Application Guidebook

This booklet gives students a general overview of the application process for 2018 enrollment at Ritsumeikan Asia Pacific University. Content includes:

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Get phone numbers and other contact information for the APU Admissions Office, as well as links for various documents needed throughout the application process
Domestic or International?

Students that apply to APU fall into one of two categories: domestic or international. Domestic means that the applicants have either Japanese nationality, i.e., possess a Japanese passport, or permanent residency in Japan. Therefore, all of the following are examples of domestic applicants.

- A Japanese student attending a public or private Japanese high school
- A half-Japanese, half-Brazilian student attending an international high school in Japan
- A Japanese student attending a public high school in New Zealand
- A German student (that has permanent residency in Japan) attending a private Japanese high school
- A half-Japanese, half-American student attending a public high school in the US

In other words, applicants that have Japanese nationality fall into the domestic student category, even if they are living outside of Japan, or have other nationalities/passports as well. Please refer to pages three and four for more details.

Likewise...

International applicants are students who do not have Japanese nationality or permanent residency in Japan, regardless of where they live. Below are all examples of international applicants.

- An American student attending public Japanese high school (staying in Japan on a student visa)
- A Nepalese student attending an international high school in Japan (staying in Japan on a dependent visa)
- A Canadian student attending a public high school in Canada
- A Russian student attending a public high school in South Africa
- A Kenyan student attending a private high school in Jamaica
- A half-Norwegian, half-Malaysian student attending a private boarding school in Sri Lanka

Sri Lanka

(srīlāːŋkə)

An island country off the southeastern coast of India; pop. 21,203,000 (est. 2016); capital, Sri Jayawardanapura Kotte; languages, Sinhalese and Tamil. Former name (until 1972) Ceylon. Home of 73 current APU students.

If you are from Sri Lanka and do not have a Japanese passport, you are considered an international applicant.

The rest of this guidebook explains the application process for domestic applicants. International applicants are asked to check the international admissions website at http://admissions.apu.ac.jp.
I live outside Japan, but am still considered **domestic**?

Many students without experience living in Japan or studying Japanese become concerned after learning they are considered **domestic applicants**. Here are a few examples of questions we often receive.

1. I received my secondary education at a high school in the US. Do I need to apply in Japanese?
2. I’m Japanese, but attend an international school in Japan. Do I have to take the Japanese National Center Test?
3. I’m not confident in my Japanese abilities, and have never lived in Japan. Can I still apply?

We have you covered.

APU was created with students from a variety of backgrounds in mind. There are many different ways to apply, both in English and Japanese, and for both April and September enrollment.

Use page four to find out which application type suits you. Please note that these application types are all for **domestic** students who wish to apply in English. Students interested in applying in Japanese should visit [http://www.apumate.net](http://www.apumate.net) to learn more.
Documents
These are the documents required for domestic students looking to apply to APU in English. Please note that each application type requires slightly different items.

All Applicants

Application Form
- Name: [Surname, First Name]
- Address: [Address]
- Phone Number: [Phone Number]
- Email: [Email]
- Native Language: [English, Japanese, Other]
- College of Choice: [Asia Pacific Studies, International Management]
- Enrollment Period: [Fall (September), Spring (April)]

Application Essay
- A one page essay based on the following prompt:
  Explain in detail why you are applying to APU/APS, addressing at least two of the following points, as well as your post-enrollment study plan.
  - Yourself in ten years
  - The academic field you are interested in
  - A topic relevant to your college of choice

High School Grades

Scores from any English proficiency tests such as

TOEFL iBT, TOEIC, IELTS, etc.

You do not usually need to submit such certification if:

1. You have received your entire education in English
2. You obtained or are expected to obtain an IB diploma in English
3. You are a native speaker of English

Please contact the Admissions Office (contact information on back cover) if you are unsure whether or not you need to submit English proficiency test results.

Specified Applicants

Standardized Test Scores
Please include country specific test scores, such as SAT/ACT scores if you received an American education, NCEA scores if you received a New Zealand education, etc. Please submit IB scores (or predicted scores) if you are enrolled in the IB program.

Essay
- A 600-800 word paper about your most intellectually stimulating experience from high school.

Returnee Students A Applicants

Short Essays
Four short essays about your extracurricular activities, special skills, personal struggles, and unique goals.

Returnee Students B / Fall Returnee Students B Applicants

Sealed Letter of Recommendation
Usually written by a teacher or mentor of some kind.

Initial Application Fee

Seal Your Admission Decision Here

Your Admission Decision Here

Memo
For students in 2022, we kindly ask you not to whip up a New Zealand student. We provide the most essential and basic services.

2022 Students: [Surname, First Name]
Application FAQ

Below is a list of questions we often receive regarding the application process. For more in-depth information on any of the points below, please refer to our Undergraduate Application Handbook, which can be downloaded from the link found on the back cover of this guidebook.

1. What is the Application Form?
The Application Form is a physical document that you submit to APU. The first pages of the Application Form are for your basic information, e.g., address, academic history, and so on. There are also sections where you can explain your participation in any extracurricular activities, as well as spaces to write the required essays for your specific application type. Additional documents required for application, such as original report cards, or application-specific items such as a sealed letter of recommendation, should be put in the same envelope that you use to send your completed Application Form to APU. Please see pages five and six of this guide to get a general idea of the required forms for each application type.

2. Where can I find the Application Form?
You can download the Application Form, as well as the Application Envelope Cover, directly from the APU website. If you live in Japan, you may also request to have all application documents sent to you by the APU Admissions Office. Please see the back cover of this guidebook for download links and contact information.

3. Where do I submit my finished application?
After double-checking to ensure that you have all required documents, including photocopies of all items (excluding sealed documents), put everything in an envelope, attach and fill in both sides of the Application Envelope Cover, then send the completed package to APU. The mailing address is written directly on the Application Envelope Cover.

4. When should I submit my application?
There are multiple application periods (we call these ‘rounds’) for each application type. After determining which application type works well for you, please check the Undergraduate Application Handbook (download link on back cover) to see exactly when to submit your documents.

Application Timeline

1. Decide you want to apply to APU
2. Look up your application type in the Undergraduate Application Handbook and read the ‘General Guidelines’ section
3. Use this guidebook to learn more about the application process and find out which application type fits you
4. Fill in your Application Form, write any required essays, and gather all necessary documents
5. Pay the initial application fee and send your completed application to APU
6. Pay the second application fee (if necessary) and take the interview
7. Receive your first screening results
8. Receive your final results
9. Start your enrollment paperwork and pay the enrollment fees

5. What kind of scholarships are available?
APU offers two scholarships for domestic applicants at the freshmen level: the Domestic Students Academic Incentive Scholarship, for students coming from particularly difficult financial situations, and the Domestic Students Academic Excellence Scholarship, for students that receive exceptionally high marks on their applications to APU. Both scholarships reduce tuition by half, and can be received for up to four years (provided recipients pass eligibility screenings conducted each semester). Please note that it is not possible to receive both scholarships offered by APU at the same time. For more information, and for details on various external scholarships such as JASSO, refer to the ‘Scholarships’ section of the Undergraduate Application Handbook.

6. How do I pay the application fee? How much is it?
Domestic students living in Japan should pay by bank transfer using the Application Card (download link on back cover). Students living abroad should pay by overseas remittance or bank check, sending payment to the account specified in the Undergraduate Application Handbook. Initial application fees differ based on application type, but are either 35,000 or 10,000 yen.

7. Do I need to submit proof of (expected) graduation?
If you have not yet graduated from high school, you will need to submit an official document from your school that shows your expected graduation date. This can be a report card or an official document made by your school’s administration office—either will work as long as your expected date of graduation is clearly displayed. If you have already graduated we ask that you submit an official certification of graduation.

8. Is it possible to apply multiple times?
Yes. Please refer to the Undergraduate Application Handbook for more details.

9. Is there anything else I should know?
This guidebook is meant to give you a general overview of the application process for APU. If you decide to apply, please first determine which application type best fits your circumstances. Then, using the Undergraduate Application Handbook, research your application type, as well as the application process in general. If you get stuck or have any questions, please contact the APU Admissions Office directly (contact information on back cover).
Contact Information

If you have any questions or would like some assistance with your application, please feel free to call or email us anytime.

Phone
(+81) 977-78-1120

Fax
(+81) 977-78-1199

Email
apumate@apu.ac.jp

Website
http://www.apumate.net/english.html

Address
APU Domestic Admissions Office
1-1 Jumonjibaru, Beppu,
Oita 874-8577 Japan

Important Documents

You can download any of the various documents mentioned throughout this guide using the following links.

Undergraduate Application Handbook
http://www.apumate.net/uah.pdf

Application Form
http://www.apumate.net/af.pdf

Application Envelope Cover
http://www.apumate.net/ae.pdf

Application Card
http://www.apumate.net/ac.pdf