

## Application Information for AY 2024 Summer Language Immersion Programs (Intensive Language Learning Overseas)

Application Period	Program Name	Program Duration
Wed. April, 17 - Wed. May, 1 14:00	Chinese	Sun, August 11 – Sun, September 15, 2024

### **[Important] Several important changes to the program from AY 2024**

When applying to the program, please check the syllabus, application guidelines, program common items, and pledge, and make sure that you understand and accept all of the information. Pay particular attention to the following:

- [Stricter deadlines for various program-related document submissions and payment of program fees](#)
- [Collection of program fees in two separate payments: the first payment and the second payment.](#)
- [Meeting and dismissing on-site, and students are responsible for arranging / purchasing their own plane tickets](#)

**Ritsumeikan Asia Pacific University  
Academic Office  
1st Edition  
(April 17, 2024)**

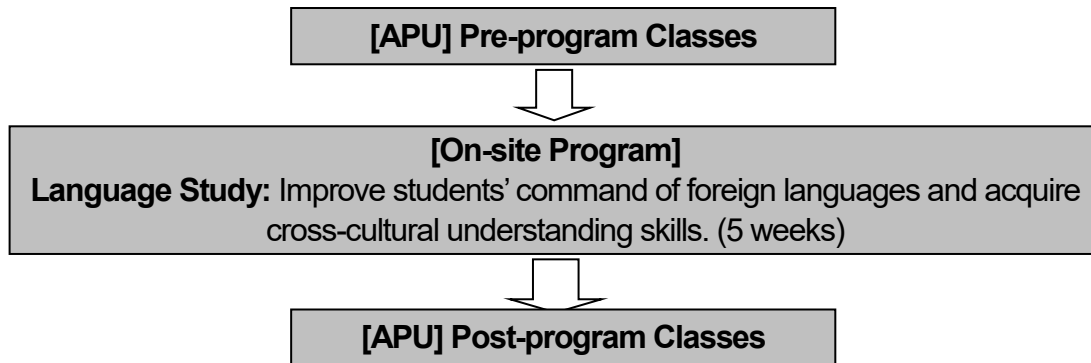
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## 1. What is the Language Immersion Program?

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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: Chinese: 4 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 Spring Semester courses, but grades for this course will not be announced until early October, 2024.

## 2. Application Information

### Program Name and Schedule

The following program will be offered in the AY 2024 Spring 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, and emergency service registration fees. Airfare is not included. Costs are subject to change.

Language	Chinese
Pre-program classes	Early July 2024 ~ Mid-July 2024 (See syllabus for details)
Program Period	Sun. August. 11 – Sun. September. 15, 2024
Post-class	Mon. September. 16, 2024
Host University	Dongbei University of Finance and Economics
Total Cost	Approx. 162,000JPY *

※ Airfare will not be arranged by APU due to the change to on-site meeting / dismissal.

### 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.
- 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, April 17- Wednesday, May 1, 2024 by 14:00

### How to Apply

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

<https://forms.office.com/r/kfXcRZkDVF>

- 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.
- Prepare the following before applying:
  - 1) Essay stating why you want to participate in the program



### \*Precautions before completing your application

- If you are selected to participate in the program, you will be asked to submit the "Pledge" online. **Please make sure to obtain the consent of your guarantor before applying.** The Pledge must be signed by both the applicant and guarantor. The guarantor must be your parent, grandparent, uncle, aunt, or guardian.
- If you are selected to participate in the program, you will be required to submit a copy of your passport photo page. Please check the passport period of validity requirements specified by your program's country BY YOURSELF. If your current passport does not meet the validity requirements specified by the country you will travel to, renew your passport immediately. If you do not have a passport, please apply for and receive your passport as soon as possible, so you can submit the required information by the deadline.



screening on Wednesday, May 8. However, as a rule, the interview date will be **Wednesday, May 8.**

- Those selected for interviews 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 will be notified of the results of their application 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.

**Friday, May 10, Afternoon**

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### **3. Required Procedures for Participants**

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

#### **Guidance Session for Confirmed Participants: *\*Attendance is mandatory***

Date / Time: Wed, May 15, 2024 – 5<sup>th</sup> period (16:10~)

Format: Online (Zoom MTG ID will be shared separately after confirming participants.)

#### **Risk Management Guidance: *\*Attendance is mandatory***

Date / Time: Wed, July 17, 2024 – 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 Spring Semester course**

**Grades Awarded: October 2024**

**Grade Inquiries: Grade inquiry period for AY 2024 Spring Semester Courses**

#### **Various Submissions and Payment of Fees**

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

##### **① Submission of Pledge**

You will have to submit the "Pledge" online. Details will be provided later.

##### **② Submission of Survey for the Confirmed Participants**

You must submit the following online: (1) Self-report of Health Condition and Necessary Support in Studies, (2) Emergency Contact Information, (3) a photo of your passport, (4) E-tickets for your flights, (5) your departure and arrival dates from/to Japan, and (6) your plan for applying for overseas travel insurance, etc.. More details will be provided later.

##### **③ Payment of Program Fee: First Payment**

The details of costs will be provided later. Please see [“5. Costs and Compensation” of the Requirements for Participation in Off-campus Programs.](#)

**Deadline for ①②③**

Wednesday, June 12, 2024 by 14:00

##### **④ Payment of Program Fee: Second Payment**

The details of costs will be provided later. Please see [“5. Costs and Compensation” of the Requirements for Participation in Off-campus Programs.](#)

##### **⑤ Submission of Proof of Visa**

- There may be cases where students will need to obtain a visa depending on the country/region where the program will be held, or due to the student's nationality.

- Visa application methods differ by country and by student nationality. There may be some cases where it is difficult to obtain a visa. Students who are unable to obtain a visa will not be able to join the program and may be charged a cancellation fee.

For details, please see [“6. Obtaining Visas”](#) of the [Requirements for Participation in Off-campus Programs](#) at the end of this handout.

**Deadline for ④⑤**

Wednesday, July 17, 2024 at 14:00

## ⑥ Immunizations

Other types of immunizations will be introduced at the Off-campus Study Program Participant Guidance Session. Immunization is not compulsory. Please decide whether or not you will get the immunizations based on the information provided at the guidance session. Students who would like to receive the immunizations should go to the APU Health Clinic for further assistance.

## 4. Notes and Warnings for Participation

[Important] Basic information is provided in the [“AY2024 Ritsumeikan Asia Pacific University Off-campus Study Programs Requirements for Participation in Off-Campus Study 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. Required documents and Program fees

#### Strict deadline for various and program fees related to the program

- 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 if you had "declined participation" and will be responsible for any fees already incurred.

#### 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.
- COVID-19 may cause restrictions and prevent you from entering the country, and you may be required to pay additional fees to enter the country. In such cases, you will be responsible for any additional expenses incurred.

#### Collection of program fees in two separate payments: the first payment and the second payment

- From AY 2024, the program fee will be divided into two parts, and collected in two separate payments.
- Detailed information will be provided after the screening results are announced. However, approximately 70-80% of the program fee will be required in the first payment.

#### **First payment deadline: Wed, June 12**

- The second payment will consist of the remaining program costs, after subtracting the amount of the first payment. Details will be announced after the program fees are set.

#### **Second payment deadline: Wed, July 17**

### 2. Preparation before Departure

#### ※ From AY 2024, all 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 must submit your e-tickets by Wednesday, June 12.** Be sure to plan with this deadline in mind.
- You must inform us of your entire travel plan, from the time to leave Japan to the time you return. (This is because your overseas travel insurance coverage must cover the whole period of time you are abroad.)
- 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 Program (excluding thru-transit, with no stays in the area) you will not be permitted to join the program. If you have arranged flights to these countries or areas, you are responsible for rearranging your own plans or flights to avoid these areas.

### 3. Disclaimer and Precautions

#### 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 spring semester 2nd Quarter and Summer 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 spring semester 2nd Quarter or Summer Session courses during Course Registration Correction Period 2.
- You are responsible for any cancellation costs, including in the event of program suspension.

### **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.
- This program is not a faculty-led program. In some cases, the faculty member in charge of the program may partially lead the program, depending on the situation. However please understand that such cases are exceptions to the rule.

## **4. Precautions related to COVID-19**

### **COVID-19 Vaccination & PCR Testing**

- From AY 2023, students are not required to be vaccinated against COVID-19 or to take a PCR/antigen test before departure in order to participate in Off-campus Study Programs.
- However, participants must adhere to any requirements regarding vaccination or submitting proof of a negative test result if stipulated by the destination country or institution. Students who do not adhere to such requirements will have their participation in the program cancelled. Furthermore, students must cover any program costs incurred until that point.

### **Cancellation of Dispatch**

- The university may decide to cancel the program's dispatch depending on the current situation; for example, due to the spread of infectious diseases, the social climate, or circumstances at the host institution. Please refer to "[2. Cancellation of Program Participation or Dispatch](#)" of the [Requirements for Participation in Off-campus Programs](#)
- In the event of cancellation or interruption of dispatch, or change of program content, participating students may not make a claim against the University or host institution for any expenses incurred as a result of cancellation. Students will be responsible for any cancellation fees incurred.
- In the event of cancellation, grades and credits will not be awarded even if the program has already started.

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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 JASSO Scholarship may also be available for APU students of Japanese nationality.

### **JASSO Scholarship**

- Those participating in the Chinese program are eligible to apply.
- 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.
- **This scholarship is only available for students who possess Japanese nationality or permanent residence in Japan.**
- Even if you are planning on receiving the scholarship, you must pay the full program fee by the deadline.

### **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 follow the APU Active Learning rules. Participants are not allowed to drive cars and motorcycles, drink alcohol, or engage in leisure sports.
- 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.
- 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 Risk Management and Health Checks during the Program

- During the program, students may use their personal judgement in deciding whether or not to wear a mask, but you must be sure to follow the directions of your host institution.

### ⑦ 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. Documents to Submit after Acceptance into the Program

Schedule	Contents
Wed. June 12, 14:00	<ul style="list-style-type: none"><li><input type="checkbox"/> Pledge</li><li><input type="checkbox"/> Survey for program participants: ((1) Self-report of health conditions and necessary support in studies, (2) emergency contact information, (3) E-tickets, (4) copy of your passport, (5) dates of departure from and return to Japan)</li><li><input type="checkbox"/> 1<sup>st</sup> Program Fee Payment</li><li><input type="checkbox"/> Overseas Travel Insurance Declaration Form (Details will be provided at the Participant Guidance Session)</li></ul>
Wed. July 17	<ul style="list-style-type: none"><li><input type="checkbox"/> 2<sup>nd</sup> Program Fee Payment</li><li><input type="checkbox"/> Overseas Travel Insurance fee and Risk Management fee (The final amount will be provided around Wed. Jul, 10)</li><li><input type="checkbox"/> Copy of Visa (Only students who need a visa)</li></ul>

※ It is your responsibility to submit all information and payments by the designated deadlines to participate in the program. Failure to submit all required materials and pay the program fees by the designated dates for any reason will result in cancellation of your participation in the program.

## 7. Schedule

Date	Content
2024	
Wed, April 17, 15:40 – 16:40	Program Recruitment Guidance Session <b>Online: Zoom ID:935 985 46578</b>
Wed. April 17 – Wed. May 1, 14:00	Application Period
Wed. May 1, 14:00	Application Deadline
Wed, May 8, 2 <sup>nd</sup> – 5 <sup>th</sup> Pd.	Interviews (Backup days- Tues, May 7, Thurs, May 9)
Afternoon of Fri, May 10	Results Announced
Wed, May 15, 5 <sup>th</sup> pd. (16:10 ~)	Off-campus Study Program Participant Guidance Session
Wed, June 12	<u>Deadline to submit the documents and payments below:</u> <ul style="list-style-type: none"> <li>• Pledge</li> <li>• Survey for Program Participants (1) Self-report of Health Conditions and necessary support in studies, (2) Emergency Contact Information, (3) E-ticket, (4) copy of passport, (5) departure and arrival information, (6) choice of overseas insurance plans)</li> <li>• 1st Program Fee Payment</li> <li>• Overseas Travel Insurance Declaration Form</li> </ul>
Early – Mid-July	Pre-program classes (check program syllabus)
Wed, July 17	<u>Deadline to submit the documents and payments below:</u> <ul style="list-style-type: none"> <li>• 2nd Program Fee Payment</li> <li>• Overseas Travel Insurance Fees</li> <li>• Risk Management fees</li> <li>• Copy of Visa (only for students who need visas)</li> </ul>
Wed, July 17, 5 <sup>th</sup> Period (16:10-)	Risk Management Guidance Session
August – September	Programs held, AP Language Exemption Test (applicants only)
Middle of September	Post-program class
October	Grades Awarded
2025	
March	Grade Inquiry Period

\* There might be additional guidance sessions in addition to those listed above. Selected participants will be informed of the guidance session schedule after the first guidance session.

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

## 8. Inquiries Regarding Language Immersion Programs

Academic Office: B Building 1st Floor  
 Contact: Sugiyama (Mr.), Byrd (Ms.), Ninomiya (Ms.), Namba (Ms.), Ashikari (Ms.)  
 TEL 0977-78-1101 / FAX: 0977-78-1102  
 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 as to Programs) must abide by the following.

#### 1. Required Attitude

- (1) Participants must understand the aim and the purpose of their chosen program, and should actively participate in the program and take their studies seriously.
- (2) Participants must conduct themselves in a dignified and honorable manner while maintaining the good name of Ritsumeikan Asia Pacific University (hereinafter, "APU") and the host 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.
- (4) Participants must attend all pre-dispatch and pre-program and post-program classes, guidance sessions, and so on.
- (5) Participants must follow all instructions from staff and faculty at both APU and the Host Institution.
- (6) Participants must not protest if they are made to cancel their participation in a program or made to return to Japan due to breach of these Requirements for Participation in Off-campus 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)]

I understand that 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. I understand that 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]

I understand that 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. I understand that 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, in any of the cases below the student's participation in the program may be cancelled even after the results have been announced.
  - A) If it is determined that it is not appropriate for the student to take the course, taking into account their attitude and attendance status
  - B) If the participant is made 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) In the case of any other violations of the duties of the student
- (4) I understand that if a student's participation is cancelled, they shall be given an "F" grade. (If the participation is cancelled before the pre-program classes start, then the course will be "dropped." However, exchange, Dual Degree programs, Campus Asia programs, and other short-term summer and winter programs are excluded.)
- (5) I understand that 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 dismiss 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 flight ticket information (E-ticket) to APU as declaration and evidence of the dates of their departure from and arrival to Japan.
- (3) Once an itinerary has been submitted to APU, it should not be changed for any reason. If changes are made, the revised itinerary must be resubmitted to APU.
- (4) APU is not responsible for any actions taken outside the previously-reported dates of departure and return to Japan, and all actions taken will be at the participant's own risk.

##### [FIRST, Service Learning]

- (1) Participants are not permitted to meet or dismiss on-site, and 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 Management

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

**[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 designated by APU.

- (2) Participants are responsible for managing their own personal health. They must also submit the "Off-campus Program Participants Self-report of Health Condition and necessary support in studies."
- (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) Should the participant require emergency medical treatment or surgery at a time when it is impossible to obtain their permission (or that of their guarantor), the participant agrees to be treated according to the judgment of APU or Host Institution faculty and staff, or a doctor.
- (6) If APU or the Host Institution determines that the patient 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 any issues which may arise as a result.
- (7) If a student wishes to receive a vaccine recommended by APU, they must go through the necessary procedures and apply at their own medical institution to receive it. 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 in the program due to their failure to submit documents of 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) I understand that 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 discontinuation of the program, cancellation of participation, or withdrawal. I also understand 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 events that may occur during the program 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 their 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, 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 the address you entered is correct before submitting.

### To be completed by the applicant's guarantor \*Should be completed by a parent, a guarantor, etc.

As the applicant's guarantor, I hereby acknowledge that the applicant has read and understood the application guidelines, syllabus, 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 Parent/Guarantor \_\_\_\_\_ \* Use "Draw" to sign. (Please do not use "Type".)  
Zip Code \_\_\_\_\_  
Address \_\_\_\_\_  
\* Please make sure the address you entered is correct before submitting.  
Telephone Number \_\_\_\_\_  
Relationship with the student \_\_\_\_\_

[In any of the following cases, the 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-entry sections.
- If any of the information provided is deemed false.