

March 3, 2021

To All New Graduate School Students Planning to Enroll in April 2021:

Your enrollment to APU is nearly here! The process to enter Japan continues to be challenging for new students who reside outside Japan due to the impact of COVID-19, and we realize you may have many concerns about your academic studies, student life, etc. at APU. All of us here, faculty and staff, will do our utmost to provide you with the support you need so you can start your university life at APU without delays or difficulties.

This announcement contains information about spring semester classes beginning on Monday, April 12, what you need to do in preparation for enrolling (participation in various guidance sessions, etc.), and an overview of the Entrance Ceremony on April 1. Please carefully review this information and proceed with your preparations for enrolling at APU while taking extra care of your well-being and health.

Furthermore, we plan to contact you around March 12 with updated information and tentative scheduling for entry into Japan/immigration support for those currently outside the country, based on the policies of the Japanese government at that time.

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I 2021 Academic Year Spring Semester Classes

- Due to COVID-19, classes during the 2020 academic year were primarily held online. However, as was announced on APU's official website, APU will hold spring semester classes for the 2021 academic year (starting Monday, April 12, 2021) on campus while taking all possible measures to prevent the spread of infection.

- However, as the Japanese government's policies still have ongoing restrictions on immigration, we expect that new students will be able to enter Japan starting in late March at the earliest. Therefore, it is likely that many of you will not be able to arrive on campus by the start of classes on April 12. In order for you to be able to take online (Zoom) classes during this time, the majority of classes will be held in a hybrid form (in-person + online (Zoom)). (Some classes will be held online (Zoom) only.)

- In-person + online (Zoom) classes will be held in the following manner:
 - Faculty will conduct the class on campus in an APU classroom.
 - Students taking the class in person will attend class in the classroom on APU's campus.
 - The class will be conducted online simultaneously via Zoom, so it will be possible to attend the class using Zoom.
 - Multicultural collaborative learning will be achieved by having students who are taking the class in person and students who are taking the class online collaborate and conduct group work, etc. in some classes.
 - However, in order to minimize the risk of infection, students taking in-person classes will be divided up into two groups based on the last number in their student ID (even or odd), and these two groups will switch between taking classes in person and online (Zoom) on a weekly basis.

Example:

Week 1: Students with ID numbers ending in an odd number: in-person class

Students with ID numbers ending in an even number: online (Zoom) class

Week 2: Students with ID numbers ending in an odd number: online (Zoom) class

Students with ID numbers ending in an even number: in-person class

From Week 3 onwards, repeat Weeks 1 and 2.

- The first class each day (first period) begins 8:45 and the final class each day (sixth period) ends at 19:40. Classes for each period are 100 minutes long.

- Even if you are attending a class online, it is expected that you will attend the class in real time. However, if you will have difficulty doing this due to time zone differences, etc., some classes may be attended by watching a recording (see note below).

Requirements to get permission to attend class by watching recordings are as follows:

Conditions for Class Attendance Using Recordings

- Students in countries/regions with a time difference of more than two hours with Japan

- Students who have difficulty attending classes in real time due to frequent internet connection issues, etc. (only for students residing outside of Japan)

Note: The option to attend class by watching recordings is limited to subjects where students can still sufficiently learn the course material through this method. To get permission to watch class recordings, you must apply in advance. Application information will be announced on APU's official website on or around March 5. It is not possible to attend language classes via recordings. Please visit the link below to apply for Attendance via recorded classes. (This site will be published on Friday, March 5th)

<https://en.apu.ac.jp/academic/page/content0346.html/>

- Please visit the official APU website (see links below) for details about how the 2021 academic year spring semester classes will be held. Some information may be difficult to understand as an incoming student, but rest assured that all topics here will be covered in detail during the new student orientation.

★ Information on 2021 Academic Year Spring Semester In-Person Classes

(Japanese) <https://www.apu.ac.jp/home/notice/content3/>

(English) <https://en.apu.ac.jp/home/notice/content3/>

II Moving Into AP House (Students already in Japan moving into on-campus housing)

For new students currently residing outside Japan, we will provide information on moving into AP House around March 12, along with information on tentative scheduling for entering Japan and immigration support plans.

- For those currently residing in Japan and planning to move into AP House, please move in during the following dates/times:
 - Move-In Period: Monday, March 22 to Friday, March 26, 2021
 - Move-In Hours: 10:00–17:30
 - Check-in Location: AP House 4 Security Office
- Please visit the link below by 11am on Monday, March 15, and submit the date you plan to move in.
<https://survey2.apu.ac.jp/limesurvey/index.php/237163>
- For students planning to move into AP House during the period noted above, please monitor and record your health condition twice a day (morning and night) starting on Monday, March 8 up

until the day you move into AP House. Every morning, use the link below to record your health condition for the previous evening and that morning. This must be completed by 10am each day.

<https://survey2.apu.ac.jp/limesurvey/index.php/582756>

- Please be sure to review the following link for additional information about moving into AP House, and proceed with your preparations for moving in.

(Japanese) <https://www.apu.ac.jp/studentsupport/notice/article/?storyid=214>

(English) <https://en.apu.ac.jp/studentsupport/notice/article/?storyid=214>

III Information on the Entrance Ceremony (April 1)

- We plan to hold the April 2021 Entrance Ceremony both in-person and online via Zoom according to the schedule below. This will be the first opportunity for all new students from countries and regions around the world, who will all be starting their new university lives together, to come together for a single event. Although it will be run both in-person and online, we aim to prepare a ceremony where everyone will feel like a part of the APU community.
- It is possible for new students to decide if they would like to attend in person or via Zoom (online). Please note that it is possible for the ceremony to be livestreamed online only (no in-person attendance) depending on the situation of COVID-19 at that time.
- Date: Thursday, April 1, 2021
 - College of Asia Pacific Studies and [Graduate School of Asia Pacific Studies](#)
Doors open: 10:00 Ceremony: 11:30 (Scheduled to end at 12:00)
 - College of International Management and [Graduate School of Management](#)
Doors open: 13:30 Ceremony: 15:00 (Scheduled to end at 15:30)Venue: B-con Plaza, 12-1 Yamanote-cho, Beppu, Oita
- In order to prevent the spread of COVID-19, attendance will be limited to new students only. We kindly ask parents and guardians to refrain from attending the event in person and thank them for their understanding.
- We will send updated information in mid-March with details of the ceremony and how to attend.

IV Preparations for Enrolling/New Student Orientation

- On Monday, March 22, the special orientation website for new students will be updated with information on mandatory guidance sessions and additional procedures.

New student orientation website: <https://en.apu.ac.jp/studentsupport/page/content0334.html/>

(Please note that information from Fall 2020 Orientation is currently posted here.)

- A PC and internet connection are required to participate in the guidance sessions and complete necessary procedures, so please be sure to prepare these by March 22.
- We plan to inform all new students of their APU-Net User account (APU email account) on Friday, March 26. It will be necessary to use the account for various procedures from that point on. Please be sure to check your APU email regularly in order not to miss important updates from the university.
- The New Student Orientation will be held from Monday, March 29 to Friday, April 9. During the orientation, several mandatory guidance sessions for new students will be held. Spring semester classes will then begin on Monday, April 12.
- During orientation, information about studying at APU (curriculum, course registration, grading, etc.) as well as leading a physically and mentally healthy student life will be provided during the guidance sessions. At this time, students will also register for National Health Insurance and have their new addresses registered with the local municipality (only for new students who have entered Japan/moved into AP House).
- All guidance sessions during orientation will be held in person on campus, online via Zoom as live sessions, and/or online as recordings. While a few guidance sessions will be run in person only, new students unable to enter Japan or move into AP House will not be disadvantaged; we will organize times to complete these sessions with those students individually once they have entered Japan and moved into AP House.
 - Live online sessions: Held via Zoom. Please join the Zoom meeting at the designated date and time.
 - Recorded sessions: Available to view anytime.
- We will provide a detailed orientation schedule in the next announcement (scheduled for March 12).

Only for the 2021 Spring Semester

Sale of Special Bus Tickets Only for APU Students

With the start of 2021 spring semester classes approached, we are offering special bus tickets only for APU students only for the 2021 spring semester.

Due to COVID-19, most classes in the spring will be held as a hybrid style of online and in person classes, and students are scheduled to come to campus in alternating weeks. Because of this, it is difficult to know how many times you'll need to come to campus, so we have decided to subsidize your bus fare in the spring semester to make it easier to come to campus. Please review the following materials for further details.

★ **[Sale of Special Bus Tickets Only for APU Students \(PDF\)](#)**

V Deferring Your Enrollment / Applying for a Post-Enrollment Leave of Absence

1. Deferring to September 2021 Enrollment

- In the event of special situations caused by the COVID-19 pandemic, such as immigration restrictions on entry into Japan, municipal lockdowns, or sudden changes in family finances, it is possible for students to defer to the September 2021 enrollment period. Only admitted students for April 2021 enrollment who have already completed payment of the initial enrollment fee (admissions fee) and the second enrollment fee (tuition, AP House fee, comprehensive renters' insurance for international students and health insurance premiums) are permitted to apply for a deferral. Deferral applications can be made for a maximum period of two semesters (one year).
- The deadline to apply for deferral is below. Please take careful note of this as we will not accept any applications once the deadline has passed.
 - Application Deadline: Thursday, March 18, 2021 at 23:59 Japan time
 - Application Method: Please complete the application via the link below. Fill in all required items on the form, make sure to attach your digital signature*, and submit it.
 - Note: After March 18, it will no longer be possible to apply for deferral or to cancel your deferral. If you have already applied to defer and you wish to cancel this as you will be attending classes online, please email the inquiries contact provided at the end of this document immediately.
 - Deferral Request Form
 - (Japanese-basis students) <http://r.apu.jp/DRF2021SJ>
 - (English-basis students) <http://r.apu.jp/DRF2021SE>

***Digital signature and form submission**

Once you have filled in the required items on the form, please sign it digitally. Legally-valid signatures can be made digitally. Steps to complete the digital signature and submit the document are as follows:

- ① When you fill in your signature and the date of signature digitally, a submit button will appear on the screen. You will not be able to make any corrections after clicking on this button.
- ② Once this is completed, fill in your email address in the appropriate spot as displayed on the screen. You will receive an email requesting your confirmation. Click the confirm button, and your submission will be complete.

2. Applying for a Post-Enrollment Leave of Absence in the Event that Your Environment for Attending Online Classes is Insufficient, etc.

- Applications for a leave of absence can be accepted retroactively, even after enrolling to APU, if a student is unable to enter Japan after the start of spring semester classes for 2021 and if any of the conditions below apply. A leave of absence is a procedure where a student's studies are suspended due to certain circumstances but the student remains registered with the university. In this case, the student's spring semester studies for 2021 would be suspended and no credits would be given.
 - Students in countries/regions (※) with a time difference of more than 2 hours to Japan
(※) This refers to countries/regions with times other than Greenwich Mean Time GMT+7 to +11 (Japan is GMT+9).
 - Students unable to consistently attend online classes due to their internet environment or unable to watch recorded classes due to problems with their device, etc.
- The period to apply for a leave of absence meeting the above conditions will be after the start of spring semester classes as noted below. Please take careful note of this as we will not accept any applications once the deadline has passed.
 - Application Period: Monday, April 12 to Friday, April 30, 2021 (deadline)
 - How to Apply: This will be announced to all enrolled students in early April.
- In these cases, you will be exempt from paying the screening and administrative fee (¥15,000), but you will still be responsible for paying the registration fee (¥5,000 per semester). Additionally, 2021 spring semester tuition and AP House fees previously paid will be applied to the amounts due for the semester after you are reinstated.

- People who are scheduled to obtain external scholarships may not be able to apply for changing enrollment period or leave of absence. Those who would like to do so must first consult with their external scholarship organization and APU.

VI Upcoming Schedule for New Information from APU

- The upcoming schedule for sending information to new students planning to enroll in April 2021 is below. Please review this carefully.

Information Release Date (Tentative)	Content (Tentative)
March 12, 2021	<ul style="list-style-type: none"> ● Tentative schedule for entry to Japan/Immigration support package/Details for AP House move-in ● Detailed schedule for New Student Orientation ● Detailed information for Entrance Ceremony (April 1)
March 22, 2021	<ul style="list-style-type: none"> ● New Student Orientation special website update https://en.apu.ac.jp/studentsupport/page/content0334.html/
March 27, 2021	<ul style="list-style-type: none"> ● Distribution of student ID numbers and APU-Net user accounts (email account/password)
<p>From this date onward, we will only send emails to the APU accounts distributed to new students (*****@apu.ac.jp)</p>	
March 28, 2021	<ul style="list-style-type: none"> ● Activation of your APU Zoom account

Official Announcements from the University

Updates on university decisions related to COVID-19 are posted on the following website. Please check it regularly.

Japanese: <https://www.apu.ac.jp/home/notice/content3/>

English: <https://en.apu.ac.jp/home/notice/content3/>

Inquiry Contact Questions concerning enrollment for graduate school students: Admissions Office (International): grad-rec@apu.ac.jp