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APU

Ritsumeikan Asia Pacific University

Ritsumeikan Asia Pacific University

Handbook of Enrollment Procedures

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[2026 April / September]

[2026 年度 4 月・9 月入学]

Japanese/Domestic Applicants

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INQUIRIES（Click here）

1.Enrollment Procedure Schedules

April 2026 Enrollment Procedure Schedules

Category	Application Type	Application Round	Final results announcement	Payment period for first installment of enrollment procedure fees	■Payment period for second installment of enrollment procedure fees ■Registration of online enrollment procedures	Submission period for enrollment documents
Comprehensive Selection	Admissions by Activity Evaluation	1st	Nov 4, 2025 (Tue)	*1 ~ Nov 14, 2025 (Fri)	*1 ~ Jan 23, 2026 (Fri)	*1 ~ Mar 11, 2026 (Wed)*2
		2nd	Dec 12, 2025 (Fri)	*1 ~ Dec 22, 2025 (Mon)		
		3rd	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)	*1 ~ Feb 20, 2026 (Fri)	
	Admissions for Returnee Students	1st	Nov 4, 2025 (Tue)	*1 ~ Nov 14, 2025 (Fri)	*1 ~ Jan 23, 2026 (Fri)	
		2nd	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)	*1 ~ Feb 20, 2026 (Fri)	
Admissions by School Recommendation	IBDP	1st	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)	*1 ~ Feb 20, 2026 (Fri)	
	Designated Schools	1st	Dec 1, 2025 (Mon)	*1 ~ Dec 11, 2025 (Thu)	*1 ~ Jan 23, 2026 (Fri)	
		2nd	Jan 15, 2026 (Thu)	*1 ~ Jan 23, 2026 (Fri)	*1 ~ Feb 20, 2026 (Fri)	
	Affiliated Schools	1st	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)		
	Partner Schools	1st				
General Selection (Paper test)	Common Test Method		Feb 17, 2026 (Tue)	*1 ~ Mar 2, 2026 (Mon)	*1 ~ Mar 23, 2026 (Mon)	*1 ~ Mar 11, 2026 (Wed)*2
	February Admissions (3 subject)					
	Common Test Method (2 subjects+Data Analysis)		Feb 20, 2026 (Fri)			
	English-Focused Method					
	Common Test Combined Method (3 subjects)					
	Common Test + Interview Method		Mar 17, 2026 (Tue)	*1 ~ Mar 23, 2026 (Mon) (Lump-sum payment of the 1st and 2nd enrollment procedures fee)		*1 ~ Mar 20, 2026 (Fri)*2
	Common Test Method (March Admissions)					
	March Admissions					
2nd 3rd Transfer admission / Second Bachelor's Degree admission		1st	Nov 4, 2025 (Tue)	*1 ~ Nov 14, 2025 (Fri)	*1 ~ Jan 23, 2026 (Fri)	*1 ~ Mar 11, 2026 (Wed)*2

*1 The day after the results announced
*2 Only graduation certificates, transcripts, etc. will be accepted until March 20 (Fri.) if the application is submitted within the prescribed period.

September 2026 Enrollment Procedure Schedules

Category	Application Type	Application Round	Final results announcement	Payment period for first installment of enrollment procedure fees	■Payment period for second installment of enrollment procedure fees ■Registration of online enrollment procedures	Submission period for enrollment documents
Comprehensive Selection	Admissions by Activity Evaluation	1st	Nov 4, 2025 (Tue)	*1 ~ Nov 14, 2025 (Fri)	*1 ~ Feb 26, 2026 (Thu)	*1 ~ Apr 30, 2026 (Thu)*2
		2nd	Dec 12, 2025 (Fri)	*1 ~ Dec 22, 2025 (Mon)		
		3rd	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)	*1 ~ Mar 31, 2026 (Tue)	
		4th	Apr 27, 2026 (Mon)	*1 ~ May 8, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri) *2
	Admissions for Returnee Students	1st	Nov 4, 2025 (Tue)	*1 ~ Nov 14, 2025 (Fri)	*1 ~ Feb 26, 2026 (Thu)	*1 ~ Apr 30, 2026 (Thu)*2
		2nd	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)	*1 ~ Mar 31, 2026 (Tue)	
		3rd	Apr 27, 2026 (Mon)	*1 ~ May 8, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)*2
Admissions by School Recommendation	IBDP	1st	Jan 22, 2026 (Thu)	*1 ~ Feb 2, 2026 (Mon)	*1 ~ Mar 31, 2026 (Tue)	*1 ~ Apr 30, 2026 (Thu)*2
		2nd	Apr 27, 2026 (Mon)	*1 ~ May 8, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)*2
	Designated Schools	2nd	Apr 27, 2026 (Mon)	*1 ~ May 8, 2026 (Fri)		
2nd 3rd Transfer admission・Second Bachelor's Degree admission		1st	Nov 4, 2025 (Tue)	*1 ~ Nov 14, 2025 (Fri)	*1 ~ Feb 26, 2026 (Thu)	*1 ~ Apr 30, 2026 (Thu)*2
		2nd	Apr 27, 2026 (Mon)	*1 ~ May 8, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)	*1 ~ Jun 26, 2026 (Fri)*2

*1 The day after the results announced
*2 Only graduation certificates, transcripts, etc. will be accepted until August 24 (Mon.) if the application is submitted within the prescribed period.

[General Process Before Enrollment]

[Schedule]

Announcement of Results

▼

Access to the Online Enrollment Procedures https://www.apumate.net/en/goukaku/

▼ After 1 p.m. (JST) the day after results

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

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

First installment of enrollment procedure fees "Admission Fee" Payment ▶ Second installment of enrollment procedure fees"Tuition A" Payment

AP House residents only: Payment of "AP House Entrance Fee"

②Registration of Online Enrollment Procedures P10~

③Submission of Enrollment Documents P12~

▼

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

▼

AP House residents only: **Entering AP House** ・AP House has set move-in dates. P18~

Only if applicable: **Entering AP House** ・If you are planning to move to a new location upon entering the school, we recommend that you move in before the placement test to get used to your new environment. P41

▼

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

Class Placement Tests

For Japanese-basis enrollees
→English language placement test

For English-basis enrollees
→Japanese language placement test

P37

▼ ID and password will be sent by email

Participation is required: **New Student Orientation Seminars** As this orientation includes important information and precautions for student life as well as explanations of class registration and other important matters. P36

▼

Entrance Ceremony P38

▼

Classes Begin P43~

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

[April 2026] March 20th onwards [September] September 10th onwards

[April 2026] March 20th onwards [September] September 10th onwards

[April 2026] March 20th onwards [September 2026] September 10th onwards

[April 2026] April1st [September 2026 Enrollees] September 25th

2.Before starting the enrollment procedures

【Contents】

Confirming enrollment procedures

AP House dormitory information

Preparations before enrollment

Student life after enrollment

Checking frequently asked questions

【Rule】

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

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

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

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

【Notes】

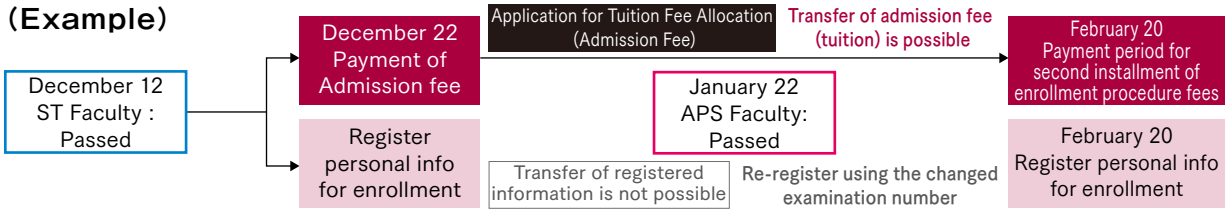
(1)Procedures when you are accepted for multiple application types

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

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

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

(Example)



*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.

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

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

1 Access the successful enrollment website and online enrollment procedure system

The successful applicants' website provides the latest information related to enrollment and also offers access to the Online Enrollment Procedure System. You can log in to the system **from 1:00 p.m. (JST) on the day following the announcement of results.**

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

Please use your **registration number and birth date for login.**

Preparation

Preparation for personal information registration

- Address information of the person and their parents, vaccination history
- An email address set on the enrolling student's smartphone, etc., where notifications are displayed upon receipt.

  ★Attention: Those who used a parent's email address or a high school-issued email address at the time of application should take special care (see P10).
- Photo data to be used on student ID cards (see page 11)

Preparation of admission procedure documents

- "Student Information Card" etc. sent by mail
- photos to be attached to the Student Information Card
- Official documents such as a certificate of residence or passport to verify the registered personal information for enrollment procedures

The enrollment procedure fees

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

System requirements

The following system environment is necessary to proceed with the registration.
For using Online enrollment procedures, Internet connected PC and printer are needed.

【System requirements (PC)】
〈Internet browser version〉
For Windows：Google Chrome / Microsoft Edge
For Macintosh：Safari / Google Chrome
*We recommend 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
For Macintosh environments：Adobe Acrobat Reader DC
* MacOS Preview is not a supported environment.
* Browser-based PDF viewers are not supported.

【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.

2 Payment of Enrollment Procedure Fee Amounts

〈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.

〈Notes〉
- Even if you have received a notice of advance acceptance for the Japan Student Services Organization (JASSO) scholarship, you must pay all of the fees due at the time of admission procedures by the deadline.
- 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.

3 Registration of personal information

Part of the enrollment procedure will be conducted through the Online Enrollment System. The registered information will be used for various notifications before enrollment and for information coordination after enrollment. Since we will contact you at the registered email address, please ensure that it is one where the admitted student can be reached.

4 Enrollment Documents

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

Case ❶ When all required documents can be submitted together

Student Information Card / Certificate of Residence Record (or transcript of residence record) Original or Passport(copy) / High School Graduation Certificate → in → Return envelope

Case ❷ When a graduation certificate has already been submitted

Student Information Card / Certificate of Residence Record (or transcript of residence record) Original or Passport (copy) → in → Return envelope

+

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

Original documents submitted at the time of application may be partially reused for enrollment procedures.
〈Reusable documents〉①High School Graduation Certificate (original) ②Transcript (Only if final grades are submitted at the time of application)③Certificate for Students Achieving the Proficiency Level of Upper Secondary School School Graduate (Certificate or original results transcript)④International Baccalaureate (IB)

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

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

Student Information Card / Certificate of Residence Record (or transcript of residence record) Original or Passport (copy) → in → Return envelope

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

5 How to confirm completion of the enrollment procedure

・We will not send notices of completion of enrollment procedures or enrollment acceptance. Please log in to the online enrollment procedure system and check the details.
・If there are deficiencies in the submitted documents or registered information, APU (domestic@apu.ac.jp) may contact the applicant by email. After the enrollment document submission period, please check your email regularly.
・**Please make sure your email inbox is not full and unable to receive messages.**

[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.

6 Correcting email address

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

4.Enrollment Procedure Fee Amounts

At APU, tuition fees (admission fee), miscellaneous fees (APU Domestic Student Support Associationmembership 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〉

①Credit Card
•VISA•Master Card•JCB•AMERICAN EXPRESS•Diners Club

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

③Financial Institution ATM "Pay-easy"
Japan Post Bank•Sumitomo Mitsui Bank•MUFG Bank•Resona Bank•Mizuho Bank•Bank of Yokohama etc.
You can also make a payment at other financial institutions that handle Pay-easy. How to make a payment by "Pay-easy"
Payment Process https://www.paygent.co.jp/payment_service/way_to_pay/atm_pay-easy/

④Internet Banking
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/

⑤Transfer 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 t a Japan Post Bank.Please use another financial institution.

(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 23 for details of each fee.

Common for April 2026 and September 2026 Enrollees			For applicants accepted under the following application types: March Admissions/Common Test + Interview Method Common Test Method (March Admissions - 5 subjects & 3 subjects)	
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	Admission Fee First Semester Tuition A Tuition B miscellaneous membership fees the AP House Entrance Fee
200,000yen	690,000yen	924,000yen	890,000yen	1,124,000yen

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

Credit card payment handling fee

Payment amount	200,000yen	690,000yen	890,000yen	924,000yen	1,124,000yen
Fee	6,500yen	14,500yen	18,500yen	20,500yen	24,500yen

1,250 yen for payment methods other than credit card.

(3) FAQs Regarding Fee Payment

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

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

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

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

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

A3 Payment in installments is not possible.

Q4 I have selected a payment method in the enrollment procedure system but would like to change it.

A4 Once a payment method has been selected, the payment method selection button will appear in gray and cannot be selected again. However, corrections can be made using the following procedure.

①Click the "Payment Procedure / Bank Transfer Request Form" button

②Click the "Cancel" button. A message will appear stating "Cancel the registered (payment method)." Click "OK."

③Once the payment method selection screen is displayed, set a new registration and proceed with payment.

5.Registration of personal information for enrollment procedures

(1)Information to be entered on Online enrollment procedures

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

No	Contents	Register	Notes
0	Basic Information Required for Enrollment Procedures	×	Registration information
1	Payment Status of Enrollment Fees	—	You can check the status of your application procedure.
2	Personal information	○	Personal information
		○	Tuition payment slip sending information
		○	Parents, guardian, guarantor information
3	Questionnaire of Health condition	○	
4	Questionnaire of Measles and Rubella vaccination history	○	
5	Photograph upload	○	Please use a photo that clearly shows the person in question, the same as the one attached to the Student Information Card.

【Notes】

0. Basic Information Required for Enrollment Procedures

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.

2. Personal information

The information registered at the time of application has been carried over.
Changes can be made within the enrollment procedure period.

E-mail

Important information regarding the entrance ceremony and dormitory move-in will be sent to the registered email address. **If you registered a parent/guardian's email address or a high school email address at the time of application, please change it to the applicant's personal email address that can be used after high school graduation and until enrollment.**

Email Address of Parents

Email address issued by high school

address

The registered address will be used as the mailing address for documents sent by the university after enrollment.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.

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. After enrolling, please come directly to the Student Office.

3. questionnaire of health condition　4. 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.

5. Photograph upload

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

Photograph is needed for upload data and Student Information Card.

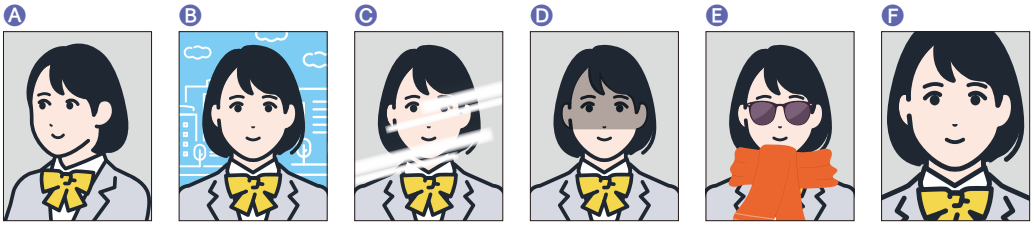
The photo you upload will be used as your student ID card for the duration of your enrollment.

This is an image

- * If you would like to change your photo, you need to apply again and pay an extra fee of 2,000 yen.
- * Student ID Card:Student ID Card is to prove that you are a student at Ritsumeikan Asia Pacifi c 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 certifi cates, use the university facilities such as the library or are asked to be present it by university staff .

> 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.

[Examples of inappropriate photos]



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

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

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

〈APU e-mail〉 domestic@apu.ac.jp

〈Email body〉 Application number, name, details of changes

6.Enrollment Documents

The following documents must be sent using express registered mail within the submission period outlined in red on pages 2 and 3, using the envelope supplied by APU

【 Table of Enrollment Procedure Documents 】

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

	Applicant	Documents	Common for April and September 2026 admissions				
			Admissions for Comprehensive Selection	Admissions by School Recommendation	General Selection (Paper test)		Transfer
			Comprehensive Evaluation (Data Analysis・Reading Comprehension and Writing) Admissions by Activity Evaluation Admissions for Returnee Students	Admissions by School Recommendation (IBDP)・Admissions by School Recommendation (Designated Schools・Partner Schools・Affiliated Schools)	February Admissions (3 subject)・English-Focused Method・March Admissions	Common Test Combined Method (3 subjects)・Common Test Method (8 subjects・5 subjects・3 subjects・2 subjects)・Common Test Method (March Admissions-5subjects・3 subjects)・Common Test + Interview Method・Common Test Method (2 subjects+ Data Analysis)	2nd 3rd Transfer admission・Second Bachelor's Degree admission
A	All	Student Information Card (be sure to sign both sides)	○	○	○	○	○
B	All	Certificate of Residence Record (or transcript of residence record) Original or Passport (copy)	○	○	○	○	○
C	First year enrollees:	High School Graduation Certificate The graduation (completion) date 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 graduation (completion) date can be confirmed.	—	—	—	—	○
E	First year enrollees:	Examination Ticket for AY 2026 Common Test University Admissions	—	—	—	○	—
F	Documents submitted as proof of application eligibility at the time of application	Finalized Grade Reports in Entrance Qualification Examinations*2	△	△	—	—	△

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

Document Notes (p.14–)

Admission procedure document submission rules

1 Certificate or document in a language other than Japanese or English

It must be accompanied by a translation into either Japanese or English by someone other than the applicant. The name, address, and signature (or seal imprint) of the translator must appear on the translation. APU only accepts translations by the institution issuing the certificate or document, a translation company, or a qualified translator.

2 Original documents (paper) cannot be issued

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

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

3 Documents issued by your school

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 Certified True Copy + Original Certification Stamp

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

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

❹ 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.

❺ Request for Delay in Documentation

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

Forms https://forms.office.com/r/WmR6qJG6at

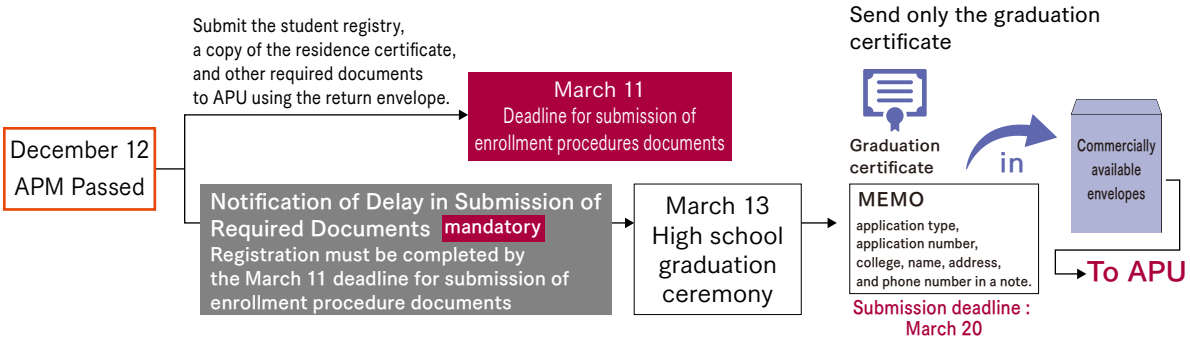
*This form does not send an email confirming completion of registration.

〈Deadline for late submission〉

April 2026 : 2026, March 20 (Fri.)

September 2026 : 2026, August 24 (Mon.)

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



①High School Graduation Certificate (original)

You may submit your high school graduation certificate late only if your graduation ceremony is scheduled to be held after the document submission deadline.

②Certificate of Graduation (Completion) and Academic Transcripts from a University, Junior College or Other Higher Education Institution

You may submit your certificate of graduation (completion) and academic transcripts late only if your graduation ceremony is scheduled to be held after the document submission deadline.

[Late Document Submission Address]

*Please affix the label shown at right to a commercially available envelope and mail it.

*If you are applying from overseas, you can submit the documents by post or have your educational institution send it to the university by email.

Cut out

速達・簡易書留

Entrance Examination Office(domestic), Ritsumeikan Asia Pacific University

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

❻ Sending application documents from outside Japan

If you are sending your application documents directly to APU from anywhere outside Japan, please dispatch them so that they will arrive by the application deadline of the relevant application period, using registered mail, DHL, EMS, FedEx or other service that keeps a record of sending and delivery. Also, when sending the documents, please inform the Office of Domestic Admissions by e-mail (domestic@apu.ac.jp) of the following details. If you are unable to send your application documents by the deadline, please send them as attachments to email first and inform us of the estimated arrival date of the sent documents. Please note that APU cannot respond to inquiries concerning the arrival of documents sent.

〈Mailing address〉 Ritsumeikan Asia Pacific University
Office of Domestic Admissions (Nyugakushiken Jimushitu kokunai)
1-1 Jumonjibaru,Beppu, Oita,874-8577 Japan

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

- We will send it by mail after the results are announced.
- 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.
- If you make a mistake, please use correction tape or something similar to rewrite it.
- 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 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

Use a color photograph measuring 4 cm (height) × 3 cm (width), taken with a photo booth or similar device. The photo must show the applicant facing forward, upper body only, without a hat, and with a plain background. Write your name and examination number on the back of the photo and attach it. Color photocopies are not accepted.

① College / Department

Circle the college in which you will enroll.

② Name

Enter your name exactly as it appears on your family register or passport.
If you wish to use a nickname or preferred name for school records, enter the name as listed on your certificate of residence, followed by your legal name in parentheses.

④ Application Type

Write the application type.

⑤ Nationality

If you hold dual nationality including Japanese citizenship, please enter "Japan".

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 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)
iii ii i
Please do not enter

学 籍 簿 STUDENT INFORMATION CARD

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	アジア太平洋 Asia Pacific Studies ・ 国際経営 International Management サステイナビリティ観光 Sustainability and Tourism			
② 氏名 Name	姓 Family Name	(カナ) タイヘイヨウ 太平洋		
	名 Given Name	(カナ) マナブ 学		
	ミドルネーム Middle Name	(カナ)		
③ 受験番号 Application No.	1 2 3 4 5 6 7 8	④ 入試方式 Type of Entrance Exam	スタンダード3教科方式	
⑤ 国籍 Nationality	日本			
⑥ 生年月日 Date of Birth	2006 / 9 / 30 Year Month Day	⑦ 性別 Sex	(男) / 女 Male / Female	
⑧ 入学年月 Month of Enrollment	2026 / (4) or 9 Year Month	*卒業年月日(オプション) Date of Graduation (for office use) 記入しないでください	/ 3 or 9 / 31 or 20 Year Month Day	
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 Home Country Sponsor(a parent, relative, legal guardian, or someone else)	氏名 Name	(カナ) タイヘイヨウ タロウ 太平洋 太郎	続柄 Relationship	父
	住所 Address	〒郵便番号 (603-8577) Postal Code 京都府京都市北区三条町22-2	電話番号 Phone No.	075-465-△△△△
	E-mail			
⑫ 緊急連絡先 Emergency Contact Info ＊必ず全ての項目を記入してください Make sure to fill in all the boxes	氏名 Name	(カナ) タイヘイヨウ タロウ 太平洋 太郎	続柄 Relationship	父
	勤務先 Employer	勤務先名 Employer: Asia商事 (部署・役職名) (Job Title): 総務課 課長		
		住所 Address: 京都府京都市北区南北町1	電話番号 Phone No.	075-465-××××|
	自宅住所 Home Address	〒郵便番号 (604-8577) Postal Code 京都府京都市北区三条町22-2	電話番号 Phone No.	075-465-△△△△

★緊急時に連絡が取れる方の住所、氏名、勤務先、電話番号を記入してください。
勤務先は自営業の場合も記入してください。無職、あるいは主婦の場合は勤務先に「なし」と記入してください。
★Provide the name, address, place of employment, and telephone number for someone APU can contact in case of emergency. Provide employment information even if the person is self employed. If the person is unemployed or a stay-at-home parent, write "none" in the space for employer.

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
⑪「父母・保護者またはそれに代わる身元引き受け者（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」を大学へ届出して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。必要に応じて、学生の学生生活に関する情報を父母・保護者等に開示することがあります。
Please do not enter
⑪Home Country Sponsor:APU will ask all enrollees to designate a home country sponsor(a parent,relative,legal guardian or someone else-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 enrollee. APU will follow the regulations outlined in the Handling of Personal Information at Ritsumeikan Asia Pacific University when handling 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.

□写真取込 □記入点検 2026

【Student Information Card (back side)】 Written Pledge

誓　約　書

立命館アジア太平洋大学長　様

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。

20　　年　　月　　日　　署名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Written Pledge

To the President of Ritsumeikan Asia Pacific University,

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.

Date: 2026 3 5 (Year / Month / Day)　Signature: TAIHEIYO MANABU

Written Consent Concerning the Treatment of Personal Information

To Chairperson of the Board of Trustees of the Ritsumeikan Trust

Upon enrollment at Ritsumeikan Asia Pacific University, I hereby give my consent to the Ritsumeikan Trust to use my personal information in accordance with the "Ritsumeikan Trust Privacy Policy," the "Ritsumeikan Trust Personal Information Protection Regulations," and the "Public Announcement Based on the Act on the Protection of Personal Information" (*). I also give my consent to provide my personal information for common use and to the third parties outlined in "Handling of Personal Information at Ritsumeikan Asia Pacific University" (*).
* Please refer to the Enrollment Procedure Handbook for details on both documents.

Date: 2026 3 5 (Year / Month / Day)　Signature: TAIHEIYO MANABU

【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 55), 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 the 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.

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

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

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

Required Information

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

【Name registration rules】

[Kanji notation] JIS Level 2

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

[English notation] Automatically converted to Roman alphabet notation

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

(example)

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

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

[Has a middle name]

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

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

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

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

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 2026 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), (3 subjects)” or “Common Test + Interview Method” exams should submit their examination ticket for AY 2026 exams of the National Center for University Entrance Examinations.

F Finalized Grade Reports in Entrance Qualification Examinations

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

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

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

1.AP House Entrance Procedures

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

Admitted to APU

▼

①Pay the first installment of enrollment procedure fees

▼

②Pay the second installment of enrollment procedure fees

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

▼

The procedure for automatic withdrawal of dormitory fees

▼

Enter AP House

▼

New Student Orientation Seminars

▼

Entrance Ceremony

[Important notes]

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

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

After logging into the online enrollment system, please select a payment method and complete the payment within the designated period.

〈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 March 31, 2026 (April Enrollees) and September 20, 2026 (September Enrollees). (Postmark should be within the deadline)
* Once paid, the Moving-in Fee cannot be refunded.

2.Preparation for Moving into AP House

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

(1)Move in Date

The dormitory move-in date is only within the designated period set by the university.Detailed information on the dormitory move-in date will be announced on the successful applicants' page on our university's applicant website (April 2026 Enrollees will be admitted in January, September 2026 Enrollees will be admitted in mid-July). https://www.apumate.net/en/goukaku/

(2)Residency Period

First year and second year enrollees	〈April enrollment〉 End of March 2026 to end of February 2027 〈September enrollment〉 Mid-September 2026 to end of August 2027
Third year enrollees	〈April enrollment〉 End of March 2026 to end of February 2028 〈September enrollment〉 Mid-September 2026 to end of August 2028

(3)Announcement of dormitory entrance

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

(4)Sending of luggage

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

[Shipping Rules]

① Please make sure to fill out the mobile phone number 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 carriable size.

[Sending address]

・AP House1・2

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

・AP House5

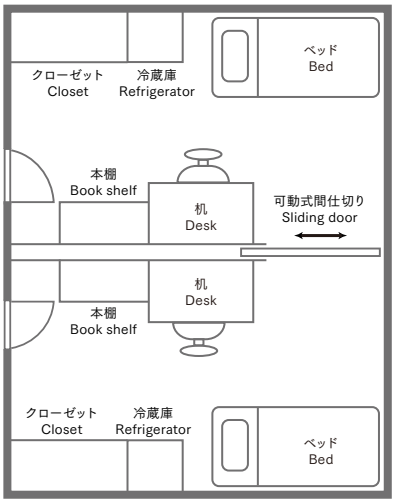
〒874-0011 1-5 Jumonjibaru, Uchikamado, Beppu City, Oita Prefecture 874-0011 AP House 5

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

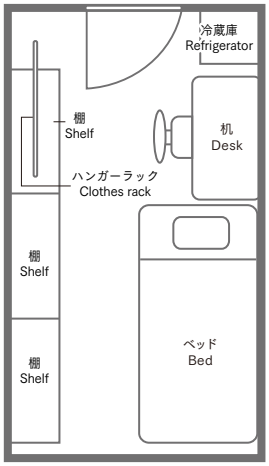
AP House1・2【Single type 13㎡】

[AP House 1・2]
Included Furnishings:
Desk, chair, bookshelf, lamps, 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【10.08㎡】



[AP House 5] Included Furnishings:
Desk, chair, bookshelf, lamps, telephone, clothes rack, bed, bedding (pillow, sheets, blanket, covers), refrigerator, cooler/heater, Wired LAN and wireless LAN (wi-fi), shoe rack, umbrella stand

(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

①Please come to the dormitory in good health on the day of your arrival.

②Please make sure to move-in during the period specified by the AP House Office. If you cannot do so due to unavoidable circumstances such as being unable to arrange a flight, please contact the AP House Office.

③You will receive your room key and complete other moving-in procedures at the AP House Security Office on move-in day. Please make sure that you can display the admissions procedure system screen on your smartphone or other device so that you can prove that your dormitory fee advance payment has been completed.

④Coming by private car on the move-in date is possible. However, as the number of parking lots at the AP House is limited, please use the parking lot for visitors when it is crowded or when parking for a long time.

⑤To prevent the spread of infectious diseases such as new coronavirus, only residents and staff can enter the AP House.

⑥Smoking is prohibited in residential rooms and all other indoor areas in AP House. It is only permitted in designated smoking areas.

⑦You may not bring refrigerators, kerosene heaters, gas stoves or large furniture, etc. into your room.

⑧Meals are not provided at AP House. You can either use the cafeteria on campus or cook food in the shared kitchens in AP House.

⑨The stoves in the AP House kitchens are Induction Heating (IH) stoves. You must use IH-compatible cookware.

⑩There are washing machines and dryers on each floor. Machines are available for use until 24:00.

⑪The AP House Office will send you important information regarding the move-in to your registered e-mail address. If there is a change in your e-mail address, please inform the Admissions Office (apumate@apu.ac.jp) with your application number and name.

3.Q&A about AP House

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 ricec ooker, and any other cooking supplies you wish to use. AP House provides the basic furnishings and appliances required for daily life. You should first move in, and then decide what additional things you need. Microwave ovens, are available in shared spaces.

Q2 Are meals provided at AP House?

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

Q3 Please tell me about the shower room and baths.

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

Q4 Is there a curfew at night?

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

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

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

Q6 Do I need to transfer my Resident Register to Beppu City?

A6 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.

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

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

RA Instagram
https://www.instagram.com/raofaphouse?igsh=MWxrOXBuem5qcW03MQ==

4. Payment of Dormitory fees After Enrollment

AP House fees and payments schedule is as follows:(For students eligible for the dormitory fee reduction system, please refer to page 30.)

Dormitory building	Monthly AP House fees	Items Included in the Dormitory Fee
AP House1・2	50,000yen	Housing fee, common service fee, utilities (water, electricity, and gas), bedding rental fee, and internet connection equipment.
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).
〈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).

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

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

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

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

Procedure for applying for automatic payment at Japan Post Bank

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

*Notes

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

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

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

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

④Tuition and dormitory fees must be submitted separately.

自動払込利用申込書　申込専用

記入例

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

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

▼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。

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

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

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

※ 払込開始月及び払込日はこちらをご参照下さい

（下記参照日）

４月入学者　※全員「払込開始日」は6月で手続きいただきますが、寮費減免制度利用の方は8月より引落開始となります。

払込開始月	2026 年 6 月から	払込日	毎月 1 日	（再払込日 16 日）	土・日・祝日の場合は翌営業日

９月入学者　※全員「払込開始日」は11月で手続きいただきますが、寮費減免制度利用の方は1月より引落開始となります。

払込開始月	2027 年 11 月から	払込日	毎月 1 日	（再払込日 16 日）	土・日・祝日の場合は翌営業日

備考

日付印　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）　チ 30170(25・TPN)　ゆうちょ銀行

1.Tuition and Miscellaneous Membership Fees

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

*First semester = April to September for April enrollees; September to March for September enrollees
Second semester = September to March for April enrollees; April to September for September enrollees

Tuition for first year students entering in 2026 *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 2026 * 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 Students	—	1,500,000yen	1,500,000yen	1,500,000yen
3rd year 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 2026 * For all undergraduate colleges

APU Domestic Students' Parent and Family Association (payment for period of enrollment)	APU Alumni Association Lifetime Membership (one-time payment)	Total
20,000yen	20,000yen	40,000yen

*Please see page 24 for details

【Regarding the collection of fees by APU】
APU collects membership fees for the APU Domestic Students' Parent and Family Association and the APU Alumni Association upon request from these associations.
Your understanding and support for these organizations will be very much appreciated.
Note that nonpayment of either 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 2026	September 2026
Admission Fee ・First SemesterTuitionA・B ・APUDomestic Students'Parent and FamilyAssociation ・APU Alumni Association membership	Before enrollment	Before enrollment
・Second SemesterTuitionA・B	November 30, 2026	May 31, 2027

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

2.Tuition Payments after Enrolment

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

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

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

②Automatic payment from a Japan Post Bank account.

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

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

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

【Earning credits in excess of the credits required for graduation】
Students who exceed the minimum number of years required for graduation and remain enrolled for a fifth year or beyond shall be charged one half of Tuition A plus credit tuition for each registered credit (22,500 yen multiplied by the number of registered credits).

Please see page 21 for information on paying dormitory fees after enrollment.

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

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

〈Application Procedure〉

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

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

〈Note〉

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

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

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

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

⑤Tuition and dormitory fees must be submitted separately.

自動払込利用申込書 申込専用

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※総合口座通帳を併せて、ご提出ください。
※最近お受取りになった領収書をお持ちの場合には、窓口にご提示ください。

記入例

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

▼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。

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

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

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

※ 払込開始月及び払込日はこちらをご参照下さい

備考

（下記参照日）

4月入学者

払込開始月	2026 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	2027 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

日付印 印鑑照合 受付

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

※自動払込利用申込書はゆうちょ銀行窓口にございます。

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

We will post information on the Supporters' Association website and Instagram. Information about upcoming meetings will be posted on the "What's New" section of the website and on Instagram around mid-April each year. Please check the Supporters' Association website and Instagram when it is time to announce the details.

〈For reference: Principal activities in 2025〉

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 2025, in addition to the regular discussion meeting at APU, regional discussion meetings were held in Fukuoka, Tokyo, Kyoto,Aichi and Sapporo.
Condolence Money	Families of members and student members are provided with condolence money in the event of their death. A condolence payment of ¥50,000 will be provided to members, and ¥70,000 to their children, within six months of the member's death.
Financial Assistance Scholarship	This scholarship supports students struggling to continue their studies at APU as a result of udden changes in household financial circumstaces due to events such as the death, unemployment, etc. of the household's principal provider. The scholarship provides grants of 200,000 yen to students who have been selected to receive Emergency Tuition Support for Domestic Students.
Assistance for students	・Offering breakfast at 100 yen at Cafeteria ・Installation of sanitary products in women's restrooms on campus (11 locations).

The office is located within 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' 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.
AlumniWebsite	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.
①Loss of enrollment status at APU.
②Subjection to disciplinary action for violation of student disciplinary regulations.
③Failure to meet eligibility screening standards.
④Other behavior judged by the Student Affairs Committee to be unbecoming of a scholarship recipient.

(3) Eligibility Screening Standards for Scholarship Continuation

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

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

Semester	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, ple ase refer to the Japan Student Services Organization (JASSO) website. (https://www.jasso.go.jp/shogakukin/kyufu/shikaku/zaigaku.html)

Selection Criteria : (1) Household Standards
①Follow the JASSO grant-type scholarship criteria. *Categories I, II, and III are applicable.
②For 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
①High school GPA of 3.5 or higher *cumulative up to the year of graduation (1st to 3rd year of high school)
②Entrance exam scores in the top 50% of students admitted
③Passed the high school equivalency exam
④Submit 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 Stan dards]

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

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

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 SystemScholarships

Notification of the scholarship selection results will be sent via email in late February. For those selected for this scholarship, the dormitory fee billing schedule will differ from the standard schedule. The following applies to students enrolling in April.

Dormitory building	April	May	June	July	August	September to February
AP House 1・2	AP House Entrance Fee	AP House Entrance Fee	AP House Entrance Fee	AP House Entrance Fee	21,000 yen per month	25,000 yen per month × 6
AP House 5	AP House Entrance Fee	AP House Entrance Fee	AP House Entrance Fee	AP House Entrance Fee	26,000 yen per month	26,000 yen per month × 6

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

Name	Type	Eligibility	Awardees per year	Amount
ANDO Momofuku Award	Grant	Undergraduate thirdyear (fifth semester) students who satisfy any one of the following criteria: ①Outstanding academic record ②Distinguished performance in extracurricular activities	Up to 4	Up to 500,000yen
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 Scoholarship	Grant	Students at each year level who have earned the prescribed number of credits and who have achieved the most outstanding grades in their respective colleges, years and semesters of enrollment for the semester concerned.	About 30 people	Up to 100,000yen
APU Incentive Scholarship for SelfMotivated Students	Grant	Individuals and groups that achieved outstanding results in selfmotivated activities.	Within thelimits of the budget	Up to 100,000yen for groups Up to 50,000yen for individuals
Domestic Students Financial Support Tuition Reduction	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 APUClub Domestic Students' Parents Association who are selected for a Domestic Students Financial Support Tuition Reduction.	Up to 20	200,000yen

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

https://www.apumate.net/en/exploring/campuslife/aphouse/

2.Scholarships Other Than Those of Our University

〈Scholarship Q&A〉

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

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

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

A2 If you are applying for a new JASSO scholarship, please refer to "B: JASSO Scholarship (Grant/Loan)For those applying after enrolling at APU (Regular application)" on page 34 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

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

Guide to the "National Education Loan"

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

Financed Amount	: Up to 3.5 million yen per student (4.5 million yen if you meet the set critera)
Repayment Period	: Within 18 years
Interest Rate	: 3.15% per annum (current as of September, 2025) *Please check the latest interest rates on the following website.
Repayment Method	: Equal monthly payments of principal and interest (repayment of principal can be deferred during school enrollment)
Other Information	: Refer to the website below for eligibility requirements, etc. [Educational Loan Call Center] 0570-008656 [Website] http://www.jfc.go.jp/n/finance/search/ippan.html

Guide to the "APU Tuition Support Plan"

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

【Contact Information】
Orico Tuition Support Desk Toll-free 0120-517-325 (9:30 am – 5:30 pm)
[Website] https://orico-web.jp/gakuhi/index.html?clientid=14900369

*Please submit an application at least 5 days before the tuition (or fee) payment deadline.
*Please visit APU website for Application period.Please note that it may not be available depending on the schedule of your screening method.
*Orico will notify users of the results of their screening on the next business day after the information is entered.

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

(Content may change without notice)

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

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

In principle, the following amount will be transferred every month, depending on the classification (I to IV) based on the income of the person who maintains the household (usually parents) and the student themselves, the school's founder (national 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.

①Category I: Tuition fee reduction amount ⇒ 700,000 yen
②Category II: Tuition fee reduction amount ⇒ 466,700 yen
③Category III: Tuition fee reduction amount ⇒ 233,400 yen
④Category IV: Tuition reduction amount ⇒ 700,000 yen
⑤ Multiple child category: Tuition reduction amount⇒ 700,000 yen
(including 1st category multiple children, 2nd category multiple children, 3rd category multiple children)

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

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

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.

(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:
①The student's three-year grade point average in high school or other institution must be 3.5 or higher.
②The student must have passed the high school graduation equivalency examination.
③The student's study plan or other documents must demonstrate that the student is motivated to study with the goal of becoming independent and active in society in the future.

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

*The table below is taken from the 2025 "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 : ・Refunds for admission and tuition fee exemptions will be made after acceptance.
(Schedule: Spring semester applications are accepted until mid-October; Fall semester applications until mid-February.)From the following semester, the scholarship amount will be offset against tuition fees at the time of invoicing.
・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 scholarships (interest-free). Please check the page below for the amount after adjustment.
・The above is based on actual results for 2025 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 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	You, Parent 1 (★), Parent 2 (★*), High school student	880	1,309	826	613	937	566

* 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.

Notes	・Only when a grant-type scholarship is combined with a Type 1 scholarship, the monthly amount of the Type 1 scholarship will be adjusted for concurrent receipt. ・There is a system that accepts applications for emergency and temporary scholarships at any time for students whose household finances have suddenly changed. ・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 A in addition to B .

*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 FY2026," 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 enrollment: Mid-March Fall enrollment: Mid-September

〈Start date of procedure〉

The following varies depending on ① and ②.

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

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

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

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

②Candidates 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 2026 (for submission)" distributed by your high school must be submitted along with other documents.

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

For details, please follow the documents provided by your high school.

〈Website Information〉

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

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

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

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

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

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

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

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

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://en.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.

[April 2026] March 20th onwards [September] September 10th onwards

AP House residents only Entering AP House •AP House has set move-in dates. P18～

Only if applicable Entering AP House •If you are planning to move to a new location upon entering the school, we recommend that you move in before the placement test to get used to your new environment. P41

▼

[April 2026] March 20th onwards [September] September 10th onwards

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

Class Placement Tests

For Japanese-basis enrollees
→English language placement test
For English - basis enrollees
→Japanese language placement test
P37

▼ ID and password will be sent by email

[April 2026] March 20th onwards [September 2026] September 10th onwards

Participation is required New Student Orientation Seminars

As this orientation includes important information and precautions for student life as well as explanations of class registration and other important matters. P36

▼

[April 2026] April1st [September 2026 Enrollees] September 25th

Entrance Ceremony P38

▼

Classes Begin P43～

1.New Student Orientation 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 semester will also be held. Students are required to attend these orientation courses.

Dates ：[April Enrollees]Late March – Early April, 2026 (planned)
[September Enrollees]Late September to early October 2026 (planned)

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

〈New Student Orientation 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).

2.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 [April]early March [September]Late August on the APUmate website for successful applicants and by email.
URL：https://www.apumate.net/en/goukaku/

English Language Placement Test * For Japanese-basis students

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

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

Test Date ：**[April enrollment] Late March 2026, [September enrollment] Mid-September 2026**
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

〈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, MyBestTM Scores will also be accepted.
- TOEIC®Tests
- IELTS™
- PTE Academic

For more details please refer to the Academic Offi ce 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 ：[April enrollment] Early to late March 2026 (planned),
[September enrollment] Early to late September 2026 (planned)
Venue ：Ritsumeikan Asia Pacific University Campus In-person exam (planned)
Who this test is for ：All English-basis 1st year enrollees and 2nd year transfer enrollees English-basis

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

3.Entrance Ceremony

The entrance ceremony for 2026 enrollees will be held as follows.
(*Please note that this is subject to change depending on the circumstances.)

Date ：[April enrollment]April 1, 2026 (Wed.)　[9月入学]2026年9月25日(金)

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

*Details of the entrance ceremony will be announced on the university website in [Spring enrollment]March 2026, [Fall enrollment] August 2026.

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

April 2026 / September 2026 Enroll　Q&A about Enrollees Entrance Ceremony

Q1　What should I wear to the Entrance Ceremony?

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

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

A2　Students should bring some writing tools to take notes.

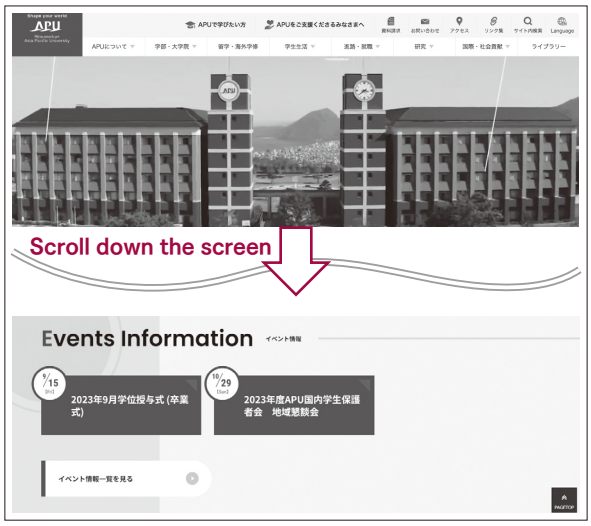
Q3　Can I go to the entrance ceremony by private car?

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

At the Entrance Ceremony, student groups put on circle performances,etc.
We hope you enjoy it !

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

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



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

4.Pre-enrollment education

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

(1)Pre-enrollment education

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

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

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

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

FAQ

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

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

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

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

(2) [For Your Reference] Pre-Enrollment Information Session Hosted by APU CO-OP

As part of your preparation for enrollment, an information session will be held covering topics such as advice from senior students, life in AP House, living in Beppu, and how to choose a suitable laptop. We encourage you to take advantage of this opportunity.
Detail　https://coop.kyushu-bauc.or.jp/apu/newlife/newlife_153.html

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 preenrollment study courses offered by APU.

Q2 Are there any websites I should check before enrolling?

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

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

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

5.Other Information for Preparing for Enrollment

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

Prepare a laptop computer (Personal Devices)

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

Software

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

IT Support

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

Visa Status

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

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

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

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

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

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

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

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

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

Contact Us: stuvisa@apu.ac.jp

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

Student Housing

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

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

Applying to Participate in a Double Degree Program from AY 2026

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

Application and screening process for double degree programs available before enrollment

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

St. Edwards University (SEU) / USA

Eligibility : ①Applicants must pass the entrance examination for the Fall 2025 or Spring 2026 entrance exam for the College of Asia Pacific Studies (APS) and intend to enroll.(If you are enrolling in September 2026, please check the Off-Campus Program website for the latest information.)
②Those with English proficiency of TOEFL iBT® test score of 79 or IELTSTM 6.0 (TOEFL® ITP test score of 550) or higher.

Application period : Around March 2026

Number of applicants accepted : Up to 5

Studying abroad and the image of the four years

	First year		Second year		Third year		Fourth year	
Spring entrants	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 2026 (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://en.apu.ac.jp/abroad/

1.Curriculum

Students enrolling as first-year entrants from 2023 onwards will be studying under the "2023 Curriculum."Please note that this is a different curriculum from that 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.

①Completed at least 124 credits
②Completed at least 20 credits in subject taught in English (Japanese-basis domestic students only)
③Been 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

④Complete 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.

⑤Complete 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」
⑥Earn credits for Graduation ResearchⅡ

College of International Management

④Complete 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.

⑤Complete at laeast 62 credits of APM Major Education Subjects including at least 18 credits in Required Major Education Subjects.

College of Sustainability and Tourism

④Complete 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.

⑤Complete 6 credits of Academic Skills Subjects.
⑥Complete at least 5 subjects with 10 credits of Tourism Subjects.
⑦Complete at least 5 subjects with 10 credits of Sustainable Society Subjects.
⑧Complete at least 2 credits of Off-campus program Subjects.
⑨Complete 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).

2.Courses for First-Year Students

For any questions or enquiries, please contact the Academic Office

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

①Language Education Course (English)

You must complete a specified minimum number of credits in Language Education Subjects(English) If you are a Japanese-basis student, your English language education curriculum and 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).

Information on the English Placement Test can be found on pages 37.

【"English" language subjects and placement standards】

English Class Placement Tests

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

②Credits required for graduation

【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).

(2) [English-basis]First year Students

①Language education course (Japanese language)

You must complete a specified minimum number of credits in Language Education Subjects (Japanese) If you are an English-basis student, your Japanese language education curriculum and 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).

Information on the Japanese Placement Test can be found on pages 37.

【"Japanese" language subjects and placement standards】

Japanese Class Placement Tests

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

②Credits required for graduation

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 : ①Application form

②Academic Transcript (only original will be accepted).

③Course syllabus(es) s(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

①Curriculum

Students entering APU as 2nd year transfer students in the academic year (AY) 2026 will pursue their studies under the “AY 2023 curriculum.

②Graduation 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://en.apu.ac.jp/academic/aps/graduation_requirements/

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

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

③Credit 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 A ACSB, EQUIS, AMBA, or EPAS accredited school.

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

④Language 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.

⑤Guidance for transfer students

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

(2)3rd year transfer student

①Curriculum applicable to 3rd year transfer students

Third year transfer students and students enrolling in 2026 will be studying under the "2023 Curriculum."

②Graduation 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 credits - 62 credits = 62 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://en.apu.ac.jp/academic/aps/graduation_requirements/

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

College of Sustainability and Tourism(ST):
https://en.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.

③Credit 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		
Other College Subjects		0		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		
Other College Subjects		0		0
Subjects Not Counted Towards Graduation		0		

④About 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://en.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.

⑤Guidance for transfer students

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

4.Student Life Consultation

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

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

Support Services for Students with Disabilities

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

For more information on accommodations and application procedures for students with disabilities, please refer to the website below. If you have any questions, feel free to contact us at the address provided.

Support for Students with Disabilities
https://en.apu.ac.jp/academic/consultations/support/

Support Services for Students with Disabilities
https://en.apu.ac.jp/home/life/content39/

Student Disability Support Services

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

Sexual and Gender Diversity

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

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 system will be subject to disciplinary action pursuant to university regulations.
https://en.apu.ac.jp/home/life/content17/

【Enrollment in Voluntary Insurance】

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

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

2. Campus Smoking Ban Initiatives

As an educational institution, the Ritsumeikan Trust endeavors to reduce the number of smokers and exposure to second-hand smoke throughout its campuses and schools, in order to protect and promote the health of its students and employees as well as the health of society at large.
Educational and awareness initiatives are periodically carried out following the "Ritsumeikan Trust Policy Toward a Non-Smoking Campus" developed in April 2008.

3.Access to APU and Facilities

[Access to APU] https://www.apu.ac.jp/home/contents/access.html/
[Main Facilities] https://admissions.apu.ac.jp/about_apu/campus?&lang=en

〈キャンパス内〉

●Cafeteria
At the Co-op Cafeteria, a ¥100 breakfast is served from 07:45 to 08:45. Regular meals are available from 10:00 AM to 8:00 PM. (until 17:00 on Wednesdays). Please check the following link for the latest information.
https://coop.kyushu-bauc.or.jp/apu/news_im/news_detail_2519.html
〈Other APU COOP Information〉
https://coop.kyushu-bauc.or.jp/nus_im/webapp/data_file/250317122735_8.pdf

●Convenience Store
Lawson is open from 8:00 AM to 10:00 PM. (As of September 2025)

〈Beppu City〉

・Supermarkets in Beppu City are open until late at night, and some operate 24 hours a day. They offer fresh fruits and vegetables, bakery items, groceries, stationery, and daily necessities.
・In Beppu, you can enjoy a wide range of dining options. In addition to various chain restaurants, including 24-hour family restaurants, there are many cafes and restaurants serving cuisines from around the world, such as Korean, Italian, Chinese, Indian, Sri Lankan, Thai, and Vietnamese.

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

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

In the event of a major disaster* APU provides information to the public via the university website as shown below. We will progressively issue details that are not available in news media reporting, etc., such as information on th 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/

5.Health Clinic/Counseling Room

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

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

1.Regarding Refund of Payment

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

〈Submission Requirements〉

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

〈Refund Flow Eligible〉

The first installment of admission Fees (200,000Yen) → Unpaid → You do not need to submit a "Application for Refund of Admissions Fees and AP House Entrance "

↓ Paid

Second Enrollment Procedure Payment: Tuition Fee, Miscellaneous Fees, and (for those applying for dormitory housing) Advance Dormitory Fee → Unpaid → You do not need to submit a "Application for Refund of Admissions Fees and AP House Entrance "
*Admission fees are not refundable

↓ Paid

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

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

If you wish to withdraw from enrollment in APU in 2026 after you have paid the fees at the time of enrollment (Admission Fee, Tuition A for the first semester of study, Miscellaneous Membership Fees), APU will refund these fees with the exception of the Admission Fee (i.e. Tuition A for the first semester and Miscellaneous Membership Fees will be refunded), provided you complete the procedures required by APU .

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

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

Documents to Submit
Please complete the required fields on the "Request for Refund of Enrollment Fees and AP House Advance Dormitory Fees" (University Designated Form B),
and submit it via email along with the other required documents mentioned above.

Submission Deadlines
[For April 2026] Tuesday, March 31, 2026*Postmark valid until the last day of application
[For September 2026 Enrollees] Sunday, September 20, 2026
*After receiving your application, we will check the details and the status of your enrollment.
If any information is missing or there are discrepancies in the application, it may be necessary to delay or cancel your refund. Any late applications will not be accepted.
*A refund application cannot be cancelled or altered under any circumstances after submission.
Documents submitted as part of the application cannot be returned.

Document Submission Address
apumate@apu.ac.jp (Section A, Office of Domestic Admissions)

Estimated Timing of Refund
[For April 2026] Mid to late May 2026
[For September 2026 Enrollees] Late October 2026
* The refund will be paid directly to your designated bank account.
However, please note that the transfer period may vary depending on the payment method such as credit card etc.
* Please note that you will be responsible for any processing fees associated with the payment.

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

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

Refundable Fees	Fees paid in the second installment of enrollment procedure fees (i.e. Tuition A for the first semester of study and miscellaneous Membership Fees) *Admission fees are not refundable
Documents to Submit	Please complete the required fields on the “Request for Refund of Enrollment Fees and AP House Advance Dormitory Fees” (University Designated Form B), and submit it via email along with the other required documents mentioned above.
Submission Deadlines	[For April 2026] Tuesday, March 31, 2026*Postmark valid until the last day of application [For September 2026 Enrollees] Sunday, September 20, 2026 *After receiving your application, we will check the details and the status of your enrollment. If any information is missing or there are discrepancies in the application, it may be necessary to delay or cancel your refund. Any late applications will not be accepted. *A refund application cannot be cancelled or altered under any circumstances after submission. Documents submitted as part of the application cannot be returned.
Document Submission Address	apumate@apu.ac.jp (Section A, Office of Domestic Admissions)
Estimated Timing of Refund	[For April 2026] Mid to late May 2026 [For September 2026 Enrollees] Late October 2026 * The refund will be paid directly to your designated bank account. However, please note that the transfer period may vary depending on the payment method such as credit card etc. * Please note that you will be responsible for any processing fees associated with the payment.

2.Information for Parents and Guardians

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

A1 It is possible to issue one. Please apply using the application form below.

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

Certificates are issued in PDF format only. After enrollment, a Certificate of Enrollment can be easily obtained using the certificate issuing machine on campus.

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

A2 Parents can also check grades on the website.

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

URL : https://en.apu.ac.jp/home/parents/

②Select "Student Grade Reports" and log in with your parent ID and password.

*For details on how to set the password for parents, please refer to the "Manual for Viewing Grade Information Online" on the same page.

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

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

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

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

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

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

〈Provision of Personal Data to Third Parties 〉

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

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

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

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

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

INQUIRIES

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

Nature of Inquiry	Office in Charge	Telephone
☐Enrollment Procedures	Office of Domestic Admissions	[TEL] 0977-78-1120 (9:00 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/en/goukaku/
☐Pre enrollment education ☐Placement Tests (English, Japanese) ☐Courses for transfer students ☐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) acsubmit@apu.ac.jp (Post enrollment education) common-p@apu.ac.jp (Transfer students) [IT Support] https://forms.office.com/r/BVb6EmQPGW
☐Student Life Support ・Leave of Absence, Reinstatement ・Visa ・Certificate/Transcripts ・Scholarships ・Health Clinic ・Course consultation new students	Student Office	[TEL] 0977-78-1124 (Student Life Support) 0977-78-1126 (Counseling Room) 9:00-17:30 (excluding weekends and holidays) [E-mail] apustu1@apu.ac.jp (Student Register) stuvisa@apu.ac.jp (Visa) shoumei@apu.ac.jp (Certificate/Transcripts) apusch@apu.ac.jp (Scholarships) djasso@apu.ac.jp (JASSO Domestic Student) counseli@apu.ac.jp (Counseling Room) acsubmit@apu.ac.jp (Course consultation for new students)
☐Extracurricular Activities Support ・Local exchange ,homestay ・Clubs ,circle activities,projects ・Multicultural Week ・Others ☐Study Abroad Programs (Off-Campus 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 (Off-campus Study Program) [URL] https://en.apu.ac.jp/studentsupport/ https://en.apu.ac.jp/academic/ https://en.apu.ac.jp/abroad/programs/ (Overseas Studies)
☐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)
☐Tuition	University-wide Planning Office	[TEL] 0977-78-1112(9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] adgaku@apu.ac.jp
☐APU Domestic Student Support Association	APU Domestic Student Support Association Office (Outreach Research Office)	[TEL] 0977-78-1136(9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] apu-fubo@apu.ac.jp [URL] http://www.apu.ac.jp/apufubo/
☐APU Alumni Association	APU Alumni Association Office (Outreach Research Office)	[TEL] 0977-78-1136(9:00 am-5:30 pm except Sat, Sun and national holidays) [E-mail] apualumn@apu.ac.jp [URL] http://www.alumni.apu.ac.jp/ja/
☐New Student Orientation Seminars	The office in charge differs depending on the content.	[URL] https://www.apu.ac.jp/studentsupport/orientationinfo/ https://en.www.apu.ac.jp/studentsupport/orientationinfo/

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

Shape your world

Ritsumeikan Asia Pacific University

Ritsumeikan Asia pacific University
Office of Domestic Admissions

1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan
TEL +81-977-78-1120
[URL] https://www.apumate.net/en/goukaku/