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Ritsumeikan  
Asia Pacific University

# **Pre-Arrival Handbook**

For Graduate Students  
September 2019 Enrollment

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### Notes:

- If you are an international student residing in Japan with a valid Japanese visa, you may skip section 2.
- For Japanese passport holders, please look at sections 1, 5, 9, and 10.

To all incoming APU graduate students,

Welcome to the APU family! We hope that your preparations for coming to APU are going well. This handbook includes important information that you will need to know and procedures you will need to complete before and after you arrive at APU, so please read through it carefully. If you have any questions or concerns, please do not hesitate to contact us and we will be more than happy to help. You can also visit our blog (<https://admissions.apu.ac.jp/graduate/blog/>) if you would like to hear the advice and experiences of some of our students. We look forward to seeing you on campus!

**Important Dates After Arriving at APU**

<b>September 13-15</b>	<b>AP House 4 Move-In Days</b>
<b>September 17 to October 1</b>	<p><b>New Student Orientation Seminars</b>  <u>Note:</u> All new enrollees must attend.            The final schedule will be posted in early March on the Enrollment Procedures page of the admissions website (<a href="https://admissions.apu.ac.jp/graduate/enrollment_procedures/">https://admissions.apu.ac.jp/graduate/enrollment_procedures/</a>).</p>

**Major Guidance Sessions (Note: Other guidance sessions will also be held)**

<b>September 17</b>	<p><b>Student Life Guidance Session:</b> 13:30 at Building F            Current students will provide information to incoming students about life at APU.</p>
<b>September 18</b>	<p><b>Language Placement Test:</b> 9:00 in Building FII, Room FII-220  <u>Note:</u> Mandatory for those who want to take Japanese classes.</p>
<b>September 19</b>	<b>Document Distribution</b>
<p><b>September 20</b>            Doors open at 12:30            Ceremony starts at 13:30</p>	<p><b>Entrance Ceremony</b> at B-Con Plaza (12-1 Yamanote, Beppu City)            Please see the Event Information section on our website for more information (<a href="https://en.apu.ac.jp/home/event/monthly/?caldate=2019-09">https://en.apu.ac.jp/home/event/monthly/?caldate=2019-09</a>).            The ceremony will also be streamed live on APU's Facebook page.</p>
<b>September 24</b>	<p><b>Studying in Graduate School of Asia Pacific Studies-Masters (GSAM)</b>  <b>Studying in Graduate School of Management (GSMM)</b></p>
<b>September 25</b>	<b>Research Ethics for Graduate School of Asia Pacific Studies-Doctoral (GSAD)</b>
<b>September 26</b>	<p><b>Address registration guidance session</b>  <b>Bank account applications</b></p>
<b>September 30 to October 1</b>	<b>Course Registration</b>
<b>October 2</b>	<b>Classes Begin</b>

## Certificate of Eligibility (COE) and Visa Application

To study at APU, non-Japanese citizens must apply for a student visa at a Japanese embassy/consulate in their country before entering Japan. To apply for the student visa, you must submit your passport, the APU Notification of Admission Approval, and the COE (explained below) to a Japanese embassy/consulate in your country so that you can have your visa issued in time for your enrollment at APU. Some countries may request for additional documents, so please contact the Japanese embassy/consulate in advance. Please read the following for more details about applying for a student visa.

### Certificate of Eligibility (COE)

The COE included in the same package as this handbook serves as proof that the Immigration Bureau of Japan has certified that your circumstances make you a good candidate to enter Japan, but it does not guarantee your entry into Japan. You must still apply for a student visa. Please check that there are no mistakes in your personal information printed on the COE. In addition, please read the instructions written on the front and back of the COE.

Once your visa application is approved, your COE will be returned to you with your passport containing the visa. Please do not lose them, as you must present both the COE and the passport with the visa at the immigration counter in the airport when you enter Japan.

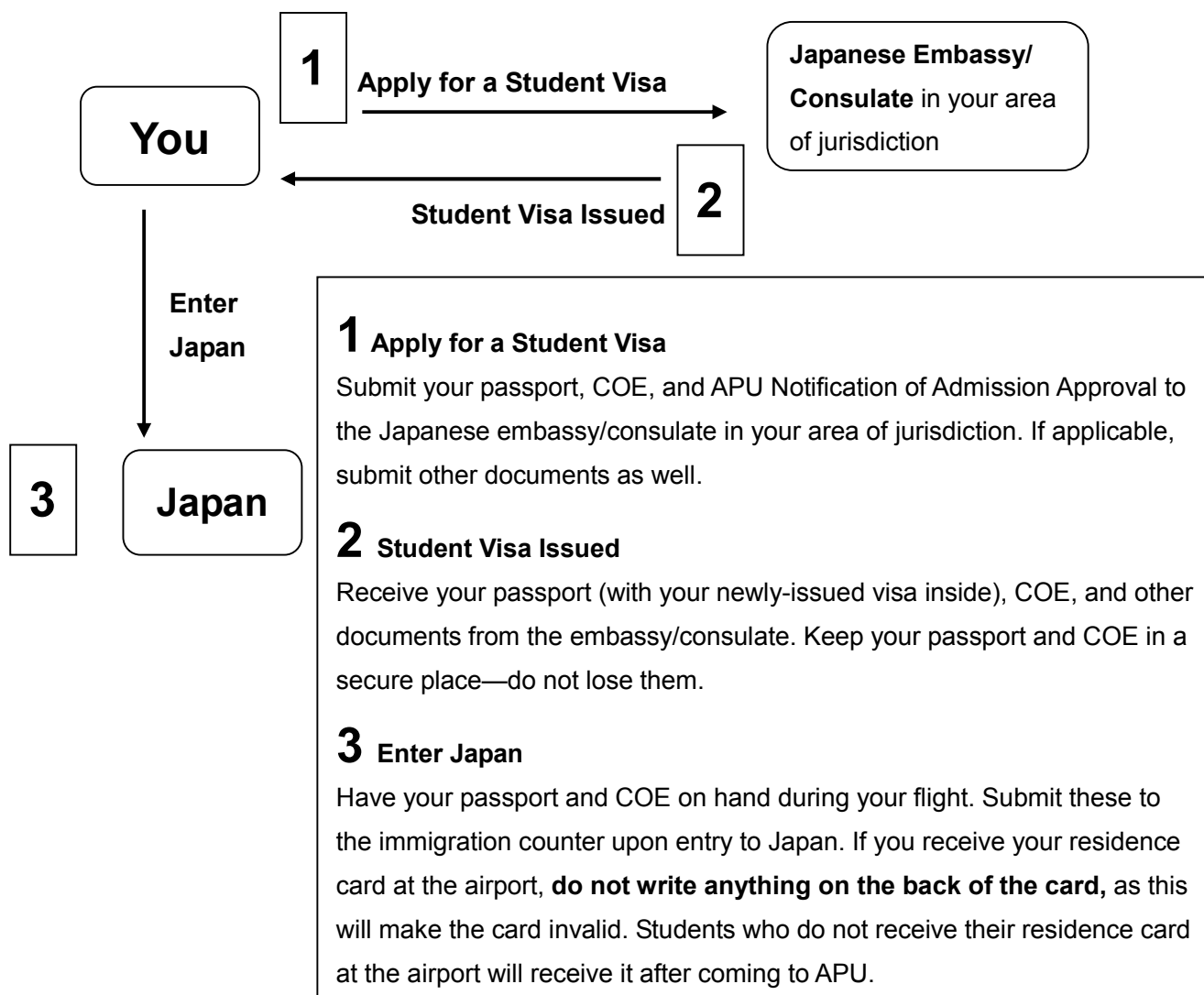
As the COE is only valid for three months after its issuance, you must enter Japan with your COE and passport with your visa within those three months. Inquiries regarding the COE should be directed to the Fukuoka Regional Immigration Bureau, Status Department at +81-92-717-5422.

When you receive your visa, do not be alarmed if it does not cover the entire period for your studies at APU. This just means that you will need to apply for an extension while you are attending APU, a process many of our students must complete.

If you must withdraw your enrollment due to unforeseen circumstances, please contact the Admissions Office immediately, return the COE and Notification of Admission Approval, and submit a Statement of Reason for Withdrawal. If you do not complete the above procedures, you may have problems entering Japan in the future.

**Please note that the COE is not a visa and cannot be used to enter Japan directly. Additionally, if you fail to obtain a visa, you will not be permitted to enter Japan.**

# Student Visa Application Process



For questions regarding the visa application, please contact either your local Japanese embassy/consulate or the Ministry of Foreign Affairs in Tokyo at +81-3-3580-3311. For questions involving APU, please contact the **Admissions Office (International)**.

## Arrival Assistance Service

APU provides a free Arrival Assistance Service for new students. Students will be greeted at the airport and directed to buses bound for APU. This service is available at Fukuoka Airport (international terminal only) and Oita Airport. Please make your own travel arrangements to AP House if you intend to arrive outside of the Arrival Assistance Service period or use airports other than the two above. Once the dates have been announced, you can apply using the Arrival Assistance Service request form at:

<https://survey2.apu.ac.jp/limesurvey/index.php/221885?lang=en>



## What to Bring to Japan

<b>Documents</b>	<ul style="list-style-type: none"><li>• Flight ticket</li><li>• Passport</li><li>• COE</li><li>• Notification of Admission Approval</li></ul>
<b>Money</b>	After arriving in Japan, it takes time to open a Japanese bank account. Please bring enough money (about 200,000 yen) with you to cover your living expenses for two months (living and text book costs, etc.). Please note there are some currencies that cannot be exchanged in Japan.
<b>Everyday Items</b>	We recommend that you bring a minimum amount of the following items: clothing, books, writing utensils, medicine, bath towels, etc. You may also wish to bring formal clothing for official ceremonies and interviews.

## AP House 4 (APU Plaza Oita)

AP House 4 is a student housing facility that provides a secure living environment for our graduate students and enables them to further develop cross-cultural understanding through community life in residence. Graduate students are permitted to stay in AP House 4 until the completion of their respective programs.

In addition, a Resident Assistant (RA) is assigned to each floor in to help you adapt to your new life at APU. When you first arrive, they will welcome you to AP House 4 and brief you on its various rules. Please lead a lifestyle that follows these rules. If you have any problems adjusting to your new life, please reach out to your RAs for support.

### Room Furnishings

Each room is equipped with a desk, chair, bookshelf, desk lamp, telephone, internet connection, closet, shelves, bed, refrigerator, air-conditioner/heater, basin, hot-water heater, shower, and toilet.

Please refrain from bringing kerosene stoves, gas cookers, additional refrigerators, and large furniture into AP House 4.

### Common Facilities

Only the large appliances/machines listed below are available for use. AP House 4 will not provide any pots, pans, utensils, soap, or other personal items. Please bring these items with you when you move in or purchase them after you arrive.

#### Kitchen

Each floor has a kitchen with stoves, microwaves, and small ovens. Because meals are not provided at AP House 4, many students cook for themselves here. As the cooking stoves in AP

House 4 are all Induction Heating (IH) stoves, pans specifically designed for use on IH stoves are required when cooking.

### Laundry

Washing machines and dryers are equipped on each floor and cost 100 yen per use.

### **Sending Luggage in Advance**

If you wish to send luggage in advance, please send it to arrive **after September 9th**. We ask that you send no more than **one box** per person. Be sure to write your **APPLICATION NUMBER and NAME clearly in ENGLISH** on the box you send.

Address for Sending Luggage:     **APU Plaza Oita (AP House 4)**  
  **Kyomachi 11-8, Beppu-shi, Oita-ken 874-0926 JAPAN**  
  **Tel: +81-977-75-8789**

### **Additional Information**

In Japan, the legal age for drinking alcohol and smoking is 20. Please refrain from underage drinking and smoking. Furthermore, smoking is only permitted in designated areas outside AP House 4. It is strictly prohibited inside all buildings. Smoking in your room will result in eviction from AP House 4.

Please direct all related inquiries to the **AP House Office**.

### **Important Registrations:**

#### **Residence Cards, Health Insurance, Bank Account, and My Number**

Because you are moving to a new country, you will need to register for various systems, including governmental systems such as resident registration. You will complete all of these procedures during the orientation period. Below are a few of the important procedures that we will guide you through.

### Residence Card

The residence card is a very important piece of identification. You will need it when doing things like changing your address, opening a bank account, applying for a work permit, and applying for a visa extension. You are required by law to carry it with you at all times. If you have a residence card, you do not need to carry your passport with you while in Japan. Please note that after the initial registration, you must go directly to Beppu City Hall to make any changes, such as updating your address when you move out of AP House.

**When you receive your residence card, please do not write anything on the back, as this will make the card invalid.**

Even if you received your residence card at the airport or possess an older alien registration certificate, you must still attend the orientation session in order to submit a Notice of Change of

Address and so that APU can check the information on your card. Please be sure to bring your existing card or certificate with you to the orientation session.

### National Health Insurance

Every person living in Japan must register with the Japanese National Health Insurance program. Registering with this program means that if you become sick or injured, you will only need to pay for 30 percent of the overall medical expenses incurred at a covered clinic or hospital. The National Health Insurance costs about 20,000 yen per year.

### Opening a Bank Account

APU will help students open a bank account with the Japan Post Bank. The Japan Post Bank is linked to the Japan Post Office and can be found nationwide. Every international student opens an account with this bank, as you will use it to pay for tuition and AP House rent. Your financial sponsors can transfer/remit money to this account for all your monetary needs. In addition, should you choose to work part-time for APU, your wages will be deposited directly into this account.

### My Number

Every person living in Japan has a *My Number*, regardless of nationality. *My Number* is a system that streamlines and organizes each individual's information.

### **IMPORTANT NOTES:**

- If you need to visit a medical institution in Japan before you are able to attend all of the guidance sessions, please be sure to visit the Student Office first to discuss your situation.
- In addition, if you are unable to attend any of the guidance sessions due to medical or other unavoidable circumstances, please visit the Student Office to discuss your situation.

For all related inquiries, please contact the **Student Office**.

## **Mobiles Phones**

Many students choose to get a Japanese mobile phone after coming to Japan, as it is very convenient for communicating with friends and getting information. In order to sign a contract with a Japanese mobile company, you will have to wait until you are able to use your Japanese bank account. Many mobile companies come directly to campus to help students complete the registration procedures, making it easy to get a mobile phone once you are ready. There are also options to purchase a Japanese SIM card if you bring an unlocked smartphone with you to Japan. However, please note that not all smartphones are compatible with Japanese SIM cards. We recommend researching in advance which arrangement would be suitable for you.



## Work Permits and Part-Time Jobs

As an international student studying in Japan with a Student Visa, in order to receive permission to work part-time you must apply for a “Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted” (otherwise known as a work permit) to the Immigration Bureau of Japan. This permit allows you to work a maximum of 8 hours a day and up to 28 hours per week when classes are in session. During the summer, winter, and spring holidays, you will be able to work a maximum of 8 hours a day and 40 hours per week. Please be aware that there are restrictions on the types of jobs permitted.

In addition, please note that students who engage in work without a work permit, work more than the permitted number of hours, or work in prohibited businesses or industries will be subject to **deportation** from Japan in accordance with Japanese law. Please apply for a work permit only if you are able to follow the regulations and can ensure that your work will not interfere with your studies.

If you are interested, you can apply for a work permit at the immigration counter in the airport when you first enter Japan. You can also apply at the APU Student Office on campus afterwards. It typically takes about three weeks from when you submit your application until your work permit is ready.

For more information about part-time jobs, please refer to the Campus Life Handbook distributed after enrollment. For inquiries, please contact the **Student Office**.

## Advance Payment of Fees (only for students who were required to pay)

The amount transferred for the “Advance Payment of Fees” during your enrollment procedures will be used to cover the tuition and housing fees listed below for your first year of study:

Tuition:	Tuition for Fall Semester 2019 Tuition for Spring Semester 2020
Housing Fees:	Moving-in fee, security deposit, and rent for the period from September 2019 to August 2020 *Only for students who live in AP House 4

## Japanese Placement Test

The Japanese placement test is mandatory for graduate students who want to take Japanese language subjects. The Japanese subject level from which students will begin their studies will be decided by their score on the Japanese placement test. The schedule for the Japanese placement test is as follows:

<b>Date</b>	<b>Wednesday, September 18, 2019</b>
<b>Meeting time</b>	<b>9:00</b>
<b>Test time</b>	<b>9:30-12:30</b>
<b>Venue</b>	<b>Building FII, Room FII-220</b>

**Notes:**

1. Students who do not take the placement test cannot take Japanese language subjects from their 1<sup>st</sup> semester.
2. Students who want to take the placement test must apply in advance. Details on how to apply will be announced separately at a later date.

For inquiries, please contact the **Academic Office**.

### Intensive Japanese Training Sessions

Japanese Training Sessions will be held during the orientation period for Graduate students who have little to no knowledge of Japanese. It is mandatory to attend these training sessions for those who want to take the subject “Survival Japanese I.” Please refer to the orientation schedule for details about specific dates and times.

### Academic Writing Sessions

Basic writing sessions are held to support the academic writing skills of our new graduate students. As successful completion of an extensive piece of writing (thesis, dissertation, report, or case study) in English is required to complete graduate programs at APU, attending these sessions is mandatory. Please refer to the orientation schedule for details about specific dates and times.

There will be preliminary assignments for these sessions, and detailed information will be posted at the URL below at the beginning of March 2019. Please make sure to complete these assignments before the first session.

<http://www.apu.ac.jp/gradinfo/modules/news/>

News article entitled “Assignments for the Academic Writing Sessions” will be posted here.

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**Academic Information for Graduate Students**

Recent News

- ▶ **2016FA Grades and 2017SP Registration**  
2016/12/20  
[TOPIC](#) To All Students :
- ▶ **2016FA 2Q Classroom Update**  
2016/11/29  
[TOPIC](#) To All Students :
- ▶ **2016SP Grades and 2016FA Registration**  
2016/7/11  
[TOPIC](#) To All Students :
- ▶ **AY2014 Graduate School Curriculum Reform Information Session**  
2014/1/31  
[TOPIC](#) To All Students :
- ▶ **【IMPORTANT】Procedures for Conducting Research Overseas**  
2012/11/12  
[TOPIC](#) To All Students :
- ▶ **Update Your Current Address**  
2012/11/12  
[TOPIC](#) To All Students :

Recent Ne

## Responding to Natural Disasters on Campus and in Beppu City

Natural or large-scale disasters can occur anywhere in the world. These can include earthquakes, typhoons, floods, or other events.

In the event a disaster affects APU or Beppu, we will post information on APU's official website. We will also gather information from Oita Prefecture, Beppu City, and other government sources so that students and their guardians can access important information about the situation at APU and in Beppu.

If a disaster occurs, APU will ask students to confirm their safety on APU's Campus Terminal system. Students are advised to check the Campus Terminal regularly, as university staff use it to share important announcements. Students can access Campus Terminal with the user account they will receive during the new student orientation period.

### Official APU Homepage

Japanese:  
<http://www.apu.ac.jp/home/>



English:  
<http://en.apu.ac.jp/home/>



### APU Disaster Information Page (available during disasters only)

This page will only appear in the event of a large-scale disaster.

We advise you to bookmark the official APU webpage to access emergency information.

Japanese:  
<http://www.apu.ac.jp/home/gallery/article/?storyid=155>



English:  
<http://en.apu.ac.jp/home/gallery/article/?storyid=155>



Keep the following points in mind and make sure you are prepared in the event of a large-scale disaster:

- APU has prepared an Emergency Disaster Response Handbook for Students to help them understand how to respond in the event of a disaster. This handbook is available on the APU homepage, and it is your responsibility to read through it.
- During disasters, it may be very difficult to get a good telephone connection because many people will try to make calls. Discuss with your friends and family in advance and make plans for how you will communicate in such emergency cases.



The APU Disaster Information Page

### Emergency Disaster Response Handbook for Students

Japanese:  
<http://www.apu.ac.jp/home/life/content40/>



English:  
<http://en.apu.ac.jp/home/life/content40/>



Large-scale disasters include when: the Disaster Relief Act is activated in Beppu City; a disaster stipulated in Article 2, Item 1 of the Disaster Countermeasures Basic Act occurs in Beppu City and an Emergency Operations Center is set up by the Prime Minister in accordance with Article 24 of said Act to deal with said disaster.

## APU Offices and Contact Information

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### Academic Office

**Open:** Mon, Wed- Fri: from 10:00 to 16:30    Tue: from 11:30 to 16:30

**Phone:** +81-977-78-1122      **Email:** academi1@apu.ac.jp

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### Admissions Office (International)

**Open:** Mon, Wed- Fri: from 10:00 to 16:30    Tue: from 11:30 to 16:30

**Phone:** +81-977-78-1119      **Email:** apugrad@apu.ac.jp

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### AP House Office

**Open:** Mon, Wed- Fri: from 10:00 to 16:30    Tue: from 13:00 to 16:30

**Phone:** +81-977-78-1901      **Email:** ssc\_bo@apu.ac.jp

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### Student Office

**Open:** Mon, Wed- Fri: from 10:00 to 16:30    Tue: from 11:30 to 16:30

**Phone:** +81-977-78-1124      **Email:** apustu1@apu.ac.jp

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## Connect with us!



Ritsumeikan.APU



APUAdmissionsOffice