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Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

Undergraduate Application Handbook

[April / September 2025 Enrollment]

Comprehensive Selection

- Admissions by Activity Evaluation
- Admissions for Returnee Students
- Admissions for International Baccalaureate (IB) Diploma Students

Transfer Enrollments

Unavoidable circumstances may result in changes in the University's policies and guidelines.

Please note that in cases where any changes are made, the latest information are to be updated on the APU-mate admissions website (<https://www.apumate.net/>).



Admission Policy

Undergraduate Admissions

Ritsumeikan Asia Pacific University (APU) welcomes students who will uphold the university's basic ideals of Freedom, Peace, and Humanity, International Mutual Understanding, and the Future Shape of the Asia Pacific Region. These should also, while using both English and Japanese, be ready to acknowledge and understand differences in cultures and values, engage actively in an international campus community, and contribute to mutual learning. New undergraduate students must possess the following attributes and abilities in order to engage in this kind of learning:

1. Knowledge and Skills

- Basic knowledge required for studying at university
- English or Japanese language proficiency required to pursue university level studies

2. Reasoning, Judgement, and Expression

- Critical thinking, analytical ability, and creativity needed to identify problems and proactively work towards their resolution
- Ability to interpret information accurately, as well as express one's own ideas clearly and logically using facts and data

3. Initiative and Capacity to Collaborate with Individuals from Diverse Backgrounds

- Ability to pursue goals and follow them through
- Readiness to engage with and support others on the basis of mutual understanding
- Desire to make full use of a multicultural learning environment and participate in multicultural collaborative learning

College of Asia Pacific Studies

- (1) Interest in one of the fields of "Culture, Society and Media", "International Relations", and "Global Economy" in global society with a focus on the Asia Pacific region
- (2) Basic ability to study the field social sciences with a focus on society, politics, and economics
- (3) Ability to read and write basic texts that will lead to reading and writing specialized texts at College of Asia Pacific Studies
- (4) Ability to pursue one's own interests and to express them clearly
- (5) Ability to integrate large amounts of information and think from multiple angles when framing opinions

College of International Management

- (1) Interest in global management and business fields including Strategic Management and Leadership, Marketing, Accounting and Finance, Entrepreneurship and Operations Management
- (2) Ability and desire to develop creativity, leadership skills and problem solving skills
- (3) Desire to make positive change through business and take action toward inclusion and sustainability in the Asia Pacific region and the world

College of Sustainability and Tourism

- (1) Interest in tourism, hospitality and sustainable society
- (2) Interest in various regions both within Japan and abroad, as well as willingness to work toward solving problems for region sustainability
- (3) Willingness to learn across disciplines in collaboration with various social actors on and off campus

In order to admit undergraduate students compatible with APU's learning environment, applicants will be evaluated through a comprehensive assessment of the aforementioned knowledge, skills, reasoning, judgement, expression, initiative, and capacity to collaborate with individuals from diverse backgrounds using variety of methods.

Admissions Category

Who this Application Handbook is for

Japanese/Domestic Applicants

Admission selection for Japanese nationals and permanent residents



Possess Japanese nationality, including Japanese dual nationality

or



Possess permanent resident status in Japan at the time of application.

If you are a Japanese/domestic applicant, use the information in this handbook

If you are in the process of renouncing your Japanese nationality, please contact the Admissions Office (International) before applying. If one of your parents has Japanese nationality, you may also have Japanese nationality. Please be sure to check in advance.

Other applicant categories

International Admissions

1. International Applicants Residing in Japan

- You currently reside in Japan with a Student status of residence or another status of residence (excluding short-term or permanent residency) and will continue to reside in Japan during your application period until your prospective enrollment date.*¹
- You currently reside in Japan with a Student status of residence, and will be able to renew your student status of residence before your prospective enrollment date.*²

*¹ Spring: April 1, 2025. Fall: September 21, 2025.

*² If you currently possess a status of residence (visa status) other than Student but intend on changing to Student before enrolling at APU, you must complete the necessary procedures to change your status of residence by yourself. Consult the Japanese Immigration Bureau directly for details regarding how to change your current status of residence to Student. In addition, submit the Letter of Intent to Change to Student Residence Status with your application.

2. International Applicants Residing Outside Japan

- You are currently living outside of Japan and will continue to live outside Japan during the entire of the application process.
- If you are an international applicant residing outside Japan, do not use the information in this handbook. Instead, refer to our Undergraduate Application Handbook for International Applicants Residing Outside Japan, available to download on the APU Admissions website (https://admissions.apu.ac.jp/material_download/)

Note: If you are a US armed forces personnel, family member or civilian under the US-Japan Status of Forces Agreement (SOFA), this application handbook is not for you and you should instead use the Undergraduate Application Handbook mentioned in 1.

* If you are admitted as an international applicant even though you possess Japanese nationality, your APU Tuition Reduction Scholarship award will be withdrawn and your acceptance to APU may be revoked.

Contact

Admissions for Japanese/ Domestic Applicants

Office of Domestic Admissions

T E L : +81-977-78-1120
H o u r s : Monday-Friday 9:00-17:30 (Japan Time)
E m a i l : apumate@apu.ac.jp
U R L : <https://www.apumate.net/>

International Admissions

Office of International Admissions

Contact us using the inquiry form on the page linked below:

https://admissions.apu.ac.jp/contact_us

T E L : +81-977-78-1200
H o u r s : Monday-Friday 9:00-17:30 (Japan Time)
U R L : <https://admissions.apu.ac.jp/>

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*L & R is an abbreviation for Listening and Reading.

*S & W is an abbreviation for Speaking and Writing.

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Admissions Quota

Comprehensive Selection

Faculty	Admissions by activity evaluation	Admissions for Returnee Students	Admissions for International Baccalaureate (IB) Diploma Students	Total
College of Asia Pacific Studies (APS)	51	15	7	73
College of International Management (APM)	48	13	7	68
College of Sustainability and Tourism (ST)	48	13	7	68

*The above numbers are the total number of students to be enrolled in April and September.

Transfer Enrollment

Faculty	Transfer/ from higher professional school or junior college/		Transfer/ from university	
	2nd year student	3rd year student	2nd year student	3rd year student
College of Asia Pacific Studies (APS)	5 [*]		5 [*]	
College of International Management (APM)	5 [*]		5 [*]	

*This number includes other types of entrance examinations.

*Depending on the applications and selection status, the number of enrollees might be lower than the number of applicants.

*The College of Sustainability and Tourism does not accept applications for transfer enrollment.

*The above numbers are the total number of students to be enrolled in April and September.

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Procedures from application to announcement of results

This is a basic procedure showing the steps from application to the announcement of final results, and some parts may differ depending on the application type. If the application procedure is not completed within the deadline, your application will not be accepted.

Step 1

Apply online through the applicant website "APUmate" and register your basic information.

https://www.apumate.net/admissions_guide/examination/apply/

- ① The application types Please check in advance whether you qualify to apply.
- ② Decide your preferred college Select one college per application
- ③ Enrollment period Choose either April or September enrollment
Admissions taking place after April 2025 will be for September enrollment.
- ④ Language basis Please select "Japanese-basis" or "English-basis".
For details, see P.8
https://www.apumate.net/pdf/admissions_guide/examination/download/latest2025/application_guide.pdf
- ⑤ AP House Residence Application All applicants can live in the dormitory.
However, you cannot apply for a dormitory after you have been accepted.
For more information, please see below. (Japanese only)
<https://www.apumate.net/exploring/campuslife/aphouse/>
- ⑥ Select your preference for the Domestic Students Academic Excellence Scholarship Please see 46P for details.



Step 2

Payment of application fee

Please pay by credit card, convenience store, financial institution ATM(Pay-easy or online banking).



Step 3

Upload required documents

Registration is available from 1:00 PM (Japan time) on the first day of each application period until 11:59 PM (Japan time) on the last day.



Step 4

Send original documents that need to be submitted.

Submission is not required after the second time.

Inside Japan: By post (Express mail/Registered mail)

Living abroad: By e-mail* or post the original documents directly from your school to APU

(Using registered mail, EMS, FedEx or other service that keep a record of sending and delivery.)



Step 5

Take the exam on the specified date and time.

(Excluding Admissions for Returnee Students and Admissions for International Baccalaureate (IB) Diploma Students)

*The selection method and number of times vary depending on the application type.

Admissions for Returnee Students, Admissions for International Baccalaureate (IB) Diploma Students

Recorded interview

Please submit the recorded interview by the deadline stated in the email you will receive after the end of application deadline.



Step 6

Check the results of the admissions and Domestic Students Academic Excellence Scholarship (only for those who have applied).

Comprehensive Selection Application Document Checklist

Application forms can be downloaded from the APUmate website. For details on the documents to be submitted, please see page 30 for [First-year students] and page 37 for [Transfer Students].

***If you are applying from outside Japan, we will only accept documents sent directly from your educational institution to the university via email.**

【All applicants must submit】

(For multiple applications, you do not need to resubmit original documents issued by your educational institution.)

Documents	Reside in Japan	Live in Abroad
<input type="checkbox"/> Senior High School Transcript	By post	By e-mail or post
<input type="checkbox"/> Application Confirmation Slip (For the second and subsequent applications, if there are no documents to be submitted, the applicant is not required to submit this form.)	By post	By e-mail or post
<input type="checkbox"/> Application Essay Form A	Upload	
<input type="checkbox"/> ID Photo	Upload	

【Only for specified applicants】

Documents	Reside in Japan	Live in Abroad
<input type="checkbox"/> External English language proficiency certificate	Upload and provide our reference number	
<input type="checkbox"/> Documents required for specific countries and regions	By post	By e-mail or post
<input type="checkbox"/> Extracurricular Activities Report Form B	Upload	
<input type="checkbox"/> Certificate of English Proficiency Form G	By post	By e-mail or post
<input type="checkbox"/> Certificate of Enrollment or Proof of Overseas Education Period Form E	By post	By e-mail or post
<input type="checkbox"/> IB Predicted Grades Report should be sealed Form I	By post	By e-mail or post

The following application types also require the following:

【Admissions by Activity Evaluation】

Documents	Reside in Japan	Live in Abroad
<input type="checkbox"/> Extracurricular Activities Report Form B	Upload	
<input type="checkbox"/> Essay Sheet Form C or Form D	Upload	

【Admissions for Returnee Students】

Documents	Reside in Japan	Live in Abroad
<input type="checkbox"/> Essay Sheet Form C or Form D	Upload	
<input type="checkbox"/> Certificate of Enrollment or Proof of Overseas Education Period Form E	By post	By e-mail or post

【Admissions for International Baccalaureate (IB) Diploma Students】

Documents	Reside in Japan	Live in Abroad
<input type="checkbox"/> International Baccalaureate (IB) Diploma or IB Predicted Grades Report should be sealed Form I	By post	By e-mail or post
<input type="checkbox"/> Essay Sheet Form C or Form D	Upload	
<input type="checkbox"/> EE:Extended Essay	Upload	

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Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following:

(1) Purpose of Use of Personal Information

- ① To carry out the entrance examinations
(applications processing, examination tickets sending and conducting an examinations) and screening
- ② To notify results
- ③ To send various surveys after the entrance examination
- ④ Provision of personal information to third parties
 - Provide the results of the examination to the applicant's home school and preparatory school.
(If the applicant agrees to provide personal information to a third party in the "Permission on Provision of personal information" section of the online application system (refer "III. "Provision of personal information to home schools, cram schools, and preparatory schools"))).
- ⑤ To send documents for enrollment procedures to successful applicants
- ⑥ To send information on after enrollment living matters (accommodation services, personal injury insurance, university coop etc.)
- ⑦ To conduct preentrance English placement test for successful applicants
- ⑧ Preparation of documents related to acquisition or renewal of status of residence
- ⑨ Use for the following items related to academic support and student's life support after enrollment
(only for students who have completed the second enrollment procedures)
 - Support for students' academic training, including student registration management, course management, grade management, and tuition fee information management
 - Student life support such as student life counseling, extracurricular activity support, scholarship management, health and hygiene management, etc.
 - Support for students' career paths and employment, including career guidance, support for job hunting activities, and management of information on career paths and employment
 - Counseling with parents on course completion, grades, and career paths, including notification of grades to parents, etc.
 - Admission examination and enrollment procedures
 - Sending of various information materials for each school established by Ritsumeikan University
 - Management of use and security of oncampus facilities and equipment
 - Issuance of various certificates
 - Providing necessary information to partner schools in Japan and abroad through academic exchange, etc.
[List of partner universities and Institutions of Ritsumeikan Asia Pacific University]
<https://www.apu.ac.jp/abroad/searchuniversity/>
 - Providing necessary information to organizations that offer scholarship programs
 - Provide necessary information to Alumni organizations (Alumni Association)
 - Providing necessary information to organizations created by parents of students
 - Provision of necessary information to organizations approved by the Ritsumeikan Personal Information Protection Committee
 - Education, research, and Faculty Development activities
 - Other purposes related to or accompanied to the above

(2) Management of Personal Information

Personal information of applicants will be managed safely to prevent leakage, loss, or damage in accordance with laws and regulations.

(3) Outsourcing Services Associated with the Provision of Personal Data

Ritsumeikan Asia Pacific University may outsource certain work that includes the handling of personal data to a third party entity having executed an agreement on the proper handling of personal information.

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research related to the admissions process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public can not be used to identify specific individuals.

Comprehensive Selection

(2025 April/September Enrollment)

Admissions by activity evaluation	Japanese-basis English-basis	P8
Admissions for Returnee Students	Japanese-basis English-basis	P12
Admissions for International Baccalaureate (IB) Diploma Students	Japanese-basis English-basis	P15

If you are residing in Japan on a College Student visa, please take the entrance examination for international students.

If you are eligible to obtain a College Student visa and wish to take the domestic students entrance examination, please contact the Admissions Office in advance.

Admissions by activity evaluation

Japanese-basis

English-basis

1. Purpose of this Entrance Examination

The purpose of this entrance examination is to accept applicants who are highly interested in the academic fields of each college, highly motivated to study and have great potential for growth after entering the university.

- Those who are confident on their achievement of significant growth through activities they have been passionately involved in since graduating from junior high school.
- Those who have accomplished a high level of achievement or outstanding activities in a variety of fields since graduating from junior high school, such as study abroad or other international experience, language, inquiry-based learning activities, academics, culture, art, sports, volunteer work, etc.
- Those who wish to use the abilities and experience they have developed through their own efforts to enhance academic and extra-curricular activities after entering the university.

2. Number of Students to be Accepted into Each College

The number of students enrolled is the total number of students enrolled in April and September.

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	51
College of International Management (APM)	48
College of Sustainability and Tourism (ST)	48

*Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above.

In that case, the remaining spaces will be filled by accepted applicants from other application types.

3. Application Qualifications

Applicants must fulfill all of the conditions (1), (2) and (3) below. English-basis applicants must satisfy condition (4) below in addition to (1) to (3).

*Applicants may apply concurrently with other entrance examinations that meet the application qualifications (including those conducted on the same day).

(1) Have an interest and eagerness to study at the preferred College.

(2) Applicants must fulfill at least one of the following conditions.

Among those who have applied and been admitted with the expectation of graduating/completing high school or passing the final exam, those who could not graduate/complete high school or pass the graduation exam by March 31, 2025 for spring enrollment or by September 20, 2025 for fall enrollment will not be able to enroll.

- ① High school (including secondary education school) graduates or those who are expected to graduate
- ② Completed (or scheduled to complete) the senior curriculum of a special needs school or the third year of a higher college of technology
- ③ Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between
- ④ Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ACSI, NEASC, Cognia, NCA CASI, NWAC, SACS CASI)
- ⑤ In addition to the above received (or expecting to receive) recognition as possessing academic abilities equivalent to a Japanese senior high school graduate pursuant to Article 150 of the School Education Act Enforcement Regulations

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application. See the admissions website for details:
https://www.apumate.net/admissions_guide/english/pre-screening.html

**(3) Applicants must have been involved in one or more of the following outstanding activities since graduating from junior high school.
(However, up to three activity records will be evaluated)**

field		The level of activity achievements and achievements that the university expects of enrollees (reference)				
1	International experience such as studying abroad	<ul style="list-style-type: none">•At least 3 months of study abroad or academic experience in a foreign country•At least 3 months of total study experience at an international school or other high school equivalent in a foreign country, based on the formal education system•Possess International Baccalaureate (IB) Diploma or expected to obtain IB Diploma				
2	Language study *	The following criteria must be fulfilled				
		TOEFL iBT*	IELTS	TOEIC* (L&R/S&W)	EIKEN*	TEAP
		42	4.5	1150	1980	225
		TEAP CBT	GTEC	Cambridge English	PTE Academic	
		420	960	140	42	
		【Chinese】 Test of Chinese Proficiency Grade 4, Test in Practical Chinese Proficiency Grade 4, HSK Level 2 【Korean】 Test of Proficiency in Korean Level 2, Hangul Proficiency Test Level 4 【Spanish】 Spanish Proficiency Test Level 4 【Other Languages】 Obtaining qualifications such as certification exams or participating in speech contests, etc.				
3	Inquiry-based learning activities/ Research	The applicant must have conducted independent research at a school or other institution or independently, compiled the results of the research and presented them at a contest or research group.				
4	Academics	Completion of the UNITE Program course units designated by APU within the time frame. *Application for the UNITE Program must be made separately within the designated time period. For details, please refer to the APUmate website. https://www.apumate.net/info/2025uniteprogram.html				
5	Culture, Arts & Sports	Have been enthusiastically engaged in cultural, artistic, or sports activities, regardless of the field or type, and have demonstrated their achievements in games, competitions, contests, etc.				
6	Student council	Activities of the student council (president, vice president, and other executive board member)				
7	Volunteering, independent activities, external contests, etc.	<ul style="list-style-type: none">•Other social activities(volunteer work, etc.)that have received social recognition (published in newspapers, etc.)•Participation in various contests for high school students, including debates, speeches, business plans, and assignments etc.•Proven record of activity in entrepreneurial experience.				
8	Various qualifications, etc.	<ul style="list-style-type: none">•Passed Fundamental Information Technology Engineer Examination, Possess Official Busi-ness Skill Test in Bookkeeping Level 2 or above, Nissho Soroban Proficiency Test Level 1, and The NKEN Test Grade 1 in News Proficiency.•Have a minimum of two years of Kumon study history and have passed at least two subjects, including English, on the Kumon-accredited senior high school basic curriculum test (or final material completion test)				

*Examination results related to language proficiency will be valid only if the examination date on the certificate is on or after October 1, 2022.

*The TOEFL iBT® Test (TOEFL iBT® Home Edition also possible). In addition to Test Date Scores, you may also apply using MyBest™ Scores.

*For IELTS, "IELTS One Skill Retake" will also be used. *For TOEIC® (L&R/S&W), the combined score is the TOEIC® S&W score multiplied by 2.5.

*Eiken Test also includes Eiken CBT, Eiken S-CBT, and Eiken S-Interview. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination.

*GTEC must be an official score only.

*Cambridge English Qualifications includes Linguaskill.

【Evidence of Activities】

There are four essential conditions for the proof of activity to be recognized. For details, please see "Conditions for activity achievements to be recognized" on page 34.

(4) English-basis applicants only: must fulfill at least one of ① to ③ below.

① Achieved one of the following scores in a test of English language proficiency.

TOEFL iBT®	IELTS Academic Module	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	2304	318	630	1215	169	50

*Examination results related to language proficiency will be valid only if the examination date on the certificate is on or after October 1, 2022.

*The TOEFL iBT® Test (TOEFL iBT® Home Edition also possible). In addition to Test Date Scores, you may also apply using MyBest™ Scores.

*For IELTS, "IELTS One Skill Retake" will also be used. *For TOEIC® (L&R/S&W), the combined score is the TOEIC® S&W score multiplied by 2.5. It also includes IELTS One Skill Retake.

*Eiken Test also includes Eiken CBT, Eiken S-CBT, and Eiken S-Interview. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination.

*GTEC must be an official score only.

*Cambridge English Qualifications includes Linguaskill.

② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

4. Screening Method

(1) First screening: Evaluation of submitted application documents

Contents	Main evaluation points
Application essay, Essays, Other documents to be submitted	Based on your application documents, we will evaluate the level of the activities you have undertaken and whether or not you have grown or achieved results through these activities, as well as your interest in the college you are applying to, your motivation and enthusiasm for your studies after enrollment, your language ability, and the logic and persuasiveness of your writing.

* Please prepare your Application Essay and Essay in the basis language (English or Japanese) you select at the time of application.

* Please see page 30 for other documents to be submitted

(2) Second screening(Final): Live interview/Online

Contents	Main evaluation points	Time
Question and answer session based on the application documents (including appeal regarding activities you have been involved in so far)	"The potential to demonstrate achievements after enrollment, the desire to learn, and the potential for growth at APU"	20 minutes

* The live interview will be conducted in Japanese for Japanese-basis applicants and in English for English-basis applicants.

* The date, time, and method of interview will be announced at the time of notification of result of the first selection.

(3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first and second screening.

5. Screening Schedule

(1) First Screening

Enrollment period	Application Round	Application Period	First Screening Results Notification
April/ September 2025	1	Sep 2, 2024(Mon) – Sep 17, 2024(Tue)	Oct 4, 2024(Fri)
	2	Oct 18, 2024(Fri) – Nov 5, 2024(Tue)	Nov 22, 2024(Fri)
	3	Dec 2, 2024(Mon) – Dec 16, 2024(Mon)	Jan 17, 2025(Fri)
September 2025	4	Mar 7, 2025(Fri) – Mar 21, 2025(Fri)	Apr 18, 2025(Fri)

- The time for application and screening is as follows.[Japan time]
【Start of application】1:00 PM on the above-mentioned application start date.
【Application deadline】11:59 PM on the above-mentioned application closing date.
【Notification of Results】 1:00 p.m. on the above date of notification of results.
- **Application ticket for the first screening will not be issued.** You can confirm your Application number on online application system from 1:00pm on the first screening result notification date.
- You can apply and take the examination more than once by choosing another application round.
- If you wish to apply for more than one entrance examination, please register each application.
- There is no need to resubmit school-issued documents once submitted.

(2) Second [Final] Screening

Enrollment period	Application Round	Application Period for Second Screening	Date	Final Result Notification
April/ September 2025	1	Oct 4, 2024(Fri) – Oct 10, 2024(Thu)	Oct 12, 2024(Sat) or Oct 13, 2024(Sun)	Nov 1, 2024(Fri)
	2	Nov 22, 2024(Fri) – Nov 28, 2024(Thu)	Nov 30, 2024(Sat) or Dec 1, 2024(Sun)	Dec 12, 2024(Thu)
	3	Jan 17, 2025(Fri) – Jan 23, 2025(Thu)	Jan 25, 2025(Sat) or Jan 26, 2025(Sun)	Feb 6, 2025(Thu)
September 2025	4	Apr 18, 2025(Fri) – Apr 24, 2024(Thu)	Apr 26, 2025(Sat)	May 8, 2025(Thu)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 23:59[Japan time] pm of the application deadline. If you do not register your application within the application period, it will be considered as withdrawal of selection process.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening Please be sure to check the details regarding the examination dates for the second round of selection. Please note that the date and time of the test cannot be changed for any reason.
- Notification of results will be made via online pass/fail inquiry from 1:00 p.m.[Japan time]. on the above-mentioned result notification date.

Activities after Admission

*If you wish to continue your activities in any of the University's clubs or circles after admission, please be sure to confirm with the Outreach Research Office (TEL:0977-78-1121) the activities, practice and facility conditions, etc. of each club or circle before submitting your application.

For information on application procedures, etc., please refer to "General Guidelines" (P27~P36).

Admissions for Returnee Students

Japanese-basis

English-basis

1. Purpose of this Entrance Examination

The purpose of this entrance examination is to accept applicants who are highly interested in the academic fields of each college, highly motivated to study and have great potential for growth after entering the university.

- Those who are confident that they have achieved significant growth through their study and living experience in a country or region with a different language and culture from that of Japan.
- Those who have completed at least two years of education outside of Japan at a school based on the formal education system.
- Those who wish to make use of their study and living experience in a country or region with a different language and culture from that of Japan to enhance their studies and extra-curricular activities after entering the university.

2. Number of Students to be Accepted into Each College

The number of students enrolled is the total number of students enrolled in April and September.

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	15
College of International Management (APM)	13
College of Sustainability and Tourism (ST)	13

*Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above. In that case, the remaining spaces will be filled by accepted applicants from other application types.

3. Application Qualifications

Applicants must fulfill all of the conditions (1), (2) and (3) below.

English-basis applicants must satisfy condition (4) below in addition to (1) to (3).

*Applicants may apply concurrently with other entrance examinations that meet the application qualifications (including those conducted on the same day).

(1) Have an interest and eagerness to study at the preferred College.

(2) Applicants must fulfill at least one of the following conditions.

Among those who have applied and been admitted with the expectation of graduating/completing high school or passing the final exam, those who do not expect to graduate/complete high school or pass the graduation exam by March 31, 2025 for spring enrollment or by September 20, 2025 for fall enrollment will not be able to enroll.

- ① High school (including secondary education school) graduates or those who are expected to graduate
- ② Completed (or scheduled to complete) the senior curriculum of a special needs school or the third year of a higher college of technology
- ③ Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between
- ④ Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ACSI, NEASC, Cognia, NCA CASI, NWAC, SACS CASI)
- ⑤ In addition to the above received (or expecting to receive) recognition as possessing academic abilities equivalent to a Japanese senior high school graduate pursuant to Article 150 of the School Education Act Enforcement Regulations

- (3) **Must have undergone a cumulative total of at least 2 years of education (or is expected to do so) outside Japan in a curriculum which forms part of a formal education system at a level equivalent to junior high school/senior high school in Japan (Grade 7 and above).**

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application. See the admissions website for details:
https://www.apumate.net/admissions_guide/english/pre-screening.html

- (4) **English-basis applicants only: Must have achieved at least one of the following conditions.**

- ① Achieved one of the following scores in a test of English language proficiency.

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	2304	318	630	1215	169	50

*Examination results related to language proficiency will be valid only if the examination date on the certificate is on or after October 1, 2022.

*The TOEFL iBT® Test (TOEFL iBT® Home Edition also possible). In addition to Test Date Scores, you may also apply using MyBestTM Scores.

*For IELTS, "IELTS One Skill Retake" will also be used. *For TOEIC® (L&R/S&W), the combined score is the TOEIC® S&W score multiplied by 2.5. It also includes IELTS One Skill Retake.

*Eiken Test also includes Eiken CBT, Eiken S-CBT, and Eiken S-Interview. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination.

*GTEC must be an official score only.

*Cambridge English Qualifications includes Linguaskill.

- ② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
 ③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

4. Screening Method [One-step selection]

(1) Submit within the application period

【Screening based on application documents】

Contents	Main evaluation points
Application essay, Essays, Other documents to be submitted	In addition to the richness and growth of your experiences abroad and the results you have achieved, we will also evaluate your interest in the faculty you are applying to, your motivation and enthusiasm for your studies after enrollment, your level of language proficiency, and the logic and persuasiveness of your writing.

*Please prepare your Application Essay and Essay in the basis language (English or Japanese) you select at the time of application.

*Please see page 30 for other documents to be submitted. Letter of recommendation is not required.

(2) Submit within the period specified by the university, after the application period ends (within 10 days.)

【Recorded interviews】

Contents	Main evaluation points
Digital interview system will be used	Potential to demonstrate results of activities after enrollment, willingness to study, and potential for growth at APU

*The Video interviews will be conducted in Japanese for Japanese-basis and in English for English-basis.

*The day after the application period ends (excluding weekends and holidays), we will send you an email with Information about the video interview to the email address registered in the application system. Please see page 39 for details.

(3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

5. Screening Schedule

(1) First Screening[Final]

Enrollment period	Application round	Application Period	Final Result Notification
April/September 2025	1	Sep 17, 2024(Tue)– Oct 1, 2024	Nov 1, 2024(Fri)
	2	Dec12, 2024(Thu)– Dec 23, 2024(Mon)	Jan 30, 2025(Thu)
September 2025	3	Mar 7, 2025(Fri)– Mar 21, 2025(Fri)	May 8, 2025(Thu)

•The time for application and screening is as follows.[Japan time]

【Start of application】1:00 PM on the above-mentioned application start date.

【Application deadline】11:59 PM on the above-mentioned application closing date.

【Notification of Results】1:00 p.m. on the above date of notification of results.)

- **Application ticket will not be issued.** You can confirm your Application number on online application system from 1:00pm on the result notification date.
- You can apply and take the examination more than once by choosing another application round.
- If you wish to apply for more than one entrance examination, please register each application.
- There is no need to resubmit school-issued documents once submitted.

Admissions for International Baccalaureate (IB) Diploma Students

Japanese-basis

English-basis

1. Purpose of this Entrance Examination

The purpose of this entrance examination is to accept applicants who are highly interested in the academic fields of each college, highly motivated to study and have great potential for growth after entering the university.

- Those who are confident that they have achieved significant growth through their activities in the International Baccalaureate (IB) Diploma Program.
- Those who have obtained or expect to obtain an IB Diploma by the time of enrollment.
- Those who wish to use the skills and experience gained through the (IB) Diploma program to enhance their academic and extra-curricular activities after enrollment.

2. Number of Students to be Accepted into Each College

The number of students enrolled is the total number of students enrolled in April and September.

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	7
College of International Management (APM)	7
College of Sustainability and Tourism (ST)	7

*Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above.

In that case, the remaining spaces will be filled by accepted applicants from other application types.

3. Application Qualifications

Applicants must fulfill all of the conditions (1), (2). English-basis applicants must satisfy condition (1) to (3)

*Applicants may apply concurrently with other entrance examinations that meet the application qualifications (including those conducted on the same day).

(1) Have an interest and eagerness to study at the preferred College.

(2) Must have obtained or expecting to obtain an International Baccalaureate Diploma .

Among those who have applied and been admitted with the expectation of graduating/completing high school or passing the final exam, those who do not expect to graduate/complete high school or pass the graduation exam by March 31, 2025 for spring enrollment or by September 20, 2025 for fall enrollment will not be able to enroll.

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application. See the admissions website for details:

https://www.apumate.net/admissions_guide/english/pre-screening.html

(3) English-basis applicants only: Must have achieved at least one of the following conditions.

① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	2304	318	630	1215	169	50

*English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2022 or later.

*For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest TM Scores will also be accepted.

*The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

*For IELTS, a score of 5.5 or above must be achieved in each section of the test. It also includes IELTS One Skill Retake.

*EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination.

*Only official test scores are accepted for GTEC.

*Cambridge English Qualifications includes Linguaskill.

- ② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- ③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

Those who have not obtained the International Baccalaureate Diploma by March 31, 2025 for April enrollment and September 20, 2025 for September enrollment will not be allowed to enroll, even if they are accepted.

4. Screening Method [One-step selection]

(1) Submit within the application period

【Screening based on application documents】

Contents	Main evaluation points
Application essay, Essay EE: Extended essay, Other documents to be submitted	Documents will be evaluated based on the acquisition level of the "Theory of Knowledge" (T.O.K) in the International Baccalaureate program, as well as the interest in the college of choice, motivation and enthusiasm on studies after entering the university, the level of language ability, and the logic and persuasiveness of writing.

*Please prepare your "Application Essay" and "Essay" in the basis language (English or Japanese) you select at the time of application. You may write your Extended Essay (EE) in either Japanese or English, regardless of the language basis of your application.

If you have written your Extended Essay in a language other than Japanese or English, Please make sure to attach a summary of it in English or Japanese.

*Please see page 30 for other documents to be submitted. Letter of recommendation is not required.

(2) Submit within the period specified by the university, after the application period ends (within 10 days.)

【Recorded interview】

Contents	Main evaluation points
Digital interview system will be used	Students will be evaluated on their ability to actively utilize APU's multicultural education, living environment and resources to learn and grow, as well as their ability on inquiry-based learning.

*Video Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

*The day after the application period ends (excluding weekends and holidays), we will send you an email with information about the recorded interview to the email address registered in the application system. Please see 39P for details.

(3) Determination of Final Results

A comprehensive assessment will be made based on document review and a Video interview to determine whether or not the applicant has been accepted.

5. Screening Schedule

(1) First Screening [FINAL]

Enrollment period	Application Round	Application Period	Final Result Notification
April/ September 2025	1	Dec 12, 2024(Thu)-Dec 23, 2024(Mon)	Jan 30, 2025(Thu)
September 2025	2	Mar 7, 2025(Fri)-Mar 21, 2025(Fri)	May 8, 2025(Thu)

•The time for application and screening is as follows.[Japan time]

【Start of application】1:00 PM on the above-mentioned application start date.

【Application deadline】11:59 PM on the above-mentioned application closing date.

【Notification of Results】1:00 p.m. on the above date of notification of results.

•Application ticket will not be issued. You can confirm your Application number on online application system from 1:00pm on the result notification date.

•You can apply and take the examination more than once by choosing another application round.

•If you wish to apply for more than one entrance examination, please register each application.

•There is no need to resubmit school-issued documents once submitted.

For information on application procedures, etc., please refer to "General Guidelines" (P27~P36).

Transfer Enrollment

(2025 April/September Enrollment)

Credit Transfer approval after admission for Transfer Students		P18
Transfer Enrollment (from higher professional school or junior college)	Japanese-basis English-basis	P19
Transfer Enrollment (from university)	Japanese-basis English-basis	P22

〈About transfer enrollments from higher professional school or junior college and from university〉

Transfer Enrollment (from higher professional school or junior college) means that a person is a school graduate who omits part of his or her educational program and enrolls in another type of school in the middle of the program (mid-year enrollment).

Transfer Enrollment (from university) means that a person omits a part of the educational program of the school he/she is currently attending and enrolls in the same type of school in the middle of the program. If a student who has completed or is currently enrolled in a bachelor's program enrolls in the middle of the program at APU, he/she will belong to this enrollment.

If you are residing in Japan on a College Student visa, please take the entrance examination for international students.

If you are eligible to obtain Student visa in Japan and wish to take the domestic students entrance examination, please contact the Admissions Office in advance.

Credit Transfer approval after admission for Transfer Students

■ Credit Transfer

Second year transfer students may transfer up to 30 credits and third year transfer students may transfer up to 62 credits depending on the credit transfer carried out at the time of enrollment. For successful applicants, the number of transfer credits approved will be determined after a review of academic transcript and syllabi of higher education institution. You will be notified of the number of transfer credits approved when you receive your enrollment procedure documents. Please note that we can not notify you beforehand.

If you are still taking courses at the time of application, please make sure to submit the final results (official transcript) of these courses to the Office of Domestic Admissions once they have been acquired before enrollment. Your eligibility to enroll at APU may be revoked if you do not submit the final academic transcript. Please note that students must complete a total of 124 credits to graduate from APU.

■ Application to transfer Major Credits (Applicable to Third Year Transfer Students Only)

Please submit the Application to Transfer Credits as APU Major Subjects, along with the academic transcript and syllabus of the courses you wish to have approved for credit transfer.

Syllabus is a document that outlines the goals and content students will be studying in a specific course. It includes information such as course name, course overview, evaluation criteria, goals, length and number of classes, textbooks used for the course, etc. If these information are not included on the syllabus, please submit other documents which have these information.

If the syllabus is written in a language other than English or Japanese, you must submit an English or Japanese translation together with the original syllabus. Only translations from organization issuing the syllabus, a translation company, or a qualified individual translator will be accepted. Please make sure that the official seal of the translation company or the individual translator's name, address, contact information, and signature (or stamp) are clearly stated in the translation document before submitting.

If you are transferring to the College of International Management (APM) from an institution accredited by AACSB, EQUIS, AMBA or EPAS, you do not need to submit a syllabus. Instead, please submit a document stating that the institution has received an accreditation (a copy of the relevant section of the institution's homepage is sufficient).

In order to request an approval of credit transfer, please refer to the "Major Education Subjects" section on the "Curriculum Outline" on our APUMate admissions website's "Second/ Third Year Transfer Enrollment" page. https://www.apumate.net/en/admissions_guide/examination/h_t/

■ Points which need to be considered when transferring as a Third Year Student

Considering the unique education and job hunting system in Japan, there are cases when second year transfer is more desirable although a student has completed two years of study at a higher education institution before enrolling at APU. Please make sure that you plan thoroughly about your study and job hunting before you apply, taking into consideration the following points.

In general, it is desirable for third year transfer students to have at least ten credits approved as major education subjects. However, even under this condition, considering the limited time available to spend on clubs, part time jobs, job hunting and other non study activities, it may still be difficult for students to acquire the necessary credits for graduation within two years.

Usually, job hunting starts from the second half of the third year and may continue until the fourth year. If you wish to do job hunting in Japan, you will need to devote a certain amount of time to job hunting and may therefore be unable to take classes and earn credits necessary to graduate in two years. Considering these points, we strongly recommend that you apply as second year transfer student if you wish to seek employment in Japan.

Although it is not mandatory for third year transfer students to take Japanese (for English basis students) or English (for Japanese basis students), you can register for these courses if you wish. However, as language subjects require a considerable amount of study time, taking these subjects alongside your major courses may make it difficult for you to graduate within two years. Considering this point, we strongly recommend that you apply as second year transfer student if you would like to take language subjects.

For details regarding credit transfer, please take a look at the "Second/ Third Year Transfer Enrollment" page on APUMate admissions website (https://www.apumate.net/en/admissions_guide/examination/h_t/).

Transfer Enrollment

(from higher professional school or junior college)

Japanese-basis

English-basis

1. Purpose of this Entrance Examination

The purpose of this entrance examination is to accept applicants who are highly interested in the academic fields of each college, highly motivated to study and have great potential for growth after entering the university.

- Those who have achieved growth through their studies in their previous or current educational programs in which they enrolled.
- Students who are ready to make appropriate plans and be motivated to enhance their academic and extra-curricular activities after enrollment, based on their past activities and learning in the educational programs.

2. Number of Students to be Accepted into Each College

Transfer year	College	Number of Students Accepted
2nd year Transfer	College of Asia Pacific Studies (APS)	5 [*]
	College of International Management (APM)	
3rd year Transfer	College of Asia Pacific Studies (APS)	5 [*]
	College of International Management (APM)	

*The number of applicants includes those who apply through other entrance examinations. Depending on the number of applications and the results of the selection, the number of successful applicants may be lower than the number of students to be accepted.

*College of Sustainability and Tourism (ST) does not accept students

3. Application Qualifications

(1) 2nd year Transfer

Applicants who meet both Application Qualification 1 (academic background) and Application Qualification 2 (language ability)

1) Application Qualification 1 (academic background) Those who meet either ① or ② of the following criteria:

- ① Those who have graduated from a junior college or higher technical college, or those who are scheduled to graduate by March 31, 2025 [April enrollment] or September 20, 2025 [September enrollment]
- ② Those who have completed the advanced course at a vocational schools that meets the standards set by the Ministry of Education, Culture, Sports, Science and Technology, or those who are scheduled to complete by March 31, 2025 [April enrollment] or September 20, 2025 [September enrollment]. However, eligibility under this is condition is limited to those who meet the qualifications for university admission stipulated in Article 90 of the School Education Law.

2) Application Qualification 2 (language ability) Applicants must fulfill one of the following scores or grades at the time of application.

	TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	Cambridge English	PTE Academic
Japanese-basis	55	5.0	1340	2304	149	42
English-basis	85	6.5	1730	2630	176	58

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application. See the admissions website for details:
https://www.apumate.net/admissions_guide/english/pre-screening.html

(2) 3rd year Transfer

Applicants who meet both Application Qualification 1(academic background) and Application Qualification 2(language ability)

1)Application Qualification 1(academic background) Those who meet either ① or ② of the following criteria:

- ① Those who have graduated from a junior college or higher technical college, or those who are scheduled to graduate by March 31, 2025[April enrollment] or September 20, 2025[September enrollment]
- ② Those who have completed the advanced course at a vocational schools that meets the standards set by the Ministry of Education, Culture, Sports, Science and Technology, or those who are scheduled to complete by March 31, 2025 [April enrollment] or September 20, 2025 [September enrollment]. However, eligibility under this is condition is limited to those who meet the qualifications for university admission stipulated in Article 90 of the School Education Law.

2)Application Qualification 2(language ability) Applicants must fulfill one of the following scores or grades at the time of application.

	TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	Cambridge English	PTE Academic
Japanese-basis	61	5.5	1420	2304	153	45
English-basis	85	6.5	1730	2630	176	58

〈External English qualification test scores〉

*English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2022 or later.

*For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

*For IELTS, English-basis applicants must achieve a score of 6.0 or above in each section of the test. IELTS one skill retake is also accepted.

*The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

*EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination.

*Cambridge English Qualifications includes Linguaskill.

*Those who have taken regular school education in English for the past six years, those whose native language is English, or others who APU recognizes as having sufficient English proficiency may not need to submit a test result certificate.

4. Screening Method

(1) First Screening: Evaluation of submitted application documents

Contents	Main evaluation points
• Essay • Other documents	Motivation to study after enrollment, interest in the specialized field, academic performance at the higher education institution, level of language ability, etc.

*If you are applying in English-basis, please write the essay in English.

*Please see page 37 for other documents to be submitted.

(2) Second screening (Final): Live interview/Online

Contents	Main evaluation points	Time
A live interview will be held, focusing on questions and answers based on the application documents.	Motivation and accuracy of responses regarding student life including studies after enrollment and extracurricular activities	20 minutes

*The Video interviews will be conducted in Japanese for Japanese-basis and in English for English-basis.

*Details of the interview date, time and method will be provided when the first screening results are announced.

(3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

5. Application period, examination date, final result announcement date

(1) First Screening

Enrollment period	Application Round	Application period	First screening results notification
April 2025 September 2025	1	Oct18, 2024 (Fri) - Nov 5, 2024 (Tue)	Nov 22 , 2024 (Fri)
September 2025	2	Mar 7, 2025 (Fri) - Mar 21, 2025(Fri)	Apr 18, 2025 (Fri)

- The time for application and screening is as follows.[Japan time]
【Start of application】1:00 PM on the above-mentioned application start date.
【Application deadline】11:59 PM on the above-mentioned application closing date.
【Notification of Results】 1:00 p.m. on the above date of notification of results.)
- **Application ticket will not be issued.** You can confirm your Application number on online application system from 1:00pm on the result notification date.
- You can apply and take the examination more than once by choosing another application round.
- If you wish to apply for more than one entrance examination, please register each application.
- There is no need to resubmit school-issued documents once submitted.

(2) Second(Final) Screening

Enrollment period	Application Round	Application period	Examination date	Final results notification
April 2025 September 2025	1	Nov 22 2024 (Fri) - Nov 28, 2024 (Thu)	Nov 30 , 2024 (Sat) or Dec 1, 2024 (Sun)	Dec 12 , 2024 (Thu)
September 2025	2	Apr 18, 2025 (Fri) - Apr 24, 2025(Thu)	Apr 26, 2025 (Sat)	May 8, 2025 (Thu)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 23:59[Japan time] pm of the application deadline. If you do not register your application within the application period, it will be considered as withdrawal of selection process.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening Please be sure to check the details regarding the examination dates for the second round of selection. Please note that the date and time of the test cannot be changed for any reason.
- Notification of results will be made via online pass/fail inquiry from 1:00 p.m[Japan time]. on the above-mentioned result notification date.

For information on application procedures, etc., please refer to "General Guidelines" (P27~P36).

Transfer Enrollment (from university)

Japanese-basis

English-basis

1. Purpose of this Entrance Examination

The purpose of this entrance examination is to accept applicants who are highly interested in the academic fields of each college, highly motivated to study and have great potential for growth after entering the university.

- Those who have achieved growth through their studies in their previous or current educational programs in which they enrolled.
- Students who are ready to make appropriate plans and be motivated to enhance their academic and extra-curricular activities after enrollment, based on their past activities and learning in the educational programs.

2. Number of Students to be Accepted into Each College

Transfer year	College	Number of Students Accepted
2nd year Transfer	College of Asia Pacific Studies(APS)	5 [*]
	College of International Management(APM)	
3rd year Transfer	College of Asia Pacific Studies(APS)	5 [*]
	College of International Management(APM)	

*The number of applicants includes those who apply through other entrance examinations. Depending on the number of applications and the results of the selection, the number of successful applicants may be lower than the number of students to be accepted.

*College of Sustainability and Tourism(ST) does not accept students

3. Application Qualifications

(1) 2nd year Transfer

Applicants who meet both Application Qualification 1(academic background) and Application Qualification 2(language ability)

1) Application Qualification 1(academic background)

Those who have been enrolled at a university in Japan for at least one year and have acquired 30 or more credits, or those who are expected to complete their first year and acquire 30 or more credits by March 31, 2025 [April enrollment] or September 20, 2025[September enrollment].

For those who enrolled at a university outside Japan, they must have been enrolled for at least one year and have acquired 1/4 of the credits required for graduation, or be expected to acquire these credits by March 31, 2025 [April enrollment] or September 20, 2025 [September enrollment].

2) Application Qualification 2(language ability) Applicants must fulfill one of the following scores or grades at the time of application.

	TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	Cambridge English	PTE Academic
Japanese-basis	55	5.0	1340	2304	149	42
English-basis	85	6.5	1730	2630	176	58

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application. See the admissions website for details:
https://www.apumate.net/admissions_guide/english/pre-screening.html

(2) 3rd year Transfer

Applicants who meet both Application Qualification 1(academic background) and Application Qualification 2(language ability)

1) Application Qualification 1(academic background)

Those who have been enrolled at a university in Japan for at least two years and have acquired 60 or more credits, or those who are expected to complete their second year and acquire 60 or more credits by March 31, 2025 [April enrollment], or September 20, 2025[September enrollment] .

For those who enrolled at a university outside Japan, they must have been enrolled for at least two years and have acquired 1/2 of the credits required for graduation, or be expected to acquire these credits by March 31, 2025 [April enrollment] or September 20, 2025 [September enrollment].

2) Application Qualification 2(language ability) Applicants must fulfill one of the following scores or grades at the time of application.

	TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	Cambridge English	PTE Academic
Japanese-basis	61	5.5	1420	2304	153	45
English-basis	85	6.5	1730	2630	176	58

〈External English qualification test scores〉

*English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2022 or later.

*For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

*For IELTS, English-basis applicants must achieve a score of 6.0 or above in each section of the test. IELTS one skill retake is also accepted.

*The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

*EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination.

*Cambridge English Qualifications includes Linguaskill.

*Those who have taken regular school education in English for the past six years, those whose native language is English, or others who APU recognizes as having sufficient English proficiency may not need to submit a test result certificate.

4. Screening Method

(1) First Screening: Evaluation of submitted application documents

* If you are applying in English-basis, please write the essay in English.

Contents	Main evaluation points
<ul style="list-style-type: none"> • Essay • Other documents 	Motivation to study after enrollment, interest in the specialized field, academic performance at the higher education institution, level of language ability, etc.

*Please see page 37 for other documents to be submitted.

(2) Second screening(Final): Live interview/Online

Contents	Main evaluation points	Time
A live interview will be held, focusing on questions and answers based on the application documents.	Motivation and accuracy of responses regarding student life including studies after enrollment and extracurricular activities	20 minutes

*The Video interviews will be conducted in Japanese for Japanese-basis and in English for English-basis.

*Details of the interview date, time and method will be provided when the first screening results are announced.

(3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

5. Application period, examination date, final result announcement date

(1) First Screening

Enrollment period	Application Round	Application period	First screening results notification
April 2025 September 2025	1	Oct18, 2024 (Fri) - Nov 5, 2024 (Tue)	Nov 22 , 2024 (Fri)
September 2025	2	Mar 7, 2025 (Fri) - Mar 21, 2025(Fri)	Apr 18, 2025 (Fri)

- The time for application and screening is as follows.[Japan time]
【Start of application】1:00 PM on the above-mentioned application start date.
【Application deadline】11:59 PM on the above-mentioned application closing date.
【Notification of Results】 1:00 p.m. on the above date of notification of results.)
- **Application ticket will not be issued.** You can confirm your Application number on online application system from 1:00pm on the result notification date.
- You can apply and take the examination more than once by choosing another application round.
- If you wish to apply for more than one entrance examination, please register each application.
- There is no need to resubmit school-issued documents once submitted.

(2) Second(Final) Screening

Enrollment period	Application Round	Application period	Examination date	Final results notification
April 2025 September 2025	1	Nov 22 2024 (Fri) - Nov 28, 2024 (Thu)	Nov 30 , 2024 (Sat) or Dec 1, 2024 (Sun)	Dec 12 , 2024 (Thu)
September 2025	2	Apr 18, 2025 (Fri) - Apr 24, 2025(Thu)	Apr 26, 2025 (Sat)	May 8, 2025 (Thu)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 23:59[Japan time] pm of the application deadline. If you do not register your application within the application period, it will be considered as withdrawal of selection process.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening Please be sure to check the details regarding the examination dates for the second round of selection.Please note that the date and time of the test cannot be changed for any reason.
- Notification of results will be made via online pass/fail inquiry from 1:00 p.m[Japan time]. on the above-mentioned result notification date.

For information on application procedures, etc., please refer to "General Guidelines" (P27～P36).

The process from application to announcement of results

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<hr/> <div> <div> <p>Inquiries regarding application system operation</p> <p>Internet Application Support Center</p> <p>TEL: 0120-752-257 (9:00 ~ 20:00 weekdays)</p> <p>Period: Monday, September 2, 2024 - Monday, March 31, 2025</p> <p>※Closed: New Year's holiday (December 30th (Monday) - January 3rd (Friday))</p> </div> <div> <p>Inquiries regarding application documents and contents</p> <p>Admissions Office (Domestic)</p> <p>TEL: 0977-78-1120 (9:00 ~ 17:30 weekdays)</p> <p>Mail: apumate@apu.ac.jp</p> <p>Frequently asked questions are posted in the FAQ.</p> <p>https://www.apumate.net/admissions_guide/faq/</p> <p>※Closed: August 9th (Friday) to August 19th (Monday) and December 26th (Thursday) to January 5th (Sunday)</p> </div> </div>	

1.Application Procedures

(1) Application Fee

Application Type	Application fee per application
Admissions by activity Transfer Enrollment	First Screening: 15,000 yen Second Screening: 20,000 yen
Admissions for Returnee Students Admissions for International Baccalaureate(IB) Diploma Students	35,000 yen

- The deadline for payment is 11:59 pm on the payment due date for each application type.
- Once paid, the Application Fee cannot be refunded under any circumstances.
However, there are certain cases in which they can be refunded. Please refer to the APUmate admissions website for details (Japanese only).
https://www.apumate.net/admissions_guide/examination/reduction/
- Instructions for payment of the Application Fee for the second screening will be provided via the online application system to applicants successful in the first screening.
- Special arrangements for the Application Fee may be available for students affected by disasters in eligible areas under the Disaster Relief Act. Please refer to the APUmate admissions website for details.
https://www.apumate.net/admissions_guide/examination/special_measures/
※Payment is required via the online application system. For details, please see page 28.

(2) Correction of 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

(3) Multiple application system • Regarding diversion of documents

If you meet the application requirements, you can apply for multiple applications in different application types at the same time.

https://www.apumate.net/pdf/admissions_guide/examination/download/latest2025/application_guide.pdf

【Second and subsequent applications】Regarding diversion of documents

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) 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/

2.Application process(details)


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, 2022)



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/
(Switch to the APUmate screen)

↓

国内 send by post
海外 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

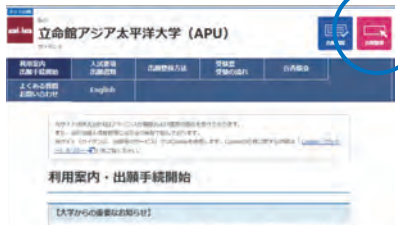
<https://www.apumate.net>


[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







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

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 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/



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, 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)

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

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

Not required
if applying
for multiple



① Application Confirmation Slip

+



② Senior High School Transcript etc.



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

Live in Abroad

Send by email* or post the application documents (originals) by (Express mail/Registered mail)

■ 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.

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)
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

This concludes the application procedures

3. Application Documents

Download the application form

Please download it from APUmate,
our university's website for applicants.

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

ADMISSIONS

Digital brochure



Application Document Submission Rules

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.

original

or

Certified
True Copy^{*}

^{*}A document from the educational institution certifying that the copy is a correct reproduction of the original (stamped with the institution's seal).

Example: We hereby certify that the (attached) copy is identical to the original certificate.

Date..../Year/month/day, Name of institution, Stamp
(Transcripts or other documents that confirm the dates of enrollment and graduation (completion) are also acceptable.)

2 Original documents (paper) cannot be issued



Your educational institution must email it directly to university.

▶ APU submission email address
domestic@apu.ac.jp

3 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.

4 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".

5 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 mail must have a postmark of the date of application deadline.

6 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.

About the application

• Submission of incomplete application documents will result in rejection. If any information contained in the application documents or application details recorded online are judged to be false, improper, or fraudulent, eligibility for application and admission will be revoked.

Contents

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procedure

Student Fees and
Miscellaneous
Charges

APU's
Scholarship
System

Documents marked ☉ must be submitted by all applicants.
Those marked △ are required for specified applicants only.

Application documents	The application types			Submission Method*1
	Admissions by activity evaluation	Admissions for Returnee Students	Admissions for International Baccalaureate (IB) Diploma Students	
1 Application ^{*2} Confirmation Slip	☉	☉	☉	By post
2 ID Photo	☉	☉	☉	Upload onto the system.
3 Form A Application Essay	☉	☉	☉	Upload onto the system.
4 Senior High School Transcript ^{*2} Must be in a sealed envelope	☉	☉	☉	By post
5 English external examination certificate Please submit if you have	△	△	△	Upload onto the system.
6 Form B Extracurricular Activities Report and Certificate of activity achievements	☉	△	△	Upload onto the system.
7 Form D Essay Sheet (English-basis)	☉	☉	☉	Upload onto the system.
8 Form E Certificate of Enrollment or Proof of Overseas Education ^{*2}	△	☉		By post
9 EE:Extended Essay			☉	Upload onto the system.
10 Documents required for specific countries and regions ^{*2}	△	△	☉	By post or send directly to APU
11 Form G English Proficiency Evaluation ^{*2}	△	△	△	By post
12 Form I IB Predicted Grades Report Must be in a sealed envelope	△	△	☉	By post

*1 If you are submitting from overseas, you can submit the application by mail or have your educational institution send it to the university by email.

Please see the next page for notes on each document. ►

〈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.

[Notes for each application document]

1. Application Confirmation Slip

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.)

2. 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



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. 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.

4. Senior High School Transcript [Must be in a sealed envelope.]

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 in Japan

Required

Academic transcripts
(invalid if seal is broken)

Graduated (or expect to graduate) from senior high school / secondary school under the Japanese educational system Completed (or expect to complete) a third-year curriculum in a higher college of technology

Qualified person

In addition to the above transcript, submit transcripts or academic progress term reports for the period spent abroad.

If you have studied at a senior high school outside Japan
*Not required for elementary or junior high school

Q If the school is unable to issue an academic transcript

A Submit your graduation certificate and third-year curriculum completion certificate

Q If I am applying to multiple application, is it okay to submit only one transcript?

A If you checked the box about the diversion of transcript of records" in the application system, you can use one of the documents for another application. However, you cannot use the documents for the General Selection.

Contents

Comprehensive Selection

Transfer Enrollment

Application Procedure

Application Documents

Exam preparation and exam

Final result announcement

Admission procedure

Student Fees and Miscellaneous Charges

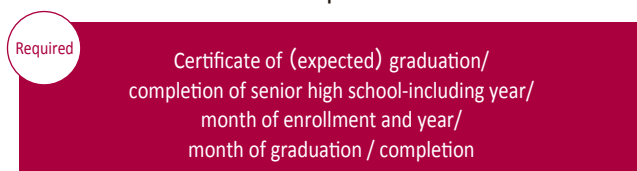
APU's Scholarship System

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



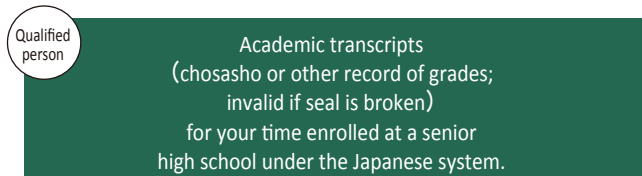
Completed (or expected to complete) 12 years of formal education in a country other than Japan.

*If enrolled in a school outside Japan at time of completion



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



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

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)

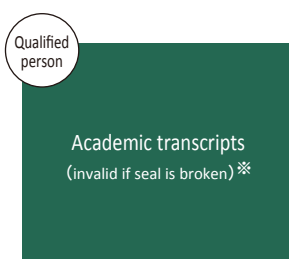
Other Certificate for Students Achieving the Proficiency Level of Upper Secondary School

(including scheduled to take the certificate)



Successfully completed the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates or the University Entrance Qualification Examination

*Only those who can furnish proof of successful completion by the selection date



Expecting to complete the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates

*If you do not have an academic transcript, please submit:

- ① Certificate of (prospective completion)
- ② Statement of grades
- ③ notification of outcome of pre-screening of application qualifications.

*Item③, notification of outcome of pre-screening of application qualifications, is issued only to those who have requested pre-screening and been judged following a screening by APU to be individually eligible to apply.

5. Certification of English Proficiency

This document will be evaluated for all entrance examination methods. If you hold this document, please submit it. It will also be evaluated for the selection of the Domestic Students Academic Excellence Scholarship.

- 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, 2022 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.

English Proficiency Test	Submission Method
TOEFL iBT® Test/ TOEFL iBT® Home Edition (MyBest scores will also be accepted.)	Please enter the Appointment No. (16-digit number) and upload the copy of the score report.
IELTS (Academic Module)	Please enter the Test Report Form number (18-digit number) and upload the Test Report Form.
TOEIC® L&R/S&W Test	A 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. Upload a copy of the original Official Score Certificate.
EIKEN® Test (including the EIKEN CBT, EIKEN S-CBT, and EIKEN S-Inter-view)	Please enter necessary information such as your personal number (7-digit number), proficiency level that you passed, score and test date and upload the Certificate or EIKEN CSE Score Certificate. In addition, students will be evaluated based on their Eiken CSE 2.0 score regardless of whether they pass or fail the examination
TEAP	Please enter your 11-digit TEAP Registration ID with no spaces. In the Score field, enter your overall TEAP CBT score and upload your score report.
TEAP CBT	
GTEC (OFFICIAL SCORE CERTIFICATE)	For "Advanced": Enter the score number (9 digits) obtained from the GTEC score linking system, For "CBT": Enter the Test ID (9 digits) from your score report to upgrade your official score.
Cambridge English Qualifications (including Linguaskill)	*Please select "Cambridge English Language Proficiency Test" even if you are entering Linguaskill scores. Enter your Verification Number. Upload your result statement.
PTE Academic	Please check the PEARSON website (https://pearsonpte.com/) and request to have your score report to be sent directly to APU.

*ITP® Test, IELTS (General Training Module), and TOEIC® L&R TEST (IP) cannot be used when applying for this scholarship.

*Except for PTE Academic, in principle, you do not need to submit original documents.

Please register the information shown above in the application system.

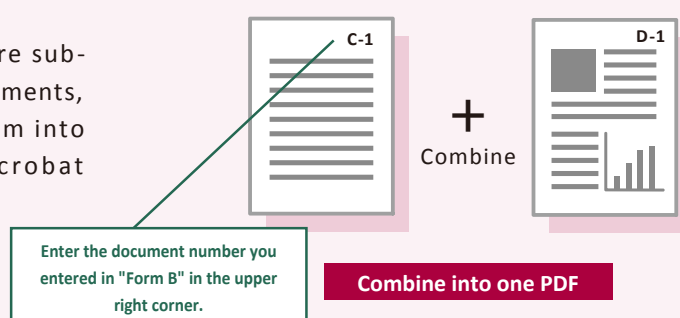
6. Form B Extracurricular Activities Report and Certificate of activity achievements

The application types	Admissions by activity evaluation 〈Qualified person only〉Admissions for Returnee Students、Admissions for International Baccalaureate (IB) Diploma 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
L a n g u a g e	You may enter your information either in Japanese or English, regardless of your language basis at the time of application.
How to submit	<ol style="list-style-type: none"> ① Fill in Form B "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"

〈Evidence of Activities〉

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

7. Form D Essay Sheet (English-basis)

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 Word. In that case, please make sure to strictly adhere to the specified character limit.

8. Form E Certificate of Enrollment or Proof of Overseas Education Period

[The application types] Applicants who are required to provide proof of study abroad for purposes of eligibility for Admissions by activity evaluation, and those applying for Admissions for Returnee Students 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 E, Certificate of Enrollment.

9. EE:Extended Essay

[The application types] Admissions for International Baccalaureate (IB) Diploma Students Please upload it onto the online application system. You can submit in either Japanese or English regardless of the language basis choice at the time of application.

10. 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>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")</p> <p>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.</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.
Other Standardized Tests	Please send your transcript by post.

11. Form English Proficiency Evaluation

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, instead of English proficiency test results you must submit an English Proficiency Evaluation in the format prescribed by APU by post.

12. Form IB Predicted Grades Report Form Must be in a sealed envelope

[The application types] Admissions for International Baccalaureate (IB) Diploma Students
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.

Frequently asked questions about application documents are published in the FAQ section.

https://www.apumate.net/en/admissions_guide/faq/examination/

Transfer Applicants

List of Application Documents for each application type

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 on to the system
Form D Essay Sheet (English-basis)	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
Certification of English Proficiency	All applicants	test date shown on the certificate is October 1, 2022 or later. For submission details, please refer to “Notes regarding Documents for Submission” on p.36.	Upload on to the system
Form F Letter of Recommendation Must be in a sealed envelope	All applicants	Please arrange for the Letter of Recommendation to be completed by a person such as an instructor from the last school/institute you attended (including language schools, etc.) or an adult third-party personnel (excluding relatives). This must be a person who has known you for at least half a year or more	By post
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 P35 10.	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
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 post
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 G 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.

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4.To those requiring special accomodation when taking domestic student entrance examinations

Special arrangements can be made for domestic applicants for admission to APU to accommodate disabilities and other conditions. If you require such arrangements in the course of applying, please submit a request form as instructed below.

Please note that depending on the examination format, it may not always be possible to make arrangements exactly as requested.

1.Examples of arrangementscommonly granted

Enlargement of examination question and answer sheets / permitted use of magnifier /
special seating allocation / permitted use of hearing aid / permitted use of wheelchair

2.How to apply

①Application documents

Download the application form via the web page "For Domestic Students who Require Special Accommodations in the Admissions Process" page on the APUmate.net website(https://www.apumate.net/en/admissions_guide/examination/disability/), fill out the required details and submit it to APU. In some cases you may be required to submit a doctor's certificate or other documentation. Please refer to the web page for details.

②Application deadline

Application forms must arrive at APU at least two weeks prior to the start of the application period.

③Where to send the application

Entrance Examination Special Arrangement, Office of Domestic Admissions , Ritsumeikan Asia Pacific University 1-1
Jumonjibaru, Beppu, Oita 874-8577 JAPAN
Tel : 0977-78-1120 / Fax : 0977-78-1199 / Email : apumate@apu.ac.jp

5.Application Tickets and Interview Procedures

Application Tickets and Interview Procedures

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.

Please refer to Screening Flow for information on how to check your application tickets.

*Application tickets will not be issued for application types where the first screening is a screening of submitted documents.

Numbers issued during the online application process

Several numbers and codes are issued as part of the online application process. Only one Application Number is issued for each application, but the number issued when you submit your application and the number issued at the time of the second screening are different, even though they have the same name. Please make note of these numbers, as they will be necessary to check your application details and submitted documents at a later date, and to check the outcome of your application when results are announced.

Time of issuance	Number	Digits	Notes
At the time of first screening	Registration Number	8-digit number starting with A25	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.39
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.41.
	Registration Number	8-digit number starting with A25	You can confirm the number on application confirmation mail after completing the online application.
	Security Code	4-digit number	

〈Application Process〉 Recorded Interview

Applicable Exams: Admissions for Returnee Students、Admissions for International Baccalaureate (IB) Diploma Students

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.



Preparation of equipment environment Preparation	<ul style="list-style-type: none"> •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 5.0 or later	Browser Google Chrome (latest version) Firefox (latest version) Safari 15 or later Edge 16 or later*
Guidance by Email	Having Film Recording InterviewExcludes public holidaysguidance including a URL will be sent to the email address registered at the time of application by the university. The submission period is 10 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 video within the specified deadline. Once you start recording, you will not be able to make any edits or re-recording.		

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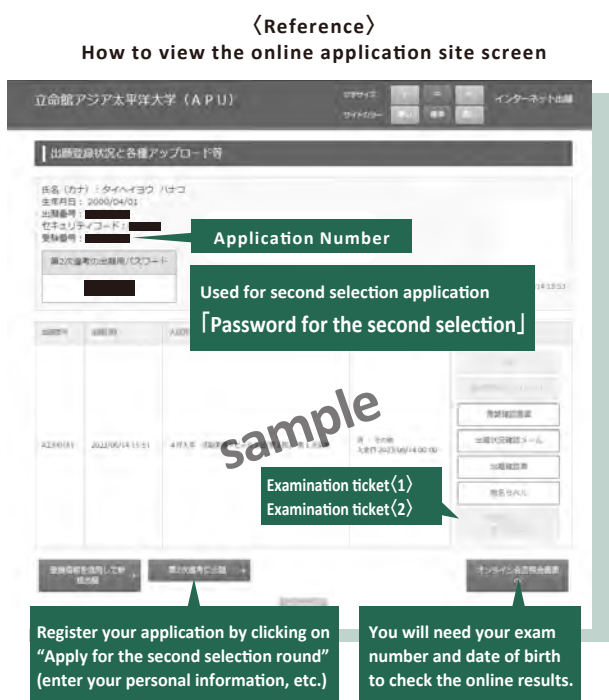
〈Examination process〉 Online Interview

Eligible Entrance Exams: Admissions by Activity Evaluation, 2nd, 3rd year Transfer

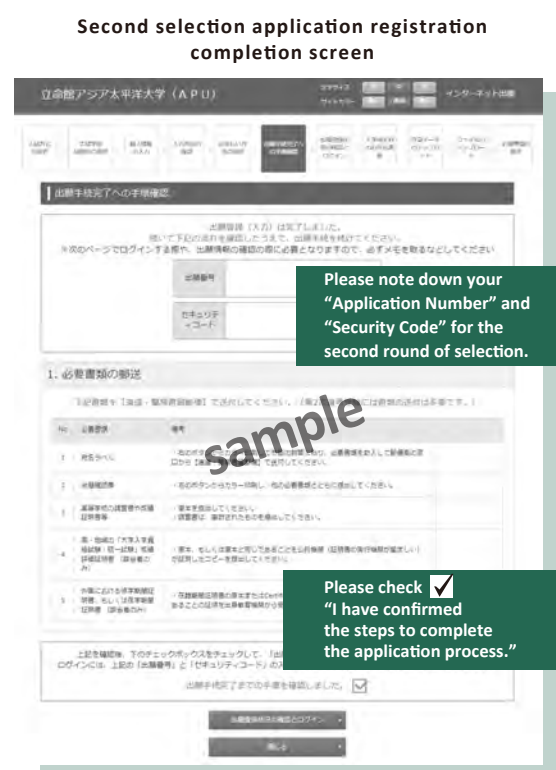
How to check your examination number:

You can check your examination number on the online application site from 1:00 p.m. (Japan time) on the day the results of the first selection process are announced.

Result of the First screening	Check it on online pass/fail inquiry *Your examination number and date of birth are required. https://exam-entry.52school.com/apu/enrollment/login?locale=en
Secondary selection Examination	Perform application registration to proceed to the secondary selection. 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. 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	Go along with the internet application screen and pay the entrance examination fee within the deadline. (See P.27) 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	Check the examination ticket 〈1〉 print the examination ticket 〈2〉 and confirm the gathering time, exam number, etc.
Preparation for the second selection live	Preparation for live interview (Zoom) *Please prepare your equipment and examination environment in advance. ① Computer, or tablet with a microphone and camera ② Securing 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. ③ Confirm 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,	Get a live interview. *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〉.
Announcement of Final result	Please click on "Check Admission Result Online" to check the result. In order to check your result, you will need your application number and date of birth. You can also check Announceme the result of "Domestic Student Academic Excellence Scholarship" from this screen. https://www.guide.52school.com/guidance/net-apu-jp/result/



*The screen is from a previous year and may be subject to change.



6. Announcement of the Result

(1) <Two-stage entrance examination method> Result of the First Screening

- ① Please check your result by clicking on "Check Admission Result Online" from 1:00pm on the result notification date. In order to check your result, you will need your application number and date of birth.
- ② If you are successful in the first screening, please go to the guidance page of the online application system site for instructions on how to register for Second screening and pay your application fee (the amount varies according to your application type).

(2) Announcement of the Final Result

- ① Please check your result by clicking on "Check Admission Result Online" from 1:00 pm on the result notification date. You can also check the result of "Domestic Student Academic Excellence Scholarship" from this screen. In order to check your result, you will need your application number and date of birth.
- ② Documents regarding enrollment procedures will be sent to successful applicants in the afternoon of the result notification date.

*APU will not respond to any telephone, email or postal inquiries regarding results. Please refer each entrance examinations' page for the result notification dates for first and second screening /final result/.

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7.Enrollment Procedures

Admission procedures must be completed by implementing the following three items within the specified period on the online admission procedure site. Admission procedures beyond the designated period will not be accepted, and admission will not be permitted. The details of the admission procedures will be announced in the Admission Procedures Guidelines (published online).



① Register online enrollment procedure information



② Payment of admission fees (1st and 2nd installments)



③ Submission of admission procedure documents

(1) Registration of online enrollment procedures

Check the details in the Enrollment Procedures Guidelines and enter them within the specified period.

The ID and password required to log into the online admission procedure site will be enclosed with the procedure documents sent by mail.

(2) pay the first installment of enrollment procedure fees,

(2) pay the second installment of enrollment procedure fees

[Payment of the first installment of enrollment procedures fee (Admission fee)]

Please pay the admission fee of 200,000 yen within the first enrollment procedure period.

*Please note that the admission fee once paid is non-refundable.

[Payment of the second installment of enrollment procedure fees]

Please pay your tuition fee of First semester, miscellaneous membership fees) /

AP House entrance fee during the second enrollment procedure period.

*Except for the admission fee, the tuition and fees (first semester tuition and dormitory advance payment, various fees) will be refunded later only if you decline admission by following the prescribed procedures of the university within the following period. However, applications made after the deadline will not be accepted.

[April enrollment] March 31, 2025 (Mon), [September enrollment] September 20, 2025 (Sat)

*Refer to P.49 for details on the higher education scholarship support system.

April Enrollment Payment for Enrollment Procedure Fees

Application Type	Round	Final Results Notification	Payment Periods Enrollment Procedure Fees		
			Start Date	Deadline	
				First Stage	Second Stage
Admissions by Activity Evaluation	Round 1	November 1, 2024 (Fri.)	November 2, 2024 (Sat.)	The next day until November 11 (Mon.)	The next day until January 27 (Mon.)
	Round 2	December 12, 2024 (Thu.)	December 13, 2024 (Fri.)	The next day until December 23 (Mon.)	
	Round 3	February 6, 2025 (Thu.)	February 7, 2025 (Thu.)	The next day until February 17 (Mon.)	The next day until February 28 (Fri.)
Admissions for Returnee Students	Round 1	November 1, 2024 (Fri.)	November 2, 2024 (Sat.)	The next day until November 11 (Mon.)	The next day until January 27 (Mon.)
	Round 2	January 30, 2025 (Thu.)	January 31, 2025 (Thu.)	The next day until February 10 (Mon.)	The next day until February 28 (Fri.)
Admissions for International Baccalaureate (IB) Diploma Students	Round 1	January 30, 2025 (Thu.)	January 31, 2025 (Thu.)	The next day until February 10 (Mon.)	The next day until February 28 (Fri.)
2nd, 3rd year Transfer	Round 1	December 12, 2024 (Thu.)	December 13, 2024 (Fri.)	The next day until December 23, 2024 (Thu.)	The next day until January 27 (Mon.)

September Enrollment Payment for Enrollment Procedure Fees

Application Type	Round	Final Results Notification	Payment Periods Enrollment Procedure Fees		
			Start Date	Deadline	
				First Stage	Second Stage
Admissions by Activity Evaluation	Round 1	November 1, 2024 (Fri.)	November 2, 2024 (Sat.)	The next day until November 11 (Mon.)	The next day until February 28 (Fri.)
	Round 2	December 12, 2024 (Thu.)	December 13, 2024 (Fri.)	The next day until December 23 (Mon.)	
	Round 3	February 6, 2025 (Thu.)	February 7, 2025 (Fri.)	The next day until February 17 (Mon.)	The next day until March 31 (Mon.)
	Round 4	May 8, 2025 (Thu.)	May 9, 2025 (Fri.)	The next day until May 19 (Mon.)	The next day until June 26 (Thu.)
Admissions for Returnee Students	Round 1	November 1, 2024 (Fri.)	November 2, 2024 (Sat.)	The next day until November 11 (Mon.)	The next day until February 28 (Fri.)
	Round 2	January 30, 2025 (Thu.)	January 31, 2025 (Fri.)	The next day until February 10 (Mon.)	The next day until March 31 (Mon.)
	Round 3	May 8, 2025 (Thu.)	May 9, 2025 (Fri.)	The next day until May 19 (Mon.)	The next day until June 26 (Thu.)
Admissions for International Baccalaureate (IB) Diploma Students	Round 1	January 30, 2025 (Thu.)	January 31, 2025 (Fri.)	The next day until February 10 (Mon.)	The next day until March 31 (Mon.)
	Round 2	May 8, 2025 (Thu.)	May 9, 2025 (Fri.)	The next day until May 19 (Mon.)	The next day until June 26 (Thu.)
2nd, 3rd year Transfer	Round 1	December 12, 2024 (Thu.)	December 13, 2024 (Fri.)	The next day until December 23 (Mon.)	The next day until February 28 (Fri.)
	Round 2	May 8, 2025 (Thu.)	May 9, 2025 (Fri.)	The next day until May 19 (Mon.)	The next day until June 26 (Thu.)

(3) Submission of Enrollment Documents

Details about enrollment documents can be found in the “Handbook of Enrollment Procedures” which will be sent to

Enrollment Semester	Submission Period (Documents must be postmarked by the final date of the period)
April 2025 Enrollment	February 10th (Mon) - March 11th (Tue), 2025
September 2025 Enrollment (Passing before February 2025)	February 10, 2025 (Mon) - April 30, 2025 (Wed)
September 2025 Enrollment (Passing after May 2025)	June 13, 2025 (Fri) - June 26, 2025 (Thu)

* If you are sending your enrollment documents directly to APU from anywhere outside Japan, you are advised to send them by the last day of the relevant submission period given above by registered mail, DHL, EMS, Fed EX or other services that keep a record of sending and delivery.

The original graduation certificate is required for the enrollment procedure (please be sure to submit it by the deadline). If you are late, you will not be admitted.

(4) Dormitory entrance procedures (only for dormitory residents)

Applicants wishing to enroll in the AP House dormitory must complete the payment of the specified advance dormitory fee within the following period and complete the admission procedures for the university. Enrollment into AP House is permitted only if both the advance dormitory fee payment and university admission procedures are completed. No enrollment procedures, either for the dormitory or the university, will be accepted after the specified period. For an overview of AP House, please refer to the website: <https://www.apumate.net/exploring/campuslife/aphouse/>

If you have any questions about the dormitory or concerns about life, please do not hesitate to contact the following:
 Ritsumeikan Asia Pacific University AP House Office
 Email: aph-mi@apu.ac.jp
 Tel. 0977-78-1901 (9:00-17:30 excluding weekends and holidays)

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8. Student Fees, dormitory fees, and other fees

The annual tuition fee amount is calculated by combining “Tuition A (common for all year levels)” with “Tuition B (varies depending on year level)”. The information shown below applies to all the Colleges.

(1) AY2025 Admission Fee and Tuition Fee and dormitory fees

① First year Student fees (tuition)

	Admission Fee	Tuition Fee				Total Fees (Admission Fee included)
		First Semester*		Second Semester*		
		Tuition A	Tuition B	Tuition A	Tuition B	
1st year students	200,000yen	380,000yen	270,000yen	380,000yen	270,000yen	1,500,000yen
Transfer Students	200,000yen	380,000yen	370,000yen	380,000yen	370,000yen	1,700,000yen

*First semester = April to September for April enrollees ; September to March for September enrollees

Second semester = September to March for April enrollees ; April to September for September enrollees

② Yearly tuition (estimated) until graduation for students enrolling in 2025 * For all undergraduate colleges

	First year	Second year	Third year	Fourth year
1st year students	1,300,000yen	1,500,000yen	1,500,000yen	1,500,000yen
2nd year students	—	1,500,000yen	1,500,000yen	1,500,000yen
3rd year students	—	—	1,500,000yen	1,500,000yen

*Current tuition may be reviewed by changing social conditions.

*Not including admission fee and miscellaneous membership fees.

③ AP House Entrance Fee and Dormitory Fee

If the first-year education dormitory AP House is desired at the time of application, it can be occupied for about one year from admission (about two years for third-year students). One out of nine domestic students resides in the dormitory. For details of procedures, please refer to the admission procedure guidelines.

① AP House Entrance Fee payment period……Second enrollment procedure payment period for each entrance examination method

② AP House Entrance Fee……234,000yen(April admission/September admission)

Applicable to April enrollees, September enrollees, dormitory fee reduction recipients (Including AP House Entrance Fee users)	
Moving-in Fee	32,000yen
Security Deposit ^{*1}	98,000yen
Rent of April & May (2 months) ^{*2}	104,000yen
total	234,000yen

*1 Security Deposit is required for living in the dormitory. If you fail to pay dormitory fees, or if repairs for intentionally caused damage are necessary, the deposit will be used to cover those costs. Any remaining balance will be refunded.

*2 Rent of April & May (2 months) : This includes April or September rent (52,000 yen) and May or October rent (52,000 yen). As this fee is based on the New AP House rent fee, if you are going to reside in AP House 1 or 2, the difference will be deducted.

③ Dormitory fee……AP House 1 and 2: 50,000 yen per month

AP House 5: 52,000 yen per month

*Since dormitory buildings are assigned by lottery, we do not accept requests for dormitory buildings.c

④ Miscellaneous Membership Fees for students enrolling in 2025 * For all undergraduate colleges

APU Domestic Students' Parent and Family Association (payment for period of enrollment)	APU Alumni Association Lifetime Membership (one-time payment)	Total
20,000yen	20,000yen	40,000yen

• **APU Domestic Student Support Association**

The aims of APU Domestic Students' Parent and Family Association are 'to assist the development and enhancement of university programs and promote friendly exchange amongst members, through support for APU's educational activities and various cultural events.' The association holds social gatherings and offers student support.

This organization consists of parents and other members of domestic students (excluding those who wish to enroll with a "Student" residence status).

Starting in 2024, we will no longer send postcards informing students about upcoming meetings, and will instead post information on the Supporters' Association website and Instagram. Information about upcoming meetings will be posted on the "What's New" section of the website and on Instagram around mid-April each year. Please check the Supporters' Association website and Instagram when it is time to announce the details.

• **APU Alumni Association**

Aiming "to promote the development of Ritsumeikan Asia Pacific University and to foster friendly relations amongst its members", the APU Alumni Association extends associate membership to current (pre-graduation) APU students. Paid members of the Association gain access to APU's global alumni network through tools such as online alumni search and member messaging services. For information on the activities of the APU Alumni Association, please visit the "APU Alumni Association" website.

(2) **Payment schedule for tuition and fees after enrollment**

Items	Payments Deadlines	
	April Enrollment	September Enrollment
<ul style="list-style-type: none"> • Admission Fee • First Semester Tuition A & B • APU Domestic Student Support Association Fee • Parents Association Membership Fee • APU Alumni Association Lifetime Membership Fee 	Before enrollment	Before enrollment
*Second Semester Tuition A & B	November 30, 2025	May31,2025

*If the payments deadlines fall on a holiday of a financial institution, the payments deadlines will be the next business day.

(3) **Earning credits in excess of the minimum required for graduation**

Students who exceed the minimum number of years required for graduation beyond will be charged one half of Tuition A plus per-credit tuition for every credit for which they register (22,500 yen x number of credits) .

9.Scholarship

APU administers a variety of scholarship programs and scholarships offered by an organization such as Japan Student Services Organization and local government organizations. Each of these scholarships differ in terms of its aims, eligibility, award amounts, application systems and applications dates. Please apply after carefully checking the details of each scholarship programs and creating a solid financial plan for your student life.

(1) Our University's Unique Scholarship System

① Domestic Students Academic Excellence Scholarship

This scholarship is awarded to admitted students who are motivated to embody the APU 2030 Vision with high English proficiency and have the knowledge, skills, reasoning, judgement, expression, initiative, and capacity to collaborate with individuals from diverse backgrounds as mentioned in the Admission Policy.

Eligible entrance examinations : April and September 2025 admissions (first year students)

*Transfer entrance examinations are not eligible.

Number of students accepted : Up to 37 (previous academic year result)

Amount : Equivalent to the full amount of tuition

Period of allowance : Four years (subject to a continuing review each semester)

Payment method : Allocated to the amount of tuition payment

Application method : Applicants must declare their intention to receive the scholarship when applying for the entrance examination.

Results : Applicants will be selected based on their application documents and entrance examination results, in addition to a comprehensive review of their English language proficiency, and will be notified at the same time as the announcement of entrance examination results.

*This cannot be provided in conjunction with the Domestic Student Financial Support Tuition Exemption (Sudden Change in Household Income).

② Domestic Students Tuition Reduction

This is a financial support scholarship which students can apply for after enrolling in APU. Provided independently by APU, the scholarship involves raising the value of the tuition reduction provided under the Japan Student Services Organization Scholarship Grant (hereafter the "JASSO Scholarship Grant") to 50% of APU tuition. You can apply for the scholarship even if you are not eligible to apply for the JASSO Scholarship Grant

Eligibility : Students selected to receive the JASSO Scholarship Grant.

Students ineligible to apply for the JASSO Scholarship Grant (such as those whose status of residence is Family Member, those for whom more than two years have elapsed between high school graduation and university entrance, etc.).

*Students who do not meet the selection criteria for the JASSO Scholarship Grant because their household income exceeds the limits set by JASSO, etc. are not eligible for this scholarship.

Value : Up to the equivalent to 50% of tuition

*Please note that, students receiving a tuition reduction under the JASSO Scholarship Grant will receive only the difference between the value provided under this grant and the value of 50% of tuition: JASSO Scholarship Grant + APU Domestic Students Tuition Reduction = 50% of tuition

Term of award : Maximum 4 years (within the minimum period of study)

*Continuation review is conducted (once a year for academic and household finances)

Payment method : The scholarship amount will be offset against tuition fees when tuition fees are billed.

*Please note that in the semester when payments begin, recipients will need to pay the full semester tuition amount initially, with the amount of the scholarship refunded to them after scholarship awards are finalized (refunds are expected to be issued in mid-October for the Spring semester, and mid-February for the Fall semester).

Application method : Calls for applications are made after each enrollment period (April and October).
For more details, please wait for information to be provided after enrollment.

③ Dormitory Fee Reduction System

This 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). Individuals may apply after applying for admission as well as prior to applying for the dormitory. You must apply within the following period.

Eligible for Support	: Those wishing to move into APU House who have gone through the AY2025 domestic admissions process (first-year students who are new enrollees).
Application Qualifications	: Applied for the Japan Student Services Organization Benefit Scholarship Reservation Program and in receipt of a "Notification of Decision for Candidate Awarded a University Scholarship for AY2025 [Reiwa 7]". (This does not apply to those who are only granted loans) *High schools that do not have a reservation system are not eligible to apply.
Number of Awardees	: 60 *Note: we may not be able to make awards to all benefit scholarship recipients.
Details of Support	: Half of the monthly dormitory fee for AP House for 11 months will be exempted. For those enrolled in the fall, 11.5 months of tuition will be waived.
Application period	: Monday, December 2, 2024 - Friday, January 31, 2025 *Same for April and September enrollment
How to Apply	: Please see the application requirements published on APUmate, the applicant website.

④ Other APU Scholarships (details are subject to change without notice)

Name	Type	Eligibility	Awardees per year	Amount
ANDO Momofuku Award	Grant	① Outstanding academic record 500,000yen ② Distinguished performance in extracurricular activities	Up to 4	Up to 500,000yen
ANDO Momofuku Honor Prize	Grant	Students scheduled to graduate (students in their eighth semester) who have achieved outstanding performance in their studies and extracurricular activities and have positive goals for their future careers.	Up to 4	Up to 1 million yen
APU Academic Merit Scholarship	Grant	Students at each year level who have earned the prescribed number of credits and who have achieved the most outstanding grades in their respective colleges, years and semesters of enrollment for the semester concerned.	About 30 people	Up to 100,000yen
APU Incentive Scholarship for Self-Motivated Students	Grant	Individuals and groups that achieved outstanding results in self-motivated activities.	Within the limits of the budget	Up to 100,000yen for groups Up to 50,000yen for individuals
Domestic Students Financial Support Tuition Reduction	Grant	reduction For those facing hardship in continuation of their studies due to death or unemployment of their household's major breadwinner.	Up to 20	50% tuition reduction For
APU Domestic Student Support Association Tuition Support Scholarship Students	Grant	Children of members of the APU Club Domestic Students' Parents Association who are selected for a Domestic Students Financial Support Tuition Reduction.	Up to 20	200,000yen

(2) Scholarships Other Than Those of Our University

① Scholarships offered by private scholarship foundations / Scholarships offered by local government bodies

For details of how to apply for the JASSO scholarships, [please refer to the information contained in the "Handbook of Enrollment Procedures" sent to successful applicants.](#)

Loan-type scholarships

Category 1 Scholarship								
Kinds	Loan type, interest-free							
Amount	Support Scholarship	Maximum of 54,000yen						
	Students commuting from family home:	Sums available other than maximum : 20,000yen, 30,000yen, or 40,000yen						
Academic Standards Including combined loans	Students living away from family home:	Maximum of 64,000yen						
		Sums avail able other than maximum: 20,000yen, 30000yen, 40,000yen,50,000yen						
		The average grade point average for the last two years of high school is 3.5 or higher (including those who have passed the high school graduation qualification exam and are deemed to be equivalent to the above) or those who have passed the high school graduation qualification exam						
Loan Period	The minimum period of study from the loan start month until graduation.							
Category 2 Scholarship								
Kinds	Loan type with interest (interest-free during the period of study, maximum interest rate is 3%)							
Amount	You can choose from amounts ranging from 20,000 yen to 120,000 yen (monthly) in increments of 10,000 yen							
Upper limit of income	Number of people in household	Assumed household composition	(★) indicates households with salary income (annual income amount)			(★) indicates households with non-salary income (annual income amount)		
			1st Class	2st Class	Combined Loan	1st Class	2st Class	Combined Loan
	4	You, Parent 1 (★), Parent 2 (★*), High school student	880	1,309	826	613	937	566
<p>* The maximum monthly amount is only available if you meet the household income criteria for combined loans.</p> <p>* The above table is taken from the 2024 "Scholarship Guide" published by the Japan Student Services Organization.</p> <p>The amount is a guideline and will vary depending on the number of family members and household situation.</p>								
Loan Period	The shortest period of study from the month the loan is granted until graduation. Receipt of the loan can begin as early as two months after application is completed.							

*Emergency / temporary awards: There are systems in place to accept applications at anytime from students whose household finances have changed suddenly and unexpectedly.

〈 Grant-based Scholarship 〉

Japanese Government Higher Education Student Assistance Program (JASSO Scholarship Grant)

Eligibility	: Students who meet the standards prescribed by the Japan Student Services Association (JASSO) with regard to academic standards and household financial standards (please refer to the JASSO website for details).
Scholarship Details [no repayment required]	: ① Monthly stipend (value is determined by JASSO) ② Tuition reduction (maximum amount last academic was 700,000 yen) *Recipients of the JASSO Scholarship Grant are also eligible to receive the Domestic Students Tuition Reduction outlined above (application is required). In the event that the tuition reduction provided under the JASSO Scholarship Grant does not equal 50% of APU tuition, APU will cover the shortfall. In other words: Grant + APU Domestic Students Tuition Reduction = 50% of tuition. *In the semester when payments begin, recipients will need to pay the full semester tuition amount themselves by the payment deadline, with the amount of the scholarship grant refunded to them after awards are finalized (refunds are expected to be issued in mid-October for the spring semester, and mid-February for the fall semester). From the second semester onward, an amount equal to the scholarship value is deducted from invoices for payment of tuition fees. ③ Admission Fee (only for students whose scholarship grant payments commence in the month of enrollment)
Term of award	: Maximum of 4 years (or minimum period required to graduate) . *Dependent on eligibility screenings (academic standards, household financial standards) conducted each year.
Application method	: ① Apply for “pre-award” via your current senior high school, then complete full application procedures through APU when you enroll. ② Complete application procedures through APU after enrollment (there is also a system for accepting applications ad hoc from students whose household financial conditions change suddenly).
Announcement of results	: Scholarship grants begin in a minimum of two months after application procedures are completed.
Points to note	: Even if you have received notification that your “pre-award” application was successful (and you are therefore eligible for tuition reduction and admission fee exemption), you should go ahead and pay the enrollment procedure fees (admission fee, first semester tuition, association membership fees) by the required deadline. Procedures for tuition reduction and admission fee refund can only be completed after you are enrolled in APU. Please note that if you withdraw from enrollment in APU, you will no longer be eligible for this scholarship grant and your admission fee will not be refunded.

Japan student Services Organization website

<https://www.jasso.go.jp/shogakuin/>

② Scholarships offered by private scholarship foundations / Scholarships offered by local government bodies

- The content of each scholarship differs according to the scholarship foundation or local government body.
- Scholarships from these organizations will be listed on the Student Office website when APU is notified of a call for applications.

The above scholarship information is current as of April 2024.
Please see the Student Office website for the latest information.
https://www.apu.ac.jp/studentsupport/scholarship_tuition/domestic/

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The APU2030 Vision

APU Graduates possess the power to change our world.

In our global society of many different cultures and values, conflict and friction are bound to occur. APU strives to cultivate global citizens who will build a peaceful world by understanding and accepting cultural and historical differences. Fostering graduates with these abilities is at the core of APU's ideals of Freedom, Peace, and Humanity; International Mutual Understanding; and the Future Shape of the Asia Pacific Region.

APU Graduates will pursue freedom and peace with a deep respect for human dignity. By acting for the sake of both individuals and society, they can change the world.

Individuals who can change the world:

- Cooperate and overcome conflict through dialog for the benefit of society.
- Tolerate cultural differences and unfamiliar challenges.
- Create new values incorporating diverse perspectives and ideas.
- Envision their own goals and continue to grow as lifelong learners.

To cultivate such individuals, APU will:

- Further utilize its preeminently multicultural campus to immerse students in a Global Learning Community that provides them with opportunities to grow.
- Create a new Global Learning standard by pursuing internationally compatible education and research.
- Strengthen ties with its invaluable stakeholders, from the local community to alumni around the world, working together to design the University and its educational programs.

—Individuals who experience APU's unparalleled Global Learning Community will develop the power to change the world.

Shape your world



Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University
Admissions Office (Domestic)

1-1 Jumonjihara, Beppu City, Oita
Prefecture, 874-85771

[TEL] 0977-78-1120

[FAX] 0977-78-1199

[Mail] apumate@apu.ac.jp

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

APU Website
APUmate

