

Ritsumeikan Asia Pacific University

Handbook of Enrollment Procedures

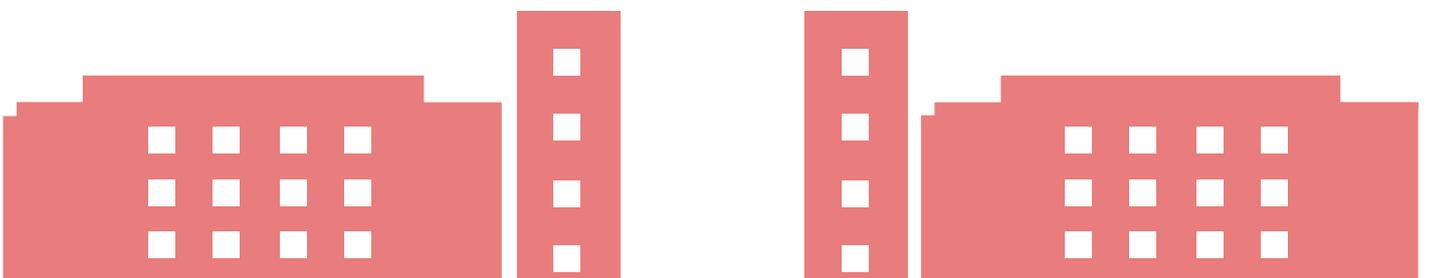
[2025 April / September]

Japanese/Domestic Applicants

(Admission selection for Japanese nationals and permanent residents)

Important notices regarding admissions will be posted as needed on the NEWS page of the APUmate website for successful applicants. Please check it regularly.

FOR SUCCESSFUL CANDIDATE ▶ <https://www.apumate.net/goukaku/>



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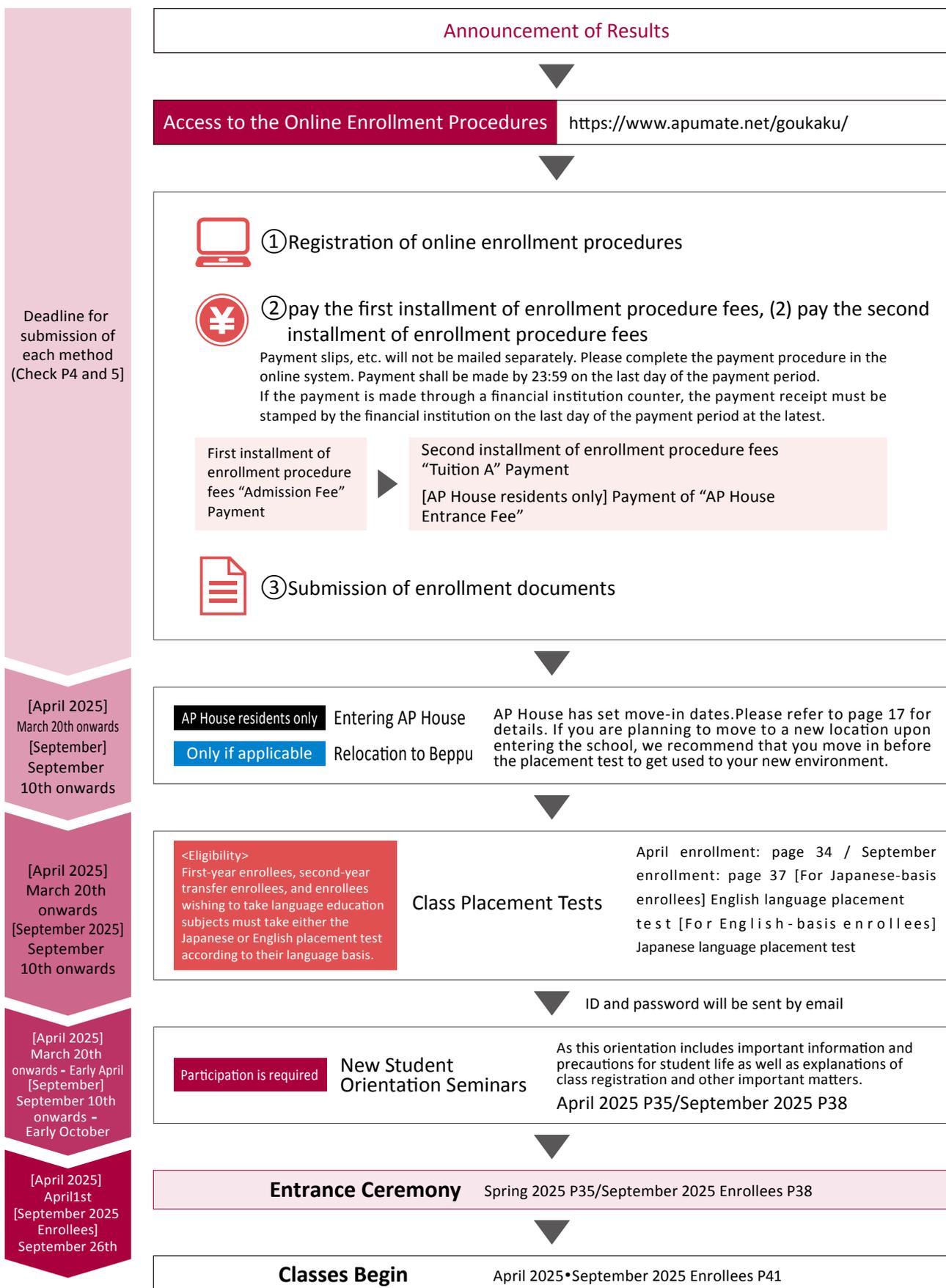
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I Enrollment Procedure Guidelines

1. From Acceptance to Enrollment: Procedures

Congratulations on your admission to APU. Please complete Enrollment Procedures ① to ③ within each application period while checking these guidelines.



2. Basic Rules for Enrollment Procedures

The President will grant enrollment permission to successful applicants who have completed all of the enrollment procedures outlined in "1. Registration of Online Enrollment Procedure," "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. 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.

1. Registration of online enrollment procedures

Will send you emails, mail items, issue your student ID card, etc. based on the contact information registered in the online enrollment procedure system. If your email address changes after the registration period ends, please contact the university by email.

[University email address]domestic@apu.ac.jp

2. Enrollment Procedure Fee Amounts

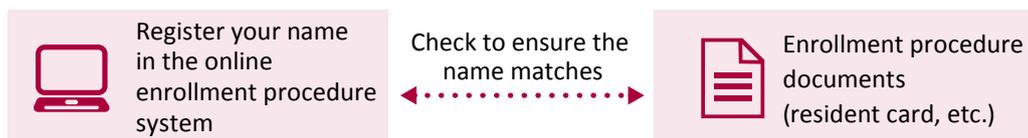
- (1) The Admission Fee will not be refunded under any circumstances.
- (2) Deadline of the installment of enrollment procedure fees will be until PM11:59(JAPAN Time) of the due date and when paying by financial institution, the latest date of bank stamp is valid.
- (3) We cannot respond to requests to confirm if enrollment procedure fee payments have been received. Please keep all receipts issued by the

3. Submission of enrollment documents

You will not be notified when your enrollment documents arrive. Please check the delivery status using the postal tracking service at your post office using the registered mail number. You can also check whether your enrollment documents have arrived on the online enrollment procedure screen. If there are any issues with your documents or registration information, the university will contact you at the email address you registered during the enrollment procedure.

4. Name registration rules

Names are registered in both English alphabet and Chinese characters for the issuance of various certificates after enrollment. We will compare the name you provided in the enrollment procedure system with the name appearing on various certificates you submitted, and will register your name in the same format as it appears on official documents such as your resident card and passport. Please be aware of the following rules in advance.



<Kanji>

For names written in kanji, as name information is digitally processed, only kanji that are included up to JIS Standard 2 can be inputted. Note that the kanji name printed on your Student ID Card, various certificates and other documents will only use kanji up to JIS Standard 2.

<Alphabetic>

In principle, your name will be registered in English alphabet characters that have been automatically converted from the phonetic spelling of your name. If you have a middle name, or if the English spelling of your name is not the same as the Japanese phonetic spelling, please submit a copy of an official document (such as an ID card, passport, etc.) that can verify the English spelling of your name.

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.).

5. Registration by nationality

- Students with multiple nationalities, including Japanese nationality, will be registered as "domestic students" at APU.
- Students whose residence status will change to "student" after enrollment should contact the Office of Domestic Admissions before enrolling.

About the successful applicants website and admission procedure system

Successful applicants site/admission procedure system

We will provide you with various up-to-date information regarding enrollment. You can also log in to the online enrollment procedure system from the link below.

<https://www.apumate.net/goukaku/>

How to confirm that enrollment procedures have been completed

We will not send notices of completion of enrollment procedures or enrollment acceptance. Please log in to the online enrollment procedure system and check the details.

[Online admission procedure list screen]

Once the procedure is complete, you can check the status of your "payment of enrollment fees," "online registration status," and "submission status of enrollment documents." If the status of your enrollment documents says "**inspection after arrival**," they have arrived at APU and are currently being inspected to see if there are any issues. If there are any issues, the university (domestic@apu.ac.jp) will contact you at the email address you registered during the enrollment procedure, so please check regularly after the deadline for submitting enrollment documents.

[Q&A]

Q1 I was accepted to APU under multiple application types. What should I do for my enrollment procedures?

A1 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. If you were accepted to more than one college of study, complete the enrollment procedures for the college of your choice and the application type under which you were accepted.

- Payment of enrollment procedure fees and submission of enrollment documents

Please ensure that you use the same application number when you pay the first and second installments of your enrollment procedure fees, complete the online enrollment procedures and submit your enrollment documents. If the application numbers for payment and enrollment documents differ, your enrollment procedures will be considered incomplete.

- If you have been accepted to AP House under multiple examination types, please make sure to carry out the move-in procedure under the application type that you chose.

Q2 After paying my Admission Fee (or tuition) for one College, I was accepted in an application type for the other College. I want to enroll in this other College. What should I do?

A2 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. In such cases you will need to complete procedures for "Fee Appropriation."

If you are eligible, please download the "Tuition Fee Allocation Application (University Form)" (see page 5). You may also re-assign enrollment procedure fees that you have paid previously in the following circumstances;

- You have been selected to receive the Domestic Students Academic Excellence Scholarship under a different application type after paying your Admission Fee (or tuition).
- You have been accepted in another application type using a different language-basis after paying your Admission Fee (or tuition).

Q3 I paid the enrollment procedure fee by bank transfer but I am unsure if it was sent correctly.

A3 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 procedure site by yourself. Please note that if you paid the enrollment procedure fees by bank transfer, it may take 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

Q4 I filled out the application form by mistake. What should I do?

A4 If you make a mistake, rewrite it using a correction tape.

Q5 Some of the documents in the enrollment procedure documents cannot be submitted within the period for submission of the documents. What should I do?

A5 Delays in submitting procedural documents may be allowed. Refer to P11 "⑤ Request for Delay in Documentation", Please submit the "Application Form (<https://forms.office.com/r/1kGTgCZv02>)".

3. Enrollment Procedure Schedules

April 2025 This page is for April 2025 admission.

Please note that the dates differ.

Enrollment period	Category	Application Type	Application Round	Announcement	Payment period for first installment of enrollment procedure fees	Payment period for second installment of enrollment procedure fees (Dormitory residents: APHouse Entrance Fee)	Submission period for enrollment documents * Must be postmarked by the date shown
						Online Enrollment Period	
2025 April	Admissions for Comprehensive Selection	Comprehensive Evaluation* Reading Comprehension and Writing	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - January 27 (Mon.)	February 10 (Mon.) until March 11 (Tue.)
			Round 2	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)		
			Round 3	January 30, 2025 (The.)	The next day until - February 10(Mon.)		
		Comprehensive Evaluation* Data analysis (Logical Flower Chart)	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - January 27 (Mon.)	
			Round 2	February 6, 2025 (Thu.)	The next day until - February 17(Mon.)	The next day until - February 28 (Fri.)	
		Admissionsby Activity Evaluation	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - January 27 (Mon.)	
			Round 2	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)	The next day until - February 28 (Fri.)	
			Round 3	February 6, 2025 (Thu.)	The next day until - February 17(Mon.)	The next day until - February 28 (Fri.)	
		Admissions for Returnee Students	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - January 27 (Mon.)	
			Round 2	January 30, 2025 (The.)	The next day until - February 10(Mon.)	The next day until - February 28 (Fri.)	
		Admissions for International Baccalaureate (IB) Diploma Students	Round 1	January 30, 2025 (The.)	The next day until - February 10(Mon.)	The next day until - February 28 (Fri.)	
		Admissions by School Recommendation	Admissions by School Recommendation (Designated Schools)	Round 1	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)	
	Round 2			January 16, 2025 (Thu.)	The next day until - January 27(Mon.)	The next day until - February 28 (Fri.)	
	Admissions by School Recommendation (Affiliated Schools)		January 16, 2025 (Thu.)	The next day until - January 27(Mon.)			
	Admissions by School Recommendation (Partner Schools)		January 16, 2025 (Thu.)	The next day until - January 27(Mon.)			
	General Selection (Paper test)	February Admissions		February 17, 2025 (Mon.)	The next day until - February 28 (Fri.)		The next day until - March 24 (Mon.)
		English-Focused Method		February 20, 2025(Thu.)	The next day until - February 28 (Fri.)	February 21(Fri.) until March 11 (Tue.)	
		Common Test Combined Method (3 subjects)					
		Common Test Method (7 subjects)		February 17, 2025 (Mon.)	The next day until - February 28 (Fri.)	February 18 (Tue.) - until March 11 (Tue.)	
		Common Test Method (5 subjects)					
		Common Test Method (3 subjects)					
		March Admissions		March 17, 2025 (Tue.)	The next day until - March 24 (Mon.) (First and Second installments paid together)	The next day until - until March 21 (Fri.)	
		Common Test + Interview Method					
		Common Test Method (March Admissions-5 subjects)					
CommonTestMethod (March Admissions-4 subjects)							
CommonTestMethod (March Admissions-3 subjects)							
2nd, 3rd year Transfer/ 3rd year Transfer(Recommendation-Based)		Round 1	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)	The next day until - January 27 (Mon.)	February 10 (Mon.) until March 11 (Tue.)	

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September 2025 This page is for Fall 2025 admission.

Please note that the dates differ.

Enrollment period	Category	Application Type	Application Round	Announcement	Payment period for first installment of enrollment procedure fees	Payment period for second installment of enrollment procedure fees (Dormitory residents: APHouse Entrance Fee)	Submission period for enrollment documents * Must be postmarked by the date shown	
						Online Enrollment Period		
2025 Fall	Admissions for Comprehensive Selection	Comprehensive Evaluation* Reading Comprehension and Writing	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - February 28 (Fri.)	February 10 (Mon.) until April 30 (Wed.)	
			Round 2	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)			
			Round 3	January 30, 2025 (The.)	The next day until - February 10(Mon.)			
		Comprehensive Evaluation* (Logical Flower Chart)	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - February 28 (Fri.)		
			Round 2	February 6, 2025 (Thu.)	The next day until - February 17(Mon.)	The next day until - March 31 (Mon.)		
		Admissions by Activity Evaluation	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - February 28 (Fri.)		
			Round 2	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)			
			Round 3	February 6, 2025 (Thu.)	The next day until - February 17(Mon.)	The next day until - March 31 (Mon.)		
			Round 4	May 8, 2025 (Thu.)	The next day until - May 19 (Mon.)	The next day until - June 26 (Thu.)		
		Admissions for Returnee Students	Round 1	November 1, 2024 (Fri.)	The next day until - November 11 (Mon.)	The next day until - February 28 (Fri.)		
			Round 2	January 30, 2025 (The.)	The next day until - February 10(Mon.)	The next day until - March 31 (Mon.)		
			Round 3	May 8, 2025 (Thu.)	The next day until - May 19 (Mon.)	The next day until - June 26 (Thu.)		
	Admissions for International Baccalaureate (IB) Diploma Students	Round 1	January 30, 2025 (The.)	The next day until - February 10(Mon.)	The next day until - March 31 (Mon.)			
		Round 2	May 8, 2025 (Thu.)	The next day until - May 19 (Mon.)	The next day until - June 26 (Thu.)			
	Admissions by School Recommendation	Admissions by School Recommendation (Fall Designated Schools)	Round 1	May 8, 2025 (Thu.)	The next day until - May 19 (Mon.)	The next day until - June 26 (Thu.)		
	2nd, 3rd year Transfer	Round 1	December 12, 2024 (Thu.)	The next day until - December 23 (Mon.)	The next day until - February 28 (Fri.)			
		Round 2	May 8, 2025 (Thu.)	The next day until - May 19 (Mon.)	The next day until - June 26 (Thu.)			

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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. If the application numbers for payment and enrollment documents differ, your enrollment procedures will be considered incomplete.

<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.
<https://www.apumate.net/goukaku/>

- *Tuition cannot be transferred between Ritsumeikan Asia Pacific University and Ritsumeikan University.
- *Once you have submitted the "Application for Approval of Admission Fees," you cannot cancel or change the application.

<Submission> Mail: apumate@apu.ac.jp

<Submission Deadline> This is possible up until the deadline for each method of procedure P4 and P5.

4. Enrollment Procedure Fee Amounts

At APU, tuition fees (admission fee), miscellaneous fees (APU Domestic Student Support Association membership fee, APU Alumni Association membership fee), and for AP House residents, the AP House entrance fee are all considered "payments at the time of enrollment."

(1) Payment Methods

Payments can only be made through the online enrollment 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>

① CreditCard

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

② Convenience Store

• 7-Eleven • Daily Yamazaki • Lawson • MiniStop • FamilyMart • Seicomart
How to make a payment at the Convenience Store.

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

③ Financial 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/

④ Internet Banking

You can use internet banking offered by more than 1,000 banks in Japan.

*You will need to sign up in advance to use internet banking through your bank.

*For regional banks that accept internet banking, please refer to the list of ATMs shown on the following page.

How to make a payment by internet banking

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

⑤ Transfer via a financial institution

Download the "Bank Transfer Request Form" from the enrollment procedure system, select a payment method such as financial institution that accepts telegraphic transfer. Please be sure to keep the "Transfer receipt (those with stamp of financial institution)" received at the financial institution 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 a Japan Post Bank. Please use another financial institution. If you use Japan Post Bank, you will need to transcribe your information onto a Japan Post Bank-specific application form, so please be careful not to make any transcription errors.

<FAQ>

Q1: Is it possible to change the payment method for the first and second enrollment payments?

A1: Yes, you can. You can choose the payment method for each fee separately. You can also pay all fees at once.

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

The total amount of each fee will be displayed on the enrollment procedure system. Please refer to page 20 for details of each fee.

Common for April 2025 and September 2025 Enrollees			For applicants accepted under the following application types: • Common Test + Interview Method • Common Test Method (March Admissions-5 subjects) (March Admissions-4 subjects) (March Admissions-3 subjects) • Comprehensive Evaluation Reading Comprehension and Writing (Round 3)	
the 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
200,000yen	690,000yen	924,000yen	890,000yen	1,124,000yen

- 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.
- Even if you have been accepted into the domestic student dormitory fee reduction system, you will be exempt from dormitory fees after admission, so you will need to pay the dormitory fee in advance at the time of admission procedures.
- If you have been selected for the Domestic Students Academic Excellence Scholarship, the amount printed on your invoice will have the scholarship amount subtracted.

5. Online Enrollment Procedures

APU has implemented an Online Enrollment Procedure System that performs part of the admission procedure on the internet.

In addition to paying the admission fee, tuition and miscellaneous membership fees, and submitting the enrollment documents, you need to register for the online admission procedure.

【Online Enrollment Period】

Enrollment period	Screening Method	Online Enrollment Period
April 2025	<Results announced by January> Comprehensive Evaluation・Reading Comprehension and Writing (Round 1・Round2) Comprehensive Evaluation・Data analysis (Round 1) Admissions by Activity Evaluation (Round 1・Round 2) Admissions for Returnee Students (Round 1) Admissions by School Recommendation (Round 1) 2nd, 3rd year Transfer (Round 1)	1pm of day after the Notification of Acceptance - January 27 (Mon.) (Note) Deadline for submission of enrollment procedure documents: Tuesday, March 11th
	<Results announced by February> Comprehensive Evaluation・Reading Comprehension and Writing (Round 3) Comprehensive Evaluation・Data analysis (Round 2) Admissions by Activity Evaluation (Round 3) Admissions for Returnee Students(Round2) Admissions for International Baccalaureate (IB) Diploma Students (Round 1) /Admissions by School Recommendation (Round 2) (Affiliated Schools) (Partner Schools)	1pm of day after the Notification of Acceptance - February28 (Fri.) (Note) Deadline for submission of enrollment procedure documents: Tuesday, March 11th
	<February Result Announcement> General Selection (Paper test)	1pm of day after the Notification of Acceptance - March 24(Mon.) (Note) Deadline for submission of enrollment procedure documents: Tuesday, March 11th
	<March Result Announcement> General Selection (Paper test)	1pm of day after the Notification of Acceptance - March 24 (Mon.) (Note) Deadline for submission of enrollment procedure documents: Friday, March 21th
September 2025	Comprehensive Evaluation・Reading Comprehension and Writing(Round 1・Round 2) Comprehensive Evaluation・Data analysis(Round 1) Admissions by Activity Evaluation(Round 1・Round 2) Admissions for Returnee Students(Round 1) 2nd, 3rd year Transfer(Round 1)	1pm of day after the Notification of Acceptance - February28 (Fri.) (Note) Deadline for submission of enrollment procedure documents: Wednesday, April 30th
	Comprehensive Evaluation・Reading Comprehension and Writing (Round3) Comprehensive Evaluation・Data analysis (Round 2) Admissions by Activity Evaluation (Round 3) Admissions for Returnee Students (Round 2) Admissions for Admissions for International Baccalaureate (IB) Diploma Students (Round 1)	1pm of day after the Notification of Acceptance - March 31 (Mon.) (Note) Deadline for submission of enrollment procedure documents: Wednesday, April 30th
	Admissions by Activity Evaluation(Round 4) Admissions for Returnee Students(Round 3) Admissions for International Baccalaureate (IB) Diploma Students (Round 2) Admissions by School Recommendation(Fall) 2nd, 3rd year Transfer (Round 2)	1pm of day after the Notification of Acceptance - June 26 (Thu.)

(1) Access to the Online Enrollment Procedures

Please make sure to check the "List of Enclosed Items" sent along with the Handbook of Enrollment Procedures. You can access the online enrollment procedures system through the website written on this paper.

<https://www.apumate.net/goukaku/>

① Method of Login

Please use your registration number and birth date for login. If you passed multiple screening methods, you can choose one screening method along with its registration number that you will enroll in APU.

This registration number should be used for paying both first and second installment of enrollment procedures fee, Registration of online enrollment procedures and Submission of enrollment documents.

If you mistakenly entered different registration number, please input the correct number. Entered information cannot be transferred between two registration numbers. Information which were not completed will be automatically discarded.

- ② Check your Enrollment procedure information (Screening method, College, Department, Registration number, Language-base).
- ③ Proceed with the Enrollment Procedure following the instruction.

(2) Payment of the first installment of enrollment procedures fee (Admission fee)

Please refer to page 6 for details.

(3) Payment of the second installment of enrollment procedure fees

(Tuition fee of First semester, miscellaneous membership fees) / AP House entrance fee

Please refer to page 6 for details.

【For preparation to Online enrollment procedures】

- ① For using Online enrollment procedures, Internet connected PC and printer are needed.
- ② Address information of yours and your guardian, vaccination history etc., are required for information to be entered.
- ③ Two types of photos are required for the Student ID Card: upload data and photos to be attached to the Student Information Card
- ④ Other: Please type referring to the Online Enrollment Manual.

【System requirements】

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

【System requirements (PC)】

<Internet browser version>

For Windows: Google Chrome / Microsoft Edge

For Macintosh: Safari / Google Chrome

* We recommend you that you use the latest version of the browser.

<PDF software version>

For Windows: Adobe Acrobat Reader DC

* [Reader] for Windows 8.1 and Windows 10 are NOT recommended

* Browser-only PDF Viewer is NOT recommended

【System requirements (Mobile & Tablet)】

Android (10.X.X or later) / Android Chrome

iOS (iOS 14.X.X or later) / Safari

The following are the recommended system requirements, but some functions may not work depending on your environment. In such case, please use a PC instead.

(4) Registration of Personal Information

[Information to be entered on Online enrollment procedures]

Contents	Register	Correction	Notes
Personal information <small>*You cannot register 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 exam number, name, and details of the changes in your email.</small>	<input type="radio"/>	<input type="radio"/>	 If your address changed from the time of application, please enter the new address.  * If only successful applicant (rest of the family members do not move) moves to Beppu City, home address change is not required.  If you were living in the school dormitory or abroad at the time of application, please change your home address.  Please specify an email address that will be sent to the successful applicant. If your email address changes after the application period has ended, please refer to page 2.
Tuition payment slip sending information	<input type="radio"/>	<input type="radio"/>	Please confirm these information with your parents or guardians and enter the correct information.
Parents, guardian, guarantor information	<input type="radio"/>	<input type="radio"/>	
Questionnaire of Health condition	<input type="radio"/>	<input type="radio"/>	
Questionnaire of Measles and Rubella vaccination history	<input type="radio"/>	<input type="radio"/>	
Photographupload	<input type="radio"/>	<input type="radio"/>	Please use a photo that clearly shows the person in question, the same as the one attached to the Student Information Card. Upload the photo (minimum 100 KB, maximum 3 MB, file extension jpg/png) in a clear, front-facing, upper-chest, no hat, clear background to the online enrollment procedure system.

[About questionnaire of health condition, measles and rubella vaccination history.]

- 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.
 - * If you do not know the date of vaccination due to loss of the Mother and Child Handbook, select "No" in question 1 or 2, and "Yes" in question 3 or 4. Then follow the instructions on the page.
 In addition, 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.

[Your photograph will be used for the enrolment process and on your student ID card.]

Photograph is needed for upload data and Student Information Card. The uploaded photo will be used for your Student ID card throughout your whole university years. The photo you upload will be used as your student ID card for the duration of your enrollment.

* 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.



This is an image.

(5) Completion the Online Enrollment Procedures

E-mail and post notifying you the completion of online enrollment procedures will not be sent, so please check it on the screen.

6. Enrollment Documents

The following documents must be sent using express registered mail within the submission period outlined in red on pages 4 and 5, using the envelope supplied by APU. If you are sending your documents from outside Japan, please make sure to send them so that they arrive at APU by the document submission deadline.

【Table of Enrollment Procedure Documents】

○ = to be submitted by all applicants

△ = to be submitted only if applicable or necessary

		Common for April and September 2025 admissions					
		Admissions for Comprehensive	Admission by School Recommendation	General Selection		Transfer enrollees	
Applicant	Documents	Comprehensive Evaluation· Reading Comprehension and Writing/Data analysis (Logical Flower Chart) Admissions by Activity Evaluation Admissions for Returnee Students Admissions for IB Diploma Students International	Admissions by School Recommendation (Designated Schools) Admissions by School Recommendation (Partner Schools) Admissions by School Recommendation (Affiliated Schools) Admissions by School Recommendation (Fall)	• February Admissions • English-Focused Method • March Admissions	• Common Test Combined Method Common Test Method (7 subjects) • Common Test Method (5 subjects) • Common Test Method (3 subjects) • Common Test Method (March Admissions 3 - 5 subjects) Common Test + Interview Method	• Transfer • Transfer (Recommendation-Based)	
A	All	Student Information Card (be sure to sign both sides)	○	○	○	○	○
B	All	Certificate of Residence Record (or transcript of residence record) Original or Passport (copy) • If you are a foreign national or live outside of Japan, please see page 14.	○	○	○	○	○
C	First year enrollees:	High School Graduation Certificate The date of enrollment and the date of graduation (completion) can be confirmed.	○	○	○	○	—
D	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 date of enrollment and the date of graduation (completion) can be confirmed.	—	—	—	—	○
E	First year Students	Examination Ticket for AY 2025 Common Test University Admissions	—	—	—	○	—
F	if necessary	Finalized Grade Reports in Entrance Qualification Examinations *1	△	△	—	—	△

*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.

Please note the following points for each document: **▶ Page 12 onwards**

<notes>

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.

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

It must have been issued within three months prior to the application start date. If you have already graduated, please submit your final documents after graduation.

original

or

Original Certificate *

[Certified True Copy]

* A document from the educational institution certifying that the copy is a correct reproduction of the original (stamped with the institution's seal).

Example: We hereby certify that the (attached) copy is identical to the original certificate. Date.../Year/month/day, Name of institution, Stamp (Transcripts or other documents that confirm the dates of enrollment and graduation (completion) are also acceptable.)



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.

*See page 14



5 Request for Delay in Documentation

Submission deadlines for the following documents may be extended. However, even if extensions are allowed, all documents must be delivered via express registered mail by March 21 (Fri.) for April enrollment and August 25 (Mon.) for September enrollment. Even if you submit the application form, if the submission is not made by the deadline, you will not be admitted.

<https://forms.office.com/r/1kGTgCZv02>

<Deadline for late submission>

2025 April: 2025, March 21 (Fri.)

2025 September: 2025, August 25 (Mon.)

① High 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. Fill in the necessary information on this form and submit it along with your other enrollment procedure documents within the document submission period.

② Certificate 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. Fill in the necessary information on this form and submit it along with your other enrollment procedure documents within the document submission period.

③ Examination Ticket for AY 2024 Common Test for University Admissions (original)

If the examination ticket cannot be sent by the specified deadline for unavoidable reasons, it may be submitted late. Fill in the necessary information on this form and submit it along with your other enrollment procedure documents within the document submission period.

■ Late Document Submission Address

1-1 Jumonjibaru, Beppu City, Oita Prefecture 874-8577

Ritsumeikan Asia Pacific University Entrance Examinations Office

*Please include your application type, application number, college, name, address, and phone number in a note.

*Send by express registered mail.

6 Notification of Completion of Submission (Excluding those who passed the general selection)

Students who submitted the following items during the application process are asked to specify so using this form.

<https://forms.office.com/r/Jmcp8ypN4c>

Students may also resend the following items (in this case the form is not necessary).

<Reusable documents>

① High School Graduation Certificate (original)

② Transcript (Only if final grades are submitted at the time of application)

③ Certificate for Students Achieving the Proficiency Level of Upper Secondary School School Graduate (Certificate or original results transcript)

④ International Baccalaureate (IB) Diploma

*If you requested 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, please submit a copy of the "International Baccalaureate (IB) Diploma" conferred by the IBO.

<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.



A Student Information Card (Written Pledge / Consent Form on reverse) All enrollees

The Student Information Card is the document used to verify your enrollment status as a student at Ritsumeikan Asia Pacific University and is kept on record permanently.

Attach a color photograph (facing straight to the camera, upper body with no hat and with a plain background) to the Student Information Card and write your name and application number on the back of the photograph. Note that we may use this photograph for your Student ID Card (to be distributed after enrollment).

* If you make a mistake, please use correction tape or something similar to rewrite it.

* If you would like to use an alias, please write "I would like my name on my academic record to be my alias" on a note or something.

Photograph
Close-up of the head and shoulders (no background, facing forward without cap / hat). (height 4cm x width 3cm) Note that we may use the photograph pasted here for your Student ID Card handed out after enrollment.

① College / Department
Circle the college in which you will enroll.

② Name
Write your name as shown in your Koseki (戸籍 family register). If you have foreign nationality and wish to go by a different name (通称名) at APU, enter the name that appears then write your real name in () next to it.

④ Application Type
Write the application type.

⑤ Nationality
If you have dual nationality, please enter one of your nationalities (must be the same as the nationality registered in the system).

⑩ College / University you attended
Write down the name of the university / college you graduated from, if applicable.

⑪ Parents, Guardians and Guarantors etc.
Provide an information about a person whose name, post number, address, phone number, e-mail address and your relationship with them, to whom your information may be disclosed when necessary in case of danger occurs/is expected in your life/safety.

⑫ Emergency Contact Info
Provide the name, address, relationship, phone number and work place contact info of a family member to be contacted in case of an emergency.

⑬ Family
Provide the name, relationship and age of your family members. If there are more than three people, you do not have to mention them all.

【Student Information Card (front side)】 Document Samples

*学籍番号 (for office use)		学籍簿 STUDENT INFORMATION CARD	
iii ii i		立命館アジア太平洋大学 Ritsumeikan Asia Pacific University 学部学生 Undergraduate Students	
*住所・勤務先が海外の方は、 英語ブロック体 でご記入ください。 * Please write your address and contact details In all English capital letters if you reside overseas.			
① 学部・学科 College / Department	<input checked="" type="checkbox"/> アジア太平洋 Asia Pacific Studies <input type="checkbox"/> 国際経営 International Management <input type="checkbox"/> サステイナビリティ観光 Sustainability and Tourism		
② 氏名 Name	姓 Family Name	タイヘイヨウ 太平洋	
	名 Given Name	マナブ 学	
	ミドルネーム Middle Name		
③ 受験番号 Application No.	1 2 3 4 5 6 7 8	④ 入試方式 Type of Entrance Exam	前期方式
⑤ 国籍 Nationality	日本		
⑥ 生年月日 Date of Birth	Year 2005 / Month 9 / Day 30	⑦ 性別 Sex	<input checked="" type="checkbox"/> 男 (Male) / <input type="checkbox"/> 女 (Female)
⑧ 入学年月 Month of Enrollment	Year 2025 / <input checked="" type="checkbox"/> 4 or <input type="checkbox"/> 9 / Month	*卒業年月日(Office Use) Date of Graduation (for office use) Year / 3 or 9 / 31 or 20	
⑨ 出身高等学校 High School	京都府立アジア高等学校		
⑩ 出身大学等 College / University (most recently attended)	なし		
⑪ 父母・保護者・身元引受者等 Sponsor (a parent, relative, legal guardian, or someone else)	氏名 Name	タイヘイヨウ マナブ 太平洋太郎	続柄 Relationship
	住所 Address	〒郵便番号 (603-8577) 京都府京都市北区三條町22-2	父
	E-mail	電話番号 Phone No.	075-465-△△△△
⑫ 緊急連絡先 Emergency Contact Info	氏名 Name	タイヘイヨウ マナブ 太平洋太郎	続柄 Relationship
	勤務先 Employer	勤務先名 Employer Asia商事 (部署・役職名) 住所 Address 京都府京都市北区南北町1	総務課 課長 (Job Title) 電話番号 Phone No. 075-465-xxxx
	自宅住所 Home Address	〒郵便番号 (604-8577) 京都府京都市北区三條町22-2	電話番号 Phone No. 075-465-△△△△
⑬ 家族 Family	続柄 Relationship	氏名 Name	年齢 Age
	父	太平洋 太郎	50
	母	太平洋 花子	45
	姉	太平洋 愛子	20
*備考 Notes ① 「父母・保護者またはそれに代わる身元引受け者 (母国在住者を原則とする) 以下、父母・保護者等」は、「父母・保護者等」を大学へ届出いただくことにより、学生の円滑な学習・研究、学生生活の充実に資するよう、父母・保護者等の皆さまと協力することを目的としています。大学は、「立命館アジア太平洋大学における個人情報の取扱いについて」を遵守し、学生の個人情報を使用します。必要な場合は、卒業後半年以内の期間を父母・保護者等に開示することがあります。 ② Home Country Sponsor APU will ask all enrollees to designate a home country sponsor (other than those who can serve as a contact person that will be able to communicate with the University on matters regarding the health, safety, and welfare of the enrollees) in the handling of Personal Information at Ritsumeikan Asia Pacific University when handing your personal information. When necessary, the university will disclose your academic information and information related to your student life to the person designated as your home country sponsor. <input type="checkbox"/> 写真取込 <input type="checkbox"/> 記入点検			

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【Student Information Card (back side)】 Written Pledge

	<p>誓約書</p> <p>立命館アジア太平洋大学長 様</p> <p>私は入学するにあたり、立命館アジア太平洋大学の学生であることを自覚し、学則をはじめとする諸規程および日本の法令を遵守することを誓います。 これらに反した場合は、奨学金の取り消しを含め、学則に基づき処分されることを受け入れます。</p> <p>20 年 月 日 署名： _____</p>
	<p>Written Pledge</p> <p>To the President of Ritsumeikan Asia Pacific University,</p> <p>I pledge to uphold the standards expected of a student of Ritsumeikan Asia Pacific University and comply with the regulations of the University and the laws of Japan. I accept that should I violate the above, I will be subject to disciplinary measures, which may include revocation of scholarship, in accordance with University regulations.</p> <p>Date: 2025 / 3 / 5 Signature: 太平洋学 Year / Month / Day</p>
	<p>個人情報の取扱いに関する同意書</p> <p>立命館アジア太平洋大学長 様</p> <p>私は入学するにあたり、立命館アジア太平洋大学が「立命館アジア太平洋大学における個人情報の取扱い」を遵守することを前提に、私の個人情報をを使用することに同意します。</p> <p>20 年 月 日 署名： _____</p>
	<p>Written Consent Concerning the Treatment of Personal Information</p> <p>To the President of Ritsumeikan Asia Pacific University,</p> <p>I give my consent to Ritsumeikan Asia Pacific University to use my personal information on the condition that the University will comply with the usage regulations outlined in the "Handling of Personal Information at Ritsumeikan Asia Pacific University."</p> <p>Date: 2025 / 3 / 5 Signature: 太平洋学 Year / Month / Day</p>

【Student Information Card (back side)】

Written Pledge
Written Consent

After reading the card thoroughly, write the date and sign your name. Use the English Written Pledge if you are enrolled on an English-basis, or the Japanese version if you are enrolled on a Japanese-basis. It is not necessary to fill in both.

Please refer to the APU website for university rules and regulations. URL is on the page 55.

From 2021, APU will refer to parents and guardians of prospective students "parents/guardians or guarantor (in principle, those who are residents of their home countries)" as parents/ guardians (hereinafter, referred to as "parents/guardians"). This is intended to contribute to the successful learning, research and enrichment of student life of prospective students, and to cooperate with their parents, for example in the case of a danger in their life/safety. Specifically, regarding the matters specified as the purpose of use in "Handling of Personal Information at Ritsumeikan Asia Pacific University" (see page 53), we ask for your cooperation by contacting and consulting with parents.

<To new students>

- If it is necessary to explain the above to your parents in language other than English or Japanese, we ask that you translate and explain the content to them.
- If you have a spouse, you may report that person as a "parents /guardians"
- If it is difficult to report "parents / guardians, etc.", please contact the university.

<To parents>

Having contact information for the parents / guardians of a student enables APU to ensure good communications with the families of our students, and also helps university provide an environment where students are able to focus on their academic pursuits and enjoy their life at APU. We appreciate your understanding and ask for your continued cooperation and support.

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B Certificate of Residence Record (or transcript of residence record) Original or Passport (copy) All submitted

The Certificate of Residence Record is a document that certifies only the specified items on the residence record. Please obtain and submit a Certificate of Residence Record (or a transcript of the residence record) that certifies all of the "required information" below from the city, town, or village where you are currently registered as a resident.

*The 12 digit "MY NUMBER" personal code is not necessary. Please submit a Certificate of Items Listed on Resident 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.

① Name of prospective student [Kanji, Katakana, English letters (for those with middle names or whose English names are not pronounced the same as in Japanese)]

② Date of birth ③ Gender ④ Address

(For foreign students) the following 10 pieces of information:

Name of student (① Kanji, ② Katakana, ③ English alphabet), ④ Date of birth, ⑤ Gender, ⑥ Address, ⑦ Visa status, ⑧ Expiration date of visa period, ⑨ Residence card number, ⑩ Nationality

Q1 What if I can't submit the application because I live outside Japan or for other reasons?

A1 Please submit an official document (a copy of your passport) that proves the above "required information." If you do not have a passport, your passport has expired, or you do not have a document that can verify your passport in English, please inform the Office of Domestic Admissions by email of the date you plan to be able to submit the document after entering Japan.

Q2 What if I cannot submit all the required information on one certificate?

A2 Please submit multiple documents
(e.g. copy of passport, certificate of residence, copy of residence card, etc.).

Q3 What if I have a middle name and the English spelling of my name is not the same as how it is pronounced in Japanese?

A3 You will need to prove that the name you registered in the enrollment procedure system is officially correct. If the English spelling is not the same as the Japanese pronunciation, please submit a copy of a document (such as an ID (passport, etc.)) that verifies the English spelling of your name.

[例1] Kanji Name: 理紗

Japanese Reading: Lisa **Official proof must be submitted**

How to read Japanese: Risa

[例2] Kanji Name: 立命 エマ 洋子

English Name Ritsumei Emma Yoko **Official proof must be submitted**

How to read Japanese: Ritsumei Ema Yoko

[例3] Kanji Name : 李

English Name : LEE **Official proof must be submitted**

How to read Japanese: Ri

C High school graduation certificate (origin) First year Student

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 with in the dead line due to circumstances at your high school, please refer to the application for mon page11 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 P10)

D Certificate of Graduation(Completion)and Academic Transcript from a University, Junior College or Other Higher Education Institution Transfer Enrollees Only

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).

E Examination Ticket for AY 2025 Common Test for University Admissions Applicable Enrollees 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), (4 subjects), (3 subjects)” or “Common Test + Interview Method” exams should submit their examination ticket for AY 2023 exams of the National Center for University Entrance Examinations. If you are taking exams at other universities and cannot submit within the deadline, please refer to the application form on page 11 and submit it.

F Finalized Grade Reports in Entrance Qualification Examinations Applicable Enrollees Only

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.

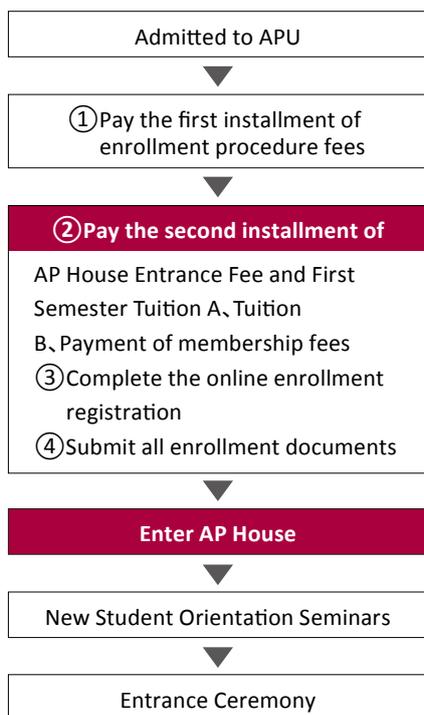
*When making arrangements to send directly, please select "Ritsumeikan Asia Pacific University (Domestic)".)

II Entering AP House (For AP House residents)

1. AP House Entrance Procedures

In order to live in AP House, you need to pay the AP House entrance fee, first and second installment of enrollment procedure fees within the designated period, complete the online enrollment procedures and submit the necessary documents. If you are going to reside 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



[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 ① AP House Entrance Fee and ② second 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 in to 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

Applicable to April enrollees, September enrollees, dormitory fee reduction recipients	
Moving-in Fee	32,000yen
Security Deposit *1	98,000yen
Rent of April & May (2 months) *2	104,000yen
Total	234,000yen

*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 of April & May (2 months) : This includes April or September rent (52,000 yen) and May or October rent (52,000 yen). As this fee is based on the New AP House 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 Sunday, March 31, 2024 (April Enrollees) and Friday, September 20, 2024 (September Enrollees). (Postmark should be within the deadline)

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

(3) Payment Method of AP House Entrance Fee (Simultaneous with the payment for the second enrollment procedure)

After logging in to the online enrollment procedure system, select your payment method and make your payment within the specified period.

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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

<April 2025・September 2025 Enrollees>

Detailed information on the dormitory move-in date will be announced on the successful applicants' page on our university's applicant website (April 2025 Enrollees will be admitted in January, September 2025 Enrollees will be admitted in mid-July). <https://www.apumate.net/goukaku/>

(2) Residency Period

First year and second year enrollees	(April enrollment) End of March 2025 to end of February 2026 (September enrollment) Mid-September 2025 to end of August 2026
Third year enrollees	(April enrollment) End of March 2025 to end of February 2027 (September enrollment) Mid-September 2025 to end of August 2027

(3) Announcement of dormitory entrance

Make sure to send the luggage after your move-in date as the AP House Office can not 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. The AP House Office will notify you of your room number and direct telephone number by email* about 3 days before your move-in date.

*The email will be sent to the address you entered at the time of online enrollment procedure.

*You will be notified of your room number and telephone number at the time of your moving in.

(4) Sending of luggage

Make sure to send the luggage after your move-in date as the AP House Office can not 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.

[Sending address:]

•AP House1・2

〒874-0011 1-2 Jumonjibaru, Uchikamado, Beppu City, Oita Prefecture 874-0011 AP House, ●, ● Building

•AP House5

〒874-0011 1-5 Jumonjibaru, Uchikamado, Beppu City, Oita Prefecture 874-0011 AP House 5

*【Precautions regarding the sending of luggage】

① Please make sure to fill out the mobile phone number or the direct room telephone number of the recipient on the shipping slip.

② Please make sure to write the name and application number of the recipient on the shipping slip.

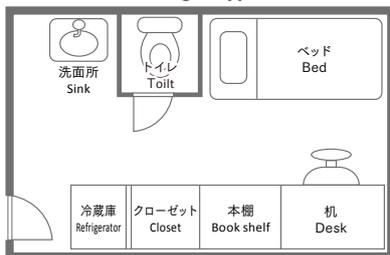
③ If you were unable to receive the luggage, the delivery notice will be posted in the AP House mailbox.

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 carryable size.

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

APU will assign your room type and location.

AP House1・2 [Single type 13㎡]



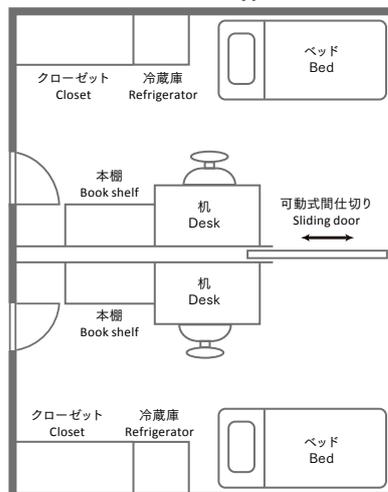
[AP House1・2]

Included Furnishings:

Desk, chair, bookshelf, lamps, telephone, closet, bed, cupboard, Bedding (pillow, sheets, blanket, covers), refrigerator, cooler / heater, shoe box, connection for internet, Wired LAN and wireless LAN (wi-fi), sink *, toilet *.

There are no () marked items in shared type rooms.

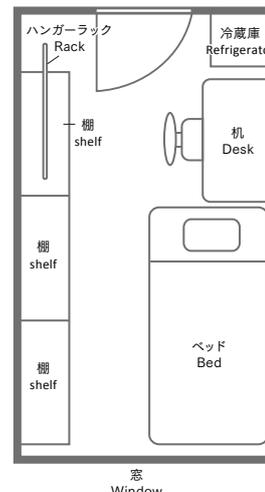
AP House1・2 [Shared type 13㎡]



[AP House5]

Desk, chair, bookshelf, lamps, telephone, clothes rack, bed, (pillow, sheets, blanket, covers), refrigerator, cooler / heater, LAN and wireless LAN (wi-fi), shoe rack, umbrella stand

AP House5 [10.08㎡]



(6) Things to bring when moving in

Thermometer, first-aid kit Toiletries, clothes, towels, 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

- ① Please come to the dormitory in good health on the day of your arrival.
- ② Please make sure to move-in during the period specified by the AP House Office. If you can not do so due to unavoidable circumstances such as being unable to arrange a flight, please contact the AP House Office.
- ③ You 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.
- ④ Coming 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.
- ⑤ To prevent the spread of infectious diseases such as new coronavirus, only residents and staff can enter the AP House.
- ⑥ Smoking is prohibited in residential rooms and all other indoor areas in AP House. It is only permitted in designated smoking areas.
- ⑦ You may not bring refrigerators, kerosene heaters, gas stoves or large furniture, etc. into your room.
- ⑧ Meals are not provided at AP House. You can either use the cafeteria on campus or cook food in the shared kitchens in AP House.
- ⑨ The stoves in the AP House kitchens are Induction Heating (IH) stoves. You must use IH-compatible cookware.
- ⑩ They are washing machines and dryers on each floor. Machines are available for use until 24:00.
- ⑪ The 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. Payment of Dormitory fees After Enrollment

AP House fees and payments schedule is as follows:

	Monthly AP House fees
AP House1・2	50,000yen
AP House5	52,000yen

<April enrollees>

Residents of AP House 5: Payment of AP House fees will begin from June (¥52,000).

Residents of AP House 1 and 2: Payment of AP House fees will begin from June (¥46,000 for June, ¥50,000/monthly from July).

• Applicants for the dormitory fee reduction system

Residents of New AP House: Payment of AP House fees will begin from August (¥26,000).

Residents of AP House 1 and 2: Payment of AP House fees will begin from August (¥21,000 for August, ¥25,000/monthly from September).

<Fall Enrollees>

Residents of AP House 5: Payment of AP House fees will begin from November (¥26,000 for November, ¥52,000/monthly from December).

Residents of AP House 1 and 2: Payment of AP House fees will begin from November (¥21,000 for November, ¥50,000/monthly from December).

• Applicants for the dormitory fee reduction system

Residents of AP House 5: Payment of AP House fees will begin from January (¥13,000 for January, ¥26,000/ monthly from February).

Residents of AP House 1 and 2: Payment of AP House fees will begin from January (¥8,500 for January, ¥25,000/ monthly from February).

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 23 for procedures and how to fill out the application form.

4. Q&A about AP House

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. Televisions, 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.

III Tuition and Miscellaneous Membership Fees

1. Tuition and Miscellaneous Membership Fees for Students Enrolling in 2025

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 2025 *Same for all faculties

	Admission Fee	Tuition				Total (incl. Admission Fee)
		First Semester		Second Semester		
		Tuition A	Tuition B	Tuition A	Tuition B	
1st year Students	200,000yen	380,000yen	270,000yen	380,000yen	270,000yen	1,500,000yen
Transfer Students	200,000yen	380,000yen	370,000yen	380,000yen	370,000yen	1,700,000yen

*Does not include miscellaneous membership fees.

Yearly tuition (estimated) until graduation for students enrolling in 2025 * 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 Students	1,300,000yen	1,500,000yen	1,500,000yen	1,500,000yen
2nd year Transfer Students	—	1,500,000yen	1,500,000yen	1,500,000yen
3rd year Transfer Students	—	—	1,500,000yen	1,500,000yen

*Note: Does not include admission fee or miscellaneous membership fees.

*Tuition may be adjusted to reflect changing social conditions.

Miscellaneous Membership Fees for students enrolling in 2025 * 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 APU Domestic Students' Parent and Family Association and APU Alumni Association upon request from these associations.

Your understanding and support for these organizations will be very much appreciated. Note that nonpayments of both of these membership fees will have no negative effect on your enrollment procedures.

Payment periods for tuition and miscellaneous membership fees

Payment details	Payment period / deadline	
	April 2025	September 2025 Enrollees
<ul style="list-style-type: none"> Admission Fee First Semester Tuition A・B APU Domestic Students' Parent and Family Association APU Alumni Association membership 	Before enrollment	Before enrollment
<ul style="list-style-type: none"> Second Semester Tuition A・B 	November 30, 2025	May 31, 2026

* 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.

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2. Tuition Payments after Enrolment

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

- ① Pay at the counter of a financial institution (other than Japan Post Bank) using the payment form (bank transfer form) provided by APU.
- ② Automatic payment from a Japan Post Bank account.
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 22 for the procedures and apply individually.

Invoices and payment notices after the 2nd semester will be sent to the address registered by each student in APU's student information system.

In addition, students can check the PDF files of the invoices and payment notices on APU's student information system by themselves and use it to pay the tuition fee. After enrolment, students themselves can use this system to make changes to the sending address. Instructions on how to use the system will be provided at the Student Orientation Seminar immediately after enrolment. Changes of address should also be notified to the Post Office using a Change of Address form.

Tuition fee invoices and payment notices can only be sent to addresses within Japan. They will not be sent if the registered address is outside Japan. You must register a domestic address where you can receive mail.

【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 (22,500 yen multiplied by the number of registered credits).

Please see page 18 for information on paying dormitory fees after enrollment.

Q Can I pay tuition fees by credit card or online banking?

A Tuition fees can only be paid via ① or ② at the top of this page.

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

<Application Procedure>

- ① Open a deposit account at Japan Post Bank (only for those who do not have a Japan Post Bank account) Can be done in family name
- ② Submit 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>

- ① After submitting the application to Japan Post Bank, it may take approximately one month for the procedure to be completed. Please apply early.
- ② The payment date may change slightly due to calendar changes, etc. Please be aware of this in advance.
- ③ Each 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.)
- ④ Please note that documents will not be returned to those who decline to enroll at APU.
- ⑤ Tuition 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は、窓口にご提示ください。

記入例

お申込人（口座名義人）	郵便番号（郵便番号）	通帳作成時の登録住所		お届け印	<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">印</div>	
	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	<input type="checkbox"/> 携帯 <input type="checkbox"/> 会社 <input type="checkbox"/> 自宅	TEL番号			
	記号番号	1 通帳記号 0	通帳番号			
▲ 通帳に記載のある方のみご記入ください。 ▲ 2枚目にもご捺印ください。						
払込先	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。	<input checked="" type="checkbox"/> 電気料金 20	<input checked="" type="checkbox"/> 住宅使用料 25	<input checked="" type="checkbox"/> 授業料等 29	<input checked="" type="checkbox"/> 割賦代金 34	
		<input checked="" type="checkbox"/> ガス料金 21	<input checked="" type="checkbox"/> 公庫償還金 26	<input checked="" type="checkbox"/> 購読料 31	<input checked="" type="checkbox"/> 税金 35	
		<input checked="" type="checkbox"/> 水道料金 22	<input checked="" type="checkbox"/> 育英会返還金 27	<input checked="" type="checkbox"/> 年金保険 32	<input checked="" type="checkbox"/> 30	
		<input checked="" type="checkbox"/> 電話料金 23	<input checked="" type="checkbox"/> 各種保険料 28	<input checked="" type="checkbox"/> 会費 33	<input checked="" type="checkbox"/> 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	郵便番号（ - ）	受験番号 (※住所等必要ありません)				
	フリガナ	入学者氏名 様				
	日中ご連絡先電話番号	<input type="checkbox"/> 携帯 <input type="checkbox"/> 会社 <input type="checkbox"/> 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						
備考	4月入学者	払込開始月	2025 年 11 月から	払込日	毎月11/20 日	(再払込日 - 日) 土・日・祝日の場合は翌営業日
	9月入学者	払込開始月	2026 年 5 月から	払込日	毎月5/20 日	(再払込日 - 日) 土・日・祝日の場合は翌営業日

※自動払込利用申込書はゆうちょ銀行窓口にご致します。

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AP House dormitory fee automatic payment procedure via Japan Post Bank [required for dormitory residents] <Dormitory fee 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 before moving into the dormitory.

*Notes

- ① After submitting to Japan Post Bank, it may take up to one month for the procedure to be completed. Please complete the procedure early.
- ② Each 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.)
- ③ Please note that documents will not be returned to those who decline to enroll in APU or to move into the dormitory.
- ④ Tuition 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は、窓口にご提示ください。

記入例

お申込人(口座名義人)	郵便番号 (郵便番号)					
	おところ	通帳作成時の登録住所				
	フリガナ	フリガナ				*通帳を開設した時と同じ印鑑
	おなまえ	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	1	通帳記号	0	通帳番号		

▼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	<input checked="" type="checkbox"/> 電気料金 20	<input checked="" type="checkbox"/> 住宅使用料 25	<input checked="" type="checkbox"/> 授業料等 29	<input checked="" type="checkbox"/> 割賦代金 34	
	<input checked="" type="checkbox"/> ガス料金 21	<input checked="" type="checkbox"/> 公庫償還金 26	<input checked="" type="checkbox"/> 購読料 31	<input checked="" type="checkbox"/> 税金 35	
	<input checked="" type="checkbox"/> 水道料金 22	<input checked="" type="checkbox"/> 育英会返還金 27	<input checked="" type="checkbox"/> 年金保険 32	<input checked="" type="checkbox"/> 30	
	<input checked="" type="checkbox"/> 電話料金 23	<input checked="" type="checkbox"/> 各種保険料 28	<input checked="" type="checkbox"/> 会費 33	<input checked="" type="checkbox"/> 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	郵便番号 (郵便番号)					
	おところ	受験番号 (*住所等必要ありません)				
	フリガナ	フリガナ				入学者の携帯番号 (ない場合：支弁者連絡先)
おなまえ	入学者氏名 様					
日中ご連絡先電話番号	携帯	会社	自宅			

※ 払込開始月及び払込日はこちらをご参照下さい

4月入学者	※全員「払込開始日」は6月で手続きいただけますが、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	2025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月で手続きいただけますが、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	2025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

日附印

印鑑照合

受付

(1枚目) (取扱店一原簿管理貯金事務センター) 〒30170(25-TPN) ゆうちょ銀行

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3. APU Domestic Student Support Association/APU Alumni Association

(1) APU Domestic Student Support 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 Student Support Association are as follows. For more information, please see the association's website and Instagram.

Website: <https://www.apu.ac.jp/apufubo/>

Instagram account name: APUKOENKAI

Starting in 2024, we will no longer send postcards informing students about upcoming meetings, and will instead 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 2024>

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 2024, in addition to the regular discussion meeting at APU, regional discussion meetings were held in Fukuoka, Tokyo, Osaka and Aichi.
Condolence Money	Families of members and student members are provided with condolence money in the event of their death.
Financial Assistance Scholarship	This scholarship supports students struggling to continue their studies at APU as a result of sudden changes in household financial circumstances 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, handing out of free food and drinks, paying half the fee for vegetarian menu and web related certification.

The office is located within the 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 students who are or were enrolled at APU are considered members of the APU Alumni Association. There is no particular procedure to join; membership is automatic. 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 to promote the reunion of alumni. The association's activities are based on the classmate friendships that develop from study and life at APU, and are for deepening friendship among alumni and contributing to projects that promote the development of APU. Members help contribute to building a lasting worldwide network of human resources—one of the major assets of APU. Future graduates are valuable in helping build the association through involvement in activities, and are welcomed to the association as partial members (partial members become full members at the time of graduation).

By request from the association, APU collects membership fees on their behalf along with tuition payments. Newly enrolling domestic students will be requested to pay this fee along with their second installment of enrollment procedure fees.

All members, including partial members, have lifetime access to the alumni database and can make contact with alumni all over the world. All members, from their time as students onward, are encouraged to make use of this valuable network for communicating with alumni.

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

<Primary Activities>

General Assembly	We report to members on the budget, financial statements, business plans for the next year, etc.
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 for various activities through "Loop A.S.," the Alumni Association's student group.
Regional Exchange Activities	Social events, networking events, and seminars are held throughout Japan and worldwide in over 38 chapters of the association to support the alumni network.
Alumni Website	The website has information on events in each chapter of the association and news related to APU. The website also features a searchable database containing alumni information such as employers and fields of work.

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 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.

- ① Loss of enrollment status at APU.
- ② Subjection to disciplinary action for violation of student disciplinary regulations.
- ③ Failure to meet eligibility screening standards.
- ④ Other 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	First Semester	Second Semester	third Semester	Fourth Semester	5th Semester	6th Semester	Seventh 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.) Those who are applying for a JASSO grant-type scholarship, those who have been accepted, and those who are not "eligible" to apply for a JASSO grant-type scholarship due to their visa status, time of enrollment, etc. can apply.

(1) Purpose and overview of the System

The purpose of this program is to reduce the financial burden on domestic students who are experiencing extreme difficulties in continuing their studies due to financial reasons by providing partial tuition exemptions, thereby enabling them to continue their studies.

Eligibility to apply : Applicants and recipients of JASSO scholarships.

Those who are not "eligible" to apply for JASSO scholarships due to their residence 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 do not meet JASSO's "selection criteria," such as those whose household income exceeds the threshold, are not eligible for this program.

*For more information, please refer to the Japan Student Services Organization (JASSO) website. (<https://www.jasso.go.jp/shogakukin/kyufu/shikaku/zaigaku.html>)

Selection Criteria : (1) Household Standards

① Follow the JASSO grant-type scholarship criteria. *Categories I, II, and III are applicable.

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

① High school GPA of 3.5 or higher *cumulative up to the year of graduation (1st to 3rd year of high school)

② Entrance exam scores in the top 50% of students admitted

③ Passed the high school equivalency exam

④ Submit a study plan and confirm motivation and goals for studying, future life plans, etc.

Amount and method of payment : The amount of the tuition fee reduction will be half the amount of the tuition fee minus the tuition fee reduction amount of the "JASSO Grant-Type Scholarship."

*Please note that you will be required to pay the full tuition fee for the semester in which the payment begins, and will be refunded after the acceptance is confirmed. (Refund period (planned): Spring semester application: mid-October, Fall semester application: mid-February)

Loss of eligibility : 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

(6) When a student does not pass the continuation screening

(7) When the Student Committee otherwise determines that a student is not suitable to receive this program

(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]

- ① Recipients of JASSO grant-type scholarships will use the results of the screening process.
- ② Those who are not JASSO grant-type scholarship recipients will need to submit an income certificate (tax certificate or tax exemption certificate) showing their income.

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]

This is the same as the eligibility certification for JASSO grant-type scholarships. Certification categories are "Continued," "Warning," "Suspended," and "Cancelled." For more details, please refer to the website below.
https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/reduction/

(3) How to Apply

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/

Dormitory Fee Reduction System Scholarships

Please check the details in the notification of acceptance or rejection, which will be sent to you in late February (or after March 2nd if additional recipients are announced).

APU Other APU Scholarships

(details are subject to change without notice)

Name	Type	Eligibility	Awardees per year	Amount
ANDO Momofuku Award	Grant	30 Undergraduate third-year (fifth semester) students who satisfy any one of the following criteria: ① Outstanding academic record ② Distinguished performance in extracurricular activities	Up to 4	Up to 500,000 yen
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 100,000 yen
APU Incentive Scholarship for Self-Motivated Students	Grant	Individuals and groups that achieved outstanding results in self-motivated activities.	Within the limits of the budget	Up to 100,000 yen for groups Up to 50,000 yen for individuals
Domestic Students Financial Support Tuition Reduction	Grant	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 For
APU Domestic Student Support Association Tuition Support Scholarship Students	Grant	Children of members of the APU Club Domestic Students' Parents Association who are selected for a Domestic Students Financial Support Tuition Reduction.	Up to 20	200,000 yen

For the latest information on scholarships, please visit the Student Office website.

https://www.apu.ac.jp/studentsupport/scholarship_tuition/domestic/

2. Scholarships Other Than Those of Our University

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://www.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 criteria)

Repayment Period : Within 18 years

Interest Rate : 2.40% per annum (current as of May, 2024)

*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.

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 or Domestic Students Tuition Reduction are eligible to receive their scholarship concurrently.

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

(Content may change without notice)

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

Payment details : (1) Monthly scholarship

[Refund not required]

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 university or 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 or private) and type of school, etc., according to the scholarship category (category I to IV).

*Admission fee reductions (refunds) are available to students who are eligible for support from the month of enrollment.

- ① Category 1: Tuition fee reduction amount ⇒ 700,000 yen / Admission Fee ⇒ Full Admission Fee
- ② Category 2: Tuition fee reduction amount ⇒ 466,700 yen / Admission
- ③ Fee ⇒ 2/3 of the Admission Fee
- ④ Category IV: Tuition reduction amount ⇒ 175,000 yen / Admission fee ⇒ 1/4 of the admission fee

*Those who receive a JASSO grant-type scholarship will also be eligible for the aforementioned "Domestic Student Tuition Reduction System" (application required).

However, Category IV recipients are not eligible for the Domestic Student Tuition Reduction Scheme.

If the tuition fee reduction amount provided by the JASSO scholarship is less than half of the tuition fee, the university will support up to half of that amount.

JASSO Scholarship + APU "Domestic Student Tuition Reduction" = Supports half of tuition fees

(3) Admission Fee (Only for students whose benefits start from the month of enrollment)

Category I: Full amount, Category II: 2/3 amount, Category III: 1/3 amount, Category IV: 1/4 amount

Payment period : Maximum of 4 years (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 : Based on academic standards, household income standards, and time of admission to universities, etc. set by the Japan Student Services Organization. Requirements for qualifications and residence status (non-Japanese nationals):

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

- ① The student's three-year grade point average in high school or other institution must be 3.5 or higher.
- ② The student must have passed the high school graduation equivalency examination.
- ③ The 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 2024 "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 1	Category 2	Category 3	Category 4	Category 1	Category 2	Category 3	Category 4
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 guideline. The information required for the selection process is obtained from your My Number, so you may be eligible if your amount is above the guideline amount, or not if your amount is below the guideline 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 residence status, etc.: Those with foreign nationality may not be able to apply depending on their residence 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 :
- Admission Fee/Tuition fee reductions will be refunded after the student is accepted. (Scheduled: Spring semester applications will open in mid-October, Fall semester applications will open in mid-February.) From the following semester, the scholarship amount will be offset against tuition fees at the time of invoice.
 - There is also a system that accepts applications at any time for students who have experienced a sudden change in their household finances (apply within three months of the sudden change in household finances).
 - 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 scholars hips (interest-free). Please check the page below for the amount after adjustment.
 - The above is based on actual results for 2024 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.

Category 1 Scholarship								
Kinds	Loan type, interest-free							
Amount	Support Scholarship	Maximum of 54,000yen						
	Students commuting from family home:	Sums available other than maximum: 20,000yen, 30,000yen, or 40,000yen						
Amount	Students living away from family home:	Maximum of 64,000yen						
		Sums available other than maximum: 20,000yen, 30,000yen, 40,000yen, 50,000yen						
Loan Period	The minimum period of study from the loan start month until graduation.							
Academic Standards Including combined loans)	The average grade point average for the last two years of high school is 3.5 or higher (including those who have passed the high school graduation qualification exam and are deemed to be equivalent to the above) or those who have passed the high school graduation qualification exam							
Category 2 Scholarship								
Kinds	Loan type with interest (interest-free during the period of study, maximum interest rate is 3%)							
Amount	You can choose from amounts ranging from 20,000 yen to 120,000 yen (monthly) in increments of 10,000 yen.							
Loan Period	The shortest period of study from the month the loan is granted until graduation. Receipt of the loan can begin as early as two months after application is completed.							
Academic Standards	By enrolling at the school, you will meet the academic standards.							
Common to both Category 1 and Category 2 Scholarships								
Upper limit of income	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)		
			1st Class	2st Class	Combined Loan	1st Class	2st Class	Combined Loan
	4人	You, Parent 1 (★), Parent 2 (★), High school student	880	1,309	826	613	937	566
<p>* The maximum monthly amount is only available if you meet the household income criteria for combined loans. * The above table is taken from the 2024 "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.</p>								
Notes	<p>Only when a grant scholarship and a Type 1 scholarship are used in combination, the monthly amount of the Type 1 scholarship will be adjusted as follows: Category I and II: 0 yen Category III: 19,200 yen (away from home) 21,700 yen (away from home) Category IV: 20,000 or 30,400 yen (away from home) 29,800 yen (away from home)</p> <ul style="list-style-type: none"> • There is a system that accepts applications for emergency and temporary scholarships at any time for students whose household finances have suddenly changed. • The above is based on the actual results for 2024 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/about/taiyo/index.html 							

[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 **B** in addition to **A**.

*Those who are not eligible to apply for the JASSO scholarship can receive support for half of their tuition fees through our APU's "Tuition Reduction System for Domestic Students" by meeting certain requirements. For details, please see the "Tuition Reduction System for Domestic Students" in this guideline.

A JASSO Scholarship (Grant/Loan) Reservation Candidates

If you have a "Notice of Selection of Candidates for University Scholarships for FY2025," 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 hired 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 enrollees: late February to mid-March Fall enrollees: mid-September

*Some of the documents you need to submit will need to be downloaded from the Student Office website.

<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.

① Candidates for scholarship reservations who plan to commute away from home and would like to receive monthly payments away from home starting early (from April)

...As usual, you will need to complete the procedure by mail before enrolling.

② Candidates for grants and loan scholarships other than those listed in ①

...In normal years, 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 2025 (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://www.apu.ac.jp/studentssupport/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 scholarsh

<Procedure Schedule and Method>

Further information will be provided on the Student Office website below.

Website update period: Late February to mid-March Fall enrollees: Mid-September

*Some of the documents you need to submit must be downloaded from the Student Office website.

<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>

- Those who have graduated from high school in Japan or overseas must submit a "high school transcript (a transcript showing grade point average for the past 1 to 3 years)." Please prepare this before enrolling. This also applies to those who have been recognized as "reserved candidates" and wish to receive an additional JASSO scholarship.
- Application forms (including scholarship information) will be available in front of the entrance to the Student Office [April enrollees] in late March and [September enrollees] in mid-September. Please pick up the booklet (s) you need.

<Website Information>

Student Office Homepage/Procedures for reserved recruitment candidates

https://www.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 up date period: Late March each year

*Booklet versions will be placed in front of the Student Office entrance in late March for April enrollees and in mid-September for September enrollees. They will be distributed to fall enrollees at the Student Office counter.

https://www.jasso.go.jp/shogakukin/moshikomi/zaigaku/tebiki/daigaku_etc.html

C Those who wish to apply for an APU domestic student tuition reduction, but do not have a student visa, legal special permanent resident, permanent resident, long-term resident, or spouse of a Japanese national or permanent resident.

APU'S "Tuition Reduction and Exemption System for Domestic Students" allows those who are not eligible to apply for the "New National Tuition Support System for Higher Education (JASSO Grant Scholarship)" to receive support for half of their tuition fees by meeting certain requirements, such as those who have a Dependent (family stay) visa or have graduated from high school more than two years ago. Applications can be made after enrollment. For more information, please see the following website.

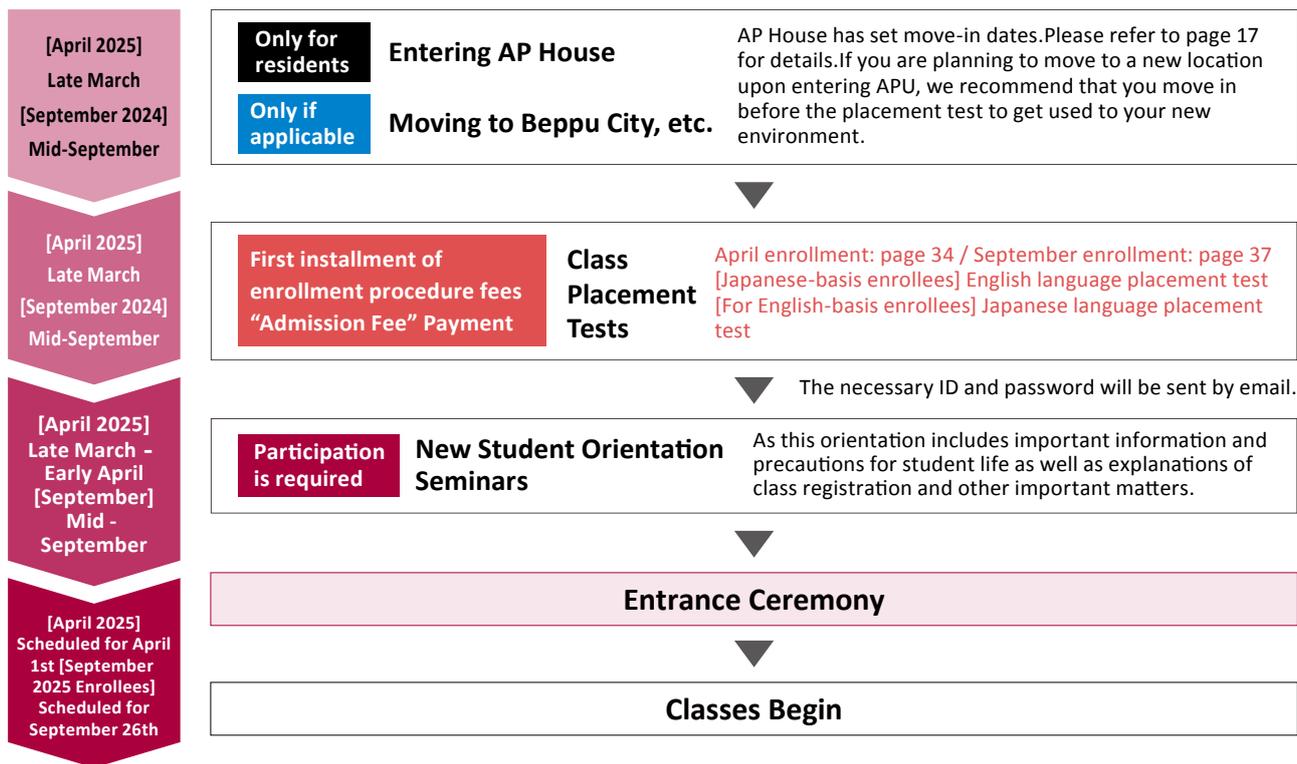
Student Office Website/Procedures for Reservation Candidates

Ritsumeikan Asia Pacific University "Domestic Student Tuition Reduction" Scholarship (for those who are not eligible to apply for the JASSO Grant Scholarship)

https://www.apu.ac.jp/studentsupport/scholarship_tuition/domestic/reduction/ineligible/

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.



1. (April 2025) Class Placement Tests

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 Class Placement Test will be announced from early March on the APUmate website for successful applicants and by email.

URL: <https://www.apumate.net/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 : **Late March 2025**
 Venue : Ritsumeikan Asia Pacific University Campus (Tentative)
 Who this test is for : All Japanese-basis 1st year enrollees and 2nd year transfer enrollees Japanese-basis 3rd year transfer enrollees who wish to take language subjects and have registered in advance.

<Placement of compulsory English courses using English Language Proficiency Test score obtained before admission.>

Following 4 types of English proficiency test scores will be used for determining the starting level of the compulsory 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, MyBest™ Scores will also be accepted.

• TOEIC® Tests

• IELTS™

• PTE Academic

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

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INQUIRIES

Japanese Language Placement Test * For English-basis students

The results of this test will determine your need to take Japanese language subjects and the level at which you will begin. All English-basis students are required to take this test.

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

Test Date : Early to late March 2025 (planned) *Two types of exams will be conducted: online exam and interview exam.
Venue : Ritsumeikan Asia Pacific University Campus (Tentative)
Who this test is for : All English-basis 1st year enrollees and 2nd year transfer enrollees English-basis 3rd year transfer enrollees who wish to take language subjects and have registered in advance

If you are unable to attend the test for unavoidable reasons, please be sure to contact below

■ Academic Office in advance E-mail: cleac@apu.ac.jp

2. (April 2025) New Student Orientation Seminars・Entrance Ceremony

[New Student Orientation Seminars]

At these seminars, students will receive their student IDs and other important documents, receive guidance on class registration, student life, and scholarships, as well as undergo a health examination. Class registration for the spring 2025 semester will also be held. Students are required to attend these orientation courses. Details will be provided at a later date.

Dates : **Late March – Early April, 2025 (tentative)**

* A detailed schedule of these guidance sessions will be made available in late March on the APUmate website

<New Student Orientation Seminars website> Updated approximately two months before the month of entrance

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).

[Entrance Ceremony]

The entrance ceremony for April 2025 enrollees will be held as follows. All enrolling students and their parents /guardians are invited to attend (However, this may change depending on the situation.)

Date : **April 1, 2025 (Tue.)**

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

*Details of the entrance ceremony will be announced on the university website in March 2025.

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 Beppu to attend APU, we recommend that you do so about one week before the Entrance Ceremony to prepare for your university life.

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 if possible.

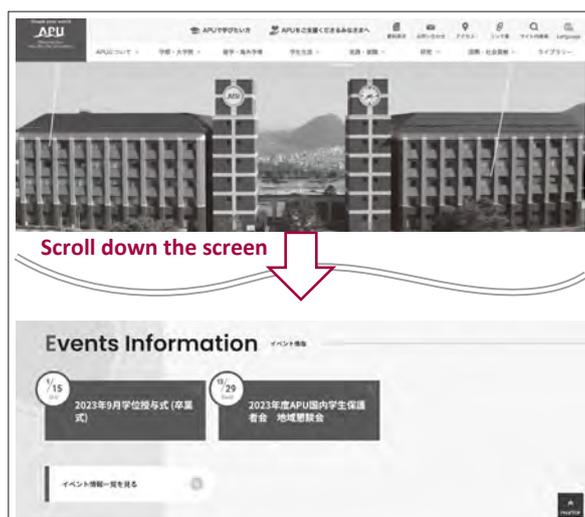
At the Entrance Ceremony, student groups put on circle performances, etc.

We hope you enjoy it !

April 2025 Campus Tour for Families of New Students

Details of campus tours will be available on the university's website from early March. Please check the "Events Information" section at the bottom of the Website.

University homepage URL: <https://www.apu.ac.jp/>



[Precautions]

As we are in the transitional season, please wear clothing that is suitable for the temperature and comfortable shoes.

The program will be held in light rain, but may be moved indoors in the event of heavy rain.

Thank you in advance for your understanding.

Inquiries about the Campus Tour for Parents and Guardians of New

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

3. (September 2025 Enrollees) Class Placement Tests

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 Class Placement Test will be announced in or after late August on the page for successful applicants on the APUmate website and by email.

URL: <https://www.apumate.net/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 : Mid September, 2025 (tentative)

Venue : Ritsumeikan Asia Pacific University (tentative)

Who this test is for : II Japanese-basis 1st year enrollees and 2nd year transfer enrollees Japanese-basis 3rd year transfer enrollees who wish to take language subjects and have registered in advance.

<Placement of compulsory English courses using English Language Proficiency Test score obtained before admission.>

Following 4 types of English proficiency test scores will be used for determining the starting level of the compulsory 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, MyBest™ Scores will also be accepted.

•TOEIC®Tests

•IELTS™

•PTE Academic

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

[Japanese Language Placement Test] * For English-basis students

The results of this test will determine your need to take Japanese language subjects and the level at which you will begin. All English-basis students are required to take this test.

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

Test Date : Early to late September 2025 (planned)

*Two types of exams will be conducted: online exam and interview exam.

Venue : Ritsumeikan Asia Pacific University Campus (Tentative)

Who this test is for : All English-basis 1st year enrollees and 2nd year transfer enrollees English-basis 3rd year transfer enrollees who wish to take language subjects and have registered in advance

If you are unable to attend the test for unavoidable reasons, please be sure to contact below

■ Academic Office in advance E-mail: cleac@apu.ac.jp

4. (September 2025 Enrollees) New Student Orientation Seminars・Entrance Ceremony

[New Student Orientation Seminars]

At these seminars, students will receive their student IDs and other important documents, receive guidance on class registration, student life, and scholarships, as well as undergo a health examination. Class registration for the spring 2025 semester will also be held. Students are required to attend these orientation courses. Details will be provided at a later date.

Dates : **Late September to early October 2025 (planned)**

* A detailed schedule of these guidance sessions will be made available in late March on the APUmate website

<New Student Orientation Seminars> Updated approximately two months before the month of entrance:

URL: (JP) <https://www.apu.ac.jp/studentssupport/orientationinfo/>

(EN) <https://en.apu.ac.jp/studentssupport/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).

[Entrance Ceremony]

The entrance ceremony for April 2025 enrollees will be held as follows. All enrolling students and their parents /guardians are invited to attend

Date : **September 26, 2025 (Fri.)**

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

*Details of the entrance ceremony will be announced on the university website in August 2025.

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.

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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://www.apu.ac.jp/academic/system/basic_support/
- IT Support (Inquiry Form):
<https://forms.office.com/r/BVb6EmQPGW>

Pre-enrollment education

Successful applicants will receive information about pre-enrollment education by mail (excluding those who were accepted in March). Please be sure to complete the assignments as they are designed to help you progress smoothly in your studies after enrollment.

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://www.apu.ac.jp/apu-portal/>

Applying to Participate in a Double Degree Program from AY 2025

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.

1. St. Edwards University (SEU) / USA

- Eligibility : ① Applicants must pass the entrance examination for the Fall 2024 or Spring 2025 entrance exam for the College of Asia Pacific Studies (APS) and intend to enroll.
 : ② Those with English proficiency of TOEFL iBT® test score of 79 or IELTS™ 6.0 (TOEFL® ITP test score of 550) or higher.

Application period : Around March 2025

Number of applicants accepted : Up to 5

Studying abroad and the image of the four years

Spring entrants	First year		Second year		Third year		Fourth year	
	First Semester	Second Semester	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
	Foundation/ Language @APU	Foundation/ Major@SEU				Major @APU		

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 2025 (spring enrollees) are eligible.
- For College of International Management (APM) students, applications will be accepted for the double degree program at Neoma Business School (NBS)/France after enrollment (information will be released to enrollees around September, selection will take place in October-November).

*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-Program Website]

<https://www.apu.ac.jp/abroad/>

VI Study and Student Life After Enrollment

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 for students enrolling up until 2022. More details will be provided at the post-enrollment orientation.

Graduation requirements (AY 2023 curriculum. For any questions or enquiries, please contact the Academic Office (contact details))

To graduate, you must meet all of the following requirements.

- ① Completed at least 124 credits
 - ② Completed at least 20 credits in subject taught in English (Japanese-basis domestic students only)
 - ③ Been enrolled for at least four years (three years for students eligible for the Accelerated Graduation Program)
- Moreover, you must satisfy the following conditions applicable to your College.

College of Asia Pacific Studies

- ④ Complete at least 40 credits of Common Education Subjects in accordance with the following requirements;
 - Japanese-basis students must complete at least 24 credits of English Language Education Subjects, and English-basis students must complete at least 16 credits of Japanese Language Education Subjects.
 - However, students may apply for an exemption, both in English and Japanese Language Education Subjects, based on their basis language ability upon entry.
 - Earn credit for at least one introductory-level course from each of the three Areas of Study, a total of 6 credits.
- ⑤ Complete at least 62 credits of APS Major Education Subjects including at least 36 credits of Major Education Subjects in the registered Area of Study. * Including the credits of ③ Area of Study: 「Culture, Society, and Media」, 「Global Economy」, 「International Relations」
- ⑥ Earn credits for Graduation Research II

College of International Management

- ④ Complete at least 40 credits of Common Education Subjects in accordance with the following requirements;
 - Japanese-basis students must complete at least 24 credits of English Language Education Subjects, and English-basis students must complete at least 16 credits of Japanese Language Education Subjects.
 - Complete at least 6 credits of Required Subjects established by APM.
- ⑤ Complete at least 62 credits of APM Major Education Subjects including at least 18 credits in Required Major Education Subjects.

College of Sustainability and Tourism>

- ④ Complete at least 40 credits of Common Education Subjects in accordance with the following requirements
 - However, students may apply for an exemption, both in English and Japanese Language Education Subjects, based on their language foundation upon entry.
 - Complete at least 8 credits of required Common Liberal Arts Subjects.
- ⑤ Complete 6 credits of Academic Skills Subjects.
- ⑥ Complete at least 5 subjects with 10 credits of Tourism Subjects.
- ⑦ Complete at least 5 subjects with 10 credits of Sustainable Society Subjects.
- ⑧ Complete at least 2 credits of Off-campus program Subjects.
- ⑨ Complete at least 2 credits of Final Results Subjects.

*Graduation requirements differ depending on your status of residence in Japan at the time of entrance. 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).

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2. Courses for First-Year Students

For any questions or enquiries, please contact the Academic Office

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

① Language 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 level of commencement will be determined on the basis 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 A / 2B). You will receive exemptions from English subjects at a level lower than your level at the time of placement, 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 and liberal arts education subjects equal to the number of credits of the subjects exempted.

Information on the English Placement Test can be found on pages 35 (April enrollees) and 37 (September enrollees).

【English language subjects and placement standards】

Approximate placement standards		
	Level of commencement *figures in parentheses = credit	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

詳細Class Placement Tests

② Credits required for graduation

【Standard Track】

Subject Field		Credits Required	Total
Common Education Subjects	English	24	124 credits or more
	Common Liberal Arts Subjects	16	
	Language Education and Common Liberal Arts Subjects	0	
Major Education Subjects		62	
Other College Subjects		0	
Subjects Not Counted Towards Graduation		0	

【Advanced Track】

Subject Field		Credits Required	Total
Common Education Subjects	English	12	124 credits or more
	Common Liberal Arts Subjects	16	
	Language Education and Common Liberal Arts Subjects	12	
Major Education Subjects		62	
Other College Subjects		0	
Subjects Not Counted Towards Graduation		0	

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 the other one) taught in English. Language Education Subjects and all subjects held in both English and Japanese together (E/J) will not be counted 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 the “Bridge Program” (subject taught in English).

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(2) [English-basis]First year Students

① Language 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 level of commencement will be determined on the basis of a Japanese Placement Test held for new students. You will need to earn at least 16 credits in compulsory Japanese language education subjects (Japanese Foundation Course I, II and III, and Japanese Intermediate Course: 4 credits each). You will receive exemptions from Japanese subjects at a level lower than your level at the time of placement, 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 and liberal arts education subjects equal to the number of credits of the subjects exempted.

Information on the Japanese Placement Test can be found on pages 35 (April enrollees) and 37 (September enrollees).

【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

② Credits required for graduation

Subject Field		Credits Required	Total
General Education Courses	Japanese	16	124 credits or more
	Common Liberal Arts Subjects	16	
	Language Education and Common Liberal Arts Subjects	8	
Major Education Subjects		62	
Other College Subjects		0	
Subjects Not Counted Towards Graduation		0	

(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 : ① Application form
 ② Academic Transcript (only original will be accepted).
 ③ Course 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.If so, 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.
- The credits will be transferred into APU subjects. Therefore, the number of credits you are assigned for each course may not be the same as the number of credits you obtained for the same course at your previous university.
- "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 Student

① Curriculum

Students entering APU as 2nd year transfer student in the academic year (AY) 2025 will pursue their studies under the "AY 2023 curriculum."

② Graduation Requirements

To graduate from APU, students must earn a total of 124 credits or more and meet the requirements set forth in the curriculum. If 30 credits earned at other universities or junior colleges prior to entering APU are approved, 124 credits - 30 credits = 94 credits or more must be earned at APU. Note that the requirements for graduation are "applicable curriculum", "language of admission criteria" and "domestic students/international students".

The classification varies from department to department. Please check the APU Academic Office website for graduation requirements that apply to you.

College of Asia Pacific Studies (APS) :

https://www.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management (APM) :

https://www.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and TouC (ST) :

https://www.apu.ac.jp/academic/st/graduation_requirements/

③ Credit Transfer

For 2nd year transfer students, credits earned at other universities or junior colleges prior to entering APU must not exceed 30 credits. In principle, they are all approved together as a common liberal arts subject area. If you have earned more than 30 credits at other universities or junior colleges, but the credits exceed the upper 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 approved as credits required for graduation from APU.

④ Language Education Subjects

【Language Education Subjects ("English" and "Japanese")】

Second year transfer students are required to take the language education subjects opposite to the entrance language basis (English for Japanese language basis students, Japanese for English basis students).

- Japanese basis students must take 24 credits (Standard Track) or 12 credits (Advanced Track) in English subjects.
- English basis students must take 16 credits in Japanese subjects.
- The level you will register for 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.

Those who wish to take Asia Pacific Languages must meet the following prerequisites.

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

⑤ Guidance 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 student

① Curriculum applicable to 3rd year transfer students

Third year transfer students and students enrolling in 2025 will be studying under the "2023 Curriculum."

② Graduation Requirements

To graduate from APU, students must earn a total of 124 credits or more and meet the requirements set forth in the curriculum. If 62 credits are approved, $124 \text{ credits} - 62 \text{ credits} = 62 \text{ credits}$ or more must be earned at APU.

Graduation requirements differ for each college, and according to variables including "applicable curriculum," "language of admission," and "domestic/international student" classification. Please check the graduation requirements that apply to you on the APU Academic Office website.

College of Asia Pacific Studies (APS) :

https://www.apu.ac.jp/academic/aps/graduation_requirements/

College of International Management (APM) :

https://www.apu.ac.jp/academic/apm/graduation_requirements/

College of Sustainability and Tourism (ST) :

https://www.apu.ac.jp/academic/st/graduation_requirements/

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

③ Credit Transfer

For 3rd year transfer students, credits earned at other universities or junior colleges prior to entering APU must not exceed 62 credits. If you have earned more than 62 credits at other universities or junior colleges, but the credits exceed the upper limit, they will not be approved. Teaching and other certification courses cannot be approved 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.

This "T (Transfer)" grade does not affect your APU cumulative GPA.

Credit structure and credit recognition required for graduation

The breakdown of the 124 credits required for graduation is as follows, with the number of credits required for each subject field set out in the table below. The situation regarding credit recognition in specialized education subject fields may make it difficult to graduate in two years.

[Japanese Basis Students]

Subject Field		Required Credits	Total	Credits
Common Education Subjects	English Language Subjects	24	At least 124 credits	24
	Common Liberal Arts Subjects	16		38 (*)
	Language Education Subjects Common Liberal Arts Subjects	0		
Major Education Subjects		62		0
Other College Subjects		0		
Subjects Not Counted Towards Graduation		0		

[English Basis Students]

Subject Field		Required Credits	Total	Credits
Common Education Subjects	Japanese Language Subjects	16	At least 124 credits	16
	Common Liberal Arts Subjects	16		46 (*)
	Language Education Subjects Common Liberal Arts Subjects	8		
Major Education Subjects		62		0
Other College Subjects		0		
Subjects Not Counted Towards Graduation		0		

④ About course registration

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

Third-year transfer students and students enrolled in the university are not required to take language education courses (English, Japanese, and Asia Pacific Languages (AP Languages)).

However, if you wish to take such 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.

The application method and deadline will be notified by email after admission. Also, the language you wish to take is not 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 offered in small classes. 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 compulsory subjects at 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://www.apu.ac.jp/academic/>

[Specialized Education Courses] - [Seminar Courses (Seminars)] - [2023 Curriculum] for each faculty

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

⑤ Guidance 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

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

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

APU provides support to students with disabilities based on established policies (or guidelines). Through providing this support, the University aims to contribute to the growth and development of all students.

Support will vary by case depending on the type of disability, the needs of the student, and the needs of the student's program of study.

【Examples of reasonable accommodations】

- Separate exam room
- Extended exam time
- Assigned seats during class (at the back, near the door, etc.)
- Recording of lectures, permission to enter and leave the class room during class, etc

*For more details, please see the website below.

<https://www.apu.ac.jp/academic/consultations/support/>

Ritsumeikan Asia Pacific University Guidelines for Supporting Students with Disabilities

<https://www.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	0977-78-1124 apudss@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.

Information and resources regarding student life for LGBT students at APU can be found on the following website:

<https://en.apu.ac.jp/home/life/content57/>. If you have any further questions or concerns, please contact the LGBT 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 32, 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: 570 yen, to / from Kannawa : 350 yen, to / from Kamegawa Station: 390 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).

Q6 Can parents/guardians view their child's grades after enrollment?

A6 Parents can also check grades on the website.

① Click on "Parents" at the top of the official APU homepage.

URL: <https://www.apu.ac.jp/home/parents/>

② Select "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.

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 themotorbike registration systemwill be subject to disciplinary action pursuant to university regulations.

<https://www.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 sufficiency 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 parttime 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. Initiativesto Bansmokingoncampus

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. 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 (Campus Terminal) 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/>

4. Access to APU and Facilities

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

[Main Facilities] https://admissions.apu.ac.jp/about_apu/campus?&lang=ja

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. In the Counseling Room, students can receive support to ease the stress of studying and the anxiety that comes with new student life, and get back on their feet.

[Health Clinic] https://www.apu.ac.jp/studentssupport/health_clinic/

[Counseling Room] https://www.apu.ac.jp/studentssupport/counseling_room/

1. Regarding Refund of Payment

(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 2025 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 by March 31, 2025 (Mon.) (April enrollees) or September 20, 2025(Sat) (September enrollees) .

download: <https://www.apumate.net/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	① Fill out the "Application for Refund of Admissions Fees and AP House Entrance Fee" (form provided by the university) and send it by express or registered mail. ② A printout of the screen showing that the payment has been completed on the admissions system or a receipt for the transfer.
Submission Deadlines	[For April 2025] Monday, March 31, 2025 *Postmark valid until the last day of application [For September 2025 Enrollees] Saturday, September 20, 2025 * * 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	Please send by express registered mail to: 1-1 Jumonjibaru, Beppu, Oita 874-8577 Section A, Office of Domestic Admissions, Ritsumeikan Asia Pacific University Telephone: 0977-78-1120 * If you are sending from outside Japan, please contact the Office of Domestic Admissions by telephone in advance.
Estimated Timing of Refund	[For April 2025] Mid to late May 2025 [For September 2025 Enrollees] Late October 2025 * 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. * Refunds for fees paid at the time of enrollment (except the Admission Fee) will be processed separately from refunds for the AP House Entrance Fee paid in advance (except the Moving-in Fee).

(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 by Monday, March 31, 2025 for [April enrollment] or by Saturday, September 20, 2025 for [September enrollment].

Refundable Fees	AP House Entrance Fee * Please note that the Moving-in Fee will not be refunded.
Documents to Submit	Please fill out the "Application for Refund of Admissions Fees and AP House Dormitory Fees" (prescribed by the university) and send it by express or registered mail. * You must submit this form if you wish to withdraw from residence in AP House after paying the AP House Entrance Fee.
Submission Deadlines	[For April 2025] Monday, March 31, 2025 *Postmark valid until the last day of application [For September 2025 Enrollees] Saturday, September 20, 2025 * * After receiving your application, we will check the details and the status of your procedures. 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	Please send by express registered mail to: 1-1 Jumonjibaru, Beppu, Oita 874-8577 Section A, Office of Domestic Admissions, Ritsumeikan Asia Pacific University Telephone: 0977-78-1120 * If you are sending from outside Japan, please contact the Office of Domestic Admissions by telephone in advance.
Estimated Timing of Refund	[For April 2025] Early May 2025 [For September 2025 Enrollees: Late October 2025 * The refund will be paid directly to your designated bank account. * Please note that you will be responsible for any processing fees associated with the payment. * Refunds for fees paid at the time of enrollment (except the Admission Fee) will be processed separately from refunds for AP House Entrance Fee paid in advance (except the Moving-in Fee).

2. The Ritsumeikan Trust Privacy

The Ritsumeikan Trust (hereinafter, "the Trust") has established voluntary rules and systems to ensure the appropriate handling of personal information (information on living individuals that falls under any of the items of Article 2, Paragraph 1 of the Act on the Protection of Personal Information (hereinafter, "Personal Information Protection Act")) in accordance with the Personal Information Protection Act, and it has formulated the following privacy policy which it continues to maintain.

(1) Name of enterprise, address, and name of representative

TheRitsumeikanTrust
8 Nishinokyo-Higashi-Toganocho, Nakagyo-ku, Kyoto
TomomiMorishima, Chairpersonof theBoardofTrustees

(2) Compliance with relevant laws, regulations, guidelines, etc.

The Trust shall handle personal data appropriately in compliance with the Personal Information Protection Act, other related laws and regulations, the "Guidelines Pertaining to the Act on the Protection of Personal Information (General Rules Guidelines)," and other guidelines stipulated by the government that must be complied with.

(3) Collection and usage of personal information

The Trust may collect and use personal information within the extent necessary to accomplish the purposes of use stipulated in the next paragraph. The Trust shall obtain personal information using only appropriate and legal methods, and it will use it appropriately.

(4) Purposes of use of personal information

The Trust will use the personal information it acquires for the purposes of use stipulated in "Public Notice 2," and it will not use it for any other purposes, except with the consent of the individual concerned or as permitted by law. Other purposes of use may be disclosed or announced individually.

(5) Matters concerning the secure management of personal data

With respect to the personal data (personal information constituting personal information database, etc. (a collection of information that contains personal information and which described in the items of Article 16, Paragraph 1 of the Personal Information Protection Act (excluding information stipulated in government ordinances as having little risk of harming the rights and interests of individuals with regard to the method of use)) handled by the Trust, the person responsible for management will take necessary and appropriate security management measures, and the Trust will strive to protect personal data by taking necessary and appropriate security measures to prevent leakage of personal data to outside parties and to protect personal data against the risk of loss, destruction, and manipulation as well as unauthorized access by outside parties. In addition, the Trust will provide employees and contractors who handle personal data with the necessary and appropriate supervision.

The security management measures for personal data are specifically stipulated in the separate Personal Information Protection Regulations and other internal regulations, the primary contents of which are as described in "Public Notice 3."

(6) Provision of personal information to third parties

The Trust will not provide personal data to any third parties, except with the consent of the individual concerned or as permitted by law.

(7) Shared usage of personal information

The Trust may engage in the shared usage of personal data where the Ritsumeikan Trust is the person responsible for the management of shared usage. The matters disclosed concerning shared usage are as described in "Public Notice 4."

(8) Handling of education and learning data

When creating education and learning data (data including personal information stored in information systems, etc. in the course of education and learning activities), the Trust will follow the standards stipulated in laws and regulations, and it will handle said data appropriately.

(9) Handling of pseudonymized personal information

When creating pseudonymized information (information about an individual obtained by processing personal information so that the individual cannot be identified unless the information is cross-checked with other information according to measures stipulated in the items of Article 2, Paragraph 5 of the Personal Information Protection Act according to the category of personal information listed in the relevant item), the Trust will take appropriate measures in accordance with the standards stipulated by law.

(10) Handling of anonymized personal information

When creating anonymized information (information on individuals obtained by processing personal information so that specific individuals cannot be identified according to measures stipulated in the items of Article 2, Paragraph 6 of the Personal Information Protection Act according to the category of personal information listed in the relevant item, and where said personal information cannot be restored), the Trust will take appropriate measures in accordance with the standards stipulated by law.

(11) Notification, disclosure, correction, etc. or suspension of use of retained personal data

The Trust will respond to requests from individuals or their representatives for disclosure, correction, addition, or deletion of content, suspension of use, erasure, and suspension of provision to third parties of retained personal data (personal data for which a business operator handling personal information (an individual who uses a personal information database, etc. for business purposes) has the authority to disclose, correct, add, or delete content, suspend use, erase, and suspend provision to third parties, other than personal data stipulated in government ordinances as data whose existence or nonexistence is found to be harmful to the public or other interests). Individuals who wish to make such a request should do so in accordance with the provisions outlined in "Public Notice 6."

(12) Contact information for inquiries and complaints

Inquiries regarding the handling of retained personal data by the Trust should be directed to the contact points listed in "Public Notice 7."

(13) Improvement in the handling of personal information

Ritsumeikan will seek to improve the manner of handling personal information from time to time.

※Information to be disclosed pursuant to the Act on the Protection of Personal Information

https://www.ritsumeikan-trust.jp/info/privacypolicy/g01_06_j/

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

Ritsumeikan Asia Pacific University (hereinafter called "the University") handles personal information obtained by the University from prospective students as set forth below, in compliance with laws and regulations relating to the protection of personal information and the Ritsumeikan Trust Personal Information Protection Regulations.

(1) Purpose of Use

Personal information on students will be used for the following purposes:

- ① Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control
- ② Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health control
- ③ Provision of career and job students, etc. including career guidance, job search activity support, and career and job search information control
- ④ Consulting with guardians about registration, performance, and careers including notifying guardians of performance
- ⑤ Execution of entrance exam business and enrollment procedure business
 - ① Entrance examination (application processing, sending of examination tickets, and entrance examination) and selection
 - ② Notification and announcement of results
 - ③ Sending various questionnaires after entrance examinations
 - ④ Sending enrollment procedure documents to successful applicants
 - ⑤ Sending information about life after enrollment (housing arrangements, accident insurance, and consumer cooperatives) to successful applicants
 - ⑥ Implementation of pre-enrollment "English class placement test" for successful applicants
 - ⑦ Preparation of documents for obtaining and renewing status of residence
- ⑥ Sending various guides for Ritsumeikan Asia Pacific University and other schools established by The Ritsumeikan Trust
- ⑦ Managing use and security control of school facilities and equipment
- ⑧ Issuance of certificates
- ⑨ Provision of necessary information to partner universities within Japan and overseas based on academic exchange agreements

■List of Ritsumeikan Asia Pacific University's Partner Universities and Institutions

<https://www.apu.ac.jp/abroad/search-university/>

- ⑩ Provision of necessary information to groups operating scholarship businesses
- ⑪ Provision of necessary information to the group consisting of graduates (Ritsumeikan Asia Pacific University Alumni Association)
- ⑫ Provision of necessary information to the group consisting of the parents of students (APU-club Domestic Students' Parents Association)
- ⑬ Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
- ⑭ University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
- ⑮ Education, research, and FD activities
- ⑯ Integrated educational guidance (including lifelong learning support) with each school established by the Ritsumeikan Trust, and statistical surveys and analysis
- ⑰ Other purposes related or incidental to each of the above

(2) Management of Personal Information>

Personal information on students is securely managed in line with laws and regulations and the Ritsumeikan Trust Personal Information Protection Regulations so that it is not leaked, lost, or damaged.

(3) Outsourcing Services Associated with the Provision of Personal Data

The University may outsource certain work that includes the handling of personal data to a third-party entity having executed an agreement on the proper handling of personal information.

(4) 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 information may be provided without the consent of the subject in cases where appropriate provision is required under laws and regulations.

(5) Shared Use of Personal Data

The University, as the party responsible for the management of personal data by The Ritsumeikan Trust, may share personal data in the following cases. Other cases in which personal data is shared will be clearly indicated when collecting data.

Personal Data on Students and Parents (Guardian and Guarantor etc.)

Personal Data to be Shared	[Students] Name, student ID number, college, department, student year, semester, enrollment status classification, year enrolled, year graduated, year expect to graduate, decision on graduate, current address and telephone number, permanent address and telephone number, students [Guardian and Guarantor etc.] Name, address, telephone number and e-mail address
Scope of Shared Users	APU Domestic Student Support Association
Purpose of Use	To inform of activities by the parents association, to send out bulletins

Personal Data on Graduates (Alumni)

Personal Data to be Shared	Name, alumni number, permanent address and telephone number, current address and telephone number, year enrolled, college, year graduated, seminar group, club, nationality, gender
Scope of Shared Users	The Ritsumeikan Trust, Ritsumeikan Asia Pacific University Alumni Association
Purpose of Use	Alumni networking, including notification of activities by the alumni association and sending out bulletins

CONTENTS

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Scholarship

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

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Campus

Others

INQUIRIES

4. Regulations

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

① University Regulations, College Regulations, Academic Affairs Regulations etc.,

(APU Home Page > About APU > Our vision and purpose > Regulations)
<https://www.apu.ac.jp/home/about/content233/>

② APU Domestic Student Support Association Rules

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

③ Ritsumeikan 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/about/regulations>

These regulations are subject to change. If 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.

5. Other Q&A

[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 2025."

[Preparation for Enrollment]

Q1 I'm considering applying for a JASSO scholarship. Is there anything I need to prepare before beginning my studies at APU?

A1 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 33 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 32 of these guidelines and follow the procedures outlined on the Student Office website.

*[Website update period] Spring enrollees: late February to mid-March; Autumn enrollees: mid-September

Q2 I was accepted to APU using a Comprehensive Selection Is it necessary to take the Common Test for University Admissions?

A2 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.

Q3 I would like to change my status of residence (visa) in Japan. What should I do?

A3 Please contact the Office of Domestic Admissions before enrolling. After enrolling, please come directly to the Student Office.

For contact information for the Office of Domestic Admissions, please contact us.

Q4 My “College Student” status of residence is set to expire soon. What should I do?

A4 <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

Q5 I need a "Certificate of Acceptance" to apply for a scholarship outside of the university. Can it be issued?

A5 It can only be issued for the above reasons. Please apply using the application form below

<https://forms.office.com/r/xMmJx7PrLz>

We recommend issuing the PDF. After enrollment, you can easily issue a certificate of enrollment using the certificate issuing machine.

Q6 I would like to visit the campus before I begin the enrollment process. Is this possible?

A6 Entry to some buildings, such as AP House, will be denied, but you are free to tour the campus.

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
<input type="checkbox"/> Enrollment Procedures	Office of Domestic Admissions	[TEL] 0977-78-1120 (9:00 am-5:30 pm except Sat, Sun and national holidays) [FAX] 0977-78-1199 [E-mail] apumate@apu.ac.jp [URL] https://www.apumate.net
<input type="checkbox"/> Pre enrollment education <input type="checkbox"/> Placement Tests (English, Japanese) <input type="checkbox"/> Courses after enrollment <input type="checkbox"/> IT support after enrollment	Academic Office	[TEL] 0977-78-1122 0977-78-1101 (Off-campus Study Program) 9:00-16:30 (excluding weekends and holidays) [E-mail] apunmk@apu.ac.jp (Pre enrollment education) cleac@apu.ac.jp (Placement Tests) acssubmit@apu.ac.jp (Post enrollment education) common-p@apu.ac.jp (Transfer students) [IT Support] https://forms.office.com/r/BVb6EmQPGW
<input type="checkbox"/> Student Life Support • Leave of Absence, Reinstatement • Visa • Certificate/Transcripts • Scholarships • Health Clinic	Student Office	Initiative to Banskoking on campus [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) apus@apu.ac.jp (Scholarships) djasso@apu.ac.jp (JASSO Domestic Student) counseli@apu.ac.jp (Counseling Room)
<input type="checkbox"/> Extracurricular Activities Support • Local exchange ,homestay • Clubs ,circle activities ,projects • Multicultural Week • Others <input type="checkbox"/> Study Abroad Programs (Off-Campus Study Program)	Outreach Research Office	[TEL] 0977-78-1104 (Off-campus Study Program) 9:00-17:30 (excluding weekends and holidays) [E-mail] stueca@apu.ac.jp (Extracurricular Activities) [URL] https://www.apu.ac.jp/student-support/ https://www.apu.ac.jp/academic/ https://www.apu.ac.jp/abroad/ programs/(Off-campus Study Program)
<input type="checkbox"/> AP House • Moving into AP House • Residence support • Rent, moving out from AP House	AP House Team	[TEL] 0977-78-1901 (9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] aph-mi@apu.ac.jp (For AP House entry inquiries) ssc_bo@apu.ac.jp (For general AP House related inquiry) aphcreo@apu.ac.jp (For AP House rent related inquiries)
<input type="checkbox"/> Tuition	Office of Institutional Planning	[TEL] 0977-78-1112 (9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] adgaku@apu.ac.jp
<input type="checkbox"/> APU Domestic Student Support Association	APU Domestic Student Support Association Office (Outreach Research Office)	[TEL] 0977-78-1136 (9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] apu-fubo@apu.ac.jp [URL] http://www.apu.ac.jp/apufubo/
<input type="checkbox"/> APU Alumni Association	APU Alumni Association Office (Outreach Research Office)	[TEL] 0977-78-1136 (9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] apualumn@apu.ac.jp [URL] http://www.alumni.apu.ac.jp/ja/
<input type="checkbox"/> New Student Orientation Seminars	The office in charge differs depending on the content.	[URL] https://www.apu.ac.jp/student-support/orientationinfo/ https://en.www.apu.ac.jp/student-support/orientationinfo/

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