

Credit Transfer Process

Third Year APM Transfer Students:

Transfer to the College of Asia Pacific Management (APM)

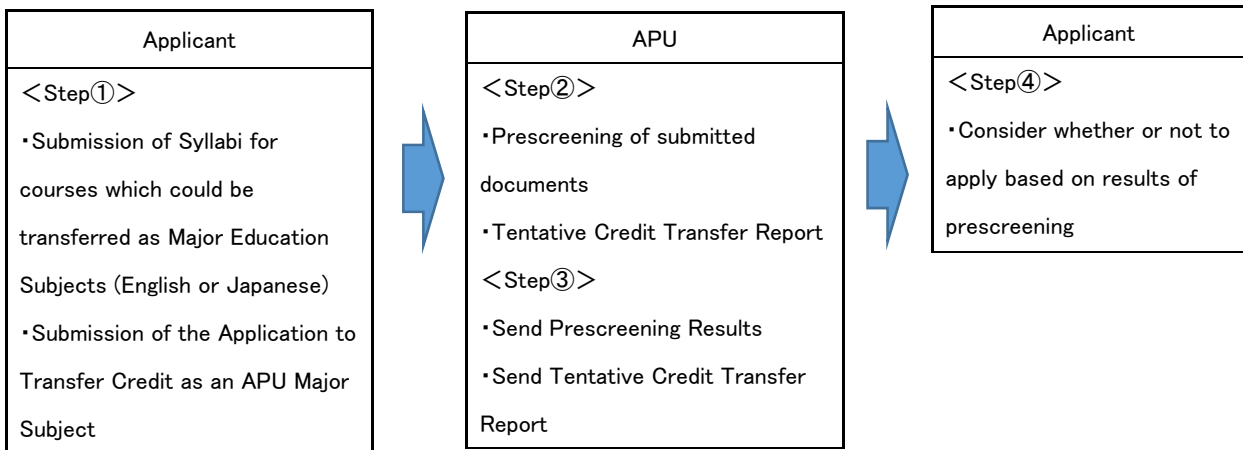
(1) Graduation Requirements

If an applicant transfers into APM in their third year, they must fulfill the following requirements in order to graduate:

- Earn a total of at least 124 credits (including credits transferred to APU).
- Earn the required number of credits for each subject field
- Earn credits for all APM required subjects

(2) It is very important that third year transfer applicants who wish to apply to APM seriously consider whether or not their previous courses can be transferred as APM Major Education subjects before applying. Because this transfer approval process is carried out individually for each applicant based on their previously-earned credits, the graduation requirements including required courses, major education subjects, and number of credits, etc. will vary by applicant. In addition, because students may only register for a certain number of credits each semester at APU, it is necessary for these applicants to carefully consider how to make their study plan in order to fulfill their graduation requirements and graduate in 2 years.

A rough timeline of tasks leading up to applying to APU is shown below:



Step ①: Carried out by the applicant - Submit the required documents for preliminary review

- If an applicant has earned credit for an economics or management course, it may be possible to transfer those as major education subject credits to APU. If an applicant wishes to transfer a credit as a major subject credit, they must fill out an **Application to Transfer Credit as an APU Major Subject**, as well as submit documents that show the course details such as a course syllabus for that subject (in English or Japanese).
- For a list of the APM subjects offered at APU, please refer to the APM Curriculum Outline
The syllabi for these subjects can be viewed at the website shown below. Even if the content of the course is not exactly the same as what is offered by APU, a management or economics course may be counted as a major education subject. Therefore, the applicant should still submit an Application to Transfer Credit as an APU Major Subject along with the syllabus for that subject (in English or Japanese) for review.

APU Subject Syllabus: <https://portal2.apu.ac.jp/campus/slbsskgr.do>

◆Credit Transfer Applications for economics or management courses from schools with AACSB · EQUIS · AMBA · EPAS Accreditation◆

Credits earned at schools with these accreditations may be transferred for APM Major Education Subject or Common Education Subject credits. Applicants should submit their grade transcript and an explanatory document stating that it was taken at an accredited school for review.

Step ②: Carried out by APU - Tentative Credit Transfer Approval Process

- Third year transfer students may transfer up to 62 credits to the major education or common education subject fields. A tentative credit transfer approval process will be carried out to determine how major education credits may be transferred, based on the submitted syllabi and documents. Credits not transferred as major education subjects will be transferred as common education subjects.
- Required language subject credits will be transferred upon enrollment (English-basis: 16 credits, Japanese-basis: 24 credits).

<English-basis transfers>

Subject Field		No. of Credits	Total
Common Education Subjects	Required Language Subjects (Japanese)	16	62
	Language Education Subjects and Common Liberal Arts Subjects	46*	
Major Education Subjects	Major Education Subjects		

<Japanese-basis transfers>

Subject Field		No. of Credits	Total
Common Education Subjects	Required Language Subjects (English)	24	62
	Language Education Subjects and Common Liberal Arts Subjects	38*	
Major Education Subjects	Major Education Subjects		

*Based on applicants' transfer application results

Step ③: Carried out by APU - Send tentative credit transfer application results to applicant

- APU will send the tentative results of the credit transfer application.

Step ④: Carried out by the applicant - Consider whether or not to apply based on the prescreening results

- Please consider your application to APU based on the result of your prescreening.

When planning out your study at APU, you should also take the following into consideration:

<Types of Courses and Classes Per Week>

At APU courses are held on a quarter or semester basis, and most are worth 2 credits each. Quarter courses are held over 2 months, and semester courses are held over 4 months. Quarter-basis course lectures are held 2 times per week, while semester-basis course lectures are held once a week. Language courses have twice the amount of course lectures than regular subjects do.

<Maximum Credit Registration Limits>

APU sets a maximum number of credits that can be registered per semester, so it is necessary for applicants to carefully plan their studies in order to graduate in 2 years.

The maximum number of credits that can be registered each semester are shown below:

5 th Semester	6 th Semester	7 th Semester	8 th Semester
20 credits	20 credits	24 credits	24 credits

<Time for Other Activities>

When planning out a study schedule, applicants should also consider the time they will need to spend on part-time jobs, clubs, job hunting, etc. Those applicants who are considering working in Japan after graduation in particular should allow enough time between their 6th and 8th semesters for job hunting activities.

< Language Education Subjects>

Because third year transfer students are exempted from language requirements (Japanese for English-basis students; English for Japanese-basis students) there is no need for them to take required language subjects after enrolling at APU. However, students who wish to work in Japan after graduation and so on might choose to register for these subjects. Although for language subjects, students have to put in twice as many class hours to earn credits compared to a regular lecture course. Therefore, if an applicant only transfers a few major education subject credits but still wishes to register for a language subject, it may be difficult for them to graduate in 2 years. Regardless of an applicant's number of transferred credits, if they wish to take language subjects it may be better to consider transferring as a second year student rather than as a third year student.

<Registering for APM Required Subjects>

Applicants who enroll to APU as APM students are required to complete 11 APM required subjects (22 credits) before graduation. Of those 11 subjects, 10 are registered automatically by the university for students depending on their semester. It is necessary to take this into consideration along with the maximum credit limits for each semester when planning out a course of study.

The courses which are registered for students each semester are shown below.

5th Semester	6th Semester	7th Semester
Intro to Management Intro to Economics Accounting I Intro to Marketing	Finance Organizational Behavior Production Management Business Law Business Ethics	Global Management

Students who transfer in to APM from AACSB · EQUIS · EPAS · AMBA accredited schools may have credits transferred under these subject names and thus may not be required to take them at APU after enrollment.

Below we have included some examples of credit transfer patterns. Applicants should refer to these patterns and compare them to their own tentative application results when considering their own application. These patterns do not take into account credits for APM required subjects transferred from AACSB · EQUIS · AMBA · EPASS accredited schools.

Pattern ①

◆ English-basis student; 16 credits transferred for Japanese language subjects, 20 credits transferred as major education subjects, 26 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Required Common Liberal Arts Subjects (Automatically-registered by APU)	2	-	-	-	20
Required Common Liberal Arts Subjects (Registered by Student)	2	-	-	-	
Other Common Liberal Arts Subjects	4	4	4	4	
Required Major Education Subjects (Registered by APU)	6	10	2	-	42
Other Major Education Subjects	4	4	8	8	
Total Per Semester	18	18	14	12	62

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	2	2	10	12

Pattern ②

◆ English-basis student; 16 credits transferred for Japanese language subjects, 10 credits transferred as major education subjects, 36 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Required Common Liberal Arts Subjects (Automatically-registered by APU)	2	-	-	-	10
Required Common Liberal Arts Subjects (Registered by Student)	2	-	-	-	

Other Common Liberal Arts Subjects	2	2	2	0	
Required Major Education Subjects (Registered by APU)	6	10	2	-	52
Other Major Education Subjects	8	8	10	8	
Total Per Semester	20	20	14	8	62

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	0	0	10	16

Pattern ③

◆ English-basis student; 16 credits transferred for Japanese language subjects, 2 credits transferred as major education subjects, 44 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Required Common Liberal Arts Subjects (Automatically-registered by APU)	2	-	-	-	4
Required Common Liberal Arts Subjects (Registered by Student)	2	-	-	-	
Other Common Liberal Arts Subjects	0	0	0	0	
Required Major Education Subjects (Registered by APU)	6	10	2	-	60
Other Major Education Subjects	8	8	12	14	
Total Per Semester	18	18	14	14	64

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	2	2	10	10

Transfer to the College of Asia Pacific Studies (APS)

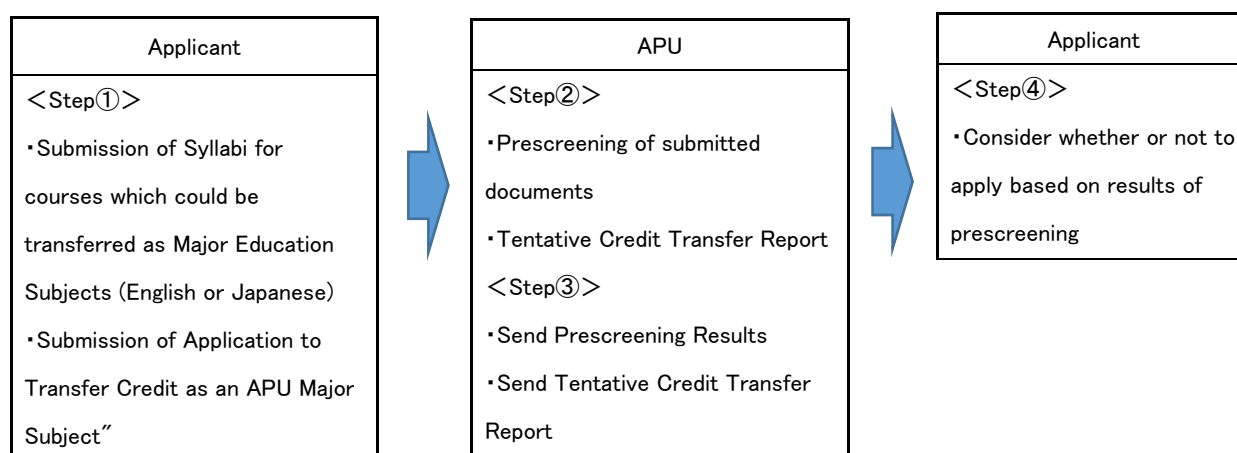
(1) Graduation Requirements

If an applicant transfers into APS in their third year, they must fulfill the following requirements in order to graduate.

- Earn a total of at least 124 credits (including credits transferred to APU).
- Earn at least 2 credits from the required subjects for their registered Area of Study
- Earn at least 28 credits from major education subjects for their registered Area of Study

(2) It is very important that third year transfer applicants who wish to apply to APS seriously consider whether or not their previous courses can be transferred as APS major education subjects before applying. Because this transfer approval process is carried out individually for each applicant based on their previously-earned credits, the graduation requirements including required courses, major education subjects, and number of credits, etc. will vary by applicant. In addition, because students may only register for a certain number of credits each semester at APU, it is necessary for these applicants to carefully consider how to make their study plan in order to fulfill their graduation requirements and graduate in 2 years.

A rough timeline of tasks leading up to applying to APU is shown below:



Step ①: Carried out by the applicant - Submit the required documents for preliminary review

- If an applicant has earned credit for a course similar to one offered at APU, it may be possible to transfer those as major education subject credits. If an applicant wishes to transfer a credit as a major subject credit, they must fill out an **Application to Transfer Credit as an APU Major Subject** as well as submit documents that show the course details such as a course syllabus for that subject (in English or Japanese).

- For a list of the APS subjects offered at APU, please refer to the APS Curriculum Outline
- The syllabi for these subjects can be viewed at the website shown below. Even if a course is not available at APU, it may still be possible to transfer it as a major subject credit.

APU Subject Syllabus: <https://portal2.apu.ac.jp/campus/slbsskgr.do>

Step ②: Carried out by APU - Tentative Credit Transfer Approval Process

- Third year transfer students may transfer up to 62 credits to the major education or common liberal arts subject fields. A tentative credit transfer approval process will be carried out to determine how major education credits may be transferred, based on the submitted syllabi and documents. Credits not transferred as major education subjects will be transferred as common liberal arts subjects.
- Required language subject credits will be transferred at the same time (English-basis: 16 credits, Japanese-basis: 24 credits).

<English-basis transfers>

Subject Field		No. of Credits	Total
Common Education Subjects	Required Language Subjects (Japanese)	16	62
	Language Education Subjects and Common Liberal Arts Subjects	46*	
Major Education Subjects	Major Education Subjects		

<Japanese-basis transfers>

Subject Field		No. of Credits	Total
Common Education Subjects	Required Language Subjects (English)	24	62
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Major Education Subjects	Major Education Subjects		

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Step ④: Carried out by the applicant - Consider whether or not to apply based on the prescreening

results

- Please consider your application to APU based on the result of your prescreening.

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<Types of Courses and Classes Per Week>

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<Maximum Credit Registration Limits>

APU sets a maximum number of credits that can be registered per semester, so it is necessary for applicants to carefully plan their studies in order to graduate in 2 years.

The maximum number of credits that can be registered each semester are shown below:

5 th Semester	6 th Semester	7 th Semester	8 th Semester
20 credits	20 credits	24 credits	24 credits

<Time for Other Activities>

When planning out a study schedule, applicants should also consider the time they will need to spend on part-time jobs, clubs, job hunting, etc. Those applicants who are considering working in Japan after graduation in particular should allow enough time between their 6th and 8th semesters for job hunting activities.

< Language Education Subjects>

Because third year transfer students are exempted from language requirements (Japanese for English-basis students; English for Japanese-basis students) there is no need for them to take required language subjects after enrolling at APU. However, students who wish to work in Japan after graduation and so on might choose to register for these subjects. Although for language subjects, students have to put in twice as many class hours to earn credits compared to a regular lecture course. Therefore, if an applicant only transfers a few major education subject credits but still wishes to register for a language subject, it may be difficult for them to graduate in 2 years. Regardless of an applicant's number of transferred credits, if they wish to take language subjects it may be better to consider transferring as a second year student rather than as a third year student.

<Required Number of Credits for Each Area of Study>

In addition to the credits transferred as major education subjects upon enrollment, third year transfer students to APS must choose an area of study and earn at least 28 credits from major subjects

and 2 credits from a common liberal arts subject in that area of study.

Below we have included some examples of credit transfer patterns. Applicants should refer to these patterns and compare them to their own tentative application results when considering their own application.

Pattern ①

◆ English-basis student; 16 credits transferred for Japanese language subjects, 20 credits transferred as major education subjects, 26 credits transferred as common liberal arts subjects

	5th Semester	6th Semester	7th Semester	8th Semester	Total
Common Liberal Arts Subject for Selected Areas of Study	2	–	–	–	30
Major Education Subject for Selected Areas of Study	8	8	6	6	
Other Major Education Subject	4	4	4	2	14
Total	14	12	10	8	44

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	6	8	14	16

Pattern ②

◆ English-basis student; 16 credits transferred for Japanese language subjects, 10 credits transferred as major education subjects, 36 credits transferred as common liberal arts subjects

Subject Field	5th Semester	6th Semester	7th Semester	8th Semester	Total
Common Liberal Arts Subject for Selected Areas of Study	2	–	–	–	30
Major Education Subject for Selected Areas of Study	8	8	6	6	
Other Major Education Subject	8	6	6	4	24
Total	18	14	12	10	54

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	2	6	12	14

Pattern ③

◆ English-basis student; 16 credits transferred for Japanese language subjects, 2 credits transferred as major education subjects, 44 credits transferred as common liberal arts subjects

Subject Field	5th Semester	6th Semester	7th Semester	8th Semester	Total
Common Liberal Arts Subject for Selected Areas of Study	2	-	-	-	30
Major Education Subject for Selected Areas of Study	8	8	6	6	
Other Major Education Subject	10	10	8	4	32
Total	20	18	14	10	62

Maximum Credit Registration	20	20	24	24
Remaining No. of credits which can be registered	0	2	10	14