



**Application Guidelines for
Part-Time Students
(Undergraduate subject)
AY 2026 Fall Semester**

Ritsumeikan Asia Pacific University

The Part-Time Study Program

To open the university to students of all backgrounds and promote lifetime learning, Ritsumeikan Asia Pacific University has established a part-time study system to allow registered individuals to enroll in and receive credit for a certain number of lecture subjects in the colleges. Individuals who wish to enroll in subjects should complete the required forms after reading the explanation provided below.

In addition to this program, Ritsumeikan Asia Pacific University also has an auditor program that allows individuals to audit classes without having to fulfill any particular qualifications. If you would like to take subjects without obtaining credit, please refer to the “Application Guidelines for Auditors”.

I. Overview of the Program and Courses Available for Registration

Part-time students who are qualified for admission to a College may receive credit for registered subjects if they pass the relevant exams.

Part-Time Student Types and Available Courses

Type of Student	For Credit	Language Subject Enrollment	Take Final Exams	Description
Part-time Student A	YES	YES	YES	Part-time students enrolled in at least 10 credits worth of subjects per semester
Part-time Student B	YES	NO	YES	Part-time students enrolled in less than 10 credits

Note 1: Language subject enrollment shows whether or not students may enroll in language subjects.

- (1) Part-time students may only enroll in one class of the same subject, even if multiple classes are available.
- (2) Part-time students cannot enroll in multiple subjects held during 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 examinations set for the final week.
- (4) Language Education Subjects
 - * Language education subjects are offered on a semester basis.
 - * Some Language Subjects are worth 2 credits. They are held twice per week and will be completed in 4 months. A total of 28 classes will be held with examinations set for the final week.
 - * Some Language Subjects are worth 4 credits. They are held 4 times per week and will be completed in 4 months. A total of 56 classes will be held with examinations set for the final week.
 - * To take Japanese Language Education Subjects, you must take the Japanese Placement Test (test to determine your level of Japanese proficiency) in advance. If the results of the Placement Test indicate you are a native-level speaker, you may not be able to register for Japanese Language Education Subjects. Details of the Placement Test will be shared by the language coordinator before enrollment.
- (5) There is no maximum credit registration limit.
- (6) 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.

- (7) 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.

Please note that the courses offered vary by semester, so kindly refer to the timetable available on the website below.

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](#)

II. Application Procedures

(1) Applicant Qualifications

The qualifications for part-time students to enroll are the same as those for regular university enrollment.

Any of the following are acceptable:

- ① Individuals that have graduated from high school or that have completed 12 years of education in a regular program
- ② Individuals whose academic ability has been judged by the Minister of Education, Culture, Sports, Science and Technology to be the same as that of a high school graduate

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

Ritsumeikan Asia Pacific University Regulations Article 12

- (1) Graduation from high school or other institution of secondary education.
- (2) Completion of twelve years of education via the regular curriculum, or equivalent education by means of a curriculum other than the regular curriculum.
- (3) Completion in a foreign country of a twelve-year school education curriculum or a substitute curriculum, and recognition by the Minister of Education, Culture, Sports, Science and Technology.
- (4) Completion of a curriculum offered by a foreign educational facility in Japan which the Minister of Education Culture, Sports, Science and Technology has recognized to offer a curriculum equivalent to a high school curriculum.
- (5) Recognition by the Minister of Education, Culture, Sports, Science and Technology.
- (6) Successful Completion of the University Admission Qualification Test conducted by the Minister of Education Culture, Sports, Science and Technology pursuant to the Rules Regarding Testing to Qualify for University Entrance Examination (1951 Ministry of Education ordinance No. 13)
- (7) Based on an individual admissions screening, the candidate shall have the recognition by the President that he or she possesses academic qualifications equivalent to a high school graduates and has reached the age of 18

(2) Colleges that Accept Part-Time Students

The following Colleges accept part-time students under the curriculums shown below.

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

III. 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 the provided application form.
(2) Statement of Intent	1 copy	Approx. 250 – 300 words. Please use the designated form.
(3) Graduation / Completion Certificate from most recent educational institution	1 copy	Certification of classes completed. Must adhere to Section II “Application Procedures”, subsection (1) Applicant Qualifications
(4) Screening Fee	10,000 yen	See “How to Pay the Screening Fee” below for payment methods. A separate proceeding fee of 700 yen is required. The screening fee will be 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) 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:

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.

(4) Important Application Information

Once permission for registration has been confirmed, it is not possible to make any changes, deletions or additions to your class selection. Be sure to carefully check the subjects you have selected for registration

when submitting the Application Form.

IV. Procedures 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 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, please enter the information exactly as shown on your invoice.

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

	Part-time Student A	Part-time Student B
Registration Fee	50,000 yen	50,000 yen
Part-time Student Fees (Fixed)	380,000 yen	—
Part-time Student Fees (per credit)	22,500 yen	48,000 yen

*1) Registration Fee must be paid each semester

*2) Registration fees and part-time student 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 Summer 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	Thurs, September 24 – Thurs, October 1, 2026
* Please refrain from transferring money before this period	

V. Student Status for Part-Time Students

- (1) Individuals who successfully pass the screening process and receive permission to study at APU, and who complete the procedures within the allocated time period will be issued a Part-Time Student ID Card.
- (2) If the student passes the final examinations in subjects for which he/she is registered, credits gained in the subject can be recognized. The Part-time Student's recognized credits can be transferred if the student chooses to later enter a regular program (Please note that there is a limit on the number of credits that can be transferred).
- (3) Part-time Students can be issued a certificate of part-time study and transcripts if needed. Please note that part-time students cannot be issued a "Proof of Travel to School" or a "Certificate for Student Discount" to purchase a student bus pass.
- (4) Delivery of APU-Net User Account Information: Part-time students 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.
- (5) 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.
- (6) Part-time students can use the APU Library.
- (7) Part-time student status is only valid for one semester. Part-time students must reapply to take subjects the following semester.

VI. 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](#)

Course Timetable

The timetable will vary by college and the academic year of enrollment. After reviewing the following page carefully, please check the timetable that matches your college and curriculum. The Fall Semester timetable and syllabus are subject to change and will be updated in September 2024. Please be sure to check the updated timetable and syllabus before registering for the Fall Semester courses.

* The Course Timetable for automatically registered subjects will be announced via Campus Terminal on Monday, March 18 (tentative).

* The Summer Session Timetable will be available around July and the Winter Session Timetable around January.

* There are two grade evaluation methods: "Letter Grades (A+, A, B, C, F)" and "P/F".

Please check which evaluation method applies to the lectures that you wish to take before proceeding to course registration.

- Results evaluated by the Pass/Fail method will not be included in your Cumulative GPA or Semester GPA.

[AY2024 Summer Session Course Timetable](#) (pdf, updated 2024/7/5)

College of Asia Pacific Studies (APS)

College of International Management (APM)

College of Sustainability and Tourism (ST)

(4) If seeking a degree approved by the National Institution for Academic Degrees and University Evaluation (NIAD-UE)

Individuals who have graduated from a junior college or technical school, or who have completed at least 62 credits in at least 2 years of enrollment at a university may apply to NIAD-UE with the credit they've received as a part-time student to receive a bachelor's degree. For more information, please contact the NIAD-UE.

[National Institution for Academic Degrees and Quality Enhancement of Higher Education]

1-29-1 Gakuen-nishimachi Kodaira-shi, Tokyo 187-8587 Japan

Tel : +81-42-307-1500

(5) 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