

AY2026 APU Student Exchange Program

Spring Semester and Full Year

Application Checklist

Submission Schedule	9 :00 a.m., Friday, October 31– <u>11:00 a.m., Friday, November 7, 2025</u> 【Strict Deadline】
Place to Submit	https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20251002160045838656318
Interview Date	The interview schedule will be communicated directly to each applicant by the administrative office of the affiliated College.
Announcement of Acceptance	To be announced in the “Announcement to Individuals” in manaba+R on Wednesday, December 17, 2025 at 1:00 pm
Orientation for Accepted Students	January 9 (Fri), 2026 (TBA) *To be conducted Face to face and online (Zoom)

☐ Have you met the eligibility requirements?

***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.

☐ Have you prepared all the required application documents?

***Incomplete applications will not be accepted under any**

☐ **circumstances.**

1. APU Student Exchange Program Application 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.

☐ **If you are accepted for the program, will you be able to attend the following guidance session for participants?**

***Accepted Students must attend the Orientation**

Date & Time	Friday, January 9, 2026 (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

☐ **Please check the information below regarding the interview schedule.**

***Administrative Office of each college will set the interview schedule.**

The interview will be scheduled on a weekday that does not conflict with the applicant's class hours.

If there is any unavoidable reason, please indicate it below.

The specific interview date will be informed by the person in charge at the administrative office of the applicant's College at a later date.

Unavailable Dates and Times 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	☐ College of Asia Pacific Studies (APS) ☐ College of International Management (APM)APU ☐ College of Sustainability and Tourism (ST)																	
AP House 3	☐ I will apply for residence. ☐ I will NOT apply for residence.																	
Copy of Documents Indicating Language Proficiency	☐ TOEFL® (ITP / iBT) Test Score: ☐ TOEIC® (Test/ IP / SW / Bridge / LPI) Test Score: ☐ IELTS™ Score: ☐ Other language proficiency tests (_____)																	
	Those without a copy of a document indicating the language proficiency, please mark a check in the box below. ☐ I lost my language test score report document. ☐ I have never taken any language proficiency tests.																	

1. Enter the titles of the courses you wish to take at APU below.

2. Credits obtained

Total number of the credits earned for graduation acquired by the end of AY 2025 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 "Course 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 2026 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 / Month / Day

Parent (Guardian) Signature: _____
(must be a wet signature)