

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 If you do not apply for reinstatement or extension of your leave of absence, you will be **automatically withdrawn** from the University at the end of your leave of absence.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	January 10
Fall semester	June 30

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

*The deadline for international students is earlier than that for domestic students to allow for the visa application process.

- 3) If you remained in Japan during your leave of absence without a valid reason (valid visa), you will not be permitted to reinstate.

2. Application Procedures

- 1) Submit all required documents.
 - Check the **list of necessary documents for application**, and send them by postal mail. And send necessary documents for Reinstatement to Student Office via postal mail.
 - Submit the COE application documents via **online application system**. Details will be sent via APU email.

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 DHL or by post to the address you indicate in Address Label.

3. If permission to reinstate is granted:

- 1) **Update your addresses** on CAMPUS WEB.
- 2) Your tuition invoice will be mailed to the billing address you have registered in CAMPUS WEB in middle of April or early October. Check your invoice and pay your tuition before the deadline.
- 3) Information about course registration is published on the **Academic Information** homepage. Review this information, and register for classes during your assigned registration period.
- 4) Contact the Creotech APU Office if you have any questions about housing.
Email: creotech@apu.ac.jp

- **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 Office.

Ritsumeikan Asia Pacific University Student Office, Student Status Section
1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan
Email: apustu1@apu.ac.jp