

# AY 2024 Spring Semester College Transfer Within the University

November 2023  
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 Colleges within the University. 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 Leave of Absence 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 1<sup>st</sup> year (2<sup>nd</sup> 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 2<sup>nd</sup> year (4<sup>th</sup> 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 4<sup>th</sup> semester.

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

The university is not able to assess whether applicants are eligible to transfer at the time of application. Interviews will be conducted for applicants who pass the initial application document screening. Transfer within the University will be permitted for students who pass the interview screening and who are found to meet the eligibility standards.

**Note: If it becomes clear that you do not meet the screening criteria after the results of the transfer are announced, the results of your transfer will be invalidated and you will continue to be enrolled in your current college. In such cases, your transfer application fee will not be refunded.**

## Number of Students Accepted for College Transfer in the AY 2024 Spring Semester

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

※ Transfer to the College of Sustainability and Tourism is only possible **at the second-year level.**

## Application Procedures

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

(1) Application Period: **Monday, November 27, 2023 at 10:00 - Friday, December 1, 2023 at 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”. An additional Processing Fee of 700 yen is required.

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

\*The file name should be “ID number (8 half-width digits) + Name (name on student ID card)”

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

**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](mailto:ac5971@apu.ac.jp).

\*You must complete all 3 steps above by **Friday, December 1, 2023, 16:30**.

**NOTES:**

- Changes and cancellations after application will not be accepted under any circumstances, so please think carefully before applying.
- Changes to the selection schedule etc. by applicants will not be allowed under any circumstances.
- If transfer is permitted, enrolment in your present College will be terminated on **March 31, 2024**. 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.
- For the 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	3rd semester	6th semester
Management of Human Resource and Organizational Behavior / Organizational Behavior	4th semester	6th semester
Production Management / Production and Operations Management	4th semester	6th semester
Legal Strategy in Business	4th semester	6th semester
Business Ethics / Business Ethics and Social Responsibility	5th semester	6th semester
Global Management (Capstone)	7th semester	7th semester

5. For the students who wish to transfer to the College of Sustainability and Tourism (ST), some required subjects will be automatically registered by the university as shown in the table below. There are also some courses that students are required to register (registration required courses) and courses you must apply to register for by yourselves. Please check the graduation requirements on the Academic Office website carefully, then set up a study plan before applying for transfer.

**Registration Semester of Required Subjects for those who Transfer to  
the College of Sustainability and Tourism (ST)**

- (1) There are some required courses that the university will register for you (will be automatically registered for you by the university in that semester)

Course Name	2 <sup>nd</sup> Year Transfer
Critical Reading I	3 <sup>rd</sup> Semester
Critical Reading II	4 <sup>th</sup> Semester

- (2) There are some required courses that students need to register themselves (students register the course by themselves)

Course Name
Introduction to Tourism and Hospitality, Introduction to Sustainable Development, Introduction to Sociology, Statistics for Social Sciences, Introduction to Research Methods

- (3) There are some courses which you will need to apply for and be selected, after which they will be registered for you by the university

Course Name	2 <sup>nd</sup> Year Transfer
Major Seminar	5 <sup>th</sup> – 6 <sup>th</sup> Semester

- \* “Registration required courses” are courses you are not required to take and pass (you do not need to earn the credits in order to graduate), but instead courses that are considered important for deepening your future studies. For major seminar courses, the university will register the student after selection based on the student’s application. Even before your transfer application results are announced, please be sure to check the instructions from the university before applying.

- (4) Other

Please check the homepage for information on other required and elective courses.

## **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 8, 2023, 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): Wednesday, January 10 - Friday, January 26, 2024 (planned) (via Zoom)**

### **(3) Scheduled Announcement of Selection Results: Wednesday, March 6, 2024**

\*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 "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: **Monday, April 1, 2024**

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