



STUDENT EXCHANGE PROGRAM INFORMATION SHEET 2010

CONTACT INFORMATION

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ACADEMIC CALENDER FOR 2010

<Semester 1: April 1- September 20, 2009> **final dates will be updated in October 2009**

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| Orientation Week | March 31 - April 10, 2009 |
| Suggested Arrival Date | March 28 - 30, 2009 |
| Course Registration | April 8 - April 10, 2009 |
| Term Dates | Quarter 1: April 13 - June 3, 2009 Quarter 2: June 8 - July 31, 2009 |
| Examination Periods* | Quarter 1: June 1 - June 3, 2009 Quarter 2: July 27 - July 31, 2009 |
| Term Breaks | Quarter Break: June 4 - June 7, 2009 Summer Break: August 1 - September 20, 2009 |

<Semester 2: September 21, 2009 - March 31, 2010> **final dates will be updated in October 2009**

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| Orientation Week | September 21 - 29, 2009 (tentative) |
| Suggested Arrival Date | September 13 - 15, 2009 |
| Course Registration | September 26 - September 29, 2009 (tentative) |
| Term Dates | Quarter 1: September 30 - November 20, 2009 Quarter 2: November 25 - February 5, 2010 |
| Examination Periods* | Quarter 1: November 18 - 20, 2009 Quarter 2: February 1 - February 5, 2010 |
| Term Breaks | Quarter Break: November 21 - 24, 2009 Winter Break: February 6 - March 31, 2010 |

*Students are required to stay at APU until the end of the semester and examination periods.

ADMISSION PROCEDURE

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| 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

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| 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) |

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| | <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>APU Academic (http://www.apu.ac.jp/academic/) Click "Syllabus" under Asia Pacific Studies or Asia Pacific Management.</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</p> <p>1 language class = 4 credits</p> <p>APU incorporates the UMAP Credit Transfer Scheme.</p> |
| Grading system | <p>A+ 100 – 90%</p> <p>A 89 – 80%</p> <p>B 79 – 70%</p> <p>C 69 – 60%</p> <p>F Fail</p> |
| Transcripts | <p>Transcripts will be issued on the following dates:</p> <p>Spring Semester: September 21</p> <p>Fall Semester: April 1</p> |

ACCOMMODATION

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| 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</p> <p>Non-refundable Moving-in Fees of 16,000 JPY</p> <p>Invoice will be mailed upon admission approval.</p> <p>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.</p> <p>Students are free to use the communal kitchens of AP House for cooking or take their meals at the on-campus cafeterias.</p> |
| Alternative Accommodation | Students may move into a private apartment off-campus. However, rent and transport costs are more expensive. |
| Are on-campus rooms available from arrival? | YES, if it is between the suggested arrival periods. |
| Telephone/internetline, air-conditioner etc? | YES. |
| AP House Website | <p>APU Homepage: http://www.apu.ac.jp Future Students: Campus Life</p> <p>APU Life: AP House</p> |

VISA

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| <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</p> |
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of their intended study period.

MANDATORY HEALTH / MEDICAL INSURANCE

Starting from 2010 academic year, the Japan National Health Insurance plan (NHI) is applicable to short term study abroad students in Japan at APU and therefore **mandatory** for all students to participate. The insurance premium will be collected at the Orientation day (20,000yen (cash) for 1 year). Students who wish to join extra insurance policies are more than welcome to do so.

EMPLOYMENT

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| 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 “Application for Permission to engage in Activity other than that Permitted under the Status of Residence Previously Granted” to the Immigration Bureau. This form is available from the Student Office at 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

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| 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 |