

## Application Information for 2026 Advanced Area Studies

Application period	Dispatch period
Monday, November 3 – Monday, January 5, 2026 - 14:00	Saturday, June 6 – Saturday, July 18, 2026



**Update: 2025/12/10**

**The validity requirement for passports under Indonesia's entry visa regulations has been updated.**

Ritsumeikan Asia Pacific University  
Outreach and Research Office  
2<sup>nd</sup> Edition  
(December 10, 2025)

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## Advanced Area Studies

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### Course Outline and Characteristics of the Program

The mission of College of Asia Pacific Studies is to “lead the paradigm shift in global society of the turbulent 21st century by contributing to the sustainable development of global society, the creation of new values that transcend national and regional boundaries, and the realization of symbiosis that enables diversity through research and education based in the Asia Pacific region”. The college aims to equip students with "problem-solving skills" and "practical skills" developed through a foundation of basic and specialized knowledge in the social sciences, enabling them to address various challenges facing the region. The College of Asia Pacific Studies identifies this program as the most effective way to develop the skills needed to solve problems in the Asia-Pacific region.

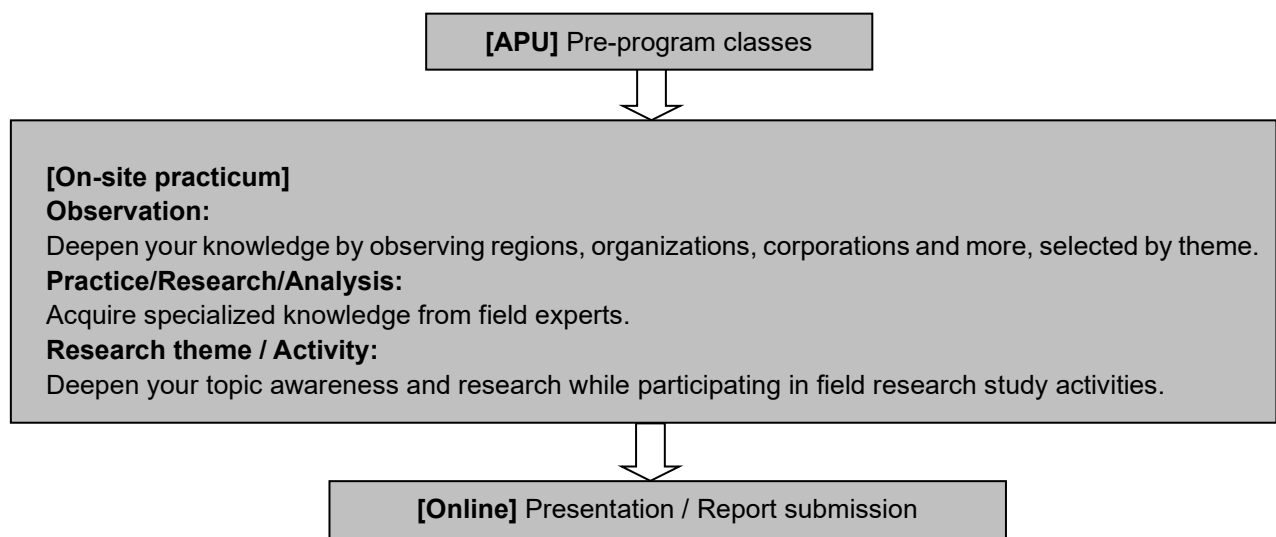
In AY2026, students will spend approximately two months in Cambodia and Indonesia conducting a self-designed research project. By engaging in fieldwork across two different countries and employing transnational and comparative perspectives, students will gain practical opportunities to develop critical thinking skills. The core essence of the social sciences is to identify issues facing societies, conduct research to investigate solutions, and use the findings to make meaningful societal contributions. By the end of the program, students will be able to acquire the following intellectual and practical skills:

- 1) Critical and logical thinking skills  
Through intensive and thorough fieldwork, students should be able to identify critical problems and questions that societies face and formulate hypotheses to address them.
- 2) Creativity  
Having acquired a thorough understanding of basic theories and methodologies in social sciences, students should be prepared to conduct intensive fieldwork. By observing the strengths and limitations of these theories and methodologies in practice, they will be able to develop creative solutions and propose new theories.
- 3) Adaptability  
By directly engaging with cross-cultural and multicultural environments, students will acquire essential skills, including sophisticated and adaptable communication abilities suited for the globally challenging climate. They will also be able to acquire collaborative teamwork skills, which play integral roles in building effective social skills for successful group projects.

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### Program Overview

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## Subject Field

Course name	Advanced Area Studies
Subject	APS Major Subjects (APS Common B)
Instructor	TSUKAMOTO Takashi and one other instructor
Credits	8
Grades	Letter grades (A+, A, B, C/F)
Course registration	<ul style="list-style-type: none"> <li>• The course will be registered in AY2026 Spring Semester.</li> <li>• The course will be registered by the university.</li> <li>• Credits will be counted <u>within</u> the maximum number of credits per semester.</li> <li>• For AY2026 Spring Semester, the number of credits the students may register for will be the maximum credit you can register for the semester, minus the 8 credits allocated to the Advanced Area Studies course.</li> </ul>
Number of Participants	<ul style="list-style-type: none"> <li>• Maximum number of participants: 16</li> <li>• Minimum number of participants: 5</li> <li>• Even if the number of applicants is less than the maximum number of participants, participation will be determined through a screening process, and not all applicants may be able to participate in the program.</li> <li>• In case the number of participants falls below the minimum number stated in the syllabus as a result of the screening, the course will be closed.</li> </ul>
Note	<ul style="list-style-type: none"> <li>• Please check the syllabus for details.</li> <li>• Syllabus is available on the Off-campus Programs website.</li> <li>• The credits can be counted toward the 36 credits of the “APS Major Education Subjects” required for graduation.</li> </ul>

## Eligibility

College	Students of College of Asia Pacific Studies (APS)
Semester	3 <sup>rd</sup> - 7 <sup>th</sup> semester students at the time of dispatch (as of AY2026 Spring Semester)
Curriculum	2023
Student Status	<ul style="list-style-type: none"> <li>• A student who is enrolled at the time of application (AY2025 Fall Semester) and dispatch (AY2026 Spring Semester).</li> <li>• A student whose student status is “study abroad” or “leave of absence” when the program is offered (as of AY2025 Fall Semester - AY2026 Spring Semester) is not eligible to apply.</li> <li>• A student whose student status is currently suspended is eligible to apply if the period of their suspension ends before the program’s application deadline date.</li> </ul>
Status of Language Studies at APU (for Japanese basis students only)	<ul style="list-style-type: none"> <li>• A student must have received credits for Intermediate English A and B at the time of application (as of AY2025 Fall Semester).</li> <li>• A student who is currently registered for Intermediate English in AY2025 Fall Semester may also apply. However, student must have received credits for Intermediate English by the end of the AY2025 Fall Semester. Failure to earn credits will result in cancellation of participation, even if s/he is accepted into the program.</li> <li>• Preferably having received credits for Upper-intermediate English A and B at the time of application.</li> </ul>
Others	<ul style="list-style-type: none"> <li>• May participate in the program only once.</li> <li>• Encourage participation of students who want to improve their problem-solving and practical skills in English.</li> <li>• Only students who have been approved for participation after screening will be allowed to participate.</li> </ul>

## Application Information

### Program

- Program content (schedule and practicum sites) may be subject to change due to unavoidable circumstances.

### Applying for multiple programs

- Students can apply for multiple Off-campus Programs if they meet the application conditions, and the program schedule (classes and practicum) does not overlap.
- For students who have already been accepted into the Student Exchange program and your exchange period overlaps with this program's schedule (classes and practicum), they are not eligible to apply for this program.

### How to apply

During the application period, please submit your application online as follows.

Application period: **Monday, November 3 - Monday, January 5, 2026, 14:00**

Online application site:

- Will be available on [the Off-campus Programs website](#) when the application period starts.
- If you submit the application multiple times, only the most recent application will be accepted.
- The following items are required during the application process. Please prepare before submitting your application.
  1. Confirmation items
  2. Basic information of the applicant
  3. Passport data:
    - a) Passport photo page (full spread) (PDF)
    - b) Passport cover page (PDF)
      - The passport must be valid until at least **December 27, 2026\***. (at least **half a year\*** beyond your entry date into Indonesia (June 27, 2026). (**\*Updated 2025/12/10**)
      - Please submit both a) and b) as PDF files in color. (Scan the documents using a scanner or printer. Photos taken with a smartphone are not accepted.)
      - If you do not currently hold a passport that meets the above requirement, please proceed with the renewal process promptly. If you are unable to submit a passport copy at the time of application, you must provide a valid passport copy by January 23, 2026, in order to proceed with the visa application.
  4. VISA
  5. Guarantor information
  6. Research themes and a description/outline of the theme, including reasons and how you hope to apply it in your future studies. (approximately 500–750 words in English)
  7. Curriculum Vitae "CV":
    - Please download the template format [from this link](#) first.
    - After creating your own CV, save the file and upload it to the application form.
  8. Self-report of health conditions and necessary support in studies
  9. Others

### How to submit passport and CV data at the time of application

#### **Passport:**

- When uploading data, use the file name format shown below:
  - a) Passport photo page:  
"Passport\_YamadaTaro\_11223344.jpg"
  - b) Passport cover page:  
"PassportCover\_YamadaTaro\_11223344.jpg"

#### **CV:**

- The format of the CV is stored [here](#).
- When uploading data, pls. use the file name format shown below.  
"CV\_Name\_Student ID" (e.g. CV\_YamadaTaro\_11223344.jpg)



### **Application guidance session**

#### **1<sup>st</sup> session**

Date: Wednesday, November 12, 2025

Time: 3<sup>rd</sup> period (12:30- 13:30) Japanese and English

Venue: Classroom F111

Zoom MTG ID: 939 5858 9375 (<https://weareapu.zoom.us/j/93958589375>)

#### **2<sup>nd</sup> session**

Date: Wednesday, November 26, 2025

Time: 5<sup>th</sup> period (16:10–17:10) Japanese and English

Venue: Classroom F111

Zoom MTG ID: 945 6393 2674 (<https://weareapu.zoom.us/j/94563932674>)

#### **Note:**

- Format: Hybrid (In-person & Online)
- It is required to log in to the Zoom with APU account.
- Please refer to [this URL](#) for more details.

### **Screening method**

- A comprehensive selection process will be conducted.
- Applicants will be contacted separately if an interview is required.
- The interview schedule will be arranged so that it does not conflict with your class schedule.
- **The interview schedule will be announced in the evening of Tuesday, January 6.**
- The interview will take place during the following dates
  - January 7 (Wed), 2026
  - January 8 (Thu), 2026
  - January 9 (Fri), 2026

### **Announcement of the screening result**

Date: Friday, January 16, 2026

The applicant will be notified via “Action Required” section on Campus Terminal.

### **Guidance for the confirmed participants **\*Attendance is mandatory****

Date/time: Wednesday, January 21, 2026

Time: 5th period (16:10–17:50)

Format: In-person (Classroom: TBA)

### **Risk Management Guidance (On-demand Distribution)**

Details will be given to the relevant participants around May.

### **Release of Grades / Grade Inquiries**

Course Registered and Graded as: AY2026 Spring Semester

Grades Awarded: September 2026

Grade Inquiries: Grade Inquiries Period for AY2026 Spring Semester Course

### **Submissions after acceptance into the program**

After you have been accepted into the program, there are several required items and submissions that you will need to handle. For more details on each due date, please refer to "[Submissions after acceptance into the program](#)" listed at the end of this Application Information.

## Notes on Participation

**【Important】** Before applying, please read through the main important points listed in the attachment at the end of this Application Information – “[Requirements for Participation in Off-Campus Programs](#)”. Conditions for participation which are unique to this program are listed below. Please read through them carefully, before considering your application.

### 1. Fees

#### Program fee

- The specified program fee must be paid to participate in the program. The estimated fees are listed in the syllabus. Please note that the finalized fees may exceed the estimated amount due to the rising demand for overseas travel and the depreciation of the Japanese Yen etc.
- The final amount of the program fee (payment amount) will be notified at the announcement of the screening results.
- You are responsible for payment of the program fee by the deadline: **January 23 (Fri), 14:00**  
If you fail to pay the fee by the deadline, your participation in the program will be canceled for any reason. In such a case, you will be responsible for any fees already incurred such as fees that had to be arranged up to that point, cancellation fees, and fees that should be divided by the number of participants.

#### Insurance and risk management system

**\* Details will be provided at the guidance for the confirmed participants.**

- Including cases where students have already individually taken out an insurance policy, program participants must take out overseas travel insurance as designated by APU and the host institution, join a risk management system.
- The insurance coverage period must include all days **from the date of departure from Japan to the date of return to Japan, regardless of the program duration.**
- Approximate insurance fees are as follows for your reference. However, please note that below fees are based on 2025 rates and the actual rates for 2026 will apply for the participants of the Advanced Area Studies program.

Number of days of travel	Overseas Travel Insurance	Risk Management System Fee
For up to 46 days	Approx. 18,460 yen	Approx. 5,000 yen
For up to 53 days	Approx. 21,500 yen	Approx. 6,000 yen
For up to 2 months	Approx. 24,910 yen	Approx. 7,000 yen
For up to 3 months	Approx. 33,810 yen	Approx. 10,000 yen

(Reference)The overseas travel insurance premiums URL: <https://www.creohuman.co.jp/business/travel-ins/>

- In principle, the insurance plan you will purchase will be the “Plan S (Standard)”. If you wish to purchase “Plan A” or “Plan B”, please follow the instruction from Creo-human.
- Application schedule of overseas travel insurance is as shown below. (Details will be provided at the Guidance for the confirmed participants)

Date	Schedule
Jan 21 (Wed)	University explains procedures on purchasing overseas travel insurance at the guidance for the confirmed participants.
End March	<ul style="list-style-type: none"> <li>• University informs of 2026 insurance fee.</li> <li>• University sends a link of “Overseas Travel Insurance Declaration Form” (including the insured period: date of departure from Japan and date of return to Japan)</li> </ul>
Apr 8 (Wed)	Submission deadlines for the following items. <ul style="list-style-type: none"> <li>• “Overseas Travel Insurance Declaration Form”</li> <li>• Survey for insurance period (from date of departure from Japan and date of return to Japan)</li> <li>• (For those who wish to change the insurance plan) Notification of change of insurance plan from the default plan of “Plan S (Standard).”</li> </ul>
~ Apr 16 (Thu)	Creo-human emails participants about the insurance premiums
Apr 26 (Sun)	Payment due for the insurance premiums
Early May ~	Outreach and Research Office will distribute Overseas Travel Insurance Certificate

## 2. Preparation before departure

**\*Details will be provided at the Guidance for the confirmed participants.**

### Transportation (and accommodation) arrangements to the practicum on-site

- Please arrange your own transportation from Japan to the country where the on-site practicum will take place, as well as your return trip from the country where the final practicum is held back to Japan after the on-site program concludes.
- Meeting place and date are listed in the syllabus.
- You will not be allowed to participate in the Off-campus Programs if any of the countries or regions on your route from departure to return to Japan are classified as [Level 2 or higher risk by the Ministry of Foreign Affairs of Japan](#).

### Lists of arrangements during practicum

The items arranged by the university and those to be arranged individually are listed below.

	Section	Schedule
Arrangement by participant	From Japan to Phnom Penh	<ul style="list-style-type: none"><li>□ A flight from Japan to Phnom Penh, and transportation from Phnom Penh airport to the accommodation in the city</li><li>□ Each participant checks in at the designated accommodation by 6:00 PM (Cambodia time), Saturday, June 6, 2026</li></ul>
	From Phnom Penh to Jakarta	<ul style="list-style-type: none"><li>• A one-way flight from Phnom Penh to Jakarta on Saturday, June 27, 2026.</li><li>• The university will designate the specific flight (airline and departure time). Details will be explained during the guidance session for the confirmation participants after your participation is confirmed.</li></ul>
	From Jakarta to Japan	<ul style="list-style-type: none"><li>□ A flight from Jakarta to Japan.</li><li>□ After program completion in Jakarta on Saturday, July 18, 2026, each participant arranges own flight from Jakarta airport to Japan.</li><li>□ Universitas Indonesia will provide a chartered bus from the accommodation in Jakarta to the airport on Saturday, July 18, after check-out. The bus will be scheduled to match evening departure flights from Jakarta. If the bus schedule matches your flight, you may use the service. ※If your flight time does not coincide with the bus schedule, please arrange your own transportation to the airport.</li></ul>
	Transportation on-site	<ul style="list-style-type: none"><li>• Transportation costs for NGO internships and fieldwork in Phnom Penh and Jakarta.</li></ul>
Arrangement by university	Accommodation	<p>Phnom Penh: Check-in: Saturday, June 6, 2026 Check-out: Saturday, June 27, 2026</p> <p>Jakarta: Check-in: Saturday, June 27, 2026 • Check-out: Saturday, July 18, 2026</p>

### VISA

[Cambodia]

- Each student must obtain a VOA (e-VOA) individually.

[Indonesia]

- All students are required to obtain the designated visa.
- Application will be made with the support of the host university.
- Details of the procedure will be explained after your participation is confirmed.

[International Students Only]

- Please be sure to obtain “re-entry permit” to Japan if required.

### 3. Disclaimer and Precautions

#### Deadlines for various submissions and program fees related to the program

- If you are accepted into this program, the Outreach and Research Office will inform you of the required documents to be submitted for each program (e.g., pledge, surveys, etc.) and payment of the program fee.
- **You are responsible for paying and submitting all required documents and program fees by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.**
- **If you are unable to participate in the program due to failure to submit materials or pay the program fee by the designated deadline, you must pay any fees incurred up to that point.**

#### Precautions for course registration

##### **Semester/Quarter/Session Courses Available/Unavailable**

- For AY2026 Spring semester, students participating in this program will be able to register for courses in Q1 and Summer Session but unable to register for courses in Q2. In addition, except for one course, students are not allowed to register for semester courses. Please note that no special consideration will be given to students who mistakenly register for Q2 as well as the semester courses.

AY2026 Spring semester

Semester Courses	1Q Courses	2Q Courses	Summer Session Courses
Can <b>only</b> register for Graduation Research I. *Instruction in Q2 will be conducted remotely.	Allowed	Not allowed	Allowed

##### **Enrollment in 3rd/4th year seminar**

###### **[If you are in your 5<sup>th</sup> or 6<sup>th</sup> semester at the time of participation (AY2026 Spring)]**

- You will receive exemption for the Major Seminar in AY2026 Spring semester.
- **Before applying for the program, please make sure to inform your seminar instructor and obtain their approval that you will not take the seminar course in AY2026 Spring semester due to your participation in this program.**

###### **[If you are in your 7<sup>th</sup> semester at the time of participation (AY2026 Spring)]**

- You will take part in seminars for "Graduation Research I" remotely.
- **Before applying for the program, please make sure to inform your seminar instructor and obtain their approval that you will take "Graduation Research I" remotely in AY2026 Spring semester due to your participation in this program.**
- Students may register for alternative courses in Q1 or Summer Session to account for the 4 credits from the exempted seminar course.

##### **Required English Language Courses**

###### **[If you are currently enrolled in Intermediate English in this semester (AY2025 Fall)]**

- To participate in this program, you must earn credits for Intermediate A and B in the 2025 Fall semester.
- In the unlikely event that you fail to earn the credits, your acceptance will be cancelled, and you will not be able to participate in the program.

###### **[If you are currently enrolled in the Upper-intermediate English in this semester (AY2025 Fall)]**

- In the unlikely event that you fail to earn credits in the AY2025 Fall Semester, you will be required to retake the course in the AY 2026 Fall Semester since it cannot be retaken in the AY2026 Spring Semester.
- In this case, the University will register for the course during the course registration period A (September 2026).

### **Cancellation or Withdrawal of Participation**

- As stated above, failure to submit all required submissions and pay program fees by the designated deadline will result in cancellation of participation in the program.
- In principle, withdrawal after application will not be accepted.
- Even for unavoidable reasons (including cases of suspension or other student disciplinary action), students who cancel or withdraw from the program after their participation has been confirmed must pay the fees incurred up to that point.
- **Please note that once the program fee is paid, the host universities will begin preparations for implementation. Therefore, please be advised that in the event of cancellation, refunds may be limited or unavailable.**
- In the case of cancellation or withdrawal, the student will receive an "F" grade in principle.

### **4. Program Cancellation**

The University will make the decision to cancel student dispatch if the following conditions are met:

- In the event the Ministry of Foreign Affairs of Japan's "Travel Advice" is level 2 or above for the country or region of dispatch. However, if a "Warning on Infectious Diseases" is issued due to the spread of a new disease, etc., a decision will be made according to the situation.
- In case any of the following will occur in the program destination: natural disasters; accidents; strikes; infectious disease; political unrest in the program country or region; disruptions to the normal operation of public transportation or medical services; war; terrorism; injury to, or sudden hospitalization of faculty coordinators; inadequate support for outgoing students from the host institution in the event of a crisis; or other unforeseen circumstances.
- In the event a host institution decides to cancel the acceptance of students from APU which involves overseas travel. In the above cases, you must pay any fees incurred up to that point.

In the above cases, participants must pay any fees incurred up to that point.

### **5. Risk Management & Health Monitoring During the Program**

Students will have to study in an environment that is different from their daily life while staying overnight at the program destination. Students are asked to take responsibility for risk management and monitoring their health during the program.

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## **Scholarship**

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### **Scholarship for International Students Exchange Support Program by Japan Student Services Organization (JASSO)**

- By the end of January 2026, it will be announced whether this program is eligible for the above scholarship.
- If the program is selected as a scholarship recipient program, participating students who meet the GPA and household budget standards set by JASSO will be eligible for the scholarship and will receive 90,000 yen per month (tentative) for living expenses during the program period. (\*The amount is based on past records, and it is subject to change.)
- Eligible applicants: individuals with Japanese nationality or those who have been granted permanent residency in Japan (including special permanent residents).

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## **Schedule**

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<b>2025</b>	
November 3 (Mon.)	Application period begins
November 12 (Wed.) 3 <sup>rd</sup> period	Application guidance (J & E) 1 <sup>st</sup> session Format: Hybrid (In-person & Online) Venue: Classroom F111 Zoom MTG ID: 939 5858 9375
November 26 (Wed.) 5 <sup>th</sup> period	Application guidance (J & E) 2 <sup>nd</sup> session Format: Hybrid (In-person & Online) Venue: Classroom F111 Zoom MTG ID: 945 6393 2674

2026	
January 5 (Mon.), 14:00	<b>Application deadline</b>
January 7 (Wed.) January 8 (Thu.) January 9 (Fri.)	Screening interview (for selected applicants only)
January 16 (Fri.)	Announcement of the screening result
January 21 (Wed.) 5 <sup>th</sup> period	Guidance session for confirmed participants <b>*Attendance is mandatory</b> (Venue: TBA)
April - June 2026	Pre-program classes (Pls. see syllabus)
Video-on-demand	Risk Management Guidance *Format: On-demand *Watching video is mandatory
June 6 (Sat), 6:00 PM (Cambodia time)	Meeting in Phnom Penh
June 8 (Mon) – June 26 (Fri)	Practicum (Cambodia)
June 27 (Sat)	Transfer from Cambodia to Indonesia
June 29 (Mon) – July 17 (Fri)	Practicum (Indonesia)
July 18 (Sat), 10:00 (Jakarta time)	Dismissal in Jakarta
August - September	Grade announcement
August - September	Grade Inquiries

In some cases, other types of guidance not listed above may be provided. More details will be provided after students are accepted.

### Submissions after acceptance into the program

**[Important] You are responsible for submitting all required documents and paying program fees by the designated deadlines. Failure to submit all required documents and fees by the designated deadlines will result in cancellation of your participation in the program for any reason.**

Deadline	Submissions or Payment Items	Inquiry
Jan 23 (Fri.) 14:00	<input type="checkbox"/> Pledge submission <input type="checkbox"/> Payment due for the program fee <input type="checkbox"/> Passport (applicable only to those who did not submit when applying)	ORO
Jan.28 (Wed.) 14:00	<input type="checkbox"/> Copy of one-way air ticket from Cambodia to Indonesia (university-designated flight).	ORO
Late March	<input type="checkbox"/> Supporting documents for Indonesian entry visa application (e.g., bank statements and photo)	ORO
Apr 8 (Wed.) 14:00	<input type="checkbox"/> Overseas Travel Insurance Declaration Form (incl. date of departure from Japan and date of return to Japan) <input type="checkbox"/> (For those who wish to change the insurance plan) Notification of the change of insurance plan	Creo-human
Apr 26 (Sun.) 14:00	<input type="checkbox"/> Payment of overseas travel insurance fee	Creo-human

\*ORO = Outreach and Research Office

### For inquiries about Advanced Area Studies

Outreach and Research Office (Nawa, Ito)  
 2nd Floor of Building A  
 Email: atfs@apu.ac.jp

## **AY 2025 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.