

Spring 2026

～From Application to Recruitment～

【Application Schedule/申込スケジュール】

①Get application document set (申請書類セットの受取)	Location : Entrance at the Student Office	5/1～5/20
②Application Registration (出願登録)	Web registration (first round) * via APU survey	5/1～5/20
③user ID and password for entering the JASSO website(Scholarnet) (識別番号)	Notification recipient APU email address (@apu.ac.jp)	Will be issued after Application Registration
④(1)Fill in Scholarnet(web) (Submit the My Number) (スカラネット入力)	Web registration (second time) * JASSO System : Scholarnet	①5/31
(2)Scholarship Confirmation and Local Tax Agreement Sheet (同意書)	Send it to JASSO directly	②6/1(must arrive by this date).
⑤Submit the application form (Only for the applicants who need to) (書類提出)	Student Office during office hour * Not available by postal mail	④(1) Within 4 days after completion
Approval Month (採用月)		July or August (To be determined by JASSO review)
⑥Result Confirmation (結果確認)	JASSO System : Scholarnet	Announced early each month
First Monthly Transfer 初回月額振込	Money will be transferred to your bank account.	Payment date designated by JASSO in the month you are approved
⑦Distribution of JASSO-Issued Documents (書類配布)	Distributed at the Student Office counter	End of the month of first payment or Early of the next month
⑧JASSO System : New Registration for "Scholarnet Personal (スカラネットP S)	JASSO System	Within one week after receiving documents issued by JASSO

* First payment might be late if screening by JASSO takes longer time

◇Regarding Admission Fees and Tuition◇

please contact the designated email address.

email address : apus@apu.ac.jp

- Notifications from the university will be sent to the Student Portal or your APU email address (@apu.ac.jp).
- Incomplete applications or applications submitted after the submission deadline will not be accepted.
- Documents must be written in indelible ballpoint pen.
No erasable ballpoint pens, mechanical pencils, pencils, or correction tape.
- All downloaded documents should be printed in A4 size.
- We always check your documents at the time of submission.
- If the documents to be submitted are not in Japanese, a Japanese translation is required.
- The student's name must match the account holder's name.
- Due to system restrictions, only Japanese domestic addresses can be entered.

【 Application Method/申込方法】

**Please follow the procedures ① to ⑧ below to complete the procedure.
Students are required to do those process by themselves.**

Inquiries should be made by email from the students themselves.

mail : djasso@apu.ac.jp

①Get application document set/申請書類セットの受取

(Please visit scholarship guide for the detail of JASSO Scholarship.)

Location : Entrance to the Student Office

Items to be distributed : Scholarship Confirmation and Local Tax Agreement Sheet, etc.

* [Click here if you wish to have the application set mailed to you by post.](#)

(only domestic mail is acceptable)

[Scholarship guide](#)

②Application Registration(Web registration first round)/出願登録

Through APU survey : [Application Registration](#) * Please use this system with Microsoft Edge.

Document submission via image attachment is required. designated individuals.

* Registration is required for all individuals / Image attachment is required only for the

* For new : Please check [New Student Orientation website](#) for login information.

You are unable to submit RISING-FDC on the web site during 4 : 30am (Japan time) every day, and 7 : 30pm on Wednesday to 5 : 30am on Thursday (Japan time) every week.

Document name	Submitted by	How to get the document
Financial supporter's certificate of taxation (tax exemption) of FY2025 which shows "tax exemption for widows" or "tax exemption for single parent" * Copy acceptable (課税(非課税)証明書)	Applicants who meet the criteria of having one person as a financial supporter. Please refer of the Scholarship Guide for the detail. (生計維持者1名)	Local government (自治体等)
Copy of both sides of your residence card. * Applicants with student visa are not applicable. (在留カードコピー)	Applicants whose nationality is not Japanese (学生本人が外国籍の方)	
Sealed Official Transcript which has grade average for 3 years from the high school * It is different from transcript (成績調査書)	Applicable only to first-year students who have been awarded the type 1 Loan through either a new application or advance (pre-admission) application and who wish to apply for combined loan support. Note: The grade average stated on the high school transcript submitted at the time of admission application may not reflect the student's academic performance up to graduation. Please be sure to request your former high school to issue a transcript that reflects your final grades as of graduation. (As issuing a transcript may take some time, we recommend making this request as early as possible.) (一種もしくは併用貸与申込者)	High school, etc (出身校) Submission web link
Document that shows you have passed the "Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates" (Kotogakko) (高等学校卒業程度認定試験合格通知)	Applicants of Fall 2025/Spring 2026 admission High School Equivalency Exam Passers (高卒認定者)	-
Transcript from the university (specialized training college or junior college) you previously attended (前大学の成績証明書)	Applicants who transfer to APU in Fall 2025/Spring 2026 (編入学者)	Previous schools, etc (前大学等)

* Other documents are required for those who were in foster care.

③Receive a user ID and password for entering the JASSO website (Scholarnet) from the University. Web registration/識別番号

Notification recipient: APU email address (@apu.ac.jp)

For questions regarding email reception settings, please contact the [Information Systems Office](#).

The JASSO Domestic Scholarship Office cannot respond to inquiries regarding email settings.

* Re-registrants will also receive a re-notification, but their identification number remains unchanged.

④(1)Enter information on the JASSO website (Scholarnet) (Web registration second round)/スカラネット入力

JASSO System : [Scholarnet](#) **[【Must to register】](#)**

* The JASSO system is only available in Japanese.

You need to take other procedures or re-enter information if you enter wrong information on Scholarnet

Please make sure that you enter correct information.

[8 semester students at the time of application]

The method of interest rate calculation may or other choices may not be changed after application.

④(2)Mail the Scholarship Confirmation and Local Tax Agreement Sheet (Send it to JASSO directly) [【Must to register】](#)

*** This form shouldn't be submitted to the university./奨学金確認書兼地方税同意書**

The university cannot confirm the method of

submission/questions/status after submission/incompleteness, etc.

Please check the "Scholarship Confirmation and Local Tax Agreement Sheet Set" and

If you have any inquiries, you can contact the JASSO call center dedicated to TEL: [0570-001-320](#) directly.

Use the JASSO special envelope to send the form by registered mail (kani kakitome).

Please note that late submission to JASSO will delay the selection process.

If the documents are not submitted to JASSO or if the submitted documents are incomplete,

JASSO will contact the scholarship recipient by mail or by phone from the dedicated

⑤Submit the following application documents to the Student Office by the submission deadline (Only for the applicants who need to)/書類提出

Document name	Submitted by	How to get the document
①Income Documentation Checklist ②Document instead of My Number (マイナンバーに代わる提出書類) ③Income Calculation Form for financial supporters living overseas (海外居住者の収入基準額算出ツール兼申告書) ④Documents regarding income of applicant and financial supporters (生計維持者や学生本人の収入書類) ⑤Certificate of your family members (世帯構成の証明書類)	Financial supporters or students themselves who meet any one of the following criteria [1], [2], or [3]: [1] Have income for which no resident tax was levied from January to December 2024 [2] Are not residing in Japan as of January 1, 2025 [3] Are unable to submit their My Number	① download ②③ JASSO ④⑤Local government(自治体)
Declaration Form and Supporting Documents 申告書及び証明書類	Households where the number of dependent children reaches three or more during the target period due to the birth of a child, etc. See here for conditions, etc. (新たに出生等した人)	Declaration Form (Including the applicable period and guidance on supporting documents)

⑥Result Confirmation(Review Status Confirmation)/結果確認

JASSO System : [Scholarnet](#) **【Must to register】**

Please check your screening results and other information individually via the JASSO system “Scholarnet”.

We can not answer to the inquiries regarding the result on the phone.

We will notify those who can now check their results via student portal.

<Details of the Results>

The university cannot provide details (such as recruiting decisions or reasons for rejection).

* This information will be listed on the documents issued by JASSO (see ⑧ below).

⑦ Receipt of JASSO-Issued Documents/JASSO発行書類の受取

As soon as JASSO sends the scholarship certificate and other information to the University, student portal.

* Distribution documents will be available at the Student Office counter.

[Loan-Type Applicants]

After receiving the documents, scholarship recipients are required to prepare and submit the pledge required to prepare and submit the pledge of repayment (返還誓約書) and other attached documents to the Student Office by the submission deadline.

* If the application is not submitted/incomplete by the deadline,

JASSO may withhold the transfer or cancel the recruitment.

* For details, please check the recruitment-related documents and the [JASSO official website](#).

[Grant-Type Applicants]

After receiving the documents, you must submit the required documents to the university office by the deadline.

* JASSO will conduct a document review.

Please confirm whether you meet the requirements for commuting from outside your parents' home.

[Requirements for Commuting from Outside the Prents' Home and Supporting Documents](#)

< Submission Location > Student Office

< Required Documents > [Application for Commuting not from the Home](#) and Proof of Commuting from Outside of parents' Home (AP House Residents: Submit Change of Commuting Status Form only)

< Submission Deadline > By the end of the month following the initial payment month (recruiting month)

* If not submitted, payment will be made at the commuting from parents' home rate. Incomplete or insufficient submissions will not be accepted.

* After submitting documents, payments will be made at the “the commuting from parents' home rate” until JASSO completes its review.

* After JASSO review, the monthly off-campus allowance will be retroactively deposited starting from the month you were recognized as commuting from outside parents' home.

[* If submitted after the deadline, the monthly fee may change starting from the month of submission. If this document is not submitted, even for recipients who are receiving both this scholarship and a Type 1 scholarship, the Type 1 scholarship will be treated as if the recipient commutes from home.](#)

⑧ JASSO System : New Registration for "Scholarnet Personal/スカラPS登録

All new registrations for Scholarnet Personal are required after recruitment.

JASSO System : [Scholarnet Personal](#) * [Click here to learn how to register](#)

* The JASSO system is only available in Japanese.

Contact number regarding : [0570-666-301](tel:0570-666-301)

Scholarnet Personal is used for post-recruitment procedures.

Failure to follow procedures due to non-registration will result in suspension of transfers, etc.



↑ Scholarnet Personal