



**Application Guidelines for Auditors
(Undergraduate Subjects)
AY 2026 Fall Semester**

Ritsumeikan Asia Pacific University

The Auditor Program

To open the university to students of all backgrounds and promote lifetime learning, Ritsumeikan Asia Pacific University has established an auditor program to allow registered individuals (“auditors”) to audit a certain number of lecture subjects in the colleges. Individuals who wish to audit available subjects should complete the required forms after reading the explanation provided below.

In addition to the auditor program, APU also has a part-time study system. Individuals that wish to receive credit for the subjects they take should refer to the “Application Guidelines for Part-Time Students”.

I. Applicant Qualifications

There are no special qualifications for auditors. Anyone with an interest and desire to learn may apply to audit a subject.

II. Colleges that Accept Auditors

The following Colleges and Curriculum accept auditors.

College	Curriculum
College of Asia Pacific Studies	2023 Curriculum
College of International Management	2023 Curriculum
College of Sustainability and Tourism	2023 Curriculum

III. Lecture Subjects Eligible for Audit and the Credit System

Language Education Subjects Enrollment	NO
Seminar Subjects Enrollment	NO
Examination	YES
Credits Granted	NO

- (1) Subjects that can be audited include APU Common Liberal Arts Subjects and Major Subjects. Language Education Subjects and Seminars cannot be audited.
- (2) Auditors may sit examinations but they cannot gain credits.
- (3) There is no limit to the number of credits auditors may audit in any given academic year.
- (4) Auditors may only audit one class if there are multiple classes of a subject offered.
- (5) Auditors cannot audit multiple subjects held during the same period on the same day.
- (6) Lecture Subjects
 - * 2-credit Lecture Subjects: For semester subjects, 1 class will be held each week for a total of 14 classes held over 4 months, with examinations set for the final week. For quarter subjects, courses are completed in two months. 2 classes will be held each week for a total of 14 classes held over 8 weeks, with examinations set for the final week.
- (7) There is no maximum credit registration limit.
- (8) The list of available courses varies depending on enrollment language and college. Please see our website for the list of courses available for registration by part-time students. Please be advised that the timetable is subject to change, and we ask that you proceed with your application with this in mind.
[2. Course Timetable](#)
- (9) For courses with a limited number of seats available, if all the seats are taken by regular students then part-time students will not be able to register for the course.

IV. Application Period and Methods

(1) Application Period

Wed, June 3 – Wed, June 10, 2026 (Applications must be received by APU by this deadline)

(2) Application Documents and Screening Fee

(1) Application Form: 1 copy	Please use provided application form.
(2) Screening Fee 10,000 yen	See the following section, “How to Pay the Screening Fee”, for payment methods. A separate proceeding fee of 700 yen is required. The screening fee is 10,000 yen even if the subjects you wish to audit are offered by more than one college. *Please note that the application fee is not refundable under any circumstances.

Note: The Screening Fee must be paid every semester.

[How to Pay the Screening Fee] :

(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 content: **Other Programs**

-Payment 1: **Screening Fee 10,000 yen**

-Payment 2: **Processing Fee 700 yen**

(3) You will get a payment completion confirmation e-mail. Please forward that email to:

common-p@apu.ac.jp

*You must complete all 3 steps above within the application period, **including forwarding the email.**

(3) Submit Applications to:

In person:

Academic Office: Building B, 1F

*Office Hours: Monday and Wednesday – Friday, 10:00-16:30, Tuesday: 11:30-16:30

By post:

Academic Office Auditing Student Section

Ritsumeikan Asia Pacific University

1-1 Jumonjibaru, Beppu-shi, Oita 874-8577

If you reside overseas and it is difficult to submit hard copies of your documents, you may submit digital versions to common-p@apu.ac.jp within the application period. Please be sure to submit hard copies of the documents to the Academic Office by the start of classes.

V. Procedure for Permission and Registration

Documents will be processed and applicants will be notified of the screening results. Applicants who receive a Notification of Acceptance should pay the registration fee and part-time student fees by the deadline shown below. **If you miss the deadline, your acceptance will be revoked.**

(1) Date of Decision

Date of Decision: Monday, June 29

(2) Payment of Registration Fees and Auditor Fees

Please pay the full amount due for registration fees and part-time student fees by the deadline. (Partial payments cannot be accepted. Please pay the amount in full.) When making your payment, please enter the information exactly as shown on your invoice.

Please note that the registration fee and part-time student fees are non-refundable.

Registration Fee	50,000 yen
Auditor Fees (per credit)	48,000 yen

- *1) Registration Fee must be paid each semester
- *2) Auditor fees are reviewed when tuition fees are adjusted.

(3) Submission of Documents

You will be notified of the documents you will need to submit along with your Notification of Acceptance.

Please fill out the necessary information on the Student Information Card, attach a photo of yourself, and submit the original document to APU’s Academic Office by the deadline.

Please read the Written Pledge/Consent Form printed on the reverse side of the card thoroughly, and write the date and sign your name.

(4) Schedule

(1st Quarter, 2nd Quarter and Session Subjects)

Syllabus and Class Schedule available on-line	Fri, May 1, 2026
Application Period	Wed, June 3 – Wed, June 10, 2026 No late submissions will be accepted.
Notification of Screening Results	from Mon, June 29, 2026
Deadline for to submit Student Information Card	Mon, September 14, 2026 No late submissions will be accepted.
Payment Period * Please refrain from transferring money before this period	Thurs, September 24 – Thurs, October 1, 2026
Start of Classes	from Mon, October 5, 2026

VI. Student Status for Auditors

- (1) Individuals who are accepted to the Auditor Program and who pay their fees by the deadline will be issued Auditor ID Cards.
- (2) Auditors may sit the final examinations for the classes they are permitted to audit, but they cannot receive credits for those subjects.
- (3) If necessary, auditors may choose to receive a Certificate of Audit. Please note that auditors cannot be issued “Proof of Travel to School” or a “Certificate for Student Discount” to purchase a student bus pass.
- (4) Auditors can use the APU Library.
- (5) Delivery of APU-Net User Account Information: Auditors will be sent a user account and password so that they can use the computer classrooms and multimedia rooms. No application is required to receive an APU-Net user account.
- (6) Please use the Student Portal to check for information on cancelled classes and make-up classes. To access the Student Portal, part-time students should go to the APU Homepage and click on the “Current Students” link at the top of the page, then log in to the Student Portal using their username and password.

- (7) Auditor student status is only valid for one semester. Auditors must reapply to audit subjects the following semester.

VII. Other

- (1) Please see our website for the Class Timetable and Academic Calendar.

<https://en.apu.ac.jp/academic/>

- (2) Course syllabi can be checked on our website at [1. Syllabus](#)

- (3) Course Timetable

The course timetable will be available online from Fri, May 1, 2026

* Please note before applying that the course timetable is subject to change.

[2. Course Timetable](#)

- (4) Applying from Outside Japan

Please be sure to apply for a COE and complete the necessary visa application procedures so you can arrive in Japan before the start of classes. Please note, that in order for part-time students to obtain a student visa, the Ministerial Ordinance on Landing Criteria stipulates that the student must attend class for a minimum of 10 hours per week. Please check the site below for details (Japanese only).

[外国人留学生の適切な受入れ及び在籍管理の徹底等について（通知）：文部科学省](#)

(Email Address for Inquiries)

common-p@apu.ac.jp