

## Application Checklist

Please apply online at [https://admissions.apu.ac.jp/graduate/apply\\_online/](https://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	<input checked="" type="checkbox"/>	Graduate School of Asia Pacific Studies		Graduate School of Management
		Master's	Doctoral	
<b>1. Online Application</b>	<input type="checkbox"/>	✓	✓	✓
1) Applicant Information	<input type="checkbox"/>	✓	✓	✓
2) Personal Statement	<input type="checkbox"/>	✓	✓	✓
3) Research Proposal/Study Plan	<input type="checkbox"/>	✓	✓	✓
4) University Graduation Certificate(s)/ Certificate of Scheduled Graduation	<input type="checkbox"/>	✓	✓	✓
5) Academic Transcripts	<input type="checkbox"/>	✓	✓	✓
6) Curriculum Vitae	<input type="checkbox"/>	IMAT Only		✓
7) Document(s) proving English proficiency Required for all applicants who do not meet the exemption requirements	<input type="checkbox"/>	✓	✓	✓
8) Sample Work or List of Research Achievements	<input type="checkbox"/>	IMAT Only	✓	
9) Two Letters of Recommendation	<input type="checkbox"/>	✓	✓	✓
10) Passport scan (if available)	<input type="checkbox"/>	✓	✓	✓
11) Photographs	<input type="checkbox"/>	✓	✓	✓
12) Supervisor Confirmation Letter	<input type="checkbox"/>		✓	
13) GMAT® Results, GRE® Results	<input type="checkbox"/>	Recommended but not mandatory	Recommended but not mandatory	Recommended but not mandatory
14) Certificate of Employment*	<input type="checkbox"/>			✓
<b>2. Application Fee Payment</b>	<input type="checkbox"/>	✓	✓	✓
Proof of Application Fee Payment	<input type="checkbox"/>	✓	✓	✓
<b>3. Online Assessment</b>	<input type="checkbox"/>	✓	✓	✓
<b>4. Additional Documents (only if applicable)</b>				
1) Residence Card (Only for applicants who already have a valid Japanese status of residence)	<input type="checkbox"/>	✓	✓	✓
2) Proof of scholarships received from organizations other than APU	<input type="checkbox"/>	✓	✓	✓
3) Additional required documents for each external scholarship	<input type="checkbox"/>	✓	✓	✓
4) Designation Page in Your Passport (Only for applicants who have a valid Specified Visa – Designated Activities)	<input type="checkbox"/>	✓	✓	✓

\* Internal applicants who intend to enroll at APU in the semester directly after graduating from the undergraduate program do not need to meet the work experience requirement.

**After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post.** If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if enrolling students are not able to submit hard copies, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**