

Shape your world



Ritsumeikan  
Asia Pacific University

Ritsumeikan Asia Pacific University

# Undergraduate Application Handbook

April / September 2020 Enrollment  
for English-basis Domestic Applicants

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## **Educational Objectives**

The educational objectives of Ritsumeikan Asia Pacific University (APU) are established on the premise of 1) to 3) below.

- 1) To cultivate Japanese citizens with global perspectives and worldviews who can cooperate with peoples of various countries and regions in the spirit of mutual international understanding.
- 2) To cultivate international students who, by learning at a Japanese institute of higher education, develop a proper understanding of Japan and become active in the global arena.
- 3) To cultivate talented individuals who can build amicable and trustworthy relationships between Japan and the countries of the world and contribute to developing the future economies and societies in their respective countries and regions.

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

The Mission of the College of Asia Pacific Studies is to cultivate human resources who, upon comprehensive understanding of the diverse political conditions, economies, societies, and cultures of the Asia Pacific region, will (1) achieve basic and advanced knowledge in such areas as global society, environment and development, and tourism; (2) develop language, communication and problem-solving abilities; and (3) through understanding of the diverse problems facing the Asia Pacific, will be able to contribute to the sustainable development and coexistence in the region.

### **College of International Management**

The Mission of the College of International Management is to cultivate human resources with strong business ethics that will play an active role in resolving management issues at globalizing enterprises and other organizations by imparting fundamental knowledge in management, enhancing intercultural communication skills and upholding cultural diversity.

APU hopes to realize these educational objectives by accepting outstanding students from all over the world.

## **Admissions Policy**

The admissions policy for Ritsumeikan Asia Pacific University is established as follows.

While enrolled at APU, undergraduate students are expected to take advantage of every opportunity presented by the university's multicultural campus, in addition to taking classes, in order to acquire the knowledge, skills and attitudes required to contribute to the world once they graduate. Undergraduate students are also expected to contribute to the learning of the entire university community by actively engaging in exchange on the multicultural campus.

As such, new undergraduate students must possess the following skills in order to engage in this kind of learning:

- 1) Basic Japanese or English communication skills;
- 2) Strong desire and aptitude to learn the non-basis language;
- 3) Required basic knowledge for university-level learning;
- 4) Analytical skills, creativity and aptitude to solve real problems;
- 5) Motivation to actively take advantage of all learning opportunities with which one is presented;
- 6) Aptitude for coexistence in a multicultural environment.

Furthermore, students in each College must possess the following skills:

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

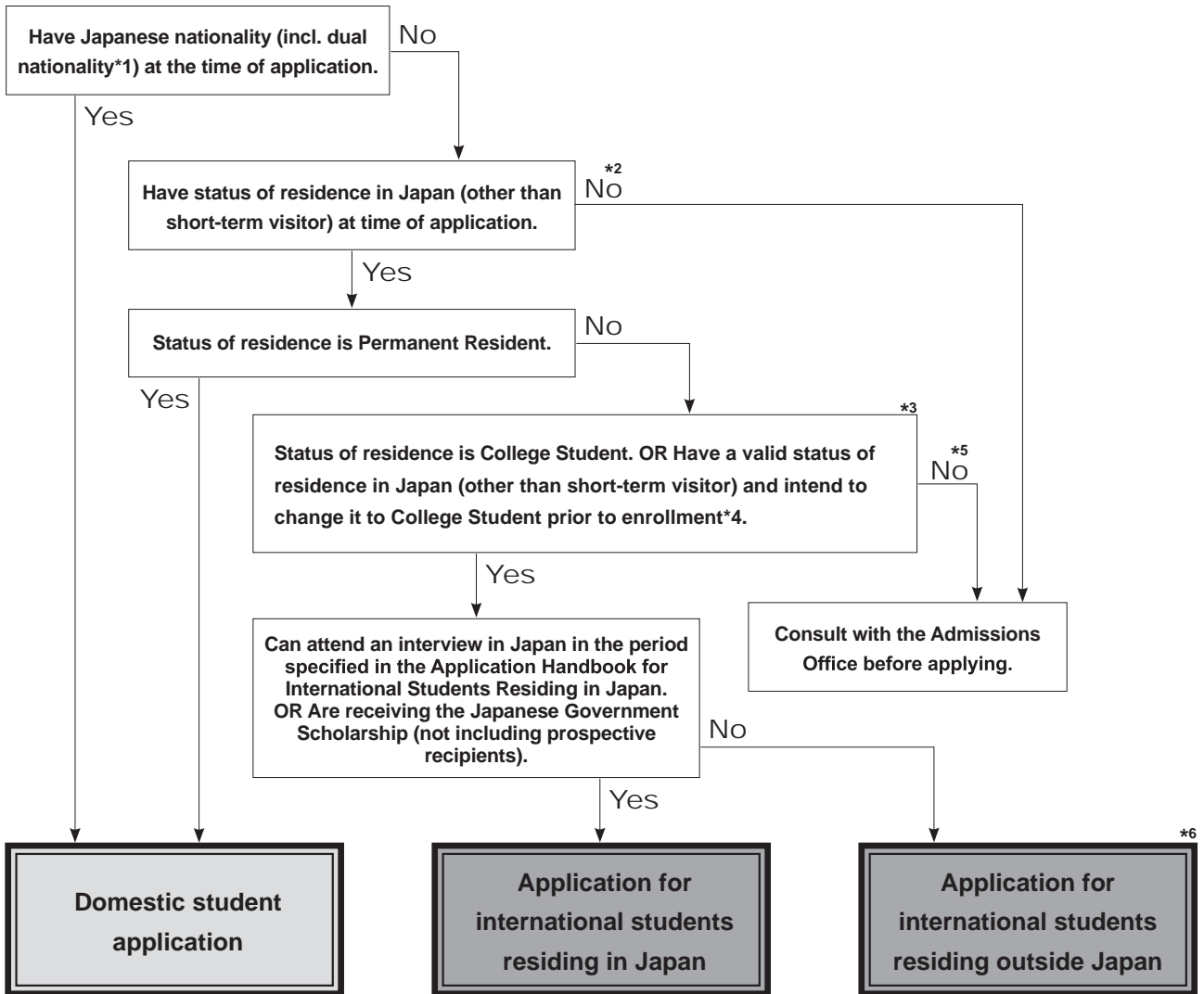
- 1) Ability to integrate large amounts of information, think from multiple angles and frame one's opinions;
- 2) Interest in the societies and cultures of the Asia Pacific region;
- 3) Insight into the society of the 21st century.

### **College of International Management**

- 1) Interest in business;
- 2) Strong ethical outlook and interest in developing the Asia Pacific region through business;
- 3) Insight into the society of the 21st century.

To comprehensively assess the aforementioned knowledge, skills, aptitude and motivations, a multifaceted screening method will be used to admit those applicants deemed compatible with APU's style of learning.

Note: Before you begin filling in the application form, please use the chart below to check which type of application is suitable for you.



- \*1 If you are in the process of abandoning your Japanese nationality, please consult with the Admissions Office before applying. If one of your parents is a Japanese national, it is possible that you have Japanese nationality yourself. Please be sure to check this before applying. If you are discovered to have Japanese nationality after admission, any tuition fee reductions granted will be revoked. Your permission to enroll may also be revoked.
- \*2 If you have status under the Japan-U.S. Status-of-Forces Agreement (member or affiliate of the US Armed Forces or family member thereof), decisions regarding your entrance examination need to be made on an individual basis. Please consult the Admissions Office before applying.
- \*3 APU's tuition fee reduction program is open to non-Japanese nationals who currently possess College Student status of residence in Japan or expect to obtain that status by the time of enrollment.
- \*4 Please contact the Immigration Bureau directly to ascertain whether or not your current status of residence can be converted to College Student. You need to undertake the required procedures yourself. You will also need to submit a Confirmation for Students Intending to Acquire "College Student" Status of Residents on Enrollment, so please notify the Admissions Office.
- \*5 If you wish to enroll with a status of residence other than College Student, we will need to determine the appropriate entrance examination on an individual basis. Please consult with the Admissions Office before applying.
- \*6 If you are an international student residing outside Japan, are admitted to APU and complete the required enrollment procedures, APU will offer you assistance in obtaining College Student status of residence in Japan, including proxy application for the Certificate of Eligibility.

NOTE: If any fraudulent or incorrect information is provided in the application documents and forms you submit, your permission to enroll will be revoked, even if you have already enrolled.

INQUIRIES	
<p><b>Domestic Student Admissions</b>  <b>Admissions Office (Domestic)</b>  <b>Telephone : +81-977-78-1120</b>  <b>Service hours: Weekdays 9:00-17:30 (Japan time)</b>  <b>FAX : 0977-78-1199</b>  <b>Email : apumate@apu.ac.jp</b>  <b>URL : http://www.apumate.net</b></p>	<p><b>International Student Admissions</b>  <b>Admissions Office (International)</b>  <b>Telephone : +81-977-78-1119</b>  <b>Service hours: Weekdays 9:00-17:30 (Japan time)</b>  <small>*Closed Tuesdays 9:30-11:30</small>  <b>FAX : 0977-78-1121</b>  <b>Email : welcome@apu.ac.jp</b>  <b>URL : https://admissions.apu.ac.jp</b></p>





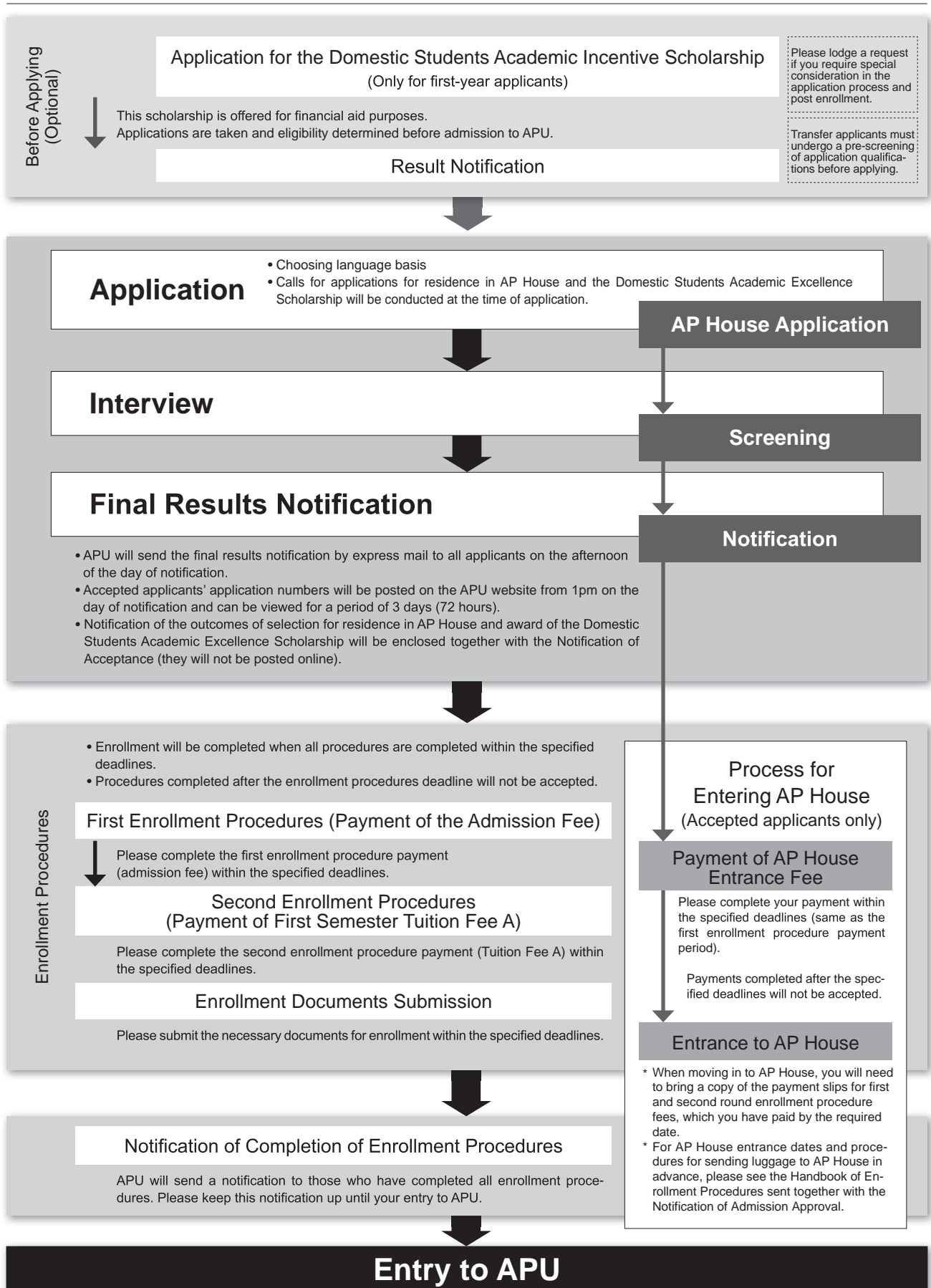
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- S & W is an abbreviation for Speaking and Writing.
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# General Process from Application to Entry



## **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 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, 600-700 in TOEIC® L&R 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 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 61 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, 800-900 in TOEIC® L&R 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 subjects in Advanced English and English for Specific Purposes (English for Business, English Project, and Extensive Reading in English).

## **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.

•College of Asia Pacific Studies (APS)	APS Major Education Subjects
•College of International Management (APM)	APM Required Major Education Subjects + APM Major Education Subjects



# April 2020 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.

# Standard Method (AO Method) Application Guide

## 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)	5

\* 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 meet all conditions listed in (1) to (3) below.

**(1) Must have the desire to enroll in APU, and the intention to do so if accepted.**

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

- i. Graduated / completed (or scheduled to graduate / complete) Japanese senior high school (including the latter-stage curriculum of a secondary school) by March 31, 2020.
- ii. Completed (or scheduled to complete) 12 years of school education under a standard curriculum by March 31, 2020.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification by March 31, 2020.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ASCI) by March 31, 2020.
- v. Received (or expecting to receive by March 31, 2020) recognition as possessing academic ability equal to or higher than a senior high school graduate pursuant to the provisions of Article 150 of the School Education Law Enforcement Regulations.

If you are unsure whether or not you satisfy the eligibility requirements, please consult the Admissions Office.

**(3) Must fall under one of the following categories (i) to (iii) concerning English language proficiency:**

- i. Achieved an English language proficiency test score equivalent to at least 61 in the TOEFL iBT® TEST\*.

\* APU recognizes the following as equivalent to a score of 61 in the TOEFL iBT® TEST:

TOEIC® L&R TEST		Total of TOEIC® L&R and S&W TESTS		IELTS (Academic Module)	EIKEN® (incl. CBT)
700		975		5.5	Pre-1
TEAP (4 skills)	TEAP (2 skills)	GTEC (4 skills)	GTEC (3 skills)	Cambridge English	PTE Academic
297	144	1260	780	160	45

\* TOEFL ITP® Test, IELTS (General Training Module) and TOEIC® L&R TEST IP scores are not recognized in fulfillment of these application requirements.

\* If you used a score from a GTEC CBT or GTEC for Students test which you took in the 2017 academic year, please contact the Admissions Office in advance.

\* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.

- ii. Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- iii. 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 language medium (excluding language education subjects).

### 3. Screening Method

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

\* The application essay (**FORM B**) and essay (**FORM G**) must be completed in English.

[Criteria for Evaluation]

Interest in and awareness of APU and college of choice, Motivation and passion for studying at APU, Capacity for developing and expressing ideas logically, Accuracy of written expression, (Senior high school or equivalent) Academic achievements and results, achievements in self-motivated extra-curricular activities, Language proficiency, etc.

**(2) Second Screening:** Interview (in English, approx. 15 minutes)

Applicants who pass the first screening will be asked to attend an interview. The content of the interview mainly consists of questions and answers based on submitted application documents.

[Criteria for Evaluation]

Motivation for all aspects of student life after admission to APU, including both academics and extracurricular activities, accuracy of responses to questions, communication skills, 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

Application Round	Application Period <small>Application must be postmarked by the final day of the application period.</small>	First Screening Result Notification	Second Screening		Final Results Notification
			Date	Interview Location	
1	August 5, 2019 (Mon.) – August 21, 2019 (Wed.)	September 6, 2019 (Fri.)	September 14, 2019 (Sat.) or September 15, 2019 (Sun.)	Tokyo, Osaka, Fukuoka, Beppu	October 1, 2019 (Tues.)
2	September 27, 2019 (Fri.) – October 9, 2019 (Wed.)	October 25, 2019 (Fri.)	November 2, 2019 (Sat.)	Tokyo, Osaka, Fukuoka	November 12, 2019 (Tues.)
3	November 29, 2019 (Fri.) – December 11, 2019 (Wed.)	January 14, 2020 (Tues.)	January 25, 2020 (Sat.)	Tokyo, Osaka, Fukuoka	February 4, 2020 (Tues.)

- \* Results of First Screening will be sent in the afternoon of the results notification date.
- \* You may apply multiple times, provided each application is in a different Application Round.
- \* You may apply concurrently under other entrance examination methods, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please send each application form in a separate envelope.

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

# Returnee Students A (Residing in Japan) Application Guide

## 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)	5

\* 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\*) residing within Japan at the time of application, and must satisfy both conditions (1) and (2) below. English-basis applicants must satisfy condition (3) below in addition to conditions (1) and (2).

\* “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) Must fall under one of the following categories (i) to (v) concerning general education:

- i. Graduated / completed (or scheduled to graduate / complete) Japanese senior high school (including the latter-stage curriculum of a secondary school) between April 1, 2017 and March 31, 2020.
- ii. Completed (or scheduled to complete) 12 years of school education under a standard curriculum between April 1, 2017 and March 31, 2020.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between April 1, 2017 and March 31, 2020.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ASCI) by March 31, 2020.
- v. Received (or expecting to receive by March 31, 2020) recognition as possessing academic ability equal to or higher than a senior high school graduate pursuant to the provisions of Article 150 of the School Education Law Enforcement Regulations.

### (2) Must fall under one of the following categories (i) or (ii) concerning duration of study outside Japan (including study at an educational facility outside Japan authorized by the Minister of Education, Culture, Sports, Science and Technology):

- i. Undergone a cumulative total of at least 2 years of education 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).
- ii. Undergone a cumulative total of at least 4 years of education outside Japan in a curriculum which forms part of a formal education system at a level equivalent to elementary school / junior high school / senior high school in Japan.

Prospective applicants who are unsure whether or not their educational history fulfills the eligibility criteria should contact the Admissions Office for more information.

[English-basis Applicants Only:]

### (3) Must fall under one of the following categories (i) to (iii) concerning English language proficiency:

- i. Achieved an English language proficiency test score equivalent to at least 61 in the TOEFL iBT® Test\*.

\* APU recognizes the following as equivalent to a score of 61 in the TOEFL iBT® Test:



TOEIC® L&R TEST		Total of TOEIC® L&R and S&W TESTS		IELTS (Academic Module)		EIKEN® (incl. CBT)	
700		975		5.5		Pre-1	
TEAP (4 skills)	TEAP (2 skills)	GTEC (4 skills)	GTEC (3 skills)	Cambridge English		PTE Academic	
297	144	1260	780	160		45	

\* TOEFL ITP® Test, IELTS (General Training Module) and TOEIC® L&R TEST IP scores are not recognized in fulfillment of these application requirements.

\* If you used a score from a GTEC CBT or GTEC for Students test which you took in the 2017 academic year, please contact the Admissions Office in advance.

\* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.

- ii. Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- iii. 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 language medium (excluding language education subjects).

### 3. Screening Method

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

\* If you are applying on an English-basis, the application essay (**FORM B**) must be written in English.

[Criteria for Evaluation]

Interest in and awareness of APU and college of choice, utilization of experiences in countries and regions outside of Japan, (senior high school or equivalent) academic achievements and results, language proficiency, etc.

#### (2) Second Screening: Individual interview (approx. 15 minutes)

Applicants who pass the first screening will be asked to attend an interview. The content of the interview mainly consists of questions and answers based on submitted application documents.

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

[Criteria for Evaluation]

Motivation for all aspects of student life after admission to APU, including both academics and extracurricular activities, accuracy of responses to questions, communication skills, 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

Application Round	Application Period <small>Application must be postmarked by the final day of the application period.</small>	First Screening Result Notification	Second Screening		Final Results Notification
			Date	Interview Location	
1	August 16, 2019 (Fri.) – August 28, 2019 (Wed.)	September 20, 2019 (Fri.)	September 28, 2019 (Sat.)	Tokyo, Osaka, Fukuoka, Beppu	October 8, 2019 (Tues.)
2	October 11, 2019 (Fri.) – October 23, 2019 (Wed.)	November 8, 2019 (Fri.)	November 23, 2019 (Sat.)	Tokyo, Osaka, Fukuoka	December 3, 2019 (Tues.)
3	November 29, 2019 (Fri.) – December 11, 2019 (Wed.)	January 14, 2020 (Tues.)	January 25, 2020 (Sat.)	Tokyo, Osaka, Fukuoka	February 4, 2020 (Tues.)

\* Results of First Screening will be sent in the afternoon of the results notification date.

\* You may apply multiple times, provided each application is in a different Application Round.

\* You may apply concurrently under other entrance examination methods, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please send each application form in a separate envelope.

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

# Returnee Students B (Residing outside Japan) Application Guide

## 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)	5

\* 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 be Japanese citizens (or permanent residents of Japan\*) residing outside Japan at the time of application, and must satisfy condition (1) below. English-basis applicants must satisfy condition (2) below in addition to condition (1).

\* “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) Must fall under one of the following categories (i) to (v) concerning general education:

- i. Graduated / completed (or scheduled to graduate / complete) Japanese senior high school (including the latter-stage curriculum of a secondary school) between April 1, 2017 and March 31, 2020.
- ii. Completed (or scheduled to complete) 12 years of school education under a standard curriculum between April 1, 2017 and March 31, 2020.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between April 1, 2017 and March 31, 2020.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ASCI) by March 31, 2020.
- v. Received (or expecting to receive by March 31, 2020) recognition as possessing academic ability equal to or higher than a senior high school graduate pursuant to the provisions of Article 150 of the School Education Law Enforcement Regulations.

Prospective applicants who are unsure whether or not their educational history fulfills the eligibility criteria should contact the Admissions Office for more information

### (3) Must fall under one of the following categories (i) to (iii) concerning English language proficiency:

- i. Achieved an English language proficiency test score equivalent to at least 61 in the TOEFL iBT® TEST\*.

\* APU recognizes the following as equivalent to a score of 61 in the TOEFL iBT® TEST:

TOEIC® L&R TEST		Total of TOEIC® L&R and S&W TESTS		IELTS (Academic Module)	EIKEN® (incl. CBT)
700		975		5.5	Pre-1
TEAP (4 skills)	TEAP (2 skills)	GTEC (4 skills)	GTEC (3 skills)	Cambridge English	PTE Academic
297	144	1260	780	160	45

\* TOEFL ITP® Test, IELTS (General Training Module) and TOEIC® L&R TEST IP scores are not recognized in fulfillment of these application requirements.

\* If you used a score from a GTEC CBT or GTEC for Students test which you took in the 2017 academic year, please contact the Admissions Office in advance.

\* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.

- ii. Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- iii. 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 language medium (excluding language education subjects).

### 3. Screening Method

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

\* If you are applying on an English-basis, the application essay (**FORM B**) must be written in English.

[Criteria for Evaluation]

Interest in and awareness of APU and college of choice, study abroad experiences and achievements, (senior high school or equivalent) academic achievements and results, language proficiency, etc.

#### (2) Second Screening: Individual interview (approx. 30 minutes)

Applicants who pass the first screening will be asked to attend an online interview. The content of the interview mainly consists of questions and answers based on submitted application documents.

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

\* If you successfully complete the first screening, you will be notified of the interview date and time by email.

[Criteria for Evaluation]

Motivation for all aspects of student life after admission to APU, including both academics and extracurricular activities, accuracy of responses to questions, communication skills, 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

Application Round	Application Period Application must be postmarked by the final day of the application period.	First Screening Result Notification	Second Screening APU will designate an interview time and date that falls within the period shown below.	Final Results Notification
1	August 8, 2019 (Thu.) – September 4, 2019 (Wed.)	September 20, 2019 (Fri.)	September 25, 2019 (Wed.) – September 27, 2019 (Fri.)	October 8, 2019 (Tues.)
2	September 5, 2019 (Thu.) – October 9, 2019 (Wed.)	October 25, 2019 (Fri.)	October 30, 2019 (Wed.) – November 1, 2019 (Fri.)	November 12, 2019 (Tues.)
3	October 10, 2019 (Thu.) – October 30, 2019 (Wed.)	November 15, 2019 (Fri.)	November 20, 2019 (Wed.) – November 22, 2019 (Fri.)	December 3, 2019 (Tues.)
4	October 31, 2019 (Thu.) – November 20, 2019 (Wed.)	December 6, 2019 (Fri.)	December 11, 2019 (Wed.) – December 13, 2019 (Fri.)	January 14, 2020 (Tues.)

\* Results of First Screening will be sent in the afternoon of the results notification date.

\* You may apply multiple times, provided each application is in a different Application Round.

\* You may apply concurrently under other entrance examination methods, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please send each application form in a separate envelope.

#### AP House (Student Dormitory) Application

Students admitted through the Returnee Students B method will be given priority in the screening for residence in AP House.

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

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# September 2020 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.

# Standard Method for Fall Enrollment (Fall AO Method) Application Guide

## 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

\* 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 meet all conditions listed in (1) and (2) below. English-basis applicants must also meet (3) in addition to (1) and (2).

**(1) Must have the desire to enroll in APU, and the intention to do so if accepted.**

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

- i. Graduated / completed (or scheduled to graduate / complete) Japanese senior high school (including the latter-stage curriculum of a secondary school) by September 20, 2020.
- ii. Completed (or scheduled to complete) 12 years of school education under a standard curriculum by September 20, 2020.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification by September 20, 2020.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ASCI). by September 20, 2020.
- v. Received (or expecting to receive by September 20, 2020) recognition as possessing academic ability equal to or higher than a senior high school graduate pursuant to the provisions of Article 150 of the School Education Law Enforcement Regulations.

Prospective applicants who are unsure whether or not their educational history fulfills the eligibility criteria should contact the Admissions Office for more information

**(3) Must fall under one of the following categories (i) to (iii) concerning English language proficiency:**

- i. Achieved an English language proficiency test score equivalent to at least 61 in the TOEFL iBT® TEST\*.

\* APU recognizes the following as equivalent to a score of 61 in the TOEFL iBT® TEST:

TOEIC® L&R TEST		Total of TOEIC® L&R and S&W TESTS		IELTS (Academic Module)	EIKEN® (incl. CBT)
700		975		5.5	Pre-1
TEAP (4 skills)	TEAP (2 skills)	GTEC (4 skills)	GTEC (3 skills)	Cambridge English	PTE Academic
297	144	1260	780	160	45

\* TOEFL ITP® Test, IELTS (General Training Module) and TOEIC® L&R TEST IP scores are not recognized in fulfillment of these application requirements.

\* If you used a score from a GTEC CBT or GTEC for Students test which you took in the 2017 academic year, please contact the Admissions Office in advance.

\* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.

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

- iii. 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 language medium (excluding language education subjects).

### 3. Screening Method

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

- \* The application essay (**FORM B**) and essay (**FORM G**) must be completed in English.

[Criteria for Evaluation]

Motivation and passion for studying at APU, Interest in and awareness of APU and college of choice, Capacity for developing and expressing ideas logically, Accuracy of written expression, (Senior high school or equivalent) Academic achievements and results, achievements in self-motivated extra-curricular activities, Language proficiency, etc.

#### (2) Second Screening: Interview (approx. 15 minutes)

Applicants who pass the first screening will be asked to attend an interview. The content of the interview mainly consists of questions and answers based on submitted application documents.

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

[Criteria for Evaluation]

Motivation for all aspects of student life after admission to APU, including both academics and extracurricular activities, accuracy of responses to questions, communication skills, 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

Application Round	Application Period <small>Application must be postmarked by the final day of the application period.</small>	First Screening Result Notification	Second Screening		Final Results Notification
			Date	Interview Location	
1	October 11, 2019 (Fri.) – October 23, 2019 (Wed.)	November 8, 2019 (Fri.)	November 23, 2019 (Sat.)	Tokyo, Osaka, Fukuoka	December 10, 2019 (Tues.)
2	February 21, 2020 (Fri.) – March 4, 2020 (Wed.)	March 19, 2020 (Thu.)	April 4, 2020 (Sat.)	Tokyo, Osaka, Beppu	April 14, 2020 (Tues.)
3	May 9, 2020 (Sat.) – May 20, 2020 (Wed.)	June 5, 2020 (Fri.)	June 20, 2020 (Sat.)	Tokyo, Osaka, Beppu	June 30, 2020 (Tues.)

- \* Results of First Screening will be sent in the afternoon of the results notification date.
- \* You may apply multiple times, provided each application is in a different Application Round.
- \* You may apply concurrently under other entrance examination methods, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please send each application form in a separate envelope.

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

# Fall Returnee Students B (Residing outside Japan) Application Guide

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

College	Number of Students Accepted
College of Asia Pacific Studies (APS)	14
College of International Management (APM)	6

\* The numbers above are combined totals for all seven 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\*) residing outside Japan at the time of application, and must satisfy condition (1) below. English-basis applicants must satisfy condition (2) below in addition to condition (1).

\* “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) Must fall under one of the following categories (i) to (v) concerning general education:

- i. Graduated / completed (or scheduled to graduate / complete) Japanese senior high school (including the latter-stage curriculum of a secondary school) between September 21, 2017 and September 20, 2020.
- ii. Completed (or scheduled to complete) 12 years of school education under a standard curriculum between September 21, 2017 and September 20, 2020.
- iii. Completed (or scheduled to complete) an International Baccalaureate, Baccalaureate, or Abitur qualification between September 21, 2017 and September 20, 2020.
- iv. Completed (or scheduled to complete) a 12-year curriculum at an educational institution accredited by an international accreditation body (WASC, CIS, ASCI) by September 20, 2020.
- v. Received (or expecting to receive by September 20, 2020) recognition as possessing academic ability equal to or higher than a senior high school graduate pursuant to the provisions of Article 150 of the School Education Law Enforcement Regulations.

Prospective applicants who are unsure whether or not their educational history fulfills the eligibility criteria should contact the Admissions Office for more information

### (2) Must fall under one of the following categories (i) to (iii) concerning English language proficiency:

- i. Achieved an English language proficiency test score equivalent to at least 61 in the TOEFL iBT® TEST\*.

\* APU recognizes the following as equivalent to a score of 61 in the TOEFL iBT® TEST:

TOEIC® L&R TEST		Total of TOEIC® L&R and S&W TESTS		IELTS (Academic Module)	EIKEN® (incl. CBT)
700		975		5.5	Pre-1
TEAP (4 skills)	TEAP (2 skills)	GTEC (4 skills)	GTEC (3 skills)	Cambridge English	PTE Academic
297	144	1260	780	160	45

\* TOEFL ITP® Test, IELTS (General Training Module) and TOEIC® L&R TEST IP scores are not recognized in fulfillment of these application requirements.

\* If you used a score from a GTEC CBT or GTEC for Students test which you took in the 2017 academic year, please contact the Admissions Office in advance.



\* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.

- ii. Obtained or expecting to obtain an International Baccalaureate (IB) Diploma in English.
- iii. 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 language medium (excluding language education subjects).

### 3. Screening Method

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

\* If you are applying on an English language basis, the application essay (FORM B) and essay (FORM G) must be written in English.

[Criteria for Evaluation]

Interest in and awareness of APU and college of choice, study abroad experiences and achievements, (senior high school or equivalent) academic achievements and results, language proficiency, etc.

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

Applicants who pass the first screening will be asked to attend an online interview. The content of the interview mainly consists of questions and answers based on submitted application documents.

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

\* If you successfully complete the first screening, you will be notified of the interview date and time by email.

[Criteria for Evaluation]

Motivation for all aspects of student life after admission to APU, including both academics and extracurricular activities, accuracy of responses to questions, communication skills, 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

Application Round	Application Period Application must be postmarked by the final day of the application period.	First Screening Result Notification	Second Screening APU will designate an interview time and date that falls within the period shown below.	Final Results Notification
1	September 5, 2019 (Thu.) – October 9, 2019 (Wed.)	October 25, 2019 (Fri.)	October 30, 2019 (Wed.) – November 1, 2019 (Fri.)	November 12, 2019 (Tues.)
2	October 10, 2019 (Thu.) – October 30, 2019 (Wed.)	November 15, 2019 (Fri.)	November 20, 2019 (Wed.) – November 22, 2019 (Fri.)	December 3, 2019 (Tues.)
3	October 31, 2019 (Thu.) – November 20, 2019 (Wed.)	December 6, 2019 (Fri.)	December 11, 2019 (Wed.) – December 13, 2019 (Fri.)	January 14, 2020 (Tues.)
4	January 9, 2020 (Thu.) – February 5, 2020 (Wed.)	February 21, 2020 (Fri.)	February 26, 2020 (Wed.) – February 28, 2020 (Fri.)	March 10, 2020 (Tues.)
5	February 6, 2020 (Thu.) – February 26, 2020 (Wed.)	March 19, 2020 (Thu.)	March 25, 2020 (Wed.) – March 27, 2020 (Fri.)	April 7, 2020 (Tues.)
6	February 28, 2020 (Fri.) – April 1, 2020 (Wed.)	April 17, 2020 (Fri.)	April 22, 2020 (Wed.) – April 24, 2020 (Fri.)	May 12, 2020 (Tues.)
7	April 3, 2020 (Fri.) – May 6, 2020 (Wed.)	May 22, 2020 (Fri.)	May 27, 2020 (Wed.) – May 29, 2020 (Fri.)	June 9, 2020 (Tues.)

\* Results of First Screening will be sent in the afternoon of the results notification date.

\* You may apply multiple times, provided each application is in a different Application Round.

\* You may apply concurrently under other entrance examination methods, provided you meet the eligibility requirements.

However, you must use a separate application form for each application. Please send each application form in a separate envelope.

**AP House (Student Dormitory) Application**

Students admitted under the Fall Returnee Students B method will be given priority in the screening for residence in AP House.

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

# Transfer Enrollment

Applicants for second and third year transfer enrollment must undergo a pre-screening of application qualifications before applying. It may take one month or more for the results of this pre-screening to be released, so please check the schedule and requirements under “Second/Third Year Transfer Enrollment in Ritsumeikan Asia Pacific University” on the university website (APUmate.net) and submit the necessary documents with time to spare.

- 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)	2
	College of International Management (APM)	2
3 <sup>rd</sup> year Transfer	College of Asia Pacific Studies (APS)	3
	College of International Management (APM)	3

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

## 2. Application Qualifications

Applicants for second and third year transfer enrollment must undergo a pre-screening of application qualifications before applying. It may take one month or more for the results of this pre-screening to be released, so please check the schedule and requirements under “Second/Third Year Transfer Enrollment in Ritsumeikan Asia Pacific University” on the university website (APUmate.net) and submit the necessary documents with time to spare.

### (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, 2020 (or September 20, 2020 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, 2020 (or September 20, 2020 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, 2020 (or September 20, 2020 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, 2020 (or September 20, 2020 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	79
TOEIC® L&R TEST	650	780
Total of TOEIC® L&R and S&W TESTS	790	1225
EIKEN® (incl. CBT)	Grade Pre-1	Grade 1
IELTS (Academic Module)	5.0	6.0
TEAP (4 skills)	271	355
Cambridge English	148	167
PTE Academic	42	50

\* Scores in tests not listed above, including TOEFL ITP® Test, IELTS (General Training Module) and TOEIC® L&R TEST

(IP) scores, are not recognized in fulfillment of these application requirements.

- \* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.
- \* 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, in some cases, be exempted from the requirement to submit the above documents.

## (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, 2020 (or September 20, 2020 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, 2020 (or September 20, 2020 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, 2020 (or September 20, 2020 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 half of the course credits required for graduation, or scheduled to do so by March 31, 2020 (or September 20, 2020 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	79
TOEIC® L&R TEST	700	780
Total of TOEIC® L&R and S&W Tests	975	1225
EIKEN® (incl. CBT)	Grade Pre-1	Grade 1
IELTS (Academic Module)	5.5	6.0
TEAP (4 skills)	297	355
Cambridge English	160	167
PTE Academic	45	50

- \* Scores in tests not listed above, including TOEFL ITP® TEST, IELTS (General Training Module) and TOEIC® L&R TEST (IP) scores, are not recognized in fulfillment of these application requirements.
- \* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.
- \* 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, in some cases, be exempted from the requirement to submit the above documents.

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

### 3. Screening Methods

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

\* If you are applying on an English language basis, the essay must be written in English.

[Criteria for Evaluation]

Motivation and passion for studying at APU, Interest in and awareness of APU and college of choice, Your academic performance at your current higher education institution, Language proficiency, etc.

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

If you pass the first screening, you will undergo an online interview mainly comprising questions related to the application documents you submitted. The interview will be held in the same language as your language basis for application.

\* If you successfully complete the first screening, you will be notified of the interview date and time by email.

[Criteria for Evaluation]

Motivation for all aspects of student life after admission to APU, including both academics and extracurricular activities, accuracy of responses 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

Applicants for second and third year transfer enrollment must undergo a pre-screening of application qualifications before applying. It may take one month or more for the results of this pre-screening to be released, so please check the schedule and requirements under “Second/Third Year Transfer Enrollment in Ritsumeikan Asia Pacific University” on the university website (APUmate.net) and submit the necessary documents with time to spare.

#### April Enrollment

Application period	Application period Applications must be postmarked by the final date of the period.	First Screening Result Notification	Second Screening APU will designate an interview time and date that falls within the period shown below.	Final Results Notification
1	September 26, 2019 (Thu.) – October 9, 2019 (Wed.)	October 25, 2019 (Fri.)	October 30, 2019 (Wed.) – November 1, 2019 (Fri.)	November 12, 2019 (Tues.)
2	October 10, 2019 (Thu.) – October 30, 2019 (Wed.)	November 15, 2019 (Fri.)	November 20, 2019 (Wed.) – November 22, 2019 (Fri.)	December 3, 2019 (Tues.)
3	October 31, 2019 (Thu.) – November 20, 2019 (Wed.)	December 6, 2019 (Fri.)	December 11, 2019 (Wed.) – December 13, 2019 (Fri.)	January 14, 2020 (Tues.)

#### September Enrollment

Application period	Application period Applications must be postmarked by the final date of the period.	First Screening Result Notification	Second Screening APU will designate an interview time and date that falls within the period shown below.	Final Results Notification
1	October 31, 2019 (Thu.) – November 20, 2019 (Wed.)	December 6, 2019 (Fri.)	December 11, 2019 (Wed.) – December 13, 2019 (Fri.)	January 14, 2020 (Tues.)
2	January 9, 2020 (Thu.) – February 5, 2020 (Wed.)	February 21, 2020 (Fri.)	February 26, 2020 (Wed.) – February 28, 2020 (Fri.)	March 10, 2020 (Tues.)
3	February 13, 2020 (Thu.) – March 4, 2020 (Wed.)	March 19, 2020 (Thu.)	March 25, 2020 (Wed.) – March 27, 2020 (Fri.)	April 7, 2020 (Tues.)
4	February 28, 2020 (Fri.) – April 1, 2020 (Wed.)	April 17, 2020 (Fri.)	April 22, 2020 (Wed.) – April 24, 2020 (Fri.)	May 12, 2020 (Tues.)

- \* Results of First Screening will be sent in the afternoon of the results notification date.
- \* You may apply multiple times, provided each application is in a different Application Round.
- \* You may apply concurrently under other entrance examination methods, provided you meet the eligibility requirements. However, you must use a separate application form for each application. Please send each application form in a separate envelope.

## ► Second and Third Year Transfer Enrollment in Ritsumeikan Asia Pacific University

Following the pre-screening of application qualifications outlined below, it may take one month or more for the results to be released, so please check the schedule and requirements under “Second/Third Year Transfer Enrollment in Ritsumeikan Asia Pacific University” on the university website (APUmate.net) and submit the necessary documents with time to spare.

### Pre-Screening of Application Qualifications for Second and Third Year Transfer Enrollment

If you wish to apply for transfer enrollment, you need to undergo a pre-screening of application qualifications before applying. You will only be permitted to apply if you pass this pre-screening. You do not need to pay an application fee at the time of the pre-screening, but will need to do so if you apply after receiving the pre-screening results.

If you apply without undergoing the pre-screening, or despite being judged ineligible to apply as a result of the pre-screening, you will not be interviewed or issued with an admissions result. APU cannot refund your application fee in such circumstances.

In the pre-screening, you will be assessed in relation to the following and notified of the result.

1. Eligibility to apply (all applicants for transfer enrollment)
2. Projected number of credits to be transferred in major education subjects if you enroll (applicants for third year transfer enrollment only)

The standard period of enrollment in APU for third-year transfer students is two years. Please make yourself aware of the following matters and think carefully about study plans and job-hunting activities before applying.

When you receive the results of your pre-screening, please take the following matters into account before applying.

◆ Third year transfer enrollment:

- (1) It will be difficult to graduate in two years unless you can transfer 10 credits' worth of major education subjects.
- (2) If you wish to graduate in two years, you may have limited time to pursue job-hunting, part-time work, student clubs and other activities.

◆ Second year transfer enrollment

There are less restrictions than for third year transfer, but you still need to plan how you earn course credits and engage in extracurricular activities.

### Credit Transfer

#### 1. Second Year Transfer

##### (1) College of International Management (APM)

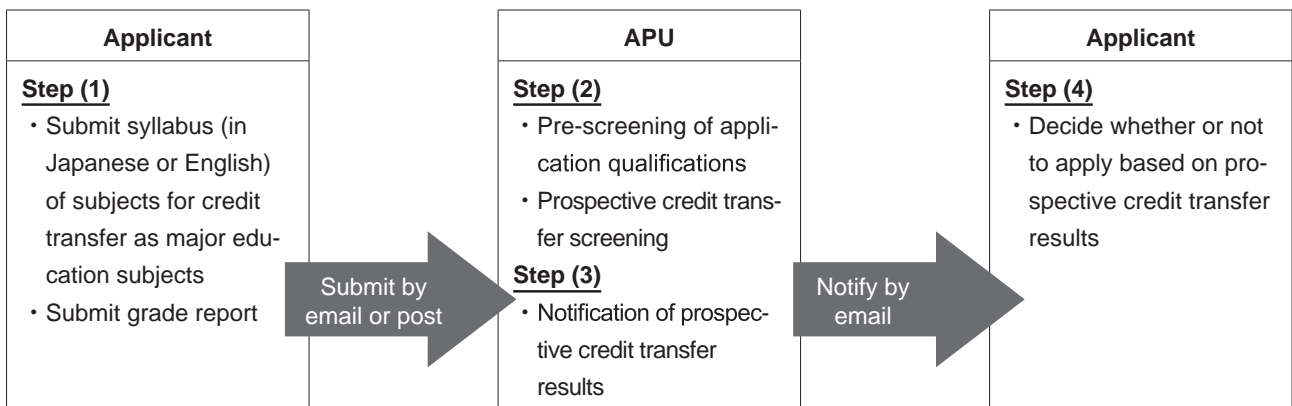
If you meet the conditions for enrollment, APU will transfer 30 credits in the Liberal Arts subject area. If you have completed Liberal Arts subjects designated as mandatory in APM (Introduction to Economics, Statistics) at an institution accredited by AACSB, EQUIS, AMBA or EPAS, credits will be transferred with the subject names specified, and you will not be required to take the same subjects after entering APU.

##### (2) College of Asia Pacific Studies (APS)

If you met the conditions for enrollment, APU will transfer 30 credits in the Liberal Arts subject area. You will need to take the APS core subject Introduction to APS after entering APU.

## 2. Third Year Transfer

If you wish to apply for third year transfer, it is extremely important that you first consider the extent to which the studies you have undertaken at your previous institution may be recognized for credit transfer as major subjects at APU. The process up to application is outlined below.



Procedural details of the steps (1) to (4) above are published on the APU admissions information website: please be sure to review them before applying.

“APUmate”  
URL <http://www.apumate.net/examination/english/index.html>

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



# General Guidelines

## 1. Application Procedures

### (1) Application Fee

Please pay the Application Fee by bank transfer at the branch of a financial institution by the final day of the application period. Use the bank transfer slip provided by APU (the enclosed Application Card). Even if you are residing outside Japan when you apply, you should organize a bank transfer within Japan if possible. If not possible, please pay by overseas remittance or a bank check made out in Japanese yen.

Application Type	Application Fee per Application
Standard Method (AO Method) Standard Method for Fall Enrollment (Fall AO Method)	First Screening: 10,000 yen Second Screening: 25,000 yen
Returnee Students A Returnee Students B Fall Returnee Students B Transfer Enrollment	35,000 yen

#### 1) Bank Transfer using Application Card

Please arrange the transfer at your nearest financial institution (bank, credit union, etc.).

##### ◇ Notes

- Post Office (Japan Post Bank) transfer is not accepted.
- APU will not accept transfers made through ATMs or internet banking, as it is sometimes impossible to confirm the identity of the payer.
- Make sure to fill in the correct reference number (found on the back of the Application Card) on **FORM Z**.
- Please fill in the required sections of the transfer form and keep it intact before submitting it, together with the payment, at the bank counter.
- Ensure that the bank stamps all three forms attached to the Application Card – X, Y and Z. You only need to submit **FORM X** to APU. (**FORM X** : Submit to APU / **FORM Y** : Applicant's receipt / **FORM Z** : Copy for bank records)
- Please note that once paid, application fees will not be refunded.
- The Application Fee also includes a fee to determine application eligibility.

##### ◇ Regarding Payment of the Second Screening Application Fee

Applicants for "Standard Method (AO Method) and Standard Method for Fall Enrollment (Fall AO Method)" ONLY

- Applicants who pass the first screening will be sent a bank transfer form for payment of the Application Fee for the second screening together with the information about the second screening process. Please be sure to pay the Application Fee of 25,000 yen within the period specified (the bank transfer form must be date-stamped by the designated date at the latest).
- If you do not pay the fee within the designated period, APU will assume you have no intention of proceeding with the second screening.

\* Period for Second Screen Application Fee Payment: The day following the first screening result notification until the day before the second screening (must be bank-stamped by this date).

#### 2) Overseas Remittance

In the case of sending a remittance from an overseas financial institution, please transfer the application fee plus 1,750 JPY which corresponds to the Japanese financial institution's inward payment fee (be sure to pay in JPY) to the financial institution below. Please note that a remittance transaction fees charged by the overseas financial institution will also be borne by the sender.

\* Due to transaction fees, transferring only the amount of the Application Fee will be insufficient. Please be sure to send the correct amount (an amount totaling the Application Fee plus all bank fees).

\* Please note that the following bank account for overseas remittance transfers is different from the bank account on the Application Card which should be used for domestic transfers.

Bank Name	Sumitomo Mitsui Banking Corporation
Branch Name	Oita Branch
Account Number	Ordinary Deposit Account 1001647
Account Holder Name	RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST
Swift Code	SMBCJPJT
Branch Address	1-3-22 Chuo-machi, Oita-city, Oita-Prefecture, 870-0035 JAPAN
Branch Tel.	+81-97-532-5161
Remit Amount	Application Fee + 1,750 yen (Financial institution transaction fee)
Message to Payee	Name of Applicant

◇ Important Points when Transferring Money

- i. It can take more than three days for your payment to arrive once you have completed remittance procedures from abroad. Please complete the remittance procedures as early as possible.
- ii. After completing your remittance from abroad, please send immediately a copy of your receipt (transfer note) by fax or email attachment to the APU Admissions Office with the following information:  
(Fax: +81-977-78-1199 Email: apumate@apu.ac.jp)
  - Applicant's name                      • Application type
  - Contact information (phone number and email address)                      • Country of residence
  - Interview date and location                      • Expected date for sending your application documents.

◇ Sending your application documents

- i. Please check the box for "Bank Transfer (Overseas)" on your Application Card (FORM X) and Undergraduate Application Form (FORM A-3/3).
- ii. Please enclose a copy of your receipt or transfer note with your application documents.

**3) Bank transfer by applicants for Returnee Students B / Fall Returnee Students B**

APU accepts payment of the application fee by online banking. However, in order to confirm that the fee paid is yours, please be sure to send a copy of the transfer note to the Admissions Office (Domestic) by e-mail or fax in advance.

If the transfer is not made in your (the applicant's) own name, please clearly state the applicant's name in the Remarks column.

Your application fee cannot be accepted as paid if you do not submit your transfer note in advance, or if the applicant's name is not stated.

Moreover, when applying, please be sure to select "Other" in both the bottom section of the Application Card and under IV. Application Fee in the Undergraduate Application form.

**(2) Sending your application documents**

Please pay the Application Fee first, then send application documents by express registered postal mail. Documents must be postmarked no later than the final day of the application period specified. Please make sure you have enclosed all the application documents required and check the boxes  on the reverse side of envelope as required.

Address for posting documents:  
Entrance Examinations Office, Ritsumeikan Asia Pacific University  
1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

◆ Sending your application from within Japan:

Take the application documents to a post office and request for them to be sent by express, simple registered mail (速達・簡易書留郵便).

◆ Sending your application from outside Japan:

If you are sending your application documents directly to APU from anywhere outside Japan, you are advised to dispatch them at least three days before the last day of the relevant application period, using registered mail, DHL, EMS, FedEx or other service that keeps a record of sending and delivery. As soon as you have sent your documents, please inform the APU Admissions Office by fax (+81-977-78-1199) or email (apumate@apu.ac.jp), providing the following information:

- Applicant's name
- Application type
- Contact Information (telephone number and email address)
- Country of residence
- Interview date and location
- Date on which the documents were sent

### (3) Applicants requiring special consideration in the application process and post enrollment

In cases where special consideration is required after admission to APU due to physical disability or other reasons, please consult the Admissions Office as early as possible (before application).

## 2. Application Documents

Application documents required for each entrance examination type / method are shown in (2) List of Application Documents on p.29.

All documents must be completed using black ink and a ballpoint pen (non-erasable ink types only).

### (1) Important Notes

- i. 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 of the translator must appear on the translation. APU only accepts translations produced by the institution issuing the original certificate or document, by a translation company, or by a qualified translator.
- ii. In the case that your TOEFL® Test, SAT, etc. certificates are sent directly to APU by the implementing institution, please contact the APU Admissions Office prior to your application to confirm that these documents have been received. Documents that arrive at APU before the application deadline will be considered valid.
  - APU's College Code for the SAT / APU's Destination Code for TOEFL® TEST / APU's Test Report Form (TRF) number for IELTS: 2791
  - APU's College Code for ACT: 5475
- iii. You will not be able to change anything written on your application (choice of college, interview location, etc.) once you have submitted it.
- iv. Submission of incomplete application documents will result in rejection. If any information contained in the application documents is judged to be false, improper, or fraudulent, eligibility for application and admission will be revoked.
- v. Senior high school transcripts, certificates of prospective graduation and other such certified documents must be originals or certified true copies (certified by an issuing organization) issued within 3 months of the first date of the application period. Documents in languages other than Japanese and English must be accompanied by a Japanese or English translation by a person other than the applicant. The translation should include the name, contact details and signature or seal stamp of the translator.
- vi. Documents other than transcripts and certificates must be completed by the applicant him / herself using black ink and a ballpoint pen (non-erasable ink types only). Mistakes can be corrected using correction fluid or the like.
- vii. Please note that documents will be considered invalid in the following cases.
  - The name shown on the certificate is different from that provided on Form A-1/3 (Undergraduate Application Form).
  - Team results were submitted as proof of extracurricular activities, but it is unclear whether or not the applicant was actually a team member.
  - There is an error in the details contained in the applicant's certificate of graduation (or prospective graduation), certificate of enrollment period, or other documentation.

**(2) List of Application Documents**

	Application Documents	Standard Method (AO Method)	Returnee Students A	Returnee Students B	Standard Method for Fall Enrollment (Fall AO Method)	Fall Returnee Students B	Transfer
1	<b>FORM X</b> Application Card	○	○	○	○	○	○
2	<b>FORM A</b> Undergraduate Application Form	○	○	○	○	○	○
3	<b>FORM B</b> Application Essay	○	○	○	○	○	
4	<b>FORM C</b> Letter of Recommendation * Must be in a sealed envelope.			○		○	○
5	<b>FORM D</b> Extracurricular Activities Report Form	○	○	○	○	○	
6	<b>FORM E</b> Essay Cover Sheet	○	○	○	○	○	○
7	<b>FORM G</b> Essay Sheet	○	○	○	○	○	○
8	Senior High School Transcript * Must be in a sealed envelope. * Note that additional documentation may be required depending on educational history.	○	○	○	○	○	○
9	Documents required for specific countries and regions * Please see page 35 for more details.	△	△	△	△	△	△
10	English proficiency test score * You must submit a score if you have one. * Must be submitted by English-basis applicants and applicants for transfer admissions	○	△	△	△	△	○
11	<b>FORM H</b> English Proficiency Evaluation * Must be submitted by any applicant who will not submit normal English proficiency test scores due to being a native English speaker	△	△	△	△	△	△
12	Proof of Overseas Education Period (Certificate of dates enrolled, academic transcript, etc.)		○				
13	<b>FORM I</b> Transfer Student Academic Status						○
14	Academic transcripts from higher education institution (university, etc.)						○
15	A certificate of (prospective) graduation or certificate of enrollment from higher education institution (university, etc.)						○
16	Documentation verifying requirements for graduation						○
17	Course / subject registration record (university, etc.). * If currently enrolled.						△
18	Documents certifying overall class hours or number of credits obtained at vocational school						△
19	A set of photocopies of all documents (excluding sealed documents)	○	○	○	○	○	○

○=Required from All Applicants    △=Specified Applicants Only

April 2020  
Enrollment

September 2020  
Enrollment

Transfer  
Enrollment

General  
Guidelines

### (3) Notes for filling out your Application Card (FORM X)

Complete the required sections of the Application Card enclosed with these guidelines, and pay the Application Fee over the counter at a financial institution. After payment, separate FORM X from FORM Y. You only need to submit FORM X. Please note that no changes can be made after you submit your application.

Bank transfer request forms I and II are printed on the Application Card, and differ based on application type. Please make sure to use the appropriate bank transfer request form.

Application Card No.	Application Fee	Application Type
I	10,000 yen	Standard Method (AO Method) Standard Method for Fall Enrollment (Fall AO Method)
II	35,000 yen	Returnee Students A
		Returnee Students B
		Fall Returnee Students B
		Transfer

The Application Card is composed of three forms: X, Y, and Z.

FORM X : For submission to APU

FORM Y : For the applicant to keep (receipt for payment of the Application Fee)

FORM Z : For the financial institution (collected by the financial institution upon payment of the Application Fee)

### (4) Notes for filling out the Undergraduate Application Form (FORM A)

#### [I. Applicant Information]

Photograph:

Attach a chest up color photograph taken from the front. The photograph must be recent (it cannot have been taken any earlier than three months prior to when you send your application), and you are not allowed to wear a hat or have any background scenery. If you will be wearing glasses during your interviews, please endeavor to use a photograph in which you are wearing your glasses. The size of the photograph should be 4 centimeters high by 3 centimeters wide (4cmx3cm). Write your name on the back of the photograph before attaching it.

You will need the same photograph during enrollment procedures so please have extra photographs or negatives, data, etc. at hand. The photograph to be submitted at the time of enrollment will be used on your student identification card.

Name(s) (in English alphabet/kanji/katakana characters):

Write your name as it appears in official documentation (resident register, passport, etc.).

Write in your preferred format if you do not have any official documentation.

5. Date of Birth:

6. Gender:

Write your date of birth and check  the appropriate box.

8. Email:

Write your email address accurately (including your mobile phone email address). We may need to inquire about your submitted documents by email. Please use block letters and be especially careful to distinguish between "a" and "d", "h" and "n", and "o" and "0". Please take especial care to avoid input errors.

Please take care with your incoming e-mail settings. Ensure that your e-mail account is set up to accept all messages from addresses ending in .....@apu.ac.jp.

Applicants for Returnee Students B, Fall Returnee Students B, and Transfer Enrollment entrance examination methods

will be notified by e-mail of their interview date/time and format if they are successful in the first round screening. If you do not have an email address, please write “no address” in the email column.

**9. Current Address:**

Please provide the address where you are living at time you apply to APU. You must provide full details including apartment name, room number, etc. where relevant.

\* If you are applying for the Returnee Students B or Fall Returnee Students B entrance examination, your address at the time of application must be outside Japan.

**10. Mailing Address:**

Please fill in only in the case that the address listed as your current address and the address where you would like to receive your Application Ticket, etc. is different. If the two addresses are the same, please check the “Same as above” box.

**11. Emergency Contact:**

Enter contact information for a person APU can contact in the case of emergency. This must not be the applicant him/herself.

Changing Information Post-Application

If you wish to update the address for sending documents for reasons such as change of residence after applying, please contact the Admissions Office in advance. You should also notify us of any changes in telephone number and e-mail address.

**[II. Undergraduate Program of Study and Other Information]**

Check the appropriate box.

**6. Scholarship**

Application types for transfer enrollment are ineligible.

**[III. Educational History]**

Following the example, list the names, locations, periods of enrollment and other details of all schools you have attended from elementary school to senior high school (and including any higher education institutions if applicable). If you are currently enrolled in a tutoring school, preparatory school, or the like, please write the school name and campus.

**[IV. Application Fee]**

Please check the box corresponding to your payment method. If you are unable to pay either by bank transfer using the Application Card or by international bank transfer, please consult with the Admissions Office and check the “Other” box.

**[V. Language Proficiency]**

If you have a grade or score in a language proficiency examination, please submit your official score report (copies are acceptable).

If you are an English-basis applicant, please enter your score in an English language proficiency test that confirms you meet the application qualifications, and send proof of that score (copies are acceptable). You do not need to complete this section if you do not have a score / grade in an English language proficiency test, even if you are an English-basis applicant. However, in such cases you must submit the prescribed English Proficiency Evaluation (**FORM H**) form instead.

**[VI. Documents to be returned]**

Please check the box if you require your documents to be returned. Postage will be payable by the recipient (you). Documents for return will be posted on the Wednesday following the final result notification day for the applicable entrance examination method.



**(5) Miscellaneous / Other Documents**

**i. Letter of Recommendation (FORM C)**

Please ask a teacher / professor whom you have known for a year or more from the last school / institute you attended to write a recommendation letter. Submit the letter in an envelope sealed by the person providing the recommendation.

Documents in languages other than Japanese and English must be accompanied by a Japanese or English translation by a person other than the applicant. The translation should include the name, contact details and signature or seal stamp of the translator.

**ii. Senior high school transcripts (*chosasho*) or statement of academic grades**

If you are attending (have attended) two or more senior high schools, you need to submit academic transcripts from all of them in order to prove completion of the three-year senior high school curriculum.

\* Your application will not be accepted unless the year and month of graduation is shown on at least one of the documents you submit.

\* It may take some time for schools to issue academic transcripts and certificates. When preparing your application, please request your transcripts and certificates with plenty of time to spare.

	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 ( <i>chosasho</i> ) (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 ( <i>chosasho</i> 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 ( <i>chosasho</i> ) 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 ( <i>chosasho</i> ) 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 ( <i>chosasho</i> ), 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.
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### iii. Documents required for specific countries and regions

Applicants who have taken the following national standard examinations are requested to submit the examination results.

Education system / country	Required university entrance qualification examinations if taken
Abitur	Abitur
Baccalauréat	Baccalauréat
GCE Advanced Level	Singapore and Sri Lanka: Three GCE A Level subjects. Others: Two or more International GCE A Level subjects (or four or more AS Level subjects)
International Baccalaureate	Results for six subjects of the final IB examination (IB Full Diploma) or IB Predicted Grades
United States of America	SAT, ACT or GED
United Kingdom	Certificate of the results of the GCSE, GCE A Level
Australia	Standardized test scores, if your state has a standardized test and you have taken it.
Canada	Provincial examination results, if your province has a standardized test and you have taken it.
Singapore	Academic Transcript for GCE Ordinary Level and GCE Advanced Level
New Zealand	NCEA Level 1, 2, 3

\* Those who submit predicted grades will be required to submit their final grades before enrollment.

\* If you requested certificates from tests such as SAT to be sent directly to APU by the testing organization, please check with the Admissions Office that the certificates have arrived at APU prior to submitting your application. Such certificates will be valid if they arrive at APU by the application deadline.

- APU's College Code for SAT is 2791.
- APU's College Code for ACT is 5475.

\* Printouts of scores displayed on a web page are not accepted.

### iv. English Proficiency Test Score or English Proficiency Evaluation (FORM H)

Japanese-basis Applicants (excluding applicants for Transfer Enrollment)

If you have a score in an official examination, please submit proof of that score (copies are acceptable).

English-basis Applicants/Applicants for Transfer Enrollment

Please submit an examination score report, notification of successful completion of certification examination, or other documentation proving that you satisfy the application qualifications regarding language proficiency (copies are acceptable). If you are applying for English-basis admission without such documentation on the grounds that you have undergone education in English medium or are a native speaker of English, you need to submit the prescribed English Proficiency Evaluation form instead.

- \* English language proficiency test scores are valid if the test date shown on the score certificate is April 1, 2017 or later.
- \* For the EIKEN Test in Practical English Proficiency, please submit your Certificate or EIKEN CSE Score Certificate.
- \* If you requested certificates from tests such as TOEFL® Test to be sent directly to APU by the testing organization, please check with the Admissions Office that the certificates have arrived at APU prior to submitting your application. Such certificates will be valid if they arrive at APU by the application deadline.
  - APU's Destination Code for TOEFL® Test is 2791.
  - APU's Test Report Form (TRF) number for IELTS is 2791.
- \* For some tests, APU can access scores directly from the testing organization's database. In such cases, scores accessed will be treated as equivalent to original certificates of language proficiency.
- \* Predicted Grades are acceptable for the International Baccalaureate.
- \* If you submit a copy of score report or completion certificate, you will need to submit the original when undertaking enrollment procedures.

**v. Transfer Student Academic Status Form (only for applicants for Transfer admission)**

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.

**vi. Academic transcripts from higher education institutions (university, etc.) (Original)**

Please submit academic transcripts (originals) issued by the head of the educational institution(s) covering all the year levels and subjects you have taken.

**vii. A certificate of (prospective) graduation or certificate of enrollment from higher education institutions (university, etc.) (Original)**

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.

**viii. Documentation verifying requirements for graduation**

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 a minimum number of credits, completion of compulsory subjects, minimum GPA, and so on. Acceptable documents include brochures and web pages published by the institution.

**ix. Proof of Overseas Education Period**

[Applicants for Returnee Students Entrance Examination A only]

If you need to certify a period of education undertaken outside Japan in order to establish your eligibility to apply, please submit a certificate of enrollment period or academic transcript that states the enrollment period. The certificate must be an original or Certified True Copy (a copy which is certified by the issuing organization to be an accurate duplicate of the original).

**x. Course / subject registration record (university, etc.)**

If you are currently studying, please submit a certificate specifying the subjects in which you are currently enrolled or a statement of course registration. Copies are acceptable.

**xi. Documentation verifying the overall number of class hours or credits earned (from a vocational school)**

If you graduated or are scheduled 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.

**xii.A set of photocopies of all the documents (excluding sealed documents)**

Please make a copy of all your documents, except the forms being submitted in a sealed envelope (senior high school transcripts, letter of recommendation, etc.), clip them together and enclose them. Two-sided documents must be copied into two separate one-sided A4 size copies.

Be sure to make a color copy of **FORM A-1/3**. All other forms can be copied in monochrome.

Application envelopes:  
Please download and print out an A4 envelope cover from the APU website, affix it to a standard blank envelope (Type 2 envelope in Japan), and use that envelope to send your documents.  
\* A separate envelope should be used for each application type. Do not enclose multiple applications in the same envelope.  
URL: <http://www.apumate.net/examination/english/index.html>

**3. Application and Selection Procedure for Residence in AP House**

AP House is an international educational dormitory offering secure and well-equipped student accommodation, as well as a continuously evolving space for students to interact and learn from one another. With both single and shared rooms, AP House has a total capacity of approx. 1,310 persons. Students live together with classmates from a diverse range of countries / regions and acquire skills of intercultural communication, foreign language proficiency, and other capabilities highly sought after in the international arena.

Prospective enrollees in the 2020 academic year will be subject to the following procedures for application and screening for residence in AP House.

**(1) Basic Facts about AP House**

◇ Period of Residence:

April Enrollees      1<sup>st</sup> year and 2<sup>nd</sup> year Transfer: Late March 2020 to the end of February 2021  
3<sup>rd</sup> year Transfer: Late March 2020 to the end of February 2022

September Enrollees 1<sup>st</sup> year and 2<sup>nd</sup> year Transfer: Mid-September 2020 to the end of August 2021  
3<sup>rd</sup> year Transfer: Mid-September 2020 to the end of August 2022

\* In principle, residence is permitted for a maximum of 11 months for students enrolling at 1<sup>st</sup> and 2<sup>nd</sup> year level, and 1 year and 11 months for students enrolling at 3<sup>rd</sup> year level.

◇ Rent: 49,000 yen per month

\* You will also be required to pay the AP House Entrance Fee by the specified deadline.

\* AP House Entrance Fee and Rent may be revised. Accepted applicants will be notified of any revisions via the “Handbook of Enrolment Procedures” sent at the time of acceptance notification.

**(2) Residential Capacity for 2020-enrolling Domestic Students**

Spring Enrollees	Approx. 450 students
Transfer Enrollees	A few students
Fall Enrollees	Approx. 20 students
<b>TOTAL</b>	<b>Approx. 470 students</b>

**(3) Eligible Application Types**

Applicants admitted under all application types are eligible to apply for residence in AP House.

#### **(4) Application and Selection Procedures**

Applicants who wish to live in AP House are asked to indicate so in their Undergraduate Application Form (**FORM A-1/3**). Permission for residence is granted to the top-performing applicants from each application type, and “Notice of AP House Results” are sent at the same time as final results notifications (applicants using the Returnee Students B and Fall Returnee Students B application types are given priority in the screening for AP House residence). Please note that no alterations will be accepted after the submission of application documents.

\* Undergraduate Application Form (**FORM A-1/3**) : Select “Yes” in the “Application for residence in AP House” row.

#### **(5) Screening Result Notification**

APU will issue a “Notice of AP House Results” together with the final results notifications in the application type for which you applied.

#### **(6) Moving In Payments**

Successful applicants for AP House residence will be permitted to reside in AP House provided they pay the AP House Entrance Fee within the specified payment period as given below. Please note that moving-in procedures will not be accepted under any circumstances after the payment period deadline.

\* Payment Period: Same as for payment of fees accompanying First Stage Enrollment Procedures Period (see pages 39-40)

[April Enrollees]

AP House Entrance Fee: 228,000 yen

\* This includes a one-time moving-in fee of 32,000 yen, a 98,000 yen deposit, April 2020 rent (49,000 yen) and May rent (49,000 yen).

[September Enrollees]

AP House Entrance Fee 203,500 yen

\* This includes a one-time moving-in fee of 32,000 yen, a 98,000 yen deposit, half of September 2020 rent (24,500 yen) and October rent (49,000 yen).

### **4. Interview Procedures**

#### **(1) Dispatch of Application Tickets**

• Application Tickets will be sent one week prior to the examination day. If you have not received your Application Ticket three days before your examination, please contact the APU Admissions office.

#### **(2) What to bring with you on the day of the interview (for non-online interviews only)**

- Application Ticket
- Pencils, pens, eraser
- Wristwatch (NOTE: You are not permitted to use clocks on mobile phones, etc., or to use the alarm function on any clock or watch.)
- Glasses (if worn)
- Handkerchief
- Tissues
- Any other items as instructed by APU.

#### **(3) Other things to bring with you on the day of the interview**

- Undergraduate Admissions Handbook (this guidebook)
- Any other items as instructed by APU

#### (4) Important Notes

- Applicants must arrive at the interview venue by the time specified on the Application Ticket.
- Only items expressly permitted by APU may be used during interview. Non-permitted items other than valuables must be left outside the interview room.
- Please refer to the information on interview venues provided on the Application Ticket and determine your transport routes, transport times, etc. in advance (see the end of this handbook for information on the interview venues). Please use public transport—do not travel to the exam venue by car or motorbike.
- Staff with APU armbands will be present at the interview venue. Please approach these staff if you forget your Application Ticket or have any other questions or concerns.
- Use of mobile phones, etc. (including sending and receiving text messages) in the interview room or the waiting room will be considered tantamount to cheating. Please switch off all such devices as soon as you arrive at the interview venue.
- An applicant who contracts a contagious disease for which non-attendance is stipulated in the School Health and Safety Act (including influenza) and has not recovered by the day of the interview will, in principle, be prohibited from taking the interview. This is to avoid the risk of infection to other applicants. Please consult the Admissions Office if you have contracted a contagious disease.

### 5. Final Results Notification

#### (1) Notice of results sent to applicants

- i) Individual notices will be sent to applicants by express post on the afternoon of the day of final results notification. Please understand that these will not arrive until the following day at the earliest.
- ii) Notices will be sent to the address given under “Current Address” (or “Mailing Address” if you filled it out) on the Undergraduate Application Form (**FORM A-1/3**).
- iii) Successful applicants will be sent both a notice of acceptance and the documents required for enrollment. Applicants who were not accepted will be sent a notice of non-acceptance.
- iv) APU will not respond to any telephone, email or postal inquiries regarding results.
- v) Applicants who fail to meet the application qualifications will receive a notice of non-acceptance.

#### (2) Successful application numbers posted online

Official results notifications are sent by post. Please use this physical notification to determine whether you have passed or been disqualified. Additionally, in order to provide easier access to results, a list of accepted applicants' application numbers will also be posted on the APU website. Inability to access this online list will not under any circumstances be accepted as grounds for undertaking enrollment procedures after the enrollment period has passed. URL <http://www.apu.ac.jp>

\* Please note that APU cannot provide assistance with internet connections or browser settings.

Posting date and period:

- \* The list will be posted online from 1:00 p.m. on the final results notification day and will be available for three days (72 hours).
- \* Results of first screening, Domestic Students Academic Excellence Scholarship screening, and selection for residence in AP House will not be posted online.

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

Special arrangements can be made for domestic applicants for admission to APU in accordance with disability and other conditions. If you require such arrangements in the course of taking the entrance examination, please submit the request form.

[Application for support]

### (1) How to apply

·Submit the application form to the APU Admissions Office.

\* Please apply at least two weeks prior to the start of the application period.

\* Attach the following documents to the application form.

Disability Certificate (copy) or letter from a medical practitioner (original)

=the document must certify the extent of the disability.

Notification of Determination of Special Consideration in Examinations for the National Center Test for University Admissions (copy)

=if you have been granted special consideration for the National Center Test for University Admissions.

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) Obtaining the application form

- ① Download from the website (apumate.net)
- ② Request hard copy by postal mail (contact the Admissions Office)
- ③ Obtain at an Open Campus event or admissions information session

### (3) Submitting the application form

·Please send the form to the Admissions Office by postal mail.

Tel:0977-78-1120 / Fax:0977-78-1199 / E-mail:apumate@apu.ac.jp

To obtain and submit applications, please contact:

Entrance Examination Special Arrangement, Admissions Office, Ritsumeikan Asia Pacific University  
1-1 Jumonjibaru, Beppu, Oita 874-8577 JAPAN

\* Special measures may not be granted in some cases, depending on the outcome of screening.

\* For more information on the process after application, or any other inquiries, please consult the admissions website APUmate.net or contact the inquiries point shown above under "submitting the application form".

## 7. Enrollment Procedures

To complete the enrollment procedures, you must pay all enrollment procedure fees (first and second stages) and submit all enrollment documents. No applications for 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” sent to successful applicants.

### (1) 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.

Tuesday March 31, 2020 for April 2020 enrollment

Sunday September 20, 2020 for September 2020 enrollment

### April Enrollment

Periods for payment of enrollment procedure fees (payments will be accepted if a stamped payment receipt is issued by a financial institution within these periods)

Application Type			Final Results Notification	Payment Periods for Enrollment Procedure Fees			
				First Stage Enrollment Procedure Period		Second Stage Enrollment Procedure Period	
				Start Date	Deadline	Start Date	Deadline
April Enrollment	Standard Method (AO Method)	1 <sup>st</sup> Round	October 1, 2019 (Tues.)	Day after final results notification	October 11, 2019 (Fri.)	Completion of first stage enrollment procedure	March 10, 2020 (Tues.)
		2 <sup>nd</sup> Round	November 12, 2019 (Tues.)		November 25, 2019 (Mon.)		
		3 <sup>rd</sup> Round	February 4, 2020 (Tues.)		February 14, 2020 (Fri.)		
	Returnee Students A	1 <sup>st</sup> Round	October 8, 2019 (Tues.)		October 18, 2019 (Fri.)		
		2 <sup>nd</sup> Round	December 3, 2019 (Tues.)		December 13, 2019 (Fri.)		
		3 <sup>rd</sup> Round	February 4, 2020 (Tues.)		February 14, 2020 (Fri.)		
	Returnee Students B	1 <sup>st</sup> Round	October 8, 2019 (Tues.)		November 8, 2019 (Fri.)		
		2 <sup>nd</sup> Round	November 12, 2019 (Tues.)		December 13, 2019 (Fri.)		
		3 <sup>rd</sup> Round	December 3, 2019 (Tues.)		January 10, 2020 (Fri.)		
		4 <sup>th</sup> Round	January 14, 2020 (Tues.)		February 14, 2020 (Fri.)		
	Transfer	1 <sup>st</sup> Round	November 12, 2019 (Tues.)		December 13, 2019 (Fri.)		
		2 <sup>nd</sup> Round	December 3, 2019 (Tues.)		January 10, 2020 (Fri.)		
3 <sup>rd</sup> Round		January 14, 2020 (Tues.)	February 14, 2020 (Fri.)				



## September Enrollment

Periods for payment of enrollment procedure fees (payments will be accepted if a stamped payment receipt is issued by a financial institution within these periods)

Application Type			Final Results Notification	Payment Periods for Enrollment Procedure Fees			
				First Stage Enrollment Procedure Period		Second Stage Enrollment Procedure Period	
				Start Date	Deadline	Start Date	Deadline
September Enrollment	Standard Method for Fall Enrollment (Fall AO Method)	1 <sup>st</sup> Round	December 10, 2019 (Tues.)	Day after final results notification	January 10, 2020 (Fri.)	Completion of first stage enrollment procedure	August 21, 2020 (Fri.)
		2 <sup>nd</sup> Round	April 14, 2020 (Tues.)		May 15, 2020 (Fri.)		
		3 <sup>rd</sup> Round	June 30, 2020 (Tues.)		July 31, 2020 (Fri.)		
	Fall Returnee Students B	1 <sup>st</sup> Round	November 12, 2019 (Tues.)		December 13, 2019 (Fri.)		
		2 <sup>nd</sup> Round	December 3, 2019 (Tues.)		January 10, 2020 (Fri.)		
		3 <sup>rd</sup> Round	January 14, 2020 (Tues.)		February 14, 2020 (Fri.)		
		4 <sup>th</sup> Round	March 10, 2020 (Tues.)		April 10, 2020 (Fri.)		
		5 <sup>th</sup> Round	April 7, 2020 (Tues.)		May 8, 2020 (Fri.)		
		6 <sup>th</sup> Period	May 12, 2020 (Tues.)		June 12, 2020 (Fri.)		
		7 <sup>th</sup> Round	June 9, 2020 (Tues.)		July 10, 2020 (Fri.)		
	Transfer	1 <sup>st</sup> Round	January 14, 2020 (Tues.)		February 14, 2020 (Fri.)		
		2 <sup>nd</sup> Round	March 10, 2020 (Tues.)		April 10, 2020 (Fri.)		
		3 <sup>rd</sup> Round	April 7, 2020 (Tues.)		May 8, 2020 (Fri.)		
		4 <sup>th</sup> Round	May 12, 2020 (Tues.)		June 12, 2020 (Fri.)		

## (2) 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 2020 Enrollment	February 14, 2020 (Fri.) – March 10, 2020 (Tues.) * Submissions must be postmarked by this date
September 2020 Enrollment	August 7, 2020 (Fri.) -August 21, 2020 (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 at least three days before the last day of the relevant submission period given above.

\* **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.**



**(3) Submission of learning data to JAPAN e-Portfolio (optional)**

JAPAN e-Portfolio is a service designed to be used by university admissions offices to conduct multi-faceted, comprehensive evaluation of applicants' three core academic abilities in accordance with the university's diploma policies and curriculum policies, and to be used for the purposes of ensuring and improving the quality of education at senior high schools and universities. JAPAN e-Portfolio is operated by the Educational Information Management Organization, an incorporated association authorized by the Ministry of Education, Culture, Sports, Science and Technology.

APU participates in JAPAN e-Portfolio with the aim of achieving more multi-faceted and comprehensive evaluation of applicants. Accepted applicants using the JAPAN e-Portfolio system are requested to provide their learning data to APU.

Purposes of use: *Use as reference material for improving admissions selection processes in the future *Use as statistical data
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More information is provided in the Handbook of Enrollment Procedures sent to accepted applicants.

**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 both the College of Asia Pacific Studies and the College of International Management.

**(1) Admission Fee, Tuition Fees and Miscellaneous Membership Fees for Academic Year 2020 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

**[AY2020 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

**[AY2020 Tuition Amounts for Each Year up to Minimum Period Required for Graduation]**

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

## (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</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>• First Semester Tuition B</li></ul>	June 30, 2020	December 25, 2020
<ul style="list-style-type: none"><li>• Second Semester Tuition A &amp; B</li></ul>	December 25, 2020	June 30, 2021

## (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) shall still 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 shall be charged one half of Tuition A plus per-credit tuition for every credit for which they register (22,500 yen x no. of credits) .

## (4) Miscellaneous Membership Fees

### ◆ 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.

### ◆ 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.

## 9. Scholarships

Ritsumeikan Asia Pacific University administers a variety of scholarship programs, including the Domestic Students Academic Incentive Scholarship and Domestic Students Academic Excellence Scholarship, and scholarships offered by the Japan Student Services Organization, private foundations and local governmental organizations.

Each of these scholarships differ in terms of its aims, eligibility, award amounts, application systems and application dates. Please apply only after carefully checking the details of each scholarship program and creating a solid financial plan for your student life.

\*The Japanese government is now in the process of formulating a national scholarship program in accordance with the Act on Support for Studies at Universities, etc. More details on concurrent eligibility for both APU scholarships and the new national program will be announced as soon as the national program is finalized.

### (1) APU's Scholarship System

#### i. Domestic Students Academic Incentive Scholarship

This scholarship is offered for financial aid purposes. Applications are taken and eligibility is determined before applying to APU.

**Eligible Application Types:** All application types for first-year domestic enrollment (both April and September 2020)

\* Application types for transfer enrollment are ineligible.

**Number of recipients:** 15 (Total for all four application rounds)

**Scholarship amount:** Equivalent to 50% of tuition

**Term of award:** 4 years \* Dependent on eligibility screenings conducted each semester

**Payment method:** An amount equal to the scholarship award is deducted from invoices for payment of tuition fees.

**Eligibility to apply:** All of the following requirements must be met.

- a) Applicants must have a strong desire to enroll in APU and an intention to enroll if accepted.
- b) Applicants who use a domestic student application type for 2020 enrollment (only newly enrolling first-year students).
- c) Applicants who will graduate or be scheduled to graduate from senior high school (or other educational institution deemed equivalent thereto) between April 1, 2018 and March 31, 2020 for the April 2020 enrollment (or between September 21, 2018 and September 20, 2020 for the September 2020 enrollment).
- d) Applicants must meet the following academic performance standards:
  - If graduating from a Japanese senior high school: Must have a grade average\*<sup>1</sup> of 4.0 or above on a five-point scale.
  - If graduating from a senior high school other than the above or from an educational institution equivalent thereto (an international school, a senior high school outside Japan, etc.): No specific academic performance standards are required.
- e) Household income: Income stated on the most recent income certificate (certificate stating income earned in 2019) must be as stated below.

\* Applicants from households with multiple sources of income will be considered on a case-by-case basis.

Income (pre-tax) From salaries and pensions	Business or other income
Less than 6 million yen	Less than 1.97 million yen

**Screening Method:** Applicants for this scholarship will be evaluated based on their submitted application and documents. The result of this screening does not have any effect on admission to APU.

### Application and Evaluation Dates

Application Round	Application Period <small>* Application documents must be postmarked by the final date of this period.</small>	Evaluation Decisions Made (tentative)
1	August 16, 2019 (Fri.) – August 28, 2019 (Wed.)	Late September 2019
2	October 11, 2019 (Fri.) – October 23, 2019 (Wed.)	Early December 2019
3	December 6, 2019 (Fri.) – December 18, 2019 (Wed.)	Early February 2020
4*	April 3, 2020 (Fri.) – April 15, 2020 (Wed.)	Late May 2020

\* Applicants for admission to APU in April 2020 cannot apply in Round 4.

**How to apply:** Review the “Domestic Students Academic Incentive Scholarship Application Handbook” and submit the documents required. You can download the application documents from apumate.net (<http://www.apumate.net>) or request a copy by telephoning +81-977-78-1120.

#### ii. Domestic Students Academic Excellence Scholarship

This scholarship is awarded based on an applicant’s performance in screening. Scholarships will be awarded to successful applicants who achieve excellent results in the following application types:

**Eligible Application Types:**All application types for first-year domestic enrollment (both April and September 2020)

\* Application types for transfer enrollment are ineligible.

**Number of scholarships awarded:** 55

**Scholarship amount:** Equivalent to 50% of tuition

**Term of award:** 4 years \* Dependent on eligibility screenings conducted each semester

**Payment method:** An amount equal to the scholarship award is deducted from invoices for payment of tuition fees.

The Domestic Students Academic Incentive Scholarship and Domestic Students Academic Excellence Scholarship cannot be received concurrently. Students awarded both scholarships will be required to choose between the two when they begin enrollment procedures.

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

Name	Type	Eligibility	Awardees per year	Amount
ANDO Momofuku Award	Grant	Undergraduate second-year (third semester) and 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 8	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 2	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. Applications will be accepted after enrollment.

<b>Type 1</b>	
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 or 54,000 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 8.04 million yen if receiving the maximum amount; up to 8.47 million yen otherwise • Households with income from sources other than salary: Up to 3.96 million yen if receiving the maximum amount; up to 4.39 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.
<b>Type 2</b>	
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 11.90 million yen • Households with income from sources other than salary: Maximum of 7.82 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.
<b>Number of awardees / announcement of awards</b>	
Number of awardees	Determined by JASSO.
Announcement of awards	Awardees are notified individually around mid-July.

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

\* Applications for JASSO scholarships are accepted in a separate procedure for students in their second year or higher.

\* Please refer to the Japan Student Services Organization’s website for details on eligibility and application procedures for the grant-based scholarships.

**ii. 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.

## 10. Interview Location / Venue

■April 2020 Enrollment

Application Type		1 <sup>st</sup> Screening	2 <sup>nd</sup> Screening	Interview Location / Venue	
Standard Method (AO Method)	1 <sup>st</sup> Round	Evaluation of submitted application documents	September 14, 2019 (Sat.) or September 15, 2019 (Sun.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Fukuoka	ACU Hakata ACU博多
				Beppu	Ritsumeikan Asia Pacific University 立命館アジア太平洋大学
	2 <sup>nd</sup> Round		November 2, 2019 (Sat.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Fukuoka	ACU Hakata ACU博多
	3 <sup>rd</sup> Round		January 25, 2020 (Sat.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
Fukuoka		ACU Hakata ACU博多			
Returnee Students A	1 <sup>st</sup> Round	Evaluation of submitted application documents	September 28, 2019 (Sat.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Fukuoka	ACU Hakata ACU博多
				Beppu	Ritsumeikan Asia Pacific University 立命館アジア太平洋大学
	2 <sup>nd</sup> Round		November 23, 2019 (Sat.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Fukuoka	ACU Hakata ACU博多
	3 <sup>rd</sup> Round		January 25, 2020 (Sat.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
Fukuoka		ACU Hakata ACU博多			



■September 2020 Enrollment

Application Type		1 <sup>st</sup> Screening	2 <sup>nd</sup> Screening	Interview Location / Venue	
Standard Method for Fall Enrollment (Fall AO Method)	1 <sup>st</sup> Round	Evaluation of submitted application documents	November 23, 2019 (Sat.)	Tokyo	Ritsumeikan Tokyo Campus 立命館東京キャンパス
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Fukuoka	ACU Hakata ACU博多
	2 <sup>nd</sup> Round		April 4, 2020 (Sat.)	Tokyo	TKP Tokyo Station Nihonbashi Conference Center TKP東京駅日本橋カンファレンスセンター
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Beppu	Ritsumeikan Asia Pacific University 立命館アジア太平洋大学
	3 <sup>rd</sup> Round		June 20, 2020 (Sat.)	Tokyo	TKP Tokyo Station Nihonbashi Conference Center TKP東京駅日本橋カンファレンスセンター
				Osaka	Shin-Osaka Marubiru Annex 新大阪丸ビル別館
				Beppu	Ritsumeikan Asia Pacific University 立命館アジア太平洋大学


\* Inquiries regarding the interviews should be directed to the APU Admissions Office (telephone +81-977-78-1120). Please do not contact the interview venues directly, as they are unable to respond to inquiries.

**Tokyo**

**立命館東京キャンパス**  
Ritsumeikan Tokyo Campus  
〒100-0005  
東京都千代田区丸の内1-7-12 サピアタワー 8階  
Sapia Tower, 8th Floor, 1-7-12 Marunouchi, Chiyoda-ku, Tokyo

**Access**

- JR東京駅日本橋口直結  
新幹線日本橋口改札徒歩1分、八重洲北口改札徒歩2分
- 東京メトロ東西線大手町駅B7出口直結
- At JR Tokyo Station, there is direct access to Sapia Tower Building from Nihombashi Gate.  
1 minute walk from Nihombashi Gate  
2 minute walk from Yaesu North Gate
- At Tokyo Metro Line Otemachi Station, there is direct access to Sapia Tower Building from B7 Exit.



**Tokyo**

**TKP東京駅日本橋カンファレンスセンター**  
TKP Tokyo Station Nihonbashi Conference Center  
〒103-0028  
東京都中央区八重洲1-2-16 TGビル本館  
TG Building, 1-2-16 Yaesu, Chuo-ku, Tokyo

**Access**

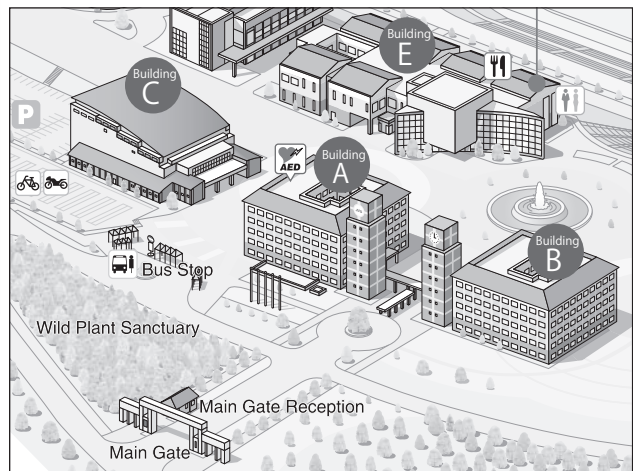
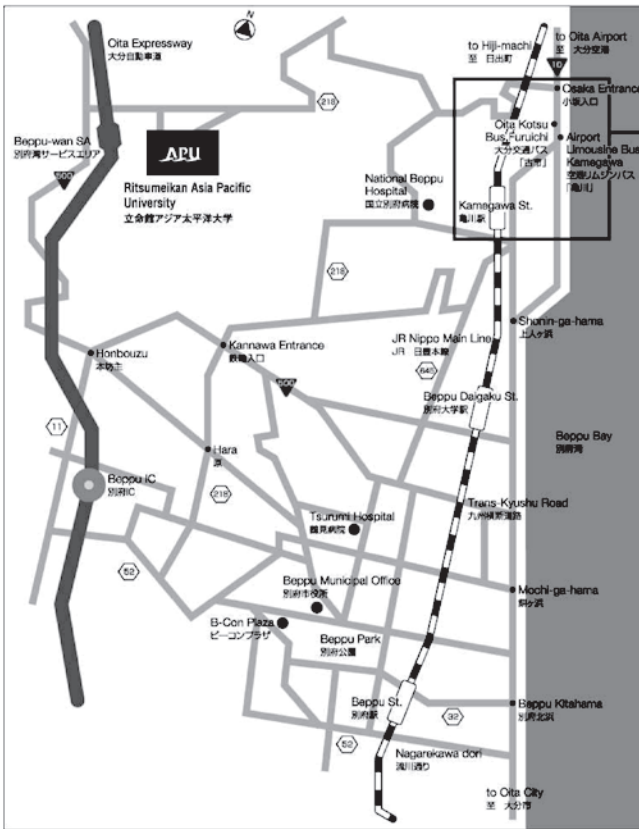
- JR東京駅日本橋口より徒歩4分
- 地下鉄東西線日本橋駅より徒歩1分
- 4 minute walk from Nihombashi Gate, JR Tokyo Station
- 1 minute walk from Tozai Subway Line Nihonbashi Station





Access

- JR 亀川 (かめがわ) 駅：大分交通バス「立命館アジア太平洋大学」(終点) 下車 (約15分)
- JR 別府 (べっふ) 駅
  - ・東口より大分交通バス「立命館アジア太平洋大学」(終点) 下車 (約35分)
  - ・西口より亀の井バス「立命館アジア太平洋大学」(終点) 下車 (約35分)
- 大分 (おおいた) 空港
  - ・空港リムジンバス「エアライナー」にて「亀川古市」下車  
→ 乗り継ぎ (反対車線のバス停「古市 (ふるいち)」より)、大分交通バス「立命館アジア太平洋大学」(終点) 下車 (約60分)
- JR 博多 (はかた) 駅・福岡 (ふくおか) 空港
  - ・高速バス「とよのくに」にて「高速別府湾・APU」下車 (JR 博多駅から約140分、福岡空港から約100分)
- From JR Kamegawa Station:
  - Take the Oita Kotsu Bus to the last stop, "Ritsumeikan Asia Pacific University" (15 minutes)
- From JR Beppu Station:
  - ・ East Gate : Take the Oita Kotsu Bus to the last stop, "Ritsumeikan Asia Pacific University" (35 minutes)
  - ・ West Gate : Take the Kamenoi Bus to the last stop, "Ritsumeikan Asia Pacific University" (35 minutes)
- From Oita Airport:
  - Take the airport limousine bus, Airliner, to "Kamegawa Furuichi" stop. ⇒ At bus stop across the road, transfer to Oita Kotsu Bus and get off at the last stop, "Ritsumeikan Asia Pacific University" (60 minutes)
- From JR Hakata Station / Fukuoka Airport: Take the highway bus, Toyonokuni, to "Kosoku Beppu-wan & APU" (approx. 140 minutes from JR Hakata Station / 100 minutes from Fukuoka Airport).



## 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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**Shape your world**



Ritsumeikan  
Asia Pacific University

**Admissions Office**

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E-mail [apumate@apu.ac.jp](mailto:apumate@apu.ac.jp)  
URL <http://www.apumate.net>