

## Fall 2023 Overseas Student Exchange Program Recruitment Guidelines

### 1<sup>st</sup> Round

|   |  |
|---|--|
| Recruitment Guidance Session  | (J) October 5 (Wed) 5th Period <Zoom ID> <a href="#">931 3754 4235</a><br>(E) October 5 (Wed) 5th Period <Zoom ID> <a href="#">930 3893 5013</a> |
| Application Period  | October 3, 2022 (Mon) – November 3, 2022 (Thurs) (2:00 PM JST)   |
| Interview Announcement (only students who must attend an interview) | November 17, 2022 (Thurs) Notification via “Action Required” message on Campus Terminal  |
| Interview Schedule  | November 29 (Tues), 30 (Wed), December 1 (Thurs), 2022 (Zoom)  |
| Announcement of Final Selection Results                             | December 6, 2022 (Tues) Notification via “Action Required” message on Campus Terminal  |
| 1 <sup>st</sup> Guidance Session for Participants                   | December 14, 2022 (Wed) 5 <sup>th</sup> Period (Zoom)  |
| 2 <sup>nd</sup> Guidance Session for Participants                   | January 25, 2023 (Wed) 6 <sup>th</sup> Period (Zoom)   |

### 2<sup>nd</sup> Round

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| Recruitment Guidance Session  | (J) December 7, 2022 (Wed) 5th period <Zoom ID> <a href="#">931 3754 4235</a><br>(E) December 7, 2022 (Wed) 5th period <Zoom ID> <a href="#">930 3893 5013</a> |
| Application Period  | December 6, 2022 (Tues) – December 23, 2022 (Fri) (2:00 PM JST)  |
| Interview Announcement (only students who must attend an interview) | January 13, 2023 (Fri) Notification via “Action Required” message on Campus Terminal   |
| Interview Schedule  | January 17 (Tues), 18 (Wed), 19 (Thurs), 2023 (Zoom)   |
| Announcement of Final Selection Results                             | January 24, 2023 (Tues) Notification via “Action Required” message on Campus Terminal  |
| 1 <sup>st</sup> Guidance Session for Participants                   | January 25, 2023 (Wed) 5 <sup>th</sup> Period (Zoom)   |
| 2 <sup>nd</sup> Guidance Session for Participants                   | January 25, 2023 (Wed) 6 <sup>th</sup> Period (Zoom)   |

- The above schedules are subject to change.
- It may sometimes be necessary to conduct individual interviews leading up to the announcement of the final selection results. In such cases, we will inform you of the time and date individually.
- Interviews will be conducted only as needed after the end of the document screening period.
- APU will set the interview dates. During the interview period, please leave some time open outside of regular class hours.
- We will release host university assignments together with the announcement of the final results.
- In the event that there are changes to the list of recruiting universities, we will inform you through Campus Terminal.
- In principle, the second round of recruitment will only be for universities which have leftover recruitment slots after the end of the first round.

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## Program Purpose and Overview

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The APU Overseas Student Exchange Program enables students to spend either a semester or an academic year at one of APU's partner universities while paying APU tuition, and without paying any additional tuition fees. By taking curricular courses at partner universities, students not only improve their language abilities, but also deepen their knowledge and develop skills acquired at APU's respective colleges.

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### 1. Application Requirements

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Applicants must meet all of the following requirements:

- i. Language requirements  
Applicants must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2023 Spring University List."
- ii. GPA requirements (Semester GPA and Cumulative GPA)  
Applicants must meet both of the following GPA requirements:
  - Semester GPA at the end of the 2022 Spring Semester must be 2.00 or above.
  - Cumulative GPA at the end of the 2022 Spring Semester must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2023 Fall University List."
- iii. Applicants must be in or between their 2<sup>nd</sup> and 5<sup>th</sup> semesters at the time of applying.
  - 3<sup>rd</sup>-year transfer students are not eligible to apply.
  - 2<sup>nd</sup>-year transfer students can apply beginning in their 4<sup>th</sup> semester.
- iv. Applicants must not possess a passport for the country or region of the university they wish to apply to. If an applicant possesses a passport for the country or region of the university they wish to apply to, they must have received less than four years of education in that country or region from Junior High School onwards (beyond G7).
- v. On the date of the application deadline for the APU internal screening, applicants must have a status of "Enrolled," "On Exchange," or "Leave of Absence," AND must not have a status of "Suspended."

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### 2. Screening Criteria/Screening Methods/University Assignments

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#### (1) Screening Criteria

We will conduct a comprehensive screening based on your academic record at APU, your English proficiency, and your reasons for applying. When considering your reasons for applying, the following three criteria will be taken into account:

- Must have a clearly defined study plan and purpose for undertaking overseas exchange
- Must possess the ability to adapt culturally and socially in your host country, as well as the psychological resolve to deal with and overcome problems that you may face during the program
- Must have a clear awareness of your future career plans

#### (2) Screening Methods

- Document-based screening (While you do not need to submit a copy of your APU transcript, the Academic Office will confirm your academic record at APU using our internal database.)
- Interviews will be conducted only as needed after the end of the document screening period.

#### (3) University Assignments

In principle, we will consider your application based on the university choices (1 to 3) you indicate in the application. We strongly recommend that you list three preferences, using the "level of competitiveness" and other information

from previous recruitment periods as a reference. In the event that the list of recruiting universities changes, we will inform you through Campus Terminal.

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### **3. Conditional Acceptance /Alternate List**

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#### **(1) Conditional Acceptance**

A status of “Conditional Acceptance” will be assigned to applicants who meet either of the following criteria:

**A - Pass APU’s internal screening without fulfilling the “Language Requirements at the Time of Applying to Host University” indicated on the “2023 Fall University List.”**

**B - Pass APU’s internal screening with English proficiency scores which will expire by the host university’s application deadline indicated on the “2023 Fall University List.”** (If accepted to a host university which does not require the submission of language scores, a student will be fully accepted rather than conditionally accepted, even if they applied to the APU internal screening with expired scores.)

**C - Pass APU’s internal screening with a GSE score from APU classes**

Applicants assigned a status of “Conditional Acceptance” must submit a valid English score that fulfills the “language requirements at the time of applying to host university” by the “Final Score Submission Deadline.” If a student is not able to submit a valid English score by the deadline, their acceptance will be revoked and they will not be able to participate in the student exchange program.

\*Final Score Submission Deadline: one week before the “Nomination Deadline” indicated on the “2023 Fall University List.”

#### **(2) Alternate List**

One student will be chosen as an alternate for each host university where the number of applicants exceeds the number of placements available. If the accepted or conditionally-accepted students for that university have their acceptance revoked, the alternate will be accepted in their place.

Eligible students: Students who were not accepted for any of their university choices (1 to 3)

#### Important Notes:

- We will decide if alternates have been accepted as replacements after grades are released each semester or up until one week before the host university’s nomination deadline.
- If the alternate is conditionally accepted for not meeting the English requirements, they must submit an English proficiency score that meets the “Language Requirements at the Time of Applying to the Host University” up to one week before the nomination deadline if they are accepted as a replacement.
- Alternates may be accepted as a replacement right before the application deadline for the host university, so we ask all alternates to prepare the necessary application documents in advance.
- Even if the alternate requested a yearlong exchange, they may be sent on a semester exchange depending on the exchange period of the student they replace.
- Alternates must attend all the guidance sessions held before departure.
- Alternates will automatically lose their alternate status if they re-apply for the student exchange program.

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#### 4. Post-Screening Schedule/Procedures/Revocation of Acceptance

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##### (1) Post-Screening Schedule/Procedures

|                        |  |
|------------------------|--|
| Acceptance — July 2023 | Guidance sessions for participants (a total of five mandatory sessions)<br>Submission of pledge etc. to APU, insurance procedures, vaccinations,<br>application to the host university, visa application, travel arrangements etc. |
| August— October 2023   | Departure to host university/start of overseas exchange  |

\*Please be aware that you are responsible for arranging your own accommodations, visa, and travel.

##### (2) Revocation of Acceptance

A student’s acceptance may be revoked in any of the following cases:

1. Failure to meet the host university’s language requirements up to one week prior to the “Nomination Deadline”.
2. If their semester GPA falls below 2.00 at the end of the AY 2022 Fall Semester.
3. Failure to meet the host university’s cumulative GPA requirements at the end of the AY 2022 Fall Semester.
4. Failure to obtain the required visa to go on exchange before the specified date.

\*Specified date: Seven days prior to the start of the AY 2023 Fall Semester Course Registration Period A.

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#### 5. Exchange Period/Student Status at APU while on Exchange

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##### (1) Program Period: One semester (2023 Fall) or one year (2023 Fall – 2024 Spring)

- Some host universities only accept students for either a one-semester program or a one-year program. Please refer to the “2023 Fall University List” for more details.
- Students on a one-year exchange program can participate in semesters spanning an academic year. For example, students on a one-year program can go during the latter half of their second year (4<sup>th</sup> semester) and the first half of their third year (5<sup>th</sup> semester).
- It is not possible for students to extend their exchange period or defer their exchange to the next semester due to personal circumstances.

##### (2) Student Status at APU while on Exchange

- Regardless of the host institution’s academic calendar, a student’s status at APU is set according to the following dates:  
 Spring Semester: April 1<sup>st</sup> – September 20<sup>th</sup>  
 Fall Semester: September 21<sup>st</sup> – March 31<sup>st</sup>
- A student’s status can only be changed from “enrolled” to “on exchange” on a semester basis.
- Students cannot register for APU courses while their student status is “on exchange.”
- Students cannot register for session courses or courses offered through The Open University of Japan while their student status is “on exchange.”
- The actual start and end dates of your program may differ depending on the host university’s academic calendar.

##### 1) One-semester Exchange

|                            | Fall Semester           |    |         |
|----------------------------|-------------------------|----|---------|
|                            | 1Q                      | 2Q | Session |
| Status at APU              | Exchange                |    |         |
| Course Registration at APU | Not Possible            |    |         |
| Host University            | Exchange (One Semester) |    |         |

## 2) One-year Exchange (Regular)

|                            | Fall Semester                       |    |         | Spring Semester                     |    |         |
|----------------------------|-------------------------------------|----|---------|-------------------------------------|----|---------|
|                            | 1Q                                  | 2Q | Session | 1Q                                  | 2Q | Session |
| Status at APU              | Exchange                            |    |         | Exchange                            |    |         |
| Course Registration at APU | Not Possible                        |    |         |                                     |    |         |
| Host University            | Exchange (1 <sup>st</sup> Semester) |    |         | Exchange (2 <sup>nd</sup> Semester) |    |         |

## 3) One-year exchange for students who can return for the 2<sup>nd</sup> Quarter of the Spring Semester

Even if on exchange for one year, you may be able to register for 2<sup>nd</sup> Quarter courses or Summer Session courses if your host university's academic calendar ends before the start of 2<sup>nd</sup> Quarter Spring Semester at APU. Your status will be set as "enrolled" starting in the Spring Semester. However, you cannot register for courses offered in the 1<sup>st</sup> Quarter Spring Semester, or for semester-based courses.

|                            | Fall Semester                       |    |                                     | Spring Semester |    |         |
|----------------------------|-------------------------------------|----|-------------------------------------|-----------------|----|---------|
|                            | 1Q                                  | 2Q | Session                             | 1Q              | 2Q | Session |
| Status at APU              | Exchange                            |    |                                     | Enrolled        |    |         |
| Course Registration at APU | Not Possible                        |    |                                     | Possible        |    |         |
| Host University            | Exchange (1 <sup>st</sup> Semester) |    | Exchange (2 <sup>nd</sup> Semester) | Return to APU   |    |         |

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## 6. Credit Transfer/Academics During and After the Program

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### (1) Credit Transfer

- Students can transfer a maximum of 60 credits from credit-transferrable programs while enrolled and this includes credits earned at their host university through exchange.
- Students can transfer only credits for subjects offered as part of the regular curriculum at their host university.
- To transfer credits from subjects taken at their host university, students must apply to have these subjects screened. Applications are screened by the two colleges and Academic Affairs to evaluate if credits can be transferred. If transfer of credits is deemed possible, students must submit a Credit Transfer Request, host university transcript(s), and other required documents to finalize the credit transfer.
- It is not possible to transfer credits for subjects with no relation with the APU curriculum (e.g. sports / art courses).
- If a host university subject is transferred under the name of a specific APU subject, it is no longer possible to register for that subject at APU.
- Credits transferred from subjects taken at the host university will be listed as "T" (transfer) on the students' academic transcript.

### Important Notes

#### APM

We highly recommend that APM applicants choose a university accredited by AACSB, EQUIS, or EPAS.

If you choose a university without any of these accreditations, major subjects at your host university may not necessarily transfer back as APM major education subjects. That said, there may still be cases in which subjects taken at an accredited university cannot transfer back as APM major subjects.

#### APS

If courses taken by APS students are deemed eligible for transfer as APS major education subjects, students may receive a maximum of 10 credits toward any of the four areas of study.

\*Further information regarding credit transfer will be provided after your acceptance to a Student Exchange Program.

## (2) Academics During and After the Program

Your study plan, including your study plan during your time abroad, is very important in determining the timing of your graduation from APU. You may not be able to graduate on time if your study plan is poorly thought out. Before going on exchange, you should develop a detailed study plan based on the number of credits you have obtained and the requirements of your affiliated college's curriculum.

## (3) Language Education Subject Exemption (English/Japanese/ AP Language Subjects)

Students may be able to receive an exemption from mandatory Japanese/English/AP language subjects if they meet the appropriate requirements while abroad. Students must apply for the exemption before returning to study at APU the following semester. Requirements will differ depending on your curriculum year and language basis. For further details, please refer to the Undergraduate Academic Handbook. Should you have any inquiries regarding Language Education Subject Exemptions, please contact [cleac@apu.ac.jp](mailto:cleac@apu.ac.jp)

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## 7. Program Fees / Overseas Travel Insurance

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### (1) Estimate of Yearly Expenses

The figures below do not include APU tuition fees.

|                        |                           |
|------------------------|---------------------------|
| Oceania:               | 1,000,000 – 2,150,000 yen |
| Asia:                  | 600,000 – 1,800,000 yen   |
| Europe:                | 1,100,000 – 2,500,000 yen |
| North America:         | 1,100,000 – 2,200,000 yen |
| Latin America, Africa: | 600,000 – 1,800,000 yen   |

The following fees will be the responsibility of the participant during the exchange period.

Actual amounts will differ depending on the host country and individual student.

| Tuition             | Other  |
|---------------------|--|
| Pay to APU as usual | TOEFL/IELTS test fees<br>Passport and visa application fees<br>Overseas travel insurance,* travel expenses, textbooks<br>Accommodation and meals<br>Other fees incurred through participant's private activities |

### (2) Mandatory Overseas Travel Insurance and Risk Management Support System (J-TAS)

Participants are required to be covered by APU's designated Overseas Travel Insurance and Risk Management Support System (J-TAS).

| Duration                      | Insurance (Plan S) | J-TAS      | Total (approximate) |
|-------------------------------|--------------------|------------|---------------------|
| 1 Semester (approx. 4 months) | JPY 43,610         | JPY 9,052  | JPY 52,662          |
| 1 Year (approx. 10 months)    | JPY 114,460        | JPY 22,630 | JPY 137,090         |

\*Some host universities require participants to purchase their own designated insurance, in addition to APU's designated insurance.

### (3) APU Tuition

- Provided that you pass the academic review to continue receiving financial support before going on exchange, tuition reduction scholarships will remain in effect even while you are on exchange.
- International and domestic students who are paying their own tuition must use one of the following methods below to pay their APU tuition fee during their exchange.
  - Pay by automatic transfer from JP Bank (Post Office) account
  - Pay from overseas with Western Union (WU)
- Students who would like to confirm their personal tuition amount should consult with the Administration Office.
- Students who are unable to pay their tuition in accordance with the required payment method should consult with the Student Exchange Coordinators after being accepted to their program.

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## 8. How to Apply

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Please read the application information and the following instructions carefully to complete the online application. Your application will be processed upon completion of the following two steps. Should you fail to complete both steps by the application deadline, your application will be considered incomplete and will not be processed.

**[Step 1]** Prepare the following documents.

Applicants will be asked to upload a 1) “Digital photo clearly showing your face”, a 2) “Statement of Financial Support (PDF, JPEG etc.)” and a 3) “Copy of English Proficiency Score” at the end of the online application. Applicants who wish to apply to a university in a country or region where they possess a passport will also be required to submit 4) Documentary Evidence of Academic History after Junior High School (beyond G7).

#### 1) Digital photo clearly showing your face

The Academic Office uses photos to match applicants and faces, thereby helping us support applicants more effectively. Please adhere to the following points when uploading your photo.

- Applicants should be facing forward and must not be wearing a hat, a mask, sunglasses, etc. However, applicants do not have to submit an official ID photo.
- No one other than the applicant should appear in the photo.
- Please upload a photo taken in the past six months.
- The file name must match this format: “Photo\_Student ID Number\_Your Name.”  
E.g. **Photo\_11111111\_RITSUMEIHanako.jpeg**

#### 2) Statement of Financial Support

- First, download the “Statement of Financial Support” from [the Student Exchange Application webpage](#). Applicants and financial sponsors should each fill out the appropriate parts of the document. It does not have to be hand-written.
- After filling out the document, please save it as a PDF or a JPEG file.
- The file name must match this format: “Financial\_Support\_Student ID Number\_Your Name.”  
E.g. **Financial\_Support\_11111111\_RITSUMEIHanako.pdf**

#### 3) Copy of English Proficiency Score (TOEFL/IELTS/GSE)

- Please submit a copy of an English score (TOEFL/IELTS) which meets the “Language Requirements at the Time of Application” indicated on the “2023 Fall University List.”

- You may submit an online score or an expired score for our internal screening. However, applicants who pass the internal screening stage with an online score or expired score must later submit an official, non-expired score report issued by the testing agency (unless applying to a host university which does not require submission of English scores). A copy of the official score report is acceptable.
- If you choose to submit a web score, please submit a page upon which your name, your score, and the date of the test are clearly visible.
- English-basis students whose native language is not English must also submit English proficiency scores.
- The Admissions Office will not return scores to you that were submitted for the entrance exams.
- The file name must match this format: “Score\_Student ID Number\_Your Name”.  
E.g. **Score\_11111111\_RITSUMEIHanako.pdf**
- You can submit your GSE score from tests taken in APU classes for the internal screening. Please refer to the “GSE” column of the “2023 Fall University List” for a given university’s GSE score requirements.
- If you plan on applying with a GSE score from your APU classes, and you are not sure how to view the GSE score, please contact the Academic Office <outbound@apu.ac.jp> well in advance of the application deadline.

**If you fall under one of the below categories, please submit the relevant required document from the list below instead of a copy of an English proficiency score.**

● **A copy of your passport and a certificate of completion for your 12<sup>th</sup> year of schooling**

Applicants who have completed their 12th year of formal education in Antigua and Barbuda, Australia, the Bahamas, Barbados, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, Singapore, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, or USA. Please submit with the file name: E.g. **Passport\_11111111\_RITSUMEIHanako.pdf / Certification Letter\_11111111\_RITSUMEIHanako.pdf**

● **Either academic transcripts stating the language of instruction, a screenshot of your school’s official website stating the language of instruction, or a letter from your school stating that you have taken all of your subjects in English for the past three years**

Applicants from countries other than those listed above who have taken their official education in the English language for the most recent three years. E.g. **Certification Letter\_11111111\_RITSUMEIHanako.pdf**

● **IB Diploma**

Applicants who received the International Baccalaureate Diploma with English as the language of instruction.  
E.g. **IB Diploma\_11111111\_RITSUMEIHanako.pdf**

● **Graduation certificate stating the language of instruction**

Applicants who have graduated from a bachelor’s degree program or master’s degree program that was conducted entirely in English. E.g. **Certification Letter\_11111111\_RITSUMEIHanako.pdf**

● **A copy of the test score**

Applicants who have received one of the following standardized test scores: Old SAT (Critical Reading and Writing): 1,100 or above New SAT (Evidence-Based Reading and Writing): 590 and above ACT: 25 and above (the average of English and Reading must be 25 or above.)

E.g. **Certification Letter\_11111111\_RITSUMEIHanako.pdf**

#### 4) Documentary Evidence of Junior High School and High School Academic History (beyond G7)

- If you wish to apply to a university in a country or region for which you possess a passport, you will need to submit a copy of an academic transcript for all schools you attended for junior high school and high school (beyond G7). (If the period of your enrollment is not indicated on the academic transcript for a particular school you attended, you will also need to submit a record that can confirm the number of years and months of your enrollment in that school).

The file name must match this format: “**Transcript\_Student ID Number\_Your Name**”.

- The Admissions Office will not return documents to you that were submitted for the entrance exams.
- If you cannot provide evidence of your academic history, you will not be eligible to participate in an exchange program in a country for which you possess a passport.

**[Step 2]** Complete the [Online Application](#). (LimeSurvey/English Only)

- The online application must be completed in English.
- Your application will not be considered if you fail to complete the required essays and statement of purpose, or if your responses are well under the word requirement.
- Upon completion of the online application, please click “Print Your Answers” to print out the application record. If you have specific questions about the content of your application, you must bring a printout of the application record with you to the Academic Office. We will be unable to answer specific questions without this record.
- In the case you submit multiple applications, we will only accept the application most recently submitted.

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#### 9. Contact Information

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Academic Office (1<sup>st</sup> Floor, B Building)

Student Exchange Team

Tel: 0977-78-1101

E-mail: [outbound@apu.ac.jp](mailto:outbound@apu.ac.jp)

## Items Common to All Programs

### 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

A pledge will be sent to all successful applicants. Upon being accepted to the program, 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".

**AY2023 Ritsumeikan Asia Pacific University Off-campus Study Programs**  
**Requirements for Participation in Off-Campus Study Programs (Overseas Student Exchange, Double Degree Program,**  
**Short-Term Summer / Winter Program)**

**1. Required Attitude**

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

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (Hereinafter referred to as “APU”) and the host institution (Hereinafter referred to as “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. Participants are also expected to follow all instructions from staff and faculty at both APU and the Host Institution
- (4) Participants must not protest in the case that he or she was commanded to cancel his or her participation in a program or commanded to return to Japan due to breach of ‘Requirements for Program Participation’.

**2. Health Management**

- (1) Participants will be responsible for their own personal health.
- (2) Prior to departure, participants will be required to enroll in the overseas travel insurance designated by APU that covers the entire duration of their travel period, from the date of their departure from Japan until the date of their re-entry to Japan, regardless of the duration of the program. In addition, participants will also be required to enroll in JCSOS Risk Management System (J-TAS) that covers the period designated by APU including the period of the program.
- (3) Participants must inform APU if they have any pre-existing medical conditions.
- (4) Participants must submit “Off-campus Program Participants Self-report of Health Condition and necessary support in studies”.
- (5) Should a participant require hospitalization or medical treatment, the student must immediately inform APU and the host institution and follow staff and faculty instructions. The participant will be responsible for any medical expenses above that which is covered by their insurance.
- (6) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of his/her guarantor’s), the participant agrees to be treated according to the judgment of the staff and faculty members from APU, the ones from host institutions, or a doctor on site.
- (7) In the event that APU, Host Institution faculty, or Host Institution staff deem that the participant requires medical treatment, and the participant makes an independent decision to forgo said treatment, neither APU nor the Host Institution shall be held liable for any issues which may arise as a result.

**3. Costs or Compensation**

- (1) Necessary costs related to the program (program fee, accommodation fee, transportation fee, insurance, etc.) must be paid within the designated time frame.
- (2) Should a participant withdraw from the program, or become unable to join or continue with the program owing to injury, disciplinary action, or any other reason, the participant alone will be responsible for all costs incurred, including any costs that APU is required to pay to the host institution.
- (3) In the event that the program is cancelled or changed 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, the participant will not seek compensation from either APU or the Host Institution for any and all costs incurred. In this situation, as in term 3. (2), the participant will be responsible for all costs incurred.
- (4) Neither APU nor the Host Institution will be held financially or otherwise responsible for accidents, sickness, or death that occurs as a result of participant negligence which are beyond the control of either institution.
- (5) Participants will be responsible for any damage or theft of personal belongings, traffic accidents or criminal events that occur and are deemed to be beyond the control of both APU and the Host Institution.
- (6) Participants will be liable for compensation of any damages APU suffers as a result of their grave negligence or wrongful intention.
- (7) The parties involved with program administration such as APU, host universities and/or local institutions, do not represent or act as an agent for any accidents and damages brought by unlawful acts caused by third parties e.g. organizations, individuals, homestay families. Students are responsible for taking any legal action and other related matters. The parties involved with program administration such as APU, host universities and/or local institutions shall not be liable for these incidents.
- (8) Any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance will be the participants’ sole responsibility. APU will not be responsible for participants’ actions outside this period.

**4. Immigration and Departure**

- (1) Participants will be required to submit a travel itinerary to APU in advance which covers the date from their departure from Japan to the date of their re-entry to Japan.
- (2) Participants must not make any changes to the itinerary previously submitted to APU without any reason. In the case of change, participants must submit the changed itinerary to APU.

5. Submission of Pledge

Participants must agree and abide to all conditions listed above and submit the pledge which is signed by both the participant and his or her parent/guardian.

Haruaki Deguchi  
President  
Ritsumeikan Asia Pacific University

**PLEDGE**

As a participant in the program specified below, I hereby acknowledge that I have read and understood the attached the application guidelines, syllabus, “Requirements for Program Participation” and pledge to observe and carry out said requirements to the best of my ability. I also understand that I am solely responsible for any actions outside the period of the participants’ departure from Japan until their re-entry to Japan notified to APU in advance. 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 \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Student Name \_\_\_\_\_ (inkan) \*Inkan is required regardless of your nationality.

Program Name \_\_\_\_\_ (host institution: \_\_\_\_\_)

College of College College of (APM / APS)

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

Student ID Number \_\_\_\_\_

Address 〒 \_\_\_\_\_  
\_\_\_\_\_

**To be completed by the applicant’s guarantor**

As the applicant’s guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, 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.

Date \_\_\_\_\_ Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ (inkan) \*Signature is accepted for non-Japanese nationals.

Address 〒 \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Relationship with the student \_\_\_\_\_

**【We cannot accept the Pledge in any of the following cases.】**

- 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 applicant and guarantor use the same stamp.
- If any writing on this form, including the stamp section, is deemed be a copy.
- 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-entry sections.
- If this form is submitted without the required stamps or signatures.
- If any of the information provided is deemed false.