

AY 2025 Spring Semester College Transfer Within the University

November 2024
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. Transfer applications may be approved following deliberations by the College you want to join. As a rule, applications open as seats become available in each College.

[When Can I Apply for a Transfer?]

You can apply for transfer during your 2nd semester (transfer at the second year level) or during your 4th semester (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. You are not allowed to apply to transfer to a lower year level.

[Eligibility]

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

Must have earned at least 30 credits by the end of your 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)

Must have completed at least 60 credits by the end of your 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 your 4th semester.

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

Since the transfer application screening process is carried out before grades are released in the semester in which you apply for transfer, the university cannot determine whether you meet the eligibility requirements at the time of the screening. Interviews will be held for applicants who pass the initial application document screening. Only students who pass the interview screening AND meet the eligibility requirements will be permitted to transfer within the University.

Note: If it becomes clear that you do not meet the eligibility requirements after the transfer application results are announced, your transfer application results will become void 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 2025 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 and 3rd year - Several Students

[Application Procedures]

*We will only accept applications submitted via **Forms**.

- (1) Application Period: **Monday, December 2, 2024, 10:00 - Friday, December 6, 2024 by 16:30**
- (2) Submit via: Forms
- (3) Transfer Application Fee: **10,000 yen**

*See details in the next section, “How to pay the 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 “Student ID number (8 half-width digits) + Name (name as shown 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. A) If you live with your primary tuition provider: (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) If you and your primary tuition provider live apart: (1) Stamp the 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 it 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 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 common-p@apu.ac.jp.

*You must complete all 3 steps above by **Friday, December 6, 2024, 16:30**.

[NOTES]

- Changes and cancellations after application will not be accepted under any circumstances, so please think carefully before applying.
- Changes to the screening 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, 2025**.
- 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 revoked and you will be considered to have withdrawn from your present College at the end of the current semester.
- (For Students in their 4th semester at the time of application) 3rd year seminar courses (Major Seminar) will be registered by the university after the screening process, based on your seminar application. Even if your transfer application results have not been released, please confirm the information from the university and submit your seminar application.
- Please be sure you fully understand the graduation requirements of the college you wish to transfer to (available on the Academic Office Web site) and make your study plan carefully before applying. Please note that the College of International Management and the College of Sustainability and Tourism have required subjects for which the university will register you as shown in the tables below.
- Students may not apply to this program and the Accelerated Graduation Program at the same time.

Registration Semester of Required Subjects for those who Transfer to APM

Subjects Name	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

* Students are responsible for registering for other required courses on their own, so please be sure to carefully check your graduation requirements.

* Please note that the table above shows registration timings for students in the 2023 curriculum; if students in the 2017 curriculum transfer in their 2nd year, they will be registered for Finance in their 4th semester.

Registration Semester of Required Subjects

for those who Transfer to the College of Sustainability and Tourism (ST)

Course Name	2 nd Year Transfer	3 rd Year Transfer
Critical Reading I	3 rd Semester	5 th Semester
Critical Reading II	4 th Semester	5 th Semester

* Students are responsible for registering for other required courses on their own, so please be sure to carefully check your graduation requirements.

[Selection Method and Procedures]

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

(1) First Round: Document Screening

Announcement of Results: **Wednesday, December 18, 2024, around 17:00**

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

Applicants who pass this round will also be informed of their interview details at this time, including the interview schedule.

(2) Second Round (Interviews): **Monday, January 13 - Friday, January 17, 2025** (tentative) (via Zoom)

(3) Scheduled Announcement of Selection Results: **Wednesday, March 12, 2025**

*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 procedure by the deadline. **Even if you do not complete the procedures before the deadline, your enrolment in your present College will be terminated.**

Procedure:

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]

Tuesday, April 1, 2025

[Seminar Applications]

You can apply for a seminar under your original college, but when you submit your college transfer application, your original seminar application will become void.

If your application to transfer colleges is rejected, then for APS and ST students the university will assign you to a seminar under your original college, because those students must register for a seminar as a graduation requirement.

For APM students, your seminar application will still become void. However, seminars are not required for graduation, so you will not be able to register for a seminar that semester. If you still wish to take a seminar, please apply again in your next semester.

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