

Application Information for Field Study Program / Field Research Project AY2024 Fall Semester

Application period	Dispatch period	Programs offered
Wed., October 9 - Wed., October 23, 2024 - 14:00	February - March, 2025	Refer to Syllabus



【Important】 Several important changes starting in AY2024.

When applying to the program, please check the syllabus, application information, program common items, and pledge, and make sure that you understand and accept all of them, particularly the following items carefully.

- [Collection of program fees](#)
- [Students are responsible for arranging their own transportation \(accommodation\) to and from the meeting place \(overseas airline tickets are to be arranged by the students\)](#)
- [Stricter deadlines for various submissions and program fees related to the program](#)

Ritsumeikan Asia Pacific University
Outreach and Research Office
2nd Edition
(September 20, 2024)

Field Study / Field Research Project

■Field Study■

It is a program in which students, under the guidance of a faculty members, conduct on-site surveys and research activities based on themes related to the specialized fields of each college, deepening their own interests and concerns and building a bridge between theory and practice.

Characteristics of programs in each college

[College of Asia Pacific Studies (APS)]

Programs in APS aim to help students learn a certain framework of Asia Pacific Studies comprehensively and to act with expertise, integrity, and compassion in the global society. Students are expected to learn to communicate adequately with others from different cultures and with different values, and explore, observe, analyze and investigate different matters, discuss multivalent issues.

[College of International Management (APM)]

APM programs aim to foster student growth by cultivating students who possess a global mindset and the skills and knowledge to think critically. Furthermore, to increase the effectiveness of each program's curriculum, programs shall provide learning opportunities via the flipped classroom method to enrich students' understanding of economics and management.

APM will implement programs that fall under the following themes:

A) Global Business Immersion

This program will give students a stratified understanding of the historical, cultural, and political aspects of business between countries and regions

B) Creating Social Impact through Business

This program will foster entrepreneurs who can contribute to society by allowing students to observe the activities of real social entrepreneurs in person or to participate in training programs.

C) Bridging the Gap Between Theory and Practice

This program will allow students to understand the gap between the latest theories studied in class and business in practice through field research and site visits at corporations.

[College of Sustainability Tourism (ST)]

The mission of the College of Sustainability and Tourism is to foster academic practitioners who will develop their academic knowledge and work on innovative research to solve contemporary global issues related to sustainability and tourism. As such, students are required to earn credit for off-campus programs such as field study as a graduation requirement. Field studies are conducted on-site based on topics related to the college's specialized fields, allowing students to pursue their own interests.

The courses are designed to deepen students' interests and learning by connecting specialized theory and practice.

■Field Research Project■

Field Research Project is a collaborative study program for 3rd and 4th year (5th – 7th semester) students taking seminar subjects. By participating in this program in addition to regular seminar classes, students can acquire in-depth expertise on their own research topics, which will lead to the writing of their graduation theses.

Program Overview

[APU] Pre-classes



[Field Activity]

Observation: Deepen your knowledge by observing regions, organizations, corporations and more, selected by theme.

Practice/Research/Analysis: Acquire specialized knowledge from field experts in Japan and overseas countries.

Research theme / Activity: Deepen your topic awareness and research while participating in field research study activities.



[APU] Post-classes

Eligibility / Subject Field

■ **Common items for Field Study & Field Research Project** ■

Application requirements and subject fields vary depending on your college, curriculum year, and semester year as well as the college conducting the program. Please be sure to check 'Course availability by college/curriculum, subject field, course title, and eligible semester for application' column in the syllabus of each program before submitting your application.

[Student Status]

- Must be a student who is enrolled during the semester when the program is offered (as of AY2024 Fall Semester)
- A student whose student status is "study abroad" or "leave of absence" when the program is offered (as of AY2024 Fall Semester) is not eligible to apply.
- A student whose student status is currently suspended is eligible to apply if the period of their suspension ends before the program's application deadline date.
- Besides those listed above, please check the 'Recommended Qualifications / Knowledge', and 'Requirements for Students' in the syllabus for the program-specific conditions if any.

[Status of Language Studies at APU]

- A student must have met the following conditions **before** the semester when the program is offered; AY2024 Fall Semester.

English basis students participating in programs offered in Japanese:

Must have enough Japanese skills to be able to understand classes conducted in Japanese.

Japanese basis students (standard track) participating in programs offered in English:

Must have received credit for Intermediate English A and B.

For E/J course:

There is no language requirement.

[Number of Participants]

- Maximum number of participants in each program is as stated in the syllabus.
- Due to the screening process, not all applicants may be able to participate even if the number of applicants is below the maximum number.
- If the number of applicants falls below the minimum number stated in the syllabus, the program will be closed.

[Eligibility of Participation]

- Students who have not been approved will not be allowed to participate in the program.

[Retake of the same program]

- Students who have participated in a past program are not eligible to participate again (retake) in a program with the same content (retake the program).

■ **Field Study only** ■

Selection priority may be given to students affiliated with the college conducting the program.

■ **Field Research Project only** ■

- Students must be currently enrolled in 3rd and 4th year seminar courses during the semester in which the program is offered (AY2024 Fall Semester) and must be willing to continue the seminar in the following semester.
- Students do not need to enroll in the 3rd and 4th seminar courses (Seminar, or Research Seminar) supervised by the instructor of the Field Research Project in order to apply for the program. Students are eligible to apply regardless of the college they belong to.

Application Information

Programs offered

- Please be sure to check the syllabus for offered programs.
- Program content (schedule and practicum sites) may be subject to change due to unavoidable circumstances.

Course Registration

- Credits awarded will not be counted within the maximum number of credits per semester.
- Course registration for this program is handled by the university.

Applying for multiple programs

- Students can apply for multiple programs as long as they meet the application conditions and the program schedule (pre-lectures, on-site field activities, and post-lectures) do not overlap.
- If you are applying for more than one program, you must submit one application per program.
- If you are applying for multiple Off-campus programs with overlapping dates ("duplicate applications"), all applications will be disqualified from screening.
- "Off-campus Programs with overlapping dates" includes not only short-term programs but also Student Exchange programs. For students who have been accepted to Student Exchange program and the date of Field Study/Field Research Program overlaps with the schedule of your Exchange program, your application will be deemed "duplicate application".
- If you are accepted for more than one program, you must participate in all the programs you are accepted for. We will not accept your withdrawal after the announcement of the screening results in principle.

How to apply

During the application period, please submit your application as follows.

Application period: **Wednesday, October 9 - Wednesday, October 23, 2024, 14:00**

Please **apply online**.

- Online application website will be available for use on [the Off-campus Programs website](#) when the application period starts.
- If you submit the online application multiple times, only the most recent application will be accepted.
- The following items are required during the online application process. Please prepare before submitting your application.
 1. Application Essays (Approx. 300 words)
 2. Guarantor Information
 3. (Overseas Programs Only) Passport photo page (If you have not obtained a passport or plan to renew it, please declare so on the application page.)

Passport:

- If your current passport does not meet the expiration date specified by the sending country/region, please renew it as soon as possible.
- If you do not have a passport at the time of application:
 - Please obtain one so that you can submit the photo page to the office (by uploading via Forms) by **Wednesday, December 11, 2024, 14:00**.

Uploading Passport photo page:

- When you upload the file, use the file name format shown below:
 - Passport_Name_Student_ID (ex. Passport_YamadaTaro_11223344.jpg)
- As shown in the sample, please prepare a clear image taken from the front with no reflections from light and with all information, including letters and numbers, not obscured.



Screening method

- A comprehensive selection process will be conducted. (Applicants will be contacted separately if an interview is required.)
- Applicants who are in the college that offers a program may be given priority in the screening process.

Application guidance session

Date: Wednesday, October 9 [Japanese] 14:20-15:20 / [English] 17:00-18:00
Format: Online (Zoom MTG ID: 917 3107 0561)
Remarks: It is required to log in to the Zoom with APU account. Please refer to [the URL](#) for more details.

Announcement of the screening result

Date: Wednesday, November 6, 2024
The applicant will be notified via “Action Required” section on Campus Terminal.

Guidance for the confirmed participants *Attendance is mandatory****

Date/time: Wednesday, November 13, 5th period (16:10-)
Format: In-Person (Class Room: TBA)

Risk Management Guidance Session (Overseas program participants only) *Attendance is mandatory****

Date/time: Wednesday, January 22, 2025, 5th period (16:10-)
Format: Online (Zoom MTG ID: TBA) (Details will be notified later.)

Release of Grades / Grade Inquiries

Course Registered and Graded as: AY2024 Fall Semester
Grades Awarded: April 2025
Grade Inquiries: Grade Inquiries Period for AY2025 Spring Semester Course

Submissions after acceptance into the program

After you have been accepted into the program, there are several required items and submissions that you will need to handle.

For more details on each due date, please refer to “[Submissions after acceptance into the program](#)” listed at the end of this Application Information.

Notes on Participation

[Important] Before applying, please read through the main important points listed in the attachment at the end of this Application Information – “[Requirements for Participation in Off-Campus Programs](#)”. Conditions for participation which are unique to this program are listed below. Please read through them carefully, before considering your application.

1. Fees

Program fee

- The specified program fee must be paid to participate in the program. The estimated fees for each program are listed in the syllabus. For overseas programs, the finalized fees may exceed the estimated amount due to the rising demand for overseas travel and the depreciation of the Japanese Yen etc. The final amount of the program fee (payment amount) will be notified at the announcement of the screening results.
- You are responsible for payment of the program fee by the deadline: November 14 (Thu), 14:00. If you fail to pay the fee by the deadline, your participation in the program will be cancelled for any reason. In such a case, you will be responsible for any fees already incurred such as fees that had to be arranged up to that point, cancellation fees, and fees that should be divided by the number of participants.
- The fees listed below are only estimates as a rough guide, and the actual amount will be the total amount of various expenses already incurred at the time your participation is cancelled.

Domestic program: Thousands of yen to tens of thousands of yen

Overseas program: Tens of thousands to hundreds of thousands of yen

Insurance

- * **Details will be provided at the Guidance for the confirmed participants.**
- * **If the practicum is to be conducted both in Japan and overseas, you will need to purchase insurance for both.**

(Domestic programs with overnight stay)

- Including cases where students have already individually taken out an insurance policy, program participants must take out domestic travel insurance as designated by APU.
- The insurance period is from the date of meeting on-site to the date of dismissal, and APU will arrange for the insurance application.

(Domestic programs without overnight stay)

- "Gakkensai": Personal Accident Insurance for Students Pursuing Education and Research, which all students are covered by upon enrollment at APU, applies to program activities as well. Therefore, there is no need to purchase separate insurance.

(Overseas programs)

- Including cases where students have already individually taken out an insurance policy, program participants must take out overseas travel insurance as designated by APU and the host institution, join a risk management system, and so on.
- The insurance coverage period must include all days from the date of departure from Japan to the date of return to Japan, regardless of the program duration. Insurance premiums are calculated based on the dates of travel abroad, but approximate prices are as follows.

Number of days of travel	The overseas travel insurance premiums	The crisis management system fee
For up to 7 days	Approx. 7,500 yen	1,870 yen
For up to 14 days	Approx. 12,000 yen	1,870 yen
For up to 21 days	Approx. 15,000 yen	1,870 yen
For up to 34 days	Approx. 17,000 yen	3,740 yen

(Reference)The overseas travel insurance premiums URL: <https://www.creohuman.co.jp/business/travel-ins/>

2. Preparation before departure

- ***Details will be provided at the Guidance for the confirmed participants.**

Transportation (and accommodation) arrangements to the practicum on-site

NOTE: From the AY 2024, all Field Study and Field Research Project participants will meet and dismiss on-site.

[For domestic programs]

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place.
- Meeting places and dates are listed in the syllabus for each program.

[For overseas programs]

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place at your own responsibility.
- Meeting places and dates are listed in the syllabus for each program.
- You will not be allowed to participate in the Off-campus Programs if any of the countries or regions on your route from departure to return to Japan are classified as Level 2 or higher risk by the Ministry of Foreign Affairs of Japan.

Transportation and accommodation arrangements during practicum

- Depending on the programs, the university may make arrangements for students, or students may make their own arrangements under the guidance of their instructor. Arrangement details for each program will be informed after the student has been selected.

3. Disclaimer and Precautions

Stricter deadlines for various submissions and program fees related to the program

- If you are accepted into a short-term off-campus program, the Outreach and Research Office will inform you of the required documents to be submitted for each program (e.g., pledge, surveys, etc.) and payment of the program fee.
- **You are responsible for paying and submitting all required documents and program fees (e.g., passport, visa, program fee payments, insurance, and any other documents specified by the university or host institution) by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.**
- **If you are unable to participate in the program due to failure to submit materials or pay the program fee by the designated deadline, you must pay any fees incurred up to that point.**

Precautions for course registration

- Please check the academic calendar, other activities and program periods carefully in advance as you cannot take regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs that overlap with the Field Study/Field Research programs.
- You may apply to the program even if the program period (pre-classes, Field Study, and post-classes) of the field study you wish to pursue overlaps with the 2nd Quarter and Winter Session courses of the AY2024 Fall semester for which you have already registered. However, if you wish to enroll in the Field Study/Field Research program, you must make sure to remove your course registration for 2nd Quarter and Winter Session courses of the AY2024 Fall semester during the Course Registration Correction Period 2
- No special consideration will be given to students whose pre/post classes or dispatch periods overlap with extra-curricular activities, or training programs.

Cancellation or Withdrawal of Participation

- As stated above, failure to submit all required submissions and pay program fees by the designated deadline will result in cancellation of participation in the program.
- In principle, withdrawal after application will not be accepted.
- Even for unavoidable reasons (including cases of suspension or other student disciplinary action), students who cancel or withdraw from the program after their participation has been confirmed must pay the fees incurred up to that point.
- In the case of cancellation or withdrawal of participation, the student will receive an "F" grade in principle.

4. Program Cancellation

The University will make the decision to cancel student dispatch if the following conditions are met:

- (A) In the event the Ministry of Foreign Affairs of Japan's "Travel Advise" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be made according to the situation.
- (B) In case any of the following will occur in the program destination: natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of faculty coordinators; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.
- (C) In the event a host institution decides to cancel the acceptance of students from APU which involves overseas travel.

In the above cases, you must pay any fees incurred up to that point.

5. Risk Management & Health Monitoring During the Program

Students will have to study in an environment that is different from their daily life while staying overnight at the program destination. Students are asked to take responsibility for risk management and monitoring their health during the program.

Schedule

Date	Description
2024	
October 9 (Wed.)	Application period begins
October 9 (Wed.)	Application guidance session Format: Online (Zoom MTG ID: 917 3107 0561) Time: Japanese: 14:20-15:20 / English: 17:00-18:00
October 23 (Wed.) 14:00	Application deadline
November 6 (Wed.)	Announcement of the screening result
November 13 (Wed.) 5 th period (16:10-)	Guidance session for confirmed participants *Attendance is mandatory
November,2024 – February,2025	Pre-program lectures (see program syllabus)
2025	
January 22 (Wed.) 5 th period (16:10-)	Risk Management Guidance Session *Attendance is mandatory for overseas program participants
February – March	Practicum, and post-program lectures (see program syllabus)
April	Grade announcement (After the Registration Period B)
August - September	Grade Inquiries

In some cases, other types of guidance not listed above may be provided. More details will be provided after students are accepted.

Submissions after acceptance into the program

[Important] You are responsible for submitting all required documents and paying program fees by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.

[For overseas programs]

*For participants of the Field Research Project “Geopolitical Frontiers-Okinawa, Taiwan”, please refer to “For overseas programs”.

Deadline	Submissions or Payment Items
Nov.14(Thu.) 14:00	<input type="checkbox"/> Pledge: At the time of application, please make sure to obtain the consent of your guarantor. The pledge must be electronically signed by both the applicant and guarantor (Online). <input type="checkbox"/> Payment due for the program fee: In some programs, the program instructor may collect the program fee. Please follow the directions of the instructor for such cases.
Dec.11(Wed.) 14:00	<input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, Confirmation related to program publicity, Passport image (only for those who have not submitted it at the time of application), Information on departure and return dates from/to Japan and Selecting overseas travel insurance plan. <input type="checkbox"/> Submission of the declaration form for the overseas travel insurance
Jan. 8(Wed.) 14:00	<input type="checkbox"/> Payment due for the Overseas Travel Insurance and the crisis management system fee (The amount will be announced in December.).

VISA

- Students should check in advance whether visa is required for the countries they will be visiting.
 - It is the student's responsibility to confirm whether a visa is required and to obtain a visa (application procedures, receipt of visa, etc.).
 - [International Students Only] Please be sure to obtain "re-entry permit" to Japan if required.
- *It takes time to obtain a visa. Since the above schedule will not sufficient to meet the visa screening and receipt in time, in time, a separate schedule will be given to students who declare at the time of application that they need a visa.**
- *Some programs may require images of your visa for arrangement purposes.

[For domestic programs]

Deadline	Submissions or Payment Items
Nov.14(Thu.) 14:00	<input type="checkbox"/> Pledge: At the time of application, please make sure to obtain the consent of the guarantor. The Pledge must be electronically signed by both the applicant and guarantor (Online). <input type="checkbox"/> Payment due for the program fee: In some programs, the program instructor may collect the program fee. Please follow the directions of the instructor for such cases.
Dec. 11(Wed.) 14:00	<input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, Confirmation related to program publicity

For inquiries about Field Studies / Field Research Project

Outreach and Research Office (Maruyama, Ito, Idonuma, Ninomiya, Kagami)
2nd Floor of Building A
TEL 0977-78-1101 / FAX: 0977-78-1102
Email: atfs@apu.ac.jp

AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs

Requirements for Participation in Off-campus Programs

All participants in Ritsumeikan Asia Pacific University Off-campus Programs (hereinafter referred to as Programs) must abide by the following.

1. Required Attitude

- (1) Participants must understand the aim and purpose of their chosen program, and should participate actively approaching their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner, refraining from any conduct that may harm the reputation of Ritsumeikan Asia Pacific University (hereinafter, "APU") and the host university or institution (hereinafter, "Host Institution").
- (3) Participants must act in accordance with the regulations of APU, the rules of the Host Institution, Japanese law and the laws and regulations of the host country or region for the full duration of the program. Also, participants must follow all instructions from staff and faculty at both APU and the Host Institution during the program.
- (4) Participants must attend all pre-program and post-program classes, guidance sessions, and so on held before and after dispatch.
- (5) Withdrawals after the selection result announcement will not be accepted since the selection process assumes that the applicants intend to participate in the program at the time of application.
- (6) Participants must not protest if their participation in a program is cancelled or if they are ordered to return to Japan due to breaching these Requirements for Participation in Programs.

2. Cancellation of Program Participation or Dispatch

(1) [All Programs (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs)]

All participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. If a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline for any reason, they will be removed from the program.

(2) [Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs]

All participants must complete all program participation procedures such as submitting the required documents, paying program fees, obtaining passports and visas, completing the procedures for purchasing travel insurance, and so on by the designated deadlines. If a participant fails to submit documents, pay program fees, obtain a passport or visa, or complete insurance procedures by the deadline, they may be removed from the program.

(3) In addition to the above, the student's participation in the program may be cancelled even after the results have been announced in any of the following cases apply.

- A) If it is determined that it is not appropriate for the student to join the program, taking into account their attitude and attendance status
- B) If the participant is subject to disciplinary action after the program results are announced
- C) If APU determines that it is not appropriate for the student to study abroad due to injury, illness, etc.
- D) If the participant engages in prohibited acts during the program period
- E) If the participant does not meet the designated requirements to continue the program
- F) If the participant loses their student status at APU.
- G) In the case of any other violations of the duties of the student

(4) If a student's participation is cancelled, they shall be given a "F" grade. (If participation is cancelled before the pre-program classes start, then their course registration will be "deleted." However, this item does not apply to Exchange, Double Degree programs, Campus Asia programs, and Short-term summer /Winter programs.)

(5) In the cases below, APU may make the decision to cancel student dispatch.

- A) If the destination country or region is in an area designated Danger Level 2 or above by the Ministry of Foreign Affairs. However, if an infectious disease risk advisory is issued due to the spread of a new infectious disease, decisions will be made depending on the situation.
- B) If there are natural disasters, accidents, strikes, infectious disease, political unrest, disruptions to the normal operation of public transportation or medical services, war, terrorism, injury to or sudden hospitalization of faculty coordinators, or other unforeseen circumstances in the destination country or region that make it difficult for the host institution to provide support for the dispatched students due to force majeure.
- C) If the Host Institution decides to stop accepting dispatched APU students.

3. Meeting and Dismissal On-site

[All overseas programs (excluding FIRST, Service Learning)]

- (1) Participants will meet and be dismissed on-site during the program period, and are responsible for ensuring their own safety during their travels.
- (2) Participants are responsible for arranging their own flight tickets, and submitting their itinerary to APU.
- (3) Once an itinerary has been submitted to APU, it should not be changed without valid reason. If changes are made, the revised itinerary must be resubmitted to APU.
- (4) APU is not responsible for the participant's conduct outside the travel period required for program participation, and students must take responsibility for their own conduct outside of this period.

[FIRST, Service Learning]

- (1) Participants are not permitted to meet or be dismissed on-site, and they cannot enter the country on their own before the start of the program period.

(2) After the end of the program period, participants must immediately return to Japan. They may not extend their period of stay in the host country.

4. Health and Safety Management

(1) **[All Overseas Programs (excluding FIRST, Service Learning)]** Before departure, participants must purchase an overseas health and travel insurance policy designated by APU for the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan. In addition, participants are also required to enroll in the risk management system for the period specified by APU.

[FIRST, Service Learning] Before departure, participants must purchase overseas travel insurance and enroll in the risk management system as designated by APU.

[Domestic Programs] Participants must purchase domestic travel insurance and enroll in the risk management system as designated by APU.

(2) Participants are responsible for managing their own personal health. Also, they must report any health conditions and required learning support using the designated form.

(3) Participants must report if they have any pre-existing health conditions.

(4) Should a participant require hospitalization or medical treatment, they must immediately inform APU and the Host Institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above the amount that is covered by their insurance.

(5) In the event that a participant needs emergency medical attention or surgery but there is insufficient time to obtain the consent of the student or guarantor, the student agrees to be treated at the discretion of a doctor or faculty/staff from APU or the Host Institution.

(6) If APU or the Host Institution determines that the participant requires medical treatment, and the participant makes the independent decision not to undergo that medical treatment, neither APU nor the Host Institution shall be held liable for whatever issue may arise as a result.

(7) If a student wishes to receive a vaccine recommended by APU, they must make a hospital appointment through APU Health Clinic. . If a vaccination is mandatory, the student must follow the instructions given at the guidance session.

5. Costs and Compensation

(1) If a participant is unable to join or continue the program due to their failure to submit documents or payments by the deadline, injury or illness, disciplinary action, etc., or if they withdraw from the program, they will be responsible for paying any costs incurred up to that point.

(2) If a program is changed or cancelled as a result of natural disasters, accidents, strikes, infectious disease, political unrest in the program country or region, disruptions to the normal operation of public transportation or medical services, war, terrorism, injury to or sudden hospitalization of faculty coordinators, or other unforeseen circumstances in the destination country or region, the participant will not seek compensation from either APU or the Host Institution, but will be responsible for paying any costs incurred up to that point.

(3) If a participant has already paid their required program fees, they will receive a refund of the total amount, minus the expenses already incurred up to the point of program discontinuation, cancellation of participation, or withdrawal. The participant must understand that the refund process may take some time.

(4) In the event that an accident, illness, or death occurs under circumstances beyond the control of APU or the Host Institution, neither APU nor the Host Institution shall be held responsible in any way, financially or otherwise.

(5) In the event of any damage to or theft of personal belongings, traffic accidents, or criminal incidents deemed to be under circumstances beyond the control of APU or the Host Institution, the participant shall be responsible for dealing with the situation.

(6) If the participant causes damage to a third party or APU through their own intention or negligence, the participant shall be responsible for compensation.

(7) During the program period, if any damage occurs to the participant through unlawful acts made by third parties such as organizations, individuals, homestay families, etc., the participant will be responsible for handling any legal actions or other related matters. APU or the Host Institution shall not be held liable for such incidents.

6. Obtaining Visas

(1) It is the responsibility of the participant to check the requirements to receive a visa covering the period from their departure to their return, and apply accordingly.

(2) Visa requirements vary depending on the participant's nationality, the destination country/region, length of stay, etc.. Any information about required visas (including transit permits) can be found on each embassy's website, and participants must check the information themselves.

(3) Visa application requirements are subject to change without notice, so participants must keep up to date with the latest information. Program participation via a visa received on arrival is not permitted, except in cases where a visa cannot be obtained in advance due to visa regulations of the country issuing the visa.

(4) In the event a participant is unable to obtain a visa, their participation in the program or overseas exchange will be cancelled. Furthermore, the start date of the program or study abroad will not be changed due to the participant's failure to obtain a visa.

(5) [International Students only] In addition to a visa for the program's host country, participants must check the expiry date of their Japanese residency permit and the conditions for a re-entry permit.

7. Course Registration Plan

(1) When applying to the program, participants must make sure that the courses they will register and the number of credits they will earn are compatible with their course registration plan until graduation.

(2) The university will not provide any special accommodations if an issue with a participant's course registration plan until graduation is found, so participants must apply for programs at their own risk.

8. Submission of Pledge

Participants must agree to and abide by all the conditions listed above, and submit the pledge signed by both the participant and their guarantor.

PLEDGE

As a participant in the program specified below, I hereby acknowledge that I have read and understood the application guidelines, syllabus (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs) and the attached "Requirements for Program Participation" and pledge to observe and carry out said requirements to the best of my ability. Furthermore, I consent to having my application documents and any other documents I submit containing personal information (name, gender, date of birth, other information provided to the university in relation to the program) handled within the university for administrative purposes and participation procedures, and to have it shared with third parties (host university/institution, travel agency, visa acquisition agency, insurance company, risk management support company, accommodation facility, related countries' (Japan, participant's home country, host country) embassies and government agencies).

To be completed by the applicant

Date _____

Signature by Student _____ * Use "Draw" to sign. (Please do not use "Type".)

Student ID Number _____

Program Name _____ (Host University/Institution: _____)

College (APM / APS / ST / GSM)

Year (1 / 2 / 3 / 4 / Other)

Zip Code _____

Address _____

* Please make sure information you entered is correct before submitting.

To be completed by the applicant's guarantor *To be completed by a parent or guarantor.

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus (excluding Exchange, Double Degree programs, Campus Asia program, and Short-term Summer/Winter programs), and the attached "Requirements for Program Participation" and agree to take responsibility for any situations which may arise as a result of the applicant's failure to observe and carry out all of the aforementioned requirements. Furthermore, I hereby guarantee provision of funds for all expenses incurred by the applicant through participation in the program, up to an amount equivalent to the specified program cost.

Date _____

Signature by Guarantor _____ * Use "Draw" to sign. (Please do not use "Type". The applicant must not sign on the guarantor's behalf.)

Zip Code _____

Address _____

* Please make sure information you entered is correct before submitting.

Telephone Number _____

Relationship with the Applicant _____

[In any of the following cases, this pledge will be deemed null and void, and the student will be responsible for all fees incurred through participation in the program.]

- If the signatures provided in this form are not the originals of the respective applicant or guarantor, or if the handwriting in the applicant and guarantor sections is deemed to be that of the same person.
- If the guarantor section is completed by someone deemed unqualified as a guarantor, such as a friend or acquaintance.
- If required items are left blank in the applicant- or guarantor sections.
- If any of the information provided is deemed false.