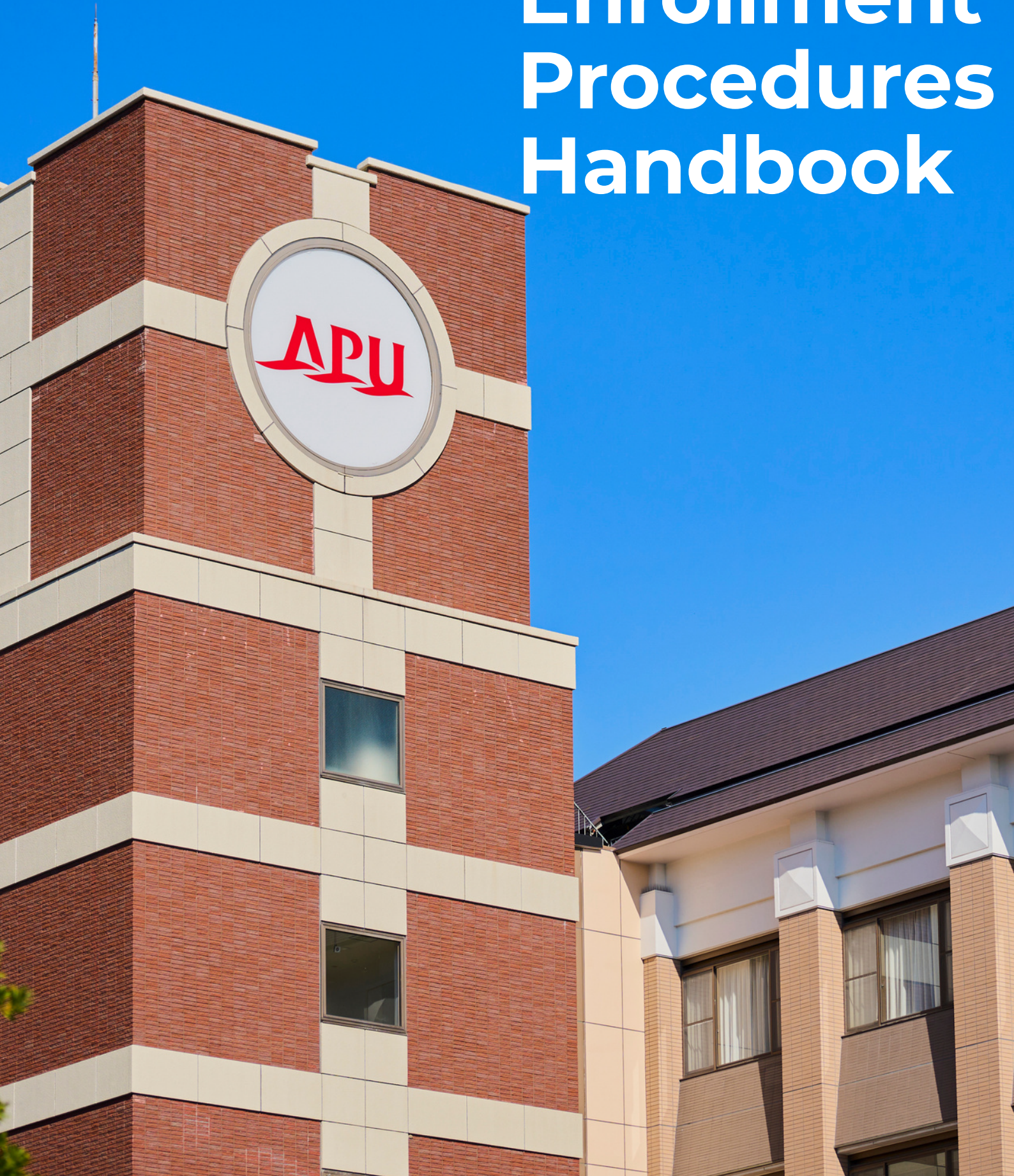




International Undergraduate Students

April/September 2027 Enrollment

Enrollment Procedures Handbook



ENROLLMENT PROCESS OVERVIEW

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents before the specified deadlines. Refer to the information in this handbook for complete details. Required enrollment payments and documents will not be accepted beyond the specified deadlines.

Please note that the fees listed in this handbook may be subject to change.

Step 1

Complete the enrollment procedures:

- Enrollment Fee 1 payment (Non-Refundable)
- Enrollment Fee 2 payment
- Document submissions



Step 2

APU will apply for a Certificate of Eligibility (COE) on your behalf with the Immigration Services Agency of Japan.



Step 3

Receive your COE once it has been issued:

- From February onward for April enrollees
- From July onward for for September enrollees



Step 4

Applicants Residing Outside Japan: Apply for a student visa at a Japanese embassy or consulate that has jurisdiction over your country/region of residence.

Applicants Residing in Japan: Complete the procedures for renewing or changing your residence status at the Regional Immigration Bureau in your area.



Step 5

Applicants Residing Outside Japan: Arrive in Japan.

Applicants Residing in Japan: Complete the change-of-address procedure at your local city, town, or village office.

Plan your arrival to APU:

- Mid-March onward for April enrollees
- Mid-September for September enrollees

The exact dates of the arrival period will be announced to enrolling students.



Step 6

Officially Enroll at APU.

- April 1 for April enrollees
- September 21 for September enrollees

The entrance ceremony may be held on a different date.

A. Enrollment Procedures*

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You may only proceed to **IV** once **II** and **III** have been completed and you have received the Letter of Enrollment Approval from APU.

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VI. Preparing to Travel to APU

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*As enrollment procedure deadlines vary for each person, refer to the **Invoice for Required Enrollment Procedure Fees** found in the Online Enrollment Procedures System for specific details. Any enrollment procedures completed after the deadline will not be accepted.

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We look forward to seeing you at APU!

Enrollment Procedures Checklist

Make sure to review the the information in this handbook for complete details.

1. Enrollment Fee 1 Payment

Admission Fee: 200,000 JPY *Non refundable	☐
---	--------------------------

2. Enrollment Fee 2 Payment

• First Semester Tuition • AP House Entrance Fee • Comprehensive Insurance for Students Lives Coupled with “Gakkensai” Refer to your Invoice for Required Enrollment Procedure Fees for the amount.	☐
---	--------------------------

3. Document Submission

(1) Online Enrollment Procedures System (Document Upload)

Enter/upload the required information within the Online Enrollment Procedures System:

① Enter Enrollment Information	☐
② Enter COE Application Information or Financial Sponsor Information	☐

(2) Original Versions of Application Documents **SEND BY COURIER**

Important: 1. APU will not return any of the submitted documents, regardless of the certificate type. Submit certified documents* for original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation. 2. If the original or certified documents you submit differ from those you uploaded within the online application, or if any false information or forgeries are found within the submitted documents, your acceptance to APU will be revoked.	
③ Academic Transcripts (Original certificate or certified document ¹)	☐
④ Standardized test results (Original certificate or certified document ¹) Required if you submitted standardized tests results with your application and did not request to send your results to APU directly from the test provider.	☐
⑤ Results of language proficiency tests (Original certificate or certified document ¹) Required if you submitted results for the TOEIC® L&R/S&W Test, EIKEN, or JLPT.	☐
⑥ Applicants who submitted a language of instruction letter issued by the school (Submit the original or a certified copy)	☐
⑦ Translation Documents (Original only ²)	☐

(3) Enrollment Documents for All Admitted Applicants **SEND BY COURIER**

⑧ Two identical photographs	☐
⑨ Financial Plan	☐
⑩ Statement of Financial Support (Send a copy if submitted through Adobe Acrobat Sign, otherwise send the original)	☐
⑪ Proof of Financial Sponsor's Income	☐
⑫ Financial Sponsor's Bank Account Balance Statement (Original Only)	☐
⑬ Transaction Statement of the Above Bank Account (COE Applicants ONLY)	☐
⑭ Proof of Relationship with Financial Sponsor (COE Applicants ONLY)	☐
⑮ Proof of Employment or Occupation of Financial Sponsor (COE Applicants ONLY)	☐
⑯ Certificate of Graduation or Completion from the last educational institution you attended (Original certificate or certified document ¹)	☐
⑰ If you are currently enrolled in a university, please provide a certificate of enrollment (or a transcript or a copy of your student ID, or any other document that confirms your enrollment)	☐
⑱ Translation documents² (Original only ²)	☐
⑲ Additional documents requested by APU	☐

¹ A **certified document** is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information about how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

² English or Japanese translations are required for any of the above documents written in languages other than English or Japanese. Submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.

I. Overview of the Online Enrollment Procedures System

Through the Enrollment Procedures System you can complete the procedures necessary for enrollment to APU (payment of enrollment fees, submission of enrollment documents, input of information for COE application, etc.) entirely online.

To access the system, click the link in your application results email or visit the Admissions Results page on the admissions website.

Online Enrollment Process

- ① Your login ID and password will be provided in your application results email.
- ② Click Menu (see below) to access the Admissions Results page and enter your ID and password.





Ritsumeikan Asia Pacific University
Enrollment Procedures System

Username: This is the ID number shown your application result notification page in [the APU Online Application System](#).
Password: If you are logging into the Enrollment Procedure System for the first time, enter the "PIN" shown on the application result notification page in [the APU Online Application System](#). If you have logged in previously, enter password that you set.

Username

Password

Login



RITSUMEIKAN ASIA PACIFIC UNIVERSITY

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[Undergraduate Admissions](#) [Graduate Admissions](#)
[Privacy Policy](#) [Undergraduate / Graduate](#)

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This is a sample image. The actual screen may vary.

A. Enrollment Procedures

③ On the next page you will see a list of the following documents:

Final Application Result, Invoice for Required Enrollment Fees and Procedures, Financial Plan, Notification of Credit Transfer for Transfer Students, and Enrollment Procedure Handbook for 20XX Enrollees.

Check each document by clicking the [View] button.

Further down the page, you will see the Enrollment Procedure Status and Enrollment Fee Payment section. Here, you can check the status of submitted enrollment payments and documents.

At the bottom of the page is a section to input information used to facilitate the enrollment process. You can complete the Enrollment Information and COE Application Information by clicking [Edit]. Make sure to finish all procedures before the indicated deadlines.

I. Overview of the Online Enrollment Procedures System

II. Enrollment Fees

III. Enrollment Documents

IV. Status of Residence and Visa

V. Pre-enrollment Language Learning Assignments

VI. Preparing to Travel to APU

Logout

Back to Admissions Result

Online Enrollment Procedures System

Hello, APU Sample009
Application Number : 99990009

Final Application Result Documents

You can download your Final Application Result, Invoice for Required Enrollment Fees and Procedures, Financial Plan, and Notification of Scheduled Transfer Credit Approval (for transfer students only) below.

Important:
To begin your enrollment procedures, please follow the instructions in the Enrollment Procedures Handbook.

Please print the Financial Plan, complete the necessary information by hand, and upload it in the COE Application Information section below. In addition, please also send your completed Financial Plan to APU by post together with the rest of your enrollment documents.

Final Application Result	View
Invoice for Required Enrollment Fees and Procedures	View
Financial Plan	View
Notification of Scheduled Transfer Credit Approval	View
Enrollment Procedure Handbook for 2024 Enrollees	PDF

A. Enrollment Procedures

Letter of Enrollment Approval

You will be able to check your admission letter in this column from the following dates.
For applicants residing outside of Japan: Approximately 5 days after issuing your COE
For applicants residing within Japan: Approximately one month before your enrollment date
* If you need the documents as soon as possible to change your status of residence etc., please contact the Admissions Office.
In addition, for those who are going directly to the Graduate School after APU's undergraduate program, you will be able to check it after your undergraduate graduation is confirmed.

Letter of Enrollment Approval

View

Enrollment Procedure Status and Enrollment Fee Payment

If you are using "Convera" to make your enrollment fee payments, click on the [Pay Enrollment Fee 1](#) and [Pay Enrollment Fee 2](#) buttons below to continue with the payment. Clicking these buttons will redirect you to the "Convera" payment page.
Please make sure to complete the procedures to pay Enrollment Fee 1 by clicking on [Pay Enrollment Fee 1](#) before you click on [Pay Enrollment Fee 2](#) to complete the procedures to pay Enrollment Fee 2. You cannot pay both fees at the same time. You can only pay them in order. In addition, please be aware that the payment button will automatically disappear once the payment deadline has passed.
Clicking on the Reference Number link below will redirect you to the "Convera" payment confirmation page. The reference number will appear within a few days of making your payment. The status shows whether APU has received your payment and/or documents, and it may take up to a week for it to be updated.
Please click [here](#) for details on payment methods. You can also refer to [the Enrollment Fees section](#) of the Enrollment Procedures Handbook.

Procedure	Deadline	Fee	Status	Buttons	Reference Number
Enrollment Fee 1	8/18/2024	¥200,000	Not Paid	Pay Enrollment Fee 1	
Enrollment Fee 2	9/15/2024	¥472,540	Not Paid	Pay Enrollment Fee 2	
Document Submission	8/10/2024	-	Documents have not yet arrived at APU	-	-

In addition, please complete **1. Enrollment Information** and **2. COE Application Information** below by the document submission deadline listed on your [Invoice for Required Enrollment Fees and Procedures](#).

1. Enrollment Information

Check the documents required for admission procedures in the [Enrollment Procedures Handbook](#), click the button [Enter Enrollment Information](#) to enter and submit the necessary information.
If you fill in or submit documents after clicking this button, this button will disappear and the submission status table will be displayed.
To add necessary information or submit other documents, please click the "Edit" button below the table to edit registered information.
If "Edit" is displayed under "Submission Status", it means that your entry or submission is incomplete. Click "Edit" under "Edit My Information", complete the input and submission, and then be sure to change the pull-down provided in "Submission Status" at the bottom of the page from "Edit" to "Complete".
Please note that the copy of your enrollment fee payment receipts and copy of your passport can be uploaded in **2. COE Application Information** below.

[Enter Enrollment Information](#)

2. COE Application Information

Please enter the information necessary for APU to apply for the COE on your behalf at the Japanese Immigration Bureau, including uploading PDF versions of required documents.
If "Edit" is displayed under "Submission Status", it means that your entry or submission is incomplete. Click "Edit" under "Edit My Information", complete the input and submission, and then be sure to change the pull-down provided in "Submission Status" at the bottom of the page from "Edit" to "Complete". Please note that we will not be able to apply for the COE unless the "Submission Status" is "Complete".

Edit My Information	View My Information	Submission Status	Last Update
Edit	View	Edit	

3. Pre-enrollment language learning for new students

By studying Japanese before enrolling, you will be able to proceed with your studies at APU more smoothly after enrolling. We strongly recommend that you access the Japanese language learning App "TOBIRA" and the Japanese language teaching material "Tobira" from [here](#) and advance your Japanese language studies before enrolling.

COE Application Status

After APU receives the full amount of your enrollment fee and all the documents required for your COE application, we will proceed with your COE application process and submit it to the Immigration Bureau. Once your COE is issued, it will be forwarded to your email from APU. COEs are generally received during the following periods, and you can check your COE application status in the table below.
April Enrollment: late February - mid March, **September Enrollment:** late July - early September
Please note that the COE issuance date differs for each student and year, so it may not always be possible to receive it during the above period.

COE Application Status	Date APU Applied for your COE	COE Issuance date
		2024-06-28

Enrollment fee payments can be made by clicking the appropriate [Pay Enrollment Fee] button. Refer to p. 5 - 8 for more information.

You can track and confirm the status of enrollment fee 1 and 2 payments as well as submitted documents here.

Read and confirm the instructions on p. 9 - 20 before completing this section. Click [Edit] to fill out and submit the enrollment documents.

Read and confirm the instructions on p. 9 - 20 before completing this section. Click [Edit] to fill out the information required to apply for COE.

You can check the status of your COE application here. Both the date APU has applied for your COE at the Immigration Services Agency and the date the COE has been sent to you will be displayed.

I. Overview of the Online Enrollment Procedures System

II. Enrollment Fees

III. Enrollment Documents

IV. Status of Residence and Visa

V. Pre-enrollment Language Learning Assignments

VI. Preparing to Travel to APU

Note: Website and page layout are subject to change.

II. Enrollment Fees

In order to enroll at APU, you will need to pay Enrollment Fee 1 and Enrollment Fee 2. You will also need to submit your Enrollment Documents (see page 9). Your enrollment eligibility will be canceled if any deadlines are missed. As the deadlines and payment amounts differ according to each individual, refer to the **Invoice for Required Enrollment Procedure Fees** found in the Online Enrollment Procedures System.

Enrollment Fee 1

① Admission Fee

Enrollment Fee 2

② First Semester Tuition

③ AP House Entrance Fee

④ Comprehensive Insurance for Students Lives Coupled with "Gakkensai" (hereinafter "Comprehensive Insurance for Students")

① Admission Fee

A non-refundable fee of **200,000 JPY** is required for all students (regardless of scholarship amount) to enroll at APU.

Be sure to pay the Admission Fee only after you have firmly decided to enroll at APU and have made a clear and firm financial plan to cover your expenses both before and after your enrollment at APU.

② First Semester Tuition

You must pay your first semester's tuition before enrolling. Your tuition will vary according to your APU Tuition Reduction Scholarship percentage. Refer to the **Invoice for Required Enrollment Procedure Fees** for the amount.

③ AP House Entrance Fee

New students are required to stay in AP House for their first year (approx. 11 months) and must pay the 243,600 JPY AP House Entrance Fee (includes advance rent payments as well as the moving-in fee and security deposit) upfront. The breakdown of the AP House Entrance Fee is as follows: Moving-in Fee (32,000 JPY), Security Deposit (98,000 JPY), and 2 Months' Rent Fees (2 months' worth of the monthly fee of 56,800 JPY).

AP House Entrance Fee April & September Enrollees	
Moving-in Fee	32,000 JPY
Security Deposit	98,000 JPY
2 Months' Rent	113,600 JPY
Total	243,600 JPY

- The **moving-in fee** (32,000 JPY) covers the moving-in charges and is non-refundable.
- The **security deposit** serves as a guarantee. If you forget to pay your rent or damage the room, charges will be deducted from the security deposit. The remaining amount will be refunded when you move out of AP House.

A. Enrollment Procedures

④ Comprehensive Insurance for Students

This insurance is for protection in case of liability, and all international students who possess a student visa need to join this program. For more information, refer to the **Guide to Comprehensive Insurance for Students Lives Coupled with “Gakkensai”** found in the Online Enrollment Procedures System. Even if you do not stay in AP House, you must still pay the Comprehensive Insurance for Students.

	First Year Student	Second Year Transfer	Third Year Transfer
Insurance Amount	12,740 JPY	9,800 JPY	6,850 JPY

The fees above are subject to change.

1) How do I pay my enrollment fees?

① Pay through Convera

APU uses the Convera international payment service to process incoming enrollment fee payments.

By using Convera, you will be able to:

- Make your enrollment fee payments knowing exactly how much you owe and can be sure that the full amount required will reach APU.
- Choose your payment method from various options, including payment by bank transfer and Visa or Mastercard credit card payments. When paying by bank transfer, the corresponding exchange rate will be valid for 72 hours.
- Easily track the status of your payment through email or SMS updates and by visiting the Convera payment portal.

Make the payment through the Online Enrollment Procedures System by clicking the [Pay Enrollment Fee 1] or [Pay Enrollment Fee 2] buttons. The required payment amount will automatically be displayed.

Note: There are two separate buttons for Enrollment Fees 1 and 2. You must complete payment of Enrollment Fee 1 before you can pay Enrollment Fee 2.

Enrollment Procedure Status and Enrollment Fee Payment

If you are using “Convera” to make your enrollment fee payments, click on the **Pay Enrollment Fee 1** and **Pay Enrollment Fee 2** buttons below to continue with the payment. Clicking these buttons will redirect you to the “Convera” payment page.

Please make sure to complete the procedures to pay Enrollment Fee 1 by clicking on **Pay Enrollment Fee 1** before you click on **Pay Enrollment Fee 2** to complete the procedures to pay Enrollment Fee 2. You cannot pay both fees at the same time. You can only pay them in order. In addition, please be aware that the payment button will automatically disappear once the payment deadline has passed.

Clicking on the Reference Number link below will redirect you to the “Convera” payment confirmation page. The reference number will appear within a few days of making your payment. The status shows whether APU has received your payment and/or documents, and it may take up to a week for it to be updated.

Please click [here](#) for details on payment methods. You can also refer to [the Enrollment Fees section](#) of the Enrollment Procedures Handbook.

Procedure	Deadline	Fee	Status	Buttons	Reference Number
Enrollment Fee 1	8/18/2023	¥ 200,000	Not Paid	Pay Enrollment Fee 1	
Enrollment Fee 2	9/15/2023	¥ 472,540	Not Paid	Pay Enrollment Fee 2	
Document Submission	11/17/2022	-	Documents have not yet arrived at APU	-	-

A. Enrollment Procedures

More details regarding the payment process are included here:

(https://admissions.apu.ac.jp/resource/load/Enrollment_Procedures/GPFS_Infosheet_ENG.pdf)

Note that while the Convera service is available in over 200 countries and regions, there are a few countries where it is not available. Also, Convera cannot be used to make payments in Japanese yen from within Japan.

If it is not possible to complete the payment through Convera from your country, complete the payment by bank transfer directly to APU.

② Pay by Bank Transfer

Make the payment directly at a bank or a financial institution only when it is not possible to pay using Convera. Please note that there is a 10,000 JPY remittance fee for each international transfer. If the actual remittance fee is less than 10,000 JPY, the excess amount paid will be applied towards your tuition after enrollment. The fees must be paid in Japanese yen (JPY) to the following account:

Bank Name	: Sumitomo Mitsui Banking Corporation
Branch Name	: Oita Branch
Branch Address	: 1-3-22 Chuo-machi, Oita-City, Oita-Prefecture, 870-0035 JAPAN
Tel	: +81-97-532-5161
Account Type	: Ordinary Deposit Account
Account Number	: 1001673
Account Name	: RITSUMEIKAN ASIA PACIFIC UNIVERSITY
Swift Code	: SMBCJPJT
IBAN Code (if necessary)	: JP28 SMBC 0721 XXX2 4029 0868
Bank transfer fee	: Borne by remitter

Include application number and applicant's name in the message or additional notes column on the transfer order.

Note: You must pay the remittance fee in addition to the amount of the enrollment fees. Make sure APU is not charged for the transfer, otherwise your payment will be considered incomplete. When transferring the fees, the bank may ask you to submit additional documents. Check with your bank in advance what documents are necessary to complete the payment in order to ensure you can pay by the deadline.

2) When do I pay my enrollment fees?

The deadline to pay your enrollment fees is stated in your **Invoice for Required Enrollment Procedure Fees** found in the Online Enrollment Procedures System. Although you have up until the deadline to complete the transfer at your local bank if paying by bank transfer, we strongly encourage you to pay your fees as soon as possible. This will ensure there is ample time to complete the enrollment procedures. **Be sure to keep the bank transfer receipts, as you will need to submit copies to APU.**

3) What if I decide not to enroll afterwards?

If you decide not to enroll at APU after paying the enrollment fees, you can receive a partial refund of the fees if you complete the cancellation procedure before the dates. Note that the Admission Fee (200,000 JPY) and AP House Moving-in Fee (32,000 JPY) are NOT refundable. Please be advised that, in principle, refunds will only be made to a bank account held in the name of the student or the individual responsible for the payment of the tuition fees. You will have to bear the transfer fees. Due to internal processes, refunds may take considerable amount of time.

Request a withdrawal of admission before the following dates (Japan Time):

March 31, 2027 for April 2027 enrollment

September 20, 2027 for September 2027 enrollment

Contact the Office of International Admissions by email for more details: applied@apu.ac.jp

III. Enrollment Documents

1) What documents do I need to submit to enroll?

Admitted applicants must submit **(1)**, **(2)**, and **(3)** either by entering/uploading the information online and/or sending the documents by post as part of the enrollment procedures. A checklist is also provided at the front of this handbook for your reference.

(1) Online Enrollment Procedures System

Admitted applicants must enter the following required information into our Enrollment Procedures System. Details are explained on pages 11 - 15.

① Enter Enrollment Information 

② Enter COE Application Information or Financial Sponsor Information

 Can be downloaded online

 Enter/upload the information online

Important:

1. APU will not return any of the submitted documents, regardless of the certificate type. Submit certified documents* for original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
2. **If the original or certified documents you submit differ from those you uploaded within the online application, or if any false information or forgeries are found within the submitted documents, your acceptance to APU will be revoked.**

(2) Application Documents Uploaded at the Time of Application **SEND BY COURIER**

- ③ **Academic Transcripts** (Original certificate or certified document*)
- ④ **Standardized Test Results** (Original certificate or certified document*)
Required only if you submitted standardized tests results with your application and did not request to send your results to APU directly from the test provider.
- ⑤ **Results of Language Proficiency Tests** (Original only)
Required only if you submitted results for the TOEIC® L&R/S&W Test, EIKEN, or JLPT. You may also be required to submit original or certified documents for other tests.
- ⑥ **Applicants who submitted a language of instruction letter issued by the school**
(Submit the original or a certified copy)
- ⑦ **Translation Documents** (Original only)
English or Japanese translations are required for any of the above documents written in languages other than English or Japanese. Submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.

*A **certified document** is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information regarding how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

(3) Enrollment Documents for All Admitted Applicants

SEND BY COURIER

Detailed requirements for each of these documents explained on pages 12 - 20.

- ⑧ **Two identical photographs**
(Refer to page 13 for details)
- ⑨ **Financial Plan** 
(Download from the Online Enrollment Procedures System)
- ⑩ **Statement of Financial Support** (Original only)  
(Download from the Online Enrollment Procedures System, or submit online within the system)
- ⑪ **Proof of Financial Sponsor's Income**
- ⑫ **Financial Sponsor's Bank Account Balance Statement** (Original only)
- ⑬ **Transaction Statement of the Above Bank Account**
- ⑭ **Proof of Relationship with Financial Sponsor**
- ⑮ **Proof of Employment or Occupation of Financial Sponsor**
- ⑯ **Certificate of Graduation or Completion from the last educational institution you attended**
(Original certificate or certified document¹)
- ⑰ **If you are currently enrolled in a university, please provide a certificate of enrollment**
(or a transcript or a copy of your student ID, or any other document that confirms your enrollment)
- ⑱ **Translation documents** (Original only)
- ⑲ **Additional documents requested by APU**



Can be downloaded online



Enter/upload the information online

*A **certified document** is one that has been marked as being equivalent to the original with a stamp or seal by the issuing institution (preferred) or a notary public. Detailed information regarding how to get a document certified can be found on the admissions website (https://admissions.apu.ac.jp/material_download/).

2) When and where do I submit these documents?

Confirm the submission deadlines in your Invoice for Required Enrollment Procedure Fees found in the Online Enrollment Procedures System. Submit the documents either online through the system or by post as noted on pages 9 and 10. For documents that need to be sent by post, ensure that you send the documents to the correct postal address depending on your country or region.

① If you live in China, India, Indonesia, Korea, Thailand, or Viet Nam:

Bring the documents directly or send them via registered mail to our local APU Overseas Office or Overseas Representative in your country. If you live in Hong Kong or Macau SAR, please send your documents directly to APU.

Your documents must reach our Overseas Office or Representative by the submission deadline.

Refer to the end of this handbook for the addresses of our APU Overseas Offices and Representatives.

② If you live in any other country or region:

Send all the documents directly to APU by registered air mail or express mail service, such as DHL, FedEx, OCS, EMS, etc. **We only accept documents that reach APU by the submission deadline.**

Address:
Ritsumeikan Asia Pacific University Office of International Admissions
(C/O Mr. Suenaga)
1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan
Tel: +81-977-78-1119

Note that we are not responsible and are not liable for any damage incurred during the mail delivery process.

3) How do I fill out these documents?

For the Financial Plan and Statement of Financial Support:

1. Fill out the documents using black ballpoint pen. Do not use pencil or erasable pen.
2. Cross out any mistakes with two horizontal lines. Do not use correction fluid or tape.

If anything is missing from your documents, you will be sent a notification email and asked to resend it as soon as possible. Be aware that resending your documents will result in extra delivery costs and delay in the enrollment process. Failure to submit required documents by the stipulated deadline may result in not being able to enroll at APU on time. Note that submitted documents will not be returned.

Notes on Sex: The Student Information Card and Application for the Certificate of Eligibility only provide two options (male or female) at this time. Please choose one of the two as shown on or will be shown on your passport. If your passport indicates a third option or if you would like to share more about your gender identity, please contact the Admissions Office at applied@apu.ac.jp. Please refer to page 48 for APU's Policy Statement on Sexual and Gender Diversity.

(1) Online Enrollment Procedures System

Enrollment Procedures Checklist (for your own reference)

After you have completed all the enrollment procedures, review the checklist in the Online Enrollment Procedure System. The checklist also can be found on page 1 of this handbook.

① Enrollment Information

- Student Information Card and Photograph

You can fill out this document online from the link within the Online Enrollment Procedures System. This information will serve as proof that you are a student at APU and will be permanently stored at APU. Fill out the card in the language in which you enrolled (Japanese or English).

② Name:

Enter as printed on your passport in English.

③ **Application Number:**

Enter your application number as shown in the upper left corner of your Final Application Result letter.

⑤ Nationality(citizenship):

Enter as printed on your passport.

⑥ **Date of Birth:**

Enter as printed on your passport.

⑧ **Month of Admission:**

Enter the year/month in which you will start at APU. Select "4" for April or "9" for September.

⑪ Home Country Sponsor

Provide the name, address, phone number, and email address of the person to whom matters regarding your health, safety, and welfare can be disclosed if necessary, as well as your relationship with them.

⑫ Emergency Contact Info:

Provide the name, address, and phone number of a family member to be contacted in case of emergency, as well as your relationship with them.

[illegible]

① College, Department:

Select the college and department in which you will be enrolled.

④ **Photograph:**

See p.13 for instructions on how to upload the photograph.

⑦ **Sex:**

Select as printed on your passport.

⑨ High School you attended:

Enter the name of the high school you graduated from or expect to graduate from.

⑩ College/University (most recently attended) :
Enter the name of the

university/college you attend or graduated from, if applicable. Otherwise, leave this blank.

⑬ Family:

Provide the names and ages of your family members. If your family has more than three members, you do not need to include all of them.

【BACK】

立命館アジア太平洋大学長 様 私は入学するにあたり、立命館アジア太平洋大学の学生であることを自覚し、学則をはじめとする諸規程および日本の法令を遵守することを誓います。 これらに反した場合は、奨学金の取り消しを含め、学則に基づき処分されることを受け入れます。	誓約書	Written Pledge To the President of Ritsumeikan Asia Pacific University, I pledge to uphold the standards expected of a student of Ritsumeikan Asia Pacific University and comply with the regulations of the University and the laws of Japan. I accept that should I violate the above, I will be subject to disciplinary measures, which may include revocation of scholarship, in accordance with University regulations.  _____
Date: 20XX / 03 / 10 Year / Month / Day		Signature: _____

個人情報取扱に関する同意書

学校法人立命館 理事長殿

私は、立命館アジア太平洋大学に入学するにあたり、学校法人立命館が「学校法人立命館プライバシーポリシー」、「学校法人立命館個人情報保護規定」および「個人情報の保護に関する法律に基づく公表事項」（※）に基づき、私の個人情報について利用することに同意します。また、私は、「立命館アジア太平洋大学における個人情報の取扱い」（※）に拠る私の個人情報等の共同利用・第三者提供について、あらかじめ同意します。

※いずれも入学手続要項をご参照ください。

Written Consent Concerning the Treatment of Personal Information

To Chairperson of the Board of Trustees of the Ritsumeikan Trust

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

* Please refer to the Enrollment Procedure Handbook for details on both documents.

Date: 20XX / 03 / 10 Signature: *John D.*
Year / Month / Day

How to Electronically Sign and Submit the Document

Complete the required information and input your electronic signature to finish. Using this system, you can input your legal signature electronically.

- ① Upon completing your electronic signature and date, the submit button will be displayed at the bottom of the screen. Note that you will not be able to make corrections after pressing the submit button.
- ② Enter your email address according to the instructions displayed. You will receive an email asking for final confirmation. Press the confirmation button to complete the submission.

Written Pledge

After carefully reading the APU regulations at (<https://en.apu.ac.jp/home/about/content233/>), complete the electronic signature and date. Sign the version in the language in which you are enrolled. It is not necessary to complete both.

Written Consent Concerning the Treatment of Personal Information

After carefully reading the Personal Information policies at Ritsumeikan Asia Pacific University on p.47, complete the electronic signature and date. Sign the version in the language in which you are enrolled. It is not necessary to complete both.

A. Enrollment Procedures

Photograph Upload

Upload a photograph within the Online Enrollment Procedures System that meets the following requirements. This photograph will be used for your COE application, as well as the Student ID card that will be issued after your arrival at APU.

- Photo must be different from the one shown in your passport.
- Photo must have been taken in the last three months.
- Photos taken by a professional photographer or at a photo booth are preferred over photos taken by yourself with your camera.
- Both color and black and white photos are accepted.
- Photo size must be 560 pixels by 420 pixels and no greater than 2MB.
- Only .jpg, .jpeg, and .png files are accepted.
- Photo must be of a close-up of your head and shoulders against a plain background.
- You must face forward and maintain a neutral facial expression.
- You cannot be wearing a cap/hat or glasses.
- Your hair cannot be covering your eyes.
- Please do not edit or retouch the photo.

Note that if the photograph you upload has a low resolution or if it does not follow the above requirements, you will be asked to submit the another one.

Designating a Home Country/Region Sponsor

APU asks all incoming students to designate a home country/region sponsor— a parent, relative, legal guardian, or someone else—who can serve as a contact person that will be able to communicate with the University on matters regarding the health, safety, and welfare of the incoming student. This will help the University ensure an environment and support system in which students can effectively pursue their studies and lead fulfilling lives at APU.

Communication from APU to the home country/region sponsor will follow the usage outlined in the "Handling of Personal Information at Ritsumeikan Asia Pacific University" (see pages 47).

Admitted Applicants:

- Explain the above information to your parent, guardian, or home country/region sponsor if they need the information in a language other than Japanese or English.
- Married students may list their spouse as their home country/region sponsor.
- Contact APU if you have any difficulty designating a home country/region sponsor.

Parents and guardians:

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

Home Country/Region Contact Information

There may also be emergency situations during long holidays in which APU must contact students who have returned to their home countries/regions for vacation. To ensure that APU can always reach its students in case of emergencies, enrollees must also list their home country/region contact information.

• Confirmation of Residence at AP House

Within the Online Enrollment Procedures System, you must confirm your residence at AP House, the student housing facility on campus.

APU will decide the floor and room type for AP House residents. If you need to make a request regarding your room type due to health or other personal reasons, consult the AP House Team via the email address below:

AP House Team: aph-mi@apu.ac.jp

A. Enrollment Procedures

Declining Residence at AP House

Incoming students can apply to decline residence at AP House for one of the following reasons:

- You will live with parents and/or siblings
- Your address at the time of application is in Oita prefecture
- You will live with your spouse and/or children

Note that there is an evaluation process, so it is not guaranteed that your application to decline residence at AP House will be accepted.

Submit an inquiry to the Admissions Office at applied@apu.ac.jp in regards to declining residence at AP House at least two weeks prior to your Enrollment Fee 2 payment deadline. Inquiries will not be accepted after the deadline.

After receiving your inquiry, the Admissions Office will send you the 'Notification to Decline Residence at AP House' form. Submit this form along with the documents listed below as soon as possible:

- ① Financial Plan (refer to pages 15 - 16)
- ② Document(s) to prove the amount listed in the 'Total Amount of Money Necessary until Graduation' line of the Financial Plan (e.g. bank statement or income statement)
- ③ Certificate of Residence (住民票) showing your name or the name of the head of household with whom you will be living

Once all the documents are submitted, APU will evaluate your application and inform you of the results by your Enrollment Fee 2 payment deadline.

Note that the Moving-in Fee (32,000 JPY) is not refundable. This means that once paid, even if you decline residence at AP House, it will not be refunded.

• Student Health Questionnaire

You are required to submit the **Student Health Questionnaire and the Measles and Rubella Immunization Record** as a reference for APU. This questionnaire is used for duties related to student health management and the health checkups stipulated in the Ritsumeikan Trust School Health and Safety Management Regulations (refer to <https://en.apu.ac.jp/home/about/content233/>). The information in this questionnaire will be managed by the University Health Clinic in accordance with the Ritsumeikan Asia Pacific University Policy on the Handling of Personal Information (refer to page 47). Information on student health may be shared within the University within the limits of the purpose of use to deal with any health problems that students may experience.

Please complete this step in the Enrollment Procedures System alongside a teacher, school nurse, or parent/guardian. There is no need to consult with a doctor or receive a diagnosis unless continued medical treatment is necessary after enrolling at APU.

NOTE: Please be sure to enter information in the Measles and Rubella Vaccination History and please upload proof of vaccination (a photo of the vaccination record in a maternal and child health handbook or other documentation is also acceptable). If there is no record of vaccination or if you have not been vaccinated due to having contracted the diseases, please undergo an antibody test or receive the vaccine. For those who have not been vaccinated or whose antibody test results are negative, we strongly recommend vaccination. Please note that after enrollment, vaccination history will also be checked for overseas study programs or extracurricular activities involving international travel organized by the university.

APU provides support for students with physical, developmental, psychological, and other psychosomatic disabilities based on the Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities. Refer to page 48 for details.

Reasonable accommodations (support related to student life, such as in classes and examinations) generally begin with an application submitted by the student to the Student Office. As it may take time to review the content and eligibility of the requested support, those considering applying are encouraged to consult the Student Office as early as possible. Consultations are also available prior to enrollment.

For more information about disability support services, general student life, and/or course inquiries/consultations, contact us via the following email: class-sp@apu.ac.jp

A. Enrollment Procedures

• Copy of valid passport (if you need to apply for a student visa)

If you have not yet submitted a copy of your passport at the time of your application, send a copy of the pages that show your photograph and personal information. If you have changed your name after your current passport was issued or if the name written on the page with your photograph is not your full legal name, attach the pages which show the corresponding explanation.

• Comprehensive Insurance for Students

Read the information regarding the Comprehensive Insurance for Students within the Online Enrollment Procedures System and enter the required information.

② Complete the COE Application Information (if you require a new student visa) If you already have a status of residence in Japan, you will be asked to complete the Financial Support Information

Please enter the necessary information after carefully reading the instructions on page 22.

• Additional information and PDF uploads

Upload PDF versions of documents ⑧ to ⑱ listed on page 10 within the Online Enrollment Procedures System.

(2) Original Versions of Application Documents

SEND BY COURIER

Submit an original or certified document for ③ to ⑦ listed on page 9 to APU by post.

(3) Enrollment Documents for All Admitted Applicants

SEND BY COURIER

⑧ Two identical photographs

Send two copies of the photograph you uploaded within the Online Enrollment Procedures System (page 13) with your name and citizenship written on the back in English. The two photos must be the size specified by the Immigration Services Agency of Japan, which is 4cm x 3cm (1.57 inches x 1.18 inches). Please do not edit or retouch the photo.

⑨ Financial Plan (Download from the Online Enrollment Procedures System)

The purpose of the Financial Plan is to calculate how much money is necessary over the course of four years to pay for your APU education and to prove that the appropriate funds will be available each year. This document is required to obtain a student status of residence in Japan. You are also required to submit documents such as bank statements or tax returns to prove your financial sources (see below). **Only family members and relatives can be your financial sponsor. In principle, friends and acquaintances will not be recognized as financial sponsors.**

You can see an example on the following pages.

Once you complete the financial plan, first upload a PDF version within the Online Enrollment Procedures System and then send the original version to APU by post together with the rest of your enrollment documents.

Bank Account Balance and Annual Income

- Fill in the exchange rate.
- Under Income Sources, write in the name and calculate the annual income in Japanese yen for your financial sponsor under Sponsor 1. If you have multiple sponsors, you may fill in Sponsor 2 and Other.
- On Line (1), write the amount out of each sponsor's annual income in Japanese yen that is available to pay for your education expenses. If you have multiple sponsors, you may fill in Line (2) and (3).
- Multiply Line (1) by the number of years you will study at APU and write the amount on Line (A). If you have multiple sponsors, you may fill in Line (B) and (C).
- Add Lines (A) to (C) and write this total on Line (D).
- Fill in Line (E) with your sponsor's bank account balance calculated in Japanese yen.
- Add Lines (D) and (E) and write this total on Line (F).
- **The amount on Line (F) must be greater than the amount listed on Line IV.**
- **You must submit a bank account balance statement proving the amount listed on Line (E) and an income statement proving the annual income amount listed under each of your sponsors.** (For details, see Documents to Prove Financial Sponsor's Income and Financial Sponsor's Bank Account Balance Statement on page 18.)

A. Enrollment Procedures

Financial Plan Example

The following is an example of a student who will use both the bank account balance and part of the annual income of two financial sponsors.

Regardless of whether your financial sponsors will use their annual income or bank account balance to cover your expenses at APU, be sure that the amount shown on line (F) Grand Total of Funds Available to Cover Your University Expenses (=D+E) is greater than the amount shown on line IV. Total Amount of Money Necessary Until Graduation.



Financial Plan

Name: John Doe Application Number: 22009010

Awarded Tuition Reduction Scholarship 50 %

	Amount	No. of Years	Total
I. Tuition for First Year	727,500 JPY	× 1 year	727,500 JPY
II. Tuition for All Subsequent Years	827,500 JPY	× 3 years	2,482,500 JPY
III. Approx. Living Expenses for One Year	1,000,000 JPY	× 4 years	4,000,000 JPY
IV. Total Amount Necessary Until Graduation			7,210,000 JPY

To demonstrate how you plan to cover the amount listed on Line IV above, please fill in the following table.
For a sample financial plan, refer to the "Enrollment Procedures Handbook".

Exchange Rate: 1 USD = 150 JPY

Income Sources	How much of this income is available per year to pay for your university expenses?	Calculate the amount of income available up until graduation
Sponsor 1	Excluding the living expenses of the financial sponsor and dependent family members, fill in the amount that is available per year to pay for your university expenses from the income written on the left.	(1) × 4 years
Name: <u>Tom Doe</u>		
Yearly Income: <u>50,000 USD</u> <u>7,500,000</u> JPY	(1) <u>800,000</u> JPY	(A) <u>3,200,000</u> JPY
Sponsor 2	Excluding the living expenses of the financial sponsor and dependent family members, fill in the amount that is available per year to pay for your university expenses from the income written on the left.	(2) × 4 years
Name: <u>Ana Doe</u>		
Yearly Income: <u>60,000 USD</u> <u>9,000,000</u> JPY	(2) <u>900,000</u> JPY	(B) <u>3,600,000</u> JPY
Other (Pension, Scholarship etc.)	Excluding the living expenses of the financial sponsor and dependent family members, fill in the amount that is available per year to pay for your university expenses from the income written on the left.	(3) × 4 years
Details: _____		
Yearly Income: _____ JPY	(3) _____ JPY	(C) _____ JPY
What is the total amount available from all income sources up until graduation? (= A+B+C)		(D) <u>6,800,000</u> JPY
Sponsor's Current Bank Account Balance If you will use the sponsor's bank account balance only, we may ask you about how the sponsor will be able to cover their living expenses. When using the full amount of the sponsor's annual income, please be sure to submit a bank account balance statement.		(E) <u>1,000,000</u> JPY
Grand Total of Funds Available to Cover Your University Expenses (= D+E)		(F) <u>7,800,000</u> JPY

Regarding "Other"

- If your financial sponsor(s) has other income sources such as a pension, or if you will receive any scholarships other than the APU Tuition Reduction Scholarship, include this information under "Other" and calculate Line (3), Line (C), and so on accordingly.
- If your financial sponsor(s) does not have other such sources of income, leave this line blank.
- Fill in the amount according to your Certificate of Scholarship or according to an official pension statement, such as a bank-issued pension income certificate or your sponsors' pension deposit account balance statement. You must submit the original or a certified copy of these certificates as well.

A. Enrollment Procedures

⑩ Statement of Financial Support (Download from the Online Enrollment Procedures System)

It is necessary to submit this statement as proof that the financial sponsors listed on your Financial Plan agree to support your education expenses. Each of your financial sponsors is required to fill out this form.

*Send a copy if submitted through Adobe Acrobat Sign, otherwise send the original statement.

Enrollment Document - 3

Statement of Financial Support

To the Minister of Justice of Japan

Application number	<u>220 XX XXX</u>		
Name of Applicant	<u>John Doe</u>		
Nationality of Applicant	<u>USA</u>		
Date of Birth	<u>20XX</u>	<u>9</u>	<u>15</u>
	Year	Month	Day

I hereby pledge to financially support the above applicant upon his/her entry into Japan, and I declare my reasons for financially supporting him/her as shown below.

(a) My relationship with the applicant, and the reason I will financially support him/her.

As the father, I will be responsible for covering all expenses until graduation.

(b) Financial Support

I, Tom Doe, hereby pledge that I will provide financial support as described below to the above applicant during his/her period of stay in Japan. I also pledge that when the applicant needs to renew his/her visa, I will submit certificates of remittance and copy of bank statements (showing past remittances and my financial support) to prove my history of financial support to the applicant.

(1) Annual Tuition*: 727,500 Japanese Yen
 (*Enter the amount shown in the "I. Tuition for First Year" column in the Financial Plan form)

(2) Monthly Living Expenses: 85,000 Japanese Yen

(3) Method of Financial Support (e.g. wire transfer)

Wire remittance

c) Please check the ☐ upon reading the item below:

☒ I declare that all financial documents I submit to APU refer to me, the same financial sponsor, even if the spelling of the name shown on the financial documents differ from the spelling presented above.

【Financial Sponsor Particulars】

Name: Tom Doe

Home Address: 123 ABC St. Fairview, CA 12345

Home Phone: 1- 222 - 333 - 4567

Relationship to the Applicant: Father

Financial Sponsor's Signature: Tom Doe Date: 20XX 6 23
 Year Month Day

Fill in the information of the applicant, not the financial sponsor.

Line (1) Study Expenses:
Write the tuition fee for your first year as shown in your Financial Plan.

Line (2) Living Expenses:
This amount should be at least 85,000 JPY per month (total of 1,000,000 JPY per year).

I. Overview of the Online Enrollment Procedures System

II. Enrollment Fees

III. Enrollment Documents

IV. Status of Residence and Visa

V. Pre-enrollment Language Learning Assignments

VI. Preparing to Travel to APU

⑪ Proof of Financial Sponsor's Incomes

Documents to Prove Financial Sponsor's Income

As proof of your financial sponsor's income, APU accepts the followings: (Please upload the documents in the enrollment procedures system first, then send them by post.)

- 1) Official income statements or tax statements issued by the governmental office or an authorized organization. Wage and Tax Statement or Year-end payroll reporting used for tax filing may be accepted. **These documents are strongly recommended for both employed sponsors and self-employed sponsors. Only proceed to option 2) if obtaining the above document is impossible.**

- 2) If you are unable to obtain the documents listed under 1) above, you can submit the following documents instead

➡ **If the financial sponsor is currently employed by a company:**

Please submit an income statement issued by the company. The statement must include:

- Official letterhead
- Business Tax code or registration number if available
- Full name of the financial sponsor and the job title
- Date of Issue
- Amount of **Annual** Income and currency used
- Official signature or seal from the issuing organization (electronic signatures are also accepted)

➡ **If the financial sponsor is self-employed:**

Please submit a document showing the sponsor's **Personal** income. The document must not be issued/signed by the sponsor him/herself. It can be signed by an accountant. APU may request an additional financial information for self-employed sponsors.

An affidavit is not considered an official document to verify the sponsor's income.

⑫ Financial Sponsor's Bank Account Balance Statement (Original Only)

Submit only the original bank account balance statements with the information below. Only statements showing the current account balance of the financial sponsor that are issued by the corresponding bank will be accepted (copies or notary-certified copies of the bank account statement are not accepted).

- Official letterhead of the issuing bank
- Issue number
- Contact information of the issuing bank
- Full name of your financial sponsor(s)
- Issued within the last 3 months or have a specified validity period that ends after your intended enrollment date (April enrollment: April 1, September enrollment: September 21)
- Currency unit
- Stamped and signed by the corresponding bank

Note: APU may contact the issuing bank with the issue number of the statement and sponsor's information for inquiries. Copies of monthly bank statements are not accepted as proof of balance. Please contact your bank to request the certificates. If your bank does not issue bank balance certificates, Immigration requires an official letter from the bank stating that such certificates are not issued.

⑬ to ⑮ are required for those who are applying for a COE via APU.

The purpose of requirements ⑬, ⑭ and ⑮ is to prove that your financial sponsor has accumulated the funds over time and that they have reason to support you.

⑬ Transaction Statement of the Above Bank Account (COE Applicants ONLY)

A copy of financial sponsor's bank transaction records or bank book covering past 12 months. You can submit a transaction statement from your account or a copy of bank book.

⑭ Proof of Relationship with Financial Sponsor (COE Applicants ONLY)

Submit a document that proves the relationship between you and your sponsor.

Examples include a family registry, birth certificate, marriage certificate, or official court statements.

An affidavit is not considered an official document to verify the relationship.

⑮ Proof of Employment or Occupation of Financial Sponsor (COE Applicants ONLY)

A certificate of employment, pay slips, salary statements, or tax returns are examples of proving your financial sponsor's employment. If your sponsor is self-employed, submit a business registration certificate. If your sponsor's income document you submitted for ⑫ already provides occupation, this may not be needed.

If your sponsor is unemployed or retired, submit proof of unemployment such as a letter from a former employer or unemployment certificate.

⑯ Certificate of Graduation or Completion from the last educational institution you attended (Original certificate or certified document)

All admitted applicants (excluding transfer students from a bachelor's degree program) are required to submit certification of graduation or completion from the last educational institution they attended before enrolling at APU.

First Year Students

It is compulsory for all applicants to complete the equivalent of 12 years of standard education to be eligible to enter a university in Japan. (If you have completed a standard education curriculum at an educational institution in Uzbekistan, Sudan, Belarus, Peru, Myanmar, Kazakhstan, Ukraine or Russia, you only need to have completed 11 years of education.)

Submit original documents proving that you have completed the equivalent of a 12-year standard education curriculum. (We will accept documents proving that you have completed your secondary education, such as your high school Certificate of Graduation or diploma, results of final examinations required for advancing to university, etc.)

If you are unable to submit documents such as a Certificate of Graduation by the deadline, submit either a Certificate of Expected Graduation issued by your school or have your school fill out the official APU form available for download from the Online Enrollment Procedures System. **You must submit your Certificate of Graduation to APU as soon as you have obtained it.**

Transfer Students from Non-Bachelor's Degree Programs

If you will transfer to APU as a second or third year student from a junior college, technical college, or postsecondary course at a specialized training college, **you must graduate from the college or complete the program before enrolling at APU.**

Submit your Certificate of Graduation or Program Completion and your most recent academic transcripts to APU by the document submission deadline. If you have not yet graduated from the higher education institution you are currently attending, submit either a Certificate of Expected Graduation issued by your institution or have your institution fill out the official APU form available for download from our enrollment procedure system. **You must submit your Certificate of Graduation to APU as soon as you have obtained it.**

Transfer Students from Bachelor's Degree Programs

If you will transfer to APU as a second or third year student from a bachelor's degree program, you must complete the requirements for transfer students from bachelor's degree programs noted in Requirement 1: Educational Qualifications in the Application Eligibility section for Second and Third Year Transfer Students in the Application Handbook before enrolling at APU. In addition, you must submit your most recent academic transcripts that include the courses you completed prior to enrolling at APU. If you will not be able to submit the transcripts by the document submission deadline, you must submit them to APU as soon as you have obtained it.

A. Enrollment Procedures

Note: English or Japanese translations are required for any of the above documents written in languages other than English or Japanese. Submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.

⑱ Translation documents

English or Japanese translations are required for any of the documents you submit that are written in languages other than English or Japanese. Submit an official translation that includes the translator's name, address, contact details, and signature or official seal. APU will only accept translations created by the original document's issuing institution, a translation company, or a licensed translator.

⑲ Additional documents requested by APU

There may be cases where APU asks you to submit the original version of additional documents other than those listed on pages 9 and 10. In such cases, APU will inform you by email with more details. Continue to check your email regularly throughout your enrollment process.

IV. Status of Residence and Visa

Based on travel restrictions, there is a possibility a visa will not be issued. Make sure to regularly check the admissions website and your local Japanese Embassy or Consulate General's website for the latest updates on immigration regulations.

1) Why do I need a status of residence and a visa?

You are required to obtain a "Student" status of residence or another status of residence in order to live and study in Japan. You are also required to obtain a visa to enter Japan after receiving your Certificate of Eligibility (COE).

2) How do I obtain a Status of Residence and a Visa?

Step 1. Apply for a COE (Certificate of Eligibility)

In order to obtain a status of residence, you must first acquire a Certificate of Eligibility (COE), which is officially issued by the Immigration Services Agency of Japan. APU will apply for the COE on your behalf as long as you meet all of the following criteria:

- You have requested only APU to apply for a COE on your behalf
- You have paid the Enrollment Fees 1 and 2 by the deadlines
- You have submitted all your enrollment documents by the deadline and proved you have enough financial resources to support your studies
- APU considers it appropriate to apply for the COE on your behalf

How to Apply for the COE:

- ① Carefully read and follow the instructions specified in this Enrollment Procedures Handbook.
- ② Complete all the required information within the Online Enrollment Procedures System. (You can access the Online Enrollment Procedures system from the Admissions Results page on the admissions website.)
- ③ Submit all the required documents listed on pages 9 and 10 by the deadline specified in your **Invoice for Required Enrollment Procedure Fees**.

For Nationals of China, Indonesia, Myanmar, Nepal, Philippines, or Viet Nam:

As announced by the Ministry of Health, Labour and Welfare on March 26, 2020, nationals of the above listed countries will be subject to a Pre-Entry Tuberculosis (TB) Screening. The Screening has started for some of the countries. Please see the details in the link.

<https://jpets.mhlw.go.jp/index.html>

Note:

- Fake documents and untrue statements will automatically result in withdrawal of admission even if you have officially enrolled at APU.
- As your COE will be issued by the Immigration Services Agency of Japan and the student visa will be issued by the Japanese Embassy, APU is not responsible in the event that you are unable to obtain either of these.
- The Admission Fee will not be refunded under any circumstances.
- In the case that you plan on entering Japan with a type of residence status other than "Student" (such as family, spouse and etc.), APU is unable to apply for the COE on your behalf. If you are receiving the APU Tuition Reduction Scholarship, you must change your resident status to "Student" by the day before the official enrollment date (April enrollment: April 1; September enrollment: September 21).
- Once APU is able to confirm payment of necessary fees, your intent to enroll at APU, and that you agree to the conditions above, APU will proceed to apply for the COE on your behalf.

Step 2. Apply for a Student Visa

After receiving your COE by email, you must apply for your student visa at the Japanese Embassy/Consulate or visa issuing organization in your area of jurisdiction. Follow the appropriate process for your situation listed below.

If you reside outside Japan and do not have a status of residence

After you receive your COE, contact the Japanese Embassy/Consulate General or visa issuing organization to apply for your student visa with the following documents: Some of them require you to make an appointment.

- ✓ Certificate of Eligibility for Status of Residence (COE) *Please print out your email COE
- ✓ Letter of Enrollment Approval (will also be available to download from the Online Enrollment Procedures System)
- ✓ Passport
- ✓ One photograph (45mm x 35mm)
- ✓ Other documents (visa application form, etc.)

IMPORTANT: Required documents may differ depending on the country/region in which you reside. As some of these documents may take time to prepare, contact the Japanese Embassy/Consulate General as early as possible for further information. You will need to enter information about APU on the visa application form. Please refer to the sample on the following webpage: https://admissions.apu.ac.jp/resource/load/Enrollment_Procedures/Visa_Application_GR.pdf

If you reside in Japan and have a valid student status of residence

1. Renewing your residence card

If your student residence card will expire before you enroll at APU:

You will need to renew your residence card before coming to APU. You must complete the residence card renewal procedures yourself at the Regional Immigration Services Bureau where you currently live. For the renewal application, you will need to submit certain documents which you will receive from APU by around one month before the official enrollment date at APU. Please be sure to check with your Regional Immigration Services Bureau in advance for other documents required to renew your residence card. It takes approximately 1 month to receive your new residence card after you submit the application, please allow enough time to complete the procedure.

If your student residence card will expire less than six months after enrolling at APU:

You do not need to renew your residence card before coming to APU. After you become an APU student, the APU Student Office will facilitate the renewal process. After enrolling at APU, visit the Student Office to discuss your situation. In order to renew your residence card you will need to submit the following documents, so be sure to prepare them in advance and bring them with you when you come to APU:

- ① Academic transcripts from the previous school or educational institution you attended (The academic transcript must show the number of days you attended the school or institution.)
- ② Certificate of Graduation from the previous school or educational institution you attended

If your student residence card will expire more than six months after enrolling at APU:

You do not need to renew your residence card before coming to APU. After you become an APU student, the APU Student Office will facilitate the renewal process. After enrolling at APU, visit the Student Office to discuss your situation. (You will not need to submit documents ① and ② listed above. Instead, you will submit your academic transcripts from your first semester of study at APU when you apply for the visa renewal.)

2. Changing your address

You must complete the procedures necessary to change your registered address before coming to APU. Submit a Notification of Moving-Out at your local City Hall before coming to APU. If you do not submit a Notification of Moving-Out, you will not be able to change your address when you come to APU. It is possible to submit the Notification of Moving-Out before your new address is decided. After enrolling at APU, you must also register your new address at Beppu City Hall. Visit Beppu City Hall with your residence card and the Notification of Moving-Out from your previous City Hall and submit a Notification of Moving-In.

Other cases

Contact the Office of International Admissions immediately: applied@apu.ac.jp

V. Pre-enrollment Language Learning Assignments

1) Do I get assignments before enrolling?

At APU, all English-basis international students must take our intensive Japanese language course. To help students who are studying Japanese for the first time make a smooth transition into their Japanese classes, we recommend using the resources below. They will help you learn the Japanese writing system as well as some simple words and phrases before you start your studies.

2) What are the assignments?

① Japanese Learning Support App: Tobira

① **Japanese Learning Support App: Tobira**
This is a smartphone app to help you easily acquire fundamental Japanese skills.
Please practice regularly to understand all the content before you come to APU.

*If you do not have a smartphone, please practice using assignment ②

*If you do not have a smartphone, please practice using assignment ②

■ **App Store**
<https://apps.apple.com/us/app/tobira-survival-japanese/id1521280797>

■ **Google Play**
<https://play.google.com/store/apps/details?id=tobira.defac2standard&hl=ja>

■ **App Store**
<https://apps.apple.com/us/app/tobira-survival-japanese/id1521280797>

■ **Google Play**
<https://play.google.com/store/apps/details?id=tobira.defac2standard&hl=ja>

Google Play
<https://play.google.com/store/apps/details?id=tobira.defac2standard&hl=ja>

■ **Google Play**
<https://play.google.com/store/apps/details?id=tobira.defac2standard&hl=ja>

② Complete the APU Japanese Pre-Enrollment Assignment

③ **Complete the AI & Japanese Pre-Enrollment Assignment**
This assignment contains many practice questions that can be used together with the Japanese Learning Support App
: Tobira
https://www.apu.ac.jp/academic/page/content0038/APU_Japanese_Pre_enrollment_Assignment.pdf

https://www.apu.ac.jp/academic/page/content0038/APU_Japanese_Pre_enrollment_Assignment.pdf

3) Why are the assignments required?

All international English-basis students must take intensive Japanese language courses at APU. The continuation of your Tuition Reduction Scholarship significantly depends on the grades you receive in your first year Japanese classes. Therefore, you are **strongly advised** to study basic Japanese prior to enrollment by completing these pre-enrollment assignments in order to ensure a strong start at APU.



VI. Preparing to Travel to APU

Please note that the information listed below may be subject to change due to unavoidable circumstances.

1) When should I arrive at APU?

Please make your flight arrangements after checking the AP House move-in period scheduled by APU as shown below. It is strongly recommended that you arrange your airline ticket after the Certificate of Eligibility (COE) has been issued.

General Move-in Period

- In the **middle of March** for April enrollees
- In the **middle of September** for September enrollees

The exact dates of the move-in period will be announced through the APU website (https://en.apu.ac.jp/studentsupport/aphouse/move_in/international/).

The website will be updated around February for April enrollment and around July for September enrollment.



2) What should I bring in my luggage?

Documents	☐ Flight ticket ☐ Passport ☐ COE (Emailed to you after the completion of your enrollment procedures) ☐ Letter of Enrollment Approval (Downloadable from the Online Enrollment Procedures System after completion of all enrollment procedures.)
Money	☐ Money After arriving in Japan, it takes time to open a Japanese bank account. Bring enough money (about 200,000 JPY) with you to cover your expenses for two months (living and textbook costs, etc.). *Note there are some currencies that cannot be exchanged in Japan.
Everyday Items	☐ Everyday Items Tableware, cooking utensils, and other daily items are available at the APU CO-OP shop. We recommend that you bring a minimum amount of the following items: clothing, books, writing utensils, medicine, (bath) towels, etc. You may wish to bring formal clothing for official ceremonies and interviews.

A. Enrollment Procedures

The maximum amount of luggage that can be carried on an Arrival Assistance bus is one suitcase to be placed in the luggage compartment, plus one hand luggage item (e.g. a handbag) to be carried on board.

Please note that if you have more than two pieces of luggage, you will need to post your luggage to AP House yourself. For more details on student life, check the admissions website (https://admissions.apu.ac.jp/student_life/).

Information for students taking medication

Students currently taking medication should speak with their doctor about treatment after enrollment. The types of medicine that can be brought into Japan are limited. Some medications are not permitted at all, while limited amounts of others are allowed. Incoming students should check with the Japanese Embassy or the Regional Bureau of Health and Welfare in advance, and make any necessary preparations so that they can continue to take their medications after arriving.

Additionally, any students undergoing any form of psychiatric medicinal treatment (such as for mental, developmental, or sleep disorders) should notify APU. There are no medical facilities which can treat mental illnesses in languages other than Japanese in Oita prefecture where APU is located. If a student does not speak Japanese, there are no medical institutions that can provide treatment or issue prescriptions for medication. Most medications such as these have restrictions on what can be brought into the country. Before coming to Japan, students should check with the Japanese Embassy or the Regional Bureau of Health and Welfare as to whether or not the medicines they are prescribed can be brought into the country, and check with their doctor about managing their own health and medications while attending APU.

Any questions should be addressed to the APU Health Clinic at the email address below.

APU Health Clinic: booking@apu.ac.jp

3) Can I send some luggage in advance?

Students residing in countries or regions other than Japan:

Please check the following website.

https://en.apu.ac.jp/studentsupport/aphouse/move_in/international/

Students residing in Japan (both domestic and international students):

Please check the following website.

https://en.apu.ac.jp/studentsupport/aphouse/move_in/domestic/

4) Do I need overseas travel insurance?

All students (traveling from overseas to Japan) must enroll in overseas travel accident insurance in their home country before traveling to Japan to ensure they can smoothly obtain medical care from Japanese hospitals if they fall ill or are injured after entering Japan. The insurance contract should cover the period from the date of your arrival in Japan until you are enrolled in the National Health Insurance. (April enrollees: Until March 31. September enrollees: Until September 30.) Please note that, depending on the timing of a hospital visit, student may have to pay high medical fees.

5) What is the Arrival Assistance Service?

From Fukuoka Airport only, APU provides a paid Arrival Assistance Service for new residents of AP House. Details will be posted on the APU website.

https://en.apu.ac.jp/studentsupport/aphouse/move_in/international/

At Fukuoka Airport International Terminal (based on previous enrollment year)

1. Airport staff will greet incoming students at the meeting place specified by APU. Students on domestic flights arriving at Fukuoka Airport (domestic terminal) are requested to use the free shuttle bus service to go to the international terminal where the Arrival Assistance Service is available.
2. Airport staff will help students take buses bound for AP House. (Airport staff will not board the buses with students.)
3. RAs (Resident Assistants) will welcome students at AP House and assist with move-in procedures.

- If your flight will arrive at Fukuoka Airport after the designated Arrival Assistance Service pickup time, you will have to stay at a hotel on the day of your arrival and use the Arrival Assistance Service on the following day, or you can purchase highway bus tickets and make your own travel arrangements to AP House.
- If you will arrive at Oita Airport, you will need to arrange your own transportation directly to AP House. Please arrange to arrive at AP house within the designated entry time if possible. AP House entry times are from 10:00-17:00.

How do I apply for the Arrival Assistance Service?

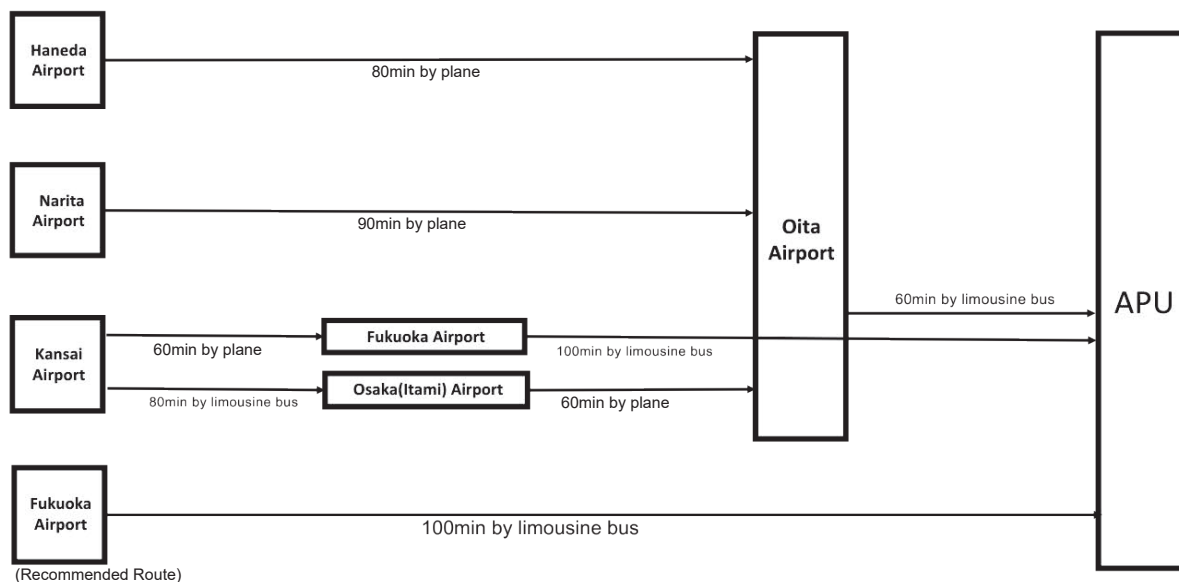
The registration link will be posted in the end of the Arrival Assistance Service section (within 1. AP House moving-in schedule) on the following website. (https://en.apu.ac.jp/studentsupport/aphouse/move_in/international/)

Note that you may not be able to use the Arrival Assistance Service if you do not submit a request by the designated deadline.

6) Transportation Methods

Depending on where you fly from, there are different routes you can take to get to APU. The closest airports around Beppu City are Fukuoka Airport and Oita Airport.

If you are coming from overseas, below are several possible routes:



See page 27 regarding information about the paid Arrival Assistance Service.

(1) From Airports to APU

The most convenient airports to get to APU are Fukuoka Airport (international terminal/domestic terminal) or Oita Airport (domestic terminal). Highway bus services are available from both Fukuoka Airport and Oita Airport.

- ① Arriving at **Narita International Airport** (<https://www.narita-airport.jp/en/>) or **Haneda Airport** (<https://tokyo-haneda.com/en/index.html>)

If you arrive at Narita Airport, you can take a domestic flight directly to Oita Airport. Alternatively, you can catch a limousine bus from Narita to Haneda Airport and then take a domestic flight to Oita Airport or Fukuoka Airport. Note that you must reserve a domestic flight ticket in advance before coming to Japan.

- It takes approximately 70-90 minutes from Narita to Haneda by bus, Please check for more details ; <https://tokyo-haneda.com/access/narita/index.html>
- There are direct domestic flights from Narita Airport to Fukuoka Airport.

- ② Arriving at **Kansai International Airport** (<https://www.kansai-airport.or.jp/en>)

If you arrive at Kansai International Airport, you will need to catch a limousine bus from Kansai Airport to Osaka (Itami) Airport and then take a domestic flight to Oita Airport or Fukuoka Airport. Note that you must reserve a domestic flight ticket in advance before coming to Japan.

- The limousine bus departs from Kansai Airport to Osaka (Itami) airport, please get more information from the official site ; <https://www.kansai-airport.or.jp/en/access/from-airport/bus>
- Direct domestic flights from Kansai Airport to Fukuoka Airport are limited. Strongly recommend booking your flight in advance.

A. Enrollment Procedures

③ From **Fukuoka Airport** to AP House (<https://www.fukuoka-airport.jp/en/access/bus.html>)

Take a Non-stop Airport Bus that departs from the bus stop on the ground floor of the International Terminal. Get off the bus at the Kosoku Beppu-wan APU stop. The last bus will leave around 21:00.

- If you arrive at the Domestic Terminal, take the free shuttle bus to the International Terminal.

(1) Advanced online booking is required for the non-stop limousine bus to Beppu.

You should book a ticket in advance at the same time of your flight tickets. Please allow enough time between the arrival of your plane and getting on the bus. The departure area for the bus is located on the ground floor of the international arrival terminal.

Note: It may take over an hour to go through immigration and customs at Fukuoka Airport.

(2) Getting to AP House from the Kosoku Beppu-wan APU bus stop

Walk to AP House from the Kosoku Beppu-wan APU bus stop. Refer to the map on page 49.

④ From **Oita Airport** to AP House

Take the Airliner Bus and get off at the Kamegawa Furuichi bus stop then take a local bus bound for APU. The last bus will leave around 22:00.

(1) Purchasing Airliner Bus tickets

Airliner Bus tickets may be purchased from a ticket machine at the Oita airport information counter. You do not need to reserve a seat. If you are unable to purchase a ticket before taking a bus, you can pay the bus fare to the driver when you get off. However, only cash payments are accepted, and no change is given.

(2) Getting to AP House from the Kamegawa Furuichi stop

Get off at the Kamegawa Furuichi stop, use the crosswalk to cross to the other side of the road, and catch an Oita Kotsu bus (red and white bus) bound for Ritsumeikan Asia Pacific University (APU is the last stop.) Get off the bus at the AP House Mae stop and walk to AP House 1 and 2, keep boarding until the last stop for AP House 5. Refer to the map on page 49.

(2) Taking the Bus from Train Stations

You can take a bus directly to APU from **Kamegawa Station** or **Beppu Station**. From Kamegawa Station, the trip takes about 15 minutes. From Beppu Station, it takes about 45 minutes. Get off the bus at the AP House Mae stop and walk to AP House 1 and 2, keep boarding until the last stop for AP House 5. Refer to the map on page 49.

Note: Travel duration is approximate.

7) After Arriving at AP House

Check in at the AP House building you have been assigned to (AP House 1, AP House 2, or AP House 5). Inform staff of your application number and present your passport when you arrive. After a staff member has checked your passport, you will be given your room assignment and room key, along with other information about moving in to AP House.

Emergency Contact Number in Japan

If you have any problems from the time you land in Japan until you arrive at AP House, contact us at the number below:

Student Office (AP House Team): 0977-78-1901 (When calling from Japan)

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

I . About AP House

AP House is a student housing facility operated by Ritsumeikan Asia Pacific University. AP House was established to provide a secure living environment for international students and to enable residents to develop cross-cultural understanding through community living. Life at AP House makes it easier for new students to get used to their new environment and make new friends, while preparing to live off campus from their second year at APU.

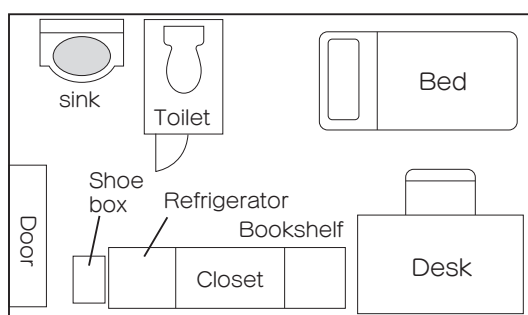
All international students are required to stay at AP House for their first academic year.

Unless there are special circumstances, early move out is not permitted. After entering the country, there are various important procedures necessary for living in Japan. Completing all these procedures can take several months. Moving out of the AP House before these procedures are completed can put students at a disadvantage and cause potential issues for themselves.

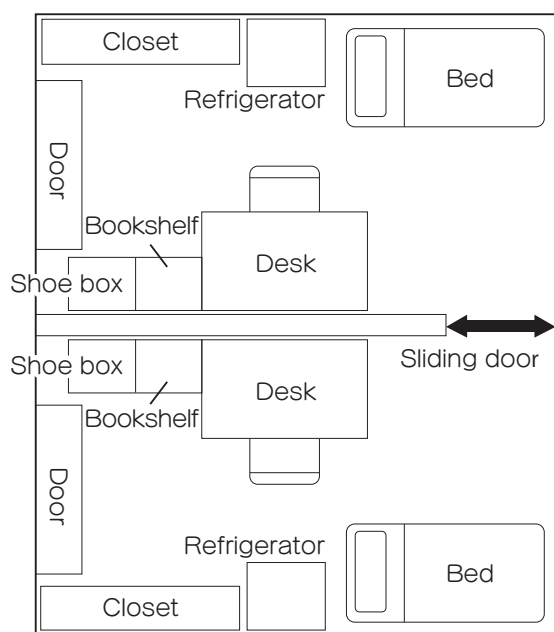
1) Room Type

AP House has both single and shared rooms. APU will assign you to a room.

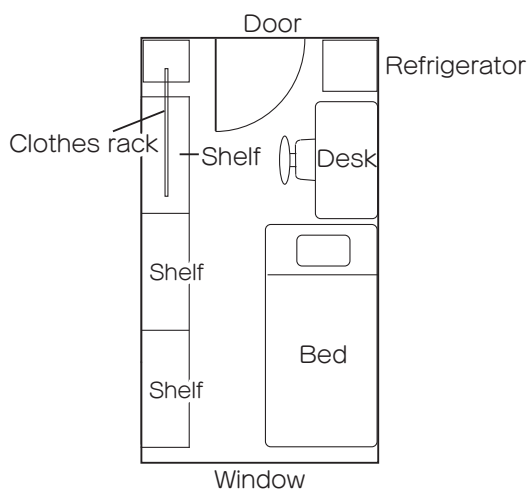
【AP House 1・2: Single type 13m²】



【AP House 1・2: Shared type 13m²】



【AP House 5 10.08m²】



AP House 1 · 2: Desk, chair, bookshelf, lighting, closet, bed, cupboard, bedding (pillow, sheets, blanket, comforter, futon mat), refrigerator, air conditioner/heater, shoe box, internet connection (Wi-Fi), sink, toilet

- Shared rooms are not equipped with a sink or toilet.

AP House 5: Desk, chair, shelf, lighting, clothes rack, bed, bedding (pillow, sheets, blanket, comforter, futon mat), refrigerator, air conditioner/heater, shoe rack, internet connection (Wi-Fi), umbrella stand

II. Academic Information

Please refer to the following website for the APU curriculum.

Academic Information
<https://en.apu.ac.jp/academic/>

B. Academic and Student Life Information

(2) English Subjects

English Standard Track

Subject Name (credits)		Placement Score (GSE)	Required / Elective	Registration
Elementary English A (4)	Elementary English B (2)	< 35	Required	Registered by University
Pre-Intermediate English A (4)	Pre-Intermediate English B (2)	35 - 38	Required	Registered by University
Intermediate English A (4)	Intermediate English B (2)	39 - 43	Required	Registered by University
Upper-Intermediate English A (4)	Upper-Intermediate English B (2)	44 - 49	Required	Registered by University
Language for Specific Purposes	English for Discussion and Debate (2)		Elective	Registered by student
	English Proficiency Test Preparation Course I (2)			
	English Proficiency Test Preparation Course II (2)			
	English Proficiency Test Preparation Course III (2)			
	English for Journalism (2)			
	Business English A (2)			
	English for Hospitality and Tourism (2)			
English Communication Skills (2)				

English Advanced Track

Subject Name (credits)		Placement Score (GSE)	Required / Elective	Registration
Advanced English 1A (4)	Advanced English 1B (2)	50 - 59	Required	Registered by University
Advanced English 2A (4)	Advanced English 2B (2)	60 - 63	Required	Registered by University
Language for Specific Purposes	English in the Media (2)		Elective	Registered by student
	TESOL (2)			
	Business English B (2)			
	English Novel Reading (2)			

Students who wish to take Language for Specific Purposes in the English Advanced Track may do so by completing "Advanced English 1A and 1B".

(3) Asia Pacific Languages (AP Languages)

APU offers "Asia Pacific Language" courses in six different languages : Chinese, Korean, Malay-Indonesian, Spanish, Thai, and Vietnamese. It is necessary to fulfill the following requirements in order to be able to take AP language subjects:

● Registration Requirements

- Students cannot be native speakers of the course's language. Please check the details at the URL.
https://en.apu.ac.jp/academic/assets/file/common_subjects/aplanguage/Regarding_the_APLanguage_Native_Speakers_E.pdf
- Japanese-basis students must complete or be exempted from "Elementary English A and B" in order to register.
- English-basis students must complete or be exempt from "Japanese Foundation I, II, and III" in order to register.

1. Credit Transfer for Studies Completed at Other Institutions (For First-Year Students Only)

APU understands the significance of learning through a wide range of channels. Therefore, the University will allow first-semester students to transfer credits obtained prior to enrolling at APU under certain conditions. Credits will be transferred only if applicants fulfill the conditions below:

- Credits obtained at another university or junior college before enrolling APU
- Credits obtained as a part-time APU student prior to enrollment

Maximum number of transfer credits accepted: 30 credits

Required Application Documents:

1. Application form
2. Original academic transcript
3. Course syllabus(es) (showing details such as the subject title, course description, grade evaluation, course objectives, number of class hours, and number of classes)

If your transcript and course syllabus are not written in English or Japanese, please submit them with an official English or Japanese translation. If these conditions are not met, your credit transfer application will not be accepted.

Note:

- (1) Applications are only accepted during the application period in the first semester immediately after a student's enrollment at APU. APU will not authorize credit transfers after this period under any circumstances.
- (2) The transferred credits will be converted to APU subject credits. Therefore, the number of credits offered at APU for a course as a result of credit transfer may not be the same as the number of credits you had earned at your previous institution.
- (3) "T" (=transfer) will be shown for all transferred subjects in the evaluation section of the student's grade report.
- (4) Required language subjects and Required subjects for each college are NOT eligible to be transferred.
- (5) If you do not submit all the requested documents, your application will not be accepted.

In addition to the above information, please be sure to check the details on the Academic Information website.
https://en.apu.ac.jp/academic/program/credit_transfer/

2. Second Year Transfer Overview

Credit Transfer

At APU, credit transfer is done in a way that enables students to make efficient use of their years at APU, while respecting the education system of their previous educational institution and ensuring that students can successfully complete their studies at APU.

If you are transferring to APU as a second-year student, you may transfer **up to 30 credits** completed at other institutions. Even if you have completed more than 30 credits at another institution, only a maximum of 30 credits can be transferred. Students must complete 124 credits in order to graduate from APU. If you transfer 30 credits, you will have to complete at least 94 credits at APU. Please be aware that credits earned to obtain a certification, such as a teacher certification, cannot be transferred toward your graduation credit requirement.

1. Credit Transfer Process

Credits earned at a previous institution may be recognized upon enrollment based on the results of the preliminary screening, up to a maximum of 30 credits. The number of credits recognized will vary depending on each individual's preliminary screening results.

2. Approval of Transferred Credits

Credit transfers will be based on the official transcript or graduation certificate from your previous institution. For more details, please refer to the Transfer page on the APU Academic Information website.

https://en.apu.ac.jp/academic/program/transfer_students/

3. Registration for Japanese Language Courses

As a second-year transfer student, you are required to complete 16 credits of Japanese language courses. Your Japanese language level will be decided via the placement test which is held before the semester starts. **This test is mandatory.** Exemption will be decided based upon the results of the placement test, and exempt language credits must be taken from the Language and Common Liberal Arts field instead.

4. Registration for Asia Pacific Language Courses (Optional):

Chinese, Korean, Malay/Indonesian, Spanish, Thai, and Vietnamese

If you wish to take Asia Pacific Language courses, you must meet the following requirements:

- Cannot be a native speaker of the language you wish to register.
- English-basis students must have completed “Japanese Foundation I , II , and III ” or have been exempted.
- If you wish to register for an Asia Pacific Language course in your first semester at APU, approval for registering will depend on your Japanese language placement test results.

5. Supplementary Information

Second-year transfer students – APS and APM

Students will enroll under the 2023 curriculum

Credit Transfer Policy:

- ① The maximum number of transfer credits for second-year transfer student is 30.
- ② Credits will all be transferred within the “Common Liberal Arts Subject” Field
- ③ Credits for required language subjects will not be transferred.

In addition to the above information, please be sure to check the details on the Academic Information website.

https://en.apu.ac.jp/academic/program/transfer_students/

3. Third Year Transfer Overview

Credit Transfer

At APU, credit transfer is done in a way that enables students to make efficient use of their two years at APU while respecting the education system of their previous educational institution and ensuring they are able to complete their studies, focusing primarily on their major subjects, in accordance with the mission of their college.

If you are transferring to APU as a third-year student, you may transfer **up to 62 credits** completed at other institutions. Even if you have completed more than 62 credits at another institution, only a maximum of 62 credits can be transferred. Students must complete 124 credits in order to graduate from APU. If you transfer 62 credits, this means you will have to complete at least 62 credits at APU. Please be aware that credits taken to obtain a certification, such as a teacher certification, cannot be transferred toward your graduation credit requirement.

1. Credit Transfer Process

Credits earned at a previous institution may be recognized upon enrollment based on the results of the preliminary screening, up to a maximum of 62 credits. The number of credits recognized will vary depending on each individual's preliminary screening results.

B. Academic and Student Life Information

English-basis Students

Credit Transfer Model

Subject Field		Credit Requirement	Total	Transferred Credits (Standard)
Common education subjects	Japanese language	16	At least 124 credits	16 credits
	Common liberal arts subjects	16		46 credits
	Language education and common liberal arts subjects	8		
Major education subjects in your college		62		—
Other college subjects		0		
Subjects not counted towards graduation		0		

In addition to the above information, please be sure to check the details on the Academic Information website.

https://en.apu.ac.jp/academic/program/transfer_students/

3) Eligibility Review for the APU Tuition Reduction Scholarship

Students awarded the APU Tuition Reduction Scholarship prior to enrollment undergo an eligibility review every semester based on their academic performance. Poor academic performance will result in the cancellation of this scholarship. Therefore, all scholarship recipients are encouraged to study hard in order to show high academic achievements after enrollment. In addition, if you do not take the mandatory yearly medical check-up, your scholarship will be suspended. More information regarding eligibility reviews will be given at guidance sessions during the orientation period, so be sure to attend.

For details, please check the following website. https://en.apu.ac.jp/studentsupport/scholarship_tuition/international/exemption_Undergraduate/

III. Orientation Events

1) Entrance Ceremony

The Entrance Ceremony for April enrollees will be held in the beginning of April. The Entrance Ceremony for September enrollees will be held at the end of September. Details can be found in the Pre-Arrival Handbook which you will receive around 1 month prior to the start of the semester.

2) Placement Tests

① Japanese Placement Test

The Japanese placement test is important for determining the starting level of language classes (Japanese) of newly enrolled students. All English-basis students must take this test.

② English Placement Test

The English placement test is important for determining the starting level of language classes (English) of newly enrolled students. All Japanese-basis students must take this test.

3) New Student Orientation

After entering APU, a series of important sessions are conducted to help students start their life at APU, including the distribution of important documents such as the student ID card, opening a bank account, a mandatory health check-up, and information on how to register for classes, information literacy, etc. All of these sessions are important, so be sure to check in advance which ones apply to you and attend all the appropriate sessions. The detailed schedule will be posted no later than one week before the orientation start date. Please check the dedicated orientation website for more information. (<https://en.apu.ac.jp/studentsupport/orientation/>)

IV. Life at APU

1) Tuition

① Tuition Fee System

The tuition fee is made up of two components, Tuition A (base tuition that is the same amount for all students regardless of their year level) and Tuition B (which varies depending on the year level of each student). A minimum total of 124 credits is required within a standard four year period to graduate from APU.

Even if your registered credits exceed the amount required for graduation, the invoiced amount will remain at 124 credits. However, if you exceed the minimum graduation period, you will need to pay Tuition A (which shall be half of the amount per semester for students in their ninth semester or later) and Tuition B. For students in their ninth semester or later, Tuition B is calculated at 25,000 JPY per credit for the number of credits registered.

② Tuition Fees

Applicants who have applied for the APU Tuition Reduction Scholarship are informed their award result together with their Application Result. The amount required for tuition fees will differ according to the percentage of scholarship awarded. Refer to page 46 for the tuition fees required by scholarship amount.

Note:

- APU Tuition Reduction Scholarship recipients must have obtained a student visa by the time of enrollment at APU.
- The APU Tuition Reduction Scholarship will be revoked if the student fails to obtain a student visa before the enrollment date.
- The APU Tuition Reduction Scholarship only covers the minimum period of study until graduation.
- All students receiving this scholarship undergo a continuation assessment every semester. If the total number of credits obtained or GPA fall below the established criteria, a warning will be issued. Any student who receives two consecutive warnings will have their tuition reduction revoked.

If a student's academic performance is lower than the specified level at the end of their first and second semesters, their tuition reduction scholarship will be revoked from the student's third semester. APU strongly recommends that all students focus on their studies immediately after entering the University.

③ Deadline for Payment

Refer to the table below for your first year tuition fee payment deadlines.

Tuition Fee Payment Deadline (For First Year)

	April Enrollees		September Enrollees	
	Type of Fee	Deadline	Type of Fee	Deadline
Before Enrollment	•Admission Fee •Tuition (A+B)	Refer to the Invoice for Required Enrollment Procedure Fees	•Admission Fee •Tuition (A+B)	Refer to the Invoice for Required Enrollment Procedure Fees
After Enrollment	【Fall Semester】 •Tuition (A+B)	November 30	【Spring Semester】 •Tuition (A+B)	May 31

After enrollment, tuition must be paid in full every semester. Failure to pay the entire amount of tuition by the deadline will result in removal from the register for nonpayment of tuition fees. Once paid, tuition fees will not be refunded for any reason whatsoever.

2) National Health Insurance

In Japan, everyone is required by law to join Japan's National Health Insurance system. If you present your National Health Insurance card when you receive medical treatment from a hospital, you are responsible for only 30% of the cost. International students will go through the registration procedures for the National Health Insurance during the New Students Orientation. There is a system in place to reduce your insurance based on your previous year's income if you submit an income declaration to City Hall and fall under an established income level. Once new students have opened a bank account after entering APU, they can apply to have this premium divided into 10 payments and automatically deducted from their bank account.

3) Information on Local Medical Services

1. APU Health Clinic

The APU Health Clinic is not a full service medical institution and therefore cannot perform medical procedures such as prescribing medication or giving injections and infusions. Students who will require medical care or treatment will need to use off-campus medical institutions.

2. If You Are Currently Receiving Medical Treatment

For those currently receiving medical treatment¹, before starting your enrollment procedures please consult with a physician about whether or not continued treatment will be necessary after enrollment. If continued treatment is necessary, you will be required to submit **a treatment plan** when completing your enrollment procedures. You must also submit **a patient referral document**² once you enter APU.

¹ “Receiving medical treatment” refers to individuals who require such treatment as oral, injectable or topical medication, physical therapy, psychological treatment, etc., as advised by a medical professional.

² The patient referral document (which must include: name of condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese. Please attach an English or Japanese translation if the documents are written in another language.

3. Restrictions on Bringing Medication into Japan

There are strict restrictions on bringing medication into Japan from abroad. It is recommended that you check with your local Japanese embassy or Ministry of Health regarding whether it will be possible to bring the medication³ that you are currently using into Japan before starting enrollment procedures. Please make sure to complete the legal procedures to bring medication into Japan.

(Further Information: Ministry of Health, Labour, and Welfare Homepage "Information for those who are bringing medicines for personal use into Japan" https://www.mhlw.go.jp/stf/seisakunitsuite/bunya/kenkou_iryuu/iyakuhin/kojinyunyu/topics/tp010401-1_00001.html)

³ Injectable Medicine: Injectable medicine that cannot be self-administered must be administered at a medical institution under the supervision of a doctor. However, depending on the facilities of the medical institution, there is a possibility that you may not be able to have the medicine administered. Please also be aware that the APU Health Clinic cannot perform medical procedures such as giving injections.

4. Psychiatric Disorders/Disabilities

(mental illnesses, developmental disorders, sleeping disorders, etc.)

There are no medical institutions in Oita that can treat psychiatric disorders or disabilities in languages other than Japanese. In addition, there are strict restrictions for bringing medication into Japan.

For individuals currently receiving treatment for psychiatric disorders or disabilities and will require treatment after coming to Japan, please inquire with the university **before starting enrollment procedures.**

5. Accessibility

Wheelchair-accessible public transportation within Beppu City is limited. There are currently only a few wheelchair-accessible buses available on the routes used to commute to APU. Accordingly, it is difficult to commute to APU by bus. Students must also contact the bus company in advance to use a wheelchair-accessible bus. APU strives to provide a comfortable learning environment for all students. We kindly request that individuals inquire about accessibility support prior to enrollment.

Any questions should be addressed to the Student Office at the email address below.
class-sp@apu.ac.jp

4) 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.

Further information: <https://www.apu.ac.jp/home/life/content57/>

5) Part-time Employment

Information about part-time jobs is available on websites, magazines, and newspapers, but the numbers are limited. In addition, most of the part-time jobs available will require you to speak Japanese. It may be difficult for international students to find part-time employment, so we suggest preparing enough resources before enrollment to cover your tuition and living expenses.

Before working, students must obtain a work permit in order to hold part-time jobs in Japan. Under an agreement between the Immigration Bureau and APU, applications for Permission to Engage in Activities Other Than Those Permitted by the Status of Residence must be submitted through the university. Applications made directly to the Immigration Bureau will not be accepted.

Do not apply for a work permit if you are receiving a scholarship that prohibits you from having a part-time job. Additionally, be aware that for international students working part-time, there are restrictions on the type of jobs and work hours permitted. (No more than 8 hours per day and no more than 28 hours per week while school is in session, and no more than 8 hours per day and no more than 40 hours per week during long breaks.)

Students who work without obtaining a work permit, work more than the permitted number of hours, or work in prohibited businesses or industries will be subject to severe punishment in accordance with Japanese law, such as deportation from Japan.

6) Non-smoking Campus

In order to eliminate damage to the health of students, staff, and faculty from smoking, the Ritsumeikan Trust is committed to promoting a smoke-free campus. Currently, the APU campus is smoke-free except for two smoking areas. APU provides smoking cessation consultations, fully separate smoking areas, promotion of smoking manners, and other initiatives with the goal of a completely smoke-free campus in the future.

7) Response to Criminal Behavior

APU was established in April 2000 with cooperation from Oita Prefecture and Beppu City, in the form of land grants and approximately 20,000,000,000 JPY in assistance to help build the university. Since its establishment, many companies, organizations, governments, and individuals - together with Oita Prefecture, Beppu City, and the Ritsumeikan Trust - have provided substantial scholarships to students. This demonstrates the public's high expectations for the growth of APU and all of its students. Student life at APU would not be possible without the trust of the local citizens of Beppu City and Oita Prefecture, and we are very grateful for their continued generosity and support.

Many students fully understand the philosophy and history of APU, are engaged in learning and research, actively participate in extracurricular activities and community exchange, and lead fulfilling university lives. However, there are cases of students who commit troublesome or illegal acts in the community (incorrect disposal of garbage, drunk and disorderly conduct, violation of traffic regulations, etc.). The repercussions of troublesome or illegal behavior of one APU student do not only fall on the individual, but also affects the reputation of all APU students and the university as a whole.

Disciplinary Actions

Any action by a student contrary to the laws or regulations set by the University, Japanese government and municipalities, and/or impede on the learning rights of other students, may result in disciplinary action. At APU, students are strongly encouraged to reflect on their actions and are provided guidance to correct their behavior. Student discipline is a form of education, and a way for students to deeply reflect on what they have done and to not repeat it again.

Students are expected to make themselves aware of APU's unique, multicultural learning environment and act accordingly as a member of the university. Before taking action, students should consider if their behavior towards others is based on humanity and mutual respect, and appropriately take part in dialogue that will allow for all opinions to be spoken and heard.

APU will impose strict disciplinary measures for serious violations of the law and other applicable regulations.

Acts Targeted by Disciplinary Actions

Act
Cheating on tests or examinations
Academic misconduct in submitted work such as reports, seminar class submissions, graduation thesis, etc. (plagiarism, etc.)
Conduct that violates information ethics and the proper handling of personal information
Conduct that interferes with a student's studies or research, or with the teaching, research , or other activities of a staff of faculty member.
Harassment
Conduct not befitting a student of this University
Criminal or anti-social acts

Standards for Disciplinary Actions

Violations that warrant disciplinary action will be subject to review by the Student Affairs Committee and disciplinary measures will be determined based on the precedents. Disciplinary measures may vary depending on the severity of the conduct or in cases involving multiple incidents. Disciplinary action may be taken in cases of conduct that is unlawful, violates social order, and/or is contrary to the standard of student conduct—even if it is not listed in the Standards for Student Disciplinary Actions. Students subject to disciplinary action may also be subject to suspension or cancellation of Tuition Reduction Scholarships and other scholarships as stipulated in applicable regulations.

Conduct	Disciplinary Action
Shoplifting ¹	Warning · Suspension · Expulsion
Theft	Warning · Suspension · Expulsion
Unauthorized use of another person's ID or password, or unauthorized course registration	Warning · Suspension · Expulsion
Unauthorized parking near APU	Warning · Suspension · Expulsion
Driving without a valid license	Warning · Suspension · Expulsion
Driving under the influence	Warning · Expulsion
Misuse of a bus pass ²	Warning · Suspension
Possessing or using illegal drugs	Expulsion
Cheating on tests, theses, reports ³	Warning · Suspension · Expulsion
Acts of violence	Warning · Suspension · Expulsion
Sexual assault or sexual relations without clear consent (cases where one person is under physical or emotional distress)	Warning · Suspension · Expulsion
Harassment	Warning · Suspension · Expulsion
Smoking or consumption of alcohol by minors	Warning · Suspension · Expulsion

Notes:

- ¹ Returning or attempting to pay for the item does not forgive any attempted shoplifting, and any disciplinary actions will be issued in the same manner.
- ² Misuse of a bus pass includes the following:
 - Use of a pass outside its valid area
 - Use of an expired pass
 - Use of a pass by someone other than the registered owner (This is considered misuse of a pass even if the individual in question owns a valid pass.)
- ³ For disciplinary actions applying to misconduct during an examination or plagiarism in an essay or report, refer to this page: https://en.apu.ac.jp/academic/exam_grades/plagiarism_policy/

8) Prohibition of Marijuana and Other Illicit Drugs

Students should be aware that the use or possession of marijuana and other drugs is a serious crime subject to severe punishment in Japan. Not only is the use of marijuana and other illicit drugs physically harmful, the criminal and addictive nature of these drugs can seriously affect academic performance.

In Japan, there have recently been successive arrests of university students for possession, cultivation, and use of marijuana and other illicit drugs. As there are students from many different countries at APU, because these drugs may not be illegal in certain countries. Please refrain from using marijuana or other illicit drugs while you are in Japan.

More details for legal treatment : https://www.keishicho.metro.tokyo.lg.jp/multilingual/english/safe_society/law_violations/warning.html

For more information to protect yourself from any crime : https://www.npa.go.jp/english/bureau/organized_crime_department/index.html

Criminal Actions for the Use of Marijuana

Possession for personal use	Up to 7 years imprisonment
Possession for commercial purpose	1 to 10 years imprisonment and a fine up to 3,000,000 JPY
Cultivation	1 to 10 years of imprisonment
Use	Up to 7 years imprisonment

In addition to any applicable criminal penalties, any students will face expulsion from APU, and international students face the additional penalty of deportation and a ban of re-entry to Japan.

9) Driver's Licenses

For driving any motor vehicles including e-scooters, you **MUST** hold a valid Japanese driving license. If you are stopped without a valid driver's license, you could face imprisonment of up to three years and a fine of up to 500,000 JPY. <https://www.npa.go.jp/english/bureau/traffic/index.html>

10) APU Alumni Association

Every student at APU automatically becomes a member of the APU Alumni Association after enrolling. As a current student you will be considered a partial member of the Association, but you are still able to enjoy the benefits of membership and can participate in any of the events. No further application procedures are necessary after enrolling at APU, and a lifetime membership is a one-time payment of 20,000 JPY. International students are invoiced this amount after enrollment. Membership fees are used to support both the APU alumni as well as current APU students.

Being a member of the APU Alumni Association allows you make the most of APU's worldwide network. More than 30 APU Alumni Association Chapters (branches) now exist and can be found all over the world. These chapters can not only help you with your travels, but can also provide business-related assistance you may need in the future.

The Alumni Association also supports current APU students through services such as career consultation sessions (for both job hunting and graduate school), financial support for extracurricular activities, and book donations to the library to assist students' research and study. All of these services are available to you while you are still a student.

After graduation, you become a full member of the Association and can join your local chapter. The Association will partially cover the costs for chapters to hold gatherings, events and even provide free seminars and workshops to its members. Through these interactions, you can expand your social and business networks while also gaining new skills and knowledge.

In other words, the 20,000 JPY for the membership fee will be used for "you" and your alma mater. Please make use of the Alumni Association. The Alumni Association welcomes you with open arms.

For more information on the activities of the APU Alumni Association, please visit the association's website at <http://www.alumni.apu.ac.jp/en/>

B. Academic and Student Life Information

Annual Tuition Fees for 2027 Enrollees

(based on the standard duration of the program)

Note that tuition amounts may be subject to change.

[illegible][illegible]

3rd Year Transfer Enrollees		3rd year			4th year		
		5th Semester (Before Enrollment)	6th Semester	Total	7th Semester	8th Semester	Total
Tuition Reduction Scholarship	none	750,000	750,000	1,500,000	750,000	750,000	1,500,000
	30%	525,000	525,000	1,050,000	525,000	525,000	1,050,000
	50%	375,000	375,000	750,000	375,000	375,000	750,000
	65%	262,500	262,500	525,000	262,500	262,500	525,000
	80%	150,000	150,000	300,000	150,000	150,000	300,000
	100%	0	0	0	0	0	0

① The Ritsumeikan Trust Privacy Policy
<https://en.apu.ac.jp/home/contents/privacypolicy.html/>

② Ritsumeikan Trust Personal Information Protection Regulations
https://en.ritsumeikan-trust.jp/info/privacypolicy/q01_01_e/

③ Public Announcement Based on the Act on the Protection of Personal Information
https://en.ritsumeikan-trust.jp/info/privacypolicy/g01_06_e/

< Provision of Personal Data to Third Parties >

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

- To provide my personal information, grades, course enrollment information, etc., to a parent, guardian (or other guarantor) to ensure their awareness of my course enrollment status, or for the purpose of career guidance, etc.
- To provide my personal information or other necessary information to domestic or foreign partner schools with which Ritsumeikan has academic exchange agreements for the purpose of implementing academic programs.
- To provide my personal information or other necessary information to organizations that administer scholarship programs for the purpose of conducting administrative duties for said scholarship programs.
- To display my first and last name, email address, user ID, and the name of my college/graduate school to other internal users when using Ritsumeikan's web systems.

Ritsumeikan Asia Pacific University
Privacy Policy Pursuant to the EU General Data Protection Regulation (GDPR)

Refer to the website
<https://admissions.apu.ac.jp/regulations/?&lang=en>

Policy Statement on 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.

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 “students with disabilities”).

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 students with disabilities 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 aid in the process of enabling students with disabilities 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 students with disabilities, in a way that will avoid making distinctions between students with and without disabilities, so that all are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on requests for support by the students with disabilities.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Persons with Disabilities, 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 students with disabilities is to ensure that their right to an education and learning is not wrongfully harmed because of their disabilities. 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.

An additional objective of support is to help students with disabilities understand the characteristics of their disability and develop self-advocacy skills to advocate for the types of support and resources they need.

4. Support Framework

Individuals involved in support for students with disabilities will consist of APU faculty and staff in addition to enrolled students. APU will cooperate closely with an external specialist regarding support for persons with disabilities.

A “Consultation Desk for Students with Disabilities” will be set up in the Student Office in order to provide university-wide support to students with disabilities. Support Coordinators for Students with Disabilities will be placed in the Student 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 students with disabilities 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 students with disabilities, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that efforts are appropriately carried out.

5. Protection of Personal Information and Confidentiality

- 1) Support persons who possess knowledge of a personal information of students with disabilities (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 students with disabilities while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

6. Disclosure of Information

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

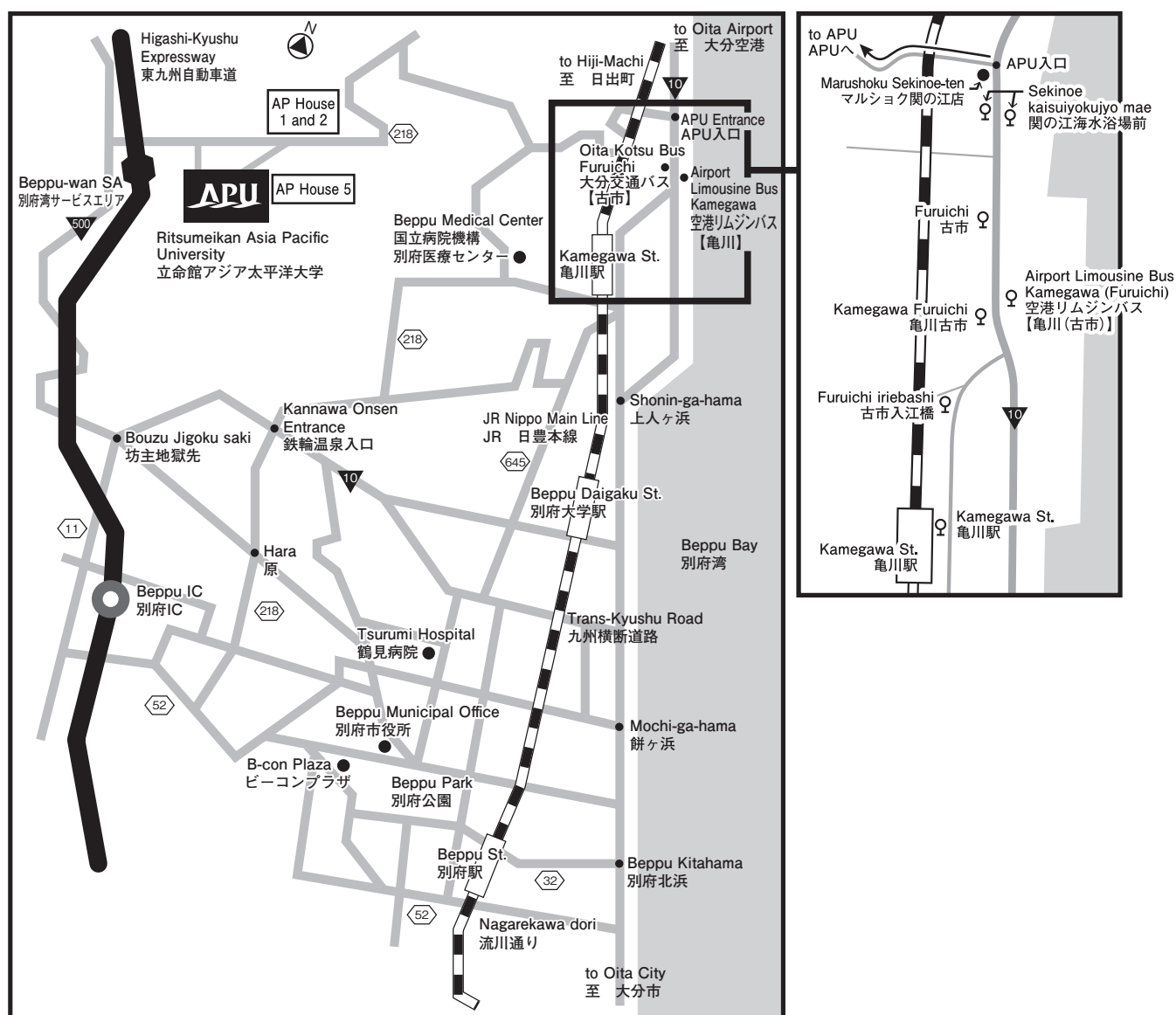
7. The Student Office will be in charge of all administrative matters concerning these guidelines.

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.

For more information regarding the support services available to students at APU.

Please visit <https://en.apu.ac.jp/home/life/content39/>

Campus Access



APU Access Information *() is the approximate ride duration

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 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 Beppu-wan Service Area (APU Bus Stop) (140 min. from Hakata Bus Terminal and 100 min. from Fukuoka Airport International Terminal)

Fares and timetables are subject to change.
Please check before you travel.

Please see page 28 for details.

Campus Map

<https://en.apu.ac.jp/home/contents/campusmap.html/>

Contact List

If you have any questions or concerns about enrollment procedures or your life as an APU student, please contact the relevant office shown below by email.

Nature of Inquiry	Office in Charge	Email / Telephone
Enrollment Procedures	Office of International Admissions	Email applied@apu.ac.jp TEL +81-977-78-1119
Pre-Enrollment Assignment Placement Test	Academic Office	Email cleac@apu.ac.jp
Student services after enrollment (student status, student visa, work permit, housing, scholarships, etc)	Student Office	Email apustu1@apu.ac.jp TEL +81-977-78-1124
AP House (Student Housing) Arrival Assistance Service	AP House Team	Email aph-mi@apu.ac.jp TEL +81-977-78-1901

If you are unsure which office to contact, please inquire with the Office of International Admissions.

APU Overseas Office and Representative

https://admissions.apu.ac.jp/contact_us/

Shape your world



Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University
Office of International Admissions
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
TEL +81-977-78-1119 (English)
TEL +81-977-78-1200 (Japanese)
URL <https://admissions.apu.ac.jp/>