

Ritsumeikan Asia Pacific University

# Handbook of Enrollment Procedures

入学手続要項

[2026 April / September]

[ 2026 年度 4 月・9 月 入学 ]

Japanese/Domestic Applicants

## Contents

### I : Enrollment Procedure Guidelines

- 1.Enrollment Procedure Schedules .....P2
- 2.Before starting the enrollment procedures .....P5
- 3.From Acceptance to Enrollment Procedures.....P6
- 4.Enrollment Procedure Fee Amounts.....P8
- 5.Registration of personal information  
for enrollment procedures..... P10
- 6.Enrollment Documents ..... P12

### II : Entering AP House ( For AP House residents )

- 1.AP House Entrance Procedures ..... P18
- 2.Preparation for Moving into AP House ..... P19
- 3.Q&A about AP House ..... P20
- 4.Payment of Dormitory Fees After Enrollment ..... P21

### III : Tuition and Miscellaneous Membership Fees

- 1.Tuition and Miscellaneous Membership Fees ..... P23
- 2.Tuition Payments after Enrollment ..... P24
- 3.APU Domestic Student Support Association/  
APU Alumni Association ..... P26

### IV : Scholarship

- 1.Our University's Unique Scholarship System..... P28
- 2.Scholarships Other Than Those of Our University..... P31

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

- 1.New Student Orientation Seminars .....P36
- 2.Class Placement Tests .....P37
- 3.Entrance Ceremony .....P38
- 4.Pre-enrollment Education .....P39
- 5.Other Information for Preparing for Enrollment..... P40

### VI : Study and Student Life After Enrollment

- 1.Curriculum .....P43
- 2.Courses for First-Year Students .....P44
- 3.Credit Recognition for Transfer Students .....P46
- 4.Student Life Consultation .....P49
- 5.Q&A about Student Life .....P50

### VII : Campus

- 1.Rules for Commuting to School ..... P51
- 2.Campus Smoking Ban Initiatives ..... P51
- 3.Access to APU and Facilities ..... P51
- 4.Responses in the Event of a Large-Scale  
Disaster Occurring in the Campus Area ..... P52
- 5.Health Clinic/Counseling Room ..... P52

### VIII : Others

- 1.Regarding Refund of Payment .....P53
- 2.Information for Parents and Guardians .....P54
- 3.The Ritsumeikan Trust Privacy.....P55
- 4.Policy on Handling of Personal Information  
at Ritsumeikan Asia Pacific University .....P56
- 5.Regulations .....P57

INQUIRIES (Click here)

# I Enrollment Procedure Guidelines

## 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<br>■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)                                                                                               |                                            |
| 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)<br>（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.

CONTENTS

Enrollment Procedure Guidelines

Entering AP House (For AP House residents)

Tuition and Miscellaneous Membership Fees

Scholarship

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

Study and Student Life After Enrollment

Campus

Others

INQUIRIES

## 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<br>■ 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•<br>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.

CONTENTS

Enrollment Procedure Guidelines

Entering AP House (For AP House residents)

Tuition and Miscellaneous Membership Fees

Scholarship

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

Study and Student Life After Enrollment

Campus

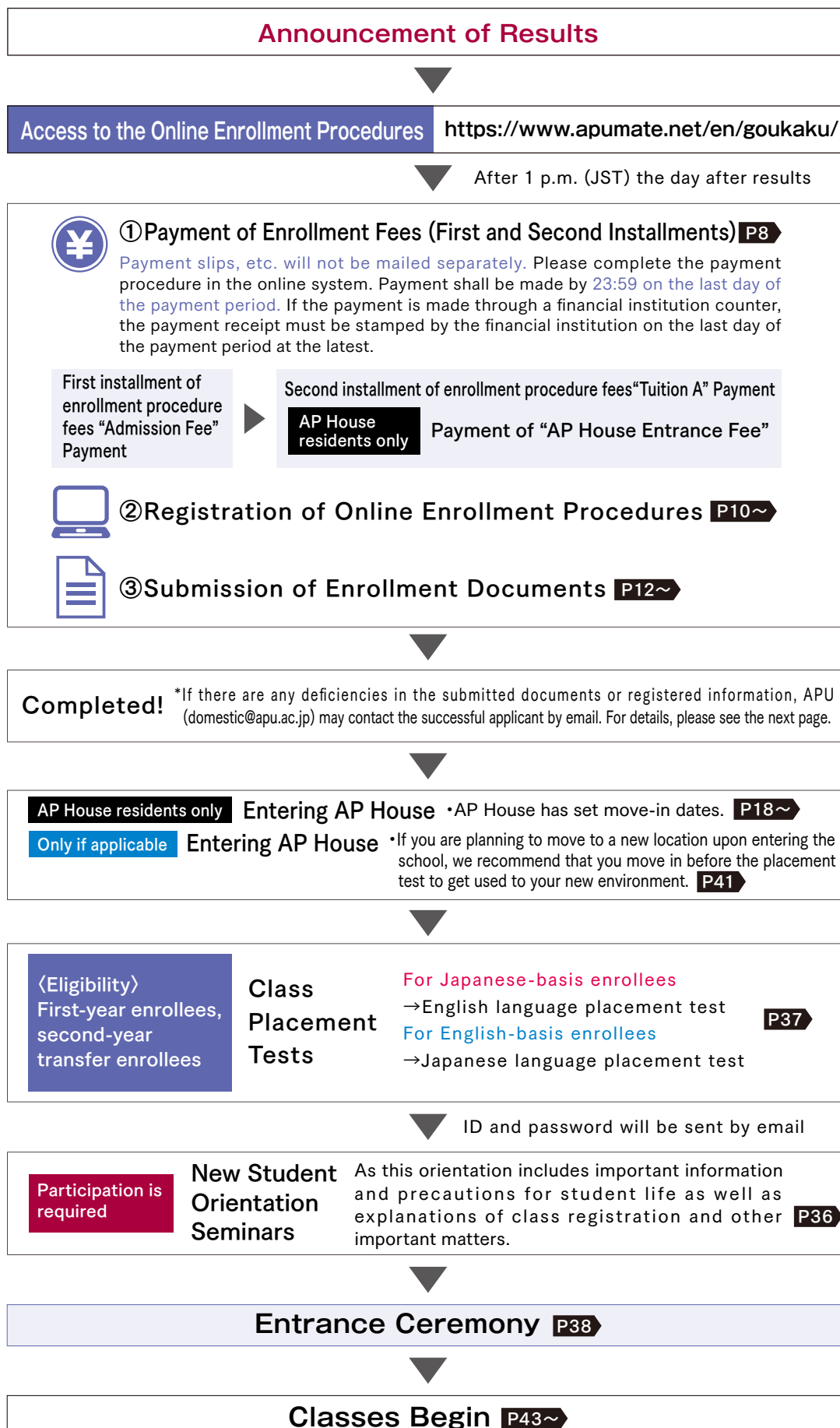
Others

INQUIRIES



# [General Process Before Enrollment]

[Schedule]



CONTENTS

Enrollment Procedure Guidelines

Entering AP House (For AP House residents)

Tuition and Miscellaneous Membership Fees

Scholarship

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

Study and Student Life After Enrollment

Campus

Others

INQUIRIES

## 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." Please note that you will not be permitted to complete the enrollment procedures after the designated period has elapsed.
- (2) If the necessary procedures have not been completed, or if it is determined that you are ineligible to enroll, for example, due to being unable to graduate from high school or unable to acquire the necessary credits in the case of transfer or re-enrollment, you will not be permitted to enroll.
- (3) The deadline for payment of the installment of enrollment procedure fees is 11:59 PM (Japan Time) on the due date. For payments made through a financial institution, the date of the bank stamp will be regarded as valid.
- (4) The Admission Fee will not be refunded under any circumstances.

### [Notes]

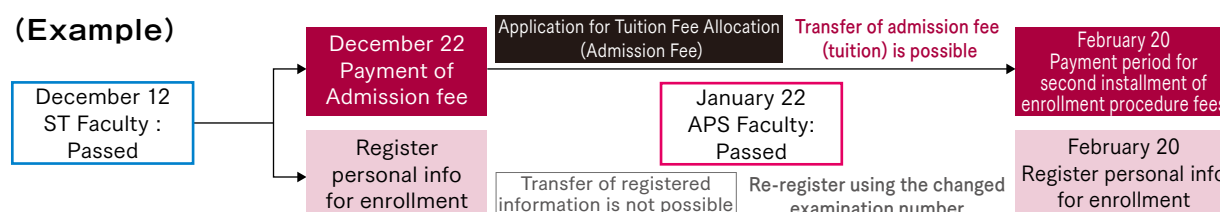
#### (1) Procedures when you are accepted for multiple application types

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

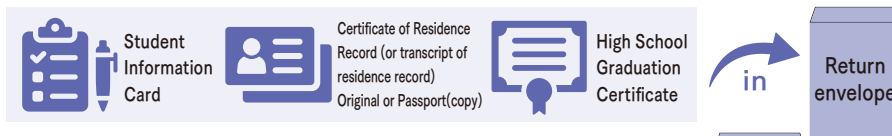
### 3 Registration of personal information

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.

**C a s e ①**  
When all required documents can be submitted together



**C a s e ②**  
When a graduation certificate has already been submitted



•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.

**C a s e ③**  
When the graduation certificate is delayed due to circumstances at the high school



•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.

入学手続メニュー

ステータス

入学手続納付金の納入状況: 第1次手続納付金等納入済

オンライン手続の登録状況: 未入力

入学手続書類の提出状況: 未到着

### 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 Association membership fee, APU Alumni Association membership fee), and for AP House residents, the AP House entrance fee are all considered "payments at the time of enrollment."

### (1)Payment Methods

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

#### 〈Payment Methods〉

##### 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/](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/](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/](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 at 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:<br>March Admissions/Common Test + Interview Method<br>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

1 未納 入学手続時納付金の納入状況

支払い方法選択 納入手続／振込依頼書

期限までに入学手続時納付金の納入を完了する必要があります。

| 金額                       | 納入状況 | 入金日／納入期限         |
|--------------------------|------|------------------|
| ¥200,000<br>(第1次手続時納付金等) | 納入済  | 入金日: 2024/08/07  |
| ¥365,000<br>(第2次手続時納付金等) | 未入金  | 支払期限: 2025/03/01 |

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

立命館アジア太平洋大学 (APU)

文字サイズ 小 中 大 ログアウト

サイトカラー 濃い 標準 薄い

入学手続を行う合格基本情報

入試方式 4月入学 活動アピール方式(第3回)

学部 アジア太平洋学部

学科 アジア太平洋学科

受験番号 55000001

氏名(漢字) 齋藤 通りもん

入学基準言語 日本語

支払選択

支払サイトにて画面有効期限切れになった場合は、再度手続をして支払サイトへ進んでください。

| 金額                   | 支払状況 | 入金日／支払期限               | 支払            |
|----------------------|------|------------------------|---------------|
| ¥200,000(第1次手続時納付金等) | 納入済  | 入金日: 2024/08/07        |               |
| ¥365,000(第2次手続時納付金等) | 未入金  | 支払期限: 2025/03/01 17:00 | 支払サイト<br>取り消し |

戻る

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.**



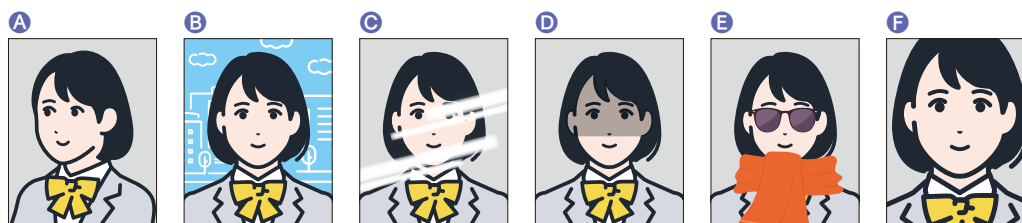
This is an image

\* 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 Pacific University and will be distributed at the new student orientation. Please be sure to carry it with you when you take the regular examination, issue various certificates, use the university facilities such as the library or are asked to be present it by university staff.

Please 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]



**A** Not facing forward **B** There is a background (scenery, pattern in the picture)

**C** Part of the face is not visible due to reflection of lighting

**D** The face is in shadow

**E** Wearing sunglasses, muffler or scarf is hiding the contour

**F** 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

|   |                                                                                    | 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)<br>Admissions by Activity Evaluation<br>Admissions for Returnee Students                                                                                                                              | Admissions by School Recommendation (IBDP)・<br>Admissions by School Recommendation (Designated Schools・Partner Schools・Affiliated Schools) | February Admissions (3 subject)・<br>English-Focused Method・<br>March Admissions | Common Test Combined Method (3 subjects)・Common Test Method (8 subjects・5 subjects・3 subjects・2 subjects)・Common Test Method (March Admissions・5 subjects・3 subjects)・Common Test + Interview Method・Common Test Method (2 subjects + Data Analysis) | 2nd 3rd Transfer admission・<br>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)<br>Original or Passport (copy)                                                                                                                                                                               | ○                                                                                                                                          | ○                                                                               | ○                                                                                                                                                                                                                                                    | ○                                                                 |
| C | First year enrollees:                                                              | High School Graduation Certificate<br><small>The graduation (completion) date can be confirmed.</small>                                                                                                                                                                          | ○                                                                                                                                          | ○                                                                               | ○                                                                                                                                                                                                                                                    | —                                                                 |
| 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<br><small>The graduation (completion) date can be confirmed.</small> | —                                                                                                                                          | —                                                                               | —                                                                                                                                                                                                                                                    | ○                                                                 |
| E | First year enrollees:                                                              | Examination Ticket for AY 2026<br>Common Test University Admissions                                                                                                                                                                                                              | —                                                                                                                                          | —                                                                               | ○                                                                                                                                                                                                                                                    | —                                                                 |
| F | Documents submitted as proof of application eligibility at the time of application | Finalized Grade Reports in Entrance Qualification Examinations <sup>*2</sup>                                                                                                                                                                                                     | △                                                                                                                                          | △                                                                               | —                                                                                                                                                                                                                                                    | △                                                                 |

<sup>\*2</sup> 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](mailto: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.



or



[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 ○○○○  
Principal: ○○○○



#### 4 The name on the certificates and the name on the application are different.

If the applicant has a middle name or the English spelling of their name is not the same as how it is pronounced in Japanese and is therefore different from what is stated on the certificates, please submit an official document to prove that they are the same person.



#### 5 Request for 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/1kGTgCZv02>

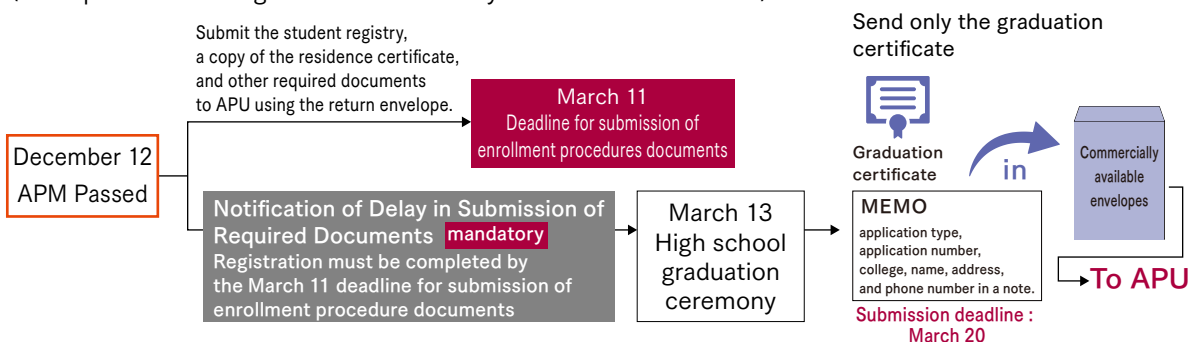
\*This form does not send an email confirming completion of registration.

〈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

#### 6 Sending application documents from outside Japan



If you are sending your application documents directly to APU from anywhere outside Japan, please dispatch them so that they will arrive by the application deadline of the relevant application period, using registered mail, DHL, EMS, FedEx or other service that keeps a record of sending and delivery. Also, when sending the documents, please inform the Office of Domestic Admissions by e-mail ([domestic@apu.ac.jp](mailto: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.

Ritsumeikan Asia Pacific University  
〈Mailing address〉 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                       | 学 籍 簿 STUDENT INFORMATION CARD                                                    |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------|
| <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>Please do not enter</b> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                       | 立命館アジア太平洋大学<br>Ritsumeikan Asia Pacific University<br>学部学生 Undergraduate Students |                     |
| *住所・勤務先が海外の方は、 <b>英語ブロック体</b> でご記入ください。<br>* Please write your address and contact details <b>in all English capital letters</b> if you reside overseas.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                       |                                                                                   |                     |
| ① 学部・学科<br>College / Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | アジア太平洋 Asia Pacific Studies ・ 国際経営 International Management<br>サステイナビリティ観光 Sustainability and Tourism |                                                                                   |                     |
| ② 氏名<br>Name<br>Given Name<br>ミドルネーム<br>Middle Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | (カナ) タイヘイヨウ<br><b>太平洋</b><br>(カナ) マナブ<br><b>学</b><br>(カナ)<br>                                         |                                                                                   |                     |
| ③ 受験番号<br>Application No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1 2 3 4 5 6 7 8                                                                                       | ④ 入試方式<br>Type of Entrance Exam                                                   | スタンダード3教科方式         |
| ⑤ 国籍<br>Nationality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 日本                                                                                                    |                                                                                   |                     |
| ⑥ 生年月日<br>Date of Birth                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Year 2006 / Month 9 / Day 30                                                                          | ⑦ 性別<br>Sex                                                                       | (男) Male / 女 Female |
| ⑧ 入学年月<br>Month of Enrollment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Year 2026 / (4) or 9 Month                                                                            | *卒業年月日(オフ) <b>記入しない</b><br>(for office use) Year / 3 or 9 / 31 or 20 Day          |                     |
| ⑨ 出身高等学校<br>High School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 京都府立アジア高等学校                                                                                           |                                                                                   |                     |
| ⑩ 出身大学等<br>College / University<br>(most recently attended)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | なし                                                                                                    |                                                                                   |                     |
| ⑪ 父母・保護者・身元引受者等<br>Home Country Sponsor (a parent, relative, legal guardian, or someone else)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 氏名<br>Name<br>住所<br>Address<br>E-mail                                                                 | 続柄<br>Relationship                                                                | 父                   |
| ⑫ 緊急連絡先<br>Emergency Contact Info                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 氏名<br>Name<br>勤務先<br>Employer<br>住所<br>Address<br>自宅住所<br>Home Address                                | 続柄<br>Relationship                                                                | 父                   |
| *必ず全ての項目を記入してください。<br>* 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<br>Family                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 続柄<br>Relationship                                                                                    | 氏名<br>Name                                                                        | 年齢<br>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<br>①「父母・保護者またはそれに代わる身元引受け者 (母国在住者を原則とする) 以下、父母・保護者等」は、「父母・保護者等」を大学へ届出いただくことにより、学生の内務的な学習・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、父母・保護者等に開示することがあります。<br>②Home Country Sponsor APU will ask all enrollees to designate a home country sponsor, 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 enrollees. 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. |                                                                                                       |                                                                                   |                     |
| <input type="checkbox"/> 写真取込 <input type="checkbox"/> 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| <p>私は入学するにあたり、立命館アジア太平洋大学の学生であることを自覚し、学則をはじめとする諸規程および日本の法令を遵守することを誓います。</p> <p>これらに反した場合は、奨学金の取り消しを含め、学則に基づき処分されることを受け入れます。</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <p>20 年 月 日 署名 : _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |
| Written Pledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| To the President of Ritsumeikan Asia Pacific University,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
| <p>I pledge to uphold the standards expected of a student of Ritsumeikan Asia Pacific University and comply with the regulations of the University and the laws of Japan.</p> <p>I accept that should I violate the above, I will be subject to disciplinary measures, which may include revocation of scholarship, in accordance with University regulations.</p>                                                                                                                                                                                                                                                                                                   |                            |
| Date: 2026 3 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Signature: TAIHEIYO MANABU |
| Year / Month / Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |
| Written Consent Concerning the Treatment of Personal Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| To Chairperson of the Board of Trustees of the Ritsumeikan Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |
| <p>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" (*).</p> <p>* Please refer to the Enrollment Procedure Handbook for details on both documents.</p> |                            |
| Date: 2026 3 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Signature: TAIHEIYO MANABU |
| Year / Month / Day                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                            |

## 【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 57.

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 57), 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 on Resident Register (or Resident Registration Card) That does not have the “MY NUMBER” article displayed on it. In the case that you can only submit a form that also displays the “MY NUMBER” article, please cover the number using ink or white out such that it cannot be identified.

### Required Information

〈For those with Japanese nationality or dual nationality〉The following four pieces of information are required.

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

②Date of birth ③Gender ④Address

〈For foreign students〉the following 10 pieces of information:

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

#### 【Name registration rules】

[Kanji notation]  
JIS Level 2

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

[English notation]  
Automatically converted to Roman alphabet notation

【For applicants who have a middle name or whose Romanized name differs from the Japanese reading】

At the time of enrollment procedure, please submit a copy of an official document (such as a passport) that verifies the Romanized spelling of your name.

This ensures that the registered spelling matches the official document.

#### (example)

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

Romanized name as automatically converted : Ritsumei Ema Yoko

Registered Name : Ritsumei Emma Yoko ←The automatic conversion is 'ema'. Official documentation verifying the correct reading is required.

[Has a middle name]

Registered Name : サステナ リツ 唯

(Sasutena Ritsu) ←Official documentation verifying the reading of the name '唯' is required

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

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

#### Alias

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

## 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.

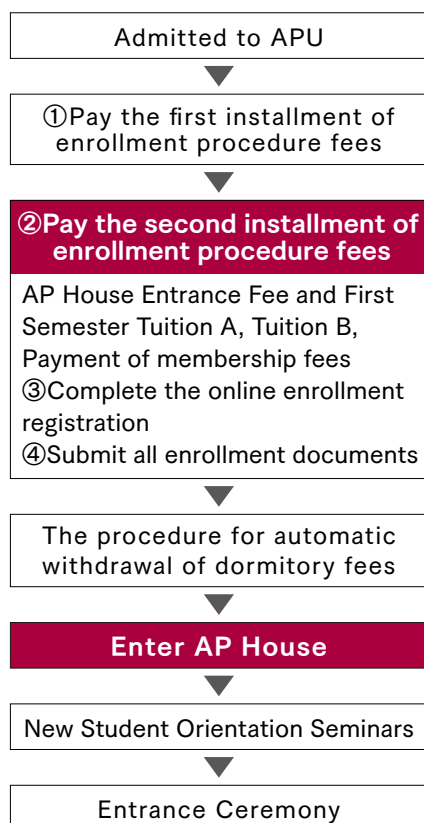
\*When making arrangements to send directly, please select "Ritsumeikan Asia Pacific University (Domestic)".

# II Entering AP House (For AP House residents)

## 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



#### [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,<br>September enrollees, dormitory fee reduction recipients |            |
|-------------------------------------------------------------------------------------------|------------|
| Moving-in Fee                                                                             | 32,000yen  |
| Security Deposit* <sup>1</sup>                                                            | 98,000yen  |
| Rent of April & May (2 months)* <sup>2</sup>                                              | 104,000yen |
| Total                                                                                     | 234,000yen |

\*<sup>1</sup> 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.

\*<sup>2</sup> 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<br>〈September enrollment〉 Mid-September 2026 to end of August 2027 |
| Third year enrollees                 | 〈April enrollment〉 End of March 2026 to end of February 2028<br>〈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

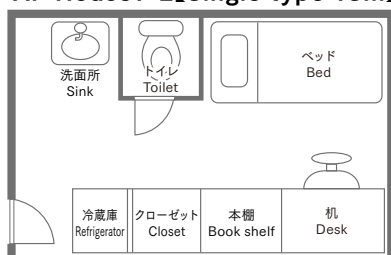
〒874-0011 1-2 Jumonjibaru, Uchikamado, Beppu City, Oita Prefecture 874-0011 AP House,●

#### •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㎡】

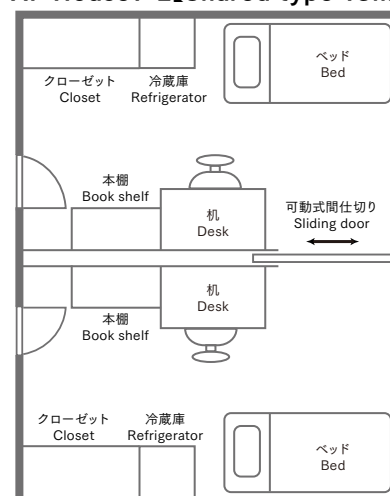


[AP House 1・2]

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.

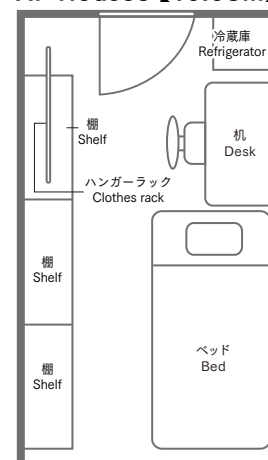
#### AP House1・2【Shared type 13㎡】



[AP 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

#### AP House5 【10.08㎡】



## (6) Things to bring when moving in

Thermometer, first-aid kit Toiletries, clothes, towels, cooking utensils (if planning to cook), etc

## (7) Things not needed when moving in

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

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

## (8) Important Points for Moving In to AP House

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

## 3.Q&A about AP House

### Q1 What things should I bring when moving in?

A1 When moving in, you should bring Thermometer, first aid kit (regular medicines such as cold medicine and antipyretic analgesics, bandages, compresses, etc.) toiletries, clothes, towels, cookware that can be used on an induction heating cooktop (if you plan to cook), a rice cooker, and any other cooking supplies you wish to use. AP House provides the basic furnishings and appliances required for daily life. **You should first move in, and then decide what additional things you need.** 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                                        |                                                                                                        |                                             |                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|
| <p>※本枠内にボールペンではっきりとご記入ください。<br/>           ※「お届け印」欄には、通常貯金のお届け印を押してください。<br/>           ※総合口座通帳を併せて、ご提出ください。<br/>           ※最近お受取りになった領収書をお持ちの場合は、窓口にご提示ください。</p> |                                                                                        |                                             |                                                                                                        |                                             |                                             |
| お申込人(口座名義人)                                                                                                                                                        | 郵便番号 (郵便番号)                                                                            |                                             |                                                                                                        |                                             |                                             |
|                                                                                                                                                                    | おところ                                                                                   | 通帳作成時の登録住所                                  |                                                                                                        |                                             |                                             |
|                                                                                                                                                                    | フリガナ                                                                                   | フリガナ                                        | *通帳を開設した時と同じ印鑑<br> |                                             |                                             |
|                                                                                                                                                                    | おなまえ                                                                                   | 通帳のお名前 *ご家族名義でも可 様                          |                                                                                                        |                                             |                                             |
| 日中ご連絡先電話番号                                                                                                                                                         | 携帯 会社 自宅                                                                               | 電話番号                                        |                                                                                                        |                                             |                                             |
| 記号番号                                                                                                                                                               | 1 通帳記号 0                                                                               | 通帳番号                                        |                                                                                                        |                                             |                                             |
| <p>▲通帳に記載のある方のみご記入ください。 ▲2枚目にもご捺印ください。</p>                                                                                                                         |                                                                                        |                                             |                                                                                                        |                                             |                                             |
| <p>▼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か月以上お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。</p>                                                                                       |                                                                                        |                                             |                                                                                                        |                                             |                                             |
| 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                               |                                                                                                        |                                             |                                             |
| 払込金の種別                                                                                                                                                             | 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                                                                        |                                             |                                             |
|                                                                                                                                                                    | 該当の項目に<br>し印をつけて<br>ください。                                                              | <input checked="" type="checkbox"/> 電気料金 20 | <input checked="" type="checkbox"/> 住宅使用料 25                                                           | <input checked="" type="checkbox"/> 授業料等 29 | <input checked="" type="checkbox"/> 割賦代金 34 |
|                                                                                                                                                                    |                                                                                        | <input checked="" type="checkbox"/> ガス料金 21 | <input checked="" type="checkbox"/> 公庫償還金 26                                                           | <input checked="" type="checkbox"/> 購読料 31  | <input checked="" type="checkbox"/> 税金 35   |
|                                                                                                                                                                    |                                                                                        | <input checked="" type="checkbox"/> 水道料金 22 | <input checked="" type="checkbox"/> 育英会返還金 27                                                          | <input checked="" type="checkbox"/> 年金保険 32 | <input checked="" type="checkbox"/> 30      |
|                                                                                                                                                                    |                                                                                        | <input checked="" type="checkbox"/> 電話料金 23 | <input checked="" type="checkbox"/> 各種保険料 28                                                           | <input checked="" type="checkbox"/> 会費 33   | <input checked="" type="checkbox"/> 30      |
| <p>▼「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。</p>                                                                                                               |                                                                                        |                                             |                                                                                                        |                                             |                                             |
| ご契約者                                                                                                                                                               | 郵便番号 (郵便番号)                                                                            | 受験番号 (※住所等必要ありません)                          |                                                                                                        |                                             |                                             |
|                                                                                                                                                                    | フリガナ                                                                                   | 入学者氏名 様                                     |                                                                                                        |                                             |                                             |
|                                                                                                                                                                    | 日中ご連絡先電話番号                                                                             | 携帯 会社 自宅                                    | 入学者の携帯番号 (ない場合：支弁者連絡先)                                                                                 |                                             |                                             |
| <p>※ 払込開始月及び払込日はこちらをご参照下さい</p>                                                                                                                                     |                                                                                        |                                             |                                                                                                        |                                             |                                             |
| 備考                                                                                                                                                                 | <p>(下記参照日)<br/>           4月入学者 ※全員「払込開始日」は6月で手続きいただけますが、寮費減免制度利用の方は8月より引落開始となります。</p> |                                             |                                                                                                        |                                             |                                             |
|                                                                                                                                                                    | 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                                                                  |                                             |                                             |
|                                                                                                                                                                    | <p>9月入学者 ※全員「払込開始日」は11月で手続きいただけますが、寮費減免制度利用の方は1月より引落開始となります。</p>                       |                                             |                                                                                                        |                                             |                                             |
|                                                                                                                                                                    | 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                                                                  |                                             |                                             |
| <p>(1枚目) (取扱店→原簿管理貯金事務センター) 〒30170(25-TPN) ゆうちょ銀行</p>                                                                                                              |                                                                                        |                                             |                                                                                                        |                                             |                                             |

# III Tuition and Miscellaneous Membership Fees

## 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<br>(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<br>Second Semester | Third semester<br>Fourth semester | Fifth semester<br>Sixth semester | Seventh semester<br>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'<br>Parent and Family Association<br>(payment for period of enrollment) | APU Alumni Association<br>Lifetime Membership<br>(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<br>• First Semester Tuition A•B<br>• APU Domestic Students' Parent and Family Association<br>• APU Alumni Association membership | Before enrollment         | Before enrollment |
| • Second Semester Tuition A•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.

CONTENTS

Enrollment  
Procedure  
Guidelines

Entering AP  
House (For AP  
House residents)

Tuition and  
Miscellaneous  
Membership Fees

Scholarship

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

Study and  
Student Life  
After Enrollment

Campus

Others

INQUIRIES

## 2.Tuition Payments after Enrolment

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

① **Payment 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.

② **Automatic 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)

- ① Open 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.
- ② Submit the "Automatic Payment Application Form" to your nearest Japan Post Bank at least one and a half months before the start of the payment period.

(Note)

- ① After submitting the application to Japan Post Bank, it may take approximately one month for the procedure to be completed. Please apply early.
- ② The payment date may change slightly due to calendar changes, etc. Please be aware of this in advance.
- ③ Each person must submit the application at a Japan Post Bank counter. Please do not send it to APU.  
(There is no need to contact APU after applying to use automatic payment.)
- ④ Please note that documents will not be returned to those who decline to enroll at APU.
- ⑤ Tuition and dormitory fees must be submitted separately.

| 自動払込利用申込書                                                                                                                                                           |                                                                                               | 申込専用                                          |                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------|
| <p>※太枠内にボールペンではっきりとご記入ください。<br/>           ※「お届け印」欄には、通常貯金のお届け印を押してください。<br/>           ※総合口座通帳を併せて、ご提出ください。<br/>           ※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。</p> |                                                                                               |                                               |                                             |
| お申込人（口座名義人）                                                                                                                                                         | 郵便番号（郵便番号）                                                                                    | 記入例                                           |                                             |
|                                                                                                                                                                     | おところ                                                                                          | 通帳作成時の登録住所                                    |                                             |
|                                                                                                                                                                     | おなまえ                                                                                          | フリガナ フリガナ                                     | *通帳を開設した時と同じ印鑑                              |
|                                                                                                                                                                     | 日中ご連絡先電話番号                                                                                    | 携帯 会社 自宅                                      | 電話番号                                        |
| 記号番号                                                                                                                                                                | 1 通帳記号 0                                                                                      | 通帳番号                                          |                                             |
| <p>▼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か月以上お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。</p>                                                                                         |                                                                                               |                                               |                                             |
| 加入者名                                                                                                                                                                | 学校法人 立命館 立命館アジア太平洋大学                                                                          |                                               |                                             |
| 口座番号                                                                                                                                                                | 01740-9-99188                                                                                 |                                               |                                             |
| 払込開始月                                                                                                                                                               | 下記参照 年 月から                                                                                    | 払込日                                           | 毎月下記参照日（再払込日 - 日）土・日・祝日の場合は翌営業日             |
| 払込金の種別                                                                                                                                                              | <input checked="" type="checkbox"/> 電気料金 20                                                   | <input checked="" type="checkbox"/> 住宅使用料 25  | <input checked="" type="checkbox"/> 授業料等 29 |
|                                                                                                                                                                     | <input checked="" type="checkbox"/> ガス料金 21                                                   | <input checked="" type="checkbox"/> 公庫償還金 26  | <input checked="" type="checkbox"/> 割賦代金 34 |
|                                                                                                                                                                     | <input checked="" type="checkbox"/> 水道料金 22                                                   | <input checked="" type="checkbox"/> 育英会返還金 27 | <input checked="" type="checkbox"/> 購読料 31  |
|                                                                                                                                                                     | <input checked="" type="checkbox"/> 電話料金 23                                                   | <input checked="" type="checkbox"/> 各種保険料 28  | <input checked="" type="checkbox"/> 税金 35   |
| <p>▼「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。</p>                                                                                                                |                                                                                               |                                               |                                             |
| 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                                                                                    |                                               |                                             |
| 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）                         |                                             |
| <p>* 払込開始月及び払込日はこちらをご参照下さい</p>                                                                                                                                      |                                                                                               |                                               |                                             |
| 備考                                                                                                                                                                  | <p>(下記参照日)</p> <p>4月入学者</p> <p>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</p> |                                               |                                             |
|                                                                                                                                                                     | <p>9月入学者</p> <p>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</p>                  |                                               |                                             |
| <p>(1枚目) (取扱店一席係管理貯金事務センター) 〒30170(25-TPN) ゆうちょ銀行</p>                                                                                                               |                                                                                               |                                               |                                             |

※自動払込利用申込書はゆうちょ銀行窓口にごさいます。

## 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.<br>A condolence payment of ¥50,000 will be provided to members, and ¥70,000 to their children, within six months of the member's death.                                                                                                                                            |
| Financial Assistance Scholarship | This scholarship supports students struggling to continue their studies at APU as a result of sudden changes in household financial circumstances due to events such as the death, unemployment, etc. of the household's principal provider. The scholarship provides grants of 200,000 yen to students who have been selected to receive Emergency Tuition Support for Domestic Students. |
| Assistance for students          | <ul style="list-style-type: none"> <li>•Offering breakfast at 100 yen at Cafeteria</li> <li>•Installation of sanitary products in women's restrooms on campus (11 locations).</li> </ul>                                                                                                                                                                                                   |

The office is located within the APU

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

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

## (2)APU Alumni Association

All students who are or were enrolled at APU are considered members of the APU Alumni Association. There is no particular procedure to join; membership is automatic. The lifetime membership fee is a one-time payment of 20,000 yen.

The APU Alumni Association was founded by APU graduates in March 2003 to promote the reunion of alumni. The association's activities are based on the classmate friendships that develop from study and life at APU, and are for deepening friendship among alumni and contributing to projects that promote the development of APU. Members help contribute to building a lasting worldwide network of human resources—one of the major assets of APU. Future graduates are valuable in helping build the association through involvement in activities, and are welcomed to the association as partial members (partial members become full members at the time of graduation).

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

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

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

### 〈Primary Activities〉

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Assembly             | We report to members on the budget, financial statements, business plans for the next year, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Support for Current Students | Support is provided to current APU students in many different ways, including career-building activities such as employment consultations, support for student organizations, and support for students' studies through donations to the school library's collections, as well as events that bring students into dialogue with alumni on topics such as how best to spend one's time as an APU student. The association also holds events that bring current students and alumni together for various activities through "Loop A.S.," the Alumni Association's student group |
| Regional Exchange Activities | Social events, networking events, and seminars are held throughout Japan and worldwide in over 38 chapters of the association to support the alumni network.                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 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.

# IV Scholarship

## 1. Our University's Unique Scholarship System

APU administers a variety of scholarship programs and scholarships offered by an organization such as Japan Student Services Organization and local government organizations. Each of these scholarships differ in terms of its aims, eligibility, award amounts, application systems and applications dates. Please apply after carefully checking the details of each scholarship programs and creating a solid financial plan for your student life.

### Domestic Students Academic Excellence Scholarship

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

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

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

### (1) Scholarship Results

(only for those who requested to be considered for the scholarship when applying for admission)

Applicants for the "Domestic Student Excellence Scholarship" will be notified of the results at the same time as receiving their acceptance letter.

### (2) Aims and Overview

This scholarship is awarded to admitted students who are motivated to embody the APU 2030 Vision with high English proficiency and have the knowledge, skills, reasoning, judgement, expression, initiative, and capacity to collaborate with individuals from diverse backgrounds as mentioned in the Admission Policy.

Number of awardees : 37 (Past academic year results)

Amount and method of award : Equivalent to 100% of tuition (the scholarship does not cover the Admission Fee)

- \* Students can continue receiving this scholarship every semester for the minimum number of the years required for graduation (typically four years).
- \* Recipients will receive a payment form for the second installment of enrollment procedure fees that lists tuition fees minus the scholarship amount.

Loss of scholarship eligibility : Recipients will lose their eligibility to receive this scholarship immediately under any of the following circumstances.

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

### (3) Eligibility Screening Standards for Scholarship Continuation

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

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

| Semester                           | First Semester | Second Semester | third Semester | Fourth Semester | 5th Semester | 6th Semester | Seventh Semester |
|------------------------------------|----------------|-----------------|----------------|-----------------|--------------|--------------|------------------|
| Minimum number of credits required | 14             | 14              | 14             | 14              | 14           | 14           | 6                |

(ii) GPA for the semester is less than 3.0.

GPA (Grade Point Average) refers to a student grading method with 5 levels (A+, A, B, C, F), which are assigned values for calculation as follows.

(Number of "A+" credits×4) + (number of "A" credits×3) + (number of "B" credits×2) + (number of "C" credits×1) + (number of "F" credits×0) ÷ Total number of credits registered (except for pass / fail credits and transferred credits)

#### (4) Procedures

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

#### (5) Guidance

During the New Student orientation period, guidance on "Domestic Students Academic Excellence Scholarship" will be provided. So, please make sure to attend.

The date and time of the guidance will be informed in the announcement regarding the New Student orientation or through the Campus Terminal (web bulletin board for students).

### Domestic Students Tuition Reduction

This is a scholarship unique to APU that increases the tuition reduction amount to half of the tuition fee for students who are accepted into the first, second, and third categories of the "New National System of Support for Higher Education (hereinafter referred to as JASSO Grant-type Scholarship)." (If the reduction amount of the JASSO Grant-type Scholarship exceeds half of the tuition fee, the tuition fee will be reduced by the reduction amount of the JASSO Grant-type Scholarship.) Those who are applying for a JASSO grant-type scholarship, those who have been accepted, and those who are not "eligible" to apply for a JASSO grant-type scholarship due to their visa status, time of enrollment, etc. can apply.

#### (1) Purpose and overview of the System

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

Eligibility to : Applicants and recipients of JASSO scholarships.

apply Those who are not "eligible" to apply for JASSO scholarships due to their residence status, time of enrollment, etc.\*

\*Residence status is "Dependent Stay (those who entered Japan after graduating from elementary school)", more than two years have passed since graduating from high school until entering university, etc.

\*Those who do not meet JASSO's "selection criteria," such as those whose household income exceeds the threshold, are not eligible for this program.

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

Selection : (1) Household Standards

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

payment \*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 : Application of this system may be cancelled if any of the following conditions apply:

eligibility (1) When a student is expelled or dismissed  
(2) When a student is disciplined under the Student Disciplinary Code  
(3) When a student declines application for this program  
(4) When it is discovered that a student was granted this program because he/she made a false statement on the application form or applied in a way that did not meet the requirements  
(5) When a student loses eligibility to receive a JASSO grant-type scholarship  
(6) When a student does not pass the continuation screening  
(7) When the Student Committee otherwise determines that a student is not suitable to receive this program

## (2) Continuation review criteria

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

### [Household Standards]

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

For salary earner households: Total annual household income is 4 million yen or less

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

### [Academic Standards]

This is the same as the eligibility certification for JASSO grant-type scholarships. Certification categories are "Continued," "Warning," "Suspended," and "Cancelled." For more details, please refer to the website below.

[https://en.apu.ac.jp/studentsupport/scholarship\\_tuition/domestic/reduction/](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/](https://en.apu.ac.jp/studentsupport/scholarship_tuition/domestic/)

## Dormitory Fee Reduction System Scholarships

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:<br>① Outstanding academic record<br>② Distinguished 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 Scholarship                                                | Grant | Students at each year level who have earned the prescribed number of credits and who have achieved the most outstanding grades in their respective colleges, years and semesters of enrollment for the semester concerned. | About 30 people                 | Up to 100,000yen                                               |
| APU Incentive Scholarship for Self-Motivated Students                         | Grant | Individuals and groups that achieved outstanding results in self-motivated activities.                                                                                                                                     | Within the limits of the budget | Up to 100,000yen for groups<br>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 APU Club 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/>

# INQUIRIES

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

| Nature of Inquiry                                                                                                                                                                                                                                     | Office in Charge                                                              | Telephone                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Enrollment Procedures                                                                                                                                                                                                        | Office of Domestic Admissions                                                 | [TEL] 0977-78-1120<br>(9:00 am-5:30 pm except Sat, Sun and national holidays)<br>[FAX] 0977-78-1199<br>[E-mail] apumate@apu.ac.jp<br>[URL] <a href="https://www.apumate.net/en/goukaku/">https://www.apumate.net/en/goukaku/</a>                                                                                                                                                                                                                         |
| <input type="checkbox"/> Pre enrollment education<br><input type="checkbox"/> Placement Tests<br>(English, Japanese)<br><input type="checkbox"/> Courses for transfer students<br><input type="checkbox"/> IT support after enrollment                | Academic Office                                                               | [TEL] 0977-78-1122<br>0977-78-1101 (Off-campus Study Program)<br>9:00-16:30 (excluding weekends and holidays)<br>[E-mail] apunmk@apu.ac.jp (Pre enrollment education)<br>cleac@apu.ac.jp (Placement Tests)<br>acsu@apu.ac.jp (Post enrollment education)<br>common-p@apu.ac.jp (Transfer students)<br>[IT Support]<br><a href="https://forms.office.com/r/BVb6EmQPGW">https://forms.office.com/r/BVb6EmQPGW</a>                                          |
| <input type="checkbox"/> Student Life Support<br>• Leave of Absence, Reinstatement<br>• Visa<br>• Certificate/Transcripts<br>• Scholarships<br>• Health Clinic<br>• Course consultation new students                                                  | Student Office                                                                | [TEL] 0977-78-1124 (Student Life Support)<br>0977-78-1126 (Counseling Room)<br>9:00-17:30 (excluding weekends and holidays)<br>[E-mail] apustu1@apu.ac.jp (Student Register)<br>stuvisa@apu.ac.jp (Visa)<br>shoumei@apu.ac.jp (Certificate/Transcripts)<br>apus@apu.ac.jp (Scholarships)<br>djasso@apu.ac.jp (JASSO Domestic Student)<br>counseli@apu.ac.jp (Counseling Room)<br>acsu@apu.ac.jp<br>(Course consultation for new students)                |
| <input type="checkbox"/> Extracurricular Activities Support<br>• Local exchange ,homestay<br>• Clubs ,circle activities, projects<br>• Multicultural Week<br>• Others<br><input type="checkbox"/> Study Abroad Programs<br>(Off-Campus Study Program) | Outreach Research Office                                                      | [TEL] 0977-78-1104 (Off-campus Study Program)<br>9:00-17:30 (excluding weekends and holidays)<br>[E-mail] stueca@apu.ac.jp (Off-campus Study Program)<br>[URL] <a href="https://en.apu.ac.jp/studentsupport/">https://en.apu.ac.jp/studentsupport/</a><br><a href="https://en.apu.ac.jp/academic/">https://en.apu.ac.jp/academic/</a><br><a href="https://en.apu.ac.jp/abroad/programs/">https://en.apu.ac.jp/abroad/programs/</a><br>(Overseas Studies) |
| <input type="checkbox"/> AP House<br>• Moving into AP House<br>• Residence support<br>• 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)<br>[E-mail] aph-mi@apu.ac.jp (For AP House entry inquiries)<br>ssc_bo@apu.ac.jp (For general AP House related inquiry)<br>aphcreo@apu.ac.jp (For AP House rent related inquiries)                                                                                                                                                                                             |
| <input type="checkbox"/> Tuition                                                                                                                                                                                                                      | University-wide Planning Office                                               | [TEL] 0977-78-1112 (9:00 am-5:30 pm except Sat, Sun and national holidays)<br>[E-mail] adgaku@apu.ac.jp                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> APU Domestic Student Support Association                                                                                                                                                                                     | APU Domestic Student Support Association Office<br>(Outreach Research Office) | [TEL] 0977-78-1136 (9:00 am-5:30 pm except Sat, Sun and national holidays)<br>[E-mail] apu-fubo@apu.ac.jp<br>[URL] <a href="http://www.apu.ac.jp/apufubo/">http://www.apu.ac.jp/apufubo/</a>                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> APU Alumni Association                                                                                                                                                                                                       | APU Alumni Association Office<br>(Outreach Research Office)                   | [TEL] 0977-78-1136 (9:00 am-5:30 pm except Sat, Sun and national holidays)<br>[E-mail] apualumn@apu.ac.jp<br>[URL] <a href="http://www.alumni.apu.ac.jp/ja/">http://www.alumni.apu.ac.jp/ja/</a>                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> New Student Orientation Seminars                                                                                                                                                                                             | The office in charge differs depending on the content.                        | [URL] <a href="https://www.apu.ac.jp/studentsupport/orientationinfo/">https://www.apu.ac.jp/studentsupport/orientationinfo/</a><br><a href="https://en.www.apu.ac.jp/studentsupport/orientationinfo/">https://en.www.apu.ac.jp/studentsupport/orientationinfo/</a>                                                                                                                                                                                       |

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

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

CONTENTS

Enrollment  
Procedure  
Guidelines

Entering AP  
House (For AP  
House residents)

Tuition and  
Miscellaneous  
Membership Fees

Scholarship

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

Study and  
Student Life  
After Enrollment

Campus

Others

INQUIRIES