



Shape your world
Ritsumeikan
Asia Pacific University

Ritsumeikan Asia Pacific University
Graduate Schools

Admissions Handbook and Application Form

April/September 2012

Graduate School of Asia Pacific Studies (GSA)

Master of Science in Asia Pacific Studies

Master of Science in International Cooperation Policy

Dual Master's Degree Program in International Material Flow Management (IMAT)

Doctor of Philosophy in Asia Pacific Studies

Graduate School of Management (GSM)

Master of Business Administration (MBA)

For All Graduate School
Applicants

NOT FOR SALE

Contents

Admissions Guidelines

Admissions Policy	1
Number of Students Accepted	2
Application Eligibility	2
Application Period	3
Periods for Completion	4
Application Documents	4
Application Fee	7
Screening Method	8
Ph.D. Pre-Screening Process	9
Application Submission	9
Application and Scholarship Screening Results Notification	9
Certificate of Eligibility (COE) and College Student Visa Obtainment	10

Enrollment Procedure Fees

Admission Fee	11
Tuition Fee	11
Comprehensive Renter's Insurance	11
AP House Entrance Fee	12
Money Deposit (ONLY for applicable students)	12
Living Expenses	12

Scholarship System	13
---------------------------------	----



To apply online, please go to
<http://www.apu.ac.jp/graduate/>

■ Admissions Guidelines ■

This Admissions Handbook is for all applicants who wish to apply for any one of APU's graduate programs. Applicants of any nationality or citizenship may use this booklet. In general, the instructions contained in this booklet are for regular applicants who wish to apply for APU Tuition Reduction Scholarship or who will be receiving scholarships awarded by organizations outside APU.

EXTERNAL SCHOLARSHIPS

Periodically, APU will advertise external scholarships which can be applied for directly through APU. Details and special application instructions regarding these scholarships are provided through APU's official graduate school home page. **When applying for external scholarships, please follow the relevant special instructions provided on the home page in addition to those included in this booklet.**

<http://www.apu.ac.jp/graduate>

PLAGIARISM

All written work submitted by applicants will be thoroughly checked for plagiarism. Applicants must write in **their own words only**. Brief quotations are allowed only if they are properly cited. Evidence of plagiarism may result in the failure of the application.

1 Admissions Policy

Based on the education beliefs of "Freedom, Peace and Humanism", "International Mutual Understanding" and "Creating the Future of Asia Pacific", Ritsumeikan Asia Pacific University (APU) attracts diverse students from many countries and regions around the world, and hopes to fulfill the mission of fostering future global leaders through the exchange of language and culture. After completion of their studies, APU graduates should be equipped with intercultural communicational skills, and have an international horizon to adapt to changing values.

To fulfill this mission, APU has set a goal to recruit domestic and international students, who aim to become international leaders in the Asia Pacific region of the 21st century. The following graduate schools have been established with the purpose of developing future talented individuals.

Graduate School of Asia Pacific Studies

The Graduate School of Asia Pacific Studies (GSA) was established for the promotion of highly specialized knowledge related to public administration, the environment, and economic growth necessary for the development of the Asia Pacific region. In addition, the school aims to find practical solutions to issues facing the region, and to train human resources, who can contribute to its continued development and cooperation.

Graduate School of Management

The Graduate School of Management (GSM) was established with the goal of promoting fundamental and professional knowledge of business and management. The school hopes to produce managers and leaders with deep insight into globalization, who will play a key role in solving the issues involved in the management of companies and other organizations in the Asia Pacific region.

APU hopes to realize the above goals by recruiting students from all over the world.

2 Number of Students Accepted

Graduate School of Asia Pacific Studies (GSA)

Program	Major	Intake Period	Intake per Year
Master's	<u>Major in Asia Pacific Studies</u>	Spring / Fall	15
	<ul style="list-style-type: none"> Asia Pacific Studies Program Contemporary Japan Studies Program 	Fall Only	
	<u>Major in International Cooperation Policy</u>	Spring / Fall	45
	<ul style="list-style-type: none"> Development Economics International Public Administration Environmental Policy and Administration Tourism Policy and Administration Public Health Management International Material Flow Management (IMAT) 	Fall Only	
Doctor	<u>Major in Asia Pacific Studies</u>	Spring / Fall	10

Graduate School of Management (GSM)

Program	Major	Intake Period	Intake per Year
Master's	<u>Major in Management</u> <ul style="list-style-type: none"> Finance International Business and Marketing Innovation and Technology Management Comparative Institution Design for Transition Economy and Business Management 	(*Spring) / Fall	40

* While there are two enrollment periods each year for the MBA Program, the "Required Subjects" will be offered only in the Fall Semester. Students who enroll in the Spring Semester can take "Spring Option" subjects before taking the Required Subjects. In the Spring Semester students can earn up to 8 credits out of the 48 credits required for MBA Program completion. Spring Option subjects include electives that are designed to meet a variety of students' needs, including introduction to accounting and independent study.

3 Application Eligibility

Applicants MUST fulfill the following requirements.

Requirement 1: Educational Qualifications

Applicants must have a bachelor's degree or the equivalent from a university accredited by the national government of the country in which it was obtained. However, eligibility also depends on the number of years of formal education required to gain a bachelor's degree in the country where you completed your bachelor's degree program.

- 16 years: Eligible to apply
- 15 years: May be eligible if over 22 years of age and you fulfill one of the following conditions
 - one year or more of additional research experience at an academic institution after receiving your bachelor's degree. An official letter attesting to the additional academic research experience is required.

- academic achievement is determined to be outstanding by the APU Admissions Assessment Committee
- 14 years: May be eligible if over 22 years of age. Applications in this case will be subjected to special screening to determine eligibility. Only applicants who are deemed to be outstanding will be granted admission.

Requirement 2: Language Proficiency

As English is the language of instruction in all graduate classes at APU, applicants must possess the ability to comprehend lectures, undertake independent research and produce well written reports in English. **Please refer to p.5 “Documents proving English Proficiency” for the required basic English language abilities.**

Requirement 3: Program-Specific Requirements

- ▶ GSM (MBA) Programs Applicants must have **at least one** of the following:
 - solid full time work experience of at least two years, preferably related to your desired major
 - a satisfactory GMAT® score
- ▶ Doctoral (Ph.D.) Program (In addition to the above educational qualifications for Master’s Programs)
 - Applicants must have completed a graduate (Master’s) degree at an institution of higher education accredited by the national government of the country in which it was obtained.

4 Application Period ***PLEASE NOTE NEW APPLICATION DEADLINES***

Enrollment	Application Category	Application Period
April 2012	Overseas Application (excluding Japanese nationals)	3 October 2011 ~ 1 November, 2011
	Domestic Application for non-Japanese nationals currently living in Japan and all Japanese nationals whether living in Japan or abroad Internal Application for applicants currently enrolled in APU or Ritsumeikan University	24 November, 2011 ~ 15 December, 2011
September 2012	Overseas Application (excluding Japanese nationals)	April 2, 2012 ~ 1 May, 2012
	Domestic Application for non-Japanese nationals currently living in Japan and all Japanese nationals whether living in Japan or abroad Internal Application for applicants currently enrolled in APU or Ritsumeikan University	25 May, 2012 ~ 15 June, 2012

* *Ph.D. Applicants must submit their applications for **pre-screening** at least one month before the end of the application period. Please see page 9 for details on “Ph.D. Pre-screening”.*

Applicants for external scholarships offered through APU’s recommendation must submit their applications according to special deadlines. These deadlines are announced on our home page as and when the external scholarships become available.

5 Periods for Completion

Periods for completion of APU graduate programs are as follows:

Program / Major	Standard period for completion	Minimum period for completion*
Master's Program Major in Asia Pacific Studies	2 years	1.5 / 1 year
Contemporary Japan Studies Program	2 years	1.5 years
Master's Program Major in International Cooperation Policy	2 years	1 year
Public Health Management Program International Material Flow Management (IMAT) Program	2 years	
Doctoral Program Major in Asia Pacific Studies	3 years	2 years
MBA Program Spring Enrollment	2 years (Spring Option + 1.5 years)	
MBA Program Fall Enrollment	2 years	1.5 years

***Please note:**

For GSA applicants:

The graduate programs in the Graduate School of Asia Pacific Studies are designed to be completed in the standard period for completion listed above. This standard period enables in-depth study and research, and provides greater freedom to create a structured course plan. However, it is also possible to complete your Master's or Ph.D. program in the minimum period shown above if you successfully obtain the required number of credits for completion within this period. The final decision regarding the period for completion of your degree will be made after consultation with your faculty advisor and the Dean of the Graduate School following your successful enrollment in the graduate program at APU.

For GSM applicants:

While there are two enrollment periods each year for the MBA Program, the required subjects will be offered only in the fall semester. It is possible for students who enroll in the fall semester to complete the required 48 credits in 1.5 years. Students who enroll in the spring semester can take the spring option subjects before taking the required subjects. Please see our website for full details. The tuition fee for the program is 3,600,000 yen, regardless of the period for completion. For more information, please contact the Admissions Office.

6 Application Documents

IMPORTANT

1. Applicants should complete the application form and related documents by themselves. All information required in this form and all required documents **MUST** be submitted in English.
2. For documents that are not written in English, please attach an official translation with the translator's name, contact details and signature. **ONLY** translations by the document-issuing organizations, translation companies and certified translators will be accepted.
3. It is a regulation to submit original certificates or "certified copies" for some documents. A certified copy is **NOT** a regular photocopy, but a photocopy of the original document with an original stamp, seal, or signature from the issuing institution or a public notary. This stamp or seal cannot be a photocopy itself, it must be original. Failure to provide the proper originals or "certified copies" of necessary application documents will affect the screening of your application and will also affect your ability to obtain a student visa.

4. Submitted documents will not be returned. However, original documents that cannot be reissued will be returned to the applicant upon request. If you wish certain documents returned, please specify on page 2 of the application form.
5. After confirmation of completion of all application documents, a notification will be sent to the applicant.
6. Acceptance to the university will be revoked if any false information or forgeries are found in the submitted documents, even after enrollment into the university.

Required Documents for All Applicants

<p>1. APU Graduate School Application Form</p>	<p>This must be completed entirely in English and applicants must fill in the form by themselves. Please write your name and date of birth exactly as they appear (or would appear) on your passport.</p> <p>Since application results can only be sent by post, please make sure you write your full mailing address on the form.</p>
<p>2. University Graduation Certificate(s) (or Certificate of Scheduled Graduation)</p> <p>• Original or certified copy</p>	<p>All applicants must submit proof of graduation from every university attended. If you are currently attending a university degree program, you must submit proof that the program will be completed prior to your desired date of enrollment at APU.</p> <p>*High school certificates are not required.</p>
<p>3. Academic Transcripts</p> <p>• Original or certified copy</p>	<p>All applicants must submit a transcript of grades for all university study to date.</p>
<p>4. Documents proving English Proficiency</p> <p>• Original ONLY</p> <p>• Required from all applicants whose native language is not English</p>	<p>All applicants whose native language is not English must submit one of the following. The results are valid for two years from the test date. Expired scores will not be accepted.</p> <p>TOEFL® Official Score Report iBT 80 points or above / PBT 550 points or above</p> <p>IELTS (Academic) Test Report Form 6.5 or above</p> <p>TOEIC® Official Score Report 730 points or above</p> <p>It is recommended that applicants request the test center to send the score reports directly to APU. For this purpose, APU's institution code is 2791.</p> <p>"Institutional" test results from institutions other than Ritsumeikan will not be accepted.</p> <p>EXEMPTION</p> <p>Only those applicants who can certify that they have been educated exclusively in English for at least six years of their formal education from high school level or above. Clear documented proof must be included with the application. Proof may be in the form of an official letter from the institution or any other official document such as a transcript indicating the language of instruction.</p> <p>Applicants who do not meet the above requirements will not be considered. No exceptions will be made.</p>
<p>5. Personal Statement</p>	<p>Follow the instructions on page 3 of the application form.</p>
<p>6. Research Proposal / Study Plan</p>	<p>Follow the instructions on page 4 of the application form.</p>

7. Proof of application fee payment / Bank check	All applicants must submit a copy of the application payment receipt. If you wish to pay by bank check, please submit the original bank check. *For details of application fee payment, please refer to section 7. "Application Fee".
8. Two Letters of Recommendation • Original ONLY	One letter must be written by a university instructor who knows you well enough to write the recommendation. The second letter can be written by another instructor, an employer, or someone else who is of no blood relation to you. *Both letters must be written in English. If the letters are written in another language, please attach an English translation.
9. Passport Copy *not applicable to Japanese nationals	All applicants must submit a copy of their valid passport, showing their photo, name, passport number and date of expiration. *Applicants who do not have a valid passport are still eligible for application. *Applicants who have previously visited Japan must submit a photocopy of the pages showing the arrival and departure dates of each visit.
10. Two Identical Photographs (4cm X 3cm) • Original ONLY	Two identical photographs taken within three months, showing a front view above chest level with a plain background. No cap or hat is allowed. The photograph size MUST be 4 centimeters high by 3 centimeters wide. Photographs may be in color or black and white. Please write your name and nationality in English on the back of the photographs. Please affix one of the photographs directly to the application form.

Documents for Submission (If Applicable)

1. GMAT® Results • Required for MBA applicants who do not have at least two years full-time work experience • Original ONLY	MBA applicants who do not have at least two years full-time work experience, are required to submit an official GMAT® score. GMAT® scores can be forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GMAT® Institution Code number is 2791 and our Program Code is 6VF-X6-86 . Test results are valid for five years from the test date. For full information about how and where to take the official GMAT®, please check the following website: http://www.mba.com/mba/thegmat
2. Certificates of Employment • Required for MBA applicants • Original ONLY	If you have filled in details of any previous full-time work experience in the Personal History section, please provide written proof if possible. This proof may be in the form of a certificate of employment issued by your current employer or a letter authorized by your former place of work that shows the period of employment and a simple description of your duties. These certificates or letters should also show the name and contact information of the employer, in case we need to contact them to confirm the details given. The certificates or letters can be in any format you choose, but must be written in English, or have a translation in English attached.
3. Certificate of Registration Matters and Copy of Alien Registration Card (both sides) • Required for domestic applicants • Original ONLY	Domestic applicants who are neither Japanese nationals nor permanent residents of Japan must obtain a "Certificate of Registration Matters" (登録原票記載事項証明書) from the Alien Registration counter of their local city hall or municipal office. Applicants should also provide a copy of both sides of their Alien Registration Card. *Current APU students need only submit a copy of their alien registration card.

<p>4. Certification of scholarships received from organizations other than APU</p> <p>• Original ONLY</p>	<p>Applicants who are confirmed recipients of scholarships from organizations other than APU must submit proof of the scholarship award, including details of all expenses that the scholarship will cover.</p>
<p>5. GRE® Results</p> <p>• Recommended for GSA applicants, but not mandatory</p> <p>• Original ONLY</p>	<p>If you are taking the GRE® test, you can have your score forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GRE® Institution Code number is 7116.</p> <p>Test results are valid for five years from the test date. If you do not currently have a GRE® score, or taking this exam poses significant difficulties for you, we will accept your application without it. For full information about how and where to take the GRE® test, please check the following website:</p> <p>http://www.ets.org/gre/</p>
<p>6. List of Research Achievements / Sample Work</p>	<p>Applicants to the Ph.D. Program or IMAT Program must submit a list of previous papers written or presentations made, which are relevant to their proposed field of study.</p> <p>Ph.D. applicants should also submit a copy of their Master's thesis.</p> <p>If the sample work is in a language other than English, please submit an English abstract.</p>

7 Application Fee

Please pay the application fee by the following methods via financial institutions. Please attach a copy of the payment receipt together with your application documents. **This fee is required from all applicants without exception.** There is no scholarship program which exempts the applicant from paying the fee.

a. Bank Transfer

¥ Payment in Japanese Yen

- Fee Amount : **5,000 Japanese Yen** for Overseas Applicants (excluding Japanese nationals)
35,000 Japanese Yen for Domestic / Internal Applicants (for non-Japanese nationals currently living in Japan and all Japanese nationals whether living in Japan or abroad, as well as applicants currently enrolled in APU or Ritsumeikan University)
- Payment Purpose : Application Fee
- Contact Details : Applicant's Name
- Bank Name : Sumitomo Mitsui Banking Corporation
- Branch Name : Oita Branch
- Branch Address : 1-3-22 Chuo-machi, Oita-city, Oita-Prefecture, 870-0035 JAPAN
Tel: +81- 97-532-5161
- Account Number : 1001673 (Ordinary Deposit Account)
- Account Name : RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST
- Swift Code : SMBCJPJT
- Transaction Fee : To be borne by applicant

\$ Payment in US Dollars

- Fee Amount : **62 US Dollars** for Overseas Applicants only (excluding Japanese nationals)
- Payment Purpose : Application Fee

Contact Details : Applicant's Name
Bank Name : Sumitomo Mitsui Banking Corporation
Branch Name : Oita Branch
Branch Address : 1-3-22 Chuo-machi, Oita-city, Oita-Prefecture, 870-0035 JAPAN
Tel: +81- 97-532-5161
Account Number : 290868 (Ordinary Deposit Account)
Account Name : RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST
Swift Code : SMBCJPJT
Transaction Fee : To be borne by applicant

*If the application fee is paid in Japan, please send a copy of the payment receipt to the Admissions Office. When making the payment, make sure to write the applicant's name and telephone number in the 'contact details' field.

b. Bank Check

If it is not possible for overseas applicants to pay by bank transfer, the application fee can also be paid by bank check. Please obtain a bank check for 5,000 Japanese Yen that may be redeemed at Japanese financial institutions, and send it together with your application. To prevent any loss during the mailing process, please complete the recipient's name correctly in English "The Ritsumeikan Trust", or in Japanese 「学校法人立命館」.

*For countries / regions where it is not possible to obtain a bank check in Japanese Yen, a bank check for 62 US Dollars is also acceptable.

*Any transaction fees incurred will be borne by the applicant.

*The university will accept no responsibility for any loss during the course of delivery.

c. Credit Card

Payment of the Application fee by credit card is available ONLY for overseas applicants through the online application system.

IMPORTANT

1. Applications will not be processed until the application fee is paid. The application fee must be paid by the application deadline.
2. The application fee is non-refundable under any circumstances.
3. DO NOT send cash or postal money orders. These forms of payment will not be accepted.

***Please note:** The application fee also covers initial screening for eligibility.

8 Screening Method

All applicants are evaluated based on the information provided in their application. If deemed necessary, the Admissions Office may also carry out the following: contact the applicant's place of study or the person who wrote the recommendation letter; ask the applicant for an explanation regarding their original submitted documents; require the applicant to submit additional documents relating to academic background, transcripts and language proficiency.

- **Overseas applicants** are evaluated solely on the information provided in their application. (Japanese nationals residing overseas and non-Japanese nationals who do not require a Certificate of Eligibility must apply as domestic applicants.)
- **Domestic / Internal applicants** (applicants residing in Japan) must first submit the application documents listed below. Domestic / Internal applicants who do not possess Japanese citizenship must have a visa which is valid until the time of enrollment. Domestic / Internal Applicants who pass the initial document screening must attend an interview conducted by APU university representatives as part of the application

process. (Alternate interview arrangements will be made for domestic applicants not physically present in Japan. If this applies to you, please inform the Admissions Office.)

In some cases, an interview may be required even for overseas applicants. In this situation the Admissions Office will contact the applicant directly.

9 Ph.D. Pre-Screening Process

Applicants to the Doctoral Program must submit the following for “pre-screening” (i.e. before submission of the formal application): (1) Pages 1-2 of the application form, (2) Personal Statement, (3) Research Proposal, (4) a list of previous research achievements and an abstract of the Master’s Thesis, and (5) proof of English language ability (see section 6 item 4). **These documents should be submitted by E-mail or FAX at least one month before the application deadline.**

This process is to ensure that the applicant has sufficient academic background, and that APU can provide proper supervision of the proposed research topic. Please contact the APU Admissions Office for more details about the pre-screening process.

Do not pay the Application Fee until you have successfully passed the Ph.D. “pre-screening” process and have been informed that you may formally apply. We will not screen your formal application until we have received payment of the Application Fee. This fee is not required for internal Ph.D. applicants who continue directly from the APU Master’s program.

10 Application Submission

Please send all application documents by registered airmail or freight service (DHL, FedEx, OCS or EMS, etc). All applications must arrive at APU by the application deadline.

Address:

**Ritsumeikan Asia Pacific University
Graduate School Admissions Office
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan
Tel: +81-977-78-1119**

***Please note:** The University will accept no responsibility for any documents lost in the course of delivery.

11 Application and Scholarship Screening Results Notification

We will begin processing your application once we have received all required application documents and the Application Fee; however, we may need to contact you for further information, so please **check your email regularly** after you have submitted your documents. **Please also make sure that APU emails are not directed to your SPAM box.** Once your application is complete, the APU Admissions Committee will conduct the final screening of your application. DOMESTIC and INTERNAL applicants will be contacted separately regarding their interview.

12 Certificate of Eligibility (COE) and College Student Visa Obtainment

In order to enter Japan as a college student, the following procedures must be carried out:

- ① **Application for a “Certificate of Eligibility” (COE) at a Japanese Immigration Bureau**
- ② **Once the COE has been issued, applicants must apply in person for a “College Student” visa at their nearest Japanese embassy or consulate.**

APU will apply for the COE on behalf of all applicants who meet ALL the following criteria:

- a. Applicants who are residing outside Japan and require a COE to obtain a “College Student” visa.
- b. Applicants who have paid the necessary enrollment procedure fees, inclusive of admission fee, tuition fee, AP House entrance fee, Comprehensive Renter’s Insurance and money deposit (if applicable) by the deadline given.
- c. Applicants who have submitted all the required documents by the deadline given, and who are able to provide evidence of sufficient financial support for the entire period of their study.

Confirmation of the applicants’ “Intent to enroll” is necessary for APU to apply for the COE on their behalf. The “Intent to enroll” is confirmed by the payment of all enrollment procedure fees listed above.

■ Enrollment Procedure Fees ■

To begin enrollment procedures, the applicant must pay the Admission Fee, the first installment of the tuition fee (and Program Fee for IMAT applicants), AP House Entrance Fee, Comprehensive Renter's Insurance and money deposit (if applicable). Please also ensure that you are able to provide evidence of sufficient financial support for the entire period of your study. For successful applicants, the invoice for the enrollment procedure fees will be sent together with the result of the application to APU's Graduate Schools. Prospective enrollees must pay the fees stated in the invoice by the payment deadline. Failure to pay by the deadline given will result in acceptance to APU being revoked. Generally, the payment deadline will be set approximately one month after the result is released to the applicant.

1 Admission Fee

130,000 Japanese Yen or equivalent in US dollars

The Admission Fee will NOT be refunded under any circumstances.

2 Tuition Fee

Program	Tuition Fee (until completion of the Program)
GSA Master's Programs	2,800,000 JPY
GSA Doctoral Program	4,200,000 JPY
GSM Master's Program	3,600,000 JPY

*In addition to the above GSA tuition fees, IMAT students must pay a Program Fee of 400,000 yen. There are also Enrollment Fees of approximately 135 EURO (amount subject to change) per semester during the third and fourth semesters to Trier University of Applied Sciences, Environmental-Campus Birkenfeld.

*The tuition fee for each individual will vary according to the amount of APU Tuition Reduction Scholarship awarded. Please refer to the section on the scholarship system on page 13 for more information.

*Tuition Fee may be subject to changes every year.

3 Comprehensive Renter's Insurance

7,780 Japanese Yen*

All international students must join this insurance program designated by the university as insurance against any incident that may require financial compensation. **This fee must be paid by all international students regardless of whether they intend to live on or off campus.** This is a one-time payment which covers the entire period of enrollment. For further details, please refer to the "Guide to Comprehensive Renter's Insurance for International Students Studying in Japan", which will be issued to successful applicants only.

*The amount of Comprehensive Renter's Insurance differs depending on how many years the student will spend in Japan. The amount for IMAT students is 4,290 yen and for Ph.D. students, 11,300 yen.

4 AP House Entrance Fee

The university established the student dormitory, AP House, not only to assist international students to adapt smoothly to life in Japan, but also to provide a place for multi-cultural exchange and language learning. Domestic students also have a chance to live at the AP House dormitory after passing several screening procedures. For more information regarding this, please contact us.

Required Fees before Moving-in (unit: Japanese yen)

Program	General Private Room (International Student)*4		General Private Room (Domestic Student)*5		Doctoral Student Room (International and Domestic)	
	April Enrollment	September Enrollment	April Enrollment	September Enrollment	April Enrollment	September Enrollment
Moving-in Fee*1	32,000	32,000	32,000	32,000	42,000	42,000
Security Deposit*2	78,000	78,000	98,000	98,000	80,000	80,000
Rent*3	78,000	58,500	98,000	73,500	80,000	60,000
Total	188,000	168,500	228,000	203,500	202,000	182,000

*1 The moving-in fee is non-refundable under any circumstances.

*2 The security deposit serves as a guarantee. In case of non-payment of AP House fees, or any damage to the room during the period of stay, charges will be deducted from the security deposit, and the remaining amount will be returned to the student upon moving out of the dormitory.

*3 April enrollees are required to pay two months rent in advance (April and May). September enrollees are required to pay 1.5 months rent in advance (from mid-September to end-October).

*4 An International Student is a student who currently has the "College Student" visa status on their passport.

*5 The monthly rent for international students is 39,000 yen. At APU, Japanese nationals and those who enter with a visa other than a college student visa (family, permanent) are considered as domestic students. The monthly rent for domestic students is 49,000 yen. If you have any questions or concerns regarding this matter please inquire the AP House office.

5 Money Deposit (ONLY for applicable students)

The money deposit system was created by the university to allow enrollees to deposit their first year of living expenses and tuition fee. This system provides assurance of sufficient financial means for the first year of studies to the Japanese Immigration Bureau in the application process of the Certificate of Eligibility (COE).

- After enrollment, monthly living expenses will be transferred to the student's designated bank account every month. Students who live in AP House will have their dormitory fees deducted directly from their living expenses deposit. Tuition fees will also be deducted and transferred on designated payment dates.
- If the money deposit system is applicable to the successful applicant, the money deposit payment will be included in the same invoice as the enrollment procedure fees, which will be sent together with the application results. The amount of money deposit varies according to the amount of APU Tuition Reduction Scholarship awarded, but in principle comprises the tuition fee and living expenses during the first year of studies. After payment of all fees has been confirmed, the university will apply for the COE on behalf of the applicant.

6 Living Expenses

Living expenses in Japan are approximately 900,000 Japanese yen per year.

*IMAT students are guaranteed a room in ECB Student Houses for the second year of the IMAT program held in Germany. The monthly rent for ECB Student Houses (including utilities but NOT including meals, telephone charges, etc.) is approximately 15 € per square meter (sqm). The size of the apartments varies between 15 and 30 sqm. Prior to moving in, you will be required to make a deposit in advance, equivalent to approximately three months dormitory fees.

<http://www.imat-master.com/>

■ Scholarship System ■

APU provides various scholarships for outstanding students. The APU Tuition Reduction Scholarships are available to both Japanese nationals and international students. Please note that although the “College Student” status is not a requirement for receiving the APU Tuition Reduction Scholarships, it is mandatory for most other scholarships, medical benefits and privileges for international students.

[Scholarships Available Before Enrollment]

a. APU Tuition Fee Reduction Scholarship

The Scholarship evaluation will be conducted at the same time as the application screening. [Those who wish to apply for this scholarship should mark the appropriate box on page 1 of the application form.](#)

This scholarship is made available by the financial contribution of domestic and international companies; independent sources and government organizations which support the ideals of APU. The purpose of this scholarship is to help reduce the financial burden for outstanding graduate students and those students who are awarded this scholarship are expected to serve as role models for their fellow students.

The scholarship will remain valid until graduation, provided that the recipient maintains a good academic record and avoids any misconduct unbefitting that of a scholarship recipient. In the event of inappropriate behavior or conduct that may tarnish the reputation of the university, the scholarship will be revoked. By applying for this scholarship you are indicating your understanding of the above matters. The scholarship result will be sent together with the application screening result.

- ◆ The scholarship will be decided based on the evaluation of the documents submitted for application.
- ◆ Major areas of the application to be evaluated when awarding scholarships are English language proficiency, previous academic records, research proposal / study plan and professional experience (especially for MBA).
- ◆ Tuition reduction only covers the least amount of credits required to graduate within the standard period of time.
- ◆ The amount of scholarship awarded is final and will not be reconsidered under any circumstances.

(Reference) APU Tuition Reduction Scholarship for year 2011

Scholarship Award (Tuition Fee reduction %)	GSA Applicants Amount of Annual Tuition Fees to be borne by the applicant (standard period of completion)	GSM Applicants Amount of Annual Tuition Fees to be borne by the applicant (standard period of completion)	Other fees to be borne by the applicant
100% Tuition Reduction	None	None	<ul style="list-style-type: none"> • Application Fee • Admission Fee • Living expenses • Airfare to Japan • Miscellaneous
80% Tuition Reduction	280,000 yen annually	360,000 yen annually	
65% Tuition Reduction	490,000 yen annually	630,000 yen annually	
50% Tuition Reduction	700,000 yen annually	900,000 yen annually	
30% Tuition Reduction	980,000 yen annually	1,260,000 yen annually	

*Tuition Fee may be subject to changes every year.

b. Other Scholarships

Apart from the APU Tuition Fee Reduction scholarship, there are other scholarships offered periodically by external organizations for which APU can recommend a small number of very gifted students. Please check the APU Graduate School homepage for information regarding scholarships currently on offer, their eligibility requirements and the relevant application periods. APU will also contact current applicants who fulfill the eligibility requirements of these scholarships.

Applicants who are confirmed recipients of any kind of external scholarship must attach original proof and documents detailing benefits of the scholarship. If you have been awarded an external scholarship, please provide the details on page 1 of the application form. Prospective recipients of outside scholarships which cover the full cost of the tuition are not eligible to apply for APU Tuition Reduction Scholarships.

[Scholarships Available After Enrollment]

For students who receive excellent results after enrollment, it is possible to receive scholarships from MEXT, regional organizations (Oita Prefecture, Beppu City, etc.) and other private scholarship foundations. Scholarships are also available for self-motivated students who have produced remarkable results in their own activities. Information regarding these scholarships is available through the APU Student Office.

For details on external scholarships and scholarships available after enrollment, please check our homepage at <http://www.apu.ac.jp/graduate>

Graduate School Application Form

I. Applicant Information

1. Family Name in Alphabet: _____
2. Given Names in Alphabet: _____
3. Name in Chinese Characters (if applicable): _____
4. Date of Birth: _____ Year _____ Month _____ Date _____ 5. Gender: Male Female
6. Nationality: _____ 7. Native Language: English Japanese other than English/Japanese
8. Email: _____
 (Please write clearly, as this will be used as the primary contact.)

Please affix a photograph
 (4cm X 3cm),
 taken within the last
 3 months in a plain
 background.
 No cap or hat is allowed.

9. Current Address in Alphabet: _____
 City / State _____ Country _____ Postal Code _____
 Address in Chinese Characters (if applicable): _____
 Phone: _____ Mobile: _____
10. Mailing Address (if different from above) : _____
 City / State _____ Country _____ Postal Code _____
 Address in Chinese Characters (if applicable): _____
 Phone: _____ Mobile: _____
- 11: Emergency Contact
 Relationship with Applicant Father Mother Others (Please specify) _____
 Name in Alphabet : _____
 Phone: _____ E-mail: _____

II. Program of Study

*Please check **only one** program below.

- Program Commencement: Spring (April) Fall (September)
- Graduate School of Asia Pacific Studies**
- Master in Asia Pacific Studies Asia Pacific Studies Contemporary Japan Studies (begins in fall only)
- Doctor of Philosophy in Asia Pacific Studies Major in Asia Pacific Studies (Pre-screening must be completed before applying for the PhD program)
- Master in International Cooperation Policy Development Economics International Public Administration
- Public Health Management (begins in fall only) Environmental Policy and Administration
- Dual Master's Degree Program (IMAT) (begins in fall only)
- Tourism Policy and Administration
- Graduate School of Management**
- Master of Business Administration (MBA) Finance International Business and Marketing Innovation and Technology Management
- Comparative Institution Design for Transition Economy and Business Management
- Scholarship: Do not apply for APU Tuition Reduction Scholarship Apply for APU Tuition Reduction Scholarship
- I have been awarded a scholarship by another organization. (Please attach the certificate and provide the details below)

III. Application Fee

A non-refundable application fee is compulsory for the application. Cash payments will not be accepted.
 My mode of payment for the application fee is:

- Bank Transfer (Overseas) Payment Date: _____ Payer's Name: _____
- Bank Transfer (in Japan) Payment Date: _____ Payer's Name: _____
- Bank Check* Bank Name: _____ Check Number: _____

* Applications will not be evaluated without the application fee.

* Payment by bank check is not applicable for applicants residing in Japan.

FOR UNIVERSITY USE 大学使用欄			
願書受付日	/ /	検定料受付日	/ /
検定料納入方法	<input type="checkbox"/> 小切手	<input type="checkbox"/> 海外送金	<input type="checkbox"/> 国内送金 <input type="checkbox"/> CD
<input type="checkbox"/> 一般 <input type="checkbox"/> 大使館 <input type="checkbox"/> リンケージ <input type="checkbox"/> MOF <input type="checkbox"/> JICA <input type="checkbox"/> JPA その他 _____			

IV. Education History

In chronological order, please list all schools in English, that you have attended from elementary school to the last or current-attending school.

Institution Name and Country	Language of Instruction	Started (yy/mm)	Completed (yy/mm)	Course/ Award
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

V. Employment History / Other Activities

Please outline your work, internship, volunteer and other activities in chronological order. In the "Type" column, write the letter "W" for full-time work or employment, "P" for part-time work, "I" for internship and "O" for volunteer or any other type of activity. If there is insufficient space to outline all your activities on this page, please attach additional pages or your resume.

Type	Company Name	Company Address	Started (yy/mm)	Completed (yy/mm)	Responsibilities
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

VI. Official Test Scores (Please refer to page 5-7 of the Admissions Guide)

Please request the test center to send the score reports to APU directly. The institution code of APU is 2791 (and 7116 for GRE). Photocopies or certified copies of the test score reports will not be accepted.

Test Name	Test Date (Month, Year)	Test Score	
TOEFL® (iBT/ PBT)	_____	_____	Registration ID: _____
IELTS	_____	_____	Test Report Form Number: _____
TOEIC®	_____	_____	
GMAT®	_____	_____	Submission of a GMAT® score is required for GSM (MBA) applicants who do not have at least two years full-time work experience.
GRE®	_____	_____	Submission of a GRE® score is recommended, but not mandatory, for GSA applicants.

Application for exemption from English test requirement (for all those not submitting a test score)

Grounds for exemption:

- Native English speaker (first language is English)
- At least six years of education from high school or above in English language only (MUST attach proof)

VII. Documents to be returned

Please note that the University will only return upon request original documents that cannot be reissued.

I request for document(s) to be returned

No Yes Name(s) of document: _____

VIII. Declaration and Signature

I hereby declare that all of the information provided is true and correct, and that the submitted documents contain no forgeries or plagiarism. If there are any forgeries, false information, or plagiarism found before or after enrollment, I understand that my acceptance may be revoked, and no appeals will be allowed under any circumstances.

Date: _____ Applicant's Signature: _____

Personal Statement

Please write a statement according to the instructions below explaining why you wish to enroll in Ritsumeikan Asia Pacific University Graduate School. Your statement should include responses to the following questions. Rather than answering each question individually, please write one continuous essay which addresses the questions.

The personal statement should be at least one, but not longer than two A4 pages of typed / printed text.
Please attach it to this application.
Please DO NOT hand-write your statement.

Applicants for the Dual Master's Degree Program in International Material Flow Management (IMAT)

- (1) How did you find out about the IMAT program?
- (2) What do you think Material Flow Management means, and why are you interested in studying Material Flow Management?
- (3) What attracted you to the IMAT Program in particular?
- (4) How do you think your experiences to date (both academic and extra-curricular) will help you succeed in the IMAT Program?
- (5) In what ways do you think you could contribute to IfaS / APU?
- (6) In what way do you think the education you will receive at IfaS / APU will benefit you in the future?

Applicants for GSM (MBA) Programs

- (1) What, in particular, attracted you to your chosen program?
- (2) Your past work experience in detail if any, and your future career plan
- (3) How do you think your experiences to date (both academic and extra-curricular) will help you succeed in the APU Graduate School of Management?
- (4) How would you define "business" according to your perspective?
- (5) In what ways do you think you could contribute to APU as a whole?
- (6) In what ways do you think the education you will receive at the APU Graduate School of Management will benefit you in the future?

Applicants for All Other Programs

- (1) What attracted you to the program you choose in particular?
- (2) How do you think your experiences to date (both academic and extra-curricular) will help you succeed in the APU Graduate School?
- (3) In what ways do you think you could contribute to APU as a whole?
- (4) In what ways do you think the education you will receive at the APU Graduate School will benefit you in the future?

Name _____ Nationality _____

PLAGIARISM WARNING

All written work submitted by applicants will be thoroughly checked for plagiarism. Applicants must write in **their own words only**. Brief quotations are allowed only if they are properly cited, but paraphrasing is preferable whenever possible. Evidence of plagiarism may result in the failure of the application.

Research Proposal / Study Plan**Applicants for GSA Programs (including master's in APS, ICP, IMAT, and doctoral programs)**

Please provide a research proposal. This proposal should include coverage of the following matters:

- (1) A brief review of the sources you read about your topic before writing the research plan
- (2) The specific objectives of your research
- (3) The research methods you intend to use to complete your research successfully
- (4) Potential significance of your proposed research

Rather than answering each question individually, please write one continuous proposal which addresses the questions.

Master's proposals should be at least two A4 pages of typed / printed text. Doctoral proposals should be six to ten pages. Please write the topic of your proposal below and then attach your typed proposal to this application.

Research Proposal Topic: _____

Applicants for GSM (MBA) Programs

Please provide an outline of your plans for study in the MBA program. Your outline should include answers to the following:

- (1) Your proposed area of specialization and course of study. (please refer to APU brochures, website, etc. for curriculum and syllabus details)
- (2) The relationship between your career to date and future career path, current business or work related activities and the proposed area of specialization.
- (3) Management issues and interests you may encounter while pursuing your studies at APU.

Rather than answering each question individually, please write one continuous plan which addresses the questions.

The plan should be approximately two A4 pages of typed / printed text. Please write the topic of your plan below and then attach your typed plan to this application.

Study Plan Topic: _____



Letter of Recommendation 1 (to be completed by a university instructor)

Name of Applicant (in Roman alphabet): _____

To the individual writing the recommendation

Thank you for your cooperation in providing a recommendation for the above applicant to the APU Graduate Schools. Please answer the following questions as honestly and in as much detail as possible. If writing by hand, please print clearly (do not use cursive writing).

If there is insufficient space below, please attach a separate sheet.

After completing this form, please place it in a sealed envelope and give it to the applicant, or send it directly to: Graduate Admissions Office, Ritsumeikan Asia Pacific University, 1-1 Jumonjibaru, Beppu Oita 874-8577JAPAN.

What is your relationship to the applicant and how long have you been acquainted with him / her?

What superior talents or character traits does the applicant possess? What areas do you feel the applicant needs to concentrate more on?

In what way do you feel that experiences at APU Graduate School will be of benefit to the applicant?

Is there anything which you believe may limit the applicant's chances of success at APU Graduate School and in the future?



Letter of Recommendation 1 (continued)

Please provide an appraisal of the applicant in terms of the qualities below:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Assess
Intellectual ability	_____	_____	_____	_____	_____	_____
Analytical ability	_____	_____	_____	_____	_____	_____
Judgment	_____	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____	_____
Oral communication	_____	_____	_____	_____	_____	_____
Written communication	_____	_____	_____	_____	_____	_____
Future potential	_____	_____	_____	_____	_____	_____

Overall rating: Strongly recommend Recommend
 Recommend with reservations Do not recommend

Other comments: _____

Name and contact details

Name _____ Occupation _____
 Institution _____ Title / Post _____
 Address Street _____ City _____
 State / Prefecture _____ Postal Code _____ Country _____
 Telephone _____ E-mail _____
 Signature _____ Date _____



Letter of Recommendation 2 (to be completed by a university instructor, an employer, or someone of no blood relation to the applicant)

Name of Applicant (in Roman alphabet): _____

To the individual writing the recommendation

Thank you for your cooperation in providing a recommendation for the above applicant to the APU Graduate Schools. Please answer the following questions as honestly and in as much detail as possible. If writing by hand, please print clearly (do not use cursive writing).

If there is insufficient space below, please attach a separate sheet.

After completing this form, please place it in a sealed envelope and give it to the applicant, or send it directly to: Graduate Admissions Office, Ritsumeikan Asia Pacific University, 1-1 Jumonjibaru, Beppu Oita 874-8577 JAPAN.

What is your relationship to the applicant and how long have you been acquainted with him / her?

What superior talents or character traits does the applicant possess? What areas do you feel the applicant needs to concentrate more on?

In what way do you feel that experiences at APU Graduate School will be of benefit to the applicant?

Is there anything which you believe may limit the applicant's chances of success at APU Graduate School and in the future?



Letter of Recommendation 2 (continued)

Please provide an appraisal of the applicant in terms of the qualities below:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Assess
Intellectual ability	_____	_____	_____	_____	_____	_____
Analytical ability	_____	_____	_____	_____	_____	_____
Judgment	_____	_____	_____	_____	_____	_____
Maturity	_____	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____	_____
Flexibility	_____	_____	_____	_____	_____	_____
Ability to work with others	_____	_____	_____	_____	_____	_____
Oral communication	_____	_____	_____	_____	_____	_____
Written communication	_____	_____	_____	_____	_____	_____
Future potential	_____	_____	_____	_____	_____	_____

Overall rating: Strongly recommend Recommend
 Recommend with reservations Do not recommend

Other comments: _____

Name and contact details

Name _____ Occupation _____
 Institution _____ Title / Post _____
 Address Street _____ City _____
 State / Prefecture _____ Postal Code _____ Country _____
 Telephone _____ E-mail _____
 Signature _____ Date _____



We would appreciate your kind cooperation in filling out this survey. Answers will not affect your application in any manner and may be used in order to improve our admissions process.

1. When did you start to think about applying to APU?

- More than six months ago
- Three to six months ago
- Two to three months ago
- About a month ago
- Recently (Less than a month)

Please check within the provided boxes.

Example



2. How did you obtain information about APU? (Multiple answers allowed)

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> ① Internet Name: _____ <input type="checkbox"/> ③ Government Embassy <input type="checkbox"/> ⑤ APU Information Session Place: _____ <input type="checkbox"/> ⑦ APU Staff / Faculty Member <input type="checkbox"/> ⑨ School Teacher / Counselor <input type="checkbox"/> ⑪ APU Prospectus | <ul style="list-style-type: none"> <input type="checkbox"/> ② Newspaper / Magazine Name: _____ <input type="checkbox"/> ④ Graduate School Fair Place: _____ <input type="checkbox"/> ⑥ APU Overseas Office <input type="checkbox"/> ⑧ Family Member / Friends <input type="checkbox"/> ⑩ APU Student / Graduate Name: _____ <input type="checkbox"/> ⑫ Others _____ |
|--|---|

3. From Question 2, please choose the factor that has made you decide to apply to APU.(Choose only one option.)

- ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

4. What are the influencing factors in choosing your university? (Up to three answers allowed)

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> ① International recognition <input type="checkbox"/> ③ Curriculum contents <input type="checkbox"/> ⑤ Language education <input type="checkbox"/> ⑦ Tuition fees / Scholarships <input type="checkbox"/> ⑨ Cultural diversity <input type="checkbox"/> ⑪ Teacher recommendation | <ul style="list-style-type: none"> <input type="checkbox"/> ② Reputation in home country <input type="checkbox"/> ④ Strength of faculty / research <input type="checkbox"/> ⑥ University location <input type="checkbox"/> ⑧ Graduate employment rate <input type="checkbox"/> ⑩ Parent encouragement <input type="checkbox"/> ⑫ Others _____ |
|---|---|

5. Besides APU, have you also applied to other universities? (Multiple answers allowed)

- Other universities in Japan Name: _____
- Universities in home country Name: _____
- Universities in other countries (English speaking countries) Name: _____
- Universities in other countries (non-English speaking countries) Name: _____
- Only APU

Thank you for answering the survey.

FOR UNIVERSITY USE

Personal Information Policy

Personal information collected from individuals during the admissions process will be handled in accordance with the following.

(1) Purpose of Use of Personal Information

- ① To carry out the admissions process, such as screening, etc.
- ② To notify results
- ③ To send enrollment-related documents
- ④ To complete the procedures to attain the Certificate of Eligibility to issue a VISA
- ⑤ To send the orientation guide for new students
- ⑥ To send various questionnaires after admission

(2) Management of Personal Information

Ritsumeikan Asia Pacific University will manage the personal information of application in compliance with relevant laws and regulations. Information will be managed securely to prevent loss, destruction or divulgence.

(3) Outsourcing of Handling of Personal Information

Ritsumeikan Asia Pacific University may outsource part of the handling of the personal information of applicants when necessary, such as the receipt of applications or the data entry of personal details. In such cases, Ritsumeikan Asia Pacific University and the external organization will sign a contract regarding the appropriate management of personal information.

(4) Statistical Use of Personal Information

Ritsumeikan Asia Pacific University may use data extracted from applicants' personal information to conduct various statistical analysis to be used for surveys and research relating to the admission process. This data may also be provided to students interested in applying to Ritsumeikan Asia Pacific University. However, the university shall ensure that any information made public cannot be used to identify specific individuals.

Organizations Providing Standardized Examinations

TOEFL® Test of English as a Foreign Language
by ETS: Education Testing Service
<http://www.ets.org/toefl>

IELTS International English Language Testing System
by the British Council
<http://www.ielts.org>

TOEIC® Test of English for International Communication
by ETS: Education Testing Service
<http://www.ets.org/toeic/>

GMAT® Graduate Management Admission Test
by The Graduate Management Admission Council (GMAC)
<http://www.mba.com/mba/thegmat>

GRE® Graduate Record Examinations
by ETS: Education Testing Service
<http://www.ets.org/gre/>

Please send your inquiries to:
Ritsumeikan Asia Pacific University
Admissions Office
1-1 Jumonjibaru, Beppu, Oita, 874-8577 Japan

Choose your preferred method
of contacting us for any questions.

 **apugrad@apu.ac.jp**

Reliable : If you would like to explain or inform us about anything lengthy, internet email is the best method!
Answers to your questions will be explained, and you can read them over for full comprehension.

 **+81-977-78-1119**

Available Time 9:00am~5:00pm (Japan Time)

Relaxed : Feel comfortable to talk to admission counselors in Japanese or English.

Questions asked by telephone will not affect your application, so please feel free to ask anything.

 **+81-977-78-1121**

available 24 hours

Relieved : If you have queries about the submission of documents or certificates, please fax them to us for evaluation.

Personal information will be strictly protected, so please do not have any worries.

 **<http://www.apu.ac.jp/graduate>**

APU Overseas Offices

You can contact the following offices in your native language.

China

Ritsumeikan Liaison Office, Shanghai Jiaotong University
D, 18F Shentong Xinxi Guangchang, No. 55, Huaihai West Rd.,
Shanghai City 200030 China

Tel: +86-21-6283-5104 Fax: +86-21-6283-5247
www.apu.net.cn E-mail: shanghai@st.ritsumei.ac.jp

India

Ritsumeikan India Office
2nd Floor, The Japan Foundation Building, 5-A, Ring Road Lajpat Nagar-IV,
New Delhi-110024, India

E-mail: india@apu.ac.jp
Tel / Fax: +91-11-4601-6824

Indonesia

APU Indonesia Information Center
Summitmas Tower I, 10th Floor, Jend. Sudirman KAV.61-62,
Jakarta 12190 Indonesia

Tel: +62-21-252-3708/3709 Fax: +62-21-252-3710
www.apu-ina.com E-mail: univrap@pacific.net.id

Korea

APU Korea Office
#503, Halla Classic Officetel 5th Floor, 824-11
Yeoksam-Dong, Gangnam-gu, Seoul 135-080 Korea

Tel: +82-2-564-3425/3426 Fax: +82-2-564-3427
www.ritsapu-kr.com E-mail: hello@ritsapu-kr.com

Taiwan

APU Taiwan Office
Room 206, 11th Floor, No.51, Hengyang Road, Taipei, Taiwan

Tel: +886-2-2311-2922 Fax: +886-2-2311-2927
E-mail: taipei@apu.ac.jp

Thailand

APU Liaison Office
Dr. Twee Hormchong
Visiting Professor, Ritsumeikan Center for Asia Pacific Studies
99/14 Soi 84 Petkasem Road, Bangkok 10160 Thailand

Tel / Fax: +66-2-413-0275
www.apu-thailand.com E-mail: twee@apu.ac.jp

Vietnam

APU Vietnam Office
17 Kim Ma Thuong St, Ba Dinh, Hanoi, Vietnam

Tel: +84-4-37-622-117
www.apujapan.vn E-mail: vietnam@apu.ac.jp

APU Overseas Representatives

The following overseas representatives do not accept application documents.
Please send documents to the address shown on Page 9.

Canada

The UBC-Ritsumeikan Academic Exchange Program Office
University of British Columbia

Room 333 Ritsumeikan-UBC House,
6460 Agronomy Road, Vancouver, B.C. V6T 1W9, Canada
Tel: +1-604-822-9501 Fax: +1-604-822-9515
www.rits.ubc.ca

Oceania

Mr. Jeremy Breaden
Tel: +61-432-531-600 E-mail: oceania@apu.ac.jp

Sri Lanka

Mr. Harin Gunawardena
183/1, Nawala Road, Nugegoda, Sri Lanka
Tel: +94-714251314 E-mail: harin@wow.lk

