

Fall 2025
Domestic Scholarship
Application Procedures after enrolling at APU
～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 to the Student Office	9/10～
②Application Registration (出願登録)	Web registration (first round) * Through APU survey	9/29～10/27
③Submit the application form (Only for the applicants who need to) (書類提出)	Student Office during office hour * Not available by postal mail	10/27
④user 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
⑤(1)Fill in Scholarnet(web) (Submit the My Number) (スカラネット入力)	Web registration (second time) * JASSO System : Scholarnet	① After entering your information on Scholarnet, ② Submit the "Scholarship Confirmation and Local Tax Consent Form" by October 31 (must arrive by this date).
(2)Scholarship Confirmation and Local Tax Agreement Sheet (同意書)	Send it to JASSO directly	
⑥結果確認(審査状況確認) (結果確認)	JASSO System : Scholarnet	Early of the month of first payment
First payment (初回振込)	money will be transferred to scholar's bank account.	12/11
⑦Receipt 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

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

【Reserve Day (For Unavoidable Circumstances Only)】 * No need to declare unavoidable reasons.

①～④ : 11/4～11/20

⑤ : 11/30

* Confirmation of results/First payment (recruiting month) will be made in January or later.

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](#)

◇Regarding Refunds of Tuition Fees, etc.◇

For inquiries regarding the timing of tuition refund, please contact the designated email address.

email address : apuschi@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.

②Fall 2025 Application 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
<p>①Document 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)</p> <p>②Sealed Official Transcript which has grade average for 3 years from the high school * It is different from trasncript (成績調査書)</p>	<p>Applicants of Spring 2025/Fall 2025 admission who meet either of the following criteria:</p> <p>High School Equivalency Exam Passers</p> <p>Applicants wishing to apply for the Combined Loan and Grant Program or Grant Program Type 1, who submitted a GPA below 3.5 during university entrance examinations but wish to declare that their GPA for the final two years of high school was 3.5 or higher.</p>	<p>②High shool, etc (出身校)</p>
<p>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)</p>	<p>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名とする理由に該当する方)</p>	<p>Local government (自治体等)</p>
<p>Copy of both sides of your residence card. * Applicants with student visa are not applicable. (在留カードコピー)</p>	<p>Applicants whose nationality is not Japanese (学生本人が外国籍の方)</p>	
<p>Transcript from the university (specialized training college or junior college) you previously attended (前大学の成績証明書)</p>	<p>Applicants who transfer to APU in 2025 spring 2025 fall (2025春/2025秋から編入学の方)</p>	<p>Previous schools, etc (前大学等)</p>

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

③Submit 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)

* Students enrolling in Fall 2025 are also required for the one in 2023.

④Receive 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.

⑤Enter 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.



↑ Scholarnet

[8 semester students at the time of application]
 The method of interest rate calculationmay or other choises may not be changed after application.

⑥Mail 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](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

⑦Result 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 Campus Terminal.

<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).

⑧Receipt 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, Terminal.

you will be notified via an "Action Required" message on Campus

[About Campus Terminal](#)

* 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 Parents' Home and Supporting Documents](#)

< Submission Location > Student Office

< Required Documents > [Change of Commuting Status Form \(Form 35\)](#) 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.

⑨JASSO 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.

↑ Scholarnet Personal

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

