

## **APU Alumni Ambassador Program (Application Guidelines)**

The APU Alumni Ambassador Program represents a new opportunity for APU alumni to share their experiences and passions with the next generation of international students at APU. Through this program, organized by the APU Admissions Office (International), you can help with student recruitment and contribute to the future of your alma mater.

### What do Alumni Ambassadors do?

1. Help with APU's international student recruitment. As an Alumni Ambassador, you may be asked to:
  - represent APU at education fairs
  - visit local schools
  - speak at an APU information session in your country
  - work with APU admissions staff to research local trends in education
2. Complete and submit a simple report online about any activities you are involved in within a week of the event.

### Who is eligible to become an Alumni Ambassador?

Any APU alumni who has graduated from an undergraduate or graduate program at APU.

### If I become an Alumni Ambassador, how long can I participate in this program?

In general, there is no limit to how long you can be an Alumni Ambassador. However, if you decide to withdraw from the program, we ask that you inform the APU Admissions Office (International).

### Is this a paid position?

The Alumni Ambassador Program is a volunteer program. However, as a token of our appreciation for your efforts, you will receive a small monetary gift equivalent to 5,000 yen after completing your activities and report.

### Will I be reimbursed for travel expenses?

If you are participating in an activity for the Ambassador Program in your local area, APU will not reimburse you for travel expenses. However, if in the rare case that APU asks you to travel to a location far away, we will reimburse you for these costs. This will be made clear to you before the event takes place.

### How do I apply?

1. You can apply any time by filling out our [online application form](#). Please note that if you apply before February 28, 2019, the Admissions Office will contact you with more information by April 1, 2019. Those who apply after March 1, 2019 will be

contacted at a later date.

2. You will receive information regarding the online training which you will be required to complete in order to officially become an Alumni Ambassador. The training will be conducted over a web conferencing platform and will last 30 to 40 minutes. Please be sure to take part in the designated training.
3. After completing the training, please submit the required agreement form. You will then receive a letter of appointment and will officially be active as an Alumni Ambassador.

#### What materials and support will be provided to me as an Alumni Ambassador?

- Before you begin your activities, the Admissions Office will send you a package containing an Alumni Ambassadors tag, ID card, and promotional tools (university guides, university goods). Feel free to use them for the activities.
- About once a semester, the Admissions Office will provide Ambassadors with new information about APU and the admissions process.
- Admissions Office staff will be available to walk you through any situation that may arise. Feel free to contact the office through the email address provided below.

#### Who should I contact if I have any further questions regarding the program?

Please contact the APU Admissions Office (International) at [ambassad@apu.ac.jp](mailto:ambassad@apu.ac.jp).

We look forward to hearing from you!