

**Ritsumeikan Asia Pacific University  
Inbound Student Exchange Program  
Application Guidelines**

**(Fall 2023 Enrollment)**

## 1. Admissions Policy

In accordance with all concluded student exchange agreements, Ritsumeikan Asia Pacific University accepts students from our partner universities who have excellent language abilities, outstanding academic capabilities, and who desire to spend one or two semesters of their undergraduate studies at Ritsumeikan Asia Pacific University.

## 2. College

Applicants must choose one of the colleges below.

- College of Asia Pacific Studies (APS)
- College of International Management (APM)

## 3. Eligibility

Applicants must fulfill all the following requirements from (i) to (iv) at the time of application:

- Applicants must be enrolled in an overseas partner university that has concluded a “Student Exchange Agreement” with Ritsumeikan Asia Pacific University.
- Applicants must be screened and nominated by their home universities.
- Applicants must possess a cumulative GPA of 2.00 or higher on a 4.00 scale at their home universities.
- Applicants must meet either a) or b) of the following language criteria\*:  
\*only scores for examinations taken on or after October 22, 2021 will be accepted

### a) English Basis:

Minimum English Proficiency Requirements				
TOEFL iBT	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English FCE
79	6.0 Overall	780	50	176

### b) Japanese Basis:

Minimum Japanese Proficiency Requirements		
JLPT N1	JLPT N2	EJU Japanese*
100	135	250
*Not including the writing section		

## 4. Application Deadline and Method

(i) Application Deadline: April 22, 2023

(ii) Application Procedures:

- Before starting the online application, prepare the following (a), (b) and (c) digitally, as you are required to upload them to your online application. The documents must be written in either English or Japanese.

(a) ID photo

- This will be used when submitting your Certificate of Eligibility application to the Immigration Services Agency of Japan and must meet the requirements as detailed on [their website](#).

(b) Financial Proof – Certificate of Deposit Balance issued by a bank, Scholarship Letter, etc.

- An official, original document is required.
- If the original document was issued electronically, an electronic version will suffice. If the original document was a paper document, we require the original document to be sent to us by post. Please note that we cannot accept scanned versions of paper documents.
- It must be dated within three months of the date you submit your exchange program application.
- **Required minimum amount: 500,000 yen for one semester / 1,000,000 yen for one year**
- Mutual fund account balances, investment account balances, and life insurance policies are not acceptable.

- (c) Language proficiency score
  - Please make sure that your language proficiency score meets the requirement written in (iv) of 3. Application Eligibility. If you do not have a valid score sheet, we can instead accept an official letter certifying your English or Japanese proficiency issued by a professor or instructor at your home university who can evaluate your language abilities.
  - Proof of English language proficiency will be exempted for applicants from partner universities located in the following countries: Australia, Canada, Singapore, the U.K. and the U.S.
- (ii) [Complete the online application](#)
- (iii) Send the original copy of your official financial proof to the address below via international courier or registered mail. If the original copy of your financial proof was issued digitally, there is no need to send it to us via courier or registered mail.

Mailing address:

Inbound Student Exchange Coordinators c/o Academic Office,  
Ritsumeikan Asia Pacific University  
1-1 Jumonjibaru, Beppu, OITA 874-8577 JAPAN  
TEL:+81-977-78-1101

## 5. Important Notes for Applicants

- (i) Original documents that cannot be reissued will be returned to the applicants upon request only. Proof of language ability, academic transcript, and notarized documents cannot be returned. Please note that if a request has not been made six months after your enrollment at APU, submitted documents will be discarded under APU's Document Preservation Regulations. In addition, documents will not be returned under any condition after completion of the program.
- (ii) Applicants are not allowed to change their college.
- (iii) For documents that are written in languages other than English or Japanese, please attach an official translation with the translator's name, contact details and signature.
- (iv) In cases where there is only one copy of the original document, or if there are any problems in submitting the original document, certified copies from the issuing institutions or organizations will also be accepted.
- (v) Your acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment. Any evidence of plagiarism will result in rejection or revocation of acceptance.

## 6. Announcement of Results

Mid-July 2023

The results and information about enrollment procedures will be sent to applicants via email.

## 7. Enrollment Date

September 2023

\*The arrival date is expected to be in mid-September.

## 8. Enrollment Procedures

Admitted applicants must pay the accommodation fee for the off-campus student dormitory and the Comprehensive Insurance fee for student “Gakkensai” by the designated date. Furthermore, admitted applicants must submit all documents and complete the enrollment procedures by the designated date. Details regarding necessary fees and enrollment documents will be sent together with the notification of results.

Fee Type		Amount*	Important Notes
Move-In Fee		33,000 yen	<ul style="list-style-type: none"><li>• Rent includes accommodation fees, monthly fees for the upkeep of common areas, rental bedding, and utilities.</li><li>• Rent for the entire exchange period must be paid in a one-time lump sum payment. It must be paid by the deadline, prior to arrival.</li></ul>
Rent	1 Semester	Approx. 300,000 yen	
	1 Year	Approx. 600,000 yen	
Insurance Amount “Gakkensai”	1 Semester	Approx. 4,000 yen	
	1 Year	Approx. 6,000 yen	

\*Fees are subject to change.

\*Fees other than those above might be incurred without notice.

## 9. Other Expenses

In accordance with the Student Exchange Agreement between Ritsumeikan Asia Pacific University and its partner universities, students will be exempted from paying application fees, admission fees and tuition fees. However, students must bear the costs of their own living expenses, accommodations and insurance.

All students who have a student visa and will be living in Japan for more than 3 months are required to purchase National Health Insurance from the Japanese Government. The insurance amount will be approximately 10,000 JPY for one Semester and 20,000 JPY for one Year.

## 10. Timeline

Application Deadline	April 22, 2023
Announcement of Results	Mid-June, 2023
Enrollment Procedures	Mid-June, 2023 – Mid-July, 2023
Certificate of Eligibility (CoE) sent to applicants or their home universities	Mid-August, 2023
Student Visa Application	Late August, 2023 – Early September
Arrive at APU	Mid-September, 2023

## Basic Policy on the Protection of Personal Information

The Ritsumeikan Trust (hereinafter, "the Trust") has instituted its own rules and systems to ensure that the personal information of its students used in the course of the Trust's educational and research activities is handled in accordance with laws, regulations and other personal information protection standards. As part of this, the Trust implements and maintains the following Basic Policy on the Protection of Personal Information. Rules for the handling of personal information for the purposes of academic research are stipulated separately to this policy.

1. In order to implement this Basic Policy, the Trust shall establish and publicly announce the Ritsumeikan Trust Personal Information Protection Regulations, and ensure that they are known and observed by all faculty and staff (including executives, faculty members, administrative staff members, part-time workers and dispatched workers) and associates of the Trust
2. The Trust shall establish appropriate information security measures against illicit access, computer viruses, etc., in order to prevent the loss, destruction, manipulation or leak of personal information.
3. The Trust shall acquire personal information only by legal and proper means. As well as refraining from acquisition of information by improper means, the Trust shall ensure that the subject of the personal information consents to the purposes of its use, or shall announce the necessary arrangements on the Trust's website.
4. The Trust shall ensure that personal information acquired indirectly has been acquired properly from its subject, and shall announce the intended purpose of use and other necessary arrangements on the Trust's website.
5. The Trust shall confirm that the subject of personal information has the right to disclose, correct, suspend, or erase that information, and shall treat applications from the subject concerning such acts with due respect.
6. When sharing personal information with a third party or entrusting it to a third party under an outsourcing arrangement, the Trust shall investigate that party, conclude a contractual agreement, and take all other steps required by law.
7. Personal information provided for the purposes of becoming a student of any of the educational institutions of the Trust shall be handled by the Trust with the same care as is applied to personal information provided by past and current students of those institutions.
8. The following principles shall apply to specific aspects of the acquisition and handling of personal information:

- Personal information shall only be used within the scope of the purpose of its acquisition, only by persons granted authority in accordance with the specific tasks involved, and only to the extent necessary to perform those tasks.
- Personal information shall not, in principle, be provided to any third party.
- Personal information shall not be used outside the original purpose, removed from its regular place of use, transmitted to any third party, or otherwise leaked.
- Employees of the Trust are prohibited from recklessly disclosing personal information encountered in the course of their work to any third party and from using such information for improper purposes. This prohibition continues to apply after employees have ceased to engage in the work in question.
- The Trust shall not acquire, use or provide personal information of the following nature:

1. Matters concerning personal thoughts, beliefs or religion
2. Matters that may be the cause of social discrimination

April 1, 2005