

Application Requirements for the Ritsumeikan Asia Pacific University

Domestic Student Dormitory Fee Reduction System

November 2024

Ritsumeikan Asia Pacific University admissions office

The “Domestic Student Dormitory Fee Reduction System” is a system with the objective of providing post-enrollment financial aid to those who apply to APU and who wish to move into AP House (international education dormitory).

In addition to the application, the application must be made within the following period.

1. Outline of the system

- **Details of Assistance** Reduction or exemption of half the monthly AP house dormitory fees (half of 11.5 months)
- **Eligible for Assistance:** Up to 60 students who have taken the entrance examination for first-year students in Japan in 2025 and have been admitted to AP House

2. Application Qualifications

Applied for the Japan Student Services Organization Benefit Scholarship Reservation Program※¹ and in receipt of a Recruitment of "Benefit-type*2" “Notification of Decision for Candidate Awarded a University Scholarship for AY2025 [Reiwa 7]” Benefit-type*2"

*1 Schools that do not offer appointment hiring cannot apply, so please check with each school if they do.

*2 Applications cannot be made if only the "rental type" is adopted.

3. How to Apply:

Please submit the prescribed application documents within the prescribed period.

Application Documents	① Domestic student dormitory fees reduction and exemption application form A *Please download and print the file from the APUmate applicant website and fill in the required items. ② Copy of the Japan Student Services Organization Benefit Scholarship “Notification of Decision for Candidate Awarded a University Scholarship for AY2025 [Reiwa 7]”
Application Period	Monday, December 2, 2024 to Friday, January 31, 2025 at 23:59 (Japan time) *Those applying for selection after February or enrolling in September must apply within the above period.
Mailing Address for Application Documents	E-mail address: domestic@apu.ac.jp / APU entrance examination office "domestic student dormitory fees reduction and exemption system" section Please be sure to include "[Application] Domestic Student dormitory fees Reduction and Exemption System" in the subject line and send ① and ② above by e-mail. As this is for sending only, we will not respond to e-mails except to confirm deficiencies.

Please complete the following for each section of the application form

- (1) Name Please enter your name and date of birth.
- (2) Name of School Please write your high school name which you graduated (or expected to graduate) and the date of graduation (or expected to graduate).
- (3) Month of admission Please choose either April or September (Put a check mark in the box).
- (4) Entrance examination system Please select one of them according to the applicant's situation and write the name of the entrance examination method (e.g., Activity Appeal Method (1st)) next to it.

Scheduled to apply	If you have not yet applied.
Applied	Already applied and not yet received a notification of acceptance or rejection.
Passed	Accepted, but not yet started enrollment procedures.
Completed the 1st enrollment procedures	Accepted, and already paid the 1st enrollment procedures fee.
Scheduled to enroll	Accepted and completed all the enrollment procedures.
- (5) Faculties Enter a ☒ for one of the faculties. If you are planning to apply, you may change your department at the time of application.
- (6) Address Please choose one of the colleges. If you plan to apply, you may change your college at the time of application.
- (7) Family structure Please enter the family members excluding the applicant himself/herself. For parents, please fill in even if they are divorced or bereaved. For family members who are not enrolled in school, please circle whether they live with the applicant or separate from him/her.
- (8) Date of completion Please fill in all family members except the applicant. For parents, please fill in even if they are divorced or bereaved. For family members other than the student, please indicate marking “○” whether they live with the applicant or live separately.

* (3) ~ (5), please select and fill in the information about the entrance examination, if the application has not been filed yet, if the application has been completed (including the case where the application has passed or the entrance procedure has been completed).

* Please enter E-mail address/telephone number with special care so that it is not mistaken. 「o」 Make sure that confusing characters, such as (lowercase O) and "0" (number zero), are distinct.

4. Selection

Selection will be carried out, not to exceed the number of available slots, using the order of the Japan Student Services Organization Benefit Scholarship support categories (Type I—Type III). Note: we may not be able to make awards to all benefit scholarship recipients.

Furthermore, application and/or selection for a dormitory fee reduction does not have any bearing whatsoever on acceptance for admission to the university.

5. Notification of Award Results

Only successful applicants will receive a notification of the results of their acceptance by mail at the end of February 2025. If you do not meet the eligibility requirements, you will be notified in advance by e-mail. We will not respond to individual inquiries regarding the results of application acceptance or rejection. In addition, if a vacancy occurs due to the status of the application or enrollment procedures, additional recruits may be announced. In this case, the University's Admissions Office will contact the subject after March 3, 2025.

6. Notes

- (1) Awardees can receive aid from this system only if they are admitted to APU through the AY2025 domestic admissions process and enroll.
- (2) Awardees must commit to completing the full term of stay in the dormitory and not move out part-way through.
- (3) The dormitory fee reduction will continue even if the aid category changes as a result of the certification of eligibility related to the benefit scholarship (to be implemented around October 2025) that occurs after enrollment.
- (4) Additionally, when any of the following applies to an awardee, the reduction will terminate at that time.
 - ① Loss of student status.
 - ② On a leave of absence (although, in some cases, if a student re-enrolls the reduction may be resumed).
 - ③ Subject to disciplinary action according to the Ritsumeikan Asia Pacific University Regulation Article 32-3, Paragraph 1.
 - ④ Has violated the Regulations for the Usage of AP House
 - ⑤ Dean of Student Affairs has judged the awardee is no longer suitable as an individual eligible to receive assistance

Handling of Applicant Personal Information

Personal information obtained from applicants during the selection process will be handled as follows.

(1) Purposes of Use

- Selecting awardees
- Notification of award results
- Preparing statistical data

(2) Management of Personal Information

The personal information of applicants will be properly managed in accordance with the laws and regulations concerning the Protection of Personal Information to prevent any omissions, losses, damages, etc.

(3) Outsourcing of Work Involving the Provision of Personal Information

We may outsource a part of our operations, including the handling of personal data, to an outside business entity after concluding an agreement on the appropriate handling of personal information.

(4) Statistical Data on Selection

After various statistical processes have been performed, personal information obtained from applicants will be used as material for future surveys and research, and also in publishing information for prospective students. Furthermore, the statistical materials published will be processed in such a way that individuals cannot be identified or specified.