



Application Guidelines for Auditors (Undergraduate Courses)

AY 2026 Spring 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 courses should read all of the information below, then submit the required forms and payments by the deadlines.

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 accept auditors under the specified Curriculums.

| 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

| | |
|---------------------------------------|-----|
| Can take Language Education Subjects? | NO |
| Can take Seminar Subjects? | NO |
| Can take Final Exams? | YES |
| Can earn Credits? | 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 (i.e. courses) 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.
 - Semester periods are shown below. The timing may vary slightly from year to year.

| | |
|----------------------------|--------------------|
| Spring Semester, Quarter 1 | April – May |
| Spring Semester, Quarter 2 | June – July |
| Summer Session | August |
| Fall Semester, Quarter 1 | October – November |
| Fall Semester, Quarter 2 | December – January |
| Winter Session | February |

IV. Application Period and Methods

(1) Application Period

Mon, March 2, 2026 – Fri, March 6, 2026 (Applications must be received by the deadline)

(2) Application Documents and Screening Fee

| | |
|------------------------------|---|
| (1) Application Form: 1 copy | Please use the provided application form. |
| (2) Photograph: 1 | 3cm by 2.5cm color photo taken within the last 3 months. Please write your name of the back of the photo and attach to the Auditor Application. |
| (3) Screening Fee 10,000 yen | See the following section, “How to Pay 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: 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. For the Personal Information – Student ID number field, enter なし (none)
 4. You will get a payment completion confirmation e-mail.
Please forward that email to common-p@apu.ac.jp
- *You must complete all 4 steps above before the end of the application period.

(3) Submit Applications to:

In person:

Academic Office: Building B, 1F

*Office Hours: Mon. and Wed – Fri, 10:00-16:30, Tues: 11:30-16:30

By post:

Academic Office Auditing Student Section

Ritsumeikan Asia Pacific University

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

(4) Subjects with Class Size Limits

If the number of regular degree students that register for these subjects exceeds student capacity, non-degree students will not be permitted to enroll.

V. Approval and Registration Procedures

Documents will be processed and applicants will be notified of the screening results. Applicants who receive a Notification of Acceptance should complete the registration fee and auditor fees payment procedures together with the submission of documents as outlined below by the deadline. If you miss the deadline, your acceptance will be revoked.

(1) Date of Decision

Date of Decision: March 18 (Wed.)

*Notifications of Acceptance / Non-Acceptance will be sent after decisions have been made.

(2) Payment of Registration Fees and Auditor Fees

Please pay the full amount due for registration fees and auditor fees by the deadline. (Partial payments cannot be accepted. Please pay the amount in full.) When making your payment, please use the bank transfer instructions included with your Notification of Acceptance. Please note that the registration fee and auditor 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

A Student Information Card will be enclosed with your Notification of Acceptance. Please fill out the card, attach the photo of yourself, and submit it to APU's Academic Office by the deadline.

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

(4) Schedule

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

| | |
|--|---------------------------------------|
| Syllabus and Class Schedule available online | Monday, March 2, 2026 |
| Application Period | March 2 (Mon.) , 2026 –March 6 (Fri.) |
| Notification of Screening Results, Payment Statements Issued | After Wednesday, March 18, 2026 |
| Deadline for the submission of student register | Monday, March 23, 2026 |
| Payment term * Do not transfer money before or after this period | April 1, 2026 – April 6, 2026 |
| Start of Classes, Part-time Students Pick up Student IDs | After Monday, April 6, 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, 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 APU Student Portal to check for information on cancelled classes and make-up classes. To access the APU Student Portal, part-time students should go to the Ritsumeikan Asia Pacific University website, click on the "Current Students, Faculty & Staff" tab, then log in with 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) Class Times

Semester/Quarter Timetable

| 1 st Period | 2nd Period | 3rd Period | 4th Period | 5th Period | 6th Period |
|------------------------|-------------|-------------|-------------|-------------|-------------|
| 8:45~10:25 | 10:35~12:15 | 12:30~14:10 | 14:20~16:00 | 16:10~17:50 | 18:00~19:40 |

Session Timetable

| 1st Period | 2nd Period | 3rd Period | 4th Period | 5th Period |
|------------|-------------|-------------|-------------|-------------|
| 8:45~10:25 | 10:35~12:15 | 13:05~14:45 | 14:55~16:35 | 16:45~18:25 |

(2) Course Syllabus

Course syllabi are available at <https://en.apu.ac.jp/apu-portal/>

(3) Course Timetable

The timetable will be available online as of March 2, 2026.

- * Lecture subject names that end in J are held in Japanese, and those that end in E are held in English.
- * Language Education Subjects (Japanese, English, Korean, Thai, etc.) and Seminar Subjects (Preliminary Seminar, Major Seminar, etc.) cannot be audited.

APU's Academic Office Web Site: https://en.apu.ac.jp/academic/class_info/timetable/

The screenshot shows the APU Academic Office website. The header includes the APU logo and the text 'Ritsumeikan Asia Pacific University Academic Office'. The main content area is titled 'Chapter 2: Classes & Syllabus' and '2. Course Timetable'. A sidebar on the left contains a list of links: '1. Syllabus', '2. Course Timetable' (highlighted with a red dot), '3. Class Evaluation Survey', '4. Class Cancellations and Make-up Classes', and '5. Class Absences (Illness or Bereavement)'. Below the sidebar is a section titled 'How to Use this Website' with the text 'Please read through this page for an explanation of how to use this website.' The main content area has a 'Contents' list with links to 'Course Timetable', 'Open Classrooms for Attending Online Classes', 'Course Timetable and Class Times', and 'Classroom Changes'. At the bottom of the main content area is a section titled 'Course Timetable'.

<Inquiries>

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