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Ritsumeikan  
Asia Pacific University



***Study Abroad Program  
(Fee-based)  
2025 Spring  
Information Sheet***

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Asia Pacific University

## *Contact Information:*

Inbound Exchange Program

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

## *Institutional Information:*

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Ritsumeikan Asia Pacific  
University  
Outreach and Research 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](http://www.apu.ac.jp)



# *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 – Early Aug.
<b>Examination Periods</b>	Quarter 1: Late May Quarter 2: Late July
<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. – Mid Feb.
<b>Examination Periods</b>	Quarter 1: Late Nov. Quarter 2: Early Feb.
<b>Term Breaks</b>	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 <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 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>1<sup>st</sup> Quarter</td> <td>2<sup>nd</sup> Quarter</td> <td>1<sup>st</sup> Quarter</td> <td>2<sup>nd</sup> 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 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter
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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									
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Required Number of Credits	<p>Minimum: <b>14 credits</b> 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 <b>Important note:</b> 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)

<b>Course Registration</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 <b>March for Spring Semester</b> , and <b>September for Fall Semester</b> . We cannot confirm which courses are offered and held in English or Japanese any earlier.
<b>Credit System</b>	1 major or liberal arts course = 2 credits 1 language course = 4 credits
<b>Grading System</b>	A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail
<b>Transcript</b>	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

<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 on a 4.00 grade scale
<b>Language Proficiency</b>	<p>Non-native English or Japanese speakers must submit one of the following:</p> <p><b><u>For students enrolling as English-basis students:</u></b></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><b><u>For students enrolling as Japanese-basis students:</u></b></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 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

Fee-based study abroad students are guaranteed a furnished single room in one of APU's off-campus student housing facilities: AP House 3 or AP House 4.

Students must select either AP House 3 or AP House 4 at the time of applying to the program. Room assignments are made on a first-come, first-served basis, with applicants being allocated a room in their preferred AP House (APH3 or APH4) in the order applications are received. No changes are allowed after submitting your online application. If you apply multiple times, the most recent online application will be considered valid, which may result in your online application being placed later in the order of allocation.

Depending on the number of requests, you may not be placed in the AP House of your choice.

## Estimated Housing Fees for one Semester or two Semesters:

Program Term	One semester	Two Semesters
AP House 3	Approx. 250,000 JPY	Approx. 500,000 JPY
AP House 4	Approx. 350,000JPY	Approx. 650,000 JPY

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

### Note:

- ü The housing fees are to be paid in full within one month of receiving the invoice.
- 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.

# *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 <sup>nd</sup> Semester's Registration fee, Tuition A for 1 year students	mid-July
2 <sup>nd</sup> 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 <sup>nd</sup> Semester's Registration fee, Tuition A for 1 year students	mid-January
2 <sup>nd</sup> 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.

	One Semester	Two Semesters
<b>Student Comprehensive Renter's Insurance</b>	Approx. 3,000 JPY	Approx. 5,000 JPY
<b>National Health Insurance</b>	Approx. 10,000 JPY	Approx. 20,000 JPY

# *Living Cost*

<b>Food/Meals</b>	30,000 – 40,000 JPY /month
<b>Academic Expenses</b>	10,000 - 20,000 JPY /semester
<b>Transportation</b>	30,000 JPY - 50,000 JPY / semester (It depends on how often you come to campus and how you pay for the bus fare.)
<b>Other</b>	10,000 JPY /month



# *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
Bank Transfer Fee* <sup>2</sup>	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.

