

## **APU Admissions Alumni Ambassador Program Guidelines**

The APU Admissions Alumni Ambassador Program (AAP) is an opportunity for APU alumni to share their experiences and passions with the next generation of international students at APU. Through this program, organized by the APU Admissions Office (International), you can help with student recruitment and contribute to the future of your alma mater.

### What do Alumni Ambassadors do?

1. As an Alumni Ambassador, you may be asked to participate in the following activities, either in-person or online, to help with APU's international student recruitment:
  - represent APU at education fairs
  - visit local schools or institutions
  - speak at an APU information session
  - work with APU admissions staff to research local trends in education
  - contact admitted students from your country

In general, the Admissions Office will inform you if we would like your support for any of these activities. If there are any additional activities that you would like to participate in as an Alumni Ambassador, please be sure to contact the Admissions Office in advance.

2. Even when you are not involved in any of the activities above, we encourage Ambassadors to introduce APU's undergraduate and graduate programs to people around you (such as your relatives, friends, colleagues, etc.), promote APU on your social media channels, and refer any potential applicants to the Admissions Office.

### Who is eligible to become an Alumni Ambassador?

Any APU alumni who has graduated from an undergraduate or graduate program at APU.

### If I become an Alumni Ambassador, how long can I participate in this program?

In general, there is no limit to how long you can be an Alumni Ambassador. However, if you decide to withdraw from the program, we ask that you inform the APU Admissions Office.

### Is this a paid position?

AAP is a volunteer program. However, as a show of our appreciation for your efforts, we will donate 5,000 yen to the [APU Global Leader Development Scholarship Fund](#) on your behalf for each activity that you complete as an Alumni Ambassador.

### Will I be reimbursed for travel expenses?

If you are participating in an activity for the Ambassador Program in your local area, APU will not reimburse you for travel expenses. However, if in the rare case that APU asks you to travel to a location far away, we will reimburse you for these costs. This will be made clear to you before the event takes place.

### How do I become an Admissions Ambassador?

1. If you are interested in becoming an Alumni Ambassador, first fill out our [online interest form](#). An Admissions Office staff will get back to you within 10 business days with further information.
2. You will be invited to join an online meeting (or an in-person meeting if you are a current APU student) to go over further details of the program and answer any questions that you have. The meeting will take about 30 minutes. Once you complete the meeting, you will officially become an Alumni Ambassador!

### What materials and support will be provided to me as an Alumni Ambassador?

- Before you begin your activities, the Admissions Office will send you a package containing APU promotional materials such as brochures and goods.
- Ambassadors will receive a monthly newsletter with latest information about APU's admissions and other related topics.
- Admissions Office staff will be available to walk you through any situation that may arise.

### Is there anything else I should know about the Program?

- After you complete an activity, you will be asked to provide some basic information about it through a simple survey.
- Any personal information that is collected through events, such as fairs, school visits, etc., will need to be handled carefully to comply with Japan's Personal Information Protection Act.
- You will not be allowed to use the Alumni Ambassador Program for profit/commercial purposes or conduct activities that violate any laws and regulations, such as unauthorized use of the personal information you obtained.

### Who should I contact if I have any further questions regarding the program?

Please contact the APU Admissions Office (International) at [ambassad@apu.ac.jp](mailto:ambassad@apu.ac.jp).

We look forward to you hearing from you!

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APU Admissions Office (International)