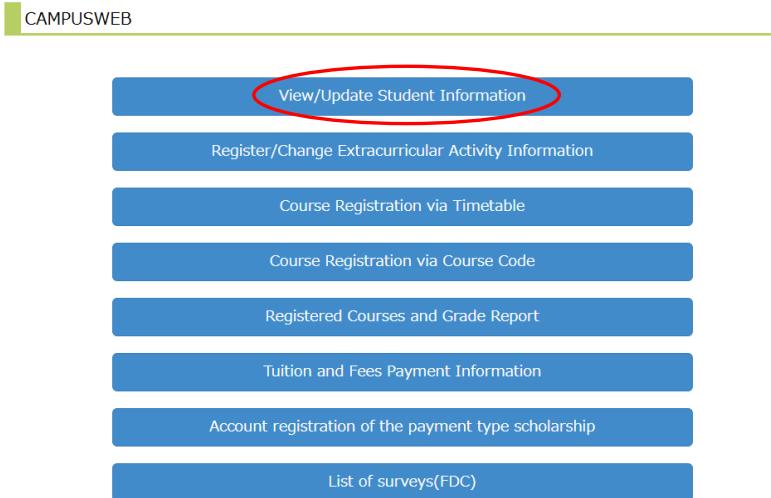


How to Enter Your Current Address and Tuition Billing Address

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.



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

The image shows a 'Student Information' page. At the top, there is a logo for Asia Pacific University (APU) and a link to 'View/Update Student Information'. The main content area is titled 'Student Information' and contains a message: '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.' Below this, there is a table with two rows. The first row has columns for 'View' and 'Upd'. The second row is for 'Personal Information Registered with the University' and 'Current Address (Phone Number) / Tuition Billing Address'. The 'Upd' button in the second row is highlighted with a red circle. At the bottom of the page are 'Refresh' and 'Back' buttons.

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

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

The image shows the 'Update Current Address' form. It includes fields for 'Postal Code', 'Prefecture' (set to 'Oita-ken'), 'Address Line' (set to '別府市'), 'City • State/Province/Region' (partially obscured), 'Country' (partially obscured), 'Telephone Number', 'Mobile Telephone Number', and 'Personal E-Mail Address'. A note on the right side of the form states: 'Be sure to enter either your telephone number or mobile telephone number. If you do not enter a number, the update can not be completed.' Below the form, there is a note: 'Please enter a non APU email address.' At the bottom, there is a section for 'Update Tuition Billing Address' with fields for 'Name' and 'Relationship'.

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

Japan.)

Name *	Kylie Tes
Relationship *	Self
Postal Code *	238-0001
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	Kylie Tes
Relationship	Self
Postal Code	238-0001
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](#) [< 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 [SRCF2R0U] [IT]

Update → Confirm Updated Content → **Completed**

 Address information has been updated.

Information was successfully updated.

[Close](#)

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