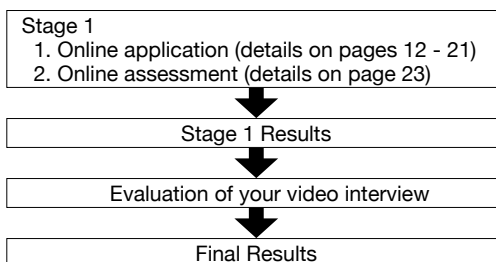
The results of stage 1 will be based on your online application and the results of the assessment tests you take during the online assessment. If you pass stage 1, you will be contacted with more information regarding how to proceed to stage 2.

Final Results

The final results will be based on your interview and application overall.

Applicants who will not apply for the APU Tuition Reduction Scholarship

Your application will be evaluated in two stages. You must first pass stage 1 in order to receive your final application results.



Stage 1 Results

The results of stage 1 will be based on your online application and the results of the assessment tests you take during the online assessment.

Final Results

The final results will be based on the video interview you take with the online assessment and application overall.

In some cases, applicants who pass stage 1 may be contacted regarding how to proceed to stage 2 before the stage 1 results announcement.

The final results will be posted on the admissions website on the final result notification date. Information regarding how to view the final results will be sent to you by email. Note that inquiries regarding final results will not be accepted.

Admitted applicants will not be allowed to reapply to the same college for the same enrollment semester. If an admitted applicant does reapply, a new interview and online assessment will not be performed and new results will not be given. The application fee will also not be returned.

4. Application Schedule

In the following application schedules, “No.” corresponds to the numbers on the Enrollment Procedure Deadlines on page 27. Note that for the final application period for each enrollment semester (No. 2 and No. 5), the deadline to complete the enrollment procedures after being admitted is shorter than other periods. Be sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

April 2021 Enrollment

Online Application Period		Stage 1 Results	Stage 2: Online Interview	Final Results	No.
Application Period Start Date	Application Period Deadline				
Sep 28, 2020 (Mon)	Oct 28, 2020 (Wed)	Nov 12, 2020 (Thu)	Nov 21, 2020 (Sat)	Dec 14, 2020 (Mon)	1
			Nov 22, 2020 (Sun)		
Nov 30, 2020 (Mon)	Jan 13, 2021 (Wed)	Jan 28, 2021 (Thu)	Feb 6, 2021 (Sat)	Mar 1, 2021 (Mon)	2
			Feb 7, 2021 (Sun)		

September 2021 Enrollment

Online Application Period		Stage 1 Results	Stage 2: Online Interview	Final Results	No.
Application Period Start Date	Application Period Deadline				
Nov 30, 2020 (Mon)	Jan 13, 2021 (Wed)	Jan 28, 2021 (Thu)	Feb 6, 2021 (Sat)	Mar 1, 2021 (Mon)	3
			Feb 7, 2021 (Sun)		
Feb 8, 2021 (Mon)	Mar 10, 2021 (Wed)	Mar 25, 2021 (Thu)	Apr 3, 2021 (Sat)	Apr 26, 2021 (Mon)	4
			Apr 4, 2021 (Sun)		
Apr 26, 2021 (Mon)	May 26, 2021 (Wed)	Jun 10, 2021 (Thu)	Jun 19, 2021 (Sat)	Jul 12, 2021 (Mon)	5
			Jun 20, 2021 (Sun)		

*Only if you apply for the APU Tuition Reduction Scholarship.

SECOND AND THIRD YEAR TRANSFER APPLICATION OVERVIEW

This section is for second and third year transfer applicants residing in Japan who do not possess Japanese nationality (including dual nationality) or Japanese permanent residency status.

1. Number of Students Accepted

Expected yearly intake of international undergraduate transfer students (residing both inside and outside Japan):

	Second Year Transfer	Third Year Transfer
College of Asia Pacific Studies	10	15
College of International Management	20	28

2. Application Eligibility

Applicants must fulfill **both** Requirement 1 and Requirement 2:

REQUIREMENT 1: EDUCATIONAL QUALIFICATIONS

Transfer Students from Non-Bachelor's Degree Programs

This refers to students who plan to transfer to APU from an educational program other than a bachelor's degree program.

Second and third year transfer applicants must fulfill one of the following requirements:

1. Have graduated from a junior college by the time of enrollment^{*1} to APU.
2. Have graduated from a technical college in Japan by the time of enrollment^{*1} to APU.
3. Have graduated from a special training school approved by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) by the time of enrollment^{*1} to APU. Note that application eligibility will be restricted to the terms stated in Article 90 of the School Education Act.

Transfer Students from Bachelor's Degree Programs

This refers to students who plan to transfer to APU from a bachelor's degree program at another university or students who plan to transfer to APU after already receiving a bachelor's degree from another university.

Second year transfer applicants must satisfy one of the two requirements below:

1. Applicants who meet all of the following requirements by the time of enrollment^{*1} to APU:
 - Have completed at least one year of study in a university bachelor's degree program inside Japan.
 - Have completed 13 years of formal education based on a standard course curriculum^{*2}.
 - Have acquired at least one fourth of the credits needed to graduate from their current university's bachelor's degree program.
2. Applicants who have completed at least one year of study in a university bachelor's degree program within Japan and acquired at least 30 course credits by the time of enrollment^{*1} to APU.

Third year transfer applicants must satisfy one of the two requirements below:

1. Applicants who meet all of the following requirements by the time of enrollment^{*1} to APU:
 - Have completed at least two years of study in a university bachelor's degree program inside Japan.
 - Have completed 14 years of formal education based on a standard course curriculum^{*2}.
 - Have acquired at least half of the credits needed to graduate from their current university's bachelor's degree program.
2. Applicants who have completed at least two years of study in a university bachelor's degree program within Japan and acquired at least 60 course credits by the time of enrollment^{*1} to APU.

At the time of application, you must submit documents online proving that you will meet one of the above educational criteria by the time of enrollment to APU. After receiving your final results, you must submit further documentation by post proving that you have successfully met the required educational criteria in order to enroll at APU.

Failure to submit such documentation in a timely manner may result in your acceptance to APU being revoked.

Transfer applicants from countries and regions that do not satisfy the standard 12-year education requirement must have completed or be scheduled to complete their second or third year of university-level education.

^{*1} The date of enrollment is April 1 for spring enrollment and September 21 for fall enrollment.

^{*2} If you have completed an 11-year standard education curriculum at an educational institution in a country designated by MEXT (Belarus, Myanmar, Peru, Russia, Sudan, or Uzbekistan (as of January 31, 2020)) and are currently enrolled in an educational institution for your 12th or 13th year of formal education, contact the Admissions Office before applying.

REQUIREMENT 2: LANGUAGE PROFICIENCY

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

Minimum English Proficiency Requirements					
IELTS	TOEFL iBT® Test	TOEIC® L&R Test	Cambridge English Language Assessment	PTE Academic	EIKEN
6.5*	85	800	176	58	Grade 1

*A minimum of 6.0 is required for each section

Minimum Japanese Proficiency Requirements		
JLPT N1	JLPT N2	EJU Japanese*
110	140	Reading and Listening and Listening-Reading: 280 Writing: 35

*Both minimum scores must be met

Certain applicants may be exempted from having to submit a language proficiency test score. Refer to page 14 for more details.

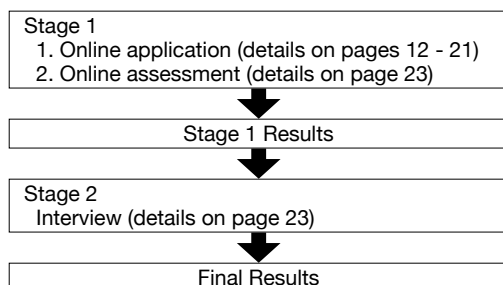
Note that only scores of examinations taken on or after June 1, 2018 (for April 2021 Enrollment) and September 1, 2018 (for September 2021 Enrollment) will be accepted.

3. Application Process

For second year transfer applicants, the application process will differ depending on whether or not you apply for the APU Tuition Reduction Scholarship. Details regarding the APU Tuition Reduction Scholarship are available on page 20.

Second year transfer applicants who will apply for the APU Tuition Reduction Scholarship

Your application process will be divided into two stages. You must first pass stage 1 in order to proceed to stage 2.



Stage 1 Results

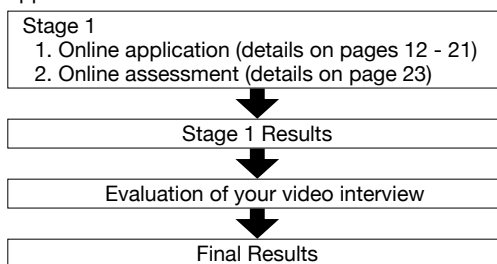
The results of stage 1 will be based on your online application and the results of the assessment tests you take during the online assessment. If you pass stage 1, you will be contacted with more information regarding how to proceed to stage 2.

Final Results

The final results will be based on your interview and application overall.

Second year transfer applicants who will not apply for the APU Tuition Reduction Scholarship and all third year transfer applicants

Your application will be evaluated in two stages. You must first pass stage 1 in order to receive the final application results.



Stage 1 Results

The results of stage 1 will be based on your online application and the results of the assessment tests you take during the online assessment.

Final Results

The final results will be based on the video interview you take with the online assessment and application overall.

In some cases, applicants who pass stage 1 may be contacted regarding how to proceed to stage 2 before the stage 1 results announcement.

The final results will be posted on the admissions website on the final result notification date. Information regarding how to view the final results will be sent to you by email. Note that inquiries regarding final results will not be accepted.

Admitted applicants will not be allowed to reapply to the same college for the same enrollment semester. If an admitted applicant does reapply, a new interview or online assessment will not be performed and new results will not be given. The application fee will also not be returned.

4. Application Schedule

In the following application schedules, “No.” corresponds to the numbers on the Enrollment Procedure Deadlines on page 27. Note that for the final application period for each enrollment semester (No. 2 and No. 5), the deadline to complete the enrollment procedures after being admitted is shorter than other periods. Be sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

April 2021 Enrollment

Online Application Period		Stage 1 Results	Stage 2: Online Interview	Final Results	No.
Application Period Start Date	Application Period Deadline				
Sep 28, 2020 (Mon)	Oct 28, 2020 (Wed)	Nov 12, 2020 (Thu)	Nov 21, 2020 (Sat)	Dec 14, 2020 (Mon)	1
			Nov 22, 2020 (Sun)		
Nov 30, 2020 (Mon)	Jan 13, 2021 (Wed)	Jan 28, 2021 (Thu)	Feb 6, 2021 (Sat)	Mar 1, 2021 (Mon)	2
			Feb 7, 2021 (Sun)		

September 2021 Enrollment

Online Application Period		Stage 1 Results	Stage 2: Online Interview	Final Results	No.
Application Period Start Date	Application Period Deadline				
Nov 30, 2020 (Mon)	Jan 13, 2021 (Wed)	Jan 28, 2021 (Thu)	Feb 6, 2021 (Sat)	Mar 1, 2021 (Mon)	3
			Feb 7, 2021 (Sun)		
Feb 8, 2021 (Mon)	Mar 10, 2021 (Wed)	Mar 25, 2021 (Thu)	Apr 3, 2021 (Sat)	Apr 26, 2021 (Mon)	4
			Apr 4, 2021 (Sun)		
Apr 26, 2021 (Mon)	May 26, 2021 (Wed)	Jun 10, 2021 (Thu)	Jun 19, 2021 (Sat)	Jul 12, 2021 (Mon)	5
			Jun 20, 2021 (Sun)		

*Only if you apply for the APU Tuition Reduction Scholarship.

5. Schedule for all third year transfer applicants

Third year transfer applicants must follow the schedules on this page.

April 2021 Enrollment

Online Application Period		Stage 1 Results	Final Results	No.
Application Period Start Date	Application Period Deadline			
Aug 31, 2020 (Mon)	Sep 30, 2020 (Wed)	Oct 15, 2020 (Thu)	Dec 7, 2020 (Mon)	6
Nov 2, 2020 (Mon)	Dec 2, 2020 (Wed)	Dec 17, 2020 (Thu)	Feb 1, 2021 (Mon)	7

September 2021 Enrollment

Online Application Period		Stage 1 Results	Final Results	No.
Application Period Start Date	Application Period Deadline			
Feb 1, 2021 (Mon)	Mar 3, 2021 (Wed)	Mar 18, 2021 (Thu)	Apr 26, 2021 (Mon)	8
Apr 5, 2021 (Mon)	May 12, 2021 (Wed)	May 27, 2021 (Thu)	Jul 12, 2021 (Mon)	9

6. Is transferring as a third year student right for me?

Because of the unique education and job-seeking system in Japan, there are times when we recommend that students apply as a second year transfer student even if they will complete two years of study at a higher education institution before enrolling at APU. Read the following points before applying and take into consideration your plans for study and job-seeking after enrollment.

In general, third year transfer students should be able to transfer at least 10 credits as major subject equivalent credits. However, considering the limited time available to spend on student clubs, part-time work, job hunting, and other non-study activities, many may still find it challenging to acquire the necessary number of credits to graduate within two years.

Job hunting is done while students are in the second half of their third year and may continue until students are in their fourth year. If you wish to seek employment in Japan, you will need to devote a certain amount of time to job hunting activities and may therefore be unable to take as many credits as necessary to graduate within two years. Additionally, Japanese-language study is highly recommended for those who intend to work in Japan after graduation. Considering the above, we advise those who wish to job hunt in Japan to apply as second year students.

While Japanese (for English-basis students) or English (for Japanese-basis students) language study is not mandatory for third year transfer students, you will have the freedom to enroll in these classes. However, as language subjects require a considerable amount of study time, taking these subjects alongside your major courses and graduating within two years is extremely demanding. We advise those who wish to study Japanese to apply as second year students.

Refer to the admissions website (https://admissions.apu.ac.jp/how_to_apply/transfer_students/) for more details regarding transferring to APU.

HOW TO APPLY AND ENROLL

1. Online Application

1. Create an account within the APU Online Application System on the APU admissions website (<https://admissions.apu.ac.jp/>).
2. Input your information and upload digital versions of all required application documents listed on the following pages into the APU Online Application System.
3. **Submit your online application and pay the application fee by 23:59 (Japan time) on the day of the application deadline.**

- You must complete all the steps within the application by yourself. English-basis applicants should write in English, while Japanese-basis applicants should write in Japanese.
- Upload a digital copy of the original version of the required documents listed on pages 13 – 19 within the online application. You must also upload an official translation that includes the translator's name, address, contact details, and signature or official seal if any document is not written in English or Japanese. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator. You must submit a digital version of both the original document and the official translation. **Submitting only a translation is not accepted.**
- Apart from your photograph, only PDF documents up to 2 MB can be uploaded. Convert any documents to a PDF format using computer software or smartphone application such as Adobe Scan or Office Lens. Upload a translation together in the same PDF document if the document is not written in English or Japanese.
- **Your acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment. Any evidence of plagiarism will result in rejection of the application.**
- If accepted, you must submit original documents or certified documents* for your uploaded application documents to APU by post. Your acceptance to APU will be revoked if your original or certified documents* submitted after acceptance differ from those uploaded with the online application, or if you are not able to submit original or certified documents*. 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/).

Documents and Information to be Submitted by All Applicants

(Note that the documents required differ for first year applicants and transfer applicants.)

1. APPLICANT INFORMATION

Complete the personal information as shown on your passport.

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, 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, contact the Admissions Office at welcome@apu.ac.jp. Refer to page 31 for APU's Policy Statement on Sexual and Gender Diversity.

2. EDUCATION HISTORY

Complete the details of all schools you have attended in chronological order from elementary school to the last or current school you are attending.

First year applicants must have completed or be scheduled to complete either 12 years of education according to the standard curriculum established under the Japanese School Education Act or an equivalent school education. Consult with the Admissions Office before applying if you are from a country or region where the standard education length of education is 11 years.

3. ACADEMIC TRANSCRIPTS AND STANDARDIZED TEST RESULTS

If you have both A and B (listed below), submit both. If you do not have B, you may submit only A.

A. Academic Transcripts

You do not need to submit academic transcripts from language schools.

First Year Applicants

- If you have already graduated from high school, 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, also upload the academic transcripts from your university study. If you have already graduated from university, upload your university transcript only.
- If you have not yet graduated from high school, 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.

Second Year Transfer Applicants

- 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

- 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, upload academic transcripts covering a period of **at least 1.5 years**.

B. Standardized Test Results

Upload a digital copy of the official result certificate or transcript together with your online application if you have taken any of the following standardized tests. Only test results that have not expired will be accepted.

Sri Lanka GCE A Level (results from three subjects)

- Request to send your score report to APU directly from the test provider **and** 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

- Predicted scores accepted. Note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma.

Abitur

Baccalaureate

BTEC

- Level 3 Diploma/National Diploma
- Level 3 Extended Diploma/National Extended Diploma

General Educational Development (GED)

Hong Kong Diploma of Secondary Education Examination (HKDSE)

- Results of 4 core subjects and at least 1 elective subject. Predicted scores accepted.

Senior Secondary School Certificate Examination Results

Examination for Japanese University Admission for International Students (EJU)

- Japan and the World + Mathematics (Course 1)

New SAT (Reading & Writing + Mathematics)

- Request to send your score report to APU directly using the institution code 2791 **and** upload a digital copy of the score report within the online application.

Old SAT (Critical Reading + Mathematics + Writing)

- Request to send your score report to APU directly using the institution code 2791 **and** upload a digital copy of the score report within the online application.

ACT

- Request to send your score report to APU directly using the institution code 5475 **and** upload a digital copy of the score report within the online application.

Other standardized tests

C. Applicants undergoing a home school curriculum

We strongly recommend submitting an SAT, ACT, or GED score report if you are undergoing a home school curriculum. You may be required to submit one of these score reports if deemed necessary during the evaluation of your application.

4. DOCUMENTS PROVING ENGLISH/JAPANESE PROFICIENCY

Submit documents to meet one of the following requirements (1 – 3). Note that higher emphasis is placed on 1 and 2 during the application evaluation process.

1. Submit one of the scores listed in A (see page 15)
2. Submit one of the scores listed in A together with scores from B* (see page 15)
3. Submit scores from B together with C* (see page 15)

*Only English-basis applicants can submit 2 and 3.

English-basis applicants are not required to submit an English proficiency test score if:

- You have completed or will complete your 12th year of formal education in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or the United States of America.
- You have taken or will have taken your most recent 3 years of formal education before enrolling at APU in the English language in a country other than those listed above and submit a letter from your school stating that you have taken all of your subjects in English for the past 3 years.
- You have received or will receive an International Baccalaureate Diploma with English as the language of instruction.
- You have graduated from a bachelor's degree program or master's degree program that was conducted entirely in English.
- You have received one of the following standardized test scores:
 - Old SAT (Critical Reading and Writing): 1,100 or above
 - New SAT (Evidence-Based Reading and Writing): 590 and above
 - ACT: 25 and above (the average of English and Reading must be 25 or above.)

Japanese-basis applicants are not required to submit a Japanese proficiency test score if:

- You have undertaken your formal education in the Japanese language within Japan for the most recent 3 years.
- You have undertaken your formal education in the Japanese language outside of Japan for the most recent 3 years, and submit a letter from your school stating that you have taken all of your subjects in Japanese for the past 3 years.

A. Official Language Proficiency Test Scores

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 2021 Enrollment: Only scores of examinations taken on or after June 1, 2018 will be accepted.
- September 2021 Enrollment: Only scores of examinations taken on or after September 1, 2018 will be accepted.

English-Basis Applicants

IELTS:

- Upload a digital copy of the Test Report Form within the online application.

TOEFL iBT® Test:

- Request to send the score report to APU directly from the TOEFL website (<https://www.ets.org/toefl>). The APU institution code is 2791.
- Input the date you requested to have the score report sent to APU within the online application.
- Upload a digital copy of the score report within the online application.

TOEIC® L&R Test:

- Upload a digital copy of the original score report within the online application.

Cambridge English Language Assessment:

- Input the ID Number and Secret Number within the online application.
- Upload a digital copy of the result statement within the online application.

PTE Academic:

- Upload a digital copy of the score report within the online application.

EIKEN:

- Upload a digital copy of the original test result within the online application.

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.

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

B. Optional Duolingo English Test Scores (only for English-basis applicants)

You may submit Duolingo English Test scores as an optional supplement to assist us with evaluating your English language proficiency. Note that submitting one of the English language proficiency scores listed in A or the English Proficiency Evaluation Form in C below is still required. If you would like to submit your Duolingo English Test scores, enter your score within the online application and request to have your scores sent directly to APU from the test provider. Refer to the Duolingo English Test website (<https://englishtest.duolingo.com/>) for more information.

C. English/Japanese Proficiency Evaluation Forms (only for English-basis applicants)

If you cannot submit language proficiency test score listed in A, submit APU's English Proficiency Evaluation form with scores of B Duolingo English Test. You can download the form from the admissions website (https://admissions.apu.ac.jp/material_download/). Have one of your language instructors complete the form, and then have the instructor send it to APU directly by email to apurec@apu.ac.jp.

5. APPLICATION ESSAYS

Follow the application essay guidelines within the online application. You must complete the essays by yourself. Note the strict word limit for each essay.

6. CERTIFICATE OF GRADUATION OR CERTIFICATE OF EXPECTED GRADUATION

First Year Applicants

- If you have graduated from high school, upload a digital copy of your High School Graduation Certificate (required).
- If you have not yet graduated from high school, upload a document that states the details of your expected graduation date. (It is not required to upload this document, 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.)

Transfer Applicants

- If you have graduated from a higher education institution, upload a digital copy of 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, upload a document that states the details of your expected graduation date. In addition, if you are not currently enrolled in a bachelor's degree program, upload proof from your current institution that, upon completing the program, you will be able to transfer as a second year or third year student into a bachelor's degree program. This could be documents issued by the institution or a screenshot of the corresponding explanation on the institution's website.

7. LETTER OF RECOMMENDATION

Ask an instructor from the last educational 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 your Letter of Recommendation. This must be a person who has known you for **at least half a year**.

The Letter of Recommendation form can be downloaded from the admissions website (https://admissions.apu.ac.jp/material_download/). Submit the Letter of Recommendation by having the referee send the letter directly to APU by email at apurec@apu.ac.jp.

The Letter of Recommendation form should be completed in English or Japanese. Attach a translation in English or Japanese if the letter is not written in either of these languages.

8. PHOTOGRAPH

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

Upload a digital copy of the information page showing your name, photograph, and passport number. Also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. You are still eligible to apply if you do not have a valid passport.

10. RESIDENCE CARD (ONLY FOR APPLICANTS WHO ALREADY HAVE A VALID JAPANESE STATUS OF RESIDENCE)

Upload a digital copy of both sides of your Residence Card.

11. PROOF OF APPLICATION FEE PAYMENT

Payment by Credit Card:

- 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.

Payment by Bank Transfer:

- Upload a digital copy of your payment receipt within the online application.

Documents for Transfer Applicants

1. TRANSFER STUDENT EDUCATIONAL BACKGROUND INFORMATION

Provide the required information within the online application.

Second year transfer students may transfer **up to 30 credits** and third year transfer students may transfer up to **62 credits**. However, the number of transfer credits awarded will be determined after a review of final academic transcripts and syllabi submitted by admitted transfer applicants. You will be notified of the number of transfer credits awarded with your final application results. If you are still taking classes at the time of application, the final results (official transcript) for these classes must be submitted to the Admissions Office once they have been released. **Your eligibility to enroll at APU may be revoked if you do not submit the final results.** Note that students must complete a total of 124 credits to graduate from APU.

2. TRANSFER ELIGIBILITY DOCUMENTS

Submit documents showing the classes and number of credits you are currently taking and documents that show the graduation requirements for your current program, such as PDF copies of student handbooks or school websites that provide the relevant information.

3. APPLICATION TO TRANSFER CREDITS (ONLY THIRD YEAR TRANSFER APPLICANTS)

Download the Application to Transfer Credit as an APU Major Subject form from the admissions website (https://admissions.apu.ac.jp/material_download/) and input the required information. Contact the institution you are transferring from for confirmation if you are unsure of any of the required information. Upload the completed form within your online application.

4. SYLLABUS (ONLY THIRD YEAR TRANSFER APPLICANTS)

Upload a syllabus for each course you have taken or are currently taking that you wish to have approved for credit transfer as an APU major subject equivalent. A course will not be eligible for transfer without a syllabus. Refer to the APU Major subject list on the admissions website for more details regarding the courses APU offers as major subjects.

A syllabus is a document that outlines the goals and content students will be studying in a specific course.

A syllabus includes information such as the subject name, course overview, evaluation criteria used for the course, goals for each class, length of each class, and the number of classes. Submit documents that include this information separately if it is not included in the syllabus you received for the course.

If the syllabus is written in a language other than English or Japanese, you must submit an English or Japanese translation together with the original syllabus. Only translations from the organization issuing the syllabus, a translation company, or a qualified individual translator will be accepted.

A syllabus is not required if you wish to transfer to the College of International Management (APM) from an institution accredited by AACSB, EQUIS, AMBA, or EPAS. Instead, provide a document showing that the institution has received accreditation (a screenshot of the relevant section of the institution's website is sufficient.)

Additional Documents for Submission (if Applicable)

1. EXTRACURRICULAR ACTIVITIES REPORT AND DOCUMENTS NEEDED TO PROVE PARTICIPATION

You will be assessed on any student council activities, sports competitions, cultural/artistic performances, volunteer work, language learning activities, and/or other events in which you participated. List any activities you have participated in or any achievements you have received in the Extracurricular Activities section of the online application.

Only activities from high school grade 10 (or equivalent) and above at the regional, national, and international levels will be considered. Furthermore, for activities conducted within your school, only student council leadership positions, Model United Nations participation, and scholarship awards will be considered. Refer to the chart below for examples of the types of activities to include.

Provide proof of participation by uploading 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 below). **Extracurricular activities will not be evaluated without proof, except for extracurricular activities that fall under category A below.** Note that portfolios, CDs, DVDs, etc. created by applicants will not be accepted. These items will not be returned even if they are submitted.

Upload a translation for documents written in languages other than English and Japanese.

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 	B
	<ul style="list-style-type: none"> • Proof of public recognition gained from the results of the activity (publication in a newspaper, etc.) 	C
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 	
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® Test, IELTS, TOEIC® Test, 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 and certifications that are internationally-recognized or high-level) 	
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. LETTER OF INTENT TO CHANGE TO STUDENT RESIDENCY STATUS

If you currently 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 in APU.

If you choose to change your status of residence to student, submit the Letter of Intent to Change to Student Residency Status. 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. **You will not be eligible to apply for the APU Tuition Reduction Scholarship if you do not submit this confirmation letter.** Your APU Tuition Reduction Scholarship will be revoked if 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).

3. CERTIFICATION OF SCHOLARSHIPS RECEIVED FROM ORGANIZATIONS OTHER THAN APU

If you will receive scholarship awards from organizations other than APU before or after enrollment, upload proof of the scholarship award in either English or Japanese.

4. REAPPLICATION STATEMENT

Applicants who have been admitted to APU are not allowed to reapply to the same college for the same enrollment period. However, applicants are allowed to reapply to APU if they apply for a different enrollment status, a different college, or if they were previously not accepted to APU. If you would like to reapply, download the Reapplication Statement form from the admissions website (https://admissions.apu.ac.jp/material_download/) and submit the completed form within your online application.

5. ATTENDANCE REPORT FROM LANGUAGE PROGRAMS AND TECHNICAL COLLEGES IN JAPAN

If you have attended a language program for any length of time:

Upload a digital copy of your attendance report for your entire period of study in the language program within the online application.

If you have attended a technical college in Japan for any length of time:

If possible, upload a digital copy of your attendance report for your entire period of study at the technical college within the online application.

6. DESIGNATION PAGE IN YOUR PASSPORT (FOR APPLICANTS WHO HAVE A VALID SPECIFIED VISA – DESIGNATED ACTIVITIES)

Upload a digital copy of the Designation Page in your passport that shows the category of your Specified Visa – Designated Activities (e.g. working holiday, internship). Check with the Japanese immigration bureau in your area of jurisdiction to confirm that your residence status can be changed to “student” while you are residing in Japan. Notify the Admissions Office promptly if you find that your status cannot be changed in Japan.

2. APU Tuition Reduction Scholarship

You can apply for the APU Tuition Reduction Scholarship through the online application.

Applicants who will obtain a Japanese status of residence (visa status) of “student” before enrolling at APU are eligible to apply for the APU Tuition Reduction Scholarship at the time of application to APU. **The APU Tuition Reduction Scholarship will be revoked if you are not able to receive a status of residence of “student” by the time of enrollment to APU.** The scholarship will also be revoked if you change to a status of residence other than “student” while studying at APU.

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 this scholarship are expected to maintain a good academic record and serve as role models for other students.

A review of academic performance and other criteria will be conducted each semester to determine whether or not recipients qualify for the renewal of the APU Tuition Reduction Scholarship. The scholarship will remain valid until the standard number of credits required to graduate has been reached, provided that the recipients maintain a good academic record, complete the tasks assigned to them on time, and avoid any misconduct unbecoming of a scholarship recipient. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, the scholarship will be revoked. Interested applicants should apply for the APU Tuition Reduction Scholarship within their online application upon an understanding of the above. An overall evaluation of all submitted documents and interview and/or online assessment will be conducted for both the undergraduate application and scholarship application, and **the scholarship result will be released together with the final application results.**

2021 Tuition Reduction Scholarship* for First Year Students

Tuition Reduction	Annual Scholarship Amount	First Year Tuition Fee
30%	approx. 390,000 JPY	approx. 910,000 JPY
50%	approx. 650,000 JPY	approx. 650,000 JPY
65%	approx. 845,000 JPY	approx. 455,000 JPY
80%	approx. 1,040,000 JPY	approx. 260,000 JPY
100%	approx. 1,300,000 JPY	0 JPY

2021 Tuition Reduction Scholarship* for Transfer Students

Tuition Reduction	Annual Scholarship Amount	Annual Tuition Fee
30%	approx. 450,000 JPY	approx. 1,050,000 JPY
50%	approx. 750,000 JPY	approx. 750,000 JPY
65%	approx. 975,000 JPY	approx. 525,000 JPY
80%	approx. 1,200,000 JPY	approx. 300,000 JPY
100%	approx. 1,500,000 JPY	0 JPY

*Note that tuition amount may be subject to change. In addition, the tuition for the first year of study is different from the tuition for the second through fourth years of study.

3. Application Fee

Pay the application fee by credit card when you submit the online application. We will still accept payment by bank transfer (international or domestic) only if you cannot pay by credit card. Applications are considered complete only when the application fee has been paid and the online application has been submitted.

- Applications will not be processed until the application fee is paid. Be sure to complete the payment before the application deadline. Note that credit card payments will not be possible after **23:59 (Japan time) on the day of the deadline**.
- The payment must be made in Japanese yen (JPY). Submit a copy of the payment receipt with your application if you pay by bank transfer (international or domestic).
- Cash or postal money orders will not be accepted.
- The application fee is not refundable under any circumstances.

A. Payment by credit card

Fee Amount: 36,800 JPY

(The fee consists of 35,000 JPY for evaluation and 1,800 JPY for administrative purposes.)

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

Note that the layout of the website may change.



B. Payment by bank transfer (only if you cannot pay by credit card)

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

Fee Amount: 35,000 JPY

Note that bank transfer fees vary from bank to bank. All bank transfer fees must be covered by the payer. We will bill you for the remaining amount if you pay the application fee by bank transfer and the amount we receive does not cover the entire application fee.

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, 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.

4. Online Application Checklist

Apply online through the APU Online Application System at (https://admissions.apu.ac.jp/apply_online/).

- A digital copy of all required application documents should be submitted through the online application.
- There is no need to print out the documents submitted online and send them to APU at the time of application. All documents submitted online will be treated as an authentic copy.
- Upload an official English or Japanese translation for documents not written in English or Japanese. (Refer to page 12 for more details.)

Documents for All Applicants

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1. Applicant information
<input type="checkbox"/>	2. Education history
<input type="checkbox"/>	3. Academic transcripts
<input type="checkbox"/>	4. Standardized test results (only if you have taken a standardized test) Score reports for the SAT, ACT, and GCE (Sri Lanka) examinations must be forwarded directly to APU from the test provider and uploaded within the online application.
<input type="checkbox"/>	5. Language Proficiency Test Scores or Language Proficiency Evaluation Form
<input type="checkbox"/>	6. Application essays (input within the online application system)
<input type="checkbox"/>	7. Certificate of Graduation or Certificate of Expected Graduation (if you are currently a student and can submit it)
<input type="checkbox"/>	8. Letter of Recommendation (have the referee email it to apurec@apu.ac.jp)
<input type="checkbox"/>	9. Photograph
<input type="checkbox"/>	10. Passport (if available)
<input type="checkbox"/>	11. Residence Card (only if you already have a valid Japanese status of residence)
<input type="checkbox"/>	12. Proof of application fee payment: a digital copy of the bank transfer payment receipt (only if you pay by bank transfer)

Additional Documents (if applicable)

<input type="checkbox"/>	1. Extracurricular Activities Report and documents needed to prove participation
<input type="checkbox"/>	2. Letter of Intent to Change to Student Residency Status
<input type="checkbox"/>	3. Certification of scholarships received from organizations other than APU
<input type="checkbox"/>	4. Reapplication Statement
<input type="checkbox"/>	5. Attendance Report from Language Programs and Technical Colleges in Japan
<input type="checkbox"/>	6. Designation Page in your Passport (for applicants who have a valid specified visa – designated activities)

Transfer Student Application Information

If you have already graduated from a higher education institution, you do not need to submit 2 and 3 below.

<input type="checkbox"/>	1. Transfer student educational background information
<input type="checkbox"/>	2. Documents showing current classes
<input type="checkbox"/>	3. Credit requirements for graduation (e.g. from a student handbook or school website that provides the relevant information)
<input type="checkbox"/>	4. Application to Transfer Credit as an APU Major Subject form (third year transfer applicants only)
<input type="checkbox"/>	5. Syllabus (third year transfer applicants only)

Application handbooks can be downloaded from the admissions website (https://admissions.apu.ac.jp/material_download/).

Enrolling students must submit to APU by post the original or certified documents of all uploaded documents. Your acceptance to APU will be revoked if your original or certified documents submitted after acceptance differ from those uploaded with the online application, or if you are not able to submit original or certified documents.

5. Online Assessment

An online assessment will be administered to ensure the fair evaluation of the academic ability of all international applicants. After you submit the online application and pay the application fee, you will see instructions for how to complete the online assessment within the APU Online Application System. **You must use a computer to complete the online assessment, and you must submit the online assessment by the application deadline.**

English-basis applicants:

The online assessment consists of 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** (5 minutes for applicants who apply for the APU Tuition Reduction Scholarship, 20 minutes for applicants who do not apply for the APU Tuition Reduction Scholarship and all third year transfer applicants)

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

- **Watson-Glaser III Critical Thinking Appraisal** (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** (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.

Core Abilities Assessment Sample Questions:

https://downloads.pearsonassessments.com/images/assets/caa/example_questions_coreabilities.pdf

Japanese-basis applicants:

The online assessment consists of a recorded video interview and assessment tests to measure your logical and critical thinking skills. In some cases, an additional online interview may be required after the application deadline. Refer to the admissions website (<https://admissions.apu.ac.jp/>) for more details.

6. Stage 2: Interview (Only if Applying for the APU Tuition Reduction Scholarship)

The stage 2 interview will be conducted at a date and time set by APU, after taking your schedule into consideration. Please be aware that APU may take longer to contact you regarding the interview when the university's summer and winter breaks overlap with the application schedule. **It is not necessary to travel to APU for the interview.**

7. Evaluation Method

You do not need to come to APU for the evaluation process. Application evaluation is conducted based on all documents and information submitted with your online application, the online assessment, and the stage 2 interview (if applicable). If required, your school or the author of your Letter of Recommendation may be contacted for further information. APU may also contact you for more details regarding the information and documents submitted within the online application.

8. 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” (refer to page 30), 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, 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, submit the Admissions Support Request Form provided by APU **before applying for admission**. If possible, also submit a medical certificate or patient referral document issued by a physician.

Step 1: Making the Request

Download the Admissions Support Request Form from our website:

https://admissions.apu.ac.jp/material_download/

If you are accepted into APU, you will need to submit a medical certificate or patient referral document. Only documents written in English or Japanese will be accepted. You will need to submit a translation if your document is written in another language.

Title your email “Request for Support during the Admissions Process” send your request to welcome@apu.ac.jp **within four weeks prior to the deadline of your intended application period**.

If you are unable to make the submission deadline due to unavoidable circumstances, include the reason in your email to welcome@apu.ac.jp. Note that even with a reason, late documents may not be accepted.

Step 2: Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant.

Upload a digital copy of the receipt that is attached to this email in your online application.

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.

9. 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.

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.

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, you will need to submit a treatment plan or a patient referral document*¹.

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 their currently prescribed medicine*² 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:

English: <http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese: <http://www.mhlw.go.jp/topics/0104/tp0401-1.html>

Psychiatric Disorders/Disabilities (Mental illnesses, developmental disorders, sleeping disorders, etc.)

There are no medical institutions near APU that 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.

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.

Additional Support

Contact the Admissions Office if you will require further assistance in your daily life at APU. This will be confidential and will have no bearing on your application's evaluation. You may also contact us after being accepted to APU.

Please note:

There have been situations in which students were unable to continue receiving prescriptions for the same medicine, or were unable to continue administering self-injections, in Japan. We strongly advise 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, contact the Admissions Office at + 81-977-78-1119 or welcome@apu.ac.jp.

*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.

*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 will be unable to have the medicine administered. Please also be aware that the APU Health Clinic will be unable to administer an injections.

10. 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. Refer to the Enrollment Procedures Handbook, which will be sent together with your final results for more details. Note that the required enrollment payments and documents will not be accepted beyond the specified deadline.

STEP 1 Complete the enrollment procedures:

- Enrollment Fee 1 Payment
- Document Submissions
- Enrollment Fee 2 Payment



STEP 2 Renew your visa or change your residency status*



STEP 3

Plan your arrival to APU for the middle of March (for April enrollees) or the middle of September (for September enrollees).
The exact dates of the arrival period will be announced to enrolling students.



STEP 4

Become an APU student.
Attend the Entrance Ceremony on April 1 (for April enrollees) or September 21 (for September enrollees). These dates are subject to change.

*If you need to leave Japan after you are accepted to APU, contact the Admissions Office.

11. Submitting Original Versions of Required Application Documents

Enrolling students must submit original versions of the documents uploaded within the online application. Only original documents or certified documents* will be accepted as the original version.

All documents sent must arrive by the deadline specified below. Refer to the back of this handbook for details regarding where to send documents.

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*
Results of Language Proficiency Tests (if you submitted results for the TOEIC® L&R Test, EIKEN, or JLPT)	Original only
Translation Documents	Original only

English or Japanese translations are required for documents written in languages other than English or Japanese. 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.

*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/).

- There may be cases where you will be asked to submit the original version of additional documents other than those listed above.
- APU will not return any of the submitted documents, regardless of the certificate type. Submit certified documents for original documents that cannot be reissued. Note that submitted certificates will be discarded under APU's Document Preservation Regulation.
- Your acceptance to APU will be revoked 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.

12. Enrollment Procedure Deadlines

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.

April 2021 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
1	Jan 14, 2021 (Thu)	Jan 28, 2021 (Thu)	Feb 12, 2021 (Fri)
2		Mar 11, 2021 (Thu)	
6	Jan 7, 2021 (Thu)	Jan 14, 2021 (Thu)	Jan 21, 2021 (Thu)
7		Feb 25, 2021 (Thu)	

September 2021 Enrollment

No.	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
3	Apr 15, 2021 (Thu)	May 13, 2021 (Thu)	May 20, 2021 (Thu)
4	May 27, 2021 (Thu)	Jun 17, 2021 (Thu)	Jun 24, 2021 (Thu)
5	Aug 5, 2021 (Thu)	Aug 19, 2021 (Thu)	
8	May 27, 2021 (Thu)	Jun 17, 2021 (Thu)	Jun 24, 2021 (Thu)
9	Aug 5, 2021 (Thu)	Aug 19, 2021 (Thu)	

13. Enrollment Procedure Fees

You must pay the fees listed below in order to complete your enrollment procedures.

Ensure that you have sufficient financial means before applying. If you are admitted, the invoice for the enrollment procedure fees will be sent along with your acceptance package. You must pay the fees stated in the invoice by the payment deadline to enroll. **Your acceptance will be revoked if any deadlines are missed.**

Enrollment Fee 1

Admission Fee: **200,000 JPY**

The admission fee will not be refunded under any circumstances.

Enrollment Fee 2

1. Tuition Fee: You must pay the entire first semester's tuition before enrolling at APU.

First year students: **650,000 JPY**

Transfer students: **750,000 JPY**

If you applied for the APU Tuition Reduction Scholarship, the tuition fee varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
First Year Students: Tuition Due Before Enrollment	650,000 JPY	455,000 JPY	325,000 JPY	227,500 JPY	130,000 JPY	0 JPY
Transfer Students: Tuition Due Before Enrollment	750,000 JPY	525,000 JPY	375,000 JPY	262,500 JPY	150,000 JPY	0 JPY

2. Comprehensive Renters' Insurance

First year students: **17,010 JPY**

Second year students: **13,010 JPY**

Third year students: **8,980 JPY**

All international students must join the insurance program designated by APU. Refer to the "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan," which will be sent together with your final results for more details.

3. AP House Entrance Fee

April enrollment: **228,000 JPY**

September enrollment: **203,500 JPY**

This fee is required for all enrollees, regardless of the 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 1-3 above are subject to change.

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 the standard tuition for each year.

	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
Second Year Transfer Students	-	1,500,000 JPY	1,500,000 JPY	1,500,000 JPY
Third Year Transfer Students	-	-	1,500,000 JPY	1,500,000 JPY

14. Student Visa Procedures

Renewal or Change in Residency Status (for those who already possess a visa in Japan)

Consult with the Immigration Bureau regarding changing/renewing your residency status and also with your local municipal authority (city hall) regarding changing/renewing any other registrations. Once you have confirmed the correct procedures, complete these procedures on your own. Your APU Tuition Reduction Scholarship will be revoked if 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). Refer to page 20 for more information.

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 a 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 a 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

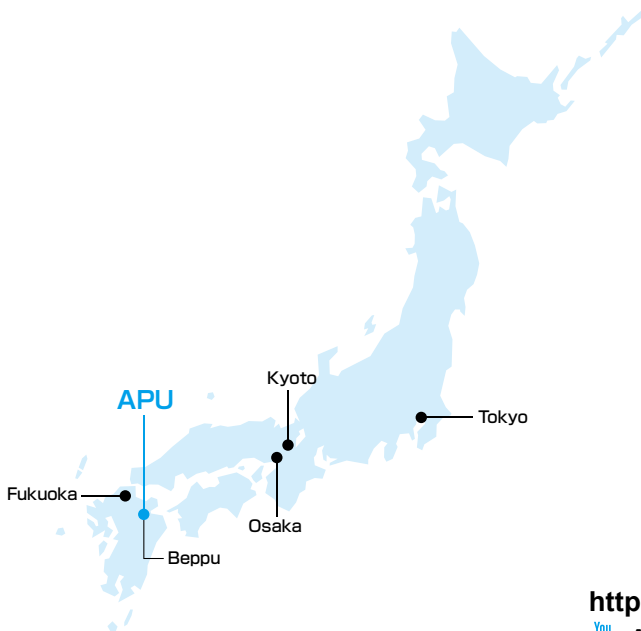
These guidelines are in effect as of April 1, 2016.

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/>).



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!**

EMAIL | welcome@apu.ac.jp

T E L | 0 9 7 7 - 7 8 - 1 1 1 9

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

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

<https://admissions.apu.ac.jp/>  **Ritsumeikan.APU**

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