

Pre-enrollment Credit Transfer
(For first semester students enrolling in AY 2025 Spring)

April, 2025 Academic Office

APU understands the significance of proactively learning through a wide range of channels. In light of this, the University will allow students to transfer credits obtained from [learning at other universities] 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 before the deadline.

◆ Credit transfer for studies conducted in other Universities prior to enrollment, will be only allowed in the following cases:

1. Credits obtained from a subject taken at another university or junior college, before enrolling at APU.
2. Credits obtained in APU from a subject taken [as a part-time student], before enrolling at APU.

■ Eligible Students: **Only for 1st semester students enrolling in AY2025 Spring Semester**

■ Maximum number of credits for Pre-enrollment Transfer: **30 Credits**

■ Application Deadline: **Friday, May 9th, 2025 by 16:30**

■ Documents to Submit: Please submit the following documents to the Academic Office.

① Application Form for Pre-enrollment Credit Transfer

• Please download the form from the Academic Office Website.

② Original of Grade Transcript

③ Course syllabus (which includes subject name, course description, grade evaluation method, course objectives, number of class hours, and number of classes, textbooks required etc.)

* If the syllabus does not include the subject name, course description, grade evaluation method, course objectives, number of class hours, number of classes or textbooks required etc., please include the documents where this information can be confirmed.

* If a syllabus is written in a language other than English or Japanese, please submit with an English or Japanese translation attached.

※ Submit in person or send by post mail to the Academic Office the originals of ② and ③ above that includes the official seal of the previous university stamped in the document.

If the above requirements are not fulfilled, the application will not be accepted.

■ How to submit

Upload the ① 'Application form for pre-enrollment credit transfer' to Forms in the link below, within the application period.

<https://forms.office.com/r/1KqnyxnEAX>

Submit the originals of ② grade transcript and ③ syllabus to the Academic Office at the counter or by post mail.

※ In case of sending by post mail, the application must arrive no later than the application deadline.

Address to send ②,③ by post mail:

《Mail to》 1-1 Jumonjibaru Beppu, Oita, Japan 〒874-8577

Academic Office, Ritsumeikan Asia Pacific University,

Pre-Enrollment Credit Transfer Coordinator (TEL: 0977-78-1101)

[Notes]

- (1) Applications are only accepted in the first semester immediately after the 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 required documents, your application will not be accepted.
- (3) 'Required Language Subjects' and 'Required Subjects' for each college are NOT eligible for credit transfer. (However, credits obtained from a subject as a part-time APU student or from subjects taken at an AACSB, EQUIS, EPAS, or AMBA accredited school are eligible for credit transfer.)
- (4) Even if you submit a 'Credit Transfer Application' for a course automatically registered by the university, you cannot drop the course. Be aware that if you stop attending the course you will receive an " F " (Fail) grade.

General Rules for Credit Transfer:

- Credits to be transferred, will be screened and transferred as subject field credits or area of study credits. Credits will not be transferred under APU course names. (However, for APM students, credits earned at AACSB, EQUIS, EPAS, or AMBA-accredited schools may be eligible for transfer under APU course names.)
- Even if 4 credits were earned from a subject taken in other University, if the corresponding APU course is a 2-credit subject, 2 credits will be transferred.
- The grade from all subject transferred will be shown as "T" (Transfer) on student's grade report. Transferred subjects are excluded from the GPA calculation.
※ The maximum number of credits transferable (T: Transfer) in APU from subjects taken in other universities is 60 credits. This includes all the credits transferred during your time in APU and pre-enrollment transferred credits.

Credit Transfer Procedure:

- (1) Applications will be judged by the professor based on the application form and syllabus submitted. If the syllabus for the subject does not contain enough information for assessment, the subject will not be eligible for credit transfer.
- (2) Transferred credits will appear in your APU grade report on the grade announcement date corresponding to the semester of application. (Spring Enrollees: End of August, Fall Enrollees: End of February).
Please confirm by yourself the results of your application via Campusmate on the grades announcement day.

Academic Office

E-mail: common-p@apu.ac.jp