Application Checklist

Please apply online at admissions.apu.ac.jp/graduate/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 the authentic copy.
・**For documents not written in English, please also upload an official English translation.**

Required Application Information and Documents	☑	Graduate School of Asia Pacific Studies			Graduate School of Management
		Master's	IMAT	Doctoral	
1. Online Application	☐		✓		
1) Applicant Information	☐		✓		
2) Personal Statement	☐		✓		
3) Research Proposal/Study Plan	☐		✓		
4) University Graduation Certificate(s)/ Certificate of Scheduled Graduation	☐		✓		
5) Academic Transcripts	☐		✓		
6) Document(s) proving English proficiency Required for all applicants who do not meet the exemption requirements	☐		✓		
7) Two Letters of Recommendation	☐		✓		
8) Passport scan (if available)	☐		✓		
9) Photographs	☐		✓		
10) Curriculum Vitae	☐	✕	✓	✕	✓
11) Sample Work or List of Research Achievements	☐	✕	✓	✓	✕
12) Supervisor Confirmation Letter	☐	✕		✓	✕
13) Certificate of Employment	☐		✕		✓
14) GMAT® Results, GRE® Results	☐	Strongly recommended but not mandatory			
2. Application Fee Payment	☐		✓		
Proof of Application Fee Payment	☐		✓		
3. Online Assessment	☐		✓		
4. Additional Documents (only if applicable)					
1) Residence Card (Only for applicants who already have a valid Japanese status of residence)	☐		✓		
2) Proof of scholarships received from organizations other than APU	☐		✓		
3) Additional required documents for each external scholarship	☐		✓		
4) Designation Page in Your Passport (Only for applicants who have a valid Specified Visa – Designated Activities)	☐		✓		

After being accepted to APU, enrolling students must submit certified copies of uploaded application documents to APU by post. Make sure to hold on to any documents you submit during the application process. Your acceptance to APU will be revoked if your documents submitted after acceptance differ from those uploaded with your online application, or if you are not able to submit the necessary documents.