

# Check List for APU Student Exchange Program Spring 2025

<b>Submission Schedule</b>	9 :00 a.m., Friday, November 1 – <u>11:00 a.m., Friday, November 8, 2024</u> <b>【Strict Deadline】</b>
<b>Place to Submit</b>	<a href="https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20241014144752265847599">https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20241014144752265847599</a>
<b>Interview Date</b>	Your college will inform you directly.
<b>Announcement of Acceptance</b>	To be announced in the “Announcement to Individuals” in manaba+R on Wednesday, December 18, 2024 at 1:00 pm
<b>Orientation for Accepted Students</b>	January 10 (Fri), 2025 (TBA) *To be conducted Face to face and online (Zoom)

## ❑ Application Qualification

### **\*Applicants must fulfill the following conditions:**

1. Undergraduate student in College of Law, College of Social Sciences, College of International Relations (excluding Joint Degree Program), College of Letters, College of Economics, College of Science and Engineering (excluding Department of Civil and Environmental Engineering AY2018-2021 enrollees), College of Sport and Health Science, College of Life Sciences, College of Pharmaceutical Sciences, College of Business Administration, College of Policy Science or College of Comprehensive Psychology.
2. Completion of at least one year of study at an undergraduate school before starting the program. However, students cannot start the program in their last two semester of undergraduate studies.
3. When applying for the program, the students must have completed an average of 16 credits or more per semester.
4. Applicants must have completed all of the course (such as foreign language courses) that distributed by the time of application required for graduation designated by the college.
5. Students who have already participated in this program cannot apply.

## ❑ Application Documents

### **\*Please note that we do not accept incomplete application documents.**

1. APU Student Exchange Program Application Form
2. A screenshot of documents indicating language proficiency (TOEFL<sup>®</sup>, TOEIC<sup>®</sup>, IELTS<sup>™</sup>, CASEC etc)\*
3. A screenshot of the following pages “Credit Earning State”, “Course Registration and Grade” and “GPA” under “Course Registration and Grade Status” page on CAMPUS WEB
4. A screenshot of your “My courses (Timetable)” on manaba+R
5. Parent (Guardian) Consent Form (A wet signature of the person is required)

\*If you have lost your score report, please check the box next to "I lost my TOEFL<sup>®</sup> /TOEIC<sup>®</sup> score report document" in the application form. Your latest score registered at the university will be used for the selection process.

\*If the parent (guardian) lives far away, please cut a screenshot of the wet signature part with the parent (guardian)'s consent and paste it into the consent form.

☐ **Attendance of the Orientation for Accepted Students**  
**\*Accepted Students must attend to the Orientation**

Date & Time	Friday, January 10, 2025 (Must be attended)
Method of Implementation	Face to face and Online (Zoom)

\*Details will be notified to the accepted students at the time of the announcement of acceptance

☐ **Interview Schedule**  
**\*Administrative Office of each college will set the interview.**

The interview date is on a weekday excluding the applicant's class hours, but please write below if you have any unavoidable reason. Specified interview date will be informed by person in charge of Administrative Office of your college at a later date.

Inconvenient Dates for Interview	Reason

# Application Form for APU Student Exchange Program Spring 2025

Date of Submission: 20

Year / Month / Day

Student ID											-		Name		
Date of Birth									Age				Gender	Male / Female	
College/ Year	College of										/	Year			
Address (include zip code)															
Phone/ E-mails	Home								Univ. e-mail		@ed.ritsumei.ac.jp				
	Mobile Phone								Mobile e-mail		@				
Exchange Term	Spring Semester (One Semester) / Full Year (Two Semester)														
College of Study at APU	<input type="checkbox"/> College of Asia Pacific Studies (APS) <input type="checkbox"/> College of International Management (APM)APU <input type="checkbox"/> College of Sustainability and Tourism (ST)														
AP House 3	<input type="checkbox"/> I will apply for residence. <input type="checkbox"/> I will NOT apply for residence.														
Copy of Documents Indicating Language Proficiency	<input type="checkbox"/> TOEFL® (ITP / iBT ) Test Score: <input type="checkbox"/> TOEIC® (Test/ IP / SW / Bridge / LPI ) Test Score: <input type="checkbox"/> IELTS™ Score: <input type="checkbox"/> Other language proficiency tests (    )														
	Those without a copy of a document indicating the language proficiency, please mark a check in the box below.														
	<input type="checkbox"/> I lost my language test score report document. <input type="checkbox"/> I have never taken any language proficiency tests.														

**1. Enter course names below for courses you wish to take at APU.**

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**2. Credits obtained**

Total number of the credits earned for graduation acquired by the end of AY 2024 Spring Semester	
Out of the above, acquired Foreign Language credits required for graduation	

**3. Essay**

1. Why are you interested in studying abroad? (Describe your goals, such as what you want to learn or what skills you hope to acquire.)

2. Describe your academic plan in order to achieve the goals listed in Q1.

3. Describe your career plan after graduation to make the most of the goals listed in Q1.

4. Attach a screenshot of documents indicating language proficiency (TOEFL®, TOEIC®, IELTS™, CASEC, etc.) here.

(make a screenshot and attach it within the border line)

5. Attach a screenshot of the “Credit Earning State” page under “Course Registration and Grade Status” from CAMPUS WEB here.

(make a screenshot and attach it within the border line)

6. Attach a screenshot of the “Course Registration and Grade” page under “Corse Registration and Grade Status” from CAMPUS WEB here.

(make a screenshot and attach it within the border line)



7. Attach a screenshot of the “GPA” page under “Course Registration and Grade Status” from CAMPUS WEB here.

(make a screenshot and attach it within the border line)

8. A screenshot of your “My courses (Timetable)” on manaba+R

(make a screenshot and attach it within the border line)

# Parent (Guardian) Consent Form

Dear President of Ritsumeikan University,

I consent to the person listed below participating in studies at Ritsumeikan Asia Pacific University if his/her application to the APU Student Exchange Program 2025 is accepted.

College of \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Term: Spring Semester (One semester) / Full Year (Two semesters)

\*Please circle the appropriate term.

Date: 20 \_\_\_\_\_  
Year / Mnth / Day

Parent (Guardian) Signature: \_\_\_\_\_  
(must be a wet signature)