



# Student Exchange Program Information Sheet for 2020 Spring & Fall

Ritsumeikan Asia Pacific University

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**APU**

Ritsumeikan  
Asia Pacific University



## Contact Information:

Inbound Exchange Program	<a href="mailto:inbound@apu.ac.jp">inbound@apu.ac.jp</a>
Outbound Exchange Program	<a href="mailto:outbound@apu.ac.jp">outbound@apu.ac.jp</a>
Partnerships and Agreements	<a href="mailto:partners@apu.ac.jp">partners@apu.ac.jp</a>

## Institutional Information:

Address	Ritsumeikan Asia Pacific University Academic Office 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
TEL	+81-977-78-1101
FAX	+81-977-78-1102
University Website	<a href="http://www.apu.ac.jp">www.apu.ac.jp</a>

# Academic Calendar:

## Spring Semester:

<b>Official Semester Dates</b>	Apr. 1- Sept. 20
<b>Airport Pick-up &amp; Dormitory check-in</b>	Late Mar.
<b>Mandatory Orientation</b>	Late Mar.
<b>Term Dates</b>	Quarter 1: Early Apr. – Late May Quarter 2: Early June – Late July
<b>Examination Periods</b>	Quarter 1: Late May Quarter 2: Late July
<b>Make-up Examination Day</b>	Quarter 1: Mid June Quarter 2: Mid Aug.
<b>Term Breaks</b>	Quarter Break: Early June Summer Break: Early Aug. – Sept.

## Fall Semester:

<b>Official Semester Dates</b>	Sept. 21 – Mar. 31
<b>Airport Pick-up &amp; Dormitory check-in</b>	Mid Sept.
<b>Mandatory Orientation</b>	Mid Sept.
<b>Term Dates</b>	Quarter 1: Early Oct. – Late Nov. Quarter 2: Late Nov. – Early Feb.
<b>Examination Periods</b>	Quarter 1: Late Nov. Quarter 2: Early Feb.
<b>Make-up Examination Day</b>	Quarter 1: Early Dec. Quarter 2: Mid Feb.
<b>Term Breaks</b>	Quarter Break: Late Nov. Winter Break: Late Dec. – Early Jan. Spring Break: Early Feb – Mar.

# Academic Information (1/2)

Course Level	Undergraduate Only
Duration of Exchange	1 Semester or 1 Academic Year
Colleges	<p>College of Asia Pacific Studies (APS) College of International Management (APM)</p> <p>Note: Students must choose <b>one college</b> they would like to enroll in but will be able to take courses from both colleges. It is advised that students choose a college that is most similar to their program at their home university.</p>
Language of Instruction	English and Japanese
Number of Weeks of Study	<p>1 semester is 14 weeks (plus 2 weeks of exams)</p> <p>APU operates on a semester system made up of two quarters. Some classes (mostly language) runs for the duration of the semester while other classes are usually taught in one of the two quarters.</p>
Number of Hours per Week per Course	<p>4 classes × 95 minutes: Semester-based language course 1 class × 95 minutes: Semester-based major course 2 classes × 95minutes: Quarter-based major course</p>
Required Number of Credits	<p>Minimum: <b>14 credits</b> in one semester (10 hours of classes per week) Maximum: No Limit</p> <p>● <b>Important note:</b> As a student on a <b>college student visa</b>, student must register a <b>minimum of 14 credits</b> throughout semester AND weekly class hours must be at least 10 hours. Students are not allow to register classes only during 1<sup>st</sup> quarter or only during 2<sup>nd</sup> quarter.</p>
Course Registration Period	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
Course List	<p>General course list is available to <a href="#">download</a> as reference.</p> <p><b>The finalized course list will be released in March for Spring Semester, and September for Fall Semester. We cannot confirm that which courses are offered and held in English or Japanese earlier.</b></p>

# Academic Information (2/2)

## Course Syllabus

### Online Syllabus Search ([Link](#))

- All courses including graduate level courses which are **NOT** open to exchange students will show up on this syllabus search.
- Students should refer to the course list to confirm that it is a **2017 Curriculum undergraduate course**.
- When selecting the appropriate semester/quarter, please refer to the following:

SP	Spring Semester	FA	Fall Semester
SP1	Spring (1 <sup>st</sup> Quarter)	FA1	Fall (1 <sup>st</sup> Quarter)
SP2	Spring (2 <sup>nd</sup> Quarter)	FA2	Fall (2 <sup>nd</sup> Quarter)
SU1	Summer Session	WI1	Winter Session

Not all classes are taught in English. On the syllabus, the course title ends with a code indicating the language of instruction. Any code which starts with an E is for English and any code which starts with a J is for Japanese. If it starts with any other code (e.g., S or F), it is a graduate level course which is not available for exchange students.

## Credit System

1 major course = 2 credits  
1 language class = 4 credits

## Grading System

A+ 100 – 90%  
A 89 – 80%  
B 79 – 70%  
C 69 – 60%  
F Fail

## Transcript

Transcripts will be issued after the following dates:

- Spring Semester: September 21
- Fall Semester: April 1



# Application Qualification

<b>Enrollment</b>	Applicant must be enrolled in a partner university overseas.
<b>Minimum GPA</b>	2.00 or higher out of a 4.00 grade scale
<b>Language</b>	<p>Students must choose to enroll as an “English-basis” or “Japanese-basis” student. English-basis students will take courses in English. Japanese-basis students will take courses in Japanese. Non-native English or Japanese speaker must be submitted one of the followings.</p> <p>For students enrolling as English-basis students:</p> <ul style="list-style-type: none"><li>a) TOEFL® iBT Test 79, or</li><li>b) TOEIC® L&amp;R Test 780, or</li><li>c) IELTS 6.0, or</li><li>d) PTE Academic 50, or</li><li>e) Cambridge English FCE Grade B, or</li><li>f) Official university letter verifying the applicant’s English proficiency</li></ul> <p>For students enrolling as Japanese-basis students:</p> <ul style="list-style-type: none"><li>a) JLPT Level N1:100 points or above, or</li><li>b) JLPT Level N2: 135 points or above, or</li><li>c) EJU- Japanese:250 points or above (not including the writing section), or</li><li>d) Official university letter verifying the applicant’s Japanese proficiency</li></ul>



# Admission Procedures

	Complete Online-Nomination by	Complete Online-Application and Submit Application Documents by
Spring Semester Enrollment	October 1	October 22
Fall Semester Enrollment	April 1	April 22

Online-Nomination: We send an email to all partner universities once the online-nomination becomes available.  
Information of application process are available from [HERE](#)

## The general instructions below must be followed:

- ✓ Fill out all items either in English or Japanese, depending on the applicant's language base for enrollment in APU.
- ✓ As a general rule, only original documents or certified copies are accepted. All documents/certificates written in a language other than English or Japanese must be accompanied with a translation in either English or Japanese. Attach to the translation with the name, address, contact number, and the signature of the translator. Translations prepared by the issuing organization, a translation company, or a qualified translator only are accepted.

## Important notes:

- ✓ Once submitted, documents/certificates will not be returned to the applicant.
- ✓ Admission to APU will be revoked incase of false information found even after the student is enrolled.
- ✓ Screening result will be informed to the home university within 6 to 8 weeks following the application deadline.

# Housing

APU provides the off-campus housing for all exchange students. This student dorm is located in downtown Beppu and it is in a convenient location for living.

## Estimated Housing Fees for 1 Semester or 1 Year:

Program Term	One semester (5 months)	One year (10.5 months)
Estimated Amount	Approx. 300,000 JPY	Approx. 600,000 JPY

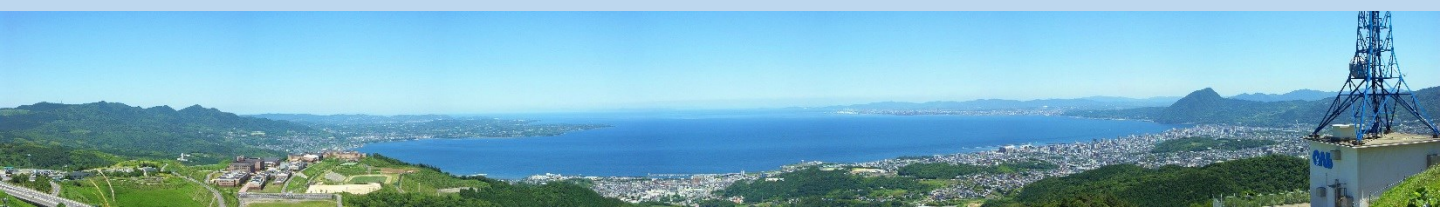
\*Rent, Utility fees, Non-refundable moving fee and Bedding/Linen fee are included.

### Note:

- ✓ Students will be asked to pay fees for the entire period of your stay at APU prior to arrival.
- ✓ Invoice will be sent upon admission approval (Payment method: bank wire transfer only)
- ✓ No meal plan is available.
- ✓ Other accommodation options are not available.

## Living Cost in Japan:

Food/Meals	30,000 – 40,000 JPY /month
Academic Expenses	10,000 - 20,000 JPY /semester
Transportation	45,000 JPY - 75,000 JPY/semester (Depends on whether students choose to use bus tickets or purchase a bus pass)
Other	10,000 JPY /month



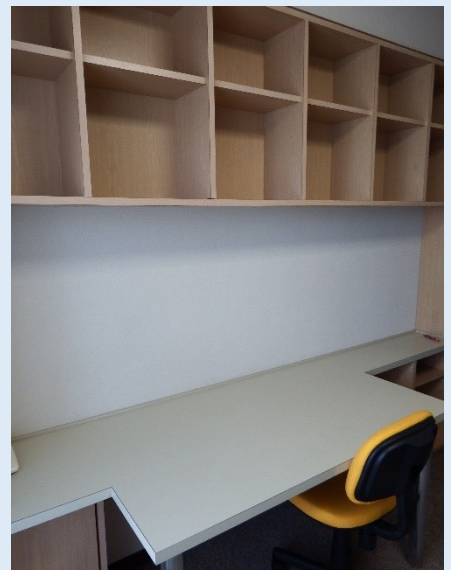


# Student Dorm - AP House 4





# Student Dorm - AP House 4





# Student Dorm - AP House 4



# Compulsory Insurances:

## National Health Insurance (NHI):

All exchange students living in Beppu city more than 3 months are required to purchase this insurance by Beppu City and Japanese Government.

This insurance covers your medical care cost and you bear only 30% of the total amount.

## Student's Comprehensive Renters Insurance:

All APU students from overseas must purchase this insurance. This insurance is covered the accidental damage due to fire, rupture, explosion and etc.

**All students are required to purchase the Japan National Health Insurance (NHI) and Student's Comprehensive Renters Insurance.**

Student's Comprehensive Renters Insurance will be paid for with housing fees, the NHI will be collected after arrival.

	1 Semester	1 Year
Student Comprehensive Renter's Insurance	Approx. 3,000 JPY	Approx. 5,000 JPY
National Health Insurance	Approx. 10,000 JPY	Approx. 20,000 JPY





# Visa:

## All students are responsible for getting a College Student Visa prior to entering Japan.

After students are accepted, APU will apply for a Certificate of Eligibility (CoE) on behalf of the student. Once CoE is issued by the Immigration Bureau (Japan) , we will sent it to their home university. They may apply for their student visa at the closest Japanese Embassy or in their home country prior to arrival in Japan.

All one semester exchange students will be given a 1 year study visa even if the study period is for 1 semester only. For one year exchange students, 1 year and 3 months visa will be given. Students are strictly required to leave Japan after the completion of their intended study period at APU.



# Other Information:

## Driving:

Exchange students are not allowed to drive or buy motor vehicles including bikes during their study abroad program at APU.

## Employment:

Part-time jobs are sometimes available within the university and in the city. APU provides students with information on part-time jobs. However, competition is tough and Japanese proficiency is oftentimes required for students who wish to work off campus.

### Employment Regulations:

Students are required to file for a “Work Permit” to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU). Students can only apply for a Work Permit after receiving their Residence Card. It may take about two and a half months after arrival before students can actually start applying to jobs.

