



AY 2017 Fall Semester

Ritsumeikan Asia Pacific University
Graduate School Subjects
Early Enrollment Program
(Application Guidelines)

Ritsumeikan Asia Pacific University

This program allows undergraduate students to enroll in graduate school subjects early in an effort to enhance their motivation to advance to graduate school and to afford them an opportunity to prepare for their graduate studies in a conscious and well-planned manner.

If the student later enrolls in a APU graduate school, credits earned while studying in this program can be transferred upon application as long as they are deemed academically beneficial by the graduate school in question.

If you are thinking about going to graduate school and want to use your time wisely before you advance to the next stage in your studies, we advise you to take full advantage of this program.

Note:

Acceptance into the Graduate School Subjects Early Enrollment Program **is not enrollment in either of the graduate schools.** Students who want to advance to one of the graduate schools at APU **should apply separately and undergo the graduate school admissions process.**

I. Qualifications

1) GPA and Credits

Semester	Cumulative GPA	Completed Credits
When moving to the 7 th semester	At least 3.00 at the end of their 5th semester	At least 102 completed credits by the end of their 6th semester
When moving to the 8 th semester	At least 3.00 at the end of their 6th semester	At least 118 completed credits by the end of their 7th semester

2) Official Test Scores

Students may submit any of the following official test scores*¹. However, this does not apply to students who received six or more years of school education in English only in a regular course of study at an institution at least equivalent to a Japanese high school.

Official Test	TOEFL iBT® Test	TOEFL® PBT Test	TOEFL ITP® Test	TOEIC® L & R TEST	TOEIC® L & R TEST (IP)	IELTS™ (Academic Module)
Test Scores	80+	550+	550+* ²	780+	780+* ²	6.0+

L & R means LISTENING AND READING.

TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

*¹ Students who cannot satisfy any of the above conditions should consult with the Academic Office before submitting their applications.

*² Limited to scores obtained either at APU or Ritsumeikan University.

II. Subjects Available

Under this program, students can take first-year (first semester) subjects from either of the graduate schools. Please refer to the timetables for both graduate schools available at the graduate school website.

URL: <http://www.apu.ac.jp/gradinfo/modules/gradinfo/content12/>

Note:

- 1) **Regardless of the number of semesters of study under this program (one semester to maximum of two semesters), students may only register up to 10 credits.**
- 2) Credits registered under this system will be included in the credit registration limit (24 credits) for

the respective undergraduate college; however, they will not be counted towards the graduation requirements.

- 3) Students cannot take seminars or Japanese language subjects.
- 4) Students who study as non-degree students in the Graduate School of Asia Pacific Studies (GSA) cannot take subjects offered by the Graduate School of Management (GSM) and vice versa.

III. Application Procedures

1) Submit Applications to:

Academic Office (Building B, 1F)

Office hours: Monday, Wednesday ~ Friday 10:00~16:30, Tuesday 11:30~16:30

2) Application Period

AY 2017 Fall Semester:

Monday, June 12 – Thursday, September 14, 2017 by 12:00 (noon)

(The deadline will be strictly enforced.)

3) Application Materials

1) Request for Early Enrollment in Graduate School Subjects	1	Please use the designated application form.
2) Statement of Intent	1	Approximately 1,000 words. Please use the designated form.
3) Student Information Card	1	Please use the designated application form. The form will be available at the Academic Office.
4) Photograph	1	3 cm x 2.5 cm color photograph taken within the last three months. Write full name on reverse side. Affix one to the Student Information Card.
5) Certification of English Language Ability	1	Not required for students who received six or more years of school education in English only in a regular course of study at an institution at least equivalent to a Japanese high school.
6) Screening Fee	¥10,000 (Certificate Stamp)	Please purchase a university-designated certificate stamp worth ¥10,000 from the automatic certificate dispenser on campus and submit it along with the other required documents.

*Location of the automatic certificate dispenser: Building A, next to Student Office entrance,

Library (in front of the counter)

IV. Screening Fee

Early Enrollment Program student status is only valid for one semester at a time, so program students must reapply to take subjects under the program in the following semester. Students who reapply need to pay the screening fee again.

V. Procedure for Permission and Course Registration

The submitted materials will be screened and the results of the screening will be sent to applicants. The Academic Office will give successful applicants the new account. They will be asked to register for subjects themselves using the new account during Course Registration Period B.

VI. Credit Transfer

Based on applications filed by program students, credits earned from subjects completed through this program will be approved as credits obtained prior to admission as long as they are deemed academically beneficial by the graduate school in question.

However, students who are planning to enroll in a graduate school other than APU should consult with that graduate school about whether credits earned under this program may be transferred.

1) Application Period:

Before Course Registration Period B of the first semester of enrollment in an APU Graduate School. Details about the application period and the application procedures will be announced via Campus Terminal after the program student enrolls in an APU Graduate School.

2) Transferred Credits:

The grades for these subjects will be T (Transfer) grades. Credits transferred into the student's grade record, cannot be cancelled for any reason and cannot be registered for again.

3) Maximum Number of Transferrable Credits:

Based on the regulation, maximum number of transferrable credits is set as 10 credits.

VII. Schedule

AY 2017 Fall Semester (1st Quarter, 2nd Quarter and Session Subjects)

Timetable and syllabus available online	Beginning of September, 2017
Application period	Monday, June 12 – Thursday, September 14, 2017 by 12:00 (noon)
Notification of final screening results	Friday, September 22, 2017
Course registration period	Monday, October 2 – Tuesday, October 3, 2017
Classes resume for all students	Wednesday, October 4, 2017

VIII. Borrowing Materials at APU Library

Program students are available to borrow materials in the criteria of graduate students if they use the non-degree student ID which will be issued after notification of results.

Inquiries

Academic Office

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