



**Ritsumeikan Asia Pacific
University**

**Graduate School
of Asia Pacific
Studies**

Admissions Guide

Major in Asia Pacific Studies (Master's and PhD)
Major in International Cooperation Policy (Master's)

Enrollment in 2007

For Internal Applicants
(current APU / Ritsumeikan University students)

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NOTICE ABOUT THE USE OF PERSONAL INFORMATION

All personal information that you submit to Ritsumeikan Asia Pacific University (APU) in the application forms, and in secondary documents as a part of the graduate school application process will be carefully protected and handled with the strictest regard for your privacy. This personal information will only be used for APU Graduate School admissions purposes. At no time will your personal information be shared with a third party outside of APU unless absolutely necessary for admissions or visa obtainment purposes. (For example: completed visa application forms and financial sponsor information will be shown to the Japanese immigration bureau in order to obtain the “Certificate of Eligibility for Status of Residence” so that you may apply for a student visa to enter Japan).

1. Application Options for Internal Applicants

Current students of Ritsumeikan Asia Pacific University or Ritsumeikan University can gain admission to the APU graduate schools under any one of the four entry schemes listed below. Full details about the specific academic requirements necessary to be eligible to apply under each scheme can be found in part 6 of this guide.

1.1 Application based on completion or scheduled completion of an APU / Ritsumeikan undergraduate degree

This option is for those who are scheduled to complete an undergraduate degree at APU or Ritsumeikan University before enrollment in the APU graduate programs. (Example: a student scheduled to graduate in March 2007 who wishes to apply for APU graduate school enrollment in April 2007.)

1.2 Early Registration of Graduate School Subjects

This option is for students who are scheduled to complete an APU undergraduate degree, and wish to take some APU graduate school classes during their last semester of undergraduate study. Students may register to take up to 10 credits of graduate subjects in their last semester of undergraduate study, and these credits will be recognized when they enter the APU graduate school officially, after completing their APU undergraduate (bachelor's) degree.

1.3 Application based on completion of a degree at another university

This option is for those who have already obtained an undergraduate (bachelor's) degree at another university. Such students are qualified to apply for entry into the APU graduate school at any time; there is no need to complete your undergraduate degree at APU first.

(Example: an international student who obtained a bachelor's degree in his or her home country before enrolling in the undergraduate program at APU)

1.4 Early Entry Program (tobi-kyu)

This option is for academically gifted students who are in their second-last (7th) or third-last (6th) semester at APU. Such students may be qualified to proceed directly to the APU graduate school without completing their undergraduate degree. Please note that a bachelor's degree from APU will NOT be awarded to students who enter the graduate school by this method.

For further details about each enrollment scheme please refer to the supplement entitled: "APU Graduate School Master's / MBA Admission Options for Current APU Students", which is available in the APU Admissions Office.

2. Outline of Process Leading to Enrollment in 2007

2.1 Application and Screening

Applicants must submit all required application documents (listed in section 8 of this guide) by the deadlines listed below. Applicants will then be screened, interviewed, and if successful, will be sent a Notification of Acceptance. Notification of any APU Graduate Scholarship awarded will also be sent.

2.1.1 Submission of Documents, initial screening

Final deadlines for submission of APU Graduate School application documents are as follows:

- **Spring Semester 2007 Enrollment Regular Application Deadline: Jan 20, 2007**
- **Fall Semester 2007 Enrollment Regular Application Deadline: June 30, 2007**

After the initial screening, successful applicants will be asked to have an interview with APU faculty.

Application Deadlines for APU students wishing to take graduate subjects during the last semester of their undergraduate study are different from those listed above. Please refer to the supplement entitled: “APU Graduate School Master’s / MBA Admission Options for Current APU Students” which is available in the APU Admissions Office, for the correct application deadlines.

2.1.2 Interview

An interview will be arranged at APU for applicants who successfully pass the initial application screening. More details about the interview will be provided to successful applicants as required.

Following the interview, accepted applicants will receive a Notification of Acceptance, and unsuccessful applicants will also be notified. Results will not be given out over the telephone, by fax, or e-mail. All decisions made about acceptance and the level of APU scholarship awarded are FINAL and no upgrades or other changes will be possible. We kindly ask for your understanding in this.

2.2 Enrollment

Accepted applicants will be sent the “Handbook of Enrollment Procedures.” Be sure to read this handbook carefully and carry out all the required enrollment procedures by the designated deadlines in order to enroll successfully.

3. Starting Dates and Periods for Completion

3.1 Academic Year

The programs at the APU Graduate School of Asia Pacific Studies can be commenced in either Spring Semester or in Fall Semester. The starting dates for each semester are as follows:

Spring Semester: April 1, 2007

Fall Semester: September 21, 2007 (both dates are tentative)

APU operates on a two semester per year system. Each semester is further broken into 2, two-month quarters, and a vacation session. All graduate classes will be conducted on a quarterly basis, except for research seminars which will be conducted on a semester basis. Several electives will be offered as intensive one-week programs during the summer and winter vacation sessions as well.

Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept
Fall Semester				Winter Session		Spring Semester				Summer Session	
1 st Quarter		2 nd Quarter				1 st Quarter		2 nd Quarter			
(Enrollment)				(Graduation)		(Enrollment)				(Graduation)	

3.2 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 or International Cooperation Policy	2 years	1 year
Doctoral Program - Major in Asia Pacific Studies	3 years	2 years

***Please note:** the graduate programs in the 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 PhD program in the minimum period shown above, if you successfully obtain the required number of credits for completion within this period. If you are interested in completing your graduate program in the minimum period, please indicate this interest when filling in the Application Form. 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 here at APU.

3.3 Course Capacity (number of students)

Program	Major	Intake per Year	Total Capacity
Master	Asia Pacific Studies (including Japan Studies)	15	30
	International Cooperation Policy	60	120
	Development Economics 15		
	International Public Administration 10		
	Environmental Policy and Administration 10		
Tourism Policy and Administration 10			
Public Health Management 15			
Doctor	Asia Pacific Studies	10	30

***Note:** regarding selection of Major (Asia Pacific Studies or International Cooperation Policy) for Master’s program applicants: It is only possible to change majors at the beginning of the second semester of study, and a change will only be permitted in exceptional cases. Please be careful to choose the major most appropriate for your study and research plans.

4. Fees and Charges

4.1 Application Screening Fee

Purpose of fee: To cover the costs associated with the processing and screening of graduate applications.

Amount: 35,000 Japanese Yen

When to pay: When you submit your application documents to APU. We will not accept your application documents without payment of the Application Screening Fee.

How to pay: Please pay the above amount by bank transfer either at a bank counter or through an ATM to the account shown below. Be sure to also include a copy of the proof of this payment in with your application. (e.g. the receipt issued by the bank, or the ATM payment receipt)

Bank: Sumitomo Mitsui Banking Corporation, Oita Branch, Ordinary Deposit Account みつゐすみともぎんこうおいたしてん
三井住友銀行大分支店

Swift Code: SMBCJPJT

Address: 1-3-22 Chuo-machi, Oita City, Oita Prefecture, Japan **Phone:** 0975-32-5161

Account No.: 1046348 ふつう
口座番号: (普通) 1046348

Account Name: RITSUMEIKAN ASIA PACIFIC UNIVERSITY THE RITSUMEIKAN TRUST

りつめいかん あじあたいへいようだいがく がっこうほうじんりつめいかん りじちょうかわもとはちろう
口座名: 立命館アジア太平洋大学 学校法人立命館 理事長川本八郎

Important notes:

- All bank service charges, etc. incurred upon payment of the Application Screening Fee are the responsibility of the applicant. The screening fee will not be refunded under any circumstances.

- Bank/Postal Checks will not be accepted as a form of payment.

Payment of the Application Screening Fee will **NOT BE REQUIRED** for students who apply to enter the Doctoral Program directly after completion of an APU Master's degree (APS, ICP or MBA).

4.2 Fees Prior to Enrollment

After receiving the Notification of Acceptance, applicants who wish to enroll in the graduate school at APU will be required to pay the (1) Admission Fee, (2) First Installment of the Tuition Fee, and (3) Dormitory Deposit Fee (if scheduled to reside in AP House) in order to proceed with the enrollment procedures. However, the necessary amount an applicant must pay will differ depending on whether or not the applicant is selected to receive an APU Graduate Scholarship. Please refer to the following information and continue with the application process only after confirming that you possess sufficient financial ability to successfully enroll in the APU Graduate School.

4.2.1 Admission Fee

If you receive a Notification of Acceptance and decide to enroll in the APU Graduate School, you must pay the Admission Fee. Please be aware that the Admission Fee will not be refunded to you under any circumstances.

Purpose of fee: To cover clerical expenses relating to the applicant's enrollment, and to prove that the applicant is genuinely planning to enroll in the APU Graduate School.

Amount: 100,000 Japanese Yen

When to pay: By the date specified on the invoice sent by APU to successful applicants. Failure to pay by this date will result in your acceptance being revoked.

How to pay: You will receive an invoice for the above amount together with the Notification of Acceptance. You will then be required to pay this fee by bank transfer to the account designated on the invoice. Please note that all bank service charges incurred upon payment are your own responsibility.

The following applicants will NOT be required to pay the Admission Fee:

- 1) Those who enter the APU graduate school **immediately** after completing an undergraduate degree or Master's degree at APU or Ritsumeikan University (please see section 1.1).
- 2) Those who enter the graduate school through the "Early Registration" program (section 1.2).
- 3) Those who enter the graduate school through the "Early Entry (tobi-kyu)" program (section 1.4).

4.2.2 First Installment of the Tuition Fee

All applicants who receive a Notification of Acceptance and decide to enroll in the graduate school at APU will be required to pay the First Installment of the Tuition Fee before enrollment.

Purpose of fee: This fee will be used to cover one quarter of the total standard annual tuition fees for your graduate studies.

Amount: 350,000 Japanese Yen

When to pay: By the date specified on the invoice sent by APU to successful applicants. Failure to pay

by the specified date will result in your acceptance being revoked.

How to pay: You will receive an invoice for the above amount together with the Notification of Acceptance. You will then be required to pay this amount by bank transfer to the account designated in the invoice. Please note that all bank service charges etc. incurred upon payment are your own responsibility. In principle, the First Installment of the Tuition Fee will not be refunded. However, once payment has been received, if an applicant makes a request according to university procedures before the beginning of the semester, we can later return the amount of the First Installment of Tuition Fee minus any bank charges incurred. For details, please contact the Admissions Office.

4.2.3 Dormitory Deposit Fee

APU provides accommodation for graduate students in its student dormitory (hereafter called “AP House”). Room assignment priority will be given to newly arriving international students first, but requests from current domestic (Japanese nationals) and international students will also be considered. The total cost of rent and utilities at AP House (not including meals, telephone charges, etc.) is set at 39,000 yen per month for international Master's students, 49,000 yen per month for domestic Master's students, and 40,000 yen per month for Doctoral students.

The maximum length of residence in AP House is:

Master's students: 23 months Doctoral students: 35 months

If you request to live in AP House, you must fill out the “Confirmation of AP House Residence”, which will be sent with the Notification of Acceptance. Master's students will be required to deposit an advance payment of dormitory fees and other expenses by the designated date.

International Student

Domestic Student

*April Enrollment : 129,000 yen

*April Enrollment : 159,000 yen

*September Enrollment : 148,500 yen

*September Enrollment : 183,500 yen

The advance payment amount for Doctoral students will be as follows.

*April Enrollment : 142,000 yen

*September Enrollment : 162,000 yen

- In principle, the Dormitory Deposit Fee excluding a 32,000 yen fee for moving in will be returned to you if you cancel your scheduled entry into AP House after making the payment. For details, please contact the Admissions Office.

*** Those who are currently residing in AP House and intending to study at the APU Graduate Schools will be required to pay the fee for moving in once again.**

4.3 Fees after Enrollment

4.3.1 Tuition Fee

A flat fee structure will apply to all graduate programs; per-credit and per-course charge systems will not be used. Tuition Fees must be paid in quarterly installments as outlined below. Full details about the payment amounts and payment deadlines will be provided to accepted applicants.

Completion in Standard Period:

School and Program	Standard period for completion	Installments (payment deadlines)	Yearly total	Total for completion
School of Asia Pacific Studies (Master's)	2 years	<April enrollees> Apr 15*: 350,000 yen Jun 30: 350,000 yen	1,400,000 yen	2,800,000 yen
School of Asia Pacific Studies (Doctoral)	3 years	Sept 30: 350,000 yen Dec 31: 350,000 yen <September enrollees> Sept 30*: 350,000 yen Dec 31: 350,000 yen Apr 15: 350,000 yen Jun 30: 350,000 yen	1,400,000 yen	4,200,000 yen

Completion in Minimum Period (intensive):

School and Program	Minimum period for completion	Installments (payment deadlines)	Yearly total	Total for completion
School of Asia Pacific Studies (Master's)	1 year	<April enrollees> Apr 15*: 350,000 yen Jun 30: 1,050,000 yen Sept 30: 350,000 yen Dec 31: 1,050,000 yen <September enrollees> Sept 30*: 350,000 yen Dec 31: 1,050,000 yen Apr 15: 350,000 yen Jun 30: 1,050,000 yen	2,800,000 yen	2,800,000 yen
School of Asia Pacific Studies (Doctoral)	2 years	<April enrollees> <u>First year:</u> Apr 15*: 350,000 yen Jun 30: 1,050,000 yen Sept 30: 350,000 yen Dec 31: 1,050,000 yen <u>Second year:</u> Apr 15: 350,000 yen Jun 30: 350,000 yen Sept 30: 350,000 yen Dec 31: 350,000 yen <September enrollees> <u>First year:</u> Sept 30*: 350,000 yen Dec 31: 1,050,000 yen Apr 15: 350,000 yen Jun 30: 1,050,000 yen <u>Second year:</u> Sept 30: 350,000 yen Dec 31: 350,000 yen Apr 15: 350,000 yen Jun 30: 350,000 yen	First year: 2,800,000 yen Second year: 1,400,000 yen	4,200,000 yen

NOTES:

- 1) *In the semester of enrollment, the first tuition fee installment (350,000 yen) must be paid by the date designated by APU in the invoice sent with the Notification of Acceptance (see section 4.2.2.) This date may be earlier than the Apr. 15 / Sept. 30 payment dates listed above.
- 2) If you take more than the standard periods (2 years (Master’s), or 3 years (PhD) respectively) to complete your graduate program, you will be required to pay additional fees according to the extra time taken for completion of your degree.
- 3) All service charges incurred upon payment of the Tuition Fees are the responsibility of the applicant.
- 4) Please be aware that the Tuition Fees will not be refunded under any circumstances.
- 5) The Tuition Fees will be revised every year. The above amounts are for the 2007 academic year.

4.3.2 Living Expenses

Students who are not receiving scholarships which cover living expenses will be required to cover their own expenses for accommodation, food, books, etc.

Reference: Living Expenses (Example)

One month's living expenses for students who live in the dormitory (AP House)			
	Master's (International)	Master's (Domestic)	Doctoral
Dormitory Fee	39,000 yen	49,000 yen	40,000 yen
Food	20,000 yen	20,000 yen	20,000 yen
Books	20,000 to 50,000 yen	20,000 to 50,000 yen	20,000 to 80,000 yen
Miscellaneous	20,000 yen	20,000 yen	20,000 yen
TOTAL	99,000 to 129,000 yen	109,000 to 139,000 yen	100,000 to 160,000 yen
Annually:	1,188,000 to 1,548,000 yen	1,308,000 to 1,668,000 yen	1,200,000 to 1,920,000 yen

Approximately 1,188,000 to 1,920,000 Japanese yen will be needed to cover one year of living expenses in Japan.

5. Scholarships

To offset the costs of tuition, living etc. outlined above, academically strong applicants may be offered an APU Graduate Scholarship as follows:

5.1 APU Graduate Scholarships

5.1.1 Outline

APU Graduate Scholarships are provided to assist students who show academic excellence. Scholarship recipients must be individuals with excellent grades and who can serve as role models for

other students. Scholarships are awarded on the basis of an overall evaluation of all application documents submitted and an interview with APU faculty. You will be able to apply for APU Graduate Scholarships at the same time that you submit your application to APU for screening. (see section 2.1). All scholarship decisions will be FINAL and there is no possibility of upgrades or any other changes after they have been awarded. We kindly ask for your understanding in this.

Scholarships will be valid for the standard period of completion of the recipient's program at the APU Graduate School of Asia Pacific Studies, as long as the recipient continues to achieve good academic results and leads a life befitting an APU scholarship recipient. An evaluation of all scholarship recipient's grades will be made each semester. There is the possibility that a scholarship may be revoked if the recipient's grades fall too low, or if they say or do something unfitting of a scholarship recipient that tarnishes the reputation of APU.

APU Undergraduate Scholarships will NOT be extended to be valid for studies at the APU Graduate School. APU Graduate Scholarships are awarded based on the screening of the new application documents submitted for entry into the APU Graduate School and the result of the interview.

5.1.2 Types of Scholarships

(Graduate School of Asia Pacific Studies – Master's Programs)

Scholarship Contents (Tuition Fee reduction %)	Amount of Tuition Fees to be borne by the applicant (standard period of completion)	Other fees to be borne by the applicant (estimated)
Equivalent to a 100% reduction	None	Application Screening Fee, Admission Fee, living expenses (about 1,200,000 yen annually), airfare to Japan, etc.
Equivalent to a 80% reduction	280,000 yen annually	
Equivalent to a 65% reduction	490,000 yen annually	
Equivalent to a 50% reduction	700,000 yen annually	

Equivalent to a 30% reduction	980,000 yen annually	
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A small number of extremely outstanding students will be chosen from among recipients of the scholarships listed above, to receive an APU Special Scholarship for Graduate Students. This Scholarship provides for living expenses on the order of 1,000,000 yen per year (APU GS Special Scholarship A) or 500,000 yen per year (APU GS Special Scholarship B). Special Scholarship recipients will be selected at the same time as recipients for all of the other scholarships listed above. A separate application is not required.

All scholarship and admission decisions made by the APU Graduate School Admissions Committee will be FINAL and no upgrades or changes will be possible after a scholarship program has been awarded. We kindly ask for your understanding in this matter.

(Graduate School of Asia Pacific Studies – Doctoral Program)

Scholarship Contents (Tuition Fee reduction %)	Amount of Tuition Fees to be borne by the applicant (standard period of completion)	Other fees to be borne by the applicant (estimated)
Equivalent to a 100% reduction	None	Application Screening Fee, Admission Fee, living expenses (about 1,200,000 yen annually), airfare to Japan, etc.
Equivalent to a 80% reduction	280,000 yen annually	
Equivalent to a 65% reduction	490,000 yen annually	
Equivalent to a 50% reduction	700,000 yen annually	
Equivalent to a 30% reduction	980,000 yen annually	

A small number of outstanding students will be chosen from among recipients of the scholarships listed above, to receive an APU Special Scholarship for Graduate Students. This scholarship provides for living expenses on the order of 1,000,000 yen per year (APU GS Special Scholarship A) or 500,000 yen per year (APU GS Special Scholarship B). Special Scholarship recipients will be selected at the same time as recipients for all of the other scholarships listed above. A separate application is not required.

5.1.3 Selection Process

Scholarship recipients will be selected based on a comprehensive evaluation of all application documents submitted and the results of an interview with APU faculty. Successful applicants will receive notification of any APU Graduate Scholarship that has been awarded to them together with their Notification of Acceptance. All scholarship decisions are FINAL and no upgrades or other changes will be made to awarded scholarship programs. Scholarship screening for the APU Graduate Schools is conducted independently of the previous undergraduate scholarship screening, and undergraduate scholarships will not be extended.

5.2 Other Pre-Enrollment Scholarships

Pre-enrollment scholarships may also be available from sources outside of APU. Applicants are encouraged to investigate into these opportunities by themselves as early as possible.

5.3 Scholarships which may be applied for after enrollment

It may be possible for students who have attained excellent grades after enrollment to apply for scholarships from Japan's Ministry of Education, Culture, Sports, Science, and Technology (MEXT), regional public bodies (Oita Prefecture, Beppu City), and other private scholarship foundations. Such opportunities will be advertised on campus periodically.

6. Admission Qualifications

Applicants who are eligible to apply to the Graduate School here at APU are individuals who fulfill all the qualifications listed below. Please be sure to read the information below carefully, and confirm that you are qualified before proceeding with any application procedures.

6.1 Academic Background

6.1.1 Master's Program

Applicants to the Master's Program must have either:

- Completed or be scheduled to complete a bachelor's degree at APU or Ritsumeikan University or;
- Have already completed a full undergraduate (bachelor's) degree at another university, or;

- Be eligible to apply through the “Early Entry Program”.
- They MUST also submit the results of a TOEFL exam. A score of 173 or higher on the computer-based TOEFL exam (500 on the paper-based exam) is required. The results of a TOEFL-ITP exam or TOEIC test taken at APU will be accepted. (Next Generation (internet based) TOEFL 61, or IELTS minimum 5.5, or TOEIC minimum 600, are the other required scores to be eligible to apply).

Option (1): Completion of a bachelor's degree at APU or Ritsumeikan University

Applicants must have completed a bachelor's degree at APU or Ritsumeikan University, or provide proof that they are scheduled to complete this degree by the date of enrollment in the APU graduate school. Applicants with a GPA of 2.30 or lower will likely not be offered acceptance to the APU graduate school.

Option (2): Early Registration of Graduate School Subjects

Applicants must have completed (or be scheduled to complete) at least 118 credits by the end of their 7th semester of study at APU. Current APU students may register to take up to 10 credits of graduate subjects during their last semester of undergraduate study, and these credits will be recognized when they enter the graduate school officially after completing their APU undergraduate (bachelor's) degree. We will only accept graduate applications from students with a cumulative GPA that is higher than 2.30.

Students participating in this program will need to give priority to completion of their remaining undergraduate subjects, and will only be permitted to take graduate subjects to the extent that they do not conflict with required undergraduate courses.

Option (3): Previous completion of an undergraduate degree at another university

Applicants must fulfill one of the following qualifications to be eligible to apply:

- Those who hold, or are about to receive, their bachelor's degree from an accredited four-year college or university and who have completed a minimum of sixteen years of formal education.
- Those who hold a bachelor's degree in a country where less than 16 years of formal education is required for completion of that degree program and who have one or more years of additional research experience at an academic institution after finishing their bachelor's degree; minimum age of 22. (An official letter attesting to the additional academic research experience is required.)

In some cases, those who hold a bachelor's degree from an educational institution in a country where 15 years of formal education is required for completion of that degree program but have no additional research experience may be regarded as eligible applicants based on their undergraduate performance.

- Those who have only 14 years of formal education or less may still be able to enroll in the Graduate School at APU if they are already 22 years of age at the time of their application. Applicants in this case will be subject to a special screening to determine their eligibility.

Option (4): Eligibility for application under the “Early Entry Program” (tobi-kyu)

The Early Entry program allows selected students in their third or fourth year at APU to enroll in the graduate school without needing to complete their undergraduate degree. Students applying under this

program must prove that they have outstanding academic ability, motivation, and maturity.

Applicants must fulfill the following requirements to be eligible:

Common requirements:

- A cumulative GPA of 3.20 or above.
- Completion of English III (English basis students are exempted from this requirement)
- TOEFL score of at least 173 (computer-based) or 500 (paper-based). The results of a TOEFL-ITP test or TOEIC test taken at APU will be accepted.

Credit requirements:

- For students in their second-last (seventh) semester: completion of 96 or more credits at the end of third-last (sixth) semester.
- For students in their third-last (sixth) semester: completion of 80 or more credits at the end of fourth-last (fifth) semester.

6.1.2 Doctoral Program

Applicants must have completed a graduate (Master's) degree at APU or Ritsumeikan University. Applicants who are not certain whether or not they meet this requirement should contact the APU Admissions Office directly for confirmation. **APU internal applicants to the PhD program will not be able to receive their final PhD screening results until their Master's Thesis receives a final passing grade.**

- Applicants who have not yet completed their graduate (Master's) degree must submit proof that they are scheduled to complete this degree by the time of enrollment in the PhD Program at APU
- Together with the formal PhD application, all applicants must submit a "Letter of Consent" from a professor here at APU who is willing to supervise their proposed PhD research if they are accepted. Please contact the APU Admissions Office for advice on locating and contacting an appropriate professor who may be qualified to supervise your PhD research.

6.2 English Language Ability and Aptitude for Graduate Study

Applicants must possess the ability to understand lectures, undertake independent research, and produce research reports in the English language. In addition, they must prove sufficient aptitude for study and research at the graduate level. APU evaluates these abilities on the basis of standardized test scores.

6.2.1 TOEFL, IELTS, or TOEIC Score

All applicants will be required to submit the results of the Test of English as a Foreign Language (TOEFL). Current APU or Ritsumeikan University students may submit a score earned on a TOEFL-ITP test or TOEIC test taken on campus. The results of the International English Language Testing System (IELTS), or Test of English for International Communication (TOEIC) should also be submitted if the applicant has taken one of these exams as well.

The following applicants are **exempt** from this requirement.

- Native speakers of English (those whose first language is English)
- Those who can certify that they have been educated in English only for the entire period of lower secondary, higher secondary (high school), and tertiary (university) study.

APU will only consider applicants with a minimum TOEFL (paper-based) score of 500 or the equivalent.

6.2.2 GRE Score

Applicants are encouraged to take the Graduate Record Examination (GRE) test. However, if this poses considerable difficulties for you, we will accept your application without a GRE test score. Further information about the GRE test is provided in section 8.9 of this guide.

6.3 Status of Residence

Applicants who are neither Japanese nationals nor permanent residents of Japan must be able to qualify for Status of Residence as an international student at Ritsumeikan Asia Pacific University.

This requirement does not apply to Japanese nationals or permanent residents of Japan.

In order to reside in Japan as a university student, applicants living in Japan who are neither Japanese nationals nor permanent residents of Japan must have a valid Status of Residence (visa) and also complete all the formalities for enrolling in the APU Graduate School by themselves. Applicants who already have a "College Student" visa will need to renew this visa, and others will have to change their Status of Residence to "College Student". Please confirm the necessary visa procedures at your local Immigration Bureau. In addition, please submit a photocopy of both sides of your Alien Registration Card together with your application documents.

6.4 Financial Competence

Applicants who are neither Japanese nationals nor permanent residents of Japan must be able to prove that they have sufficient financial ability to cover the tuition fees and living expenses during their time at the APU Graduate School.

This requirement does not apply to Japanese nationals or permanent residents of Japan.

As a condition of the Status of Residence application introduced in section 6.3, the Japanese Immigration Bureau requires all potential international students to prove that they have a realistic source of funds to cover their studies in Japan. Specifically, applicants must prove that they have a financial sponsor who is able to, and has promised to, provide support equal to the amounts listed in "4. Fees and Charges", minus any support the applicant will be obtaining from scholarships. Master's students completing their degree in one year without any scholarships have to pay approximately 4.2 million yen before completion (2.8 million yen for tuition fees plus 1.4 million yen for living expenses). On the other hand, Master's students completing their degree in two years without any scholarships will have to pay a total of about 5.6 million

yen over two years (2.8 million yen for tuition fees, plus 1.4 million yen for living expenses each year for two years).

7 . Screening Process

During the application screening process, applicants will be evaluated comprehensively based on all the information they have submitted in their application documents. If deemed necessary, Ritsumeikan Asia Pacific University may contact the applicant's previous university, or the people who have written their letters of recommendation for confirmation. We may also need to ask the applicant for a more detailed explanation of their submitted documents, and/or require the applicant to submit additional documents related to their academic background and language proficiency. Applicants who successfully pass the initial screening process will be invited to have an interview with APU faculty on campus.

8. Documents to Submit and Cautionary Notes

***Note:** Applicants to the Doctoral Program must submit a CV or resume, research proposal, a sample of their previous written work, and the "Letter of Consent" from their faculty supervisor along with their formal application. This is to ensure that the candidate has sufficient academic background, and that APU can provide proper supervision of the proposed research topic.

APU internal applicants to the PhD program will not be able to receive their final screening results until their Master's Thesis receives a final passing grade. Please contact the APU Admissions Office for more details. Please also note that the application screening fee, once paid, (even if paid by accident) will not be refunded to you under any circumstances.

8.1 Application Form for the APU Graduate School of Asia Pacific Studies

The application forms must be completed in English only. You may type or hand-write the application forms. If writing by hand, please be sure to write neatly. Illegible applications may be invalidated.

The following are some hints to help you complete the application forms:

8.1.1 Name and Address Sections

Please write your name exactly as it is written in your passport. If you do not currently possess a passport, write your name as it would be written if/when you apply for a passport.

Please provide your permanent address and, if applicable, the address at which you are currently residing as well as how long this address will be valid for.

8.1.2 Admission Semester, Preferred Period, and Preferred Program

Please indicate your preferences noting the information given in sections 1 and 3. Master’s program applicants: please be particularly careful when choosing your major (Asia Pacific Studies or International Cooperation Policy). It is possible to change majors at the beginning of the second semester of study **only**.

8.1.3 Personal History

Please write details of your education, work, and other activities in chronological order from the start of your elementary (primary) education, labeling educational activities ‘E’, work activities ‘W’, and other activities ‘O’ as shown in the sample below. Attach additional pages if necessary to provide the most complete and accurate account of your past education and work experiences. Please also be sure to include any documents which can provide proof of the activities you list – letters from employers, certificates of completion, etc. Please be sure that there are no significant periods of time which are not accounted for in your personal history. You are encouraged to submit a CV or resume as well.

Sample of how to complete the Personal History Form:

Type	From	To	Organization / Institution and Location	Language of Instruction	Activity / Qualification gained	Proof Attached
E	Apr 1985	Mar 1991	Beppu Elementary School, Oita, Japan	Japanese	Graduated	No
E	Apr 1991	Mar 1993	Beppu Junior High School, Oita, Japan	Japanese	Graduated	No
E	Apr 1993	Mar 1997	International High School, Tokyo, Japan	English	Graduated	Yes
E	Apr 1997	Mar 2001	Ritsumeikan Asia Pacific University, Beppu, Japan	English	Bachelor of Social Science (Major in Tourism)	Yes
O	June 2001	Mar 2002	Volunteers Abroad Program, Paraguay		Tourism consulting for local government	Yes
W	Apr 2002	Now	Beppu Tourist Association, Oita, Japan		Work in the international relations division	Yes

8.1.4 Personal Statement

Please be sure that your statement fully answers all the questions given. Please type your personal statement and attach additional pages as necessary. Your finished statement should be about 500 words in length.

8.1.5 Research / Study Plan

Please be sure that you select a specific and well defined research topic and that your research plan answers the questions given thoroughly. Please type your research plan and attach additional pages as necessary. You may also attach a summary of your undergraduate thesis, if appropriate. Applicants to the doctoral program are strongly encouraged to also submit at least one research paper which they have produced recently (e.g. Master's thesis summary).

8.1.6 APU Scholarships Application

Please note the information on scholarships given in section 5.

8.1.7 Status of Residence

All Japanese nationals, as well as non-Japanese nationals who are currently residing in Japan, should complete this section as completely and accurately as possible.

8.1.8 Applicant's Pledge

Please sign and date the form yourself and send us the original paper copy. Electronic signatures, submission by e-mail, etc. will not be accepted.

8.1.9 Letters of Recommendation

Applicants to the Masters program, please provide **two (2)** letters of recommendation using the forms provided. They should be written and signed in person by someone who knows you well. Please be sure that at least one of these letters is written by a professor or lecturer who has instructed you previously at university. The other letter may be written by someone who has supervised or employed you, someone who knows you well personally, or another professor or teacher. Recommendations written in a language other than English must have an English translation attached. The translator's name, address, and contact information must be included. Translation by the applicant will not be accepted.

Please be sure to either have these letters signed, sealed in an envelope, and enclosed with the rest of your application documents, or (the best method is) to have the letters mailed directly to the APU Admissions Office by the letter writer. In the latter case, please attach a message to your application documents stating that the letter(s) of recommendation will be arriving separately.

PhD Applicants should submit **one (1)** letter of recommendation using the forms provided. It should be written and signed in person by someone who knows you well. Recommendations written in a language other than English must have an English translation attached. The translator's name, address, and contact information must be included. Translation by the applicant will not be accepted.

Please be sure to have the letter signed, sealed in an envelope, and enclosed with the rest of your application documents, or (the best method is) to have the letter mailed directly to the APU Admissions Office by the letter writer. In the latter case, please attach a message to your application documents stating that the letter of recommendation will be arriving separately.

8.1.10 Letter of Consent **(PhD Applicants ONLY)**

PhD applicants must obtain the consent of a qualified APU professor to supervise their proposed PhD research, and have that professor complete the "Letter of Consent" form that is provided in the application. This letter must be submitted along with your other formal application documents. If you need information about what areas of research can be supervised easily, or which professors are available to be PhD supervisors, please contact the Admissions Office.

8.2 Academic Records and Transcripts

Please be sure to submit the following documents:

- (1) Documents which prove completion of the academic requirements listed in section 6.1: university graduation certificate, or certificate of scheduled graduation, etc.
- (2) Academic transcripts showing results (grades) for your entire period of post-secondary (university) study to date.

Applicants with an APU undergraduate grade point average (GPA) of 2.30 or lower will likely not be accepted to the APU Graduate School, and are not recommended to apply. Please contact the Admissions Office if you have questions about your GPA and eligibility for the graduate school.

Please provide originals of these academic documents, or copies which have been certified by the issuing institution. If you require these documents returned to you, please enclose a letter requesting their return that clearly states the documents that you want returned to you, and the mailing address that they should be sent to. Documents that are written in a language other than English must have an English translation attached. The translator's name, address, and contact information must be included. Translation by the applicant will not be accepted.

Academic records from your studies at APU can be obtained from the Student Office.

Documents which were submitted to the Admissions Office when you first applied for admission to APU do not need to be re-submitted in original form. Copies of these documents will be sufficient. If it is impossible to obtain copies, applicants should submit a list of previously submitted documents that they wish to have considered as part of their new graduate school application.

8.3 Sample of Written Work

Doctoral program applicants must submit a summary of at least one research paper or other academic work that they have produced recently. They should also submit a list of their research achievements to date. Master's program applicants are also encouraged, but not required to fulfill this requirement.

8.4 Certificate(s) of Employment

If you have filled in details of any previous full-time work experience in the Personal History section, please provide proof of the information contained therein if possible. This proof would be in the form of a certificate of employment issued by your employer and/or a letter authorized by your former place of work that shows the period of employment and a brief 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 an English translation attached. The translator's name, address, and contact

information must also be included. Translation by the applicant will not be accepted.

8.5 Copy of Alien Registration Card (Only for applicants who are neither Japanese nationals nor permanent residents of Japan)

Applicants should provide a photocopy of both sides of their Alien Registration Certificate (card).

8.6 Passport Copy (Non-Japanese nationals only)

Applicants who have a valid passport must submit a photocopy of the information pages of their passport which show your photograph, full name, passport number, and expiration and issue dates.

8.7 A copy of proof of your payment of the Application Screening Fee

Please provide a copy of the receipt issued by the bank or ATM when you paid your Application Screening Fee. Your application will not be screened until you have paid this fee. (see section 4.1)

8.8 TOEFL, TOEIC, or IELTS score

All internal applicants to the APU Graduate School must submit a TOEFL score. Some applicants may be exempted from this requirement: refer to section 6.2.1.

Scores from ITP tests taken at APU / Ritsumeikan University may be submitted in place of an official score. If you wish to take the official TOEFL exam, make sure you request to have your score forwarded to Ritsumeikan Asia Pacific University (APU). Our TOEFL Institution Code number is **2791**.

If you have already obtained an official TOEFL, TOEIC, or IELTS score, please send us your original score report. Test results are valid for two years. If you have taken the test in the past two years but have misplaced your original score report, please confirm for yourself how to have the report re-issued.

For full information about how and where to take these tests, please check the websites listed below. You must make arrangements to take the official test for yourself. APU can not assist you in making appointments for the official test.

Information on TOEFL: <http://www.toefl.org/>

Information on IELTS: <http://www.ielts.org/>

Information on TOEIC: <http://www.toeic-usa.com/>

8.9 GRE Score

Please submit an original score report. If you are taking the GRE test, you can request to have your score forwarded directly to Ritsumeikan Asia Pacific University (APU). Our GRE Institution Code number is **7116**. Test results are valid for two years. If you have taken the test in the past two years but have misplaced your original score report, please confirm for yourself how to have the report re-issued. If you do not currently have a GRE score, or if 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 test, please check the following website. You must make arrangements to take the test for yourself. APU can not assist you

in making appointments for the test. Information about the GRE: <http://www.gre.org/>

8.10 Photographs

Please send three identical, passport-sized, photographs, taken from a frontal view from the chest up. The photographs must be recent (taken within 3 months of the date you submit your application). You are not allowed to wear a hat or have any background scenery in the photographs. The size of the photographs should be 4 centimeters high by 3 centimeters wide (4cm x 3cm). The photographs may be color or black and white. Please be sure to write your name and nationality in English on the back of each photo.

8.11 Important Notes

Acceptance to the APU graduate school will be revoked if any of the application documents submitted are found to contain falsities. If falsities are discovered after enrollment, the applicant will be forced to withdraw from APU.

Please use the western calendar (AD) when writing birth dates and other dates.

Submitted application documents will only be returned to applicants who specifically request it. If you want any documents returned to you, please enclose a letter which clearly states the documents you require returned, and the postal address you wish them sent to.

Please be sure to keep a copy of all submitted application documents for your own reference.

9. Submitting Documents, Receiving Results

9.1 Submission of application documents

Please submit by hand to the Admissions Office, or send us the completed Application Forms by postal mail. Submission by e-mail etc. will not be accepted.

The address for submission is: Admissions Office, Ritsumeikan Asia Pacific University
1-1 Jumonjibaru, Beppu-shi, Oita-ken 874-8577, Japan

Inquiries: Tel. 0977-78-1119

Fax 0977-78-1121

E-mail apugrad@apu.ac.jp

9.2 Screening and Notification of Results

Screenings will be carried out every month. Screening results will be sent to you 4-6 weeks after receiving all required application documents and completion of your interview. Screening results will not be given

out over the telephone, by fax, or e-mail.