

Application Information for AP Language Immersion Programs AY2025 Spring Semester

Application Period	Program Name	Program Duration
Wed, April 16 - Wed, April 30 14:00	Korean	Mon, August 4 – Fri, August 22, 2025
	Chinese	Sun, August 10 – Sat, September 13, 2025

Ritsumeikan Asia Pacific University
Outreach and Research Office
1st Edition
(March 17, 2025)

1. What is the AP Language Immersion Program?

■ the AP Language Program ■

The AP 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).

Characteristics of programs in each language

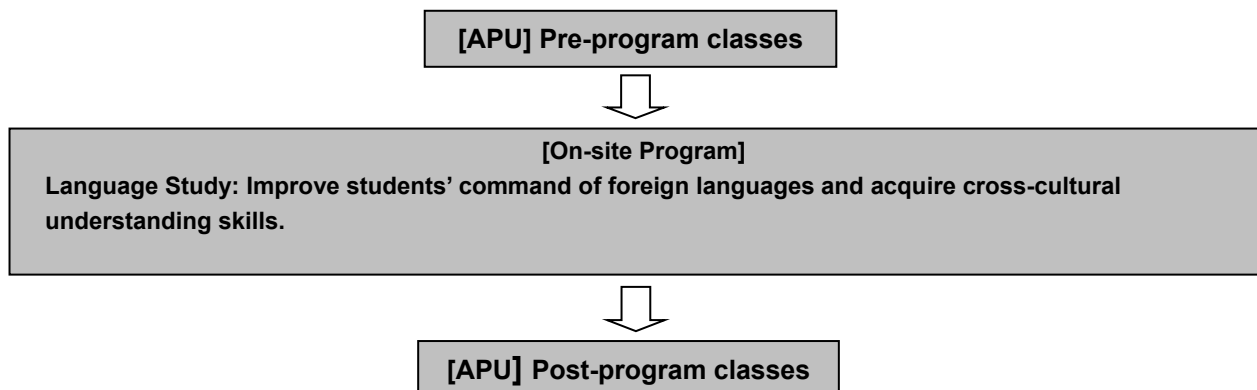
[Korean]

This program will take part in a short-term training program offered by Busan University of Foreign Studies. This is not a class exclusively for APU students, but rather a class where you will learn Korean with classmates from diverse backgrounds gathered from all over the world. The program offers a wide range of levels, from beginner to advanced. In addition to Korean language classes, the program includes cultural classes, fieldwork, and other activities, therefore the participants are able to learn the Korean with the various aspects.

[Chinese]

This program will be a 5-week short-term Chinese language study abroad program. This program consists of Chinese language classes, which include instruction in grammar and practical conversation by instructors, as well as conversation practice led by student teaching assistants (TAs) from Tohoku University of Economics and Finance. It also includes activities such as touring around Dalian City, tour to the Dalian Forest Zoo, a popular tourist attraction, company visits, and cultural learning workshops.

Program Overview



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 2 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 AY2025 Spring Semester courses, but grades for this course will not be announced until October, 2025.

Eligibility / Subject Field

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

[Common]

- Must be in 1 – 7 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

[Student Status]

- Must be a student who is enrolled during the semester when the program is offered (as of AY2025 Spring Semester)
- A student whose student status is “study abroad” or “leave of absence” when the program is offered (as of AY2025 Spring Semester) is not eligible to apply.
- 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.
- Besides those listed above, please check the ‘Recommended Qualifications / Knowledge’, and ‘Requirements for Students’ in the syllabus for the program-specific conditions if any.

[Language Requirements]

As of the semester in which the program is implemented (as of AY2025 Spring Semester), the following conditions are required to meet.

[Korea] There is No language requirement.

[Chinese] Students who have already completed Chinese I at APU, or equivalent to the language level of Chinese I at APU. (Regardless of the course completed at APU.)
Also, students who have taken Chinese I at this semester are applicabl.

[Number of Participants]

- Maximum number of participants in each program is as stated in the syllabus.
- Due to the screening process, not all applicants may be able to participate even if the number of applicants is below the maximum number.
- If the number of applicants falls below the minimum number stated in the syllabus, the program will be closed.

[Eligibility of Participation]

- Students who have not been approved will not be allowed to participate in the program.

[Retake of the same program]

- Students who have participated in a past program are not eligible to participate again (retake) in a program with the same combination of language and destination. (retake the program).
(In case of the program that the language is the same but the destination is different, application is possible.)

Application Information

Course Registration

- The following program will be offered in the AY2025 Spring Semester. Please refer to the information below or the course syllabus for more details
- Program content (schedule and sites) may be subject to change due to unavoidable circumstances.

Language	Korean	Chinese
Pre-program class See syllabus for details	July 2025	July 2025
Program Period	Mon, Aug. 4 – Fri, Aug. 22, 2025	Sun, Aug. 10 – Sat, Sep. 13, 2025
Duration	Approx. 3 weeks	Approx. 5 weeks
Post-program class	Fri, August. 29, 2025	Tue, September. 16, 2025
Host University	Busan University of Foreign Studies (Busan, Korea)	Dongbei University of Finance and Economics (Dalian, China)
Program fee	Approx. 210,000 JPY	Approx. 190,000 JPY

* The program fee mentioned above is the approximate price included the overseas travel insurance explained later.

Applying for multiple programs

- Students can apply for multiple programs as long as they meet the application conditions and the program schedule (Pre-program classes, on-site program, and Post-program classes) do not overlap.
- If you are applying for more than one program, you must submit one application per program.
- If you are applying for multiple Off-campus programs with overlapping dates ("duplicate applications"), **all applications will be disqualified from screening.**
- "Off-campus Programs with overlapping dates" includes not only short-term programs but also Student Exchange programs. For students who have been accepted to Student Exchange program and the date of AP Language Program overlaps with the schedule of your Exchange program, your application will be deemed "duplicate application".
- If you are accepted for more than one program, you must participate in all the programs you are accepted for. We will not accept your withdrawal after the announcement of the screening results in principle.

How to apply

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

Application period: **Wednesday, April 16 - Wednesday, April 30, 2025, 14:00**

Please apply online via each language program page of [the Off-campus Programs website](#) or the QR code mentioned as below.

- Online application website will be available for use when the application period starts.
- 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 before submitting your application.

- Application Essays
 - * Japanese: approx. 500 words, English: approx. 300 words
 - Reasons for Application
 - What you would like to accomplish by participating in the program?
- Guarantor Information
- Self-report of health conditions
- Passport photo page (If you have not obtained a passport or plan to renew it, please declare so on the application page.)



Application
Form

Passport:

- If your current passport does not meet the expiration date specified by the sending country/region, please renew it as soon as possible.
- If you do not have a passport at the time of application: Please obtain a passport **by June 4, 2025 (Wed.), 14:00** and submit it to the office (upload to Forms)

Uploading Passport photo page:

When you upload the passport data, use the file name format shown below:

- Passport_Name_Student_ID (ex. Passport_YamadaTaro_11223344.jpg)
- As shown in the sample, please prepare a clear image taken from the front with no reflections from light and with all information, including letters and numbers, not obscured.



Screening method

- A comprehensive selection process will be conducted. (Applicants will be contacted separately if an interview is required.)

Application guidance session

Date: Wednesday, April 16 [Japanese/English] 16:10-17:50
Format: Hybrid (face to face and online)
Venue: TBA
Zoom MTG ID: TBA
Students must log in with APU account. See [this link](#) for details.

Interview Date (Only for those who require interviews)

Date: Wednesday, May 7, (2nd – 5th 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, May 8 and Friday, May 9 will be backup dates in case you are unable to attend the interview screening on Wednesday, May 7.
- 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 screening results by the date shown below.

Announcement of the screening result

Date: Friday, May 16, 2025
The applicant will be notified via “Action Required” section on Campus Terminal.

Guidance for the confirmed participants

Attendance is required if you have been selected to attend a course.

Date/time: Wednesday, May 21, 2025, 5th period (16:10-)
Format: face to face (Venue: TBA)

Risk Management Guidance Session

Attendance is required if you have been selected to attend a course.

Date/time: Wednesday, July 16, 2025, 5th period (16:10-)
Format: Online (Zoom MTG ID: TBA)

Release of Grades / Grade Inquiries

Course Registered and Graded as: AY2025 Spring Semester
Grades Awarded: October 2025
Grade Inquiries: Grade Inquiries Period for AY2025 Fall 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 for each program are listed in the syllabus. 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 announced at the screening results. You are responsible for payment of the program fee by the deadline: May 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. The fees are around tens of thousands to hundreds of thousands of yen but these prices are only estimates as a rough guide, and the actual amount will be the total amount of various expenses already incurred at the time your participation is canceled.

Insurance

* **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, and so on.
- 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. Insurance premiums are calculated based on the dates of travel abroad, but approximate prices are as follows.

Number of days of travel	The overseas travel insurance premiums	The risk management system fee
For up to 7 days	Approx. 7,500 yen	1,870 yen
For up to 14 days	Approx. 12,000 yen	1,870 yen
For up to 21 days	Approx. 15,000 yen	1,870 yen
For up to 34 days	Approx. 17,000 yen	3,740 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". If you wish to purchase "Plan A" or "Plan B", please follow the instruction from Creohuman.
- Application schedule of overseas travel insurance (Details will be provided at the Guidance for the confirmed participants)

Date	Schedule
May 21 (Wed)	Creohuman emails you regarding overseas travel insurance application procedures
June 4 (Wed)	Submission due for Overseas Travel Insurance Declaration Form (incl. date of departure from Japan and date of return to Japan) (For those who wish to change the insurance plan) Submission due for changing the insurance plan
June 5 (Thu)	Creohuman emails you insurance premiums
June 15 (Sun)	Payment due for paying the insurance premiums
By July 18 (Fri)	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 program on-site

- Please make your own transportation (and accommodation) arrangements to and from the on-site meeting place at your own responsibility.
- Meeting places and dates are listed in the syllabus for each program.
- 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](#).

3. Disclaimer and Precautions

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

- If you are accepted into a short-term 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 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

- Please check the academic calendar, other activities and program periods carefully in advance as you cannot take regular lectures, make-up classes, regular examinations, make-up examinations, course registration periods, extra-curricular activities, or training programs that overlap with the AP Language programs.
- You may apply to the program even if the program period (pre-program classes, on-site program, and post-program classes) of the AP Language program you wish to pursue overlaps with the 2nd Quarter and Summer Session courses of the AY2025 Spring semester for which you have already registered. However, if you wish to enroll in the AP Language program, you must make sure to remove your course registration for 2nd Quarter and Summer Session courses of the AY2025 Spring semester during the Course Registration Correction Period 2.
- No special consideration will be given to students whose pre/post-program classes or on-site program periods overlap with extra-curricular activities, or training programs.

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.

Other Precautions

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

4. Program Cancellation

- 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.
In the above cases, you 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.

Other Information

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 more than 31 days, up to 1 year program may apply for the scholarship. (In AY2025 Spring Semester, 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.

Details: Scholarship 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-program and post-program classes 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. Overnight stay on weekend other than the designated accommodation is also not allowed.
- 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

Schedule

Date	Description
2025	
April 16 (Wed.)	Application period begins
April 16 (Wed.) 5 th period (16:10-)	Application Guidance Session Venue: TBA / Online: Zoom ID: TBA
April 30 (Wed.) 14:00	Application deadline
May 7 (Wed.) 2 nd – 5 th period	Interviews (backup dates- Thu, May 8, Fri, May 9)
May 16 (Fri.)	Announcement of the screening result
May 21 (Wed.) 5 th period (16:10-)	Guidance session for confirmed participants <u>*Attendance is mandatory</u>
July	Pre-program classes (see program syllabus)
July 16 (Wed.) 5 th period (16:10-)	Risk Management Guidance Session <u>*Attendance is mandatory</u>
August – September	The program on-site, and post-program lectures (see program syllabus)
October	Grade announcement (After the Registration Period B)
2026	
March	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
May 23 (Fri) 14:00	<input type="checkbox"/> Pledge submission <input type="checkbox"/> Payment due for the program fee	Outreach and Research Office
June 4 (Wed)	<input type="checkbox"/> Submission due for Overseas Travel Insurance Declaration Form (incl. date of departure from Japan and date of return to Japan)	Creohuman
	<input type="checkbox"/> (For those who wish to change the insurance plan) Submission due for changing the insurance plan	Creohuman
June 15 (Sun)	<input type="checkbox"/> Payment of overseas travel insurance fee	Creohuman
Notification per program	<input type="checkbox"/> VISA image (only for students who needs a visa)	Outreach and Research Office

Obtaining a VISA

- Students should check in advance whether a visa is required in the country of destination from departure to return, and complete the necessary procedures well in advance.
 - It is the responsibility of the individual participant to obtain a visa; failure to do so will result in revocation of course eligibility.
 - International students who need a re-entry permit should remember to obtain one.
- ※ It takes time to obtain a visa. Since the above schedule will not sufficient to meet the visa screening

and receipt in time, in time, a separate schedule will be given to students who declare at the time of application that they need a visa.

- ※ Some programs may require the submission of visa images for arrangement purposes.

For inquiries about AP Language Immersion program

Outreach and Research Office: 2nd Floor of Building A

Contact: Nawa (Mr.), Kim (Ms.), Namba (Ms.)

TEL 0977-78-1101

E-mail: immerse@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.