

Applying for Reinstatement

Student Office

1. Reinstatement

- 1) If you wish to return to your studies at APU, you will need to apply for **reinstatement**. If you do not apply for reinstatement or extension of your leave of absence, you will be **automatically withdrawn** from the University at the end of your leave of absence.
- 2) Send the required documents to the address listed below. The documents must arrive **no later** than the deadline below.

Application Deadlines

If you are returning in the:	Your deadline is:
Spring semester	February 15
Fall semester	August 5

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

2. Application Procedures

- 1) Submit all required documents.
 - Request for Reinstatement (Signature from financial sponsor is necessary.)
 - Student Health Questionnaire (Necessary for reference regarding your health)
 - Address label (The result of your application will be sent to this address.)

Note:

If you took a leave of absence due to medical reasons, please also submit a medical certificate from your physician at the hospital you are being treated or where you are being hospitalized and a progress report stating whether you will be able to return.

- 2) The University will review the application and other documents you submit.
- 3) Results will be sent by postal mail to the address you indicate in your application.

3. If permission to reinstate is granted:

- 1) Your tuition invoice will be mailed to the billing address you have registered in CAMPUS WEB in early April or early October. Check your invoice and pay your tuition before the deadline.
- 2) Information about course registration is published on the **Academic Information** homepage. Review this information, and register for classes during your assigned registration period.
- 3) The students who will receive the scholarship of JASSO after reinstatement do not need to submit any document when you apply for reinstatement. After the reinstatement is approved, we will inform the procedure.

- **Important information will be sent to you by Student Portal or to your APU email address, so check these on a regular basis!**

If you have any questions about leave of absence or the reinstatement application process, contact the student status manager in the Student Office.
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Email: apustu1@apu.ac.jp