Update April 2026

Overseas Short-Term Summer/Winter Programs
AY 2026 Recruitment Guidelines

Ritsumeikan Asia Pacific University
Outreach and Research Office
Outbound Student Exchange Team

Program Overview

Program Overview

This program allows you to take intensive, credit-bearing courses offered by APU's partner universities abroad.

Fees and Payment

In principle, students are responsible for all program fees. You must pay the host university directly according to their instructions. Please carefully check the latest information regarding payment methods, deadlines, and cancellation policies provided by the host university.

Credits Transfer

All credits earned during the program will be reviewed by your college and the Division of Academic Affairs. These credits will count toward your graduation at APU only if approved after the screening process. Please note that participation in the program does not automatically guarantee credit transfer.

Language Proficiency

Most courses are conducted in English in an intensive format. Therefore, you must possess a high level of English proficiency (reading and discussion skills) before participating to keep up with the lectures and assignments.

Expectations and Responsibility

For in-person programs, you are required to attend all classes and actively contribute to group work and discussions. While studying abroad is an invaluable experience, it can also be stressful. In principle, you are responsible for managing your own health and dealing with any issues (accidents, theft, etc.) that may occur. As a representative of APU, we expect you to act responsibly and maintain a high level of awareness of your surroundings.

Recruitment Information

Programs for Recruitment

The recruitment targets short-term programs offered by APU's partner universities that both begin and end within the specific time periods listed below.

Summer Programs	May 28, 2026 - September 20, 2026
Winter Programs	December 10, 2026 - March 31, 2027

You may apply for either in-person or online programs if they are included in the Program List Excel sheet. Before

submitting your APU internal screening application, you are responsible for researching the host university's website to ensure you fully understand all program details. This includes checking eligibility requirements such as GPA and language proficiency scores, program content, exact start and end dates, the language of instruction, total fees, the number of potential credits, and accommodation arrangements for in-person programs.

Eligibility: Applicants must fulfill all the following requirements

1. **Semester and Enrollment Status:**
   Undergraduate students in their 2nd to 7th semesters.
   Your enrollment status must be **"Regular" or "Study Abroad"** during the program semester.
   *Graduate students and final semester accelerated graduation students are ineligible
2. **Academic Standing (GPA):**
   Both Semester and Cumulative GPA must be 2.50 or above.
3. **Completed Credits:**
   Must have earned the minimum number of credits required for your current semester level.

Semester	Required credits when applying
02	18
03	34
04	52
05	68
06	84
07	102

4. **Individual Requirements of the Host University:**
   Applicants must meet all admission requirements individually set by the partner university they wish to apply to, such as specific language test scores, GPA standards, or prerequisite courses.
5. **Restrictions Related to Nationality and Academic Background:**
   Applicants must not hold a passport for the country/region where the host university is located. If you do, you must have received less than four years of education in that country/region from Grade 7 onwards.
6. **Language Requirements (Japanese-basis students only):**
   Applicants must have completed "Intermediate English A and B" or have been exempted from these courses at the time of application.
7. **Restrictions Related to Academic History:**
   Applicants must ensure that, when applying to or participating in multiple programs, the program periods do not overlap.

Compliance Requirements Regarding Course Enrollment and Scheduling

When participating in a short-term program, applicants must prioritize their academic responsibilities at APU and strictly adhere to the following rules. Applicants must also accurately understand the time difference between Japan and the host country and prepare a detailed study plan by carefully coordinating both schedules.

- **In-Person Short-Term Programs**

1. Prohibition of Overlapping with APU On-Campus Classes
   Applicants must note that if they are enrolled in on-campus APU classes during the 2nd Quarter (including semester-based courses) or during the Session period, applications for programs that overlap with those class

periods will not be accepted.

Applicants who take **in-person classes** at APU during the 2nd quarter (including semester-based courses) and/or the summer/winter session cannot apply for short-term programs that overlap with those courses.

2. Concurrent Enrollment in APU Online Courses

Applicants must ensure that, if they take APU online courses during the 2nd Quarter (including semester-based courses) or during the Session period while participating in a program, their local class schedule does not overlap with the APU course timetable. Applicants must also note that participation will not be permitted if, due to the time difference, APU classes fall during late night or early morning hours in the host country, or if they conflict with the program's official activities.

- **Online Short-Term Programs**

  Applications that overlap with the APU class timetable will not be accepted.

Notes and Disclaimers

1. Fees

All expenses associated with participation in the program must, in principle, be borne by the applicant.

- Applicant's financial responsibility

  This includes all costs such as program participation fees, travel expenses (including airfare), accommodation fees, meal expenses, visa application fees, textbook and material costs, expenses for purchasing equipment or supplies required for coursework, overseas travel insurance premiums, crisis-management system enrollment fees, and general living expenses at the host location.

- Tuition Fees to APU

  Applicants are required to continue paying tuition to APU as usual during the program participation period.

- Reduction of Program Fees (Partner-University Discounts, etc.)

  Depending on the host university, program fees may be waived or reduced based on the terms of the partnership agreement. Please check the details on each university's website. If anything is unclear, consult the Exchange Programs Team at the Outreach and Research Office before submitting your internal application.

Program Participation Fees
Short-term program fees, fees for textbooks and class materials, fees for any equipment necessary to take program courses. In addition to the above program fees, you will also be responsible for travel fees, accommodation fees, passport fees, visa fees, travel insurance fees, and fees required to join the Risk Management System.

2. APU-Designated Overseas Travel Insurance and the Crisis Management Support System (J-TAS)

To ensure a safe study-abroad experience and enable the university to provide prompt support in the event of an emergency, all participants in face-to-face programs are required to enroll in the following insurance and support system designated by APU.

2-1. APU-Designated Overseas Travel Insurance

This insurance covers illnesses, injuries, accidents, and theft during your time abroad. Even if the host university requires enrollment in its own insurance plan, applicants must still enroll in the APU-designated insurance, as the

coverage and support systems differ.

Coverage: Includes medical and rescuer expenses, personal liability, and damage to personal belongings.

2-2. Crisis Management Support System "J-TAS"

This system is provided by the Japan Center for the Safety of Overseas Students (JCSOS), a certified non-profit organization.

Purpose: This system provides local security information, confirms your safety during emergencies, and sends prompt reports to APU. It allows the university to monitor your safety in real-time and provide necessary assistance, such as emergency evacuation support.

Details: Specific enrollment procedures, fees, and coverage details will be explained during the guidance session for internally accepted students.

3. Travel Cancellation

The safety of participating in students is the university's highest priority. In accordance with APU's Off-Campus Study Program Dispatch Criteria, the university will determine whether overseas travel is permitted or whether a program must be suspended. This decision is based on a comprehensive assessment of information such as the Ministry of Foreign Affairs' Overseas Safety Information and Infectious Disease Advisories, as well as local conditions in the host country.

Applicants must carefully read and agree to the "Ritsumeikan Asia Pacific University: Compliance Requirements for Participation in Off-Campus Programs" provided from page 8 onward of this document, which outlines the dispatch criteria and procedures in the event of program suspension, before submitting their application.

4. Important Notes Regarding Course Registration at APU

Applicants must strictly adhere to the following rules regarding course registration at APU.

- Self-Managed Course Deletion (General Rule)

  For any APU courses that overlap with the program period, participants are responsible for deleting those courses themselves during the regular course registration period or correction period. The university will not delete registrations on behalf of students. Please be careful, as failing to delete such courses may negatively affect your grades or graduation plan.

5. Credit Transfer

The handling of credit recognition for this program is as follows.

5-1. Maximum Number of Credits Eligible for Transfer

Up to 60 credits earned at the host institution may be recognized toward your APU degree. This 60-credit limit includes any credits previously recognized before enrollment, as well as credits transferred through overseas exchange programs, domestic exchange programs with Ritsumeikan University or Akita International University.

5-2. Cancellation of Credit Recognition (Loss of Eligibility)

Even after approval to participate in the program has been granted, if it is later found that the participant does not meet the application or participation requirements, no credits earned through the program will be recognized. Please exercise caution to avoid issues such as submitting false information or making changes to your enrollment status during the program.

Credits earned through the short-term program will be recognized as APU credits based on the student's application. Credits recognized through this program will be counted as credits for the semester in which the program is conducted and will not be included in the maximum number of credits allowed for the course. registration in that semester.

6. Others

6-1. Personal Responsibility for Travel Preparations and Procedures

Participants are solely responsible for all travel preparations, including arranging accommodation (dorms, apartments, etc.), visa applications, and flight bookings. APU will not act as an agent or intermediary for these arrangements.

6-2. No Special Arrangements for Class Absences or Exam Rescheduling

APU does not grant special arrangements (such as official absences) for missing classes or rescheduling exams due to travel-related preparations, including vaccinations, visa interviews, or passport renewal. If schedule adjustments are necessary, participants must consult each course instructor directly and follow their instructions.

6-3. Visa Status for International Students

International students can renew their student residence status in Japan only within the period designated by the Ministry of Justice. Participation in this program does not permit early renewal, late renewal, or any special exceptions. Please check your residence status expiration date carefully and complete all necessary procedures in a timely manner.

6-4. Priority of APU Final Examinations

Even if the host university's orientation or class start date overlaps with APU's final examination period, APU cannot change its exam schedule or exam format. Missing an exam may have a significant impact on your course grade, so please check the academic calendar carefully before applying.

Application Process/Pre-Departure Schedule

Step 1:Online Application

Please make sure to complete your application through the online form designated by APU.

If you apply directly to the host university without using the designated APU application form, your participation will not be recognized as part of APU's exchange program. In such cases, even if you complete the program, credits earned will not be recognized toward your APU graduation requirements. Additionally, you will not be eligible for university-provided risk management support or scholarships. Please be sure to follow the required application procedures.

Important Notes for Application

・If you already have an English test score, be sure to attach a copy of the score report.

Please note that APU does not return score reports submitted to the Admissions Office (AO) during the entrance examination process, nor does the AO provide or transfer score data for this application. You must upload a copy that you have in your possession.

・ If you hold a passport from the country or region where your preferred host university is located, you must attach documentation proving that you have fewer than four years of cumulative study in that country or region since entering junior high school (Grade 7 or later).

Please note that this document is not required if you are applying to a program in a country or region for which you do not hold a passport.

・Applications with incomplete documents or missing information will not be considered for screening, regardless of the reason. After submitting the online application, be sure to print or save a PDF copy of your entries. If any questions arise regarding your application and you are unable to present this copy, no inquiries or objections will be accepted.

・For programs that do not require APU to submit a nomination to the host university, you must complete the internal APU application no later than one week before the host university's application deadline.

・For programs that require APU to submit a nomination to the host university, applications will be processed in the order they are received. Please complete the internal APU application no later than two weeks before the host university's application deadline.

・Please make sure to check the host university's website directly for the most up-to-date application deadlines, referring to the information provided in the program list as a general guide.

Step 2: Notification of Internal Screening Results

Based on the information submitted in the online application, APU will conduct an internal screening and notify applicants of the results. Passing the internal screening means that you have been provisionally approved by APU, but it does not guarantee admission to the host university.

Step 3: Application procedures for the host university (to be completed individually by each applicant)

The final decision regarding acceptance into the short-term program is made by the host university. Even if you receive "provisionally approved" from APU, please be aware that you may still be rejected depending on the host university's screening results. When applying to the host university, please apply not as an "Exchange Student," but as a "Fee-paying / Short-term Student." Applicants will be required to pay the program fees directly to the host university.

*Please make sure to check the program website and application guidelines for detailed information.

*If the host university requires a nomination from APU, please contact the APU Outreach and Research Office – Overseas Exchange Programs (Outbound) Team immediately.

Step 4: Acceptance Notification from the Host University (Official Admission)

Your status will change from "provisionally approved" to "officially accepted" once you receive an official acceptance document from the host university. After official acceptance, you are responsible for making all necessary travel arrangements. Please strictly follow the schedule specified by the host university and proceed with booking your flight, applying for a visa, and securing any required accommodations on your own.

Step 5: Participant Guidance and Risk Management Session

All participants must attend the guidance sessions. If your program involves overseas travel, you are also required to attend the risk management session. Failure to attend these sessions will result in the cancellation of your participation. Consequently, you will become ineligible to transfer any credits earned through the program to APU. Please make sure to keep your schedule open for these sessions.

Step 6: Submission of the Study Abroad Application Form and Pledge

Please submit the Pledge Form (for in-person programs only) and the Study Abroad Application Form to the APU Outreach and Research Office Exchange Programs (Outbound) Team. Details regarding the submission method and deadline will be provided during the provisional acceptance guidance session.

Step 7: Credit Transfer Procedures

After completing the program, applicants must apply for credit transfer for the credits you earned to be recognized toward your APU graduation requirements. Credit transfer will be processed in accordance with the Short-term Summer/Winter Program Credit Transfer Manual. Please make sure to read the manual carefully in advance and follow the prescribed procedures when submitting your application.

The application deadline for credit transfer is clearly stated in the manual. Applications submitted after the deadline will not be accepted under any circumstances, and credits will not be recognized. Please begin the procedures promptly after completing the program.

Contact for Inquiries Related to Summer/Winter Programs

Outreach and Research Office / Outbound Student Exchange Team
Place：2nd Floor Building A
Email: outbound@apu.ac.jp

To be kept by the program participant

AY 2026 Ritsumeikan Asia Pacific University Off-campus Programs

Requirements for Participation in Off-campus Programs

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

1. Required Attitude

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

2. Cancellation of Program Participation or Dispatch

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

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

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

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

(3) In addition to the above, the student's participation in the program may be cancelled even after the results have been announced in any of the following cases apply.
   A) If it is determined that it is not appropriate for the student to join the program, taking into account their attitude and attendance status
   B) If the participant is subject to disciplinary action after the program results are announced
   C) If APU determines that it is not appropriate for the student to study abroad due to injury, illness, etc.
   D) If the participant engages in prohibited acts during the program period
   E) If the participant does not meet the designated requirements to continue the program
   F) If the participant loses their student status at APU.
   G) In the case of any other violations of the duties of the student
(4) If a student's participation is cancelled, they shall be given a "F" grade. (If participation is cancelled before the pre-program classes start, then their course registration will be "deleted." However, this item does not apply to Exchange, Double Degree programs, and Short-term summer /Winter programs.)
(5) in the cases below, APU may make the decision to cancel student dispatch.
   A) If the destination country or region is in an area designated Danger Level 2 or above by the Ministry of Foreign Affairs. However, if an infectious disease risk advisory is issued due to the spread of a new infectious disease, decisions will be made depending on the situation.
   B) If there are natural disasters, accidents, strikes, infectious disease, political unrest, disruptions to the normal operation of public transportation or medical services, war, terrorism, or other unforeseen circumstances in the destination country or region that make it difficult for the host institution to provide support for the dispatched students due to force majeure.
   C) If the Host Institution decides to stop accepting dispatched APU students.

3. Meeting and Dismissal On-site

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

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

[FIRST, Service Learning]

(1) Participants are not permitted to meet or be dismissed on-site, and they cannot enter the country on their own before the start of the program period.
(2) After the end of the program period, participants must immediately return to Japan. They may not extend their period of stay in the host country.

4. Health and Safety Management

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

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

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

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

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

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

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

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

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

5. Costs and Compensation

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

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

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

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

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

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

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

6. Obtaining Visas

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

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

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

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

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

7. Course Registration Plan

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

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

8. Submission of Pledge

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

YONEYAMA Hiroshi
President
Ritsumeikan Asia Pacific University

PLEDGE

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

To be completed by the applicant

Date _____

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

Student ID Number _____

Program Name _____ (Host University/Institution: _____)

College (APM / APS / ST / GSM)

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

Zip Code _____

Address _____

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

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

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

Date _____

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

Zip Code _____

Address _____

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

Telephone Number _____

Relationship with the Applicant _____

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

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