

AY 2026 Spring Semester and Full Year Ritsumeikan Asia Pacific University (APU) Student Exchange Program Application Guidelines

*This guideline is an English version for students in the College of International Relations, Global Studies Major and College of Policy Science, Community and Regional Policy Studies Major.

Through this program Ritsumeikan University (RU) and Ritsumeikan Asia Pacific University (APU) aim to mutually enhance their curricula by leveraging the distinct merits of their respective educational systems. In this program, RU students can study at APU as a “Special Auditing Student” for one year or one semester. Students can pursue their diverse academic interests and satiate their intellectual curiosity by studying at APU and through interaction with APU students. The exchange term at APU will be counted as part of your total period of university enrollment, and credits earned at APU are generally transferred as credits required for graduation at your affiliated College.

I . Program Summary

1. Purpose

1. To mutually enhance education by taking advantage of the educational systems of each institution.
2. To promote student exchange between the two universities

2. Expected Learning Outcome at APU

1. Improve English language skills and presentation skills through lectures conducted in English
2. Understand other cultures and ways of thinking through interaction with international students
3. Prepare for studying abroad by improving the aforementioned skills

3. Term (No extension)

Spring Semester (April 1, 2026 to September 25, 2026)

Full Year (April 1, 2026 to March 31, 2027)

4. Number of Participants

Spring Semester (Maximum 10 Students)

Full Year (Maximum 10 Students)

5. College of Study at APU

College of Asia Pacific Studies (APS)

College of International Management (APM)

College of Sustainability and Tourism (ST)

6. Status of Student Registry at Ritsumeikan University

Study Abroad

7. Status at APU

Special Auditing Student

8. Transferred Credits

Only credits earned for courses with a grade of A+, A, B, or C at APU will be transferred with a "T" (Transfer) grade at your college. ('F' grades will NOT be transferred.)

- Courses recognized as equivalent in content will be transferred as credits for courses offered by the affiliated college with a 'T' grade.
- Courses NOT recognized as equivalent in content will be transferred as credit for "APU Exchange Subject" credits, whether categorized as Liberal Arts Course (Foundation Course and General Education Course) and Core Related Course (including Advanced Seminar).

However, students in the College of Comprehensive Psychology are not eligible to have credits certified as "APU Exchange Program" credits.

- The credits will be approved as credits earned in AY2026.

9. Credit Approval Limit

The maximum number of credits that can be registered at APU and awarded at RU are as follows

Term	Approximate number of credits for course registration at APU	Maximum number of credits transferable to RU
Spring Semester	Half of the maximum number of credits permitted for course registration in each College and year level. OR The maximum number of credits allowed per semester as specified by the College.	Up to 60 credits*
Full Year	The credit registration limit for each College and year level.	

* The total number of credits, including those certified by other universities, such as Credit Transfer System, APU Student Exchange Program, Study Abroad, Pre-admission credit recognition, must not exceed 60 credits (excluding transfer students, changes of major, etc.). In particular, students who have previously participated in study abroad programs and transferred credits should take notice of this.

10. Tuition

Participants will continue to pay tuition fee to RU during the program, billing and payment dates will remain as present.

11. Courses at APU

Participants will be eligible to take courses from the AY 2023 curriculum of the College of Asia Pacific Studies (APS), the College of International Management (APM), and the College of Sustainability and Tourism (ST).

There are some courses that cannot be taken due to course restrictions.

For further details, please refer to the attached course list of each faculty.
Courses that cannot be taken are shaded in gray (circles indicate course restrictions).
Some courses may not be offered depending on the term of participation.

【Other Course Registration Restrictions】

1. Language Courses (English)

Only the Language for Specific Purposes courses in the Standard Track can be taken.

2. Asia Pacific Languages (AP Languages)

APU offers "Asia Pacific Language" courses in six languages: Chinese, Korean, Malay-Indonesian, Spanish, Thai, and Vietnamese. These can be taken only if there are seats available.

3. Language Courses of the Participant's Native Language

Not allowed.

4. Courses in Specialized Subjects Taught in English

To take specialized courses offered in English, students are expected to have English proficiency equivalent to or higher than a TOEFL ITP® score of 480.

5. Intensive Session Course

Students participating in the Spring Semester may take Summer Session courses only; those in the Fall Semester may take Winter Session courses only; and those in the Full-Year program may take both Summer and Winter Session courses.

6. 3rd Year Seminar

The instructor of the 3rd year seminar courses must authorize the student to take the course based on the application.

- ◆ Information related to course registration can be found on the following websites:

■ **Course Registration / Course List Website**

<https://www.ritsumei.ac.jp/life/apu/info/curruculum.html/>

■ **Syllabus 【APU Online Syllabus】**

Syllabi for each semester are released approximately one month before the start of the respective semester.

However, syllabi from previous academic years can also be viewed.

(Login is not required to access the syllabus. To search, enter the course title or other information under "Search by Course" in the menu on the right.)

<https://portal2.apu.ac.jp/campusp/slbsskgr.do>

Based on the above information, Each Student should consider which courses they will take.

■ **APU Website**

<http://www.apu.ac.jp>

12. Accommodation

A student dormitory (AP House 3 only) is available for program participants. Please complete the designated form if you wish to apply for residence in the dormitory.

The result of the dormitory assignment will be announced together with the program acceptance results.

Participants must pay the full dormitory fee in one lump-sum payment before the start of the program.

Monthly payments are not accepted.

If a resident checks out of the dormitory after the designated period of stay, an additional charge equivalent to one month's dormitory fee will be incurred. Dormitory fees will not be refunded in cases where residents check out before completing their designated stay.

AP House 3

AP House 3 is an off-campus student dormitory located approximately 15 minutes by bus from APU and about a 10-minute walk from the Kamegawa shopping area (Kamegawa Shōtengai). A dormitory manager is stationed on-site 24 hours a day to ensure a safe and comfortable living environment.

For details about AP House 3, including facilities, room layouts, and photos, please visit the Student Office website below:

<https://www.apu.ac.jp/studentsupport/aphouse/house3/info/>

25 Kumi, Fruichi-machi, Beppu-City, Oita 874-0013

Nearest bus stop: Sekinoe-Kaisuiyokujo-mae (10-minute walk, *About 15min from APU by BUS)

【Period of Residency】

- For Spring semester: From the designated move-in date in March 2026 to August 15, 2026 (approximately 4.5 months)
- For Full-Year participants: From the designated move-in date in March 2026 to February 15, 2027 (approximately 10.5 months)

	Spring Semester	Full Year
Moving-in Fee	¥33,000	¥33,000
Rent	¥215,000	¥451,500
Total	¥248,000	¥484,500

【Monthly Fee】

Rent Accommodations Fee	Common Service Fees	Utility Fees	Bedding Rental Fees	Total
¥31,000	¥3,000	¥7,000	¥2,000	¥43,000

- Moving-in Fee : No refunds after payment.
- No security deposit payment is required for exchange students. However, if damage is caused to the room, the actual cost will be charged.

- Electricity fee is included in utilities.
- The above amounts are subject to change and are provided for reference only.

13. Scholarship

Ritsumeikan University Study Abroad Challenge Scholarship

This scholarship encourages students to participate in and complete the program by subsidizing part of the participation costs. The scholarship will be awarded to those who are sent to this program and who apply for the "Study Abroad Challenge Scholarship".

(1) Amount/Schedule/Method of the Payment for the Scholarship

The amount, timing and method of awarding the scholarship for the program participants in the AY2025 Fall semester are planned as follows. The details will be provided in the application guidelines for the scholarship.

Amount	JPY 150,000-
Schedule	To be transferred after late June 2026 (To be paid after confirming of travel to APU)
Method	To be transferred to a bank account under the applicant's name

(2) Points to Note when Receiving the Scholarship

1. Applicants who are currently receiving, or are expected to receive, any scholarships from internal or external institutions or organizations in connection with this program must consult with the Kinugasa Manabi Station (APU Domestic Exchange Program Coordinator) prior to applying for this scholarship. Please note that concurrent receipt of this scholarship with other awards may not be permitted.
2. The scholarship award may be fully or partially revoked if the recipient falls under any of the following conditions. In such cases, the recipient may be required to return all or part of the scholarship already disbursed.
 - Participation in the program is canceled or the period of participation is changed.
 - Any fraudulent information is found in the application documents or other related materials.
 - The recipient no longer meets the eligibility requirements for this scholarship.
3. If this program is canceled or its contents are changed, the scholarship may not be awarded, or the amount may be subject to change. Recipients will be notified of any such changes in policy.

14. Student Services at APU

Participants generally have the same access to library services, club activities, and co-op services as APU students.

15. Program Withdrawal

Once permission to register for courses has been granted, the student's enrollment status at APU will be established.

Withdrawal after the announcement of acceptance will not be permitted.

16. Upon Acceptance at APU

Students will be treated as Japanese-basis students.

However, among students whose language of study at Ritsumeikan University is English-basis (i.e., those enrolled in the Global Studies Major of the College of International Relations or the Community and Regional Policy Studies Major of the College of Policy Science), students whose native language is not Japanese or whose Japanese proficiency is not equivalent to a native level will be treated as English-basis students.

II. How to Apply

1. Application Qualification

Applicants must fulfill the following conditions:

- 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.
- Applicants must have completed at least one year of study at an undergraduate school prior to the start of the program. However, Applicants in their last two semesters of undergraduate study are not eligible to apply.
- Applicants must have earned at least 16 credits per semester by the time of application.
- Applicants must have completed all of the courses (such as foreign language courses) required for graduation and designated by their college that are offered up to the time of application.
- Applicants who have already participated in this program are not eligible to apply.

[Notes]

- No application will be accepted if any of the application documents are incomplete or submitted after the deadline.
- Students on a leave of absence or studying abroad are eligible to apply. However, they must attend the interview at RU.

2. Application Period

From 9:00 a.m., Friday, October 31 to 11:00am, Friday, November 7, 2025

【Strict Deadline】

3. Where to Submit

Please complete your application through the following URL. Make sure to submit the application form as a single PDF file after inserting screenshot or other required information into the form.

<URL for application>

<https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20251002160045838656318>

4. Application Documents

1. APU Student Exchange Program Application Form (Designated Form)
2. A screenshot of documents indicating language proficiency (TOEFL®, TOEIC®, IELTS™, CASEC etc)*

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

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 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.

5. Selection Procedure

Applicants will be selected by their affiliated College based on their application documents, language proficiency, GPA, and interview performance.

The interview schedule will be communicated directly to each applicant by the administrative office of the affiliated College.

6. Announcement of Acceptance

Date and Time: 1:00 p.m., Wednesday, December 17, 2025

Method: Announced via "Announcement to Individuals" on manaba+R.

7. Orientation for Accepted Students

Students who have been granted permission to participate in the program must attend the following orientation.

As a general rule, absence will not be permitted.

Date: Friday, January 9, 2026 (TBC)

Format: Conducted in person or via Zoom (attendance by either method is required).

Further details, including the time and Zoom URL, will be provided separately to accepted students at the time of notification.

8. Notes

Students who are enrolled in other academic programs must consult in advance with the administrative office responsible for those programs to confirm the course registration procedures for the period of participation in the APU Exchange Program.

Regardless of the type of program, students are required to make sufficient academic plans to balance participation in the APU Exchange Program with their regular coursework.

Please ensure to consult both the administrative office of the affiliated College and the office in charge of the respective program prior to application.

【For Students Enrolled in the Teacher Training Program】

During the period of study at APU, courses in the Teacher Training Program cannot be taken.

Since the curriculum is arranged according to year level, depending on the period of participation, it may be difficult to complete the credits required for obtaining a teaching license within four years.

Before applying, students must consult with both the Office of Teacher Education and their College administrative office.

<Inquiries>

Kinugasa Manabi Station (APU Domestic Exchange Program Coordinator)

Kinugasa Campus, 1st Floor, Gakuji-kan Hall

Email: apu-tank@st.ritsumei.ac.jp

TEL: 075-465-7865