



# **Application Guidelines for Part-time Graduate Students**

## **AY 2026 Spring Semester**

Ritsumeikan Asia Pacific University

## The Part-Time Graduate Study Program

To open the university to students of all backgrounds and promote lifetime learning, Ritsumeikan Asia Pacific University's Graduate School of Asia Pacific Studies and Graduate School of Management have made certain courses open to the general public under the Part-Time Graduate Study Program. Part-Time Graduate Students may receive credit for registered courses. If you wish to register for available courses as a Part-Time Graduate Student, you must read the information provided below and submit the required forms by the deadline.

### I. Outline of the Part-Time Graduate Study System

Part-time Graduate Students who are approved for admission to a Graduate School may receive credit for registered subjects if they pass the relevant exams.

#### (1) Part-Time Graduate Student Program

Student Type	For Credit	Take Seminar Subjects	Take Language Subjects	Take Final Exams	Summary
Part-time Graduate Student	YES	NO	YES	YES	May register for certain subjects offered at the Graduate School of Asia Pacific Studies and Graduate School of Management.

\* Part-Time Graduate Students may not attend Seminar subjects.

#### NOTES:

- 1) Part-time Graduate Students in the Graduate School of Asia Pacific Studies **cannot** register for subjects in the Graduate School of Management.  
Part-time Graduate Students in the Graduate School of Management **can** register for subjects in the Graduate School of Asia Pacific Studies.
- 2) Part-time students can take Japanese-language courses provided if there are seats available. Each course is semester-based and is held over 28 classes, held twice a week. Students earn 2 credits for course completion.

#### (2) Points to Note

- 1) You may only attend a course during the your registered class time, even if a course has multiple classes.
- 2) You cannot register for two or more classes which fall in the same period on the same day.
- 3) Lecture Subjects
  - \* Lecture Subjects are worth 2 credits. There will be 2 classes held each week and the subject will be completed in 2 months. A total of 14 classes will be held over 8 weeks with exams held in the final week.
  - \* Semester dates are shown below. These dates may vary 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

## II. Application Procedures

### (1) Eligibility

Those who wish to become Part-Time Graduate School Students must meet any of the following qualifications:

- 1) Those who meet the eligibility requirements for admission to a Graduate School as stipulated in Article 12-2 of the Ritsumeikan Asia Pacific University Academic Regulations
- 2) Those deemed by the President to have the equivalent academic skills necessary to register for the course in question

\* Because Graduate School courses are taught in English only, applicants must also have one of the following test scores:

English Requirements (Minimum Scores)

TOEFL® iBT Test	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English
85	6.5	800	58	176

Note: Applicants currently enrolled in another university or graduate school (including distance education courses) should obtain permission from the university to which they are currently affiliated before they apply to APU.

Ritsumeikan Asia Pacific University Academic Regulations Article 12-2

- (1) Possession of a bachelor's degree or has graduated from university.
- (2) Completion in a foreign country of a curriculum equivalent to a sixteen-year school education curriculum.
- (3) Completion of sixteen years of school education in a foreign country via correspondence courses provided by the foreign educational facility while being in Japan.
- (4) Completion of an education program at a foreign university in Japan under a curriculum based on a foreign education system that has received approval from the Minister of Education, Culture, Sports, Science and Technology.
- (5) Approval from the Minister of Education, Culture, Sports, Science and Technology.
- (6) Recognition by the President of enrollment in an university for more than three years or of completion of fifteen years of education in a foreign country with excellent academic records.
- (7) Recognition by the President to possess academic qualifications equivalent to that of a university graduate or above, and to have reached an age of at least twenty two years old.

### III. Method and Period of Applications

- (1) Application Period

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

- (2) Application Documents and Screening Fee

① Part-time Application Form	One copy	Please use the provided application form.
② Outline of reasons for application	One copy	Approx. 250 – 300 words. Use the designated form.
③ Graduation / Completion Certificate from most recent educational institution	One copy	Evidence of classes taken.
④ Transcripts from most recent University	One copy	Evidence of classes taken
⑤ Certificate to Verify English Language Ability	One copy	Excluding English native speakers and those who have received all or a majority of their education in English.
⑥ Photograph	One copy	3cm x 2.5cm color photo taken in the last 3 months prior to application. Write your name on the back of the photo.
⑦ Screening Fee	¥10,000	See “How to Pay Screening Fee” for payment methods. A separate proceeding fee of 700 yen is required. Even if the courses you wish to audit are offered by more than one school the fee will still only be 10,000 yen. *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](mailto: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) Number of courses or credits for which students may register**

There is no upper limit on the number of courses or credits for which students may register.

**(5) Class Size Limits**

If the total number of students wishing to register for a certain subject exceeds the number of seats available for regular program students, regular program students will be given priority and Part-time Graduate Students will not be able to register.

**(6) Points to Note when Submitting your Application**

Once you have been approved it will not be possible to make any changes, deletions, or additions to your choices. Please check the courses you have chosen to register carefully before submitting your application.

**IV. 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 part-time student fee payment procedures and submit the 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 Part-time Student 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 be sure to follow the bank

transfer instructions included with your Notification of Acceptance. Please note that the registration fee and part-time student fees are non-refundable.

	Graduate School of Asia Pacific Studies	Graduate School of Management
Registration Fee	¥50,000	¥50,000
Part-time Class Fees	¥75,000 (per credit)	¥75,000 (per credit)

\* The Registration Fee must be paid each semester

\* Registration fees and part-time student fees may change 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 before writing the date and signing your name.

### (4) Schedule

1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter and Winter Session Classes

Syllabus and Class Schedule available on-line	Monday, March 2, 2026
Application Period	Mon, March 2 – Fri, March 6, 2026
Notification of Screening Results and Payment Statement Issued	After Wednesday, March 18, 2026
Deadline for the submission of student register	Monday, March 23, 2026
Payment Period *Do not transfer money before or after this time	Wed, April 1 – Mon, April 6, 2026
Start of Classes, Distribution of Student IDs for Part-time Students	After Monday, April 6, 2026

## V. Organization and Student Registration for Part-Time Students

- (1) Individuals who successfully pass the screening process, receive permission to study at APU, and complete the procedures within the allocated time period (including payment of registration fee and part-time class fees) will be issued a 'Part-time student ID Card' as an APU Graduate School Part-Time Student.
- (2) If the student passes the final exam in subjects for which they are registered, credits gained in the subject can be recognized. The Part-time Graduate Student's recognized credits can be transferred if the student enters a regular program at APU. A maximum of 10 credits may be transferred.
- (3) Part-time Graduate Students can be issued a 'part-time student ID card' and, if necessary, a 'grade transcript'. However they cannot be issued a "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a part-time student bus pass.
- (4) Part-time Graduate Students 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) Part-time Graduate Student status is only valid for one semester. Reapplying to the Part-Time Graduate Study Program is necessary in order to register for subjects in the following semester.

## VI. Other

### (1) Class Times

#### <Semester/Quarter Timetable>

1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	4 <sup>th</sup> Period	5 <sup>th</sup> Period	6 <sup>th</sup> 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>

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

### (2) APU Academic Calendar and Outlines of Subject Content (Syllabi)

Please visit our website to access Syllabi. Choose GSAM (Graduate School of Asia Pacific Studies Master's Program) or GSMM (Graduate School of Management Master's Program).

<https://en.apu.ac.jp/apu-portal/>

### (3) Class Timetable

The Schedule for Spring Semester will be available online from March 2, 2026.

Note: The Syllabus and class timetable may not be available on the scheduled date.

[https://en.apu.ac.jp/gradinfo/class\\_info/timetable/](https://en.apu.ac.jp/gradinfo/class_info/timetable/)

The screenshot shows a web browser displaying the APU Academic Information for Graduate Students website. The URL in the address bar is [https://en.apu.ac.jp/gradinfo/class\\_info/timetable/](https://en.apu.ac.jp/gradinfo/class_info/timetable/). The page features a dark blue header with the APU logo and the text "Shape your world Ritsumeikan Asia Pacific University". Below the header, there is a navigation bar with "HOME | Class related / Course Timetable | Course Timetable". The main content area is titled "Class related / Course Timetable" and "Course Timetable". On the left, there is a sidebar menu with links: "Course Timetable" (selected), "Release of Grades", "Grade Inquiries", "Grading and Assessment", "Class Cancellations", "Class Absences and Tardiness", and "Japanese Language Subjects". The main content area includes a "Share on:" section with icons for Facebook, Twitter, LINE, and a star icon. Below this is a "Contents" section with links: "Course Timetable" (selected), "Class Times", and "Classroom Changes". At the bottom, there is a "Course Timetable" section header.

Inquiries:

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