

Ritsumeikan
Asia Pacific University

Admissions Handbook

April/September 2014



**For International Applicants
Residing Outside Japan**

NOT FOR SALE

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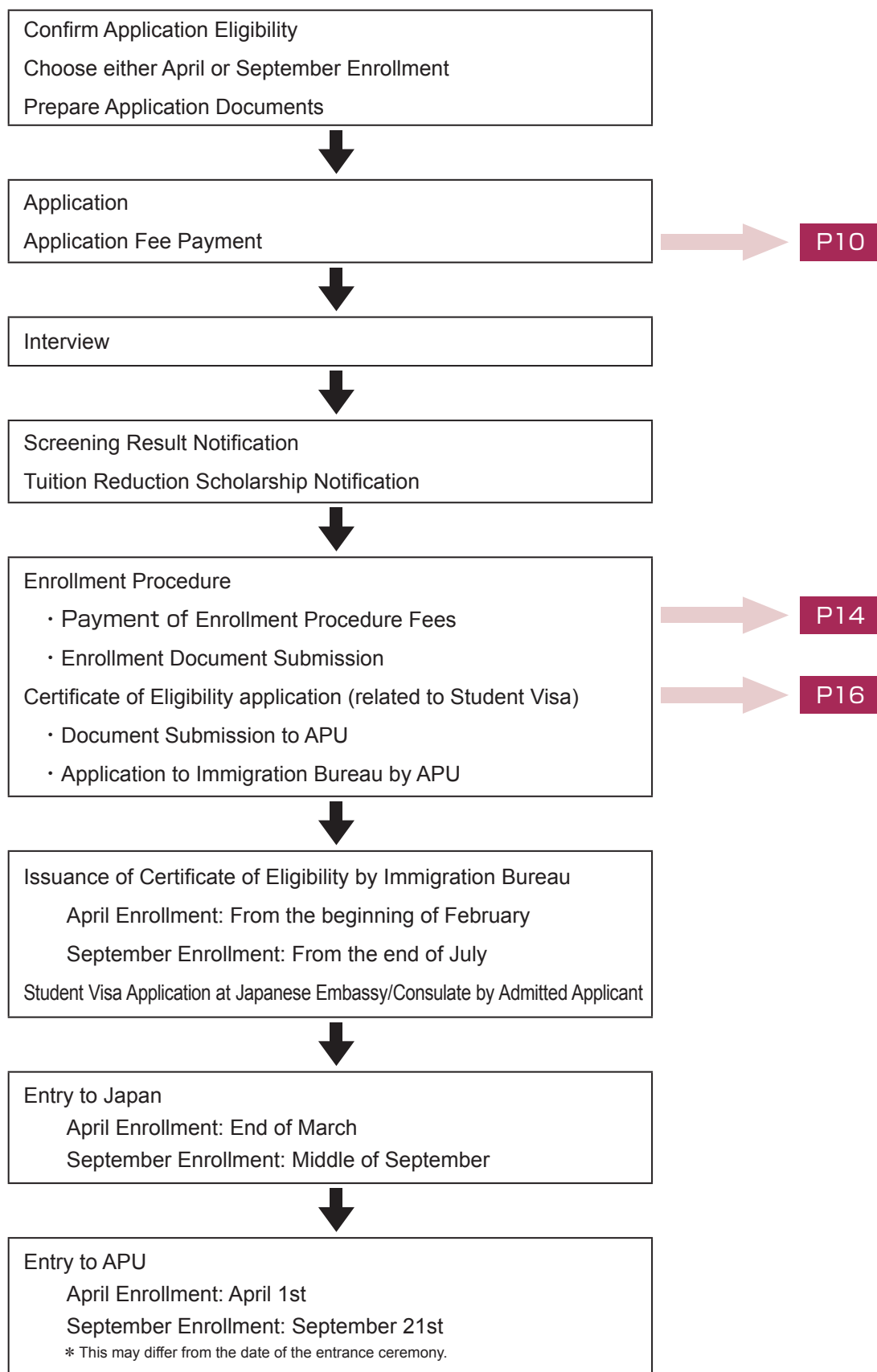
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To apply online, please go to:
<http://admissions.apu.ac.jp>

General Process from Application to Entry to APU

* The following chart explains the general process of entry to APU. It may be different for each individual.



■ Undergraduate Admissions Guidelines ■

This handbook is ONLY for applicants who are residing outside Japan and do not possess Japanese nationality (including dual Japanese nationality) of any form. Transfer student applicants should not use this handbook. If you are unsure of your application method, please contact the Admissions Office for guidance.

1 Screening Schedule

Note that screening schedules vary according to your current country / region of residence.

Screening results will be sent by post and should arrive within a few days according to the schedule below. In order to provide easier access to results, applicants will also be able to check their results on the APU website. Screening and scholarship result notification will not be available by telephone, fax or email.

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

All International Applicants

It will not be necessary for applicants to travel to Japan for their interview.

April 2014 Enrollment

Application Period	Interview Date	Result Notification
June 3, 2013 (Mon) – June 28, 2013 (Fri)	Within 4 weeks after all required application documents have been received (* 1)	July 29, 2013 (Mon)
June 29, 2013 (Sat) – Aug 30, 2013 (Fri)		Sept 30, 2013 (Mon)
Aug 31, 2013 (Sat) – Sept 27, 2013 (Fri)		Nov 5, 2013 (Tue)
Sept 28, 2013 (Sat) – Oct 31, 2013 (Thu)		Dec 2, 2013 (Mon)

September 2014 Enrollment

Application Period	Interview Date	Result Notification
Sept 2, 2013 (Mon) – Sept 27, 2013 (Fri)	Within 4 weeks after all required application documents have been received (* 1)	Nov 5, 2013 (Tue)
Sept 28, 2013 (Sat) – Oct 31, 2013 (Thu)		Dec 2, 2013 (Mon)
Nov 1, 2013 (Fri) – Dec 20, 2013 (Fri)		Feb 3, 2014 (Mon)
Dec 21, 2013 (Sat) – Jan 31, 2014 (Fri)		Mar 3, 2014 (Mon)
Feb 1, 2014 (Sat) – Feb 28, 2014 (Fri)		Mar 31, 2014 (Mon)
Mar 1, 2014 (Sat) – Apr 15, 2014 (Tue)		June 2, 2014 (Mon)

(*1) Additional time may be necessary during the University break period in summer, winter, etc.

International Applicants Residing in Countries Specified Below

* Applicants from these countries may choose to apply according to the schedule below or according to the schedule outlined for "All International Applicants" on p.2.



Korea

April 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
June 3, 2013 (Mon) — June 28, 2013 (Fri)	July 13, 2013 (Sat)	Seoul	Aug 5, 2013 (Mon)
	July 14, 2013 (Sun)		
June 29, 2013 (Sat) — Sept 27, 2013 (Fri)	Oct 12, 2013 (Sat)		Nov 5, 2013 (Tue)
	Oct 13, 2013 (Sun)		
Sept 28, 2013 (Sat) — Nov 29, 2013 (Fri)	Dec 14, 2013 (Sat)		Jan 14, 2014 (Tue)
	Dec 15, 2013 (Sun)		

September 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
Sept 2, 2013 (Mon) — Nov 29, 2013 (Fri)	Dec 14, 2013 (Sat)	Seoul	Jan 14, 2014 (Tue)
	Dec 15, 2013 (Sun)		
Nov 30, 2013 (Sat) — Apr 30, 2014 (Wed)	May 17, 2014 (Sat)		June 2, 2014 (Mon)
	May 18, 2014 (Sun)		



China

April 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
June 3, 2013 (Mon) — July 31, 2013 (Wed)	Aug 24, 2013 (Sat)	Shanghai	Sept 30, 2013 (Mon)
Aug 1, 2013 (Thu) — Nov 15, 2013 (Fri)	Nov 30, 2013 (Sat)	Shanghai Shijiazhuang Chongchin	Dec 24, 2013 (Tue)
	Dec 1, 2013 (Sun)		

September 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
Sept 2, 2013 (Mon) — Nov 15, 2013 (Fri)	Nov 30, 2013 (Sat)	Shanghai Shijiazhuang Chongchin	Dec 24, 2013 (Tue)
	Dec 1, 2013 (Sun)		
Nov 16, 2013 (Sat) — Dec 31, 2013 (Tue)	Jan 19, 2014 (Sun)	Shanghai Beijing Changchun	Feb 3, 2014 (Mon)
	Jan 20, 2014 (Mon)		
Jan 1, 2014 (Wed) — Feb 10, 2014 (Mon)	Feb 22, 2014 (Sat)	Shanghai Wuhan	Mar 17, 2014 (Mon)
Feb 11, 2014 (Tue) — Mar 31, 2014 (Mon)	Apr 12, 2014 (Sat)	Nanjing	Apr 28, 2014 (Mon)



Indonesia

September 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
Sept 2, 2013 (Mon) – Nov 20, 2013 (Wed)	Dec 7, 2013 (Sat)	Jakarta	Dec 24, 2013 (Tue)
	Dec 8, 2013 (Sun)		
Nov 21, 2013 (Thu) – Jan 31, 2014 (Fri)	Feb 15, 2014 (Sat)		Mar 3, 2014 (Mon)
	Feb 16, 2014 (Sun)		
Feb 1, 2014 (Sat) – Mar 31, 2014 (Mon)	Apr 12, 2014 (Sat)		Apr 28, 2014 (Mon)
	Apr 13, 2014 (Sun)		
Apr 1, 2014 (Tue) – Apr 30, 2014 (Wed)	May 17, 2014 (Sat)		June 2, 2014 (Mon)
	May 18, 2014 (Sun)		



Thailand

April 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
June 3, 2013 (Mon) – July 31, 2013 (Wed)	Aug 31, 2013 (Sat)	Bangkok	Sept 30, 2013 (Mon)
	Sept 1, 2013 (Sun)		
Aug 1, 2013 (Thu) – Nov 20, 2013 (Wed)	Dec 7, 2013 (Sat)		Dec 24, 2013 (Tue)
	Dec 8, 2013 (Sun)		

September 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
Sept 2, 2013 (Mon) – Jan 31, 2014 (Fri)	Feb 15, 2014 (Sat)	Bangkok	Mar 3, 2014 (Mon)



Viet Nam

April 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
June 3, 2013 (Mon) – June 28, 2013 (Fri)	July 13, 2013 (Sat)	Hanoi Ho Chi Minh	July 29, 2013 (Mon)
	July 14, 2013 (Sun)		
June 29, 2013 (Sat) – Nov 20, 2013 (Wed)	Dec 7, 2013 (Sat)		Dec 24, 2013 (Tue)
	Dec 8, 2013 (Sun)		

September 2014 Enrollment

Application Period	Interview Date	Interview Place	Result Notification
Sept 2, 2013 (Mon) – Nov 20, 2013 (Wed)	Dec 7, 2013 (Sat)	Hanoi Ho Chi Minh	Dec 24, 2013 (Tue)
	Dec 8, 2013 (Sun)		
Nov 21, 2013 (Thu) – Feb 10, 2014 (Mon)	Feb 22, 2014 (Sat)		Mar 17, 2014 (Mon)
	Feb 23, 2014 (Sun)		
Feb 11, 2014 (Tue) – Apr 30, 2014 (Wed)	May 17, 2014 (Sat)		June 2, 2014 (Mon)
	May 18, 2014 (Sun)		

* Details of interviews conducted in person (date and venue) will be designated by the University and notified to applicants about 10 days after the end of the application period.

2 Admissions Policy

Based on the education beliefs of “Freedom, Peace and Humanity”, “International Mutual Understanding” and “Creating the future of Asia Pacific”, Ritsumeikan Asia Pacific University (APU) gathers diversified students from many countries and regions, and hopes to fulfill the mission of fostering future elites by the exchange of language and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication abilities, and have an international horizon to adapt to changing values.

To fulfill this mission, APU has set its target to recruit domestic and international students who are aiming to be active leaders of the 21st century international society in the Asia Pacific region, and the following colleges are established with the purpose of developing future talents.

☐ College of Asia Pacific Studies

The College of Asia Pacific Studies (APS) was established for the understanding of the politics, economics, social and cultural issues of the Asia Pacific region, and for the purpose of developing students who will resolve the problems in the region through acquisition of basic and specialized knowledge in areas such as International Society, Environmental and Sustainable Development and Tourism. In addition, language proficiency, communication and problem-solving skills are enhanced to help contribute to the future development of the region upon graduation.

☐ College of International Management

The College of International Management (APM) was established for the understanding of the politics, economics, social and cultural issues of the Asia Pacific region. The college hopes to produce students with fundamental and professional knowledge in Business Management and other areas in business. With the learning of corporate strategy and planning, management and intercommunication skills, the graduates are expected to understand the diversified international business arena and contribute to the globalized corporate activities.

APU hopes to realize the above goals by recruiting students from all over the world.

3 Number of Students Accepted

	April 2014 Enrollment	September 2014 Enrollment
College of Asia Pacific Studies	75	117
College of International Management	95	260

4 Application Eligibility

Applicants MUST fulfill both of the following requirements.

☐ Requirement 1: Educational Qualifications

Applicants MUST have completed or be scheduled to complete **ONE** of the following educational criteria before admissions to APU.

- (1) Applicants must have completed a standard **12-year*** course curriculum from a recognized education system.
- (2) Applicants must be at least 18 years of age and have obtained one of the following qualifications.
 - a. International Baccalaureate (awarded by the International Baccalaureate Organization)
 - b. Abitur (issued from Federal Republic of Germany for college entrance)
 - c. Baccalaureate Diploma (issued from the French Republic for college entrance)
- (3) Applicants must be at least 18 years of age and have completed their studies at Japanese pre-university preparatory institutions, preparatory schools outside of Japan for students planning to study in Japan or Japanese Secondary school.

* If you have other education qualifications, please send your inquiries to the Admissions Office before applying.

* Submission of at least one of the above documents of proof is required before entering the University.

☐ Requirement 2: Language Proficiency

Applicants must be able to understand lectures in either English or Japanese.

Minimum Japanese Proficiency Requirement			Minimum English Proficiency Requirement			
JLPT Level N1	JLPT Level N2	EJU - Japanese	TOEFL® iBT	IELTS	TOEIC®	Eiken Test
90 points	100 points	220 points (not including the writing section)	61 points	5.5	700 points	Grade pre-1

* Please refer to p. 7 “Documents proving English/Japanese Proficiency” for details on the required language proficiency certifications.

5 Application Documents



The application form is in a separate booklet. It can also be downloaded at <http://admissions.apu.ac.jp>

IMPORTANT

1. Applicants are to complete the application form and related documents by themselves. English basis students should write in English while Japanese basis students should write in Japanese.
2. It is a regulation to submit original certificates. For documents that are neither written in English nor Japanese, please attach an official translation with the translator's name, contact details and signature. ONLY translations by the document-issuing organizations, translation companies and certified translators will be accepted.
3. Only original documents that cannot be reissued will be returned to the applicants upon request.
4. Acceptance to the University will be revoked if any false information or forgeries are found within the submitted documents, even after enrollment.

Regarding Online Applications

1. Go to the APU Admissions homepage (<http://admissions.apu.ac.jp>) to access the online application and input your information.
2. Because you may pay your application fee by credit card when submitting an application online, you do not incur any money transfers fees.
3. Those who apply online MUST also send the required certifications, transcripts, diplomas, etc. BY POST to the APU Admissions Office.

☐ Required Documents for All Applicants

		Can Submit Online
1. Undergraduate Application Form	Applicants must complete all forms by themselves and attach a photograph directly to the application form in the provided space.	●
2. Academic Transcripts	Academic Transcript Requirements Those applicants yet to graduate from high school are required to submit 2 - 2.5 years of their current academic transcript. <div> Applicants from countries and regions that do not satisfy the 12 years of standard education Please note that additional documents may be required for applicants who are not recognized as having a standard 12 years of education. Please refer to page 12 for a list of the required additional documents for specified countries/regions. </div>	

	<p>Additional Required Documents For those who have taken the following examinations, please be sure to submit the official transcript together with your application.</p> <p>① Mandatory or standardized national test results to enter university (Applicable only to those who have taken such an examinations):</p> <p>Senior Secondary School Certificate Examination Results, GCE AS Level/A Level (for GCE A Level, applicants from Sri Lanka and Singapore must submit results from three subjects and all other international applicants must submit a minimum of two subjects), Abitur, Baccalaureate, International Baccalaureate (predicted score accepted), GED, etc.</p> <p>② Standardized test result certificates (only for those who have taken them):</p> <p>EJU - Examination for Japanese University Admission for International Students (Japan and the World + Mathematics (Course 1)), The SAT (Critical Reading + Mathematics + Writing), ACT etc.</p> <p>For those students who have taken the SAT, ACT or GCE (Sri Lanka) examinations, please have your score report forwarded directly to the University.</p> <p>For the SAT, the Institution Code is 2791 For the ACT the Institution Code is 5475</p> <p>* Where a certificate has not recently been published, a certified copy, equivalent to the original, may be accepted if forwarded from the issuing authority. However, the original may be required in some instances.</p>	
<p>3. Documents proving English/Japanese Proficiency</p>	<p>English-basis Applicants</p> <p>Please submit one of the following. Test results are valid for two years from the date of the test up until the date of application. The date of application is the postmark date of your submitted application or, if applying online, the recorded date of your complete online application.</p> <p>TOEFL® Official Score Report iBT 61 points and above IELTS (Academic) Test Report Form 5.5 and above TOEIC® Official Score Certificate 700 points and above EIKEN Test in Practical English Proficiency (実用英語技能検定) Grade pre-1 and above</p> <p>* TOEFL®-ITP, IELTS (General Training Module), TOEIC®-IP are not accepted.</p> <p>For TOEFL® and IELTS results, applicants must request the test center to send the score reports to APU directly. The institution code of APU is 2791.</p> <p>In addition, please provide the following information for TOEFL® iBT and IELTS in the application form, if possible. TOEFL® iBT: Registration Number IELTS: Test Report Form (TRF) Number</p> <p>* If you are unable to submit the above documents, please submit APU's "English Proficiency Evaluation" form. Please note that higher emphasis is placed on test score results during application screening so it is highly recommended that you submit one of these test scores.</p> <p>* Applicants from Australia, Canada, Ireland, New Zealand, Singapore, the United Kingdom and the United States who have undertaken their official education in the English language for the most recent 6 years are not required to submit the above documents.</p> <p>* If you also have documents that prove Japanese language proficiency, please submit the appropriate certifications.</p>	

	<p>Japanese-basis Applicants</p> <p>Please submit one of the following. Test results are valid for two years from the date of the test up until the date of application. The date of application is the postmark date of your submitted application or, if applying online, the recorded date of your complete online application.</p> <p>Japanese Language Proficiency Test (JLPT) results and certificate:</p> <p>Level N1: 90 points and above or Level N2: 100 points and above Examination for Japanese University Admissions (EJU) Certificate of Scores - Japanese: 220 points and above (not including the writing section)</p> <p>* If you are unable to submit the above documents, please submit APU's "Japanese Proficiency Evaluation 日本語能力認定書" form. Please note that higher emphasis is placed on test score results during application screening so it is highly recommended that you submit one of these test scores.</p> <p>* Applicants who have undertaken their official education in the Japanese language for the most recent 6 years are not required to submit the above documents.</p> <p>* If you also have documents that prove English language proficiency, please submit the appropriate certifications.</p>	
4. Application Essay	Please follow the application essay guidelines within the application form. Applicants must complete the essay by themselves.	●
5. Certificate of Eligibility / Resident Status Questionnaire	Please follow the questionnaire guidelines within the application form. Applicants must complete the questionnaire by themselves.	●
6. Proof of application fee payment / Bank check	<p>Please submit a copy of the application payment receipt. If you are paying by bank check, please submit the original bank check. Those who submit their applications online may also pay by credit card. (If paying by credit card, you do not need to send a copy of the receipt payment.)</p> <p>* For details of application fee payment, please refer to the section on 6. Application Fee.</p>	● (Only if paying by credit card)
7. Recommendation Letter	<p>The letter must be written by a teacher / professor / supervisor who you have known for at least a year or more.</p> <p>* The letter must be written in English or Japanese. Please attach a translation in either English or Japanese, if the letter is not written in either of the languages.</p>	
8. Passport Copy	<p>Applicants are required to submit a copy of their valid passport, showing their photo, name and passport number. If you already have a valid Japanese visa, please submit a photocopy of your visa.</p> <p>* Applicants who do not have a valid passport are still eligible for application.</p>	
9. Two Identical Photographs (4cm X 3cm)	<p>Two identical photographs taken within 3 months, showing a front view above chest level with a plain background. No cap or hat is allowed. The photograph size MUST be 4 centimeters high by 3 centimeters wide. Photographs may be in color or black and white. Please write your name and nationality in English on the back of the photographs. Please affix one of the photographs directly to the application form.</p>	

□ **Additional Documents for Submission (If Applicable)**

		Can Submit Online																		
1. APU Tuition Reduction Scholarship Application	<p>Applicants who wish to apply for the APU tuition reduction scholarship are required to complete the application by themselves according to the guidelines in the application form.</p> <p>Individuals who will obtain the Student visa as described in the Immigration Control and Refugee Recognition Act before enrollment are eligible to apply for the APU tuition reduction scholarship at the time of application. If you already possess a visa for Japan and you do not change your status of residence to “Student” before enrollment, your APU tuition reduction scholarship will be revoked, even if you are awarded with the scholarship in your letter of acceptance.</p> <p>This scholarship is made available by the financial contributions of domestic and international companies and individuals, together with the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT), that support the ideals of APU, and its purpose is to help reduce the financial burden for outstanding international students of lesser financial means. Students awarded with this scholarship are expected to serve as role models for their country.</p> <p>The scholarship will remain valid until graduation, provided that the recipient manages to maintain a good academic record and avoid any misconduct unbefitting that of a scholarship recipient. In case of inappropriate behavior or conduct that tarnishes the reputation of the University, the scholarship will be revoked. Interested applicants are to submit their scholarship application upon understanding of the above.</p> <p>* An overall evaluation of all submitted documents will be conducted along with the application screening, and the scholarship result will be notified together with the application result.</p> <p>* Tuition reduction only covers the least amount of credits required to graduate within the standard period of time.</p> <p>APU Tuition Reduction Scholarship for 1st Year Students in 2014 Academic Year</p> <table border="1"> <thead> <tr> <th></th><th>Annual Scholarship Subsidy</th><th>Annual Tuition fee borne by student</th></tr> </thead> <tbody> <tr> <td>30% Tuition Reduction</td><td>approx. 390,000 yen</td><td>approx. 910,000 yen</td></tr> <tr> <td>50% Tuition Reduction</td><td>approx. 650,000 yen</td><td>approx. 650,000 yen</td></tr> <tr> <td>65% Tuition Reduction</td><td>approx. 850,000 yen</td><td>approx. 450,000 yen</td></tr> <tr> <td>80% Tuition Reduction</td><td>approx. 1,040,000 yen</td><td>approx. 260,000 yen</td></tr> <tr> <td>100% Tuition Reduction</td><td>approx. 1,300,000 yen</td><td>0 yen</td></tr> </tbody> </table>		Annual Scholarship Subsidy	Annual Tuition fee borne by student	30% Tuition Reduction	approx. 390,000 yen	approx. 910,000 yen	50% Tuition Reduction	approx. 650,000 yen	approx. 650,000 yen	65% Tuition Reduction	approx. 850,000 yen	approx. 450,000 yen	80% Tuition Reduction	approx. 1,040,000 yen	approx. 260,000 yen	100% Tuition Reduction	approx. 1,300,000 yen	0 yen	●
	Annual Scholarship Subsidy	Annual Tuition fee borne by student																		
30% Tuition Reduction	approx. 390,000 yen	approx. 910,000 yen																		
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80% Tuition Reduction	approx. 1,040,000 yen	approx. 260,000 yen																		
100% Tuition Reduction	approx. 1,300,000 yen	0 yen																		
2. Extracurricular Activities Report	<p>Students who have participated in cultural/traditional performances, sports competitions, student council, volunteer work, language learning activities and other events are asked to list these activities on the Extracurricular Activities Report. Please only include activities from high school level grade 10 or above (or equivalent of high school level grade 10 or above).</p>	●																		

	The following is a list of acceptable categories of extracurricular activities:	
	Activities	Examples of documents proving participation/achievements
	Study Abroad	Evidence of having studied in an institution outside your native country for the purpose of language education, summer courses or full-time education.
	Student Council/ Volunteer Work/ Independent Activities	Evidence of having participated in the student council, or proof of participation in volunteer/independent activities through certificates or newspaper articles etc. Awards or certificates for having participated in any speech/debate contests, or any other academically orientated competitions.
	Secondary Language Proficiency	Official language proficiency test scores for a second language (Japanese language test scores for English basis students and English language test scores for Japanese basis students). Please send the original score report.
	Cultural/ Traditional Arts	Awards or certificates for having participated in any type of concerts or musical performances.
	Sports	Awards or certificates for having participated in tournaments or competitions or having participated as a team manager.
	Academic Competitions	Awards or certificates in academic competitions.
	Internship	Evidence of having participated in an internship program.
	Other Academic or Language Proficiency	TEPS, CU-TEP, Examination for Japanese University Admissions (EJU), etc.
	Other Activities	Evidence of participation in any other activities, events, scholarship awards or languages, etc.
3. Extracurricular Activities Certificates	For each activity you include on the 2. Extracurricular Activities Report, please submit a copy (A4 size) of an official certificate or other document proving your participation or achievements.	
4. Certification of scholarships received from organizations other than APU	Applicants who are due to accept scholarships offered by organizations other than APU after their admission are required to submit proof of the scholarship award (English or Japanese).	

6 Application Fee

Please pay the application fee using one of the three following methods through a bank or financial institution. Please attach a copy of the payment receipt along with your application documents.

a. Bank Transfer



Payment in Japanese Yen

Fee Amount : **5,000 Japanese Yen**
 Payment Purpose : Application Fee
 Contact Details : Applicant's Name
 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 Number : 1001673 (Ordinary Deposit Account)
 Account Name : RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST
 Swift Code : SMBCJPJT
 Paying bank transfer fee : Borne by remitter

\$ Payment in US Dollars

Fee Amount : **55 US Dollars**
Payment Purpose : Application Fee
Contact Details : Applicant's Name
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 Number : 290868 (Ordinary Deposit Account)
Account Name : RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST
Swift Code : SMBCJPJT
Paying bank transfer fee : Borne by remitter

* If the application fee is paid in Japan, please send a copy of the payment receipt to the Admissions Office. Please make sure to write the applicant's name and telephone number in the contact details when the payment is made.

b. Bank Check

If it is not possible to pay by bank transfer, the application fee can also be paid by a bank check.

Obtain a bank check for 5,000 Japanese Yen that may be redeemed at a Japanese financial institution, and send it together with your application. To prevent any loss during the mailing process, please correctly fill in the recipient's name. Please fill in the recipient's name in English as "The Ritsumeikan Trust" or in Japanese as [学校法人 立命館].

- * For countries/regions where it is not possible to obtain a bank check in Japanese Yen, a bank check for 55 US Dollars is also acceptable.
- * Any incurred transaction fees will be borne by the applicant.
- * APU will not bear any responsibility for any loss during mailing.

c. Credit Card

Application fee payment by credit card is ONLY available for applications through the online system.

IMPORTANT

1. Applications will not be handled before the application fee is paid. Please pay the application fee before the application deadline.
2. The application fee is non-refundable under any circumstances.
3. Cash or postal money orders will not be accepted. Please do not send cash with your application forms.

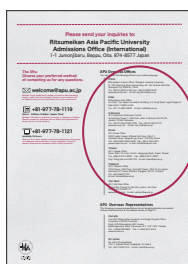
- * The application fee of 5,000 JPY will be used for the following purposes: 3,000 JPY screening fee and 2,000 JPY administration fee.
- * The application fee includes the fee to determine application eligibility.

7 Application Submission

* It is not the responsibility of the University for any loss of the documents in the course of delivery.

1. International applicants residing in the following countries or regions are to submit their application documents on weekdays only or send them by registered mail to the APU Overseas Office in their own country. In case of registered mail, please make sure that it is postmarked by the application deadline.

- **China**
- **India**
- **Indonesia**
- **Korea**
- **Taiwan**
- **Thailand**
- **Vietnam**



← **Please refer to this information.**

2. International applicants residing in all other countries or regions are to send their applications directly to APU by registered airmail or express mail service (DHL, FedEx, OCS, EMS, etc) which must be postmarked by the application deadline.

Address : Ritsumeikan Asia Pacific University
Admissions Office (International)
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
Tel : +81-977-78-1119

8 Screening Method

Application screening is based on all submitted documents and interview. If required, the applicant's school or author of the recommendation letter may be contacted for further information.

9 Additional Documents for Specific Countries/Regions

Applicants from countries and regions that do not satisfy the 12 years of standard education are also required to have completed a certain amount of university education in order to apply to APU.

* With the exception of those who have completed 12 years or the equivalent at an international school.

Applicants from the following countries, who are not recognized as having a standard 12 years of education, are required to submit the following additional documents.

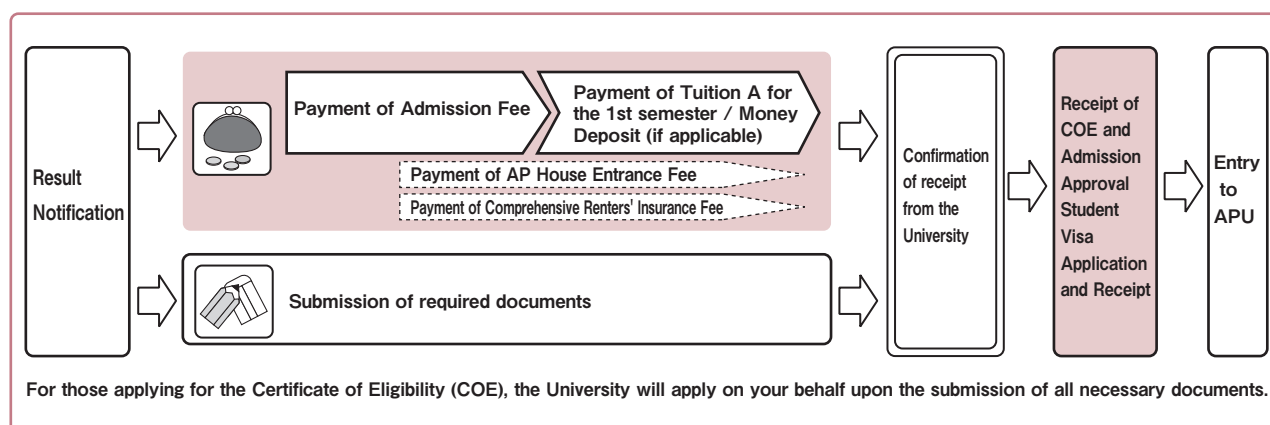
Applicants from any other countries or regions not listed below that do not meet the requirements of a standard 12 year education will also be asked to submit additional documents.

Country/Region	Required Documents
Colombia	Academic transcripts for the first year of university
Kazakhstan	Academic transcripts for the first year of university
Kyrgyz	Academic transcripts for the first year of university
Malaysia (excluding applicants from Chinese Independent Schools)	Applicants who have taken SPM and STPM must submit their results
Mongolia	① Academic transcripts for the first year of university ② Graduation Certificate or Proof of Enrollment for applicant's university (Only documents from universities accredited by the Mongolian Government will be accepted)
Myanmar	① Academic transcripts for the first year of university ② Certificate showing the equivalent of completion of 11 years of a standard education. (Graduation certificate/academic transcripts)
Philippines	① Academic transcripts for the first and second year of university ② Academic transcripts for the third year of high school
Russian Federation	Academic transcripts for the first year of university

* If you are unsure about your required application documents, please contact the Admissions Office for more information.

■ From Acceptance to Admission ■

Successful applicants are required to pay all required admissions procedure payments together with the submissions of documents within the specified deadlines. For more details, please refer to the Handbook for Enrollment Procedures which is sent together with your screening result notification. Please note that the submission of required payments and documents will not be accepted beyond the deadline.



Important Deadlines in the Admissions Procedures

Please confirm the payment deadlines below with the deadline that appears on the “Invoice for Enrollment Procedure Fees” that was sent with your screening result notification.

April 2014 Enrollment

Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
July 29, 2013 (Mon)	Aug 30, 2013 (Fri)	Nov 15, 2013 (Fri)	
Aug 5, 2013 (Mon)			
Sept 30, 2013 (Mon)	Oct 31, 2013 (Thu)	Jan 10, 2014 (Fri)	Nov 29, 2013 (Fri)
Nov 5, 2013 (Tue)	Dec 10, 2013 (Tue)	Jan 31, 2014 (Fri)	Dec 20, 2013 (Fri)
Dec 2, 2013 (Mon)	Jan 10, 2014 (Fri)		Jan 20, 2014 (Mon)
Dec 24, 2013 (Tue)	Jan 31, 2014 (Fri)		
Jan 14, 2014 (Tue)	Feb 10, 2014 (Mon)	Feb 10, 2014 (Mon)	

September 2014 Enrollment

Result Notification	Deadline for Payment of Admission Fee	Deadline for Payment of Other Fees	Deadline for Document Submission
Nov 5, 2013 (Tue)	Dec 10, 2013 (Tue)	Apr 15, 2014 (Tue)	
Dec 2, 2013 (Mon)	Jan 10, 2014 (Fri)		
Dec 24, 2013 (Tue)	Jan 31, 2014 (Fri)		
Jan 14, 2014 (Tue)	Feb 10, 2014 (Mon)		
Feb 3, 2014 (Mon)	Mar 10, 2014 (Mon)	Apr 30, 2014 (Wed)	
Mar 3, 2014 (Mon)	Mar 31, 2014 (Mon)	May 15, 2014 (Thu)	
Mar 17, 2014 (Mon)	Apr 15, 2014 (Tue)	May 30, 2014 (Fri)	
Mar 31, 2014 (Mon)	Apr 30, 2014 (Wed)	June 16, 2014 (Mon)	
Apr 28, 2014 (Mon)	May 30, 2014 (Fri)		
June 2, 2014 (Mon)	June 30, 2014 (Mon)	July 10, 2014 (Thu)	June 30, 2014 (Mon)

■ Enrollment Procedure Fees ■

For enrollment procedures, the payment of the admission fee, tuition fee, AP House entrance fee, comprehensive renter's insurance and money deposit (if applicable) is necessary. Please ensure that you have sufficient financial means before application. For successful applicants, the invoice for the enrollment procedure fees will be sent along with the application results. It is compulsory for prospective enrollees to pay the stated fees in the invoice before the payment deadline. In case of failure to pay before the deadline, acceptance will be revoked.

1 Admission Fee

130,000 Japanese Yen or 1,423 US Dollars

* The admission fee will not be refunded under any circumstances.

2 Tuition Fee

APU tuition fees are composed of a fixed tuition amount plus tuition per course credit. The annual tuition fee amount is calculated by combining 'Tuition A (fixed tuition)' with 'Tuition B (tuition per credit – 20,500 yen per registered course credit)'.

Generally, students need to earn a total of at least 124 credits over four years to graduate from APU. The amount of 'Tuition B (tuition per credit)' is calculated by applying a standard credit model based on a maximum of 124 credits as required for graduation. Actual numbers of credits taken by individual students may vary, but this standard credit model is applied to all students for the purposes of calculating Tuition B.

Tuition Fee for April 2014 enrollees (based on 4 years of studies)

	First Year	Second Year	Third Year	Fourth Year
First-year Student	Spring 2014 + Fall 2014 (Standard Credit Model:30)	Spring 2015 + Fall 2015 (Standard Credit Model:36)	Spring 2016 + Fall 2016 (Standard Credit Model:36)	Spring 2017 + Fall 2017 (Standard Credit Model:22)
	1,299,000 yen	1,422,000 yen	1,422,000 yen	1,135,000 yen

Tuition Fee for September 2014 enrollees (based on 4 years of studies)

	First Year	Second Year	Third Year	Fourth Year
First-year Student	Fall 2014 + Spring 2015 (Standard Credit Model:30)	Fall 2015 + Spring 2016 (Standard Credit Model:36)	Fall 2016 + Spring 2017 (Standard Credit Model:36)	Fall 2017 + Spring 2018 (Standard Credit Model:22)
	1,299,000 yen	1,422,000 yen	1,422,000 yen	1,135,000 yen

* The tuition fee for each individual varies according to the awarded amount of APU tuition reduction scholarship. Please refer to the section on scholarship system for more information.

* Tuition fees may be subject to change.

3 Comprehensive Renters' Insurance

15,100 Japanese Yen or 166 US Dollars

All international students, including those who do not stay in AP House, are to join the insurance program designated by the University. After acceptance, please refer to the issued "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan".

4 AP House Entrance Fee

April 2014 Enrollment.....188,000 Japanese Yen or 2,058 US Dollars

September 2014 Enrollment.....168,500 Japanese Yen or 1,844 US Dollars

To allow international students to adapt to life in Japan without any worries, the University has set up a student dormitory, AP House, for multi-cultural exchange and language learning. New students are required to stay in AP House for their first year of studies (11 months).

Fees Required Before Moving In

	April 2014 Enrollees	September 2014 Enrollees
Moving in Fee * 1	32,000 yen	32,000 yen
Security Deposit * 2	78,000 yen	78,000 yen
Rent * 3	78,000 yen (Rent for 2 months)	58,500 yen (Rent for 1.5 months)
Total	188,000 yen	168,500 yen

* 1 The moving in fee is non-refundable under any circumstances.

* 2 The security deposit serves as a guarantee. In case of non-payment of AP House fees, or any damages done to the room during the period of stay, charges will be deducted from the security deposit, and the remaining amount will be returned upon moving out of the dormitory.

* 3 The monthly rent of AP House for students who will obtain the "Student Visa" (as described in the Immigration Control and Refugee Recognition Act) is 39,000 JPY (including rent, utilities and bedding rental). For international students who will possess other types of visa, the monthly rent for AP House is 49,000 JPY. April enrollees are required to pay 2 months rent in advance (April and May). September enrollees are required to pay 1.5 months rent in advance (From mid-September and October).

5 Money Deposit (ONLY for applicable students)

The money deposit system is created by the University to allow enrollees to deposit their first year of living expenses and tuition fee. This system provides assurance of sufficient financial means during the first year of studies to the Japanese Immigration Bureau in the application process of the Certificate of Eligibility (COE).

- After enrollment, the amount of monthly living expenses will be transferred to the student's designated bank account every month. Students who are staying in AP House will have their dormitory fees deducted directly from their living expenses. Tuition fees will also be deducted and transferred on designated payment dates.
- If the money deposit system is required of the successful applicant, the money deposit payment will be included in the invoice of the enrollment procedure fees, which will be sent together with the notification of screening results. The amount of the money deposit varies according to the amount of awarded APU tuition reduction scholarship, but in principle is comprised of the annual tuition fee borne by the student and living expenses for the first year of studies.

Tuition Reduction	Amount of Money Deposit (Tuition fee borne by student + Living expenses)
No Reduction	approx. 2,200,000 yen (approx. 1,300,000 yen + 900,000 yen)
30% Tuition Reduction	approx. 1,810,000 yen (approx. 910,000 yen + 900,000 yen)
50% Tuition Reduction	approx. 1,550,000 yen (approx. 650,000 yen + 900,000 yen)
65% Tuition Reduction	approx. 1,350,000 yen (approx. 450,000 yen + 900,000 yen)
80% Tuition Reduction	approx. 1,160,000 yen (approx. 260,000 yen + 900,000 yen)
100% Tuition Reduction	900,000 yen (0 yen + 900,000 yen)

6 Living Expenses

Living expenses in Japan are approximately 900,000 yen per year.

■ Procedures Necessary for Enrollment ■

1. Certificate of Eligibility (COE) and Student Visa Obtainment

In order to enter Japan as a student, the following general procedures are required.

- ① **Application for the Certificate of Eligibility at the Japanese Immigration Bureau**
- ② **After being issued with the COE, applicants must proceed to apply for the Student Visa at a Japanese embassy or consulate general in their country or region.**

Regarding the COE application, it is possible for APU to apply for the COE on behalf of the applicants provided that the following criteria are met :

- a. Applicants who are residing outside Japan, and require the COE to obtain a Student visa.
- b. Applicants who have paid the necessary enrollment procedure fees, inclusive of admission fee, tuition fee, AP House entrance fee, comprehensive renter's insurance and money deposit (if applicable) by the stipulated deadline.
- c. Applicants who have submitted all the required documents by the stipulated deadline and are able to prove they possess sufficient finances for their period of studies.
- d. Those applicants deemed appropriate by the University.

Confirmation of the successful applicants' intention of enrollment is necessary for APU to apply for the COE on their behalf. Confirmation is determined upon payment of all enrollment procedure fees.

2. Regarding renewal or change in residency status for those who already possess a visa in Japan

Please renew or change your visa as necessary. Please note that tuition reduction scholarships will be revoked for those who receive a tuition reduction scholarship but do not change their residency status to "Student Visa" before enrolling.

Personal Information Policy

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

(1) Purpose of Use of Personal Information

- i To carry out the admissions process, such as screening, etc.
- ii To notify results
- iii To send enrollment-related documents
- iv To complete the procedures to attain the Certificate of Eligibility to issue a VISA
- v To send the orientation guide for new students
- vi To send information on pre-enrollment education
- vii To send information on post-enrollment living matters (accommodation services, personal injury insurance, university co-op, etc.)
- viii To send various questionnaires after admission

(2) Management of Personal Information

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

(3) Outsourcing of Handling of Personal Information

Ritsumeikan Asia Pacific University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan Asia Pacific University and the external organization will sign a contract regarding the appropriate management of personal information.

(4) Statistical Use of Personal Information

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

Organizations Providing Standardized Examinations

Japanese Language Proficiency Test

The Japan Foundation/Japanese Educational Exchange and Services
<http://www.jlpt.jp>

Examination for Japanese University Admission (EJU)

Japan Student Services Organization (JASSO)
<http://www.jasso.go.jp/eju>

TOEFL®

Test of English as a Foreign Language
by ETS: Educational Testing Service
<http://www.toefl.org>

IELTS

International English Language Testing System
by the British Council
<http://www.ielts.org>

TOEIC®

Test of English for International Communication
by ETS: Educational Testing Service
<http://www.toeic.com>

**EIKEN Test in Practical English Proficiency
(実用英語技能検定)**

The Society for Testing English Proficiency
<http://www.eiken.or.jp>

Please send your inquiries to:

Ritsumeikan Asia Pacific University Admissions Office (International)

1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

The 3Rs:
Choose your preferred method
of contacting us for any questions.

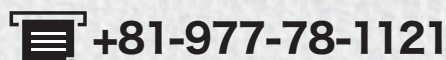


Reliable: If you would like to explain or inform us about anything lengthy, email is the best method. Answers to your inquiries will be explained and you can read them over at your convenience.



Hours: 9:00am~5:30pm (Japan Time)

Relaxed: Talk with an admission counselor in Japanese or English. Questions asked by telephone will not affect your application so please feel free to ask anything.



Available 24 hours

Relieved: If you have questions about the submission of documents or certificates, please fax them to us for evaluation. Please be assured that personal information will be strictly protected.

APU Overseas Offices

You can contact the following offices in your native language.

China

Ritsumeikan Liaison Office, Shanghai Jiaotong University
D, 18F Shentong Xinxi Guangchang, No. 55, Huaihai West Rd.,
Shanghai City 200030, China
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
www.apuchina.com E-mail: apuchina@apu.ac.jp

India

Ritsumeikan India Office
2nd Floor, The Japan Foundation Building, 5-A, Ring Road, Lajpat Nagar-IV,
New Delhi-110024, India
Tel: +91-11-4601-6824 E-mail: india@apu.ac.jp

Indonesia

APU Indonesia Information Center
Summitas Tower I, 10th Floor, Jend. Sudirman KAV.61-62.
Jakarta 12190, Indonesia
Tel: +62-21-252-3708/3709 Fax: +62-21-252-3710
www.apu-ina.com E-mail: apu-ina@apu.ac.jp

Korea

APU Korea Office
#503, Halla Classic Officetel 5th Floor, 824-11
Yeoksam-Dong, Gangnam-gu, Seoul 135-080, Korea
Tel: +82-2-564-3425/3426 Fax: +82-2-564-3427
www.ritsapu-kr.com E-mail: hello@ritsapu-kr.com

Taiwan

APU Taiwan Office
Room 206, 11th Floor, No.51, Hengyang Road, Taipei, Taiwan
Tel: +886-2-2311-2922 Fax: +886-2-2311-2927
http://blog.yam.com/APUTW E-mail: taipei@apu.ac.jp

Thailand

APU Thailand Office
1015 Room, 10th Floor, Serm-Mit Tower, 159/16 Soi Asoke,
Sukhumvit 21 Road, Wattana, Bangkok 10110, Thailand
Tel: +66-2-665-7145
E-mail: thailand@apu.ac.jp

Viet Nam

APU Viet Nam Office
17 Kim Ma Thuong St, Ba Dinh, Hanoi, Viet Nam
Tel: +84-4-37-622-117
www.apujapan.vn E-mail: vietnam@apu.ac.jp

APU Overseas Representatives

The following overseas representatives do not accept application documents.
Please send documents to the address shown on Page 12.

Canada

The UBC-Ritsumeikan Academic Exchange Program Office
University of British Columbia
Room 333 Ritsumeikan-UBC House,
6460 Agronomy Road, Vancouver, B.C. V6T 1W9, Canada
Tel: +1-604-822-9501 Fax: +1-604-822-9515
www.rits.ubc.ca

Sri Lanka

Mr. Harin Gunawardena
183/1, Nawala Road, Nugegoda, Sri Lanka
Tel: +94-714251314 E-mail: harin@apu.ac.jp