

Prescreening Process

(1) Documents to submit

For items 1, 2, and 8, download and use the forms from the APU Admissions website (APUmate.net). Certificates, syllabus entries and other documents that are written in a language other than English or Japanese must be accompanied by a translation into English or Japanese. APU will only accept translations produced by the organization issuing the certificate/syllabus, translation companies, or qualified individual translators. Translations must include the official seal of the translating organization, or the name, address, email address/telephone number, and the signature/personal seal of the translator.

1. Educational History Sheet (Admission as a Transfer Student)

2. Transfer Student Academic Status Form

3. English proficiency test score

4. (Second year)

Academic transcripts from senior high school and academic transcripts from any higher education institutions attended after graduating from senior high school

(Third year)

Academic transcripts from any higher education institutions attended after graduating from senior high school (if currently enrolled in a higher education institution, transcripts covering a period of at least 1.5 years)

5. If currently enrolled in a higher education institution: A document stating the requirements for graduation from the institution

6. If currently enrolled in a higher education institution: A document evidencing the subjects you are currently enrolled in

7. If graduated from a higher education institution: Graduation certificate and document evidencing the degree you received

8. Application to Transfer Credit as an APU Major Subject

9. Syllabus for any subjects you have taken or are currently taking that you wish to be approved for credit transfer as APU major subjects

* For a list of the subjects offered at APU, please refer to the Curriculum Outline

*A syllabus is not required if you wish to transfer to the College of International Management from an institution accredited by AACSB, EQUIS, AMBA, or EPAS. Instead, submit a document showing that the college or faculty you are attending has received accreditation (a printout of the relevant section of the institution's website is sufficient).

(2) Submission

- Please be sure to submit copies of all the required documents as attachments to an email addressed to apumate@apu.ac.jp. within the screening period indicated below. If all your documents cannot be attached to one email message, please be sure to indicate it in your message then proceed to submit the documents in multiple clearly labeled emails. If complications arise with sending documents via email, please send them to us by post.
- APU will send a confirmation email after receiving your prescreening application. If one week passes after you have uploaded your application documents and you still have not received a confirmation email, your application may not have been sent successfully. In that case, please be sure to send an inquiry to apumate@apu.ac.jp.

Prescreening Schedule 2020

Application Period	Application Start	Application Finish	Result Notification
Spring 1	July 18,2019(Thu)	August 21,2019(Wed)	September 25,2019(Wed)
Spring 2	August 22,2019(Thu)	September 11,2019(Wed)	October 9,2019(Wed)
Spring 3	September 12,2019(Thu)	September 25,2019(Wed)	October 30,2019(Wed)
Fall 1	September 12,2019(Thu)	September 25,2019(Wed)	October 30,2019(Wed)
Fall 2	November 7,2019(Thu)	November 27,2019(Wed)	January 8,2020(Wed)
Fall 3	December 12,2019(Thu)	January 15,2020(Wed)	February 12,2020(Wed)

(3) Documents to submit if having successfully passed the prescreening

If you pass the prescreening and wish to proceed with your application for admission to APU, the application form and certificates you emailed to APU during the prescreening application will need to be submitted by post as either original certificates or certified documents. When submitting these documents, please follow the necessary steps as directed in the [Admissions Handbook](#).

【INQUIRIES】

Ritsumeikan Asia Pacific University

Admissions Office(Domestic)

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Email:apumate@apu.ac.jp

URL:<http://www.apumate.net>