

## Pre-Screening of Eligibility for Application(Transfer Students)

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](mailto:apumate@apu.ac.jp)).

### 1. The Pre-screening System

#### (1) Individuals who require pre-screening

Those who are applying for transfer admission and are unsure whether or not they fulfill the application eligibility criteria prescribed by APU.

#### 2. How 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: <a href="mailto:apumate@apu.ac.jp">apumate@apu.ac.jp</a> .
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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.

\*There may be instances when individuals applying for transfer enrollment at the third year level are deemed eligible for application at the second year level.

#### 4. Pre-Screening documents

When applying for pre-screening, please refer to the following table 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)

Application Type  Document		Second or Third Year Transfer					
		Type of higher education institution attended					
		Institution within Japan			Institution outside Japan		
		University	Junior College	Vocational College(*1)	University	Junior College	Vocational College
1	Request for Pre-Screening of Eligibility for Application	C	C	C	C	C	C
2	Educational History Sheet	C	C	C	C	C	C
3	Academic transcripts	C	C	C	C	C	C
4	Documentation verifying the number of credits required for graduation and other graduation requirements	C	C	C	C	C	C
5	Documentation verifying academic degree(s)	D	D	D	D	D	D
6	Copy of course/subject registration record	D	D	D	D	D	D
7	Certificate of graduation (or prospective graduation)	D	D	D	D	D	D
8	Documentation verifying overall number of class hours or credits earned	–	–	D	–	–	–

\*1 The term ‘vocational college’ in Japan refers to a College of Technology or the specialist course of a vocational school that fulfils the conditions prescribed by the Minister for Education, Culture, Sports, Science and Technology, Government of Japan.

## (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.

If you are seeking to apply for second or third year transfer, please provide information on the degree or qualification you obtained (or are scheduled to obtain) from the higher education institution you attended, the number of credits required for this degree or qualification, the number of credits you have already earned, and the number that you are currently taking.

### 3 – Academic transcripts

[Must be submitted by all pre-screening applicants]

Please submit transcripts indicating your grades for each semester/term in which you were enrolled in an institution of higher education.

### 4 - Documentation verifying the number of credits required for graduation and other graduation requirements [compulsory only for transfer enrollment pre-screening applicants]

Please submit documents that state the number of credits required for graduation and any other prerequisites for graduation. A school pamphlet or webpage that clearly shows this information is acceptable.

### 5 – Documentation verifying academic degree(s) [compulsory only for pre-screening applicants who have received a degree/are expected to receive a degree]

Please submit a document issued by the institution of higher education at which you are/were enrolled that states the name(s) of the academic degree(s) that the institution awards upon graduation or completion. You do not need to submit this document if the degree that was (or will be) awarded and the course in which you are (or were) enrolled is listed on your academic transcripts.

### 6 – Copy of course/subject registration record [compulsory only for pre-screening applicants who are expected to graduate]

If you intend to apply for transfer entry and are scheduled to graduate or complete your course soon, please provide a copy of a registration record that lists the courses/number of credits which you are currently taking, or a 'statement of course registration'.

### 7 – Certificate of graduation (or prospective graduation) [compulsory only for pre-screening applicants who are expected to graduate]

Transfer enrollment pre-screening applicants:

If you are enrolled at a university that does not issue certificates of prospective graduation, please submit a proof of enrollment (or enrollment period). If you are/were enrolled at an institution of higher education outside Japan and your (scheduled) date of graduation and period of enrollment are listed on your academic transcripts, there is no need to submit a separate

certificate of (prospective) graduation.

8 – Documentation verifying overall number of class hours or credits earned [compulsory only for pre-screening applicants who have completed/are expected to complete a vocational school program]

Please submit a document issued by the vocational school at which you are/were enrolled that verifies that the specialized course entails a standard completion period of at least two years and that at least 1,700 class hours are required for completion or that at least 62 credits are earned.

## 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.