

# Common Element for all applicants on English basis

## **【Contents】**

1. Application Procedure
  - (1) Entrance Examination Fee P.7
  - (2) Sending your application documents P.7
  - (3) Applicants with physical disabilities P.8
2. Application Documents
  - (1) Important Notes P.9
  - (2) List of Application Documents P.9
  - (3) Details of Required Documents P.10
  - (4) Notes when filling out the Application Cards P.12
3. Application and Selection Procedure for Residence in AP House P.13
4. Examination Procedures P.14
5. Announcement of Results P.14
6. Enrollment Procedures P.15
7. Admission Fee and Tuition Fees P.16
8. Scholarships P.18
9. Location of Testing Venue P.22
10. Application Form P.27

## 1. Application Procedure

### (1) Entrance Examination Fee

#### **[Amount of Fee]**

Examination Type	Entrance Examination Fee per Application
AO Method Entrance Examination	35,000 yen
Returnee Students Entrance Examination	

#### **[Paying the Entrance Examination Fee]**

Please pay the Entrance Examination Fee by the final date of the application period, using the bank transfer form (enclosed “Application Card”), at your nearest bank (city banks, regional banks) or other financial institution (credit union, etc.) which can process telegraphic transfers.

#### **[Notes]**

- ① APU will not accept transfers made through ATM, the internet or convenience stores.
- ② Two different application cards (transfer forms) are included in the application pack. Please be sure to use the form which pertains to the screening pattern for which you are applying.
- ③ Please fill in the required sections of the transfer form and keep it intact before submitting it, together with the payment, at the bank counter.
- ④ Ensure that the bank stamps all three cards attached to the application form – A, B and C. You only need to submit form A to APU.
- ⑤ Please note that no Entrance Examination Fee will be refunded after it has been paid.

#### **[For students applying from outside Japan who cannot pay the Entrance Examination Fee by the methods outlined above]**

Where possible, students applying from outside Japan should pay the Fee according to the methods outlined above; however, where this is not possible, applicants should arrange for an international bank check to be made in Japanese yen and send it to APU together with the application documents. The check should be made out to either “The Ritsumeikan Trust” or “学校法人立命館”. Please note that all fees bank check issuing fees and cashing fees shall be borne by the applicant. APU will notify each applicant of the cashing fee after his/her application has been received.

### (2) Sending your application documents

Documents should be sent by Express Registered postal mail and must be postmarked no later than the final day of the application period specified. (If you are sending the documents from outside Japan, please see next page)

Please send the documents within the application period and after paying the Entrance Examination Fee. Please make sure you have enclosed all the application documents required.

Check the boxes (☑) on the reverse side of envelope as required and make sure you have filled in your name, address and other details correctly. You are encouraged to make a copy of all application documents for your own records.

◆ **Sending the documents from within Japan:**

Take the application documents to a post office and request for them to be sent by express, simple registered mail (速達・簡易書留).

◆ **Sending documents from outside Japan:**

If you are sending your application documents directly to APU from anywhere outside Japan, please make sure that you dispatch them at least three days before the last day of the relevant application period, using registered mail, DHL, EMS, FedEx or other service that keeps a record of sending and delivery. As soon as you have sent your documents, please inform the APU Admissions Office by fax (+81-977-78-1199) or e-mail (apumate@apu.ac.jp), providing the following information:

- Name of applicant      • Name of entrance examination method
- Contact telephone number or e-mail address
- Country (region) of residence      • Examination date and venue      • Date on which the documents were sent

**(3) Applicants with physical disabilities**

If you are physically handicapped and need some help, please contact Admissions Office in advance.

## 2. Application Documents

The applicant must prepare and fill out the documents by himself / herself after reading this guide carefully.

### (1) Important Notes

- ① The certificate like the high school transcript should be issued within 3 months prior to the application. Only original documents or certified true copies will be accepted.
- ② Documents that are written in languages other than English or Japanese must have English or Japanese translations attached. The translator's name, address and contact information must be included. Translation by the applicant will not be accepted.
- ③ APU's College Board Number for the SAT / APU's Institution Code for TOEFL® and IELTS is 2791. ACT: APU's Institution Code is 5475.
- ④ You will not be able to change anything that you have written on the application documents (e.g. Choice of college, testing location, etc.) once you have submitted them.
- ⑤ You must fill out the documents by yourself (excluding Transcripts, Letter of Recommendation, etc.)
- ⑥ Acceptance will be revoked if any of the applicant's documents necessary for screening contain falsities even after he/she has enrolled at APU.
- ⑦ You must submit a set of photocopy of all the documents (excluding sealed documents) with original documents. Two-side document must be copied each side onto two A4 papers.

### (2) List of Application Documents    ○ = Required from All Applicants    △ = Specified Applicants Only

Application Documents	AO Method Entrance Examination	Returnee Students Entrance Examination
Application Card (Form A)	○ No. ⑫	○ No. ⑬
<b>A</b> Entry Sheet A	○	○
<b>B</b> Entry Sheet B	○	○
<b>C</b> Essay Cover Sheet	○	○
<b>E</b> Essay Sheet	○	○
<b>G</b> Activity Report	○	○
<b>H</b> Accompanying Sheet (Documents which prove the results, Scores of your activities)	○	○
<b>I</b> Letter of Recommendation	—	○
High School Transcripts    * Original Documents Certificate of graduation (or of expected graduation)	○	○
Standardized Test Scores, Test Results of University entrance qualification examination, etc.	△ (Specified applicants only)	△ (Specified applicants only)
Original Notification of Examination Results from either TOEFL®, TOEIC®, IELTS, etc.	○	○
Original Notification of APU application qualification Examination (sent by APU to applicants who applied)	△ (Specified applicants only)	△ (Specified applicants only)
A set of photocopy of all the documents (excluding sealed documents)	○	○

\* There is a different Application Card for each screening pattern. Please refer to the numbers in the table above to determine which one to use. (Form **D** and **F** are not included in this guidebook.)

\* Only Originals or Certified True Copies will be accepted for documents proving language ability.

### (3) Details of Required Documents

① **Application Card** (form A)

Read the section on “Notes when Filling out the Application Cards” carefully during the course of preparation. You will not be able to change anything that you have written on the Application Cards (e.g. choice of college) once you have submitted them.

② **Entry Sheet A** (Form **A**) : at the end of this guidebook)

Check (  ) in the appropriate box and complete the necessary items.

③ **Entry Sheet B** (Form **B**) : at the end of this guidebook )

Within the space provided, please state the reasons you are seeking admission to APU in English (BLOCK LETTERS).

④ **Essay Cover Sheet** (Form **C**) : at the end of this guidebook )

Check (  ) in the appropriate box and complete the necessary items.

⑤ **Essay Sheet** (Form **E**) : at the end of this guidebook )

Please write your Essay in English (BLOCK LETTERS), observing the following instructions.

- Please use a black ink pen or ballpoint pen to write your Essay. (You may use correction fluid, etc. as necessary.)
- Please complete the Essay Cover Sheet (Form **C**) and attach it at the front of your Essay.
- Please write your name in the top section of each Essay Sheet, the page number at the center of the bottom section, and the number of words written at the right of the bottom section.
- Please decide on the theme of your essay based on what you learned through your experiences at high school, as well as the field/subject in which you are hoping to concentrate after enrollment. Write on this theme, in your own words, in the space provided. Your essay should be between 600 and 800 words.

⑥ **Activity Report** (Form **G**) : at the end of this guidebook )

Fill in the details of your activities/obtainment of the qualification, license, etc.

- If you need more space, please attach a separate sheet.
- Attach the documents which prove the result/grade/score, etc. to Form **H**.
- Enter B - ①, B - ②, C - ①, etc. in the far right-hand column and label the same number on the corresponding attached documents.

⑦ **Accompanying Sheet** (Form **H**) : at the end of this guidebook)

Attach the documents which prove the results, scores of your activities.

⑧ **Letter of Recommendation** (Form **I**) : at the end of this guidebook )

**Applicants for Returnee Student Entrance Examination ONLY**

Please ask an instructor from the last school you attended or an institute to write this recommendation letter. You should ask teacher/professor who you have known for a relatively long period of time.

⑨ **High school transcripts for all years <Original Documents>**

Applicants must submit the high school transcripts for all years.

\*Only Originals or Certified True Copies will be accepted.

- Applicants who have attended high school(s) including both in Japan and abroad or attended more than one high school are requested to receive high school transcripts (or “Chosasho” in case of an applicant who has attended a Japanese high school) directly from all schools attended.
- Applicants who are unable to submit academic transcripts (e.g. schools following the British education system) are requested to submit copies of academic evaluation reports for each semester of study, Certificate of graduation, or of expected graduation from overseas high school
- Applicants who have obtained an International Baccalaureate, Baccalaureat, or Abitur, please submit the Original Notification, relevant certificate or diploma.

NOTE \* Applicants who have studied in high school(s) abroad other than school(s) accredited by the Japanese Ministry of Education, Culture, Sports, Science and Technology, are requested to submit (where available) a copy of the school pamphlet they attended.

⑩ **Standardized Test Scores, Test results of university entrance qualification examination, etc**

Specified Applicants only

Applicants who have taken the following national standard examinations are requested to submit the examination results for all examinations taken (the results of the examination taken in your home country and region necessary to enroll at a university).

Education System	Test results of university entrance qualification examination (Example)
○ America	SATI, ACT or GED score
○ United Kingdom	Results of GCSE, GCE-A
○ France	Results of Baccalaureat
○ Germany	Results of Abitur
○ Canada	Results of Provincial Examination (e.g. British Columbia standard examination)
○ Australia	Results of standard examination for relevant state, e.g. Victorian Certificate of Education, Higher School Certificate, Senior Certificate etc.
○ New Zealand	Results of standard examination for relevant state and country, Bursary, NCEA
○ Other countries	Results of standard examinations or University entrance examination, including official information regarding examination taken.
◇ For Education Systems based on the International Baccalaureate (IB) System	Results for six subjects of the final IB examination

\* Original documents or a Certified True Copy must be submitted.

\* Transcripts and examination results written in any other language besides English or Japanese must have an English or Japanese translation attached.

⑪ **Original Notification of Examination from either TOEFL®, TOEIC®, etc.**

Applicants applying based on their English ability must submit the original notification of examination result from either TOEFL®, TOEIC® or IELTS (Academic) taken within the last two years, unless English is the applicant's first language. TOEFL®/ ITP and TOEIC®/ IP scores are not accepted.

⑫ **Notification of APU application qualification examination**

Specified Applicants only

Applicants who applied for "APU application qualification examination (screening)" before applying for Entrance Examination must submit the notification sent by APU.

#### (4) Notes when Filling out the Application Cards

Examination Type	Application Card
AO Method Entrance Examination	No. ⑫
Returnee Students Entrance Examination	No. ⑬

- ① Please fill in the forms clearly and carefully using black ink so that the documents are easy to read.  
Do not write in columns that contain “※” mark.
- ② You will not be able to change anything that you have written on the application cards once you have submitted.  
Therefore, you are advised to take extra care when filling out these cards.
- ③ Application Cards are composed of three parts: forms A, B and C. Please deposit the Entrance Examination Fee without tearing out forms A – C. Tearing them off accidentally does not make them invalid, however, please be careful to avoid it. Only form A should be submitted to APU.  
Form B is a receipt for the Entrance Examination Fee, so keep it for your records.
- ④ The Application Cards will not be mechanically processed. If you do make a mistake, please use corrective ink to erase the mistake and submit the document after writing the correct information over it.

#### **Form A, B, C**

**Applicant’s Name** : Write your name as it is written in the “Juminhyo” or on the Certificate of Alien Registration etc. Applicants of foreign nationality who wish to continue to use their popular name after university entrance, please indicate your popular name as recorded on your Certificate of Alien Registration.

**Photograph** : Attach identical color photograph taken from a frontal view from the chest up. The photograph must be recent (it cannot have been taken any later than three months prior to when you send your application), and you are not allowed to wear a hat or have any background scenery. The size of the photograph should be 3 centimeters high by 2.5 centimeters wide (3cm×2.5cm). Write your name on the back of photograph before attaching it. You will need the same photograph at the time of the enrollment procedure. Keep some spare photographs or negatives. The photograph to be submitted at the time of enrollment will be used on your student identification card. \*If you will be wearing glasses during your exams, please endeavor to use a photograph in which you are wearing your glasses.

**Date of Birth** **Sex** : Write your date of birth and check (  ) in the appropriate box.

**College of Choice** : Check (  ) in the appropriate box.

**Exam Date** **Testing Location** : Check (  ) in the appropriate box.

**Secondary Education** : Write your school name, location, course, etc.

**Application for Residence in AP House** :

Check (  ) either “Yes” or “No” depending on whether or not you would like to reside in AP House.

**Applicant’s Contact Information (Address in Japan)** : Please provide a postal address for APU to send you notifications of receipt of application documents, acceptance etc.

The address you provide will be used when APU sends you the Examination Ticket, final notification of acceptance. It is therefore important that your address is one at which you will be able to receive these notifications: you must provide full details including name of apartment, room number, etc. where relevant. The address should be one within Japan.

<If any of the following apply to you, please contact the APU Admissions Office before application or as soon as the situation arises.>

- a) Your parents' work duties or other circumstances mean that you are living overseas on a long term basis, and are unable to designate an address in Japan (such as a relative's address) where the notifications can be sent.
- b) You have moved to another address after submitting your application forms and want to change the address to which your notifications will be sent.

**E-MAIL** : If you have an address at which you can receive communications by electronic mail (including a mobile telephone e-mail address), please provide this address.

**Form C**

**Reference Number** : Please write the Reference Number of the exam method you are applying with.  
 The Reference Number is written on the back of the application card. Please take extra care in writing this number correctly.

**3. Application and Selection Procedure for Residence in AP House**

New domestic students enrolling in 2012 will be able to apply and be screened for admission to AP House.

**(1) Basic facts about AP House**

- ◆ Period of residence: September 2012 enrollees: Mid-September, 2012 to the last day of August, 2013  
 In principle, residence is permitted for a maximum of approx. 1 year (11 months).
- ◆ Residence fees: 49,000 yen per month
  - \* You will be required to make an advance payment of residence fees totaling 203,500 yen by the deadline for completion of residence procedures.
  - \* AP House Entrance Fee and Residence fees may be revised. Accepted applicants will be notified of any revisions via the Guide to Enrolment Procedures sent at the time of acceptance.

**(2) Residential Capacity for newly-enrolling domestic students**

April 2012 Enrollees – Domestic (AO and Special entrance examinations)	Approx. 180 students
April 2012 Enrollees – Domestic (General entrance examinations in February)	Approx. 90 students
April 2012 Enrollees – Domestic (General entrance examinations in March)	a few students
September 2012 Enrollees – Domestic (Fall examinations)	Approx. 10 students
TOTAL	Approx. 280 students

**(3) Application and selection procedures**

Applications for residence in AP House are taken at the same time as admission applications under each entrance examination type. Permission for residence is granted to the top-performing applicants in the entrance examinations, and successful applicants are notified at the same time as they receive their notices of acceptance to APU. Applicants who applied for the Returnee Students Examination or living abroad are given priority in selection for residence in AP House. If you wish to reside in AP House, please indicate your preference in your application documents, keeping in mind the points stated below. Please note that no alterations will be accepted after the submission of application documents.

- ◇ Application Card: Select “Yes” in the “Application for residence in AP House” column.
- ◇ Entry Sheet A: Select “Yes” in the “Application for residence in AP House” column and complete the “Reasons for applying for residence in AP House” section.

#### **(4) Notification of screening outcome**

APU will issue a Notification of Outcome of Screening for Residence in AP House together with the Notice of Acceptance/Non-Acceptance in the entrance examination for which you applied.

#### **(5) Residence procedures**

Successful applicants for AP House residence will be permitted to reside in AP House provided they pay the residence fees within the specified payment period, as given below. Please note that residence procedures will not be conducted under any circumstances after expiration of the payment period.

- ◇ Payment period: Same as for payment of fees accompanying First-stage Enrollment Procedures (see page.15)
- ◇ AP House fees in advance: 203,500 yen

\* Comprising a once-off entry fee of 32,000 yen, a 98,000 yen deposit, a half of September 2012 residence fees of 24,500 yen, and October residence fees of 49,000 yen.

### **4. Examination Procedures**

#### **(1) What to bring with you on the day of the exam**

- Examination Ticket
- Pencils, pens, eraser.
- Wristwatch. NOTE: You are not permitted to use clocks on mobile phones, PHS handsets etc., nor to use the alarm function on any clock or watch.
- The Guide to Application (this guidebook)
- Any other items specified in the Examination Ticket or other examination guides sent to you by APU.

#### **(2) Important Notes**

- Applicants must have arrived at the exam venue and be seated by the time specified on the notifications provided by APU.
- Please refer to the information on examination venues at the end of this guidebook, and investigate transport routes, transport times etc. in advance. Please use public transport: do not travel to the exam venue by car or motorbike.
- Staff with APU armbands will be present at the exam venue. Please approach these staff if you have forgotten your Examination Ticket or have any other questions or concerns.
- Use of mobile phones, PHS handsets etc. (including to send and receive text messages) in the exam room or the exam waiting room will be considered tantamount to cheating. Please switch off all such devices as soon as you arrive at the exam venue.

### **5. Announcement of Results**

#### **(1) Announcement of successful applicants posted on the APU campus**

At 2:00 p.m. on the day of the announcement of results, a list of accepted applicants' application numbers will be posted on campus at APU. The list will be removed after three days.

Location: In front of Building A, Ritsumeikan Asia Pacific University

#### **(2) Notice of results sent to applicants**

- i) Individual notices will be sent to applicants by express post on the afternoon of the day of announcement of results. Please understand that these will not be delivered until the following day at the earliest.
- ii) Notices will be sent to the address given under "address for sending of results" on the examination slip.
- iii) Successful applicants will be sent both a notice of acceptance and the documents required for enrollment. Applicants who were not accepted will be sent a notice of non-acceptance.
- iv) APU will not respond to any telephone, e-mail or postal inquiries regarding results.

#### **(3) Successful application numbers posted online**

The official announcement of admission results takes place through the announcement of results posted on campus and the notification of acceptance/non-acceptance sent by post. Applicants must confirm the outcome of their application by reference to one of these methods. However, in order to provide easier access to results, a list of successful applicants' application numbers will also be posted on the APU website. Inability to access this

online list will not under any circumstances be accepted as grounds for undertaking enrollment procedures after the enrollment period has closed.

\*Please note that APU cannot provide assistance with internet connections or browser settings.

URL: <http://www.apu.ac.jp>

Posting date and period:

The online list will be posted from 2:00 p.m. on the date of announcement of results, and will be available for three days (72 hours).

\*Acceptances for the Domestic Students Academic Merit Scholarship, and AP House residence selection outcomes will not be posted on campus or online.

## 6. Enrollment Procedures

Enrollment procedures include the payment of the necessary fees and submission of necessary documents. Successful applicants will be sent the "Handbook of Enrollment Procedures" which will include further details. Enrollment procedures are divided into two stages.

### (1) Payment of Fees

#### 【First-stage Enrollment Procedures】

Payment of the Admission Fee: 130,000 yen

\* Please note that no Admission Fee will be refunded after it has been paid.

#### 【Second-stage Enrollment Procedures】

Payment of Tuition A (the First Semester)

\* Applicants who choose to forfeit their right to enroll will be granted refunds of tuition fees paid (i.e. Tuition A for the first semester), with the exception of the Admission Fee, provided they complete the procedures prescribed by APU by Thursday September 20, 2012. Please note that no applications for refunds will be accepted after the due date.

● Periods for payment of enrollment-related fees (payments will be accepted if a stamped payment receipt is issued by a financial institution within these periods)

	Announcement of final results	First-stage Enrollment Procedure Period	Second-stage Enrollment Procedure Period
<b>September 2012 Enrollment</b>	December 19 (Mon.), 2011	December 20 (Tue.), 2011 - January 6 (Fri.), 2012	August 10 (Fri.), 2012 - August 24 (Fri.), 2012
	January 30 (Mon.), 2012	January 31 (Tue.), 2012 - February 9 (Thu.), 2012	
	April 20 (Fri.), 2012	April 23 (Mon.), 2012 - May 11 (Fri.), 2012	
	May 28 (Mon.), 2012	May 29 (Tue.), 2012 - June 8 (Fri.), 2012	
	June 22 (Fri.), 2012	June 25 (Mon.), 2012 - July 9 (Mon.), 2012	
	July 30 (Mon.), 2012	July 31 (Tue.), 2012 - August 10 (Fri.), 2012	

### (2) Submission of the enrollment documents

The details of enrollment document can be found in the "Handbook of Enrollment Procedures".

【Submission period】 August 15 (Wed.), 2012 - August 24 (Fri.), 2012

\* If you are sending your enrollment documents directly to APU from anywhere outside Japan, please make sure that you dispatch them at least three days before the last day of the relevant enrollment procedure period given above.

## 7. Admission Fee and Tuition Fees

APU tuition fees are composed of a fixed tuition amount plus tuition per course credit. The annual tuition fee amount is calculated by combining ‘Tuition A (fixed tuition)’ with ‘Tuition B (tuition per credit – 20,500 yen per registered course credit)’.

Generally, students need to earn a total of at least 124 credits over four years to graduate from APU. The amount of ‘Tuition B (tuition per credit)’ is calculated by applying a standard credit model based on a maximum of 124 credits as required for graduation. Actual numbers of credits taken by individual students may vary, but this standard credit model is applied to all students for the purposes of calculating Tuition B.

### (1) Tuition for Academic Year (AY) 2012

**【Tuition AY 2012】** \*Amounts are the same for all Colleges

	Admission Fee	Tuition				Total Tuition (including Admission Fee)
		Fall Semester AY 2012 (September to March)		Spring Semester AY 2013 (April to September)		
		Tuition A (fixed portion)	Tuition B (per-credit portion)	Tuition A (fixed portion)	Tuition B (per-credit portion)	
New 1st year entrants	130,000 yen	342,000 yen	307,500 yen	342,000 yen	307,500 yen	1,429,000 yen

### 【Miscellaneous Membership Fees】

	Fall Semester AY 2012 (September to March)		Spring Semester AY 2013 (April to September)		Total Miscellaneous Membership Fees
	Domestic Students' Parents Association Membership (payable each semester)	APU Student & Alumni Association Lifetime Membership (once-off payment)	Domestic Students' Parents Association Membership (payable each semester)		
New 1st year entrants	10,000 yen	20,000 yen	10,000 yen		40,000 yen

### ● Tuition amounts for each year up to minimum period required for graduation (Not including miscellaneous membership fees)

	First year	Second year	Third year	Fourth year
First-year Student	1,299,000 yen	1,422,000 yen	1,422,000 yen	1,135,000 yen

\* Current tuition may be reviewed by changing social conditions.

## (2) Tuition Payment Period

Tuition is to be paid in four installments each year, as outlined below.

September 2012 enrollment	
Payments to be made	Tuition
1. Before enrollment	Admission Fee Tuition A (Base tuition for Fall Semester)
2. After enrollment Fall semester (December 25, 2012)	Tuition B (Tuition per credit, Fall Semester)
3. After enrollment Spring semester (First time) (April 30, 2013)	Tuition A (Base tuition for Spring Semester)
4. After enrollment Spring semester (Second time) (June 30, 2013)	Tuition B (Tuition per credit, Spring Semester)

## (3) Earning credits in excess of the minimum required for graduation

Students who register and earn more than 124 credits over four years (the standard total required to graduate) shall still only be charged the tuition amount for the standard 124 credits. However, extra fees are charged for participation in programs requiring extra credits to be earned which are not counted towards the total required for graduation.

Students who exceed the minimum number of years required for graduation and remain enrolled for a fifth year or beyond shall be charged one half of Tuition A (fixed tuition) plus per-credit tuition for every credit for which they register (The current system may be altered).

## (4) Miscellaneous Membership Fees

### ◆ APU-Club – Domestic Students’ Parents Association ( 国内学生父母の会 ) fees

The aims of APU-Club – Domestic Students’ Parents Association are ‘to assist the development and enhancement of university programs and promote friendly exchange amongst members, through support for APU’s educational activities and various cultural events.’ APU-Club holds discussion meetings, offers scholarships to students, provides financial support for students taking language proficiency exams, and assists students in the job-hunting process. The membership fee is 20,000 yen per year (10,000 yen per semester). APU-Club has arranged for the university to collect these fees on their behalf, invoiced at the same time as Tuition B fees.

### ◆ APU Student & Alumni Association membership fee

Aiming “to promote the development of the Ritsumeikan Asia Pacific University and to foster friendly relations amongst its members”, the APU Student & Alumni Association is a global network composed not only of APU alumni, but of current students and faculty/staff of the university. Paid members of the Association can make use of a lifetime e-mail forwarding service and other opportunities for involvement in the Association’s activities even prior to graduation. The fee to join is 20,000 yen, which entitles you to lifetime membership (no further payments will be necessary). Under an arrangement with the Association, APU will collect this fee at the same time as payment of fees during second-stage enrollment procedures.

## 8. Scholarships

Ritsumeikan Asia Pacific University administers a variety of scholarship programs, including its own Domestic Students Academic Incentive Scholarship and Domestic Students Academic Excellence Scholarship, and scholarships offered by private foundations and governmental organizations, such as the Japan Student Services Organization scholarships.

Each of these scholarships differs in terms of its aims, eligibility, award amounts, application systems, and application dates. If you hope to receive a scholarship, please proceed with your application only after carefully checking the details of each program and creating a solid plan for your life as a student.

\* The APU Student Office handles consultations on scholarships offered by external providers.

### (1) APU's own scholarship systems

#### ① Domestic Students Academic Incentive Scholarship

This scholarship is offered for financial aid purposes. Applications are taken and eligibility determined before application for admission to APU.

Eligible entrance examinations: All types of entrance examinations for first-year domestic student admission to APU in April and September 2012

Number of eligible scholarship candidates: 25

Value of scholarship: Equivalent to 50% of tuition

Term of award: Continued for four years \*Dependent on continuation screenings conducted each semester

Payment method: An amount equal to the scholarship award is deducted from invoices for payment of tuition fees.

Eligibility to apply: All of the following requirements must be met.

- a) Applicants who will take the entrance examination for domestic student.
- b) Applicants must graduate or be scheduled to graduate from senior high school (or other educational institution deemed equivalent thereto) between April 1, 2010 and March 31, 2012.
- c) Applicants must meet the following academic performance standards:
  - If graduating from a Japanese senior high school: Must have a grade average\*<sup>1</sup> of 3.5 or above on a five-point scale, or an English language proficiency test score equal to or higher than EIKEN Grade 2\*<sup>2</sup>.
  - If graduating from a senior high school other than the above or from an educational institution equivalent thereto (an international school, a senior high school outside Japan, etc.) or if successful in an examination certifying scholastic ability equivalent to senior high school graduation: No specific academic performance standards.

\*<sup>1</sup> Grade averages will be taken from the first year to the first term of the final year of senior high school for those who are yet to graduate, and the full three years of senior high school for those who have already graduated.

\*<sup>2</sup> Scores equivalent to EIKEN Grade 2 ( 実用英語技能検定 2 級 ) will be calculated as follows.

Scores/standards considered equivalent to the "EIKEN Grade 2" eligibility requirement

TOEFL® iBT	TOEIC®	IELTS (Academic)	GTEC for STUDENTS
45	600	5.0	706

\* TOEFL®, TOEIC® and IELTS scores will be valid if the test date stated on the score report is within last two years, counting from the first day of the scholarship application period.

\* Scores from tests other than the above, such as TOEFL® / ITP and TOEIC® / IP will not be accepted for the purpose of fulfilling the eligibility criteria.

- d) Household income: Income stated on the most recent income certificate for the household income earner must be as stated below.

\* Applicants from households with multiple sources of income will be considered on a case-by-case basis.

Employees / pension recipients (pre-tax income)	Others; business income
6 million yen or less	1.97 million yen or less

Application and selection dates:

Application category	Enrollment period	Eligible entrance examinations	Application period (valid if postmarked by last date)	Selection decisions made (tentative)
Round 1	April 2012 September 2012	Entrance examinations with application periods from Wed. August 17, 2011 to Fri. December 16, 2011	Wed. August 17, 2011 to Wed. August 31, 2011	End September, 2011
Round 2	April 2012 September 2012	Entrance examinations with application periods from Fri. January 6, 2012 to Wed. April 25, 2012	Mon. October 17, 2011 to Wed. November 30, 2011	Middle December, 2011
Round 3	September 2012	Entrance examinations with application periods from Fri. May 11, 2012 to Fri. June 29, 2012	Mon. April 2, 2012 to Mon. April 30, 2012	End May, 2012

How to apply: Review the application guidelines for the Domestic Students Academic Incentive Scholarship and submit the documents required. You can download the application documents from APU Mate (<http://www.apumate.net/>) or request a copy by telephoning 0977-78-1120.

### ② Domestic Students Academic Excellence Scholarship

This scholarship is awarded based on performance in entrance examinations.

Eligible entrance examinations: AO entrance examinations (Seminar method, Essay method, Extracurricular Activities method, AO Method Entrance Examination for Students on English basis), Special entrance examinations (returnee students), Fall entrance examinations (AO Method Entrance Examination, Returnee Students' Entrance Examination), General entrance examinations (all methods). Scholarships will be awarded to successful applicants in these examinations who achieve excellent results.

Number of scholarships awarded: 45

Value of scholarship: Equivalent to 50% of tuition

Term of award: Continued for four years \*Dependent on continuation screenings conducted each semester

Payment method: An amount equal to the scholarship award is deducted from invoices for payment of tuition fees.

\* The Domestic Students Academic Incentive Scholarship and Domestic Students Academic Excellence Scholarship cannot be received concurrently. Students awarded both scholarships will be required to choose either one or the other when they begin enrollment procedures.

### ③ Other scholarships offered by APU itself

Name	Type	Eligibility	Awardees per year	Value
ANDO Momofuku Award	Grant	Second and third year undergraduate students who meet either of the following conditions: (1) Outstanding academic record (2) Distinguished performance in extracurricular activities	8 or less	250,000 yen
ANDO Momofuku Honor Prize	Grant	Students scheduled to graduate who have achieved outstanding performance in their studies and extracurricular activities and have positive goals for their future careers	2 or less	Up to 1 million yen
APU Academic Merit Scholarship	Grant	Students at each year level who have earned the prescribed number of credits and who have achieved the most outstanding grades in their respective colleges, years and semesters of enrollment for the semester concerned	The top-performing student	Up to 100,000 yen
APU Incentive Scholarship for Self-Motivated Students	Grant	Groups and individuals from all year levels engaged in self-motivated activities that have been appraised highly outside the university	10 groups (or individuals)	Up to 100,000 yen for groups Up to 50,000 yen for individuals
APU Resident Assistant Scholarship	Grant	Students chosen for the position of Resident Assistant (RA) in AP House (the student dormitory)	128 overall in the 2010 academic year	20,000 yen per month

Name	Type	Eligibility	Awardees per year	Value
Emergency Tuition Support	Grant	Students experiencing considerable difficulty in continuing their studies due to a disaster or emergency for which the Prime Minister has established an Emergency Response Headquarters (but only if this situation has occurred within the last year)	—	Up to 250,000 yen
APU-Club Domestic Students' Parents Association Scholarship	Grant	Students for whom continuation of studies has become difficult due to sudden changes in family circumstances, such as the death, unemployment, etc. of the household's principal provider (eligibility limited to members of the APU-Club Domestic Students' Parents Association)	9 in the 2010 academic year	Up to average of one semester tuition

## (2) Scholarship offered by organizations outside APU

### ① Japan Student Services Organization (JASSO) Scholarship (based on outcomes in the 2011 academic year)

For details of how to apply for the JASSO scholarships, [please refer to the information contained in the handbook of enrollment procedures](#) sent to successful applicants. Applications will be accepted in a general application process after enrollment.

Type 1	
Type	Interest-free loan
Value	Students commuting from the family home: Choose either 30,000 yen or 54,000 yen. Students living away from the family home: Choose 30,000 yen, 54,000 yen, or 64,000 yen (figures are for 2011 enrollees)
Eligibility for application	Academic performance: Senior high school grade average of 3.5 or above (or completion of the high school graduation equivalency examination with grades considered equivalent to the above)
	Household financial status: Upper limits are placed on the annual (pre-tax) income of the parents or persons supporting the applicant. Example: Household of 4 persons with student living away from home <ul style="list-style-type: none"> <li>• Households with salary income: Maximum of 9.98 million yen</li> <li>• Households with income from sources other than salary: Maximum of 5.12 million yen</li> </ul> (The above amounts are estimates only. Exact conditions will depend on the makeup and circumstances of each household.)
Term of award	Minimum number of years required for graduation from the month in which the scholarship is first received.
Type 2	
Type	Loan with interest (maximum of 3% per annum ; interest-free for duration of enrollment)
Value	Choose from five levels: 30,000 yen, 50,000 yen, 80,000 yen, 100,000 yen, and 120,000 yen
Eligibility for application	Academic performance: Admission to APU is sufficient to meet the required standard.
	Household financial status: Upper limits are placed on the annual (pre-tax) income of the parents or persons supporting the applicant. Example: Household of 4 persons with student living away from home <ul style="list-style-type: none"> <li>• Households with salary income: Maximum of 12.50 million yen</li> <li>• Households with income from sources other than salary: Maximum of 7.64 million yen</li> </ul> (The above amounts are estimates only. Exact conditions will depend on the makeup and circumstances of each household.)
Term of award	Minimum number of years required for graduation from the month in which the scholarship is first received.
Number of awardees / announcement of awards	
Number of awardees	Determined by JASSO. Reference: In Spring 2011, 53 students were awarded Type 1 and 98 students were awarded Type 2.
Announcement of awards	Awardees are notified individually around the middle of July.

\* Application procedure will start from April only.

\* Emergency / temporary awards: There are systems in place to accept applications at any time from students whose household finances have changed suddenly and unexpectedly.

\* Applications for JASSO scholarships are accepted in a separate procedure for students from the second year and above.

② **Scholarships offered by private scholarship foundations (loans and grants) / scholarships offered by local government bodies (loans and grants)**

- Details vary depending on the foundation or local government body involved.
- Calls for applications for these scholarships will be posted on the website of the Student Office as soon as they are received by APU.
- It is recommended that applicants contact local prefectural and city Boards of Education directly for information on scholarships offered by local government bodies.