For personal information relating to international student/graduate student admissions

Request for Disclosure or Other Handling of Personal Data

Completing this Request for Disclosure or Other Handling of Personal Data

As the subject of personal data, you have rights including access, rectification, restriction, and erasure of your data under Articles 27, 28, 29, and 30 of the Act on Protection of Personal Information and item 9, etc. of the Ritsumeikan Asia Pacific University Privacy Policy Pursuant to the EU General Data Protection Regulation (GDPR). Based on these rights, you can make requests regarding the handling of your data. If you wish to do so, please complete the required sections of this form, sign it electronically, and submit it to APU. You will be notified as soon as APU has completed a review of the content of the form and the grounds for your request.

E-mail Address

Name					(This e-mail address will to outcome of your request. enter your address correct receive the ou	Please be care tly to ensure yo	eful to				
Nationality			Current Country of Residence								
Category Graduate School		nool Colleg	је	Have you applied for admission to APU? (If Yes, enter your application number.)			Yes No)		
 Essential confirmation items □ In accordance with the Ritsumeikan Asia Pacific University Privacy Policy Pursuant to the EU General Data Protection Regulation (GDPR), I request my name, e-mail address, place of residence, nationality, and other personal information held by APU to be handled as shown below. □ In accordance with The Ritsumeikan Trust's documentation regulations, this request form will be retained for 5 years as a record of the processes followed pursuant to the request. It will be used only by APU's personal information officers and will not be provided to any third party. 											
signature:						Date:	YYY	<u>/</u> Ү	MM	<i>I</i>	-
Particulars of Request Check the applicable items and enter details after referring to item 9 at here .											
			(2) Access to personal data								
			(3) Rectification of personal data								
1. Category	-	(4) Erasure of personal data									
Place a check ☑	beside	□ (5) Restriction of personal data □ (6) Format of receipt of personal data									
the applicable iter	m(s)	☐ (7) Objection to the processing of personal data									
	-										
	-	☐ (9) Withdrawal of consent									
	•		. ,		ng lodgment of complaint	•					
2. Details		I	<u> </u>		<u> </u>						
Enter the grounds	s for										
the request and o	other										
details											

Important Notes

- *1. It may take some time to respond to your request. In principle, if the request is received by the 15th of the month, a response will be provided by the 1st of the following month; if received on or after the 16th, a response will be provided by the 15th of the following
- *2. Requests must be lodged personally by the data subject (the person to whom the data pertains). Submit your request via the same e-mail address as you entered when registering for the mailing list, applying for admission, or registering to participate in events, etc. Please be aware that APU cannot respond to requests from different e-mail addresses.
- *3. This request form is to be used for matters relating to the handling of personal information only: it cannot be used for other purposes such as amendment or disclosure of details of applications or selection results. APU cannot respond to requests other than those in the categories listed above.