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College of Sustainability and Tourism

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Ritsumeikan  
Asia Pacific University

Ritsumeikan Asia Pacific University

# Undergraduate Application Handbook

April / September 2023 Enrollment  
for English-basis Domestic Applicants

Unavoidable circumstances due to COVID-19 may result in changes in the University's policies and guidelines. Please note that in cases where any changes are made, the latest information are to be updated on the APUMate admissions website (<https://www.apumate.net/>).



2022 September Issued Version.

## **Admission Policy**

Ritsumeikan Asia Pacific University (APU) welcomes students who will uphold the university's basic ideals of Freedom, Peace, and Humanity, International Mutual Understanding, and the Future Shape of the Asia Pacific Region. These students should also, while using both English and Japanese, be ready to acknowledge and understand differences in cultures and values, engage actively in an international campus community, and contribute to mutual learning.

New undergraduate students must possess the following attributes and abilities in order to engage in this kind of learning:

1. Knowledge and Skills
  - Basic knowledge required for studying at university
  - English or Japanese language proficiency required to pursue university-level studies
2. Reasoning, Judgment, and Expression
  - Critical thinking, analytical ability, and creativity needed to identify problems and proactively work towards their resolution
  - Ability to interpret information accurately, as well as express one's own ideas clearly and logically using facts and data
3. Initiative and Capacity to Collaborate with Individuals from Diverse Backgrounds
  - Ability to pursue goals and follow them through
  - Readiness to engage with and support others on the basis of mutual understanding
  - Desire to make full use of a multicultural learning environment and participate in multicultural collaborative learning

### **College of Asia Pacific Studies**

1. Interest in one of the fields of "Culture, Society, and Media", "International Relations", and "Global Economy" in global society with a focus on the Asia Pacific region
2. Basic ability to study the field social sciences with a focus on society, politics, and economics
3. Ability to read and write basic texts that will lead to reading and writing specialized texts at College of Asia Pacific Studies
4. Ability to pursue one's own interests and to express them clearly
5. Ability to integrate large amounts of information and think from multiple angles when framing opinions

### **College of International Management**

1. Interest in global management and business fields including Strategic Management and Leadership, Marketing, Accounting and Finance, Entrepreneurship and Operations Management
2. Ability and desire to develop creativity, leadership skills and problem-solving skills
3. Desire to make positive change through business and take action toward inclusion and sustainability in the Asia Pacific region and the world

### **College of Sustainability and Tourism**

1. Interest in tourism and hospitality and sustainable society
2. Interest in various regions both within Japan and abroad, as well as willingness to work toward solving problems for region sustainability
3. Willingness to learn across disciplines in collaboration with various social actors on and off campus

(Common to all Colleges)

In order to admit undergraduate students compatible with APU's learning environment, applicants will be evaluated through a comprehensive assessment of the aforementioned knowledge, skills, reasoning, judgement, expression, initiative, and capacity to collaborate with individuals from diverse backgrounds using variety of methods.

# Who this Application Handbook is for

## 1. Japanese/Domestic Applicants

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- You possess Japanese nationality, including Japanese dual nationality, or you have permanent residency status in Japan.

If you are a Japanese/domestic applicant, use the information in this handbook. Contact the Office of Domestic Admissions using the contact information below to find out how to apply. If you are admitted as an international applicant even though you possess Japanese nationality, your APU Tuition Reduction Scholarship award will be withdrawn and your acceptance to APU may be revoked.

## Other applicant categories

### 1. International Applicants Residing in Japan

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- You currently reside in Japan with a Student status of residence or another status of residence (excluding short-term or permanent residency) and will continue to reside in Japan during your application period until your prospective enrollment date.\*1
- You currently reside in Japan with a Student status of residence, and will be able to renew your student status of residence before your prospective enrollment date.\*2

If you are an international applicant residing in Japan, do not use the information in this handbook. Instead, refer to our Undergraduate Application Handbook for International Applicants Residing in Japan, available to download on the APU Admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)).

\*1 Spring: April 1, 2023. Fall: September 21, 2023.

\*2 If you currently possess a status of residence (visa status) other than Student but intend on changing to Student before enrolling at APU, you must complete the necessary procedures to change your status of residence by yourself. Consult the Japanese Immigration Bureau directly for details regarding how to change your current status of residence to Student. In addition, submit the Letter of Intent to Change to Student Residence Status with your application.

### 2. International Applicants Residing Outside Japan

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- You are currently living outside of Japan and will continue to live outside Japan during the entirety of the application process.

If you are an international applicant residing outside Japan, do not use the information in this handbook. Instead, refer to our Undergraduate Application Handbook for International Applicants Residing Outside Japan, available to download on the APU Admissions website ([https://admissions.apu.ac.jp/material\\_download/](https://admissions.apu.ac.jp/material_download/)).

Note: If you are a US armed forces personnel, family member or civilian under the US-Japan Status of Forces Agreement (SOFA), this application handbook is not for you and you should instead use the Undergraduate Application Handbook mentioned in 1.

## Contact

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Admissions for Japanese/ Domestic Applicants

Office of Domestic Admissions

TEL: +81-977-78-1120

Hours: Monday-Friday 9:00-17:30 (Japan Time)

FAX: +81-977-78-1199

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

Admissions for International Applicants

Office of International Admissions

Contact us using the inquiry form on the page linked below:

[https://admissions.apu.ac.jp/contact\\_us/](https://admissions.apu.ac.jp/contact_us/)

TEL: +81-977-78-1200

Hours: Monday-Friday 9:00-17:30 (Japan Time)

Closed Tuesdays 9:30-11:30

URL: <https://admissions.apu.ac.jp/>



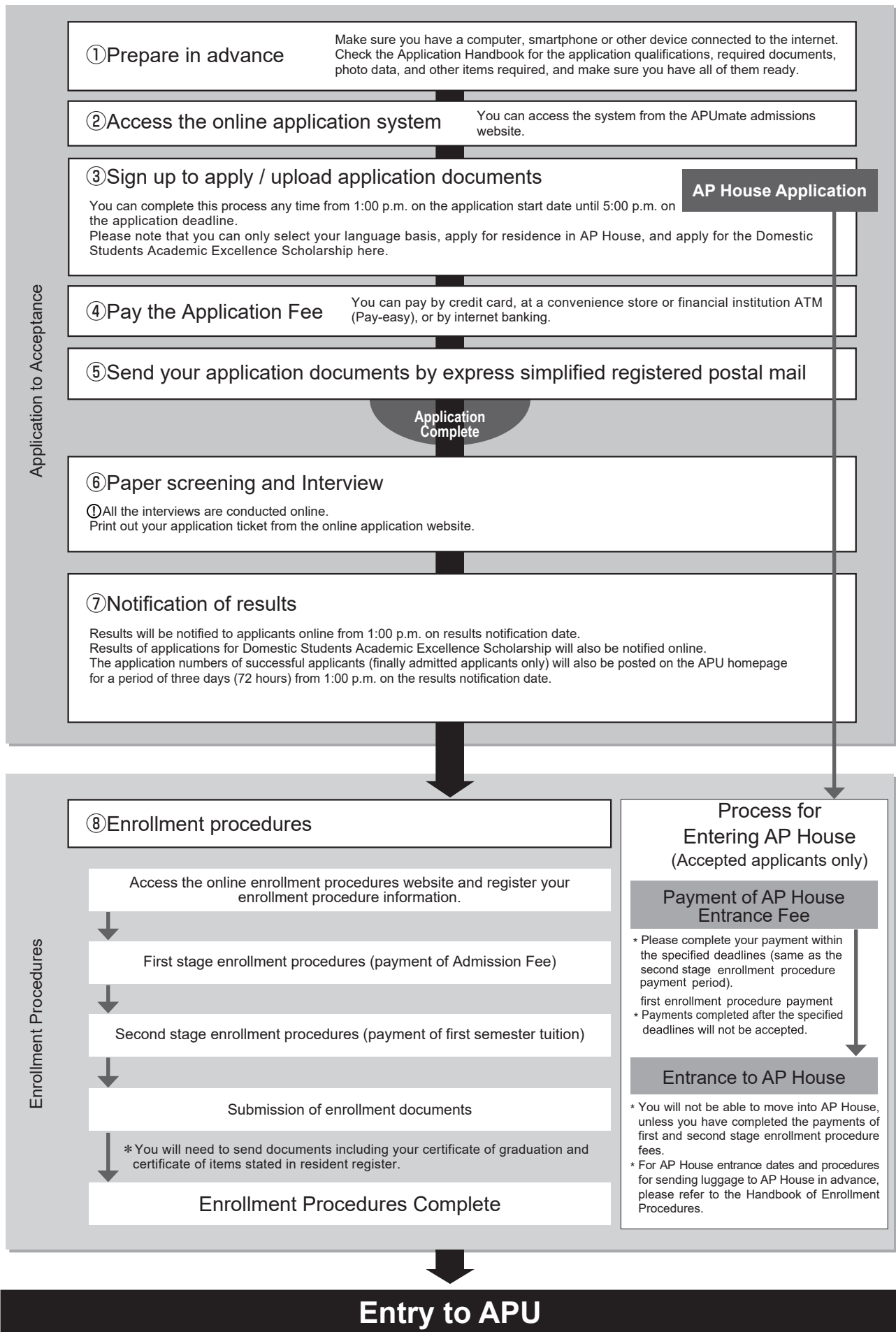
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- S & W is an abbreviation for Speaking and Writing.
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# General Process from Application to Entry



## **Notes Regarding Language Basis**

One of APU's features is the "Japanese-English Dual Language Education" system, whereby classes are taught in both Japanese and English language mediums. Applicants choose their language basis—either "English-basis" or "Japanese basis"—when applying to APU. All students newly enrolling in APU take a placement test for language classes in their non-basis language, and are placed in compulsory language classes at a level appropriate to their proficiency as demonstrated in the test (this does not apply to third-year transfer students).

### **Japanese-basis**

The great majority of domestic students who have graduated from a Japanese senior high school take entrance examinations and enroll on a Japanese basis.

In their first and second years at APU, Japanese-basis domestic students take mainly Common Liberal Arts and Major Education Subjects taught in a Japanese medium. At the same time they take English language education subjects with the aim of acquiring English proficiency required to undertake major education subjects taught in an English language medium. As their English improves, they gradually increase the number of English-medium subjects they take.

English language proficiency is not a condition of eligibility for those applying for admission as Japanese-basis domestic students, but the standard level of English proficiency for such students at the time of enrollment is around 45-61 in the TOEFL iBT® TEST, 5.0-5.5 in IELTS (Academic Module), or Grade 2 in the EIKEN® Test in Practical English Proficiency.

Please note that in order to graduate, Japanese-basis domestic students must earn at least 20 credits (out of a total of 124 credits required for graduation) in Common Liberal Arts and / or Major Education Subjects taught in an English medium.

### **English-basis**

All entrance examination procedures are conducted entirely in English, from preparation of the application form through to interviews. Students take liberal arts and major education subjects taught in an English medium starting immediately after enrollment. English-basis enrollment is therefore suitable for those who have been educated in an English medium in their junior and senior high school education or equivalent, and those who have spent a significant period of time attending school in an English-speaking country

English-basis applicants are required to possess a minimum TOEFL iBT® TEST score of 75 or over (or equivalent English ability). However, the standard level of English proficiency for such students at the time of enrollment is typically 80-100 in the TOEFL iBT® TEST, 6.0-6.5 in IELTS (Academic), or Grade Pre-1 in the EIKEN® Test in Practical English Proficiency.

English-basis students are not required to take English language education subjects, but in some cases may be permitted to take some subjects.

## **Required Number of Credits for Graduation**

Subject Field	Credit Requirement	Total
Common Education Subjects	At least 40 credits	At least 124 credits
Major Education Subjects	At least 62 credits	

※Common Education Subjects are comprised of Language Education Subjects and Common Liberal Arts Subjects.

※The number of required Language Education and Common Liberal Arts Subjects depends on the language you use to apply to APU.

※The make-up of Major Education Subjects depends on college.





# April 2023 Enrollment

- If you are residing in Japan on a College Student visa, please take the entrance examination for international students.
- If you are eligible to obtain a College Student visa and wish to take the domestic students entrance examination, please contact the Admissions Office in advance.

# Pathway for Students with Extracurricular Achievements

This method evaluates applicants' English language proficiency acquired between graduation from junior high school and application to APU, and international experiences such as study abroad. It also evaluates a range of activities and achievements in academic, cultural, artistic, sporting, volunteering and other areas, as well as applicants' motivation for pursuing their studies and other activities after enrolling in APU.

APU welcomes applications not only from students capable of achieving a balance between high-level academic and extracurricular activities after enrolling, but also those who, even if they do not continue their current activities, can apply the capabilities fostered through ambitious activities to pursue their life after enrollment pro-actively.

## 1. Number of Students to be Accepted into Each College

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	50
College of International Management (APM)	50
College of Sustainability and Tourism (ST)	50

\* The numbers above are combined totals for all four application rounds.

\* Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above. In that case, the remaining spaces will be filled by accepted applicants from other application types.

## 2. Application Qualifications

Applicants must fulfill BOTH (1) and (2) below, as well as EITHER (3) or (4). English-basis applicants must also fulfill (5).

**(1) Have an interest and eagerness to study at the preferred College.**

**(2) Must fulfill one of the following conditions concerning general education:**

- i. Graduated/completed (or scheduled to graduate/complete) Japanese senior high school (including a secondary school; the same shall apply hereinafter) between April 1, 2021 and March 31, 2023.
- ii. Completed (or scheduled to complete) the senior curriculum of a special needs school or the third year of a higher college of technology between April 1, 2021 and March 31, 2023.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between April 1, 2021 and March 31, 2023.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ACSI, NEASC) between April 1, 2021 and March 31, 2023.
- v. Received (or expecting to receive) recognition as possessing academic abilities equivalent to a Japanese senior high school graduate pursuant to Article 150 of the School Education Act Enforcement Regulations between April 1, 2021 and March 31, 2023.

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application.

See the admissions website for details: [https://www.apumate.net/admissions\\_guide/english/pre-screening.html](https://www.apumate.net/admissions_guide/english/pre-screening.html)

**(3) Category A (English Language Proficiency/Study Abroad Experience)**

Must fulfill at least one of the following conditions:

- ① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
42	4.0	1150	2	225	420	960	140	38

- ※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.
- ※ For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.
- ※ The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.
- ※ EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.
- ※ Only official test scores are accepted for GTEC.
- ※ Cambridge English Qualifications includes Linguaskill.

- ② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- ③ Undergone a cumulative total of three months or more education in an official educational curriculum of a school outside Japan equivalent to a Japanese senior high school.
  - ※ Excludes periods of study at an overseas educational institution accredited by the Ministry of Education, Culture, Sports, Science and Technology, etc.

**(4) Category B (Language, Arts and Culture, Community Activities, Sports, etc.)**

Must have achieved excellent results in activities\*1 between graduation from junior high school and the time of application, and have a record of academic performance (grade average) at senior high school of 3.5 or above on a five-point scale.\*2

※ Only activities from April 2, 2018 onward will be considered.

- \*1. Please refer to “How Activities are Evaluated” on p.9.
- \*2. For applicants who have not yet graduated: overall academic performance (grade average) for the period from the first year to the first term of the third year of senior high school (or nearest term thereto if attending a two-semester school) will be evaluated. For applicants who have already graduated: overall academic performance (grade average) for the full three years of senior high school will be evaluated. For Mathematics, applicants must have completed and earned course credits for at least “Mathematics I” and “Mathematics A”, or be scheduled to do so.

The academic performance standards do not apply to those who have passed the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates, or completed (or are scheduled to complete) the higher course of an advanced vocational school, an upper secondary school outside Japan, or an educational institution considered equivalent thereto (international school, etc.).

However, applicants who attended both a senior high school in Japan and a school outside Japan during the course of their upper secondary education need to fulfill the academic performance standard (grade average) of 3.5 or more in regard to the Japanese senior high school they attended.

**Evidence of Activities**

Evidence must specifically mention the applicant and month, date, and year. It can take the form of a certificate issued by the organization where the activities were conducted, or other objective evidence furnished by a third party.

There is no prescribed format, but rather than a simple certificate of participation, please try to submit documentation that evidences some kind of evaluation or outcome of the activities. Please note that APU cannot respond to inquiries regarding whether or not certain activities are sufficient or specific certifications are adequate to evidence them: applicants are required to make their own judgments on these matters.

[Information regarding tournaments, contests or qualification tests which were cancelled or postponed due to the spread of novel coronavirus (COVID-19)]

If you would like to include tournaments, contests or qualification tests which were cancelled or postponed due to the spread of novel coronavirus (COVID-19) on your “Extracurricular Activities Report”, please submit objective materials which prove that 1) those events were canceled or postponed and that 2) you were either planning or preparing to participate in them.

**(5) English-basis applicants only: must fulfill at least one of (1) to (3) below.**

① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/ S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	Pre-1	318	630	1215	169	50

※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

※ For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

※ The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

※ For IELTS, a score of 5.5 or above must be achieved in each section of the test.

※ EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

※ Only official test scores are accepted for GTEC.

※ Cambridge English Qualifications includes Linguaskill.

② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

### 3. Screening Method

#### (1) First Screening: Evaluation of submitted application documents

\* Please prepare your Application Essay and Essay in the basis language (English or Japanese) you select at the time of application.

[Criteria for Evaluation]

- Application documents Interests in the college of choice, motivation/passion for studies and extracurricular activities after enrollment, logical thinking/persuasiveness, etc.
- Extracurricular Activities Report Language proficiency, results of competitions/tournaments, study abroad experiences, official qualifications obtained
- Essay Achievements in studies and extracurricular activities in senior high school and reflections on these experiences

#### (2) Second Screening: Interview (approx. 20 minutes)

Applicants who passed the first screening will be invited to attend an online interview mainly consisting of questions based on submitted application documents. In the interview there will also be time for applicants to talk about the activities they have been involved in to date, qualifications they have earned, and other achievements.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview date/time will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

The ability to learn and grow by making proactive use of APU's multicultural environment and resources, etc.

#### (3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

### 4. Screening Schedule

#### First Screening

Application Round	Application Period	First Screening Results Notification	Note
1	Sep 1, 2022 (Thu) – Sep 14, 2022 (Wed)	Sep 30, 2022 (Fri)	Applicable to College of Asia Pacific Studies and College of International Management only.
2	Sep 29, 2022 (Thu) – Oct 12, 2022 (Wed)	Oct 28, 2022 (Fri)	
3	Oct 27, 2022 (Thu) – Nov 9, 2022 (Wed)	Nov 25, 2022 (Fri)	
4	Dec 8, 2022 (Thu) – Dec 19, 2022 (Mon)	Jan 13, 2023 (Fri)	

- The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.
- Application ticket for the first screening will not be issued.
- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.

### Second Screening

Application Round	Application Period for Second Screening	Date	Final Result Notification
1	Sep 30, 2022 (Fri) – Oct 7, 2022 (Fri)	Oct 8, 2022 (Sat) or Oct 9, 2022 (Sun)	Nov 1, 2022 (Tue)
2	Oct 28, 2022 (Fri) – Nov 4, 2022 (Fri)	Nov 5, 2022 (Sat) or Nov 6, 2022 (Sun)	Nov 22, 2022 (Tue)
3	Nov 25, 2022 (Fri) – Dec 2, 2022 (Fri)	Dec 3, 2022 (Sat) or Dec 4, 2022(Sun)	Dec 13, 2022 (Tue)
4	Jan 13, 2023 (Fri) – Jan 20, 2023 (Fri)	Jan 21, 2023(Sat)	Jan 31, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

### 5. How activities are evaluated:

Your can appeal activities even if they do not fall under the category which you applied for (Category A or B). APU will evaluate up to three activity records submitted. The information in the table below is simply a rough guide: you may appeal activities other than those shown below. Please note that APU cannot respond to inquiries regarding whether or not certain activities are sufficient or specific certifications are adequate to evidence them. Applicants are required to make their own judgments on these matters.

Area	Standards of activity/achievement expected of APU enrollees (guide only)
Language	<ul style="list-style-type: none"> <li>• Chinese: Test of Chinese Proficiency (中国語検定) Grade 4, Test in Practical Chinese Proficiency (实用中国語技能検定) Grade 4, HSK Level 2</li> <li>• Korean: Test of Proficiency in Korean (韓国語能力検定) Level 2, Hangeul Proficiency Test (「ハングル」能力検定) Level 4</li> <li>• Spanish: Spanish Proficiency Test (スペイン語検定) Level 4</li> <li>• Other languages: Participation in speech contests, etc.</li> </ul>
Study abroad	<ul style="list-style-type: none"> <li>• Study abroad of at least three months; outstanding academic achievement/evaluation during study abroad</li> </ul>
Student council activities / volunteering / self-motivated activities, etc.	<ul style="list-style-type: none"> <li>• Activities in school student council (president, vice president, or other executive role), community activities (volunteering, etc.) that earned public recognition (newspaper coverage, etc.)</li> <li>• Participation in senior high school student talent development program such as Japan Future Leaders School (日本の次世代リーダー養成塾)</li> <li>• Receipt of prize or award in debating/speech contest, business plan contest, academic project contest or other such competitive event for senior high school students</li> </ul>
Culture/arts	<ul style="list-style-type: none"> <li>• Participation and performance in competition or contest at prefectural level or higher</li> </ul>
Sports	<ul style="list-style-type: none"> <li>• Participation and performance as an athlete (competitor) or team manager in a championship or other competitive event at prefectural level or higher</li> </ul>

Academics	<ul style="list-style-type: none"> <li>• Participation in poster session or research presentation pertaining to activities at a Super Global High School (including SGH Associate). Applicants must include a copy, etc. of the material presented and objective evidence in the form of a written recommendation, evaluation etc. from the event organizer or instructor (no specified format).</li> </ul>
Qualifications, etc.	<ul style="list-style-type: none"> <li>• Pass in the Fundamental Information Technology Engineer Examination (基本情報技術者試験), Grade 2 or higher in the Official Business Skill Test in Bookkeeping (日商簿記), Grade 1 in Nissho Soroban Proficiency Test (日商珠算能力検定), Grade 1 in News Proficiency (ニュース時事能力検定)</li> <li>• Study history of at least two years under the Kumon Method and pass in at least two subjects, including English, in a Kumon-accredited senior high school basic curriculum test (高校基礎課程テスト) or final learning materials completion test (最終教材修了テスト).</li> </ul>

Activity records/outcomes of successful applicants in past years (examples only):

- One year study abroad in the United States of America, runner-up in prefectural English language debating contest for senior high school students
- One year study abroad in Australia, participation in regional-level Model United Nations
- Participation in volunteering/study tour in Thailand
- Participation in Japan Future Leaders School
- School student council president, placed second in prefectural equestrian championship
- Placed in the top eight in All Japan High School Athletic Championships (water polo)
- Gold medal at prefectural wind-instrument music competition, Cultural Federation Prize at All-Japan Senior High School Cultural Festival
- Winner of female individual division in All-Japan Senior High School Shogi Championships, head of school Shogi Club

Activities after enrollment:

If you wish to continue your activities in APU clubs/circles after enrollment, please be sure to check the details of current club/circle activities, practice schedules, facilities, and other conditions by contacting the APU Student Office before applying (telephone +81-977-78-1104).

Please refer to the “General Guidelines” pages for the application process and other details.

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# Pathway for Returnee Students

Designed for students with experience studying outside Japan (returnee students), this admission pathway provides a comprehensive evaluation of applicants' study and living experiences outside Japan, and their academic and other activities after returning to Japan. APU encourages applications from students hoping to utilize their experiences in countries/regions with different languages and cultures in their future activities.

## 1. Number of Students to be Accepted into Each College

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	10
College of International Management (APM)	10
College of Sustainability and Tourism (ST)	10

\* The numbers above are combined totals for all three application rounds.

\* Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above. In that case, the remaining spaces will be filled by accepted applicants from other application types.

## 2. Application Qualifications

Applicants must be Japanese citizens (or permanent residents of Japan\*) and must fulfill ALL of the conditions (1), (2) and (3) below. English-basis applicants must satisfy condition (4) below in addition to (1) to (3).

\* "Permanent residents of Japan" means individuals who hold "Permanent Resident" status of residence pursuant to the Immigration Control and Refugee Recognition Act, or individuals who hold "Special Permanent Resident" status pursuant to the Special Act on the Immigration Control of, Inter Alia, Those Who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan.

**(1) Have an interest and eagerness to study at the preferred College.**

**(2) Must fulfill one of the following conditions concerning general education:**

- i. Graduated/completed (or scheduled to graduate/complete) Japanese senior high school (including a secondary school; the same shall apply hereinafter) between April 1, 2020 and March 31, 2023.
- ii. Completed (or scheduled to complete) the senior curriculum of a special needs school or the third year of a higher college of technology between April 1, 2020 and March 31, 2023.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between April 1, 2020 and March 31, 2023.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ACSI, NEASC) between April 1, 2020 and March 31, 2023.
- v. Received (or expecting to receive) recognition as possessing academic abilities equivalent to a Japanese senior high school graduate pursuant to Article 150 of the School Education Act Enforcement Regulations between April 1, 2020 and March 31, 2023.

**(3) Must have undergone a cumulative total of at least 2 years of education (or is expected to do so by March 31, 2023) outside Japan in a curriculum which forms part of a formal education system at a level equivalent to junior high school/senior high school in Japan (Grade 7 and above).**

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application.

See the admissions website for details: [https://www.apumate.net/admissions\\_guide/english/pre-screening.html](https://www.apumate.net/admissions_guide/english/pre-screening.html)



**(4) English-basis applicants only: Must have achieved at least one of the following conditions.**

① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	Pre-1	318	630	1215	169	50

※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

※ For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

※ The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

※ For IELTS, a score of 5.5 or above must be achieved in each section of the test.

※ EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

※ Only official test scores are accepted for GTEC.

※ Cambridge English Qualifications includes Linguaskill.

② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

**3. Screening Method**

**(1) First Screening: Evaluation of submitted application documents**

\* Please prepare your Application Essay and Essay in the basis language (English or Japanese) you select at the time of application.

[Criteria for Evaluation]

- Application documents      Interests in the college of choice, overseas experience, learning outcomes in curriculum equivalent to Japanese senior high school, language proficiency, etc.
- Essay                              Achievements in studies and extracurricular activities in senior high school and reflections on these experiences.

**(2) Second Screening: Interview (approx. 30 minutes)**

Applicants who pass the first screening will be invited to attend an online interview mainly consisting of questions based on submitted application documents.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview dates/time will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

The ability to learn and grow by making proactive use of APU's multicultural environment and resources, etc.

**(3) Determination of Final Results**

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

## 4. Screening Schedule

### First Screening

Application Round	Application Period	First Screening Results Notification	Note
1	Sep 1, 2022 (Thu) – Sep 14, 2022 (Wed)	Oct 14, 2022 (Fri)	Applicable to College of Asia Pacific Studies and College of International Management only.
2	Nov 10, 2022 (Thu) – Nov 22, 2022 (Tue)	Dec 9, 2022 (Fri)	
3	Dec 1, 2022 (Thu) – Dec 14, 2022 (Wed)	Jan 13, 2023 (Fri)	

- The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.
- Application ticket for the first screening will not be issued.
- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.

### Second Screening

Application Round	Application Period for Second Screening	Date	Final Result Notification
1	Oct 14, 2022 (Fri) – Oct 21, 2022 (Fri)	Oct 22, 2022 (Sat) or Oct 23, 2022 (Sun)	Nov 1, 2022 (Tue)
2	Dec 9, 2022 (Fri) – Dec 16, 2022 (Fri)	Dec 17, 2022 (Sat) or Dec 18, 2022 (Sun)	Jan 10, 2023 (Tue)
3	Jan 13, 2023 (Fri) – Jan 20, 2023 (Fri)	Jan 21, 2023 (Sat)	Jan 31, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

Please refer to the “General Guidelines” pages for the application process and other details.

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# Pathway for International Baccalaureate (IB) Diploma Students

This pathway is designed for students who have obtained (or expecting to obtain) the International Baccalaureate (IB) Diploma. Applicants are evaluated based on their learning achievements up to obtainment of the Diploma.

## 1. Number of Students to be Accepted into Each College

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	A few students
College of International Management (APM)	A few students
College of Sustainability and Tourism (ST)	A few students

## 2. Application Qualifications

Applicants must fulfill ALL of the conditions (1), (2) and (3) below.

**(1) Have an interest and eagerness to study at the preferred College.**

**(2) Must have obtained or expecting to obtain an International Baccalaureate Diploma by March 31, 2023.**

**(3) Must fulfill at least one of the following conditions with regard to English language proficiency.**

- ① Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- ② Achieved one of the following scores in a test of English language proficiency.

	TOEFL iBT <sup>®</sup>	IELTS (Academic Module)	TOEIC <sup>®</sup> (L&R/S&W)	EIKEN <sup>®</sup>	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
Japanese-basis	42	4.0	1150	2	225	420	960	140	38
English-basis	75	6.0	1600	Pre-1	318	630	1215	169	50

- ※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.
- ※ For the TOEFL iBT<sup>®</sup> Test, TOEFL iBT<sup>®</sup> Home Edition is also accepted. In addition to Test Date Scores, MyBest<sup>™</sup> Scores will also be accepted.
- ※ The TOEIC<sup>®</sup> (L&R/S&W) represents a combined score in which the TOEIC<sup>®</sup> S&W score is multiplied by 2.5.
- ※ For IELTS, a score of 5.5 or above must be achieved in each section of the test if you are applying on an English language basis.
- ※ EIKEN<sup>®</sup> includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.
- ※ Only official test scores are accepted for GTEC.
- ※ Cambridge English Qualifications includes Linguaskill.
- ③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

Applicants who are unable to obtain an International Baccalaureate Diploma by March 31, 2023 will be ineligible to enroll in APU even if they have already been accepted.

### 3. Screening Method

#### (1) First Screening: Evaluation of submitted application documents

Please prepare your “Application Essay” and “Essay” in the basis language (English or Japanese) you select at the time of application. You may write your Extended Essay (EE) in either Japanese or English, regardless of the language basis of your application.

\* If you have written your Extended Essay in a language other than Japanese or English, Please make sure to attach a summary of it in English or Japanese.

[Criteria for Evaluation]

Interests in the college of choice, motivation/passion for studies and extracurricular activities after enrollment, logical thinking/persuasiveness, etc. The Extended Essay (EE) required for obtainment of the International Baccalaureate Diploma as well as the content of the “Essay” will also be evaluated.

#### (2) Second Screening: Interview (approx. 30 minutes)

Applicants who pass the first screening will be invited to attend an online interview mainly consisting of questions based on submitted application documents.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview dates/time will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

The ability to learn and grow by making proactive use of APU’s multicultural environment and resources, exploratory approaches and ways of thinking, etc.

#### (3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

### 4. Screening Schedule

#### First Screening

Application Round	Application Period	First Screening Results Notification
1	Oct 20, 2022 (Thu) – Nov 2, 2022 (Wed)	Nov 25, 2022 (Fri)
2	Nov 10, 2022 (Thu) – Nov 22, 2022 (Tue)	Dec 9, 2022 (Fri)

- The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.
- Application ticket for the first screening will not be issued.
- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.

#### Second Screening

Application Round	Application Period for Second Screening	Date	Final Results Notification
1	Nov 25, 2022 (Fri) – Dec 2, 2022 (Fri)	Dec 3, 2022 (Sat) or Dec 4, 2022 (Sun)	Dec 13, 2022 (Tue)
2	Dec 9, 2022 (Fri) – Dec 16, 2022 (Fri)	Dec 17, 2022 (Sat) or Dec 18, 2022 (Sun)	Jan 10, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

Please refer to the "General Guidelines" pages for the application process and other details.

# September 2023 Enrollment

- If you are residing in Japan on a College Student visa, please take the entrance examination for international students.
- If you are eligible to obtain a College Student visa and wish to take the domestic students entrance examination, please contact the Admissions Office in advance.

# FALL Pathway for Students with Extracurricular Achievements

This method evaluates applicants' English language proficiency acquired between graduation from junior high school and application to APU, and international experiences such as study abroad. It also evaluates a range of activities and achievements in academic, cultural, artistic, sporting, volunteering and other areas, as well as applicants' motivation for pursuing their studies and other activities after enrolling in APU.

APU welcomes applications not only from students capable of achieving a balance between high-level academic and extracurricular activities after enrolling, but also those who, even if they do not continue their current activities, can apply the capabilities fostered through ambitious activities to pursue their life after enrollment pro-actively.

## 1. Number of Students to be Accepted into Each College

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	7
College of International Management (APM)	4
College of Sustainability and Tourism (ST)	4

\* The numbers above are combined totals for all three application rounds.

\* Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above. In that case, the remaining spaces will be filled by accepted applicants from other application types.

## 2. Application Qualifications

Applicants must fulfill BOTH (1) and (2) below, as well as EITHER (3) or (4). English-basis applicants must also fulfill (5).

**(1) Have an interest and eagerness to study at the preferred College.**

**(2) Must fulfill one of the following conditions concerning general education:**

- i. Graduated/completed (or scheduled to graduate/complete) Japanese senior high school (including a secondary school; the same shall apply hereinafter) between September 21, 2021 and September 20, 2023.
- ii. Completed (or scheduled to complete) the senior curriculum of a special needs school or the third year of a higher college of technology between September 21, 2021 and September 20, 2023.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between September 21, 2021 and September 20, 2023.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ACSI, NEASC) between September 21, 2021 and September 20, 2023.
- v. Received (or expecting to receive) recognition as possessing academic abilities equivalent to a Japanese senior high school graduate pursuant to Article 150 of the School Education Act Enforcement Regulations between September 21, 2021 and September 20, 2023.

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application.

See the admissions website for details: [https://www.apumate.net/admissions\\_guide/english/pre-screening.html](https://www.apumate.net/admissions_guide/english/pre-screening.html)



**(3) Category A (English Language Proficiency/Study Abroad Experience)**

Must fulfill at least one of the following conditions:

- ① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
42	4.0	1150	2	225	420	960	140	38

※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

※ For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

※ The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

※ EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

※ Only official test scores are accepted for GTEC.

※ Cambridge English Qualifications includes Linguaskill.

- ② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

- ③ Undergone a cumulative total of three months or more education in an official educational curriculum of a school outside Japan equivalent to a Japanese senior high school.

※ Excludes periods of study at an overseas educational institution accredited by the Ministry of Education, Culture, Sports, Science and Technology, etc.

**(4) Category B (Language, Arts and Culture, Community Activities, Sports, etc.)**

Must have achieved excellent results in activities\*<sup>1</sup> between graduation from junior high school and the time of application, and have a record of academic performance (grade average) at senior high school of 3.5 or above on a five-point scale.\*<sup>2</sup>

※ Only activities from April 2, 2018 onward will be considered.

\*1. Please refer to “How Activities are Evaluated” on p.23.

\*2. For applicants who have not yet graduated: overall academic performance (grade average) for the period from the first year to the first term of the third year of senior high school (or nearest term thereto if attending a two-semester school) will be evaluated. For applicants who have already graduated: overall academic performance (grade average) for the full three years of senior high school will be evaluated. For Mathematics, applicants must have completed and earned course credits for at least “Mathematics I” and “Mathematics A”, or be scheduled to do so.

The academic performance standards do not apply to those who have passed the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates, or completed (or are scheduled to complete) the higher course of an advanced vocational school, an upper secondary school outside Japan, or an educational institution considered equivalent thereto (international school, etc.).

However, applicants who attended both a senior high school in Japan and a school outside Japan during the course of their upper secondary education need to fulfil the academic performance standard (grade average) of 3.5 or more in regard to the Japanese senior high school they attended.

**Evidence of Activities**

Evidence must specifically mention the applicant and month, date, and year. It can take the form of a certificate issued by the organization where the activities were conducted, or other objective evidence furnished by a third party.

There is no prescribed format, but rather than a simple certificate of participation, please try to submit documentation that evidences some kind of evaluation or outcome of the activities. Please note that APU cannot respond to inquiries regarding whether or not certain activities are sufficient or specific certifications are adequate to evidence them: applicants are required to make their own judgments on these matters.

[Information regarding tournaments, contests or qualification tests which were cancelled or postponed due to the spread of novel coronavirus (COVID-19)]

If you would like to include tournaments, contests or qualification tests which were cancelled or postponed due to the spread of novel coronavirus (COVID-19) on your “Extracurricular Activities Report”, please submit objective materials

which prove that 1) those events were canceled or postponed and that 2) you were either planning or preparing to participate in them.

**(5) English-basis applicants only: must fulfill at least one of (1) to (3) below.**

① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	Pre-1	318	630	1215	169	50

※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

※ For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

※ The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

※ For IELTS, a score of 5.5 or above must be achieved in each section of the test.

※ EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

※ Only official test scores are accepted for GTEC.

※ Cambridge English Qualifications includes Linguaskill.

② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

### 3. Screening Method

#### (1) First Screening: Evaluation of submitted application documents

\* Please prepare your Application Essay and Essay in the basis language (English or Japanese) you select at the time of application.

[Criteria for Evaluation]

- Application documents                      Interests in the college of choice, motivation/passion for studies and extracurricular activities after enrollment, logical thinking/persuasiveness, etc.
- Extracurricular Activities Report        Language proficiency, results of competitions/tournaments, study abroad experiences, official qualifications obtained
- Essay    Achievements in studies and extracurricular activities in senior high school and reflections on these experiences.

#### (2) Second Screening: Interview (approx. 20 minutes)

Applicants who passed the first screening will be invited to attend an online interview mainly consisting of questions based on submitted application documents. In the interview there will also be time for applicants to talk about the activities they have been involved in to date, qualifications they have earned, and other achievements.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview date/time will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

The ability to learn and grow by making proactive use of APU's multicultural environment and resources, etc.

#### (3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

## 4. Screening Schedule

### First Screening

Application Round	Application Period	First Screening Results Notification
1	Nov 10, 2022 (Thu) – Nov 22, 2022 (Tue)	Dec 9, 2022 (Fri)
2	Mar 9, 2023 (Thu) – Mar 22, 2023 (Wed)	Apr 14, 2023 (Fri)
3	May 25, 2023 (Thu) – Jun 7, 2023 (Wed)	Jun 30, 2023 (Fri)

- The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.
- Application ticket for the first screening will not be issued.
- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.

### Second Screening

Application Round	Application Period for Second Screening	Date	Final Results Notification
1	Dec 9, 2022 (Fri) – Dec 16, 2022 (Fri)	Dec 17, 2022 (Sat) or Dec 18, 2022 (Sun)	Jan 10, 2023 (Tue)
2	Apr 14, 2023 (Fri) – Apr 21, 2023 (Fri)	Apr 22, 2023 (Sat)	May 9, 2023 (Tue)
3	Jun 30, 2023 (Fri) – Jul 7, 2023 (Fri)	Jul 8, 2023 (Sat)	Jul 18, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

## 5. How activities are evaluated:

You can appeal activities even if they do not fall under the category which you applied for (Categories A or B). APU will evaluate up to three activity records submitted. The information in the table below is simply a rough guide: you may appeal activities other than those shown below. Please note that APU cannot respond to inquiries regarding whether or not certain activities are sufficient or specific certifications are adequate to evidence them. Applicants are required to make their own judgments on these matters.

Area	Standards of activity/achievement expected of APU enrollees (guide only)
Language	<ul style="list-style-type: none"> <li>• Chinese: Test of Chinese Proficiency (中国語検定) Grade 4, Test in Practical Chinese Proficiency (実用中国語技能検定) Grade 4, HSK Level 2</li> <li>• Korean: Test of Proficiency in Korean (韓国語能力検定) Level 2, Hangul Proficiency Test (「ハングル」能力検定) Level 4</li> <li>• Spanish: Spanish Proficiency Test (スペイン語検定) Level 4</li> <li>• Other languages: Participation in speech contests, etc.</li> </ul>
Study abroad	<ul style="list-style-type: none"> <li>• Study abroad of at least three months; outstanding academic achievement/evaluation during study abroad</li> </ul>

Student council activities / volunteering / self-motivated activities, etc.	<ul style="list-style-type: none"> <li>• Activities in school student council (president, vice president, or other executive role), community activities (volunteering, etc.) that earned public recognition (newspaper coverage, etc.)</li> <li>• Participation in senior high school student talent development program such as Japan Future Leaders School (日本の次世代リーダー養成塾)</li> <li>• Receipt of prize or award in debating/speech contest, business plan contest, academic project contest or other such competitive event for senior high school students</li> </ul>
Culture/arts	<ul style="list-style-type: none"> <li>• Participation and performance in competition or contest at prefectural level or higher</li> </ul>
Sports	<ul style="list-style-type: none"> <li>• Participation and performance as an athlete (competitor) or team manager in a championship or other competitive event at prefectural level or higher</li> </ul>
Academics	<ul style="list-style-type: none"> <li>• Participation in poster session or research presentation pertaining to activities at a Super Global High School (including SGH Associate). Applicants must include a copy, etc. of the material presented and objective evidence in the form of a written recommendation, evaluation etc. from the event organizer or instructor (no specified format).</li> </ul>
Qualifications, etc.	<ul style="list-style-type: none"> <li>• Pass in the Fundamental Information Technology Engineer Examination (基本情報技術者試験), Grade 2 or higher in the Official Business Skill Test in Bookkeeping (日商簿記), Grade 1 in Nissho Soroban Proficiency Test (日商珠算能力検定), Grade 1 in News Proficiency (ニュース時事能力検定)</li> <li>• Study history of at least two years under the Kumon Method and pass in at least two subjects, including English, in a Kumon-accredited senior high school basic curriculum test (高校基礎課程テスト) or final learning materials completion test (最終教材修了テスト).</li> </ul>

Activity records/outcomes of successful applicants in past years (examples only):

- One year study abroad in the United States of America, runner-up in prefectural English language debating contest for senior high school students
- One year study abroad in Australia, participation in regional-level Model United Nations
- Participation in volunteering/study tour in Thailand
- Participation in Japan Future Leaders School
- School student council president, placed second in prefectural equestrian championship
- Placed in the top eight in All Japan High School Athletic Championships (water polo)
- Gold medal at prefectural wind-instrument music competition, Cultural Federation Prize at All-Japan Senior High School Cultural Festival
- Winner of female individual division in All-Japan Senior High School Shogi Championships, head of school Shogi Club

Activities after enrollment:

If you wish to continue your activities in APU clubs/circles after enrollment, please be sure to check the details of current club/circle activities, practice schedules, facilities, and other conditions by contacting the APU Student Office before applying (telephone +81-977-78-1104).

Please refer to the “General Guidelines” pages for the application process and other details.

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# FALL Pathway for Returnee Students

Designed for students with experience studying outside Japan (returnee students), this admission pathway provides a comprehensive evaluation of applicants' study and living experiences outside Japan, and their academic and other activities after returning to Japan. APU encourages applications from students hoping to utilize their experiences in countries/regions with different languages and cultures in their future activities.

## 1. Number of Students to be Accepted into Each College

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	6
College of International Management (APM)	4
College of Sustainability and Tourism (ST)	4

\* The numbers above are combined totals for all three application rounds.

\* Depending on application numbers and screening results, the number of acceptances actually issued may be less than the number of students listed above. In that case, the remaining spaces will be filled by accepted applicants from other application types.

## 2. Application Qualifications

Applicants must be Japanese citizens (or permanent residents of Japan\*) and must fulfill ALL of the conditions (1), (2) and (3) below. English-basis applicants must satisfy condition (4) below in addition to (1) to (3).

\* "Permanent residents of Japan" means individuals who hold "Permanent Resident" status of residence pursuant to the Immigration Control and Refugee Recognition Act, or individuals who hold "Special Permanent Resident" status pursuant to the Special Act on the Immigration Control of, Inter Alia, Those Who Have Lost Japanese Nationality Pursuant to the Treaty of Peace with Japan.

**(1) Have an interest and eagerness to study at the preferred College.**

**(2) Must fulfill one of the following conditions concerning general education:**

- i. Graduated/completed (or scheduled to graduate/complete) Japanese senior high school (including a secondary school; the same shall apply hereinafter) between September 21, 2020 and September 20, 2023.
- ii. Completed (or scheduled to complete) the senior curriculum of a special needs school or the third year of a higher college of technology between September 21, 2020 and September 20, 2023.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between September 21, 2020 and September 20, 2023.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ACSI, NEASC) between September 21, 2020 and September 20, 2023.
- v. Received (or expecting to receive) recognition as possessing academic abilities equivalent to a Japanese senior high school graduate pursuant to Article 150 of the School Education Act Enforcement Regulations between September 21, 2020 and September 20, 2023.

**(3) Must have undergone a cumulative total of at least 2 years of education (or is expected to do so by September 20, 2023) outside Japan in a curriculum which forms part of a formal education system at a level equivalent to junior high school/senior high school in Japan (Grade 7 and above).**

If you are unsure whether or not you are qualified to apply, please undergo a Pre-Screening of Eligibility for Application.

See the admissions website for details: [https://www.apumate.net/admissions\\_guide/english/pre-screening.html](https://www.apumate.net/admissions_guide/english/pre-screening.html)

**(4) English-basis applicants only: Must have achieved at least one of the following conditions.**

① Achieved one of the following scores in a test of English language proficiency

TOEFL iBT®	IELTS (Academic Module)	TOEIC® (L&R/S&W)	EIKEN®	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
75	6.0	1600	Pre-1	318	630	1215	169	50

※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

※ For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

※ The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

※ For IELTS, a score of 5.5 or above must be achieved in each section of the test.

※ EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

※ Only official test scores are accepted for GTEC.

※ Cambridge English Qualifications includes Linguaskill.

② Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

**3. Screening Method**

**(1) First Screening: Evaluation of submitted application documents**

\* Please prepare your Application Essay and Essay in the basis language (English or Japanese) you select at the time of application.

[Criteria for Evaluation]

- Application documents Interests in the college of choice, overseas experience, learning outcomes in curriculum equivalent to Japanese senior high school, language proficiency, etc.
- Essay Achievements in studies and extracurricular activities in senior high school and reflections on these experiences.

**(2) Second Screening: Interview (approx. 30 minutes)**

Applicants who pass the first screening will be invited to attend an online interview mainly consisting of questions based on submitted application documents.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview dates/times will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

The ability to learn and grow by making proactive use of APU's multicultural environment and resources, etc.

**(3) Determination of Final Results**

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

**4. Screening Schedule**

**First Screening**

Application Round	Application Period	First Screening Results Notification
1	Dec 1, 2022 (Thu) – Dec 14, 2022 (Wed)	Jan 13, 2023 (Fri)
2	Feb 9, 2023 (Thu) – Feb 22, 2023 (Wed)	Mar 17, 2023 (Fri)
3	Apr 6, 2023 (Thu) – Apr 19, 2023 (Wed)	May 12, 2023 (Fri)

• The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.

• Application ticket for the first screening will not be issued.

- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.

### Second Screening

Application Round	Application Period for Second Screening	Date	Final Results Notification
1	Jan 13, 2023 (Fri) – Jan 20, 2023 (Fri)	Jan 21, 2023 (Sat)	Jan 31, 2023 (Tue)
2	Mar 17, 2023 (Fri) – Mar 21, 2023 (Tue)	Mar 22, 2023 (Wed) – Mar 24, 2023 (Fri)	Apr 4, 2023 (Tue)
3	May 12, 2023 (Fri) – May 16, 2023 (Tue)	May 17, 2023 (Wed) – May 19, 2023 (Fri)	May 30, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

Please refer to the “General Guidelines” pages for the application process and other details.



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# FALL Pathway for International Baccalaureate (IB) Diploma Students

This pathway is designed for students who have obtained (or expecting to obtain) the International Baccalaureate (IB) Diploma. Applicants are evaluated based on their learning achievements up to obtainment of the Diploma.

## 1. Number of Students to be Accepted into Each College

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	A few students
College of International Management (APM)	A few students
College of Sustainability and Tourism (ST)	A few students

## 2. Application Qualifications

Applicants must fulfill ALL of the conditions (1), (2) and (3) below.

**(1) Have an interest and eagerness to study at the preferred College.**

**(2) Must have obtained or expecting to obtain an International Baccalaureate Diploma by September 20, 2023.**

**(3) Must fulfill at least one of the following conditions with regard to English language proficiency.**

① Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.

② Achieved one of the following scores in a test of English language proficiency.

	TOEFL iBT <sup>®</sup>	IELTS (Academic Module)	TOEIC <sup>®</sup> (L&R/S&W)	EIKEN <sup>®</sup>	TEAP	TEAP CBT	GTEC	Cambridge English	PTE Academic
Japanese-basis	42	4.0	1150	2	225	420	960	140	38
English-basis	75	6.0	1600	Pre-1	318	630	1215	169	50

※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

※ For the TOEFL iBT<sup>®</sup> Test, TOEFL iBT<sup>®</sup> Home Edition is also accepted. In addition to Test Date Scores, MyBest<sup>™</sup> Scores will also be accepted.

※ The TOEIC<sup>®</sup> (L&R/S&W) represents a combined score in which the TOEIC<sup>®</sup> S&W score is multiplied by 2.5.

※ For IELTS, a score of 5.5 or above must be achieved in each section of the test if you are applying on an English language basis.

※ EIKEN<sup>®</sup> includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

※ Only official test scores are accepted for GTEC.

※ Cambridge English Qualifications includes Linguaskill.

③ Recognized by APU as having sufficient English language proficiency. Such recognition may be granted, for example, if English is the applicant's first language, or if the applicant has undertaken a curriculum equivalent to Japanese junior and senior high school in which, in principle, all subjects were taught in an English medium (excluding language education subjects).

Applicants who are unable to obtain an International Baccalaureate Diploma by September 20, 2023 will be ineligible to enroll in APU even if they have already been accepted.

### 3. Screening Method

#### (1) First Screening: Evaluation of submitted application documents

Please prepare your “Application Essay” and “Essay” in the basis language (English or Japanese) you select at the time of application. You may write your Extended Essay (EE) in either Japanese or English, regardless of the language basis of your application.

\* If you have written your Extended Essay in a language other than Japanese or English, Please make sure to attach a summary of it in English or Japanese.

[Criteria for Evaluation]

Interests in the college of choice, motivation/passion for studie and extracurricular activities after enrollment, logic/persuasiveness, etc. The Extended Essay (EE) required for obtainment of the International Baccalaureate Diploma as well as the content of the “Essay” will also be evaluated.

#### (2) Second Screening: Interview (approx. 30 minutes)

Applicants who pass the first screening will be invited to attend an online interview mainly consisting of questions based on submitted application documents.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview dates/time will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

The ability to learn and grow by making proactive use of APU’s multicultural environment and resources, exploratory approaches and ways of thinking, etc.

#### (3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first screening and second screening.

### 4. Screening Schedule

#### First Screening

Application Round	Application Period	First Screening Results Notification
1	Mar 9, 2023 (Thu) – Mar 22, 2023 (Wed)	Apr 14, 2023 (Fri)

- The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.
- Application ticket for the first screening will not be issued.
- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.

#### Second Screening

Application Round	Application Period for Second Screening	Date	Final Results Notification
1	Apr 14, 2023 (Fri) – Apr 21, 2023 (Fri)	Apr 22, 2023 (Sat)	May 9, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

Please refer to the "General Guidelines" pages for the application process and other details.

# Transfer Enrollment

- If you are residing in Japan on a College Student visa, please take the entrance examination for international students.
- If you are eligible to obtain a College Student visa and wish to take the domestic students entrance examination, please contact the Admissions Office in advance.

# Transfer Enrollment Application Guide

## 1. Number of Students to be Accepted into Each College

Application Type	College	Number of Students Accepted
2 <sup>nd</sup> year Transfer	College of Asia Pacific Studies (APS)	A few students
	College of International Management (APM)	A few students
3 <sup>rd</sup> year Transfer	College of Asia Pacific Studies (APS)	A few students
	College of International Management (APM)	A few students

\* The “Number of Students Accepted” includes both April and September admissions.

## 2. Application Qualifications

### (1) 2<sup>nd</sup> Year Transfer

Applicants for Transfer at 2<sup>nd</sup> year level must fulfill both application qualifications 1 (Academic Background) and 2 (Language Proficiency).

#### Application Qualification 1: Academic Background

Applicants must comply with either condition (i), (ii) or condition (iii) below.

- i. Graduated from a junior college or higher technical college, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment).
- ii. Completed the advanced curriculum at one of the vocational schools prescribed by the Ministry of Education, Culture, Sports, Science and Technology, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment). However, eligibility under this condition is limited to those who are qualified for university enrollment under Article 90 of the School Education Law.
- iii. Completed at least one year of enrollment in a university level bachelor degree program within Japan and earned at least 30 course credits, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment).
- iv. Completed at least one year of enrollment in a university level bachelor degree program outside Japan and earned at least one quarter of the course credits required for graduation, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment).

#### Application Qualification 2: Language Proficiency

Applicants must fulfill one of the following conditions at the time of application.

English Proficiency Test	Japanese-basis applicants	English-basis applicants
TOEFL iBT® Test	55	85
IELTS (Academic Module)	5.0	6.5
Total of TOEIC® L&R and S&W TESTS	1340	1730
EIKEN® (incl. CBT)	Grade Pre-1	Grade 1
Cambridge English	149	176
PTE Academic	42	58

\* English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

\* For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

\* The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

\* For IELTS, English-basis applicants must achieve a score of 6.0 or above in each section of the test.

\* EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

\* Applicants who APU judges to have sufficient English language proficiency, for example native speakers of English and

those who have completed their most recent 6 years of regular education in an English medium, may, some cases, be exempted from the requirement to submit the above documents.

\* Cambridge English Qualifications includes Linguaskill.

**(2) 3<sup>rd</sup> Year Transfer**

Applicants for Transfer at 3<sup>rd</sup> year level must fulfill both application qualifications 1 (Academic Background) and 2 (Language Proficiency).

Application Qualification 1: Academic Background

Applicants must comply with either condition (i), (ii) or condition (iii) below.

- i. Graduated from a junior college or higher technical college, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment).
- ii. Completed the advanced curriculum at one of the vocational schools prescribed by the Ministry of Education, Culture, Sports, Science and Technology, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment). However, eligibility under this condition is limited to those who are qualified for university enrollment under Article 90 of the School Education Law.
- iii. Completed at least two years of enrollment in a university level bachelor degree program within Japan and earned at least 60 course credits, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment).
- iv. Completed at least two years of enrollment in a university level bachelor degree program outside Japan and earned at least one half of the course credits required for graduation, or scheduled to do so by March 31, 2023 (or September 20, 2023 in the case of applicants for September enrollment).

Application Qualification 2: Language Proficiency

Applicants must fulfill one of the following conditions at the time of application.

English Proficiency Test	Japanese-basis applicants	English-basis applicants
TOEFL iBT® Test	61	85
IELTS (Academic Module)	5.5	6.5
Total of TOEIC® L&R and S&W TESTS	1420	1730
EIKEN® (incl. CBT)	Grade Pre-1	Grade 1
Cambridge English	153	176
PTE Academic	45	58

\* English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later.

\* For the TOEFL iBT® Test, TOEFL iBT® Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted.

\* The TOEIC® (L&R/S&W) represents a combined score in which the TOEIC® S&W score is multiplied by 2.5.

\* For IELTS, English-basis applicants must achieve a score of 6.0 or above in each section of the test.

\* EIKEN® includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview.

\* Applicants who APU judges to have sufficient English language proficiency, for example native speakers of English and those who have completed their most recent 6 years of regular education in an English medium, may, some cases, be exempted from the requirement to submit the above documents.

\* Cambridge English Qualifications includes Linguaskill.

If you are unsure whether or not your educational background satisfies the application qualifications, please contact the Admissions Office.

### 3. Screening Method

#### (1) First Screening: Evaluation of submitted application documents

\* Please prepare your “Application Essay” and “Essay” in the basis language (English or Japanese) you select at the time of application.

[Criteria for Evaluation]

Motivation and passion for studying at APU, interest in the college of choice, academic performance at currently enrolled higher education institution, language proficiency, etc.

#### (2) Second Screening: Interview (approx. 30 minutes)

Applicants who pass the first screening will be invited to attend an online interview mainly consisting of questions related to the submitted application documents.

\* Interviews are conducted in Japanese for Japanese-basis applicants and English for English-basis applicants.

\* Interview date/ times will be notified at the same time as notification of the result of the first screening.

[Criteria for Evaluation]

Motivation for student life after admission to APU, including both academics and extracurricular activities, accuracy of response to questions, etc.

#### (3) Determination of Final Results

Applicants will be judged comprehensively based on the results of both the first and second screening.

### 4. Screening Schedule

#### First Screening

Application Round		Application Period	First Screening Results Notification
April Enrollment	1	Sep 1, 2022 (Thu) – Sep 14, 2022 (Wed)	Oct 14, 2022 (Fri)
	2	Dec 1, 2022 (Thu) – Dec 14, 2022 (Wed)	Jan 13, 2023 (Fri)
September Enrollment	1	Dec 1, 2022 (Thu) – Dec 14, 2022 (Wed)	Jan 13, 2023 (Fri)
	2	Apr 6, 2023 (Thu) – Apr 19, 2023 (Wed)	May 12, 2023 (Fri)

- The application period for the first screening is from 1:00 pm of the application start date. Please make sure that you complete all the necessary procedure by 5:00 pm of the application deadline.
- Application ticket for the first screening will not be issued.
- You can confirm your Application number on online application system from 1:00 pm on the first screening result notification date.
- Results of the first screening will be notified to applicants online from 1:00 pm on the result notification date.
- You may apply multiple times, provided each application is a different application round. However, you can not apply multiple times for the same College or both Colleges in the same application round.
- You may apply concurrently under other application types, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please register each application separately, and send the required documents in a separate envelope for each method.



**Second Screening**

Application Round		Application Period for Second Screening	Date	Final Results Notification
<b>April Enrollment</b>	1	Oct 14, 2022 (Fri) – Oct 21, 2022 (Fri)	Oct 22, 2022 (Sat) or Oct 23, 2022 (Sun)	Nov 1, 2022 (Tue)
	2	Jan 13, 2023 (Fri) – Jan 20, 2023 (Fri)	Jan 21, 2023 (Sat)	Jan 31, 2023 (Tue)
<b>September Enrollment</b>	1	Jan 13, 2023 (Fri) – Jan 20, 2023 (Fri)	Jan 21, 2023 (Sat)	Jan 31, 2023 (Tue)
	2	May 12, 2023 (Fri) – May 16, 2023 (Tue)	May 17, 2023 (Wed) – May 19, 2023 (Fri)	May 30, 2023 (Tue)

- In order to take the second screening, you must complete the registration of the second screening and payment of the application fee for second screening by 5:00 pm of the application deadline.
- You will be able to confirm and print out the application ticket from the online application system during the application period for second screening.
- Second screening date will be designated by APU so please confirm it on your application ticket.
- Applicants will be notified of result via the online application system from 1:00 pm on the final results notification date.

# Credit Transfer approval after admission for Transfer Students

## Credit Transfer

- Second year transfer students may transfer up to 30 credits and third year transfer students may transfer up to 62 credits depending on the credit transfer carried out at the time of enrollment. For successful applicants, the number of transfer credits approved will be determined after a review of academic transcript and syllabi of higher education institution. You will be notified of the number of transfer credits approved when you receive your enrollment procedure documents. Please note that we can not notify you beforehand.
- If you are still taking courses at the time of application, please make sure to submit the final results (official transcript) of these courses to the Office of Domestic Admissions once they have been acquired before enrollment. Your eligibility to enroll at APU may be revoked if you do not submit the final academic transcript. Please note that students must complete a total of 124 credits to graduate from APU.

## Application to transfer Major Credits (Applicable to Third Year Transfer Students Only)

- Please submit the “Application to Transfer Credits as APU Major Subjects”, academic transcript and syllabi of the courses you wish to have approved for credit transfer.
- Syllabus is a document that outlines the goals and content students will be studying in a specific course. It includes information such as course name, course overview, evaluation criteria, goals, length and number of classes, textbooks used for the course, etc. If these information are not included on the syllabus, please submit other documents which have these information.
- If the syllabus is written in a language other than English or Japanese, you must submit an English or Japanese translation together with the original syllabus. Only translations from organization issuing the syllabus, a translation company, or a qualified individual translator will be accepted. Please make sure that the official seal of the translation company or the individual translator’s name, address, contact information, and signature (or stamp) are clearly stated in the translation document before submitting.
- If you are transferring to the College of International Management (APM) from an institution accredited by AACSB, EQUIS, AMBA or EPAS, you do not need to submit a syllabi. Instead, please submit a document stating that the institution has received an accreditation (a copy of the relevant section of the institution’s homepage is sufficient).
- In order to request an approval of credit transfer, please refer to the “Major Education Subjects” section on the “Curriculum Outline” on our APUMate admissions website’s “Second/ Third Year Transfer Enrollment” page.

APS: [https://www.apumate.net/images/pdf/about\\_h\\_t07.pdf](https://www.apumate.net/images/pdf/about_h_t07.pdf)

APM: [https://www.apumate.net/images/pdf/about\\_h\\_t08.pdf](https://www.apumate.net/images/pdf/about_h_t08.pdf)

## Points which need to be considered when transferring as a Third Year Student

- Considering the unique education and job hunting system in Japan, there are cases when second year transfer is more desirable although a student has completed two years of study at a higher education institution before enrolling at APU. Please make sure that you plan thoroughly about your study and job hunting before you apply, taking into consideration the following points.
- In general, it is desirable for third year transfer students to have at least ten credits approved as major education subjects. However, even under this condition, considering the limited time available to spend on clubs, part time jobs, job hunting and other non study activities, it may still be difficult for students to acquire the necessary credits for graduation within two years.
- Usually, job hunting starts from the second half of the third year and may continue until the fourth year. If you wish to do job hunting in Japan, you will need to devote a certain amount of time to job hunting and may therefore be unable to take classes and earn credits necessary to graduate in two years. Considering these points, we strongly recommend that you apply as second year transfer student if you wish to seek employment in Japan.
- Although it is not mandatory for third year transfer students to take Japanese (for English basis students) or English (for Japanese basis students), you can register for these courses if you wish. However, as language subjects require a considerable amount of study time, taking these subjects alongside your major courses may make it difficult for you to graduate within two years. Considering this point, we strongly recommend that you apply as second year transfer student if you would like to take language subjects.
- For details regarding credit transfer, please take a look at the “Second/ Third Year Transfer Enrollment” page on APUMate admissions website ([https://www.apumate.net/admissions\\_guide/english/about\\_h\\_t.html](https://www.apumate.net/admissions_guide/english/about_h_t.html)).

Please refer to the “General Guidelines” pages for the application process and other details.

# General Guidelines

# 1. Application Procedures

## (1) Application Fee

Application Type	Application Fee per Application
Pathway for Students with Extracurricular Achievements (including FALL admissions)	First Screening: 10,000 yen Second Screening: 25,000 yen
Pathway for Returnee Students Pathway for International Baccalaureate (IB) Diploma Students Transfer Admissions (including FALL admissions)	35,000 yen

- The deadline for payment is 5:00 pm on the payment due date for each application type.
- Once paid, the Application Fee cannot be refunded under any circumstances. However, there are certain cases in which they can be refunded. Please refer to the APU admissions website for details (Japanese only).
- Instructions for payment of the Application Fee for the second screening will be provided via the online application system to applicants successful in the first screening.
- Special arrangements for the Application Fee may be available for students affected by disasters in eligible areas under the Disaster Relief Act. Please refer to the APUMate admissions website for details.

## (2) Online application procedure

Applications for admission to APU are accepted on online only. For specific application procedures, please refer to the APU Online Application Guidance.

### Application procedure

- Check your eligibility and required documents in the Undergraduate Application Handbook.
  - Request your senior high school to issue your academic transcript, recommendation letter, and other required documents.
  - Arrange for your English language proficiency test score and other external qualification certifications.
  - Prepare your ID photograph file.
    - \* Minimum file size is 100KB and maximum is 3MB. The file must be in JPEG or PNG format (filename extension jpg or png).
  - Download the necessary documents and fill them out.
    - \* You will be able to download the documents from APUMate admissions website.
- Confirm your computer operating environment and prepare a printer.
  - [Recommended browsers]  
Windows : Google Chrome, Microsoft Edge  
Macintosh : Safari, Google Chrome
    - \* We advise you to use the latest version of the browser.
  - [Recommended Mobile Devices]  
Android (10.X.X or later) , Android Chrome  
iOS (iOS 14.X.X or later) , Safari
    - \* Some functions may not operate properly on mobile devices. If such case happens, please use a computer instead.
  - [Recommended Software]  
Adobe Acrobat Reader DC (free software) ※ Browser only PDF viewer is NOT recommended.
- Online application
  - Select the preferred application type, college, enter your personal information and upload your ID photograph.
  - Application period is from 1:00 pm on the application start date until 5:00 pm on the application deadline.
  - Please make a note of the application number and security code issued by the system: these will be essential to confirm the details of your application and documents submitted later on. You should also make a note of the payment code required for payment of your application fee (this code varies depending on your payment method or the convenience store where you will be making the payment, etc.)
- Payment of the Application Fee.
  - Please pay the application fee by choosing one of the four methods shown below from the online application system.
  - Once you have chosen your payment method, you will not be able to change it.
  - The payment period is from 1:00 pm on the application start date until 5:00 pm on the application deadline.
  - You will be asked to pay processing charges in addition to the Application Fee.

- Once you have paid the Application Fee, you will not be able to alter or withdraw your application.
- [Application Fee payment methods]

① Credit Card

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

② Convenience Store

7-Eleven · Daily Yamazaki · Lawson · Mini Stop · Family Mart · Seicomart

How to make a payment at the Convenience Store: [https://www.paygent.co.jp/payment\\_service/way\\_to\\_pay/cvs/](https://www.paygent.co.jp/payment_service/way_to_pay/cvs/)  
(in Japanese only)

③ Financial Institution ATM “Pay-easy”

Japan Post Bank · Mitsui Sumitomo Mitsui Bank · MUFG Bank · Resona Bank · Mizuho Bank · Bank of Yokohama etc.

You can also make a payment at other financial institution that handles Pay-easy.

How to make a payment by “Pay-easy”: [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/)  
(in Japanese only)

④ Internet Banking

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

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

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

How to make a payment by internet banking: [https://www.paygent.co.jp/payment\\_service/way\\_to\\_pay/Internet\\_banking/](https://www.paygent.co.jp/payment_service/way_to_pay/Internet_banking/) (in Japanese Only)

5. • Upload necessary documents for the preferred application type.

- Please refer to the list of application documents required for each application type (p.43) to check which documents you need to upload.

6. • Post application documents by express simplified mail (速達・簡易書留郵便). Documents are accepted if they are postmarked on or before the final day of the application period.

- Color print application confirmation slip and address label from the online application system.

\* You will be able to print the application confirmation slip once you have completed the online application and paid the application fee.

- Affix the address label to a regular envelope containing the documents.

\* Please refer to the list of application documents required for each application type to check which documents you need to send.

◇ 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 keep a record of sending and delivery.

Also, when sending the documents, please inform the Office of Domestic Admissions by e-mail (apumate@apu.ac.jp) of the following details: application number, applicant’s name, application type, contact information (telephone number and email address), country of residence, interview date, date on which the documents were sent.

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.

Address for posting documents	Entrance Examinations Office, Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan	〒 874-8577 大分県別府市十字原 1 - 1 立命館アジア太平洋大学 入学試験事務室 (国内)
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This concludes the application procedures

### (3) Numbers issued during the online application process

Several numbers and codes are issued as part of the online application process. Only one Application Number is issued for each application, but the number issued when you submit your application and the number issued at the time of the second screening are different, even though they have the same name. Please make note of these numbers, as they will be necessary to check your application details and submitted documents at a later date, and to check the outcome of your application when results are announced.

Time of issuance	Number	Digits	Notes
At the time of first screening	Registration Number	8-digit number starting with A23	You can confirm the number on either application confirmation mail or application confirmation slip after completing the online application.
	Security Code	4-digit number	
	Application Number	8-digit number	You can confirm the number during the designated period after completing the online application.
At the time of second screening (Only for applicants successful in the first screening)	Password for Second Screening Application	6-digit number	Please check how you can confirm the number by referring to the "Screening Flow" on p.51.
	Registration Number	8-digit number starting with A23	You can confirm the number on application confirmation mail after completing the online application.
	Security Code	4-digit number	

## 2. Application Documents

There are application documents that need to be submitted online (by uploading them to the online application system), and others that need to be sent by postal mail. Application documents required for each application type are shown in (2) List of Application Documents on p.43.

Please download all application documents through APUmate admissions website.

### (1) Important Notes

- ① Any certificate or document in a language other than Japanese or English 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 Documents issued by your school must have been issued within three months of the application start date.
  - ③ Documents will be considered invalid in cases such as the following;
    - The name shown on the certificate is different from the name on the Application Confirmation Slip.
    - Team results were submitted as a proof of extracurricular activities, but it is unclear whether or not the applicant was actually a member of the team.
    - There is an error in details contained in the applicant's certificate of graduation (or prospective graduation), certificate of enrollment period, or other documentation.
  - ④ Submission of incomplete application documents will result in rejection. If any information contained in the application documents or application details recorded online are judged to be false, improper, or fraudulent, eligibility for application and admission will be revoked.
  - ⑤ You will not be able to alter any information on your application after the submission process is complete and you have paid the Application Fee.
  - ⑥ All documents must be completed using black ink and a ballpoint pen (non-erasable ink types only). You may use correction fluid to correct mistakes.
- ※ Please check carefully for such errors before submission.

**(2) List of Application Documents for each application type ( For 1<sup>st</sup> year English Basis Applicants )**

Documents A-G can be downloaded from Application Materials section of the APUMate admissions website under the “English” tab.

Documents marked ○ must be submitted by all applicants. Those marked ▲ are required for specified applicants only.

Application documents		Pathway for Students with Extracurricular Achievements	Pathway for Returnee Students	Pathway for IB Diploma Students	Submission Method
1	Application Confirmation Slip	○	○	○	By post
2	ID Photo	○	○	○	Upload onto the system
3	<b>Form A</b> Application Essay	○	○	○	Upload onto the system
4	Senior High School Transcript * Must be in a sealed envelope.	○	○	○	By post
5	Documents required for specific countries and regions	▲	▲	○	By post or submit directly to APU
6	Certification of English Proficiency	▲	▲	▲	Upload onto the system or send directly to APU
7	<b>Form B</b> Extracurricular Activities Report	○	○		Upload onto the system
8	<b>Form D</b> Essay Sheet	○	○	○	Upload onto the system
9	Certificate of Enrollment or Proof of Overseas Education Period	▲	○		By post
10	<b>Form F</b> Letter of Recommendation * Must be in a sealed envelope.		○		By post
11	EE: Extended Essay			○	Upload onto the system
12	IB Predicted Grades Report	▲	▲	▲	By post
13	<b>Form G</b> English Proficiency Evaluation	▲	▲	▲	By post
14	* Only for Domestic Students Academic Excellence Scholarship applicants. Certificate of English Proficiency.	▲	▲	▲	Upload onto the system or send directly to APU

**【 Notes regarding Documents for Submission 】**

① Application Confirmation Slip

You can print out this slip via the online application system once you have lodged your application, uploaded your ID photograph, and paid the Application Fee.

② ID Photograph

Upload your ID photogram file onto the online application system (the minimum file size is 100KB and the maximum is 3MB. The file must be in JPEG or PNG format).

③ **Form A** Application Essay

First, read APU’s Admission Policy and the APU2030 vision, then follow the directions on the Application Essay form to

complete your essay in the language basis you selected when applying. Then upload the Application Essay to the online application system.

④ Senior high school transcripts or statement of academic grades (Must be in a sealed envelope)

- In principle, you must submit original documents that have been issued within three months of the application start date.
- If you have attended two or more senior high schools, you will need to submit academic transcripts from each school in order to evidence your studies over the full three years of senior high school.
- Your application will not be accepted unless the year and month of graduation is shown on at least one of the documents submitted.
- It may take some time for schools to issue academic transcripts and certificates. When preparing your application, please request your transcripts and certificates well in advance.

	Eligibility Category	Required Document(s)
Graduated (or scheduled to graduate) from a senior high school in Japan	Graduated (or expect to graduate) from senior high school / secondary school under the Japanese educational system Completed (or expect to complete) a third-year curriculum in a higher college of technology	Academic transcripts (chosasho) (invalid if seal is broken) * If the school is unable to issue an academic transcript, submit your graduation certificate (or third-year curriculum completion certificate) and a statement of academic grades.
	(If you have studied at a senior high school outside Japan) * Not required for elementary or junior high school	In addition to the above transcript, submit transcripts or academic progress term reports for the period spent abroad.
Graduated (or scheduled to graduate) from a senior high school outside Japan	Completed (or expected to complete) 12 years of formal education in a country other than Japan * If enrolled in a school outside Japan at time of completion	i Academic transcripts for year 10, 11 and 12 ii Certificate of (expected) graduation/completion of senior high school-including year/month of enrollment and year/month of graduation/completion * You may omit ii above if the date of (prospective) graduation/ completion is shown on your transcript.  If it is not customary to issue academic transcripts at the school you attended or the education system of the country/region in question, please submit the following two items: i. Term reports on academic progress ii. A copy of your diploma * If you have not yet graduated/completed, you may submit a letter signed by a school official (teacher in charge, etc.) that shows the year/month of entrance and prospective year/month of graduation/ completion. * Copies must in all cases be certified by your educational institution to be accurate duplicates of a Certified True Copy (original).
	If you attended senior high schools in both Japan and another country	In addition to i and ii above: iii Academic transcripts (chosasho or other record of grades; invalid if seal is broken) for your time enrolled at a senior high school under the Japanese system.
Other	Successfully completed the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates or the University Entrance Qualification Examination	Certificate of Passing Grade ( <i>gokaku seiseki shomeisho</i> ) (issued by Ministry of Education, Culture, Sports, Science and Technology) * If you have been exempted from any subjects, please also submit your academic transcript (chosasho) or statement of academic grades from the senior high school you last attended and certificates from official examinations you have passed.
	Expecting to complete the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates * Only those who can furnish proof of successful completion by the selection date	Certificate of prospective completion ( <i>gokaku mikomi seiseki shomeisho</i> ) (issued by Ministry of Education, Culture, Sports, Science and Technology) * If you have been exempted from any subjects, please also submit your academic transcript (chosasho) or statement of academic grades from the senior high school you last attended and certificates from official examinations you have passed.
Other	Recognized as possessing (or prospectively possessing) scholastic ability equivalent to or greater than that of a Japanese senior high school graduate	Academic grade report ( <i>chosasho</i> ) (seal must be unbroken) * If you do not have an academic transcript (chosasho), please submit: (1) certificate of (prospective completion), (2) statement of grades, and (3) notification of outcome of pre-screening of application qualifications. Item (3), notification of outcome of prescreening of application qualifications, is issued only to those who have requested pre-screening and been judged following a screening by APU to be individually eligible to apply.



⑤ Documents required for specific countries and regions

- If you have graduated (or is expected to graduate) from a school which forms part of the education system of a country other than Japan, and have taken a university entrance qualification examination or common examination that is normally required for entrance to university in that country, please submit a certificate of results from that exam (original or certified copy by a public institution [ideally the institution issuing the certificate] to be a true copy of the original).
- Printouts of scores displayed on a web page will not be accepted.
- If you requested certificates to be sent directly to APU by the testing institution, such certificates will only be considered valid if they arrive at APU by the application deadline.
- Certificates sent to APU directly by the testing organization will be considered to be originals.

Standardized Test	Submission Method
International Baccalaureate (IB) Diploma	(a) If applying using a Transcript of Grades for an IB Diploma Please arrange for your International Baccalaureate organization to send the Transcript of Grades for your final six subjects directly to APU in digital form. (Select “Ritsumeikan Asia Pacific University”)
	(b) If applying on the basis of IB Predicted Grades Please send your IB Predicted Grades report (sealed) to APU by post. If you apply on the basis of IB Predicted Grades and are accepted, you must submit your Transcript of Grades for your final six subjects before you enroll.
SAT	Please request to have your score report sent directly to APU using the institution code 2791.
ACT	Please request to have your score report sent directly to APU using the institution code 5475.
NCEA Level 1,2,3 (NZ)	Please send your Transcript of Grades by post.
GCE A Level *	If you have completed A level, please send your exam results for at least two or more subjects and if you have completed AS level, please send your exam results from at least four subjects by post.
GCE A Level (Singapore)	Please send your exam results for three subjects by post.
GCE A Level (Sri Lanka)	Please upload your exam results for three subjects.
Abitur	Please send your final result sheet (Abiturzeugnis) by post.
Baccalaureate	Please send your transcript by post.
Other Standardized Tests	Please send your transcript by post.

⑥ Certification of English Proficiency (English-basis applicants)

- English language proficiency test scores are valid if the test date shown on the certificate is October 1, 2020 or later.
- If you are applying under an admission type that has English language proficiency standards as part of its eligibility requirements, please enter in the online application system the results/scores of official English language proficiency tests you have taken, along with codes or other information enabling verification of your results, then follow the submission procedure explained below. This is mandatory for all English-basis applicants.
- If you requested certificates to be sent directly to APU by the testing institution, such certificates will only be considered valid if they arrive at APU by the application deadline.
- If you uploaded a copy of a score report or completion certificate of TOEIC or GTEC, you will need to submit the original when undertaking the enrollment procedures.
- Language proficiency tests that are not specified by APU as part of the application qualifications, including the TOEFL ITP® Test, IELTS (General Training Module), and TOEIC® L&R TEST (IP) cannot be used when applying for this scholarship.

English Proficiency Test	Submission Method
TOEFL iBT® Test/ TOEFL iBT® Home Edition (MyBest scores will also be accepted.)	Please enter the Appointment No. (16-digit number) and upload the copy of the score report.
IELTS (Academic Module)	Please enter the Test Report Form number (18-digit number) and upload the Test Report Form.
TOEIC® L&R/S&W Test	Please upload the copy of the original Official Score Certificate.

EIKEN® Test (including the EIKEN CBT, EIKEN S-CBT, and EIKEN S-Inter-view)	Please enter necessary information such as your personal number (7-digit number), proficiency level that you passed, score and test date and upload the Certificate or EIKEN CSE Score Certificate.
TEAP	Please enter your 11-digit TEAP Registration ID with no spaces. In the Score field, enter your overall TEAP CBT score and upload your score report.
TEAP CBT	
GTEC (OFFICIAL SCORE CERTIFICATE only)	Please enter your Test ID (9-digit number) or results code (9-digit number) as shown on the GTEC website, and upload your official score.
Cambridge English Qualifications (including Linguaskill)	*Please choose “Cambridge English Language Assessment” when entering scores of Linguaskill. Please enter the ID Number and Secret Number (3 alphabets and 10-digit number) and upload the result statement.
PTE Academic	Please go to the PEARSON website ( <a href="https://pearsonpte.com/">https://pearsonpte.com/</a> ) and request to have your score report sent directly to APU.

- ⑦ **Form B** ▶ Extracurricular Activities Report and Certificates related to Extracurricular Activities  
Follow the directions in the Extracurricular Activities Report to enter information on the extracurricular activities you have undertaken in the period between your graduation from junior high school and the time of application to APU, then upload the Report. You may enter your information either in Japanese or English, regardless of your language basis at the time of application.  
Provide a copy (A4 size) of a document evidencing each of the activities that you entered in the Extracurricular Activities Report. Number each of the documents consecutively, save them all together in a single file and upload the file with the file name “Certificates related to Extracurricular Activities”.  
If you are submitting team results as part of your extracurricular activities, please also submit documentation proving that you are a member of the team.
- ⑧ **Form D** ▶ Essay Sheet  
Follow the instructions on the cover page of the Essay Sheet, complete it in the language basis you selected at the time of application, and upload it to the online application system.
- ⑨ Certificate of Enrollment or Proof of Overseas Education Period  
<Only applicable to applicants applying for “Pathway for Students with Extracurricular Achievement Category A” who need to certify an overseas education period in order to satisfy the application eligibility or “Pathway for Returnee Students”>  
Please submit your Certificate of Enrollment (an academic transcript confirming your date of entrance and graduation/completion is also acceptable) by post. The Certificate can be either an original or a Certified True Copy (a copy certified by your educational institution as a true copy of the original certificate). If the educational institution you attended does not have a standard form for this certificate, please use Form E, Certificate of Enrollment.
- ⑩ **Form F** ▶ Letter of Recommendation (Must be in a sealed envelope. Download the document from APUmate admissions website)  
Please arrange for the Letter of Recommendation to be completed by a person such as an instructor from the last school/institute you attended (including language schools, etc.) or an adult third-party person (excluding relatives) to write this recommendation letter. This must be a person who has known you for at least half a year or more.  
Please have your Letter of Recommendation written in English or Japanese. Please submit (post) in an envelope with the seal unbroken.
- ⑪ Extended Essay (“Pathway for International Baccalaureate (IB) Diploma Students” applicant only)  
Only applicable to applicants applying for “Pathway for International Baccalaureate (IB) Diploma Students”.  
Please upload it onto the online application system.  
You can submit in either Japanese or English regardless of the language basis choice at the time of application.
- ⑫ IB Predicted Grades Report  
Applicants who are expected to obtain the IB Diploma should download the “IB Predicted Grades Report” form from APUmate admissions website and ask your IB coordinator to fill it out. Please note that it must be sent in a sealed envelope.
- ⑬ **Form G** ▶ English Proficiency Evaluation  
If you are an English-basis applicant but do not intend to submit the results of an official test of English proficiency because you were educated in an English medium or your native language is English, instead of English proficiency

test results you must submit an English Proficiency Evaluation in the format prescribed by APU by post.

⑭ \*Only for Domestic Students Academic Excellence Scholarship applicants.

- If you would like to apply for Domestic Students Academic Excellence Scholarship, please submit your English language proficiency test score as follows.
- English language proficiency test scores are valid if the test date shown on the certificate is October 1, 2020 or later.
- If you requested certificates to be sent directly to APU by the testing institution, such certificates will only be considered valid if they arrive at APU by the application deadline.
- If you uploaded a copy of a score report or completion certificate of TOEIC or GTEC, you will need to submit the original when undertaking the enrollment procedures.
- Language proficiency tests that are not specified by APU as part of the application qualifications, including the TOEFL ITP® Test, IELTS (General Training Module), and TOEIC® L&R TEST (IP) cannot be used when applying for this scholarship.

English Proficiency Test	Submission Method
TOEFL iBT® Test/ TOEFL iBT® Home Edition (MyBest scores will also be accepted.)	Please enter the Appointment No. (16-digit number) and upload the copy of the score report.
IELTS (Academic Module)	Please enter the Test Report Form number (18-digit number) and upload the Test Report Form.
TOEIC® L&R/S&W Test	Please upload the copy of the original Official Score Certificate.
EIKEN® Test (including the EIKEN CBT, EIKEN S-CBT, and EIKEN S-Inter-view)	Please enter necessary information such as your personal number (7-digit number), proficiency level that you passed, score and test date and upload the Certificate or EIKEN CSE Score Certificate.
TEAP	Please enter your 11-digit TEAP Registration ID with no spaces. In the Score field, enter your overall TEAP CBT score and upload your score report.
TEAP CBT	
GTEC (OFFICIAL SCORE CERTIFICATE only)	Please enter your Test ID (9-digit number) or results code (9-digit number) as shown on the GTEC website, and upload your official score.
Cambridge English Qualifications (including Linguaskill)	*Please choose "Cambridge English Language Assessment" when entering scores of Linguaskill. Please enter the ID Number and Secret Number (3 alphabets and 10-digit number) and upload the result statement.
PTE Academic	Please go to the PEARSON website ( <a href="https://pearsonpte.com/">https://pearsonpte.com/</a> ) and request to have your score report sent directly to APU.

### (3) List of Application Documents for each application type (For Transfer Applicants)

You will be able to download the following documents from APUmate admissions website.

Application confirmation slip	All applicants	You can print out this slip via the online application system once you have lodged your online application, upload your ID photograph and paid the Application Fee.	By post
ID Photograph	All applicants	Please upload it onto the application system.	Upload onto the system
<b>Form D</b> Essay Sheet	All applicants	Follow the instructions on the cover page of the Essay Sheet and complete it in the language basis you selected at the time of application.	Upload onto the system

Certification of English Proficiency	All applicants	English language proficiency test scores are valid if the test date shown on the certificate is October 1, 2019 or later. For submission details, please refer to “Notes regarding Documents for Submission” on p.43. * If you only uploaded the certificate, you will need to submit the original when taking the enrollment procedures.	Sent or made available directly to APU or upload onto the system
<b>Form F</b> Letter of Recommendation (Must be in a sealed envelope)	All applicants	Please arrange for the Letter of Recommendation to be completed by a person such as an instructor from the last school/institute you attended (including language schools, etc.) or an adult third-party personnel (excluding relatives). This must be a person who has known you for at least half a year or more.	By post
Academic transcripts from higher education institutions (university, etc.)	All applicants	Please submit academic transcripts (originals) issued by the head of the educational institution(s) covering all the year levels and subjects you have taken. If you are still taking classes at the time of application, the final results (official transcript) for these classes must be submitted once they have been acquired before enrollment. Your eligibility to enroll at APU may be revoked if you do not submit the final results.	By post
A certificate of (prospective) graduation or certificate of enrollment from higher education institution (university, etc.)	All applicants	If you are currently enrolled at a university, please submit a certificate of (prospective) graduation (original only). In the event that such certificate cannot be issued, please submit proof of period of enrollment. If you are attending or have attended an institution outside Japan and the date of graduation (or prospective graduation) and period of enrollment is specified on your academic transcript, there is no need to submit a separate certificate. ※ Applicants for transfer enrollment must submit documentation certifying the date of graduation (or prospective graduation).	By post
Documentation verifying requirements for graduation	All applicants	Please submit a document or documents verifying requirements for graduation specifying the conditions for conferral of the academic degree at the higher education institution in which you are (were) enrolled. Conditions may include information such as credits needed for graduation, compulsory subjects or minimum GPA, etc. Acceptable documents include brochures and web pages published by the institution.	By post
Senior High School Transcript * Must be in a sealed envelope.	All applicants	In principle, you must submit original documents that have been issued within three months of the application start date. If you have attended two or more senior high schools, you will need to submit academic transcripts from each school in order to evidence your studies over the full three years of senior high school. Your application will not be accepted unless the year and month of graduation is shown on at least one of the documents submitted.	By post
Documents required for specific countries and regions	Only for specified applicants	For submission details, please refer to “Notes regarding Documents for Submission” on p.43.	By post or submit directly to APU
<b>Form H</b> Transfer Student Academic Status Form	Only for specified applicants	If you are currently enrolled at an institution of higher education (university Bachelor’s degree program, junior college, higher vocational college, polytechnic, etc.), please complete and submit the prescribed form.	By post

Course/subject registration record	Only for specified applicants	If you are expected to graduate, please submit a certificate or a statement of course registration specifying the subjects you are undertaking and the credits of those courses. Copies are acceptable.	By post
Application to Transfer Major Credits	Only for Third Year Transfer Applicants	Please download the prescribed form from the APUmate admissions website and input the required information ( <a href="https://www.apumate.net/admissions_guide/examination/h_t/index.html">https://www.apumate.net/admissions_guide/examination/h_t/index.html</a> ). Contact the institution you are transferring from if you are unsure of any of the required information.	By post
Syllabus	Only for Third Year Transfer Applicants	Please submit a syllabus for each course you have taken or are currently undertaking that you wish to have approved for credit transfer as an APU major subject equivalent. A course will not be eligible for transfer without a syllabus. A syllabus is not required if you wish to transfer to the College of International Management (APM) from an institution accredited by AACSB, EQUIS, AMBA, or EPAS. Instead, provide a document showing that the institution has received an accreditation (a screenshot of the relevant section of the institution's website is sufficient.)	By post
Documentation verifying the overall number of class hours or credits earned (from a vocational school)	Only for specified applicants	If you have graduated or are expected to graduate from a vocational school, please submit a document (original only) issued by the school that certifies that the course you undertook or are undertaking was at least two years in duration, and included at least 1,700 hours of in-class instruction or amounted to at least 62 credits.	By post
<b>Form G</b> English Proficiency Evaluation	Only for specified applicants	If you are an English-basis applicant but do not intend to submit the results of an official test of English proficiency because you were educated in an English medium or your native language is English, you must submit this form instead of English proficiency test results.	By post

### 3. Applying for Residence in AP House (International Educational Dormitory)

APU operates an international educational dormitory known as AP House, which is continually evolving both as a secure and rewarding place for students to live and as a space for students to interact with and learn from one another. AP House comprises AP House 1, AP House 2, and the New AP House to be opened in April 2023. By living communally with peers from many different countries and regions, AP House residents become proficient in intercultural communication and acquire abilities that are valued in international society. From April 2023, all new students entering APU will be able to reside in AP House if they wish to do so.

The application process is outlined below.

#### 1. Overview of AP House

##### (1) Facilities

AP House 1 and 2 have both single and shared type residential rooms. New AP House has single rooms only.

Residential room fixtures and fittings:

Desk, chair, bookshelf, desk lamp, telephone, closet, bed, cupboard, bedding set (pillow, sheets, blanket, mattress, comforter), refrigerator, air-conditioning, shoe holder, internet connection (wired LAN and wireless LAN [Wi-Fi]), washbasin\*, lavatory\*

- Facilities marked with an asterisk (\*) are not included in shared type rooms and rooms in New AP House.
- Facilities in New AP House rooms may vary from those listed above.

Please note:

- Smoking is prohibited in residential rooms and all other areas within AP House buildings. Only the designated smoking areas may be used.
- Meals are not provided in AP House. Meal options include using the campus cafeteria or self-catering in the communal kitchens.

##### (2) Number and size of rooms

	AP House 1 and 2 Single Type	AP House 1 and 2 Shared Type	New AP House Single Type Only
No. of Rooms	932	378	261
Room Area	13m <sup>2</sup>	13m <sup>2</sup>	10.08m <sup>2</sup>

##### (3) Period of residence

- Students entering in April: Students entering APU at first and second year level move in around late March 2023 and move out by the end of February 2024 ; Students entering at third year level move out by the end of February 2025
- Students entering in September: Students entering APU at first and second year level move in around mid-September 2023 and move out by the end of August 2024; Students entering at third year level move out by the end of August 2025

In principle, the maximum period of residence in AP House is around one year (11 months) for students entering APU at first and second year level, and around 2 years (1 year 11 months) for students entering at third year level.

##### (4) Dormitory fees

- AP House 1 and 2  
50,000 yen monthly
- New AP House  
52,000 yen monthly

#### 2. Number of Residents in Each Building (Domestic Students)

	Entering in April	Entering in September
AP House 1 and 2	600	15
New AP House	100	20

#### 3. Applications and Building Allocations

When applying for admission to APU, you can request to reside in AP House, but you cannot express a preference regarding which AP House building you wish to reside in: buildings are allocated by means of a lottery. If you wish to reside in AP House, please be sure to select "Request Residence in AP House" in the AP House Residence section of the Personal Information Registration page in the online application system. Please note that you cannot alter your preference after completing the online application process.

#### 4. Announcement of Building Allocations

Students enrolling in April: Monday March 20, 2023, 1:00 p.m.

Students enrolling in September: Monday August 21, 2023, 1:00 p.m.

#### 5. Building Allocation Announcement Methods

APU will notify you of your allocated building in AP House via the e-mail address you entered at the time of applying for admission to APU.

\*Allocations are not posted on the APU website or the like, so please be sure to check your e-mail.

**6. Procedures for Moving In**

You will be granted permission to move in to AP House upon payment of the dormitory fees by the end of the designated payment period, and completion of procedures for enrollment in APU. Enrollment and moving in procedures cannot be completed after the payment period under any circumstances.

**(1) Payment period**

The same period as for payment of the second enrollment procedure fees for your entrance examination method (refer to p. 54-55)

**(2) Dormitory fees payable in advance**

234,000 yen (same figure for both April and September entrants)

The dormitory fees comprise a moving-in fee of 32,000 yen, security deposit of 98,000 yen, 52,000 yen in monthly rent for the month of April 2023 or September 2023, and 52,000 yen in monthly rent for the month of May 2023 or October 2023.

\*The above amounts are calculated based on residence in New AP House. An adjustment will be made for residents of AP House 1 and 2 in the form of a deduction from rent payments after moving in to AP House.

If you have any questions about the dormitory or concerns about life at APU, please feel free to contact us:

**Ritsumeikan Asia Pacific University AP House Office**

**Telephone: 0977-78-1901 (9:00 a.m. to 5:30 p.m.; closed Saturdays, Sundays, and national holidays)**

**Dormitory Fee Reduction System**

This is a student financial aid system that provides a reduction in dormitory fees for selected students who have passed APU's entrance examination and intend to take up residence in AP House.

Please refer to page 59 for details.

**4. Application Tickets and Interview Procedures**

**(1) Online Application Tickets**

Application tickets are issued on the online application system (They are not sent by post.)

Please print out application tickets 1 and 2, read the notes carefully, and keep the tickets somewhere safe.

Please refer to (3) Screening Flow for information on how to check your application tickets.

\* Application tickets will not be issued for application types where the first screening is a screening of submitted documents.

**(2) Online Interview**

Interviews will be conducted online using Zoom.

Before the interview, please prepare the equipment and environment you will need for taking the interview online:

1. Make sure you have a computer, smartphone, or tablet equipped with a microphone and camera.
2. Find a location (at your home, school, etc.) that has a reliable internet connection and adequate lighting. Ensure that you are the only person in the room during the interview.
3. Please check your application ticket for information on how to install the Zoom app, join the interview, and request a connection test in advance.

**(3) Screening Flow**

The table below outlines the flow of procedures on the online application system from the first screening to registering for the second screening, taking the second screening, and receiving your result.

\* Application numbers and application tickets are available on the online application system, but the method for accessing them varies depending on your application type.

	Pathway for Students with Extracurricular Achievements (including FALL admissions)	Pathway for Returnee Students Pathway for International Baccalaureate (IB) Diploma Students Transfer Enrollment (including FALL admissions)
Issuance of the First screening application ticket	It will not be issued as the 1 <sup>st</sup> screening is paper screening.	
Confirmation of the Application Number	Please click on <input type="button" value="Check Application"/> button, then <input type="button" value="Check Application"/> Status button and then <input type="button" value="Online Application Status and Uploads, etc."/> button to confirm your application number. You will find it on the top left side of the screen. You can confirm your application number from 1:00 p.m. on the day that results are announced.	
Result of the First screening	Please click on "Check Admission Result Online" to check the result. In order to check your result, you will need your application number and date of birth.	

<p>Registration of the Second screening (Only for applicants successful in the first screening)</p>	<p>You must register in order to proceed to the second screening, but there is no need to send new application documents. The second screening registration period begins at the time the first screening results are released and ends at 5:00 p.m. on the day preceding the first day of the second screening.</p> <ol style="list-style-type: none"> <li>1. Please click on <a href="#">Check Application</a> button, then <a href="#">Check Application Status</a> button and then <a href="#">Online Application Status and Uploads, etc.</a> button to confirm your password for registration of the second screening and take a memo.</li> <li>2. Click on the <a href="#">Apply for Second Screening</a> button and enter your password to proceed with registration of the second screening.</li> <li>3. Once you have selected the application type and confirmed the personal information, a message saying "You have now completed the online input required for your application" will appear.</li> <li>4. Please take a memo of the "Application Number" and "Security Code".</li> <li>5. Please check on the button which says "I have read and understood the procedures required to complete my application".</li> </ol>	
<p>Payment of the Application fee for Second screening</p>	<p>There is the need for you to pay the Application Fee for second screening.</p>	<p>There is no need for you to pay the Application Fee for second screening. "¥ 0 " will be shown on the Application Fee column.</p>
<p>Issuance of Second screening application ticket</p>	<p>Please click on the <a href="#">Check Application</a> button, then <a href="#">Check Application Status</a> button and then <a href="#">Online Application Status and Uploads, etc.</a> button and print out application tickets 1 and 2. Please note that the tickets will be displayed in the first screening field on the screen.</p>	
<p>Announcement of Final result</p>	<p>Please click on "Check Admission Result Online" to check the result. In order to check your result, you will need your application number and date of birth. You can also check the result of "Domestic Student Academic Excellence Scholarship" from this screen.</p>	



## 5. Announcement of the Result

### (1) Result of the First Screening

- ① Please check your result by clicking on “Check Admission Result Online” from 1:00pm on the result notification date. In order to check your result, you will need your application number and date of birth.
- ② If you are successful in the first screening, please go to the guidance page of the online application system site for instructions on how to register for Second screening and pay your application fee (the amount varies according to your application type).

### (2) Announcement of the Final Result

- ① Please check your result by clicking on “Check Admission Result Online” from 1:00pm on the result notification date. You can also check the result of “Domestic Student Academic Excellence Scholarship” from this screen. In order to check your result, you will need your application number and date of birth.
- ② The application numbers of successful applicants will be posted on the APU website (<https://www.apu.ac.jp/home/>) for a period of three days (72 hours) from 1:00 pm on the result notification date.
- ③ Successful applicants will be sent documents regarding enrollment procedures in the afternoon of result notification date.

\* APU will not respond to any telephone, email or postal inquiries regarding results.

## 6. To those requiring special accommodation when taking domestic student entrance examinations

Special arrangements can be made for domestic applicants for admission to APU to accommodate disabilities and other conditions. If you require such arrangements in the course of applying, please submit a request form as instructed below.

Please note that depending on the examination format, it may not always be possible to make arrangements exactly as requested.

### (1) Examples of arrangements commonly granted

Enlargement of examination question and answer sheets /  
permitted use of magnifier / special seating allocation /  
permitted use of hearing aid / permitted use of wheelchair

### (2) How to apply

- ① Application documents  
Download the application form via the web page “For Domestic Students who Require Special Accommodations in the Admissions Process” page on the APUMate.net website ([https://www.apumate.net/admissions\\_guide/english/special\\_accommodations.html](https://www.apumate.net/admissions_guide/english/special_accommodations.html)), fill out the required details and submit it to APU. In some cases you may be required to submit a doctor’s certificate or other documentation. Please refer to the web page for details.
- ② Application deadline  
Application forms must arrive at APU at least two weeks prior to the start of the application period.
- ③ Where to send the application  
Entrance Examination Special Arrangement, Office of Domestic Admissions , Ritsumeikan Asia Pacific University 1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN  
Tel: 0977-78-1120 / Fax: 0977-78-1199 / Email: [apumate@apu.ac.jp](mailto:apumate@apu.ac.jp)

## 7. Enrollment Procedures

To complete the enrollment procedures, you must register your information in the online enrollment procedures system, pay all enrollment procedure fees (first and second stages) by the prescribed dates, and submit all enrollment documents. No enrollments will be accepted after the deadlines for completion of these procedures. Full details of the procedures are contained in the Handbook of Enrollment Procedures and Manual of Online Enrollment Procedures sent to successful applicants.

### (1) Online Registration of Enrollment Information

Please check the Handbook of Enrollment Procedures for details and enter your information during the prescribed period.

## (2) Payment of Enrollment Procedure Fees

[First Stage Enrollment Procedures]

Admission Fee Payment: 200,000 yen, to be paid during the First Stage Enrollment Procedure Period.

\* Please note that the Admission Fee will not be refunded after it has been paid.

[Second Stage Enrollment Procedures]

Tuition A Payment (First Semester), to be paid during the Second Stage Enrollment Procedure Period.

\* Applicants who choose to withdraw their enrollment will be refunded paid tuition fees (i.e. Tuition A for the first semester), but not the Admission Fee, provided they complete the procedures prescribed by APU. Please note that no applications for refunds will be accepted after the date below.

Friday, March 31, 2023 for April 2023 enrollment

Wednesday, September 20, 2023 for September 2023 enrollment

Please refer to p.58 for details regarding [Grant-based Scholarship] Japanese Government Higher Education Student Assistance Program.

### April Enrollment

Application Type	Round	Final Results Notification	Payment Periods Enrollment Procedure Fees		
			Start Date	Deadline	
				First Stage	Second Stage
Pathway for Students with Extracurricular Achievements	1st	November 1, 2022 (Tue)	November 2, 2022 (Wed)	November 11, 2022 (Fri)	March 10, 2023 (Fri)
	2nd	November 22, 2022 (Tue)	November 23, 2022 (Wed)	December 2, 2022 (Fri)	
	3rd	December 13, 2022 (Tue)	December 14, 2022 (Wed)	December 23, 2022 (Fri)	
	4th	January 31, 2023 (Tue)	February 1, 2023 (Wed)	February 10, 2023 (Fri)	
Pathway for Returnee Students	1st	November 1, 2022 (Tue)	November 2, 2022 (Wed)	November 11, 2022 (Fri)	
	2nd	January 10, 2023 (Tue)	January 11, 2023 (Wed)	January 20, 2023 (Fri)	
	3rd	January 31, 2023 (Tue)	February 1, 2023 (Wed)	February 10, 2023 (Fri)	
Pathway for International Baccalaureate (IB) Diploma Students	1st	December 13, 2022 (Tue)	December 14, 2022 (Wed)	December 23, 2022 (Fri)	
	2nd	January 10, 2023 (Tue)	January 11, 2023 (Wed)	January 20, 2023 (Fri)	
Transfer	1st	November 1, 2022 (Tue)	November 2, 2022 (Wed)	November 11, 2022 (Fri)	
	2nd	January 31, 2023 (Tue)	February 1, 2023 (Wed)	February 10, 2023 (Fri)	

**September Enrollment**

Application Type	Round	Final Results Notification	Payment Periods Enrollment Procedure Fees		
			Start Date	Deadline	
				First Stage	Second Stage
Pathway for Students with Extracurricular Achievements	1st	January 10, 2023 (Tue)	January 11, 2023 (Wed)	January 20, 2023 (Fri)	August 18, 2023 (Fri)
	2nd	May 9, 2023 (Tue)	May 10, 2023 (Wed)	May 19, 2023 (Fri)	
	3rd	July 18, 2023 (Tue)	July 19, 2023 (Wed)	July 28, 2023 (Fri)	
Pathway for Returnee Students	1st	January 31, 2023 (Tue)	February 1, 2023 (Wed)	February 10, 2023 (Fri)	
	2nd	April 4, 2023 (Tue)	April 5, 2023 (Wed)	April 14, 2023 (Fri)	
	3rd	May 30, 2023 (Tue)	May 31, 2023 (Wed)	June 9, 2023 (Fri)	
Pathway for International Baccalaureate (IB) Diploma Students	1st	May 9, 2023 (Tue)	May 10, 2023 (Wed)	May 19, 2023 (Fri)	
Transfer	1st	January 31, 2023 (Tue)	February 1, 2023 (Wed)	February 10, 2023 (Fri)	
	2nd	May 30, 2023 (Tue)	May 31, 2023 (Wed)	June 9, 2023 (Fri)	

**(3) Submission of Enrollment Documents**

Details about enrollment documents can be found in the “Handbook of Enrollment Procedures” which will be sent to successful applicants.

Enrollment Semester	Submission Period Documents must be postmarked by the final date of the period.
April 2023 Enrollment	February 10, 2023 (Fri.) – March 10, 2023 (Fri.) * Submissions must be postmarked by this date
September 2023 Enrollment	August 4, 2023 (Fri.) – August 18, 2023 (Fri.) * Submissions must be postmarked by this date

\* If you are sending your enrollment documents directly to APU from anywhere outside Japan, you are advised to send them by the last day of the relevant submission period given above by registered mail, DHC, EMS, Fed EX or other services that keep a record of sending and delivery.

**\* An original graduation certificate is required in order to undertake enrollment procedures (strict deadlines apply). Please note that delays may result in ineligibility to enroll.**

## 8. Student Fees and Miscellaneous Charges

The annual tuition fee amount is calculated by combining “Tuition A (common for all year levels)” with “Tuition B (varies depending on year level)”.

The information shown below applies to all the Colleges.

### (1) Admission Fee, Tuition Fees and Miscellaneous Membership Fees for Academic Year 2023 Enrollees

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

#### [AY2023 Admission Fee and Tuition Fee for the First Year of Enrollment]

	Admission Fee	Tuition Fee				Total Fees
		First Semester		Second Semester		
		Tuition A	Tuition B	Tuition A	Tuition B	
1st year students	200,000 yen	380,000 yen	270,000 yen	380,000 yen	270,000 yen	1,500,000 yen
Transfer students	200,000 yen	380,000 yen	370,000 yen	380,000 yen	370,000 yen	1,700,000 yen

#### [AY2023 Tuition Amounts for Each Year up to Minimum Period Required for Graduation]

	First year	Second year	Third year	Fourth year
1st year students	1,300,000 yen	1,500,000 yen	1,500,000 yen	1,500,000 yen
2nd year transfer students	-	1,500,000 yen	1,500,000 yen	1,500,000 yen
3rd year transfer students	-	-	1,500,000 yen	1,500,000 yen

\* Current tuition may be reviewed by changing social conditions.

\* Not including admission fee and miscellaneous membership fees.

#### [First Year Miscellaneous Membership Fees]

Miscellaneous Membership Fees		Total
APU-Club Domestic Students' Parents Association Membership (for entire period of enrollment at APU)	APU Alumni Association Lifetime Membership (one time payment)	
20,000 yen	20,000 yen	40,000 yen

#### ◆ APU-Club Domestic Students' Parents Association Membership Fee

The aims of APU-Club – Domestic Students' Parents 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.” APU-Club holds discussion meetings, offers scholarships to students, and operates various other student support initiatives. This association is composed of parents (guarantors) of domestic students (other than those intending to enroll under “student” status of residence in Japan) . For information on the association's rules and activities, please visit the “APU-Club Domestic Students' Parents Association website” : <http://www.apnfubo.com/>.

#### ◆ APU Alumni Association Membership Fee

Aiming “to promote the development of Ritsumeikan Asia Pacific University and to foster friendly relations amongst its members”, the APU Alumni Association extends associate membership to current (pre-graduation) APU students. Paid members of the Association gain access to APU's global alumni network through tools such as online alumni search and member messaging services. For information on the activities of the APU Alumni Association, please visit the “APU Alumni Association” website.

**(2) Fee Payment Installments**

Fees are to be paid as outlined below.

Items	Payments Deadlines	
	April Enrollment	September Enrollment
<ul style="list-style-type: none"> <li>• Admission Fee</li> <li>• First Semester Tuition A &amp; B</li> <li>• APU-Club Domestic Students' Parents Association Membership Fee</li> <li>• APU Alumni Association Lifetime Membership Fee</li> </ul>	Before enrollment	Before enrollment
<ul style="list-style-type: none"> <li>• Second Semester Tuition A &amp; B</li> </ul>	November 30, 2023	May 31, 2024

**(3) Earning credits in excess of the minimum required for graduation**

Students who register and earn more than 124 credits over four years (the standard total required to graduate) will only be charged the tuition amount for the standard 124 credits. However, separate fees may be charged for undertaking special programs.

Students who exceed the minimum number of years required for graduation and remain enrolled for a fifth year or beyond will be charged one half of Tuition A plus per-credit tuition for every credit for which they register (22,500 yen × number of credits) .

**9. Pre-enrollment education (1<sup>st</sup> year English basis April enrollees)**

**\* Please note that following is the content of the pre-enrollment education which was carried out last year. This year's content is subject to change and successful applicants will be informed of the details upon their acceptance to APU.**

Online essay writing session will be carried out to improve your essay writing skills. You will be asked to write essays based on books assigned by each college and our graduate school TAs (teaching assistants) will give you feedbacks on them.

**10. Scholarships**

**(1) APU's Scholarship System**

**i. Domestic Students Academic Excellence Scholarship**

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.

Eligible entrance examinations	April and September 2023 Entrance Examinations (first year new students) *Transfer entrance examinations are not eligible.
Number of students accepted	Up to 37
Amount	Equivalent to the full amount of tuition *If you are receiving either the Japanese Government Higher Education Student Assistance Program (Tuition Reduction) or Domestic Students Tuition Reduction or both, the left amount.
Period of allowance	Four years (subject to a continuing review each semester)
Payment method	Allocated to the amount of tuition payment
Application method	Applicants must declare their desire for the scholarship when registering their application and <u>submit documents showing their English language proficiency.</u>

Results	Applicants will be selected based on their application documents and entrance examination results, in addition to a comprehensive review of their English language proficiency, and will be notified at the same time as the announcement of entrance examination results.
Notes	You will not be able to receive “Domestic Students Financial Support Tuition Reduction” with this scholarship.
Language proficiency tests which can be used	TOEFL iBT <sup>®</sup> , IELTS (Academic Module), TOEIC <sup>®</sup> (L&R/S&W), EIKEN, TEAP, TEAP CBT, GTEC, Cambridge English Qualifications, PTE Academic ※ English language proficiency test scores are valid if the test date shown on the score certificate is October 1, 2020 or later. ※ For the TOEFL iBT <sup>®</sup> Test, TOEFL iBT <sup>®</sup> Home Edition is also accepted. In addition to Test Date Scores, MyBest™ Scores will also be accepted. ※ EIKEN <sup>®</sup> includes EIKEN CBT, EIKEN S-CBT, and EIKEN S-Interview. ※ Only official test scores are accepted for GTEC. ※ Cambridge English Qualifications includes Linguaskill.

## ii. Domestic Students Tuition Reduction

This is a financial support scholarship which students can apply for after enrolling in APU. Provided independently by APU, the scholarship involves raising the value of the tuition reduction provided under the Japan Student Services Organization Scholarship Grant (hereafter the “JASSO Scholarship Grant”) to 50% of APU tuition. You can apply for the scholarship even if you are not eligible to apply for the JASSO Scholarship Grant.

Eligibility	<ul style="list-style-type: none"> <li>• Students selected to receive the JASSO Scholarship Grant.</li> <li>• Students ineligible to apply for the JASSO Scholarship Grant (such as those whose status of residence is Family□Member, those for whom more than two years has elapsed between high school graduation and university entrance, etc.).</li> <li>• Students who do not meet the selection criteria for the JASSO Scholarship Grant because their household income exceeds the limits set by JASSO, etc. are not eligible for this scholarship.</li> </ul>
Value	<p>Up to the equivalent to 50% of tuition</p> <p>* Please note that, students receiving a tuition reduction under the JASSO Scholarship Grant will receive only the difference between the value provided under this grant and the value of 50% of tuition:</p> <p>JASSO Scholarship Grant + APU Domestic Students Tuition Reduction = 50% of tuition</p>
Term of award	<p>Maximum of 4 years (or minimum period required to graduate)</p> <p>* Dependent on eligibility screenings (on grades and household finances) conducted each year.</p>
Payment method	<p>An amount equal to the scholarship value is deducted from invoices for payment of tuition fees.</p> <p>* Please note that in the semester when payments begin, recipients will need to pay the full semester tuition amount initially, with the amount of the scholarship refunded to them after scholarship awards are finalized (refunds are expected to be issued in mid-October for the Spring semester, and mid-February for the Fall semester).</p>
Application method	<p>Calls for applications are made after each enrollment period (April and October). For more details, please wait for information to be provided after enrollment.</p>

### iii. Dormitory Fee Reduction System

This is a system with the objective of providing post-enrollment financial aid to those who apply to APU and who wish to move into AP House (international education dormitory). Individuals may apply after applying for admission as well as prior to applying for the dormitory.

Eligible for Support	Those wishing to move into APU House who have gone through the AY2023 domestic admissions process (first-year students who are new enrollees).
Application Qualifications	Applied for the Japan Student Services Organization Benefit Scholarship Reservation Program and in receipt of a "Notification of Decision for Candidate Awarded a University Scholarship for AY2023 [Reiwa 5]".
Number of Awardees	60 *Note: we may not be able to make awards to all benefit scholarship recipients.
Details of Support	Half of the monthly dormitory fee for AP House for 11 months will be exempted.
Application period	December 1, 2022 (Thu)–January 31, 2023 (Tue) (postmarked) *for both April and September move-ins.
How to Apply	Please see the application requirements published on APUmate, the applicant website.

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

Name	Type	Eligibility	Awardees per year	Amount
ANDO Momofuku Award	Grant	Undergraduate third-year (fifth semester) students who satisfy any one of the following criteria: (1) Outstanding academic record (2) Distinguished performance in extracurricular activities	Up to 4	Up to 500,000 yen
ANDO Momofuku Honor Prize	Grant	Students scheduled to graduate (students in their eighth semester) who have achieved outstanding performance in their studies and extracurricular activities and have positive goals for their future careers.	Up to 4	Up to 1 million yen
APU Academic Merit Scholarship	Grant	Students at each year level who have earned the prescribed number of credits and who have achieved the most outstanding grades in their respective colleges, years and semesters of enrollment for the semester concerned.	Approx. 30	Up to 100,000 yen
APU Incentive Scholarship for Self-Motivated Students	Grant	Individuals and groups that achieved outstanding results in self-motivated activities.	Within the limits of the budget	Up to 100,000 yen for groups Up to 50,000 yen for individuals
Domestic Students Financial Support Tuition Reduction	Grant	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
APU-Club Domestic Students' Parents Association Scholarship	Grant	Children of members of the APU-Club Domestic Students' Parents Association who are selected for a Domestic Students Financial Support Tuition Reduction.	Up to 20	200,000 yen

## (2) Scholarships Offered by Organizations Outside APU

### i. Japan Student Services Organization (JASSO) Scholarship

For details of how to apply for the JASSO scholarships, please refer to the information contained in the “Handbook of Enrollment Procedures” sent to successful applicants.

Type 1	
Type	Interest-free loan
Amount	Students commuting from family home: Maximum of 54,000 yen Sums available other than maximum: 20,000 yen, 30,000 yen, or 40,000 yen Students living away from family home: Maximum of 64,000 yen Sums available other than maximum: 20,000 yen, 30,000 yen, 40,000 yen, 50,000 yen
Eligibility for application	Academic performance 1 <sup>st</sup> year students: Senior high school grade average of 3.5 or above (or completion of the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates with equivalent grades) Transfer students: To be assessed based on academic records at the higher institution previously attended
	Household financial status: Upper limits are placed on the annual (pre-tax) income of the parents or persons supporting the household. Example: Household of 4 persons with a student living away from home • Households with salary income: Up to 8.09 million yen if receiving the maximum amount; up to 8.52 million yen otherwise • Households with income from sources other than salary: Up to 4.01 million yen if receiving the maximum amount; up to 4.44 million yen otherwise * The above amounts are estimates only. Exact conditions will depend on the makeup / circumstances of each household.
Term of award	Minimum number of years required for graduation from the month in which the scholarship is first received.
Type 2	
Type	Loan with interest (maximum of 3% per annum, interest-free for duration of enrollment)
Amount	Choose an amount ranging from 20,000 yen to 120,000 yen, in 10,000 yen increments
Eligibility for application	Academic performance: Admission to APU is sufficient to meet the required standard.
	Household financial status: Upper limits are placed on the annual (pre-tax) income of the parents or persons supporting the household. Example: Household of 4 persons with a student living away from home • Households with salary income: Maximum of 11.95 million yen • Households with income from sources other than salary: Maximum of 7.87 million yen * The above amounts are estimates only. Exact conditions will depend on the makeup / circumstances of each household.
Term of award	Minimum number of years required for graduation from the month in which the scholarship is first received.

\* Emergency / temporary awards: There are systems in place to accept applications at any time from students whose household finances have changed suddenly and unexpectedly.



## ii. [Grant-based Scholarship] Japanese Government Higher Education Student Assistance Program (JASSO Scholarship Grant)

Eligibility	Students who meet the standards prescribed by the Japan Student Services Association (JASSO) with regard to academic standards and household financial standards (please refer to the JASSO website for details).
Scholarship Details (no repayment required):	<p>(1) Monthly stipend (value is determined by JASSO)</p> <p>(2) Tuition reduction (maximum amount last academic year was 700,000 yen)</p> <p>* Recipients of the JASSO Scholarship Grant are also eligible to receive the Domestic Students Tuition Reduction outlined above (application is required). In the event that the tuition reduction provided under the JASSO Scholarship Grant does not equal 50% of APU tuition, APU will cover the shortfall. In other words: Grant + APU Domestic Students Tuition Reduction = 50% of tuition.</p> <p>* In the semester when payments begin, recipients will need to pay the full semester tuition amount themselves by the payment deadline, with the amount of the scholarship grant refunded to them after awards are finalized (refunds are expected to be issued in mid-October for the spring semester, and mid February for the fall semester). From the second semester onward, amount equal to the scholarship value is deducted from invoices for payment of tuition fees.</p> <p>(3) Admission Fee (only for students whose scholarship grant payments commence in the month of enrollment)</p>
Term of award	<p>Maximum of 4 years (or minimum period required to graduate) .</p> <p>* Dependent on eligibility screenings (academic standards, household financial standards) conducted each year.</p>
Application method	<p>(1) Apply for “pre-award” ( 予約採用 ) via your current senior high school, then complete full application procedures through APU when you enroll.</p> <p>(2) Complete application procedures through APU after enrollment (there is also a system for accepting applications ad hoc from students whose household financial conditions change suddenly).</p>
Announcement of results	Scholarship grants begin in a minimum of two months after application procedures are completed.
Points to note	<p>Even if you have received notification that your “pre-award” application was successful (and you are therefore eligible for tuition reduction and admission fee exemption), you should go ahead and pay the enrollment procedure fees (admission fee, first semester tuition, association membership fees) by the required deadline.</p> <p>Procedures for tuition reduction and admission fee refund can only be completed after you are enrolled in APU. Please note that if you withdraw from enrollment in APU, you will no longer be eligible for this scholarship grant and your admission fee will not be refunded.</p>

Japan student Services Organization website: <https://www.jasso.go.jp/shogakukin/>

## iii. Scholarships offered by private scholarship foundations (loans and grants) / scholarships offered by local government bodies (loans and grants)

- Details vary depending on the foundation or local government body involved.
- Applications for these scholarships will be posted on the Student Office website as soon as information is received by APU.
- Interested applicants should contact local prefectural and city boards of education directly for information on scholarships offered by local government bodies.

The scholarship information shown above is correct as of April 2022.  
Please refer to the APU Student Office website for the most up-to-date information.

## Applying to Participate in a Double Degree Program from AY 2023

A Double Degree program is a program that enables students to earn academic degrees from both APU and a partner institution in just four years. The timing and content of such programs varies depending on the partner institution, but for the full four years of the program students need only pay tuition fees to APU (some additional fees may be charged for students wishing to take certain session subjects). Each of the two universities in the program recognizes course credits earned at the other university, in accordance with their own recognition standards.

Double Degree programs are by no means easy, because students are expected to work proactively on their studies and extracurricular activities on an ongoing basis. However, the experiences you gain are sure to prove extremely useful in wider society as globalization continues to advance. Unlike regular student exchange (half-year or full-year) programs, Double Degree programs involve two years of study abroad. You will have numerous opportunities to challenge yourself as you work toward your degrees as a regular student of two different universities. We look forward to receiving applications from highly motivated students who have clear goals for the future and wish to acquire deeper knowledge and specialized expertise.

### ■ Application and selection process for Double Degree programs open to applicants prior to entering APU

APU operates Double Degree programs in partnership with a number of universities overseas. If you wish to participate in a program with our partners in the United States (for APS students) or France (for APM students), you need to apply prior to entering APU, pass a screening, and satisfy the conditions of the partner university.

#### 1. St. Edwards University (SEU) / United States of America

(1) To be eligible to apply, students must:

- Have gained admission to the College of Asia Pacific Studies (APS) in Fall 2022 or Spring 2023, and intend to enroll;
- Have English language proficiency equivalent to a score of at least 71 on the TOEFL<sup>®</sup> iBT or IELTS<sup>™</sup> 5.5 (TOEFL<sup>®</sup> ITP 525, TOEIC<sup>®</sup> 700, Eiken Test in Practical English Proficiency Grade Pre-1).

(2) Application period: Wednesday March 1 to Wednesday March 22, 2023

(3) Number of applicants accepted: Up to 5

(4) Overview of four-year program including study abroad

Spring entrants	First Year		Second Year		Third Year		Fourth Year	
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
	Foundation/ Language @APU	Foundation / Major @SEU				Major / Graduation Thesis @APU		

(5) Program details: For application guidelines, eligibility, application schedule, study abroad conditions, and other details, please refer to this web page:

<https://www.apu.ac.jp/abroad/program/?pgid=23>



#### 2. NEOMA Business School (NBS) / France

(1) To be eligible to apply, students must:

- Have gained admission to the College of International Management (APM) in Fall 2022 or Spring 2023, and intend to enroll;
- Have English language proficiency equivalent to a score of at least 71 on the TOEFL<sup>®</sup> iBT or IELTS<sup>™</sup> 5.5 (TOEFL<sup>®</sup> ITP 525, TOEIC<sup>®</sup> 700, Eiken Test in Practical English Proficiency Grade Pre-1).

(2) Application period: Wednesday March 1 to Wednesday March 22, 2023

(3) Number of applicants accepted: Up to 10

(4) Overview of four-year program including study abroad

Spring entrants	First Year		Second Year		Third Year		Fourth Year	
	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
	Foundation/ Language @APU	Foundation / Major / Language (English, French) / Internship (in France) @NBS				Major @APU		

(5) Program details: For application guidelines, eligibility, application schedule, study abroad conditions, and other details, please refer to this web page:

<https://www.apu.ac.jp/abroad/program/?category=&pgid=22>



### ■ Applying for Double Degree programs after entering APU

- Students in the new College of Sustainability and Tourism (currently under development) will have the opportunity to apply for a Double Degree program with Salzburg University of Applied Sciences (SUAS) in Austria after entering APU (information to be released to new students around April; selection process scheduled for June-July). Only students entering APU in spring will be eligible for this program.

### ■ Inquiries

Academic Office, Ritsumeikan Asia Pacific University  
E-mail: [dudp@apu.ac.jp](mailto:dudp@apu.ac.jp)

\*Both the programs offered and their operational details are subject to change. Please check the above homepages to ensure you have the latest information.

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Asia Pacific University

# Main Facilities

For the following services, please contact:

Campus Tour  
**TEL: 0977-78-1315**

APU Library  
**TEL: 0977-78-1145**

Admissions Information  
**TEL: 0977-78-1119**

Cafeteria  
**TEL: 0977-78-1173**

**AED** (Automatic External Defibrillator)  
Installation Locations

APU has had AEDs installed throughout the campus to prevent death by cardiac arrest. Provided by anyone as first aid until the ambulance arrives.

### The APU Shop

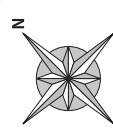
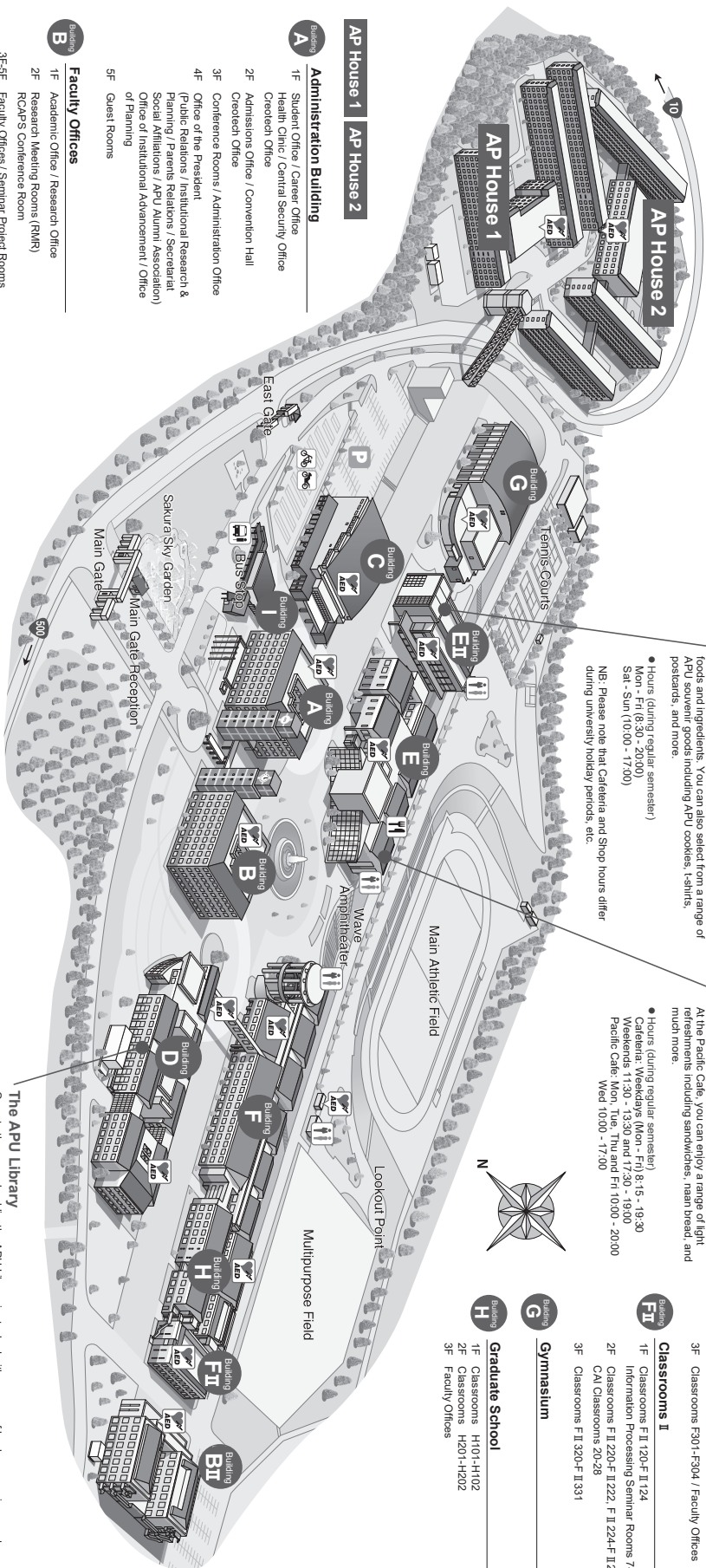
The APU Shop stocks a range of groceries, daily goods, and stationary. In addition to a selection of international foods and ingredients. You can also select from a range of APU souvenir goods including APU cookies, t-shirts, postcards, and more.

• Hours (during regular semester)  
Mon - Fri (8:30 - 20:00)  
Sat - Sun (10:00 - 17:00)  
NB: Please note that Cafeteria and Shop hours differ during university holiday periods, etc.

### The APU Cafeteria

You can enjoy a variety of meals from all around the world at the APU Cafeteria. At the Pacific Cafe, you can enjoy a range of light refreshments including sandwiches, main bread, and much more.

• Hours (during regular semester)  
Cafeteria: Weekdays (Mon - Fri) 8:15 - 19:30  
Weekends 11:30 - 13:30 and 17:30 - 19:00  
Pacific Cafe: Mon, Tue, Thu and Fri 10:00 - 20:00  
Wed 10:00 - 17:00



**AP House 1** **AP House 2**

**Building A**  
1F Student Office / Career Office  
Health Clinic / Central Security Office  
Crested Office

2F Admissions Office / Convention Hall  
Crested Office

3F Conference Rooms / Administration Office  
Office of the President  
(Public Relations / Institutional Research & Planning / Parents Relations / Secretariat Social Affiliations / APU Alumni Association) Office of Institutional Advancement / Office of Planning

5F Guest Rooms

**Building B**  
1F Academic Office / Research Office

2F Research Meeting Rooms (RMF)  
RCAPS Conference Room

3F-5F Faculty Offices / Seminar Project Rooms

**Building BII**  
1F Lecturers' Offices

Student Counseling Room  
APU Countryside Institute  
2F Faculty Offices  
3F Faculty Offices

**Building C**  
Millennium Hall

**Building I**  
Tokimachiba

Convenience Store (Lawson) /  
JumboJapan Lounge / Bus Shelter  
• Convenience Store Hours  
7:00 - 23:00  
NB: Please note that convenience store hours differ during university holiday periods, etc.

**Building D**  
Media Center

1F APU Library / Multimedia Room  
Academic Office (Library Office)  
Classrooms D101-D108

2F APU Library / Classrooms D201-D214

3F Classrooms D301-D305  
Information Processing Seminar Rooms 1-6  
Multimedia Laboratory 1  
CAI Classrooms 1-12  
Information Systems Administrative Office

**Building E**  
Student Union  
1F Cafeteria / Pacific Cafe

2F Student Hall / The Quiet Space

**Building EI**  
Student Union I  
1F APU Shop (Co-op Campus Store)

2F Multipurpose Hall / Presentation Space

**Building F**  
Classrooms  
1F Classrooms F101-F112  
Hit. Of Peace Spirit - Tea Ceremony Room  
Self-Access Learning Center (SALC)

2F Classrooms F201-F214  
3F Classrooms F301-F304 / Faculty Offices

**Building FIT**  
Classrooms II  
1F Classrooms FI 120-FI 124  
Information Processing Seminar Rooms 7-9

2F Classrooms FI 220-FI 222, FI 224-FI 226  
CAI Classrooms 20-28  
3F Classrooms FI 320-FI 331

**Building G**  
Gymnasium

**Building H**  
Graduate School  
1F Classrooms H101-H102  
2F Classrooms H201-H202  
3F Faculty Offices

### The APU Library

Open to the general public, the APU Library is stocked with a range of books, magazines, and newspapers from Japan and around the world. Citizens of Oita Prefecture, people over 18 years of age who commute to Oita Prefecture for school or work, and Oita Prefecture high school students are welcome to register for a Library card.

- Available services:  
Use Photocopy equipment, browse and borrow books (excluding reference books and materials), view DVD and video resources.
- Library hours:  
Class day: 8:30 - 24:00  
NB: This library will close at 21:15 for non-student, faculty, and staff users.  
Library schedule / hours  
<http://www.apu.ac.jp/medialibrary/development/index.html>
- Library card application procedures and Library user information:  
<http://en.apu.ac.jp/medialibrary/mediatools/index.html>

# Campus MAP

## Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following:

(1) Purpose of Use of Personal Information

- ① To carry out the admissions process, such as screening, etc.
- ② To notify results
- ③ To send enrollment-related documents
- ④ To complete the procedures to attain the Certificate of Eligibility to issue a visa
- ⑤ To send the orientation guide for new students
- ⑥ To send information on pre-enrollment education
- ⑦ To send information on post-enrollment living matters  
(accommodation services, personal injury insurance, university co-op, etc.)
- ⑧ To send various questionnaires after admission

(2) Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of application in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

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

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

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admissions process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

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Ritsumeikan  
Asia Pacific University

**Office of Domestic Admissions**

1-1 Jumonjibaru, Beppu, Oita  
874-8577 Japan  
TEL +81-977-78-1120  
FAX +81-977-78-1199  
E-mail [apumate@apu.ac.jp](mailto:apumate@apu.ac.jp)  
URL <https://www.apumate.net>