

Fall 2025 Overseas Student Exchange Program Application Guidelines



<1st Round>

Recruitment Guidance Session	October 2, 2024 (Wed) 5th Period <Zoom ID> (J) 931 3754 4235 (E) 958 2159 2745
Application Period	September 30, 2024 (Mon) – October 28, 2024 (Mon) (2:00 PM JST)
Interview Announcement (only students who must attend an interview)	November 11, 2024 (Mon) Notification via “Action Required” message on Campus Terminal
Interview Schedule	November 13, 2024 (Wed) (Zoom)
Announcement of Final Selection Results	November 18, 2024 (Mon) Notification via “Action Required” message on Campus Terminal
1 st Guidance Session for Participants	January 15, 2025 (Wed) 5 th Period Classroom: TBA

<2nd Round>

Application Period	November 18, 2024 (Mon) – December 16, 2024 (Mon) (2:00 PM JST)
Interview Announcement (only students who must attend an interview)	January 6, 2025 (Mon) Notification via “Action Required” message on Campus Terminal
Interview Schedule	January 8, 2025 (Wed) (Zoom)
Announcement of Final Selection Results	January 10, 2025 (Fri) Notification via “Action Required” message on Campus Terminal
1 st Guidance Session for Participants	January 15, 2025 (Wed) 5 th Period Classroom: TBA

- 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 decide the interview schedule. Please leave your schedule open outside of regular class hours on the scheduled interview date.
- We will announce host university assignments together with the announcement of the final results.
- In the event that there are changes to the list of available 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.
- If the screening process finishes earlier than planned, applicants may be informed of the results early. Please check Campus Terminal regularly.

Program Purpose and Overview

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.

1. Application Requirements

Applicants must meet all of the following requirements:

- i. Language requirements
Applicants must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2025 Fall 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 2024 Spring Semester must be 2.00 or above.
 - Cumulative GPA at the end of the 2024 Spring Semester must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2025 Fall University List."
- iii. Applicants must be in or between their 2nd and 5th semesters at the time of applying.
 - 3rd-year transfer students are not eligible to apply.
 - 2nd-year transfer students can apply beginning in their 4th 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 student status of "Enrolled," "Study Abroad," or "Leave of Absence," AND must not have a status of "Suspended."
- vi. Applicants must not have previously participated in a one-year exchange through APU's Overseas Student Exchange Program. Furthermore, applicants must not be currently accepted to APU's exchange program for one year. Students who have previously participated in the Overseas Student Exchange Program for one semester and students who are currently accepted to the program for a one-semester exchange are only eligible to apply to the 2025 Fall Exchange Program for one semester only.

2. Screening Criteria/Available Universities/Screening Methods/Important Notes

(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 considered:

- 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 by yourself while cooperating with related parties
- Must have a clear awareness of your future career plans

(2) Available Universities

All universities listed on the "2025 Fall University List" are available for exchange. We are not recruiting for any universities that are not listed on this document. 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 available universities changes, we will inform you through Campus Terminal.

(3) Screening Methods

- Document-based screening (While you do not need to submit a copy of your APU transcript, the 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.

(4) Important Notes

- The Office will not confirm whether or not applicants' preferred programs at their host university are available to exchange students or if their preferred subjects can be registered. Applicants are responsible for searching for subjects that are available to exchange students and taught in English. In addition, there is no guarantee that you will be able to register for subjects as planned, so applicants are expected to be flexible by, for example, searching for a large number of subjects you want to take.
- If you choose to register for a subject at APU before departure in order to prepare for your exchange program, the university will not provide any special accommodations regarding your course registration at APU, including deleting or amending students' course registration, even if you discover that your preferred program or subjects at your host university will not be available after APU's course registration correction periods have already ended. It is always the applicant's responsibility to register, change, and delete subjects during the official course registration and correction periods.

3. 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 "2025 Fall University List."

B - Pass APU's internal screening with an English proficiency score that will expire by the host university's application deadline as indicated on the "2025 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 an expired score.)

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 "2025 Fall University List."

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

(1) Post-Screening Schedule/Procedures

- | | |
|------------------------|--|
| Acceptance — July 2025 | Guidance sessions for participants (a total of seven sessions; attendance and submission of attendance quizzes is mandatory) |
| | Submission of pledge etc. to APU, insurance procedures, vaccinations, |

application to the host university, visa application, travel arrangements, etc.

August — October 2025

Departure to host university/start of overseas exchange

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

*The university will not provide any special accommodations, such as official absences or changing the dates of examinations, for vaccination appointments or visa applications. Please consult with the faculty in charge of each of your subjects directly and follow their instructions.

*International students can only renew their Japanese residence permit during the specified renewal period. The university will not provide any special support for students participating in the exchange program.

*It is not possible to change the dates or format of your final examinations at APU to attend your host university's orientation, etc.

(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 by the Final Score Submission Deadline (one week before the "Nomination Deadline").
2. If their semester GPA falls below 2.00 at the end of the AY 2024 Fall Semester.
3. Failure to meet the cumulative GPA requirements for applying to the host university at the end of the AY 2024 Fall Semester.
4. If the host university's application requirements change after the APU internal screening, and the student does not meet the new requirements
5. Failure to obtain the required visa to go on exchange before the specified date. (Internally accepted students will be informed of the deadline to obtain a visa as soon as the date is decided.)

*Since the COVID-19 pandemic, visa screenings have become stricter in Korea and all over the world. In particular, there have been cases where the period of validity for their Japanese residence status has affected international students' visa screenings for their exchange destination. International students can only renew their Japanese residence permit during the specified renewal period. The university will not provide any special support for students participating in the exchange program. Please check the visa requirements by yourself and start preparing for your visa application as soon as your exchange destination is decided.

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

(1) Program Period: One semester (2025 Fall) or one year (2025 Fall – 2026 Spring)

- Some host universities only accept students for either a one-semester program or a one-year program. Please refer to the "2025 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 (4th semester) and the first half of their third year (5th 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 1st – September 20th

Fall Semester: September 21st – March 31st

- A student’s status can only be changed from “Enrolled” to “Study Abroad” on a semester basis.
- Students cannot register for APU courses while their student status is “Study Abroad.”
- Students cannot register for session courses or courses offered through the Open University of Japan while their student status is “Study Abroad.”
- 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	Study Abroad		
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	Study Abroad			Study Abroad		
Course Registration at APU	Not Possible					
Host University	Exchange (1 st Semester)			Exchange (2 nd Semester)		

3) One-year exchange for students who can return for the 2nd Quarter of the Spring Semester

Even if on exchange for one year, you may be able to register for 2nd Quarter courses or Summer Session courses at APU if your host university’s academic calendar ends before the start of the Spring Semester’s 2nd Quarter. Your status will be set as “Enrolled” from the start of the Spring Semester. However, you cannot register for courses offered in the 1st Quarter or for semester-basis courses.

	Fall Semester			Spring Semester		
	1Q	2Q	Session	1Q	2Q	Session
Status at APU	Study Abroad			Study Abroad		
Course Registration at APU	Not Possible			Possible		
Host University	Exchange (1 st Semester)		Exchange (2 nd Semester)	Return to APU		

6. Credit Transfer/Academics During and After the Program

(1) Credit Transfer

- Regardless of APU’s maximum credit registration limit for each semester, students can transfer a maximum of 60 credits from credit transfer programs while enrolled, and this includes credits earned at their host university through exchange.
- Students can only transfer 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 colleges and Academic Affairs to evaluate if the credits can be transferred.
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- 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.
- It is not possible to transfer credits for subjects with no relation to the APU curriculum (e.g. sports / art courses).

- The grades for credits transferred from subjects taken at the host university will be listed as "T" (Transfer) on the students' academic transcript.
- Host university subjects transferred to APU as "Distance Learning" credits are included in the 60-credit maximum limit on how many Distance Learning Courses count towards graduation. If you earn more than 60 credits for Distance Learning Courses, including "Distance Learning" credits transferred to APU through credit transfer programs, any excess credits will not be counted towards graduation.
- Distance learning courses taken at your host university can only be transferred as "Language Education Subject (Distance Learning)", "Common Liberal Arts Subject (Distance Learning)", or "Major Subject (Distance Learning)". It is not possible to transfer these subjects as Area of Study credits or under the name of a specific APU subject.
- If you participate in an Overseas Short-term Summer/Winter Program directly before or after your exchange program and would like to transfer the credits to APU, it is necessary to submit a separate application to APU for the Overseas Short-term Summer/Winter Program even if the program is offered by the same host university as your exchange. If you participate in an Overseas Short-term Summer/Winter Program without applying to APU by the designated deadline, then any credits earned during the program will not be eligible for transfer to APU.

Policy for Each College *Credit transfer procedures will be explained in detail after acceptance to the program.

APM

The College of International Management highly recommends that APM applicants choose a university accredited by AACSB, EQUIS, or EFMD (EPAS).

If you choose a university without one of these accreditations, the major subjects at your host university may not necessarily transfer back as APM major education subjects. If students wish to deepen their business major, the School recommends that they pursue an exchange program with an accredited business school. However, there may still be cases in which subjects taken at an accredited university cannot transfer back as APM major subjects. Students who are more interested in expanding or strengthening their social, liberal arts, and non-business education may then choose a non-accredited school. If they want to learn the language or culture, they may choose a non-English speaking country/region.

APS

The College of Asia Pacific Studies encourages students to study our three areas of studies from a variety of perspectives at universities around the world, not just in the Asia Pacific region. Because of the wide range of countries and types of universities, students must take responsibility for choosing where to study, what they will learn at their destination, and how they will use the results back at APS and after graduation.

For 2017 curriculum students, there is a 10-credit maximum limit per Area of Study when transferring host university subjects to APU as Major Education Subjects under a specific Area of Study. There is no such maximum limit for 2023 curriculum students.

ST

The College of Sustainability and Tourism bridges theory and practice in the fields of environmental resource management and sustainable tourism. ST's exchange program provides students with an interlinked education system that allows them to choose what they need to learn from various universities. Students can select a country and language of their choice.

If a subject taken at a student's host university is transferred to APU as an ST Major Education Subject, it will be counted towards one of the three following subject fields: "Tourism Subjects", "Sustainable Society Subjects" or "Major Education Subjects".

(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 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 [Academic Information Website](#). Should you have any inquiries regarding Language Education Subject Exemptions, please contact cleac@apu.ac.jp.

7. Program Fees / Overseas Travel Insurance

(1) Estimate of Yearly Expenses

The figures below do not include APU tuition fees.

Oceania:	1,700,000 – 3,600,000 yen
Asia:	600,000 – 3,300,000 yen
Europe:	900,000 – 4,000,000 yen
North America:	1,100,000 – 3,300,000 yen
Latin America, Africa:	800,000 – 3,200,000 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 Passport and visa application fees, overseas travel insurance Financial Statement One Year Exchange (approx. 2,000,000 yen) One Semester Exchange (approx. 1,000,000 yen) Travel expenses, host university's administrative fees, textbooks, recreational expenses, language study fees Accommodation and meals Other fees incurred through participant's private activities

(2) Mandatory Overseas Travel Insurance and Risk Management Support System (Japan IR&C)

In order to provide appropriate information and support in the event of a crisis, students are required to enroll in the Overseas Travel Insurance and the Risk Management Support System (Japan IR&C Overseas Risk Management Services, "IR&C Safety Support Desk") designated by APU. If the host university also requires students to enroll in a specific insurance plan, students must also enroll in the host university's designated insurance.

The “IR&C Safety Support Desk” is a service that provides students with information and confirms their safety in a crisis. When a crisis takes place, the IR&C Safety Desk will promptly share information with APU, so that the university grasps the relevant information and can provide appropriate support to students.

If an accident occurs, the Overseas Travel Insurance will provide compensation (costs of treating any injuries sustained or illnesses contracted while traveling overseas, hospitalization fees, compensation liability, rescuer’s expenses, etc.). Details of the insurance coverage and the insurance application process will be explained at the guidance sessions for internally accepted students.

Duration	Insurance (In case of Plan S)	Japan IR&C	Total (approximate)
1 Semester (approx. 4 months)	JPY 53,830	JPY 7,480	JPY 61,310
1 Year (approx. 10 months)	JPY 141,300	JPY 18,700	JPY 160,000

(As of September, 2024)

(3) APU Tuition

- Students participating in the exchange program are required to pay tuition fees to APU in full as usual.
- Provided that you pass the academic review to continue receiving financial support before going on exchange, tuition reduction scholarships for domestic and international students 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 to pay their APU tuition fees during their exchange.
 - Pay by automatic transfer from JP Bank (Post Office) account
 - Pay from overseas with Convera
- Students who would like to confirm their personal tuition amount should consult with the Office of Institutional Planning.
- Students who are unable to pay their tuition in accordance with the required payment methods should check [this webpage about tuition fees](#) and consult with the Office of Institutional Planning.

8. How to Apply

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 required documents.

Applicants will be asked to upload a 1) “Digital photo clearly showing your face”, a 2) “Statement of Financial Support (PDF, JPEG etc.)”, a 3) “Copy of English Proficiency Score” and a 4) “Subject List” 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 5) Documentary Evidence of Academic History after Junior High School (beyond G7). Please prepare these documents in advance.

1) Digital photo clearly showing your face

The 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: "Student ID Number_ Photo"
E.g. **11111111_Photo.jpeg**

2) Statement of Financial Support (PDF, JPEG, etc.)

- 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: "Student ID Number_FinancialSupport"
E.g. **11111111_FinancialSupport.pdf**

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

- Please submit a copy of an English score (TOEFL/IELTS) which meets the "Language Requirements at the Time of Application" indicated on the "2025 Fall University List."
- You may submit a screenshot of an online score or an expired score for our internal screening. However, applicants who pass the internal screening stage with a screenshot of an online score or expired score must later submit an official, non-expired score report issued by the testing agency that meets the language requirements (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 screenshot of an online 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: "Student ID Number_Score Type".
E.g. **11111111_IELTS.pdf / 11111111_iBT.pdf / 11111111_ITP.pdf**

Only students who were exempt from submitting a language proficiency score when applying to APU do not need to submit a copy of an English proficiency score when applying internally to the Exchange Program at APU. However, you may be required to submit proof of English proficiency by your host university, so please make plans to take an English proficiency test. Additionally, **if you have an English proficiency score from a test taken after you enrolled at APU, please attach a copy of your score to the application. The criteria for being exempted from submitting a language proficiency score when applying to APU are as follows:**

- 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, the UK, or the USA.
- Applicants from countries other than those listed above who have taken their official education in the English language for the most recent three years.
- Applicants who received the International Baccalaureate Diploma with English as 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.

- 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.)

4) Subject List

- Please download the subject list format from the Student Exchange Application webpage.
- Please search for subjects using the link to the course list on the host university's Info Sheet or through the host university's website. Of those subjects, please create a list of subjects you would like to take while on exchange.
- If you do not know the subject code, the semester in which the course is held, or the number of credits, please leave those sections blank. However, you must write the subject name.
- Please create a subject list for each university you are applying to.
- If you would like to go on exchange for one semester, please choose 4-5 subjects you would like to take. If you would like to go on exchange for a year, please choose 8-10 subjects.
- Please save and submit the Excel sheet as a PDF.
- The file name must match this format: "Student ID Number_SubjectList". E.g. **11111111_SubjectList.pdf**

5) 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 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.
- The file name must match this format: "Student ID Number_Transcript" E.g. **11111111_Transcript.pdf**

[Step 2] Complete the [Online Application](#) (English Only)

- The online application must be completed in English.
- You need to login to APU Office 365 to submit this application.
- 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.
- Please print out the application for your own record. If you have specific questions about the content of your application, you must bring a printout of the application with you to the Office. We will be unable to answer specific questions without this record.
- In the case you submit multiple applications, we will only accept the most recently submitted application.

9. Contact Information for the Overseas Student Exchange Program

Student Exchange Team

Outreach and Research Office

Tel: 0977-78-1101

E-mail: outbound@apu.ac.jp

AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs

Requirements for Participation in Off-campus Programs

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

1. Required Attitude

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

2. Cancellation of Program Participation or Dispatch

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

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

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

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

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

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

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

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

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

3. Meeting and Dismissal On-site

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

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

[FIRST, Service Learning]

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

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

4. Health and Safety Management

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

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

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

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

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

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

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

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

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

5. Costs and Compensation

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

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

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

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

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

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

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

6. Obtaining Visas

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

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

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

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

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

7. Course Registration Plan

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

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

8. Submission of Pledge

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

PLEDGE

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

To be completed by the applicant

Date _____

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

Student ID Number _____

Program Name _____ (Host University/Institution: _____)

College (APM / APS / ST / GSM)

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

Zip Code _____

Address _____

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

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

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

Date _____

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

Zip Code _____

Address _____

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

Telephone Number _____

Relationship with the Applicant _____

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

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