

Summer 2019

APU – St. Edward’s University

Undergraduate Double Degree Program

Application Guideline



Application Period	Fri., Feb. 1, 2019 – Wed., Mar. 20, 2019 (16:30)
Announcement of 1 st Stage Results	Wed., March 27, 2019 *announced on Campus Terminal for current APU students *Prospective enrollees will be notified by mail
TOEFL test	Wed., Apr. 3, 2019
TOEFL results and announcement of interview times	Fri., Apr. 12, 2019
Interviews	Mon., Apr. 15, 2019 – Wed., Apr. 17, 2019
Announcement of on-campus Selection Result	Tue., Apr. 23, 2019 *announced on Campus Terminal
Guidance Sessions for Students Accepted into this program	Wed., Apr. 24, 2019 *Scheduled to be held a few times before departure. * Attendance is MANDATORY
Leave for Austin, TX, USA	August 2019

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About St. Edward's University

St. Edward's University (SEU) at Austin, Texas, USA is highly recognized for its liberal arts education. The University accepts students of diverse nationalities, cultures, social backgrounds, ages, and religions. Similarities between APU and SEU are not limited to vision or campus size; both institutions proactively promote international education. Students, faculty, and staff at APU and SEU have developed relationships since 2007. Furthermore, SEU is located in Austin which is the sister city of Oita, a neighboring city close to APU.

【Notes and Cautions】

-Incomplete applications will not be screened.

-Applicants should make a copy for themselves of all of the application information that they have submitted.

-The personal information contained in the application materials will only be used for screening purposes, travel arrangements, contact from the university, and for internal university statistics in order to improve the Student Exchange Program. In the case that your data is used in statistics, it will be presented in a way that it will be impossible to discern the individual. Additionally, only information necessary to process travel or insurance application procedures will be provided to the host university and insurance providers, etc.

-We ask that students understand in advance that it may be necessary to cancel sending students to host university in the interest of student safety in the event of an outbreak of SARS, Avian Flu, Swine Flu, and terrorist activities or in consideration of students' health conditions.

【 Program Objective and Outline 】

The aim of the double degree program is to enable participants from APU and St. Edward's University (SEU) to take courses for two years at each university (four years in total) to receive the degrees from both universities.

Degrees awarded
【College of Asia Pacific Studies】
APU: 学士 (アジア太平洋学) Bachelor of Social Science
SEU: Bachelor of Arts
【SEU School】School of Behavioral and Social Science
【SEU Department】Global Studies

It's not easy to receive two degrees in 4 years. You need to keep yourself motivated and actively engaged in studies and extra-curricular activities throughout these 4 years. However, the experience you will gain from this program as a result of your hard efforts will be a great advantage in an increasingly internationalized society in your future.

Those who desire to have a different experience from others by using their language ability, wish to challenge various things in international fields, or want to study abroad for more than one year are most welcome to apply for this program!

To those who are thinking of applying for this program:

This program, in which you study in the U.S. for nearly half of your undergraduate career, will contain a lot of excitement and challenge. You must be well prepared to face numerous struggles. It is critical for you to have strong interest in the field you wish to pursue and identify your future objectives as this program differs from other exchange programs in terms of receiving the degrees. In classes at SEU, you will have discussions with students there and learn knowledge in your major field together.

In order for you to study in such an environment, you must have enough knowledge on the fields you will study or you are interested in along with your English ability. In preparation, it is important to know the curriculum and subjects offered at the host institution. In addition, you need to listen to others, think yourself, and convey your opinions theoretically there. As you apply for the program, it is strongly recommended that you keep these points in mind.

1. Application Requirements and Selection Criteria

(1) Application Requirements

No	Requirements	NOTE
1	Applicants must fulfill the GPA requirements (Current students only)	<ul style="list-style-type: none">• Successful Completion of Year 1 at APU with a GPA of 3.00 or higher.※The cumulative GPA of the 1st Semester must be 3.00 or higher at the time of screening.
2	Applicants must fulfill the language requirements	<ul style="list-style-type: none">• 【At the time of application】 TOEFL ITP: 525 or higher TOEFL iBT: 71 or higher IELTS: 5.5 or higher TOEIC: 700 or higher EIKEN Grade Pre 1• 【At the time of SEU' designated application deadline】 TOEFL ITP: 550 or higher TOEFL iBT: 79 or higher IELTS: 6.0 or higher
3	1 st year undergraduate student who enrolled in College of Asia Pacific Studies in the 2018 fall semester (excluding students with U.S. nationality) or; Prospective enrollees who will be 1 st year undergraduate students in College of Asia Pacific Studies in the 2019 spring semester (excluding students with U.S. nationality).	<ul style="list-style-type: none">• Both domestic and international students may apply.• Both Japanese-basis and English-basis students may apply.

※Courses offered in the SEU School of Behavioral and Social Science (Global Studies) center on international studies and society and culture. We therefore recommend this program for APU students hoping to pursue studies in International Relations (IRP) or Culture, Society, and Media (CSM).

(2) Application Procedure

Please read the application information and the following instructions carefully and complete the online application. Your application will be accepted upon completion of the following steps. Incomplete applications will be automatically rejected.

Step 1 : Prepare for the online application

- ① Prepare Copy of English Proficiency Score and
- ② Digital ID Photo
- ③ Statement of Financial Support (PDF)

① Copy of English Proficiency Score (TOEFL/IELTS)

- Prepare a scanned copy (PDF or JPG).
- Accepted students will need to submit a copy. Please make sure to keep the original copy. (English-basis students will also need to submit a score. The score must be valid on the date of the application deadline.)

② Digital ID Photo

You will be asked to upload a photo at the end of your online application. You should be facing forward and must not be wearing any hats, masks or sunglasses. A photo taken within the past six months is preferable. **Example: RITSUMEI_Hanako.jpg**

③ Statement of Financial Support (PDF, JPG, etc.)

Please download the Statement of Financial Support Form from the following website.
<http://en.apu.ac.jp/academic/page/content0298.html/?c=17>

Please convert the form signed by your financial sponsor and an applicant into a PDF or JPG, and then upload the file.

- The file name must match this format, "Financial_Support_Student ID number your name."

E.g. **Financial_Support_11111111_RITSUMEIHanako.pdf**

Step 2 : Complete the Online Application (Lime Survey)

(Online application is available only in the application period)

- You can apply from the following Academic office website.
<http://en.apu.ac.jp/academic/page/content0298.html/?c=17>
- Follow the instructions regarding the language of choice for the Online Application.
- Recommended web browser: Firefox
- Upon completion of the online application, please click "Print your answers" to print the application record out. For any inquiries, please bring this application record with you to the Academic Office.
- If you submit the online application multiple times, only the most recent application will be accepted.
- For the application, please consider well about what kind of study you wish to do at the host institution, your goals in the future, purpose and importance to take part in this program and how you will prepare for the program.

(3) Selection Criteria

You will be selected based on a comprehensive screening of your grades, application documents, language proficiency, study plan and an interview.

Language Proficiency

- Applicants must possess a level of English proficiency that will enable them to have a fulfilling academic experience at the host university

- Applicants are advised to complete all their mandatory language subjects before departure (end of 1st semester for spring enrollees; end of 2nd semester for fall enrollees).

TOEFL Test screening (Only those students who pass the application screening stage)

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- A TOEFL Test will be held after the application screening. Students can pay the TOEFL Test fees of 3,500 yen with a “Certificate Stamp.” (An announcement regarding the TOEFL payment will be made to applicants who successfully pass the application screening stage.)

Interview (Only those students who pass the TOEFL screening stage)

- Must have a clearly defined study plan and goals
- Must possess the ability to socially and culturally adapt in the country of your host university 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

A few students

(5) Notes

- Accepted students will have their acceptance revoked if they do not meet the requirements (number of acquired credits, TOEFL score, etc.) by the time of departure to SEU so students must continue to make efforts in their studies after being accepted.
- In principle, students are not permitted to withdraw from the program once accepted.

2. Exchange Period

(1) Program Period

August 2019 – May 2021 (2019 Spring enrollees: 2nd semester – 1st Quarter, 5th semester)

August 2019 – May 2021 (2018 Fall enrollees: 2nd semester – 1st Quarter, 5th semester)

(2) Exchange Period at APU

- A student’s “status” can only be changed from “enrolled student” to “exchange student” while studying abroad.
- You are not able to register for subjects at APU when your status at APU is listed as “exchange student.”
- You are 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 start of your program is scheduled for August 2019.
- Students will return to APU from the 2nd Quarter (June) of the 2021 Spring semester.

[Example: Student status in the case that a student leaves for the U.S. from 2019 AY (Spring enrollee)]

	1 st year		2 nd year		3 rd year		4 th year	
	① 2019S	② 2019F	③ 2020S	④ 2020F	⑤ 2021S	⑥ 2021F	⑦ 2022S	⑧ 2022F
Status in APU	Enrolled student	Exchange student			Enrolled student			

(Fall enrollee)

	1 st year		2 nd year		3 rd year		4 th year	
	① 2018F	② 2019S	③ 2019F	④ 2020S	⑤ 2020F	⑥ 2021S	⑦ 2021F	⑧ 2022S
Status in APU	Enrolled student		Exchange student			Enrolled student		

***Fall-enrollee students will resume their studies at APU in Fall 2021 and Spring 2022. Therefore, there is a possibility that some courses may not be available in their desired language of study.**

3. Procedures after being accepted to the program

(1) Documents to prepare

You will be required to submit application documents, such as those listed below, to SEU soon after you are accepted to the program. Please begin preparing the following documents during the application period. In particular, you are advised to prepare ① ~ ③ as soon as possible.

- ① Passport (passport must be valid for over six months after your exchange period)
- ② Documents needed for visa application (e.g. two bank statements in English; balance of over \$20,700 usually required). For documents needed for visa application, please check the U.S. Embassy website.
- ③ High school transcripts (from the past 3 years) ※English
 ※Current students must also submit their APU transcript (transcripts can be issued from early April.)

You can submit the following documents after the spring semester starts.

- ④ Pledge
- ⑤ Consent Form

(2) Other procedures

- ① Visa
- ② Immunizations

4. Credit Transfer / Academics During and After the Program

(1) Credit Transfer

- The maximum number of credits a student is eligible to transfer (by the time he/she graduates) is 60 credits (including all other credit transferrable programs) regardless of the APU maximum credit limit for each semester.
- The student must apply to transfer the credits obtained for curricular subjects at the host university back to APU. The credit transfer application will be screened and evaluated by the Academic Affairs Division and College of Asia Pacific Studies
- It is not possible to transfer credits from subjects with no relation to those offered at APU, i.e. sports, art, etc.
- If credits you have taken have been transferred to APU as an APU subject, then you can no longer register to take that APU subject in APU.
Additionally, if you have already taken that subject at APU before going on exchange, then you are not able to apply to transfer the credits for that subject.
- All grades for subjects that are able to be transferred back to APU will be listed as “T” (transfer) on the APU transcript.
- It is important that students make a detailed plan that includes thinking about the current courses that they are taking in addition to the courses that they take at their host university, how those courses will be transferred back after returning to APU, as well as graduation and plans (graduate school/career) after graduating.

(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. You may not be able to graduate on time due to a poorly detailed study plan. It is necessary that you construct a study plan after confirming the number of credits that you have obtained and your affiliated college’s curriculum before going on the program. As shown in the chart below, you must earn a set number of credits at SEU and APU.

【Requirements to graduate at SEU】

At SEU, students will consult with an academic advisor at SEU to register subjects. In order to obtain degrees from both universities in 4 years, students will need to register certain subjects to meet both degree requirements.

Spring (April) Enrolees <Model of credit acquisition>

Semester	University	Credits at SEU	Breakdown of required credits	Credits at APU
1 st Semester	APU	15 credits	Transfer from APU	16 credits
2 nd Semester	SEU	60 credits	Approx. 15 credits per semester	60 credits (maximum)
3 rd Semester	SEU			
4 th Semester	SEU			
5 th Semester	SEU / APU			
6 th Semester	APU	45 credits	Transfer from APU	48 credits
7 th Semester	APU			
8 th Semester	APU			
Total SEU credits		120		

Fall (September) Enrolees < Model of credit acquisition >

Semester	University	Credits at SEU	Breakdown of required credits	Credits at APU
1 st Semester	APU	30 credits	Transfer from APU	32 credits
2 nd Semester	APU			
3 rd Semester	SEU	60 credits	Approx. 15 credits per semester	60 credits (maximum)
4 th Semester	SEU			
5 th Semester	SEU			
6 th Semester	SEU / APU			
7 th Semester	APU	30 credits	Transfer from APU	32 credits
8 th Semester	APU			
Total SEU credits		120		

(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. Treatment of Scholarships during the Exchange Period

Tuition reduction scholarships for international students, Academic Excellence scholarships and Academic Incentive scholarships for domestic students will remain in effect even when you are studying abroad, given that you pass the regular assessment.

- Please consult the Student Office for details.

6. Program Fees

- The following fees will be the responsibility of the participant during the program period. **(SEU admission and tuition fees are not required!!)**

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 that participants are covered by APU's designated Overseas Travel Insurance (around 200,000 yen for two years) in addition to J-TAS Insurance (Risk Management Support System, around 50,000 yen for two years). **These have to be paid in a lump sum before departure.** In addition, students must be covered by SEU's designated health insurance while in the U.S.

* The dormitory rent is approx. \$3,000 ~ \$4,000 per semester (dormitory availability is not guaranteed).

Estimate of Yearly Living Expenses: approx. 1,100,000 - 1,500,000 yen

*The above figures do not include the APU tuition fees.

7. Revocation of Acceptance, Program Cancellation, and Early Termination

Students may have their acceptance revoked, or their participation in the program cancelled or terminated early, in the following cases.

- If a student is deemed unable to complete the program in 4 years due to failure to maintain adequate scores at APU and SEU.
- If a student's cumulative GPA falls below 3.00 in the semester prior to departure.
- If students fail to meet the language requirements (TOEFL ITP 550, above iBT 79, above IELTS 6.0) by a certain date specified by SEU.
- If a program is deemed unable to run due to natural disasters, crises, strikes, outbreaks of disease, changes in the political situation, war, terrorism, or unforeseeable events.
- If a program is deemed unable to run due to circumstances at the host university.
- If a student incurs disciplinary action or is otherwise deemed unfit by Academic Affairs to act as a representative of APU
- If a student fails to enroll in the required overseas travel insurance, attend required guidance sessions, or follow university guidelines.

【Notes】

- **【International Students and Domestic Students Paying Their Own Tuition】**

You cannot make the payment properly while you are studying abroad from overseas. It is necessary for international students and domestic students who are paying their own tuition to 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 he/she is aware of the program costs ahead of time.

- Students who would like to confirm their own personal tuition amounts should consult with the Administration Office staff.
- Students who are not able to pay their tuition in accordance with the payment method should consult with the Coordinators of the Double Degree Program at the Academic Office once you get selected (or before applying).

8. Notes and Disclaimers

If a program participant experiences an accident or suffers damages due to an unlawful act by a third party (organization, individual, homestay family, etc.) other than program parties (APU, host university, local organizations) during the program, the participant must take responsibility for filing a lawsuit or initiating other related procedures.

【 Academic Office / Undergraduate Dual Degree Program Team 】

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

E-mail : outbound@apu.ac.jp

Yoko Taira (Ms.), Yumiko Ono (Ms.)