Oct.
2026

Enrollment Procedures System
My APU Students Registration Manual

Ritsumeikan Asia Pacific University

This manual is a user guide for enrollment procedures through “My APU Students”. The images shown in this manual are for illustrative purposes only and may differ from the actual screens. All information entered in the examples is fictitious.

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Introduction

Before using “My APU Students”

☐Check Internet Environment

Prepare devices with internet service such as PC, tablets, and smartphones.
Use devices which fulfill the following requirements.

▼ Browsers

There may be cases where some devices don’t work correctly under the recommended environment as below.

【Windows】Google Chrome, Mozilla Firefox, Microsoft Edge
【MacOS】Safari
【iOS】Safari
【Android】Google Chrome

＊Recommended OS versions are based on the support by Microsoft, Apple and Google.
＊Recommended browsers are based on the latest edition of the OS.

▼Software

To confirm the mailing label for Enrollment Documents in PDF format, Adobe Acrobat Reader (Free) by Adobe Systems Inc. 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.

☐Preparation for personal information registration

・Address information of the successful applicant and their parents, vaccination history
・Photo data to be used on Student ID cards

☐If the screen freezes or does not display properly during operation, please log out, close all open browser windows, and then log in again before continuing.
Note: You will be automatically logged out after 90 minutes of inactivity.

Access “My APU Students”
URL：https://www.apumate.net/goukaku/



Enrollment Procedures

Your enrollment procedures will be considered complete after all of the procedures listed below have been completed.
Each procedure has its own designated completion period. Please carefully review the Enrollment Procedure Handbook and complete all required procedures within the specified deadlines.

① Online Enrollment Procedures
▶Payment of First installment of enrollment procedure fee
▶Payment of Second installment of enrollment procedure fee
▶Registration of Online Enrollment Procedures
② Submission of Enrollment Documents

The items to be registered through the Enrollment Procedures System are listed below. Please also use the system to complete the payment of the enrollment procedure fees.
Items marked with an asterisk (*) cannot be modified once registered. Please review the information carefully before registering.

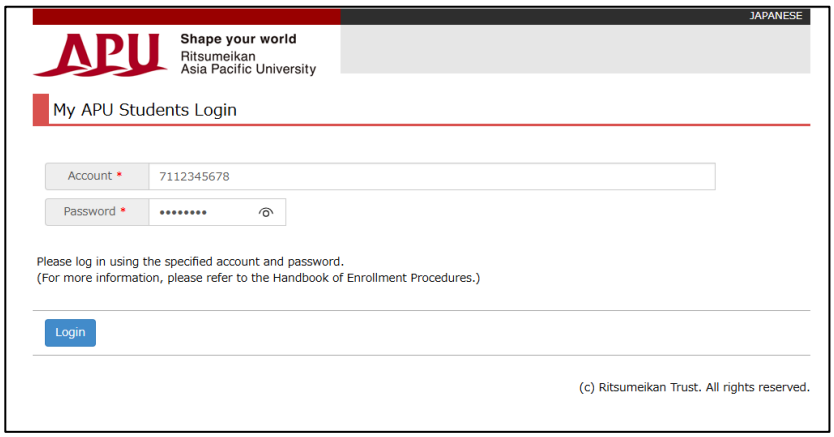
	Items for Registration	Subject	Registration	Revision	Reference
1	Registration of Personal Information	All enrollees	○	○	○
2	Registration of International Student Information Applicants with Japanese nationality must also register their names in Roman letters.	All enrollees	○	○	○
3	Submit Pledge Form*	All enrollees	○	×	○
4	Submit Consent to Use of Personal Inform*	All enrollees	○	×	○
5	Download mailing label for Enrollment Documents	All enrollees	-	-	○
6	Registration of Family Information	All enrollees	○	○	○
7	Registration of Health Information	All enrollees	○	○	○
8	Student ID Photo Upload*	All enrollees	○	×	○

【1】My Page

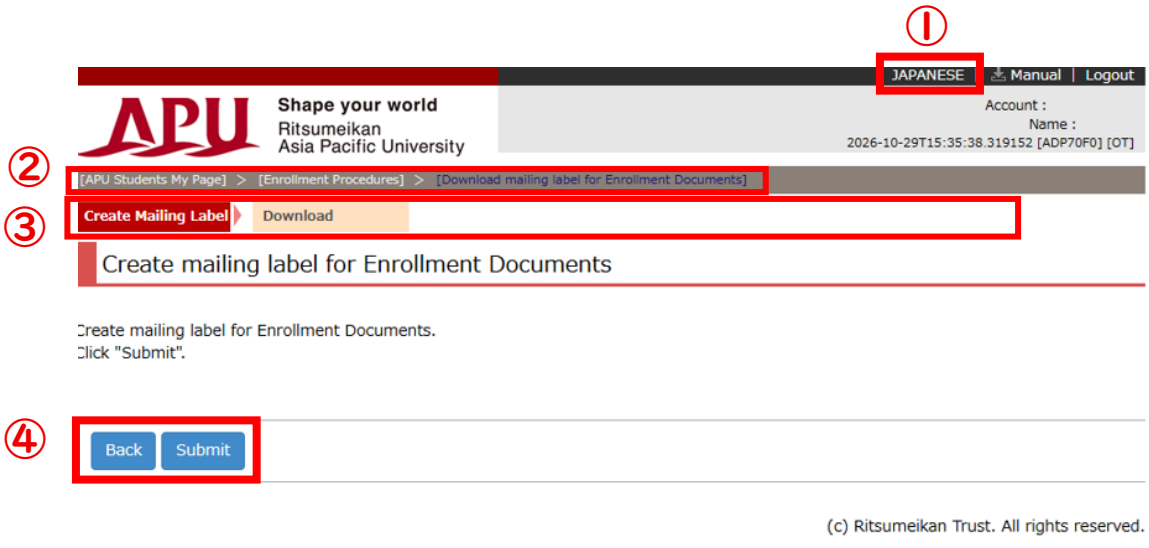
1. Login information

Account Number Format:
7+(1for April Enrollee/2 for September Enrollee)+Application Number
Password: Date of birth

ex:Application No.: 10011001
April Enrollee: 7110011001 September Enrollee: 7210011001
Date of birth: September 1, 2008
20080901



Screen Display After Login



① You can switch from Japanese to English

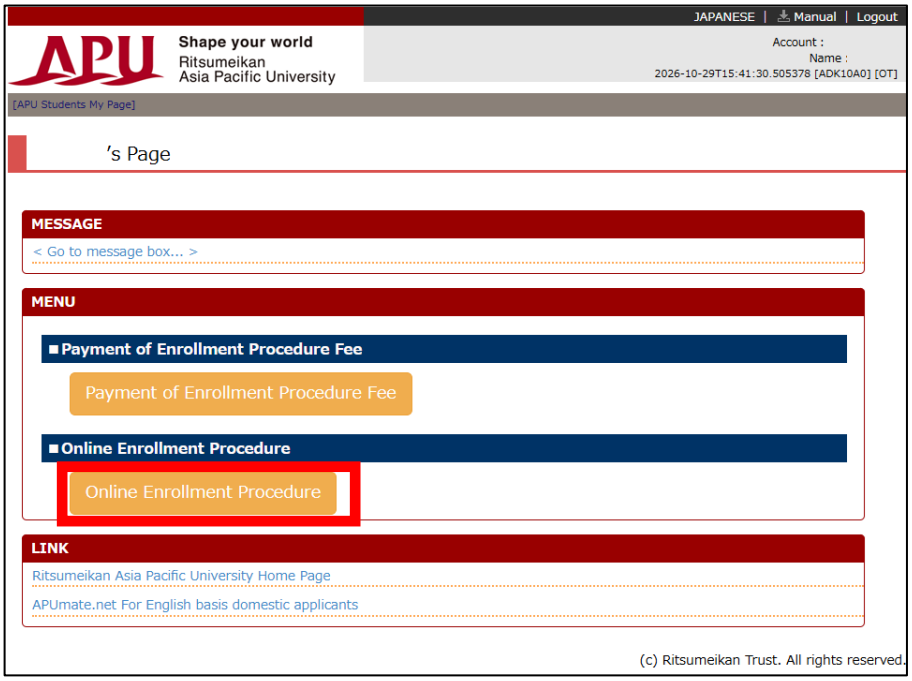
② Displays your enrollment progress after logging in.

③ Displays the progress of each registration item.

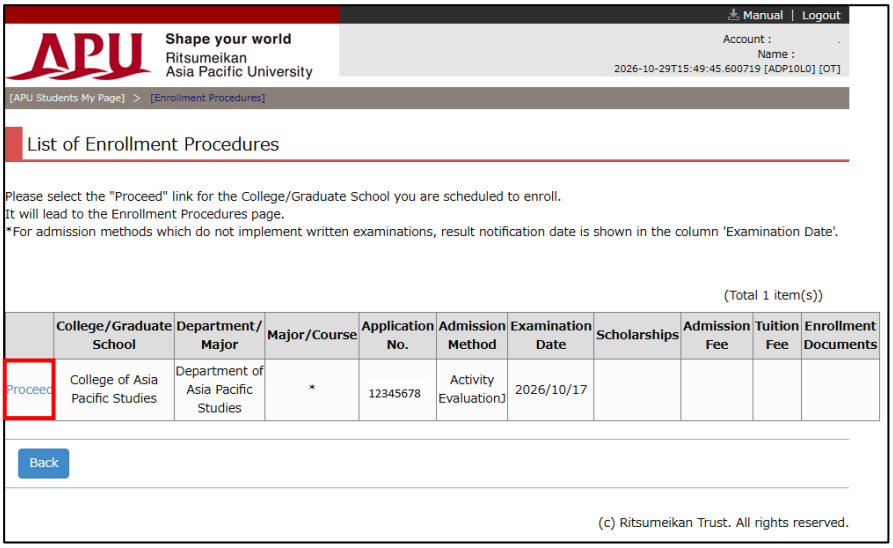
④ To proceed to the next screen or return to the previous screen, use the blue button at the bottom of each screen.

Do not use your browser's "Back" button.

2. Click “Online Enrollment Procedure”

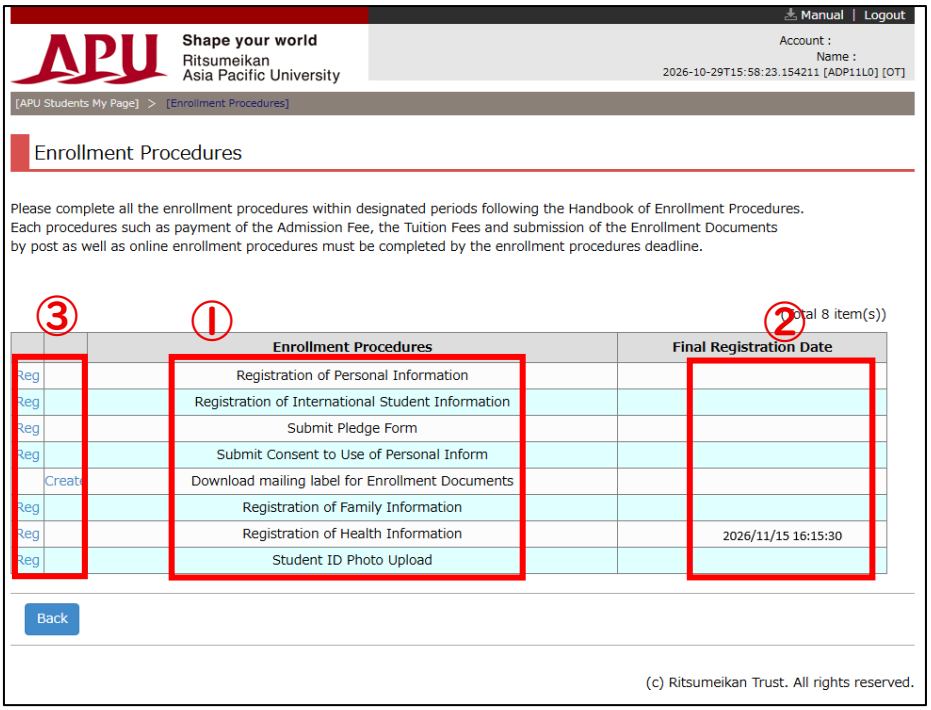


3. Information on the examination you passed is displayed



Check the following information (College/Graduate School, Department/Major and Application No.)
Examination date: The date displayed on the screen may differ from the actual examination date. However, this does not cause any issues with the enrollment procedure.

4. The menu screen for registration is displayed.



Note: The image shown above is for illustrative purposes only and may differ from the actual screen.

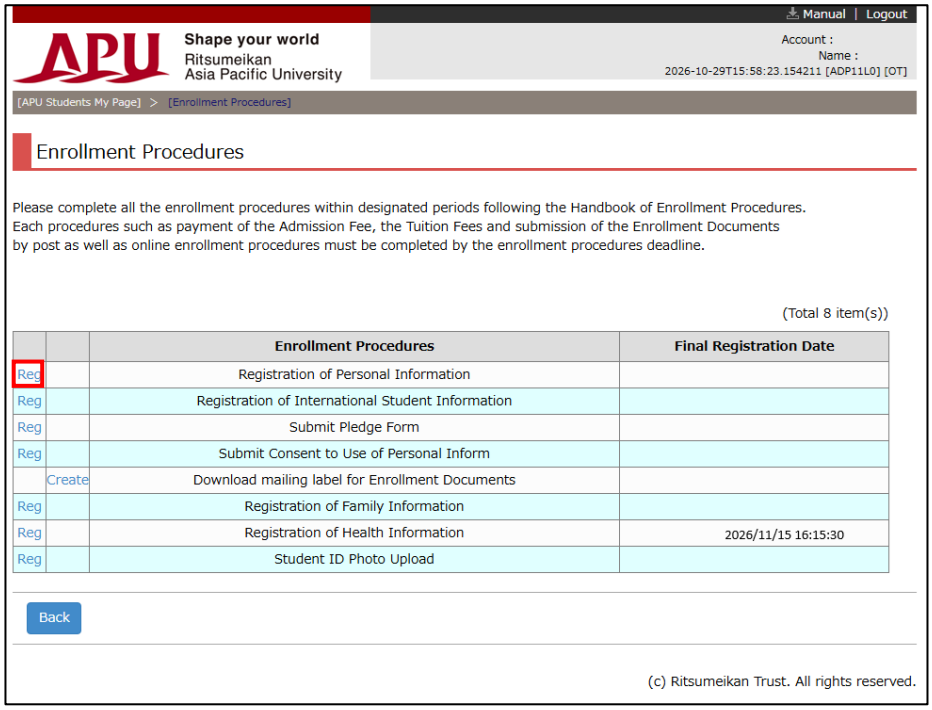
① Items that require registration will be shown.

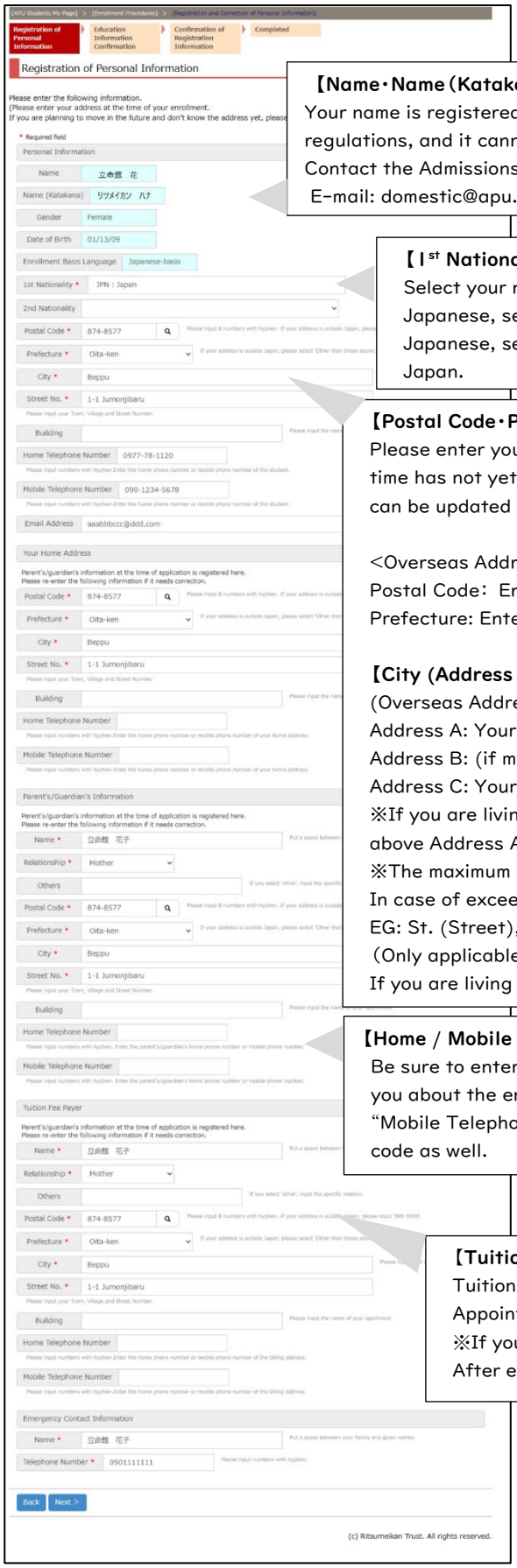
② The date and time of your final registration will be shown.

③ The display will switch to the Ref/Reg screen when you click the corresponding buttons.
You can register the items in any order.

【2】Registration of Personal Information

1. Register your personal information. You can modify the information in “Registration and Correction of Personal Information” during the designated period for online procedures. The information is displayed based on the data at the time of your application. Make changes if necessary.





【Name・Name（Katakana）・Gender・Date of Birth・Enrollment Basis Language】
Your name is registered based on your application information and university's regulations, and it cannot be modified.
Contact the Admissions Office if any changes are required.
E-mail: domestic@apu.ac.jp

【1st Nationality and 2nd Nationality】
Select your nationality. If you have dual nationalities and one of them is Japanese, select Japan for the 1st Nationality. If neither of them is Japanese, select the nationality of the passport that you use when entering Japan.

【Postal Code・Prefecture】
Please enter your address as of the time of enrollment. If your address at that time has not yet been determined, please enter your current address. Your address can be updated after enrollment.

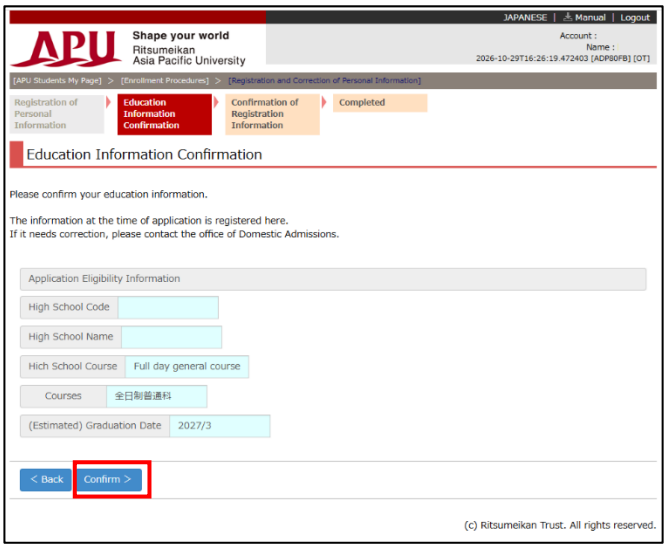
<Overseas Address>
Postal Code: Enter *999-9999*
Prefecture: Enter "Other than those above"

【City (Address A), Street No. (Address B), Building (Address C)】
(Overseas Address)
Address A: Your address
Address B: (if more space is required, use Address B Field as well.)
Address C: Your Country and Postal Code（E.g.: China, 123456）
※If you are living outside Japan, instead of using City, Street No., Building, follow above Address A, B and C method.
※The maximum number of characters you can enter for any of these fields is 40. In case of exceeding the maximum, use abbreviations instead.
EG: St. (Street), Blvd. (Boulevard)
（Only applicable for Japanese residents）
If you are living in Japan, write in Japanese.

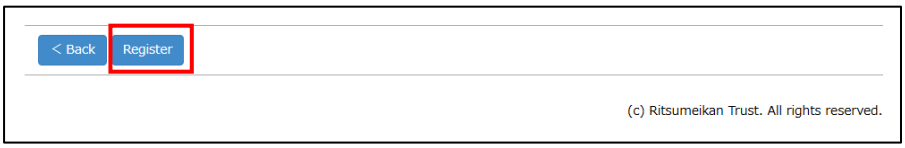
【Home / Mobile Telephone Number】
Be sure to enter a telephone number that we can reach you as we need to contact you about the enrollment procedures. Either a "Home Telephone Number" or a "Mobile Telephone Number" must be entered. If outside Japan, enter the country code as well.

【Tuition Fee Billing Address】(Japanese Address Only)
Tuition payment notices will be sent to this address after enrollment.
Appoint a person who resides in Japan and enter the address.
※If you cannot appoint a person, put your name and current address. After enrollment, please update it to your address in Japan.

2. Confirm the information registered at the time of your application.
   Click “Confirm” if there are no errors.
   If any information is incorrect, please contact the Admissions Office by email.
   Email: domestic@apu.ac.jp



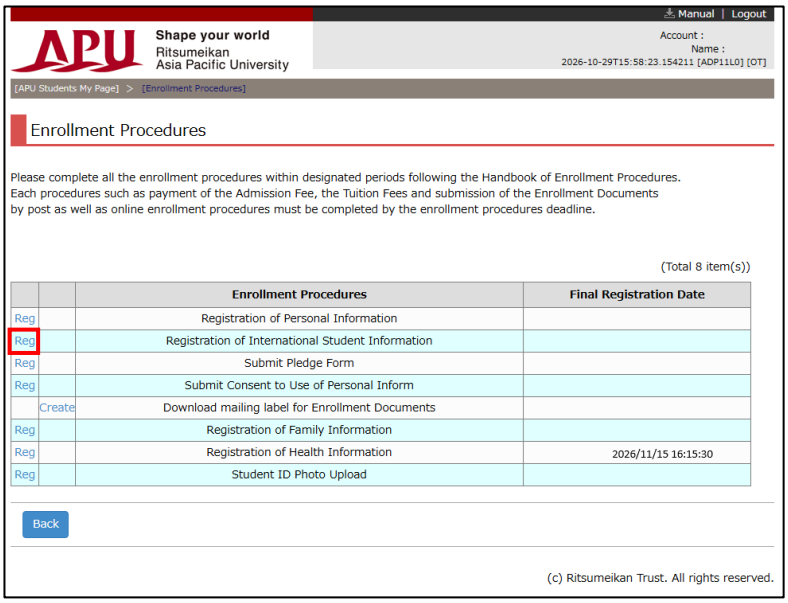
3. Confirm the information on the confirmation screen and click "Register".



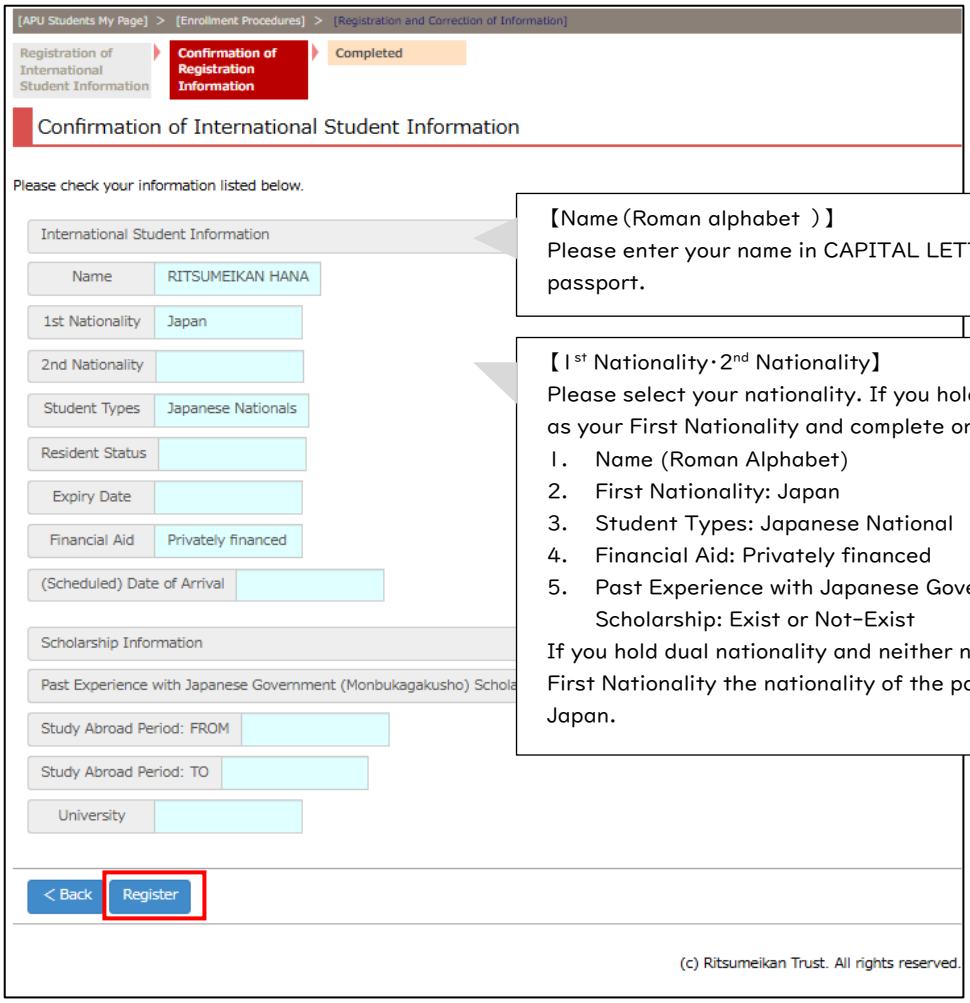
【3】Registration of International Student Information

Applicants with Japanese nationality must also register their names in Roman letters.

1. [APU Students My page]>[Online Enrollment Procedure]>Registration of International Student Information



2. Enter the required information and click "Confirm".
   Review the information on the confirmation screen and click "Register".



【Name (Roman alphabet)】
Please enter your name in CAPITAL LETTERS exactly as it appears on your passport.

【1st Nationality・2nd Nationality】
Please select your nationality. If you hold Japanese nationality, select Japan as your First Nationality and complete only the required items listed below:

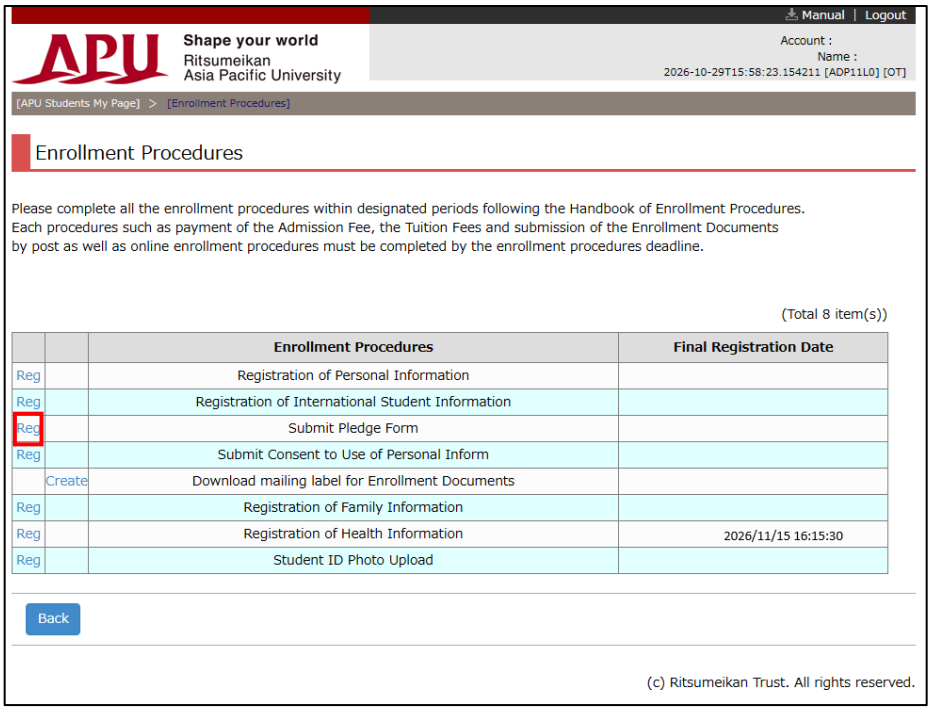
1. Name (Roman Alphabet)
2. First Nationality: Japan
3. Student Types: Japanese National
4. Financial Aid: Privately financed
5. Past Experience with Japanese Government (Monbukagakusho) Scholarship: Exist or Not-Exist

If you hold dual nationality and neither nationality is Japanese, select as your First Nationality the nationality of the passport you will use when entering Japan.

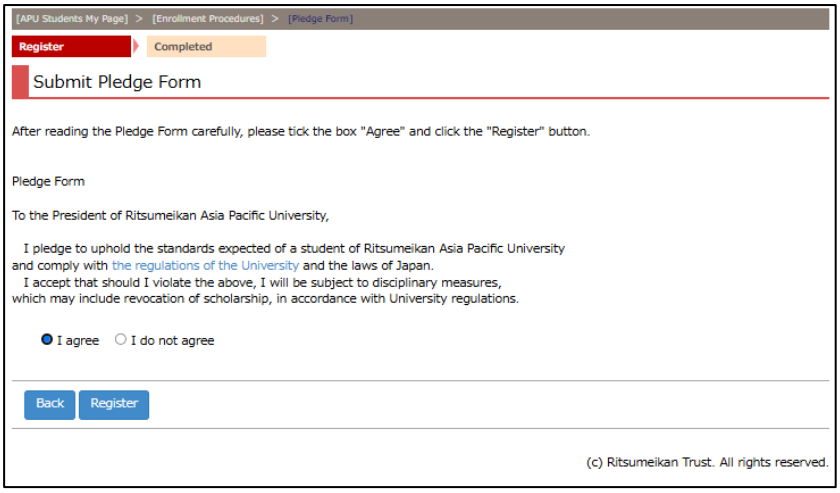
3. After reviewing the information on the confirmation screen, click "Confirm" and then proceed to "Register".

【4】Submit Pledge Form

1. [APU Students My page]>[Online Enrollment Procedure]>Submit Pledge Form



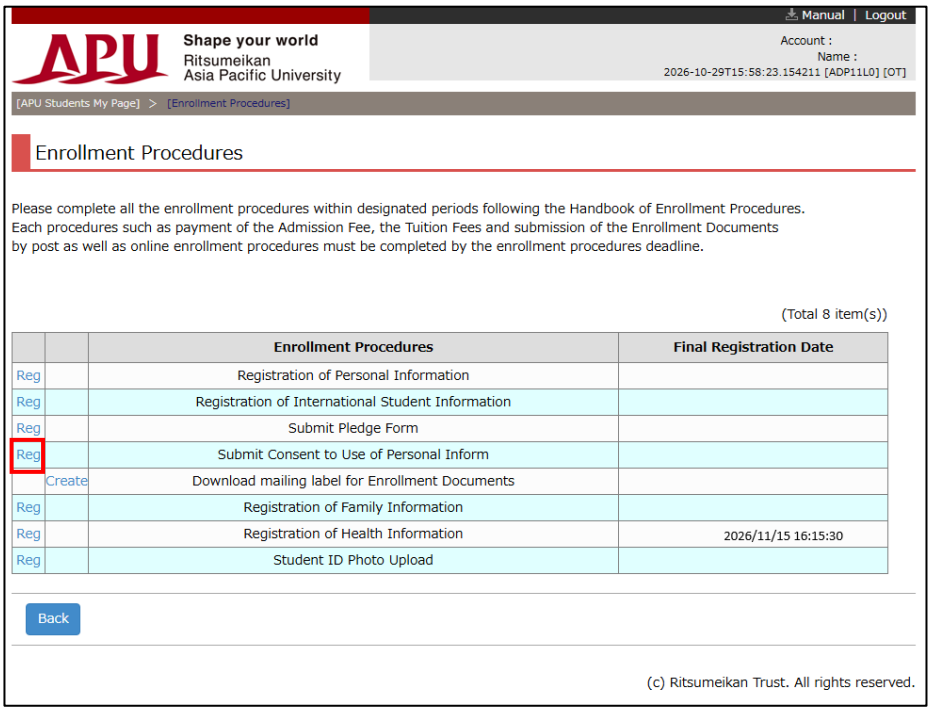
2. After reading the pledge carefully, select the "I agree" box and click the "Register" button. After you click "Register," the registration date and time will be displayed under "Final Registration Date," and the "Register" link will no longer be available.
   This selection cannot be changed after registration. Please review it carefully before registering.



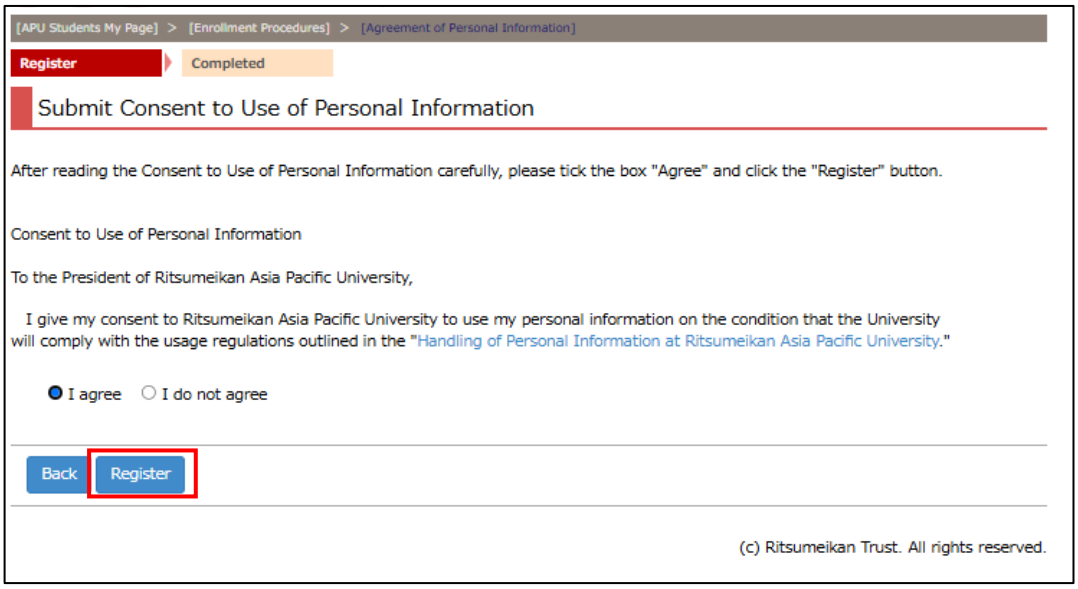
3. When the completion screen appears, click "Completed".

【5】Submit Consent to Use of Personal Information

1. [APU Students My page]>[Online Enrollment Procedure]>Submit Consent to Use of Personal Information



2. After reading the pledge carefully, select the "I agree" box and click the "Register" button. After you click "Register," the registration date and time will be displayed under "Final Registration Date," and the "Register" link will no longer be available.
   This selection cannot be changed after registration. Please review it carefully before registering.

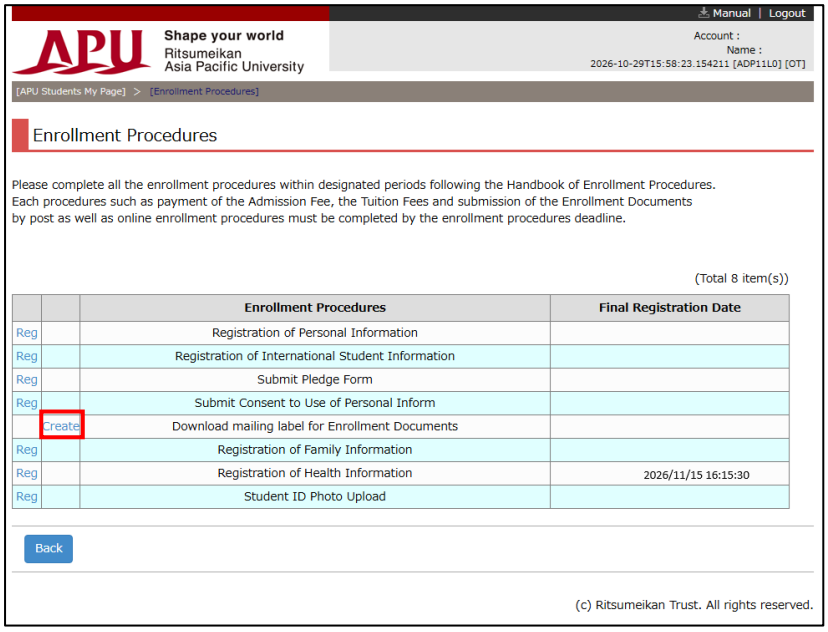


3. When the completion screen appears, click "Completed".

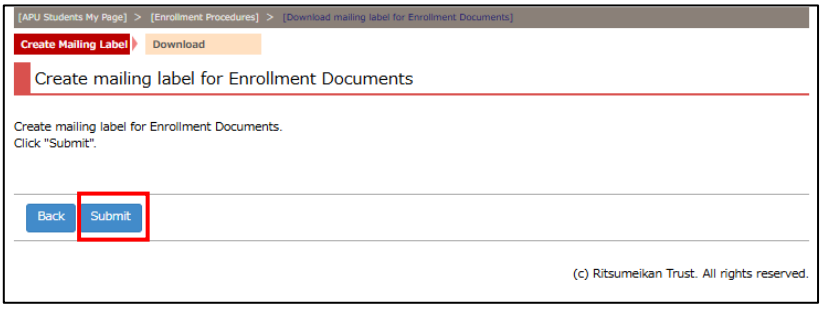
【6】Download mailing label for Enrollment Documents

Print the address label to be used for mailing the required enrollment documents. The address label can be printed as many times as needed during the online enrollment procedure period. You must have access to an environment where the address label can be printed. If you do not have a printer at home, please ensure that you have access to printing facilities at your school, a convenience store, or another location before proceeding.

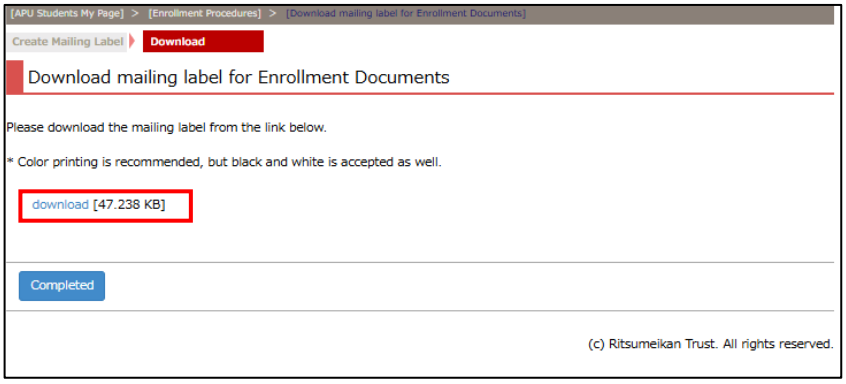
1. [APU Students My page]>[Online Enrollment Procedure]> Download mailing label for Enrollment Documents



2. Click the “Submit” button.



3. Click the “download” button.



4. Print the downloaded address label, affix it to a commercially available envelope, and mail the required enrollment documents.

A PDF file will open. Color printing is recommended; however, black-and-white printing is also acceptable. If you are unable to print the label, please handwrite the displayed information on the envelope. In this case, it is not necessary to include the barcode.
The sender's address printed on the label will be based on the address entered under "Personal Information Registration." If this address differs from your current address as of the mailing date, please correct it using correction fluid or another appropriate method.

Address Label (Sample)

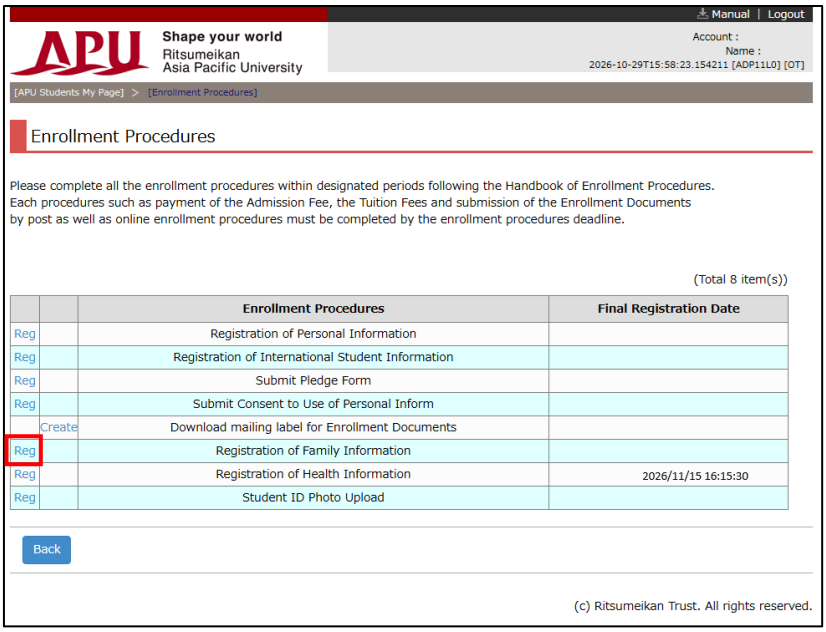


Please send the required documents by Simplified Registered Mail (Kan-i Kakitome) and Express Mail through a post office counter. Do not place the envelope in a mailbox.
You can track the delivery status on the Japan Post website using the Simplified Registered Mail tracking number.

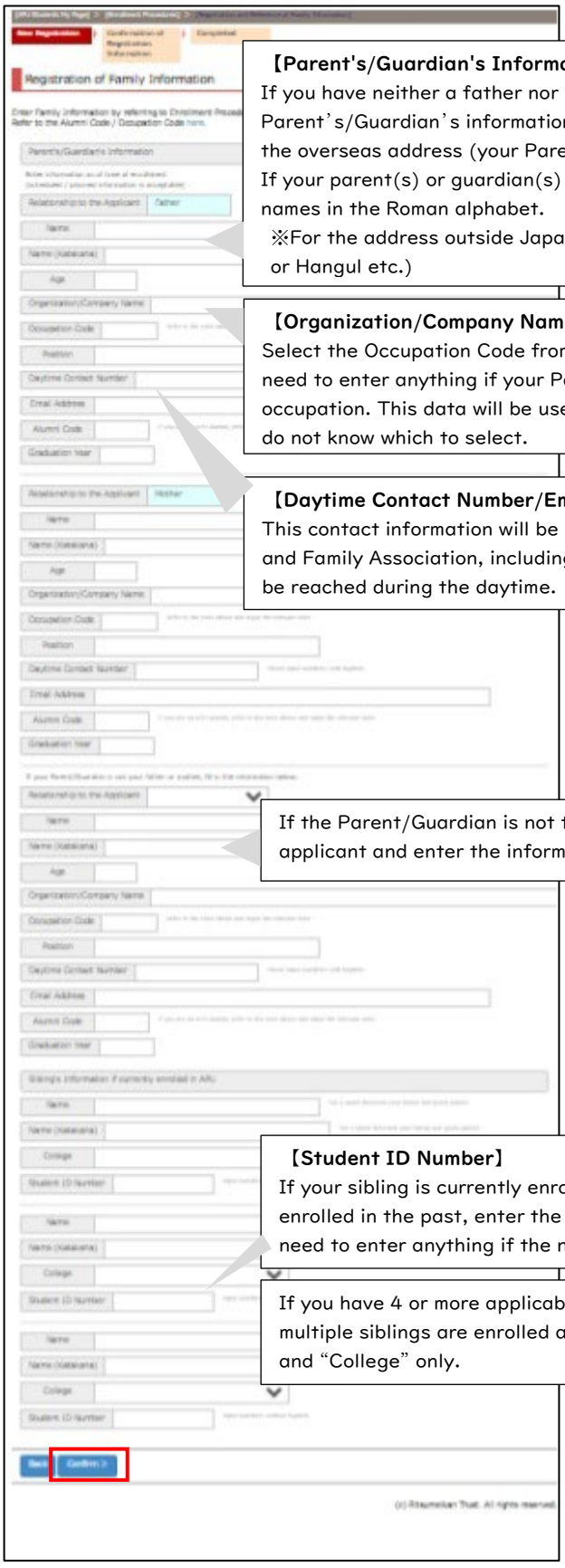
Affix the printed address label to a commercially available envelope, enclose the required enrollment documents, and send them by Simplified Registered Mail (Kan-i Kakitome) and Express Mail so that they arrive by the specified deadline.
For details, please refer to the Enrollment Procedure Handbook.

【7】Registration of Family Information

1. [APU Students My page]>[Online Enrollment Procedure]>Registration of Family Information



2. Enter the required information and click "Confirm".



【Parent's/Guardian's Information】
If you have neither a father nor mother, you do not need to enter information here. Enter your Parent's/Guardian's information in the fields below. If your parents reside overseas, enter the overseas address (your Parent(s)/ or Guardian(s) do not need to reside in Japan).
If your parent(s) or guardian(s) hold a nationality other than Japanese, please enter their names in the Roman alphabet.
※For the address outside Japan, use the Roman alphabet. (Do not use Chinese Characters or Hangul etc.)

【Organization/Company Name, Occupation Code】
Select the Occupation Code from the above link "Alumni Code/Occupation Code". You do not need to enter anything if your Parent/Guardian is a housewife, a pension recipient or has no occupation. This data will be used for statistics, so select a code of a similar occupation if you do not know which to select.

【Daytime Contact Number/Email Address】
This contact information will be used by the university and APU Domestic Students' Parent and Family Association, including in case of an emergency. Enter contact information that can be reached during the daytime.

If the Parent/Guardian is not the father or mother, select the applicable relationship to the applicant and enter the information below, starting from the name.

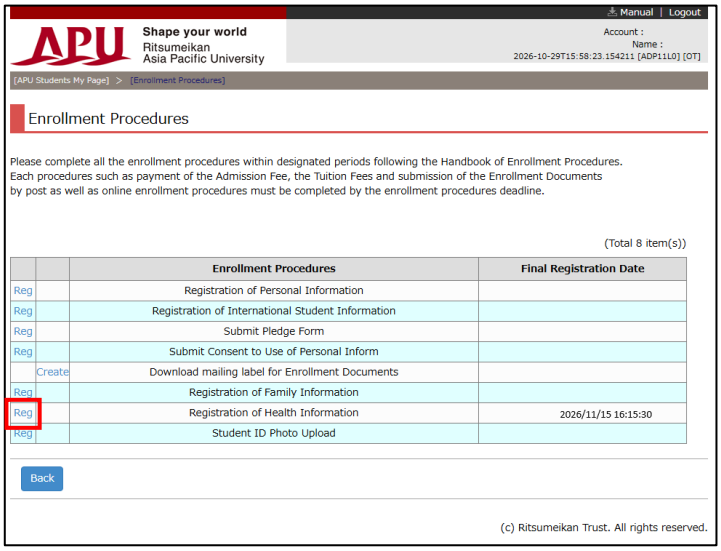
【Student ID Number】
If your sibling is currently enrolled, enter the current student ID number. If he/she was enrolled in the past, enter the student ID number at the time of graduation. You do not need to enter anything if the number is unknown.

If you have 4 or more applicable siblings, enter the information of the oldest 3. If twins or multiple siblings are enrolled at the same time, enter their "Name", "Name (Katakana)", and "College" only.

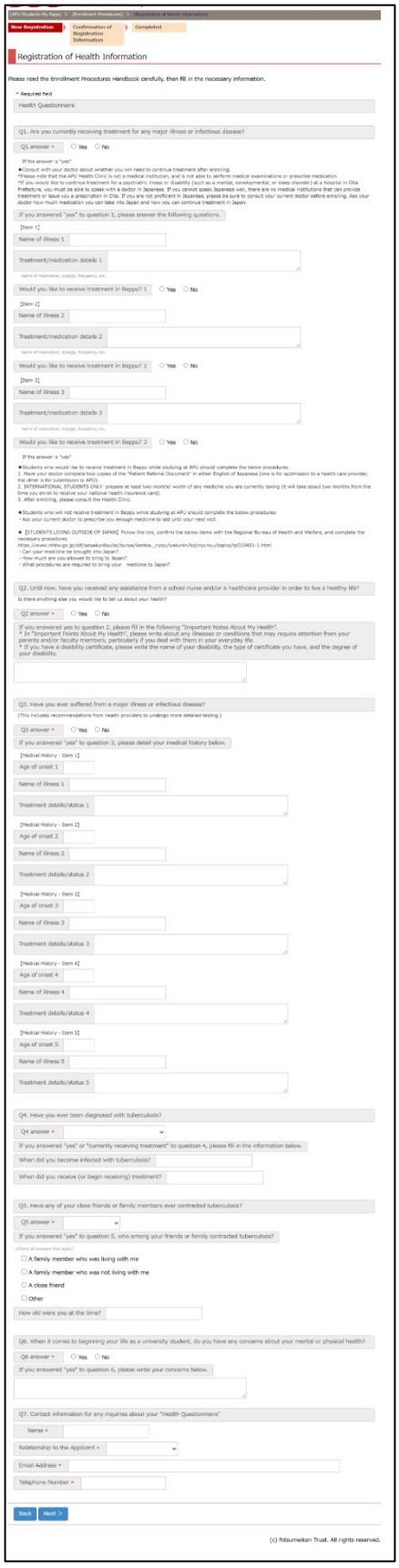
3. After reviewing the information on the confirmation screen, click "Confirm" and then proceed to "Completed".

【8】Registration of Health Information

1. [APU Students My page]>[Online Enrollment Procedure]>Registration of Health Information



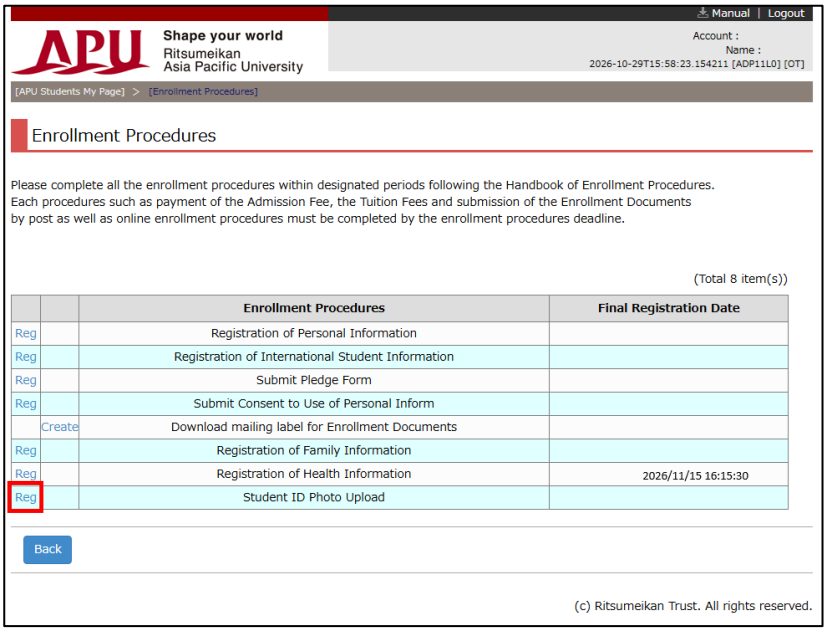
2. Enter the required information and click "Next".



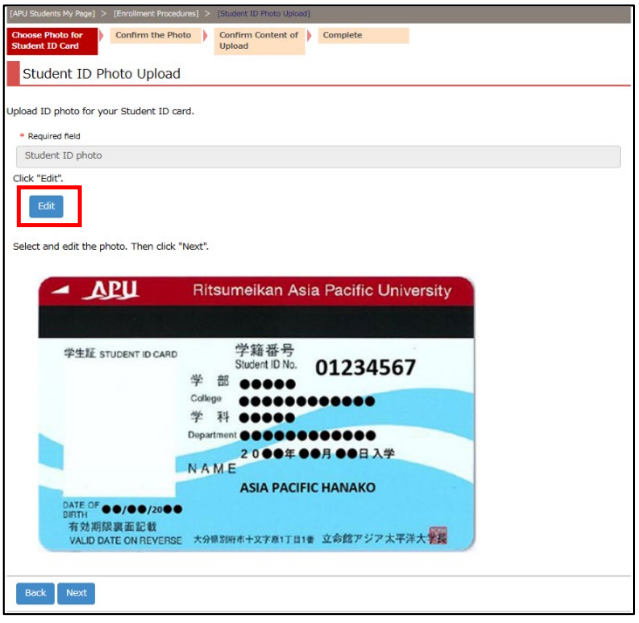
3. After reviewing the information on the confirmation screen, click "Confirm" and then proceed to "Completed".

【9】Student ID Photo Upload

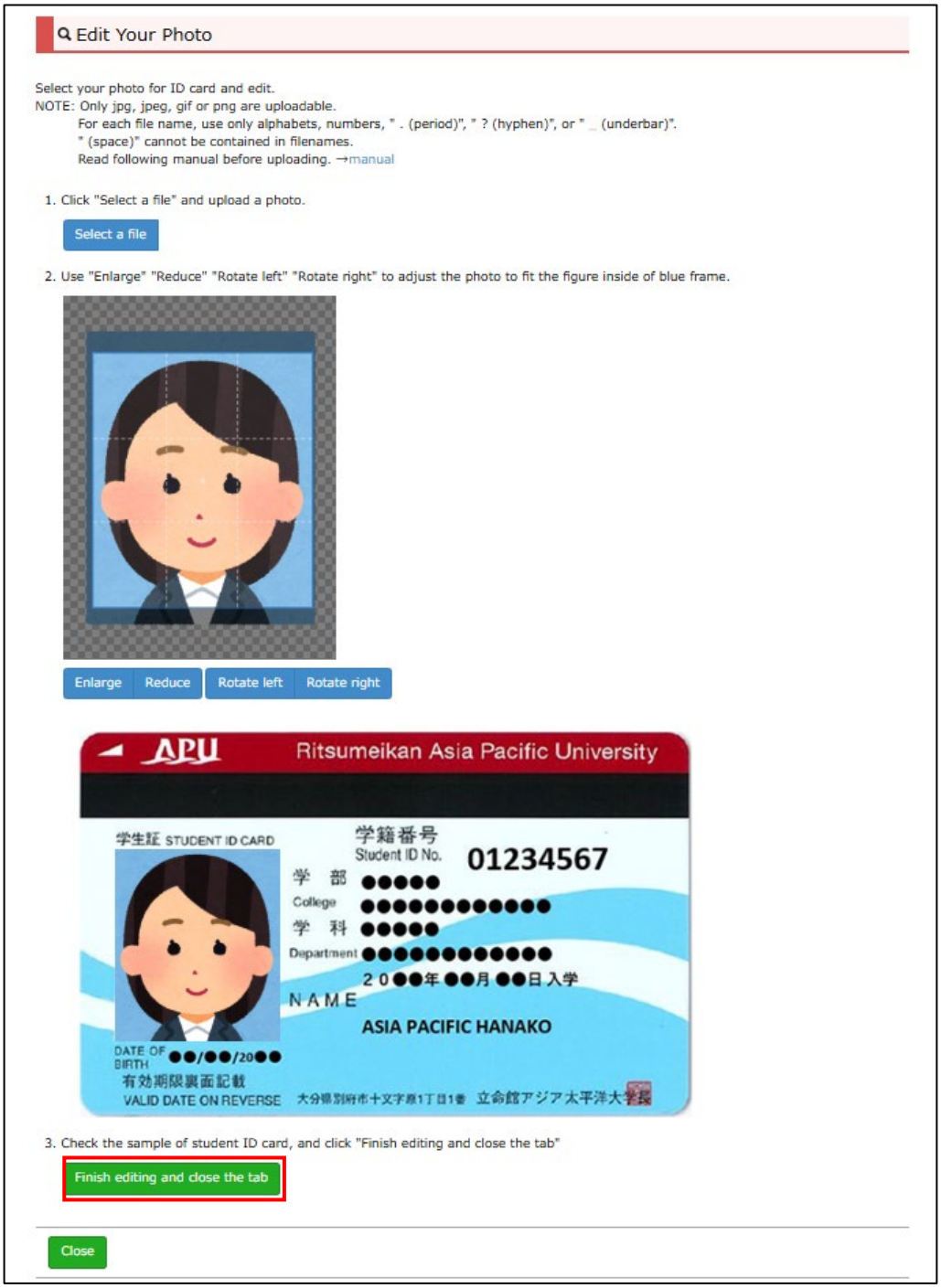
1. [APU Students My page]>[Online Enrollment Procedure]> Student ID Photo Upload



2. Click the “Edit” button.

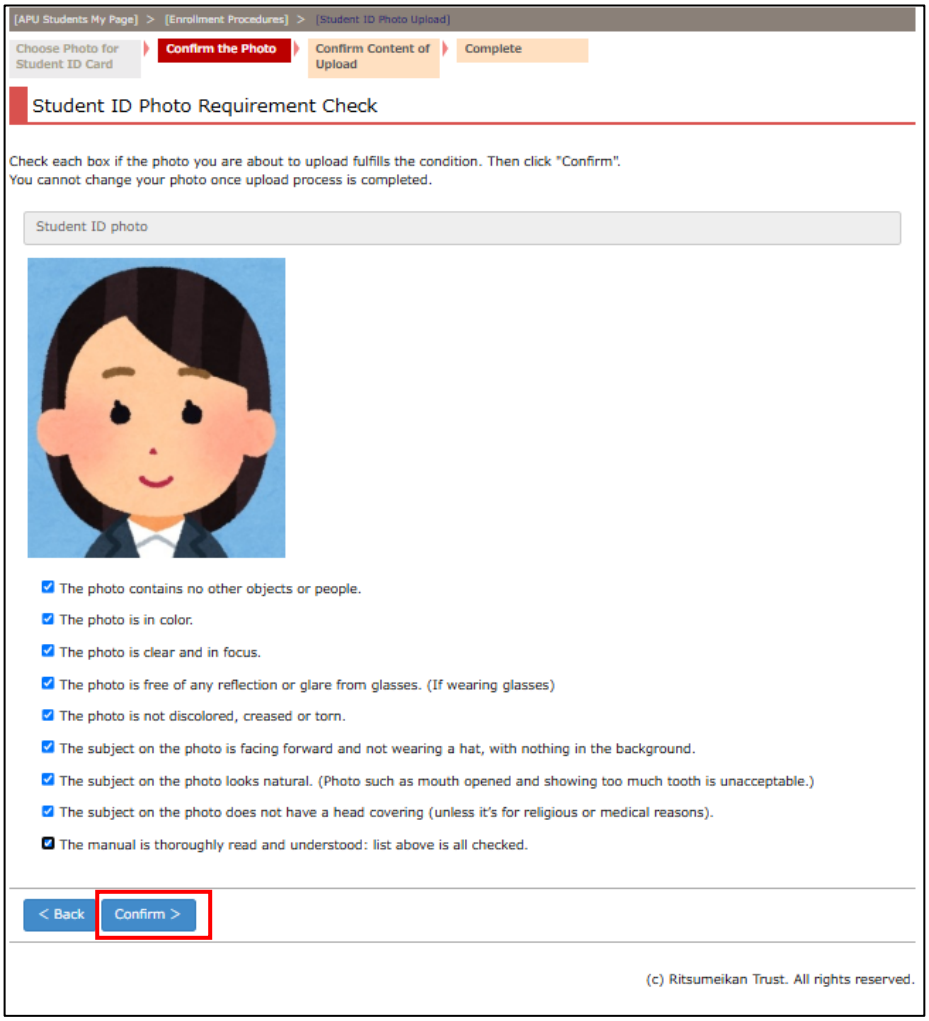


3. Click "Select a File" to select the photo to upload.
   Use “Enlarge”, “Reduce”, “Rotate left” and “Rotate right” to edit your photo.
   The use of digitally altered or edited facial photographs is not permitted.
   If your photo is deemed inappropriate, you may be requested to resubmit it.



4. Click the “Next” button.

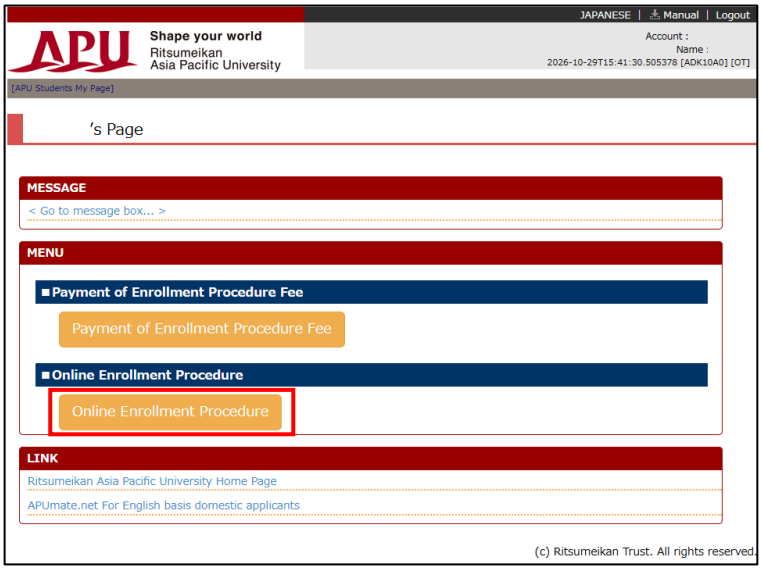
5. Check all confirmation boxes and click "Confirm".



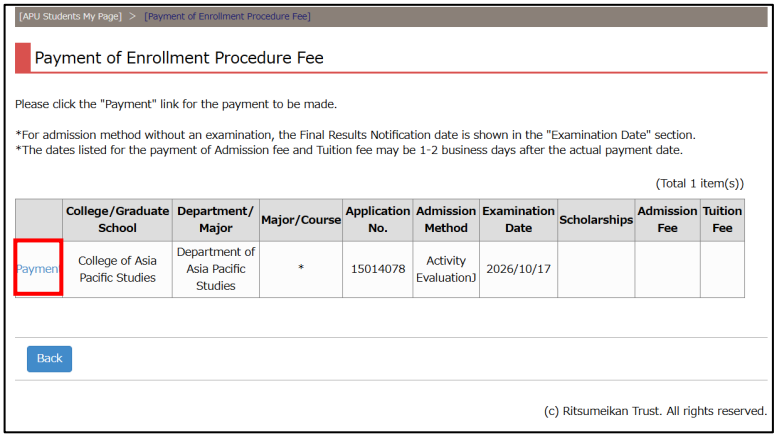
6. After reviewing the confirmation screen, click "Submit".

【１０】Payment of Enrollment Procedure Fee

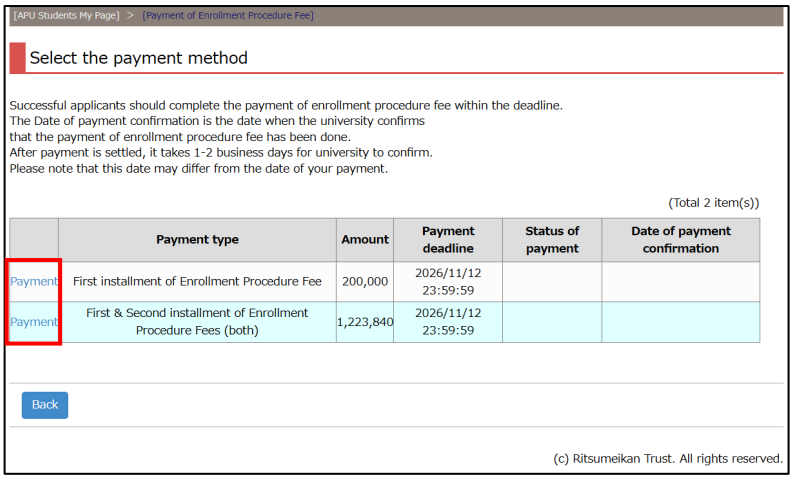
1. [APU Students My page]>[Payment of Enrollment Procedure Fee]



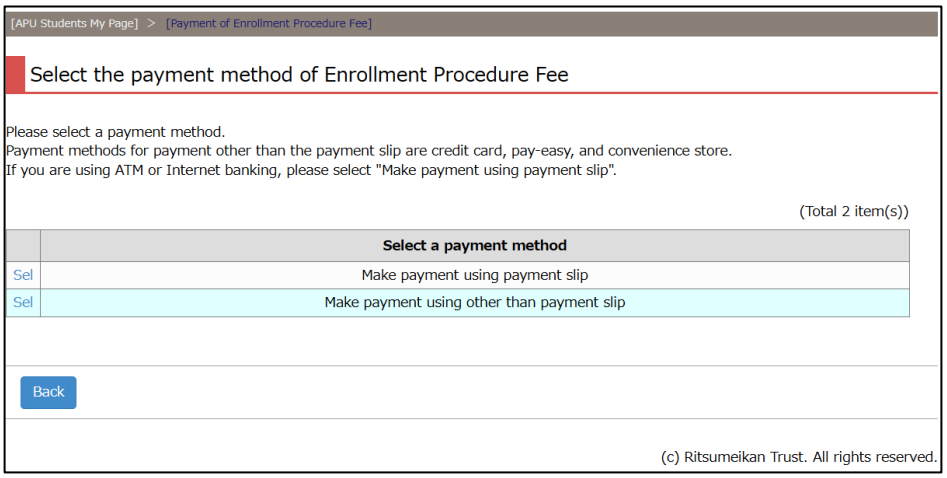
2. Confirm your College/Graduate School, admission method, and other details, and click "Payment".



3. Select the payment type and click "Payment".

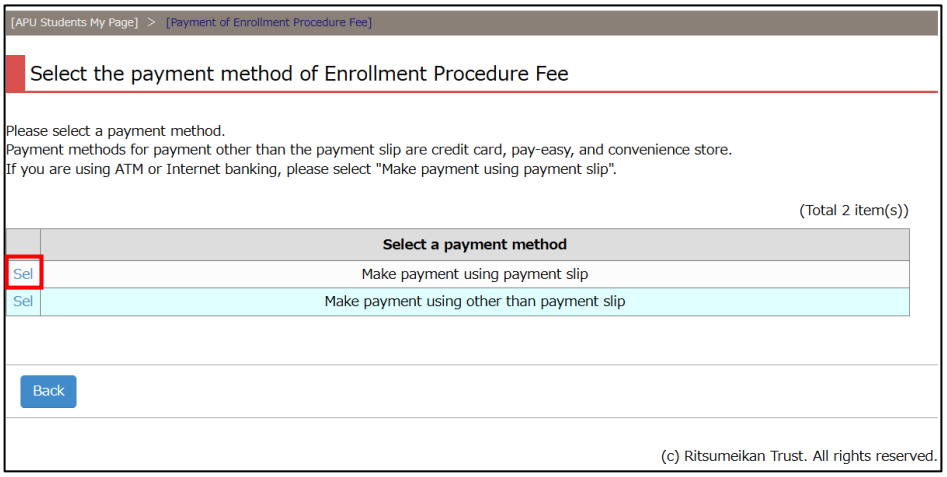


4. Select the payment method and click “Sel”



【For Bank Transfer】

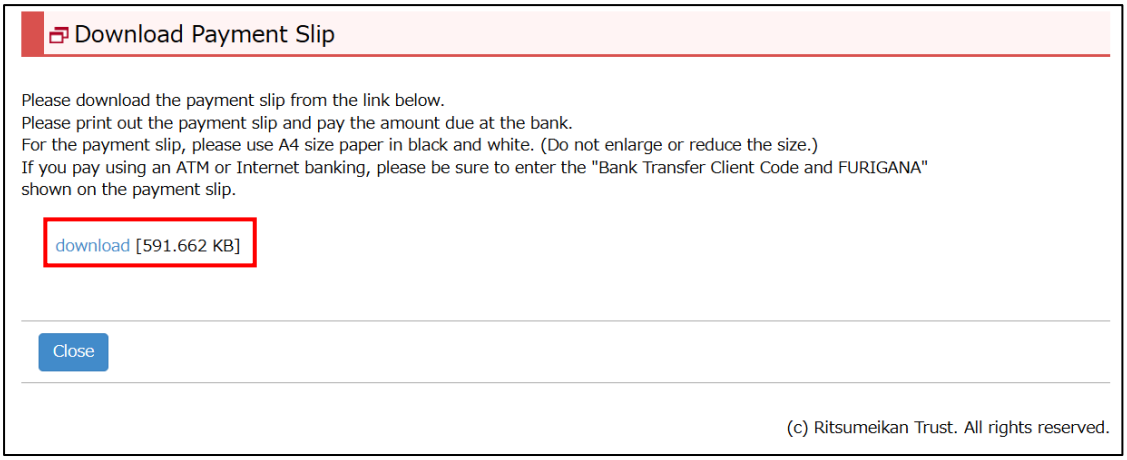
① Select the “Make payment using payment slip”



② Click the “Submit” button.



③ Click the “download” button.

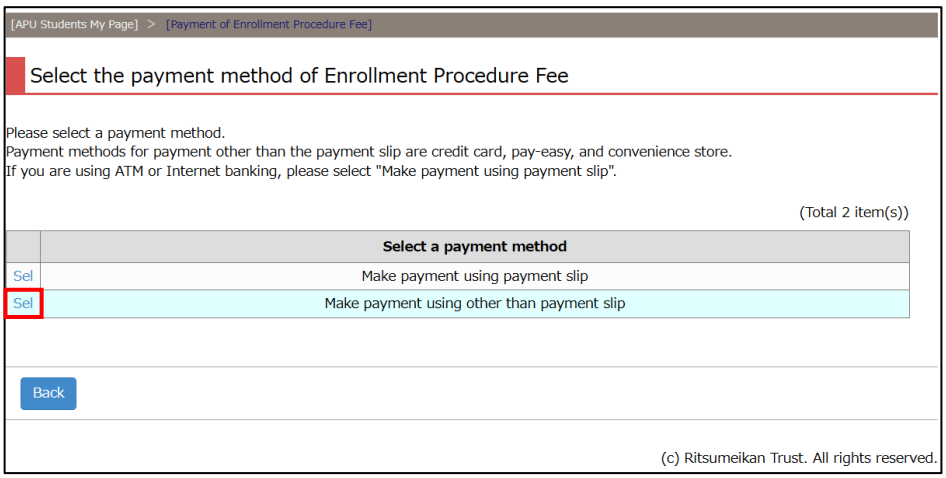


Payment slip (sample)

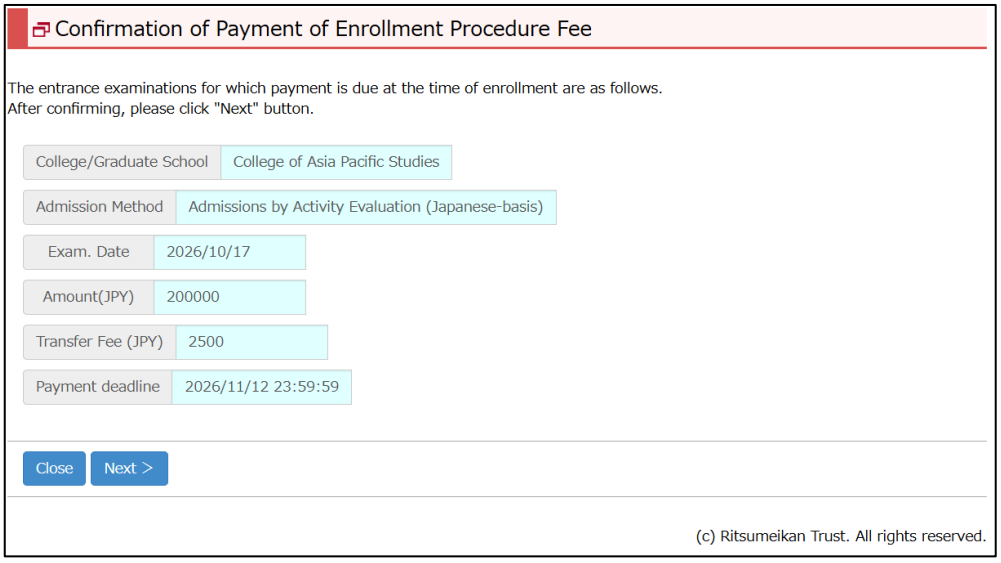


【For Payment Methods Other Than Bank Transfer】

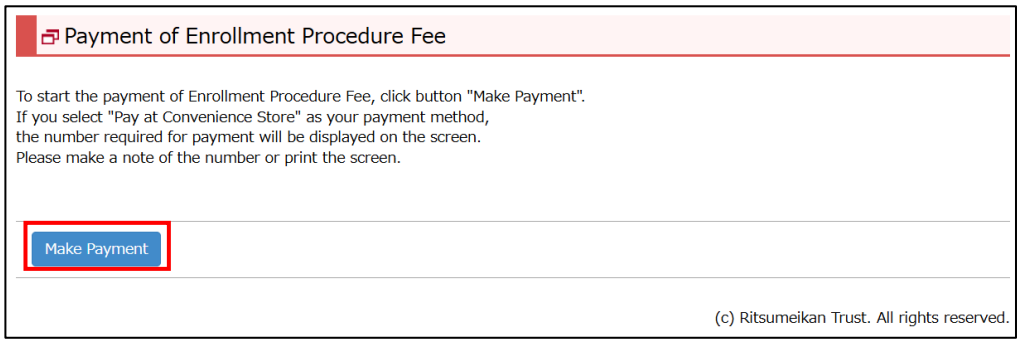
① Select the “Make payment using other than payment slip”



② Review the displayed information and click "Next".



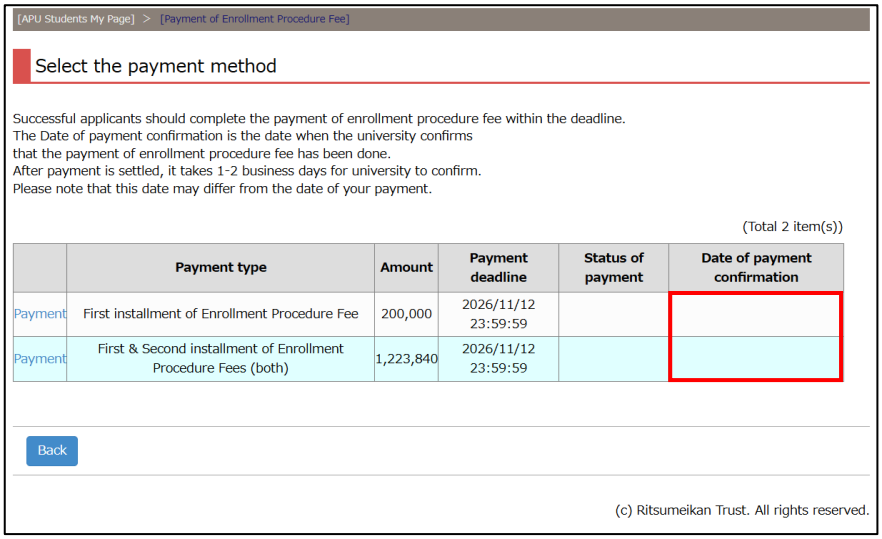
③ Click the “Make Payment” button.



④ Proceed to the payment screen and follow the on-screen instructions.



＜How to Check Your Enrollment Procedure Fees Payment Status＞

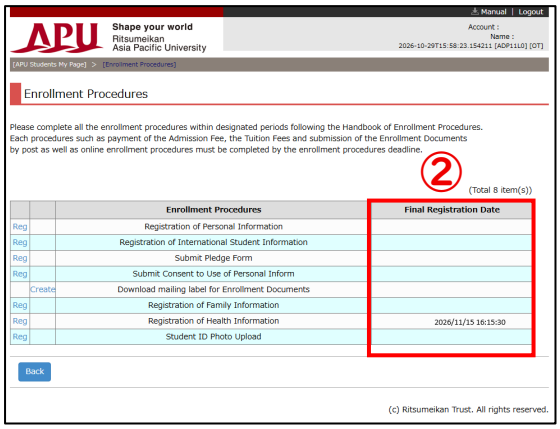


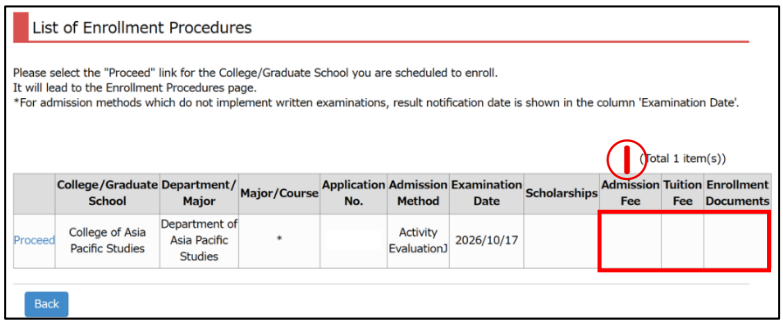
【11】How to Confirm Completion of the Enrollment Procedures

1. [APU Students My page]>[Enrollment Procedures]

① Verify that a registration date and time is displayed under "Final Registration Date." If a registration date and time is displayed, your online registration is complete.
Please note that we may contact you by email if any issues are found with your registration.

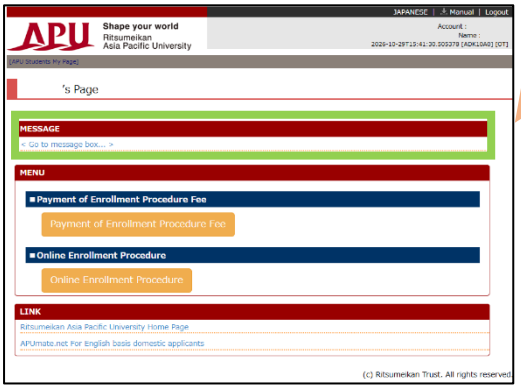
② Please confirm that dates are displayed for the Enrollment Procedure Fee Payment Date, Tuition Payment Date, and Document Receipt Date. No separate notification of completion of the enrollment procedures or admission approval will be issued. Therefore, please be sure to check the "Final Registration Date" yourself.





【12】How to Check MESSAGE

Even after completing the enrollment procedures, please check your email and the "MESSAGE" section of the Online Enrollment System regularly.
Your APU account information (ID and password), which will be required after enrollment will be notified through the "MESSAGE" section.



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