

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

(Spring 2023 Enrollment)

1. Admissions Policy

In accordance with the Student Exchange agreement between Ritsumeikan Asia Pacific University and its partner universities, the program accepts students from Ritsumeikan Asia Pacific University partner universities who have excellent language abilities and academic capabilities and desire to spend one or two semesters of their undergraduate studies at Ritsumeikan Asia Pacific University.

2. College of Students Accepted

Eligible Colleges:

- College of Asia Pacific Studies (APS)
 - College of International Management (APM)
- * Applicants must choose either one.

3. Application Eligibility

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

- (i) Applicants must be enrolled in an overseas partner university that has concluded a “Student Exchange Agreement” with Ritsumeikan Asia Pacific University.
- (ii) Applicants must be screened and nominated by their home universities.
- (iii) Applicants must possess a cumulative GPA of 2.00 or higher on a 4.00 point scale in their studies at their home universities.
- (iv) Applicants must meet either a) or b) of the following language criteria* :
*only scores of examinations taken on or after April 22, 2020 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: October 22, 2022

(ii) Application Procedures:

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

(a) ID photo

➤ This will be used for 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 Bank, Scholarship Letter, etc.

- Official and original document is required.
- If the original document was issued electronically, an electronical version will suffice. If the original document was issued on paper, we require you to send us the original by post. Please note that we cannot accept scanned versions of original documents that were issued on paper.
- It must be dated within three months from the date of exchange program application.
- **Required minimum amount: 500,000 yen for one semester / 1,000,000 yen for one year**
- Balances of Mutual Fund accounts, Stock Market, 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 ability.
- Proof of English language proficiency will be exempted if applicants are from partner universities located in the following countries: Australia, Canada, Singapore, U.K. and U.S.A.

(2) [Complete online application](#)

(3) Send the original and official financial proof to the address below via international courier or registered mail. If the financial proof was issued digitally by the organization, 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 Application

- (i) Only original documents that cannot be reissued will be returned to the applicants upon request. Proof of language ability, academic transcript, as well as notarized documents cannot be returned. Please note that if a request is not made within half a year after enrollment, submitted documents will be discarded under APU's Document Preservation Regulation. In addition, documents will not be returned under any condition after program completion.
- (ii) Change of college will not be allowed.
- (iii) For documents that are written in neither English nor Japanese, please attach an official translation with the translator's name, contact details and signature.
- (iv) In case where there is only one copy of the original document or if there are 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 of the application.

6. Release Date of Results

Mid-December 2022

The results and information of enrollment procedures will be sent to applicants and their coordinators via email.

7. Enrollment Date

April 2023

*Arrival date is expected to be in mid-March.

8. Enrollment Procedures

Admitted applicants must pay the accommodation fee for the off-campus student dormitory and the Comprehensive Insurance for student “Gakkensai” by the designated date. Applicants must also submit the enrollment procedure documents by 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">The rent includes accommodation, common charges, rental bedding, and utilities.The rent for the whole exchange period must be paid at once by the payment deadline prior to arrival.
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.

*Other fees than the above might be incurred without notification.

9. Other Expenses

Based on the mutual tuition fee exemption agreement between the partner universities, students will be exempted from paying the application fee, admission fee and tuition fee. However, students must bear the costs of their own living expenses, accommodation and insurance.

All students who have a student visa and will be living in Japan more than 3 months are required to purchase National Health Insurance by the Japanese Government. The insurance amount will be approximately 10,000JPY for 1 Semester, and 20,000JPY for 1 Year.

10. Timeline

Application Deadline	October 22, 2022
Announcement of Result	Mid-December, 2022
Enrollment Procedures	Mid-December, 2022 – Mid-January, 2023
Certificate of Eligibility (CoE) sent to applicants or their home universities	Mid-February, 2023
Student Visa Application	Late February, 2023
Arrive at APU	Mid-March, 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 leakage 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 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