

Shape your world



Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

**April 2022 Enrollment
Additional Application**

**For 1st year International Applicants
Residing outside Japan**

2022 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.

Refer to the admissions website for detailed information about APU's GDPR policy (<https://admissions.apu.ac.jp/regulations/>).

Organizations Providing Standardized Examinations

Japanese Language Proficiency Test

The Japan Foundation/Japanese Educational Exchange and Services <https://www.jlpt.jp>

Examination for Japanese University Admission (EJU) Japan Student Services Organization (JASSO) https://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
<https://www.ielts.org>

Cambridge English Language Assessment

Cambridge English Language Assessment by Cambridge Assessment English <https://www.cambridgeenglish.org>

TOEIC® Test

Test of English for International Communication by ETS: Educational Testing Service <https://www.ets.org/toeic>

PTE Academic Pearson Test of English Academic by PEARSON <https://pearsonpte.com/>

EIKEN Test in Practical English Proficiency (実用英語技能検定) The Society for Testing English Proficiency <https://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

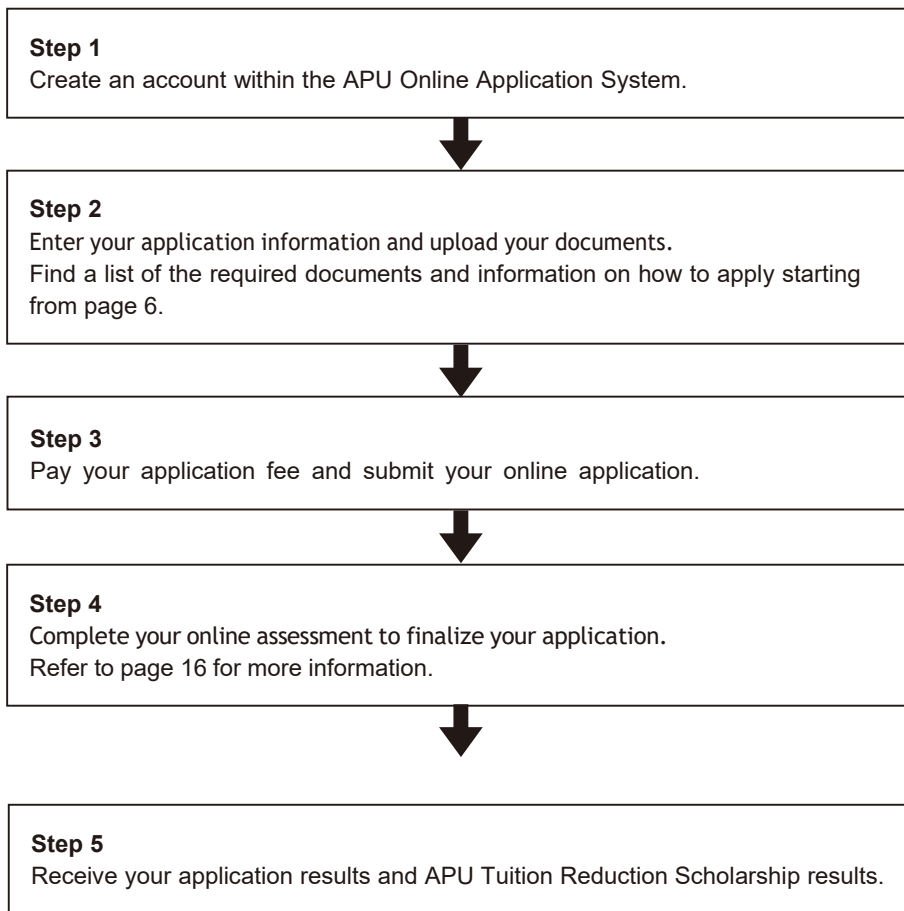
College of International Management

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.

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 three months from the time you start your application to the time you receive your final results.



! After Being Admitted

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 page 19 – 22.

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 20 for more details.)

Documents for the Online Application

| | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> | A. General information |
| <input type="checkbox"/> | B. Academic history |
| <input type="checkbox"/> | C. Academic documents (transcripts and graduation certificate) |
| <input type="checkbox"/> | D. Language requirement information |
| <input type="checkbox"/> | E. Test scores and documents |
| <input type="checkbox"/> | F. Application essays (submit the Reapplication Statement if you are reapplying to APU) |
| <input type="checkbox"/> | G. Letter of recommendation |
| <input type="checkbox"/> | H. Extracurricular activities report and documents |
| <input type="checkbox"/> | I. Expected scholarship information (upload certification of scholarships received from organizations other than APU) |
| <input type="checkbox"/> | J. Information about previous entry to Japan (if applicable) |
| <input type="checkbox"/> | K. Other required documents Photograph, Passport (if available), Residence card (only if you already have a valid status of residence), Letter of Intent to Change to Student Residence Status (if applicable) |
| <input type="checkbox"/> | L. Signature and APU survey |
| <input type="checkbox"/> | M. Digital copy of application fee payment receipt (only if you pay by bank transfer) |

Keep Your Documents

Enrolling students must submit original or certified documents for the 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 your online application, or if you are not able to submit original or certified documents.

First Year Application Overview

This section is for first year applicants residing outside Japan who do not possess Japanese nationality (including dual nationality) or Japanese Permanent Resident status.

1. Number of Students Accepted

The below expected intake of students was decided upon consideration of the yearly expected intake found in the Undergraduate Application Handbook for International Applicants Residing Outside Japan.

| | April 2022 Enrollment |
|-------------------------------------|-----------------------|
| College of Asia Pacific Studies | 25 |
| College of International Management | 25 |

2. Application Eligibility

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

A. 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 5.

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, ACSE).
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, 2019). For more details, contact the Office of International Admissions before applying.

Please refer to the admissions website (https://admissions.apu.ac.jp/how_to_apply/) if you would like to confirm if you meet the educational qualifications necessary to apply. 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 possess an academic background other than those listed above, you may confirm further details via the Inquiry Form listed on the back cover before applying.

! Other Educational Qualifications

If you left high school before graduating, or 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*, you may confirm further details via the Inquiry Form listed on the back cover before applying.

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

B. Requirement 2: Language Proficiency

You must meet one of the following English or Japanese language proficiency requirements. Certain applicants may be exempt from having to submit a language proficiency test score. Refer to page 8 and 9 for more details.

| Minimum English Proficiency Requirements** | | | | | | | |
|--|-----------------|-----------------|-------------------------|-----------------|---------------------------------------|--------------|-------------|
| IELTS | IELTS Indicator | TOEFL iBT® Test | TOEFL iBT® Home Edition | 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.

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

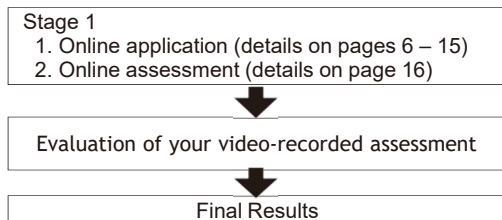
| Minimum Japanese Proficiency Requirements | | |
|---|---------|--|
| JLPT N1 | JLPT N2 | EJU Japanese* |
| 100 | 120 | 1) Reading and 2) Listening and Listening-Reading: combined score of 250 3) Writing: 30 |

*Both minimum scores must be met

Note: Only scores of examinations taken on or after June 1, 2019 (for April 2022 enrollment) and September 1, 2019 (for September 2022 enrollment) will be accepted. Examinations taken after the application deadline will not be accepted.

See page 9 for more information if you are unable to take any of the above listed tests due to the effects of the COVID-19 pandemic.

3. Application Process



Final Results

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

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.

4. Application Schedule

Be sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

| Online Application Period | | Final Results |
|-------------------------------|-----------------------------|---------------------------|
| Application Period Start Date | Application Period Deadline | |
| November 18, 2021 (Tue) | November 30, 2021 (Tue) | January 17, 2022 (Mon) |

HOW TO APPLY

Step 1

Create an account within the APU Online Application System on the APU admissions website (https://admissions.apu.ac.jp/apply_online/).



Step 2

- Input your information and upload digital versions of all required application documents listed on the following pages into the APU Online Application System.
- 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.
- If a document is not written in English or Japanese, it must be submitted **together with** an official translation. Refer to page 20 for details on translated documents.



Step 3

Pay the application fee and submit your online application.

Submit your online assessment by 23:59 (Japan time) on the day of the application deadline.

Please Be Aware

- **Your application will be rejected if any forgery, false information, and/or plagiarism is found during the application process. Additionally, your acceptance to APU will be revoked even if evidence of such acts are found after your acceptance or enrollment.** Further information about our forgery policy can be found on the admissions website (https://admissions.apu.ac.jp/how_to_apply/forgery_policy).
- 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/).

1. Documents and Information for the Online Application

Sections A-M listed below correspond to the Online Application System. Within section A. General Information, the following pages of the application are explained: Application Information, Personal Background, Emergency Contact and Financial Sponsor, and APU Representative or Agent.

A. General Information

Complete the information as designated in the application system. Make sure that the country or region and city that you input is where you will be residing up until the time of your desired enrollment at APU.

Input your personal information (name, date of birth, sex*, citizenship, etc.) as shown on your passport.

If you are applying through an APU representative or agent, confirm the office name, staff member, and contact information with them beforehand. Our representatives' information is listed on the last page of this handbook.

*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 Office of International Admissions via the link listed on the back cover of this handbook. Refer to page 24 for APU's Policy Statement on Sexual and Gender Diversity.

B. Academic History

Complete the details of all educational institutions you have attended from elementary school to the last or current school you are attending by clicking "Add New." Make sure to include undergraduate programs, language schools in Japan, and any other level of study.

Refer to Application Eligibility on page 5 for details about the educational qualifications required to apply. If you are currently employed (excluding part-time work), provide information about your current occupation.

C. Academic Documents

Academic Transcripts

If you have Academic Transcripts and Standardized Test results (listed on pages 10 and 11), submit both. When you submit an academic transcript, be sure to include information about the grading scale (maximum grade) and method of evaluation. 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 **three years** of your most recent academic transcripts. If you have been enrolled in university or another higher education institution for over one year at the time of application, also upload the academic transcripts from your study at that institution. 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 two years**. The transcripts must be issued within two months of the date of your application submission.

Graduation Certificate or Expected Graduation Certificate

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.)
- If you have graduated from a higher education institution other than a university, upload a digital copy of your graduation certificate from the institution in addition to your high school graduation certificate.
- If you have already graduated from a university or another higher education institution at the time of application, upload a digital copy of your graduation certificate from the school. If you are submitting a university graduation certificate, you do not have to submit your high school graduation certificate.

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.

D. Language Requirements

Provide proof of language proficiency by selecting how you will meet the language proficiency requirement as listed on page 5 .

Period of Validity:

- April 2022 enrollment: Only scores of examinations taken on or after June 1, 2019 will be accepted. Examinations taken after the application deadline will not be accepted.
- September 2022 enrollment: Only scores of examinations taken on or after September 1, 2019 will be accepted. Examinations taken after the application deadline will not be accepted.

English-Basis Applicants

! Before You Submit

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, Singapore, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.
- You have taken or will have taken your most recent three years of formal education before enrolling at APU in the English language in a country other than these listed above and submit either academic transcripts stating the language of instruction, a link and screenshot of your school's official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in English for the past three 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.)

If you are exempt from submitting a proficiency test score, make sure to select the option that best applies to your situation on the “Language Requirements” page. If you do not meet any of the above exemptions, you will have to submit results from one of the official English proficiency tests listed on page 5 or submit the APU English Proficiency Evaluation form.

Before You Submit

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 three years.
- You have taken or will have taken your most recent three years of formal education before enrolling at APU in the Japanese language in a country other than those listed above and submit either academic transcripts stating the language of instruction, a link and screenshot of your school’s official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in Japanese for the past three years.

If you are exempt from submitting a proficiency test score, make sure to select the option that best applies to your situation on the “Language Requirements” page. If you do not meet any of the above exemptions, you will have to submit results from one of the official Japanese proficiency tests listed on page 5 or submit the APU Japanese Proficiency Evaluation form.

If You Can’t Submit a Test Score Due to COVID-19

If you are unable to submit an English language proficiency test score:

- We recommend you take the Duolingo English Test and ask your English teacher to fill out the Language Proficiency Evaluation form before the application deadline. The Duolingo English Test results will usually be available a few days following the completion of the test.

If you are unable to submit a Japanese language proficiency test score:

- We recommend you choose the option within the online application to take the J-CAT test. After the application deadline, we will contact you with further information on how to take the test.
- If you have a JPT score, upload the score report.

APU’s English/Japanese Proficiency Evaluation Forms

If you cannot submit language proficiency test scores, submit APU’s English Proficiency Evaluation form or APU’s Japanese Proficiency Evaluation form. The APU English/Japanese Proficiency Evaluation form is available from within the APU Online Application System and on the admissions website (English: <http://r.apu.jp/EnglishPE> \ Japanese: <http://r.apu.jp/JapanesePE>). Provide the direct link to this form and your online application reference number to your language instructor. The form must be completed online in either English or Japanese. By completing the necessary information online and including their digital signature, your instructor will be able to submit their completed form directly to APU.

Submission of just the English/Japanese Proficiency Evaluation form is accepted but it is highly recommended that you also submit results from the Duolingo English Test (for English-basis applicants) or take the J-CAT Test (for Japanese-basis applicants) for a greater chance at receiving the APU Tuition Reduction Scholarship.

Note: You will not be able to see the form your instructor submits. In addition, we will not be able to accept this form completed in any language other than English or Japanese.

E. Test Scores, Test Information, and Documents

Click “Add Test” within the Online Application System on the Test Information and Certified Documents page to select the language proficiency test or standardized test scores you would like to submit, then upload a digital copy of the original results. The accepted tests are listed below.

Accepted English Language Proficiency Test Scores

| Standardized Test* | Submission Method |
|---|---|
| Cambridge English Language Assessment | <ul style="list-style-type: none"> • Input the ID Number and Secret Number within the online application. • Upload a digital copy of the result statement within the online application. |
| Duolingo English Test | Enter your score within the online application and request to have your score sent directly to APU from the test provider. Note that submission will only be accepted if you also submit the APU English Proficiency Evaluation form. Refer to page 9 for details. |
| EIKEN | Upload a digital copy of the original test result within the online application. |
| IELTS/IELTS Indicator | Upload a digital copy of the Test Report Form within the online application. |
| PTE Academic | Upload a digital copy of the score report within the online application. |
| TOEFL iBT® Test TOEFL iBT® Home Edition TOEFL ITP® Plus for China | MyBest scores are also accepted. <ul style="list-style-type: none"> • Request to send the score report to APU directly from the TOEFL website. 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. |

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

Accepted Japanese Language Proficiency Test Scores

| Standardized Test | Submission Method |
|---|--|
| 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. |

Accepted Standardized Tests

| Standardized Test | Submission Method |
|--|---|
| Abitur | Upload your final result sheet (Abiturzeugnis). |
| 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. |
| Baccalaureate | Upload your transcript. Note that your enrollment eligibility may be revoked if you are not able to successfully receive a Diploma. |
| BTEC | Upload your scores from the following tests: <ul style="list-style-type: none"> • Level 3 Diploma/National Diploma • Level 3 Extended Diploma/National Extended Diploma • Tests of Level 4 and above |
| Examination for Japanese University Admission for International Students (EJU) | Upload your scores from the following two subjects: Japan and the World + Mathematics (Course 1) |

| | |
|--|---|
| GCE A Level* | Upload results from at least two subjects, or at least four subjects for AS Level |
| GCE A Level (Singapore) | Upload results from three subjects. |
| GCE A Level (Sri Lanka) | Upload a digital copy of the score report with results from three subjects and enter your reference number. |
| Pearson/Edexcel International A Levels (IAL)* | Upload test scores from at least two subjects or from at least 4 AS Level subjects. Refer to page 4 to confirm which further criteria must be fulfilled. |
| General Educational Development (GED) | Upload your Official GED Transcript. |
| Hong Kong Diploma of Secondary Education Examination (HKDSE) | Upload your results from 4 core subjects and at least 1 elective subject. Predicted scores are accepted. |
| International Baccalaureate (IB) Diploma | Upload your results. Predicted scores are accepted. Note that your enrollment eligibility may be revoked if you are not able to successfully receive an IB Diploma. |
| SAT (New) (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. |
| SAT (Old) (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. |
| Senior Secondary School Certificate Examination Results | Upload your test results. |

*We strongly recommend you submit three or more A Level subjects.

Advanced Placement (AP) Exams

Provide information on the exam subject and score and upload a digital copy of your results.

Other Standardized Tests

Upload the results of up to two other standardized tests not listed on the “Test Scores” page on the following “Test Information and Documents” page.

F. 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.

Note: Strong emphasis is placed on academic honesty at APU, and acts of academic dishonesty are treated very severely. As one measure to review for academic dishonesty, we will compare the essays you submit in this application with past essays submitted to APU. **Any evidence of copied work will be considered academic dishonesty and result in the failure of your application.** If it is discovered that copied work was submitted with your application after you have been accepted to APU, your acceptance will be revoked.

For applicants who are reapplying to APU, you will need to submit a Reapplication Statement, which can be found within this section of the APU Online Application System.

G. 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**.

Input the necessary information concerning your recommender into the related section in the online application. The Letter of Recommendation form will automatically be sent to your recommender by email. Make sure to confirm with your recommender that it has been delivered successfully. By completing the necessary information online in English or Japanese and including their digital signature, your recommender will be able to submit the completed form directly to APU.

Note: You will not be able to see the form your recommender submits. In addition, we will not be able to accept this form completed in any language other than English or Japanese. However, you will be able to check the submission status of the form within the APU Online Application System.

H. Extracurricular Activities

Applicants will be evaluated on their participation in the A-M categories of extracurricular activities listed below. Only activities from high school grade 10 (or equivalent) and above will be considered.

For each category, you can provide the details for **one** activity in which you participated within the online application. If you have participated in more than one activity that falls under the same category, provide the information of the activity in which you put in the most time and effort. You can add information regarding activities that are not included on this page on the “Other Extracurricular Activities” page.

Extracurricular activities that are inputted without accompanying proof/evidence will not be evaluated, except for extracurricular activities in category A. All accompanying proof/evidence must be in English or Japanese or be translated into English or Japanese. Anything uploaded in another language without a translation will not be evaluated. The translation must include the name, address, contact details, and signature or an official seal of the translator. APU will only accept translations created by the original document’s issuing institution, a translation company, or a licensed translator. Translations alone will not be evaluated. Make sure to upload the original document with the translation.

| Activities | | Standard for Proving Participation / Achievements |
|------------|---|---|
| A | Student Council Participation | Participation for one school year or more |
| B | Volunteer and Community Exchange Activities | Volunteer or other related activity that has received public recognition through the media (publication in a newspaper, etc.) |
| C | Arts, Culture, Academic, and Sports Competitions | Award from a regional or national level competition or achievement that has received public recognition through the media (publication in a newspaper, etc.) |
| D | Model United Nations Participation | — |
| E | Scholarship Awards | No requirement for the length of time or amount of the scholarship |
| F | Educational Program Participation | National-scale educational or exchange projects conducted by public organizations |
| G | Internship Experience | Employment experience as a trainee at a company |
| H | Japanese Language Proficiency | No minimum score required. JLPT, EJU, etc. |
| I | Other Language Proficiency | No minimum score required. Proficiency tests for languages as Chinese, French, German, Korean, French, Spanish, etc. (We recommend submitting results from a test that uses CEFR proficiency levels.) |
| J | Experience Living or Studying Abroad | Study at a school overseas (including long-term study abroad), language-study program, or overseas summer school program |
| K | Other Qualifications and Certifications | Kumon High School Foundation Course Test results, Kumon Final Course Completion Test results, CU-TEP scores, Other academic qualifications, Technical skills qualifications etc. |
| L | APU ACE Program or Virtual Mini University Program (VMUP) Participation | Participation in the ACE Program or Virtual Mini University Program (VMUP) |
| M | National Team | — |

I. Other Expected Scholarships

If you will receive scholarship awards from organizations other than APU before or after enrollment, upload proof of the scholarship award in the Other Expected Scholarships page.

J. Previous Entry to Japan

Provide information on whether you have previously entered Japan and/or applied for a Certificate of Eligibility for Status of Residence (COE). If you have previously applied for a COE and your application has been denied, or if you have previously submitted an *Application for Extension of Period of Stay* in Japan and were denied the extension, also explain when and why it occurred.

K. Other Required Documents

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.

Passport

If you have a valid passport, upload a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, 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.

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.

Letter of Intent to Change to Student Residence 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, upload the Letter of Intent to Change to Student Residence Status to the Other Required Documents page. 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 (The date of enrollment for the spring semester is April 1 and the date of enrollment for the fall semester is September 21).

L. Digital Signature, APU Survey

Before submitting your application, you will be asked to agree with the Application and Admissions Agreement and answer the APU Survey.

M. Application Fee Payment

See page 15 for payment details.

Payment by Credit Card

Complete the payment online through the APU Online Application System before 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.

! After the Application Fee Payment

After completing the application fee payment, make sure to submit your application from the "Review and Submit Online Application" page within the Online Application System. After submitting your application, you will also have to complete the online assessment (refer to page 16).

2. APU Tuition Reduction Scholarship

You can apply for the APU Tuition Reduction Scholarship through the online application system. Applicants who apply earlier have a greater chance at receiving the APU Tuition Reduction Scholarship.

Applicants who will obtain a Japanese Student Residence Status 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 Student status of residence 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 recipient maintains a good academic record, completes 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 understanding all of the above. An overall evaluation of all submitted documents, interview performance, and the online assessment will be conducted for both the undergraduate application and scholarship application. **The scholarship results will be released together with the final application results.**

A. 2022 Tuition Reduction Scholarship for First Year Students

| Tuition Reduction | Annual Scholarship Amount | Annual Tuition |
|-------------------|---------------------------|----------------|
| 30% | 390,000 JPY | 910,000 JPY |
| 50% | 650,000 JPY | 650,000 JPY |
| 65% | 845,000 JPY | 455,000 JPY |
| 80% | 1,040,000 JPY | 260,000 JPY |
| 100% | 1,300,000 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 before you submit the online application. We will 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.

Regarding Payments

- 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.
 - Domestic use-only credit cards and prepaid credit cards cannot be used.
 - In general, the application fee is not refundable. However, a partial refund (after administrative fees are deducted) or a full refund may be possible in the following cases.
 - When the application fee has been paid multiple times, or in cases in when it is clear that the amount paid exceeds the amount for the application fee and administrative fees set by APU.
 - When your application is deemed inadmissible and is not screened.
- Further information about our refund policy for the application fee can be found on the admission website (https://admissions.apu.ac.jp/how_to_apply/refund_policy). The application fee cannot be waived.

A. Payment by Credit Card

Fee Amount

5,500 JPY (The fee consists of 5,000 JPY for evaluation and 500 JPY for administrative purposes.)

Payment Method

You will be able to pay within the APU Online Application System.

B. Payment by Bank Transfer (Only if You Cannot Pay by Credit Card)

Fee Amount

7,000 JPY (The fee consists of 5,000 JPY for evaluation and 2,000 JPY for administrative purposes.)

Note: 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 Method

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

| | |
|--------------------------|--|
| 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 Assessment

An online assessment will be administered to ensure the fair evaluation of the academic ability of all international applicants. After you pay the application fee and submit your online application, you will see instructions on 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.

A. English-Basis Applicants

The online assessment consists of a video-recorded assessment, the Watson-Glaser Critical Thinking Appraisal III test, and the Core Abilities Assessment test. The entire online assessment will take approximately 60 - 70 minutes.

Video-Recorded Assessment

Time required: 20 minutes

For the video-recorded assessment, you will not be speaking with a person. Instead, through a video-recorded assessment 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 (WGIII)

Time required: 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 (CORE)

Time required: 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.

To view sample questions for the above assessment tests, visit the How to Apply page on the admissions website (https://admissions.apu.ac.jp/how_to_apply/), select your application type, and refer to the Application and Online Assessment section.

! Before You Start

You must have Safe Exam Browser (SEB) installed on your computer in order to take the WGIII test and the CORE test. This is necessary for reasons of fraud prevention.

You can view the system requirements and technical details for SEB on their website (https://safeexambrowser.org/about_overview_en.html). You will be able to access the Online Assessment Guidelines from the link below.

<http://r.apu.jp/SEB2022>

B. Japanese-Basis Applicants

The online assessment consists of two sections of a video-recorded assessment to measure your logical and critical thinking skills. The online assessment will be conducted through a video-recorded assessment platform, and you will not be speaking with a person. Instead, 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. The online assessment takes a total of 30 minutes.

5. Evaluation Method

You do not need to come to Japan 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.

Depending on the future situation related to COVID-19, the evaluation method may change. Any changes made to the evaluation method will be announced on the admissions website (<https://admissions.apu.ac.jp/>).

6. 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 23), 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.

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

Before applying, you may confirm details via the Inquiry Form listed on the back cover at least four weeks prior to the deadline of your intended application period.



Step 2

Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant. Upload a copy of the email to the Other Required Documents page in the Online Application System.



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.

7. 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.

A. 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.

B. 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.

C. 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:

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryou/iyakuhin/yakubuturanyou/index_00005.html

D. 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. You may confirm further details via the Inquiry Form listed on the back cover and then consult with your primary care provider about your treatment plan before deciding to enroll.

E. 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.

F. Additional Support

You may confirm further details via the Inquiry Form listed on the back cover 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.

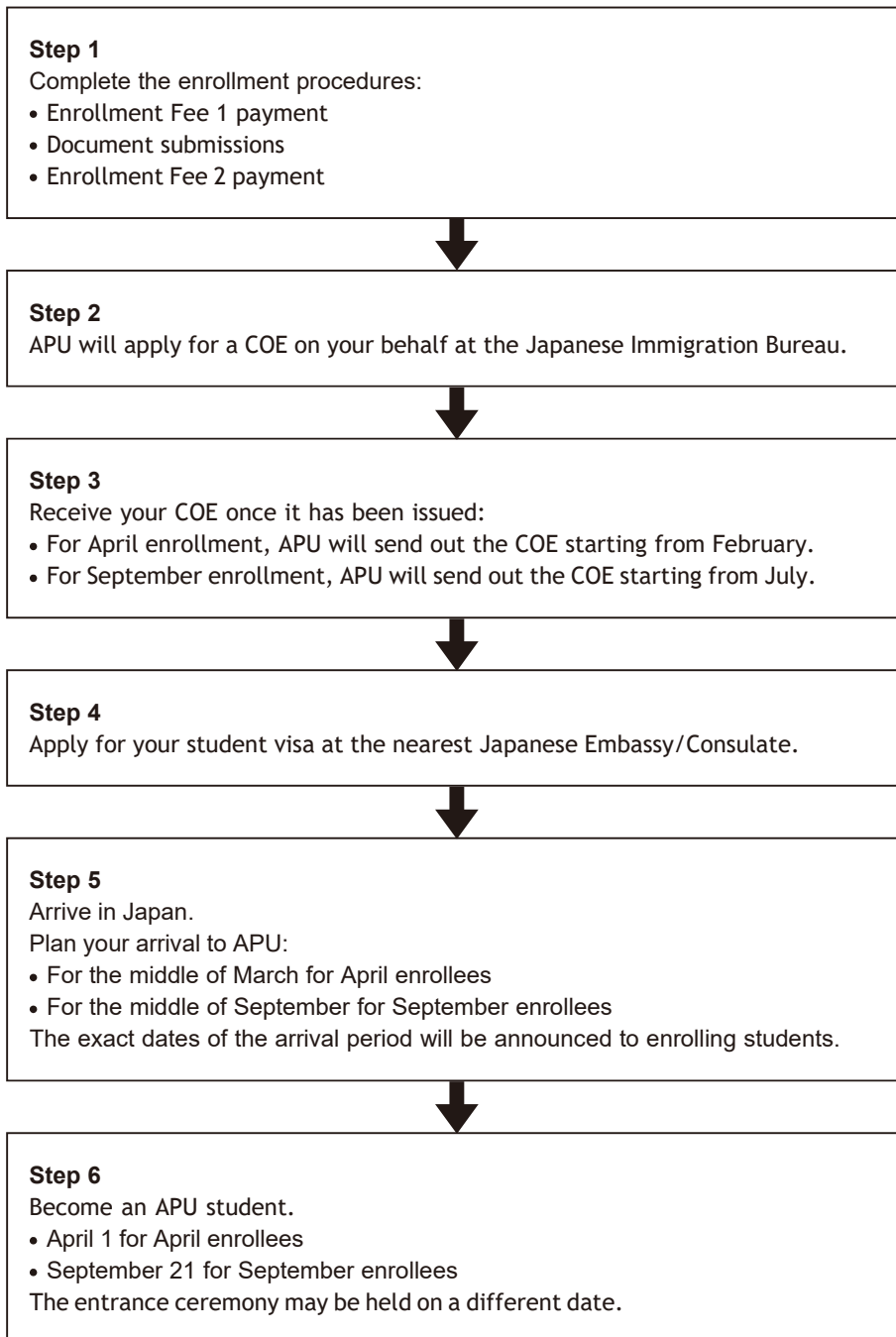
You may contact us via the Inquiry Form listed on the back cover if you would like to consult with APU.

*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 injections.

HOW TO ENROLL

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, available in the APU Online Enrollment Procedures System. Note that the required enrollment payments and documents will not be accepted beyond the specified deadline.



1. 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 on page 20. Refer to the back of this handbook for details regarding where to send documents. Enrolling students living in a country with an APU Overseas Office can either bring their documents directly to the office or send them to the office by registered airmail (documents sent must reach the office by the date of the submission deadline.)

A. Original Documents to be Submitted after Acceptance

| | |
|---|---|
| Academic transcripts | Original certificate or certified document* |
| Certificate of graduation/expected graduation (if submitted with your application) | Original certificate or certified document* |
| Language proficiency test results for the language you are applying in (if you submitted results for the TOEIC® L&R Test, EIKEN, or JLPT) | Original only |
| Standardized test results (if submitted with your application and not sent to APU directly from the test provider) | Original certificate or certified document* |
| 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. Translations alone will not be accepted. Make sure to submit the original document with the translation.

*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/).

2. 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.

A. General Enrollment Deadlines

These schedules are for "admitted applicants" residing outside Japan. If you reside in China, India, Indonesia, Korea, Thailand, or Viet Nam, please refer to *B. Country-Specific Enrollment Deadlines* below.

April 2022 Enrollment

| Enrollment Fee 1 Payment Deadline | Document Submission Deadline | Enrollment Fee 2 Payment Deadline |
|-----------------------------------|------------------------------|-----------------------------------|
| January 27, 2022 (Thu) | | |

3. Enrollment Procedure Fees

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

Please ensure that you have sufficient financial means before applying. Admitted applicants can view the invoice for the enrollment procedure fees in the APU Online Enrollment Procedures System. 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.** Admissions Fee and AP House moving-in fee are non-refundable.

A. Enrollment Fee 1

Admission Fee: **200,000 JPY**

The admission fee will not be refunded under any circumstances.

B. Enrollment Fee 2

¥ Important

Enrollment Fee 2 is composed of three different fees. You must pay all three fees to complete your Enrollment Fee 2 payment.

Tuition Fee

You must pay the entire first semester's tuition before enrolling at APU.

First year students: **650,000 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 |

Comprehensive Insurance for Students

First year students: **17,540 JPY**

All international students must join the insurance program designated by APU. Refer to the Guide to Comprehensive Insurance for Students Lives Coupled with "Gakkensai", which can be accessed within the APU Online Enrollment Procedures System for admitted applicants.

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.

All amounts listed above are subject to change.

C. 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 |

4. Procedures Necessary for Entering Japan

In order to obtain a student visa, you will need to have a Certificate of Eligibility (COE) issued by the Japanese Immigration Bureau.

Step 1

Request APU to apply for your COE

APU will apply for a COE on your behalf as long as you meet all the criteria below.

1. You have requested only APU to apply for a COE on your behalf.
2. You have paid all the necessary enrollment procedure fees by the stipulated deadlines.
3. You are able to prove that you possess sufficient financial means for the entire period of study and have submitted all the required documents.
4. APU considers it appropriate to apply for a COE on your behalf.

Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for a COE on your behalf.



Step 2

Use your COE to apply for your student visa

After the COE is issued, APU will send the COE to you by post. You must use your COE to apply for a student visa at a Japanese embassy or consulate in your country or region, **before coming to Japan.**

! If You Already Hold a Visa (status or residence) in Japan

Consult with the Immigration Bureau regarding changing/renewing your status of residence and also with your local municipal authority (city hall) regarding changing/renewing registrations (such as moving-out/moving-in notification). 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 13 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, Office of International Admissions, 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/>).