

Ritsumeikan Asia Pacific University

Handbook of Enrollment Procedures

2024 April / September

Important document

Retain for future reference

Important notices regarding admissions will be posted as needed on the NEWS page of the APUmate website for successful applicants. Please check it regularly.
<https://www.apumate.net/goukaku/>



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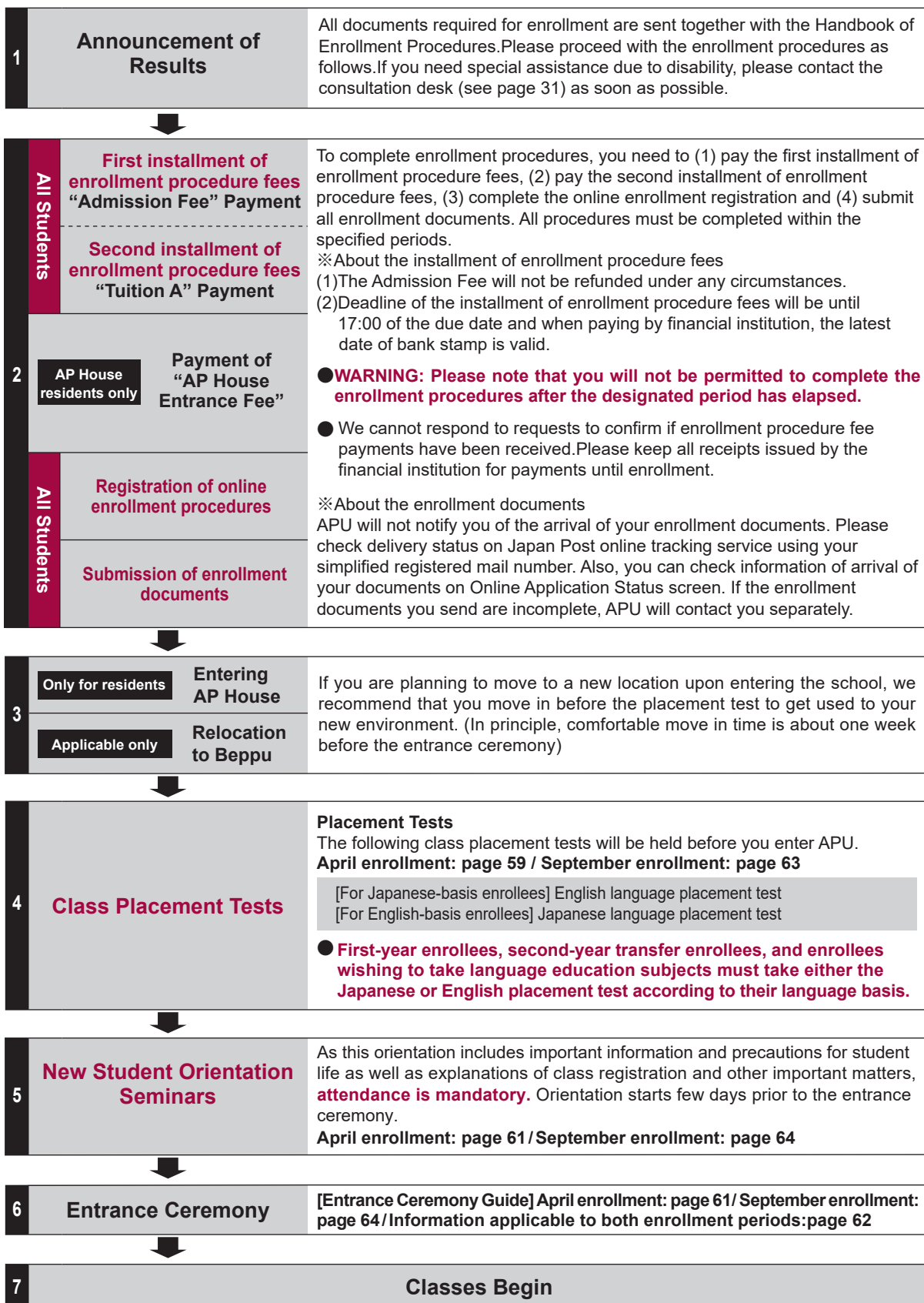
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I

Enrollment Procedure Guidelines


From Acceptance to Enrollment: Procedures and Important Notes



* Even if you have completed enrollment procedures, you will have your enrollment permission revoked if you do not graduate from high school (or do not obtain the required number of credits in the case of transfer students) or are determined to be ineligible for enrollment (or application) for any other reason.

1 Enrollment Procedure Schedules

The procedures from acceptance until enrollment are written on page 1. Read the information thoroughly and complete the necessary procedures.
Note: DFA = Day Following Announcement of Results

	Application Type		Announcement of Results	Payment period for first installment of enrollment procedure fees and AP House Entrance Fee	Payment period for second installment of enrollment procedure fees/Online enrollment procedures period	Submission period for enrollment documents * Must be postmarked by the date shown
Admissions for Comprehensive Selection	Comprehensive Evaluation - Data analysis (Logical Flower Chart)	Round 1	November 1, 2023 (Wed.)	DFA until November 13 (Mon.)	DFA until March 11 (Mon.)	February 9 (Fri.) until March 11 (Mon.)
		Round 2	January 30, 2024 (Tue.)	DFA until February 9 (Fri.)		
	Comprehensive Evaluation - Reading Comprehension and Writing	Round 1	November 1, 2023 (Wed.)	DFA until November 13 (Mon.)	DFA until March 11 (Mon.)	February 9 (Fri.) until March 11 (Mon.)
		Round 2	January 30, 2024 (Tue.)	DFA until February 9 (Fri.)		
		Round 3	March 17, 2024 (Sun.)	DFA until March 25 (Mon.)		
	Admissions by Activity Evaluation	Round 1	November 1, 2023 (Wed.)	DFA until November 13 (Mon.)	DFA until March 11 (Mon.)	February 9 (Fri.) until March 11 (Mon.)
		Round 2	December 12, 2023 (Tue.)	DFA until December 22 (Fri.)		
		Round 3	January 30, 2024 (Tue.)	DFA until February 9 (Fri.)		
	 Please note that the dates differ.					

	Application Type		Announcement of Results	Payment period for first installment of enrollment procedure fees and AP House Entrance Fee	Payment period for second installment of enrollment procedure fees/Online enrollment procedures period	Submission period for enrollment documents * Must be postmarked by the date shown
Admissions for Returnee Students / Admissions for International Baccalaureate (IB) Diploma Students	Admissions for Returnee Students	Round 1	November 1, 2023 (Wed.)	DFA until November 13 (Mon.)	DFA until March 11 (Mon.)	February 9 (Fri.) until March 11 (Mon.)
		Round 2	December 12, 2023 (Tue.)	DFA until December 22 (Fri.)		
		Round 3	January 30, 2024 (Tue.)	DFA until February 9 (Fri.)		
	Admissions for International Baccalaureate (IB) Diploma Students		January 30, 2024 (Tue.)	DFA until February 9 (Fri.)		

	Application Type		Announcement of Results	Payment period for first installment of enrollment procedure fees and AP House Entrance Fee	Payment period for second installment of enrollment procedure fees/Online enrollment procedures period	Submission period for enrollment documents * Must be postmarked by the date shown
Admissions by School Recommendation	Admissions by School Recommendation (Designated Schools)	Round 1	December 13, 2023 (Wed.)	DFA until December 25 (Mon.)	DFA until March 11 (Mon.)	February 9 (Fri.) until March 11 (Mon.)
		Round 2	January 16, 2024 (Tue.)			
	Admissions by School Recommendation (Affiliated Schools)					
	Admissions by School Recommendation (Partner Schools)					

***Students who fail to complete enrollment procedures (payment of first and second installments of enrollment procedure fees, Registration of online enrollment procedures and submission of enrollment documents) within the periods specified will be deemed as having no intention to enroll, and enrollment permission will not be granted.**

***For online enrollment period, please refer to Page 12**

Note: DFA = Day Following Announcement of Results

	Application Type		Announcement of Results	Payment period for first installment of enrollment procedure fees and AP House Entrance Fee	Payment period for second installment of enrollment procedure fees/Online enrollment procedures period	Submission period for enrollment documents * Must be postmarked by the date shown
General Selection (Paper test)	February Admissions		February 17, 2024 (Sat.)	DFA until March 1 (Fri.)	DFA until March 25 (Mon.)	February 20 (Tue.) until March 11 (Mon.)
	English-Focused Method		February 20, 2024 (Tue.)	DFA until March 1 (Fri.)	DFA until March 25 (Mon.)	February 21 (Wed.) until March 11 (Mon.)
	Common Test Combined Method (3 subjects)					
	Common Test Method (7 subjects)		February 17, 2024 (Sat.)	DFA until March 1 (Fri.)	<div>Please note that the dates differ.</div> <div>DFA until March 25 (Mon.)</div>	February 20 (Tue.) until March 11 (Mon.)
	Common Test Method (5 subjects)					
	Common Test Method (3 subjects)					
	March Admissions		March 17, 2024 (Sun.)	DFA until March 25 (Mon.) (First and Second installments paid together)	DFA until March 22 (Fri.)	
	Common Test + Interview Method					
	Common Test Method (March Admissions-5 subjects)					
	Common Test Method (March Admissions-4 subjects)					
	Common Test Method (March Admissions-3 subjects)					
				<div>Please note that the dates differ.</div>		
	Application Type		Announcement of Results	Payment period for first installment of enrollment procedure fees and AP House Entrance Fee	Payment period for second installment of enrollment procedure fees/Online enrollment procedures period	Submission period for enrollment documents * Must be postmarked by the date shown
Fall Enrollment	Fall Comprehensive Evaluation-Reading Comprehension and Writing		May 7, 2024 (Tue.)	DFA until May 17 (Fri.)	DFA until June 28 (Fri.)	June 14 (Fri.) until June 28 (Fri.)
	Fall Admissions by Activity Evaluation	Round 1	December 12, 2023 (Tue.)	DFA until December 22 (Fri.)		
		Round 2	February 27, 2024 (Tue.)	DFA until March 8 (Fri.)		
		Round 3	May 7, 2024 (Tue.)	DFA until May 17 (Fri.)		
	Fall Admissions for Returnee Students	Round 1	February 27, 2024 (Tue.)	DFA until March 8 (Fri.)		
		Round 2	May 7, 2024 (Tue.)	DFA until May 17 (Fri.)		
	Fall Admissions for International Baccalaureate (IB)Diploma Students	Round 1	December 12, 2023 (Tue.)	DFA until December 22 (Fri.)		
		Round 2	May 7, 2024 (Tue.)	DFA until May 17 (Fri.)		
Fall Admissions by School Recommendation (Designated Schools)		April 9, 2024 (Tue.)	DFA until April 19 (Fri.)			
	Application Type		Announcement of Results	Payment period for first installment of enrollment procedure fees and AP House Entrance Fee	Payment period for second installment of enrollment procedure fees/Online enrollment procedures period	Submission period for enrollment documents * Must be postmarked by the date shown
April Transfer Enrollment	Transfer	Round 1	November 1, 2023 (Wed.)	DFA until November 13 (Mon.)	DFA until March 11 (Mon.)	February 9 (Fri.) until March 11 (Mon.)
		Round 2	December 12, 2023 (Tue.)	DFA until December 22 (Fri.)		
	Transfer(Recommendation-Based)		December 12, 2023 (Tue.)	DFA until December 22 (Fri.)		
September Transfer Enrollment	Transfer		May 7, 2024 (Tue.)	DFA until May 17 (Fri.)	DFA until June 28 (Fri.)	June 14 (Fri.) until June 28 (Fri.)

*Students who fail to complete enrollment procedures (payment of first and second installments of enrollment procedure fees, Registration of online enrollment procedures and submission of enrollment documents) within the periods specified will be deemed as having no intention to enroll, and enrollment permission will not be granted.

*For online enrollment period, please refer to Page 12

2 Payments Required During Enrollment Procedures

(1) Enrollment Procedure Fee Amounts

Payments are divided into 2 installments ("first" and "second"). Refer to the following guides and make the payments within the specified periods using the official APU payment form (bank transfer form).

Fee Payments Required During Enrollment Procedures

* Amounts are the same for both the College of Asia Pacific Studies and the College of International Management

Enrollment Procedure Fee Amounts For both April and September enrollees (All application types besides those listed in the table to the right)		For applicants accepted under the following application types: <ul style="list-style-type: none"> • March Admissions • Common Test + Interview Method • Common Test Method (March Admissions-5 subjects) (March Admissions-4 subjects) (March Admissions-3 subjects) • Comprehensive Evaluation Reading Comprehension and Writing (Round 3)
First Installment of Enrollment Procedure Fees (Admission Fee)	Second Installment of Enrollment Procedure Fees (First Semester Tuition and Miscellaneous Membership fees)	First Installment and Second Installment of Enrollment Procedure Fees and Miscellaneous Membership Fees Paid together
200,000 yen	690,000 yen	890,000 yen

❗ Important Points

- Once a payment for the Admission Fee has been made, it will not be refunded.
- Refer to pages 5 - 6 for details on miscellaneous membership fees.
- If you have been selected for the Domestic Students Academic Excellence Scholarship, the amount printed on your invoice will have the scholarship amount subtracted.
- For those application types which the final result notification will be made in March, as you need to pay both the first and second installment of enrollment procedure fees at the same time, the addition of both fees will be shown on the second installment of enrollment procedures fees column on the online enrollment system.

(2) Payment Methods

After logging in to the online enrollment procedures system, select a payment method such as a credit card, ATM (Pay-easy), internet-banking, convenience store; download the "Payment" or "Transfer request form"; and transfer the payment within the designated period from a bank, credit union, or other financial institution that accepts telegraphic transfer. Please be sure to keep the "Transfer receipt (those with stamp of financial institution)" received at the financial institution until admission.

※The maximum payment limit (including the expense charge) at a convenience store is 300,000 yen.

❗ Important Points

- The payment form cannot be used at a Japan Post Bank. Please use another financial institution.
- Do not alter the details printed on the payment form (bank transfer form).
- For cash transfers greater than 100,000 yen, the person making the payment must supply proof of their identity (driver's license, proof of health insurance card, passport, etc.). For details, please contact the financial institution being used to make the transfer.

3 Tuition and Miscellaneous Membership Fees

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

(1) Tuition and miscellaneous membership fees for students enrolling in 2024

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

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

■ Tuition for the first year of enrollment for students enrolling in 2024 * For all undergraduate colleges

	Admission Fee	Tuition				Total (incl. Admission Fee)
		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

*Does not include miscellaneous membership fees.

■ Yearly tuition (estimated) until graduation for students enrolling in 2024 * For all undergraduate colleges

	First year	Second year	Third year	Fourth year
	First semester Second semester	Third semester Fourth semester	Fifth semester Sixth semester	Seventh semester Eighth semester
1st year Students	1,300,000 yen	1,500,000 yen	1,500,000 yen	1,500,000 yen
2nd year Transfer Students	—	1,500,000 yen	1,500,000 yen	1,500,000 yen
3rd year Transfer Students	—	—	1,500,000 yen	1,500,000 yen

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

Note 2: Tuition may be adjusted to reflect changing social conditions.

■ Miscellaneous Membership Fees for students enrolling in 2024 * For all undergraduate colleges

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

(2) Payment periods for tuition and miscellaneous membership fees

	Payment period / deadline	
	April enrollees	September enrollees
<ul style="list-style-type: none"> • Admission Fee • First semester Tuition A and B • APU Domestic Students' Parent and Family Association • APU Alumni Association membership 	Before enrollment	Before enrollment
<ul style="list-style-type: none"> • Second semester Tuition A and B <p>If the deadline is on a holiday of a financial institution, the delivery of the transfer will be the next business day.</p>	November 30, 2024	May 31, 2025

(3) Tuition Payments after Enrolment

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

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

If you wish to use the Japan Post Bank automatic payment system, you must complete the necessary procedures in advance at your nearest post office.

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

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

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

(4) Earning credits in excess of the credits required for graduation

- Students who register for and earn more than 124 credits (the standard total required to graduate) within 4 years still only pay tuition equivalent to 124 credits. However, separate fees may be charged for participation in 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 credit tuition for each registered credit (22,500 yen multiplied by the number of registered credits).

(5) Breakdown of fees

• **APU Domestic Students' Parent and Family Association membership fee:**

One time fee of 20,000 yen

⇒ For details, refer to page 28.

• **APU Alumni Association membership fee:**

Lifetime membership fee of 20,000 yen

⇒ For details, refer to page 29.

* Regarding the collection of fees by APU

APU collects membership fees for APU Domestic Students' Parent and Family Association and APU Alumni Association upon request from these associations.

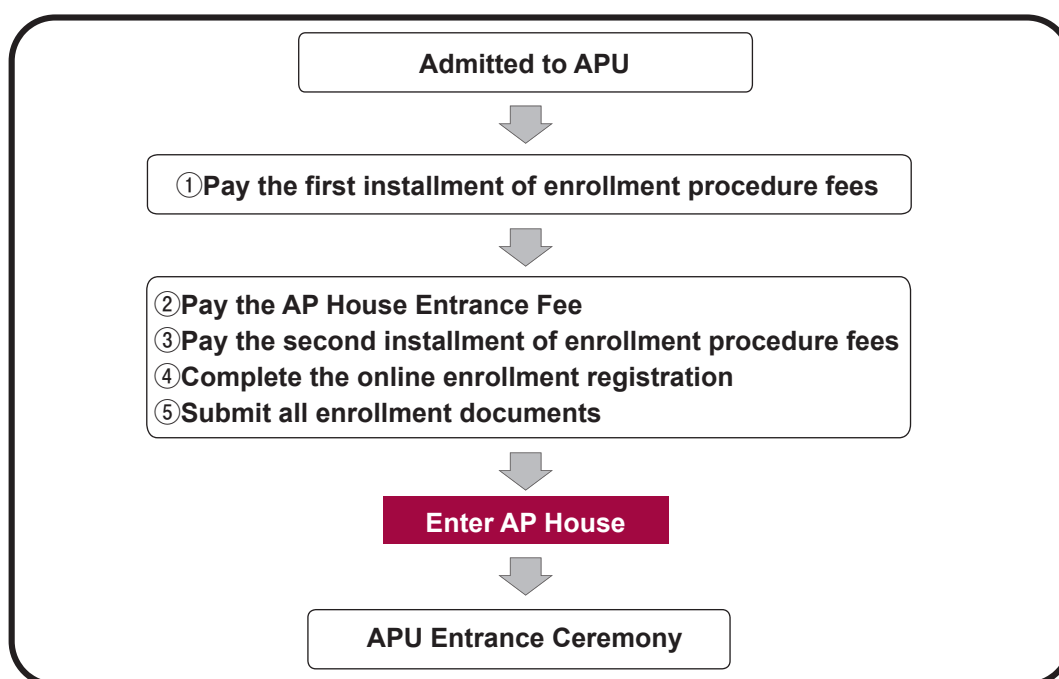
Your understanding and support for these organizations will be very much appreciated. Note that non-payments of both of these membership fees will have no negative effect on your enrollment procedures.

4 AP House Residence Procedures (For Students Entering AP House)

(1) Procedures for Residence in AP House

In order to live in AP House, you need to pay the AP House entrance fee, first and second installment of enrollment procedures fees within the designated period, complete the online enrollment procedures and submit the necessary documents. If you are going to reside in AP House, please read the information below carefully and complete the residence procedures. **Please note that you will not be permitted to complete these procedures after the designated period has elapsed.**

◆Flowchart of procedures for Residence in AP House



Important notes

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

(2) AP House Entrance Fee

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

*1 Security Deposit is required for living in the dormitory. If you fail to pay dormitory fees, or if repairs for intentionally caused damage are necessary, the deposit will be used to cover those costs. Any remaining balance will be refunded.

*2 Rent of April & May (2 months) : This includes April or September rent (52,000 yen) and May or October rent (52,000 yen). As this fee is based on the New AP House rent fee, if you are going to reside in AP House 1 or 2, the difference will be deducted.

※ If you wish to cancel entrance into AP House after having paid the AP House Entrance Fee, APU will refund all fees except the Moving-in Fee (32,000 yen) provided that you complete the procedures designated by APU by Sunday, March 31, 2024 (April Enrollees) and Friday, September 20, 2024 (September Enrollees). (Postmark should be within the deadline)

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

(3) Payment Method of AP House Entrance Fee

After logging in to the online enrollment procedures system, select a payment method such as a credit card, ATM(Pay-easy), internet-banking; download the "Transfer request form"; and transfer the payment within the designated period from a bank, credit union, or other financial institution that accepts telegraphic transfer. Please be sure to keep the "Transfer receipt (those with stamp of financial institution)" received at the financial institution until admission.

※ Note that payment at the convenience store can NOT be made as the total amount of payment (including the second installment of enrollment procedure fees) exceeds the amount which can be paid at the convenience store (300,000 yen).

❗ Precautions when transferring from bank and other financial institutions

- Japan Post Bank cannot accept the payment slip (Transfer request form) prescribed by University, so please use another financial institution.
- Please do not rewrite the contents printed on the payment slip (Transfer request form).
- When making a cash transfer of more than 100,000 yen, identity verification document (Driver's license, Health insurance card, Passport etc.) of the person performing the transfer is required. For detailed information, please contact the financial institution which you are using.

(4) Moving into AP House

For questions and advice, contact the AP House Office
 See the Inquiries information on the back cover of this booklet.

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

Move-in Date <April, September Enrollees>

The move-in date will be notified on the APU website: <https://www.apumate.net/goukaku/>

* Expected period of notification: April enrollees: mid January / September enrollees: the start of July

Residency Period	First year and second year enrollees	(April enrollment) End of March 2024 to end of February 2025 (September enrollment) Mid-September 2024 to end of August 2025
	Third year enrollees	(April enrollment) End of March 2024 to end of February 2026 (September enrollment) Mid-September 2024 to end of August 2026

Sending of luggage

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

The AP House Office will notify you of your room number and direct telephone number by e-mail* about 3 days before your move-in date.

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

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

Sending address: AP House 1,2	〒874-0011 1-2 Jumonjibaru, Uchikamado, Beppu City, Oita Prefecture 874-0011 AP House, ● ● Building (Room ● ● ● ●) Ritsumeikan Asia Pacific University
Sending address: New AP House	The sending address will be included in the email which will be sent 3 days prior to your move in date.

【Precautions regarding the sending of luggage】

- ① Please make sure to fill out the mobile phone number or the direct room telephone number of the recipient on the shipping slip.
- ② Please make sure to write the name and application number of the recipient on the shipping slip.
- ③ If you were unable to receive the luggage, the delivery notice will be posted in the AP House mailbox.
- ④ There is no limit as to the number of luggage you can send. However, the size of your luggage should be around 120cm (total external dimensions). Since delivery staff cannot enter the building, luggage will be handed over at the entrance. Thus, we recommend that you send it in a carriable size.

Room Furnishings

APU will assign your room type and location.

AP House 1, 2 [Single type 13㎡]

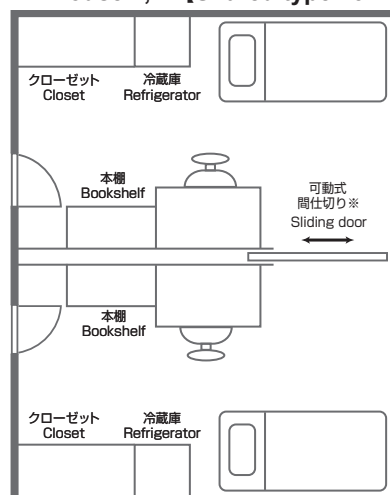


Included Furnishings:

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

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

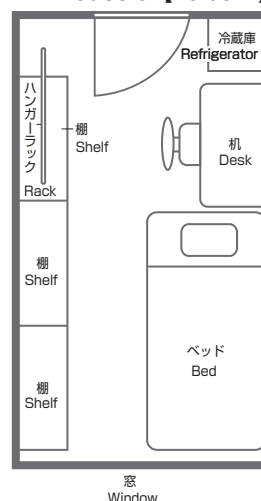
AP House 1, 2 [Shared type 13㎡]



*AP House 5 Furnishings

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

AP House 5 [10.08㎡]



Things to bring when moving in

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

Things not needed when moving in

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

* Televisions and computers are available in shared spaces. You may also bring your own television or computer.

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

Important Points for Moving In to AP House

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

【Dormitory Fees】

AP House fees and payments schedule is as follows:

	Monthly AP House fees
AP House 1 and 2	¥50,000
AP House 5	¥52,000

April enrollees

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

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

Applicants for the dormitory fee reduction system

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

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

September enrollees

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

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

Applicants for the dormitory fee reduction system

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

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

※ Detailed information regarding the payments and fees will be provided after entering the AP House

5 Online Enrollment Procedures

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

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

◆ Online Enrollment Period

	Screening Method	Online Enrollment Period
April 2024 Enrollees	Those who received Notification of Acceptance until February. Comprehensive Evaluation·Data Analysis (Logical Flower Chart) & Reading Comprehension and Writing Admissions by Activity Evaluation Admissions for Returnee Students Admissions for International Baccalaureate (IB) Diploma Students Admissions by School Recommendation 2 nd , 3 rd year Transfer	1 pm of day after the Notification of Acceptance – 5 pm of March 11 (Mon.)
	Those who received Notification of Acceptance in February General Selection (Paper test)	1 pm of day after the Notification of Acceptance – 5 pm of March 25 (Mon.) (Notes: Deadline of submitting enrollment documents: March 11 (Mon.))
	Those who received Notification of Acceptance in March General Selection (Paper test) Comprehensive Evaluation·Reading Comprehension and Writing (Round 3)	1 pm of day after the Notification of Acceptance – 5 pm of March 25 (Mon.) (Notes: Deadline of submitting enrollment documents: March 22 (Fri.))
September 2024 Enrollees	FALL Comprehensive Evaluation·Reading and Writing FALL Admissions by Activity Evaluation FALL Admissions for Returnee Students FALL Admissions for International Baccalaureate (IB) Diploma Students FALL Admissions by School Recommendation 2 nd , 3 rd year Transfer	1 pm of day after the Notification of Acceptance – 5 pm of June 28 (Fri.)

※ In case the day after the Notification of Acceptance is Sunday or Holiday, the next day will be applicable.

◆ For preparation to Online enrollment procedures

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

◆ System requirements

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

System requirements (PC)

<Internet browser version>

For Windows	For Macintosh
Google Chrome / Microsoft Edge	Safari / Google Chrome

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

<PDF software version>

For Windows	For Macintosh
Adobe Acrobat Reader DC ※ [Reader] for Windows 8.1 and Windows 10 are NOT recommended ※ Browser-only PDF Viewer is NOT recommended	Adobe Acrobat Reader DC ※ [Preview] of MacOS is NOT recommended ※ Browser-only PDF Viewer is NOT recommended

System requirements (Mobile & Tablet)

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

<OS version>

For Android	For iOS
Android 10.X.X or later / Android Chrome	iOS 14.X.X or later Safari

1 Access to the Online Enrollment Procedures

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

◆ Method of Login

Please use your registration number and birth date for login. If you passed multiple screening methods, you can choose one screening method along with its registration number that you will enroll in APU. This registration number should be used for paying both first and second installment of enrollment procedures fee, Registration of online enrollment procedures and Submission of enrollment documents. If you mistakenly entered different registration number, please input the correct number. Entered information cannot be transferred between two registration numbers. Information which were not completed will be automatically discarded.

◆ Check your Enrollment procedure information (Screening method, College, Department, Registration number, Language-base).

◆ Proceed with the Enrollment Procedure following the instruction.

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

Choose one of the following methods ①-⑤, and complete the payment.

- ① Credit card
- ② Financial Institution's ATM (Pay-easy)
- ③ Internet banking

Choose one of the following methods ①-⑤, and complete the payment.

- ① Credit card
 - ② Financial Institution's ATM (Pay-easy)
 - ③ Internet banking
 - ④ Convenience store (※ If the total amount exceeds 300,000 yen, please select a payment method other than convenience store.)
 - ⑤ Telegraphic transfer of Financial institution → Print out the "Transfer Request Form"
- A transfer fee is required in addition to the payment.

3 Payment of the second installment of enrollment procedure fees (Tuition fee of First semester, miscellaneous membership fees) / AP House entrance fee

You can choose same payment methods as the payment of the first installment of enrollment procedure fees.
A transfer fee is required in addition to the payment.

4 Registration of Personal Information

◆ Information to be entered on Online enrollment procedures

	Contents	Register	Correction	Notes
1	Personal information	○	○	<ul style="list-style-type: none"> · If your address changed from the time of application, please enter the new address. · If only successful applicant (rest of the family members do not move) moves to Beppu City, home address change is not required. · If you were living in the school dormitory or abroad at the time of application, please change your home address. <p>※ Note: There is some information that cannot be changed online. (e.g. name, etc.)</p>
2	Tuition payment slip sending information	○	—	Please confirm these information with your parents or guardians and enter the correct information.
3	Parents, guardian, guarantor information	○	—	
4	Questionnaire of Health condition	○	—	
5	Questionnaire of Measles and Rubella vaccination history	○	—	
6	Photograph upload	○	○	Use same photograph as the one you will use for Student Information Card.

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

Personal information obtained at the time of admission and health examination is intended to be used for health management during your time as a student at APU. It will not be used for any other purpose or disclosed to a third party without your consent. Therefore, please enter the information truthfully.

※ The university may contact the registered contact information to confirm the information you have entered.
Please make sure that the students and their parents/guardians have a common understanding of the health condition provided.

In Japan, it is encouraged to inoculate measles and rubella individual or MR vaccine (combination vaccine for Measles and Rubella), which are highly infectious and feared to become severe, twice in total from kindergarten age to school age. Please check the vaccination record in the Mother and Child Handbook and enter the date of vaccination for measles and rubella.

- * If you have no vaccination record, or were only vaccinated once or your antibody test was negative, we strongly recommend that you be inoculated each of the above vaccines.
- * MMR vaccine (measles / rubella / mumps mixed vaccine) has not been used for a long time in Japan.
- * If you do not know the date of vaccination due to loss of the Mother and Child Handbook, select “No” in question 1 or 2, and “Yes” in question 3 or 4. Then follow the instructions on the page.

In addition, Health Check-Up performed after enrollment is important for early detection of infectious diseases such as tuberculosis and your health management. Please be sure to undergo a health check-up. If you do not undergo a health check-up, please note that you will not be able to receive the student support provided by the Student Office, as well as the issuance of a health check-up certificate, and you may not be able to apply for a scholarship or be suspended from receiving the scholarship.

5 Photograph Upload

◆ The photograph will be used for Enrollment procedures and Student ID card.

Photograph is needed for upload data and Student Information Card.

The uploaded photo will be used for your Student ID card throughout your whole university years. If you would like to change your photo, you need to apply again and pay an extra fee of 2,000 yen.

*Please be sure to complete the upload of your photo within the registration period.

※ Student ID Card:

Student ID Card is to prove that you are a student at Ritsumeikan Asia Pacific University and will be distributed at the new student orientation. Please be sure to carry it with you when you take the regular examination, issue various certificates, use the university facilities such as the library or are asked to be present it by university staff.



This is an image.

6 Completion the Online Enrollment Procedures

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

6 Enrollment Procedure Documents

The following documents must be sent using express registered mail within the submission period outlined in red on pages 2 and 3, using the envelope supplied by APU. **If you are sending your documents from outside Japan, please make sure to send them so that they arrive at APU by the document submission deadline.**

Refer to pages 16-22 of this guide for the forms to submit. Fill in the forms neatly using an indelible black ballpoint pen or ink pen. Errors can be corrected using correction fluid, etc.

■ Table of Enrollment Procedure Documents

			Spring 2024 Enrollment				Fall 2024 Enrollment	Spring / Fall 2024 Enrollment
			First-year enrollees				First-year enrollees	Transfer enrollees
			Comprehensive Selection	Admission by School Recommendation/ Admissions for Returnee Students/ Admissions for IB Diploma Students	General Selection			
Documents			• Admissions by Activity Evaluation • Comprehensive Evaluation - Reading Comprehension and Writing • Comprehensive Evaluation - Data Analysis (Logical Flower Chart)	• Admissions by School Recommendation (Designated Schools) • Admissions by School Recommendation (Partner Schools) • Admissions by School Recommendation (Affiliated Schools) • Admissions for Returnee Students • Admissions for IB Diploma Students	• February Admissions • English-Focused Method • March Admissions	• Common Test Combined Method • Common Test Method (7 subjects) • Common Test Method (5 subjects) • Common Test Method (3 subjects) • Common Test Method (March Admissions 3 - 5 subjects) • Common Test + Interview Method	• FALL Comprehensive Evaluation - Reading Comprehension and Writing • FALL Admissions by Activity Evaluation • FALL Admissions for Returnee Students • FALL Admissions for International Baccalaureate (IB) Diploma Students • FALL Admissions by School Recommendation (Designated Schools)	• Transfer • Transfer (Recommendation-Based)
1	Student Information Card (be sure to sign both sides)		○	○	○	○	○	○
2	Certificate of Items Listed on Resident Register (or a copy of Resident Registration Card) * Originals must be submitted in all cases. Non-Japanese nationals should read page 19 carefully to check the required documents.		○	○	○	○	○	○
3	First-year enrollees: High School Graduation Certificate *1		○	○	○	○	○	—
4	Transfer enrollees:	Certificate of Graduation (Completion) from a University, Junior College or other Higher Education Institution	—	—	—	—	—	○
		Academic Transcript from a University, Junior College or other Higher Education Institution	—	—	—	—	—	○
5	Examination Ticket for AY 2024 Common Test University Admissions		—	—	—	○	—	—
6	Finalized Grade Reports in Entrance Qualification Examinations *2		△ (if applicable)	△ (if applicable)	—	—	△ (if applicable)	—
7	Form [A] for Affixing Original Certification of Language Proficiency Test Results * Not required if you did not submit Certification of Language Proficiency when applying.		△ (if applicable)	△ (if applicable)	—	△ (if applicable)	△ (if applicable)	△ (if applicable)
8	Form [B] Notification Form (Late Document Submission / Completion of Submission)		△ (if necessary)	△ (if necessary)	△ (if necessary)	△ (if necessary)	△ (if necessary)	△ (if necessary)

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

- The Student Information Card is sent together with the Notification of Acceptance.
- Forms [A] and [B] can be found at the back of this handbook.
- If your school is unable to issue the required certificates by the deadline, please see the instructions under (8) Notification Form (Late document submission / Completion of submission) on page 21 and submit Form [B] (Notification Form (Late document submission / Completion of submission) specifying the date you intend to send the certificates to APU.
- 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 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.

*1 **If you already submitted these certificates at the time of application, there is no need to re-submit.** Please submit Form [B]. The certificate of expected graduation will NOT be accepted as an enrollment procedure document. If you submitted the expected graduation certificate at the time of application, please submit the original copy of the graduation certificate.

However, if you applied under a General Exam method, you need to re-submit the certificates even if you submitted them at the time of application.

The graduation certificates of successful applicants of Admissions by School Recommendation (affiliated school): Ritsumeikan High School, Ritsumeikan Uji High School, Ritsumeikan Keicho High School, and Ritsumeikan Moriyama High School will be sent directly from the high school to APU so they do not have to be submitted by the individuals.

*2 If you submitted International Baccalaureate (IB) Predicted Grades Report form at the time of application, please request the International Baccalaureate Organization (IBO) to send the electronic data of the "Transcript of Grades of 6 subjects of the IB Final Examination" directly to APU.

(1) Student Information Card (Written Pledge / Consent Form on reverse)

All enrollees must submit

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

Refer to the example below (front and back) and carefully fill in the card with an indelible black ballpoint pen.

Attach a color photograph (facing straight to the camera, upper body with no hat and with a plain background) to the Student Information Card and write your name and application number on the back of the photograph.

Note that we may use this photograph for your Student ID Card (to be distributed after enrollment).

Photograph (height 4cm × width 3cm)	Document Samples [Student Information Card (front side)]																																																																																																																													
Close-up of the head and shoulders (no background, facing forward without cap / hat). Note that we may use the photograph pasted here for your Student ID Card handed out after enrollment.	<div> <div> *学籍番号 (for office use) iii ii i Leave this section blank. </div> <div> 学籍簿 STUDENT INFORMATION CARD 立命館アジア太平洋大学 Ritsumeikan Asia Pacific University 学部学生 Undergraduate Students </div> </div> <p>*住所・勤務先が海外の方は、英語ブロック体でご記入ください。 * Please write your address and contact details in all English capital letters if you reside overseas.</p> <table border="1"> <tr> <td>① 学部・学科 College / Department</td> <td colspan="3">アジア太平洋 Asia Pacific Studies / 国際経営 International Management サステナビリティ観光 Sustainability and Tourism</td> </tr> <tr> <td>② 氏名 Name</td> <td>姓 Family Name</td> <td>名 Given Name</td> <td>ミドルネーム Middle Name</td> </tr> <tr> <td></td> <td>姓 Family Name</td> <td>名 Given Name</td> <td>ミドルネーム Middle Name</td> </tr> <tr> <td></td> <td>姓 Family Name</td> <td>名 Given Name</td> <td>ミドルネーム Middle Name</td> </tr> <tr> <td>③ 受験番号 Application No.</td> <td>1 2 3 4 5 6 7 8</td> <td>④ 入試方式 Type of Entrance Exam</td> <td>February Admissions</td> </tr> <tr> <td>⑤ 国籍 Nationality</td> <td colspan="3">J A P A N</td> </tr> <tr> <td>⑥ 生年月日 Date of Birth</td> <td>2005 / 9 / 30</td> <td>⑦ 性別 Sex</td> <td>(男) / 女 Female</td> </tr> <tr> <td>⑧ 入学年月 Month of Enrollment</td> <td>2024 / 4 or 9</td> <td colspan="2">*卒業年月日 Date of Graduation (for off) this section blank. 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⑬ Family	*備考 Notes ① 「父母・保護者またはそれに代わる身元引き受け者 (母国在住者を原則とする) 以下、父母・保護者等」は、「父母・保護者等」を大学へ届出いただくことにより、学生の滞学期間中、研究、学生生活の充実に資するよう、父母・保護者等の名義で取り扱うことを目的としています。大学は、「立命館アジア太平洋大学における個人情報の取扱いについて」を遵守し、学生の個人情報を使用します。必要な場合は、必ずしも本人の同意を得る必要はありません。必要に応じて、父母・保護者等に開示することがあります。 ② Home Country Sponsor: APU will ask all enrollees to designate a home country sponsor (parent or guardian) who can serve as a contact person that will be able to communicate with the University on matters regarding the health, safety, and welfare of the enrollee. APU will follow the regulations outlined in the handling of Personal Information at Ritsumeikan Asia Pacific University when handling your personal information. When necessary, the university will disclose your academic information and information related to your student life to the person designated as your home country sponsor.																																																																																																																													
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【Student Information Card (back side)】

	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 2px 5px;">誓約書</div> <p>立命館アジア太平洋大学長 様</p> <p>私は入学するにあたり、立命館アジア太平洋大学の学生であることを自覚し、学則をはじめとする諸規程および日本の法令を遵守することを誓います。 これらに反した場合は、奨学金の取り消しを含め、学則に基づき処分されることを受け入れます。</p> <p style="text-align: center;">20 <u>24</u> 年 <u>3</u> 月 <u>5</u> 日 署名: <u>太平洋 学 Smith</u></p> </div> <div style="border: 1px solid black; padding: 10px;"> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 2px 5px;">Written Pledge</div> <p>To the President of Ritsumeikan Asia Pacific University,</p> <p>I pledge to uphold the standards expected of a student of Ritsumeikan Asia Pacific University and comply with the regulations of the University and the laws of Japan. I accept that should I violate the above, I will be subject to disciplinary measures, which may include revocation of scholarship, in accordance with University regulations.</p> <p>Date: _____ Signature: _____ Year / Month / Day</p> </div>
	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 2px 5px;">個人情報の取扱いに関する同意書</div> <p>立命館アジア太平洋大学長 様</p> <p>私は入学するにあたり、立命館アジア太平洋大学が「立命館アジア太平洋大学における個人情報の取扱い」を遵守することを前提に、私の個人情報を使用することに同意します。</p> <p style="text-align: center;">20 <u>24</u> 年 <u>3</u> 月 <u>5</u> 日 署名: <u>太平洋 学 Smith</u></p> </div> <div style="border: 1px solid black; padding: 10px;"> <div style="text-align: center; border: 1px solid black; width: fit-content; margin: 0 auto; padding: 2px 5px;">Written Consent Concerning the Treatment of Personal Information</div> <p>To the President of Ritsumeikan Asia Pacific University,</p> <p>I give my consent to Ritsumeikan Asia Pacific University to use my personal information on the condition that the University will comply with the usage regulations outlined in the "Handling of Personal Information at Ritsumeikan Asia Pacific University."</p> <p>Date: _____ Signature: _____ Year / Month / Day</p> </div>

Written Pledge Written Consent	<p>After reading the card thoroughly, write the date and sign your name. Use the English Written Pledge if you are enrolled on an English-basis, or the Japanese version if you are enrolled on a Japanese-basis. It is not necessary to fill in both.</p>
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Please refer to the APU website for university rules and regulations. URL is on the page 51.

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

From 2021, APU will refer to parents and guardians of prospective students "parents/guardians or guarantor (in principle, those who are residents of their home countries)" as parents/ guardians (hereinafter, referred to as "parents/guardians"). This is intended to contribute to the successful learning, research and enrichment of student life of prospective students, and to cooperate with their parents, for example in the case of a danger in their life/safety. Specifically, regarding the matters specified as the purpose of use in "Handling of Personal Information at Ritsumeikan Asia Pacific University" (see page 49), we ask for your cooperation by contacting and consulting with parents.

<To new students>

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

<To parents>

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

(2) Certificate of Items Listed on Resident Register (or Resident Registration Card)

All enrollees must submit

(1) For Japanese nationals

The Certificate of Items Listed on Resident Register is a document that certifies only those items designated on your Resident Register. Please obtain this form (or Resident Registration Card) from the municipal office of the municipality in which you are registered and submit it to APU. Original documents are required in all cases.

Required Items: Name, date of birth, gender, and address

If you are unable to submit the certificate for reasons such as residence in a country other than Japan, please include a note explaining your situation along with a copy of your passport instead.

Applicants who have middle name and whose written English names do not correspond to Japanese readings of the kanji need to submit a copy of their passport, etc. for the confirmation of their name written in English.

APU registers your name in kanji (when applicable) and in English lettering for use on various certificates after enrollment. Applicants who have names in kanji and whose written English names do not correspond to Japanese readings of the kanji need to submit a copy of their passport, etc. for the confirmation of their name written in English.

[Example 1] Kanji Name : 理沙
Japanese Reading : Risa
English Name : Lisa

English name and Japanese reading do not match



[Example 2] Kanji Name : 立命 エマ 洋子
Japanese Reading : Ritsumei Ema Yoko
English Name : Ritsumei Emma Yoko

Submit a copy of document to confirm your English name

* If you do not possess any official documents to confirm the spelling of your name in English such as you do not have a passport, or it has been expired, please notify the Office of Domestic Admissions and submit a signed and sealed letter indicating the full and correct spelling that you would like to use for your documentation.

Note: The 12 digit "MY NUMBER" personal code is not necessary.

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

(2) For non-Japanese nationals

Please obtain and submit a document that certifies all ten required items given below. Documents will not be accepted if their validity date has passed.

Required information: Name (in alphabet, katakana, and kanji or Chinese characters if applicable), date of birth, gender, address, status of residence, date of expiration of the period of stay, residence card number, nationality

If you cannot obtain a document that certifies all of the above, you may submit multiple documents (for example: copy of passport, certificate of items listed on resident register, copy of residence card, etc.)

* If you have dual citizenship of Japan and another country, you will be registered at APU as a 'domestic student'.

Applicants who have middle name and whose written English names do not correspond to Japanese readings of the kanji need to submit a copy of their passport, etc. for the confirmation of their name written in English.

APU registers your name in kanji (when applicable) and in English lettering for use on various certificates after enrollment. Applicants who have names in kanji and whose written English names do not correspond to Japanese readings of the kanji need to submit a copy of their passport, etc. for the confirmation of their name written in English.

[Example] Kanji Name : 李
Japanese Reading : RI
English Name : LEE


English name and Japanese reading do not match



Submit a copy of document to confirm your English name

* If you do not possess any official documents to confirm the spelling of your name in English such as you do not have a passport, or it has been expired, please notify the Office of Domestic Admissions and submit a signed and sealed letter indicating the full and correct spelling that you would like to use for your documentation.

■ If your status of residence after enrollment will be “College Student,” contact the Office of Domestic Admissions before enrollment.

Office of Domestic Admissions contact details  See the Inquiries information on the back cover of this booklet.

(3) High School Graduation Certificate (Original)

First-Year Enrollees Only

Request this certificate from your high school and submit the original document to APU (**photocopies are not accepted**).

Students who have successfully received the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates must submit the original certificate or original results transcript (issued by MEXT (Japan Ministry of Education)).

* Applicants who have submitted the certificate at the time of application do not need to re-submit it. Refer to “(8) Notification Form (Late Document Submission / Completion of Submission)” on page 21, and submit this form instead.

However, if you applied under a General Exam method, you need to re-submit the certificate even if you have submitted it at the time of application.

* Applicants who cannot submit the certificate of graduation by the specified deadline should refer to “(8) Notification Form (Late Document Submission / Completion of Submission)” on page 21, and submit this form instead. If you have submitted the Certificate of expected graduation at the time of application, you must submit the Certificate of graduation.

* Be careful not to send your graduation diploma or certificate of prospective graduation instead of the certificate of graduation.

The graduation certificates of successful applicants of Admissions by School Recommendation (affiliated school); Ritsumeikan High School, Ritsumeikan Uji High School, Ritsumeikan Keisho High School, and Ritsumeikan Moriyama High School will be sent directly from the high school to APU so they do not have to be submitted by the individuals.

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

Transfer Enrollees Only

Accepted transfer students should submit originals of both their certificate of graduation (completion) and their academic transcript. As for the academic transcript, please make sure to submit the latest version.

Transfer students (from 4-year university systems) who cannot submit a certificate of graduation (completion) should submit a certificate of period of enrollment (original). If the documents cannot be sent by the specified deadline, late submission will be permitted if the applicant fills out and submits “(8) Notification Form (Late Document Submission / Completion of Submission)” on page 21.

* Applicants who have submitted these certificates at the time of application do not need to re-submit it. Refer to “(8) Notification Form (Late Document Submission / Completion of Submission)” on page 21, and submit this form instead.

(5) Examination Ticket for AY 2024 Common Test for University Admissions

Applicable Enrollees Only

Enrollees admitted under the “Common Test Combined Method (3 subjects)” or “Common Test Method (7 subjects), (5 subjects), (3 subjects)” or “Common Test Method (March Admissions-5 subjects), (4 subjects), (3 subjects)” or “Common Test + Interview Method” exams should submit their examination ticket for AY 2023 exams of the National Center for University Entrance Examinations. If the ticket cannot be sent by the specified deadline, late submission will be permitted if the applicant fills out and submits the “(8) Notification Form (Late Document Submission / Completion of Submission)” on page 21.

(6) Finalized Grade Reports in Entrance Qualification Examinations**First-Year Enrollees Only**

Those who submitted Predicted Grades for examinations such as International Baccalaureate (IB) or GCE A Level during the application process must submit **the original finalized grade reports** for those examinations.

* If you submitted International Baccalaureate (IB) Predicted Grades Report form at the time of application, please request the International Baccalaureate Organization (IBO) to send the electronic data of the "Transcript of Grades of 6 subjects of the IB Final Examination" directly to APU.

(7) Form for Affixing Original Certification of Language Proficiency Test Results (Appendix Form **A)****Applicable Enrollees Only**

Those who submitted copies of external English language proficiency test scores (including file upload) at the time of application or are selected for the Domestic Students Academic Excellence Scholarship, must submit the original score reports attached to Appendix Form **A** using paper clips or staples.

**Do not forget to submit!**

(* If you submitted your "Test Taker Score Report" of TOEFL iBT at the time of application, please be sure to send "Official Score Report" directly to the University. The Institution Code of Ritsumeikan Asia Pacific University for TOEFL iBT is "2791". Please note that original copy of "Test Taker Score Report" will not be accepted.)

Enrollment procedures will not be complete if you submit a report showing a different score from the one submitted at the time of application.

If you have submitted the original documents at the time of application, or have already requested the testing organizations for direct delivery of scores, there is no need to re-submit at this page. Please fill out and submit the Notification Form (Late Document Submission / Completion of Submission) (Appendix Form **B**) as explained on page 21 instead.

If you do not have access to an original score report, please request the testing institution to re-issue your report, or submit a Certified True Copy (a copy that is certified by your educational institution to be a true copy of the original document).

Note that submitted original documents will not be returned.

(8) Notification Form (Late Document Submission / Completion of Submission) (Appendix Form **B)****Applicable Enrollees Only****● Notification of Late Document Submission**

Submission deadlines for the following documents may be extended. However, even if extensions are allowed, **all documents must be delivered via express registered mail by March 22 (Fri.) for April enrollment and August 26 (Mon.) for September enrollment.**

① High School Graduation Certificate (Refer to (3) on page 20)

You may submit your high school graduation certificate late only if your graduation ceremony is scheduled to be held after the document submission deadline. Fill in the necessary information on this form and submit it along with your other enrollment procedure documents within the document submission period.

② Certificate of Graduation (Completion) and Academic Transcripts from a University, Junior College or Other Higher Education Institution (Refer to (4) on page 20)

You may submit your certificate of graduation (completion) and academic transcripts late only if your graduation ceremony is scheduled to be held after the document submission deadline. Fill in the necessary information on this form and submit it along with your other enrollment procedure documents within the document submission period.

③ Examination Ticket for AY 2024 Common Test for University Admissions (Refer to (5) on page 20)

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

■ **Late Document Submission Address**

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

Ritsumeikan Asia Pacific University Entrance Examinations Office

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

* Send by express registered mail.

● **Notification of Completion of Submission**

Students who submitted the following items during the application process are asked to specify so using this form. Students may also resend the following items (in this case the form is not necessary).

- ① High School Graduate Certificate
- ② Academic Transcript
- ③ Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates (Certificate or original results transcript)
- ④ External English Language Proficiency Test scores
- ⑤ IB Diploma

※ If you requested the International Baccalaureate Organization (IBO) to send the electronic data of the "Transcript of Grades of 6 subjects of the IB Final Examination" directly to APU, please submit a copy of the "International Baccalaureate (IB) Diploma" conferred by the IBO.

*Please note that students who submitted a Certificate of Expected Graduation during the application process must submit a Certificate of Graduation (not expected graduation).

*If you applied under a General Exam method, you need to re-submit the certificates even if you have submitted them at the time of application.

If you need special assistance due to disability, please contact the consultation desk (see page 31) as soon as possible.

7

Scholarships

1. APU Scholarships

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

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

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



Domestic Students Academic Excellence Scholarship

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

❗ Applicants who have completed the first installment of enrollment procedure fees, and then are selected for the Domestic Students Academic Excellence Scholarship under a different examination type should consult the Office of Domestic Admissions for the remaining enrollment procedures.

👉 Office of Domestic Admissions contact details
See the Inquiries information on the back cover of this booklet.

From April 2020, “New Higher Education Support System” (JASSO grant-type scholarship) has been launched. Students can receive “Domestic Student Tuition Reduction Scholarship” and “Domestic Students Academic Excellence Scholarship” at the same time. For more information, please refer to the “Domestic Students Tuition Reduction Scholarship and Japan Student Services Organization (JASSO grant-type scholarship)”.

(1) Domestic Students Academic Excellence Scholarship Results (only for those who requested to be considered for the scholarship when applying for admission)

Students selected for the Domestic Students Academic Excellence Scholarship will be notified of their selection on their notification of acceptance to APU.

(2) Aims and Overview

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

☐ Number of awardees 37 (Past academic year results)

☐ Amount and method of award

Equivalent to 100% of tuition (the scholarship does not cover the Admission Fee)

* Students can continue receiving this scholarship every semester for the minimum number of the years required for graduation (typically four years).

* Recipients will receive a payment form for the second installment of enrollment procedure fees that lists tuition fees minus the scholarship amount.

☐ Loss of scholarship eligibility

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

① Loss of enrollment status at APU.

② Leave of Absence from APU. *Note: Resumption of the scholarship may be permitted upon return from Leave of Absence.

③ Subjection to disciplinary action for violation of student disciplinary regulations.

④ Failure to meet eligibility screening standards.

⑤ Other behavior judged by the Student Affairs Committee to be unbecoming of a scholarship recipient.

⑥ Failure to undergo a periodical health examination at APU.

* Failure to undergo a health examination will result in the scholarship being suspended for the next semester. The scholarship will resume after it has been confirmed that the candidate has undergone the next periodical health examination.

(3) Eligibility Screening Standards for Scholarship Continuation

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

(i) Failure to earn the minimum required number of credits.

***124 credits are required for graduation.**

Semester	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester	5 th Semester	6 th Semester	7 th Semester
Minimum number of credits required for the semester	14	14	14	14	14	14	6

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

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

$$\frac{(\text{Number of "A+" credits} \times 4) + (\text{number of "A" credits} \times 3) + (\text{number of "B" credits} \times 2) + (\text{number of "C" credits} \times 1) + (\text{number of "F" credits} \times 0)}{\text{Total number of credits registered (except for pass / fail credits and transferred credits)}}$$

(4) Procedures

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

(5) Guidance

During the New Student orientation period, guidance on “Domestic Students Academic Excellence Scholarship” will be provided. So, please make sure to attend. The date and time of the guidance will be informed in the announcement regarding the New Student orientation or through the Campus Terminal (web bulletin board for students).

Scholarships offered by private scholarship foundations / Scholarships offered by local government bodies

- The content of each scholarship differs according to the scholarship foundation or local government body. Scholarships from these organizations will be listed on the Student Office website when APU is notified of a call for applications.

<https://en.apu.ac.jp/studentsupport/page/content0345.html/>

- For information on scholarships provided by local government bodies, students are recommended to contact the body's (prefectural or city) Board of Education directly.

Guide to the “National Education Loan (国の教育ローン)”


For more information, consult your local branch of the Japan Finance Corporation (JFC) or other financial institution.

Financed Amount	Up to 3.5 million yen per student (4.5 million yen if you meet the set criteria)
Repayment Period	Within 18 years (If you meet certain requirements, it could be within 18 years)
Interest Rate	1.80% per annum (current as of May, 2022)
Repayment Method	Equal monthly payments of principal and interest (repayment of principal can be deferred during school enrollment)
Other Information	Refer to the website below for eligibility requirements, etc. [Educational Loan Call Center] 0570-008656 [Website address] http://www.jfc.go.jp/n/finance/search/ippan.html (Japanese only)

Guide to the “APU Tuition Support Plan”

APU offers the “APU Tuition Support Plan”, a student loan plan provided together with the Orient Corporation (below, Orico).

This plan can also be used for the payment of enrollment procedure fees.

Contact Information	<p>Orico Tuition Support Desk Toll-free 0120-517-325 (9:30 am – 5:30 pm) Website: https://en.apu.ac.jp/home/ Ritsumeikan Asia Pacific University Home Page > Student Life > Fees and Scholarships > Scholarships available after enrollment > Educational Loans > Orico Tuition Support Plan</p> <p>* Please submit an application at least 5 days before the tuition (or fee) payment deadline.</p> <p>* Please visit APU website for Application period. Please note that it may not be available depending on the schedule of your screening method.</p> <p>* The screening result will be notified to applicants on the business day immediately following submission of the application.</p> 
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8 Refund of Paid Fees

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

If you wish to withdraw from enrollment in APU in 2024 after you have paid the fees at the time of enrollment (Admission Fee, Tuition A for the first semester of study, Miscellaneous Membership Fees), APU will refund these fees with the exception of the Admission Fee (i.e. Tuition A for the first semester and Miscellaneous Membership Fees will be refunded), provided you complete the procedures required by APU by March 31, 2024 (Sun.) (April enrollees) or September 20, 2024 (Fri.) (September enrollees).

Refundable Fees

Fees paid in the second installment of enrollment procedure fees (i.e. Tuition A for the first semester of study and Miscellaneous Membership Fees)

* Please note that the Admission Fee will not be refunded.

Documents to Submit

“Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee”—use the form provided by APU, included on page 57 of this booklet.

Submission Deadlines

April enrollees: Applications must be postmarked no later than March 31, 2024 (Sun.)

September enrollees: Applications must be postmarked no later than September 20, 2024 (Fri.)

* After receiving your application, we will check the details and the status of your enrollment. If any information is missing or there are discrepancies in the application, it may be necessary to delay or cancel your refund. Any late applications will not be accepted.

* **A refund application cannot be cancelled or altered under any circumstances after submission.**

Documents submitted as part of the application cannot be returned.

Document Submission Address

Please send by express registered mail to:

Section A, Office of Domestic Admissions, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita 874-8577 Telephone: 0977-78-1120

Estimated Timing of Refund

April enrollees: Middle or late May 2024

September enrollees: Late October 2024

* The refund will be paid directly to your designated bank account. However, please note that the transfer period may vary depending on the payment method such as credit card etc.

* Please note that you will be responsible for any processing fees associated with the payment.

* Refunds for fees paid at the time of enrollment (except the Admission Fee) will be processed separately from refunds for the AP House Entrance Fee paid in advance (except the Moving-in Fee).

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

If you wish to withdraw from residence in AP House or your admission acceptance or eligibility is revoked after completing residence procedures, APU will refund the AP House Entrance Fee you have paid in advance with the exception of the Moving-in Fee (32,000 yen) and Admission Fee (200,000 yen), provided you complete the procedures required by APU by March 31, 2024 (Sun.) (April enrollees) or September 20, 2024 (Fri.) (September enrollees). Please note that the Moving-in Fee cannot be refunded.

Refundable Fees

- AP House Entrance Fee
- * Please note that the Moving-in Fee will not be refunded.

Documents to Submit

An Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee—use the form provided by APU, included on page 57 of this booklet.

- * You must submit this form if you wish to withdraw from residence in AP House after paying the AP House Entrance Fee.

Submission Deadlines

April enrollees: Applications must be postmarked no later than March 31, 2024 (Sun.)

September enrollees: Applications must be postmarked no later than September 20, 2024 (Fri.)

- * After receiving your application, we will check the details and the status of your procedures. If any information is missing or there are discrepancies in the application, it may be necessary to delay or cancel your refund. Any late applications will not be accepted.
- * A refund application cannot be cancelled or altered under any circumstances after submission. Documents submitted as part of the application cannot be returned.

Document Submission Address

Please send by express registered mail to:


Section A, Office of Domestic Admissions, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, Oita 874-8577 Telephone: 0977-78-1120

Estimated Timing of Refund

April enrollees: Early May 2024

September enrollees: Late October 2024

- * The refund will be paid directly to your designated bank account.
- * Please note that you will be responsible for any processing fees associated with the payment.
- * Refunds for fees paid at the time of enrollment (except the Admission Fee) will be processed separately from refunds for AP House Entrance Fee paid in advance (except the Moving-in Fee).

For questions and advice, contact the Secretariat
 See the Inquiries information on the back cover of this booklet.

The aims of APU Domestic Students' Parent and Family Association are 'to assist the development and enhancement of university programs and promote friendly exchange amongst members, through support for APU's educational activities and various cultural events.' The association holds social gatherings and offers student support.

There is a one time membership fee of 20,000 yen and the association has arranged for the university to collect this fee on their behalf.

The principal activities of the association are shown below. For more information, please refer to the website: Facebook account name apu.ac.jp/apufubo/. The activity schedule for the 2023 academic year will be determined in spring 2023.



For reference: Principal activities in 2023

The following benefits are provided to members (including APU student members):

Social Gatherings	Members are given assistance with any questions or concerns they may have, and university events and information for student life are provided in cooperation with APU. * It was held online in 2023 Spring Semester due to the spread of the new coronavirus infection.
Condolence Money	Families of members and student members are provided with condolence money in the event of their death.
Financial Assistance Scholarship	This scholarship supports students struggling to continue their studies at APU as a result of sudden changes in household financial circumstances due to events such as the death, unemployment, etc. of the household's principal provider. The scholarship provides grants of 200,000 yen to students who have been selected to receive Emergency Tuition Support for Domestic Students.
Assistance for students	Offering breakfast at 100 yen at Cafeteria, handing out of free food and drinks, paying half the fee for vegetarian menu and web related certification.

The association office is located on the APU campus.

* For students who are having difficulty in paying membership fees due to financial circumstances, etc., please contact us at least one week before the due date for payment of the second installment of enrollment procedure fees.

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

※ The name of "APU-Club Domestic Students' Parents' Association" has been changed to "APU Domestic Students' Parent and Family Association" as of September 1st, 2023.

10 APU Alumni Association

For questions and advice, contact the Secretariat
 See the Inquiries information on the back cover of this booklet.

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

The APU Alumni Association was founded by APU graduates in March 2003 to promote the reunion of alumni.

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

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

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

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



(Primary Activities)

General Assembly	The association budget, financial report, and project plans for the following year are reported to members.
Support for Current Students	Support is provided to current APU students in many different ways, including career-building activities such as employment consultations, support for student organizations, and support for students' studies through donations to the school library's collections, as well as events that bring students into dialogue with alumni on topics such as how best to spend one's time as an APU student. The association also holds events that bring current students and alumni together for various activities through "Loop A.S.," the Alumni Association's student group.
Regional Exchange Activities	Social events, networking events, and seminars are held throughout Japan and worldwide in over 37 chapters of the association to support the alumni network.
Alumni Website	The website has information on events in each chapter of the association and news related to APU. The website also features a searchable database containing alumni information such as employers and fields of work.

The Secretariat of the Association is located on the APU campus. Inquiries about association operations and activities are welcomed.

* For students who are having difficulty in paying membership fees due to financial circumstances, etc., please contact us at least one week before the due date for payment of the second installment of enrollment procedure fees.

II

Information on Student Life

1 Consultations for Student Life

For questions and advice, contact the Student Office
See the Inquiries information on the back cover of this booklet.

The APU Student Office provides support for all aspects of student life. There is also a nurse stationed at the health clinic and a counselor in the counseling office. The Student Office helps address your questions and concerns regarding student life in areas such as scholarships, housing, dormitory life, health management, and extracurricular activities.

Support Services for Students with Disabilities

APU provides support to students with disabilities based on established policies (or guidelines). Through providing this support, the University aims to contribute to the growth and development of all students. Support will vary by case depending on the type of disability, the needs of the student, and the needs of the student's program of study.

Ritsumeikan Asia Pacific University Guidelines on Support Services for Students With Disabilities

Ritsumeikan Asia Pacific University (hereinafter referred to as "APU") will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as "disabled students").

However, these guidelines serve to establish the university's support service standards and core foundation. Support provisions will be finalized through thorough discussion between the disabled student and the relevant parties after reviewing reasonable accommodation for the individual student in line with the student's disability.

1. Core Support Principles

All APU faculty and staff will support the process of enabling disabled students who request support, to have access to the appropriate support needed in order to use their learning experiences at our university to grow and fully connect with society. APU expects that all enrolled students and relevant parties understand these guidelines and will work together to realize our objectives.

2. Basic Policies

1. APU faculty and staff will provide support to disabled students, in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
2. Initiatives implemented as support for disabled students will aim to contribute to the overall growth and learning of all students.
3. In principle, support provisions for disabled students will be implemented based on a request for support by the disabled student.
4. In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT's Investigative Report on Learning Support for Students with Disabilities (Preliminary and Secondary Summary). Both the disabled student's own individual situation and the university's environment will be taken into consideration in these decisions.

3. Support Objectives

The primary objective of APU support for disabled students is to ensure that disabled students' right to an education and learning is not wrongfully harmed because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

4. Support Framework

Individuals involved in support for disabled students will consist of APU faculty and staff in addition to enrolled students. We will cooperate closely with an external specialist on support for disabled persons. A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to disabled students. Support Coordinators for Students with Disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of Student Coordinators in these offices will be made public to the student body. Students will not only have the option of the Consultation Desk available to them, but will also be able to directly consult with Support Coordinators. Staff at the Consultation Desk for Students with Disabilities will connect disabled students who come in for consultation with the appropriate Support Coordinator in the above offices according to the nature of the issue. Support Coordinators will be in charge of making the necessary learning support adjustments for disabled students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

5. Protection of Personal Information and Confidentiality

1. Support persons who possess knowledge of a disabled student's personal information (this includes information concerning the disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
2. Support persons may share personal information concerning the disabled student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

6. Disclosure of Information

Mediums such as APU website, etc., will be used to spread information on university support policies for disabled students, the support system, consultation process, and support provisions. APU will notify students and prospective applicants via appropriate means as seen fit

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the university will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

Student Disability Support Services

Support Available	Office	Contact Information
Entrance exams, pre-enrollment consultation	Office of Domestic Admissions	0977-78-1120
	Office of International Admissions	Undergraduate: welcome@apu.ac.jp Graduate: apugrad@apu.ac.jp
Disability support services, general student life, classes, course registration, and grading	Disability Support Services Committee Secretariat	0977-78-1124 apudss@apu.ac.jp
Career information, job placement	Career Office	0977-78-1128

Sexual and Gender Diversity

APU respects sexual and gender diversity as part of its commitment to human rights. APU aims to create an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected, that they will be treated fairly, and that they need not

suffer any discomfort or pain as a consequence of their sexual orientation or gender identity.

Information and resources regarding student life for LGBT students at APU can be found on the following website: <https://en.apu.ac.jp/home/life/content57/>. If you have any further questions or concerns, please contact the LGBT Liaison Officers in the Student Office (Email: apulgbt@apu.ac.jp).

2 Rules for Commuting by Motorbike, Bicycle and the Prohibition of Commuting by Automobile

At APU, students commute to and from campus primarily by public transportation such as buses and trains. **Commuting by automobile is prohibited.** Furthermore, to avoid inconveniencing local residents, parking vehicles in the vicinity of the campus (including the Beppuwan Service Area and expressway bus users' carpark) is also prohibited.

Note that commutation by motorbike is permitted, but only if after enrollment the student registers their motorbike and parks only in the designated bike parking area. Details regarding motorbike registration will be provided at the document distribution session for new students and on the Student Office website.

"The Oita Prefecture Ordinance on the Promotion of the Safe and Appropriate Use of Bicycles" has stated that bicycle users **MUST** join the bicycle liability insurance from June 2021. Please keep in mind the safe and proper use of bicycle.

As part of society at large, each member of the APU community bears social responsibility for their actions. Students that ignore their social responsibilities and do not follow university rules regarding the prohibition of commutation by automobile or the motorbike registration system will be subject to disciplinary action pursuant to university regulations.

Enrollment in Voluntary Insurance

At APU, enrollment in voluntary insurance is a precondition for motorbike registration. Any owner of an automobile or motorbike in Japan must enroll in compulsory liability insurance. However, this is the minimum required amount of liability insurance and is not sufficient in many cases. In a traffic accident, especially one where the driver in question is at fault, liability is not usually sufficiently covered by compulsory insurance only. This not only causes trouble for accident victims, but also the liable party, as they must compensate victims out-of-pocket from their part-time job salary or other personal funds. This can lead to negative consequences for a student's academic career and impact their ability to continue their studies. This is applicable even for owners of 50 cc motorized bicycles.

Taking such risks into account, enrollment in voluntary insurance (no liability limit for other persons, limit of 2 million yen or more for other vehicles, limit of 2 million yen or more for passengers) provides additional liability coverage, as well as the mediation services of the insurance company staff in order to avoid problems in the case of an accident. This insurance not only covers liability if you cause an accident; it also provides protection for you if you become an accident victim. This is why we ask students to enroll in voluntary insurance in addition to compulsory liability insurance so that proper coverage is provided.

Due to this, bicycle users in Oita Prefecture must join the bicycle liability insurance from June 2021.

3 Campus-wide No Smoking Policy

As an educational institution, the Ritsumeikan Trust endeavors to reduce the number of smokers and exposure to second-hand smoke throughout its campuses and schools, in order to protect and promote the health of its students and employees as well as the health of society at large.

Educational and awareness initiatives are periodically carried out following the "Ritsumeikan Trust Policy Toward a Non-Smoking Campus" developed in April 2008.

4 Dealing with major natural disasters affecting the campus and surrounding areas

* The following cases are envisaged by the term "major disaster":

- Application of the Disaster Assistance Act to Beppu City
- A disaster occurs in Beppu city, and the Prime Minister orders the establishment of an Emergency Response Headquarters to respond to it.

In the event of a major disaster* APU provides information to the public via the university website as shown below.

We will progressively issue details that are not available in news media reporting, etc., such as information on the disaster and the current situation on campus. We will also use the university's official Facebook account and collate disaster-related websites operated by authorities such as Oita Prefecture and Beppu City in order to provide students and their guardians with easy access to the information they need.

APU's internal student site (Campus Terminal) will also be used to disseminate announcements from the university and confirm students' safety, so all students should be sure to use it. (Access to this site requires a user ID and password which will be issued to each student after enrollment.)

APU Website

(1) Japanese

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



(2) English

<https://en.apu.ac.jp/home/>



Emergency / Natural Disaster Information Page

Note: This web page will only be displayed when a major disaster strikes. Please save the URL in your favorites/bookmarks.

(3) Japanese

<https://www.apu.ac.jp/home/gallery/article/?storyid=155>



(4) English

<https://en.apu.ac.jp/home/gallery/article/?storyid=155>



"Emergency / Natural Disaster Information Page" Screenshot



The University has put together an Emergency Disaster Response Handbook to help students know how to respond in the event of a disaster. We hope you will read this handbook carefully, and that it will enable you to respond quickly and appropriately in the event of an emergency.

At times of disaster, the telephone lines can become congested as people seek to confirm the safety of family, friends, etc. Before entering APU, students should discuss and confirm how they will contact their families and friends in case of an emergency. Pre-registration is essential in order to use disaster message boards. It is important to make appropriate preparations in advance, such as registering your contact details and checking how to use the services provided.

Emergency Disaster Response Handbook for Students

(5) Japanese

<https://www.apu.ac.jp/home/life/content40/>




(6) English

<https://en.apu.ac.jp/home/life/content40/>



1 Curriculum

For questions and advice, contact the Academic Office
 See the Inquiries information on the back cover of this booklet.

Students entering APU as first-year students in the academic year (AY) 2023 and thereafter will pursue their studies under the “AY 2023 curriculum.” Please note that this curriculum differs from the one taken by those entering in AY 2022 and prior. Details will be provided at orientation sessions after you enter APU.

Graduation requirements (AY 2023 curriculum)

In order to graduate, you must first satisfy all of the following conditions.

- ① Completed at least 124 credits
- ② Been enrolled for at least four years (three years for students eligible for the Accelerated Graduation Program)
- ③ Completed at least 20 credits in subject taught in English (Japanese-basis domestic students only)

Moreover, you must satisfy the following conditions applicable to your College.

■ Graduation Requirements (for 2023 curriculum)

In order to graduate from APU, students must complete all designate requirements for their curriculum as shown below.

- ① Complete at least 124 credits total
- ② Enroll for the designated period (at least 4 years. However, at least 3 years for Accelerated Graduation Program students)
- ③ Complete at least 20 credits of subjects held in English. (This requirement applies only to Japanese-basis domestic students.)

In addition, students must complete the following requirements depending on the college.

<College of Asia Pacific Studies>

- ① Complete at least 40 credits of Common Education Subjects in accordance with the following requirements:
 - Japanese-basis students must complete at least 24 credits of English Language Education Subjects, and English-basis students must complete at least 16 credits of Japanese Language Education Subjects. However, students may apply for an exemption, both in English and Japanese Language Education Subjects, based on their basis language ability upon entry.
 - Earn credit for at least one introductory-level course from each of the three Areas of Study, a total of 6 credits.
- ② Complete at least 62 credits of APS Major Education Subjects including at least 36 credits of Major Education Subjects in the registered Area of Study. * Including the credits of ③
 Area of Study: 「Culture, Society, and Media」, 「Global Economy」, 「International Relations」
- ③ Earn credits for Graduation Research II

<College of International Management>

- ① Complete at least 40 credits of Common Education Subjects in accordance with the following requirements:
 - Japanese-basis students must complete at least 24 credits of English Language Education Subjects, and English-basis students must complete at least 16 credits of Japanese Language Education Subjects. However, students may apply for an exemption, both in English and Japanese Language Education Subjects, based on their basis language upon entry.
 - Complete at least 6 credits of Required Subjects established by APM.
- ② Complete at least 62 credits of APM Major Education Subjects including at least 18 credits in Required Major Education Subjects.

<College of Sustainability and Tourism>


- ① Complete at least 40 credits of Common Education Subjects in accordance with the following requirements:
 - Japanese-based students must complete at least 24 credits of English Language Education Subjects, and

English-based students must complete at least 16 credits of Japanese Language Education Subjects. However, students may apply for an exemption, both in English and Japanese Language Education Subjects, based on their language foundation upon entry.

- Complete at least 8 credits of required Common Liberal Arts Subjects.
- ② Complete at least 62 credits of Major Education Subjects under the following requirements:
 - Complete 6 credits of Academic Skills Subjects.
 - Complete at least 5 subjects with 10 credits of Tourism Subjects.
 - Complete at least 5 subjects with 10 credits of Sustainable Society Subjects.
 - Complete at least 2 credits of Off-campus program Subjects.
 - Complete at least 2 credits of Final Results Subjects.

*Graduation requirements differ depending on your status of residence in Japan at the time of entrance. If your status of residence when you enter APU is "College Student," the graduation requirements for "international students" will apply to you. Please notify the Office of Domestic Admissions if you have "College Student" status of residence (contact details are on the back cover of this booklet).

2 Studies for first-year level enrollees

For questions and advice, contact the Academic Office
 See the Inquiries information on the back cover of this booklet.

(1) Japanese-basis first-year level enrollees

(i) Credits required for graduation and Language Education Subjects (English)

You must complete a specified minimum number of credits in Language Education Subjects (English).

If you are a Japanese-basis student, your English language education curriculum and level of commencement will be determined on the basis of an English Placement Test held for new students. If you are placed in the Standard Track, you will need to earn at least 24 credits (Elementary English A / B, Pre-Intermediate English A / B, Intermediate English A / B, Upper-Intermediate English A / B). If you are placed in the Advanced Track, you will need to earn at least 12 credits (Advanced English 1A / 1B, Advanced English 2A / 2B). You will receive exemptions from English subjects at a level lower than your level at the time of placement, so you will be able to commence your studies at a level suited to your own ability. However, you will need to enroll in language education subjects and liberal arts education subjects equal to the number of credits of the subjects exempted.

Information on the English Placement Test can be found on pages 59 (April enrollees) and 63 (September enrollees).

◆ **English language subjects and placement standards**

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

(ii) **Credits required for graduation**

◆ **Standard Track**

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

◆ **Advanced Track**

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

Japanese-basis domestic students must complete at least 20 credits of Common Liberal Arts Subjects and Major Education Subjects (either in your own college or the other one) taught in English. Language Education Subjects and all subjects held in both English and Japanese together (E/J) will not be counted towards this total.

All Japanese-basis students must complete (or be exempted from) “Intermediate English A & B” before they can register for subjects taught in English. Students who have completed “Pre-Intermediate English A and B” however, may take the “Bridge Program” (subject taught in English).

(2) Domestic Students (first-year, English-basis)

(i) Credits required for graduation and Language Education Subjects (Japanese)

You must complete a specified minimum number of credits in Language Education Subjects (Japanese). If you are an English-basis student, your Japanese language education curriculum and level of commencement will be determined on the basis of a Japanese Placement Test held for new students.

You will need to earn at least 16 credits in compulsory Japanese language education subjects (Japanese Foundation Course I, II and III, and Japanese Intermediate Course: 4 credits each). You will receive exemptions from Japanese subjects at a level lower than your level at the time of placement, so you will be able to commence your studies at a level suited to your own ability. However, you will need to enroll in language education subjects and liberal arts education subjects equal to the number of credits of the subjects exempted.

Information on the Japanese Placement Test can be found on pages 59 (April enrollees) and 63 (September enrollees).

◆Japanese language subjects and placement standards

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

(ii) Credits required for graduation

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

(3) All first-year level enrollees

Recognition of Credit for Studies Prior to Enrollment (for first-year level enrollees)

APU understands the significance of learning through a wide range of channels. Therefore, the university will allow students to transfer credits obtained prior to enrollment under certain circumstances (except for 2nd and 3rd year transfer students). Credits will be transferred only upon application.

◆Necessary conditions for a Credit Transfer:

1. Credits obtained at another university or junior college before entering APU.
2. Credits obtained as a part-time APU student prior to enrollment.

Maximum number of credits: 30 credits

Application Materials:


- ① Application form

- ② Academic Transcript (only original will be accepted).
- ③ Course syllabus (es) (which includes subject name, course description, grade evaluation, course objectives, number of class hours, and number of classes.)
 - If the syllabus does not include evaluation criteria, class goals, class hours, number of classes, textbooks to be used, etc.
If so, please add materials that explain them.
 - If the syllabus is written in a language other than Japanese or English, be sure to attach a Japanese or English translation.

<Note>

- Applications can only be accepted in the first semester immediately after a student's enrollment at APU. APU will not authorize a credit transfer after this time under any circumstances.
- The credits will be transferred into APU subjects. Therefore, the number of credits you are assigned for each course may not be the same as the number of credits you obtained for the same course at your previous university.
- "T (transfer)" will be shown for all transferred subjects in the evaluation section of the student's grade report.
*A maximum of 60 credits is transferrable, including all forms of transferred credits at APU.
- If you do not submit all the requested documents, your application will not be approved.

3 Recognition of Credit and Studies for Transfer Enrollees

For questions and advice, contact the Academic Office
 See the inquiries information on the back cover of this booklet.

(1) 2nd year Transfer Student

① Curriculum

Students entering APU as 2nd year transfer student in the academic year (AY) 2024 will pursue their studies under the "AY 2023 curriculum."

② Credit Transfer

For 2nd year transfer students, credits earned at other universities or junior colleges prior to entering APU must not exceed 30 credits. In principle, they are all approved together as a common liberal arts subject area. If you have earned more than 30 credits at other universities or junior colleges, but the credits exceed the upper limit, they will not be approved. The required courses for the College of International Management (APM) must be taken at an AACSB, EQUIS, AMBA, or EPAS accredited school.

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

③ Graduation Requirements

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

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

College of Asia Pacific Studies
https://en.apu.ac.jp/academic/aps/graduation_requirements/



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



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



④ Language Education Subjects

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

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

- Japanese basis students must take 24 credits (Standard Track) or 12 credits (Advanced Track) in English subjects.
- English basis students must take 16 credits in Japanese subjects.
- The level you will register for will be decided via the placement test which is held before enrollment. Please make sure you take the placement test. The level at which you will start your language studies will be decided via the placement test which is held before enrollment. You will be exempted from subjects at levels lower than your starting level.

Even if Japanese is your native language, English-standard students must take the Japanese Placement Test.

【 For taking Asia Pacific languages (Chinese, Korean, Malay-Indonesian, Spanish, Thai, Vietnamese) 】
 Students who wish to take Asia Pacific Languages must meet the following course requirements.

- The language in which the student wishes to study must not be his/her native language.
 - Japanese language basis students have already earned credits for "Elementary English A/B" and English language students have already earned credits for "Elementary Japanese I, II, and III", or have already been exempted from taking the course.
- * If you wish to enroll in Asia Pacific Languages in the semester immediately after your enrollment, please complete the above placement test. Based on the results of the test, we will decide whether or not you can enroll in the course.

⑤ Guidance for transfer students

Guidance for 2nd year transfer students will be held during the New Student Orientation period. We will provide information on things to keep in mind when taking courses for second-year transfer students, how to check credit recognition results, etc. Details will be announced later.

(2)3rd year transfer student

① Curriculum applicable to 3rd year transfer students

All third-year transfer students entering in 2024 will study under the "2017 Curriculum".

Note that the curriculum will be different from that of the freshmen in 2024.

② Graduation Requirements

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

All of the following requirements must be met in order to graduate.

- Students must have earned a total of 124 credits or more, including the number of credits approved at the time of admission.
- Have earned the required number of credits for graduation in each subject area.
- * The number of credits approved as specialized education subject areas at the time of admission differs for each individual student. in the field of specialized education subjects.
Depending on the credit approval status, it may be difficult to graduate in two years.

In addition, each college must meet the following requirements

<College of Asia Pacific Studies>

- At least 2 credits of the required courses (common liberal arts courses) in the field of study for which the student has registered from the following 4 fields .
- Have earned at least 28 credits in registered courses in the field of study for which the student has registered from the following four fields.

Areas of study: "Environment and Development," "Tourism," "International Relations," and "Culture, Society and Media.

<College of International Management>

- Mastery of all APM required courses (11 courses)
- At least 2 credits of APM required courses (mathematics)

③ Credit Transfer

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

Credit structure and credit recognition required for graduation

Japanese Basis Students

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

English Basis Students

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

④ About course registration

【 Regarding taking language education subjects (“English” and “Japanese”) 】

3rd year transfer students are not required to take language education subjects (“English,” “Japanese,” “Asia-Pacific Languages (AP Languages)”).

However, students who wish to take the language education subjects have to contact the Academic office by the deadline and go through the procedures specified by the university.

After that, you may be allowed to take the course.

【 For taking Asia Pacific languages (Chinese, Korean, Malay-Indonesian, Spanish, Thai, Vietnamese) 】

If you wish to take an Asia-Pacific language course in the semester immediately after enrollment, you must apply in advance.

The application method and deadline will be notified by email after admission. Also, the language you wish to take is not your native language.

【 About studying at the Faculty of International Management (APM) 】

At APU, students are required to complete the 11 required subjects and at least 2 credits in the required subject (mathematics)

If you complete the subjects equivalent to APM required subjects at an AACSB, EQUIS, AMBA, or EPAS accredited school, you will be considered to have completed the subjects at APU and will receive credit.

【 About taking the 3rd Year Seminars 】

3rd year seminars are not required subjects, but they are useful for students considering entering graduate school or finding employment in Japan.

We recommend that you start preparing for specialized study at a seminar.

If you wish to take seminars from the semester immediately after enrollment, please refer to the APU Academic Office website below and apply by the specified deadline.

URL <https://en.apu.ac.jp/academic/>

⑤ Guidance for transfer students

During the new student orientation period, we will provide "guidance for third year transfer students."

This guidance provides information on things to keep in mind when taking courses for third-year transfer students, and how to check credit recognition.

Details will be announced at a later date.

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Frequently Asked Questions Regarding Student Life

Q1: How much should I expect to pay for textbooks?

A1: The cost of textbooks depends on the courses you register for. Course packs (special texts used for a course) assembled by APU faculty are sold for 700 to 1,000 yen. For specialized courses, some required textbooks will cost around 3,000 yen and some required English textbooks will cost around 10,000 yen. While amounts vary depending on the courses taken, you can expect to spend about 50,000 yen per year on textbooks.

Q2: Please tell me about the main modes of transportation to and from APU and the costs involved.

A2: As described on page 32, at APU, commuting by automobile is prohibited. Because of this, students commute primarily by city buses, which run frequently before, during, and after class hours. However, you may also commute by motorbike but registration in advance is required.

For city buses, the fares between APU and primary bus stops are as follows: to / from Beppu Station: 570 yen, to / from Kannawa : 330 yen, to / from Kamegawa Station: 350 yen. Note that you can purchase a one-year commuter pass with a 75% discount after the Entrance Ceremony. A one-year pass to / from Beppu Station is 100,000 yen, and a one-year pass to / from Kamegawa Station is 63,100 yen (prices are correct as of 2021). For more details, please contact the bus companies directly (Oita Kotsu: 0977-67-1331; Kamenoi Bus: 0977-23-0141).

Q3: Are Automatic Teller Machines (ATMs) available on the APU campus?

A3: Yes, Oita Bank and Japan Post Bank ATMs are located outside the Student Union (E Building). Also, there is an ATM inside the convenience store "LAWSON". Some services offered by the financial institutions shown below can also be used at these ATMs. Sumitomo Mitsui Bank, Oita Mirai Shinkin Bank

Q4: Do I need to transfer my Resident Register to Beppu City?

A4: You will be spending most of your life as a university student in Beppu. The law requires that you must be registered as a resident in the place where you are actually living, and you must register a transfer in residence within 14 days of moving to Beppu. When you come to City Hall to undertake the Resident Register transfer you will be provided with a guide to municipal services. Please complete all necessary procedures.

* The first step in the transfer procedure is to register departure from your current municipality of residence. Please inquire at your municipality for details.

* A passport is required for participation in programs conducted outside Japan. Japanese nationals need to apply for a passport through the municipal authority where they are registered as a resident. Those not relocating their resident registration when attending APU are advised to apply for a passport prior to entering the university.

Q5: Tell me about opportunities for part-time work in Beppu.

A5: Many part-time jobs are available at inns and hotels, retail stores, and in the food and beverage industry. In addition, students undertake a variety of jobs on the APU campus, including TAs (Teaching Assistants) in classes, and jobs at the University Co-op. Whatever kind of part-time work you choose, please do make sure that it does not interfere with your studies (APU does not offer introductions to off-campus part-time work opportunities).

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

A6: Parents can also check grades on the website.

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

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

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

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

Frequently Asked Questions Regarding AP House

Q1: What things should I bring when moving in?

A1: When moving in, you should bring Thermometer, first aid kit (regular medicines such as cold medicine and antipyretic analgesics, bandages, compresses, etc.) toiletries, clothes, towels, cookware that can be used on an induction heating cooktop (if you plan to cook), a rice cooker, and any other cooking supplies you wish to use. AP House provides the basic furnishings and appliances required for daily life. You should first move in, and then decide what additional things you need. Televisions, microwave ovens, are available in shared spaces.

Q2: Are meals provided at AP House?

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

Q3: Please tell me about the shower room and baths.

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

Q4: Is there a curfew at night?

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

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

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

Frequently Asked Questions Regarding Enrollment Procedures and Preparation

Enrollment Procedures

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

A1: If you used multiple application types for admission to APU and were successful in two or more of them, choose one of the types and complete the enrollment procedures specified for your chosen type. If you were accepted to more than one college of study, complete the enrollment procedures for the college of your choice and the application type under which you were accepted.

◆ Payment of enrollment procedure fees and submission of enrollment documents

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

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

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

A2: It is possible to re-assign (transfer) enrollment procedure fees you have paid previously to APU to cover enrollment procedure fees under a different application type. In such cases you will need to complete procedures for "Fee Appropriation." The first step is to ask the Office of Domestic Admissions for a "Request for Fee Appropriation" form.

You may also re-assign enrollment procedure fees that you have paid previously in the following circumstances;

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

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

A3: APU cannot respond to requests by phone or e-mail to confirm whether payments (1st or 2nd installments) have been received. Please make sure to check the online enrollment procedure site by yourself. Please note that if you paid the enrollment procedure fees by bank transfer, it may take few days for the information to be reflected on the enrollment procedure site. Carefully keep the receipt for the transfer issued by the financial institution where you made the payment (it will have the institution's payment stamp on it) until you enter APU.

Q4: I made a mistake while filling out the enrollment procedure documents. What should I do?


A4: If you make a mistake while filling out a document, use correction fluid or another method to fill in the correct information.

Q5: I will not be able to submit some of the required enrollment procedure documents within the specified submission period. What should I do?

A5: In some cases, APU will grant extensions for the submission of certain documents.

Refer to "(8) Notification Form" on page 21 of this guide and submit the Notification Form (Appendix Form B).

Placement Tests

For questions and advice, contact the Academic Office
 See the Inquiries information on the back cover of this booklet.

Q6: Is it mandatory to take an English or Japanese language placement test?

A6: First and second year student must take the placement test. Third year students planning on taking language courses should take a placement test for the language which is not their language basis.

Student Housing

Q7: How should I search for off-campus housing? Are there any real-estate agents recommended by APU?

A7: The Ritsumeikan Trust has established the company Creotech, which has an office on the APU campus to help students find housing. Creotech can recommend apartments specifically set aside for APU students, provide consultations for students currently in housing and provide other housing support in close coordination with the university for students' ease-of-mind. Students trying to arrange an accommodation from far can receive consultation about property by Zoom, telephone, e-mail or LINE and apply on phone. Please see Housing information sent along with the Handbook for detailed information.

Preparation for Enrollment

Q8: I am a English-basis student not very confident in my Japanese abilities, and am worried about taking classes and interacting with others in Japanese. Please tell me if there is anything I should do before enrollment.

A8: The Japanese placement test for English-basis students will provide us with a scale to measure your Japanese ability and provide classes suitable to your level. The curriculum of these course has been proven to improve students' overall Japanese abilities, so please do not worry. We suggest that you prepare for these classes by studying elementary level Japanese on your own. Please also utilize the various pre-enrollment study courses offered by APU.

Q9: Before completing the enrollment procedures, is it possible to come and visit the campus?

A9: Although entry to some buildings such as AP House is prohibited, you are free to visit the campus.

Q10: I'm considering applying for a JASSO scholarship. Is there anything I need to prepare before beginning my studies at APU?

A10: You will need to request application materials for the JASSO scholarship, and finish preparing these documents, before you enroll at APU. Please note that application starts right after enrollment. Students that applied for the scholarship and received their selection for candidacy while enrolled in high school do not have to request new application materials.

Q11: I was accepted to APU using a Comprehensive Selection Is it necessary to take the Common Test for University Admissions?

A11: At APU, we recommend that applicants who were accepted using the Comprehensive Selection method also take the Common Test for University Admissions (however, we understand that in some cases the test cannot be taken due to scheduling reasons). Even after being accepted to APU, your studies at high school must be continued in various subjects, and high school level academic knowledge is important in employment evaluation testing as well. All accepted students are encouraged to continue their studies in various subjects and put additional effort into any subjects they are having difficulty with, regardless of whether they take the Common Test for University Admissions or not.

Q12: I would like to change my status of residence (visa) in Japan. What should I do?

A12: Before you enter APU, contact the Office of Domestic Admissions for advice.

After entering APU, inquire directly at the Student Office.

Office of Domestic Admissions contact details
👉 See the Inquiries information on the back cover of this booklet.

Q13: My "College Student" status of residence is set to expire soon. What should I do?

A13: It may take some time to prepare the required documents and apply. Please contact the Student Office in advance.

Student Office contact details
👉 See the Inquiries information on the back cover of this booklet.

Frequently Asked Questions Regarding Scholarships

Q1: I have already begun enrollment procedures under one application type and have paid the first installment of the enrollment procedure fees (Admission Fee). However, I was just notified that I passed a different application type and was selected to receive the Domestic Students Academic Excellence Scholarship. How should I proceed? Do I need to pay the first installment of the enrollment procedure fees (Admission Fee) again?

A1: The fees you already paid can be transferred, so you do not need to pay the first installment of the enrollment procedure fees (Admission Fee) again. You will need to undertake tuition reallocation procedures, so please contact the Office of Domestic Admissions and submit the "Fee Appropriation Form (official APU form)."

Q2: I have been selected to receive the Domestic Students Academic Excellence Scholarship with one application type, but am thinking about doing my enrollment procedures with a different application type. Can I transfer my Domestic Students Academic Excellence Scholarship from application type to another?

A2: The Domestic Students Academic Excellence Scholarship is awarded on a case by case (application specific) basis. Thus, it cannot be transferred from one application type to another.

Q3: Can I receive external scholarships together with this APU scholarship?

A3: You can receive a scholarship from the Japan Student Services Organization (JASSO) together with your APU scholarship. If you have received scholarships from other scholarship foundations or local government bodies, or are thinking of applying for one, please confirm with them directly if recipients of APU's Domestic Students Academic Excellence Scholarship or Domestic Students Tuition Reduction are eligible to receive their scholarship concurrently.

Basic Policy of Protection of Personal Information

We, the Ritsumeikan Trust, hereby establish independent guidelines, as detailed in this document, in order to comply with legislation and regulations in relation to the protection of personal information used for education and research purposes of the Trust's students. Separate guidelines will be established for personal information used for academic research.

1. The Ritsumeikan Trust shall establish and publicly announce the "Ritsumeikan Trust Basic Policy for the Protection of Personal Information", where all executives, teachers, officers, part-time workers and dispatched workers will be required to be familiar with and abide by the content.
2. The Ritsumeikan Trust shall establish appropriate information-security measures against illicit access or computer viruses in order to prevent the loss, destruction, manipulation or leakage of personal information.
3. The Ritsumeikan Trust shall not acquire information through illegal or unfair ways and will either receive consent from the owner of the information or announce the required information and its purpose on the websites.
4. The Ritsumeikan Trust shall ensure that personal information obtained indirectly has been obtained correctly from the owner and shall announce the intended use of the information via the websites.
5. The Ritsumeikan Trust respects the rights of the information owner to disclose, correct, suspend, or erase his / her own personal information.
6. Wherever the Ritsumeikan Trust releases personal information to a third party or transfers it to a third party for outsourcing, the party shall be verified before concluding a contract to ensure privacy and legislature is implemented.
7. The Ritsumeikan Trust shall ensure the privacy of personal information provided by past, current and future students. Only information required for admission into educational institutions administered by the Ritsumeikan Trust shall be obtained from future students.
8. The following principles are established for obtaining and handling the personal information of students.
 - Personal information shall be used within the original purpose of acquiring the information and used by authorized persons only.
Personal information shall not be given to a third party unless required to do so by law.
Personal information shall not be used outside of its original purpose and will not be removed or leaked outside the authorized location of utilization.
Inappropriate use of private information or sharing information with a third party by current or past employees is strictly prohibited.
The Ritsumeikan Trust shall not obtain, use or provide personal information of the following nature:
 - (1) Matters concerning personal thoughts, beliefs, or religion.
 - (2) Matters that may trigger social discrimination.

April 1, 2005

Handling of Personal Information at Ritsumeikan Asia Pacific University

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

<Purpose of Use>

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

- 1.Provision of learning support for students, etc. including enrollment record control, registration control, performance control, and tuition fee information control
- 2.Provision of living support for students, etc. including life consultation, after-school activity support, scholarship control, and health control
- 3.Provision of career and job students, etc. including career guidance, job search activity support, and career and job search information control
- 4.Consulting with guardians about registration, performance, and careers including notifying guardians of performance
- 5.Execution of entrance exam business and admission procedure business
- 6.Sending various guides for Ritsumeikan Asia Pacific University and other schools established by The Ritsumeikan Trust
- 7.Managing use and security control of school facilities and equipment
- 8.Issuance of certificates
- 9.Provision of necessary information to partner universities within Japan and overseas based on academic exchange agreements
 - List of Ritsumeikan Asia Pacific University’s Partner Universities and Institutions
<https://en.apu.ac.jp/abroad/search-university/>
- 10.Provision of necessary information to groups operating scholarship businesses
- 11.Provision of necessary information to the group consisting of graduates (Ritsumeikan Asia Pacific University Alumni Association)
- 12.Provision of necessary information to the group consisting of the parents of students (APU-club Domestic Students’ Parents Association)
- 13.Provision of necessary information to groups permitted by the Ritsumeikan Trust Personal Information Protection Committee
- 14.University assessments (self-assessment, third-party assessment, accreditation, etc.), and statistical research
- 15.Education, research, and FD activities
- 16.Other purposes related or incidental to each of the above

<Management of Personal Information>

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

<Outsourcing Services Associated with the Provision of Personal Data>

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

<Provision of Personal Data to Third Parties>

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

<Shared Use of Personal Data>

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

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

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

Personal Data on Graduates (Alumni)

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

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

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

(APU Home Page > About APU > Our vision and purpose > Regulations)

<https://en.apu.ac.jp/home/about/content233/>

② Regulations of APU Domestic Students' and Family Association

(APU Domestic Students' and Family Association's HP > Regulations)

<https://www.apu.ac.jp/apufubo/about/bylaws> (Japanese only)

③ Ritsumeikan Asia Pacific University, Regulations of the Alumni Association

(APU Alumni Association HP > About us > Regulations of the APU Alumni Associations)

<http://www.alumni.apu.ac.jp/en/aboutus/regulations/>

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

◆ **List of Forms to Submit**

Form A	Form for Affixing Original Certification of Language Proficiency Test Results 53
Form B	Notification Form (Late Document Submission / Completion of Submission)	... 55
Form C	Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee 57

◆ **Filling out the Documents to Submit**

- (1) Refer to pages 16 - 22 of this guide on how to fill out the documents for submission. Carefully fill them in using a black ballpoint or ink pen.
- (2) Before sending the enrollment procedure documents, check to make sure all required documents are in the envelope and complete the checklist on the back of APU-supplied envelope to confirm the contents.
- (3) Note that submitted enrollment documents cannot be returned.
- (4) Please be careful not to fill in your seat number or application number in the registration number field of each document.

Form for Affixing Original Certification of Language Proficiency Test Results

① College	<input type="checkbox"/> College of Asia Pacific Studies <input type="checkbox"/> College of Sustainability and Tourism <input type="checkbox"/> College of International Management	
② Application Type		
③ Name		④ Application No.
⑤ Language Proficiency	<input type="checkbox"/> TOEIC® Test <input type="checkbox"/> GTEC	

Attach originals of test scores and certification submitted(including file upload)
at the time of application here

- * If you submitted copies of external English language proficiency test scores at the time of application (including file upload) or are selected for the Domestic Students Academic Excellence Scholarship, attach the original score reports to this sheet for submission.
- * You may use paper clips or staples to attach your documents.
- * There is no need to submit this if you have submitted the original documents at the time of application, or have already requested the testing organizations for direct delivery of scores.
- * The original documents you submit will not be returned.
- * If you request the examining body to submit your scores directly to APU on your behalf, check ☒ the box below, indicate the date of expected delivery to APU and submit this form along with your other application documents.
 - ☐ Test scores will be sent directly to APU by the examining body.
 (Date of expected delivery of originals to APU: 2024Y _____ MM _____ DD)

[Instructions on how to fill out the form]

Please make sure to fill out all five areas on this form by yourself. If it is not filled out, it will be considered deficient.

- ① Please check the appropriate college.
- ② Please choose your application type.
- ③ Please fill out your name.
- ④ Please fill out your application number.
- ⑤ Please check the appropriate language proficiency.

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Notification Form (Late Document Submission / Completion of Submission)

* Put a check mark ☒ in the appropriate boxes.

College	<input type="checkbox"/> College of Asia Pacific Studies	Application Number							
	<input type="checkbox"/> College of International Management								
	<input type="checkbox"/> College of Sustainability and Tourism								
Application Type		Name							

If a document will be submitted late, be sure to write the scheduled date of submission.

Submit this notification, along with the other enrollment procedure documents, within the specified submission period.

* Refer to page 21 of this guide.

Completion of Submission

*Applicants for General Selection (Paper test) should resubmit even if they have already been sent at the time of application.

◆Completion of Submission at the time of application

- ☐ Graduation Certificate ※If you have already submitted your Certificate of Expected Graduation at the time of application, please submit your original Graduation Certificate again.
- ☐ Certificate of Transcript (Transfer)
- ☐ **Copy of International Baccalaureate (IB) Diploma and Transcript of Grades of 6 subjects of the IB Final Examination**
If you have requested for a direct delivery of scores to APU from the IBO, you only need to submit the copy of the IB Diploma.
- ☐ Certificate or Results Transcript of the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates
- ☐ Original Score Report of Certificate of external English Language Tests.
※Screening Method for which Original Certificates have been sent (by post): ()
Registration number ()

Late Document Submission

- ☐ **The submission of my high school graduation certificate will be delayed.**
The graduation ceremony will be held on _____ (month and day), and I will receive and submit my high school graduation certificate by _____ (month and day) following the graduation ceremony.
- ☐ **The submission of my certificate or results transcript for the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates will be delayed.**
I will submit it by _____ (month and day).
- ☐ **The submission of my examination ticket for the Common Test for University Admissions will be delayed.**
I need to keep the examination ticket until March _____ (day). I will submit it to APU by March _____ (day).
- ☐ **The submission of my university / junior college certificate of graduation (completion) will be delayed.**
I will submit it by _____ (month and day).
- ☐ **The submission of my university / junior college transcripts will be delayed.**
I will submit them by _____ (month and day).
- ☐ **Other Documents**
I will submit _____ (document type) by _____ (month and day).

Submission Deadline

* Even if this notification is submitted, all delayed documents must be delivered to APU by registered express mail by the following dates:
You will lose your right to enroll at APU these documents are submitted after the specified day.

April 2024 enrollees: March 22, 2024 (Fri.) (delivered)

September 2024 enrollees: August 26, 2024 (Mon.) (delivered)

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Application for Refund of Fees Paid During Enrollment and Refund of AP House Entrance Fee

To: Ritsumeikan Asia Pacific University

Date of Submission: _____ year _____ month _____ day

I hereby request a refund of fees paid for the following reasons.

* Place a check ☒ in the applicable box.

* Please make sure that the applicant themselves sign the "Signature of the applicant" part.

* Please note that First installment of enrollment procedures fee (200,000 yen) and AP House entrance fee (32,000 yen) will not be returned.

* Fill in the items within the bold black box below.

Applicant Information	
Fees to be Refunded	<input type="checkbox"/> Tuition A&B Payment and Miscellaneous Membership Fees (not including 200,000 yen Admission Fee) <input type="checkbox"/> AP House Entrance Fee (not including 32,000 yen Moving-in Fee)
College	<input type="checkbox"/> College of Asia Pacific Studies <input type="checkbox"/> College of International Management <input type="checkbox"/> College of Sustainability and Tourism
Application Type	Application Number { } Signature of the applicant { } _____ { }
Applicant Name	
Address	
Telephone Number	
{ 〒 - }	
() -	
Reason for Refund Request	
<input type="checkbox"/> I am withdrawing my enrollment in APU. <input type="checkbox"/> Enrolling at another university. { University College } <input type="checkbox"/> Other { Reason : }	
<input type="checkbox"/> I will enroll at APU, but withdraw my entry to AP House. { Reason : }	
<input type="checkbox"/> Revocation of admission acceptance or eligibility.	
Account for Refund of Payments	
Financial institution code { }	Financial institution { } Bank/Credit union
Branch code { }	Branch name { } Branch
Account Number Normal { } { } { } { } { } { } { }	* Please fill in all spaces. If your account number is less than 7 digits, please add "0" digits at the start of the number as required to make it up to 7 digits.
Account name { }	

※ This notification cannot be cancelled or altered after it is submitted.

**Refund Request
Submission Deadline**

April 2024 enrollees: March 31, 2024 (Sun.) (postmarked)

September 2024 enrollees: September 20, 2024 (Fri.) (postmarked)

Submit using registered express mail.

* Office use only: do not fill in.

受付No		学籍番号	
受付日	アドミSSIONズ	スチューデント	アドミニストレーション
備考			

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※Below schedule is not yet fixed and is subject to change, so please make sure to check APUmate's "Successful applicants page" regularly.

April Enrollment

Class Placement Test Information

Placement test dates are as shown below. The placement tests are essential to determine the level at which you will commence your study after enrollment. Please be sure to attend. If you are unable to attend due to unavoidable circumstances, please be sure to contact the Academic Office in advance.

The finalized date for each placement test will be uploaded early/mid-March on the following webpage:

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

◆English Language Placement Test * For Japanese-basis students

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

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

Test Date	Late March, 2024 (tentative)
Venue	Ritsumeikan Asia Pacific University Campus (Tentative)
Who this test is for	All Japanese-basis 1 st year enrollees and 2 nd year transfer enrollees Japanese-basis 3 rd year transfer enrollees who wish to take language subjects and have registered in advance.

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

Following 4 types of English proficiency test scores will be used for determining the starting level of the compulsory English courses (English placement test).

・ TOEFL iBT® Test

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

・ TOEIC® Test

・ IELTS™

・ PTE Academic

For more details please refer to the Academic Office website.

https://en.apu.ac.jp/academic/common_subjects/english/

◆Japanese Language Placement Test * For English-basis students

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

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

Test Date	Beginning to Late March, 2024 (tentative) ※There will be 2 types of examinations; web exam and interview.
Venue	Ritsumeikan Asia Pacific University Campus (Tentative)
Who this test is for	All English-basis 1 st year enrollees and 2 nd year transfer enrollees English-basis 3 rd year transfer enrollees who wish to take language subjects and have registered in advance.

If you are unable to attend the test for unavoidable reasons, please be sure to contact the APU Academic Office in advance.

Email : cleac @ apu. ac. jp

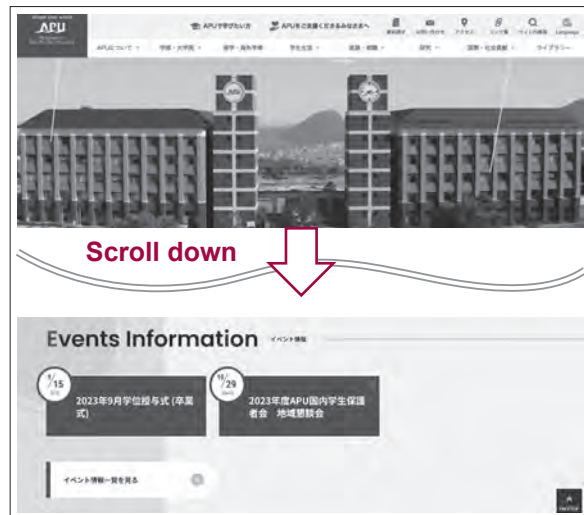
April Enrollment

Campus Tour for Families of New Students

Details of campus tours will be available on the university's website from early March.

Please check the "Events Information" section at the bottom of the homepage.

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



Precautions: The temperature fluctuates at this time of year. Please dress appropriately for the season and wear comfortable walking shoes.

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

Thank you in advance for your understanding.

Inquiries about the Campus Tour for Parents and Guardians of New Students

Ritsumeikan Asia Pacific University

Office of the President, Parents and Alumni Association Team

Tel: +81-977-78-1144 E-mail: apu-fubo@apu.ac.jp

April Enrollment

Entrance Ceremony and Important Events

Entrance Ceremony

The entrance ceremony for April 2024 enrollees will be held as follows. All enrolling students and their parents / guardians are invited to attend.

Date **April 1, 2024 (Mon.)**

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

Details of the entrance ceremony will be announced on the university website in February 2024.

New Student Orientation Seminars

At these seminars, students will receive their student IDs and other important documents, receive guidance on class registration, student life, and scholarships, as well as undergo a health examination. Class registration for the spring 2024 semester will also be held. Students are required to attend these orientation courses. Details will be provided at a later date.

Dates **Late March – Early April, 2024 (tentative)**

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

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

Important information regarding the preparation for enrollment may be sent to the e-mail address you registered at the time of online enrollment procedure so please make sure to check it regularly.

April / September Enrollment

Entrance Ceremony Directions / Q&A

Frequently Asked Questions Regarding Entrance Ceremony

Q1: What should I wear to the Entrance Ceremony?

A1: There is no specific dress code but please dress appropriately for this formal occasion. Many students wear suits, while some international students wear traditional clothing. Some domestic students wear traditional Japanese clothing as well.

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

A2: Students should bring some writing tools to take notes.

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

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

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

September Enrollment

Class Placement Test Information

※Below schedule is not yet fixed and is subject to change, so please make sure to check APUmate's "Successful applicant's page" regularly.

Placement test dates are as shown below. The placement tests are essential to determine the level at which you will commence your study after enrollment. Please be sure to attend. If you are unable to attend due to unavoidable circumstances, please be sure to contact the Academic Office in advance.

The finalized date for each placement test will be uploaded late-August on the following webpage:

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

◆English Language Placement Test * For Japanese-basis students

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

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

Test Date	Late September, 2024 (tentative)
Venue	Ritsumeikan Asia Pacific University (tentative)
Who this test is for	All Japanese-basis 1 st year enrollees and 2 nd year transfer enrollees Japanese-basis 3 rd year transfer enrollees who wish to take language subjects and have registered in advance.

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

Following 4 types of English proficiency test scores will be used for determining the starting level of the compulsory English courses (English placement test).

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

For more details please refer to the Academic Office website.

https://www.apu.ac.jp/academic/common_subjects/english/

◆Japanese Language Placement Test * For English-basis students

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

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

Test Date	Beginning to mid September, 2024 (tentative) ※There will be 2 types of examinations; web exam and interview.
Venue	Ritsumeikan Asia Pacific University (tentative)
Who this test is for	All English-basis 1 st year enrollees and 2 nd year transfer enrollees English-basis 3 rd year transfer enrollees who wish to take language subjects and have registered in advance.

If you are unable to attend the test for unavoidable reasons, please be sure to contact the APU Academic Office in advance.

Email : cleac @ apu. ac. jp

September Enrollment

Entrance Ceremony and Important Events

Entrance Ceremony

The entrance ceremony for September 2024 enrollees will be held as follows. All enrolling students and their parents / guardians are invited to attend.

Date **September 20, 2024 (Fri.)**

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

*Details of the entrance ceremony will be announced on the university website in August 2024.

Students will be required to go to the University for placement tests and orientation several days before the entrance ceremony. If you are moving after entering the university, we recommend that you should move about one week before the entrance ceremony to prepare your environment.

New Student Orientation Seminars

At these seminars, students will receive their student IDs and other important documents, receive guidance on class registration, student life, and scholarships, as well as undergo a health examination. Class registration for the fall 2024 semester will also be held. Students are required to attend these orientation courses. Details will be provided at a later date.

Dates **Late September - Early October, 2024 (tentative)**

* A detailed schedule of these guidance sessions will be made available in the middle of September on the APUmate website:

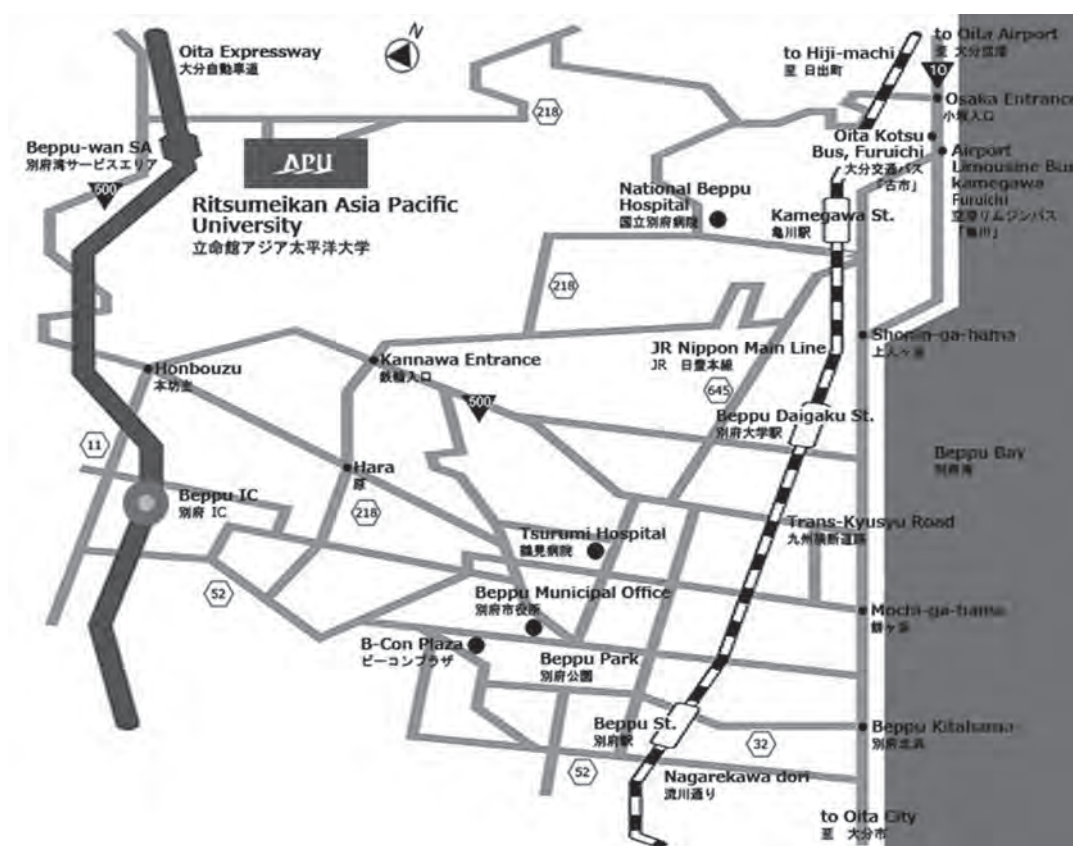
URL <https://www.apumate.net/goukaku/>

If you are going to move to Beppu from a different town or country, we recommend that you move in 1 week prior to the entrance ceremony to make the time to settle in.

Important information regarding the preparation for enrollment may be sent to the e-mail address you registered at the time of online enrollment procedure so please make sure to check it regularly.

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Access Map



APU Access Information

From JR Kamegawa Station

Take the Oita Kotsu Bus bound for APU to the last stop, Ritsumeikan Asia Pacific University (15 min.)

From JR Beppu Station

East Exit: Take the Oita Kotsu Bus bound for APU to the last stop, Ritsumeikan Asia Pacific University (35 min.)

West Exit: Take the Kamenoi Bus bound for APU to the last stop, Ritsumeikan Asia Pacific University (35 min.)

From Oita Airport

Take the Airport "Airliner" Limousine Bus to Kamegawa (Furuichi) Bus Stop (30 min.) At the bus stop across the road from Kamegawa (Furuichi) Bus Stop, transfer to the Oita Kotsu Bus bound for APU. Get off at the last stop, Ritsumeikan Asia Pacific University (15 min.)

From JR Hakata Station / Fukuoka Airport

Take the "Toyonokuni" Highway Bus to Beppuwan Service Area (APU Bus Stop) (140 min. from Hakata Bus Terminal and 100 min. from Fukuoka Airport International Terminal)

Shape your world



Ritsumeikan
Asia Pacific University

Main Facilities

For the following services, please contact:

Campus Tour TEL: 0977-78-1315

APU Library TEL: 0977-78-1145

Admissions Information TEL: 0977-78-1119

Cafeteria TEL: 0977-78-1173

AED/Automatic External Defibrillator

Installation Locations



APU has had AEDs installed throughout the campus to prevent sudden cardiac death. AEDs can be easily operated by anyone as first aid until the ambulance arrives.

The APU Shop

The APU shop stocks foods, daily necessities, stationery, books, and more. It also has APU original goods to take home as souvenirs.

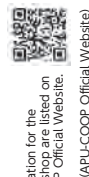


*Hours of operation for the cafeteria and shop are listed on the APU-COOP Official Website.

(APU-COOP Official Website)

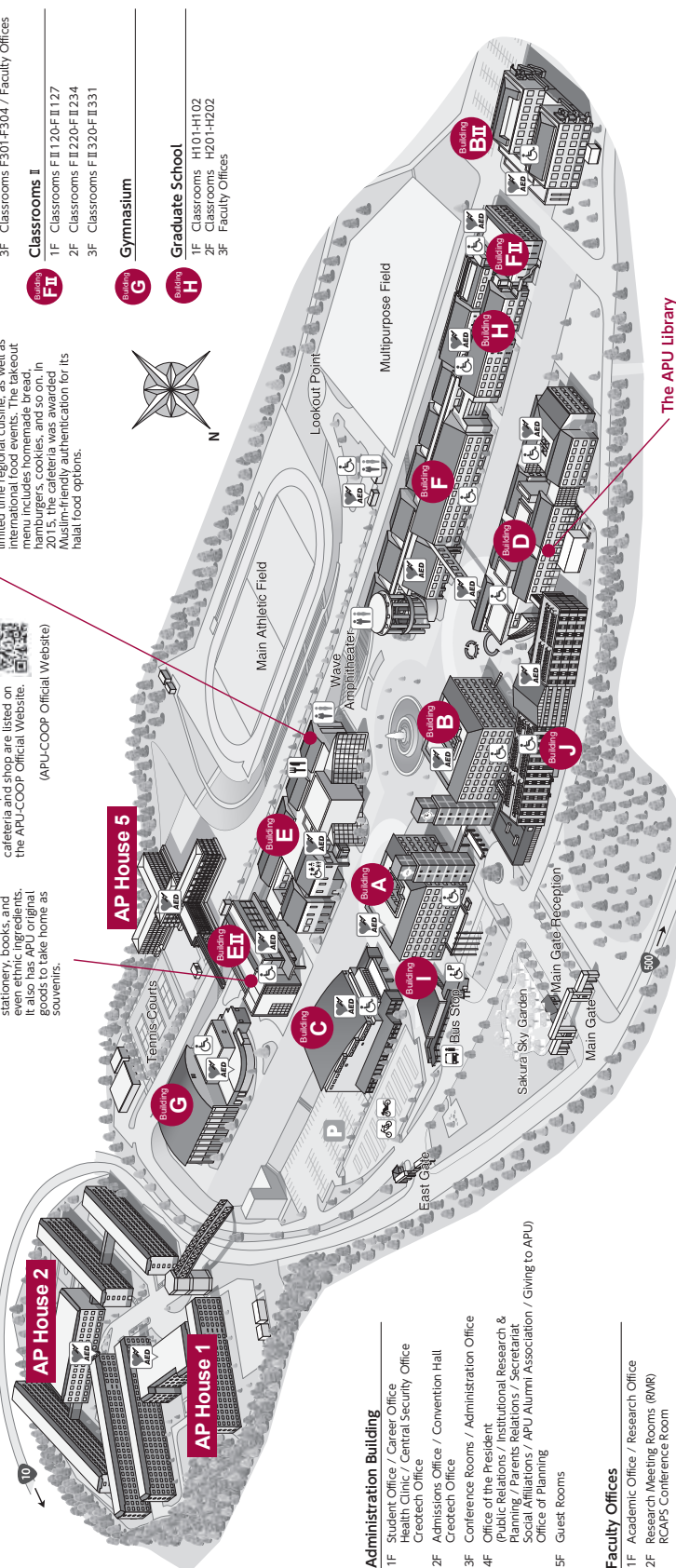
The APU Cafeteria

In addition to noodles, rice, and curry, the cafeteria offers a variety of limited time regional cuisines as well as international food events. The takeout menu includes homemade bread, hamburgers, cookies, and so on. In 2015, the cafeteria was awarded Muslim-friendly authentication for its halal food options.



*Hours of operation for the cafeteria and shop are listed on the APU-COOP Official Website.

(APU-COOP Official Website)



Administration Building

- 1F Student Office / Career Office
- Health Clinic / Central Security Office
- Cretech Office
- 2F Admissions Office / Convention Hall
- Cretech Office
- 3F Conference Rooms / Administration Office
- 4F Office of the President
- (Public Relations / Institutional Research & Planning / Parents Relations / Secretariat)
- Social Affiliations / APU Alumni Association / Giving to APU
- Office of Planning
- 5F Guest Rooms

Faculty Offices

- 1F Academic Office / Research Office
- 2F Research Meeting Rooms (RMR)
- RCAPS Conference Room
- 3F-5F Faculty Offices / Seminar Project Rooms

Faculty Offices II

- 1F Lecturers' Offices
- Student Counseling Room
- APU Confucius Institute
- 2F Faculty Offices
- 3F Faculty Offices

Millennium Hall

Tokimachiba

- Convenience Store (Lawson)
- Japan Post Office
- Bus Shelter

Green Commons

- 1F Green Commons 101-1105
- Green Commons Stage / Cozy Commons 1-2
- Cafe Commons / SAKURA Lounge
- Meeting Rooms 1-4 / Project Room
- 2F Classrooms J201-204 / Triangle Gallery
- SATOHAMA Gallery / Cozy Commons 3
- Meeting Rooms 5-6
- 3F Classrooms I301-308 / Faculty Offices
- Innovation Living / APS Lounge
- APU Lounge / ST Lounge

Media Center

- 1F APU Library / Multimedia Room
- Classrooms D101-D111
- 2F APU Library / Classrooms D201-D214
- 3F Classrooms D301-D305
- Information Processing Seminar Rooms 2-6
- Multimedia Laboratory 1
- Classroom D306
- Information Systems Administrative Office

AP House 2

- 1F APU Library / Multimedia Room
- Classrooms D101-D111
- 2F APU Library / Classrooms D201-D214
- 3F Classrooms D301-D305
- Information Processing Seminar Rooms 2-6
- Multimedia Laboratory 1
- Classroom D306
- Information Systems Administrative Office

AP House 1

- 1F APU Library / Multimedia Room
- Classrooms D101-D111
- 2F APU Library / Classrooms D201-D214
- 3F Classrooms D301-D305
- Information Processing Seminar Rooms 2-6
- Multimedia Laboratory 1
- Classroom D306
- Information Systems Administrative Office

The APU Library

Open to the general public, the APU Library is stocked with a range of print and digital resources. The library is open to all members of the Ritsumeikan University community, including students, faculty, and staff. Citizens of Oita Prefecture, people over 18 years of age who commute to Oita Prefecture for school or work, and Oita Prefecture high school students are welcome to register for a library card.

- Available services:
 - Use photocopy equipment, browse and borrow books (excluding reference books and materials), view DVD and video resources.



For library hours, closing days, and how to use the library, please visit the Library's Official Website.

(APU Library's Official Website)

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INQUIRIES

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

Nature of Inquiry	Office in Charge	Telephone
<input type="checkbox"/> Enrollment Procedures	Office of Domestic Admissions	TEL 0977-78-1120 (9:00 am-5:30 pm except Sat, Sun and national holidays) FAX 0977-78-1199 E-mail apumate@apu.ac.jp URL https://www.apumate.net
<input type="checkbox"/> Pre enrollment education <input type="checkbox"/> Placement Tests (English, Japanese) <input type="checkbox"/> Overseas Studies <input type="checkbox"/> Post enrollment education	Academic Office	TEL 0977-78-1122 0977-78-1101 (Off-campus Study Program) (10:00 am-4:30 pm except Sat, Sun and national holidays) E-mail apunmk@apu.ac.jp (Pre enrollment education) cleac@apu.ac.jp (Placement Tests) acsubmit@apu.ac.jp (Post enrollment education) URL https://www.apu.ac.jp/academic/ https://www.apu.ac.jp/abroad/programs/ (Overseas Studies)
<input type="checkbox"/> Student Life Support <ul style="list-style-type: none"> • Leave of Absence, Reinstatement • Visa • Certificate/Transcripts • Scholarships • Health Clinic 	Student Office	TEL 0977-78-1124 (Student Life Support) 0977-88-5961 (Creotech) 0977-78-1126 (Counseling Room) (9:00 am-5:30 pm except Sat, Sun and national holidays) E-mail apustu1@apu.ac.jp (Student Register) stuvisa@apu.ac.jp (Visa) shoumei@apu.ac.jp (Certificate/Transcripts) apuschi@apu.ac.jp (Scholarships) djasso@apu.ac.jp (JASSO Domestic Student) counseli@apu.ac.jp (Counseling Room)
<input type="checkbox"/> Extracurricular Activities Support <ul style="list-style-type: none"> • Local exchange, homestay • Clubs, circle activities, projects • Multicultural Week 		TEL 0977-78-1104 (Extracurricular Activities Support) (9:00 am-5:30 pm except Sat, Sun and national holidays) E-mail stueca@apu.ac.jp (Extracurricular Activities) URL https://www.apu.ac.jp/student/support
<input type="checkbox"/> AP House <ul style="list-style-type: none"> • Moving into AP House • Residence support • Rent, moving out from AP House 	APU House Office	TEL 0977-78-1901 (9:00 am-5:30 pm except Sat, Sun and national holidays) FAX 0977-78-1902 E-mail aph-mi@apu.ac.jp (For AP House entry inquiries) ssc_bo@apu.ac.jp (For general AP House related inquiries) aphcreo@apu.ac.jp (For AP House rent related inquiries)
<input type="checkbox"/> Tuition	Administration Office	TEL 0977-78-1112 (9:00 am-5:30 pm except Sat, Sun and national holidays) E-mail adgaku@grn.ac.jp
<input type="checkbox"/> APU Domestic Students' Parent and Family Association	APU Domestic Students' Parent and Family Association Secretariat (Office of the President)	TEL 0977-78-1144 (9:00 am-5:30 pm except Sat, Sun and national holidays) E-mail apu-fubo@apu.ac.jp URL https://www.apu.ac.jp/apufubo/
<input type="checkbox"/> APU Alumni Association	APU Alumni Association Secretariat (Office of the President)	TEL 0977-78-1103 (9:00 am-5:30 pm except Sat, Sun and national holidays) E-mail apualumn@apu.ac.jp URL http://www.alumni.apu.ac.jp/

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