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APU

Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University

Handbook of Enrollment Procedures

入学手続要項

[2027 April / September]

[2027年度4月・9月入学]

Japanese/Domestic Applicants

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INQUIRIES(Click here)

1.Enrollment Procedure Schedules

April 2027 Enrollment Procedure Schedules

Category	Application Type	Application Round	Final Results Announcement	Payment Period for First Installment of Enrollment Procedure Fees	•Payment Period for Second Installment of Enrollment Procedure Fees •Registration of Online Enrollment Procedures	Submission Period for Enrollment Documents *Postmark Valid
Admissions for Comprehensive Selection	Admissions by Activity Evaluation	1st	Nov 2, 2026(Mon)	*1～Nov 12(Thu)	*1～Jan 22(Fri)	*1～Mar 11(Thu)*2
		2nd	Dec 11, 2026(Fri)	*1～Dec 21(Mon)		
		3rd	Jan 22, 2027(Fri)	*1～Feb 2(Tue)	*1～Feb 22(Mon)	
	Admissions for Returnee Students	1st	Nov 2, 2026(Mon)	*1～Nov 12(Thu)	*1～Jan 22(Fri)	
		2nd	Jan 22, 2027(Fri)	*1～Feb 2(Tue)	*1～Feb 22(Mon)	
Admissions by School Recommendation	Admissions by School Recommendation (IBDP)	1st	Jan 22, 2027(Fri)	*1～Feb 2(Tue)	*1～Feb 22(Mon)	
	Admissions by School Recommendation (Designated Schools)	1st	Dec 1, 2026(Tue)	*1～Dec 11(Fri)	*1～Jan 22(Fri)	
		2nd	Jan 7, 2027(Thu)	*1～Jan 18(Mon)	*1～Feb 22(Mon)	
	Admissions by School Recommendation (Affiliated Schools)	1st	Jan 22, 2027(Fri)	*1～Feb 2(Tue)		
	Admissions by School Recommendation (Partner Schools)	1st				
General Selection(Paper test)	Common Test Methods Expect the March Admissions		Feb 17, 2027(Wed)	*1～Mar 1(Mon)	*1～Mar 23(Tue)	*1～Mar 11(Thu)*2
	February Admissions (3 subject)					
	Common Test Method 2 subjects＋Data Analysis		Feb 20, 2027(Sat)			
	English-Focused Method					
	Common Test Combined Method (3 subjects)					
	Common Test + Interview Method		Mar 17, 2027(Wed)	*1～Mar 23(Tue)		*1～Mar 23(Tue)*2
	Common Test Method (March Admissions)					
	March Admissions					
2nd 3rd Transfer admission• Second Bachelor's Degree admission		1st	Nov 2, 2026(Mon)	*1～Nov 12(Thu)	*1～Jan 22(Fri)	*1～Mar 11(Thu)*2

*1 The day after the results announced

*2 Only graduation certificates, transcripts, etc. will be accepted until March 20 (Sat) if the application is submitted within the prescribed period.

September 2027 Enrollment Procedure Schedules

Category	Application Type	Application Round	Final Results Announcement	Payment Period for First Installment of Enrollment Procedure Fees	•Payment Period for Second Installment of Enrollment Procedure Fees •Registration of Online Enrollment Procedures	Submission Period for Enrollment Documents *Postmark Valid
Admissions for Comprehensive Selection	Admissions by Activity Evaluation	1st	Nov 2, 2026(Mon)	*1～Nov 12(Thu)	*1～Feb 22(Mon)	*1～Jun 25(Fri)
		2nd	Dec 11, 2026(Fri)	*1～Dec 21(Mon)		
		3rd	Jan 22, 2027(Fri)	*1～Feb 2(Tue)	*1～Mar 31(Wed)	
		4th	Apr 26, 2027(Mon)	*1～May 7(Fri)	*1～Jun 25(Fri)	
	Admissions for Returnee Students	1st	Nov 2, 2026(Mon)	*1～Nov 12(Thu)	*1～Feb 22(Mon)	
		2nd	Jan 22, 2027(Fri)	*1～Feb 2(Tue)	*1～Mar 31(Wed)	
		3rd	Apr 26, 2027(Mon)	*1～May 7(Fri)	*1～Jun 25(Fri)	
Admissions by School Recommendation	Admissions by School Recommendation (Designated Schools)	2nd	Jan 7, 2027(Thu)	*1～Jan 18(Mon)	*1～Feb 22(Mon)	
	Admissions by School Recommendation (IBDP)	1st	Jan 22, 2027(Fri)	*1～Feb 2(Tue)	*1～Mar 31(Wed)	
		2nd	Apr 26, 2027(Mon)	*1～May 7(Fri)	*1～Jun 25(Fri)	
	Admissions by School Recommendation Fall•Designated Schools	1st	Apr 26, 2027(Mon)	*1～May 7(Fri)		
2nd 3rd Transfer admission• Second Bachelor's Degree admission		1st	Nov 2, 2026(Mon)	*1～Nov 12(Thu)	*1～Feb 22(Mon)	
		2nd	Apr 26, 2027(Mon)	*1～May 7(Fri)	*1～Jun 25(Fri)	

*1 The day after the results announced

*2 Only graduation certificates, transcripts, etc. will be accep ted until August 24 (Tue) if the application is submitted within the prescribed period.



[General Process Before Enrollment]

[Schedule]

Deadline for submission of each method (Check P2 and 3)

[April] March 20th onwards [September] September 10th onwards

[April] March 20th onwards [September] September 10th onwards

[April] March 20th onwards [September] September 10th onwards

[April] April 1st [September] September 24th

Announcement of Results

▼

Log in to the Online Enrollment Procedures system, "My APU Students." https://www.apumate.net/en/goukaku/

▼ After 13:00(JST) the day after results

①Payment of Enrollment Fees (First and Second Installments) P8

Payment slips, etc. will not be mailed separately. Please complete the payment procedure in the online system. Payment shall be made by 23:59 on the last day of the payment period. If the payment is made through a financial institution counter, the payment receipt must be stamped by the financial institution on the last day of the payment period at the latest.

[First Installment] Admissions Fee ▶ [Second Installment] Tuition and Miscellaneous Membership Fees

AP House residents only

Payment of "AP House Entrance Fee"

②Registration of Online Enrollment Procedures P10~

③Submission of Enrollment Documents P12~

▼

Completed! *If there are any deficiencies in the submitted documents or registered information, APU (domestic@apu.ac.jp) may contact the successful applicant by email. For details, please see the next page.

▼

AP House residents only **Entering AP House** ・AP House has set move-in dates. P16~

Only if applicable **Entering AP House** ・If you are planning to move to a new location upon entering the school, we recommend that you move in before the placement test to get used to your new environment. P39

▼

〈Eligibility〉 First-year enrollees, second-year transfer enrollees

Class Placement Tests

For Japanese-basis enrollees
→English language placement test

For English-basis enrollees
→Japanese language placement test

P35

▼ Your account information (ID and password) required after enrollment will be provided through the online enrollment procedures system, "My APU Students."

Participation is required

New Student Orientation Seminars

Important information and guidelines for student life, as well as essential instructions on course registration, will be provided. P34

▼

Entrance Ceremony P36

▼

Classes Begin

2.Before starting the enrollment procedures

【Contents】



Confirming enrollment procedures | AP House dormitory information | Preparations before enrollment | Student life after enrollment | Checking frequently asked questions

【Rule】

(1)The President will grant enrollment permission to successful applicants who have completed all of the enrollment procedures outlined in "①. Registration of Online Enrollment Procedures" "②. Enrollment Procedure Fee Amounts," and "③. Submission of Enrollment Documents. Please note that you will not be permitted to complete the enrollment procedures after the designated period has elapsed.

(2)If the necessary procedures have not been completed, or if it is determined that you are ineligible to enroll, for example, due to being unable to graduate from high school or unable to acquire the necessary credits in the case of transfer or re-enrollment, you will not be permitted to enroll.

(3)The deadline for payment of the installment of enrollment procedure fees is 11:59 PM (Japan Time) on the due date. For payments made through a financial institution, the date of the bank stamp will be regarded as valid.

(4)The Admission Fee will not be refunded under any circumstances.

【Notes】

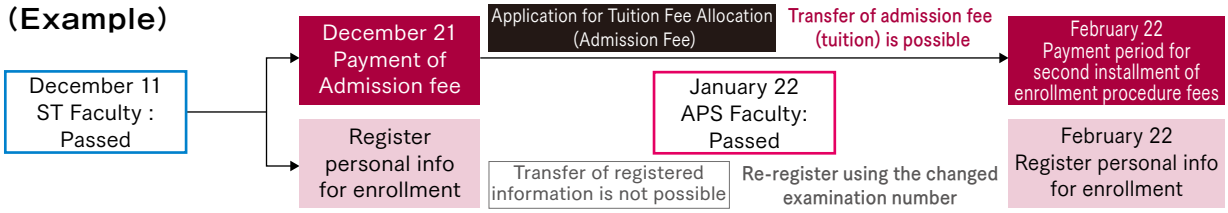
(1)Procedures when you are accepted for multiple application types

If you used multiple application types for admission to APU and were successful in two or more of them, choose one of the types and complete the enrollment procedures specified for your chosen type.①"Payment of enrollment fees" ②"Registration of personal information for enrollment" ③"Submission of enrollment documents" must all be done using the same examination number. If different examination numbers are used, the enrollment procedure will not be considered complete. **Please note that information cannot be transferred between application numbers in the Online Enrollment Procedures System so please re-register your personal information under the chosen application number.**

(2)Regarding the appropriation of payment made during enrollment procedures

It is possible to re-assign (transfer) enrollment procedure fees you have paid previously to APU to cover enrollment procedure fees under a different application type. Please download the “Request for Fee Appropriation” form from the successful applicants’ website. Since information cannot be transferred between application numbers in the Online Enrollment Procedures System, please re-register your personal information under the new application number.

(Example)



*Tuition cannot be transferred between Ritsumeikan Asia Pacific University and Ritsumeikan University.
*Once you have submitted the "Application for Allocation of Payment Upon Admission Procedures Form" you cannot cancel or change the application.

〈Format〉	Download from the successful applicants’ website (Form A)
〈Submission〉	Mail: apumate@apu.ac.jp
〈Submission Deadline〉	It depends on the date of the admission results announcement. Please apply by the enrollment procedure deadline for the application number to which the payment will be applied.

3. Process up to completion of enrollment procedures (details)

1 Access the Successful Applicants' Website and Online Enrollment Procedures System

The successful applicants' website provides the latest information related to enrollment and also offers access to the Online Enrollment Procedures System. You can log in to the system **from 13:00 (JST) on the day following the announcement of the results.**

For Successful Applicant https://www.apumate.net/en/goukaku/

Login information	Account Number Format [7+(1 for April Enrollee/2 for September Enrollee)+Application Number)] ex.)Application No.:10011001 April Enrollee→7110011001 September Enrollee→7210011001

Preparation

Preparation for personal information registration

- Address information of the person and their parents, vaccination history
- An email address of enrolling student
  ★We recommend using an email address that provides notifications on your smartphone or other device when you receive emails.
  ★Attention: Those who used a parent's email address or a high school-issued email address at the time of application should take special care (see P.10).
- Photo data to be used on student ID cards (see P.11)

Preparation of enrollment procedure documents

- Official documents such as a certificate of residence or passport to verify the registered personal information for enrollment procedures

The enrollment procedure fees

- The payment deadline varies depending on the date of admission results announcement. For details on payment, please see pages 2 and 3.

System requirements

The following system environment is necessary to proceed with the registration.

Check Your Internet Connection
Prepare a computer, tablet, smartphone, or other device with a stable Internet connection, and complete the procedures.

▼ Recommended Browser Versions
Even when using one of the recommended environments below, some devices may not operate properly.
【Windows】Google Chrome, Mozilla Firefox, Microsoft Edge 【MacOS】Safari 【iOS】Safari 【Android】Google Chrome
* Supported OS versions are based on the versions supported by Microsoft, Apple, and Google.
* The latest versions of the browsers available for each OS are supported.

▼Other Required Software
To view the address label in PDF format, Adobe Acrobat Reader (free of charge), provided by Adobe Systems, is required.

* Check Your Printing Environment
  You will need access to an environment where you can print the PDF file of the address label.
  If you do not have a printer at home, please make sure in advance that you have access to a printing service, such as a convenience store.

2 Payment of Enrollment Procedure Fee Amounts

〈Payment Methods〉
Payments can only be made through the Online Enrollment Procedures System. Please select a payment method and make payment within the designated period. In addition to the payment, a separate payment fee is required.

〈Notes〉
- Even if you have received a notice of advance acceptance for the Japan Student Services Organization (JASSO) scholarship, you must pay all of the fees due at the time of admission procedures by the deadline.
- Procedures for the admission fee and tuition fee reduction will be conducted after enrollment.

3 Registration of personal information

Enrollment procedure will be conducted through the Online Enrollment Procedures System. The registered information will be used for various notifications before enrollment and for information coordination after enrollment. As we may contact you at the registered email address, please register an email address through which we can contact you directly.

4 Submission of Enrollment Documents

Submission of documents such as a high school graduation certificate or personal identification is required to verify the information registered online.

Case ❶ When all required documents can be submitted together

Resident certificate or other documents of the prospective student + High School Graduation Certificate → in Standard envelope

Case ❷ When a graduation certificate has already been submitted

Resident certificate or other documents of the prospective student → in Standard envelope

+

・High School Graduation Certificate→ Enter the submitted documents in the application form Registration Form: https://forms.office.com/r/JmcP8ypN4c

Original documents submitted at the time of application may be partially reused for enrollment procedures.
〈Reusable documents〉①High School Graduation Certificate (original) ②Transcript (Only if final grades are submitted at the time of application)③Certificate for Students Achieving the Proficiency Level of Upper Secondary School School Graduate (Certificate or original results transcript)④(If direct submission was requested at the time of application) A copy of the International Baccalaureate (IB) Diploma and an official transcript of grades for the six subjects in the final examinations

〈Notes〉 ・Applicants for the general selection process must resubmit the certificate even if it has already been sent at the time of application.
・Please submit the original of the "Certificate of Expected Graduation" when applying.

Case ❸ When the graduation certificate is delayed due to circumstances at the high school

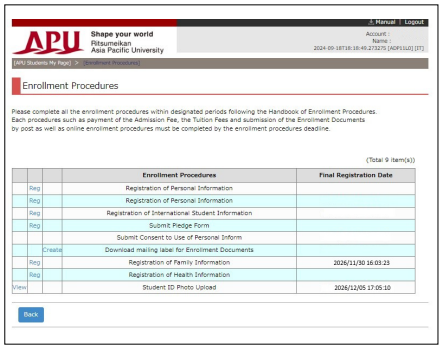
Resident certificate or other documents of the prospective student → in Standard envelope

・Graduation certificate → If the graduation ceremony is scheduled after the enrollment procedure document submission deadline, a delay will be permitted by registering in the “Application Form for Delayed Submission of Required Documents.” Please refer to P.13 for details.

5 How to confirm completion of the enrollment procedure

・We will not send notices of completion of enrollment procedures or enrollment acceptance.
Please log in to the Online Enrollment Procedures System and check the final registration date.
・If there are deficiencies in the submitted documents or registered information, APU (domestic@apu.ac.jp) may contact the applicant by email. Even after the enrollment document submission period has ended, please regularly check your email and the “Notifications” section of the Online Enrollment Procedures System.
・**Please make sure your email inbox is not full and unable to receive messages.**

[Online Enrollment Procedures Checklist]
A list of online enrollment procedures will be displayed. Please complete all required fields.



The screen shown above is a sample.
The actual screen and items may differ.

6 Correcting email address

If your email address or other contact information must be changed after the enrollment procedure period has ended, please notify the university by email.
[University Email Address]domestic@apu.ac.jp
When doing so, be sure to include the following information. [Application number] [Name] [Details of changes]

4.Enrollment Procedure Fee

At APU, the admission fee is included in the First installment of enrollment procedure fees, while tuition and other fees (the APU Parent and Family Association Association membership fee for and the APU Alumni Association membership fee) are included in the Second installment of enrollment procedure fees. Students who will reside in AP House are also required to pay the Residence fee advance payment together with the Second installment of enrollment procedure fees.

(1)Payment Methods

Payments can only be made through the Online Enrollment Procedures System. Please select a payment method and make payment within the designated period. Once the admission fee has been paid, it will not be refunded. In addition to the payment, a separate payment fee is required.

〈Payment Methods〉

①Credit Card

・VISA・Master Card・JCB・AMERICAN EXPRESS・Diners Club

②Convenience Store *The maximum amount is up to 300,000 yen

・Lawson ・MiniStop ・FamilyMart ・Seicomart

Payment Process https://www.paygent.co.jp/payment_service/way_to_pay/cvs/

③Financial 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 institutions that handle 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/

④Internet Banking

Download the designated “Bank Transfer Request Form” from the Online Enrollment Procedures System. Before making the payment, be sure to check the name of the receiving financial institution, account number, payment amount, payer code, and other payment information.
Please note that if any payment information is incorrect, your enrollment procedures may not be completed. In addition, If you accidentally transfer the payment to an account other than the designated APU bank account, APU may not be able to take responsibility for the payment. Please make sure to check the payment information carefully before making the transfer.

⑤Transfer via a financial institution

Download the designated “Payment Transfer Request Form” from the Online Enrollment Procedures System and make the payment at the counter of a bank or other financial institution that handles electronic fund transfers. Keep the “Payment Receipt” issued by the financial institution (bearing its official receipt stamp) until enrollment.

〈Important Notice〉

・Do not alter the details printed on the payment form (bank transfer form)
・For cash transfers greater than 100,000 yen, the person making the payment must supply proof of their identity (driver’s license, proof of health insurance card, passport, etc.). For details, please contact the financial institution being used to make the transfer.
・The payment form cannot be used at Japan Post Bank. Please use another financial institution.

(2) Enrollment Procedure Fee Amounts System display amount (New students/common to all colleges)

The total amount of each fee will be displayed on the enrollment procedure system. Please refer to page 21 for details of each fee.

Common for April 2027 and September 2027 Enrollees			For applicants accepted under the following application types: March Admissions/Common Test + Interview Method Common Test Method (March Admissions - 5 subjects & 3 subjects)	
First installment of enrollment procedure fees	Payment period for second installment of enrollment procedure fees		First Installment and Second Installment of Enrollment Procedure Fees and Miscellaneous Membership Fees Paid together	
Admission Fee	Not living in AP House	AP House Residents	Not living in AP House	AP House Residents
	First Semester Tuition A Tuition B miscellaneous membership fees	First Semester Tuition A Tuition B Dues the AP House Entrance Fee	Admission Fee First Semester Tuition A Tuition B miscellaneous membership fees	Admission Fee First Semester Tuition A Tuition B miscellaneous membership fees the AP House Entrance Fee
200,000yen	767,500yen	1,011,100yen	967,500yen	1,211,100yen

・If you have been selected for the Domestic Students Academic Excellence Scholarship, the amount printed on your invoice will have the scholarship amount subtracted.

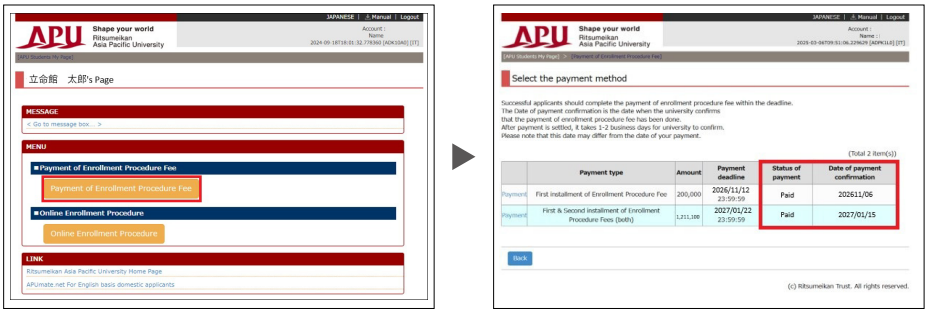
Credit card payment handling fee

	First installment of enrollment procedure fee	Second installment of enrollment procedure fee	One-time payment (First&Second enrollment procedure fee)
Fee	2,500yen	20,500yen	22,500yen

Q1 I paid the enrollment procedure fee by bank transfer but I am unsure if it was sent correctly.

A1 APU cannot respond to requests by phone or e-mail to confirm whether payments (1st or 2nd installments) have been received. Please make sure to check the Online Enrollment Procedures System by yourself. Please note that if you paid the enrollment procedure fees by bank transfer, it may take a few days for the information to be reflected on the enrollment procedure site. Carefully keep the receipt for the transfer issued by the financial institution where you made the payment (it will have the institution's payment stamp on it) until you enter APU.

How to Check Your Status in the Online Enrollment Procedures System



Q2 Is it possible to change the payment method for the first and second enrollment payments?

A2 Yes, you can. You can choose the payment method for each fee separately. You can also pay all fees at once.

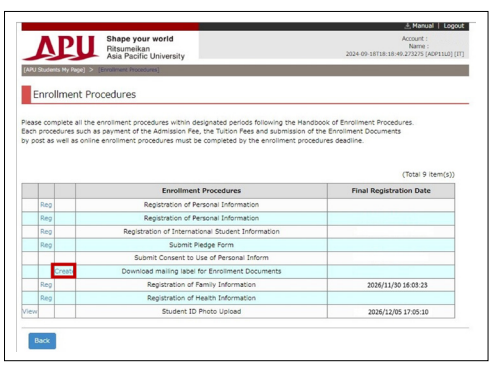
Q3 There is a credit card limit. Is it possible to pay the second installment of the enrollment fee in installments?

A3 Payment in installments is not possible.

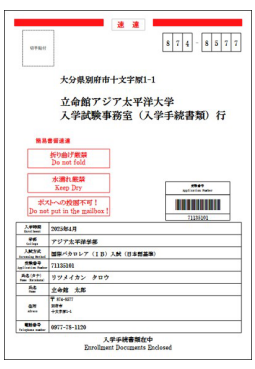
Q4 Where can I obtain the address label for submitting the enrollment documents?

A4 The address label can be downloaded from the Online Enrollment Procedures System.

Enrollment Procedures System Screen



Sample of Mailing Address Label



5.Registration of personal information

(1)Information to be entered on Online enrollment procedures

In the online enrollment system, the following items will be shown.

No	Contents	Register	Details
0	Basic Information Required for Enrollment Procedures	×	Application type, College, Application number, Full name, Language basis, Domestic Student Academic Excellence Scholarship
1	Payment Status of Enrollment Fees	—	You can check the status of your application procedure.
2	Personal information	○	Personal information
		○	Tuition payment slip sending information
3	International Student Information Registration	○	For Japanese nationals, please register only the required fields. ① Name in Romaji letters ② First nationality: Japan ③ International Student Category: Japanese Student ④ Source of Funding for Study Abroad: Self-funded ⑤ Previous status as a Japanese Government Scholarship Student
4	Pledge Registration	○	
5	Personal Information Registration	○	
6	Family Information Registration	○	Parent/Guardian etc. Family information If you have a sibling currently enrolled in an undergraduate program at APU, please register their information.
7	Questionnaire of Health Condition	○	Please register your health information, including your history of measles and rubella vaccinations and other immunizations.
8	Photograph Upload	○	Photo for Student ID Card Once you upload your photo for the Student ID Card, you will not be able to replace or edit it.

【Notes】

0. Basic Information Required for Enrollment Procedures

You cannot make changes in your name, gender, or date of birth yourself. If you need to make any changes, please contact APU by email (domestic@apu.ac.jp). Please include your application number, name, and details of the changes in your email.

2. Personal Information

E-mail

We may contact you by email regarding the documents you submit or the information you enter in the Enrollment Procedure System. **If you registered a parent/guardian's email address or a high school email address at the time of application, please change it to the applicant's personal email address that can be used after high school graduation and until enrollment.**



Email Address of Parents



Email address issued by high school

Address

The address you provide will be used as the mailing address for documents and other materials that APU may send to you after you enroll. If your address changed from the time of application, please enter the new address. If only the successful applicant moves to Beppu City and the rest of the family remains at the current address, home address change is not required.

Nationality

・Applicants who hold dual nationality, including Japanese nationality, or who hold a residence status other than "Student visa" will be registered as domestic students at APU.
・Only applicants whose residence status after enrollment will be "Student" will be registered as international students. If you wish to change your residence status category, please consult the Admissions Office. After enrollment, please come directly to the Student Office.

7. Questionnaire of Health Condition

・Personal information obtained at the time of admission and health examination is intended to be used for health management during your time as a student at APU. It will not be used for any other purpose or disclosed to a third party without your consent. Therefore, please enter the information truthfully.

* The university may contact the registered contact information to confirm the information you have entered.
* Please make sure that the students and their parents/guardians have a common understanding of the health condition provided.

・In Japan, it is encouraged to inoculate measles and rubella individual or MR vaccine (combination vaccine for Measles and Rubella), which are highly infectious and feared to become severe, twice in total from kindergarten age to school age. Please check the vaccination record in the Mother and Child Handbook and enter the date of vaccination for measles and rubella.

* If you have no vaccination record, or were only vaccinated once or your antibody test was negative, we strongly recommend that you be inoculated each of the above vaccines.
* MMR vaccine (measles / rubella / mumps mixed vaccine) has not been used for a long time in Japan.
* Health Check-Up performed after enrollment is important for early detection of infectious diseases such as tuberculosis and your health management. Please be sure to undergo a health check-up. If you do not undergo a health check-up, please note that you will not be able to receive the student support provided by the Student Office, as well as the issuance of a health check-up certificate, and you may not be able to apply for a scholarship or be suspended from receiving the scholarship.

8. Photograph Upload

【Your photograph will be used for the enrollment process and on your student ID card.】

The photo you upload will be used as your student ID card for the duration of your enrollment.

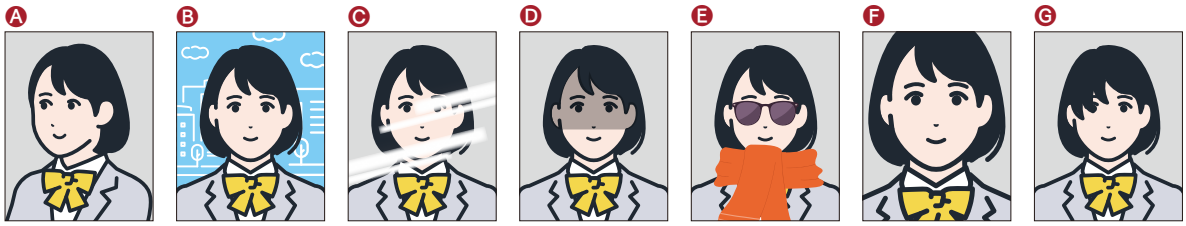


This is an image

* If you would like to change your photo, you need to apply again and pay an extra fee of 2,000 yen.
* Student ID Card:Student ID Card is to prove that you are a student at Ritsumeikan Asia Pacific University and will be distributed at the new student orientation. Please be sure to carry it with you when you take the regular examination, issue various certificates use the university facilities such as the library or are asked to be present it by university staff .

Please upload a color photo showing your head and shoulders, taken from the front, without a hat and against a plain background, to the Online Enrollment Procedures System. The photo must be in JPG, JPEG, GIF, or PNG format.

[Examples of inappropriate photos]



Ⓐ Not facing forward Ⓑ There is a background (scenery, pattern in the picture)
Ⓒ Part of the face is not visible due to reflection of lighting
Ⓓ The face is in shadow Ⓔ Wearing sunglasses, muffler or scarf is hiding the contour
Ⓕ Out of the frame Ⓖ Part of the face is covered

[If the uploaded photo was mistakenly uploaded as an “Example of an Inappropriate Photo”]

Please contact the university by email. At that time, provide the following information.

〈APU e-mail〉 domestic@apu.ac.jp

〈Information to be included in the e-mail〉 Application number, name, details of changes

6.Enrollment Documents

The following documents must be sent using express registered mail within the submission period on pages 2 and 3, using an ordinary envelope. The Address Label can be downloaded from the Online Enrollment Procedures System.

【 Table of Enrollment Procedure Documents 】

◯ = to be submitted by all applicants
△ = to be submitted only if applicable or necessary

	Applicant	Documents	Common for April and September 2027 admissions				
			Admissions for Comprehensive Selection	Admissions by School Recommendation	General Selection (Paper test)		Transfer
			Comprehensive Evaluation (Data Analysis・Reading Comprehension and Writing) Admissions by Activity Evaluation Admissions for Returnee Students	Admissions by School Recommendation (IBDP)・Admissions by School Recommendation (Designated Schools・Partner Schools・Affiliated Schools)	February Admissions (3 subject)・English-Focused Method・March Admissions	Common Test Combined Method (3 subjects)・Common Test Method (8 subjects・5 subjects・3 subjects・2 subjects)・Common Test Method (March Admissions-5subjects・3 subjects)・Common Test + Interview Method・Common Test Method (2 subjects+Data Analysis)	2nd 3rd Transfer admission・Second Bachelor's Degree admission
A	All	The original Certificate of Residence Information or Copy of Residence Certificate (Juminhyo) showing the applicant's personal information. -If you live overseas or otherwise have difficulty submitting a residence certificate, a copy of your passport is also acceptable.	◯	◯	◯	◯	◯
B	First year enrollees:	High School Graduation Certificate The graduation (completion) date can be confirmed.	◯	◯	◯	◯	—
C	Transfer enrollees:	Certificate of Graduation (Completion) from a University,Junior College or other Higher Education Institution, Academic Transcript from a University, Junior College or other Higher Education Institution The graduation (completion) date can be confirmed.	—	—	—	—	◯
D	First year enrollees:	Examination Ticket for AY 2027 Common Test University Admissions	—	—	—	◯	—
E	Documents submitted as proof of application eligibility at the time of application	Finalized Grade Reports in Entrance Qualification Examinations*1	△	△	—	—	△
F	Those who currently hold or will obtain a student visa status before enrollment	Financial Plan and Statement of Financial Support	△	△	△	△	△

*1 If you submitted International Baccalaureate (IB) Predicted Grades Report form at the time of application, please request the International Baccalaureate Organization (IBO) to send the electronic data of the "Transcript of Grades of 6 subjects of the IB Final Examination" directly to APU.
* You do not need to submit the original English language qualification certificate. If the reference number cannot be confirmed, APU may request you to submit it.

Document Notes (P.14–)

Admission procedure document submission rules

1 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.

2 Original documents (paper) cannot be issued

Your educational institution must email In the email you send directly to the university, please make sure to include the applicant's application type, application number, faculty, and name.

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

3 Documents issued by your school

As a general rule, original documents submitted to APU will not be returned. Therefore, if you wish to keep an original document that cannot be reissued, please submit a Certified True Copy issued by your previous educational institution certifying that the copy is a true and accurate reproduction of the original document.

Original or Certified True Copy + Original Certification Stamp

[What is Original Certification Stamp?]
Documents that are certified by your current school or by the school issuing the original documents as shown on the right.

[For Example]
This copy is hereby certified to be identical to the original.
Date: (Month), 2026
○○○○ School
Principal: ○○○○ (Official Seal of the School)

4 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.

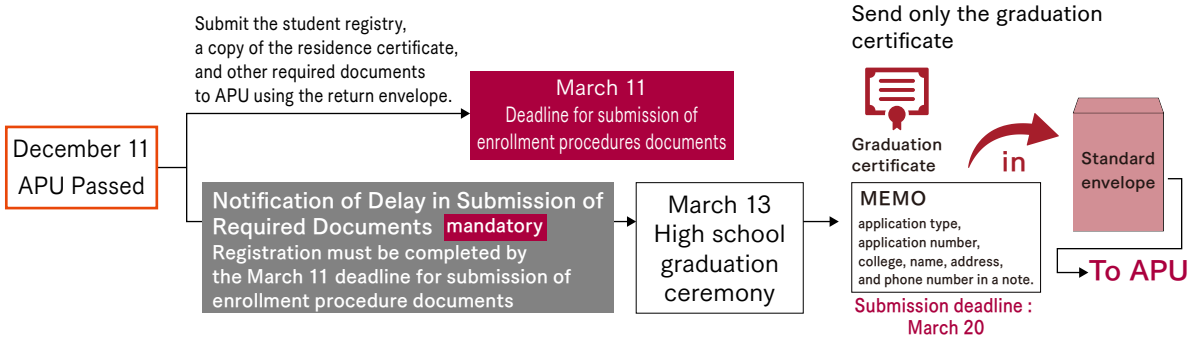
5 Request for Delayed Submission of Documents

Submission deadlines for the following documents may be extended. In such cases, please enter the required information in the following application form and register it by **the deadline for enrollment documents.** If the submission is not made by the deadline, you will not be admitted. Documents other than those delayed must be mailed in advance within the original submission period.

Forms https://forms.office.com/r/WmR6qJG6at
*This form does not send an email confirming completion of registration.

〈Deadline for late submission〉
April 2027:2027, March 20 (Sat.)　September 2027:2027, August 24 (Tue.)

〈Example: When the graduation ceremony is held after March 11〉



①High School Graduation Certificate (original)
You may submit your high school graduation certificate late only if your graduation ceremony is scheduled to be held after the document submission deadline.

②Certificate of Graduation (Completion) and Academic Transcripts from a University, Junior College or Other Higher Education Institution
You may submit your certificate of graduation (completion) and academic transcripts late only if your graduation ceremony is scheduled to be held after the document submission deadline.

[Sending Address for Delayed Documents]
Please attach the address label to a standard envelope and mail it to the address indicated.
Be sure to send the documents by express mail with simplified registered mail service.
Be sure to enclose a note containing the following information:
Applicant number, Name, Enclosed documents

Cut out
速達・簡易書留

Entrance Examination Office(domestic), Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu,
Oita 874-8577 JAPAN

6 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 keeps 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 kokunai)
1-1 Jumonjibaru,Beppu, Oita,874-8577 Japan

For submissions from outside Japan, the school that issued the original document may email it directly to APU at domestic@apu.ac.jp.

A Certificate of Residence Record (or transcript of residence record) Original

To be submitted by all applicants

*If you live overseas or otherwise have difficulty submitting a residence certificate, a copy of your passport may be submitted instead.

We will verify the personal information registered by incoming students. Please obtain and submit a Certificate of Residence (or a copy of your residence record) from the municipality where you are currently registered, which must include all of the required information listed below.
If you do not have a Certificate of Residence or if one document cannot cover all of the “Required Information” listed below, please submit multiple official documents such as a passport.

- The Certificate of Residence must have been issued within three months prior to the date of submission of enrollment procedure documents.
- Applicants with a “Student” residence status or dual nationality must submit copies of all passports held.
- Information on family members other than the enrolling student is not required. It is acceptable if included.
- The 12 digit "MY NUMBER" personal code is not necessary.Please submit a Certificate of Items Listed onResident Register(or Resident Registration Card)That does not have the "MY NUMBER" article displayed on it. In the case that you can only submit a form that also displays the "MY NUMBER" article, please cover the number using ink or white out such that it cannot be identified.

Required Information

〈For those with Japanese nationality or dual nationality〉The following four pieces of information are required.
①Name of prospective student [Kanji, Katakana, English letters (for those with middle names or whose English names are not pronounced the same as in Japanese)]
②Date of birth ③Gender ④Address
〈For foreign students〉The following 10 pieces of information:
Name of student (①Kanji, ②Katakana, ③English alphabet), ④Date of birth, ⑤Gender, ⑥Address,⑦Visa status, ⑧Expiration date of visa period, ⑨Residence card number, ⑩Nationality

【Name registration rules】

[Kanji notation] JIS Level 2

If you wish to use kanji other than JIS Level 2,
please come to the Student Office after enrollment.

[English notation] Automatically converted to Roman alphabet notation

【For applicants who have a middle name or whose Romanized name differs from the Japanese reading】
At the time of enrollment procedure,please submit a copy of an official document (such as a passport) that verifies the Romanized spelling of your name.
This ensures that the registered spelling matches the official document.

(example)

[The English spelling of your name is different from the Japanese pronunciation]

Romanized name as automatically converted ：Ritsumei Ema Yoko
Registered Name ：Ritsumei Emma Yoko ←The automatic conversion is 'ema'. Official documentation verifying the correct reading is required.

[Has a middle name]

Registered Name ：サステナ リツ 唯
(Sasutena Ritsu) ←Official documentation verifying the reading of the name '唯' is required

If your name changes before and after enrollment due to your parents' marriage, etc.

Please obtain a copy of your family register to prove that the name before and after the change refer to the same person and send it along with the enrollment documents. Also, please attach a note to that effect

Alias

If you would like to use an alias, please contact the Office of Domestic Admissions. Only the alias will be listed on documents and certificates (diplomas, etc.).

B High school graduation certificate (original) First year Students

Japanese High School	The original document requested and provided to your high school (copies are not acceptable)
From a school Outside Japan	Documents proving completion of a high school equivalent course
Those who have passed the high school graduation qualification examination	Certificate of passing or transcript of passing grade (issued by the Ministry of Education, Culture, Sports, Science and Technology)

- If you are unable to submit your graduation certificate within the deadline due to circumstances at your high school, please refer to the application form on page 13 and submit it.
- "Certificate of expected graduation" and "Diploma" are invalid.
- If only one original graduation certificate is issued and you wish to keep it, please submit the original certificate. (refer to P12) If you are unable to provide a certified copy, please submit the original document to the university. It will be returned to you shortly after enrollment procedures are completed.

C Certificate of Graduation(Completion)and Academic Transcript from a University･Junior College or Other Higher Education Institution Transfer Students

Accepted transfer students Should submit originals of both their certificate of graduation(completion) and their academic transcript.As for the academic transcript, please make sure to submit the latest version.If you are a transfer student and are unable to submit a graduation (completion) certificate, you must submit an original certificate of enrollment period certifying that you have withdrawn from your previous university (if you have withdrawn from your previous university).

D Examination Ticket for AY 2027 Common Test for University Admissions Applicable Students Only

Enrollees admitted under the “Common Test Combined Method (3 subjects)” or “Common Test Method(7 subjects), (5 subjects), (3 subjects)” or “Common Test Method (March Admissions-5 subjects), (3 subjects)” or “Common Test + Interview Method” exams should submit their examination ticket for AY 2027 exams of the National Center for University Entrance Examinations.

E Finalized Grade Reports in Entrance Qualification Examinations

Students who submitted proof of application eligibility at the time of application

If you have submitted predicted grades for standardized examinations such as the International Baccalaureate (IB) or GCE A Level at the time of application, please submit your **final grades (original)**.

*For International Baccalaureate qualifications
*Please make arrangements to have the "Transcript of Grades for the 6 IB Final Exams" sent directly to our university in electronic form from the International Baccalaureate Organization.
*When making arrangements to send directly, please select "Ritsumeikan Asia Pacific University (Domestic)".

F Financial Support Plan for Study Abroad and Financial Support Statement

Students with the status of residence “Student” or those who plan to change their status of residence to “Student”

Please submit the required documents to confirm your financial plan for tuition and living expenses during your period of study at APU, as well as your financial supporter. Please download the required forms from the Successful Applicants' Page.
https://www.apumate.net/en/goukaku/

1.AP House Entrance Procedures

If you will be residing in AP House, please read the information below carefully and complete the residence procedures. Please note that you will not be permitted to complete these procedures after the designated period has elapsed.

(1)Flowchart of procedures for Residence in AP House

Admitted to APU

▼

①Pay the first installment of enrollment procedure fees

▼

②Pay the second installment of enrollment procedure fees

AP House Entrance Fee and First Semester Tuition A, Tuition B, Payment of membership fees
③Complete the online enrollment registration
④Submit all enrollment documents

▼

The procedure for automatic withdrawal of dormitory fees

▼

Enter AP House

▼

New Student Orientation Seminars

▼

Entrance Ceremony

[Important notes]

- The period for payments of the AP House Entrance Fee, first installment of enrollment procedure fees and second installment of enrollment procedure fees differ depending on the date on which your application results are announced. Be sure to pay fees by the deadline that pertains to you.
- The payment date of ①AP House Entrance Fee and ②second installment of enrollment procedure fees will be on the same day. Payment at the time of online enrollment, The total amount of (2) and (3) will be displayed on the page
- Depending on your Entrance screening method, you may need to move into AP House prior to the payment of second installment of enrollment procedure fees, but if APU cannot confirm that the payments of ① to ③ as shown above are complete, your residence permission will be revoked.
- You need to move in to AP House on specified date

(2)AP House Entrance Fee(Pay at the same time as the second enrollment procedure payment)

After logging into the Online Enrollment Procedures System, please select a payment method and complete the payment within the designated period.

〈AP House Entrance Fee〉

Applicable to April enrollees, September enrollees	
Moving-in Fee	32,000yen
Security Deposit*1	98,000yen
2 Months Rent*2	113,600yen
Total	243,600yen

*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 Fees: (Breakdown) For students enrolling in April: April rent fee 56,800 yen, May rent fee 56,800 yen (based on AP House 5 rent fee); for students enrolling in September: half-month's fee for September 28,400 yen, October: 56,800 yen, November (half-month): 28,400 yen (based on AP House 5 rent fee). If you are going to reside in AP House 1 or 2, the difference will be deducted.

* If you wish to cancel entrance into AP House after having paid the AP House Entrance Fee, APU will refund all fees except the Moving-in Fee (32,000 yen) provided that you complete the procedures designated by APU by March 31, 2027 (April Enrollees) and September 20, 2027 (September Enrollees). (Postmark should be within the deadline)

* Once paid, the Moving-in Fee cannot be refunded.

2.Preparation for Moving into AP House

Please come to the AP House Security office on your move-in date. Make sure to bring documents that can verify your identification such as your passport.

(1)Move in Date

You must move into the dormitory during the designated move-in period set by the university. Detailed information on the dormitory move-in date will be announced on the successful applicants' page on our university's applicant website (April 2027 Enrollees will be admitted in January, September 2027 Enrollees will be admitted in mid-July). https://www.apumate.net/en/goukaku/

(2)Residency Period

First year and second year enrollees	〈April enrollment〉 End of March 2027 to end of February 2028 〈September enrollment〉 Mid-September 2027 to end of August 2028
Third year enrollees	〈April enrollment〉 End of March 2027 to end of February 2029 〈September enrollment〉 Mid-September 2027 to end of August 2029

(3)Announcement of dormitory entrance

Dormitory building assignments will be determined by lottery and announced via email approximately three days before move-in. The room type and room allocation will be decided by the university and will be communicated on the day of move-in.

(4)Sending of luggage

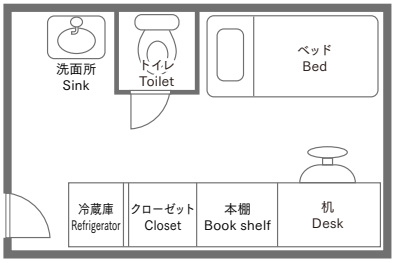
Make sure to send the luggage after your move-in date as the AP House Office cannot receive it for you. Also please make sure to specify the date and time of receiving the luggage so that you can receive it yourself.

[Shipping Rules]
① Please make sure to fill out the mobile phone number on the shipping slip.
② Please make sure to write the name and application number of the recipient on the shipping slip.
③ If you were unable to receive the luggage, the delivery notice will be posted in the AP House mailbox.
④ There is no limit as to the number of luggage you can send. However, the size of your luggage should be around 120cm (total external dimensions). Since delivery staff cannot enter the building, luggage will be handed over at the entrance. Thus, we recommend that you send it in a carriable size.

[Sending address]
・AP House1・2
1-2 Jumonjibaru (Uchikamado), Beppu, Oita, Japan 874-0011 AP House,●
・AP House5
1-5 Jumonjibaru (Uchikamado), Beppu, Oita, Japan 874-0011 AP House 5

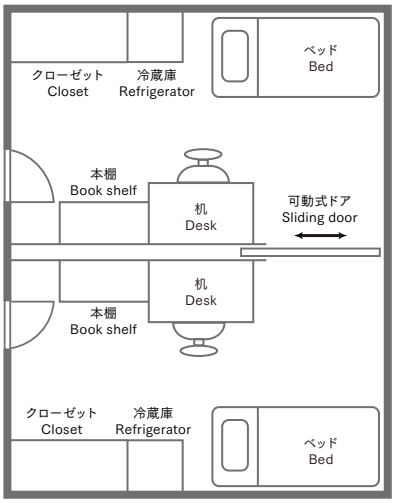
(5)Room Furnishings https://www.apumate.net/en/exploring/campuslife/aphouse/

AP House1・2【Single type 13㎡】

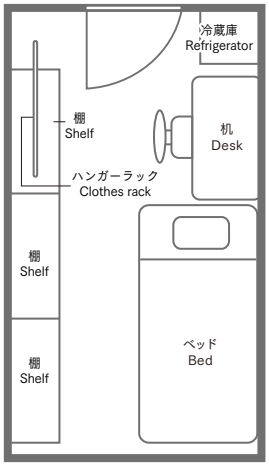


[AP House 1・2]
Included Furnishings:
Desk, chair, bookshelf, lamps, closet, bed, cupboard,Bedding (pillow,sheets, blanket,covers), refrigerator, cooler/heater,shoe box, connection for internet, Internet connection (Wi-Fi), sink*, toilet*.
*There are no (*) marked items in shared type rooms.

AP House1・2【Shared type 13㎡】



AP House5【10.08㎡】



[AP House 5] Included Furnishings:
Desk, chair, bookshelf, lamps, clothes rack, bed, bedding (pillow, sheets, blanket, covers), refrigerator, cooler/heater, Internet connection (Wi-Fi), shoe rack, umbrella stand

(6)Things to bring when moving in

Thermometer, first-aid kit (regular medicines such as cold medicine and antipyretic analgesics, bandages,compresses, etc.), Toiletries, clothes, towels, Laundry and storage items (Clothes hangers, drying racks, or hangers with clips for laundry, etc.), cooking utensils (if planning to cook), etc

(7)Things not needed when moving in

Bedding (pillows, covers, and sheets), refrigerator, washing machine, dryer, vacuum cleaner, iron.

*AP House provides furnishings and appliances necessary for daily life. Because space is limited, we recommend that students first move in and then make decisions on what they need to purchase or have sent to them afterwards.

(8)Important Points for Moving In to AP House

①Please come to the dormitory in good health on the day of your arrival.
②Please make sure to move-in during the period specified by the AP House Office. If you cannot do so due to unavoidable circumstances such as being unable to arrange a flight, please contact the AP House Office.
③You will receive your room key and complete other moving-in procedures at the AP House Security Office on move-in day. Please make sure that you can display the admissions procedure system screen on your smartphone or other device so that you can prove that your dormitory fee advance payment has been completed.
④Coming by private car on the move-in date is possible. However, as the number of parking lots at the AP House is limited, please use the parking lot for visitors when it is crowded or when parking for a long time.
⑤To prevent the spread of infectious diseases such as new coronavirus, only residents and staff can enter the AP House.
⑥Smoking is prohibited in residential rooms and all other indoor areas in AP House. It is only permitted in designated smoking areas.
⑦You may not bring refrigerators, kerosene heaters, gas stoves or large furniture, etc. into your room.
⑧Meals are not provided at AP House. You can either use the cafeteria on campus or cook food in the shared kitchens in AP House.
⑨The stoves in the AP House kitchens are Induction Heating (IH) stoves. You must use IH-compatible cookware.
⑩There are washing machines and dryers on each floor. Machines are available for use until 24:00.
⑪The AP House Office will send you important information regarding the move-in to your registered e-mail address. If there is a change in your e-mail address, please inform the Admissions Office (apumate@apu.ac.jp) with your application number and name.

3.Q&A about AP House

Please also refer to the website below for frequently asked questions.
https://en.apu.ac.jp/studentsupport/aphouse/move_in/faq/

Q1 What things should I bring when moving in?

A1 When moving in, you should bring Thermometer, first aid kit (regular medicines such as cold medicine and antipyretic analgesics, bandages,compresses, etc.) toiletries, clothes, towels, cookware that can be used on an induction heating cooktop (if you plan to cook), a rice cooker, and any other cooking supplies you wish to use. AP House provides the basic furnishings and appliances required for daily life. You should first move in, and then decide what additional things you need. Microwave ovens, are available in shared spaces.

Q2 Are meals provided at AP House?

A2 Meals are not provided at AP House. Many AP House residents make excellent use of the shared kitchens to prepare meals with their friends. They can enjoy their time together and save money. Mobile grocery vendors come to the campus and AP House every week, and the cafeteria and convenience store on campus is open into the evening.

Q3 Please tell me about the shower room and baths.

A3 Shower rooms are available on each floor. Communal baths in AP House 1 and 2 are available, except on Mondays. Usage hours will be announced in the guidance after moving into the dormitory.

Q4 Is there a curfew at night?

A4 There is no curfew. Entrances are auto-locking for safety considerations, but AP House residents can use their student IDs to unlock the doors and leave and enter your own residential building any time of day or night.

Q5 Is it possible to visit the AP House in advance?

A5 Currently, only residents and staff are allowed to enter the AP House, and in-advance visits are not permitted. Please search for "AP House" on Youtube and you will be able to watch video guides created by current residents.

Q6 Do I need to update my address at Beppu City Hall and obtain a new certificate of residence?

A6 The law requires that you must be registered as a resident in the place where you are actually living, and you must register a transfer in residence within 14 days of moving to Beppu.
Please inquire at your municipality for details.

Q7 Is there staff available in AP House whom I can consult if I encounter difficulties?

A7 Each floor is assigned one or two Resident Assistants (RA)—student staff members who support residents as they begin life at APU and in Beppu. Upon arrival at AP House, new residents receive guidance from their RA on how to use the facilities and their rooms. RAs also take the lead in organizing exchange events, thereby helping new residents establish their academic and residential life in AP House. Residents may consult their RA at any time if they encounter difficulties in dormitory life or have questions regarding university life or daily life in Japan. RAs are a reassuring presence for residents.

RA Instagram
https://www.instagram.com/raofaphouse

4. Payment of Dormitory fees After Enrollment

AP House fees and payments schedule is as follows.

Dormitory building	Monthly AP House fees	Items Included in the Dormitory Fee
AP House1・2	54,800yen	Housing fee, common service fee, utilities (water and electricity), bedding rental fee, and internet connection equipment.
AP House5	56,800yen	

〈April enrollees〉
Residents of AP House 5 : Payment of AP House fees will begin from June (¥56,800).
Residents of AP House 1・2 : Payment of AP House fees will begin from June (¥50,800 for June, ¥54,800/monthly from July).
〈September Enrollees〉
Residents of AP House 5: Payment of AP House fees will begin from November (¥28,400 for November, ¥56,800/monthly from December).
Residents of AP House 1・2: Payment of AP House fees will begin from November (¥23,400 for November, ¥54,800/monthly from December).

After enrollment, dormitory fees can only be paid automatically through Japan Post Bank.
The current month's fee will be automatically debited on the 1st of each month (or the next business day if the 1st is not a business day). Please complete the procedure for automatic withdrawal of dormitory fees before moving into AP House. Please pick up an application form for automatic payment at a Japan Post Bank counter. Please submit the completed application form to your nearest Japan Post Bank before moving into the dormitory.

*Please see page 20 for procedures and how to fill out the application form.

AP House Dormitory Fee Automatic Payment Procedure via Japan Post Bank [required for dormitory residents] 〈Dormitory Fees After Enrollment〉

*Automatic payment application forms are available at Japan Post Bank counters.

This is a required procedure for all students entering the dormitory.

Procedure for applying for automatic payment at Japan Post Bank

Submit the "Automatic Payment Application Form" to your nearest Japan Post Bank counter before moving into the dormitory.

*Notes

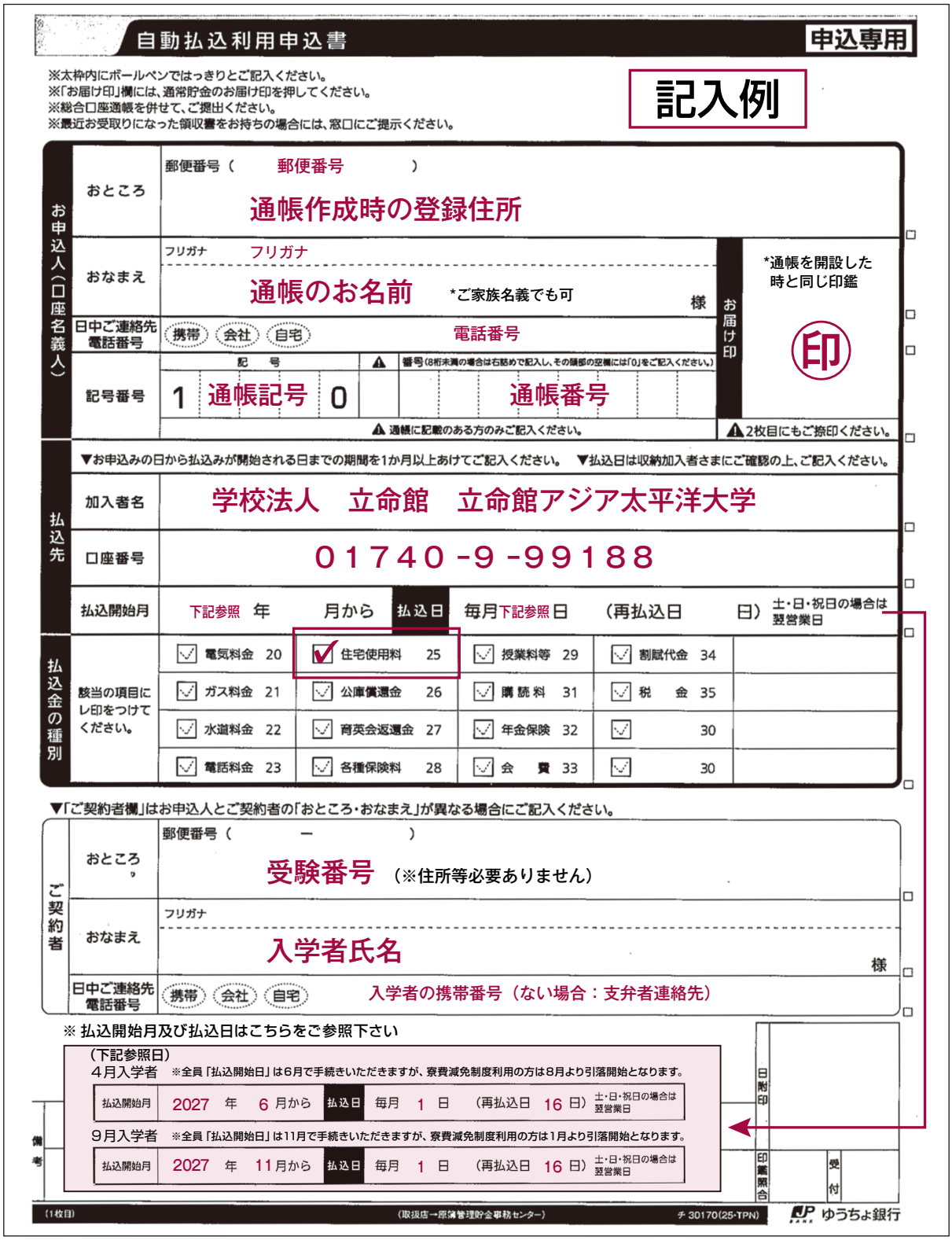
①After submitting to Japan Post Bank, it may take up to one month for the procedure to be completed. Please complete the procedure early.

②Each person must submit the form at a Japan Post Bank counter. Do not send it to APU.

(There is no need to contact APU after applying for automatic payment.)

③Please note that documents will not be returned to those who decline to enroll in APU or to move into the dormitory.

④Tuition and dormitory fees must be submitted separately.



自動払込利用申込書　申込専用

※太枠内にボールペンではっきりとご記入ください。
※「お届け印」欄には、通常貯金のお届け印を押してください。
※総合口座通帳を併せて、ご提出ください。
※最近お受取りになった領収書をお持ちの場合には、窓口にご提示ください。

記入例

お申込人（口座名義人）
おところ　郵便番号（　郵便番号　）
通帳作成時の登録住所
おなまえ　フリガナ　フリガナ
通帳のお名前　*ご家族名義でも可　様
日中ご連絡先電話番号　携帯　会社　自宅　電話番号
記号番号　記号　1　通帳記号　0　番号（8桁未満の場合は右詰めで記入し、その頭部の空欄には「0」をご記入ください。）　通帳番号
▲通帳に記載のある方のみご記入ください。
お届け印　*通帳を開設した時と同じ印鑑　印
▲2枚目にもご捺印ください。

払込先
▼お申込みの日から払込みが開始される日までの期間を1か月以上あけてご記入ください。　▼払込日は収納加入者さまにご確認の上、ご記入ください。
加入者名　学校法人　立命館　立命館アジア太平洋大学
口座番号　01740 -9 -99188
払込開始月　下記参照　年　月から　払込日　毎月　下記参照　日　（再払込日　日）　土・日・祝日の場合は翌営業日

払込金の種別　該当の項目にレ印をつけてください。

☑ 電気料金 20	☑ 住宅使用料 25	☑ 授業料等 29	☑ 割賦代金 34
☑ ガス料金 21	☑ 公庫償還金 26	☑ 購読料 31	☑ 税　金 35
☑ 水道料金 22	☑ 育英会返還金 27	☑ 年金保険 32	☑ 30
☑ 電話料金 23	☑ 各種保険料 28	☑ 会　費 33	☑ 30

▼「ご契約者欄」はお申込人とご契約者の「おところ・おなまえ」が異なる場合にご記入ください。

ご契約者
おところ　郵便番号（　ー　）
受験番号　（※住所等必要ありません）
おなまえ　フリガナ
入学者氏名　様
日中ご連絡先電話番号　携帯　会社　自宅　入学者の携帯番号（ない場合：支弁者連絡先）

※ 払込開始月及び払込日はこちらをご参照下さい

（下記参照日）
4月入学者　※全員「払込開始日」は6月で手続きいただきますが、寮費減免制度利用の方は8月より引落開始となります。
払込開始月　2027　年　6　月から　払込日　毎月　1　日　（再払込日　16　日）　土・日・祝日の場合は翌営業日
9月入学者　※全員「払込開始日」は11月で手続きいただきますが、寮費減免制度利用の方は1月より引落開始となります。
払込開始月　2027　年　11　月から　払込日　毎月　1　日　（再払込日　16　日）　土・日・祝日の場合は翌営業日

備考　日附印　印鑑照合　受付

（1枚目）　（取扱店→原簿管理貯金事務センター）　チ 30170(25-TPN)　ゆうちょ銀行

1.Tuition and Miscellaneous Membership Fees

One year of tuition fees at APU is composed of 2 parts: "Tuition A (common for all students)" and "Tuition B (varies depending on year level)"

*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

Tuition for first year students entering in 2027 (For all undergraduate colleges)

	Admission Fee	Tuition				Total (incl. Admission Fee)
		First Semester		Second Semester		
		Tuition A	Tuition B	Tuition A	Tuition B	
1st year Enrollees	200,000yen	420,000yen	307,500yen	420,000yen	307,500yen	1,655,000yen
Transfer Enrollees	200,000yen	380,000yen	370,000yen	380,000yen	370,000yen	1,700,000yen

Notes
1. Does not include miscellaneous membership fees.

Yearly tuition (estimated) until graduation for students enrolling in 2027 (For all undergraduate colleges)

	First year	Second year	Third year	Fourth year
	First Semester Second Semester	Third semester Fourth semester	Fifth semester Sixth semester	Seventh semester Eighth semester
1st year Enrollees	1,455,000yen	1,655,000yen	1,655,000yen	1,655,000yen
2nd year Enrollees	—	1,500,000yen	1,500,000yen	1,500,000yen
3rd year Enrollees	—	—	1,500,000yen	1,500,000yen

Notes
1. Does not include admission fee or miscellaneous membership fees.
2. Tuition may be adjusted to reflect changing social conditions.
3. For 2nd-year Transfer Admission or Second Bachelor's Degree Admission Enrollees in AY 2027, the tuition fees in effect for students admitted in AY 2026 will apply. For 3rd-year Transfer Admission or Second Bachelor's Degree Admission in AY 2027, the tuition fees in effect for students admitted in AY 2025 will apply.

Miscellaneous Membership Fees for students enrolling in 2027 (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

*Please see page 24 for details.

【Regarding the collection of fees by APU】
APU collects membership fees for the APU Domestic Students' Parent and Family Association and the APU Alumni Association upon request from these associations.
Your understanding and support for these organizations will be very much appreciated.

Payment periods for tuition and miscellaneous membership fees

Payment details	Payment period / deadline	
	April 2027	September 2027
Admission Fee ・First Semester Tuition A･B ・APUDomestic Students'Parent and FamilyAssociation ・APU Alumni Association membership	Before enrollment	Before enrollment
・Second Semester Tuition A･B	November 30, 2027	May 31, 2028

* If the payment due date falls on a financial institution holiday, the payment due date will be the following business day.
* Tuition A and B from the second semester onwards must be paid by the designated due dates.
* If you fail to pay even a portion of your tuition, you will be expelled and your credits for that semester will not be transferred.

2.Tuition Payments after Enrolment

There are two ways that tuition fees due after enrollment can be paid.

①Payment can be made at a financial institution counter using the designated payment slip issued by the university.

After enrollment, payment slips or automatic withdrawal for the second semester and beyond will be mailed to the address registered in the university's internal system. Students can also access and download PDF versions of these documents from the system. The payment slip can be printed and used directly for bank transfers. Please note that this payment slip cannot be used at Japan Post Bank (Yūcho Bank); instead, use the bank's designated transfer form.

②Automatic payment from a Japan Post Bank account.

(Automatic payment is only available through Japan Post Bank.)
If you wish to use the Japan Post Bank automatic payment system, you must complete the necessary procedures in advance at your nearest post office.
Please refer to page 25 for the procedures and apply individually.

*If you wish to change the mailing address for the payment slip or direct debit notice, please update your address yourself via the university system. Instructions on how to use the system will be provided during the orientation for new students after enrollment. Additionally, if you change your address, please make sure to submit a change-of-address notice to the post office.

*Please note that payment slips and direct debit notices are only sent to addresses within Japan. If you have registered an overseas address, you will not be able to receive these documents. Be sure to register a domestic address where mail can be received.

【Earning credits in excess of the credits required for graduation】
Students who exceed the minimum number of years required for graduation and remain enrolled for a fifth year or beyond shall be charged one half of Tuition A plus credit tuition for each registered credit (25,000 yen multiplied by the number of registered credits).

Please see page 19 for information on paying dormitory fees after enrollment.

General information on tuition fees:: https://en.apu.ac.jp/home/life/content61/

If you wish to use the Japan Post Bank automatic tuition payment procedure (tuition after enrollment)

〈Application Procedure〉

①Open a deposit account at Japan Post Bank (only for those who do not have a Japan Post Bank account) The account can be opened under the family name.

②Submit the "Automatic Payment Application Form" to your nearest Japan Post Bank at least one and a half months before the start of the payment period.

〈Note〉

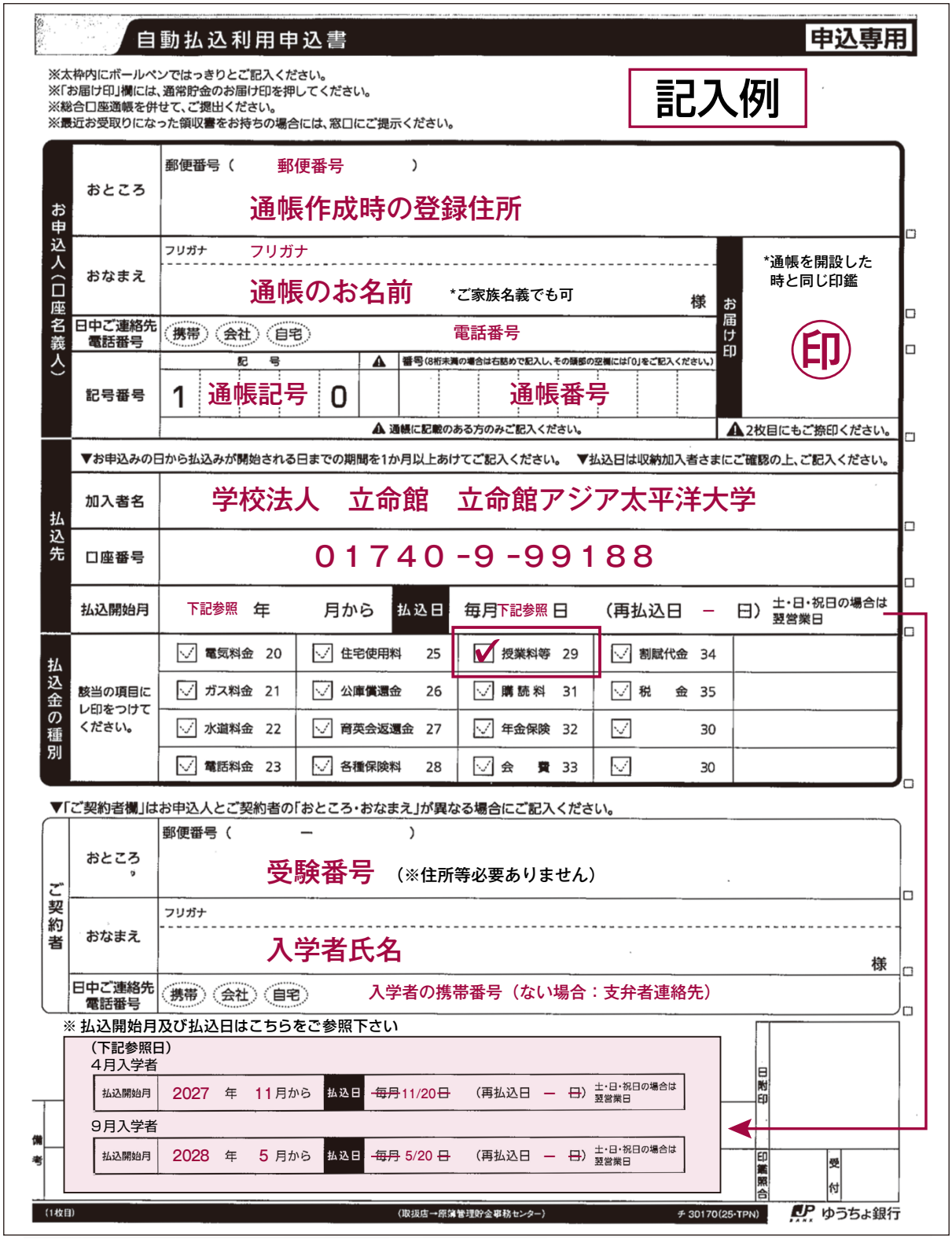
①After submitting the application to Japan Post Bank, it may take approximately one month for the procedure to be completed. Please apply early.

②The payment date may change slightly due to calendar changes, etc. Please be aware of this in advance.

③Each person must submit the application at a Japan Post Bank counter. Please do not send it to APU.
(There is no need to contact APU after applying to use automatic payment.)

④Please note that documents will not be returned to those who decline to enroll at APU.

⑤Tuition and dormitory fees must be submitted separately.



*The Automatic Payment Application Form is available at Japan Post Bank counters.

3.APU Domestic Students' Parent and Family Association / APU Alumni Association

(1)APU Domestic Students' Parent and Family 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.

There is a one time membership fee of 20,000 yen and the association has arranged for the university to collect this fee on their behalf

The main activities of the APU Domestic Students' Parent and Family Association are as follows. For more information, please see the association's website and Instagram.

Website：https://www.apu.ac.jp/apufubo/
Instagram:https://www.instagram.com/apukoenkai/

We will 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.

〈For reference: Principal activities in 2026〉

The following benefits are provided to members(including APU student members)

Social Gatherings	Members are given assistance with any questions or concerns they may have, and university events and information for student life are provided in cooperation with In 2026, in addition to the regular discussion meeting at APU, regional discussion meetings were held in Fukuoka, Tokyo, Kyoto,Aichi and Sapporo.
Condolence Money	Families of members and student members are provided with condolence money in the event of their death. A condolence payment of ¥50,000 will be provided to members, and ¥70,000 to their children, within six months of the member's death.
Financial Assistance Scholarship	This scholarship supports students struggling to continue their studies at APU as a result of sudden changes in household financial circumstaces due to events such as the death, unemployment, etc. of the household's principal provider. The scholarship provides grants of 200,000 yen to students who have been selected to receive Emergency Tuition Support for Domestic Students.
Assistance for students	・Offering breakfast at 100 yen at Cafeteria ・Installation of sanitary products in women's restrooms on campus (11 locations).

The office is located within APU.

If you are having difficulty paying your membership fees due to financial or other reasons, please contact us at least one week before the deadline for payment of the second admission procedure fee.

Please note that the "⑫ Home Country Sponsor (a parent, relative, legal guardian, or someone else) Contact Information and Address for Sending Academic Information" from the Student Information Card is shared with the Domestic Students' Parent and Family Association for the purpose of sending out various information. Your understanding is appreciated.

(2) APU Alumni Association

All current and former APU students are considered members of the APU Alumni Association. Membership is automatic and requires no additional registration. The lifetime membership fee is a one-time payment of 20,000 yen.

The APU Alumni Association was founded by APU graduates in March 2003 as an umbrella body to bring together alumni. Its activities build on the friendships and relationships formed through study and life at APU, aiming to strengthen bonds among alumni and support projects that contribute to APU's development. Through their involvement, members help build and maintain a strong network that spans the globe, one of APU's greatest assets. As future graduates, current students are valuable in helping build the association through their involvement in activities and are welcomed as partial members of the Association (partial members become full members at the time of graduation).

At the Association's request, APU collects membership fees on its behalf. Newly enrolled domestic students are asked to pay this fee together with their second installment of enrollment procedure fees.

All members, including partial members, have full access to APU's extensive global network through LinkedIn and other online tools and social platforms operated by the Alumni Association. In addition, students can actively make use of this network even while still enrolled, by participating in exchange events and career/self-development programs organized jointly with alumni and current students.

The primary activities of the APU Alumni Association are as outlined below. For more information, visit the Alumni Association website at http://www.alumni.apu.ac.jp/.

〈Primary Activities〉

Board Meetings	The Alumni Board convenes to discuss the Alumni Association's budget, review audit reports, approve proposals, and set strategy for the coming year.
Support for Current Students	Support is provided to current APU students in many different ways, including career-building activities such as employment consultations, support for student organizations, and support for students' studies through donations to the school library's collections, as well as events that bring students into dialogue with alumni on topics such as how best to spend one's time as an APU student. The Association also holds events that bring current students and alumni together through "Loop A.S.," the Alumni Association's student group.
Regional Activities	The Association has 39 regional chapters that coordinate alumni reunions, social events, networking events, and seminars throughout Japan and around the world. Alumni groups also organize events based on shared interests, such as vocation or sports.
Alumni Website	The Alumni website shares news and updates on events and activities conducted by the various chapters and groups, as well as news from APU. Students and alumni can also connect via the social media platforms operated by the Association, which are also featured on the website.

The Secretariat of the Association is located on the APU campus. Inquiries about association operations and activities are welcomed.

*If you are having difficulty paying your membership fees due to financial or other reasons, please contact us at least one week before the deadline for payment of the second enrollment procedure fee.

1. Our University's Unique Scholarship System

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.

Domestic Students Academic Excellence Scholarship

If you were selected as a Domestic Students Academic Excellence Scholarship recipient, you will officially become the recipient once you complete the enrollment procedures.
Read the following information carefully and conduct the necessary procedures.

Q1 I have been selected to receive the Domestic Students Academic Excellence Scholarship with one application type, but am thinking about doing my enrollment procedures with a different application type. Can I transfer my Domestic Students Academic Excellence Scholarship from application type to another?

A1 The "Domestic Student Excellence Scholarship" is determined based on the results of the entrance examination, so the right cannot be transferred to other successful applicants.

(1) Scholarship Results

(only for those who requested to be considered for the scholarship when applying for admission)
Applicants for the "Domestic Student Excellence Scholarship" will be notified of the results at the same time as receiving their acceptance letter.

(2) Aims and Overview

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.

Number of awardees : 37 (Past academic year results)

Amount and method of award : Equivalent to 100% of tuition (the scholarship does not cover the Admission Fee)
* Students can continue receiving this scholarship every semester for the minimum number of the years required for graduation (typically four years).
* Recipients will receive a payment form for the second installment of enrollment procedure fees that lists tuition fees minus the scholarship amount.

Loss of scholarship eligibility : Recipients will lose their eligibility to receive this scholarship immediately under any of the following circumstances.
①Loss of enrollment status at APU.
②Subjection to disciplinary action for violation of student disciplinary regulations.
③Failure to meet eligibility screening standards for scholarship continuation.
④Other behavior judged by the Student Affairs Committee to be unbecoming of a scholarship recipient.

(3) Eligibility Screening Standards for Scholarship Continuation

If either (i) or (ii) below applies in any two consecutive semesters from the first to seventh semester of study at APU, the recipient will lose their eligibility to receive the scholarship.

(i) Failure to earn the minimum required number of credits (*124 credits are required for graduation).

Semester	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester	7th Semester
Minimum number of credits required	14	14	14	14	14	14	6

(ii) GPA for the semester is less than 3.0.
GPA (Grade Point Average) refers to a student grading method with 5 levels (A+, A, B, C, F), which are assigned values for calculation as follows.
(Number of "A+" credits×4) + (number of "A" credits ×3) + (number of "B" credits×2) + (number of "C" credits×1) + (number of "F" credits ×0) ÷ Total number of credits registered (except for pass / fail credits and transferred credits)

(4) Procedures

Remit the first installment of enrollment procedure fees, complete online enrollment procedures and submit the necessary documents within the stipulated time period.

(5) Guidance

During the New Student orientation period, guidance on “Domestic Students Academic Excellence Scholarship”will be provided. So, please make sure to attend.
The date and time of the guidance will be informed in the announcement regarding the New Student orientation or through the Campus Terminal (web bulletin board for students).

Domestic Students Tuition Reduction

This is a scholarship unique to APU that increases the tuition reduction amount to half of the tuition fee for students who are accepted into the first, second, and third categories of the "New National System of Support for Higher Education (hereinafter referred to as JASSO Grant-type Scholarship)." (If the reduction amount of the JASSO Grant-type Scholarship exceeds half of the tuition fee, the tuition fee will be reduced by the reduction amount of the JASSO Grant-type Scholarship.)
In addition, those who do not meet the eligibility requirements for the JASSO grant-type scholarship due to their visa status, etc., are also able to apply.

(1) Purpose and overview of the System

This scholarship is intended for: ① recipients of the JASSO scholarship, and ② independent applicants (those who are not eligible for the JASSO scholarship due to visa status or other reasons and apply independently for this scholarship).
Please confirm whether you fall under category ① or ②, and refer to the information below accordingly.

Eligibility to apply : ①Applicants and recipients of JASSO scholarships.
②Those who are not "eligible" to apply for JASSO scholarships due to their visa status, time of enrollment, etc.*

*Residence status is "Dependent Stay (those who entered Japan after graduating from elementary school)", more than two years have passed since graduating from high school until entering university, etc.
*Those who are eligible to apply for the JASSO grant scholarship but do not meet the household financial criteria, such as those whose household income exceeds the threshold, are not eligible for this program.
*For more information, ple ase refer to the Japan Student Services Organization (JASSO) website. (https://www.jasso.go.jp/shogakukin/kyufu/shikaku/zaigaku.html)

Selection Criteria : (1)Household Standards (any of the following):
In case ①：Follow the JASSO grant-type scholarship criteria.
In case ②：For those who are not eligible to apply for the JASSO grant-type scholarship, the following criteria apply: For salaried households: total annual household income of 4 million yen or less (income amount) For non-salaried households: total annual income of 570,000 yen or less
(2)Academic Standards (Requirements are the same for both ① and ②)
Applicants must satisfy one of the following criteria below:
①High school GPA of 3.5 or higher or Score on the university entrance exam that places them in the top 50% of examinees
②Passed the “Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates” (Kōtōgakkō Sotsugyōteidoninteishiken)
③Enthusiastic about his/her studies and has set well-defined academic goals for their time at university in addition to detailed future goals as evidenced by the applicant’s Study Plan.

Amount and method of payment : In case (1)：Half of the tuition fee will be waived after deducting the tuition reduction amount provided under the JASSO Grant Scholarship.
In case (2)：Half of the tuition fee will be waived.

*Before enrollment, the full tuition for the first semester must be paid. If the applicant is selected, the reduction amount of the tuition reduction for that semester will be carried over to the following semester’s tuition. After the carryover, the reduction amount will be offset against the tuition when fees are billed for the subsequent semester.

Loss of eligibility : Common to both ① and ②: Application of this system may be cancelled if any of the following conditions apply:
(1)When a student is expelled or dismissed
(2)When a student is disciplined under the Student Disciplinary Code
(3)When a student declines application for this program
(4)When it is discovered that a student was granted this program because he/she made a false statement on the application form or applied in a way that did not meet the requirements
(5)When a student loses eligibility to receive a JASSO grant-type scholarship (Only in case ①)
(6)When a student does not pass the continuation screening
(7)When the Dean of Student Affairs otherwise determines that a student is not suitable to receive this program etc.

(2) Continuation review criteria

After adopting this system, ongoing reviews will be conducted annually from July to September (when income certificates are issued) for household income standards and once a year (in March or September) for academic standards, and the results will be notified to applicants.

[Household Standards]

①Recipients of JASSO grant-type scholarships will use the results of the screening process.

②Those who are not JASSO grant-type scholarship recipients will need to submit an income certificate (tax certificate or tax exemption certificate) showing their income.Those who are not JASSO grant-type scholarship recipients must meet the following criteria.

For salary earner households: Total annual household income is 4 million yen or less
For non-salary earner households: Total annual income is 570,000 yen or less

[Academic Standards]

①Recipients of the JASSO Grant-type Scholarship shall be subject to eligibility review criteria in accordance with JASSO Grant-type Scholarship.
https://www.jasso.go.jp/shogakukin/saiyochu/kyufu/tekikaku_gakuryoku.html
For more details, please refer to the website below.
https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/reduction/

②Applicants who are not recipients of the JASSO Grant-type Scholarship will be subject to APU's own academic criteria. For details, please refer to the following website:
https://www.apu.ac.jp/studentsupport/scholarship_tuition/domestic/reduction/ineligible/

(3) How to Apply

For applicants ①:Download the application form from the Student Office website "Scholarships for Domestic Students", fill it out, and submit it to the university in April or October. For more details, please see the following website (will be updated in late March and late September).
https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/
For applicants ②, an application must be submitted after enrollment along with the required documents.

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

Name	Type	Eligibility	Awardees per year	Amount
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 SelfMotivated Students	Grant	Individuals and groups that achieved outstanding results in selfmotivated activities.	Within thelimits of the budget	Up to 100,000yen for groups Up to 50,000yen for individuals
Domestic Students Financial Support Tuition Reduction	Reduction	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 in the year selected
APU Domestic Student Support Association Tuition Support Scholarship Students	Grant	Children of members of the APUClub Domestic Students' Parents Association who are selected for a Domestic Students Financial Support Tuition Reduction.	Up to 20	200,000yen

For the latest information on scholarships, please visit the Student Office website.
https://www.apumate.net/en/exploring/campuslife/aphouse/

2.Scholarships Other Than Those of Our University

〈Scholarship Q&A〉

Q1 Can I receive external scholarships together with this APU scholarship?

A1 You can receive a scholarship from the Japan Student Services Organization (JASSO) together with your APU scholarship. If you have received scholarships from other scholarship foundations or local government bodies,or are thinking of applying for one, please confirm with them directly if recipients of APU's Domestic Students Academic Excellence Scholarship, Domestic Students Tuition Reduction or JASSO scholarship are eligible to receive their scholarship concurrently.

Q2 I'm considering applying for a JASSO scholarship. Is there anything I need to prepare before beginning my studies at APU?

A2 If you are applying for a new JASSO scholarship, please refer to "B: JASSO Scholarship (Grant/Loan)For those applying after enrolling at APU (Regular application)" on page 32 of this guideline and follow the procedures outlined on the Student Office website.

*If you have been selected as a reserved candidate while enrolled in high school, please check "A: JASSO Scholarship (Grant/Loan) Reservation Candidates" on page 30 of these guidelines and follow the procedures outlined on the Student Office website.
*【website update period】Spring Enrollees: Mid-March / Autumn Enrollees: Mid-September

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.
Student office Website
https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/

・For following guide on scholarships provided by local government bodies, students are recommended to contact the body's (prefectural or city) board of education directly.

Guide to the "National Education Loan"

The following guide is based on publicly available information. For details, please contact your local Japan Finance Corporation or financial institution.

Financed Amount : Up to 3.5 million yen per student (4.5 million yen if you meet the set critera)
Repayment Period : Within 18 years
Interest Rate : 3.75% per annum (current as of May, 2026)
*Please check the latest interest rates on the following website.
Repayment Method : Equal monthly payments of principal and interest
(repayment of principal can be deferred during school enrollment)
Other Information : Refer to the website below for eligibility requirements, etc.
[Educational Loan Call Center] 0570-008656
[Website] http://www.jfc.go.jp/n/finance/search/ippan.html

Guide to the "APU Tuition Support Plan"

APU offers the "APU Tuition Support Plan", a student loan plan provided together with the Orient Corporation (below, Orico).This plan can also be used for the payment of enrollment procedure fees.

【Contact Information】
Orico Tuition Support Desk Toll-free 0120-517-325 (9:30 am – 5:30 pm)
[Website] https://orico-web.jp/gakuhi/index.html?clientid=14900369
*Please submit an application at least 5 days before the tuition (or fee) payment deadline.
*Please visit APU website for Application period.Please note that it may not be available depending on the schedule of your screening method.
*Orico will notify users of the results of their screening on the next business day after the information is entered.

Japan Student Services Organization Scholarship (hereinafter referred to as JASSO Scholarship)

(Content may change without notice)

Grant-type scholarship (national higher education support new system) *No repayment required

Payment details [Refund not required]: (1) Monthly scholarship

In principle, the following amount will be transferred every month, depending on the classification (I to IV) based on the income of the person who maintains the household (usually parents) and the student themselves, the school's founder (National/Public & Private) and the type of commuting (commuting from home/commuting away from home), etc.

・If commuting from home: ① Category I ⇒ 38,300 yen ② Category II ⇒ 25,600 yen
③ Category III ⇒ 12,800 yen ④ Category IV ⇒ 9,600 yen

・If you commute from outside your home: ① Category I ⇒ 75,800 yen ② Category II ⇒ 50,600 yen
③ Category III ⇒ 25,300 yen ④ Category IV ⇒ 19,000 yen

(2) Tuition reduction/exemption

The following amounts are the upper limit (annual amount) for reductions in tuition fees, etc., determined by the institution (National/Public & Private) and type of school, etc., according to the scholarship category (Category I to III, Category I to IV of Households with multiple children,and Households with multiple children).

①Category I: Tuition fee reduction amount ⇒ 700,000 yen
②Category II: Tuition fee reduction amount ⇒ 466,700 yen
③Category III: Tuition fee reduction amount ⇒ 233,400 yen
④Household of Multiple Children category (including Category I to IV):
Tuition reduction amount⇒ 700,000 yen

(3)Admission fee reductions (refunds)
(Only for students whose benefits start from the month of enrollment)
Category I / Household with Multiple Children Category:Full amount
Category II: 2/3 amount
Category III: 1/3 amount

Payment period : Within the minimum period of study

*There is a continuation review (once a year for academic and household finances)
*Depending on the results of the continuation review, the scholarship payment may be suspended or the amount of the payment may change.

Selection criteria : Eligibility requirements regarding academic standards, economic standards, timing of enrollment in a university, and residency status (Japanese nationality or Special Permanent Resident status, etc.), as established by the Japan Student Services Organization (JASSO) :

(1) Academic standards: You must meet one of the following criteria:

①The student's three-year grade point average in high school or other institution must be 3.5 or higher.
②The student must have passed the "Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates" (Kōtōgakkō Sotsugyōteidoninteishiken).
③The student's study plan or other documents must demonstrate that the student is motivated to study with the goal of becoming independent and active in society in the future.

(2) Economic standards
(standards vary depending on the number of family members and their composition)

The limit is set based on the tax base amount based on income and earnings, so it will vary depending on household composition, whether or not there are disabled members, and the payment status of various insurance premiums, but the limit for total household income (including tax) for a standard model household is as shown in the table below.

*The table below is taken from the 2026 "Scholarship Guide" published by the Japan Student Services Organization.

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)			
		Category I	Category II	Category III	Category IV	Category I	Category II	Category III	Category IV
4	You, Parent 1 (★), Parent 2 (no income), High school student	295	395	461	698	196	277	348	526
4	You, Parent 1 (★), Parent 2 (salary earner), High school student	P①:295 P②:115	P①:336 P②:155	P①:409 P②:155	P①:656 P②:155	P①:179 P②:115	P①:205 P②:155	P①:262 P②:155	P①:453 P②:155

*The numbers in the table are only a reference. The information required for the selection process is obtained from your My Number, so you may be eligible if your amount is above the reference amount, or not if your amount is below the reference amount.

(3) Qualifications related to the time of enrollment in university, etc.: Those for whom two years have not yet elapsed since the end of the year following the year in which they first graduated (completed) high school, etc., until the date of enrollment in university, etc.
(4) Requirements related to visa status, etc. : Those with foreign nationality may not be able to apply depending on their visa status, etc.

*For details on the requirements in (3) and (4), please refer to the official JASSO website.
https://www.jasso.go.jp/shogakukin/about/kyufu/shikaku/zaigaku.html

Notes：・Refunds of the admission fee and the carryover of the first semester's tuition reduction to the following semester will be processed after the selection decision is finalized. From the following semester, the scholarship amount will be offset against tuition fees at the time of invoicing.
・This scholarship can be used in conjunction with a loan scholarship, but the monthly amount of the combined scholarship will be adjusted only for Type 1 scholarships (interest-free). Please check the page below for the amount after adjustment.
・The above is based on actual results for 2026 and is subject to change.
For the latest information and details, please refer to the official JASSO website below.
https://www.jasso.go.jp/shogakukin/kyufu/index.html

Loan-type scholarships (Type 1 and Type 2 scholarships) *Repayment required

*It is possible to receive both Type 1 and Type 2 scholarships at the same time.

<table>
<tr><td colspan="2">Category 1 Scholarship</td></tr>
<tr><td>Kinds</td><td>Loan type, interest-free</td></tr>
<tr><td>Amount</td><td>Students commutingfrom family home:
Maximum of 54,000yen
Available other than maximum: 20,000yen, 30,000yen, or 40,000yen
Students living away from family home:
Maximum of 64,000yen
Available other than maximum: 20,000yen, 30,000yen, 40,000yen, 50,000yen</td></tr>
<tr><td>Loan Period</td><td>The minimum period of study from the loan start month until graduation.</td></tr>
<tr><td>Academic Standards Including combined loans)</td><td>The average grade point average of high school is 3.5 or higher
or those who have passed the Proficiency Level of Upper Secondary School Graduates"
(Kōtōgakkō Sotsugyōteidoninteishiken)</td></tr>
<tr><td colspan="2">Category 2 Scholarship</td></tr>
<tr><td>Kinds</td><td>Loan type with interest (interest-free during the period of study, maximum interest rate is 3%)</td></tr>
<tr><td>Amount</td><td>You can choose from amounts ranging from 20,000 yen to 120,000 yen (monthly)
in increments of 10,000 yen.</td></tr>
<tr><td>Loan Period</td><td>The shortest period of study from the month the loan is granted until graduation.</td></tr>
<tr><td>Academic Standards</td><td>By enrolling at the school, you will meet the academic standards.</td></tr>
<tr><td colspan="2">Common to both Category 1 and Category 2 Scholarships</td></tr>
<tr><td>Upper limit of income</td><td>
<table>
<tr><th rowspan="2">Number of people in household</th><th rowspan="2">Assumed household composition</th><th colspan="3">(★) indicates households with salary income (annual income amount)</th><th colspan="3">(★) indicates households with non-salary income (annual income amount)</th></tr>
<tr><th>Category 1</th><th>Category 2</th><th>Combined Loan</th><th>Category 1</th><th>Category 2</th><th>Combined Loan</th></tr>
<tr><td>4</td><td>You, Parent 1 (★), Parent 2 (★*), High school student</td><td>880</td><td>1,309</td><td>826</td><td>613</td><td>937</td><td>566</td></tr>
</table>
* The maximum monthly amount is only available if you meet the household income criteria for combined loans.
* The above table is taken from the 2026 "Scholarship Guide" published by the Japan Student Services Organization. The amount is a guideline and will vary depending on the number of family members and household situation.
* Parent ②'s income is assumed to be 3,000,000 yen for employment income, or 2,000,000 yen for non-employment income.
</td></tr>
<tr><td>Notes</td><td>・Only when a grant-type scholarship is combined with a Type 1 scholarship, the monthly amount of the Type 1 scholarship will be adjusted for concurrent receipt.

・For the latest information and details, please refer to the official JASSO website below.
https://www.jasso.go.jp/shogakukin/about/taiyo/index.html</td></tr>
</table>

【JASSO Scholarship Application Procedures】

Those who applied for a JASSO scholarship (grant/loan) at high school and were recognized as a "reserved candidate" … A

Those who apply for JASSO scholarships (grant/loan) after enrolling at APU (regular application)… B

*If you have been certified as a "reserved candidate" and wish to receive an additional JASSO scholarship, you will need to complete the separate procedure in A in addition to B .

A JASSO Scholarship (Grant/Loan) Reservation Candidates

If you have a " Notice of Selection of Candidates for University Scholarships for 2027," you must complete the following procedure.

***If you do not go through the procedure or do not complete it within the specified period, you will not be officially approved as a scholarship recipient and will lose your eligibility to receive benefits.**

〈Procedure Schedule and Method〉

Further information will be provided on the Student Office website below.
[Website update period] Spring enrollment: Mid-March, Fall enrollment: Mid-September

〈Start date of procedure〉

The following varies depending on ① and ②.

*The total amount of the scholarship will be the same regardless of whether you apply through ① or ②.

*The application period, etc. may change due to changes in the JASSO system, etc.

①Candidates for scholarship reservations who plan to commute away from home and would like to receive monthly payments away from home starting early (from April)
…You will need to complete the procedure by mail before enrolling.

②Candidates for grants and loan scholarships other than those listed in ①
…Students must complete the procedure themselves at the Student Office after enrollment and before the first day of classes.

*The "Notice of Selection of Candidates for University Scholarships (for submission)" distributed by your high school must be submitted along with other documents.

If you are applying for a special increase at the time of enrollment and your notice of successful applicant decision states that **you are required to apply for a national education loan from the Japan Finance Corporation, you will need to apply for the national education loan before enrolling.**
For details, please follow the documents provided by your high school.

〈Website Information〉

Student Office Website/Reservation recruitment process
https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/jasso_precedure/

B Those who apply for JASSO scholarships (grant/loan) after enrolling at APU (regular application)

*This includes those who have been recognized as "reserved candidates" and wish to receive an additional JASSO scholarship

〈Procedure Schedule and Method〉
Further information will be provided on the Student Office website below
[Website update period] Spring enrollment: Mid-March, Fall enrollment: Mid-September

〈Start date of procedure〉
In previous years, students have had to complete the procedure themselves at the Student Office after enrolling.

〈Important points to note〉
Application forms will be available in front of the entrance to the Student Office [April enrollees] in late March and [September enrollees] in mid-September.

〈Website Information〉
Student Office Homepage/Procedures for reserved recruitment candidates
https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/jasso_precedure/

〈JASSO official website/Scholarship information (application qualifications/selection criteria/monthly amount, etc.)〉
*New academic year version update period: Late March each year
https://www.jasso.go.jp/shogakukin/moshikomi/zaigaku/tebiki/daigaku_etc.html

V Guidance and Preparation for Entering APU from Before Enrollment to the Entrance Ceremony

*The following dates are tentative only. If there are any changes to the schedule, we will announce them on the successful applicants' page on the APUmate website, so be sure to check it regularly.

[April] March 20th onwards [September] September 10th onwards

AP House residents only Entering AP House ・AP House has set move-in dates. P16～

Only if applicable Entering AP House ・If you are planning to move to a new location upon enrollment at APU, we recommend that you move in before the placement test to get used to your new environment. P39

▼

[April] March 20th onwards [September] September 10th onwards

〈Eligibility〉 First-year enrollees, second-year transfer enrollees

Class Placement Tests

For Japanese-basis enrollees
→English language placement test
For English - basis enrollees
→Japanese language placement test

P35

▼ ID and password will be sent by email

[April] March 20th onwards [September] September 10th onwards

Participation is required New Student Orientation

As this orientation includes important information and precautions for student life as well as explanations of course registration and other important matters.

▼

[April] April 1st [September] September 24th

Entrance Ceremony P36

▼

Classes Begin

1.New Student Orientation

Students will receive their student IDs and other important documents, receive guidance on course registration, student life, and scholarships, as well as undergo a health examination. Course registration for the semester will also be held. Students are required to attend these orientation courses.

Dates ：[April Enrollees]Late March - Early April, 2027 (planned)
[September Enrollees]Late September - Early October, 2027 (planned)

*Detailed schedules for each guidance session will be announced on the page for successful applicants on the APUmate website. [April enrollment] From mid-March [September enrollment] From mid-September

〈New Student Orientation website〉
Updated approximately two months before enrollment

URL：(JP)https://www.apu.ac.jp/studentsupport/orientationinfo/
(EN)https://en.apu.ac.jp/studentsupport/orientationinfo/

We may send you important information regarding your enrollment preparations via email.
If the email address you registered for the online enrollment procedure has changed, please contact the Office of Domestic Admissions with your updated email address (domestic@apu.ac.jp).

2.Language Placement Tests

Language placement test dates are as shown below. The placement tests are essential to determine the level at which you will commence your study after enrollment. Please be sure to attend.

The confirmed dates for each Language Placement Test will be announced from [April]early March [September]Late August on the APUmate website for successful applicants and by email.
URL：https://www.apumate.net/en/goukaku/

English Language Placement Test * For Japanese-basis students

The results of this test will determine your track and class placement for English language subjects. All Japanese-basis students are required to take this test.

*If you are unable to take the test, you will be placed in the English standard track (requiring 24 credits of English language study) and begin with Elementary English A and B (6 credits).

Test Date ：**[April enrollment] Late March 2027, [September enrollment] Mid-September 2027**
Venue ：Ritsumeikan Asia Pacific University Campus (Tentative)
Who this test is for ：All Japanese-basis 1st year enrollees and Japanese-basis 2nd year transfer enrollees

〈Placement of required English courses using English Language Proficiency Test scores obtained before admission.〉

The following 4 types of English proficiency test scores will be used for determining the starting level of your required English courses (English placement test).

- TOEFL iBT® Test
  *For the TOEFL iBT® Test,TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBestTM Scores will also be accepted.
- TOEIC®Tests
- IELTS™
- PTE Academic

For more details please refer to the Academic Office website.
https://en.apu.ac.jp/academic/common_subjects/english/

Japanese Language Placement Test * For English-basis students

All English-basis students are required to take this test. However, the University will contact in advance students whose native language may be Japanese to confirm whether they need to take the test. Based on the confirmation, they may be exempted from taking the test.

*If you are unable to take the test, you will begin your Japanese language study in Japanese Foundation Course I / II (requiring 16 credits of Japanese language study in total).

Test Date ：[April enrollment] Early to late March 2027 (planned),
[September enrollment] Early to late September 2027 (planned)
Venue ：Ritsumeikan Asia Pacific University Campus In-person exam (planned)
Who this test is for ：All English-basis 1st year enrollees and English-basis 2nd year transfer enrollees

If you are unable to attend the test for unavoidable reasons,please be sure to contact us at the email address
■Academic Office E-mail: cleac@apu.ac.jp

3.Entrance Ceremony

The entrance ceremony for 2027 enrollees will be held as follows.
(*Please note that this is subject to change depending on the circumstances.)

Date ：[April enrollment] April 1, 2027(Thu.)　[September Enrollment] September 24, 2027(Fri.)

Location ：**Ritsumeikan Asia Pacific University (1-1 Jumonjibaru, Beppu, Oita)**

*Details of the entrance ceremony will be announced on the university website in [April enrollment]March 2027, [September enrollment] August 2027.

You will need to come to school a few days before the Entrance Ceremony for Class Placement Tests and orientation. If you are moving to take advantage of the new school year, we recommend that you do so about one week before the Entrance Ceremony to prepare for your move.

April 2027 / September 2027 Enroll Q&A about Entrance Ceremony

Q1　What should I wear to the Entrance Ceremony?

A1　There are no dress rules, but please dress appropriately for the ceremony.
Many students wear suits, while some international students wear traditional clothing.
Some domestic students wear traditional Japanese clothing as well.

Q2　Is there anything I need to bring on the day of the Entrance Ceremony?

A2　Students should bring some writing tools to take notes.

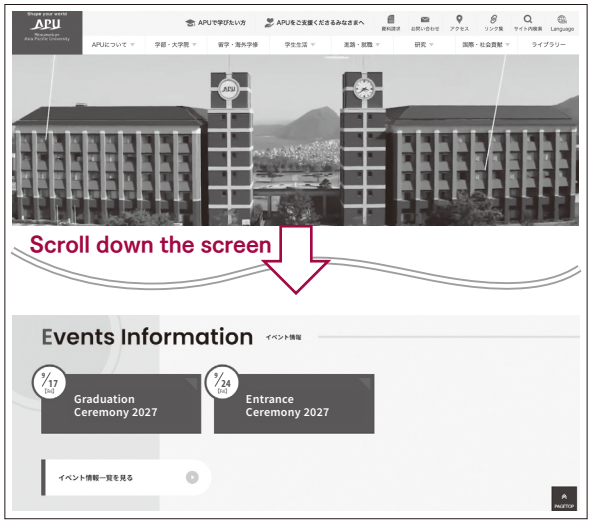
Q3　Can I go to the entrance ceremony by private car?

A3　As we expect a large number of participants, please come by public transportation as much as possible.

At the Entrance Ceremony, several student groups will showcase a variety of performances.
We hope you enjoy it !

Information on Campus Tours and Special Events for Families of New Students

We will offer some special programs and performances for new students and their families alongside the entrance ceremony.
Details will be available on the university's official website starting one month prior to the event.
Please check the "Events Information" section at the bottom of the official website.
University homepage : https://en.apu.ac.jp/home/



[Precautions]
As we are in the transitional season, please wear clothing that is suitable for the temperature and comfortable shoes. The event will be held as scheduled in the case of light rain. However, in the event of severe weather, the program may be moved indoors. We appreciate your understanding.

Inquiries about the Campus Tour for Parents and Guardians

Ritsumeikan Asia Pacific University Outreach and Research Office APU Domestic Student Support Association Office
TEL: 0977-78-1136
E-mail: apu-fubo@apu.ac.jp

4.Pre-enrollment education

This is an assignment prepared to help you proceed smoothly with your studies after enrollment. Please be sure to complete it.

■ APU Pre-Enrollment Study Guide (Excluding March Admissions)

Please access the URL below.
Make sure to review and complete the pre-enrollment assignments.

Japanese-basis　https://r.apu.jp/2ux
English-basis　https://r.apu.jp/9ff6ad

【Contact】Academic Office, Pre-Enrollment Education Section　E-mail:apunmk@apu.ac.jp

FAQ

Q1　I am not confident in mathematics and feel anxious about taking courses after enrollment that require math. Could you tell me how I can prepare before enrollment to reduce this anxiety?

A1 Students in the College of International Management are required to earn credits for at least one of the following courses as part of their graduation requirements: Basic Mathematics or Advanced Mathematics. For students in the College of Asia Pacific Studies and the College of Sustainability and Tourism, statistical knowledge and mathematical literacy are also essential to support their academic arguments. Pre-enrollment assignments include mathematics tasks, so please make active efforts to work on them.

【Mathematics Assignment: About the AI Learning Material atama+】

We will use the AI-powered learning tool atama+ as the material for the pre-enrollment mathematics assignment.
atama+ is a system that allows students to study specific units designated by each college through a personalized curriculum. The AI assesses each learner's level of understanding and focuses on areas where they need improvement*.
* With a curriculum optimized by AI, students can effectively learn the required units. If a student struggles with a particular topic, instead of repeatedly solving practice problems for that unit, the AI identifies the root cause of the difficulty and guides the student back to foundational units from the past to strengthen their understanding.



Things you should do before entering school

Q1 I am an English-basis student not very confident in my Japanese abilities, and am worried about taking classes and interacting with others in Japanese. Please tell me if there is anything I should do before enrollment.

A1 The Japanese placement test for English-basis students will provide us with a scale to measure your Japanese ability and provide classes suitable to your level. The curriculum of these courses has been proven to improve students' overall Japanese abilities, so please do not worry. We suggest that you prepare for these classes by studying elementary level Japanese on your own. Please also utilize the various pre-enrollment study courses offered by APU.

Q2 Are there any websites I should check before enrolling?

A2 The site is aimed at current APU students, but we encourage you to take a look.
https://en.apu.ac.jp/apu-portal/

Q3 I was accepted to APU through a Admissions for Comprehensive Selection. Is it necessary to take the Common Test for University Admissions?

A3 At APU, we recommend that applicants who were accepted using the Comprehensive Selection method also take the Common Test for University Admissions (however, we understand that in some cases the test cannot be taken due to scheduling reasons). Even after being accepted to APU, your studies at high school must be continued in various subjects, and high school level academic knowledge is important in employment evaluation testing as well. All accepted students are encouraged to continue their studies in various subjects and put additional effort into any subjects they are having difficulty with,regardless of whether they take the Common Test for University Admissions or not.

5.Other Information for Preparing for Enrollment

IT Support - Information Environment to be Prepared by the Start of Classes

Prepare a laptop computer (Personal Devices)

- APU encourages BYOD (Bring Your Own Device) in which students bring their own devices to the university. Since tablets such as i-Pads and personal smartphones have limitations in the software that can be used with them, we recommend the use of a laptop computer.
  * There are no PCs available for regular use on campus. (There are PCs available for temporary use on the APU campus for same-day use only).
- For recommended PC specifications for using the APU-Net environment, see " APU's Recommended System Requirements" on the Basic Support in IT Support page below.
  https://www.apu.ac.jp/academic/system/basic_support/#sec01

Software

- Microsoft365 (Outlook, Word, Excel, PowerPoint) will be available after New Student Orientation at the time of enrollment and does not need to be purchased in advance.
- Software recommended to be installed before classes begin
  (information provided at New Student Orientation)
  Zoom (online classes)
  Safe Exam Browser (online exams)
- Other software used in classes, seminar and research (statistical analysis, GIS, etc.) may need to be installed on your own device after individual confirmation with your instructor.

IT Support

- BEGINNER'S GUIDE for students:
  Settings, rules and how to use services for new students using the Information Environment.
  https://www.apu.ac.jp/academic/system/beginners_guide/
- IT Support page (Basic Support):
  https://en.apu.ac.jp/academic/system/basic_support/
- IT Support (Inquiry Form):
  https://forms.office.com/r/BVb6EmQPGW

Visa Status

Q1 I would like to change my status of residence (visa) in Japan. What should I do?

A1 Please contact the Office of Domestic Admissions before enrolling. After enrolling, please come directly to the Student Office.

For the contact information of the Admissions Office, please refer to “Contact Information” on the last page.

Q2 My “College Student” status of residence is set to expire soon. What should I do?

A2 〈If your current student visa will expire before the enrollment date〉

Please carry out the extension procedure yourself.
Please check with the Oita Branch Office of the Fukuoka Immigration Bureau (TEL: 097-536-5006) in advance regarding the procedure.

〈If your current student visa expires after the enrollment date〉

Please contact the Student Office after enrollment.
In addition, if you have attended a school in Japan before enrolling, you will need to complete the following procedures.

1. Obtain a graduation certificate and a certificate of enrollment
2. Obtain a transcript
3. Submit a transfer-out notification and complete transfer-in procedures
4. Submit a change of affiliation to the Immigration Bureau

Contact Us: stuvisa@apu.ac.jp

For contact information for the Office of Student, please contact us.

Student Housing

Q1 How should I search for off-campus housing? Are there any real-estate agents recommended by APU?

A1 To help those looking for housing, Cleotech Co., Ltd., a company established by the Ritsumeikan Trust, has an office on the APU campus. Cleotech Co., Ltd. can introduce apartments exclusively for APU students and provide support after you move in, so you can search for housing in Beppu with peace of mind. For those who live too far away to come in to look for housing, they can provide online property tours using Zoom, and can also make consultations by phone, email or LINE, or apply for housing over the phone. For details, please refer to the "Room Search Catalog 2026."

Cleotech website:
https://creo-kyushu.com/sumai

Applying to Participate in a Double Degree Program from AY 2027

A double degree program is a four-year program that allows students to obtain a degree from both APU and the host university. Although the timing and content will vary depending on the host university, students will only pay tuition fees to APU throughout the four years (some tuition fees may be required for sessional courses).
Credits earned at both universities will be recognized in accordance with the regulations of each university. This is not an easy program, as students are required to actively and continuously engage in studies and extracurricular activities. However, the experience gained as a result will surely be a great advantage in the future, as internationalization progresses. In this program, unlike a regular exchange program (six months or one year), students will be enrolled and studied at both APU and the host university for four years as regular students.

Application and screening process for double degree programs available before enrollment

APU's double degree programs are available at multiple universities overseas. Those who wish to participate in a program in the United States (APS students only) must apply before enrolling, pass the screening process, and meet the admission requirements of the host university.

St. Edwards University (SEU) / USA
https://en.apu.ac.jp/abroad/program/?pgid=23

Eligibility : ①Applicants must pass the entrance examination for the Fall 2026 or Spring 2027 entrance exam for the College of Asia Pacific Studies (APS) and intend to enroll.(If you are enrolling in September 2027, please check the Off-Campus Programs website for the latest information.)
②Those with English proficiency of TOEFL iBT® test score of 79 or IELTSTM 6.0 (TOEFL® ITP test score of 550) or higher.
Application period : Around March 2027
Number of applicants accepted : Up to 5

Studying abroad and the image of the four years

<table>
<tr><td rowspan="2">Spring entrants</td><td colspan="2">First year</td><td colspan="2">Second year</td><td colspan="2">Third year</td><td colspan="2">Fourth year</td></tr>
<tr><td>First Semester</td><td>Second Semester</td><td>Semester 3</td><td>Semester 4</td><td>Semester 5</td><td>Semester 6</td><td>Semester 7</td><td>Semester 8</td></tr>
<tr><td></td><td>Foundation/ Language @APU</td><td colspan="3">Foundation/ Major@SEU</td><td colspan="4">Major @APU</td></tr>
</table>

About applying for double degree programs available after enrollment

- For College of Sustainability and Tourism (ST) students, applications will be accepted for the double degree program at Salzburg University of Applied Sciences (SUAS)/Austria after enrollment (information will be released to enrollees around April, selection will take place in June-July). Only April 2027 (spring enrollees) are eligible.
  APU-NBS DUDP WEB SITE https://en.apu.ac.jp/abroad/program/?pgid=24
- For College of International Management (APM) students, applications will be accepted for the double degree program at Neoma Business School (NBS)/France after enrollment.
- Both April entrants (Spring admission) and September entrants (Fall admission) are eligible to apply. Please check the website for details.
  https://en.apu.ac.jp/abroad/program/?pgid=22

*The programs and their contents may be subject to change. Please check the latest information on each website.

[Contact Us]
Ritsumeikan Asia Pacific University Outreach Research Office
Email：dudp@apu.ac.jp

[APU Off-Campus-Programs Website] https://en.apu.ac.jp/abroad/

1.Curriculum

Students enrolling as first-year entrants from 2023 onwards will be studying under the "2023 Curriculum."Please note that this is a different curriculum from that of students enrolled prior to 2023. More details will be provided at the post-enrollment orientation.

2.Courses for First-Year Students

For any questions or enquiries, please contact the Academic Office

(1)[Japanese-basis]First year level enrollees

①Language Education Course (English)

You must complete a specified minimum number of credits in Language Education Subjects (English). If you are a Japanese-basis student, your English language education curriculum and starting English level will be determined based on the results of an English Placement Test held for new students. If you are placed in the Standard Track, you will need to earn at least 24 credits (Elementary English A / B, Pre-Intermediate English A / B, Intermediate English A / B, Upper-Intermediate English A / B). If you are placed in the Advanced Track, you will need to earn at least 12 credits (Advanced English 1A / 1B, Advanced English 2A / 2B). You will be exempted from courses which are lower than your level of language proficiency based on the results of the placement test, so you will be able to commence your studies at a level suited to your own ability. However, you will need to enroll in language education subjects or common liberal arts subjects equal to the number of credits from which you were exempted. Information on the English Placement Test can be found on page 35.

Information on the English Placement Test can be found on page 35.

【English language subjects and placement standards】

English Class Placement Tests

	Approximate placement standards	
	Level of commencement *figures in parentheses = credits	Proficiency (IELTS) range
Standard Track (24 credits required)	Elementary English A (4)+ Elementary English B (2)a	4.0
	Pre-Intermediate English A (4)+ Pre-Intermediate English B (2)	4.5
	Intermediate English A (4)+ Intermediate English B (2)	5.0
	Upper Intermediate English A (4) + Upper Intermediate English B (2)	5.5
Advanced Track (12 credits required)	Advanced English 1A (4)+ Advanced English 1B (2)	6.0
	Advanced English 2A (4)+ Advanced English 2B (2)	6.5
If judged to be exempt from English language subjects	Exempted from English language subject requirements	12 credits taken in language education subjects and liberal arts subjects

②Credits required for graduation

Please check the APU Academic Office website to confirm the graduation requirements applicable to you.

College of Asia Pacific Studies
https://en.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management
https://en.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and Tourism
https://en.apu.ac.jp/academic/st/graduation_requirements/

*Graduation requirements differ depending on your status of residence in Japan at the time of enrollment. If your status of residence when you enter APU is “College Student,” the graduation requirements for “international students" will apply to you. Please notify the Office of Domestic Admissions if you have College Student" status of residence (contact details are on the back cover of this booklet).

Japanese-basis domestic students must complete at least 20 credits of Common Liberal Arts Subjects and Major Education Subjects (either in your own college or another college) taught in English. Language Education Subjects and all subjects held in both English and Japanese (E/J) will not count towards this total.

All Japanese-basis students must complete (or be exempted from) “Intermediate English A & B” before they can register for subjects taught in English. Students who have completed “Pre-Intermediate English A and B” however, may take "Bridge Program" courses (subjects taught in simpler English).

(2) [English-basis]First year Students

①Language education course (Japanese language)

You must complete a specified minimum number of credits in Language Education Subjects (Japanese). If you are an English-basis student, your Japanese language education curriculum and starting level will be set based on the results of the Japanese Placement Test held for new students. You will need to earn at least 16 credits in required Japanese language education subjects (Japanese Foundation Course I, II and III, and Japanese Intermediate Course: 4 credits each). You will be exempted from courses which are lower than your level of language proficiency based on the results of the placement test, so you will be able to commence your studies at a level suited to your own ability. However, you will need to enroll in language education subjects or common liberal arts subjects equal to the number of credits from which you were exempted. Information on the Japanese Placement Test can be found on page 35.

Information on the Japanese Placement Test can be found on page 35.

【Japanese language subjects and placement standards】

Japanese Class Placement Tests

	Approximate placement standards	
	Level of commencement *figures in parentheses=credit	Proficiency(JLPT)
If required to take Japanese language education subjects (16credits)	Japanese Foundation Course I (4)	Never Studied Japanese
	Japanese Foundation Course I (4)	N5
	Japanese Foundation Course III (4)	N4
	Japanese Intermediate Course (4)	N4 or above
If exempted from “Japanese” language education subjects	Exempted from Japanese language education subjects	Earn 16 credits as General Electives

②Credits required for graduation

Please check the APU Academic Office website to confirm the graduation requirements applicable to you.

College of Asia Pacific Studies
https://en.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management
https://en.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and Tourism
https://en.apu.ac.jp/academic/st/graduation_requirements/

*Graduation requirements differ depending on your status of residence in Japan at the time of enrollment. If your status of residence when you enter APU is “College Student,” the graduation requirements for “international students" will apply to you. Please notify the Office of Domestic Admissions if you have College Student" status of residence (contact details are on the back cover of this booklet).

(3)Recognition of Credit for Studies Prior to Enrollment (for first-year level enrollees)

APU understands the significance of learning through a wide range of channels. Therefore, the university will allow students to transfer credits obtained prior to enrollment under certain circumstances (except for 2nd and 3rd year transfer students). Credits will be transferred only upon application.

Necessary conditions for a Credit Transfer:

Maximum number of credits : 30 credits

Application Materials : ①Application form
②Academic Transcript (only original will be accepted).
③Course syllabus(es) (which includes subject name, course description, grade evaluation, course objectives, number of class hours, and number of classes.)

- If the syllabus does not include evaluation criteria, class goals, class hours, number of classes, textbooks to be used, etc. Please add materials that explain them.
- If the syllabus is written in a language other than Japanese or English, be sure to attach a Japanese or English translation.

〈Note〉
- Applications can only be accepted in the first semester immediately after a student's enrollment at APU. APU will not authorize a credit transfer after this time under any circumstances.
- “T (transfer)” will be shown for all transferred subjects in the evaluation section of the student’s grade report.

*A maximum of 60 credits is transferrable, including all forms of transferred credits at APU.
- If you do not submit all the requested documents, your application will not be approved.

3.Credit Recognition for Transfer Students

(1)2nd year Transfer Students

①Curriculum

Students entering APU as 2nd year transfer students in the academic year (AY) 2027 will be enrolled under the AY 2023 curriculum.

②Graduation Requirements

To graduate from APU, students must earn a total of at least 124 credits and meet the requirements set forth in their college's curriculum. If 30 credits earned at other universities or junior colleges prior to entering APU are approved, 124 credits - 30 credits = at least 94 credits must be earned at APU. Note that graduation requirements vary based on curriculum, language of admission, and domestic or international student status.

The course categories vary from college to college. Please check the APU Academic Office website for graduation requirements that apply to you.

College of Asia Pacific Studies
https://en.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management
https://en.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and Tourism
https://en.apu.ac.jp/academic/st/graduation_requirements/

③Credit Transfer

Credits earned at a previous institution may be recognized upon enrollment based on the results of the preliminary screening, up to a maximum of 30 credits. The number of credits recognized will vary depending on each individual's preliminary screening results. If you have earned more than 30 credits at other universities or junior colleges, but the credits exceed the credit transfer limit, they will not be approved. The required courses for the College of International Management (APM) must be taken at an AACSB, EQUIS, AMBA, or EPAS accredited school.

In addition, teaching and other certification courses cannot be transferred as credits required for graduation from APU.

④Language Education Subjects

[Language Education Subjects (English and Japanese)]

Second year transfer students are required to take language education subjects in the language opposite to that of their enrollment basis language (Japanese-basis students must take English language education subjects, and English-basis students must take Japanese language education subjects).

- Japanese-basis students must take 24 credits (Standard Track) or 12 credits (Advanced Track) of English language education subjects.
- English-basis students must take 16 credits of Japanese language education subjects.
- The level you will be placed in will be decided via the placement test which is held before enrollment.

Please make sure you take the placement test. The level at which you will start your language studies will be decided via the placement test which is held before enrollment. You will be exempted from subjects at levels lower than your starting level.

[For taking Asia Pacific languages (Chinese, Korean, Malay-Indonesian, Spanish, Thai, Vietnamese)]

Students who wish to take Asia Pacific Languages must meet the following course requirements.

- The language you wish to study is not your native language.
- Japanese-basis students must have completed "Elementary English A & B" and English-basis students must have completed Japanese Foundation Ⅰ, Ⅱ, and Ⅲ or have been exempted from taking these courses.

⑤Guidance for transfer students

On-demand videos on points to note for second-year transfer students and how to check credit transfer results will be available on the new student orientation website. Please be sure to watch them before the course registration date.

(2)3rd year Transfer Students

①Curriculum applicable to 3rd year transfer students

Third year transfer students and students enrolling in 2027 will be enrolled under the 2023 curriculum.

②Graduation Requirements

To graduate from APU, students must earn a total of at least 124 credits and meet the requirements set forth in their college's curriculum. If 62 credits are approved, 124 credits - 62 credits = at least 62 credits must be earned at APU.

Graduation requirements vary based on curriculum, language of admission, and domestic or international student status. Please check the graduation requirements that apply to you on the APU Academic Office website.

College of Asia Pacific Studies
https://en.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management
https://en.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and Tourism
https://en.apu.ac.jp/academic/st/graduation_requirements/

*The graduation requirement of "completing all credits for required language subjects" does not apply to third-year transfer students.

③Credit Transfer

Credits earned at a previous institution may be recognized upon enrollment based on the results of the preliminary screening, up to a maximum of 62 credits. The number of credits recognized will vary depending on each individual's preliminary screening results. If you have earned more than 62 credits at other universities or junior colleges, but the credits exceed the credit transfer limit, they will not be approved. Teaching and other certification courses cannot be transferred as credits required for graduation from APU.

Furthermore, qualification course subjects such as teaching qualifications cannot be transferred as credits required for graduation from APU. All grades for courses that have been transferred as credits will be shown as "T (Transfer)" on the APU transcript.

"T (Transfer)" grades are not included in your cumulative GPA at APU.

Please check the APU Academic Office website to confirm the graduation requirements applicable to you

College of Asia Pacific Studies
https://en.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management
https://en.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and Tourism
https://en.apu.ac.jp/academic/st/graduation_requirements/

④About course registration

[Regarding taking language education subjects (English and Japanese)]

Third-year transfer students are not required to take language education courses (English, Japanese, and Asia Pacific Languages (AP Languages)).
However, if you wish to take language education courses, you may be allowed to do so if you contact the Academic Office by the designated date and go through the procedures specified by the university.

[For taking Asia Pacific languages (Chinese, Korean, Malay-Indonesian, Spanish, Thai, Vietnamese)]

If you wish to take an Asia-Pacific language course in the semester immediately after enrollment, you must apply in advance.
You will be notified of the application method and deadline by email after admission.
You may not take an AP Language class if the course is for your native language.

[Regarding enrollment in "Faculty Specialized Seminars (Seminars)"]

Students who are considering going on to graduate school or finding employment in Japan are encouraged to take undergraduate seminars. If you wish to take seminars in the first semester after enrollment, you must apply by the designated deadline. For details, please refer to the APU Academic Office website below.

*In particular, seminars are required subjects in APS and ST, so please be sure to apply. Please note that the application period for transfer students is different from that for current students, so you can only apply to seminars that have vacancies at the time of application.

APU Academic Office Website URL　https://en.apu.ac.jp/academic/
[Specialized Education Courses] - [Seminar Courses (Seminars)] - [2023 Curriculum] for each college

*Information regarding how to apply for a new seminar for transfer students will be posted as soon as it is ready.

⑤Guidance for transfer students

On-demand videos on points to note for third-year transfer students and how to check credit transfer results will be made available on the New Student Orientation Seminars website. Please be sure to watch them before the course registration date.

4.Student Life Consultation

For any questions or enquiries, please contact Student Office (Contact details below)

The Student Office handles all aspects of student life. There are also public health nurses at the Health Clinic and counselors at the Counseling Room. We are available to answer any concerns or worries you may have about scholarships, housing, dormitory life, health management, extracurricular activities, or any other aspects of student life.

Support Services for Students with Disabilities

At this university, support for students with disabilities is provided based on established guidelines. Through these support activities, we also aim to contribute to the learning and growth of all students.
Decisions regarding the provision of reasonable accommodations are made by the Executive Committee of the Support Committee for Students with Disabilities, based on submitted support requests.
Please note that accommodations may not be provided for matters essential to the nature of a course or significantly impact the learning of other students. Additionally, if attending classes may cause physical or mental distress, please consult thoroughly with your primary care physician and prioritize treatment and rest.

Request for reasonable accommodations (support related to student life, including classes, examinations, and other activities) in principle must be initiated by the student through an application to the Student Office. As the review process and determination of appropriate accommodation may take some time, students considering a request are encouraged to consult the Student Office as early as possible. Consultations are available both before and after enrollment.

Support for Students with Disabilities

https://en.apu.ac.jp/academic/consultations/support/

Support Services for Students with Disabilities

https://en.apu.ac.jp/home/life/content39/

Student Disability Support Services

Support Available	Office	Contact Information
Entrance exams, pre-enrollment consultation	Office of Domestic Admissions	0977-78-1120 apumate@apu.ac.jp
	Office of International Admissions	Undergraduate：welcome@apu.ac.jp Graduate：apugrad@apu.ac.jp
Disability support services, general student life, classes, course registration, and grading	Student Office	class-sp@apu.ac.jp

Sexual and Gender Diversity

APU respects sexual and gender diversity as part of its commitment to human rights. APU aims to create an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected, that they will be treated fairly, and that they need not suffer any discomfort or pain as a consequence of their sexual orientation or gender identity.
website:https://en.apu.ac.jp/home/life/content57/.
If you have any further questions or concerns, please contact the LGBTQ+ Liaison Officer in the Student Office (Email: apulgbt@apu.ac.jp)

5.Q&A about Student Life

Q1 How much should I expect to pay for textbooks?

A1 The cost of textbooks depends on the courses you register for. Course packs (special texts used for a course)assembled by APU faculty are sold for 700 to 1,000 yen. For specialized courses, some required textbooks will cost around 3,000 yen and some required English textbooks will cost around 10,000 yen. While amounts vary depending on the courses taken, you can expect to spend about 50,000 yen per year on textbooks.

Q2 Please tell me about the main modes of transportation to and from APU and the costs involved.

A2 As described on page 49, at APU, commuting by automobile is prohibited. Because of this, students commute primarily by city buses, which run frequently before, during, and after class hours. However, you may also commute by motorbike but registration in advance is required. For city buses, the fares between APU and primary bus stops are as follows: to / from Beppu Station: 650 yen, to / from Kannawa : 390 yen, to / from Kamegawa Station: 400 yen. Note that you can purchase a one-year commuter pass with a 75% discount after the Entrance Ceremony. A one-year pass to / from Beppu Station is 100,000 yen, and a one-year pass to / from Kamegawa Station is 63,100 yen (prices are correct as of 2021). For more details, please contact the bus companies directly (Oita Kotsu: 0977-67-1331; Kamenoi Bus: 0977-23-0141).

Q3 Are Automatic Teller Machines (ATMs) available on the APU campus?

A3 Yes, Oita Bank and Japan Post Bank ATMs are located outside the Student Union (E Building). Also, there is an ATM inside the convenience store “LAWSON”. Some services offered by the financial institutions shown below can also be used at these ATMs. Sumitomo Mitsui Bank, Oita Mirai Shinkin Bank

Q4 Do I need to transfer my Resident Register to Beppu City?

A4 You will be spending most of your life as a university student in Beppu. The law requires that you must be registered as a resident in the place where you are actually living, and you must register a transfer in residence within 14 days of moving to Beppu. When you come to City Hall to undertake the Resident Register transfer you will be provided with a guide to municipal services. Please complete all necessary procedures.

*The first step in the transfer procedure is to register departure from your current municipality of residence.Please inquire at your municipality for details.

* A passport is required for participation in programs conducted outside Japan. Japanese nationals need to apply for a passport through the municipal authority where they are registered as a resident. Those not relocating their resident registration when attending APU are advised to apply for a passport prior to entering the university.

Q5 Tell me about opportunities for part-time work in Beppu.

A5 Many part-time jobs are available at inns and hotels, retail stores, and in the food and beverage industry. In addition, students undertake a variety of jobs on the APU campus, including TAs (Teaching Assistants) in classes, and jobs at the University Co-op. Whatever kind of part-time work you choose, please do make sure that it does not interfere with your studies (APU does not offer introductions to offcampus part-time work opportunities).

1. Rules for Commuting to School

At APU, students commute to and from campus primarily by public transportation such as buses and trains. Commuting by automobile is prohibited. Furthermore, to avoid inconveniencing local residents, parking vehicles in the vicinity of the campus (including the Beppuwan Service Area and expressway bus users' carpark) is also prohibited.

Note that commutation by motorbike is permitted, but only if after enrollment the student registers their motorbike and parks only in the designated bike parking area. Details regarding motorbike registration will be provided at the document distribution session for new students and on the Student Office website.

"The Oita Prefecture Ordinance on the Promotion of the Safe and Appropriate Use of Bicycles" has stated that bicycle users MUST join the bicycle liability insurance from June 2021. Please keep in mind the safe and proper use of bicycle.

As part of society at large, each member of the APU community bears social responsibility for their actions. Students that ignore their social responsibilities and do not follow university rules regarding the prohibition of commutation by automobile or the motorbike registration system will be subject to disciplinary action pursuant to university regulations.

https://en.apu.ac.jp/home/life/content17/

【Enrollment in Voluntary Insurance】

At APU, enrollment in voluntary insurance is a precondition for motorbike registration. Any owner of an automobile or motorbike in Japan must enroll in compulsory liability insurance. However, this is the minimum required amount of liability insurance and is not sufficient in many cases. In a traffic accident, especially one where the driver in question is at fault, liability is not usually sufficiently covered by compulsory insurance only.

This not only causes trouble for accident victims, but also the liable party, as they must compensate victims out-of-pocket from their part time job salary or other personal funds. This can lead to negative consequences for a student's academic career and impact their ability to continue their studies. This is applicable even for owners of 50 cc motorized bicycles. Taking such risks into account, enrollment in voluntary insurance (no liability limit for other persons, limit of 2 million yen or more for other vehicles, limit of 2 million yen or more for passengers) provides additional liability coverage, as well as the mediation services of the insurance company staff in order to avoid problems in the case of an accident. This insurance not only covers liability if you cause an accident; it also provides protection for you if you become an accident victim. This is why we ask students to enroll in voluntary insurance in addition to compulsory liability insurance so that proper coverage is provided. Due to this, bicycle users in Oita Prefecture must join the bicycle liability insurance from June 2021.

2. Campus Smoking Ban Initiatives

As an educational institution, the Ritsumeikan Trust endeavors to reduce the number of smokers and exposure to second-hand smoke throughout its campuses and schools, in order to protect and promote the health of its students and employees as well as the health of society at large.

Educational and awareness initiatives are periodically carried out following the "Ritsumeikan Trust Policy Toward a Non-Smoking Campus" developed in April 2008.

3.Access to APU and Facilities

[Access to APU] https://www.apu.ac.jp/home/contents/access.html/

[Main Facilities] https://en.apu.ac.jp/home/contents/campusmap.html/

〈On-Campus〉

●Cafeteria

At the Co-op Cafeteria, a ¥100 breakfast is served from 7:45 to 8:45. Regular meals are available from 10:30 to 20:00. (until 17:00 on Wednesdays). Please check the following link for the latest information.

https://coop.kyushu-bauc.or.jp/apu/news_im/news_detail_2519.html

〈Other APU COOP Information〉

https://coop.kyushu-bauc.or.jp/nus_im/webapp/data_file/250317122735_8.pdf

●Convenience Store

Lawson is open from 8:00 to 22:00. (As of May 2026)

〈Beppu City〉

・Supermarkets in Beppu City are open until late at night, and some operate 24 hours a day. They offer fresh fruits and vegetables, bakery items, groceries, stationery, and daily necessities.

・In Beppu, you can enjoy a wide range of dining options. In addition to various chain restaurants, including 24-hour family restaurants, there are many cafes and restaurants serving cuisines from around the world, such as Korean, Italian, Chinese, Indian, Sri Lankan, Thai, and Vietnamese.

4.Responses in the Event of a Large-Scale Disaster Occurring in the Campus Area

* The following cases are envisaged by the term “major disaster”:
  ・Application of the Disaster Assistance Act to Beppu City
  ・A disaster occurs in Beppu city, and the Prime Minister orders the establishment of an Emergency Response Headquarters to respond to it.

In the event of a major disaster* APU provides information to the public via the university website as shown below. We will progressively issue details that are not available in news media reporting, etc., such as information on the disaster and the current situation on campus. We will also use the university's official Facebook account and collate disaster-related websites operated by authorities such as Oita Prefecture and Beppu City in order to provide students and their guardians with easy access to the information they need.
APU’s internal student site (Student Portal) will also be used to disseminate announcements from the university and confirm students' safety, so all students should be sure to use it.(Access to this site requires a user ID and password which will be issued to each student after enrollment.)

〈APU Website〉

① 【Japanese】 https://www.apu.ac.jp/home/
② 【English】 https://en.apu.ac.jp/home/

〈Emergency / Natural Disaster Information Page〉

* Note : This web page will only be displayed when a major disaster strikes. Please save the URL in your favorites bookmarks.
  If you want to bookmark the university, please bookmark its official website.

③ 【Japanese】 https://www.apu.ac.jp/home/gallery/article/?storyid=155
④ 【English】 https://en.apu.ac.jp/home/gallery/article/?storyid=155

The University has put together an Emergency Disaster Response Handbook to help students know how to respond in the event of a disaster. We hope you will read this handbook carefully, and that it will enable you to respond quickly and appropriately in the event of an emergency.

* You may need to register in advance to use disaster message boards provided by mobile phone companies, etc. It is important to make appropriate preparations in advance, such as registering your contact information and learning how to use them.

〈Emergency Disaster Response Handbook for Students〉

⑤ 【Japanese】 https://www.apu.ac.jp/home/life/content40/
⑥ 【English】 https://en.apu.ac.jp/home/life/content40/

5.Health Clinic/Counseling Room

APU has a Health Clinic on campus (1st floor, Building A) to support students in managing their health. Specialized nurses provide first aid for illnesses and injuries, health consultations, and referrals to specialist doctors and hospitals as necessary. At the Counseling Room, students can receive support to help them adapt to university life and promote personal growth.

[Health Clinic] https://en.apu.ac.jp/studentsupport/health_clinic/
[Counseling Room] https://en.apu.ac.jp/studentsupport/counseling_room/

1.Regarding Refund of Payment

If you wish to withdraw from enrollment in APU after you have paid the fees at the time of enrollment (Admission Fee, Tuition A･B for the first semester of study, Miscellaneous Membership Fees), APU will refund these fees with the exception of the Admission Fee (i.e. Tuition A･B for the first semester and Miscellaneous Membership Fees will be refunded), provided you complete the procedures required by APU. Please note that, as a general rule, refunds will be issued only to the account of the student or the person responsible for paying the tuition.

〈Submission Requirements〉

Document Name	More information about the materials
Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee (Form B)	Fill in the bold framed section in the form
Documents for Verifying the Bank Account Information for Refunds	A clear copy of the page of your bankbook (or equivalent document) showing the following details : account type, account holder's name, branch code, account number, name of financial institution, and branch name.
Documents for Identity Verification	A copy of the section of your student ID or health insurance card that clearly shows your personal information.
A copy of a certificate that clearly shows the relationship between the bank account holder and the admitted student.	A copy of documents such as a health insurance card or certificate of residence

〈Refund Flow Eligible〉

First Installment of Enrollment Procedures Fee: Admission Fee (200,000Yen)
→ Unpaid → You do not need to submit a "Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee."
↓ Paid

Second Installment of Enrollment Procedures Fee: Tuition Fee, Miscellaneous Fees AP House Entrance Fee and Dormitory Fee
→ Unpaid → You do not need to submit a "Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee."
*Admission fees are not refundable.
↓ Paid

Please submit the "Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee."
The designated form can be downloaded from the successful applicants' page of the APUmate website for prospective students.
*Note that the AP House entrance fee (¥32,000) included in the advance dormitory fees is non-refundable. The admission fee is also non-refundable.

(1)Procedures for arranging refund of fees paid at the time of enrollment (excluding Admission Fee)

If you wish to withdraw from enrollment in APU in 2027 after you have paid the fees at the time of enrollment (Admission Fee, Tuition A for the first semester of study, Miscellaneous Membership Fees), APU will refund these fees with the exception of the Admission Fee (i.e. Tuition A for the first semester and Miscellaneous Membership Fees will be refunded), provided you complete the procedures required by APU .

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

Refundable Fees
Fees paid in the second installment of enrollment procedure fees
(i.e.,Tuition A for the first semester of study and miscellaneous Membership Fees)
*Admission fees are not refundable.

Documents to Submit
Please complete the required fields on the "Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee" (Form B),
and submit it via email along with the other required documents mentioned above.

Submission Deadlines
[For April 2027] Wednesday, March 31, 2027
[For September 2027 Enrollees] Monday, September 20, 2027
*Postmark valid until the last day of application
*After receiving your application, we will check the details and the status of your enrollment.
If any information is missing or there are discrepancies in the application, it may be necessary to delay or cancel your refund. Any late applications will not be accepted.
*A refund application cannot be cancelled or altered under any circumstances after submission.
Documents submitted as part of the application cannot be returned.

Document Submission Address
apumate@apu.ac.jp

Estimated Timing of Refund
[For April 2027] Late May 2027
[For September 2027 Enrollees] Late October 2027
* The refund will be paid directly to your designated bank account.
However, please note that the transfer period may vary depending on the payment method such as credit card etc.
* Please note that you will be responsible for any processing fees associated with the payment.

(2) Procedures for arranging refund of AP House Entrance Fee (excluding Moving-in Fee and Admission Fee)

For those who wish to decline entry to AP House after completing the entrance procedures, the dormitory advance payment, excluding the entrance fee (32,000 yen), will be refunded at a later date only if the request is made in accordance with the procedures set by the university.

Refundable Fees	Fees paid in the second installment of enrollment procedure fees (i.e. Tuition A for the first semester of study and miscellaneous Membership Fees) *Admission fees are not refundable
Documents to Submit	Please complete the required fields on the"Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee" (Form B), and submit it via email along with the other required documents mentioned on the page 51.
Submission Deadlines	[For April 2027] Wednesday, March 31, 2027 [For September 2027 Enrollees] Monday, September 20, 2027 *After receiving your application, we will check the details and the status of your enrollment. If any information is missing or there are discrepancies in the application, it may be necessary to delay or cancel your refund. Any late applications will not be accepted. *A refund application cannot be cancelled or altered under any circumstances after submission. Documents submitted as part of the application cannot be returned.
Document Submission Address	apumate@apu.ac.jp
Estimated Timing of Refund	[For April 2027] Mid to late May 2027 [For September 2027 Enrollees] Late October 2027 * The refund will be paid directly to your designated bank account. However, please note that the transfer period may vary depending on the payment method such as credit card etc. * Please note that you will be responsible for any processing fees associated with the payment.

2.Information for Parents and Guardians

Q1 I need a Certificate of Admission for various applications outside the university. Is it possible to have this issued?

A1 It is possible to issue one. Please apply using the application form below.
https://forms.office.com/r/xMmJx7PrLz
Certificates are issued in PDF format only. After enrollment, a Certificate of Enrollment can be easily obtained using the certificate issuing machine on campus.

Q2 Can parents/guardians view their child's grades after enrollment?

A2 Parents can also check grades on the website.
①Click on "Parents" at the top of the official APU homepage.
URL : https://en.apu.ac.jp/home/parents/
②Select "Student Grade Reports" and log in with your parent ID and password.
*For details on how to set the password for parents, please refer to the "Manual for Viewing Grade Information Online" on the same page.

3.Policy on Handling of Personal Information at Ritsumeikan Asia Pacific University

The regulations and rules of the Ritsumeikan Asia Pacific University are published on the University website.

①University Regulations, College Regulations, Academic Affairs Regulations etc.,
(APU Home Page > About APU > Our vision and purpose > Regulations)
https://en.apu.ac.jp/home/about/content233/

②APU Domestic Student Support Association Rules
(APU Domestic Student Support Association Homepage > Association Rules)
https://www.apu.ac.jp/apufubo/about/bylaws/

③Ritsumeikan Asia Pacific University, Regulations of the Alumni Association
(APU Alumni Association HP > About us > Regulations of the APU Alumni Associations)
https://www.alumni.apu.ac.jp/en/about/regulations/

These regulations are subject to change. In case of change, above website will be updated. If you are not able to visit above website due to lack of internet access, please contact Office of Domestic Admissions.

〈Provision of Personal Data to Third Parties 〉

The University does not provide personal data to groups other than The Ritsumeikan Trust without the prior consent of the subject; provided, however, that, in addition to the cases listed below, information may be provided without the consent of the subject in cases where appropriate provision is required under laws and regulations.

- To provide my personal information, grades, course enrollment information, etc., to a parent, guardian (or other guarantor) to ensure their awareness of my course enrollment status, or for the purpose of career guidance, etc.

- To provide my personal information or other necessary information to domestic or foreign partner schools with which Ritsumeikan has academic exchange agreements for the purpose of implementing academic programs.

- To provide my personal information or other necessary information to organizations that administer scholarship programs for the purpose of conducting administrative duties for said scholarship programs.

- To display my first and last name, email address, user ID, and the name of my college/graduate school to other internal users when using Ritsumeikan's web systems.

INQUIRIES

If you have any questions or concerns about enrollment procedures or your life as an APU student, please feel free to contact the appropriate office as shown below

Nature of Inquiry	Office in Charge	Telephone
☐Enrollment Procedures	Office of Domestic Admissions	[TEL] 0977-78-1120 (9:00-17:30 excluding weekends and holidays) [FAX] 0977-78-1199 [E-mail] apumate@apu.ac.jp [URL] https://www.apumate.net/en/goukaku/
☐Pre enrollment education ☐Placement Tests (English, Japanese) ☐Courses for transfer students ☐IT support after enrollment	Academic Office	[TEL] 0977-78-1122 (10:00-16:30 excluding weekends and holidays) [E-mail] apunmk@apu.ac.jp (Pre enrollment education) cleac@apu.ac.jp (Placement Tests) acsubmit@apu.ac.jp (Post enrollment education) common-p@apu.ac.jp (Transfer students) [IT Support] https://forms.office.com/r/BVb6EmQPGW
☐Student Life Support •Leave of Absence, Reinstatement •Visa •Certificate/Transcripts •Scholarships •Health Clinic •Course consultation new students	Student Office	[TEL] 0977-78-1124 (Student Life Support) 0977-78-1126 (Counseling Room) (9:00-17:30 excluding weekends and holidays) [E-mail] apustu1@apu.ac.jp (Student Register) stuvisa@apu.ac.jp (Visa) shoumei@apu.ac.jp (Certificate/Transcripts) apusch@apu.ac.jp (Scholarships) djasso@apu.ac.jp (JASSO Domestic Student) counseli@apu.ac.jp (Counseling Room) acsubmit@apu.ac.jp (Course consultation for new students)
☐Extracurricular Activities Support •Local exchange ,homestay •Clubs ,circle activities,projects •Multicultural Week •Others ☐Study Abroad Programs (Off-Campus Programs)	Outreach Research Office	[TEL] 0977-78-1104 (Extracurricular Activities Support) (9:00-17:30 excluding weekends and holidays) [E-mail] stueca@apu.ac.jp (Extracurricular Activities Support) [URL] (Extracurricular Activities Support) https://apu-online.jp/ (Overseas Studies) https://en.apu.ac.jp/abroad/programs/
☐AP House •Moving into AP House •Residence support •Rent, moving out from AP House	AP House Team	[TEL] 0977-78-1901(9:00-17:30 excluding weekends and holidays) [E-mail] aph-mi@apu.ac.jp (For AP House entry inquiries) aphcreo@apu.ac.jp (For AP House rent related inquiries)
☐Tuition	University-wide Planning Office	[TEL] 0977-78-1112(9:00-17:30 excluding weekends and holidays) [E-mail] adgaku@apu.ac.jp
☐APU Domestic Student Support Association	APU Domestic Student Support Association Office (Outreach Research Office)	[TEL] 0977-78-1136(9:00-17:30 excluding weekends and holidays) [E-mail] apu-fubo@apu.ac.jp [URL] http://www.apu.ac.jp/apufubo/
☐APU Alumni Association	APU Alumni Association Office (Outreach Research Office)	[TEL] 0977-78-1136(9:00-17:30 excluding weekends and holidays) [E-mail] apualumn@apu.ac.jp [URL] http://www.alumni.apu.ac.jp/ja/
☐New Student Orientation Seminars	The office in charge differs depending on the content.	[URL] https://www.apu.ac.jp/studentsupport/orientationinfo/ https://en.apu.ac.jp/studentsupport/orientationinfo/

If you are unsure which office to contact, please feel free to inquire at the Office of Domestic Admissions (telephone 0977-78-1120).

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Asia Pacific University

Ritsumeikan Asia Pacific University
Office of Domestic Admissions

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[URL] https://www.apumate.net/en/goukaku/