

# Application Information for AY 2024 Winter Language Immersion Programs

Application Period	Program Name	Program Duration
Wed, October 9 - Wed, October 23 14:00	Korean	Sun, February 16 – Sat, March 15, 2025
	Chinese	Sun, February 16 – Fri, March 21, 2025
	Spanish	Sat, March 1 – Tue, March 25, 2025

**【Important】** Several important changes starting in AY 2024.

When applying to the program, please check the syllabus, application information, program common items, and pledge, and make sure that you understand and accept all of them, particularly the following items carefully.

- [Payment of program fees](#)
- [Students are responsible for arranging their own transportation \(accommodation\) to and from the meeting place \(overseas airline tickets are to be arranged by the students\)](#)
- [Stricter deadlines for various submissions and program fees related to the program](#)

**Ritsumeikan Asia Pacific University  
Outreach and Research Office  
2nd Edition  
(October 1st, 2024)**

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## Revised information

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**Version 2:** Correction of the following additions

[2. Application Information](#)

[4. Notes and Warnings for Participation](#)

[6. Schedules](#)

[Requirements for Participation in Off-Campus Programs](#)

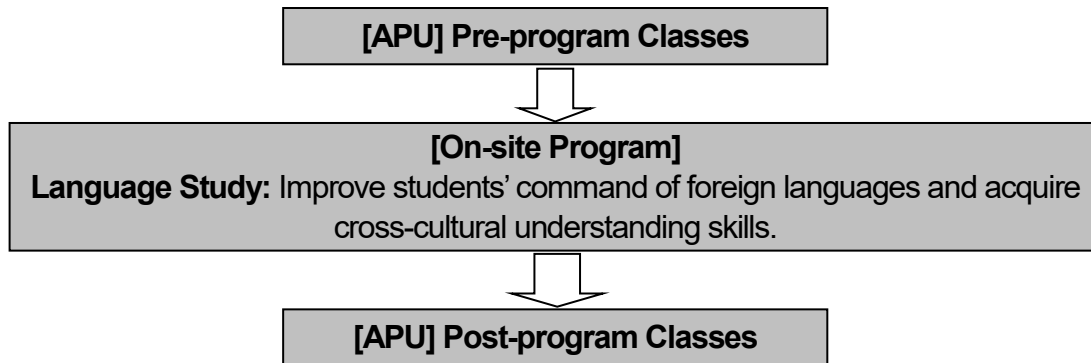
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## 1. What is the Language Immersion Program?

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### **Subject Overview and Characteristics of the Program**

The Language Immersion Program is a curricular subject ("Intensive Language Learning Overseas (Language Education Subject)" for 2017 curriculum students or "Intensive Language Learning (Language Education Subject)" for 2023 curriculum students) composed of pre-departure lectures which are held at APU, the on-site program, and a post-program lecture which is held after students return to Japan. Students will strengthen their proficiency in the target language through the course. Additionally, during the on-site program, students will aim to deepen their cross-cultural understanding by communicating with local people and participating in local activities.



### **Language Immersion Program Objectives**

- (1) Language Immersion Programs serve to complement APU's curricular Language Education Subjects and aim to strengthen students' proficiency in the target language through intensive language training in the country/region in which it is used.
- (2) Participation in these programs stimulates curiosity in the language, culture, and society of the country/region where the language is used, and motivates the student to continue studying that language after completing the program. This also serves as an opportunity for the participant to think deeply about the connection between language and their area of specialization in terms of study/research.
- (3) Students will improve their ability to respect other cultures and work toward mutual understanding through exchange with students and citizens of the program country/region.

### **Subject Name and Grading**

Subject name: 2017 curriculum students: "Intensive Language Learning Overseas" (Language Education Subject)  
2023 curriculum students: "Intensive Language Learning" (Language Education Subject)  
Credits: Korean and Chinese: 4 credits, Spanish: 2 credits  
Grading system: A+, A, B, C, F

### **Subject Registration and Awarding of Credits**

The University will register the subject after applicants are accepted to the programs. Credits awarded for this program will not be included in the credit registration limit for that semester. Subjects will be graded as AY 2024 Fall Semester courses, but grades for this course will not be announced until early April, 2025.

## 2. Application Information

### Program Name and Schedule

The following program will be offered in the AY 2024 Fall Semester. Please refer to the information below or the course syllabus for more details. The total cost includes the program fee (with accommodations), overseas travel insurance fee and emergency service registration fee. **Please note that airfare is not included** since the students meet and are dismissed on-site starting AY 2024. The final program fee will be notified at the time of the result announcement.

Language	Korean	Chinese	Spanish
Pre-class See syllabus for details	January 2025	January 2025	January 2025
Program Period	Sun, Feb. 16 – Sat, Mar. 15, 2025	Sun, Feb. 16 – Fri, Mar. 21, 2025	Sat. Mar. 1 – Tue. Mar. 25, 2025
Duration	Approx. 4 weeks	Approx. 5 weeks	Approx. 3 weeks
Post-class	Fri, Mar. 28, 2025	Mon, Mar. 24, 2025	Fri. Mar. 28, 2025
Host University	Korea University (Korea)	National Chengchi University (Chinese Language Center) (Taiwan)	University of Granada (Modern Languages Center) (Spain)
Program fee	Approx. 330,000 JPY	Approx. 490,000 JPY	Approx. 400,000 JPY

### Eligibility and Application Requirements

Applicants must fulfill the following requirements as well as those listed in the syllabus.

- Must be in 1<sup>st</sup> – 7<sup>th</sup> semester
- Accelerated graduation program students cannot apply in their last semester.
- Be enrolled at APU in the 2024 Fall semester. (student status must not be “study abroad” or “leave of absence”.
- Applicants must be serious about learning from the program, have a desire to study, and understand the purpose and aim of the program. Applicants should also have a positive attitude that will facilitate their study of intercultural understanding overseas

### Application Period

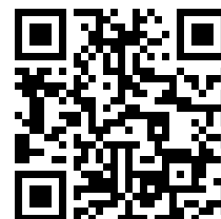
Wednesday, October 9 - Wednesday, October 23, 2024 by 14:00

### How to Apply

Access the application survey at the following URL or via the QR code and apply online.

<https://forms.office.com/r/0KWWrDymk7>

- The application survey will be open during the application period.
- If you submit the online application multiple times, only the most recent application will be accepted.
- The following items are required during the online application process. Please prepare beforehand.
  - 1) Application essay (approx. 300 words)
  - 2) Guarantor information
  - 3) Passport photo page (If you have not obtained a passport or plan to renew it, please declare so on the application page.





**Interview Date (Only for those who require interviews)**

**Wednesday, October 30, (2<sup>nd</sup> – 5<sup>th</sup> periods)**

- After the document screening, interviews will be held with necessary applicants during the period shown above. Detailed information will be sent to students via an “Action Required” message on Campus Terminal after the end of the application period.
- Screening will mostly be carried out based on the documents, so in some cases interviews will not be held. Only those who require interviews will be notified.
- Please arrange your non-class schedule to ensure you will be able to attend the interview.
- Thursday, October 31 and Friday, November 1 will be backup dates in case you are unable to attend the interview screening on Wednesday, October 30. However, as a rule, the interview date will be **Wednesday, October 30.**
- Students who do not show up to the interview without prior notice will be considered to have withdrawn from the program.
- Those who are not contacted regarding interviews should wait for the application results by the date shown below.

**Announcement of Results**

- The University will notify all applicants of their acceptance/non-acceptance via an “Action Required” message on Campus Terminal.

**Wednesday, November 6**

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**3. Required Procedures for Participants**

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If you are accepted to the program, you must attend the guidance sessions shown below.

**Guidance Session for Confirmed Participants**

Date / Time: Wed, November 13, 2024 – 5<sup>th</sup> period (16:10~)  
Format: Face to Face \*Classroom will be notified at a later date.

**Risk Management Guidance Session**

Date / Time: Wed, January 22, 2025 – 5<sup>th</sup> period (16:10~)  
Format: Online (Zoom MTG ID will be shared separately after confirming participants.)

**Release of Grades / Grade Inquiries**

Course Registered and Graded as: AY 2024 Fall Semester course  
Grades Awarded: April, 2025  
Grade Inquiries: Grade inquiry period for AY 2025 Spring Semester Courses

**Various Document/Information Submissions and Payment of Fees**

The Outreach and Research Office will provide details on how and where to submit the documents and payments at the Participant Guidance Session.

Deadline	Submissions or Payment Items
Nov.14 (Thu.) 14:00	<input type="checkbox"/> Pledge: At the time of application, please make sure to obtain the consent of your guarantor. The pledge must be electronically signed by both the applicant and guarantor (Online). <input type="checkbox"/> Payment due for the program fee: The final program fee will be announced in the notice of the screening result. The program fee includes the crisis management system fee.

Dec.11 (Wed.) 14:00	<input type="checkbox"/> Survey for the confirmed participants: Self-report of health conditions and necessary support in studies, Confirmation related to program publicity, Passport image (only for those who have not submitted it at the time of application), Information on departure and return dates from/to Japan and Selecting overseas travel insurance plan. <input type="checkbox"/> Submission of the declaration form for the overseas travel insurance
Jan. 8 (Wed.), 2025 14:00	<input type="checkbox"/> Payment due for the Overseas Travel Insurance fee (The amount will be notified in December).

### **Obtaining a Visa**

- Students should check in advance whether visa is required for the countries they will be visiting.
- It is the student's responsibility to confirm whether a visa is required and to obtain a visa (application procedures, receipt of visa, etc.). In case you are unable to obtain the VISA, the course eligibility will be declined.
- [International Students Only] Please be sure to obtain "re-entry permit" to Japan if required.
- **It takes time to obtain a visa. Since the above schedule will not be sufficient to meet the visa screening and receipt in time, a separate schedule will be given to students who declare at the time of application that they need a visa. You will be asked to submit a photo of your visa to the office.**

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## **4. Notes and Warnings for Participation**

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**[Important]** Basic information is provided in the "[Requirements for Participation in Off-Campus Programs](#)" section at the end of this handout, so be sure to check it before applying. Conditions for participation are listed in the following section, so please read through it carefully before considering whether to apply.

### **1. Strict deadlines for submission**

- If any required documents or payments are not received by the designated deadlines, you will be removed from your program from the day after the deadline. In such cases, you will be treated as you had "declined participation" and will be responsible for any fees already incurred.

### **2. Participation fee** **Program fee**

- You must pay the designated program fees by their deadlines to participate in your program. The estimated fees for each program are listed in the syllabus. For overseas programs, the finalized fees may exceed the estimated amount due to the rising demand for overseas travel, the depreciation of the Japanese Yen, etc.
- The finalized program fee will be notified at the time of application result announcement.
- You are responsible for payment of the program fee by the deadline: November 14 (Thu), 14:00. If you fail to pay the fee by the deadline, your participation in the program will be cancelled 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.

### **Overseas travel insurance fee**

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. Details will be provided at the guidance session for the confirmed participants.

### **3. Necessary procedures**

**From AY 2024, all Language Immersion Programs will meet and dismiss on-site.**

- Information about the meeting / dismissal location is shown in the syllabus.
- You are responsible for arranging your own transportation to the meeting point, and arriving by the set date and time. Detailed information will be announced at the Participant Guidance Session.
- However, you will need to plan your trip early as it is necessary to provide the dates you leave and return to Japan when you purchase the travel insurance package and apply for the visa.
- If you plan to visit any areas designated by the Ministry of Foreign Affairs as being [Danger Level 2 or higher](#) before or after participating in the Off-campus Programs, you will not be permitted to join the program.

#### **4. Disclaimer and Precautions**

##### **Stricter deadlines for various submissions and program fees related to the program**

- If you are accepted into an Off-campus Programs, 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 (e.g., passport, visa, program fee payments, insurance, and any other documents specified by the university or host institution) 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**

- No special consideration will be given to students whose pre/post program classes or program periods overlap with regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs. Please check the academic calendar, your schedule, and program details carefully.
- You may apply for a program even if the program period of the program you want to join (pre-program classes, program period, and post-program classes) overlaps with the schedule of AY 2024 Fall semester 2nd Quarter and Winter Session courses you have already registered. However, if you decide to enroll in the Immersion program, after the application results are announced please be sure to cancel your registration for those AY 2024 Fall semester 2nd Quarter or Winter Session courses during Course Registration Correction Period 2.

##### **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.
- In the case of cancellation or withdrawal of participation, the student will receive an “F” grade in principle.

##### **Other General Notes**

- Since the program is offered as a regular program at APU, if there are any differences between the program rules provided by the partner university and the rules in the APU application guidelines, the APU rules will apply.

#### **5. Program Cancellation**

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

- (A) In the event the Ministry of Foreign Affairs of Japan's “Travel Advise” is level 2 or above for the country or region of dispatch. However, if a “Warning on Infectious Diseases” is issued due to the spread of a new disease, etc., a decision will be made according to the situation.
- (B) 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.
- (C) 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.

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

Students will 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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### **5. Other Information**

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#### **① Handling of Personal Information**

Only information necessary to process travel or insurance application procedures will be provided to the host organization, travel agency, insurance providers, embassy, consulate, Ministry of Foreign Affairs of Japan, etc. That information includes your name, gender, nationality, email address, date of birth, passport number, and enrollment status at APU.



## ② Scholarships

Participants are encouraged to seek out scholarships offered by governments and organizations in their home and destination countries on your own, as needed.

The following information refers to the JASSO scholarship.

### **JASSO Scholarship**

- Students who will participate in the 31 days or up to 1 year program may apply for the scholarship. (In Fall Semester 2024, only the Chinese Immersion program will be applicable.)
- The number of students who can receive a scholarship is limited. We will screen the applicants comprehensively based on criteria such as their GPA, economic situation, etc.
- Even if you are planning on receiving the scholarship, you must pay the full program fee by the deadline.
- **This scholarship is only available for students who possess Japanese nationality or permanent residence in Japan.**

#### **Scholarship Details: Scholarship System for Study Abroad**

<https://en.apu.ac.jp/abroad/support/scholarship/>

## ③ Exemption Exam (Not mandatory)

- Participants who wish to take the exemption exam may take the exam during the on-site program. Participants who pass the exam may be exempted from AP language subjects of the language program in which they are participating.
- Japanese-basis students must complete or be exempted from “Elementary English A and B” in order to register AP Language Courses. English-basis students must complete or be exempted from “Japanese Foundation I, II and III” in order to register AP Language Courses.

## ④ Attitude

- Participants’ positive attitudes and efforts make a difference in whether or not their experience in the program is a positive one. Participants are required to be flexible and have a positive attitude that will facilitate their study of intercultural understanding overseas. Participants must understand the purpose of their participation and set their own goals.
- Participants must attend all pre-departure and post-program lectures and guidance sessions. Participants must not be absent without notice. Participants must pay strict attention to the deadlines for submitting documents and assignments.

## ⑤ Accommodations

- Participants must stay at the accommodations designated by APU. Weekend or overnight stays elsewhere are not permitted.
- Participants must follow the lifestyle and rules of the dormitory or the accommodation where they are staying.
- Accommodation facilities differ by program. There are some facilities where participants are able to have their own room and others where students will have to share rooms with two or more people.

## ⑥ Prohibited Behaviors

- Driving cars and motorcycles (even if it is considered legal in the country that you are in)
- Drinking alcohol (even if it is considered legal in the country that you are in)
- Engaging in leisure sports (marine sports, winter sports, bungee jumping, skydiving, sports with potential risks such as swimming in the ocean and river, etc.)
- Gambling (even if it is legal in the country that you are in)
- Traveling to neighboring countries or other cities within the host country during the program period, except as part of program activities
- Hitchhiking
- Behavior that serves to tarnish the reputation of APU and the host university

## 6. Schedules

\* There might be additional guidance sessions in addition to those listed below. The participants will be informed after the participate is decided.

\* If you are unable to attend any pre- or post-program classes, please consult with your respective instructor in advance by e-mail.

Date	Content
2024	
Wed, October 9, 15:40 – 16:40	Program Recruitment Guidance Session <b>Classroom: F209, Online: Zoom ID: 965 2234 7802</b>
Wed. October 9 – Wed. October 23, 14:00	Application period
Wed. October 23, 14:00	Application deadline
Wed, October 30, 2 <sup>nd</sup> – 5 <sup>th</sup> period.	Interviews (backup dates- Thu, October 31, Fri, November 1)
Wed, November 6	Results announced
Wed, November 13, 5 <sup>th</sup> period. (16:10 ~)	Off-campus Programs Participant Guidance Session
Thu, November 14, 14:00	<u>Deadline to submit the documents and program fee payments :</u> <ul style="list-style-type: none"> <li>• Pledge</li> <li>• Program Fee and Crisis Management System Fee</li> </ul>
Wed, December 11, 14:00	<u>Deadline to submit the below documents</u> <ul style="list-style-type: none"> <li>• Survey for Program Participants (1) Self-report of Health Conditions and necessary support in studies, (2) Confirmation related to program publicity, (3) Copy of passport (only for those who have not submitted it at the time of application), (4) departing and returning Japan dates information, (5) Choice of overseas insurance plans.)</li> <li>• Overseas Travel Insurance Declaration Form</li> </ul>
2025	
January	Pre-program classes (see program syllabus)
Wed, January 8, 14:00	<u>Deadline to pay the Overseas Travel Insurance Fee</u>
Wed, January 22, 5 <sup>th</sup> period (16:10-)	Risk Management Class (Online)
February – March	Programs held AP Language exemption exam (applicable students only)
March	Post-program class (see program syllabus)
April	Grades awarded
August to September	Grade inquiry period

## 7. Inquiries Regarding Language Immersion Programs

Outreach and Research Office: A Building 2nd Floor  
 Contact: Mizobe (Ms.), Namba (Ms.), Ashikari (Ms.)  
 TEL 0977-78-1101  
 E-mail: immerse@apu.ac.jp

## **AY 2024 Ritsumeikan Asia Pacific University Off-campus Programs**

### **Requirements for Participation in Off-campus Programs**

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

#### **1. Required Attitude**

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

#### **2. Cancellation of Program Participation or Dispatch**

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

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

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

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

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

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

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

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

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

#### **3. Meeting and Dismissal On-site**

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

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

##### **[FIRST, Service Learning]**

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

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

#### 4. Health and Safety Management

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

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

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

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

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

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

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

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

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

#### 5. Costs and Compensation

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

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

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

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

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

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

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

#### 6. Obtaining Visas

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

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

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

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

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

#### 7. Course Registration Plan

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

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

#### 8. Submission of Pledge

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

## PLEDGE

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

### To be completed by the applicant

Date \_\_\_\_\_  
Signature by Student \_\_\_\_\_ \* Use "Draw" to sign. (Please do not use "Type".)  
Student ID Number \_\_\_\_\_  
Program Name \_\_\_\_\_ (Host University/Institution: \_\_\_\_\_)  
College (  APM / APS / ST / GSM  )  
Year (  1 / 2 / 3 / 4 / Other  )  
Zip Code \_\_\_\_\_  
Address \_\_\_\_\_

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

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

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

Date \_\_\_\_\_  
Signature by Guarantor \_\_\_\_\_ \* Use "Draw" to sign. (Please do not use "Type". The  
applicant must not sign on the guarantor's behalf.)  
Zip Code \_\_\_\_\_  
Address \_\_\_\_\_  
\* Please make sure information you entered is correct before submitting.  
Telephone Number \_\_\_\_\_  
Relationship with the Applicant \_\_\_\_\_

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

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