

# Information on “College Transfer Within the University,” AY 2019 Fall Semester

June 2019 Academic Office

## What is “College Transfer Within the University?”

‘College Transfer Within the University’ describes the system whereby an APU student scheduled to proceed to the second or third year level transfers from the College in which he/she is currently studying to another College within the University (APS → APM / APM → APS). Such transfers may be permitted following deliberations by the College you want to transfer.

As a rule, applications will be called for as vacancies become available in each College.

## When Can You Apply for a Transfer?

You can apply for transfer at the end of your first year (transfer at second year level) or the end of your second year (transfer at third year level).

## What Level Can You Transfer To?

Transfers will be permitted to the year level you are scheduled to proceed to next. Permission will not be granted for transfer to lower year levels.

### Eligibility

#### **(1) Transfers at the second year level (for applicants who are currently second-semester students)**

You must have completed at least 30 credits by the end of the 1<sup>st</sup> year (2<sup>nd</sup> semester) with a cumulative GPA of at least 2.50.

#### **(2) Transfers at the third year level (for applicants who are currently fourth-semester students)**

You must have completed at least 60 credits by the end of the 2<sup>nd</sup> year (4<sup>th</sup> semester) with a cumulative GPA of at least 2.50. In Addition, you must have completed all required language courses by the end of the 4<sup>th</sup> semester.

※Please note that students registered for the Accelerated Program cannot apply for transfer at the third year level.

⟨Note⟩ : **The University is not able to assess whether applicants are eligible to transfer at the time of application. Interviews will be conducted for applicants who pass the initial application document screening. Transfer within the University will be permitted for students who pass the interview screening and who are found to meet the eligibility standards. Screening results will be announced on the same day as semester grade results are released.**

## Number of Students Accepted for College Transfer in AY 2019 Fall Semester

College	Number of students
Asia Pacific Studies	2nd and 3rd year Several Students
International Management	2nd and 3rd year Several Students

## Application Procedures

(1) Application Period:

**Monday, June 10, 10:00— Friday, June 14, 2019 by 16:30**

(2) Submit to: **Academic Office**

(3) Transfer Application Fee: **10,000 yen**

(payable in certificate stamps at the time of submission.)

(4) Documents for submission:

	Materials for submission	Note
1	Application for Transfer Within the University	Please attach your transfer application fee to this official form  *Only signatures and seals of the actual “primary tuition provider” will be considered valid. The signature of the “primary tuition provider” (international students only) will be sufficient in the case that the “primary tuition provider” does not possess a seal (inkan). The “Application for College Transfer Within the University” is able to be downloaded prior to the start of the application period. Please make sure that you have your “primary tuition provider” sign the documents so that you are able to submit them during the designated application period.
2	A written statement of reasons for your application	A4 size paper, typed  Approximately 2000 characters in Japanese or 800 words in English <b>Note:</b> Be sure to include the following items. ①Current Status (Student ID Number, College, Year) ②College you wish to transfer to ③Name  Your statement should focus on the following points. ①Reason for applying ②Study plan in the College you wish to transfer to

- (5) Points to note:
1. Changes and cancellations after application will not be accepted under any circumstances, so please think carefully before applying.
  2. Changes to the selection schedule etc. by applicants will not be allowed under any circumstances.
  3. If transfer is permitted, enrolment in your present College will be terminated on **September 20, 2019**. You will be asked to complete relevant transfer procedures within a designated period of time. If you do not complete the procedures in time, permission for your transfer will be cancelled and you will be considered to have withdrawn from your present College at the end of the current semester.
  4. For APS students who wish to transfer to the College of International

Management (APM), all required subjects will be automatically registered by the university according to the table below. Please read the Undergraduate Academic Handbook thoroughly and set up a study plan before applying for transfer.

#### Registration Semester of Required Subjects for those who transfer to APM

Automatically Registered Subjects	Transfer in 2nd year	Transfer in 3rd year
Introduction to Management	3rd semester	5th semester
Introduction to Economics	3rd semester	5th semester
Accounting I	3rd semester	5th semester
Introduction to Marketing	3rd semester	5th semester
Finance	4th semester	6th semester
Management of Human Resource and Organizational Behavior	4th semester	6th semester
Production Management	4th semester	6th semester
Legal Strategy in Business	4th semester	6th semester
Business Ethics	5th semester	6th semester
Global Management (Capstone)	7th semester	7th semester

### Selection Method and Procedures

The final decision regarding your application will be made after an inspection of application documents and an interview.

#### (1)First Round: Document Screening

Announcement of Results: **Wednesday, June 19, 2019, around 17:00**

Applicants will be notified of results by "Action Required".

Selected applicants will be informed of their interview schedule at this time.

The interview timetable for the selected applicants will also be posted at this time.

#### (2)Second Round:

Interviews Schedule: **Monday, June 24 - Friday, June 28, 2019**

#### (3)Scheduled announcement of Selection results:

**Monday, September 9, 2019**

Applicants will be notified of results by Action Required. The Action Required will also contain details regarding the procedures that must be undertaken by selected applications after approval of college transfer within the University.

### Procedures Following Selection

If your application for transfer is permitted, you will be asked to complete certain procedures within a designated period of time. **If you do not complete the procedures in time, your enrolment in your present College will be terminated.**

#### Procedures:

Submission of Consent Form for Transfer within the University

#### Note:

We will send an Action Required with the "Submission of Consent Form for Transfer within the University" after announcement of results of screening.

Please fill out the attached form and submit it to the Academic Office by the deadline.  
(The deadline will be written in the e-mail.)

### **Handling of Credits after College Transfer**

Credits obtained in the college before the transfer will be carried into the credit record after the college transfer. Credits will be transferred to Subject Fields that correspond to the new college. Hence, please note that transferred credits may be placed in Subject Fields different from those in the old college. In this way you need to be very careful when undertaking course planning.

### **Effective Date of College Transfer**

Saturday, September 21, 2019

If you have any other questions or concerns, please contact the Academic Office.