



AY 2024 Fall 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 7 th semester (Apply during 6 th semester)	At least 3.00 or above preferred at the end of the 5 th semester	At least 102 credits completed by the end of the 6 th semester
When moving to the 8 th semester (Apply during 7 th semester)	At least 3.00 or above preferred at the end of the 6 th semester	At least 118 credits completed by the end of the 7 th 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/ TOEFL iBT® HOME Edition	IELTS/ IELTS Indicator	TOEIC® L&R TEST	PTE Academic	Cambridge English Language Assessment/ Linguaskill
Test Scores	85+	6.5+	800+	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 15 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.

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 an 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: common-p@apu.ac.jp
- You must complete all 3 steps above by Monday, **Sep. 9, 2024, 10:00.**
- 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 2024 Fall Semester:

Monday, Sep. 2 – Monday, Sep. 9, 2024 by 10:00 JST

(The deadline will be strictly enforced.)

IV. Procedure for Permission and Course Registration

- 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. Credit Transfer

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 common-p@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 Credits Earned Prior to Enrollment Transferrable to APU

Based on university regulations, the maximum number of credits earned prior to enrollment that can be transferred to APU is set to 15 credits.

VI. Schedule

AY 2024 Fall Semester (1st Quarter, 2nd Quarter and Session Subjects)

Timetable and Syllabus Available Online	Monday, Sep. 2, 2024
Application Period	Monday, Sep. 2 – Monday, Sep. 9, 2024 by 10:00.
Notification of Screening Results	Wednesday, Sep. 18, 2024
Course Registration Period B	Monday, Sep. 30, 2024 9:30 - 17:00
Classes Resume for all Students	Wednesday, Oct. 2, 2024

VII. Borrowing Materials from the APU Library

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.

Inquiries

Academic Office

Ritsumeikan Asia Pacific University

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