Please read the following precautions before submitting your application.

<table>
<thead>
<tr>
<th>Application/Cancellation Period</th>
<th>10:00, June 17, 2020(Wed) – 16:30:00, July 1, 2020(Wed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Method</td>
<td>Online Application (manaba)</td>
</tr>
<tr>
<td>Notes</td>
<td>※Students are allowed to have up to 2 choices for a main seminar. Note that if you applied for only 1 main seminar and did not get accepted, you will not be able to apply for any other seminar classes for the remainder of the semester.  ※If you do not get accepted into your 1st choice main seminar, you will automatically be screened for your 2nd choice. If you get accepted in your 2nd choice it will be registered as your main seminar.  ※Cancellations or changes cannot be made once you have submitted your application(s).  ※Students are only allowed take a main seminar class from within their college. (However, you may take a sub-seminar from either college.)  ※Make sure to pay attention to the symbols on the seminar class list: “—”, “O”, “●”, “▲”, etc.  ※Make sure to consult with your desired seminar supervisor(s) before the application period.</td>
</tr>
<tr>
<td>Application Essay / Assignment</td>
<td>※As a standard requirement, applicants must provide an essay stating the reason why they wish to apply for the seminar (‘application essay’). However, note that there are cases in which applicants are exempted from submitting this essay (*Refer to the figure below)  ※In addition to the ‘application essay’, some seminar instructors may require applicants to submit an assignment(s).  ※Be sure to check the syllabus in advance or ask your seminar instructors directly during individual consultations regarding the application requirements.  ※As you are to enter the essay and/or assignment directly into the application page in manaba (6/17 – 7/1), we strongly recommend that you prepare your essay/assignment beforehand using MS word(or any equivalent word processing software).</td>
</tr>
</tbody>
</table>

Q. Does any of the following apply to you?
- a. The seminar instructor specifies a separate assignment and clearly indicates that he/she does not require applicants to write an “application essay”.
- b. I had previously been taking the seminar and wish to return to the seminar next semester when I come back from an exchange program or a leave of absence.
- c. I wish to continue taking a sub-seminar under the same instructor in the following semester.

Q. Did your desired seminar instructor specify on the syllabus or during consultation that you need to submit a ‘Seperate Assignment’?
- NO  YES

Q. Which one applies to you?
- a  b  c

Application Requirement
- Enter only the ‘Application Essay’ in manaba
- Enter both the ‘Application Essay’ and the ‘Assignment’ in manaba
- Enter (or upload) only the ‘Assignment’ in manaba (No need to provide the Application Essay)
- No need to provide the ‘Application Essay’. *Please check the syllabus or confirm with the seminar instructor regarding whether you need to submit any assignment(s).
How to Apply for a Seminar

First, log in to manaba (Click)

① Click on “[APXx] 20FA Seminar Application” under “My Courses”
※ “X”=College; “x” = year level of seminar

② Click on “Surveys” then choose “[1st Choice/第1志望] Seminar Application /ゼミ申請”

③ Click on the “Start” button
Enter basic information and select desired instructor

1. 「スタート」ボタンをクリック
2. Enter basic information and select desired instructor

※ Please make sure to read this (~。) before submitting your application.

[Q1] 現在開催中のゼミのキャンセル / Current Seminar Cancellation
現在開催中のゼミをキャンセル希望の場合は、キャンセル申請書を提出する必要があります。

Select the one that applies to you

1. 現在ゼミに登録されていない。
2. キャンセル申請書を提出済み。

Enter your basic information
※ Please enter a phone number at which you can easily be reached. If you are entering an international number, please include the country code.

Select your "1st choice" seminar instructor

[Q2] 学籍番号 / Student ID Number

[Q3] 氏名 / Name

[Q4] 電話番号 / TEL

[Q5] ゼミクラス選択 (1st choice) / Seminar Class (1st choice)

Enter necessary information

[Q6] 申込希望のゼミの教員にいつ相談しましたか？/ When did you consult with the seminar instructor?

[Q7] 退職希望 (就職・大学院進学など) / Plans after graduation (begin a job, enter graduate school, etc.)

[Q8] 関心のあるテーマ・論文テーマ / Theme in which you are interested or Theme on which you wish to write your thesis

[Q9] にお留め / Application Essay: "Why I wish to take this seminar"

※ Please select which one of the following applies to you or both.

Continued on next page
⑤Enter ‘Application Essay’ and/or ‘Assignment’

**Q9 志望理由 / Application Essay “Why I wish to take this seminar”**
※下記(e)〜(c)のうち、当てはまるものにチェックを入れてください。
*Please select which one applies to you (選択必須 / Required)*
1. (e) 申請希望のゼミ担当教員から別途課題の提出を求められ、かつ、志望理由の入力が
   免除されている。The seminar instructor specified a separate assignment and clearly
   indicated that he/she does not require applicants to provide an ‘application essay’.
2. (b) 以前ゼミを履修していましたが、交換留学や卒業でAPUを離れ、再び同一教員のゼミへ復
   傘したい。I had previously been taking this seminar and wish to return next semester when I
   return to APU after participating in an exchange program or taking a leave of absence.
3. (c) 上記のいずれにも該当しない / None of the above

※上記のいずれかに該当する場合は下記の自由記述欄に「免除」を記入してください。
(c) の場合は、志望理由を入力してください。
 Students to whom “(a)” or “(b)” apply, please write “exempted” in the space provided
below and proceed to the next item. Otherwise, please write an essay on the reason you
wish to take the seminar.

**Q10 線形を提出して下さい。/ Supplementary Assignment**
「志望理由」とは別に、指導教員がシラバスや面談で課題を提示している場合は、
それに対する回答を下記の自由記述欄に入力してください。
なお、自由記述欄に回答できないような課題については、下記の「アップロード」機能で課題を提出
して下さい（55mbまで）。
If the seminar instructor specified an assignment(other than the ‘application essay’) on the
syllabus or during consultation, please use the space provided below.
If the assignment does not fit the format provided in the text box, you may upload a separate
file(s) by using the upload function right below the text box (up to 55MB).

Enter assignment here (*if the seminar instructor specified an assignment(s) on
the syllabus or during individual consultation)*

assignments which require the use of objects (images, tables, graphs, etc.)
may be uploaded as a separate file using the upload feature (up to 55mb)

Click “Confirm” once you’ve completed the form

Select the one that applies to you
Those to whom “(a)” or “(b)” apply to are exempted from providing the
‘application essay’.

Those who selected either “(a)” or “(b)”, please enter
“exempted” in the box

Save and quit  ▶ Confirm
⑤ Confirm the details you’ve entered on the “Preview” box → Submit

Check whether the details you’ve entered are correct

⑥ 提出を OK → 「テストの提出の確認」画面へ

Click

⑩ Apply for 2\textsuperscript{nd} Choice Main Seminar and Sub-seminar

★ Follow the same steps when applying for your 2\textsuperscript{nd} choice main seminar and Sub-seminar.

Well done!
You’ve completed your application!