APU

AY 2023 Spring Semester

Ritsumeikan Asia Pacific University
Graduate School Subjects
Early Enrollment Program

(Application Guidelines)

Ritsumeikan Asia Pacific University

This program allows undergraduate students to enroll in APU graduate school subjects early in an effort to enhance their motivation to advance to graduate school and to afford them an opportunity to prepare for their graduate studies in a conscious and well-planned manner.

If the student later enrolls in an APU graduate school, credits earned while studying in this program can be transferred upon application as long as they are deemed academically beneficial by the graduate school in question.

If you are thinking about going to graduate school and want to use your time wisely before you advance to the next stage in your studies, we advise you to take full advantage of this program.

Note:

Acceptance into the Graduate School Subjects Early Enrollment Program **is not enrollment in either of the graduate schools.** Students who want to advance to one of the graduate schools at APU **should apply separately and undergo the graduate school admissions process.**

I. Qualifications

1) GPA and Credits

Semester	Cumulative GPA	Completed Credits
When moving to the 7th semester (Apply during 6th semester)	At least 3.00 or above preferred at the end of the 5th semester	At least 102 credits completed by the end of the 6th semester
When moving to the 8th semester (Apply during 7th semester)	At least 3.00 or above preferred at the end of the 6th semester	At least 118 credits completed by the end of the 7th semester

2) Official Test Scores

Students may submit any of the following official test scores. However, this does not apply to English-basis students or students who received six or more years of education in English only in a regular course of study at an institution at least equivalent to a Japanese high school.

Official Test	TOEFL iBT® Test	TOEIC® L&R TEST	IELTS	PTE Academic	Cambridge English Language Assessment
Test Scores	85+	800+	6.5+	58+	176+

* L & R means LISTENING AND READING.

* TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

* Students who cannot satisfy the above conditions should consult with the Academic Office before submitting their applications.

II. Subjects Available

Program participants will be able to take first-year (first semester) AY 2014 Curriculum subjects from the Graduate School of Asia Pacific Studies (GSA) or first-year (first semester) AY 2023 Curriculum subjects from the Graduate School of Management (GSM). Please refer to the timetables and subject lists for both graduate schools for more information.

・Timetables
・GSA Subject List
・GSM Subject List

Note:

- **Students may only register for up to 10 credits through this program regardless of the number of semesters of study (one semester or the maximum of two semesters).**
- Credits registered under this system will be included in the credit registration limit (24 credits) for the respective undergraduate college; however, they will not be counted towards graduation requirements.
- Students cannot take seminars or Japanese language subjects.
- Students who are studying as non-degree students in the Graduate School of Asia Pacific Studies (GSA) cannot take subjects offered by the Graduate School of Management (GSM) and vice versa.

III. Application Procedures

1) How to apply

Please complete the Online Application form after reading the Application Guidelines carefully. Applicants will be asked to upload a statement of reason for application, digital photo which clearly shows their face, their Student Information Card, and a Copy of English Proficiency Score (applicable students only) at the end of the online application.

① **Statement of Reason for Application (Word)**
- ・Clearly write your reasons for applying in English. (Approx. 1,000 words)

② **Digital Photo which clearly shows your face (Data)**
- ・Applicants should be facing forward and must not be wearing a hat, mask, sunglasses, etc.
- ・Please upload a photo taken in the past three months.
- ・The file name must match this format: "Photo_Student ID number_your name."
  E.g. Photo_11111111_RITSUMEIHanako.jpeg

③ **Student Information Card (PDF)**
- ・Please download the Student Information Card form from the Academic Office website. Then, fill out the form in PDF format and upload it.

④ **Copy of English Proficiency Score for applicable students only (PDF)**
- ・English-basis students do not have to submit an English proficiency score.
- ・Japanese-basis students must submit a copy of an English score which meets the language requirements specified in "Ⅰ. Qualifications 2) Official Test Scores."
  (Japanese-basis students who received six or more years of education in English only in a regular course of study at an institution at least equivalent to a Japanese high school must submit proof of this. Such students do not need to submit and English score)

2) Screening Fee: 10,000 JPY

- Please pay the screening fee via the credit card payment method shown below.

① Access the following URL: http://e-apply.jp/e/apu-payment/

② Pay the 10,000 yen (screening fee) + 700 yen (processing fee).
  - Application contents: "Other Programs"
  - Payment 1 "Screening Fee 10,000 yen"
  - Payment 2 "Processing Fee 700 yen"

③ You will receive an email to confirm your payment is complete. Please forward the email to: acsubmit@apu.ac.jp

- You must complete all 3 steps above by Wednesday, March 8, 2023, 16:30.
- Early Enrollment Program student status is only valid for one semester at a time, so students must reapply to take subjects under the program in the following semester. **Students who reapply must pay the screening fee again.**

3) Application Period
AY 2023 Spring Semester:
Wednesday, March 1 – Wednesday, March 8, 2023 by 16:30 JST
(The deadline will be strictly enforced.)

IV. <u>Procedure for Permission and Course Registration</u>
・The submitted materials will be screened and the results of the screening will be sent to applicants.
・Students who complete the required procedures within the allocated time period will be issued a Non-Degree Student ID Card.
・Non-degree students can be issued a certificate of non-degree study and transcripts if needed.
・The Academic Office will give successful applicants a new account. They will be asked to register for subjects themselves using the new account during Course Registration Period B.

V. <u>Credit Transfer</u>
If the student later enrolls in that APU graduate school, credits earned while studying in this program can be transferred as credits obtained prior to admission upon application as long as they are deemed academically beneficial by the graduate school in question.

Students who advance to one of APU's graduate schools should notify the office at acsubmit@apu.ac.jp as soon as they are accepted.

The office will then send more information about the application period and procedures.

* However, for students who enroll at a graduate school other than APU, it is up to that graduate school's discretion whether credits earned through this program are eligible for transfer.

1) Transferred Credits
The grades for these subjects will be shown as T (Transfer) grades. Credits transferred into the student's grade record, cannot be cancelled for any reason and cannot be registered for again.

2) Maximum Number of Transferrable Credits
Based on university regulations, the maximum number of transferrable credits is set to 10 credits.

VI. <u>Schedule</u>

AY 2023 Spring Semester (1st Quarter, 2nd Quarter and Session Subjects)

Timetable and Syllabus Available Online	Wednesday, March 1, 2023
Application Period	Wednesday, March 1 – Wednesday, March 8, 2023 by 16:30.
Notification of Screening Results	Friday, March 31, 2023
Course Registration Period B	Thursday, April 6, 2023 9:30 - 17:00
Classes Resume for all Students	Monday, April 10, 2023

VII. <u>Borrowing Materials from the APU Library</u>

Program students will be able to borrow materials from the library within the same limits as graduate students (50 items, 30 days) if they use their non-degree student ID, which will be issued after application results are announced.

<u>Inquiries</u>
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