



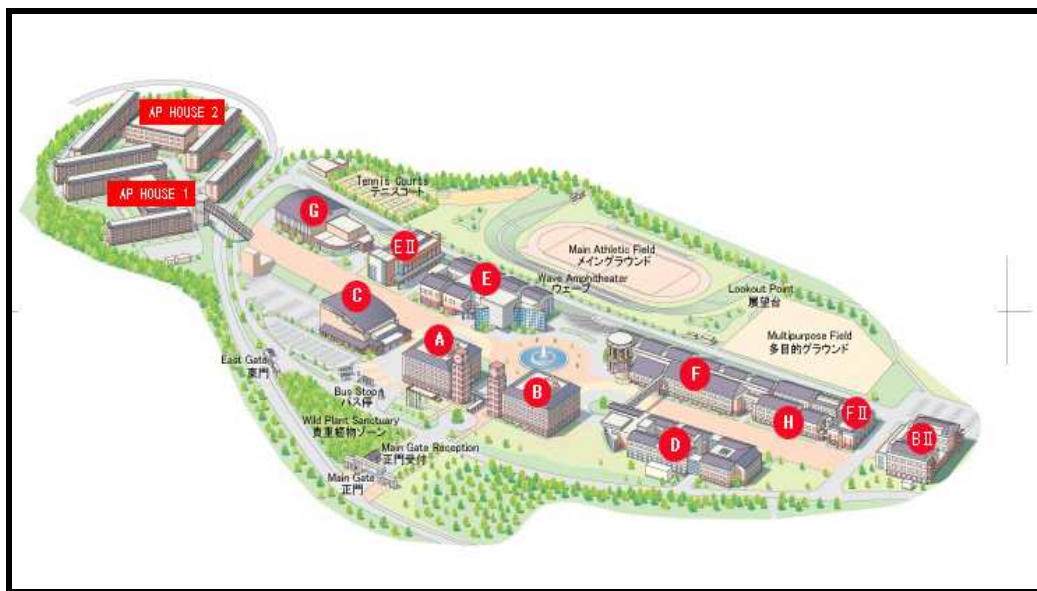
Ritsumeikan  
Asia Pacific University  
立命館アジア太平洋大学

## STUDENT EXCHANGE PROGRAM INFORMATION SHEET 2011

### CONTACT INFORMATION

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### APU CAMPUS



\*Academic Office located in 1<sup>st</sup> floor of Building B

# ACADEMIC CALENDAR FOR 2011

## <Semester 1: April 1- September 20, 2011>

<b>Suggested Arrival Date</b>	March 28 – 29, 2011
<b>Mandatory Orientation for exchange students</b>	March 30, 2011 (tentative)
<b>Orientation Week (Course Registration)</b>	April 4 – April 8, 2011 (tentative)
<b>Term Dates</b>	Quarter 1: April 11 – June 1, 2011 Quarter 2: June 6 – July 29, 2011
<b>Examination Periods*</b>	Quarter 1: May 30 - June 1, 2011 Quarter 2: July 25 – July 29, 2011
<b>Term Breaks</b>	Quarter Break: June 2 - June 5, 2011 Summer Break: July 30 - September 20, 2011

## <Semester 2: September 21, 2011 - March 31, 2012>

<b>Suggested Arrival Date</b>	September 11 - 13, 2011 (tentative)
<b>Mandatory Orientation for exchange students</b>	September 14, 2011 (tentative)
<b>Orientation Week (Course Registration)</b>	September 20 onwards, 2011 (tentative)
<b>Term Dates</b>	Quarter 1: October 3 - November 23, 2011 Quarter 2: November 28 - February 3, 2012
<b>Examination Periods*</b>	Quarter 1: November 21 - 23, 2011 Quarter 2: January 30 – February 3, 2012
<b>Term Breaks</b>	Quarter Break: November 24 - 27, 2011 Winter Break: December 24, 2011 - January 5, 2012 Spring Break: February 6 - March 31, 2012

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

## ADMISSION PROCEDURE

<b>Application Deadline</b>	For Semester 1 Enrollment: October 22 For Semester 2 Enrollment: April 22
<b>Application Documents</b>	<ol style="list-style-type: none"> <li>1) Application Form for APU Student Exchange Program (downloadable)</li> <li>2) Certificate of University Enrollment</li> <li>3) Official Academic Transcript</li> <li>4) Documents which prove proficiency in English or Japanese (downloadable)</li> <li>5) JASSO Scholarship Application Form (optional) –downloadable</li> <li>6) JENESYS Scholarship (Korean Nationals only)</li> <li>7) Certificate of Enrollment of the Applicant for JASSO Scholarship (optional) - downloadable</li> <li>8) Application for Certificate of Eligibility (downloadable)</li> <li>9) Confirmation of Application for Certificate of Eligibility by Proxy (downloadable)</li> <li>10) Study Abroad Financial Support Plan Form (downloadable)</li> <li>11) Statement of Financial Support (downloadable); not necessary in case of “self support”.</li> <li>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)</li> <li>13) 2 Identical Passport-sized Photographs</li> <li>14) Passport Copy (must be valid for more than 1 year from the expected arrival date in Japan )</li> <li>15) Checklist (downloadable)</li> </ol> <p>*Incomplete application may be rejected</p> <p>*Download  <a href="http://www.apu.ac.jp/apuint/modules/toapu/index.php?id=9">http://www.apu.ac.jp/apuint/modules/toapu/index.php?id=9</a>          (APU Homepage: <a href="http://www.apu.ac.jp">http://www.apu.ac.jp</a> &gt;&gt; International Exchange &gt;&gt; Quick Links: APU International Website &gt;&gt; To APU &gt;&gt; Student Exchange &gt;&gt; How to Apply )</p>
<b>Language Requirement</b> (Not necessary for native speakers)	<p>English: a) TOEFL PBT 550 / CBT 213 / IBT 79 <b>or</b></p> <p style="padding-left: 40px;">b) IELTS 6.0 <b>or</b></p> <p style="padding-left: 40px;">c) APU’s designated “Proficiency in English” form</p> <p>Japanese: a) Japanese Language Proficiency Exam Level 1 280 <b>or</b></p> <p style="padding-left: 40px;">b) APU’s designated “Proficiency in Japanese” form</p>
<b>Minimum GPA Requirement</b>	2.0 or higher out of a 4.0 grade scale

## ACADEMIC INFORMATION

<b>Level</b>	Undergraduate only
<b>Duration of Exchange</b>	1 semester or 1 academic year
<b>Colleges</b>	APS: College of Asia Pacific Studies APM: College of International Management
<b>Language of Instruction</b>	English and Japanese
<b>Number of Hours per Week per Course</b>	4×95 minute: Semester-based language course 1×95 minute: Semester-based major course 2×95minute: Quarter-based major course
<b>Number of Weeks of Study</b>	1 semester is 14 weeks (plus 2 weeks of exams). APU runs on a quarter system (2 quarters per semester).
<b>Required Number of Courses</b>	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)  *Although there is no restriction in the maximum number of credits to register, students are recommended not to take more than 18 credits for their quality of learning. *Please note that students must take classes for the whole semester. It is not acceptable to register classes only during 1 <sup>st</sup> quarter or only during 2 <sup>nd</sup> quarter. Students must take classes in both quarters while they are at APU as an exchange student.
<b>Language Facilities and Support</b>	Japanese classes (creditable) for all levels
<b>Course Registration Restriction</b>	Exchange students may not register 3 <sup>rd</sup> year and 4 <sup>th</sup> year seminar classes
<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 Syllabus</b>	Website: <a href="http://portal1.apu.ac.jp/syllabus/syllabus/search/Menu.do?LANGUAGE=2">http://portal1.apu.ac.jp/syllabus/syllabus/search/Menu.do?LANGUAGE=2</a> *Courses offered each semester will be announced in March (Spring Semester) and September (Fall Semester).
<b>Credit system</b>	1 major course = 2 credits 1 language class = 4 credits APU incorporates the UMAP Credit Transfer Scheme. 1 APU credit = 1.9230 ECTS
<b>Grading system</b>	A+ 100 – 90% A 89 – 80% B 79 – 70% C 69 – 60% F Fail

<b>Transcripts</b>	Transcripts will be issued on the following dates: Spring Semester: September 21 Fall Semester: April 1
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## ACCOMMODATION

<b>On-campus Accommodation</b>	All exchange students are guaranteed a place in AP House; our on-campus halls of residence.
<b>Fees and Method of Payment</b>	39000 JPY /month Non-refundable Moving-in Fees of 32,000 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.
<b>Meal Plan</b>	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.
<b>Are on-campus rooms available from arrival?</b>	YES (Please arrive between the suggested arrival period)
<b>Telephone/internetline, air-conditioner etc?</b>	YES.
<b>AP House Website</b>	APU Homepage: <a href="http://www.apu.ac.jp">http://www.apu.ac.jp</a> >> Future Students: Campus Life >> APU Life: AP House

## VISA

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 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, 1 year and 3 months visa will be given. Students are strictly required to leave Japan after the completion of their intended study period.

## **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 exchange 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**

<b>Employment Opportunities for Exchange Students</b>	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.
<b>Employment Regulations</b>	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**

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

## **ESTIMATED LIVING COST**

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