

Credit Transfer for Studies Conducted at Other Universities (New students only)

April, 2017
Academic Office

APU understands the significance of learning through a wide range of channels. Therefore, the University will allow students to transfer credits obtained prior to enrollment under certain circumstances (except for 2nd and 3rd-year transfer students). Credits will be transferred only upon application. To apply, students should submit a Credit Transfer Application to the Academic Office.

◆ Here are the necessary conditions for a Credit Transfer:

1. Credits obtained at another university or junior college before entering APU.
2. Credits obtained as a non-degree students at APU prior to enrollment.

Eligible Students: **2017 spring enrollees only**

Application deadline: 2017/6/13 Tuesday 16:30

Application Materials: Please submit the following documents to the Academic Office.

- ① Application form
 - Please download the form from the Academic Office Website
 - Please fill in the form yourself and submit it to the Academic Office
- ② Original Academic Transcript
- ③ Course syllabus (es) (which includes subject name, course description, grade evaluation, course objectives, number of class hours, and number of classes.)
 - ※ To submit ② and ③, please proceed as follows.
 - Please contact the academic affairs office or the professor in charge at your previous university and ask them to issue ② and ③ (*Please make sure that the syllabus (es) includes the official seal of your previous university.)
 - Please ask your previous university to send the issued documents directly to the address shown below. (*Please note that the documents must be send it the official envelope of your previous university and the university's seal stamped across the flap of the envelope.)

If the conditions listed above are not met, your application cannot be accepted.

《APU Address》

Ai Yamamoto, Academic Office, Ritsumeikan Asia Pacific University, 1-1 Jumonjibaru
Beppu, Oita 874-8577 Japan (Phone number: 0977-78-1122)

<General rule of Credit Transfer>

- (1) The credits will be transferred into APU subjects. Therefore, the number of credits you are assigned for each course may not be the same as the number of credits you obtained for the same course at your previous university.
- (2) “T” (transfer) will be shown for all transferred subjects in the evaluation section of the student’s grade report. ※ A maximum of 60 credits are transferrable, including all the different forms of transferred credits at APU.

- (3) A maximum number of credit transfer for studies conducted at other universities for new students is 30. Also, 2017 curriculum students may transfer up to 20 Major Subjects Credits. Please refer to page 61 in the Undergraduate Academic Handbook regarding the credit transfer system.

•The subject shown below are NOT eligible to be transferred*.

	Subject(J)	Subject(E)
APM	経営学入門	Introduction to Management
APS	APS入門	Introduction to APS
	国際関係論入門	Introduction to International Relations
	メディア入門	Introduction to Media Studies
	文化・社会学入門	Introduction to Culture and Society
	開発学入門	Introduction to Development Studies
	環境学入門	Introduction to Environmental Studies
	観光学入門	Introduction to Tourism

*However, if you enrolled in APU as non-degree student and took these courses, the subjects above will be eligible for transfer.

<Note>

- (1) Applications can only be accepted immediately after a student's enrollment at APU. APU will not authorize a credit transfer after this time under any circumstances.
- (2) If you do not submit all the requested documents, your application will not be approved.
- (3) If a syllabus is not written in Japanese/English, please submit it with an English /Japanese translation attached.

Ai Yamamoto
Academic Office