



**Application Guidelines for
Part-Time Students
(Undergraduate Courses)**

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

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

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

Part-Time Student Types

Type of Student	For Credit	Can take Language Courses?	Can take Final Exams?	Description
Part-time Student A	YES	YES	YES	Part-time students enrolled in at least 10 credits of subjects per semester
Part-time Student B	YES	NO	YES	Part-time students enrolled in less than 10 credits

Note 1: Part-time students cannot register for Seminar courses.

- 1) Part-time students may only enroll in one class of the same courses, 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.
- Semester dates are summarized below. These dates 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

- 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 over 4 months, for a total of 28 classes with examinations set for the final week.
- Some Language Subjects are worth 4 credits. They are held 4 times per week over 4 months, for a total of 56 classes with examinations set for the final week.

II. Application Procedures

(1) Applicant Qualifications

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

- 1) Meet the eligibility requirements for admission as stipulated in Article 12 of the Ritsumeikan Asia Pacific University Academic Regulations.
- 2) Be deemed by the President to have the equivalent academic skills necessary to register for the course in question.

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) Completion of an advanced course at a special technical school (limited to periods of study of at least three years and any other criteria stipulated by the Minister of Education, Culture, Sports, Science and Technology) on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology in stipulations issued separately by the Minister;
- (8) Based on an individual admissions screening, the candidate shall have the recognition by the President that they possess academic qualifications equivalent to high school graduates and has reached the age of at least 18.

(2) Colleges that Accept Part-Time Students

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. Application Period and Methods

(1) Application Period

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

(2) Application Documents and Screening Fee

(1) Application Form	1 copy	Use the provided application form.
(2) Statement of Intent	1 copy	250 – 300 words. 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) Photograph	1	3cm x 2.5cm color photo taken in the last 3 months prior to application. Write your name on the back of the photo.
(5) Screening Fee	10,000 yen	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: 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. 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) Number of Subjects and Credits for which Students may register

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

(5) Notes on Permission to Enroll

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

(6) 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. 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 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 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 use the bank transfer instructions included with your Notification of Acceptance. 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 The Registration Fee must be paid each semester

*2 The Registration Fee 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, and write the date and sign your name.

(4) Schedule

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

Syllabus and Class Schedule Available Online	Mon, March 2, 2026
Application Period	Mon, March 2 – Fri, March 6, 2026
Notification of Screening Results, Payment Statements Issued	After Wednesday, March 18, 2026
Deadline for the Submission of Student Register	Mon, March 23, 2026
Payment term * Do not transfer money before or after this period	Wed, April 1 – Mon, April 6, 2026
Start of Classes, Part-time Students Pick up Student IDs	After Monday, April 6, 2026

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 (including payment of the registration fee

and part-time student fees) 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 to 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 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 and click on the "Current Students, Faculty & Staff" tab, then log in 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) Class Times

Quarter/Semester Timetable

1st 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) Syllabus

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

(3) Course 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.

* Lecture subject names that end in J are held in Japanese, and those that end in E are held in English.

APU Academic Office Website: https://en.apu.ac.jp/academic/class_info/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 directly.

National Institution for Academic Degrees and Quality Enhancement of Higher Education
1-29-1 Gakuen-nishimachi Kodaira-shi, Tokyo 187-8587 Japan
Phone Number: (+81) 042-307-1500

Inquiries:
Academic Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu City, Oita Prefecture 874-8577
common-p@apu.ac.jp