

**Ritsumeikan Asia Pacific University
Inbound Student Exchange Program
Application Guidelines**

(Spring 2022 Enrollment)

1. Admissions Policy

In accordance with the Student Exchange agreement between Ritsumeikan Asia Pacific University and its partner universities, the program accepts students from Ritsumeikan Asia Pacific University party universities who have excellent language abilities and academic capabilities and desire to spend one or two semesters of their undergraduate studies at Ritsumeikan Asia Pacific University.

2. College of Students Accepted

Eligible Colleges:

- College of Asia Pacific Studies
- College of International Management

*Applicants must choose either one.

3. Application Eligibility

Applicants must fulfill all the following requirements from (i) to (iv) at the time of application:

- (i) Applicants must be enrolled in an overseas partner university that has concluded a "Student Exchange Agreement" with Ritsumeikan Asia Pacific University.
- (ii) Applicants must be screened and nominated by their home universities.
- (iii) Applicants must possess a cumulative GPA of 2.00 or higher on a 4.00 point scale in their studies at their home universities.
- (iv) Applicants must meet either a) or b) of the following language criteria*¹ :
*only scores of examinations taken on or after October 22, 2019 will be accepted

a) English Basis:

Minimum English Proficiency Requirements				
TOEFL iBT	IELTS	TOEIC® L&R Test	PTE Academic	Cambridge English FCE
79	6.0 Overall	780	50	176

b) Japanese Basis:

Minimum Japanese Proficiency Requirements		
JLPT N1	JLPT N2	EJU Japanese* ³
100	135	250
*Not including the writing section		

4. Application Deadline and Method

(i) Application Deadline: October 22, 2021

(ii) Application Procedures:

- (1) Before starting online application, prepare the following photo and documents digitally as you are required to upload them in the in online application. The documents must be written in English or Japanese.
 - (a) Passport size photos
 - The photographs will be used for your Certificate of Eligibility application to the Japanese Immigration and must meet the following requirements. For detailed instructions about the photographs, please refer to the [Japanese Immigration Bureau website](#).
 - Close-up of the head and shoulders (4cm by 3 cm, with no background, facing forward without cap/hat)
 - Taken within the last three months
 - Photos taken with the individual's digital camera will not be accepted
 - Eye glasses must be removed
 - (b) Financial Proof – Certificate of Deposit Balance issued by Bank, Scholarship Letter, etc.
 - Official and original document is required.
 - It must be dated within three months from the date of exchange program application.
 - **Minimum amount: 500,000 yen for one semester / 1,000,000 yen for one year**
 - Bank account such as Mutual Fund and Stock Market and life insurance policy are not acceptable.
 - (c) Language proficiency score
 - Please make sure that your language proficiency score meets the requirement written in (iv) of 3. Application Eligibility. If you don't have a valid score sheet, we can instead accept an official letter certifying your English or Japanese proficiency issued by a professor or instructor at your home university who can evaluate your language ability.
- (2) Complete online application
- (3) Send the original and official financial proof to the address below via international courier or registered mail. If the financial proof was issued digitally, it's not necessary to send it to us via courier or registered mail.

Mailing address:

Inbound Student Exchange Coordinators c/o Academic Office,
Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu, OITA 874-8577 JAPAN
TEL:+81-977-78-1101

5. Important Notes for Application

- (i) Only original documents that cannot be reissued will be returned to the applicants upon request. Proof of language ability, academic transcript, as well as notarized documents cannot be returned. Please note that if a request is not made within half a year after enrollment, submitted documents will be discarded under APU's Document Preservation Regulation. In addition, documents will not be returned under any condition after graduation.
- (ii) Change of college will not be allowed.
- (iii) For documents that are written in neither English nor Japanese, please attach an official translation with the translator's name, contact details and signature.
- (iv) In case where there is only one copy of the original document or if there are problems in submitting the original document, certified copies from the issuing institutions or organizations will also be accepted.
- (v) Your acceptance to APU will be revoked if any false information or forgeries are found within a submitted application, even after enrollment. Any evidence of plagiarism will result in rejection of the application.

6. Release Date of Results

Mid-December 2021

The results and information of enrollment procedures will be sent to applicants and their coordinators via email.

7. Enrollment Date

April 2022

*Arrival date is expected to be in late-March.

8. Enrollment Procedures

Admitted applicants must pay the accommodation fee for the off-campus student dormitory AP House 4 and the Comprehensive Renters' Insurance by the designated date. Applicants must also submit the enrollment procedure documents by designated date. Details regarding necessary fees and enrollment documents will be sent together with the notification of results.

Accommodation Fee as reference.

Moving-in Fee		33,000 yen
Rent	1 Semester	Approx. 300,000 yen
	1 Year	Approx. 600,000 yen

- The moving-in fee is non-refundable.
- The rent includes accommodation, common charges, rental bedding, and utilities.
- The rent for the whole exchange period must be paid at once by the payment deadline.

Comprehensive Renters' Insurance

Insurance Amount	1 Semester	Approx. 4,000 yen
	1 Year	Approx. 6,000 yen

*Other fees might be incurred without notification.

*Fees are subject to change.

9. Other Expenses

Based on the mutual tuition fee exemption agreement between the partner universities, students will be exempted from paying the application fee, admission fee and tuition fee. However, students must bear the costs of their own living expenses, accommodation and insurance.

All students who have a student visa and will be living in Japan more than 3 months are required to purchase National Health Insurance by the Japanese Government. The insurance amount will be approximately 10,000JPY for 1 Semester, and 20,000JPY for 1 Year.

10. Timeline

Application Deadline	October 22, 2021
Announcement of Result	Mid-December, 2021
Enrollment Procedures	Mid-December, 2021 – Mid-January, 2022
Sending a Certificate of Eligibility (COE) to your home university	Mid-February, 2022
Receiving CoE and Applying for a Student Visa	Early March, 2022
Arrive at APU	Late March, 2022

Basic Policy on the Protection of Personal Information

The Ritsumeikan Trust (hereinafter, "the Trust") has instituted its own rules and systems to ensure that the personal information of its students used in the course of the Trust's educational and research activities is handled in accordance with laws, regulations and other personal information protection standards. As part of this, the Trust implements and maintains the following Basic Policy on the Protection of Personal Information. Rules for the handling of personal information for the purposes of academic research are stipulated separately to this policy.

1. In order to implement this Basic Policy, the Trust shall establish and publicly announce the Ritsumeikan Trust Personal Information Protection Regulations, and ensure that they are known and observed by all faculty and staff (including executives, faculty members, administrative staff members, part-time workers and dispatched workers) and associates of the Trust
2. The Trust shall establish appropriate information security measures against illicit access, computer viruses, etc., in order to prevent the loss, destruction, manipulation or leakage of personal information.
3. The Trust shall acquire personal information only by legal and proper means. As well as refraining from acquisition of information by improper means, the Trust shall ensure that the subject of the personal information consents to the purposes of its use, or announce the necessary arrangements on the Trust's website.
4. The Trust shall ensure that personal information acquired indirectly has been acquired properly from its subject, and shall announce the intended purpose of use and other necessary arrangements on the Trust's website.
5. The Trust shall confirm that the subject of personal information has the right to disclose, correct, suspend, or erase that information, and shall treat applications from the subject concerning such acts with due respect.
6. When sharing personal information with a third party or entrusting it to a third party under an outsourcing arrangement, the Trust shall investigate that party, conclude a contractual agreement, and take all other steps required by law.
7. Personal information provided for the purposes of becoming a student of any of the educational institutions of the Trust shall be handled by the Trust with the same care as is applied to personal information provided by past and current students of those institutions.
8. The following principles shall apply to specific aspects of the acquisition and handling of personal information:

- Personal information shall only be used within the scope of the purpose of its acquisition, only by persons granted authority in accordance with the specific tasks involved, and only to the extent necessary to perform those tasks.
- Personal information shall not, in principle, be provided to any third party.
- Personal information shall not be used outside the original purpose, removed from its regular place of use, transmitted to any third party, or otherwise leaked.
- Employees of the Trust are prohibited from recklessly disclosing personal information encountered in the course of their work to any third party and from using such information for improper purposes. This prohibition continues to apply after employees have ceased to engage in the work in question.
- The Trust shall not acquire, use or provide personal information of the following nature:

1. Matters concerning personal thoughts, beliefs or religion
2. Matters that may be the cause of social discrimination

April 1, 2005

Handling of Personal Information at Ritsumeikan Asia Pacific University

Personal information acquired from prospective students by Ritsumeikan Asia Pacific University (hereinafter, "APU") shall be handled as follows, in observance of laws and regulations concerning personal information protection and the Ritsumeikan Trust Personal Information Protection Regulations.

Purposes of use

Students' personal information shall be used for the following purposes:

- To provide study and learning support for students, including administration of enrollment, course registration, grades and results, and information relating to tuition fees.
- To provide extracurricular and living support for students, including campus life advisory services, support for extracurricular activities, administration of scholarships, and administration of public health and hygiene.
- To provide career development and job placement assistance for students, including academic and career counseling, support for job hunting, and administration of career and job placement information.
- To provide consultative and advisory services on study courses, grades and career paths to students' parents/guardians, including the disclosing of grade reports to parents/guardians.
- To perform work related to entrance examinations and enrollment procedures.
- To send information and documentation related to the APU and the Ritsumeikan Academy's other universities and schools.
- To administer the use of internal facilities and equipment, and maintain the safety and security thereof.
- To issue certificates.
- To provide information required by organizations authorized by the Ritsumeikan Trust Personal Information Protection Committee, such as scholarship providers and associations composed of alumni, parents, etc.
- To provide information to schools previously attended by students concerning students' study progress and living circumstances.
- To conduct university evaluation (self-assessment evaluation, third party evaluation, certified evaluation) and statistical research.
- To conduct education, research and faculty development activities.
- To process other matters necessary in the administration and management of APU.

Management of personal information

Students' personal information shall be managed securely to prevent leakage, loss, damage, etc., in accordance with applicable laws, regulations and the Ritsumeikan Trust Personal Information Protection Regulations.

Outsourcing involving the provision of personal information

APU may outsource some work involving the use of personal information to a third party enterprise with which it has a contractual agreement concerning the handling of personal information.

Provision of personal information to third parties

APU shall not provide personal information to any organization outside the Ritsumeikan Trust (hereinafter, "third party") without the previous consent of the individual to whom the information pertains.

However, according to Article 23, Item 2 of the Act on the Protection of Personal Information, APU may provide personal information to third parties to the extent necessary to achieve a specified purpose of use, provided this provision has been authorized by the Ritsumeikan Trust and published in public sources such as on the APU website. Notwithstanding, personal information shall not be provided to third parties in cases where the procedures for the suspension of information provision to third parties published on the APU website have been taken.