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Ritsumeikan
Asia Pacific University

RITSUMEIKAN
ASIA PACIFIC
UNIVERSITY₂₀₂₁

APPLICATION HANDBOOK

APRIL / SEPTEMBER 2021 ENROLLMENT

FOR ALL GRADUATE SCHOOL
APPLICANTS

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

2021 Personal Information Policy

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

1. Purpose of Use of Personal Information

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

2. Management of Personal Information

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

3. Outsourcing Services Associated with the Provision of Personal Data

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

4. Statistical Use of Personal Information

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

Organizations Providing Standardized Examinations

TOEFL® Test

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

IELTS

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

Cambridge English Language Assessment

Cambridge English Language Assessment by Cambridge Assessment English
<http://cambridgeenglish.org>

TOEIC® Test

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

PTE Academic Pearson Test of English Academic by PEARSON

<http://pearsonpte.com/>

TOEIC, TOEFL, TOEFL iBT and TOEFL ITP are registered trademarks of Educational Testing Service (ETS).

This publication is not endorsed or approved by ETS.

L&R is an abbreviation for LISTENING AND READING.

Application Checklist

Please apply online at https://admissions.apu.ac.jp/graduate/apply_online/.

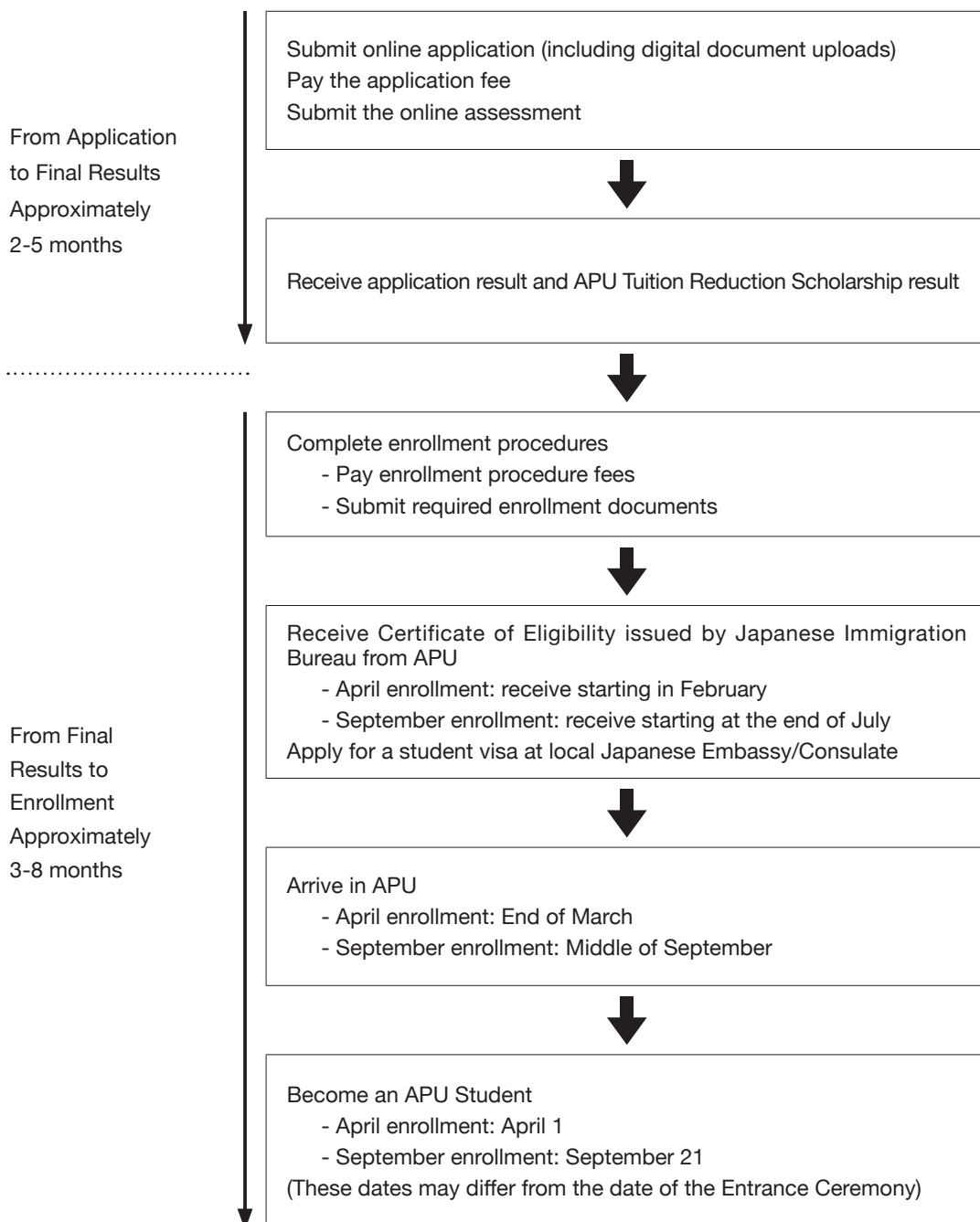
- A digital copy of all required application documents should be submitted through the online application.
- There is no need to print out the documents submitted online and send them to APU at the time of application. All documents submitted online will be treated as the authentic copy.
- For documents not written in English, please also upload an official English translation.

Required Application Information and Documents	☒	Graduate School of Asia Pacific Studies		Graduate School of Management
		Master's	Doctoral	
1. Online Application	☐	✓	✓	✓
1) Applicant Information	☐	✓	✓	✓
2) Personal Statement	☐	✓	✓	✓
3) Research Proposal/Study Plan	☐	✓	✓	✓
4) University Graduation Certificate(s)/ Certificate of Scheduled Graduation	☐	✓	✓	✓
5) Academic Transcripts	☐	✓	✓	✓
6) Curriculum Vitae	☐	IMAT Only		✓
7) Document(s) proving English proficiency Required for all applicants who do not meet the exemption requirements	☐	✓	✓	✓
8) Sample Work or List of Research Achievements	☐	IMAT Only	✓	
9) Two Letters of Recommendation	☐	✓	✓	✓
10) Passport scan (if available)	☐	✓	✓	✓
11) Photographs	☐	✓	✓	✓
12) Supervisor Confirmation Letter	☐		✓	
13) GMAT® Results, GRE® Results	☐	Recommended but not mandatory	Recommended but not mandatory	Recommended but not mandatory
14) Certificate of Employment*	☐			✓
2. Application Fee Payment	☐	✓	✓	✓
Proof of Application Fee Payment	☐	✓	✓	✓
3. Online Assessment	☐	✓	✓	✓
4. Additional Documents (only if applicable)				
1) Residence Card (Only for applicants who already have a valid Japanese status of residence)	☐	✓	✓	✓
2) Proof of scholarships received from organizations other than APU	☐	✓	✓	✓
3) Additional required documents for each external scholarship	☐	✓	✓	✓
4) Designation Page in Your Passport (Only for applicants who have a valid Specified Visa – Designated Activities)	☐	✓	✓	✓

* Internal applicants who intend to enroll at APU in the semester directly after graduating from the undergraduate program do not need to meet the work experience requirement.

After being accepted to APU, enrolling students must submit original documents or certified documents for the uploaded application documents to APU by post. If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if enrolling students are not able to submit hard copies, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

Process from Application to Enrollment to APU



Please note:

Depending on the future situation of the novel coronavirus (COVID-19), the process from application to enrollment to APU noted in this application handbook may be changed.

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To apply online, please go to:
[https://admissions.apu.ac.jp/
graduate/apply_online/](https://admissions.apu.ac.jp/graduate/apply_online/)

ADMISSIONS GUIDELINES

Based on the educational philosophy of promoting Freedom, Peace and Humanity, International Mutual Understanding and the Future Shape of the Asia Pacific Region, Ritsumeikan Asia Pacific University (APU) gathers diverse students from many countries and regions and hopes to fulfill the mission of fostering future global leaders through the exchange of languages and cultures. After completion of their studies, APU graduates should be equipped with intercultural communication skills and the ability to adapt to a changing international horizon.

To fulfill this mission, APU aims to recruit domestic and international students with the potential to be active leaders of the 21st century international society in the Asia Pacific region, and the following graduate schools were established with this purpose.

1 EDUCATIONAL OBJECTIVES

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

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

Graduate School of Asia Pacific Studies

Master of Science in Asia Pacific Studies

The Master's Program in Asia Pacific Studies aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as international relations and social and cultural studies, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Master of Science in International Cooperation Policy

The Master's Program in International Cooperation Policy aims to cultivate human resources who will possess a keen interest in research pertaining to and specialized knowledge and skills necessary for development of the Asia Pacific region in such areas as public administration, environment, development, health and tourism, will achieve practical resolutions for issues in the region, and will contribute to sustainable development and coexistence in the region.

Doctor of Philosophy in Asia Pacific Studies

The Doctoral Program in Asia Pacific Studies aims to foster the advanced capacity for pioneering a new academic discipline (area) necessary for development of the Asia Pacific region and cultivate advanced researchers and highly qualified professionals with doctorate degrees who will contribute to sustainable development and coexistence in the region.

Graduate School of Management

Master of Business Administration

The mission of the Graduate School of Management is to cultivate well-rounded professionals and leaders who will play a central role in resolving management issues at globalizing enterprises and other organizations by imparting advanced management skills, a good understanding of business ethics and a deep insight into globalization.

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

2 ADMISSIONS POLICY

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

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

1. Specialized knowledge and global perspective required to pursue advanced studies in one's graduate school and division
2. Analytical skills, perceptiveness, and aptitude to solve real-world problems
3. Requisite English language proficiency for research and study
4. Desire to contribute to and make full use of a multicultural collaborative learning environment

Graduate School of Asia Pacific Studies

Master's Program in Asia Pacific Studies

1. High-level interest in research pertaining to specialist fields including international relations, social studies, and cultural studies required for the development of the Asia Pacific region and the world at large
2. Strong intention to contribute to sustainable development and coexistence across the world

Master's Program in International Cooperation Policy

1. High-level interest in research pertaining to specialist fields including administration, environmental studies, development, health science and tourism required for the development of the Asia Pacific region and the world at large
2. Strong intention to contribute to sustainable development and coexistence across the world

Doctoral Program in Asia Pacific Studies

1. High-level interest in pioneering new academic disciplines required for the development of the Asia Pacific region and the world at large
2. Aptitude and skills for mastering new academic theories and applications as an independent researcher
3. Strong intention to contribute to sustainable development and coexistence across the world

Graduate School of Management

1. High-level interest in solving the management issues faced by companies and other organizations within global society
2. Ability to contribute innovative ideas to the sustainable development of the Asia Pacific region and the world as a whole, as a well-rounded manager and inclusive leader with a deep sense of social responsibility
3. Analytical skills, perceptiveness, and problem-solving ability acquired through at least three years of workplace experience

In order to admit graduate students compatible with APU's learning environment, research plans, assessment tests, interviews, academic transcripts, and other materials will be used in a multi-faceted evaluation of the aforementioned knowledge, attributes, skills, and intentions.

3 APPLICATION CATEGORY

Before applying, please confirm which category you fall under as the requirements and deadlines differ. The categories are as follows:

Overseas Applicants

All applicants residing outside Japan, excluding Japanese nationals.

Domestic Applicants

All foreign nationals residing in Japan with a visa status **other than short-term** (for example, a Work Visa or a Dependent Visa) and all Japanese nationals whether living in Japan or abroad. Applicants who do not possess Japanese nationality must have a visa which is valid until the time of enrollment at APU. If your current visa will expire within two months of the time of enrollment at APU, please confirm with the Japanese Immigration Bureau whether or not it will be possible for you to extend your current visa or change to a student visa **before applying to APU**.

Internal Applicants

Applicants currently enrolled at Ritsumeikan Asia Pacific University (APU) or Ritsumeikan University.

MASTER'S PROGRAMS

1 NUMBER OF STUDENTS ACCEPTED

Graduate School of Asia Pacific Studies (GSA) Master of Science	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
<u>Asia Pacific Studies (APS)</u> • International Relations (IR) • Society and Culture (SC)	April/ September	15	2 years	2,800,000 JPY
<u>International Cooperation Policy (ICP)</u> • International Public Administration (IPA) • Sustainability Science (SS) • Tourism and Hospitality (TH) • Development Economics (DE)	April/ September	45		
• International Material Flow Management (IMAT) Program*	September Only			

* In addition to tuition, IMAT students must pay a program fee of 200,000 JPY per year. They must also pay administration fees of approximately 172 EUR per semester during the third and fourth semester to Trier University of Applied Sciences, Environmental Campus Birkenfeld.

Graduate School of Management (GSM) Master of Business Administration	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
<u>Business Administration (MBA)</u>	April/ September	40	2 years	3,800,000 JPY

Tuition fees vary on the basis of the awarded Tuition Reduction Scholarship. Refer to page 8 for more information.

Standard Period of Completion

The standard period of completion for the master's programs in the Graduate School of Asia Pacific Studies and the MBA program in the Graduate School of Management is two years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your master's program in less than two years.

The total tuition fees for the programs will not change even if you complete your degree before the standard period of completion. Please refer to the following website for more information:

<http://www.apu.ac.jp/gradinfo/modules/gradinfo/content42/>

2 APPLICATION ELIGIBILITY

Applicants must fulfill the following requirements.

Requirement 1: Educational Qualifications

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

- Have graduated or be scheduled to graduate from a bachelor's program with a standard period of completion of at least 3 years
- Have completed or be scheduled to complete a 16-year standard education curriculum outside of Japan
- Have completed a 15-year standard education curriculum outside Japan and have academic achievements determined to be outstanding by the university
- Be at least 22 years of age and have been individually screened by the graduate school to have the academic ability of a university graduate or higher

If you have other educational qualifications, please contact the Admissions Office before applying.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research, and produce well-written reports in English. **Please refer to page 17 "Documents Proving English Proficiency" for details regarding English language proficiency certification and exemption requirements.**

Minimum English Proficiency Requirement				
TOEFLiBT® Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment
85	6.5	800	58	176

Requirement 3: Work Experience (Graduate School of Management Applicants Only)

Applicants must have at least three years of full-time work experience (including full-time internship experience) by the time of enrollment to APU, preferably in a field related to the desired area of study. (Internal applicants who intend to enroll at APU in the semester directly after graduating from the undergraduate program do not need to meet the work experience requirement.)

Requirement 4: Academic Ability (Internal Applicants Only)

Students who are scheduled to graduate from APU or Ritsumeikan University directly before enrolling into the Graduate School (including those who graduate early or skip grades) must satisfy a cumulative GPA requirement. Students who have a cumulative GPA of 3.00 and above (APU) or 3.50 and above (Ritsumeikan University) are preferred.

3 APPLICATION SCHEDULE

The application will open on **September 1, 2020**, and applicants may submit their application at any time before the deadline for their desired application type. Regardless of the time of submission, applications will not be screened until after the corresponding application deadline.

April 2021 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Sep 23, 2020 (Wed)	Nov 9, 2020 (Mon)	1
General Application 1	✓	✓			
General Application 2	✓	✓	Oct 21, 2020 (Wed)	Dec 7, 2020 (Mon)	2
General Application 3		✓	Dec 9, 2020 (Wed)	Feb 8, 2021 (Mon)	3

September 2021 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic / Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Nov 18, 2020 (Wed)	Jan 18, 2021 (Mon)	4
MEXT Scholarship (UR)	✓				
FUNED Scholarship	✓	✓			
ADB Scholarship 1	✓				5
General / IMAT Application 1	✓	✓			4
ADB Scholarship 2	✓		Feb 24, 2021 (Wed)	Apr 5, 2021 (Mon)	5
General / IMAT Application 2	✓	✓			
General / IMAT Application 3	✓	✓	Mar 31, 2021 (Wed)	May 17, 2021 (Mon)	6
IMAT Application 4	✓		Apr 14, 2021 (Wed)		
General Application 4		✓	Jun 2, 2021 (Wed)	Jul 12, 2021 (Mon)	7
IMAT Application 5		✓			

Please refer to pages 9 – 15 for scholarship information.

*1 This corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on page 25. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

Final Results

The final application and scholarship results will be posted on the admissions website on the final result notification date. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

Admitted applicants will not be allowed to reapply to the same graduate school for the same enrollment period.

DOCTORAL (PH.D.) PROGRAM

1 NUMBER OF STUDENTS ACCEPTED

Graduate School of Asia Pacific Studies (GSA) Doctor of Philosophy	Intake Period	Intake per Year	Standard Period of Completion	Total Tuition
Asia Pacific Studies	April/ September	10	3 years	4,300,000 JPY

Tuition fees vary on the basis of ones awarded Tuition Reduction Scholarship.

Standard Period of Completion

The standard period of completion for the doctoral program in the Graduate School of Asia Pacific Studies is three years. This standard period allows for in-depth study and research and provides greater freedom to create a structured course plan. However, if you fulfill certain requirements after enrollment, it may be possible to complete your doctoral program in less than three years.

The total tuition for the program will not change even if you complete your degree before the standard period of completion. Please refer to the following website for more information:
<http://www.apu.ac.jp/gradinfo/modules/gradinfo/content42/>

2 APPLICATION ELIGIBILITY

Applicants must fulfill the following requirements.

Requirement 1: Educational Qualifications

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

- Have completed or be scheduled to complete a graduate (master's) degree
- Be at least 24 years of age and have been individually screened by the graduate school to have the academic ability of a postgraduate level or higher

If you have other educational qualifications, please contact the Admissions Office before applying.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research, and produce well written reports in English. **Please refer to page 17 "Documents Proving English Proficiency" for details regarding English language proficiency certification and exemption requirements.**

Minimum English Language Proficiency Requirement				
TOEFL iBT® Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English Language Assessment
85	6.5	800	58	176

Requirement 3: Supervisor Confirmation

Applicants must select a doctoral faculty supervisor before submitting their application to APU. In order to apply, applicants must first contact their desired doctoral faculty supervisor via APU's online **Faculty Supervision Request Form** and receive their agreement to act as the faculty supervisor for the duration of the program. You can find the request form and a current list of faculty supervisors here:

https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/request/

After receiving the agreement of a faculty supervisor, applicants must then request a signed **Supervisor Confirmation Letter** from the desired faculty supervisor. The Supervisor Confirmation Letter must be submitted with the rest of the application documents. It can be downloaded from our website:

https://admissions.apu.ac.jp/graduate/material_download/

Important Notes:

1. Applicants need to attach their research proposal, CV or resume, and master's thesis when contacting a potential faculty supervisor via the online Faculty Supervision Request Form.
2. Applicants **must** submit a completed Supervisor Confirmation Letter before the application deadline in order for the application to be considered.
3. Receiving a signed Supervisor Confirmation Letter **does not** mean you have been admitted to the doctoral program. Receiving a signed Supervisor Confirmation Letter only guarantees your eligibility to apply to the program.

3 PH.D. APPLICATION PROCESS

The process for applying to the doctoral program is as follows:

1. Review the faculty supervisors listed on the admissions website (https://admissions.apu.ac.jp/graduate/academics/gsa_doctor/faculty/) and find a supervisor whose research fields match your proposed area of research.
2. Fill out and send the Faculty Supervision Request Form (be sure to upload your research proposal, CV/resume, and master's thesis in the form) and request a signed Supervisor Confirmation Letter, which can be downloaded from our website: https://admissions.apu.ac.jp/graduate/material_download/
3. Receive the Supervisor Confirmation Letter by email.
4. Submit the Online Application (including PDF versions of the required hard copy application documents and the Supervisor Confirmation Letter).
5. Pay the application fee.
6. Submit the online assessment.

4 APPLICATION SCHEDULE

Applications will open on **September 1, 2020**. Applicants may submit their application at any time before the deadline for their desired application type. Regardless of the time of submission, applications will not be screened until after the corresponding application deadline.

April 2021 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic/Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Sep 23, 2020 (Wed)	Nov 9, 2020 (Mon)	1
Doctoral Application 1	✓	✓			
Doctoral Application 2	✓	✓	Oct 21, 2020 (Wed)	Dec 7, 2020 (Mon)	2
Doctoral Application 3		✓	Dec 9, 2020 (Wed)	Feb 8, 2021 (Mon)	3

September 2021 Enrollment

Application Type	Who Can Apply		Application Deadline	Final Result Notification	No.*1
	Overseas Applicants	Domestic/Internal Applicants			
MEXT Scholarship (SGU)	✓	✓	Nov 18, 2020 (Wed)	Jan 18, 2021 (Mon)	4
MEXT Scholarship (UR)	✓				
Doctoral Application 1	✓	✓			
Doctoral Application 2	✓	✓	Feb 24, 2021 (Wed)	Apr 5, 2021 (Mon)	5
Doctoral Application 3	✓	✓	Mar 31, 2021 (Wed)	May 17, 2021 (Mon)	6
Doctoral Application 4		✓	Jun 2, 2021 (Wed)	Jul 12, 2021 (Mon)	7

Please refer to pages 9-15 for scholarship information.

*1 This corresponds to the numbers shown in the Deadlines for Enrollment Procedures section on page 25. Please make sure to check these deadlines before applying. Deadlines will not be extended under any circumstances.

Final Results

The final application and scholarship results will be posted on the admissions website on the final result notification date. Information regarding how to view the final results will be sent to you by email. Please note that inquiries regarding final results will not be accepted.

Admitted applicants will not be allowed to reapply to the same graduate school for the same enrollment period.

SCHOLARSHIPS

1 APU TUITION REDUCTION SCHOLARSHIP

The APU Tuition Reduction Scholarship covers 30%, 50%, 65%, 80%, or 100% of tuition costs during the standard period of program completion. All applicants can apply for this scholarship through the APU online application upon understanding of the following information.

About the Scholarship

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 students. Students awarded with this scholarship are expected to maintain a good academic record, complete the tasks assigned to them, and serve as role models for their country or region.

Application and Selection Process

The scholarship will be decided based on an overall evaluation of the documents submitted for application. Major areas of the application to be evaluated when awarding scholarships are English language proficiency, previous academic records, research proposal/study plan, professional experience (especially for the MBA program), and the online assessment.

Scholarship results will be notified together with the admissions results. The awarded scholarship percentage is final and will not be reconsidered under any circumstances. We strongly encourage applicants to submit their application to APU as early as possible, as earlier applications will have a greater chance at receiving the scholarship. Please note that the APU Tuition Reduction Scholarship will be cancelled if an applicant receives any of the external scholarships listed on pages 9 to 14 that provide a full tuition award.

Assessment for Continuation

A review of academic performance and other criteria will be conducted each semester to determine whether recipients qualify for renewal of the APU Tuition Reduction Scholarship. Provided that the recipients maintain a good academic record, complete assigned tasks on time, and avoid any misconduct unbecoming of a scholarship recipient, their scholarship will remain valid until the standard number of credits required to graduate has been reached. In the case of inappropriate behavior or conduct that tarnishes the reputation of APU, the scholarship will be revoked.

Scholarship Award (Tuition Reduction %)	Amount of Tuition to be Paid by the Student for the First Year	
	GSA (Master's/Doctoral)	GSM
30% Tuition Reduction	910,000 JPY	1,260,000 JPY
50% Tuition Reduction	650,000 JPY	900,000 JPY
65% Tuition Reduction	455,000 JPY	630,000 JPY
80% Tuition Reduction	260,000 JPY	360,000 JPY
100% Tuition Reduction	None	None

Tuition may be subject to change.

2 EXTERNAL SCHOLARSHIPS

APU students are eligible to receive a number of scholarships through organizations outside of APU. Each scholarship has different eligibility requirements and application procedures, so please be sure to review the information on each scholarship organization's website before applying.

Scholarships available by APU program

Scholarship	GSA (Doctoral Program)	GSA (Master's)	GSA (IMAT)	GSM	Application Process
MEXT (SGU)	✓	✓		✓	Apply to APU
MEXT (UR)	✓	✓		✓	Apply to APU
ADB-JSP		✓			Apply to APU
FUNED Scholarship		✓		✓	① Apply to APU ② Apply to organization
Nikkei Leader Scholarship	✓	✓			① Apply to APU ② Apply to organization
Nikkei Scholarship	✓	✓		✓	① Apply to organization ② Apply to APU
MEXT (Embassy)	✓	✓		✓	① Apply to organization ② Apply to APU
AfDB-JADS		✓		✓	① Apply to organization ② Apply to APU

- MEXT (SGU): Japanese Government (MEXT) Top Global University Project (SGU) Scholarship
- MEXT (UR): Japanese Government (MEXT) University Recommendation Scholarship
- ADB-JSP: Asian Development Bank - Japan Scholarship Program
- FUNED Scholarship: FUNDACION MEXICANA PARA LA EDUCACION, LA TECNOLOGIA y LA CIENCIA, A.C.
- Nikkei Leader Scholarship: Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities
- Nikkei Scholarship: The Nippon Foundation Nikkei Scholarship "Dream Come True Project"
- MEXT (Embassy): Japanese Government (MEXT) Embassy Recommendation Scholarship
- AfDB-JADS: African Development Bank - Japan Africa Dream Scholarship

MEXT Top Global University Project (SGU)

About the Scholarship	This scholarship was established at APU after it was selected for the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) Top Global University Project (SGU). Universities selected for this project can provide this scholarship to outstanding international students with excellent academic performance. It also aims to enhance the international competitiveness of Japanese universities. To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.
Eligibility Requirements	1. Intend to study abroad in Japan 2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan 3. Be born on or after April 2, 1986 4. Have achieved a GPA of at least 2.50 on a 3.00 scale at their most recent university Notes: • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship. • Recipients must be able to arrive in Japan during the arrival period stipulated by APU. • Those who apply for this scholarship at APU cannot be applying for it or any other MEXT scholarship at another university. • Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU. • Recipients of this scholarship must have "student" as their status of residence (visa status) in Japan.

Award	• 100% of tuition (covered by the APU Tuition Reduction Scholarship) • 144,000 JPY per month for living expenses (amount subject to change) Notes: • April 2021 Enrollment: this scholarship will be provided for one year from April 2021 to March 2022. • September 2021 Enrollment: this scholarship will be provided for six months from October 2021 to March 2022. • Continuation of this scholarship is possible upon reapplication.
Application and Selection Process	1. Request to be considered for this scholarship within the APU online application and submit the application by September 23, 2020 (for April 2021 enrollment) or November 18, 2020 (for September 2021 enrollment). Additional documents are not required to be considered for this scholarship. 2. APU reviews application documents and selects outstanding candidates to recommend to MEXT. 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results. 4. Selected applicants complete and submit additional MEXT (SGU) application documents to APU. 5. The final scholarship award results are decided by MEXT.

MEXT University Recommendation (UR)

About the Scholarship	This scholarship is awarded to outstanding international students who are recommended by APU. The Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) provides this scholarship with the aim of enhancing the international competitiveness and promoting the active exchange of international students in Japanese universities. To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.
Eligibility Requirements	1. Intend to study abroad in Japan from overseas 2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan 3. Be born on or after April 2, 1986 4. Have achieved a GPA of at least 2.30 on a 3.00 scale at their most recent university Notes: • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship. • Recipients must be able to arrive in Japan during the arrival period stipulated by APU. • Those who apply for this scholarship cannot have received a MEXT scholarship in the past unless they have more than 3 years of educational research experience after the final payment of the previous MEXT scholarship award. • Those who apply for this scholarship cannot be applying for another MEXT scholarship. • Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU. • Recipients of this scholarship must have "student" as their status of residence (visa status) in Japan.
Award	• 100% of tuition (covered by the APU Tuition Reduction Scholarship) • 144,000 JPY per month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	1. Submit the APU application by November 18, 2020 (for September 2021 enrollment). Additional documents are not required to be considered for this scholarship. 2. APU reviews application documents and selects outstanding candidates to recommend to MEXT. 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results. 4. Selected applicants complete and submit additional MEXT application documents to APU. 5. The final scholarship award results are decided by MEXT.

Asia Development Bank – Japan Scholarship Program (ADB-JSP)

About the Scholarship	The ADB-JSP Scholarship aims to provide an opportunity for well-qualified citizens of the Asian Development Bank's (ADB) developing member countries to pursue graduate studies in development-related fields of the Asia Pacific region. APU was selected as a designated institution by ADB in 2010 and will provide this scholarship each year to a few eligible GSA applicants (excluding IMAT program applicants). To be considered for this scholarship, applicants must first apply to APU. APU will then select eligible candidates to recommend to the scholarship organization.
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Eligibility Requirements	1. Be a national of an ADB borrowing member country 2. Not be currently living or working outside of your home country 3. Have at least two years of full-time work experience after obtaining a bachelor's degree at the time of application 4. Be 35 years old or less at the time of application 5. Not already be enrolled in a graduate degree program 6. Not have more than one year of experience studying abroad 7. Not be an executive director, alternate director, management or staff of ADB, nor a consultant or relative of the aforementioned 8. Agree to return to your home country after completion of studies under the program 9. Intend to enroll at APU in September 2021 Notes: • Please refer to the Asian Development Bank website for the country list and further information: https://www.adb.org/site/careers/japan-scholarship-program/main • https://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions • Applicants who have not previously studied abroad and/or are not pursuing a second master's degree will be given preference during the selection process.
Award	• Full admission fee • Full tuition • 144,000 JPY/month for living expenses (amount may be subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	1. Request to be considered for this scholarship within the APU online application and submit the application by February 24, 2021. Along with their application, applicants must upload the following documents: a. Certificate(s) of employment showing at least two years of work experience acquired after receiving a bachelor's degree b. Abstract of a previously written thesis or an example of previous written work and/or list of research achievements to date c. Latest income tax return or proof of annual/monthly salary d. Certification of family income (including the income of the applicant's parents or spouse) e. ADB-JSP application form (available at https://www.adb.org/site/careers/japan-scholarship-program/procedures-applying) 2. APU reviews application documents and selects suitable candidates to recommend to the ADB-JSP. 3. Applicants selected to be recommended for this scholarship are notified with their final APU application results. 4. The final scholarship award results are decided by ADB-JSP.
URL	https://www.adb.org/site/careers/japan-scholarship-program/main

FUNED Scholarship

About the Scholarship	This scholarship is provided to Mexican nationals and is jointly funded by APU and FUNED (Fundación Mexicana para la Educación, la Tecnología y la Ciencia), a private non-profit foundation whose mission is to support the professional development of Mexico's future leaders. To be considered for this scholarship, applicants must first apply to APU. After being accepted to APU, applicants must then apply to the scholarship organization directly.
Eligibility Requirements	1. Be a Mexican national 2. Have achieved a GPA of 8.0 minimum on a 10.0-point scale in their undergraduate program (licenciatura) and hold a first degree Mexican "título" 3. Intend to enroll at APU in September 2021
Award	• 65% of tuition (covered by the APU Tuition Reduction Scholarship) • Credit-scholarships by FUNED covering up to 40% of the total cost of the graduate program (including tuition and living expenses), not exceeding 12,000 USD over two years. The amount provided to each prospective student will be based on the results of FUNED's financial needs evaluation of the applicant, their repayment capability, and a personal interview.

Application and Selection Process	1. Request to be considered for this scholarship within the APU online application and submit the application by November 18, 2020 (for September 2021 enrollment). Additional documents are not required to be considered for this scholarship. 2. Receive final APU application results on January 16, 2021. 3. Submit the application to FUNED by the stipulated deadline during the First Application Period and attend an interview. (Please refer to the FUNED website for details regarding the required application documents and deadlines.) 4. Receive final credit-scholarship results from FUNED by June.
URL	www.funedx.org

Japan International Cooperation Agency (JICA) Scholarship for Nikkei Communities in Latin America and the Caribbean: Program for Developing Leaders in Nikkei Communities (Nikkei Leader Scholarship)

About the Scholarship	The aim of this scholarship program is to assist Japanese emigrants in their resettlement efforts and to help them establish their lives overseas by nurturing future leaders among Nikkei communities. To be considered for this scholarship, applicants must first apply to APU. After being accepted to APU, applicants must then apply to the scholarship organization directly.
Eligibility Requirements	1. Be a Japanese emigrant and descendant (in principle, up to third generation Nikkei) 2. Be a national of Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, Uruguay, or Venezuela 3. Be 40 years old or less as of April 1, 2021 (born after April 2, 1981) 4. Have Japanese language ability sufficient for daily life in Japan 5. Intend to enroll at APU in April 2021 Notes: • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship. • Those who are currently employed must resign or take a leave of absence from work prior to enrolling at APU. • Those who are scheduled to receive a scholarship or financial aid from another organization while studying at APU are not eligible to apply for this scholarship. • Those who plan to engage in employment while studying at APU are not eligible to apply for this scholarship. • Recipients must have "student" as their status of residence (visa status) while studying in Japan and are not allowed to engage in work activities other than those permitted by the Ministry of Justice of Japan.
Award	• Full admission fee • Full tuition • Approximately 5,000 JPY per day for living expenses (amount subject to change) • 100,000 JPY for purchasing daily necessities upon arrival in Japan • 164,000-224,000 JPY moving (housing) allowance • 6,000 JPY document shipping allowance • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	1. If you plan to apply for this scholarship, please contact APU by email (apugrad@apu.ac.jp) by the end of August 2020. APU will inform you individually regarding how to receive the informal written consent from your graduate program supervisor. 2. Receive the acceptance letter from APU 3. Submit the Nikkei Leadership Scholarship application before the stipulated application deadline (Please refer to the scholarship program website for details regarding the required application documents and deadlines. For reference, last year's deadline was September 27.) 4. Attend an interview at a JICA overseas office or at its headquarters in mid-October 2020 5. The JICA headquarters will make the final scholarship decisions in late October 2020. 6. The final scholarship award results are announced by the JICA headquarters via its overseas offices in November 2020.
URL	http://www.jadesas.or.jp/kenshu/jicaleader.html

The Nippon Foundation Nikkei Scholarship "Dream Come True Project" (Nikkei Scholarship)

About the Scholarship	This scholarship project aims to provide opportunities to study in Japan for young Japanese descendants having definite plans and dreams of promoting understanding between their country of residence and Japan as well as contributing to the development of their country of residence and local communities. To be considered for this scholarship, applicants must first be recommended by an overseas Japanese descendant organization and apply to the Nikkei Scholarship directly. Applicants must then apply to APU afterwards.
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Eligibility Requirements	1. Be a Japanese descendant (regardless of nationality, educational background or previous visits to Japan) 2. Be a national of a Central or South American country (Argentina, Bolivia, Brazil, Chile, Colombia, the Dominican Republic, Mexico, Paraguay, Peru, etc.) 3. Be between 18 to 35 years old 4. Be recommended by an overseas Japanese descendant organization 5. Have a dream of acquiring technical knowledge and, after returning home, playing an active role in your country of residence and local community 6. Have a dream of working as a bridge between your country of residence and Japan by making the most of your overseas study experience 7. Be willing to participate in international student volunteer activities and social action programs 8. Intend to enroll at APU in April 2021
Award	• Full admission fee • Full tuition • 130,000 JPY per month for living expenses (amount subject to change) • Up to 50,000 JPY per month for housing expenses • Up to 200,000 JPY for key money • Expenses for group workshops and participation fees for academic conferences • Additional living expenses (student commuter pass, medical insurance premiums, etc.) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	1. Submit the Nikkei Scholarship application by July 31, 2020 (please refer to the scholarship program website for details regarding the required application documents and deadlines). 2. If you submitted an application for this scholarship, contact APU by email (apugrad@apu.ac.jp) by the end of August 2020. APU will inform you regarding the application process and the schedule for up until you receive the Letter of Enrollment Approval (Certificate of Expected Enrollment). 3. Receive the primary scholarship selection results in early September 4. Attend an interview with the Nikkei Scholarship in September/October 2020 5. The final scholarship award results are announced by the Nikkei Scholarship in late October Please be sure to check the website below to see if there are any additional changes from last year.
URL	http://www.jadesas.or.jp/en/kenshu/scholarship.html

MEXT Scholarship (Embassy Recommendation)

About the Scholarship	This scholarship is provided by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) through the recommendation of the Japanese embassy in the applicant's home country. To be considered for this scholarship, applicants must first apply through the Japanese embassy. After receiving the primary screening results from the embassy, applicants will then submit certain documents to APU. Most embassies accept applications around April each year, but please contact the embassy in your home country to confirm their application procedures.
Eligibility Requirements	1. Intend to study abroad in Japan from overseas 2. Not have Japanese nationality and be a national of a country that has diplomatic relations with Japan 3. Be born on or after April 2, 1986 4. Be willing to learn Japanese, be interested in Japan, and be willing to deepen your understanding of Japan after arriving in Japan Notes: • Those who are serving on active military duty or civilians employed by the military at the time of application are not eligible for this scholarship. • Recipients must be able to arrive in Japan during the arrival period stipulated by APU. • Those who apply for this scholarship cannot have received a MEXT scholarship in the past unless they have more than 3 years of educational research experience after the final payment of the previous MEXT scholarship award. • Recipients of this scholarship cannot receive a scholarship from another scholarship organization while studying at APU. • Recipients of this scholarship must have "student" as their status of residence (visa status) in Japan.
Award	• Full application fee • Full admission fee • Full tuition • 144,000 JPY per month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program

Application and Selection Process	1. Contact the embassy for further information 2. Submit application documents to the embassy 3. Receive the primary screening results from the embassy 4. Submit the APU Graduate External Scholarship Application (available at https://admissions.apu.ac.jp/graduate/how_to_apply/external_scholarship/embassy/). Within the application, submit the following documents: a. Copies of all documents submitted to the embassy b. Copy of the embassy's screening result c. Personal Statement (please follow the directions within the application) 5. Receive the "Letter of Acceptance" from APU 6. Submit the "Letter of Acceptance" to the embassy 7. Receive the final decision from the Embassy
URL	https://www.mext.go.jp/a_menu/koutou/ryugaku/boshu/1415352.htm

African Development Bank-Japan Africa Dream Scholarship (AfDB-JADS)

About the Scholarship	This scholarship is open to applicants from African Development Bank member countries with relevant professional experience and a history of supporting their countries' development efforts who are applying to a graduate degree program in energy development and related disciplines. To be considered for this scholarship, applicants must apply to the scholarship organization directly.
Eligibility Requirements	1. Be a national of an AfDB member country 2. Be 35 years old or less 3. Have a bachelor's degree (or equivalent degree) in the energy area (or related field) earned at least 1 years prior to the application deadline 4. Have 1 year or more of recent development-related experience after earning a bachelor's degree (or equivalent degree) 5. Not be living or working outside of your home country 6. Not already be enrolled in a graduate degree program 7. Not be an Executive Director, his/her alternate, and/or staff of all types of appointments of the African Development Bank Group or a close relative of the aforementioned by blood or adoption with the term "close relative" defined as: Mother, Father, Sister, Half-sister, Brother, Half-brother, Son, Daughter, Aunt, Uncle, Niece, or Nephew 8. Agree to return to your home country to contribute to its economic and social development after completion of studies under the program
Award	• Full tuition • 125,000 JPY per month for living expenses (amount subject to change) • Economy class air travel between the home country and APU at the beginning and end of the program
Application and Selection Process	1. Contact the AfDB-JADS for further information 2. Submit application documents to the AfDB-JADS 3. Submit the APU Graduate External Scholarship Application after receiving the primary screening results from the AfDB-JADS 4. Submit your online assessment (including the online recorded interview and assessment tests) 5. APU reviews application documents and selects suitable candidates to recommend to the AfDB-JADS 6. Applicants selected to be recommended for this scholarship are notified with their final APU application results 7. The final scholarship award results are decided by AfDB-JADS
URL	https://www.afdb.org/en/about-us/careers/japan-africa-dream-scholarship-jads-program

3 ADDITIONAL EXTERNAL SCHOLARSHIPS

APU also accepts graduate students on scholarship programs from other organizations. For the following scholarships, applicants must apply directly to the organization. Please refer to their websites for details.

Japanese Grant Aid for Human Resource Development Scholarship (JDS)

<http://jds-scholarship.org/>

The Project for the Promotion and Enhancement of the Afghan Capacity for Effective Development (PEACE)

<http://www.education-japan.org/peace/>

Professional Human Resources Development Project IV (PHRDPIV)

http://www.jica.go.jp/english/our_work/social_environmental/id/asia/southeast/indonesia_c03.html

Japanese Initiative for the Future of Syrian Refugees (JISR)

<https://www.jica.go.jp/syria/english/office/others/jisir.html>

African Business Education Initiative for Youth (ABE Initiative)

<http://education-japan.org/africa/>

4 EXTERNAL SCHOLARSHIPS AVAILABLE AFTER ENROLLING AT APU

Reservation Program for the Monbukagakusho Honors Scholarship for Privately-Financed International Students by Pre-arrival Admission (JASSO Scholarship)

About the Scholarship	This scholarship is awarded to privately-financed international students with excellent academic and character records who have received pre-arrival admission to a graduate school and are facing financial difficulties. APU will apply for this scholarship on behalf of international students once they are accepted to APU. Successful recipients of this scholarship will be informed before enrollment.
Eligibility Requirements	1. Intend to study abroad in Japan from overseas 2. Not have Japanese nationality 3. Privately-financed
Award	48,000 JPY per month for living expenses (amount subject to change) Note: The scholarship award period depends on the time of enrollment: • April 2021 enrollment: 12 months • September 2021 enrollment: 6 months
URL	https://www.jasso.go.jp/en/study_j/scholarships/shoureihi/index.html

The Ryoichi Sasakawa Young Leaders Fellowship Fund (Syfff)

Starting in 2021, this scholarship will be available to students after they enroll in APU's graduate programs. Details will be provided after enrollment.

Other Scholarships Available After Enrollment

Other external scholarships may also be available to students after beginning their studies at APU. If eligible, students can apply for these scholarships through APU's Student Office on campus. Further information about scholarships available after enrollment can be found on our official website (<http://en.apu.ac.jp/home/life/content31/>).

Please note that some of the scholarships listed on the website are only available for undergraduate students and that scholarship details may be provided only in Japanese.

Scholarships available to international students for studying in Japan are also listed on the following website.

Independent Administrative Institution Japan Student Services Organization (JASSO)

https://www.jasso.go.jp/en/study_j/scholarships/index.html

Notes for All External Scholarships

1. Due to the time required to create a bank account and arrival procedures, students will not receive the first installment of living expenses until at least one month after arriving in Japan. Scholarship recipients are therefore advised to bring at least 100,000 JPY along with them to Japan to cover initial expenses.
2. If the applicant cannot arrive in Japan during the set arrival period, travel expenses to Japan will not be paid to applicants expected to receive them. Furthermore, if the arrival is delayed for a considerable period of time, the scholarship may be revoked.
3. Those who have or will receive scholarships from other institutions, including their own government, will not be selected for these scholarships.
4. Any false statements made in the application documents could be grounds for revoking a grantee's scholarship at a later date.
5. The 2021 application guidelines for these scholarships have not yet been announced, so there may be changes to the eligibility requirements and/or scholarship awards. In addition, detailed rules and conditions that applicants must comply with to receive the scholarship are available on each organization's website. Please be sure to confirm the regulations before applying.
6. Applicants are not allowed to apply for multiple external scholarships in the same enrollment period.
7. If you would like to apply for both the Nikkei Leader Scholarship and the Nikkei Scholarship, please consult with both scholarship organizations before applying to APU.

APPLICATION PROCESS

1 ONLINE APPLICATION

1. Visit APU's admissions website and begin your online application (https://admissions.apu.ac.jp/graduate/apply_online/).
2. Upload a digital copy of all required application documents within the online application.
3. After completing all the information and uploading all the required documents, please be sure to submit your online application and pay the application fee by **23:59 (Japan time) on the day of the deadline**.

IMPORTANT Notes for the Online Application

1. Applicants must complete the application and prepare the related documents by themselves. All the information within the application and documents must be submitted in English.
2. Within the online application, please **upload digital copies of the original versions** of the required documents listed on pages 16 – 19. For documents not written in English, please also upload 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.
3. **Acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment.**
4. **After being accepted to APU, enrolling students must submit original documents or certified documents* for the uploaded application documents to APU by post.** If the original or certified documents* submitted after acceptance differ from the digital copies uploaded with the online application, or if enrolling students are not able to submit original or certified documents*, acceptance to APU will be revoked. **Please be sure to keep the original versions of the documents you upload with your online application.**

*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/graduate/material_download/).

Required Documents to be Uploaded by All Applicants

Applicant Information	Please enter all the required information within the online application. Personal information should be entered as shown on your passport. Notes on sex as shown on your passport: Information regarding sex will be used for university registration. As the university application system only provides 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 apugrad@apu.ac.jp. Please refer to page 29 for APU's Policy Statement on Sexual and Gender Diversity.
Personal Statement	Please follow the guidelines in the online application.
Research Proposal/Study Plan	Please follow the guidelines in the online application.
Proof of Application Fee Payment Refer to page 20 for details on the application fee payment.	Please pay the application fee by credit card. You may pay by bank transfer (international or domestic) only if you cannot pay by credit card. After submitting your online application, you will be directed to instructions regarding how to pay the application fee by credit card online or by bank transfer. Once you have completed the payment, please upload the payment receipt within your Application Status Page.
University Graduation Certificate(s)/Certificate of Scheduled Graduation	All applicants must submit proof of graduation from every university attended. If you are currently attending a university for a bachelor's or master's program, you must submit proof that the program will be completed prior to your intended date of enrollment at APU. High school graduation certificates are not required.

Academic Transcripts Original or certified document accepted	All applicants must submit a transcript of grades for all university study to date along with information about the grading system. If you have attended a language school or higher education institution in Japan for any length of time, please also submit academic transcripts and attendance reports covering your entire period of study.
Curriculum Vitae	A summary of the applicant's employment history, qualifications, education, and personal information in tabular form on at most two A4 pages.
Documents Proving English Proficiency	Please upload a digital copy of the original results from one of the accepted English language proficiency exams using the method specified below. If you have taken the TOEFL® iBT Test, PTE Academic, or Cambridge English Language Assessment, please be sure to complete steps ①, ② and ③ in order to submit your test results. Period of Validity • April 2021 Enrollment: Only scores of examinations taken on or after June 1, 2018 will be accepted. • September 2021 Enrollment: Only scores of examinations taken on or after September 1, 2018 will be accepted. Additional Notes for Submitting Results • TOEFL® iBT Test: TOEFL iBT® Special Home Edition (https://www.ets.org/s/cv/toefl/at-home/) and TOEFL ITP® Plus for China* (https://toefl.cn/family-ity.php) are also accepted. You can also submit MyBest scores. ① Request to send the score report to APU directly from the TOEFL website (https://www.ets.org/toefl). The APU institution code is 2791. ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. *Please check the admissions website (https://admissions.apu.ac.jp/graduate/) for additional information regarding the TOEFL ITP® Plus for China including how to submit results. • IELTS: IELTS Indicator (https://www.ieltsindicator.com/) is also accepted. Upload a digital copy of the Test Report Form within the online application. • TOEIC® L&R Test: Upload a digital copy of the original score report within the online application. • PTE Academic: Upload a digital copy of the score report within the online application. • Cambridge English Language Assessment: ① Input the ID Number and Secret Number within the online application. ② Upload a digital copy of the result statement within the online application. TOEFL® ITP Test, IELTS (General Training Module), TOEIC® L&R Test (IP), and PTE General are not accepted. Exemption Requirements The following applicants are exempt from having to provide documents proving English proficiency: Master's applicants • Applicants who have graduated or are scheduled to graduate from a bachelor's or master's degree program in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA. • Applicants who can certify that they have graduated or are scheduled to graduate from a bachelor's or master's degree program offered in English in a country other than those listed above. Doctoral applicants • Applicants who can certify that they have graduated or are scheduled to graduate from a master's degree program in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, Singapore, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA. • Applicants who can certify that they have graduated or are scheduled to graduate from a master's degree program offered entirely in English in a country other than those listed above. • Applicants who can submit a master's thesis or a draft of a master's thesis written in English. (Research report is not acceptable.) Clear documented proof must be included with the application. Proof may be in the form of an official letter from the institution or any other official document such as a transcript indicating the language of instruction. Applicants who do not meet the above requirements will not be considered. No exceptions will be made.

Sample Work or List of Research Achievements Required only for applicants to the doctoral program or IMAT program.	Applicants must submit either examples or a list of previous papers written and/or presentations made which are relevant to their proposed field of study. Ph.D. applicants should also submit a copy of their master's thesis . If the sample work is in a language other than English, please submit an English abstract.
Two Letters of Recommendation	Please request to send the letter of recommendation form directly to your recommenders from within the online application. The letter of recommendation form will be sent from APU to your recommenders by email. One letter must be written by a university instructor who knows you well enough to write the recommendation. The second letter can be written by another instructor, employer, or someone who is a non-relative and knows you on a professional or academic level. Your recommenders should submit their letter of recommendation by your application deadline. Please note that APU will only be able to accept letters of recommendation written in English.
Passport Scan (if available)	If you have a valid passport, please upload a digital copy of the information page showing your name, photograph, and passport number. If you have previously entered Japan, please also submit a copy of your passport pages with the immigration stamps showing your most recent arrival to and departure from Japan. Applicants who do not have a valid passport are still eligible to apply.
Photograph	Please upload a photograph of yourself taken within the past three months, showing a front view above chest level with a plain background. Caps and hats are not allowed. Photographs may be in color or black and white.
Supervisor Confirmation Letter Required only for doctoral program applicants.	Doctoral program applicants must submit a signed Supervisor Confirmation Letter with their application. Please see page 6 for more details. The Supervisor Confirmation Letter may be downloaded from our website: https://admissions.apu.ac.jp/graduate/material_download/
GMAT® Results Recommended but not mandatory.	We highly recommend that MBA applicants submit GMAT exam results, as strong emphasis is placed on GMAT results during the application evaluation process. ① Request to have the score report sent directly to APU from the test center's website. The APU Institution Code: 2791, Program Code: 6VF-X6-86. ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. Test results are valid for five years from the test date. For more information regarding the official GMAT®, please refer to the following website: http://www.mba.com/the-gmat/.
GRE® Results Recommended but not mandatory.	We highly recommend that GSA and MBA applicants submit GRE test results, as strong emphasis is placed on GRE results during the application evaluation process. GRE® General Test at Home (https://www.ets.org/s/cv/gre/at-home/) is also accepted. ① Request to have the score report sent directly to APU from the test center's website. The APU Institution Code: 7116. ② Input the date you requested to have the score report sent to APU within the online application. ③ Upload a digital copy of the score report within the online application. Test results are valid for five years from the test date. For more information regarding the GRE® test, please refer to the following website: http://www.gre.org/.

Certificate of Employment Original only. Required only for MBA applicants.	If you have previous full-time work experience, please upload a digital copy of written proof of your employment. This proof may be in the form of a certificate of employment issued by your employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties. This certificate or letter should also show the name and contact information of the employer in case we need to contact them to confirm the details given. Applicants who wish for their full-time internship experience to be included as full-time work experience must also upload a digital copy of documentation that clearly proves this. This may be in the form of a letter from the internship provider stating the number of hours worked per week and the length of time worked, or an income statement showing the amount paid from that internship. The certificate or letter can be in any format you choose but must be written in English or have an English translation attached. If you do not have three years of full-time work experience at the time of application but will have three full years by the time you enroll at APU, you must submit an official Certificate of Employment verifying your total work experience to the Admissions Office upon enrollment.
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Additional Documents for Submission (if applicable)

Residence Card (both sides) / Certificate of Residence	If you live in Japan and do not possess Japanese nationality: Please upload a digital copy of both sides of your residence card within the online application. If you live in Japan and possess Japanese nationality: Please upload a digital copy of your Certificate of Residence (住民票) within the online application.
Proof of Scholarships Received from Organizations Other than APU Original only.	Applicants who are due to receive scholarships offered by organizations other than APU after admission are required to submit proof of the scholarship award.
Additional Required Documents for Each External Scholarship	Please upload any additional required documents listed under “Application and Selection Process” on pages 9 – 14 for the external scholarship that you are applying for.
Designation Page in Your Passport Only for applicants who have a valid Specified Visa – Designated Activities	If you have a valid Specified Visa – Designated Activities: Please upload a digital copy of the Designation Page in your passport that shows the category of your Specified Visa – Designated Activities (e.g. working holiday, internship). In addition, please confirm with the Japanese immigration bureau in your area of jurisdiction that your status of residence can be changed to “student” while you are residing in Japan. Notify the Admissions Office promptly if you find that your status cannot be changed in Japan.

2 APPLICATION FEE

Please pay the application fee by credit card when you submit the online application. We will accept payment by bank transfer (international or domestic) only if you cannot pay by credit card. Any incurred transaction fees will be borne by the applicant.

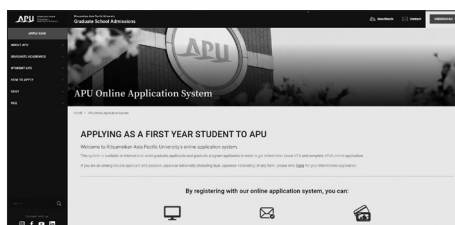
Doctoral applicants currently enrolled in an APU master's program are not required to pay the application fee.

IMPORTANT

1. Applications will not be processed until the application fee is paid. Please make sure to complete the fee payment before the application deadline. Please note that credit card payments will not be possible **after 23:59 (Japan Time)** on the day of the deadline.
2. The payment must be made in Japanese yen (JPY). If you pay by bank transfer (international or domestic), please submit a copy of the payment receipt with your application.
3. Cash or postal money orders will not be accepted.
4. The application fee is not refundable under any circumstances.

Credit Card (only for overseas applicants)

Fee Amount: 5,000 JPY for overseas applicants
Payment Method: You will be able to proceed to the payment page after submitting your online application. After completing the payment, please upload a digital copy of the payment receipt within your Application Status Page.



Bank Transfer (only for applicants who cannot pay by credit card)

Fee Amount: 7,000 JPY for overseas applicants (5,000 JPY for evaluation and 2,000 JPY for administrative purposes)
 35,000 JPY for domestic and internal applicants
Payment Purpose: Application fee
Contact Details: Applicant's Name, Phone Number
Bank Name: Sumitomo Mitsui Banking Corporation 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
Swift Code: SMBCJPJT
 IBAN CODE (if necessary): JP28 SMBC 0721 XXX2 4029 0868
Bank Transfer Fee: Bourne by the remitter

If the application fee is paid in Japan, even if it is paid by a friend or relative in Japan, please write the applicant's name and phone number in the contact details when the payment is made. After completing the payment, please upload a digital copy of the payment receipt within your Application Status Page.

3 ONLINE ASSESSMENT

The online assessment is composed of a recorded video interview, the Watson-Glaser Critical Thinking Appraisal III test, and the Core Abilities Assessment test. The entire online assessment will last approximately 60 – 70 minutes.

Instructions for completing the online video interview and the online assessment will be made available within the online application system **after** you have submitted your application information, uploaded the necessary documents, and paid the application fee. Therefore, please be sure to complete these steps with enough time left to complete the online assessment before the application deadline.

Video Interview (5 – 15 minutes)

For the video interview, you will not be speaking with a person. Instead, through a video interview platform you will see a number of questions on your screen, and you will record your answers to them. Each question will have a set time limit for responding.

Watson-Glaser III Critical Thinking Appraisal (30 minutes)

The Watson-Glaser III Critical Thinking Appraisal (WGIII) measures a person's ability to identify and analyze problems, as well as seek and evaluate relevant information to reach an appropriate and logical conclusion. The assessment reports on three aspects of verbal critical reasoning, specifically the ability to 1) recognize assumptions, 2) evaluate arguments, and 3) draw conclusions, as well as providing an overall measure of critical thinking proficiency.

Further Information about Critical Thinking:

https://admissions.apu.ac.jp/resource/load/documents/Tips_on_Critical_Thinking.pdf

Practice Critical Thinking (Watson Glaser) Test:

<https://www.talentlens.co.uk/company/about-us/practice-aptitude/>

Core Abilities Assessment (20 minutes)

The Core Abilities Assessment (CORE) consists of verbal, numerical, and abstract reasoning items and measures an individual's capacity to learn concepts and tasks, apply sound reasoning, and draw conclusions from information.

Core Abilities Assessment Sample Questions:

https://downloads.pearsonassessments.com/images/assets/caa/example_questions_coreabilities.pdf

4 APPLICATION SUBMISSION

Your application will not be considered complete until you complete the following:

1. Submit your online application (including uploads of the digital copies of all required application documents)
2. Pay the application fee
3. Submit your online assessment (including the online recorded interview and assessment tests)

Applicants who are accepted to APU will be required to send the original version of application documents to the APU Admissions Office by post as part of the enrollment procedures. Please refer to page 24 for more details.

5 EVALUATION METHOD

All applicants are evaluated based on the information provided in their application documents, the video interview, and online assessment tests. If deemed necessary, the Admissions Office may also carry out the following:

- Contact the applicant's place of study or the person who wrote the Letter of Recommendation.
- Ask the applicant for an explanation regarding their original submitted documents.
- Require the applicant to submit additional documents relating to academic background, transcripts, and/or language proficiency.

Overseas Applicants:

In some cases, an additional interview may be required. In this case, the date of interviews will be designated by APU and notified to applicants about two weeks after the end of the application period. Interviews will be held online. It is not necessary for applicants to travel to Japan for the interview.

Domestic/Internal Applicants:

Applicants who do not possess Japanese citizenship must have a visa which is valid until the time of enrollment.

Please note:

Depending on the future situation of the novel coronavirus (COVID-19), the evaluation method noted in this application handbook may be changed.

6 ADDITIONAL REQUESTS FROM APU

After your application is received, we may need to contact you for further information, so please check your email regularly after you have submitted your application.

Please also make sure that APU emails are not directed to your spam box.

7 ADMISSIONS SUPPORT FOR PROSPECTIVE APPLICANTS WITH MEDICAL CONDITIONS OR DISABILITIES

In accordance with the “Ritsumeikan Asia Pacific University Guidelines on Support Services for Students with Disabilities” (refer to page 28), APU offers special support during the admissions process to prospective applicants with medical conditions or disabilities when necessary. For those who would like to request this support, please read the following information carefully and submit the necessary documents.

Requesting Support During the Admissions Process

For prospective applicants who would like to request support during the admissions process, please submit the Admissions Support Request Form provided by APU before applying for admission. If possible, please also submit a medical certificate or patient referral document issued by a physician.

Step 1: Making the Request

- Download the Admissions Support Request Form from our website:
https://admissions.apu.ac.jp/graduate/material_download/
- If you are accepted into APU, you will need to submit a medical certificate or patient referral document. Only documents written in English or Japanese will be accepted. You will need to submit a translation if your document is written in another language.
- Title your email “Request for Support during the Admissions Process” and send your request to apugrad@apu.ac.jp within four weeks prior to the deadline of your intended application period.
- If you are unable to make the submission deadline due to unavoidable circumstances, include the reason in your email to apugrad@apu.ac.jp. Note that even with a reason, late documents may not be accepted.

Step 2: Receiving the Support Request Arrival Receipt

APU will send an email upon receiving the support request documents from the applicant. Upload a digital copy of the receipt that is attached to this email in your online application.

Step 3: Notification of Support Request Results

APU will send the Support Request Results in an email within three weeks after sending out the Support Request Arrival Receipt.

8 INFORMATION ON LOCAL MEDICAL SERVICES

The following describes medical information in Japan, as well as the availability of medical care in and around our university. By providing this information, we hope to ensure a smooth transition for our students to Japan's and APU's medical system. If you have any questions, please contact the Admissions Office.

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 (IV). Students who will require medical care or treatment will need to use off-campus medical institutions.

2. Applicants Currently Receiving Medical Treatment

For those currently receiving medical treatment, please consult with a physician about whether or not continued treatment will be necessary after enrolling. If you wish to continue treatment at a medical institution in Japan after enrollment, please be sure to submit a treatment plan or a patient referral document*¹.

*¹The patient referral document (which must include the name of the condition, symptoms, test results, and course of treatment/treatment plan) must be written in English or Japanese.

3. Restrictions on Bringing Medication into Japan

There are heavy restrictions on bringing medication into Japan from abroad. Prospective applicants must check with their local Japanese embassy or the Japanese Ministry of Health, Labour, and Welfare regarding whether or not it will be possible to bring their currently prescribed medicine*² into Japan. Before coming to Japan, please make sure to complete the legal procedures to bring medication into Japan.

For further information, please refer to the following page on the Ministry of Health, Labour, and Welfare's website:

English: <http://www.mhlw.go.jp/english/policy/health-medical/pharmaceuticals/01.html>

Japanese: <http://www.mhlw.go.jp/topics/0104/tp0401-1.html>

*²Injectable 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 will be unable to have the medicine administered. Please also be aware that the APU Health Clinic will be unable to administer injections.

4. Psychiatric Disorders/Disabilities (Mental illnesses, developmental disorders, sleeping disorders, etc.)

There are no medical institutions near APU which can treat psychiatric disorders or disabilities **in languages other than Japanese**. As mentioned above, there are many restrictions for bringing medication into Japan. For individuals currently receiving psychiatric treatment and who will require treatment after coming to Japan, please consult with your primary care provider and then with the university **before deciding to enroll**.

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. It is advisable for wheelchair users considering APU to inquire with the university about accessibility accommodations before applying.

6. Additional Support

Please contact the Admissions Office if you will require further assistance in your daily life at APU. This will be confidential and will have no bearing on your application's evaluation. You may also contact us after being accepted to APU.

Please note:

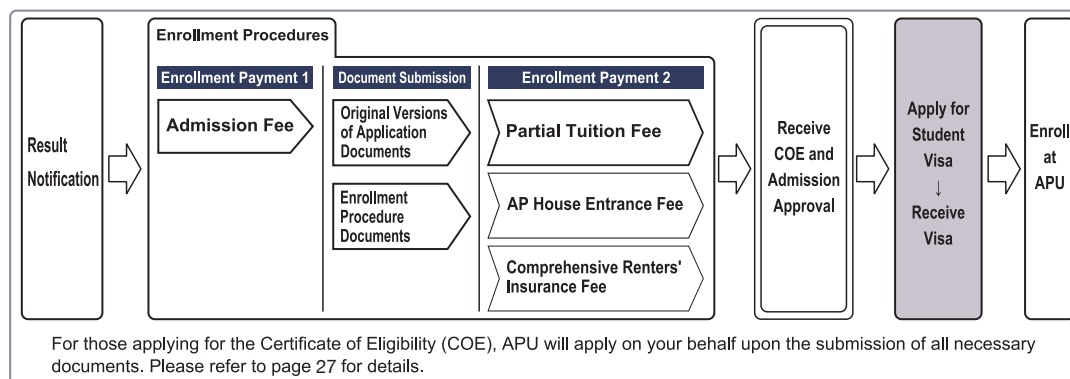
There have been situations in which students were unable to continue receiving prescriptions for the same medicine, or were unable to continue administering self-injections, in Japan. We strongly advise that you make your enrollment decision after consultation with your primary care provider and careful consideration of your medical situation and the circumstances in Japan.

If you have any questions, or if you would like to consult with the university, please contact the Admissions Office at +81-977-78-1119 or apugrad@apu.ac.jp.

FROM ACCEPTANCE TO ENROLLMENT

1 ENROLLMENT PROCESS OVERVIEW

Admitted applicants who wish to enroll at APU must pay all required enrollment procedure payments and submit all required documents within the specified deadlines. For more details, please refer to the Enrollment Procedures Handbook, which will be sent together with your final results. **Please note that the required enrollment payments and documents will not be accepted beyond the specified deadline.**



2 SUBMITTING ORIGINAL VERSIONS OF REQUIRED APPLICATION DOCUMENTS

Enrolling students must submit original versions of the documents uploaded within the online application. Only original documents or certified documents* will be accepted as the original version.

Original Documents to be Submitted After Acceptance

- **Academic Transcripts** Original certificate or certified document*
- **Certificate of Graduation or Certificate of Scheduled Graduation** (if submitted with your application) Original certificate or certified document*
- **Results of Language Proficiency Tests** (if you submitted results for the TOEIC® L&R Test). Original only
- **Certificate of Employment** Original only. Required only for MBA applicants.
- **Translation Documents** Original only
English translations are required for documents written in languages other than English. Please 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.

Important:

1. There may be cases where APU asks you to submit the original version of additional documents other than those listed above.
2. **APU will not return any of the submitted documents, regardless of the certificate type.** Please submit certified documents* for the original documents that cannot be reissued. Please note that submitted certificates will be discarded under APU's Document Preservation Regulation.
3. **If the original or certified documents submitted after acceptance differ from those uploaded with the online application, or if any false information or forgeries are found within the submitted documents, your acceptance to APU will be revoked.**

*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/graduate/material_download/).

3 DEADLINES FOR ENROLLMENT PROCEDURES

Confirm the payment and submission deadlines below with the deadlines that appear on the Invoice for Required Enrollment Fees and Procedures sent together with your final results. All documents must arrive by the deadline specified below.

April 2021 Enrollment

No.	Result Notification	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
1	Nov 9, 2020 (Mon)	Dec 3, 2020 (Thu)	Dec 17, 2020 (Thu)	Jan 14, 2021 (Thu)
2	Dec 7, 2020 (Mon)	Jan 14, 2021 (Thu)		Jan 21, 2021 (Thu)
3	Feb 8, 2021 (Mon)	Feb 25, 2021 (Thu)		Mar 4, 2021 (Thu)

September 2021 Enrollment

No.	Result Notification	Enrollment Fee 1 Payment Deadline	Document Submission Deadline	Enrollment Fee 2 Payment Deadline
4	Jan 18, 2021 (Mon)	Apr 1, 2021 (Thu)	May 13, 2021 (Thu)	May 27, 2021 (Thu)
5	Apr 5, 2021 (Mon)	Jul 1, 2021 (Thu)		Jul 8, 2021 (Thu)
6	May 17, 2021 (Mon)	Jun 24, 2021 (Thu)		Jul 8, 2021 (Thu)
7	Jul 12, 2021 (Mon)	Aug 5, 2021 (Thu)		Aug 19, 2021 (Thu)

4 DOCUMENT SUBMISSION

Please send all enrollment documents directly to APU by registered airmail or express mail service (DHL, FedEx, OCS, EMS, etc.). Submitted documents must reach APU no later than deadline for document submission indicated above. APU will not bear responsibility for any loss of documents in the course of delivery.

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

5 ENROLLMENT PROCEDURE FEES

You must pay the fees listed below in order to complete your enrollment procedures. Please ensure that you have sufficient financial means before applying. If you are admitted, the invoice for the enrollment procedure fees will be sent along with your acceptance package. You must pay the fees stated in the invoice by the payment deadline to enroll. Your acceptance will be revoked if any deadlines are missed.

Enrollment procedure fees for admitted applicants with external scholarships may differ from below. Please contact the Admissions Office for details. The amounts listed below may be subject to change.

Enrollment Fee 1

Admission Fee

200,000 JPY

The Admission Fee will not be refunded under any circumstances. Internal applicants, APU graduates, and Ritsumeikan University graduates are not required to pay the Admission Fee.

Enrollment Fee 2

1. Tuition Fee

You must pay the entire first semester's tuition before enrolling at APU.

GSA Master's/Doctoral Program..... **650,000 JPY**

GSM Master's Program..... **900,000 JPY**

If you applied for the APU Tuition Reduction Scholarship, the tuition fee varies according to the awarded APU Tuition Reduction Scholarship percentage.

APU Tuition Reduction Scholarship Percentage	0%	30%	50%	65%	80%	100%
GSA Master's/Doctoral Program	650,000 JPY	455,000 JPY	325,000 JPY	227,500 JPY	130,000 JPY	0 JPY
GSM Master's Program	900,000 JPY	630,000 JPY	450,000 JPY	315,000 JPY	180,000 JPY	0 JPY

2. AP House Entrance Fee

All graduate students are guaranteed a room in AP House 4 (APU PLAZA OITA), one of APU's student housing facilities, which will help them adapt to their new life in Japan and to concentrate on their studies.

AP House 4 is located off campus in downtown Beppu. It takes about 30 minutes to campus by local bus.

AP House Entrance Fee Breakdown

Semester of Enrollment	April	September
Moving In Fee* ¹	33,000 JPY	33,000 JPY
Security Deposit* ²	98,000 JPY	98,000 JPY
Rent* ³	98,000 JPY	73,500 JPY
Total	229,000 JPY	204,500 JPY

^{*1} The moving in fee is not refundable under any circumstances.

^{*2} The security deposit serves as a guarantee. In the event that you fail to pay rent, or if any damage is done to the room during your period of stay, charges will be deducted from the security deposit and the remaining amount will be returned to you upon moving out.

^{*3} April enrollees are required to pay two months of rent in advance (April and May), while September enrollees are required to pay one and half months of rent in advance (from mid-September and October). The rent for AP House is 49,000 JPY/month.

3. Comprehensive Renters' Insurance Fee

Master's Program **8,980 JPY**

IMAT Program..... **4,950 JPY**

Doctoral Program **13,010 JPY**

All international students, including those who will not live in AP House, must join the insurance program designated by APU. Refer to the "Guide to Comprehensive Renters' Insurance for International Students Studying in Japan," which will be sent together with your final results for more details.

6 FINAL PRE-ENROLLMENT PROCEDURES

Certificate of Eligibility (COE) and Student Visa

In order to obtain a student visa for studying in Japan, it is necessary to have the Certificate of Eligibility (COE), which will be officially issued by the Japanese Immigration Bureau.

STEP 1: Request APU to apply for your COE

APU will apply for the COE on your behalf as long as you meet all the criteria below.

1. You have requested only APU to apply for the COE on your behalf.
2. You have paid all the necessary enrollment procedure fees by the stipulated deadlines.
3. You are able to prove that you possess sufficient financial means for the entire period of study and have submitted all the required documents.
4. APU considers it appropriate to apply for the COE on your behalf.

Once APU is able to confirm payment of necessary fees and your intent to enroll at our university, and you agree to the conditions above, APU will proceed to apply for the COE on your behalf.

STEP 2: Use your COE to apply for your student visa

After the COE is issued, APU will send the COE to you by post. You must use your COE to apply for a student visa at a Japanese embassy or consulate in your country or region, **before coming to Japan**.

Renewal or Change in Residency Status (for those who already possess a visa in Japan)

Please consult with the Immigration Bureau regarding changing/renewing your residency status and also with your local municipal authority (city hall, etc.) regarding changing/renewing any other registrations. Once you have confirmed the correct procedures, please complete these procedures on your own.

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

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

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

1. Core Support Principles

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

2. Basic Policies

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

3. Support Objectives

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

4. Support Framework

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

5. Protection of Personal Information and Confidentiality

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

6. Disclosure of Information

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

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

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

For more information regarding the support services available to students at APU, please visit
<http://en.apu.ac.jp/home/life/content39/>.

Policy Statement on Sexual and Gender Diversity

In line with APU's commitment to upholding human rights, APU respects sexual and gender diversity. APU aims to create an environment in which people of any sexual orientation and/or gender identity are able to study and live secure in the knowledge that their human rights are fully protected, that they will be treated fairly, and that they need not suffer discomfort, pain or discrimination as a consequence of their sexual orientation or gender identity.

For more information regarding the support services available to students at APU, please visit <http://en.apu.ac.jp/home/life/content39/>.

Please send your inquiries to:

**Ritsumeikan Asia Pacific University
Admissions Office (International)**

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

**If you have any questions, please visit
the Contact page on our website to
request more information.**

**You can also contact us by phone.
TEL: +81-977-78-1119**

Available from 9:00 to 17:30 (Japan Time: Monday to Friday)

*Closed every Tuesday from 9:30-11:30

<http://r.apu.jp/grad>



Ritsumeikan.APU

APUAdmissionsOffice

ritsumeikanapu



**Visit our
website!**

You can contact the following offices and representatives in your native language.

APU OVERSEAS OFFICES

China

Ritsumeikan Liaison Office, Shanghai Jiao Tong University
D, 18F Shentong Xinxu Guangchang, No. 55, Huaihai West Rd.
Shanghai City 200030 China
Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
Email: apuchina@apu.ac.jp

Indonesia

APU Indonesia Information Center
C/O MARQUEE, Mayapada Tower I,
11th Floor, Jl. Jend. Sudirman Kav. 28
Jakarta 12920 Indonesia
Tel: +62-21-5289-7328/7392 Email: apu-ina@apu.ac.jp

Korea

APU Korea Office
#608, Halla Classic Officetel 6th Floor,
23 Gangnam Daero 84 Gil, Gangnam-gu, Seoul 06233 Korea
Tel: +82-2-564-3425/3426 Fax: +82-2-564-3427
<http://www.ritsapu-kr.com> Email: hello@ritsapu-kr.com

Taiwan

APU Taiwan Office
8F., No.560, Sec.4, Zhongxiao E.Rd.,
Xinyi Dist., Taipei City 110, Taiwan
Tel: +886-2-7718-8685 Email: taipei@apu.ac.jp

Thailand

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

Viet Nam

APU Viet Nam Office
238/2B Nguyen Thi Minh Khai St., Ward 6, District 3,
Ho Chi Minh City, Viet Nam
Tel: +84-28-39-30-6432
<http://vietnam.apu.ac.jp/> Email: vietnam@apu.ac.jp

APU OVERSEAS REPRESENTATIVES

India (For applicants residing in Delhi/NCR)

Ms. Deepti Singh
Ritsumeikan APU Delhi Office
18A103 WeWork, Berger Delhi One Floor 19, Sector 16B,
Noida Uttar Pradesh- 201301, India
Tel: +91-73037-86004 Email: d-india@apu.ac.jp

India (For applicants residing outside Delhi/NCR)

Ms. Ishana Malkani
Think Education Advisory Services LLP
5/A Court Chambers, 35 New Marine Lines,
Mumbai, 400020, India
Tel: +91-22-4005-1675 Email: m-india@apu.ac.jp

Sri Lanka

Dr. Harin Gunawardena
183/1, Nawala Road, Nugegoda, Sri Lanka
Tel: +94-714251314

Hong Kong

Mr. Daniel Smiley
Email: smileyd@apu.ac.jp

USA

Ms. Bethany Kanda
Email: apu-usa@apu.ac.jp



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