

How to Enter Your Current Address and Tuition Billing Address

Students who need to enter their current address or tuition billing address should follow the steps below.

[IMPORTANT]

The tuition payment slip will be sent to the tuition billing address registered below.

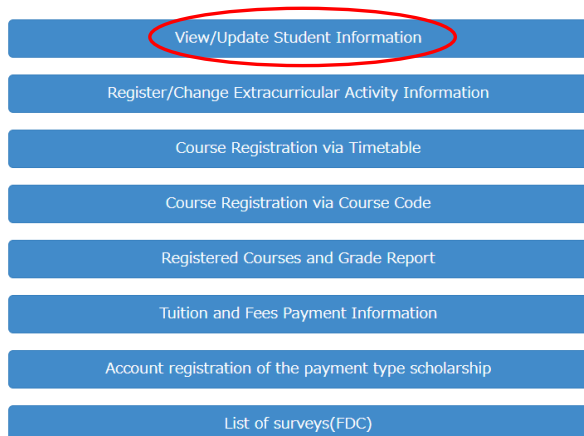
If the address is not registered correctly and the payment slip can not be delivered, you may be registry removed from the university for non-payment of tuition fees.

If there is any change in your tuition billing address, be sure to update it immediately.

Also, if you change your address, make sure to update your current address each time.

1. Log in to CampusWeb and select "View/Update Student Information" tab from the screen below.

CAMPUSWEB



View/Update Student Information

Register/Change Extracurricular Activity Information

Course Registration via Timetable

Course Registration via Course Code

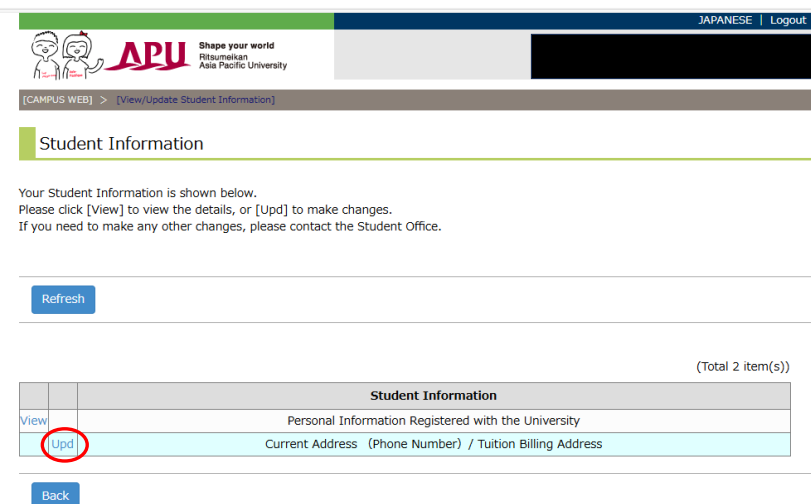
Registered Courses and Grade Report

Tuition and Fees Payment Information

Account registration of the payment type scholarship

List of surveys(FDC)

2. On the next screen, click the "Upd" button for "Current Address (Phone Number) / Tuition Billing Address".



JAPANESE | Logout

Shape your world
Ritsumeikan
Asia Pacific University

(CAMPUS WEB) > [View/Update Student Information]

Student Information

Your Student Information is shown below.
Please click [View] to view the details, or [Upd] to make changes.
If you need to make any other changes, please contact the Student Office.

Refresh

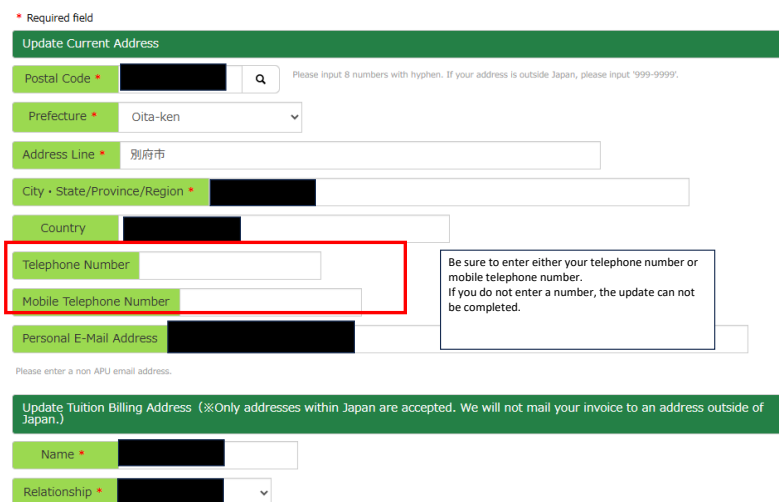
(Total 2 item(s))

Student Information	
View	Personal Information Registered with the University
Upd	Current Address (Phone Number) / Tuition Billing Address

Back

3. Enter your current address and tuition billing address from the following screen.

Enter the following information and click the [Confirm >] button.



* Required field

Update Current Address

Postal Code * Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture *

Address Line *

City・State/Province/Region *

Country

Telephone Number

Mobile Telephone Number

Personal E-Mail Address

Please enter a non APU email address.

Update Tuition Billing Address (※Only addresses within Japan are accepted. We will not mail your invoice to an address outside of Japan.)

Name *

Relationship *

4. Once you have finished entering the information, click "Confirm" button.

Japan.)

Name *

Kylie Tes

Relationship *

Self

Postal Code *

238-0001

Please input 8 numbers with hyphen. If your address is outside Japan, please input '999-9999'.

Prefecture *

Kanagawa-ken

Address Line *

Yokosuka-shi

City・State/Province/Region *

Tomaricho 1 Banchi Yokosuka Naval Base

Country

Tsubaki Heights

Telephone Number

468962837

Mobile Telephone Number

Personal E-Mail Address

Close

Confirm >

5. Review your input, and if everything is correct, click the "Upd" button.

Japan.)

Name

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Close

< Back

Upd.

6. Make sure the confirmation screen below is displayed.

 **APU** Shape your world
Ritsumeikan
Asia Pacific University

Account : TEte23k6gm
Name : TES KYLIE MIA AGUSTIN
2025-10-29T13:57:41.952602 [SRCP2R0U] [IT]

Update

Confirm Updated Content

Completed

Address information has been updated.

Information was successfully updated.

Close