

## VI. Forms for Submission to the Student Office

• Download forms from the Student Office homepage: <http://www.apu.ac.jp/studentsupport/>

• See page 21 for instructions on how to submit forms.

Form	Title	Purpose	Submission Deadline / Other Notes
Form01	Application for Forming a Student Organization (New/Continuing)	New registration or renewal	By the designated deadline
Form02	Outline of Club Activities	New registration or renewal	By the designated deadline
Form03	Event Application	On- and off-campus events	At least 10 office days before the day of the event
Form04	Off Campus Activities Proposal	Detailed description of off-campus activities	At least 10 office days before the start of the excursion
Form05	Competition Results	Official results of a competition	Within 10 office days after the last day of the excursion
Form07	Request for Disbursement of Extracurricular Activity Subsidies	Request for Disbursement	Within 10 office days after activities
Form08	Reason for Using Off-Campus Facilities	Subsidy funding for use of off-campus facilities	By the designated deadline
Form10	Report on Using Off-Campus Facilities	Applying for subsidies for using off-campus facilities	Within 10 office days after use, during the same month
Form13	Change in Organizational Leadership	Reporting changes to organization leadership	Deadline is every Wednesday Must also submit member list (Form22)
Form15	Application for classroom reservation	Applying for use of classrooms	By the designated deadline
Form18	Notification of an External Organization's Visit to APU	When individuals or groups off-campus visit APU	At least 3 office days before the visit *Permission not granted without submission
Form19	Notification of a New Organization Name	To change the name of an organization	The first Wednesday of every month
Form22	Member List	New/Continuing Registration Any changes to organization membership	By the designated deadline Every Wednesday
Form23	Club Activities Report ( year, semester)	Reporting activities for the previous semester	By the designated deadline
Form24	Application to Use Storage/Lockers (Renewing/Change/New)	When applying for use of storage/lockers	By the designated deadline
Form25	Reason for Inviting Instructor to APU	When applying for subsidies to invite an instructor from outside APU	At least 10 office days before the day of the instructor's visit
Form35	Application for Using Triangle Corner at the Cafeteria	For use of the triangular space in the cafeteria	At least 10 office days before the date of use Must also submit Form03 and proposal
Form36	Application for Using the Student Activity Display Panel	For use of the Student Activity Display Panel in Student Union 2	At least 10 office days before the date of use
Form37	Application for Using the Presentation Space	For events in the presentation space	At least 10 office days before the date of use
Form28	Official Trip Application Form (for student organization's instructor)	Application for a trip with a university appointed advisor	At least 10 office days before the start of the excursion
Form29	Traveling Expenses Request (for student organization's instructor)	For a trip with a university appointed advisor	Within 10 office days after the last day of the excursion
Form33	Application to use the Cafeteria Exit area	When you want to set up a booth in the Cafeteria	Applications are accepted the preceding week on a first-come first-served basis, if the content has been approved by the University
Form34	Application to set up sign boards in front of the Student Union entrance	Applying to set up a sign board in front of Student Union 1	Applications are accepted the preceding week on a first-come first-served basis, if the content has been approved by the University
Form40	Student Organization Advisor Request	If you request for the advisor	
Form41	Application form for setting up signboards next to Millennium Hall	Using signboards next to Millennium Hall	Refer to the signboard guidelines
Form45	Proposal	Events	At least 10 office days before the day of the event
Form46	Report	Off-Campus Activities and events, Submitting documents for subsidy application	At least 10 office days after the event
Form47	Annual account report	Renewal	By the designated deadline
Form48	Annual subsidy application form	Applying for subsidies	By the designated deadline

See the Student Office homepage for information on which forms must be submitted for events or activities.