

Declaration on the Occasion of the Opening of APU

Since the beginning of human history, human beings have attempted to create their own distinctive cultures and develop civilizations in the various regions of the world. They have also had to overcome many constraints and obstacles in order to achieve their goal of living in conditions of freedom, peace and humanity.

The twentieth century was an era of rapid progress and unprecedented advance in the political, economical and cultural fields, as human activity increasingly took place on a global scale. Through the experience of the two World Wars, the United Nations and other international organizations were formed to enhance cooperation in order to maintain peace and to promote international understanding.

Given that the 21st century will see the emergence of a global society, we firmly believe that coexistence between mankind and nature, as well as between diverse cultures, will be indispensable for the peaceful and sustainable development of the Asia Pacific region. This is why we are now establishing a university here, to nurture the young talent and to create a new academic discipline which will help shape the region's future.

April 1, 2000 therefore marked the birth of the Ritsumeikan Asia Pacific University, based on a vision of freedom, peace and humanity, mutual international understanding, and the future shape of the Asia Pacific region. The establishment of the University at Jumonjibaru, in Beppu City, has been made possible through the cooperation of the people of Beppu and Oita Prefecture, together with many others both within and outside Japan.

Our hope is that it will be a place where the young future leaders from countries and regions throughout the world will come to study together, live together, and understand each other's cultures and ways of life, in pursuit of goals that are common to all mankind.

The Ritsumeikan Asia Pacific University is hereby declared open.

April 1, 2000

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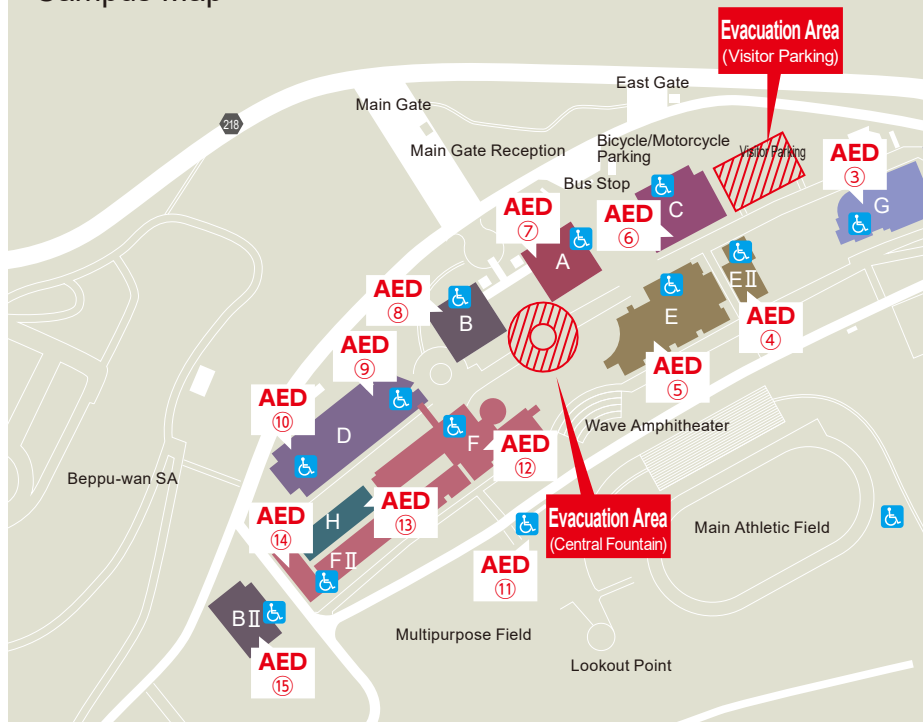
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Campus Map

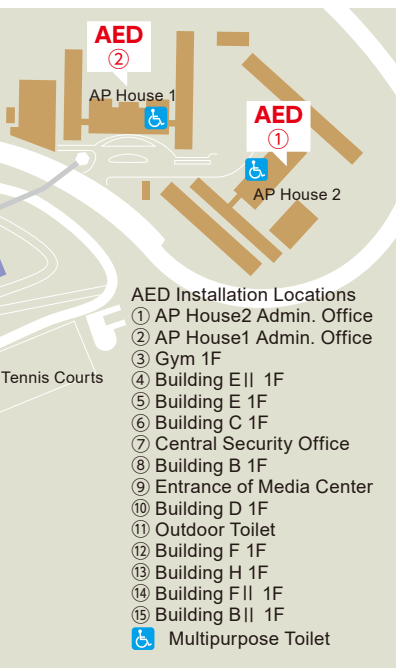


A棟 Administration Building

- 1F Student Office, Career Office, Health Clinic, Creotech Co., Ltd. Office, Central Security Office, Counseling Room
- 2F Admissions Office, Convention Hall, Reception Rooms Creotech Co., Ltd. Office,
- 3F Administration Office, Conference Rooms 1-6
- 4F Office of the President • Office of planning
Office of Institutional Advancement
Secretary to the Executives Team,
Public Relations Team,
Institutional Research & Planning Team,
Parents and Alumni Association Team,
Social Affiliations Team
Executive Offices, Reception Rooms,
Conference Rooms
- 5F Guest Rooms 1-10

B棟 Research Building

- 1F Academic Office, Research Office, Faculty Lounge
- 2F Research Meeting Rooms 3-6, Center for Business Case Education, Cyber Study Room, GSA Master's Students Common Rooms 1-2, GSA Doctoral Students Common Rooms 1-2, GSM Master's Students Common Room, Visiting Research Fellow's Joint Research Room, Honorary Doctorate HIRAMATSU Morihiro "One Village One Product Movement" Research Room, Lounge, RCAPS Conference Room
- 3F Faculty Offices B301-B327, Seminar Project Rooms 1-3, Information Corner
- 4F Faculty Offices B401-B427, Seminar Project Rooms 4-6, Information Corner
- 5F Faculty Offices B501-B527, Seminar Project Rooms 7-9, Information Corner



B棟 Research Building II

- 1F Lecturers' Office, Part-time Lecturers' Desk, Student Counseling Room, Confucius Institute at Ritsumeikan Asia Pacific University, Center for Language Education
- 2F Faculty Offices BII261-BII274
- 3F Faculty Offices BII361-BII387

C棟 Millennium Hall

Main Hall, Rehearsal Room, Dressing Rooms, Simultaneous Interpretation Booths

D棟 Media Center

- 1F Academic Office (Library Office), APU Library, Multimedia Room, Classrooms D101-D108, Extension Center, On-Campus Student Job Center
- 2F APU Library, Classrooms D201-D214
- 3F Classrooms D301-D305, CAI Classrooms 1-12, Information Processing Seminar Rooms 1-6, Information Systems Administrative Office, Multimedia Lab I

E棟 Student Union

- 1F Cafeteria, Co-op Office, Pacific Café, Atelier
- 2F Student Hall, Student Council Room, Multimedia Lab II, Student Lounge, Event Space, Japanese-style Room, Music Studio, The Quiet Space, Meeting Space

E II棟 Student Union II

- 1F Co-op
- 2F Presentation Space, Multipurpose Hall

F棟 Classrooms

- 1F Classrooms F101-F112, Self-Access Learning Center, Hut of Peace Spirit Tea Ceremony Room
- 2F Classrooms F201-214, TA Room
- 3F Classrooms F301-F304, Faculty Offices F331-F346

F II棟 Classrooms II

- 1F Classrooms FII120-FII124, Information Processing Seminar Rooms 7-9
- 2F Classrooms FII220-FII226, CAI Classrooms 20-28
- 3F Classrooms FII320-FII331

G棟 Gymnasium

- 1F Arena, Fitness Room, Staff Room, Locker Room, Shower Rooms
- 2F Activity Room, Martial Arts Room

H棟 Graduate School

- 1F Classrooms H101-H102
- 2F Classrooms H201-H202
- 3F Faculty Offices H351-H360

AP House 1

Rooms, AP House Office, Meeting Rooms, Internet Room, AP House 1 Security Office, AP House Co-op

AP House 2

Rooms, Meeting Rooms, AP Hall, AP Kitchen, Internet Room, AP House 2 Security Office

A Year at APU

Your Student ID Card

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Understanding Your Tuition

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Leave of Absence

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4月 April

Spring Entrance Ceremony

Spring New Student Orientation
and Welcome Events

Start of Classes,
Spring Semester 1st Quarter

5月 May

Final Exams,
Spring Semester 1st Quarter

6月 June

Start of Classes,
Spring Semester 2nd Quarter

Multicultural Weeks
(Spring Semester)



Certificates and Transcripts

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Scholarships and Grants

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Extracurricular Activities

→Page 95

7月 July

Final Exams,
Spring Semester 2nd Quarter

8月 August

Summer Session

9月 September

Graduation Results Announced/
Graduation Ceremony

Spring Semester Results
Released/Registration Guidance

Fall Entrance Ceremony

Fall New Student Orientation
and Welcome Events



Important things to know: →APU Policies

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→Student Life Precautions

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Commuting and Traffic Rules

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10月 October

Start of Classes,
Fall Semester 1st Quarter

Tenku Festival
(APU School Festival)

11月 November

Final Exams,
Fall Semester 1st Quarter

Start of Classes,
Fall Semester 2nd Quarter

12月 December

Multicultural Weeks
(Fall Semester)



Healthcare and Counseling

→Page 128

Learning about Housing

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Part-time Jobs

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Understanding Your Visa

→Page 153

1月 January

2月 February

3月 March

Final Exams,
Fall Semester 2nd Quarter

Graduation Results Announced/
Graduation Ceremony

Winter Session

Spring Semester Results
Released/Registration Guidance



Student Voices – Past and Present

Student Voices – Past



Kuniyoshi Koka

Baidu, Inc.,

Graduated Spring 2012
College of International Management

China

—What would you say was the thing that you worked on the hardest when you were a student?

As many international students who first came to Japan, I had a hard time getting used to the new environment. I was afraid to meet new people so I spent my first week in my dorm room, living only on the mooncakes that I brought as souvenirs from China.

From the information I got through guidance sessions and because I like singing I choose to participate in the musical theater club Kizuna, which later became a key part of a colorful life on campus.

I was asked to memorize long Japanese scripts. Some of the other club members helped me by recording their own voice so that I could imitate them. Gradually, I picked up an accurate Japanese accent and was finally able to perform successfully on stage.

This experience helped me develop more confidence, and later I became a member of GASS and also became a Residence Assistant (RA). Especially during my time as an RA, I planned different events like BBQs and sports competitions to help other dormitory residents enjoy their life on campus more.

—In what ways have you put that drive to use since?

Participating in all these extracurricular activities had the unexpected effect of changing me from a shy person to someone who is passionate about communicating and interacting with others. I realized that I want to keep working with people from different backgrounds, which is how I ended up working at Rakuten.

My experiences with Kizuna, GASS, and as an RA helped me develop knowledge on how to cope with new people and how to work in a multicultural organization. Moreover, it helped me learn to enjoy working on several projects at the same time.

—Words of Encouragement to Incoming Students:

As Steve Jobs said, “You can’t connect the dots looking forward, you can only connect them looking backwards. So you have to trust that the dots will somehow connect in your future.” During university, when most of us don’t have a clue about what we want to do in the future, I believe it is a good idea to participate in all kinds of different activities and events. Those experiences may not seem meaningful at the time, but they will eventually connect together and form who we are, helping lead us to our future life and career.



Onizuka Ryosuke

Japan International Cooperate Agency (JICA)

Graduated Spring 2012
College of Asia Pacific Studies

Japan

—What would you say was the thing that you worked on the hardest when you were a student?

In my four years at APU, I focused my energy on connecting with people and traveling the world. Except for what I was interested in and my thesis, I don't really remember studying. I entered the university after taking a year off after high school, so I intended to get good grades and graduate early, but once I experienced the freedom and diversity of the APU campus, I changed my mind immediately. In other words, I decided to take the easy way. Looking back, I regret not studying more, but I treasure the many friends I made by participating in Multicultural Camps, the Mock UN club, the Kendo club, and Indonesia Week. Meeting people provided me with opportunities, like the time in my third year when my Indian friend referred me to an internship at a microfinance organization in Assam in northern India. The memories of my time there are still vivid. In my fourth year, I was selected to participate in a Japan Foundation project in which I taught students in Lianyungang, China about Oita's traditional culture of bamboo lanterns and Oita's local foods. By getting outside of the safety of the APU campus, I was able to engage in international exchange in the truest sense, and I think this was the biggest achievement of my time at university.

—In what ways have you put that drive to use since?

After graduation, I was hired by the Bank of Japan. Having learned about microfinance in India, I was interested in how money flows, and by traveling the world, I reaffirmed what was good about Japan, so I wanted to learn more about the initiatives of the Japanese government. I am certain that my experiences at APU coupled with the Japanese system in which you can be hired without expert knowledge are why I was able to secure a position at the Bank of Japan. Surrounded by highly skilled people, my work at the bank was always stimulating. I have since switched jobs and am working for JICA's Africa Department. I oversee the development of co-financing projects with the African Development Bank and supervise yen loans

for the entire African continent. Even now when I think about it, the loose connections that I made at APU have provided me with opportunities and encounters I would have never dreamed possible, and they led me to my career at JICA. In my work, I often hear APU's name mentioned. Because I am overly optimistic, I always feel like I've been blessed with good luck, but this is because I think that my friends and the opportunities I have been afforded have helped me better myself. As someone who was raised in Japan and went to a regular high school, when I objectively look at how much my worldview has expanded, I don't think I would be the person I am today without having gone to APU.

—Words of Encouragement to Incoming Students:

You should always think about what your goals are and why you chose to come to APU. I think it is important to keep asking yourself why you are here in this "United Nations of the young." Another important point is that Japanese students should not think they are special just because they are "Japanese." I think the characteristics of Japaneseness are something you should express in your attitude, not in your words, and this mindset will prove useful in many scenarios in class and your daily life. Some people may think Japanese people are at a disadvantage because they don't assert themselves, but I think that is wrong. The Japanese are known for being diligent, emotionally strong, accommodating, orderly, and well-balanced. If you cannot express yourself, that means your communication skills (especially English skills) are lacking. I hope you will take the strengths you have now and use them to your advantage. You may not even be aware of your own strengths yet. Finally, here are three pieces of advice I wish I could've received when I enrolled. 1. Keep working hard until you can speak English comfortably. 2. Do an internship and see what it's like to work in the real world. 3. Travel now, even if you have to go into debt to do it. The first two are things I still regret not doing. New students should start building loose networks at the entrance ceremony. Because there is not a whole lot to do in Beppu, I think you will be able to use your time wisely.



Michelle Huang

Strategic HR Planning Group
Human Resources Division
Mitsui Chemicals, INC.

Regional HR
HR & Administration Department
Corporate Planning Division
Mitsui Chemicals America, INC.
(Currently Base in New York Office as an expatriate)

Graduated Fall 2006
College of International Management

Taiwan

—What would you say was the thing that you worked on the hardest when you were a student?

I think I can say that I spent about 80% of my time studying. In order to maintain my scholarship, I studied at least two hours a day.

The other activity that I put a lot of energy into was being an RA (resident assistant). I was an RA for three years, from my second year until I graduated. I had to focus on improving my language ability so that both English and Japanese basis residents understood each other. Every year we provided support to students arriving at APU, and sometimes we had to take a student who had fallen ill to the hospital in the middle of the night. In those days there were only a small number of residents in AP House 1 and 2. We gathered together in the kitchen every night, preparing Taiwanese food and deepening our cross-cultural ties. I planned events like strolls through Beppu neighborhoods or visits to onsen (hot springs). In recognition of our efforts and the cohesion that we achieved, our floor also received the Best Floor Award.

—In what ways have you put that drive to use since?

Through my activities as an RA I realized that I really like connecting with people, so I decided

I wanted to work in human resources which would give me many opportunities to interact with people. Also building on my experiences at APU, I decided to tackle a project after I started my job. Specifically, I developed and implemented a system to support long term employment of foreign employees.

Thanks to the multicultural environment at APU, I learned how to look at and analyze things not just from one point of view but from different points of view. With Japan looking toward globalization, there are a lot of ways that you can contribute and not lose the international way of thinking you cultivate in your time at APU.

—Words of Encouragement to Incoming Students:

Thirteen years have passed since I graduated. If I look back now, I realize once more that APU is an extremely unique international university. Be sure you enjoy the multicultural environment here. Do your best in your studies, your activities, your part-time jobs, and anything else you pursue, and be sure to let yourself be internationalized as well. The global intuition and values you develop at APU will become a valuable tool in your future. While you hone this tool, aim to be someone who can shine on the global stage. I believe in you.

Student Voices – Present



SUN Hao Wei

Enrolled Fall 2018
College of International Management

Singapore

—What were the reasons behind your decision to enroll at APU?

I was deeply attracted to the multicultural environment in APU. I have always wanted to interact and communicate with people from different countries and walks of life to gain insight on their mindset and ideologies. This interaction has not only allowed me to hone my communication and language skills, but has also provided me with the chance to develop valuable friendships with people from all over the world that are sure to last a lifetime. Most importantly, I have always been interested in Japanese culture so I wanted to utilize my time in APU to experience Japan's rich culture first hand.

—What would you say is the thing that you have worked the hardest on up to this point in your student life?

At the end of my first semester, I decided to step out of my comfort zone and challenge myself by joining FLAG (Fellow Advisory Group), a student organization in charge of planning orientation activities for freshman students. I was selected as the leader of the event team and came up against issues like language barriers, limited time, and managing conflicts among team members. It was definitely challenging but the personal growth that I experienced was well worth the blood, sweat, and tears.

—In what ways have you put that drive to use since?

FLAG taught me the importance of time

management and multitasking. Being able to allocate time to the tasks at hand is not as simple as it sounds; it requires meticulous planning and self-discipline. Having gained these skills, I was able to balance my academics with extra-curricular activities like RA, GASS and various TA jobs. I am confident that the skills I have honed will be assets in my career as well.

—What are your plans and dreams for life after graduation?

After graduation, I plan to join the human resource department of an international corporation in Japan. I am passionate about nurturing the growth of others and I want to gain practical experience in a company while finishing my MBA. After obtaining corporate experience, I hope to combine my experience and knowledge to begin the next phase of my career by becoming a university professor. My ultimate goal is to give back to society by educating future generations.

—Words of Encouragement to Incoming Students:

Don't be afraid to step out of your comfort zone because there will be a new world waiting for you. It is best to have a rough goal before coming to APU because you will then be able to make the right choices when presented with a wide range of opportunities in APU. Be proactive while challenging yourself and I am certain that you will unlock your potential and soar. Welcome to APU!!!



HAYASHI Nanako

Enrolled Spring 2017
College of Asia Pacific Studies

Japan

—What were the reasons behind your decision to enroll at APU?

The reason I wanted to enroll at APU is because I wanted to take advantage of its global environment to gain sound intercultural skills. Studying abroad in Australia for a year during high school inspired a desire in me to know more about the cultures of other countries. Unlike other universities, at APU you learn alongside international students, allowing you to get a picture of how they look at Japan as you come in contact with their various kinds of values. I was thinking I wanted to take advantage of that to develop the ability to look at Japan from various perspectives, and develop the ability to perceive the world through my own eyes.

—What would you say is the thing that you have worked the hardest on up to this point in your student life?

Proactively participating in activities by student groups. I've belonged to the student group SAS since fall of my first year. SAS is a student group that promotes regional exchange, taking on the role as a bridge between APU students and people in the local community. There, I met lots of different people, which made me realize how important the connection between people is. In spring of second year I belonged to the student group FLAG, which provides support for newly enrolled students. There, by taking the initiative to create and carry out programs for newly enrolled students, I experienced the joy of being useful to someone, of being needed, and – while coming to realize how difficult it could be – was able to feel a real sense fulfillment.

—In what ways have you put that drive to use since?

Thanks to these activities, I came to know the enjoyment and importance of being useful to people, so in second year I proactively participated in an internship to Indonesia, and also taught Japanese to Malaysians working at Daihatsu Kyushu. In the future, I hope to make the most of these experiences not only for activities in Japan, but would also like to go overseas to work on activities that help people.

—What are your plans and dreams for life after graduation?

It's my dream to become a Japanese teacher at APU fully dedicated to supporting the dreams of students. Making the most of what I've learned at APU, I want to become a Japanese language teacher for many different students of varied languages and cultures, who is able to create inviting and motivating classes while becoming a bridge between Japan and abroad.

—Words of Encouragement to Incoming Students:

There is no limit to what you can learn at APU. All of you might be at the same university, but what kind of university life you have is completely up to you. Thinking "I want to make more effective use of this APU environment than anyone else" as you go through everyday life is something that I think is important. No matter what, be sure to proactively meet the challenge of doing not just the things you want to do, but also the things you might not want to do. Experience is something that can always create confidence, and become a weapon for you. Have a willingness to meet any challenge, and be sure to have fun in your university life.

My Class Schedule: Spring Semester 1st Quarter

		Monday		Tuesday
1	8:45 ▽ 10:20	Subject		
		Room		
2	10:35 ▽ 12:10	Subject		
		Room		
3	12:25 ▽ 14:00	Subject		
		Room		
4	14:15 ▽ 15:50	Subject		
		Room		
5	16:05 ▽ 17:40	Subject		
		Room		
6	17:55 ▽ 19:30	Subject		
		Room		

Wednesday

Thursday

Friday

My Class Schedule: Spring Semester 2nd Quarter

		Monday		Tuesday
1	8:45 ▽ 10:20	Subject		
		Room		
2	10:35 ▽ 12:10	Subject		
		Room		
3	12:25 ▽ 14:00	Subject		
		Room		
4	14:15 ▽ 15:50	Subject		
		Room		
5	16:05 ▽ 17:40	Subject		
		Room		
6	17:55 ▽ 19:30	Subject		
		Room		

Wednesday

Thursday

Friday

My Class Schedule: Fall Semester 1st Quarter

		Monday		Tuesday
1	8:45 ▽ 10:20	Subject		
		Room		
2	10:35 ▽ 12:10	Subject		
		Room		
3	12:25 ▽ 14:00	Subject		
		Room		
4	14:15 ▽ 15:50	Subject		
		Room		
5	16:05 ▽ 17:40	Subject		
		Room		
6	17:55 ▽ 19:30	Subject		
		Room		

Wednesday

Thursday

Friday

My Class Schedule: Fall Semester 2nd Quarter

		Monday		Tuesday
1	8:45 ▽ 10:20	Subject		
		Room		
2	10:35 ▽ 12:10	Subject		
		Room		
3	12:25 ▽ 14:00	Subject		
		Room		
4	14:15 ▽ 15:50	Subject		
		Room		
5	16:05 ▽ 17:40	Subject		
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6	17:55 ▽ 19:30	Subject		
		Room		

Wednesday

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Friday

2020

1 January

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3 March

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4 April

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6 June

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7 July

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8 August

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9 September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 October

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AY 2020 Ritsumeikan Asia Pacific University Academic Calendar

Year	Date	Day	Event	Class
Spring Semester				
1	Wed	Entrance Ceremony	*Cancelled	
2	Thu			1 Mon No Classes
3	Fri			2 Tue No Classes
4	Sat			3 Wed No Classes
5	Sun			4 Thu No Classes
6	Mon			5 Fri No Classes
7	Tue			6 Sat Back-up Examination
8	Wed			7 Sun Summer Session/Classes as usual
9	Thu			8 Mon Summer Session
10	Fri			9 Tue Summer Session
11	Sat			10 Wed Summer Session
12	Sun			11 Thu Summer Session
13	Mon			12 Fri Summer Session
14	Tue			13 Sat Summer Session
15	Wed			14 Sun Summer Session
16	Thu			15 Mon Summer Session
17	Fri			16 Tue Summer Session
18	Sat			17 Wed Summer Session
19	Sun			18 Thu Summer Session
20	Mon			19 Fri Summer Session
21	Tue			20 Sat Summer Session
22	Wed			21 Sun Summer Session
23	Thu			22 Mon Summer Session
24	Fri			23 Tue Summer Session
25	Sat			24 Wed Summer Session
26	Sun			25 Thu Summer Session
27	Mon			26 Fri Summer Session
28	Tue			27 Sat Summer Session
29	Wed			28 Sun Summer Session
30	Thu			29 Mon Summer Session
31	Fri			30 Tue Summer Session
1	Fri			31 Wed Summer Session
2	Sat			1 Thu Summer Session
3	Sun			2 Fri Summer Session
4	Mon			3 Sat Summer Session
5	Tue			4 Sun Summer Session
6	Wed			5 Mon Summer Session
7	Thu			6 Tue Summer Session
8	Fri			7 Wed Summer Session
9	Sat			8 Thu Summer Session
10	Sun			9 Fri Summer Session
11	Mon			10 Sat Summer Session
12	Tue			11 Sun Summer Session
13	Wed			12 Mon Summer Session
14	Thu			13 Tue Summer Session
15	Fri			14 Wed Summer Session
16	Sat			15 Thu Summer Session
17	Sun			16 Fri Summer Session
18	Mon			17 Sat Summer Session
19	Tue			18 Sun Summer Session
20	Wed			19 Mon Summer Session
21	Thu			20 Tue Summer Session
22	Fri			21 Wed Summer Session
23	Sat			22 Thu Summer Session
24	Sun			23 Fri Summer Session
25	Mon			24 Sat Summer Session
26	Tue			25 Sun Summer Session
27	Wed			26 Mon Summer Session
28	Thu			27 Tue Summer Session
29	Fri			28 Wed Summer Session
30	Sat			29 Thu Summer Session
31	Sun			30 Fri Summer Session
27	Wed			28 Thu Summer Session
28	Thu			29 Fri Summer Session
29	Fri			30 Sat Summer Session
30	Sat			31 Sun Summer Session
31	Sun			1 Mon Summer Session
1	Mon			2 Tue Summer Session
2	Tue			3 Wed Summer Session
3	Wed			4 Thu Summer Session
4	Thu			5 Fri Summer Session
5	Fri			6 Sat Summer Session
6	Sat			7 Sun Summer Session
7	Sun			8 Mon Summer Session
8	Mon			9 Tue Summer Session
9	Tue			10 Wed Summer Session
10	Wed			11 Thu Summer Session
11	Thu			12 Fri Summer Session
12	Fri			13 Sat Summer Session
13	Sat			14 Sun Summer Session
14	Sun			15 Mon Summer Session
15	Mon			16 Tue Summer Session
16	Tue			17 Wed Summer Session
17	Wed			18 Thu Summer Session
18	Thu			19 Fri Summer Session
19	Fri			20 Sat Summer Session
20	Sat			21 Sun Summer Session
21	Sun			22 Mon Summer Session
22	Mon			23 Tue Summer Session
23	Tue			24 Wed Summer Session
24	Wed			25 Thu Summer Session
25	Thu			26 Fri Summer Session
26	Fri			27 Sat Summer Session
27	Sat			28 Sun Summer Session
28	Sun			29 Mon Summer Session
29	Mon			30 Tue Summer Session
30	Tue			31 Wed Summer Session
31	Wed			1 Thu Summer Session

【Note to Students】

Changes were made to the AY 2020 Academic Calendar after this handbook was printed.

Please refer to the Academic Office website for the updated version of the AY 2020 Academic Calendar.



Academic Office Website

Class Column: ● School Day or Examination Day ○: Make-up classes None: No Classes * National Holiday

If a final exam is postponed due to the decision to halt public transportation due to a typhoon, snow, labor strike, etc., then the final exam will be rescheduled for a "Back-up Examination" date which will either be the Saturday during the final exam period or the Wednesday (during a class period that does not have previously scheduled exams) following the end of the final exam period. Students should not schedule trips or make plans to return home during this period due to the possibility that exams may be rescheduled.

[NOTE] *The schedule is subject to change. Please make sure to check the Academic Office Website for updates.

2020	1 Thu		1 Tue	●	1 Mon	Final Exams, 2nd Quarter Fall Semester	●
	2 Fri		2 Wed	●	2 Tue	Final Exams, 2nd Quarter Fall Semester	●
	3 Sat		3 Thu	●	3 Wed	Final Exams, 2nd Quarter Fall Semester (Back-up Examination)	●
	4 Sun		4 Fri	●	4 Thu	Final Exams, 2nd Quarter Fall Semester	●
	5 Mon	Start of Classes, Fall Semester 1st Quarter	5 Sat		5 Fri	Final Exams, 2nd Quarter Fall Semester	●
	6 Tue	●	6 Sun		6 Sat	Back-up Examination	○
	7 Wed	●	7 Mon	●	7 Sun	Back-up Examination	○
	8 Thu	●	8 Tue	●	8 Mon	Winter Session	●
	9 Fri	●	9 Wed	1st Quarter Make-up Examinations	9 Tue	Winter Session	●
	10 Sat		10 Thu	●	10 Wed	Winter Session	●
	11 Sun		11 Fri	●	11 Thu	Commemoration of "Founding of the Nation" / Winter Session / Classes as usual	●
	12 Mon	●	12 Sat	Classes as usual (Jan. 11 Mon classes)	12 Fri	Winter Session	●
	13 Tue	●	13 Sun		13 Sat		
	14 Wed	●	14 Mon	●	14 Sun		
	15 Thu	●	15 Tue	●	15 Mon	2nd Quarter Make-up Examinations	●
	16 Fri	●	16 Wed	●	16 Tue	2nd Quarter Make-up Examinations	●
	17 Sat	Make-up Classes 1 ○	17 Thu	●	17 Wed		
	18 Sun		18 Fri	●	18 Tue		
	19 Mon	●	19 Sat	Make-up Classes 1 ○	19 Fri		
	20 Tue	●	20 Sun		20 Sat		
	21 Wed	●	21 Mon		21 Sun		
	22 Thu	●	22 Tue	●	22 Mon		
	23 Fri	●	23 Wed	●	23 Tue	Emperor's Birthday Holiday*	
	24 Sat		24 Thu		24 Wed		
	25 Sun		25 Fri		25 Tue		
	26 Mon	●	26 Sat		26 Fri		
	27 Tue	●	27 Sun		27 Sat		
	28 Wed	●	28 Mon		28 Sun		
	29 Thu	●	29 Tue		1 Mon		
	30 Fri	●	30 Wed		2 Tue		
	31 Sat	TENKUSAI	31 Thu		3 Wed	Graduation Results Announced	
2021	1 Sun	TENKUSAI	1 Fri	New Year Holiday*	4 Thu		
	2 Mon	●	2 Sat		5 Fri		
	3 Tue	Culture Day* / Classes as usual	3 Sun		6 Sat		
	4 Wed	●	4 Mon		7 Sun		
	5 Thu	●	5 Tue		8 Mon		
	6 Fri	●	6 Wed		9 Tue		
	7 Sat	Make-up Classes 2 ○	7 Thu	●	10 Wed		
	8 Sun		8 Fri	●	11 Thu		
	9 Mon	●	9 Sat	Make-up Classes 2 ○	12 Fri		
	10 Tue	●	10 Sun		13 Sat		
	11 Wed	●	11 Mon	Coming of Age Day* / No Classes	14 Sun		
	12 Thu	●	12 Tue	●	15 Mon	Fall Semester Results Released	
	13 Fri	●	13 Wed	●	16 Tue		
	14 Sat		14 Thu	●	17 Wed		
	15 Sun		15 Fri	●	18 Thu		
	16 Mon	●	16 Sat		19 Fri	Graduation Ceremony	
	17 Tue	●	17 Sun		20 Sat	Vernal Equinox Day*	
	18 Wed	●	18 Mon	●	21 Sun		
	19 Thu	●	19 Tue	●	22 Mon		
	20 Fri	●	20 Wed	●	23 Tue		
	21 Sat	Make-up Classes 3 ○	21 Thu	●	24 Wed		
	22 Sun		22 Fri	●	25 Thu		
	23 Mon	Labor Thanksgiving Day / Final Exams, 1st Quarter Fall Semester	23 Sat		26 Fri		
	24 Tue	Final Exams, 1st Quarter Fall Semester	24 Sun		27 Sat		
	25 Wed	Final Exams, 1st Quarter Fall Semester (Back-up Examination)	25 Mon	●	28 Sun		
	26 Thu	No Classes	26 Tue	●	29 Mon		
	27 Fri	No Classes	27 Wed	●	30 Tue		
	28 Sat		28 Thu	●	31 Wed		
	29 Sun		29 Fri	●			
	30 Mon	Start of Classes, Fall Semester 2nd Quarter	30 Sat	Make-up Classes 3 ○			
			31 Sun	Back-up Classes ○			

Sunday

Monday

Tuesday

Wednesday

29	30	31	1 Entrance Ceremony *Cancelled
5	6	7	8 Start of Classes, Spring Semester 1st Quarter
12	13	14	15
19	20	21	22
26	27	28	29 Shōwa Day* Classes as usual
3	4	5	6

Thursday

Friday

Saturday

2

3

4

3 March

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

9

10

11

5 May

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

16

17

18

23

24

25

Make-up Classes 1

30

1

2

7

8

9

4月

2020 April

Sunday

Monday

Tuesday

Wednesday

26	27	28	29
3 Under Law on National Holidays*	4 Greenery Day*	5 Children's Day*	6 Substitute Holiday*
	Classes as usual	Classes as usual	Classes as usual
10	11	12	13
17	18	19	20
24	25	26	27
			Final Exams, 1st Quarter Spring Semester
31	1	2	3

Thursday

Friday

Saturday

30	1	2
7	8	9
14	15	16
21	22	23
28	29	30
4	5	6

Final Exams,
1st Quarter Spring Semester

Final Exams,
1st Quarter Spring Semester
(Back-up Examination)

Make-up Classes 2

Make-up Classes 3

4 April

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30

6 June

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30

5月
2020 May

Sunday

Monday

Tuesday

Wednesday

31	1 No Classes	2 No Classes	3 No Classes
7	8 Start of Classes, Spring Semester 2nd Quarter	9	10 1st Quarter Make-up Examinations
14	15	16	17
21	22	23	24
28	29	30	1
5	6	7	8

Thursday

Friday

Saturday

4	5	6
No Classes	No Classes	
11	12	13
18	19	20
25	26	27
2	3	4
9	10	11

5 May

Sun Mon Tue Wed Thu Fri Sat
 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31

7 July

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

Make-up Classes 1

6月

2020 June

Sunday

Monday

Tuesday

Wednesday

28

29

30

1

5

6

7

8

12

13

14

15

19

20

21

22

26

27

28

29

Final Exams,
2nd Quarter Spring SemesterFinal Exams,
2nd Quarter Spring SemesterFinal Exams,
2nd Quarter Spring Semester
(Back-up Examination)

2

3

4

5

Thursday

Friday

Saturday

2	3	4
		Make-up Classes 2
9	10	11
16	17	18
23 Marine Day*	24 Sports Day*	25
Classes as usual	Classes as usual	Make-up Classes 3
30	31	1
Final Exams, 2nd Quarter Spring Semester	Final Exams, 2nd Quarter Spring Semester	
6	7	8

6 June

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30

8 August

Sun Mon Tue Wed Thu Fri Sat
 1
 2 3 4 5 6 7 8
 9 10 11 12 13 14 15
 16 17 18 19 20 21 22
 23 24 25 26 27 28 29
 30 31

7月
 2020 July

Sunday

Monday

Tuesday

Wednesday

26

27

28

29

2

3

4

5

Summer Session/
Classes as usual

Summer Session

Summer Session

Summer Session

9

10 Mountain Day*

11

12

16

17

18

19

23

24

25

26

30

31

1

2

Thursday

Friday

Saturday

30	31	1 Back-up Examination
6 Summer Session	7 2nd Quarter Make-up Examinations	8 2nd Quarter Make-up Examinations
13	14	15
20	21	22
27	28	29
3	4	5

7 July

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4
 5 6 7 8 9 10 11
 12 13 14 15 16 17 18
 19 20 21 22 23 24 25
 26 27 28 29 30 31

9 September

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30

8月

2020 August

Sunday

Monday

Tuesday

Wednesday

30	31	1	2 Graduation Results Announced
6	7	8	9
13	14 Spring Semester Results Released	15	16
20	21 Respect for the Aged Day*	22 Autumnal Equinox Day*	23
27	28	29	30
4	5	6	7

Thursday

Friday

Saturday

3

4

5

10

11

12

17

18

19

Graduation Ceremony

24

25

26

Entrance Ceremony

1

2

3

8

9

10

8 August

Sun Mon Tue Wed Thu Fri Sat

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

1 October

Sun Mon Tue Wed Thu Fri Sat

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

9月

2020 September

Sunday

Monday

Tuesday

Wednesday

27

28

29

30

4

5

6

7

Start of Classes, Fall
Semester 1st Quarter

11

12

13

14

18

19

20

21

25

26

27

28

1

2

3

4

Thursday

Friday

Saturday

1	2	3
8	9	10
15	16	17
22	23	24
29	30	31
5	6	7

Make-up Classes 1

TENKUSAI

9 September

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30

1 November

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30

10月

2020 October

Sunday

Monday

Tuesday

Wednesday

1	2	3 Culture Day*	4
TENKUSAI		Classes as usual	
8	9	10	11
15	16	17	18
22	23 Labor Thanksgiving Day*	24	25
	Final Exams, 1st Quarter Fall Semester	Final Exams, 1st Quarter Fall Semester	Final Exams, 1st Quarter Fall Semester (Back-up Examination)
29	30	1	2
	Start of Classes, Fall Semester 2nd Quarter		
6	7	8	9

Thursday

Friday

Saturday

5	6	7
12	13	14
19	20	21
26	27	28
3	4	5
10	11	12

Make-up Classes 2

Make-up Classes 3

No Classes

No Classes

10 October

Sun Mon Tue Wed Thu Fri Sat

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

12 December

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

11月

2020 November

Sunday

Monday

Tuesday

Wednesday

29

30

1

2

6

7

8

9

1st Quarter Make-up
Examinations

13

14

15

16

20

21

22

23

27

28

29

30

3

4

5

6

Thursday

Friday

Saturday

3

4

5

11 November

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30

10

11

12

1 January

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

Classes as usual
(Jan. 11 Mon. classes)

17

18

19

Make-up Classes 1

24

25

26

31

1

2

7

8

9

12月

2020 December

Sunday

Monday

Tuesday

Wednesday

27

28

29

30

3

4

5

6

10

11 Coming of Age Day*

12

13

No Classes

17

18

19

20

24

25

26

27

31

1

2

3

Back-up Classes

Thursday

Friday

Saturday

31	1 New Year's Day*	2
7	8	9
14	15	16 Make-up Classes 2
21	22	23
28	29	30 Make-up Classes 3
4	5	6

12 December

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30 31

2 February

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28

1月

2021 January

Sunday

Monday

Tuesday

Wednesday

31	1 Final Exams, 2nd Quarter Fall Semester	2 Final Exams, 2nd Quarter Fall Semester	3 Final Exams, 2nd Quarter Fall Semester (Back-up Examination)
7 Back-up Examination	8 Winter Session	9 Winter Session	10 Winter Session
14	15 2nd Quarter Make-up Examinations	16 2nd Quarter Make-up Examinations	17
21	22	23 Emperor's Birthday Holiday*	24
28	1	2	3
7	8	9	10

Thursday

Friday

Saturday

4	5	6
Final Exams, 2nd Quarter Fall Semester	Final Exams, 2nd Quarter Fall Semester	Back-up Examination
11 Commemoration of the Founding of the Nation*	12	13
Winter Session / Classes as usual	Winter Session	
18	19	20
25	26	27
4	5	6
11	12	13

1 January

Sun Mon Tue Wed Thu Fri Sat
 1 2
 3 4 5 6 7 8 9
 10 11 12 13 14 15 16
 17 18 19 20 21 22 23
 24 25 26 27 28 29 30
 31

3 March

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31

2月

2021 February

Sunday

Monday

Tuesday

Wednesday

28

1

2

3

Graduation Results
Announced

7

8

9

10

14

15

16

17

Fall Semester Results
Released

21

22

23

24

28

29

30

31

4

5

6

7

Thursday

Friday

Saturday

4

5

6

2 February

Sun Mon Tue Wed Thu Fri Sat
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28

11

12

13

4 April

Sun Mon Tue Wed Thu Fri Sat
 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30

18

19

20 Vernal Equinox Day*

Graduation Ceremony

25

26

27

1

2

3

8

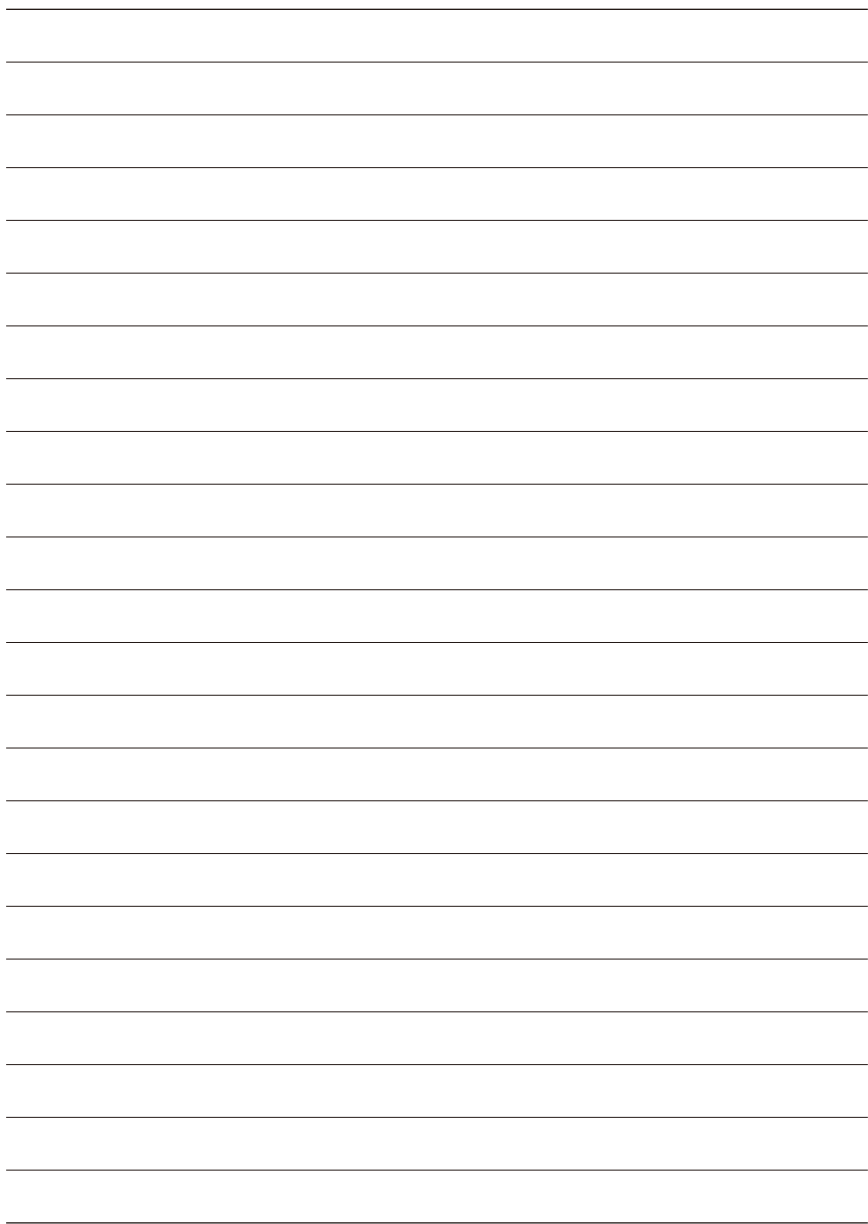
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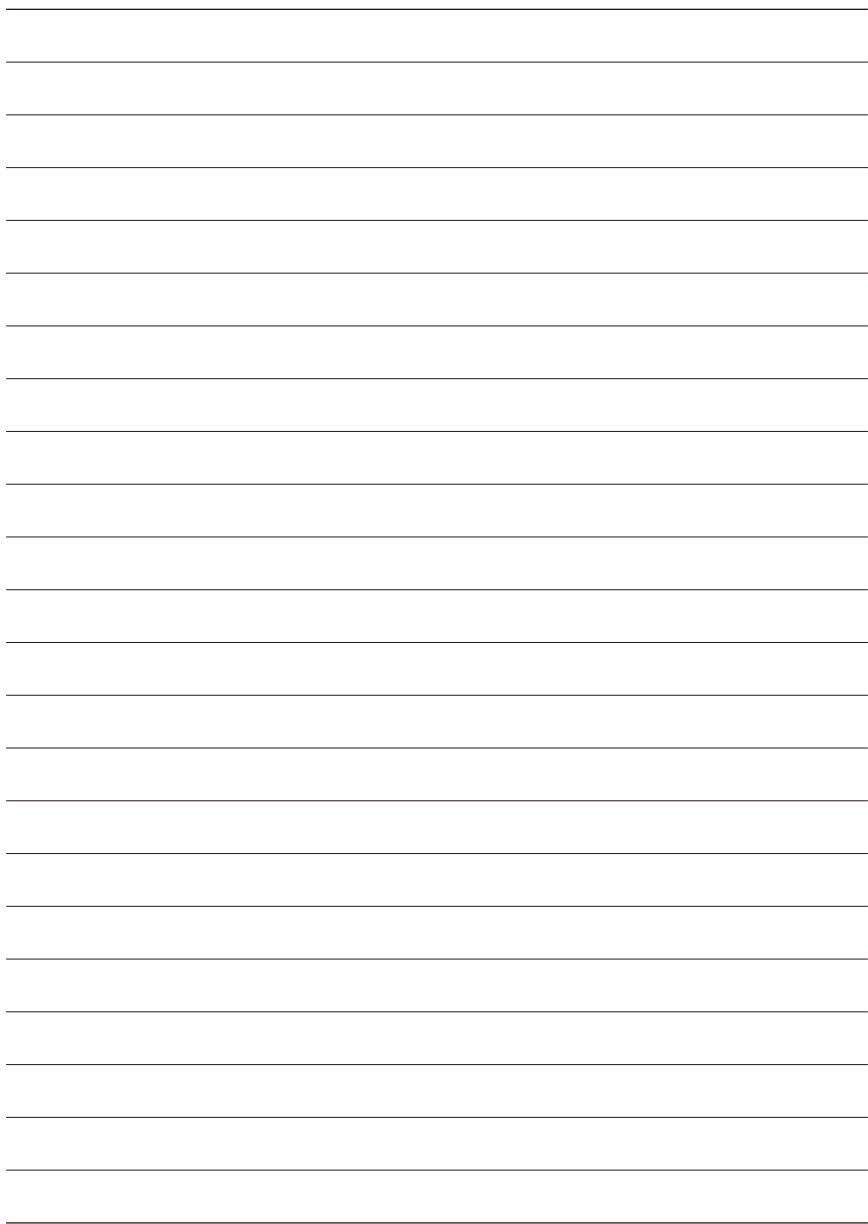
3月

2021 March

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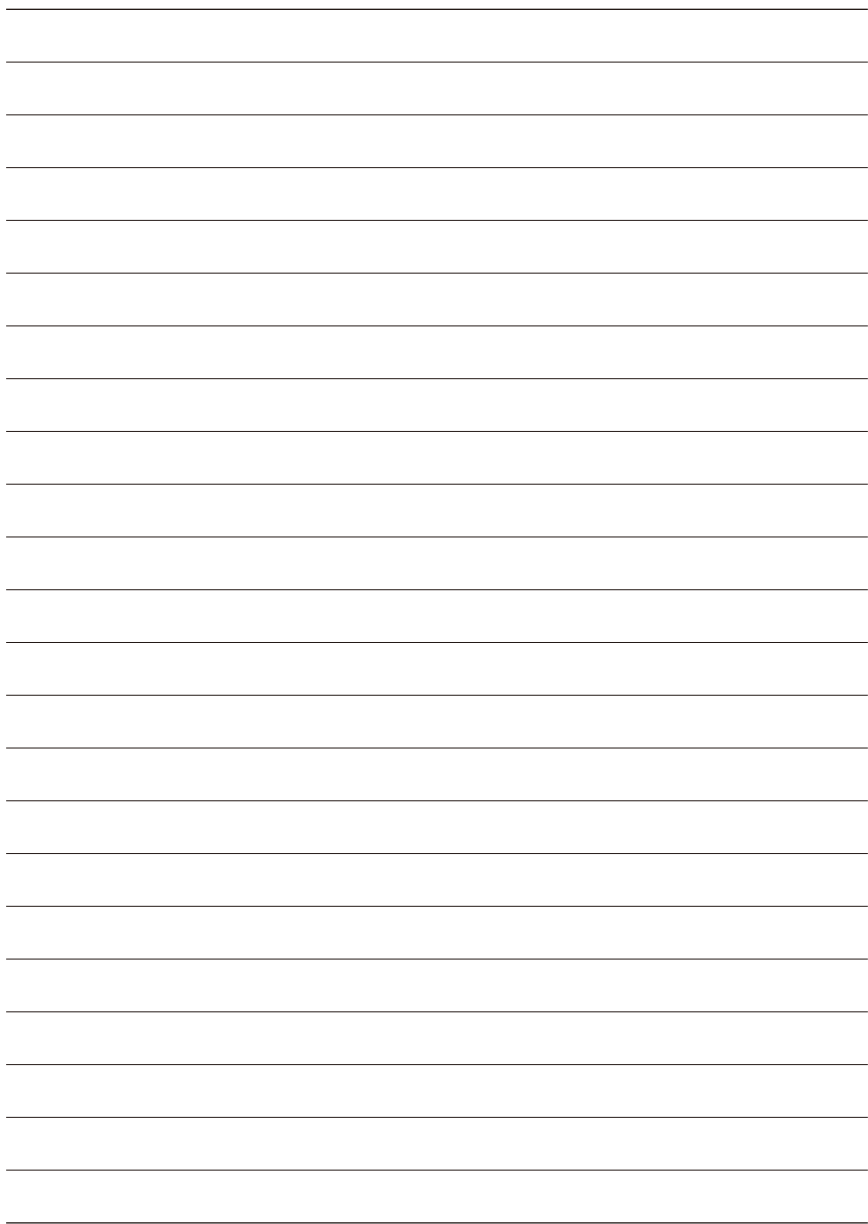
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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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Student ID Card and Student ID Number

Student ID Card

Your student ID card is an important document that identifies you as a student. Be sure to carry it with you at all times.

Your student ID card must be presented in the following situations:

- When requested by faculty or staff
- When taking examinations
- When purchasing bus passes or student fare tickets
- When entering certain facilities (e.g. APU Library)
- When borrowing items at the Library
- When applying for certain certificates
- When using APU facilities or equipment

Important instructions about your student ID card

- Do not loan or give your student ID card to another person.
- Do not bend, break, or deface your student ID card. Do not keep it near smart phones, mobile phones, or other electronics.
- If you lose your student ID card or if any of your personal information printed on the card changes, immediately notify the Student Office.
- If you are issued a new student ID card, or if you lose your student status due to graduation, withdrawal or removal from the register, you must return your student ID card to the Student Office.

You must affix a new registration confirmation label on the back of your student ID card every year

- The registration confirmation label is the sticker affixed to the back of your student ID card. This label has the expiration date of the card and other information. A student ID card is considered invalid if the date on the registration confirmation label is expired. Cards without this label are also invalid.
- Come to the Student Office before the expiration date printed on the sticker to pick up a new registration confirmation label. Write your current address and other information on the label and affix it to the back of your student ID card. Remember that you must remove your current sticker before applying the new one. Stickers will not be issued for students who are taking a "leave of absence".

● Registration confirmation label (sample)

Student ID No.	サイン Signature	
有効期限 Valid until	31/March/2021 本学の公式印を捺印所変更は無効 Address change is valid only with the authorized university stamp.	
現住所 Current address		
住所変更 Address Change		
通学 Distance	間	間
距離 Distance	間	間
発行年月日 Issued on	期日 Date	発行年月日 Issued on
期日 Date	期日 Date	期日 Date
発行年月日 Issued on	期日 Date	発行年月日 Issued on
期日 Date	期日 Date	期日 Date

生協電子マネーに関するお問い合わせ先 TEL0977-78-1171 立命館生協同組合APUセンター
立命館生協同組合 (APU) の加入者はこのカードで銀行貸サービスを受けられます。
Inquiries about Goup e-money : 0977-78-1171 Ritsumeikan Co-op APU Center
Ritsumeikan Co-op (APU) members can access member benefits with this card.

If you lose or damage your card

- If your student ID card needs to be reissued due to loss, damage, or for any other reasons, you can apply for a replacement at the Student Office. Your replacement card will be issued two office days after your application is received, and there is a replacement fee of 2,000 yen.
- If you lose your student ID card, please go to the Co-op office as soon as possible to suspend the electronic money registered to the card.

If you have a name change or want to change the photo on your student ID card

- If your name changes, you will be issued a new student ID card for free. Please bring documents that can be used to confirm your name change, such as a passport or residence certificate, to the Student Office.
- If you want to change the photograph on your student ID card, please bring new ID photos to the Student Office. There will be a reissue fee of 2,000 yen.

Students who extend their graduation date must renew their student ID card

- For undergraduate students, the original expiration date of your student ID card is your expected graduation date after completing eight semesters. If you will be enrolled at APU for more than eight semesters, you will need to renew the data in the card to extend the expiration date. If you do not renew your card, you will not be able to use it at facilities such as the library.
- Undergraduate students who will be enrolled at APU for nine semesters or more will need to bring their student ID card to the Student Office each semester after their eighth semester to have the card renewed. Your card will be returned two office days after you submit it for renewal.

Guidelines for writing student names on student ID cards

- Student names at APU are generally written according to the following guidelines.
 1. Names are written using the western alphabet.
 2. Names are written in the following order: Family name, given name, middle name(s).

Electronic money and the student ID card

- The student ID card also includes the Co-op electric money system. When certificates and purchasing certificate stamps are redeemed, you can use electronic money charged in your student ID card. Electronic money can also be used in the cafeteria, Co-op shops and copy machine on the APU campus. You do not have to be a Co-op member to use the electronic money feature.

Student ID Number

The student ID number is the eight-digit number that is printed on the front of your student ID card. The correct student ID number must be entered on attendance sheets, examination answer sheets, reports, and other forms.

Tuition

APU tuition is composed of admission fees, tuition A and tuition B.

Failure to pay any portion of tuition by the deadline will result in withdrawal for nonpayment of tuition fees, and credits will not be recognized for that semester.

Please be sure to make all tuition payments by the deadline. Some Japanese banks may require you to complete certain procedures to receive funds from a foreign bank account. These procedures can take a few days, so make sure you complete them well ahead of the deadline for payment.

Tuition Components

Tuition is composed of tuition A (which is the same for students of all year levels) and tuition B (which varies depending on the year level of the student).

Tuition A: This is a fixed amount for all four years.

Tuition B: This amount varies depending on the semester of the individual student.

※ Please refer to the Graduate Academic Handbook regarding tuition for graduate students.

Tuition Amounts

※ Amounts shown are per semester.

※ Tuition amounts differ for students admitted in or before AY 2014, students admitted between AY 2015 ~ AY 2019, and those admitted in or after AY 2020.

Tuition Payment Deadlines

<~AY 2020>

Semester	Tuition Payment Deadline	Extended Payment Deadline *
Spring	June 30	July 31
Fall	December 25	January 31

* If approved by the President, a student may have the tuition payment deadline extended in cases where financial difficulties prevent the student from paying the tuition fees by the deadline.

<AY 2021~>

Semester	Tuition Payment Deadline
Spring	May 31
Fall	November 30

Tuition payment deadlines will change from AY 2021. Please note that tuition extensions will not be possible from AY 2021 onward.

Tuition amounts for students enrolled in or after AY 2020
Students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	¥ 380,000
	Tuition B	¥ 270,000	¥ 370,000	¥ 370,000	¥ 370,000
Total (half year)		¥ 650,000	¥ 750,000	¥ 750,000	¥ 750,000

Second year Transfer students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	¥ 380,000	¥ 380,000	¥ 380,000
	Tuition B	—	¥ 370,000	¥ 370,000	¥ 370,000
Total (half year)		—	¥ 750,000	¥ 750,000	¥ 750,000

Third year students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	—	¥ 380,000	¥ 380,000
	Tuition B	—	—	¥ 370,000	¥ 370,000
Total (half year)		—	—	¥ 750,000	¥ 750,000

Students in the Accelerated Graduation Program who enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Example A (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	—
	Tuition B	¥ 270,000	¥ 555,000	¥ 555,000	—
Total (half year)		¥ 650,000	¥ 935,000	¥ 935,000	—
Example B (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	¥ 380,000
	Tuition B	¥ 270,000	¥ 555,000	¥ 277,500	¥ 277,500
Total (half year)		¥ 650,000	¥ 935,000	¥ 657,500	¥ 657,500
Example C (half year)	Tuition A	¥ 380,000	¥ 380,000	¥ 380,000	—
	Tuition B	¥ 270,000	¥ 370,000	¥ 740,000	—
Total (half year)		¥ 650,000	¥ 750,000	¥ 1,120,000	—

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

Additional Information

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

Example: For a third year student receiving the 65% tuition reduction plan:

¥750,000 (tuition for one semester) × 0.65 (reduction rate) = ¥487,500 (amount of reduction)

¥750,000 - ¥487,500 = ¥262,500 (amount of tuition owed)

Tuition amounts for students enrolled in AY 2015 ~ AY 2019

Students enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	¥370,000	¥370,000	¥370,000	¥370,000
	Tuition B	¥294,000	¥336,000	¥336,000	¥336,000
Total (half year)		¥664,000	¥706,000	¥706,000	¥706,000

Second year transfer students enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	—	¥370,000	¥370,000	¥370,000
	Tuition B	—	¥336,000	¥336,000	¥336,000
Total (half year)		—	¥706,000	¥706,000	¥706,000

Third year transfer students enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	—	—	¥370,000	¥370,000
	Tuition B	—	—	¥336,000	¥336,000
Total (half year)		—	—	¥706,000	¥706,000

Students in the Accelerated Graduation Program who enrolled in AY 2015 ~ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Example A (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	—
	Tuition B	¥ 294,000	¥ 504,000	¥ 504,000	—
Total (half year)		¥ 664,000	¥ 874,000	¥ 874,000	—
Example B (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	¥ 370,000
	Tuition B	¥ 294,000	¥ 504,000	¥ 252,000	¥ 252,000
Total (half year)		¥ 664,000	¥ 874,000	¥ 622,000	¥ 622,000
Example C (half year)	Tuition A	¥ 370,000	¥ 370,000	¥ 370,000	—
	Tuition B	¥ 294,000	¥ 336,000	¥ 672,000	—
Total (half year)		¥ 664,000	¥ 706,000	¥ 1,042,000	—

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

Additional Information

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

Example: For a first year student receiving the 65% tuition reduction plan:

¥ 664,000 (tuition for one semester) × 0.65 (reduction rate) = ¥ 431,600 (amount of reduction)

¥ 664,000 - ¥ 431,600 = ¥ 232,400 (amount of tuition owed)

Tuition amounts for students enrolled in or before AY 2014

Students enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	¥ 342,000
	Tuition B	¥ 307,500	¥ 369,000	¥ 369,000	¥ 225,500
Total (half year)		¥ 649,500	¥ 711,000	¥ 711,000	¥ 567,500

Second year transfer student enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	¥ 342,000	¥ 342,000	¥ 342,000
	Tuition B	—	¥ 369,000	¥ 369,000	¥ 225,500
Total (half year)		—	¥ 711,000	¥ 711,000	¥ 567,500

Third year transfer students enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Tuition per semester (half year)	Tuition A	—	—	¥ 342,000	¥ 342,000
	Tuition B	—	—	¥ 369,000	¥ 266,500
Total (half year)		—	—	¥ 711,000	¥ 608,500

Students in the Accelerated Graduation Program who enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1·2	3·4	5·6	7·8
Example A (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	—
	Tuition B	¥ 307,500	¥ 492,000	¥ 471,500	—
Total (half year)		¥ 649,500	¥ 834,000	¥ 813,500	—
Example B (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	¥ 342,000
	Tuition B	¥ 307,500	¥ 492,000	¥ 246,000	¥ 225,500
Total (half year)		¥ 649,500	¥ 834,000	¥ 588,000	¥ 567,500
Example C (half year)	Tuition A	¥ 342,000	¥ 342,000	¥ 342,000	—
	Tuition B	¥ 307,500	¥ 369,000	¥ 594,500	—
Total (half year)		¥ 649,500	¥ 711,000	¥ 936,500	—

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

Additional Information

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

Example: For a second year student receiving the 65% tuition reduction plan:

¥ 711,000 (tuition for one semester) x 0.65 (reduction rate) = ¥ 462,150 (amount of reduction)

¥ 711,000 - ¥ 462,150 = ¥ 248,850 (amount of tuition owed)

Tuition amounts for students in their fifth year undergraduates and above (students in their 9th semester or above)

Tuition A: This is a fixed amount for students in their fifth year or later.

Tuition B: Number of Credits Registered × Amount Per Credit

	Students enrolled in or after AY2020	Students enrolled in AY2015 - AY2019	Students enrolled in or before AY2014
Tuition A	¥ 190,000	¥ 185,000	¥ 171,000
Tuition B(Per Credit)	¥ 22,500	¥ 21,000	¥ 20,500

The number of credits is based on the number of credits registered after course registration correction period 2.

The amount of tuition is determined by the number of registered credits, and is not dependent on actual attendance or credits completed.

Example: If a student in their ninth semester registers for two 2 credit subjects, their tuition will be as follows: (Students enrolled in or after AY2020)

Tuition A: 190,000 yen

Tuition B: 90,000 yen (4 credits × 22,500 yen)

Total: 280,000 yen

Method of tuition payment

There are two ways to pay tuition.

Tuition payments by wire transfer, credit card, check, or online banking services are not accepted. Please consult with the Student Office (Building A, 1F) before using an ATM (automated teller machine) to make tuition payments.

1. Sign up for automatic payments from your JP Bank account

Check your automatic transfer notification when it arrives, and be sure to have enough money in your account before the deadline to pay the full amount of your tuition!



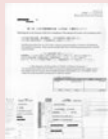
When paying your tuition by bank transfer, there is a transaction fee of about 864 yen (payments made at Sumitomo Mitsui Bank (SMBC) have no transaction fees). Automatic payments have a transaction fee of only 10 yen, and do not require you to go to the bank.

How do I sign up for automatic transfer?

- You must go in advance to the Administration Office (Building A, 3rd floor) to apply for automatic transfers. Contact 0977-78-1112 for more information.
 - For international students, the procedures will be conducted during the guidance session for opening a bank account. If you are unsure, please check with the Student Office.
- ※ If the automatic payment fails because of insufficient funds, you will need to take the payment slip included with your invoice to a bank to complete your tuition payment before the deadline.

2. Pay at a bank using the payment slip (*furikomi youshi*) included with the tuition invoice.

Receive your tuition invoice in the mail



Pay at the bank



Be sure to take some form of ID with you (e.g. residence card, passport, or driver's license).

What do I do if I did not receive my tuition invoice?

- Check your tuition billing address on Campusmate Web. If you have the wrong address registered, update your address. See "Address Registration" on the next page for the method of address changes.
- Check Campus Terminal.
If you do not have the correct address registered in Campusmate, your tuition invoice will be returned to APU. In this case, you will receive a notice in the Action Required section of Campus Terminal.
- Apply at the Student Office to have your tuition invoice reissued.
Once you apply, it will take two business days to reissue your invoice.

Address Registration

Tuition invoices are mailed to the tuition billing address you have registered with the University. If you do not have the correct address registered, your tuition invoice will not be able to reach you, and you will not be able to pay your tuition. Every semester several students are withdrawn for non-payment of tuition because they did not have the correct address registered with the University and as a result they did not receive their tuition invoice. If you move, you must update both your current address and your tuition billing address.

If you do not keep your addresses, phone numbers, and other contact information current, the University will be unable to contact you or your family in the case of an emergency. Always be sure you have the most up-to-date information registered with the University.

Contact Information Registered with APU

Students must have the following address and other contact information registered with the University: (1) Current Address, (2) Tuition Billing Address, (3) Home Country Contact Information, and (4) Emergency Contact information.

※The University has the following address information registered for new students:

Domestic Students	1 - 4	The address you provided when completing admissions procedures (The address of AP House will be included in (1) Current Address for an AP House resident.)
International Students	1 - 2	Your AP House address (for students not in AP House, your address before coming to APU)
	3 - 4	The address provided on your application form to APU

Note:

If any of the below situations apply to you, you must update your address information in Campusmate.

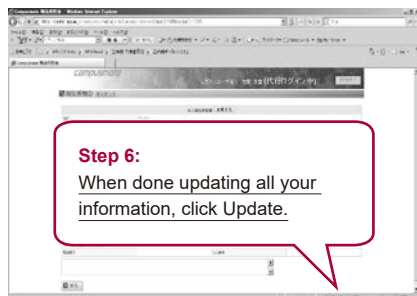
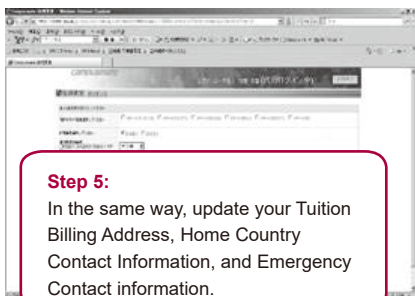
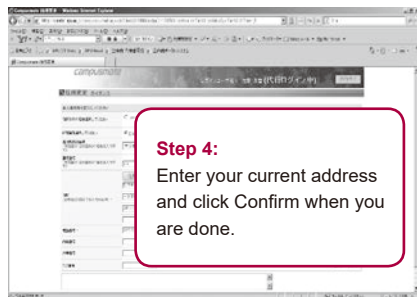
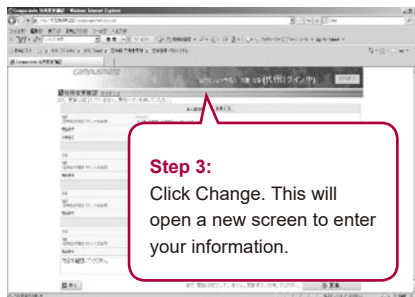
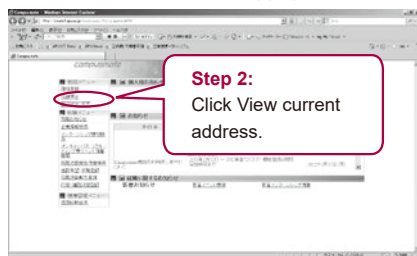
- If you moved to Beppu and have an address different from your permanent home address.
- If you change rooms in AP House.
- If you are an international student who does not live in AP House and lives at an address different than the one you reported to the University in your application for admission.
- If you want your tuition invoice mailed to an address other than your permanent home address. This must be a domestic Japanese address.

How to Register Your Address on Campusmate

Campus Terminal



Campusmate screens, after logging in



Tuition Billing Address

Domestic students: If your family will pay your tuition, your tuition billing address should be the same as your permanent home address. If your family lives overseas, your tuition billing address should be the same as your current address. Invoices will not be mailed to an address outside of Japan. The name for your tuition billing address should be the name of someone who currently lives at that address.

International students: You cannot use an address outside of Japan. Use the same address as your current address.

Change of Student Status (Leave of Absence, Withdrawal, Reinstatement)

- Students who need to change their student status – taking a leave of absence, withdrawing and so on – should consult with the Student Office and then complete the necessary procedures. Those who do not complete the procedures may have their permission for the requested change revoked.

Type of Change		Application Deadline		Notes ²	Office
		Spring Semester	Fall Semester		
Leave of Absence		February 15	August 5	Application Fee: ¥15,000 Matriculation Fee: ¥5,000 per semester	Student Office
Reinstatement	Domestic	February 15	August 5		
	International	End of December ¹	End of June ¹		
Withdrawal		None	None		
Readmission	Domestic	February 15	August 5	Application Fee: ¥10,000 Readmission Fee: ¥13,000* (successful applicants only)	Academic Office
	International	End of December ¹	End of June ¹		
Transfer Within University		Beginning of December	Mid-June	Transfer Application Fee: ¥10,000	
Study Abroad		Recruitment and application twice a year, one year before departure.			

Notes:

1. Application deadlines for international students are earlier to allow for visa application processing times.
2. Application fees, matriculation fees, and readmission fees are non-refundable, regardless of the circumstances. Fees are subject to change.

Leave of Absence

Students who have a valid reason for being unable to attend classes for an unavoidable reason (such as illness) for three months or more may apply for a leave of absence.

Refer to p.78-80 for details.

Reinstatement

Before the end of the student's leave of absence, in May or November, the University will send any necessary forms to the home address the student has registered in Campusmate. Students should be sure to complete the procedures for reinstatement before the deadline.

Reinstatement application deadlines

	Domestic	International
Spring semester leave of absence ending September 20 (returning in the fall semester)	Aug. 5	End of Jun.
Fall leave of absence ending March 31 (returning in the spring semester)	Feb. 15	End of Dec.

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

※Students who do not file for reinstatement or for an extension of their leave of absence by the deadline will be withdrawn from the University at the end of their leave of absence.

Withdrawal

- Students who encounter unavoidable circumstances such as illness may apply to withdraw from the University. Students who wish to apply should consult with the Student Office in advance to receive the necessary forms.
- Any tuition already paid to the University will not be refunded.

The following will result in compulsory withdrawal:

- Failing to pay full tuition by the deadline.
- Failing to complete the necessary procedures for a change of student status, such as reinstatement or transfer within the University, by the set deadline.
- Becoming subject to disciplinary action in the form of withdrawal.

Readmission

- Students who have withdrawn from the University may petition for approval to be readmitted.
- Students who have been readmitted will retain any credits they earned during their previous period of enrollment, prior to their withdrawal.
- A student may apply for readmission within three years of the last day of the semester in which they withdrew. However, the student must submit the necessary forms by the deadline for the corresponding semester.

Readmission application deadlines

	Domestic	International
Spring Semester Readmission	Feb. 15	End of December
Fall Semester Readmission	Aug. 5	End of June

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

Transfer Within the University

- Transferring allows students who are advancing to their second or third years to change from their current college to another college within Ritsumeikan Asia Pacific University.
- In principle, recruitment for transfer takes place when there are vacancies in a certain college. Students who wish to transfer should refer to the Academic Office homepage for more information.

Study Abroad

- Students who wish to study abroad while enrolled at Ritsumeikan Asia Pacific University should consult with the Academic Office. See the Undergraduate Academic Handbook for more information.

Expulsion

The following will result in expulsion. Students who have been expelled cannot be readmitted.

- The following will result in disenrollment. Students who have been disenrolled cannot be readmitted. Students who exceed their duration of degree study (Eight years for undergraduate students, four years for students in master's programs and Master of Business Administration students, and six years for doctoral students).
- Dual enrollment (A student enrolling in two or more universities, colleges, or departments at the same time).
- Death.
- A student going missing for three months or more.

Note:

About students who go missing for three months or more

- When there is reason to believe a student may not be coming to the University – for example, because the student is not registering for courses, not taking final exams or not attending their classes – the University will contact the student's registered current address and home address.
- If the University attempts to contact the student and the student fails to respond with a legitimate reason, the University will consider the student missing and will expel the student after three months.
- Students should always ensure their current addresses and contact information are registered in Campusmate so that the University can contact them if they are unable to come to APU due to illness, accident, or other unforeseen circumstances. If a student becomes unable to come to the University, they should consult with the Student Office as soon as possible and complete the procedures for a leave of absence or withdrawal.
- Students who are expelled cannot apply for readmission and cannot resume studying at APU.

Leave of Absence

How to Apply for a Leave of Absence

Criteria

- Students with a valid, unavoidable reason for being unable to attend classes for more than three months may apply for a leave of absence. Examples can include illness, economic circumstances, military service, or other reasons beyond the control of the student.

Note:

- Students planning on taking a leave of absence to travel abroad or participate in an internship must attend a leave of absence guidance session. The guidance session schedule is posted to Campus Terminal.
- Leave of absence can only be taken in semester units. A leave of absence can only be taken in semester units and for a maximum of two consecutive years (four semesters). During their leave of absence, students may apply to shorten their leave of absence and return to APU earlier than planned, or they may apply to extend their leave of absence up to the maximum of four semesters.
- The college student visa that allows international students to study at APU will no longer be valid once they start their leave of absence, and must be canceled when leaving Japan. When returning to APU, international students will need to apply for a new visa.
- Students in a semester in which they could potentially graduate are not able to take a leave of absence.

Examples:

- A student in their 8th semester who has completed all the credits needed to graduate cannot apply for a leave of absence.
- A student in their 7th semester who has completed all the credits needed to graduate can apply for a leave of absence. (Does not include accelerated program students.)
- A student in their 9th semester or later who has not completed all the credits needed to graduate can apply for a leave of absence.

Leave of Absence Application Deadlines

	Domestic / International
Leave of absence starting in the spring semester	February 15
Leave of absence starting in the fall semester	August 5

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

If you need to cancel your leave of absence after receiving permission, you must complete the necessary procedures before the application deadline for the start of your leave of absence. Once the application period has ended, you will not be able to cancel your leave of absence.

Application Procedures

1. Go to the Student Office to discuss your situation and receive the necessary documents.
Students intending on overseas travel or participating in an internship must attend a leave of absence guidance session to receive the necessary documents.
2. Prepare and submit the necessary documents before the deadline.
3. Your application is reviewed by committee.
4. Notice of the committee's decision is posted, typically within 10 days to two weeks from the date of application. Results are sent by registered mail (or EMS).

Required Documents

Submit all required documents below to the Student Office before the deadline.

- Request for Leave of Absence: Must include your financial sponsor or family member's signature or *inkan* (personal seal).
- Leave of Absence Statement: May be typed or handwritten.
Students traveling abroad or with an internship must use the designated forms.
A statement is not required if applying for a leave of absence for medical reasons.
- Application fee: 15,000 yen.
- Matriculation fee: 5,000 yen per semester.
- Medical certificate (if taking a leave of absence for medical reasons).
- Status Change Request:
※For domestic students receiving a scholarship from the Japan Student Services Organization (JASSO); the scholarship must be suspended during the leave of absence.

For students traveling abroad or with an internship:

Students who intend to travel abroad, take a working holiday, or work at an internship (either domestic or overseas) must read the following.

Procedures

Procedures are essentially the same as applying for any other leave of absence. There are, however, two main differences.

- You must attend a leave of absence guidance session in order to apply. You will be provided with all the necessary documents at this session.
- Using the forms provided by the University, you must prepare and submit your statement of purpose and planning sheet for your leave of absence, and you must sit for an interview when you submit your application.

Preparations

APU is unable to provide you with any support or advice in regard to finding a school to study at, looking for a company to internship with, finding a scholarship, or preparing your visa. It is the opinion of the University that it is important that you look after these matters yourself. The below link may be of use when making your preparations.

Japan Student Services Organization website

<http://ryugaku.jasso.go.jp/>



Other things to consider

Traveling or living overseas is often a rewarding experience. However, to make the most of this experience, you truly need to contemplate why you are taking a leave of absence and what you intend to do during your time away from APU.

Students cannot take a leave of absence simply because they want a change of scenery or to study in an English speaking country. Think carefully about what you need to do while you are living or traveling overseas and what you hope to gain from this experience. Many APU students already have experience living/ traveling overseas. It can be very helpful to make connections with these students and talk to them while you are still in the planning stages.

At APU, there are many overseas programs that can be recognized as being accredited. See the "Off-campus Study Program" section of the Academic Office webpage for details.



Certificates

Students can have a Transcript of Academic Record or any other certificate issued in either Japanese or English at the Automatic Certificate Dispenser or at the Student Office. Special Request Certificates may also be issued once the content has met staff approval. There is a fee to issue any certificates except student discount certificates.

How to Apply

Using the Automatic Certificate Dispenser

- Eligible users: Regular students (excluding students on a leave of absence)
- Locations and operating hours: (Student ID card with electronic money required)
 - (1) Building A, 1F (Monday - Friday, 08:45 - 18:00)
 - (2) APU Library (When the library is open, during counter service hours.)
 - (3) Tokyo Campus (Monday - Friday, 09:00 - 17:30)
 - (4) Osaka Umeda Campus (Monday - Friday, 09:30 - 17:00)
 - (5) Ritsumeikan University (Access the Ritsumeikan University website for further information)
- Certificates issued (Japanese and English): Refer to Table 1, page 85. Certificates available from the automatic certificate dispenser are indicated with a double circle (◎).

Applying at the Student Office

- Eligible applicants: Regular students (students on a leave of absence included), non-regular students (e.g. short-term exchange program students), and former students.
- Application method: Prepare and bring items 1-3 to the Student Office.
 - (1) Receive the "Transcript/Certificate Request Form" from the Student Office.
 - (2) Student ID card (Students on a leave of absence or alumni need to present a photo ID such as a driver's license or passport).
 - (3) Fees *Fees must be paid for with a Certificate Stamp which can be purchased from the automatic certificate dispenser. Charged student ID cards or traffic IC cards are necessary for purchase. Alternatively, borrow temporary cards at the Co-op shop.
- Picking up your certificate: Present photo ID if picking up certificates at the Student Office, or receive by post.
- Time required: Certificates will be issued or posted two business days (excluding weekends or holidays) after an application has been received and any required fees paid. Certificates cannot be issued on the same day. Additional time may be required for issuance depending on the types of certificates requested. As a general rule, certificate applications will not be accepted for a future date.
- Certificates issued (Japanese and English): Refer to Table 1, page 85. Available certificates are indicated with a single or double circle (○ or ◎).

Applying by post, or email (Accepted during office hours)

- Eligible applicants: Regular students (including students on a leave of absence), non-regular (short-term exchange students), and former students.

- Application method: Prepare and send items 1-3 to the address below:

- (1) "Transcript/Certificate Request Form" *1 (The "Transcript/Certificate Request Form" can be downloaded from the APU homepage (APU homepage > Alumni > Certificates)).
- (2) Copy of your student ID card. If you are on a leave of absence or alumni, copy your driver's license, passport, or another acceptable form of identification.
*The copy of your identification will be disposed of after a set period of time.
- (3) Cost of the certificates and postage.

Make credit card settlement using the webpage "Issue Certificate" function or pay at counters of convenience stores.

Please be aware that you cannot pay by cash.

*Fees and any amount received in excess cannot be refunded.

The mailing address for the Certificates Department is:

〒874-8577 Oita Prefecture, Beppu City, Jumonjibaru 1-1, Ritsumeikan Asia

Pacific University, Student Office Certificates Department

TEL : 0977-78-1124

E-mail : shoumei@apu.ac.jp

*1 If the "Transcript/Certificate Request Form" cannot be downloaded, write the following necessary information and send the e-mail.

(necessary information)

Student ID number (If you do not remember your student ID number, write your date of admission and date of graduation/completion as well as the college you were enrolled in when you were attending APU).

Name (as it is written on your student ID card) and in furigana (Japanese phonetics).

Certificates will be issued with the name used by the student during their enrollment.

If your name has changed, please consult with the Student Office beforehand.

Date of birth.

Current address.

Contact information (telephone number and email address).

Address or addresses where you want the certificate(s) mailed

Reasons for applying for the certificates and where they will be submitted.

The type, number, and language (Japanese or English) of certificates required.

The total cost of the certificates and postage.

Additional instructions (e.g., "Enclose each certificate in a separately sealed and stamped envelope," or "Put one transcript and one Certificate of Prospective Graduation/Completion together as a set in a sealed envelope.").

Applying for and Collecting Certificates by Proxy

If applying for or collecting certificates by proxy (including family or financial sponsors), the following documents must be provided in addition to the application documents indicated above. Proxy applications will not be accepted and certificates will not be issued if these documents are not provided.

- Letter of proxy (dated with applicant's signature).
- A photocopy of the photo ID of the applicant (if the applicant is applying in person at the office, present the original ID).
- A photocopy of a photo ID of the proxy (if the proxy is applying in person at the office, present the original ID).

Fees/Postal Charges

Fees (excluding Student Discount Certificate)

	Current Students	Former Students (e.g. students who have graduated)
Fees (per copy)	¥ 200	¥ 300

Postal Charges (Postal charges are subject to change.)

	Domestic	International
Type	Letter pack light	EMS or similar services
Postage	¥ 370	Asia ¥1,400
		North America ¥2,000
		Europe ¥2,200

Payment Method

Application method	Payment method
Automatic Certificate Dispenser	Charged student ID cards or traffic IC cards
At the Office	Certificate stamps (purchased with charged student ID cards or traffic IC cards via the automatic certificate dispenser)
Domestic applications	Settlement by credit card or at a convenience store
International applications	Credit card
Email	Credit card * Settlement can be made at a convenience store for domestic cases.

For further information on the application and payment process please visit the page "How to Request Certificates / Transcripts" on the APU Student Office website:

<http://en.apu.ac.jp/home/alumni/content4/>

Important Notes

- For Special Request Certificates or any other special requirements, please inquire in advance to find out whether your request or desired certificates can be issued.
- All unclaimed certificates will be destroyed three months after issuance. Fees already paid will not be refunded.
- During the last two or three weeks of each semester, some or all certificates may be unavailable due to updates to the student information system. This suspension of service will be announced in advance on Campus Terminal. Student discount certificates can be acquired through the automatic certificate dispensers. Additionally, automatic certificate dispensers are unavailable due to maintenance on the first day of each semester.

Student Discount Certificates (Student Discount Travel Card)

- Student Discount Certificates lessen the financial burden of students and are provided by the Japan Student Services Organization for the advancement of student's educational programs.
- Student Discount Certificates are typically issued free of charge. However, in general, issuance is limited to 10 per year for regular students (not on a leave of absence). Certificates expire 3 months from the date of issue or on the last day of enrollment.
- With one Student Discount Certificate, a normal seating discount ticket (20% off) can be purchased for each way of a distance over 100 kilometers (one-way [片道], round-trip [往復], on-going [連続], and excursion tickets [周遊]).
- If you are found using another person's student discount the cost will be tripled.

Purchasing a student commuter pass

- A student commuter pass is intended to be used for commuting on the shortest route from your current address to school. A student commuter pass cannot be used to commute to your part-time job, club activities, or for job hunting.
- When purchasing the student commuter pass, students may be asked to provide a student commuter certificate on their student commuter pass application by some transit companies to show the route they use to commute to school. The Student Office can issue student commuter certificates. If you need a student commuter certificate, please bring the student commuter pass application and a copy of the page that shows your current address on Campusmate. It will take two days to issue a student commuter certificate.

Obtaining Certificates at the Graduation Ceremony

- For the convenience of new graduates and students who have completed their studies, specially prepared certificates will be issued immediately after the Graduation Ceremony.
 1. Eligible applicants: Students who have just graduated or completed their studies.
 2. Date and place: Details regarding time and place will be separately announced on the day of the graduation ceremony.
 3. Number of certificates provided: 1 copy each (in Japanese and English, respectively) of Transcript of Academic Record and Certificate of Graduation/Completion.
 4. Necessary items: Student ID card.
 5. Further details: Check Campus Terminal.
- * Certificates cannot be issued before the date of the graduation ceremony for any reason whatsoever.

Table 1: Certificates Issued (Japanese or English)

Type of Certificate	Current Students				Former Students		
	Regular		Non-regular		Regular	Non-regular	
	Normal/ Exchange ⁴	Leave of Absence	RU Students ⁵	Others (e.g. non- Ritsumeikan exchange students)	Grad/ Comp ⁶	Withdraw ⁷	Completion
Certificate of Enrollment	◎						
Certificate of Registration		○					
Transcript of Academic Record ¹	◎	○	○	○	○	○	○
Certificate of Prospective Graduation/Completion ²	◎						
Certificate (for non-regular students)			○	○			
Certificate of Graduation/Completion					○		
Certificate (for period of registration)					○	○	○
Special Request Certificates ³	○	○	○	○	○	○	○
Health Certificate	◎		○	○			
Student Discount Certificate (Maximum 10 per year)	◎		◎				

Notes: ◎ Indicates certificates that can be issued at the Automatic Certificate Dispenser or at the Student Office.

○ Indicates certificates that can only be issued at the Student Office.

1. Transcripts of Academic Records include grades up to the previous semester. Transcript data is updated April 1 and September 21 each year. Grades for the previous semester will not be shown on transcripts even after semester results are released. Students must wait until the start of the next semester to receive updated transcripts that show their grades for the previous semester.
2. Certificates of Prospective Graduation/Completion shall only be issued to students who meet certain requirements. Information on standards for graduation and the dates to determine your graduation are available in the 2020 Undergraduate Academic Handbook. Any questions should be directed to the Academic Office.
3. Special Request Certificates refers to certificates that are used at other organizations, or proof of tuition payment certificates.

*When Ritsumeikan University students obtain certificates issued by Ritsumeikan University via the automatic certificate dispenser, a Ritsumeikan University student ID card and a Co-op temporary card, or a traffic IC card is required.

Inquiries: Student Office

Email: shoumei@apu.ac.jp

(Include your name and student ID number in the subject line of the email.)

Scholarships

The scholarship system at APU is established to help provide equal opportunities to students and support the growth of our diverse student body. There are scholarships managed by the University, the national government, local public institutions, and private organizations. Each of these scholarships have different purposes, objectives, expectations, requirements, limitations, number of recipients, and award amounts; many do not allow for recipients to receive multiple scholarships.

Scholarships are established by their various benefactors with the aim of supporting students as they pursue their studies. Recipients should ensure they understand the purpose of their scholarship and have a sincere appreciation of their benefactors as they keep their aims high and work hard so that they can complete their studies and move on to contribute to society.

APU Policy on Scholarships

APU policy on the provision of scholarships

In order to attract a diverse range of students from a variety of countries and provide support for these students in their studies and everyday life in Japan, APU has received extensive funds for scholarships from advisory committee members, supporting group companies, and individuals. We also receive a large amount of support from the Japanese national government. These scholarships are provided with the aim of helping recipients lead fulfilling student lives.

We make every effort to distribute scholarships to all students on a fair and equal basis. At a university like APU where students gather from many different countries, it is particularly important to maintain an impartial system for allocating scholarships. Application and selection procedures performed by APU are not conducted with consideration to nationality, gender, age, and/or religious affiliation unless specified by the conditions of the scholarship. Scholarships that are provided until graduation have eligibility checks that are conducted every semester where the recipient's academic performance is examined in an impartial assessment for continuation, and if this assessment is not passed the University may issue a warning or even revoke a recipient's scholarship.

Armed with a proper understanding of APU's policy on scholarships, recipients should strive to work hard at both their studies and in their everyday lives.

Scholarship selection for current and prospective recipients

Application information for scholarships available through the University is regularly posted on the Student Office homepage. We encourage you to apply for any scholarships that interest you.

When evaluating applicants for a scholarship, assessment by the University is made using the following criteria.

Recipient Eligibility Requirements

- Students must have the following number of credits to be eligible:

On completion of the:	Students must have obtained at least:	On completion of the:	Students must have obtained at least:
1st semester	14 credits or more	5th semester	76 credits or more
2nd semester	28 credits or more	6th semester	92 credits or more
3rd semester	44 credits or more	7th semester	108 credits or more
4th semester	60 credits or more	8th semester	Not eligible

- Students must have a current APU health checkup.
※Refer to Campus Terminal or the Health Clinic homepage for schedule and other information.
- Students must be able to meet the requirements of the scholarship.
- Carefully read the eligibility requirements when applying for any scholarship.

Selection

Scholarships are awarded based on a comprehensive evaluation of the student's academic record, their financial situation, and the content of their application.

Additional notes

- In order to provide scholarships to as many students as possible, the University will not endorse a student for multiple externally-funded scholarships at the same time if these scholarships require a campus screening for a limited number of candidates. However, endorsement does not guarantee selection; if a student fails to be selected for one scholarship, they may subsequently be recommended for a different one.
- In cases where the University accepts applications for multiple scholarships at the same time, priority will be given to students with the best evaluation, and scholarships will be awarded according to the preference indicated by the applicant.
- Each scholarship has different award periods and other requirements. It is not possible to cancel recommendations, so please ensure you understand the conditions of each scholarship and choose carefully before applying.
- In order to provide scholarship support for as many students as possible, the University will not recommend students for new scholarships if they are already receiving a scholarship that covers both living expenses and tuition, like the Japanese Government (MEXT) scholarship.

Information on Scholarships

Detailed information about a variety of scholarships is available in the Guide to Scholarships, available for download from the Student Office homepage.

<https://www.apu.ac.jp/studentsupport/page/content0037.html/>

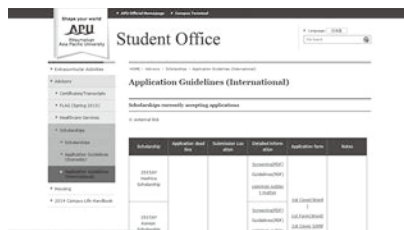


Applying for a Scholarship

The University publishes or updates information about scholarships currently on offer as necessary. If there is a scholarship you would like to apply for, first carefully read the application guidelines. If you meet the eligibility requirements and would still like to apply, submit your completed application to the Student Office during the application period and before the deadline. Screening results are announced via Campus Terminal. If a scholarship says that it is direct application, contact and apply directly to the organization offering the scholarship.

<Scholarships for Domestic Students>

<http://www.apu.ac.jp/studentsupport/page/content0039.html/>



<Scholarships for International Students>

<http://www.apu.ac.jp/studentsupport/page/content0220.html/>



Ritsumeikan Asia Pacific University International Student Tuition Reduction Plan

Established with the support of the Japanese government and other organizations, the International Student Tuition Reduction Plan serves to reduce the financial burden of privately financed international students by providing assistance with the cost of tuition.

Type	Tuition reduction of 30%, 50%, 65%, 80% or 100% *1
Eligibility	International students with a college student visa who are studying at their own expense.
Applicable Period	<p>The minimum length of time required to graduate (up to the 8th semester).</p> <p>※An assessment for continuation will be conducted at the end of every semester by evaluating the student's relevant academic performance.</p> <p>※This scholarship can also be applied when students participate in an Active Learning (student exchange) program at a domestic or foreign university.</p> <p>※For students taking a leave of absence, the scholarship resumes in the semester they return to APU.</p>
Selection Method	Application for this scholarship is made when the student submits their application for admissions, and screening is conducted based on a comprehensive evaluation the economic conditions of the student's home country or region, their academic ability, their desire to learn, and other information, and is conducted concurrent to the entrance examination.
Number of Recipients	The number of recipients differs each year.

*1 Amount of Reduction

	Type	Amount of Reduction
1.	100% Tuition reduction	100% of tuition fees
2.	80% Tuition reduction	80% of tuition fees
3.	65% Tuition reduction	65% of tuition fees
4.	50% Tuition reduction	50% of tuition fees
5.	30% Tuition reduction	30% of tuition fees

Calculation method

Semester tuition reduction amount (in yen) = Amount of Semester tuition from table 1 × Tuition reduction amount (%)

×0.01

Revocation or Suspension of the International Student Tuition Reduction Scholarship

Any student receiving the the tuition reduction scholarship will have their scholarship revoked in the event they become subject to any of the events listed below. Once the tuition reduction scholarship has been revoked, it cannot be restored.

1. Withdrawal, expulsion, or graduation.
2. Receiving two consecutive warnings on the assessment for continuation.
3. Being subject to disciplinary action.*
4. If the Student Affairs Committee determines the student in question is no longer a suitable recipient.*

*Tuition reductions and/or scholarships may be temporarily suspended in accordance with various Ritsumeikan Asia Pacific University Scholarship Regulations and decisions made by Student Affairs Committee. The decision to resume a scholarship that has been suspended will be based on the decision of the Student Affairs Committee.

Assessment for Continuation

Assessment for continuation of this scholarship is conducted each semester during a student's period of study, with decisions of "continue", "warning", or "revocation" made based on the student's academic record.

1. Warning

Students will receive a warning if they meet the conditions in either (1) or (2) below for the semester being assessed.

(1) Number of completed credits (see below)

On completion of the:	Students enrolled in or after 2011 who have obtained:	Students enrolled in or before 2010 who have obtained:
1st semester	12 credits or less * ¹	12 credits or less * ¹
2nd semester	26 credits or less	26 credits or less
3rd semester	40 credits or less	40 credits or less
4th semester	54 credits or less	54 credits or less
5th semester	66 credits or less	66 credits or less
6th semester	80 credits or less	80 credits or less
7th semester	98 credits or less * ²	92 credits or less * ³

- *¹ A student can register for a maximum of 18 credits in their second semester. In order to avoid a warning in their second semester, students must obtain at least 10 credits in their first semester.
- *² Students who enrolled in 2011 or later can register for up to 24 credits in their 8th semester.
- *³ Students who enrolled in 2010 or before can register for up to 30 credits in their 8th semester.

(2) GPA (Grade Point Average) for the semester being assessed of 1.50 or below.

Please refer to the Academic Office homepage for information on how to calculate semester GPA.

2. Revocation

If a student receives two consecutive warnings, the student will be notified that their tuition reduction will be revoked beginning with the semester in which they receive the notice. Once the tuition reduction plan has been revoked, it cannot be reinstated. If a student has not obtained at least 92 or 98 credits (see the table above) by the end of their 7th semester, their tuition reduction scholarship will be revoked on the first warning.

Any warning or revocation notices that are based on assessment of the semester immediately preceding a student's leave of absence will carry over to the semester the student returns to APU.

3. Warning / Revocation Notices

Warning and revocation notices are sent via Campus Terminal at the beginning of each semester.

Scholarships Available for Current Students

Information about scholarships accepting and screening applications is regularly posted to the Student Office homepage (<https://www.apu.ac.jp/studentssupport/>). Carefully read the eligibility requirements, and if you meet the eligibility requirements and wish to apply, please submit your completed application to the Student Office during the application period and before the deadline.

Screening results are announced via Campus Terminal. Direct application scholarships do not need to be submitted through the University. We encourage all students to actively pursue any scholarships in which they have interest.

Main Scholarships

ANDO Momofuku Honor Prize

The ANDO Momofuku Honor Prize was founded through the generosity of the late Honorary Doctor ANDO Momofuku, the founder of Nissin Foods Holdings Co., Ltd., with the goal of encouraging aspiring undergraduate students in their last year of study who are seeking to contribute to the Asia Pacific region.

Eligibility	<p>This prize will be awarded to undergraduate students graduating from APU, who satisfy at least one of the following criteria.</p> <ol style="list-style-type: none"> 1. Students who have an understanding of the ANDO Momofuku Scholarship's objective and meaning; who have high ambitions for their future career; have good records in both academic and extracurricular activities at APU; and have the potential to realize their ambitions. 2. Have attained outstanding academic performance in their time at APU (in semesters 1-5 for students graduating in three years, or in semesters 1-7 for students graduating in four years). 3. Have achieved outstanding results in extracurricular or independent activities.
Award	<p>Up to one million yen. (Awarded after a visit to the headquarters of Nissin Foods Holdings Co., Ltd. The award will be revoked if the selected student fails to graduate as scheduled.)</p>
Application Period	<p>Spring semester (for students graduating in the fall) and fall semester (for students graduating in the spring).</p>
Number of Recipients	<p>One student each semester.</p>

ANDO Momofuku Award

The ANDO Momofuku Award was founded through the generosity of the late Honorary Doctor ANDO Momofuku, the founder of Nissin Foods Holdings Co., Ltd., with the goal of encouraging and supporting undergraduate students with outstanding academic performance, who are of good character, and who have played a leading role in achieving notable results in various activities.

Eligibility	<p>This award will be awarded to second year undergraduate students (in their third semester) and third year undergraduate students (in their fifth semester), who have satisfied at least one of the following criteria.</p> <ol style="list-style-type: none"> 1. Have achieved outstanding academic performance. 2. Have achieved outstanding results in extracurricular or independent activities.
Award	<p>Up to 500,000 yen. (Awarded after a visit to the headquarters of Nissin Foods Holdings Co., Ltd.)</p>
Application Period	<p>Spring semester and fall semester.</p>
Number of Recipients	<p>Up to two students from each year level per semester.</p>

YOKOYAMA English Award

This scholarship has been established through a generous endowment by Professor YOKOYAMA Kenji, with the aim of encouraging Japanese-basis students to strive to improve their English ability in their first year, to encourage these students to discover the many different ways it is possible to learn at this University, and to cultivate individuals who can be internationally active in the future.

Eligibility	<p>To be eligible, students must meet all of the following criteria.</p> <ol style="list-style-type: none"> 1. Undergraduate Japanese-basis students of this University who have completed their first year (after completing their second semester) and are continuing on to their third semester. 2. Students who take the first TOEFL ITP® test in their first year (after admission in the spring semester) and retakes the test within a year of the first exam date who show a large improvement in their TOEFL ITP® score for that year. 3. Award recipients are required to participate in the specified scholarship award ceremony. 4. Students who are able to submit a study report to the benefactor by the scheduled date, and who are able to speak at the award ceremony the next year about their studies and experiences during their first year.
Award	100,000 yen (one single disbursement).
Application Period	Spring semester (eligible students will be notified separately).
Number of Recipients	One student.

Ritsumeikan Asia Pacific University Academic Merit Scholarship

This scholarship is awarded to students from both colleges every semester to encourage students who achieved particularly exceptional academic performance during a given semester.

Eligibility	<p>To be eligible, students must meet all of the following criteria.</p> <ol style="list-style-type: none"> 1. Students will be grouped according to college and semester. The student(s) with the highest GPA for the semester will be awarded this scholarship. 2. Students who have registered for 18 credits or more for the semester being evaluated (does not include T, R, or E grades). 3. Students who have received letter grades (A+, A, B, C, P) for at least three-quarters of their registered credits for the semester being evaluated.
Award	Up to 100,000 yen.
Application Period	No application required. Recipients will be selected from the students who have an academic record for the semester being evaluated.

※Refer to the Academic Office homepage for information on how to calculate semester GPA.

* If more than one student has the top GPA in a group

All eligible students will be selected, and the award amount of 100,000 yen will be divided equally, rounding down to the nearest whole number. However, if the tie is between students with a perfect 4.0 GPA, each student will be awarded 50,000 yen.

Eligible Semesters

- Screening will be conducted at the end of each semester from a student's second semester through their sixth semester. Semesters 1, 7, and 8 are not considered for this award.

Reasons

- The first semester is considered an introductory study period and as a result is not taken into consideration.
- At eight credits each, the standard number of credits for the seventh and eighth semesters are too low and as a result are not considered.

Academic Merit Certificate

This certificate is awarded to the students who ranked second and third in both colleges during a given semester to encourage students who achieved exceptional academic performance.

Ritsumeikan Asia Pacific University Incentive Scholarship for Self Motivated Students

The Ritsumeikan Asia Pacific University Incentive Scholarships for Self-motivated Students targets individuals and/or groups that have demonstrated remarkable achievements through their own activities, and the purpose of such scholarship is to encourage such achievements.

Award	100,000 yen for organizations or 50,000 yen for individuals.
Number of Recipients	The number of scholarships available number will be set within the scope of annual budget.
Application Period	Around June

Extracurricular Activities

By enabling independence and creativity, extracurricular activities cultivate organizational and social skills, keen sensitivity, and the ability to express oneself well. They are an immeasurably significant part of students' personal growth.

At APU, by engaging in activities with a variety of students from all over the world, overcoming differences in culture and values, you can find both fun and meaning in a way that is not available anywhere else. You also have the opportunity to expand your student activities to the region and the world and develop them into something even more appealing.

The APU website FAFA (For APU Students, From APU Students) showcases a variety of student activities. Organizations that have registered with FAFA can also post articles about their activities.

● FAFA : <https://www.apufafa.com/>

● QR Code:



Registered Student Organizations

Basic principles for registration

1. International mutual understanding.

In line with APU's vision of promoting international mutual understanding, it is recommended to form groups comprised of students from multiple countries and regions.

2. Democratic management.

Student groups who make registration must determine their group rules and their management rules based on democratic principles and must perform democratic group management.

3. Prohibiting violent behavior that threatens the autonomy of the University and freedom in learning and research.

APU respects each student's freedom in learning and research, and together with students creates an environment in which students can achieve personal growth both in and outside campus. Consequently, violent behavior that threatens freedom in learning and research – the very foundation of the University – is completely unacceptable.

University support for registered organizations

The University provides the following support to registered organizations.

- Use of University facilities and equipment.
- Public relations activities on campus (e.g. Flyer, posters, billboards, booths).
- Activity subsidies (available for groups that reach and maintain a certain level of activity).

The Club and Circle System

This system supports students who want to engage in an activity for a longer term, allowing them to make use of internal promotion and facilities and equipment to carry out better activities. There are over 100 active clubs and circles at APU. Anyone can freely enter a club or circle, and anyone can create a new club or circle.

1. Joining an Existing Group

- You can look up the activity times and places of each student organization in the Student Activities Guide (SAG). If you are interested in an organization, please go directly to where they hold their activities. You can also find additional information about the organizations in SAG such as their homepages and Facebook pages. You can get a copy of the Student Activities Guide in front of the counter in the Student Office.
- The representative's contact information can be obtained at the Student Office's counter.

2. Creating a New Group

To create a new group, you must submit an application form during either the spring or fall recruitment period. A new group will receive registration approval after a screening process is held. See the Student Office homepage or Campus Terminal for details on the application process and application periods.

Event and Project Support System

The University supports events and activities that are generated by students and have completion deadlines for achieving their goals. The University supports students' self-initiative, motivation, and desire to carefully plan and implement one-time events to the best of their abilities. The support is aimed to develop students' growth as well as event planning and administration skills that are required skills for working professionals. The three categories for the support system for student extracurricular activities are Type A: Autonomous Events, Type B: Selected Project, and Type C: Enterprise & NPOs Co-create Project. For details, please refer to the Student Office homepage.

- URL: <http://en.apu.ac.jp/studentsupport/page/content0312.html/>

- QR Code:



- Campus Terminal → Student Services → Student Office Website

Insurance and Extracurricular Activities

Participation in extracurricular activities is voluntary and up to the individual student. Accordingly, if a member of the club or circle has an accident, gets injured, or causes an accident or injury, the individual member is responsible for the accident or injury and must deal with it themselves. While APU can provide support to members, the University cannot be responsible for the activities and actions of a club or circle (as opposed to club or circle activities in high school).

In general, the member or members who caused the accident or injury are responsible for the medical costs. For these reasons, the University strongly encourages student organizations to have insurance that covers their activities, particularly for sports or similar activities.

Precautions on Campus

Skateboards and Roller Skates on Campus

Due to the possibility of injuring students and causing damage to the roads or pavement, kick-boarding, roller-skating, skateboarding, and other such activities are not permitted on campus.

Sales on Campus

As a general rule, sales on campus of products such as student band concert tickets are not permitted. However, if the purpose of the sales is not for making profit, but is to provide part of the funding for events recognized by APU, and the revenue and expenditure are clearly declared, such sales may be approved. For details, please contact the Student Office.

Collecting Donations

In principle, APU does not permit charity drives due to the possibility that donations may not end up being used for the intended purposes.

Local Exchange Programs

APU is a university established with the generous cooperation of Oita Prefecture and Beppu City. Since the establishment of the University, APU students have widened the circle of exchange with local residents. Every year the University receives more than 100 requests from local residents for exchange with students, providing a valuable opportunity for students to lead a more fulfilling student life. Take advantage of local exchange events and homestay programs to get out of APU and interact with the local people.

Local Exchange Events

The Student Office regularly updates its homepage with information on requests from events in the local area. You can apply to participate through the online system. Check the site regularly for new information. There are many events that provide transportation costs and meals to make it easier for students to participate.

Homestay/Home visit Program

You can have a chance to participate in an exchange either through a day visit to the home of a host family, or through an overnight homestay with a host family. By entering an actual Japanese household, you may be able to not only gain a greater understanding of Japanese culture but also build a relationship with a family so close that you will consider them your Japanese family.

There are six homestay/home visit periods per year. Check the Student Office homepage and apply during the designated period.

Details on local exchange and homestay programs are available here:

● <http://en.apu.ac.jp/studentsupport/page/content0028.html/>

● QR Code:






Other extracurricular activities

There are a variety of activities and events such as the Multicultural Weeks, Culture Wagon, and Tenku Festival. Please check the Student Activities Guide and the Student Office's homepage for details.

Using University Facilities

These are some of the facilities that all students can use for their activities.

Free Use Facilities

Facility	Time
Fitness Room	<p>The fitness room in the gymnasium has a variety of exercise equipment from treadmills to free weights. Students must first attend a guidance session in order to use the fitness room. Check the Student Office homepage for the guidance session schedule.</p> <p>https://www.apu.ac.jp/studentsupport/page/content0233.html/</p> <p>QR Code: </p>
APU Seminar House	<p>The APU Seminar House is located in AP House, right next to campus. The seminar house is available for study and exchange activities, and includes meeting rooms and lodging for groups. See the APU Seminar House homepage for further information.</p> <p>https://www.apu.ac.jp/studentsupport/page/content0032.html/</p> <p>QR Code: </p>
Student Union I and II, Gymnasium and Multipurpose Field	<p>Facilities in the Student Union (e.g. multipurpose room and music studio), the gymnasium, and athletic grounds are generally reserved for registered organizations. There are limited time slots available for individual use. Check the Student Office homepage.</p> <p>https://www.apu.ac.jp/studentsupport/page/content0082.html/</p> <p>QR Code: </p>



APU student Activities



apu.student

APU Policies at Student Life

Importance of Multicultural Coexistence and Respect of Human Rights at APU

APU has established the following basic principles to guide it as a university: “freedom, peace and humanity,” “mutual international understanding,” and “the future shape of the Asia Pacific region.”

At APU, students whose nationalities, races, religions, and cultural backgrounds differ from each other from over 90 countries and regions empathize with its foundational philosophy. They are cooperating so as to become people who will shoulder the future to be realized by such philosophy on their own, and they are undertaking education and research while making social contributions.

All members at APU undertake learning and activities based on ethics that prioritize the cherishing of human dignity and rights. They are demanded to extensively disseminate such activities to society as a whole. Specifically, the concepts underpinning such ethics are “to recognize mutual existence,” “to deeply understand that humans are equal and act based on such concept,” and “to refuse to engage in mutual hate or to become perpetrators or victims of such hate.”

To Live as a Member of Beppu City, Oita Prefecture

APU is situated in Beppu City, a city of 120,000 people located in Oita Prefecture in the eastern region of Kyushu. APU opened in April of 2000 with the cooperation of Oita Prefecture and Beppu City, in the form of land grants and approximately 20 billion yen in grants to help us build our school.

Scholarships provided to domestic and international students by Oita Prefecture, Beppu City, other governments, the Ritsumeikan Trust, individuals, and various companies and organizations show the goodwill and hope that everyone has for the advancement of APU and the development of our students.

One of the goals set for APU has been to create an environment conducive for students as members of Oita Prefecture • Beppu City to contribute to the local community's development. APU students, regardless of their country or region of birth, are a part of the local community. As a student you should make every effort to learn its history and conduct yourself in an appropriate manner befitting of an APU student in your daily life alongside Oita Prefecture • Beppu residents.

Religion

Students of different religious faiths and diverse cultural values from all over the world gather at APU. Religion can influence the culture, customs, ideology, lifestyle, and even the philosophies on life of the people who practice it. Moreover, different individuals adhere to their religious beliefs to different degrees.

At APU, students possess a divergent range of viewpoints towards religion. Therefore, in order to treat all students in a fair and equitable manner, the following three fundamental principles have been established in regards to religion:

1. APU will ensure an individual's religious freedom.
2. In principle, APU will not give assistance to religious undertakings.
3. The following religious activities are prohibited within common areas of APU:
 - Proselytizing for any specific religion, or carrying out activities that may support or promote that religion, and receiving assistance from the same religious group.
 - Activities that could constitute oppression, interference, insulting of other religions, etc., antisocial activities, or activities that would make it difficult to lead student's life

Alcohol

1. People under 20 years of age are legally prohibited by Japanese law from consuming any alcohol such as beer, Japanese sake, wine, or whisky. APU also prohibits students possessing such alcoholic beverages.
2. The sale and consumption of alcohol at APU is only permitted during events organized by students at restricted sites.
3. Precautions when drinking alcohol:
 - Do not "chug" alcohol; do not coerce others to do so. It is dangerous and can be fatal.
 - Do not coerce those who cannot or do not want to drink alcohol into doing so.
 - Do not drink alcohol when you do not feel well or when taking medicine (including cold medicine or painkillers).
 - Drink slowly when eating.
 - Even those who can hold their liquor should stop drinking once they begin to feel intoxicated.

Drugs

Japanese law prohibits possession, consumption, and distribution of illicit drugs (e.g. marijuana) and stimulants. Students who violate the law will be severely punished. These kinds of antisocial acts run counter to APU principles—an institution of learning and study—and students caught engaging in this type of behavior will be harshly reprimanded.

Moreover, you will not only be forced to abandon your studies (international students may be deported from Japan under the immigration law, which will have ramifications for your college visas) but you risk damaging your health, which may negatively affect your life. Do not get involved with cannabis, etc.

If you have obtained information related to cannabis, etc., promptly report it to the police. The university will accept related consultation as well (consult@apu.ac.jp).

Tobacco

The Ritsumeikan Trust formulated "The Ritsumeikan Trust Guidelines for Smoke Free Campuses" in 2008. Since then, it has been advancing smoke-free initiatives in line with these guidelines. APU is also committed to reducing the number of smokers and preventing second hand smoking on campus. With this commitment, the University will continue to carry out such initiatives based on these guidelines.

The University has three designated smoking areas and prohibits smoking in all other areas of campus.

Please note that Japanese law prohibits smoking by persons under the age of 20. We appreciate your understanding and cooperation.

Illegal or Improper Conduct

Many students have a sufficient understanding of the philosophy and background of APU, diligently undertake learning and research activities, proactively participate in extracurricular activities and exchanges with the neighboring community, and lead fulfilling lives as students. Unfortunately, however, it is a fact that there are some students who are involved in nuisance and criminal behavior in the local community..

Nuisances and/or criminal acts committed by APU students(such as disposal of waste, disturbances caused by drinking, and violation of traffic laws) not only are issues affecting for the students who are directly responsible for these problems -- they also undermine the reputation of all APU students and the university as a whole and damage the trust and good intentions that society has demonstrated to date. Your student life would not be possible without the trust of the local residents of Beppu City in Oita.

Sexual and gender diversity

APU respects sexual and gender diversity as part of its commitment to human rights. APU maintains an environment in which people of any sexual orientation and gender identity are able to study and live with the security of knowing that their human rights are fully protected and that they will be treated fairly, and that they not need to suffer any discomfort or pain as a consequence of their sexual orientation or gender identity. Please view the Student Office's homepage for details. There is an LGBT liaison officer available in the Student Office (Contact information: apulgbt@apu.ac.jp).

Disciplinary Actions

While learning and leading student lives, some students may undertake acts in breach of rules regulated by the university, acts that infringe rights for learning and leading student lives of other students, or acts that violate rules, etc. regulated by the government of Japan or municipalities. If such acts have been undertaken, APU will strictly urge such students to reflect on their acts and provide them with rehabilitation guidance.

Students' disciplinary actions constitute educational activities that necessitate the students involved in such acts to deeply reflect on them, and to avoid repeating them.

At a student life at APU, some students may confront difficult situations that are difficult for them to overcome.

When such difficulties occur, students must be strongly conscious of the fact that they are the members of an incomparable multicultural environment at APU, which also presents them with excellent opportunities for intellectual growth. Moreover, they must discipline themselves diligently and must appropriately criticize each other based on generous and persevering attitudes and dialogues rooted in love for humanity to be shown to one's neighbors. Based on these concepts, students must behave properly.

APU imposes strict dispositions, such as expulsion, etc., on students in cases of serious law violations, use of drugs, and the like.

Acts Targeted by Disciplinary Actions

Act
Cheating on tests or examinations
Academic misconduct in submitted work such as reports, seminar class submissions, graduation thesis, etc. (plagiarism, etc.)
Conduct that violates information ethics and the proper handling of personal information
Conduct that interferes with a student's studies or research, or with the teaching, research, or other activities of a staff of faculty member.
Harassment
Conduct not befitting a student of this University
Criminal or anti-social acts

Standards for Student Disciplinary Actions

If students have undertaken acts targeted by disciplinary actions, the Student Affairs Committee will examine and determine disciplinary actions for such students based on precedents.

The severity of punishments may vary depending on the conduct involved, such as in cases involving multiple incidents or offenses. Disciplinary action will be taken in all cases of conduct that is unlawful, causes a nuisance, or is contrary to the principles of student life, even if the conduct is not listed under the listed Standards for Student Disciplinary Action. Moreover, if students have been subject to disciplinary actions, in accordance with various regulations, APU may suspend and/or cancel tuition reductions and/or scholarships.

Act	Disciplinary Action
Shoplifting ¹	Warning • Suspension • Expulsion
Theft	Warning • Suspension • Expulsion
Unauthorized use of another person's ID or password, or unauthorized course registration	Warning • Suspension • Expulsion
Unauthorized parking near APU	Warning • Suspension • Expulsion
Driving without a valid license	Warning • Suspension • Expulsion
Driving under the influence	Suspension • Expulsion
Misuse of a bus pass ²	Warning • Suspension
Possessing or using illegal drugs	Expulsion
Cheating on tests, theses, reports ³	Warning • Suspension • Expulsion
Acts of violence	Warning • Suspension • Expulsion
Sexual assault or sexual relations without clear consent (cases where one person is under physical or emotional distress)	Warning • Suspension • Expulsion
Harassment	Warning • Suspension • Expulsion
Smoking or consumption of alcohol by minors	Warning • Suspension • Expulsion

Notes:

- Returning or attempting to pay for the item does not forgive any attempted shoplifting, and any disciplinary actions will be issued in the same manner.
- Misuse of a bus pass includes the following:
 - Using a pass outside its valid area.
 - Using an expired pass.
 - Use of a pass by someone other than the registered owner. This is considered misuse of a pass even if the individual in question owns a valid pass.
- For disciplinary actions applying to misconduct during an examination or plagiarism in an essay or report, please refer to the Undergraduate Academic Handbook or the Graduate Academic Handbook.

Suspension

All subjects registered in the quarter or semester of suspension will be cancelled. The suspended student will not be allowed to take classes or earn credits, and this may impact the student's scholarship eligibility, ability to renew their visa, ability to work, or even their ability to graduate. In the case of suspension of a semester, graduation will be postponed.

Harassment

Guidelines for harassment prevention

Ritsumeikan Asia Pacific University (the University) holds "freedom, peace, and humanity," "international mutual understanding," and "creation of the future of the Asia Pacific" as its basic ideals. On July 21, 2006 the Ritsumeikan Charter was established to present the guiding principles in founding an academy of multiculturalism through international mutual understanding and to strive for developing human resources playing active roles as global citizens that uphold justice and ethics.

In order for humankind to attain freedom in the true sense, there is a need for attaining and maintaining a situation free of conflict. Freedom can bloom only when the spirit of humanity seeking for dignity and mutual understanding prevails.

Faculty, staff and students of diverse positions interact with each other at the University. They come together to the University from diverse countries and regions, which are diverse in national, religious and cultural backgrounds, to engage in various activities including education and research. In such an environment mutual understanding of diverse views and values is critically important.

From the viewpoints of protecting the University's autonomy and academic freedom of its members, we hereby declare that we shall not tolerate discrimination, prejudice, vexation or any other form of harassment based on, but not limited to gender, race, language, nationality and religion.

The University is determined to prevent harassment with emphasis on the following principles.

1. The guidelines shall be founded upon the basic ideals of the University.
2. The guidelines shall aim to ensure students' rights to study and an environment where they can study and grow (while all University members must be aware that students are on an equal footing as human beings and in the process of their growth). The guidelines shall also contribute to creating a working environment that does not evoke an incident of harassment.
3. Harassment prevention shall be positioned as part of daily duties at the University for protecting and developing freedom, peace and humanity.
4. The guidelines shall defend the interests of all University members from a neutral and fair position and must have efficacy for bringing about a responsible resolution for harassment in light of the University's autonomy.

The University urges all of its members to strive for preventing harassment based on the basic ideals and the above principles of the guidelines.

Harassment prevention

Based upon the basic ideals and the principles, the University will formulate Guidelines for Harassment Prevention with the following purposes:

1. The University shall not tolerate discrimination, prejudice, vexation or any other form of harassment based on, but not limited to gender, race, language and nationality. The University shall promote activities to educate its members and raise their awareness to prevent harassment.
2. The University is purposed that it shall prevent its members from harassing anyone since maintaining a harassment-free environment is of utmost importance.
3. Should harassing conduct (or conduct suspected of being harassing) occur, the University shall provide the parties to this incident with assistance for deepening mutual understanding and improving the aggrieved situation.
4. The University shall seek for a solution in light of its basic ideals and the aforementioned principles, if the parties are unable to resolve the problems by themselves.

The University shall establish the Harassment Prevention Committee (the "Prevention Committee") and other organizations necessary for attaining the above purposes.

Definitions of Terms on Harassment

1. Harassment

There is no appropriate translation of the term "harassment" in Japanese. In Japanese society and universities, harassment-related terms such as sexual harassment, academic harassment, campus harassment or power harassment, are being used without clear definitions. At APU, harassment is defined as discrimination, prejudice, or vexation based on, but not limited to gender, race, language, nationality, social background, religion, thought, creeds, occupation, or disability status. The term is also applicable to conduct or comment which has an adverse influence on individuals or which causes them emotional distress, when faculty members, staff members, students or relative individuals direct it at other faculty and staff, or students and relative individuals, or when students and relative individuals direct it at other faculty members, staff members, students or relative individuals.

2. Sexual Harassment

Sexual harassment is comment or conduct directed at individuals that is of a sexual nature, violates human rights and creates discomfort to them. This type of harassment includes, but is not necessarily limited to:

- 1) Comment or conduct of a sexual nature (in a broad meaning), which causes a sense of humiliation, emotional distress or discomfort to individuals;
- 2) Comment or conduct of a sexual nature, such as display of sexually explicit posters and other propositions of a sexual nature, which interferes with individuals' education and research, or a working environment (referred as sexual harassment of an abusive environment); and
- 3) Making an unwelcome request for sexual favors; and when it is rejected, implying retaliatory actions, such as unfair treatment in employment or grade, or taking these actions in a working or learning environment (referred as sexual harassment based on a quid pro quo).

In many cases the mass media features incidents of sexual harassment only in the context highlighting indecent behaviors, entangled relationships and criminal offenses. Consequently, it is not rare that the definitions of the terms are misunderstood or understood in a significantly narrow sense. However, not only vicious behavior of a sexual nature, but also behavior previously perceived as unproblematic can be viewed as harassing. Thus, it is important to accurately recognize which comment or conduct is sexually harassing in light of the following points:

- 1) Respect another individual's personality with each other.
- 2) Be aware and conscious that other individuals are also important people.
- 3) Never look at another individual only as an object of sexual interest.
- 4) Never consider individuals of the opposite sex as inferior.

Given such points, sexual harassment between the same sex and discriminatory conduct and comment based on gender stereotypes are also seen as violation of these guidelines.

3. Academic Harassment

Academic harassment (harassing conduct in an academic setting) refers to conduct or comment that is not necessarily of a sexual nature, but creates discomfort to individuals, interferes with their academic or work performance, or infringe on their rights in research, education or employment, when persons improperly exercise their higher position in an academic hierarchy or dominant position in an academic setting. Typical harassing conduct in an academic setting is presented below.

- 1) Academic harassment in an educational setting is defined to include, but not limited to:
 - To refuse to provide required educational instruction to students, or leave them without offering such instruction;
 - To force excessive assignments on students;
 - To treat students unfairly such as making an unreasonable academic decision on degree conferral or a course grade; and
 - To disturb students in making a free choice of an academic or career path, or threaten them to make it.
- 2) Academic harassment in a research setting is defined to include, but not limited to:
 - To deprive students or subordinates of a research theme, keep them from using a research equipment or a facility, or unreasonably limit opportunities to present research findings (referred as academic harassment of research interference); and
 - To misuse their research findings/analyses and research ideas (referred as academic harassment of exploitation).

4. Power Harassment

Power harassment is defined as improper conduct or comment made by faculty or staff against other faculty or staff through abusing their position or authority in a working environment.

This type of harassment includes, but is not necessarily limited to:

- 1) Causing such an offensive working environment that it keeps individuals from concentrating on their duties; and
- 2) Unfair treatment in appointment decisions such as promotions or transfers, or in compensation decisions such as wages or pay raises. Power harassment can include not only staff and faculty but also students as well.

Applicability and Scope of the Guidelines

The University's Guidelines for Harassment Prevention apply to all members of the University. These members include tenured and non-tenured faculty and staff (including permanent and contracted staff, part-timers, dispatched workers and employees of commissioned businesses) ("faculty, staff and other personnel"), and graduate and undergraduate students (including exchange students, research fellows, part-time students and other students studying at the University) ("all students"). The guidelines are also applicable to TA, RA and other individuals who engage in support duties in education and research activities at the University.

With regard to comment or conduct that has significantly adverse influence on academic performance, education, research, or a working environment of an individual, these guidelines will apply to or be used with modifications as necessary to address all incidents regardless of when and where an incident of harassment including during a curriculum course, in working hours, or on campus.

Furthermore, if faculty members, staff members or students harass another member of the University or are harassed by another member while he/she is working or studying at the University, these guidelines will continue to be applied to the offenders or victims even after they leave the University due to retirement, graduation, withdrawal, or dismissal. Moreover, if a member of the University is either the offender or victim, these guidelines will also apply or be used with modifications as necessary.

Basic Attitude toward Harassment Prevention

The principle of preventing harassment is to respect basic human rights.

Each individual has different perception about conduct or comment that can be harassing. The perception is also different, depending on their position. This is why people tend to believe that it is not easy to determine whether someone's conduct or comment is harassing. When it is difficult, you can imagine how you would feel if your conduct or comment were directed at your family members or loved ones. If it creates discomfort, it is highly likely that the conduct or comment is harassing.

As for an incident of academic harassment or power harassment, you can switch your position to another person's and imagine how you would feel if certain conduct or comment was directed at you. If you feel that it is unfair or if it dampens your motivation, there is a high possibility that it is harassing.

Given these, the following points should be fully aware of.

1. Perception of comment or conduct of a sexual nature is different between individuals, sexes and social positions. The perception depends primarily on how another person feels about a particular incident. (Even if you intend to express friendliness, your comment or conduct can evoke discomfort

to another person, irrespective of your intention; never make a selfish conjecture that comment or conduct to certain extent can be tolerable to another person; never be convinced that you are developing a good relationship with that person).

2. If you become aware that another person rejects or dislikes your comment or conduct, don't repeat it.
3. Be mindful that another person doesn't always show how they feel about your behavior. (In many cases, those persons who have been harassed consider a personal relationship with the offender such as a faculty member, teacher or supervisor, and thus, are unable to reject them. Therefore, even if they don't express rejection, don't take it as an agreement or consent).
4. It is not enough to pay attention to harassment only during the office hours and in the work place. (For instance, it is also important to be attentive to harassment prevention at events, small parties and banquets where personal relationships at the work place or in the classroom are maintained).

If you are the victim of harassment

It is not your fault if you are the victim of harassment. Don't blame yourself, and have courage to take action and resolve the problem before the situation worsens.

1. Harassment cases you can solve by yourself

In some cases, the person may not be aware that their words or actions are harassing. If the relationship between you and the other person is not hostile, you should tell them either verbally or in writing that their behavior is harassing and creating discomfort.

2. Harassment cases that are difficult to solve by yourself

The University assigns harassment counselors at each office under the Prevention Committee in order to address consultation about harassment. Please consult with a harassment counselor as soon as possible after harassment occurs. The counselors' phone numbers are notified separately. A consultation appointment can be made via telephone or e-mail. A private, in-person counseling service is also available. Because harassment counselors and all personnel involved in harassment prevention and the resolution procedure are obliged to maintain confidentiality, information of the consultation will not be released to third parties without your consent. You can contact any counselor who is the most accessible.

In some incidents of harassment it can be hard for anybody except the involved parties to understand what actually happened. When you have been harassed, or when you believe you have been harassed, make sure to take accurate records of who has harassed you in which way and other necessary information. Such information will be helpful for examining an incident of harassment objectively, and thereby, will contribute to resolving the problem. All persons who have been consulted about harassment should seek advice from a harassment counselor immediately.

3. Urgent Cases

Urgent cases refer to a condition where an incident of harassment can inflict physical harm to the individual who has been harassed. In such a case, the person being harassed should call to people or offices nearby for help, or depending on the seriousness, contact police immediately.

4. Resolving the Problem

If harassment continues to occur for a long period of time and consultation cannot solve the problem, it is possible to ask the University to take a responsible resolution procedure. If you wish to initiate this procedure, please inform a harassment counselor. The Prevention Committee, when necessary, will urge the Harassment Investigation Committee to undertake investigation immediately after receiving the complainant.

The Investigation Committee will hold a hearing with relative bodies or persons, or take other necessary measures.

If the Prevention Committee Chairperson reaches a conclusion that the alleged harassing conduct was intentional or malicious based on a report by the Investigation Committee, the Prevention Committee will deal with an alleged harassment case for resolution, while consulting with relative bodies as the need arises.

Procedure for Harassment Complaint Resolution

A counselee may file a complaint for initiating problem resolution measures. This is called a "procedure for harassment complaint resolution".

The procedure for harassment complaint resolution has the following types and phases with an aim to bring about a resolution suitable to a university conducting education and research.

Procedure Type	Summary of the Procedure	Responsible Committee	Examples of Remedial Measures
Mediation	Mediate between the parties from a fair stance to resolve the problem.	The Prevention Committee	Restore a good learning or working environment. Resolve the problem. Retrieve the disadvantages incurred to persons having been harassed and relieve them. Recommend for launching discussion on a disciplinary action.
Investigation	Take rigorous measures based on fair factual investigation.		

Filing a harassment complaint shall be done through reporting the incident to a harassment counselor. The complaint report must be submitted in writing in the standard form in order for a harassment counselor to accurately understand content of the complaint. Immediately after the complaint is filed, the Prevention Committee will be notified. In response, the Committee will undertake a mediation procedure while respecting the complainant's intent. When necessary, it will establish the Harassment Investigation Committee promptly to hold a hearing to all persons involved in the incident. If necessity arises, an off-campus expert, such a lawyer, can be appointed as an expert Committee member.

If the complaint doesn't wish to make a report to his/her division or the director of the division, or if the complaint wishes for anonymity, the director will be informed only of the facts and the remedial result.

Measures by the Prevention Committee

When the Prevention Committee sees a need for urgent measures, depending on the content of an alleged harassment case, it may urge relative bodies to take necessary measures. An example is change of seminar or class as an educational measure. Another example is that use of the respondent's e-mail account may be temporarily stopped.

If the Investigation Committee determined that the alleged harassment case was intentional or malicious after examining the investigation result, the Prevention Committee will make proposal for resolution based on the investigation report. The Prevention Committee will also call for stringent punishment to be taken while consulting with relative bodies as need arises.

If a faculty or staff member conducts sexually harassing behaviors or other types of harassing behaviors at the workplace and other settings, they will be subject to disciplinary measures based on the working regulations. Likewise, students who conduct any types of harassing behavior will be subject to disciplinary measures in accordance with the Ritsumeikan Asia Pacific University Regulations for Awards and Disciplinary Measures for Students. The Prevention Committee will make a proposal for a disciplinary measure. Even after the harassment-related problem was solved during the process of mediation and investigation, the Prevention Committee will make a proposal for such a measure if it was confirmed that harassing behavior occurred. The final decision on a disciplinary measure is not made by the Prevention Committee. Instead, it shall be made in accordance with the Disciplinary Measure Procedure for Faculty and Staff (or the Awards and Disciplinary Measures for Students when the respondents are students). It should be noted that the decision about any disciplinary measures and relative actions must be made fairly. Therefore, before a decision is made, the respondents will be given an opportunity for defense in order to secure fairness during the procedure.

Harassment Consultation and Complaint, and Prohibition of Adverse Influence

It is prohibited for the respondents to retaliate against individuals who have sought for advice to a harassment counselor or filed a complaint to him/her, to annoy them, or to treat them unfairly. If a retaliatory action is taken, the University will respond to it strictly, including a disciplinary measure.

Privacy Protection and Announcement of Disciplinary Measures

Harassment counselors, the Prevention Committee Members, the Investigation Committee Members and any other individuals who have been involved in harassment consultation, complaint initiation, or resolution procedure shall be obliged to maintain confidentiality in order to protect privacy of the persons who consulted with a harassment counselor or who filed a complaint. With regard to disciplinary measures, in principle, these measures will be announced while respecting the intention of those who have been harassed as much as possible.

Activities for Awareness Development

The University, with the Prevention Committee serving as the core body, is determined to collect and offer information on preventing various forms of harassment; to improve instruction and support to harassment counselors; to implement education and awareness development activities for harassment prevention to all University members; and to take other necessary measures.

The University will continue efforts to develop an environment free of any type of harassment.

Harassment Counselors

The counselors' contact information can be found on the Student Office homepage.

Personal Relationships and Dating Trouble

With different and diverse cultural backgrounds and personal ideas, naturally, there will be different ways of thinking about personal relationships and dating. Even if you think that you have good personal relationships and are undertaking dating in an appropriate manner, the other party might not feel the same way.

When you have a romantic relationship with someone, you will be deeply involved with such person, which is a moving experience. At the same time, you may experience difficulties that are also parts of human relationships.

Each of you has a different view about the meaning of “romance.” What the distance with which you feel comfortable about the relationship with the other person? It is natural to experience certain emotions (e.g., “I would like to know more about the person” or “I would like to spend more time together”) when you have romantic feelings. However, if you push your requests too assertively, narrow friendly relationships, or put up with a situation that is uncomfortable for you, it cannot be said that such a relationship is good. If you confront a situation in which you feel uncomfortable, you must say “No” with courage. If the other party does not say “Yes,” which constitutes clear consent and an agreeable attitude, you must consider that consent has not been given. In particular, sexual activity may give rise to a number of troubles and even become traumatic later.

It is important for each student to cherish him or herself and to respect and recognize each other's different opinions and ideas.

Respect Yourself and the Other Party

- You must avoid a situation in which you think it is acceptable to stay with a person with whom you are not dating alone in a room because he or she is a friend. It may lead to sexual activity without consent.
- Sexual activity without express consent after drinking may constitute a criminal case.

Revenge Pornography

Publishing or threatening to publish sexual images of another person online, like pictures of a current or former partner, constitutes intimidation as soon as you communicate your intention to the other person, even if you never actually publish the images. It is a crime to use sexual images to exercise control over another person.

Dating Violence

The term “dating violence” refers to violence occurring between unmarried couples. All of the following actions as well as physical abuse constitute dating violence.

Even if you are dating someone, violence is never acceptable. If you know someone who has trouble related to dating violence, you should listen to and introduce such person to the appropriate consultation institutes.

- Physical abuse: Punching, kicking, pushing, hitting, throwing things, restraining, pulling hair... and so on.
- Sexual assault: Forcing/demanding sex, having sexual relations without clear consent, refusing to use birth control... and so on.
- Emotional abuse: Screaming at your partner, demeaning your partner in front of others, breaking/discarding your partner's belongings, making threats like "I'm going to kill you" or "If we break up, I will kill myself"... and so on.
- Social abuse: Preventing your partner from seeing friends and family or monitoring their relationships, monitoring your partner's e-mails and phone calls and/or demanding replies... and so on.
- Financial abuse: Using your partner's money without permission, failing to repay borrowed funds... and so on.

These kinds of behaviors must not be tolerated under any circumstances. Ask someone around you or a professional for help and advice.

Oita child, consultation support center for women

〒870-0889 5, Enokuma, Oita-shi, Oita

Representative Tel: 097-543-5681 Fax: 097-546-1399

E-mail: a12403@pref.oita.lg.jp

Oita Sexual Assault Support Center "Sumire"

<https://oita-sumire.jp/>

Media and Information Literacy

Our lives have been made significantly easier thanks to Information and Communications Technology (ICT) advancements. The use of various apps, sites, and university networks is an integral part of student lives. Information networks, if used correctly, can help improve the quality of learning and everyday life. Conversely, they have the potential to severely disturb a student's academics and private life when used inappropriately. Properly understanding information networks and being able to use them accordingly are of fundamental importance. There are many laws and regulations concerning the management and protection of personal information both in Japan and within APU. Violating these laws and regulations have serious repercussions and may not only result in disciplinary action by the University, but may have legal consequences as well.

Using Another Person's APU Account

Using another person's APU Net ID and password to access Campus Terminal, manaba, Campusmate, or other services is an extremely serious criminal act. Never use another person's account ID and password. Let the Student Office know if you know of anyone using another person's account information, or if you know someone who has had their account accessed by another person.

Don't let other people know your password, and don't use a password that is easy to guess (e.g. your birthday or student ID number). Change your password periodically.

Always protect your personal information.

Use of Social Media

Social media such as Facebook, Twitter, LINE and Instagram are highly convenient, but because they make it possible to connect online with unknown people across the world, they also entail many risks.

Five things to remember when using social networking services

1. Information you see on SNS is not necessarily true or correct.
2. Even on SNS, observe manners and social norms.
3. Information posted on SNS can and will spread around the world.
4. Be responsible for what you say, even when posting anonymously.
5. Careless comments made on SNS can harm your family and friends.

Four Points to Note When Using Social Media

1. Do not unquestioningly accept information you find on social media or elsewhere online
If you spread incorrect information, you may even become an offender yourself.
2. Do not post photos of other persons without their permission.

It is easy to identify an individual simply from a photograph posted on social media. Posting pictures and information of other people without their permission constitutes an infringement of privacy and

makes you an offender. Just because you think it's OK doesn't mean the other person will too. Please check not only before posting photographs but also before revealing information about anyone else's conduct.

3. Do not post personal information

Information that you post online is spread throughout the world. Even if you delete it yourself, removing it completely is almost impossible. Is the information really of the type that should be kept for a lifetime? Think very carefully before you post.

4. Do not denigrate others

When you are angry, it is very easy to write denigrating things about other people on social media. Such things may violate human rights and constitute unlawful conduct such as defamation or contempt. It may be possible to identify the individual in question even if you do not mention their name. Do not make insults or statements contrary to the common sense that you would exercise in the real world.

Internet Scams

There have been numerous cases of young people tempted by Internet scams who end up being burdened with large debts. Such Internet scams involve advertisements stating that: "If you take out a consumer loan with us, we will award you a gratuity! We will even repay the loan for you." Unlike other pernicious business practices, because there is no direct contact with the canvasser, Internet scams are unique in the way victims are lured into a false sense of security and end up signing contracts. In addition, there have been many incidents where victims, hoping to earn money through commissions, have used the Internet to lure others into the same trap or even tried to canvass their family and friends. Not only do these people fall heavier into debt, but they also lose the trust of family and friends.

These kinds of scams are not limited only to consumer loans. People have also fallen victim to scams involving cosmetics and expensive jewelry. People can be involved in a great deal of trouble if they are lured into these scams: people who were originally victims attempt to lure others into these scams and in turn become the victimizers.

One-click Fraud

There are a growing number of "one click fraud" cases: These are commonly websites that display "registration complete" without displaying a registration screen or taking the user through a registration process, that then demand payment. While these demands may display information such as the user's IP address or the name of their service provider, more personal information such as name, phone number, or address is not displayed. The appropriate way to deal with this is to block the phone number, email address, or contact information of the individual or service sending the email, and to disregard any contact. If you have concerns about this or if you are contacted in a non-electronic manner (letter, phone call, etc.), please consult with the Consumer Affairs Center listed above.

Problems You May Encounter in Student Life

Anyone can encounter problems in the course of their life as a university student. It is also possible that you may cause problems for others.

If you find yourself in trouble

If you find yourself in trouble on the Internet and feel unable to resolve matters, please contact one of the offices below for help as soon as possible. If your first response is wrong, it may only serve to cause more damage. Seek help before tackling matters recklessly.

Ritsumeikan Asia Pacific University

Student Office (Building A, 1F) TEL 0977-78-1104
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Other agencies (in general, support is only available in Japanese)

For consumer problems (such as online shopping)	
Contact the Japan Consumer Information Center or the nearest consumer affairs center	The consumer affairs hotline at 0570-064-370 can refer you to the nearest consumer affairs center.
For criminal matters	
Contact the cybercrime unit or the community safety division at the nearest police station. The Oita Prefectural Police Headquarters Cybercrime Unit	097-536-2131
Internet-related information security matters	
Consumer Net Trouble Consulting Service (Institute for HyperNetwork Society)	097-533-4155

Beware of Unethical Business Practices

Do not fall for unethical door-to-door salespeople who aim to lure students into making easy money. There have been many instances where people who inadvertently got into a conversation with these people end up being billed for exorbitant amounts of money. Your purpose as a student is to study. If you are approached by a door-to-door salesman, firmly say "No" to any offer they make.

Be careful of the following:

- (1) Expensive seminars: "Why don't you make the best use of your ability?"
- (2) Door-to-door sales: "I'm from the fire department. A fire extinguisher is mandatory for your lodging."
- (3) Catch sales: On the street, "Excuse me, would you fill out a survey for a campaign?"
- (4) Appointment sales: "You've won a trip abroad. Come to XXX right now."
- (5) Unsolicited merchandise or services: An encyclopedia you did not order is delivered to your apartment.
- (6) Invitation to obtain a license: "This is your chance to obtain XXX license without taking a national

examination. It can help you find a job."

- (7) Multilevel marketing: "I know a good way to make a fortune. Why don't you come to an introductory meeting?"
- (8) Pyramid schemes: Emails that proclaim, "Easy money to be made."

Points to remember in order to avoid these salespersons

- Be suspicious when people you don't know try to solicit something from you.
- Don't even listen to what such people say; give a flat refusal.
- Please be aware of phone calls soliciting products, if it seems suspicious simply hang up.
- Turn the door-to-door salesperson away at the door.
- Don't reveal to other people your telephone number, address, bank deposit number, or any other private information.
- Refuse invitations to visit business offices or attend gatherings of people or groups you don't know.

Even if you have already signed a contract, you are not bound by its conditions if you carry out the following procedures immediately. Read this information carefully.

The Cooling Off System:

If a consumer purchases goods from a door-to-door salesperson (including sales over the telephone), it is possible to cancel the contract by giving a written notice of cancellation within 8 days from the day the contract was received. You should send a written notice of cancellation by content-certified mail. If you are unable to do so, be sure to make a photocopy of the notice of cancellation.

This system, however, does not apply to the cases below.

- (1) Where consumable goods have been totally or partially used.
- (2) When a cash payment has been made for less than 3000 yen.
- (3) For mail order purchases.

Consultation Points for Public Authorities (basically Japanese language only)

Oita Prefectural Consumer Affairs and Gender Equity Center Tel: (097) 534-0999

Credit Card and Consumer Loans

Be sure to plan carefully before paying for anything on credit. Do not take out consumer loans or student loans from private firms.

Pseudo Religions

Some organizations under the guise of religious institutions engage in antisocial activities by attempting to brainwash young people into donating money and collect donations.

If you are accosted by dubious canvassers or asked to fill out suspicious questionnaires, whether on or off campus, please report it to the Student Office immediately.

Recruiting by the cult Setsuri

Recruiting by the cult known as "Setsuri" (also known in English as the Global Association of Culture and Peace, JMS, Providence, or the Bright Smile Movement) has been widely reported in the mass media over the last several years, and is a growing social problem. This group has been actively attempting to recruit students from public and private universities around the Kanto and Kansai areas. Even at APU there are a small number of followers, and information on recruiting activities for this group have been reported here many times. This group typically invites people to club activities or events like English lessons, sporting events, singing, or other performances, or appeal to people through their interests or hobbies, then through these activities they try to build a friendship with the target and start to introduce Bible scriptures or other religious teachings.

Up to this point, they conceal the fact that they are a religious group. This group even has a commune in the Kamegawa district; as time goes by, it grows more difficult to pull away from the group. As noted above, proselytizing and recruitment activities are strictly prohibited at APU. The recruiting and solicitation of this group is a serious problem that could infringe upon the freedom enjoyed by our students and their right to study. We hope that everyone pays close attention to the activities of this group, and that nobody falls victim to their temptation.

※Typical Setsuri Recruiting Activities

- (1) A group of 2-3 members of the group pose as APU alumni or current students and approach people in places like the campus library, student center, or near the fountain and engage them in conversation, trying to get their mobile phone number or email address.
- (2) At first they will extend invitations to eat, study, or to parties or sports events, pretending they are a fun student club or other organization.

If you have been already been approached in this manner, or if you are trying to leave a group like this and are having trouble, or you feel you are in trouble or feel threatened, please come talk to someone at the Student Office. If you see or are approached by any of these recruiting activities on campus, please contact the Student Office immediately.

Sexual assault, prank phone calls, and other forms of harassment

There have been cases in the past of students who have been sexually assaulted, received prank phone calls, had their mail stolen, or have suffered other forms of harassment. Don't be overconfident; take measures to protect yourself.

If you do find yourself confronted with harassing behavior, be strong and come talk to the Student Office. In some situations it may be necessary to report the incident to the police.

* If you find yourself facing problems that are not described here, please come to the Student Office for support.

Traffic Rules and Manners

Traffic rules are established by Japanese laws and ordinances. For both international and domestic students who have recently obtained their driver's license, there may be rules that they have just learned. Regardless, there are penalties if you break the law. There are also rules about commuting to school, and students who break these rules will face punishment according to the University Regulations for Awards and Disciplinary Measures.

Those who do not follow traffic laws not only face punishment, but could also hurt someone. Of course, if you are involved in an accident there could be effects that remain long after that could seriously impact your life. A proper understanding of traffic rules can be a part of a successful student life.

Important Notes for Bicycle Riders

Bicycle registration

When buying a bicycle, be sure to register it at the store. If you receive a second-hand bicycle from someone, be sure to check whether or not the bicycle has been registered. If it has been registered, confirm the information and update the registration at the police station.

Abandoned bicycles

Bicycles in fair condition can often be found in the trash or abandoned on the roadside. While it may appear that nobody owns these bicycles, please refrain from using them. Bicycles in Japan are registered to their owner to prevent bicycle theft. A bicycle that appears abandoned may have been stolen and discarded. If you are stopped on an abandoned bicycle that was stolen, you may be considered a suspect.

Traffic Rules

Drunk driving

One very important law to keep in mind is found in Article 65 of the Road Traffic Act, "No person shall operate a vehicle while under the influence of alcohol." "Vehicle" in this case also includes bicycles, therefore riding a bicycle while intoxicated is also against the law. Other acts prohibited by law include lending a car to someone who is intoxicated, making someone who plans to drive drink alcohol, and riding in a car driven by someone who is intoxicated. Do not drink and drive!

Penalties

- Driving while intoxicated (DWI):

- Up to five years imprisonment and a fine of up to 1,000,000 yen

- Driving under the influence (DUI):

- Up to three years imprisonment and a fine of up to 500,000 yen

※Anyone supplying an impaired driver with a vehicle also faces the same penalties.



- Anyone who supplies alcohol to or rides with a person who is arrested for DWI:
Up to three years imprisonment and a fine of up to 500,000 yen.
- Anyone who supplies alcohol to or rides with a person who is arrested for DUI:
Up to two years imprisonment and a fine of up to 300,000 yen

Driving without a valid license

According to Article 64 of the Road Traffic Act, anyone who does not have a valid driver's license is not permitted to drive a motor vehicle, including scooters and motorbikes. International driving permits are only valid in Japan for up to one year from the date you first arrive in Japan. If you have an international driving permit, be sure you know your expiration date. Driving with an expired international driving permit is the same as driving without a license. (For more information on driver's licenses or the international driving permit, please see page 121-123.)



Penalties

- Up to three years imprisonment and a fine of up to 500,000 yen.

You can be charged with aiding and abetting driving without a license if you provide a vehicle to someone who might drive without a license and that person drives it, or if you ask someone to drive you home in your car even though you know he or she doesn't have a license.

Penalties

- Providing a vehicle: Up to three years imprisonment and a fine of up to 500,000 yen.
- Riding in a vehicle: Up to two years imprisonment and a fine of up to 300,000 yen.

Speeding

Article 22 of the Road Traffic Act says that it is prohibited to operate a vehicle at speeds faster than the speed limit established for the road in question (see below).

Established speed limits (excerpt)

Vehicle type	Ordinary roads	Expressway
Scooter	30km/h	n/a
Motorbike	60km/h	100km/h
Light automobiles	60km/h	100km/h
Automobiles	60km/h	100km/h



While some countries do not require a license to operate a motor scooter, you must have a valid driver's license to operate a motor scooter in Japan. The speed limit for motor scooters is 30km/h.

Helmets / Riding Double

Article 71, section 4 of the Road Traffic Law requires that anyone riding a motorbike must wear a motorcycle helmet. This includes passengers as well. Additionally, Article 55 of the Road Traffic Law prohibits two people from riding a motor scooter at the same time.

Other common traffic violations include failing to obey traffic lights or operating a vehicle on the wrong side of the road.



Traffic Accidents

Whether you are commuting to school or running errands, it is important to be careful and pay attention so that you do not get involved in a traffic accident. If you are involved in an accident you may have trouble continuing your studies, so it is very important that you have additional insurance just in case.

In the event you are involved in an accident:

1. Regardless of who is at fault, before discussing any blame or settlement call the police from the scene of the accident right away to report the accident. If the accident is not reported to the police, your insurance may not cover the accident and you may be responsible for extremely expensive medical bills and repair costs.
2. If you need to speak with someone about an accident you were involved in, you should first speak with your own insurance company, or with a public consultation service.

Oita Prefecture Traffic Accident

Consultation Office 097-506-2166

Oita Prefecture Traffic Safety Center,
Traffic Accident Consultation Office

097-532-0815

Safe Driving Center 097-524-6420



Motorbikes

When operating a motorbike (including motor scooters), you must have 1) a valid driver's license, and 2) compulsory vehicle liability insurance. With international driving permits in particular, we have seen many cases where a student is arrested for driving with a international driving permit that is no longer recognized as valid in Japan. Carefully read the following information, and be absolutely sure you do not drive without a valid license. Students driving without a valid license can also be subject to disciplinary action.

Motor scooters also require a valid driver's license!

Receiving a motorbike from a friend or acquaintance

First check whether the bike has been registered as nonoperational or that the ownership has been properly transferred. Do not accept any motorbikes that have not been properly transferred. At the same time, make sure that the compulsory liability insurance is still valid. Don't accept a motorbike just

because it's free or cheap. Likewise, when you choose to transfer your motorbike to another person, be sure to follow the proper procedures.

Driver's Licenses

When driving, you must carry a driver's license that is recognized as valid in Japan. If you are stopped without a valid driver's license, you could face imprisonment of up to three years and a fine of up to 500,000 yen. International students must have a valid license obtained through one of the following methods in order to operate a motorbike while in Japan.

Method 1:

Get a Japanese driver's license.

In order to get a Japanese driver's license, inquire at the office below.

Oita Prefecture Driver's License Center Phone: 097-528-3000

<http://www.pref.oita.jp/site/keisatu/menkyo-index.html>

How to get there: At JR Oita Station, take the bus from boarding area #7 (for detailed information, contact Oita Bus at 097-532-7000.)

Method 2:

Converting the driver's license from your own country to be able to drive in Japan.

- You cannot undergo an examination without an appointment.
- If there are many applicants, you may have to wait one to two months, so carry out the procedure while your overseas license is still valid.

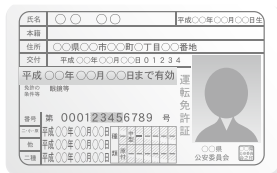
(1) Application conditions

1. Must possess a valid overseas driver's license.
2. Must be able to prove that you stayed for a total of three months or more in the relevant country after obtaining your overseas driver's license.

※Your passport or Certificate of Enrollment, etc. may be used as proof. (Copies are not allowed)

(2) Required documents, etc.

1. Overseas driver's license (valid)
2. A Japanese translation of your overseas driver's license. (Must be created by the embassy or consulate of the relevant country or the Japan Automobile Federation)
3. Certificate of residence which lists your legal place of origin (nationality in the case of a foreigner)
4. Certificate of stay (document which proves that you stayed for a total of three months or more in the relevant country after obtaining your overseas driver's license.)
5. Japanese driver's license (for those who currently possess or who have received a license in the past)
6. Two ID photos to take the examination (taken within the last 6 months, size: height 3 cm, width 2.4 cm, two photos for each license class)
7. Eyeglasses, contact lenses (color contacts are not allowed)



※ There is a qualification screening (eyesight test, etc.), so please bring such items if you require them.

(3) Examination dates

1. Monday - Friday every week (except for holidays and the year-end and New Year holidays.)

※ A reservation is required for the specific time, so please contact the Licensing Department in advance.

2. The reception hours are from 1 to 2 p.m. for those who are retaking the written test or practical test.

(4) Examination details

1. Document screening

2. Interview regarding the licensing status

3. Qualification screening (eyesight test, etc.)

4. Written test (Japanese, English, Chinese, Spanish, Portuguese, Persian, Thai, Russian, Vietnamese)

5. Practical test (Using Oita Driver's License Center on-site course)

6. People from the 28 specially designated countries and regions are exempted from the written and practical tests.

(5) Fees (may change, so be sure to check when you apply)

1. Examination fees

Motor scooter license 1,500 yen

Standard (first-class) license 2,550 yen

Motorcycle / Heavy special vehicle licenses 2,600 yen

Large, middle, and semi-middle motor vehicle licenses 4,100 yen

2. Examination vehicle usage fee: 1,450 yen (except for the moped)

3. License issuing fee 2,050 yen

(6) Specially designated countries and regions

People from the 28 specially designated countries and regions are exempt from the written and practical tests.

Australia, Austria, Belgium, Canada, Czech Republic, Denmark, England, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Luxembourg, Netherlands, New Zealand, Norway, The United States of America (limited to the State of Hawaii, the State of Maryland, and the State of Washington), Monaco, Portugal,

Slovenia, South Korea, Spain, Sweden, Switzerland, Taiwan (as of January 1, 2019)

(7) Other

1. An advance reservation is required for the first examination.

2. Applications are limited to the first-class driver's license.

3. Please bring the original copies of all documents. The examination cannot be taken with copied documents.

4. Persons taking the practical test should wear clothing which is suitable for driving.

5. Persons who can speak neither Japanese nor English should be accompanied by an interpreter.

6. Japan Automobile Federation (JAF)

Please see the following website regarding the "Japanese translation" for converting an overseas

driver's license to a Japanese license.

Contact information: JAF Fukuoka Branch 092-841-7731, 5-12-27 Muromi, Sawara Ward, Fukuoka Prefecture

The "JAF Overseas Support Translation" search site is listed below.

<http://www.jaf.or.jp/inter/translation/index.htm>

※The same day issuing of translations of overseas and other driver's licenses from the JAF Oita branch service window ended on April 1, 2014.

(8) Where to apply and contact information

License Division, Oita Driver's License Center

6687 Oaza Matsuoka, Oita City 870-0401 License Division Tel:097-528-3000

Method 3:

Get an international driving permit (according to the Geneva Convention). Please note that these are typically valid only for one year after you first arrive in Japan.

International driving permit: Only permits that have been issued under the 1949 Geneva Convention (see below) are valid. In order to use an international driving permit, the following three conditions must be met:

1) You must have the appropriate permit for the vehicle you are operating.

To ride a motorbike, you must have a type A permit. Type B permits only allow you to operate four wheeled automobiles. Motorbikes are not included.

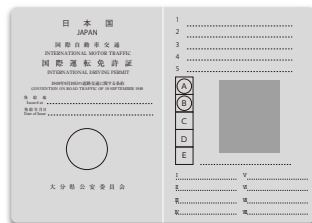
2) Expiration date.

The permit expires one year from the date printed on the front of the permit.

3) Valid only for your first year in Japan.

The permit is only valid for one year from the date you first arrive in Japan.

If you drive using an international driving permit and all three of these conditions are not met, you could face severe penalties for driving without a valid license if stopped by the police.



Countries where an international driving permit is valid (List of State Parties to the 1949 Geneva Convention) Current as of: March 11, 2019

Asia	Bangladesh	America	Argentina
	Cambodia		Barbados
	India		Canada
	Lao People's Democratic Republic		Chile
	Malaysia		Cuba
	Philippines		Dominican Republic
	Republic of Korea		Ecuador
	Singapore		Guatemala
	Sri Lanka		Haiti
	Thailand		Jamaica
Near and Middle East	Cyprus		Paraguay
	Israel		Peru
	Jordan		Trinidad and Tobago
	Lebanon		United States
	Syria		Venezuela
	Turkey	Europe	Albania
Africa	United Arab Emirates		Austria
	Algeria		Belgium
	Benin		Bulgaria
	Botswana		Czech Republic
	Burkina Faso		Denmark
	Central African Republic		Finland
	Congo		France
	Cote d'Ivoire		Georgia
	Democratic Republic of the Congo		Greece
	Egypt		Hungary
	Ghana		Iceland
	Lesotho		Ireland
	Madagascar		Italy
	Malawi		Kyrgyzstan
	Mali		Luxembourg
	Morocco		Malta
	Namibia		Monaco
	Niger		Montenegro
	Nigeria		Netherlands
	Rwanda		Norway
	Senegal		Poland
	Sierra Leone		Portugal
	South Africa		Romania
	Togo		Russian Federation
	Tunisia		San Marino
	Uganda		Serbia
	Zimbabwe		Slovakia
Oceania	New Zealand		Slovenia
	Papua New Guinea		Spain
	Fiji		Sweden
	Australia		United Kingdom
			Vatican

Special Administrative Region etc.	Aruba
	Bailiwick of Guernsey
	Cayman Islands
	Curacao
	Gibraltar
	Isle of Man
	Jersey

Special Administrative Region etc.	Macau
	Sint Maarten
	Territories of France(French Polynesia etc.)
	Territories of the United States(Guam,Puerto Rico etc.)
	Hong Kong

Note:

- Even if your permit has not expired, you cannot use it to drive in Japan if more than one year has passed since you first arrived in Japan.
- In order to renew an international driving permit, you must leave Japan for at least three months. Therefore, it is effectively impossible to renew an international driving permit while being a student at APU.
- You must carry your international driving permit with you at all times when driving. You will be considered an unlicensed driver if you do not have your permit with you.

Method 4:

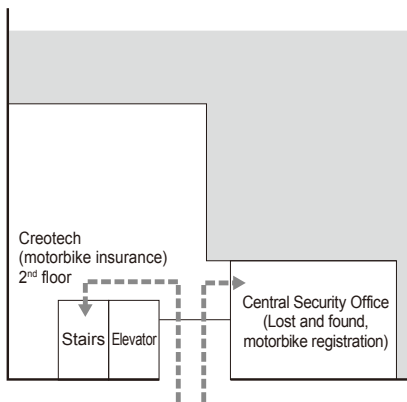
If you have a driver's license from the following special countries and regions, you can also drive in Japan if you are carrying your driver's license and a translation from a public institution at all times. However, the required period of validity and conditions are the same as an international license. (Belgium, Estonia, France, Germany, Monaco, Switzerland, Taiwan)

Traffic Rules and Manners for Commuting to APU

Students should use public transportation to commute to and from school. Commuting by automobile is not permitted at APU. Motorbikes or cars are not allowed on campus without permission.

Do not park where parking is not permitted (e.g. in areas and on roads around campus, in the Beppuwan Service Area, in the highway bus parking lot, at AP House, and other areas). Students who continue to park where parking is not permitted even after being warned by the University will face severe disciplinary measures under University regulations, including suspension or suspension of scholarships. You must notify the Student Office if you need to use the highway bus parking lot so that the University can inform the service area.

The University receives a number of complaints from local residents about unauthorized parking, abandoned bicycles or motorbikes, bicycles parked near bus stops obstructing traffic, or vehicles using customer parking for local shops.



Rear entrance to Building A

In the event that...

- ...you need permission to commute to APU by car because you are unable to use public transportation (because of a physical handicap or other reason):
 - ⇒ You will need to provide a written statement explaining why you are requesting permission to commute by car, a medical certificate from a doctor explaining why you would have difficulty using public transportation, other documentation that objectively confirms your reason, proof of voluntary insurance, and any other documents that would support your request. Once your request has been received, it will be screened. Please consult the Student Office.
- ...you wish to commute to the University by motorbike:
 - ⇒ You must register your motorbike with the University and affix the issued parking sticker to your motorbike. Application forms were distributed to all students when they entered APU; make sure you have all the required documents before applying. Application forms are also available at the Student Office.
- ...you want to get permission to bring a vehicle on campus to transport equipment or supplies for an extracurricular activity:
 - ⇒ Temporary vehicle entry permit applications can be received from and submitted to the Student Office. Bringing a vehicle on campus without first obtaining the necessary permission may make you subject to disciplinary action as described above.
- ...you want to purchase a bus pass:
 - ⇒ Bus passes go on sale in the Student Union right after enrollment. Please carefully note the dates and times when passes will be available.

Insurance

Compulsory automobile liability insurance provides minimum coverage for death or injuries to other parties in the event of an accident. It is illegal to operate a motorbike without this insurance. When purchasing a new motorbike, be sure to go through the required steps to register for this insurance where you purchase the motorbike. The dealer will typically prepare the necessary paperwork for you. If you are receiving a motorbike from a friend or acquaintance, be sure to verify that the motorbike has undergone the proper procedures for nonoperational vehicles or transfer of ownership. You must carry your compulsory insurance certificate with you at all times when driving. If you do not have it with you, you can be fined up to 300,000 yen. If you have not registered for this insurance, you can be fined up to 500,000 yen. In order to commute to APU by motorbike, you must also purchase voluntary insurance (unlimited bodily injury liability, minimum two million yen property damage liability, minimum two million yen passenger liability). While compulsory liability insurance offers coverage to injuries sustained by third parties, it does not cover third party property damage (e.g. automobiles, motorbikes, or other damage). Additionally, health insurance does not cover expenses for medical treatment required as a result of an accident. For this reason, students commuting to APU are required to purchase voluntary insurance to cover property damage or personal injury as a result of a traffic accident.

Compulsory liability insurance and voluntary insurance may be purchased through Creotech, located on the second floor of Building A.

Maximum Liability Insurance Coverage

In case of death: 30,000,000 yen per person

In case of residual disability: 75,000-40,000,000 yen per person (actual amount depends on the injury)

In case of injuries: 1,200,000 yen per person

Example of a traffic accident:

Mr. A is riding his motorbike when he collides into the rear end of Mr. B's motorbike while stopped at an intersection. Mr. A is judged to be 100% at fault.

Damages: Mr. A must reimburse all of the following amounts for damage and injury.

Personal injury: 1,000,000 yen in medical expenses to Mr. B (the victim) for a broken left arm (a)

Property damage: 1,000,000 yen in motorbike repairs (b)

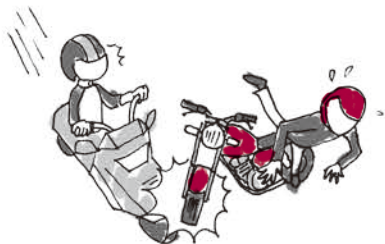
1,000,000 yen in medical expenses to Mr. A (the individual at fault) for a broken right arm (c)

Insurance coverage:

(1) Compulsory vehicle insurance
covers only (a)

(2) Voluntary insurance

If Mr. A has taken out the appropriate voluntary insurance, damages for (a), (b), and (c) are all covered.



Healthcare

Health Clinic

In order to make the most of your life as a student, you will need to keep healthy, both physically and mentally. Please do not hesitate to visit the Health Clinic if you do not feel well or if you have any health problems, questions, or concerns.

Hours: Monday through Friday, 10:00-17:00

If you feel unwell or have sustained an injury outside of office hours, please go to the Student Office.



The following services (1-6) are available for free at the Health Clinic:

1. Emergency first aid treatment* for sudden illnesses or injuries sustained on campus.
2. Consultation services on any health problems, and referrals to hospitals or clinics as appropriate.
3. Carry out health examinations and explain health examination results.
4. Check height, weight (body fat), blood pressure.
5. Consultations about quitting smoking (consultations available Wednesdays from 14:00 to 15:00).
6. Provide vaccination consultations, referrals, and appointments for those planning to travel overseas.

* Emergency first aid treatment includes...

- Clean and bandage wounds.
- Single-administration household medicine (limited to OTC drugs) will be provided to persons who are in minor poor physical condition (e.g., those with colds, headaches, toothaches, stomach aches, bowel aches, and menstrual pain).
- Temporary bed rest is available, if necessary.

※ Because the Health Clinic does not have a physician on duty, they are unable to diagnose illness, administer medication, or provide injections.

Using the Health Clinic

Take a reception form from the reception counter and fill in your student ID number, name, and the purpose of your visit, and give it to one of the nurses on duty. While you do not need to present your health insurance card, please bring it with you in case you need to go to a hospital for further consultation.

Healthcare Facilities in Beppu

If you need to go to a hospital or clinic for medical services, always bring your health insurance card with you. Many hospitals only provide support in Japanese, so if you have trouble communicating in Japanese be sure to bring a friend or someone else who can interpret for you. You can find information about healthcare facilities in Beppu and Oita at the following websites.

Beppu Medical Association Network: <http://www.beppu-med.or.jp/> (information in Japanese only)

Oita Medical Information System: <http://iryo-joho.pref.oita.jp/> (Japanese, English, Korean, and Chinese)

Medical assistant (for international students only)

International students have felt the need to have English interpretation during their doctor's visits at Japanese medical institutions and while receiving instructions about their prescription medication.

This service provides interpretation support when students are being referred to an appropriate medical institution based on their symptoms, and when communicating with doctors, nurses, and pharmacists. This interpretation support is available in English, Chinese, and Japanese 24 hours a day, 365 days a year. The telephone number for APU's international students is 03-3811-8124. This free service is only available in Japan.

<Languages Available>

Japanese, English, Chinese, Korean, Thai, Vietnamese, Indonesian, Tagalog, Nepali, Malay, Burmese, Khmer, Portuguese, Spanish, French, German, Italian, Russian

Medical Insurance System

Regardless of how confident you may be when it comes to your health, even a minor incident could lead to illness or injury requiring treatment at a hospital, and you could find yourself facing large medical bills. For this reason, Japan has a medical insurance system where insurance holders contribute to the system by paying insurance premiums on a regular basis, and the insurance serves to lessen the burden of medical expenses.

Distance Health Insurance Coverage Certificate (Domestic Students)

- Domestic students may already be covered by their sponsors' health insurance, but you must get a Distance Insurance Coverage Certificate to take with you when receiving medical treatment; copies are not accepted.
- To obtain this certificate, purchase a Certificate of Attendance (see page 81) from APU and send it to your parents or financial sponsor. They should be able to use the Certificate of Attendance to apply for a Distance Health Insurance Coverage Certificate at their place of employment.
- Students who want to enroll in the National Health Insurance program should apply at their local government office and pay all required premiums.

National Health Insurance Program (International Students)

- The National Health Insurance Program (in Japanese, 国民健康保険 (*kokumin kenkou hoken*), or 国保 (*kokuho*)) is a medical insurance system where medical expenses incurred from illness or injury are shared between the national government, the local municipality, and the individual receiving medical treatment. See the website of the All-Japan Federation of National Health Insurance Organizations for more information on the National Health Insurance Program (Japanese: [http:// www.kokuho.or.jp/](http://www.kokuho.or.jp/)).
- Enrolling in National Health Insurance is Mandatory

All international students with student visas residing in Japan (including exchange students) are required by law to enroll in the National Health Insurance program. You cannot voluntarily withdraw from the program. You may withdraw from the insurance program when you depart Japan and return

your residence card, or when you find a job and enroll in other health insurance through your employer.

● Enrolling in National Health Insurance and Making Claims

Enrolling in National Health Insurance can be done at the insurance office of your local government office. International students who lived outside of Japan before entering APU will enroll in the National Health Insurance Program during the orientation period. Staff from Beppu City Hall will come to APU to distribute National Health Insurance Certificates (health insurance cards) at a later date. A new health insurance card will be mailed to you every July in the following years.

International students who lived in Japan prior to entering APU must visit their local government office (e.g. Beppu City Hall) to update their address, and should complete the health insurance registration procedures at the same time. You cannot use the health insurance card issued by your previous local government office.

● Paying Insurance Premiums (保険料/税) (1)

Insurance premiums (payments) are different for each local government office. Health insurance premiums are calculated in January each year using your Japanese income for the previous year (as reported on an income declaration form), and are announced in June. Once the premiums are announced, the amount is divided into 10 payments that are made from June until March of the next year. This also applies to international students.

While insurance premiums vary based on the income earned in Japan in the previous year, most international students do not make a lot of money, so your insurance premiums may be greatly reduced if you file a National Health Insurance Income Declaration Form.

Every year around January the Student Office provides information about this income declaration form, and eligible students have a limited time (about two weeks) to submit this form at APU. Once this period passes, students must go to their local government office (city hall) to submit the income declaration form.

※In 2019, Beppu City reduced the annual health insurance premium for students who submitted this form from 61,800 yen to 18,400 yen.

※Amounts are adjusted every year. Watch for information from your local government office.

● Paying Insurance Premiums (保険料/税) (2)

When you open a bank account, you can apply to have your insurance premiums automatically withdrawn from your account. Automatic payments are deducted at the end of the month, so check your bank book the following month to confirm that the premium was correctly deducted. Insurance premiums should appear in your bankbook as [コクミンケンコウホケン].

If you do not or cannot apply for automatic payments, you will receive a National Health Insurance Premium Payment Notification booklet (国民健康保険税納税通知書). You will need to take this booklet to your local government office or a financial institution to make your insurance premium payments.

You will receive a reminder notice (保険料) if you do not pay your insurance premiums on time. Take this notice to your local government office or a financial institution as soon as possible and pay your insurance premium and the late fee. If you continue to not pay your health insurance premiums, the period of validity of your health insurance may be shortened or your health insurance may be

suspended, which means you would be required to pay the full amount of any medical treatment you receive. Your property or assets can be seized because of overdue payments.

You must notify the national health insurance section of the (city) government office of the following cases without fail.

- When your address or name has changed (including cases in which the room number at AP House has changed)

It is requested that you notify the (city) government office within 14 days following the day of change.

- When you leave Japan after graduation or for a long term due to a leave of absence or studying abroad

When you leave Japan, it is requested that you go to the (city) government office, notify it of your address change, undertake procedures for disqualification for the national health insurance, and return your health insurance card.

If you neglect to make the aforementioned notification, you may not receive issuance of a new health insurance card when you return to and reside in Japan, or you may be required to pay insurance premiums for the period of staying in a location outside of Japan.

- When Receiving Medical Treatment

If you receive treatment at a medical institution that accepts national health insurance, you will only be required to pay 30% of the cost of any expenses for treatment covered by the Health Insurance Act if you present your national health insurance card.

Treatment covered by the National Health Insurance	Treatment not covered by the National Health Insurance
Medical consultations	Vaccinations, health checkups
Medical care (e.g. surgery, dental treatment)	Orthodontics (teeth straightening), cosmetic surgery
Prescription medication	Normal pregnancies, childbirth, abortions
Hospitalization (excluding meals), nursing care	Injuries suffered as a result of alcohol abuse or assault

If you do not have your national health insurance card with you, you may have to pay the entire cost of your treatment up front. However, you can apply for a refund of the portion covered by the National Health Insurance if you bring your *inkan*, bank passbook, payment receipt, and a statement of medical expenses (*reseputo*) to the Health Insurance Division of your local government office.

Using another person's national health insurance card is an offense punishable under the law.

Seeking medical treatment outside of normal business hours or late at night will incur additional costs, which means that the cost to the patient will increase as well.

- Expensive Medical Treatment

The out-of-pocket costs for a long hospital stay or other costly medical treatment can get expensive.

In cases like this, there is a system to reduce the financial burden of the expense of treatment, refunding the amount that is in excess of this individual payment limit*.

The individual payment limit is established according to one's age, household, and income; the refund is calculated by subtracting the payment limit from the amount paid to medical institutions in one month.

To apply for this refund, you will need your medical receipts, insurance card, and personal seal (*inkan*). For detailed information, contact the national health insurance division at your local government office.

* Individual Payment Limit: The maximum out-of-pocket expense for low income earners (defined as those exempt from paying local taxes, which includes most students) is 35,400 yen per month. However, the maximum amount for international students in their first year is 57,600 yen per month.

Summary

- Join the National Health Insurance Program during orientation.
- Sign up for automatic payment for your insurance premiums.
- Submit a national health insurance income declaration form every January.
- Complete the appropriate procedures at your local government office when you move or leave Japan.
- Always have your insurance card with you when receiving any medical treatment.
- There are some procedures not covered by the national health insurance.

Disaster and Accident Insurance for Students

Naturally, you should take every precaution to ensure you avoid accidents and injuries. However, in the unlikely event you are involved in an accident or injure yourself during educational or research-related activities, APU has enrolled in "Personal Accident Insurance for Students Pursuing Education and Research" (also called *gakkensai*) (<http://www.jees.or.jp/gakkensai/>) that covers all regularly enrolled students. This insurance includes coverage for students injured or involved in accidents when commuting to and from school or moving between school facilities for the purpose of regular educational activities, school events, or extracurricular activities.

● Procedures for Filing a Claim

All documents should be submitted through the Student Office.

Injury as a result of an accident.

Submit an accident report (事故通知はがき) to the Student Office within three weeks.

After recovering, submit claim forms (保険金請求書用紙セット) to the Student Office.

Payments will be transferred from the insurance company to the bank account of the student making the claim.

Payable Insurance Claims (for medical treatment)

Coverage	Days of Treatment	Amount of Medical Coverage	Hospitalization Coverage
Coverage during classes or during APU events	1 day or more	3,000 yen - 300,000 yen	Hospitalization, per day: 4,000 yen (up to 180 days)
Commuting to/from school Moving between school facilities	4 days or more	6,000 yen - 300,000 yen	
School facilities other than those described above Extracurricular activities reported to the University	14 days or more	30,000 yen - 300,000 yen	

※ Payment for disability benefits may be provided in cases not described above.

Accidents or injuries that occur during restricted times, in prohibited areas, or while engaged in prohibited activities are not covered, even if they occur on University premises. Accidents or injuries that occur in AP House are not covered. Coverage is not necessarily provided in all circumstances. If you want an insurance policy that provides thorough coverage, you may want to purchase additional insurance such as Comprehensive Students' Insurance, Sports Safety Insurance, or Volunteer Activities Insurance available through the University Co-op or other insurance companies.

If participating in an internship, please inquire at the Career Office about insurance for internships (Disaster and Accident Insurance for Students with Liability Insurance Course B, or Liability Insurance for Internships).

Health Checkups

The School Health and Safety Act requires all students in Japan to get a health checkup every year. APU provides free periodic health checkups.

Purpose

Periodic student health checkups are conducted for the following three reasons:

- To detect any health problems early.
- To help students understand the current state of their health, and how to care for, improve, and maintain their health.
- To help students lead a healthy and fulfilling life.

The most common health problems found during health checkups are lifestyle-related illnesses like obesity. Serious health problems like metabolic syndrome can be made worse by poor lifestyle habits learned during university. For this reason it is very important that students understand their health and learn healthy habits while in university.

Contagious diseases like tuberculosis are another important health concern. If a highly contagious disease like this were to appear on campus, it could quickly spread to a large number of students and

lead to a serious outbreak. Regular health checkups are a very important part of detecting contagious diseases like this. Getting a health checkup every year is a very important part of protecting your health and the health of those around you. For more information on contagious diseases, see *Tips for Good Health* (page 137).

Health Checkup Details

Health checkups include height, weight, urinalysis (protein, occult blood, glucose), blood pressure, and a chest x-ray*, with additional tests carried out at the time of enrollment and in the year of graduation. These additional tests include a general checkup, blood test, and eyesight test at the time of enrollment, and an eyesight test in the year of graduation.

Additional tests are carried out when you enroll to help you understand the state of your health and help ensure that you will be healthy as you begin your life as a university student. Health certificates are typically required in job search activities or when continuing on to higher education. These certificates require an eyesight test, so this is included in the health checkup in the year of your graduation.

* The amount of radiation emitted during a chest x-ray is less than the amount you would experience in the course of a day, and poses no danger to your health.

Typical Health Checkup Periods

Health checkups are required every odd-numbered semester, and during reinstatement or readmission. (Example below)

	Timing	Additional Information
First	At enrollment.	Additional tests are conducted at enrollment.
Second	Within one week of the start of the third semester.	Graduate students have additional tests if in their year of graduation.
Third	Within one week of the start of the fifth semester.	Accelerated graduation program students and graduate students have additional tests if in their year of graduation.
Fourth	Within one week of the start of the seventh semester.	Graduating students have additional tests if in their year of graduation.
Fifth and above	Within one week of the start of each odd-numbered semester.	Graduating students have additional tests if in their year of graduation.
Other	Within one week of the start of the semester for any students returning from study abroad, and any students reinstating or readmitting.	Graduating students have additional tests if in their year of graduation.

AY 2020 Health Checkup Schedule

Health checkups for AY 2020 are scheduled as listed below. Please note that this schedule may change. More information about health checkups will be posted on Campus Terminal and on the Student Office homepage one month before the checkups are scheduled to begin.

Students who plan on graduating in March 2022 and who will be in their odd numbered semester in the 2021 spring semester can receive an early health checkup in February or March of 2021. More information will be provided at a Career Office guidance session and will also be posted on Campus Terminal in December 2020.

	2020 Spring Semester	2020 Fall Semester
Health Checkup Dates	New students: April 3 (Fri), April 7 (Tue) Current students: April 1 (Wed), April 2 (Thu), April 8 (Wed) to 10 (Fri)	New students: October 2 (Fri) Current students: September 30 (Wed), October 1 (Thu), October 5 (Mon) to 23 (Fri)

Location of Health Checkups

Oita Kouseiren Kenko Kanri Center (adjacent to Tsurumi Hospital)

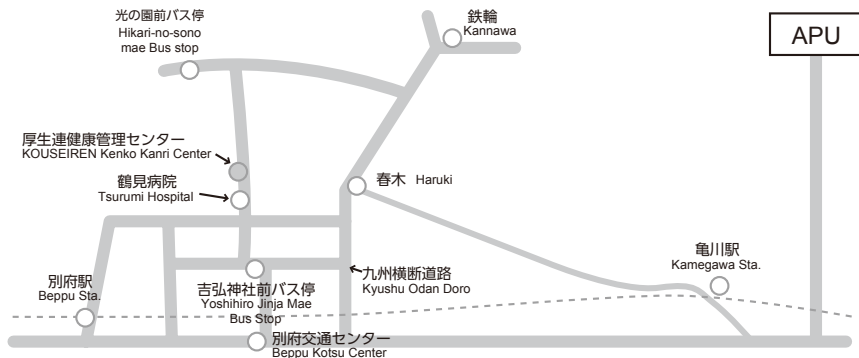
Address: Oaza Tsurumi 4333, Beppu City

Phone: 0977-23-7112

See the map below for the location of the Kenko Kanri Center.

A free shuttle bus between APU and the Kenko Kanri Center is available during the health checkup periods.

When you go for your health checkup you need to bring your student ID card and a completed health checkup interview card (available from the Student Office homepage at <https://www.apu.ac.jp/studentsupport/page/content0035.html/>).



- From APU, take the No.51 Oita Kotsu Bus, and get off at the bus stop in front of Yoshihiro Shrine.
- From JR Kamegawa Station, take the No.6 Kamenoi Bus (headed for Beppu Station), and get off at the eastern gate entrance of Tsurumi Hospital.
- From JR Beppu Station, take either the No.6 Kamenoi Bus or the No.61 / AS61 Oita Kotsu Bus, and get off at the eastern gate entrance of Tsurumi Hospital.
- From the Kannawa, take the No.25 Kamenoi Bus, and get off in front of Tsurumi Hospital.

Failing to get a Health Checkup

- Illnesses without obvious symptoms like tuberculosis, kidney disease, high blood pressure, or diabetes could go undetected, which could harm your health and your ability to study, find work, or continue on to higher education.
- University health certificates cannot be issued. Health checkups received at the Kenko Kanri Center outside of the designated period, or checkups received from any other medical institution will not be accepted and as a result health certificates will not be issued.
- **Students receiving any of the following scholarships will have their scholarship suspended for the following semester: International Student Tuition Reduction Plan, Domestic Students Academic Excellence Scholarship, or the Domestic Students Academic Incentive Scholarship.**
- Student Office services will be denied (e.g. applying for or continuing scholarships).

Health Certificates

If you have completed your periodic health checkup as required and do not have any abnormal results, you will be able to receive health certificates from the automatic certificate dispensers. If you require a health certificate in a specific format for a company or another school, bring the format to the Student Office. Please understand that the certificate cannot be issued if the information required is not provided on the University's health certificates. Health certificates requested from the Student Office cannot be issued on the same day, so please plan accordingly.

● Health Certificate Availability

Health certificates can be issued beginning on the Tuesday of the week following your health checkup. However, certificates will not be issued if your health checkup results contained any abnormal results and you have not completed the necessary follow-up examinations.

● Health Certificate Period of Validity

Based on data from periodic health checkups, during enrollment, medical certificates will be issued by the university for those who have taken periodic health checkups in Spring until March 31 of the year following the relevant year, and for those who have taken periodic health checkups in Fall until September 20 of the year following the relevant year. However, companies and other universities may have specific requirements for certificates and expiration dates, so please be sure to check before applying.

Counseling Room

Life as a university student can be bright and full of hope for the future, but you may also find yourself feeling anxiety or other unexpected difficulties. At times you may feel like you have something you need to talk about, but no one to listen to you; the Counseling Room is a place where you can talk about your troubles and try to find a solution. Whenever you need to talk about anything, no matter how trivial it seems, don't hesitate to visit the Counseling Room. You can be referred to a professional or other institution off campus if you want or if it is needed. Counseling is available in both English and Japanese and is completely free of charge. Be assured that all consultations are kept strictly confidential. Appointments are required if you would like to speak with a counselor, but sometimes it may be possible to make an appointment the same day.

- Location: The Counseling Room is located on the first floor of Building A, next to the Health Clinic.
- Reception Hours: Monday through Friday, 10:00-16:30
- Counseling Hours: Monday through Friday, 10:30-16:30
- ※ Counseling Room hours are subject to change. Please see the schedule posted on the Counseling Room homepage (https://secure.apu.ac.jp/secure_students/studentssupport/page/content0034.html/).
- Making an Appointment
 1. By phone: 0977-78-1126, ext. 2444 (during office hours).
 2. Inquire directly at the Counseling Room (during office hours).
 3. By email: counseli@apu.ac.jp
- ※ In case of emergencies, if the Counseling Room is closed, please go to the Health Clinic or the Student Office.

Tips for Good Health

Daily Lifestyle

1. Always try to ensure you have a well-balanced diet, including a staple like bread or rice, a main dish, and a side dish. The goal is to have three regular meals a day. Try to get all your nutrients from what you eat and not from supplements. Excessive dieting is extremely bad for you and your health.
2. Moderate exercise can help maintain your health and can help you lose weight if you have experienced any weight gain. Don't overdo it, but if you feel like you're not getting enough exercise try to do something active on a regular basis.
3. Be sure to get enough rest and plenty of sleep. Always try to ensure you get enough regular sleep. While every person is different, please try to make sure you get enough rest that you are not fatigued the next day.



Preventing Infectious Diseases

Infectious disease prevention is not just something you need to do in order to keep yourself safe from the painful experience of an infectious disease. You could become the source of infection for your family, your friends, and everyone around you. It is very important for you to practice hygiene and sanitation in order to prevent diseases like this from spreading.

Everyday Preventative Measures

Washing your hands and gargling are fundamental parts of preventing infectious disease. Wash your hands with soap and water when you return home, before cooking, and before eating. Gargling can not only keep your throat clean and rinse away bacteria, but it can help your throat and your immune system. Gargle regularly when you return home, when you wake up, and before bed to help prevent infectious diseases.

Preventing Infectious Diseases when Traveling Overseas

The World Health Organization (WHO) has cited AIDS, tuberculosis, and malaria as the three most prominent infectious diseases in the world. At the same time, there are a host of other diseases found throughout the world, such as the recent news reports about Ebola and MERS. When traveling, you can experience many different kinds of stress from changes to your environment that can make you more susceptible to infectious diseases. We have included a checklist below of things you should do to protect yourself from infectious diseases when traveling. Be sure to use this checklist to prepare for your travels.

Before Departure / While Traveling

Know which infectious diseases are in the areas you will be traveling to or through, and know what you need to do in order to protect yourself.

- CDC (Centers for Disease Control and Prevention) Travelers' Health

<http://www.cdc.gov/travel/> (English)

- FORTH (For Travelers' Health) Ministry of Health, Labour, and Welfare Quarantine Information Office

<http://www.forth.go.jp/> (Japanese)

- Fit for travel

<http://www.fitfortravel.nhs.uk/home>

※ These pages have some of the most up-to-date information on infectious diseases you will need, with searchable information divided by country or region, what vaccinations are available, and what you can do to stay healthy when traveling.

Carefully read "10 points to remember for preventing infectious diseases" on the Student Office homepage. Student Office --> Advisory --> Healthcare Services --> Preventing Infectious Diseases --> 10 points to remember for preventing infectious diseases

- Check whether there are any vaccinations required by your exchange program or the country or countries where you will be traveling.
- Understand the infectious disease risk for your destination(s), and carefully consider getting any necessary vaccinations.
- If you need to get any vaccines, find out how much time you need to get the vaccines you want.
- ※ There may be vaccines that are required or strongly recommended when participating in an exchange program. You will need to find out for yourself what vaccines you will need. Understand that vaccines cannot provide 100% protection against infectious diseases, and be aware of any additional preparations you can take to protect yourself.

Purchase travelers' insurance and make sure you know how to find a hospital where you can get treatment.

- You can find information about medical facilities for different regions from the Ministry of Foreign Affairs: <http://www.mofa.go.jp/mofaj/toko/medi/> (Japanese)
- Check whether the insurance you have includes hospital referrals or medical consultations. If it does, make sure you know how to use these services.

After Returning to Japan

- You may develop symptoms for any infectious diseases you were exposed to during your travels up to two months later.
- Check with the Health Clinic if you experience any symptoms like diarrhea, vomiting, stomach ache, fever, headache, sore throat, or rash.
- ※ If you have a high fever, severe vomiting, or diarrhea, call and speak with the Health Clinic before you leave your apartment or go into public spaces.

Tabi-Reji (Tabi-Register)

Tabi-Reji is a registration system operated by the Japanese Ministry of Foreign Affairs that enables travelers to receive the latest information by e-mail from the local Japanese consular outpost in the event of an incident, outbreak of infectious disease, or similar occurrence in an overseas travel destination. Japanese government authorities also use this system to confirm the safety of Japanese nationals. Up to three e-mail addresses can be registered, so non-Japanese nationals can use the system to receive emergency information if they register their e-mail address through a Japanese national who is travelling in the same group. Information is provided in Japanese only.

<https://www.ezairyu.mofa.go.jp/tabireg/>

Alcohol and Alcohol Abuse

Your liver can only process a limited amount of alcohol, so if you engage in drinking a large amount of alcohol in a short time, the alcohol will accumulate in your bloodstream. Too much alcohol in your blood can quickly lead to unconsciousness. This is known as alcohol poisoning. Loss of consciousness



can sometimes be accompanied by respiratory paralysis or suffocating on vomit, which can lead to death. Nobody has the right to put someone in such a dangerous position just to liven up a party. Don't force others to drink, and don't let others make you drink! If any of the following symptoms appear after drinking a lot of alcohol suddenly, call an ambulance immediately.

1. Unconsciousness. The person does not wake up even if you pinch or shake them.
2. Their whole body becomes cold.
3. Irregular breathing; slow and interrupted, or shallow and fast.
4. Large amounts of vomit and/or bleeding.
5. Incontinence.

Tobacco

Tobacco smoke contains about 4,000 chemicals; 200 of which are harmful to your health, and more than 60 that are cancer causing. These can hurt not only the smoker, but anyone around the smoker can also suffer from the second-hand smoke.

While smokers and people suffering from second-hand smoke have a higher risk of lung cancer, when we compare smokers to non-smokers we can see that smoking can impact mental health as well. For example, smokers generally have a harder time concentrating than non-smokers. When it comes to looking for a job after graduation, some Japanese companies have even adopted a policy of not hiring smokers.

Drugs

In recent years, drug issues, such as those involving cannabis, have shaken society as a whole. There have been many cases of death or homicide from these drugs reported online and in the news. Drugs (called *kiken* or "dangerous" drugs in Japan) are often disguised as things like herbs, aromatherapy oils, or bath salts, but they contain chemicals that act like narcotics or stimulants, but they are even more dangerous. Smoking or taking these drugs can cause impaired consciousness, vomiting, seizures, breathing difficulties, or other serious illness, or can make the user extremely agitated or cause them to experience hallucinations which can make them violent.

Don't let yourself get fooled into thinking "I'll just try it one time" or "I can stop anytime if I don't like it." These drugs are addictive just like narcotics or stimulants, and if you get involved in them it will impact not only you but your friends, family, and loved ones. Do not let yourself get involved with drugs.

If you hear any information about drugs, let the police know as soon as possible.

Sexually Transmitted Infections

Sexually transmitted infection (STI) is a collective term that describes an infection or disease that is transmitted from person to person through the skin and mucous membranes through sexual activity. There are different kinds of sexual activity including vaginal, anal, and oral sex. Anyone can get infected through sexual activity. It is important to have the correct information to protect yourself from STIs and prevent infection. Even if you are infected with an STI, early detection and treatment are important. There are some infections that cannot be completely cured and can become a very serious disease. To keep from

spreading an infection to others, if you have any symptoms of an STI or have engaged in sexual conduct that may have exposed you to an STI, seek advice from a medical professional as soon as possible.

Types and symptoms of STIs as well as information on prevention is provided on the Student Office homepage. Protect yourself with the correct information. The Health Clinic can provide consultations on STIs as well as referrals to hospitals for treatment. If you have any concerns or would like to get a checkup, please feel free to visit the Health Clinic.

First Aid Procedures (using CPR and AED)

If someone collapses and is unconscious, you should:

1. Ask them in a loud voice, "Are you okay?"
2. Check for responsiveness by patting them on the shoulder.
3. Call for help in a loud voice.
4. Call 119 (if in a classroom, dial #119) to call an ambulance, and call the Central Security Office (ext. 2810) or the Security Office if in AP House (AP House 1 ext. 534-9500; AP House 2 ext. 535-9500).
5. Send someone to get an AED unit from the Central Security Office or the AP House Security Office.



If the person is not breathing:

1. Start chest compressions.
Chest compressions should be strong (the breastbone should move at least 5 cm on an adult), fast (at least 100 compressions per minute), and constant (as little interruption as possible).
2. Give rescue breaths.
If you are unable or are hesitant to give rescue breathing, continue with chest compressions.
3. For every 30 chest compressions give 2 rescue breaths.
4. Use an AED.

How to use an AED:

See the instructions included with the AED for more information.

1. Turn on the power. (Some models turn on automatically when you open the lid.)
2. Apply the pads to the person. (Place the pads as indicated in the diagram on the pads.)




When applying the pads:

1. Apply the pads directly on bare skin.
2. If the person's chest is wet, dry it first.
3. If there are any medicine patches on the person's chest they can interfere with the AED, so remove them and wipe away any medicine before applying the pads.



4. If the person has a pacemaker or defibrillator, place pads at least 8 cm from the device.
 5. Once pads have been placed, do not remove them. Apply chest compressions with the pads in place.
3. Analyze the heart rhythm
- Once the pads have been applied, the AED will determine if electric shock is necessary or not. The AED will sound a warning before it delivers an electric shock, so when it gives a warning, make sure nobody is touching the person.
4. Follow the instructions from the AED.

1. Electric shock is not needed.		2. Electric shock is needed.
↓	↓	↓
If not breathing	If breathing	Do not touch the person while waiting for the AED to charge.
↓	↓	↓
Continue CPR (with pads attached and the AED powered on)	Place the person in a recovery position and continue to watch them. 	The AED will give a voice and/or visual signal when done charging; press the button to deliver the shock.

5. Applying the shock (press the shock button).
- Call "All clear!" and make sure nobody is touching the person (while keeping your eyes on the person) then press the shock button.
- If anyone is touching the person, there is a possibility that they could receive a shock. Keep your eyes on the person.



6. Start CPR.
- After applying an electric shock, immediately start chest compressions. Give 2 rescue breaths for every 30 chest compressions.
- Do not stop giving aid until emergency medical personnel take over.
- ※If you start to tire you can alternate with another person, but try to keep any interruption in chest compressions as short as possible (less than 5 seconds).
7. Emergency Responses to Students Who Have Become Ill or Injured
- When students fall suddenly ill or become injured in classrooms, respond in accordance with the following procedural flow.

Response to emergencies such as sudden illnesses or injuries

YES

If the affected person
(1) is unconscious; or
(2) is not breathing; or
(3) has suffered a
strong blow to the
head

NO

(1) Call ambulance from
emergency site:
Dial #119

↓
(2) Notify Central Security Office
Ext.: 2810
Tel.: 0977-78-1150

↓
(3) Resuscitate using AED

When calling an ambulance from the
emergency site, enlist the help of
someone who speaks Japanese (student,
etc.).

Notify Student Office Ext. for
Emergencies: 19

*Automatically forwards to the Central
Security Office after hours.

If the Central Security Office staff does not
understand English, use simple language such
as "Emergency! Emergency! at F104"
(replace location as necessary) to request help.

Support Services for Students with Disabilities

Support for students with disabilities

APU provides support to students with disabilities based on established policies (or guidelines). Through providing this support, the University aims to contribute to the growth and development of all students. Support will vary by case depending on the type of disability, the needs of the student, and the needs of the student's program of study.

Ritsumeikan Asia Pacific University Guidelines on Support Services for Students With Disabilities

Ritsumeikan Asia Pacific University (hereinafter referred to as APU) will provide support based on the following guidelines to students with physical, developmental, psychological, and other psychosomatic disabilities (hereinafter referred to as disabled students).

These guidelines serve to establish the University's service standards and support foundation. Support provisions will be finalized through thorough discussions between the individual student and the relevant parties after reviewing reasonable accommodation for the student in line with the student's needs and the University's support system.

1. Core Support Principles

All APU faculty and staff will support the process of enabling students with disabilities to request appropriate support, in order to allow these students to use their experiences at APU to grow and connect with society. APU expects that all students and relevant parties understand these guidelines, and that they will work together to realize the objectives of the University.

2. Basic Policies

- 1) APU faculty and staff will provide support to students with disabilities in a way that will avoid making distinctions between students without disabilities, so that they are able to lead fulfilling student lives with a mutual appreciation and respect for human character and individuality.
- 2) Initiatives implemented as support for students with disabilities will aim to contribute to the overall growth and learning of all students.
- 3) In principle, support provisions for students with disabilities will be implemented based on a request for support by the student.
- 4) In the case of difficult decisions concerning support provisions, APU will refer to the principle of reasonable accommodation in the Basic Act for Disabled Persons, as well as the standards and treatment set out in MEXT's Investigative Report on Learning Support for Students with Disabilities (First Preliminary, Second Preliminary). Both the student's individual situation and the University's environment will be taken into consideration in these decisions.

3. Support Objectives

The primary objective of APU support for students with disabilities is to ensure that student's right to an education and learning is not wrongfully harmed because of their disability. At the same time, it is our hope that the provision of appropriate learning support when necessary, in addition to other varieties of support activities, will result in the cultivation of improved personal relationships and will provide opportunities for support persons to better their understanding of disabilities.

4. Support Framework

Individuals involved in support for students with disabilities will consist of APU faculty and staff as well as enrolled students. We will cooperate closely with an external specialist on support for people with disabilities.

A consultation desk for students with disabilities will be set up in the Student Office in order to provide University-wide support. Support coordinators for students with disabilities will be placed in the Student Office, Academic Office, Admissions Office, and Career Office. Information concerning the placement of student coordinators in these offices will be made public to the student body. Students will not only have the option of the consultation desk available but will also be able to directly consult with support coordinators.

Staff at the consultation desk for students with disabilities will connect disabled students who come in for consultation with the appropriate support coordinator in the above offices according to the nature of the issue. Support coordinators will be in charge of making the necessary learning support adjustments for students, in addition to monitoring collaborative support efforts between support staff and the relevant departments to ensure that they are appropriately carried out.

5. Confidentiality and Protection of Personal Information

- 1) Support persons who possess knowledge of a student's personal information (this includes information concerning the student's disability and consultation records) as a result of their support activities must strictly manage the information in their possession, and obtain consent directly from the student in the case that it is necessary to submit or disclose this information to a third party.
- 2) Support persons may share personal information concerning the student while respecting the boundaries of collective confidentiality in cases where APU determines collaborative support provisions to be necessary.

6. Disclosure of Information

Information about University support policies for students with disabilities, the support system, the consultation process, and support provisions will be made available through various media, including the APU website. APU will notify students and prospective applicants via appropriate means as deemed appropriate.

7. The Student Office will be in charge of all administrative matters concerning these guidelines.

8. The President of the University will make the final decision with regards to revision or abolition of these guidelines after deliberation by the Student Affairs Committee and Academic Affairs Committee.

Supplementary Provision

These guidelines shall go into effect on April 1, 2016.

Student Disability Support Services

Office	Contact Information	Support Available
Student Office	apudss@apu.ac.jp	Disability support services, general student life
Academic Office		Classes, course registration, and grading
Admissions Office (Dom.)		Entrance exams, student life, academic matters
Admissions Office (Int'l)		
Career Office		Career information, job placement

Housing

AP House

Residence Eligibility

AP House 1&2	<p>Status : New enrollees, 2nd-year transfer students 3rd-year transfer students</p> <p>Residence duration : New enrollees, 2nd-year transfer (11 months), 3rd-year transfer (1 year and 11 months)</p> <p>Application : (International students) Mandatory* *Exceptions may apply (Domestic students) Applicants who wish to live in AP House are asked to indicate so in their application form</p>
AP House 3	<p>Status : Undergraduate/graduate students who have enrolled at APU for a year or longer, non-degree students, part-time students</p> <p>Residence duration : Up to one year. However, residents may apply to extend their residence duration. Only residents whose requests are granted may be allowed to extend.</p> <p>Application : Refer to the Student Office homepage</p>
AP House 4	<p>Status : Mainly exchange-students, graduate students</p> <p>Residence duration : Depending on period of study</p> <p>Application : Application information will be announced on the Campus Terminal as vacancies become available.</p>

Visiting AP House

- Visitors who are permitted to visit AP House

Students at APU (Residents at AP House, non-residents)

Families of residents and graduates of APU must be inquired individually.

- Visitors must sign the visitors' book at the Security Office and be accompanied by residents at all times.

Visiting Hours : 8:00~22:00

Visitors may not use the following facilities : Communal bath, shower booth, laundry room, internet room

(Visitors may use the refreshment facilities such as table tennis and billiard tables and kitchens if accompanied by a resident of AP House 1 or 2)

Car parking/bicycle and motorcycle parking areas

- Students are not allowed to park their car in the AP House parking areas. However, parking may be temporarily permitted when moving. In this case, be sure to get a temporary parking permit at the Security Office.
- People who park their motorcycles at AP House need to turn off their motorbike engines at the

entrance of AP House and then push their motorbikes to the designated parking areas. When leaving, they may start their engines after they push their motorcycles to the gates.

Moving into an Apartment

Prepare by following these steps.

1. Go to a real estate agency.
2. Choose a property.
※ Some apartments do not allow roommates.
Ask first!
3. See the property in person.
4. Apply for the contract.
5. Pay any fees.
6. Move in!

Creotech is a company on campus that can help students find apartments.

Try going to Creotech first!

Building A 1F: International student joint guarantee procedures

2F: Real estate property/insurance

Move-in Fees (Example)	
Security Deposit / Key money	Equivalent to one months' rent.
Rent (advance payment)	Rent for the first month.
	If moving in the middle of the month: Rent pro-rated for the first partial month and rent for the first full month.
Real estate agent commission	Equivalent to one month's rent

※ There may also be insurance premiums, neighborhood association dues, or other fees.

Looking for properties

- Always see the property in person.
- Make sure you see not only the inside of the room, but it is also important to check out the surrounding areas. See what the area is like at night, too.
- It is a very good idea to look at and compare a few different properties that meet your requirements.

Making a contract

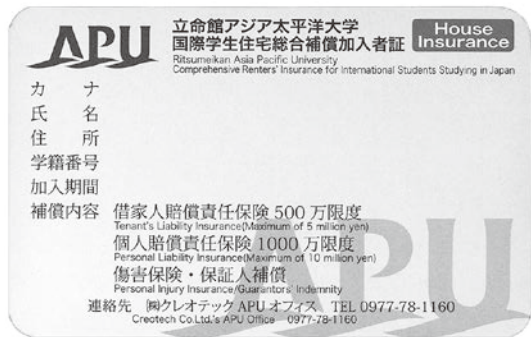
Apartment contracts in Japan generally require a guarantor.

- Domestic students
Consult with your family or financial sponsor before proceeding with the contract.
- International students

Finding a guarantor may be difficult. As an international student at APU, there are cases where the University may be able to serve as your guarantor. Creotech (Building A 1F) is the point of contact for these procedures. In order to use APU as your guarantor, follow the steps below.

1. When you have decided on a property, ask the landlord or real estate agent for an application form.

- When you have the application form, go to Creotech on the first floor of Building A, together with any roommates you might have. You will need your student ID card, your residence card and your House Insurance card*1 (sample pictured below).
- Submit the application to the landlord or real estate agent.
When you have decided the day you will move in, the landlord or real estate agent will make up a contract.
- Make sure you understand the content of the contract and then sign and stamp your *inkan* (personal seal) on it. Contracts in Japan require an *inkan*. You cannot make a contract with only a signature.
- Bring the signed and stamped contract to Creotech to get the University's signature and *inkan*.
- Submit the contract with the University's signature and *inkan* to the landlord or real estate agent.



*1 When you join the Comprehensive Renters' Insurance for International Students Studying in Japan, you will receive a card like this as proof that you are insured.

Moving in

Check the room right away.

- Are the windows, doors, electricity, or any other fixtures or parts of the apartment damaged or out of order?
- Are the floors, walls, screens or sliding doors dirty, scratched up, or damaged?

※If you find any problems, contact the landlord or real estate agent promptly to report any problems. If you do not, you may have to pay a repair fee when you move out.

Things to keep in mind about living in Japan

- Always pay your rent by the deadline every month. The payment deadline will usually be the last day of the preceding month. For almost all apartments, if you fail to pay rent for two months you can be forcefully evicted from your apartment.
- It is a breach of contract for anyone whose name is not on the contract to live in the apartment.
Be sure to go through the process of renewing the contract if even just one resident changes.
- Do not bother your neighbors by speaking in loud voices at night or holding noisy parties.

4. Separate your garbage into the designated garbage bags and leave it out in the designated area on the designated day.
 - Note that collection days differ by area, so check the garbage collection calendar for your area.
Beppu City Garbage Disposal: <http://www.city.beppu.oita.jp/seikatu/>
 - It is forbidden to leave garbage in the collection spot outside the designated day.
 - Do not create a nuisance for the other people in your neighborhood.
5. Read through the contract you are given and adhere to its terms.
6. Electricity, water and gas typically operate on individual contracts. You must complete the contract procedures yourself.
7. If you are going to be away for an extended period of time, be sure to contact the landlord or real estate agent. This has to do with fire and crime prevention.

The above are rules that Beppu citizens and members of society must respect as a matter of course. Failing to observe them may result in forced eviction so be sure to give them the proper attention. In the case that a student is found in violation of the above, the University will undertake forced eviction and/or terminate its contract as guarantor. In some cases there may be penalties including scholarship suspension.

Moving out

1. Notify the landlord or real estate agent that you intend to move out.
 - For almost all apartments, it will be necessary to submit a request for moving out at least one month before the move out date.
 - If you are late in submitting the request for moving out, you may need to pay additional rent.
 - It is a breach of contract to change the residents of the apartment. If anyone is going to move out of or move in to your apartment you will need a new contract.
2. Cancel contracts for electricity, gas, water, internet, and any other services and settle any remaining fees.
3. Be present for your move out.
 - Do not leave any luggage, furniture, or trash in the apartment. Clear out everything except the furnishings provided with the apartment.
 - Any damage to windows, doors, floors, walls, screens, sliding doors, or other parts of the apartment will lead to a repair fee being charged.
 - Review everything with the landlord or real estate agent.
4. Settle the deposit
 - Cleaning and repair fees for the room will be taken out of the deposit you paid when you moved in. Any remaining money will be returned to you.
 - There may be additional fees if there is any significant damage or if the apartment is very dirty.
 - If you did not need to pay a deposit at the time you moved in, you will be charged any cleaning and repair fees.

You should do a full inspection of your apartment with your real estate agent or property manager when moving out, especially when graduating. Leaving any trash or personal belongings behind when you move out is prohibited. If you leave unnecessary items in your room or bulky trash in a location other than a designated location, you will be billed for disposal later.

If you do not finish all of the procedures required to move out of your apartment before your graduation ceremony, you will not be able to receive your certificate of graduation. If you leave Japan without paying any required move-out fees for your apartment, we will contact your family to arrange payment of these fees.

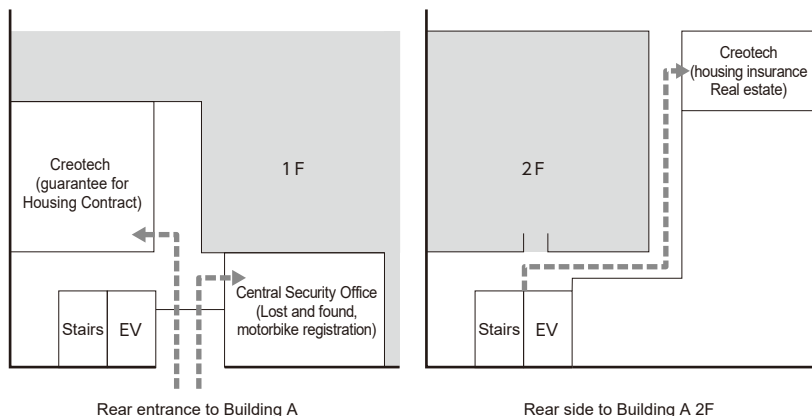
Comprehensive Renters' Insurance for International Students (House Insurance)

This insurance provides support to international students at APU in the event they suffer an accident or are liable for damages, enabling them to focus on their studies. Coverage includes (1) tenant liability, (2) personal liability, (3) accident insurance (death or disability), and (4) guarantor liability.

All international students at APU must purchase renters' insurance. Always have your card with you, and renew your insurance with Creotech before it expires. You will not be able to move into an apartment if your insurance is expired.

Check with Creotech for more information about the Comprehensive Renters' Insurance for International Students.

Creotech Office



Real Estate Terminology

- Deposit (*shikikin*)

Deposits are put towards maintenance fees at the time the resident moves out, and any remaining money is returned to the resident.

- Real estate agent fees (*chukai tesuryo*)

A fee paid to the real estate agent. Typically equivalent to one month's rent or less.

- Rent (*yachin*)

The fee for renting for one month. Pay rent for the next month by the last day of the current month.

- Common area fees (*kyoekihi*)

Fees the residents pay for maintenance of shared areas and equipment like stairs, hallways, and outside lights. Usually paid with rent every month.

- Neighborhood association fee (*chonai kaihi*)

Some neighborhood associations charge a fee, which differs for each association. Fees are usually around 100-500 yen per month.

- Non-refundable deposit (*shikibiki* or *teigaku seisan*)

A set amount unconditionally held back from the deposit at the time of moving out, regardless of the state of the room.

Part-Time Jobs

While many students work a part-time job to pay their tuition or help provide for their living expenses, remember that you are at APU to learn. If you do work, do not let it interfere with your studies.

International students may work within the limitations described below if they have a work permit (i.e. Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted).

For more information, see page 156.

Hours allowed under a work permit:

- When classes are in session: **No more than 8 hours per day and no more than 28 hours per week.**
- During Summer/Winter Sessions and long breaks: **No more than 8 hours per day and no more than 40 hours per week.**

Important points to consider when looking for work:

Students with "Student Visa" may not undertake the following forms of part-time work. Please do not undertake such work under any circumstances.

- ✗ Adult entertainment-related jobs (e.g. host/hostess bars, "snacks" bars, private massage parlors).
- ✗ Businesses that mainly serve alcohol (e.g. bars, pubs, *izakaya*)
- ✗ Multilevel marketing, pyramid sales, or related work.
- ✗ Acting as a proxy in selling or reselling goods or merchandise.
- ✗ Mah Jong parlors, *pachinko* arcades, videogame arcades.

In particular, international students are prohibited from working in adult entertainment businesses in any way (even cleaning or dish washing type jobs) due to the restrictions included in their work permits. You will be forced to leave Japan if you are found to be engaging in this type of work.

On-Campus Jobs

Information about student jobs on campus is available on the On-Campus Student Job Center homepage.

This includes a list of currently available jobs, information about how to apply, and how to register.

On-Campus Student Job Center

https://secure.apu.ac.jp/secure_students/studentsupport/page/content0042.html/



Work permit applications for international students can also be downloaded from the On-Campus Student Job Center homepage!

ActiveNet homepage

International students can find information about volunteer and part-time work opportunities on ActiveNet, the University Consortium Oita homepage.

<https://activenet.ucon-oita.jp/>

Status of Residence (Visas)

International students have a status of residence (or visa) that permits them to live in Japan on the condition that they study at university. While in Japan international students are required to have their residence card with them at all times, and must complete all procedures required by the Immigration Control and Refugee Recognition Act.

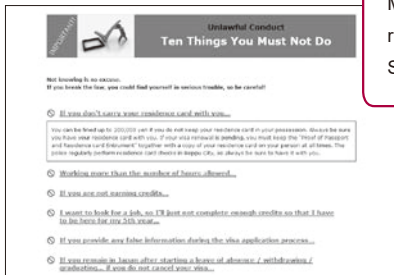
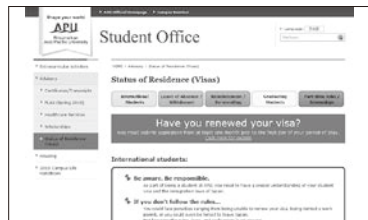
The residence card is an official government document. Do not write anything on this card. Writing anything on your residence card will make the card invalid.

Understanding Immigration Laws and Your Visa

If you fail to follow the rules you may not be able to renew your visa or apply for a work permit, and you could even be forced to leave Japan. As part of being an international student at APU, you need to have a proper understanding of your student visa and the immigration laws of Japan.

Refer to the Student Office homepage for information about your visa and other related procedures.

<https://apu.ac.jp/studentsupport/page/content0280.html/>



Make sure you get the right information from the Student Office homepage!

The Student Office may contact you by phone, email, or through Campus Terminal when they have important information regarding your visa. Check these regularly, and respond quickly to any messages!

Visa Renewal and Completed Credits

The purpose of the student visa is to allow you to be in Japan for educational purposes. The Ministry of Education, Culture, Sports, Science and Technology (MEXT) also requires that the University deal very strictly with students who do not show satisfactory academic progress.

When renewing your student visa, the Immigration Bureau will review the total number of credits you have completed. It is extremely important that you show progress by properly completing credits every semester. **If you do not have enough credits, you will not be able to renew your visa and you will not be able to continue your studies at APU, resulting in withdrawal from the University.**

You should aim to have completed at least 70% of the maximum obtainable credits when applying to renew your visa.

Maintaining your Visa

Renewing your visa

The application to renew your visa must be submitted through the Student Office. You are not allowed to individually or directly visit the Immigration Bureau (hereinafter referred to as "Nyukan") or to undertake relevant procedures. When your visa application deadline draws near, we will send you instructions on how to apply via an 'Action Required' message on Campus Terminal. Please make sure you submit your application via manaba before the deadline. It can take time to collect some of the information you will need to provide, so start early to give yourself plenty of time.

If you do not submit your renewal application before your visa expires, you will no longer be in Japan legally and will face forced deportation and a five year prohibition on entering Japan.

If you would like to obtain a visa for designated activities for job hunting after graduation, you will need to apply for such visa based on guidance from the Career Office.

If you lose your residence card

Take your passport to the nearest police station to report the loss of your card and receive a certificate of report of loss. Take this certificate, your passport, and one ID photograph (3cm wide by 4cm tall, taken within three months with no eyeglasses) to the Immigration Bureau and apply for reissue of your residence card. Once you have received your replace residence card you must bring it to the Student Office.

Change of address

If you move, you must go to city hall to report your change of address.

※Do NOT write anything on your residence card, including your address. You must go to city hall to complete the appropriate procedures.

Change of personal information (other than address)

Please visit the Immigration Bureau to complete the appropriate procedures. After receiving your updated residence card, bring it to the Student Office to update your changes with the University.

Re-entry Permission (temporarily departing Japan)

It is essential to state your intention to re-enter Japan at the airport when departing from Japan. Please be sure to place a check against one of the following on the Embarkation Card for Re-Entrants available at the airport or immigration counter.

[If you wish to re-enter Japan:]

- ☐ 1. I am leaving Japan temporarily and will return

[If you have a valid Re-Entry Permit but have no plans to re-enter Japan during its validity period:]

- ☐ 2. I do not plan to re-enter Japan while my re-entry permit is valid

Sample of Embarkation / Disembarkation card:

新様式の再入国出入国記録

外国人用 (再入国) [ARRIVAL]

氏名 (Family Name) _____ (Given Name) _____

生年月日 (Date of Birth) _____ (Sex) _____ (Nationality) _____

再入国許可の有効期間内 (Validity Period of Re-entry Permit) _____

再入国の意向 (Intention to Re-enter Japan)

1. 一時的な出国であり、再入国する予定です。 (I am leaving Japan temporarily and will return.)

2. 「再入国許可」の有効期間内に再入国の予定はありません。 (I do not plan to re-enter Japan while my re-entry permit is valid.)

署名 (Signature) _____

再入国出国記録 EMBARKATION CARD FOR RE-ENTRANT [DEPARTURE]

氏名 (Family Name) _____ (Given Name) _____

生年月日 (Date of Birth) _____ (Sex) _____ (Nationality) _____

再入国許可の有効期間内 (Validity Period of Re-entry Permit) _____

再入国の意向 (Intention to Re-enter Japan)

1. 一時的な出国であり、再入国する予定です。 (I am leaving Japan temporarily and will return.)

2. 「再入国許可」の有効期間内に再入国の予定はありません。 (I do not plan to re-enter Japan while my re-entry permit is valid.)

署名 (Signature) _____

出国予定期間のいずれかに必ず☑して下さい。

●再入国を希望する方は、
☑1. 一時的な出国であり、再入国する予定です。
I am leaving Japan temporarily and will return.

●有効な「再入国許可」をお持ちの方で、有効期間内に再入国の予定がない方は、
☑2. 「再入国許可」の有効期間内に再入国の予定はありません。
I do not plan to re-enter Japan while my re-entry permit is valid.

(地方入国管理官署で再入国許可を受けており、その有効期間内に再入国の予定のない方は、☑して下さい。)
(Check the box 2 if you do not plan to re-enter Japan while your re-entry permit, which you have obtained at a regional immigration bureau, is valid.)

Quotation: Immigration Bureau of Japan website (<http://www.immi-moj.go.jp/re-ed/>)

※Please note that if you do not check the correct item on the card, your “Student Visa” will be cancelled and you will not be permitted to re-enter Japan.

※You cannot retain your Student Visa while on leave of absence or after withdrawing from APU. If you depart from Japan upon taking leave of absence or withdrawal, do NOT check the item “I am leaving Japan temporarily and will return”. Please tell the immigration officer that you wish your Student Visa to be cancelled, and allow them to punch a hole in your residence card. You will be able to apply for a new visa when you resume your studies.

〈When re-entering Japan...〉

You must show the Embarkation Card you received when exiting Japan to the immigration officer when re-entering Japan. If you renewed your passport, you must present your old and new passports and your residence card to the immigration officer when going through Immigration.

Applying for a Work Permit

All international students have permission to be in Japan (a visa) for the purpose of studying at a university. If an international student wants to work at a part-time job (including TAs and other paid on-campus jobs), an internship, participate in a local exchange program that includes remuneration, or engage in any other paid activities, they must first get permission from the Immigration Bureau to engage in activities not included in their visa, and can only work in authorized jobs.

If you work or engage in other activities for pay without first obtaining a work permit (officially called a "Permit to Engage in Activity Other than that Permitted by the Status of Residence Previously Granted"), you could be arrested for working illegally and deported from Japan. You can apply for a work permit before you have found a job or an internship, so be absolutely sure to get a work permit before you start working!

How to apply

Download the application form from the On-Campus Student Job Center homepage, fill out the necessary information, and submit the application to the Student Office.

※It is not possible for you to undertake the procedures yourself at the Immigration Bureau.

※Students in their 5th year and beyond are not able to apply for a work permit, in order to help them to focus on their studies and graduate as soon as possible.

Application processing

It usually takes 3-4 weeks to process a work permit application.

※Your passport and residence card cannot be returned to you while your application is being processed.

If you will need your passport to leave Japan to return home or travel abroad, please check your schedule and be sure to apply well in advance.

Things to remember when applying:

While your application is being processed, you must keep a copy of your residence card together with a proof of passport & residence card entrustment form from the Student Office with you at all times to use in place of your residence card.

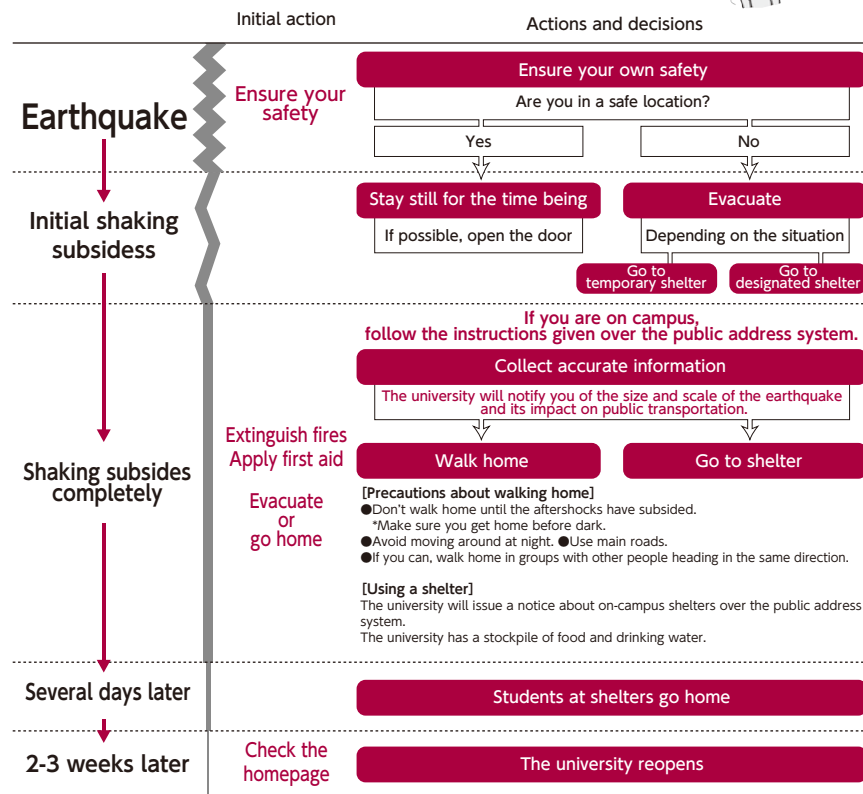
See page 152 for the number of work hours allowed under a work permit.

Students are prohibited from working at any adult entertainment-related businesses. Working at any business like this is punishable by imprisonment, fine, and deportation.

In an emergency

What if an earthquake strikes?

If a large earthquake strikes suddenly, you may get scared and panic. To ensure you can act calmly, take time to imagine how you would confirm your safety and practice running mental simulations of the scenario.



Evacuation precautions

Give due caution to aftershocks when you evacuate. Act calmly and do not endanger the safety of those around you.

- When indoors, walk along walls but be careful of broken glass. Walk down the center of hallways.
- Always use stairs when evacuating. Never use elevators.
- If you can, open a door. Give priority to injured and disabled persons and help them evacuate.
- Make sure no one is left behind and leave the door open; however, if there is a fire in the room, close the door.

Exercise caution Act promptly

In a classroom or the library

- Cover your head with your jacket or other item and protect yourself from falling objects.
- Crawl under a desk and hold the legs to keep your body steady.
- Stay away from bookshelves, windows, monitors or other objects that could fall or break.



In a hallway

- Windows may break and walls may cave in, so if possible, evacuate to the nearest classroom and crawl under a desk.
- If there is no classroom nearby, stay away from windows and light fixtures, or other objects that could fall, and crouch down covering your head with your jacket or other item.



On the field or in the gym

- Gather in an area where there is little risk of falling objects and crouch down.
- If you are in a place where there is little risk of falling objects, stay there and crouch down until the shaking subsides.



Inside an elevator

- Push all of the buttons and get off when the elevator stops. Elevators equipped with earthquake sensors will automatically stop at the nearest floor.
- If the elevator stops between floors, press the emergency button or use the interphone to call for help.
- If you get trapped inside, do not attempt to escape. Remain calm and wait for assistance.



Inside your apartment or AP House

- If you're in a wooden house, protect your head and leave immediately; or evacuate into a walled room with several pillars and crawl under a strong table. Avoid spacious rooms that could collapse.
- Avoid furniture that may fall and windows that could break. Protect your body under a table or chair.
- Turn off the stove immediately and close the main gas valve. Turn off the circuit breakers.
- Do not walk around barefoot.



On a train or bus

- Firmly grasp a strap or handrail and brace for a quick stop. If you are sitting down, firmly plant your feet and lean your body forward. Use your belongings to cover your head.
- Even if the vehicle has stopped, do not leave until the driver tells you to.

***High-voltage currents flow near railroad tracks, so it is dangerous to move about without permission.**

- If you are on the stairs or a train platform, lower your stance to keep yourself from falling. Grab onto fixed objects and evacuate.



In an underground arcade

- Press your body against a large pillar or wall and wait for the shaking to subside.
- Underground arcades are relatively safe. If the power goes out, emergency lights will turn on immediately. Remain calm and wait for instructions.
- If a fire breaks out, use a handkerchief to prevent smoke inhalation and keep your body low. Walk along the wall and evacuate to the surface.
- Remain calm. There are exits about every 60m.



Walking through campus or down the street

- Use your jacket or other item to protect your head from falling glass, tiles and signs. Evacuate to the nearest open space or sturdy building.
- Never evacuate into wooden buildings, next to vending machines or cinder block walls or against building walls.
- Stay away from fallen power lines.
- Watch out for cracks, depressions and bulges in the ground as well as fallen telephone poles, walls etc.



What if a storm hits?

Every year, there are reports of massive damage caused by typhoons and torrential rains throughout Japan. It is essential to routinely take measures to prepare for disasters and to gather the latest information when disasters are forecast.



Storm preparation [Typhoons, heavy rains, landslides]

Prepare for typhoons

Typhoons are predictable natural phenomena. Make sure you check the size of the storm and time of landfall.



Prepare for torrential rains

Since torrential rains strike limited areas suddenly, they are harder to predict than typhoons. Become familiar with the land near your house and take sufficient measures.



Watch out for landslides

If there is a cliff with a height of 4 m or more near your house, watch out for the following signs and evacuate immediately if you feel uncertain.



[Signs of a coming landslide]

- Streams of water keep flowing even after the rain stops
- Small rocks and dirt occasionally tumble down the cliff face
- Streams suddenly become murky
- Cracks appear in the ground
- Unusual rumbling sounds

Before the storm

Actions and decisions

Prepare the exterior of your home

- Close windows and shutters
- Secure or remove objects that might fall or blow away
- Clean areas that drain poorly

Prepare for emergency

- Prepare flashlights
- Secure food and water
- Check emergency kit
- If necessary, move furniture and check dangerous goods

During the storm

Check storm damage information

Seek the latest information from TV or radio. Be sure to check the APU Campus Terminal.

Evacuate swiftly

If an evacuation order has been issued or you feel in danger, contact your neighbors and evacuate quickly. Make sure you confirm evacuation methods and shelter locations in advance.

Avoid dangerous places

Avoid places where storm surges, floods or landslides may occur.

Emergency measures

Post-storm disinfection

To prevent infectious diseases after a flood, sanitize the portions of your house that flooded and any furniture that got wet.

Confirm danger

- Make sure no flammable liquids, such as kerosene, have spilled.
- If you find any downed electrical wires, call the power company, city hall, fire department or police department.

If an evacuation order is issued

It is important to pay attention to the TV or radio during a typhoon or torrential rainstorm in order to get the latest information. After a certain amount of rainfall, evacuation orders will be issued, and people will be notified by way of media outlets, local government offices, fire stations and police stations. Follow their instructions and evacuate immediately.

KEY POINTS

- Turn off the main gas valve and circuit breakers before evacuating.
- Avoid evacuating alone if at all possible. Ask your neighbors to go with you.
- Help nearby elderly persons evacuate.
- Confirm the nearest evacuation shelter and choose a meeting place in case you get separated from your family and friends during the evacuation.

What if a fire erupts?

Remember to

- 1) warn others
- 2) extinguish flames and
- 3) evacuate, but most importantly,

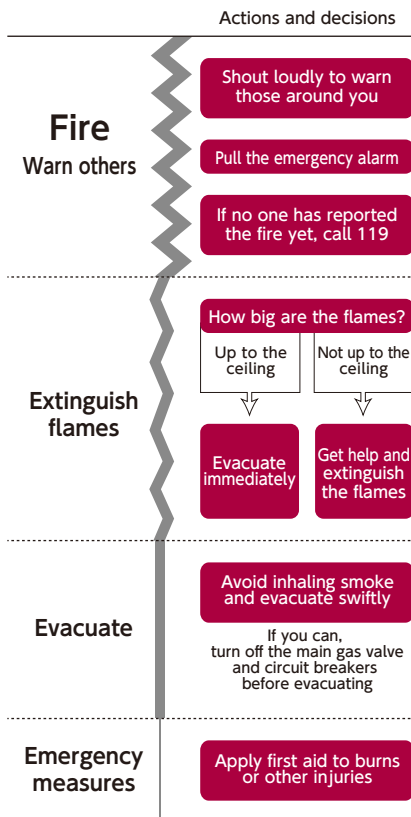
keep yourself safe. Do not attempt anything beyond your ability and evacuate swiftly.



Fire! Now what?

Warn others

- Yell "Fire" to let others know and seek help. If you cannot yell, make a loud noise by banging pots and pans.
- If there is an emergency alarm, pull it. Call 119 even for small fires.



Remain calm and call 119

Clearly and accurately communicate the location of the fire.
Ex.: "I'd like to report a fire at Ritsumeikan Asia Pacific University in Jumonjibaru, Beppu."
"The XYZ on the western side of the campus is on fire."

Extinguish flames

- Make a judgment

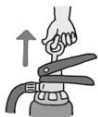
If a fire has been burning for less than three minutes and the flames do not reach the ceiling, it can be extinguished. Judge the situation quickly and act calmly and swiftly. If you determine the fire cannot be extinguished, evacuate immediately.

- Precautions

If there is a fire extinguisher, use it. Aim for the source of the fire.

Using a fire extinguisher

1



Pull out the safety pin

2



Detach the hose and point the nozzle at the source of the fire
(Effective distance: About 3m)

3



Firmly grip the lever and spray the extinguishing agent

Evacuate

If you decide a fire cannot be extinguished, evacuate in a timely manner.

- Four "don'ts" of safe evacuation [Don't push / Don't run / Don't talk / Don't go back]

- Leave your belongings behind and evacuate immediately.
- Help children, the elderly and the sick evacuate first.
- Never re-enter a burning building once you leave it.
- If there are people left inside, let the firefighters know.

- If you get enveloped in smoke...

Smoke contains large quantities of toxic gas that can knock you unconscious if you inhale it.

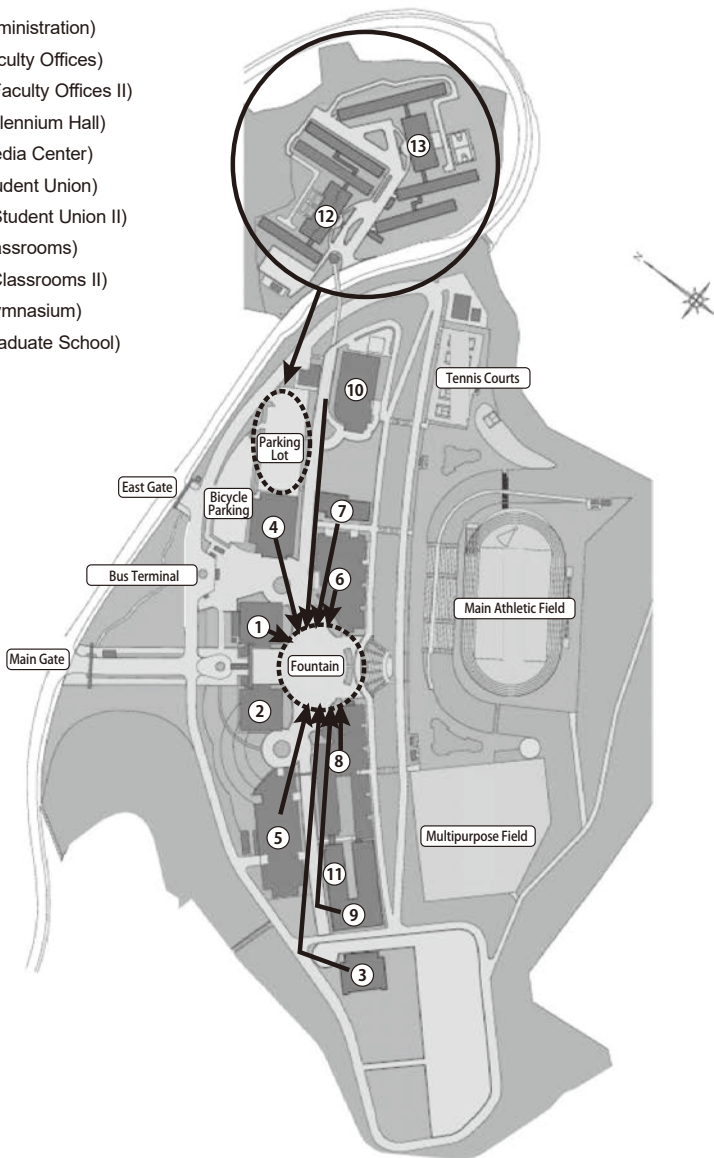
When you evacuate, place a towel over your mouth and nose to avoid smoke inhalation and keep your face low to the ground. Breathe in through your nose and out through your mouth.

- Evacuating from a fire

If a fire spreads to within 300m upwind, 150m laterally or 100m downwind, begin evacuating immediately. Keep an eye on the situation and evacuate along a safe route. Be sure to confirm these distances as part of your daily routine using landmarks on campus.

Ritsumeikan Asia Pacific University evacuation shelters [On campus]

- ① Building A (Administration)
- ② Building B (Faculty Offices)
- ③ Building B II (Faculty Offices II)
- ④ Building C (Millennium Hall)
- ⑤ Building D (Media Center)
- ⑥ Building E (Student Union)
- ⑦ Building E II (Student Union II)
- ⑧ Building F (Classrooms)
- ⑨ Building F II (Classrooms II)
- ⑩ Building G (Gymnasium)
- ⑪ Building H (Graduate School)
- ⑫ AP House 1
- ⑬ AP House 2



Am I safe? Post-disaster actions 1

If you are unhurt once the disaster or fire has subsided, keep calm and assess the situation around you. Consider your priorities and take action.



Help the injured

If anyone is injured, help them immediately and conduct first aid to the best of your ability.

● Stopping bleeding

[Who needs attention?]

If someone is injured and losing a large amount of blood from an external wound, you must stop their bleeding immediately. First, check the type, nature and size of the wound as well as the person's complexion. Make sure he or she does not have any deformed limbs or symptoms of shock (i.e., cold sweat, facial pallor, cold extremities) and calmly assess the state of his or her entire body. Arterial bleeding is the most serious type of bleeding because a large amount of blood can be lost in a very short period of time and the injured person can bleed to death. It is characterized by bright red blood spurting out in sync with the heartbeat. Venous bleeding is typified by a steady flow of blackish-red blood, and if left unchecked, it can lead to substantial blood loss. Measures to stop this kind of bleeding are also necessary.

[Direct pressure method]

This is a technique for stopping bleeding by covering the bleeding area with a clean towel or piece of gauze and applying firm, direct pressure. If you cannot stop the bleeding with one hand, use both hands and the weight of your body to apply steady pressure. Most types of bleeding can be controlled with this method.



● Broken bones

If you suspect a bone has been broken, apply splints and immobilize the affected area. Remember the following points: 1) Be careful not to move the fractured bone and the joints above and below it; 2) If the area is bleeding, stop the flow of blood first; 3) If the bone has pierced the skin or is otherwise deformed, do not forcibly try to straighten it; 4) Use splints to immobilize the joints above and below the broken bone. Apply first aid carefully, paying attention to the person's overall condition.



● Burns

Immediately run the affected area under cold water for at least 15 minutes but avoid using high-pressure water. If the person is wearing clothes, run the water over their clothes. If the person has suffered a chemical burn, wash the affected area as you cool it in running water. To avoid dehydration, let the person drink water if they ask for it. Do not apply any medication to the burned area until the person receives a diagnosis from a doctor.



Check lifelines

Disasters often cut lifelines. Respond calmly until they are restored.

● Gas

Be sure to shut off the main valve. Even if service is restored, do not turn on the valve until a gas company employee inspects your equipment. If you notice a gas leak, open a window to ventilate the room. Turning on a ventilation fan could cause an explosion.

● Electricity

Shut off the circuit breaker. This is the lifeline that is restored the quickest. Inspect your electrical equipment carefully before turning the power back on as there is a risk of short circuiting or shock.

● Water

Get into the habit of leaving your bathtub full of water. Water from your apartment building's water tank and well water can be used as domestic water.

● Telephone

If telephone service is interrupted, you will not be able to use phones, fax machines or the internet. You may also have trouble getting connections on mobile phones. Decide an emergency contact person in case of emergency. Briefly tell them you are safe and take other measures to streamline information flow.

Stop blood-borne infections

When you are trying to stop someone's bleeding, make sure their blood does not come into direct contact with your skin. Wear rubber gloves, if they are available, or use plastic bags or other items to prevent direct exposure to blood. Make sure you wash your hands when you are done applying first aid.

*You may use an automatic external defibrillator (AED) even if you have not been trained, but you should take a Basic Life Support course if you have the chance.

Cooperation is key Post-disaster actions 2

When there is more damage than expected, you may become scared. You need to allay your fears one by one as you cooperate with those around you.



Using telephones after an earthquake

(1) Telephone lines have a limited capacity. Keep your calls as short as possible.

(2) If you are having trouble making contact with regular service, try one of the following options:

- Disaster Emergency Message Dial (171)
- Disaster Emergency Broadband Message Board (web 171)
- Mobile phone disaster message services (NTT Docomo, au, SoftBank, emobile, Willcom)
- Mobile phone e-mail

(3) It is easier to make calls from disaster-stricken areas using public phones.

(4) It is useful to decide with your friends and family how you will confirm each other's safety in the event of a disaster.

- (5) It is difficult to establish a connection to disaster-stricken areas immediately after a disaster due to the large number of calls being made. To ensure that emergency calls within the affected area can be made smoothly, avoid making non-urgent calls and using the redial function and try calling back later.

● Disaster Emergency Message Dial **171**

(1) To leave a message about yourself

Dial "171". Press "1". Enter your phone number. Record your message

- ❶ Dial "171"
- ❷ Listen to the instructions and press "1" (No PIN)
- ❸ Enter your phone number
- ❹ Record a message of 30 seconds or less

*With PIN: Dial 171, press "3", enter 4-digit PIN, enter your phone number, record your message

(2) To play another person's message

Dial "171". Press "2". Enter other person's phone number. Play message

- ❶ Dial "171"
- ❷ Listen to the instructions and press "2" (No PIN)
- ❸ Enter the other person's phone number
- ❹ Play the message

*With PIN: Dial 171, press "4", enter 4-digit PIN, enter other person's phone number, play message

Source: User guides for each disaster message service

Disaster Emergency Message Service Trials

- 1st and 15th of every month
- Disaster Prevention Week (8/30 9:00 – 9/5 17:00)
- Disaster Prevention Volunteer Week (1/15 9:00 – 1/21 17:00)
- First three days of New Year (1/1 – 1/3)

*Trials may not be available if an actual disaster occurs. (Sponsor: Telecommunications Carriers Association)

Using social networking systems (SNS) to confirm safety via computers and mobile phones

SNS can also be used to confirm people's safety in the event of a disaster.

facebook "kokoiu-net": <https://www.facebook.com/kokoiu.net>

Gather information from reliable sources and do not let rumors or baseless information sway you.

Rules for living in a shelter

In a shelter, everyone suffers some uncertainties and inconveniences. Remember these rules for communal living and act with empathy.

- Do not use fire, smoke, drink alcohol or wear outdoor shoes inside the shelter.
- Cooperate with each other to make life in the shelter easier.
- If you fall ill, contact the shelter headquarters (office).
- Cooperate as much as possible with recovery efforts around the shelter.
- Follow the shelter's instructions for distributing relief supplies, disposing garbage and using the toilet.

Make the right decisions Get information from the university

If you know how to collect information and make the right decisions before a disaster strikes, you can alleviate your concerns about student life, classes and the like. Remember to remain calm and act appropriately.



Emergency information from the university

If there is extensive damage from an earthquake or flood, take the following actions:

- If you are on campus when disaster strikes
Follow the instructions of the university faculty and staff.
- If you are off campus or overseas when disaster strikes
Check the Campus Terminal for information.

APU offers scholarships and other kinds of financial assistance to students affected by disasters. You may be eligible for reduced tuition or delayed payments, so consult with the Student Office.

*Please respond to the university when you are contacted to confirm your security.

Cancellation and resumption of classes

Check the Campus Terminal in the following situations.

[Cancellations]

- When a storm alert (*boufu keiho*) or other weather-related emergency warning is issued for Beppu.
- When both Oita kotsu Bus and Kamenoi Bus completely stop their service to and from APU.

Time of Decision	Time of Announcement	Response
6:30 a.m.	Approx. 6:45 a.m.	Periods1 and 2 will be cancelled
10:30 a.m.	Approx. 10:45 a.m.	Classes from Period 3 onward will be cancelled
After 10:30 a.m.	As decided	Decisions will be made as appropriate

Beppu City Disaster Assistance

WARNING : Disaster Emergency Only

Beppu City Disaster Assistance
災害時多言語支援センター

 **+81-977-21-6133**

 **Beppu City Disaster Message Board**
別府市災害連絡掲示板

Disaster information & evacuation instruction will be provided when disaster.
災害時に避難案内や災害情報を提供します。

Call for police : 110
Fire, ambulance & emergency rescue : 119



In an emergency Routine preparedness measures

As the saying goes, disaster strikes when you least expect it. If you make a routine effort to ensure preparedness, you can respond with a little more composure.



● Preparedness in daily life

- Make shelves and dressers fall-proof and brace your light fixtures.
- Confirm evacuation routes and shelter locations.
- Do not place anything near your doors that may hinder evacuation.
- Decide contact methods and evacuation shelters with your family and friends.
- Actively participate in disaster prevention drills.
- Store your valuables in a safe place.
- Prepare an emergency kit.
- Check the strength of your house.
- Confirm the regional disaster information

[Disaster information of Beppu city]

URL: http://www.city.beppu.oita.jp/bousai_syoubou/bousaijyouhou/



● Things you should do after coming to APU

- Confirm evacuation routes (including the closest emergency exit / staircase).
- Confirm the location of the nearest fire extinguisher and understand how to use it.
- Confirm the locations of temporary and designated shelters.
- Confirm the route you would use to walk home.
- Decide on contact methods with your family.

Routine preparedness measures

● Prepare an emergency kit

Create a compact kit of the basic necessities you need to stay alive and inspect it once a year. It is important to keep it somewhere handy in case you need to leave quickly.

[Priority items]

Immediate necessities. The kit should weigh about 15kg for men and 10kg for women.

Valuables: Name seals, bank books, health insurance cards, cash (incl. 10 yen coins)

Emergency food: Canned bread, chocolate, mineral water

Emergency medicine: Household drugs, adhesive bandages, cotton gauze, ointment, eye drops, feminine care products

Clothing: Undergarments, clothes, shoes etc.

Portable radio: Also include extra batteries

Light: Candles, matches, lighters

[Secondary items]

Daily goods for long-term evacuation.

Food: Rice (retort / pre-cooked), main or side dishes (canned / retort) , seasoning, candy etc.

Water: 3L per person per day (for drinking)

Portable stove: With gas cartridges

Responding to Natural Disasters on Campus and in Beppu City

Natural, or large-scale disasters*¹ can occur anywhere in the world. These can include earthquakes, typhoons, floods, or other events.

In the event a disaster affects APU or Beppu, we will post information on APU's official homepage and official Facebook page. We will also gather information from Oita Prefecture, Beppu City, and other government sources so that students and their guardians can easily access important information about the situation at APU and in Beppu.

When a disaster happens APU will ask students to confirm their safety on the University's Campus Terminal system. University staff will post important announcements to Campus Terminal, so students should be sure to check Campus Terminal regularly.

*1 Large-scale disaster scenarios include the following: Cases when the Disaster Relief Act is applied to Beppu City; and cases when a disaster stipulated in Article 2, Item 1 of the Disaster Countermeasures Basic Act occurs in Beppu City and an Emergency Operations Center is established by the Prime Minister in accordance with Article 24 of said Act to deal with said disaster.

Official APU Homepage

Japanese:
<http://www.apu.ac.jp/home/>



English:
<http://en.apu.ac.jp/home/>



APU Disaster Information Page (available during disasters only)

This page will only appear in the event of a large-scale disaster.

Instead of these links, please save the official APU homepage in your favorites.

Japanese:
<http://www.apu.ac.jp/home/gallery/article/?storyid=155>



English:
<http://en.apu.ac.jp/home/gallery/article/?storyid=155>



Keep the following points in mind and make sure you are prepared in the event of a large-scale disaster.

- APU has prepared an Emergency Disaster Response Handbook for Students to help you understand how to respond in the event of a disaster. This handbook is available on the APU homepage, so be sure to read through it.
- It can be very difficult to get a telephone connection because many people are trying to make phone calls. Talk to your friends and family in advance and make plans for how you will communicate in an emergency.

The APU Disaster Preparedness Homepage



Emergency Disaster Response Handbook for Students

Japanese:
<http://www.apu.ac.jp/home/life/content40/>



English:
<http://en.apu.ac.jp/home/life/content40/>



Beppu City Disaster Prevention Map

Japanese:
https://www.city.beppu.oita.jp/doc/bousai_syoubou/bousaiyouthou/bousai_map/bousai/all.pdf



English:
<https://www.city.beppu.oita.jp/doc/seikatu/gaikokujinmuke/ei/disaster/all.pdf>



SOS Card



Beppu City Disaster Assistance
 災害時多言語支援センター

+81-977-21-6133

Beppu City Disaster Message Board
 別府市災害連絡掲示板

*Access this Facebook page to obtain pertinent information in the event of a disaster.
 *English-speaking operators are available at the number above.

Administration <Bldg A>

本部棟

5F 特別研究室 1～10
Guest Room 1～10

4F 学長室・企画課・事業課
Office of the President・Office of planning・Office of Institutional Advancement

- 秘書担当 Secretaries to the Executives Team
- 広報担当 Public Relations Team
- IR・事業計画担当 Institutional Research & Planning Team
- 校友・父母担当 Parents and Alumni Association Team
- 社会連携担当 Social Affiliations Team

役員室 Executive Offices 応接室 Reception Room 会議室 Conference Room

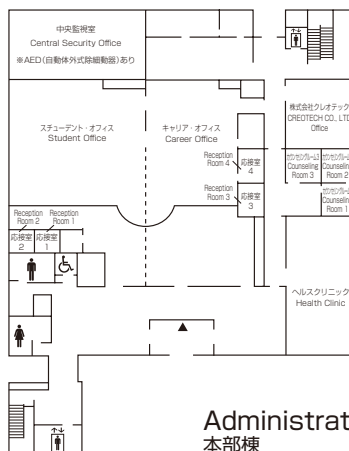
3F 会議室 第1～第6 Conference Rooms 1～6 アドミニストレーション・オフィス Administration Office

2F アドミッションズ・オフィス Admissions Office コンベンションホール Convention Hall

会議室 Conference Rooms 応接室 Reception Room

1F スチューデント・オフィス Student Office キャリア・オフィス Career Office ヘルスクリニック Health Clinic

株式会社クレオテック CREOTECH CO., LTD Office 中央監視室 Central Security Office カウンセリングルーム 1～3 Counseling Room 1～3

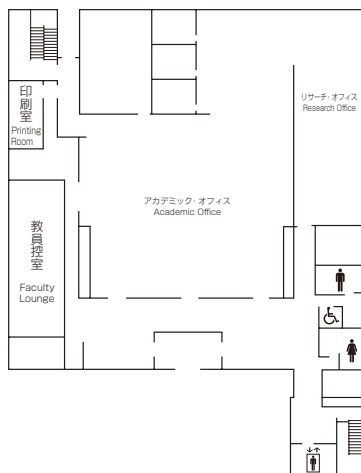


Administration 1F
本部棟

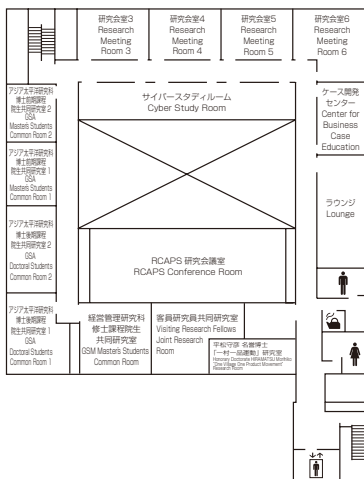
Faculty Offices <Bldg B>

研究棟

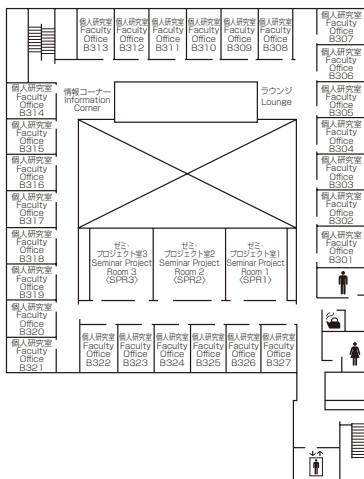
5F	個人研究室B501～B527 Faculty Offices B501～B527	ゼミ・プロジェクト室 (SPR) 7～9 Seminar Project Rooms 7～9	情報コーナー Information Corner
4F	個人研究室B401～B427 Faculty Offices B401～B427	ゼミ・プロジェクト室 (SPR) 4～6 Seminar Project Rooms 4～6	情報コーナー Information Corner
3F	個人研究室 B301～B327 Faculty Offices B301～B327	ゼミ・プロジェクト室 (SPR) 1～3 Seminar Project Rooms 1～3	情報コーナー Information Corner
2F	研究会室3～6 Research Meeting Rooms 3～6 アジア太平洋研究科博士後期課程院生共同研究室 GSA Doctoral Students Common Rooms ケース開発センター Center for Business Case Education 経営管理研究科修士課程院生共同研究室 GSM Master's Students Common Room 平松守彦 名誉博士「一村一品運動」研究室 Honorary Doctorate HIRAMATSU Morihiko "One Village One Product Movement" Research Room	ラウンジ Lounge アジア太平洋研究科博士前期課程院生共同研究室 GSA Master's Students Common Rooms RCAPS研究会議室 RCAPS Conference Room 客員研究員共同研究室 Visiting Research Fellows Joint Research Room	サイバースタディールーム Cyber Study Room
1F	アカデミック・オフィス Academic Office 印刷室 Printing Room	リサーチ・オフィス Research Office	教員控室 Faculty Lounge



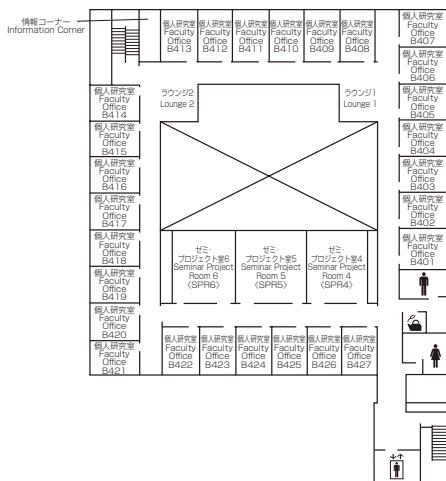
Faculty Offices 1F
研究棟



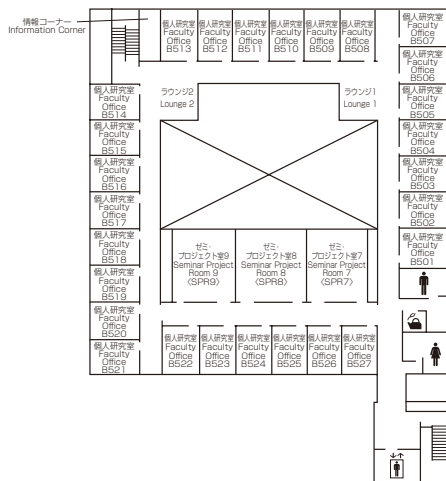
Faculty Offices 2F
研究棟



Faculty Offices 3F
研究棟



Faculty Offices 4F
研究棟



Faculty Offices 5F
研究棟

Faculty Offices II <Bldg B II>

研究棟Ⅱ

3F 個人研究室 BⅡ361～BⅡ387
Faculty Offices BⅡ361～BⅡ387

2F 個人研究室BⅡ261～BⅡ274
Faculty Offices BⅡ261～BⅡ274

1F 講師共同執務室
Lecturer Offices

非常勤講師机
Part-time Lecturer Desk

学生相談室
Student Counseling Room

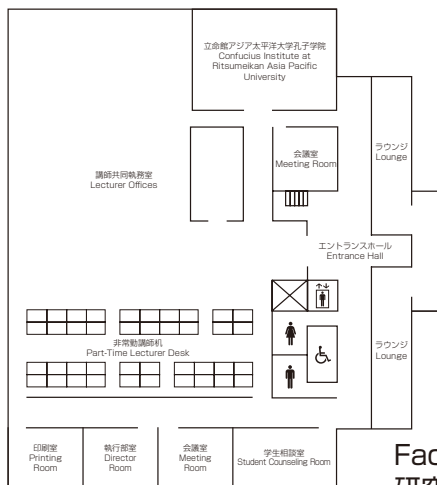
会議室
Meeting Room

執行部室
Director's Room

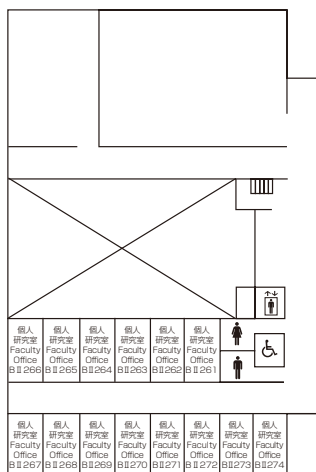
印刷室
Printing Room

立命館アジア太平洋大学孔子学院
Confucius Institute at Ritsumeikan Asia Pacific University

言語教育センター
Center for Language Education



Faculty Offices II 1F
研究棟Ⅱ



Media Center <Bldg D> メディアセンター

2F APUライブラリー APU Library

D201 ~ D214

教室
Classrooms

1F アカデミック・オフィス(ライブラリー分室)

Academic Office (Library Office)

APUライブラリー
APU Library

マルチメディアルーム
Multimedia Room

教室
Classrooms

D101 ~ D108

エクステンションセンター Extension Center
学内アルバイトセンター
On-Campus Student Job Center

3F 教室 Classrooms

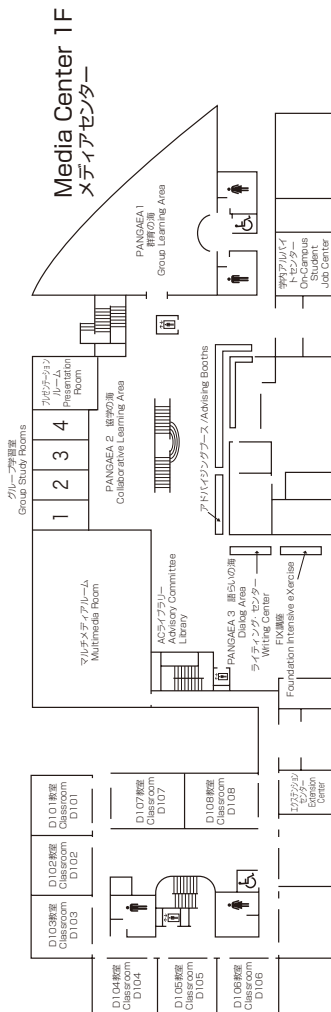
D301 ~ D305

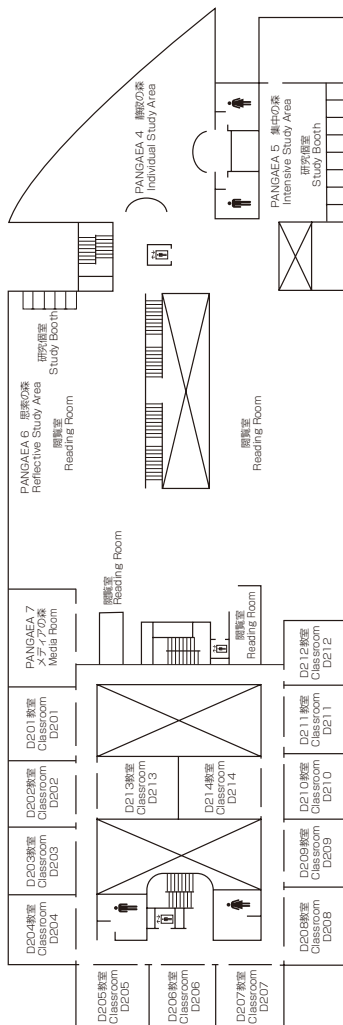
CAI教室 1 ~ 12
CAI Classrooms 1 ~ 12

情報処理演習室 (IPS) 1 ~ 6
Information Processing Seminar Rooms 1 ~ 6

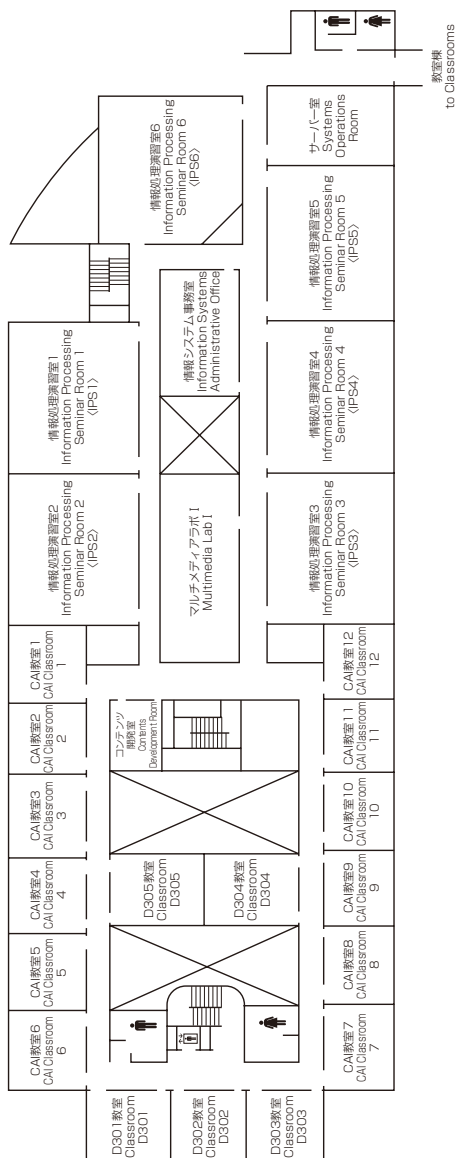
マルチメディアラボ I
Multimedia Lab I

情報システム事務室
Information Systems Administrative Office





Media Center 2F
メディアアセンダー



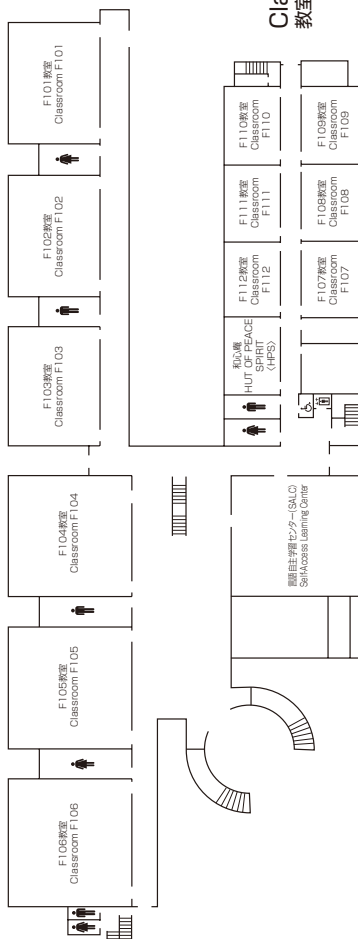
Media Center 3F
メディアセンター

Classrooms <Bldg F> 教室棟

3F 教室 F301 ~ F304 個人研究室 F331 ~ F346
Classrooms F301 ~ F304 Faculty Office F331 ~ F346

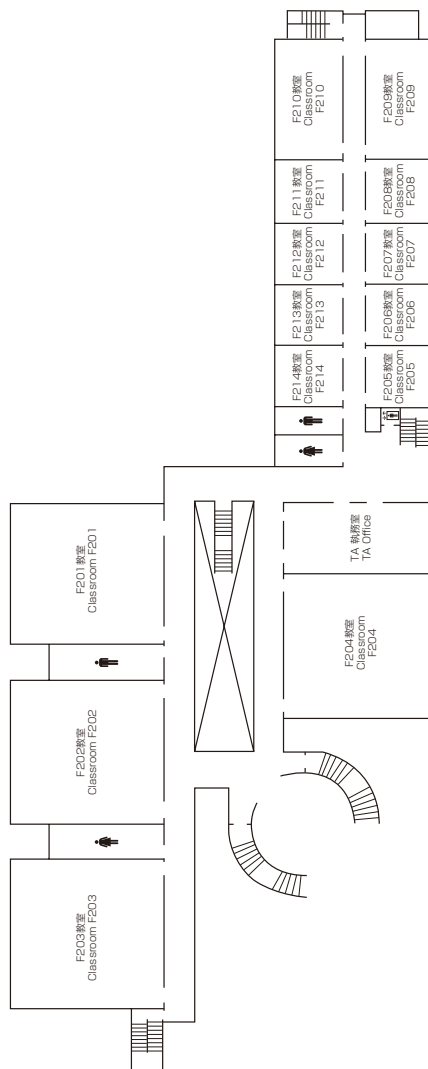
2F 教室 F201 ~ F214 TA 執務室
Classrooms F201 ~ F214 TA Office

1F 教室 F101 ~ F112 言語自主学習センター (SALC) 和心庵 (茶室)
Classrooms F101 ~ F112 Self-Access Learning Center HUT OF PEACE SPIRIT-Tea Ceremony Room

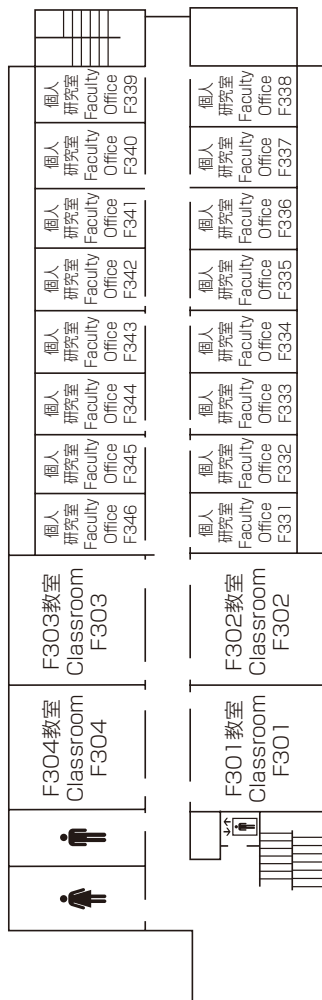


Classrooms 1F
教室棟

Classrooms 2F 教室棟



Classrooms 3F 教室棟






メディアセンター
to Media Center

Classrooms II <Bldg FII> 教室棟 II

FII 120 教室 Classroom FII 120	
FII 121 教室 Classroom FII 121	
FII 122 教室 Classroom FII 122	

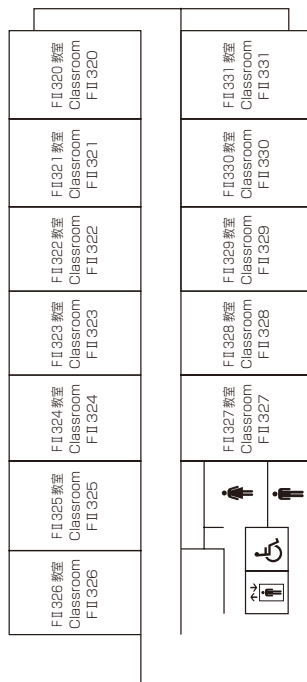
3F	教室 FII 320 ~ FII 331 Classrooms FII 320 ~ FII 331
2F	教室 FII 220 ~ FII 222・FII 224 ~ FII 226 Classrooms FII 220 ~ FII 222・FII 224 ~ FII 226 CAI 教室 20 ~ 28 CAI Classrooms 20 ~ 28
1F	教室 FII 120 ~ FII 124 Classrooms FII 120 ~ FII 124 情報処理演習室 7 ~ 9 Information Processing Seminar Rooms 7 ~ 9

情報処理演習室 8 Information Processing Seminar Room 8 <IPS8>		情報処理演習室 7 Information Processing Seminar Room 7 <IPS7>
<div> <div>   </div> <div>  </div> </div>	FII 123 教室 Classroom FII 123	FII 124 教室 Classroom FII 124
	情報処理演習室 9 Information Processing Seminar Room 9 <IPS9>	

Classrooms II 1F
教室棟 II

FⅡ220 教室 Classroom FⅡ220							
FⅡ221 教室 Classroom FⅡ221	FⅡ226 教室 Classroom FⅡ226	FⅡ225 教室 Classroom FⅡ225	FⅡ224 教室 Classroom FⅡ224	CAI 教室23 CAI Classroom 23	CAI 教室22 CAI Classroom 22	CAI 教室21 CAI Classroom 21	CAI 教室20 CAI Classroom 20
FⅡ222 教室 Classroom FⅡ222	<div><div></div><div><div></div><div></div></div></div>		CAI 教室24 CAI Classroom 24	CAI 教室25 CAI Classroom 25	CAI 教室26 CAI Classroom 26	CAI 教室27 CAI Classroom 27	CAI 教室28 CAI Classroom 28

Classrooms II 2F 教室棟 II



Classrooms II 3F
教室棟Ⅱ

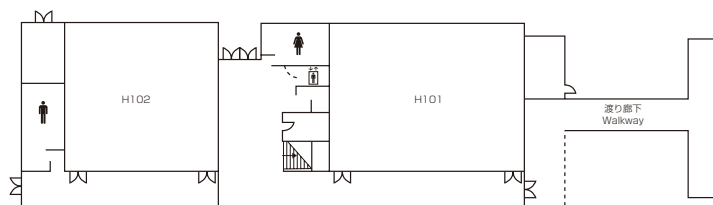
Graduate School <Bldg H>

大学院棟

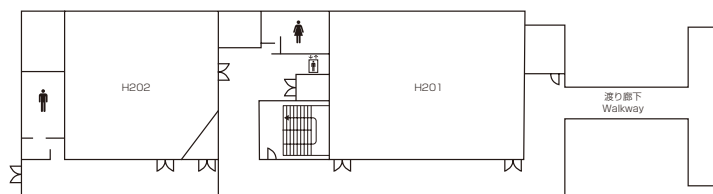
1F H101-H102教室
Classroom H101-H102

2F H201-H202教室
Classroom H201-H202

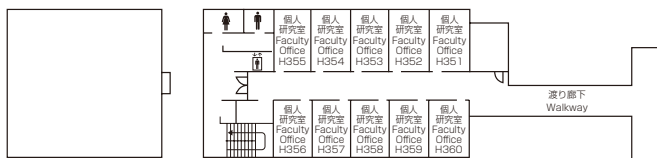
3F 個人研究室H351 ~ H360
Faculty Office H351 ~ H360



Graduate School 1F
大学院棟

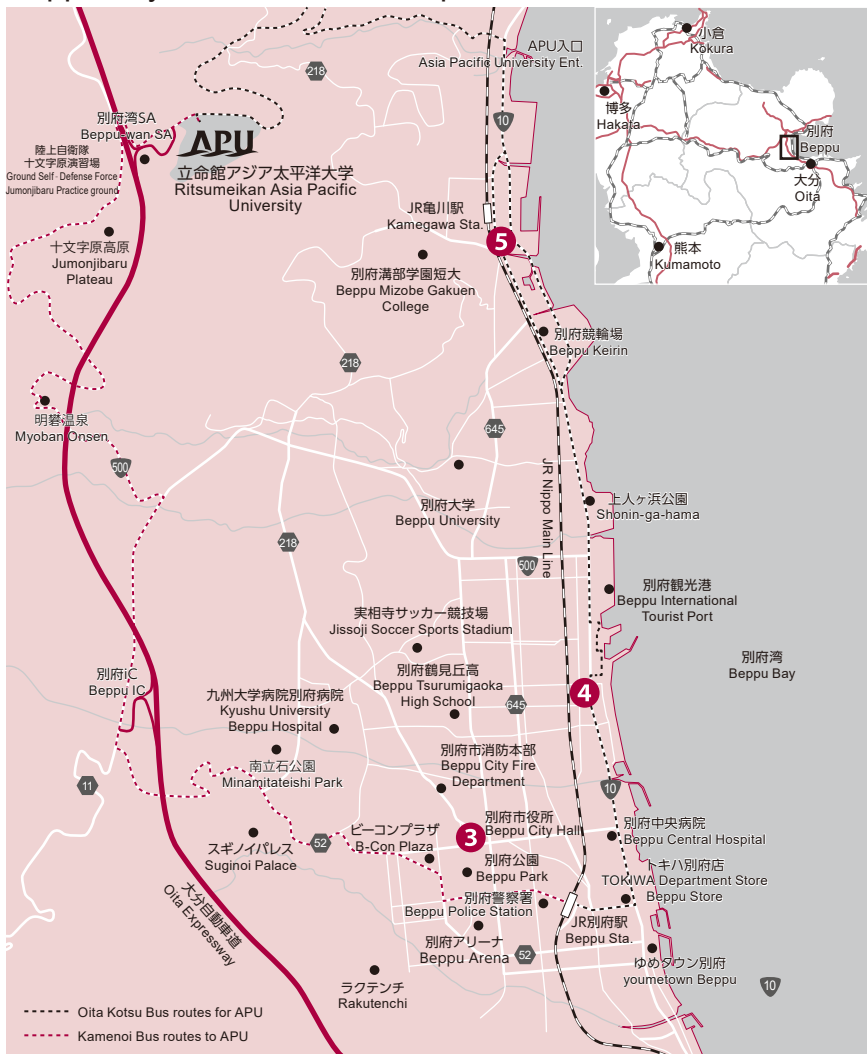


Graduate School 2F
大学院棟



Graduate School 3F
大学院棟

Beppu City and Local Area Maps



Major transportation to APU

- JR Kamegawa Station
 - Take Oita Kotsu Bus to the last stop, Ritsumeikan Asia Pacific University (about 15 min.)
- JR Beppu Station
 - East Gate: Take Oita Kotsu Bus to the last stop, Ritsumeikan Asia Pacific University (about 35 min.)
 - West Gate: Take Kamenoi Bus to the last stop, Ritsumeikan Asia Pacific University (about 35 min.)
- Oita Airport
 - Take the airport bus "Airliner" to the Kamegawa stop.
 - At the bus stop across the road from Kamegawa Stop, transfer to Oita Kotsu Bus and get off at Ritsumeikan Asia Pacific University (about 60 min.)
- JR Hakata Station/Fukuoka Airport
 - Take Highway Bus, Toyonokuni, to Kosoku Beppu-wan • APU Stop (about 130 min. from Hakata, 90 min. from Airport)



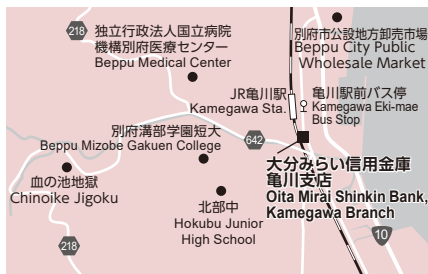
① Driver's License Center

6687 Matsuo, Oita Phone: 097-528-3000
From Oita Bus Oitaeki-mae take bus at #3 or #6 for the Driver's License Center.



③ Beppu City Hall / Beppu Police Station

Beppu City Hall: 1-15 Kaminoguchi, Beppu Phone: 0977-21-1111
From APU take the #5 Kamenoi Bus and exit at Kaminoguchi Shiyakusho Kitaguchi (about 30 min).
Police: 13-13 Tanoyumachi, Beppu Phone: 0977-21-2131
From APU take the #5 Kamenoi Bus and exit at Beppu Station West Exit (about 35 minutes).



⑤ Oita Mirai Shinkin Bank, Kamegawa Branch

2-3 Kamegawa Hamada, Beppu Phone: 0977-66-0161
From APU take the #50 Oita Kotsu Bus and exit at Kamegawa Eki-mae (about 15 min).

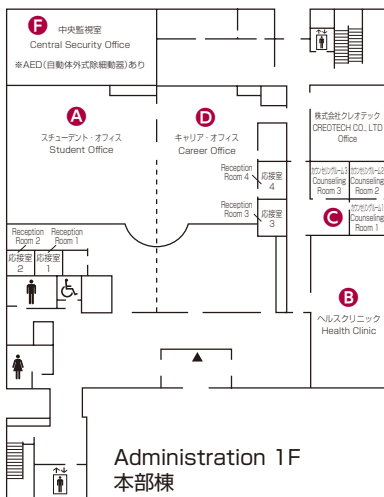
④ Japan Post Bank, Beppu Branch

4-23 Mochigahama, Beppu Phone: 0977-24-1500
From APU take the #50 Oita Kotsu Bus and exit at Beppu Yubinkyoku-mae (about 25 min).

University Support Offices

Type of Support	Office in Charge	Inquiries
Student status (leave of absence, withdrawal, etc.), tuition, scholarships Status of residence, permission to engage in other activities	A Student Office Mon and Wed-Fri: 10:00-16:30 Tue: 11:30-16:30	TEL: 0977-78-1124 https://www.apu.ac.jp/studentsupport/
Clubs/circles, events Local community exchange, homestays		TEL: 0977-78-1104 https://www.apu.ac.jp/studentsupport/
Illness/injury, health-related consultations	B Health Clinic Mon-Fri: 10:00-17:00	https://www.apu.ac.jp/studentsupport/page/content0033.html/
Psychological consultations	C Counselling Room Reception hours: Mon-Fri 10:00-16:30 Counselling services: Mon-Fri 10:30-16:30	TEL: 0977-78-1126 https://www.apu.ac.jp/studentsupport/page/content0034.html/
Harassment-related consultations	Harassment Officers	https://www.apu.ac.jp/studentsupport/page/content0240.html/
Dormitory life	AP House Office Mon and Wed-Fri: 10:00-16:30 Tue: 11:30-16:30	TEL: 0977-78-1901 https://www.apu.ac.jp/studentsupport/
Job-hunting, career development Internships	D Career Office Mon and Wed-Fri: 10:00-16:30 Tue: 11:30-16:30	TEL: 0977-78-1128 http://www.apu.ac.jp/careers/
Course consultation, academic advising Examinations/grades, curriculum	E Academic Office Mon and Wed-Fri: 10:00-16:30 Tue: 11:30-16:30	TEL: 0977-78-1122 http://www.apu.ac.jp/academic/
Study abroad, language learning		TEL: 0977-78-1101 http://www.apu.ac.jp/academic/
Emergency contacts	F Central Security Office (24 hours)	0977-78-1150

<Bldg A>



<Bldg B>

