

Third Year APM Transfer Students to Ritsumeikan Asia Pacific University

Prescreening of Application Qualifications for Third Year Transfer Applicants

If you are planning to apply to APU as a third 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 points will be assessed in the prescreening.

1. Application eligibility

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

2. Credit transfer for major subjects if admitted

The standard period of enrollment at APU for those who enter as third year transfer students is two years. Before applying, please read through the points below thoroughly and carefully consider your plans for study and job-seeking after enrollment.

- (1) **It is difficult to graduate in two years unless you can transfer at least 10 credits as major education subjects.** It is still possible to apply if the prescreening results state that less than 10 credits can be transferred, but it may take you more than two years to graduate, and you may have limited time to spend on job-hunting, student clubs, and other non-study activities. Please understand these matters fully before proceeding with your application.
- (2) If entering as a third year transfer student, there is no need to take mandatory language education subjects (Japanese if enrolling on an English-basis; English if enrolling on a Japanese-basis), but you may do so if you wish. However, language subjects demand twice the study time of regular lecture subjects, so it is **extremely difficult to take them simultaneously with your major studies over two years.** For this reason, if you wish to take language subjects, we recommend that you enter as a second year transfer student. It is also highly recommend that you apply for second year transfer enrollment if you wish to take Japanese language subjects with the intention of working in Japan in the future.
- (3) **If you wish to graduate in two years, you may have limited time to spend on job-hunting in Japan, part-time work, student clubs, and other non-study activities.** In particular, to find graduate employment in Japan you need to devote a certain amount to time to job-hunting activities in the second semester of your third year and in your fourth year (6th to 8th semesters of the undergraduate curriculum). For this reason we recommend you enter as a second year transfer student.

Details concerning points (1) to (3) from above can be found in the *Credit Transfer Process* section below.

II. Credit Transfer Process

Third Year APM Transfer Students:

Transfer to the College of Asia Pacific Management (APM)

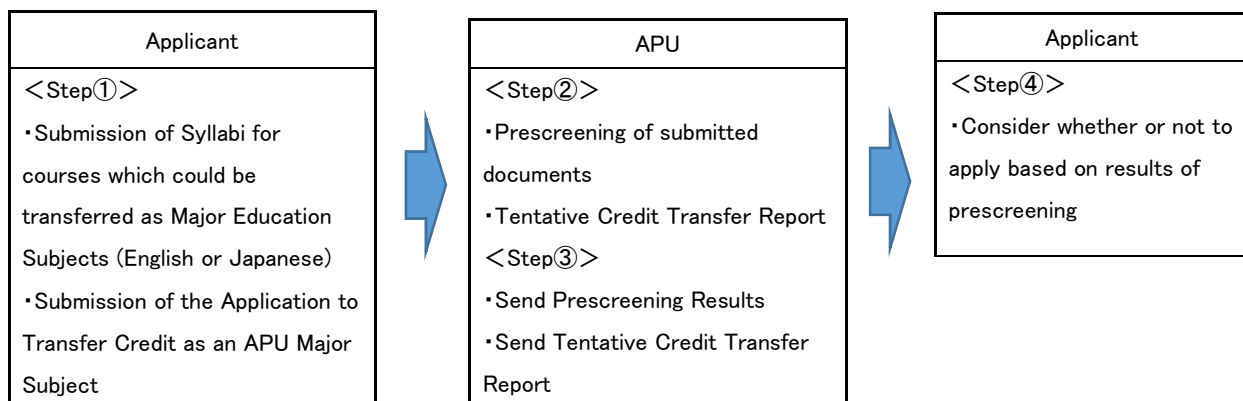
(1) Graduation Requirements

If an applicant transfers into APM in their third 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 the required number of credits for each subject field
- Earn credits for all APM required subjects

(2) It is very important that third year transfer applicants who wish to apply to APM seriously consider whether or not their previous courses can be transferred as APM Major Education subjects before applying. Because this transfer approval process is carried out individually for each applicant based on their previously-earned credits, the graduation requirements including required courses, major education subjects, and number of credits, etc. will vary by applicant. In addition, because students may only register for a certain number of credits each semester at APU, it is necessary for these applicants to carefully consider how to make their study plan in order to fulfill their graduation requirements and graduate in 2 years.

A rough timeline of tasks leading up to applying to APU is shown below:



Step ①: Carried out by the applicant - Submit the required documents for preliminary review

- If an applicant has earned credit for an economics or management course, it may be possible to transfer those as major education subject credits to APU. If an applicant wishes to transfer a credit as a major subject credit, they must fill out an **Application to Transfer Credit as an APU Major Subject**, as well as submit documents that show the course details such as a course syllabus for that subject (in English or Japanese).

- For a list of the APM subjects offered at APU, please refer to the APM Curriculum Outline that can be found at the following link: .

https://admissions.apu.ac.jp/resource/load/documents/APM_Curriculum_Outline_EN.pdf

The syllabi for these subjects can be viewed at the website shown below. Even if the content of the course is not exactly the same as what is offered by APU, a management or economics course may be counted as a major education subject. Therefore, the applicant should still submit an Application to Transfer Credit as an APU Major Subject along with the syllabus for that subject (in English or Japanese) for review.

APU Subject Syllabus: <https://portal2.apu.ac.jp/campus/slbsskgr.do>

◆Credit Transfer Applications for economics or management courses from schools with AACSB · EQUIS · AMBA · EPAS Accreditation◆

Credits earned at schools with these accreditations may be transferred for APM Major Education Subject or Common Education Subject credits. Applicants should submit their grade transcript and an explanatory document stating that it was taken at an accredited school for review.

Step ②: Carried out by APU - Tentative Credit Transfer Approval Process

- Third year transfer students may transfer up to 62 credits to the major education or common education subject fields. A tentative credit transfer approval process will be carried out to determine how major education credits may be transferred, based on the submitted syllabi and documents. Credits not transferred as major education subjects will be transferred as common education subjects.
- Required language subject credits will be transferred upon enrollment (English-basis: 16 credits, Japanese-basis; 24 credits).

<English-basis transfers>

Subject Field		No. of Credits	Total
Common Education Subjects	Required Language Subjects (Japanese)	16	62
	Language Education Subjects and Common Liberal Arts Subjects	46*	
Major Education Subjects	Major Education Subjects		

<Japanese-basis transfers>

Subject Field		No. of Credits	Total
Common Education Subjects	Required Language Subjects (English)	24	62
	Language Education Subjects and Common Liberal Arts Subjects	38*	
Major Education Subjects	Major Education Subjects		

*Based on applicants' transfer application results

Step ③: Carried out by APU - Send tentative credit transfer application results to applicant

- APU will send the tentative results of the credit transfer application.

Step ④: Carried out by the applicant - Consider whether or not to apply based on the prescreening results

- Please consider your application to APU based on the result of your prescreening.

When planning out your study at APU, you should also take the following into consideration:

<Types of Courses and Classes Per Week>

At APU courses are held on a quarter or semester basis, and most are worth 2 credits each. Quarter courses are held over 2 months, and semester courses are held over 4 months. Quarter-basis course lectures are held 2 times per week, while semester-basis course lectures are held once a week. Language courses have twice the amount of course lectures than regular subjects do.

<Maximum Credit Registration Limits>

APU sets a maximum number of credits that can be registered per semester, so it is necessary for applicants to carefully plan their studies in order to graduate in 2 years.

The maximum number of credits that can be registered each semester are shown below:

5 th Semester	6 th Semester	7 th Semester	8 th Semester
20 credits	20 credits	24 credits	24 credits

<Time for Other Activities>

When planning out a study schedule, applicants should also consider the time they will need to spend on part-time jobs, clubs, job hunting, etc. Those applicants who are considering working in Japan after graduation in particular should allow enough time between their 6th and 8th semesters for job hunting activities.

< Language Education Subjects>

Because third year transfer students are exempted from language requirements (Japanese for English-basis students; English for Japanese-basis students) there is no need for them to take required language subjects after enrolling at APU. However, students who wish to work in Japan after graduation and so on might choose to register for these subjects. Although for language subjects, students have to put in twice as many class hours to earn credits compared to a regular lecture course. Therefore, if an applicant only transfers a few major education subject credits but still wishes to register for a language subject, it may be difficult for them to graduate in 2 years. Regardless of an applicant's number of transferred credits, if they wish to take language subjects it may be better to consider transferring as a second year student rather than as a third year student.

<Registering for APM Required Subjects>

Applicants who enroll to APU as APM students are required to complete 11 APM required subjects (22 credits) before graduation. Of those 11 subjects, 10 are registered automatically by the university for students depending on their semester. It is necessary to take this into consideration along with the maximum credit limits for each semester when planning out a course of study.

The courses which are registered for students each semester are shown below.

5th Semester	6th Semester	7th Semester
Intro to Management Intro to Economics Accounting I Intro to Marketing	Finance Organizational Behavior Production Management Business Law Business Ethics	Global Management

Students who transfer in to APM from AACSB · EQUIS · EPAS · AMBA accredited schools may have credits transferred under these subject names and thus may not be required to take them at APU after enrollment.

Below we have included some examples of credit transfer patterns. Applicants should refer to these patterns and compare them to their own tentative application results when considering their own application. These patterns do not take into account credits for APM required subjects transferred from AACSB · EQUIS · AMBA · EPASS accredited schools.

Pattern ①

◆ English-basis student; 16 credits transferred for Japanese language subjects, 20 credits transferred as major education subjects, 26 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Required Common Liberal Arts Subjects (Automatically-registered by APU)	2	-	-	-	20
Required Common Liberal Arts Subjects (Registered by Student)	2	-	-	-	
Other Common Liberal Arts Subjects	4	4	4	4	
Required Major Education Subjects (Registered by APU)	6	10	2	-	42
Other Major Education Subjects	4	4	8	8	
Total Per Semester	18	18	14	12	62

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	2	2	10	12

Pattern ②

◆ English-basis student; 16 credits transferred for Japanese language subjects, 10 credits transferred as major education subjects, 36 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Required Common Liberal Arts Subjects (Automatically-registered by APU)	2	-	-	-	10
Required Common Liberal Arts Subjects (Registered by Student)	2	-	-	-	
Other Common Liberal Arts Subjects	2	2	2	0	
Required Major Education Subjects (Registered by APU)	6	10	2	-	52
Other Major Education Subjects	8	8	10	8	
Total Per Semester	20	20	14	8	62

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	0	0	10	16

Pattern ③

◆ English-basis student; 16 credits transferred for Japanese language subjects, 2 credits transferred as major education subjects, 44 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Required Common Liberal Arts Subjects (Automatically-registered by APU)	2	-	-	-	4
Required Common Liberal Arts Subjects (Registered by Student)	2	-	-	-	
Other Common Liberal Arts Subjects	0	0	0	0	
Required Major Education Subjects (Registered by APU)	6	10	2	-	60
Other Major Education Subjects	8	8	12	14	
Total Per Semester	18	18	14	14	64

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	2	2	10	10

III. Prescreening Process

(1) Documents to submit

For items 1, 2, and 9, 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 any higher education institutions attended after graduating from senior high school (if currently enrolled in a higher education institution, transcripts covering a period of at least 1.5 years)
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
9. Application to Transfer Credit as an APU Major Subject
10. Syllabus for any subjects you have taken or are currently taking that you wish to be approved for credit transfer as APU major subjects

* For a list of the APM subjects offered at APU, please refer to the APM Curriculum Outline that can be found at the following link: .

https://admissions.apu.ac.jp/resource/load/documents/APM_Curriculum_Outline_EN.pdf

*A syllabus is not required if you wish to transfer to the College of International Management from an institution accredited by AACSB, EQUIS, AMBA, or EPAS. Instead, submit a document showing that the college or faculty you are attending has received accreditation (a printout of the relevant section of the institution's website is sufficient).

(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 that 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.