

Ritsumeikan Asia Pacific University
Undergraduate Application Handbook

Application & Entrance Examination Manual

出願・受験の手順書

[April / September 2027 Enrollment]

[2027 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

Contents

I. Online Application

- 1 .Steps to complete the application P2
- 2 .Preparation P4
 - (1)Application documents download P4
 - (2)[1st year admissions] Required documents for each application type P4
 - (3)Rules for document submission P5
 - (4)Precautions for each application document P6
 - (5)[Transfer admissions] Required documents for each application type P14
- 3 .Online Application..... P16
 - (1)Name registration rule P16
 - (2)Diversion of original documents issued by school P16
 - (3)Registration of current address P16
 - (4)Registration of senior high school P16
 - (5)Numbers issued on Online application P17
 - (6)Revision for applicant information P17

II. Entrance Examinations

- 1 .Online Application Ticket P18
- 2 .Video Interview P19
- 3 .Online Interview P20

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/

Inquiries regarding application system operation

Internet Application Support Center

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

Period: September 1, 2026 - March 31, 2027

*Closed : New Year's holiday (December 26, 2026 - January 5, 2027)

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 8 - August 17, 2026 and
December 26, 2026 - January 5, 2027

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, 2024)



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(Download and create the designated form)
Click here to download:
https://www.apumate.net/en/admissions_guide/download/

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
Mac: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 this occurs, please use a computer instead.

Adobe Acrobat Reader DC(Free software)

<https://get.adobe.com/jp/reader/>
You will need this when preparing required documents.
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.

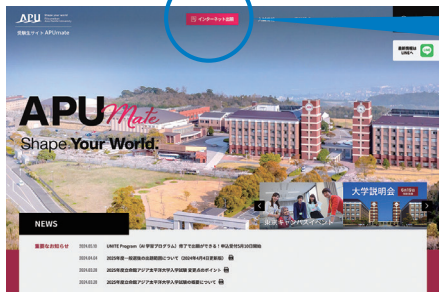


1

Online application

<https://www.apumate.net/en/>

[Application registration period] From 13:00 on the application start date to 23:59 on the final day.
*All dates and times shown below are in Japan Standard Time (JST).



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



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】



立命館アジア太平洋大学 (APU)

入試方法の選択

入試方法: 総合型選抜 (IB) 選抜
入試時期: 秋期入試 (9月入学)
入試科目: 英語 (筆記・面接)
入試形式: 個別面接 (筆記・面接)
入試会場: 立命館大学 (京都府)
入試時期: 秋期入試 (9月入学)
入試科目: 英語 (筆記・面接)
入試形式: 個別面接 (筆記・面接)
入試会場: 立命館大学 (京都府)

Select Screening Method

Select preferred College

Applicant Information

*"College", "Enrollment Period", "Language Basis", "Whether you would like to live in the dormitory, AP House" and "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

- 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/



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 institutions that handle 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/



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/



3

Upload necessary documents for the preferred application type.

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

For subsequent applications (from the second application onward)

Uploaded documents cannot be reused. Please upload the required documents again for each application.

4

Print of Application Confirmation Sheet • Address label

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

For subsequent applications during a different application period (from the second application onward)

If you select "Reuse" for documents such as the academic transcript during the online application registration and there are no documents to be posted, printing is not required.

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, etc., 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 Abroad

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

■ When sending an 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," and "the date on which the documents were sent (Not required if not sending by post)."

*If you are not submitting your application documents by post, you do not need to submit the Application Confirmation Sheet and the Address Label.

■ 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 keeps 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** ▶ **Application Documents** applicants website.

https://www.apumate.net/en/admissions_guide/download/

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

▶ See P.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 [Japanese high schools] Official academic transcript issued by the high school *2 (must be sealed) [Overseas high schools] Academic transcript or other official documents *2 (sealing is not required)	◎	◎	◎	By post
3 Form A Application Essay	◎	◎	◎	Upload onto the system.
4 External English language proficiency certificate	○ (English basis applicants must submit)	○ (English basis applicants must submit)	○ (English basis applicants must submit)	Upload onto the system.
5 Form C Activities Report and Proof of Activities	◎	○	—	Upload onto the system.
6 Proof of Overseas Education*2 or Form D Proof of Overseas Education Period	△	◎	—	By post
7 Documents required for specific countries and regions*2	△	△	◎	By post or send directly to APU
8 Form E English Proficiency Evaluation*2 Must be in a sealed envelope	△	△	△	By post
9 Form F IB Predicted Grades Report*2 Must be in a sealed envelope	△	△	◎	By post
10 Form G Letter of Recommendation for Admissions by School Recommendation (IBDP) Must be in a sealed envelope	—	—	◎	By post
11 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〉

*2 Regarding document if you are reusing the document you submitted for the first application, you do not need to submit them 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**
APU. (Refer P.3 for [Information required for email text]) ▶ **domestic@apu.ac.jp**



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 and School Recommendation (IBDP) applications, and cannot be diverted between the Comprehensive Selection and the General Selection.



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 documents

Uploaded documents can be modified up until 23:59(JST) on the application deadline for each application type. Documents sent by post must be postmarked by the 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

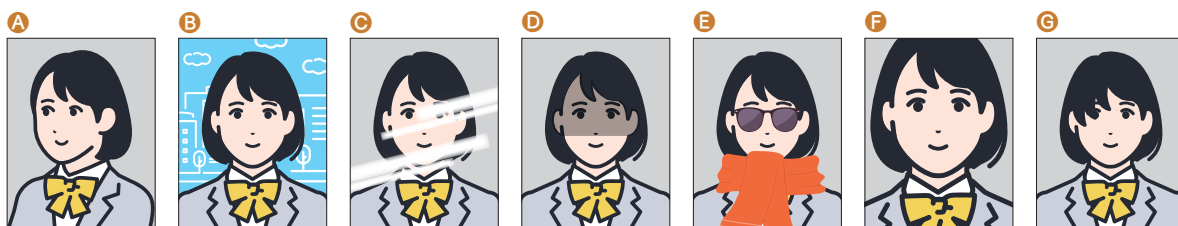
Please use a tracking service to keep track of whether your documents have arrived. If there are any missing documents or questions regarding eligibility requirements, APU (domestic@apu.ac.jp) will contact the applicant's e-mail address within one week of the end of the application period.

(4)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
- Applicants may wear either casual clothes or a school uniform. Photos must not be edited.
- Edited facial photographs are not permitted. The University may conduct additional checks if necessary.

[Examples of inappropriate photos]



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

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)
- ☒ Date of Graduation / Completion Expected Date of Graduation / Completion
- 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

Required Materials that help you understand the stages of report cards

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 school 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))

Examples of documents showing the grading scale
(the documents do not need to include all of the information below):

Example of a GRADING SYSTEM(成績のグレードの例)							
Grade	A+	A	A-	B+	B	B-	F
Percentage	90-100	80-89	70-79	60-69	50-59	40-49	0-40
GPA	7	6	5	4	3	2	1
MAX(最大値):A+[7],MIN(最小値):F[1]							

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 cases 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/

《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.

3. Form A Application Essay

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.

Target 1st Year Enrollment

Theme After reading the "APU 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. "(English-basis:1,000-1,500words)"

- ① Personal growth achieved through academic studies, extracurricular activities, and other experiences since graduating from junior high school
- ② Reasons for choosing your desired college and what you want to learn
- ③ Future vision after graduating from this university

Target 2nd and 3rd Year Transfer Enrollment

Theme After reading the "APU 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. "(English-basis:1,000-1,500words)"

- ① Describe the knowledge and skills you have acquired through your academic studies, extracurricular activities, and other experiences at the higher education institution at which you are (or were) enrolled.
- ② Describe your academic and research plans at APU, including the fields you wish to study and the perspectives or approaches you would like to take toward them.
- ③ Describe your future goals and vision after graduating from APU.

4. Certification of External English language proficiency

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, 2024 or later.

How to submit

- ① In 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.

EIKEN®		IELTS	TOEFL
Certificate of Passing EIKEN CSE Score Certificate	The EIKEN digital score certificate (JSON format)	Test Report Form	Test Report Form
			
TEAP	GTEC	TOEIC	Cambridge English
OFFICIAL SCORE REPORT ~PURPOSES	"GTEC" Official Test Results	Official Score Certificate	Statement of Results
			

Table Input Details and Upload Documents for External English language proficiency certificates

English Proficiency Test	Important Input Fields & Document Upload	Notes	Reference website
TOEFL iBT® Test	①Enter your test score, the Appointment No. (16-digit number with no spaces) shown on the "Test Taker Score Report," and the test date. ②Upload the following document: •Test Taker Score Report (available for download from your ETS account)	•TOEFL iBT® Home Edition scores are accepted. •TOEFL ITP scores are not accepted. •MyBest™ Scores is accepted. •Score reporting formats vary depending on the test date (either a score on a 6-point scale or a score on a 120-point scale).	click
IELTS / IELTS Online (Academic Module)	①Enter your score, the Test Report Form (TRF) Number (18 alphanumeric characters), and the test date. ②Upload the following document: •Test Report Form	•IELTS One Skill Retake is also accepted.	click
TOEIC® L&R/S&W Test	①Complete the score reporting request procedure in advance through TOEIC's score reporting service. Institution Code: 00036601. ②Enter your score (see Notes), the S&W Score [10 digits], the L&R Score [7 digits-1 digit], and the test date. Example: 1000012345 / 1740000-0 ③Upload the following document: •Official Score Certificate	•The TOEIC® Speaking & Writing score is multiplied by 2.5 and combined with the TOEIC® Listening & Reading score to calculate the total score.	click
EIKEN® Test *The following test formats are also accepted: •EIKEN CBT •EIKEN S-CBT •EIKEN S-Interview	①Enter your personal ID number (7 digit or 7 alphanumeric characters), test score, and test date (e.g., the date of the second-stage exam). ②Upload the documents *Select all that apply from the options below •EIKEN CSE Score Certificate •Passing Certificate •Personal Score Report •Digital Certificate (JSON file)	•Submission of the Passing Certificate alone is not acceptable. •Applicants will be evaluated based on their EIKEN CSE score, regardless of the examination result.	click

Test	Important Input Fields & Document Upload	Notes	Reference website
TEAP	①Enter the total score, Registration ID (11 digit), and test date. ②Upload the documents •OFFICIAL SCORE REPORT~PURPOSES	—	click
GTEC CBT	①Enter the score, Test ID (9 alphanumeric characters), and test date ②Upload the documents •OFFICIAL SCORE CERTIFICATE	•Only score reports that cover all four skills are eligible. •Submitting only the Passing Certificate is not accepted.	click
GTEC •Advanced •Basic	(Preparation) Obtain your "Test Results"(for upload) and "Score Report Number" (required). https://r.apu.jp/7e4d82 (1)Follow the instructions under "How to Obtain Your Score Report Number" on the back of the Official Score Certificate. (2)Print or download the screen displayed after completing the procedure. ①Enter your score, the Score Report Number (9-character alphanumeric code) shown on the GTEC Test Results, and the test date. ②Upload the following document: •GTEC Test Results (documents without a Score Report Number will not be accepted)	•Only score reports that cover all four skills are eligible. •Submitting only the Passing Certificate is not accepted.	click

Test	Important Input Fields & Document Upload	Notes	Reference website
Cambridge English Qualifications Includes Cambridge English, Qualifications, and Linguaskill	*For Linguaskill, please select "Cambridge English Qualifications" as well. ①Enter the Verification Number (8 digit alphanumeric characters) and test date ②Upload the documents •Statement 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	①Enter your Test Taker ID, Registration ID and test date ②Upload the documents •Score Reports	—	click

Contents

Application documents list

Online application

Application manual

5. Form Activities Report and Proof of Activities

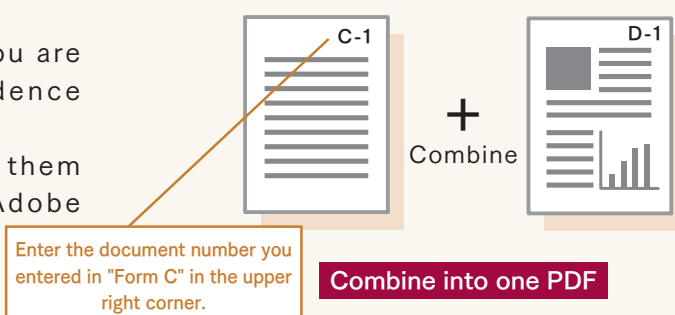
The application types	〈Required〉Admissions by Activity Evaluation 〈Qualified person only〉Admissions for Returnee Students
Applicable period	The extracurricular activities you have undertaken in the period between your graduation from junior high school and the time of application to APU
Language	You 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〉

- 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.

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



A 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 photo is prohibited

[Reference Example]

Creating Activities Reports and Proof of Activities

(Form C) Example of creating an Activities Report

Please keep your description brief to fit within the space provided in the activities report form, and provide details in the separate sheet for the certificate of activity achievements.

(G) その他の自主活動があれば記入してください。 Fill in the results of any activities, you would like to appeal in addition to the previous section.		
資料番号 Attached document's number	活動の概要 Outline of your activities	活動期間 /Period From to 年 Y 月 M ~ 年 Y 月 M
G-1	Multicultural Exchange Program (Completion & Awards)	March 20 - March 23, 2026
G-2	Inquiry-Based Learning Presentation Competition (Finalist selected)	April 1, 2026

Example of creating a Certificate of Activity Achievements

The university cannot respond to inquiries regarding whether the Certificate of Activity Achievements has been prepared correctly or meets the required criteria. There is no limit on the number of pages, but please review the criteria for what qualifies as activities listed on the previous page and keep the document as brief as possible.

- 1 The applicant's name must be included.
- 2 The details of the activity should be clearly described, including its scale and the number of participants, etc.
- 3 The dates of the activity must be clearly stated.
- 4 The activity must be objectively verified by a third party.
- 5 If the certificate is prepared by the applicant, it must be officially certified by a third party.
- 6 For study abroad certificates, applicants must obtain original certification from their high school in Japan.

G-1



This is to certify that Mr/Ms(RITSUMEI YU) participated in activities during the period stated above at an event organized by (Organizer's name).

July 1, 2026
 4 (High school's name) High School,
 Homeroom teacher Mr/Ms (Teacher's name) ⑥

Certificate G-2

●●Prefecture●●High School●●Club

This is to certify that Mr/Ms ① (RITSUMEI YU) achieved the following results in the competition organized by (Organizer's name).

(Competition name) Winter competition,
 ② (Category name) category, Silver medal
 Participant: (Team name) team
 ③ Organizing date: July 1, 2026

July 1, 2026
 ④ NPO (Name of NPO),
 Chairperson (Name of Chairperson) ⑥

G-1



This is to certify that Mr/Ms(Applicant's name) ⑤ participated in activities during the period stated above at an event organized by (Organizer's name).

G-2



Letter of Enrollment

Issue date: March 9, 2026
 Name of Student: RITSUMEI YU
 Enrollment period: March 1, 2026 to July 9, 2026
 Current Grade: 11

Principal of school: ●● High School

Yours truly
 ●● Education
 International Program

We certify that this is a true copy of the original.
 ⑥ July 1, 2026 (High school's name) High School,
 Mr/Ms (Teacher's name) ⑥

【Incorrect examples】

- The image is too small and blurry, making it difficult to read the necessary information.
- Sending the original work by post (Only online upload submissions will be accepted.).
- Materials that do not clearly show the content or scale of the event.
- Submitting the entire paper (research work) and presentation slides that you created.
- An activity is listed in the Activities Report, but no supporting certificate or proof of activity achievement has been submitted.

6. Proof of Overseas Education Period or Form **D** Proof of Overseas Education Period

The application types

- Applicants who are required to prove the period of overseas education (e.g., proof of activity report) for the 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**, Proof of Overseas Education Period.

7. Documents required for specific countries and regions

If you have graduated (or are 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	① 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") ② 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.
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)	ACT Super Score is also accepted.
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.

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

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.

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

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.

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

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.

11. Application Confirmation Sheet

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 this form for each application and send all forms together in a single envelope.

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

► First-year students should proceed to P.4.

Application documents	subject	Notes	Submission Method
Application Confirmation Slip	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
ID Photo	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 to the system
Form A Application Essay	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 to the system
External English language proficiency certificate	All applicants	Test date shown on the certificate is October 1, 2024 or later. For submission details, please refer to the table on P.9.	Upload to the system
Academic transcripts from higher education institutions (university, etc.)	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
A certificate of (prospective) graduation or certificate of enrollment from higher education institution (university, etc.)	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
Documentation verifying requirements for graduation	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
Senior High School Transcript Must be in a sealed envelope	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
Documents required for specific countries and regions	Only for specified applicants	•For submission details, please refer to "Notes regarding Documents for Submission" on P.12.	By post • send directly to APU
Form H Transfer Student Academic Status Form	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
Course/subject registration record	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
Application to Transfer Major Credits	Only for Third Year Transfer Applicants	Please download the prescribed form from the APUmate admissions website and input the required information (https://www.apumate.net/admissions_guide/examination/h_t/index.html) . Contact the institution you are transferring from if you are unsure of any of the required information.	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.

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

► First-year students should proceed to P.4.

Application documents	subject	Notes	Submission Method
Application to Transfer Credits (2nd Year Transfer Students)	Only for Second Year Transfer Applicants	Please download the prescribed form from the APUmate admissions website and input the required information. (https://www.apumate.net/en/admissions_guide/download/) . Contact the institution you are transferring from if you are unsure of any of the required information.	By email
Application to Transfer Credits as 【APU Common Liberal Arts and Language Education Subjects】 (3rd Year Transfer Students)	Only for Third Year Transfer Applicants		
Application to Transfer Credits as 【APU major subject】 (3rd Year Transfer Students)			
Syllabus	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 email
Documentation verifying the overall number of class hours or credits earned (from a vocational school)	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
Form  English Proficiency Evaluation	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

Please begin the registration process through the online application website.

<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〉

If you have a middle name or if the English spelling of your name differs from its Japanese pronunciation, please register the correct English spelling of your name. After being admitted, you must submit a copy of an official document (such as an ID card, passport, etc.) that verifies the English spelling of your name during the enrollment procedures.

(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.

Diversion of documents to other applications

Make a Selection

Make a Selection

No /first application

Yes

When applying for the first time, please select "No/first application". When applying for the second and if you wish to divert the application documents/school-issued documents etc./ application, please select "Yes".

Documents to be used for subsequent applications are: Senior High School Transcript of Grades, Proficiency, Proof 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 an 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.

Postal code /
Country / State /
City / Street

Required

1-1 Jumonjibaru

Apartment Name
and House Number

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 abroad or your school name is not listed on, please enter /typing/ the name of the school in the input box.

Senior High School, etc. Attached

Enter the school name (full-width characters) or code (half-width numerals) and make a selection from the list displayed.

*When entering the school name, omit the prefecture and establishment type.
 Examples: If name is XX Prefectural YY Senior High School, enter just "YY"

*If your school is not displayed, please search for it using "Search for senior high school".

Name of School
Attached

Required

*Please select from the List of Senior High School Equivalence Examinations, etc. if you attended an educational institution outside Japan, please select from this list.

*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 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 A27	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 P.18.
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 P.18.
	Registration Number	8-digit number starting with A27	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.

① 立命館アジア太平洋大学 (APU)

出願登録状況と各種アップロード等

氏名 (カナ): 山田 太郎
生年月日: 1997/10/07
出願番号: A2500133
応募書類アップロード: 1/22

登録番号

アップロード日時: 2024/08/27 14:40

出願番号	出願日時	入試方式	募集要項/状況	各種書類
A2500133	2024/08/27 14:20	3 総合型選抜入試 (推薦型)	募集要項: 2024/08/27 14:33	各種書類アップロード

各種書類アップロード

英語外部資格試験

英語外部資格試験①

英語外部資格試験②

英語外部資格試験③

英語外部資格試験④

英語外部資格試験⑤

英語外部資格試験⑥

英語外部資格試験⑦

英語外部資格試験⑧

英語外部資格試験⑨

英語外部資格試験⑩

英語外部資格試験⑪

英語外部資格試験⑫

英語外部資格試験⑬

英語外部資格試験⑭

英語外部資格試験⑮

英語外部資格試験⑯

英語外部資格試験⑰

英語外部資格試験⑱

英語外部資格試験⑲

英語外部資格試験⑳

英語外部資格試験㉑

英語外部資格試験㉒

英語外部資格試験㉓

英語外部資格試験㉔

英語外部資格試験㉕

英語外部資格試験㉖

英語外部資格試験㉗

英語外部資格試験㉘

英語外部資格試験㉙

英語外部資格試験㉚

英語外部資格試験㉛

英語外部資格試験㉜

英語外部資格試験㉝

英語外部資格試験㉞

英語外部資格試験㉟

英語外部資格試験㊱

英語外部資格試験㊲

英語外部資格試験㊳

英語外部資格試験㊴

英語外部資格試験㊵

英語外部資格試験㊶

英語外部資格試験㊷

英語外部資格試験㊸

英語外部資格試験㊹

英語外部資格試験㊺

英語外部資格試験㊻

英語外部資格試験㊼

英語外部資格試験㊽

英語外部資格試験㊾

英語外部資格試験㊿

② 立命館アジア太平洋大学 (APU)

各種書類アップロード

出願登録状況と各種アップロード等

氏名 (カナ): 山田 太郎
生年月日: 1997/10/07
出願番号: A2500133
応募書類アップロード: 1/22

登録番号

アップロード日時: 2024/08/27 14:40

各種書類アップロード

英語外部資格試験

英語外部資格試験①

英語外部資格試験②

英語外部資格試験③

英語外部資格試験④

英語外部資格試験⑤

英語外部資格試験⑥

英語外部資格試験⑦

英語外部資格試験⑧

英語外部資格試験⑨

英語外部資格試験⑩

英語外部資格試験⑪

英語外部資格試験⑫

英語外部資格試験⑬

英語外部資格試験⑭

英語外部資格試験⑮

英語外部資格試験⑯

英語外部資格試験⑰

英語外部資格試験⑱

英語外部資格試験⑲

英語外部資格試験⑳

英語外部資格試験㉑

英語外部資格試験㉒

英語外部資格試験㉓

英語外部資格試験㉔

英語外部資格試験㉕

英語外部資格試験㉖

英語外部資格試験㉗

英語外部資格試験㉘

英語外部資格試験㉙

英語外部資格試験㉚

英語外部資格試験㉛

英語外部資格試験㉜

英語外部資格試験㉝

英語外部資格試験㉞

英語外部資格試験㉟

英語外部資格試験㊱

英語外部資格試験㊲

英語外部資格試験㊳

英語外部資格試験㊴

英語外部資格試験㊵

英語外部資格試験㊶

英語外部資格試験㊷

英語外部資格試験㊸

英語外部資格試験㊹

英語外部資格試験㊺

英語外部資格試験㊻

英語外部資格試験㊼

英語外部資格試験㊽

英語外部資格試験㊾

英語外部資格試験㊿

II. Entrance Examinations

1. Online Application Ticket

Application tickets are issued on the online application system (They are not sent by post.) Please print your application ticket, carefully read the instructions, and keep it somewhere safe.

Home screen of Online application website

Confirm Online Application Status

Online Application Ticket Download Page

Application types for which an 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

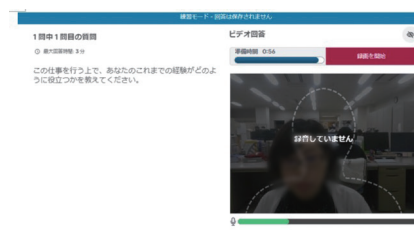
Second screening application registration completion screen

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

2. Video Interview

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

The Video 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>

Preparation of equipment environment Preparation	•Prepare a PC or tablet, with a microphone and camera. There will be a check to connect the camera and microphone. •Ensure a stable internet environment (Wi-Fi/LAN cable) in a quiet and well-lit location such as home or school.	PC OS Windows 10 or later, Mac OS X 10.12 or later Tablet OS: iOS 13 or later Android 8 or later	Browser Google Chrome (latest version) Firefox (latest version) Safari 15 or later Edge (latest version)
Guidance by Email	Guidance, including the URL for the video interview, will be sent by the University to the email address registered at the time of application. (Excluding public holidays) 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		
Exercises	You can take practice questions within the system.		
Conducting a video interview	•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. •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.		

3.Online Interview

Applicable Exams: Admissions by Activity Evaluation

Please refer to the Manual for details : https://r.apu.jp/zoom-interview_e

Result of the First Screening	Results can be confirmed through the online results inquiry system (available from 13:00 (JST)). To check the application status, applicants need their application number, security number, and other required information. After logging in, applicants can confirm their Application number. https://www.guide.52school.com/guidance/net-apu-en/		
Second (final) screening application	Perform application registration to proceed to the secondary selection. Secondary selection application period: from the announcement of the primary selection result to 23:59 (JST), two days before the secondary selection first day. Enter necessary information such as personal information on the "Apply for secondary selection" on the internet application site to apply.		
Second (final) screening application fee payment	Go along with the internet application screen and pay the entrance examination fee within the deadline. Application fee deadline: From the announcement of the first selection results until 23:59(JST) two days before the first day of the second selection.		
Second (final) screening application ticket confirmation	Print your Application ticket and confirm the starting time, Zoom meeting ID, and other details. The information will be available at the same time as the first-screening results notification.		
Preparation of the interview environment	Preparation for live interview (Zoom) *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 Application ticket, which includes the installation of the Zoom application, how to participate in the interview, and how to perform a self-connection test.		
[Mandatory] Check your zoom connection	【Mandatory】 Zoom Test Meeting Zoom Test Meeting is a function that allows you to check whether the camera, microphone, speaker, and other functions of your device (such as a computer or tablet) are working properly. All applicants are required to complete this test in advance. Please access the Zoom Test Meeting from the page below and confirm that your camera, microphone, and speaker are functioning correctly. https://zoom.us/test Steps for the Test Meeting (1)After clicking the URL on the previous page, proceed by selecting “Join” and then “Open Zoom Meetings.” (2)After connecting, follow the on-screen instructions to check your camera and audio settings. <tr> <td>On the day of the Online Interview</td><td>Attend the live interview. *Please log into the online test venue at the meeting time specified in Application Ticket. The meeting ID is listed in Application Ticket.</td></tr>	On the day of the Online Interview	Attend the live interview. *Please log into the online test venue at the meeting time specified in Application Ticket. The meeting ID is listed in Application Ticket.
On the day of the Online Interview	Attend the live interview. *Please log into the online test venue at the meeting time specified in Application Ticket. The meeting ID is listed in Application Ticket.		

Shape your world



Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

Admissions Office(Domestic)

1-1 Jumonjihara, Beppu City, Oita
Prefecture, 874-8577

[TEL]0977-78-1120

[FAX]0977-78-1199

[Mail]apumate@apu.ac.jp

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

APU Website APUmate