

AY 2023 Spring Semester College Transfer Within the University

2022 Academic Office

[What is “College Transfer Within the University?”]

“College Transfer Within the University” is the system whereby an APU student scheduled to proceed to their second or third year transfers from their current College to another College within the University (APS → APM / APM → APS). These transfers may be permitted following deliberations by the College you want to join. As a rule, applications open as vacancies become available in each College.

[When Can I Apply for a Transfer?]

You can apply for transfer at the end of your first year (transfer at the second year level) or the end of your second year (transfer at the third year level).

✖ **Students on Academic Leave cannot apply for transfer.**

[What Level Can I Transfer To?]

Transfers will be permitted to the year level you are scheduled to proceed to next. Permission will not be granted for transfer to lower year levels.

[Eligibility]

(1) Transfers at the second year level (for applicants who are currently second-semester students)

You must have completed at least 30 credits by the end of the 1st year (2nd semester) with a cumulative GPA of at least 2.50.

(2) Transfers at the third year level (for applicants who are currently fourth-semester students)

You must have completed at least 60 credits by the end of the 2nd year (4th semester) with a cumulative GPA of at least 2.50. In Addition, you must have completed all required language courses by the end of the 4th semester.

✖ **Please note: Accelerated Graduation Program students cannot apply for transfer at the third year level.**

Note: The University cannot assess whether applicants are eligible to transfer at the time of application. Interviews will be held for applicants who pass the initial application document screening. Transfer will be permitted for students who pass the screening and meet the eligibility standards. Screening results will be announced on the same day as semester grade results are released.

Number of Students Accepted for College Transfer in the AY 2023 Spring Semester

College	Number of Students
Asia Pacific Studies	2nd and 3rd year - Several Students
International Management	2nd and 3rd year - Several Students

Application Procedures

*We will accept applications only via **Forms** this time.

(1) Application Period: **Monday, November 28, 10:00— Friday, December 2, 2022 by 16:30**

(2) Submit via: Forms

(3) Transfer Application Fee: **10,000 yen**

*The details are on the next item “How to pay Application Fee.”

(4) Documents for submission (Submit the following documents in PDF format via the Forms above):

	Documents to Submit	Details
1	Application for Transfer Within the University	<p>Requires the stamp or signature of you and your primary tuition provider.</p> <p>A) If you live with your primary tuition provider:</p> <p>(1) Stamp the application form with your inkan, or sign in the designated area</p> <p>(2) Give the original document to your primary tuition provider. They should also stamp or sign it.</p> <p>(3) After filling in the rest of the form, scan it, save it as a PDF, and submit it to the e-mail address above.</p> <p>B) If you and your primary tuition provider live apart:</p> <p>(1) Stamp application form with your inkan, or sign in the designated area</p> <p>(2) Fill in the rest of the form. Scan it and save it as a PDF.</p> <p>(3) E-mail the PDF file to your primary tuition provider. They should print a copy and stamp or sign it.</p> <p>(4) Scan the stamped/signed document, save as PDF, and submit it via Forms.</p>
2	Written Statement of Reasons for Application	Write it in Microsoft Word, save it, and make a copy in PDF format, and submit it via Forms.

How to Pay the Application Fee:

- (1) Access the following URL: <http://e-apply.jp/e/apu-payment/>
- (2) Pay the 10,000 yen (application 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 ac5971@apu.ac.jp.

*You must complete all 3 steps above by **Friday, December 2, 2022, 16:30**.

NOTES:

1. Changes and cancellations after application will not be accepted under any circumstances, so please think carefully before applying
2. Changes to the selection schedule etc. by applicants will not be allowed under any circumstances.
3. If transfer is permitted, enrolment in your present College will be terminated on March 31, 2022. You will be asked to complete the relevant transfer procedures by the deadline. If you do not complete the procedures in time, permission for your transfer will be cancelled and you will be considered to have withdrawn from your present College at the end of the current semester.
4. For APS students who wish to transfer to the College of International Management (APM), all required subjects will be automatically registered by the university as shown in the table below. Please read the Undergraduate Academic Handbook thoroughly and set up a study plan before applying for transfer.

Registration Semester of Required Subjects for those who Transfer to APM

Automatically Registered Subjects	Transfer in 2nd year	Transfer in 3rd year
Introduction to Management	3rd semester	5th semester
Introduction to Economics	3rd semester	5th semester
Accounting I	3rd semester	5th semester

Introduction to Marketing	3rd semester	5th semester
Finance	4th semester	6th semester
Management of Human Resource and Organizational Behavior	4th semester	6th semester
Production Management	4th semester	6th semester
Legal Strategy in Business	4th semester	6th semester
Business Ethics	5th semester	6th semester
Global Management (Capstone)	7th semester	7th semester

Selection Method and Procedures

The final decision regarding your application will be made after examining your application documents and an interview.

(1) First Round: Document Screening

Announcement of Results: **Friday, December 9, 2022, around 17:00**

Applicants will be notified of the results via an Action Required message on Campus Terminal.

Selected applicants will also be informed of their interview details at this time, including the interview timetable.

(2) Second Round (Interviews): **Tuesday, January 10 - Friday, January 20, 2023**

(3) Scheduled announcement of Selection results: **Monday, March 13, 2023**

Applicants will be notified of the final results via an Action Required message on Campus Terminal. The Action Required message will also contain details on the procedures that must be completed by successful applicants after approval of their college transfer within the University.

Procedures Following Selection

If your application for transfer is approved, you must complete the transfer procedures by the deadline. **If you do not complete the procedures before the deadline your enrolment in your present College will be terminated.**

Procedures:

Submission of Consent Form for Transfer within the University

Note:

We will send you an Action Required message with the "Submission of Consent Form for Transfer within the University" after the screening results are announced. Please fill out the attached form and submit it to the Academic Office by the deadline. (The deadline will be written in the message.)

Handling of Credits after College Transfer

Credits obtained before the transfer will be transferred to your new College. Credits will be transferred to Subject Fields that correspond to the new College. Please note, transferred credits may be placed in Subject Fields different from those in the old college. Please be very careful when planning your course of study.

Effective Date of College Transfer: **Saturday, April 1st, 2023**

If you have any other questions or concerns, please contact the Academic Office.