

Spring 2025 APU-AIU Domestic Exchange Program Recruiting Information

1. Outline of Domestic Exchange Program

Under this program, a fixed number of APU students enroll in the host university for a semester or a year to take courses.

[Host Universities]

- Akita International University (AIU: Akita City, Akita)

2. Host Colleges

- Akita International University
Faculty of International Liberal Arts (Akita City, Akita)

3. Exchange Period

- 1 semester or 1 year

*There is no possibility to extend your exchange period after participation is approved by APU officially.

*If you have participated in any domestic exchange program (1semester/1-year exchange program) in the past, you are not able to apply.

4. Number of students to be accepted

- Akita International University:10 (total of 1 year and 1 semester)

5. Application Qualifications

- Applicants must be in their 3rd~6th semester at the time of application
- Applicants must be in their 4th ~7th semester at the time of departure.
 - *You cannot participate in the program in your last semester.
 - *3rd-year transfer students cannot apply.
 - *2nd-year transfer students can apply from their 4th semester.
- The number of credit required : The number of credits you have taken must be the number of your previous semester × 14 or above.
 - *I.e. students in their 5th semester : 4 (previous semester) × 14=56 (Total number of credits taken must be 56 or above)
- Cumulative GPA : 2.50 or above
- Language Requirements :
 - TOEFL score of 500 (TOEFL ITP is acceptable), TOEFL IBT 61, IELTS 6.5 or higher

6. Tuition and other fees

Participants must pay Tuition Fees at APU. Billing and payment dates will remain as present. The tuition fee for the host university will be waived. Participants are responsible for their own accommodation, associated costs, and other fees.

7. Accommodation

Information as of September 2024. The contents or fee totals below may change.

Participants will be housed in either “Sakura Village” or “Tsubaki Village” (Dormitory). Akita International University will decide which accommodation you will stay at.

*Sakura Village is a dormitory built in March 2013. It is comprised of units made up of 3 rooms with a shared kitchen, bathroom, and toilet.

*Tsubaki Village is a dormitory built in March 2022. It is comprised of units made up of 12 rooms with a shared kitchen, bathroom, and toilet.

*Depending on the room availability in the above dormitories, it is possible a different dormitory will be selected.

Accommodation fees

Spring Semester (4.5months:2025/4/1~2025/8/7)		
	Sakura Village Room charge: 48,000 yen/month	Tsubaki Village Room charge: 48,000 yen/month
Rent (Utility fees are included)	216,000JPY	216,000JPY
Meal Plan for 2weeks	19,600JPY	19,600JPY
Room Cleaning Charge	10,000JPY	12,000JPY
Bedding and Linens	10,800JPY	10,800JPY
Activity Fees	10,000JPY	10,000JPY
TOTAL	266,400JPY	268,400JPY

[Meal Plans (Semester based)]

During the first 2 weeks (including the orientation period), you are required to purchase a 2-week cafeteria meal plan; after 2 weeks, if you wish to continue a meal plan, you can purchase the following ones.

- ① 3 meals a day (Breakfast, lunch and dinner) on weekdays only (excluding holidays): Approx. 100,000 yen
- ② 2 meals a day (lunch and dinner) weekdays only (excluding national holidays) . . . about 75,000

yen

- ③ 3 meals a day (breakfast, lunch, and dinner) on weekends and holidays only . . . about 45,000 yen

*Please note that there may be cases where meals cannot be provided on special occasion days.

*You may also buy food with cash or a prepaid card at the cafeteria after the first 2 weeks without buying meal plan.

*You may cook for yourself in the Sakura Village and Tsubaki Village. In that case, you need to prepare cooking utensils

[Bedding and Linens]

Provided: Futon mattress, comforter, blanket, pillow, linens (including changing the bed linens once a week)

[Room Facilities]

Air conditioning, bed, desk, chair, shelf, closet, desk lamp, small fridge and IH cooker, microwave

[Miscellaneous]

- Free wired and wireless internet connection is available.
- 24h Laundromat is in the building. *Laundry charge will be incurred.

8. Scholarships

As a basic rule for APU tuition reduction plans or scholarships, your tuition reduction or scholarship will be revoked if your grades cannot meet the screening criteria for two consecutive semesters.

The university will evaluate your APU grades after your credits are transferred from your host university. After finishing the exchange program, please apply for credit transfer as soon as possible. Please make inquiries at the Student Office for more information about scholarships.

Type of Scholarship	Apply to	Possibility of receiving scholarship during exchange program.
APU Domestic Students Academic Excellence Scholarship	Domestic students	Yes
APU Domestic Students Academic Intensive scholarship	Domestic students	Yes
APU Tuition Reduction	International students	Yes
JASSO	International students	No
JASSO	Domestic students	Yes
Other scholarships	Individual consultation	

9. Courses Registration and Credits

- Akita International University:
 - EAP (English for Academic Purposes) subjects will not be offered for exchange students.

Some other courses have a limit for registration or a prerequisite. Please see the class schedule and course syllabus for more information.

- Exchange students are able to register courses regardless of the year level.
- All subjects are taught in English. Only a small number of classes are taught in Japanese.
- The capacity of the course or classroom is limited.
(AIU students have priority in registration for the courses. APU students may not be able to register in those courses.)

10. Credit Transfer

The maximum number of credits participants are eligible to transfer by the time they graduate is 60 credits including all other credit transferrable programs, regardless of the APU maximum credit registration limit for each semester.

- Basic rules of credit transfer:
 - All credits taken at the host university will be transferred as Subject Field.
 - For APM students: Akita International University are not accredited by either AACSB, EQUIS, or EPAS. Therefore, major subjects at the host university may not be transferred as APM major education subjects.
 - Credit transfers are determined by Academic Affairs based on the students' application.
 - For more information, please refer to the student's own curriculum, admission language standards, and departmental **Credit Transfer Policy** in the appendix.

[2017 Curriculum · APM · Japanese Basis](#)

[2017 Curriculum · APM · English Basis](#)

[2017 Curriculum · APS · Japanese Basis](#)

[2017 Curriculum · APS · English Basis](#)

[2023 Curriculum · APM · Japanese Basis](#)

[2023 Curriculum · APM · English Basis](#)

[2023 Curriculum · APS · Japanese Basis](#)

[2023 Curriculum · APS · English Basis](#)

[2023 Curriculum · ST · Japanese Basis](#)

[2023 Curriculum · ST · English Basis](#)

- Timing of Credit Transfer

You will be required to submit a “Tentative Credit Transfer Request” as soon as you have finished course registration at your host university. Based on the results of this, you will be able to confirm to which subject fields at APU the credits you are taking at the host university will be transferred.

Through submitting a “Credit Transfer Request” transferred credits will appear on your grade report from Correction Period 2 of the semester you return to APU after completing the exchange program. More details will be explained during the Guidance Session after acceptance to the program.

- The number of transferable credits

In general, all credits obtain at the host university can be transferred back to APU except from subjects such as sports, arts, etc.

The maximum number of credits transferred will be determined by your APU credit registration limit.

The maximum number of credits students can register each semester at APU:

1 st semester	2 nd semester	3 rd semester	4 th semester	5 th semester	6 th semester	8 th semester	8 th semester
18Credits	18Credits	20Credits	20Credits	20Credits	20Credits	24Credits	24Credits
			Available for Study Abroad Time (between 4-7 semesters)				

[Grades]

Transferred subjects will appear as “T” (Transfer) on your grade report. “T” grades do not count towards GPA.

[Maximum Transferable Credits before graduating APU] T (Transfer) credit : 60 credits

For example, ...

International Exchange programs, subjects taken before entering into APU, language subjects, Open University in Japan

11. 3rd and 4th Year Seminars

If you wish to take a distance-learning seminar, please refer to [APU Academic Information website](#), select your college, go to the section of the Seminar Subjects, select your curriculum, and go to “**For Students about to go on an Exchange Program**”. If you have any questions, please contact the Academic Office seminar team at (seminar1@apu.ac.jp)

12. Recruitment and Screening Schedule

Application Period: October 2-October 11

Notification of Screening Results and Interview Date: October 16

Interview Date: October 21-October 22

Announcement of Internal selection: October 29

Guidance session schedules will be announced at the time of acceptance announcement (Guidance Sessions, guidance before dispatch)

*Details will be notified to eligible applicants in due course.

13. Application and screening procedures

- Screening by application documents and interview:

Selection will be conducted based on applicant's comprehensive ability (language ability, essay, GPA and interview).

- Application Process:

Please complete the following 2 steps by the deadline. Missing a step is considered an incomplete application and will not be accepted.

Step 1: Please apply through the [APU Domestic Exchange Program Website](#).

- 1) Complete the online application

- Note! Please read the instructions (see the above webpage) before you apply online.
- Please upload your portrait photograph.
- For AIU applicants, a copy of TOEFL score is requested to upload upon application

Application Period: October 2-October 11

Step 2: [Statement of Financial Support \(PDF\)](#)

-Please ask your financial sponsor to download and sign this form from the Academic Office website. You will need to add your own signature as well before submitting the form.

-The file name must match this format: "Financial_Support_Student ID Number_Your Name."

E.g. **Financial_Support_11111111_RITSUMEIHanako.pdf**

14. Revocation of Acceptance

Please refer to the below "Common Items for All Programs" regarding other Items. Please note however, that 1-3 do not apply to this program.

15. Contact

Outreach and Research Office 2nd floor, A building

Contact: Ms. Ono and Ms. Yoshioka

Useful website: AIU Website <https://web.aiu.ac.jp/>

16. Items Common to All Programs

Academic Office 1st floor, B building

1. Visa

It is the student's responsibility to verify the visa(s) that will be required from departure through return home and then to apply. The visa(s) required will differ depending on the student's nationality, the country/region of dispatch, and the length of stay. Students should check the website for each embassy to confirm the visa required (including transit visas) and the documents required. Further, because visa application requirements can change without notice, please be sure you have the most recent information in hand. For those getting a "Visa On Arrival" (also: "On-Arrival Visa"), according to the regulations of the country issuing the visa, generally speaking such visas are not recognized except in cases when a visa cannot be obtained prior to traveling.

In the unlikely event that you are unable to obtain your visa by the date set, your dispatch/study abroad program will be canceled. Also, the dispatch/start date of your study abroad program will not be changed.

In that event, the participant will bear the cost of any cancellation fees. Cancellation fees to be borne and grades will be handled in accordance with the "Disclaimers and Notices".

[International Students Only]

International students should review the renewal date for their Japanese residence permit and permission for reentry in addition to the visa requirements for the country where their program will be run. If there is anything you don't understand regarding the renewal date for your residence permit or permission for reentry, please check with the Student Office.

Note: Depending on the program, there are cases when your visa application will be handled by an agency.

Please confirm the details with the program coordinator.

2. Insurance

Including cases where students have already individually taken out an insurance policy, program participants must take out domestic and overseas travel insurance as designated by APU and the host institution, join the JCSOS Crisis Management System (J-TAS), and so on. Details on taking out these insurance policies will be provided in the pre-program classes and at the guidance session for participants

3. Vaccinations

The APU Health Clinic will provide information on the types of vaccinations it recommends at the pre-program classes and the guidance session for participants. Because the vaccinations recommended by the Health Clinic are not mandatory, each student should decide for themselves about whether to get the vaccination(s) or not. Students wishing to get the vaccination(s) should contact the health clinic and make an appointment for

themselves.

Please note that some vaccinations may be mandatory depending on the dispatch destination, so please follow the instructions given during the guidance session.

4. Program Cancellation or Change of Program Contents, Cancellation of Participation

- ① The Dean of Academic Affairs will make the decision to cancel student dispatch if the following conditions are met:
 - 1) In the event the Ministry of Foreign Affairs' "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.
 - 2) In the event a program cannot be operated safely in view of social conditions.
 - 2-1) When making the decision to cancel a program, we take into consideration the projection that 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
 - 3) In the event a host institution decides to cancel acceptance of students from APU which involves overseas travel
- ② In the event any of the following apply, a participant's participation in a program may be cancelled even after the announcement of acceptance. Further, with the exception of Overseas Student Exchange Program, Double Degree Program, and Short-Term Summer/Winter Program, in the event a participant's participation in a program is cancelled, as a rule a grade of "F" will be assigned.
 - A) In the event a participant's course participation is judged inappropriate, taking into consideration the participant's behavior and attendance
 - B) In the event the participant becomes subject to disciplinary action after the announcement of screening results
 - C) In the event the designated overseas travel and accident insurance is not taken out, and/or in the event that university instructions concerning the submission of documents, attendance at required guidance sessions, etc. are not followed
 - D) In the event that the university determines study abroad is not suitable due to injury, illness, etc.
 - E) In the event of misconduct
 - F) In the event of other violations of the participant's duty as a student
- ③ The student will be required to pay for costs already incurred at the point in time when their program participation is canceled.

5. Withdrawal After the Announcement of Screening Results

The university undertakes screening on the assumption that, at the time of application, everyone who applies to a program wishes to participate. Therefore, as a general rule, withdrawal after the announcement of screening results is not permitted.

When applying, students should carefully review the program contents in advance and make their preparations assuming they will not withdraw. Furthermore, if a student fails to pay the cost set by the university by the deadline, this will be treated as a withdrawal. Please see Item **"6. Cancellation Fees"** below regarding cancellation fees.

In the case of credit-granting programs, as a general rule students who withdraw will be assigned a grade of "F".

6. Cancellation Fees

In cases where a participant is forced to withdraw after announcement of the screening results, the withdrawing student must pay costs incurred up until that point in time. The cancellation fee also includes bank fees (overseas wire fees, etc.).

In the case that the costs required by the program have already been remitted to the university, the cancellation fees will be deducted and the difference will be refunded. The refund procedures require a certain amount of time.

7. Registration Plan

Students should thoroughly review their registration plan and number of credits to be earned through the program and confirm that this plan will not cause any problems with their registration plan for graduation. No special consideration will be given in the event that problems are identified after the screening results have been announced and also that an item listed in **"4. Program Cancellation or Change of Program Contents, Cancellation of Participation"** has arisen. Students should assume personal responsibility when applying to any program.

Note: It is not possible to participate multiple times in a program having the same lecture content.

If it is not clear whether or not the program you wish to apply for has the same content as a program you have already completed, please inquire with the Academic Office before applying.

8. Handling of Personal Information

Please see the pledge for details.

9. On Participating in a Program

1_ Whether or not a program experience is rewarding depends greatly on the attitude and effort of the participants themselves. Participants need to have the flexibility to accept the different cultures found abroad and a positive attitude towards learning. Each participant should firmly set goals for participating in the program. Further, attendance at the guidance session and the pre-/post-classes held before and after dispatch is mandatory. Absences without notice are not permitted. Also, students should be sure to submit all documents and assignments by their deadlines.

2_During program participation, participants should comply with the "Off-Campus Study Programs Requirements for Participation (Pledge)" and the "Risk Management Guidelines for Off-campus Study Programs Participants".