



AY 2021 Spring Semester

Ritsumeikan Asia Pacific University
Graduate School Subjects
Early Enrollment Program
(Application Guidelines)

Ritsumeikan Asia Pacific University

This program allows undergraduate students to enroll in graduate school subjects early in an effort to enhance their motivation to advance to graduate school and to afford them an opportunity to prepare for their graduate studies in a conscious and well-planned manner.

If the student later enrolls in APU graduate school, credits earned while studying in this program can be transferred upon application as long as they are deemed academically beneficial by the graduate school in question.

If you are thinking about going to graduate school and want to use your time wisely before you advance to the next stage in your studies, we advise you to take full advantage of this program.

Note:

Acceptance into the Graduate School Subjects Early Enrollment Program **is not enrollment in either of the graduate schools**. Students who want to advance to one of the graduate schools at APU **should apply separately and undergo the graduate school admissions process**.

I. Qualifications

1) GPA and Credits

Semester	Cumulative GPA	Completed Credits
When moving to the 7 th semester	At least 3.00 and above are preferred at the end of their 5 th semester	At least 102 completed credits by the end of their 6 th semester
When moving to the 8 th semester	At least 3.00 and above are preferred at the end of their 6 th semester	At least 118 completed credits by the end of their 7 th semester

2) Official Test Scores

Students may submit any of the following official test scores. However, this does not apply to English-basis students or students who received six or more years of school education in English only in a regular course of study at an institution at least equivalent to a Japanese high school.

Official Test	TOEFL iBT® Test	TOEIC® L&R TEST	IELTS™ (Academic Module)	PTE Academic	Cambridge English Language Assessment
Test Scores	85+	800+	6.5+	58+	176+

* L & R means LISTENING AND READING.

* TOEIC® and TOEFL® are registered trademarks of Educational Testing Service (ETS).

* Students who cannot satisfy the above conditions should consult with the Academic Office before submitting their applications.

II. Subjects Available

Program students can only take subjects offered by the graduate school for which they applied (i.e., Graduate School of Asia Pacific Studies (GSA) or Graduate School of Management (GSM)). Please refer to the timetables for both graduate schools which are available on the graduate school website.

URL: <http://www.apu.ac.jp/gradinfo/modules/gradinfo/content12/>

Note:

- **Regardless of the number of semesters of study under this program (one semester to maximum of two semesters), students may only register up to 10 credits.**
- Credits registered under this system will be included in the credit registration limit (24 credits) for the respective undergraduate college; however, they will not be counted towards the graduation requirements.
- Students cannot take seminars or Japanese language subjects.
- Students who study as non-degree students in the Graduate School of Asia Pacific Studies (GSA) cannot take subjects offered by the Graduate School of Management (GSM) and vice versa.

III. Application Procedures

1) How to apply

Please complete the following Online Application form after reading the Application Guidelines carefully.

<https://survey2.apu.ac.jp/limesurvey/index.php/448647?lang=en>

Applicants will be asked to upload a “Digital photo clearly showing your face,” “Student Information Card,” and “Copy of English Proficiency Score (if applicable)” at the end of the online application.

① Digital photo clearly showing your face

- Applicants should be facing forward and must not be wearing a hat, mask, sunglasses, etc.
- Please upload a photo taken in the past three months.
- The file name must match this format, “Photo_Student ID number_your name.”
E.g. Photo_11111111_RITSUMEIHanako.jpeg

② Student Information Card

- Please download Student Information Card form from Graduate School Subjects Early Enrollment Program page on the Academic Office website. Then fill out the form by hand.

③ Copy of English Proficiency Score (PDF)

- English-basis students do not have to submit an English proficiency score.
- Japanese-basis student must submit a copy of an English score which meets the language requirements specified in the “I. Qualifications 2)Official Test Scores.”

2) Screening Fee: 10,000 JPY

- Please pay the screening fee by the following credit card payment methods.

① Access to the following URL

<http://e-apply.jp/e/apu-payment/>

② Please pay 10,000 yen (application fee) + 700 yen (processing fee).

- Application contents “Other Programs”
- Payment1 “Screening Fee 10,000 yen”
- Payment2 “Processing Fee 700 yen”

③ You will get payment completion e-mail. Please transfer the e-mail to: acsubmit@apu.ac.jp

- You have to complete all of those 3 steps above by Monday, March 8, 2021, 16:30.
- Early Enrollment Program student status is only valid for one semester at a time, so program students must reapply to take subjects under the program in the following semester. **Students who reapply need to pay the screening fee again.**

3) Application Period

AY 2021 Spring Semester: **Monday, March 1 – Monday, March 8, 2021 by 4:30 P.M.**
(The deadline will be strictly enforced.)

IV. Procedure for Permission and Course Registration

The submitted materials will be screened and the results of the screening will be sent to applicants. The Academic Office will give successful applicants the new account. They will be asked to register for subjects themselves using the new account during Course Registration Period B.

V. Credit Transfer

Based on applications filed by program students, credits earned from subjects completed through this program will be approved as credits obtained prior to admission as long as they are deemed academically beneficial by the graduate school in question. However, students who are planning to enroll in a graduate school other than APU should consult with that graduate school about whether credits earned under this program may be transferred.

Details about the application period and the application procedures will be announced after the program student enrolls in an APU Graduate School.

1) Transferred Credits

The grades for these subjects will be T (Transfer) grades. Credits transferred into the student's grade record, cannot be cancelled for any reason and cannot be registered for again.

2) Maximum Number of Transferrable Credits

Based on the regulation, maximum number of transferrable credits is set as 10 credits.

VI. Schedule

AY 2021 Spring Semester (1st Quarter, 2nd Quarter and Session Subjects)

Timetable and syllabus available online	Monday, March 1, 2021
Application period	Monday, March 1 – Monday, March 8, 2021 by 4:30 P.M.
Notification of screening results	Friday, March 26, 2021
Course registration period	Wednesday, April 7, 10:00AM – Thursday, April 8, 2021 by noon
Classes resume for all students	Monday, April 12, 2021

VII. Borrowing Materials at APU Library

Program students are available to borrow materials in the criteria of graduate students if they use the non-degree student ID which will be issued after notification of results.

Inquiries

Academic Office

Ritsumeikan Asia Pacific University

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