



Third Year Transfer Applicants to Ritsumeikan Asia Pacific University

– College of International Management (APM) –

I.	Third Year Transfer Overview – APM	2
II.	Credit Transfer Process	4
III.	Example Credit Transfer Patterns.....	6

I. Third Year Transfer Overview - College of International Management (APM)

The standard period of enrollment at APU for those who enter as third year transfer students is two years.

(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) Points to Consider Before Applying:

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 the 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 required, will vary by applicant. In addition, because students can only register for a certain number of credits each semester at APU, it is very important that you carefully consider your study plans in order to fulfill the requirements to graduate in two years.

Please consider the following before applying to APU:

1. 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 two months, and semester courses are held over four months. Quarter-basis course lectures are held two times per week, while semester-basis course lectures are held once a week. Language courses have twice as many class meetings as regular subjects.

2. Maximum Credit Registration Limits

APU sets a maximum number of credits that can be registered per semester, so it is necessary to carefully plan your studies in order to ensure you can graduate in two years. The maximum number of credits you can register each semester is as follows:

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

3. Time for Other Activities

When making your study plans, please be aware that third year students may have limited time to spend on job-seeking, student clubs, part-time work, and other non-study activities. If you wish to seek employment in Japan after graduating, we recommend that you enter as a second year transfer student instead. In order to find employment in Japan, you will need to devote a certain amount of your time to job-seeking activities in the second semester of your third year and during your fourth year (the 6th through 8th semesters of the

undergraduate curriculum), meaning that you may not have time to take as many credits as you will need to in order to graduate on time.

4. Language Education Subjects

If you are entering as a third year transfer student, it is not mandatory to take language education subjects (Japanese if you are enrolling on an English-basis or English if you are enrolling on a Japanese-basis), but you may do so if you wish and if your schedule allows. However, because language subjects require twice as many class hours as regular lecture subjects, it is **extremely difficult to take language subjects simultaneously with your major studies and graduate within two years**. Japanese language study is also highly recommended if you intend on working in Japan after graduation. If you wish to take language subjects, we recommend that you enter as a second year transfer student.

5. 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 will automatically be registered for you by the university depending on the semester. Please take this into account along with the maximum credit registration limits for each semester when planning your course of study.

Courses that will be registered to students each semester:

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

Students who transfer to APM from an AACSB, EQUIS, EPAS, or AMBA accredited institution may have credits transferred under these subject names and therefore may not be required to take them at APU after enrollment.

II. Credit Transfer Process

If you have earned credit for an economics or management course, it may be possible to transfer those credits as APM major education subject credits. To transfer credit as an APM major education subject credit, you must submit the **Application to Transfer Credit as an APU Major Subject** form, as well as submit a **course syllabus** for each of the courses you wish to transfer that includes the details of the course in English or Japanese. These documents must be submitted within your online application to APU.

Additional required application documents for third year transfer applicants:

- Application to Transfer Credit as an APU Major Subject form (available at https://admissions.apu.ac.jp/material_download/)
- Syllabus for any courses you have taken or are currently taking that you wish to have approved for credit transfer as an APM major education subject (English or Japanese)

APM Curriculum Outline:

A list of the APM subjects offered at APU can be found in the APM Curriculum Outline, available at the following link: https://admissions.apu.ac.jp/resource/load/documents/APM_Curriculum_Outline_EN.pdf
Please refer to this list when completing the Application to Transfer Credit as an APU Major Subject form.

APU Subject Syllabus:

The syllabus for subjects in the APM Curriculum Outline can be viewed at the following website:
<https://portal2.apu.ac.jp/campus/slsskgr.do>

Even if the content of a course you have taken does not exactly match a course that is offered at APU, an economics or management course may still be counted as an APM major education subject. We therefore recommend that you submit the Application to Transfer Credit as an APU Major Subject along with a course syllabus (in English or Japanese) for all courses you wish to have considered for credit transfer.

Credit transfer applications for economics or management courses from institutions with AACSB, EQUIS, AMBA, or EPAS Accreditation:

If you have earned credits from an institution with any of the above accreditations, they may be transferred to APU as APM major education subject or common education subject credits. Please submit your academic transcripts for these courses and a document stating that the institution has received accreditation. In addition, you do not need to submit a syllabus for courses taken at the accredited institution that you wish to have transferred as APM major education subjects.

Step 2: Tentative Credit Transfer Approval (carried out by APU)

Third year transfer students may transfer up to 62 credits as major education subjects or common liberal arts subjects. Based on the syllabi and other documents you submit with your application, APU will conduct a tentative credit transfer approval process to determine how many major education subject credits you can transfer to APU. Credits you cannot transfer as major education subjects will be tentatively approved for transfer as common liberal arts subjects. Required language subject credits will also be tentatively approved for transfer at the same time (English-basis: 16 credits, Japanese-basis: 24 credits).

The results of the tentative credit transfer approval process will be announced together with your application results.

Step 3: Final Credit Transfer Approval (carried out by APU)

After you submit your final academic transcripts to APU as part of the enrollment procedures, APU will conduct a final review determine the number of credits you will be able to transfer to APU. The final results of the number of credits approved for transfer will be announced to you shortly after enrollment.

The following tables show the maximum number of credits that can be approved for credit transfer:

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		

*This will be based on each applicant's credit transfer application.

III. Example Credit Transfer Patterns

Below we have included three examples of study patterns after credits have been transferred to APU. Please refer to these patterns and compare them to your own tentative credit transfer approval results when considering your situation. These patterns do not take into account credits for APM required subjects transferred from AACSB, EQUIS, AMBA, or EPASS accredited institutions.

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