

Ritsumeikan Asia Pacific University GRADUATE APPLICATION HANDBOOK

For JICA and MEXT Embassy Recommendation Scholarship Applicants

APRIL / SEPTEMBER 2026 ENROLLMENT

This application handbook is the following applicants of Ritsumeikan Asia Pacific University Graduate School :

1. Candidate of MEXT (Embassy Recommendation) who passed the initial screening conducted by the Embassy of Japan.
2. Those for whom information provided by the Japan International Cooperation Agency (JICA) and who were requested for screening by JICA

For those who do not match the conditions above, please refer to the [Ritsumeikan Asia Pacific University 2026 Application Handbook](#) (April/September Enrollment for all Graduate School Applicants)

Admissions Guidelines

Based on the educational philosophy of promoting Freedom, Peace and Humanity, International Mutual Understanding and the Future Shape of the Asia Pacific Region, Ritsumeikan Asia Pacific University (APU) gathers diverse students from many countries and regions and hopes to fulfill the mission of fostering future global leaders through the exchange of languages and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication skills and the ability to adapt to a changing international horizon.

To fulfill this mission, APU aims to recruit domestic and international students with the potential to be active leaders of the 21st century international society in the Asia Pacific region, and the following graduate schools were established with this purpose.

1 Educational objectives

The educational objectives of Ritsumeikan Asia Pacific University (APU) were established on the following premises:

1. To cultivate Japanese citizens with global perspectives and worldviews who can cooperate with people of various countries and regions in the spirit of mutual international understanding.
2. To cultivate international students who, by learning at a Japanese institute of higher education, develop a proper understanding of Japan and become active in the global arena.
3. To cultivate talented individuals who can build amicable and trustworthy relationships between Japan and the countries of the world and contribute to developing the future economies and societies in their respective countries and regions.

Graduate School of Asia Pacific Studies

Master of Science in Asia Pacific Studies

The Master's Program in Asia Pacific Studies aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as international relations and social and cultural studies, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Master of Science in International Cooperation Policy

The Master's Program in International Cooperation Policy aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as public administration, environment, development, health and tourism, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Doctor of Philosophy in Asia Pacific Studies

The Doctoral Program in Asia Pacific Studies aims to foster the advanced capacity for pioneering a new academic discipline (area) necessary for development of the Asia Pacific region and cultivate advanced researchers and highly qualified professionals with doctorate degrees who will contribute to sustainable development and coexistence in the region.

Graduate School of Management

Master of Business Administration

The Mission of the Graduate School of Management (GSM) is to cultivate creative, well-rounded professionals who will manage and lead globalizing enterprises and organizations with their advanced management skills and innovative, global, and ethical mindset.

APU hopes to realize these educational objectives by accepting outstanding students from all over the world.

2 Admission Policy

Ritsumeikan Asia Pacific University (APU) welcomes students who will uphold the university's basic ideals of Freedom, Peace, and Humanity, International Mutual Understanding, and the Future Shape of the Asia Pacific Region. These students should also be ready to acknowledge and understand differences in cultures and values, engage actively in an international campus community, and contribute to mutual learning.

New graduate school students must possess the following attributes and abilities in order to engage in this kind of learning:

1. Specialized knowledge and global perspective required to pursue advanced studies in one's graduate school and division
2. Analytical skills, perceptiveness, and aptitude to solve real-world problems
3. Requisite English language proficiency for research and study
4. Desire to contribute to and make full use of a multicultural collaborative learning environment

Graduate School of Asia Pacific Studies

Master's Program in Asia Pacific Studies

1. High-level interest in research pertaining to specialist fields including international relations, social studies, and cultural studies required for the development of the Asia Pacific region and the world at large
2. Strong intention to contribute to sustainable development and coexistence across the world

Master's Program in International Cooperation Policy

1. High level interest in research pertaining to specialist fields including administration, environmental studies, development and tourism required for the development of the Asia Pacific region and the world at large.
2. Strong intention to contribute to sustainable development and coexistence across the world

Doctoral Program in Asia Pacific Studies

1. High-level interest in pioneering new academic disciplines required for the development of the Asia Pacific region and the world at large
2. Aptitude and skills for mastering new academic theories and applications as an independent researcher
3. Strong intention to contribute to sustainable development and coexistence across the world

Graduate School of Management

Master's of Business Administration

1. High-level interest in solving the management issues faced by companies and other organizations within global society
2. Ability to contribute innovative ideas to the sustainable development of the Asia Pacific region and the world as a whole, as a well-rounded manager and inclusive leader with a deep sense of social responsibility
3. Analytical skills, perceptiveness, and problem-solving ability acquired through at least three years of workplace experience

In order to admit graduate students compatible with APU's learning environment, research plans, assessment tests, interviews, academic transcripts, and other materials will be used in a multi-faceted evaluation of the aforementioned knowledge, attributes, skills, and intentions.

3 Application category

Before applying, please confirm which category you fall under as the requirements and deadlines differ. The categories are as follows:

Overseas Applicants

Applicants who currently reside outside of Japan, will remain outside of Japan for the entire application process, or any applicants who are not categorized as "Domestic Applicants" written below.

Domestic Applicants

If either of the following applies.

- Applicants currently possess a "Student" status of residence or another valid status of residence (excluding short-term or permanent residency) that is valid until their prospective enrollment date. (The date of enrollment for April enrollment is April 1, and for September enrollment is September 21.)
- Applicants possess Japanese citizenship, including Japanese dual nationality, or hold permanent residency status in Japan.*

*Having a valid status of residence means that you are currently engaging in activities in Japan permitted under a designated status of residence within its period of validity.

- Applicants who lose their status of residence prior to enrollment but are permitted by the Immigration Bureau of Japan to remain in Japan between the time of status expiration and the date of enrollment due to visa renewal or any other reasons. If an applicant's current visa is scheduled to expire by the time of their enrollment at APU, the applicant must confirm with the Japanese Immigration Bureau whether it will be possible to either extend the current visa or change to a student visa before submitting an application to APU.

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Internal Applicants

Individuals who are currently enrolled at or have graduated from Ritsumeikan Asia Pacific University or Ritsumeikan University.

Dual Enrollment

Dual enrollment means a student enrolling in two or more universities, colleges, or departments at the same time. In principle, students may not be enrolled in a degree-seeking program at APU and another university simultaneously. If there is any possibility of dual enrollment after admission to APU, Please promptly contact APU in advance before applying.

Master's Programs

1 Number of students accepted

Graduate School of Asia Pacific Studies (GSA) Master of Science	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Asia Pacific Studies (APS) <ul style="list-style-type: none"> • International Relations (IR) • Society and Culture (SC) 	April/ September	15	2 years	2,800,000 JPY
International Cooperation Policy (ICP) <ul style="list-style-type: none"> • International Public Administration (IPA) • Sustainability Science (SS) • Tourism and Hospitality (TH) • Development Economics (DE) 	April/ September	45		

Graduate School of Management (GSM) Master of Business Administration	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Business Administration	April/ September	40	2 years	3,800,000 JPY

*Notwithstanding the above, there may be graduate schools, majors or programs for which applications are not accepted based on agreements between the external scholarship institutions and our university.

*The figure for "intake per year" refers to the number of students accepted per program, including those who apply outside the scope of this application guideline.

Standard Period of Completion

The standard period of completion for the master's programs in the Graduate School of Asia Pacific Studies and the Graduate School of Management is two years. This period is designed to allow for in-depth study and research, while providing students with the flexibility to develop a well-structured course plan.

Accelerated Completion Programs

If certain requirements are met after enrollment, it may be possible to complete the program in less than two years. Please note that the total tuition fees for the programs will remain the same, even if you complete your degree in a shorter period than the standard duration. Please refer to the following website for more information:

Accelerated Completion Programs

https://en.apu.ac.jp/gradinfo/academic_info/accelerated/

2 Application Eligibility

Applicants must fulfill the following requirements.

Requirement 1: Recommendation from the institution

- Among the eligible persons specified below, those who have applied according to the application period, application documents, selection methods, and target departments presented by external institutions or our university.
 - Candidate of MEXT (Embassy Recommendation) who passed the initial screening conducted by the embassy of Japan, or
 - Those for whom information about the applicants was provided through the Japan International Cooperation Agency (JICA) and who were requested for screening by JICA.

• For those who do not match the condition above, please refer to the Ritsumeikan Asia Pacific University 2026 Application Handbook (April / September 2026 Enrollment for all Graduate School Applicants)

Requirement 2: Educational Qualifications

The qualification to apply for admission to graduate schools is granted to persons who meet any of the following conditions, or **who are expected to meet any of these conditions before enrolling**.

- A person who has been granted a degree equivalent to a bachelor's degree by completing a course of not less than three years at a university, etc. outside of Japan.
 - A person who has completed a 16-year school education course outside of Japan.
 - A person who has graduated from a university.*
- *"University" refers to one of the universities listed in Article 83 of the School Education Act (formal undergraduate programs offered by universities in Japan).
- A person who has completed a 16-year education by taking online courses provided by a school based outside of Japan while residing in Japan.
 - A person who has completed a course at a foreign school designated as equivalent to a foreign university in Japan (a foreign university branch in Japan designated by the Minister of Education, Culture, Sports, Science and Technology).
 - A person who has been granted a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education.
 - A person who has been recognized by Ritsumeikan Asia Pacific University's graduate schools, through individual preliminary screening, as having academic ability equal to or higher than holders of a bachelor's degree and who has reached 22 years of age.
- If you possess any other educational qualifications, please promptly contact APU in advance before applying.

Requirement 3: Requirement by the institution

Applicants must fulfill all the eligibility requirements specified by the external scholarship institutions.

3 Other conditions

While not mandatory, the following are highly recommended to enhance your eligibility.

Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants have better to possess the ability to comprehend lectures, undertake independent research, and produce well-written reports in English.

English Proficiency					
TOEFL iBT® Test	IELTS/IELTS Online	Duolingo English Test	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment / Linguaskill
85	6.5	120	800	58	176

★ IMPORTANT

Other options

The following applicants are also acceptable instead of providing documents proving English proficiency:

- **Applicants who have graduated or are scheduled to graduate from a bachelor's or master's degree program in Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Fiji, Grenada, Guyana, Ireland, Jamaica, New Zealand, Papua New Guinea, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.**
- **Applicants who can provide certification that they have graduated, or are expected to graduate, from a bachelor's or master's degree program conducted in English in a country other than those listed above. This documentation may take the form of an official letter from the institution or another official document, such as a transcript, indicating the language of instruction.**
- **JICA applicants ONLY : A letter issued by candidate's organization or ex-supervisor to prove candidate's English proficiency can also be accepted.**

Work Experience (Graduate School of Management Applicants Only)

It is highly recommended that applicants meet at least one of the following experiential criteria.:

- Possess three years of full-time work experience (including full-time internship experience) by the time of enrollment to APU, preferably in a field related to the desired area of study or
- Possess equivalent project or organizational experience such as volunteering activities, activities in NGO/NPO, etc.

4 Application Schedule

The application period will follow the schedule set by the scholarship organisation. However, in the absence of a provided schedule, APU provide the information.

Final Results

In principle, the external scholarship organisation will make announcements directly to applicants. For MEXT Embassy Recommendation applicants, APU will issue a provisional acceptance letter.

Doctoral (Ph.D.) Program

1 Number of students accepted

Graduate School of Asia Pacific Studies (GSA) Doctor of Philosophy	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Asia Pacific Studies	April/ September	10	3 years	4,300,000 JPY*1

*The figure for "intake per year" refers to the number of students accepted per program, including those who apply outside the scope of this application guideline.

Standard Period of Completion

The standard period of completion for the doctoral program in the Graduate School of Asia Pacific Studies is three years. This period is designed to allow for in-depth study and research, while providing students with the flexibility to develop a well-structured course plan.

Accelerated Completion Programs

If certain requirements are met after enrollment, it may be possible to complete the program in less than three years. Please note that the total tuition fees for the programs will remain the same, even if you complete your degree in a shorter period than the standard duration. Please refer to the following website for more information:

Accelerated Completion Programs

https://en.apu.ac.jp/gradinfo/academic_info/accelerated/

2 Application eligibility

Applicants must fulfill the following requirements.

Requirement 1: Recommendation from the institution

- Among the eligible persons specified below, those who have applied according to the application period, application documents, selection methods, and target departments presented by external institutions or our university.
 - Candidate of MEXT (Embassy Recommendation) who passed the initial screening conducted by the embassy of Japan, or
 - Those for whom information about the applicants was provided through the Japan International Cooperation Agency (JICA) and who were requested for screening by JICA.

* For those who do not match the condition above, please refer to the Ritsumeikan Asia Pacific University 2026 Application Handbook (April / September 2026 Enrollment for all Graduate School Applicants)

Requirement 2: Educational Qualifications

The qualification to apply for admission to graduate schools is granted to persons who meet any of the following conditions, or **who are expected to meet any of these conditions before enrolling**.

- A person who has obtained a master's degree or a professional degree.
 - A person who has been granted a degree equivalent to a master's degree or a professional degree outside of Japan.
 - A person who has been granted a degree equivalent to a master's degree or a professional degree by taking online courses provided by a school based outside of Japan while residing in Japan.
 - A person who has completed a course at a foreign school designated as equivalent to a foreign graduate school in Japan (a foreign university branch in Japan designated by the Minister of Education, Culture, Sports, Science and Technology) and has been granted a degree equivalent to a master's degree or a professional degree.
 - A person who has been recognized by Ritsumeikan Asia Pacific University's graduate schools, through individual preliminary screening, as having academic ability equal to or higher than holders of a master's degree or professional degree and who has reached 24 years of age.
- If you possess any other educational qualifications, please promptly contact APU in advance before applying.

Requirement 3: Requirement by the institution

Applicants must fulfill all the eligibility requirements specified by the external scholarship institutions.

3 Other conditions

While not mandatory, the following are highly recommended to enhance your eligibility.

Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants have better to possess the ability to comprehend lectures, undertake independent research, and produce well-written reports in English.

English Proficiency					
TOEFL iBT® Test	IELTS/IELTS Online	Duolingo English Test	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment / Linguaskill
85	6.5	120	800	58	176

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Other options

The following applicants are also acceptable instead of providing documents proving English proficiency:

- Applicants who have graduated or are scheduled to graduate from a bachelor's or master's degree program in Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Fiji, Grenada, Guyana, Ireland, Jamaica, New Zealand, Papua New Guinea, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA.
- Applicants who can provide certification that they have graduated, or are expected to graduate, from a bachelor's or master's degree program conducted in English in a country other than those listed above. This documentation may take the form of an official letter from the institution or another official document, such as a transcript, indicating the language of instruction.
- JICA applicants ONLY : A letter issued by candidate's organization or ex-supervisor to prove candidate's English proficiency can also be accepted.

◇ Ph.D Supervisor Confirmation

All applicants are required to obtain confirmation from a doctoral faculty supervisor prior to submitting their application to APU. It is strongly recommended that applicants contact a prospective faculty supervisor well in advance, **ideally at least one month before the application deadline** to allow sufficient time for the necessary procedures.

Note: Obtaining a signed Supervisor Confirmation Letter only certifies eligibility to apply and does not constitute admission to the doctoral program.

Procedure:

1. Select a faculty member whose research interests align with your proposed research topic from the link blow.
2. Contact the desired faculty member via APU's online Faculty Supervision Request Form and wait to receive a reply from the faculty member by email.
When submitting the request form, you must attach the following documents:
 - Research Proposal
 - CV or Resume
 - Master's Thesis
3. If you receive a message of consent from the faculty member, please download the Format for the Supervisor Confirmation Letter from the link below, complete all required fields, and send it to the designated faculty member by email.
4. Once you have obtained the signed letter, submit the completed Supervisor Confirmation Letter along with the other required application documents before the application deadline.

Links

Format for the Supervisor Confirmation Letter:

https://admissions.apu.ac.jp/graduate/material_download

Faculty Supervision Request Form and List of Available Doctoral Faculty Supervisors: https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/request

4 Application Schedule

The application period will follow the schedule set by the scholarship organisation. However, in the absence of a provided schedule, APU provide the information.

Final Results

In principle, the external scholarship organisation will make announcements directly to applicants. For MEXT Embassy Recommendation applicants, APU will issue a provisional acceptance letter.

Application Process

1 Basic policy

- In principle, applicants must follow the application process instructed by the external scholarship institutions. In cases where the application process can be determined by the university, the following selection methods will generally be implemented. However, details of the application process will depend on each external scholarship; therefore, please be sure to check APU website and e-mail.

2 Online application

Application Procedures:

1. APU will provide the external scholarship application link to start your online application.
2. Upload digital copies of all required documents via the online application system.
3. Complete the online assessment by 23:59 (Japan time) on the day of the application deadline.
4. Regularly check your email and ensure messages from APU are not directed to spam or junk folders.

Important Notes:

• **The application link for candidates that APU will provide is different from the standard online application system that you can access on the APU website. Please note that the standard application requires the application fee payment and if any standard application is submitted, no refund will be issued.**

• **Applicants must complete their application and prepare documents by themselves. If you receive any assistance from agents, APU alumni, friends, or any other individuals during the preparation of your application documents, you must take full responsibility to carefully review all documents, including the application form, before final submission. Please be advised that failure to adhere to these guidelines may result in disqualification of your application if any issues are discovered.**

• Submission of printed or mailed documents is not required at the time of application. All documents uploaded via the online application system will be considered official copies.

• All documents must be prepared in English. Any documents not originally issued in English must be accompanied by an official English translation that includes the translator's name, contact information, and signature or official seal. Translations must be prepared by the issuing institution, a licensed translator, or a certified translation agency to be accepted.

• **The submission of false information, plagiarism, forgery, or any form of misconduct will result in immediate disqualification or revocation of admission. Future applications to APU may also be prohibited. Additionally, discrepancies between uploaded and certified documents, or failure to submit required materials, will lead to the cancellation of admission.**

• Applicants who have previously been enrolled at APU will have their past records, including academic performance, disciplinary actions, and visa compliance history, reviewed during the application screening process.

Certified Documents and Translation

https://admissions.apu.ac.jp/graduate/material_download

Required Documents to be Uploaded by All Applicants

In principle, applications should be submitted through APU's application system, but exceptions apply if otherwise specified by an external organization or the university itself. The application documents to be submitted are the documents listed below, but this does not apply if otherwise specified by an external organization or the university itself.

1) Applicant Information	<p>Please enter all the required information in the online application. Personal information should be entered exactly as it appears on your passport.</p> <p>Notes regarding sex as shown on your passport: To ensure the university operates in accordance with Japanese laws and regulations, applicants must input the sex as registered on their legal documents. This information will be used for university registration purposes only and will not affect the results of the admission screening or selection process in any way. For information about APU's response to sexual and gender diversity, please refer to Policies and Resources Regarding Sexual and Gender Diversity. (Policies and Resources Regarding Sexual and Gender Diversity - Ritsumeikan Asia Pacific University)</p> <p>As the university's application system currently provides only two options (male or female), please select the option that appears, or will appear, on your passport. If your passport indicates a third option, or if you would like to share more about your gender identity, Please contact APU in advance before applying.</p>
2) Personal Statement	<p>Please write a statement according to the instructions below explaining the reason you would like to enroll in Ritsumeikan Asia Pacific University's Graduate School.</p> <p>Length Requirements:</p> <ul style="list-style-type: none"> • The statement must be at least one A4 page in length. It should be no longer than two pages of typed text. <p>Format:</p> <ul style="list-style-type: none"> • Write one continuous essay. Do not answer the following questions separately. • Incorporate responses to all relevant questions within your essay. <p>Content:</p> <p>Your personal statement should include the following points:</p> <ul style="list-style-type: none"> • What attracted you to this program? • How will your present academic achievements and professional experience help you succeed in this program? • What are your future goals and career objectives? • How will an advanced degree in your chosen area of study help you achieve these goals and objectives? <p>Additional Question for GSM Applicants Only:</p> <ul style="list-style-type: none"> • Describe your past work experience in detail (if applicable) and outline your future career plans. <p>Additional Questions for IMAT Applicants Only</p> <ul style="list-style-type: none"> • How did you learn about the IMAT program? • Why are you interested in studying Material Flow Management?
3) Research Proposal	<p>Please prepare a typed or printed research proposal by following the instructions below.</p> <p>Word count (approximate):</p> <ul style="list-style-type: none"> • 1,500 words for Master's applicants • 3,000 words for Doctoral applicants <p>Content to include for Master's applicants:</p> <ul style="list-style-type: none"> • A brief literature review of your research topic. • Outline research objectives and questions and how they relate to your intended program at APU. • The method you intend to use to complete your research. • Potential contribution of your research. <p>Content to include for Doctoral applicants:</p> <ul style="list-style-type: none"> • A brief literature review of academic and theoretical source related to your proposed research topic. • Specific research objectives and questions. • The method of you intend to use to complete your research. • Statement of originality of your research. <p>This document is required for:</p> <ul style="list-style-type: none"> • All applicants to the Graduate School of Asia Pacific Studies.

<p>4) Study Plan</p>	<p>All applicants to the Graduate School of Management (MBA) are required to prepare a typed or printed study plan by following the instructions below.</p> <p>Word count (approximate): 1,500 words</p> <p>Format: Write one continuous proposal. Do not answer each point individually.</p> <ol style="list-style-type: none"> 1. Start with an outline of your work experience. Please describe your work history, including company name and industry, work area, responsibility, and what you learned. Tell us experiences that you managed well, as well as experiences that you found challenging and in which you expect an MBA program to be helpful for your further development. (approx. 500 words) 2. Relate your planned university study to your career to date, current business or work-related activities, and your future career path. What benefit would your studies in Japan have for your intended career? (approx. 500 words) 3. Describe a research topic or a business plan you would like to pursue as your MBA research project. Possible research topics include managerial problems, economic issues, and statistical inquiries. Possible business plans include business startups and expansion plans for existing companies and organizations. (approx. 500 words)
<p>5) University Graduation Certificate(s)/Certificate of Scheduled Graduation</p>	<p>Please prepare university graduation certificate(s) or certificate of scheduled graduation by following the instructions below.</p> <p>All applicants must submit proof of graduation from every university attended.</p> <p>If you are currently enrolled in a bachelor's or master's program, you must submit proof of expected graduation indicating that you will complete the program before your intended date of enrollment at APU.</p> <p>If university graduation certificate(s) or certificate of scheduled graduation you submit states a degree title other than “bachelor's degree” or “master's degree”, you must also submit an official certificate from the issuing university clearly stating that the degree is equivalent to a bachelor's or master's degree.</p> <p>High school graduation certificates are not required.</p> <p>The dates of enrollment are as follows:</p> <p>April 1 for spring enrollment September 21 for fall enrollment</p>
<p>6) Academic Transcripts</p>	<p>Please prepare academic transcripts by following the instructions below.</p> <p>All applicants must submit transcripts of grades for all university studies to date, along with information about the grading system. If you have attended a language school or a higher education institution in Japan for any length of time, you may also submit academic transcripts and attendance reports covering your entire period of study.</p> <p>Please ensure that all transcripts you submit include the official seal or signature of the university president or an authorized representative.</p>

<p>7) Documents Proving English Proficiency Required for all applicants who do not meet the exemption requirements</p>	<p>In principle, one of the following documents must be submitted, but alternative documents stipulated by external scholarship institutions may be accepted.</p> <p>Score Validity Period:</p> <ul style="list-style-type: none"> • April 2026 Enrollment: Only scores from exams taken on or after June 1, 2023 will be accepted. • September 2026 Enrollment: Only scores from exams taken on or after September 1, 2023 will be accepted. The validity period for English test scores is different for MEXT University Recommendation (UR) Scholarship applicants. Please refer to the “Scholarships” section in this handbook for more information. <p>Accepted Test Results and Submission Procedures:</p> <ul style="list-style-type: none"> • TOEFL® iBT Test Upload a digital copy of the score report within the online application. My Best scores are accepted. • IELTS / IELTS Online Upload a digital copy of the Test Report Form (TRF) within the online application. IELTS One Skill Retake results are accepted. • Duolingo English Test Request to have your score sent directly to APU • TOEIC® Listening & Reading (L&R) Test Upload a digital copy of the original score report within the online application. • PTE Academic Upload a digital copy of the score report within the online application. • Cambridge English Language Assessment / Linguaskill Enter your ID Number and Secret Number within the online application. Upload a digital copy of the result statement within the online application. <p>The following test results will not be accepted:</p> <ul style="list-style-type: none"> • TOEFL® ITP Test • TOEFL® iBT Home Edition • IELTS (General Training Module) • TOEIC® L&R Test (IP) • PTE General <p>If your score cannot be verified online by the application deadline, you must submit the original score report. Scores that are not accompanied by an original score report will not be evaluated.</p>
<p>8) Letter(s) of Recommendation</p>	<p>Please carefully follow the instructions below regarding the submission of your letter(s) of recommendation. All letters must be submitted by your application deadline and APU can only accept letters written in English.</p> <p>Submission Process:</p> <ol style="list-style-type: none"> 1. Enter your recommender's information into the designated sections of the APU Online Application System. 2. Once the information is entered, an email with the Letter of Recommendation form will be automatically sent to your recommender. Make sure to confirm with your recommender that it has been delivered successfully. The recommender can complete the online form provided by APU or upload a PDF file containing their letter in a format of their choice. 3. Confirm with your recommender(s) that they have received the email successfully. <p>Number of Required Letters:</p> <p>Graduate School of Asia Pacific Studies (Master's Program): 1 letter Graduate School of Asia Pacific Studies (Doctoral Program): 2 letters Graduate School of Management : 1 letter</p> <p>Recommender Requirements:</p> <p>It is ideal that one letter of recommendation is written by an academic supervisor, but this is not mandatory. Suitable recommenders are faculty members, researchers, or professional supervisors who can comment on following points.</p> <ul style="list-style-type: none"> • Intellectual ability • Research or professional skills • Character • Potential for future success <p>You will not be able to view the submitted letter(s), but you can check the submission status within the APU Online Application System.</p> <p>If you would like to reuse the document submitted for a 2021 application or later, follow these steps:</p> <ol style="list-style-type: none"> 1. Enter the recommender's information in the same way as your previous application except for their email address. 2. For their email address, enter grad-rec@apu.ac.jp. 3. Submit the letter request. 4. Finalize your request by sending a separate email to grad-rec@apu.ac.jp.

9) Copy of Passport	<p>Please prepare a copy of passport by following the instructions below.</p> <p>If you have a valid passport, please upload a digital copy of the information page showing your name, passport photo, and passport number. If you do not possess a valid passport at the time of application, you are not required to submit it when applying. In such cases, you are still eligible to apply.</p> <p>If you have previously entered Japan, please also upload copies of the passport pages containing the immigration stamps for your most recent arrival in and departure from Japan.</p>
10) Photograph	<p>Please carefully follow the instructions below regarding the submission of your passport photo.</p> <ul style="list-style-type: none"> • Upload a photograph taken within the past three months. • The photograph must show a front view of your face and upper chest. • The background must be plain. • Caps, hats, and other head coverings are not permitted. • The photograph may be either in color or in black and white.
11) Curriculum Vitae	<p>Please prepare a Curriculum Vitae by following the instructions below. Content to include:</p> <ul style="list-style-type: none"> • Personal information • Educational background • Qualifications • Employment history <p>Page length: Within two A4 pages</p> <p>This document is required for:</p> <ul style="list-style-type: none"> • All applicants to the Graduate School of Management • Only for applicants to the IMAT Program under the Graduate School of Asia Pacific Studies (Master's Program) • Only for applicants to the AfDB Scholarship under the Graduate School of Asia Pacific Studies (Master's Program)
12) Master's thesis / Sample work / List of Research Achievement	<p>Please prepare one item from following options below.</p> <ol style="list-style-type: none"> 1. Master's thesis (If not completed, a draft may be submitted) 2. Sample work* (For example Presentations related to your proposed field of study) 3. List of research achievements (For example a list of previous papers) <p>*If you are submitting sample work, it must be relevant to your intended research area and must be accompanied by an English abstract if it is written in a language other than English.</p> <p>This document is required for:</p> <ul style="list-style-type: none"> • Graduate School of Asia Pacific Studies (Doctoral Program) • Graduate School of Asia Pacific Studies (IMAT Program) • Graduate School of Asia Pacific Studies (Other than IMAT Program) *Optional
13) Supervisor Confirmation Letter	<p>It is ideal for Doctoral Program applicants to follow the designated procedures to obtain a Supervision Confirmation Letter from their prospective supervisor in well before the application deadline. This letter must be submitted online together with the application. It is recommended to contact a faculty supervisor well in advance, at least one month before the application deadline, to ensure enough time for the application process. For more information, please refer to the "Doctoral [Ph.D.] Program" section in this handbook.</p>

<p>14) Certificate of Employment</p>	<p>Please carefully follow the instructions below regarding the submission of your Certificate of Employment. A sample certificate is provided on the next page for your reference. Please use it when making your request to the issuing organization.</p> <p>Submission Instructions: Upload a digital copy of a Certificate of Employment issued by your current or former employer. The document must be in English or accompanied by an English translation. If you will meet the required three years of full-time work experience by the time of enrollment, you must submit an official certificate upon enrollment. If you cannot obtain this document, Please promptly contact APU in advance before applying. Also, if single employment certificate does not meet the required period of employment set by the university or the external scholarship organization, please obtain certificates from multiple past employers to collectively satisfy the condition.</p> <p>It is preferred that applicants meet one of the following experiential requirements:</p> <ul style="list-style-type: none"> • Possess three years of full-time work experience (including full-time internship experience) by the time of enrollment to APU, preferably in a field related to the desired area of study or • Possess equivalent project or organizational experience such as volunteering activities, activities in NGO/NPO, etc. <p>Required Information for the Certificate:</p> <ul style="list-style-type: none"> • Date of Issue • Employee Information • Job Title and Position • Type of Employment (Full-time, Part-time, Full-time Internship, Part-time Internship, etc.) * *If part-time, specify the number of hours worked per week. • Period of Employment (Start Date – End Date, in YYYY/MM/DD format) • Work Style (In-person or Online [Remote]) • Summary of Duties <p>This document is required for:</p> <ul style="list-style-type: none"> • All applicants to the Graduate School of Management
<p>15-1) GMAT® Results</p>	<p>Please carefully follow the instructions below regarding the submission of GMAT exam results.</p> <p>We highly recommend that GSM applicants submit GMAT exam results, as strong emphasis is placed on these scores during the application evaluation process. Please note that submission is recommended but not mandatory.</p> <p>Submission Procedure:</p> <ol style="list-style-type: none"> 1. Request to have your official score report sent directly to APU through the test center's website. APU Institution Code: 2791 Program Code: 6VF-X6-86 2. Enter the date you requested the score report to be sent to APU in your online application. 3. Upload a digital copy of your score report to the online application system. <p>Test results are valid for five years from the test date. For more details about the GMAT®, please visit: https://www.mba.com/exams/gmat-exam</p>
<p>15-2) GRE® Results</p>	<p>Please carefully follow the instructions below regarding the submission of GRE exam results.</p> <p>Submission Procedure:</p> <ol style="list-style-type: none"> 1. Request to have your official score report sent directly to APU through the test center's website. The APU Institution Code: 7116 2. Enter the date you requested the score report to be sent to APU in your online application. 3. Upload a digital copy of your score report to the online application system. <p>Test results are valid for five years from the test date. For more details about the GRE®, please visit: https://www.ets.org/gre.html</p>

Additional Documents to Be Submitted (if Applicable)

1) Residence Card (both sides) / Certificate of Residence	<p>For Applicants Residing in Japan</p> <ul style="list-style-type: none"> • If you do not possess Japanese nationality: Please upload a digital copy of both sides of your Residence Card within the online application. • If you live in Japan and possess Japanese nationality: Please upload a digital copy of your Certificate of Residence (住民票) within the online application.
2) Designation Page in Your Passport	<p>This section applies only to applicants holding a valid Specified Visa – Designated Activities.</p> <p>Please upload a digital copy of the Designation Page in your passport that indicates the category of your Specified Visa – Designated Activities (For example Working holiday, Internship etc).</p> <p>Additionally, confirm with the Japanese Immigration Bureau in your jurisdiction whether your status of residence can be changed to “Student” while residing in Japan. If your status cannot be changed in Japan, please promptly contact APU in advance before applying.</p>
3) Course List from Currently Attending University (2nd Year Transfer applicants only)	<p>Applicants who apply to 2nd year transfer program such as JICA DXHR program must submit a list of courses taking/completed during the first year of the current university.</p>
4) Academic Transcript from Currently Attending University (2nd Year Transfer applicants only)	<p>Applicants who apply to the 2nd year transfer program such as JICA DXHR program must submit official transcripts for all courses taken during the first year of the current university. If some courses are still in progress at the time of application and transcripts cannot be obtained, the documents must be submitted as soon as they become available.</p>

Sample of Certificate of Employment

SAMPLE

〈Company's letterhead should be used〉

Date of Issue: YYYY/MM/DD

Certificate of Employment

Information that must be included:

- ✓ Employee information: Full name
- ✓ Job title and position:
- ✓ Type of employment: Full-time, part-time, full-time internship, or part-time internship, etc. (If employee worked part-time, please specify how many hours they worked per week.)
- ✓ Period of employment: Start date - End date (Write dates in YYYY/MM/DD format.)
- ✓ Work style: In-person or online (remote)
- ✓ Summary of duties: Brief description of responsibilities

Issuer's information

Company/organization name:

Company's website (if exists):

Address:

Contact number (+

country code): Email:

Name of issuer:

Position:

signature

2 Notes on creating research proposal and study plan etc.

At Ritsumeikan Asia Pacific University, we seek applicants who possess the following qualities and abilities, as outlined in our Admission Policy:

1. Specialized knowledge and global perspective required to pursue advanced studies in one's graduate school and division
2. Analytical skills, perceptiveness, and aptitude to solve real-world problems
3. Requisite English language proficiency for research and study
4. Desire to contribute to and make full use of a multicultural collaborative learning environment

To assess these qualities and abilities, we request the submission of Research Proposal, Study Plan, personal statements, and online recorded video interviews. When submitting these documents, please keep the following points in mind:

Originality of research

Universities are places to pursue learning and seek truth. Especially for those studying at the graduate school level, there are many opportunities to engage in advanced research and create papers and reports. What is important in these cases is your own original ideas and opinions. It goes without saying that the contents found in previous studies, other people's ideas, information obtained from internet searches, and even information output by generative AI systems like ChatGPT, are not one's own thoughts and achievements. Directly using such content may not only lack originality but also lead to plagiarism, copyright infringement, and ethical issues in research. Learning from previous studies, exchanging ideas with others, and utilizing generative AI are important for deepening research, but these activities should be part of the process of driving your own answers, and the outcomes should include originality.

Plagiarism

Plagiarism refers to the unauthorized replication or reproduction of copyrighted material in Research Proposal or other documents without proper citation. It is an act that goes against the rules and morals of academia. Not only academic papers, books, reports created by others, or internet sources but also information output by generative AI can be treated as plagiarism if used without proper citation. Such acts of plagiarism are violations of copyright law and can result in imprisonment or fines. Ritsumeikan Asia Pacific University considers these forms of plagiarism, inappropriate citations, and data fabrication as acts of misconduct. At Ritsumeikan Asia Pacific University, students are expected to use the APA (American Psychological Association) style for citing references in papers and reports. You are free to use writing styles other than APA for application documents, but please consider it as a reference. When using generative AI, please refer to the following rules.

Self-plagiarism

At Ritsumeikan Asia Pacific University, if you utilize your past graduation theses or class reports to write Research Proposal, Study Plan or other documents, it will also be considered as self-plagiarism. When quoting from your own past documents, including those that have not been published or presented at academic conferences, please provide proper references, following the examples below. While it is acceptable to consistently study the same research topic from your undergraduate to graduate studies, if you write Research Proposal, Study Plan or other documents using content from your past research, even with proper citations, you may receive a lower evaluation if the developmental nature of the research is not recognized. If you are using parts or the entire content of a research plan for application documents to other universities, or if you have previously applied to Ritsumeikan Asia Pacific University using similar content, our application system provides a question where you can report this situation. It is essential to disclose any prior submissions to ensure transparency and avoid self-plagiarism. Please make use of this feature to maintain the integrity of your application.

Example of statement if AI is used:

Authors must disclose the use of generative AI and AI-assisted technologies and purpose for the use in the writing process by adding a statement at the end of their manuscript, before the References list.

Statement: During the preparation of this work the author used [the name of the model] in order to [REASON].

Citation example to avoid self-plagiarism:

In-text citation (Author, year)

The stock estimate process, on which such cooperation is based, must be founded on science. However, separating "politics" out of the scientific process is difficult, and the appropriate "distance" within the industry-academic-government cooperation varies from a country to another, as well as from one international regime to another. (Sato, 2018).

Reference

Author. (year). title of paper, *Unpublished manuscript submitted in class of "Name of class"*. Name of University.

Sato, Y. (2018). Scientific knowledge and policymaking--a comparative study of international tuna resource management regimes, *Unpublished manuscript submitted in class of "Environment and Natural Resources Conservation"*. Ritsumeikan Asia Pacific University.

Sato, Y. (2018). Scientific knowledge and policymaking--a comparative study of international tuna resource management regimes, *Unpublished manuscript submitted as final paper*. Ritsumeikan Asia Pacific University.

3 Application fee (MEXT Embassy Recommendation Only)

★ IMPORTANT

- If the application fee will be paid by the external scholarship institutions, please do not make payment. However, MEXT Embassy Recommendation applicants must pay the application fee. Once you enroll to APU as the scholarship recipient and create Japanese bank account, APU will make reimbursement.
 - The application fee cannot be waived.
 - Please pay the application fee by credit card by the application deadline. We will accept payment by bank transfer (international or domestic) only if you cannot pay by credit card.
 - **Applicants to the doctoral program who wish to enroll directly in the same academic year and semester after graduating from APU's master's program are not required to pay the application fee.**
 - If the application fee is paid in Japan, even if it is paid by a friend or relative in Japan, write the applicant's name and phone number in the contact details when the payment is made and submit a digital copy of the payment receipt within the online application.
 - **Applications will be considered complete only after the application fee has been paid, the online application has been submitted, and the online assessment has been completed. The application fee must be paid through the online application system before the application deadline. Please note that credit card payments cannot be accepted after 23:59 (Japan time) on the day of the deadline. Applications will not be processed until all of these steps have been completed.**
 - The payment must be made in Japanese yen (JPY). Submit a copy of the payment receipt with your application if you pay by bank transfer (international or domestic).
 - Bank transfer fees vary from bank to bank. All bank transfer fees must be covered by the payer.
 - Cash or postal money orders will not be accepted.
 - Domestic use-only credit cards and prepaid credit cards cannot be used.
 - The application fee is generally non-refundable. However, a partial refund (after administrative fees are deducted) or a full refund may be possible in the following cases.
 - When the application fee has been paid multiple times, or in cases in when it is clear that the amount paid exceeds the amount for the application fee and administrative fees set by APU.
 - When your application is deemed inadmissible and is not screened.
- Further information about our refund policy for the application fee can be found on the admissions website.
(https://admissions.apu.ac.jp/graduate/how_to_apply/refund_policy/).

Credit Card

Category	Fee Amount
Overseas Applicants	5,500 JPY (5,000 JPY for evaluation + 500 JPY administrative fee)
Domestic & Internal Applicants	36,500 JPY (35,000 JPY for evaluation + 1,500 JPY administrative fee)

Bank Transfer (Only for applicants who are unable to pay by credit card)

Category	Fee Amount
Overseas Applicants	7,000 JPY (5,000 JPY for evaluation + 2,000 JPY administrative fee)
Domestic & Internal Applicants	35,000 JPY

Payment Details

Item	Information
Payment Purpose	Application fee
Contact Details	Applicant's Name, Phone Number
Bank Name	Sumitomo Mitsui Banking Corporation Oita Branch
Branch Address	1-3-22 Chuo-machi, Oita-city, Oita-prefecture, 870-0035 JAPAN
Tel	+81 97-532-5161
Account Number	1001673 (ordinary deposit account)
Account Name	RITSUMEIKAN ASIA PACIFIC UNIVERSITY
Swift Code	SMBCJPJT
IBAN Code (if necessary)	JP28 SMBC 0721 XXX2 4029 0868
Bank Transfer Fee	Borne by the remitter

4 Online assessment

★ IMPORTANT

- Instructions for the video interview and assessments will be available in the online application system after you submit your application, upload required documents, and pay the application fee.
- Please ensure you complete all steps in time to finish the online assessment before the application deadline.
- In some cases, an additional interview may be required. If so, the interview date will be designated by APU and notified to applicants. Interviews will be conducted online. Applicants do not need to travel to Japan.

Online Assessment Overview

The online assessment consists of the following three parts, and the total time required is approximately 70 to 80 minutes.

Component	Duration	Description
Video Interview	20-30 minutes	Answer pre-recorded questions via a video interview platform. You will see each question on your screen and record your response within a set time limit. No live interviewer is present.
Core Abilities Assessment (CORE)	20 minutes	Measures verbal, numerical, and abstract reasoning skills. Assesses your ability to learn new concepts, apply reasoning, and draw conclusions.
Watson-Glaser III Critical Thinking Appraisal (WGIII)	30 minutes	Evaluates your ability to recognize assumptions, evaluate arguments, and draw logical conclusions. Measures overall critical thinking proficiency.

Links

Core Abilities Assessment Sample Questions:

https://admissions.apu.ac.jp/resource/load/Assessment/Example_Questions_Coreabilities.pdf Tips on

Critical Thinking:

https://admissions.apu.ac.jp/resource/load/documents/Tips_on_Critical_Thinking.pdf Practice Critical

Thinking (Watson-Glaser) Test: <https://www.talentlens.com/about/practice-tests.html>

5 Evaluation method

Applications will be evaluated based on following points during the screening process:

1. Application documents
2. Video interview
3. Online assessment tests

APU may ask you for clarifications regarding your application or submitted documents and also contact previous schools, recommenders, or other related parties, and request additional explanations or documentation such as transcripts, certificates, or language test scores if necessary.

6 Admissions support for prospective applicants with medical conditions or disabilities

In accordance with the "Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities," APU offers special support during the admissions process to prospective applicants with disabilities or other medical conditions when necessary. For those who would like to request this support, please read the following information carefully and submit the necessary documents.

If you are a prospective applicant with disabilities or other medical conditions and would like to request support during the admissions process, please submit the Admissions Support Request Form provided by APU **before applying for admission**. If possible, also submit a medical certificate or patient referral document issued by a physician.

Step1: Making the Request

Before applying, you may confirm details via the Inquiry Form Links or QR code listed on the back cover **at least four weeks prior to the deadline** of your intended application period. If you are unable to submit a request at least four weeks prior to the deadline, send us an email to explain your circumstances after you have received the necessary information via the Inquiry Form. The email address is mentioned within the necessary information. **Be aware that your reasons may not be accepted depending on the content.**



Step 2: Receiving the Support Request Arrival Receipt

You are required to download all email correspondence related to this matter between yourself and APU and submit it under "Other Required Documents" in the online application.



Step 3: Notification of Support Request Results

You will receive the results of your requested admissions support by email **within three weeks after receiving the Support Request Arrival Receipt.**

7 Information on local medical services

The following describes medical information in Japan, as well as the availability of medical care in and around our university. By providing this information, we hope to ensure a smooth transition for our students to Japan's and APU's medical system.

1. APU Health Clinic

The APU Health Clinic is not a full-service medical institution and therefore cannot perform medical procedures such as prescribing medication or giving injections and infusions (IV). Students who will require medical care or treatment will need to use off-campus medical institutions.

2. Health Surveys and Measles and Rubella Immunization

In Japan, it is recommended that children be vaccinated against measles and rubella twice during childhood and school age with either a single vaccine or MR vaccine (measles-rubella combined vaccine) for each disease.

If you have been previously vaccinated, you should check any medical record handbook or other periodic vaccination records in advance to determine the dates and types of vaccines you received.

It is strongly recommended that you be vaccinated before coming to Japan if you do not have a vaccination history. Vaccination is also recommended if you do not know your vaccination history, if you have been vaccinated only once, or if you have previously been exposed to measles and rubella.

Vaccines for Japan

<https://www.japan.travel/en/guide/vaccines-for-japan/>

3. Applicants Currently Receiving Medical Treatment

If you are currently receiving any type of medical treatment, please consult with a physician about whether or not continued treatment will be necessary after enrolling. If you wish to continue treatment at a medical institution in Japan after enrollment, you will need to submit a treatment plan or a patient referral document*1.

4. Restrictions on Bringing Medication into Japan

There are heavy restrictions on bringing medication into Japan from abroad. Prospective applicants must check with their local Japanese embassy or the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring their currently prescribed medicine*2 into Japan. Before coming to Japan, please make sure to complete the legal procedures to bring medication into Japan.

For further information, please refer to the following page on the Ministry of Health, Labour, and Welfare's website:

English:

<https://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese:

https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/yakuhin/kojinyunyu/topics/tp010401-1.html

5. Psychiatric Disorders/Disabilities

(Mental Illnesses, Developmental Disorders, Sleeping Disorders, etc.)

There are no medical institutions in Oita Prefecture that can treat psychiatric disorders or disabilities in languages other than Japanese. As mentioned above, there are many restrictions for bringing medication into Japan. If you are currently receiving psychiatric treatment and will require treatment after coming to Japan, you may confirm further details via the Inquiry Form or QR code listed on the back cover. Please also consult with your primary care provider about your treatment plan before deciding to enroll.

6. Accessibility

Wheelchair-accessible public transportation within Beppu City is limited. There are currently only a few wheelchair-accessible buses available on the routes used to commute to APU. If you are a wheelchair user, please inquire with APU about accessibility accommodations before applying.

7. Additional Support

You may confirm further details via the Inquiry Form or QR code listed on the back cover if you will require further assistance in your daily life at APU. This will be confidential and will have no bearing on your application's evaluation. You may also contact us after being accepted to APU.

Please note:

There have been situations in which students were unable to continue receiving prescriptions for the same medicine, or were unable to continue administering self-injections, in Japan. We strongly advise that you make your enrollment decision after consultation with your primary care provider and careful consideration of your medical situation and the circumstances in Japan.

You may contact us via the Inquiry Form or QR code listed on the back cover if you would like to consult with APU.

*1 The patient referral document (which must include the name of the condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese.

*2 Injectable medicine that cannot be self-administered must be administered at a medical institution under the supervision of a doctor. However, depending on the facilities of the medical institution, there is a possibility that you will be unable to have the medicine administered. Please also be aware that the APU Health Clinic will be unable to administer injections.

HOW TO ENROLL

1 Enrollment document submission

Enrolling students are required to submit certified hard copies of the application documents they uploaded online to APU by post. Please note that submitted documents will not be returned under any circumstances. All documents must arrive at APU by the designated deadlines.

If you reside in a country or region with an APU Overseas Office or official representative, you may either deliver the documents in person or send them by registered airmail directly to the local office.

The certified hard copies submitted after acceptance must be identical to the documents uploaded at the time of the online application. Each certified document must bear an official stamp or seal from the issuing institution (preferred) or a notary public. Applicants are strongly advised to retain copies of all submitted documents for their personal records. APU may request certified copies or originals of other documents not listed above if necessary.

Certified Documents and Translation:
https://admissions.apu.ac.jp/graduate/material_download/

Document	Requirement
University Graduation Certificate(s) / Certificate of Scheduled Graduation	Certified copy*
Academic Transcripts	Certified copy*
Language Proficiency Test Results if submitted for the TOEIC® L&R Test	Certified copy*
Certificate of Employment	Certified copy*
Required only for GSM applicants and, if applicable, for certain scholarship applicant	

* Translation Documents: Original only

2 Enrollment Procedure fees

Some of your enrollment procedure fees will be covered by the external scholarship organisation. However, you will still be responsible for paying a portion of the fees yourself at the time of enrollment procedure. Notifications will be sent either by APU or the scholarship organisation, so please follow the instructions provided.

We recommend using Convera, an online international payment service. If paying by bank transfer, a 10,000 JPY handling fee will apply. Payment details are provided in the Enrollment Procedures Handbook.

Please note that the fees indicated below are subject to change.

AP House Entrance Fee Breakdown

Enrollment Period	Dormitory	Moving-in Fee* ¹	Security Deposit* ²	Rent* ³	Total
April	AP House 3	33,000 JPY	66,000 JPY	66,000 JPY	165,000 JPY
	AP House 4	33,000 JPY	98,000 JPY	98,000 JPY	229,000 JPY
September	AP House 3	33,000 JPY	66,000 JPY	49,500 JPY	148,500 JPY
	AP House 4	33,000 JPY	98,000 JPY	73,500 JPY	204,500 JPY

* Notes:

*¹ The Moving-in fee is non-refundable.

*² The Security Deposit covers unpaid rent or damages. Deductions will be made as necessary, and any remaining amount will be refunded upon departure.

*³ April enrollees are required to pay **two months' rent** in advance (April and May), while September enrollees must pay **one and a half months' rent** in advance (mid-September to October). **The monthly rent is 33,000 JPY for AP House 3 and 49,000 JPY for AP House 4.**

Comprehensive Insurance for Students

All international students are required to enroll in designated insurance programs provided by APU. Fees are subject to change. Further details will be made available via the APU Online Enrollment Procedures System for admitted applicants.

Program	Insurance Fee
Master's Program	6,850 JPY
Doctoral Program	9,800 JPY

Regulations and Policies

- **The Ritsumeikan Trust Privacy Policy**
<https://en.apu.ac.jp/home/contents/privacypolicy.html/>
- **Ritsumeikan Trust Personal Information Protection Regulations**
https://en.ritsumeikan-trust.jp/info/privacypolicy/g01_01_e/
- **Public Announcement Based on the Act on the Protection of Personal Information**
https://en.ritsumeikan-trust.jp/info/privacypolicy/g01_06_e/
- **Ritsumeikan Asia Pacific University Privacy Policy Pursuant to the EU General Data Protection Regulation (GDPR)**
<https://admissions.apu.ac.jp/graduate/regulations/>
- **Support Services for Students with Disabilities**
<https://en.apu.ac.jp/home/life/content39/>
- **Policy Statement on Sexual and Gender Diversity**
<https://en.apu.ac.jp/home/life/content57/>

*The handling of personal information is subject to change, so please check the above website for the latest information.

Organizations Providing Standardized Examinations

TOEFL® (Test of English as a Foreign Language) Test

ETS: Educational Testing Service
<http://www.ets.org/toefl>

IELTS (International English Language Testing System)

British Council/IDP: IELTS Australia/Cambridge Assessment English
<https://www.ielts.org>

Cambridge English Qualification/Linguaskill

Cambridge Assessment English
<https://www.cambridgeenglish.org>

TOEIC® (Test of English for International Communication) Test

ETS: Educational Testing Service
<https://www.ets.org/toEIC>

PTE (Pearson Test of English) Academic

Pearson
<https://pearsonpte.com/>

TOEIC®, TOEFL®, TOEFL iBT®, TOEFL ITP® and MyBest® are registered trademarks of Educational Testing Service (ETS). This publication is not endorsed or approved by ETS.
L&R is an abbreviation for Listening and Reading, and S&W is an abbreviation for Speaking and Writing.

About this handbook

The information stated above may be subject to change. Please follow the instructions by APU.



CONTACT US

Ritsumeikan Asia Pacific University
Office of International Admissions

1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

Tel: +81-977-78-1119 (English)
+81-977-78-1200 (Japanese)

Contact us via our Inquiry Form:

https://admissions.apu.ac.jp/graduate/contact_us/

<https://admissions.apu.ac.jp/graduate/?lang=en>

 Ritsumeikan.APU

 APUAdmissionsOffice

 ritsumeikanapu

 ritsumeikanapu



Contact us!

APU OVERSEAS OFFICES

CHINA

Ritsumeikan Liaison Office – Shanghai Jiao Tong University, 301-CD,
3F Shentong Xinxi
Guangchang, No. 55, Huaihai West Rd.
Shanghai City 200030 China
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Email: apuchina@apu.ac.jp

INDONESIA

APU Indonesia Information Center
C/O MARQUEE, Mayapada Tower I, 11th Floor, Jl.Jend. Sudirman
Kav. 28 Jakarta 12920 Indonesia
Tel: +62-21-5289-7328/7392
Email: apu-ina@apu.ac.jp

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Gangnam-gu, Seoul 06233 Korea
Tel: +82-2-564-3425/3426
Email: hello@ritsapu-kr.com

THAILAND

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Room 1015, 10th Floor, Serm-Mit Tower 159/16 Soi Asoke,
Sukhumvit 21 Road, Wattana, Bangkok 10110 Thailand Tel/Fax:
+66-2-665-7145
Tel: +66-92-451-5520
Email: thailand@apu.ac.jp

VIET NAM

APU Viet Nam Office
145A Phao Dai Lang Street, Lang Ward, Hanoi City, Vietnam Tel:
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