



STUDENT EXCHANGE PROGRAM INFORMATION SHEET 2010

CONTACT INFORMATION

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ACADEMIC CALENDER FOR 2010

<Semester 1: April 1- September 20, 2010>

Orientation Week	Apr 2 – Apr 9 2010
Suggested Arrival Date	March 28 – 29, 2010
Course Registration	April 8 – April 9, 2010
Term Dates	Quarter 1: April 12 – June 2, 2010 Quarter 2: June 7 – July 30, 2010
Examination Periods*	Quarter 1: May 31 - June 2, 2010 Quarter 2: July 26 – July 30, 2010
Term Breaks	Quarter Break: June 3 - June 6, 2009 Summer Break: July 31 - September 20, 2010

<Semester 2: September 21, 2010 - March 31, 2011>

Orientation Week	September 21 - 28, 2010
Suggested Arrival Date	September 12 - 14, 2010
Course Registration	September 27 – September 28, 2010 (tentative)
Term Dates	Quarter 1: September 29 - November 19, 2010 Quarter 2: November 24 - February 4, 2011
Examination Periods*	Quarter 1: November 17 - 19, 2010 Quarter 2: January 31 – February 4, 2011
Term Breaks	Quarter Break: November 20 - 23, 2010 Winter Break: February 5 - March 31, 2011

*Students are required to stay at APU until the end of the final examination period of the semester.

ADMISSION PROCEDURE

Application Deadline	For Semester 1 Enrollment: October 22 For Semester 2 Enrollment: April 22
Application Documents	<ol style="list-style-type: none"> 1) Application Form for APU Student Exchange Program (downloadable) 2) Certificate of University Enrollment 3) Official Academic Transcript 4) Documents which prove proficiency in English or Japanese (downloadable) 5) JASSO Scholarship Application Form (optional) –downloadable 6) JENESYS Scholarship (Korean Nationals only) 7) Certificate of Enrollment of the Applicant for JASSO Scholarship (optional) - downloadable 8) Application for Certificate of Eligibility (downloadable) 9) Confirmation of Application for Certificate of Eligibility by Proxy (downloadable) 10) Study Abroad Financial Support Plan Form (downloadable) 11) Statement of Financial Support (downloadable); not necessary in case of “self support”. 12) Certificate of Bank Statement: Document that proves your ability to cover the expenses for your full period of study at APU (either on the name of the applicants or the sponsor) 13) 2 Identical Passport-sized Photographs 14) Passport Copy (must be valid for more than 1 year from the expected arrival date in Japan) 15) Checklist (downloadable) <p>*Incomplete application may be rejected *Download http://www.apu.ac.jp/apuint/modules/toapu/index.php?id=9 (APU Homepage: http://www.apu.ac.jp >> International Exchange >> Quick Links: APU International Website >> To APU >> Student Exchange >> How to Apply)</p>
Language Requirement (Not necessary for native speakers)	<p>English: a) TOEFL PBT 550 / CBT 213 / IBT 79 or b) IELTS 6.0 or c) APU’s designated “Proficiency in English” form</p> <p>Japanese: a) Japanese Language Proficiency Exam Level 1 280 or b) APU’s designated “Proficiency in Japanese” form</p>
Minimum GPA Requirement	2.0 or higher out of a 4.0 grade scale

ACADEMIC INFORMATION

Level	Undergraduate only
Duration of Exchange	1 semester or 1 academic year
Colleges	APS: College of Asia Pacific Studies APM: College of International Management
Language of Instruction	English and Japanese
Number of Hours per Week per Course	4×95 minute: Semester-based language course 1×95 minute: Semester-based major course 2×95minute: Quarter-based major course
Number of Weeks of Study	1 semester is 14 weeks (plus 2 weeks of exams). APU runs on a quarter system (2 quarters per semester).
Required Number of Courses	Minimum: 10 credits in one semester (= 4 to 5 courses) Maximum: No Limit Average: 16 to 18 credits in one semester (= 8 to 9 courses)

	<p>*Although there is no restriction in maximum number of credits to take, students are recommended not to take more than 18 credits for their quality of learning.</p> <p>*Please note that students must take classes for the whole semester. It is not acceptable to register classes only during 1st quarter or only during 2nd quarter. Students must take classes in both quarters while they are at APU as an exchange student.</p>
Language Facilities and Support	Japanese classes (creditable) for all levels
Course Registration Restriction	Exchange students may not register 3 rd year and 4 th year seminar classes
Course Registration Period	Registration is all on-line and is held after students attend the orientation (spaces per class are limited)
Course Syllabus	<p>Website: http://portal1.apu.ac.jp/syllabus/syllabus/search/Menu.do?LANGUA GE=2</p> <p>*Courses offered each semester will be announced in March (Spring Semester) and September (Fall Semester).</p>
Credit system	<p>1 major course = 2 credits 1 language class = 4 credits APU incorporates the UMAP Credit Transfer Scheme. 1 APU credit = 1.9230 ECTS</p>
Grading system	<p>A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail</p>
Transcripts	<p>Transcripts will be issued on the following dates: Spring Semester: September 21 Fall Semester: April 1</p>

ACCOMMODATION

On-campus Accommodation	All exchange students are guaranteed a place in AP House; our on-campus halls of residence.
Fees and Method of Payment	<p>39000 JPY /month Non-refundable Moving-in Fees of 16,000 JPY Invoice will be mailed upon admission approval. Students will be asked to pay fees for the entire period of your stay at APU prior to arrival.</p>
Meal Plan	<p>No meal plan is available. Students are free to use the communal kitchens of AP House for cooking or take their meals at our on-campus cafeterias.</p>
Are on-campus rooms available from arrival?	YES (Please arrive between the suggested arrival period)
Telephone/internetline, air-conditioner etc?	YES.
AP House Website	<p>APU Homepage: http://www.apu.ac.jp Future Students: Campus Life APU Life: AP House</p>

VISA

<p>If the Certificate of Eligibility (COE) is issued by the Immigration Department (Japan), students may apply for their study Visa at the closest Japanese Embassy or in their home country prior to arrival in Japan. All Incoming Short term study abroad (including exchange) students will be given a 1 year study visa even if the study period is for 1 semester only. Students are strictly required to leave Japan after the completion of their intended study period.</p>

MANDATORY HEALTH / MEDICAL INSURANCE

Starting from the 2010 academic year, the Japan National Health Insurance plan (NHI) and Student's Comprehensive Renters Insurance are applicable to short term study abroad students in Japan at APU and therefore mandatory for all students to purchase. Students who wish to join extra insurance policies are more than welcome to do so. Insurance premium will be collected after arrival.

EMPLOYMENT

Employment Opportunities for Exchange Students	Part-time jobs are sometimes available within the university and in the city. APU provides students with information on part-time jobs however, competition is tough.
Employment Regulations	Students are required to file for a "Work Permit" (Application for Permission to engage in Activity other than that Permitted under the Status of Residence Previously Granted) to the Immigration Bureau before getting a job and participate in activities other than studying. This form is available at the Student Office (APU).

DRIVING

Incoming Short-term Students are not allowed to drive or buy motor vehicles including bikes during their study abroad program at APU.

ESTIMATED LIVING COSTS

Food / Meals	40,000 JPY /month
Academic Expenses (e.g. books)	6,000 JPY /month
Transportation	5,000 JPY /month
Other	10,000 JPY /month