Ritsumeikan Asia Pacific University Student Exchange Program Application Categories

(i) Applicants who are native speakers of English or Japanese

(ii) Applicants who has Language Proficiency Test Score

(ii) Applicants without Language Proficiency Test Scores

Application Documents

Compulsory Documents

1. Student Exchange Application Form: please type (except signature)
2. Proof of funds (bank statement, scholarship)
3. Passport Copy (if available)
4. Three passport-sized photographs (4cm X 3cm)
5. Certificate of University Enrollment
6. Official Academic Transcripts (if not using Grade Point Average (GPA), attach a scale sheet)

Language Proficiency Test Scores

English-basis students: TOEFL (ITP/PBT/CBT/iBT)/ IELTS
Japanese-basis students: JLPT 1

Language Proficiency Forms

• English-basis students: English Proficiency Evaluation
• Japanese-basis students: Japanese Proficiency Evaluation （日本語能力認定書）

Privacy Protection Policy

The Ritsumeikan Trust (hereby the “School”) strictly obeys the rule and regulations in the handling of personal information of students and education research personnel. In addition, the School has established its own rules and system to protect all personal information of related individuals.

Usage of Personal Information

Personal information of all applicants (inclusive of guardians) of Ritsumeikan University/ Ritsumeikan Asia Pacific University is used for the process of enrollment after the release of results, and for tabulation of statistical analysis of the school information.
For successful applicants, personal information (about lodging, life-related information, etc) will be provided at the discretion of the respective universities for preparation of student life in the school.
For individuals who have completed the necessary enrollment procedures, the provided information will be used as student information.

For information about Personal Information Privacy Policy, please check the homepage http://www.apu.ac.jp.
Student Exchange Application Form

I. Applicant Information

1. Home University:

2. Name of Department:

3. University Address:
   City / State Country Postal Code

4. Family Name: 
   Given Names:

5. Name in Chinese Characters (if applicable):

6. Date of Birth: Year Month Date

7. Gender: [ ] Male [ ] Female

8. Nationality:

9. Native Language:

10. Email:

11. Current Address:
   City / State Country Postal Code
   Phone: Country Code( ) Mobile: Country Code( )

12. Mailing Address (if different from above):
   City / State Country Postal Code
   Phone: Country Code( ) Mobile: Country Code( )

13. Emergency Contact Person:
   Relationship to you:
   Emergency Contact Address:
   City / State Country Postal Code
   Phone: Country Code( ) Mobile: Country Code( )
II. Program of Study

1. Program Commencement: ☐ Spring (April) ☐ Fall (September)
2. Language Basis: ☐ English ☐ Japanese
3. College Choice: ☐ College of Asia Pacific Studies (APS) ☐ College of International Management (APM)
4. Period: ☐ 1semester ☐ 1 year

III. Education History

Have you completed 12 years of official education? ☐ Yes ☐ No
expected completion date: ______________________

Total years of Education

Primary school ______ years
Junior high school ______ years
High school ______ years
University level ______ years
Others ( ____________________________ ) ______ years

1. Type of School (Degree you will receive upon completion)

☐ University (Bachelors Degree) ☐ Graduate School (Master’s Degree)
☐ Junior College ( Degree Course )
☐ Vocational/Technical College ( Certificate Course )
☐ Other (Please explain in detail): ______________________

2. Language you were taught in: ______________________

3. Title of Degree:

☐ Obtained
☐ Scheduled to Obtain Date: _____ Yr _____ M _____ D

_____________________________________________
IV. Employment History

If you are currently working or have been employed previously, please complete details below. Part-time work must not be included.

Company Name and Address: 

Started (yy/mm) __________________________ Competed (yy/mm) __________________________

Responsibilities:

________________________________________

V. Declaration and Signature

I understand that the University may change or cancel any decision if any incorrect or incomplete information is given. Submitted documents for this application will become the property of the University and will not be returned to me.

I hereby declare that all information provided are true and correct.

Date: __________________________ Applicant’s Signature: __________________________
Application Essay

Please write the reason/s why you wish to study in APU.

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Study Abroad Financial Support Plan

Name, as given on the application: ____________________________________________

University: ________________________________________________________________

Please specify the source of funds and the total amount necessary to cover housing and living expenses while you are studying at Ritsumeikan Asia Pacific University.

<table>
<thead>
<tr>
<th>SOURCE OF FUNDS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Sponsor’s Income (Estimated)</strong></td>
<td>*Please convert the local currency to Japanese Yen.</td>
</tr>
<tr>
<td>Financial Sponsor’s name</td>
<td></td>
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<tr>
<td>Occupation</td>
<td></td>
</tr>
<tr>
<td>Company Name</td>
<td></td>
</tr>
<tr>
<td>Work Phone Number</td>
<td></td>
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<tr>
<td>Financial Sponsor’s Bank account balance</td>
<td></td>
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<tr>
<td>*Please attach the original bank statement.</td>
<td></td>
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<tr>
<td>*Please make sure that the balance of the original</td>
<td></td>
</tr>
<tr>
<td>bank statement is:</td>
<td></td>
</tr>
<tr>
<td>1. One Semester Exchange or Study Abroad = ¥ 500,000</td>
<td></td>
</tr>
<tr>
<td>2. One Year Exchange or Study Abroad = ¥ 1,000,000</td>
<td></td>
</tr>
<tr>
<td><strong>Scholarship:</strong></td>
<td></td>
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<tr>
<td>Name of Awarding Institution:</td>
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<td>Name of scholarship you will receive:</td>
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<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>Details:</td>
<td></td>
</tr>
</tbody>
</table>

I hereby state that the above information is true and correct.

Signature of Applicant: ___________________________ Date: _______________________
Statement of Financial Support

To the Minister of Justice of Japan,

Name, as given on the application (Student) ____________________________________________

Financial sponsor:

I hereby agree to become the financial sponsor of the applicant mentioned above after his/her entry into Japan and my reason for doing so is as follows.

a) The reason why I will become the financial sponsor of the mentioned above and my relationship to the applicant:

b) Financial Support:

I, __________________________, hereby certify that I will provide financial support as described below during the applicant’s stay in Japan. Also, when the applicant needs to renew his/her permitted length of stay, I agree to submit certificates of remittance or a copy of bank statements (showing records of remittance and financial support) that prove my financial support to the applicant.

(1) Living expenses: at least 80,000 Japanese Yen per month

(2) Method of financial support (Indicate the method of your providing financial support, such as wire remittance)

Name of the financial sponsor: ______________________________________________________

Relationship to the applicant: ______________________________________________________

Address: ________________________________________________________________

Telephone number: __________________________

Signature (or seal): ___________________________ Date: ____________________________