Chapter 1
University Policies and Procedures

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Student ID Card and Student ID Number

Student ID Card

Your student ID card is an important form of evidence that you are a student of APU. Please carry it with you at all times and take good care of it.

Your student ID card must be presented in the following situations:

- When requested by faculty or staff
- When taking examinations
- When purchasing bus passes or student fare tickets
- When entering certain facilities (e.g. APU Library)
- When borrowing items at the Library
- When applying for certain certificates
- When using APU facilities or equipment

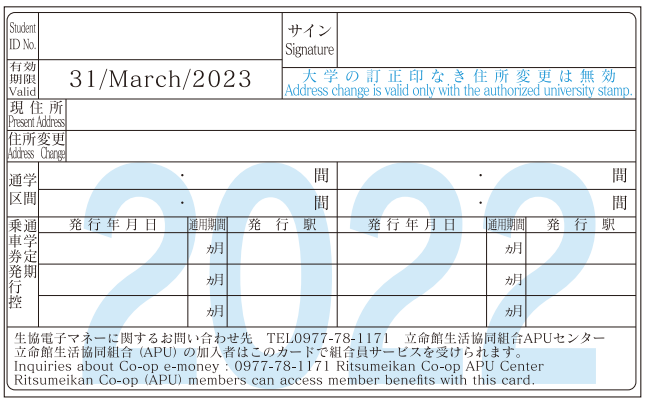
Important instructions about your student ID card

- Do not loan or give your student ID card to another person.
- Do not bend, break, or deface your student ID card. Do not keep it near smart phones, mobile phones, or other electronics.
- If you lose your student ID card or if any of your personal information printed on the card changes, immediately notify the Student Office.
- If you are issued a new student ID card, or if you lose your student status due to graduation, withdrawal or removal from the register, you must return your student ID card to the Student Office.

You must affix a new registration confirmation label on the back of your student ID card every year

- The registration confirmation label is the sticker affixed to the back of your student ID card. This label has the expiration date of the card and other information. A student ID card is considered invalid if the date on the registration confirmation label is expired. Cards without this label are also invalid.
- Come to the Student Office before the expiration date printed on the sticker to pick up a new registration confirmation label. Write your current address and other information on the label and affix it to the back of your student ID card.
  Remember that you must remove your current sticker before applying the new one.
  Stickers will not be issued for students who are taking a “leave of absence”.
- You can receive the sticker at the Tokyo Campus or Osaka Campus.

- Registration confirmation label (sample)



If you lose or damage your card

- If your student ID card needs to be reissued due to loss, damage, or for any other reasons, you can apply for a replacement at the Student Office. Your replacement card will be issued two office days after your application is received, and there is a replacement fee of 2,000 yen.
- If you lose your student ID card, please go to the Co-op office as soon as possible to suspend the electronic money registered to the card.

If you have a name change or want to change the photo on your student ID card

- If your name changes, you will be issued a new student ID card for free. Please bring documents that can be used to confirm your name change, such as a passport or residence certificate, to the Student Office.
- If you want to change the photograph on your student ID card, please bring new ID photos to the Student Office. There will be a reissue fee of 2,000 yen.

Students who extend their graduation date must renew their student ID card

- For undergraduate students, the original expiration date of your student ID card is your expected graduation date after completing eight semesters. If you will be enrolled at APU for more than eight semesters, you will need to renew the data in the card to extend the expiration date. If you do not renew your card, you will not be able to use it at facilities such as the library.
- Undergraduate students who will be enrolled at APU for nine semesters or more will need to bring their student ID card to the Student Office each semester after their eighth semester to have the card renewed. Your card will be returned two office days after you submit it for renewal.

Guidelines for writing student names on student ID cards

- Beginning with newly enrolled students in spring 2021, personal names will be written as follows:
  1. All capital letters, in the order shown in the student's passport
  2. If you are a current student and wish to have your name order altered in line with the above, please apply at the Student Office.

Electronic money and the student ID card

- The student ID card also includes the Co-op electric money system. When certificates and purchasing certificate stamps are redeemed, you can use electronic money charged in your student ID card. Electronic money can also be used in the cafeteria, Co-op shops and copy machine on the APU campus. You do not have to be a Co-op member to use the electronic money feature.

Student ID Number

The student ID number is the eight-digit number that is printed on the front of your student ID card. The correct student ID number must be entered on attendance sheets, examination answer sheets, reports, and other forms.

Tuition

APU tuition is composed of admission fees, tuition A and tuition B.
Failure to pay any portion of tuition by the deadline will result in removal from the register for nonpayment of tuition fees, and credits will not be recognized for that semester.
Please be sure to make all tuition payments by the deadline. Some Japanese banks may require you to complete certain procedures to receive funds from a foreign bank account. These procedures can take a few days, so make sure you complete them well ahead of the payment deadline.

Tuition Components

Tuition is composed of tuition A (which is the same for students of all year levels) and tuition B (which varies depending on the year level of the student).

Tuition A: This is a fixed amount for all four years.

Tuition B: This amount varies depending on the semester of the individual student.

※ Please refer to the Graduate Academic Handbook regarding tuition for graduate students.

Tuition Amounts

※ Amounts shown are per semester.

※ Tuition amounts differ for students admitted in or before AY 2014, students admitted between AY 2015 ~ AY 2019, and those admitted in or after AY 2020.

Tuition Payment Deadlines

〈AY 2021～〉

Semester	Tuition Payment Deadline
Spring	May 31
Fall	November 30

Tuition payment deadlines have changed from AY 2021. Please note that tuition extensions are not possible from AY 2021 onward.

Tuition amounts for students enrolled in or after AY 2020

Students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	¥380,000	¥380,000	¥380,000	¥380,000
	Tuition B	¥270,000	¥370,000	¥370,000	¥370,000
Total (half year)		¥650,000	¥750,000	¥750,000	¥750,000

Second year Transfer students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	–	¥380,000	¥380,000	¥380,000
	Tuition B	–	¥370,000	¥370,000	¥370,000
Total (half year)		–	¥750,000	¥750,000	¥750,000

Third year students enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	–	–	¥380,000	¥380,000
	Tuition B	–	–	¥370,000	¥370,000
Total (half year)		–	–	¥750,000	¥750,000

Students in the Accelerated Graduation Program who enrolled in or after AY 2020

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Example A (half year)	Tuition A	¥380,000	¥380,000	¥380,000	–
	Tuition B	¥270,000	¥555,000	¥555,000	–
Total (half year)		¥650,000	¥935,000	¥935,000	–
Example B (half year)	Tuition A	¥380,000	¥380,000	¥380,000	¥380,000
	Tuition B	¥270,000	¥555,000	¥277,500	¥277,500
Total (half year)		¥650,000	¥935,000	¥657,500	¥657,500
Example C (half year)	Tuition A	¥380,000	¥380,000	¥380,000	–
	Tuition B	¥270,000	¥370,000	¥740,000	–
Total (half year)		¥650,000	¥750,000	¥1,120,000	–

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

Additional Information

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

  Example: For a third year student receiving the 65% tuition reduction plan:

  ￥750,000 (tuition for one semester) × 0.65 (reduction rate) = ￥487,500 (amount of reduction)

  ￥750,000 - ￥487,500 = ￥262,500 (amount of tuition owed)

Tuition amounts for students enrolled in AY 2015 ～ AY 2019

Students enrolled in AY 2015 ～ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	￥370,000	￥370,000	￥370,000	￥370,000
	Tuition B	￥294,000	￥336,000	￥336,000	￥336,000
Total (half year)		￥664,000	￥706,000	￥706,000	￥706,000

Second year transfer students enrolled in AY 2015 ～ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	–	￥370,000	￥370,000	￥370,000
	Tuition B	–	￥336,000	￥336,000	￥336,000
Total (half year)		–	￥706,000	￥706,000	￥706,000

Third year transfer students enrolled in AY 2015 ～ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	–	–	￥370,000	￥370,000
	Tuition B	–	–	￥336,000	￥336,000
Total (half year)		–	–	￥706,000	￥706,000

Students in the Accelerated Graduation Program who enrolled in AY 2015 ～ AY 2019

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Example A (half year)	Tuition A	￥370,000	￥370,000	￥370,000	―
	Tuition B	￥294,000	￥504,000	￥504,000	―
Total (half year)		￥664,000	￥874,000	￥874,000	―
Example B (half year)	Tuition A	￥370,000	￥370,000	￥370,000	￥370,000
	Tuition B	￥294,000	￥504,000	￥252,000	￥252,000
Total (half year)		￥664,000	￥874,000	￥622,000	￥622,000
Example C (half year)	Tuition A	￥370,000	￥370,000	￥370,000	―
	Tuition B	￥294,000	￥336,000	￥672,000	―
Total (half year)		￥664,000	￥706,000	￥1,042,000	―

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

Additional Information

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

  Example: For a first year student receiving the 65% tuition reduction plan:

  ￥664,000 (tuition for one semester) × 0.65 (reduction rate) = ￥431,600 (amount of reduction)

  ￥664,000 - ￥431,600 = ￥232,400 (amount of tuition owed)

Tuition amounts for students enrolled in or before AY 2014

Students enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	￥342,000	￥342,000	￥342,000	￥342,000
	Tuition B	￥307,500	￥369,000	￥369,000	￥225,500
Total (half year)		￥649,500	￥711,000	￥711,000	￥567,500

Second year transfer student enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	–	¥342,000	¥342,000	¥342,000
	Tuition B	–	¥369,000	¥369,000	¥225,500
Total (half year)		–	¥711,000	¥711,000	¥567,500

Third year transfer students enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Tuition per semester (half year)	Tuition A	–	–	¥342,000	¥342,000
	Tuition B	–	–	¥369,000	¥266,500
Total (half year)		–	–	¥711,000	¥608,500

Students in the Accelerated Graduation Program who enrolled in or before AY 2014

Year	Tuition	1	2	3	4
Semester		1・2	3・4	5・6	7・8
Example A (half year)	Tuition A	¥342,000	¥342,000	¥342,000	–
	Tuition B	¥307,500	¥492,000	¥471,500	–
Total (half year)		¥649,500	¥834,000	¥813,500	–
Example B (half year)	Tuition A	¥342,000	¥342,000	¥342,000	¥342,000
	Tuition B	¥307,500	¥492,000	¥246,000	¥225,500
Total (half year)		¥649,500	¥834,000	¥588,000	¥567,500
Example C (half year)	Tuition A	¥342,000	¥342,000	¥342,000	–
	Tuition B	¥307,500	¥369,000	¥594,500	–
Total (half year)		¥649,500	¥711,000	¥936,500	–

- Example A: A first year enrollee registers for the accelerated graduation program in their second year.
- Example B: A first year enrollee registers for the accelerated graduation program in their second year, but is removed from the program during a re-evaluation at the end of their fourth semester.
- Example C: A first year enrollee registers for the accelerated graduation program in their third year.

Additional Information

- For students receiving the tuition reduction plan, the amount of the reduction is deducted from the tuition listed above.

  Example: For a second year student receiving the 65% tuition reduction plan:

  ￥711,000 (tuition for one semester) x 0.65 (reduction rate) = ￥462,150 (amount of reduction)

  ￥711,000 - ￥462,150 = ￥248,850 (amount of tuition owed)

Tuition amounts for students in their fifth year undergraduates and above (students in their 9th semester or above)

Tuition A: This is a fixed amount for students in their fifth year or later.

Tuition B: Number of Credits Registered ×Amount Per Credit

	Students enrolled in or after AY2020	Students enrolled in AY2015 - AY2019	Students enrolled in or before AY2014
Tuition A	￥190,000	￥185,000	￥171,000
Tuition B(Per Credit)	￥22,500	￥21,000	￥20,500

The number of credits is based on the number of credits registered after course registration correction period 2.

The amount of tuition is determined by the number of registered credits, and is not dependent on actual attendance or credits completed.

Example: If a student in their ninth semester registers for two 2 credit subjects, their tuition will be as follows: (Students enrolled in or after AY2020)

Tuition A: 190,000 yen

Tuition B: 90,000 yen (4 credits × 22,500 yen)

Total: 280,000 yen

Method of tuition payment

A variety of tuition payment methods are available, including automatic transfer from a Japan Post Bank account, bank transfer, and use of WU Global Pay for Studentsm Western Union's international remittance system. You cannot pay by credit card or check (as of April 2022). Please check the web page below for more detailed information on payment methods.

Japanese:
https://www.apu.ac.jp/home/life/content61/

English:
https://en.apu.ac.jp/home/life/content61/

Notifications of payment amounts are issued in mid April for the spring semester, and early October for the fall semester. Please be careful to check all tuition-related announcements from the university on Campus Terminal and via e-mail.

Address Registration

Tuition invoices are mailed to the tuition billing address you have registered with the University. If you do not have the correct address registered, your tuition invoice will not be able to reach you, and you will not be able to pay your tuition. Every semester several students are removed from student registry for non-payment of tuition because they did not have the correct address registered with the University and as a result they did not receive their tuition invoice. If you move, you must update both your current address and your tuition billing address.

If you do not keep your addresses, phone numbers, and other contact information current, the University will be unable to contact you or your family in the case of an emergency. Always be sure you have the most up-to-date information registered with the University.

Tuition invoices are sent to international students' APU email accounts during the tuition billing period to ensure that students who have returned to their home countries are also able to easily access their tuition invoice. Please follow the instructions on the invoice when paying tuition.

Contact Information Registered with APU

Students must have the following address and other contact information registered with the University: (1) Current Address, (2) Tuition Billing Address, (3) Home Country Contact Information, (4) Emergency Contact information, and (5) Home Country Sponsor's Address.

※The University has the following address information registered for new students:

Domestic Students	1 - 5	The address you provided when completing admissions procedures (The address of AP House will be included in (1) Current Address for an AP House resident.)
International Students	1 - 2	Your AP House address (for students not in AP House, your address before coming to APU)
	3 - 5	The address provided on your application form to APU

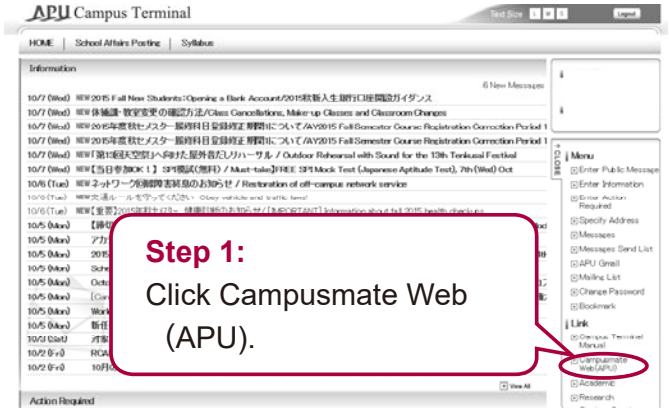
Note:

If any of the below situations apply to you, you must update your address information in Campusmate.

- If you moved to Beppu and have an address different from your permanent home address.
- If you change rooms in AP House.
- If you are an international student who does not live in AP House and lives at an address different than the one you reported to the University in your application for admission.
- If you want your tuition invoice mailed to an address other than your permanent home address. This must be a domestic Japanese address.

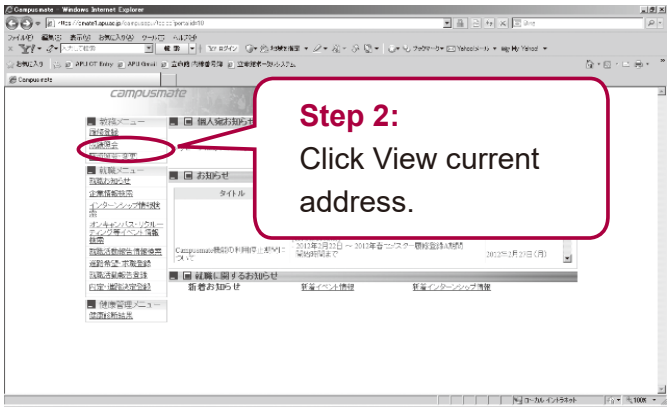
How to Register Your Address on Campusmate

Campus Terminal

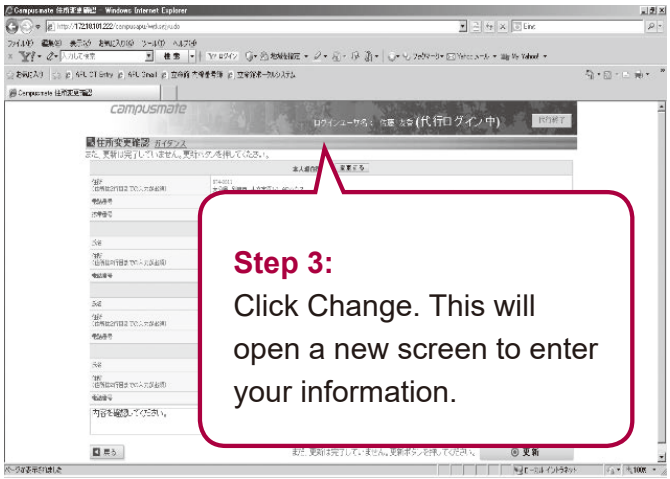


Step 1:
Click Campusmate Web (APU).

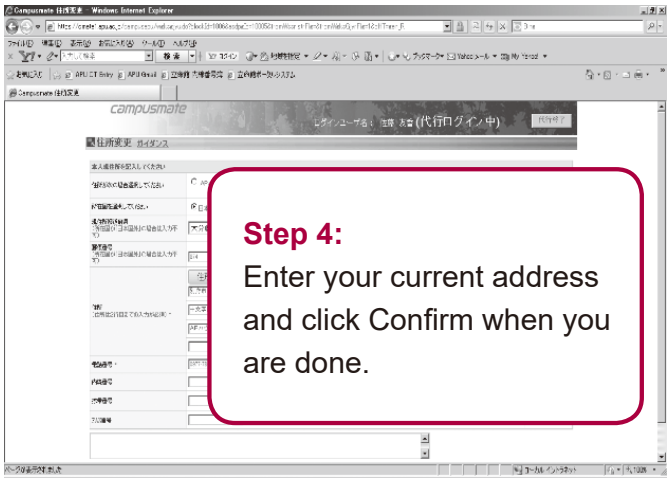
Campusmate screens, after logging in



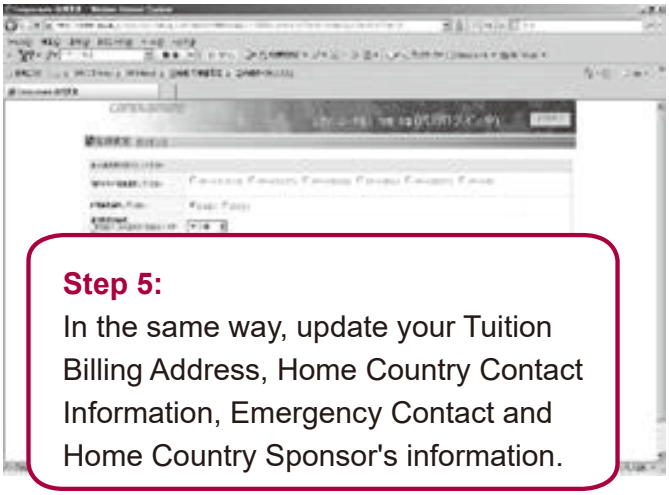
Step 2:
Click View current address.



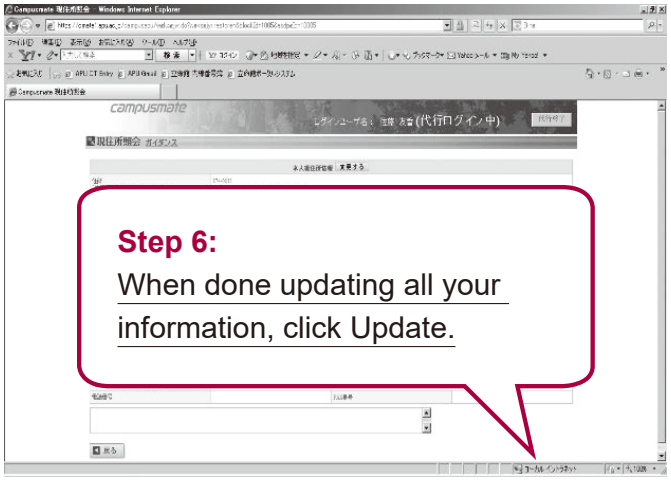
Step 3:
Click Change. This will open a new screen to enter your information.



Step 4:
Enter your current address and click Confirm when you are done.



Step 5:
In the same way, update your Tuition Billing Address, Home Country Contact Information, Emergency Contact and Home Country Sponsor's information.



Step 6:
When done updating all your information, click Update.

Tuition Billing Address

Domestic students: If your family will pay your tuition, your tuition billing address should be the same as your permanent home address. If your family lives overseas, your tuition billing address should be the same as your current address. Invoices will not be mailed to an address outside of Japan. The name for your tuition billing address should be the name of someone who currently lives at that address.

International students: You cannot use an address outside of Japan. Use the same address as your current address.

*For the latest information regarding tuition payments, please check the tuition payment information website shown on p.21.

Change of Student Status (Leave of Absence, Withdrawal, Reinstatement)

●Students who need to change their student status – taking a leave of absence, withdrawing and so on – should consult with the Student Office and then complete the necessary procedures. Those who do not complete the procedures may have their permission for the requested change revoked.

<table>
<tr><th colspan="2" rowspan="2">Type of Change</th><th colspan="2">Application Deadline</th><th rowspan="2">Notes [2]</th><th rowspan="2">Office</th></tr>
<tr><th>Spring Semester</th><th>Fall Semester</th></tr>
<tr><td colspan="2">Leave of Absence</td><td>February 15</td><td>August 5</td><td>Application Fee: ¥15,000
Matriculation Fee: ¥5,000
per semester</td><td rowspan="6">Student Office</td></tr>
<tr><td rowspan="2">Reinstatement</td><td>Domestic</td><td>February 15</td><td>August 5</td><td></td></tr>
<tr><td>International</td><td>End of December [1]</td><td>End of June [1]</td><td></td></tr>
<tr><td colspan="2">Withdrawal</td><td>None</td><td>None</td><td></td></tr>
<tr><td rowspan="2">Readmission</td><td>Domestic</td><td>February 15</td><td>August 5</td><td rowspan="2">Application Fee: ¥10,000
Readmission Fee: ¥13,000*
¥20,000**
Tuition Fee: One semester's tuition in full*
*(successful applicants only)
**(students who enrolled at APU after April 1,2020)</td></tr>
<tr><td>International</td><td>End of December [1]</td><td>End of June [1]</td></tr>
<tr><td colspan="2">Transfer Within University</td><td>Beginning of December</td><td>Mid-June</td><td>Transfer Application Fee: ¥10,000</td><td rowspan="2">Academic Office</td></tr>
<tr><td colspan="2">Study Abroad</td><td colspan="3">Recruitment and application twice a year, one year before departure.</td></tr>
</table>

Notes:

1. Application deadlines for international students are earlier to allow for visa application processing times.
2. Application fees, matriculation fees, and readmission fees are non-refundable, regardless of the circumstances. Fees are subject to change.

Leave of Absence

Students who have a valid reason for being unable to attend classes for an unavoidable reason (such as illness) for three months or more may apply for a leave of absence.

Refer to p.29-31 for details.

Reinstatement

Before the end of the student's leave of absence, in May or November, the University will send any necessary forms to the home address the student has registered in Campusmate. Students should be sure to complete the procedures for reinstatement before the deadline.

Reinstatement application deadlines

	Domestic	International
Spring semester leave of absence ending September 20 (returning in the fall semester)	Aug. 5	End of Jun.
Fall leave of absence ending March 31 (returning in the spring semester)	Feb. 15	End of Dec.

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

※Students who do not file for reinstatement or for an extension of their leave of absence by the deadline will be withdrawn from the University at the end of their leave of absence.

Withdrawal

- Students who encounter unavoidable circumstances such as illness may apply to withdraw from the University. Students who wish to apply should consult with the Student Office in advance to receive the necessary forms.
- Any tuition already paid to the University will not be refunded.

The following will result in compulsory withdrawal:

- Failing to complete the necessary procedures for a change of student status, such as reinstatement or transfer within the University, by the set deadline.
- Becoming subject to disciplinary action in the form of withdrawal.

Readmission

- Students who have withdrawn from the University may petition for approval to be readmitted.
- Students who have been readmitted will retain any credits they earned during their previous period of enrollment, prior to their withdrawal.
- A student may apply for readmission within three years of the last day of the semester in which they withdrew. However, the student must submit the necessary forms by the deadline for the corresponding semester.
- You need to pay one semester's tuition in full before being readmitted.

Readmission application deadlines

	Domestic	International
Spring Semester Readmission	Feb. 15	End of December
Fall Semester Readmission	Aug. 5	End of June

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

Transfer Within the University

- Transferring allows students who are advancing to their second or third years to change from their current college to another college within Ritsumeikan Asia Pacific University.
- In principle, recruitment for transfer takes place when there are vacancies in a certain college. Students who wish to transfer should refer to the Academic Office homepage for more information.

Study Abroad

- Students who wish to study abroad while enrolled at Ritsumeikan Asia Pacific University should consult with the Academic Office. See the Undergraduate Academic Handbook for more information.

Registry Removal

The following will result in registry removal. Students who have been removed from student registry cannot be readmitted. However, students who have been removed from the registry for not paying tuition are eligible to apply for readmission.

- The following will result in disenrollment. Students who exceed their duration of degree study (Eight years for undergraduate students, four years for students in master's programs and Master of Business Administration students, and six years for doctoral students).
- Dual enrollment (A student enrolling in two or more universities, colleges, or departments at the same time).
- Death.
- A student going missing for three months or more.
- Failing to pay full tuition by the deadline.

Note:

About students who go missing for three months or more

- When there is reason to believe a student may not be coming to the University – for example, because the student is not registering for courses, not taking final exams or not attending their classes – the University will contact the student's registered current address and home address.
- If the University attempts to contact the student and the student fails to respond with a legitimate reason, the University will consider the student missing and will remove the student registry after three months.
- Students should always ensure their current addresses and contact information are registered in Campusmate so that the University can contact them if they are unable to come to APU due to illness, accident, or other unforeseen circumstances. If a student becomes unable to come to the University, they should consult with the Student Office as soon as possible and complete the procedures for a leave of absence or withdrawal.

Leave of Absence

How to Apply for a Leave of Absence

Criteria

- Students with a valid, unavoidable reason for being unable to attend classes for more than three months may apply for a leave of absence. Examples can include illness, economic circumstances, military service, or other reasons beyond the control of the student.

Note:

- Students planning on taking a leave of absence to travel abroad or participate in an internship must attend a leave of absence guidance session. The guidance session schedule is posted to Campus Terminal.

  ※In order to help prevent the spread of the novel coronavirus, in some cases we may not be able to hold a leave of absence guidance session. Information on how to apply for leave of absence will be posted on the Campus Terminal.
- Leave of absence can only be taken in semester units. A leave of absence can only be taken in semester units and for a maximum of two consecutive years (four semesters). During their leave of absence, students may apply to shorten their leave of absence and return to APU earlier than planned, or they may apply to extend their leave of absence up to the maximum of four semesters.
- The college student visa that allows international students to study at APU will no longer be valid once they start their leave of absence, and must be canceled when leaving Japan. When returning to APU, international students will need to apply for a new visa.
- Students in a semester in which they could potentially graduate are not able to take a leave of absence.

  Examples:
  - A student in their 8th semester who has completed all the credits needed to graduate cannot apply for a leave of absence.
  - A student in their 7th semester who has completed all the credits needed to graduate can apply for a leave of absence. (Does not include accelerated program students.)
  - A student in their 9th semester or later who has not completed all the credits needed to graduate can apply for a leave of absence.

Leave of Absence Application Deadlines

	Domestic / International
Leave of absence starting in the spring semester	February 15
Leave of absence starting in the fall semester	August 5

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

If you need to cancel your leave of absence after receiving permission, you must complete the necessary procedures before the application deadline for the start of your leave of absence. Once the application period has ended, you will not be able to cancel your leave of absence.

Application Procedures

1. Consult the Student Office and receive the necessary documents.
2. Prepare and submit the necessary documents before the deadline.
3. Your application is reviewed by committee.
4. Results are sent by registered mail (or EMS etc.).

Required Documents

Submit all required documents below to the Student Office before the deadline.

- Request for Leave of Absence: Must include your financial sponsor or family member's signature or *inkan* (personal seal).
- Leave of Absence Statement: May be typed or handwritten.
  Students traveling abroad or with an internship must use the designated forms.
  A statement is not required if applying for a leave of absence for medical reasons.
- Application fee: 15,000 yen.
- Matriculation fee: 5,000 yen per semester.
- Medical certificate (if taking a leave of absence for medical reasons).
- Status Change Request:
  ※For domestic students receiving a scholarship from the Japan Student Services Organization (JASSO); the scholarship must be suspended during the leave of absence.

For students traveling abroad or with an internship:

Students who intend to travel abroad, take a working holiday, or work at an internship (either domestic or overseas) must read the following.

Procedures

Procedures are essentially the same as applying for any other leave of absence. There are, however, two main differences.

- You must attend a leave of absence guidance session in order to apply. You will be provided with all the necessary documents at this session.
- Using the forms provided by the University, you must prepare and submit your statement of purpose and planning sheet for your leave of absence, and you may be asked to sit for an interview when you submit your application.

※In order to help prevent the spread of the novel coronavirus, in some cases we may not be able to hold a leave of absence guidance session. Information on how to apply for leave of absence will be posted on the Campus Terminal.

Preparations

APU is unable to provide you with any support or advice in regard to finding a school to study at, looking for a company to internship with, finding a scholarship, or preparing your visa. It is the opinion of the University that it is important that you look after these matters yourself. The below link may be of use when making your preparations.

Japan Student Services Organization website
http://ryugaku.jasso.go.jp/

Other things to consider

Traveling or living overseas is often a rewarding experience. However, to make the most of this experience, you truly need to contemplate why you are taking a leave of absence and what you intend to do during your time away from APU.

Students cannot take a leave of absence simply because they want a change of scenery or to study in an English speaking country. Think carefully about what you need to do while you are living or traveling overseas and what you hope to gain from this experience. Many APU students already have experience living/ traveling overseas. It can be very helpful to make connections with these students and talk to them while you are still in the planning stages.

At APU, there are many overseas programs that can be recognized as being accredited. See the “Off-campus Study Program” section of the Academic Office webpage for details.

How to Apply for Various Certificates

If you need a certificate of enrollment, academic transcript, or other type of certification, please apply as shown below. A fee is charged for the issuance of all certificates other than a student discount certificate. The application methods vary depending on your current enrollment status.

Application Methods

1. Regular Students (excluding those on leave of absence)

Students can issue certifications such as Transcripts of Academic Record and Certificates of Enrollment for themselves using an automatic certificate dispenser or the off-campus certificate issuance system online. Certificates of Payment/Scheduled Payment, Scholarship Certificates, and other prescribed certificates for submission to external organizations are issued by the Student Office, so please apply using SURVEY. Please refer to page 37 for information on how to issue certificates.

It is possible for currently enrolled international students in their second semester at APU or higher to issue a tuition payment receipt for tuition paid from the 2020 Spring Semester onward. Please refer to the “How to issue certificates / transcripts” on the website. Please apply via survey for a Certificate of Tuition Payment if you need an official certificate.

(1) Automatic certificate dispensers

You can issue certificates using the automatic certificate dispenser machines located on each campus of APU and Ritsumeikan University. You need to have your student ID card to use these machines. Certificate issuance fees can be paid using a student ID card charged with electronic money, or a public transportation IC card such as nimoca.

- Locations and operating hours

  (1) APU Administration Building, 1st floor (8:45-18:00, Monday to Friday)

  (2) APU Library (same as Library counter operating hours)

  (3) Tokyo Campus (9:00-17:30, Monday to Friday)

  (4) Osaka-Umeda Campus (9:30-17:00, Monday to Friday)

  (5) Ritsumeikan University (please refer to the Ritsumeikan University website for locations and operating hours)

(2) Off campus certificate issuance service (online system)

If you cannot come to APU or another campus, you can apply for certificates from off-campus using the online system. You can choose to have the certificates issued at a convenience store within Japan, or to receive them by postal mail. Please select the postal mail option if you need a certificate in a sealed envelope for submission, or if you are applying from outside Japan. Use your APU ID and password to log in to the online system.

- Online system login: https://crt.ritsumei.ac.jp/

(3) SURVEY

Certificates of Tuition Payment/Scheduled Payment, Scholarship Certificates, and some other prescribed certificates for submission to external organizations cannot be issued using automatic certificate dispensers or the online system. These certificates are issued by the Student Office. If you wish to have such certificates issued, you can apply through SURVEY and pick up your certificates in person at the Student Office Counter or have them sent to you by postal mail. First lodge your application on Survey, then pay the fee at a convenience store or by credit card using the online payment site. For specialized certificates, please contact the Student Office to check whether or not issuance is possible.

- SURVEY: https://survey2.apu.ac.jp/limesurvey/index.php/462397?lang=en
- Online payment site: https://e-apply.jp/e/apu-payment/

Please Note:

- We cannot send a PDF if you have requested postal delivery of your certificate. The original will be sent by postal mail.
- Certificates to be sent by postal mail will be posted two days (not including days the Student Office is closed) after you lodge your application. Same-day issuance is not available. Some types of certificates may take a number of days to issue.
- Requested certificates that remain uncollected for three months after issuance will be destroyed. Please note that even in such cases, processing fees once paid cannot be refunded.
- Certificate issuance services may be suspended owing to system maintenance and other reasons. Such suspension periods will be announced on the Campus Terminal and APU home page. Use of automatic certificate dispensers and the off-campus issuance service (online system) is suspended on the first day of each semester in order to perform data updates.

2. Regular Students on Leave of Absence and Non-Regular Students

Students on leave of absence and non-regular students (such as exchange students) cannot use automatic certificate dispensers or the online system. Such students should use SURVEY to apply for certificates, and pay through the online payment site. Payments can be made at a convenience store or using a credit card, and certificates can be collected at the Student Office counter or sent by postal mail. When collecting certificates at the counter, you can also pay using certificate stamps purchased from an automatic certificate dispenser. To purchase certificate stamps you will need to add electronic money to a temporary Co-op card, or use a public transportation IC card. Please refer to page 37 for information on the types of certificates that can be issued to students on leave of absence and non-regular students.

- SURVEY: https://survey2.apu.ac.jp/limesurvey/index.php/462397?lang=en
- Online payment site: https://e-apply.jp/e/apu-payment/

Please Note:

- Certificates to be sent by postal mail will be posted two days (not including days the Student Office is closed) after you lodge your application. Same-day issuance is not available. Some types of certificates may take several days to issue. Please be prepared to apply in plenty of time.

- If you plan to ask a proxy (another person appointed by you) to go to the Student Office to pick up the certificates you applied for, you will need to submit a Letter of Proxy in advance. You can download a Letter of Proxy form from the SURVEY site. Fill in the form and submit it via SURVEY. Please be sure that your proxy brings ID for confirmation purposes when collecting the certificates.

Processing Fees and Postage

Processing Fees (not charged for student discount certificates)

	Current Students	Former Students (alumni, etc.)
Processing Fee (per certificate)	200 yen	300 yen

Postage (subject to change)

	Destinations within Japan	Overseas Destinations
Method	Letter Pack Light	EMS, etc.
Postage	370 yen	Asia: 1,400 yen
		North America: 2,400 yen
		Europe: 2,450 yen

*Beginning from June 1, 2021, some regions will be subject to an additional EMS charge.

Payment Methods

Application Format	Payment Methods
Automatic certificate dispenser	Student ID card charged with electronic money, or public transportation IC card
Off-campus issuance service (online system)	Credit card or convenience store payment
Application via SURVEY	Credit card or convenience store payment, certificate stamps

*Convenience store payment is available within Japan only.

*Processing fees once paid cannot be adjusted or refunded.

*For more details, visit the Certificates web page:
https://www.apu.ac.jp/home/alumni/content4/

Student Discount Certificates, Commuter Passes, Certificates for Newly Graduated Students

Student Discount Certificates (Student Discount Travel Card)

- Student Discount Certificates lessen the financial burden of students and are provided by the Japan Student Services Organization for the advancement of student's educational programs.
- Student Discount Certificates are issued free of charge. However, in general, issuance is limited to 10 per year for regular students (excluding students on a leave of absence). Certificates expire 3 months from the date of issue or on the last day of enrollment (whichever comes first).
- Student can receive a 20% discount on Japan Railway tickets for trips over 100 kilometers one way by presenting a student discount certificates (one-way [片道(かたみち)], round-trip [往復(おうふく)], on-going [連続(れんぞく)], and excursion tickets [周遊(しゅうゆう)]).
- If you are found using another person's student discount certificate, or using a discount certificate after you have graduated or withdrawn, you will be fined triple the cost.

Purchasing a student commuter pass

- A student commuter pass is intended to be used for commuting on the shortest route from your current address to school. A student commuter pass cannot be used to commute to your part-time job, club activities, or for job hunting.
- When purchasing the student commuter pass, students may be asked to provide a student commuter certificate on their student commuter pass application by some transit companies to show the route they use to commute to school. The Student Office can issue student commuter certificates. If you need a student commuter certificate, please bring the student commuter pass application and a copy of the page that shows your current address on Campusmate. It will take two days to issue a student commuter certificate.

Obtaining Certificates at the Graduation Ceremony

- For the convenience of new graduates, specially prepared certificates will be issued immediately after the Graduation Ceremony.
  1. Eligible applicants: Students who have just graduated or completed their studies.
  2. Date and place: Details regarding time and place will be separately announced on the day of the graduation ceremony.
  3. Number of certificates provided: 1 copy each (in Japanese and English, respectively) of Transcript of Academic Record and Certificate of Graduation/Completion.
  4. Necessary items: Student ID card.
  5. Further details: Check Campus Terminal.

  * Certificates cannot be issued before the date of the graduation ceremony for any reason whatsoever.

Table 1: Certificates Issued (Japanese or English)

	Current Students				Former Students		
	Regular		Non-regular		Regular		Non-regular
Type of Certificate	Normal/ Study Abroad	Leave of Absence	RU Students[4]	Others (e.g. non-Ritsumeikan exchange students)	Grad/ Comp	Withdraw	Completion
Certificate of Enrollment	◎						
Certificate of Registration		○					
Transcript of Academic Record[1]	◎	○	○	○	○	○	○
Certificate of Prospective Graduation/Completion[2]	◎						
Certificate (for non-regular students)			○	○			
Certificate of Graduation/ Completion					○		
Certificate (for period of registration)					○	○	○
Special Request Certificates[3]	○	○	○	○	○	○	○
Health Certificate	◎		○	○			
Student Discount Certificate (Maximum 10 per year)	●		●				

Notes: ◎ Indicates certificates that can be issued at the Automatic Certificate Dispenser, off campus certificate issuance service (online system), or at the Student Office.
○ Indicates certificates that can only be issued at the Student Office.
● Indicates certificates that can be issued at the Automatic Certificate Dispenser.

1. Transcripts of Academic Records include grades up to the previous semester. Transcript data is updated April 1 and September 21 each year. Please be aware that your updated Transcript of Academic Record that has your grades from the most recent semester will not be able to be issued until the new semester begins.
2. Certificates of Prospective Graduation/Completion shall only be issued to students who meet certain requirements. Information on standards for graduation and the dates to determine your graduation are available in the 2022 Undergraduate Academic Handbook. Any questions should be directed to the Academic Office.
3. Special Request Certificates refers to certificates that are used at other organizations, or proof of tuition payment certificates.
4. When Ritsumeikan University students obtain certificates issued by Ritsumeikan University via the automatic certificate dispenser, a Ritsumeikan University student ID card and a Co-op temporary card, or a traffic IC card is required. If you need a student discount certificate (free of charge), please obtain it using your Ritsumeikan University Student ID card.

Table 2: Certificates issued and how to apply for them

	Application Method		
Certificate Type	Automatic Certificate Dispenser	Off-Campus Issuance Service (Online System)	SURVEY
Certificate of Enrollment	○	○	○
Certificate of Registration	×	×	○
Transcript of Academic Record	○	○	○
Certificate of Prospective Graduation/Completion	○	○	○
Certificate of Enrollment for Non-Regular Students	×	×	○
Certificate of Graduation/ Completion	×	×	○
Certificate of Period of Enrollment	×	×	○
Proof of Tuition Payment, Scholarship Certificate, other certificates	×	×	○
Health Certificate	○	○	○
Student Discount Certificate	○	×	×

Inquiries regarding certificates: Student Office
Email: shoumei@apu.ac.jp
(Please include your student ID number and name in the subject line)

Scholarships

The scholarship system at APU is established to help provide equal opportunities to students and support the growth of our diverse student body. There are scholarships managed by the University, the national government, local public institutions, and private organizations. Each of these scholarships have different purposes, objectives, expectations, requirements, limitations, number of recipients, and award amounts; many do not allow for recipients to receive multiple scholarships.

Scholarships are established by their various benefactors with the aim of supporting students as they pursue their studies. Recipients should ensure they understand the purpose of their scholarship and have a sincere appreciation of their benefactors as they keep their aims high and work hard so that they can complete their studies and move on to contribute to society.

APU Policy on Scholarships

APU policy on the provision of scholarships

In order to attract a diverse range of students from a variety of countries and provide support for these students in their studies and everyday life in Japan, APU has received extensive funds for scholarships from advisory committee members, supporting group companies, and individuals. We also receive a large amount of support from the Japanese national government. These scholarships are provided with the aim of helping recipients lead fulfilling student lives.

We make every effort to distribute scholarships to all students on a fair and equal basis. At a university like APU where students gather from many different countries, it is particularly important to maintain an impartial system for allocating scholarships. Application and selection procedures performed by APU are not conducted with consideration to nationality, gender, age, and/or religious affiliation unless specified by the conditions of the scholarship. Scholarships that are provided until graduation have eligibility checks that are conducted every semester where the recipient’s academic performance is examined in an impartial assessment for continuation, and if this assessment is not passed the University may issue a warning or even revoke a recipient's scholarship.

Armed with a proper understanding of APU’s policy on scholarships, recipients should strive to work hard at both their studies and in their everyday lives.

Scholarship selection for current and prospective recipients

Application information for scholarships available through the University is regularly posted on the Student Office homepage. We encourage you to apply for any scholarships that interest you.

When evaluating applicants for a scholarship, assessment by the University is made using the following criteria.

Recipient Eligibility Requirements

- Students must have the following number of credits to be eligible:

On completion of the:	Students must have obtained at least:	On completion of the:	Students must have obtained at least:
1st semester	16 credits or more	5th semester	80 credits or more
2nd semester	32 credits or more	6th semester	96 credits or more
3rd semester	48 credits or more	7th semester	112 credits or more
4th semester	64 credits or more	8th semester	Not eligible

- Students must have a current APU health checkup.
  ※Refer to Campus Terminal or the Health Clinic homepage for checkup schedules and other information.
- Students must be able to meet the requirements of the scholarship.
- Carefully read the eligibility requirements when applying for any scholarship.

Selection

Scholarships are awarded based on a comprehensive evaluation of the student's academic record, their financial situation, and the content of their application.

Additional notes

- In order to provide scholarships to as many students as possible, the University will not endorse a student for multiple externally-funded scholarships at the same time if these scholarships require a campus screening for a limited number of candidates. However, endorsement does not guarantee selection; if a student fails to be selected for one scholarship, they may subsequently be recommended for a different one.
- In cases where the University accepts applications for multiple scholarships at the same time, priority will be given to students with the best evaluation, and scholarships will be awarded according to the preference indicated by the applicant.
- Each scholarship has different award periods and other requirements. It is not possible to cancel recommendations, so please ensure you understand the conditions of each scholarship and choose carefully before applying.
- In order to provide scholarship support for as many students as possible, the University will not recommend students for new scholarships if they are already receiving a scholarship that covers both living expenses and tuition, like the Japanese Government (MEXT) scholarship.

Information on Scholarships

Detailed information about a variety of scholarships is available in the Guide to Scholarships, available for download from the Student Office homepage.
https://en.apu.ac.jp/studentsupport/page/content0037.html/

Ritsumeikan Asia Pacific University International Student Tuition Reduction Plan

Established with the support of the Japanese government and other organizations, the International Student Tuition Reduction Plan serves to reduce the financial burden of privately financed international students by providing assistance with the cost of tuition.

Type	Tuition reduction of 30%, 50%, 65%, 80% or 100% *1
Eligibility	International students with a college student visa who are studying at their own expense.
Applicable Period	The minimum length of time required to graduate (up to the 8th semester). ※An assessment for continuation will be conducted at the end of every semester by evaluating the student's relevant academic performance. ※This scholarship can also be applied when students participate in an Active Learning (student exchange) program at a domestic or foreign university. ※For students taking a leave of absence, the scholarship resumes in the semester they return to APU.
Selection Method	Application for this scholarship is made when the student submits their application for admissions, and screening is conducted based on a comprehensive evaluation the economic conditions of the student's home country or region, their academic ability, their desire to learn, and other information, and is conducted concurrent to the entrance examination.
Number of Recipients	The number of recipients differs each year.

*1 Amount of Reduction

	Type	Amount of Reduction
1.	100% Tuition reduction	100% of tuition fees
2.	80% Tuition reduction	80% of tuition fees
3.	65% Tuition reduction	65% of tuition fees
4.	50% Tuition reduction	50% of tuition fees
5.	30% Tuition reduction	30% of tuition fees

Calculation method

Semester tuition reduction amount (in yen) = Amount of Semester tuition from table 1 × Tuition reduction amount (%) ×0.01

＊Please refer to p.15-20 for the tuition details.

Revocation or Suspension of the International Student Tuition Reduction Scholarship

Any student receiving the the tuition reduction scholarship will have their scholarship revoked in the event they become subject to any of the events listed below. Once the tuition reduction scholarship has been revoked, it cannot be restored.

1. Withdrawal, expulsion, or graduation.
2. Receiving two consecutive warnings on the assessment for continuation.
3. Being subject to disciplinary action.*
4. If the Student Affairs Committee determines the student in question is no longer a suitable recipient.*

*Tuition reductions and/or scholarships may be temporarily suspended in accordance with various Ritsumeikan Asia Pacific University Scholarship Regulations and decisions made by Student Affairs Committee. The decision to resume a scholarship that has been suspended will be based on the decision of the Student Affairs Committee.

Assessment for Continuation

Assessment for continuation of this scholarship is conducted each semester during a student's period of study, with decisions of "continue", "warning", or "revocation" made based on the student's academic record.

1. Warning

Students will receive a warning if they meet the conditions in either (1) or (2) below for the semester being assessed.

(1) Number of completed credits (see below)

On completion of the:	Students enrolled in or after 2011 who have obtained:	Students enrolled in or before 2010 who have obtained:
1st semester	12 credits or less*1	12 credits or less*1
2nd semester	26 credits or less	26 credits or less
3rd semester	40 credits or less	40 credits or less
4th semester	54 credits or less	54 credits or less
5th semester	66 credits or less	66 credits or less
6th semester	80 credits or less	80 credits or less
7th semester	98 credits or less*2	92 credits or less*3

*1 A student can register for a maximum of 18 credits in their second semester. In order to avoid a warning in their second semester, students must obtain at least 10 credits in their first semester.

*2 Students who enrolled in 2011 or later can register for up to 24 credits in their 8th semester.

*3 Students who enrolled in 2010 or before can register for up to 30 credits in their 8th semester.

(2) GPA (Grade Point Average) for the semester being assessed of 1.50 or below.
Please refer to the Academic Office homepage for information on how to calculate semester GPA.

2. Revocation

If a student receives two consecutive warnings, the student will be notified that their tuition reduction will be revoked beginning with the semester in which they receive the notice. Once the tuition reduction plan has been revoked, it cannot be reinstated. If a student has not obtained at least 92 or 98 credits (see the table above) by the end of their 7th semester, their tuition reduction scholarship will be revoked on the first warning.

Any warning or revocation notices that are based on assessment of the semester immediately preceding a student's leave of absence will carry over to the semester the student returns to APU.

3. Warning / Revocation Notices

Warning and revocation notices are sent via Campus Terminal at the beginning of each semester.

Scholarships Available for Current Students

Information about scholarships accepting and screening applications is regularly posted to the Student Office homepage. Carefully read the eligibility requirements, and if you meet the eligibility requirements and wish to apply, please submit your completed application to the Student Office during the application period and before the deadline.

Screening results are announced via Campus Terminal. Direct application scholarships do not need to be submitted through the University. We encourage all students to actively pursue any scholarships in which they have interest.

＜Scholarships for Domestic Students＞
http://www.apu.ac.jp/studentsupport/page/content0039.html/

＜Scholarships for International Students＞
http://www.apu.ac.jp/studentsupport/page/content0220.html/

Main Scholarships

ANDO Momofuku Award & Honor Prize

The ANDO Momofuku Award & Honor Prize was established through a generous endowment by the late Dr. ANDO Momofuku, founder of NISSIN FOODS HOLDINGS CO., LTD. and the recipient of an honorary doctorate from Ritsumeikan University. This prize is intended to support and encourage students who are expected to go on to become leaders in the Asia Pacific region.

Eligibility	● Students who have an understanding of the ANDO Momofuku Scholarship's objective and meaning; who have high ambitions for their future career; have good records in both academic and extracurricular activities at APU; and have the potential to realize their ambitions. ● Award: 5th semester Honor Prize: Those expecting to graduate at the end of the applicable semester ※ Please see the Application Guidelines for details.
Award	Award: 500,000JPY, Honor Prize: One million JPY ※ The award will be revoked if the selected student fails to graduate as scheduled.
Application Period	Spring semester and fall semester
Number of Recipients	Maximum of two students each semester.

Ritsumeikan Asia Pacific University Academic Merit Scholarship

This scholarship is awarded to students from both colleges every semester to encourage students who achieved particularly exceptional academic performance during a given semester.

Eligibility	To be eligible, students must meet all of the following criteria. 1. Students will be grouped according to college and semester. The student(s) with the highest GPA for the semester will be awarded this scholarship. 2. Students who have registered for 18 credits or more for the semester being evaluated (does not include T, R, or E grades). 3. Students who have received letter grades (A+, A, B, C, P) for at least three-quarters of their registered credits for the semester being evaluated.
Award	Up to 100,000 yen
Application Period	No application required. Recipients will be selected from the students who have an academic record for the semester being evaluated.

※Refer to the Academic Office homepage for information on how to calculate semester GPA.

＊If more than one student has the top GPA in a group

All eligible students will be selected, and the award amount of 100,000 yen will be divided equally, rounding down to the nearest whole number. However, if the tie is between students with a perfect 4.0 GPA, each student will be awarded 50,000 yen.

Eligible Semesters

- Screening will be conducted at the end of each semester from a student's second semester through their sixth semester. Semesters 1, 7, and 8 are not considered for this award.

Reasons

- The first semester is considered an introductory study period and as a result is not taken into consideration.
- At eight credits each, the standard number of credits for the seventh and eighth semesters are too low and as a result are not considered.

Academic Merit Certificate

This certificate is awarded to the students who ranked second and third in both colleges during a given semester to encourage students who achieved exceptional academic performance.

Ritsumeikan Asia Pacific University Incentive Scholarship for Self Motivated Students

The Ritsumeikan Asia Pacific University Incentive Scholarships for Self-motivated Students recognizes individuals and/or groups that have demonstrated remarkable achievements through their own activities, to encourage student's self-motivated activities.

Award	100,000 yen for organizations or 50,000 yen for individuals
Number of Recipients	The number of scholarships available will be set within the scope of the annual budget.
Application Period	Around July

Extracurricular Activities

By enabling independence and creativity, extracurricular activities cultivate organizational and social skills, keen sensitivity, and the ability to express oneself well. They are an immeasurably significant part of students' personal growth.

At APU, by engaging in activities with a variety of students from all over the world, overcoming differences in culture and values, you can find both fun and meaning in a way that is not available anyplace else. You also have the opportunity to expand your student activities to the region and the world and develop them into something even more appealing.

Information on a variety of student activities is available on the "Online Student Activities Guide," a website for APU students, and the Student Office's social media accounts.

- URL: https://en.apu-online.jp/
- QR Code:

APU Student Activities

@apu.student

Registered Student Organizations

Basic principles for registration

1. International mutual understanding.
   In line with APU's vision of promoting international mutual understanding, it is recommended to form groups comprised of students from multiple countries and regions.
2. Democratic management.
   Student groups who make registration must determine their group rules and their management rules based on democratic principles and must perform democratic group management.
3. Prohibiting violent behavior that threatens the autonomy of the University and freedom in learning and research.
   APU respects each student's freedom in learning and research, and together with students creates an environment in which students can achieve personal growth both in and outside campus. Consequently, violent behavior that threatens freedom in learning and research – the very foundation of the University – is completely unacceptable.

University support for registered organizations

The University provides the following support to registered organizations.

- Use of University facilities and equipment.
- Public relations activities on campus (e.g. Flyer, posters, billboards, booths).
- Activity subsidies (available for groups that reach and maintain a certain level of activity).

The Club and Circle System

This system supports students who want to engage in an activity for a longer term, allowing them to make use of internal promotion and facilities and equipment to carry out better activities. There are over 100 active clubs and circles at APU. Anyone can freely enter a club or circle, and anyone can create a new club or circle.

1. Joining an Existing Group
   - You can look up the activity times and places of each student organization in the Online Student Activities Guide. If you are interested in an organization, please go directly to where they hold their activities. You can also find additional information about the organizations in their homepages and SNS.
   - The representative's contact information can be obtained at the Student Office's counter.
2. Creating a New Group

   To create a new group, you must submit an application form during either the spring or fall recruitment period. A new group will receive registration approval after a screening process is held. See the Student Office homepage or Campus Terminal for details on the application process and application periods.

Event and Project Support System

The University supports events and activities that are generated by students and have completion deadlines for achieving their goals. The University supports students' self-initiative, motivation, and desire to carefully plan and implement one-time events to the best of their abilities. The support is aimed to develop students' growth as well as event planning and administration skills that are required skills for working professionals. The three categories for the support system for student extracurricular activities are Type A: Autonomous Events, Type B: Selected Project, and Type C: Enterprise & NPOs Co-create Project. For details, please refer to the Student Office homepage.

- URL: http://en.apu.ac.jp/studentsupport/page/content0312.html/
- QR Code:

- Campus Terminal → Student Services → Student Office Website

Insurance and Extracurricular Activities

Participation in extracurricular activities is voluntary and up the individual student. Accordingly, if a member of the club or circle has an accident, gets injured, or causes an accident or injury, the individual member is responsible for the accident or injury and must deal with it themselves. While APU can provide support to members, the University cannot be responsible for the activities and actions of a club or circle (as opposed to club or circle activities in high school).

In general, the member or members who caused the accident or injury are responsible for the medical

costs. For these reasons, the University strongly encourages student organizations to have insurance that covers their activities, particularly for sports or similar activities.

Precautions on Campus

Skateboards and Roller Skates on Campus

Due to the possibility of injuring students and causing damage to the roads or pavement, kick-boarding, roller-skating, skateboarding, and other such activities are not permitted on campus.

Sales on Campus

As a general rule, sales on campus of products such as student band concert tickets are not permitted. However, if the purpose of the sales is not for making profit, but is to provide part of the funding for events recognized by APU, and the revenue and expenditure are clearly declared, such sales may be approved. For details, please contact the Student Office.

Collecting Donations

In principle, APU does not permit charity drives due to the possibility that donations may not end up being used for the intended purposes.

Local Exchange Programs

APU is a university established with the generous cooperation of Oita Prefecture and Beppu City. Since the establishment of the University, APU students have widened the circle of exchange with local residents. Every year the University receives more than 100 requests from local residents for exchange with students, providing a valuable opportunity for students to lead a more fulfilling student life. Take advantage of local exchange events to get out of APU and interact with the local people.

Local Exchange Events

The Student Office regularly updates its homepage with information on requests from events in the local area. You can apply to participate through the online system. Check the site regularly for new information. There are many events that provide transportation costs and meals to make it easier for students to participate.

Details on local exchange programs are available here:

- http://en.apu.ac.jp/studentsupport/page/content0028.html/
- QR Code:

Other extracurricular activities

There are a variety of activities and events such as the Multicultural Weeks, Culture Wagon, and Tenku Festival. Please check the Online Student Activities Guide and the Student Office's homepage for details.

Using University Facilities

These are some of the facilities that all students can use for their activities.

Free Use Facilities

Facility	Time
Fitness Room	The fitness room in the gymnasium has a variety of exercise equipment from treadmills to free weights. Students must first attend a guidance session in order to use the fitness room. Check the Student Office homepage for the guidance session schedule. https://www.apu.ac.jp/studentsupport/page/content0233.html/ QR Code:
APU Seminar House	The APU Seminar House is located in AP House, right next to campus. The seminar house is available for study and exchange activities, and includes meeting rooms and lodging for groups. See the APU Seminar House homepage for further information. https://www.apu.ac.jp/studentsupport/page/content0032.html/ QR Code:
Student Union I and II, Gymnasium and Multipurpose Field	Facilities in the Student Union (e.g. multipurpose room and music studio), the gymnasium, and athletic grounds are generally reserved for registered organizations. There are limited time slots available for individual use. Check the Student Office homepage. https://www.apu.ac.jp/studentsupport/page/content0082.html/ QR Code: