

Shape your world



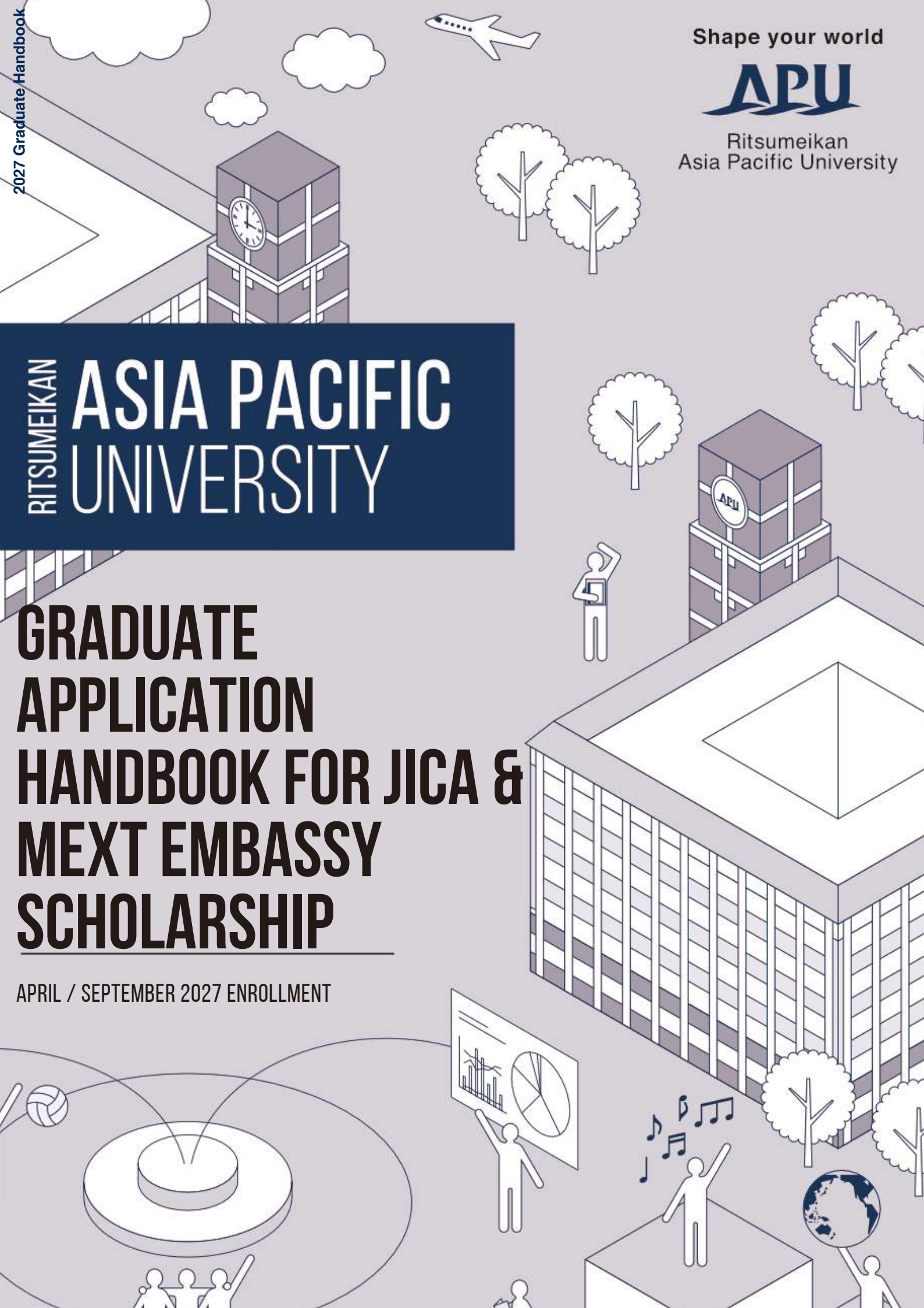
Ritsumeikan
Asia Pacific University

RITSUMEIKAN

ASIA PACIFIC
UNIVERSITY

GRADUATE APPLICATION HANDBOOK FOR JICA & MEXT EMBASSY SCHOLARSHIP

APRIL / SEPTEMBER 2027 ENROLLMENT



This application handbook is for 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 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 2027 Application Handbook (April / September 2027 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. PURPOSES OF EDUCATION AND RESEARCH

Graduate School of Asia Pacific Studies

The Graduate School of Asia Pacific Studies aims to cultivate human resources that will contribute to the development and coexistence of the world in general, and the Asia Pacific region in particular. These individuals will (1) possess specialized knowledge in society, culture and media studies, international relations, policy science and transitioning societies, development economics, sustainable development and environment, and tourism and hospitality (2) develop communication and problem solving abilities, and (3) through an understanding of the diverse problems facing the world in general, and the Asia Pacific region in particular, will be able to contribute to sustainable development and coexistence in the region.

Master's Program in Asia Pacific Studies

The Master's Program in Asia Pacific Studies aims to cultivate human resources that will contribute to the cross-cultural understanding of coexistence in the Asia Pacific region and beyond. These individuals will possess a keen interest in research pertaining to and specialized knowledge and skills in society, culture and media studies, and they will demonstrate cross-cultural understanding, and an interdisciplinary approach required for the development of the region.

Master's Program in International Cooperation Policy

The Master's Program in International Cooperation Policy aims to cultivate human resources that will contribute to global development. These individuals will possess a keen interest in research pertaining to and specialized knowledge and skills in fields including international relations, policy science and transitioning societies, development economics, sustainable development and environment, and tourism and hospitality. They will demonstrate practical problem-solving skills, a multidisciplinary approach, and the potential to contribute to policy-making.

Doctoral Program in Asia Pacific Studies

The Doctoral Program in Asia Pacific Studies aims to cultivate advanced researchers and professionals who will contribute to the sustainable development of and coexistence in the Asia Pacific region and achieve an advanced capacity for pioneering new academic disciplines required for the development of the Asia Pacific region.

Graduate School of Management

Master of Business Administration

The Mission of the Graduate School of Management is to cultivate creative well-rounded professionals and leaders who will play a central role in resolving management issues at globalizing enterprises and other organizations by imparting advanced management skills, a good understanding of business ethics and a deep insight into globalization.

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. Specialised 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 disciplines including society, culture and media studies required for the development of the Asia Pacific region and beyond.
2. Strong intention to contribute to cross-cultural understanding and coexistence across the Asia Pacific region and beyond
3. Ability to conduct and communicate original research

Master's Program in International Cooperation Policy

1. High level interest in research pertaining to specialist fields including international relations, policy science and transitioning societies, development economics, sustainable development and environment, and tourism and hospitality
2. Strong intention to contribute to cooperation and policy towards sustainable development and coexistence across the world
3. Ability to conduct and communicate original research

Doctoral Program in Asia Pacific Studies

1. Strong intention for mastering new academic theories and applications as an independent researcher
2. Ability to pursue original and creative research required for the development of the world in general, and the Asia Pacific region in particular
3. High level of writing, speaking and analytical skills

Graduate School of Management

Master 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 work place 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 Services Agency 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 Immigration Services Agency of Japan whether it will be possible to either extend the current visa or change to a student visa before submitting an application to APU.

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

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) Contemporary Society I Culture and Media	April/September	15	2 years	3,110,000 JPY
International Cooperation Policy (ICP) • International Relations (IR) • Policy and Transitioning Societies (PS) • Development Economics (DE) • Sustainable Development and Environment (SDE) • Tourism and Hospitality (TH)	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	4,200,000 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/

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 2027 Application Handbook (April / September 2027 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.

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/S&W Test (Both Score Required)	PTE Academic	Cambridge English Language Assessment / Linguaskill
85/4.5	6.5	120	L&R 800/S&W 315	69	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.
- Applicants who can submit a master's thesis or a draft of a master's thesis written in English. (Research report is not acceptable.)
- 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 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.

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

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	4,765,000 JPY*

*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/

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 2027 Application Handbook (April / September 2027 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.

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/S&W Test (Both Score Required)	PTE Academic	Cambridge English Language Assessment / Linguaskill
85/4.5	6.5	120	L&R800/S&W315	69	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.
- Applicants who can submit a master's thesis or a draft of a master's thesis written in English. (Research report is not acceptable.)
- 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 below.
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

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

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.

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	Please enter all the required information in the online application. Personal information should be entered exactly as it appears on your passport. 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. (https://en.apu.ac.jp/home/life/content57/) 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.
2) Personal Statement	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. Each Graduate Program has different requirements, so please refer to the following pages. • page 15 for Master's program of Asia Pacific Studies • page 16 for Doctoral program of Asia Pacific Studies • page 17 for Master of Business Administration to confirm the requirements for the program you are applying to. The guidance for each section is provided on the designated pages.
3) Research Proposal	Please prepare a typed or printed research proposal by following the instructions below. Word count (approximate): • 1,500 words for Master's applicants • 3,000 words for Doctoral applicants Each Graduate Program has different requirements, so please refer to the following pages. • page 15 for Master's program of Asia Pacific Studies • page 16 for Doctoral program of Asia Pacific Studies to confirm the requirements for the program you are applying to. The guidance for each section is provided on the designated pages
4) Study Plan	All applicants to the Graduate School of Management (MBA) are required to prepare a typed or printed study plan by following the instructions below. Word count (approximate): 1,500 words Applicants are requested to refer to the page 17 for details on formatting and other requirements.

5) University Graduation Certificate(s)/Certificate of Scheduled Graduation	Please prepare university graduation certificate(s) or certificate of scheduled graduation by following the instructions below. All applicants must submit proof of graduation from every university attended. 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. 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. High school graduation certificates are not required. The dates of enrollment are as follows: • April 1 for spring enrollment • September 21 for fall enrollment
6) Academic Transcripts	Please prepare academic transcripts by following the instructions below. 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. Please ensure that all transcripts you submit include the official seal or signature of the university president or an authorized representative.
7) English Proficiency Required for all applicants who do not meet the exemption requirements	In principle, one of the following documents must be submitted, but alternative documents stipulated by external scholarship institutions may be accepted. Score Validity Period: • April 2027 Enrollment: Only scores from exams taken on or after June 1, 2024 will be accepted. • September 2027 Enrollment: Only scores from exams taken on or after September 1, 2024 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. Accepted Test Results and Submission Procedures: • 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) and Speaking & Writing (S&W) 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 Rather than any other test score above, it will not be accepted. 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.

8) Letter(s) of Recommendation	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. Submission Process: 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. Number of Required Letters: 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 Recommender Requirements: 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. • Intellectual ability • Research or professional skills • Character • Potential for future success You will not be able to view the submitted letter(s), but you can check the submission status within the APU Online Application System. If you would like to reuse the document submitted for a 2021 application or later, follow these steps: 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	Please prepare a copy of passport by following the instructions below. 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. 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.
10) Photograph	Please carefully follow the instructions below regarding the submission of your passport photo. • 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. • Altered or digitally modified photographs will not be accepted.
11) Curriculum Vitae	Please prepare a Curriculum Vitae by following the instructions below. Content to include: • Personal information • Educational background • Qualifications • Employment history Page length: Within two A4 pages This document is required for All applicants to the Graduate School of Management

12) Master's thesis / Sample work / List of Research Achievement	Please prepare one item from following options below. 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) *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. This document is required for: • Graduate School of Asia Pacific Studies (Doctoral Program) • Graduate School of Asia Pacific Studies *Optional
13) Supervisor Confirmation Letter	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.
14) Certificate of Employment	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. 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. It is preferred that applicants meet one of the following experiential requirements: • 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. Required Information for the Certificate: • 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 This document is required for: • All applicants to the Graduate School of Management

15-1) GMAT® Results	Please carefully follow the instructions below regarding the submission of GMAT exam results. 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. Submission Procedure: 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. 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
15-2) GRE® Results	Please carefully follow the instructions below regarding the submission of GRE exam results. Submission Procedure: 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. 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

Research Proposal, Personal Statement and Study Plan Contents Requirements

Master's Program of Asia Pacific Studies

1) Research Proposal	The Research Proposal demonstrates your research potential. It is important for an accurate evaluation of your ability to study at the APU Graduate School. 1. Length of the paper - Approximately 1,500 words 2. Format - No specific template or fixed headings are required (free format). - However, for fair and consistent evaluation, your proposal must include all of the “Required Elements” listed below. 3. Required Elements (1) Tentative Title / Research Topic (2) Research Questions and Objectives (3) Review of Relevant literature and Research gaps. - Brief summary of relevant existing studies and/or foundational theories and identify possible research opportunities and gaps. (4) Research Method - Describe your research design, data collection strategy, and analytical approach. - Describe your research timeline and anticipate possible challenges and constraints you might encounter during the research period. - If your study may involve human participants, personal data, or sensitive information, briefly describe the ethical considerations and your risk mitigation measures. (5) Importance and significance of research - Provide the reason why your research is necessary to solve academic and/or social issues. (6) Suitability for the Graduate School - Explain why APU’s graduate school is suitable option for your research project. (7) References
2) Personal Statement	The Personal Statement is used to assess your interest in graduate study, how you have prepared for the program. It should focus on your own experiences and background rather than on repeating the detailed content of your Research Proposal. 1. Length : 1-2 pages (A4) 2. Required Content Please address items (1) through (5). You should include no more than two concrete examples (episodes) in total, and describe them with sufficient specific detail. (1) Why would you like to pursue Graduate studies. (2) Your interest in the program (major) and division of Graduate School of Asia Pacific Studies (GSA). (3) How GSA is suitable for your studies (skills, research topics, faculty expertise, academic environment. etc.). (4) Experience and preparation - How is your background (experiences and preparation) connected to three above items. (5) Future Goals - Describe your career path after completing the program.

Doctoral Program of Asia Pacific Studies

1) Research Proposal	The Research Proposal is the core requirement for Ph.D. application. It should be original research that can be completed within the designated timeframe and within the range of faculty's expertise at APU graduate school. 1. Length of the paper: Approximately 3,000 words 2. Required Elements (1) Research Topic and Scope • State your research topic clearly with indication of Discipline, and the Scope of your study (e.g., region, sector/ field, and target population). (2) Research Question and Objectives • State your primary research question(s) (and sub-questions if applicable) and research objectives. (3) Theoretical Foundation and Research Gap • Identify your research gaps based on a comprehensive literature review. • Summarize relevant theoretical foundation of your research. • Describe the key concepts and/or theoretical framework you will use, why you selected them, and how they will inform your analysis. (4) Importance and Significance • Indicate why your research is important to academia and/or practitioners • Indicate how your research could address existing gaps in current knowledge (5) Methodology and Rationale • Describe your research design and provide an overview of your data/materials, data collection strategy, and analysis plan. • Explain why the proposed methodology is appropriate for answering your research question(s). (6) Feasibility and Risk Mitigation • Explain how the project can be completed within the doctoral program period, including an outline timeline. • Identify at least 1–2 anticipated constraints/risks (e.g., data access, fieldwork feasibility, ethics review, organizational access) and briefly describe your mitigation strategies or alternative plans. • If your study may involve human participants, personal data, or sensitive information, briefly describe the ethical considerations and your risk mitigation measures. (7) Statement of Originality • Explain the expected academic contribution (e.g., theoretical, empirical, methodological) and, where relevant, broader implications for society, policy, or practice. • State the innovative and new insights from your research (8) Fit with the Graduate School, and Faculty Support • Explain why this Graduate School is appropriate for your proposed research (e.g., research environment, academic resources, training opportunities). • In addition, you must explain how selected faculty's expertise, research areas, or guidance could support your proposed research (e.g., theoretical approach, methodology, regional/ sectoral expertise, data access, or supervision fit). (9) References
2) Personal Statement	The Personal Statement is used to assess your maturity as a researcher, the development of your research interests, your readiness to pursue independent doctoral-level research, and how your values and future goals align with the Graduate School's mission. 1. Length : 1-2 pages (A4) 2. Required Content : Please address items (1) through (6). (1) Why would you like to pursue Doctoral program. (2) How Graduate School of Asia Pacific Studies Doctoral Program is suitable for your studies (skills, research topics, faculty expertise, academic environment. etc.). (3) Research Trajectory • Explain how your research interests have developed over time. (4) Key Research Experience • Describe One of your most significant research projects or outputs (e.g., Master's thesis, research paper, publication, or substantial research report). (5) Original Thinking • Any factors that may enable you to take an innovative angle to your doctoral studies. (6) Future Goals • Describe your career path after completing the program.

Master of Business Administration

1) Study Plan

- Length of the paper: Approximately 1,500 words
- Content Requirements:

You are required to choose one of the following formats for your MBA research project and if you plan to write a Master's thesis, please choose A. Other than writing a thesis, you may choose B.

【A】 Research Plan Format	This format is suitable for applicants who wish to explore a specific managerial, economic, or organizational issue through academic research. Please include: • Research Topic and Background: Describe the issue you intend to study and its relevance to your professional experience or industry. • Research Objectives/Questions/Hypothesis: Clearly state what you aim to investigate or understand. • Methodology: Outline your proposed research methods (e.g., case studies, surveys, data analysis). • Expected Outcomes: Explain the potential academic or practical contributions of your research, including how it may contribute to sustainable development or broader societal impact. • References: Include academic or professional sources that support your topic.
【B】 Business Plan Format	This format is suitable for applicants who wish to develop a business concept or entrepreneurial initiative. Please include: • Business Idea or Concept: Describe the product, service, or business model you intend to develop. • Market Analysis: Identify the target market, customer needs, and competitive landscape. • Solution and Strategy: Explain how your business will address the identified needs or problems. • Implementation Plan: Outline the steps required to launch and grow the business. • Revenue Model and Sustainability: Describe how the business will generate income and remain viable. • Social or Economic Impact: Discuss how your business will contribute to society or industry. • Reference: Include academic or professional sources that support your topic.
2) Personal Statement	• Word Count: Approximately 1,000 words (500word/page) • Format: Please write a structured and coherent essay. You may use headings and subheadings if helpful, but the statement should read as a unified narrative. • Content Requirements: Your Personal Statement should address the following three areas: 1. Motivation for Applying • What have you gained through your professional career so far? • What challenges or issues have you encountered that led you to pursue an MBA? • Why did you choose APU's MBA program among many available options? (Consider APU's international environment, multicultural learning, curriculum, faculty, or location.) 2. Career Vision • What are your medium- to long-term career goals? • What kind of roles, responsibilities, or contributions do you aim to pursue after completing the MBA? • If you have specific aspirations in business, government, or the non-profit sector, please describe them. • What knowledge and skills do you hope to gain at APU? You may refer to specific subjects, academic fields, faculty members, or learning environments. 3. Experience and Achievements • Describe your experience in team-based work, project management, or leadership roles. Focus on actual achievements rather than intentions. • Share specific experiences where you engaged with different cultures or values. These may be related to your professional work or personal life.

Additional Documents to Be Submitted (if Applicable)

1)Residence Card(both sides) / Certificate of Residence	If only Applicants Residing in Japan • 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 Pasport	This section applies only to applicants holding a valid Specified Visa – Designated Activities. 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). 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.
3) Course List from Currently Attending University (2nd Year Transfer applicants only)	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.
4) Academic Transcript from Currently Attending University (2nd Year Transfer applicants only)	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.
5) Attendance Report from Language Schools and Technical College in Japan	If you are currently enrolled in, or have previously been enrolled in, a language school in Japan Submit a digital copy of your attendance report for your entire period of study at the language school. If the document is sealed, please mail it by post. In addition, upload a file (any format is acceptable) to the “Attendance Record Submission” section of the online application system stating that the attendance record has been sent by mail. If you are currently enrolled in, or have previously been enrolled in, a technical college in Japan Submit a digital copy of your attendance report for your entire period of study at the technical colleges if they are issued by the institution. If the document is sealed, please mail it by post. In addition, upload a file (any format is acceptable) to the “Attendance Record Submission” section of the online application system stating that the attendance record has been sent by mail. Submissions are accepted in either English or Japanese.

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

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.

APPLICATION FEE (MEXT EMBASSY RECOMMENDATION APPLICANTS 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

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 40 to 50 minutes.

For Graduate School of Asia Pacific Studies (Master and Doctoral)

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.
DAT Numerical Sequences	20 minutes	Measures logical and numerical reasoning skills. Assesses your ability to solve problems and understand, analyze, and interpret numerical data in detail.

For Graduate School of Management

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.
Raven's Adaptive	15 minutes	Measures nonverbal, abstract reasoning abilities by assessing your capacity to recognize patterns, solve novel problems, and draw logical conclusions.

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.

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.

RITSUMEIKAN ASIA PACIFIC UNIVERSITY GUIDELINES ON SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as “students with disabilities”). However, these guidelines serve to establish the university’s support service standards and core foundation.

Support provisions will be finalized through a thorough discussion between the students with disabilities and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student’s disability.

1. Core Support Principles

All APU faculty and staff will aid in the process of enabling students with disabilities who request support, to have access to the appropriate support needed in order to use their learning experiences at our university to grow and fully connect with society. APU expects that all enrolled students and relevant parties understand these guidelines and will work together to realize our objectives.

2. Basic Policies

- 1) APU faculty and staff will provide support to students with disabilities, in a way that will avoid making distinctions between students with and without disabilities, so that all are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on requests for support by the students with disabilities.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Persons with Disabilities, as well as the standards and treatment set out in MEXT’s Investigative Report on Learning Support for Students with Disabilities (Preliminary and Secondary Summary). Both the disabled student’s own individual situation and the university’s environment will be taken into consideration in these decisions.

3. Support Objectives

The primary objective of APU support for students with disabilities is to ensure that their right to an education and learning is not wrongfully harmed because of their disabilities. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

An additional objective of support is to help students with disabilities understand the characteristics of their disability and develop self-advocacy skills to advocate for the types of support and resources they need.

4. Support Framework

Individuals involved in support for students with disabilities will consist of APU faculty and staff in addition to enrolled students. APU will cooperate closely with an external specialist regarding support for persons with disabilities.

A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to students with disabilities. Support Coordinators for Students with Disabilities will be placed in the Student Office. Information concerning the placement of Student Coordinators will be made public to the student body. Students will not only have the option of the Consultation Desk available to them but will also be able to directly consult with Support Coordinators.

Staff at the Consultation Desk for Students with Disabilities will connect students with disabilities who come in for a consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for students with disabilities, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that efforts are appropriately carried out.

5. Protection of Personal Information and Confidentiality

- 1) Support persons who possess knowledge of a personal information of students with disabilities (this includes information concerning the disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
- 2) Support persons may share personal information concerning the students with disabilities while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

6. Disclosure of Information

Mediums like APU website will be used to spread information on university support policies for students with disabilities, the support system, consultation process, and support provisions. APU will notify students and prospective applicants via appropriate means as seen fit.

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the university will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

For more information regarding the support services available to students at APU, please visit (<http://en.apu.ac.jp/home/life/content39/>).

POLICY STATEMENT ON SEXUAL AND GENDER DIVERSITY

APU respects sexual and gender diversity as part of its commitment to human rights. APU aims to create an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected, that they will be treated fairly, and that they need not suffer any discomfort or pain as a consequence of their sexual orientation or gender identity.

For more information regarding Policies and Resources Regarding Sexual and Gender Diversity at APU, please visit (<http://en.apu.ac.jp/home/life/content57/>).

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/iyakuhin/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 wheel chair 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

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/S&W Test	Certified copy*
Certificate of Employment Required only for GSM applicants and, if applicable, for certain scholarship applicant	Certified copy*

* Translation Documents: Original only

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 banktransfer, a 10,000JPY 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

All graduate students are guaranteed accommodation in either AP House 3 or AP House 4, both located off-campus. Rooms are furnished and include internet access. Applicants must indicate their preferred dormitory upon application. For housing details, please visit: https://admissions.apu.ac.jp/graduate/student_life/housing

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	68,600 JPY	167,600 JPY
	AP House 4	33,000 JPY	98,000 JPY	115,200 JPY	246,200 JPY
September	AP House 3	33,000 JPY	66,000 JPY	51,450 JPY	150,450 JPY
	AP House 4	33,000 JPY	98,000 JPY	86,400 JPY	217,400 JPY

*NOTE :

*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 34,300 JPY for AP House 3 and 57,600 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

2027 PERSONAL INFORMATION POLICY

Personal information collected by Ritsumeikan Asia Pacific University from admissions event registrations, individuals requesting materials or information, and applicants will be handled by the Ritsumeikan Trust (hereinafter referred to as “the Trust”) as outlined below.

1. Purpose of Use of Personal Information

The personal information obtained will be used for the following purposes. Personal information collected during event registration or when requesting materials or information may also be used in subsequent application and admissions procedures.

A. Information Provision and Outreach Activities

- Sending email notifications about admissions events, information sessions, and related activities
- Sending various admissions-related information by email
- Providing admissions-related information by phone

B. Application Related Information

- Sending email notifications regarding application periods

C. Information Sharing and Communication with Overseas Partner Organizations

- Sharing information with overseas educational support organizations contracted by APU in various countries and regions (such as education agents)
- Receiving communications from such educational support organizations (by email or phone)

D. Admissions-Related Operations (if an application is submitted)

- Providing consultation and support related to the application
- Administering the admissions and selection process (including application processing and related procedures)
- Notifying and announcing results
- Sending post-application surveys
- Sending enrollment procedure documents to admitted applicants
- Providing information on student life after enrollment (housing placements, accident insurance, student cooperative services, etc.)
- Administering pre-enrollment English or Japanese placement tests for admitted applicants
- Preparing documents related to the acquisition or renewal of the Status of Residence
- Conducting new student orientation and sending related information
- Administering pre-enrollment education activities

2. Management of Personal Information

All personal information obtained will be managed securely in compliance with applicable laws and the Ritsumeikan Trust Personal Information Protection Regulations, and measures will be taken to prevent leakage, loss, or damage.

3. Provision of Personal Data to Third Parties

The Trust does not provide personal data to third parties without the prior consent of the individual, except where such provision is required by law.

4. Outsourcing of Operations Involving the Provision of Personal Data

Some operations, including the handling of personal data, may be outsourced to a third-party entity with which an agreement on the proper handling of personal information has been executed.

5. Statistical Use of Personal Information

Personal information obtained from applicants may be statistically processed and utilized as reference material for future surveys and research related to the admissions process. It may also be used to provide statistical information to prospective students. Any published data will be handled in a manner that prevents the identification of specific individuals.

Refer to the admissions website for detailed information on APU’s GDPR policy (<https://admissions.apu.ac.jp/regulations/>).

ORGANIZATIONS PROVIDING STANDARDIZED EXAMINATIONS

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

ETS: Educational Testing Service

<http://www.ets.org/toefl>

IELTS(InternationalEnglish Language TestingSystem)

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

RitsumeikanAsia 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>



Contact us!

APU OVERSEAS OFFICES AND REPRESENTATIVES

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

NOT FOR SALE

GRAD-J01



AACSB
ACCREDITED



ASSOCIATION
AMBA
ACCREDITED

