

Ritsumeikan Asia Pacific University  
Undergraduate Application Handbook

# Application & Entrance Examination Manual

出願・受験の手引

[April / September 2026 Enrollment]

[2026年度4月・9月入学]

## The application types

- ・Admissions for Comprehensive Selection  
[Admissions by Activity Evaluation/Admissions for Returnee Students]
- ・Admissions by School Recommendation (IBDP)
- ・2nd & 3rd Transfer Admission/ Second Bachelor's Degree Admission

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Inquiries regarding application system operation

#### Internet Application Support Center

TEL :0120-752-257(9:00~20:00 weekdays)

Period :Monday, September 1, 2025 -

Tuesday, March 31, 2026

\*Closed : New Year's holiday (December 29th) - January 3rd )

### II. Entrance examinations

- 1 .Online application ticket ..... P16
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For admissions system for  
each application types, refer

Undergraduate  
Application Handbook

[Click Here](#)

Frequently asked questions are posted in the FAQ.  
[https://www.apumate.net/en/admissions\\_guide/faq/](https://www.apumate.net/en/admissions_guide/faq/)

Inquiries regarding application documents and contents

#### Admissions Office(Domestic)

TEL:0977-78-1120(9:00~17:30 weekdays)

Mail:apumate@apu.ac.jp

\*Closed : August 8th to August 18th and  
December 26th to January 5th


# I. Online Application

## 1.Steps to complete the application


Documents

### Preparation


Check your eligibility and required documents in the Undergraduate Application Handbook




Senior High School Transcript  
\*Must be in a sealed envelope.  
( Request to high school )



Certification of English Proficiency (Exam date is on or after October 1, 2023)



ID Photo  
Photographs taken within 3 months prior to application. Upper body (from the shoulders up), no hat, frontal view, (no background/clothing free) Data size should be within 100KB - 3MB. File extension: jpg/png



Application Essay or Essay Sheet (Download and create the designated form)  
Click here to download:  
[https://www.apumate.net/admissions\\_guide/download/](https://www.apumate.net/admissions_guide/download/)  
(Switch to the APUmate screen)

**Japan** send by post

**Outside Japan** Send e-mail directly by your school or other educational institution to university or send by post.

**Upload required documents in the system**

Device

### System requirements for the application system


**【Recommended browsers】**  
Windows: Google Chrome, Microsoft Edge  
Macintosh: Safari, Google Chrome  
\*We advise you to use the latest version of the browser.

**【Recommended Mobile Devices】**  
Android(10.X.X or later)、Android Chrome  
iOS(iOS 14.X.X or later)、Safari  
Some functions may not operate properly on mobile devices. If such case happens, please use a computer instead

### Adobe Acrobat Reader DC(Free software)

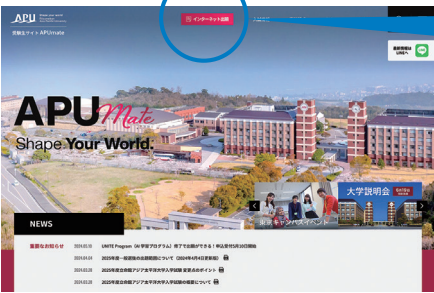
<https://get.adobe.com/jp/reader/>

You will need this when writing your application essay and essay. Browser-only PDF Viewer is not recommended.  
If you use software other than the PDF viewing software "Adobe Acrobat Reader", or if you view or input text on an Internet browser, you may experience problems such as "text cannot be input" or "input characters are not printed when printing".  
Before submitting your application, please make sure that the application will display properly on your computer environment.



## 1 Online application <https://www.apumate.net>

[Application registration period] From 1:00 p.m. on the application start date to 11:59 p.m. on the final day. \*Japan time.




インターネット出願

総合型選抜  
帰国生徒 (海外就学経験者) 選抜  
国際バカロレア (IB) 選抜  
秋期入試 (9月入学)  
編入学・転入学試験  
推薦入学 (指定校)

インターネット出願

**入試方法の選択**

- > 4月入学 世界を志す人財募集入試-ロジカル・フロンティア・チャート入試-(第1期) 第1次選考
- > 4月入学 世界を志す人財募集入試-ロジカル・フロンティア・チャート入試-(第2期) 第1次選考
- > 4月入学 総合評議入試(第1期) 第1次選考
- > 4月入学 世界を志す人財募集入試-ロジカル・フロンティア・チャート入試-(第2期) 第1次選考
- > 4月入学 総合評議入試(第2期) 第1次選考



インターネット出願

**立命館アジア太平洋大学 (APU)**

利用案内 出願手続き開始

【大学からの重要なお知らせ】

**Select Screening Method**   **Select preferred College**   **Applicant Information**

\*[preferred enrollment period][Language Basis][whether you would like to live in the dormitory, "AP House"][your preference for the Domestic Students Academic Excellence Scholarship]can only be entered here. Please make a note of the application number and security code issued by the system: these will be essential to confirm the details of your application and documents submitted later on. You should also make a note of the payment code required for payment of your application fee

## 2

## Payment of the Application Fee.

[Application registration period] From 13:00 on the application start date to 23:59 on the final day \*Times are Japan time

- Please pay the application fee by choosing one of the methods shown below from the online application system.
- Once you have chosen your payment method, you will not be able to change it.
- You will be asked to pay processing charges in addition to the Application Fee.
- Once you have paid the Application Fee, you will not be able to alter or withdraw your application.

## ① Credit Card

- VISA • Master Card • JCB • AMERICAN EXPRESS • Diners Club
- If the system is locked by 3D Secure, please contact your card issuing company and apply again from the beginning.

## ② Convenience Store

- 7-Eleven • Daily Yamazaki • Lawson • Mini Stop • Family Mart • Seicomart
- How to make a payment at the Convenience Store.

**Payment Process** [https://www.paygent.co.jp/payment\\_service/way\\_to\\_pay/cvs/](https://www.paygent.co.jp/payment_service/way_to_pay/cvs/)



## ③ Financial Institution ATM "Pay-easy"

- Japan Post Bank • Sumitomo Mitsui Bank • MUFG Bank • Resona Bank • Mizuho Bank • Bank of Yokohama etc.
- You can also make a payment at other financial institution that handles Pay-easy. How to make a payment by "Pay-easy"

**Payment Process** [https://www.paygent.co.jp/payment\\_service/way\\_to\\_pay/atm\\_pay-easy/](https://www.paygent.co.jp/payment_service/way_to_pay/atm_pay-easy/)



## ④ Internet Banking

- You can use internet banking offered by more than 1,000 banks in Japan.

\*You will need to sign up in advance to use internet banking through your bank.

\*For regional banks that accept internet banking, please refer to the list of ATMs shown on the following page. How to make a payment by internet banking

**Payment Process** [https://www.paygent.co.jp/payment\\_service/way\\_to\\_pay/Internet\\_banking/](https://www.paygent.co.jp/payment_service/way_to_pay/Internet_banking/)



## 3

## Upload necessary documents for the preferred application type.

Upload to ID Photo, Application Essay, Essay Sheet, Certificate of English Proficiency etc.

## 4

## Print of Application Confirmation Slip • Address label

This can be downloaded after completing the application registration and payment of application fee. Please print in color on A4 size paper.

Reside in Japan

## Send application documents (originals) by mail

(Express mail/Registered mail/Postmark valid until the application closing date)

Affix the address label to a regular envelope containing the documents  
Mail the Application Confirmation Sheet and Senior High School Transcript.

\*There is no need to send by post the uploaded copies of your application essay, or external English qualification test scores.

Not required if applying for multiple



① Application Confirmation Sheet

+



② Senior High School Transcript etc.



Attach the address label to 240 x 332mm sized envelope (size2)

Live in Abroad

## Original documents should be emailed or posted from the school issuing them.

## ■ When sending email

Please send it to the email address below.

**domestic@apu.ac.jp**

[Information required for email text]

**application number, applicant's name, application type, contact information (telephone number and email address [country of residence, interview date, date on which the documents were sent. (Not required if not sending by post.)]**

\*If sending by email, please send the "Application Confirmation Slip" digitally.

## ■ Sending application documents from outside Japan

If you are sending your application documents directly to APU from anywhere outside Japan, please dispatch them so that they will arrive by the application deadline of the relevant application period, using registered mail, DHL, EMS, FedEx or other service that keep a record of sending and delivery. Also, when sending the documents, please inform the Office of Domestic Admissions by e-mail (domestic@apu.ac.jp) of the following details

If you are unable to send your application documents by the deadline, please send them as attachments to email first and inform us of the estimated arrival date of the sent documents. Please note that APU cannot respond to inquiries concerning the arrival of documents sent.

{ Mailing address } Ritsumeikan Asia Pacific University Office of Domestic Admissions (Nyugakushiken Jimushitu domestic)  
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

## Application completed

\*In case of any incompleteness in the submitted documents related to application eligibility, APU may contact the applicant by e-mail. If you do not receive any contact, your application has been accepted. **Please make sure that your e-mail inbox is not full and unable to receive new e-mails!**

## 2.Preparation

### (1)Download the necessary handbooks and forms for application

Please download from APUmate, [Downloads](#) ▶ [Digital brochure](#) applicants website.

[https://www.apumate.net/en/admissions\\_guide/download/](https://www.apumate.net/en/admissions_guide/download/)

### (2)[1st year admissions] Required documents for each application types

▶ See page 6 for precautions for documents

◎:To be submitted by all applicants, ○:To be submitted only by holders,△: To be submitted by specific applicants only

Application documents	Application types			Submission Method*1
	Admissions by Activity Evaluation	Admissions for Returnee Students	Admissions by School Recommendation (IBDP)	
1 ID Photo	◎	◎	◎	Upload onto the system.
2 Senior High School Transcript	◎	◎	◎	By post
3 Form <b>A</b> Application Essay	◎	◎	◎	Upload onto the system.
4 Form <b>B</b> Essay Sheet	◎	◎	—	Upload onto the system.
5 External English language proficiency certificate	○ (English basis applicants must submit)	○ (English basis applicants must submit)	○ (English basis applicants must submit)	Upload onto the system.
6 Form <b>C</b> Extracurricular Activities Report and Certificate of activity achievements	◎	○	—	Upload onto the system.
7 Proof of Overseas Education*2 or Form <b>D</b> Certificate of Enrollment	△	◎	—	By post
8 Documents required for specific countries and regions*2	△	△	◎	By post or send directly to APU
9 Form <b>E</b> English Proficiency Evaluation*2 <span style="background-color: black; color: white; padding: 2px;">Must be in a sealed envelope</span>	△	△	△	By post
10 Form <b>F</b> IB Predicted Grades Report*2 <span style="background-color: black; color: white; padding: 2px;">Must be in a sealed envelope</span>	△	△	◎	By post
11 Form <b>G</b> Letter of Recommendation for Admissions by School Recommendation (IBDP) <span style="background-color: black; color: white; padding: 2px;">Must be in a sealed envelope</span>	—	—	◎	By post
12 Application Confirmation Sheet*2	◎	◎	◎	By post

\*1 If you are applying from overseas, you can submit the documents by post or have your educational institution send it to the university by email.

⟨Regarding second and subsequent applications⟩

Regarding document \*2, if you are reusing the document you submitted for the first application, you do not need to submit it again.

### (3) Rules for document submission

#### 1 Documents issued by your school



It must have been issued within three months prior to the application start date.  
If you have already graduated, please submit your final documents after graduation.



or



[What is Original Certification Stamp?]  
Documents that are certified by your current school or by the school issuing the original documents as shown on the right

[For Example]

This copy is hereby certified to be identical to the original.  
Date: (Month), 2026 ○○○○  
Principal: ○○○○



#### 2 In case original documents (paper) cannot be issued or issued outside Japan are submitted by e-mail

Your educational institution must email it directly to [APU submission email address domestic@apu.ac.jp](mailto:domestic@apu.ac.jp)  
university. (Refer page 3 for [Required information for e-mail text])



#### 3 Diversion of original documents issued by school

If you select "Yes" in the "Diversion of documents to other applications" section of Online application, you do not need to resubmit the school-issued documents which you already submitted at the time of your first application. For the second and subsequent applications, if you need to send additional documents, please send only those documents. However, the documents can only be diverted among the Comprehensive Selection applications, and cannot be diverted between the Comprehensive Selection and the General Selection.

The documents that can be diverted for subsequent applications are:

- Senior High School Transcript of Grades
- Certificate of English Proficiency
- Proof of Overseas Education Period
- Certificate of Graduation.



#### 4 Certificate or document in a language other than Japanese or English

It must be accompanied by a translation into either Japanese or English by someone other than the applicant. The name, address, and signature (or seal imprint) of the translator must appear on the translation. APU only accepts translations by the institution issuing the certificate or document, a translation company, or a qualified translator.



#### 5 Documents to be submitted

Original documents will not be returned once they have been submitted.  
If you wish to keep the documents, please submit a "Certified True Copy".



#### 6 Deadline for submitting application document

Uploaded documents can be modified up until 23:59 (Japan time) on the application deadline for each application type. Documents sent by post must have a post mark of the date of application deadline.



#### 7 The name on the certificates and the name on the application are different.

If the applicant has a middle name or the English spelling of their name is not the same as how it is pronounced in Japanese and is therefore different from what is stated on the certificates, please submit an official document to prove that they are the same person.



#### 8 Conditions for completing the application

Please use a tracking service to keep track of whether your documents have arrived. If there are any missing documents or questions regarding eligibility requirements, university ([domestic@apu.ac.jp](mailto:domestic@apu.ac.jp)) will contact the applicant's e-mail address within one week of the end of the application period.

## (4) FAQ for application

Frequently asked questions are posted in the FAQ.

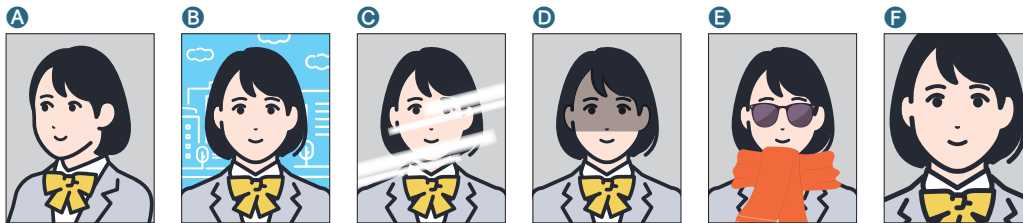
[https://www.apumate.net/en/admissions\\_guide/faq/](https://www.apumate.net/en/admissions_guide/faq/)

## (5) Precautions for each application document

### 1. ID Photo

- Upload the photo Photographs taken within 3 months prior to application. Upper body (from the shoulders up), no hat, frontal view, (no background/clothing free) Data size should be within 100KB - 3MB. File extension: jpg/png
- Both casual wear and uniforms are acceptable. Images must not be edited in any way. After enrollment, the submitted photo will be used on the student ID card until graduation (it can be changed during the enrollment procedure).

#### [Examples of inappropriate photos]



- Ⓐ Not facing forward
- Ⓑ There is a background (scenery, pattern in the picture)
- Ⓒ Part of the face is not visible due to reflection of lighting
- Ⓓ The face is in shadow
- Ⓔ Wearing sunglasses, muffler or scarf is hiding the contour
- Ⓕ Out of the frame

## 2. Senior High School Transcript

Submit only once for the multiple applications

Required information

- ✓ Proof that you have completed three years of study, including the period of enrollment and the date of graduation (including scheduled date)
- ✓ A three-year transcript of grades.
- ✓ Originals should be issued within three months prior to the start of application period. (If you have already graduated, the most recent transcript must be submitted)

### Graduated(or scheduled to graduate)from a senior high school outside Japan

**Required** Academic transcripts for year 10, 11 and 12

Completed (or expected to complete) 12 years of formal education in a country other than Japan.  
\*If enrolled in a school outside Japan at time of completion

+

**Required** Certificate of (expected) graduation/ completion of senior high school-including year/ month of enrollment and year/ month of graduation / completion

Completed (or expected to complete) 12 years of formal education in a country other than Japan.  
\*If enrolled in a school outside Japan at time of completion

**Qualified person** Academic transcripts (chosasho or other record of grades; invalid if seal is broken) for your time enrolled at a senior high school under the Japanese system.

If you attended senior high schools in both Japan and another country

**Qualified person** Materials that can determine whether the company is accredited by an international accreditation organization.

[Some eligible applicants]  
If your school is accredited by an international accreditation organization  
(See p. 7 of the Undergraduate Application Handbook (separate booklet))

**Q. Cases in which such certificates are not issued due to customary practices of the school, national or local educational system, etc.**

- A.** please submit the following two items:  
(1)Term reports on academic progress  
(2)A copy of your diploma  
If you have not yet graduated/completed, you may submit a letter signed by a school official (teacher in charge,etc.)that shows the year/month of entrance and prospective year/month of graduation/completion.

**Q. If you submit a copy of a certificate**

- A.** Copies must in all caces be certified by your educational institution to be accurate duplicates of a Certified True Copy(original)

## Pre-Screening of Eligibility for Application

If you would like to undergo a pre-screening of eligibility for application, please follow the instructions given below and request your pre-screening 10 days before the official application period begins.

[https://www.apumate.net/en/admissions\\_guide/examination/pre\\_exam/](https://www.apumate.net/en/admissions_guide/examination/pre_exam/)

### 《Eligibility requirement》

- ①Those who have studied at a high school based on a school education system other than Japan.
- ②Those who are applying for Transfer admission/ 2nd Bachelor's degree admission.

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### 3. Form **A** Application Essay

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Follow the directions on the Application Essay form to complete your essay in the language basis you selected when applying. Then upload the Application Essay to the online application system. If you are unable to write directly on the specified PDF, you may use free formatting. In that case, please make sure to follow the specified character limit.

**Target** For those who enrolling in 1st year  
(Except for Transfer admission/ 2nd Bachelor`s degree admission)

**Theme** After reading the "University's Admission Policy and APU2030 Vision -APU Graduates possess the power to change our world - ", please be as specific as possible while referring to the items below.

- ①Reasons for choosing your desired college and what you want to learn
- ②What kind of person do you want to be after university, and how will you achieve that at APU
- ③Activities you want to try while you are in APU  
(English-basis:400~500words)

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### 4. Form **B** Essay Sheet

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Follow the instructions on the cover page of the Essay Sheet, complete it in the language basis you selected at the time of application, and upload it to the online application system. If you are unable to write directly on the specified PDF, you can use free format such as MS Word. In that case, please make sure to strictly adhere to the specified character limit.

**Target** Admissions by activity evaluation, Admissions for returnee students, Transfer admissions, 2nd Bachelor`s degree admission

**Theme** [Admissions by Activity Evaluation•Admissions for Returnee Students]

Describe an important academic or extracurricular experience that you had as a high school student. Reflect on the achievements you made, the challenges you faced, etc, and analyze your personal growth and development. You may write about a single activity or multiple activities.(English-basis:400~500wordss)

[2nd 3rd Transfer admission•Second Bachelor's Degree admission]

- The main contents, learning methods, and points you focused on during your study at the higher education institution at which you are(or were)enrolled.
- The kinds of knowledge and abilities you acquired through study and extracurricular activities at the higher education institution at which you are (or were) enrolled.
- The specific fields and approaches you hope to study and research after transfer to APU.  
(English-basis:1000~1500words)

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### 5. Certification of English Proficiency

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**The application types** •All application types(only for those with Certification of English Proficiency)  
•English-basis applicants

**Applicable period** English language proficiency test scores are valid if the test date shown on the certificate is October 1, 2023 or later.

**How to submit** ①In the language score input field of the application system, enter the results or scores of official English proficiency tests, or a number that can verify the test results.  
② Upload a copy in the language proficiency certificate attachment field.  
**The document you upload must have the number you entered in ① listed.**

**Table** Input Details and Upload Documents for External English Proficiency Test Certificates

English Proficiency Test	Important Input Fields & Document Upload	Notes	Reference website
TOEFL iBT® Test	①Enter the 16-digit Appointment Number as shown on your Test Taker Score Report (no spaces). <b>&lt;Documents for upload&gt;</b> ②Test Taker Score Report (Available for download from your ETS account)	•ITP® Test, IELTS (General Training Module), and TOEIC® L&R TEST (IP) cannot be used when applying for this scholarship. •My Best™Scores will also be accepted.	click
IELTS / IELTS Online (Academic Module)	①Please enter the Test Report Form number (18-digit number) <b>&lt;Documents for upload&gt;</b> ②Test Report Form	•IELTS One Skill Retake is also accepted.	click
TOEIC® L&R/S&W Test	①A request must be done by you in advance to the TOEIC organization to send your scores directly to the university or company. APU's organization code is 00036601. <b>&lt;Documents for upload&gt;</b> ②Official Score Certificate	•Multiply the TOEIC® S&W score by 2.5 before including it in the overall score calculation.	click
EIKEN® Test  including the EIKEN CBT, EIKEN S-CBT, and EIKEN S-Inter-view	①Enter your personal ID number (7 digits or 7 alphanumeric characters), test score, and test date (e.g., the date of the second-stage exam). ② <b>&lt;Documents for upload&gt;</b> *Select all that apply from the options below •EIKEN CSE Score Certificate •Certificate of Passing •Personal Score Report •Digital Certificate (JSON file)	•Submission of only the Certificate of Passing is not accepted for EIKEN •Evaluation is based on the EIKEN CSE score, regardless of whether the test was passed or not.	click

Test	Important Input Fields & Document Upload	Notes	Reference website
TEAP	①Enter your 11-digit Registration ID and input the total score in the score field. <b>&lt;Documents for upload&gt;</b>	-	click
TEAP CBT	②OFFICIAL SCORE REPORT~PURPOSES		click
GTEC CBT	①Enter your 9-character alphanumeric Test ID <b>&lt;Documents for upload&gt;</b> ②OFFICIAL SCORE CERTIFICATE	•Only score reports that cover all four skills are eligible. •Submitting only the Certificate is not permitted.	click
GTEC •Advanced •Basic	<b>&lt;Preparation&gt;</b> You must obtain the test result (for uploading) and the score identification number. (1)Follow the instructions on the back of the "OFFICIAL SCORE CERTIFICATE" under "How to obtain your Score ID." (2)Print or download the displayed screen. <b>&lt;Enter your ID/Number&gt;</b> ①Score Number (9-digit alphanumeric) <b>&lt;Documents for upload&gt;</b> •GTEC Official Test Result (Advanced Edition) (Documents without a Score ID will not be accepted.)	•Submissions must include scores for all four skills. •Submitting only the Certificate is not permitted.	click

Test	Important Input Fields & Document Upload	Notes	Reference website
Cambridge English Qualifications Includes Cambridge English, Qualifications, and Linguaskill	<b>&lt;Exam/Test Name&gt;</b> ①For Linguaskill, please select "Cambridge English Qualifications" as well. <b>&lt;Enter your ID/Number&gt;</b> ①Verification Number(英数8桁) <b>&lt;Documents for upload&gt;</b> ②Statement of Results	•Please share your results with our university via the Result Verification Service provided by Cambridge English Qualifications. •Only candidates who have passed and whose scores for all four skills can be verified will be accepted.	click
PTE Academic	•Enter your Test Taker ID and Registration ID. <b>&lt;Documents for upload&gt;</b> •Score Reports	-	click

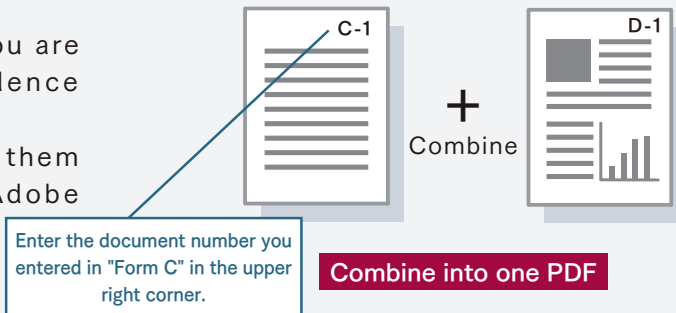
## 6. Form Extracurricular Activities Report and Certificate of activity achievements

- The application types** (Required) Admissions by Activity Evaluation  
(Qualified person only)  
Admissions for Returnee Students,
- Applicable period** The extracurricular activities you have undertaken in the period between your graduation from junior high school and the time of application to APU
- Language** You may enter your information either in Japanese or English, regardless of your language basis at the time of application.
- How to submit** ① Fill in Form C "Activities Report"  
② Write the document number on a copy of the document certifies your activity achievements (A4 size)  
③ Upload it to the application system as "Certificate of Activity Achievements"

### 〈Precautions on Activities Report〉

#### Submission Form

A4 size, free format. If you are submitting multiple evidence documents, [recommended] combine them into one PDF file using Adobe Acrobat Reader DC (free). The file size is compressed to less than 30MB.



#### Conditions for certification of activity results

The following four conditions must be met.



A certificate issued by the institution where you worked or a certificate objectively certified by a third party



The applicant's name must be stated clearly



proof of the activity must include activity details,



The date of activity must be verified

Please note that there is no need to submit any certificates on the completion of the UNITE Program by our university. Additionally, there is no specification of the format of the certificate. Regarding certificates for individual activities, even if you ask the university whether they qualify as achievements or certifications, we cannot answer. Applicants should submit the proofs on their own judgment.

#### How to digitize proof of activity

To ensure a fair judging process, please follow the steps on the right to ensure that all information is clearly displayed.



Screenshot



Scanning on a printer



Taking photography:  
Prohibited

- If you have experience as a leader in student council activities or club activities, you may check the box "Yes" if there is proof of such experience on your official transcript of records. However, the university will not be able to answer whether or not the above four items are listed on the official transcript of records.
- If you have activities that exceed the scope of each activity, please create a table in a free format, name it ○-4, ○-5, etc., and upload it as a single PDF file.
- If you do not submit a certificate of activity, your activities will not be evaluated.

## 7. Proof of Overseas Education Period or Form **D** Certificate of Enrollment

- The application types**
- Applicants who are required to prove the period of overseas education (e.g., proof of activity report) for the Admissions by School Recommendation (IBDP) and Admissions by Activity Evaluation
  - Applicants for the Admissions for Returnee Students

**How to submit** Please submit your Certificate of Enrollment (an academic transcript confirming your date of entrance and graduation/ completion is also acceptable) by post. The Certificate can be either an original or a Certified True Copy (a copy certified by your educational institution as a true copy of the original certificate). If the educational institution you attended does not have a standard form for this certificate, please use Form **D**, Certificate of Enrollment.

## 8. Documents required for specific countries and regions

If you have graduated (or is expected to graduate) from a school which forms part of the education system of a country other than Japan, and have taken a university entrance qualification examination or common examination that is normally required for entrance to university in that country, please submit a certificate of results from that exam (original or certified copy by a public institution [ideally the institution issuing the certificate] to be a true copy of the original). If you send directly, you can also use the university email address (domestic@apu.ac.jp).

\*Printouts of scores displayed on a web page will not be accepted.

\*If you requested certificates to be sent directly to APU by the testing institution, such certificates will only be considered valid if they arrive at APU by the application deadline.

\*Certificates sent to APU directly by the testing organization will be considered to be originals.

Standardized Test	Submission Method
International Baccalaureate (IB) Diploma	<p>Ⓐ If applying using a Transcript of Grades for an IB Diploma Please arrange for your International Baccalaureate organization to send the Transcript of Grades for your final six subjects directly to APU in digital form. (Select “Ritsumeikan Asia Pacific University”)</p> <p>Ⓑ If applying on the basis of IB Predicted Grade Please send your IB Predicted Grades report (sealed) to APU by post. If you apply on the basis of IB Predicted Grades and are accepted, you must submit your Transcript of Grades for your final six subjects before you enroll.</p>
SAT	Please request to have your score report sent directly to APU using the institution code 2791.
ACT	Please request to have your score report sent directly to APU using the institution code 5475.
NCE A Level 1, 2, 3 (NZ)	Please send your Transcript of Grades by post.
GCE A Level (Other GCE A Level)	If you have completed A level, please send your exam results for at least two or more subjects and if you have completed AS level, please send your exam results from at least four subjects by post.
GCE A Level (Singapore)	Please send your exam results for three subjects by post.
GCE A Level (Sri Lanka)	Please upload three or more test results and enter your Reference Number.
Abitur	Please send your final result sheet (Abiturzeugnis) by post.
Baccalauréat	Please send your transcript by post.
General Educational Development (GED)	Send GED Official Certificate by post
Other Standardized Tests	Please send your transcript by post.

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## 9. Form **E** English Proficiency Evaluation **Must be in a sealed envelope**

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**The application types** If you are an English-basis applicant but do not intend to submit the results of an official test of English proficiency because you were educated in an English medium or your native language is English.

**How to submit** instead of English proficiency test results you must submit an English Proficiency Evaluation in the format prescribed by APU by post. Please ask your English teacher to complete this form. That teacher must have taught you for at least one year.

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## 10. Form **F** IB Predicted Grades Report Form **Must be in a sealed envelope**

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**The application types** Admissions by School Recommendation (IBDP)

**How to submit** If you are expecting to obtain an IB diploma, please download the "IB Predicted Grades Report" provided by our university from the APUMate website, complete it at your home/school, and submit in the sealed envelope.

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## 11. Form **G** Letter of Recommendation for Admissions by School Recommendation (IBDP) **Must be in a sealed envelope**

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**The application types** Admissions by School Recommendation (IBDP)

**How to submit** Please download the designated form, fill it out at your school, and submit it.

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## 12. Application Confirmation Sheet

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You can print out this slip via the online application system once you have lodged your application, uploaded your ID photograph, and paid the Application Fee. (if you are reusing the document you submitted the first time, you do not need to submit it again.)

**[If you do not need to send it by post]**

- If you are applying for the second or subsequent application and have chosen to divert the documents and therefore no documents to be posted.
- If you are applying from outside Japan and all original documents are to be sent from the school to APU by e-mail

**[If you apply for multiple applications at the same time]**

- Please print and submit all the documents for each application.

## (6) [Transfer admissions] Required documents for each application types

► First-year students should proceed to P4.

Application documents	subject	Notes	Submission Method
<b>Application Confirmation Slip</b>	All applicants	You can print out this slip via the online application system once you have lodged your online application, upload your ID photograph and paid the Application Fee.	By post
<b>ID Photo</b>	All applicants	Photographs taken within 3 months prior to application. Upper body (from the shoulders up), no hat, frontal view, (no background/clothing free) Data size should be within 100KB - 3MB. File extension: jpg/png	Upload on to the system
<b>Form B Essay Sheet (English-basis)</b>	All applicants	Follow the instructions on the cover page of the Essay Sheet and complete it in the language basis you selected at the time of application.	Upload on to the system
<b>Certification of English Proficiency</b>	All applicants	test date shown on the certificate is October 1, 2023 or later. For submission details, please refer to "Notes regarding Documents for Submission" on p.9.	Upload on to the system
<b>Academic transcripts from higher education institutions (university, etc.)</b>	All applicants	Please submit academic transcripts (originals) issued by the head of the educational institution(s) covering all the year levels and subjects you have taken. If you are still taking classes at the time of application, the final results (official transcript) for these classes must be submitted once they have been acquired before enrollment. Your eligibility to enroll at APU may be revoked if you do not submit the final results.	By post
<b>A certificate of (prospective) graduation or certificate of enrollment from higher education institution (university, etc.)</b>	All applicants	If you are currently enrolled at a university, please submit a certificate of (prospective) graduation (original only). In the event that such certificate cannot be issued, please submit proof of period of enrollment. If you are attending or have attended an institution outside Japan and the date of graduation (or prospective graduation) and period of enrollment is specified on your academic transcript, there is no need to submit a separate certificate. * Applicants for transfer enrollment must submit documentation certifying the date of graduation (or prospective graduation).	By post
<b>Documentation verifying requirements for graduation</b>	All applicants (Transfer Applicants)	*Please submit a document or documents verifying requirements for graduation specifying the conditions for conferral of the academic degree at the higher education institution in which you are (were) enrolled. Conditions may include information such as credits needed for graduation, compulsory subjects or minimum GPA, etc. Acceptable documents include brochures and web pages published by the institution.	By post
<b>Senior High School Transcript</b> <b>Must be in a sealed envelope</b>	All applicants	In principle, you must submit original documents that have been issued within three months of the application start date. If you have attended two or more senior high schools, you will need to submit academic transcripts from each school in order to evidence your studies over the full three years of senior high school. Your application will not be accepted unless the year and month of graduation is shown on at least one of the documents submitted.	By post
<b>Documents required for specific countries and regions</b>	Only for specified applicants	*For submission details, please refer to "Notes regarding Documents for Submission" on P11.	By post* send directly to APU
<b>Form H Transfer Student Academic Status Form</b>	Only for specified applicants	*If you are currently enrolled at an institution of higher education (university Bachelor's degree program, junior college, higher vocational college, polytechnic, etc.), please complete and submit the prescribed form.	By post
<b>Course/subject registration record</b>	Only for specified applicants	*If you are expected to graduate, please submit a certificate or a statement of course registration specifying the subjects you are undertaking and the credits of those courses. Copies are acceptable.	By post
<b>Application to Transfer Major Credits</b>	Only for Third Year Transfer Applicants	Please download the prescribed form from the APUMate admissions website and input the required information ( <a href="https://www.apumate.net/admissions_guide/examination/h_t/index.html">https://www.apumate.net/admissions_guide/examination/h_t/index.html</a> ). Contact the institution you are transferring from if you are unsure of any of the required information.	By post
<b>Syllabus</b>	Only for Third Year Transfer Applicants	Please submit a syllabus for each course you have taken or are currently undertaking that you wish to have approved for credit transfer as an APU major subject equivalent. A course will not be eligible for transfer without a syllabus. A syllabus is not required if you wish to transfer to the College of International Management (APM) from an institution accredited by AACSB, EQUIS, AMBA, or EPAS. Instead, provide a document showing that the institution has received an accreditation (a screenshot of the relevant section of the institution's website is sufficient.)	By post
<b>Documentation verifying the overall number of class hours or credits earned (from a vocational school)</b>	Only for specified applicants	If you have graduated or are expected to graduate from a vocational school, please submit a document (original only) issued by the school that certifies that the course you undertook or are undertaking was at least two years in duration, and included at least 1,700 hours of in-class instruction or amounted to at least 62 credits.	By post
<b>Form E English Proficiency Evaluation</b>	Only for specified applicants	*If you are an English-basis applicant but do not intend to submit the results of an official test of English proficiency because you were educated in an English medium or your native language is English, you must submit this form instead of English proficiency test results.	By post

\*If you are submitting from outside Japan, you may submit the application by post or by email directly from your educational institution to the university.

## 3. Online application

### Online application

<https://www.guide.52school.com/guidance/net-apu-en/>

#### 1. Name registration rule

##### <Kanji>

For names written in kanji, as name information is digitally processed, only kanji that are included up to JIS Standard 2 can be inputted. Note that the kanji name printed on your Student ID Card, various certificates and other documents will only use kanji up to JIS Standard 2.

##### <Alphabetic>

In principle, your name will be registered in English alphabet characters that have been automatically converted from the phonetic spelling of your name. If you have a middle name, or if the English spelling of your name is not the same as the Japanese phonetic spelling, please submit a copy of an official document (such as an ID card, passport, etc.) that can verify the English spelling of your name.

#### 2. Diversion of original documents issued by school

- Please be sure to select **“No/first application”** for the first application even if you wish to apply concurrent applications.

A screenshot of a web form showing a dropdown menu. The label is "Diversion of documents to other applications" with a red "Required" tag. The dropdown is currently set to "Make a Selection". The menu options are "Make a Selection", "No/first application", and "Yes". To the right of the menu, there is red text: "If you are applying for the first application, please select 'No/first application'. When applying for the second and subsequent applications, please select 'Yes'. Documents that can be used for subsequent applications are: Senior High School Transcript of Grades, Senior High School Transcript of Credits, Senior High School Transcript of Learning, Senior High School Transcript of Attendance, Senior High School Transcript of Activities, Senior High School Transcript of Examinations, Senior High School Transcript of Graduation, Senior High School Transcript of Overseas Education Period, Certificate of Graduation."

- If you are applying for the second or subsequent applications after some time has passed, and you are only resubmitting some of the original documents, select “Yes” and include a note in the documents you send indicating which documents are being submitted for the first time.

#### 3. Registration of current address

##### How to write the address of a applicants from abroad

Enter all addresses in the “City, County, Ward, Town, Street Address” field, leaving the postal code and prefecture blank. If your address includes apartment name and room number please enter it correctly in the next field. This address will be used to send the documents for successful applicants.

A form for registration of current address. It has two main sections. The first section is for the address, with a label "Postal code / Country / State / City / Street" and a red "Required" tag. The input field contains "1-1 Jumonjibaru". The second section is for apartment information, with a label "Apartment Name and House Number" and an input field containing "Jumonji Heights 101".

#### 4. Registration of senior high school

##### How to write the school name if you attend a school in a foreign country, international school, etc.

If the name of your high school is not listed in the “List of High School Graduation Examinations, etc.”, please select “52000E: Foreign schools other than the above” or “53000A: Those who designated by the Minister of Education, Culture, Sports, Science and Technology”. In addition, if your school is in abroad or your school name is not listed on, please enter /typing/ the name of the school in the input box.

A form for registration of senior high school. It has a label "Senior High School, etc. Attended" and a red "Required" tag. The input field contains "1-1 Jumonjibaru". Below the input field, there is a "Search for senior high school" button. To the right, there is a "List of Senior High School Equivalence Examinations, etc." button. Below these buttons, there is a red text: "If your school is not displayed, please search for it using 'Search for senior high school'." and "If you attended a school outside Japan or your school name is not displayed, enter it in the upper row."

**Enter the name of your school**

## 5. Numbers issued on Online application

The following numbers will be issued when you submit your Online application. Please be sure to make a note of these numbers, as you will need them later when you check your application details and submitted documents at and when you confirm the acceptance announcement.

Time of issuance	Number	Digits	Notes
At the time of first screening	Registration Number	8-digit number starting with A26	You can confirm the number on either application confirmation mail or application confirmation slip after completing the online application
	Security Code	4-digit number	
	Application Number	8-digit number	You can confirm the number during the designated period after completing the online application. Please refer to the "Screening Flow" on p.16
At the time of second Screening (Only for applicants successful in the first screening)	Password for Second Screening Application	6-digit number	Please check how you can confirm the number by referring to the "Screening Flow" on p.16.
	Registration Number	8-digit number starting with A26	You can confirm the number on application confirmation mail after completing the online application.
	Security Code	4-digit number	

## 6. Revision for applicant information

After you have completed your application, you cannot change the application type, desired college, scholarship/AP House application, photo, etc. However, you can make corrections in the following cases.

〈Before payment of entrance examination fee〉

1) Misregistration during application ▶ Please register again.

〈After payment of entrance examination fee〉

2) If you need to correct your personal information

▶ Please send email to Entrance Examinations Office (domestic@apu.ac.jp)

In the e-mail, please state: your application number, name, changes, and details of changes

〈FAQ〉

Q1: My e-mail address changed after the application period. I have noticed a mistake in my name, etc.

A1: Please contact APU (domestic@apu.ac.jp) immediately.

Q2: After I registered my application and paid the application fee, I accidentally registered another application.

A2: Please proceed with the procedure for the application you paid the application fee. For the application you have not paid the application fee, please send an e-mail to us to inform that you do not wish to proceed with the application.

### [Uploading the documents]

• You can modify your uploaded documents as many times as you like within the application period. If the name of the uploaded file turns blue, the registration has been completed. Please note that the university will not be able to respond to inquiries as to whether the uploaded documents have been uploaded correctly.

#### 【How to check documents uploaded by yourself】

You can check whether or not your documents have been submitted successfully by yourself.

Please make sure that the documents have been uploaded correctly.

① Click "Upload Documents".

② Click on the name of the submitted document that turns blue. Check the downloaded documents.



# II. Entrance examinations

## 1. Online application ticket

Application tickets are issued on the online application system (They are not sent by post.) Please print out application tickets 1 and 2, read the notes carefully, and keep the tickets somewhere safe.

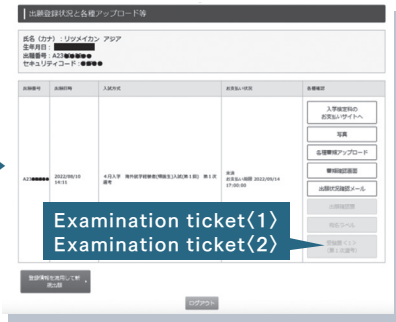
Home screen of Online application website



Confirm Online Application Status



Online Application Ticket Download Page



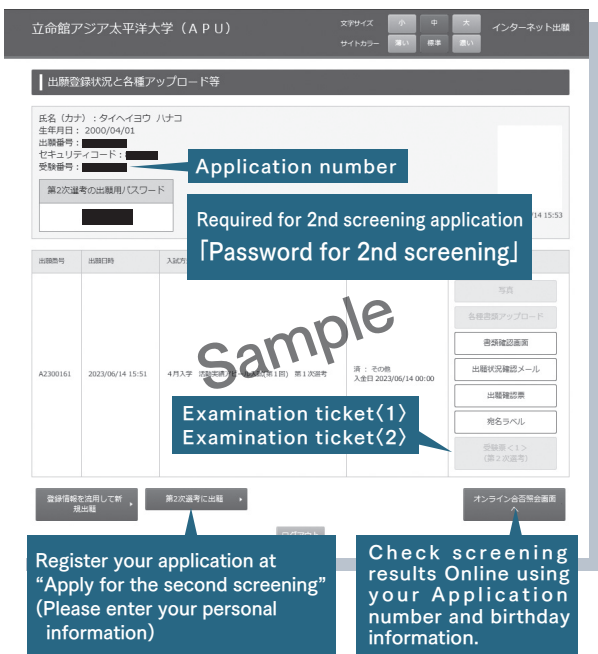
### Application types for which application ticket is not issued

For below application types, registration number will be issued at the time of announcement of the final results.

- Admissions by Activity Evaluation/1st screening
- Admissions for Returnee Students
- Admissions by School Recommendation (IBDP)
- 2nd 3rd Transfer admission\*Second Bachelor's Degree admission

\*Application ticket for the 2nd screening will be issued for successful applicants of Admissions by Activity Evaluation/ 1st screening.

<Reference> Online application website screen



Second screening Application registration completion screen



\*Information is subject to change as it is the screenshot of the last year's application.

## 2. Video Interview

**Applicable Exams: Comprehensive Evaluation • Reading Comprehension and Writing, Admissions for Returnee Students, Admissions by School Recommendation (IBDP), 2nd 3rd Transfer admission • Second Bachelor's Degree admission**

The recorded interview will be conducted via the system provided by HireVue. You will answer the questions displayed on the website and they will be recorded automatically. Each question has a limited response time. Please check the manual sent by email after application for more details. Refer Manual for details.



**Manual :** <https://r.apu.jp/video-interview-E>

<p><b>Preparation of equipment environment Preparation</b></p>	<ul style="list-style-type: none"> <li>•Prepare a PC or tablet, with a microphone and camera. There will be a check to connect the camera and microphone.</li> <li>•Ensure a stable internet environment (Wi-Fi/LAN cable) in a quiet and well-lit location such as home or school.</li> </ul>	<p><b>PC OS</b> Windows 10 or later, Mac OS X 10.12 or later</p> <p><b>Tablet OS:</b> iOS 13 or later Android 5.0 or later</p>	<p><b>Browser</b> Google Chrome (latest version) Firefox (latest version) Safari 15 or later Edge 16 or later*</p>
<p><b>Guidance by Email</b></p>	<p>Having Film Recording Interview Excludes public holidays guidance including a URL will be sent to the email address registered at the time of application by the university. The submission period is 4~5 days. However, the period may be extended during the year-end and New Year holidays or large holidays. Please refer to the guidance email</p>		
<p><b>Exercises</b></p>	<p>You can take practice questions within the system.</p>		
<p><b>Conducting a video interview</b></p>	<ul style="list-style-type: none"> <li>•Please submit your application within the time frame specified for each entrance examination. Once recording has begun, no corrections or re-recording is allowed. If you prepare and read the manuscript during recording, it may be regarded as cheating.</li> <li>•If the recording is interrupted due to Internet connection problems, you will be able to resume from the point where the recording was interrupted after the connection has been restored.</li> </ul>		

## 3. Online Interview

Applicable Exams : Comprehensive Evaluation•Reading Comprehension and Writing,  
Admissions by Activity Evaluation

Manual : [https://r.apu.jp/online\\_interview\\_Emanual](https://r.apu.jp/online_interview_Emanual)

Result of the First screening	<b>Check it on online pass/fail inquiry</b> *Your examination number and date of birth are required. <a href="https://exam-entry.52school.com/apu/enrollment/login?locale=en">https://exam-entry.52school.com/apu/enrollment/login?locale=en</a>
Secondary selection Examination	<b>Perform application registration to proceed to the secondary selection.</b> <b>Secondary selection application period: from the announcement of the primary selection result to 23:59 (Japan time), the day before the secondary selection first day.</b> Enter necessary information such as personal info on the "Apply for secondary selection" on the internet application site to apply.
Registration of the Second screening	<b>Go along with the internet application screen and pay the entrance examination fee within the deadline.</b> Application fee deadline: From the announcement of the first selection results until 23:59 (Japan time) two days before the first day of the second selection.
Issuance of Second screening application ticket	<b>Check the examination ticket &lt;1&gt; print the examination ticket &lt;2&gt; and confirm the gathering time, exam number, etc.</b>
Preparation for the second selection live interview	<b>Preparation for live interview (Zoom)</b> *Please prepare your equipment and examination environment in advance. ①Computer, or tablet with a microphone and camera ②Securing a place with a stable network environment(A quiet and bright place such as home or school).During the examination period, make sure no one else is in the same room as the examinee. ③Confirm your examination ticket, which includes the installation of the Zoom application, how to participate in the interview, and how to perform a self-connection test.
On the day of the second selection test,	<b>Get a live interview.</b> *Please log into the online test venue at the meeting time specified in Examination Ticket <1>. The meeting ID for each test venue is listed in Examination Ticket <2>.



**Shape your world**



Ritsumeikan  
Asia Pacific University

**Ritsumeikan Asia Pacific University**

**Admissions Office(Domestic)**

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[URL]<https://www.apumate.net>

APU Website APUmate