

Credit Transfer for Studies Conducted at Other Universities (First semester students only)

April, 2022 Academic Office

APU understands the significance of learning through a wide range of channels. Therefore, the University will allow students to transfer credits obtained prior to enrollment under certain circumstances (except for 2nd and 3rd-year transfer students). Credits will be transferred only if applicants fulfill the credit transfer conditions. To apply, students should submit a Credit Transfer Application to the Academic Office.

◆Requirements for Credit Transfer:

1. Credits were obtained at another university or junior college before entering APU.
2. Credits were obtained as a part-time APU student prior to enrollment.

Eligible Students: **2022 Spring first semester students only**

Maximum number of credits: 30 credits

Application deadline: **Tuesday, June 14th, 2022 by 16:30**

Documents to Submit: Please submit the following documents to the Academic Office.

- ① Application form
 - Please download the form from the Academic Office Website.
 - Please fill in the form yourself and submit it via email to ac5971@apu.ac.jp.
- ② Original Academic Transcript
- ③ Course syllabus (es) (which includes the subject name, course description, grade evaluation, course objectives, number of class hours, and number of classes.)
 - * If the syllabus does not include the subject name, course description, grade evaluation, course objectives, number of class hours, or number of classes, please include the necessary documents with that information.

※To submit ② and ③, please follow the procedure below.

- Contact the academic affairs office or the professor in charge at your previous university and ask them to issue copies of ② and ③ and mail them to our Academic Office. (***Must include official seal of your previous university.**)
- or Your previous university should send the documents directly to the Academic Office. (***Must be sent in an official sealed and stamped envelope from your previous university.**)

If the conditions listed above are not met, your application cannot be accepted.

[[Mail to:]] Pre-Enrollment Credit Transfer Coordinator
Academic Office, Ritsumeikan Asia Pacific University, 1-1 Jumonjibaru
Beppu, Oita 874-8577 Japan (TEL: 0977-78-1122)

<General Rules for Credit Transfers>

- (1) Credits will be transferred as APU subjects, so the number of credits you are assigned for each course may not be the same as the number of credits you obtained for the same course at your previous university.

- (2) A “T” (transfer) grade will be shown for all transferred subjects on your grade report. ※A maximum of 60 credits are transferrable, including all the different forms of transferred credits at APU.
- (3) New students may transfer a maximum of 30 credits from other universities. Please refer to page 81 of the 2022 Undergraduate Academic Handbook for more information regarding the credit transfer system.
- (4) Language Education Subjects and the subjects shown below are NOT eligible to be transferred*.

*However, if you enrolled at APU as non-degree student and took these courses, the subjects may be eligible for transfer.

Subjects		
Introduction to Media Studies	Introduction to Tourism and Hospitality	Introduction to APS
Introduction to Environmental Studies	Introduction to International Relations	
Introduction to Development Studies	Introduction to Culture and Society	

The subjects below are NOT eligible for transfer unless they were taken at an AACSB, EQUIS, EPAS, or AMBA accredited school.

Subject		
Introduction to Management	Statistics	Fundamental Mathematics
Accounting I	Production Management	Advanced Mathematics
Introduction to Marketing	Legal Strategy in Business	Management of Human Resource and Organizational Behavior
Introduction to Economics	Business Ethics	
Finance	Global Management	

[Notes]

- (1) Applications will only be accepted in the first semester immediately after a student’s enrollment at APU. Credit transfer applications will not be accepted after this time under any circumstances.
- (2) If you do not submit all the requested documents, your application will not be approved.
- (3) If a syllabus is written in a language other than English or Japanese, please attach an English or Japanese translation.
- (4) Even if you submit a Credit Transfer Application Form you cannot drop courses automatically registered for you by the university. If you stop attending such a course you will receive an F for the course.

Procedures:

- (1) Applications will be judged based on the submitted syllabus (es). If the syllabus (es) does not contain enough information to make a decision, your application will not be accepted.
- (2) The results of your application will be shared via an Action Required message on Campus Terminal.
- (3) Transferred credits will appear on your transcript on the date grades are announced for the semester of your application. (Spring Enrollees: September, Fall Enrollees: March).

Academic Office