

Second Year Transfer Students to Ritsumeikan Asia Pacific University

Prescreening of Application Qualifications for Second Year Transfer Applicants

If you are planning to apply to APU as a second year transfer applicant (University Level or Other Educational Levels), you will need to undergo a prescreening process to confirm your eligibility to apply. You will only be able to apply for admission if your eligibility is approved in this prescreening. **You do not need to pay the application fee during prescreening.** The fee will need to be paid if you pass the prescreening and submit an application for admission.

APU will not conduct interviews or consider applications for any applicants who apply without undergoing the prescreening, or who apply despite having been judged ineligible at the prescreening stage. The application fee will also not be returned.

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I. Application Prescreening

The following point will be assessed in the prescreening.

Application eligibility

You will only be able to apply for admission to APU if the prescreening confirms that you have the required qualifications.

II. Credit Transfer Process

Second Year Transfer Applicants

1. Transfer to the College of Asia Pacific Management (APM)

(1) Graduation Requirements

If an applicant transfers into APM in their second year, they must fulfill the following requirements in order to graduate:

- Earn a total of at least 124 credits (including credits transferred to APU).
- Earn all the required language credits
- Earn the required number of credits for each subject field
- Earn credits for all APM required subjects
- Earn at least 20 credits for courses held in English (for Japanese-basis “Domestic” students only)

(2) Credit Transfer Process

If an applicant fulfills the requirements upon enrollment to APU, up to 30 credits will be transferred as common liberal arts subjects. If the student has taken common liberal arts subjects which are also APM required subjects (e.g., Introduction to Economics, Statistics) at an AACBS, EQUIS, AMBA, or EPAS-accredited school, the student will not be required to take these subjects at APU.

2. Transfer to the College of Asia Pacific Studies (APS)

(1) Graduation Requirements

If an applicant transfers into APS in their second year, they must fulfill the following requirements in order to graduate:

- Earn a total of at least 124 credits (including credits transferred to APU).
- Earn all the required language credits
- Earn at least 2 credits from the required subjects for their registered Area of Study
- Earn at least 28 credits from major education subjects for their registered Area of Study
- Earn at least 20 credits for courses held in English (for Japanese-basis students only)

(2) Credit Transfer Process

If an applicant fulfills the requirements upon enrollment at APU, up to 30 credits will be transferred as Common Liberal Arts subjects. The applicant will automatically be registered for an APS core course “Introduction to APS” after enrolling at APU.

III. Prescreening Process

(1) Documents to submit

For items 1 and 2 download and use the forms (PDF) from the APU Admissions website (<https://admissions.apu.ac.jp>).

Certificates, syllabus entries and other documents that are written in a language other than English or Japanese must be accompanied by a translation into English or Japanese. APU will only accept translations produced by the organization issuing the certificate/syllabus, translation companies, or qualified individual translators. Translations must include the official seal of the translating organization, or the name, address, email address/telephone number, and the signature/personal seal of the translator.

1. Pages 1 and 2 of the Undergraduate Application Form
2. Transfer Student Academic Status Form
3. Official language proficiency examination certificate, if you have taken such an examination in your basis language (Japanese or English)
4. Academic transcripts from senior high school and academic transcripts from any higher education institutions attended after graduating from senior high school
5. If currently enrolled in a higher education institution: A document stating the requirements for graduation from the institution
6. If currently enrolled in a higher education institution: A document evidencing the subjects you are currently enrolled in
7. If graduated from a higher education institution: Graduation certificate and document evidencing the degree you received
8. If completed or scheduled to complete a program other than a Bachelor’s degree or Associate (junior college) degree program: A document evidencing that upon completion of the program you will be eligible to transfer to a university Bachelor’s degree program at second or third year level

(2) Submission

- During the prescreening application periods shown on the website, submit your prescreening application by uploading all the required application documents at the [designated link \(http://r.apu.jp/2019tr\)](http://r.apu.jp/2019tr). We will not accept prescreening applications by any other method. If you have any difficulties uploading your prescreening application documents, please send an email describing the issue to transfer@apu.ac.jp.
- APU will send a confirmation email after receiving your prescreening application. If one week passes after you have uploaded your application documents and you still have not received a confirmation email, your application may not have been sent successfully. In this case, please be sure to send an inquiry to transfer@apu.ac.jp.

(3) Documents to submit if having successfully passed the prescreening

If you pass the prescreening and wish to proceed with your application for admission to APU, the application form and certificates you emailed to APU during the prescreening application will need to be submitted by post as either original certificates or certified documents. When submitting these documents, please follow the necessary steps as directed in the Admissions Handbook.

For the Undergraduate Application Form and Transfer Student Academic Status Form, you can update the PDF documents you completed for your prescreening application, print them out, and send them by postal mail. If you are going to use the APU Online Application System, please register in the system, re-enter the required data, and submit the application form electronically.