

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

April, 2019 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 if applicants fulfill the credit transfer conditions. To apply, students should submit a Credit Transfer Application to the Academic Office.

◆ Here are the necessary conditions for a Credit Transfer:

1. Credits were obtained at another university or junior college before entering APU.
2. Credits were obtained as a part-time APU student prior to enrollment.

Eligible Students: **2019 Spring first semester students only**

Maximum number of credits: 30 credits

Application deadline: **Thursday, June 13th, 2019 16:30**

Documents to Submit: 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 the subject name, course description, grade evaluation, course objectives, number of class hours, and number of classes.)
 - * If the syllabus does not include the subject name, course description, grade evaluation, course objectives, number of class hours, or number of classes, please include the necessary documents with that information.
 - ※ 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 sent in the official envelope of your previous university and the university's seal must be stamped across the flap of the envelope.)

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

<APU's Address>

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

<General Rules for Credit Transfers>

- (1) The credits will be transferred as 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) The maximum number of credit transfers for studies conducted at other universities for new students is 30. Please refer to page 85 of the 2019 Undergraduate Academic Handbook for more information regarding the credit transfer system.
- (4) Language Education Subjects and the subjects shown below are NOT eligible to be transferred*.

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

Subject		
Introduction to APS	Introduction to Tourism and Hospitality	Introduction to Media Studies
Introduction to Environmental Studies	Introduction to International Relations	
Introduction to Development Studies	Introduction to Culture and Society	

The subjects below are NOT eligible for transfer unless they were taken at a AACSB, EQUIS, EPAS, or AMBA accredited school.

Subject		
Introduction to Management	Management of Human Resource and Organizational Behavior	Statistics
Accounting I	Production Management	Fundamental Mathematics
Introduction to Marketing	Legal Strategy in Business	Advanced Mathematics
Introduction to Economics	Business Ethics	
Finance	Global Management	

<Note>

- (1) Applications will only be accepted in the first semester 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 written in a language other than English or Japanese, please attach a translation in English or Japanese.
- (4) Even if you submit a Credit Transfer Application Form, courses automatically registered for you by the university cannot be dropped. If you stop attending an automatically registered course you will receive an F grade (Fail) on your transcript.

Procedure:

- (1) The application will be judged based on the submitted syllabus (es). If the syllabus (es) does not contain enough information to make a decision, your application will not be considered.

- (2) If your application is approved, you will be informed of the results through a Campus Terminal personal message [Action Required].
- (3) Transferred credits will appear on your transcript on the grade announcement day for the semester of your application. (Spring Enrollees: September, Fall Enrollees: March).

Academic Office