

## Fall 2026 Overseas Student Exchange Program Application Guidelines



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

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| <b>Recruitment Guidance Session</b>  | <b>Wednesday, October 1st, 2025 - 5th Period</b><br><b>&lt;Zoom ID&gt; 962 2140 8948</b>                         |
| <b>Application Period</b>  | <b>After the application guidance session – Monday, Oct. 27<sup>th</sup>, 2025 (2:00 PM JST)</b>                 |
| <b>Interview Announcement (only students who must attend an interview)</b> | <b>Monday, November 10th, 2025 (Mon)</b><br><b>Notification via “Action Required” message on Campus Terminal</b> |
| <b>Interview Schedule</b>  | <b>Wednesday, November 12th, 2025 (Zoom)</b>   |
| <b>Announcement of Final Selection Results</b>                             | <b>Monday, November 17th, 2025</b><br><b>Notification via “Action Required” message on Campus Terminal</b>       |
| <b>1<sup>st</sup> Guidance Session for Participants</b>                    | <b>Wednesday, January 14th, 2026 - 5<sup>th</sup> Period, Classroom: TBA</b>                                     |

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

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| <b>Application Period</b>  | <b>Monday, Nov. 17th, 2025 – Monday, Dec. 10th, 2025 (2:00 PM JST)</b>  |
| <b>Interview Announcement (only students who must attend an interview)</b> | <b>Monday, January 5th, 2026</b><br><b>Notification via “Action Required” message on Campus Terminal (Student Portal from December)</b> |
| <b>Interview Schedule</b>  | <b>Wednesday, January 7th, 2026 (Zoom)</b>  |
| <b>Announcement of Final Selection Results</b>                             | <b>Friday, January 10, 2026</b><br><b>Notification via “Action Required” message on Campus Terminal (Student Portal from December)</b>  |
| <b>1<sup>st</sup> Guidance Session for Participants</b>                    | <b>Wednesday, January 14th, 2026 - 5<sup>th</sup> Period, Classroom: TBA</b>  |

- 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. We will inform you of the time and date individually in such cases.
- 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 make an announcement on Campus Terminal (Student Portal from December) if additional universities are added to the recruitment list.
- Generally, 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 (Student Portal from December) regularly.

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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. The purpose of the exchange program is not merely to improve language proficiency, but also to deepen the learning content of each APU faculty by having students take courses at partner universities and enhance their academic expertise.

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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 "2026 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 2025 Spring Semester must be 2.00 or above.

-Cumulative GPA at the end of the 2025 Spring Semester must meet the "Minimum Requirements for APU Internal Screening" indicated on the "2026 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.

-2<sup>nd</sup>-year transfer students can apply beginning in their 4<sup>th</sup> semester.

-3<sup>rd</sup>-year transfer students are not eligible to apply.

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". They must also 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.

Note:

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 2026 Fall Exchange Program for one semester only.

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

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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 considered:

I. Must have a clearly defined study plan and purpose for participating in an overseas exchange program.

II. 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.

III. Must have a clear plan and awareness regarding your future career paths and employment.

## (2) Available Universities

All universities listed on the "2026 Fall University List" are available for exchange. Applications will not be accepted for universities not listed. 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 while using the "level of competitiveness" and other information from previous recruitment periods as a reference. If the list of available universities changes, we will inform you through Campus Terminal (Student Portal from December).

## (3) Screening Methods

- Document-based screening (The Outreach and Research Office will confirm applicants' academic records at APU using our internal database. Applicants do not need to submit their APU transcripts.)
- Interviews will be conducted only as needed after the end of the document screening period.

## (4) Important Notes

### I. Applicants are responsible for researching English-taught courses available at their desired host university.

Please note that desired courses may not always be available. Therefore, applicants are expected to be flexible such as by researching a wide range of potential courses.

The Outreach and Research Office will not perform the following actions:

- i. Confirming whether the program the applicant wishes to join at the host institution is an exchange student program.
- ii. Confirming whether the courses the applicant wishes to take are available.
- iii. Verifying whether the desired courses are currently eligible for credit transfer.

### II. Applicants are responsible for the proper registration, modification, or deletion of courses during the official course registration and revision periods.

After registering for your courses at APU before departure, any subsequent registration or cancellation procedures must comply with the guidelines stated on the [Academic Information website](#) under "Procedures Available During the Course Registration Period. No special accommodation will be made for any reason. Applicants must personally verify the website's instructions and complete all procedures within the designated periods.

### III. The selection criteria listed in the partner university's "info sheet" or on its website are the most accurate information.

These criteria may change due to policy revisions at the host university. Therefore, applicants must ensure they confirm all such information and take full responsibility when submitting their exchange application. The "GPA and Language Requirements for Partner University Application" listed in the separate "2026 Fall University List" should be referenced solely for the purpose of your internal selection information.

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## 3. Conditional Acceptance

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

- I. **Pass APU's internal screening without fulfilling the "Language Requirements at the Time of Applying to Host University" indicated on the "2026 Fall University List."**
- II. **Pass APU's internal screening with an English proficiency score that will expire by the host university's nomination deadline as indicated on the "2026 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. They will ultimately not be able to participate in the student exchange program.

\*Final Score Submission Deadline: One week before the “Nomination Deadline” indicated on the “2026 Fall University List”. (The deadline is the preceding business day if this date falls on a Saturday, Sunday, or national holiday.)

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

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

| Period                 | Contents   |
|------------------------|--|
| Acceptance — July 2026 | Guidance sessions for participants (attendance and submission of attendance quizzes is mandatory)<br>Submission of pledge and etc. to APU, insurance procedures, vaccinations, application to the host university, visa application, travel arrangements, and etc. |
| August — October 2026  | Departure to host university/start of overseas exchange  |

Note:

- I. Please be aware that you are responsible for arranging your own accommodation, visa, and travel.
- II. APU 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.
- III. International students can only renew their Japanese residence permit during the specified renewal period.  
APU will not provide any special support for students participating in the exchange program.
- IV. It is not possible to change the dates or format of your final examinations at APU to attend your host university's orientation and etc.

##### (2) Revocation of Acceptance

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

- I. Failure to meet the host university's language requirements by the Final Score Submission Deadline (one week before the “Nomination Deadline”).
- II. If their Semester GPA falls below 2.00 at the end of the 2025 Fall Semester.
- III. Failure to meet the cumulative GPA requirements for applying to the host university at the end of the 2025 Fall Semester.
- IV. If the host university's application requirements change after the APU internal screening, and the student does not meet the new requirements.
- V. 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.)

Note:

Since the COVID-19 pandemic, visa screening processes have become stricter globally. The number of cases where international students face difficulty obtaining a visa, depending on their country of origin, is increasing. Of particular concern, the period of validity for an international student's Japanese residence status may impact their visa screening, issuance and ultimately the acceptance decision by the host university. Please note that renewal of your Japanese residence status is only possible within the period specified by APU, and no special measures will be taken for exchange participants. **Therefore, applicants must take full responsibility to thoroughly check all visa application requirements and plan their preparation meticulously from the stage of deciding on their exchange destination.**

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

### (1) Program Period: One semester (2026 Fall) or one year (2026 Fall – 2027 Spring)

- Some host universities only accept students for either a one-semester program or a one-year program. Please refer to the “2026 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 “Study Abroad” on a semester basis.
- Students cannot register for APU courses 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.

#### One-semester Exchange

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

#### One-year Exchange (Regular)

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

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

For one-year study abroad programs where the host university's academic year ends before the start of APU's Spring Semester Quarter 2, the following applies:

- APU Student Status: You will resume your studies at APU as usual starting from the Spring Semester.
- Available courses: You may enroll in courses offered in Quarter 2 and the Summer Session.
- Unavailable courses: You cannot enroll in courses offered for the whole Spring Semester or for Quarter 1.

|                            | Fall Semester                       |    |                                     | Spring Semester |    |                |
|----------------------------|-------------------------------------|----|-------------------------------------|-----------------|----|----------------|
|                            | 1Q                                  | 2Q | Winter Session                      | 1Q              | 2Q | Summer Session |
| Status at APU              | Study Abroad                        |    |                                     | Reinstatement   |    |                |
| 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

- 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. This includes credits earned at their host university through exchange.
  - Credits earned at the host university can be recognized regardless of APU's semester credit registration limits.
  - Students can only transfer credits for completed subjects offered as part of the regular curriculum at their host university.
  - To transfer credits from courses taken at their host university, students must apply to have these courses screened. Applications are screened by the colleges and Academic Affairs to evaluate if the credits can be transferred to APU.
  - If a host university course is recognized and transferred under the name of a specific APU course, it is no longer possible to register for that course 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 courses taken at the host university will be listed as "T" (Transfer) on the students' academic transcript.
  - Host university courses 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 courses 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.**
- Detailed procedures for course credit transfer will be explained after the official nomination (acceptance) decisions have been made.

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

#### **APM**

The College of International Management encourages APM students to explore their study from diverse perspectives through exchange programs at partner universities around the world.

For students aiming to deepen their expertise in business-related areas, we recommend applying to universities accredited by organizations such as AACSB, EQUIS, and EFMD (EPAS). These accreditations serve as indicators of high academic quality and global standards in business education.

While it is possible to transfer credits from universities without such accreditations, approval is subject to a detailed review of syllabi and course content. Note: The credits earned from non-accredited universities may not be transferred as required courses for APM, though they may still be transferred as major elective courses or those within the four areas of APM study/major.

Studying at a non-accredited university is also a viable and meaningful experience if your academic interests lie in social sciences, liberal arts, or other non-business-related disciplines. For students seeking to enhance their

understanding of language and culture, we recommend choosing a destination in a non-English-speaking country or region to maximize immersion and cultural engagement.

## **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. Due to 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 courses 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 course 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 participating in an exchange program, applicants must take responsibility for confirming their current credit status within their college, the college's curriculum, and the required credits for graduation. They should also develop plans for both during and after their study abroad period in advance.

### **(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](#). Please contact [cleac@apu.ac.jp](mailto:cleac@apu.ac.jp) should you have any inquiries regarding Language Education Subject Exemptions.

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## **7. Program Fees / Overseas Travel Insurance**

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### **(1) Estimate of Yearly Expenses**

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, overseas travel insurance<br>Financial Statement<br>One Year Exchange (approx. 2,000,000 yen)<br>One Semester Exchange (approx. 1,000,000 yen)<br>Travel expenses, host university's administrative fees, textbooks, recreational expenses, language study fees<br>Accommodation and meals<br>Other fees incurred through participant's private activities |
|---------------------|---|

The figures below are estimated annual expenses for studying abroad and 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   |

## (2) APU-Designated Overseas Travel Accident Insurance & Crisis Management System J-TAS

Enrollment in the crisis management system designated by APU (the crisis management system “J-TAS” operated by the Japan Council for Safety of Overseas Students (JCSOS), a specified non-profit organization) and overseas travel insurance is mandatory.

### Crisis Management System Fee Structure

Note: This information may be subject to change, so please refer to the information at the time of application.

Detailed information and application procedures will be explained during the guidance session for admitted students.

| Study abroad period | Insurance (Plan S) | J-TAS      | Total(estimate) |
|---------------------|--------------------|------------|-----------------|
| Semester (4 months) | 53,830 yen         | 14,648 yen | 68,478 yen      |
| 1 year (10 months)  | 141,300 yen        | 36,620 yen | 177,920 yen     |

## (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 consult about their tuition and/or 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.

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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. **Your application will be considered**



incomplete and will not be accepted should you fail to complete both steps by the application deadline.

**[Step 1]** Prepare the following required items.

Applicants will be asked to upload items no. 1-4 at the end of their online application. Please prepare them in advance. Note that item no. 5 is also required if the applicant has the nationality of the country/region where their desired university is located.

- 1) Digital Facial Photo (PNG, JPEG)
- 2) Statement of Financial Support (PDF)
- 3) English Proficiency Score Copy (PDF)
- 4) Course List (PDF)
- 5) Document of Academic History after Junior High School (beyond G7) (PDF)

### **1) Digital Facial Photo (PNG, JPEG)**

Please adhere to the following points for recognition purposes when uploading your photo.

- Applicants should be facing forward and must not be wearing a hat, a mask, sunglasses, and etc.
- Applicants must show a neutral or natural expression. Photos with peace signs, inappropriate poses, or excessive editing (significantly altering their facial features) are not permitted.
- No one other than the applicant should appear in the photo.
- The background should be plain (ex. Blue, white, etc.). Photos with patterns, designs, or scenery are not acceptable.
- Please upload a photo taken in the past six months.
- The file name must match this format: "Student ID \_ Photo"

E.g. **11111111\_Photo.jpeg**

### **2) Statement of Financial Support (PDF, JPEG)**

- 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. Other file types will not be accepted.
- The file name must match this format: "Student ID \_Financial Support"

E.g. **11111111\_FinancialSupport.pdf**

### **3) English Proficiency Score Copy (TOEFL/IELTS: PDF)**

- Scores at time of applying to APU: Applications are accepted with even with web or expired scores.
- 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 to both the Outreach and Research Office as well as to the host university (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. Applicants must obtain copies themselves and submit them.
- The file name must match this format: "Student ID \_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 being admitted 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 proactively make plans to take an English proficiency test and to submit a PDF copy of your most recent English score.

**The criteria for being exempted from submitting a language proficiency score when applying to APU's internal selection process 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, Fiji, Grenada, Guyana, Ireland, Jamaica, New Zealand, Papua New Guinea, 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 formal education in the English language for the most recent three years and who can submit a letter from their school or a copy from the school's official website verifying this.
- 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 for English and Reading must be 25 or above)

#### **4) Course List (PDF)**

- Please download the course list format from the Overseas Student Exchange website's application page.
- Applicants are responsible for researching courses using the link to the course list on the host university's Info Sheet or through the host university's website. They are to create their list using the most recent past course list available on the host university's website if a more recent course list cannot be found. If you do not know the course code, the semester in which the course is held, or the number of credits, please leave those sections blank. However, you must write the course name.
- A course list is required for each university you are applying to.
- If you would like to go on an exchange for one semester, please choose 4-5 courses you would like to take. If you would like to go on exchange for a year, please choose 8-10 courses.
- Please save and submit the Excel sheet as a PDF. Other file formats will not be accepted.
- The file name must match this format: "Student ID \_ CourseList". E.g. **11111111\_ CourseList.pdf**

#### **5) Document of Junior High School and High School Academic History (beyond G7)**

Applicants holding a passport from the country where their desired host university is located must submit the following documents:

- Copies of academic transcripts from all schools attended during junior high school and high school (Grade 7 onwards)
- If the enrollment period is not clearly stated on the academic transcripts, also submit a copy of the enrollment period certificate
- 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 \_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 that you submit multiple applications, we will only accept the most recently submitted application.

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## 9. Contact Information for Overseas Student Exchange Programs

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Student Exchange Team

Outreach and Research Office

Tel: 0977-78-1101

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