

Pre-Screening of Eligibility for Application (Admission as a First Year Student)

Admissions Office
Ritsumeikan Asia Pacific University

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.

If you have any questions or concerns regarding the pre-screening process, please contact the Admissions Office (telephone +81-977-78-1120; e-mail apumate@apu.ac.jp).

1. The Pre-screening System

(1) Individuals who require pre-screening

Those who are applying for first year admission and are unsure whether or not they fulfill application eligibility criteria as prescribed by APU, or individuals that will **not** have reached the age of 18 by the time of enrollment.

2. How, where and when to apply for pre-screening

Refer to the table on page 2 and send required documents as attachments by email.

Please make sure to password protect the attachments and inform us of the password in the following email.

Please submit to: apumate@apu.ac.jp .
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When to apply: Your pre-screening documents must be received by APU at least 10 days before the first day of the period for each application type with which you intend to apply.

3. Pre-screening process and notification of outcome

The pre-screening will be conducted using the documents you have submitted. You will be sent an email of the outcome of the pre-screening regardless of whether or not your eligibility has been recognized. The notification will be sent roughly two weeks after we receive your documents.

4. Pre-Screening documents

When applying for pre-screening, please refer to (1) and (2) below and submit all applicable documents.

(1) **Documents for pre-screening application** ('C' = compulsory – must be submitted by all pre-screening candidates; 'D' = discretionary – only needs to be submitted if applicable to your specific case)

1	Request for Pre-Screening of Eligibility for Application	C
2	Educational History Sheet	C
3	Academic transcripts (*1)	C
4	Certificate of graduation (or prospective graduation)	C
5	Curriculum chart of institution attended	C
6	Country/region specific documents	D
7	Proof of enrollment period	D

(2) Notes on documents 1 to 7

1 – Request for Pre-Screening of Eligibility for Application

[Must be submitted by all pre-screening applicants]

Please complete all required fields on the form.

2 – Educational History Sheet

[Must be submitted by all pre-screening applicants]

Please complete all required fields on the form.

As for the e-mail address, please write an address to which APU can send any questions that may arise in the course of your pre-screening.

3 – Academic transcripts

[Must be submitted by all pre-screening applicants]

Please submit transcripts of academic grades / results for the entire period corresponding to the first to third years of senior high school under the Japanese education system.

* For academic transcripts and other official certificates, please attach either the originals, or certified true copies provided by the issuing institution.

* If you have completed a regular course of study in less than the standard number of years for completion due to grade skipping or accelerated graduation, but the details (year level, reason, etc.) are not stated on your transcript, please submit a separate document attesting to these details and issued by the institution in question.

*Please include transcripts for any time spent studying in Japanese senior high schools (even if you also completed a three year program at a non-Japanese senior high school).

*If you were only enrolled for a short time and no transcript was issued, please submit documentation that states the period for which you were enrolled.

*If it is not customary to issue transcripts in the country/region in which you received your

education, as a substitute please submit reports assessing your scholastic performance at each year level (i.e. school reports consisting of comments from your teachers and indicating the year level to which they pertain).

4 – Certificate of graduation (or prospective graduation)

[Must be submitted by all pre-screening applicant]

Please submit a document that shows you are expected to graduate from a school which corresponds to senior high school in Japan.

5 – Curriculum chart of institution attended

[Must be submitted by all pre-screening applicants]

Please submit a school prospectus or other documentation that states the programs/departments/courses offered by the school at which you are/were enrolled, and their curricula, standard number of years for completion, number of class hours, credit requirements and graduation requirements.

6 – Country/region specific documents

If you have graduated or are scheduled to graduate from a school using an education system of a country/region other than Japan, and have taken an examination normally required for admission to university, please submit a transcript or statement of results for the examination(s) you have taken.

Examples:

Education System/Country	Examinations for which transcript/statement submission is required
Abitur	Abitur
Baccalauréat	Baccalauréat
GCE-A Level	Statement of results for GCE Advanced Level (Local/International)
International Baccalaureate (IB)	Statement of results for IB final examinations in all 6 subjects (Full Diploma if passed) or IB Predicted Grades*
United States of America	Test score for either the SAT, ACT, or GED
United Kingdom	Statement of results for GCSE and/or GCE A levels
Australia, Canada	Statement of results for standardized examinations operated by each state/province (for those states/provinces where such examinations are conducted)
Singapore	Statement of results for GCE Ordinary Level and/or GCE Advanced Level
New Zealand	NCEA Level 1, 2, 3

*If you are going to submit IB Predicted Grades, please use the fill-in form and submit it.

Also you will be asked to submit the Final Grades by your entry to APU.

7 – Proof of period of enrollment

If you are going to apply using the “Pathway for Returnee Students” method, please submit documents which show your enrollment at schools outside of Japan meet the minimum time required. Please note that if your enrollment time at a single/multiple school meets the required enrollment time for schools outside of Japan, you do not need to submit ‘proof of period of enrollment’ from any other additional schools. Proof of enrollment period forms can be produced by schools, or applicants may use the fill-in form.

5. Important notes

(1) Submission of pre-screening documents

* You will need to submit the original transcripts when actually applying for admission to APU.

*We will not accept applications that do not contain all documentation required for pre-screening. If you have any questions regarding your documentation or if the institution issuing the documents is unable to prepare them in time for the pre-screening deadline, please contact the Admissions Office before you submit your pre-screening request.

*If any of the information you supply is found to be untrue or to involve any dishonesty or fraud, your eligibility for application will be cancelled even if you have already passed the pre-screening.

(2) Assessment of eligibility for application in cases where application conditions include ‘language proficiency’

The ‘Pre-screening of Eligibility for Application’ assesses candidates’ eligibility in terms of educational history only. Therefore, individuals deemed eligible at the pre-screening stage will still need to submit proof of language proficiency (language proficiency examination completion certificate, statement of results in a standard public examination, etc.) during the actual application process.

6. Inquiries

Admissions Office, Ritsumeikan Asia Pacific University.

Telephone: +81-977-78-1120 E-mail: apumate@apu.ac.jp

*We accept telephone inquiries between 9:00 a.m. and 5:30 p.m. on weekdays Japan time.