

Application Information for Field Study / Field Research Project AY2026 Fall Semester

Application period	Dispatch period	Programs offered
Wed., October 7 ~ Wed., October 21, 2026 – 2:00 PM	February - March, 2027	Refer to Syllabus & Program Info Sheet



Ritsumeikan Asia Pacific University
Outreach and Research Office
1st Edition
(September 14, 2026)

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, and ultimately develop the ability to formulate well-structured solutions.

[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-program classes



[Practicum]

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-program classes

Eligibility

■Common items for Field Study & Field Research Project■

Application requirements vary depending on students' college, curriculum year, the college conducting the program, and semester. Please carefully review the information below as well as the syllabus for each program.

[Student Status]

- Must be a student who is enrolled during the semester when the program is offered (as of AY2026 Fall Semester)
- A student whose student status will be "study abroad" or "leave of absence" during the program semester (as of AY2026 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.
- Besides those listed above, please be sure to check the syllabus.

[Status of Language Studies at APU]

A student must have met the following conditions **before** the semester when the program is offered; AY2026 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 courses:

There is no language requirement.

[Number of Participants]

- **The maximum number of participants in each program is as stated in the program info sheet.**
- **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 program info sheet, 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 previously participated in a program are not eligible to participate in the same program again (not allowed to retake the same course).

■Field Study only■

- Eligible students are those whose curriculum, college, and semester correspond to the table below.
- Screening priority may be given to students affiliated with the college offering the program.
- (ST only) Screening priority may be given based on the credit completion status in Off-campus Program Subjects*.

**Off-campus Program Subjects refer to Practicum, Specialized Internship, and Field Study.*

College offering the program	Your curriculum	Your college	Your semester
ST	2023	ST	1~7
	2017/2023	APS/APM	3~7
APS/APM	2023	ST	3~7
	2017/2023	APS/APM	3~7

■Field Research Project only■

- Only APS students are eligible to apply.
- Students under 2017 Curriculum must be enrolled in third- or fourth-year seminars (zemi) during the semester in which the program is offered (AY2026 Fall Semester). However, the seminar does not need to be supervised by the faculty member in charge of the "Field Research Project".

Your college	Your curriculum	Your semester	Application Eligibility
APS	2017/2023	5~7	Eligible for application

Application Information

Programs offered

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

Course Registration

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

Applying for multiple programs

- Students cannot apply for multiple Field Study programs within the same semester.
- In addition to a Field Study, students may apply for other Off-campus Programs (such as SECOND or Immersion Program) simultaneously. However, this is only permitted if they meet the application requirements for all programs and if the program schedules in their entirety (pre-program classes, practicum and post-program classes) do not overlap.
- If an application includes multiple Off-campus programs with overlapping schedules ("duplicate applications"), **all applications will be excluded for 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 a student exchange program, if the exchange period overlaps with any parts of the short-term program schedule (pre-program classes, practicum and post-program classes), the application will be considered a duplicate application.
- If you are accepted for more than one program, you must participate in all accepted programs. 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 7 ~ Wednesday, October 21, 2026, 2:00 PM**

Please apply online via [the Off-campus programs website](#).

- The online application website will be available for use 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
 - * Please write in the language of instruction of the program
 - * Japanese: approx. 500 characters / English: approx. 300 words
 - (Theme1) What made you decide to participate in the program?
Please explain in relation to what you have studied at APU.
 - (Theme 2) Please describe what you would like to accomplish and how you will apply this experience to your future studies by participating in this program.
 2. Guarantor Information
 3. Self-report of health conditions
 4. (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.

- If your current passport does not meet the deadline specified by the country or region you will travel to, renew your passport immediately.
- If you do not have a passport at the time of application: Please obtain a passport **by November 25, 2026 (Wed.), 2:00 PM** and submit it to the office.



- When you upload the passport data, 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.

- A comprehensive screening 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.
- (ST only) Screening priority may be given based on the credit completion status in Off-campus Program Subjects*.

*Off-campus Program Subjects refer to Practicum, Specialized Internship, and Field Study.

Release date: Monday, September 14, 2026
Format: On-demand (self-paced)
Site: [Off-campus Programs HP](#)
Remarks: You must login with your APU account to view the video.

Date: Friday, November 6, 2026
The results will be posted in the “Information” section of the Student Portal.

Overseas programs:
Date/time: Wednesday, November 11, 2026 - 5th period (16:10-)
Format: In-person

Domestic programs:
Format: On-demand (*Details will be announced after confirmation of your participation.)

※Applies to the overseas program participants only.
※Details will be provided in January 2027

Course registered and graded as: AY2026 Fall Semester
 Grades to be awarded: Before the Course Drop Period 1 in AY2027 Spring Semester
 Grade inquiries: Grade Inquiries Period for AY2027 Spring Semester Course

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 all the 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 the application.

1. Fees

Program fee

- Participation in the program requires payment of the program fee (hereafter referred to as the “program fee”). Estimated fees for each program are listed in the program info sheet.
For overseas programs, the actual costs may exceed the estimated amount due to increased demand for international travel and the depreciation of the Japanese yen.
- The final program fee (payment amount) will be notified at the time of the announcement of the screening results.
- Students are responsible for payment of the program fee by the deadline: November 13 (Fri), 2:00PM.
- If a student fails to pay the fee by the deadline, their participation in the program will be canceled for any reason. In such a case, they 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 the participation is canceled.
 - 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.

(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 the 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 risk management system fee
For up to 7 days	Approx. 6,500 yen	Approx. 1,681 yen
For up to 14 days	Approx. 10,000 yen	Approx. 2,262 yen
For up to 21 days	Approx. 12,000 yen	Approx. 2,843 yen
For up to 34 days	Approx. 14,000 yen	Approx. 5,022 yen

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

- In principle, the insurance plan you will purchase will be the “Plan S”. If you wish to purchase “Plan A” or “Plan B”, please follow the instruction from Creo-human.
- Application schedule of overseas travel insurance (Details will be provided at the Guidance for the confirmed participants)

Date	Schedule
Nov 6 (Fri)	University informs of insurance procedures at the time of screening results announcement.
Nov 11 (Wed)	University explains procedures on purchasing overseas travel insurance at the guidance for the confirmed participants.
Nov 25 (Wed)	Submission due for Overseas Travel Insurance Declaration Form (incl. date of departure from Japan and date of return to Japan) (For those who wish to change the insurance plan)
	Submission due for changing the insurance plan
~ Nov 26 (Thu)	Creo-human emails participants about insurance premiums
Dec 6 (Sun)	Payment due for paying the insurance premiums
Early Jan 2027~	Outreach and Research Office will distribute Overseas Travel Insurance Certificate

2. Required Procedures for Participation

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

Transportation and Accommodation “to” the Practicum Site (Before and after the practicum)

[For both domestic and overseas programs]

- Please arrange your own transportation to and from the on-site meeting place. If accommodation is required prior to the start of the practicum in order to reach the meeting place, please make your own accommodation arrangements. All transportation and accommodation after dismissal are the responsibility of each participant.

[For overseas programs]

- 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 During the Practicum

[For both domestic and overseas programs]

- Depending on the programs, transportation and accommodation during the practicum may be arranged by the university, or students may be required to make their own arrangements under the guidance of their instructor. If accommodation is designated by the university or instructor, staying at places other than the designated accommodation (such as family, relatives, or friends' homes) is not permitted. Details will be provided for each program after students have been selected.

3. Disclaimer and Precautions

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

- If you are accepted into the 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 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.**

Important Notes for Taking This Course

- Students cannot enroll in or participate in the Field Study/Field Research Project programs if the pre-program classes, practicum and/or post-program classes overlap with regular classes or make-up classes, regular or make-up examinations, course registration periods, extracurricular activities, or duties/training such as SA/RA. Students are therefore required to check the academic calendar, activity schedules, and program periods in advance.
- Students may apply to the program even if the program period (pre-program classes, practicum and post-program classes) of the field study you wish to pursue overlaps with the 2nd Quarter and Winter Session courses of the AY2026 Fall Semester for which you have already registered. However, if you

wish to enroll in the Field Study/Field Research Project program, you must make sure to remove your course registration for 2nd Quarter and Winter Session courses of the AY2026 Fall Semester during the Course Drop Period 2.

- No special consideration will be given to students whose pre/post-program classes or practicum 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.

4. Program Cancellation

The University may decide to cancel student dispatch under the following circumstances:

- 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.
- 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.
- If the Host Institution decides to stop accepting dispatched APU students.

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 responsible for managing risks and maintaining their health during the program.

Schedule

Date	Description
2026	
Sep 14 (Mon.)	Application guidance video Format: On-demand (Please watch video at your convenience.)
Oct 7 (Wed.)	Application period begins
Oct 21 (Wed.) 2:00 PM	Application deadline
Nov 6 (Fri.)	Announcement of the screening results
Nov 11 (Wed.) 5 th period (4:10 PM-)	Guidance for confirmed participants *Overseas program participants only. (Attendance is mandatory)
Nov 13 (Fri.) 2:00 PM	Deadline for payment of program fees to the university and submission of the pledge form
Nov – February 2027	Pre-program classes (see program info sheet)
2027	
Early January	Risk Management Class ※ Overseas program participants only Format: On-demand
February – March	Practicum, and post-program classes (see program info sheet)
April	Grade announcement (Before the Course Drop Period 1 for the 2027 Spring Semester)
August	Grade Inquiries (During the grade inquiries period for the 2027 Spring Semester)

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] Students 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 their participation in the program for any reason.

【For overseas programs】

Deadline	Submissions or Payment Items	Inquiry
Nov 13 (Fri) 2:00PM	☐ Submission of pledge form ☐ Program fee payment	Outreach and Research Office
Nov 25 (Wed)	☐ Submission due for Overseas Travel Insurance Declaration Form (including the date of departure from Japan and date of return to Japan)	Creo-human
	☐ (For those who wish to change the insurance plan) Submission due for changing the insurance plan	Outreach and Research Office
Dec 6 (Sun)	☐ Payment of overseas travel insurance fee	Creo-human
Notification per program	☐ VISA image (only for students who need a visa)	Outreach and Research Office

Obtaining a VISA

- Students should check whether a visa is required for all countries in their travel itinerary from departure to return well in advance.
- It is the responsibility of the individual participant to obtain a visa; failure to do so will result in revocation of eligibility to participate in the program.
- Students who require re-entry permission must ensure that they obtain it.
- ※ **It takes time to obtain a visa. As the above schedule may not allow sufficient time for visa screening and issuance a separate schedule will be provided to students who declare at the time of application that they require a visa.**
- ※ Some programs may require the submission of visa copy for arrangement purposes.

【For domestic programs】

Deadline	Submissions or Payment Items	Inquiry
Nov 13 (Fri) 2:00PM	☐ Pledge submission ☐ Payment due for the program fee	Outreach and Research Office

For inquiries about Field Studies / Field Research Project

Outreach and Research Office (2nd Floor of Building A)
 (Nawa, Ito, Kagami, Matsumoto, Fujinaga, Kameya)
 Email: atfs@apu.ac.jp

AY 2026 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, 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, 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, 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, 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, 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, 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, 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.