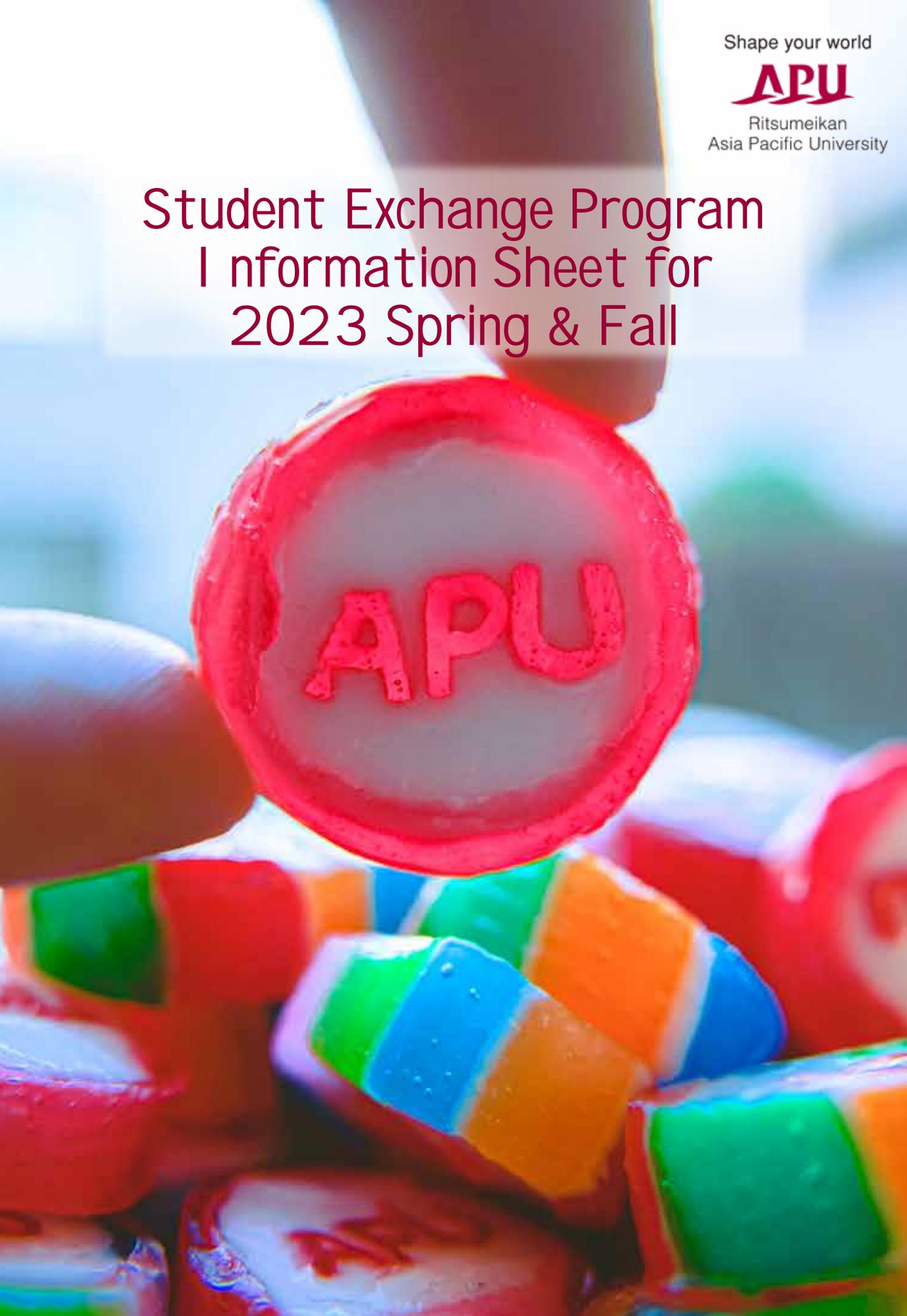


Shape your world

**APU**

Ritsumeikan  
Asia Pacific University

# Student Exchange Program Information Sheet for 2023 Spring & Fall



# Table of Contents:

---

Contents	Page
Contact and Institutional Information	<u>3</u>
Academic Calendar	<u>4</u>
Academic Information	
Course Level, Duration of Exchange, Colleges, Language Instruction, Study Hours	<u>5</u>
Required number of Credits, Course Registration, Course list	
Course Syllabus and Online Syllabus Search	<u>6</u>
Credit and Grading System, Transcript	
Application Qualification	<u>7</u>
Admission Procedures	<u>8</u>
Nomination and Application Deadlines	
General Instructions and Important Notes	
Housing	<u>9</u>
Compulsory Insurance	<u>11</u>
Withdrawal and Cancellation Policy	<u>12</u>
Visa	<u>13</u>
Other Information	<u>14</u>

---

## Contact Information:

Inbound Exchange Program	<a href="mailto:inbound@apu.ac.jp">inbound@apu.ac.jp</a>
Outbound Exchange Program	<a href="mailto:outbound@apu.ac.jp">outbound@apu.ac.jp</a>
Partnerships and Agreements	<a href="mailto:partners@apu.ac.jp">partners@apu.ac.jp</a>

## Institutional Information:

Address	Ritsumeikan Asia Pacific University Academic Office 1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
TEL	+81-977-78-1101
FAX	+81-977-78-1102
University Website	<a href="http://www.apu.ac.jp">www.apu.ac.jp</a>

# Academic Calendar:

## Spring Semester:

<b>Official Semester Dates</b>	Apr. 1- Sept. 20
<b>Airport Pick-up &amp; Dormitory check-in</b>	Late Mar.
<b>Mandatory Orientation</b>	Late Mar.
<b>Term Dates</b>	Quarter 1: Early Apr. – Late May Quarter 2: Early June – Late July
<b>Examination Periods</b>	Quarter 1: Late May Quarter 2: Late July
<b>Make-up Examination Day</b>	Quarter 1: Mid June Quarter 2: Mid Aug.
<b>Term Breaks</b>	Quarter Break: Early June Summer Break: Early Aug. – Sept.

## Fall Semester:

<b>Official Semester Dates</b>	Sept. 21 – Mar. 31
<b>Airport Pick-up &amp; Dormitory check-in</b>	Mid Sept.
<b>Mandatory Orientation</b>	Mid Sept.
<b>Term Dates</b>	Quarter 1: Early Oct. – Late Nov. Quarter 2: Late Nov. – Early Feb.
<b>Examination Periods</b>	Quarter 1: Late Nov. Quarter 2: Early Feb.
<b>Make-up Examination Day</b>	Quarter 1: Early Dec. Quarter 2: Mid Feb.
<b>Term Breaks</b>	Quarter Break: Late Nov. Winter Break: Late Dec. – Early Jan. Spring Break: Early Feb – Mar.

# Academic Information (1/2)

<b>Course Level</b>	Undergraduate Only
<b>Duration of Exchange</b>	1 Semester or 2 Semesters
<b>Colleges</b>	<p>College of Asia Pacific Studies (APS), College of International Management (APM)</p> <p>Note: Students must choose <b>one college</b> they would like to enroll in but will be able to take courses from both colleges. It is advised that students choose a college that is most similar to their program at their home university.</p>
<b>Language of Instruction</b>	English and Japanese
<b>Number of Weeks of Study</b>	<p>1 semester is 14 weeks (plus 2 weeks of exams)</p> <p>APU operates on a semester system made up of two quarters. Courses are taught on either a semester or quarter basis, but the number of classes is the same.</p>
<b>Number of Hours per Week per Course</b>	<p>4 classes × 100 minutes: Semester-based language course</p> <p>1 class × 100 minutes: Semester-based major course</p> <p>2 classes × 100 minutes: Quarter-based major course</p>
<b>Required Number of Credits</b>	<p>Minimum: <b>14 credits</b> in one semester (10 hours of classes per week)</p> <p>Maximum: No Limit (APU's degree-seeking students usually register 18~20 credits per semester)</p> <p>Important note: As a student on a student visa, students must register a minimum of 14 credits throughout the semester AND their weekly class hours must be at least 10 hours. Students are not allow to register for courses during only one of two quarters.</p>
<b>Course Registration Period</b>	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
<b>Course List</b>	<p>General course list is available to <a href="#">download</a> as reference.</p> <p>The finalized course list will be released in March for Spring Semester, and September for Fall Semester. We cannot confirm which courses are offered and held in English or Japanese any earlier.</p>

# Academic Information (2/2)

<p><b>Course Syllabus</b></p>	<p>Online Syllabus Search (<a href="#">Link</a>)</p> <ul style="list-style-type: none"> <li>∅ All courses including graduate level courses which are NOT open to exchange students will show up on this syllabus search.</li> <li>∅ Students should refer to the course list to confirm that it is a <b><u>2017 Curriculum undergraduate course</u></b>.</li> <li>∅ When selecting the appropriate semester/quarter, please refer to the following:</li> </ul> <table border="1" data-bbox="465 650 1329 1036"> <tr> <td>SP</td> <td>Spring Semester</td> <td>FA</td> <td>Fall Semester</td> </tr> <tr> <td>SP1</td> <td>Spring (1<sup>st</sup> Quarter)</td> <td>FA1</td> <td>Fall (1<sup>st</sup> Quarter)</td> </tr> <tr> <td>SP2</td> <td>Spring (2<sup>nd</sup> Quarter)</td> <td>FA2</td> <td>Fall (2<sup>nd</sup> Quarter)</td> </tr> <tr> <td>SU1</td> <td>Summer Session</td> <td>WI1</td> <td>Winter Session</td> </tr> </table> <p><b><u>Not all classes are taught in English.</u></b> On the syllabus, the course title ends with a code indicating the language of instruction. Any code which starts with an E is for English and any code which starts with a J is for Japanese. If it starts with any other code (e.g., S or F), it is a graduate level course which is not available for exchange students.</p>	SP	Spring Semester	FA	Fall Semester	SP1	Spring (1 <sup>st</sup> Quarter)	FA1	Fall (1 <sup>st</sup> Quarter)	SP2	Spring (2 <sup>nd</sup> Quarter)	FA2	Fall (2 <sup>nd</sup> Quarter)	SU1	Summer Session	WI1	Winter Session
SP	Spring Semester	FA	Fall Semester														
SP1	Spring (1 <sup>st</sup> Quarter)	FA1	Fall (1 <sup>st</sup> Quarter)														
SP2	Spring (2 <sup>nd</sup> Quarter)	FA2	Fall (2 <sup>nd</sup> Quarter)														
SU1	Summer Session	WI1	Winter Session														
<p><b>Credit System</b></p>	<p>1 major course = 2 credits 1 language class = 4 credits</p>																
<p><b>Grading System</b></p>	<p>A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail</p>																
<p><b>Transcript</b></p>	<p>Transcripts will be issued after the following dates:</p> <ul style="list-style-type: none"> <li>∅ Spring Semester: September 21</li> <li>∅ Fall Semester: April 1</li> </ul> <p>*We cannot issue transcripts earlier under any circumstances.</p>																

# Application Qualification

<b>Enrollment</b>	Applicant must be enrolled in a partner university overseas.
<b>Minimum GPA</b>	2.00 or higher out of a 4.00 grade scale
<b>Language</b>	<p>Students must choose to enroll as an “English-basis” or “Japanese-basis” student. English-basis students will take courses in English. Japanese-basis students will take courses in Japanese. Non-native English or Japanese speakers must submit one of the following:</p> <p>For students enrolling as English-basis students:</p> <ul style="list-style-type: none"><li>a) TOEFL® iBT Test 79, or</li><li>b) TOEIC® L&amp;R Test 780, or</li><li>c) IELTS 6.0, or</li><li>d) PTE Academic 50, or</li><li>e) Cambridge English FCE Grade B, or</li><li>f) Official university letter verifying the applicant’s English proficiency</li></ul> <p>For students enrolling as Japanese-basis students:</p> <ul style="list-style-type: none"><li>a) JLPT Level N1:100 points or above, or</li><li>b) JLPT Level N2: 135 points or above, or</li><li>c) EJU- Japanese:250 points or above (not including the writing section), or</li><li>d) Official university letter verifying the applicant’s Japanese proficiency</li></ul>

# Admission Procedures

	Complete Online Nomination by	Complete Online Application and Submit Application Documents by
Spring Semester Enrollment	October 1	October 22
Fall Semester Enrollment	April 1	April 22

Online Nomination: We send an email to all partner universities once the online nomination becomes available.

Information on the application process is available [HERE](#)

## The general instructions below must be followed:

- ü Fill out all items either in English or Japanese, depending on the applicant's language base for enrollment in APU.
- ü As a general rule, only original documents or certified copies are accepted. All documents/certificates written in a language other than English or Japanese must be accompanied with a translation in either English or Japanese. Attach to the translation the name, address, contact number, and the signature of the translator. Only translations prepared by the issuing organization, a translation company, or a qualified translator are accepted.

## Important notes:

- ü Once submitted, documents/certificates will not be returned to the applicant.
- ü Admission to APU will be revoked in case of false information found even after the student is enrolled.
- ü Screening result will be informed to the home university within 6 to 8 weeks following the application deadline.

# Housing

APU provides off-campus housing for all exchange students. This student dorm is located in downtown Beppu and is in a convenient location for living.

## Estimated Housing Fees for 1 Semester or 1 Year:

Program Term	One semester (5 months)	One year (10.5 months)
Estimated Amount	Approx. 300,000 JPY	Approx. 600,000 JPY

\*Rent, Utility fees, non-refundable moving fee and Bedding/Linen fee are included.

### Note:

- ü Students will be asked to pay fees for the entire period of their stay at APU prior to arrival.
- ü Invoice will be sent upon admission approval (Payment method: bank wire transfer only)
- ü No meal plan is available.
- ü Other accommodation options are not available for exchange students.

## Living Cost in Japan:

Food/Meals	30,000 – 40,000 JPY /month
Academic Expenses	10,000 - 20,000 JPY /semester
Transportation	45,000 JPY - 75,000 JPY/semester (Depends on whether students choose to use bus tickets or purchase a bus pass)
Other	10,000 JPY /month

# Student Dorm - AP House 4



# Compulsory Insurance:

## National Health Insurance (NHI):

All exchange students living in Beppu city more than 3 months are required to purchase this insurance by Beppu City and the Japanese Government.

This insurance covers 70% of all your medical care costs.

## Student's Comprehensive Renters Insurance:

All APU students from overseas must purchase this insurance. This insurance covers any accidental damage due to fire, rupture, explosion etc.

**All students are required to purchase the Japan National Health Insurance (NHI) and Student's Comprehensive Renters Insurance.**

Student's Comprehensive Renters Insurance will be paid for with housing fees, the NHI will be collected after arrival.

	1 Semester	1 Year
Student Comprehensive Renter's Insurance	Approx. 3,000 JPY	Approx. 5,000 JPY
National Health Insurance	Approx. 10,000 JPY	Approx. 20,000 JPY

# Withdrawal and Cancellation Policy:

If applicants wish to withdraw their application to the exchange program, the student exchange program coordinator at their home university must contact us by email and give us official notice of the cancellation by the below deadlines.

## I Deadline for Admission Withdrawal (Japan Time)

Spring semester enrollees	March 31
Fall semester enrollees	September 20

## I Refundable and Non-refundable items

Items	Refundable/Non-refundable
Moving-in Fee *2	Non-refundable
Accommodation Fee *1	Refundable
Student's Comprehensive Renters Insurance *3	Non-refundable
Bus Ticket *3	Non-refundable
Bank Transfer Fee *2	Non-refundable

Note:

\*1 A full refund is possible if the applicant applies to withdraw before the deadline for admission withdrawal. The service fee associated with the refund will be borne by the applicant.

\*2 Non-refundable, regardless of deadline for admission withdrawal.

\*3 Refund is possible if the applicant applies for the withdrawal before purchase by APU.

# Visa:

All students are responsible for getting a Student Visa prior to entering Japan.

After students are accepted, APU will apply for a Certificate of Eligibility (CoE) on behalf of the student. Once the CoE is issued by the Immigration Bureau (Japan) , APU sends it to their home university. Students may apply for their student visa at the closest Japanese Embassy prior to arrival in Japan.

All one semester exchange students will be given a 1 year study visa even if the study period is for 1 semester only. For one year exchange students, a 1 year and 3 months visa will be given. Students are strictly required to leave Japan after the completion of their intended study period at APU.



# Other Information:

## Driving:

Exchange students are not allowed to drive or buy motor vehicles including motorbikes during their study abroad program at APU.

## Employment:

Part-time jobs are sometimes available within the university and in the city. APU provides students with information on-campus part-time jobs.

For students who wish to work off-campus, they have to look for part-time jobs by themselves and Japanese proficiency is oftentimes required.

## Employment Regulations:

Students are required to file for a “Work Permit” to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU). Students can only apply for a Work Permit after receiving their Residence Card. It may take about two weeks.





Shaping our world,  
inspiring new stories.