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Ritsumeikan  
Asia Pacific University



**Study Abroad Program  
(Fee-based)  
2023 Spring & Fall  
Information Sheet**

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## Contact Information:

**Inbound Study Abroad  
Coordinator**

[inbound@apu.ac.jp](mailto:inbound@apu.ac.jp)

## Institutional Information:

<b>Address</b>	Ritsumeikan Asia Pacific University Academic Office 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
<b>TEL</b>	+81-977-78-1101
<b>FAX</b>	+81-977-78-1102
<b>University Website</b>	<a href="http://www.apu.ac.jp">www.apu.ac.jp</a>

# Academic Calendar:

## Spring Semester:

<b>Official Semester Dates</b>	Apr. 1- Sept. 20
<b>Airport Pick-up &amp; Dormitory check-in</b>	Late Mar.
<b>Mandatory Orientation</b>	Late Mar.
<b>Term Dates</b>	Quarter 1: Early Apr. – Late May Quarter 2: Early June – Late July
<b>Examination Periods</b>	Quarter 1: Late May Quarter 2: Late July
<b>Make-up Examination Day</b>	Quarter 1: Mid June Quarter 2: Mid Aug.
<b>Term Breaks</b>	Quarter Break: Early June Summer Break: Early Aug. – Sept.

## Fall Semester:

<b>Official Semester Dates</b>	Sept. 21 – Mar. 31
<b>Airport Pick-up &amp; Dormitory check-in</b>	Mid Sept.
<b>Mandatory Orientation</b>	Mid Sept.
<b>Term Dates</b>	Quarter 1: Early Oct. – Late Nov. Quarter 2: Late Nov. – Early Feb.
<b>Examination Periods</b>	Quarter 1: Late Nov. Quarter 2: Early Feb.
<b>Make-up Examination Day</b>	Quarter 1: Early Dec. Quarter 2: Mid Feb.
<b>Term Breaks</b>	Quarter Break: Late Nov. Winter Break: Late Dec. – Early Jan. Spring Break: Early Feb – Mar.

# Academic Information (1/2)

<b>Course Level</b>	Undergraduate Only
<b>Duration of Study Abroad</b>	1 Semester or 2 Semesters
<b>Colleges</b>	College of Asia Pacific Studies (APS), College of International Management (APM)  Note: Students must choose <b>one college</b> they would like to enroll in but will be able to take courses from both colleges. It is advised that students choose a college that is most similar to their program at their home university.
<b>Language of Instruction</b>	English and Japanese
<b>Number of Weeks of Study</b>	1 semester is 14 weeks (plus 2 weeks of exams)  APU operates on a semester system made up of two quarters. Some classes (mostly language) run for the duration of the semester while other classes are usually taught in one of the two quarters.
<b>Number of Hours per Week per Course</b>	4 classes × 100 minutes: Semester-based language course 1 class × 100 minutes: Semester-based major course 2 classes × 100 minutes: Quarter-based major course
<b>Required Number of Credits</b>	Minimum: <b>14 credits</b> in one semester (10 hours of classes per week) Maximum: No Limit (Our degree-seeking students usually take 18-20 credits per semester)  Note: As a student on a student visa, students must register a minimum of 14 credits throughout the semester AND their weekly class hours must be at least 10 hours. Students are not allow to register for courses during only one of two quarters.
<b>Course Registration Period</b>	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
<b>Course List</b>	General course list is available to <a href="#">download</a> as reference. The finalized course list will be released in March for Spring Semester, and September for Fall Semester. We cannot confirm which courses are offered and held in English or Japanese any earlier.

# Academic Information (2/2)

<p><b>Course Syllabus</b></p>	<p>Online Syllabus Search (<a href="#">Link</a>)</p> <ul style="list-style-type: none"> <li>∅ All courses including graduate level courses which are NOT open to study abroad students will show up on this syllabus search.</li> <li>∅ Students should refer to the course list to confirm that it is a <b><u>2017 Curriculum undergraduate course</u></b>.</li> <li>∅ When selecting the appropriate semester/quarter, please refer to the following:</li> </ul> <table border="1" data-bbox="465 650 1329 1036"> <tr> <td>SP</td> <td>Spring Semester</td> <td>FA</td> <td>Fall Semester</td> </tr> <tr> <td>SP1</td> <td>Spring (1<sup>st</sup> Quarter)</td> <td>FA1</td> <td>Fall (1<sup>st</sup> Quarter)</td> </tr> <tr> <td>SP2</td> <td>Spring (2<sup>nd</sup> Quarter)</td> <td>FA2</td> <td>Fall (2<sup>nd</sup> Quarter)</td> </tr> <tr> <td>SU1</td> <td>Summer Session</td> <td>WI1</td> <td>Winter Session</td> </tr> </table> <p><b><u>Not all classes are taught in English.</u></b> On the syllabus, the course title ends with a code indicating the language of instruction. Any code which starts with an E is for English and any code which starts with a J is for Japanese. If it starts with any other code (e.g., S or F), it is a graduate level course which is not available for study abroad students.</p>	SP	Spring Semester	FA	Fall Semester	SP1	Spring (1 <sup>st</sup> Quarter)	FA1	Fall (1 <sup>st</sup> Quarter)	SP2	Spring (2 <sup>nd</sup> Quarter)	FA2	Fall (2 <sup>nd</sup> Quarter)	SU1	Summer Session	WI1	Winter Session
SP	Spring Semester	FA	Fall Semester														
SP1	Spring (1 <sup>st</sup> Quarter)	FA1	Fall (1 <sup>st</sup> Quarter)														
SP2	Spring (2 <sup>nd</sup> Quarter)	FA2	Fall (2 <sup>nd</sup> Quarter)														
SU1	Summer Session	WI1	Winter Session														
<p><b>Credit System</b></p>	<p>1 major course = 2 credits 1 language class = 4 credits</p>																
<p><b>Grading System</b></p>	<p>A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail</p>																
<p><b>Transcript</b></p>	<p>Transcripts will be issued after the following dates:</p> <ul style="list-style-type: none"> <li>∅ Spring Semester: September 21</li> <li>∅ Fall Semester: April 1</li> </ul> <p>*We cannot issue transcripts earlier under any circumstances.</p>																

# Application Qualification

<b>Enrollment</b>	Applicants residing outside of Japan who are currently enrolled in a university, or currently enrolled in a recognized institution equivalent to university in its level, or who have completed 12 years compulsory education with a high school degree and are qualified to enroll in a university.
<b>Minimum GPA</b>	2.00 or higher out of a 4.00 grade scale
<b>Language</b>	<p>Students must choose to enroll as an “English-basis” or “Japanese-basis” student. English-basis students will take courses in English. Japanese-basis students will take courses in Japanese. Non-native English or Japanese speaker must submit one of the following.</p> <p>For students enrolling as English-basis students:</p> <ul style="list-style-type: none"><li>a) TOEFL® iBT Test 79, or</li><li>b) TOEIC® L&amp;R Test 780, or</li><li>c) IELTS 6.0, or</li><li>d) PTE Academic 50, or</li><li>e) Cambridge English FCE Grade B, or</li><li>f) Official university letter verifying the applicant’s English proficiency</li></ul> <p>For students enrolling as Japanese-basis students:</p> <ul style="list-style-type: none"><li>a) JLPT Level N1:100 points or above, or</li><li>b) JLPT Level N2: 135 points or above, or</li><li>c) EJU- Japanese:250 points or above (not including the writing section), or</li><li>d) Official university letter verifying the applicant’s Japanese proficiency</li></ul>

# Admission Procedures (1/2)

	Application Deadline
Spring Semester Enrollment	<u>October 22</u>
Fall Semester Enrollment	<u>April 22</u>

## Screening Fee :¥11,250

### Important Notes:

- ü Application screening may only be processed after the screening fee payment is confirmed. Make sure to transfer the fee ahead of the application deadline.
- ü Screening Fee must be paid in Japanese currency only.
- ü Any extra transfer fees are to be paid by the applicant.
- ü Once paid, the screening fee will not be refunded under any circumstances.
- ü Neither cash nor postal money order is accepted.

### Transfer Method:

- ü Applicant name: your name
- ü Paying purpose: Screening fee
- ü Bank name: Sumitomo Mitsui Banking Corporation
- ü Branch name: Oita Branch
- ü Branch address: 1-3-22 Chuo-machi, Oita City, Oita Prefecture, 870-0035 Japan
- ü Telephone number: + 81-97-532-5161
- ü Account number: (Ordinary deposit account): **1001647**
- ü Account name: RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST
- ü Swift code: SMBCJPJT
- ü Transaction fee: borne by the applicant



# Admission Procedures(2/2)

## **The general instructions below must be followed:**

- ü Fill out all items either in English or Japanese, depending on the applicant's language base for enrollment in APU.
- ü As a general rule, only original documents or certified copies are accepted. All documents/certificates written in a language other than English or Japanese must be accompanied with a translation in either English or Japanese. Attach to the translation the name, address, contact number, and the signature of the translator. Only translations prepared by the issuing organization, a translation company, or a qualified translator are accepted.

## **Important notes:**

- ü Once submitted, documents/certificates will not be returned to the applicant.
- ü Admission to APU will be revoked incase of false information found even after the student is enrolled.
- ü Screening result will be informed to the home university within 6 to 8 weeks following the application deadline.

## **Mailing Application Documents:**

Send all documents by registered mail or by freight services such as DHL, FedEx, OCS, or EMS.

APU shall not be held liable for any loss of documents in the mail.

Please send the application documents to:

Ritsumeikan Asia Pacific University

Academic Office, Inbound Team

1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

TEL: + 81-977-78-1101

# Registration and Tuition Fees

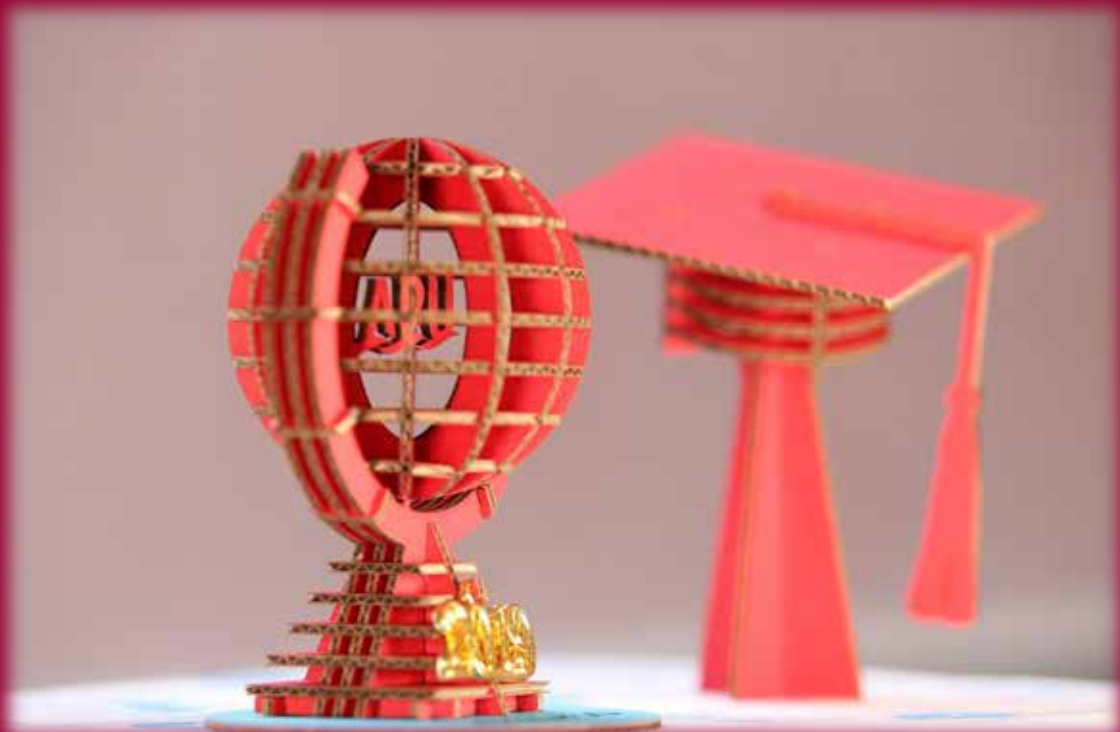
Registration fee	32,500 JPY <u>per semester</u>
Tuition A	380,000 JPY <u>per semester</u>
Tuition B	22,500 JPY <u>per credit</u>

\*1,750JPY per Bank Transaction will be charged separately.

\*The price of tuition fees is subject to change without prior notice.

At APU, tuition is composed of Tuition A (based tuition) and Tuition B (calculated by the number of credits registered). Tuition A is paid for prior to arrival and Tuition B is paid for later in the semester when your course registration has been finalized. Note that study abroad students are required to take a minimum of 14 credits throughout the semester.

Student staying for one year will also be required to pay Registration fee, Tuition A and Tuition B for the second semester.



# Housing

APU provides off-campus housing for all study abroad students. This student dorm is located in downtown Beppu and is in a convenient location for living.

## Estimated Housing Fees for 1 Semester or 1 Year:

Program Term	One semester (5 months)	One year (10.5 months)
Estimated Amount	Approx. 350,000 JPY	Approx. 650,000 JPY

\*Rent, Utility fees, non-refundable moving fee and Bedding/Linen fee are included.

### Note:

- ü Students will be asked to pay fees for the entire period of their stay at APU prior to arrival.
- ü Invoice will be sent upon admission approval (Payment method: bank wire transfer only)
- ü No meal plan is available.
- ü Other accommodation options are not available.

## Living Cost in Japan:

Food/Meals	30,000 – 40,000 JPY /month
Academic Expenses	10,000 - 20,000 JPY /semester
Transportation	45,000 JPY - 75,000 JPY/semester (Depends on whether students choose to use bus tickets or purchase a bus pass)
Other	10,000 JPY /month

# Payment Deadline:

## Spring Semester Enrollment:

Expenses	Payment Deadline
Registration fee, Tuition A, Housing fee	One month after acceptance (early-mid January)
Tuition B	May
Registration fee, Tuition A *for 1 year students	August
Tuition B *for 1 year students	December

## Fall Semester Enrollment:

Expenses	Payment Deadline
Registration fee, Tuition A, Housing fee	One month after acceptance (late June-early July)
Tuition B	November
Registration fee, Tuition A *for 1 year students	January
Tuition B *for 1 year students	May

\*Payment deadlines are subject to change



# Compulsory Insurance:

## National Health Insurance (NHI):

All study abroad students living in Beppu city more than 3 months are required to purchase this insurance by Beppu City and the Japanese Government.

This insurance covers 70% of all your medical care costs.

## Student's Comprehensive Renters Insurance:

All APU students from overseas must purchase this insurance. This insurance covers any accidental damage due to fire, rupture, explosion etc.

**All students are required to purchase the Japan National Health Insurance (NHI) and Student's Comprehensive Renters Insurance.**

Student's Comprehensive Renters Insurance will be paid for with housing fees, the NHI will be collected after arrival.

	1 Semester	1 Year
Student Comprehensive Renter's Insurance	Approx. 3,000 JPY	Approx. 5,000 JPY
National Health Insurance	Approx. 10,000 JPY	Approx. 20,000 JPY

# Withdrawal and Cancellation Policy:

If applicants wish to withdrawal their application to the study abroad program, applicants must contact us by email and notify us of their cancellation by the below deadlines.

## I Deadline for Withdrawal (Japan Time)

Spring semester enrollees	March 31
Fall semester enrollees	September 20

## I Refundable and Non-refundable items

Items	Refundable/Non-refundable
Screening Fee* <sup>2</sup>	Non-refundable
Registration Fee* <sup>2</sup>	Non-refundable
Tuition Fee * <sup>1</sup>	Refundable
Moving-in Fee* <sup>2</sup>	Non-refundable
Accommodation Fee * <sup>1</sup>	Refundable
Student's Comprehensive Renters Insurance * <sup>3</sup>	Non-refundable
Bus Ticket* <sup>3</sup>	Non-refundable
Bank Transfer Fee* <sup>2</sup>	Non-refundable

Note:

\*<sup>1</sup> A full refund is possible if the applicant applies to withdraw before the deadline for admission withdrawal. The service fee associated with the refund will be borne by the applicant.

\*<sup>2</sup> Non-refundable, regardless of deadline for admission withdrawal.

\*<sup>3</sup> Refund is possible if the applicant applies for the withdrawal before purchase by APU.

# Visa:

All students are responsible for getting a Student Visa prior to entering Japan.

After students are accepted, APU will apply for a Certificate of Eligibility (CoE) on behalf of the student. Once the CoE is issued by the Immigration Bureau (Japan) , APU sends it to their home university. They may apply for their student visa at the closest Japanese Embassy prior to arrival in Japan.

All one semester study abroad students will be given a 1 year study visa even if the study period is for 1 semester only. For one year study abroad students, 1 year and 3 months visa will be given. Students are strictly required to leave Japan after the completion of their intended study period at APU.



# Other Information:

## Driving:

Study abroad students are not allowed to drive or buy motor vehicles including motorbikes during their study abroad program at APU.

## Employment:

Part-time jobs are sometimes available within the university and in the city. APU provides students with information on-campus part-time jobs.

For students who wish to work off-campus, they have to look for part-time jobs by themselves and Japanese proficiency is oftentimes required.

## Employment Regulations:

Students are required to file for a “Work Permit” to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU). Students can only apply for a Work Permit after receiving their Residence Card. It may take about two weeks.

