

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 If you do not apply for reinstatement or extension of your leave of absence, you will be **automatically withdrawn** from the University at the end of your leave of absence.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	December 31 (of the preceding year)
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) Please note that the curriculum may change during your leave of absence. Contact the **Academic Office** to see if there were any changes made to the curriculum.
Phone: 0977-78-1122 Email: acsubmit@apu.ac.jp
- 4) 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 documents necessary to apply**, and be sure you have all documents.
 - If you took a medical leave of absence, you must provide a **medical certificate** from your physician.
- 2) The University will review the application and other documents you submit.
- 3) Results will be sent by registered mail (or EMS) to the address you indicate in your application.

3. If permission to reinstate is granted:

- 1) **Update your addresses** on Campusmate.
- 2) Your tuition invoice will be mailed to the billing address you have registered in Campusmate in early April or early October. Check your invoice and pay your tuition before the deadline.
- 3) Pick up your **new student ID card** in the Student Office during the designated period. **You will have a different student ID number than the one you had before your leave of absence.** Check the documents sent to you with your reinstatement notification for a detailed schedule. (Your student ID will be provided to you after the start of the semester you return to APU.)
- 4) Information about course registration is published on the **Academic Office** homepage. Review this information, and register for classes during your assigned registration period.
- 5) Contact the Creotech APU Office if you have any questions about housing.
Phone: 0977-78-1158 Email: creotech@apu.ac.jp

- **Important information may be sent to you by APU campus terminal 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.
Ritsumeikan Asia Pacific University Student Office, Student Status Manager
1-1 Jumonjibaru, Beppu, Oita 874-8577 Japan
Phone: 0977-78-1124 Fax: 0977-78-1125 Email: apustu1@apu.ac.jp