AY 2027 Spring Semester Change of College Guidelines

Nov 2026
Academic Office

[What is "Change of College?"]

"Change of College" is the process by which an APU student changes from their current College to another College within the University, effective from the 3rd or 5th semester of study. Applications for Change of College may be approved following deliberation by the College the student wishes to join. As a rule, applications are accepted when seats become available in each College.

[When Can I Apply for Change of College?]

You can apply for Change of College during your 2nd semester (effective from the 3rd semester) or during your 4th semester (effective from the 5th semester).

[Cases in Which Students Are Not Eligible to Apply for Change of College]

*Students who are already registered for the Accelerated Graduation Program are not eligible to apply for Change of College.
*Students may not apply for both Change of College and the Accelerated Graduation Program in the same semester.
*Students who are on a leave of absence at the time of application are not eligible to apply.

[Which Semester Will I Start After Change of College?]

Change of College will be permitted for the semester you are scheduled to proceed to next. You are not allowed to apply for Change of College to a lower semester.

[Eligibility]

(1) Change of college effective from the 3rd semester (for applicants who are currently 2nd semester students)

Students must obtain at least 30 credits and maintain a cumulative GPA of at least 2.50 by the end of their 2nd semester of study

(2) Change of college effective from the 5th semester (for applicants who are currently 4th semester students)

Students must obtain at least 60 credits, maintain a cumulative GPA of at least 2.50, and complete all required language courses by the end of their 4th semester of study.

Since the screening process for Change of College is conducted before grades are released for the semester in which you apply, the University cannot determine whether you meet the eligibility requirements at the time of screening. Interviews will be held for applicants who pass the initial application document screening. Only students who pass the interview and meet all eligibility requirements will be permitted to change Colleges within the University.

Note: If it becomes clear that you do not meet the eligibility requirements after the Change of College application results are announced, the results of your application will be void, and you will remain enrolled in your current College. In such cases, the Change of College application fee will not be refunded.

[Number of Students Accepted for Change of College in AY 2027 Spring Semester]

College	Number of Students
Asia Pacific Studies (APS)	3rd and 5th semesters – Several Students
International Management (APM)	3rd and 5th semesters – Several Students
Sustainability and Tourism (ST)	3rd and 5th semesters – Several Students

[Application Procedures]

(1) Application Period: **Monday, November 30, 2026, 10:00 - Friday, December 4, 2026 by 16:30**

(2) Submit via: https://forms.cloud.microsoft/r/PD3zkG5QSA

*We will only accept applications submitted via forms

(3) Change of College 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	Change of College Application	Requires the signature or seal (*inkan*) of you and your Primary Tuition Provider. **A) If you live with your primary tuition provider:** (1) The applicant completes the required sections of the Application for Change of College and signs or affixes their seal to the application. (2) Obtain either the signature or seal of the primary tuition provider in the "Primary Tuition Provider" section. (3) Scan the document, save it as a PDF, and submit it via Forms. **B) If you and your primary tuition provider live apart:** (1) The applicant completes the required sections of the Application for Change of College and signs or affixes their seal to the application. (2) Email the application form to the primary tuition provider, who should print it and provide either a signature or seal in the "Primary Tuition Provider" section. (3) The applicant scans the document returned by the primary tuition provider, saves it as a PDF, and submits it via Forms.
2	Statement of Purpose	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 4, 2026, 16:30**.

[NOTES]

1. Once you submit your application, you cannot change or cancel it for any reason. Please carefully consider your circumstances before applying.
2. The screening schedule cannot be changed at the applicant's request for any reason.
3. If your Change of College is approved, you will be removed from the register of your current College on the final day of the semester in which you applied.
4. Please complete the necessary procedures within the prescribed timeframe. If you do not complete the procedures by the deadline, your approval for Change of College will be revoked, and you will be required to withdraw from your current College at the end of the semester.
5. (For Students in their 4th semester at the time of application) 5th semester seminar courses (Major Seminar) will be registered by the university after the screening process, based on your seminar application. Even if your change of college application results have not been released, please confirm the information from the university and submit your seminar application.

6. Please be sure you fully understand the graduation requirements of the college you wish to change 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.
7. Students may not apply to this program and the Accelerated Graduation Program at the same time.

Registration Semester of Required Subjects for Students Changing Colleges to APM

Subjects Name	Change of College Effective from the 3rd Semester	Change of College Effective from the 5th Semester
Introduction to Economics	3rd semester	5th semester
Introduction to Management	3rd semester	5th semester
Accounting I	3rd semester	5th semester
Introduction to Marketing	3rd semester	5th semester
Finance	3rd semester	5th semester
Legal Strategy in Business	4th semester	6th semester
Production and Operations Management	4th semester	6th semester
Organizational Behavior	4th semester	6th semester
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.

Registration Semester of Required Subjects for Students Changing Colleges to ST

Course Name	Change of College Effective from the 3rd Semester	Change of College Effective from the 5th Semester
Critical Reading I	3rd Semester	5th Semester
Critical Reading II	4th Semester	5th 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 16, 2026, around 17:00**

*Applicants will be notified of the results via the Student Portal.

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

(2) Second Round (Interviews): **Tuesday, January 12 – Friday, January 22, 2027** (tentative) **(via Zoom)**

(3) Scheduled Announcement of Selection Results: **Wednesday, March 10, 2027**

*Applicants will be notified of the results via the Student Portal. The notification will also contain details on the procedures that must be completed by successful applicants after approval of their change of college within the University.

We do not accept any inquiries regarding the screening results.

[Procedures Following Selection]

If your application for change of college is approved, you must complete the procedure by the deadline. **If you do not complete the procedures before the deadline, you will be required to withdraw from your current College at the end of the semester.**

Procedure:
Submission of “Consent Form for Change of College”
Note:
We will send you a message via the **Student Portal** with the "Consent Form for Change of College." 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.)

Please note that we cannot answer questions regarding the results of the screening process.

[Handling of Credits after Change of College]

Credits obtained before the change of college will be transferred to your new College. Credits will be transferred to Subject Fields that correspond to the new College. Please note that 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]

Thursday, April 1, 2027

[Seminar Applications]

You can apply for a seminar in your current College. However, once you submit your Change of College Application, your seminar application will become void.

If your application for Change of College is not approved, APS and ST students will be assigned a seminar in their current College, as completing a seminar is a graduation requirement for these Colleges.

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

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

Contact Information
Ritsumeikan Asia Pacific University
Academic Office
common-p@apu.ac.jp