

2020 APU – NEOMA Business School
Undergraduate Double Degree Program Application Guidelines



New Schedule Neoma Business School

Application Period	Mon. Feb. 3, 2020 – Thur. Mar. 19, 2020 (16:30)
Announcement 1st Stage Results + announcement interview dates	Thur. March 26, 2020 *announced on Campus Terminal for current APU students *Prospective enrollees will be notified by email registered during the application
<u>Online</u> Interviews	<p><u>Domestic Students</u></p> <p><u>Mon. 13 April 2020 12:00-15:30</u></p> <p><u>Wed. 15 April 2020 15:00-17:30</u></p> <p><u>Fri. 17 April 2020 12:00-17:30</u></p> <p><u>International Students</u></p> <p><u>Mon. 13 April 2020 15:30-17:30</u></p> <p><u>Tue. 14 April 2020 09:00-14:00</u></p> <p><u>Fri. 17 April 2020 12:00-17:30</u></p>
TOEFL ITP Test	<u>Wed. April 22 2020</u>
Announcement of On-Campus Selection Results	<u>Thur. 23 April 2020</u> *announced on Campus Terminal
<u>Online</u> Guidance Sessions for Students Accepted into this Program	<p><u>1st Guidance Session: Fri. 24 April 2020 13:00~</u></p> <p>*Scheduled to be held a few times before departure.</p> <p>*Attendance is MANDATORY</p>
Leave for Reims	August 2020

*The above schedule is subject to change.

*APU will decide the interview date. During the interview period, please aim to be available at any time aside from regularly scheduled classes.

*We may ask you to come for an individual consultation outside of the interview period. In such cases, we will contact you to let you know the time and date.

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About Neoma Business School (NBS)

NBM was founded in April 2013 by the merger of the Rouen Business School and the Reims Management School. It is also one of few French Business Schools to have the Triple Crown Accreditation of AACSB, AMBA, and EQUIS.

Made up of three campuses, in Rouen, Reims, and Paris, the Reims campus has the CESEM (International Business Management) faculty at which you will study for this Undergraduate Double Degree Program. All classes are conducted in English

Students can expect to supplement their studies at APU with 2 years of study at a highly accredited Business School, further enhancing their international profile at time of graduation. Only 1% of business schools has the Triple Crown Accreditation, and this program is an excellent opportunity for you to study at such an institution. On top of the normal coursework at this highly regarded institute of higher learning, this program includes a 6-month long internship opportunity in France, giving you a unique opportunity to gain professional experience as part of your studies.

【Notes and Cautions】

- Incomplete applications will not be screened.
- Applicants should make a copy for themselves of all submitted application information.

Program objective and Outline:

The aim of the program is to enable participants to take courses for two years at APU and two years at NBS (four years in total) to receive a degree from both universities.

Degrees awarded

APU: 学士 (経営学)	Bachelor of Business Administration
NBS: 学士 (国際経営)	Bachelor of International Business Management

【Affiliated Faculty at NBS】

Centre d'Etudes Supérieures Européennes de Management (CESEM)

1. Application Requirements and Selection Criteria

(1) Application Requirements

No.	Requirements	NOTE
1	1 st year undergraduate students enrolled in the College of International Management in the 2019 fall semester (excluding students with French nationality) or; Prospective enrollees who will be 1 st year undergraduate students in the College of International Management in the 2020 spring semester (excluding students with French nationality)	Both domestic and international students may apply Both Japanese-basis and English-basis students may apply
2	Applicants must fulfill the language requirements	TOEFL ITP: 525 or higher TOEFL iBT: 71 or higher IELTS: 5.5 or higher TOEIC: 700 or higher EIKEN Grade Pre 1 *Applicants must obtain the following score by May 15 th , 2020 TOEFL ITP: 550 or higher TOEFL iBT: 79 or higher IELTS: 6.0 or higher
3	Applicants must fulfill the GPA requirements (Current students only)	Cumulative GPA of the 1 st Semester must be 2.80 or higher at the time of screening
4	Language subjects at APU: Applicants must have completed, or are expected to complete Intermediate English or Japanese Foundation by the end of the 2020 spring semester.	
6	Applicants must be willing to study French Language	
7	Applicants must be willing to take or have already completed the recommended courses listed on the right in the 2020 spring semester.	2019 Fall Enrollee Fundamental Mathematics, Introduction to Management, Statistics, Introduction to Economics, Accounting I, Introduction to Marketing 2020 Spring Enrollee

		Fundamental Mathematics, Introduction to Management, Accounting I, Statistics, Introduction to Economics
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(2) Application Procedures

Please read the application information and the following instructions carefully to complete the online application. Your application will be accepted upon completion of the following two steps. Incomplete applications will be automatically rejected. Furthermore, if you apply multiple times, only the most recent entry will be considered.

[Step 1] Prepare a digital ID photo and the following three documents.

Applicants will be asked to upload a Digital ID Photo, Statement of Financial Support, and Copy of English Proficiency Score at the end of the online application.

① Digital ID Photo

- Applicants should be facing forward and must not be wearing a hat, a mask, or sunglasses. A photo taken within the past six months is preferable.
- The file name must match this format: Photo_Student ID (or Application ID) Number_Your Name
E.g. **Photo_11111111_RITSUMEIHanako.jpeg**

② [Statement of Financial Support](#) (PDF)

- Please ask your financial sponsor to download the statement of Financial Support form from the [Academic Office website](#):
Ask them to sign the form and add your own signature as well.
- The file name must match this format: Financial_Support_Student ID (or Application ID) Number_Your Name
E.g. **Financial_Support_11111111_RITSUMEIHanako.pdf**

③ Copy of English Proficiency Score (PDF)

- You can submit a web score or an expired score for the internal screening. Please be aware that you must submit a copy of the original score once accepted.
- English-basis students must also submit an English language proficiency exam score.
- The Admissions Office will not return scores submitted at the time of the entrance exam.
- The file name must match this format: Score_Student ID (or Application ID) Number_Your Name
E.g. **Score_11111111_RITSUMEIHanako.pdf**

[Step 2] Complete the [Online Application](#). (LimeSurvey)

- Your application will not be considered if you fail to complete the required essays and statement of purpose, or if your responses are well under the word requirement.
- Upon completion of the online application, please click "Print Your Answers" to print out the application record.

If you have specific questions about the content of your application, you must bring a printout of the application record with you to the Academic Office. We will be unable to answer specific questions without this record.

[Step 3] Spring 2020 enrollees only: Please send your high school transcript or school report to the address below *You do not need to upload it

Mailing Address
Academic Office
Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, 874-8577
Oita, Japan

Must be received by Thursday, March 19, 2020, 16:30

(3) Selection Criteria

Students will be selected based on a comprehensive screening of amongst others their grades, application documents, study plan, language proficiency and an interview.

Essay

- Must have a clear purpose for participating in this program.

Language Proficiency

- Must possess a level of English proficiency that will enable you to have a fulfilling academic experience at NBS.
- TOEFL examination (only for applicants who pass the document screening)
- Applicants who pass the document screening will be required to sit a TOEFL exam. Please pay the examination fee of 3,820 yen with a certificate stamp before the deadline which will be indicated when the results of the document screening are announced.

Interview (Only those students who pass the 1st round)

- Must have a clearly defined study plan and goals.
- Must possess the ability to socially and culturally adapt in the country of NBS as well as the psychological mettle to deal with and overcome problems that you may face during the program
- Must possess high-level conversational skills.

(4) Number of nominees

Up to 10 Students

2. Exchange Period

(1) Program Period

August 2020 – September 2022

(2020 Spring enrollees: 2nd semester – 5th semester)

(2019 Fall enrollees: 3rd semester – 6th semester)

(2) Exchange Period at APU

- While studying abroad, your status will be changed from “enrolled student” to “exchange student”.
- You are not able to register for subjects at APU when your status at APU is listed as “exchange student.”
- You are also not able to register for Session subjects or subjects at The Open University of Japan when your status at APU is listed as “exchange student.”
- The actual departure is scheduled for August 2020. However, your student status at APU will change to “exchange student” from the 2020 Fall semester.
- Students will return to APU from the 2022 Fall semester.

Example: Student status in the case that a student leaves for France from AY 2020

(Spring enrollee)

	1 st year		2 nd year		3 rd year		4 th year	
	①	②	③	④	⑤	⑥	⑦	⑧
	2020SP	2020FA	2021SP	2021FA	2022SP	2022FA	2023SP	2023FA
Status at APU	Enrolled student	Exchange student				Enrolled student		

(Fall enrollee)

	1 st year		2 nd year		3 rd year		4 th year	
	①	②	③	④	⑤	⑥	⑦	⑧
	2019FA	2020SP	2020FA	2021SP	2021FA	2022SP	2022FA	2023SP
Status at APU	Enrolled student		Exchange student				Enrolled student	

*Fall-enrollee students: there is a possibility that some courses may not be available in their desired language of study after returning to APU.

3. Procedures after being Accepted to the Program

(1) Documents to prepare

You will be required to prepare the following documents after being accepted to the program.

① Documents to be submitted to NBS

- Application materials (will be sent by NBS)
- High school transcripts in English ※Fall Enrollees must submit an APU Official Transcript (available from the machine from the beginning of April.)

② Documents needed for visa application

- Passport – Ensure the visa in your passport is valid for at least 3 months after the last date of your student exchange. Print the visa page of your passport so that it covers the two pages facing each other.

Please check the website of the French Embassy regarding necessary documents for obtaining a visa.

③ Documents to be submitted to APU

- Pledge
- Consent Form

④ Overseas Insurance Requirements

Even if already enrolled in an insurance plan, you are required to enroll in overseas travel insurance and JCSOS Risk Management System (J-TAS) as dictated by APU, as well as in any insurance dictated by NBS. We will provide further details about the insurance enrollment process at the first guidance session for accepted students.

⑤ Immunizations

Will be explained during the guidance session

4. Credit Transfer / Academics During and After the Program

(1) Credit Transfer

- The maximum number of credits you can transfer (by the time you graduate) is 60 (including credits from all other credit-transferrable programs), regardless of the APU maximum credit limit for each semester.
- You must apply to transfer the credits obtained for curricular subjects at NBS back to APU. The credit transfer application will be screened and evaluated by the Academic Affairs Division and College of International Management.
- It is not possible to transfer credits for subjects with no relation to those offered at APU, e.g. sports, art, etc.
- If an NBS subject has been transferred back to APU as an APU subject, then you can no longer register to take that APU subject at APU. Additionally, if you have already taken a subject at APU before going on exchange, then you cannot request to have credits transferred for that subject.
- All grades for subjects eligible for transfer to APU will be listed as “T” (transfer) on the APU transcript.
- It is important that you make a detailed study plan which takes into account the following: subjects you are currently taking and subjects you hope to take at NBS; how those subjects will transfer back to APU; graduation; and post-graduation plans (graduate school/career). Details will be explained during the guidance session for accepted students.

(2) Academics During and After the Program

Your study plan, including your study plan during your time abroad, is very important in determining the timing of your graduation from APU. Failure to create a detailed study plan may jeopardize your

chances of graduating on time. Before departing for the program, you should create a study plan after confirming the number of credits you have already obtained in addition to your affiliated college's curriculum.

(3) Mandatory Language Education Subject Exemption (English/Japanese Language Subjects)

Students may be able to receive an exemption for mandatory Japanese/English Subjects if they meet the designated requirements while they are abroad. They need to apply for the exemption before they return to study at APU the following semester. The requirements differ depending on your curriculum year and language-basis. Please refer to the Academic Office website for further details.

<http://en.apu.ac.jp/academic/page/content0294.html/?c=17>

Should you have any inquiries regarding the Language Education Subject Exemption, please contact cleac@apu.ac.jp

(4) Registration of Japanese subjects for English-basis students (Caution)

English-basis students who are required to take Japanese subjects must complete until Japanese Intermediate in order to graduate from APU. English-basis students who enroll in the Spring semester will depart APU at the end of their first semester and face a high possibility of not completing all their Japanese language requirements. In this case, students must take the Japanese Language Proficiency Test while abroad or register Japanese upon returning to APU. Studying Japanese and maintaining Japanese proficiency during the program will require great effort. Please take this into careful consideration when applying.

※English-basis students whose first language is Japanese are not required to take Japanese subjects.

5. NBS Graduation Requirements

You will need to register certain subjects and a certain number of credits at NBS and APU in order to obtain degrees from both universities in 4 years. During your study at NBS, you will consult with an academic advisor at NBS to register subjects. As shown on the Study Plan (refer to attached Study Plan), you should plan your studies carefully in order to earn the prescribed number of credits at NBS and APU.

Spring (April) Enrollees <Model of credit acquisition>

Semester	University	Credits at NBS	Breakdown of required credits	Credits at APU
1 st semester	APU	32-36 ECTS	Credits earned at APU will be transferred to NBS	16-18 Credits
2 nd semester	NBS	120 ECTS	Students will earn about 15 credits per semester at NBS which will be	(Maximum) 60 Credits
3 rd semester	NBS			

4 th semester	NBS		transferred to APU upon evaluation	
5 th semester	NBS			
6 th semester	APU	Remaining Credits	Credits earned at APU will be transferred to NBS	Equivalent number of credits
7 th semester	APU			
8 th semester	APU			
TOTAL NBS Credits		240 ECTS		

Fall (September) Enrollees < Model of credit acquisition >

Semester	University	Credits at NBS	Breakdown of required credits	Credits at APU
1 st semester	APU	64- 72 ECTS	Credits earned at APU will be transferred to NBS	32-36 Credits
2 nd semester	APU			
3 rd semester	NBS	120 ECTS	Students will earn about 15 credits per semester at NBS which will be transferred to APU upon evaluation	(Maximum) 60 Credits
4 th semester	NBS			
5 th semester	NBS			
6 th semester	NBS			
7 th semester	APU	Remaining Credits	Credits earned at APU will be transferred to NBS	Equivalent number of credits
8 th semester	APU			
TOTAL NBS Credits		240 ECTS		

6. Program completion requirements

① Designated courses

The courses students can register for at NBS are pre-determined based on what semester they are in their studies.

This Program students are required to take the courses indicated on the study plan chart during their respective semesters. In principle, students are not allowed to take any courses not indicated on the chart.

Please refer to the attached the study plan chart.

② Internship

In principle, students are required to undertake an internship to earn a degree at NBS. Internships will take place during the final semester of the students' exchange.

Internships will take place within France and will generally span for 22 weeks, with 18 weeks being the minimum weeks necessary for an internship. Students will be required to choose from a list of 60,000 organizations with connection to NBS to undertake their internship. Internships cannot be undertaken within Japan or another country.

In the case a student cannot secure an internship, they will be required to take separately specified courses which amount to 30 ECTS.

③ Language subjects

Students are required to take English and France language subjects to earn a degree at NBS. In the case that a student's native language is English or French, they will be required to take another specified language subject.

※In the case that the NBS curriculum is revised, its graduation requirements may also change.

7. Self-studying French

All classes at NBS will be undertaken in English. However, as students are required to take French language subjects at NBS, students are encouraged to engage in self-study prior to their departure and reach a conversational level.

8. Status of Scholarships during the Exchange Period

Tuition reduction scholarships will remain in effect even when you are studying abroad, given that you pass the regular assessment. Please consult with the Student Office for scholarship details.

9. Program Fees

■ You are responsible for the following fees while participating in the program. (Students will not be required to pay admission or tuition fees to NBS.)

1) Tuition	2) Accommodation	3) Meals	4) Other Expenses
Pay tuition to APU as usual	Responsibility of the student (local currency)	Responsibility of the student (local currency)	travel expenses, books, insurance*, passport/visa application fees, entertainment, and any other fees incurred for the participant's private activities

* It is mandatory for students participating in this program to be covered by both APU's designated Overseas Travel Insurance (about 200,000 yen for 2 years) and J-TAS (JCSOS – Total Assistance Service) (about 50,000 yen for 2 years). **Students are required to pay this as a one-time payment prior to their departure.** Furthermore, students are also required to enroll in any health insurance designated by NBS during their stay in France.

Dormitory fees generally cost between €1500 – €3600 per semester. Depending on available space, there may be some cases where students cannot live in the dormitory. Furthermore, the maximum period of stay in the NBS dorm is 1 year. In case students cannot live at the dorm, they will be required to find residence outside the campus with the support of NBS.

Estimated living expenses (yearly)

Note: The expenses indicated here do not include APU tuition fees.

Average monthly expenses

Housing: € 250 – 600

Food: € 150

Teaching materials: € 20

Entertainment expenses: € 75

Public Transport: € 25

Other fees: € 80

Total: € 750

10. Revocation of Acceptance, Program Cancellation and Early Termination

You may have your acceptance revoked, or your participation in the program cancelled or terminated early, in the following cases:

- (1) If you are deemed unable to complete the program in 4 years due to failure to maintain adequate grades at APU and/or NBS
- (2) 2019 Fall Enrollees: If your cumulative GPA drops below 2.80 during your second semester
2020 Spring Enrollees: If your cumulative GPA drops below 2.80 during your first semester.
- (3) If you do not complete intermediate English or Japanese Foundation by the end of the 2020 spring semester.
- (4) If you fail to meet the language requirements (TOEFL PBT 550,iBT 79, IELTS 6.0) by May, 15th, 2020.
- (5) If a program is deemed unable to run due to circumstances at NBS.
- (6) If you incur disciplinary action or are otherwise deemed unfit by APU to act as a representative of APU.
- (7) If you fail to enroll in the required overseas travel insurance, attend required guidance sessions, or follow university guidelines.
- (8) Cancellation of a program by APU due to safety issues in the host country.
- (9) Cancellation of a student's participation by APU due to injury, illness, or other circumstances rendering the student unfit for participation.
- (10) Evidence of improper behavior.
- (11) Failure to fulfill the duties expected of a student.

Important notes

In the case that you do not meet the set requirements by May 15th, 2020, your participation will be cancelled. It is important that you continue to work on your academics even after being accepted into the program.

In principle, you cannot withdraw from the program once accepted.

11. Tuition Payment to APU

In principle, it is impossible to make the required payments from overseas while on the program. Therefore, international students and domestic students who are paying their own tuition should undertake the necessary procedures to pay their tuition via the University's designated tuition payment methods and prepare the entire tuition amount to cover their entire exchange period before

departure. Please consult with your financial sponsor before applying to the program so that they are aware of the program costs ahead of time.

Please consult with Administration Office staff if you would like to confirm your personal tuition amount.

If you are unable to pay tuition in accordance with the required payment methods, please consult with the Double Degree Coordinators at the Academic Office after being selected (consultation before applying is also possible).

12. Notes and Disclaimers

(1) Precautions and Liability for Overseas Program Participants

If a program participant experiences an accident or damage due to an unlawful act by a third party (organization or individual) other than program parties (APU, a host university, or local organizations) during the program, the participant must take responsibility for filing a lawsuit or undergoing other related procedures. Program parties (APU, a host university, or local organizations) will not take responsibility.

(2) Program Cancellation, Change in Program Content

After careful consideration of the state of affairs (with priority given to student health, and safety) during the program, the program may be cancelled or changed as a result of natural disasters, accidents, strikes, infectious disease, political unrest, war, terrorism or other force majeure circumstances. Please make a study plan that takes these possibilities into consideration.

(3) Withdrawal after Acceptance to the Program (after the announcement of screening results)

Because the university conducts the selection process based on the assumption that students intend to participate in the program at the time of their application, withdrawals are not allowed after the announcement of screening results. Check the program content in advance when applying and prepare by arranging other commitments so as not to have to withdraw from the program.

(4) Visa Acquisition

It is the responsibility of each student to confirm the visa requirements for the period spanning departure from, and return to, Japan, and to complete the application for said visa. Visa requirements will vary based on the student's nationality, host country/region, length of stay, and other factors. As such, each student is responsible for confirming visa requirements (including transit visas), as well as required application documents, through embassy webpages and other channels. Students should take care to obtain the most up-to-date information given that visa requirements are subject to change without warning.

Failure to obtain a visa in time for arrival at NBS may affect a student's course registration at APU. Therefore, students should submit a visa application as soon as possible after receiving their letter of acceptance from NBS.

13. Other

(1) Handling of Personal Information

Your personal information may be shared with third parties (APU staff and faculty, APU Health Clinic, host universities and institutions, travel agencies, insurance companies, risk management support services, lodging facilities, embassies, consulates, and ministries of foreign affairs in Japan, your home country, and/or your host country) for the purpose of arrangements and procedures regarding the program. This information includes your full name, gender, nationality, email address, birthdate, passport number, and information regarding your physical health.

(2) Attitude

Your own attitude and effort will greatly influence whether you will benefit from the program. This requires you to have the flexibility to accept other cultures overseas and to learn proactively. Please determine your own goals for participating in the program. Attendance in all guidance sessions is required. We will not accept absences without prior notice. Please also make sure to meet deadlines for submitting documents. During the program, you will be expected to follow the rules of the university. In addition to the rules listed in the Requirements for Program Participation (Pledge), students are prohibited from, driving cars or motorcycles, and engaging in leisure sports.

(3) Course Plan

Be sure to check that subjects taken and the credits earned in the program will not cause problems with your study plan up to graduation. As no special course considerations will be given even if a problem is discovered after acceptance to the program, please take personal responsibility when applying to the program.

AY2019 Ritsumeikan Asia Pacific University Off-campus Study Programs
(except for Individual Language Study Abroad (EXPLORE) and APU Global Research Program)
Requirements for Program Participation

1.Required Attitude

All participants in Ritsumeikan Asia Pacific University Off-campus Study Programs (hereinafter referred as to Programs) must abide by the following conditions.

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (hereinafter referred to as “APU”) and the host institution (hereinafter referred to as “Host Institution”).
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution.
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of “Requirements for Program Participation.”

2.Health Management

- (1) Participants will be responsible for their own personal health.
- (2) Participants are required to purchase overseas health and travel insurance and JCSOS Risk Management System (J-TAS) before departure from the organization designated by APU (overseas programs only).
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit “Off-campus Program Participants Self-report of Health Condition and necessary support in studies.”
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses exceeding what is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or their guarantor’s), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, those from host institutions, or a doctor on site.

3.Costs or Compensation

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.

(2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.

(3) In the event that the program is cancelled or changed as a result of natural disasters, accidents, strikes, infectious disease, political unrest, terrorism or other Force Majeure circumstances, the participant will not seek compensation from either APU or the Host Institution. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.

(4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.

(5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.

(6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.

(7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.

4. Immigration and Departure (Overseas programs only)

(1) Participants must not enter the relevant country individually before the start of their program.

(2) Participants must return to Japan without delay after the program finishes. Participants are not authorized to extend their stay in the host country.

(3) Notwithstanding Items (1) and (2), participants in the programs designated by APU (international exchange programs, double degree programs, short-term summer, or winter programs) must inform APU in advance of the date of departure from and arrival in Japan by following the instructions given in pre-departure guidance sessions and shall be responsible for reaching the site and returning to Japan by themselves.

5. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

【 Academic Office／Undergraduate Double Degree Program Team 】

TEL : 0977-78-1101 / FAX: 0977-78-1102

E-mail : dudp@apu.ac.jp

Jacob ~~Satoko~~ Kawashima (Mr.), Ono (Ms.)