

CAREER PATH& ACTIVITIES REPORT



Confirmed Career Path Registration

← **REQUIRED!!**

This is for reporting your career path after graduation as has been confirmed by the time of your graduation. **All students need to complete this registration, which includes “returning to home country,” “continuing job hunting,” “continuing family business,” “resuming previous work,” “preparing for further education,” etc.**

Activities Report

This is a record of your activities such as your job-hunting activities, an independently-arranged internship, or your experience of applying for a graduate school. This experience will be used as a reference by your junior. Your personal information will not be disclosed, and those who registered will get a ¥500 Amazon gift card. You can register multiple experiences.

***The gift card will be given once per person.**

Job Offer Report

When you get a job offer, please make sure to report it to the Career Office. You can register multiple companies. However, after you decide which company you going to accept the job offer from, please make sure to register that to the Confirmed Career Path Registration.



**ACCESS APU EMPLOYMENT SUPPORT WEB SYSTEM
- CARITAS UC**



YOU CAN JUMP TO EACH PAGE BY CLICKING THE CONTENT.

Confirmed Career Path Registration

REQUIRED!!

- **Confirmed Career Path Registration** . . . p.1
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- **“Going on to higher education” step by step** . . . p.7
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Activities Report

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Job Offer Report

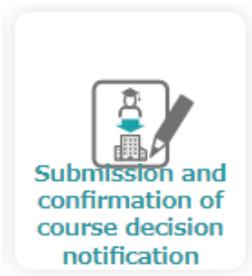
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CONFIRMED CAREER PATH REGISTRATION



All students need to complete this registration, which includes “returning to home country,” “continuing job hunting,” “continuing family business,” “resuming previous work,” “preparing for further education,” etc.

1 GO TO THE 'TOP' PAGE OR 'MY PAGE'



My Page Icon

OR



Top Page Icon

2 SELECT THE CAREER PATH BETWEEN: “FIND WORK”, “GOING ON TO HIGHER EDUCATION” OR “OTHERS”

***To register freelance, self-employment, startup, or part-time, please choose “others”, instead of “find work” Employment (page 10)**

Career decision notification update

You can register your career decision notification.
Please enter the following items and click "Register/Update".

Course status

Career status *

- find work
- please select
- find work**
- Going on to higher education
- others

“Find work”	Go to p.2 [Click Here]
“Going on to higher education”	Go to p.7 [Click Here]
“Others”	Go to p.10 [Click Here]

"FIND WORK" STEP BY STEP

You must do this registration, even after you did a job offer report

1 SELECT YOUR CAREER STATUS.

Career decision notification registration

You can register your career decision notification.
Please enter the following items and click "Register/Update".

Course status

Career status *

- find work
- please select
- find work
- Going on to higher education
- others

2 ENTER THE NAME OF THE COMPANY IN JAPANESE FROM "COMPANY SELECTION".

There are companies with the same or similar names. Please double-check the company by thoroughly checking the industry and the location. If you enter the name in English, the company may not come out.

Company search

Check the applicable companies and click "Select".
To register a new company, click "Register company".

Enter company name

Select industry

Select headquarters location

search

return

select

To register a new company that is not found in the search results, click "Register company".

register a company

[How to search for a company]

You can also try to search for a partial match.
When your company does not come out, please register it as a new company.

Look at page 6 for Foreign Company.

"FIND WORK" STEP BY STEP

3 SELECT THE INFORMATION SUCH AS JOB TYPE & A TYPE OF EMPLOYMENT, ETC.,

Employment status *

Positions to be Hired *

Scheduled place of work

- Company/organization staff
- Medical/Welfare
- civil servant
- teacher
- Unknown (not available for students)

Type of Employment

**This is not for part-time that less than 1 month period.
Please do not use "temporary work(part-time job,etc)"**

Conditions of Employment in the Company			Option in Caritas UC
Type of Employment	Contract Period	Working Hours	
Full-time Employee	None (Indefinite)	Full-time	Indefinite Employment
Contract Employee Temporary Employee	Indefinite or more than 1 year	Full-time	Fixed-term employment for 1 year or more (working 30 to 40 hours a week)
	Indefinite or more than 1 year	Other than full-time	Fixed-term employment for 1 year or more (working less than 30 hours a week)
	More than 1 month, less than 1 year		Fixed-term employment for 1 month or more to less than 1 year

**Skip the [Job hunting status]
And go straight to Questionnaire**

“FIND WORK” STEP BY STEP

4 ANSWER THE QUESTIONNAIRE

Q1. Select the country/region of workplace location and enter [なし] in Q2.

Q2. If you selected “Other Overseas,” please write the country name in Japanese here.

Q3. If you selected Japan at Q1, then select name of prefecture.

questionnaire

※※Please answer the confirmation items from the university※※

Q1 In which country do you plan to start your career after graduation? (work place, study area) *

No selection ▼

Q2 Other country name if overseas *

なし

(up to 30 double-byte characters)

Q3 If you selected Japan in Q1, please tell us the prefecture (where you plan to work, where you will go to college). *

No selection ▼

Q4. Select the languages primarily used during the screening process.

Q5. If language certification is needed for employment, please specify the requirements.

Q4 [For those who have decided on employment only] Please select the language primarily used during the selection process (multiple selections possible). *

Japanese

English

Other languages

Not employed (determined to go to higher education, other decisions)

(Multiple selections possible: up to 3)

Q5 [For those who have decided on employment only] If the acquisition of language qualifications is required as an application or employment requirement, please tell us the details (excluding cases where acquisition is desirable).

Example) A TOEIC score of 800 is required before joining the company.

(within 200 double-byte characters)

“FIND WORK” STEP BY STEP

Q6. For those who choose Employment Overseas, enter the name of the company.

Q7. Enter [なし]

Q8. Enter your LinkedIn account URL if you have one.

Q6 [For those seeking employment overseas (those who have entered a foreign company (country name) only)] Please enter the company name.

ex) Accenture Vietnam co., ltd

(within 100 double-byte characters)

Q7 [For those who have decided to advance to higher education only] Please enter the URL of the website where you can find information about the higher education destination (graduate school, etc.). *

https:

(within 1000 double-byte characters)

Q8 LinkedIn URL (only for those who have an account)

If you have not decided on a career path at the time of graduation, the university may track your career status via LinkedIn.

(within 100 double-byte characters)

Q9. You can add remarks (optional)

Q10. Choose [I Agree] and click “Update”

Q9 Remarks

(within 300 double-byte characters)

Q10 Regarding provision to third parties (Information regarding your career path after graduation may be provided to your high school, etc. (the high school registered at the time of admission procedures).) *

Agree ▼
No selection
Agree
i disagree

delete

Update

IN CASES OF JOB OFFER FROM OVERSEAS

To register a overseas company, register it as:

外国企業（本社国名）

Foreign Company (HQ Country Name)

Example:

Vietnam office of American company

How to register:

外国企業（ベトナム）：Foreign Company(Vietnam) ✕

外国企業（アメリカ）：Foreign Company (US) ○

外国企業 検索する

すべて [配信企業](#) [学校登録企業](#)

全58件中
1件～20件 表示件数 20件 < 前へ 1 2 3 次へ >

選択	企業コード	企業名	本社所在地	業種	種別
設定	856490	外国企業（イラン）	海外	官公庁・団体	学校登録企業
設定	856488	外国企業（スリランカ）	海外	官公庁・団体	学校登録企業
設定	856494	外国企業（アイスランド共和国）	海外	官公庁・団体	学校登録企業
設定	856470	外国企業（アフガニスタン・イスラム共和国）	海外	官公庁・団体	学校登録企業

“GOING ON TO HIGHER EDUCATION” STEP BY STEP

1 ENTER THE EDUCATION INSTITUTION INFORMATION

Course status

Career status *

Going on to higher education

please select

please select

Graduate school (Japan)

Graduate school (overseas)

University (including transfer)

Overseas universities (undergraduate)

junior college

University (specialized course)

University (special course)

Specialized training school

research student

study abroad

Auditina students. non-deegree students

Graduate school name

Ritsumeikan Asia Pacific University

Decided party name

Graduate School of Asia Pacific Studies

**Skip the [就職活動情報]
And go straight to Questionnaire**

“GOING ON TO HIGHER EDUCATION” STEP BY STEP

2 ANSWER THE QUESTIONNAIRE

Q1. Select country/region where you will be pursuing further education & enter [なし] in Q2.

Q2. If you selected “Other Overseas Country,” please write the country name in Japanese here.

Q3. If you selected Japan, then select name of prefecture.

questionnaire

※※Please answer the confirmation items from the university※※

Q1 In which country do you plan to start your career after graduation? (work place, study area) *

No selection ▼

Q2 Other country name if overseas *

なし
(up to 30 double-byte characters)

Q3 If you selected Japan in Q1, please tell us the prefecture (where you plan to work, where you will go to college). *

No selection ▼

Q4. Select [Not employed]

Q5. No need for entry

Q4 [For those who have decided on employment only] Please select the language primarily used during the selection process (multiple selections possible). *

Japanese English Other languages

Not employed (determined to go to higher education, other decisions)

(Multiple selections possible: up to 3)

Q5 [For those who have decided on employment only] If the acquisition of language qualifications is required as an application or employment requirement, please tell us the details (excluding cases where acquisition is desirable).

Example) A TOEIC score of 800 is required before joining the company.

(within 200 double-byte characters)

"GOING ON TO HIGHER EDUCATION" STEP BY STEP

Q6. No need for entry

Q7. Enter the URL of your education institution if it already decided

Q8. Enter your LinkedIn URL if you have one

Q6 [For those seeking employment overseas (those who have entered a foreign company (country name) only)] Please enter the company name.

ex) Accenture Vietnam co., ltd

(within 100 double-byte characters)

Q7 [For those who have decided to advance to higher education only] Please enter the URL of the website where you can find information about the higher education destination (graduate school, etc.). *

https:

(within 1000 double-byte characters)

Q8 LinkedIn URL (only for those who have an account)

If you have not decided on a career path at the time of graduation, the university may track your career status via LinkedIn.

(within 100 double-byte characters)

Q9. You can add remarks (optional)

Q10. Choose [I Agree] and click "Update"

Q9 Remarks

(within 300 double-byte characters)

Q10 Regarding provision to third parties (Information regarding your career path after graduation may be provided to your high school, etc. (the high school registered at the time of admission procedures).) *

Agree	▼
No selection	
Agree	
i disagree	

delete

Update

“OTHERS” STEP BY STEP

Please select **[Other]** if you are one of the following:

- Self-employment
- Professional Contract (Athletes, etc.,) /Freelance
- Establishing a Startup
- Continuing your current position (working students, etc.,)
- Preparing for an Entrance Exam (for higher education, for a teaching position, for a civil servant position, or qualifications, etc.,)
- Expectation of Employment *limited to permanent employees (Students near the end of their job-hunting and expecting to receive an offer)
- Have no intention of finding employment
- Going on a working holiday
- Going back to your home country
- Going to go overseas (not your home country)

1

SELECT YOUR CAREER PATH STATUS [OTHERS]. AND ENTER THE DETAILS

Please specify the detail in “Decided party name.”

In case of resuming previous work, please look at page 13.

Course status

please select

Career status *

others

please select

Decided party name

please select

Self-employed/Family business

Professional contract/freelance/Professional player or freelancer

Start a business/Start a business

Continuation of current job (adult student, etc.)/Return to my prior job

Plan to continue job hunting

Exam preparation (advancement)

Exam preparation (teacher)

Exam preparation (civil servant)

Exam preparation (qualifications, etc.)

Employment prospect

part-time job

No plans(No intent in finding a job)

working holiday

Others/Others

Returning to Japan/Third Country (Job Hunting)

Returning home/third country (preparation for entering higher education)

Returning to Japan/Third Country (Others)

Unknown (other_not available for students)

Skip the [就職活動情報] And go straight to Questionnaire

“OTHERS” STEP BY STEP

2 ANSWER THE QUESTIONNAIRE

Q1. Select country/region where you will be staying & enter [なし] in Q2.

Q2. If you selected “Other Overseas Country,” please write the country name in Japanese here.

Q3. If you selected Japan, then select name of prefecture.

questionnaire

※※Please answer the confirmation items from the university※※

Q1 In which country do you plan to start your career after graduation? (work place, study area) *

No selection ▼

Q2 Other country name if overseas *

なし
(up to 30 double-byte characters)

Q3 If you selected Japan in Q1, please tell us the prefecture (where you plan to work, where you will go to college). *

No selection ▼

Q4. Select [Not employed]

Q5. No need for entry

Q4 [For those who have decided on employment only] Please select the language primarily used during the selection process (multiple selections possible). *

Japanese English Other languages

Not employed (determined to go to higher education, other decisions)

(Multiple selections possible: up to 3)

Q5 [For those who have decided on employment only] If the acquisition of language qualifications is required as an application or employment requirement, please tell us the details (excluding cases where acquisition is desirable).

Example) A TOEIC score of 800 is required before joining the company.
(within 200 double-byte characters)

“OTHERS” STEP BY STEP

Q6. No need for entry

Q7. Enter [なし]

Q8. Enter your LinkedIn account URL if you have one

Q6 [For those seeking employment overseas (those who have entered a foreign company (country name) only)] Please enter the company name.

ex) Accenture Vietnam co., ltd

(within 100 double-byte characters)

Q7 [For those who have decided to advance to higher education only] Please enter the URL of the website where you can find information about the higher education destination (graduate school, etc.). *

https:

(within 1000 double-byte characters)

Q8 LinkedIn URL (only for those who have an account)

If you have not decided on a career path at the time of graduation, the university may track your career status via LinkedIn.

(within 100 double-byte characters)

Q10. Select [I Agree] and click “Update”

Q9 Remarks

(within 300 double-byte characters)

Q10 Regarding provision to third parties (Information regarding your career path after graduation may be provided to your high school, etc. (the high school registered at the time of admission procedures).) *

Agree	▼
No selection	
Agree	
i disagree	

delete

Update

IN CASE OF RESUMING PREVIOUS WORK

Select "Others">"Continuation of Current job"

Course status

Career status * others

Continuation of current job (adult student, etc.)/Return to my prior job

Industry

- please select
- Self-employed/Family business
- Professional contract/freelance/Professional player or freelancer
- Start a business/Start a business
- Continuation of current job (adult student, etc.)/Return to my prior job
- Plan to continue job hunting
- Exam preparation (advancement)
- Exam preparation (teacher)
- Exam preparation (civil servant)
- Exam preparation (qualifications, etc.)
- Employment prospect
- part-time job
- No plans(No intent in finding a job)
- working holiday
- Others/Others

PLEASE BE SURE TO ENTER "COMPANY'S NAME" & "JOB POSITON"

Course status

Career status * others

Continuation of current job (adult student, etc.)/Return to my prior job

Industry

Decided party name Government of Japan Administrative officer

COMPANY'S NAME &
JOB POSITON

ACTIVITIES REPORT - INTERNSHIP

In the [Activities Report] Menu, you can register [Activities Report] and [Job Offer Report]. You can change the content of both reports even after you register it.

【Submission Deadline】

For those who submit by the deadline, we will provide a 500 yen Amazon gift card. Submissions received after the deadline, unfortunately, will only be accepted without payment. Please note that this card can only be used on Amazon.co.jp. ***Even if multiple submissions are made, only one 500 yen gift card will be provided per person.**

Students scheduling to graduate in Sep. : By Aug.,the month before graduation.

Students scheduling to graduate in Mar. : By Feb.,the month before graduation.

Notes on registering activity reports

- 1.The content should provide details of the screening process
- 2.No personal information should be included (information on accepting OBOG visits is also not acceptable)
- 3.No defamatory or slanderous content, or other information that is undesirable to disclose.
- 4.Need to contain a total of at least 800 characters in Japanese, or 250 words in English (a minimum requirement to get a gift card)

1 CLICK “ACTIVITY REPORT” ON ‘TOP’ PAGE OR ‘MY PAGE’



My Page Icon

OR



Top Page Icon

ACTIVITIES REPORT - INTERNSHIP

2 ENTER THE COMPANY'S NAME IN JAPANESE AND SEARCH

There are companies with the same or similar names. Please double-check the company by thoroughly checking the industry and the location. If you enter the name in English, the company may not come out.

Activity report registration

Activity reports can be registered.
Please enter the following items and click "Register/Update".

Activity status *

Company name

【How to search for a company】

You can also try to search for a partial match.
When your company does not come out, please register it as a new company.

Look at page 6 for Foreign Company.

3 REGISTER YOUR REPORT BASED ON YOUR ACTIVITIES

Write a total of at least 800 characters in Japanese, or 250 words in English

Activity content

Action *

Activity period * Year from the moon
 Year until the moon

About the contents of the internship *

ACTIVITIES REPORT - JOB-HUNTING ACTIVITIES

In the [Activities Report] Menu, you can register [Activities Report] and [Job Offer Report].
You can change the content of both reports even after you register it.

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1 CLICK “ACTIVITY REPORT” ON ‘TOP’ PAGE OR ‘MY PAGE’



My Page Icon

OR



Top Page Icon

ACTIVITIES REPORT - JOB-HUNTING ACTIVITIES

2 ENTER THE COMPANY'S NAME IN JAPANESE AND SEARCH

There are companies with the same or similar names. Please double-check the company by thoroughly checking the industry and the location. If you enter the name in English, the company may not come out.

Activity report registration

Activity reports can be registered.
Please enter the following items and click "Register/Update".

Activity status *

Company name

[How to search for a company]

You can also try to search for a partial match.
When your company does not come out, please register it as a new company.

Look at page 6 for Foreign Company.

3 REGISTER YOUR REPORT BASED ON YOUR ACTIVITIES

Write a total of at least 800 characters in Japanese, or 250 words in English

Activity content

Register your activity

Action *

Activity period * Year from the moon
 Year until the moon

Regarding the number of times and content of

ACTIVITIES REPORT - GRADUATE SCHOOL APPLICATION

You can make a report detailing the application process for a post-graduate degree for a reference for your juniors

【Submission Deadline】

For those who submit by the deadline, we will provide a 500 yen Amazon gift card. Submissions received after the deadline, unfortunately, will only be accepted without payment. Please note that this card can only be used on Amazon.co.jp. ***Even if multiple submissions are made, only one 500 yen gift card will be provided per person.**

Students scheduling to graduate in Sep. : By Aug.,the month before graduation.

Students scheduling to graduate in Mar. : By Feb.,the month before graduation.

Notes on registering activity reports

- 1.The content should provide details of the screening process
- 2.No personal information should be included (information on accepting OBOG visits is also not acceptable)
- 3.No defamatory or slanderous content, or other information that is undesirable to disclose.
- 4.Need to contain a total of at least 800 characters in Japanese, or 250 words in English (a minimum requirement to get a gift card)

1 FILL IN THE FORM AND SEND IT VIA EMAIL TO CAREER OFFICE

Download the Form 

URL:<https://x.gd/cP4Hh>

TO: APU Career Office
career2@apu.ac.jp

)年度		大学院受験体験記		(記入日: _____)	
<small>「しー」はタイプ入力 (英)はプルダウンより選択 チェックボックスは、該当項目にチェック 済みの場合は、黒のボールペンで記入をお願いします(PDFにて取り戻すため文字が濃いWeb上で不鮮明となります)。 監の掲載依頼支援に資するため、可能な限り具体的に記入してください。</small>					
活動記録の 大学院名		<input type="checkbox"/> 修士課程	<input type="checkbox"/> 博士課程		
在籍・地域					
学科・専攻					
卒業年限					
大学の結果	<input type="radio"/> 合格し、進学する <input type="radio"/> 合格し、辞退した <input type="radio"/> 不合格 <input type="radio"/> その他(_____)				
所属定年 大学院名					
氏名	ふりがな	所属学部・研究科	学科・専攻 コース	出身国・地域 (都府県)	
名公開 <input type="checkbox"/> 可 <input type="checkbox"/> 否 <small>氏名公開を否とした場合は、学号番号も公開されません。</small>					
<small>総括を公開してもよい方のみ、以下の欄に卒業後も連絡可能な電話番号、E-mailアドレス(email など)を記入ください。 監の卒業生(校友)訪問や、問い合わせのためにご協力をお願いします。</small>					
電話番号		E-mailアドレス			

ACTIVITIES REPORT - GRADUATE SCHOOL APPLICATION

2 THE CAREER OFFICE WILL CHECK THE CONTENT AND PUBLISH IT

Mentions of personal information and defamatory content will be deleted by the Career Office. We will send you an email to get the ¥500 Amazon gift card later. Even if you register multiple experiences, we only give the gift card once per person.

[Published Report Example]

Your report will be uploaded as a PDF file in “大学院（海外）” or “大学院（日本）”

アジア太平洋学部 | アジア太平洋学科 | 女性の活動報告
[2022年卒]

| 応募概要

活動ステータス

内定

応募職種・区分

その他 (Columbia University)

| 活動報告 PDF

PDF ファイル

Columbia University(2023年卒).pdf

JOB OFFER REPORT

You can make a report detailing the application process of the screening and getting the job offer for a reference for your juniors

In the [Activities Report] Menu, you can register [Activities Report] and [Job Offer Report]. You can change the content of both reports even after you register it.

1 CLICK "ACTIVITY REPORT" ON 'TOP' PAGE OR 'MY PAGE'



My Page Icon

OR



Top Page Icon

2 ENTER THE COMPANY'S NAME IN JAPANESE AND SEARCH

There are companies with the same or similar names. Please double-check the company by thoroughly checking the industry and the location. If you enter the name in English, the company may not come out.

Activity report registration

Activity reports can be registered.
Please enter the following items and click "Register/Update".

Activity status *

Company name

[How to search for a company]

You can also try to search for a partial match.
When your company does not come out, please register it as a new company.

Look at page 6 for Foreign Company.

JOB OFFER REPORT

3

SKIP THE [ACTIVITY CONTENT] [ACTIVITY REPORT QUESTIONNAIRE]

The screenshot shows a form with several sections. A large red 'X' is placed over the 'Activity content' and 'Activity Report Questionnaire' sections, indicating they should be skipped. A bracket on the right side of the 'X' points to these sections. The 'Activity content' section has a 'Register your activity' button. The 'Activity Report Questionnaire' section includes a text area for 'Motivation for applying to this company' and a text area for 'How did you do your research for this company?'. Below these sections, a red box highlights the 'questionnaire' section, which contains instructions and questions Q1 and Q2.

Activity content

Register your activity

Activity Report Questionnaire

Motivation for applying to this company

Example) I became interested in a trading company that can play an active role globally from my experience studying abroad. By actually participating in projects through work research and internships, I have become more clear about my aspirations.

up to 800 characters

How did you do your research for this company?

Example) I tried to actually touch the products and services. In addition, in order to learn about the company culture, I proactively obtained information from alumni visits.

questionnaire

※※Please answer the confirmation items from the university (the following will not be published)※※
Please answer Q1 to Q5 only if you have a job offer. Q6 is a required item.
If you would like to make it available to students as an activity report, please fill in the "Activity Report" or "Activity Report Questionnaire" (about 800 characters in total). It is not possible to publish only the report as informal offer information.

Q1 Career status

No selection ▼

Q2 Unofficial decision (acceptance) date

yyyyymmdd * Enter numbers only for the year, month and day Example: 20220307
(up to 10 double-byte characters)

4

CHOOSE [REPORTED AS JOB OFFER INFORMATION AND NOT DISCLOSED TO STUDENTS] AND SAVE

This report is available only for the university not for the students or public

The screenshot shows a dropdown menu for Q7, 'Whether or not the activity report can be made public (your name will not be made public) *'. The selected option is 'Reported as job offer information and not disclosed to students'.

Q7 Whether or not the activity report can be made public (your name will not be made public) *

Reported as job offer information and not disclosed to students ▼

5

THE CAREER OFFICE WILL CHECK THE REPORT

The Career Office may contact you after we confirm the report