Credit Transfer for Studies Conducted at Other Universities (First semester students only)

April, 2024 Academic Office

APU understands the significance of learning through a wide range of channels. Therefore, the University will allow students to transfer credits obtained prior to enrollment under certain circumstances (except for 2nd and 3rd-year transfer students). Credits will be transferred only if applicants fulfill the credit transfer conditions. To apply, please read these guidelines carefully and submit the required application documents to the Academic office by the designated date.

◆ Here are the necessary conditions for a Credit Transfer for Studies Conducted at Other Universities:
1. Credits obtained at another university or junior college before enrolling APU.
2. Credits obtained as a part-time APU student prior to enrollment.

■ Eligible Students: **2024 Spring first semester students only**
■ Maximum number of credits : 30 credits
■ Application Deadline: **Thursday, June 13th, 2024　by 16:30**
■ Documents to Submit: Please submit the following documents to the Academic Office.
　① Application form
　　・Please download the form from the Academic Office Website.
　　・Please fill in the form yourself and submit it via email to ac5971@apu.ac.jp
　② Original Academic Transcript
　③ Course syllabus(es) (which include subject name, course description, course objectives, number of class hours, and number of classes, grade evaluation method.)
　　　＊If the syllabus does not include the subject name, course description, grade evaluation method, course objectives, number of class hours, or number of classes, please include the necessary documents with that information.
　　　＊If a syllabus is written in a language other than English or Japanese, please submit it with an English or Japanese translation attached.

　　　Address if mailing ② and ③:

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　　　[[Mail to:]] Pre-Enrollment Credit Transfer Coordinator
　　　　　　　Academic Office, Ritsumeikan Asia Pacific University,
　　　　　　　1-1 Jumonjibaru Beppu, Oita 874-8577　Japan　(TEL: 0977-78-1101)
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[Notes]
　(1) Applications are only accepted in the first semester immediately after a student's enrollment at APU. Credit transfer applications will not be accepted after this time under any circumstances.
　(2) If you do not submit all the requested documents, your application cannot be accepted.
　(3) Required language subjects and Required subjects for each college are NOT eligible to be transferred. (However, credits obtained as a part-time APU student prior to enrollment or the subjects were taken at

an AACSB, EQUIS, EPAS, or AMBA accredited school may be eligible to transfer.)

(4) Even if you submit a Credit Transfer Application you cannot drop courses automatically registered for you by the university. If you stop attending such a course you will receive an " F " (Fail) for the course.

General Rules for Credit Transfers:

- Credits to be transferred will be screened and transferred as subject field credits or area of study credits based on the results. Credits will not be transferred under APU course names. (However, credits earned at AACSB, EQUIS, EPAS, or AMBA-accredited schools may be eligible for transfer under APU course names.)

- Credits will be transferred as APU subjects. Therefore, the number of credits you are assigned for each course may not be the same as the number of credits you obtained for the same course at your previous university.

- " T " (transfer) will be shown for all transferred subjects on student's grade report. Transferred subjects are excluded from the GPA calculation.

    ※A maximum of 60 credits are transferrable during your time in APU, including all forms of transferred credits at APU.

Procedures:

(1) Applications will be judged based on the submitted syllabus (es). If the syllabus (es) does not contain enough information to make decision, your application will not be accepted.

(2) The results of your application will be shared via an Action Required message on Campus Terminal.

(3) Transferred credits will appear on your transcript on the date grades are announced for the semester of your application. (Spring Enrollees: End of August, Fall Enrollees: End of February).

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Academic Office

E-mail: ac5971@apu.ac.jp

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