

Shape your world



Ritsumeikan
Asia Pacific University



***Study Abroad Program
(Fee-based)
2024 Spring & Fall
Information Sheet***

Table of Contents:

Contents	Page
Contact and Institutional Information	<u>3</u>
Academic Calendar	<u>4</u>
Academic Information	
Course Level, Duration of Program, Colleges, Language Instruction, Study Hours, Required number of Credits	<u>5</u>
Course Registration, Course list, Credit and Grading System, Transcript	<u>6</u>
Application Qualification	<u>7</u>
Admission Procedures	<u>8</u>
Registration and Tuition Fees	<u>10</u>
Housing	<u>11</u>
Payment Deadline	<u>12</u>
Compulsory Insurance	<u>13</u>
Withdrawal and Cancellation Policy	<u>14</u>
Visa	<u>15</u>
Other Information	<u>16</u>

Shape your world



Ritsumeikan
Asia Pacific University

Contact Information:

Inbound Exchange Program

inbound@apu.ac.jp

Institutional Information:

Address

Ritsumeikan Asia Pacific
University
Academic Office
1-1 Jumonjibaru, Beppu, Oita,
874-8577 Japan

TEL

+81-977-78-1101

FAX

+81-977-78-1102

University Website

www.apu.ac.jp

Academic Calendar:

Spring Semester:

Official Semester Dates	Apr. 1- Sept. 20
Airport Pick-up & Dormitory check-in	Late Mar.
Mandatory Orientation	Late Mar.
Term Dates	Quarter 1: Early Apr. – Late May Quarter 2: Early June – Early Aug.
Examination Periods	Quarter 1: Late May Quarter 2: Late July
Term Breaks	Quarter Break: Early June Summer Break: Early Aug. – Sept.

Fall Semester:

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

For the details, please check the [official academic calendar](#).

Academic Information (1/2)

Course Level	Undergraduate Only																						
Duration of Exchange	1 Semester or 2 Semesters																						
College Choice	College of Asia Pacific Studies (APS), College of International Management (APM) Note: Students must choose either one college 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 similar to their program at their home university.																						
Language-basis Choice	English-basis or Japanese-basis Note: Students must choose either one but will be able to take courses in both English and Japanese. Depending on the language basis, some language courses are restricted.																						
Language of Instruction	English and Japanese																						
Overview of the Academic Year	<p>APU operates on a semester system made up of two quarters. Courses are taught on either a semester or quarter basis, but the total number of classes is the same.</p> <table border="1"> <thead> <tr> <th colspan="3">Spring Semester</th> <th colspan="3">Fall Semester</th> </tr> <tr> <th>April-May</th> <th>June-July</th> <th>August</th> <th>Oct-Nov</th> <th>Dec-Jan</th> <th>February</th> </tr> </thead> <tbody> <tr> <td colspan="2">Semester long</td> <td rowspan="2">Session (1 week)</td> <td colspan="2">Semester long</td> <td rowspan="2">Session (1 week)</td> </tr> <tr> <td>1st Quarter</td> <td>2nd Quarter</td> <td>1st Quarter</td> <td>2nd Quarter</td> </tr> </tbody> </table>	Spring Semester			Fall Semester			April-May	June-July	August	Oct-Nov	Dec-Jan	February	Semester long		Session (1 week)	Semester long		Session (1 week)	1 st Quarter	2 nd Quarter	1 st Quarter	2 nd Quarter
Spring Semester			Fall Semester																				
April-May	June-July	August	Oct-Nov	Dec-Jan	February																		
Semester long		Session (1 week)	Semester long		Session (1 week)																		
1 st Quarter	2 nd Quarter		1 st Quarter	2 nd Quarter																			
Number of Class Hours per Week per Course	<table border="1"> <thead> <tr> <th>Type of courses</th> <th>Term</th> <th>No of class per week</th> <th>Class hour per class</th> </tr> </thead> <tbody> <tr> <td>Language courses</td> <td>Semester</td> <td>4 times</td> <td rowspan="3">100 minutes</td> </tr> <tr> <td rowspan="2">Major and Liberal Arts courses</td> <td>Semester</td> <td>Once</td> </tr> <tr> <td>Quarter</td> <td>Twice</td> </tr> </tbody> </table>	Type of courses	Term	No of class per week	Class hour per class	Language courses	Semester	4 times	100 minutes	Major and Liberal Arts courses	Semester	Once	Quarter	Twice									
Type of courses	Term	No of class per week	Class hour per class																				
Language courses	Semester	4 times	100 minutes																				
Major and Liberal Arts courses	Semester	Once																					
	Quarter	Twice																					
Required Number of Credits	<p>Minimum: 14 credits in one semester (10 hours of classes per week)</p> <p>Maximum: No Limit (APU's degree-seeking students usually register 18~20 credits per semester)</p> <p>ü Important note: As a student on a student visa, students must register a minimum of 14 credits throughout the entire 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.</p>																						

Academic Information (2/2)

Course Registration	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
Course List	General course list is available to download 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.
Credit System	1 major or liberal arts course = 2 credits 1 language course = 4 credits
Grading System	A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail
Transcript	Transcripts will be issued after the following dates: Ø Spring Semester: Early October Ø Fall Semester: Early April *We cannot issue transcripts earlier under any circumstances.

Application Qualification

Enrollment	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.
Minimum GPA	2.00 or higher on a 4.00 grade scale
Language Proficiency	<p>Non-native English or Japanese speakers must submit one of the following:</p> <p><u>For students enrolling as English-basis students:</u></p> <ul style="list-style-type: none">a) TOEFL® iBT Test 79, orb) TOEIC® L&R Test 780, orc) IELTS 6.0, ord) PTE Academic 50, ore) Cambridge English FCE Grade B, orf) Official university letter verifying the applicant's English proficiency <p><u>For students enrolling as Japanese-basis students:</u></p> <ul style="list-style-type: none">a) JLPT Level N1:100 points or above, orb) JLPT Level N2: 135 points or above, orc) EJU- Japanese:250 points or above (not including the writing section), ord) Official university letter verifying the applicant's Japanese proficiency

Admission Procedures (1/2)

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

Screening Fee: 11,250 JPY

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 Payment method: bank wire transfer only.

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:

- Û Fill out all items either in English or Japanese, depending on the applicant's language base for enrollment in APU.
- Û The required official documents must be written either in English or Japanese.
- Û 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:

- Û Once submitted, documents/certificates will not be returned to the applicant.
- Û Admission to APU will be revoked in case of false information found even after the student is enrolled.
- Û 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>

*1,250JPY 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:

Items	Payment Deadline
Registration fee, Tuition A, Housing fee	One month after acceptance (mid-January)
Tuition B	mid-July
2 nd Semester's Registration fee, Tuition A for 1 year students	mid-July
2 nd Semester's Tuition B for 1 year students	mid-January

Fall Semester Enrollment:

Items	Payment Deadline
Registration fee, Tuition A, Housing fee	One month after acceptance (mid-July)
Tuition B	mid-January
2 nd Semester's Registration fee, Tuition A for 1 year students	mid-January
2 nd Semester's Tuition B for 1 year students	mid-July

*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* ²	Non-refundable
Registration Fee* ²	Non-refundable
Tuition Fee * ¹	Refundable
Moving-in Fee* ²	Non-refundable
Accommodation Fee * ¹	Refundable
Student's Comprehensive Renters Insurance * ³	Non-refundable
Bank Transfer Fee* ²	Non-refundable

Note:

*¹ 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.

*² Non-refundable, regardless of deadline for admission withdrawal.

*³ 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 the students. Students 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, a 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. 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 apply for a Work Permit after receiving their Residence Card. It may take about two weeks.

