

Applying for an Admissions Examination/Interview with Special Accommodations

Those who require special accommodations when taking examinations/interviews for admission to APU owing to illness, injury, disability, or other reasons should apply to the Office of Domestic Admissions with the required documentation.

Please note that depending on the examination format and application content, in some cases it may not be possible to provide special accommodations. Applicants may be contacted with questions regarding the content of their application.

*Information pertaining to applications may be shared among the Office of Domestic Admissions, Academic Office, and other organs and used to plan and prepare special accommodations in the admissions process and after enrollment.

1. Documents required for application

Download the forms a) and b) below, fill in the required information, and submit them by the due date.

- a) 2024 Academic Year Ritsumeikan Asia Pacific University Support Application (both pages, original)
- b) 2024 Academic Year Ritsumeikan Asia Pacific University Medical Certificate for Special Accommodations (original)

*Must state the degree and circumstances of disability, etc., and the reasons why all the accommodations requested are essential.

*A medical certificate in a format other than APU's official form is also acceptable, provided it contains all the entries in the official form and was issued in or after April 2023.

*The format for item b) above differs depending on the type of disability. Please select the appropriate format out of Visual Impairment, Hearing Impairment, Movement/Nervous System Impairment, Developmental Disability, or Other Health Conditions.

2. Application Deadlines

Documents must reach APU at least two weeks prior to the start of the application period.

*In the event that you wish to request special accommodations in unforeseen circumstances after the application deadline (such as following a traffic accident, injury, or new illness), please contact the Admissions Office.

3. Submission of Applications

Send your application to the address below by postal mail.

*If applying from within Japan: Please go to a Post Office counter and send your documents by 'Simple Registered Express Mail' (速達・簡易書留郵便)

*If applying from outside Japan: Please use a method that keeps a record of the sending and delivery process, such as registered mail, DHL, EMS, or FedEx.

Special Accommodations in Admission Examinations/Interviews
Admissions Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita 874-8577
JAPAN

4. Procedure for Special Accommodations in Admission Examinations/Interviews

- (1) Submit your application documents by postal mail. The application review process may take some time, so please send your documents as early as possible. APU does not contact applicants to confirm receipt of applications.
- (2) APU will determine special accommodations based on a review of your application documents you submit. Depending on the degree of disability and the type of accommodation requests, in some cases you may be asked to submit extra documents in order for APU to conduct a complete review.
- (3) Once the accommodations are determined, APU will send a Special Accommodations Approval notice. This notice serves as official confirmation that your request for special accommodation has been granted.
- (4) To apply for admission to APU, please complete the separate application procedures as instructed in the Application Handbook within the designated application period.
- (5) When sending your application for admission, please enclose a copy of the Special Accommodations Approval notice issued by APU.

5. Important Notes

- (1) In some cases it may be impossible to make the accommodations requested in light of factors such as exam format and degree and nature of disability.
- (2) Accommodations will be determined in accordance with applications, but APU may also determine and notify applicants of other accommodations that are necessary in order to conduct the examination/interview (such as providing a separate examination room for applicants requesting extra time in an examination) or that will be substituted in the event that it is impossible to make the requested accommodations.
- (3) APU may decline requests to alter examination/interview dates, venues, college/department preferences, and other such information entered in the application form.
- (4) Please be sure to notify the APU Admissions Office if you intend to cancel your application or be absent from an examination/interview.

Inquiries:

Admissions Office

Ritsumeikan Asia Pacific University

Telephone: 0977-78-1120 (9:00-17:30; closed Saturdays, Sundays, and national holidays)

Email : apumate@apu.ac.jp